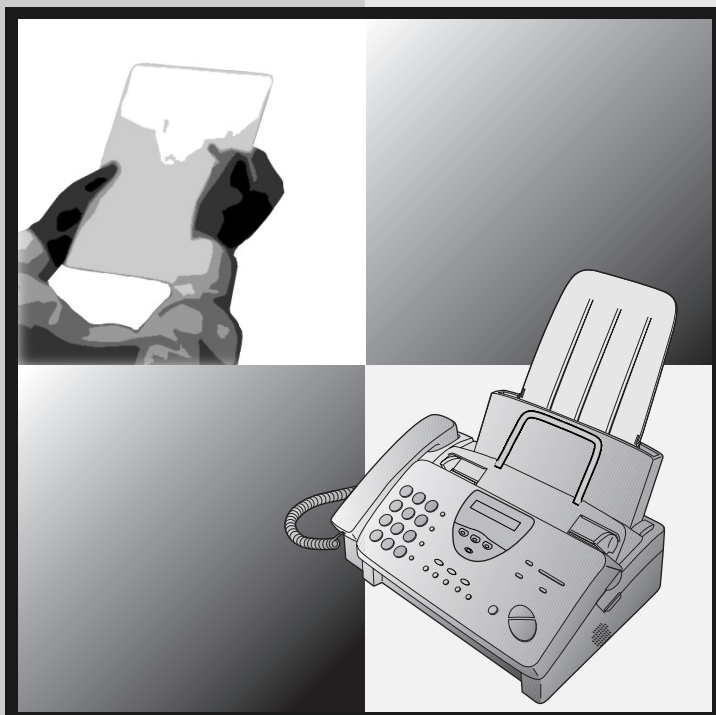


SHARP®

香港電器安全規格
(國際電工委員會規格適合)

MODEL 型號

FO-885



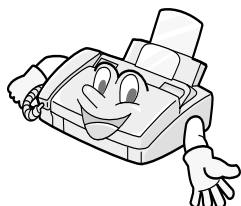
FACSIMILE OPERATION MANUAL

傳真機 使用手冊

1. Installation
2. Using the Answering Machine
3. Sending Documents
4. Receiving Documents
5. Making Copies
6. Making Telephone Calls
7. Special Functions
8. Option Settings
9. Printing Reports and Lists
10. Maintenance
11. Troubleshooting

1. 安裝
2. 使用答話機
3. 發送文件
4. 接收文件
5. 影印
6. 打電話
7. 特殊功能
8. 可選設定
9. 打印報告和一覽表
10. 保養
11. 故障檢修

Introduction



Welcome, and thank you for choosing a Sharp facsimile! The features and specifications of your new Sharp fax are shown below.

Automatic dialling

Rapid Key Dialling: 8 numbers
Speed Dialling: 80 numbers

Imaging film

Initial starter film (included with fax machine):

10 m roll (approx. 30 A4 pages)

Replacement film:

FO-3CR 30 m roll (two rolls in package, one roll yields approx. 95 A4 pages)

Automatic document feeder

10 sheets max.

Memory size*:

512 KB (approx. 30 pages with no voice messages recorded and ECM turned off, or 24 minutes of voice messages (including OGMs) with no documents in memory)

Modem speed

14400 bps with automatic fallback to lower speeds.

Transmission time*

Approx. 6 seconds (only when ECM is on)

Reception modes

FAX, TEL, TEL/FAX, A.M.

Resolution

Horizontal:

8 lines/mm

Vertical:

Standard: 3.85 lines/mm

Fine/Halftone: 7.7 lines/mm

Super fine: 15.4 lines/mm

*Based on ITU-T Test Chart #1 at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only).

Display	16-digit LCD display
Recording system	Thermal transfer recording
Halftone (greyscale)	64 levels
Applicable telephone line	Public switched telephone network
Compatibility	ITU-T (CCITT) G3 mode
Compression scheme	MH, MR, MMR
Scanning method	Sheet-feeder CIS (Contact Image Sensor)
Effective printing width	204 mm max.
Input document size	Automatic feeding: Width: 148 to 210 mm Length: 140 to 297 mm Manual feeding: Width: 148 to 210 mm Length: 140 to 600 mm
Effective scanning width	210 mm max.
Contrast control	Automatic/Dark selectable
Copy function	Single/Multi-copy/Sort-copy (99 copies/page)
Telephone function	Standard (Cannot be used for incoming/ outgoing if power fails)
Power requirements	220-240 V AC, 50-60 Hz
Operating temperature	5 to 35°C
Humidity	Maximum: 85 %
Power consumption	Stand-by: 2.6 W Maximum: 115 W
Dimensions	Width: 343 mm Depth: 256 mm Height: 182 mm
Weight	Approx. 3.5 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

- Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.
- This machine must only be connected to a 220-240 V, 50-60 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet may damage the machine.
- Do not install or use the machine near water, or when you are wet. Take care not to spill any liquids on the machine.
- Unplug the machine from the telephone socket and then the power outlet and consult a qualified service representative if any of the following situations occur:
 - Liquid has been spilled into the machine or the machine has been exposed to rain or water.
 - The machine produces odors, smoke, or unusual noises.
 - The power cord is frayed or damaged.
 - The machine has been dropped or the housing damaged.
- Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power lead.
- Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot safely remove, unplug the machine and consult a qualified service representative.
- Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

- Never install telephone wiring during a lightning storm.
- Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- The socket-outlet must be installed near the equipment and must be easily accessible.

Important:

- This facsimile machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine on a telephone line using any of these services, you may experience errors during transmission and reception of facsimile messages.
- This facsimile machine is not compatible with digital telephone systems.

Table of Contents

Introduction	1
Important safety information	3
Table of Contents	5
1. Installation	7
Unpacking Checklist	7
A Look at the Operation Panel	8
Connections	11
Loading the Imaging Film	17
Loading Printing Paper	22
Entering Your Name and Fax Number	24
Setting the Date and Time	27
Selecting the Reception Mode	30
Volume Adjustment	32
2. Using the Answering Machine	34
Recording an Outgoing Message	34
Operating the Answering Machine	37
Optional Answering Machine Settings	41
Transfer Function	44
Override Ringing	47
Remote Operations	49
3. Sending Documents	58
Transmittable Documents	58
Loading the Document	60
Resolution and Contrast	62
Sending a Fax by Normal Dialling	64
Sending a Fax by Automatic Dialling	66
4. Receiving Documents	75
Using TEL/FAX Mode	75
Using FAX Mode	76

Table of Contents

Using A.M. Mode	77
Using TEL Mode	78
Substitute Reception to Memory	82
5. Making Copies	83
6. Making Telephone Calls	86
7. Special Functions	89
Caller ID	89
Duplex Ringing	94
Broadcasting	95
Cover Sheet	97
Batch Page Numbering	100
Blocking Reception of Unwanted Faxes	102
Sending Documents From Memory	104
Polling (Requesting a Fax Transmission)	106
Timer Operations	109
8. Option Settings	111
9. Printing Reports and Lists	118
10. Maintenance	122
11. Troubleshooting	126
Problems and Solutions	126
Messages and Signals	130
Clearing Paper Jams	133
QUICK REFERENCE GUIDE	136
Index	138

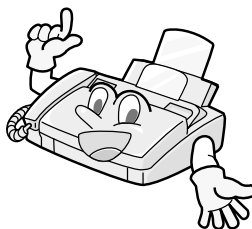
1. Installation

Unpacking Checklist

Before setting up,
make sure you
have all of the
following items.



If any are missing,
contact your dealer
or retailer.



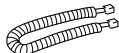
Original
document
support



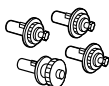
Handset



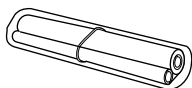
Handset
lead



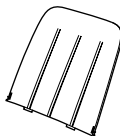
Gears (4)



Imaging film
(initial starter
roll)



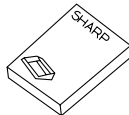
Paper tray
extension



Rapid key
labels



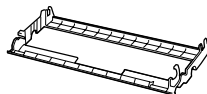
Operation
manual



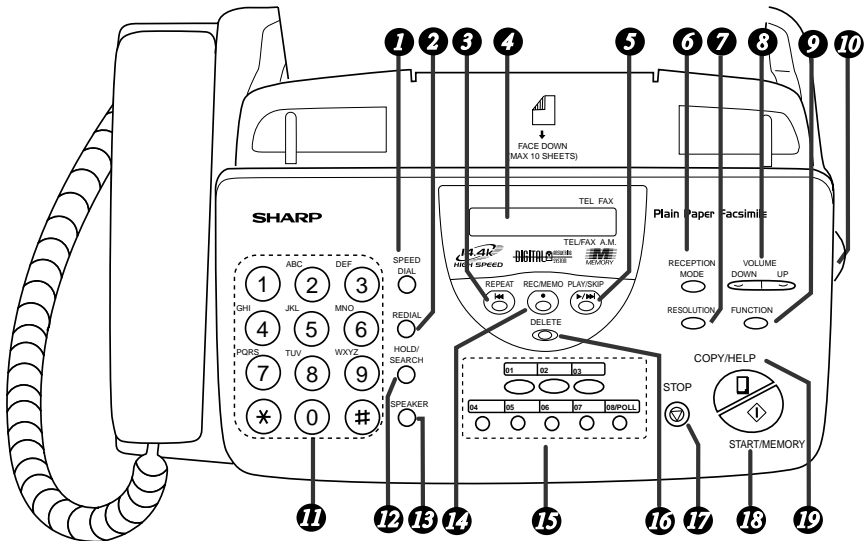
Telephone
line cord



Imaging film
cartridge



A Look at the Operation Panel



- 1 SPEED DIAL key**
Press this key to dial a 2-digit Speed Dial number.
- 2 REDIAL key**
Press this key to automatically redial the last number dialled.
- 3 REPEAT key**
Press this key to repeat playback of a message.
- 4 Display**
This displays messages and prompts during operation and programming.
- 5 PLAY/SKIP key**
Press this key to play recorded messages. During playback, press it to skip forward to the next message.
- 6 RECEPTION MODE key**
Press this key to select the reception mode. An arrow in the display will point to the currently selected reception mode.

- 7 RESOLUTION key**
Press this key to adjust the resolution and contrast before sending or copying a document.
- 8 VOLUME key**
Press these keys to adjust the volume of the speaker when the **SPEAKER** key has been pressed, or the volume of the ringer at all other times.
- 9 FUNCTION key**
Press this key to select various special functions.
- 10 Panel release**
Grasp this finger hold and pull toward you to open the operation panel.
- 11 Number keys**
Use these keys to dial numbers, and enter numbers and letters during number/name storing procedures.
- 12 HOLD/SEARCH key**
Press this key to search for an automatic dialling number, or, during a phone conversation, press this key to put the other party on hold.
- 13 SPEAKER key**
Press this key to hear the line and fax tones through the speaker before sending a document, or dialling a voice number.
Note: **This is not a speakerphone.** You must pick up the handset to talk with the other party.
- 14 REC/MEMO key**
Press this key to record a phone conversation or a message.
- 15 Rapid Dial keys**
Press one of these keys to dial a fax or voice number automatically.
(Note that you must attach the Rapid Key labels.)
- 16 DELETE key**
Press this key to erase recorded messages.

17 STOP key

Press this key to cancel operations before they are completed.

18 START/MEMORY key

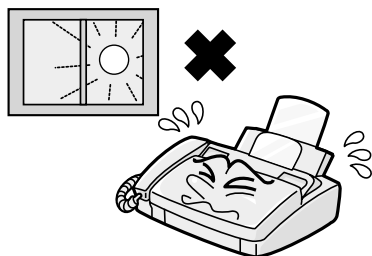
Press this key to send or receive a document, or to scan a document into memory before sending it.

19 COPY/HELP key

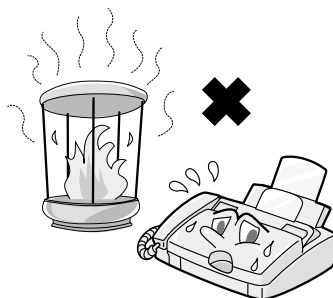
When a document is in the feeder, press this key to make a copy. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax.

Connections

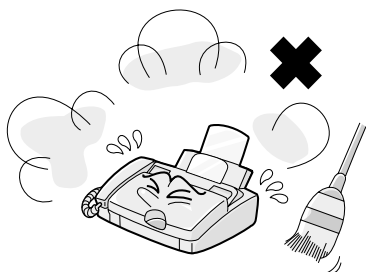
Points to keep in mind when setting up



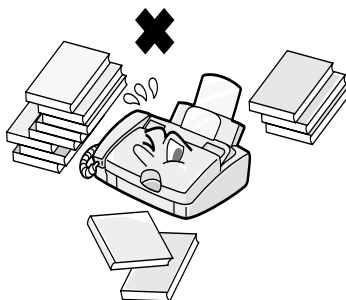
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

About condensation

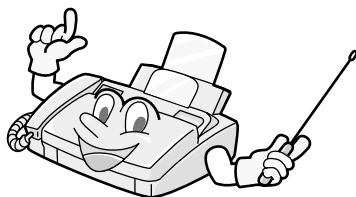
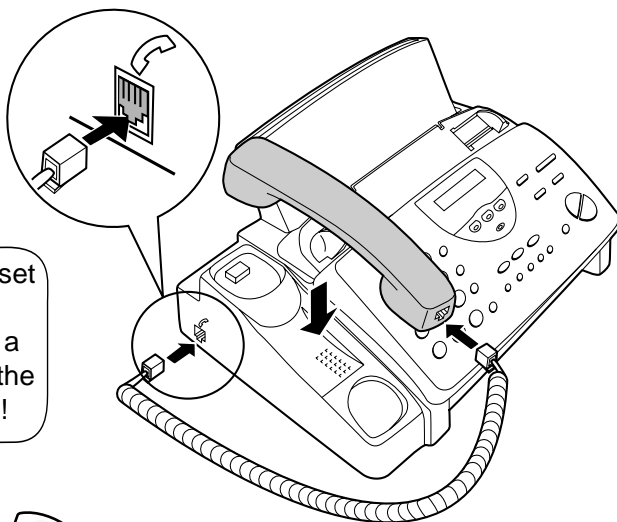
If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

Handset

Connect the handset as shown and place it on the handset rest.

- ◆ The ends of the handset lead are identical, so they will go into either socket.

Make sure the handset cord goes into the socket marked with a handset symbol on the side of the machine!



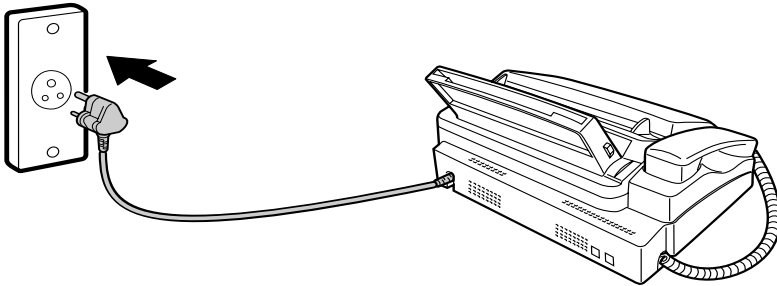
Use the handset to make ordinary phone calls, or to transmit and receive documents manually.

Power lead

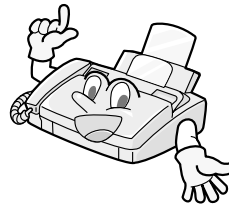
Plug the power lead into a 220-240 V, 50-60 Hz, earthed (3-prong) AC outlet.

Caution!

Do not plug the power lead into any other kind of outlet. This will damage the machine and is not covered under the warranty.



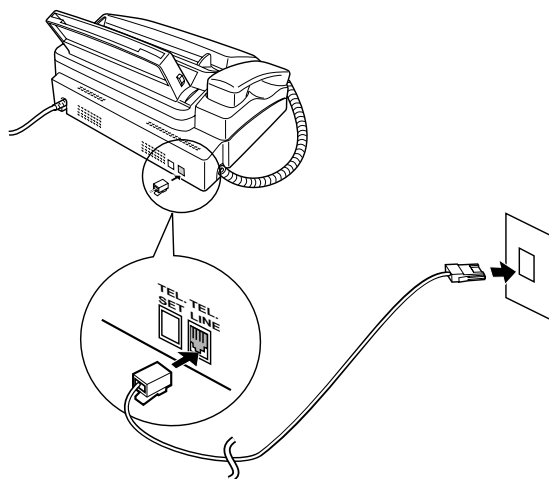
The machine does not have a power on/off switch, so the power is turned on and off by simply plugging or unplugging the power lead.



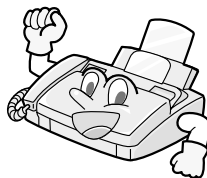
Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

Telephone line cord

Insert one end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Insert the other end into a wall telephone socket.



Be sure to insert the telephone line cord into the **TEL. LINE** socket. **Do not** insert it into the **TEL. SET** socket.



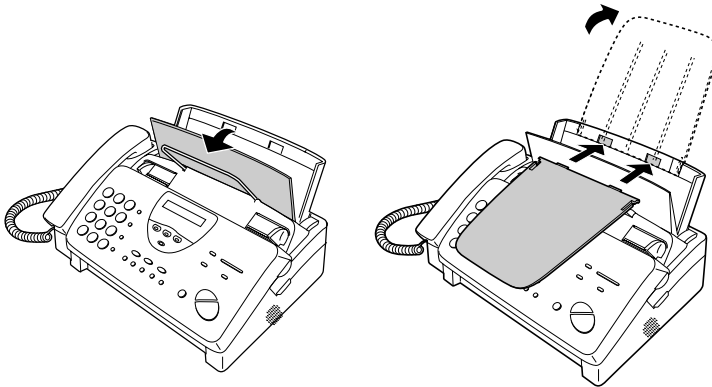
Comments:

- ◆ Your fax is set for tone dialling. If you are on a pulse only dial line, you must set the fax for pulse dialling by changing Option Setting 9. This procedure is described in Chapter 8, *Option Settings*.
- ◆ If you intend to use a computer fax modem on the same phone line, you must reset Option Setting 12 (Fax Signal Receive) to NO in order to prevent transmission and reception errors. This procedure is described in Chapter 8, *Option Settings*.

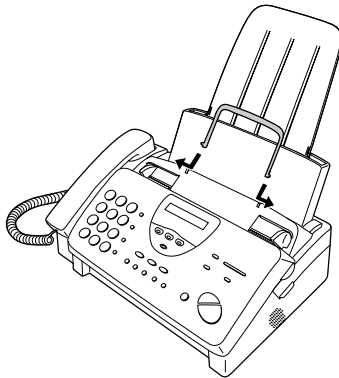
Trays

Attach the paper tray extension.

- ◆ Pull the paper release plate forward. Insert the paper tray extension horizontally into the notches in the paper tray. Rotate the paper tray extension up until it snaps into place.



Attach the original document support.

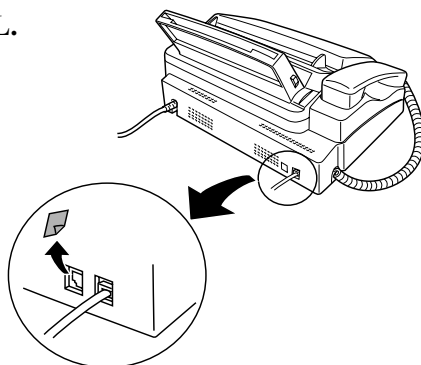


Note: The original document support has a top side and a bottom side. If you cannot insert the tabs on the support into the holes, turn the support over.

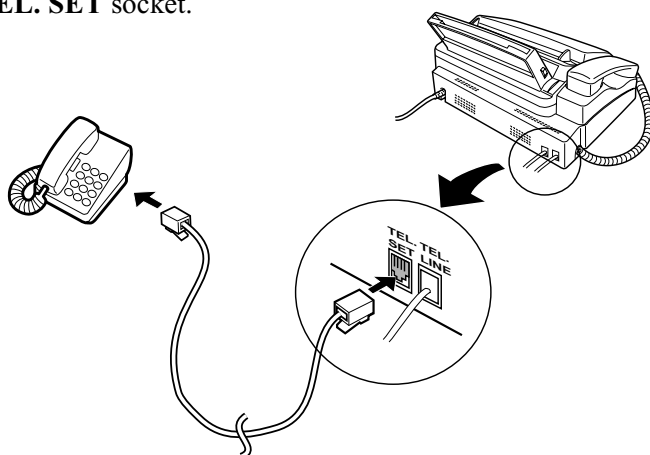
Extension phone (optional)

If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

- 1** Remove the seal covering the **TEL. SET** socket.



- 2** Connect the extension phone line to the **TEL. SET** socket.



Loading the Imaging Film

Your fax uses a roll of imaging film to create printed text and images. The print head in the fax applies heat to the imaging film to transfer ink to the paper. Follow the steps below to load or replace the film.

The initial starter roll of imaging film included with your fax can print about 30 A4 pages.

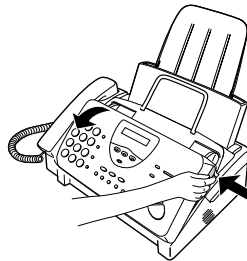


When replacing the film, use a roll of Sharp FO-3CR imaging film. One roll can print about 95 A4 pages.

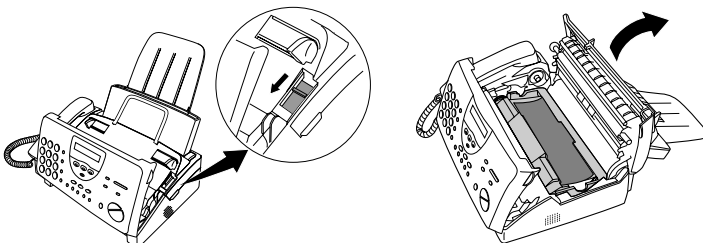


Note: If there is paper in the paper tray, pull the paper release plate forward and remove the paper before loading the imaging film.

- 1 Open the operation panel by grasping the finger hold and pulling up.

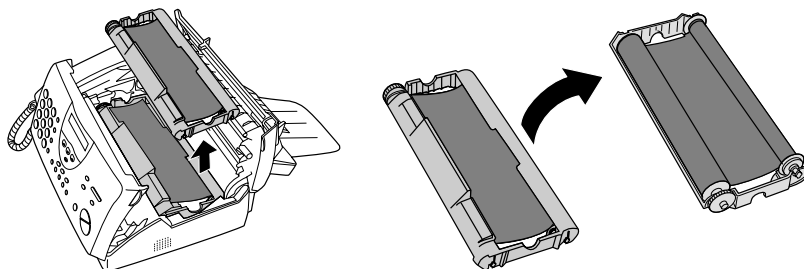


- 2 Pull the green release on the right side of the machine forward, and open the print compartment cover.

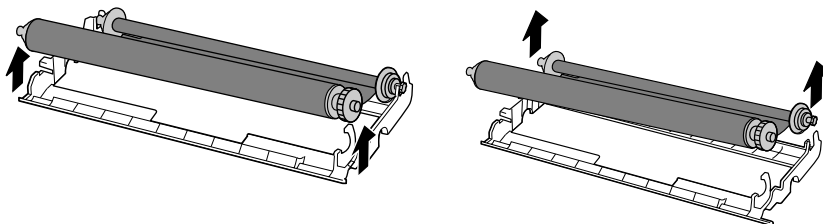


If you are installing the imaging film for the first time, go to Step 6.

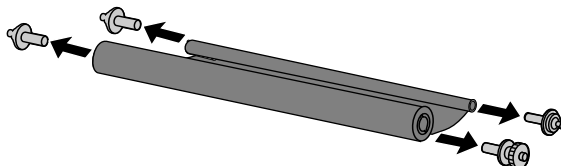
- 3** Remove the imaging film cartridge from the print compartment (grasp the handle at the front of the cartridge) and turn it over.



- 4** Remove the used film from the cartridge.

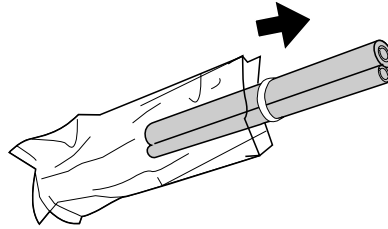


- 5** Remove the four green gears from the used film.
DO NOT DISCARD THE FOUR GREEN GEARS!



6 Remove the new roll of imaging film from its packaging.

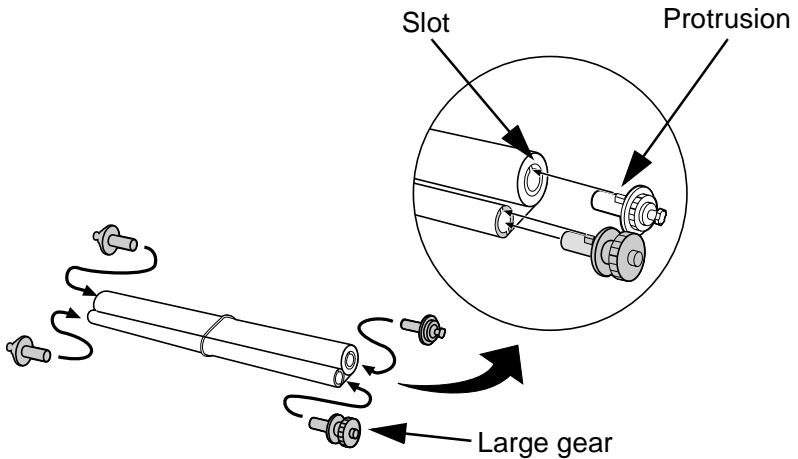
- Do not yet remove the band that holds the rolls together.



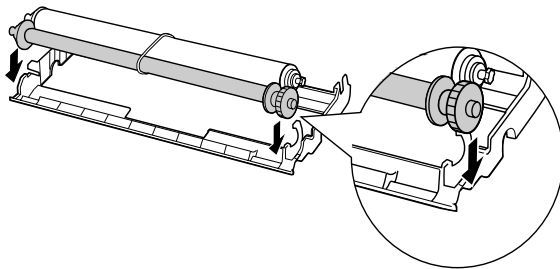
7 Insert the large gear into the green end of the empty spool. Make sure the two protrusions on the large gear fit firmly into the slots in the end of the spool.

Insert the remaining three gears into the spools, making sure the protrusion on each gear fits firmly into one of the slots in the end of each spool.

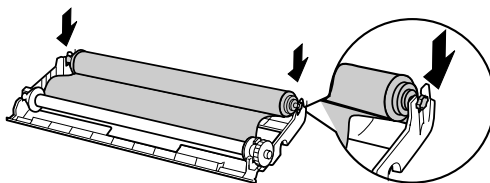
- If needed, pull the spools apart slightly to allow the gears to fit (the band will stretch).



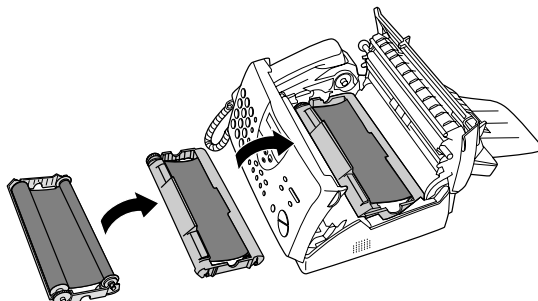
- 8** Insert the large gear into the large holder on the imaging film cartridge (make sure it clicks into place), and then insert the small gear on the other end of the spool into its holder.



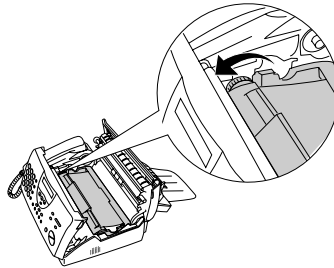
- 9** Cut the band that holds the two spools together. Unroll the film slightly and insert the small gears into their holders.



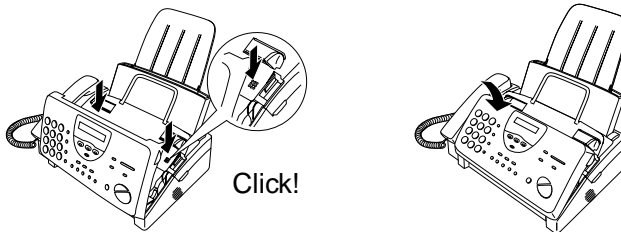
- 10** Turn the cartridge over, grasp the handle, and insert the cartridge into the print compartment.



- 11** Rotate the large gear toward you until the film is taut.

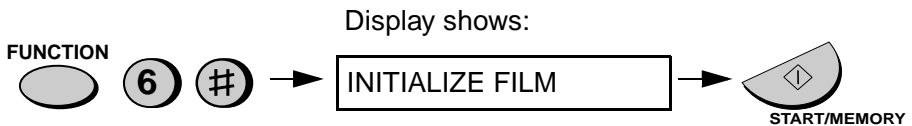


- 12** Close the print compartment cover (press down on both sides to make sure it clicks into place), and then close the operation panel.



- 13** Load paper in the paper tray and then press the following keys to initialize the film.

Note: Paper must be loaded before the film can be initialized. To load paper, see the following section, *Loading Printing Paper*.



When to replace the imaging film

Replace the imaging film when the display shows:

FILM END

Use the following imaging film, which is available from your dealer or retailer:

Sharp FO-3CR Imaging Film

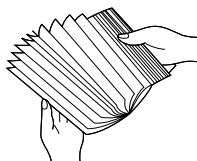
Loading Printing Paper

You can load A4 size paper in the paper tray. The maximum number of sheets is:

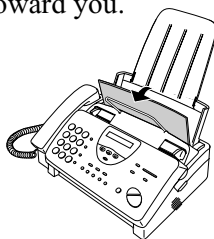
◆ **60** for paper from 60 to 75 g/m²

◆ **50** for paper from 75 to 90 g/m²

-
- 1** Fan the paper, and then tap the edge against a flat surface to even the stack.

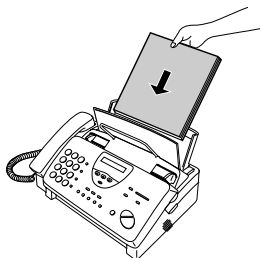


-
- 2** Pull the paper release plate toward you.



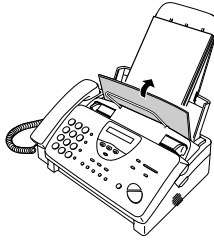
-
- 3** Insert the stack of paper into the tray, **print side down**.

- If paper remains in the tray, take it out and combine it into a single stack with the new paper before adding the new paper.



Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side will result in poor print quality.

- 4** Push the paper release plate back down.



If the paper release plate is not pushed down, paper feed errors will result.

Note: When receiving faxes or copying documents, do not allow a large number of pages to accumulate in the output tray. This may obstruct the outlet and cause paper jams.

Note: If the display shows the following alternating messages when making a copy or receiving a fax, check the paper tray. If the tray is empty, add paper and then press the **START/MEMORY** key. If there is paper, make sure it is inserted correctly and then press the **START/MEMORY** key.

SET PAPER &



PRESS START KEY

- 5** Your fax has been set at the factory to print at normal contrast. Depending on the type of paper you have loaded, you may find that you obtain better print quality by changing the setting to LIGHT. Press these keys:

FUNCTION



The display will show: PRINT CONTRAST

Press **1** to select NORMAL or **2** to select LIGHT.

NORMAL LIGHT



or



The display will show: COPY CUT-OFF

Press the **STOP** key to return to the date and time display.

STOP

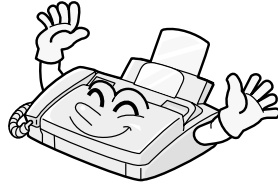


Entering Your Name and Fax Number

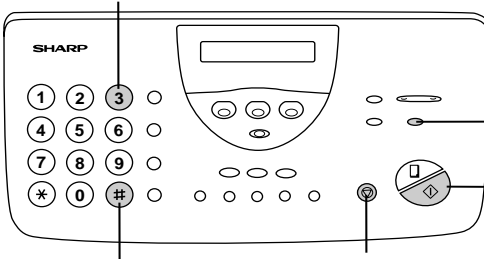
Before you can begin using your fax, you need to enter your name and the telephone number of your fax. You also need to set the date and time.



Once you enter this information, it will automatically appear at the top of each fax page you send.



3 key



Note: The imaging film and printing paper must be loaded before your name and fax number can be entered.

1 Press these keys:

FUNCTION



The display will show:

ENTRY MODE

2 Press the # key twice:



The display will show:

OWN NUMBER SET

- 3** Press the **START/MEMORY** key.



The display will show:

ENTER FAX #

- 4** Enter your fax number by pressing the number keys. Up to 20 digits can be entered.

- To insert a space between digits, press the # key. To insert a "+", press the * key.
- If you make a mistake, press the **HOLD/SEARCH** key to move the cursor back to the mistake and then enter the correct number. The new number will replace the old number.

Example:



Cursor: A dark square mark in the display that indicates where a number or letter will be entered.

- 5** Press the **START/MEMORY** key to enter the fax number in memory.




The display will show:

ENTER YOUR NAME



- 6** Enter your name by pressing the number keys as shown in the following chart. Up to 24 characters can be entered.





- ♦ To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter to advance the cursor.

Example: SHARP = 77777 444 22 7777  77

Entering Your Name and Fax Number

SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	
H = 4 4 4	R = 7 7 7 7	
I = 4 4 4 4	S = 7 7 7 7 7	

move → =  **SPEAKER**
 move ← =  **HOLD/SEARCH**

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

Press this key to delete the letter highlighted by the cursor.

Press this key to change case.

Press this key to move the cursor to the left.

Press this key to move the cursor to the right.

Press either key repeatedly to select one of the following symbols:
 ./! "\$%&'()*+,-.:;=<=>?@[\] ^ _ { } → ←

7 Press the **START/MEMORY** key to save your name in memory.



The display will show:

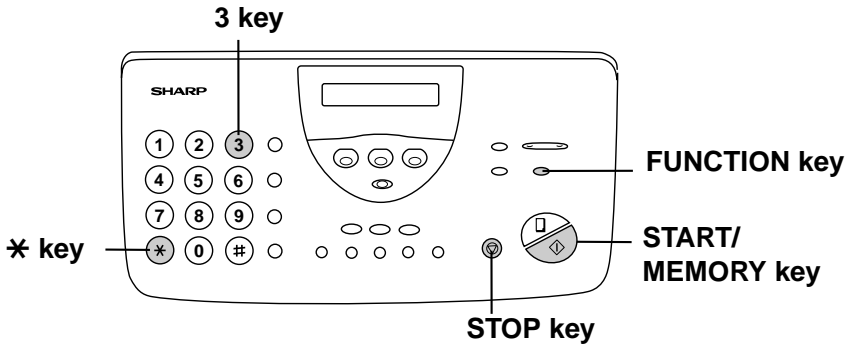
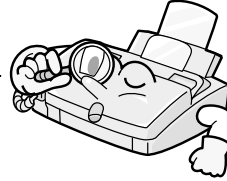
SECURITY SELECT

8 Press the **STOP** key to return to the date and time display.



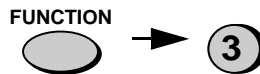
Setting the Date and Time

The date and time appear in the display and reports, and are printed at the top of every page you fax.



Note: The imaging film and printing paper must be loaded before the date and time can be set.

- 1** Press these keys:



The display will show:

ENTRY MODE

- 2** Press the * key three times.



The display will show:

DATE & TIME SET

-
- 3** Press the **START/MEMORY** key.



START/MEMORY

- The currently set date will appear in the display.

-
- 4** Enter a two-digit number for the day ("01" to "31").

- To correct a mistake, press the **SPEED DIAL** key to move the cursor back to the mistake, and then enter the correct number.

Example: the 5th



-
- 5** Enter a two-digit number for the month ("01" for January, "02" for February, "12" for December, etc.).

Example: January



-
- 6** Enter the year (four digits).

Example: 2001



-
- 7** Enter a two-digit number for the hour ("00" to "23") and a two-digit number for the minute ("00" to "59").

Example: 9:25



-
- 8** Press the **START/MEMORY** key to start the clock.



The display will show:

STORE JUNK #

-
- 9** Press the **STOP** key to return to the date and time display.



Selecting the Reception Mode

Your fax machine has four modes for receiving incoming calls and faxes:

TEL mode:

This mode is the most convenient for receiving phone calls. Faxes can also be received; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

FAX mode:

Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

TEL/FAX mode:

This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled fax transmissions), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax transmission, reception will begin automatically.

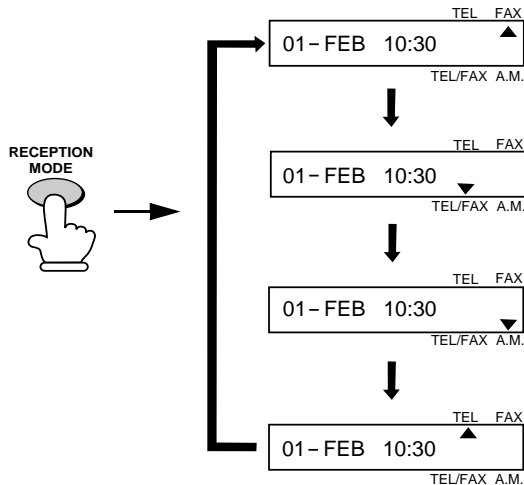
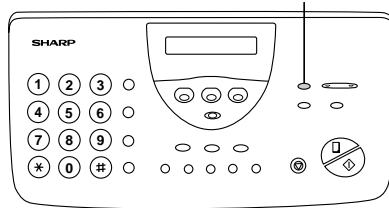
A.M. mode:

Select this mode when you are out and want the built-in answering machine to answer all calls. Voice messages will be recorded, and fax messages will be received automatically.

Setting the reception mode

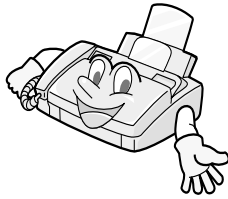
Press the **RECEPTION MODE** key until the arrow in the display points to the desired mode.

RECEPTION MODE key

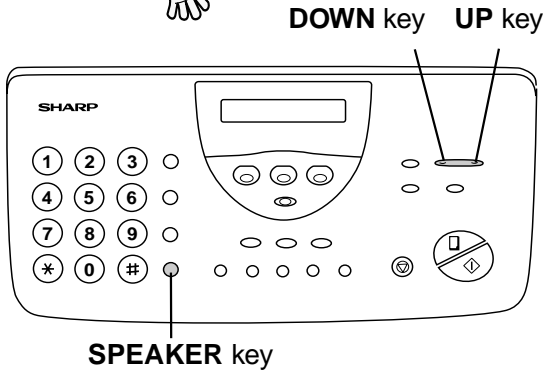


For more information on receiving faxes in TEL, TEL/FAX and FAX modes, see Chapter 4, *Receiving Documents*. For more information on using A.M. mode, see Chapter 2, *Using the Answering Machine*.

Volume Adjustment



You can adjust the volume of the speaker and ringer using the **UP** and **DOWN** keys.



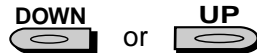
Speaker

-
- 1** Press the **SPEAKER** key.

SPEAKER



-
- 2** Press the **UP** or **DOWN** key.



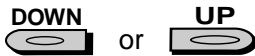
-
- 3** When the display shows the desired volume level, press the **SPEAKER** key to turn off the speaker.

SPEAKER



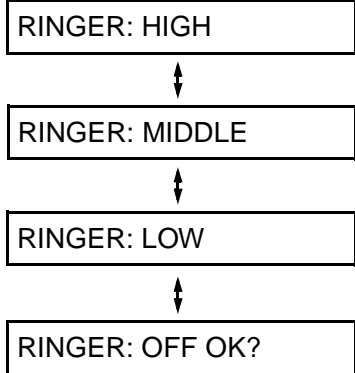
Ringer

- 1** Press the **UP** or **DOWN** key. (Make sure the **SPEAKER** key has not been pressed.)



