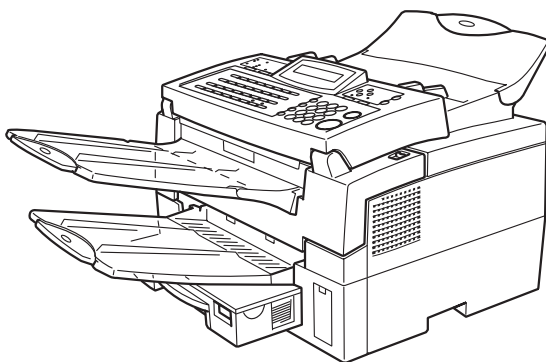




# FAX2050L

Operator Instruction Manuals

FAX2050L BASIC  
FAX2050L ADVANCED



**RICOH**<sup>®</sup>

Five Dedrick Place • West Caldwell, NJ 07006  
973-882-2000

Read this manual carefully before you use this product and keep it handy for future reference. For safety, please follow the instructions in this manual.



# **FAX2050L**

## **Basic Features**



## Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Advanced Features manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

### Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

### Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

### Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

### Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

### Power Source:

115V, 60Hz

Please be sure to connect the power cord to a power source as above. For details about power source, see Chapter 10, "Connecting the Power and Switching On" in the Advanced Features manual.

### Declaration of Conformity

Product Name: Facsimile

Model Number: FAX2050L

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

## USA

### ❖ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

### ❖ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

## CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. 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 coordinated by a representative 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 disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

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

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

**I** means **POWER ON**.

**O** means **POWER OFF**.

# How to Read This Manual

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## How to Read This Manual

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### Symbols

---

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Advanced Features manual.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Advanced Features manual.

\* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[    ]

Keys built into the machine's operation panel.

# TABLE OF CONTENTS

<b>Manuals for this machine</b> .....	<b>1</b>
Basic Features (This Manual) .....	1
Advanced Features .....	1

## 1. Introduction

---

<b>Part Names</b> .....	<b>3</b>
<b>Operation Panel</b> .....	<b>5</b>
<b>Symbols and Conventions Used in This Manual</b> .....	<b>7</b>

## 2. Faxing

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<b>Types of Transmission</b> .....	<b>9</b>
<b>Suitable Document Types</b> .....	<b>10</b>
<b>Memory Transmission and Immediate Transmission</b> .....	<b>11</b>
Memory Transmission .....	11
Canceling a Memory Transmission .....	14
Immediate Transmission .....	15
Canceling an Immediate Transmission .....	15
<b>Very Fine Detail Faxing</b> .....	<b>16</b>
Resolution and Shading .....	16
<b>Reception Modes</b> .....	<b>17</b>
Switching Between Fax and Telephone Mode .....	17

## 3. Setup

---

<b>Initial Settings and Adjustments</b> .....	<b>19</b>
Initial Settings (Function 61).....	19
<b>Storing and Editing Fax Numbers (Functions 31 &amp; 32)</b> .....	<b>22</b>
Storing, Editing and Erasing Quick Dial Numbers (Function 31) .....	22
Quick Dial Label .....	23
Storing, Editing and Erasing Speed Dial Numbers (Function 32) .....	23
<b>Storing and Editing a Group of Fax Numbers (Function 33)</b> .....	<b>25</b>
Erasing Groups .....	27
Programming the Group Key .....	28
<b>Entering Characters</b> .....	<b>29</b>
Entering Symbols .....	29
Wild Cards.....	29



# 4. Troubleshooting

---

- Loading Paper in the Main Cassette..... 31**
- Adjusting the Volume and Sounds the Machine Makes (Function 92)... 34**
- If an Indicator Lights on the Operation Panel..... 36**
- Communication Problems..... 37**
- Clearing a Document Jam ..... 38**
- Clearing a Copy, Fax, or Print Jam ..... 39**
  - Main Machine..... 39
  - Cassette Entrance..... 41
  - Upper Rear Unit ..... 42
- Error Messages..... 44**
- Solutions to Common Problems..... 46**
- INDEX..... 50**



# Manuals for this machine

There are the Basic Features manual and the Advanced Features manual for this machine. Please consult the manual that suits your needs.

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## Basic Features (This Manual)

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The Basic Features manual explains the most frequently used fax functions and operations.

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## Advanced Features

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The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

### ❖ Chapter 1 Advanced Transmission Features

Explains about sending at a specific time without having to be by the machine and also taking advantage of off-peak telephone line charges.

### ❖ Chapter 2 Communication Information

Explains about erasing a fax message stored in memory and checking the contents of any files in memory.

### ❖ Chapter 3 Transmission Features

Explains about useful features for transmission. You can find out about dialing numbers easily.

### ❖ Chapter 4 Reception Features

Explains about reception features. You can find out about receiving messages in telephone mode, and printing with the Reverse Order Printing function for easier document distribution.

### ❖ Chapter 5 Copying

Read this chapter when you would like to know about copying operations and functions.

### ❖ Chapter 6 Facsimile User Tools

Explains about programming frequently used functions for Quick Dial Key and User Function Key.

### ❖ Chapter 7 Key Operator Settings

Explains about functions the key operator handles. You can find out about setting up the phone line type, and how to store the Memory Locked ID and the Confidential ID.

❖ **Chapter 8 Troubleshooting**

Explains about clearing a Jam in the optional second cassette, and reading error reports. When these reports are printed out, check the report and take the appropriate action.

❖ **Chapter 9 Maintaining Your Machine**

Explains about loading paper in the optional multipurpose feeder, cleaning the rollers and scanner and so on.

❖ **Chapter 10 Installation**

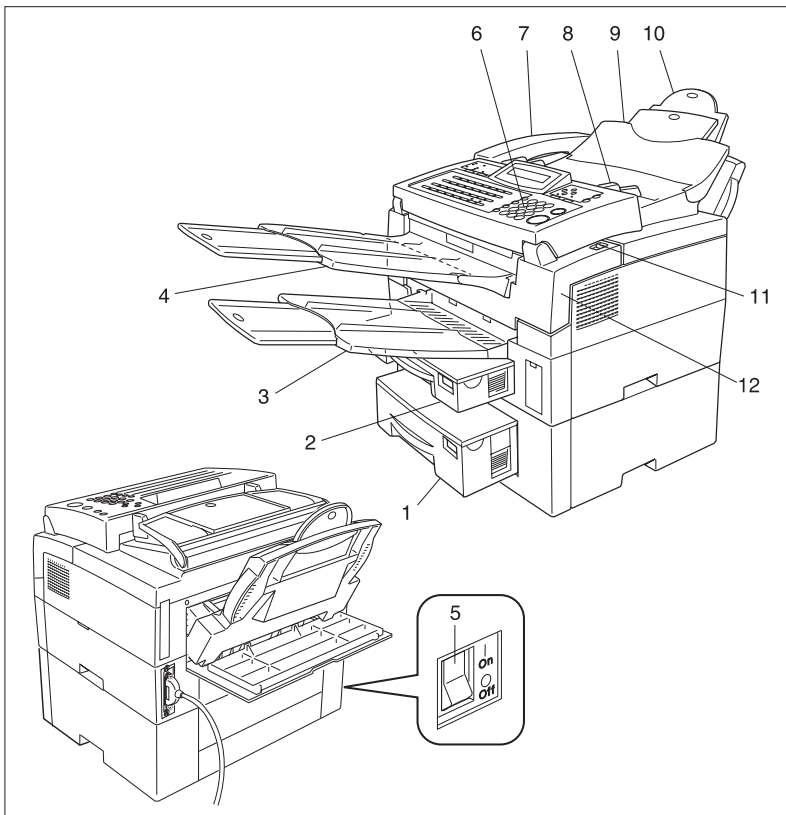
Explains about the machine environment and installation.

❖ **Chapter 11 Appendix**

You can check the different options and specifications for this machine.

# 1. Introduction

## Part Names



### 1. Second Paper Cassette (Option)

The optional Second paper cassette holds more paper.

### 2. Main Paper Cassette

The main paper cassette holds copy paper.

### 3. Print Delivery Tray

Copies, incoming faxes, and prints are delivered here.

### 4. Document Delivery Tray

Scanned documents are stacked on the document delivery tray.

### **5. Main Switch**

The main switch turns your machine on and off.

### **6. Operation Panel**

Key panel for operating the machine.

### **7. Handset (Option)**

### **8. Document Guide**

Match the document guide to the size of your original documents.

### **9. Document Table**

Document table holds up to 30 sheets which are fed one at a time. Place your original documents here.

### **10. Multi-purpose Feeder (Option)**

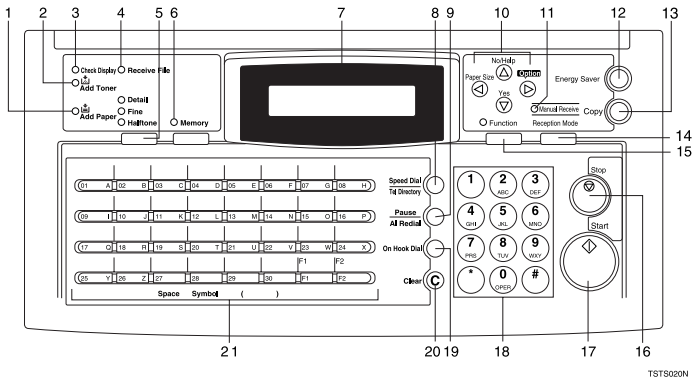
Multi-purpose Feeder can be loaded with various kinds of printable media.

### **11. Front Cover Release Lever**

Pull this catch to release the front cover.

### **12. Front Cover**

# Operation Panel



## 1. Add Paper indicator

Lights when a cassette is empty.

## 2. Add Toner indicator

Blinks when toner is about to run out and lights continuously when toner has run out.

## 3. Check Display indicator

The **Check Display** indicator lights to tell you to read the display.

## 4. Receive File indicator

The **Receive File** indicator lights when an incoming message was received into memory. Blinks when confidential reception file or memory lock file is stored in the memory. (see P.36 "If an Indicator Lights on the Operation Panel").

## 5. [Resolution] key.

The Resolution/HalfTone is indicated by these three indicators and can be changed by the **[Resolution]** key. When the Indicator is not lit, Standard is selected.

## 6. Memory key/ indicator

When the **Memory** indicator is on, then memory transmission is in effect, if it is off, immediate transmission is in effect. Switch between the two with the **[Memory]** key.

## 7. Control Panel Display

The Liquid Crystal Display guides you through tasks and informs you of the state of the machine. Messages appear here. The display consists of two 20-character lines.

## 8. [Speed Dial/Tel Directory] key

Press the **[Speed Dial/Tel Directory]** key using Speed Dial or the Telephone Directory Feature.

## 9. [Pause/All Redial] key

The **[Pause/All Redial]** key inserts a pause when you are dialing or storing a fax number. Or, press the key to redial the last number dialed. (The redial feature does not work once you have started dialing a new number.)

## 10. Arrow keys

▼ **[Yes]** accept

▲ **[No]** reject/ **[Help]** Print help list

◀ scroll left/ **[Paper Size]** The paper size selection screen for each cassette will appear.

▶ scroll right/ **[Option]** Press to access the options.

**11. Manual Receive indicator.**

Lights when the reception mode is Telephone.

**12. [Energy Saver] key**

Hold the button a few seconds to start or end the energy saver mode.

**13. [Copy] key**

Press this to copy the document now in the feeder.

**14. [Reception Mode] key**

Press this to select the reception mode (Tel or Fax).

**15. [Function] key**

Press the [Function] key and enter a two digit code to access functions 11 to 53. (For Functions 61 to 95, enter 6, and then the access code.)

**16. [Stop] key**

Press the [Stop] key to stop a transmission or a document scanning, and a reception or to stop a long copy run. The machine will print out the sheet being printed and then stop.

**17. [Start] key**

Press the [Start] key to start all tasks.

**18. Ten key pad**

Use the ten key pad (sometimes called the ten keys) to dial fax numbers, to enter the numbers of copies, etc.

**19. [On Hook Dial] key**

Press the [On Hook Dial] key to dial a phone call from the keypad without having to lift the phone or handset off the hook (phone or handset option needed).

**20. [Clear] key**

Press the [Clear] key to erase the last character or digit entered, or use the left and right arrow keys to move the cursor and then press Clear to erase whatever is at the cursor.

**21. [Quick Dial] keys/ [User Function] keys.**

There are 30 Quick Dial keys. Use them to store individual fax numbers (see P.22 "Storing and Editing Fax Numbers (Functions 31 & 32)") or groups (see P.25 "Storing and Editing a Group of Fax Numbers (Function 33)"). You can also use these keys to enter characters (see P.29 "Entering Characters"). In addition you can register Quick Dial 29 as the Dial Option key (see Chapter 3, "Assigning the Dial Option key" in the Advanced Features manual.) You can also use Quick Dial 30 as a Group key (see P.28 "Programming the Group Key").

You can store a combination of settings that you use frequently in the two User Function keys (F1, F2). When you press a User Function key, it lights to show you that it is selected.



# Symbols and Conventions Used in This Manual

## ❖ Documents:

A document is anything you put on the feed table of your machine whether you are faxing it or copying it.

## ❖ Prints:

A print is anything that comes out of the machine: a fax message you received or a copy you made.

## ❖ Procedures:

Procedures are described step by step. Perform them in order. When you see a display, it always shows what comes after performing the step it accompanies. Other illustrations accompanying steps help you find the right key, or show you how to perform the step.

**1** This is a step in a procedure.



```
THIS CORRESPONDS TO  
THE LCD DISPLAY.
```

1

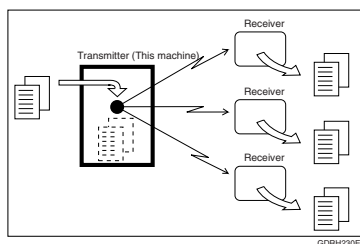
# 2. Faxing

## Types of Transmission

There are two types of transmission.

