

OKI[®]

OKIFAX 5680 I-Fax

User's Guide



59350401

*Oki, Network Solutions
for a Global Society*

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Notes and Disclaimer

Note: A note appears in this manual like this. A note provides additional information to supplement the main text which may help you to use and understand the product.

CAUTION:

A caution appears in this manual like this. A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

WARNING:

A warning appears in this manual like this. A warning provides additional information which, if ignored, may result in a risk of personal injury.

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer of this equipment assumes no responsibility for the results of errors beyond its control.

The manufacturer of this equipment also cannot guarantee that changes in software and equipment made by other manufacturers

and referred to in this User's Guide will not affect the applicability of the information in it.

Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer of this equipment.

This product complies with the requirements of the Council Directives 89/336/EEC and 73/23/EEC on the approximation of the laws of the member states relating to electromagnetic compatibility and low voltage.

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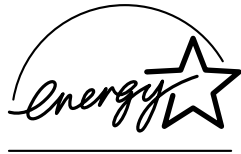
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Please visit Okidata's multilingual web site at:

<http://www.okidata.com>

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ENERGY STAR

As an ENERGY STAR Partner, Okidata has determined that this product meets the Energy Star guidelines for energy efficiency.

Safety

Your fax machine has been carefully designed to give you years of safe, reliable performance. As with all electrical equipment, however, there are a few basic precautions you should take to avoid hurting yourself or damaging the fax machine.

General

- Read this User's Guide carefully and keep it in a safe but accessible place so that you can use it for future reference.
- Read and follow all warning and instruction labels on the fax machine itself.
- Disconnect the fax machine before you clean it. **DO NOT** use liquid or aerosol cleaners to clean the fax machine.
- Place your fax machine on a firm, solid surface. If you place the fax machine on something unsteady, it may fall and become damaged or injure someone. If you place the fax machine on a soft surface, such as a rug, sofa, or bed, the vents may become blocked causing the fax machine to overheat.
- Do not use your fax machine near water, or spill liquid of any kind into it.

Installation hints

- Install your fax machine in a dust-free location away from direct sunlight.

- Do not connect your fax machine to a power source that is used by other equipment producing electrical noise (i.e., air conditioners, etc.).
- Leave electronic adjustments to authorized service personnel.
- The LINE port connects your fax machine to a standard telephone line. To avoid damage to your telephone system or to the fax machine, do not connect your fax machine into anything other than a standard telephone socket.
- Your fax machine has an earthed, 3-pin plug as a safety feature and it will only connect to an earthed outlet. If you cannot connect this plug to your power outlet, then it is possible that you have an older, non-earthed outlet. Contact an electrician to have your power outlet replaced. Do not use an adapter to defeat the earthing.
- The electrical power outlet should be located near the fax machine and should be easily accessible.
- The TEL ports on the back of the fax machine are only suitable for 2 wire devices. Not all standard telephones will respond to incoming ringing when connected to an extension socket.
- This fax machine may not necessarily provide an effective handover of a call from a telephone connected to the same line.
- If the fax machine is sharing the line with another piece of telephone equipment, the audible alarms of the other equipment MAY trigger the ring detector of the fax. Likewise, the audible alarms of the fax may trigger the ring detectors of the other equipment.
- Please note that this fax machine does comply with Machine Noise Information Ordinance 3. GSGV 18.1.1991 where the maximum sound pressure level is equal or less than 70 dB (A) according to ISO 7779.

Operation & Maintenance

- Use a dry cloth to clean the control panel and the main body of the unit.
- Aside from the instructions specifically mentioned in this User's Guide, your fax machine is not user serviceable. DO NOT attempt to service the machine or lubricate moving parts by yourself.
- Disconnect the power cable before trying to remove any objects that may have fallen into the machine.
- Immediately disconnect the fax machine if it becomes physically damaged and arrange for its repair or disposal.
- When relocating your fax machine, always disconnect the telephone line before disconnecting the power cable. When reconnecting your fax machine, connect the power cable first, then the telephone line.
- This fax machine is designed for use with tone dial telephones and has a parallel pick-up feature with remote receive.

Toner Cartridge & Image Drum Handling

- Leave unused toner cartridges and image drum units in their packages until needed. When replacing a toner cartridge or image unit, reuse the packaging to dispose of the old toner cartridge or image drum unit.
- Do not expose the toner cartridges and image drum units to light for more than five minutes. Never expose the green drum (inside the image drum unit) to direct sunlight.
- Always hold the image drum unit by the ends - never by the middle. Never touch the green drum inside the image drum unit.
- To avoid damage to the image drum unit, always use OKI toner cartridges.
- Exercise care when removing the toner cartridge. Do not let it touch your clothing or porous materials. The toner powder causes permanent stains.
- Small amounts of toner spilled on skin or clothing can be readily removed with soap and cold water. Using heated water will make removing the stain much more difficult.

Emergency First Aid

- IF TONER IS SWALLOWED: Induce vomiting and seek medical attention. Never attempt to induce vomiting or give anything by mouth to a person who is unconscious.
- IF TONER IS INHALED: Take the person to an open area for fresh air. Seek medical attention.

- IF TONER GETS IN THE EYES: Flush eyes with large quantities of cool, NOT cold, water for a minimum of 15 minutes keeping eyelids open with fingers. Seek medical attention.

Introduction

Features

Your fax machine includes all the following features:

- 40 One-Touch keys for automatic, single-key dialing of pre-programmed telephone numbers.
- 150 Auto Dial numbers for automatic dialing of additional pre-programmed telephone numbers.
- Group programming (20 groups) that enables transmission of a document to multiple locations with a single selection.
- A search feature allowing you to look for pre-programmed telephone numbers by name.
- Halftone transmission in up to 64 shades of gray.
- High-speed fax transmission and reception at up to 33600 bits per second.
- 16 mail boxes for confidential reception or bulletin polling.
- Automatic redial and page re-transmission when a telephone number is busy or when problems occur in communication.
- Advanced transmission and reception features, including up to 20 delayed transmissions, transmission to multiple locations, confidential transmission and reception, relay broadcast initiate and polling.
- Advanced memory transmission and reception features, including automatic reception into memory.
- Reports to help you keep track of your fax machine's operations and settings.
- Automatic power save mode.
- Answering modes for manual and automatic fax reception, automatic switching between incoming voice and fax messages. Also allows an answering machine to be connected in series to the telephone line after the fax machine.
- A closed network feature to allow you to limit who can send faxes to your fax machine, or to limit both where faxes can be sent to and received from.
- Your fax machine can also make up to 99 sorted copies of an original document using standard weight (75 g/m², 20 lb.) paper.
- 2.5 Mbytes of built-in memory.
- An advanced dual access feature which allows you to load and prepare multiple documents for transmission while your fax machine is sending or receiving another message.
- High-speed scanning of original documents.
- A manual paper tray to allow you to load a different type of paper while making copies. Paper size is dependent on 1st paper size setting.
- A fax forwarding feature to allow your fax machine to receive messages into memory and automatically forward the messages to another remote fax machine.

Safety Instructions

This machine has been carefully designed to provide years of safe, reliable performance. As with all electrical equipment, however, there are a few basic precautions that should be taken to avoid personal injury or damaging the machine:

- Read this guide carefully and save it for future reference.
 - Read and follow all warning and instruction labels on the machine itself.
 - Disconnect the machine before cleaning. Use only a damp cloth. Do not use liquid or aerosol cleaners to clean the machine.
 - Do not use the machine near water, or spill liquid of any kind into it.
 - Make sure that the power source matches the rating listed on the back of the machine. If you are not sure, check with your dealer or with your local power company.
 - To avoid damaging the power cable, do not put anything on it or place it where it will be walked on. If the cable becomes damaged or frayed, replace it immediately.
 - The power outlet into which the machine is connected must remain accessible at all times.
 - Aside from the routine maintenance described in this user's guide, do not try to service the machine yourself. Opening a cover may expose you to shocks or other hazards.
- Do not make any adjustments other than those outlined in this user's guide as damage may be caused to the machine.
 - The machine employs a grounded plug as a safety feature, and it will only fit into a grounded outlet.
 - If you cannot plug it in, you probably have an older, non-grounded outlet; contact an electrician to have the outlet replaced. Do not use an adapter to defeat the grounding.

Product Options

Memory Expansion

Installing additional memory allows the fax machine to store more pages of information in memory. If you are constantly seeing a **MEMORY OVERFLOW** message on your fax machine, you should consider purchasing additional memory. An optional 2.0/4.0/8.0 Mbyte memory expansion board is available. See “Part Numbers” on page 101 for the expansion kit part number.

The memory expansion board option includes a built-in backup battery. This feature protects memory operations and other communication settings for up to 20 hour in the event of a power failure.

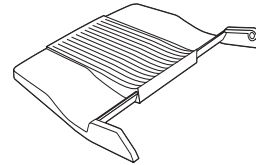
Second Paper Cassette

The second paper cassette option adds an additional 500 pages of paper capacity to your fax machine. When the main paper cassette runs out of paper, your fax machine automatically switches to the second paper cassette to continue printing received faxes or copies. See “Part Numbers” on page 101 for the part number.

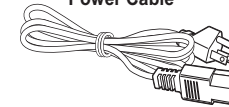
Components

What you should receive:

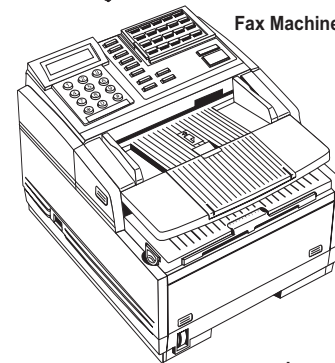
Document Stacker



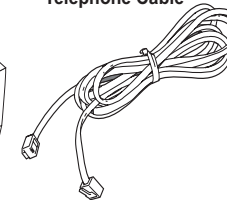
Power Cable



Fax Machine



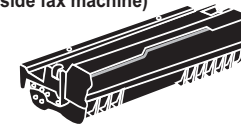
Telephone Cable



Toner Cartridge



Image Drum Unit
(inside fax machine)

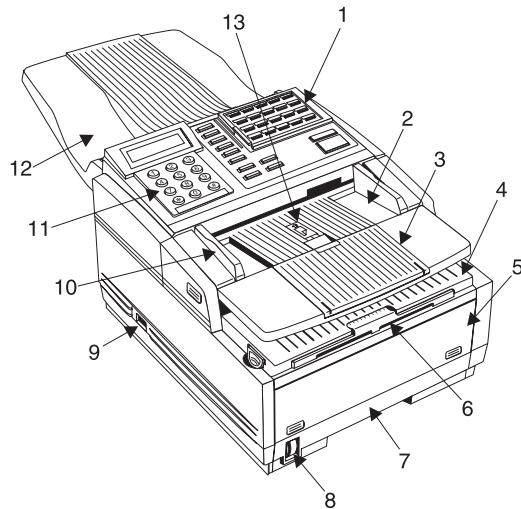


The following are not pictured but also included:

- User's Guide
- Warranty, Regulatory, and Safety Information

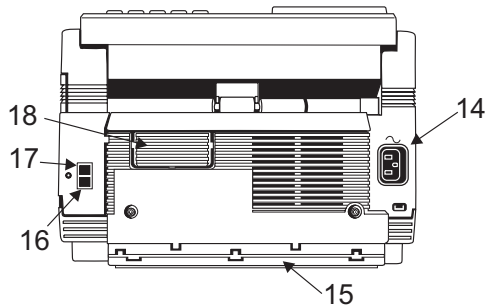
Note: If any items are missing, contact your dealer immediately. Keep your packing materials and carton in case you ever need to ship or transport the unit. Refer to "Shipping the Fax Machine" on page 73 for more information.

Component Identification



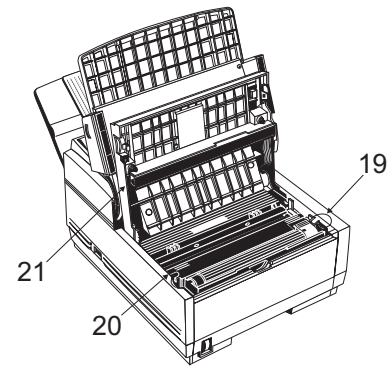
1. **One-Touch Keypad**

2. **Document Table:** Covers the copy stacker and holds original documents that are to be faxed or copied.
3. **Document Table Extension:** Flips out to support longer documents that are to be faxed or copied.
4. **Copy Stacker:** Holds copies or received faxes.
5. **Front Panel:** The panel on the front of the fax machine gives you access to the manual paper feeder. This allows you to bypass the paper cassette and feed paper directly into the machine. Use this feature when you want to use a different type of paper.
6. **Copy Stacker Extension:** Slide this tray out to help support copies or received faxes.
7. **Paper Cassette:** Holds up to 250 sheets of paper.
8. **Paper Indicator:** Indicates how much paper remains in the paper cassette.
9. **Power Switch:** Press the **|** to turn ON the fax machine and the **O** to turn OFF the fax machine.
10. **Document Guides:** Adjust these guides to the page width of the documents that are to be faxed or copied.
11. **Control Panel:** See "Control Panel & Indicators" on page 10 for further information.
12. **Document Stacker:** Holds your original documents after they have been faxed or copied.
13. **Paper Path Icon:** Load documents face down here.



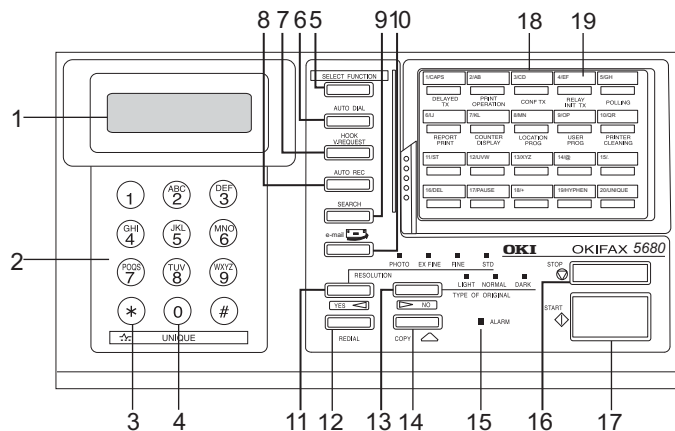
14. **AC Power Socket:** Connect the power cable supplied with your fax machine into this socket.
15. **Cable Run:** When installing the optional external handset, feed the telephone line through this line run to TEL terminals.
16. **TEL Terminals:** Terminals for connecting an external handset, external telephone, or answering machine to the fax machine.
17. **LINE Terminal:** Terminal for connecting the fax machine to a telephone line.
18. **Expansion Slot Cover:** Open this cover for access to expansion slots for Network interface board and memory expansion boards

19. **Image Drum Unit:** The image drum unit contains the photosensitive drum, which receives images from the LED print head and transfers these images to the printing paper.



20. **Toner Cartridge:** This black cylinder, installed inside the image drum unit, contains black powder, which acts as the ink for your fax machine.
21. **LED Print Head:** This black bar is the part of your fax machine, that transfers received or copied images onto the image drum unit. Clean this bar each time you change a toner cartridge.


Control Panel & Indicators



1. **LCD Panel:** Refer to this liquid crystal display (LCD) panel for instructions and information while operating or programming your fax machine.
2. **Numeric Keypad:** When dialing, these twelve keys work like the keypad on a telephone. You will also use the keypad to enter numbers, letters, and other characters while programming. After pressing the **Search** key, you can also use the numeric keypad to alphabetically search for the names of locations programmed into your fax machine.
3. ***/ Δ Key:** If your fax machine is set to pulse dialing, this key allows you to switch the dialing operation of your fax machine from pulse to tone dialing during your current call.

You can also use this key while programming to create numbers with mixed pulse-then-tone operations.

4. **0/Unique Key:** When dialing, use this key to enter a "0". When programming your Sender ID or a Location ID, you can use this key to enter a variety of unique characters, e.g. 0 ! # & ' () * + , - . / : ; = ? @ \ " _ % ~ ä ß ñ ö ü Æ Å Ø æ å ø.
5. **Select Function Key:** Using this key activates the advanced transmission and reception functions, to obtain reports and for programming. To select a function, press the **Select Function** key, and then press the **One-Touch** key labeled with the function you want to use. When programming or selecting other functions, pressing the **Select Function** key a second time returns you to the stand-by mode.
6. **Auto Dial Key:** Auto Dial numbers are abbreviated numbers for rapid dialing. Rather than dialing the entire telephone number, you can enter a 3-digit code number to automatically dial a number instead. You can also use the Location IDs (names) associated with Auto Dial numbers to search for these locations by name using the **Search** key.
7. **Hook/V. Request Key:** During a fax communication, pressing this key alerts the operator at the other fax machine that you wish to talk at the end of your transmission or after reception of any page has been completed. To use this feature both fax machines must have either the external telephone handset or an external telephone connected. To answer a voice request, press this key after lifting your telephone handset. When no fax communication is taking

- place, pressing this key opens the telephone line for manual dialing (not available in some countries). You will hear the dialing tone through the speaker of your fax machine.
8. **Auto Rec Key:** This key sets the answering mode (auto receiving, manual receiving, memory receive, TEL/FAX automatic switching, TAD interface and forwarding) of your fax machine. The answering mode controls how your fax machine answers incoming calls and receives faxes. The display of your fax machine will always indicate your current selection. See “Setting Answering Mode” on page 23 for more information about the answering modes available in your fax machine.
 9. **Search Key:** One-Touch keys and Auto Dial numbers can be programmed to have a name or location ID associated with their telephone numbers. Using this key by itself or in combination with the numeric keypad, you can search for these numbers alphabetically.
 10. **E-mail Key:** Pressing this key  allows you to perform e-mail operations. See “I-Fax” on page 78 for details.
 11. **Transmit Resolution/YES key:** This key changes the resolution used for transmitting documents. Use STD for standard originals, FINE and EX.FINE for detailed or small print originals, and PHOTO for originals that include colors or many shades of gray. You will also use the **YES** key when making selections or to move your cursor to the left while programming.
 12. **Redial Key:** Pressing this key manually redials the last number dialed on your fax machine.
 13. **Type of Original/NO key:** This key selects the document contrast after loading a document for transmission. Use LIGHT for originals that are too light, NORMAL for documents with good contrast, and DARK for originals that are too dark. You can also use the **NO** key when making selections or to move your cursor to the right while programming.
 14. **Copy Key:** After loading a document, press this key to make a copy. When no documents are loaded, press this key once to obtain a Message Confirmation Report about your last transmission on the LCD Display Panel and a second time to receive a printed report. You can also use the **Copy** key as a short cut for programming One-Touch keys and AUTO DIAL numbers. After you have manually entered a telephone number, press **Copy** so you can instantly program that number into an unassigned One-Touch Key or AUTO DIAL number.
 15. **Alarm Indicator:** This indicator turns on (red) and an alarm sounds to notify you of any problem that occurs. To turn the alarm indicator off, press the **Stop** key and correct the problem.
 16. **Stop Key:** This key cancels any operation currently in progress and turns off the Alarm Indicator. During programming, pressing the **Stop** key returns you step-by-step through the programming functions you have already selected.

17. **Start Key:** Pressing the **Start** key initiates the operation indicated on the display or confirms information you have entered into the display. While the fax machine is in power save mode, press the **Start** key to exit power save mode.

Note: *The fax machine also exits power save mode if a document is placed on the document feeder, the handset is lifted, or if there is an incoming fax message.*

18. **One-Touch Keypad:** The One-Touch keys are an important tool on your fax machine. You will use them for quick, One-Touch dialing, and to access the functions and programming options of your fax machine. For a description of all the functions, including the special characters assigned, of the One-Touch keypad, see below. Important key descriptions are listed below:

- **Caps Key (One-Touch key 1):** In character string input, when **Caps** is showing on the LCD display panel, pressing this key allows you to make a case shift.
- **Space Key (One-Touch key 36):** Use this key on the One-Touch Keypad to enter spaces while programming. Unlike the **Pause** key, spaces are used for easier reading only and have no effect on dialing.
- **Delete Key (One-Touch key 16):** In character string and numeric string input, by pressing this key, the character the cursor is sitting under is deleted and the right character string of the cursor is moved to the left.

- **Pause Key (One-Touch key 17):** Use this key on the One-Touch keypad to enter automatic 3-second pauses in dialing when programming telephone numbers. For example, you may want to use this key to tell your machine to wait for an outside or international line to open. Pauses in telephone numbers are marked by a “P” symbol.

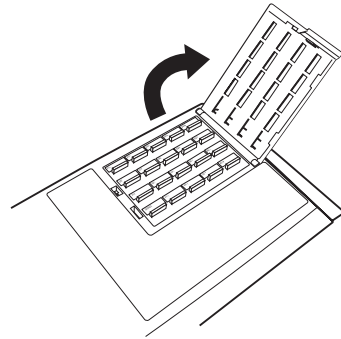
- **Plus Key (One-Touch key 18):** Each fax number you enter or program into your fax machine can be up to 40 digits long. In the case that you need to dial a number which is longer than 40 digits, it is possible to dial a number using any combination of One-Touch keys, Auto Dial numbers or the numeric keypad. When programming a chain dial number into a One-Touch key or Auto Dial number, press the **Plus** key at the end of the first part of the number to indicate to the fax machine that this is a chain dial number.

19. **One-Touch Labels:** After programming a location into a One-Touch key, write the name of the location on the One-Touch label. Lift off the plastic cover and use a pencil to write in the name, then replace the cover.

One-Touch Dialing

To use a One-Touch key for dialing, just press the appropriate One-Touch key. For each key, you may program up to two telephone numbers: a primary number, which will always be dialed first, and an alternate number which will be automatically dialed if the first number is busy or if there is no answer.

You can also use the Location IDs (names) associated with One-Touch keys to search for these locations by name using the Search key. There are 40 One-Touch Keys available for programming. To access One-Touch keys 21-40, grasp the One-Touch keypad latch and swing the main One-Touch panel up and out of the way. When you are finished, close the One-Touch keypad to continue with other options and programming.



One-Touch Keys for Selecting Functions & Programming

You will also use One-Touch keys 1 to 10 for selecting special transmission and reception functions, obtaining reports and programming.

- To select a function from the One-Touch keypad, press the **Select Function** key, and then press the corresponding One-Touch key.
1. **Delayed TX Key:** This key programs to send a fax at a later time and date which you can specify for up to three days later.
 2. **Print Operation Key:** Your fax machine can be set to receive messages into memory and not print them when it

runs low on toner. Using this key you can also force messages to print when toner is low, but print quality may be poor. Using this key prints out confidential fax messages received into mailboxes in the memory of your fax machine after entering the correct password. If memory reception mode is set on your fax machine, use this key to print faxes that have been received in memory. Also use this key to print any bulletin polling messages that have been stored in memory for transmission.

3. **Confidential TX Key:** This key sends a confidential document to a personal mailbox (a memory storage area) in the receiving fax machine.
4. **Relay Initiate TX Key:** This key sets up a relayed fax transmission. During a relayed fax transmission, your fax machine initiates the transmission by sending a document to a second fax machine, which then broadcasts the message to a number of other fax machines.
5. **Polling Key:** When a document is loaded on the document table, use this key to set your fax machine to wait for another fax machine to call and request the document to be sent (polling transmission). When no document is loaded on the document table, using this key calls another fax machine and requests it to send the documents it has loaded (polling reception).
6. **Report Print Key:** This key manually prints reports from your fax machine.

7. **Counter Display Key:** Your fax machine keeps track of the number of pages it has printed and scanned. Using this key checks the print counters of your fax machine and resets the drum counter of your fax machine after replacing the image drum unit.
8. **Location Prog Key:** This key programs One-Touch keys, Auto Dial numbers and groups into your fax machine.
9. **User Prog Key:** This key allows you to program identification information; set the clock; set forwarding telephone number; set up mail boxes for confidential reception or storing bulletin polling messages; and to change the function and dial parameter settings of your fax machine.
10. **Printer Cleaning Key:** This key prints to print a cleaning page to clear accumulated toner from your fax machines image drum.