- ◆ The ringer will ring once at the selected level, then the date and time will reappear in the display.

Display:



- 2** If you selected RINGER:OFF OK ?, press the **START/MEMORY** key.

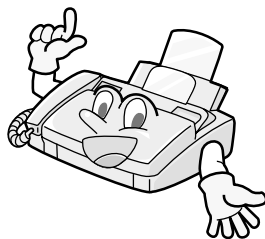


Note: When the reception mode is set to TEL, the ringer will still ring at Low if turned off.

2. Using the Answering Machine

The FO-885's built-in answering machine allows you to receive both voice messages and fax transmissions while you are out.

To use the answering machine, record an outgoing message and then set the reception mode to A.M. when you go out.



Recording an Outgoing Message

The outgoing message (OGM) is the greeting that the machine plays after answering a call to inform callers that they can leave a message or send a fax.

Example:

"Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

-
- 1** Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

-
- 2** Press the # key.



The display will show:

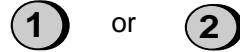
OGM RECORDING

- 3 Press the **START/MEMORY** key.



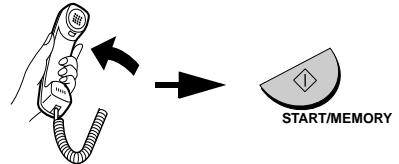
- 4 Press **1** to select GENERAL. (If you are recording a message for the Transfer function explained later in this chapter, press **2** for TRANSFER.)

GENERAL TRANSFER

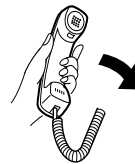


- 5 Pick up the handset, press the **START/MEMORY** key, and speak into the handset.

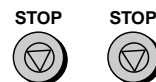
- The outgoing message can be up to 60 seconds long. The outgoing message for the Transfer function can be up to 15 seconds long.
- While recording, the display will show the time remaining to record.



- 6 When finished, replace the handset.



- 7 Press the **STOP** key twice to return to the date and time display.



To listen to the outgoing message

To listen to or erase an outgoing message, follow Steps 1 through 4 of the above procedure to select the message, and then press the **PLAY/SKIP** key to listen to it, or the **DELETE** key to erase it. To return to the date and time display, press the **STOP** key twice. Note that the general outgoing message cannot be erased. If you need to change it, simply repeat the recording procedure.

Note: If an extension phone is connected to the FO-885, an outgoing message cannot be recorded, played, or deleted while the extension phone is being used.

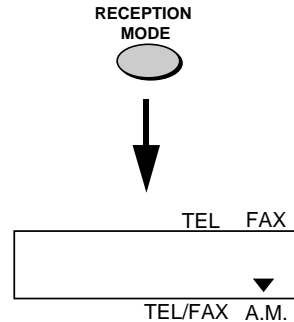
Operating the Answering Machine

Activating the answering machine

Activate the answering machine before you go out as follows:

Press the **RECEPTION MODE** key until the arrow in the display points to **A.M.**.

- The outgoing message will play (you can stop playback by pressing the **STOP** key).
- It will not be possible to set the reception mode to A.M. if a general outgoing message has not been recorded.



When the reception mode is set to A.M., the FO-885 will answer incoming calls after two rings if it has received at least one incoming message, or after four rings if no messages have been received. (For more information, see *Toll Saver in Remote Operations* in this chapter.)

Note: If the memory is full from messages previously recorded, MEMORY IS FULL will appear in the display. To set the reception mode to A.M., you must first erase some or all of the stored messages.

Note: In A.M. mode, the machine will automatically switch to fax reception if it detects a period of silence longer than six seconds after answering a call. For this reason, if a caller pauses for this length of time while leaving a message, they will be cut off.

Listening to received messages

When you return, the display will show the number of messages recorded. Listen to the messages as follows:

1 Press the **PLAY/SKIP** key.

- If you only want to listen to new messages (messages not previously listened to), continue to hold the **PLAY/SKIP** key down for at least two seconds.



2 The messages will play.

- As each message plays, the date and time of recording will appear briefly in the display. If no messages were received, NO MESSAGES will appear.

- To listen to a message a second time, press the **REPEAT** key before playback of that message ends.



- To move back to the previous message, press the **REPEAT** key within 3 seconds of the beginning of the current message.



- To skip forward to the next message, press the **PLAY/SKIP** key.



Note: Playback will stop if you receive a call, lift the handset, or press the **STOP** key.

Erasing received messages

It is important to erase received messages after you listen to them to ensure that the memory does not become full.

- **Erasing all messages:** To erase all messages, press and hold down the **DELETE** key for at least 2 seconds.
- **Erasing a single message:** To erase only a single message, press the **DELETE** key while the message is being played.

DELETE



Using the REC/MEMO key

You can use the **REC/MEMO** key to record telephone conversations and messages for other users of the FO-885. These will be played back together with any incoming messages when the **PLAY/SKIP** key is pressed.

- **Recording messages:** To record a message, press the **REC/MEMO** key for at least 1 second, and then pick up the handset, press the **START/MEMORY** key, and speak into the handset. When you have finished speaking, replace the handset or press the **STOP** key.
- **Recording phone conversations:** To record a phone conversation, hold down the **REC/MEMO** key during the conversation you want to record. When you are finished, release the key.

REC/MEMO



Date and time of ICMs

You can check the date and time of your received messages by pressing the panel keys as shown below.

- ◆ The dates and times are also shown in the Message List, which can be printed out as described in Chapter 9.

-
- 1** Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

-
- 2** Press these keys:



The display will show:

ICM CONFIRMATION

-
- 3** Press the **START/MEMORY** key.
The number of messages recorded will appear in the display.



-
- 4** Press # or * one or more times to show the date and time of each of the messages.



or



- The message number will appear first, and then the date and time several seconds later.

-
- 5** Press the **STOP** key.



Note: The recorded dates and times are cleared each time you erase the messages.

Optional Answering Machine Settings

Setting ICM time

Incoming messages (ICMs) are the messages which callers leave for you on the built-in answering machine. The answering machine is set at the factory to allow each caller a maximum of 4 minutes to leave a message. If desired, you can change this setting to 15, 30, or 60 seconds.

1 Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

2 Press these keys:



The display will show:

ICM RECORD TIME

3 Press a numeric key to select the desired ICM recording time:

- 1: 15 seconds



- 2: 30 seconds



- 3: 60 seconds



- 4: 4 minutes



4 Press the **STOP** key.

STOP



Fax reception on A.M. failure

If the memory for recording incoming messages becomes full while you are out, the answering machine will no longer be able to record messages. The ON A.M. FAILURE setting is used to choose the response of the machine to incoming calls when this happens:

- ◆ Automatic fax reception NO: The FO-885 will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the FO-885 from a remote location, you can wait until it answers, listen to your messages, and then erase them (see *Remote Operations* in this chapter).
- ◆ Automatic fax reception YES: The reception mode will switch to FAX mode, allowing the FO-885 to continue to receive faxes automatically without broadcasting an OGM on answering. With this setting, you can still use the remote commands to listen to your messages and erase the message memory (see *Remote Operations* in this chapter).

Automatic fax reception is set to NO at the factory before shipping. If you want to set it to YES, press the panel keys as follows:

-
- 1** Press these keys:

FUNCTION



The display will show: A.M. SETTINGS

- 2** Press these keys:



The display will show: ON A.M. FAILURE

- 3** Press **1** to turn automatic fax reception on, or **2** to turn it off.



or



-
- 4** Press the **STOP** key.

STOP



OGM only mode

If needed, you can turn off recording of incoming messages. In this case, your outgoing message will play, but callers will not be able to leave a message. (The machine will still receive faxes sent by automatic dialling.)

-
- 1** Press these keys:

FUNCTION



The display will show:

OGM ONLY MODE

-
- 2** Press **1** to turn on OGM only mode, or **2** to turn it off.



or



-
- 3** Press the **STOP** key.

STOP



Transfer Function

The Transfer function is used to make the FO-885 automatically call you at a specified number every time it receives an incoming message. This lets you hear your messages immediately after they come in, even when you are at a remote location.

When you answer the telephone, you will hear your recorded message telling you that the call is a transfer call. Enter "#", your remote code number, and "#". The answering machine will then play back your messages. You can also perform any of the remote operations described in the previous section.

Note: When you hang up after a transfer call, the FO-885 will not immediately resume normal operation. If you want the FO-885 to accept calls immediately after a transfer call, enter "*" twice before hanging up (if you want to hang up during message playback, first enter "0" and " #" to stop playback, then enter "*" twice).

Programming the transfer number

To use the Transfer function, you must first give the FO-885 the number to call (the transfer number). This is done by pressing the panel keys as follows:

1 Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

2 Press these keys:



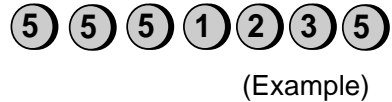
The display will show:

TRANSFER # ENTRY

-
- 3** Press the **START/MEMORY** key.



-
- 4** Enter a transfer number (max. of 32 digits including pauses) by pressing the number keys.



- To insert a pause between any two digits of the number, press the **REDIAL** key.

-
- 5** Press the **START/MEMORY** key and then the **STOP** key.



Recording the transfer message

The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. It can be up to 15 seconds long. To record a transfer message, follow the steps described in *Recording an Outgoing Message* in this chapter. The following is an example:

"Hello. This is a transfer call for (YOUR NAME). Enter your remote code number now."

Turning the Transfer function on and off

-
- 1** Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

-
- 2** Press these keys:



The display will show:

TRANSFER FUNC

-
- 3** Press **1** to turn the Transfer function on, or **2** to turn it off.



or



-
- 4** Press the **STOP** key.

STOP



Override Ringing

This function allows selected callers using a tone dial telephone to override the answering machine's outgoing message and cause the FO-885 to make a special ringing sound, alerting you that they are calling. This is useful when you are near the machine but only want to talk with certain callers, taking all other calls on the answering machine.

Programming the override code

To override the answering machine, your callers must enter a 3-digit override code from their telephone. This code has been set to "009" at the factory. If you want to change it, press the panel keys as shown below.

Important!

- ♦ Make sure the override code is different from the remote code used for remote operations.

-
- 1** Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

-
- 2** Press these keys:



The display will show:

OVERRIDE CODE

-
- 3** Enter a 3-digit code number by pressing the number keys.



(Example)

-
- 4** Press the **START/MEMORY** key and then the **STOP** key.



START/MEMORY



Overriding the answering machine

Your callers should follow the steps below to override the answering machine.

- 1** Your caller calls the FO-885 from a tone dial telephone. When the outgoing message begins, they should press the "#" key on their telephone.



- The caller will hear a short beep, and the outgoing message will stop.
-

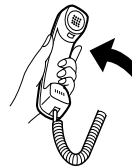
- 2** The caller should enter the override code and "#" by pressing the appropriate keys on their telephone.



(Example)

- If an incorrect code is entered, the caller will hear four beeps. He or she must re-enter the correct code within 10 seconds or the line will be disconnected.
-

- 3** The FO-885 will make a special ringing sound. Pick up the handset to answer the call. (Note that an extension telephone connected to the same line will not ring.)



- If you do not answer within 30 seconds, the outgoing message will play again and the caller can then leave a message.

Remote Operations

You can call the FO-885 from any tone dial telephone and play back your messages using the remote commands. You can also use these commands to change the reception mode and other settings.

Remote code number

To perform remote operations, you must first program a remote code number. This number is used to prevent unauthorised people from listening to your messages or changing the settings of your machine.

The remote code number has been set to "001" at the factory. If you want to change it, press the panel keys as shown below.

- 1** Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

- 2** Press these keys:



The display will show:

REMOTE CODE

- 3** Enter a 3-digit number by pressing the number keys.



(Example)

- 4** Press the **START/MEMORY** key and then the **STOP** key.



START/MEMORY

STOP



Toll Saver

When you call the FO-885 to listen to your messages, it will answer after two rings if it has received at least one message, or after four rings if it has not received any messages.

This allows you to save money on telephone charges, particularly if you are calling long distance. If the machine does not answer after the second ring, you can simply hang up before it answers, saving yourself the cost of that call.

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the FO-885 will answer after the number of rings set with Option Setting 2 (see Chapter 8), the ring setting for FAX reception mode.

-
- 1** Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

- 2** Press these keys:



The display will show:

TOLL SAVER

- 3** Press **1** to turn Toll Saver on, or **2** to turn it off.



or



-
- 4** Press the **STOP** key.

STOP



Retrieving your messages

Note: You can also access the FO-885 for remote operation when the reception mode is set to FAX or TEL/FAX. In this case, call the FO-885, press the "#" key immediately after it answers, or during pseudo ringing in TEL/FAX mode (before you hear the fax tone in either case), and then continue from Step 2 below.

-
- 1** Call the FO-885 from a touch-tone telephone. When your outgoing message begins, press the "#" key on the telephone.



- You will hear a short beep, and the outgoing message will stop.

-
- 2** Enter your remote code number and then # by pressing the keys on the telephone.



(Example)

- You will hear a series of beeps equal to the number of messages recorded, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.
- If no messages have been received, you will hear a short beep. You can either hang up, or perform any of the operations described in the following section *Other remote operations*.

3 While the messages are playing, you can do any of the following:

- **Repeat:** To listen to a message a second time, press "2" and "#" on the telephone before that message ends. To move back to the previous message, press "2" and "#" within the first 3 seconds of the current message.



- **Skip forward:** To skip forward to the next message, press "5" and "#" on the telephone.



- **Stop:** To stop playback, press "0" and "#" on the telephone. After this, you can enter any of the commands described in the following section, "Other remote operations".



- **Play new messages:** To listen to only your new messages, first stop playback by pressing "0" and "#", and then press "6" and "#".



- **Erase a message:** To erase the message you are currently listening to, press "3" and "#" before it ends.



4 When you have finished listening to your messages, you can do any of the following:

- **Erase all messages:** To erase all of your messages, press "3", "3", and "#".



- **Repeat playback:** To listen to your messages again, press "7" and "#".
- **Perform other operations:** You can enter any of the commands described in the following section, *Other remote operations*.
- **Hang up:** If you do not erase your messages first, they will be saved and any new messages will be recorded after them. If you want the FO-885 to resume normal operation immediately, press "*" twice before hanging up (in some cases, particularly when the Transfer function is used, the FO-885 may not accept new calls for one or two minutes after you hang up unless you first press "*" twice).



Comments:

- ◆ When a remote command is accepted by the machine, you will hear one beep. If an incorrect command is entered, you will hear four beeps. In the latter case, re-enter the correct command.
- ◆ When entering a command, do not pause longer than 10 seconds between each digit. If you do, a 4-beep error signal will be issued and the digits entered up to that point will be disregarded. In this case, re-enter the command from the beginning.
- ◆ If you make two errors (causing two 4-beep signals to be issued) while entering your remote code number, the line will be disconnected. This prevents unauthorized people from attempting to guess your remote code number.
- ◆ If you pause for longer than 10 seconds before entering a command, you will be disconnected.

Other remote operations

After listening to your messages, you can do any of the operations described below by pressing the appropriate keys on the telephone.

Note: The following commands cannot be entered while messages are being played back. If you do not want to wait until playback ends to enter a command, first stop playback by pressing "0" and "#", and then enter the command.

Changing the fax reception mode

Select a new reception mode by pressing the keys as follows:

- **A.M.** mode: "8", "1", and "#".
- **FAX** mode: "8", "2", and "#".
- **TEL** mode: "8", "3", and "#".
Caution: In TEL mode, you will not be able to further change the reception mode.
- **TEL/FAX** mode: "8", "4", and "#".



(Example)

Recording a new outgoing message

-
- 1** Press "4" and "*" on the telephone.



- 2 When you hear a short beep, speak into the telephone to record the new message.
 - The message can be up to 15 seconds long. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back.

Turning the Transfer function on or off

To turn Transfer on: Press "9", "1", and "#" on the telephone.



(Example)

To turn Transfer off: Press "9", "2", and "#" on the telephone.

Changing the transfer telephone number

- 1 Press "9", "0", and "#" on the telephone.



- 2 After you hear a short beep, enter the new telephone number. When finished, press "#".



- To insert a pause between any two digits of the number, press "✱".
- (Example)

Recording a new transfer message

-
- 1** Press "9", "3", and "#" on the telephone.



-
- 2** When you hear a short beep, speak into the telephone to record the new message.

- The time for the transfer message is fixed at 15 seconds. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

Recording a "Memo"

You can record a "memo" for yourself or other users of the FO-885. The memo will be played back when incoming messages are listened to.

-
- 1** Press "*" and "#" on the telephone.



-
- 2** When you hear a short beep, speak into the telephone to record the memo.

-
- 3** When you are finished, press "0" and "#".



- If the FO-885 detects a certain period of silence, it will stop recording automatically.

OGM only mode

To turn on OGM only mode, press "1", "1", and "#". (Your outgoing message will play, but callers will not be able to record a message. Faxes sent by automatic dialling will be received).



To turn off OGM only mode, press "1", "2", and "#".



3. Sending Documents

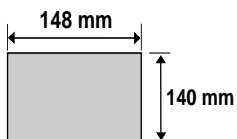
Transmittable Documents

Size and weight

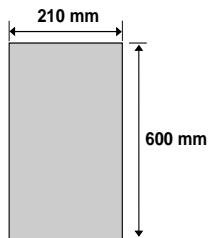
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:

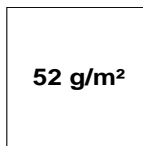
Minimum
size



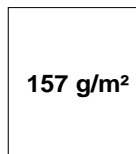
Maximum
size



Minimum
weight

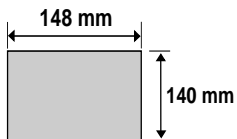


Maximum
weight

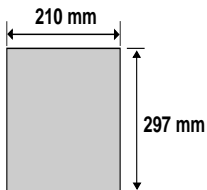


Loading several pages at once:

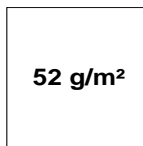
Minimum
size



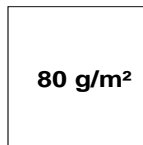
Maximum
size



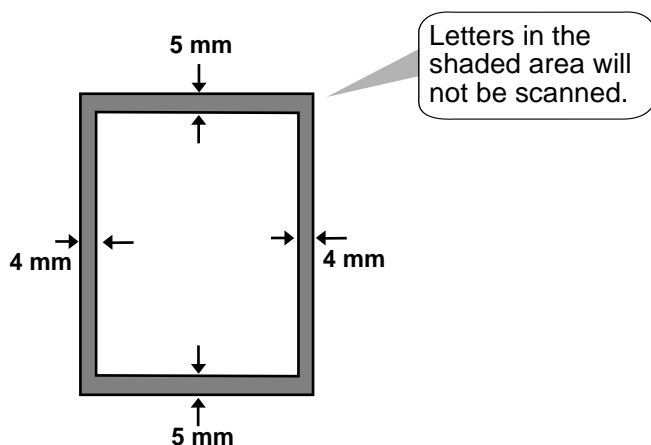
Minimum
weight



Maximum
weight



Note: Letters or graphics on the edges of a document will not be scanned.



Other restrictions

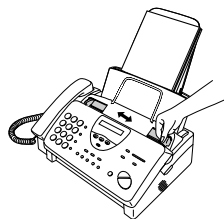
- ◆ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- ◆ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ◆ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- ◆ Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, or easily smudged should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 10 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

- ◆ If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ◆ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

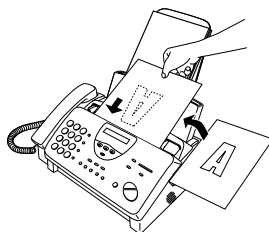
-
- 1** Adjust the document guides to the width of your document.



-
- 2** Place the document face down and push it gently into the document feeder. The top edge of the document should enter the machine first.

- The feeder will draw the leading edge of the document into the machine. The display will show:

READY TO SEND



-
- 3** Adjust the resolution and/or contrast setting (if desired) as explained in the section Resolution and Contrast, then dial the receiving machine as explained in *Sending a Fax by Normal Dialling*.



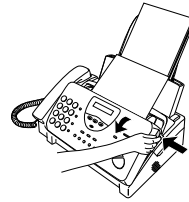
Removing a document from the feeder

If you need to remove a document from the feeder, open the operation panel.

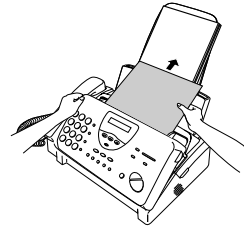
**Important!**

Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

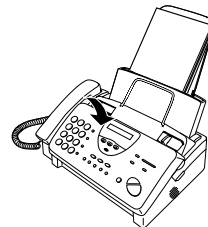
-
- 1** Open the operation panel by grasping the finger hold and pulling up.



-
- 2** Remove the document.



-
- 3** Close the operation panel, making sure it clicks into place.



Click!

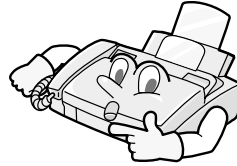
Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.

The default resolution setting is STANDARD and the default contrast setting is AUTO.



You must adjust the settings each time you don't want to use the default settings.



Note: The resolution and contrast settings are only effective for transmitting a document. They are not effective for receiving a document.

Resolution settings

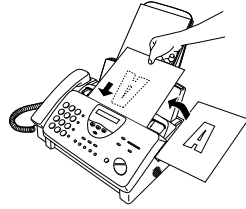
STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of grey.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

1 Load the document(s).

- The document must be loaded before the resolution and contrast can be adjusted.



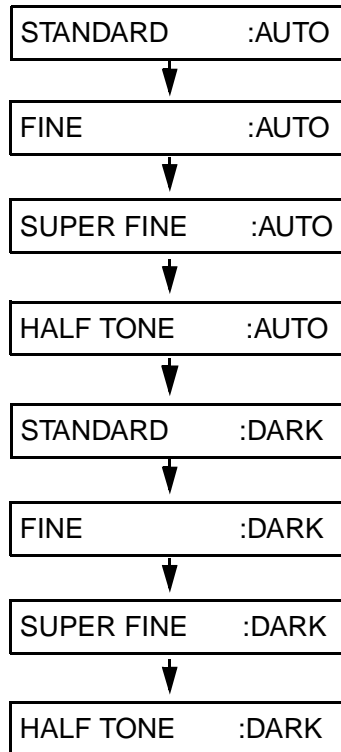
2 Press the **RESOLUTION** key one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

RESOLUTION



Display:



Note: In order to transmit in FINE or SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

Sending a Fax by Normal Dialling

With Normal Dialling, you pick up the handset (or press the **SPEAKER** key) and dial by pressing the number keys.

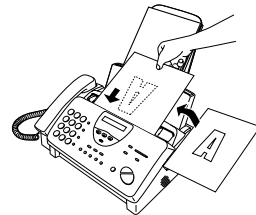
- ◆ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed the **SPEAKER** key, you must pick up the handset to talk.)
- ◆ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 Load the document(s).

The display will show:

READY TO SEND

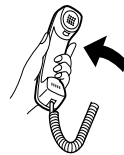
- Set the resolution and/or contrast if desired.



RESOLUTION



2 Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.

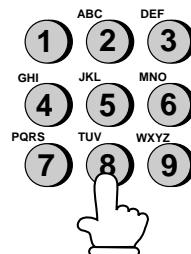


or

SPEAKER

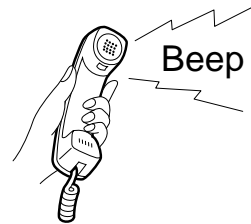


3 Dial the number of the receiving machine by pressing the numeric keys.



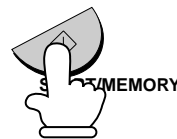
- 4** Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other party answers, (lift the handset if the **SPEAKER** key was pressed) ask them to press their **START** key. This causes the receiving machine to issue a reception tone.



- 5** When you hear the reception tone, press the **START/MEMORY** key. Replace the handset if you used it.

- When transmission is completed, the fax will beep once.



Using the REDIAL key

You can press the **REDIAL** key to redial the last number dialled. To send a document, proceed from Step 4 of Normal Dialling. Note that the speaker will be automatically activated when you press the **REDIAL** key.

Facsimile reception tone: This is a pronounced, high-pitched tone that the receiving machine sends to the transmitting machine to indicate that it is ready to receive.

Sending a Fax by Automatic Dialling

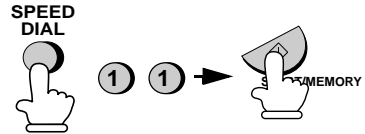
You can dial a fax or telephone number by simply pressing a Rapid Key, or by pressing the **SPEED DIAL** key and entering a two-digit number.

- ◆ To use Automatic Dialling, you must first store the full fax or telephone number in your fax machine.
- ◆ When you store a fax or telephone number, you select a two-digit Speed Dial number for it. 88 Speed Dial numbers are available.

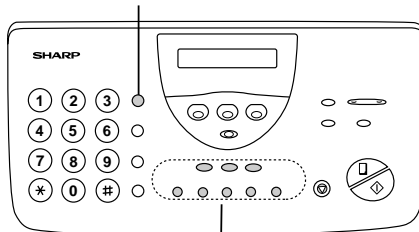
Speed Dial numbers 01 through 08 are for Rapid Key (one-touch) Dialling.



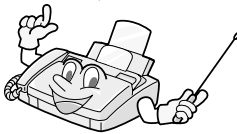
Speed Dial numbers 09 through 88 are for dialling with the **SPEED DIAL** key.



SPEED DIAL key



Attach the strip of Rapid Key labels above the Rapid Keys.



Rapid Keys



When you store a number in a Rapid Key, write the name of the party on the label.

Storing fax and telephone numbers for Automatic Dialling

- 1** Press these keys:

FUNCTION



The display will show:

FAX/TEL # MODE

- 2** Press **1** to select SET.



The display will show:

FAX/TEL # SET



ENTER SPEED #

- 3** Enter a two-digit Speed Dial number by pressing the number keys (01 to 08 for Rapid Key Dialling, 09 to 88 for Speed Dialling).



(Example)

- 4** Enter the fax or voice number by pressing the number keys (max. of 32 digits including pauses). (Note: A space cannot be entered.)

- ◆ Press the **SPEED DIAL** key to clear a mistake.
- ◆ If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key. The pause will appear as a hyphen. Several pauses can be entered in a row.


- 5** Press the **START/MEMORY** key.

























































































START/MEMORY

- 6** Enter the name of the party by pressing the number keys as shown in the chart below. Up to 20 characters can be entered.

- ♦ If you don't want to enter a name, skip this step.
- ♦ To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter to advance the cursor.

Example: SHARP = 77777 444 22 7777  77

SPACE =  	J =  	T =  
A =  	K =   	U =   
B =   	L =    	V =    
C =    	M =  	W =  
D =  	N =   	X =   
E =   	O =    	Y =    
F =    	P =  	Z =     
G =  	Q =   	
H =   	R =    	move → = 
I =    	S =     	move ← = 

- 7** Press the **START/MEMORY** key.



- 8** Return to Step 3 to store another number, or press **STOP** to exit. If the number will be used for Rapid Key Dialling, you can write the name on the appropriate Rapid Key label.

Step 3 or



Storing area codes and access codes

You can also store an area code or access code in a Rapid Key or Speed Dial number. To use this number to dial, see *Chain Dialling* in Chapter 6, *Making Telephone Calls*.

Note: An area code or access code stored in a Rapid Key or Speed Dial number can only be used if the handset is lifted or the **SPEAKER** key pressed before dialling.

Clearing numbers

- 1** Press these keys:

FUNCTION



The display will show:

FAX/TEL # MODE

- 2** Press **2** to select CLEAR.



- 3** Enter the Speed Dial number that you want to clear by pressing the number keys.



(Example)

- 4** Press the **START/MEMORY** key.



START/MEMORY

- 5** Return to Step 3 to clear another number, or press **STOP** to exit.

Step 3 or

STOP



Making changes

To make changes in a number previously stored, repeat the storing procedure. Select the Speed Dial number for which you want to make changes in Step 3, and then change the number and/or name when they appear in the display (Steps 4 and 6, respectively).

◆ A lithium battery keeps automatic dialling numbers in memory

The machine uses a lithium battery to keep automatic dialling numbers and other programmed data in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Rapid Key Dialling

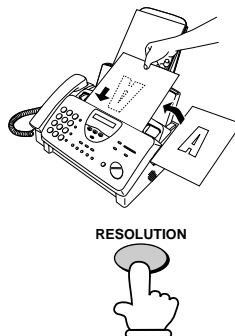
If the number you want to dial has been stored for Automatic Dialling as a Speed Dial number from 01 to 08, you can dial it by pressing the corresponding Rapid Key.

1 Load the document(s).

The display will show:

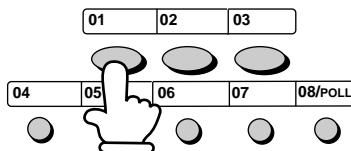
READY TO SEND

- Set the resolution and/or contrast if desired.



2 Press the Rapid Key corresponding to the desired Speed Dial number.

- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press the **STOP** key.)
- The document will be automatically transmitted once the connection is made.



Example: To dial Speed Dial number 01, press Rapid Key 01.

Speed Dialling

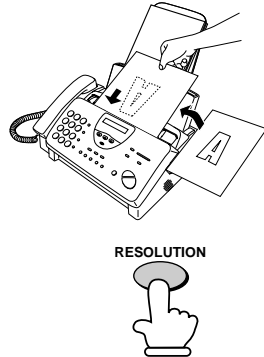
Speed Dialling can be used to dial any number that has been stored for Automatic Dialling.

1 Load the document(s).

The display will show:

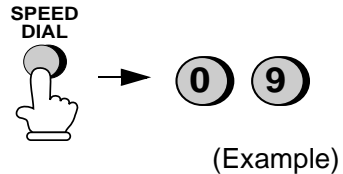
READY TO SEND

- Set the resolution and/or contrast if desired.

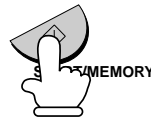


2 Press the **SPEED DIAL** key and then enter the two digits of the Speed Dial number by pressing the number keys.

- To enter numbers 1 through 9, first enter 0 and then the number.



3 Check the display. If the name or number shown is correct, press the **START/MEMORY** key. (If not, press the **STOP** key and then repeat Step 2.)



Direct Keypad Dialling

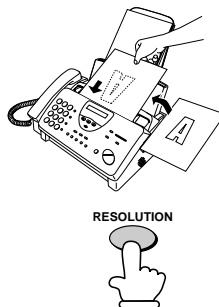
You can also enter a full number with the number keys and then press the **START/MEMORY** key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 Load the document(s).

The display will show:

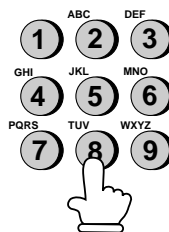
READY TO SEND

- Set the resolution and/or contrast if desired.



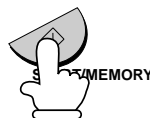
2 Enter the number of the receiving machine by pressing the numeric keys.

- If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key. The pause will appear as a hyphen. Several pauses can be entered in a row.



3 Check the display. If the number of the receiving machine shown is correct, press the **START/MEMORY** key.

- If it is not correct, press the **STOP** key to backspace and clear one digit at a time, and then re-enter the correct digit(s).



Using the **HOLD/SEARCH** key

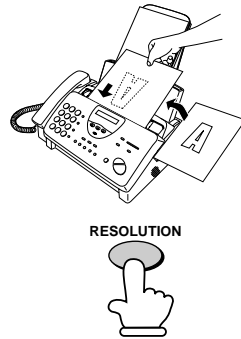
If you don't remember the Rapid Key or Speed Dial number in which you have stored a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial it and transmit the loaded document by simply pressing the **START/MEMORY** key.

1 Load the document(s).

The display will show:

READY TO SEND

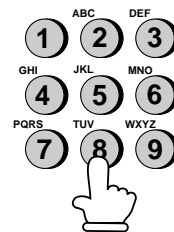
- Set the resolution and/or contrast if desired.



2 Press the **HOLD/SEARCH** key and then the **1** key.

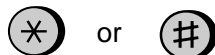


3 Enter the first letter of the stored name by pressing the appropriate number key (the key which corresponds to the required letter) one or more times until the letter appears in the display. If the name begins with a special character or number, press **1**.



- If you don't remember the first letter, go to Step 4 (you will scroll through the list from the beginning).
- If a name wasn't stored for the number, press **0**. This will cause numbers, not names, to appear when you scroll.

- 4** Press the # key or the * key to scroll through the names (numbers if you pressed 0). Stop when the desired name appears in the display.



- If no names have been stored that begin with the entered letter, you will scroll from the next name, in alphabetical order, in the list. If no names/numbers have been stored at all, NO DATA will appear.

- 5** Press the **START/MEMORY** key. The document will be automatically transmitted once the connection is made.



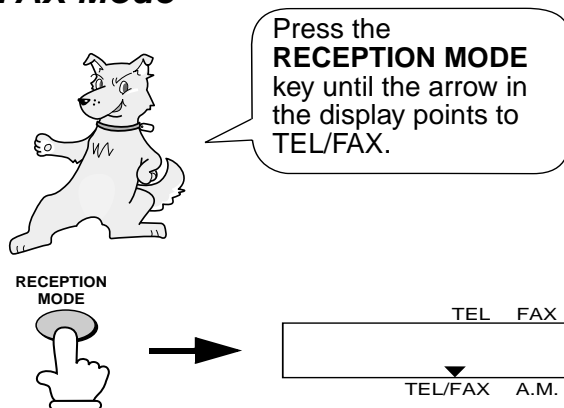
Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) and the line is busy, the machine will automatically redial the number. Up to 2 redialling attempts will be made at intervals of 5 minutes.

- ◆ To stop automatic redialling, press the **STOP** key.
- ◆ If desired, you can change the number of times the machine redials with Option Setting 5, and the interval at which redialling takes place with Option Setting 4. See Chapter 8, *Option Settings*.

4. Receiving Documents

Using TEL/FAX Mode



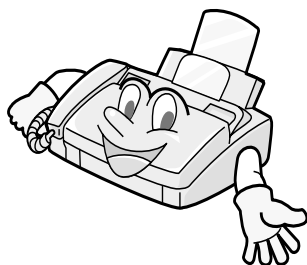
When the reception mode is set to TEL/FAX, your fax automatically answers all calls on two rings. After answering, your fax monitors the line for about 5 seconds to see if a fax tone is being sent.

- ◆ If your fax detects a fax tone (this means that the call is an automatically dialed fax), it will automatically begin reception of the incoming document.
- ◆ If your fax doesn't detect a fax tone (this means that the call is a voice call or manually dialed fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Comments:

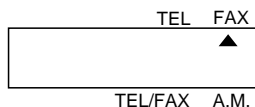
- ◆ Only the fax will alert you to voice calls or manually dialed faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been made.
- ◆ The duration of pseudo ringing can be adjusted with Option Setting 10. See Chapter 8, *Option Settings*.
- ◆ You can change the number of rings on which the machine answers calls by changing Option Setting 2. (See Chapter 8, *Option Settings*.)

Using FAX Mode



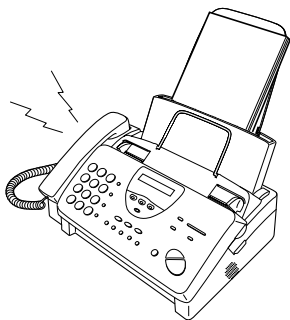
Press the **RECEPTION MODE** key until the arrow in the display points to FAX.

RECEPTION
MODE

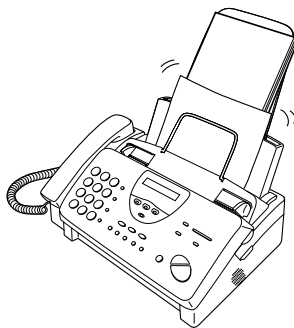


When the reception mode is set to FAX, the machine will automatically answer all calls on two rings and receive incoming faxes.

2 rings

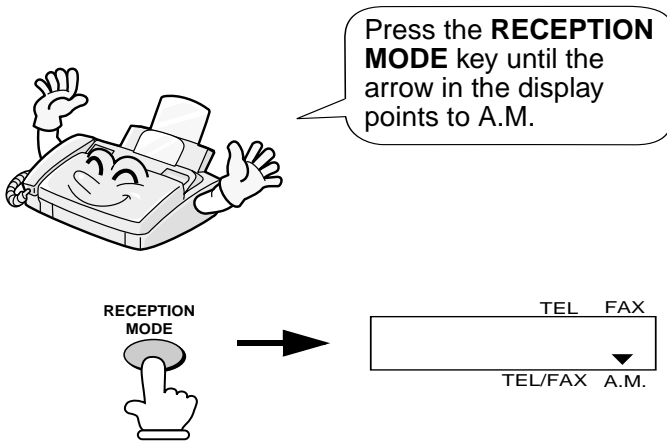


Fax reception



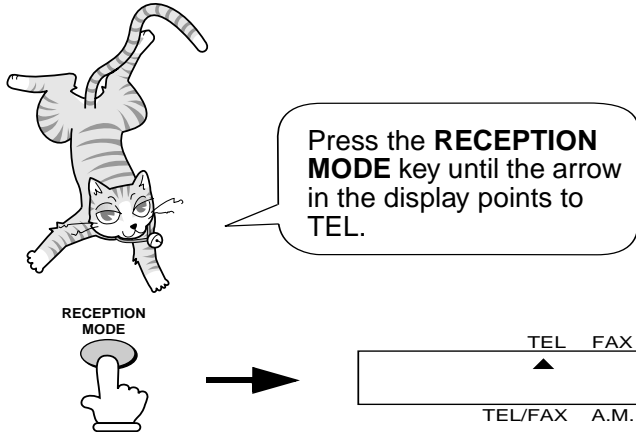
- ◆ You can change the number of rings on which the machine answers calls by changing Option Setting 2. (See Chapter 8, *Option Settings*.)
- ◆ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a document as described in *Using TEL mode*.

Using A.M. Mode



In A.M. mode, your fax machine will automatically receive voice messages and faxes. See Chapter 2 for more details.

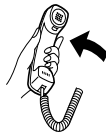
Using TEL Mode



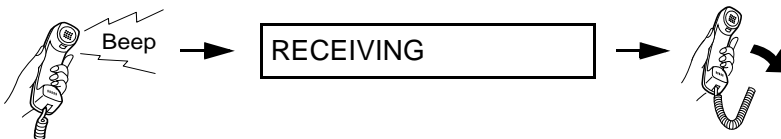
When the reception mode is set to TEL, you must answer all calls using the fax machine's handset or an extension phone connected to the same line.

Answering with the fax's handset

- 1 Pick up the handset when the machine rings.



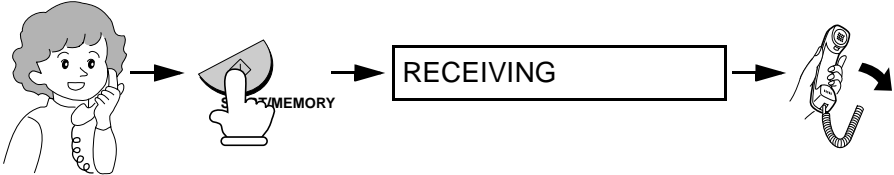
- 2 If you hear a fax tone, wait until the display shows **RECEIVING** and then replace the handset.



Note: If you have set Option Setting 12 (Fax Signal Receive) to NO, press the **START/MEMORY** key to begin reception.

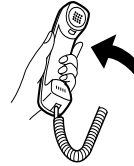
- 3 If the other party first talks and then wants to send a fax, press the **START/MEMORY** key after speaking (press your **START/MEMORY** key before the sender presses their Start key).

- Make sure that the display shows **RECEIVING**, then replace the handset.