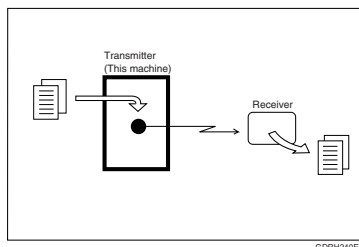
### ❖ Memory Transmission

When a fax message is stored in memory, then transmission starts automatically. It is convenient when you would like to take documents back in a hurry. You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.



### ❖ Immediate Transmission

The machine dials immediately, and transmits the fax while scanning. It is convenient when you would like to check whether you have successfully connected with the other party's fax machine. A fax message is not stored in memory.



### ⚠ Important

- ❑ If there is a power failure, the power switch is turned off, or the plug is pulled out for more than 6 hours (1 hour when the optional memory card is installed), all files stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted files. See Chapter 8, "Power Failure Report" in the Advanced Features manual.

## Suitable Document Types

Do not place damaged pages in the automatic document feeder.

- If pages are curled or dog eared, flatten them.
- If pages are stuck together, shuffle the stack.
- If pages are folded, torn, or patched together, make copies.
- If pages have binding files, trim the edges or make copies.

### Important

Do not place originals that contain the following materials in the document feeder ;

- Crayon
- Paint
- Charcoal, soft pencil
- Glue
- Thermal paper
- Clips
- OHP Sheets, vinyl-coated paper
- Waxed paper
- Carbon paper
- Silicone oil

### Note

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

- Clearly Written  
Small, faint characters may not be transmitted clearly.
- Uniform Page Size  
Do not use different size documents in the same transmission.

# Memory Transmission and Immediate Transmission

There are two ways to send a fax message.

- Memory Transmission
- Immediate Transmission

## Memory Transmission

A Memory Transmission is convenient because:

- Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting too long).
- While your fax message is being sent, another user can operate the machine (people will not have to wait by the fax machine too long).
- You can send the same message to more than one place with the same operation.
- There are two kinds of Memory Transmission: Parallel and Normal. Parallel Memory Transmission is the default.

### Note

- If your document gets stuck while it is being processed, press the **[Stop]** key, and turn to P.38 "Clearing a Document Jam" for instructions on how to safely remove the original.

- 1 Make sure that the machine is in standby mode for faxing.**

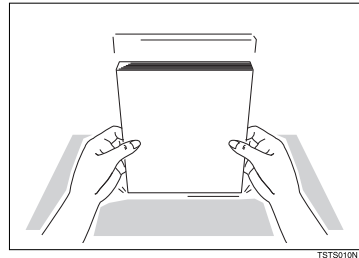
The display should look like this:

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

### Note

- If the display is blank, press the Energy Saver key to exit Energy Saving mode.

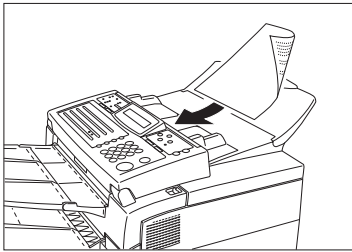
- 2 Fan your document stack (at most 30 pages: 20 lb) to make sure all pages are loose, then square it.**



### Note

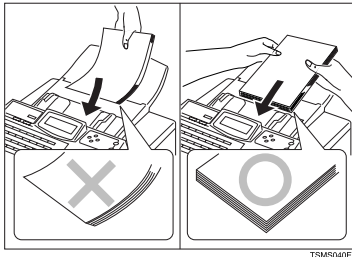
- All pages in your document must be one-sided and be of the same size.

- 3** Insert the document face down into the feeder until the machine beeps. Then adjust the guides to match the width of the document.

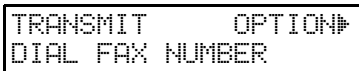


**Note**

- You can dial before you set the document. Place the document after you dial the number and go to step 7.
- Please set your document straight in the feeder. If you set more than 15 sheets, make sure the ends of your document are not skewed.



- 4** The display will look like this:



- 5** If the Memory indicator is not lit, press the **[Memory]** key.

- 6** Dial the number in one of the following ways.



Ten Key Pad	Quick Dial
Speed Dial	Group
<p>Example: Speed Dial 10</p>	<p>Example:</p> <p>Method <sup>*1</sup> Quick Dial key 08.</p> <p>Method <sup>*2</sup> Quick Dial key 30 and 1 on the ten key pad.</p>

- <sup>\*1</sup> In this example Group Dial is programmed in Quick Dial 08.
- <sup>\*2</sup> In this example Quick Dial key 30 is programmed as the Group key, and Group dial number 1 is programmed.

**Note**

- If you install the handset or an external telephone, you can send the message manually. Pick up the handset and dial.
- If you want to erase a digit of the phone number, press the **[Clear]** key. If you want to erase the entire number, press the **[No]** key.
- The maximum destinations you can dial using the ten key pad is 68. However, this limitation is also subject to memory capacity.

### Reference

Programming Quick Dial: see P.22 "Storing and Editing Fax Numbers (Functions 31 & 32)".

Programming Speed Dial: see P.22 "Storing and Editing Fax Numbers (Functions 31 & 32)".

Programming Group Dial: see P.25 "Storing and Editing a Group of Fax Numbers (Function 33)".

Programming Group key: see P.28 "Programming the Group Key".

### **7** Press the **[Yes]** key to enter another number.

```
TRANSMIT DIAL/START
DIAL NEXT FAX NUMBER
```

#### Note

- Repeat steps **6** and **7** until all destinations are entered.
- If you have only one destination, press the **[Start]** key.
- The machine stores your message and dials the first number (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

### Reference

Send Later: see Chapter 1, "Sending at a Specific Time (Send Later)" in the Advanced Features manual.

### **8** Press the **[Start]** key.

The machine will dial the destination's number.

```
5551234
SET DOC. OR DIAL NO.
```

#### Note

- If the other party's line is busy, your machine will redial. (See Chapter 3, "Redial" in the Advanced Features manual.)

```
READY 98% 10:04AM
SET DOC. OR DIAL NO.
```

- If the other party's fax machine answers, both machines will connect and your machine will send the message. Other party's OWN NAME or FAX NUMBER will appear on the upper line.
- If your line goes through a local switchboard (a PBX) remember to dial the exit code. Press the **[Pause]** key immediately after the code. If the number includes a country code, press the **[Pause]** key after the country code, then dial the rest of the number.

## Canceling a Memory Transmission

### Before start is pressed

- 1 Press the **[Stop]** key, or remove the document You have set.

### While the document is being scanned in

- 1 Press the **[Stop]** key.  
The fax message which has already been scanned in is cancelled.

### During Transmission

- 1 Press the **[Stop]** key during communication.

```
5551234
STOP & CLR FILE? Y/N
```

- 2 Then press the **[Yes]** key to cancel the transmission.

### While the message is awaiting transmission (Functions 21)

Every time you store a fax message in your machine's memory, a new file is created. Each file is given a number. This number appears on the File Reserve Report, Journal and Transmission Result Report. To see which files are currently in memory, you may print a file list.

- 1 Either :

To erase a fax message stored in memory

- 1 To erase a fax message stored in memory; press the **[Function]** **[2]** **[1]** and the **[Yes]** key.

```
FILE NO. ■■■ KPAD/↔
PRINT LIST ↵/SEARCH
```

- 2 Press **▶** to scroll through the messages.

You will see the display. A number or a label will appear on the lower line.

```
FILE NO. 027 Y/↔
5551234
```

#### Note

- Press **◀** to obtain a list of all the files and their number. If you already know the number of the file to erase, enter it directly from the ten key pad.

- 3 Press the **[Yes]** key.

```
FILE NO. 027 Y/N
CLEAR?
```

- 4 Press the **[Yes]** key again to erase the file.

- 5 Press the **[Function]** key.

#### Note

- To erase another file, go to step 2.



## Immediate Transmission

Immediate Transmission is convenient when:

- You wish to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

The machine dials immediately after you press the **[Start]** key (or at the specified time, if you used a time-delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

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

The display should look like this:

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

### Note

- The memory indicator should go out. If the memory indicator is lit, press the **[Memory]** key.

- 2 Place the entire document face down into the feeder.

```
TRANSMIT OPTION▶
DIAL FAX NUMBER
```

### Note

- No more than 30 pages.
- You can dial before you set the document. Place the document after you dial the number and go to step 3.

- 3 Dial.

```
TRANSMIT V/START
5551234
```

- 4 Press the **[Start]** key.

```
5551234
DIALING
```

The machine dials and connects to the other party. The number that you dialed and the other party's OWN NAME or FAX NUMBER is displayed.

## Canceling an Immediate Transmission

### Before start is pressed

- 1 Press the **[Stop]** key, or remove the document you have set.

### While dialing or during transmission

- 1 Press the **[Stop]** key.

However, the fax message which has already scanned in has transmitted.

Remove the document after it is canceled.

## Very Fine Detail Faxing

So that text, diagrams and images stand out clearly in your document, the machine automatically detects the image density (contrast) and makes a compensation.

However, if you need to send a document which requires optimum clarity, select the resolution setting appropriate to your needs.

You can select different settings for each page of your message. Simply change the settings for page 2 while page 1 is being scanned.

### **Note**

- Faxing at a higher resolution requires more time. Frequent use of high resolution could cause an increase in your phone bill, especially for long distance transmissions.

---

## Resolution and Shading

---

The resolution button gives you control over document quality. The indicators above the button show the current setting. Choose a setting that matches your document.

### ❖ **Standard:**

Standard quality. Use for most printed or typewritten documents. This is selected when the other resolution indicators are not lit.

### ❖ **Detail:**

High quality. Use for documents with small print or fine details.

### ❖ **Fine:**

Very high quality. Use this for high quality reproduction.

### ❖ **Halftone:**

Use this for optimum quality if your document contains photographs/diagrams with complex shading patterns or gray tones. If you choose this setting, resolution will automatically be Detail.

# Reception Modes

The machine can treat incoming fax messages and telephone calls in three ways.

## ❖ Auto mode

Use this mode if your line is shared by a fax machine and telephone. When a call comes in, the machine will ring a number of times to give you the chance to pick up the handset. If you do not pick up and the call is a fax message, the machine will go into fax mode and start receiving. You can choose the number of times the machine rings before taking the call by altering the Auto Ring time (See Chapter 7, "Setting the Auto Ring Time" in the Advanced Features manual).

## ❖ Fax mode

Use this mode if you have a dedicated fax line. The machine assumes all calls are fax messages. It will ring once to alert you of an incoming call, and then starts receiving.

## ❖ Telephone mode

Use this mode if your line is shared by a fax machine and a telephone, and if you wish to answer all calls yourself and decide whether they are fax messages or telephone calls. You must manually press the Start key to receive a fax.

The machine will ring continuously until you answer the call, so you have to be near the machine at all times.

The Manual Receive indicator is lit when the machine is in this mode.

## Switching Between Fax and Telephone Mode

The Manual Receive indicator is lit when the machine is in Telephone mode. To switch to a different mode, follow the steps below.

- 1 Press the **[Reception Mode]** key.

```
RECEIVE MODE  Y/◀▶
▶FAX TEL AUTO
```

- 2 Press the **◀** and **▶** key to select the mode you require.

```
RECEIVE MODE  Y/◀▶
FAX ▶TEL AUTO
```

- 3 Press the **[Yes]** key.

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```



## Initial Settings and Adjustments

Before you connect your machine to the telephone system, you must enter a few settings and make a few adjustments.

### ❖ Own Number :

The phone number used by your fax line.

### ❖ OWN NAME:

This should be your name or company name, in 20 characters or less. During a communication, if the other party's fax machine supports OWN NAME, then this replaces the FAX NUMBER following. The other party's name will appear on your display, and yours on theirs.

### ❖ FAX HEADER:

This must be the telephone number of the line your machine is connected to.

It will be printed on the header of every page you send. Required in the United States.

### ❖ FAX NUMBER:

This is your fax machine's phone number, which must include country and area codes. During any communication, your FAX NUMBER appears on their display. (Conversely their FAX NUMBER appears on your display.)

#### Note

- This function is not available in some areas.

#### Important

- The FAX NUMBER code is required by international law. You cannot legally connect a fax machine to the telephone system if the FAX NUMBER code is not programmed. Further, the FAX HEADER code and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.

#### Note

- When the PC Interface kit is installed, "OWN NAME" is displayed as "RTI", "FAX HEADER" is displayed as "TTI", and "FAX NUMBER" is displayed as "CSI".

---

## Initial Settings (Function 61)

---

During the course of this procedure you will have to enter letters and other characters.

Use the ten key pad for entering numbers. Use Quick Dial keys 1 to 26 for entering letters. Use the **[Yes]** key to accept a character. Use Quick Dial key 27 to enter spaces and Quick Dial key 28 to enter symbols. See P.29 "Entering Characters" for details.

If these settings have been made before, the messages on the display will not always match those shown here. The setting already entered will appear along with the word CHANGE?. In this case, press the **[Yes]** key to change the setting.

**1** Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**, and then press **[6]** **[1]** and the **[Yes]** key.



**2** Press the **[Yes]** key.



**3** Enter your phone number.



**Note**

The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code, then you must add a Pause, followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the United States; the codes to add are 011 and 1.

**4** Press the **[Yes]** key.

PROGRAMMED will flash on the display. The following display appears.



**5** Press **▶** until the following display is shown.



**6** Press the **[Yes]** key.



**7** Enter your office, company, or personal name, or any other appropriate identification. (Using the Quick Dial keys.)



**Reference**

See P.29 "Entering Characters".

**8** Press the **[Yes]** key.

PROGRAMMED will flash on the display. The following display appears.



**9** Press the **[Yes]** key.

The OWN NAME programmed in step 8 appears. You should keep it.



**Note**

If you wish to change it, press the **[Yes]** key and edit the FAX HEADER.



## Storing and Editing Fax Numbers (Functions 31 & 32)

You can store numbers that you often use in the machine's memory. A stored number will remain in memory even if the power is cut.

You can store numbers in two ways.

3

### ❖ Quick Dials

The number is assigned to its own key. To dial that number, just press the key. You can store up to 30 numbers in this way.

### ❖ Speed Dials

The number is given a two-digit code. To dial the number, press the **[Speed Dial]** key and enter the code. There are 50 Speed Dial codes available, numbered 00 to 49.