Signal Tones

Your fax machine emits a number of sounds to inform you of specific conditions.

- **Key Select Tone:** This is a short beep that occurs each time that you press a key.
- **Error Tones:** If you press a wrong or inappropriate key, your fax machine will emit three short beeps. If your fax machine experiences a problem during communications, it will emit three long beeps. Press the **Stop** key to turn the error tone off, then print a Message Confirmation Report to check the source of the problem by pressing the **Copy** key twice with no documents loaded.
- **Voice Request Tone:** During a fax session, either you or the person at the remote fax machine may initiate a voice request. When the person at the remote fax machine either initiates or answers your voice request, your fax machine emits a repetitive warbling sound.
- **End of Session Tone:** At the end of every successful fax session, your fax machine emits a long beep to inform you that there were no errors or problems in the communication.
- **Off-Hook Alarm Tone:** If your fax machine is equipped with a handset and if the handset is left off the hook, your fax machine will emit an intermittent warbling sound. To turn off the sound, hang up the handset or press the **Stop** key.

Installation

Getting Started

To install your new fax machine, follow the instructions for the steps from Unpacking (below) to “Fax Machine Identification” on page 25. You must complete these steps for your fax machine to operate properly. If you have purchased an option package for your fax machine, refer to the documentation you received with that option.

Where to install your fax machine

- Install your fax machine in a dust-free location away from direct sunlight.
- Allow several inches on each side of the fax machine to ensure adequate ventilation.
- Make sure there are both power and telephone outlets nearby.
- Choose a location where the relative humidity is between 20% and 80%, and where the temperature is between 10°C/50°F and 32°C/90°F.

Unpacking

Before you begin, be sure that all the items listed below are included in your package. Refer to the illustrations in “Component Identification” on page 8 to identify the items. After

removing the items from the carton, place them on a sturdy surface.

- Fax machine unit
- Toner cartridge
- Image drum unit (inside facsimile unit)
- Power cable
- Telephone line cable
- Paper tray/Copy stacker
- This User’s Guide

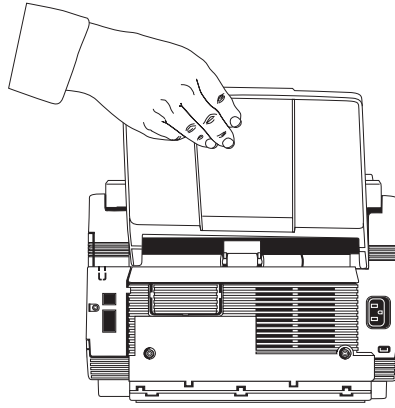
Note: If any items are missing, notify your dealer immediately for a replacement. Keep your packing materials and carton in case you ever need to ship or transport the machine.

CAUTION: Do not ship the fax machine with the image drum unit and toner cartridge installed. Refer to “Shipping the Fax Machine” on page 73.

Setting Up

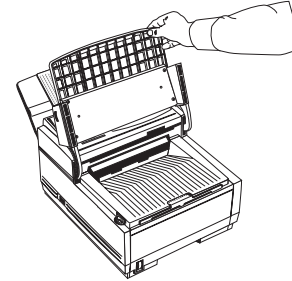
Installing Document Stacker

1. Slip the document stacker indents over the tabs on the rear of the unit. You will feel them lock into place.

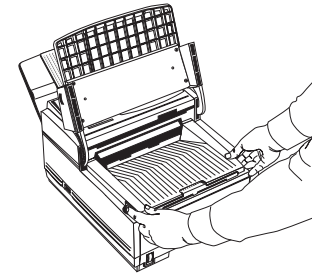


Installing Toner Cartridge

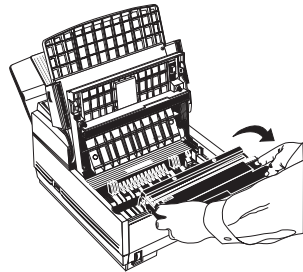
1. Lift the document table into an upright position.



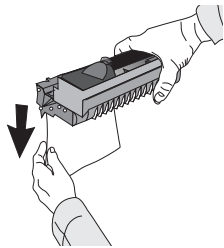
2. Press in the cover release buttons on the sides of the copy stacker until you hear a click. Lift the copy stacker.



3. Lift the image drum unit out, keeping the image drum unit out of direct sunlight. DO NOT touch the green surface of the drum.

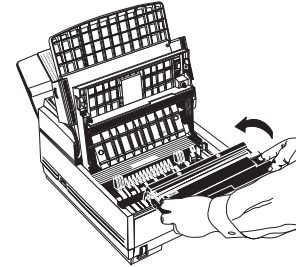


4. Carefully remove the protective sheet from the image drum unit.

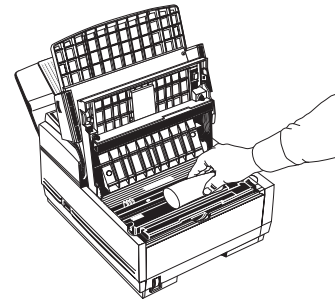


5. Place the image drum unit back into your fax machine. To ensure that the image drum is positioned correctly, press

down firmly on both of the locations on the image drum marked "PUSH."

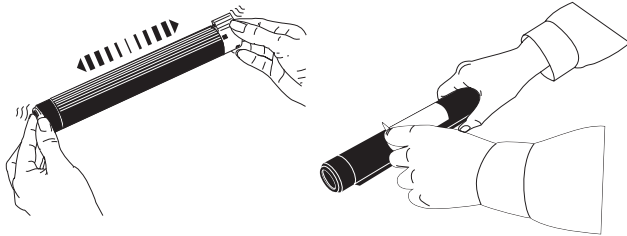


6. Remove the protective foam cylinder from the toner well in the image drum unit.



7. Remove the toner cartridge from its package and gently shake it from side to side to distribute the toner. Then

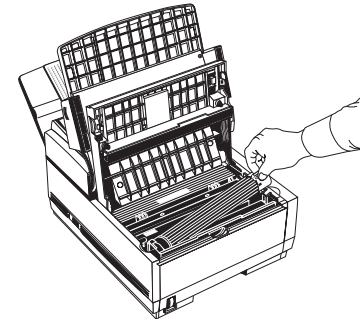
carefully peel the white plastic tape from the bottom of the toner cartridge.



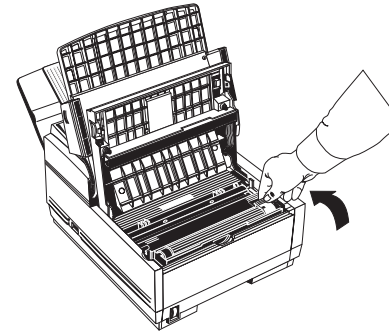
WARNINGS

Be careful when handling the toner cartridge. Do not let toner spill onto your clothing or other porous materials. If you experience any problems with toner, refer to the safety instructions at the beginning of this User's Guide.

8. With the ridged side facing up and the colored lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, and then lower the right end into place.



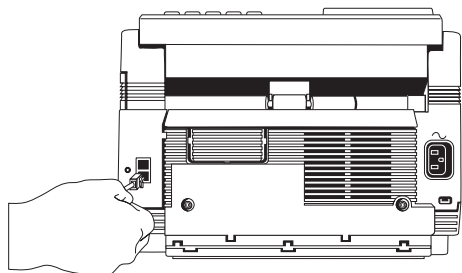
9. Once the toner cartridge is in place, push the colored lever all the way forward to secure it and release the toner.



10. Close the copy stacker until you hear the copy stacker click into place. Be sure that the cover is latched on both sides.
11. Close the document table.

Connecting Telephone Line

1. Insert one end of the telephone cable into the LINE terminal at the back of the machine.



2. Insert the other end of the telephone cable into your wall telephone socket.

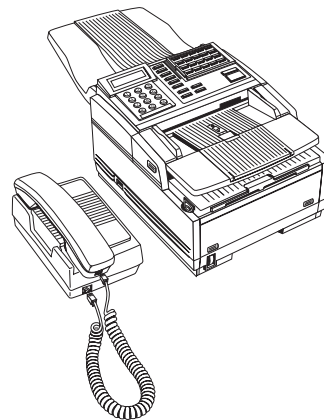
Note: An external telephone or optional external handset can be connected to the fax machine. See the instructions below.

Installing External Handset

If you purchased an optional external handset with your fax machine, follow these instructions to install it.

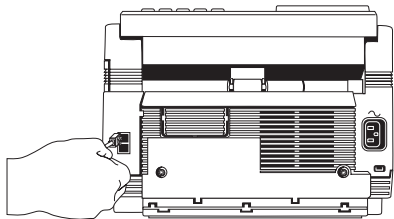
1. Insert the supplied telephone cable into the socket located on the bottom of the cradle and feed the cable to the back of the cradle.

2. Position the handset cradle on the left side of the fax machine.



3. Plug one end of the handset cable into the handset. Then plug the other end of the handset cable into the socket located on the front of the cradle. Place the handset in the cradle.
4. Feed the telephone cable from the back of the cradle through the cable run located on the back of the fax machine.

5. Insert the other end of the telephone cable into the TEL sockets on the back of the fax machine.



Connecting External Telephone or Answering Machine

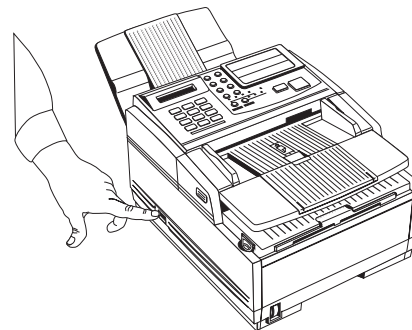
1. Insert one end of the telephone cable into the TEL terminals on the back of the machine.
2. Insert the other end of the telephone cable into the socket in your external device.

Note 1: To connect both an answering machine and a telephone, first connect your answering machine to your fax machine, then insert the cable of your external telephone into the telephone socket on your answering machine.

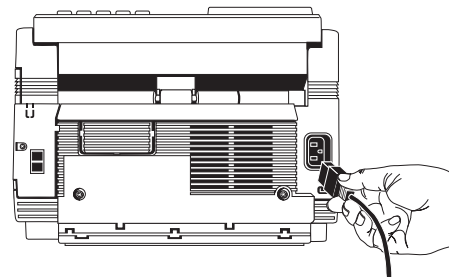
Note 2: You will need to have the TAD mode feature turned on for an answering machine to work with your fax machine. See "Setting Answering Mode" on page 23 in Installation.

Connecting Power

1. Make sure the power switch is in the OFF position (the **O** on the switch should be pressed down).



2. Insert the power cable into the power inlet socket located on the back of the fax machine.



3. Connect the unattached end of the power cable into an earthed AC power outlet.

4. Turn the power switch on (the I should be pressed down). Your fax machine will take a few moments to warm up.
5. The time and current answering mode will appear on the display. Your fax machine is now in standby mode, ready to send or receive faxes.

Paper

Paper Types

The manufacturer of this fax machine recommends the following guidelines when selecting paper for use in your fax machine:

- Paper should be stored flat and away from moisture, direct sunlight and heat sources.
- It is recommended to use a smooth finished paper such as copier or laser type paper with a Sheffield (smoothness) rating of 250 or less. If in doubt, please ask your paper dealer.
- The use of heavily laid or textured paper will seriously impact the life of the image drum.
- Do not use very smooth, shiny/glossy paper.
- Do not use heavily embossed headed paper.
- Avoid printing on both sides and putting paper through the fax machine twice.
- Avoid using paper with perforations, cut outs and ragged edges.

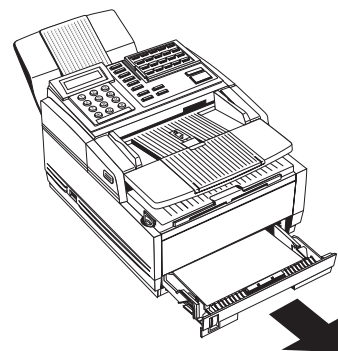
Loading Paper

Your fax machine can hold up to 250 sheets of standard-weight (75 g/m², 20 lb.) paper. Available sizes are A4, letter size and legal size.

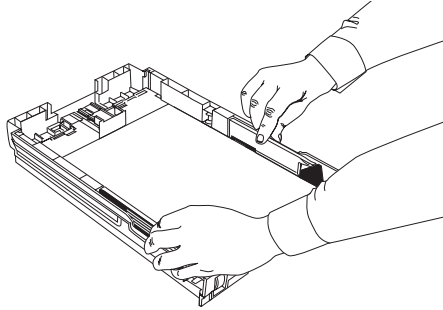
Your fax machine automatically reduces the vertical length of the page images it receives to fit on the paper loaded in your fax machine (down to 75% of the original length). For example, if a document created originally on legal-size paper is received, your fax machine reduces the received pages to fit on A4 or letter-size paper.

Note: Your fax machine is set at the factory to use letter-size paper. If you intend to use a different paper size, change the 1ST PAPER SIZE user function setting to match your new paper size. See “Customizing Features & Operations” on page 53 later in this User’s Guide.

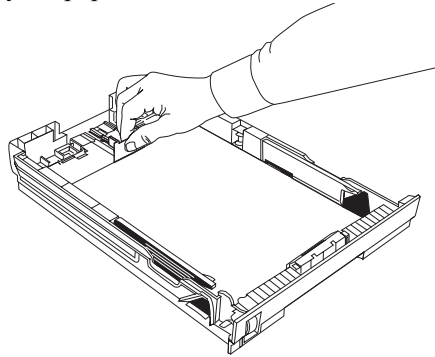
1. Pull the paper cassette out of the fax machine.



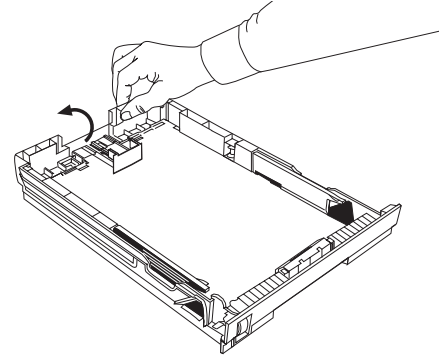
2. Adjust the paper guides to the width of your paper.



3. If necessary, lift and adjust the vertical paper guide for the length of your paper.

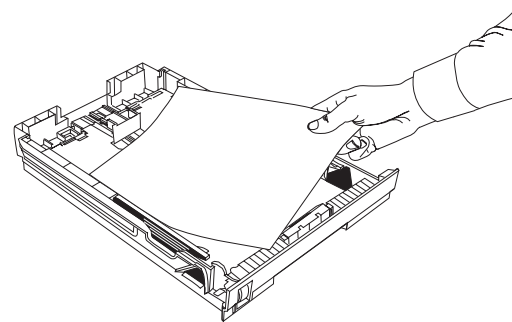


4. If you are using legal size paper, pull out the extension at the back of the paper cassette.



5. Remove the paper from its wrapper (up to 250 sheets). Note the "Print side" notice printed on the label. Fan the paper.

6. Load the paper into the cassette, print side down.

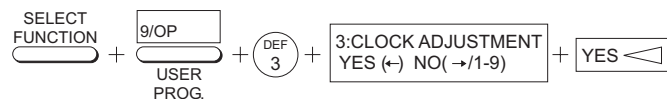


Note: Be sure the paper is under the tabs at the left and right edges of the cassette. Do not fill past the Paper Full marker. If necessary, readjust the guides for a snug (but not tight) fit.

7. Return the tray to the slot. Push it forward until it locks.

Setting Time & Date

Follow these instructions to set the time and date on your fax machine.



1. Press the **Select Function** key.
2. Press the **9/User Prog.** One-Touch key.
3. On the numeric keypad, press 3. The display will show **3:CLOCK ADJUSTMENT**.
4. Press the **YES** key. The display will show the currently set date and time.
5. Using the numeric keypad, enter the new date and time.
6. Press the **YES** key to confirm your entry.
7. Press the **Select Function** key to finish.

Setting Answering Mode

Your fax machine has a number of answering modes, which determine how it handles incoming calls (both fax and voice). The current answering mode appears on the LCD panel of your fax machine.

Answering Mode Options

The answering mode which is best for you will vary depending on how you use your fax machine and what external telephone devices are connected to it. Read through the answering modes listed here, then follow the instructions below.

Auto Receive Mode [FAX]

If your fax machine is connected to a telephone line reserved only for fax communications, use the Auto Receive mode. Your fax machine will assume all incoming calls are fax messages and automatically receive all incoming fax messages.

Manual Receive Mode [TEL]

If you use the same line for both fax and telephone calls and the majority of your incoming calls are telephone calls, then the TEL answering mode is your best choice. Each time someone calls, your fax machine rings like a telephone. You can answer from either an external handset or from an external telephone connected to your fax machine. If you pick up the handset and hear fax machine CNG tones (normally a short peep every three seconds), press the **Start** key to receive the fax. If you do not

answer the telephone and someone tries to send you a fax message, your machine will not accept it.

Note: Some older types of fax machines do not send CNG tones and the line may be silent when you answer a call in TEL answering mode.

If you answer a call using a telephone connected to the same telephone line, but not connected directly to your fax machine, you can remotely tell your fax machine to start fax reception by entering a two digit remote receive number using the telephone keypad. See Remote Receive on page 55 in Programming later in this User's Guide.

Telephone/Fax Auto Switch Mode [T/F]

When incoming calls are a mixture of fax and telephone calls, your best choice is the Telephone/Fax Auto SW mode. In this mode, your fax machine detects whether the incoming call is a fax or voice call. When the call is from another fax machine, your machine will switch to fax mode and receive the message. When the call is a voice call, your fax machine will ring like a telephone. If you do not answer, your fax machine will switch back to fax mode to allow the calling party to manually send a fax.

Note: Only use this mode if the telephone is located close to your fax machine. After the initial ring, the telephone falls silent, but the fax machine continues ringing.

Telephone Answering Device Mode [TAD]

Use this mode if you have connected an answering machine to your fax machine. When a call is received and is not answered,

your answering machine activates and is ready to send out your recorded outgoing message. At the same time, your fax machine monitors the incoming call to check if the call is a fax or voice call. If the incoming call is a fax call, your fax machine will receive the fax and no voice message will be recorded on your answering machine. If the incoming call is a voice call, then your fax machine will not activate and the calling party will be able to leave a voice message on your answering machine.

Note: In some countries, the Telephone Answering Device mode is normally turned off. To have it turned on, contact your dealer.

Memory Reception Mode [MEM]

Use this answering mode if you want incoming faxes to be stored in the memory of your fax machine and not immediately printed. You can then use the **2/Print Operation** One-Touch Key print operation to print out any messages that have been stored in memory.

Fax Forwarding Mode [FWD]

When set to this mode, your fax machine receives all fax messages into memory, and then automatically re-sends the fax messages to the forwarding number programmed into your fax machine. For information on setting the forwarding number, refer to "Setting Forwarding Number" on page 27 in Installation.

Changing Answering Mode

Follow these instructions to change the answering mode on your fax machine.

1. Press the **Auto Rec** key. Your fax machine displays your current answering mode.
2. Press the **Auto Rec** key again. Your fax machine switches to the next answering mode.
3. Continue pressing the **Auto Rec** key until the desired answering appears on the display. After a short pause, your fax machine programs the new answering mode and returns to standby mode displaying the new answering mode setting.



Fax Machine Identification

Fax machines use the information you will enter here to identify themselves during communications. In most countries programming this information into your fax machine is a legal requirement. The information you will enter here includes:

TSI/CSI

This is the telephone number of your fax machine. This number appears on displays and reports of other fax machines with which you communicate. This number may also be printed at the top of faxes you send to other fax machines.

Sender ID

This is a descriptive title and is usually the location of your fax machine or the name of your company or office. The Sender ID

is printed at the top of every fax you send. You can enter up to 32 characters. The first 16 characters of your Sender ID will also be used as your Personal ID, which may appear on the displays or reports of other fax machines with which you are communicating.

Note: Some fax machines do not print your TSI/CSI on their received pages. To make sure that your TSI/CSI is always printed, you can include your fax number as part of your Sender ID.

Call Back Number

The Call Back Number is a telephone number (not a fax number) which the operator of the remote machine can use to reach you. If you use the voice request function while you are transmitting to another fax machine and no one is there to answer, your fax machine will automatically send a cover letter with a call back message. The call back message is printed on a separate sheet with the message "Please call back" and a telephone number where you can be reached. The call back number entered here is the number that appears on the call back message.

Setting Fax Machine Identification



1. Press the **Select Function** key.

2. Press the **9/User Prog.** One-Touch key. The display shows **1:FUNC.PROGRAMMING**.
3. On the numeric keypad, press **4**. The display shows **4:SYSTEM DATA PRG**.
4. Press the **YES** key. The display shows **NO=<TSI/CSI>, ID=<SENDER ID>**.
5. After the display clears, enter the full telephone number of your fax machine using the numeric keypad.

Note: Use the **18/+** One-Touch key to enter a “+” character before the number, which is the generally recognized method of indicating the international access code before the country dialing code. The **36/Space** One-Touch key is used to enter spaces in a number.

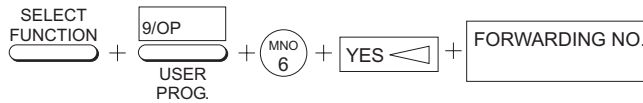
6. Press the **Start** key to save your entry.
7. Enter your Sender ID. This is a descriptive title up to 32 characters long. Refer to the instructions below.

To do this	Use
Enter Numbers	Numeric keypad (press once)
Enter Spaces	Space One-Touch key
Enter Hyphens	Hyphen One-Touch key
Enter Pause	Pause One-Touch key
Enter Plus	Plus One-Touch key
Delete	Delete One-Touch key
Caps	Caps One-Touch key

To do this	Use
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears. It is also possible to input characters using One Touch key.
Enter unique character	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' () * + , - . / : ; = ? . @ \ " _ % ~ ä ß ñ ö ü Æ Å Ø æ å ø. Note: Some unique characters can be entered using one-touch keys.
Move the cursor to make corrections	YES and NO keys.

8. Press the **Start** key to save your entry. The display shows **NO=<CALL BACK NO.>**.
9. After the display clears, use the numeric keypad to enter the telephone number you want to use for call back messages. Enter up to 20 characters.
10. Press the **Start** key to save your entry.
11. Press the **Select Function** key to finish.

Setting Forwarding Number



When the answering mode of your fax machine is set to Fax Forwarding [FWD], it will receive fax messages into memory and then automatically resend the faxes to the number which you enter here.

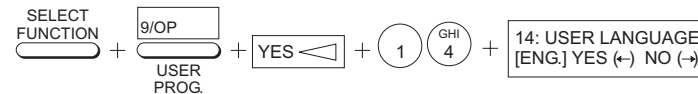
1. Press the **Select Function** key.
2. Press the **9/User Prog.** One-Touch key. The display shows **1:FUNC.PROGRAMMING**.
3. Using the numeric keypad, press **6**. This display shows **6:FORWARDING NO. PRG**.
4. Press the **YES** key. The display will show **FORWARDING NO.**
5. Enter the fax number to which you want your messages forwarded.

To do this	Use
Enter Numbers	Numeric keypad. Press once for each number required.
Enter Spaces	Space One-Touch key
Enter Hyphens	Hyphen One-Touch key
Enter Pause (i.e., to wait for long distance or outside lines)	Pause One-Touch key

To do this	Use
Add a switch from pulse to tone dialing for part of the call	*-/Tone key
Move the cursor to make corrections	YES and NO keys.

6. Press the **Start** key to save your entry.
7. Press the **Select Function** key to finish.

Setting Language



Your fax machine comes with some languages (English and other) installed, which appear on the display and in reports. Follow the instructions below to switch languages.

Note: Your dealer may be able to provide you with additional languages.