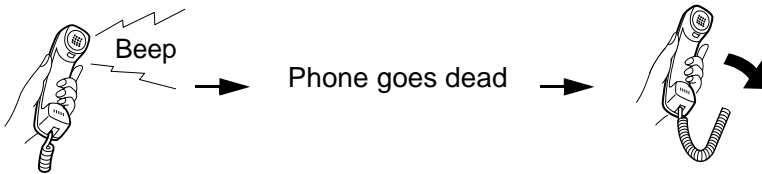


Answering with an extension phone

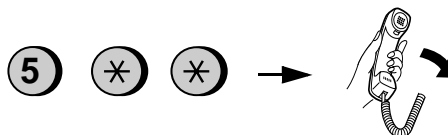
- 1 Answer the extension phone when it rings.



- 2 If you hear a fax tone when you answer the extension phone, wait until your fax answers (the extension phone will go dead), and then hang up.



- 3 If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press **5**, *****, and ***** on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.



Comments:

- ◆ Your fax will not accept the signal to begin reception (**5****) if a document is loaded in its feeder.
- ◆ If you have set Option Setting 12 to NO and hear a fax tone when you answer the extension phone, you must press **5**, *****, and ***** if you are on a tone dial phone, or walk over to the fax, pick up the handset, and press the **START/MEMORY** key if you are on a pulse dial only phone.

2 in 1 Print

To save paper, you can have the size of your incoming faxes reduced by 55%. This will allow you to receive, for example, a 2-page document on one page (note that this may not be possible if the document pages are longer than your printing paper). To turn on this function, follow the steps below.

-
- 1** Press these keys:

FUNCTION



The display will show:

2 IN 1 PRINT

- 2** Press **1** to turn on the function, or **2** to turn it off.

YES

NO



or



The display will show:

PRINT CONTRAST

- 3** Press the **STOP** key.

STOP



Reception Ratio

The fax has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

Note: If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.

Note: Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

-
- 1** Press these keys:

FUNCTION



The display will show:

RECEPTION RATIO

- 2** Press **1** to turn automatic reduction on, or **2** to turn it off.

AUTO

100%



or



- If you selected AUTO, go to Step 3. If you selected 100%, go to Step 4.
-

- 3** If you selected AUTO, select the reception ratio to be used in the event that the memory becomes full (automatic reduction is not possible when the memory is full). Press **1** for 93% or **2** for 100%.

93%

100%



or



- 4** Press the **STOP** key.



Substitute Reception to Memory

In situations where printing is not possible, such as when your fax runs out of paper, the imaging film needs replacement, or the paper jams, incoming faxes will be received to memory.

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with OUT OF PAPER, SET PAPER & PRESS START KEY, FILM END, or PAPER JAMMED. After you add paper, replace the imaging film, or clear the jam, press the **START/MEMORY** key and the stored documents will print out.

- ◆ If you received documents in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

5. Making Copies

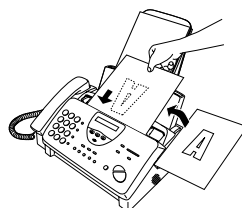
Your fax can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as a convenience office copier.

- 1 Load the document(s) face down.
(Maximum of 10 pages.)

The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired. (The default setting for copying is SUPER FINE.)



RESOLUTION



- 2 Press the **COPY/HELP** key.

The display will show:

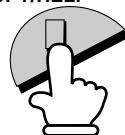
COPY MODE

1: MULTI COPY

2: SORT COPY

START: COPY

COPY/HELP

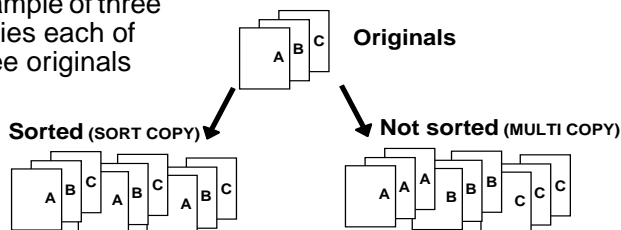


- ♦ If you are only making one copy of the original (or of each original) and don't want to make a reduction or enlargement setting, press the **START/MEMORY** key twice. Copying will begin.
- ♦ If you are only making one copy of the original (or of each original) and want to make an enlargement or reduction setting, press the **START/MEMORY** key and go to Step 5.

- 3** Press **1** (MULTI COPY) if you do not want the copies sorted. Press **2** (SORT COPY) if you want the copies sorted.

MULTI SORT
1 or **2**

Example of three
copies each of
three originals



The display will show:

ENTER # (01-99)

- 4** If you are making one copy per original, press the **START/MEMORY** key. If you are making multiple copies per original, enter the number of copies per original (if the number is less than 10, enter a "0" before the number).

0 **9**

Example: Nine
copies per original

The display will show:

COPY RATIO

- 5** Set the amount of reduction or enlargement by entering a number from **1** to **5** as shown below (or press the **START/MEMORY** key to automatically select 100%). Copying will begin.

2

Example: 50%

- 1:** AUTO (automatic size adjustment to match the size of the printing paper)
- 2:** 50%
- 3:** 100% (no reduction or enlargement)
- 4:** 125%
- 5:** 135%

Note: If you place a large number of originals in the feeder, the memory may become full before all of them can be scanned (MEMORY IS FULL will appear in the display). If this happens, press the **START/MEMORY** key to copy the originals which have been scanned, and then repeat the copy procedure for the remaining originals, including the original which was being scanned when the memory became full.

Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The initial setting is YES (cut off the remainder). To change the setting, follow the steps below.

- 1 Press these keys:

FUNCTION



6



The display will show:

COPY CUT-OFF

- 2 Press **1** to set copy cut-off to YES (the remaining part of the document will not be printed), or **2** to set copy cut-off to NO (the remaining part will be printed on a second page).

YES

1

or

NO

2

The display will show:

INITIALIZE FILM

- 3 Press the **STOP** key to return to the date and time display.

STOP

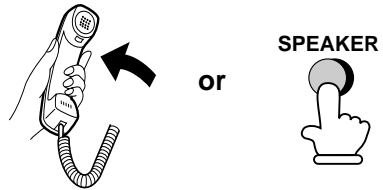


6. Making Telephone Calls

Your fax can be used like a regular telephone to make and receive voice calls.

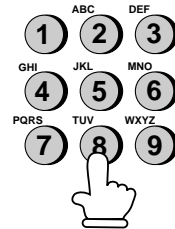
- ◆ To make or receive a phone call, the power must be on.

-
- 1 Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.



-
- 2 Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialling:** Press the appropriate Rapid Key.
- **Speed Dialling:** Press the **SPEED DIAL** key, and enter the 2-digit Speed Dial number with the numeric keys.



-
- 3 Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset to talk.

Comments:

- ◆ While the handset of the fax is lifted (off hook), an extension phone connected directly to the fax cannot be used to speak with the other party.
- ◆ The fax may interrupt a voice call received on an extension phone if the reception mode is set to A.M. and there is a period of silence during the conversation. If you are on a tone dial phone, you can prevent this by pressing any three keys on the phone immediately after you answer. (Note: Do not enter the code to activate fax reception: 5, ✖, ✖.)

Chain Dialling

After lifting the handset, you can dial any combination of Normal Dialling, Rapid Key Dialling and Speed Dialling numbers. For example, if you have stored an area code or an access code for a special service in a Rapid Key, you can press the Rapid Key for that area code or access code, then dial the remainder of the number by pressing a Rapid Key, pressing number keys, or pressing the **SPEED DIAL** key and entering a two-digit Speed Dial number.

Using the HOLD/SEARCH key

You can use the **HOLD/SEARCH** key to search for a Rapid Key or Speed Dial number. First search for the number as described in *Using the HOLD/SEARCH key in Sending a Fax by Automatic Dialling* in Chapter 3, then pick up the handset or press the **SPEAKER** key. The number will be dialled automatically (do not press the **START/MEMORY** key).

Redial

The last number called can be redialled by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset to talk.

HOLD

You can put the other party on hold during a conversation by pressing the **HOLD/SEARCH** key. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with them again, pick up the handset. If you did not put the handset back in the cradle, press the **HOLD/SEARCH** key again to resume conversation.

7. Special Functions

Caller ID

If you subscribe to a caller identification service from your telephone company, you can set your fax to display the name and number of the caller while the fax rings.

Important:

- ◆ **To use this function, you must subscribe to a caller identification service from your telephone company.**
- ◆ Your fax may not be compatible with some caller identification services.

-
- 1** Press these keys:

FUNCTION



The display will show:

OPTION SETTING

-
- 2** Press the * key.



The display will show:

CALLER-ID

-
- 3** Press **1** to turn on Caller ID, or **2** to turn it off.

YES

NO



or



-
- 4** Press the **STOP** key to return to the date and time display.

STOP

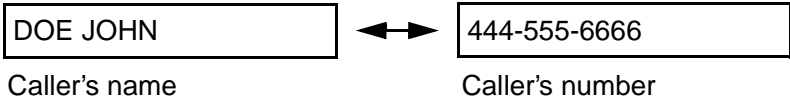


How Caller ID operates

When you receive a call, the name **and/or** phone number of the caller will alternately appear in the display, beginning just before the second ring. The information will continue to be displayed until you pick up the handset, or until the fax answers automatically if it is in FAX mode.

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display example



Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE	No caller information was received from your telephone company. Make sure that the telephone company has activated your service.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.
PRIVATE CALL	Caller information was not provided by the telephone company at the caller's request.

Viewing the Caller ID list

If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 20 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

- ◆ After you have received 20 calls, each new call will delete the oldest call.

Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears.

To print out the list, see Chapter 9, *Printing Reports and Lists*.

- 1 Press the keys shown at right. REVIEWING CALLS will appear in the display.

HOLD/
SEARCH



- 2 Press the * key to scroll through the list from the most recent call, or the # key to scroll through the list from the oldest call.



or

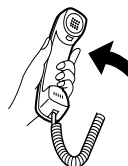


- 3 If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.

- If you want to send a fax, load the document and then press the **START/MEMORY** key.
- If you want to make a voice call, pick up the handset or press the **SPEAKER** key. Dialling will begin automatically. (If you pressed the **SPEAKER** key, pick up the handset when the other party answers.)



START/MEMORY



- 4 Press the **STOP** key when you have finished viewing the list.

STOP



To delete calls from the caller list

If you want to delete a single call from the caller list, press the "0" key while the call appears in the display. If you want to delete all calls from the list, hold the "0" key down for at least 3 seconds while you are viewing any number in the list.

Priority Call

If desired, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display. To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).

-
- 1** Press the keys shown at right.
PRIORITY CALL # will appear in the display.

FUNCTION



-
- 2** Press **1** to enter a number, or **2** to clear a number. (If you pressed **2**, go to Step 2.)

SET

CLEAR



or



-
- 3** Enter the phone number, including the area code, by pressing the number keys (max. of 20 digits).



(Example)

-
- 4** Press the **START/MEMORY** key and then the **STOP** key.



START/MEMORY

STOP



Blocking voice calls

With Caller ID turned on, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to prevent voice calls as well as fax receptions (the Anti Junk Fax function can normally only prevent faxes).

In this case, when a voice call or a fax transmission comes in from a number you have specified as a "Junk Number", your fax will break the connection as soon as it receives the calling phone number from the caller ID service (before the second ring).

To use this function, set Option Setting 13 to YES as described in Chapter 8, *Option Settings*, and then enter the number in the Anti Junk Number List as explained in *Blocking Reception of Unwanted Faxes* in this chapter.

Duplex Ringing

If you are a subscriber to Homefax 2 or Faxline 2, services provided by Hongkong Telecom, you will need to turn on Duplex Ringing. When this is done, the fax machine will signal voice calls by a short ringing cadence and fax transmissions by a long ringing cadence. In the case of a fax transmission, the fax machine will automatically answer the call after 2 rings (regardless of the reception mode setting) and receive the fax. To turn on Duplex Ringing, follow the steps below.

- ◆ For more information on the Homefax service, contact Hongkong Telecom on 1000.

Important:

- ◆ Duplex Ringing can only be used by Homefax 2 and Faxline 2 subscribers. Do not turn on Duplex Ringing if you are on a normal line, as the fax machine will not operate properly.
- ◆ If you turn on Duplex Ringing, do not set the reception mode to TEL/FAX. If you do, the fax machine will not operate properly.

-
- 1** Press these keys:

FUNCTION



The display will show:

OPTION SETTING

- 2** Press these keys:



The display will show:

DUPLEX RINGING

- 3** Press "1" (YES) to turn Duplex Ringing on, or "2" (NO) to turn it off.
-

- 4** Press the **STOP** key.

STOP



Broadcasting

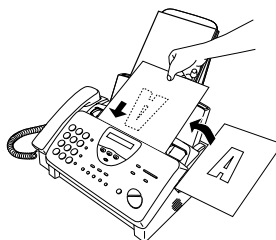
This function allows you to send the same document to as many as 20 different locations with just one operation. First store the document in memory, then enter the numbers of the receiving machines. The document will be transmitted to each location.

- ◆ You can only use Rapid Keys or Speed Dial numbers to dial the numbers of the receiving machines.

1 Load the document(s).

The display will show:

READY TO SEND

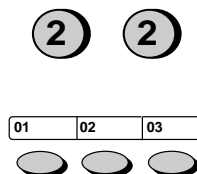


2 Press the **START/MEMORY** key and then 2.



3 Dial the receiving machines (maximum of 20) using one or both of the following methods:

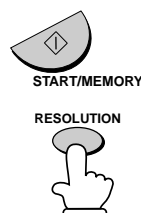
- Enter one or more Speed Dial numbers by pressing the number keys.
- Press one or more Rapid Keys.



(Example)

4 Press the **START/MEMORY** key.

- Set the resolution and/or contrast if desired.



- 5** Press the **START/MEMORY** key.
Transmission will begin.



- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the locations are marked "Busy" or have a communication error code. If so, send the document to those locations again.

Cover Sheet

You can have the fax generate a cover sheet and send it as the last page of each of your fax transmissions.

You can select a message.

URGENT

AUTOMATIC COVER SHEET

DATE : 18-FEB-2001 20:18

TO : BOC CORP.

FAX NO. : 2198

FROM : John Doe Corp.

FAX NO. : 201 555 1234

2 PAGES WERE SENT
(INCLUDING THIS COVER SHEET)

For the recipient's name to appear, you must dial using a Speed Dial or Rapid Key number with the name programmed.

Your name and number must be programmed as explained in Chapter 1.

Follow the steps below to turn on the cover sheet function. Once the cover sheet function is turned on, cover sheets will be included with all transmissions until you turn it off.

- 1 Press these keys:

FUNCTION



The display will show:

OPTION SETTING

- 2 Press these keys:



The display will show:

COVER SHEET

-
- 3** Press **1** (YES) to turn on the cover sheet function, or **2** (NO) to turn it off.

YES NO
1 or **2**

The display will show:

AUTO PRINT OUT

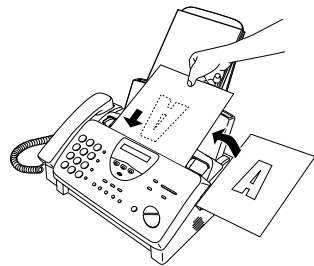
-
- 4** Press the **STOP** key to return to the date and time display.



Selecting a header message (optional)

When the cover sheet function is turned on, you can also select a message which will appear as a header at the top of the cover sheet. Note that the message selection is only effective for one transmission.

-
- 1** Load the document(s).
- The document must be loaded before a message can be selected.
 - The cover sheet function must be turned on.



-
- 2** Press these keys:

The display will show:

FUNCTION **5**

COVER SHEET HEAD

-
- 3** Select a message by entering a number from **1** to **4**:

1: URGENT

2: IMPORTANT

3: CONFIDENTIAL

4: PLS. DISTRIBUTE

1

(Example)

-
- 4** Dial the receiving machine and transmit the document.

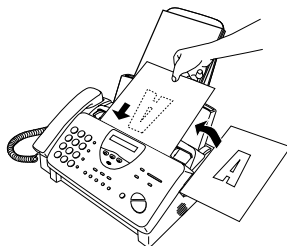
Note: To cancel a cover sheet header setting, press the **STOP** key or remove the document from the feeder.

Batch Page Numbering

You can change the page numbering of the transmitted document from simple numbering ("P.01", "P.02", etc.) to batch numbering, which means that a slash and the total number of pages being sent are added after each page number (for example, "P. 01/05", "P.02/05", etc.). This allows the receiver to check for missing pages.

1 Load the document(s).

- The document must be loaded before batch page numbering can be set.



2 Press these keys:

The display will show:

PAGE COUNTER SET

FUNCTION



3 Enter the total number of pages ("01" to "99") by pressing the number keys.

- If you are sending a cover sheet, **do not** include it in the total number of pages (the number will be adjusted automatically).



Example:
Eight pages

4 Dial the receiving machine and transmit the document.

Comments:

- ◆ If you need to cancel a batch number entry, remove the document from the feeder or press the **STOP** key.
- ◆ If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and PAGE COUNT ERROR will appear in the display. PAGE E. will also appear in the NOTE column of the Transaction Report if it has been set to print out.

Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from parties which you specify. This saves paper by not printing out unwanted "junk" faxes.

To use this function, first turn it on by setting Option Setting 13 to YES as explained in Chapter 8, and then enter the fax numbers from which you do not want to receive faxes as shown below.

Comments:

- ◆ Up to 5 numbers can be entered in the Anti Junk Number List.
- ◆ The Anti Junk function will not operate for a number which has also been stored as a Priority Call number.
- ◆ To clear a number from the Anti Junk Number List, you need to know the 1-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as explained in Chapter 9.

-
- 1** Press the keys shown at right.
STORE JUNK # will appear in the display.

FUNCTION



-
- 2** Press **1** to store a number in the Anti Junk Number List, or **2** to clear a number from the list.

SET



or

CLEAR



-
- 3 Storing:** Enter a 1-digit number from 1 to 5. This number identifies the fax/voice number you will store in the next step.



(Example)

Clearing: Enter the number which identifies the fax/voice number you want to clear, and go to Step 5.

-
- 4** Enter the full number you want to block (max. of 20 digits).



(Example)

-
- 5** Press the **START/MEMORY** key.



START/MEMORY

-
- 6** Return to Step 3 to enter (or clear) another number, or press **STOP** to exit.

Step 3 or



Sending Documents From Memory

With this function, the original document is scanned immediately, stored in memory, and then transmitted once the connection to the receiving machine is made. This is convenient when transmitting to places where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations. After transmission, the document will be cleared from memory.

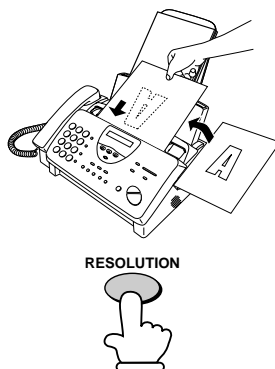
- ◆ Only one memory transmission can be set at a time.
- ◆ The amount of memory currently occupied appears as a percentage in the display while the document is being scanned.

1 Load the document(s).

The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.



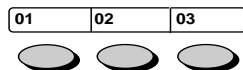
2 Press the **START/MEMORY** key and then **1**.

The display will show:

ENTER STATION #



- 3** Enter the number of the receiving machine using one of the following methods:



(Example)

- Press a Rapid Key.
- Press the **SPEED DIAL** key and enter a Speed Dial number.
- Enter a full telephone number by pressing the number keys.

- 4** Press the **START/MEMORY** key if you entered a Speed Dial number or a full number.



- The document will be scanned and stored in memory. Your fax will then dial the receiving machine and transmit the document (redialling will be done automatically if necessary).

If the memory becomes full...

If the memory becomes full while the document is being scanned, **MEMORY IS FULL** will appear in the display.

- ◆ Press the **START/MEMORY** key if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.
- ◆ Press the **STOP** key if you want to cancel the entire transmission.

Polling (Requesting a Fax Transmission)

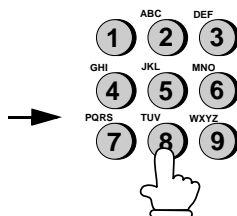
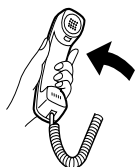
Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission. You can use your machine to both poll and be polled by others.

To use the polling function, you must first set Rapid Key 08/POLL for use as a polling key. This is done by changing Option Setting 14, as described in Chapter 8, Option Settings. (Note that when Rapid Key 08/POLL is set as a polling key, it cannot be used for Rapid Key Dialling.)

Requesting transmission

- 1** Dial the fax machine you want to poll using one of the following methods:

- Pick up the handset (or press the **SPEAKER** key) and press a Rapid key. Wait for the fax answerback tone.
- Pick up the handset (or press the **SPEAKER** key) and dial the full number. Wait for the fax answerback tone.
- Press the **SPEED DIAL** key and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.



(Example)

-
- 2** Press Rapid Key 08/POLL.

- If you used the handset, replace it when POLLING appears in the display. Reception will begin.

08/POLL



Being polled (polling standby)

To let another fax machine poll your machine, simply set the reception mode to FAX, and load the document(s) to be sent.

Transmission will take place when the other fax machine calls your machine and activates polling. Automatic reception is possible whilst your fax is on polling standby.

Polling security

Polling Security allows you to prevent unauthorized polling of your machine. When this function is turned on, polling will only take place when the fax number of the polling fax machine has been entered in your machine's list of permitted fax numbers (called "passcode numbers"). The number of the polling fax must also be correctly programmed into itself for identification.

To use Polling Security, follow the steps below to turn the function on, and then enter permitted numbers as shown on the following page.

-
- 1** Press the keys shown at right.
ENTRY MODE will appear in the display.

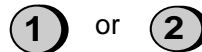
FUNCTION



-
- 2** Press the # key three times.
SECURITY SELECT will appear in the display.



-
- 3** Press **1** to turn polling security on, or **2** to turn it off.



-
- 4** Press the **START/MEMORY** key and then the **STOP** key.



Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your machine's list of permitted numbers.

-
- 1** Press the keys shown at right.
ENTRY MODE will appear in the display.

FUNCTION



-
- 2** Press the # key four times.
PASSCODE # MODE will appear in the display.



-
- 3** Press **1** to store a number, or **2** to clear a number.



or



-
- 4 Storing:** Enter a 2-digit number from 01 to 10. This number identifies the fax number you will store in the next step.



(Example)

Clearing: Enter the number which identifies the fax number you want to clear, and go to Step 6.

-
- 5** Enter the fax number (max. of 20 digits).



(Example)

-
- 6** Press the **START/MEMORY** key.



START/MEMORY

-
- 7** Return to Step 4 to enter (or clear) another number, or press **STOP** to exit.

Step 4 or

STOP



Timer Operations

The Timer function allows you to set a transmission and/or polling operation to be performed automatically at a time you specify. One transmission operation and one polling operation can be set at the same time, and the times they will be performed can be specified up to 24 hours in advance.

As an example, you can use this function to take advantage of off-peak telephone rates without having to be there when the operation is performed.

Note: Only a Speed Dial number can be used to dial the receiving machine.

Setting a timer operation

- 1 Press the keys shown at right.
TIMER MODE will appear in the display.

FUNCTION



- 2 Press # to set a transmission operation (SEND MODE), or * to set a polling operation (POLLING MODE).



or



- 3 Press 1 to select SET.



- 4 Enter the time at which you want the operation to take place in 24-hour format (2 digits for the hour and 2 digits for the minute).



Example: 9:25

- 5 Press the **START/MEMORY** key.



START/MEMORY

-
- 6** Enter the Speed Dial number of the receiving fax machine.



- If this is a polling operation, go to Step 9.

(Example)

-
- 7** Press the **START/MEMORY** key.



-
- 8** Adjust the resolution and/or contrast if desired (skip to the next step if you don't want to change settings).



-
- 9** Press the **START/MEMORY** key and then the **STOP** key. If this is a transmission operation, load the document in the feeder sometime before the specified time of transmission.



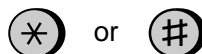
To cancel an operation

If you need to cancel an operation after it has been set, follow the steps below.

-
- 1** Press the keys shown at right. **TIMER MODE** will appear in the display.



-
- 2** Press **#** to cancel a transmission operation, or ***** to cancel a polling operation.



-
- 3** Press **2** to select **CLEAR**.

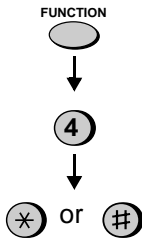


-
- 4** Press the **START/MEMORY** key and then the **STOP** key.



8. Option Settings

The option settings let you customise your fax to better suit your needs. An initial setting has been made for each option at the factory. You can change a setting by following the steps described for each option below.



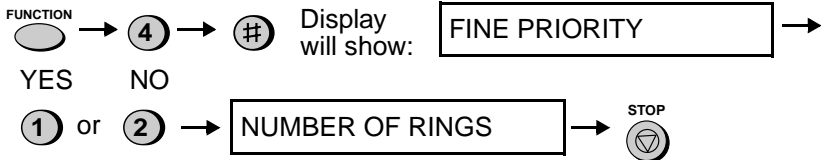
First press **FUNCTION** and **4**, then press **#** or ***** to scroll through the options.



Setting 1: FINE RESOLUTION PRIORITY

This option sets the default resolution (the resolution used if a setting is not made with the **RESOLUTION** key) for transmitting documents. Press **1** (YES) to set the default resolution to FINE, or **2** (NO) to set it to STANDARD.

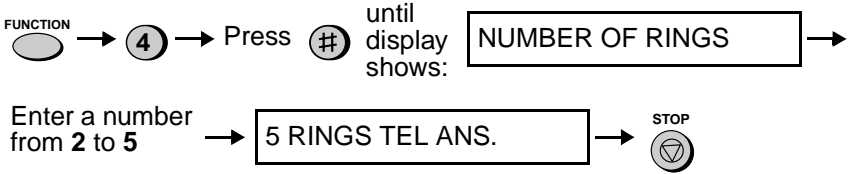
◆ Initial setting: **2**



Setting 2: NUMBER OF RINGS TO ANSWER

This sets the number of rings the fax machine waits before answering an incoming call in FAX and TEL/FAX reception modes. Enter any number from **2** to **5**.

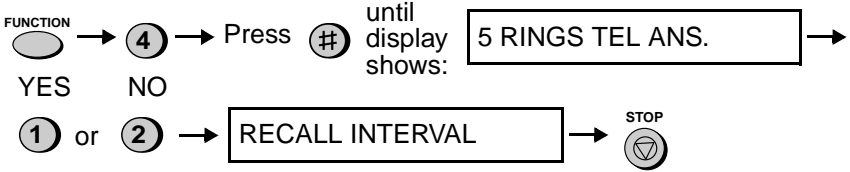
◆ Initial setting: **2**



Setting 3: 5 RINGS TEL ANSWER

Press **1** (YES) to have the fax machine answer a call after 5 rings when it is in TEL reception mode. Press **2** (NO) to turn the function off.

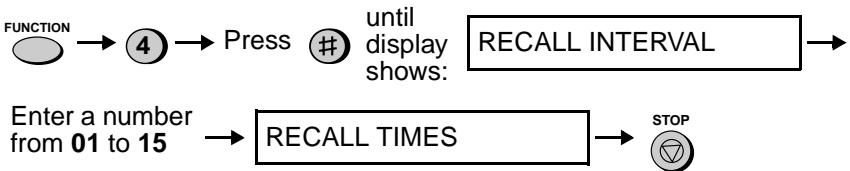
◆ Initial setting: **2**



Setting 4: RECALL INTERVAL

This sets the amount of time your fax will wait between automatic redials when the line is busy. Enter **01** for 1 minute, **02** for 2 minutes, etc., up to a maximum of **15** minutes.

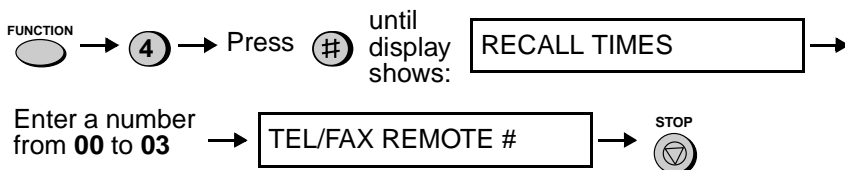
◆ Initial setting: **05**



Setting 5: RECALL TIMES

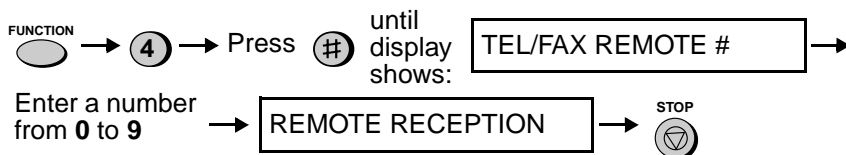
This sets the maximum number of times your fax will automatically redial if the line is busy. Enter any number from **00** to **03**.

◆ Initial setting: **02**

**Setting 6: TEL/FAX REMOTE NUMBER (TRANSFER CODE)**

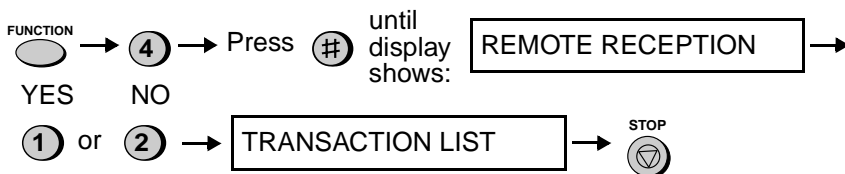
If you hear a fax tone when you answer a call on a tone dial extension phone connected to the same line as the fax, you can make the fax begin reception by pressing **5**, *****, and ***** on the phone. Use this setting if you want to use a number other than **5** to begin fax reception. You can enter any number from **0** to **9**.

◆ Initial setting: **5**

**Setting 7: REMOTE RECEPTION SELECT**

If you don't intend to use the above TEL/FAX REMOTE NUMBER, you can turn detection of the number off. This will ensure that the fax never mistakenly attempts to begin reception if it detects a signal similar to the TEL/FAX REMOTE NUMBER while you are talking on an extension phone. Press **1** to turn detection on, or **2** to turn detection off.

◆ Initial setting: **1**

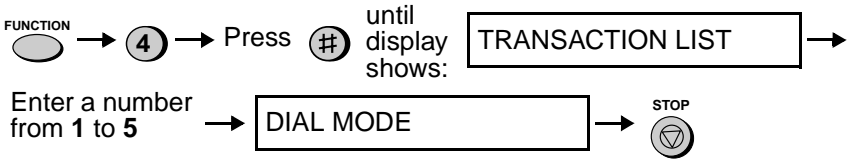


Setting 8: TRANSACTION REPORT PRINT SELECT

This sets the condition for printing out a Transaction Report. Enter a number from **1** to **5** as follows:

- 1 (ALWAYS PRINT):** A report will be printed after each transmission, reception, or error.
- 2 (ERR/TIMER/MEM):** A report will be printed after an error, timer operation, or memory operation.
- 3 (SEND ONLY):** A report will be printed only after a transmission.
- 4 (NEVER PRINT):** A report will never be printed.
- 5 (ERROR ONLY):** A report will be printed only after an error occurs.

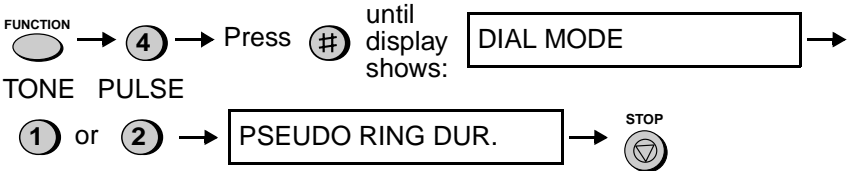
♦ Initial setting: **5**



Setting 9: DIAL MODE

This sets the mode of dialling. Press **1** if you are on a tone dial line, or **2** if you are on a pulse dial line.

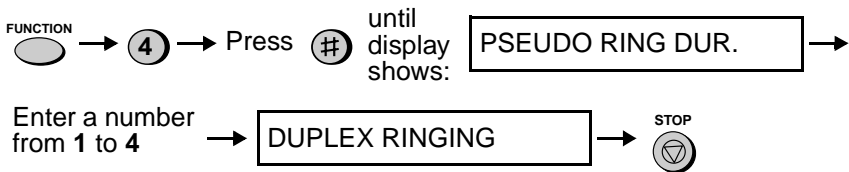
♦ Initial setting: **1**



Setting 10: PSEUDO RINGING DURATION

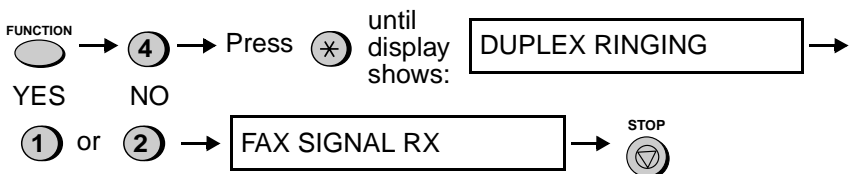
This sets the duration of pseudo ringing in TEL/FAX reception mode. Press **1** for 15 seconds, **2** for 30 seconds, **3** for 60 seconds, or **4** for 120 seconds.

◆ Initial setting: 1

**Setting 11: DUPLEX RINGING**

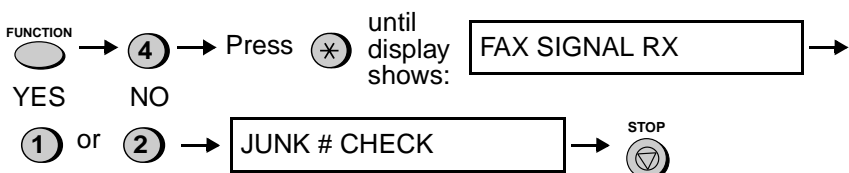
If you are a subscriber to Homefax 2 or Faxline 2, you can use Duplex Ringing to separately signal fax transmissions and voice calls. Faxes will be signalled by a long ringing cadence and received automatically after 2 rings. Voice calls will be signalled by a short ringing cadence. Press "**1**" to turn Duplex Ringing on, or "**2**" to turn it off. (This setting is described in more detail in "Duplex Ringing" in Chapter 7.)

◆ Initial setting: 2

**Setting 12: FAX SIGNAL RECEIVE**

Your fax will automatically begin reception if you hear a high-pitched fax tone after answering a call. If you use a computer fax modem on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents sent from the computer fax modem. Press **1** to turn the function on, or **2** to turn it off.

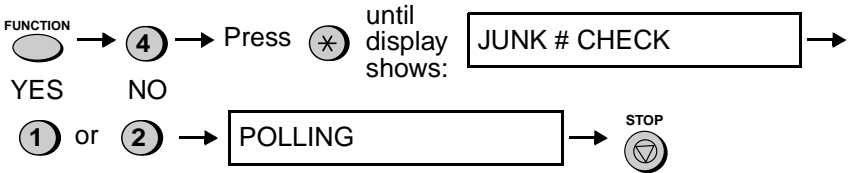
◆ Initial setting: 1



Setting 13: JUNK NUMBER CHECK

Press **1** to prevent reception from fax numbers (and voice numbers if you are using Caller ID) entered in the Anti Junk Number List. Press **2** to allow reception from all numbers.

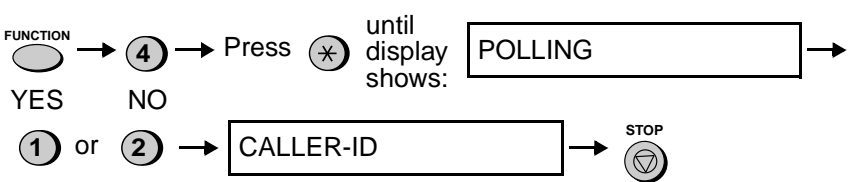
◆ Initial setting: **2**



Setting 14: POLLING

Press **1** if you want to use Rapid Key 08/POLL as a polling key. Press **2** if you want to use it as a regular Rapid Key.

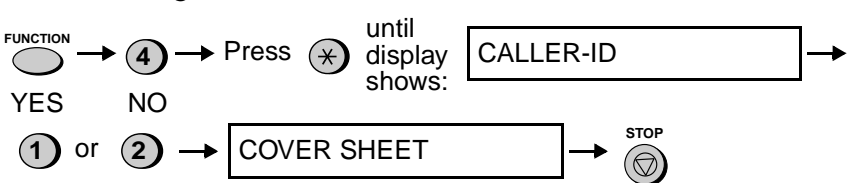
◆ Initial setting: **2**



Setting 15: CALLER ID

If you subscribe to a Caller ID service and want to use the Caller ID function, press **1**. To turn Caller ID off, press **2**. (Caller ID is explained in more detail in Caller ID in Chapter 7.)

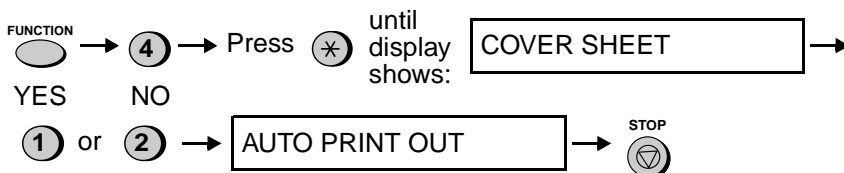
◆ Initial setting: **2**



Setting 16: AUTO COVER SHEET

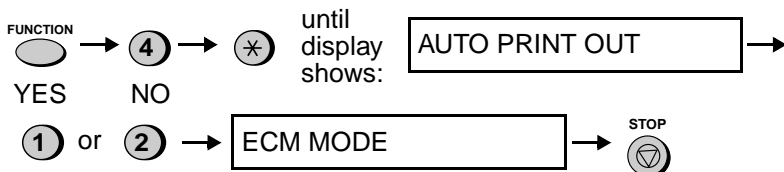
Press **1** (YES) to have the fax automatically generate a cover sheet and send it as the last page of each transmission. Press **2** (NO) to turn the function off.

◆ Initial setting: 2

**Setting 17: ACTIVITY REPORT AUTO PRINT OUT**

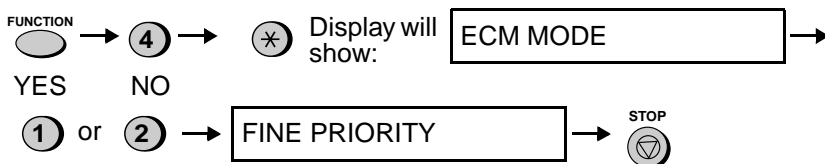
Press **1** to have your fax automatically print out an Activity Report once every 30 operations. (The list can still be printed out on demand when desired.) Press **2** to turn automatic print-out off.

◆ Initial setting: 2

**Setting 18: ERROR CORRECTION MODE (ECM)**

Press "**1**" (YES) to have any distortions in a transmission due to noise on the telephone line be corrected before print-out at the receiving end. This is only effective when the other machine has ECM as well. Press "**2**" (NO) to turn the function off.

◆ Initial setting: 1

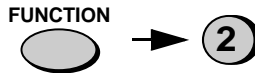


9. *Printing Reports and Lists*

You can print out lists showing settings and information entered in the fax. You can also have the fax automatically print out a report on transactions after they are made. The lists and the report are described below.

Printing a list

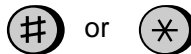
-
- 1** Press these keys:



The display will show:



-
- 2** Press the # key or the * key until the desired list appears in the display.



-
- 3** Press the **START/MEMORY** key.



Activity Report

This report shows information on your most recently performed send and receive operations (a combined maximum of 30 operations can appear). The report is divided into two parts: the TRANSMISSIONS ACTIVITY REPORT, which shows information on transmissions, and the RECEPTIONS ACTIVITY REPORT, which shows information on receptions.

- ◆ If Option Setting 17 (Auto Print Out) is set to YES, a report will be automatically printed out whenever information on 30 operations has accumulated. (A report can still be printed on demand at any time.)
- ◆ All information is erased after a report is printed out. If automatic print-out is disabled and print-out has not been performed manually for 30 operations, the information on the oldest operation will be overwritten each time a new operation is performed.