### Storing, Editing and Erasing Quick Dial Numbers (Function 31)

This procedure describes how to store and edit fax numbers in Quick Dial keys.

**1** Press **[Function]** **[3]** **[1]** and then the **[Yes]** key.

QUICK / Y/N  
PRINT LIST / SEARCH

#### Note

- To print a list of all Quick Dials and their contents, press the **[Left Arrow]** key, and the **[Yes]** key, and then the **[Start]** key.

**2** Select a Quick Dial in any one of the following ways:

- Press a Quick Dial key (e.g. press Quick Dial 01).

001 PROGRAM? Y/N

- Press the **[Right Arrow]** key until the Quick Dial you want appears on the display.

**3** Press the **[Yes]** key.

001 KPAD/Y/N

**4** Do one of the following:

- Enter the fax number you wish to store in this Quick Dial using the ten key pad. Then press the **[Yes]** key.

001 KPAD/Y/N  
212551234

- To clear the number, press **[No]**, and go to step **6**.

**5** Do one of the following:

- If you wish to enter or edit a label for this Quick Dial, press the **[Yes]** key.

001 PROGRAM LABEL? Y/N

- If you do not wish to give this number a label, press the **[No]** key and go to step **6**.



- 6** Enter or edit the label using the Quick Dial keys and the ten key pad. See P.29 "Entering Characters"

```
001          ABC Y/N
NEW YORK OFFICE■■■■■
```

- 7** Press the **[Yes]** key.

```
001          Y/↔
LABEL SET ON▶OFF
```

- 8** Press **◀** or **▶** to select whether the label for this Quick Dial will be printed on top of messages that you send to this destination.

- 9** Press the **[Yes]** key.

```
■■■          QUICK/↔
PRINTLIST↔/SEARCH▶
```

**Note**

- To print a Quick Dial list, press the **◀** key to select LIST, then press the **[Start]** key.
  - To print a Quick Dial label, choose LABEL, and then press the **[Start]** key.
- 10** You now have two choices:
- To store, edit or delete another Quick Dial, go to step **2**.
  - To finish, press **[Function]** key.

## Quick Dial Label

Use this function to print a sheet showing the contents of each Quick Dial and User Function key. The size of the sheet matches the dimensions of the keys.

The following items are printed depending on what is stored in each key:

- Fax number label
- Group Dial label
- Program label
- User Function key

## Storing, Editing and Erasing Speed Dial Numbers (Function 32)

This procedure describes how to store and edit fax numbers in Speed Dials.

- 1** Press **[Function]** **[3]** **[2]**, and then the **[Yes]** key.

```
■■■          KPAD/↔
PRINT LIST↔/SEARCH▶
```

**Note**

- To print a list of all Speed Dials and their contents, press the **◀** key, and then the **[Start]** key.
- 2** Select a Speed Dial in any one of the following ways:

- Enter the Speed Dial code on the ten key pad. (e.g. 01)

```
001 PROGRAM?    Y/↔
```

- Press the **▶** key until the Speed Dials you want appear on the display.



# Storing and Editing a Group of Fax Numbers (Function 33)

## ❖ Groups

If you often broadcast messages to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialed in sequence automatically.

You can register the following items in a Group:

- Destination fax numbers
- Group name (up to 20 characters)

You can enter destination numbers by Quick Dial keys, Speed Dials, or Ten keys.

### Note

- You can register up to 5 Groups.
- The combined maximum number of destinations you can register in all Groups is 129. This 129 can be composed of up to 30 Quick Dial numbers, 50 Speed Dial numbers and 49 numbers entered directly with the ten keys.
- The number of destinations that can be registered with the ten keys depends on how the machine is used. In theory you can register up to a combined maximum of 49 destinations with the ten keys for all groups. However, if you register 49 items with the ten keys, Memory Transmission becomes unavailable, only register up to 48 items with the ten keys.
- The maximum number of destinations you can register in a Group is 100.

- If you register the same destination more than once with a Speed Dial or Quick Dial in Groups, it is only counted as one item. However, if you register two or more identical destinations with the ten keys they will be counted as two or more items.
- If all destinations are different, you may not be able to store 100 destinations in a Group.
- It is recommended that you print the Group Dial list and keep it when you register or change destinations. See Chapter 6, "Reports You Can Print Out Yourself" in the Advanced Features manual.
- How to count numbers

	Registered items	Total Numbers
Group 1	Quick Dial: [01], [03], [05] Speed Dial: [01], [02], [10] Ten Key: 0312345678	10 numbers
Group 2	Quick Dial: [01], [05] Speed Dial: [01], [02], [08] Ten Key: 0312345678, 0451119999	

	Registered items	Total Numbers
Group1	Quick Dial: [01], [02], [03] Speed Dial: [01], [02], [03] Ten Key: 0312345678	14 numbers
Group2	Quick Dial: [04], [05] Speed Dial: [04], [05], [06] Ten Key: 0312345678, 0451119999	

This section describes how to program or edit a Group. You can also get a printout of numbers that are already stored. In this example we will program Group 1 into Quick Dial key 01.

- 1 Press **[Function] [3] [3]**, and then the **[Yes]** key.

```
GROUP  █  1-5/↔
PRINT LIST↔/SEARCH
```

- 2 Enter the number of the group you want to program or edit.

**Note**

- e.g. Group 1: Press **[1]**.
- To print a list, press the **◀** key and then the **[Start]** key.

- 3 Press the **[Yes]** key.

```
GROUP 1      Y/N
PROGRAM QUICK?
```

- 4 To program or edit a Quick Dial key for this group, press the **[Yes]** key.

**Note**

- If you do not program or edit, press the **[No]** key and go to step 6.

- 5 Press the Quick Dial key you wish to use for this group, **[01]** for example, and then press the **[Yes]** key.

**Note**

- If you want to free up the old Quick Dial key, press the **[No]** key, and then the **[Yes]** key.

```
GROUP 1      Y/N
PROGRAM LABEL?
```

- If a message like USED AS... flashes up, the key is already in use. Press a different key.

- 6 If you wish to give this group a name, press the **[Yes]** key.

```
GROUP 1      ABC
████████████████████████████████████████
```

**Note**

- If not, press the **[No]** key and go to step 6.

- 7 Enter or edit the name, and then press the **[Yes]** key.

How to enter characters, see P.29 "Entering Characters"

```
GROUP 1      KPAD/N
████████████████████████████████████████
```

**8** Enter a fax number. **Note**

- Enter a number in one of these ways.
  - Press a Quick Dial key.
  - Press the Speed Dial key followed by two digits.
  - Enter a number on the ten key pad.

**9** Press the **[Yes]** key. **Note**

- If **ALREADY PROGRAMMED** briefly flashes up on the display, either press the **[No]** key to keep the number and choose another number, or press the **[Yes]** key to clear.

**10** Press the **[No]** key to finish entering numbers in this group. **Note**

- To enter another number, go back to step **8**.

**11** Press the **[Function]** key. **Note**

- To work on another group, go to step **2**.

**Erasing Groups**

These steps describe how to erase single numbers from a group.

- 1** Press **[Function]** **[3]** **[3]**, and then the **[Yes]** key.

```
GROUP █ 1-5/↔
PRINT LIST ↵/SEARCH➡
```

- 2** Enter the group number using the ten key pad, then press the **[Yes]** key.

```
GROUP 1 Y/N
PROGRAM QUICK?
```

- 3** Press the **[No]** key.

```
GROUP QUICK/N
PROGRAM LABEL?
```

- 4** Press the **[No]** key.

```
GROUP 1 Y/N
CLEAR?
```

- 5** Press the **[Yes]** key.

```
GROUP 1 Y/N
CLEARED
```

- 6** Press the **[Function]** key.

 **Note**

- To delete another number, go to step **2**.



# Entering Characters

Use the ten key pad for entering numbers. Use Quick Dial keys 1 to 26 for entering letters, and Quick Dial key 27 for spaces and Quick Dial key 28 for other characters.

If at any time you make a mistake when entering a character or digit, press the **[Clear]** key to erase it. To correct a character or number already entered, use the ◀ and ▶ keys to reach the mistake, enter the new character, and press the **[Clear]** key to erase the mistaken character. If you press the **[No]** key, whole characters are erased.

---

## Entering Symbols

---

**1** Press the Quick Dial key **[28]**.

**2** Press ◀ or ▶ to scroll the symbols.

 **Note**

- You can enter the following symbols. & \$ ! " # % ' ( ) \* + , . / : ; [ ¥ ] ^ \_ - (space)

**3** Press the **[Yes]** key.

---

## Wild Cards

---

This feature greatly enhances the effectiveness of the following features:

- Authorized Reception
- Forwarding
- Specified Cassette Selection
- Memory Lock

In each of these features, you have to store the OWN NAME or FAX NUMBER of various terminals that you normally receive fax messages from. Then, when your machine detects an incoming call, it checks the OWN NAME or FAX NUMBER of the other terminal, and acts accordingly.

When you program OWN NAME's for these features, you can program wild cards to greatly expand the number of terminals that you can specify.

For example, if you wish to accept messages from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you do not have to store the OWN NAME of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the OWN NAMES of all XYZ branches contain an "XYZ" somewhere in the OWN NAME, messages coming in from them will be accepted, and sent on to head office.

 **Note**

- This feature cannot recognize spaces. If you store MAN as a wild card, and a terminal with an OWN NAME that includes MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the message.

 **Reference**

Authorized Reception: see Chapter 7, "Rejecting or Accepting Messages from specified senders (Authorized Reception)" in the Advanced Features manual.

Forwarding: see Chapter 7, "Forwarding" in the Advanced Features manual.

OWN NAME and FAX NUMBER: see P.19 "Initial Settings and Adjustments".

3



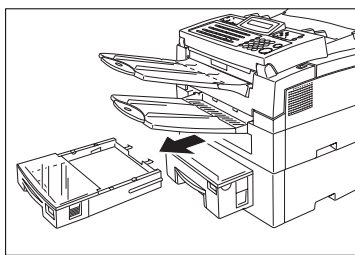
# 4. Troubleshooting

## Loading Paper in the Main Cassette

**1** Pull out the paper cassette and place it on a flat surface.

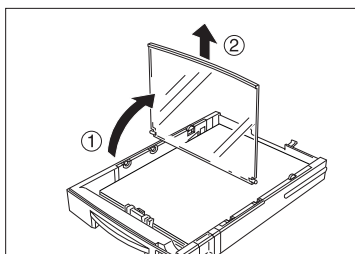
 **Note**

- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.



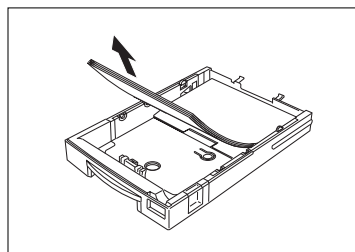
TSTC200E

**2** Lift up the cassette cover and remove it.



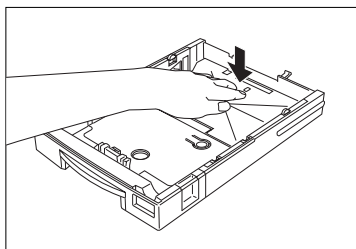
TSTC100N

**3** Remove any remaining paper.



TSTC270N

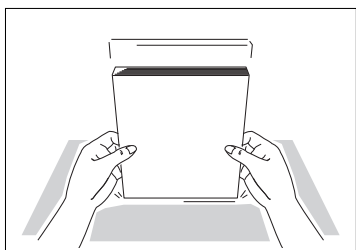
- 4** If the metal base plate is raised, push it firmly down until it locks into place.



TSTC050N

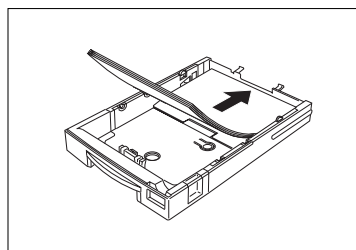
4

- 5** Prepare a stack of blank paper. For smoother operation, square the edges.



TSTS010N

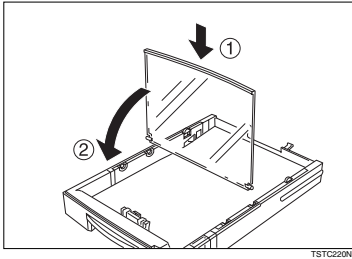
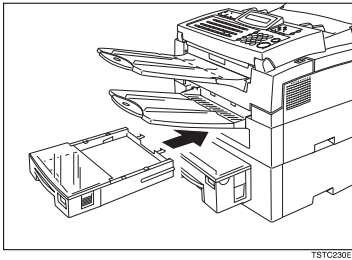
- 6** Load the paper into the cassette.



TSTC210N

**7** Replace the cassette cover.**Note**

- ❑ The frosted side of the cover must be face up when closed.

**8** Replace the cassette. Push it in firmly until it locks into place.

## Adjusting the Volume and Sounds the Machine Makes (Function 92)

You can change the beeper (monitor) volume of the desired feature.

TRANS MONITOR	The sound of signal transmissions.
RECV MONITOR	The sound of signal receptions.
ONHOOK MONITOR	The sound of signal on hook dialing.
DIAL MONITOR	The sound when a number is dialed.
BUZZER	The sound (does not buzz) of signal something going amiss.
KEY	The sound when a key is pressed.

- 1** Press **[Function] [6]** and enter the access number **[2] [2] [2] [2]**. Then press **[9] [2]**.

```
ADJUSTMENT  Y/NEXT▶
92 ADJUST VOLUME
```

- 2** Press the **[Yes]** key.

- 3** Adjust the transmission monitor volume with the **◀** and **▶** keys, and then press the **[Yes]** key when finished.

```
TRANS MONITOR  Y/◀▶
MIN ▶▶▶      MAX
```

- 4** Adjust the reception monitor volume with the **◀** and **▶** keys, and then press the **[Yes]** key when finished.

```
RECV MONITOR  Y/◀▶
MIN ▶▶▶      MAX
```

- 5** Adjust the on hook monitor volume with **◀** and **▶** keys and press the **[Yes]** key when finished.

```
ONHOOK MONITOR Y/◀▶
MIN ▶▶▶      MAX
```

- 6** Adjust the dial monitor volume with the ◀ and ▶ keys, and then press the **[Yes]** key when finished.

```
DIAL MONITOR  Y/◀▶
MIN ▶▶▶      MAX
```

- 7** Adjust the BUZZER monitor volume with the ◀ and ▶ keys, and then press the **[Yes]** key when finished.

```
BUZZER        Y/N/◀▶
MIN ▶▶▶      MAX
```

- 8** Adjust the KEY volume with the ◀ and ▶ keys, and then press the **[Yes]** key when finished.

```
KEY           Y/◀▶
MIN ▶▶▶      MAX
```

- 9** Press the **[Function]** key to return to standby mode.

