

# **RICOH**

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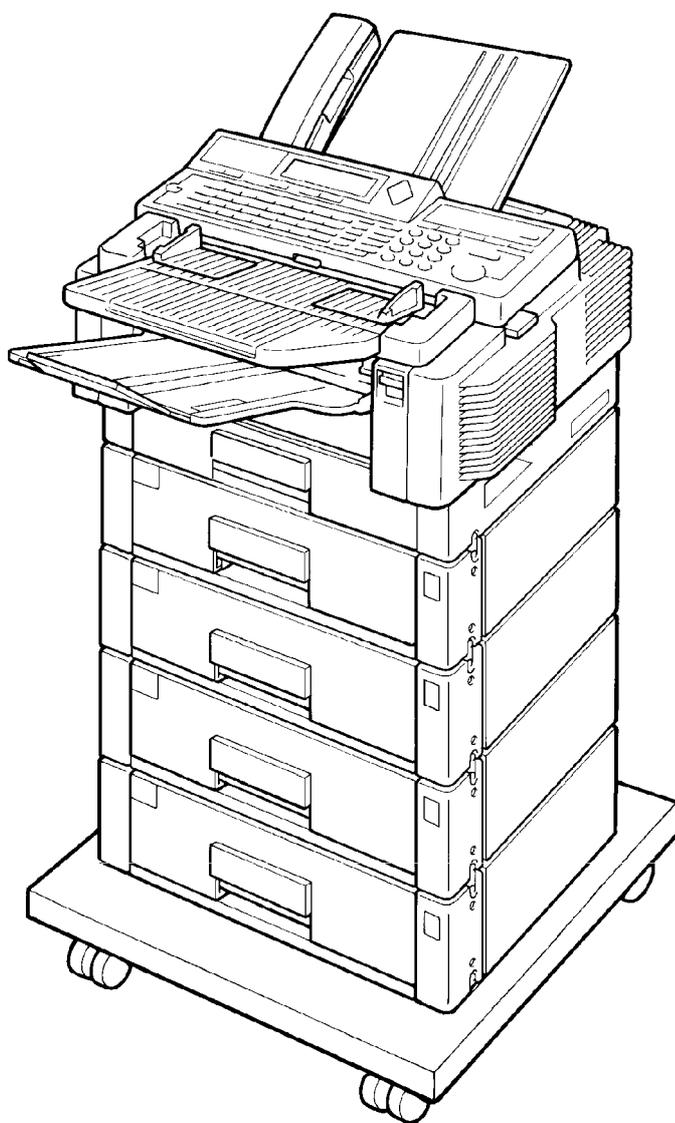
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## ***OPERATOR'S MANUAL***

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### ***RICOH FAX4500L***



A laser recording  
facsimile with dual  
access, expandable  
memory, and  
optional Group 4

Please read all of these instructions and keep this manual by your machine.

## **Optional Equipment**

### **ISDN Kit**

This allows you to send and receive messages using the ISDN.

### **Memory**

Either a 1-Mbyte memory card, a 2-Mbyte memory card, or a 20 Mbyte hard disk can be added.

### **Paper Feed Unit**

Up to 4 extra 500-sheet paper feed units can be added to the machine. Also, this option allows you to use Letter, Legal, A4, or B4 size paper; paper of width up to 10.1" (257 mm) can be used. The maximum printout width with one of these installed is 9.8" (250 mm).

### **Telephone Handset**

This permits voice communication (over the PSTN).



**WARNING:** This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

\* **CAUTION:** Use of control or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

### **Class A**

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment entitled "Digital Apparatus", ICES-003 of the Department of Communications.

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe A prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", NMB-003 édictée par le ministre des Communications.

# IMPORTANT SAFETY INSTRUCTIONS

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
7. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in the countries in which the 2-wire, non-grounded type of plug is used.)
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - A. When the power cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the product.
  - C. If the product has been exposed to rain or water.
  - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - E. If the product has been dropped or the cabinet has been damaged.
  - F. If the product exhibits a distinct change in performance, indicating a need for service.

# CONTENTS

## **INTRODUCTION**

WHAT DOES A FAX MACHINE DO?  
BAD TELEPHONE LINES AFFECT FAX COMMUNICATION

## **HOW TO USE THIS MANUAL**

CONVENTIONS	1
STORING TELEPHONE NUMBERS	2
STORING NAMES AND LABELS	2
IF YOU MAKE A MISTAKE	3
FACSIMILE FEATURE AVAILABILITY TABLE	4
LIMITATIONS ON VARIOUS FEATURES	8

## **GENERAL PRECAUTIONS**

POWER AND GROUNDING	10
COLD WEATHER POWER-UP	11
THUNDERSTORMS	11
COPY PAPER	12
TONER CASSETTES	12
OPERATING PRECAUTIONS	12
GENERAL	12
LOCATION	13

## **SECTION 1. COMPONENT GUIDE**

1. EXTERNAL VIEW	14
2. OPERATION PANEL	16

## **SECTION 2. ROUTINE OPERATION**

1. SENDING A FAX MESSAGE	18
1-1. Recommended Types of Document	18
1-2. Transmission Procedure at a Glance	20
1-3. Contrast, Resolution, and Halftone Modes	22
1-4. Immediate Transmission	22
1-5. Optional Features for Transmission	23
1-5-1. Personal Code	23
1-5-2. Send Later	23
1-5-3. Transmission Deadline (TRD)	24
1-5-4. Page Count (Immediate Transmission only)	24
1-5-5. Other Sending Features	25
1-6. Check your Destinations while Dialing	25

1-7. Converting Immediate Transmission to Memory Transmission	25
1-8. Redialing	26
<b>2. RECEIVING FAX MESSAGES</b>	<b>27</b>
2-1. Selecting the Reception Mode	27
2-1-1. Manual Receive (TEL) Mode	27
2-1-2. Auto Receive (FAX) Mode	28
2-2. Substitute Reception	28
2-3. Confidential Reception (Memory Card or Hard Disk Required)	28
<b>3. USING THE MACHINE FOR TELEPHONE CALLS</b>	<b>29</b>
3-1. Making a Telephone Call	29
3-1-1. Using On Hook Dial	29
3-1-2. Using the Handset	29
3-2. Answering the Telephone	30
3-3. Phoning and Faxing on the Same Call	31
3-3-1. To Talk Before Sending a Fax (On Hook Dial)	31
3-3-2. To Talk After Sending a Fax	31

## **SECTION 3. ADVANCED FEATURES**

<b>1. TRANSMISSION</b>	<b>32</b>
1-1. Broadcasting	32
1-2. Keystroke Programs	33
1-3. Confidential Transmission	36
1-4. Polling Transmission	37
1-4-1. Free Polling	37
1-4-2. Secured Polling	37
1-4-3. Stored ID Override	38
1-5. Transfer Request	40
1-6. Telephone Directory	41
1-7. Secure Transmission	42
1-8. Direct Fax Number Entry	42
<b>2. RECEPTION</b>	<b>43</b>
2-1. Polling Reception	43
2-2. Authorized Reception	44
2-3. Night Timer	45
2-4. Forwarding (Memory Card or Hard Disk Required)	46
2-5. Specified Cassette Selection (Optional Paper Feed Unit Required)	51
2-6. Multi-sort Document Reception (Memory Card or Hard Disk Required)	52
<b>3. OTHER FEATURES</b>	<b>53</b>
3-1. Copying	53
3-2. File Management	54
3-2-1. Erasing a File from Memory	54
3-2-2. Printing a File	55
3-3. User Function Keys	56
3-4. Function Programs	57
3-5. Printing from Memory Lock (Memory Card or Hard Disk Required)	58

3-6. Tonal Signals	58
3-7. Chain Dialing	59
3-8. Restricted Access	59
3-9. Counters	60
3-10. Communication Result Display	60
3-11. Length Reduction	60
3-12. Label Insertion	61
3-13. Ordering Toner	62

## **SECTION 4. PROGRAMMING THE MACHINE**

<b>1. PROGRAMMING AT INSTALLATION</b>	<b>63</b>
1-1. Language Selection	63
1-2. Date and Time	64
1-3. Country Code	64
1-4. Telephone Number	65
1-5. Area Code Prefix	65
1-6. Next Transfer Station (Group 4 Kit required)	66
1-7. ID Code	66
1-8. Confidential ID (Memory Card or Hard Disk required)	67
1-9. Memory Lock ID (Memory Card or Hard Disk required)	67
1-10. RTI	68
1-11. TTI	69
1-12. CSI	70
1-13. Telephone Line Type	70
<b>2. SETTINGS</b>	<b>71</b>
2-1. On/Off Switches	71
2-2. User Parameter Settings	72
2-3. Economy Transmission Time	74
<b>3. ADJUSTMENTS</b>	<b>75</b>
3-1. Volume Adjustments	75
<b>4. TELEPHONE NUMBERS AND PERSONAL CODES</b>	<b>76</b>
4-1. Programming Quick Dial	76
4-2. Programming Speed Dial	79
4-3. Programming Groups	83
Entering Group Programming Mode and Selecting a Group	83
Storing Numbers in a Group	84
Checking Which Numbers are Already in the Group	85
Storing a Label for this Group	85
Storing a Group Transfer Station	86
Erasing the Group	87
4-4. Personal Codes	88

## **SECTION 5. PRINTING REPORTS**

<b>1. AUTOMATICALLY PRINTED REPORTS</b>	<b>91</b>
1-1. Table of the Reports	91
1-2. Report Formats	92
<b>2. USER-INITIATED REPORTS</b>	<b>95</b>
2-1. TCR	95
2-2. File List	95
2-3. Quick Dial List	95
2-4. Speed Dial List	95
2-5. Group Dial List	95
2-6. Program List	95
2-7. User Function List	95
2-8. Personal Code List	95
2-9. Authorized Reception List	95
2-10. Forwarding List	95
2-11. Specified Cassette Selection List	95
2-12. User Parameter List	95

## **SECTION 6. LOOKING AFTER THE MACHINE**

<b>1. REPLACING PAPER</b>	<b>96</b>
<b>2. REPLACING THE TONER CASSETTE</b>	<b>97</b>
<b>3. REPLACING THE MARKER</b>	<b>99</b>
<b>4. CHANGING THE PAPER SIZE OF THE CASSETTE</b>	<b>100</b>
4-1. Upper Cassette	100
4-2. Lower Cassette(s)	102
<b>5. USER MAINTENANCE PROCEDURE</b>	<b>103</b>
5-1. User Maintenance Table	103
5-2. User Maintenance Procedure	104
5-2-1. Scanner	104
5-2-2. Main Body	108
5-2-3. Lower Paper Feed Unit(s) (If one or more are installed)	112

## **SECTION 7. SOLVING PROBLEMS**

<b>1. DOCUMENT JAMS</b>	<b>113</b>
<b>2. COPY JAMS</b>	<b>115</b>
<b>3. COMMUNICATION PROBLEMS</b>	<b>118</b>
<b>4. OPERATING DIFFICULTIES</b>	<b>119</b>
<b>5. DOCUMENT MISFEED</b>	<b>120</b>
<b>6. DISPLAYED ERROR MESSAGES</b>	<b>121</b>
<b>7. ERROR CODES</b>	<b>122</b>

## **SECTION 8. SPECIFICATIONS**

<b>TABLE OF SPECIFICATIONS</b>	<b>124</b>
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# **APPENDIX**

<b>APPENDIX A. PAPER FEED UNIT</b>	<b>A-1</b>
<b>APPENDIX B. HARD DISK UNIT</b>	<b>B-1</b>
1. PRECAUTIONS	B-1
2. GENERAL	B-1
3. OPERATION	B-2
4. SPECIFICATIONS	B-2
<b>APPENDIX C. ISDN OPTION TYPE 40</b>	<b>C-1</b>
1. INTRODUCTION	C-1
2. OPERATION	C-2
Dialing and Storing Telephone Numbers	C-2
3. TROUBLESHOOTING	C-6
Call Progress Signals (CPS)	C-6

**INDEX**

**QUICK REFERENCE**

**FUNCTION LIST**

**OFFICIAL NOTICE TO USERS**

# INTRODUCTION

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Thank you for purchasing this product. This compact machine is ideal for growing businesses, branch offices, or those users who wish to upgrade to a plain paper fax machine with a wide range of features.

## WHAT DOES A FAX MACHINE DO?

When you write a letter, you normally seal it in an envelope, attach a stamp, and post it in the nearest letter box. Then in a few days, depending on the postal service, the letter will arrive at its destination. However, you may not be aware of its arrival until you get a return letter.

A fax machine speeds this process up. After you have written your letter, place it in your fax machine's document feeder, dial the destination's fax number, then press the Start key on your fax machine's operation panel.

The fax machine scans your letter, and converts it into a series of black and white dots (the number of dots there are across the page and down the page depends on the resolution that you selected; refer to the specifications section of this manual for details). This series of dots is transformed into an electrical signal and sent out over the telephone line to the fax machine at the destination.

The fax machine at the destination reconstructs your letter from the received signal, and prints it. The quality of the printed message is not as good as the original, but it is good enough for most purposes.

If you are worried about whether the message arrived at the destination, you can check the TCR (Transaction Confirmation Report). When you print this report, you will see the results of the most recent fax communications made by your machine.

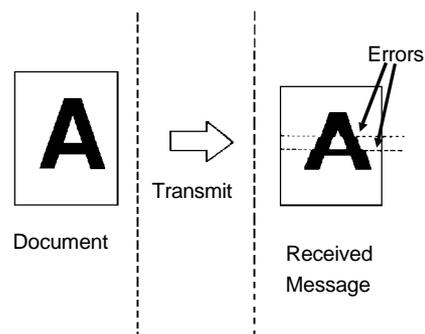
You can use your fax machine to send and receive any type of document, even photographs.

## BAD TELEPHONE LINES AFFECT FAX COMMUNICATION

Quick and accurate transmission of fax messages depends on the condition of the telephone line. If the line condition is very good, this machine will transmit a letter-size page in 6 seconds. However, if the line is noisy, the speed may be reduced significantly, and the data may be damaged.

The symptoms of data loss caused by a noisy telephone line are seen on the printouts of received messages. An example is shown opposite. Note that lines are missing from the page at the indicated locations. ECM is an effective countermeasure against this type of error.

The line condition is affected by the weather; thunderstorms can cause electrical noise on telephone lines. The operation of the equipment in the telephone exchange, such as switches, can also cause noise on the line.



# HOW TO USE THIS MANUAL

This manual contains instructions on how to operate and take care of the machine. To get the best performance from the machine, read the descriptions of the features in the Facsimile Features Manual, and follow the instructions in the Operator's Manual carefully. Please keep the manuals near the machine at all times.

**CAUTION:** This machine can only be used in the country where it was purchased.

## CONVENTIONS

The following conventions were used when writing this manual.

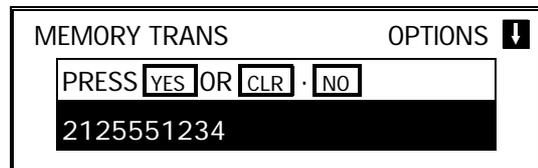
### Keynames

These have been printed in a different typeface and enclosed by a box. For example: " **Start** " means "Press the Start key on the operation panel". If you see something like " **#** x 21", this means that you have to press the **#** key 21 times.

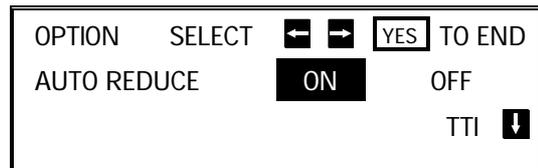
### Displays

Messages seen on the display are shown in a larger box.

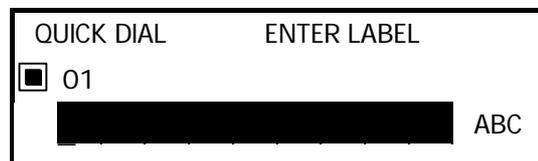
Example A: The keys that can be pressed are shown on the screen in small boxes. In this example, you can press the Yes, No, or Clear keys, or the downward pointing arrow on the scroll key; the scroll key is a diamond shaped key on the operation panel with four arrows printed on it.



Example B: The choice of settings for a feature are shown on the screen. The current setting is highlighted (white on black). If you press the right pointing arrow on the scroll key, the setting will be changed to OFF.



Example C: The ABC on the display indicates that you can input letters using the Quick Dial Keys, and numbers using the ten-key pad on the operation panel.



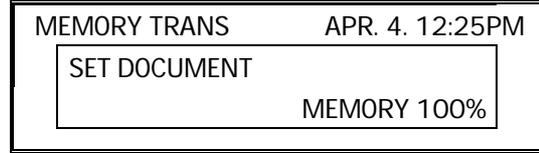
### Symbols

 indicates a hint.

Continued on the next page

## HOW TO USE THIS MANUAL

Most procedures start from standby mode, that is, when the display is as shown on the right. The value after "MEMORY" shows how much memory space is remaining.



If a procedure does not start at standby mode, the display at the start of the procedure is shown. For an example, see page 23.

**NOTE:** If you start a procedure and do not enter anything at the operation panel for more than 4 minutes, the machine will return to standby.

## STORING TELEPHONE NUMBERS

To dial a telephone number or store it as a Quick Dial or Speed Dial, type it into the machine at the ten-key pad on the operation panel.

## STORING NAMES AND LABELS

You can type names using the Quick Dial Keys. Use Quick Dial Keys 01 to 26 for the letters of the alphabet, and Quick Dial 30 as a spacebar. If you wish to enter a digit from 0 to 9, use the ten-key pad.

The cursor appears on the screen as a black dash below the cursor position. If you wish to move the cursor while editing a name or number, press the  and  arrows on the diamond-shaped scroll key on the operation panel.

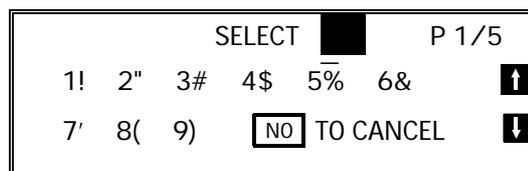
If you wish to enter a punctuation mark or symbol, use Quick Dial 31. Keep pressing Quick Dial 31 until you see the symbol that you need. Then move the cursor forward with the scroll key.

Quick Dial 32 can be used as a Shift key, to select upper or lower case letters.

KEY	DESCRIPTION	KEY	DESCRIPTION
01	A	17	Q
02	B	18	R
03	C	19	S
04	D	20	T
05	E	21	U
06	F	22	V
07	G	23	W
08	H	24	X
09	I	25	Y
10	J	26	Z
11	K	27	Not used
12	L	28	
13	M	29	
14	N	30	Space
15	O	31	Punctuation Marks and Symbols
16	P	32	Shift key (see page 3)

## Punctuation Marks and Symbols

If you press **31** while entering a label, a menu of symbols will appear, as shown on the right.



- To select a symbol, press the required key on the ten-key pad. For example, if you wish to enter a '#', press **3**
- If the symbol that you need is not on the screen, scroll through the pages of symbols with the **↑** and **↓** keys.

## Shift Key

As shown in example C on page 1, 'ABC' can be seen in the bottom right of the display while you are inputting a label. This indicates that upper case letters will be stored. If you wish to input lower case letters, press **32**. The 'ABC' will change to 'abc', and the letters that you type in will be stored as lower case letters. To change back to upper case letters, press **32** again.

## IF YOU MAKE A MISTAKE

If you make a mistake when inputting a name or number, either:

- Press **No** to erase the entire name or number and start again.
- Press **Clear** to erase the last letter or digit that you entered.

If you enter the wrong function number, either:

- Press **No** then input the correct function number.
- Press **Function** to return to standby mode and start again.

If you dialed the wrong number, either:

- Press **No**. If scanning has already begun, press **Stop**.
- If you already programmed the number into the machine by pressing Yes. Then remove the document from the feeder and start again, or use option 08 to cancel that particular destination only (see page 25).

## HOW TO USE THIS MANUAL

### FACSIMILE FEATURE AVAILABILITY TABLE

This table shows whether a feature is available or not in your machine. Some of these features have to be switched on before they can be used, or may be switched off if not wanted. The "Reference" column of the following table shows where you can find information on how to activate such features. The second column in the table shows you which section of the Facsimile Features manual to find the description of each feature in.

#### NOTE Column

- 1: Memory card or hard disk required
- 2: Telephone handset required
- 3: Lower cassette required
- 4: Group 4 kit required
- 5: In some countries, this can only be used by a technician

#### Reference Column

**User:** You can switch this feature on or off. Refer to the indicated page number in this manual.

**Service:** If you wish to switch this on or off or adjust it, contact a service technician.

✓: Available, ✗: Not Available

FACSIMILE FEATURES MANUAL		✓ / ✗	NOTE	REFERENCE
FEATURE NAME AND SECTION NUMBER				
<b>ROUTINE OPERATION</b>	Sect. 1			
Immediate Transmission	1-1	✓		
Memory Transmission		✓		
Contrast	1-2	✓		
Resolution		✓		
Halftone		✓		
Quick Dial	1-3	✓		
Speed Dial		✓		
Groups		✓		User: p. 32, 56
Send Later	1-4	✓		
Page Count		✓		
Personal Code		✓		
TRD (Transmission Deadline)		✓		
Economy Transmission		✓		
Automatic Reduction On/Off		✓		
ID Transmission		✓		
TTI On/Off		✓		
Alternative Destination		✗		
Voice Request		✓	2	
Destination Check		✓		
Automatic Redialing	1-5	✓		Service See page 9.
AI Redial		✓		

## HOW TO USE THIS MANUAL

<b>FACSIMILE FEATURES MANUAL</b>		<b>✓ / X</b>	<b>NOTE</b>	<b>REFERENCE</b>
<b>FEATURE NAME AND SECTION NUMBER</b>				
Auto Receive Mode	2-1	✓		
Manual Receive Mode		✓		
Auto Select Mode		X		
Substitute Reception	2-2	✓		User: p. 74
Handset	3-1	✓	2	
On Hook Dial	3-2	✓		
Speakerphone	3-3	X		
Music on Hold	3-4	X		
<b>ADVANCED FEATURES</b>	Sect. 2			
Broadcasting	1-1	✓		
Keystroke Programs	1-2	✓		
Confidential Transmission	1-3	✓		
Confidential Reception		✓	1	
Transfer Request	1-4	✓		
<input type="checkbox"/> Memory or hard disk required if the machine will be used as a transfer broadcasting station.				
Polling Transmission	1-5	✓		
Polling Reception		✓		
Continuous Polling Reception		✓		Service
Auto Document	1-6	X		
Telephone Directory	1-7	✓		
Secure Transmission	1-8	✓		
Direct Fax Number Entry	1-9	✓		
Forwarding	2-1	✓	1	User: p. 71
Authorized Reception	2-2	✓		User: p. 71
Reception Mode Switching Timer	2-3	X		
Copying an Original	3-1	✓		
Night Timer	3-2	✓		User: p. 71
Function Programs	3-3	✓		
Answering Machine	3-4	X		
Remote Control Features/Mailbox	3-5	X		
Specified Cassette Selection	3-6	✓	3	User: p. 71
TTI On/Off	3-7	✓		
Label Insertion	3-8	✓		
Marker	3-9	✓		User: p. 73
Center Mark	3-10	✓		User: p. 73
Checkered Mark	3-11	✓		User: p. 73
Reception Time	3-12	✓		User: p. 73
Reduction	3-13	✓		
<input type="checkbox"/> Automatic Reduction		✓		User: p. 74
<input type="checkbox"/> Length Reduction		✓		Service
Closed Network	3-14	✓		Service
Restricted Access	3-15	✓		User: p. 74
RDS (Remote Diagnostic System)	3-16	✓	5	User: p. 71
Reverse Order Printing	3-17	✓	1	User: p. 74
Multi-sort Document Reception	3-18	✓	1	User: p. 74
Protection Against Wrong Connections	3-19	✓		Service

## HOW TO USE THIS MANUAL

<b>FACSIMILE FEATURES MANUAL</b>		<b>✓ / X</b>	<b>NOTE</b>	<b>REFERENCE</b>
<b>FEATURE NAME AND SECTION NUMBER</b>				
ECM	3-20	✓		Service
Page Retransmission		✓		Service
Batch Transmission	3-21	✓		Service
Short Preamble	3-22	✓		Service
AI Short Protocol	3-23	✓		Service
Dedicated Transmission Parameters	3-24	✓		Service
MDF (Manual Document Feed)	3-25	✓		
Chain Dialing	3-26	✓		
Tonal Signals	3-27	✓		
Memory Lock	3-28	✓	1	User: p. 71
Wild Cards	3-29	✓		
File Management	3-30	✓		
Counters	3-31	✓		
Well Log Transmission	3-32	✓		Service
Transmission Reserve	3-33	✓		
Dual Access	3-34	✓		
Silent Ringing Detection	3-35	X		
User Function Keys	3-36	✓		
Communication Result Display	3-37	✓		
Inch-to-mm Conversion	3-38	✓		Service
Ordering Toner	3-39	✓		
<b>PROGRAMMING</b>	Sect. 3			
Language Selection	1-1	✓		
Date and Time	1-2	✓		
Telephone Line Type	1-3	✓	5	
RTI, TTI, and CSI	1-4	✓	5 (CSI)	
ID Code	1-5	✓		
Remote ID		X		
Confidential ID		✓	1	
Memory Lock ID		✓	1	
Your Fax Terminal's Telephone Number	1-6	✓		
Country Code	1-7	✓		
Area Code Prefix	1-8	✓		
On/Off Switches	2-1	✓		
User Parameter Settings	2-2	✓		
Time for Economy Transmission	2-3	✓		
Speaker Volume	3-1	✓		
Display Panel Contrast	3-2	✓		Service
Programming Quick Dial	4-1	✓		
Programming Speed Dial	4-2	✓		
Programming Groups	4-3	✓		
Storing Personal Codes	4-4	✓		
<b>REPORTS</b>	Sect. 4			
TCR	1-1	✓		User: p. 73
Transmission Result Report	1-2	✓		User: p. 73
Error Report	1-3	✓		Service

HOW TO USE THIS MANUAL

<b>FACSIMILE FEATURES MANUAL</b>		✓ / X	NOTE	REFERENCE
<b>FEATURE NAME AND SECTION NUMBER</b>				
Communication Failure Report	1-4	✓		
Memory Storage Report	1-5	✓		User: p. 73
Power Failure Report	1-6	✓		
Transfer Result Report	1-7	✓		
Polling Reserve Report	1-8	✓		User: p. 73
Polling Result Report	1-9	✓		User: p. 73
Polling Clear Report	1-10	✓		User: p. 73
Confidential File Report	1-11	✓	1	User: p. 71
Transmission Deadline Report	1-12	✓		
Polling Confirmation List		✓		
TCR	2-1	✓		
Quick Dial List	2-2	✓		
Speed Dial List	2-3	✓		
Group List	2-4	✓		
Personal Code List	2-5	✓		
File List	2-6	✓		
Authorized Reception List	2-7	✓		
Forwarding List	2-8	✓	1	
Specified Cassette Selection List	2-9	✓	3	
User Parameter List	2-10	✓		
Program List	2-11	✓		
User Function List	2-12	✓		
<b>NETWORKING FEATURES</b>	Sect. 5			
Group Transfer Station	1-1	✓		
Next Transfer Station	1-2	✓		
Broadcasting, with Transfer Request	2	✓		
Two-step Transfer	3			
<input type="checkbox"/> Digital Link (Specified Two-step Transfer)		✓	1, 4	
<input type="checkbox"/> Analog Link		✓	1	
Multi-step Transfer	4	✓		
<b>GROUP 4 FEATURES</b>	Sect. 6			
Terminal ID Programming	1-1	✓	4	Service
Terminal ID Verification	1-2	✓	4	Service
Automatic Fallback to Group 3 Mode	1-3	✓	4	
Subaddress	1-4	✓	4	

## HOW TO USE THIS MANUAL

### LIMITATIONS ON VARIOUS FEATURES

The tables on the next two pages show the limitations for each feature. Limitations for some features can be changed by a service technician.

COMMUNICATION FEATURES	PAGE	MAX. NUMBER OF ADDRESSES/FILE	TOTAL FILES	TOTAL ADDRESSES IN ALL FILES	MAX. STORED PAGES
Broadcasting	32	200	200	500 (Note: Any fax number can be used in more than one file at the same time)	1200 (*4)
Confidential Transmission (from memory)	36	200			
Transfer Request (*1)	40	30			
Polling Reception	43	200			

The following table shows how many telephone numbers you can store.

Quick Dial	32
Speed Dial	100
Ten Key Pad (*2)	96
Groups (*3)	10

\*1 The limitation on this feature is imposed by the capacity of the broadcasting machine.

\*2 This is the number of full telephone numbers that can be input into the machine at any one time. For example, if there is a broadcasting operation in memory using 95 full numbers, you can only input one more full number for any operation, including storage in groups, until the broadcast has finished. Also, if you store, say, 35 numbers at the ten key pad into your groups, then you will only be able to input 61 full dial numbers at any one time for other operations, such as broadcasting.

\*3 You can program up to 10 groups. Each group can contain up to 200 numbers; however, if you wish to use a Group for Transfer Request, make sure that this group does not have more than 30 numbers. You can store any Quick Dial or Speed Dial number in a group. You may also store up to 96 numbers that are not programmed as Quick or Speed Dials; see note 2 above for the restrictions on the use of these numbers.

\*4 This is the theoretical maximum number of pages that can be stored. In practice, you will only be able to store this number of pages if you install the optional hard disk unit.

OTHER FEATURES	MAXIMUM VALUE	NOTES
Redial	Number of times: 253 times Intervals: 40 minutes	Default settings: Memory transmission 4 times/5 minutes Immediate transmission 2 times/2 minutes
Keystroke Programs	32	
Authorized Reception	50 RTI/CSIs	
Forwarding	5 forwarding stations 30 RTI/CSIs	
Multi-sort Document Reception	9 copies	
Specified Cassette Selection	10 RTI/CSIs	
Wild Card	This can be used when storing RTI/CSIs for Authorized Reception, Specified Cassette Selection, and Forwarding	
Function Programs	5	
Restricted Access	50 personal codes	Codes from 0001 - 9999 can be used.
Page Retransmission	255 times	Default setting: 3 times
Batch Transmission	Up to 200 files can be placed in batches. There is no limit on the size of the batch other than that (in other words, up to 200 files can be placed in a batch). You can use this feature at any time.	The following cannot be batched. <input type="checkbox"/> Confidential Transmission <input type="checkbox"/> ECM on and off in the same batch
Well Log Transmission	Length: 328 '	Default setting: Length: 47.2"
Multi-copy	99 copies	
Personal Codes	Up to 9999 codes can be used, but only 50 can be stored with names and Confidential IDs.	Up to 9999 different four-digit codes can be entered at transmission time. The four-digit code will be shown on reports under "Option".

# GENERAL PRECAUTIONS

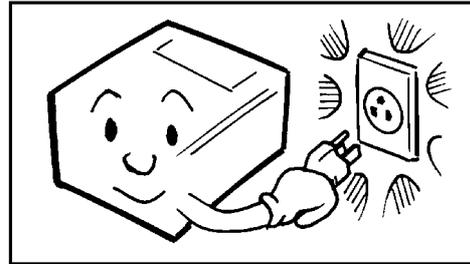
**WARNING:** Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

## POWER AND GROUNDING

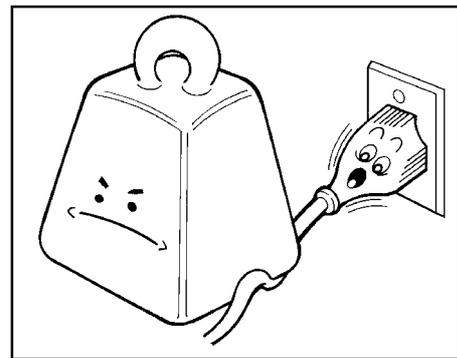
Pay attention to the following.

### Power Supply

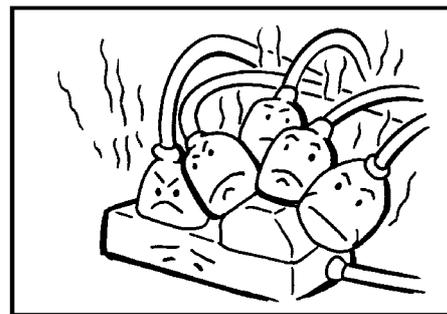
1. Power requirements: 115  $\pm$ 20V, 60  $\pm$  1 Hz
2. Insert the power plug securely into the wall socket.



3. Do not connect other equipment to the same socket.
4. Do not step on or set anything on the power cord.
5. If an extension cord must be used, it must have a capacity of more than 125V/15A and must be less than 5.5 yds long.
6. Do not connect other equipment to the same extension cord.



7. Be sure that the power cord is not in a position where it would trip some one.



### Grounding

Ground the machine and the lightning protection circuit in accordance with regulations. Do not ground to gas or water pipes, or to a telephone ground lug. Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

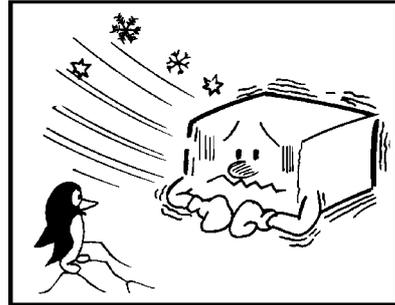
The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

## COLD WEATHER POWER-UP

Avoid raising the room temperature abruptly when it is below 57 °F, or condensation may form inside the machine.

1. Raise the room temperature to 68 °F at less than 18 °F per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.

**Do not use the machine near a humidifier.**

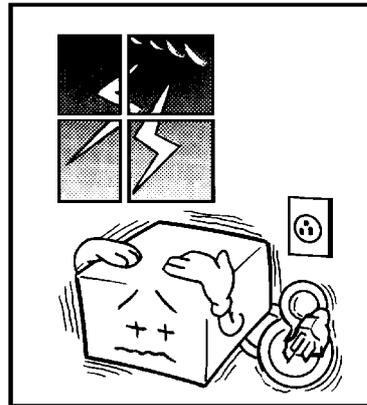


## THUNDERSTORMS

With proper grounding, about 90% of lightning damage can be prevented. However, if possible, during severe electric storms turn the power switch off and disconnect the power cord and telephone line cord.

**Note for users with no hard disk**

All fax messages stored in the memory may be erased if power is switched off for more than an hour.