1. Press the **Select Function** key.
2. Press the **9/User Prog.** One-Touch key. The display shows **1:FUNC.PROGRAMMING**.
3. Press the **YES** key. The display shows **FUNCTION NO. [.]**.
4. Using the numeric keypad, enter 14. The display shows **14:USER LANGUAGE**.
5. Press the **NO** key to switch to the other installed language.

6. To accept the language change, press the **YES** key.
7. Press the **Select Function** key to finish.

Connecting to a PBX



A PBX (Private Branch Exchange) is a private telephone system used to route internal calls. If you have to dial a prefix (access) number to get an outside line, then your line is connected to a PBX. If you are connecting your fax machine to a PBX, follow the instructions below. These setting changes allow your fax machine to identify the numbers of the prefix digits required to dial an outside line on your PBX. After it dials the prefix digits, your fax machine will wait until it sees that the outside line is available before dialing the rest of the number.

Note: In some countries you may require service assistance to make these changes. Also, some PBX installations may require additional adjustments to your fax machine. If you continue to have difficulty with fax communication after following these steps, contact your dealer.

1. Press the **Select Function** key.
2. Press the **9/User Prog.** One-Touch key. The display shows **1:FUNG. PROGRAMMING**.
3. On the numeric keypad, press **2**. The display shows **2:DIAL PARAMETER**.

4. Press the **YES** key until the display shows **PBX LINE / [OFF]**.
5. Press the **NO** key. The display changes to **PBX LINE / [ON]**.
6. Press the **YES** key until the display shows **DIAL PREFIX / [OFF]**.
7. Press the **NO** key. The display changes to **DIAL PREFIX / [] ENTER 4DIGITS**.
8. Using the numeric keypad, enter the number you normally dial from your PBX to obtain an outside line.
9. Press the **YES** key and then the **Select Function** key to finish.

Note: The DIAL PREFIX number of your PBX LINE must be included in all outside telephone numbers you program into your fax machine or dial with the numeric keypad.

To later turn off the PBX LINE and DIAL PREFIX functions, follow Steps 1 - 7 above. At Step 8, press the Space key four times, then continue with Steps 9 - 10.

Dial Directories

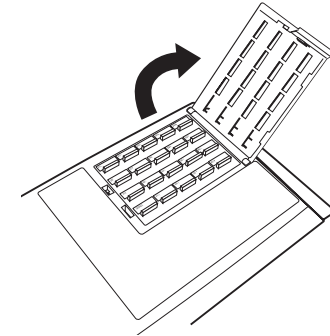
One-Touch Keys

Programming One-Touch Keys



Your fax machine has 40 One-Touch keys for rapid dialing. You can store up to two fax numbers with 40 digits on each One-Touch key, a main number and an alternate number. The alternate number is used if the main number is busy or does not answer. You can also enter a 15 character Location ID (name) for each One-Touch key or an email address. Refer to “Email Using OT Key” on page 95 for further details.

Note: To program or use One-Touch keys 21 to 40, grasp the One-Touch keypad latch and swing the main One-Touch panel up and to the right. You can then select from One-Touch keys 21 to 40. When you are finished, close the One-Touch keypad to continue.



To find One-Touch keys which are not yet programmed, you may repeatedly press the Search key in Step 2 below. If all your One-Touch keys are programmed, searching automatically looks for the first unassigned Auto Dial number.

1. Press the **Select Function** key, then press the **8/Location Prog.** One-Touch key. The display shows **LOCATION PROGRAMMING**.
2. Press a One-Touch key to program and the display briefly shows **NO=<FAX NO.>**, **ID=<LOCATION ID>** or a previously-programmed fax number and Location ID.
3. Enter the main fax number as follows:

To do this	Use
Enter Numbers	Numeric keypad. Press once for each number required.
Enter Spaces	Space One-Touch key
Enter Hyphens	Hyphen One-Touch key

To do this	Use
Enter Pause (i.e., to wait for long distance or outside lines)	Pause One-Touch key
Add a switch from pulse to tone dialing for part of the call	*/Tone key
Enter Plus	Plus One-Touch key
Delete	Delete One-Touch key
Caps	Caps One-Touch key
Move the cursor to make corrections	YES and NO keys.

4. Press the **Start** key.
5. Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

To do this	Use
Enter Numbers	Numeric keypad (press once)
Enter Spaces	Space One-Touch key
Enter Hyphens	Hyphen One-Touch key
Enter Pause	Pause One-Touch key
Enter Plus	Plus One-Touch key
Delete	Delete One-Touch key
Caps	Caps One-Touch key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears. It is also possible to input characters using One-Touch keys.

To do this	Use
Enter unique character	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' () * + , - . / : ; = ? . @ \ " _ % ~ ä ß ñ ö ü Æ Å Ø æ å ø. Note: Some unique characters can be entered using one-touch keys.
Enter two letters using the same key.	Press the NO key to move to the next character.
Move the cursor to make corrections	YES and NO keys.

6. Press the **Start** key. The display shows **NO=<OR LOCATION>**.
7. If an alternate fax number is required, refer to the instructions following Step 3. If no alternate number is required, continue with the next step.
8. Press the **Start** key. The machine displays **G3 COMMUN. SPEED.[33.6K] YES (<-) NO (->)**.
9. Select with the **NO** key and then press the **YES** key.
10. **G3 ECHO PROTECTION [ON] YES (<-) NO (->)** is displayed. Select and press the **YES** key.
11. Press the **Start** key to finish programming the One-Touch key. The display shows **LOCATION PROGRAMMING**.
12. To continue programming One-Touch keys, go back to Step 2. If you are finished programming, press the **Select Function** key.

- Lift off the plastic cover above the One-Touch label. Using a pencil, write in the name for your newly-programmed One-Touch key. Replace the cover.

*Note: If you want to delete any programming for a One-Touch key, follow Steps 1 - 2. At Step 3 press the **Space** key until the number is deleted, then continue with Steps 8 - 10.*

Chain Dialing

Each fax number that you enter or program into your fax machine can be up to 40 digits long. In the case that you need to dial a number that is longer than 40 digits, then you can use the chain dial feature.

To create a chain dial number, program the first 39 digits of the number into a One-Touch key or Auto Dial number. Then press the Plus One-Touch key to make this a chain dial number. Next, program the rest of the number into another One-Touch key or Auto Dial number. You can, if so desired, leave the second part of the number unprogrammed and enter it manually on the numeric keypad.

- To use a chain dial number, select the One-Touch key or Auto Dial number programmed with the first part of the chain dial number. The display will show **PRESS OT/AD/SRCH KEY**.
- Then select the One-Touch key or Auto Dial number programmed with the second part of the chain dial number. If the second part of the chain dial number was not programmed, enter it manually on the numeric keypad.

- Press the **Start** key to begin sending the fax.

Programming Auto Dial Numbers

Your fax machine has 150 Auto Dial numbers available for quick, three-digit selection and dialing. For each Auto Dial number, you can enter a fax number up to 40 digits long and a Location ID (name) up to 15 characters long.

*Note: To find Auto Dial numbers which are not yet programmed, repeatedly press the **Search** key in Step 2 below. If some One-Touch keys are not programmed, searching automatically looks for the first unassigned One-Touch key.*

- Press the **Select Function** key, then press the **8/Location Prog.** One-Touch key. The display shows **LOCATION PROGRAMMING**.
- Press the **Auto Dial** key.
- Using the numeric keypad, enter a 3-digit number for the Auto Dial number (001 to 150) you want to program.
- The display will briefly show **NO=<FAX NO.>, ID=<LOCATION ID>** or a previously-programmed fax number and location.
- Enter the fax number. Refer to the instructions below.

To do this	Use
Enter Numbers	Numeric keypad. Press once for each number required.
Enter Spaces	Space One-Touch key
Enter Hyphens	Hyphen One-Touch key

To do this	Use
Enter Pause (i.e., to wait for long distance or outside lines)	Pause One-Touch key
Enter Plus	Plus One-Touch key
Delete	Delete One-Touch key
Caps	Caps One-Touch key
Move the cursor to make corrections	YES and NO keys.

6. Press the **Start** key.
7. Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

To do this	Use
Enter Numbers	Numeric keypad (press once)
Enter Spaces	Space One-Touch key
Enter Hyphens	Hyphen One-Touch key
Enter Pause	Pause One-Touch key
Enter Plus	Plus One-Touch key
Delete	Delete One-Touch key
Caps	Caps One-Touch key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears. It is also possible to input characters using One-Touch keys.

To do this	Use
Enter unique character	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' () * + , - . / : ; = ? ` @ \ " _ % ~ ä ß ñ ö ü Æ Å Ø æ å ø. Note: Some unique characters can be entered using one-touch keys.
Enter two letters using the same key.	Press the NO key to move to the next character.
Move the cursor to make corrections	YES and NO keys.

8. Press the **Start** key. The machine displays **G3 COMMUN. SPEED.[33.6K] YES (-) NO (->)**.
9. Select with the **NO** key and then press the **YES** key.
10. **G3 ECHO PROTECTION [ON] YES (-) NO (->)** is displayed. Select and press the **YES** key.
11. To continue programming Auto Dial numbers, go back to Step 3. If you are finished programming, press the **Select Function** key.

Programming Groups

Once you have programmed some One-Touch keys or Auto Dial numbers, you can then program these numbers into groups to allow you to send the same fax to multiple locations.

1. Press the **Select Function** key, then press the **8/Location Prog.** One-Touch key. The display shows **LOCATION PROGRAMMING**.
2. On the numeric keypad, press the **#** key. The display shows **GROUP SETTING**.
3. Using the numeric keypad, enter the group number (01 - 20) you want to program.
4. The display shows the number of your current group and **SELECT LOC.(S)**. You can now add a location to your group (or delete a location from it). Refer to the instructions below.
5. After you have completed your selection (by pressing **YES** or **NO**), the display again shows **SELECT LOC.(S)**. Continue to add or delete locations from your group. Each group can contain up to a maximum of all of the One-Touch and Auto Dial locations available on your fax machine.
6. When you are finished programming your group, press the **NO** key. The display shows **LOCATION PROGRAMMING**.
7. To program another group, go back to Step 2. If you are finished, press the **Select Function** key.

To Do This	Use
Add a One-Touch location	Press the One-Touch key. Press START to add it to the group.
Add Auto Dial location	Press Auto Dial. Enter the 3-digit Auto Dial number. Press START to add it to the group.
Delete One-Touch location	Press the One-Touch key. Press START to delete it from the group.
Delete Auto Dial location	Press the Auto Dial key. Enter the 3-digit Auto Dial number. Press START to delete it from the group.
Search for a location name to add or delete	Press the Search key continuously until by the location you want appears. Press START to add it to the group. Press START to delete it.

Basic Operation

Preparing Documents

- Try to use good quality documents for your transmissions. Documents that are typed or created in felt-tip black ink on white (or light) paper work best.
- Do not send documents which are not rectangular.
- Never use documents that have wet or sticky surfaces, wrinkles, staples or paper clips. However, your fax machine can transmit documents that have been subject to normal wear, such as documents with staple holes, letter folds and minor corner folds.
- If you are not sure how a document will fax, try making a copy first on your fax machine (load the document face down and press the **Copy** key).
- If your documents are bent, creased or torn, make a copy on a photocopier and send the copy instead. You can also use a photocopier to enlarge or reduce documents before sending.

Document size

All documents must have a minimum width of 5.83" (148 mm) and a minimum length of 5.04" (128 mm). Documents cannot be wider than 8.5" (216 mm) or longer than 14.02" (356 mm).

Note: If you often have documents longer than 356 mm, your dealer may be able to adjust your fax machine to scan and transmit documents up to 59.06" (1500 mm) in length. Please be aware that adjusting the length setting to 59.06" (1500 mm) cancels detection of multiple document misfeeds.

Multiple page documents

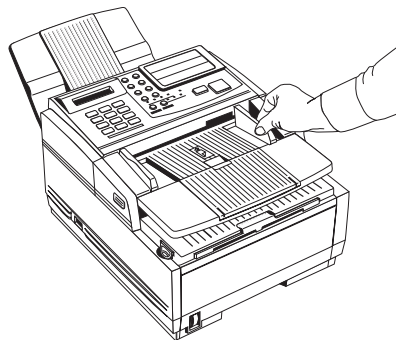
Your fax machine can scan paper with a base weight between 60 g/m² (16 lb.) and 105 g/m² (28 lb.). You can load up to 30 sheets of standard 75 g/m² (20 lb.) paper (e.g. copier or laser type paper) at the same time. If you use a heavier paper, you can load up to 15 sheets. For very heavy paper, load and send pages sheet-by-sheet. When loading multiple-page documents, do not load paper which is thinner than 0.08 mm or thicker than 0.13 mm. For documents, do not load paper which is thinner than 0.06 mm or thicker than 0.15 mm.

Loading Documents

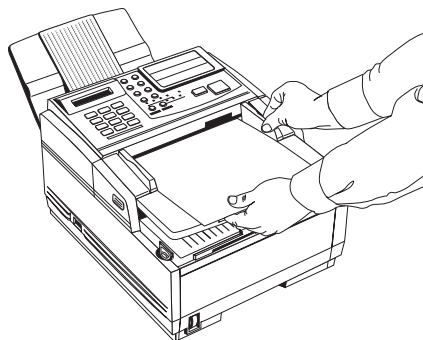
To prevent paper jams and problems during scanning, neatly stack your documents, aligning their edges, before loading. Do not load documents of different sizes at the same time.

*Note: You can load and prepare to transmit a document while your fax machine is still sending or receiving another message (as long as the document feeder is clear). To do this, load the document, select your location and press the **Start** key. Your document will be sent when the current communication ends.*

1. Adjust the document guides to the width of the paper you are using.



2. Neatly stack your documents, and then insert them face down into the document feeder. If necessary, readjust the document guides for a snug fit.



3. Your fax machine will grip the documents, and pull the bottom page into the machine.
4. If necessary, use the **Transmit Resolution/YES** key to set the resolution of your document.

To Do This	Use
Normal office documents	STD (Standard)
Documents with small type or other fine details	FINE or EX. FINE
Documents with photos or many shades of gray	PHOTO

5. If necessary, use the **Type of Original/NO** key to set the level of contrast in your document.

To Do This	Use
Documents with normal contrast	NORMAL
Light documents	LIGHT
Dark documents	DARK

6. Your documents are now ready for faxing or copying.

Sending Faxes To Single Location

1. Load your documents.
2. Select a location. Refer to the instructions below.

To Do This	Use
One-Touch key	Press the One-Touch key. Lift the main One-Touch keypad to access One-Touch keys 21-40.
Auto Dial number	Press the Auto Dial key, and then enter the 3-digit Auto Dial number on the numeric keypad.
Numeric keypad	Dial as you would on a normal telephone. If you make a mistake, press the YES key to go back and re-enter the number.
External telephone	Pick up the handset of your external telephone and dial the number of the machine you wish to transmit to. If the receiving fax machine is in automatic reception mode, you will hear a high pitched tone. If a person answers the phone, ask them to press the Start key on their fax machine.

3. If necessary, press the **Start** key to begin the transmission.

Search Key Dialing

If unsure which One-Touch key or Auto Dial number contains the location you want to communicate with, use the **Search** key to look through an alphabetical list of all of the Location IDs programmed into your fax machine.

1. When selecting locations, press the **Search** key. The display will show **ENTER 1-ST CHAR**.
2. Repeatedly press the **Search** key to look through the entire list of locations in alphabetical order, or locate the letter you want on the numeric keypad, and press that key repeatedly to look through Location IDs beginning with that letter.

Real-Time Dialing

Normally, your fax machine dials the entire number of the location you have selected at one time. Occasionally, it may be necessary to dial numbers in real time (one digit at a time).

1. If your fax machine is equipped with a handset, you can dial in real time by picking up the handset or pressing the **Hook/V. Request** key.
2. Dial the number manually.

Note: Real-time dialing with the use of the Hook/V. Request key is not available in some countries.

Redialing

If the line is busy or if there is no answer, your fax machine waits and then automatically redials the number. Also, if your fax machine is transmitting and a communication error occurs, it will automatically redial the number and try to send the fax again.

1. You can redial a number manually at any time by pressing the **Redial** key.

Confirming Results

After transmission, press the **Copy** key once (with no documents loaded) to see a report confirming your transmission on your fax machine's display. To print the report, press the **Copy** key a second time. See "Reports" on page 60 for more information.

Stopping Transmissions

To stop a transmission while it is in progress, follow the instructions below.

1. Press the **Stop** key twice. The display will show **STOPPED**.
2. If documents are stuck part way through the document feeder, you may see the following message on the display **RELOAD DOCUMENT**. Press the **STOP** key again and your fax machine will feed the document the rest of the way through the document feeder.

Note: If your fax machine cannot feed your document through the document feeder, refer to “Problem Solving” on page 65.

Receiving Faxes Manually

Your fax machine receives faxes automatically unless the fax machine has been set to the manual receive [TEL] mode. If your fax machine is set to the manual receive [TEL] mode, follow the instructions below.

1. When your telephone or fax machine rings, pick up the telephone handset. If the call is a voice call, start speaking to the caller.
2. If the call is a fax call, or if a person wishes to fax you a document after having a conversation, press the **Start** key and hang up the handset.

Note: You can also tell your fax machine to start fax reception by entering your 2-digit code for remote receive using

your telephone keypad. Refer to Remote Receive on page 55 in Programming.

3. After you receive the fax, a long beep will tell you that the transmission was successful.

Receiving Faxes Into Memory

Your fax machine automatically receives messages into memory and does not immediately print them in the following situations.

Memory Reception

- When your fax machine has been set to Memory Reception mode [MEM], any received faxes are stored in the memory of your fax machine and are not automatically printed. The display shows **MSG. IN MEMORY** if any faxes have been received during memory reception mode.
- When you change the reception mode of your fax machine, any nonconfidential fax messages stored in memory are automatically printed.

Note: If you want to print any fax messages stored in memory without changing reception mode, use the procedure described below in “No Toner Reception” on page 38.

- If you want to protect any messages received into memory with a password, then mailbox 16 has to be set to confidential and a password created. When password protection has been set for memory reception, then printing

of any messages can only be done after entering a four-digit password. Refer to “Confidential Faxes” on page 45 in Advanced Operations for the procedures on how to create a mailbox and password.

No Paper Reception

- When your fax machine has run out of paper, a **MSG. IN MEMORY, REPLACE PAPER** message appears on the display. Your fax machine continues to receive faxes into memory when it has run out of paper. Your fax machine automatically prints out any messages received in memory when the paper is replaced.

No Toner Reception

When your fax machine is running low on toner, it displays a **TONER LOW, REPLACE TONER CART.** message. Rather than risk printing an unreadable message, your fax machine can be set by the dealer to automatically receive faxes into memory. The default setting not to receive faxes into memory when toner is running low allows time for you to change the toner cartridge.

- If your fax machine has received a message in memory because toner is low, **MSG. IN MEMORY** appears on the display.

Print Memory Reception

- To print out a message stored in memory when toner is running low, replace the toner cartridge or follow the instructions below.



1. Press the **Select Function** key.
2. Press the **2/Print Operation One-Touch** key. The display shows **1:PRINT MEMORY MSG.?**
3. Press the **YES** key.

*Note: Even if you see a **TONER LOW** message on your fax machine, you may be able to use the **2/Print Operation One-Touch** key to continue printing faxes, but the print quality cannot be guaranteed. Replace your toner cartridge as soon as possible.*

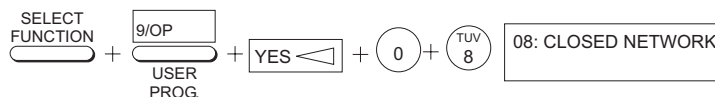
Canceling Messages Stored In Memory

It is also possible to erase messages received in memory without printing them.

1. After you have followed the instructions to print out messages stored in memory, the display shows **MESSAGE IN MEMORY, PRINTING.**
2. To erase the message instead of printing it, press the **Stop** key. The display shows **CANCEL?**

3. Press the **YES** key to erase the message from the memory of your fax machine.

Rejecting Unsolicited Fax Messages



The closed network option allows you to limit the locations with which your fax machine can communicate. Using this function, you can set your fax machine to refuse to receive any faxes from locations whose telephone numbers are not programmed into your One-Touch keys or Auto Dial numbers. This function allows you to reject any unsolicited faxes such as advertising.

Note: In some countries, this function cannot be set by the user. Please contact your dealer for assistance.

You can also set your fax machine not to send faxes to locations whose telephone numbers are not programmed into your One-Touch keys or Auto Dial numbers.

The available settings are:

- Limit Reception Only (RX)
- Limit both Transmission and Reception (T/R)
- No Limitation on Transmission or Reception (OFF).

Follow the instructions below to set the parameters desired.

1. Press the **Select Function** key.

2. Press the **9/User Prog.** One-Touch key. The display shows **1:FUNC. PROGRAMMING**.
3. Press the **YES** key. The display shows **FUNCTION NO. [.]**.
4. Using the numeric keypad, enter 08. The display shows **08:CLOSED NETWORK**, and the current setting of this function.
5. Press the **NO** key until the setting you want appears in the display.
6. Press the **YES** key to confirm the new setting then press the **Select Function** key to finish.

Power Failures & Memory

Although the memory is backed up by battery (about 20 hours when the battery has been fully charged and the temperatures are normal), the following problems occur when power is cut off for lengthy periods of time.

- Any messages your fax machine has scanned into memory, but not yet transmitted, are lost.
- Any messages your fax machine has received into memory, but not yet printed, are lost.
- If you have loaded documents onto the document feeder of your fax machine, any dialing or transmission settings are lost.

Your fax machine prints a power outage report to inform you of a power failure. Use this report to determine which received messages you may have lost and which transmissions you may

have to resend. Refer to “Reports” on page 60 for more information.

Making Copies

Your fax machine can also be used to make copies. You can make up to 99 copies at one time. Your fax machine automatically makes all copies in FINE mode. STD, EX.FINE and PHOTO mode can be selected manually by pressing the **YES** key.

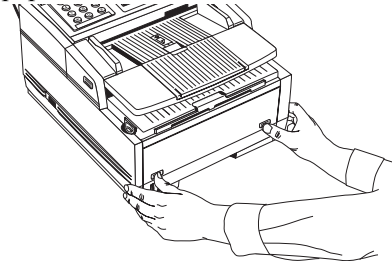
1. Load your documents.
2. Press the **Copy** key. The display shows **PRG. NO. OF COPIES, [1SETS]**. If you want to make just one copy, you are finished. Your fax machine waits a moment, then begins copying.
3. To make multiple copies, enter the number of copies you desire on the numeric keypad. Then press the **Copy** key again. Your fax machine begins making the required number of copies.

Making Copies Using Manual Paper Feeder

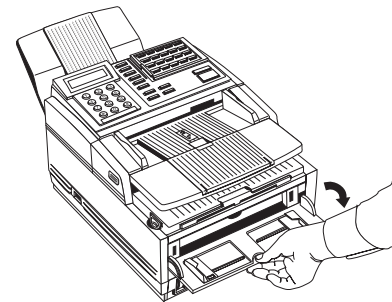
The manual paper feeder of your fax machine allows you to make copies on a different type of paper than what is normally kept in the paper tray of your fax machine. To make copies using the manual paper feeder, follow the instructions below.

1. Load your documents.

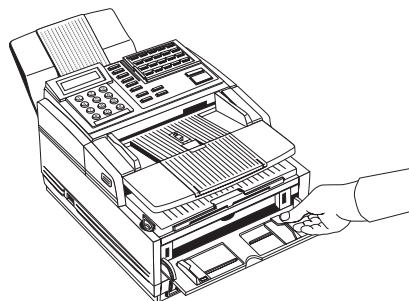
2. Press in on the lower half of the front panel indents, just above the paper cassette.