Explanation of headings

SENDER/ The fax number of the other machine involved in the transaction.

RECEIVER In the case of a transmission, the number dialled appears. In the case of a reception, the programmed ID of the sending machine appears. If this machine does not have an ID function, the communication mode will appear (for example, "G3").

PAGES Number of pages transmitted or received.

NOTE **OK** - Transmission/reception was normal.

P.FAIL - A power failure occurred. If you have power and the problem persists, try a different outlet. If necessary, have an electrician check your power lines.

JAM - A problem with the paper or original document occurred. Make sure the paper or document is loaded properly. Make sure the operation panel is shut securely.

NO PAPER - You ran out of paper during reception.

COM.E-0 to COM.E-7 - A telephone line error prevented the transaction. See *Line Error* in Chapter 11.

CANCEL - Transmission was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

Timer List

This list shows the timer operations which are currently set.

Telephone Number List

This list shows the fax and voice numbers which have been stored for automatic dialling.

Passcode List

This list shows settings made for polling security, your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

Option Setting List

This list shows the current status of the option settings.

Anti Junk Number List

This list shows the numbers that are blocked by the Anti Junk function.

A.M. Program List

This list shows the settings and codes programmed for the answering machine.

Message List

This list shows information about the messages currently recorded in the answering machine, including the date and time of recording, the length, and the type (ICM, memo, or 2-way).

Caller ID List

This list shows information about your most recent calls (maximum of 20 calls). (This list is only available if you are using the Caller ID function.)

Print Setup List

This list shows the current status of the printing settings accessed by pressing the **FUNCTION** key and the **6** key.

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax is set at the factory to print out the report only when an error occurs. If desired, you can change the setting to have it printed out under a variety of other conditions. This is done by changing Option Setting 8 (Transaction Report Print Select) as described in Chapter 8.

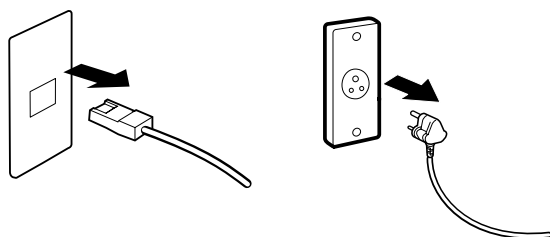
- ◆ The same headings appear in the Transaction Report as in the Activity Report. See *Activity Report* in this chapter for an explanation of the headings.
- ◆ The Transaction report cannot be printed out manually.

10. Maintenance

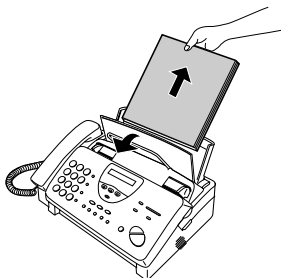
Fax print head

Clean the printing head frequently to assure optimum printing performance.

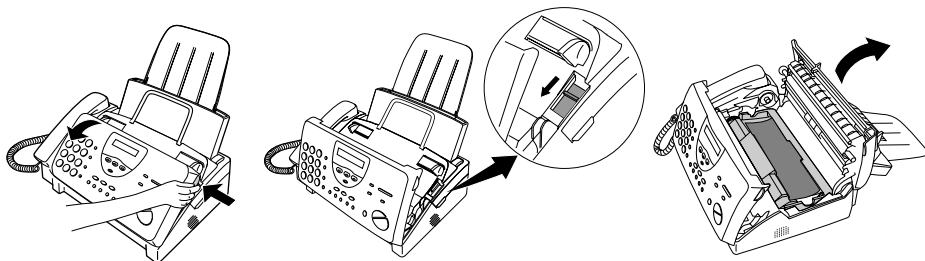
-
- 1 First unplug the telephone line, then unplug the power cord.



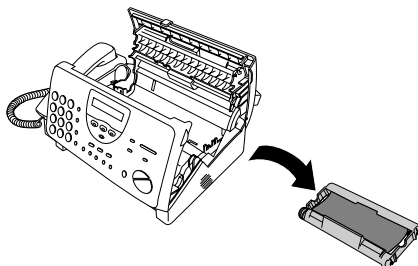
-
- 2 Pull the paper release plate forward and remove the paper.



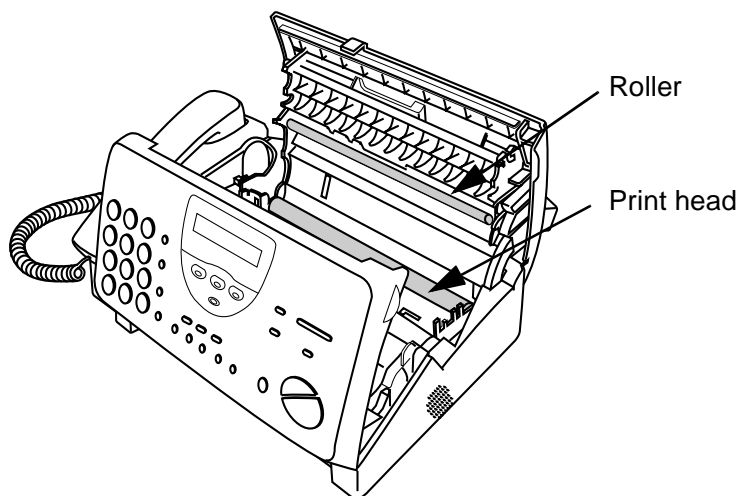
-
- 3 Open the operation panel (grasp the finger hold and pull up), and then pull the release on the right side of the machine forward to open the print compartment cover.



-
- 4** Take the imaging film cartridge out of the print compartment and place it on a sheet of paper.



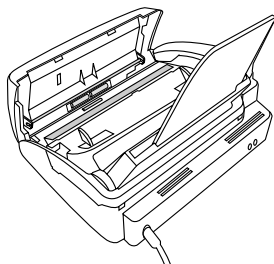
-
- 5** Wipe the print head and roller with isopropyl alcohol.



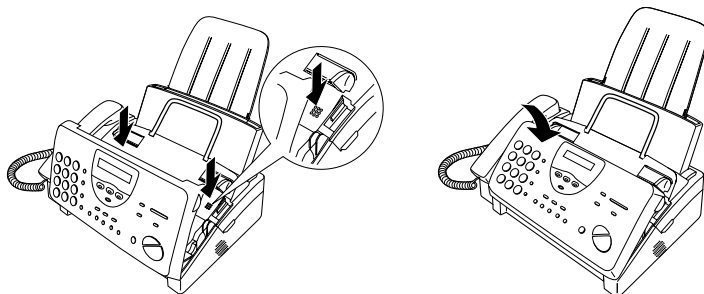
Caution!

- ◆ Do not use benzene or thinner. Avoid touching the print head with hard objects.
- ◆ The print head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the print head to cool prior to cleaning.

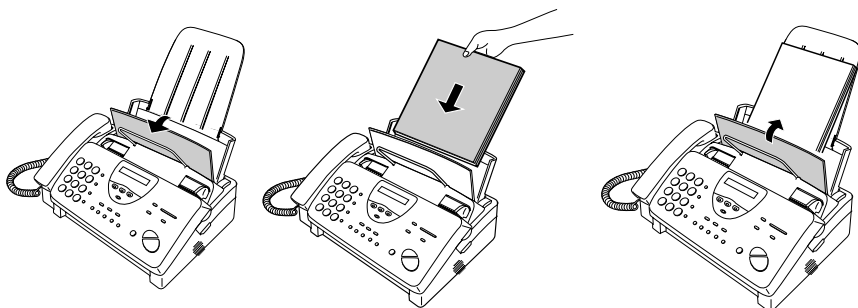
-
- 6** Place the imaging film cartridge back in the print compartment.



-
- 7** Close the print compartment cover (press down on both sides to make sure it clicks into place), and then close the operation panel.



-
- 8** Pull the paper release plate toward you, reinsert the paper in the paper tray, and then push the paper release plate back down.

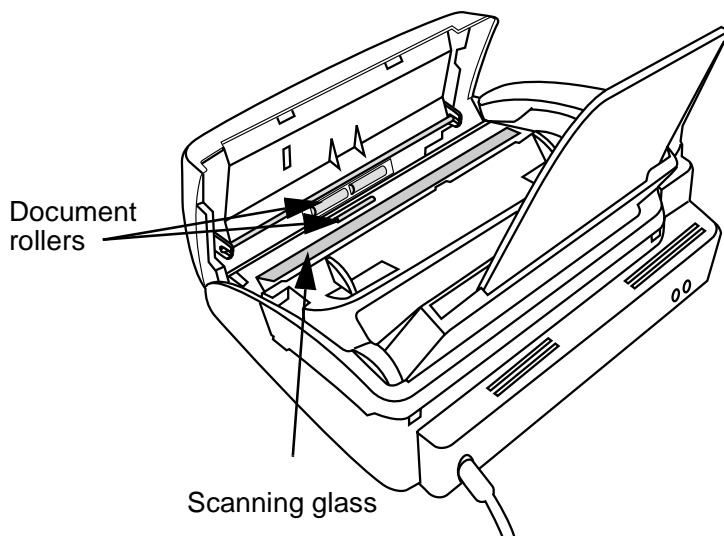


If SET PAPER & PRESS START KEY appears in the display, make sure the paper is inserted correctly and then press the **START/MEMORY** key.

Scanning glass and rollers

Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies. Open the operation panel (grasp the finger hold and pull up), and wipe the scanning glass and rollers with a soft cloth.

- ◆ Make sure that all dirt and stains (such as correcting fluid) are removed, as dirt and stains will cause vertical lines on transmitted images and copies.
- ◆ Adhesive cellophane tape is useful for removal of debris from the rollers.



Caution: When wiping, take care not to damage any of the protruding parts on the underside of the operation panel.

The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

- ◆ Do not use benzene or thinner. These solvents may damage or discolour the machine.

11. Troubleshooting

Problems and Solutions

Line error

Problem	Check and remedy
LINE ERROR appears in the display and/or a transaction report is printed out with COM. E- and a number from 0 to 1 , 2 , 3 , 4 , 5 , 6 , or 7 in the NOTE column.	<ul style="list-style-type: none">• Try the transaction again. If the error persists, check the following:• Check the connection. The cord from the TEL. LINE socket to the wall socket should be no longer than two meters.• Make sure there are no modem devices sharing the same telephone line.• Check with the other party to make sure their fax machine is functioning properly.• Have your telephone line checked for line noise.• Try connecting your fax to a different telephone line.• If the problem still occurs, your fax machine may need service.

Dialling and transmission problems

Problem	Check and remedy
No dial tone when you pick up the handset or press the SPEAKER key.	<ul style="list-style-type: none">• Make sure the handset cord is connected to the correct socket. See <i>Handset in Connections</i> in Chapter 1.
Dialling is not possible.	<ul style="list-style-type: none">• Make sure the power cord is properly plugged into a power outlet.• Make sure that the telephone line is properly connected to both the TEL. LINE socket and the wall socket.• Make sure that the fax is set to the correct dialling mode for your telephone line. See Option Setting 9 in Chapter 8.

The power is on, but no transmission takes place.	<ul style="list-style-type: none"> • Make sure that the receiving machine has fax paper. • Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • If the receiving machine is not a Sharp model, make sure it is G3 compatible. • Check the display for error messages. • Pick up the handset and check for a dial tone. Call the receiving machine by normal (manual) dialling, and confirm its response.
Nothing is printed at the receiving end.	<ul style="list-style-type: none"> • Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	<ul style="list-style-type: none"> • Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.

Reception and copying problems

Problem	Check and remedy
The power is on, but no reception takes place.	<ul style="list-style-type: none"> • Make sure the wall socket is connected to the TEL. LINE socket, and not the TEL. SET socket.
The printing paper comes out blank when you try to receive a document.	<ul style="list-style-type: none"> • Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy to confirm the printing ability of your machine.

General print quality is poor.	<ul style="list-style-type: none"> It is important to select a paper that is appropriate for the thermal transfer printer in your fax. We recommend using laser quality paper that has a very smooth finish. Copier paper will work, but it sometimes tends to yield a lighter print quality.
The received document is faint.	<ul style="list-style-type: none"> Ask the other party to send higher contrast documents. If the contrast is still too low, your fax may have a problem. Make a copy to check it.
Received images are distorted.	<ul style="list-style-type: none"> Noise on the telephone line may cause distortion. Have the other party try sending the document again. The print head may be dirty. See <i>Fax print head</i> in Chapter 10. Make a copy of another document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.
The quality of copies is poor and/or black spots appear.	<ul style="list-style-type: none"> Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the fax print head and the scanning glass as explained in Chapter 10.
Reception/copying is interrupted.	<ul style="list-style-type: none"> If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down.
A received document or copy prints out in strips.	<ul style="list-style-type: none"> Make sure the operation panel and the printer compartment cover under the operation panel are completely closed (press down on both sides of each). (To close the printer compartment cover, grasp the top of the operation panel and pull to open it, and then press down on both sides of the printer compartment cover.)

General problems

Problem	Check and remedy
Information cannot be programmed in the fax.	<ul style="list-style-type: none"> • Make sure the fax is plugged in and the imaging film and paper have been loaded. (Programming is not possible if the imaging film and printing paper have not been loaded.) See <i>Loading the Imaging Film</i> and <i>Loading Printing Paper</i> in Chapter 1.
Nothing appears in the display.	<ul style="list-style-type: none"> • Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to confirm that it has power.
The machine does not respond when you press any of its keys.	<ul style="list-style-type: none"> • If a beep sound is not made when you press the keys, unplug the power cord and then plug it back in several seconds later.
Automatic document feeding does not work for transmission or copying.	<ul style="list-style-type: none"> • Check the size and weight of the document (see <i>Transmittable documents</i> in Chapter 3).
Voice calls taken on an extension phone are interrupted by the fax.	<ul style="list-style-type: none"> • The fax may interrupt during a voice call if the reception mode is set to A.M. To prevent interruption on a tone dial extension phone, press any three keys on the extension phone after answering. (Note: Do not enter the code to activate fax reception.)
No reception occurs when polling is attempted.	<ul style="list-style-type: none"> • Make sure you have not run out of paper. • Make sure the transmitting machine is in automatic reception mode. • If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine and in the transmitting machine.

Messages and Signals

Display messages

A.M. TRANSFER	The answering machine's transfer function has been turned on as explained in <i>Transfer Function</i> in Chapter 2.
CHECK PAPER SIZE	An incorrect size of paper has been loaded in the paper tray. Remove the paper and load A4-size paper.
COVER OPEN	The print compartment cover (under the operation panel) is open. Open the operation panel (grasp the top and pull toward you), and then press down firmly on both sides of the print compartment cover to close it.
DOCUMENT JAMMED	The original document is jammed. See the following section, <i>Clearing Paper Jams</i> .
FAX RX IN MEMORY	A fax has been received in memory because the imaging film needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed.
FILM END	The imaging film may need replacement. Check the film and replace if necessary.
FUNCTION MODE	The FUNCTION key has been pressed.
HOLD	The HOLD/SEARCH key has been pressed to put the other party on hold during a phone conversation. Press the HOLD/SEARCH again to take the other party off hold.
LINE ERROR	Transmission or reception was not successful. Press STOP to clear the message, and then try again. If the error persists, see <i>Line Error in Problems and Solutions</i> in this chapter.

MEMORY IS FULL	The memory is full. This may occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see <i>Substitute Reception to Memory</i> in Chapter 4). If you are attempting to transmit from memory, see <i>Sending Documents from Memory</i> in Chapter 7.
MEMORY PRINTING	The fax is preparing or printing out a document from memory.
NO DATA	This appears if you attempt to search for an automatic dialling number when none have been stored.
NO # STORED	You have tried to dial or clear a Rapid Key or Speed Dial number that hasn't been programmed (a full number hasn't been assigned to it).
OUT OF PAPER	You are out of printing paper (or the paper release plate is open). Load paper as described in <i>Loading Printing Paper</i> in Chapter 1.
ON HOOK DIAL	The SPEAKER key has been pressed and the fax is waiting for you to dial. (To return to the date and time display, press the SPEAKER key again.)
OVER HEAT	The print head has overheated. Operation may be continued once it cools.
PAPER JAMMED	The printing paper is jammed. See the following section, <i>Clearing Paper Jams</i> .
READY TO SEND	A document has been loaded and the fax is waiting for transmission or copying instructions.
RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See Automatic Redialling in <i>Sending a Fax by Automatic Dialling</i> in Chapter 3.)

Display Messages

SEARCH DIAL	The HOLD/SEARCH key has been pressed. Press # or * to search for an automatic dialling number, or press STOP to return to the data and time display. (See Using the HOLD/SEARCH key in <i>Sending a Fax by Automatic Dialling</i> in Chapter 3.)
SET PAPER &/ PRESS START KEY (alternating messages)	Check the printing paper. If the tray is empty, add paper and then press the START/MEMORY key. If there is paper in the tray, make sure it is inserted correctly and then press the START/MEMORY key.
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 bleeps)	5 seconds (1 seconds on, 1 seconds off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

Clearing Paper Jams

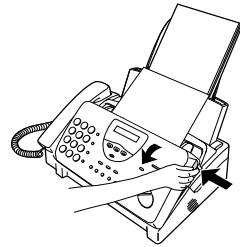
Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing the **START/MEMORY** key. If it doesn't feed out, remove it as follows:

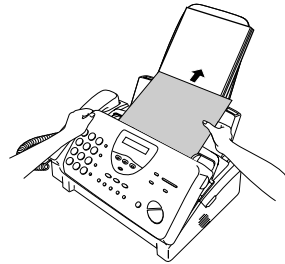
Important:

Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

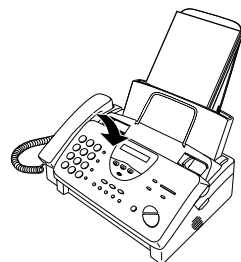
-
- 1 Open the operation panel by grasping the finger hold and pulling up.



-
- 2 Remove the document.



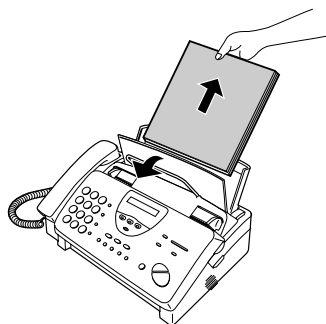
-
- 3 Close the operation panel, making sure it clicks into place.



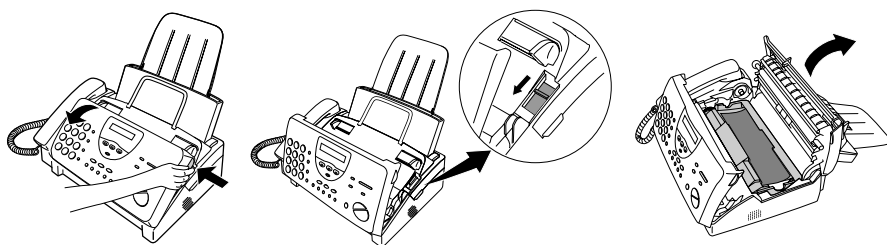
Click!

Clearing jammed printing paper

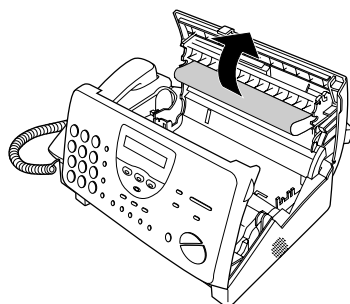
- 1** Pull the paper release plate forward and remove the paper.



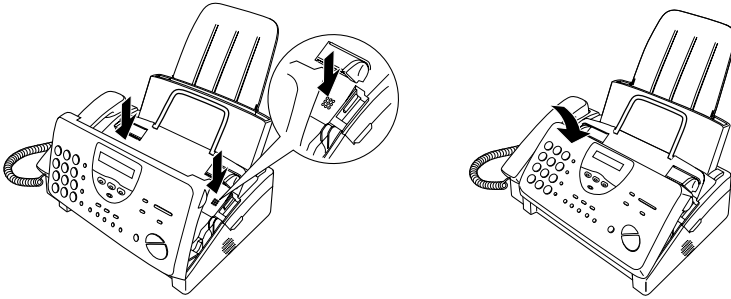
- 2** Open the operation panel (grasp the finger hold and pull up), and then pull the release on the right side of the machine forward to open the print compartment cover.



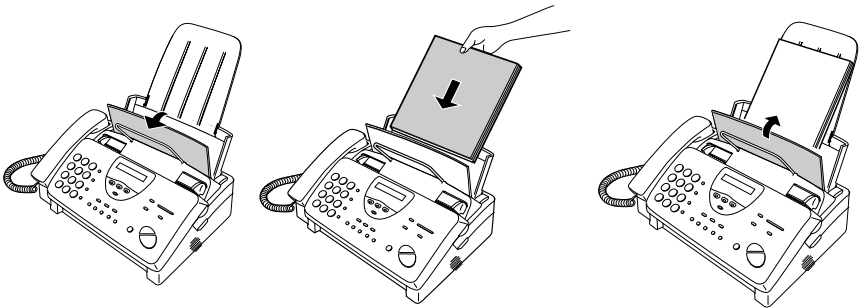
- 3** Gently pull the jammed paper out of the machine, making sure no torn pieces of paper remain in the print compartment or rollers.



-
- 4** Close the print compartment cover (press down on both sides to make sure it clicks into place), and then close the operation panel.



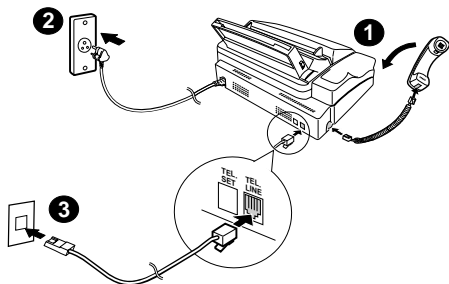
-
- 5** Pull the paper release plate toward you, reinsert the paper in the paper tray, and then push the paper release plate back down.



If **SET PAPER & PRESS START KEY** appears in the display, make sure the paper is inserted correctly and then press the **START/MEMORY** key.

QUICK REFERENCE GUIDE

INSTALLATION



1. Connect the handset as shown.
2. Plug the power cord into a grounded, 220-240 V outlet.
3. Plug one end of the telephone line into the **TEL. LINE** socket on the rear of the fax and the other end into a telephone wall socket.

RECORDING AN OUTGOING MESSAGE

1. Press: **FUNCTION** **0** **#**

Display shows: **OGM RECORDING**

2. Press: **START/MEMORY**
3. Press **1** (GENERAL) to record an outgoing message for the answering machine. Press **2** (TRANSFER) to record an outgoing message for the Transfer function.
4. Pick up the handset, press the **START/MEMORY** key, and speak into the handset to record your message.
5. When finished, replace the handset.
6. Press: **STOP** **STOP**

ENTERING YOUR NAME AND NUMBER

Note: Imaging film and paper must be loaded to perform the following operation.

1. Press: **FUNCTION** **3** **#** **#**

Display shows: **OWN NUMBER SET**

2. Press: **START/MEMORY**
3. Enter your fax number (max. of 20 digits) by pressing the number keys.
- If you make a mistake, press the **HOLD/SEARCH** key to move the cursor back to the mistake, then enter the correct number or letter.
4. Press: **START/MEMORY**
5. Enter your name by pressing the appropriate number keys as shown below.

- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.

SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	
H = 4 4 4	R = 7 7 7 7	
I = 4 4 4 4	S = 7 7 7 7 7	

move → = **SPEAKER**
move ← = **HOLD/SEARCH**

1 ABC	2 DEF	3 SPEED DIAL	← Deletes highlighted letter.
4 GHI	5 JKL	6 PEDAL	← Upper/lower case shift key.
7 PQRS	8 TUV	9 HOLD/SEARCH	← Moves cursor to the left.
*	0	# SPEAKER	← Moves cursor to the right.

Press either key one or more times to select and enter a symbol.

6. When finished, press: **START/MEMORY** **STOP**

SETTING THE DATE AND TIME

Note: Imaging film and paper must be loaded to perform the following operation.

Press: **FUNCTION** **3** * * *

Display shows: **DATE & TIME SET**

Press the **START/MRMORY** key:

Enter two digits for the Day (01 through 31).
Enter two digits for the Month (01 through 12).
Enter four digits for the Year (Ex: 2001).
Enter two digits for the Hour (00 through 23).
Enter two digits for the Minute (00 through 59).
When finished, press:



STORING AND CLEARING NUMBERS FOR AUTO DIALLING

Note: Imaging film and paper must be loaded to perform the following operation.

1. Press: **FUNCTION** **3** #

Display shows: **FAX/TEL # MODE**

- Press **1** to store a number or **2** to clear a number.
- Enter a 2-digit Speed Dial number (from 01 to 08 for Rapid Key Dialling, or 09 to 88 for Speed Dialling). (If you are clearing a number, go to Step 7.)
- Enter the full telephone/fax number.

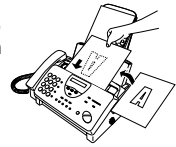
5. Press: **START/MRMORY**

6. Enter the name of the location by pressing number keys (max. of 20 characters). (Refer to the letter entry table in ENTERING YOUR NAME AND NUMBER.)

7. Press: **START/MRMORY** **STOP**

SENDING DOCUMENTS

Place your document (up to 10 pages) face down in the document feeder.



Normal Dialling

- Lift the handset or press **SPEAKER**
- Dial the fax number.
- Wait for the reception tone (if a person answers, ask them to press their Start key)
- Press: **START/MRMORY**

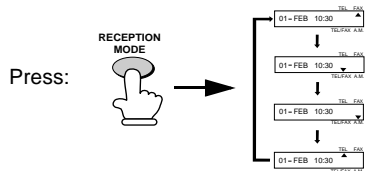
Rapid Key Dialling

Press the appropriate Rapid Key. Transmission will begin automatically.

Speed Dialling

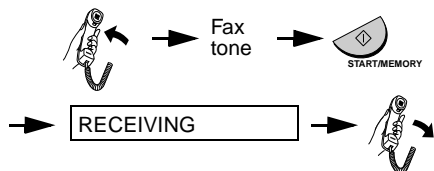
- Press: **SPEED DIAL**
- Enter the 2-digit Speed Dial number.
- Press: **START/MRMORY**

RECEIVING FAXES



FAX mode: The fax machine automatically answers on two rings and receives the incoming document.

TEL mode:



TEL/FAX mode:

The fax machine automatically answers on two rings and receives faxes. Voice calls (including manually dialed fax transmissions) are signalled by a special ringing sound.

A.M. mode: Select this mode when you go out to receive both voice messages and faxes.

Index

A

A.M. reception mode, 30, 37, 77
Activity Report, 118
 Automatic printing, 117
Anti junk fax, 102
Anti Junk Fax (Anti Junk Number), 116
Anti Junk Number List, 120
Audible signals, 132
Automatic dialling, 70
Automatic dialling, storing numbers, 67

B

Batch page numbering, 100
Broadcasting, 95

C

Caller ID, 89
Caller ID list, 91, 120
Chain Dialling, 87
Cleaning, 122, 125
Contrast, 62
Copies, 83
Copy cut-off setting, 85
Copy/Help key, 10, 83
Cover sheet, 117

D

Date, setting, 27
Delete key, 9
Dial mode, 114
Dialling
 Direct Keypad, 72
 Normal, 64, 86
 Rapid Key, 70, 86
 Search, 73, 87
 Speed, 71, 86
Direct Keypad Dialling, 72

Display, 8
Display messages, 130
Document feeder, 60
Document guides, 60
Document restrictions, 59
Document rollers, 125
Document sizes, 58
Document, maximum scanning size, 59
Duplex Ringing, 94

E

ECM (Error Correction Mode), 117
Extension telephone
 Connecting, 16
 Using, 79

F

FAX reception mode, 30, 76
Fax reception on A.M. failure, 42
Fax Signal Receive, 115
Fine Resolution Priority, 111
Five rings TEL answer, 112
Function key, 9

H

Halftone, 62
Handset, 12
Hold/Search key, 9, 87
Housing, cleaning, 125

I

Imaging film, loading and replacing, 17
Incoming message time, 41

J

Jams, clearing, 133
Junk Number Check, 116

L

Letters, entering, 25
 Line error, 126
 Loading printing paper, 22
 Loading the document, 60

M

Memory
 Sending documents from, 104
 Substitute reception to, 82
 Messages
 Checking date and time, 40
 Erasing, 39
 Listening to, 38
 Listening to remotely, 51
 Setting allowed time, 41

N

Normal Dialling, 64, 86
 Number keys, 9
 Number of rings in FAX and TEL/FAX reception mode, 112

O

Option Setting List, 120
 Outgoing message, 34
 Override Ringing, 47

P

Panel release, 9
 Paper jams, clearing, 133
 Passcode List, 120
 Pauses in automatic dialling, 72
 Play/Skip key, 8, 38
 Polling, 106 - 108
 Polling key, setting, 116
 Print contrast setting, 23
 Print head, cleaning, 122
 Print Setup List, 121

Priority Call, 92
 Pseudo ringing duration, 115

R

Rapid Dial keys, 9
 Rapid Key Dialling, 70, 86
 Rec/Memo key, 9
 Recall times, 113
 Recall Wait Interval, 112
 Reception mode
 A.M. mode, 30, 37, 77
 FAX mode, 30, 76
 Setting, 31
 TEL mode, 30, 78
 TEL/FAX mode, 30, 75
 Reception mode key, 31
 Reception Ratio setting, 81
 Redial key, 8, 65
 Redialling, 65, 74, 87
 Remote code number, 49
 Remote operations, 49
 Remote Reception Select, 113
 Removing original document, 61
 Repeat key, 8
 Resolution, 62
 Resolution key, 9
 Ringing volume, 33
 Rollers, cleaning, 125

S

Scanning glass, cleaning, 125
 Search Dialling, 73, 87
 Sender's name and number, entering, 24
 Speaker key, 9, 32, 64
 Speaker volume, 32
 Speed Dial key, 8, 71, 86
 Speed Dialling, 71, 86
 START/MEMORY key, 10
 Stop key, 10

Index

T

TEL reception mode, 30, 78
TEL. LINE socket, 14
TEL. SET socket, 16
TEL/FAX reception mode, 30, 75
Tel/Fax Remote Number, 113
Telephone line cord, 14
Telephone Number List, 120
Telephone, using as, 86
Time, setting, 27

Timer List, 120

Timer operations, 109

Transaction Report, 121

Transaction Report Print Select, 114

Transfer Function, 44

Two-in-one printing, 80

V

Volume keys, 9, 32

REMOTE OPERATION CARD

The card below is provided as a quick guide to remote operation. Cut it out and carry it with you when you go out.

Remote Operation Guide

SHARP®

1. Call your fax from a touch-tone telephone, and press when the outgoing message begins.
2. Enter your remote code: .
3. Press .
4. After listening to your messages, you can either hang up to save them, or enter one of the commands on the reverse side.

REMOTE COMMANDS

• PLAYBACK

Play messages **7** **#**
 Move backward/repeat **2** **#**
 Skip forward **5** **#**
 Stop **0** **#**
 Play new messages only .. **6** **#**
 (first stop playback)

• ERASING MESSAGES

Erase single message **3** **#**
 Erase all messages **3** **3** **#**

• RECORDING A MEMO

Start ***#**
 End **0** **#**

• RECORDING A NEW OGM

Start **4** *****

• FAX RECEPTION MODES

A.M. mode **8** **1** **#**
 FAX mode **8** **2** **#**
 TEL mode **8** **3** **#**
 TEL/FAX mode **8** **4** **#**

• TRANSFER FUNCTION

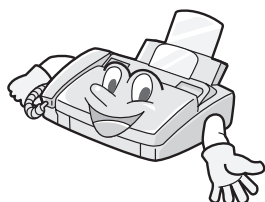
Turn on **9** **1** **#**
 Turn off **9** **2** **#**
 New transfer number **9** **0** **#**
 → (Tel. #)

#
 Record transfer OGM **9** **3** **#**
 To quickly disconnect ***** *****

• OGM ONLY MODE

Turn on **1** **1** **#**
 Turn off **1** **2** **#**

前言



歡迎惠顧，感謝您選購夏普傳真機！您購買的夏普傳真機具有以下特性和規格。

自動撥號

快速撥號：8個號碼

縮位撥號：80個號碼

成像膠片

預備的膠片（裝在傳真機上）：

10m膠片卷（約A4尺寸30頁）

更換膠片：

FO-3CR 30m膠片卷（包裝箱中有兩卷，一卷長度約A4尺寸95頁）

自動送稿器

最多10頁

記憶體容量*：

512KB（ECM關時不帶聲音留言的記錄約30頁，或文件未在記憶體的聲音留言（包括OGMs）24分鐘）

調制解調器速度

14000比特／秒自動回落至較低速度。

傳送時間*

約6秒（僅限於ECM開時）

接收模式

傳真，電話，自動識別，外接答錄

解晰度

水平：8線／mm

垂直：標準：3.85線／mm

精細／中間色調：7.7線／mm

超精細：15.4線／mm

* 基於ITU-T測試圖#1，不包括通訊規程訊號（如，僅ITU-T相位C時間）所需的時間。

顯示屏	16位液晶顯示屏
記錄方式	感熱式
中間色調（灰度等級）	64級
可利用的電話線路	公共交換電話網
兼容性	ITU-T（CCITT）G3模式
壓縮方法	MH、MR、MMR
掃描方法	送稿器CIS（接觸式圖像傳感器）
有效記錄寬度	最大204mm
輸入文件尺寸	自動送稿： 寬度：148至210mm 長度：140至297mm 手動送稿： 寬度：148至210mm 長度：140至600mm
有效掃描寬度	最大210mm
對比度控制	自動／深色可調式
影印功能	一份／多份影印／分頁影印（99份／每頁）
電話功能	標準 （停電時不能使用來電留言／外出留言）
電源	220-240V交流，50/60Hz
工作溫度	5至35℃
濕度	最大：85％
功耗	待機：2.6W 最大：115W
尺寸	寬：343mm 長：256mm 高：182mm
重量	約3.5kg

爲求不斷改進，夏普（SHARP）公司有權改變產品的設計和規格，恕不另行通知。上面所列出的性能規格數據爲產品的標稱值，個別機器的參數可能有所不同。

重要的安全注意事項

- 請勿拆解本傳真機或試圖進行本說明書中未加以說明的操作。所有的維修工作均請專業維修人員進行。
- 本傳真機僅可連接至220-240V，50-60Hz接地（3眼）的插座上。連接至其他任何類型的插座可能損壞傳真機。
- 請勿在水源附近或當您的手濕時安裝或使用傳真機。小心不要讓液體潑濺到傳真機上。
- 如果出現下列情況，請將傳真機從電源插座和電話線插座上拔下，並與專業維修站聯繫：
 - 液體潑濺到傳真機上，或傳真機淋雨或淋水。
 - 傳真機發出異味、冒煙或發出不正常的噪音。
 - 電源線擦破或損壞。
 - 傳真機摔落或外殼破損。
- 請勿在電源線上放置任何物品，請勿將傳真機安裝在電源線會被人踩到的場所。
- 切勿將任何類型的物品插入傳真機的槽或開口，否則可能有著火或受電擊的危險。如果有物品掉進傳真機，而您又無法將其順利取出，請拔下傳真機的電源線，與專業維修站聯繫。
- 請勿將傳真機放在不穩定的推車、架子或桌子上，如果翻倒，傳真機可能會被嚴重損壞。

- 切勿在閃電雷雨時安裝電話線。
- 除非電話插口是特別為用於潮濕場所而設計的，否則切勿將電話插口安裝在潮濕場所。
- 除非已將電話線從公共電話網上斷開，否則切勿觸摸非絕緣的電話線或端子。
- 在安裝或遷移電話線時請多加小心。
- 請避免在雷雨閃電時使用電話（無繩電話除外），否則有遭受遠方閃電電擊的危險。
- 請勿使用瓦斯漏泄處附近的電話通報瓦斯漏泄事故。
- 接線插座應安裝在傳真機附近，並應便於連接。

重要：

- 本傳真機不是設計用於具有當地電話公司提供的呼叫等待、電話轉接或其他某些特殊服務的線路。如果試圖在利用這類服務的電話線上使用本傳真機，則可能在傳送和接收傳真資訊時出現錯誤。
- 本傳真機與數碼電話系統不兼容。

目錄

前言	1
重要的安全注意事項	3
目錄	5
1 安裝	7
拆箱檢點表	7
操作面板一覽	8
連接	11
安裝成像膠片	17
安放列印紙	22
輸入您的姓名和傳真號碼	24
設定日期和時間	27
選擇接收模式	30
音量調節	32
2 使用答話機	34
錄製外出留言	34
操作答話機	37
可選的答話機設定	41
轉送功能	44
截接振鈴	47
遙控操作	49
3 發送文件	58
可傳送的文件	58
放入文件	60
解晰度和對比度	62
以普通撥號發送傳真	64
以自動撥號發送傳真	66
4 接收文件	75
使用TEL/FAX模式	75
使用FAX模式	76

目錄

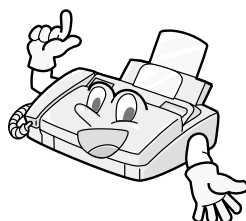
	使用A.M.模式	77
	使用TEL模式	78
	代替接收至記憶體	82
5	影印	83
6	打電話	86
7	特殊功能	89
	撥打電話者ID	89
	兩種鈴聲功能	94
	同時發送	95
	封底	97
	成批頁碼編號方式	100
	拒收不想要的傳真	102
	從記憶體發送文件	104
	拉稿（要求傳送傳真）	106
	定時操作	109
8	可選設定	111
9	列印報告和一覽表	118
10	保養	122
11	故障檢修	126
	問題和解決方法	126
	資訊和訊號	130
	清除夾紙	133
	快速參考指南	136
	索引	138

1. 安裝

拆箱檢點表

安裝之前，請確認下列所有零部件是否齊備。

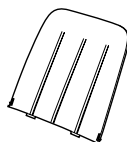
若有欠缺，請與經銷商或零售商聯繫。



原稿支架



列印紙托架
延伸板



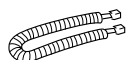
聽筒



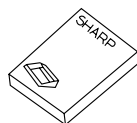
快速撥號鍵
標籤



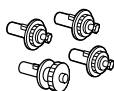
聽筒接線



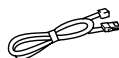
使用手冊



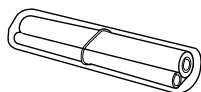
齒輪 (4)



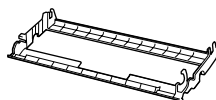
電話線



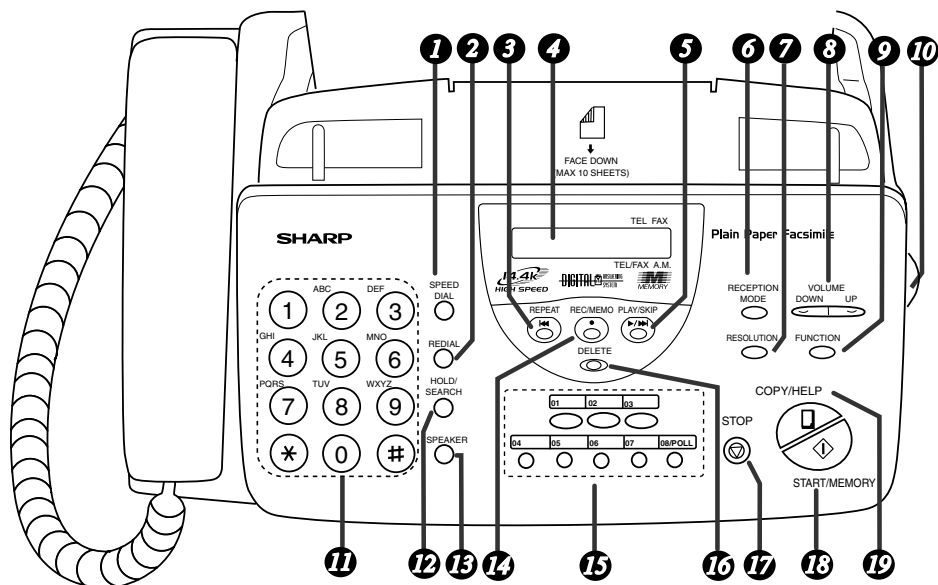
成像膠片
(預備的膠
片捲)