## GENERAL PRECAUTIONS

### COPY PAPER

- 15-20 lb. copy paper is recommended: letter or legal sizes are the most commonly used
- Do not use damp paper, or copies will be defective.
- Keep in a vinyl bag if it will not be used for a long time.
- Store in a dry, cool, dark place.
- Store flat. Do not stand upright.

### TONER CASSETTES

- Store in a cool, dark place.
- Never store where they may be exposed to heat.
- Keep out of the reach of children.
- Do not eat toner.
- Do not lay heavy objects on toner cassettes.

### OPERATING PRECAUTIONS

- While copying, do not turn off the main switch or unplug the power cord.
- Do not overload the paper cassettes.
- Keep corrosive liquids, such as acid, off the machine.
- Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.

### GENERAL

- Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- Do not make modifications or replacements other than those mentioned in this manual.
- When not using the machine for a long period, disconnect the power cord.

#### OZONE

The machine generates ozone during operation. Normally, the ozone level is safe for operators. However, during a long copy run or while printing a long message, ozone odor may appear; in such a case, ventilate the room.

#### WARNING:



This symbol is attached to some components to alert the user not to touch them, because they may be very hot.

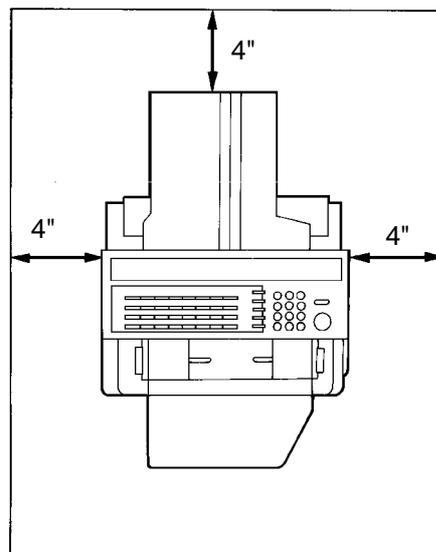


This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the appliance.

## LOCATION

For the best possible performance, install your machine in a place which satisfies the following conditions.

- Not exposed to direct sunlight
- Well ventilated (air turnover at least three times per hour)
- Level
- Not subject to vibration
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 63 to 82 °F
- Humidity 40 to 70% RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes of temperature
- Within 5 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)
- With the clearance as shown on the right



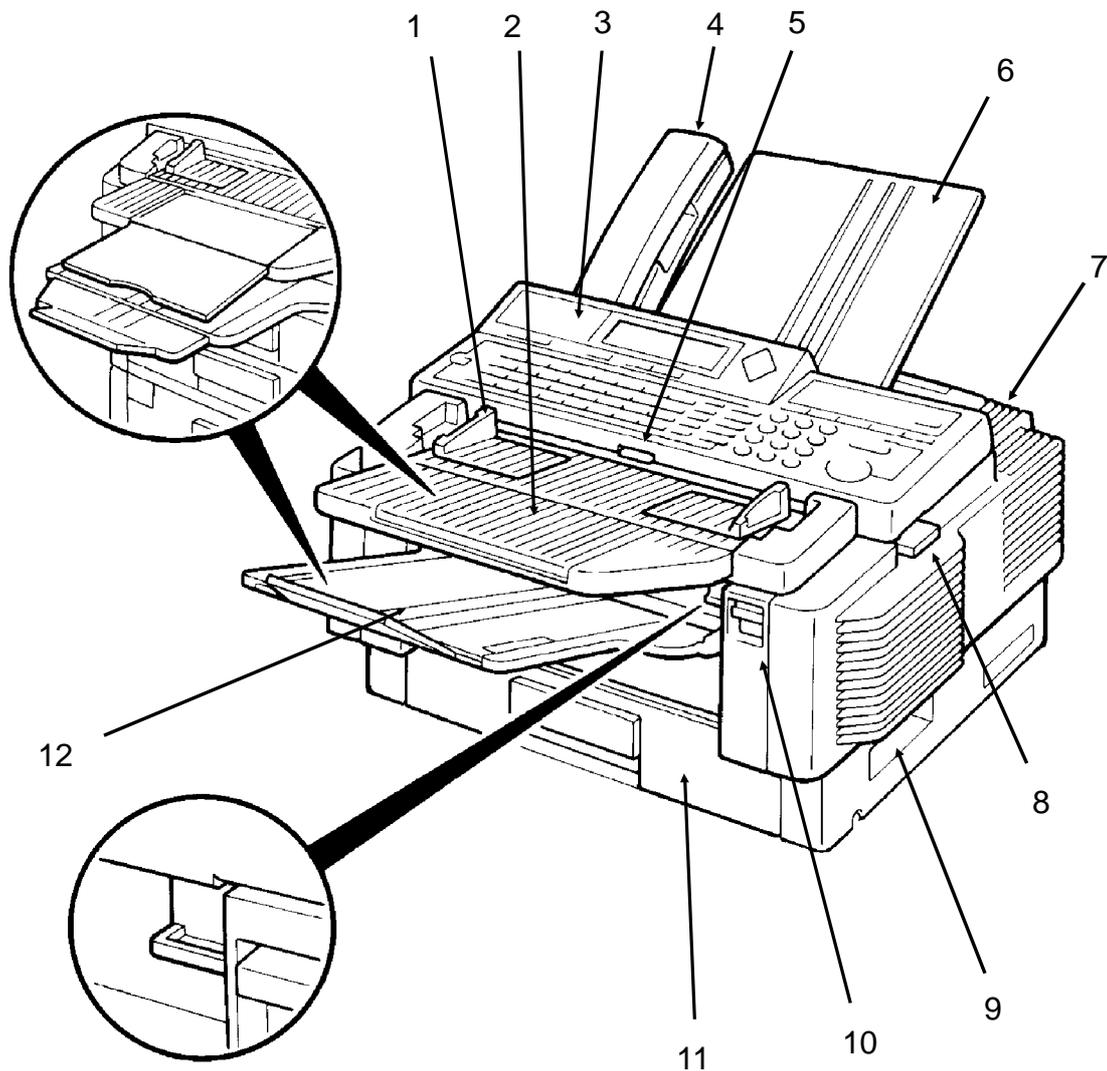
## IMPORTANT POINTS ABOUT POWER CONNECTION

- The supply from the wall outlet must not fluctuate by more than 20V either side of 115 Vac.
- The power cord should not be laid in a place where it might trip somebody.
- Do not lay anything on the power cord.
- If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.

**NOTE:** This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which can be air-conditioned or well ventilated.

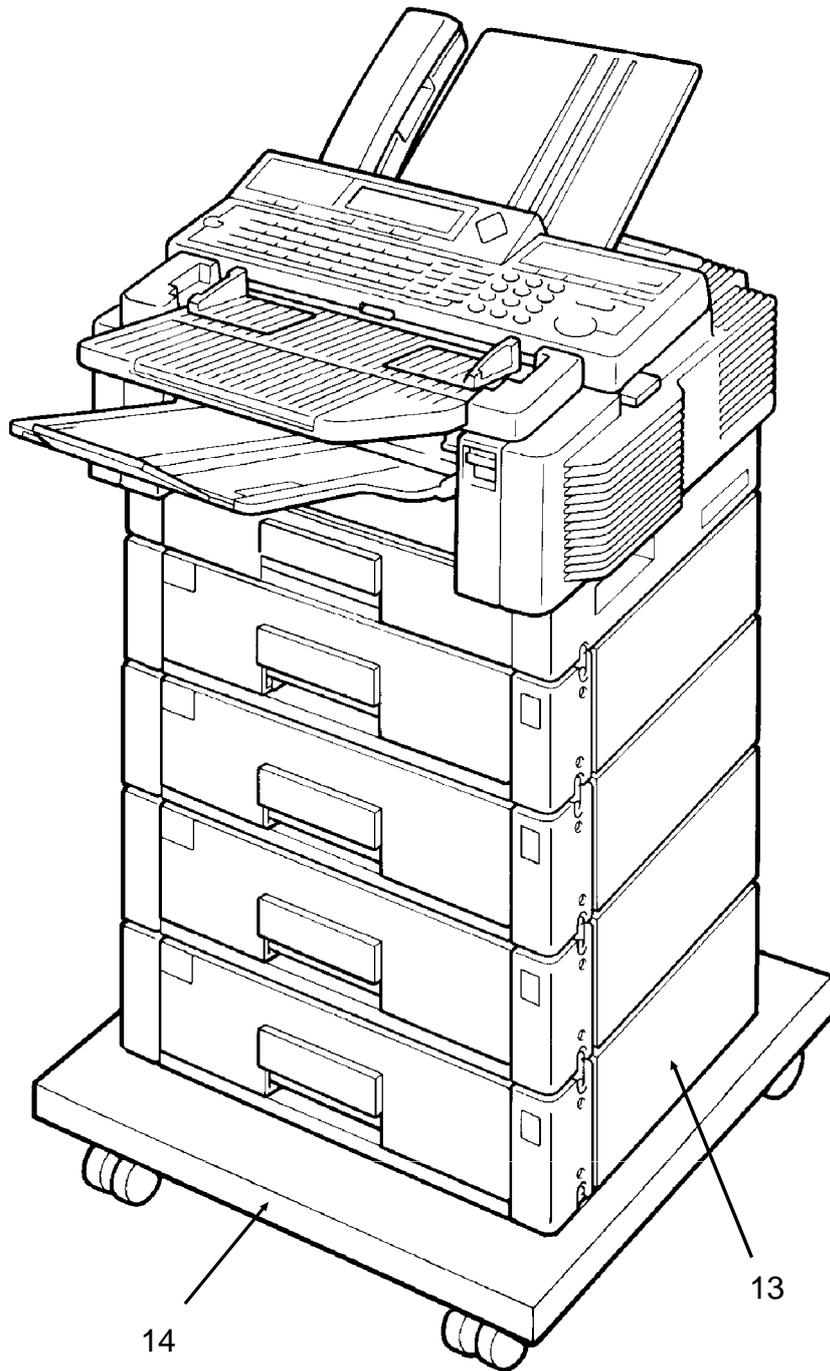
# SECTION 1. COMPONENT GUIDE

## 1. EXTERNAL VIEW



1	Document Guide	8	Scanner Release
2	Document Table	9	Lifting Handle
3	Operation Panel	10	Front Cover Release
4	Telephone: optional	11	Cassette
5	Manual Feed Button	12	Copy Tray
6	Document Tray	13	Lower Cassette(s) or Drawers: optional (see the next page). Up to 4 units can be added below the upper cassette.
7	Power Switch (on the rear)	14	Base: optional (see the next page)

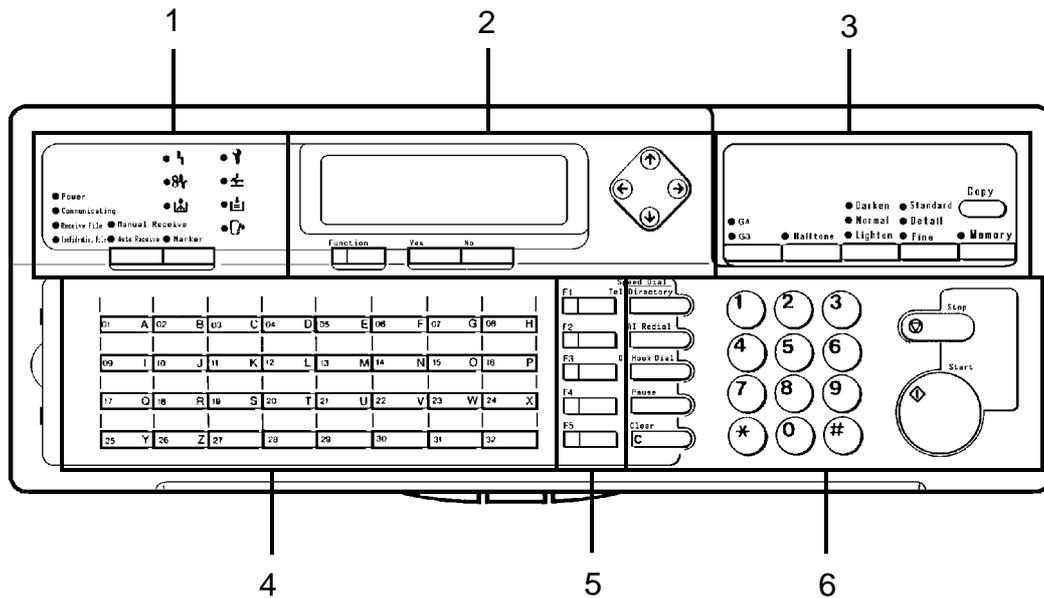
SECTION 1. COMPONENT GUIDE



1

## SECTION 1. COMPONENT GUIDE

### 2. OPERATION PANEL



1.	<b>Power Indicator</b>	Lights when the power switch is on.
	<b>Communicating Indicator</b>	Lights when a fax message is being transmitted or received.
	<b>Receive File Indicator</b>	Lights when an incoming message was received into memory because the machine was out of paper or jammed.
	<b>Confidential File Indicator</b>	Lights when a confidential file has been received and stored in the memory. Blinks when a message has been stored using Memory Lock, if no confidential files are present .
	<b>Reception Mode Selector Key</b>	Press to select Auto Receive or Manual Receive.
	<b>Marker Key</b>	Press to enable or disable the marker feature.
	<b>Line Fail Indicator</b> 	Blinks when transmission fails
	<b>Clear Copy Indicator</b> 	Blinks when paper has jammed in the printer.
	<b>Add Toner Indicator</b> 	Blinks when the toner cartridge is almost empty, and lights when it is empty.
	<b>Call Service Indicator</b> 	Blinks when the machine diagnostics detect a problem that requires service.
	<b>Clear Original Indicator</b> 	Blinks when a document has jammed in the scanner.
	<b>Add Paper Indicator</b> 	Lights when a cassette is empty.
	<b>Close Cover Indicator</b> 	Blinks when a cover is open.

## SECTION 1. COMPONENT GUIDE

<b>2.</b>	<b>Display</b>	Displays prompts, warnings, and selected modes.
	<b>Function Key</b>	Press to use one of the numbered functions.
	<b>Yes/No Keys</b>	Use to answer questions on the display
	<b>Scroll Key</b>	When an arrow is shown on the display, use this key to access the options, items, or functions indicated by the arrow. Also use it to shift the cursor when programming or editing an item on the display.
<b>3.</b>	<b>G4/G3 Selector Key</b>	When dialing, press this key to light the indicator that corresponds with the type of network that you wish to communicate on. The G4 setting is only available if you have installed the optional ISDN Interface Kit.
	<b>Half-tone Key</b>	Press this to use half-tone mode.
	<b>Contrast Selector Key</b>	Press this to select either Darken, Normal, or Lighten.
	<b>Resolution Selector Key</b>	Press this to select either Standard, Detail, or Fine.
	<b>Memory Key</b>	If the indicator is lit, your document will be stored before transmission. If it is not lit, your document will be sent immediately without being stored. Press the key to change the mode.
	<b>Copy Key</b>	Press this to copy the document now in the feeder.
<b>4.</b>	<b>Quick Dial Keys</b>	Each of these can be programmed with a telephone number, a group, or a keystroke program. You can also use these keys to type names and labels such as the RTI and TTI.
<b>5.</b>	<b>User Function Keys</b>	Each of these can be programmed for rapid access to frequently used features.
<b>6.</b>	<b>Speed Dial/Tel Directory Key</b>	Press this to dial using Speed Dial or the Telephone Directory Feature.
	<b>AI Redial Key</b>	Press this to redial one of the last ten numbers that was dialed.
	<b>On Hook Dial Key</b>	Press this dial without picking up the handset.
	<b>Pause Key</b>	Press this if you need to insert a pause when dialing.
	<b>Clear Key</b>	Use this as a backspace key during programming.
<b>7.</b>	<b>Ten Key Pad</b>	Use this as a telephone keypad, or to enter Speed Dial codes.
	<b>Stop Key</b>	Press this to stop the machine and return it to standby mode.
	<b>Start Key</b>	Press this to start fax communication.

## SECTION 2. ROUTINE OPERATION

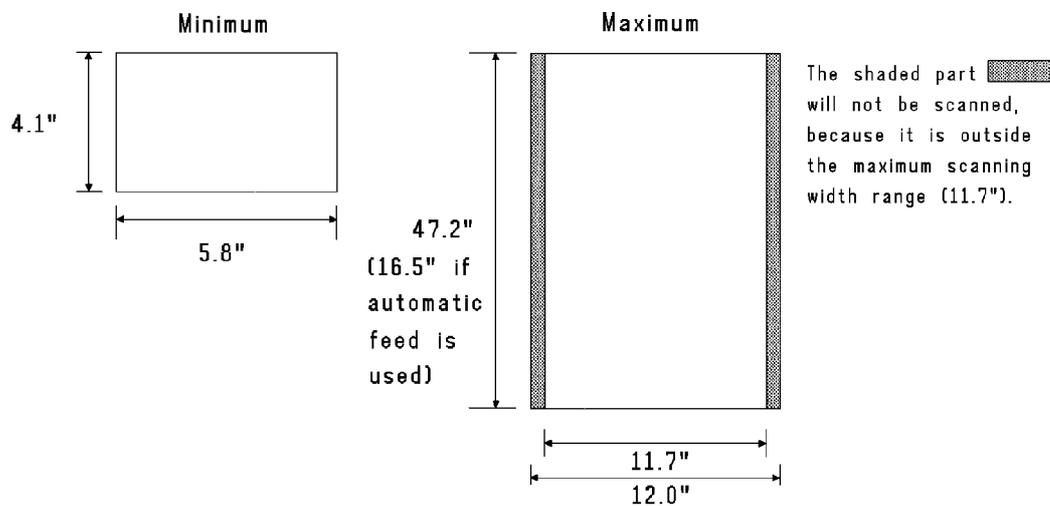
### 1. SENDING A FAX MESSAGE

#### 1-1. Recommended Types of Document

Before you send your document, make sure that it meets the following requirements.

**CAUTION:** Documents that do not meet these requirements can cause your machine to jam or may cause some components of the machine to become damaged or dirty.

#### Correct Size



Thickness: 2 to 8 mils (20 lb paper)  
1.6 to 16 mils (using MDF mode)

Length: Up to 47.2 in. can be fed manually.  
(This limit can be set to 328 ft by a service technician.)

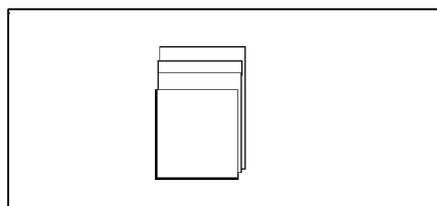
If the document is too short, place it inside a document carrier or enlarge it with a copier.  
If the document is too long, divide it into two or more sheets.

#### Clearly Written

Small faint characters may not be transmitted clearly.

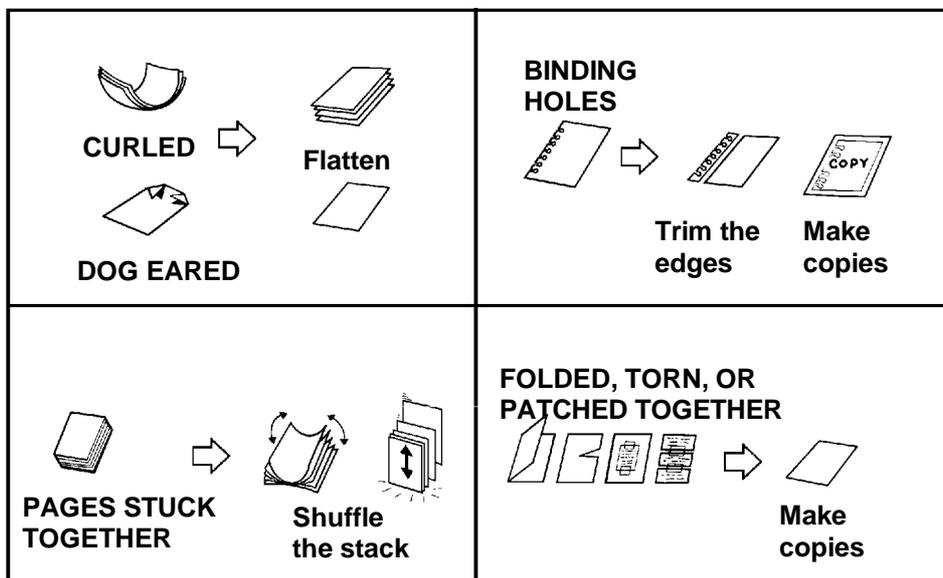
#### Uniform Page Size

Do not use different sizes of document in the same transmission.

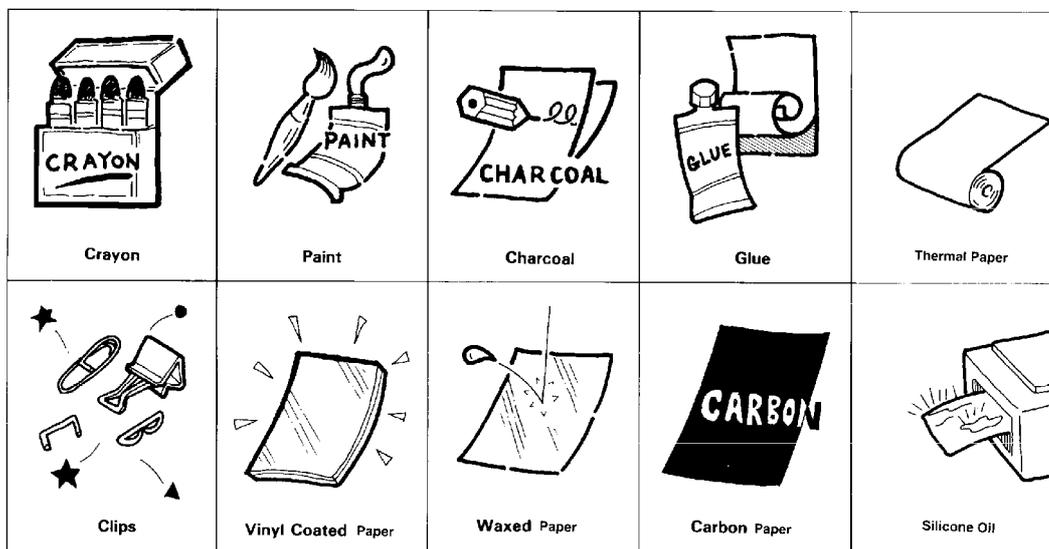


**Page Condition**

Do not place damaged pages into the feeder.



Your document must not contain any of the following.



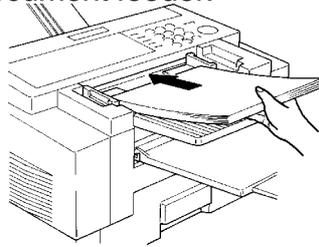
**Note:** Copies made with a copier that uses silicone oil may cause a misfeed. To avoid this, do not scan such copies until five or ten minutes after copying.

**SECTION 2. ROUTINE OPERATION**

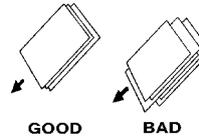
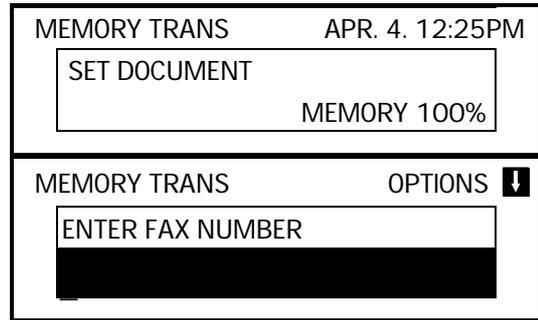
**1-2. Transmission Procedure at a Glance**

1. Make sure that the machine is in standby mode.

2. Carefully place the document into the auto document feeder.



☐ Not more than 50 letter-size pages.



**?** Selecting Contrast and Resolution: See page 22.  
Options for Sending a Message: See page 23.

3. Dial in one of the following ways.

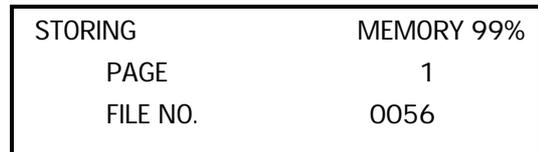
<p>a) Ten Key Pad</p>	<p>b) Quick Dial</p> <p>Example: QuickDial I2</p>	<p>c) Speed Dial</p> <p>Example: SpeedDial IO</p>	<p>d) Handset *</p>
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\* : Only if the telephone handset is installed.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone no. For an international number, press the Pause key after entering the country code.

4. **Start**

The machine stores your fax message.



5. The machine dials, and the line to the other party is connected.

**Note:** Watch the display. The identification of the other party will appear.

6. After sending the message, the machine hangs up automatically.

**Possible Problems**

**You want to take out the document**

Press the scanner release button, open the scanner, and take out the document.

**CAUTION:** If you do not open the scanner before you pull out the document, you may damage the machine.

**You want to send more than 50 pages**

While the last page is being fed in, place the following pages (up to 50) in the feeder.

**You made a mistake while dialing**

If you already pressed **Start**, press **Stop** immediately.

If you haven't pressed **Start** yet, either:

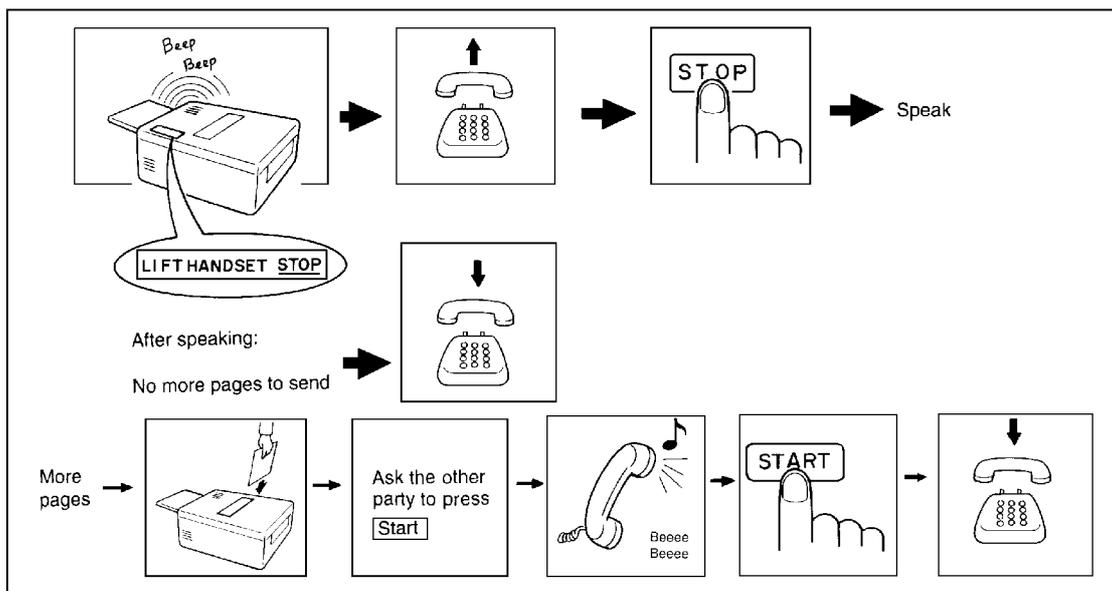
- No**. The entire number is deleted. Enter a new number.
- Clear**. Only the last digit is deleted.

**One of the following is displayed**

- If the Clear Original indicator  is blinking:  
Take out the document (see the top of this page). Then redial the destination.
- If the Line Fail indicator  is blinking:  
If the Communicating lamp is not lit, press **Stop**.  
If the Communicating lamp is lit, wait until it goes out, then press **Stop**.

**The buzzer is ringing**

The other party wishes to speak with you. Proceed as shown in the diagram below.



## SECTION 2. ROUTINE OPERATION

### 1-3. Contrast, Resolution, and Halftone Modes

#### - Contrast -

**Normal:** Suitable for most documents

**Darken:** Use for documents with faint writing (such as those written in pencil)

**Lighten:** Use for documents that have a dark or patchy background

#### - Resolution -

**Standard:** Suitable for most typewritten documents

**Detail:** Use for documents with small print or fine details

**Fine:** Use this for high quality reproduction

#### - Halftone -

Use halftone mode if your document contains a photograph or complex shading.

There are two types of halftone: the Basic Halftone Process, and the Error Diffusion Halftone Process. See page 71 for how to select which halftone type you wish to use.

### 1-4. Immediate Transmission

1. **Memory**

The Memory indicator should go out.

2. Place the document in the feeder.

IMMEDIATE TX	OPTIONS 
ENTER FAX NUMBER	
<input type="text"/>	

3. Dial.



See page 20 for how to dial.

IMMEDIATE TX	OPTIONS 
PRESS <input type="text"/> OR <input type="text"/> . <input type="text"/>	
<input type="text" value="2125551234"/>	

4. **Start**

DIALING	
<input type="text" value="XYZ NEW YORK"/>	
<input type="text" value="2125551234"/>	

5. The machine dials and the line to the other party is connected. The number that you dialed and the other party's RTI or CSI is displayed.

### 1-5. Optional Features for Transmission

The following options are only available if " OPTIONS ↓ " can be seen in the top right corner of the display.

#### 1-5-1. Personal Code

If you input your Personal Code, your name will appear on the TCR and Transmission Result Report.

1. Press ↓ 0 1

**Note:** You may program one of the User Function Keys to activate this feature. See page 56 for how to do this.

PERSONAL CODE	ENTER CODE
██████████	NO TO END

2. Example: 7 3 6 2

The LCD shows the name that was stored with the code that you selected. In this example, it is SMITH.

PERSONAL CODE	PRESS YES OR NO
7362	SMITH

3. Yes

**Note:** See page 88 for details on how to program the Personal Codes and their labels.

MEMORY TRANS	OPTIONS ↓
ENTER FAX NUMBER	
████████████████████	

#### 1-5-2. Send Later

1. Press ↓ 0 2

SEND LATER	ENTER START TIME
NOW	12:15 PM
	AM/PM: #
	NO TO END

2. Example: Send at 11:30pm

1 1 3 0

To change AM to PM and vice versa, press #

SEND LATER	PRESS YES OR NO
TODAY	11:30 PM
	AM/PM: #

3. Yes

**Note:** The Send Later time cannot be more than 24 hours into the future.

MEMORY TRANS	OPTIONS ↓
ENTER FAX NUMBER	
████████████████████	

## SECTION 2. ROUTINE OPERATION

### 1-5-3. Transmission Deadline (TRD)

This feature allows you to input a deadline before which this message must be transmitted. If the first transmission fails, the machine will retry repeatedly until it is successful.

1. Press

TRD	ENTER TRD TIME
	_____ : _____ AM/PM: #
NOW	12:15 PM <input type="button" value="NO"/> TO END

2. Example: The deadline is 12:50pm.

To change AM to PM and vice versa, press

3.

TRD	PRESS <input type="button" value="YES"/> OR <input type="button" value="NO"/>
TODAY	12:50 PM AM/PM: #

MEMORY TRANS	OPTIONS <input type="button" value="↓"/>
ENTER FAX NUMBER	
_____	

**Note:** The TRD time cannot be more than 24 hours into the future. If the deadline passes without successful transmission, a report will be printed.

### 1-5-4. Page Count (Immediate Transmission only)

1. Press

PAGE COUNT	SET COUNT
_____	PAGE(S)
	<input type="button" value="NO"/> TO END

2. Example: 10 pages

PAGE COUNT	PRESS <input type="button" value="YES"/> OR <input type="button" value="NO"/>
10	PAGE(S)

3.

MEMORY TRANS	OPTIONS <input type="button" value="↓"/>
ENTER FAX NUMBER	
_____	

**Note:** If you do not select Immediate Transmission, Page Count is automatically enabled, and the pages are counted automatically.

**1-5-5. Other Sending Features**

1. Press  **0** **7**

OPTION	SELECT			<b>YES</b>	TO END
AUTO REDUCE		<b>ON</b>		OFF	
				TTI	

2. Scroll through the following list of options using the  and  arrows of the scroll key.

- Automatic Reduction
- TTI
- ID Transmission (You must have stored an ID Code before you can use this feature; see page 66.)
- Economy Transmission (Before using this feature, you must program a time for Economy Transmission using Function 74; see page 74 for how to do this.)
- Voice Request (This feature requires a handset.)

If you wish to switch something on or off, use the  and  arrows of the scroll key until the displayed setting is correct.

3. **Yes** when you have finished.

**Note:** You may program a User Function Key to bring up the TTI on/off selection, and you can program another to bring up the Economy Transmission on/off selection. See page 56 for how to do this.

**1-6. Check your Destinations while Dialing**

1. Press  **0** **8**

The number after DEST shows how many numbers you have input so far.

CHECK DEST.	PRESS	<b>YES</b>	OR	<b>NO</b>
<input checked="" type="checkbox"/>	01	XYZ CO. NEW YORK		
		DEST. 2		

2. Use the  arrow to scroll through the list of destinations just input.

- To cancel a destination that you input by mistake: **No**
- To finish checking: **Yes**

**1-7. Converting Immediate Transmission to Memory Transmission**

If you wish to convert a message that is still waiting in the document feeder into a memory file, press **Memory** **Start** .

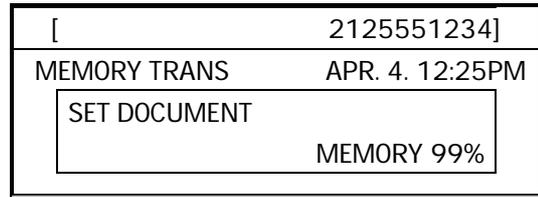
## SECTION 2. ROUTINE OPERATION

### 1-8. Redialing

#### Automatic Redialing

Redialing is done 4 times at 5 minute intervals. During redialing, the number being dialed is displayed in brackets at the top of the screen, as shown on the right.

The number of redials and the redial interval may be adjusted by a qualified service technician.



#### AI Redial

The machine memorizes the last ten numbers that you dialed.

#### - Using AI Redial to send a fax -

1. Place your document into the feeder.

2. **AI Redial**



3. Scroll through the numbers in the AI Redial memory using the  and  arrows of the scroll key.

To select a number: **Yes** x 2

4. Either

Select another number: go to step 3.

**Start**

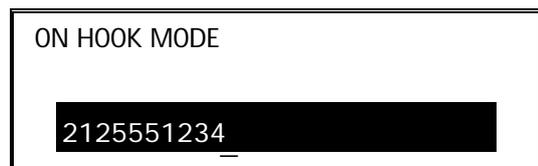
#### - Using AI Redial to make a telephone call -

1. **On Hook Dial** **AI Redial**



2. Scroll through the numbers in the AI Redial memory using the  and  arrows of the scroll key.

When the correct number is displayed, press **Yes**. The number will be dialed immediately.