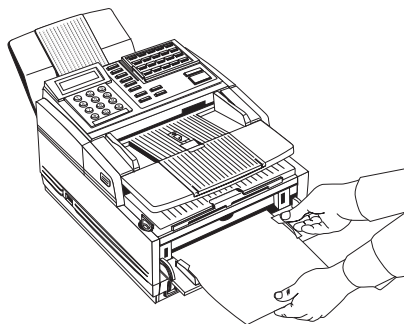
3. Pull the manual paper feeder down until it is horizontal.



4. Adjust the paper guides on the manual paper feeder.



5. Insert a sheet of paper face up, adjusting the guides again to ensure the paper is straight.



6. Press the **COPY** key.

Note: It is recommended to make single copies only when using the manual paper feed slot. This will prevent any possible paper feed jams from occurring.

Using Voice Request

The voice request feature allows you to have a conversation with a person at a remote fax machine during a fax communication. Either the sender or receiver can initiate a voice request.

If you are sending a fax, you can answer a voice request only after all pages have been transmitted. If you are receiving a fax, you can answer a voice request after reception of each page. You will know if the person on the other fax machine has issued a voice request when you hear a warbling tone. If you do not respond in approximately six seconds, the voice request is automatically cancelled.

Note: You need to have either an attached handset or an external telephone to use the voice request function.

With the ITU-T V.34 modem, this feature can't be used.

This function can only be used during Feeder-TX.

Initiating Voice Request

1. During a fax communication, press the **Hook/V. Request** key.
2. When the other party answers your request, your fax machine will emit a repetitive warbling sound. The display shows **LIFT HANDSET AND PRESS VOICE REQUEST**.
3. Lift your handset and press the **Hook/V. Request** key.

*Note: If you press your **Hook/V. Request** key to initiate a voice request during transmission, but no one is there to answer,*

your fax machine automatically sends a call back message to the remote site giving a telephone number where you can be reached.

A call back message is only sent if you have programmed a call back number into your fax machine. Refer to "Setting Fax Machine Identification" on page 25.

Answering Voice Request

1. Lift the handset and press the **Hook/V. Request** key.

Advanced Operations

Broadcast

A broadcast fax is a fax sent to several locations and is a one-time event. It consists of a collection of destinations (fax and/or email addresses) and is NOT saved (programmed) into the machine.

A broadcast can be any combination of One-Touch or Auto-Dial keys or manually entered number(s) from the numeric keypad. If an email address is required, only those pre-programmed can be used. The manually entered numbers must be entered last.

Refer to "Programming Auto Dial Numbers" on page 31 for further reference.

Perform a Broadcast Operation

1. Load your documents.
2. Enter locations by pressing One-Touch keys or Auto Dials.
3. After pressing the first entry, you have three seconds to enter the next location in your broadcast list. The machine groups the list of numbers for the broadcast. You must enter the One-Touch and Auto Dial numbers before entering manual

numbers from the numeric keypad. Refer to the instructions below.

To Do This	Do This
One-Touch key	Press the One-Touch key. Lift the main One-Touch keypad to access One-Touch keys 21-40.
Auto Dial number	Press the Auto Dial key, and then enter the 3-digit Auto Dial number on the numeric keypad.
A group	Using the numeric keypad, press the # key after press Auto Dial key, then enter the number of the group you want to use.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

4. When finished selecting locations, press **Start**. The display shows:

ENTRY IS OK?
DIAL(START)CHECK(→)

5. If satisfied with the entries submitted, press **Start** to begin transmission or to load the documents. If you wish to **CHECK** what entries have been submitted, press the **NO** key to access an Entry Report or to check the entries via the LCD screen.
6. If checking the entries, the display will read:

PRINT ENTRY REPORT?
YES(←) NO(→)

7. Press the **YES** key to print the Entry Report or press **NO** to check the entries via the LCD. If checking via LCD the following appears:

CHECK LOCATIONS(S)
YES(STR/LOC.) EXIT(→)

8. Press the **Start** key repeatedly to cycle through the entries. Press **Start** to accept the entry or **NO** to clear the entry.
9. Once finished, press **No** to exit the verification menu and the display will read:

ENTRY IS OK?
DIAL(START)CHECK(→)

10. Press **Start** to begin transmission or to load the documents and then send.

Delayed Sending of Faxes

The delayed transmission feature allows you to send documents at a specified date and time, and frees you from the need to manually start the transmission. You can program a delayed transmission to occur at any time on the day of your transmission, or at any time over the next three days.

You can send a delayed fax either from the document feeder or from memory. Refer to the table below to decide which method you want to use.

Delayed TX Features & Limitations	From Feeder	From Memory
Number of locations	One	Multiple
Number of delayed faxes in your fax machine at any one time	One	Up to twenty
Fax machine can be used for other transmissions while a delayed fax is waiting to be sent?	No	Yes

Sending Delayed Faxes

1. Load your documents.
2. Press the **Select Function** key.
3. Press the **1/Delayed TX** One-Touch key. The display shows **DELAYED TX** and today's date.
4. If transmission is to occur today press **YES** key and go to step 7. If transmission is to occur at a later date press the **NO** key.
5. Using the numeric keypad, enter the date on which you wish the transmission to begin.
6. Press the **YES** key. The display shows **DELAYED TX TIME**.
7. Using the numeric keypad, enter the time on which you wish the transmission to begin.

Note: Enter the time using a 24-hour clock, i.e., 8:00 a.m. would be entered as 08:00 and 8:00 p.m. would be entered as 20:00.

8. Press the **YES** key and the display shows **SELECT LOCATION(S)**.
9. Select a location. Refer to the instructions below.

To Do This	Do This
One-Touch key	Press the One-Touch key. Lift the main One-Touch keypad to access One-Touch keys 21-40.
Auto Dial number	Press the Auto Dial key, and then enter the 3-digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

10. Press **Start**.
 - If the **MEM/FEEDER SW** is on **MEM**, the machine will begin scanning. After scanning, the machine will stand by for the delayed TX.
 - If the **MEM/FEEDER SW** is on **FEED**, the machine will stand by for the delayed TX.

Canceling Delayed Transmissions

To cancel a delayed transmission from the document feeder or from memory before it has been sent, follow the instructions below.

1. Press the **Stop** key. The display shows **COMMUNICATION CANCEL**.

2. Press the **YES** key. The display shows the Location ID or telephone number of the first delayed transmission currently loaded in your fax machine.
3. Press the **YES** key to cancel the delayed transmission that is displayed. If more than one delayed transmission has been programmed into your fax machine, press the **NO** key until the location of the delayed transmission you want to cancel appears, then press the **YES** key to cancel.
4. If the delayed transmission was a feeder transmission, press the **Stop** key again to remove the document from the document feeder.

Confidential Faxes

Fax machines are often placed in public places where anyone can look through received faxes. To overcome this, use the confidential fax feature when sending and/or receiving confidential faxes.

You can send and receive confidential faxes to/from other fax machines with personal mailboxes. The International Telecommunications Union (ITU) has now created a worldwide standard that uses ITU sub-addressing to allow fax machines or PC fax software from different manufacturers to send and receive confidential faxes.

When sending confidential faxes, you must know in advance the mailbox number, or ITU sub-address, of the recipient you are sending the message to. Ask the person who is receiving the fax to tell you their mailbox number, or ITU sub-address.

A receiving fax machine stores the message in a confidential mailbox or ITU sub-address protected by a password and will not print any confidential faxes until the correct password is entered.

Sending Confidential Faxes

1. Load your documents.
2. Press the **Select Function** key.
3. Press the **3/Confidential TX** One-Touch key. The display will ask you to enter the number of a confidential mailbox, or ITU sub-address, on the receiving fax machine.
4. Using the numeric keypad, enter the number of the confidential mailbox or ITU sub-address you are transmitting to.
5. Press the **Start** key to confirm your entry. The display shows **SELECT LOCATION**.
6. Select your location as follows.

To Do This	Do This
One-Touch key	Press the One-Touch key. Lift the main One-Touch keypad to access One-Touch keys 21-40.
Auto Dial number	Press the Auto Dial key, and then enter the 3-digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

Note: You cannot send a confidential fax to a group or multiple individual locations.

- Press the **Start** key and your fax machine will begin sending the fax.

Receiving Confidential Faxes

Before you can receive confidential faxes, you have to create a confidential or personal mailbox on your fax machine that is password protected (see below). You then have to tell the person sending the confidential fax your mailbox number.

When your fax machine receives a confidential message, it will store the message unprinted in the mailbox (in memory) until you enter a password. Your fax machine can have a maximum of 16 mailboxes.

Your fax machine automatically prints a confidential RX report to indicate that a confidential fax has been received and is waiting to be printed. Also, **MSG. IN MEMORY** appears on the display after receipt of a confidential fax.

Creating Confidential Mailbox



Create a confidential or personal mailbox on your fax machine as follows:

- Press the **Select Function** key.
- Press the **9/User Prog.** One-Touch key. The display shows **1:FUNC. PROGRAMMING**.

- Using the numeric keypad, press **5**. The display shows **5:PERSONAL BOX PRG**.
- Press the **YES** key. The display shows **PERSONAL BOX NO. []**.
- Using the numeric keypad, enter the 2-digit number of the personal box you want to use and press the **YES** key. The display normally shows **PERSONAL BOX [CLOSE]**.
- Press the **NO** key until the display shows **PERSONAL BOX [CONF]**.

*Note: If you cannot select [CONF], then the mailbox number you have selected already contains a bulletin polling message. If you get the message **ILLEGAL OPERATION**, then the mailbox number you have selected already contains a confidential message in memory. Please select another personal box number to use.*

- Press the **YES** key and using the numeric keypad, enter the 4-digit password you want to use with your mailbox.
- Press the **YES** key to confirm your entry.
- Your fax machine will ask you to enter another mailbox number. To continue programming mailboxes, go back to Step 5. If you are finished programming, press the **Select Function** key.

Changing Password or Closing Mailbox



If you want to change the password of an existing mailbox, or if you want to close an existing mailbox, follow the instructions below.

1. Press the **Select Function** key.
2. Press the **9/User Prog.** One-Touch key. The display shows **1:FUNC. PROGRAMMING**.
3. Using the numeric keypad, press **5**. The display shows **5:PERSONAL BOX PRG**.
4. Press the **YES** key. The display shows **PERSONAL BOX NO. []**.
5. Using the numeric keypad, enter the 2-digit number of the mailbox whose password you want to change, or which you want to close.
6. Press the **YES** key. The display shows **PERSONAL BOX [CONF]**.
7. To close a mailbox, press the **NO** key until **[CLOSE]** is displayed and press **YES**. Go to Step 11.
8. To change the password, press the **YES** key. The display shows **PRG. PASSWORD [XXXX]**.
9. Enter a new 4-digit number on the numeric keypad.
10. Press the **YES** key to accept the new password.

11. The fax machine shows **DELETE PERSONAL BOX**. Press **Yes**. To continue programming mailboxes, go back to Step 5. If you have finished programming, press the **Select Function** key.

Printing Confidential Faxes



Each time your fax machine receives a confidential fax, it automatically prints a confidential reception report telling you which mailbox number received the message. To print a confidential fax after your fax machine has received it, follow the instructions below.

1. Press the **Select Function** key.
2. Press the **2/Print Operation** One-Touch key. The display shows **PRINT MEMORY MSG?** Press **No**.
3. The display shows **PRINT PERSONAL BOX?**
4. Press the **YES** key. The display shows **PERSONAL BOX NO. []**.
5. Using the numeric keypad, enter the two-digit number of the mailbox you want to print from. The display shows **PERSONAL BOX NO. [] YES OR NO**. Press the **YES** key.

*Note: If no message is stored in that mailbox, the display shows **NO DATA IN MEMORY**.*

6. Using the numeric keypad, enter the 4-digit password for the mailbox you want to print from.
7. Press the **YES** key. The message begins printing.

*Note: If you want to clear the mailbox without waiting for printing, press the **Stop** key at this point. The display changes to **CANCEL?** Press the **YES** key to clear the mailbox.*

Relay Broadcasting

Relay broadcasting is where one fax machine, which is the relay initiating station, sends a document to another fax machine. The receiving fax machine, which is the relay key station, then re-sends (broadcasts) the document to a number of other locations.

Relay Initiating Station

Your fax machine can act as the relay initiating station, which starts the relay broadcast by sending the original documents.

Before programming your fax machine to initiate a relay broadcast, you will need to obtain the following information from the operator of the fax machine you intend to use as a relay key station:

Note: The designated recipient of the receipt report sent by the relay station (function in which the relay station sends a report on transmission results to the destination specified by the relay initiating station) shall be the destination programmed into Auto-Dial number 150.

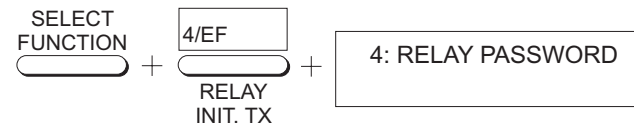
Relay Password: This is the relay password (up to 20 digits) which is programmed into the relay key station.

Remote List Number: These numbers (up to 20 digits) are the code numbers of locations or groups of locations programmed into the relay key station.

Relay Key Station

The relay key station is the fax machine that receives the original fax message, and then automatically relay broadcasts the message to other remote fax machines. For this feature to be available, the fax machine operating as a relay key station must be able to receive and relay broadcast the message to other fax machines (OKIFAX 2600, 5750, 5950, 5980, or fax of another maker with a SUB PWD relay function).

Initiating Relay Broadcasts



1. Load your document.
2. Press the **Select Function** key.
3. Press the **4/Relay Initiate TX** One-Touch key. The display shows **RELAY PASSWORD**.
4. Using the numeric keypad, enter the password from the hub relay station (up to 20 digits).
5. Press the **Start** key. The display shows **REMOTE LIST NO.**
6. Using the numeric keypad, enter the remote list number.

7. Press the **YES** key and the display changes to **SELECT LOCATION**.

8. Select the location of the relay key station as follows:

To Do This	Do This
One-Touch key	Press the One-Touch key. Lift the main One-Touch keypad to access One-Touch keys 21-40.
Auto Dial number	Press the Auto Dial key, and then enter the 3-digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

9. Press the **Start** key. Your fax machine will begin sending the fax.

Polling (Sending Documents Requested by Another Fax)

When you normally send faxes, you load your document into your fax machine, select a location and, if required, press the **Start** key to begin sending the document. However, sometimes it is more useful to be able to simply load your document into your fax machine and set it to wait for the another fax machine to call and collect the document. This is called setting your fax machine to be polled, or polling transmission. Calling another fax machine to receive documents someone else has loaded into their fax machine is called polling reception.

There are two standards for polling. Standard polling is to an old standard that is used by many, but not all manufacturers and ITU

selective polling, which is the latest standard. Your fax machine supports both standards.

ITU selective polling allows you to retrieve documents from individual mailboxes or ITU sub-addresses from a fax machine that meets the standard for ITU selective polling.

Polling Transmission



1. Load your documents.
2. Press the **Select Function** key.
3. Press the **5/Polling** One-Touch Key. The display shows **BULLETIN POLL.**
4. For standard one-time polling, press the **NO** key. The display shows **WAITING TO BE POLLED** and your document remains in the document feeder until your fax machine has been polled. To cancel standard polling, simply remove your document.

Note: Depending on the MEM/FEEDER SW setting, the unit can switch to polling stand-by after reading the memory.

5. For ITU bulletin polling, press the **YES** key and the display changes to **PERSONAL BOX NO. []**.
6. Using the numeric keypad, enter the 2-digit number of the personal mailbox you want to use and press the **YES** key.

Your document is then scanned into the memory of your fax machine and the message **BULLETIN MSG. IN MEM** appears on the display.

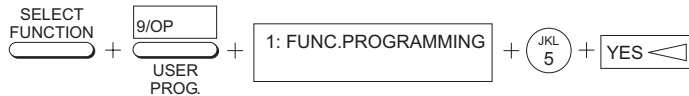
*Note: If you get the message **ILLEGAL OPERATION** appearing on the display, then the personal mailbox you have selected is already in use as a confidential mailbox. Please select another personal mailbox to use.*

*If you get message **OVER WRITE** appearing on the display, then the personal mailbox you have selected is already in use for ITU bulletin polling. You can select another personal mailbox to use or over write the bulletin message already in the personal mailbox.*

After your fax machine has been polled and the document has been sent, your document remains in mailbox allowing the document to retrieved more than once.

To cancel ITU bulletin polling transmission, close the mailbox using the following instructions.

Canceling ITU Bulletin Polling Transmission



1. Press the **Select Function** key.
2. Press the **9/User Prog.** One-Touch key. The display shows **1:FUNC. PROGRAMMING**.
3. Using the numeric keypad, press **5**. The display shows **5:PERSONAL BOX PRG**.

4. Press the **YES** key. The display shows **PERSONAL BOX NO. []**.
5. Using the numeric keypad, enter the two-digit number of the mailbox you want to close and press the **YES** key. The display shows **PERSONAL BOX [POLL]**.
6. Press the **NO** key first and then press the **YES** key twice to close the mailbox.

Printing Bulletin Messages



1. Press the **Select Function** key.
2. Press the **2/Print Operation** One-Touch Key. The display shows **PRINT MEMORY MSG?**.
3. Press the **NO** key. The display shows **PRINT PERSONAL BOX?**.
4. Press the **YES** key. The display shows **PERSONAL BOX NO. []**.
5. Using the numeric keypad, enter the 2-digit number of the mailbox you want to print from and press the **YES** key. The message begins printing.

*Note: If no message is stored in that mailbox, the display shows **NO DATA IN MEMORY**.*

If you want to clear the mailbox without printing, press the **Stop** key. The display changes to **CANCEL?**. Press the **YES** key to clear the mailbox.

Polling Reception (Dialing Another Fax Machine to Request Documents)



When carrying out polling reception, the fax machine you are polling should be able to carry out standard polling transmission or ITU polling transmission.

1. With no documents loaded, press the **Select Function** key.
2. Press the **5/Polling** One-Touch key. The display shows **NO.=MAIL BOX NO.**
3. Press the **Start** key when the fax machine you are contacting supports standard polling and go to Step 5.
4. If the fax machine you are contacting supports ITU polling, using the numeric keypad enter the number of the mailbox or ITU subaddress on the fax machine you are polling and press the **Start** key. The display changes to **POLLING RX, SELECT LOCATION.**

5. Select the location of the fax machine you are polling as follows:

To Do This	Do This
One-Touch key	Press the One-Touch key. Lift the main One-Touch keypad to access One-Touch keys 21-40.
Auto Dial number	Press the Auto Dial key, and then enter the 3-digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

6. Press the **Start** key. Your fax machine will begin polling the remote fax machine.

Dual Access

The advanced dual access feature of your fax machine allows you to load and prepare documents for transmission while your fax machine is sending or receiving another message, or automatically printing reports. This feature increases your productivity and reduces the time you must spend waiting for other operations to finish.

If you load a document on the document table and the display shows **SELECT LOCATION**, then your fax machine is ready to allow you to prepare for the next transmission.

While Sending Faxes

After your fax machine has finished scanning a document into memory (and while it is transmitting from memory), you can do the following:

- Load another document and prepare it for transmission.
- Continue to load documents as long as there is memory available on your fax machine. When the first transmission is complete, the next fax is automatically sent.
- Make copies.

While Receiving Faxes

While your fax machine is receiving a fax, you can:

- Load another document and prepare it for transmission.
- Continue to load documents as long as there is memory available on your fax machine. When the first transmission is complete, the next fax is automatically sent.
- Continue to receive faxes while earlier messages are being printed if your fax machine has been set to memory reception mode.

While Making Copies

While your fax machine is making local copies, you can:

- Continue to receive faxes while copies are being printed if your fax machine has been set to memory reception mode.

While Printing Reports

While your fax machine is automatically printing reports, you can:

- Continue to receive faxes while reports are being automatically printed if your fax machine has enough

memory available. When the report has finished printing, your received fax message is then printed.

- Continue to load documents as long as there is memory available on your fax machine. After the report is printed, your fax is automatically sent.

Customizing Features & Operations

Many features and functions of your fax machine have settings, which can be changed to customize the operations of your fax machine. Because each country has different regulations, you may not be able to access all of the settings listed below. If you have trouble changing a setting, contact your dealer for assistance.

Viewing Your Current Settings



Follow these instructions to obtain a configuration report showing your fax machine's current settings.

1. Press the **Select Function** key.
2. Press the **6/Report Print** One-Touch key. The display shows **1:ACTIVITY REPORT**.
3. Using the numeric keypad, press **5**. The display shows **5:CONFIGURATION**.
4. Press the **YES** key and the report will begin printing.

5. Press the **Select Function** key to finish.

User Function Settings

User function settings allow you to customize the general operation of your fax machine. Refer to the list below to determine which settings you may need to change, then refer to "Changing User Function Settings" on page 57 to make the change.

Note: Depending on local telephone regulations, some of the following user function settings may not be available.

User Function Settings List

01: MCF. (SINGLE-LOC.): This function automatically prints a Message Confirmation Report after each single location transmission or polling transmission. Available settings are On and Off.

02: MCF. (MULTI-LOC.): This function automatically prints a Message Confirmation Report after each multiple location transmission. Available settings are On and Off.

03: ERR. REPORT (MCF): This function automatically prints a Message Confirmation Report each time an error occurs during a transmission or polling transmission operation. Available settings are On and Off.

04: IMAGE IN MCF: When a message confirmation is printed, this function adds the first page your fax machine transmitted. This is printed at the bottom of the message confirmation report. Available settings are Part., Whole and Off.

- When Part. is selected, the common header of the first page is added in original size.
- When Whole is selected, the first page is added at a reduced size.

05: SENDER ID: This function controls the printing of the Sender ID of your fax machine on the faxes you send. When turned on, your Sender ID, date and time will be printed on each page slightly outside the image area of your document. When turned off, your Sender ID, date and time will not be printed. However, some fax machines will print your TSI/CSI.

06: MONITOR VOLUME: This function sets the volume your fax machine uses for telephone line monitoring sounds during dialing. Available settings are Off, Low, Middle, High Middle and High.

07: BUZZER VOLUME: This function sets the volume of the various beep and alarm tones your fax machine emits during operations. Available settings are Low, Middle and High.

08: CLOSED NETWORK: This function allows you to program your fax machine to refuse to receive faxes from or transmit faxes to locations whose telephone numbers have not been programmed into the One-Touch keys or Auto Dial numbers of your fax machine. Using this function, you can set up a closed network of fax machines. If you do not want your fax machine to transmit faxes to or receive faxes from locations outside your network, select T/R. If you only want your fax machine to refuse to receive faxes from outside your network, select RX. Available settings are OFF, T/R and RX.

09: TX MODE DEFAULT: This function allows you to change default type of original, transmit and copy resolution settings of your fax machine. Unless you select otherwise using the Transmit Resolution/YES or Type of Original/NO keys, your fax machine is set to use the STD and NORMAL settings. If you are constantly sending faxes, which require some other combination of transmission modes, use this function setting to change the default transmission modes to any other combination of settings. While you are programming, the new default combinations will appear on the LEDs above the Transmit Resolution/YES or Type of Original/NO keys.

10: T/F TIMER PRG.: When set to the telephone/ fax answering mode, your fax machine automatically distinguishes between incoming voice and fax calls. If the incoming call is a voice call, your fax machine will ring to tell you to pick up the handset. If you do not answer, your fax machine automatically switches back to facsimile mode to allow the calling party to send a fax. The T/F TIMER function controls how long your fax machine waits before switching back to fax mode. Available settings are 20 seconds or 35 seconds.

11: RING RESPONSE: This function controls how long your fax machine waits before answering an incoming telephone call when your fax machine is set to auto receive or telephone/fax auto switch answering modes. The available settings are 1 ring, 5 seconds, 10 seconds, 15 seconds or 20 seconds.

Note: If your fax machine is set to telephone/fax auto switch answering mode, it is recommended that you set ring response to one ring.