## If an Indicator Lights on the Operation Panel

❖ **PRESS STOP KEY appears in the display:**

Press the **[Stop]** key.

❖ **The Receive File indicator is lit:**

You have received a fax message which is now stored in the memory. See Chapter 4, "Printing Message That Have Been Received into Memory (Substitute Reception)" in the Advanced Features manual.

❖ **The Check Display indicator is lit:**

Read the message on the display and check the descriptions listed on P.44 "Error Messages".

# Communication Problems

If `ERROR PRESS STOP` appears in the display: Press the **[Stop]** key.



```
ERROR PRESS STOP KEY
```

Causes:

- A poor line caused the communication to fail.
- The line is noisy. Try to transmit the fax message again.
- The other machine is out of order. Ask the other party to check their machine.

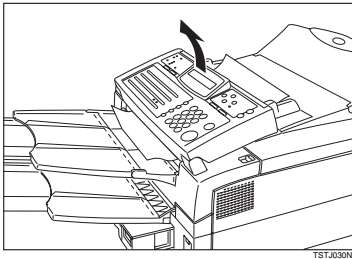
## Clearing a Document Jam

When an original is jammed, CLEAR ORIGINAL is displayed, follow this procedure to solve the problem.

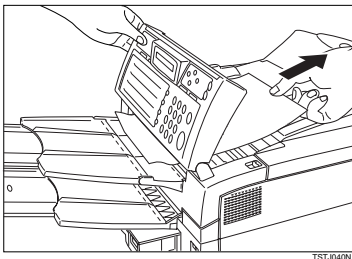
 **Note**

- If copies, fax message or prints are jammed, follow the next procedure.

**1** Open the operation panel to an angle of about 45°.



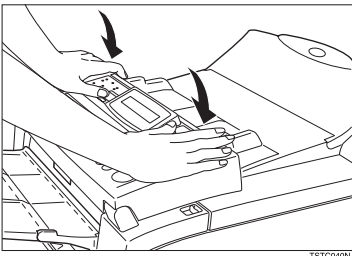
**2** Remove the original.



 **Important**

- Do not pull out the document without opening the operation panel, or you will damage the scanning mechanism.

**3** Close the operation panel.





# Clearing a Copy, Fax, or Print Jam

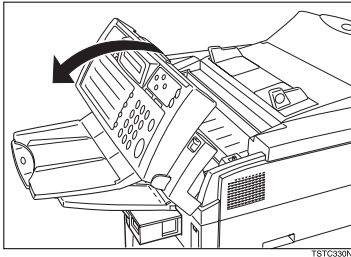
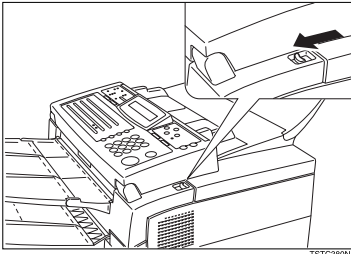
When CLEAR COPY is displayed, follow this procedure to solve the problem. For clearing original jams, see the previous procedure.

## Main Machine

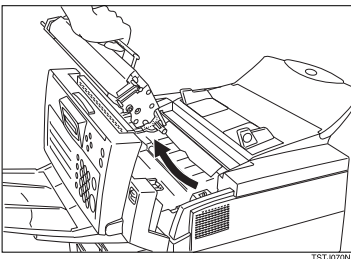
**1** Pull the front cover release lever towards you and open the front cover.

 **Note**

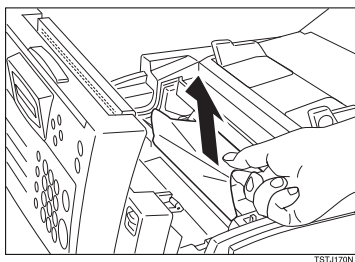
- If you do not pull the lever, only the upper unit will open.



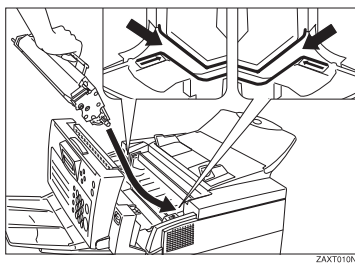
**2** Remove the toner cassette.



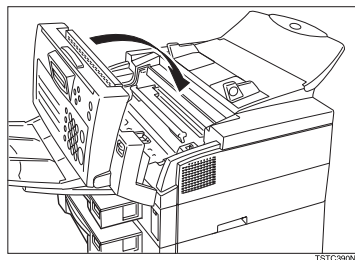
**3** Remove any jammed paper underneath.



**4** Replace the toner cassette.

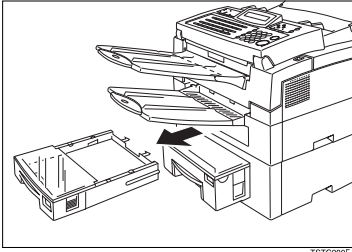


**5** Close the front cover.

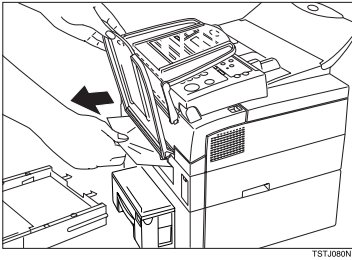


## Cassette Entrance

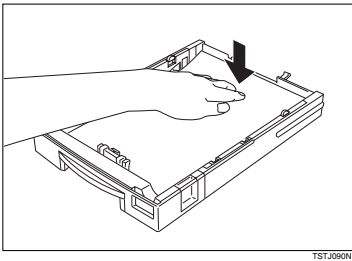
- 1** Remove the main cassette and place it on a flat surface.



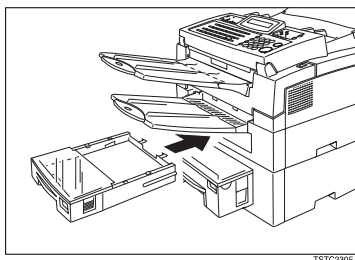
- 2** Remove any paper from inside the machine.



- 3** Push down the paper so that the base plate locks into place.



**4** Replace the main cassette.

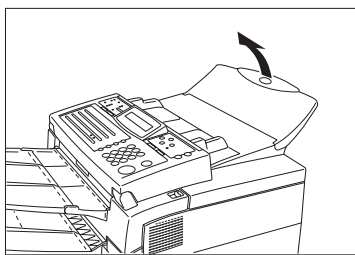


TSTC230E

**4**

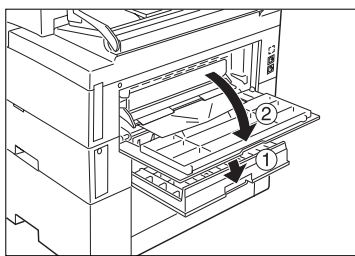
## Upper Rear Unit

**1** Lift back the document table.



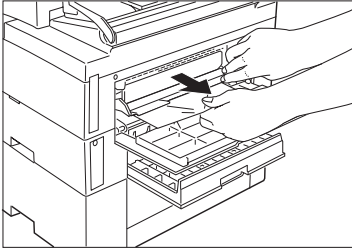
TSTF050N

**2** Open the upper rear cover.



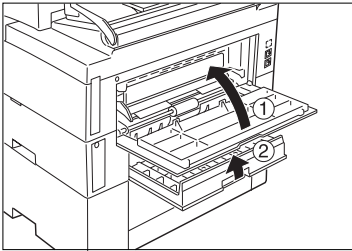
TSTJ120N

**3** Pull out any jammed paper.



TSTJ110N

**4** Close the upper rear cover.



TSTJ110N


## Error Messages

The following messages may appear while you are operating or programming the machine.

CHECK AUTO-DIALING	You cannot use the auto-dialer at the moment. Use the ten key pad or the external telephone.
NO FILE EXISTS	No polling reception operations have been programmed. There are no messages in memory waiting for transmission. Incorrect file number. Check the file number and try again.
TOO MANY DEST.	The memory cannot hold any more telephone numbers. Either: <ul style="list-style-type: none"> <li>• Delete some numbers then try again.</li> <li>• Wait until some of the Send Later or other delayed transmissions waiting in memory have been carried out, then try again.</li> </ul>
USED AS GROUFDIAL	This Quick Dial key has a Group stored in it.
USED AS PROGRAM	This Quick Dial key has a Keystroke Program stored in it.
USED AS DIAL	This Quick Dial key has a telephone number stored in it.
USED AS GROUP KEY	This Quick Dial key is programmed as Group key.
NOT PROGRAMMED	Either: <ul style="list-style-type: none"> <li>• This Quick Dial key or Speed Dial Code does not contain a number.</li> <li>• This Quick Dial key does not contain a Keystroke Program.</li> </ul>
ALREADY PROGRAMMED	Either: <ul style="list-style-type: none"> <li>• This number is already included in this Group.</li> <li>• This OWN NAME/FAX NUMBER has already been stored for use with this feature.</li> </ul>
PLEASE SET PAUSE	You must add a pause after your area code when you input your fax terminal's own telephone number.
ADD TONER	The toner cartridge is empty. Install a new cartridge.
CLEAR ORIGINAL	A document is jammed in the feeder.
CLEAR COPY	Paper is jammed in the printer.

CLOSE COVER	A cover is not closed properly. Check that all covers are closed.
UNABLE USE PRINTER	Machine cannot print a list/file, because the heater is not warm enough or printer is not ready.
SERVICE CALL ■■■-■■■	Machine is out of order. Contact your service representative.
USED AS DIAL OPTION	Dial Option feature is set in Quick 29.
◀CHECK PAPER SIZE	The size of the installed paper does not match the currently selected paper size. Set the paper size or install the appropriate paper.
IN USE	This Quick Dial is being used for (e.g., a Send Later Transmission)

## Solutions to Common Problems

Problem	Required Action
STANDBY MODE	
Nothing happens when the switch is turned on.	Check the power cord. Is it properly plugged into the outlet? Plug it in firmly.
SET DOC. OR DIAL NO. is not displayed.	Switch the power on. If the Power indicator does not light, check that the power cord is plugged in. If the Energy Saver indicator lights, press the Energy Saver key.
The display does not show the Ready condition, or the machine stops during an operation.	Does CLEAR ORIGINAL or CLEAR COPY appear in the display? Clear the misfed paper.   <b>Reference</b> See P.38 "Clearing a Document Jam", P.39 "Clearing a Copy, Fax, or Print Jam".
	Does ADD PAPER appear in the display? Load paper into the paper tray. See P.31 "Loading Paper in the Main Cassette".
	Does CLOSE COVER appear in the display? Close all covers.
	Is the Add Toner indicator on? Load a new toner cassette. See Chapter 9, "Replacing the Toner Cassette and Cleaning Pad" in the Advanced Features manual.
TRANSMISSION	
The original is not pulled into the auto document feeder.	You did not feed the document far enough into the feeder. Insert the document into the feeder until it stops. Retransmit.
	Do user maintenance, especially rollers(1,8). See Chapter 9, "Cleaning the Rollers and Scanner" in the Advanced Features manual.
	The telephone line is disconnected. Check that the line is connected properly.
	The telephone line type setting is incorrect. Check the telephone line type setting. See Chapter 7, "Setting the Phone Line Type (Function 62) in the Advanced Features manual.



Problem	Required Action
The original is not pulled into the auto document feeder.	The dialed number does not contain an PSTN access code or a pause. Include the PSTN access number and a pause before the telephone number.
	The dialed number did not have enough pauses between the access PSTN number and the telephone number. Try adding more pauses after the access PSTN code.
Frequent original misfeeds (Multifeeds)	Incorrect positioning of originals Put the document in the feeder correctly. See P.11 "Memory Transmission".
	Incorrect alignment of originals Align the edges of the document. See P.10 "Suitable Document Types".
	Curled pages Flatten the document. See P.10 "Suitable Document Types".
	Incorrect document type Use a proper document type. See P.10 "Suitable Document Types".
	Mixed document types The pages must all be of the same type.
	Static electricity on the originals Shuffle the document. See P.11 "Memory Transmission".
	User maintenance is needed. Do user maintenance, especially roller (1). See Chapter 9, "Cleaning the Rollers and Scanner" in the Advanced Features manual.
Frequent original misfeeds (Non-feeds)	Copier silicone oil on the originals Wait a few minutes, and then try again.
	Incorrect alignment of originals Align the edges of the document. See P.11 "Memory Transmission".
	Curled pages Flatten the document. See P.10 "Suitable Document Types".
	Incorrect document type Use a proper document type. See P.10 "Suitable Document Types".
	More than 30 pages in the feeder Do not place more than 30 pages in the automatic document feeder at once.
	User maintenance is needed. Do user maintenance, especially rollers (1,8). See Chapter 9, "Cleaning the Rollers and Scanner" in the Advanced Features manual.