## 2. RECEIVING FAX MESSAGES

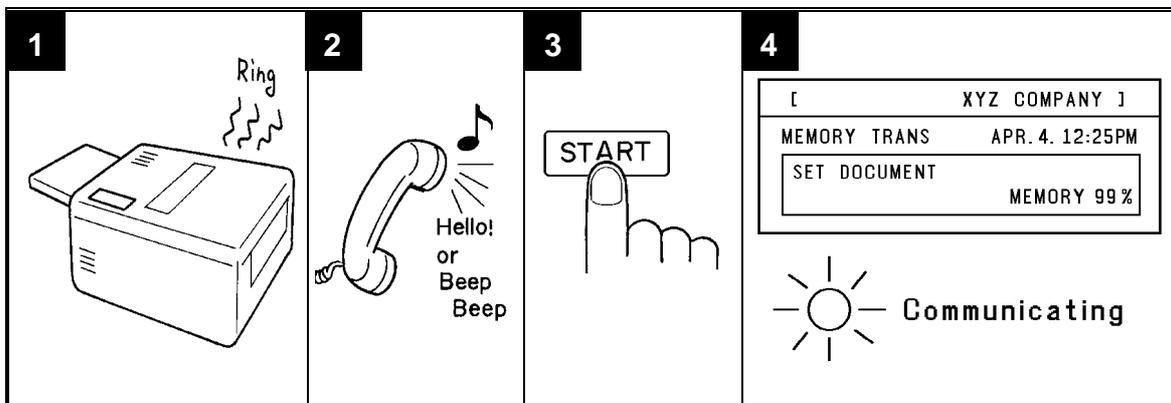
### 2-1. Selecting the Reception Mode

There are two reception modes. Press the reception mode key to switch between the modes.

#### 2-1-1. Manual Receive (TEL) Mode

This mode is selected when the Manual Receive indicator is lit.

Operation is as follows.



1. The machine rings continuously until you answer the call. Pick up the handset.
2. If you hear a voice from the other end, speak in reply.  
If you hear a tone every few seconds, the other end is a fax terminal.

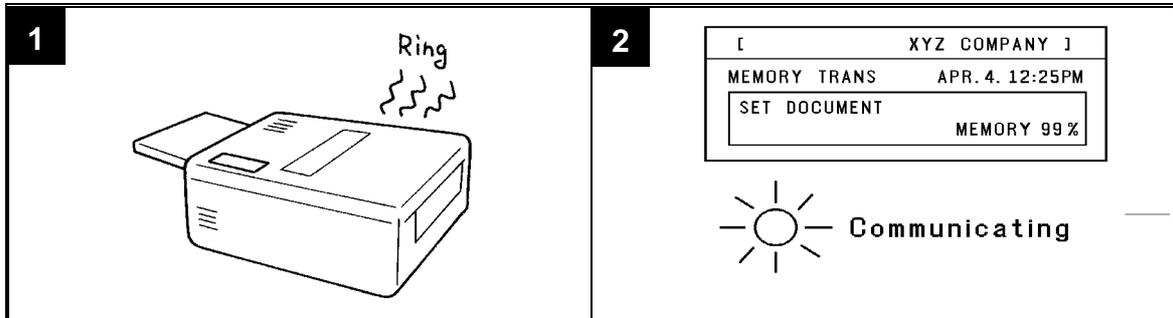
**Note:** Remove any documents from the feeder before you press **Start** .

3. If the person at the other end wishes to send you a fax message, press **Start** to receive the message. Then hang up the handset.
4. The machine starts to receive the message.  
The Communicating indicator lights.

## SECTION 2. ROUTINE OPERATION

### 2-1-2. Auto Receive (FAX) Mode

This mode is selected when the Auto Receive indicator is lit.



1. The telephone rings once.
2. The machine automatically starts to receive the message.

### 2-2. Substitute Reception

If the Receive File indicator is lit, check the following:

- The printer paper may be used up. If so, add paper: see page 96.
- The printer paper may have jammed. If so, remove the jam: see page 115.

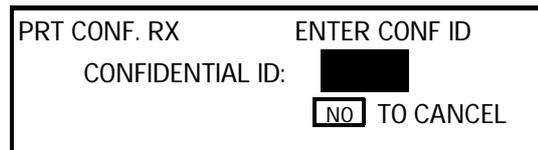
The messages received into memory will be printed and erased after the machine has been returned to normal operation.

### 2-3. Confidential Reception (Memory Card or Hard Disk Required)

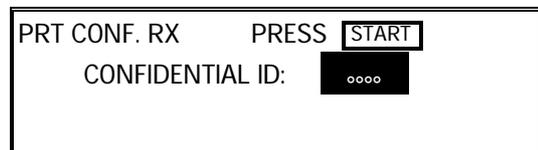
If the Confidential File indicator is lit, do the following to print the message.

1. **Function** **5** **1**

**Note:** You may program one of the User Function Keys to activate this feature. See page 56 for how to do this.



2. Input the ID. Example: **4** **7** **3** **9**



3. **Start**

**NOTE:** If the Confidential File indicator blinks, an incoming fax message has been stored in the memory using the Memory Lock feature. To print the message: see page 58.

### 3. USING THE MACHINE FOR TELEPHONE CALLS

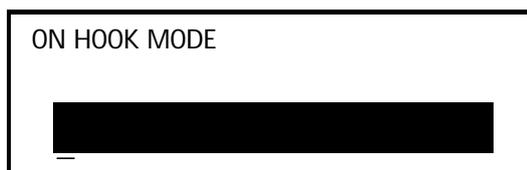
A handset is required to execute the procedures in this section.

#### 3-1. Making a Telephone Call

##### 3-1-1. Using On Hook Dial

1. **On Hook Dial**

**Note:** Do not pick up the handset.

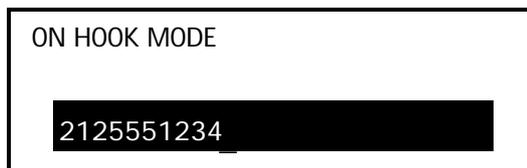


2. Dial.

**?** See page 20 for how to dial.  
Do not use the handset.

**Note:** Do not press **Start** .

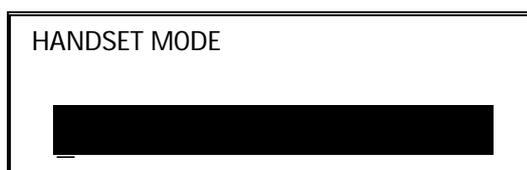
To cancel the call,  
press **On Hook Dial** .



3. Listen to your machine's built-in speaker. When the other party answers, pick up the handset.
4. Replace the handset when you have finished.

##### 3-1-2. Using the Handset

1. Pick up the handset.



2. Dial.

**?** See page 20 for how to dial.

**Note:** Do not press **Start** .



3. Continue as for a normal telephone conversation.

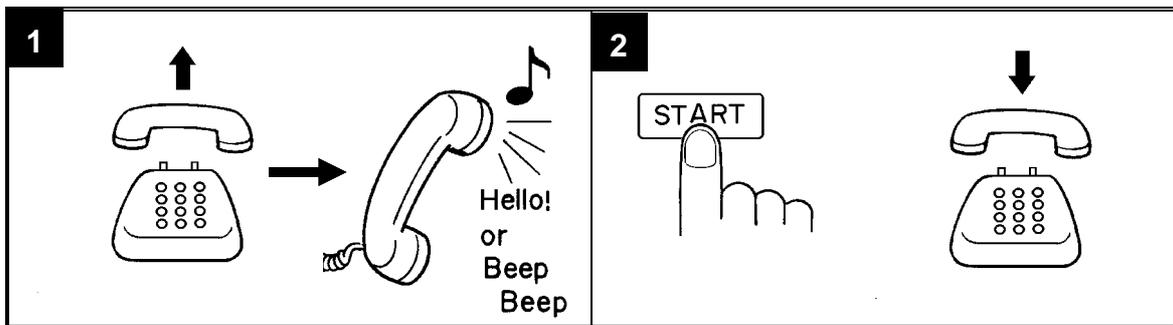
## SECTION 2. ROUTINE OPERATION

### 3-2. Answering the Telephone

#### If the telephone rings just once:

A fax is coming in. Do not pick up the handset.

#### If the telephone rings continuously:



1. Pick up the handset and speak to the other party.

**Note:** If you hear a high-pitched tone, a fax is coming in.  
Press **Start** then hang up.

2. If the caller wants to send you a fax, press **Start** after speaking. Then hang up.

#### POSSIBLE PROBLEM

If nothing happens after you press **Start**, the power may be switched off.

### 3-3. Phoning and Faxing on the Same Call

#### 3-3-1. To Talk Before Sending a Fax (On Hook Dial)

1. **On Hook Dial**
2. Dial.
  - Do not use the handset.
  - Do not press **Start** .
3. If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.  
**Note:** If you hear a high-pitched tone instead of a voice, place your fax message in the feeder, then press **Start** .
4. Place your message in the feeder, then ask the other party to press **Start** .
5. When you hear a high-pitched tone, press **Start** .
6. Replace the handset.

**Note:** If you wish to speak to the other party again, do not replace the handset. When your machine emits a tone, press **Stop** then speak.

#### 3-3-2. To Talk After Sending a Fax

Use the Voice Request Option (see page 25). Then, during transmission:

1. When your machine emits a tone, pick up the handset, press **Stop** and speak.

**Note:** If the machine did not emit a tone, the other party did not answer the call.

2. After speaking, hang up.

**Note:** If you have more pages to send, do not hang up. Instead:

- Place the pages into the feeder.
- Ask the other party to press **Start** .
- When you hear a high-pitched tone, press **Start** .

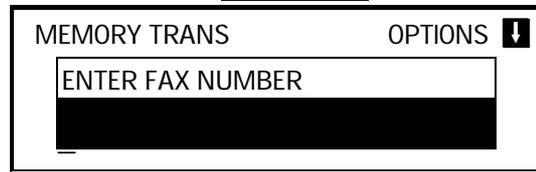
# SECTION 3. ADVANCED FEATURES

## 1. TRANSMISSION

### 1-1. Broadcasting

Make sure that the Memory indicator is lit. If it is not, press **Memory** .

- Place your document in the feeder.  
To broadcast without placing the document in the feeder first, see page 42.



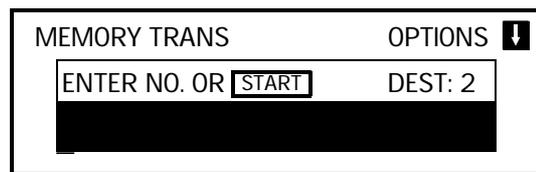
- Dial in one of the following ways.

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Group ☆
	<p>Example: QuickDial 12</p>	<p>Example: SpeedDial 10</p>	<p>Example: Group 1, stored in Quick Dial Key 08</p> <p>Method 1: <b>08</b></p> <p>Method 2: <b>F5</b> <b>1</b></p>

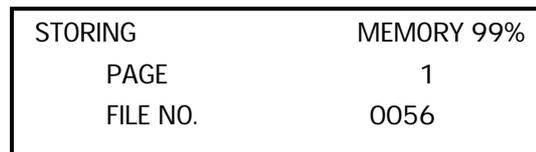
☆ : Method 1: Press the Quick Dial Key the Group is stored in (in the example, press key 08).  
Method 2: If you do not remember which Quick Dial Key the Group is stored in but you do remember the Group number, use Method 2. To use this method, you must have programmed one of the User Function Keys in advance with code 02 (Group Dial). See page 56 for how to do this. In the above example, the F5 key has been programmed as the Group Dial key; press F5 then the required Group number.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone no. For an international number, place a pause after the country code. To input a pause, press the Pause key.

- Yes**  
Here, DEST. 2 indicates that the machine is asking you to input the second telephone number in your list of destinations for this fax message.



- Either
  - Dial another number: Go to step 2.
  - Press **Start** .



**Note:** See the table on page 8 concerning the limitations to this feature.

A User Function Key can only be used to input a Group if you have already specified one of the keys using Function 35. See page 56.

## 1-2. Keystroke Programs

### Storing a Program

1. Place a sheet of paper in the feeder.

**Note:** Skip this step if you are making a polling reception program.

A screenshot of a device's display showing the 'MEMORY TRANS' screen. At the top left is 'MEMORY TRANS' and at the top right is 'OPTIONS' with a downward arrow icon. Below this is a large rectangular input field containing the text 'ENTER FAX NUMBER'. The bottom portion of the screen is obscured by a black bar.

2. Select all required features (such as Transfer Request) and telephone numbers as you would normally do.

**Note:** Contrast, resolution, and half-tone cannot be stored in a keystroke program.

A screenshot of a device's display showing the 'MEMORY TRANS' screen. At the top left is 'MEMORY TRANS' and at the top right is 'OPTIONS' with a downward arrow icon. Below this is a large rectangular input field containing the text 'ENTER NO. OR' followed by a box containing 'START'. To the right of this field is the text 'DEST: 2'. The bottom portion of the screen is obscured by a black bar.

3. Press the Quick Dial key that you wish to store the program in.

Example:

**Note:** Make sure that this key is vacant.

A screenshot of a device's display showing the 'PROGRAM?' screen. It features a large rectangular box containing the text 'PROGRAM?' followed by 'YES OR NO'. The 'YES' and 'NO' words are each enclosed in a small rectangular box.

4. To complete the program:

**Note:** The procedure that you just programmed will now begin. If you do not wish to use the procedure now, press  .

 After storing a Keystroke Program, you can store a label for it using Function 34. See page 34 for how to do this.

## SECTION 3. ADVANCED FEATURES

### Labeling a Program

1. **Function** **3** **4**

PROGRAM	CHOOSE KEY
<input type="checkbox"/> █	PRINT LIST <input type="checkbox"/>
—	<b>NO</b> TO CANCEL

**Note:** If you press  **Start** , a Program List will be printed.

2. Press the Quick Dial key that holds the program that you wish to label.

Example: **01** **Yes**

PROGRAM	ENTER LABEL
<input type="checkbox"/> 08	ABC
█	—

3. Input your label, using the Quick Dial keys.

PROGRAM	<b>YES</b> OR <b>CLR</b> · <b>NO</b>
<input type="checkbox"/> 08	TRANSMIT DAILY REPORT ABC
█	—

4. **Yes**

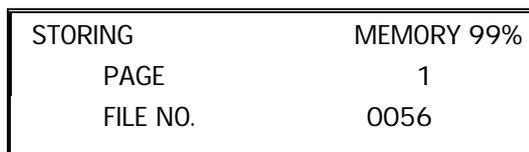
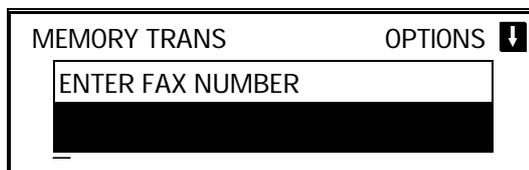
PROGRAM	CHOOSE KEY
<input type="checkbox"/> █	PRINT LIST <input type="checkbox"/>
—	<b>NO</b> TO CANCEL

5. Either:
  - Label another program: Go to step 2.
  - Return to standby: **Function**

**Using a Program**

**- Transmission -**

1. Place your document in the feeder.
2. Press the programmed Quick Dial Key.  
The program begins at once, or at the later time specified by the program. You do not need to press **Start** .



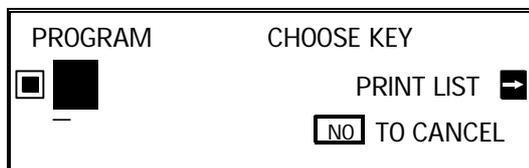
**- Polling Reception -**

1. Press the programmed Quick Dial Key.  
The program begins at once, or at the later time specified by the program.

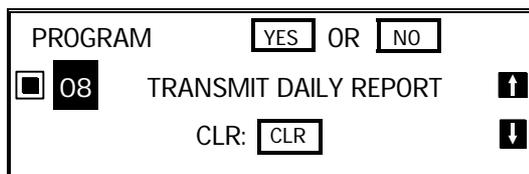


**Erasing a Program**

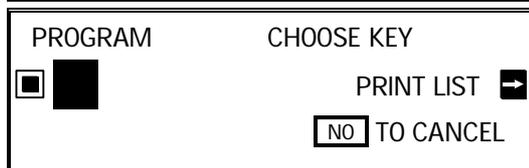
1. **Function** **3** **4**  
**Note:** If you press **→** **Start** , a Program List will be printed.



2. Press the Quick Dial key that holds the program that you wish to erase.  
Example: **08**



3. To delete the program: **Clear** **Yes**



4. Either:
  - Erase another program: Go to step 2.
  - Return to standby: **Function**

## SECTION 3. ADVANCED FEATURES

### 1-3. Confidential Transmission

1. Place your document in the feeder.

Then: **Function** **1** **1**

**Note:** You may program one of the User Function Keys to activate this feature. See page 56 for how to do this.

CONF. TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
_____		

2. Dial then press **Yes** .

**?** See page 32 for how to dial.

CONF. TRANS.	OPTIONS	↓
ENTER NO. OR	<b>START</b>	DEST: 2
_____		

3. Either:

- Dial another number: Go to step 2.
- Press **Start** .

**NOTE:** See the table on page 8 concerning the limitations to this feature.

### Options

#### - Confidential ID Override -

This procedure will override the Confidential ID stored in the other party's machine. The override is only effective for this one transmission.

If **OPTIONS** ↓ is displayed:

1. ↓ **0** **5**

CONF. ID	ENTER ID CODE
_____	
	<b>NO</b> TO END

2. Enter the Confidential ID that you wish to use for this message.

Example: **2** **5** **6** **7** **Yes**

CONF. TRANS.	OPTIONS	↓
ENTER NO. OR	<b>START</b>	DEST: 2
_____		

3. Dial and press **Start** .

**?** For how to use other options, see page 23.

## 1-4. Polling Transmission

### 1-4-1. Free Polling

1. Place your document in the feeder, then:

**Function** **1** **4**

**?** See page 39 for the options that are available with polling.

FREE POLLING	OPTIONS <b>↓</b>
PRESS <b>START</b>	

2. **Start**

Your fax message is stored and held on polling standby.

**Note:** If you see FILE EXISTS CLEAR? PRESS **YES** . **NO** , you already have a message on Free Polling Standby.

- To keep the old message: **No** . Remove the document from the feeder.
- To erase the old message: **Yes**

### 1-4-2. Secured Polling

1. Place your document in the feeder, then:

**Function** **1** **3**

**?** See page 39 for the options that are available with polling.

POLLING TRANS.	OPTIONS <b>↓</b>
PRESS <b>START</b>	

#### NOTE

If you have not yet stored an ID Code using Function 61, you will be asked to enter an ID Code. Proceed in the same way as for step 3 in "Stored ID Override" on the next page.

2. **Start**

Your fax message is stored and held on polling standby.

**Note:** If you see SAME ID FILE EXISTS CLEAR? PRESS **YES** . **NO** , you already have a message on Secured Polling Standby.

- To erase the old message: **Yes** . The old message is erased and your new one is stored.
- To keep the old message: **No** . Input an ID Code in the same way as for step 3 in "Stored ID Override" on the next page.

## SECTION 3. ADVANCED FEATURES

### 1-4-3. Stored ID Override

This procedure will override the ID Code stored in your machine. The override is only effective for this one transmission.

1. Place your document in the feeder,  
then: **Function** **1** **3**

POLLING TRANS.	OPTIONS 
PRESS	<b>START</b>

2.  **0** **6**

ID CODE	ENTER ID CODE
	
	<b>NO</b> TO END

3. Enter the ID code that you wish to use  
for this message.

Example: **2** **5** **6** **7** **Yes**

POLLING TRANS.	OPTIONS 
PRESS	<b>START</b>

**Note:** If you see SAME ID FILE EXISTS CLEAR? PRESS **YES** . **NO** ,  
you already have a message on Secured Polling Standby.

- To erase the old message: **Yes** . The old message is erased and  
your new one is stored.
- To keep the old message: **No** . Input another ID Code .

4. **Start**

Your fax message is stored and held on polling standby.

**NOTE:** If you need to cancel a polling transmission operation, use Function 23  
(see page 54).

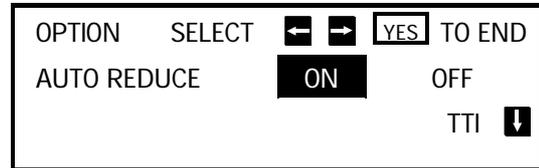
You may program one of the function keys to activate Secured  
Polling/Stored ID Override. See page 56 for how to do this.

**- Options for Polling Transmission -**

The options are only available if the following can be seen in the top right corner of the display:

OPTIONS 

1.   



2. Scroll through the following list of options using the  and  arrows of the scroll key.

Automatic Reduction

TTI

Polling Standby Duration (KEEP: The message is kept in memory until you erase it yourself using Function 23; see page 54, ONCE: The message is erased from memory after it has been polled once)

If you wish to switch something on or off, use the  and  arrows of the scroll key until the displayed setting is correct.

3.  when you have finished.

**SECTION 3. ADVANCED FEATURES**

**1-5. Transfer Request**

You may program one of the User Function Keys to activate this feature. See page 56 for how to do this.

1. Place your document in the feeder.

MEMORY TRANS	OPTIONS	↓
ENTER FAX NUMBER		
[REDACTED]		

2. **Function** **1** **2**

If you cannot use Function 12, you forgot to store your fax machine's telephone number, country code, or ID code (Function 61). See pages 64, 65, and 66.

If you have installed the ISDN Option Kit, your G4 Terminal ID and your ISDN subscriber numbers for G4 and G3 must also have been stored; contact a service technician and ask for it to be done.

TRANSFER	OPTIONS	↓
TRANSF. 1	[REDACTED]	

3. Input the telephone number of the first transfer broadcasting station, then press **Yes**. This machine must be of the same manufacturer as yours, and it must have this feature.

**Note:** Do not use the handset.

TRANSFER	
TRANSF. 1	12125551234
RECV. 1	[REDACTED]

4. Input the destinations for this transfer broadcaster. You must use Quick Dials, Speed Dials, or Groups that are stored in the transfer broadcaster.

Examples:

- Quick Dial Key 01: **#** **0** **1** **Yes**
- Speed Dial Code 10: **#** **\*** **1** **0** **Yes**
- Group 01: **#** **\*** **\*** **0** **1** **Yes**

TRANSFER	NEXT NO. OR	<b>START</b>
TRANSF. 1	12125551234	
RECV. 2	[REDACTED]	TRNSF. ↓

**NOTE:** See the table on page 8 concerning the limitations to this feature.

Continued on the next page

5. Either:

- Enter more destinations for this transfer broadcaster - go to step 4.
- Input another transfer broadcaster and its destinations:  - go to step 3.
- Start the transfer request:

**NOTE:** You may use some transmission options, such as Send Later.  
See page 23.  
If you wish your machine to be a transfer broadcasting station, you must install a memory card or a hard disk.

### 1-6. Telephone Directory

Example: You wish to dial "XYZ CO. LONDON"

1. Place your document in the feeder.

MEMORY TRANS	OPTIONS <input type="button" value="↓"/>
ENTER FAX NUMBER	

2.

MEMORY TRANS	OPTIONS <input type="button" value="↓"/>
ENTER FAX NUMBER	

3. Press the first letter of the name:  (Quick Dial Key  )

Press  repeatedly until the correct number is displayed.

TELEPHONE DIRECTORY	
SCROLL: X PRESS <input type="button" value="YES"/> OR <input type="button" value="NO"/>	

4.

MEMORY TRANS	OPTIONS <input type="button" value="↓"/>
PRESS <input type="button" value="YES"/> OR <input type="button" value="CLR"/> · <input type="button" value="NO"/>	

5.  again.

MEMORY TRANS	OPTIONS <input type="button" value="↓"/>
ENTER NO. OR <input type="button" value="START"/> DEST: 2	

6. Either:

- Dial more numbers.
- Press  .

Programming Speed Dial Codes: See page 79.

## SECTION 3. ADVANCED FEATURES

### 1-7. Secure Transmission

Before using this feature, you must program one of the User Function Keys to activate this feature (Function 35; see page 56).

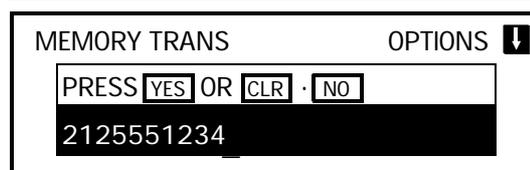
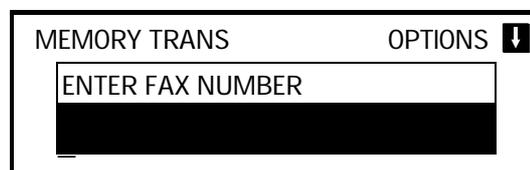
1. Place your document in the feeder.
2. Press the User Function Key that you have programmed for Secure Transmission. The green light on that key should light up.
3. Dial in the normal manner.  
 See page 32 for how to dial.
4. Press **Start**.

This feature only works if the machine at the other end is equipped with the same feature.

### 1-8. Direct Fax Number Entry

This feature allows you to enter a fax number before you place the document in the feeder.

1. **Function** **1** **6**
2. Input the destination telephone number(s).
3. Place your document in the feeder and press **Start**.



**Note:** You may program one of the User Function Keys to activate this feature. See page 56 for how to do this.

## 2. RECEPTION

### 2-1. Polling Reception

1. **Function** **1** **5**

**Note:** You may program one of the User Function Keys to activate this feature. See page 56 for how to do this.

POLLING RECV.	OPTIONS	↓
ENTER FAX NUMBER		
_____		

2. Dial one or more numbers.

POLLING RECV.	OPTIONS	↓
ENTER NO. OR	<b>START</b>	DEST: 2
_____		

3. **Start**

**NOTE:** See the table on page 8 concerning the limitations to this feature.

Options

#### - Stored ID Override -

This procedure overrides the ID Code that is stored in your machine. The override is effective for this operation only.

If **OPTIONS** ↓ is displayed:

1. ↓ **0** **6**

ID CODE	ENTER ID CODE
_____	<b>NO</b> TO END

2. Enter the password that you wish to use for this operation.

Example: **2** **5** **6** **7** **Yes**

POLLING RECV.	OPTIONS	↓
ENTER NO. OR	<b>START</b>	DEST: 2
_____		

3. Dial and press **Start** .

**?** For how to use other options, such as Send Later for delayed polling, see page 23.

**NOTE:** To switch on continuous polling reception, contact a service technician.

## SECTION 3. ADVANCED FEATURES

### 2-2. Authorized Reception

1. **Function** **6** **0** **2** **2** **2** **2**  
**7** **2**

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs programmed so far. In a new machine, you will see DEST. 0.

AUTHORIZ. RX	SELECT	<input type="checkbox"/>
DEST. 6		PRINT LIST <input type="checkbox"/>
1. RTI PROG	2. RTI	<input type="checkbox"/> NO TO CANCEL

**Note:** At this time, you can print an Authorized Reception List by pressing  **Start** .

2. Either:

- Store some RTIs/CSIs: **1** . Go to step 3.

AUTHORIZ. RX	ENTER RTI/CSI
	<input type="checkbox"/> NO TO CANCEL
<input type="checkbox"/>	
	ABC

- View the RTIs/CSIs that you have stored so far: **2** . Go to step 6.

DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far, and the first in the list is now displayed.

AUTHORIZ. RX	<input type="checkbox"/> NO TO CANCEL
DEST. 1/6	CLR: <input type="checkbox"/> CLR
XYZ. CO.	<input type="checkbox"/>

- Finish: **Yes**

3. Type in an RTI or CSI, then press **Yes** .

**?** Label input and editing: see page 2.

AUTHORIZ. RX
STORE AS WILD CARD? <input type="checkbox"/> YES <input type="checkbox"/> NO
XYZ. CO.

4. Either:

- Store this RTI as a wild card: **Yes**  
 Otherwise: **No**

AUTHORIZ. RX	ENTER RTI/CSI
	<input type="checkbox"/> NO TO CANCEL
<input type="checkbox"/>	
	ABC

5. Either:

- Enter another RTI or CSI: Go to step 3.  
 Finish: **No** . Go to step 2.

## SECTION 3. ADVANCED FEATURES

6. Scroll through the stored RTIs/CSIs on the screen with  .
- It is not possible to edit an RTI/CSI; if you wish to do so, you must delete the incorrect entry and reinput it.
  - To delete the displayed RTI/CSI: **Clear** . Go to step 2.
  - When you have finished: **No** . Go to step 2.

**NOTE:** For Authorized Reception to take effect, you must switch it on. See page 71 for how to do this.

### 2-3. Night Timer

#### Example

For Tuesday, set the heater to switch on at 9 am and switch off at 6 pm.

1. **Function** **6** **0** **2** **2** **2** **2**  
**7** **4** **Yes**

NIGHT TIMER	DAY OF WK.  
(SUN) <b>ON</b> = 12:00AM	ON = 12:00AM
  <b>YES</b> TO END	

2. Use the  and  keys to scroll through the days of the week.

Example: Press  twice to go to Tuesday.

NIGHT TIMER	DAY OF WK.  
(TUE) <b>ON</b> = 12:00AM	ON = 12:00AM
  <b>YES</b> TO END	

3. Program the first timer for Tuesday:

- Both timers for each day have an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF" means that the heater will switch off at the time indicated.

To change the ON to OFF, or vice versa, press  . When the ON/OFF display is correct: 

- Input the time: **0** **9** **0** **0**

Repeat step 3 for the second timer, in - putting **0** **6** **0** **0** for the timer value .

To change AM to PM and vice versa, press  .

NIGHT TIMER	DAY OF WK.  
(TUE) ON = <b>12</b> :00AM	ON = 12:00AM
  <b>YES</b> TO END	

NIGHT TIMER	DAY OF WK.  
(TUE) ON= 09:00AM	OFF = 06: <b>00</b> PM
  <b>YES</b> TO END	

**SECTION 3. ADVANCED FEATURES**

**KEEPING THE HEATER ON ALL DAY:** Set both timers to ON = 12:00AM.  
**KEEPING THE HEATER OFF ALL DAY:** Set both timers to OFF = 12:00AM.

4. Either:
- Program the timer for another day: Go back to step 2.
  - Finish: **Yes** **Function**

**NOTE:** For the Night Timer to take effect, you must switch it on. See page 71 for how to do this.  
 To print the received messages while the heater is off, press any key. After all the messages have been printed, the heater will stay on for 5 minutes before switching off again. Because of this, the Night Timer does not give you complete security for received documents.

**2-4. Forwarding (Memory Card or Hard Disk Required)**

This section shows you how to set up your machine to forward incoming fax messages to another location or locations. After you have done this procedure, you must switch Forwarding on for it to take effect; see page 71 for how to do this.

1. **Function** **6** **0** **2** **2** **2** **2**  
**7** **5**

FORWARDING	SET FORWARD CODE
No. <span style="background-color: black; color: black;">████</span>	PRINT LIST <b>→</b>
	<b>NO</b> TO CANCEL

**Note:** At this time, you can print a Forwarding List by pressing **→** **Start** .

2. Input a two-digit code from 01 to 05 for a forwarding station number. (This is the number that you wish to direct incoming messages to.)

Example: **0** **2**

DEST.0 on the opposite display shows that there are no RTIs/CSIs stored so far for this forwarding station.

FORWARDING	YES	OR	NO	
No. <b>02</b>	DEST. 0		<b>↑</b>	<b>↓</b>

3. **Yes**

FORWARDING	ENTER FAX NUMBER
No. 02	<b>NO</b> TO CANCEL

### SECTION 3. ADVANCED FEATURES

4. Input the telephone number of this forwarding station. (If your machine is behind a PBX, add the access code before the number, unless the forwarding station is an extension connected to the same PBX as your machine.)

Then press **Yes** .

**?** See page 20 for how to dial.  
Do not use the handset.

FORWARDING	SELECT	<b>█</b>
No. 02	DEST. 0	—
1. RTI PROG	2. RTI	<b>YES</b> TO END

5. Either:

- If you wish **all** incoming messages to be forwarded to this station, do not store any RTIs/CSIs for it.

Instead: **Yes** . Then go to step 2 to program another forwarding station, or press **Function** to finish.

- If you only wish messages from certain senders to be forwarded to this station, input their RTIs or CSIs (messages from senders other than these will not be forwarded to this station):

**1** . Go to step 6.

FORWARDING	ENTER RTI/CSI
<b>█</b>	<b>NO</b> TO CANCEL
<b>█</b>	ABC

- View the RTIs/CSIs that you have stored so far: **2** . Go to step 9.

DEST 1/6 means that there are 6 RTIs/CSIs stored so far, and the first in the list is now displayed.

FORWARDING	<b>NO</b> TO CANCEL
No. 01	DEST. 1/6
XYZ. CO.	CLR: <b>CLR</b>

- Finish storing RTIs/CSIs for this forwarding station and input another forwarding station number: **Yes** . Go to step 2.
- Finish: **Function**

### SECTION 3. ADVANCED FEATURES

6. Type in an RTI or CSI, then press **Yes** .

You can input up to 30 RTIs/CSIs for each forwarding station.

FORWARDING
STORE AS WILD CARD? <b>YES</b> <b>NO</b>
XYZ. CO.

7. Either:

- Store this RTI as a wild card: **Yes**
- Otherwise: **No**

FORWARDING	ENTER RTI/CSI
	<b>NO</b> TO CANCEL
	ABC

8. Either:

- Enter another RTI or CSI: Go to step 6.
- Finish: **No** . Go to step 5.

9. Scroll through the stored RTIs/CSIs on the screen with  .

- To delete the displayed RTI/CSI: **Clear**
- When you have finished: **No** . Go to step 5.

**NOTE:** See the table on page 8 concerning the limitations to this feature.

After you have finished programming Forwarding, you must switch it on for it to take effect. See page 71 for how to do this. After switching Forwarding on, (FORWARDING) is displayed on the operation panel when the machine is in standby mode.

Forwarding cannot be switched on if Memory Lock is switched on. If you wish to use Forwarding, you must switch Memory Lock off.

**Editing the Forwarding Feature**

1. **Function** **6** **0** **2** **2** **2** **2**  
**7** **5**

FORWARDING	SET FORWARD CODE
No. <input type="text"/>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

2. Input the code number of the forwarding station that you wish to edit (see the Forwarding List for a list of these codes). Then press **Yes**.