成像膠片匣



操作面板一覽



1 SPEED DIAL 鍵

按此鍵撥一個2位數的縮位撥號號碼。

2 REDIAL 鍵

按此鍵自動重撥上次撥打的號碼。

3 REPEAT 鍵

按此鍵重複播放留言。

4 顯示屏

顯示操作和編程中的各種資訊和提示。

5 PLAY/SKIP 鍵

按此鍵播放錄下的留言。在播放時，按此鍵向前跳至下一個留言。

6 RECEPTION MODE 鍵

按此鍵選擇接收模式。顯示屏上出現一個箭頭指出當前所選的接收模式。

7 RESOLUTION鍵

在發送或影印文件之前按此鍵調節解晰度和對比度。

8 VOLUME鍵

按這些鍵，在按下SPEAKER鍵後可用來調節揚聲器的音量，而在其他任何時候可用來調節振鈴音量。

9 FUNCTION鍵

按此鍵選擇各種特殊功能。

10 面板打開指孔

抓住此指孔向身前拉以打開操作面板。

11 數碼鍵

利用這些鍵進行撥號，也可在號碼／姓名的記憶步驟中用來輸入數碼和字母。

12 HOLD/SEARCH鍵

按此鍵搜索一個自動撥號號碼，或在通話中按此鍵以保留對方的電話稍後再通話。

13 SPEAKER鍵

在發送文件或撥號之前，按此鍵可從揚聲器聽到線路和傳真音。

註：這並不是揚聲器電話，您必須拿起聽筒與對方通話。

14 REC/MEMO鍵

按此鍵錄下通話內容或留言。

15 快速撥號鍵

按其中一個鍵自動撥傳真或電話號碼。（請注意必須貼上快速撥號鍵標籤。）

16 DELETE鍵

按此鍵刪除錄下的留言。

操作面板一覽

17 STOP鍵

按此鍵在操作結束之前將其取消。

18 START/MEMORY鍵

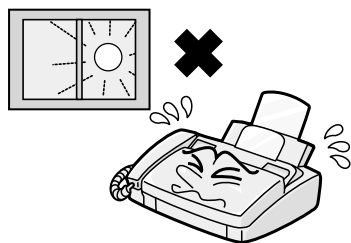
按此鍵發送或接收文件，或在發送前掃描文件並存入記憶體。

19 COPY/HELP鍵

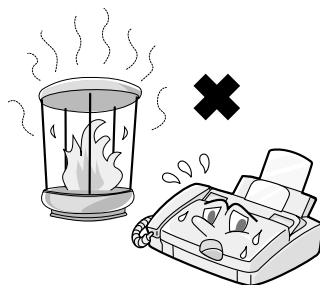
當送稿器上有文件時，按此鍵影印文件。在其他任何時候按此鍵則列印疑問求助清單，即傳真機操作的快速參考指南。

連接

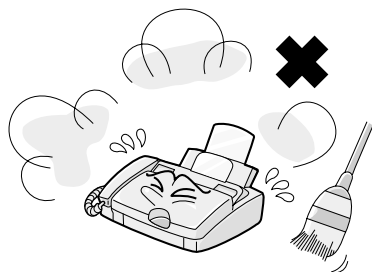
安裝時要牢記的要點



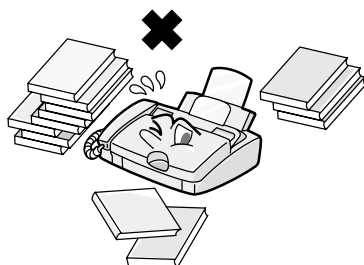
請勿將傳真機放置於直射陽光下。



請勿將傳真機放置於加熱器或空調器附近。



請勿將傳真機放置於多塵之處。



保持傳真機周圍整潔。

關於濕氣凝結

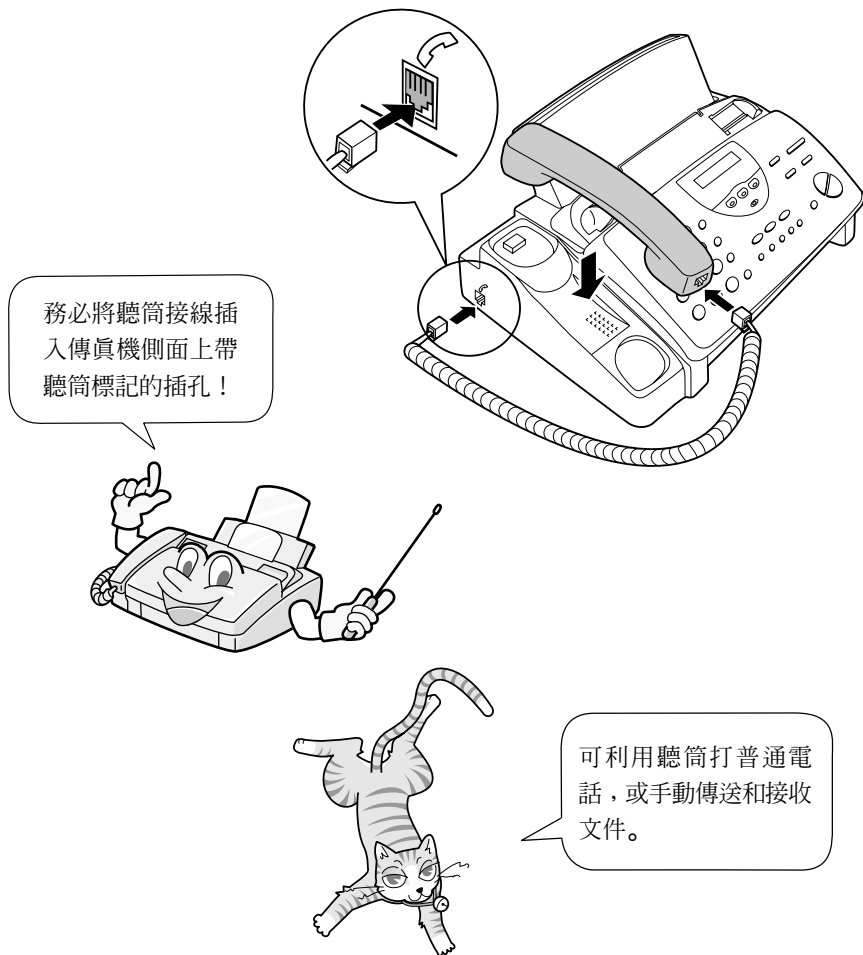
如果將傳真機從寒冷之處搬移到溫暖的場所，掃描玻璃上可能會有濕氣凝結，影響傳送文件的正常掃描。為消除濕氣凝結，請在使用傳真機之前接通電源並等待約兩小時。

連接

聽筒

請按圖示連接聽筒，並將其放在聽筒座上。

◆ 聽筒接線的兩端插頭相同，任意插入哪一個插座都可以。

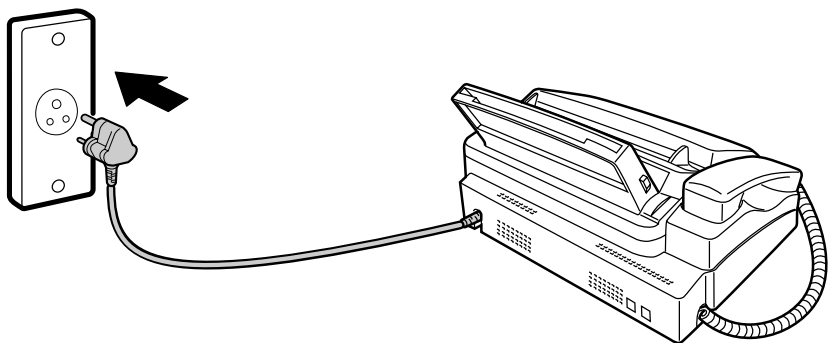


電源線

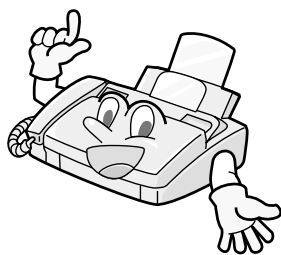
將電源插頭插入220–240V，50–60Hz接地（3眼）的交流電源插座。

小心！

請勿將電源線插在其他規格的插座上，否則將損壞傳真機，而這不在保修範圍之內。



本傳真機沒有電源開關，祇要插入或拔出電源線即可接通和關閉電源。

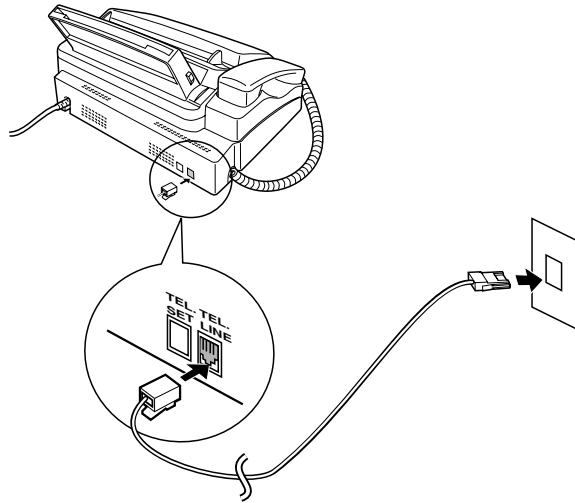


註：如果在貴地區經常發生閃電或電涌，最好在電源線和電話線上安裝電涌保護器。電涌保護器在大部分的電話專賣店有售。

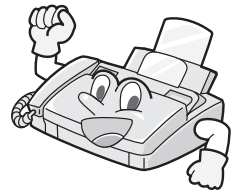
連接

電話線

將電話線的一端插入傳真機背面有TEL. LINE標記的插座中，將另一端插入牆壁上的電話插孔。



務必將電話線插入TEL. LINE插座，請勿將其插入TEL. SET插座。



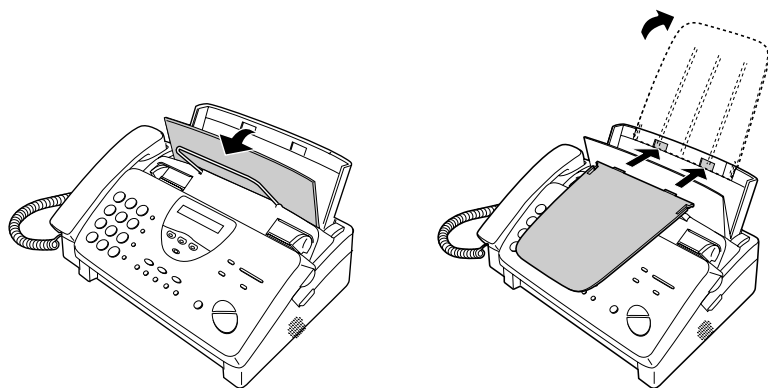
註釋：

- 本傳真機被設定為音頻式撥號。如果您使用的線路祇有脈衝式撥號，則必須改變可選設定9，以將傳真機設定為脈衝式撥號。操作步驟在第8章“可選設定”中說明。
- 如果您試圖在同一條電話線上使用電腦傳真調制解調器，則必須將可選設定12（傳真訊號接收）重新設定為NO，以防止傳送和接收出錯。操作步驟在第8章“可選設定”中說明。

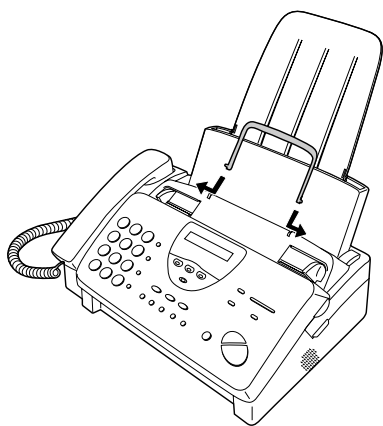
托架

安裝列印紙托架延伸板。

- ◆ 向前拉列印紙釋放板。將列印紙托架延伸板水平插入列印紙托架上的開槽中。向上轉動列印紙托架延伸板，直至發出喀嗒聲到位。



安裝原稿支架。



註：原稿支架有頂邊和底邊。若不能將支架上的凸片插入孔中，請將支架翻轉。

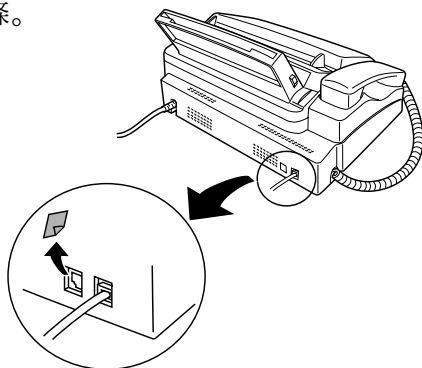
連接

分機電話（任選）

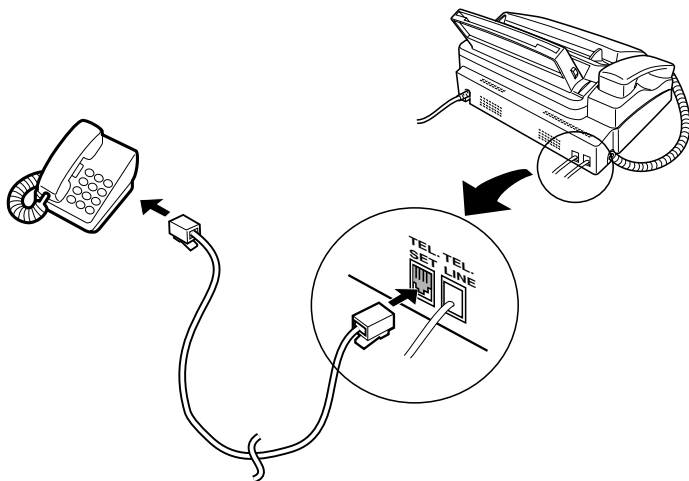
若有必要，可以在傳真機的TEL．SET插座上連接一部分機電話。

◆ 若要在傳真機上連接答話機，請參見第6章“答話機的連接”。

1 取下貼在TEL．SET插座上的封條。



2 將分機電話線連接至TEL．SET插座。



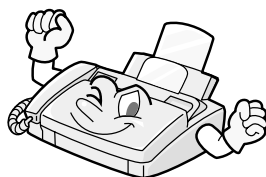
安裝成像膠片

本傳真機使用成像膠片捲產生列印的文字和影像。傳真機的列印頭在成像薄膜上加熱使墨粉轉移到紙上。按照以下步驟安裝或更換膠片。

裝在傳真機上的預備
成像膠片捲可以列印
A4尺寸紙約30頁。



更換膠片時，請使用
Sharp FO-3CR成像膠
片。一捲膠片可以列印
A4尺寸紙約95頁。

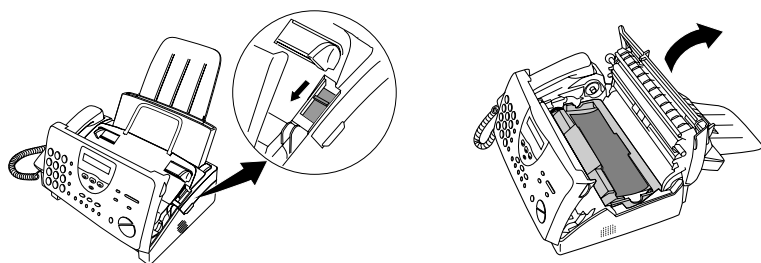


註：如果列印紙托架上有紙，請在安裝成像膠片之前，將列印紙釋放板向前拉並取出列印紙。

- 1 抓住指孔向上拉打開操作面板。



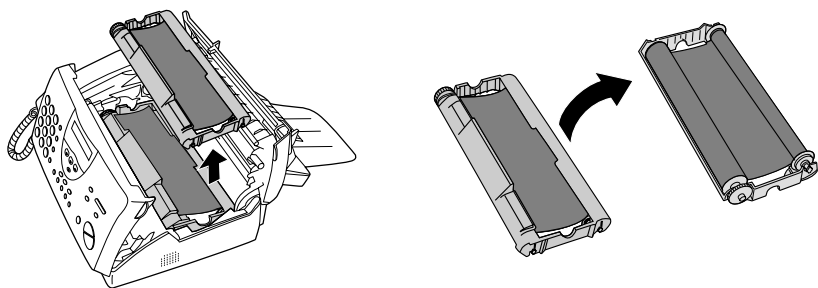
- 2 向前拉傳真機右側的綠色鬆開鈕，打開列印艙蓋。



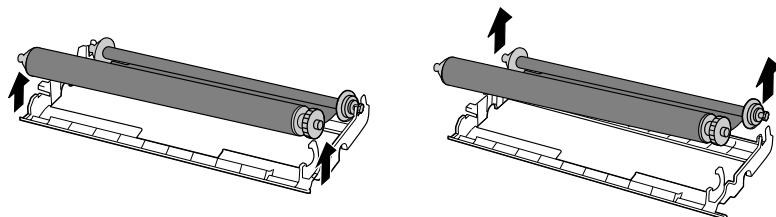
安裝成像膠片

如果第一次安裝成像膠片，請進到步驟6。

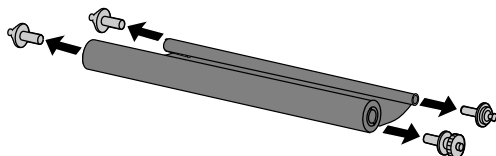
- 3** 從列印艙中取出成像膠片匣（抓住此匣前面的把手）並將其翻倒。



- 4** 從匣中取出用過的膠片。

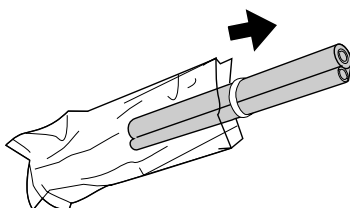


- 5** 從用過的膠片中取出四個綠色的齒輪。
請勿丟棄這四個綠色齒輪。



6 從包裝袋中取出新的成像膠片捲。

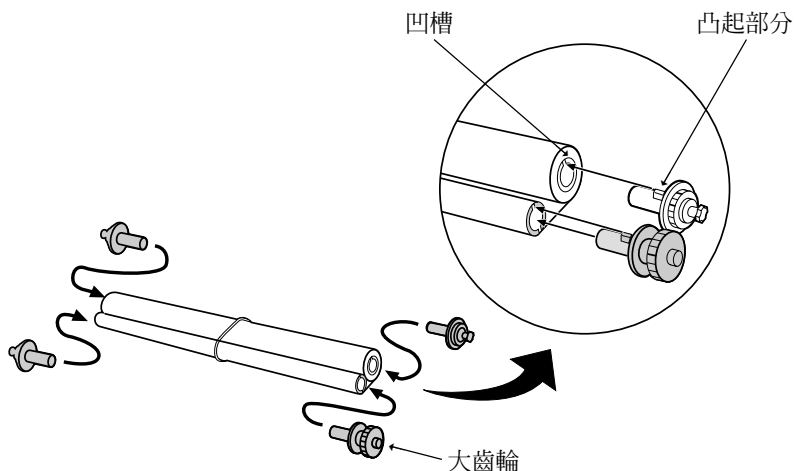
- 還不要取下捆綁膠片捲的帶子。



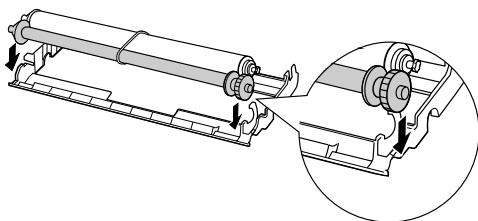
7 將大齒輪插入空捲軸的綠色端子。務必將大齒輪上的兩個凸起部分與捲軸端子的凹槽牢固配合。

將其餘三個齒輪插入捲軸，務必將各齒輪上的凸起部分與各捲軸端子的一個凹槽牢固配合。

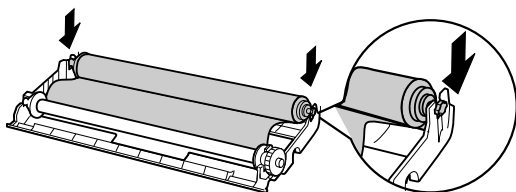
- 若有必要，輕輕將兩個捲軸拉開便於齒輪配合（帶子將伸長）。



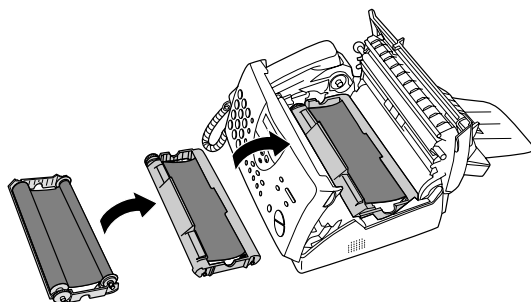
- 8** 將大齒輪裝在成像膠片匣的大支架上（務必使它發出喀嗒聲到位），然後將捲軸另一端的小齒輪裝在其支架上。



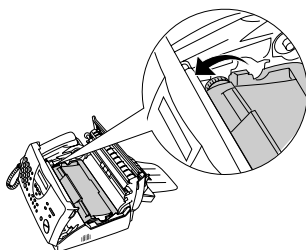
- 9** 切斷將兩個捲軸捆綁在一起的帶子。輕輕展開膠片並將小齒輪裝在其支架上。



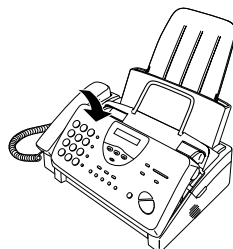
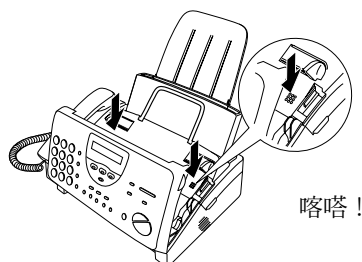
- 10** 翻轉膠片匣，抓住把手，將膠片匣裝入列印艙中。



11 朝身前轉動大齒輪使膠片拉緊。



12 關上列印艙蓋（向下按兩側使其發出喀嗒聲到位），然後關上操作面板。



13 將列印紙裝在列印紙托架上並按以下鍵將膠片初始化。

註：將膠片初始化之前必須先裝紙。關於列印紙的安裝請參見下節“安放列印紙”。



需要更換成像膠片時

出現以下顯示時請更換成像膠片：

FILM END （膠片用完）

請使用以下成像膠片（可以從經銷商或零售商處買到）：

夏普FO-3CR成像膠片

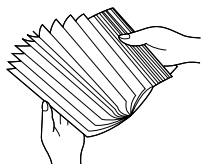
安放列印紙

可以在列印紙托架上放上A4尺寸的紙。安放的最大紙張數是：

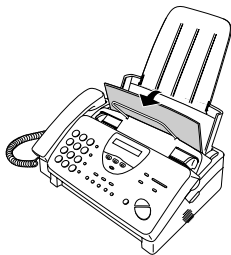
◆ 60至75 g/m²的紙**60**張

◆ 75至90 g/m²的紙**50**張

1 將紙張搞散，然後在平面上輕垛紙疊的邊緣使其整齊。

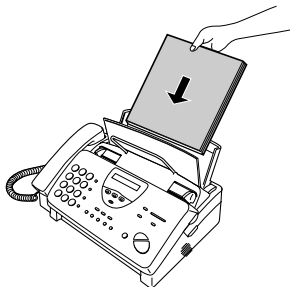


2 向前拉列印紙釋放板。



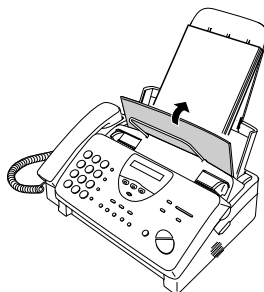
3 將紙疊裝入托架，使**列印面**朝下。

· 若托架上還有剩紙，請在加裝新紙之前將其取下，與新紙合成一疊。



務必正確裝紙，以**列印**在紙的**列印面**上。列印在反面將使列印質量變差。

4 推回列印紙釋放板。



若未推回列印紙釋放板，將引起送紙故障。

註：接收傳真或影印文件時，請勿使大量的紙堆積在輸出托架上，否則可能阻礙輸出而引起夾紙。

註：如果在進行複製或接收傳真時顯示屏上交替出現以下訊息，請檢查列印紙托架。如果托架空了，請加紙，然後按START/MEMORY鍵。如果有紙，請確認紙張插入是否正確，然後按START/MEMORY鍵。

(放紙) SETPAPER & ↔ PRESS START KEY (按START鍵)

5 傳真機在出廠時設定為以普通對比度列印。

根據所裝的列印紙類型，也可能將該設定改變為LIGHT（淡色）會獲得更佳的列印質量。

如下圖所示按鍵：



顯示屏上將顯示：PRINT CONTRAST (列印對比度)

按1選擇NORMAL（普通）或按2選擇LIGHT（淡色）。

NORNAL LIGHT
1 或 2

顯示屏上將顯示：COPY CUT-OFF (影印切除)

按STOP鍵恢復日期和時間顯示。



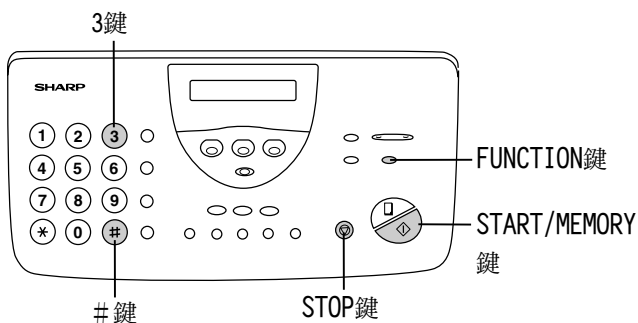
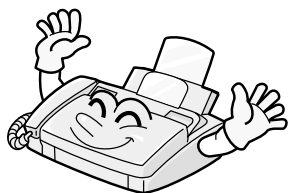
輸入您的姓名和傳真號碼

輸入您的姓名和傳真號碼



使用傳真機之前，需要輸入您的姓名和傳真機的電話號碼。還需設定日期和時間。





一旦輸入了這些資訊，它們將自動出現在您發送的每一頁文件的頂端。



註：在輸入您的姓名和傳真號碼之前，必須安裝成像膠片和打印紙。

1 按功能鍵和3鍵：  → 

顯示屏上將顯示： ENTRY MODE (輸入模式)

2 按兩次#鍵：  

顯示屏上將顯示： OWN NUMBER SET (自己的傳真號碼設定)

3 按START/MEMORY鍵。

顯示屏上將顯示：ENTER FAX # (輸入傳真號碼)

4 按數字鍵輸入您的傳真號碼。最多可輸入20位數字。

- 若要在數字之間插入空格，按#鍵。若要插入“+”，按*鍵。
- 如果出錯，按HOLD/SEARCH鍵將光標移回到出錯位置，然後輸入正確的數字。新的數字將取代舊的數字。

例如：5 5 5 # 1 2 3 4

光標：顯示屏上的黑色方塊標記，表示數字或字母的輸入位置。

5 按START/MEMORY鍵將傳真號碼存入記憶體。























































































顯示屏上將顯示：ENTER YOUR NAME (輸入您的姓名)














6 如下圖所示按數字鍵輸入您的姓名，最多可輸入24個字符。

- 若要連續輸入兩個需用同一個鍵的字母，在輸入第一個字母後按SPEAKER鍵，使光標向前移一位。

例如：SHARP = 7 7 7 7 7 7 4 4 4 2 2 7 7 7 7 SPEAKER 7 7

輸入您的姓名和傳真號碼

SPACE =  	J =  	T =  
A =  	K =   	U =   
B =   	L =    	V =    
C =    	M =  	W =  
D =  	N =   	X =   
E =   	O =    	Y =    
F =    	P =  	Z =     
G =  	Q =   	
H =   	R =    	move → = 
I =    	S =     	move ← = 

 ABC	 DEF		← 按此鍵刪除光標所在位置的字母。
 GHI	 JKL		← 按此鍵改變大小寫。
 PQRS	 TUV		← 按此鍵將光標左移。
 * 0  #			← 按此鍵將光標右移。

反覆按這兩個鍵之一選擇以下符號：
./!"#\$\$%&'()*+,-.:;<=>?@[¥]^_`{|}~→←

7 按START/MEMORY鍵將您的姓名存入記憶體。



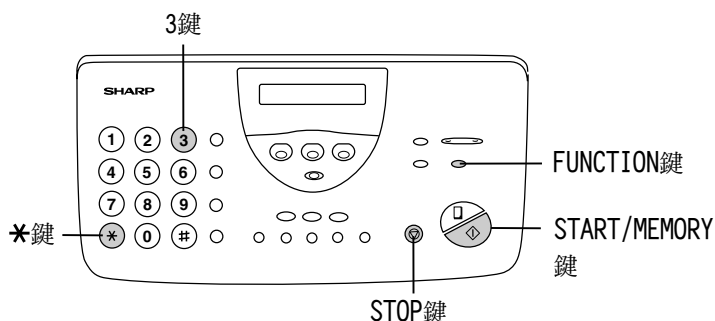
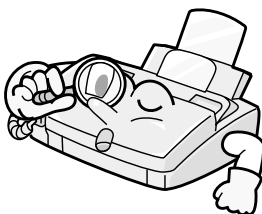
顯示屏上將顯示：SECURITY SELECT (安全功能選擇)

8 按STOP鍵返回到日期和時間顯示。



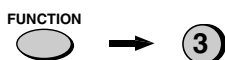
設定日期和時間

日期和時間出現在顯示屏和報告中，並打印在每一頁傳送文件的頂端。



註：設定日期和時間之前，必須安裝成像膠片和打印紙。

1 按功能鍵和3鍵：



顯示屏上將顯示： ENTRY MODE (輸入模式)

2 按三次*鍵。



顯示屏上將顯示： DATE & TIME SET (日期和時間設定)

設定日期和時間

3 按START/MEMORY鍵。



- 當前設定的日期將出現在顯示屏上。

4 輸入兩位數的日期（“01”至“31”）。

- 若要糾正錯誤，按SPEED DIAL鍵將光標移回到出錯的位置，然後輸入正確的數字。

例如：5日



5 輸入兩位數的月份（一月為“01”，二月為“02”，十二月為“12”等）。

例如：一月



6 輸入年份（四位數）。

例如：2001



7 輸入兩位數的小時（“00”至“23”）和兩位數的分鐘（“00”至“59”）。

例如：9:25



- 8** 按START/MEMORY鍵使時鐘開始運行。



顯示屏上將顯示：STORE JUNK # (記憶垃圾傳真號碼)

- 9** 按STOP鍵返回到日期和時間顯示。



選擇接收模式

本傳真機有四種接收電話和傳真的模式。

TEL 模式：

這是接收電話最方便的模式。你也可以接收傳真，但是必須首先拿起傳真機的聽筒或連接在同一電話線上的分機電話應答所有的電話。

FAX 模式：

當您祇想在此線路上接收傳真時選擇本模式。傳真機將自動應答所有電話並接收傳真。

TEL/FAX 模式：

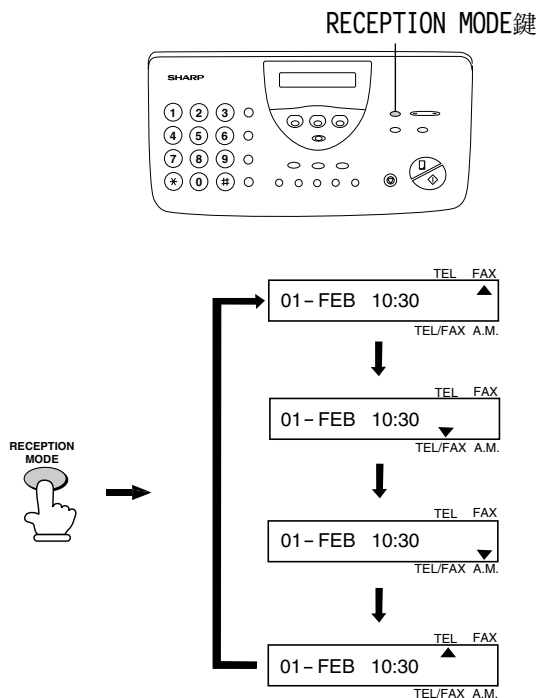
本模式對於接收傳真和電話均方便。當電話打進來時，傳真機將檢測是電話（包括手動撥號傳真發送），還是自動撥號傳真。若是電話，傳真機將發出一種特殊的振鈴聲提醒您接電話。若是自動撥號傳真發送，將開始自動接收。

A.M. 模式：

當在您外出時要由內置的答話機應答所有來電時選擇本模式。聲音資訊將被錄音，傳真資訊將自動接收。

設定接收模式

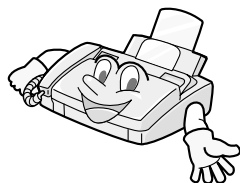
按RECEPTION MODE鍵直到顯示屏上的箭頭指向所需的模式。



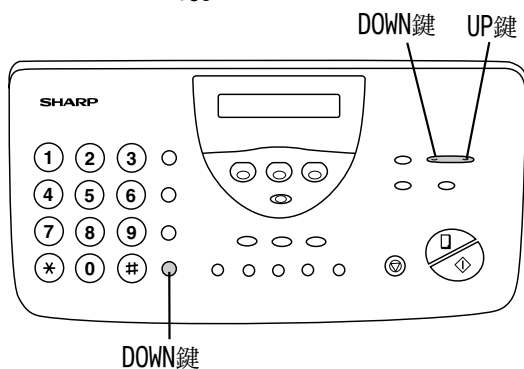
關於在電話、自動識別和傳真模式中接收傳真的詳細說明，請參見第4章“接收文件”。關於使用外接答錄模式的詳細說明，請參見第2章“答話機的連接”。

音量調節

音量調節



您可以用UP和DOWN鍵調節揚聲器和振鈴器的音量。



揚聲器

1 按SPEAKER鍵。

SPEAKER



2 按UP或DOWN鍵。



或



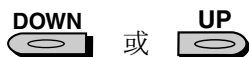
3 當顯示屏顯示出所需的音量等級時，按SPEAKER鍵關閉揚聲器。

SPEAKER

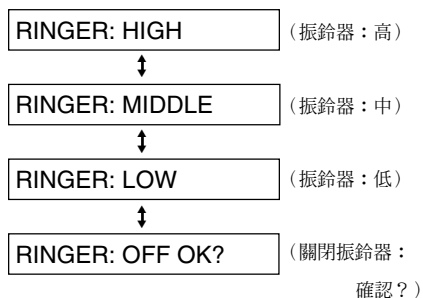


振鈴器

- 1 按UP或DOWN鍵。（確認未按SPEAKER鍵。）



顯示



- ◆ 振鈴器將按所選的音量等級響一次鈴，然後日期和時間重新出現在顯示屏上。

- 2 若選擇RINGER：OFF OK？，按START/MEMORY鍵。

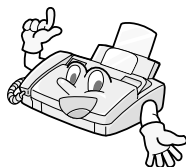


註：接收模式設定為TEL時，即便關閉振鈴器其仍將以低音量響鈴。

2. 使用答話機

利用FO-885的內置答話機，您在外出時也可接收電話留言及發來的傳真。

要使用答話機時，請錄製外出留言，然後在您外出時將接收模式設定為A.M.。



錄製外出留言

外出留言（OGM）是問候語，在答話機接到來電後播放，通知來電者留言或發送傳真。

例：

“您好，這裡是ABC公司。現在辦公室裡沒有人可以接電話，請在嗶音響過之後留言，或在您的傳真機上按啟動鍵發送傳真。謝謝您的來電。”

1 按FUNCTION鍵和0鍵：

FUNCTION



顯示屏上將顯示：

A.M. SETTINGS

（答話機設定）

2 按#鍵：



顯示屏上將顯示：

OGM RECORDING

（外出留言錄音）

3 按START/MEMORY鍵。



4 按1鍵選擇GENERAL（一般）。（如果您想錄製用於在本章後面部分說明的轉送功能的留言，按2鍵選擇TRANSFER（轉送）。）

GENERAL

TRANSFER

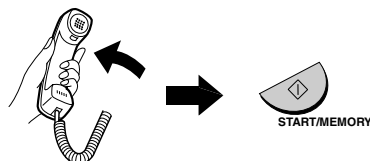
①

或

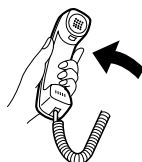
②

5 拿起聽筒，按START/MEMORY鍵並對著聽筒講話。

- 一般外出留言可長達60秒鐘。用於轉送功能的外出留言可長達15秒鐘。
- 錄音時，顯示屏上將顯示剩餘的錄音時間。



6 講完之後，按STOP鍵，然後放回聽筒。



7 按兩次STOP鍵返回日期和時間顯示。



錄製外出留言

要收聽外出留言

要收聽或刪除外出留言，請進行上述步驟1至步驟4的操作選擇留言，然後按PLAY/SKIP鍵收聽留言，或按DELETE鍵刪除留言。要返回日期和時間顯示，按兩次STOP鍵。請注意，一般外出留言無法刪除。若要改變該留言，祇需重複錄音步驟即可。

註：如果F0-885連接了分機電話，在使用分機時無法錄製、播放或刪除外出留言。

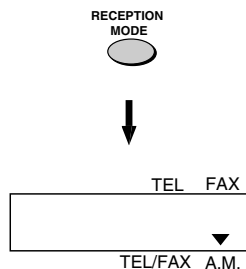
操作答話機

啓動答話機

在您外出之前，請如下所述啓動答話機：

按RECEPTION MODE鍵使顯示屏上的箭頭指向A.M.。

- 將播放外出留言（可按STOP鍵停止播放）。
- 如果未錄製一般外出留言，則不能將接收模式設定爲A.M.。



在接收模式設定爲A.M.時，如果F0-885已接到一件以上來電，它將在響了兩聲鈴之後應答來電，如果未收到留言，它將在響了四聲鈴之後應答（詳見本章“遙控操作”中的“費用節省”部分）。

註：如果記憶器被以前錄製的留言占滿，MEMORY IS FULL（記憶器已滿）將出現在顯示屏上。要將接收模式設定爲A.M.，必須先刪除部分或全部已儲存的留言。

註：在A.M.模式中，如果在應答來電後檢測到6秒鐘以上的沉默，傳真機將自動切換爲傳真接收。因此，如果來電者在留言時暫停了這麼長一段時間，留言將被切斷。

收聽接到的留言

在您回家後，顯示屏上將顯示出錄下的留言件數。請如下所述收聽留言。

1 按PLAY/SKIP鍵。

- 如果您祇想聽新留言（以前未聽過的留言），請持續按住PLAY/SKIP鍵兩秒鐘以上。



2 將播放留言。

- 播放各段留言時，錄音的日期和時間將簡短地出現在顯示屏上。如果未收到留言，NO MESSAGE（沒有留言）將出現。
- 要重聽某件留言，在播放完該留言之前按REPEAT鍵。
- 要退回到前面的留言，在播放現在的留言3秒鐘之內按REPEAT鍵。
- 要跳到下一件留言，按PLAY/SKIP鍵。