Problem	Required Action
Transmission cannot take place; CLEAR ORIGINAL appears.	The document is jammed in the feeder. Remove the jammed document. See P.38 "Clearing a Document Jam".
	The document may be longer than the maximum limit (see Chapter 11, "Document and Paper Specifications" in the Advanced Features manual). Make sure that none of your originals exceed this limit.
	Do user maintenance, especially rollers (1,8). See Chapter 9, "Cleaning the Rollers and Scanner" in the Advanced Features manual.
Transmission cannot take place. Before taking action, wait until the machine is standby mode, and then press the <b>[Stop]</b> key.	The other machine is out of order. Check the error report. Ask the other party to check their machine and correct the fault.
	The line is noisy. Check that the dial tone is sent out. Try to retransmit.
Consistent difficulty in communicating with a particular terminal	There are some bad lines between you and that other terminal. Store that terminal's number as a Quick Dial Key or Speed Dial Code.
Consistent poor image quality when communicating with a particular terminal	Then call a service representative. Inform the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.
RECEPTION	
The telephone keeps ringing and no fax is printed.	You are in TEL mode. Change to FAX mode. See P.17 "Reception Modes".
	Power is switched off. Switch the power on.
RECEPTION/COPYING	
No printout; the Add Paper indicator is lit.	The cassettes are empty. Add Paper . See P.31 "Loading Paper in the Main Cassette".
No printout; CLEAR COPY appears.	The printer has jammed. Clear the jam. See P.39 "Clearing a Copy, Fax, or Print Jam".
Copies are blank.	The original must be placed face down in the document feeder. Position the original correctly. See P.11 "Memory Transmission".

Problem	Required Action
Copy paper misfeeds occur frequently.	Is the proper paper in the paper cassette? Paper size and weight must be within the standards set for this machine.
	Is it folded, wrinkled, damp, or curled paper in the paper cassette? Always use dry, undamaged paper.
	Is the paper set properly in the paper cassette? Always load paper correctly. See P.31 "Loading Paper in the Main Cassette". Make sure that there is not too much paper in the trays; do not fill them up over the load limit mark.
	Are there any pieces of misfed paper or other foreign objects in the machine? Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Are you copying onto recycled paper? Fan the stack of recycled paper and load it in the paper tray.
Stripes on copies.	The scanner is dirty. Clean the scanner (6). See Chapter 9, "Cleaning the Rollers and Scanner" in the Advanced Features manual.
<b>TELEPHONING</b>	
You cannot receive phone calls; the unit only rings once then goes into receive mode.	You are in FAX mode. Change to TEL mode. See P.17 "Reception Modes".
You cannot receive phone calls; the unit does not ring.	The telephone line is not connected. Connect the modular cord. See Chapter 10, "Connecting Up to the Telephone Line" in the Advanced Features manual.

# INDEX

## A

---

- Add Paper indicator, 5
- Add Toner indicator, 5
- Arrow keys, 5
- Auto Mode, 17

## C

---

- Canceling a Memory Transmission, 14
  - Before start is pressed*, 14
  - During Transmission*, 14
  - While the document is being scanned in*, 14
  - While the message is awaiting transmission (Functions 21)*, 14
- Canceling an Immediate Transmission, 15
  - Before start is pressed*, 15
  - While dialing or during transmission*, 15
- Characters, 29
- Check Display indicator, 5
- CLEAR COPY, 39
- Clearing a Jam
  - Cassette Entrance*, 41
  - Document*, 38
  - inside the machine*, 39
  - inside the Main Machine*, 39
  - Upper Rear Unit*, 42
- Clear key, 6
- Communication Problems, 37
- Control Panel Display, 5
- Copy key, 6
- CSI → FAX NUMBER, 19

## D

---

- Document Delivery Tray, 3
- Document Guide, 4
- Document Jam, 38
- Document Table, 4

## E

---

- Editing
  - Fax Numbers*, 22
  - Group*, 25
  - Quick Dial Numbers*, 22
  - Speed Dial Numbers*, 23
- Energy Saver key, 6
- Entering
  - Characters*, 29
  - Symbols*, 29
- Erasing
  - Group*, 27
  - Quick Dial Numbers*, 22
  - Speed Dial Numbers*, 23
- Error Messages, 44

## F

---

- FAX HEADER, 19
- Faxing, 9
- Fax mode, 17
- FAX NUMBER, 19
- Front Cover, 4
- Front Cover Release Lever, 4
- Function key, 6

## G

---

- Group Dial List, 26
- Group Key, 28

## H

---

- Handset, 4

## I

---

- Immediate Transmission, 15
- Indicators
  - Add Paper*, 5
  - Add Toner*, 5
  - Check Display*, 5, 36
  - Manual Receive*, 6, 17
  - Memory*, 5
  - Receive File*, 5, 36
- Initial Settings, 19
- Introduction, 3

## M

---

Main Paper Cassette, 3  
Main switch, 4  
Manual Receive indicator, 6, 17  
Memory indicator, 5  
Memory Transmission, 11  
Multi-purpose Feeder, 4

## O

---

On Hook Dial key, 6  
Operation Panel, 4, 5  
OWN NAME, 19  
Own number, 19

## P

---

Paper, 31  
Part Names, 3  
Pause/AI Redial key, 5  
Print Delivery Tray, 3  
Programming  
    *FAX HEADER*, 19  
    *FAX NUMBER*, 19  
    *Fax Numbers*, 22  
    *Group*, 25  
    *Group key*, 28  
    *OWN NAME*, 19  
    *Own number*, 19  
    *Quick Dial Numbers*, 22  
    *Speed Dial Numbers*, 23

## Q

---

Quick Dial, 22  
Quick Dial Label, 23

## R

---

Receive File indicator, 5  
Reception Mode  
    *Fax Mode*, 17  
    *Telephone Mode*, 17  
Reception Mode key, 6  
Reports  
    *Speed Dial List*, 23  
Resolution, 16  
Resolution key, 5  
RTI → OWN NAME, 19

## S

---

Second Paper Cassette, 3  
Sending a Fax, 11  
Solutions to Common Problems, 46  
Speed Dial, 23  
Speed Dial/Tel Directory key, 5  
Start key, 6  
Stop key, 6  
Suitable Document Type, 10  
Symbols, 7

## T

---

Telephone mode, 17  
Ten key pad, 6  
Transmission  
    *Immediate*, 15  
    *Memory*, 11  
Troubleshooting, 31  
TTI → FAX HEADER, 19

## U

---

User Function keys, 6

## V

---

Volume Control, 34

## W

---

Wild Cards, 29



# **FAX2050L**

## **Advanced Features**





## Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Advanced Features manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

### Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

### Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

### Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

### Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

### Power Source:

115V, 60Hz

Please be sure to connect the power cord to a power source as above. For details about power source, see Chapter 10, "Connecting the Power and Switching On" in the Advanced Features manual.

### Declaration of Conformity

Product Name: Facsimile

Model Number: FAX2050L

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

## USA

### ❖ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

### ❖ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

## CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. 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 coordinated by a representative 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 disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

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

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

**I** means POWER ON.

**O** means POWER OFF.

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# Notice

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## Note to users in the United States of America

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 **Notice:**

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 more of the following measures:

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

 **Warning**

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

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## Note to users in Canada

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 **Note:**

This Class B digital apparatus complies with Canadian ICES-003.

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## Remarque concernant les utilisateurs au Canada

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 **Avertissement:**

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.



.....

**Notice about the Telephone  
Consumer Protection Act  
(Valid in USA only).**

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person 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, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

(For this machine, TTI is called FAX HEADER.)

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Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

# Safety Information

When using your equipment, the following safety precautions should always be followed.

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## Safety During Operation

---

In this manual, the following important symbols are used:

**⚠ WARNING:**  
*Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.*

**⚠ CAUTION:**  
*Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.*

---

### **⚠ WARNING:**

---

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:**
  - **You spill something into the equipment.**
  - **You suspect that your equipment needs service or repair.**
  - **Your equipment's cover has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer or at appropriate collection sites.**
- **Dispose of the used toner cartridge in accordance with the local regulation.**

---

**⚠ CAUTION:**

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- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the “hot surface”. Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

# Important Safety Instructions

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## Grounding

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In order to prevent potentially hazardous electrical shock, provide means of connecting to the protective grounding conductor in the building, wiring those grounding conductors of power cable and 3 pins plug.

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## Caution

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When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions


Save these instructions.

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelquesunes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

# ENERGY STAR Program

 <p>ENERGY STAR®</p>	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
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The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- **Low-power Mode**

This product automatically lowers its power consumption 5 minutes after the last hard copy has been completed. (In this mode, printing a received fax and printing are available.)

To exit Low-power mode, press the **[Energy Saver]** key.

The machine returns to the ready condition in about 40 seconds.

For how to change the default interval before entering Low-power mode, see P.118 “Energy Saving”.

◆ **Specification**

Low-power mode	Power consumption	2W
	Default Time	5min.



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## Energy Saving Modes

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Energy Saving mode enables you to avoid using unnecessary power and economize on electricity. Although we recommend you use this mode from the viewpoint of environmental consciousness, you can also turn it off.

When you install this machines for the first time, Energy Saving mode is turned on by default.

Two types of Energy Saving mode are available:

- Fax Standby: Use when you receive faxes regularly.
- Energy Saving Standby: Use when you wish to economize on power consumption.

Choose the one that best suits your circumstances.

Even though the operation panel display goes out in Energy Saving mode, Indicators that flash or light during communication or reception still work. When the Receive File indicator lights, exit Energy Saving mode and take the appropriate action.

Energy Saving Mode Type	Status	How long before you can print after exiting Energy Saving mode	Power consumption
Fax Standby	Display turns off The machine maintains the heating roller temperature at half the full temperature; warm up takes less time. (Heater half cool)	Within about 30s	25W
Energy Saving Standby	Display turns off The machine lets the heating roller cool to room temperature; warm-up takes longer.(Heater off)	Within about 40s	2W

You can turn Energy Saving mode on or off with User Parameter Function 63. When the machine is shipped, Energy Saving Standby is selected on.

The machine enters Energy Saving mode when:

- Nobody uses the machine for about 5 minutes (the machine automatically enters Energy Saving mode)
- The user holds down the Energy Saver key for about 2 seconds.

To exit Energy Saving mode:

- In Energy Saving Standby mode, press the Energy Saver key.
- In FAX Standby mode, press any key.
- Set a document.
- Pick up the optional handset or the external telephone handset.

 **Note**

- When you load paper in Energy Saving mode, no error will be displayed even if the cassette is not pushed right in.
- After loading paper, press the Energy Saver key and check that "READY" is shown on the display.

The Manual Receive indicator goes out in Energy Saving mode even if Manual Receive is turned on.

#### Reception in Energy Saving mode

In Energy Saving mode, documents that have been stored in memory are still sent and the machine can still receive messages.

When a message is received in Energy Saving mode, the machine prints it and returns to Energy Saving mode.

#### Limitation

It is not possible to enter Energy Saving mode when an original is set.

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## Recycled Paper

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Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

# How to Read This Manual

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## How to Read This Manual

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### Symbols

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In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

\* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

**[   ]**

Keys built into the machine's operation panel.

# TABLE OF CONTENTS

<b>Manuals for this machine</b> .....	1
Advanced Features (This Manual) .....	1
Basic Features .....	1

## 1. Advanced Transmission Features

---

<b>Sending at a Specific Time (Send Later)</b> .....	3
<b>Page Numbering (Page Count)</b> .....	4
<b>Sending Your Identification at the Top of Your Message (FAX HEADER)</b> ...	5
<b>Personal Codes</b> .....	6
<b>Calling to Request a Message (Polling)</b> .....	7
Picking up Messages Stored Elsewhere (Polling Reception) .....	7
Operating Procedure .....	7
Entering a Personal Code .....	7

## 2. Communication Information

---

<b>Erasing a Stored Message Before Sending (Functions 21 &amp; 22)</b> .....	9
<b>File List (Function 42)</b> .....	10
<b>Printing a Stored Message (Function 51)</b> .....	11
<b>Journal (Function 41)</b> .....	12
<b>Printing a Confidential Fax Message (Function 52)</b> .....	13
<b>Printing a Memory-locked Message (Function 53)</b> .....	14

## 3. Transmission Features

---

<b>Handy Dialing Functions</b> .....	15
Chain Dial .....	15
Telephone Directory .....	15
Redial .....	16
Dial Options .....	17
<b>Sending a Fax Using an External Telephone</b> .....	19
<b>Phoning and Faxing on the Same Call</b> .....	20
To Talk before Sending a Fax .....	20
<b>Tone Signals</b> .....	21
Using the Tone Key .....	21
<b>Transmission Functions</b> .....	22
Closed Network (Transmission) .....	22
Blank Sheet Detect .....	22

<b>More Transmission Functions .....</b>	<b>23</b>
Checking if a Transmission was Successful .....	23
Automatic Redialing .....	23
Batch Transmission.....	24
Dual Access .....	25
Parallel Memory Transmission.....	26
<b>Printed Reports.....</b>	<b>27</b>
File Reserve Report (Switch 03, Bit 2) .....	27
Communication Result Report (Memory Transmission) (Switch 03, Bit 0) ...	27
Communication Failure Report (On if Communication Result Report is Off) ...	27
Journal (Switch 03, Bit 7) .....	27
Transmission Result Report (Switch 03, Bit 5).....	27
Report Formats .....	28

## **4. Reception Features**

---

<b>General .....</b>	<b>29</b>
Printing Messages that Have Been Received into Memory (Substitute Reception) ...	29
Receiving Message in Telephone Mode .....	30
Answering the Telephone .....	30
Closed Network (Reception) .....	30
<b>Printing Options .....</b>	<b>31</b>
Reverse Order Printing .....	31
Center Mark .....	31
Page Length Reduction.....	31
<b>If Incoming Messages Do Not Fit on Paper.....</b>	<b>32</b>
Breaking Down Large Format Messages .....	32

## **5. Copying**

---

<b>Copying .....</b>	<b>33</b>
----------------------	-----------

## **6. Facsimile User Tools**

---

<b>Programs.....</b>	<b>35</b>
Storing a Program .....	35
Labeling a Program.....	36
Using a Program .....	36
Erasing a Program / Changing the Program Label .....	37
<b>User Function Keys (Function 35) .....</b>	<b>38</b>
Assigning a User Function Key .....	38
Using a User Function Key .....	39
Reassigning a User Function Key.....	39
Clearing a User Function Key .....	39
<b>Reports You Can Print Out Yourself.....</b>	<b>40</b>
Telephone Number List (Function 43).....	40
Program List (Function 44).....	41