FORWARDING	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> <input type="button" value="NO"/>
No. 01	<input type="text" value="2125553456"/>

3. Either:

- Erase this forwarding station number and all RTIs/CSIs stored with it: **No** x 2, then **Yes** to erase. Go to step 2.

- Edit this forwarding station's telephone number.

If it is correct: **Yes**

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs programmed so far for this forwarding station.

FORWARDING	SELECT <input type="text"/>
No. 01 DEST. 6	
1. RTI PROG 2. RTI	<input type="button" value="YES"/> TO END

4. Either:

- To add RTIs/CSIs to this number: **1**  
Go to step 6.

FORWARDING
STORE AS WILD CARD? <input type="button" value="YES"/> <input type="button" value="NO"/>
XYZ. CO.

- To view or delete RTIs/CSIs allocated to this number: **2**. Go to step 5.

DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far for this forwarding station, and the first in the list is now displayed.

FORWARDING	<input type="button" value="NO"/> TO CANCEL
No. 01 DEST. 1/6	CLR: <input type="button" value="CLR"/>
XYZ. CO.	

Continued on the next page

### SECTION 3. ADVANCED FEATURES

- If you wish to view another forwarding station number: **Yes** .  
Go to step 2.

FORWARDING	SET FORWARD CODE
No. [ ]	PRINT LIST [ ]
	[NO] TO CANCEL

- Finish: **Function**
5. [↓] until the RTI/CSI that you wish to delete appears.  
To delete the RTI/CSI: **Clear** , then go to step 4.

FORWARDING	SELECT [ ]
No. 02 DEST. 0	
1. RTI PROG 2. RTI	[YES] TO END

- It is not possible to edit an RTI/CSI; if you wish to do so, you must delete the incorrect label and store a new one.

**CAUTION:** If you delete all the RTIs and CSIs for a forwarding station, you must also delete the forwarding station. **If you do not do this, all incoming messages will be forwarded to that station.**

6. Type in an RTI or CSI, then press **Yes** .
- ?** Inputting labels: see page 2.

FORWARDING
STORE AS WILD CARD? [YES] [NO]
XYZ. CO.

7. Either:
- Store this RTI as a wild card: **Yes**
  - Otherwise: **No**
8. Either
- Input another RTI/CSI for this forwarding station: go to step 6.
  - Finish working on this forwarding station: **No** . Go to step 4.
  - Finish: **Function**

**2-5. Specified Cassette Selection (Optional Paper Feed Unit Required)**

1. **Function** **6** **0** **2** **2** **2** **2**  
**7** **6**

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs programmed so far. In a new machine, you will see DEST. 0.

CST SELECT	SELECT	<input type="checkbox"/>
DEST. 6	PRINT LIST	<input type="checkbox"/>
1. RTI PROG 2. RTI	<b>NO</b>	TO CANCEL

**Note:** At this time, you can print a Specified Cassette Selection List by pressing **→** **Start** .

2. Either:

Store some RTIs/CSIs: **1** . Go to step 3.

CST SELECT	ENTER RTI/CSI
	<b>NO</b> TO CANCEL
<input type="checkbox"/>	ABC

View the RTIs/CSIs that you have stored so far: **2** . Go to step 6.

DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far, and the first in the list is now displayed.

CST SELECT	<b>NO</b> TO CANCEL
DEST. 1/6	CLR: <b>CLR</b>
XYZ. CO.	

3. Type in an RTI or CSI, then press **Yes** .

**?** Label input and editing: see page 2.

CST SELECT	
STORE AS WILD CARD?	<b>YES</b> . <b>NO</b>
XYZ. CO.	

4. Either:

Store this RTI as a wild card: **Yes**  
 Otherwise: **No**

CST SELECT	ENTER RTI/CSI
	<b>NO</b> TO CANCEL
<input type="checkbox"/>	ABC

5. Either:

Enter another RTI or CSI: Go to step 3.  
 Finish: **No** . Go to step 2.

### SECTION 3. ADVANCED FEATURES

6. Scroll through the stored RTIs/CSIs on the screen with .
- It is not possible to edit previously stored RTIs/CSIs; if you wish to do so, you must delete the incorrect label and store a new one.
  - To delete the displayed RTI/CSI:
  - When you have finished: . Go to step 2.

**NOTE:**  After programming this feature, you must switch it on for it to take effect. See page 71 for how to do this.

- Messages from senders that have RTI/CSIs that match those that were input using the above procedure will be printed using the upper cassette.
- If there is no paper in the upper cassette, substitute reception will take place.
- If there is no paper in the lower cassette(s), the upper cassette will be used for reports.

#### 2-6. Multi-sort Document Reception (Memory Card or Hard Disk Required)

1.
- 

MULTICOPY RX    ENTER 1-9 COPY  
ENTER # COPY:     COPY(S)  
 TO END

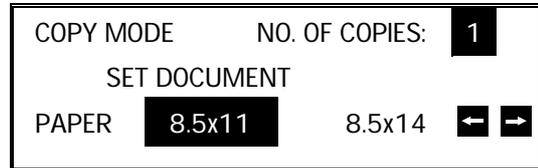
2. Input the number of copies that you need, then press .
- Copies of incoming faxes will be collated.**

**NOTE:** Maximum number of copies: 9  
To use Multi-sort Document Reception, you must switch it on. See page 74 for how to do this.

### 3. OTHER FEATURES

#### 3-1. Copying

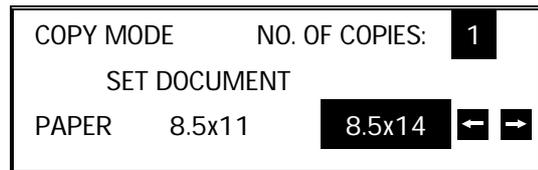
1. Press **Copy** .



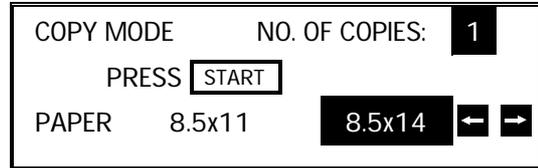
**Note:** To cancel copy mode, press Copy again.

2. Use the  and  arrows on the scroll key to select the required copy paper size. The number of choices that you have depends on how many paper feed units you have installed.

Example: Press  

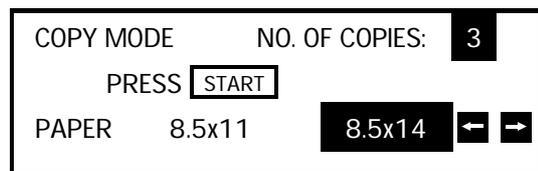


3. Place your original in the feeder.



4. Input the number of copies that you require.

Example: 3 copies, press **3** .



**NOTE:** Maximum number of copies: 99

5. **Start**

## SECTION 3. ADVANCED FEATURES

### 3-2. File Management

#### 3-2-1. Erasing a File from Memory

1.  Fax message file (Memory Transmission):

**Function** **2** **1**

Instruction file (Polling Reception):

**Function** **2** **2**

Fax message file (Polling Transmission):

**Function** **2** **3**

(Example display: Using Function 21)

CLEAR TRANS. FILE	SCROLL	↓
FILE NO. : █████	PRINT LIST	→
LAST FILE : 0015	<input type="checkbox"/> NO	TO CANCEL

2. Either:

Print a list of files: → **Start**

Scroll through the files on the display: ↓  
until the required file appears. Then  
press **Yes** .

If you know the file number, input it di -  
rectly: **0** **0** **0** **2**

CLEAR TRANS. FILE
NO. 0002
CLEAR FILE? <input type="checkbox"/> YES . <input type="checkbox"/> NO

3. Either:

Erase the file: **Yes**

Keep the file: **No** . Go to step 2.

3-2-2. Printing a File

1.  Fax message file (Memory Transmission):

**Function** **2** **4**

Fax message file (Polling Transmission):

**Function** **2** **5**

(Example display: Using Function 24)

PRINT TRANS. FILE	SCROLL	↓
FILE NO. : █████	PRINT LIST	→
LAST FILE : 0015	<b>NO</b>	TO CANCEL

2. Either:

Print a list of files: → **Start**

Scroll through the files on the display: ↓ until the required file appears. Then press **Yes** .

If you know the file number, input it directly: **0** **0** **0** **2**

PRINT TRANS. FILE	
NO. 0002	<b>NO</b> TO CANCEL
PRESS <b>START</b>	

3. **Start**

## SECTION 3. ADVANCED FEATURES

### 3-3. User Function Keys

Each of the User Function Keys F1 - F5 can be programmed with one of the following functions. In a new machine, the F1 to F4 keys have already been programmed, as shown in the table below in boldface.

Code	Function	Code	Function
01	Use the Direct Entry feature. <b>[F1]</b>	10	Polling Transmission: Use Secured Polling or Stored ID Override.
02	Dial a group.	11	Print the TCR. <b>[F3]</b>
03	Input a Personal Code. <b>[F4]</b>	12	Print a File List.
04	Use Economy Transmission. <b>[F2]</b>	13	Switch Memory Storage Report On/Off.
05	Switch TTI On or Off.	14	Switch Forwarding On/Off.
06	Do a Confidential Transmission.	15	Use the Tone key.
07	Print a received confidential message.	16	Input a Subaddress (G4 mode only).
08	Do a Transfer Request.	17	Not used
09	Do a Polling Reception.	18	Use Secure Transmission.

1. **Function** **3** **5**

USER FUNCTION	PRESS F1 TO F5
F <b>3</b>	PRINT LIST <b>→</b>
—	<b>NO</b> TO CANCEL

**Note:** At this time, you can print a User Function List if you press

**→ Start** .

2. Press one of the User Function Keys.  
Example : Press **F5** **Yes** .

If this key is already used, the currently stored code is displayed. Either:

- Press **Yes** to keep it as it is.
- Press **No** to erase the old code.

USER FUNCTION	ENTER CODE
F 5	CODE: <b>—</b>
	<b>NO</b> TO CANCEL

3. Enter the two-digit code for the function that you wish to store.

Example: Group Dial, press **0** **2** .

USER FUNCTION	<b>YES</b> OR <b>NO</b>
F 5	CODE: <b>02</b>
GROUP	

4. **Yes**

USER FUNCTION	PRESS F1 TO F5
F <b>3</b>	PRINT LIST <b>→</b>
—	<b>NO</b> TO CANCEL

5. Either:

- Program another key: Go to step 2.
- Finish: **Function**

### 3-4. Function Programs

#### Storing a Function Program

For example, store Function 32 (Programming Speed Dial) into Function Key F5 as a Function Program. **You can only use the User Function Keys F1 to F5 for this feature.**

1. **Function** **3** **2**

SPEED DIAL	ENTER SPEED CODE
<input checked="" type="checkbox"/> <b>3</b>	PRINT LIST 
	<b>NO</b> TO CANCEL

2. **F5**

PROGRAM?
<b>YES</b> OR <b>NO</b>

3. **Yes** **Function**

#### Using a Function Program

1. **F5**

SPEED DIAL	ENTER SPEED CODE
<input checked="" type="checkbox"/> <b>3</b>	PRINT LIST 
	<b>NO</b> TO CANCEL

2. Use the function as normal.

#### Deleting a Function Program

1. **Function** **3** **5**

USER FUNCTION	PRESS F1 TO F5
F <b>3</b>	PRINT LIST 
	<b>NO</b> TO CANCEL

2. Press the key that you wish to erase.  
Example: **F5**

USER FUNCTION	<b>YES</b> OR <b>NO</b>
F 5 CODE:	
FUNCTION PROGRAMMED	

3. **Yes** **No** **Function**

## SECTION 3. ADVANCED FEATURES

### 3-5. Printing from Memory Lock (Memory Card or Hard Disk Required)

1. **Function** **5** **2**

PRT MEM. LOCK	ID SETTING
MEMORY LOCK ID:	■■■■
	<b>NO</b> TO CANCEL

2. Input the Memory Lock ID.

Example: **4** **6** **3** **3**

PRT MEM. LOCK	PRESS	<b>START</b>
MEMORY LOCK ID:	■■■■	■■■■

3. **Start**

**NOTE**

- If the Confidential File indicator is blinking, a message has been stored using Memory Lock. However, if the Confidential File indicator is lit, a message has been stored using Confidential Reception, and the indicator no longer shows the presence of files stored using Memory Lock.
- If you wish to use this feature, you must switch it on in advance and program a Memory Lock ID. See pages 71 and 67 for how to do this.
- After you switch Memory Lock on, (MEMORY LOCK) will be displayed on the operation panel when the machine is in standby mode.
- If you switch Memory Lock on, Forwarding will be automatically disabled.

### 3-6. Tonal Signals

Before you can use this feature, you must program one of the User Function Keys as the Tone key. See page 56 for how to do this. In the following procedure, suppose that we have already programmed the **F1** key as a Tone key.

1. Make sure that the machine is in standby mode, and that there is no document in the feeder.
2. Pick up the telephone handset, or press **On Hook Dial**.
3. Dial the remote facility. Do not press **Start**.
4. After your line is connected to the remote facility, do the following:
  - If your telephone line type is DTMF (Tone Dial): Go to step 5.
  - If your telephone line type is Pulse Dial: Press **F1**. A dot appears on the display.

5. Input the digits that you need, such as your code number, to use the remote facility. These digits will depend on the remote facility.

**Note:** Do not press **Start** .

6. After you have finished your business with the remote facility, hang up.

### 3-7. Chain Dialing

**Example:** 01133-1-5553333 (From the USA to Paris).

Assume that the following Quick Dial and Speed Dial numbers have already been programmed.

- ☐ Quick Dial 01 = 01133- (Overseas to France)
- ☐ Quick Dial 02 = 1- (Paris)
- ☐ Speed Dial 10 = 555

When the machine asks you to dial:

#### On Hook Dial or Handset Mode

Press **01** **02** **Speed Dial** **1** **0** then **3** **3** **3** **3**

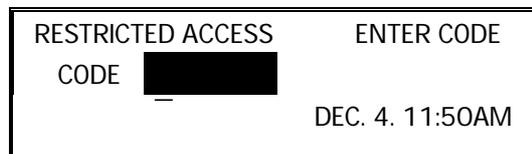
#### Other

Press **01** **Pause** **02** **Pause** **Speed Dial** **1** **0** **Pause**

then **3** **3** **3** **3**

### 3-8. Restricted Access

If you have switched Restricted Access on, the display is as shown below when the machine is in standby mode. Before you can use the machine, you must enter a personal code that has already been registered in the machine. See page 88 for how to store Personal Codes.



1. Enter your personal code.

Example: **7** **3** **6** **2**

2. After a second, the normal standby display will appear, and you can use the machine. If NOT PROGRAMMED appears, you entered a personal code that is not stored in the machine.

**Note:** See pages 72 to 74 for how to switch Restricted Access on.  
See page 88 for details on how to store Personal Codes.

**SECTION 3. ADVANCED FEATURES**

**3-9. Counters**

1. **Function** **6** **0** **2** **2** **2** **2**  
**9** **5**

COUNTERS	<b>YES</b> TO END
TX: 003256	SCN: 003287
RX: 002648	PRT: 002703

2. When you have finished: **Yes**

**3-10. Communication Result Display**

1. **Function** **4** **1** **→**

PERS. CODE 7346	<b>NO</b> TO CANCEL
OCT. 10 08:23AM RX OK 10PAGES	<b>↑</b>
2125551234	<b>↓</b>

2. Scroll through the past communications on the screen using **↑** and **↓**.

**Note:** To print the TCR: **No** **Start**

**3-11. Length Reduction**

If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image if it is within the following limits.

Paper size in the cassette	Maximum reducible incoming page length
Letter (11")	14.4"
Legal (14")	15.1"

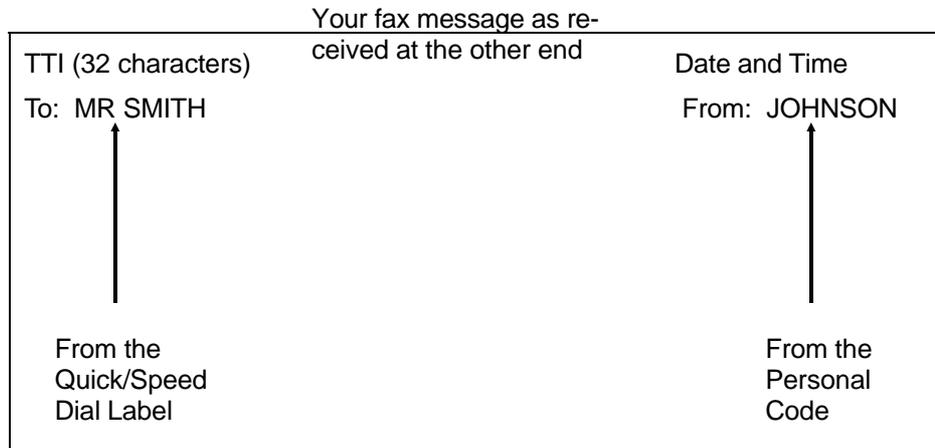
If the received image is longer than the above limits, there is no reduction and the image is printed on two sheets of paper. Normally, the last 0.4 inch of the received image will be repeated at the beginning of the next page.

However, if you wish, the second page can continue from where the first page ended.

Contact your service representative if you require any changes to this feature.

### 3-12. Label Insertion

In this model, your message will appear as follows at the other end if Label Insertion is switched on in your machine.



To use this feature, you must:

- Switch Label Insertion on for each Speed Dial and Quick Dial that you wish to use this feature with (see the procedures starting on pages 76 and 79).
- Program the Personal Codes of the machine's users, and store their names with their codes (see page 88).
- Program labels with the Speed Dial and Quick Dial numbers (see the procedures starting on pages 76 and 79).
- When you make a transmission, use a Quick or Speed Dial, and select the Personal Code option (see page 23).

In the above example, the message was sent using Johnson's personal code. The Quick Dial or Speed Dial used to dial the destination had MR SMITH as the label.

## SECTION 3. ADVANCED FEATURES

### 3-13. Ordering Toner

To use this feature, you must do the following in advance:

- Make sure that digit 7 of User Parameter Switch 4 is at 1. (The machine is given this setting when it leaves the factory, so if you have not changed it, you don't need to worry about this.) See page 72 for details on how to do this.
- Store the fax number of your dealer in Quick Dial Key 32. See page 76 for how to store a number in a Quick Dial Key.

After you have done that, you can automatically fax an order for new toner whenever you need to.

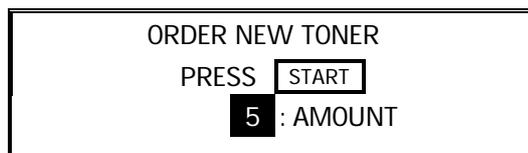
When you need to order, do the following.

1. **32**



2. Input the number of toner cartridges that you wish to order (the maximum order is 9).

Example: **5**



3. **Start**

Your order is transmitted to your dealer. If the transmission was successful, your machine prints out a report.

# SECTION 4. PROGRAMMING THE MACHINE

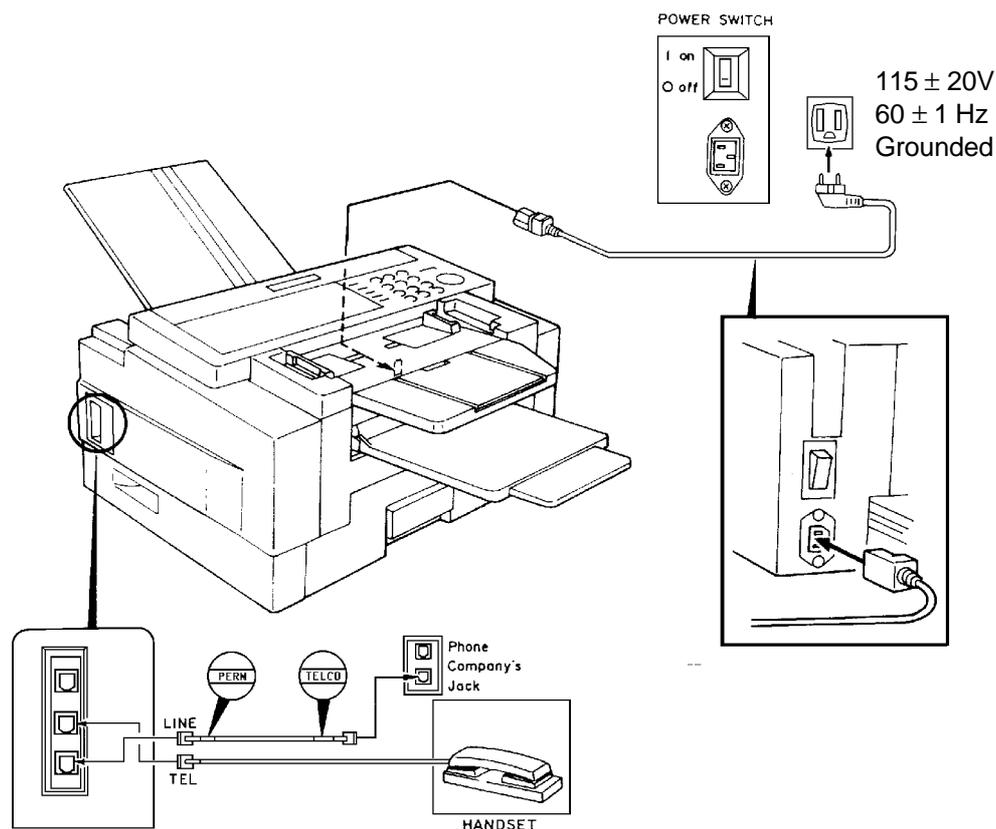
## 1. PROGRAMMING AT INSTALLATION

Installation will be done by a service technician.

### CAUTION

Do not switch on until everything is connected up properly.

If you wish to move the machine to a new location, contact a service technician.



### 1-1. Language Selection

1. **Function** **6** **0** **2** **2** **2** **2**  
**9** **4**



2. Use the ← and → arrows on the scroll key to select the correct language.  
Press **Yes** **Function** to finish.

**CAUTION:** Once you have done this, all displays and reports will be in the selected language.

## SECTION 4. PROGRAMMING THE MACHINE

### 1-2. Date and Time

1. **Function** **6** **0** **2** **2** **2** **2**  
**9** **2**

CLOCK	INPUT DATE/TIME
<b>FEB</b>	01 1992 (SAT) 01:56PM
	<b>←</b> <b>→</b> <b>YES</b> TO END

2. Use the **←** and **→** arrows on the scroll key to move the cursor across the display. Use the keypad to correct the individual elements.
  - To change the month, move the cursor to the month and scroll through the months with the **↑** and **↓** keys.
  - To change from AM to PM and vice versa, move the cursor to the time, and press **\*** or **#**.Press **Yes** **Function** when the display is correct.

### 1-3. Country Code

1. **Function** **6** **0** **2** **2** **2** **2**  
**6** **1**

COUNTRY CODE	
<b>YES</b> TO SET	PREVIOUS <b>↑</b>
<b>NO</b> TO CANCEL	NEXT <b>↓</b>

2. **Yes**

COUNTRY CODE	
ID SETTING	<b>YES</b> TO END
<b>                    </b>	

3. Input only your country code. Do not input your international dial access code.  
Example: USA - **1**

COUNTRY CODE	
<b>YES</b> OR <b>CLR</b> · <b>NO</b>	
<b>1</b> <b>                    </b>	

4. **Yes** **Function**

SECTION 4. PROGRAMMING THE MACHINE

1-4. Telephone Number

1. **Function** **6** **0** **2** **2** **2** **2**  
**6** **1** **↓**

OWN ANALOG NUMBER	
<b>YES</b> TO SET	PREVIOUS <b>↑</b>
<b>NO</b> TO CANCEL	NEXT <b>↓</b>

2. **Yes**

OWN ANALOG NUMBER	
<b>██████████</b>	<b>YES</b> TO END

3. Input your fax terminal's telephone number. You must add your country's international dial and country codes at the start of the number. Check these codes with your local telecommunications operator. The example shown is for the USA; the codes to add are 0111.

**NOTE:** You must add a pause between the area code and the local number. Use the **Pause** key to add a pause.

OWN ANALOG NUMBER	
<b>YES</b> OR <b>CLR</b> · <b>NO</b>	
<b>0111212-5551234</b>	

4. **Yes** **Function**

1-5. Area Code Prefix

1. **Function** **6** **0** **2** **2** **2** **2**  
**6** **1** **↓** x 2

AREA CODE PREFIX	
<b>YES</b> TO SET	PREVIOUS <b>↑</b>
<b>NO</b> TO CANCEL	NEXT <b>↓</b>

2. **Yes**

AREA CODE PREFIX	
212-5551234	
<b>██████████</b> : 0 - 9	<b>YES</b> TO END

3. Input the area code prefix.  
**Note:** In the USA, this is left blank.

AREA CODE PREFIX	
212-5551234	
<b>██████████</b> : 0 - 9	<b>YES</b> TO END

4. **Yes** **Function**

**SECTION 4. PROGRAMMING THE MACHINE**

**1-6. Next Transfer Station (Group 4 Kit required)**

1. **Function** **6** **0** **2** **2** **2** **2**

**6** **1**  x 3

NEXT TRANSF.	
<input type="checkbox"/> YES TO SET	PREVIOUS 
<input type="checkbox"/> NO TO CANCEL	NEXT 

2. **Yes**

NEXT TRANSF.	ENTER FAX NUMBER
	<input type="checkbox"/> NO TO CANCEL
	

3. Input the number of the Next Transfer Station.

NEXT TRANSF.	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR . <input type="checkbox"/> NO
 201-5553456	

4. **Yes** **Function**

**1-7. ID Code**

This is the ID Code that you use with Polling, ID Transmission, Transfer Request, and Closed Network. If the ID Codes of all the machines taking part in the communication are not the same, the communication will fail.

1. **Function** **6** **0** **2** **2** **2** **2**

**6** **1** then  until the screen is as shown opposite.

ID CODE	
<input type="checkbox"/> YES TO SET	PREVIOUS 
<input type="checkbox"/> NO TO CANCEL	NEXT 

2. **Yes**

ID CODE	
ID SETTING	<input type="checkbox"/> YES TO END
	

3. Input the ID Code that you will be using.

Example: **4** **3** **6** **3**

Do not use 0000 or FFFF.

ID CODE	
<input type="checkbox"/> YES OR <input type="checkbox"/> CLR . <input type="checkbox"/> NO	
 4363	

4. **Yes** **Function**

**1-8. Confidential ID (Memory Card or Hard Disk required)**

1. **Function** **6** **0** **2** **2** **2** **2**

**6** **1** then **↓** until the screen is as shown opposite.  
If no memory card or hard disk is installed, you will not see this prompt.

CONFIDENTIAL ID	
<b>YES</b> TO SET	PREVIOUS <b>↑</b>
<b>NO</b> TO CANCEL	NEXT <b>↓</b>

2. **Yes**

CONFIDENTIAL ID	
ID SETTING	<b>YES</b> TO END
<b>██████████</b>	

3. Input the Confidential ID that you will be using. Example: **6** **7** **5** **4**  
You must input this ID when you wish to print a confidential message. If you cannot output a confidential file with this ID, the sender may have over-ridden your ID. Contact the sender.

CONFIDENTIAL ID	
<b>YES</b> OR <b>CLR</b> · <b>NO</b>	
<b>6754</b>	<b>██████████</b>

4. **Yes** **Function**

If you do not store a Confidential ID, you will not be able to receive confidential messages.

**1-9. Memory Lock ID (Memory Card or Hard Disk required)**

1. **Function** **6** **0** **2** **2** **2** **2**

**6** **1** then **↓** until the screen is as shown opposite.  
If no memory card or hard disk is installed, you will not see this prompt.

MEMORY LOCK ID	
<b>YES</b> TO SET	PREVIOUS <b>↑</b>
<b>NO</b> TO CANCEL	NEXT <b>↓</b>

2. **Yes**

MEMORY LOCK ID	
ID SETTING	<b>YES</b> TO END
<b>██████████</b>	

3. Input the Memory Lock ID that you will be using.  
Example: **6** **7** **5** **4**  
You must input this ID when you wish to print an incoming message that was stored under the protection of the Memory Lock feature.

MEMORY LOCK ID	
<b>YES</b> OR <b>CLR</b> · <b>NO</b>	
<b>6754</b>	<b>██████████</b>

4. **Yes** **Function**

To switch Memory Lock on or off, see page 71.  
To print messages from Memory Lock, see page 58.

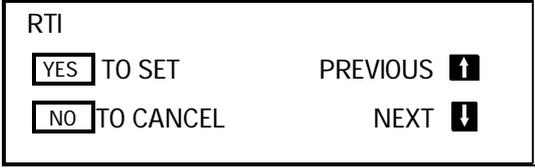
## SECTION 4. PROGRAMMING THE MACHINE

### 1-10. RTI

Your RTI appears on the other party's operation panel during communication.

1. **Function** **6** **0** **2** **2** **2** **2**

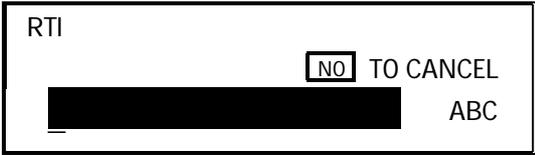
**6** **1** then  until the screen is as shown opposite.



RTI

<input type="checkbox"/> YES TO SET	PREVIOUS 
<input type="checkbox"/> NO TO CANCEL	NEXT 

2. **Yes**



RTI

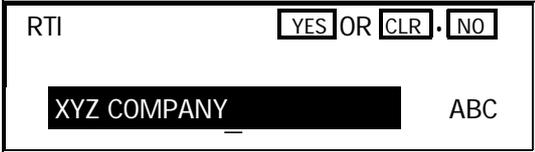
NO TO CANCEL

ABC

3. Input the RTI that you will be using.  
Example: XYZ COMPANY

**Note:** Not more than 20 characters.

 Input and editing are explained on page 2.



RTI

YES OR  CLR  NO

ABC

4. **Yes** **Function**

1-11. TTI

Your TTI is printed at the other end on the top edge of each page that you send.

1. **Function** **6** **0** **2** **2** **2** **2**

**6** **1** then **↓** until the screen is as shown opposite.

TTI	
<b>YES</b> TO SET	PREVIOUS <b>↑</b>
<b>NO</b> TO CANCEL	NEXT <b>↓</b>

2. **Yes**

TTI	LABEL INSERTION
SELECT <b>■</b>	<b>YES</b> TO END
1. INPUT	2. COPY RTI

3. Either:

- Copy the RTI across and store that as the TTI: **2** .  
Then, if you wish to edit the TTI: **↑** .  
. Go back to step 2.
- Input a new TTI or edit the TTI that is already there: **1** . Go to step 4.

TTI	<b>NO</b> TO CANCEL
<b>■</b>	ABC

4. Input the TTI that you will be using.  
Example: XYZ COMPANY HEAD OFFICE

**Note:** Not more than 32 characters.

**?** Input and editing are explained on page 2.

TTI	<b>YES</b> OR <b>CLR</b> . <b>NO</b>
XYZ CO. HEAD OFFICE	ABC

5. **Yes** **Function**

## SECTION 4. PROGRAMMING THE MACHINE

### 1-12. CSI

Your CSI appears on the other party's operation panel during communication in - stead of your RTI, if the other party's machine is another manufacturer's product.

1. **Function** **6** **0** **2** **2** **2** **2**

**6** **1** then  until the screen is as shown opposite.

CSI	
<b>YES</b> TO SET	PREVIOUS 
<b>NO</b> TO CANCEL	NEXT 

2. **Yes**

CSI
<b>YES</b> TO END


3. Input your telephone number.

**Note:** Not more than 20 digits.

If you wish to input a "+" sign, to signify your international dial access code: **31**

CSI	<b>YES</b> OR <b>CLR</b> <b>NO</b>
<b>212-555-6789</b>	

4. **Yes** **Function**

### 1-13. Telephone Line Type

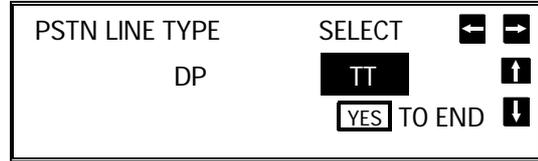
Change this using Function 81 (On/Off Switches). See page 71.

**Note:** Make sure that the switch on your handset is also set up correctly.  
TT = Touch Tone, DP = Pulse Dial

## 2. SETTINGS

### 2-1. On/Off Switches

1. **Function** **6** **0** **2** **2** **2** **2**  
**8** **1**



The first displayed item is the telephone line type: DP = Pulse Dial, TT = Touch Tone. In the above display, TT is currently selected.

2. Scroll through the list of features with **↑** and **↓** until the required feature appears.

Example: Forwarding - press **↓** 3 times.



3. Change the setting by using **←** or **→**.



4. Either:
  - Change another setting: Go to step 2.
  - Finish: **Yes** **Function**

A table showing the order of appearance of the switches is given below. Some of these switches may not be seen depending on the options that you have installed with the machine (\*: Memory or hard disk required, \*\*: Optional cassette required).

Feature	↓	Feature	↓
Telephone Line Type	None	Night Timer	5 times
Authorized Reception	Once	RDS	6 times
Memory Lock *	Twice	Confidential File Report *	7 times
Forwarding *	3 times	Half-tone Type	8 times
Specified Cassette Selection**	4 times		

**NOTE:** For the Half-tone Type, select SPD MODE if you wish to use the Basic Half-tone Process, or STD MODE if you wish to use the higher quality Error Diffusion Process.

## SECTION 4. PROGRAMMING THE MACHINE

### 2-2. User Parameter Settings

1. **Function** **6** **0** **2** **2** **2** **2**  
**9** **1**

USER PARAMETER	PRINT LIST	→
DEFAULT:	00000000	↑
SWITCH00:	00000000	<b>YES</b> TO END ↓

**Note:** At this time, you can print a User Parameter List if you press → **Start** .

2. The current settings for switch 00 are now displayed on the bottom line of the display (the top line shows the settings normally seen in a machine just delivered from the factory). If the settings for this switch are the way that you want them, go to step 4.
3. To change the required setting, press a number from 0 to 7 corresponding to the digit that you wish to change.

Example: **0** . The value of the digit changes, in this case from 0 to 1.