REPEAT



REPEAT



PLAY/SKIP



註：如果您接到電話，播放將停止，請拿起聽筒，按STOP鍵。

刪除收到的留言

爲了確保記憶體不被占滿，在您聽完收到的留言後應將其刪除。

- **刪除所有留言：**要刪除所有留言，按住DELETE鍵2秒鐘以上。
- **刪除單件留言：**要祇刪除一件留言，在播放該留言時按DELETE鍵。

DELETE



使用 REC/MEMO鍵

您可用REC/MEMO鍵爲其他F0-885用戶錄下通話內容和留言。這些內容將在按了PLAY/SKIP鍵後與該箱中的其他來電留言一起播放。

- **錄製留言：**要錄製留言，按REC/MEMO鍵1秒鐘以上，然後拿起聽筒，按START/MEMORY鍵，並對著聽筒講話。講完後，放回聽筒或按STOP鍵。
- **錄製通話內容：**要錄製通話內容，在要錄音的通話過程中按住REC/MEMO鍵。通話結束之後，鬆開該鍵。

REC/MEMO



操作答話機

來電留言的日期和時間

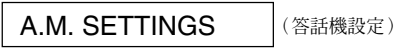
您可如下所示按面板上的鍵查看所收到留言的日期和時間。

- ◆ 日期和時間也顯示在留言一覽表中，可按照第9章中的說明將其列印出來。

1 按FUNCTION鍵和0鍵：



顯示屏上將顯示：



2 按三次*鍵：



顯示屏上將顯示：



3 按START/MEMORY鍵。顯示屏上將顯示已錄音留言的件數。



4 按#或*鍵一次以上顯示每件留言的日期和時間。

- 留言件數將最先顯示，幾秒鐘之後顯示日期和時間。



5 按STOP鍵。



註： 每當您刪除留言時，留言日期和時間也被刪除。

可選的答話機設定

設定來電留言時間

來電留言（ICM）是來電者用內置答話機給您的留言。答話機在出廠時設定為允許每個來電者留下最長4分鐘的留言。如有必要，您可以將此設定改變為15、30或60秒鐘。

1 按FUNCTION鍵和0鍵：

FUNCTION



顯示屏上將顯示：

A.M. SETTINGS

（答話機設定）

2 按三次#鍵：



顯示屏上將顯示：

ICM RECORD TIME

（來電留言錄音時間）

3 按數字鍵選擇所需的來電留言錄音時間：

• 1：15 秒鐘



• 2：30 秒鐘



• 3：60 秒鐘



• 4：4 分



4 按STOP鍵。

STOP



可選的答話機設定

答話機故障時的傳真接收

如果在您外出時用於錄製來電留言的記憶體已滿，答話機將不再能錄製留言。ON A.M. FAILURE（答話機故障時）設定用於在發生這種情況時選擇傳真機對來電留言的反應：

- ◆ 自動傳真接收NO（否）：FO-885將在響了20聲鈴之後應答，此後它將等著接收遙控命令。大多數來電者會在它應答之前掛機；但是，當您從遠處向FO-885打電話時，您可以一直等到它應答，聽留言，然後將其刪掉（參見本章的“遙控操作”部分）。
- ◆ 自動傳真接收YES（是）：接收模式將切換為FAX模式，使FO-885繼續自動接收傳真，而不必播放外出留言應答。利用這一設定，您仍可用遙控命令聽留言並刪除儲存的留言（參見本章的“遙控操作”部分）。

自動傳真接收在發貨前的出廠設定為 NO（否）。如果您想將其設定為 YES（是），請如下所示按面板上的鍵。

1 按FUNCTION鍵和0鍵：

FUNCTION



顯示屏上將顯示：A.M. SETTINGS（答話機設定）

2 按兩次*鍵：



顯示屏上將顯示：ON A.M. FAILURE（答話機故障時）

3 按1鍵啓動自動傳真接收功能，或按2鍵將其關閉。



或



4 按STOP鍵。

STOP



僅播放外出留言

如果需要，您可以取消對來電留言的錄音。這時，將播放外出留言，但打來電話的人無法留言。（傳真機仍可接收由自動撥號發送來的傳真。）

1 如右圖所示按鍵：



顯示屏上將顯示：**OGM ONLY MODE**（僅播放外出留言模式）

2 按1鍵啓動僅播放外出留言模式，或按2鍵將其取消。



3 按STOP鍵。



轉送功能

轉送功能

轉送功能用於每當F0-885收到來電留言時，使它自動往一個特定的號碼打電話通知您。這樣，即使您在遠處，也可在收到來電留言後立即聽到。

當您應答電話時，您將聽到您所錄的留言告知該電話是一轉送電話。請輸入“#”、遙控代碼號及“#”。隨後答話機將播放留言。您也可以進行本章中“遙控操作”部分說明的其他任何遙控操作。

註：當您在轉送電話後掛機時，F0-885不會立即恢復普通操作。如果您想讓F0-885在轉送電話後立即接電話，請在掛機之前輸入兩次“*”（如果您想在播放留言時掛機，請先輸入“0”和“#”停止播放，然後輸入兩次“*”）。

編製轉送號碼

要使用轉送功能，您必須先給F0-885一個電話號碼（轉送號碼）。此操作通過如下所示按面板上的鍵完成。

1 按FUNCTION鍵和0鍵：



顯示屏上將顯示：

A.M. SETTINGS

（答話機設定）

2 按六次#鍵：



顯示屏上將顯示：

TRANSFER # ENTRY

（輸入轉送號碼）

3 按START/MEMORY鍵。



4 按數字鍵輸入轉送號碼（最多32位數，包括暫停）。



（例）

- 要在號碼的任一兩位數之間插入暫停時，請按REDIAL鍵。

5 按START/MEMORY鍵後按STOP鍵。



錄製轉送留言

當您應答電話時將播放轉送留言，並通知您該電話是一轉送電話。它可長達15秒鐘。要錄製轉送留言，請按照本章中“錄製外出留言”部分的說明操作。下面是一例：

“您好！這是一個給（您的名字）的轉送電話。現在請輸入您的遙控代碼號。”

轉送功能

啓動和關閉轉送功能

1 按FUNCTION鍵和0鍵：

FUNCTION



顯示屏上將顯示：

A.M. SETTINGS

(答話機設定)

2 按四次*鍵：



顯示屏上將顯示：

TRANSFER FUNC

(轉送功能)

3 按1鍵啓動轉送功能，或按2鍵將其關閉。



或



4 按STOP鍵。

STOP



截接振鈴

此功能可使被選定的來電者用音頻式撥號電話截接答話機的外出留言，並使 F0-885 發出特殊的振鈴音，提醒您是在他們在打電話。當您在電話機旁邊，但祇想和特定的來電者談話，而讓答話機去接所有其他電話時，此功能很有用。

編製截接代碼

要截接答話機，給您打電話的人必須從其電話機上輸入3位數的截接代碼。此代碼在出廠時已被設定為“009”。如果您想改變它，請如下所述按面板上的鍵。

重要！

- 截接代碼必須不同於用於遙控操作的遙控代碼。

1 按FUNCTION鍵和0鍵

FUNCTION



顯示屏上將顯示：

A.M. SETTINGS

(答話機設定)

2 按五次#鍵：



顯示屏上將顯示：

OVERRIDE CODE

(截接代碼)

3 按數字鍵輸入3位數的代碼。



(例)

4 按START/MEMORY鍵後按STOP鍵。



START/MEMORY

STOP



截接振鈴

截接答話機

給您打電話的人應按照下述步驟截接答話機。

- 1 給您打電話的人從音頻式撥號電話向F0-885打電話。在外出留言開始播放時，他們應按其電話機上的“#”鍵。



- 來電者將聽到短促的噪音，外出留言則停止播放。

- 2 來電者應按其電話機上的相應鍵輸入截接代碼和“#”。

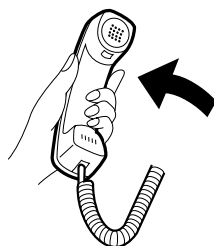
- 如果輸入的代碼不正確，來電者將聽到四聲噪音。則他或她必須在10秒鐘之內再次輸入正確的代碼，否則線路將被切斷。



(例)

- 3 F0-885將發出特殊的振鈴音。請拿起聽筒接電話。（請注意，連接在同一線路上的分機電話不會響鈴。）

- 如果您在30秒鐘之內未應答，外出留言將再次播放，隨後來電者即可留言。



遙控操作

您可以從任何音頻式撥號電話機向FO-885打電話並用遙控命令播放留言。您也可以用這些命令改變接收模式和其他設定。

遙控代碼號

進行遙控操作時，必須先編製一個遙控代碼號。該號碼用於防止未經許可的人冒聽您的留言或改變傳真機的設定。

遙控代碼號在出廠時已被設定為“001”。如果您想改變它，請如下所述按面板上的鍵。

1 按FUNCTION鍵和0鍵：

FUNCTION



顯示屏上將顯示：

A.M. SETTINGS

(答話機設定)

2 按四次#鍵：



顯示屏上將顯示：

REMOTE CODE

(遙控代碼)

3 按數字鍵輸入3位數。



(例)

4 按START/MEMORY鍵後按STOP鍵。



遙控操作

費用節省

當您向F0-885打電話收聽留言時，如果已接到一件以上留言，它將在響了兩聲鈴之後應答，如果未收到留言，它將在響了四聲鈴之後應答。

這樣可使您節約電話費，特別是在打長途電話時，可節省費用。如果傳真機在響了兩聲鈴之後不應答，您可在其應答之前掛機，以節約電話費。

如果您不想使用費用節省功能，可按照下述步驟操作將其關閉。此時，F0-885將在用可選設定2（參見第8章）（即FAX接收模式的振鈴設定）所設定的響鈴次數之後應答。

1 按FUNCTION鍵和0鍵：

FUNCTION



顯示屏上將顯示：

A.M. SETTINGS

（答話機設定）

2 按兩次#鍵：



顯示屏上將顯示：

TOLL SAVER

（費用節省）

3 按1鍵啓動費用節省功能，或按2鍵將其關閉。



或



4 按STOP鍵。

STOP



檢索留言

註：當接收模式被設定為FAX或TEL/FAX時，您也可遙控操作使用F0-885。此時，請向F0-885打電話，在其應答之後，或在TEL/FAX模式下的偽振鈴期間（兩種情況下都應在您聽到傳真音之前），立即按“#”鍵，然後從下述步驟2起繼續操作。

1 從一按鍵音頻式電話機向F0-885打電話。在您的外出留言開始播放時，按電話機上的“#”鍵。



- 您將聽到短促的嗶音，外出留言將停止播放。

2 輸入遙控代碼號，然後按電話機上的“#”鍵。



(例)

- 您將聽到與記錄的留言件數相同數目的一串嗶音，如果收到了四件以上的留言，將聽到一長聲嗶音。隨後傳真機將播放留言，在每件留言結束時將發出一聲嗶音。所有留言都播放完之後，您將聽到一長聲嗶音。
- 如果尚未收到留言，您將聽到短促的嗶音。您可以掛機，或進行下節“其他遙控操作”中說明的任何操作。

3 在播放留言時，您可作下述任何操作。

- **重複**：要重聽某一留言，在留言結束之前按電話機上的“2”和“#”鍵。要退回到前面的留言，在現在的留言開始播放3秒鐘之內按“2”和“#”鍵。
- **前進**：要跳至下一件留言，按電話機上的“5”和“#”鍵。
- **停止**：要停止播放，按電話機上的“0”和“#”鍵。此後，您可輸入下節“其他遙控操作”中說明的任何命令。
- **播放新留言**：要祇聽新留言，先按“0”和“#”鍵停止播放，然後按“6”和“#”鍵。
- **刪除留言**：要刪除您正在聽的留言，在其播放結束之前按“3”和“#”鍵。



4 當您聽完留言時，您可進行下述任何操作：

- **刪除所有留言：**要刪除所有留言，按“3”、“3”和“#”鍵。
- **重複播放：**要重聽留言，按“7”和“#”鍵。
- **進行其他操作：**您可輸入下節“其他遙控操作”中說明的任何命令。
- **掛機：**如果您不先刪除留言，它們將會被儲存起來，其他新留言將被錄在其後。如果您想讓F0-885立即恢復普通操作，在掛機之前按兩次“*”鍵（有時，特別是在使用了轉送功能時，如果您沒有先按兩次“*”鍵，在您掛機一或兩分鐘之後，F0-885可能不會接新打來的電話。）



註釋：

- ◆ 傳真機接收遙控命令後，您將聽到一聲嗶音。如果輸入的命令不正確，您將聽到四聲嗶音。在後一種情況下，請重新輸入正確的命令。
- ◆ 輸入命令時，請勿在各位數之間停頓10秒鐘以上。否則，將發出四聲嗶音的出錯信號，且到此為止所輸入的數字都將無效。此時，請從頭開始重新輸入命令。
- ◆ 如果您在輸入遙控代碼號時輸錯了兩次（兩次引起發出四聲嗶音的出錯信號），線路將被切斷。這可防止外人冒用您的遙控代碼號。
- ◆ 如果您在輸入命令之前停頓了10秒以上，電話將被切斷。

遙控操作

其他遙控操作

聽完留言之後，您可以按電話機上的相應鍵進行下述任何操作。

註：在播放留言時不能輸入下列命令。如果您不想等到播放結束後再輸入命令，請先按“0”和“#”鍵停止播放，然後輸入命令。

改變傳真接收模式

請如下所述按鍵選擇新的接收模式：

- A.M. 模式：“8”、“1”和“#”鍵。
- FAX模式：“8”、“2”和“#”鍵。
- TEL模式：“8”、“3”和“#”鍵。



(例)

- 注意：在TEL模式，您將無法再改變接收模式。
- TEL/FAX模式：“8”、“4”和“#”鍵。

錄製新的外出留言

-
- 1** 按電話機上的“4”和“*”鍵。



2 當您聽到短促的嗶音時，請對著電話機講話錄製新的留言。

- 留言可長達15秒鐘。在15秒鐘之後（如果在您講完之後傳真機檢測到沉默，會更早一點），您將聽到嗶音，新留言將被播放。

啓動或關閉轉送功能

要啓動轉送功能：按電話機上“9”、“1”和“#”鍵。



（例）

要關閉轉送功能：按電話機上的“9”、“2”和“#”鍵。

改變轉送電話號碼

1 按電話機上的“9”、“0”和“#”鍵。



2 在您聽到短促的嗶音之後，請輸入新電話號碼。輸完後，按“#”鍵。



（例）

- 要在該號碼的任意兩位數之間輸入暫停，按“*”鍵。

錄製新轉送留言

-
- 1** 按電話機上的“9”、“3”和“#”鍵。



-
- 2** 在您聽到短促的嗶音之後，請對著電話機講話錄製新留言。

- 轉送留言的時間固定為15秒。在15秒鐘之後（如果在您講完之後傳真機檢測到沉默，會更早一點），您將聽到嗶音，新留言將被自動播放。

錄製“備忘錄”

您可以為自己或其他F0-885用戶留下“備忘錄”。它將會在收聽來電留言時播放。

-
- 1** 按電話機上的“*”和“#”鍵。



-
- 2** 在您聽到短促的嗶音之後，對著電話機講話錄製備忘錄。

-
- 3** 在您講完後，按“0”和“#”鍵。



- 如果F0-885檢測到一段沉默，它將自動停止錄音。

僅播放外出留言模式

要啓動僅播放外出留言模式時，按“1”、“1”和“#”鍵。（將播放外出留言，但打來電話的人無法留言。由自動撥號發送來的傳真將被接收）。



要取消僅播放外出留言模式時，按“1”、“2”和“#”鍵。



3. 發送文件

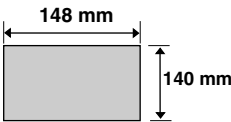
可傳送的文件

尺寸和重量

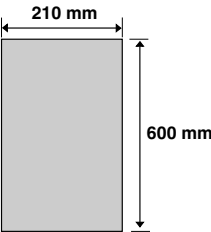
送稿器上可以放入的文件尺寸和重量取決於一次放一頁還是放數頁。

一次放一頁：

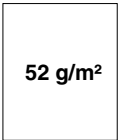
最小尺寸



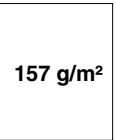
最大尺寸



最小重量

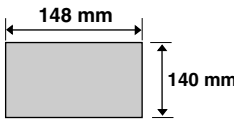


最大重量

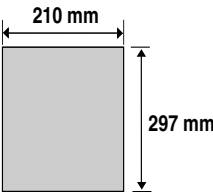


一次放數頁：

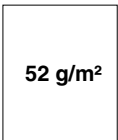
最小尺寸



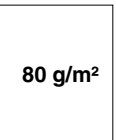
最大尺寸



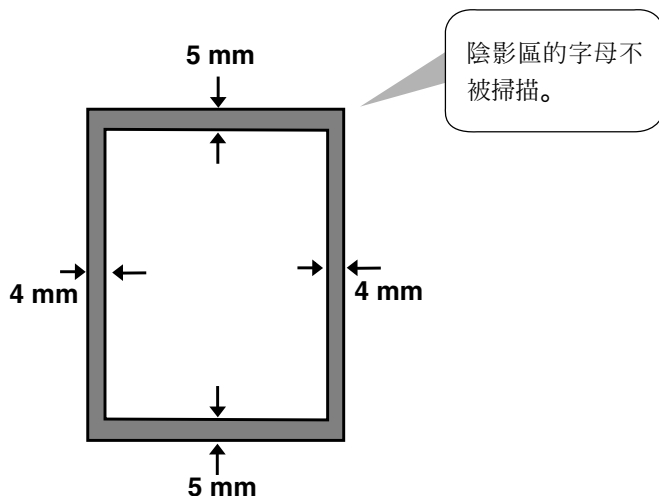
最小重量



最大重量



註：文件邊緣處的文字或影像不被掃描。



其他限制

- ◆ 掃描器無法辨認黃色、黃綠色或淡藍色墨水書寫的文件。
- ◆ 將文件放入送稿器之前，必須晾乾文件上的墨水、膠水和塗改液。
- ◆ 將文件放入送稿器之前，必須拆除文件上的所有回形針、訂書針和大頭針，否則可能損壞傳真機。
- ◆ 被粘補、剪貼、破損、小於最小尺寸、用複寫紙複寫、易髒或塗有光滑表面的文件應先進行列印，將列印件放入送稿器。

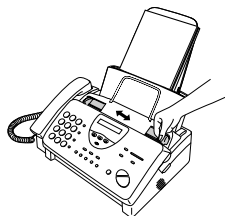
放入文件

放入文件

送稿器中一次最多可放入10頁文件。文件將從最底下的一頁開始被自動送入傳真機。

- ◆ 若需要發送或列印10頁以上文件，請在最後一頁被掃描之前將剩餘的文件小心仔細地放入送稿器。請勿試圖強行放入，否則可能導致重疊送紙或夾紙。
- ◆ 若文件中有幾頁特別大或厚，則必須一次放一頁，在掃描前一頁時插入一頁至送稿器。請輕輕插入以防止重疊送紙。

1 調節文件導板以適合文件寬度。



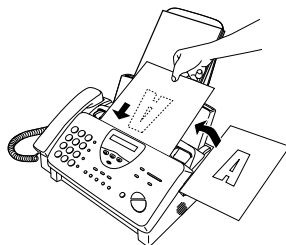
2 將文件正面朝下輕輕推入送稿器。

文件的頂端應先送進傳真機。

- 送稿器將文件的前緣吸進傳真機。顯示屏上將顯示：

READY TO SEND

(準備發送)



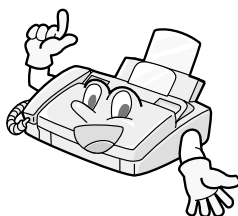
3 按照“解晰度和對比度”中的說明調整解晰度和／或對比度的設定（若有必要），然後按照“以普通撥號發送傳真”中的說明撥號。

RESOLUTION



從送稿器上取出文件

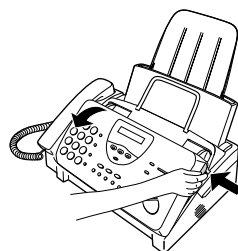
若需要從送稿器上取出文件，請打開操作面板。



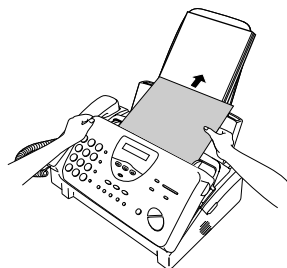
重要：

請勿試圖在未打開操作面板的情況下取出文件，否則可能損壞送稿機構。

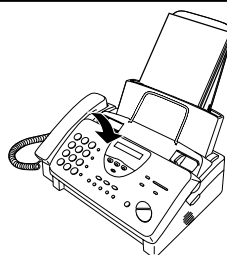
- 1** 抓住指孔向上拉打開操作面板。



- 2** 取出文件。



- 3** 關閉操作面板，確認發出喀嗒聲到位。



喀嗒！

解晰度和對比度

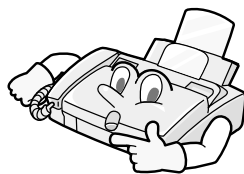
解晰度和對比度

若有必要，可以在發送文件之前調節解晰度和對比度。

解晰度的初始設定為
STANDARD（標準），對
比度的初始設定為AUTO
（自動）。



若不想使用初始設
定，則必須每次調
整設定。



註：解晰度和對比度設定僅在傳送文件時有效，接收文件時無效。

解晰度設定

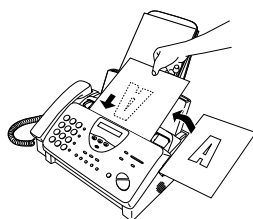
STANDARD（標準）：	用於傳送普通文件。本設定向您提供最快速和最經濟的傳送。
FINE（精細）：	用於傳送包含小文字或精細影像的文件。
SUPER FINE（超精細）：	用於傳送包含極小文字或極精細影像的文件。
HALF TONE（中間色調）：	用於傳送照片和影像。原稿將以64個灰度等級再現。

對比度設定

AUTO（自動）	用於傳送普通文件。
DARK（深色）	用於傳送模糊文件。

1 放入文件。

- 文件必須在調節解晰度和對比度之前放入。



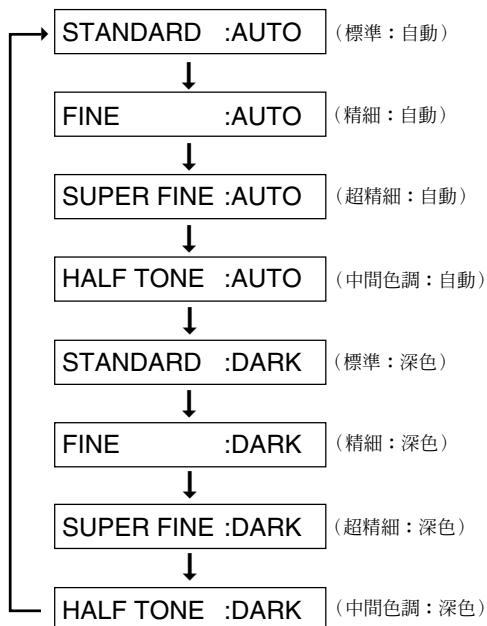
2 按一次或數次RESOLUTION鍵直到所需的解晰度和對比度設定出現在顯示屏上。

- 首次移動解晰度設定表時，對比度設定AUTO（自動）將出現在各解晰度設定旁邊。第二次移動該表時，對比度設定DARK（深色）將出現。

RESOLUTION



顯示：



註：爲了以FINE（精細）或SUPER FINE（超精細）解晰度發送傳真，接收方傳真機也必須具有該解晰度。否則本傳真機將自動下降到下一級最佳設定。

以普通撥號發送傳真

使用普通撥號時，請拿起聽筒（或按SPEAKER鍵）並按數碼鍵撥號。

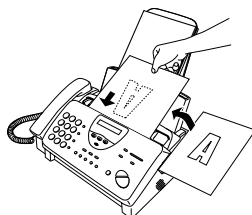
- ◆ 若有人應答，在發送傳真之前可通過聽筒與對方交談。（若按SPEAKER鍵，則必須拿起聽筒交談。）
- ◆ 普通撥號使您能聽到線路音，確認對方傳真機是否應答。

1 放入文件。

顯示屏上將顯示：

READY TO SEND

（準備發送）

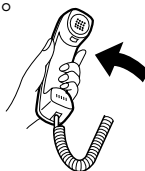


- 若有必要，設定解晰度和／或對比度。

RESOLUTION



2 拿起聽筒或按SPEAKER鍵。聽到撥號音。

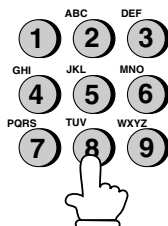


或

SPEAKER



3 按數碼鍵輸入接收方傳真機的號碼。



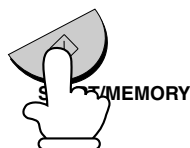
4 等待接通。根據接收方傳真機的設定，您將聽到傳真機接收音或對方有人應答。

- 若對方應答，（若按了**SPEAKER**鍵，拿起聽筒。）請對方按**START**鍵。這樣接收方傳真機將發出接收音。



5 您聽到接收音時，按**START/MEMORY**鍵。若使用了聽筒，將其放回。

- 傳送結束後，傳真機將發出一聲嗶音。



使用重撥鍵

可以按**REDIAL**鍵重現撥打最後撥的號碼。若要發送文件，從普通撥號的步驟 4 開始操作。注意當您按**REDIAL**鍵時，揚聲器將自動開啓。

傳真接收音：這是一種由接收方傳真機發送給傳送方傳真機的高頻音，表示它已準備好進行接收。

以自動撥號發送傳真

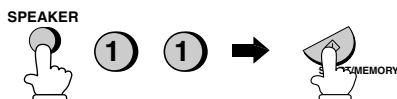
祇需按快速撥號鍵，或按SPEED DIAL鍵後輸入一個兩位數，即可撥傳真或電話號碼。

- ◆ 若要使用自動撥號，必須首先將完整的傳真或電話號碼存入傳真機。
- ◆ 記憶傳真或電話號碼時，需要為其選擇一個兩位數的快速撥號號碼。可以記憶88個快速撥號號碼。

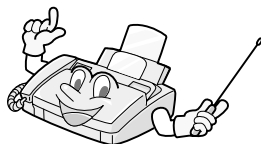
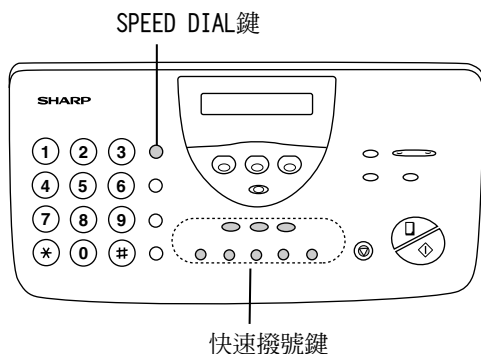
快速撥號號碼01至08用於快速鍵（單觸）的撥號。



快速撥號號碼09至88用於SPEED DIAL鍵的撥號。



快速撥號鍵上貼上快速撥號鍵標籤條。



在快速撥號鍵中記憶號碼時，將對方的姓名記入標籤。



記憶用於自動撥號的傳真和電話號碼

1 如右圖所示按鍵：

FUNCTION



3

#

顯示屏上將顯示： FAX/TEL # MODE (自動識別#模式)

2 按1選擇SET。

1

顯示屏上將顯示： FAX/TEL # SET (自動識別#設定)



ENTER SPEED #

(輸入快速撥號號碼#)

3 按數碼鍵輸入一個兩位數的快速撥號號碼（01至08用於快速鍵撥號，09至88用於縮位撥號）。

0

1

(例)

4 按數碼鍵輸入傳真或電話號碼（包括暫停最多32位）。（註：不能輸入空格。）


- 按SPEED DIAL鍵刪除錯誤。
- 若在兩位數碼之間需要暫停以便進入特殊服務或外線，按REDIAL鍵。暫停以連字符出現。一行中可以加入數個暫停。























































































5 按START/MEMORY鍵。



6 如下圖所示，按數碼鍵輸入對方的姓名。最多可輸入20個字符。

- ◆ 若不想輸入姓名，則跳過此步驟。
- ◆ 若要連續輸入兩個需用同一個鍵的字母，在輸入第一個字母後按SPEAKER鍵，使光標向前移一位。


例如：SHARP = 7 7 7 7 7 4 4 4 2 2 7 7 7 7  7 7

SPACE =  	J =  	T =  
A =  	K =   	U =   
B =   	L =    	V =    
C =    	M =  	W =  
D =  	N =   	X =   
E =   	O =    	Y =    
F =    	P =  	Z =     
G =  	Q =   	
H =   	R =    	move → = 
I =    	S =     	move ← = 

7 按START/MEMORY鍵。



8 返回步驟3記憶另一個號碼，或按STOP鍵退出。若該號碼用於快速撥號鍵，可以將姓名記入對應的快速撥號鍵標籤。

步驟3或按  鍵

記憶區號和訪問碼

您還可以在快速撥號鍵或縮位撥號號碼中記憶區號或訪問碼。若要用該號碼進行撥號，參見第6章“打電話”中的“順序拔號”

註：記憶在快速撥號鍵或縮位撥號號碼中的區號或訪問碼僅可在撥號之前拿起聽筒或按SPEAKER鍵的情況下才可使用。

刪除號碼

1 如右圖所示按鍵：

FUNCTION



顯示屏上將顯示： FAX/TEL # MODE (自動識別#模式)

2 按2鍵選擇CLEAR。



3 按數碼鍵輸入所要刪除的快速撥號號碼。




(例)

4 按START/MEMORY鍵。



5 返回步驟3可刪除另一個號碼，或按STOP鍵退出。

步驟3或按  鍵

修改

若要修改前面記憶的號碼，請重複記憶步驟。在步驟3中選擇所要修改的快速撥號號碼，然後當號碼和姓名出現在顯示屏上時進行修改（分別為步驟4和6）。

◆ 鋰電池將自動撥號號碼保存在記憶體中

本傳真機在電源關閉時使用鋰電池將自動撥號號碼和其他編程的資料保存在記憶體中。電池的電力主要在電源關閉時消耗。若電源持續關閉，該電池的壽命約為5年。若電池耗盡，請到經銷商店或零售店更換。請勿擅自更換。

以自動撥號發送傳真

快速撥號鍵撥號

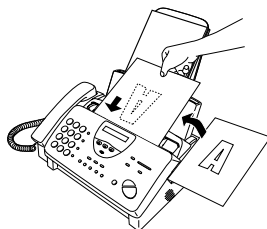
若所要撥打的號碼已存入快速撥號號碼01至08用於自動撥號，則按相應的快速撥號鍵即可撥號。

1 放入文件。

顯示屏上將顯示：

READY TO SEND

(準備發送)



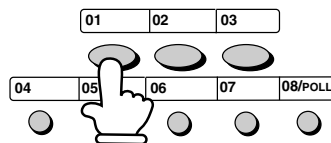
- 若有必要，設定解晰度和／或對比度。

RESOLUTION



2 按所需的快速撥號號碼對應的快速撥號鍵。

- 接收方的姓名將出現在顯示屏上。若未記憶姓名，將出現傳真號碼。（若姓名或號碼不對，請按STOP鍵。）
- 一旦接通，文件將自動被傳送。



例如：若要撥打快速撥號號碼01，則按快速撥號鍵01。

縮位撥號

縮位撥號可用於撥打記憶為自動撥號的任何號碼。

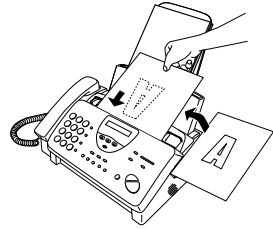
1 放入文件。

顯示屏上將顯示：

READY TO SEND

(準備發送)

- 若有必要，設定解晰度和／或對比度。



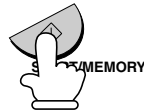
2 按SPEED DIAL鍵，然後按數碼鍵輸入兩位數的縮位撥號號碼。

- 若要輸入數碼1至9，先輸入0，然後輸入數碼。



(例)

3 查看顯示屏。如果顯示的姓名或號碼正確，按START/MEMORY鍵。（如果不對，按STOP鍵後重複步驟2。）



以自動撥號發送傳真

直接按鍵撥號

您也可以用數碼鍵輸入完整的號碼，然後按**START/MEMORY**鍵開始撥打。如果您在發送傳真之前不需要與對方通話，則可以用此方法撥完整的號碼。

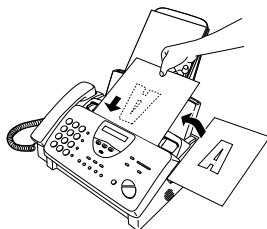
1 放入文件。

顯示屏上將顯示：

READY TO SEND

(準備發送)

- 若有必要，設定解晰度和／或對比度。



RESOLUTION



2 按數碼鍵輸入接收方傳真機的號碼。

- 若在兩位數碼之間需要暫停以便進入特殊服務或外線，按**REDIAL**鍵。暫停以連字符出現。一行中可以加入數個暫停。



3 查看顯示屏。如果顯示的接收方傳真機號碼正確，按**START/MEMORY**鍵。

- 如果不對，按**STOP**鍵逐次刪除一位數碼，然後重新輸入正確的號碼。



使用HOLD/SEARCH鍵

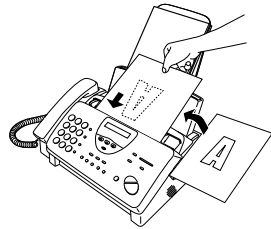
如果您忘記了某個傳真號碼記憶於哪個快速撥號鍵或縮位撥號號碼，則可以按以下步驟搜尋該號碼。一旦找到了該號碼，祇需簡單地按START/MEMORY鍵便可以撥號並傳送放入的文件。

1 放入文件。

顯示屏上將顯示：

READY TO SEND

(準備發送)



- 若有必要，設定解晰度和／或對比度。

RESOLUTION



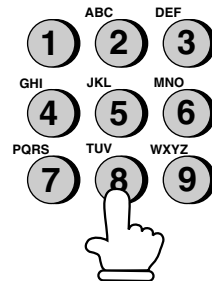
2 按HOLD/SEARCH鍵。然後按1鍵

HOLD/
SEARCH



3 按一次或數次相應的數碼鍵（對應所需字母的鍵）輸入記憶姓名的第一個字母，直到該字母出現在顯示屏上。若姓名以特殊字符或數碼開頭，按1鍵。

- 若您忘記了第一個字母，請進到步驟4（您將從頭開始瀏覽姓名一覽表）。
- 若沒有為該號碼記憶姓名，按0鍵。這樣，將瀏覽號碼一覽表，而非姓名。

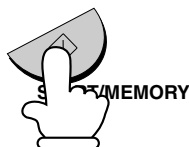


4 按#鍵或*鍵瀏覽姓名（若按0鍵，則瀏覽號碼）。當所需的姓名出現在顯示屏上時停止。

- 若沒有記憶以輸入字母開頭的姓名，您將從下一個姓名開始以字母排列順序瀏覽一覽表。若完全未記憶姓名／號碼，將顯示NO DATA（沒有資料）。



5 按START/MEMORY鍵。一旦接通文件將被自動傳送。



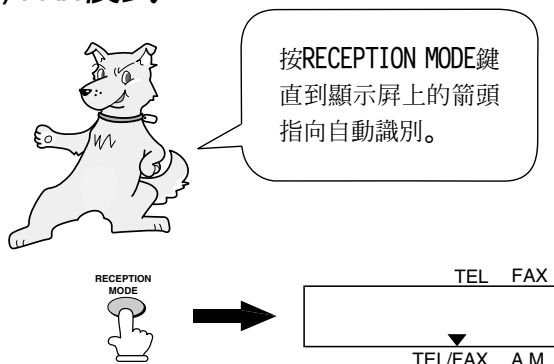
自動重撥

如果使用自動撥號（包括直接按鍵撥號）且對方電話佔線，傳真機將自動重撥該號碼。以5分鐘的間隔最多重撥2次。

- ◆ 若要停止自動重撥，按STOP鍵。
- ◆ 若有必要，可以在可選設定5中改變傳真機重撥的次數，以及在可選設定4中改變重撥的間隔。請參見第8章“可選設定”。

4. 接收文件

使用TEL/FAX模式



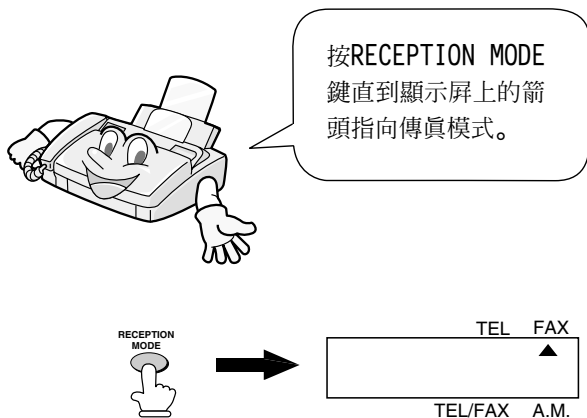
接收模式設定於TEL/FAX模式時，傳真機在響2次鈴聲後自動應答所有的電話。應答後，傳真機監測線路5秒鐘判斷是否有傳真發送過來。

- ◆ 若傳真機檢測到傳真音（表示來電是以自動撥號傳送的傳真），將自動開始接收傳真。
- ◆ 若傳真機未檢測到傳真音（表示來電是電話或以手動撥號傳送的傳真），將發出15秒鐘的振鈴聲（稱為偽振鈴），以提醒您接電話。如果在此期間內您未應答，傳真機將發送傳真音給對方的傳真機，允許對方根據需要手動發送傳真。

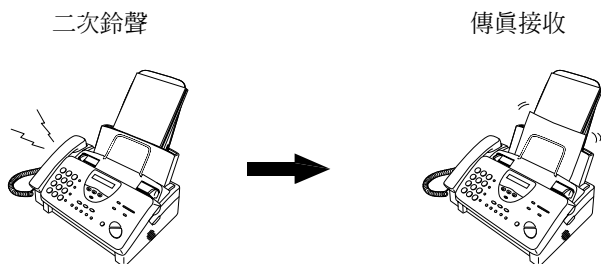
註釋：

- ◆ 祇有傳真機才會通過偽振鈴提醒您是電話或是以手動撥號傳送的傳真，連接在同一電話線上的分機電話接通後不會發出鈴聲。
- ◆ 偽振鈴的間隔可以在可選設定10中調節。請參見第8章“可選設定”。
- ◆ 通過改變可選設定2可以改變傳真機應答電話的振鈴次數。（參見第8章“可選設定”。）

使用FAX模式

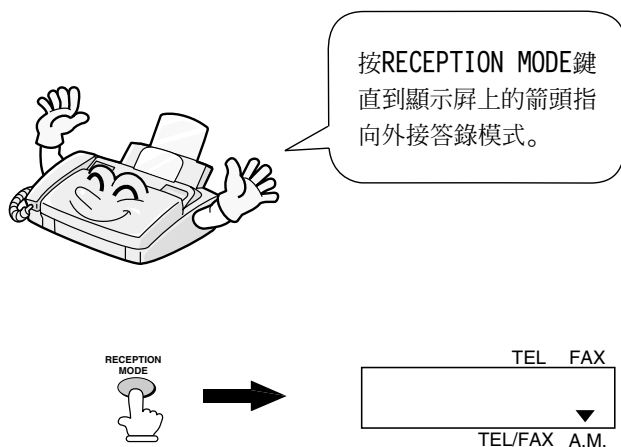


接收模式設定於傳真模式時，傳真機在響二次鈴聲後自動應答來電並接收傳真。



- ◆ 可以在可選設定2中改變傳真機應答來電之前的鈴聲次數。（參見第8章“可選設定”。）
- ◆ 如果您在傳真機應答之前拿起聽筒，則可以按照“使用TEL模式”中的說明與對方通話，並（或）接收文件。