## 7. Key Operator Settings

---

<b>Using Key Operator Settings</b> .....	<b>43</b>
Setting the Date and Time (Function 91) .....	43
Summer Time / Daylight Saving Time (Function 62) .....	43
Selecting the Display Language (Function 93) .....	44
Counters (Function 94) .....	44
Function Select .....	44
Programming a List of Senders to Treat Differently (Function 81) .....	47
Forwarding .....	50
Cassette Selection .....	54
Rejecting or Accepting Messages from Specified Senders (Authorized Reception) ...	55
Saving Energy with the Power Saving Timer .....	56
User Parameters .....	58
Programming Personal Codes (Function 72) .....	63
Restricted Access .....	66
Storing the ID Code .....	66
Programming the ID Code .....	67
Editing the ID Code .....	67
Locking Incoming Messages (Memory Lock) .....	68
Receiving Confidential Messages .....	70
Setting the Access Number (Function 61) .....	72
Setting the Auto Ring Time (Function 61) .....	73
Setting the Phone Line Type (Function 62) .....	73
Adjusting the Printing Margins (Function 95) .....	74
RDS (Remote Diagnostic System) .....	75
Calling the Service Station .....	76

## 8. Troubleshooting

---

<b>Help List</b> .....	<b>77</b>
<b>Clearing a Copy, Fax, or Print Jam</b> .....	<b>78</b>
Clearing a Jam in the Optional Second Cassette .....	78
Lower Rear Unit .....	79
<b>Reading Reports</b> .....	<b>80</b>
Error Report (Turned On/Off by a Service Representative) .....	80
Power Failure Report .....	80

## 9. Maintaining Your Machine

---

Loading Paper in the Optional Second Paper Cassette .....	81
Loading Paper in the Optional Multi-purpose Feeder .....	84
Changing the Paper Size in the Main Cassette.....	85
Changing the Paper Size in the Optional Second Paper Cassette .....	90
How to Change to the Legal Size.....	94
Changing the Paper Size in the Optional Multi-purpose Feeder.....	95
Changing the Paper Size Settings .....	97
Cleaning the Rollers and Scanner .....	98
Replacing the Toner Cassette and Cleaning Pad.....	99
Toner Cassette.....	103

## 10. Installation

---

Before Installation .....	105
Machine Environment .....	106
Location.....	106
Ventilation Grill Direction .....	107
Installing the Optional Memory Card.....	108
Installing The Optional Handset.....	109
Connecting the Machine .....	111
Connecting Up to the Telephone Line.....	112
Connecting the Power and Switching On .....	113

## 11. Appendix

---

Options .....	115
Specifications .....	116
Base Machine .....	116
Optional Second Paper Cassette .....	116
Optional Multi-purpose Feeder.....	116
Document and Paper Specifications .....	117
Energy Saving .....	118
Storage Capacity.....	121
Function List (11~95) .....	122
Error Codes .....	125
Certification Label .....	128
INDEX.....	129





# Manuals for this machine

There are the Basic Features manual and the Advanced Features manual for this machine. Please consult the manual that suits your needs.

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## Advanced Features (This Manual)

---

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

---

## Basic Features

---

The Basic Features manual explains the most frequently used fax functions and operations.

### ❖ Chapter 1 Introduction

Describes Part Names of the machine and Operation Panel. Also contains symbols and conventions used in this manual.

### ❖ Chapter 2 Faxing

Explains basic transmission. You can also find out about other types of transmissions and how to switch the Reception Modes.

### ❖ Chapter 3 Setup

Explains storing, editing and erasing Own Name and Fax Number. And also explains Quick Dial, Speed Dial and Group key. These functions store numbers and save time when dialing. Also contains information on how to enter letters and symbols.

### ❖ Chapter 4 Troubleshooting

Explains clearing a document jam, loading paper and adjusting the volume and sounds. When unusual messages appear on display or the indicator lights, check the list and take the appropriate action.



# 1. Advanced Transmission Features

## Sending at a Specific Time (Send Later)

This feature is called Send Later.

Using this feature, you can delay transmission of your fax message until a specified time. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time.

### Note

- If the machine memory is full, your document will remain in the document feeder. As a result, anybody removing the document will cancel the transmission.

**1** Set your document, dial the destination fax number and press the **[Yes]** key. Do not press the **[Start]** key.

**2** Press **▶** twice.

```
SET OPTION          V/▶
SEND LATER?
```

### Note

- ▶** is also the **[Option]** key.

**3** Press the **[Yes]** key.

**4** Enter a sending time that falls within the following 24 hours.

```
SET OPTION          KPAD/Y
TIME 11:30AM 10:00AM
```

### Note

- For example: To send at 11:30 a.m., press **[1][1][3]** and **[0]** from the key pad.
- If you enter the wrong time, press the **[No]** key and enter again.

**5** Press **[\*]** or **[#]** to change the AM/PM.

```
SET OPTION          */#/Y
TIME 11:30PM 10:00AM
```

**6** Press the **[Yes]** key.

### Note

- Use Function 21 to erase a stored fax message before it is sent (see P.9 "Erasing a Stored Message Before Sending (Functions 21 & 22)").

## Page Numbering (Page Count)

This feature is called Page Count.

Page number will be printed on the top of each page, when your fax message is received by the other party. Using the Page Count feature, you can select the batch-numbering page numbers.

If you use Page Count, page numbers will be printed in batch-numbering format (for example, p1/3, p2/3, and p3/3 for a three-page message). This makes it easy for the other party to see how many pages you sent, and if any are missing. However, you have to input the number of pages at the ten key pad before sending.

If you do not use Page Count, page numbers will be printed only as a sequence (for example, p1, p2, p3). This makes it difficult for the other party to tell at a glance whether any pages are missing (for example, due to a double feed in your machine's document feeder).

### Limitation

- This feature is available with Immediate Transmission and Parallel Memory Transmission.

### Note

- If you select Memory Transmission, Page Count is automatically switched on, and the pages are counted automatically.
- If the numbering with page count appears strange, check that the page count value matches the number of pages in your document.

- 1** Press **▶** until the following display appears.

```

SET OPTION          Y/▶
SET PAGES?
  
```

- 2** Press the **[Yes]** key.

```

SET OPTION          KPAD
PAGES:■■■
  
```

- 3** Enter **[1]** and **[0]** using the ten key pad.

```

SET OPTION          Y/N
PAGE:10
  
```

### Note

- Example: 10 pages

- 4** Press the **[Yes]** key.

# Sending Your Identification at the Top of Your Message (FAX HEADER)

Normally, the FAX HEADER programmed in your machine is printed at the other party's top of each page when you transmit. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch FAX HEADER off.

**Important**

- In the USA, this must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

**Note**

- In the USA, law requires that your fax number be included in the fax header. Register the fax number and switch on Fax Header Print with the User Parameters. See P.58 "User Parameters"(switch 06, bit 0)

- 1** Press **▶** until the following display appears.



- 2** Press the **[Yes]** key.



- 3** Press **◀** or **▶** until the displayed setting is correct.



- 4** Press the **[Yes]** key when you have finished.

# Personal Codes

Personal Codes do the following:

- They allow you to keep track of machine usage. If everybody uses a Personal Code when they use the fax machine, the codes, or the names programmed into the codes, will be printed on a report that is called the Journal. This will help you to check on who has been using the machine, and how often.
- They allow personalization of documents and printed reports. For example, if you use Label Insertion and store your name with your Personal Code, the receiver of your fax message will see your name at the top of the printout. This eliminates the need for a cover page.

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

## Reference

See P.63 "Programming Personal Codes (Function 72)".

See P.12 "Journal (Function 41)".

- 1** Press **▶** until the following display appears.

```

SET OPTION          Y/▶
SET PERSONAL CODE?
  
```

- 2** Press the **[Yes]** key.

```

SET OPTION          KPAD
PERSONAL CODE :■■■■■
  
```

- 3** Enter the personal code.

### Note

- Example: **[7] [3] [6] [2]** from the ten key pad.

```

SET OPTION          Y/N
PERSONAL CODE:7362
  
```

- 4** Press the **[Yes]** key.

# Calling to Request a Message (Polling)

Polling means “picking up” a document that has been left for you at a remote fax terminal.

## Limitation

- Polling can only be used when both machines have the Polling feature.

## Note

- With polling, telephone line costs are charged to the person receiving the message (the Message Receiver).

## Picking up Messages Stored Elsewhere (Polling Reception)

Use this feature when you wish to poll a message from another terminal.

## Note

- The number of terminals that you can poll in one operation is one.

## Reference

Groups: see Chapter 3, “Storing and Editing a Group of Fax Numbers (Function 33)” in the Basic Features manual.

Programming Keystrokes: see P.35 “Programs”.

## Operating Procedure

- 1** Press **[Function] [1] [1]**, and then the **[Yes]** key.

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

- 2** Enter the Dial number.

```
POLLING RECV Y/START
2125551234■■■■■■■■■■
```

- 3** Press the **[Yes]** key.

```
POLLING RECV Y/START
2125551234■■■■■■■■■■
```

- 4** Press the **[Start]** key.

## Entering a Personal Code

- 1** Press the **[Function] [1] [1]** and the **[Yes]** key.

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

- 2** Press **▶**.

```
SET OPTION          Y/▶
SET PERSONAL CODE?
```

- 3** Press the **[Yes]** key.

```
SET OPTION          KPAD
PERSONAL CODE:■■■■
```

- 4** Enter the personal code that you wish to use for this operation.

1

```
SET OPTION          Y/N
PERSONAL CODE:2567
```

 **Note**

- Example: **[2] [5] [6] [7]** from the ten key pad.

- 5** Press the **[Yes]** key.

```
POLLING RECV OPTION▶
DIAL FAX NUMBER
```

- 6** Dial the fax number, and then press the **[Start]** key.



## 2. Communication Information

### Erasing a Stored Message Before Sending (Functions 21 & 22)

Every time you store a fax message in your machine's memory, a new file is created. A file is also created for storing instructions to pick up a fax message left elsewhere ( see P.7 "Calling to Request a Message (Polling)"). Each file is given a number. This number appears on the File Reserve Report, Journal and Transmission Result Report. To see which files are currently in memory, you may print a file list.

#### 1 Either :

---

Erasing a fax message stored in memory

---

- 1 To erase a fax message stored in memory; press **[Function] [2] [1]**, and then the **[Yes]** key.

```
FILE NO. ■■■■ KPAD/↔
PRINT LIST ↔/SEARCH
```

---

Erasing instructions that pick up messages (polling)

---

- 1 Press **[Function] [2] [2]**, and then the **[Yes]** key.

- 2 Press **▶** to scroll through the messages.

You will see the display. A number or a label will appear on the lower line.

```
FILE NO.027 Y/↔
5551234
```

#### Note

- Press **◀** to obtain a list of all the files and their number. If you already know the number of the file to erase, enter it directly from the ten key pad.

- 3 Press the **[Yes]** key.

```
FILE NO.027 Y/N
CLEAR?
```

- 4 Press the **[Yes]** key again to erase the file.

- 5 Press the **[Function]** key.

#### Note

- To erase another file, go to step 2.

## File List (Function 42)

This is a list of memory transmissions, memory receptions, polling files still in memory and confidential receptions. It gives information about each stored file, such as the fax numbers, start time, and status.

2

**1** Press **[Function] [4] [2]**, and then the **[Yes]** key.

**2** Press the **[Start]** key to print out the report.

## Printing a Stored Message (Function 51)

If you need to see the contents of any files, use this feature.

- 1 Press **[Function] [5] [1]**, and then the **[Yes]** key.

```
FILE NO.■■■■ KPAD/↔
PRINT LIST↔/SEARCH▶
```

- 2 Press **▶** to scroll through the messages.

You will see the display. A number or a label will appear on the upper line.

```
FILE NO.115 Y/↔
5551234
```

### Note

- Press **◀** to obtain a list of all the files and their number. If you already know the number of the file to print, enter it directly from the ten key pad and skip to step 4.

- 3 Press the **[Yes]** key.

A number or a label will appear on the upper line.

```
FILE NO.115 START/N
6661234
```

- 4 Press the **[Start]** key to print the message.

## Journal (Function 41)

In addition to the automatic printout of this report, the journal can be printed at anytime.

2

- 1** Press **[Function] [4] [1]**, and then the **[Yes]** key.
- 2** Press the **[Start]** key to print out the report.

## Printing a Confidential Fax Message (Function 52)

If the **Receive File** indicator is blinking, do the following to print the message.

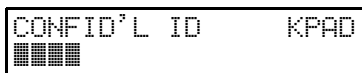
### Note

- If the **Receive File** indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.

### Reference

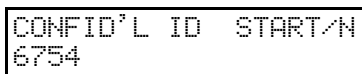
To print the message which is Memory Locked, see P.14 "Printing a Memory-locked Message (Function 53)".

- 1** Press **[Function] [5] [2]**, and then the **[Yes]** key.



CONFID'L ID            KPAD  
■■■■■

- 2** Input the ID.



CONFID'L ID    START/N  
6754

### Note

- Example: **[6] [7] [5] [4]** from the ten key pad.
- If you cannot print out a confidential file with this ID, you have entered the wrong ID or the sender may have over-ridden your ID. Contact your sender.

- 3** Press the **[Start]** key.

# Printing a Memory-locked Message (Function 53)

2

If the **Receive File** indicator is blinking, a message has been stored using Memory Lock. Print it using the following procedure.

 **Note**

- If the **Receive File** indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.

 **Reference**

To print the message using the Confidential Reception. (see P.13 "Printing a Confidential Fax Message (Function 52)")

- 1** Press **[Function] [5] [3]**, and then the **[Yes]** key.



- 2** Input the Memory Lock ID.



 **Note**

- Example: **[4] [6] [3] [3]** from the ten key pad.

- 3** Press the **[Start]** key.

# 3. Transmission Features

## Handy Dialing Functions

### Chain Dial

This feature allows you to compose a telephone number from various parts, some of which may be stored as Quick Dial keys or Speed Dial codes, and some of which may be entered at the ten key pad.

You can program commonly used area or country codes into Speed Dial codes or Quick Dial keys.

Example: 01133-1-5553333 (From the United States to Paris).

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

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

#### ❖ On Hook Dial or Handset Mode:

Press **[01]** **[02]** and the **[Speed Dial]** key **[1]** **[0]**, and then **[3]** **[3]** **[3]** **[3]**.