USER PARAMETER	PRINT LIST	→
DEFAULT:	00000000	↑
SWITCH00:	00000001	<b>YES</b> TO END ↓

Each switch contains 8 digits, which act as on/off switches for various features. The digits are numbered from 7 to 0, with 7 at the left and 0 at the right.

4. Either:
  - Scroll through the switches with ↑ and ↓ until the required switch appears. Then go to step 3.
  - Finish: **Yes** **Function**

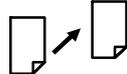
The user parameter switches are explained on the following pages.

## SECTION 4. PROGRAMMING THE MACHINE

### Switch 00 - Home position settings

Digit	Purpose						
0	Marker	0: Off 1: On (successfully scanned documents will be marked)					
1	Contrast	Bit 2	Bit 1	Setting	Bit 2	Bit 1	Setting
2		0	0	Normal	1	0	Darken
		0	1	Lighten	1	1	Darken
3	Resolution	Bit 4	Bit 3	Setting	Bit 4	Bit 3	Setting
4		0	0	Standard	1	0	Fine
		0	1	Detail	1	1	Fine
5	Transmission mode	0: Memory transmission 1: Immediate transmission					
6	If you change any of the contrast, resolution, transmission mode, marker, or halftone settings before making a transmission, then: 0: The setting(s) will not return to the home position after the transmission. 1: The setting(s) will return to the home position after the transmission.						
7	Halftone	0: Off					1: On

### Switch 01 - Printing of various items on received messages

Digit	Purpose						
0	Mark to distinguish messages that were sent to your machine through a forwarding station (Memory card or hard disk required) 0: Off      1: On Forwarding mark: 						
1	Center mark	0: Off					1: On
2	Reception time	0: Off					1: On
3	Do not change this setting.						
4	Checkered mark	0: Off					1: On
5	Printing of the Command Information Line (ISDN kit required) 0: Off      1: On This has the same effect as the TTI On/Off setting.						
6, 7	Do not change these settings						

### Switch 02 - Automatic printing of reports

Digit	Purpose						
0	Transmission result report (memory transmission) 0: Off      1: On						
1	Do not change this setting.						
2	Memory storage report	0: Off					1: On
3	Polling reserve report	0: Off					1: On
4	Polling result report (polling reception)	0: Off					1: On
5	Transmission result report (immediate transmission) 0: Off      1: On						
6	Polling clear report	0: Off					1: On
7	TCR	0: Off					1: On

## SECTION 4. PROGRAMMING THE MACHINE

### Switch 03 - Automatic printing of reports

Digit	Purpose
0	Inclusion of part of the image on the following reports: Transmission Result Report, Memory Storage Report, Polling Clear Report, Communication Failure Report, Transfer Result Report, Transmission Deadline Report, Polling Confirmation List 0: No      1: Yes
1 to 7	Do not change these settings.

### Switch 04 - Various

Digit	Purpose
0, 1	Do not change these settings.
2	Automatic reduction      0: Off      1: On
3, 4	Do not change these settings.
5	Restricted Access      0: Off      1: On
6	Do not change this setting
7	Ordering Toner      0: Disabled      1: Enabled If this is set to 1, store your dealer's fax number in Quick Dial Key 32. Then, when you need to order toner, use the procedure on page 62. If you wish to use Quick Dial 32 for a number other than that of your dealer, set this bit to 0. Quick Dial Key 32 can now be programmed in the same way as other Quick Dial Keys. However, you will not be able to use the Ordering Toner feature.

### Switch 05 - Various

Digit	Purpose
0	Substitute reception      0: Off      1: On
1	Multi-sort document reception with reverse order printing (Memory card or hard disk required)      0: Off      1: On
2	Do not change this setting
3	Memory reception if no RTI or CSI received      0: Possible      1: Not possible
4 to 7	Do not change these settings.

### 2-3. Economy Transmission Time

- Function **6 0 2 2 2 2**  
**7 4**

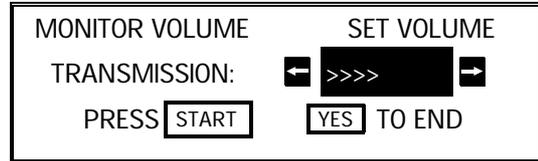
ECONOMY TX	
TIME=	<b>11</b> :00AM
<b>←</b>	<b>→</b>
<b>YES</b>	TO END

- Input the time that you always wish Economy Transmissions to start.  
 To change from AM to PM and vice versa, press **\*** or **#**
- Press **Yes** **Function** when the display is correct.

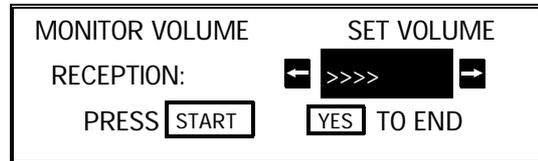
### 3. ADJUSTMENTS

#### 3-1. Volume Adjustments

1. **Function** **6** **0** **2** **2** **2** **2**  
**9** **3**



2.  Increase: **→**  
 Decrease: **←**  
 Test the current setting: **Start** .  
 Press **Stop** when you have finished the test.  
 Accept: **Yes**



3. Repeat step 2 for the other monitors and the buzzer.

**SECTION 4. PROGRAMMING THE MACHINE**

**4. TELEPHONE NUMBERS AND PERSONAL CODES**

**4-1. Programming Quick Dial**

This machine has 32 Quick Dial Keys (01 to 32), each of which can be programmed as one of the following. The page number shows the location of the programming procedure.

1	Quick Dial	A fax or telephone number	This page
2	Group	A set of fax numbers that you often wish to send the same fax to at the same time.	Page 83
3	Keystroke Program	A program of settings, features, and destinations.	Page 33

**Programming a New Quick Dial**

1. **Function** **3** **1**

**Note:** At this time, you can print a Quick Dial List if you press **→** **Start** .

QUICK DIAL CHOOSE KEY  
 [ ] PRINT LIST →  
 [NO] TO CANCEL

2. Press the Quick Dial Key that you wish to program. Example: **01**

QUICK DIAL YES OR NO  
 01 ↑  
 ↓

Press **No** if you pressed the wrong key.

3. **Yes**

QUICK DIAL ENTER FAX NUMBER  
 01 NO TO CANCEL  
 [ ]

4. Enter the telephone number at the operation panel's ten key pad.

QUICK DIAL YES OR CLR NO  
 01  
 2125551234

If your machine is behind a PBX, include the access code and a pause before the telephone number.

For an international number, place a pause after the country code. To input a pause, press the Pause key.

**SECTION 4. PROGRAMMING THE MACHINE**

5. **Yes**

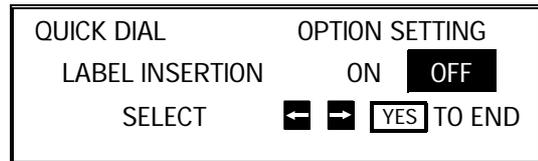


6. Either:

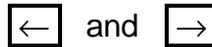
Input a label using the Quick Dial keys. Then press **Yes**.

**?** Inputting and editing labels: see page 2.

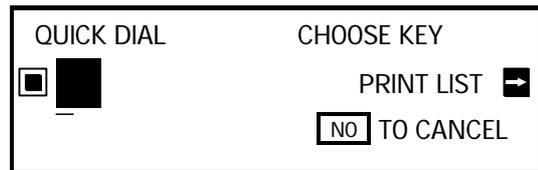
Do not program a label: Press **Yes**.



7. Switch Label Insertion on or off. Use the arrows on the scroll key to select the required setting.



Then: **Yes**



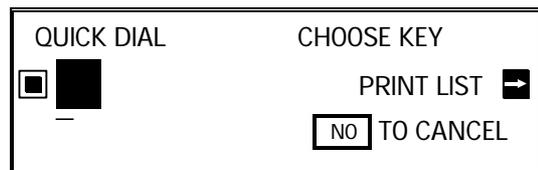
8. Either

Program another: Go to step 2

Finish: **Function**

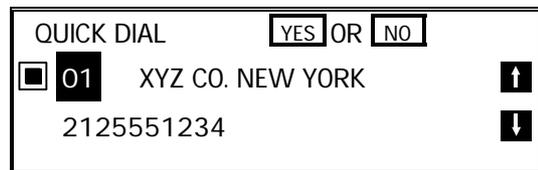
**Editing a Quick Dial Key**

1. **Function** **3** **1**

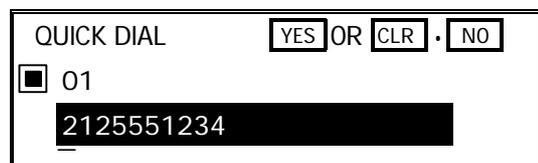


2. Press the Quick Dial key that you wish to edit. Example: **01**

**Note:** If the wrong number is displayed, use the **↑** and **↓** keys to scroll through the Quick Dial Keys on the screen.



3. **Yes**



## SECTION 4. PROGRAMMING THE MACHINE

4. Edit the number ; use  and  to move the cursor, and use  to delete the cursor character. After entering the new number, press  .

QUICK DIAL	<input type="button" value="YES"/> OR <input type="button" value="CLR"/> . <input type="button" value="NO"/>
<input checked="" type="checkbox"/> 01	
XYZ CO. NEW YORK	ABC

5. Either
- Change the label: Edit the existing label, then press  .
  - Keep the label as it is: 
    - Inputting and editing labels: see page 2.

QUICK DIAL	OPTION SETTING
LABEL INSERTION	ON <input type="button" value="OFF"/>
SELECT	<input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="YES"/> TO END

6. Switch Label Insertion on or off. Use the arrows on the scroll key to select the required setting. Then:

and

QUICK DIAL	CHOOSE KEY
<input checked="" type="checkbox"/> <input type="checkbox"/>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

7. Either
- Program another: Go to step 2.
  - Finish:

### Erasing a Quick Dial Key

1.

QUICK DIAL	CHOOSE KEY
<input checked="" type="checkbox"/> <input type="checkbox"/>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

2. Press the Quick Dial key that you wish to erase. Example:

**Note:** If the wrong number is displayed, use the  and  keys to scroll through the Quick Dial Keys on the screen.

QUICK DIAL	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
<input checked="" type="checkbox"/> 01	XYZ CO. NEW YORK
2125551234	<input type="button" value="↑"/> <input type="button" value="↓"/>

## SECTION 4. PROGRAMMING THE MACHINE

3. **Yes**

QUICK DIAL	<b>YES</b> OR <b>CLR</b> . <b>NO</b>
<input checked="" type="checkbox"/> 01	
2125551234	

4. Erase the number: **No** .

QUICK DIAL	ENTER FAX NUMBER
<input checked="" type="checkbox"/> 01	<b>NO</b> TO CANCEL
[REDACTED]	

After erasing a number, you may store a new one to replace it if you wish. If you do not wish to store a new number, press **No** again. Then go to step 2 to continue or press **Function** if you have finished.

### 4-2. Programming Speed Dial

#### Programming a New Speed Dial

1. **Function** **3** **2**

SPEED DIAL	ENTER SPEED CODE
<input checked="" type="checkbox"/> [REDACTED]	PRINT LIST
	<b>NO</b> TO CANCEL

**Note:** At this time, you can print a Speed Dial List if you press **Start** .

2. Input the Speed Dial Code that you wish to program (from 00 to 99).

Example: **0** **0**

SPEED DIAL	<b>YES</b> OR <b>NO</b>
<input checked="" type="checkbox"/> <b>00</b>	

Press **No** if you input the wrong code.

3. **Yes**

SPEED DIAL	ENTER FAX NUMBER
<input checked="" type="checkbox"/> 00	<b>NO</b> TO CANCEL
[REDACTED]	

4. Enter the telephone number at the operation panel's ten key pad.

SPEED DIAL	<b>YES</b> OR <b>CLR</b> . <b>NO</b>
<input checked="" type="checkbox"/> 00	
01144715551234	

If your machine is behind a PBX, include the access code and a pause before the telephone number.  
For an international number, place a pause after the country code. To input a pause, press the Pause key.

**SECTION 4. PROGRAMMING THE MACHINE**

5. **Yes**

SPEED DIAL	ENTER LABEL
<input checked="" type="checkbox"/> 00	<input type="text" value="ABC"/>

6. Either:

- Input a label using the Quick Dial keys (such as XYZ CO. LONDON). Then press **Yes**.

**?** Inputting and editing labels: see page 2.

SPEED DIAL	<b>YES</b> OR <b>CLR</b> <b>NO</b>
<input checked="" type="checkbox"/> 00	INPUT: <b>X</b> <input type="text" value="ABC"/>

- Do not program a label for this number: Press **Yes**. Go to step 9.

7. The letter shown next to "INPUT" will be used with the Telephone Directory feature when searching for a name. Either:

- Do not change the letter : press **Yes** ; go to step 8.
- If you wish to use another letter, input the letter.  
Example: Change to "L" for London;

**Clear** **L** **Yes**

SPEED DIAL	OPTION SETTING
LABEL INSERTION	ON <b>OFF</b>
SELECT	<b>←</b> <b>→</b> <b>YES</b> TO END

8. Switch Label Insertion on or off. Use the **←** and **→** arrows on the scroll key to select the required setting. Then: **Yes**

SPEED DIAL	ENTER SPEED CODE
<input checked="" type="checkbox"/> <input type="text" value=""/>	PRINT LIST <b>→</b>
	<b>NO</b> TO CANCEL

9. Either:

- Program another: Go to step 2.
- Finish: **Function**

**Editing a Speed Dial**

1. **Function** **3** **2**

SPEED DIAL	ENTER SPEED CODE
<input checked="" type="checkbox"/> █	PRINT LIST <b>→</b>
—	<b>NO</b> TO CANCEL

2. Input the Speed Dial Code that you wish to edit. Example: **0** **0**  
 If the wrong number is displayed, press **←**, or use the **↑** and **↓** keys to scroll through the Speed Dial Codes on the screen.

**No**

SPEED DIAL	<b>YES</b> OR <b>NO</b>
<input checked="" type="checkbox"/> <b>00</b> XYZ CO. LONDON	<b>↑</b>
01144715551234	<b>↓</b>

3. **Yes**

SPEED DIAL	<b>YES</b> OR <b>CLR</b> . <b>NO</b>
<input checked="" type="checkbox"/> 00	
01144715551234	

4. Edit the number ; use **←** and **→** to move the cursor, and use **Clear** to delete the cursor character.  
 After entering the new number, press **Yes** .

SPEED DIAL	<b>YES</b> OR <b>CLR</b> . <b>NO</b>
<input checked="" type="checkbox"/> 00	
XYZ CO. LONDON	ABC

5. Either  
 Change the label: Edit the existing label, then press **Yes** .

Keep the label as it is: **Yes**  
 ? Inputting and editing labels: see page 2.

SPEED DIAL	<b>YES</b> OR <b>CLR</b> . <b>NO</b>
<input checked="" type="checkbox"/> 00	
INPUT: <b>X</b>	ABC

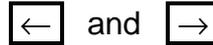
6. Either:  
 Change the letter in the INPUT column (for example, to P): **Clear** **P** **Yes**

Do not change the letter: **Yes** .  
 Go to step 7.

SPEED DIAL	OPTION SETTING
LABEL INSERTION	ON <b>OFF</b>
SELECT	<b>←</b> <b>→</b> <b>YES</b> TO END

**SECTION 4. PROGRAMMING THE MACHINE**

7. Switch Label Insertion on or off. Use the arrows on the scroll key to select the required setting.



Then: **Yes**

SPEED DIAL	ENTER SPEED CODE
<input checked="" type="checkbox"/> [REDACTED]	PRINT LIST
-	<b>NO</b> TO CANCEL

8. Either

Program another: Go to step 2.

Finish: **Function**

**Erasing a Speed Dial Code**

1. **Function** **3** **2**

SPEED DIAL	ENTER SPEED CODE
<input checked="" type="checkbox"/> [REDACTED]	PRINT LIST
-	<b>NO</b> TO CANCEL

2. Input the Speed Dial Code that you wish to erase. Example: **0** **0**

If the wrong number is displayed, press **No**, or use the and keys to scroll through the Speed Dial Codes on the screen.

**No**

SPEED DIAL	<b>YES</b> OR <b>NO</b>
<input checked="" type="checkbox"/> <b>00</b> XYZ CO. LONDON	
01144715551234	

3. **Yes**

SPEED DIAL	<b>YES</b> OR <b>CLR</b> . <b>NO</b>
<input checked="" type="checkbox"/> 00	
01144715551234	

4. Erase the number: **No** .

After erasing a number, store a new one to replace it if you wish.

If you do not wish to store a new number, press **No** again, then go to step 2 to continue or press **Function** if you have finished.

SPEED DIAL	ENTER FAX NUMBER
<input checked="" type="checkbox"/> 00	<b>NO</b> TO CANCEL
[REDACTED]	

### 4-3. Programming Groups

Groups allow you to combine numbers already stored in Quick Dial Keys or Speed Dial Codes or other numbers entered at the keypad into one group, for easy sequential transmission to all the numbers in that group.

**Note:** See page 32 for information on how to dial a group.

The Group programming procedure has several modules. Entering Group Programming mode will be explained first, followed by each of the modules.

#### Entering Group Programming Mode and Selecting a Group

1. **Function** **3** **3**

GROUP DIAL	GROUP SETTING
G <input type="checkbox"/> <input type="checkbox"/>	PRINT LIST <input type="checkbox"/>
	<b>NO</b> TO CANCEL

**Note:** At this time, you can print a Group List if you press  **Start** .

2. Input the number of the group that you wish to program. (There are 10 groups, from 01 to 10.)

Example: **0** **1** **Yes**

If this is a pre-existing group, go to step 4.

GROUP DIAL	CHOOSE KEY
G 01 <input type="checkbox"/> <input type="checkbox"/>	<b>YES</b> TO SKIP
	<b>NO</b> TO CANCEL

3. Press the Quick Dial Key in which you wish to store this new group.

Example: **08**

If you pressed the wrong key: **No**

GROUP DIAL	<b>YES</b> OR <b>NO</b>
G 01 <input type="checkbox"/> <b>08</b>	<input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/>

4. **Yes**

You are now ready to access one of the five Group Programming Modules. These are explained on the following pages.

GROUP DIAL	SELECT <input type="checkbox"/>
G 01 <input type="checkbox"/> 08 DEST. 0	<b>YES</b> TO END
1. ADDRESS 2. CHECK 3. LABEL	<input type="checkbox"/>

## SECTION 4. PROGRAMMING THE MACHINE

### Storing Numbers in a Group

First, enter Group Programming mode as explained on page 83. Then:

1. Press **1** .

GROUP DIAL	ENTER FAX NUMBER
G 01 <input type="checkbox"/> 08 DEST. 0	<input type="checkbox"/> NO TO CANCEL
<input type="text"/>	

2. Input the number that you wish to store in the group. For example:

- Quick Dial 25: **25**

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR . <input type="checkbox"/> NO
G 01 <input type="checkbox"/> 08 DEST. 0	
<input type="checkbox"/> <b>25</b>	2025550123

- Speed Dial 00: **Speed Dial** **0** **0**

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR . <input type="checkbox"/> NO
G 01 <input type="checkbox"/> 08 DEST. 0	
<input checked="" type="checkbox"/> <b>00</b>	2125551234

- Full number: Input at the keypad on the operation panel.

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR . <input type="checkbox"/> NO
G 01 <input type="checkbox"/> 08 DEST. 0	
<input type="text"/>	

3. Store the number in the group: **Yes**

GROUP DIAL	ENTER FAX NUMBER
G 01 <input type="checkbox"/> 08 DEST. 1	<input type="checkbox"/> NO TO CANCEL
<input type="text"/>	

The number after DEST has increased by 1. The number after DEST shows how many telephone numbers are stored in the group.

**NOTE:** See the table on page 8 concerning the limitations on how many numbers can be stored in a group.

4. Either:

- Input another number: Go to step 2.  
 Finish storing numbers in this group: **No** .

GROUP DIAL	SELECT <input type="checkbox"/>
G 01 <input type="checkbox"/> 08 DEST. 0	<input type="checkbox"/> YES TO END
1. ADDRESS 2. CHECK 3. LABEL <input type="checkbox"/>	

Now, you can use another module (press a key from 1 to 5), or start working on another Group (press **Yes** then go to step 2 of the procedure on page 83).

You may also return to standby mode by pressing **Function** .

### Checking Which Numbers are Already in the Group

First, enter Group Programming mode as explained on page 83. Then:

1. Press **2** .

GROUP DIAL	<b>NO</b>	TO CANCEL
G 01	<input checked="" type="checkbox"/>	08 DEST. 1/25 CLR: <b>CLR</b>
2125551234		

2. Press **↓** to scroll through the numbers on the display.

- To erase the displayed number: **Clear** . Go to step 3.

GROUP DIAL	SELECT	<b>█</b>
G 01	<input checked="" type="checkbox"/>	08 DEST. 0 <b>YES</b> TO END
1. ADDRESS 2. CHECK 3. LABEL <b>↓</b>		

- When you have finished checking this group: **No** . Go to step 3.

3. Now, you can use another module (press a key from 1 to 5), or start working on another Group (press **Yes** then go to step 2 of the procedure on page 83).

You may also return to standby mode by pressing **Function** .

### Storing a Label for this Group

First, enter Group Programming mode as explained on page 83. Then:

1. Press **3** .

GROUP DIAL	ENTER LABEL
G 01	<input checked="" type="checkbox"/> 08
<b>█</b>	ABC

2. Input a label for the group using the Quick Dial keys.  
Example: DISTRIBUTORS.

- ?** Inputting and editing labels: see page 2.

GROUP DIAL	<b>YES</b> OR <b>CLR</b> . <b>NO</b>
G 01	<input checked="" type="checkbox"/> 08
<b>DISTRIBUTORS</b>	ABC

3. Press **Yes** .

GROUP DIAL	SELECT	<b>█</b>
G 01	<input checked="" type="checkbox"/>	08 DEST. 0 <b>YES</b> TO END
1. ADDRESS 2. CHECK 3. LABEL <b>↓</b>		

4. Now, you can use another module (press a key from 1 to 5), or start working on another Group (press **Yes** then go to step 2 of the procedure on page 83).

You may also return to standby mode by pressing **Function** .

## SECTION 4. PROGRAMMING THE MACHINE

### Storing a Group Transfer Station

First, enter Group Programming mode as explained on page 83. Then:

1. Press **4** .

GROUP DIAL	ENTER TRANSF. STN
G 01 <input type="checkbox"/> 08 DEST. 0	<input type="checkbox"/> NO TO CANCEL
[REDACTED]	

2. Store the telephone number of the terminal that you wish to act as the Group Transfer Station for this group. Input the number as a Quick Dial, Speed Dial, or full number at the keypad.

Example: Quick Dial 25, press **25** .

GROUP DIAL	<input type="checkbox"/> YES OR <input type="checkbox"/> CLR . <input type="checkbox"/> NO
G 01 <input type="checkbox"/> 08 DEST. 0	
<input type="checkbox"/> <b>15</b>	2015552345

3. **Yes**

GROUP DIAL	SELECT <input type="checkbox"/>
G 01 <input type="checkbox"/> 08 DEST. 0	<input type="checkbox"/> YES TO END
1. ADDRESS 2. CHECK 3. LABEL <input type="checkbox"/>	

4. Now, you can use another module (press a key from 1 to 5), or start working on another Group (press **Yes** then go to step 2 of the procedure on page 83).

You may also return to standby mode by pressing **Function** .

### Erasing the Group

This procedure deletes this Group and all the numbers stored in it. The Speed Dial Codes and Quick Dial Keys that you used in this Group will not be deleted from the memory; you can continue to use them for other purposes.

First, enter Group Programming mode as explained on page 83. Then:

1. Press **5** .

GROUP DIAL	
G 01 <input checked="" type="checkbox"/> 08	WILL BE ALL CLEARED
CLEAR?	<input checked="" type="checkbox"/> YES . <input type="checkbox"/> NO

2. Either:

- To delete the group: **Yes**
- To keep the group: **No**

GROUP DIAL	SELECT <input checked="" type="checkbox"/>
G 01 <input checked="" type="checkbox"/> 08 DEST. 0	<input checked="" type="checkbox"/> YES TO END
1. ADDRESS 2. CHECK 3. LABEL <input checked="" type="checkbox"/>	

3. Now, you can use another module (press a key from 1 to 5), or start working on another Group (press **Yes** then go to step 2 of the procedure on page 83).

You may also return to standby mode by pressing **Function** .

## SECTION 4. PROGRAMMING THE MACHINE

### 4-4. Personal Codes

Personal Codes allow you to track machine usage; they are printed for each communication on the TCR and other reports. They can also be used with the Restricted Access feature, to ensure that unauthorized personnel do not use the machine.

Each user can be given a Personal Code. With each code, you can store:

- A name: This will be printed on reports to identify the users of the machine.
- A Confidential ID: This must be different for each Personal Code. If somebody sends you a confidential message, they can override the machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of your code. If so, the machine will print a report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message.

#### Storing a Personal Code

1. **Function** **6** **0** **2** **2** **2** **2**  
**7** **1**

PERS. CODE	ENTER ID CODE
<input type="text"/>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

**Note:** At this time, you can print a Personal Code List if you press  **Start** .

2. Input a Personal Code that you want to store in your machine for later use.  
Example: **5** **4** **7** **7**

PERS. CODE	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
<input type="text" value="5477"/>	

Press  if you entered the wrong code.

3.

PERS. CODE	ENTER LABEL
5477	<input type="text" value="ABC"/>

**SECTION 4. PROGRAMMING THE MACHINE**

4. Input a name for this Personal Code using the Quick Dial keys.  
Example: JOHNSON

PERS. CODE	<input type="button" value="YES"/>	OR	<input type="button" value="CLR"/>	.	<input type="button" value="NO"/>
5477					
JOHNSON					ABC

 Inputting and editing labels: see page 2.

If you do not wish to store a label:  . Go to step 6.

5.

PERS. CODE	CONF. ID SETTING
5477 JOHNSON	
<input type="button" value="YES"/>	TO END

6. Input a Confidential ID for the personal code used by this user.  
Example

PERS. CODE	<input type="button" value="YES"/>	OR	<input type="button" value="CLR"/>	.	<input type="button" value="NO"/>
5477 JOHNSON					
4656					

If you do not wish to store an ID:  Go to step 8.

7.

PERS. CODE	ENTER ID CODE
<input type="button" value="NO"/>	PRINT LIST 
	<input type="button" value="NO"/> TO CANCEL

8. Either:  
 Enter another code: Go to step 2.  
 Finish:

**SECTION 4. PROGRAMMING THE MACHINE**

**Editing or Erasing a Personal Code**

1. **Function** **6** **0** **2** **2** **2** **2**  
**7** **1**

PERS. CODE	ENTER ID CODE
	PRINT LIST 
—	<b>NO</b> TO CANCEL

2. Input the Personal Code that you wish to edit.

Example: **5** **4** **7** **7**

PERS. CODE	<b>YES</b> OR <b>NO</b>
<b>5477</b>	JOHNSON
	CLR: <b>CLR</b>

Press **No** if you entered the wrong code.

3. Either:

- Erase this Personal Code: **Clear** **Yes**  
Go back to step 2.
- Edit the contents of this code: **Yes** .  
Go to step 4.

PERS. CODE	<b>YES</b> OR <b>CLR</b> . <b>NO</b>
5477	
<b>JOHNSON</b>	 ABC

4. Edit the name stored with this code.

When the name is correct, press **Yes** .

 Inputting and editing labels: see page 2.

PERS. CODE	<b>YES</b> OR <b>CLR</b> . <b>NO</b>
5477	JOHNSON
	<b>4656</b>

5. Edit the Confidential ID stored with this code. When the ID is correct,

press **Yes** .

PERS. CODE	ENTER ID CODE
	PRINT LIST 
—	<b>NO</b> TO CANCEL

6. Either:

- Enter another code: Go to step 2.
- Finish: **Function**

# SECTION 5. PRINTING REPORTS

## 1. AUTOMATICALLY PRINTED REPORTS

### 1-1. Table of the Reports

AUTOMATICALLY PRINTED REPORTS	SETTINGS	
	ON/OFF	DEFAULT
Confidential File Report *	Use Function 81 (see page 71).	OFF
Communication Failure Report		[Note]
Error Report	Contact a service technician.	
Memory Storage Report	User Parameter Switch 02, digit 2	ON
Polling Clear Report	User Parameter Switch 02, digit 6	ON
Polling Reserve Report	User Parameter Switch 02, digit 3	OFF
Polling Result Report	User Parameter Switch 02, digit 4	ON
Power Failure Report		ON
TCR	User Parameter Switch 02, digit 7	ON
Transmission Deadline Report		ON
Polling Confirmation List		ON
Transmission Result Report (Immediate Transmission)	User Parameter Switch 02, digit 5	OFF
Transmission Result Report (Memory Transmission)	User Parameter Switch 02, digit 0	OFF

\*: Memory card or hard disk required

[Note]: If the Transmission Result Report is switched off, a Communication Failure Report will be printed when a communication fails.

**NOTE:** See page 72 for how to change User Parameter Switches.  
If the switch is at 0, the report is off; if the switch is at 1, the report is on.

## SECTION 5. PRINTING REPORTS

### 1-2. Report Formats

#### Example 1. Error Report

The following report means that the machine sent four pages but there were errors during the first two pages.

```

*** Error Report (Apr 28 1992 12:09PM) ***
                                     TTI   XYZ COMPANY
File  Pers. Code  Address          Mode    Time  Page  Result
-----
0087  JOHNSON      XYZ CO. NEW YORK  G3TES   0'29"  P. 4   E
    /
    Personal Code
    of the Sender
                                     Page not sent
                                     P. 1
                                     P. 2
    
```

#### Example 2. TCR

```

*** TCR (Apr 28 1992 11:40AM) ***
                                     TTI   XYZ COMPANY
<TX>
Date  Time    Address          Mode    Time  Page  Result  Pers. Code  File
-----
Apr 28 9:48AM  XYZ NEW YORK    G4TES   1'11"  P. 5   OK     JOHNSON    0005
      9:54AM  XYZ LONDON      G3TES   0'27"  P. 1   OK     SMITH      0007
      9:56AM  2125551234     G3TES   0'28"  P. 1   OK     WILSON     0009
      10:01AM XYZ BERLIN      G3TES   0'24"  P. 1   OK     GONZALES   0010

<RX>
Date  Time    Address          Mode    Time  Page  Result  Pers. Code  File
-----
Apr 28 9:51AM  2015551234     G4RS    0'24"  P. 1   OK     0006
      9:58AM  XYZ MOSCOW     G3RES   0'27"  P. 1   OK     0008
      10:56AM XYZ PARIS      G3RES   0'28"  P. 1   OK     0011
      11:01AM XYZ TOKYO      G3RES   0'24"  P. 1   OK     0012
    
```

## SECTION 5. PRINTING REPORTS

The following pages explain the symbols that appear in certain columns of the reports.

### The Mode Column

See the bottom of the TCR for a full listing of the symbols on the TCR.

On other reports such as the File List, a code is given, informing the type of communication. These codes are explained below.

SAF_TX	Memory Transmission	SUB_RX	Substitute Reception
IMM_TX	Immediate Transmission	FWD_TX	Forwarding
CNF_TX	Confidential Transmission	IMM_RX	Normal Reception
TONER	Transmission of Toner Order Form	LCK_RX	Reception with Memory Lock
POL_TX	Polling Transmission	TRN_TX	Transfer Request
POL_RX	Polling Reception	TRN_RX	Reception of document from Transfer Requester prior to broadcasting
CNF_RX	Confidential Reception	RPT_RX	Reception of Transfer Result Report

Also, in the Address and Group Name column of the File List, for a Transfer Request operation, you may see the following codes.

TRN_ST	Indicates that the number to the right is a transfer broadcasting station.
REC_ST	Indicates that the number to the right is an end receiver in the transfer broadcasting operation.
TRN_1	Indicates that the number to the right is the first transfer station in a two-step transfer operation.
TRN_2	Indicates that the number to the right is the second transfer station in a two-step transfer operation.
TRN_RQ	Indicates that the number on the right is the station that requested the transfer request for this file, using your machine as a transfer broadcasting terminal.

## SECTION 5. PRINTING REPORTS

### The Results Column

OK: Successful Communication

E: An error occurred

### The Footnote on the Reports

TX: Total number of transmitted pages

RX: Total number of received pages

On the User Parameter List, you will also see the following counter:

OPU Counter: Total number of pages printed so far with the current master unit.

In the Result column, some reports may have an "E" followed by a code, and there may be a message printed at the bottom of the report. This code and message indicate that a problem occurred. The codes are explained below.

CODE	MESSAGE	EXPLANATION
1	HANG UP OR LINE FAIL	The other party either a) hung up, b) had no message on polling standby, c) cannot do confidential reception or transfer request, or d) had an ID Code that did not match the one in your machine. Alternatively, there could have been a problem with the telephone line.
2	BUSY	The machine at the other end was busy.
3	NO ANSWER	The line is dead (no dial tone was detected).
4	NO FACSIMILE CONNECTION	The machine at the other end did not answer.

## 2. USER-INITIATED REPORTS

### 2-1. TCR

1. **Function** **4** **1** **Start**

### 2-2. File List

1. **Function** **4** **2** **Start**

### 2-3. Quick Dial List

1. **Function** **4** **3** **Start**

### 2-4. Speed Dial List

1. **Function** **4** **4** **Start**

### 2-5. Group Dial List

1. **Function** **4** **5** **Start**

### 2-6. Program List

1. **Function** **4** **6** **Start**

### 2-7. User Function List

1. **Function** **4** **7** **Start**

### 2-8. Personal Code List

1. **Function** **6** **0** **2** **2** **2** **2**  
**7** **1** **→** **Start**

### 2-9. Authorized Reception List

1. **Function** **6** **0** **2** **2** **2** **2**  
**7** **2** **→** **Start**

### 2-10. Forwarding List

1. **Function** **6** **0** **2** **2** **2** **2**  
**7** **5** **→** **Start**

### 2-11. Specified Cassette Selection List

1. **Function** **6** **0** **2** **2** **2** **2**  
**7** **6** **→** **Start**

### 2-12. User Parameter List

1. **Function** **6** **0** **2** **2** **2** **2**  
**9** **1** **→** **Start**

**Note:** You may program User Function Keys to print the TCR and the File List. See page 56 for how to do this.

## SECTION 6. LOOKING AFTER THE MACHINE

### 1. REPLACING PAPER

- When the Add Paper indicator (  ) on the operation panel is lit, the upper cassette is empty.
- When the Add Paper indicator (  ) on the lower cassette is lit, the lower cassette is empty (only when the lower cassette is installed).