12: DISTINCTIVE RING: Distinctive ringing is a service offered by some telephone services that allow you to have different numbers on one line, each with its own distinctive ring. In this way, when you get an incoming call, you can identify what number is being called by the ring pattern. Your local telephone service can provide you with more information about this service and if it is available. If available, this service is usually offered as a monthly charge to your normal telephone bill. Available settings are Off, Set and On. To use this function, refer to “Setting Distinctive Ring” on page 57.

13: PAPER SIZE: This function allows you to tell your fax machine what size of paper you are using in the paper cassette and manual paper feed of your fax machine. Available settings are A4, letter, legal 13 and legal 14.

14: USER LANGUAGE: This function allows you to select among the languages programmed into your fax machine.

15: INCOMING RING: This function controls the telephone ringing sound your fax machine makes when a call comes in. When this function is set to off, your fax machine will not ring during incoming calls. When set to on, your fax machine only rings when set to manual receive mode or 11:RING RESPONSE is set to 5 to 20 seconds (except 1 ring). When set to DRC, your fax machine rings for each incoming call with the same tone, even if you have function 12:DISTINCTIVE RING set to on. Available settings are On, Off and DRC.

Note: DRC is only available if the setting of user function 12:DISTINCTIVE RING is available. Also, when set to

OFF, there is no effect on the ringer in telephone/fax auto switch answering mode.

16: REMOTE RECEIVE: When you receive an incoming call, this function allows you to remotely tell your fax machine to switch from telephone to fax mode to receive an incoming fax. To use this function, use the keypad of a handset or an external telephone to enter the remote receive number you have programmed into your fax machine. Available settings are Off, 00, 11, 22, 33, 44, 55, 66, 77, 88, 99, ** and ##. This function only works if your telephone system is a touch-tone dialing system.

17: MEM./FEEDER SW: This function selects the transmission mode of MEM. TX (scan before sending) or FEED. TX (send each page directly from document feeder). This becomes available when 25: INSTANT DIAL is off.

19: ECM FUNCTION: The error correction mode function helps your fax machine to improve communication in areas where telephone line conditions are poor. Available settings are On and Off.

Note: When using ECM, the transmitting fax machine automatically checks the data as it is sent. If the receiving fax machine cannot verify the transmission, the transmitting fax machine will retransmit as necessary. Using ECM also increases transmission time because the data is checked as it is transmitted.

Not all fax machines have ECM. If you have activated ECM and then transmit to a fax machine not using ECM,

there will be no change in fax transmission time because ECM will not be used.

20: REMOTE DIAGNOSIS: The remote diagnostics feature allows a service person to remotely dial and service your fax machine. Available settings are On and Off.

22: NO TONER MEM RX: With this function turned on, your fax machine will automatically receive and store messages in its memory when it is low on toner. When turned off, messages will print even if toner is low or empty. Available settings are On and Off.

23: MEM FULL SAVE: With Broadcast Transmission and other functions, call origination starts after an entire document is read into memory. If during this process, memory becomes full and an “operator time out” seems likely, a message to that effect is shown in the Display Panel if this MEM full save function is on. If it is off, data that could not be read into memory is automatically deleted. Available settings are On and Off.

24: CONTINUOUS TONE: With this function on, you can choose whether to have a warning tone sound when receiving a transmission. Pressing the **STOP** key turns off the tone. Set this function to off for no warning sound. Available settings are On and Off.

25: INSTANT DIAL: Set this function to start reading documents upon call origination when transmitting. Available settings are On and Off.

Broadcast Mode

- *Memory available:* all the documents are read into the memory before call origination.
- *Memory full:* reading is impossible.

25 Instant Dial = ON:

- *Memory available:* document reading starts upon call origination.
- *Memory full—Feeder transmission:* starts reading document when receiving the CFR signal of the remote machines after call origination.

25 Instant Dial = OFF, 17 Mem./Feeder SW = MEMORY:

- *Memory Available:* call origination after all documents are read into memory.
- *Memory Full—Feeder transmission:* starts reading document when receiving the CFR signal of the remote machines after call origination.

25 Instant Dial = OFF, 17 Mem./Feeder SW = FEEDER:

- *Memory Available—Feeder transmission:* starts reading document when receiving the CFR signal of the remote machines after call origination.
- *Memory Full—Feeder transmission:* starts reading document when receiving the CFR signal of the remote machines after call origination.

26: RESTRICT ACCESS: Select whether or not you want restricted access. Turning on this function renders your restricted ID registration active. Available settings are On and Off.

27: WIDTH REDUCTION: Turning this function on enables you to print received data at a slightly reduced width.

28: TONER SAVE: This function allows you to select whether to use toner saving during facsimile printing. The settings are On and Off.

29: CNG COUNT: This function allows you to switch to a facsimile reception mode at a certain CNG signal quantity (1-5) when the unit is operating in T/F.

30: 600DPI FAX TX: This function sets whether to enable 600-DPI read when Ex. FINE is selected for TX RESOLUTION. The settings are On and Off.

Changing User Function Settings



1. Press the **Select Function** key.
2. Press the **9/User Prog.** One-Touch key. The display shows **1:FUNC. PROGRAMMING**.
3. Press the **YES** key. The display shows **FUNCTION NO. []**.

4. Using the numeric keypad, enter the 2-digit number of the function you want to change. This display then shows the name of the selected function.
5. Press the **NO** key to cycle through the settings for the user function, then press the **YES** key to confirm your selection. The name of the next user function appears in the display.
6. Press the **Select Function** key to finish or the **Stop** key to back out.

Note: As an example for changing the settings, see Setting Distinctive Ring.

Setting Distinctive Ring



Note: In some countries, distinctive ring service is not available from the local telephone company.

1. Press the **Select Function** key.
2. Press the **9/User Prog.** One-Touch key. The display shows **1:FUNC. PROGRAMMING**.
3. Press the **YES** key. The display shows **FUNCTION NO. []**.
4. Using the numeric keypad, enter 12. The display shows **12:DISTINCTIVE RING** and its current setting OFF.
5. Press the **NO** key to change the setting to SET.

6. Press the **YES** key. The display changes to **SETUP FAX RING, CALL FAX NUMBER NOW**.
7. Using a separate telephone line, immediately dial the number assigned to the fax machine (you must do this within 90 seconds). When your fax machine begins to ring, the display changes to **AUTO DETECTING, RING PATTERN**.
8. Your fax machine then automatically detects and remembers its assigned ring pattern. When your fax machine has finished programming its ring pattern, the display shows **DISTINCTIVE RING SET, RESULT=OK**. After detecting and remembering the ring pattern, the display changes to **DISTINCTIVE RING, [ON]**.
9. Press the **YES** key to confirm your selection.
10. Press the **Select Function** key to finish.

*Note: Occasionally, your fax machine may not be able to detect the ring pattern on its first try. If this happens, the display changes to **DISTINCTIVE RING SET, RESULT=NG**. If this happens, follow the above instructions again.*

Dial Parameter Settings

These functions allow you to control the way your fax machine dials telephone numbers. Refer to Dial Parameter Settings List to determine which settings you may need to change, then refer to "Changing Dial Parameter Settings" on page 59 to make the change.

Note: Some settings are not available in some countries. If you have trouble accessing a dial parameter setting listed here, contact your dealer for assistance.

Dial Parameter Settings List

REDIAL TRIES: This function controls how many times your fax machine automatically redials a number which is busy or which does not answer. Available settings are from 0 to 10 tries. (In FRE, the available settings are 1-5 tries.)

REDIAL INTERVAL: The function controls how long your fax machine waits between each automatic redial attempt. Available settings are from 1 to 6 minutes. (In FRE, the available settings are 1-12 minutes.)

DIAL TONE DETECT: This function allows your fax machine to wait for and detect a dial tone before proceeding with dialing. Available settings are on and off.

BUSY TONE DETECT: This function allows your fax machine to detect a busy tone when sending a fax. Available settings are on and off.

MF(TONE)/DP(PULSE): This function controls what method your fax machine uses for dialing. Two dialing methods are in common use. DP, or dial pulse dialing, uses monotone pulses to dial a number (like a rotary telephone). MF, or multi-frequency dialing (touch-tone), uses different tones to dial a number. Available settings are MF and DP.

MF(TONE) DURATION: If your fax machine is set to tone dialing, this function controls the duration of the tones used for

dialing (the tone duration varies in different countries). Available settings are 75 ms, 85 ms, and 100 ms.

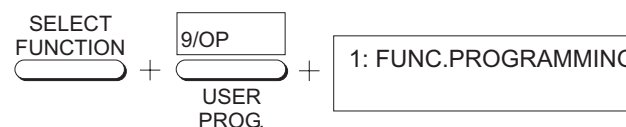
PBX LINE: Turn this function on if your fax machine is connected to a PBX. Once this function has been turned on and the dial prefix function has been programmed, your fax machine will recognize the dial prefix number you use in your PBX to get an outside line. After it dials your dial prefix number, your fax machine pauses to wait for an outside line before dialing the rest of the telephone number. Available settings are On and Off.

See “Connecting to a PBX” on page 28 in Installation for instructions on changing this setting.

AUTO START: When enabled, your fax machine will automatically begin dialing as soon as you have selected a location by pressing a One-Touch key or entering an Auto Dial code. You do not have to press the **Start** key. Available settings are On and Off.

DIAL PREFIX: If your fax machine is connected to a PBX, use this function to tell your fax machine what access number is used to obtain an outside line from your PBX. You can enter up to 4 digits. See “Connecting to a PBX” on page 28 in Installation for instructions on changing this setting.

Changing Dial Parameter Settings



1. Press the **Select Function** key.
2. Press the **9/User Prog.** One-Touch key. The display shows: **1:FUNC. PROGRAMMING**.
3. On the numeric keypad, press **2**. The display shows **2:DIAL PARAMETER**.
4. Press the **YES** key until the display shows the dial parameter you want to change.
5. Repeatedly press the **NO** key until the setting you want appears in the display.
6. Press the **YES** key to confirm your selection. The name of the next dial parameter setting will appear in the display.
7. Press the **Select Function** key to finish.

Reports

Understanding Reports

Your fax machine provides a variety of useful reports, which help you understand the current settings, programming, and operations of your fax machine. Refer to the reports listing below to determine which reports you may want to print, then refer to “Printing Reports” on page 63 for instructions on printing a report.

Activity Report

The activity report provides a communication record of your fax machine. Information provided on this report includes:

- The total amount of time your fax machine spent sending faxes and the total amount of time spent receiving faxes.
- The date, time and duration (S, R-TIME) of each transmission or reception.
- The name or telephone number of the fax machine you were communicating with (DISTANT STATION ID). If you were sending a fax, the Personal ID or telephone number of the remote fax machine that received the document will be printed. If the remote fax machine does not have a Personal ID or telephoned number programmed, the Location ID or telephone number you entered will be printed. If you were receiving a

fax, the Personal ID or telephone number of the remote fax machine that sent the document will be printed. If you were receiving a fax and the remote fax machine does not have a Personal ID or telephone number programmed, no data is printed.

- The communication mode used for each transmission or reception.
- The number of pages sent or received.
- The result of each communication.
- Service codes.

Note: This report does not contain the results of fax messages which were received without errors and printed immediately, i.e. only transmissions, receptions with errors and memory receptions are recorded.

Broadcast MCF (Confirmation) Report

Use this report to confirm the results of a multiple-location transmission (or broadcast). Information provided on this report includes:

- The date and time at which the broadcast started.
- The total amount of time used to complete the broadcast.
- For each location, the Location ID or telephone number, the number of pages sent and the result of the communication.

Note: If there have been no transmissions to multiple locations (broadcast) then this report cannot be printed

Active Memory Files Report

The active memory files report provides a list of all messages stored in your fax machine's memory, either documents waiting for transmission or documents that have been received and not yet printed. Information provided on this report includes:

RECEPTION: Prints out memory reception information.

ENTRIES lists the number of received messages stored up in your facsimile unit's memory. PAGES lists the total number of pages received.

PERSONAL BOX: Prints out set up status of your Personal Boxes (Confidential, Bulletin Polling). MODE describes the Box types. ENTRIES list the number of received messages stored up in each Box. PAGES lists the total number of pages in each Box.

POLLING TX/RX: Prints out information on polling reception and polling transmission not using a Box. Polling transmissions are indicated in the mode column along with the scanned number of pages. Polling Reception lists the date & time sent, sender and transmission mode.

TRANSMISSION: Prints out information on Delayed Fax and Redialing Wait transmissions. (However, polling reception information will be listed in the above POLLING TX/RX). Transmission date & time, receivers and transmission modes are listed.

- This report will not be printed out if there is no message stored in memory.

Telephone Directory

This report provides a complete listing of all of the telephone numbers programmed for the One-Touch keys, Auto Dial codes and groups of your fax machine. The information includes:

- The Location ID and main fax number (TEL NO) for each One Touch key and Auto Dial code.

Note: One-Touch Parameters exist for not only One-Touch keys but also Auto-Dial - A listing of all of the One Touch keys and Auto Dial codes included in each group.

- The alternate number (OR) for each One Touch key.
- The Communication Parameter settings (G3- ECHO, G3- RATE) for each One-Touch key, and Auto Dial code.

Note: The standard parameter settings are ECHO and RATE.

Configuration Report

The configuration report provides a list of the current operational settings of your fax machine that can be set by you. The information includes:

- The current settings of all your fax machine's user functions.
- The Sender ID (ID=), fax number (TEL NO.), forwarding number and call back number (CALL BACK NO.) currently programmed into your fax machine.
- The current setting of dial parameters for your fax machine.

Protocol Dump

In the event of an obstruction to transmission, use the following report to analyze the cause of the obstruction. Send this report to the dealer or service center if so requested.

Other Reports

Message Confirmation Report

This report provides information about your last single-location fax transmission or polling transmission. To print, see “Printing Message Confirmation Report” on page 63. Information in this report includes:

- The date of the communication.
- The total amount of time your fax machine spent sending (S, R-TIME).
- The Personal ID or telephone number of the fax machine you were sending a fax to (DISTANT STATION ID). If the remote fax machine does not have a Personal ID or telephone number programmed, the Location ID or telephone number you entered is printed.
- The communication mode used.
- The number of pages sent.
- The result of the communication.
- Service codes.

- Depending on the settings of your fax machine, a portion of the page will be printed after the report (see 04:IMAGE IN MCF. on page 53).

Confidential Reception Report

This report is automatically printed each time your fax machine receives a confidential message into a mailbox. Information in this report includes:

- The date the message was received.
- The total amount of time your fax machine spent receiving the message (S, R-TIME).
- The Personal ID or telephone number of the fax machine you were communicating with (DISTANT STATION ID). If the Personal ID or telephone number has not been programmed by the sending fax machine, no DISTANT STATION ID is recorded.
- The number of the mailbox into which the message was received.
- The number of pages sent or received.
- The result of the communication.
- Service Codes

Broadcast Entry Report

Each time you program a multiple-location transmission (or broadcast), your fax machine will give you the option of printing this report to confirm your entries. Information in this report includes:

- The Location ID of the One Touch keys and Auto Dial codes you have selected.
- Telephone numbers you have manually entered using the numeric keypad.

To access this report, generate a Broadcast. See “Perform a Broadcast Operation” on page 42 for details.

Power Outage Report

If the electrical power to your fax machine has been interrupted and your fax machine had delayed transmissions or messages received into memory, your fax machine automatically prints a power outage report to alert you that fax messages have been lost.

Printing Reports

Printing Message Confirmation Report

After transmission, press the **Copy** key once (with no documents loaded) to see a report confirming your transmission on the display of your fax machine. To print the report, press the **Copy** key a second time.

Printing Reports



This only applies to the reports available using the **6/Report Print** One-Touch key. The other reports are available as the situation demands.

1. Press the **Select Function** key.
2. Press the **6/Report Print** One Touch key. The display shows **1:ACTIVITY REPORT**.
3. If not printing an Activity Report, press the **NO** key repeatedly until the desired report appears on the display.
4. Press the **YES** key. The report will begin printing.
5. Press the **Select Function** key to finish.

Codes Used In Reports

Result Codes

The following codes indicate the results of communications.

Code	Description
BUSY	The other machine's line was busy or there was no answer.
CANCL	A message was erased after being held in memory for 10 days.
COMP.	A multiple-location transmission was completed.
COVER	The fax machine's cover was opened during the communication.
NO	The transmission or reception failed due to a communication error.
OK	The communication was completed successfully.
PAPER	The communication failed because the receiving machine ran out of paper.
PUNIT	Indicates a problem with the printing unit. Contact your supplier.
R_JAM	A paper jam occurred in your fax machine while it was receiving a fax, and your fax machine was unable to receive the entire message in memory.
S_JAM	A document jam occurred in your fax machine.
STOP	The Stop key was pressed, ending the communication session.

Communication Codes

The following codes indicate the communication mode used for a communication.

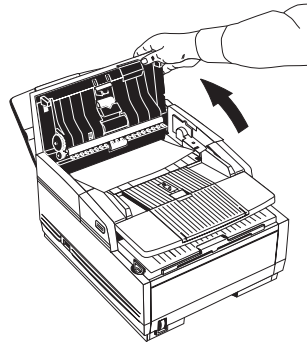
Code	Description
B.C.	Multiple-location transmission (broadcast).
CONF=**	Confidential reception (** is the box number)
TX	A communication initiated by your fax machine.
RX	A communication initiated by a remote fax machine.
POLL RX	One-time standard polling reception.
POLL=**	Bulletin polling transmission (** is the box number)
POLL TX	Polling transmission.
FWD-T	Forward transmission
FWD-R	Forward reception

Problem Solving

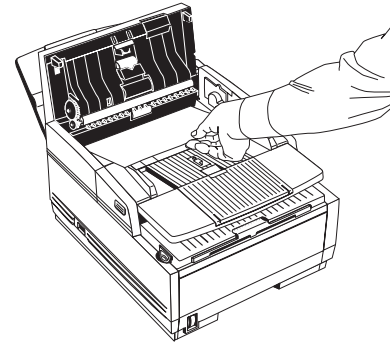
Clearing Document Jams

When a document jam occurs, your fax machine beeps and an error message appears in the display. If the jammed document looks like it is positioned straight in your feeder, press the **Stop** key to try to feed the document the rest of the way through the feeder. If this fails, follow the instructions below.

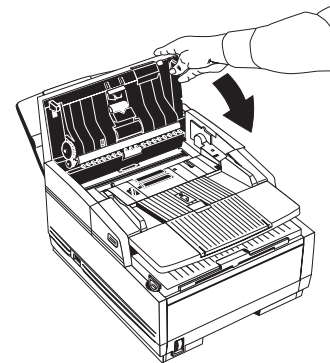
1. Grasp the control panel. Pull up and toward you until it releases. Swing the control panel out of the way.



2. Pull out the jammed document.



3. Push the control panel back down until it locks.

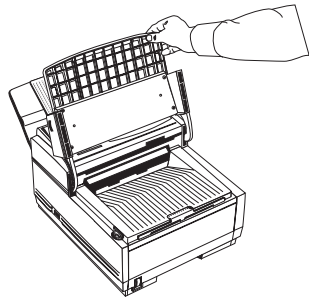


Clearing Printer Paper Jams

If your fax machine displays **PAPER JAM** or **NO PAPER** when the paper cassette still contains paper, there may be one or more sheets of paper jammed in the machine. Clearing paper jams is as follows:

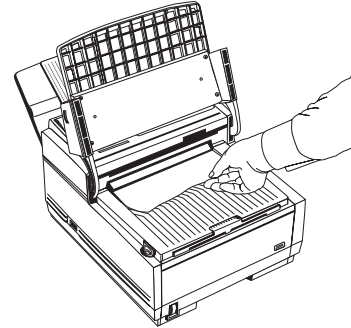
Note: If you are experiencing many paper jams, it may be due to the type of paper you are using. For best results, select a paper, which has been developed specifically for photocopying or laser printing. Be sure to fan the paper before loading it into your paper tray.

1. Lift the document table and swing it out of the way.

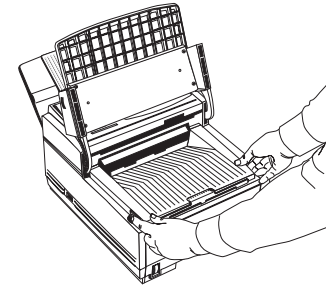


2. Check for paper jammed in the slot where received faxes or copies exit onto the document stacker. If you see paper

jammed in the exit slot, lift the blue bar out of the way and carefully pull the paper out.



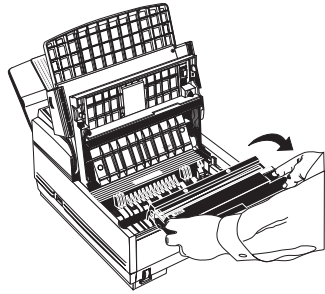
3. Push the buttons on the side of the copy stacker until you hear a click. Lift the copy stacker out of the way.



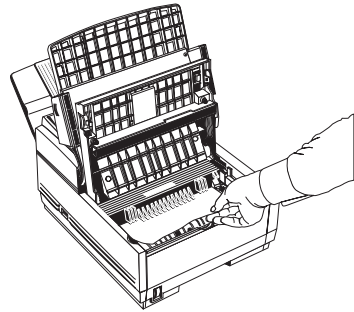
CAUTION: *Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit*

by the ends. Never touch the surface of the green drum inside the image drum unit.

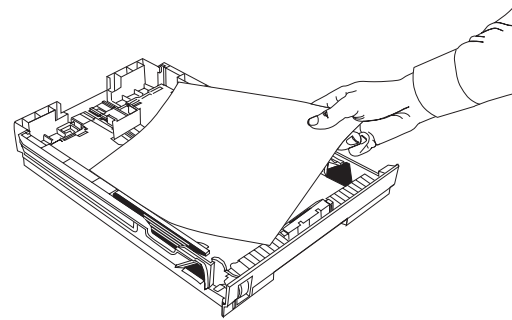
4. Lift the image drum unit out and set it aside. Keep it out of direct sunlight and DO NOT touch the green surface of the drum.



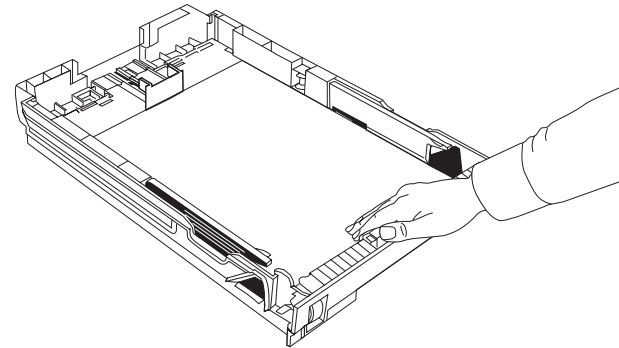
5. Carefully pull out any paper you see jammed inside the machine.



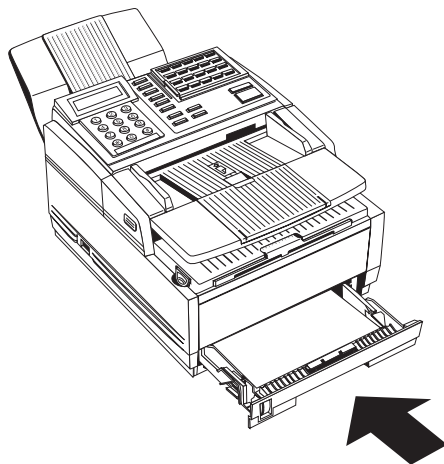
6. Pull out the paper cassette. If any of the paper in the paper cassette is damaged, remove and replace it.