#### ❖ Other:

Press **[01]** and the **[Pause]** key, **[02]** and the **[Pause]** key, **[Speed Dial]** keys **[1]** **[0]**, and then **[3]** **[3]** **[3]** **[3]**.

### Telephone Directory

This can be done for any number that you have stored as a Speed Dial code with a label programmed for it.

Example : you wish to dial " XYZ CO. NEWYORK ".

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

```
READY 100% 10:00AM
SET DOC. OR DIAL NO
```

- 2** Carefully place your fax message into the auto document feeder.

```
TRANSMIT OPTION▶
DIAL FAX NUMBER
```

- 3** Press the **[Speed Dial/Tel Directory]** key.

```
SPEED DIAL 0-4
PUSH NUM OR ABC
```

- 4** Press the first letter of the name.

```
TEL DIR. Y/◀▶
001 XA COMPANY
```

- 5** If the label you want does not appear, scroll through the labels using **◀** and **▶** until you find it.

```
TEL DIR. Y/◀▶
012 XYZ CO. NEW YORK
```

**6** Press the **[Yes]** key to dial the number you want.

**7** Either :

- Dial more numbers.
- Press the **[Start]** key.

---

## Redial

---

**3** If a message was not transmitted successfully, you can redial with just a few keystrokes by using the AI redial key.

---

### Using the AI Redial key

---

The machine can remember the last 10 numbers dialed on the numeric keypad, and one previously dialed Quick Dial/Speed Dial. If you have to redial one of these numbers, just press the **[AI Redial]** key until the required telephone number or name is displayed, and then press the **[Start]** key.

This feature has the following uses.

- If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire. Press the **[AI Redial]** key until the required telephone number or name is displayed, and then press the **[Start]** key.
- If you wish to send another message to the same address that you sent one to recently, you do not have to dial the full number again if it is still in the Redial memory. Place the message into the feeder, and then press the **[Start]** key.

**1** Press the **[Pause/AI Redial]** key until the required number appears in the display, and then press the **[Yes]** key twice.

```

REDIAL          Y/↔
001 XYZ CO. NEW YORK
  
```

**2** Carefully place your fax message into the Document Guide feeder.

```

TRANMIT DIAL/START
DIAL NEXT FAX NUMBER
  
```

---

If you dial another party

---

**1** Select another number. (Broadcasting)

---

If you dial no other party

---

**1** Press the **[Start]** key to start the transmission.



## Dial Options

The Dial Options provide access to various F-code features which are designed to allow confidential transmission and polling reception between different makers' fax machines. Use them if the other party's fax machine is of a different make and supports the F-code features. Before you can use the Dial Options, you need to program Quick Dial key 29 as the Dial Option key if you have not done so already (see the following details).

### Assigning the Dial Option key

This procedure describes how to set up Quick Dial key 29 as the Dial Option key.

- 1 Press **[Function] [3] [1]**, and then the **[Yes]** key.

```

[ ] [ ] QUICK/↔
PRINT LIST ↔/SEARCH
  
```

- 2 Press Quick Dial key **[29]**.

```

029 PROGRAM? Y/↔
  
```

- 3 Press the **[Yes]** key.

```

029 Y/N
PROG. DIAL OPTION?
  
```

- 4 Press the **[Yes]** key.

```

[ ] [ ] QUICK/↔
PRINT LIST ↔/SEARCH
  
```

- 5 Press the **[Function]** key.

## Using Dial Options

To use Dial Options, follow the procedures below, only after you have dialed the destination fax number and before pressing the **[Start]** key.

- 1 Press the Dial Option key (Quick Dial 29).

```

SUB? (S) Y/N
  
```

- 2 Do one of the following:

- If you wish to set the SUB code for confidential transmission to different makers' machines, press the **[Yes]** key.

```

TRANSMIT Y/START
55512345
  
```

- To skip SUB, press the **[No]** key, and then go to step 3 for polling reception from different maker's fax machines.

- 3 Enter the SUB code on the ten key pad then press the **[Yes]** key.

```

SEP? (P) Y/N
  
```

- 4 Do one of the following:

- If you wish to set the SEP code, press the **[Yes]** key.

```

TRANSMIT Y/START
55551234569999P
  
```

- To skip SEP, press the **[No]** key and go to Step 5.

- 5** Enter the SEP code on the ten key pad and then press the **[Yes]** key.

```
SID? (I) Y/N
```

- 6** Do one of the following:
- If you wish to set the SID code, press the **[Yes]** key.

```
TRANSMIT Y/START
2345S9999P1234I■■■■■■■
```

- To skip SID, press the **[No]** key and go to step **8**.

- 7** Enter the SID code on the ten key pad, and then press the **[Yes]** key.

```
PWD? (W) Y/N
```

- 8** Do one of the following:
- If you wish to set the PWD code, press the **[Yes]** key.

```
TRANSMIT Y/START
345S9999P1234I■■■■■■■
```

- To skip PWD, press the **[No]** key and go to step **10**.

- 9** Enter the PWD code on the ten key pad, and then press the **[Yes]** key.

```
SPACE? Y/N
```

- 10** Do one of the following:

- If you wish to enter a space, press the **[Yes]** key.

```
TRANSMIT Y/START
```

- Press the **[No]** key.

- 11** Press the **[Start]** key.

# Sending a Fax Using an External Telephone

You can send a fax message using the handset. (External telephone is required.)

- 1** Set the document, and then pick up the handset.
- 2** Dial the other party.
- 3** If you hear a voice, continue your conversation as you would normally.

---

If you hear a high-pitched tone instead of a voice

---

- 1** Press the **[Start]** key.  
Go to step **5**.
- 4** When you are ready to send your fax message, ask the other party to press the **[Start]** key.
- 5** Replace the handset.

## Phoning and Faxing on the Same Call

This feature is available when you connect the optional handset or the external telephone.

---

### To Talk before Sending a Fax

---

**1** Pick up the handset.

**2** Dial the other party.

 **Note**

Do not press the **[Start]** key.

**3** If you hear a voice, continue your conversation as you would normally.

---

If you hear a high-pitched tone instead of a voice

---

**1** Place your fax message in the feeder, and then press the **[Start]** key.

Go to step **3**.

**4** When you are ready to send your fax message, place your message in the feeder, and then ask the other party to press the **[Start]** key.

**5** Replace the handset.

# Tone Signals

On this model the **[\*]** key on the ten key pad is used as the Tone key.


Some organizations offer you a special service by telephone, which you can access by transmitting Touch tone or DTMF tones. If your phone service provides only pulse dialing, or if you are calling over a digital network, the ability to generate Tone Signals will allow you to access these services.

First, dial the other party. When you are through to the other end, press the Tone key and enter the code number that is needed to access the required feature at the other terminal. You do not need to press the Tone key if your machine is set up for dialing in Tone Dial (DTMF) mode.

---

## Using the Tone Key

---

- 1** Make sure that the machine is in standby mode, and that there is no document in the feeder.
- 2** Pick up the handset, or press the **[On Hook Dial]** key.
- 3** Dial the remote facility. Do not press the **[Start]** key.
  -  **Note**
  - If your telephone line type is DTMF (Tone Dial), go to step **5**.
- 4** After your line is connected to the remote facility, if your telephone line type is Pulse Dial, press the **[\*]** key on the ten key pad.
 

A dot appears in the display.

- 5** Enter the digits that you need to use the remote facility. After you have finished your business with the remote facility, hang up.

 **Note**

- Do not press the **[Start]** key.

## Transmission Functions

### Closed Network (Transmission)

This feature helps to stop you from accidentally sending a fax message to a terminal that is outside your fax network.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.

If you are interested in this feature, change the user parameter Switch 06 bit 2 to 1. (Function 63)

#### Note

- This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

#### Reference

ID Code: see P.66 “*Storing the ID Code*”

Closed Network (Reception): see P.30 “*Closed Network (Reception)*”

### Blank Sheet Detect

This feature is designed to help you avoid mistakes while scanning in documents.

If you try and scan in an almost completely blank document, an alarm sounds to warn you. Make sure the document is not blank, and is set the correct side.

- Transmission is not cancelled even if the machine detects the document is blank.
- With Immediate Transmission, the alarm sounds immediately.
- With Memory Transmission, the alarm sounds as soon as the document has been scanned. If you press the **[Stop]** key while the `BLANK DOCUMENT` message is shown, the “Cancel Transmission” display appears.
- As the alarm sounds, the `BLANK DOCUMENT` message appears.
- You can turn Blank Original Detect on or off with the User Parameters (Function 63 See P.58 “*User Parameters*”). When shipped, this feature is turned on by default.
- This feature is not supported in Copy mode.

# More Transmission Functions

The following functions are useful when sending faxes.

## Checking if a Transmission was Successful

Unless otherwise indicated, the automatic printing of these reports can be turned on or off by changing the bit of the user parameters (see P.58 "User Parameters").

### ❖ Journal (Switch 03, Bit 7)

This report gives details on each communication made by your terminal. It is automatically printed out after 50 transmissions and receptions.

### ❖ Communication Result Report (Memory Transmission) (Switch 03, Bit 0)

This report is printed out after memory transmission, showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed only when a communication fails.

### ❖ Communication Failure Report (ON if Communication Result Report is OFF)

This report is printed if a memory transmission failure occurred, after a job is completed. It is only printed if the Communication Result Report is switched off, and in the event of a communication failure.

### ❖ Polling Result Report (Switch 03, Bit 4)

This report is printed after your machine polls a message from another machine.

### ❖ Printing Part of the Image on the Report (Switch 04, Bit 7)

For reference purposes, the machine prints the first few inches of the fax message on the following reports.

- Communication Result
- File Reserve
- Communication Failure Report

## Automatic Redialing

The machine will automatically redial the other party if any of the following conditions occur.

- The other party was busy
- There was no reply from the other party
- The message was rejected by the machine at the other end because of excessive errors (in this case, redialing will only take place if Memory Transmission was used).

### Note

- The number of redials and redialing interval varies according to your locale.
- The number of redials may differ according to the line of PABX used.
- The redialing interval may be adjusted by service representative.
- During redialing, the number being dialed is displayed as shown below.

```
2125551234
DIALING
```

---

## Batch Transmission

---

This feature will save communication costs if you often send more than one message to the same location.

If various people in your office send messages to the Tokyo branch office, sending all these messages on separate calls can be expensive. It is cheaper to send them all together on the same call. You can further cut costs by sending out batches during off-peak hours. To do so, simply create Key-stroke Programs that use Send Later to send to those common destinations.

Instruct people in your office to store all faxes for the Tokyo branch in the memory, using Send Later. The selected time of transmission must be the same for each message that you wish to include in the batch. Then, when that time comes, the messages will all be sent out on the same call, or 'batched'.

You can set up more than one batch. In an example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

Also, when you send a fax message, if there is a message in the memory waiting for transmission to the same telephone number, it will be sent out with your message. This will only happen if the message already in the memory is waiting for retransmission (for example, because the line was busy on the first attempt).

### Note

- You can have up to 35 fax messages in the same batch.

### Reference

Sending at a Specific Time: see P.3  
*"Sending at a Specific Time (Send Later)"* .

---

## Turning Batch Transmission On/Off

---

To turn Batch Transmission on or off, adjust bit 4 of switch 06 in the User Parameters. (See P.58 *"User Parameters"*).



## Dual Access

Dual Access means that even if the machine is already carrying out a task, you may be able to operate the machine.

For instance, if your machine is currently receiving a long fax message, but you want to send a message and go back to your desk without having to wait by the machine, you can place your message in the feeder, select the required transmission features, dial the number, and press Start. Your message will be scanned and stored to memory while the machine is still receiving. This means that you can take your fax back to your desk before it is actually sent. However, to be sure whether your transmission was successful or not, keep an eye open for Error Reports (or check the Journal).

The following table shows which features can operate simultaneously on your machine.

Job Currently in Progress	Job that you wish to carry out at the same time								
	1	2	3	4	5	6	7	8	9
1. Storing to Memory	—	✓	×	✓	×	✓	✓	✓	✓
2. Printing from Memory	✓	—	×	×	×	×	×	×	×
3. Copying	×	×	—	×	×	✓	×	✓	✓
4. Printing an Automatic Report	✓	×	×	—	×	×	×	×	×
5. Immediate Transmission	×	×	×	×	—	×	×	×	×
6. Memory Transmission	✓	×	✓	×	×	—	×	×	×
7. Receiving and Printing a Fax	✓	×	×	×	×	×	—	×	×
8. Receiving a Fax to Memory	✓	×	✓	×	×	×	×	—	×
9. Transmitting a Service Report	✓	×	✓	×	×	×	×	×	—
10. PC Print*	✓	×	×	×	✓	✓	×	✓	✓
11. PC Scan*	×	×	×	×	×	×	×	×	×
12. PC Fax*	✓	×	✓	×	×	×	×	×	×

- \*: PC Interface Kit required
- ✓: Possible
- ×: Impossible

## Parallel Memory Transmission

With this feature the machine can call destinations while scanning documents. Compared with normal Memory Transmission where the machine calls once all the documents have been stored, it is quick to verify whether a connection has been made or not.

3 Additionally, as scanning finishes more quickly than Immediate Transmission, it is useful if you want to take the document back to your desk immediately. However, if the connection cannot be made (for example if the line is busy), normal Memory Transmission takes place.

After a Parallel Memory Transmission fails, a communication result report or a communication failure report is printed.

### Important

- The file is erased if any of the following happen during transmission:
  - The Stop key is pressed.
  - There is not enough memory available.
  - A document becomes jammed.

### Limitation

- If the amount of available memory is less than 50 %, you cannot use Parallel Memory Transmission.

### Note

- Normal Memory Transmission still takes place when using the following:
  - Send Later
  - Specify Multiple Destinations
- When using Parallel Memory Transmission, page numbers are not printed at the other end. If you want page numbers printed, use Printing the Page Number of the optional feature for transmission. (See P.4 “Page Numbering (Page Count)”.)

## Printed Reports

You can have reports printed from your machine automatically, or print them out yourself.

---

### File Reserve Report (Switch 03, Bit 2)

---

If you switch this report on, it is printed immediately after you store a document in memory for Memory Transmission. It gives the file number, the time that it was stored, and the destinations (including any Group numbers that were selected).