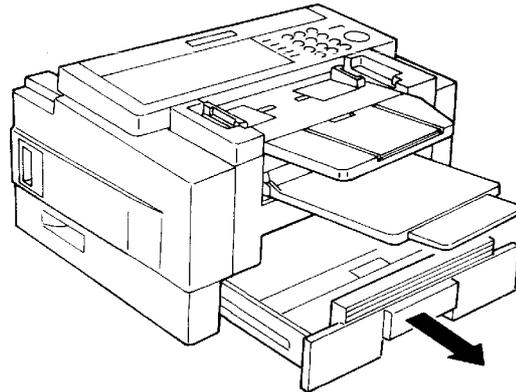
To refill either cassette:

1. Slide the cassette all the way out, and place it on a large flat surface.

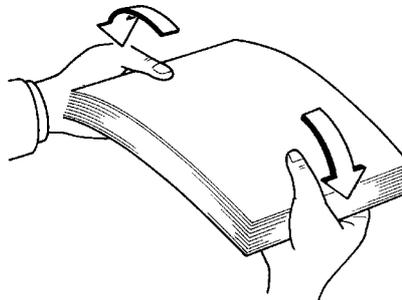
#### CAUTION

To avoid dropping the cassette, hold it by the front and side while pulling it out.

If there is a paper feed problem in the lower cassette entrance, please slide out the cassettes one by one, from the top cassette down, before removing the paper.

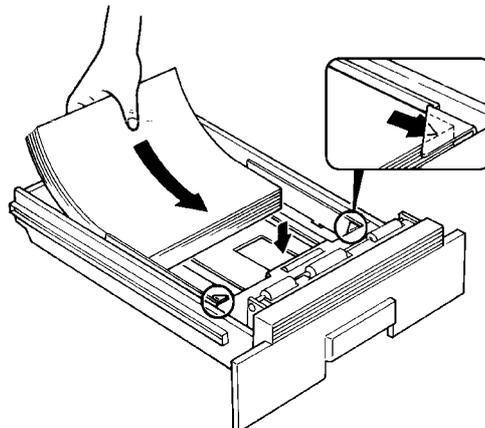


2. Bend the new stack of paper a few times.



3. Load the paper into the cassette.

- NOTE:**
- True up the edges of the stack.
  - Do not fill up the cassette past the load limit marker.

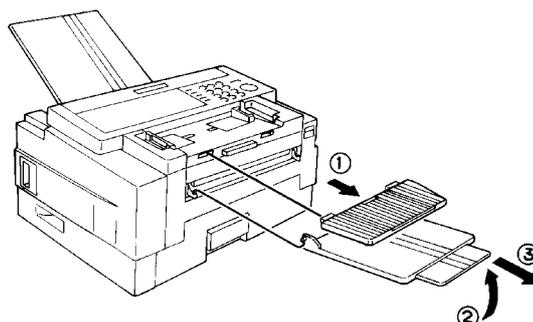


4. Replace the cassette carefully.

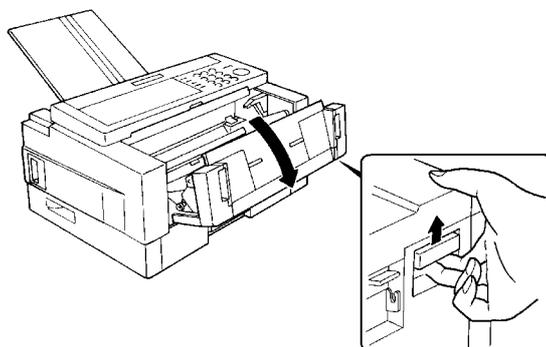
## 2. REPLACING THE TONER CASSETTE

- ❑ When the Add Toner indicator (  ) starts to blink, the toner cassette is almost empty. You will be able to make 100 more copies before you have to change the toner cassette.
- ❑ When the Add Toner indicator (  ) remains lit, it is time to install a new toner cassette.

1. Switch off the machine.
2. Take off the tray and document table.

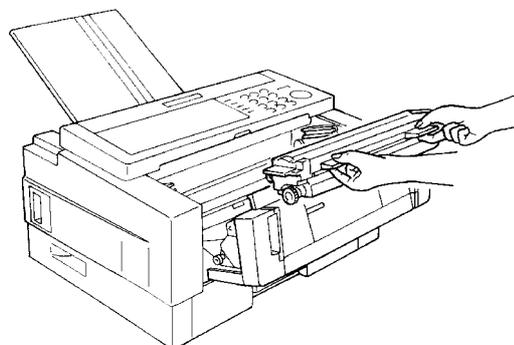


3. Open the front cover. (Push up the lever on the cover.)



4. Slide out the old toner cassette holding the green tabs, and discard it properly.

**Note:** Do not shake the cassette, or toner may spill out.

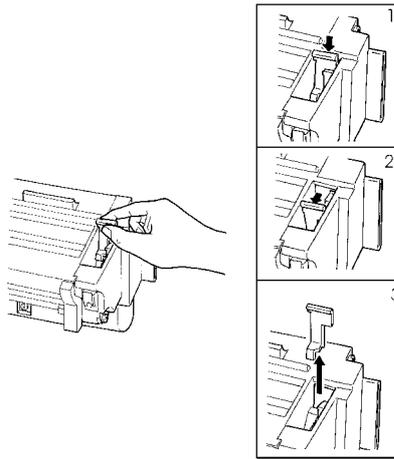
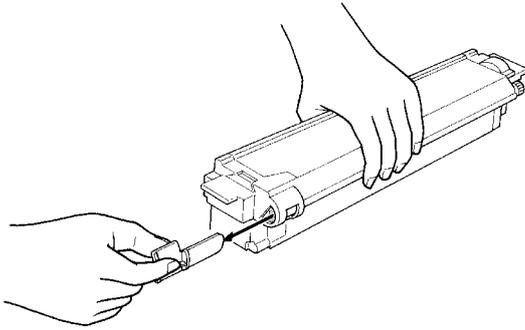


### WARNING

Do not incinerate waste toner. Toner dust may cause flashback when exposed to open flame.

## SECTION 6. LOOKING AFTER THE MACHINE

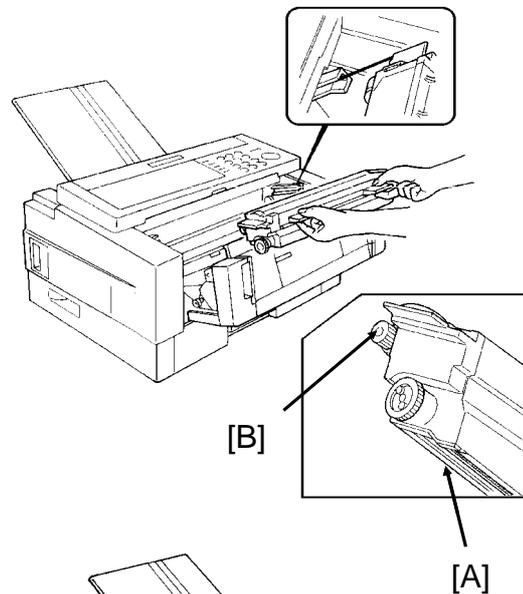
5. On the new toner cassette, remove the two green plastic stoppers.



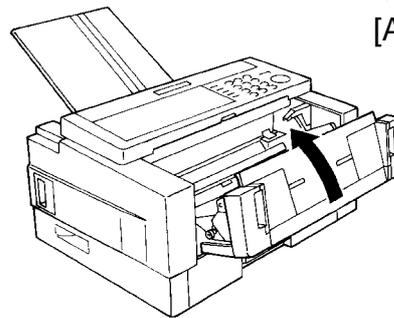
6. Slide the new toner cassette into the machine along the rails until it stops.

### CAUTION

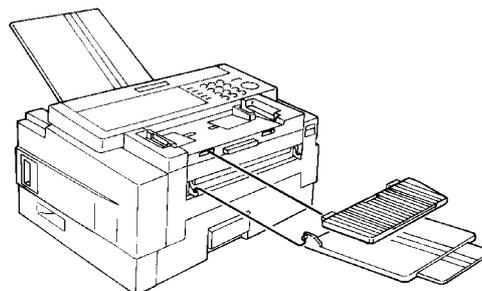
- Do not touch the cleaning blade [A].
- Do not touch the gear [B].



7. Close the front cover.



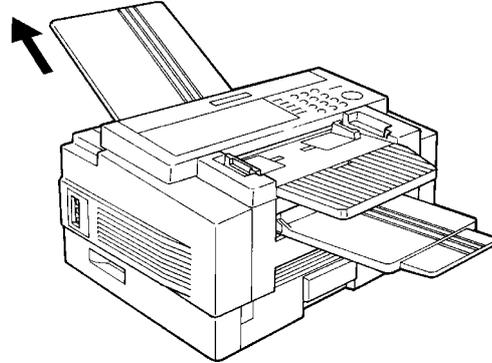
8. Put the tray and document table back, then switch the machine on again.



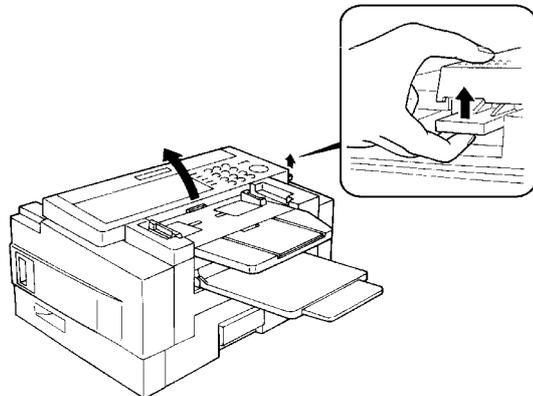
### 3. REPLACING THE MARKER

When the mark made by the marker becomes pale, replace the marker as described below.

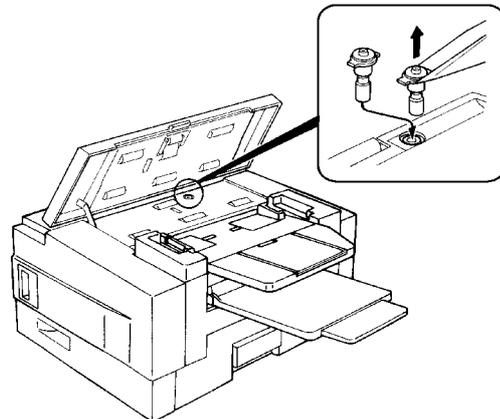
1. Remove the document tray.



2. Open the scanner cover.



3. Replace the marker.  
If tweezers are not available, you may press the point of a pencil down vertically into the marker and remove it by lifting straight up.



4. Close the cover and put back the document guide.

## SECTION 6. LOOKING AFTER THE MACHINE

### 4. CHANGING THE PAPER SIZE OF THE CASSETTE

When you want to use a different size of paper in the cassette, do the following.

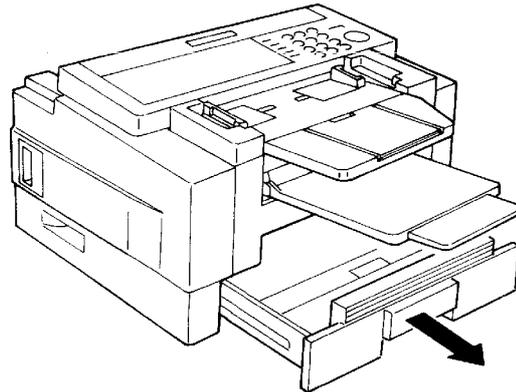
**NOTE:** You need a #2 philips screwdriver for this procedure.

#### 4-1. Upper Cassette

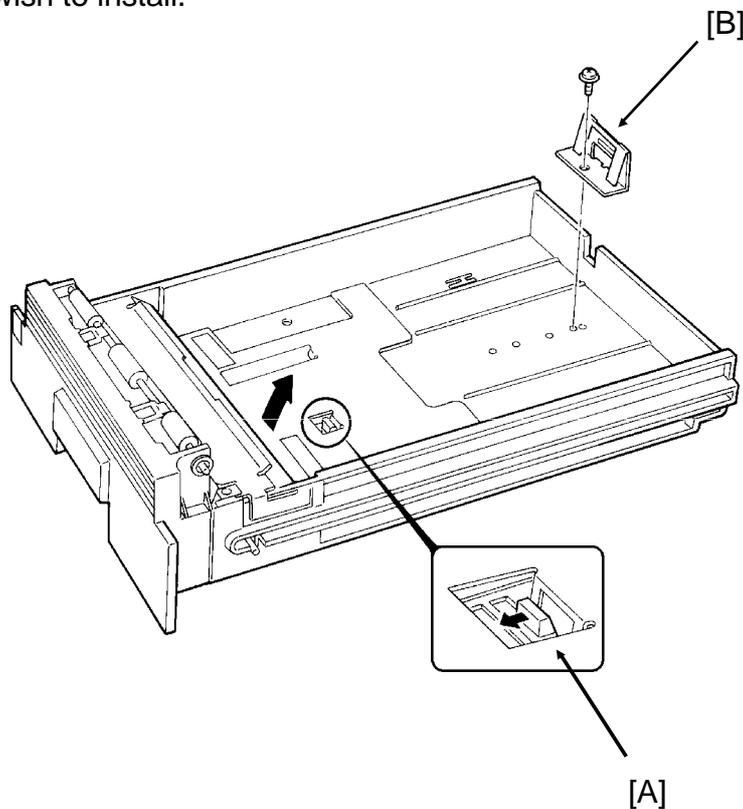
1. Remove the upper cassette.

**CAUTION:**

To avoid dropping the cassette hold it by the front and side while pulling it out.

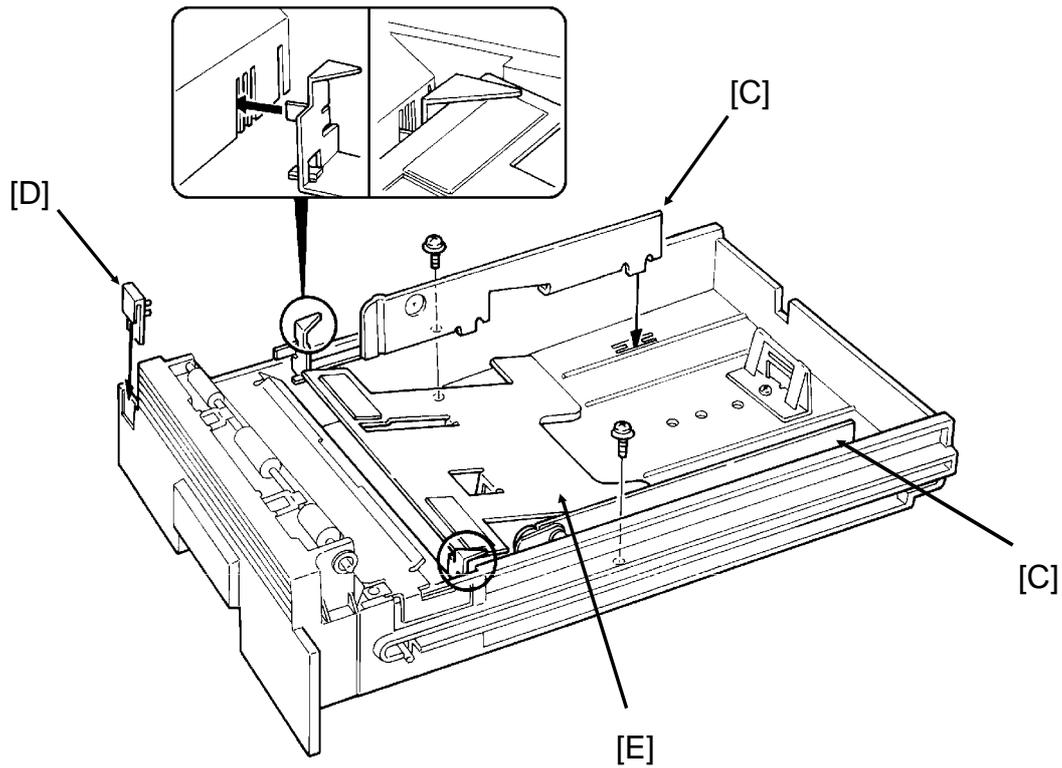


2. Push the white lever [A] in the direction shown in the diagram below.
3. Change the position of the bracket [B] in accordance with the paper size which you wish to install.



## SECTION 6. LOOKING AFTER THE MACHINE

4. Change the position of the two side fences [C] to match the new paper size.
5. Change the paper size actuator [D] to the appropriate one.
6. Push down the bottom plate [E].
7. Add paper and put back the cassette.



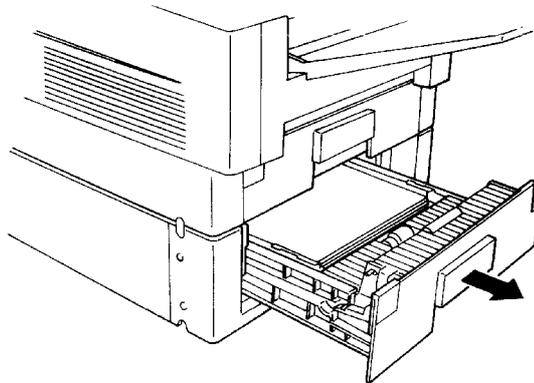
## SECTION 6. LOOKING AFTER THE MACHINE

### 4-2. Lower Cassette(s)

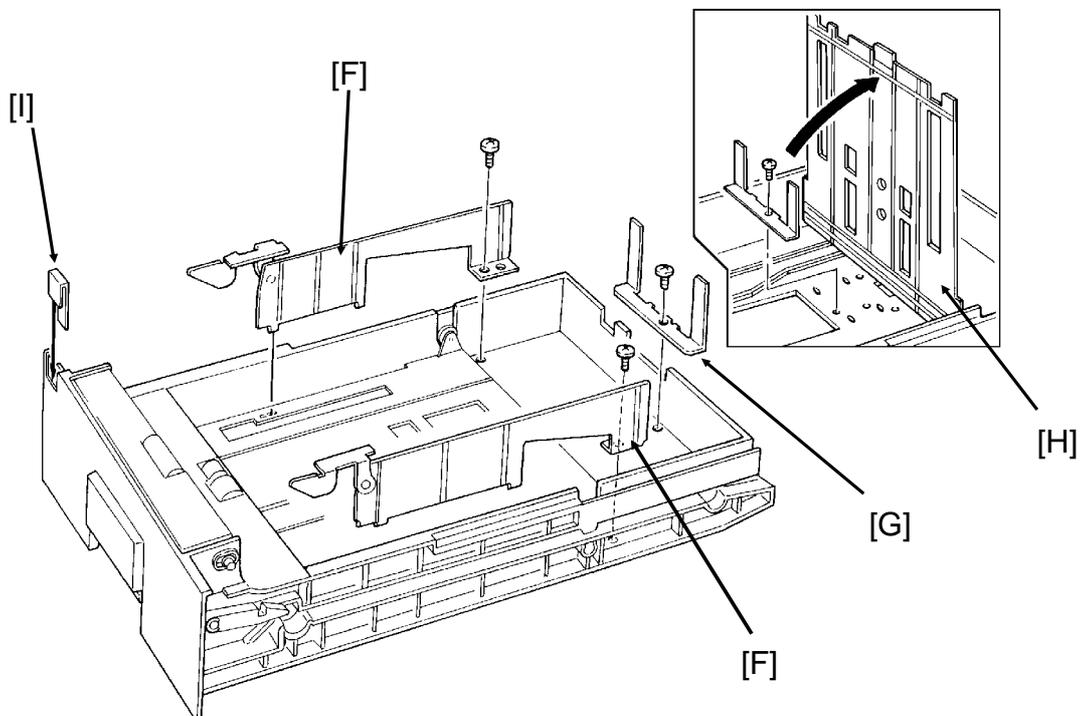
1. Remove the lower cassette.

**CAUTION:**

To avoid dropping the cassette, hold it by the front and side while pulling it out.



2. Remove the side fences [F].
3. Change the position of the bracket [G].  
**NOTE:** If necessary, hold up the bottom plate [H].
4. Install the two side fences in the appropriate position.
5. Change the paper size actuator [I] to the appropriate one.
6. Add paper and put back the cassette.



## 5. USER MAINTENANCE PROCEDURE

To ensure that your fax continues to operate smoothly, some simple maintenance is required. This entails cleaning a few components. User maintenance should be done once every 6 months.

### 5-1. User Maintenance Table

The following table shows what items you need to look after from time to time. Letters after component names in the Item column refer to the labels used in the diagrams on the following pages.

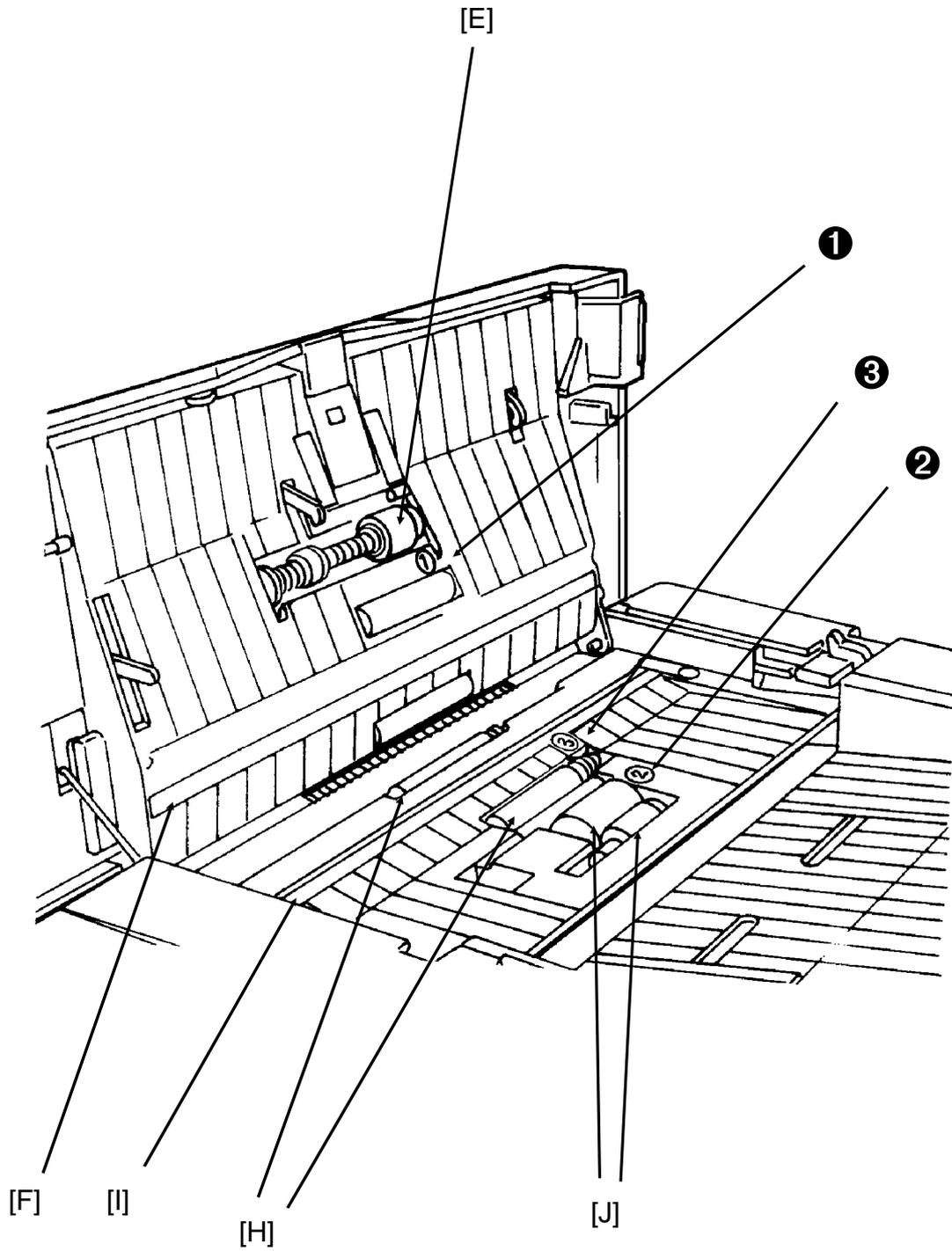
Area	Item	What to Use	Possible Problems if Not Maintained
Scanner	Separation Roller [E]	Soft damp cloth	Document non-feed or multifeed
	Pick-up Roller [J]	Soft damp cloth	Document non-feed or jam
	Feed Roller [J]	Soft damp cloth	
	White Strip [F]	Soft damp cloth	Poor copy quality (dirty background on copies and transmitted faxes)
	R1 Roller [H]	Soft damp cloth	Document skew, or dirt on the document
	R2 Roller [H]	Soft damp cloth	
	Exposure Glass [I]	Soft damp cloth	Vertical black lines on copies and transmitted faxes
Main Body	Paper Feed Rollers [N]	Soft damp cloth	Copy paper skew or jam
	Registration Rollers [L]	Soft damp cloth	Copy paper skew or jam, or leading edge of printouts missing
	Corona Wire [T]	Corona wire cleaner	Vertical black lines on copies and received faxes
Lower Paper Feed Units (if installed)	Paper Feed Rollers [U], [W]	Soft damp cloth	Copy paper non-feed or jam

**CAUTION:** A soft damp cloth is needed. The cloth must be wrung out tightly before use. Use water only. Do not use a detergent or a solvent such as alcohol.

SECTION 6. LOOKING AFTER THE MACHINE

5-2. User Maintenance Procedure

5-2-1. Scanner



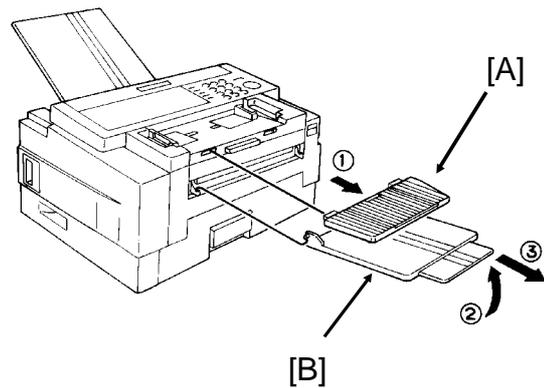
## SECTION 6. LOOKING AFTER THE MACHINE

1. Prepare a soft damp cloth.
2. Turn off the main power switch.

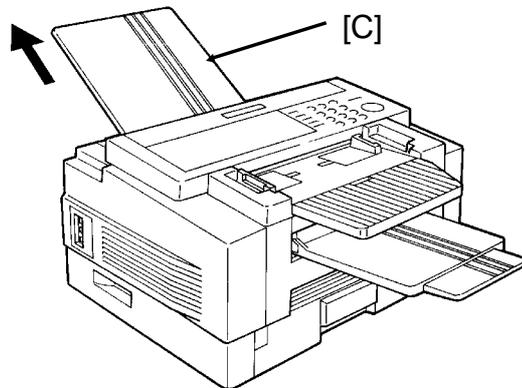
**Note for machines that do not have the optional hard disk unit**

Before turning off the main switch, make sure that the remaining memory capacity is 100%. If the machine is switched off for more than an hour, any fax messages in the memory may be lost.

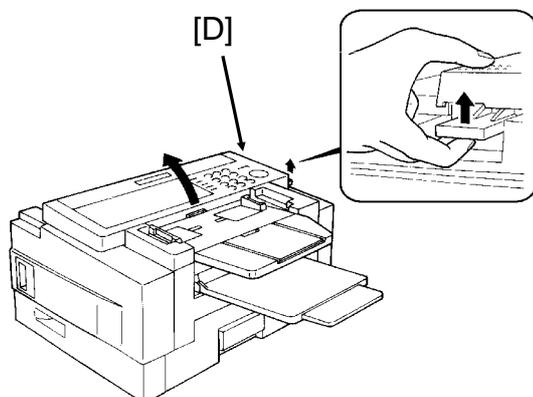
3. Remove the document table [A] and copy tray [B].



4. Remove the document tray [C].

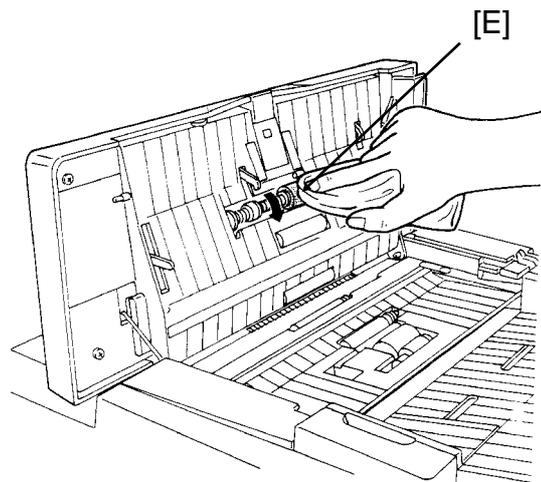


5. Open the ADF cover [D].



## SECTION 6. LOOKING AFTER THE MACHINE

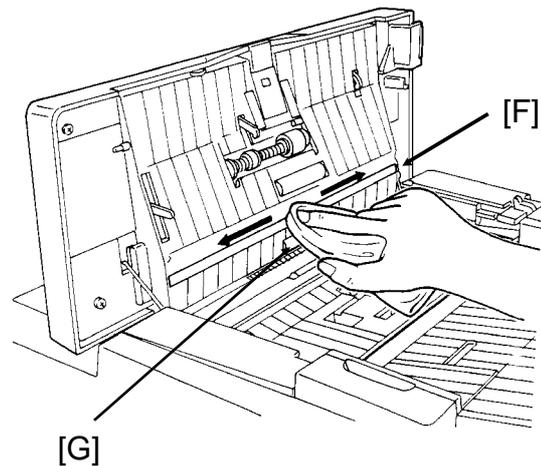
6. Clean the separation roller [E] with the soft damp cloth, while rotating the roller. This roller is near the ① decal.



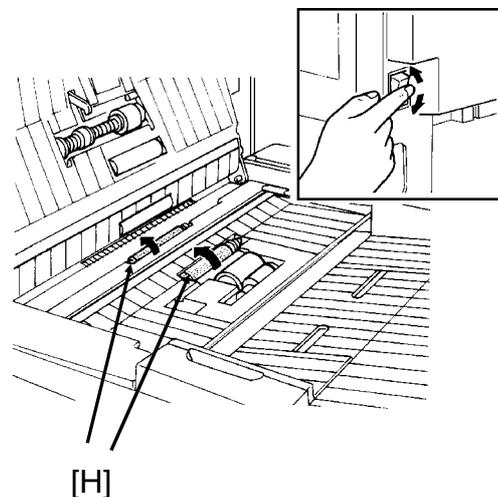
7. Clean the white strip [F] with the soft damp cloth.

**CAUTION:**

Do not damage the sensor actuator [G] (black plastic) below the white strip.

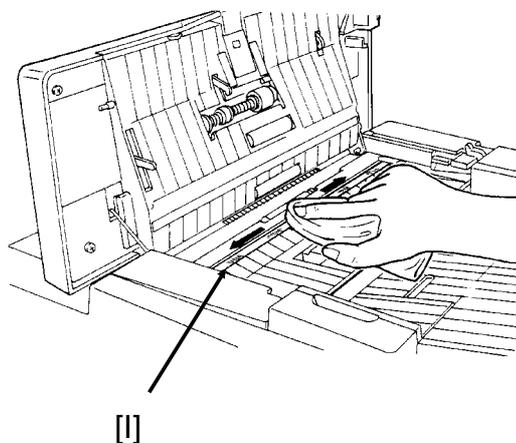


8. Clean the R1 and R2 rollers [H] with the soft damp cloth. To rotate the rollers, gently hold the cloth down on the rollers and turn the main power switch on. The rollers will rotate once. These rollers are near the ③ decal.

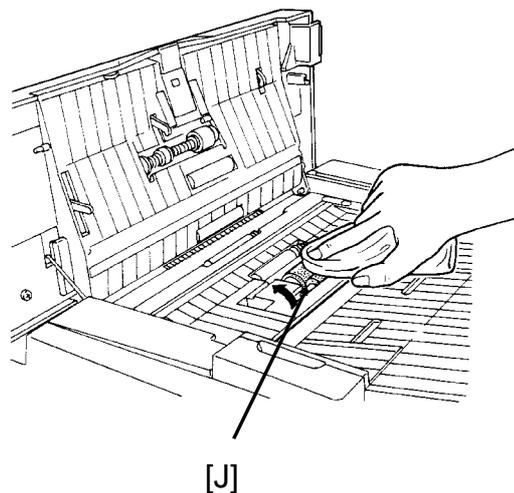


## SECTION 6. LOOKING AFTER THE MACHINE

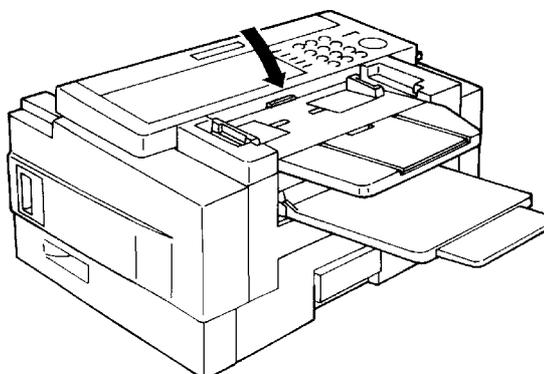
9. Turn the main power switch off.
10. Clean the exposure glass [I] with the soft damp cloth.



11. Clean the pick-up and feed rollers [J] with the soft damp cloth, while rotating the rollers in the direction shown in the diagram. These rollers are near the ② decal.