7. Push the paper down until it is under the plastic tabs.

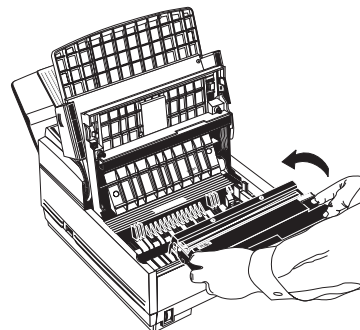


8. Slide the paper cassette all the way back into your fax machine.

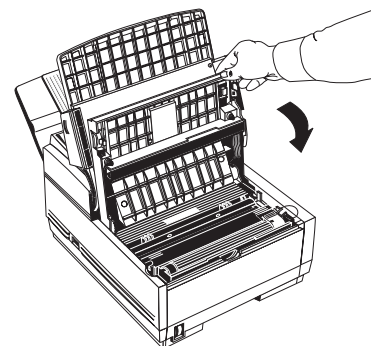


9. Place the image drum unit back into your fax machine. To ensure that the image drum is positioned correctly, press

down firmly on both of the locations on the image drum marked "PUSH".



10. Close the copy stacker and push down on it until you hear a click. Be sure both slides are latched.



11. Close the document table.

Replacing Toner Cartridge

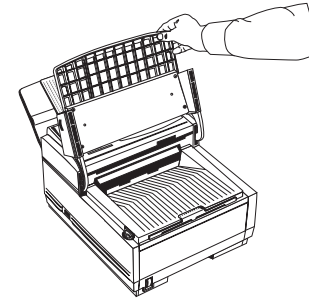
The number of pages you can print with one toner cartridge varies depending on the type of documents you usually receive or copy. The first toner cartridge installed in a new image drum unit will have a decreased yield because the image drum unit itself has to be filled. Refer to “Part Numbers” on page 101 for the toner cartridge replacement part number.

If your fax machine displays **TONER LOW** or **REPLACE TONER CART.**, replace the toner cartridge with a new one. However, if the print density is high enough, you can continue to use the toner cartridge without replacing it until the print density becomes too low.

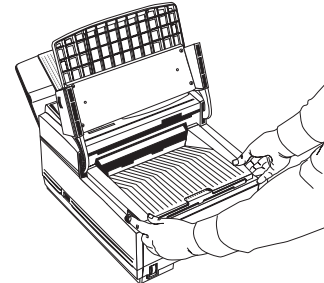
If the print density becomes low even before your fax machine displays **TONER LOW** or **REPLACE TONER CART.**, gently wipe the lens surface of the LED array (see Step 8). If the print density does not improve, replace the toner cartridge. When your fax machine’s display shows **CHANGE DRUM**, replace the image drum unit.

WARNING: Be careful when handling the toner cartridge. Do not let toner spill on your clothing or other porous materials. See Safety at the beginning of this User’s Guide.

1. Lift the document table into an upright position.

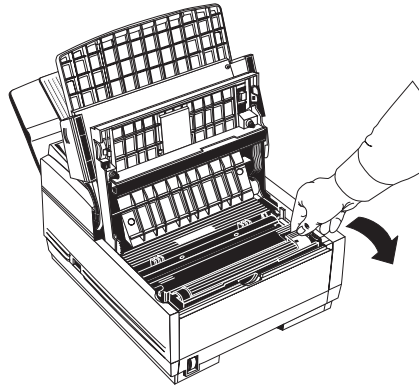


2. Push in the cover release buttons on the side of the copy stacker until you hear a click. Lift the copy stacker.

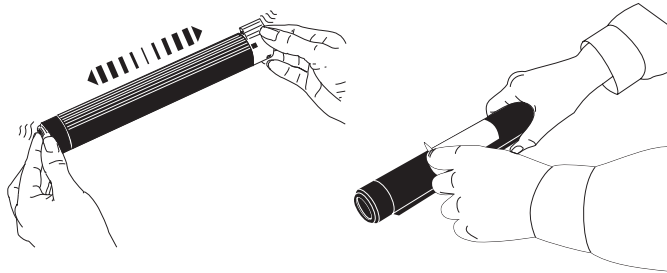


3. Pull the colored lever on the old toner cartridge all the way toward you. Carefully pull the old toner cartridge out of the

image drum unit. Dispose of it in the plastic bag you received with your new toner cartridge.

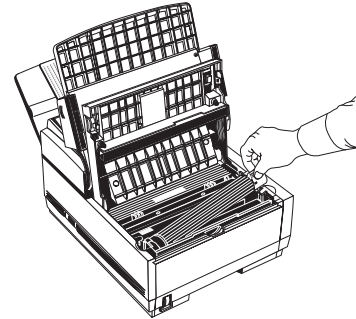


4. Remove the new toner cartridge from its package and gently shake it from side to side to distribute the toner. Then carefully peel the white plastic tape from the bottom of the toner cartridge.



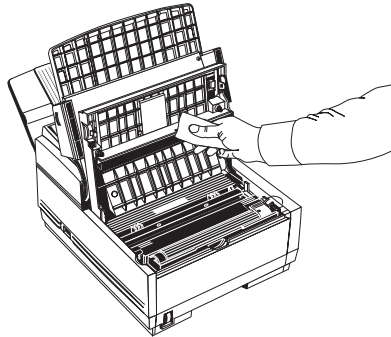
CAUTION: Be careful not to insert the toner cartridge backwards into the image drum unit.

5. With the ridged side facing up and the colored lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, then lower the right end into place.



6. Once the toner cartridge is in place, push the colored lever all the way forward to secure it and release the toner.

- Using the cleaning wipe provided in the package with your new toner cartridge, gently wipe back and forth across the full length of the LED array.



- Close the copy stacker and push down until you hear the copy stacker click into place. Be sure that the cover latches on both sides.
- Close the document table.

CAUTION: Please abide by the disposal laws of your country when disposing of replaced toner cartridges.

Replacing Image Drum Unit

If you have dirty print-outs then the image drum may have accumulated toner on it.

Press the **Select Function** key, then the **10/Printer Cleaning One-Touch** key and then the **YES** key.

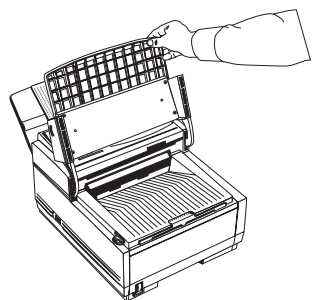
Your fax machine prints a cleaning page to clean the image drum. Repeat this procedure several times and then check whether you still have dirty print-outs. If this procedure does not solve the problem, your fax machine needs a new image drum unit. Contact your dealer to order one.

If the faxes you receive are light or have vertical streaks in them and you are not out of toner, or if your fax machine displays a **CHANGE DRUM** message, your fax machine needs a new image drum unit. Contact your dealer to order one. Refer to “Part Numbers” on page 101 for the image drum replacement part number.

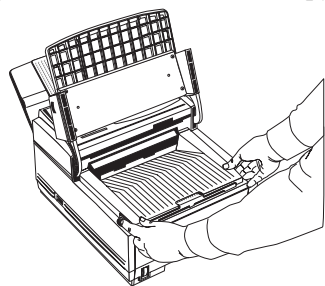
The life of an image drum depends on a number of factors, including temperature and humidity, the type of paper you use, and the number of pages per job.

CAUTION: Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.

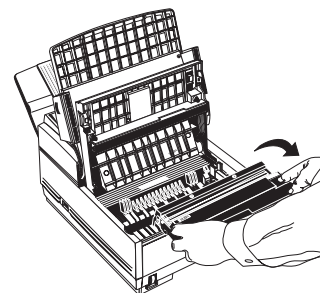
1. Lift the document table into an upright position.



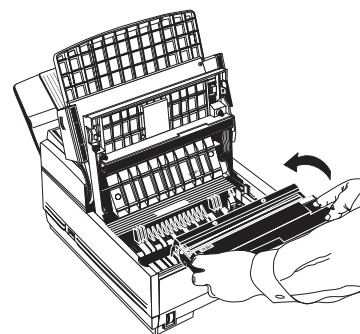
2. Push in the cover release buttons on the side of the copy stacker until you hear a click. Lift the copy stacker.



3. Remove the old image drum unit (with its toner cartridge), wrap it in the packaging materials from your new image drum unit and dispose of it following local regulations.



4. Take the new image drum unit out of its package and insert it into your fax machine. To ensure that the image drum is positioned correctly, press down firmly on both of the locations on the image drum marked "PUSH."



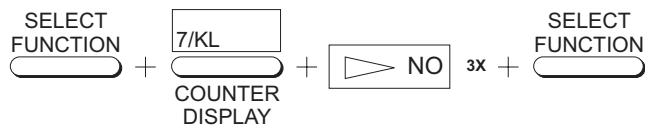
- Install a new toner cartridge. Follow Steps 4 to 9 in “Replacing Toner Cartridge” on page 69.
- With the copy stacker and document table closed, wait until the time and answering mode appear on the display. Then press the **Select Function** key.



- Press the **7/Counter Display** One-Touch key. The display shows **DRUM COUNT**.
- Press the **YES** key to clear the image drum unit counter.
- Press the **Select Function** key to finish.

CAUTION: Please abide by the disposal laws of your country when disposing of replaced Image Drum Units.

Reading Print Counters



The print counters of your fax machine count the number of pages your fax machine has printed or scanned in its lifetime. If

you are experiencing a problem, a service person may ask you to check these counters.

Note: If the image drum unit has reached the end of its life, you will also use this function to reset the drum counter. See “Replacing Image Drum Unit” on page 71 for more information.

- Press the **Select Function** key.
- Press the **7/Counter Display** One-Touch key. The display shows **DRUM COUNT**.
- Press the **NO** key again. The display shows the **PRINT COUNT**.
- Press the **NO** key again. The display shows the **SCAN COUNT**.
- Press the **Select Function** key to finish.

Shipping the Fax Machine

CAUTION: DO NOT ship the fax machine with the image drum unit installed unless it is a new fax machine and has never been used.

When shipping the fax machine, after it has been in use, please follow the re-packaging procedure below:

- Remove the image drum unit with toner cartridge from the fax machine.

2. Place the image drum unit with toner cartridge still attached into a black plastic bag and keep it away from direct sunlight.
3. Re-package the fax machine and the image drum unit separately into packaging material and a shipping carton.

Problem Checklist

Your fax machine is a complex machine with many features and functions, which allow it to operate in different ways. Many problems you experience may be due to improper programming. If you are experiencing a problem, read through the list of problems and solutions before calling your dealer.

- Your telephone does not ring if your fax machine is set to tel/fax answering mode and the incoming call is a voice call.** This is normal. In the tel/fax answering mode, your fax machine answers the incoming call and detects whether if the call is a voice call or a fax call. If the call is a voice call, your fax machine will ring, but your telephone will remain silent. It is recommended that you only use tel/fax answering mode if your telephone is located near the fax machine.
- The display is blank.** Check that the power switch is on. Check the power cord to make sure that it is firmly plugged in. Check your wall outlet to make sure that it has power.
- Nothing happens when you press the control panel keys.** Turn the fax machine off, wait 10 seconds, then turn it on again.
- The display tells you to replace paper even though there is paper in the paper cassette.** Take the paper cassette out and make sure that the paper is firmly stacked in the tray. Push the paper firmly under the plastic tabs on the edge of the tray. Check for a paper jam in the fax machine.
- Your documents jam.** Check the document for wrinkles, tears or other damage. Make sure there are no staples or paper clips and that the paper is clean and dry. Make sure the document is not wider than your fax machine can load. Try making a copy of the document on a photocopier and faxing the copy.
- Your fax machine will not dial.** Check the power cable and wall outlet. Make sure that your telephone line (not your external telephone or handset) is connected to the LINE outlet on the back of your fax machine. If you have an external telephone connected, lift the handset and check for a dial tone. If you do not have an external telephone connected, press the **Hook/V. Request** key and check for a dial tone. If you do not hear one, there may be a problem with your telephone line. If you do hear a dial tone, your fax

machine may be using the wrong dialing method (pulse or tone) for your area. If you hear changing tones instead of dialing pulses and you know that your area uses pulse dialing, refer to the MF(TONE)/DP(PULSE) dial parameter setting in Programming. If your fax machine is connected to a PBX, make sure you have instituted the correct programming to work with a PBX (see Connecting to a PBX in Installation).

- **The display shows a communication error.** This alarm indicates any of a number of problems. You may be trying to communicate with an incompatible fax machine (your machine can only communicate with ITU-T Group 3 fax machines). The remote machine may not be able to perform the function that you want, such as polling or confidential messages. The remote machine may also be out of paper or experiencing a paper jam. Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure you are dialing the correct telephone number. If you have to dial an access digit to get an outside line, or if you are dialing internationally, you may need to enter a pause (using the **Pause** One-Touch key) after the access digit or international dialing code to tell your

machine to wait for a dial tone. If you have frequent problems communicating with a particular remote fax machine, try programming the number into one of your One-Touch keys and then changing the One-Touch Parameters for that One-Touch key (see “Dial Directories” on page 29). Lastly, either your fax machine or the remote fax machine may need servicing. Try sending a fax to another location to check your machine.

- **You sent a fax but the image the remote fax machine received was very poor.** If your document had a lot of small type, complex illustrations, photos, or was very light or very dark, try changing your Transmit Resolution and Type of Original settings (see “Loading Documents” on page 34 in Basic Operations). Copy the document on your fax machine to see how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.
- **You keep getting reports you do not want.** Check your user function settings and turn off the reports you do not want. See “Customizing Features & Operations” on page 53.

- **You sent a fax but it was received completely blank.** Make sure that you have correctly loaded your document face down.
- **The image received on your fax machine was very poor.** Contact the person sending you the fax and ask them to change their Transmit Resolution and Type of Original settings. Ask the person to make a copy of the document on their fax machine to ensure that it is working properly. Then ask them to send the fax again. If you still have a problem, try making a copy of a document on your machine to make sure it is working properly.
- **You tried dialing with a One-Touch key or an Auto Dial code but nothing happened.** Make sure that the One-Touch key or Auto Dial code you are using has been programmed. Check the fax number to make sure it was entered correctly (see “Dial Directories” on page 29). When you are dialing with an Auto Dial code, be sure to press the Auto Dial key before you enter the code. If your fax machine has the Auto Start feature turned off, you will have to press the **Start** key before dialing will begin (see “Customizing Features & Operations” on page 53).
- **Your fax machine does not answer the phone or receive faxes.** First check to see that the power cable is connected to the power outlet and the telephone line is connected to LINE. Also check the reception mode you are using. Your fax machine will not automatically receive faxes in manual answering mode [TEL]. See “Setting Answering Mode” on page 23 in Installation.
- **Your received documents are light or have vertical streaks on them and you are not out of toner.** Gently wipe the lens surface of the LED array on your fax machine and then see if the machine works properly (refer to “Replacing Toner Cartridge” on page 69). If your fax machine still does not work properly, remove the image drum unit (refer to “Replacing Image Drum Unit” on page 71), tap the toner cartridge, and slowly swing it 20-30 degrees vertically several times. Be careful not to let the toner leak from the cartridge. If this does not work, you may need to replace your image drum unit. Contact your dealer to get a replacement.
- **You set your fax machine for delayed transmission but it did not send.** Check the display to make sure that you have set the clock on your fax machine to the correct time. See “Setting Time & Date” on page 23 in Installation.

- ❑ **Your fax machine disconnected before you could answer a voice request.** You must answer a voice request while the warbling tone is being emitted. When you hear the warbling tone, press the **Hook/V. Request** Key after picking up your handset.
- ❑ **Someone tried to send you a confidential fax but nothing happened.** You must set up a mailbox before anyone can send you a confidential fax. See “Receiving Confidential Faxes” on page 46 in Advanced Operations. Make sure the person sending you the fax knows the correct mail box number.
- ❑ **Your fax machine will not poll a remote fax machine.** Call the person at the remote fax machine and make sure that they have loaded documents and set their fax machine in polling transmission mode. Check also if their fax machine uses either standard polling transmission or ITU polling transmission.
- ❑ **Your fax machine is connected to a PBX and you can not dial out.** You must enter your access digit before the telephone number for each number that you dial or program into your machine. Also, your fax machine must be programmed for PBX operations before it will work. See “Connecting to a PBX” on page 28 in Installation.
- ❑ **You want to answer an external telephone but your fax machine always answers first.** If you are using an external telephone, change the user function setting for ring response on your fax machine. See “Customizing Features & Operations” on page 53.
- ❑ **Your received faxes sometimes look distorted.** If the document received is wider or longer than the paper you have loaded into your paper tray, your fax machine automatically reduces either the width or the length of the document to fit on your paper. This type of problem could also be communication related.
- ❑ **You are constantly receiving unsolicited advertising on your fax machine.** Try using the closed network function. See “Rejecting Unsolicited Fax Messages” on page 39.
- ❑ **Your fax machine does not immediately switch to TEL mode when you make or receive a voice call.** Try pressing the **Stop** key. Your fax machine will return to standby mode so that you can converse. This condition may happen infrequently due to telephone line conditions, or the type of external telephone used. If this problem happens often, consult your dealer.

I-Fax

I-Fax, despite its complicated nature, is an easy-to-use feature. The T.37 protocol allows your fax machine to send and receive email over your LAN connection, without ever needing to be hooked up to your computer. Note, if your email server uses authentication, see important information “Authentication - Unable To Send Global E-mails” on page 99.

This section is divided into four primary areas.

1. “Operation Overview” on page 78
2. “I-Fax Network Set Up” on page 83
3. “I-Fax User Interaction” on page 94
4. “I-Fax Troubleshooting” on page 97

Each section will walk you through the setup and usage of this product.

Operation Overview

This overview has several sections to help you decipher and use the I-Fax process easily.

- “Operation Overview” on page 78.
- “What Your I-Fax Machine Can Do” on page 79.
- “Installation Requirements” on page 79.
- “Internet Fax Transmission” on page 80.

- “Internet Fax Reception” on page 80.
- “Network Settings List” on page 81.
- “Components of an Internet Fax” on page 81.
- “Helpful Hints (I-Fax)” on page 82

This section is intended as a quick-reference for using the I-Fax feature. This section does not provide detailed explanations of features or settings, as other sections provide these.

To Use Internet Fax

- a Network Card must be installed in the machine
- the machine must be connected to a LAN

The Network Card for this machine can be connected to a

- 10 baseT
or
- 10/100baseTX LAN (will only operate at 10 base T).

To make a LAN connection, the following information must be configured on this machine. Ask your network administrator about these settings.

- an IP Address
- SubnetMask
- Default Gateway

If the LAN uses a DHCP server, it is not necessary to configure these settings as the server will perform them automatically.

After setting the correct IP Address, SubnetMask and Default Gateway, configure the machine for Internet Fax transmission/reception.

What Your I-Fax Machine Can Do

I-Fax is a feature with many capabilities.

This unit can:

- send and receive faxes via a Public Switched Telephone Network (PSTN)
- send and receive faxes via the Internet (over a LAN)
- print via a Local Area Network (LAN) (Windows only)
- act as an email scanner (see “Backup/Archive (Email Scanning)” on page 83)
- act as a Gateway service
- act as a convenience copier

! *Important!*

Internet faxes differ from traditional faxes in these ways:

Although your OKIFAX has security features, faxes sent over the Internet are more vulnerable to interception than faxes sent over the PSTN.

There is no way to verify that a message has been received by the machine to which it was addressed.

Installation Requirements

Before the machine is used, three processes must be completed.

- Machine Installation
- Network Setup
- Customization

! *Installation and setup requirements may vary from system to system.*

Machine Installation

Installation covers the physical procedures, such as removing the unit from the shipping packaging, connecting the power, telephone, and network lines, installing consumables.

Installation may be performed by anyone.

Refer to “Installation” on page 15” for more information.

Network Setup

Setup covers the network installation procedures, such as establishing the IP Addresses and configuring the network card.

A network administrator will perform setup.

Customization

Customization covers the programming procedures, such as One-Touch keys, machine settings, and network settings.

You can perform some of the customization procedures. Others must be performed by a network administrator.

LAN Topologies and Operating Systems

LAN

10base-T Ethernet

Internet Fax Protocols

TCP/IP	SMTP
POP3	DNS

Internet Fax Transmission

General Information

To send an Internet Fax message, you need a mail server from which to send email.

Please consult your network administrator about the settings listed below, which are required in order to make a connection to the mail server.

- SMTP Server Address / Name
- DNS Server's IP Address
- Email Address

These settings are similar to those of popular mail clients such as Netscape Messenger, Outlook and Eudora.

You can start transmission when these settings have been configured.

To send a fax, place a document on the machine and press the one-touch button on which the email address of the recipient has been registered; the document will be scanned into memory, converted into a TIFF file and sent to the recipient.

SMTP Server Address / Name

1. Enter the SMTP server name or IP Address. If entering the server's IP Address, be sure to type the dots (full-stops) dividing the numbers. Example: 192.168.1.1
2. You may enter a server name only if a DNS server has been configured.

DNS Server's IP ADDRESS

This setting is not required if the SMTP server has been specified by its IP ADDRESS. A DNS server can convert a server name into an IP ADDRESS.

Email Address

Enter the email address assigned to this machine.

Internet Fax Reception

General Information

To receive an Internet Fax message, a mail server is required for sending email.

Please consult your network administrator about the settings listed below, which are required in order to make a connection to the mail server.

- POP Server Address / Name
- DNS Server's IP Address
- POP Server User Name
- POP Server Password

The machine is ready to receive Internet Fax messages when these settings have been configured. To receive a fax message, the machine will access the server automatically at regular intervals according to the POP Interval Time setting.

If there is mail, the machine will print it out automatically.

This machine only receives TIFF files and text-format mail. It cannot receive files in other formats (such as Word, Excel, and certain formats of TIFF files).

POP Server Address / Name

1. Enter the POP server name or IP Address. When entering the server's IP Address, be sure to enter the dots (full-stops) dividing the numbers. Example: 192.168.1.1
2. You may enter a server name only if a DNS server has been configured.

DNS Server's IP Address

This setting is not required if the POP server has been specified by its IP ADDRESS. A DNS server can convert a server name into an IP ADDRESS.

POP Server User Name

Enter the user name assigned to this machine for accessing the POP server.

POP Server Password

Enter the password assigned to this machine for accessing the POP server.

Network Settings List

List of Settings

1. "IP Address" on page 88
2. "Subnetmask" on page 89
3. "Default Gateway" on page 89
4. "SMTP Server Name" on page 89
5. "POP Server Name" on page 89
6. "Pop User Id" on page 90
7. "Pop Password" on page 90
8. "DNS P.SRV Address" on page 91
9. "DNS S.SRV Address" on page 91
10. "FAX Email Address" on page 91

Components of an Internet Fax

A fax sent over the Internet has three components.

- Header
- Email
- TIFF attachment(s)

Your ability to receive, view, or print these components will vary according to the settings of different functions.

Header

The header includes all routing information for the path your Internet Fax followed from the time it was sent to the time it was received.

The header is automatically generated as part of the Internet Faxing process.

Email

The email includes the To, From, and Date information. It may include RE: (Subject) and body text (email message).

The To, From, and Date information are automatically generated as part of the Internet Faxing process. However, they are based on information programmed by the user.

The subject and message (if used) can be determined by the user.

Attachment(s): TIFF or PDF

The TIFF or PDF attachment(s) are the “fax” part of the Internet Fax. The content of the TIFF attachments is determined by the end user. The conversion to TIFF or PDF and file handling are part of the Internet Faxing process.

Note: If the receiver is another OKI I-Fax device, the format must be TIFF as the OKI devices cannot receive PDF.

Helpful Hints (I-Fax)

Your fax machine has many features and capabilities that will help you

- Operate the machine
- Save money
- Save time

PSTN Faxing vs. Internet Faxing

PSTN Faxing is fax communication conducted via telephone lines, with which you are probably familiar. PSTN Faxing requires telephone numbers and telephone lines.

Internet Faxing is fax communication conducted via the Internet which resembles email communications more than it does PSTN faxing. Internet Faxing requires email addresses, mail servers, Internet connections, and fax machines capable of Internet Faxing.