使用A.M. 模式

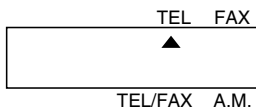


在A.M. 模式，傳真機將自動接收聲音留言和傳真。詳細說明請參見第2章。

使用TEL模式



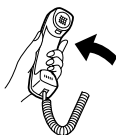
按RECEPTION MODE鍵
直到顯示屏上的箭頭
指向電話模式。



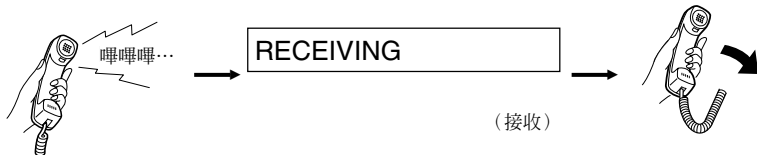
接收模式設定於TEL時，您必須用傳真機的聽筒或連接在同一電話線上的分機電話應答所有來電。

用傳真機的聽筒應答

- 1 傳真機響鈴時拿起聽筒。



- 2 若聽到傳真音，請等待顯示屏上顯示RECEIVING（接收），然後放回聽筒。



註：若已將可選設定12（傳真訊號接收）設定為 NO（否），按 START/MEMORY 鍵開始接收。

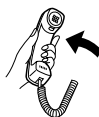
- 3** 若對方先說話，然後要求發送傳真，請在通話後按START/MEMORY鍵（您要在對方按啟動鍵之前按START/MEMORY鍵）。

- 確認顯示屏上顯示RECEIVING（接收），然後放回聽筒。



用分機電話應答

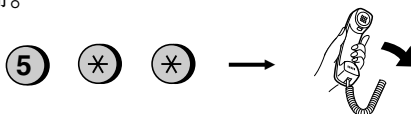
- 1** 電話鈴響時，拿起分機電話應答。



- 2** 如果在用分機電話應答時聽到傳真音，請等待傳真機應答（分機電話將斷開），然後放回聽筒。



- 3** 如果傳真機不應答，或對方想先通話再發送傳真，則在分機電話上按5、*和*鍵（僅限於在音頻撥號電話上），此訊號通知傳真機開始接收。放回聽筒。



接收文件

註釋：

- 如果送稿器上放有文件，傳真機將不接受該訊號而開始接收（5*~~*~~）。
- 如果已將可選設定12設定為NO（否），而且拿起分機電話時聽到傳真音，則使用音頻電話時，必須按5、*和*鍵，或使用脈衝電話時，請走到傳真機旁，拿起聽筒並按START/MEMORY鍵。

二合一列印

爲了省紙，可以將接收的傳真的尺寸縮小55%。例如，這樣您就可以將兩頁文件接收在一頁紙上（注意，如果文件紙張比列印紙張長，也可能做不到）。若要啓動此功能，按照以下步驟操作。

1 如右圖所示按鍵：



顯示屏將顯示：2 IN 1 PRINT（二合一列印）

2 按1鍵啓動此功能，或按2鍵將其關閉。



顯示屏將顯示：PRINT CONTRAST（列印對比度）

3 按STOP鍵。



接收比率

出廠時傳真機被設定為自動縮小接收文件的尺寸而與列印紙的尺寸相符。這樣可以保證文件邊緣的數據不被切除。如果需要，可以關閉此功能，以全尺寸列印接收的文件。

註：如果文件太長而無法列印在一頁列印紙上，剩餘部分將列印在第二頁上。這時，一行的中間可能會有切斷。

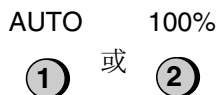
註：如果接收的文件太長、包含太精細的圖形和像片，或以高解晰度發送，則可能無法自動縮小。這時，文件的剩餘部分將列印在第二頁上。

1 如右圖所示按鍵：



顯示屏將顯示：RECEPTION RATIO (接收比率)

2 按1鍵開啓自動縮小功能，或按2鍵將其關閉。



如果選擇AUTO（自動），進到步驟3。如果選擇100%，進到步驟4。

3 如果選擇AUTO（自動），請選擇記憶體存滿情況下的接收比率（記憶體存滿時無法自動縮小）。按1鍵選擇93%，或按2鍵選擇100%。



4 按STOP鍵。

STOP



代替接收至記憶體

在無法進行列印的情況下，如傳真機列印紙用完、成像膠片需要更換或夾紙等，發來的傳真將被接收至記憶體。

當接收文件至記憶體時，顯示屏上出現FAX RX IN MEMORY（傳真接收至記憶體），同時交替出現OUT OF PAPER（列印紙用完）、SET PAPER & PRESS START KEY（放紙&按START鍵）、FILM END（膠片用完）或PAPER JAMMED（夾紙）。當您加紙、更換成像膠片或清除夾紙後，按START/MEMORY鍵，記憶的文件將自動印出。

- ◆ 如果傳真機紙用完而將文件接收至記憶體時，務必加入與原來使用的紙張相同尺寸的列印紙，否則，列印的文件尺寸可能與列印紙的尺寸不相符。

5. 影印

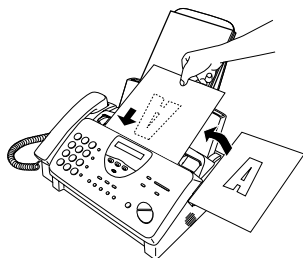
本傳真機也可用於影印文件。可以影印一份和多份（每頁原稿最多為99份），使您的傳真機又成為方便的辦公影印機。

1 正面朝下放好文件。（最多10頁。）

顯示屏上將顯示：

READY TO SEND

（準備發送）



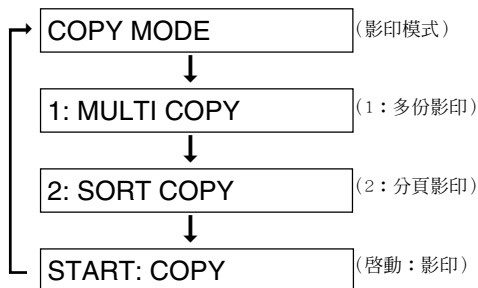
- 若有必要，設定解晰度和／或對比度。（用於影印的初始值設定為SUPER FINE（超精細）。）

RESOLUTION

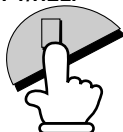


2 按COPY/HELP鍵。

顯示屏上將顯示：



COPY/HELP

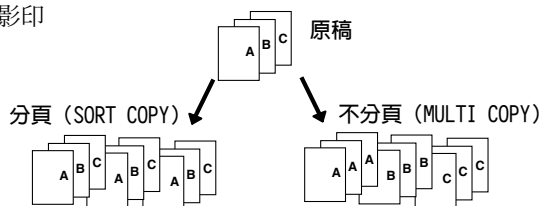


- ◆ 如果祇將原稿（或各頁原稿）影印一份而且不要進行縮小或放大設定，按兩次START/MEMORY鍵。影印將開始。
- ◆ 如果祇將原稿（或各頁原稿）影印一份而且需要進行縮小或放大設定，按START/MEMORY鍵進到步驟5。

- 3** 如果影印件不需要分頁，按**1** 鍵 (MULTI COPY)。如果影印件需要分頁，按**2**鍵 (SORT COPY)。

MULTI SORT
1 或 **2**

三頁原稿各影印
三份的例子



顯示屏上將顯示： **ENTER # (01-99)** [輸入# (101-99)]

- 4** 如果每頁原稿影印一份，按**START/MEMORY**鍵。如果每頁原稿影印多份，請輸入每頁原稿的影印份數（若數碼小於10，在數碼前輸入“0”）。

0 **9**
 例：每份原稿
影印9份

顯示屏上將顯示： **COPY RATIO** (影印比例)

- 5** 如下所示，輸入從1至5的數碼設定縮小或放大量（或按**START/MEMORY**鍵自動選擇100%）。影印開始。

- 1：AUTO（自動尺寸調整以符合列印紙的尺寸）
- 2：50%
- 3：100%（不縮小或放大）
- 4：125%
- 5：135%

2
 例：50%

註：如果將大量原稿放在送稿器中，則記憶體可能存滿而無法掃描全部原稿（顯示屏上出現MEMORY IS FULL（記憶體存滿））。若遇此情形，按START/MEMORY鍵影印已經掃描的原稿，然後對剩餘的原稿（包括記憶體存滿時正在掃描的原稿）重複影印步驟。

影印切除

影印比列印紙長的文件時，使用影印切除設定來選擇是否將文件的剩餘部分切除或列印在第二頁上。初始設定為YES（切除剩餘部分）。若要改變設定，按照以下步驟操作。

- 1** 如右圖所示按鍵：



顯示屏上將顯示：

COPY CUT-OFF (影印切除)

- 2** 按1鍵將影印切除設定為YES（文件的剩餘部分將不列印），或按2鍵將影印切除設定為NO（剩餘部分將被列印在第二頁上）。

YES NO
 ① 或 ②

顯示屏上將顯示：

INITIALIZE FILM (初始化膠片)

- 3** 按STOP鍵恢復日期和時間顯示。

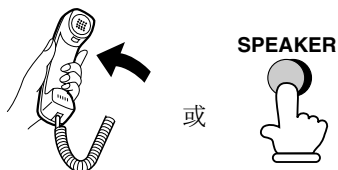


6. 打電話

本傳真機可以像普通電話機一樣用來打和接電話。

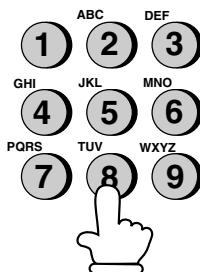
◆ 若要打或接電話，必須接通電源。

-
- 1** 拿起聽筒或按SPEAKER鍵。聽到撥號音。



-
- 2** 用下列方法之一撥號：

- **普通撥號**：用數碼鍵輸入完整的電話號碼。
- **快速撥號鍵撥號**：按相應的快速撥號鍵。
- **縮位撥號**：按SPEED DIAL鍵，並用數碼鍵輸入兩位數的縮位撥號號碼。



-
- 3** 當對方應答時進行通話。

- 若按SPEAKER鍵，請拿起聽筒進行通話。

註釋：

- 傳真機的聽筒被拿起（摘機）時，無法用直接連接在傳真機上的分機電話與對方通話。
- 如果接收模式設定於外接答錄，在分機電話上接電話時，若通話中有一段時間的沉默，傳真機可能中斷通話。若使用音頻撥號電話，在您應答之後立即按電話上的三個鍵，可以防止這種現象發生。（註：請勿輸入啟動傳真接收的代碼：5，✱，✱。）

順序撥號

拿起聽筒後，可以進行由普通撥號、快速撥號鍵撥號和縮位撥號號碼任意組合的撥號。例如，您已將用於某項特殊服務的區號或訪問碼存入一個快速撥號鍵，則您可以先按存有該區號或訪問碼的快速撥號鍵，然後按快速撥號鍵、按數碼鍵或按SPEED DIAL鍵後輸入兩位數縮位撥號號碼，來撥剩餘的號碼。

使用HOLD/SEARCH鍵

您可以用HOLD/SEARCH鍵尋找快速撥號鍵或縮位撥號號碼。首先按第 2 章“以自動撥號發送傳真”中“使用HOLD/SEARCH鍵”的說明尋找號碼，然後拿起聽筒或按SPEAKER鍵。該號碼將被自動撥出（請勿按START/MEMORY鍵）。

重撥

可以按REDIAL鍵重撥上一次撥打的號碼（不必拿起聽筒或按SPEAKER鍵）。當對方應答時，拿起聽筒進行通話。

打電話

保留

在通話中按HOLD/SEARCH鍵可以暫時保留對方的電話。按下此鍵後，對方將聽不到您的聲音。可以將聽筒放回聽筒座上而電話不會被掛斷。當您準備再度與對方通話時，請拿起聽筒。如果未將聽筒放回聽筒座，則再按一次HOLD/SEARCH鍵即可恢復通話。

7. 特殊功能

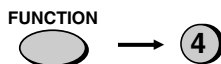
撥打電話者ID

如果您向當地電話公司申請撥打電話者識別服務，則可以設定傳真機在振鈴時顯示撥打電話者的姓名和號碼。

重要：

- ◆ 若要使用此功能，您必須向當地電話公司申請撥打電話者識別服務。
- ◆ 本傳真機可能不適用於某些撥打電話者識別服務。

1 如右圖所示按鍵：



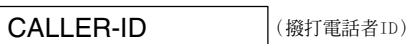
顯示屏上將顯示：



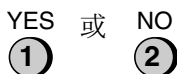
2 按*鍵。



顯示屏上將顯示：



3 按“1”鍵啓動撥打電話者ID功能，
或按“2”鍵關閉此功能。



4 按STOP鍵返回到日期和時間顯示。



撥打電話者ID

如何操作撥打電話者ID

當您接到電話時，在第二聲鈴響之前，撥打電話者的姓名和電話號碼將交替出現在顯示屏上。該資訊將持續顯示，直到您拿起聽筒，或在FAX模式時直到傳真機自動應答。

註：有些撥打電話者ID服務可能不提供撥打電話者的姓名。這時，僅出現電話號碼。

顯示舉例：



顯示資訊

如果無法提供撥打電話者的資訊，傳真機振鈴時將出現以下資訊之一。

NO SERVICE（沒有服務）	沒有接收到任何來自電話公司的有關撥打電話者的資訊。確認電話公司是否向您提供了該項服務。
CALLER-IDERROR （撥打電話者ID錯誤）	電話線路上的噪音影響撥打電話者資訊的接收。
PRIVATE CALL（私人電話）	因撥打電話者的要求，電話公司不提供撥打電話者資訊。

查閱撥打電話者ID一覽表

如果您申請了撥打電話者ID服務並啟動撥打電話者ID功能，傳真機將保留您最近接到的20個未應答的電話和/或不成功的傳真的資訊。您可以在撥打電話者ID一覽表中查閱這些資訊，包含每一個撥打電話者的姓名和號碼。

◆ 在您接收到20個未應答的電話後，每個新的電話將取代最早的電話。

按照以下步驟在顯示屏上查閱撥打電話者ID一覽表。若有必要，您可以在它出現時立即撥號碼。

若要打印該表，請參見第9章“打印報告和一覽表”。

1 如右圖所示按鍵。

REVIEWING CALLS（查閱電話）將出現在顯示屏上。

HOLD/
SEARCH



2

2 按“*”鍵從最新的電話開始查閱一覽表，或按“#”鍵從最早的電話開始查閱一覽表。

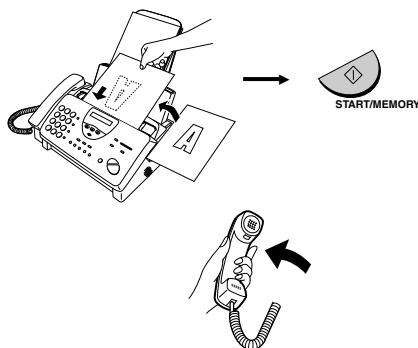


或



3 若要撥打一覽表中的某一個號碼，請捲動一覽表直到號碼出現在顯示屏上。

- 若要發送傳真，請放好文件後按START/MEMORY鍵。
- 若要打電話，拿起聽筒或按SPEAKER鍵。撥號將自動開始。（如果按了SPEAKER鍵，當對方應答時拿起聽筒。）



4 查閱完一覽表後按STOP鍵。

STOP



若要從撥打電話者一覽表中刪除電話

若要從撥打電話者一覽表中刪除一個電話，當該電話出現在顯示屏上時按“0”鍵。若要從一覽表中刪除所有電話，在您查閱一覽表中的任一電話號碼時按“0”鍵3秒鐘以上。

優先電話

若有必要，您可以設定傳真機在接到某個登記的電話號碼打來的電話時發出特殊的振鈴聲。這可以讓您不看顯示屏就立即知道是誰打來的電話。若要使用此功能，按以下步驟輸入所要的電話號碼（僅可輸入一個電話號碼）。

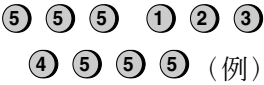
- 1** 如右圖所示按鍵。
PRIORITY CALL（優先電話）#將出現在顯示屏上。



- 2** 按“1”鍵輸入號碼，或按“2”鍵刪除號碼。（若按“2”鍵，進到步驟2。）。



- 3** 按數字鍵輸入包括區號的電話號碼（號碼長度必須為20位）。



- 4** 按START/MEMORY鍵後按STOP鍵。



拒接電話

啟動撥打電話者ID功能時，您可以利用本章中“拒收不想要的傳真”中所述的防垃圾傳真功能，與拒受傳真一樣拒接電話（防垃圾傳真功能通常祇能用於拒收傳真）。

這時，當從您指定為“垃圾號碼”的號碼打來電話或發來傳真時，本傳真機一旦通過撥打電話者ID服務接收到該電話號碼（在第二聲振鈴之前），就立即切斷電話。

若要使用此功能，按照第8章“可選設定”的說明將可選設定13設定為YES（是），然後按“拒收不想要的傳真”一節中的說明在防垃圾號碼一覽表中輸入號碼。

兩種鈴聲功能

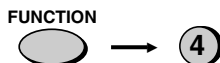
如果您是香港電話公司（Hongkong Telecom）的Homefax2或Faxline2服務用戶，則您需要啓動兩種鈴聲功能。啓動後，本傳真機在接到電話時發出短振鈴聲，在收到傳真時發出長振鈴聲。接收傳真時，傳真機將在2次振鈴後自動應答（不管接收模式的設定）並接收傳真。若要啓動兩種鈴聲功能，按以下步驟進行。

◆ 關於Homefax服務的詳細說明，請與香港電話公司（1000）聯繫。

重要：

- ◆ 兩種鈴聲功能祇適用於Homefax2和Faxline2用戶。如果連接於普通電話線路，請勿啓動兩種鈴聲功能，否則傳真機可能工作不正常。
- ◆ 如果啓動兩種鈴聲功能，請勿將接收模式設定於TEL/FAX，否則傳真機可能工作不正常。

1 如右圖所示按鍵：



顯示屏上將顯示：

OPTION SETTING

（可選設定）

2 如右圖所示按鍵：



顯示屏上將顯示：

DUPLEX RINGING

（兩種鈴聲功能）

3 按“1”鍵（YES）啓動兩種鈴聲功能，或“2”鍵（NO）將其關閉。

4 按STOP鍵。



同時發送

此功能可供您祇進行一次操作便將相同的文件傳送到多達20個不同的地點。先將文件存入記憶體，然後輸入接收傳真機的號碼。該文件將被發送到各個地點。

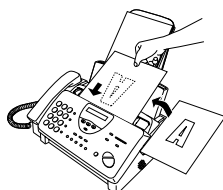
- ◆ 祇能用快速撥號鍵或縮位拔號號碼撥接收傳真機的號碼。

1 放入文件。

顯示屏上將顯示：

READY TO SEND

(準備發送)



2 按START/MEMORY鍵，然後按2鍵。

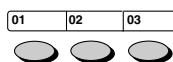


2

3 用以下兩種方法或其中之一對接收傳真機撥號（最多可以選擇20個站點）。

- 按數碼鍵輸入一個或多個縮位撥號號碼。
- 按一個或多個快速撥號鍵。

2 2



(例)

4 按START/MEMORY鍵。



RESOLUTION



- 若有必要，設定解晰度和／或對比度。

5 按START/MEMORY鍵。

傳送開始。

- 同時發送結束後，自動列印出處理報告。檢查報告中的“註”一欄，看是否有“忙”標記的地點或有通信錯誤代碼。如果有，請重新將文件發送至這些地點。



封底

可以讓傳真機制作一頁封底並在每次傳真發送中作為最後一頁發送。

可以選擇一條資訊。

URGENT

AUTOMATIC COVER SHEET

DATE : 18-FEB-2001 20:18

TO : BCC CORP.

FAK NO.: 2198

FROM : John Doe Corp.

FAK NO.: 201 555 1234

2 PAGES WERE SENT

<INCLUDING THIS COVER SHEET>

要出現接收方的姓名，必須用已編製姓名的縮位撥號鍵或快速撥號鍵號碼撥號。

您的姓名和號碼必須按第1章的說明編製。

按照以下步驟啟動封底功能。一旦封底功能被啟動，每次傳送都將包含封底，直到您將其關閉。

1 如右圖所示按鍵：

FUNCTION



4

顯示屏上將顯示：

OPTION SETTING

(可選設定)

2 如右圖所示按鍵：



顯示屏上將顯示：

COVER SHEET

(封底)

封底

- 3** 按1鍵（YES）啓動封底功能，或按2鍵（NO）將其關閉。

YES

NO

①

或

②

顯示屏上將顯示：

AUTO PRINT OUT

（自動列印）

- 4** 按STOP鍵恢復日期和時間顯示。

STOP

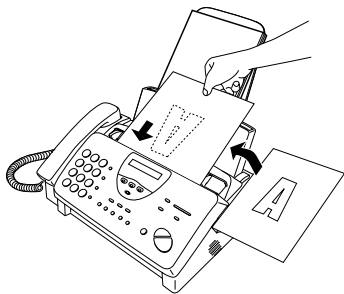


選擇標題資訊（可選）

封底功能啓動時，您可以選擇將作為標題出現在封底頂部的一條資訊。請注意該資訊的選擇僅對一次傳送有效。

- 1** 放入文件。

- 選擇資訊之前必須放入文件。
- 必須啓動封底功能。



- 2** 如右圖所示按鍵：

FUNCTION



⑤

顯示屏上顯示：

COVER SHEET HEAD

（封底標題）

3 輸入1至4之間的數碼選擇一條資訊：

1：URGENT（緊急）

①

2：IMPORTANT（重要）

（例）

3：CONFIDENTIAL（機密）

4：PLS. DISTRIBUTE（多處分發）

4 撥接收傳真機的號碼傳送文件。

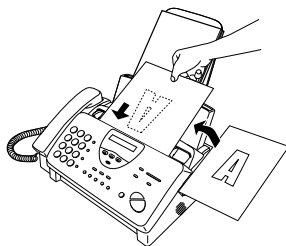
註：若要取消封底標題設定，按STOP鍵或從送稿器上取下文件。

成批頁碼編號方式

可以將傳送文件的頁碼編號方式從簡單的編號方式（“P.01” ， “P.02” 等）改變為成批編號方式，即在各頁碼後面加上斜線和要發送的總頁數（例如：“P.01/05” ， “P.02/05” 等）。此功能可供接收方檢查是否有漏頁。

1 放入文件。

- 設定成批頁碼編號方式之前必須放入文件。



2 如右圖所示按鍵：

FUNCTION



顯示屏上顯示：

PAGE COUNTER SET

（頁碼計數器設定）

3 按數碼鍵輸入總頁數（“01” 至 “99” ）。

- 如果發送封底，請勿將它計入總頁數（頁數將自動調整）。

0

8

例子：8頁

4 撥接收傳真機的號碼傳送文件。

註釋：

- ◆ 如果需要取消成批頁碼輸入，從送稿器上取下文件或按STOP鍵。
- ◆ 如果傳送的頁數與輸入的成批頁碼不一致，將響起報警聲，顯示屏上顯示PAGE COUNT ERROR（頁碼計數錯誤）。如果設定為列印，則在處理報告的NOTE（註）一欄中也會出現PAGE E.（頁數錯誤）。

拒收不想要的傳真

防垃圾傳真功能可以拒收您指定的對象發來的傳真。對於不想要的“垃圾”傳真，您不必列印，以節約紙張。

若要使用此功能，先按照第8章中的說明將可選設定13設定為YES（是）以開啓此功能，然後如下所述輸入您不想接收傳真的傳真號碼。

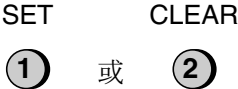
註釋：

- ◆ 防垃圾傳真號碼表中最多可輸入5個號碼。
- ◆ 防垃圾傳真功能對已被作為優先撥打號碼記憶的號碼不起作用。
- ◆ 若要從防垃圾傳真號碼表中刪除號碼，需要知道代表該號碼的一位數碼。如果您忘記了此數碼，請按照第9章中的說明列印出防垃圾傳真號碼表。

-
- 1** 如右圖所示按鍵。
STORE JUNK #（存入垃圾傳真號）
將出現在顯示屏上。



-
- 2** 按1鍵在防垃圾傳真號碼表中存入號碼；或按2鍵從表中刪除號碼。



-
- 3** **記憶：**輸入1至5之間的一位數碼。
此數碼代表下一步中您將要記憶的傳真／電話號碼。
刪除：輸入代表所要刪除的傳真／電話號碼的數碼，進到步驟5。



（例）

-
- 4** 輸入您要拒收傳真的號碼（最多為20位）。

② ③ ② ④ ⑤ ⑥ ⑦
(例)

-
- 5** 按START/MEMORY鍵。



-
- 6** 返回步驟3輸入（或刪除）另一個號碼，或按STOP鍵退出。

步驟3或  鍵

從記憶體發送文件

利用此功能，可以立即掃描原稿，存入記憶體，然後等到一旦連接上接收方的傳真機時傳送。這在向線路經常處於繁忙狀態的地點傳送時非常方便，因為這樣您可以馬上收起原稿而節省等待時間，並空出送稿器進行其他操作。傳送後，該文件將從記憶體中被刪除。

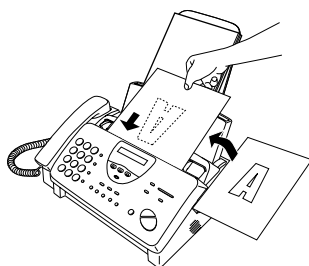
- ◆ 一次祇能設定一件記憶體傳送工作。
- ◆ 掃描文件時，顯示屏上出現當前記憶體中的記憶量百分比。

1 放入文件。

顯示屏上顯示：

READY TO SEND

(準備發送)



- 若要必要，設定解晰度和／或對比度。



2 按START/MEMORY鍵，然後按1鍵。

顯示屏上顯示：

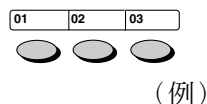
ENTER STATION #

(輸入站點)



3 用以下方法之一輸入接收傳真機的號碼：

- 按快速撥號鍵。
- 按SPEED DIAL鍵並輸入縮位撥號號碼。
- 按數碼鍵輸入完整的電話號碼。



4 如果輸入縮位撥號號碼或完整的電話號碼，按START/MEMORY鍵。

- 文件將被掃描並存入記憶體，然後傳真機將撥接收傳真機的號碼並傳送該文件（如果需要將自動進行重撥）。



若記憶體存滿...

如果在掃描文件時記憶體存滿，顯示屏上將出現MEMORY IS FULL（記憶體存滿）。

- ◆ 如果您要傳送已經存入記憶體的部分原稿，按START/MEMORY鍵。剩餘的原稿將從送稿器中退出。傳送後，記憶體被清除，您可以傳送剩餘的原稿。您還需要傳送記憶體存滿時正在掃描的那頁原稿。
- ◆ 如果要取消整個傳送，按STOP鍵。

拉稿（要求傳送傳真）

拉稿（要求傳送傳真）

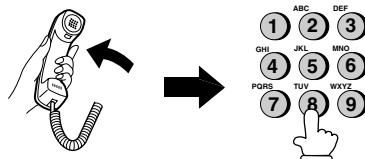
拉稿功能允許您呼叫另一臺傳真機，讓它發送文件（事先放入送稿器）至您的傳真機，而無需操作員的幫助。換言之，驅動傳送的是接收方傳真機，而不是傳送方傳真機。本傳真機可用於拉稿和被其他傳真機拉稿。

若要使用拉稿功能，必須先將快速撥號鍵08／輪詢設定為用於拉稿鍵。可以按第8章“可選設定”中的說明改變可選設定14。（注意，當快速撥號鍵08／輪詢被設定為用於拉稿鍵時，不能被用於快速撥號鍵。）

要求傳送

1 請用下列方法之一，撥打所要拉稿的傳真機號碼：

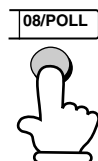
- 拿起聽筒（或按SPEAKER鍵）並按快速鍵。等待傳真應答音。
- 拿起聽筒（或按SPEAKER鍵）並撥打完整的號碼。等待傳真應答音。
- 按SPEED DIAL鍵並輸入兩位數的縮位撥號號碼。
- 用數碼鍵輸入完整的號碼。



（例）

2 按快速撥號鍵08／輪詢。

- 如果使用聽筒，當顯示屏上出現POLLING（拉稿）時將其放回。開始接收。



被拉稿（拉稿等待）

若要让另一台传真机从本传真机拉稿，只需将接收模式设定为传真模式，并将要发送的文件装好。

当另一台传真机呼叫本传真机并启动拉稿功能时，将进行传送。本传真机处于拉稿等待时，也可以进行自动接收。

拉稿安全功能

拉稿安全功能可以防止未经许可从本传真机拉稿。开启此功能时，只有当拉稿传真机的号码已输入本传真机的许可传真号码（称为“密码号码”）表中时才能进行拉稿。拉稿传真机的号码也必须输入其自身的表中以便识别。

若要使用拉稿安全功能，按照以下步骤开启此功能，然后按下一页所述输入许可号码。

- 1 如右图所示按键。
显示屏上将出现ENTRY MODE（输入模式）。



- 2 按三次#键。
显示屏上将出现SECURITY SELECT（安全功能选择）。



- 3 按1键开启拉稿安全功能，或按2键将其关闭。



- 4 按START/MEMORY键，然后按STOP键。



拉稿（要求傳送傳真）

記憶和刪除允許拉稿的傳真號碼

您可以在本傳真機的許可號碼表中最多記憶10個傳真號碼。

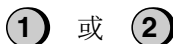
- 1** 如右圖所示按鍵。
顯示屏上將出現ENTRY MODE（輸入模式）。



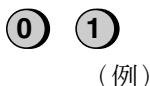
- 2** 按四次#鍵。
顯示屏上將出現PASSCODE # MODE（密碼模式）。



- 3** 按1鍵記憶號碼，或按2鍵刪除號碼。



- 4** 記憶：輸入01至10之間的兩位數號碼。此號碼代表下一步中您將記憶的號碼。
刪除：輸入代表您要刪除的傳真號碼的數碼，進到步驟6。



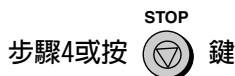
- 5** 輸入傳真號碼（最多20位）。



- 6** 按START/MEMORY鍵。



- 7** 返回步驟4輸入（或刪除）另一個號碼，或按STOP鍵退出。



定時操作

定時功能允許您設定在指定的時間自動進行傳送和／或拉稿操作。可以同時設定一次傳送操作和一次拉稿操作，工作時間可以提前24小時指定。

例如，可以使用此功能充分利用電話費便宜的時間段，而當某項操作進行時，您不必親自在場。

註：僅可用縮位撥號號碼撥打接收方傳真機。

設定定時操作

1 如右圖所示按鍵。

顯示屏上將出現 TIMER MODE（定時模式）。



2 按#鍵設定傳送操作（SEND MODE（發送模式）），或按*鍵設定拉稿操作（POLLING MODE（拉稿模式））。



3 按1鍵選擇 SET（設定）。



4 以24小時制輸入您要進行操作的時間（小時兩位數，分鐘兩位數）。



例如：9:25

5 按START/MEMORY鍵。



定時操作

6 輸入接收方傳真機的縮位撥號號碼。

- 若是拉稿操作，請進到步驟9。



7 按START/MEMORY鍵。



8 若有必要，調節解晰度和／對比度（若不想改變設定，則跳至下一步驟）。



9 按START/MEMORY鍵後按STOP鍵。 若是傳送操作，請在指定的傳送時間之前將文件放入送稿器。



取消操作

如果需要在設定後取消操作，請按照下列步驟進行：

1 如右圖所示按鍵。

顯示屏上出現TIMER MODE（定時模式）。



2 按#鍵取消傳送操作，或按*鍵取消拉稿操作。



3 按2鍵選擇CLEAR（取消）。

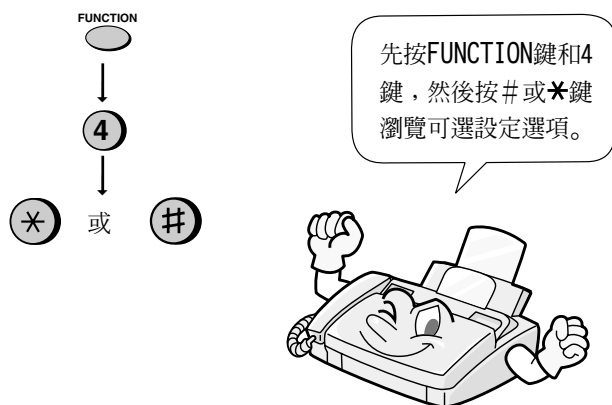


4 按START/MEMORY鍵後按STOP鍵。



8. 可選設定

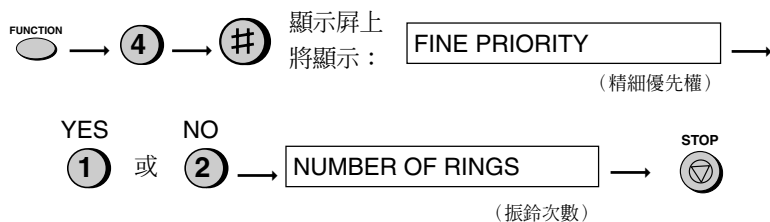
您可以通過可選設定對傳真機進行調整以滿足您的需要。出廠時已對各選項進行了初始設定，您可以按照以下步驟改變各選項的設定。



設定 1：FINE RESOLUTION PRIORITY（精細解析度優先權）

此選項用於設定傳送文件的初始解析度（若未用RESOLUTION鍵進行設定，則使用此解析度）。按1（YES）鍵將初始解析度設定為 FINE（精細），或按2（NO）鍵將其設定為 STANDARD（標準）。

• 初始設定：2



可選設定

設定 2：NUMBER OF RINGS TO ANSWER（應答振鈴次數）

此選項設定在傳真和自動識別接收模式傳真機應答來電之前等待的振鈴次數。輸入2至5之間的數碼。

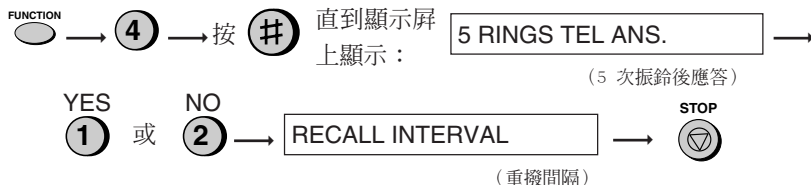
◆ 初始設定：2



設定 3：5 RINGS TEL ANSWER（5次振鈴電話應答）

按1（YES）鍵使傳真機在電話接收模式時5次振鈴後應答。按2（NO）鍵關閉此功能。

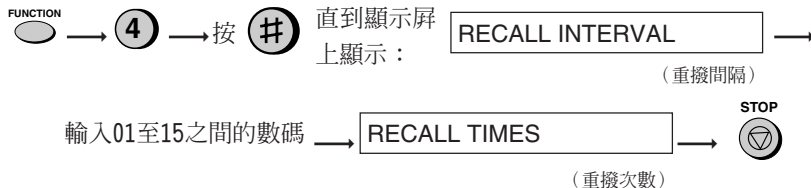
◆ 初始設定：2



設定 4：RECALL INTERVAL（重撥間隔）

設定電話佔線時傳真機在兩次自動重撥之間等待的時間。輸入01代表1分鐘，02代表2分鐘等，最大可達到15分鐘。

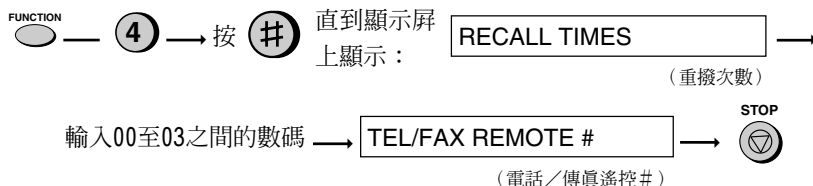
◆ 初始設定：05



設定 5：RECALL TIMES（重撥次數）

設定電話佔線時傳真機自動重撥的最多次數。輸入00至03之間的數碼。

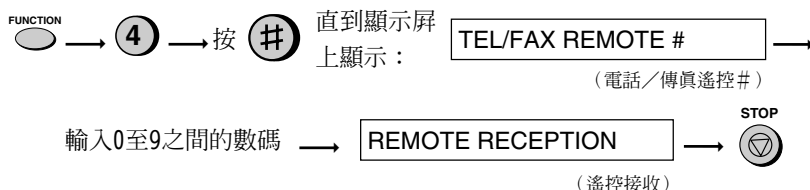
◆ 初始設定：02



設定 6：TEL/FAX REMOTE NUMBER (TRANSFER CODE)（電話／傳真遙控號碼（轉接碼））

使用與傳真機連接在同一電話線路上的音頻撥號分機電話應答來電時，如果聽到傳真音，您可以在電話機上按5、*和*鍵，讓傳真機開始接收。利用此設定，可以使用5以外的其他數碼開始傳真接收。可以輸入0至9之間的數碼。

◆ 初始設定：5



設定 7：REMOTE RECEPTION SELECT（遙控接收選擇）

若不想使用上述的TEL/FAX REMOTE NUMBER，可以關閉遙控號碼的檢測。這樣可以確保您在使用分機電話通話時，傳真機不會因檢測到與TEL/FAX REMOTE NUMBER相同的訊號而錯誤地試圖開始接收。按1鍵開啓檢測功能，或按2鍵關閉檢測功能。

◆ 初始設定：1



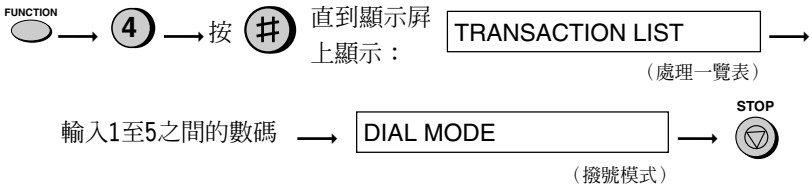
可選設定

設定 8：TRANSACTION REPORT PRINT SELECT（處理報告列印選擇）

設定列印處理報告的條件。輸入1至5之間的數碼如下：

- 1（ALWAYS PRINT）（常規列印）： 每次傳送、接收或出錯後列印報告。
- 2（ERR/TIMER/MEM）（出錯／定時／記憶體列印）： 出錯、定時操作或記憶體操作後列印報告。
- 3（SEND ONLY）（傳送列印）： 僅傳送後列印報告。
- 4（NEVER PRINT）（不列印）： 不列印報告。
- 5（ERROR ONLY）（出錯列印）： 僅出錯後列印報告。

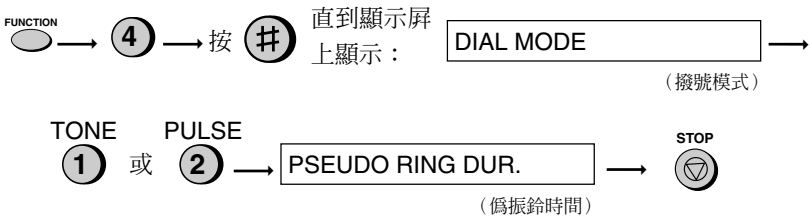
◆ 初始設定：5



設定 9：DIAL MODE（撥號模式）

設定撥號模式。如果是音頻撥號線路，按1鍵，或如果是脈衝撥號線路，按2鍵。

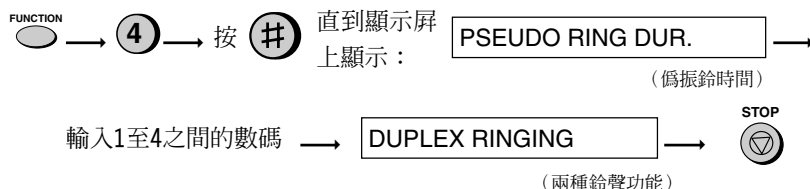
◆ 初始設定：1



設定 10：PSEUDO RINGING DURATION（偽振鈴時間）

設定自動識別接收模式時的偽振鈴時間。按1鍵為15秒，按2鍵為30秒，按3鍵為60秒，按4鍵為120秒。

◆ 初始設定：1



設定 11：DUPLEX RINGING（兩種鈴聲功能）

如果您是Homefax 2或Faxline 2的用戶，您可以使用兩種鈴聲功能分別發出傳真傳送信號和電話信號。在收到傳真時發出長振鈴聲，在2次振鈴後自動接收；在接到電話時發出短振鈴聲。按“1”鍵開啓兩種振鈴功能，或按“2”鍵將其關閉。（第7章中的“兩種鈴聲功能”對此設定有詳細說明。）