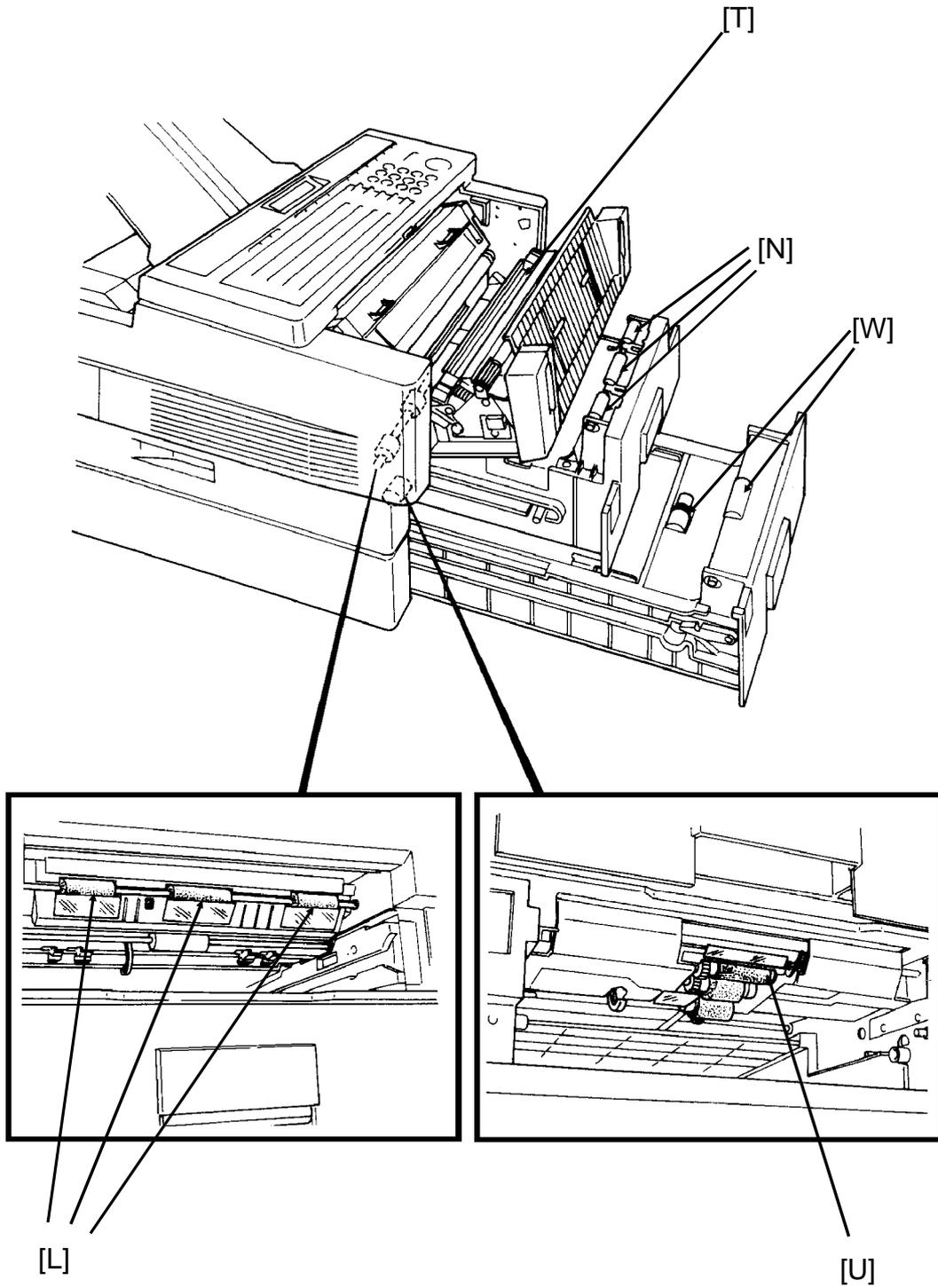


12. Close the ADF cover.



SECTION 6. LOOKING AFTER THE MACHINE

5-2-2. Main Body

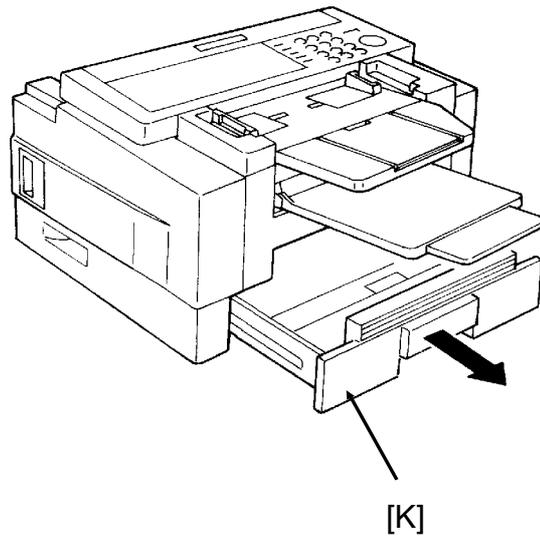


## SECTION 6. LOOKING AFTER THE MACHINE

1. Remove the upper cassette [K].

**CAUTION:**

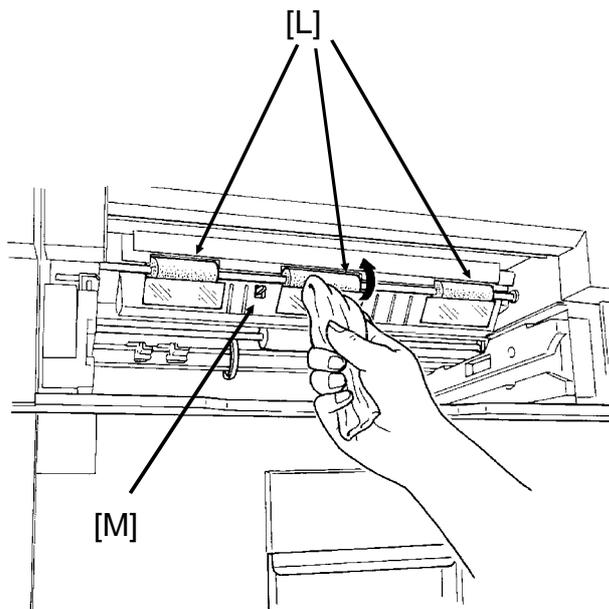
To avoid dropping the cassette, hold it by the front and side while pulling it out.



2. Clean the three registration rollers [L] with the soft damp cloth, while rotating them in the direction shown in the diagram.

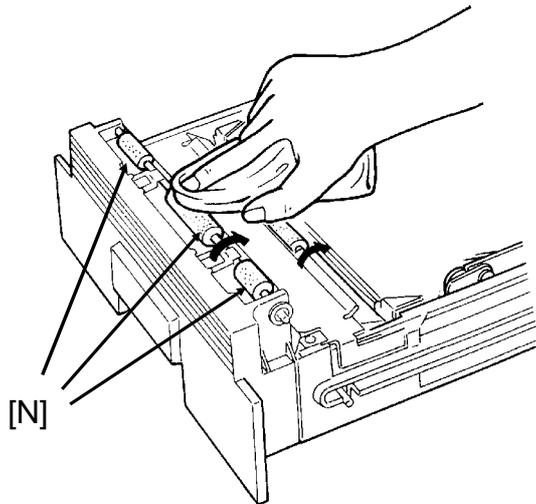
**CAUTION:**

Do not damage the sensor actuator [M] (black plastic).

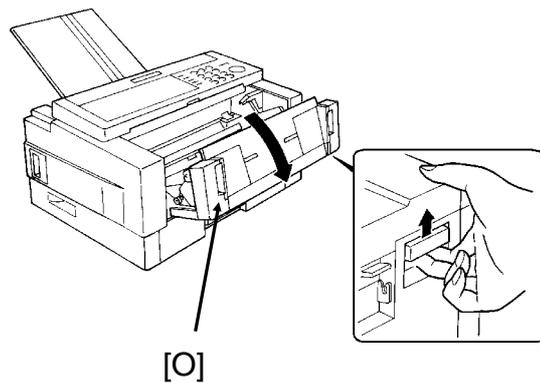


## SECTION 6. LOOKING AFTER THE MACHINE

3. Clean the white paper feed rollers [N] in the cassette, while rotating them.



4. Put back the cassette.
5. Open the front cover [O].

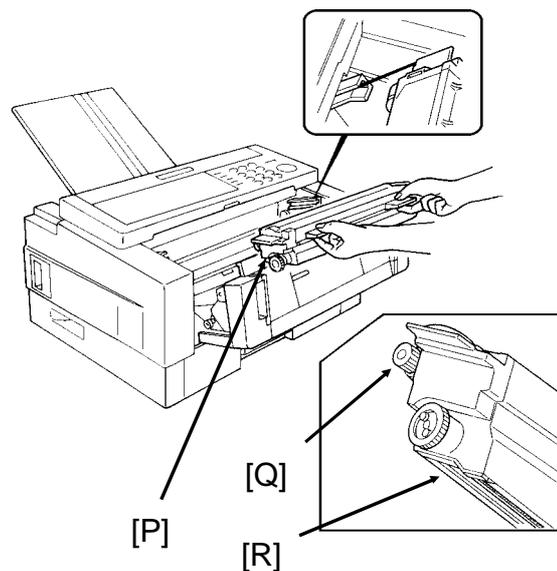


6. Remove the toner cassette [P].

### CAUTION:

To prevent your table from getting dirty, lay a sheet of paper on it before removing the toner cassette.

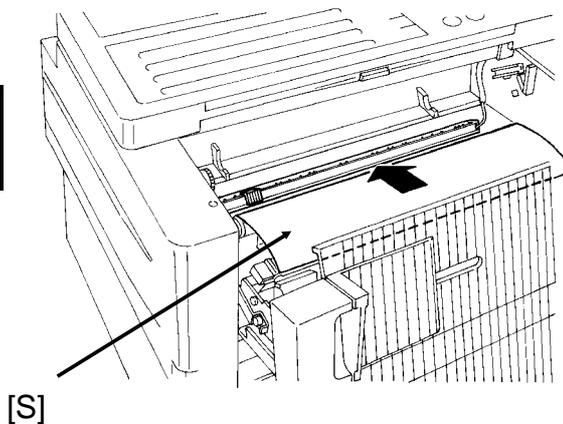
Do not touch parts [Q] and [R].



## SECTION 6. LOOKING AFTER THE MACHINE

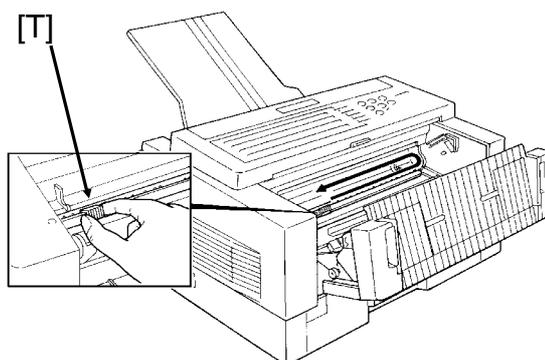
7. Lay a sheet of paper on top of the master belt [S] (dark green plastic belt), to avoid damage to the master belt.

**CAUTION:**  
Do not touch the master belt.

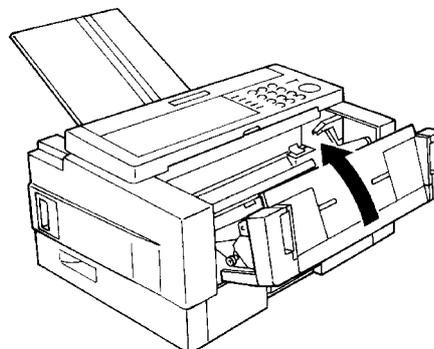


8. Slide the blue plastic corona wire cleaner [T] from its home position all the way across to the right side of the machine. Then move it back to the home position; you will hear a click when the cleaner reaches home position.

**CAUTION:**  
Printout quality may deteriorate if the cleaner is not at the home position.



9. Remove the sheet of paper from the master belt, and put back the toner cassette.
10. Close the front cover.



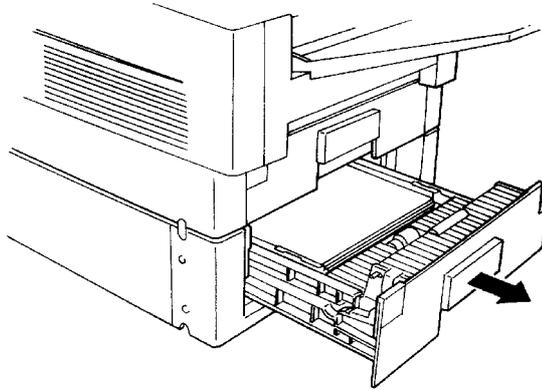
## SECTION 6. LOOKING AFTER THE MACHINE

### 5-2-3. Lower Paper Feed Unit(s) (If one or more are installed)

1. Remove the lower cassette.

#### CAUTION

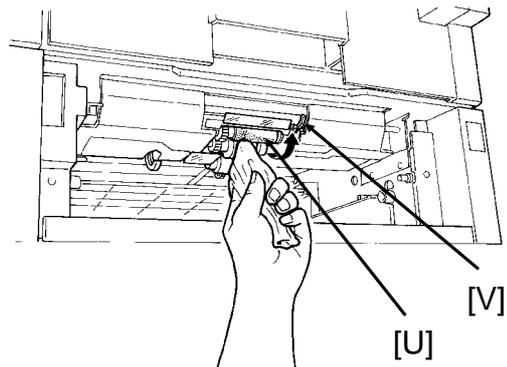
To avoid dropping the cassette, hold it by the front and side while pulling it out.



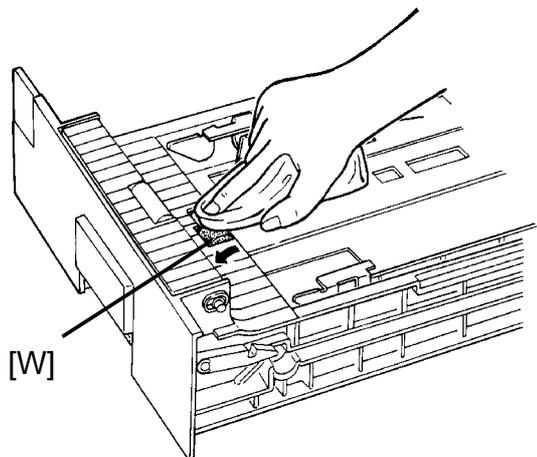
2. Clean the paper feed roller [U] with the soft damp cloth, while rotating it in the direction shown in the diagram.

#### CAUTION

Do not damage the sensor actuator [V] (black plastic).



3. Clean the paper feed rollers [W] in the cassette with the soft damp cloth, while rotating them as shown in the diagram.



4. Put back the lower cassette.
5. Put back the document tray, document table and copy tray.
6. Turn the main switch back on.

## SECTION 7. SOLVING PROBLEMS

**CAUTION:** Do not attempt any repairs other than those mentioned in this manual. Removing covers may expose you to dangerous voltages and other risks. Refer all servicing to qualified personnel.

### CHECK THE INDICATORS AND DISPLAY PANEL

Check the indicators on the operation panel to check if there are any problems. See page 16 for information about the indicators.

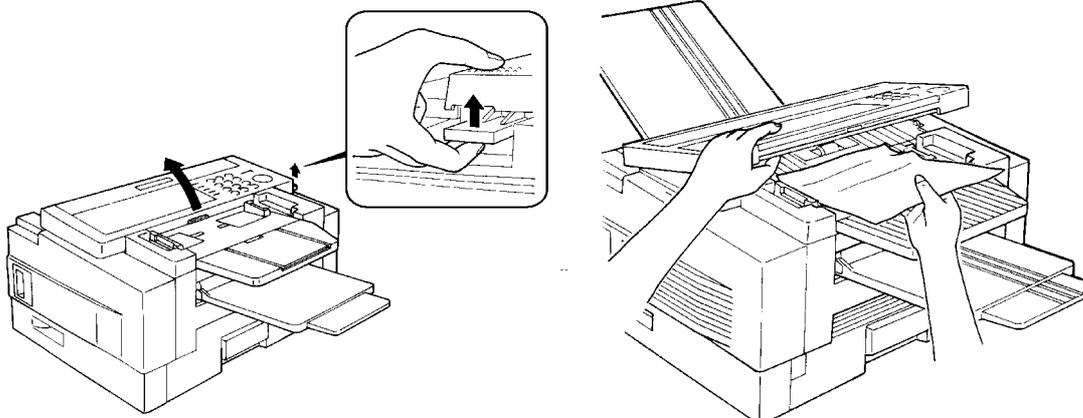
Also, if you see "PROBLEM"  in the top right hand corner of the screen, press  to see what the problem is.

7

### 1. DOCUMENT JAMS

If the Clear Original Indicator (  ) blinks:

- There is a document jammed in the feeder. Remove the jammed document and repeat the transmission procedure.
- The document may be longer than the maximum limit (see Recommended Types of Document, page 18).



1. Pull up the scanner release and open the scanner.
2. Carefully take out the jammed original. Do not leave any pieces inside. Then close the scanner.

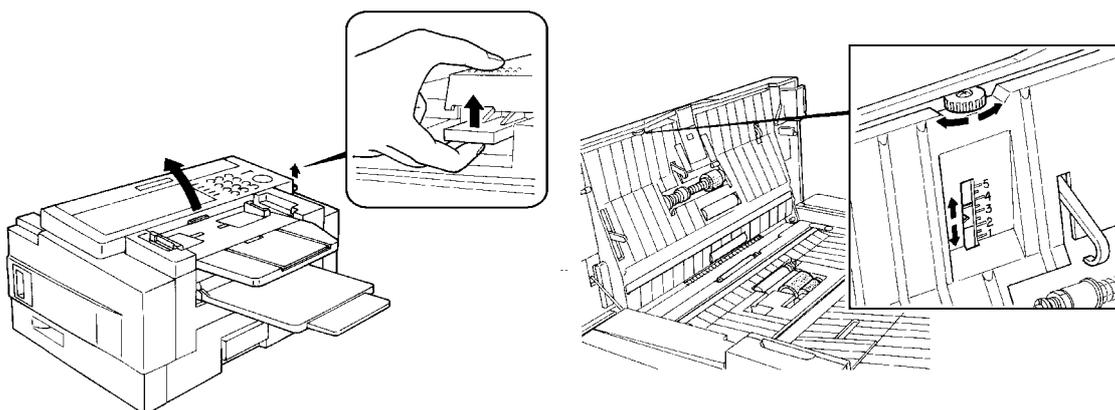
A defective or nonrecommended document type may cause a jam. See pages 18 and 19.

## SECTION 7. SOLVING PROBLEMS

### -Adjustment-

If you normally scan thin or thick sheets of paper you can adjust the auto document feeder mechanism. Also, this is useful when you have document multifeed or non-feed problems.

If you open the scanner cover you can find the adjustment knob (blue color) and scale easily. Numbers 1 through 5 are printed beside the scale. Rotate the knob until the arrow points to the number which you want to select.



#### 1. Setting in accordance with the document type

Document type	Setting
Thin Document	Use 1 or 2
Thick Document	Use 4 or 5

#### 2. Setting if problems happen frequently

Problem		Setting
Multifeed	Thin Document	Use 1 or 2
	Thick Document	Use 4 or 5
Non Feed		Use 4 or 5
Document Jam		Use 1 or 2

**Note:** In a new machine the setting is 3.

## 2. COPY JAMS

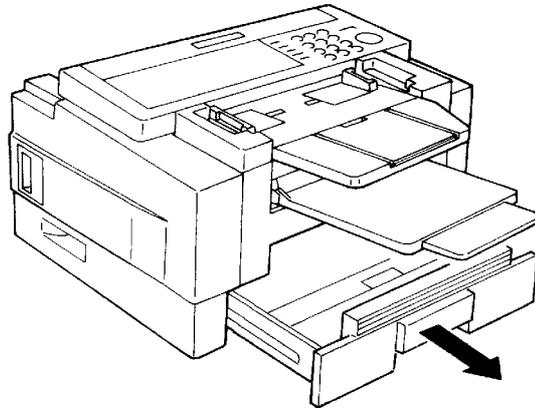
If the Clear Copy Indicator (  ) blinks, there is a copy jam.

There are five possible locations:

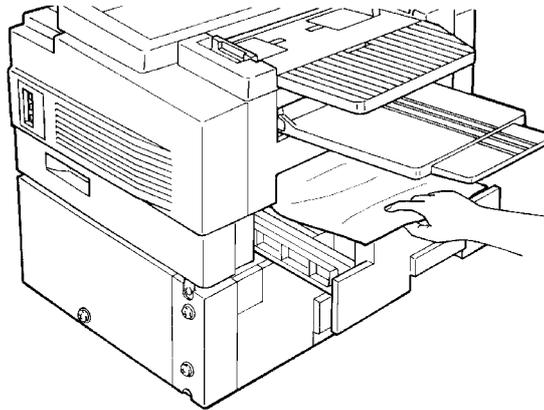
- Cassette entrance
- Inside the machine
- Copy feed-out area
- Lower cassette entrance (for machines with one or more lower paper feed units)

### A. Cassette Entrance

1. Pull open the cassette.



2. Gently pull out the misfed paper.  
Do not leave any pieces inside.

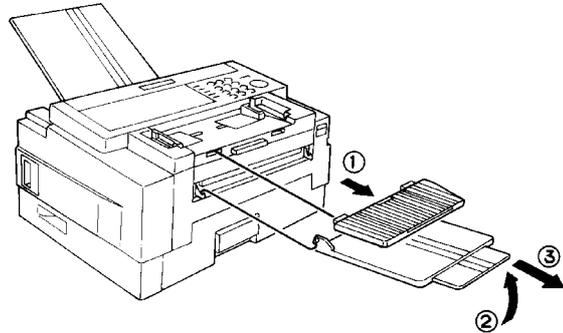


3. Replace the cassette.

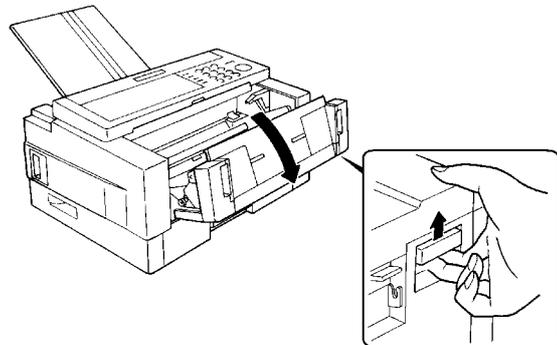
## SECTION 7. SOLVING PROBLEMS

### B. Inside the Machine

1. Remove the trays, and pull open the cassette.



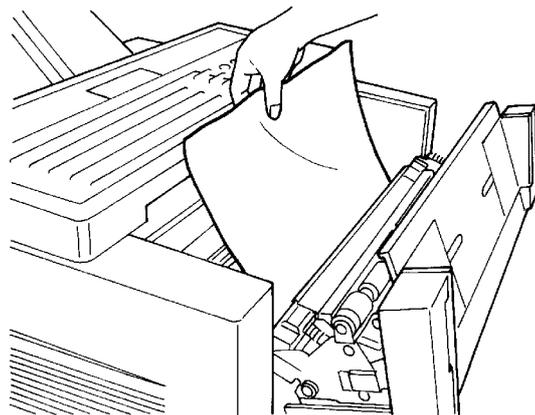
2. Open the front cover.



3. Pull out the jammed paper carefully by the leading or trailing edge, or by the center if both edges are jammed.

#### CAUTIONS:

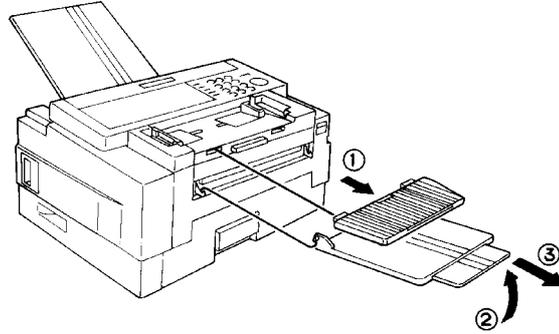
- Do not touch the fusing unit (the parts inside the machine colored orange). It may be hot.
- Do not touch the master belt.
- Any toner on the paper will not be fixed to the paper. Be careful not to get your hands or clothing dirty.



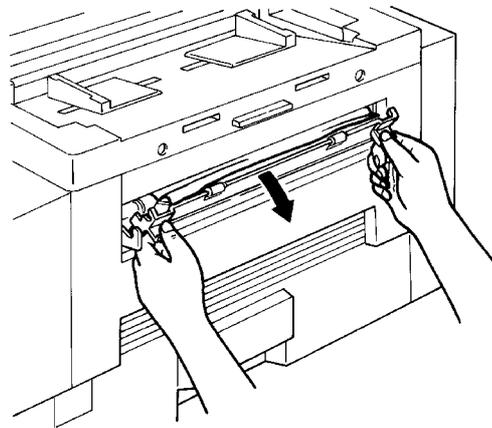
4. Close the front cover.

**C. Copy Feed-out Area**

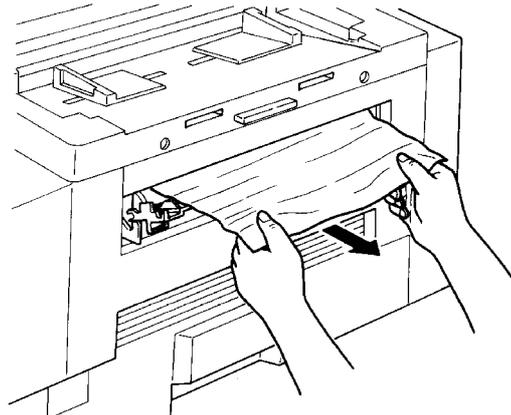
1. Remove the document table and copy tray, and pull open the cassette.



2. Open the copy feed out cover.



3. Gently pull out the misfed paper.  
Do not leave any pieces inside.



4. Close the copy feed out cover.  
Put back the document table and copy tray.

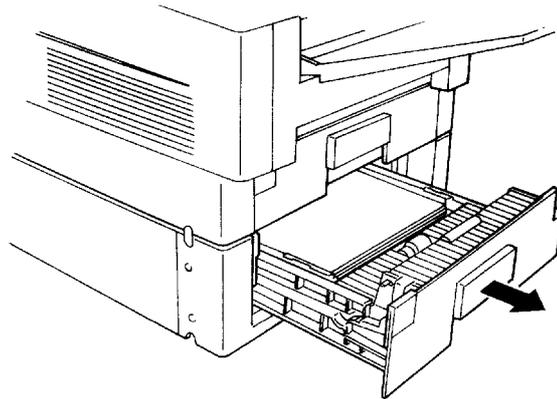
## SECTION 7. SOLVING PROBLEMS

### D. Lower Cassette Entrance

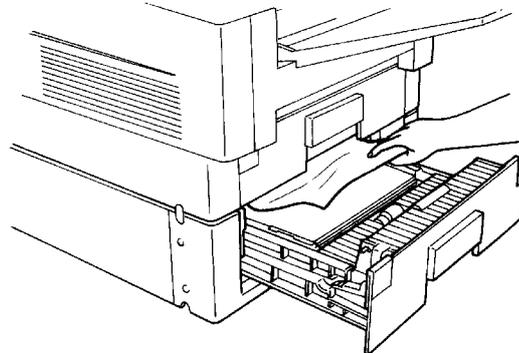
#### CAUTION

If there is a paper feed problem in the lower cassette entrance, please slide out the cassettes one by one, from the top cassette down, before removing the paper.

1. Pull open the lower cassette.



2. Gently pull out the misfed paper.  
Do not leave any pieces inside.



3. Replace the cassette.

### 3. COMMUNICATION PROBLEMS

If the Line Fail indicator (  ) blinks:

Wait for the Communicating indicator to go out. Then press **Stop** .

- A poor line caused the communication to fail.
- The line is busy or noisy. Try to retransmit.
- The other machine is out of order.
- Ask the other party to check their machine.

## 4. OPERATING DIFFICULTIES

	SYMPTOM	REQUIRED ACTION
STANDBY MODE	SET DOCUMENT is not displayed.	Switch the power on. If the Power indicator does not light, check that the power cord is plugged in.
	The machine cannot dial out.	<input type="checkbox"/> The telephone line is disconnected. <input type="checkbox"/> Check the telephone line type setting (see page 71).
TRANSMISSION	The machine cannot dial out from behind a PBX.	The number must contain the access code and a pause. Try adding more pauses after the access code.
	Transmission cannot take place; the Clear Original indicator blinks.	<input type="checkbox"/> The document is jammed in the feeder. Remove the jammed document (see page 113) and repeat the transmission procedure. <input type="checkbox"/> The document may be longer than the maximum limit (see page 18). <input type="checkbox"/> Do user maintenance, especially rollers [J] and [H] (see page 103). <input type="checkbox"/> If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 114).
	Transmission cannot take place; the Line Fail indicator blinks.	<input type="checkbox"/> The other machine is out of order. Check the error report. Ask the other party to correct the fault. <input type="checkbox"/> The line is busy or noisy. Check that the dial tone is sent out. Try to retransmit.
	The document is not pulled into the ADF.	<input type="checkbox"/> Insert the document into the feeder until it stops. Retransmit. <input type="checkbox"/> Do user maintenance, especially rollers [E] and [J] (see page 103). <input type="checkbox"/> If the same problem still exists after user maintenance, adjust the auto document feeder mechanism (see page 114).
	Consistent difficulty in communicating with a particular terminal	Store that terminal's number as a Quick Dial Key or Speed Dial Code. Then call a service technician. Inform the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.
	Consistent poor image quality when communicating with a particular terminal	

## SECTION 7. SOLVING PROBLEMS

	SYMPTOM	REQUIRED ACTION
RECEPTION	The telephone keeps ringing and no fax is printed.	<input type="checkbox"/> You are in Manual Receive mode. Change to Auto Receive mode (see page 27). <input type="checkbox"/> Power is switched off.
RECEPTION/ COPYING	No printout; the Add Paper indicator is lit.	The cassettes are empty. Add paper (see page 96).
	No printout; the Clear Copy indicator blinks.	<input type="checkbox"/> The printer has jammed. Clear the jam (see page 115). <input type="checkbox"/> Do user maintenance, especially rollers [N], [L], and [U] (if the lower cassette is installed). See page 103.
POOR COPY QUALITY	Stripes on copies.	<input type="checkbox"/> Clean the exposure glass (see page 103). <input type="checkbox"/> Do user maintenance, especially glass [I] and wire [T] (see page 103).
TELE- PHONING	You can't receive phone calls; the unit only rings once then goes into receive mode.	You are in Auto Receive mode. Change to Manual Receive mode (see page 27).
	You can't receive phone calls; the unit does not ring.	The telephone line is not connected. Connect the modular cord (see page 63).
POLLING	Dialing took place, but polling could not.	ID Codes do not match. Contact the person at the other end.

## 5. DOCUMENT MISFEED

Incorrect operation or use of a non-recommended document type may cause a multifeed or a non feed.

	CAUSE	REQUIRED ACTION
MULTIFEED	Incorrect Position	Put the document in the feeder correctly. See page 20.
	Incorrect Setting Method	Align the edges of the document. See page 19.
	Curled Pages	Flatten the document. See page 19.
	Incorrect Document Type	Use a proper document type. See page 19.
	Mixed Document Types	The pages must all be of the same type
	Static Electricity	Shuffle the document. See page 20.
	<b>User Maintenance Required</b>	<b>Do user maintenance, especially roller [E]. See page 103.</b>
<b>Adjustment Required</b>	<b>Adjust the auto document feeder. See page 114.</b>	
NON-FEED	Silicone Oil is Present	Wait a few minutes, then try again.
	Incorrect Document Type	Use a proper document type. See page 19.
	Curled Pages	Flatten the document. See page 19.
	Incorrect Setting Method	Align the edges of the document. See page 19.
	Number of Pages	Up to 50 pages.
	<b>User Maintenance Required</b>	<b>Do user maintenance, especially rollers [E] and [J]. See page 103.</b>
	<b>Adjustment Required</b>	<b>Adjust the auto document feeder. See page 114.</b>

## SECTION 7. SOLVING PROBLEMS

### 6. DISPLAYED ERROR MESSAGES

The following messages may appear while you are operating or programming the machine.

CHECK AUTO-DIALING	You cannot use the auto-dialer at the moment. Use the ten-key pad or the handset.
NO BOOKING FOR POLLING RECV	No polling reception operations have been programmed.
NO TRANS FILES EXIST	There are no messages in memory waiting for transmission.
NO POLLING DOCUMENTS EXIST	There are no messages in memory waiting to be polled.
DOCUMENT IN USE	This message is now being sent. You cannot print it now.
USED AS GROUP	This Quick Dial Key has a Group stored in it.
USED AS PROGRAM	This Quick Dial Key has a Keystroke Program stored in it.
USED AS QUICK DIAL	This Quick Dial Key has a telephone number stored in it.
NOT ADDED	The digit, pause, or other symbol that you just attempted to input was rejected because it is inappropriate.
NOT ADDED!	The telephone number was not stored, because either: You cannot add any more numbers to this Group. You cannot store any more full telephone numbers at the moment. Delete some from the machine, or store this number as a Quick or Speed Dial before trying to use it.
OVERFLOW	There is no room in the machine's memory for any more telephone numbers. Delete some numbers to make room, if you wish, then try again.
NOT PROGRAMMED	Either: This Quick Dial Key or Speed Dial Code does not contain a number. This Quick Dial Key does not contain a Keystroke Program.
FAX NO NOT PROGRAMMED	There are no fax numbers stored in this Group.
NO DATA PROGRAMMED	The Group that you tried to erase does not contain any fax numbers.
ALREADY PROGRAMMED	Either: This number is already included in this Group. This RTI/CSI has already been stored for use with this feature.
OVER NO OF PROG RTI/CSI	You cannot store any RTIs or CSIs for use with this feature; the limit has already been reached.
RTI/CSI IS NOT PROGRAMMED	No RTIs or CSIs have been stored for this feature.
NO PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.
SWITCH OFF AFTER PRINT OUT	You cannot switch Memory Lock off while there is a received fax message in the memory. You must input the Memory Lock ID and print the message first before switching Memory Lock off.
NOT CHANGEABLE	You cannot change the setting of this feature.
(FORWARDING)	If displayed under SET DOCUMENT in standby mode, this indicates that Forwarding is now switched on.
(MEMORY LOCK)	If displayed under SET DOCUMENT in standby mode, this indicates that Memory Lock is now switched on.
(RDS)	If displayed under SET DOCUMENT in standby mode, this indicates that RDS is now switched on.

## 7. ERROR CODES

Fax machines use a telephone line. The same types of problems you experience while making phone calls (such as noisy lines, crosstalk, disconnection during conversation, weak signals) also occur with faxing. Telephone callers can deal with the problems themselves (for example, by speaking a bit louder), but fax machines cannot. Therefore some errors and line fails are to be expected.

When an error occurs, an error report is printed. This report includes an error code. The following table lists common error codes and a few of the possible causes. If any of these or any other error codes are persistent and the machine does not work properly, contact a service technician.

**Note:** When an error occurs, it does not mean that you are doing anything wrong or that your machine needs service. Only if the problem persists should you call your service representative.