Internet Fax

Internet Fax is a term with several meanings, depending on context. Internet Fax can mean

- Fax communication conducted via the Internet.
- A fax machine capable of Internet Faxing.
- The document (fax) sent via the Internet.

Email Addresses vs. PSTN (Phone) Numbers

You can combine email addresses and telephone numbers in one communication session.

You can send a fax to several email addresses or several telephone numbers, or a combination of email addresses and telephone numbers.

Status of Server

Internet Faxing is conducted over the Internet via network servers. If the servers are down, running slowly, or experiencing other problems, Internet Faxing will be adversely affected.

Backup/Archive (Email Scanning)

You can use your fax machine to create digital versions of documents you only have in hardcopy form.

1. To do this, send the document as an Internet Fax to your email address.
2. When the document is scanned, a TIFF version of the document is created. By sending it to yourself, you will have a digital version of the hardcopy document.
3. You can then use various software packages to work with the digital (TIFF) version, such as an Optical Character Recognition (OCR) software package.

I-Fax Network Set Up

Settings for the machine are located in two places.

- Settings stored on the fax machine
- Settings recorded on the network card

Each section below is categorized by the Menu listings found in the fax machine. They are as follows:

- “I-Fax NIC Settings” on page 85
- “POP Interval” on page 87
- “Network Settings” on page 88
- “I-Fax NIC Initialize” on page 91

Identifying Current Settings on Fax Machine

The Configuration Report lists the current settings of the facsimile machine and the network card.

Print the Configuration Report



1. Press the **Select Function** key.
2. Press the **6/Report Print** One-Touch key. The display will show **1:ACTIVITY REPORT**.

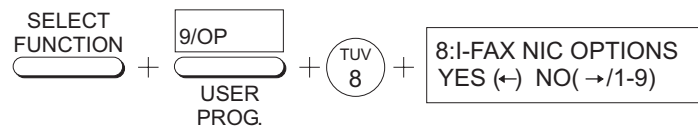
3. Using the numeric keypad, press **5**. The display will show **5:CONFIGURATION**.


4. Press **YES** . The report will print.

I-Fax NIC Options

The following lists the available options for setting up and adjusting the Network Interface Card (NIC) functions.

To access:



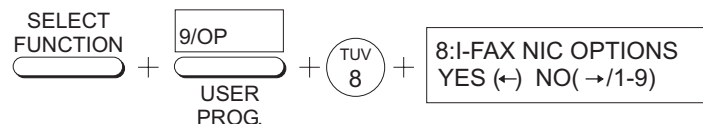
1. Press **Select Function** to enter the menu.
2. Press **9/USER PROG** to enter the programming menu and then press keypad **8** for **I-FAX NIC OPTIONS** and press **YES**  to enter the menu.


3. Press **▶ NO** to scroll through the features available for NIC Options.

I-Fax NIC Settings	Text Print
	Header Print
	Coding Mode
	Ex.Fine Mode
	Sender ID (Email)
	Send File Format
	Send Notification
	I-Fax NIC Update
POP Interval	On/Off
Network Settings	IP Address
	Subnet Mask
	Default Gateway
	SMTP Server Name
	POP Server Name
	POP User ID
	POP Password
	DNS P.SRV Addr.
DNS S.SRV Addr.	
Fax Email Addr.	
I-Fax NIC Initialize	Yes/No

I-Fax NIC Settings

The I-Fax NIC settings can be accessed using the following:



1. Press **Select Function** to enter the menu.
2. Press **9/USER PROG** to enter the programming menu and then press keypad **8** for **I-FAX NIC OPTIONS**.
3. Press **YES**  to enter **I-FAX NIC SETTINGS**.

Explanations of each function follow this list.

- Text Print
- Header Print
- Coding Mode
- Ex.Fine Mode
- Sender ID (Email)
- Send File Format
- Send Notification
- I-Fax NIC Update

Text Print

- Settings: ON or OFF
- Default: ON

Whether or not to print the body text of email. If this setting is ON, the text in an email message is printed out. Please note that only US-ASCII characters in the text can be printed as shown in the following table. Any characters that cannot be printed will be shown as spaces. Depending on the email client used, text may not be printed or come out garbled.

Note: Text is not generally base64 encoded and coded text is not supported (coded text is received, where the text in a coded condition is printed.)

- Two or more sections of text are all printed. A line (98 hyphen characters) is added between text files (including body copy) and a linefeed is created before and after the line.

Between a header and a text file (including body copy), no line is added and one linefeed is inserted.

- The MIME header of the attached file is not printed.

- A blank line in the top of TEXT is eliminated in print and will not be printed.

- In Microsoft Outlook or Lotus Notes, there is a setting to send an Email body using HTML format. When set, the body will be sent in both TEXT and HTML. If both are received, Internet Fax will print only the TEXT portion. However, if the setting is HTML format and there is an attached HTML file, then the HTML portion will be printed, albeit with extra characters associated with HTML. When Outlook is used, please use TEXT as the sending format for printing.

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0			SP	0	@	P	'	p								
1			!	1	A	Q	a	q								
2				2	B	R	b	r								
3			#	3	C	S	c	s								
4			\$	4	D	T	d	t					Ä		ä	
5			%	5	E	U	e	u								
6			&	6	F	V	f	v						Ö		ö
7				7	G	W	g	w								
8			(8	H	X	h	x								
9)	9	I	Y	i	y								
A			*	:	J	Z	j	z								
B			+	;	K	[k	{								
C			,	<	L	\	l							Ü		ü
D			-	=	M]	m	}								
E			.	>	N	^	n	~								
F			/	?	O	_	o							ß		

Header Print

- Settings: TYPE 1, TYPE 2, or OFF
- Default: TYPE 1
- OFF: Do not print header

- TYPE1: Print SUBJECT/FROM/TO
- TYPE2: Print all header information

This setting is only valid when the TEXT Print setting is ON.

Coding Mode

- Settings: MH, MR, MMR
- Default: MH

This is the coding mode for TIFF file images sent by Internet Fax. Select the option desired.

Compression Rates:

MH low

MR medium

MMR high

The default setting is MH.

- ! Often, other manufacturers' Internet Fax products support only MH.

Ex.Fine Mode

- Settings: 300 dpi or 600 dpi
- Default: 300 dpi

Scan resolution of EX.FINE mode for Internet Fax is 300 dpi or 600 dpi: 300 dpi is faster while 600 dpi is higher quality.

Sender ID (Email)

- Settings: ON or OFF

- Default: ON

Adds the sender ID to the main body of images scanned by Internet Fax.

This setting will always apply when using Internet Fax, regardless of the setting for 4:SYSTEM DATA PRG. When using Internet Fax as an email scanner, turn this setting OFF to prevent the sender ID data from appearing in scanned images.

Send File Format

- Settings: TIFF or PDF
- Default: TIFF

This determines whether the format sent is either PDF or TIFF.

Note: Oki facsimile machines cannot receive PDF faxes.

Send Notification

- Settings: ON or OFF.
- Default: ON

When sending an email from the I-Fax device, the body of the email has a message which indicates that an attachment is included. The message varies, depending on the setting of Send File Format (TIFF or PDF).

I-Fax NIC Update

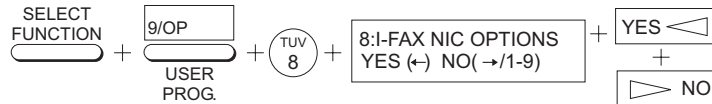
- Settings: YES or NO.
- Default: YES

This setting allows updates to the firmware when YES is enabled. Usually this option is not required except when a firmware update is released and run from a client machine.

POP Interval

- Settings: Off/1min/5min/10min/30min/60min/Daily
- Default: OFF

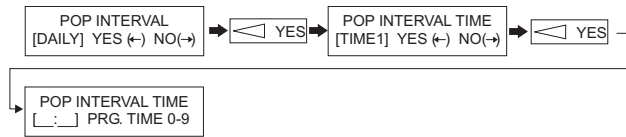
POP Interval can be accessed using the following:



1. Press **Select Function** to enter the menu.
2. Press **9/USER PROG** to enter the programming menu and then press keypad **8** for **I-FAX NIC OPTIONS**.
3. Press **YES** to enter **I-FAX NIC OPTIONS**.
4. Press **NO** until **POP INTERVAL** appears.
5. Press **YES** to enter POP Interval.
6. Select either **YES** or **NO** to select the interval time desired. This determines how often the machine will check for incoming transmissions from the POP mailbox. Select the option desired. OFF sets the machine to not check for incoming transmissions.

Daily

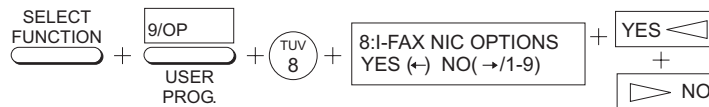
Daily sets the machine to check the mail server once a day. Thus, it is required that the time of day is set for this option.



- When the **DAILY** setting is selected, the time of day when the mailbox is polled requires setting. There are four different time settings available.
- If the **POP INTERVAL TIME** is not registered, then the auto POP receiving action will not occur.
- After **POP INTERVAL TIME** is registered, even if the setting is changed from **DAILY** to another one, the **POP INTERVAL TIME** setting will not be lost.

Network Settings

This function modifies these network settings. The I-Fax Network settings can be accessed using the following:



1. Press **Select Function** to enter the menu.
2. Press **9/USER PROG** to enter the programming menu and then press keypad **8** for **I-FAX NIC OPTIONS**.

3. Press **YES (←)** to enter **I-FAX NIC OPTIONS**.
4. Press **NO (→)** until **NETWORK SETTINGS** appears.
5. Press **YES (←)** to enter **NETWORK SETTINGS**.
6. To advance to each function within Network Settings, use the **Start** key.
7. To set each function, utilize both the numeric keypad and the one-touch keys for easy access to commonly used symbols. An explanation for each option listed below follows.
 - “IP Address” on page 88
 - “Subnetmask” on page 89
 - “Default Gateway” on page 89
 - “SMTP Server Name” on page 89
 - “POP Server Name” on page 89
 - “Pop User Id” on page 90
 - “Pop Password” on page 90
 - “DNS P.SRV Address” on page 91
 - “DNS S.SRV Address” on page 91
 - “FAX Email Address” on page 91

IP Address

Sets the IP address.

- When 0.0.0.0 is set as the IP address, the DHCP function automatically starts. If a DHCP server is found, an IP address is obtained from the DHCP server.
- From then on, an IP address is obtained from the DHCP server each time the power is turned OFF and ON; therefore, it is not necessary to change the IP address. When an IP address is obtained from the DHCP server, the address is displayed and an asterisk (*) appears at the end.
- If you wish to set a fixed IP address, input the IP address (numbers). Other than the IP address, a SUBNET MASK, DEFAULT, GATEWAY, and DNS SERVER address are also obtained from the DHCP server automatically. Sometimes they cannot be obtained depending upon the setup of the DHCP server. In such a scenario, set each address one at a time.

Subnetmask

Sets the subnet mask.



Default Gateway

Sets the default gateway address.

SMTP Server Name

Enter either the IP address or the host name of the SMTP mail server.

- ! *If the DNS name of the SMTP server does not work, try entering the IP address of the SMTP server.*

1. Press the Number keys to insert either text or numbers. Press them repeatedly to enter the character desired.
2. To jump to the next field, use the **YES**  or  **NO** key.
3. Press the **Start** key to enter your settings.

Restrictions



- If DNS has not been set, enter the IP address of the server. The address must include the “.” (period) dividers (e.g., 192.168.4.123).
- Up to 64 characters may be entered.
- You may use Latin letters, numbers and symbols.
- To enter symbols, use either one-touch keys or key “0” of the numeric ten-key pad.
- The symbols that can be used are: ! # & ' () * + , - . / : ; = ? · @ ? ” _ % ~
- The “~” (tilde) symbol shows on the display as “-1”.
- The ” and ’ symbols cannot be used.
- Both uppercase and lowercase letters can be used. To change the case, press the **1/CAPS** key.

POP Server Name

Enter either the IP address or the host name of the POP mail server.

- ! *If the DNS name of the POP server does not work, try entering the IP address of the POP server.*

1. Press the Number keys to insert either text or numbers. Press them repeatedly to enter the character desired.

2. To jump to the next field, use the **YES**  or  **NO** key.

3. Press the **Start** key to enter your settings.



Restrictions

- If DNS has not been set, enter the IP address of the server. The address must include the “.” (period) dividers (e.g., 192.168.4.123).
- Up to 64 characters may be entered.
- You may use Latin letters, numbers and symbols.
- To enter symbols, use either one-touch keys or key “0” of the numeric ten-key pad.
- The symbols that can be used are: ! # & ' () * + , - . / : ; = ? · @ ? ” _ % ~
- The “~” (tilde) symbol shows on the display as “-1”.
- The ” and ’ symbols cannot be used.
- Both uppercase and lowercase letters can be used. To change the case, press the **1/CAPS** key.

Pop User Id

Enter the user ID registered on the POP3 server.

1. Press the Number keys to insert either text or numbers. Press them repeatedly to enter the character desired.

2. To jump to the next field, use the **YES**  or  **NO** key.

3. Press the **Start** key to enter your settings.

Restrictions



- Up to 16 characters may be entered.
- You may use Latin letters, numbers and symbols.
- To enter symbols, use either one-touch key 20 or key “0” of the numeric ten-key pad.
- The symbols that can be used are: ! # & ' () * + , - . / : ; = ? · @ ? ” _ % ~
- The “~” (tilde) symbol shows on the display as “-1”.
- Both uppercase and lowercase letters can be used. To change the case, press the **1/CAPS** key.

Pop Password

1. Enter the password registered on the POP3 server, which must be alphanumerical characters of no more than 16 characters long.

2. If a password has already been entered, it is shown as XXXXXXXXXXXXXXXXXXXX (sixteen Xs).

3. Press the Number keys to insert either text or numbers. Press them repeatedly to enter the character desired.

4. To jump to the next field, use the **YES**  or  **NO** keys.

5. Press the **Start** key to enter your settings.

Restrictions

- Up to 16 characters may be entered.
- POP USER ID and POP PASSWORD settings in the fax machine must match the POP3 user name already entered in the server.
- You may use Latin letters, numbers and symbols.
- To enter symbols, use either one-touch keys or key “0” of the numeric ten-key pad.
- The symbols that can be used are: ! # & ' () * + , - . / : ; = ? · @ ? ” _ % ~
- The “~” (tilde) symbol shows on the display as “-1”.
- The ” and ’ symbols cannot be used.
- Both uppercase and lowercase letters can be used. To change the case, press the **1/CAPS** key.

DNS P.SRV Address

DNS = Domain Name Service.

P.SRV = Primary Server.

- Sets the IP address of the DNS primary server.
- Do not change this setting if the server is connected directly using its IP address.

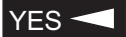

DNS S.SRV Address

DNS = Domain Name Service.

S.Serv = Secondary Server.

- Sets the IP address of the DNS secondary server.
- Change this setting only when a secondary server has been set up.

FAX Email Address

1. Enter the email address assigned to your machine. Press the Number keys to insert either text or numbers. Press them repeatedly to enter the character desired.
2. To jump to the next field, use the **YES**  or  **NO** key.
3. Press the **Start** key to enter your settings.


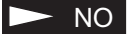

Restrictions

- Up to 64 characters may be entered.
- You may use Latin letters, numbers and symbols.
- To enter symbols, use either one-touch keys or key “0” of the numeric ten-key pad.
- The symbols that can be used are: ! # & ' () * + , - . / : ; = ? · @ ? ” _ % ~
- The “~” (tilde) symbol shows on the display as “-1”.
- The ” and ’ symbols cannot be used.
- Both uppercase and lowercase letters can be used. To change the case, press the **1/CAPS** key.

I-Fax NIC Initialize

This resets the Network Card to its original factory settings. Verify that you want to do this before proceeding because when

resetting the Network Card to factory settings, all current settings are lost.

1. Press **Select Function** to enter the menu.
2. Press **9/USER PROG** to enter the programming menu and then press keypad **8** for **I-FAX NIC OPTIONS**.
3. Press **YES**  to enter **I-FAX NIC OPTIONS**.
4. Press  **NO** until **I-FAX NIC INITIALIZE** appears.
5. Press **YES**  twice to reset the network card.

Note: The message "ARE YOU SURE?" will appear on the display. You must confirm your choice before the unit will reset to factory defaults.

Email Settings

Registering Addresses

Email addresses up to 64 characters long can only be assigned to one-touch keys 01 to 10. It is also possible to program a group of email addresses and assign the group to a one-touch dial number. However, one-touch dial numbers for both email addresses and telephone numbers cannot be assigned to a single group.

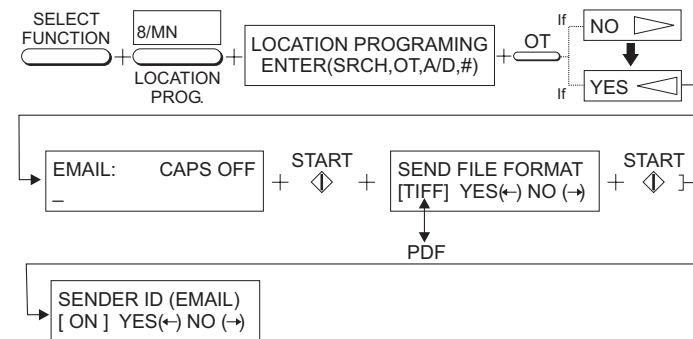
Restrictions

- Up to 64 characters may be entered.
- You may use Latin letters, numbers and symbols.

- To enter symbols, use either one-touch keys or key "0" of the numeric ten-key pad.
- The symbols that can be used are: ! # & ' () * + , - . / : ; = ? · @ ? " _ % ~
- The "~" (tilde) symbol shows on the display as "--1".
- The " and ' symbols cannot be used.
- Both uppercase and lowercase letters can be used. To change the case, press the **1/CAPS** key.

Program OT Email Addresses

Programming Email addresses can be accomplished using the following procedures:



1. Press **Select Function** to enter the menu.
2. Press **8/LOCATION PROG** to enter the programming menu. Then press OT (One-Touch) key where you wish to program the email address.

3. If the display does not read **EMAIL**, press **▶ NO**. Then press **YES ◀** to begin entering the email address. Use the **1/CAPS** key to turn on/off caps.
4. When finished, press the **Start** key to enter your settings.
5. Select either TIFF or PDF for the default send format for the email address entered by pressing **YES ◀** or **▶ NO**.
6. Select if you would like the Sender ID to appear in the image as the default for the email address entered by pressing **YES ◀** or **▶ NO**.
7. Press another OT key to program or press the **Stop** key until you have exited programming.

Program Group Email Addresses

Email Groups are clusters of email addresses tied together to a Group setting, allowing you to send a document to multiple email addresses. Once you have programmed multiple email addresses to OT keys, then you are able to program email groups. Telephone Fax numbers can also be programmed into the same Group setting as well.

Programming email groups can be accomplished using the following procedure:

1. Press **Select Function** to enter the menu.

2. Press **8/LOCATION PROG** to enter the programming menu and then press # key to enter Group programming.
3. Using the numeric keypad, enter the group location desired, 1-10. Example: To enter location 2, press 02.
4. The display will show the number of your current group and **SELECT LOC.(S)**. You can now add a location to your group (or delete a location from it). Refer to the instructions below.

To do this	Do this
Add a One-Touch location	Press the One-Touch key. Press the Start key to enter the location. Repeat as necessary.
Delete a previously added email	Press the programmed One-Touch key. Press the Start key to delete it. Repeat as necessary.
Search for a location by name to add or delete	Press the Search key continuously (or use the numeric keypad) until the location you want appears. Press the START key to add or delete it.

5. Each group can contain up to a maximum of all of the One-Touch locations available on your fax machine.
6. When you are finished programming, press **▶ NO**. The display will show **LOCATION PROGRAMMING**.
7. To program another group, return to Step 3. If you are finished, press the **Select Function** key.

I-Fax User Interaction

Sending Email

Sending emails can be accomplished in the following ways:

1. Manually entering an email with the Email key.
2. Using a preprogrammed One-Touch key.
3. Using the Group Email setting.
4. Using the Broadcast feature.

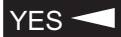


Email Using Email Key

A document can be sent to an email address by manually entering the address using the numeric keypad.

1. Place a document in the machine.
2. Press the **Email** key.
3. Either begin entering an email address directly using the numeric keypad, or press the **Email** key again to setup the options for this email.

Email Key Options

Setting	Description
1: To	The email address you are sending to.
2: From	The email address you would like to appear as the return address. The default is the fax machine's own programmed email.
3: Subject	Enter the subject of the email. If no subject is entered, then "Internet FAX Message from [Sender ID]" appears.
4: Send File Format	TIFF or PDF encoding. Normally TIFF is best.
5: Sender ID	Yes, to have the Sender ID appear on the email.
6: Confirm Report	Prints a report on the email addresses entered.
7: Display (To):	Displays the email address entered.
8: Display (From):	Displays the email address entered.

4. Press the number key for the setting desired from the choices listed above. Press **YES**  to enter the setting; press  **NO** to advance in the list. Enter the information required.
5. Depending upon the setting, press either **YES**  or the the **Start** key to save and exit.
6. Select another email setting (1-8) or press the **Start** key again to email the document.
7. Press the **Stop** key to exit without emailing the document, press **Stop** key again to remove the document.

Email Using OT Key

A document can be sent to an email address (or several email addresses) by pressing pre-programmed one-touch keys, but cannot be sent to recipients with telephone numbers registered on One-Touch keys.

1. Place a document in the machine.
2. Press the One-Touch key at which the recipient's email address is assigned and press the **Start** key.
3. After storing the document's image data in memory, the machine will establish a server connection and a **SENDING** message will display. At the end of the transmission, the result will be displayed on the LCD and a buzzer will sound.

Notes:

- To type in the full email addresses, select the **Email** key to enter each email addresses individually. Refer to "Email Using Email Key" on page 94 for further details.
- To stop transmission, press the **Stop** key. The transmission will be terminated at once without asking for confirmation. Press the **Stop** key again to remove the document.
- Internet Fax data is scanned into memory before transmission. If the document is too large for the memory capacity, make two or more transmissions.

Email Using Group Email Setting

A document can be sent to several email addresses by selecting the appropriate Group setting. If the same email address is

selected twice, the document will be sent only once. This feature requires email addresses and/or fax numbers already programmed to a Group location. Refer to "Program Group Email Addresses" on page 93 for further details.

If both an email address and a fax number are grouped together, the machine will first send the document to the email address and then the fax number.

1. Place a document in the machine.
2. Press the **Auto Dial** key and then the **#** key.
3. Using the numeric keypad, enter the Group location desired, 1-10, and press the **Start** key. Example: To enter location 2, press 02.
4. **ENTRY IS OK?** will appear. Press the **Start** key again to email the document.

Email Using Broadcast Feature

A document can be broadcast to email addresses and fax numbers by quickly selecting preprogrammed One-Touch keys. Refer to "Program Group Email Addresses" on page 93 for further details.

1. Place a document in the machine.
2. Press the One-Touch keys desired quickly in succession. For example, pressing OT1 and OT3 will tell the machine to email/fax to those programmed numbers.
3. Press the **Start** key and the document will be scanned and sent.

Receiving Email

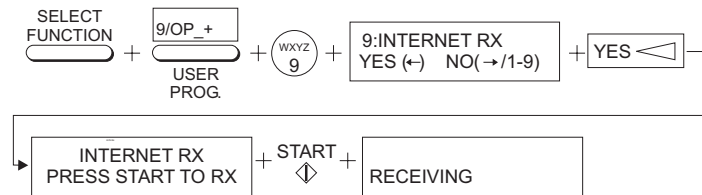
This fax machine automatically connects to the server to receive mail according to the setting “POP Interval” on page 87. If there is mail on the server, reception will start automatically. If there is more than one mail message, it will receive all the messages and print them out automatically.