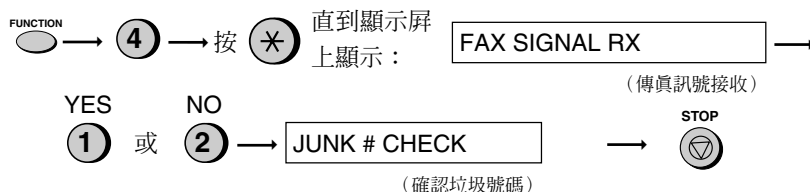
◆ 初始設定：2



設定 12：FAX SIGNAL RECEIVE（傳真訊號接收）

如果在應答後聽到一聲高頻傳真音，傳真機將自動開始接收。如果在同一電話線路上使用電腦傳真調制解調器，則爲了防止傳真機錯誤地試圖接收從電腦傳真調制解調器傳送的文件，必須將此功能關閉。按“1”鍵開啓此功能，或按“2”鍵關閉此功能。

◆ 初始設定：1

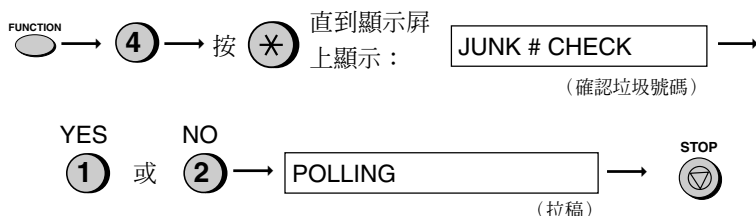


可選設定

設定 13：JUNK NUMBER CHECK（確認垃圾號碼）

按1鍵拒絕接收來自輸入在防垃圾號碼表中的傳真號碼的傳真（和如果您使用撥打電話者ID時的電話號碼）。按2鍵允許接收來自所有號碼的傳真。

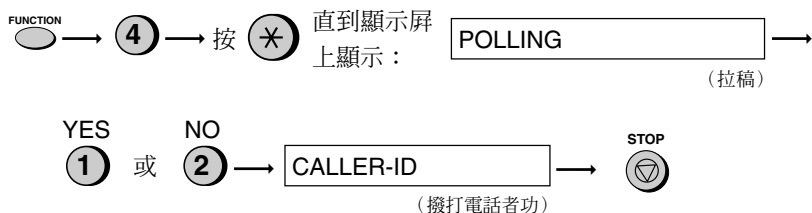
◆ 初始設定：2



設定 14：POLLING（拉稿）

按1鍵，將快速撥號鍵08／輪詢作為拉稿鍵使用。按2鍵將其作為普通快速撥號鍵使用。

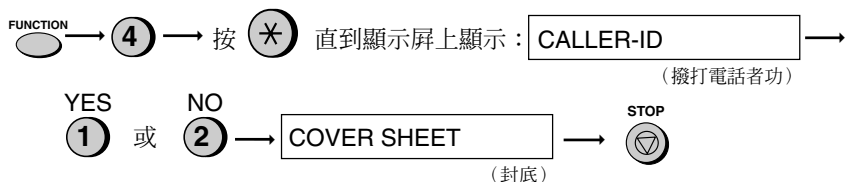
◆ 初始設定：2



設定 15：CALLER ID（撥打電話者ID）

如果您申請了撥打電話者ID服務並要使用撥打電話者ID功能時，按“1”鍵。若要關閉撥打電話者ID功能，按“2”鍵。（在第7章“撥打電話者ID”中有關於撥打電話者ID的詳細說明。）

◆ 初始設定：2



設定 16 : AUTO COVER SHEET (自動封底)

按1 (YES) 鍵讓傳真機自動作成一頁封底並且作為每次傳送的最後一頁發送。按2 (NO) 鍵將此功能關閉。

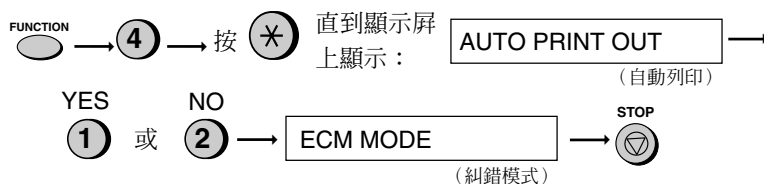
◆ 初始設定 : 2



設定 17 : ACTIVITY REPORT AUTO PRINT OUT (活動報告自動列印)

按1鍵讓傳真機每進行30次操作自動列印一份活動報告。(需要時也可以按
要求列印出一覽表。)按2鍵關閉自動列印功能。

◆ 初始設定 : 2



設定 18 : ERROR CORRECTION MODE (ECM) (糾錯模式)

按“1” (YES) 鍵使傳輸中由電話線噪音引起的失真在接收端列印之前被校正。它僅當對方傳真機也有ECM功能時才有效。按“2” (NO) 鍵將此功能關閉。

◆ 初始設定 : 1

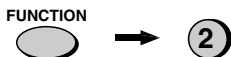


9. 列印報告和一覽表

您可以列印輸入到傳真機中的設定和資訊一覽表。也可以讓傳真機在操作之後自動列印處理報告。一覽表和報告說明如下。

列印一覽表

-
- 1** 如右圖所示按鍵：



顯示屏上將顯示：

LISTING MODE

(一覽表模式)

-
- 2** 按#鍵或*鍵直到所需的一覽表出現在顯示屏上。



-
- 3** 按START/MEMORY鍵。



活動報告

此報告列出您最近進行的收發操作的有關資訊（一共可以列出30次操作）。此報告分成兩部分：表示傳送資訊的TRANSMISSIONS ACTIVITY REPORT（傳送活動報告）和表示接收資訊的RECEPTIONS ACTIVITY REPORT（接收活動報告）。

- ◆ 如果可選設定17（自動列印）設定為YES，則祇要累計到30次操作的資訊，就自動列印出報告。（也可以隨時按要求列印報告。）
- ◆ 列印報告後，所有資訊將被刪除。如果經過30次操作後無法啟動自動列印，而且未以手動方式列印，則每進行一次新的操作，最早操作的有關資訊就被覆寫。

標題說明

SENDER/RECEIVER (發送者/接收者)	處理中涉及的其他傳真機的傳真號碼。傳送時，出現撥號號碼。接收時，出現發送方傳真機的編程 ID。如果本傳真機無ID功能，將出現通訊模式（例如，“G3”）。
PAGES （頁數）	傳送或接收的頁數。
NOTE （註）	<p>OK（正常）—傳送/接收正常。</p> <p>P.FAIL（電源故障）—發生電源故障。如果不是因停電而出現問題，請試試插入其他電源插座。若有必要，請電工檢查電源線路。</p> <p>JAM（夾紙）—出現與列印紙或原稿文件有關的故障。確認列印紙或文件是否正確放入，確認操作面板是否關好。</p> <p>NO PAPER（紙用完）—接收中列印紙用完。</p> <p>COM.E-0 至 COM.E-7（通訊故障）—由於電話線路故障影響操作。參見第11章中“問題和解決方法”中的“線路故障”。</p> <p>CANCEL（取消）—因為按STOP鍵、送稿器上沒有文件或對方傳真機要求用本傳真機不具備的功能進行傳送等原因，傳送被取消。如果您試圖發送傳真，確認文件已放入送稿器；如果您正在接收，請與傳真發送方聯繫，詢問對方發送的方法。</p>

列印報告和一覽表

定時操作一覽表

此表列出當前所設定的定時操作。

電話號碼一覽表

此表列出已記憶用於自動撥號的傳真和電話號碼。

密碼一覽表

此表列出用於拉稿安全功能的設定、輸入傳真機的您的姓名和傳真／電話號碼，以及列印在您傳送的每一頁文件頂端的標題樣本（HEADER PRINT（標題列印））。

可選設定一覽表

此表列出可選設定的當前狀態。

防垃圾號碼一覽表

此表列出由防垃圾傳真功能拒絕接收的傳真號碼。

A.M. 編程一覽表

此表列出編程用於答話機的設定和代碼。

留言一覽表

此表列出有關目前記錄在答話機中的留言的資訊。包括錄音的日期和時間、長度和類型（ICM（來電留言）、備忘錄或通話）。

撥打電話者ID一覽表

此表列出最近的未應答電話（最多20個）的有關信息。（此表僅當您使用撥打電話者ID功能時才可用。）

列印設定一覽表

此表列出通過按FUNCTION鍵和6鍵進行的列印設定的當前狀態。

處理報告

完成操作後，傳真機自動列印處理報告以便您檢查結果。出廠時傳真機設定為僅在出錯時列印處理報告。若有必要，您可以改變設定，使其在其他條件下進行列印。按照第8章的說明改變可選設定8（處理報告列印選擇）。

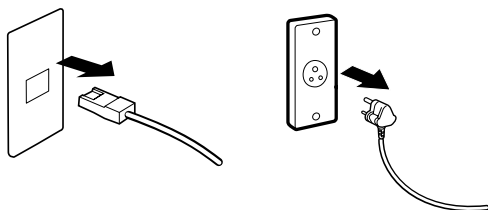
- ◆ 處理報告上出現與活動報告上相同的標題。請參見本章中有關活動報告的標題說明。
- ◆ 處理報告無法以手動方式列印。

10. 保養

傳真列印頭

請經常清潔列印頭以確保傳真機的最佳列印效果。

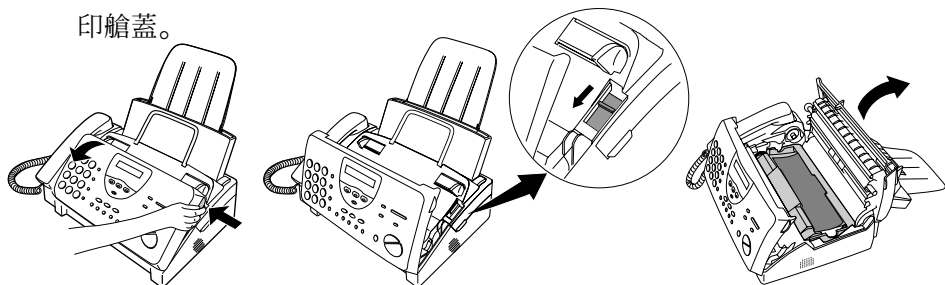
-
- 1** 先拔下電話線，然後拔下電源線。



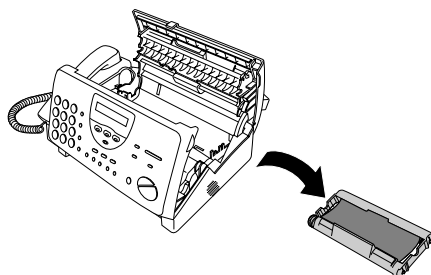
-
- 2** 向前拉列印紙釋放板取出列印紙。



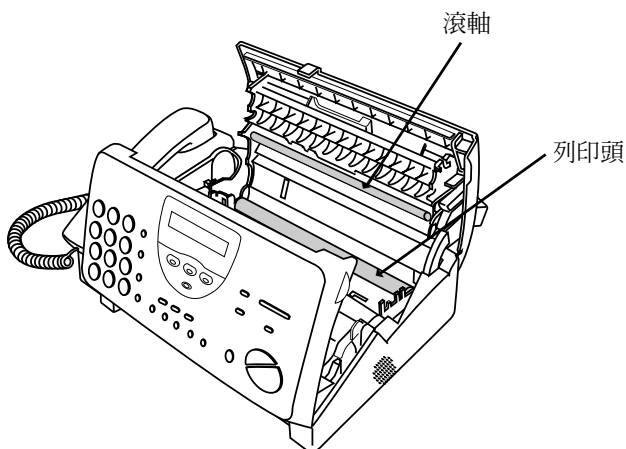
-
- 3** 打開操作面板（抓住指孔向上拉），然後向前拉傳真機右側的鬆開鈕打開列印艙蓋。



- 4** 將成像膠片匣從列印艙中取出，放在一張紙上。



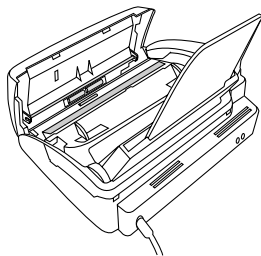
- 5** 用異丙醇擦拭列印頭和滾軸。



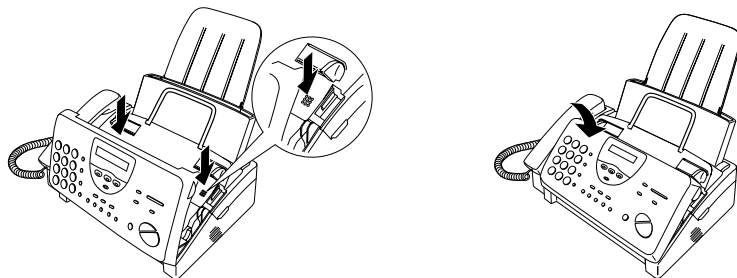
小心！

- ◆ 請勿使用苯或稀釋劑。避免用硬物碰觸列印頭。
- ◆ 如果傳真機剛接收了大量文件，列印頭可能很燙。在這種情況下，清潔前先讓列印頭冷卻。

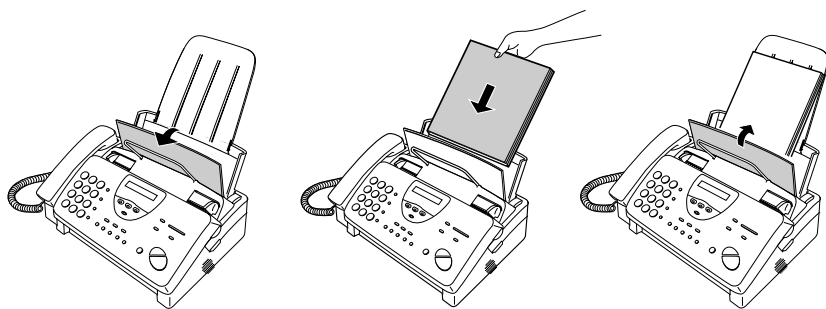
6 將成像膠片匣放回列印艙。



7 關上列印艙蓋（向下按兩側使其發出喀嗒聲到位），然後關上操作面板。



8 向外推動列印紙釋放板並重新將列印紙放到列印紙托架上，然後將列印紙釋放板推回。

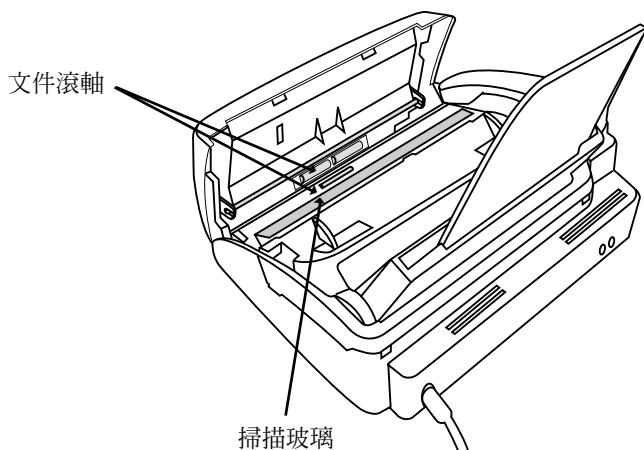


如果顯示屏上出現SET PAPER & PRESS START KEY（放紙 & 按START鍵），務必確認紙張是否正確插入並按START/MEMORY鍵。

掃描玻璃和滾軸

請經常清潔掃描玻璃和滾軸，以確保傳送影像和影印文件的品質。打開操作面板（抓住指孔向上拉），用軟布擦拭掃描玻璃和滾軸。

- ◆ 務必擦除所有灰塵和污跡（如塗改液等），因為這類污跡將會在傳送影像和影印文件上產生垂直線條。
- ◆ 可用透明膠帶清除滾軸上落下的碎屑。



小心：擦拭時，請注意不要損壞操作面板下面的突出部件。

外殼

請用乾布擦拭傳真機的外殼和表面。

小心！

- ◆ 請勿使用苯或稀釋劑。這類溶液可能損壞傳真機或使其褪色。

11. 故障檢修

問題和解決方法

線路故障

問題	檢查和解決方法
顯示屏上出現LINE ERROR（線路故障），而且／或者列印出處理報告，在NOTE（註）一欄中標有COM.E-和從0至1，2，3，4，5，6，或7中的一個數碼。	<ul style="list-style-type: none">• 再處理一次。如果仍然出錯，請檢查下列各項：• 檢查連接。從TEL．LINE插座到牆壁插座的電線長度應不長於兩米。• 確認是否有其他調制解調器裝置使用同一電話線路。• 詢問對方，確認其傳真機是否正常工作。• 檢查電話線路是否有噪音。• 試試將傳真機連接在其他電話線路上。• 如果問題仍然存在，傳真機可能需要修理。

撥號和傳送問題

問題	檢查和解決方法
拿起聽筒或按SPEAKER鍵時無撥號音。	<ul style="list-style-type: none">• 確認聽筒接線連接在正確的插座上。請參見第1章“連接”中的“聽筒”。
不能撥號。	<ul style="list-style-type: none">• 確認電源線正確插入電源插座上。• 確認電話線正確插入TEL．LINE插座和牆壁插座。• 確認傳真機設定於對應電話線路的正確撥號模式。請參見第8章中的可選設定9。

電源接通，但無法傳送文件。	<ul style="list-style-type: none"> • 確認接收方傳真機中有列印紙。 • 確認電話線插入TEL.LINE插座，而不是TEL.SET插座。 • 如果接收方傳真機處於手動模式，而操作員不在場，則無法進行接收。 • 如果接收方傳真機不是夏普機型，請確認它具有G3兼容性。 • 查看顯示屏上的出錯資訊。 • 拿起聽筒並檢查撥號音，用普通（手動）撥號呼叫接收方傳真機，確認對方是否應答。
對方接收後沒有列印出任何內容。	<ul style="list-style-type: none"> • 確認將用於傳送的文件正面朝下放入送稿器。
對方接收的圖文失真。	<ul style="list-style-type: none"> • 電話線路干擾可能引起失真。請重新發送一次。 • 在傳真機上影印一份文件，如果影印件也失真，可能是傳真機有問題。如果問題一直存在，請找人進行維修。

接收和影印問題

問題	檢查和解決方法
電源接通，但無法接收文件。	<ul style="list-style-type: none"> • 確認牆壁插座與TEL.LINE插座相連，而不與TEL.SET插座相連。
試圖接收傳真時，出來的列印紙為空白。	<ul style="list-style-type: none"> • 確認文件正確安放在傳送傳真機的送稿器上。影印一份文件確認傳真機的字印功能正常。

問題和解決方法

總體列印質量差。	<ul style="list-style-type: none">• 選用適合於傳真機中的熱轉移列印頭的列印紙很重要。最好使用表面非常光潔的鐳射質量列印紙。也可以用影印紙，但有時可能會產生輕度的質量問題。
接收的文件模糊。	<ul style="list-style-type: none">• 要求對方發送高對比度的文件。如果對比度仍然太低，可能是傳真機有問題，請影印一份文件檢查其效果。
接收的圖文失真。	<ul style="list-style-type: none">• 電話線路干擾可能引起失真。請要求對方重新發送一次。• 列印頭可能髒了。請參見第10章中的“傳真列印頭”。• 在傳真機上另外影印一份文件，如果影印件也失真，可能是傳真機有問題。如果問題一直存在，請找人進行維修。
影印質量差和／或出現黑點。	<ul style="list-style-type: none">• 掃描玻璃上的任何污垢或異物都將使影印件和傳送的傳真上出現斑點。按照第10章中的說明清潔傳真機列印頭和掃描玻璃。
接收／影印被中斷。	<ul style="list-style-type: none">• 接收或影印持續很長時間時，列印頭可能會過熱。請關閉電源讓其冷卻。
列印出的接收文件或影印件有條紋。	<ul style="list-style-type: none">• 確認操作面板和操作面板下的列印艙蓋完全關好（按下兩側）。（若要關上列印艙蓋，抓住操作面板的頂部將其拉開，然後向下按列印艙蓋的兩側。）

一般問題

問題	檢查和解決方法
不能在傳真機中編製資訊。	<ul style="list-style-type: none"> ● 確認傳真機的電源線插入電源插座，而且已安裝好成像膠片和列印紙。（如果未安裝成像膠片和列印紙，則不能進行設定。）請參見第1章中的“安裝成像膠片”和“安放列印紙”。
顯示屏上不出現任何內容。	<ul style="list-style-type: none"> ● 確認電源線正確插入電源插座。 ● 將另一臺電器裝置插入該電源插座，以確認它是否有電。
按任何鍵時傳真機均無反應。	<ul style="list-style-type: none"> ● 如果按鍵時不發出嗶音，請拔下電源線，然後在數秒鐘以後再插回。
傳送或影印時自動送稿器不工作。	<ul style="list-style-type: none"> ● 請檢查文件的尺寸和重量（參見第3章中的“發送文件”）。
分機電話上的通話被傳真機打斷。	<ul style="list-style-type: none"> ● 如果接收模式設定於外接答錄，傳真機可能中斷通話。若要防止音頻撥號分機電話上的通話被中斷，應答後按分機電話上的任意三個鍵。（註：請勿輸入啟動傳真接收的代碼。）
試圖進行拉稿時沒有接收到任何內容。	<ul style="list-style-type: none"> ● 確認列印紙沒有用完。 ● 確認傳送方傳真機處於自動接收模式。 ● 如果傳送方傳真機有拉稿安全功能，確認本傳真機的號碼已輸入本傳真機和傳送方傳真機中。

資訊和訊號

顯示資訊

A.M.TRANSFER (答話機轉送)	答話機轉送功能的啓動請按照第2章“轉送功能”的說明。
CHECK PAPER SIZE (檢查紙張尺寸)	列印紙托架上裝入了不正確尺寸的紙張。請取下該紙張，裝上 A4 尺寸的紙。
COVER OPEN (蓋子打開)	列印艙蓋（在操作面板下）打開著。打開操作面板（抓住頂部向前拉），然後向下用力按列印艙蓋的兩側將其關閉。
DOCUMENT JAMMED (文件夾住)	原稿文件被夾住。請參見下一節“清除夾紙”。
FAX RX IN MEMORY (傳 真接收至記憶體)	由於成像膠片需要更換、列印紙用完或夾紙，傳真被接收至記憶體。問題解決後將自動列印出傳真。
FILM END (膠片用完)	可能需要更換成像膠片。檢查膠片，如果需要請更換。
FUNCTION MODE (功能模式)	按了FUNCTION鍵。
HOLD (保留)	在通話中按了HOLD/SEARCH鍵，保留對方的電話。再按一下HOLD/SEARCH鍵解除保留。
LINE ERROR (線路故障)	傳送或接收不成功。按STOP鍵清除資訊，然後再試一次。如果故障仍然存在，請參見本章“問題和解決方法”中的“線路故障”。

MEMORY IS FULL (記憶體存滿)	記憶體存滿了。這可能發生在傳真接收中因接收到太多的資料而來不及列印時。如果傳真因無法列印而接收至記憶體(將出現其他資訊指出此問題)，請解決問題，使列印能夠連續進行(參見第4章中的“代替接收至記憶體”)。如果試圖從記憶體傳送，參見第7章中的“從記憶體發送文件”。
MEMORY PRINTING (記憶體列印)	傳真從記憶體準備或列印文件。
NO DATA (無資料)	如果您試圖搜尋自動撥號號碼，而沒有記憶內容時，將出現此資訊。
NO # STORED (無記憶)	您試圖撥打或清除未編程的快速撥號鍵或縮位撥號號碼(未分配給它完整的號碼)。
OUT OF PAPER (紙用完)	列印紙用完(或列印紙釋放板開着)。按照第1章中“安放列印紙”的說明裝紙。
ON HOOK DIAL (掛機撥號)	按SPEAKER鍵後，傳真機等待您撥號。(若要返回日期和時間顯示，再按一下SPEAKER鍵。)
OVER HEAT (過熱)	列印頭過熱。等它冷卻後操作將繼續。
PAPER JAMMED (夾紙)	列印紙被夾住。參見下一節“清除夾紙”。
READY TO SEND (等待發送)	已放入文件，傳真機等待傳送或影印指示。
RECALLING (重撥)	如果您試圖以自動撥號發送傳真而電話佔線或接收方傳真機不應答時出現此資訊。本傳真機將自動重新撥號。(參見第3章中“以自動撥號發送傳真”中的“自動重撥”。)

顯示資訊

SEARCH DIAL (搜尋撥號)	按HOLD/SEARCH鍵後，按#或✱鍵搜尋一個自動撥號號碼，或按STOP鍵返回日期和時間顯示。(參見第3章中“以自動撥號發送傳真”中的“使用HOLD/SEARCH鍵”。)
SET PAPER &/ PRESS START KEY (放紙／按START鍵) (交替訊息)	檢查列印紙。如果托架空了，加紙然後按START/MEMORY鍵。如果托架上有紙，確認紙張插入是否正確然後按START/MEMORY鍵。
TOTAL PAGE (S) 01 (總 頁數)	傳送、接收或影印的頁數。

聲音訊號

連續音	3秒	表示傳送、接收或影印結束。
斷續音 (3聲嗶音)	5秒 (響1秒，停1秒)	表示傳送、接收或影印未完成。
快速斷續音	35秒 (響0.7秒，停0.3秒)	表示聽筒未掛好。

清除夾紙

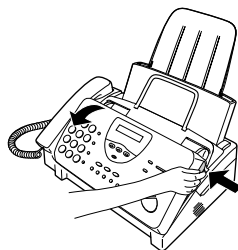
清除夾住的文件

在傳送或影印中，如果原稿文件沒有被正確送入，或顯示屏上出現DOCUMENT JAMMED（文件夾住），首先按START/MEMORY鍵。如果文件仍不出來，請按以下步驟將其取出：

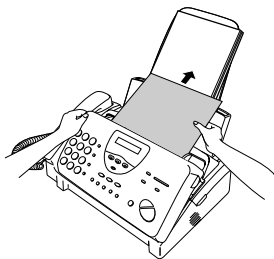
重要：

請勿試圖在未打開操作面板時取出文件，否則可能損壞送稿器機構。

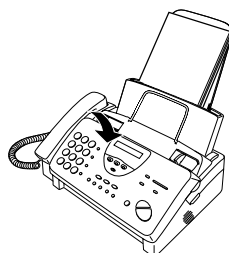
- 1 抓住指孔向上拉打開操作面板。



- 2 取出文件。



- 3 關上操作面板，務必使它發出喀嗒聲到位。

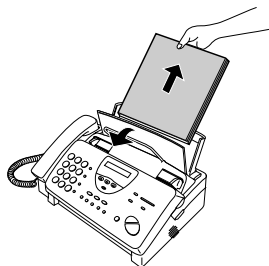


喀嗒！

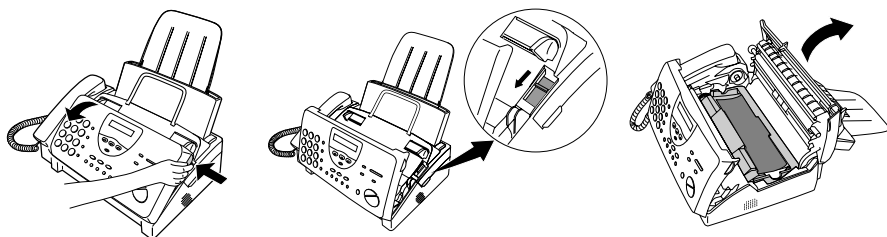
清除夾紙

清除夾住的列印紙

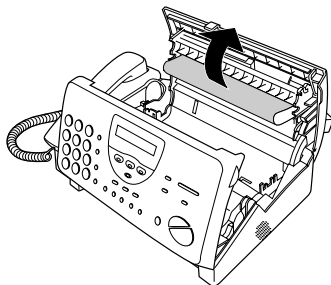
- 1 向前拉列印紙釋放板取出列印紙。



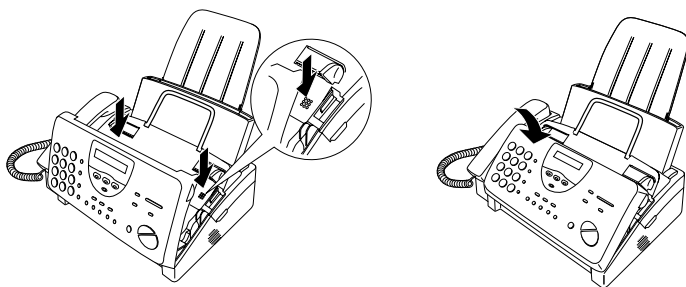
- 2 打開操作面板（抓住指孔向上拉），然後向前拉傳真機右側的釋放鈕打開列印艙蓋。



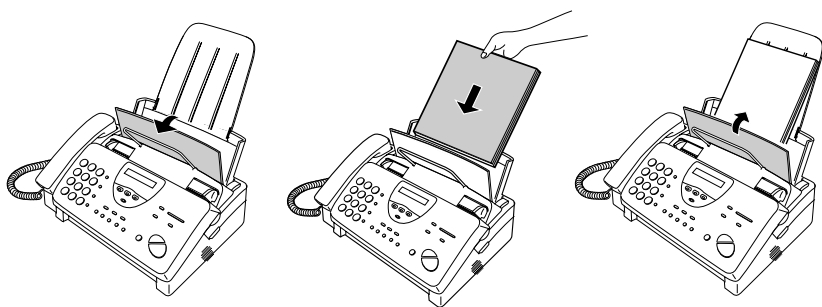
- 3 輕輕將夾紙拉出傳真機，確認沒有碎紙片留在列印艙或滾軸中。



- 4** 關上列印艙蓋（向下按兩側使其發出喀嗒聲到位），然後關上操作面板。

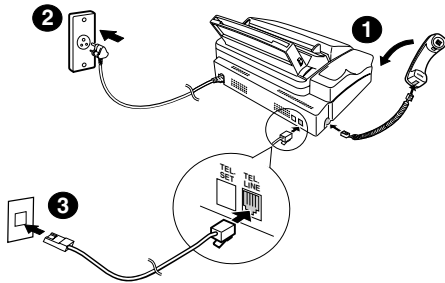


- 5** 向外推動列印紙釋放板並重新將紙放入列印紙托架，然後推下列印紙釋放板。



- 如果顯示屏上出現SET PAPER & PRESS START KEY（放紙 & 按START鍵），務必確認紙張是否正確插入並按START/MEMORY鍵。

安裝



1. 如圖所示連接聽筒。
2. 將電源線插入接地的220-240V插座。
3. 將電話線的一端插入傳真機背面的TEL. LINE插座中，將另一端插入牆壁上的電話插孔。

錄製外出留言

1. 按：
顯示屏上顯示：
 (外出留言錄音)
2. 按：
3. 按1鍵（GENERAL（一般））記錄用於答話機的外出留言。按2鍵（TRANSFER（轉送））記錄用於轉送功能的外出留言。
4. 拿起聽筒，按START/MEMORY鍵並對著聽筒講話錄下留言。
5. 講完之後，放回聽筒。

6. 按：

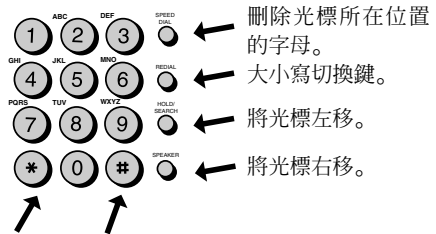
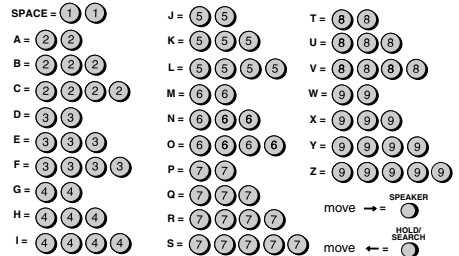
輸入您的姓名和傳真號碼

註：進行以下操作之前必須安裝成像膠片和列印紙。

1. 按：

顯示屏上顯示：
 (您自己的傳真號碼設定)

2. 按：
3. 按數碼鍵輸入傳真號碼（最多20位）。
 - 如果出錯，按HOLD/SEARCH鍵將光標移回到出錯位置，然後輸入正確的數碼或字母。
4. 按：
5. 按下圖所示按適當的數碼鍵輸入您的姓名。
 - 若要連續輸入兩個需用同一個鍵的字母，在輸入第一個字母後按SPEAKER鍵。



按一次或數次這兩個鍵之一選擇和輸入符號。

6. 結束後，按：

設定日期和時間

註：進行以下操作之前必須安裝成像膠片和列印紙。

按：  **3**   

顯示屏上顯示： **DATE & TIME SET**

(日期和時間設定)

按啓動／記憶鍵： 

輸入兩位數的日期（01至31）。
 輸入兩位數的月份（01至12）。
 輸入四位數的年份（如：2001）。
 輸入兩位數的小時（00至23）。
 輸入兩位數的分鐘（00至59）。
 結束後，按：






記憶和刪除用於自動撥號的號碼

註：進行以下操作之前必須安裝成像膠片和列印紙。

1. 按：  **3** 

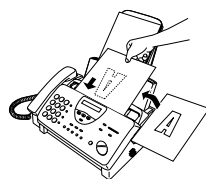
顯示屏上顯示： **FAX/TEL # MODE**

(傳真／電話模式)



- 按1鍵記憶號碼或按2鍵刪除號碼。
- 輸入一個兩位數的快速撥號號碼（01至08用於快速鍵撥號，09至88用於縮位撥號。）（如果是刪除號碼，進到步驟7）。
- 輸入完整的電話／傳真號碼。
- 按： 
- 按數碼鍵輸入您的姓名（最多20個字符）。（參見“輸入您的姓名和傳真號碼”中的字母輸入表。）
- 按：  

發送文件

將文件（最多10頁）正面朝下放在送稿器上。



普通撥號

- 拿起聽筒或按  **SPEAKER**
- 撥傳真號碼。
- 等待接收音（若有人應答，請他們按啓動鍵）。
- 按： 

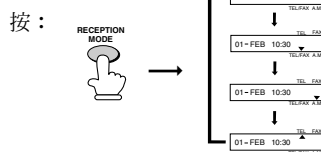
快速鍵撥號

按適當的快速鍵。傳送將自動開始。

縮位撥號

- 按： 
- 輸入兩位數的縮位撥號號碼。
- 按： 

接收文件



FAX模式：傳真機在響2次鈴聲後自動應答並接收發來的文件。

TEL模式：



TEL/FAX模式：傳真機在響2次鈴聲後自動應答並接收傳真。聲音來電（包括手動撥號傳真傳送）則以特殊鈴聲通知。

A.M. 模式：當您外出時接收聲音留言和傳真時選擇此模式。

索引

A

A.M.接收模式，30，37，77

安放列印紙，22

B

撥號

直接按鍵撥號，72

普通，64，86

快速撥號鍵，70，86

搜尋，73，87

縮位，71，86

撥號模式，114

撥打電話者ID，89

撥打電話者ID一覽表，91,120

C

COPY/HELP鍵，10，83

記憶體

從記憶體發送文件，104

代替接收至記憶體，82

處理報告，121

處理報告列印選擇，114

傳真訊號接收，115

重撥，65，74，87

重撥次數，113

重撥等待間隔，112

成批頁碼編號方式，100

成像膠片，安裝和更換，17

傳真和自動識別接收模式中的響鈴次數，112

D

DELETE鍵，9

答話機故障時的傳真接收，42

電話／傳真遙控號碼，113

電話號碼一覽表，120

電話機，用作，86

電話線，14

定時操作，109

定時操作一覽表，120

對比度，62

E

二合一列印，80

ECM（糾錯模式），117

F

FAX接收模式，30，76

FUNCTION鍵，9

發送者的姓名和號碼，輸入，24

防垃圾傳真，102

防垃圾傳真（防垃圾號碼），116

防垃圾號碼一覽表，120

放入文件，60

分機電話

連接，16

使用，79

封底，117

G

滾軸，清潔，125

H

HOLD/SEARCH鍵，9，87

活動報告，118

自動列印，117

J

夾紙，清除，133

接收模式

A.M.模式，30，37，77

FAX模式，30，76

設定，31

TEL模式，30，78
TEL/FAX模式，30，75

接收比率設定，81

解晰度，62

精細解晰度優先權，111

K

可選設定一覽表，120

快速撥號鍵，9

快速撥號鍵撥號，70，86

L

來電留言時間，41

拉稿，106–108

拉稿鍵，設定，116

列印頭，清潔，122

列印對比度設定，23

列印設定一覽表，121

兩種鈴聲功能，94

留言

 確認日期和時間，40

 刪除，39

 收聽，38

 遙控收聽，51

 設定來電留言允許時間，41

M

密碼一覽表，120

面板打開指孔，9

P

PLAY/SKIP鍵，8，38

普通撥號，64，86

Q

清潔，122，125

取出原稿文件，61

確認垃圾號碼，116

R

REPEAT鍵，8

REC/MOMO鍵，9

RECEPTION MODE鍵，31

REDIAL鍵，8，65

RESOLUTION鍵，9

日期，設定，27

S

SPEAKER鍵，9，32，64

SPEED DIAL鍵，8，71，86

START/MEMORY鍵，10

STOP鍵，10

掃描玻璃，清潔，125

聲音訊號，132

時間，設定，27

數碼鍵，9

順序撥號，87

搜尋撥號，73，87

縮位撥號，71，86

T

TEL接收模式，30，78

TEL. LINE插座，14

TEL. SET插座，16

TEL/FAX接收模式，30，75

聽筒，12

同時發送，95

V

VOLUME鍵，9，32

W

外殼，清潔，125

外出留言，34
偽振鈴時間，115
文件，最大掃描尺寸，59
文件送稿器，60
文件導板，60
文件滾軸，125
文件限制，59
文件尺寸，58
五次振鈴電話應答，112

X

顯示屏，8
顯示資訊，130
線路故障，126

Y

揚聲器音量，32
遙控代碼號，49
遙控操作，49
遙控接收選擇，113
影印，83
影印切除設定，85
優先電話，92

Z

振鈴音量，33
直接按鍵撥號，72
中間色調，62
自動撥號，70
自動撥號，記憶號碼，67
自動撥號中的暫停，72
字母，輸入，25
截接振鈴，47
轉送功能，44

遙控操作卡

下面的卡片可作為遙控操作的簡明指南。
請將其剪下，當您外出時隨身攜帶。

SHARP®

遙控操作指南

1. 從按鍵音頻式電話機撥打您的傳真機，開始播放您的
外出留言時，按 **#** 鍵。
2. 輸入您的遙控代碼： 。
3. 按 **#** 鍵。
4. 聽完您的外出留言後，您可以掛機將其保留，或輸入
反面的命令之一。

遙控命令

• 播放

播放留言	7	#
移回／重複	2	#
前進	5	#
停止	0	#
祇播放新留言 (先停止播放)	6	#

• 刪除留言

刪除單件留言	3	#	
刪除全部留言	3	3	#

• 錄製備忘錄

開始	*	#
結束	0	#

• 錄製新的外出留言

開始	4	*
----------	---	---

• 傳真接收模式

A.M. 模式	8	1	#
FAX 模式	8	2	#
TEL 模式	8	3	#
TEL/FAX 模式	8	4	#

• 轉送功能

啟動	9	1	#
關閉	9	2	#
新轉送號碼	9	0	#
→ (電話號碼. #)			

錄製轉送外出留言	9	3	#
要迅速掛斷	*	*	

• 僅播放外出留言模式

啟動	1	1	#
關閉	1	2	#

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