Code	Possible Cause
0-01	Printer empty or jammed at the other end
0-04	Faulty machine at the other end Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty terminal at the other end Poor line condition
0-07	The facsimile machine that you were sending to disconnected during the call, either due to noisy phone lines, a paper jam or because it ran out of paper. Resend the page.
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.
0-14	Same as for code 0-06
0-15	The other party does not have the confidential or transfer function. The other party's memory may be full.
0-16	Same as for code 0-04
0-20	Poor line condition
0-21	Same as for code 0-04
0-22	You have just received a fax message, but there were problems because of poor line condition. Ask the other party to resend.
0-23	Same as for code 0-22

## SECTION 7. SOLVING PROBLEMS

Code	Possible Cause
0-24	The memory may be full, and there may be a problem with your printer, such as a jam or running out of paper or toner. Wait for some space to appear in the memory, then solve the problem with your printer. If the memory was not full, substitute reception may have been disabled; switch substitute reception on using digit 0 of user parameter switch 05.
0-70	There is a problem with the network or with the machine at the other end.
1-00	Document jam Improperly inserted document
1-01	Document length exceeded the maximum limit Same as for code 1-00
2-xx	Possible fault in your machine
4-00	The page took too long to send. Send again at a lower resolution, or without halftone. The line may be bad.
4-01	Bad line. Telephone line at rear of machine disconnected
4-02	The received page was too long.
4-10	ID codes did not match. Co-ordinate ID codes with the other party.
5-20	Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend.
5-21	
5-25	Your machine has a problem.
6-01	Poor line condition or a problem with your machine
6-02	
6-05	Poor line condition, a problem with the machine at the other end, or a problem with your machine
6-06	A problem with the machine at the other end, or a problem with your machine
6-08	A problem with the machine at the other end
6-09	A problem with the machine at the other end, or a problem with your machine
6-10	
9-07	Copy jam at the cassette entrance
9-08	Copy jam inside the machine
9-09	Copy jam at the feed-out area
9-17	There is a problem with your printer.
9-20	
9-22	
9-23	
9-24	

## SECTION 8. SPECIFICATIONS

---

<b>Dimensions:</b>	19.5" x 18.8" x 12.0" (W x D x H) Excluding trays, handset, cassettes, and optional kits.
<b>Weight:</b>	42 lbs Excluding trays, handset, cassettes, and optional kits.
<b>Power Supply:</b>	115 ± 20 Vac, 60 Hz; single phase
<b>Maximum Power Consumption:</b>	Standby: 35 W Transmission: 40 W Reception: 180 W (excluding optional kits) Copying: 310 W
<b>Acceptable Document Dimensions:</b>	Width: 5.8" to 12.0" (11.7" maximum scanning width) Length: 4.1" to 47.2" (328' max limit is available) Thickness: 2 to 8 mils (20 lb bond paper) 1.6 to 16 mils (using MDF mode)
<b>ADF Capacity:</b>	50 letter-size sheets (using 20 lb paper)
<b>Cassette Capacity:</b>	Upper Cassette: 250 sheets Lower Cassettes: 500 sheets per cassette Maximum Total: 2250 sheets
<b>Memory Capacity:</b>	Base machine: 57 pages With 1 Mbyte memory: 114 pages With 2 Mbyte memory: 171 pages With hard disk: 1,200 pages Measured using a CCITT #1 chart (Slerexe letter) at standard resolution
<b>Resolution:</b>	Standard: 200 x 100 dpi Detail: 200 x 200 dpi Fine: 200 x 400 dpi
<b>Transmission Speed:</b>	6 seconds at 14,400 bps (G3 ECM) for a CCITT #1 test document (Slerexe letter) using standard resolution
<b>Compatibility:</b>	G3 (G4 kit available)
<b>Paper Size:</b>	Letter, Legal
<b>Maximum Printout Width:</b>	8.3"

## APPENDIX A. PAPER FEED UNIT

**WARNING:** Do not attempt any maintenance or troubleshooting other than that mentioned in this manual.

### OPERATION

Up to four paper feed units can be installed. Each paper feed unit can hold up to 500 sheets of paper, which means that you can add an extra 2,000 sheets of copy paper capacity to your fax machine.

If you have the same size of paper in more than one cassette, the paper in the uppermost cassette will be used.

### MAINTENANCE

Replacing Paper: See the section entitled REPLACING PAPER in the main body of this manual.

### COPY JAMS

When a paper jam occurs in the machine, and you have one or more optional paper feed units installed:

- If the jam is at the top cassette entrance, substitute reception will take place. Remove the jammed paper (see the section entitled COPY JAMS in the main body of this manual).
- If the jam is at the entrance to one of the lower cassettes, printing will resume from the top cassette, or from one of the lower cassettes that is not affected by the jam. However, if there is no available cassette with the same paper size as the one that was originally selected for printing, substitute reception will take place.

## APPENDIX B. HARD DISK UNIT

### 1. PRECAUTIONS

**WARNING:** Do not attempt any maintenance or troubleshooting other than that mentioned in this manual.

Before you start to use the machine, note the operating precautions mentioned in the section entitled "Precautions" at the front of the manual for the facsimile machine.

### 2. GENERAL

You can upgrade the memory capacity of the facsimile machine with this hard disk unit.

Neither the standard memory nor the optional 1 Mbyte or 2 Mbyte memory card can be used if you install the hard disk unit.

This manual contains information about using the hard disk.

#### CAUTION

1. After the machine returns to standby, **you must wait for at least 5 seconds** if you wish to switch the power off. If you do not wait, the hard disk may be damaged.
2. When you move the machine to a new location, refer to Caution 1 above with - out fail. Otherwise, the hard disk may be damaged.

Note that the hard disk read/write head automatically moves to the shipping position in standby mode.

3. Do not knock, shake, or move the hard disk unit while the hard disk is working.

### 3. OPERATION

When you switch the machine on, switch both the facsimile machine and the hard disk unit on. The power indicator on the hard disk unit lights when the hard disk is switched on.

The operating procedures are the same as those already described in this manual.

The memory features of the hard disk are the same as the features of the standard memory or the optional 1 Mbyte/2 Mbyte memory card, except for the following items.

1. The data will remain on the hard disk even if you switch off both the power to the machine and the hard disk unit.
2. The hard disk can store up to 1,200 pages (based on the CCITT number 1 test chart). The memory capacity is 20 Mbytes.
3. If you switch off the hard disk's power supply, the machine's memory features will be disabled.

**Note:** Do not knock, shake, or move the hard disk unit while the hard disk is working.

### 4. SPECIFICATIONS

Dimensions:	9.8" x 4.4" x 6.7" (W x D x H)
Weight:	7.9 lbs
Power supply:	115 ± 20 Vac, 50/60 Hz; single phase
Power consumption:	11.8 W
Memory capacity:	1,200 CCITT #1 test charts (Slerexe letter) at standard resolution

## APPENDIX C. ISDN OPTION TYPE 40

### 1. INTRODUCTION

The ISDN Option Type 40 allows you to send and receive fax messages on high-speed high-quality digital networks. It will allow you to connect the machine to an ISDN (Integrated Services Digital Network) for either Group 4 or Group 3 fax communication.

A few of the features described in the manual for your fax machine cannot be used over an ISDN. These are as follows.

- Manual reception
- Telephone line type (DTMF/Pulse dial) selection
- Manual dialing with the handset
- Voice Request
- On Hook Dial

RTI, TTI, and CSI can only be used with Group 3 communication. In Group 4 mode, the Terminal ID is used instead.

However, the Group 4 interface will greatly enhance other features, especially broadcasting, transfer request, and other networking features, allowing complex distribution of documents with just a few keystrokes. The types of network that you can set up are described in the Facsimile Features Manual (section 5).

#### **Note**

Your sales or service representative will be able to help program all the necessary group and transfer station numbers in the various broadcasting terminals throughout your proposed network. Please coordinate with your sales representative to obtain correct programming at the time of installation.

#### **Batch Transmission**

The use of Batch Transmission is critical to making your Group 4 ISDN kit a cost effective alternative to Group 3. Set up a batch for each of your major fax message destinations. To do this, decide on separate times of execution for each of your batch files. Then, if you wish to send a message to one of these destinations, use Send Later to delay the transmission until the time that you decided for that destination. See the Facsimile Features Manual for a description of the Batch Transmission feature.

## 2. OPERATION

### Dialing and Storing Telephone Numbers

#### Introduction

After installing the ISDN Option Type 40, you must be careful to select the correct signaling type (Group 3 or Group 4) when dialing, or when storing a telephone number as a Speed Dial or Quick Dial.

The G4/G3 Selector key on the operation panel allows you to select whether the telephone number is to be dialed using Group 3 (G3) or Group 4 (G4). An indicator above the key will light to show which has been selected.

To change the setting, press the key until the required indicator is lit. In most cases, <G3> (Group 3) or <G4> (Group 4) will appear on the display as a reference while you are entering a telephone number.

**CAUTION:** When you dial a number using a Quick Dial or Speed Dial, or using AI Redial, check the two indicator lamps above the G4/G3 selector key to make sure that the correct mode is selected. If it is not correct, press the G4/G3 selector key until the correct indicator is lit.

- Notes:**
- ❑ Your machine is set up to send to Group 3 fax machines over the regular telephone network (the PSTN, the Public Switched Telephone Network). If you wish to send to Group 3 machines over the ISDN, contact your service representative.
  - ❑ When dialing a fax machine or telephone over an ISDN, the destination may have a subaddress number. This number can be thought of as similar to an extension number on a PBX. If the destination telephone or fax machine has a subaddress number, input this number when dialing. You can get this number from your contact at that location.

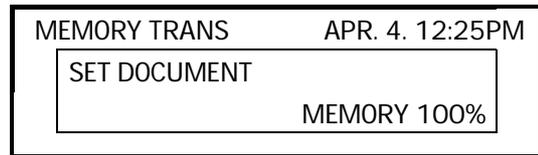
## APPENDIX C. ISDN OPTION TYPE 40

### Transmission Procedure

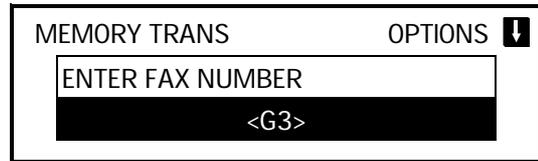
The following example shows how to dial (assuming that the ISDN Option Type 40 has been installed). The differences between this procedure and the procedure for the base machine (refer to page 20) are as follows:

- You have to select G3 or G4 before you dial a number.
- You may have to input a subaddress for a G4 number if the destination has one.

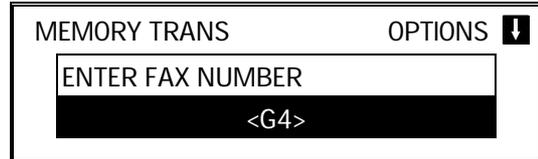
1. Make sure that the machine is in standby mode.



2. Carefully place the document into the auto document feeder (not more than 50 pages).

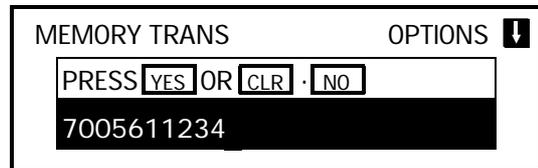


3. Change the line type (G3/G4) to the correct setting by pressing the G4/G3 Selector key on the operation panel.



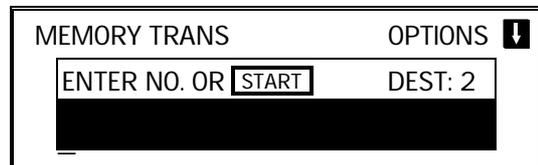
4. Dial.

-  See page 20 for how to dial. You may use Speed Dial, Quick Dial, or the ten-key pad.



G3 numbers - If your machine is behind a PBX, include the PBX access code and a pause before the number. For an international number, place a pause after the country code.  
G4 numbers - If you wish to enter a subaddress, press the User Function Key that you have already programmed as the subaddress key (code 16). Then enter the subaddress. (See page 56 for how to program a User Function Key.)

5.  **Yes**



6. Either:
- Dial more numbers: go to step 4.
  - Start the transmission:  **Start**

**Note:** If the other party has not had a G4 Terminal ID programmed, you will see "- =" on the screen during transmission, instead of their ID.

### Storing a Telephone Number

The following example shows how to store a Quick Dial if the ISDN Option Type 40 has been installed. The differences between this procedure and the procedure for the base machine (refer to page 76) are as follows:

- You have to select G3 or G4 before you input a Quick Dial or Speed Dial
- You may have to input a subaddress for a G4 number if the destination has one.

1. **Function** **3** **1**

QUICK DIAL	CHOOSE KEY
<input checked="" type="checkbox"/> [REDACTED]	PRINT LIST <b>→</b>
—	<b>NO</b> TO CANCEL

**Note:** At this time, you can print a Quick Dial List if you press **→** **Start** .

2. Press the Quick Dial Key that you wish to program.

Example: **01** **Yes**

QUICK DIAL	ENTER FAX NUMBER
<input checked="" type="checkbox"/> 01 <G3>	<b>NO</b> TO CANCEL
[REDACTED]	

3. Change the line type (G3/G4) to the correct setting by pressing the G4/G3 Selector key on the operation panel.

QUICK DIAL	ENTER FAX NUMBER
<input checked="" type="checkbox"/> 01 <G4>	<b>NO</b> TO CANCEL
[REDACTED]	

4. Enter the telephone number at the operation panel's ten key pad.

QUICK DIAL	<b>YES</b> OR <b>CLR</b> . <b>NO</b>
<input checked="" type="checkbox"/> 01 <G4>	
7005611234	

G3 numbers - If your machine is behind a PBX, include the PBX access code and a pause before the telephone number. For an international number, place a pause after the country code.

G4 numbers - If you wish to enter a subaddress, press the User Function Key that you have already programmed as the subaddress key (code 16). Then enter the subaddress. (See page 56 for how to program a User Function Key.)

**APPENDIX C. ISDN OPTION TYPE 40**

5. **Yes**

QUICK DIAL	ENTER LABEL
<input checked="" type="checkbox"/> 01	<input type="text" value="ABC"/>

6. Either:

Program a label for this number: go to step 7.

Do not program a label: **Yes** ; go to step 8.

7. Input a label using the Quick Dial keys.

Then press **Yes** .

QUICK DIAL	OPTION SETTING
LABEL INSERTION	ON <input type="checkbox"/> OFF <input checked="" type="checkbox"/>
SELECT	<input type="button" value="←"/> <input type="button" value="→"/> <b>YES</b> TO END

8. Switch Label Insertion on or off. Use the arrows on the scroll key to select the required setting. Then press **Yes** .

and

QUICK DIAL	CHOOSE KEY
<input checked="" type="checkbox"/> <input type="text" value=""/>	PRINT LIST <input type="button" value="→"/>
	<b>NO</b> TO CANCEL

9. Either

Program another Quick Dial: go to step 2.

Finish: **Function** .

### 3. TROUBLESHOOTING

#### Call Progress Signals (CPS)

Sometimes, a Call Progress Signal and an error message will appear on the display panel. Possible messages are as follows.

DIALING	The machine is dialing; do not press Stop.
REMOTE TERMINAL BUSY	Try again later.
WRONG NUMBER	Check the number, and check that G3 or G4 was correctly selected. Then redial.
LINE NOT AVAILABLE	Try again later.
FAX NUMBER CHANGED	Find out the new fax number.
REMOTE FAX REJECTED	Contact the user at the other end.
UNABLE TO CONNECT	Try again.
NO RESPONSE	Try again.
NETWORK BUSY	Try again later.
CLASS INCOMPATIBLE	The other terminal's signaling mode is not compatible with yours, and the message cannot be sent.
CHECK INTERFACE	Check that the ISDN line cord is connected properly. Then try again.

To remove the message from the display, make sure that the Communicating indicator is not lit, then press **Stop** .

## INDEX

### A

Add Paper Indicator	96, 120
Add Toner Indicator	97
AI Redial	17, 26
Alarms	21
Authorized Reception	9, 44
Authorized Reception List	44, 95
Authorized Reception, on/off	71
Auto Receive Mode	28
Automatic Reduction	25
Automatic Reduction, on/off	74

### B

Batch Transmission	9
Broadcasting	8, 32
Buzzer	21
Buzzer Volume	75

### C

Center Mark, on/off	73
Chain Dialing	59
Checkered Mark, on/off	73
Clear Copy Indicator	115, 120
Clear Original Indicator	21, 113, 119
Clock	64
Closed Network	66
Command Information Line (CIL), on/off	73
Communication Failure Report	91
Communication Result Display	60
Confidential File Indicator	28
Confidential File Report, on/off	71
Confidential ID	28, 67
Confidential ID Override	36
Confidential Reception	28
Confidential Transmission	36
Contrast	22
Contrast, default setting	73
Copy Jam	115
Copy Mode: Multi-copy	9, 53
Copy Paper	12
Changing the size	100
Copy Paper Replacement	96
Correcting Mistakes	
Dialing	3, 21, 25
Erasing a file from memory	54
Input	3
Wrong Function Number	3
Counters	60
Counters, listed on reports	94
Call Progress Signals (CPS)	C-6
CSI	22, 70

### D

Date and Time	64
Destination Check	25
Dialing	20, 32
Direct Fax Number Entry	42
Document Jam	113
Document size, allowable	18
Document types, allowable	19

### E

Economy Transmission	25
Economy Transmission Time	74
Erasing a Memory File	54
Error Codes	122
Error Report	91 - 92, 122

### F

Faxing, basic procedure	20
File List	93, 95
Forwarding	9, 46, 121
Forwarding List	46, 95
Forwarding Mark, on/off	73
Forwarding, on/off	71
Function Programs	9, 57

### G

Grounding	10
Groups	8
Programming	83
Using a Group	32
Group Dial List	95

### H

Halftone	22
Halftone Type Selection	71
Halftone, on/off	73
Handset	29
Handset, Installation	70

### I

ID Codes	
Confidential ID	28, 36, 67
ID Code	66
ID Code, use with ID Transmission	25
ID Code, use with Polling Reception	43
ID Code, used with Secure Polling	37
ID Code, used with Stored ID Override	38
ID Code, used with Transfer Request	40
Memory Lock ID	58, 67

ID Transmission	25, 66	Confidential File Report	71
Immediate Transmission	22, 25	Forwarding	71
Indicators	16	Forwarding mark	73
Add Paper	96, 120	Halftone	73
Add Toner	97	Image sample on reports	74
Clear Copy	115, 120	Marker	73
Clear Original	21, 113, 119	Memory Lock	71
Confidential File	28	Memory Storage Report	73
Line Fail	21, 118 - 119	Multi-sort Document Reception	74
Power	119	Night Timer	71
Receive File	28	Ordering Toner	74
Installation	13, 63	Polling Clear Report	73
International dialing	20, 76	Polling Reserve Report	73
<b>K</b>		Polling Result Report	73
Keystroke Programs	9, 33	RDS (Remote Diagnostic System)	71
<b>L</b>		Reception Time	73
Label Insertion	61	Restricted Access	74
Language Selection	63	Specified Cassette Selection	71
Length Reduction	60	Substitute Reception	74
Lightning Protection	10 - 11	TCR (Transaction Confirmation Report)	73
Line Fail Indicator	21, 118 - 119	Transmission Result Report	73
<b>M</b>		Operation Panel	16
Maintenance for Users	103	Ordering Toner	62
Manual Receive Mode	27	Ordering Toner, on/off	74
Marker	16	Ozone	12 - 13
Marker, on/off	73	<b>P</b>	
Marker, replacement	99	Page Count	24
Memory % Display	2	Page Retransmission	9
Memory Lock	16, 48, 58, 67, 121	PBX, dialing from behind a	20, 76
Memory Lock ID	67	Personal Code List	88, 95
Memory Lock, on/off	71	Personal Codes	9
Memory Storage Report, on/off	73	Programming	88
Memory Transmission	20, 25	Seen on TCR	23
Multi-sort Document Reception	9, 52	Use with Label Insertion	61
Multi-sort Document Reception, on/off	74	Use with Restricted Access	59
Multicopy Mode	9, 53	Use with Transmission	23
<b>N</b>		Polling	
Night Timer	45	Canceling a Polling Operation	54
Night Timer, on/off	71	Continuous Polling Reception	43
<b>O</b>		ID Code Programming	66
On Hook Dial	29, 31	Polling Reception	8, 43
On/Off Switches	71	Polling Standby Duration	39
Authorized Reception	71	Polling Transmission	37
Automatic Width Reduction	74	Secured Polling	37
Center mark	73	Stored ID Override (Polling Reception)	43
Checkered mark	73	Stored ID Override (Polling Transmission)	38
Command Information Line (CIL)	73	Polling Clear Report, on/off	73
		Polling Reserve Report, on/off	73

Polling Result Report, on/off	73
Power Indicator	119
Power Supply	10
Printing a file from memory	55
Program List	34, 95
Programming	
Authorized Reception	44
Confidential ID	67
CSI	70
Date and Time	64
Economy Transmission Time	74
Forwarding	46
Function Programs	57
Group Dial	83
ID Code	66
Language Selection	63
Memory Lock ID	67
Multi-sort Document Reception	52
Night Timer	45
On/Off Switches	71
Personal Codes	88
Quick Dial	76
RTI	68
Speaker and Buzzer Volume	75
Specified Cassette Selection	51
Speed Dial	79
Telephone Directory	79
Telephone Line Type	70
TTI	69
User Function Keys	56
User Parameters	72
Your Country Code	64
Your Machine's Telephone Number	65

## Q

Quick Dial	8
Programming	76
Using a Quick Dial number	20, 32
Quick Dial Keys	17
Quick Dial List	76, 95

## R

RDS (Remote Diagnostic System)	121
RDS, on/off	71
Receive File Indicator	28
Reception	
Auto Receive (FAX) Mode	28
Confidential Reception	28
Manual (TEL) Mode	27
Mode Selection	27
Substitute Reception	28, 52

Reception Time, on/off	73
Redialing	9, 17, 26
Reduction, automatic	25
Reduction, length	60
Replacing Copy Paper	96
Replacing the Marker	99
Replacing the Toner Cassette	97
Reports	
Authorized Reception List	44, 95
Communication Failure Report	91
Confidential File Report	71
Error Report	91 - 92, 122
File List	93, 95
Forwarding List	46, 95
Group Dial List	95
Memory Storage Report, on/off	73
Personal Code List	88, 95
Polling Clear Report, on/off	73
Polling Reserve Report, on/off	73
Polling Result Report, on/off	73
Program List	34, 95
Quick Dial List	76, 95
Specified Cassette Selection List	51, 95
Speed Dial List	79, 95
TCR (Transaction Confirmation Report)	92, 95
TCR, on/off	73
Transmission Result Report	91
Transmission Result Report, on/off	73
User Function List	56, 95
User Parameter List	72, 94 - 95
Resolution	22
Resolution, default setting	73
Restricted Access	9, 59, 88
Restricted Access, on/off	74
RTI	22, 68

## S

Scanner Adjustment Knob (blue)	114
Secure Transmission	42, 68
Send Later	23
Sending a Fax	20
Shift Key	3
Speaker Volume	75
Specified Cassette Selection	9, 51
Specified Cassette Selection List	51, 95

Specified Cassette Selection, on/off	71
Speed Dial	8
Programming	79
Using a Speed Dial number	20, 32
Speed Dial List	79, 95
Standby Mode	2, 121
Substitute Reception	28, 52
Substitute Reception, on/off	74

## T

TCR (Transaction Confirmation Report)	88, 92, 95
TCR, on/off	73
Telephone Directory	41
Telephone Directory, programming	79
Telephone Line Type	70 - 71
Telephoning	
Making a Telephone Call	29
Phoning and faxing on the same call	31
Receiving a call	30
Using AI Redial	26
Using On Hook Dial	29, 31
Using the Handset	29
Tonal Signals	58
Toner	12
Toner Cassette Replacement	97
Transfer Request	8, 40
Transmission	
Basic Procedure	20
Broadcasting	32
Chain Dialing	59
Direct Fax Number Entry	42
Immediate	25
Immediate Transmission	22
Memory	25
Memory Transmission	20
Secure Transmission	42
Tonal Signals	58
Using AI Redial	26
Transmission Deadline (TRD)	24
Transmission mode, default setting	73
Transmission Result Report	91
Transmission Result Report, on/off	73
TTI	69
TTI On/Off	25

## U

User Function Keys	17, 56
User Function List	56, 95
User Maintenance Procedures	103
User Parameter List	72, 94 - 95
User Parameters	72

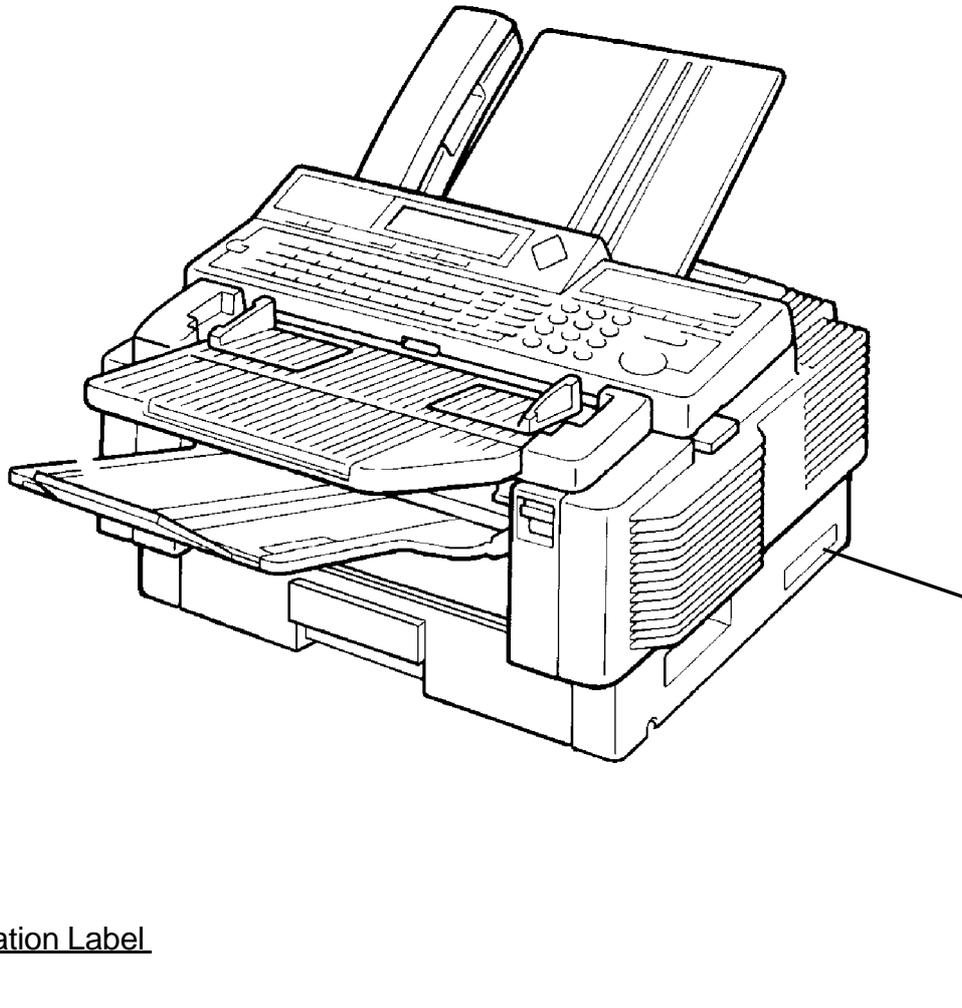
## V

Voice Request	25, 31
Volume Control, Speaker & Buzzer	75

## W

Well Log Transmission	9
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# CERTIFICATION LABEL



Certification Label

RICOH UNITECHNO CO., LTD

713  
TSURUGASONE YASHIO-SHI  
SAITAMA-KEN JAPAN

MANUFACTURED:

Complies with FDA radiation  
performance standards, 21 CFR  
Subchapter J.

 PPC2100SL HS

# OFFICIAL NOTICE TO USERS

## USA

### FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

### WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

## CANADA

The Canadian Department of Communications label identifies certified equipment. This certification means that the equipment meets certain telecommunications protective, operational, and safety requirements. The department does not guarantee that the equipment will operate to the user's satisfaction. Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an approved method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified jack-plus-cord ensemble (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations. Existing telecommunications company requirements do not permit their equipment to be connected to customer-provided jacks except where specified by individual telecommunications company tariffs.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

**Caution:** Users should not attempt to make such connections themselves, but should contact the appropriate electric installation authority, or electrician, as appropriate.

The standard connecting arrangement code for this equipment is CA11A or CB-1D.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all the devices does not exceed 100.

# QUICK REFERENCE

## FUNCTION LIST

NO.	FUNCTION
11	Confidential Transmission
12	Transfer Request
13	Secured Polling Transmission
14	Free Polling Transmission
15	Polling Reception
16	Direct Fax Number Entry
21	Erasing Memory Files
22	Erasing Polling Reception Files
23	Erasing Polling Transmission Files
24	Printing the Contents of a Memory File
25	Printing the Contents of a Polling File
31	Programming Quick Dial/Printing the Quick Dial List
32	Programming Speed Dial/Printing the Speed Dial List
33	Programming Groups/Printing the Group Dial List
34	Keystroke Programs and Function Programs: Labeling and Erasing
35	Programming User Function Keys/Printing the User Function Key List
41	Printing the TCR
42	Printing the File List
43	Printing the Quick Dial List
44	Printing the Speed Dial List
45	Printing the Group Dial List
46	Printing the Program List
47	Printing the User Function List
51	Printing a Confidential Message*
52	Printing from Memory Lock*

NO.	FUNCTION
	Functions 60 and above can only be used after a password has been entered.
61	System Set-up: Your Country Code, Your Fax Terminal's Telephone Number, Your Inter-city Access Code, Next Transfer Station **, ID Code, Confidential ID*, Memory Lock ID*, Secure ID, RTI, TTI, CSI
71	Programming Personal Codes/Printing the Personal Code List
72	Programming Authorized Reception/Printing the Authorized Reception List
74	Programming the Economy Transmission Time/Programming the Night Timer
75	Programming Forwarding/Printing the Forwarding List*
76	Programming Specified Cassette Selection/Printing the Specified Cassette Selection List****
77	Programming the Number for Multi-sort Document Reception*
81	On/Off Switches
91	Programming the User Parameters/Printing the User Parameter List
92	Programming the Date and Time
93	Adjusting the Speaker and Buzzer Volume
94	Selecting the Language on the Display and Reports
95	Checking the Counters

\*: Memory card or hard disk required

\*\*: Group 4 kit required

\*\*\*: At least one optional extra paper feed unit required

## BASIC TRANSMISSION PROCEDURE

	MEMORY TRANSMISSION	IMMEDIATE TRANSMISSION
1	Make sure that the machine is in standby mode.	
2	Check that the Memory indicator is lit. If it is not lit, press <b>Memory</b> .	Check that the Memory indicator is not lit. If it is lit, press <b>Memory</b> .
3	Carefully place the document in the feeder.	
4	Select the contrast and resolution (and halftone if necessary).	
5	You may select one or more of the following options. To select an option, press the ↓ arrow on the scroll key, then press one of the following combinations of keys.	
	Personal Code                    0, 1	TTI On/Off                            0, 7, ↓
	Send Later                        0, 2	ID Transmission                    0, 7, ↓↓
	TRD                                 0, 3	Economy Transmission            0, 7, ↓↓↓
	Page Count                       0, 4	Voice Request                      0, 7, ↓↓↓↓
	Automatic Reduction            0, 7	Destination Check                 0, 8
6	Enter the telephone number in one of the following ways Quick Dial Speed Dial Group Dial Ten Key Pad Handset On Hook Dial	Quick Dial Speed Dial Ten Key Pad Handset On Hook Dial
7	Press <b>Yes</b> .	Press <b>Start</b>
8	Either: Dial another number; go to step 6. Press <b>Start</b> .	
9	The machine stores your message in memory, then sends it to each terminal in sequence.	The machine dials, then your message is fed, scanned, and sent to the other terminal.

## FUNCTION LIST

NO.	FUNCTION	PAGE
11	Confidential Transmission	36
12	Transfer Request	40
13	Secured Polling Transmission	37, 38
14	Free Polling Transmission	37
15	Polling Reception	43
16	Direct Fax Number Entry	42
21	Erasing Memory Files	54
22	Erasing Polling Reception Files	54
23	Erasing Polling Transmission Files	54
24	Printing the Contents of a Memory File	55
25	Printing the Contents of a Polling File	55
31	Programming Quick Dial/Printing the Quick Dial List	76
32	Programming Speed Dial/Printing the Speed Dial List	79
33	Programming Groups/Printing the Group Dial List	83
34	Keystroke Programs and Function Programs: Labeling/Erasing	34, 35
35	Programming User Function Keys/Printing the User Function Key List	56
41	Printing the TCR/On-screen Communication Result Display	60, 95
42	Printing the File List	95
43	Printing the Quick Dial List	95
44	Printing the Speed Dial List	95
45	Printing the Group Dial List	95
46	Printing the Program List	95
47	Printing the User Function List	95
51	Printing a Confidential Message*	28
52	Printing from Memory Lock*	58
Functions 60 and above can only be used after a password has been entered.		
61	System Set-up: Your Country Code, Your Fax Terminal's Telephone Number, Your Inter-city Access Code, Next Transfer Station **, ID Code, Confidential ID*, Memory Lock ID*, RTI, TTI, CSI	64 to 70
71	Programming Personal Codes/Printing the Personal Code List	88, 95
72	Programming Authorized Reception/Printing the Authorized Reception List	44, 95
74	Programming the Economy Transmission Time/Programming the Night Timer	45, 74
75	Programming Forwarding/Printing the Forwarding List*	46, 95
76	Programming Specified Cassette Selection/Printing the Specified Cassette Selection List***	51, 95
77	Programming the Number for Multi-sort Document Reception*	52
81	On/Off Switches	71
91	Programming the User Parameters/Printing the User Parameter List	72, 95
92	Programming the Date and Time	64
93	Adjusting the Speaker and Buzzer Volume	75
94	Selecting the Language on the Display and Reports	63
95	Checking the Counters	60

\*: Memory card or hard disk required

\*\* : Group 4 kit required

\*\*\*: At least one optional extra paper feed unit required

## SUPPLIES

**CAUTION:** Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

### TONER CASSETTES

TONER CASSETTE TYPE 30 is recommended for the best performance.

### MARKER

MARKER TYPE 30 is recommended for the best performance.

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