If automatic reception takes place and there is no mail, no record of the transaction will be made. In the case of manual reception, service code F941 will be recorded if there is no mail.

The machine cannot print out any other format than TIFF or Text (*.tif and *.txt). If it receives a file other than those, a communication error will occur and an error report will be printed.

Manual Email Reception

Requesting a manual reception of email is accomplished using the following procedure.



1. Press **Select Function** → **9/USER PROG** → numeric keypad **9** for **INTERNET RX**.

2. Press **YES** for the Fax machine to poll the email server for email. If email is present, several screens will appear and the email will print. If not, no record of the transaction will be made.
3. If there is a connection problem, the following screen will appear:

COMMUN.ERROR

Recheck the connections and try again.

Notes:

- Internet Fax receives mail in memory. Check to make sure that there is a sufficient free memory space to receive fax messages. If there is not, reception of a message may be terminated before reception is completed.
- The size of TIFF that can be received with Internet Fax is approximately half the size of the memory capacity. A memory full message may appear when receiving a large-sized original. If this occurs, have the original sent in sections.

I-Fax Troubleshooting

If a communication error occurs, check the service code shown on the Activity Report.

SMTP Communication

The service code for a SMTP communication is prefixed with the letter E.

Error	Description
0000	Normal Shutdown
9080	Press stop key
E058	Failed SMTP connection
E074	Cable not connected
E081	DNS cannot resolve SMTP server name
E082	No response from SMTP server
E083	Error generated in SMTP command sequence
E108	Transmission attempted when destination was not set
E109	Transmission attempted when mail address of own device not set
E110	Transmission attempted when SMTP server not set
E401	Communication was attempted when the IP address of the device was not set.
E942	Command timeout
E990	Other error
EF00	Option board I/F error

POP3 Communication

The service code for a POP communication is prefixed with the letter F.

Error	Description
0000	Normal Shutdown
F001	Normal shutdown (only text received)
F002	Normal shutdown (only text received but cannot print)
F059	Failed in POP connection
F074	Cable not connected
F076	DNS cannot resolve POP server name
F077	No response from POP server
F078	Incorrect POP user name/password
F079	Error generated in POP command sequence
F105	Reception attempted when POP server was not set
F106	Reception attempted when POP user name was not set
F107	Reception attempted when POP password was not set
F113	Failed in updating NIC firmware ... firmware before updating remains
F401	IP address not set
F931	Unreceivable email (TIFF NG)
F932	Unreceivable email (other than TIFF NG)
F940	Memory full
F941	When mail does not exist in server upon manual reception
F942	Command timeout
F990	Other error
FF00	Option board I/F error

Note: For service codes F001 and F002, the number of pages in the report will be left blank.

Transmission Troubleshooting

Transmission fails; a communication error occurs.

- Are the IP ADDRESS, SubNet Mask and Default Gateway settings correct?
- Has the SMTP server been configured correctly?
- If using DNS, is the DNS server address correct?
- Check to make sure that the server is not down.
- If DNS is ON, some servers may cause an error.

When one-touch key is pressed with an email address assigned, a warning message appears on the LCD.

- Has an email address been assigned on this machine?

LCD shows message "OPTION BOARD ERROR".

- A network card I/F error has occurred - turn the power off and on again to recover.

The TIFF file sent cannot be printed out on the receiver.

- Is the file sent at EX-FINE resolution or in coding mode other than MH? I-Fax simple mode Internet Fax products support only the STD and FINE resolution settings and MH coding mode.

The Sender ID is added to the subject when transmitted?

- The Sender ID (Email) setting is ON and the subject is not entered. Either enter a Subject when sending an email or turn off the "Sender ID (Email)" on page 86.

I want to send it by PDF.

- TIFF or PDF transmission file formats are available. You can also specify the format using the Email key with every transmission. You can change the default transmission format here, "Send File Format" on page 87.

Reception Troubleshooting

Reception fails; a communication error occurs.

- Are the IP ADDRESS, SubNetMask and Default Gateway settings correct?
- Has the POP server been configured correctly?
- If using DNS, is the DNS server address correct?
- Is the USER ID correct as registered on the POP server?
- Is the password correct as registered on the POP server?

Reception does not start.

- Has the POP interval been set to OFF? Check "POP Interval" on page 87.
- Is there a sufficient free memory space? Images have to be first stored in memory and cannot be received if there is not enough space. Have the message resent in smaller pieces if possible.

When receiving data manually, a warning message appears on the LCD.

- Are the POP server or USER ID registered?

The LCD shows message OPTION BOARD ERROR.

- A network card I/F error has occurred - turn the power off and on again to recover.

A communication error occurs during reception and a report is printed out.

- The received file is not of a format supported by this machine.

Data is sent from an email client on a PC to the Fax machine, but the reception has failed.

- Is the TIFF format used supported by this Internet Fax?
- If only a text has been sent, it will not be printed out unless the TEXT PRINT setting is ON.
- Some email clients send email using unusual formats which this fax machine cannot receive.

The fax machine prints out a large number of meaningless characters.

- It may be printing out a file format that the machine cannot decode. If this occurs, ask the sender to resend the fax using TEXT only format.

Communication errors occur, and service code F078 is given each time.

- The POP server password or user ID may be wrong, causing the server to return authentication errors.

Can PDF files be received?

- PDF files can be sent but cannot be received.

Authentication - Unable To Send Global E-mails

Symptom

The machine can receive emails from both inside a local network, and globally from outside a local network. It can send emails to anyone on the local network, but it cannot send emails to anyone outside the local network.

Cause

If all of the parameters on the T.37 have been configured properly, the problem may be that the mail server requires “authentication” as most mail servers can be configured to require authentication. If this is enabled on the mail server, it will prevent the machine from sending any global email, since the Oki T.37 card does not currently support this feature.

Resolution

Any changes to allow the machine to send global emails would have to be made at the mail server itself. The network administrator needs to configure the mail server not to require authentication from the IP address the machine has been assigned. The administrator may not want to do this for security reasons, but it is the only method available that allows the machine to send emails outside of the local LAN.

Additional Info

Many networks today use Microsoft Exchange as their mail server, with authentication enabled. Microsoft does have a white paper (Q255125) on their web site that explains how to

exempt one IP address from requiring authentication. It can be found by doing a search of Microsoft's Knowledge Base at <http://www.microsoft.com>.

Specifications

Category	Specifications
Type/compatibility	Desktop ITU-T G3 transceiver
Applicable network	PSTN, PBX, LAN, T.37
Transmission Speed	Up to 33,600 BPS Automatic fall back
Communications	Half duplex
Coding scheme	MH/MR/MMR
Horizontal resolution	300dpi TX/RX, 600dpi TX (interpolation)
Vertical resolution	3.85 line/mm (standard) 7.7 line/mm (fine) 15.4 line/mm (ex. fine; TX and copy) 300 dpi 600 dpi TX (interpolation)
Halftone transmission	64 shades of gray
Document size	A4, A5, letter or legal size
Recording paper	Plain paper, A4, letter or legal size
Effective scan width	8.03" (204 mm)
Weight	28.66 lbs (13 kg) approx. (excluding paper)
Display	2 rows of 20 characters, LCD panel
Dimensions	Approx. 13" / 330 mm (W) x 16.9" / 430 mm (D) x 9.6" / 245 mm (H) (excluding document tray and document stacker)
Power	AC120V \pm 10% VAC, 50/60 Hz \pm 2%

Category	Specifications
Operating conditions	Relative humidity 20%-80% (non-condensing) Temperature 50°F/10°C to 89.6°F / 32°C
Document feed	30 pages maximum (20 lbs / 75g/m ² at Letter / A4 size)

Note: Horizontal resolution of 300 dpi is used if the remote fax machine also uses 300 dpi. Also, 300 dpi is used if EX.FINE is selected for copying.

Part Numbers

Consumables

Part Number	Description
52106701	Toner Cartridge Kit, Type 5 TL
56116901	Image Drum Kit, Type 5 (F)
41261301	Sheet: One Touch (1-40, Both Levels)

Options

Part Number	Description
40755302	2 MB Memory Expansion Kit
40755312	4 MB Memory Expansion Kit
40755322	8 MB Memory Expansion Kit
70029401	2nd Paper Tray Kit (UST-550)
70031801	Handset

For the latest product and technical support information, visit the Oki Data website:

<http://www.okidata.com>

Warranty, Regulatory, and Safety Information

Limited Warranty: U.S. & Canada

Oki Data Americas, Inc. (Oki Data) warrants this OKIFAX to be free from defect in material and workmanship and will remedy any such defect according to the terms of this Limited Warranty. This Limited Warranty extends to the original purchaser only and does not extend to consumable items.

Oki Data will, for a period of ninety (90) days from the date of purchase, repair (or replace at its option) on site at the original purchaser's facility and without charge any defective component(s) of the OKIFAX, provided that this warranty service is performed by an authorized OKIFAX service center or authorized third-party service organization. From expiration of the ninety (90) day parts and labor warranty until one (1) year from the date of purchase (five [5] years in the case of the LED imaging array), Oki Data will provide replacements for defective components at no charge provided that this warranty service is performed at an authorized OKIFAX service center or authorized third-party service organization.

To make request or claim for service under the ninety (90) day parts and labor coverage of this Limited Warranty, contact your

OKIFAX Authorized Dealer, authorized third-party service provider, or Oki Data.

To make request or claim for service under the parts-only portion of this Limited Warranty the original purchaser must return the Oki Data product, shipping prepaid, in the original shipping container or equivalent, to Oki Data or an authorized OKIFAX service center and assume the risk of loss or damage in transit. A written receipt for the product, showing the date of purchase, dealer's name, and serial number of the OKIFAX facsimile machine, must accompany any request or claim for work to be performed under this Limited Warranty.

This Limited Warranty shall not apply if the product has been damaged due to abuse, misuse, misapplication, accident, or as a result of service or modification by any other than an authorized OKIFAX service center.

THERE ARE NO EXPRESS WARRANTIES OTHER THAN THOSE ON THE FACE HEREOF AND DESCRIBED ABOVE. NO WARRANTIES WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, SHALL EXTEND BEYOND THE RESPECTIVE WARRANTY PERIOD DESCRIBED ABOVE. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

OKI DATA SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL

DAMAGES OR LOSS ARISING FROM THE USE OF THIS PRODUCT. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion may not apply to you.

Additional information on obtaining service under this Limited Warranty is available by contacting the OKIFAX dealer from whom the product was purchased, by contacting Oki Data directly at 1-800-654-3282 [1-800-OKI-DATA] (U.S. and Canada, English only) or at 1-856-222-5276 (Spanish only), or by contacting one of the listed service locations.

This Limited Warranty applies to all OKIFAX. However, the procedure for obtaining service may vary outside the continental United States. Contact your OKIFAX dealer for such warranty service information.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Service and Support: U.S. & Canada

Oki Data is firmly committed to the satisfaction of our customers. If you have a problem that your customer documentation cannot solve, contact the listed sources for service or support.

Oki Data Service Providers: U.S. & Canada

For the most comprehensive, up-to-date listing of Oki Data authorized Service Centers in the United States and Canada:

In the U.S. go to www.okidata.com and click Dealer Locator.

In the U.S. and Canada, call 1-800-654-3282 (1-800-OKI-DATA).

Oki Data Contact Locations: U.S. & Canada

United States

Oki Data Americas, Inc.
2020 Bishops Gate Blvd.
Mt. Laurel, NJ 08054
Phone: 1-800-654-3282
Fax: 1-856-222-5247

Canada

Oki Data Americas, Inc.
2735 Matheson Blvd. East, Unit 1
Mississauga, Ontario
Canada L4W 4M8
Phone: 1-800-654-3282
Fax: 1-905-238-4421

Sales and Service Dealers: U.S. & Canada

Consult the store location where you purchased your machine, or contact Oki Data for the location of the nearest Authorized Oki Data Service Dealer.

Prices and minimum charges may vary.

Proof of purchase is required for warranty work. Be sure to retain your purchase documents.

Telephone Support

1-800-654-3282 (1-800-OKI-DATA)

Toll Free in the U.S. and Canada

Automated Attendant

For quick answers to commonly-asked questions, the Automated Attendant is available 24 hours a day, 7 days a week. The system can provide immediate assistance with:

- Basic operating procedures
- Sales and service referrals
- Parts and consumable referrals
- Product information

Customer Support Professionals

Customer Support Professionals are available 24 hours a day, 7 days a week. Please be sure that you are calling from a telephone close to your machine so you can describe your problem accurately.

Our Customer Support Professionals are trained on all current OKI products. They can answer your questions regarding:

- Locations of sales and service dealers
- Installation of your machine
- Usage/normal maintenance of your machine
- Error message interpretation/solutions
- Parts and supplies identification

- Consumer relations

Note: Customer Support Representatives are not trained to provide assistance with the use of commercial software packages. Please consult your software user's manual for times and availability of their support.

Material Safety Data Sheet

MSDS#58093701

Product Identification and Use

OKIFAX 5680 Black Toner, P/N 52106701

For more information, contact Oki Data at 2000 Bishops Gate Blvd., Mount Laurel, NJ, 08054-4620.

Emergency Information: Call 1-800-654-3282; US & Canada Only

Hazardous Ingredients

**Styrene-Butyl Acrylate Copolymer
(91% by weight)**

CAS# 25767-47-9

OSHA TWA 15 mg/m³ for total dust

ACGIH TLV 10 mg/m³ for total dust

Carbon Black (5-7% by weight)

CAS# 1333-86-4

OSHA TWA 3.5 mg/m³

ACGIH TLV 3.5 mg/m³

Polypropylene (less than 3% by weight)

CAS# 9003-07-0

OSHA TWA 15 mg/m³ for total dust

ACGIH TLV 10 mg/m³ for total dust

**Amorphous Fumed Silica
(less than 1% by weight)**

CAS# 67762-90-7

OSHA PEL 15.0 mg/m³ for total dust

ACGIH TLV 10.0 mg/m³ for total dust

*Note: This product is not regulated under Section 313 of SARA,
Title III.*

Physical Data

Physical State: Solid

Melting/Freezing Point: 230°F (110°C) / Not available

Boiling Point: Not applicable

PH: Not available

Vapor Pressure: Not applicable

Vapor Density (Air=1): Not available

Evaporation Rate (Butyl Acetate=1): Not available

Specific Gravity (H₂O=1): 1.15

Solubility in water: Negligible

Solubility in solvents: Not available

Coefficient of water/oil Distribution: Not available

Appearance and odor: Black granules, no odor

Odor Threshold: Not available

Fire and Explosion Hazard Data

Flammability: Not flammable under conditions of use.

Extinguishing Media: In case of fire, use extinguishing media (water spray, CO₂, foam, dry chemicals). When in a machine, treat as an electrical fire.

Flash Point (°C): Not applicable

Lower Explosive Limit: 60 g/m³

Upper Explosive Limit: Not applicable

Auto-ignition Temperature: Not applicable

Hazardous Combustion Products: Not applicable

Explosion Data

Like most organic materials in powder form, it can form explosive mixtures when dispersed in air.

Sensitivity to Mechanical Impact: Not available

Sensitivity to Static Discharge: Not available

Reactivity Data

Stability: Stable

Conditions to Avoid: Not available

Polymerization: Will not occur

Hazardous Decomposition Products: Thermal decomposition may result in release of oxides of carbon and nitrogen.

Incompatibility: Avoid exposure to strong oxidizers

Toxicological Properties

Routes of Entry: Inhalation, Ingestion, Eyes, Skin

Effects of Acute Exposure:

LD50: Not Available

LC50: Not Available

Effects of Chronic Exposure: Not Available

Exposure Limits: See Hazardous Ingredients section

Irritancy: Not Available

Sensitization: Not Available

Carcinogenicity

IARC

Carbon Black: Group 2B. "Possible Carcinogen"

Polypropylene: Group 3. Not Classifiable.

Amorphous Fumed Silica: Group 3. Not Classifiable.

NTP: No components are listed

OSHA: No components are listed

Reproductive Toxicity: Not Available

Teratogenicity: Not Available

Mutagenicity: Ames Assay: Negative

Name of Toxicologically Synergistic products: Not Available

Preventive Measures

Personal Protective Equipment

Respiratory Protection: Not normally required. For large spills, use dust respirator during cleanup.

Protective Gloves and/or Eye Protection: Not normally required. For large spills, use rubber gloves and safety goggles during cleanup.

Engineering Controls

Ventilation: Outside of normal ventilation, not normally required.

Other Protective Equipment and/or Hygienic Practices:
None

Spill Cleanup

Small Spills

1. Remove sources of ignition.

2. Clean up spill with a wet (cold water) cloth.

Large Spills

1. Remove sources of ignition.
2. Keep unnecessary and unprotected personnel away from area.
3. Wear protective gear: respirator, rubber gloves, goggles.
4. Vacuum the spill, then wipe up remainder with a wet (cold water) cloth.
5. Place waste material in a closed container.

Waste Disposal

- Prevent release of material into natural waters and sewers.
- Follow appropriate federal, state and local regulations.

Precautions for Handling or Storage: Protect from the sun. Store in a cool room, under 104oF (40oC)

Special Shipping Information: Non hazardous. Handle container carefully to avoid shock. Do not drop. Keep dry.

Emergency First Aid Procedures

Toner swallowed (ingested).

Immediately seek medical attention. Never give anything by mouth to an unconscious person. If possible, rinse out mouth and give one or two glasses of water or milk to drink.

Toner inhaled.

Remove person to fresh air. Seek medical attention.

Toner gets in the eyes.

Flush eyes with large quantities of cool water for 15 minutes, keeping the eyelids open with fingers. If necessary, seek medical attention.

Toner gets on the skin.

Wash toner off the skin with plenty of cool water and soap. If necessary, seek medical attention.

Note: Small amounts of toner on skin or clothing can easily be removed with soap and cold water. Hot water makes toner harder to remove.

Preparation Date of MSDS

Date: March 1, 2003

Prepared by:

Oki Data Americas, Inc.
Engineering Services Department
2000 Bishops Gate Blvd.
Mt. Laurel, NJ 08054-4620
Tel: (856) 235-2600
FAX: (856) 222-5320
<http://www.okidata.com>
my.okidata.com

Safety Information

Installation Hints

- Install your machine in a dust-free location away from direct sunlight.
- Do not plug your machine into a power source shared by equipment which produces electrical noise (i.e., air conditioners, etc.).
- Leave electronic adjustments to authorized service personnel.
- The LINE terminal connects your fax machine to a standard telephone line. To avoid damage to your telephone system or to the machine, do not plug your fax machine into anything other than a standard RJ-11C jack.
- Your machine is intended to be grounded electrically and is equipped with a three-wire grounded power cord. For your safety, do not attempt to defeat your power cord's grounding plug.
- The power outlet should be located near the equipment and should be easily accessible.
- The TEL port on the back of the unit is only suitable for 2-wire devices. Not all standard telephones will respond to incoming ringing when connected to an extension socket.
- This equipment may not necessarily provide for the effective hand-over of a call from a telephone connected to the same line.

Operation and Maintenance

- Use a dry cloth to clean the control panel and the main body of the unit.
- Aside from replacing the toner and image drum cartridge, do not disassemble or attempt to service this unit yourself. Refer to a qualified technician for service.
- Disconnect the power cord before trying to remove any objects that may have fallen into the machine.
- When relocating your machine, always disconnect the telephone line before disconnecting the power cord, then reconnect the power cord first.
- This unit is not intended to be used in parallel with any other telephone devices.
- If anything happens that indicates that the machine is not working properly or has been damaged, unplug it immediately and follow the instructions in "Service and Support" to have your machine serviced.
- These are some of the things to look for:
 - The power cord or plug is frayed or damaged.
 - Liquid has been spilled into the printer, or it has been exposed to water.
 - The machine has been dropped, or the cabinet is damaged.
 - The machine does not function properly when you're following the operating instructions.

Toner Cartridge & Image Drum Handling

- Leave unused toner cartridges and image drum units in their packages until needed. When replacing a toner cartridge or image unit, re-use the packaging to dispose of the old toner cartridge or image drum unit. Be sure to dispose of it in an environmentally sound manner.
- Do not expose these components to light for more than five minutes. Never expose the green drum (inside the image drum unit) to direct sunlight.
- Always hold the image drum unit by the ends—never by the middle. Never touch the surface of the green drum inside the image drum unit.
- Exercise care when removing the toner cartridge. Do not let it touch your clothing or porous materials. The toner powder causes permanent stains.
- Small amounts of toner spilled on skin or clothing can be readily removed with soap and cold water. Using heated water will make removing the stain much more difficult.

Regulatory Information

Energy Star®

As an Energy Star Partner, Oki Data has determined that this product meets the Energy Star guidelines for energy efficiency.



Year 2000 Compliance

This product is Year 2000 Compliant. It contains information technology that accurately processes date and time data between the years 1999 and 2000, and carries no issue for the September 9, 1999 (9999) programming concern. This product, when used in combination with products purchased from other manufacturers, whose products properly exchange data and time information, will accurately process the date and time.

Federal Communications Commission

(FCC)Administrative Council for Terminal Attachment (ACTA) Requirements for End Users

This device has been approved for a registration number by the Administrative Council for Terminal Attachment (ACTA), under Part 68 and ACTA rules and regulations for direct connection to the telephone lines. In order to comply with these rules, the following instructions must be carefully read and applicable portions followed completely.

1. This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company
2. The following USOC jacks may be used with this equipment: RJ11C.
3. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.
4. The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a

telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

5. If the equipment causes harm to the telephone network, the telephone company will notify you in advance. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
6. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make the necessary modifications to maintain uninterrupted service.
7. If trouble is experienced with this equipment, please contact the following for repair and/or warranty information:
Oki Data Americas, Inc.
2020 Bishops Gate Blvd
Mount Laurel, N.J. 08054
Telephone:(856) 235-2600 or
(800)-OKI-DATA (800-654-3282)

If the trouble is causing harm to the telephone network, the telephone company may request that you remove the equipment from the network until the problem is resolved.

8. This equipment contains no user serviceable parts. Please contact Oki Data for service.
9. This equipment cannot be used on public coin service provided by the telephone company. Connection to Party Line Service is subject to state tariffs. Contact your state Public Utility Commission, Public Service Commission, or Corporate Commission for information.
10. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this facsimile machine does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.
11. This equipment is hearing-aid compatible.

FCC Telephone Consumer Protection Act

The Federal Communications Commission Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. The

telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

To comply with this law, you must enter the following information in your fax unit:

- Date and time: see the Installation section of this document for instructions on doing this.
- Name and telephone number which identify the source of your fax transmission: see the User's Handbook for instructions on doing this.

FCC Radio Frequency Interference Statements

120-Volt Models

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Plug the unit into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio television technician for help.

A properly shielded interface cable must be used in order to ensure compliance of this equipment with FCC regulations.

Changes or modifications not expressly approved by Oki Data may void your authority to operate this device.

230/240-Volt Models

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

It is the responsibility of the user to obtain the required shielded cable in order to ensure compliance of this equipment with FCC regulations.

Changes or modifications not expressly approved by Oki Data may void your authority to operate this device.

Industry Canada (IC)

Requirements for End Users

“This product meets the applicable Industry Canada technical specifications.”

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company’s inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and

internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

- Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

"The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five."

IC Radio Interference Statements

120-Volt Models

This OKI apparatus complies with Class B limits for radio interference as specified in the Industry Canada Radio Interference Regulations.

230/240-Volt Models

This OKI apparatus complies with the Class A limits for radio interference as specified in the Industry Canada Radio Interference Regulations.

European Union Council of the European Communities

Statements for 230/240-Volt Models

Electromagnetic Conformance Statement

This product complies with the requirements of the Council Directive 89/336/EEC on the approximation of the laws of the member states relating to electromagnetic compatibility.

Safety Conformance Statement

This product is in conformity with Directive 73/23/EEC on the harmonization of the laws of Member States relating to electrical equipment designed for use within certain voltage limits.

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