---

### Communication Result Report (Memory Transmission) (Switch 03, Bit 0)

---

This report is printed out after memory transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed only when a communication fails.

---

### Communication Failure Report (On if Communication Result Report is Off)

---

This report is printed if a memory transmission failure occurred, after a job is completed. It is only printed if the Communication Result Report is switched off, and in the event of a communication failure.

---

### Journal (Switch 03, Bit 7)

---

This report gives details on each communication made by your terminal. It is automatically printed out after 50 transmissions and receptions.

---

### Transmission Result Report (Switch 03, Bit 5)

---

This report is printed out after immediate transmission showing whether it was successful or not.

#### ❖ Printing Part of the Image on the Report (Switch 04, Bit 7)

For reference purposes, the machine prints the first few inches of the fax message on the following reports.

- Communication Result
- File Reserve
- Communication Failure Report

## Report Formats

* * * COMMUNICATION RESULT REPORT (MAR.24.2001 9:19PM) * * *				
FILE MODE	OPTION	ADDRESS (GROUP)	RESULT	FAX HEADER XYZ COMPANY PAGE
-----				
Report details appear here				

* * * JOURNAL (MAR.24.2001 11:07PM) * * *									
FAX HEADER XYZ COMPANY									
<TX>									
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	PERS.NAME	FILE	
-----									
Transmission details appear here									
<RX>									
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	PERS.NAME	FILE	
-----									
Reception details appear here									

ZDFH200E

3

❖ **The Mode Column**

See the bottom of the Journal for a full listing of symbols on the Journal. On other reports a code is given, informing the type of communication. These codes are explained below.

❖ **The Result Column**

- OK: Successful communication
- E: An error occurred

❖ **The Footnote on the Journal**

- Transmission counter: Total number of transmitted pages
- Reception counter: Total number of received pages

# 4. Reception Features

## General

---

### Printing Messages that Have Been Received into Memory (Substitute Reception)

---

If the Receive File indicator is lit, a message was stored in memory using substitute reception. This could be because the machine ran out of paper or toner, or because the Power Saver has turned off the print engine.

Check the following items and solve the problems, and the machine goes back to the working condition.

- While the Power Saving Timer (see P.56 “*Saving Energy with the Power Saving Timer*”) is active and the heater off, press Energy Saver Key for the machine go back to the working condition.
- When **ADD PAPER** appears in the display, your fax machine is out of paper. Add paper (see Chapter 4, “*Loading Paper in the Main Cassette*” in the Basic Features manual).
- When **ADD TONER** appears in the display, your fax machine is out of toner. Change the toner cassette (see P.99 “*Replacing the Toner Cassette and Cleaning Pad*”).
- Otherwise, there might be a paper jam (see P.78 “*Clearing a Copy, Fax, or Print Jam*”) or an open cover.

As soon as the machine is back in working condition, messages stored in memory will be printed. The Receive File indicator will turn off and the messages will be erased from memory.

#### **Note**

- If a message comes in while you are copying, the fax machine will store the message in memory and the Receive File indicator will light. The message will be printed as soon as copying is done.
- To turn substitute reception off or back on, set bit 0 of user parameter switch 05. See P.58 “*User Parameters*”.

---

### Rejecting Messages from Senders who do not Identify Themselves

---

Your fax machine can reject incoming messages lacking an identifier signal. Follow the user parameter procedure on to enter these settings.

Switch 05, bit 1

- 0: Accept such messages
- 1: Reject such messages

#### **Reference**

User Parameter: see P.58 “*User Parameters*”

## Receiving Message in Telephone Mode

This mode is active when the Manual Receive indicator is lit. You have to answer the call yourself and decide whether it is a fax or a telephone call. The procedure for answering a call is as follows:

**1** Pick up the handset of the optional handset or the external telephone.

**2** Listen to the other end.

If you hear a voice

**1** Continue your conversation as you would normally.

If you hear a fax tone

**1** Remove any documents from the feeder, press the **[Start]** key then replace the handset.

The machine will start receiving.

## Answering the Telephone

This feature is available when you connect the optional handset or external telephone.

### Note

- If the telephone rings just once, a fax is coming in. Do not pick up the handset.

## If the Telephone Rings Continuously

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

If you hear a high-pitched tone

**1** A fax is coming in. Press the **[Start]** key then hang up.

If the caller wants to send you a fax

**1** Press the **[Start]** key after speaking. Then hang up.

### Note

- If nothing happens after you press the **[Start]** key the telephone may not be properly connected.

## Closed Network (Reception)

This feature may help you to prevent reception of excessive junk fax mail.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.

### Note

- This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.
- If you are interested in this feature, contact your service representative.

### Reference

ID Codes: see P.67 "Programming the ID Code"

Closed Network (Transmission): see P.22 "Closed Network (Transmission)"

# Printing Options

As printing options, the Reverse Order Printing, and Printing the Center Mark are available.

## Reverse Order Printing

Normally, the machine prints the pages of received messages in the order that they were received uncollated.

However, with Reverse Order Printing, the machine will collate the sequence by printing the message from the last page first collated. This will make it easier to distribute the received fax messages, and make reading them more convenient.

### Preparation

Reverse Order Printing will not take place unless you switch it on beforehand.

To switch this feature on or off, see the User parameters. (see P.58 "User Parameters"(Switch 10 Bit 0)).

## Center Mark

If you switch this feature on, 2 marks at the center-top and center-left are printed on incoming fax messages. This makes it easy for you to position the hole puncher correctly when you file away the received fax messages.

To switch this feature on, see the User Parameters. (see P.58 "User Parameters"(Switch 02 Bit 1)).

### Note

- The center mark is not printed when you use the machine for making copies.

## Page Length Reduction

If the machine receives a page that is longer than the paper in the cassette, the machine reduces the length of the received image so that it will fit on one page.

The image length is within the following limits.

Paper size in the cassette	Maximum reducible length
Letter	14.4"
Legal	18.3"
A4	15.3"
F4	17.0"

## If Incoming Messages Do Not Fit on Paper

---

### Breaking Down Large Format Messages

---

If the incoming document is longer than the paper in your fax machine, the machine will split it into multiple sheets. The tail end of the message will be reproduced at the head of the next page. The images overlap each other by 10 mm. (You can ask a service representative to turn off the overlap.)



# 5. Copying

## Copying

If you need to make a copy of something, and there is no copier available, use your fax machine. Just place your original in the feeder, and press the **[Copy]** key.

### Note

- By default, copies are made at Detail resolution. To change to Standard, press the Resolution key.

### 1 Place your original in the feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

### 2 Press the **[Copy]** key.

```
COPY MODE      01 SETS
▶LT      LG      A4
```

### 3 If you have the optional second paper cassette, or optional multi-purpose feeder you can select the paper size by pressing ▶.

### Note

- LT = letter, LG = legal
- The display shows that you select the A4 size.

```
COPY MODE      01 SETS
LT      LG      ▶A4
```

### 4 Enter the number of copies that you need.

### Note

- Example: 2 copies, press **[2]** on the ten key pad.

```
COPY MODE      02 SETS
LT      LG      ▶A4
```

- This machine makes copies in the order P1, P2, P3, P1, P2, P3 (for example, when making 2 copies of a 3 page document).

### 5 Press the **[Start]** key.



# 6. Facsimile User Tools

## Programs

If you regularly send to a particular destination or set of destinations using the same features, you can save a lot of repetitive the ten key pad operation by storing the features and destinations in a Keystroke Program.

Keystroke Programs are stored as Quick Dial Keys.

- If you store a Keystroke Program into a Quick Dial Key, that Quick Dial Key cannot be used for any other purpose.
- Be sure to store your Keystroke Program in a vacant Quick Dial Key.

Example: Let us say that you normally send a daily report to locations A, B, and C at 5:00 p.m.(using Sending at a Specific Time). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, then press that key to set up the transmission.

### Reference

Sending at a Specific Time: see P.3 "Sending at a Specific Time (Send Later)".

---

## Storing a Program

---

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

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

- 2** Place a sheet of paper into the feeder.

```
TRANSMIT OPTION▶
DIAL FAX NUMBER
```

### Note

- Skip step **2** if you are making a Polling Reception program.

- 3** Select all required features and telephone numbers as you would normally do.

### Note

- Resolution, and halftone cannot be stored in a keystroke program.

- 4** Press the **[Quick Dial]** key that you wish to store the program in.

```
PROGRAM Y/N
PROGRAM?
```

### Note

- Example: 01 of the Quick Dial
- Make sure that this key is vacant.

**5** Press the **[Yes]** key.



**6** Press the Quick Dial key where this program is being stored. In this example, press the Quick Dial **[01]**.

The procedure that you just stored will now begin.

If you do not wish to use the procedure now

**1** Press the **[Stop]** key immediately.

## 6 Labeling a Program

If you store a label for your keystroke programs, the label will appear on the display when you use the program.

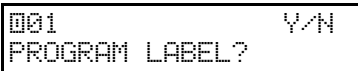
**1** Press **[Function] [3] [4]**, and then the **[Yes]** key.



**Note**

If you press **◀** and the **[Start]** key, a Program List will be printed.

**2** Press the Quick Dial key that holds the program that you wish to label and press the **[Yes]** key.



**Note**

Example: **[01]** of the Quick Dial Key and the **[Yes]** key.

**3** Press the **[Yes]** key to program a label for this program.



**4** Input your label, using the Quick Dial keys.



**Reference**

How to enter the label: see Chapter 3, "Entering Characters" in the Basic Features manual.

**5** Press the **[Yes]** key.



To label another program

**1** Go to step **2**.

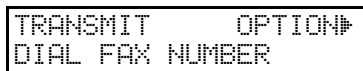
**6** Press the **[Function]** key to return to standby.

## Using a Program

Before using a program, make sure that the machine is in standby mode.

### Transmission program

**1** Place your document in the feeder.



- 2 Press the programmed **[Quick Dial]** key.

 **Note**

- The program begins at once.

---

### Free Polling Reception Program

---

- 1 Press the programmed **[Quick Dial]** key.

```
2125551234
SET DOC. OR DIAL NO.
```

 **Note**

- The program begins at once.

 **Reference**

Picking Up Messages Stored Elsewhere (Polling Reception) : see P.7 "Calling to Request a Message (Polling)".

---

### Erasing a Program / Changing the Program Label

---

When you wish to delete a keystroke program, do the following:

- 1 Press **[Function] [3] [4]**, and then the **[Yes]** key.

```
 QUICK/↔
PRINT LIST↔/SEARCH↔
```

- 2 Press the Quick Dial key that holds the program that you wish to erase, or scroll the Quick Dial using **◀** and **▶**.

```
008 CHANGE? Y/↔
USED AS PROGRAM
```

 **Note**

- Example: **[08]** of the Quick Dial Key.

- 3 Press the **[Yes]** key.

```
008 Y/N
PROGRAM LABEL?
```

To erase this program

- 1 Press the **[No]** key.
- 2 Press the **[Yes]** key.

To edit the program name

- 1 Press the **[Yes]** key.
- 2 Edit the program name.
- 3 Press the **[Yes]** key.

- 4 Either ;

```
 QUICK/↔
PRINT LIST↔/SEARCH↔
```

To edit or erase another program

- 1 Go to step 2.

To return to standby

- 1 Press the **[Function]** key.

## User Function Keys (Function 35)

There are two Function keys (F1 and F2) on the operation panel.

You can program each of these keys with a feature that you wish to use frequently.

Store a User Function Code in the User Function Keys.

### Assigning a User Function Key

You can program each of the User Function Keys with one of the following functions.

Code	Function
01	Journal
02	FAX HEADER ON
03	GROUP KEY
04	Dial Option
05	Batch Transmission
06	Forwarding
07	Communication Result Report
08	Counters

•F1 : Journal is default

To store a User Function Code, do the following procedure.

**1** Press **[Function] [3] [5]**, and then the **[Yes]** key.

**Note**

- At this time, you can print a User Function List if you press **◀[Start]**.



**2** Press one of the User Function Keys.



**Note**

- Example: Press the **[F2]**.
- If the key is already used, the currently stored code is displayed.

**3** Press the **[Yes]** keys.



**4** Enter the two-digit code for the function that you wish to store or search with **◀** or **▶**.



**Note**

- Example: Group Dial key, press **[03]**.

**5** Press the **[Yes]** key.



**6** Press the **[Function]** key.

## Using a User Function Key

- 1 Press the **[F1]** or **[F2]** key.
- 2 Use the function as normal.

## Reassigning a User Function Key

- 1 Press **[Function] [3] [5]**, and then the **[Yes]** key.

```

F1          F1-F2/↔
PRINT LIST↔/SEARCH↔
  
```

- 2 Press the user Function key that you wish to change.

```

F2          CHANGE? Y/↔
GROUP KEY
  
```

- 3 Press the **[Yes]** key.

```

F2          Y/N/↔
CODE 03 GROUP KEY
  
```

- 4 Press the **[No]** key.
- 5 Press the **[Function]** key.

## Clearing a User Function Key

- 1 Press **[Function] [3] [5]**, and then the **[Yes]** key.

```

F1          F1-F2/↔
PRINT LIST↔/SEARCH↔
  
```

- 2 Press the user Function key that you wish to erase.

 **Note**

Example: **[F2]**

```

F2          CHANGE? Y/↔
GROUP KEY
  
```

- 3 Press the **[Yes]** key.

```

F2          Y/N/↔
CODE 03 GROUP KEY
  
```

- 4 Press the **[No]** key.

- 5 Press the **[Yes]** key, and then the **[Function]** key.

# Reports You Can Print Out Yourself

You can print these reports at any time by following the steps below.

## Telephone Number List (Function 43)

You can obtain a list of all the phone numbers stored in the machine. (You can also obtain a list of stored numbers as you edit them. See Chapter 3, "Storing and Editing Fax Numbers (Function 31 & 32)" in the Basic Features manual. See Chapter 3, "Storing and Editing a Group of Fax Numbers (Function 33)" in the Basic Features manual.

- 1 Press [Function] [4] [3], and then the [Yes] key.

```
ALL LISTS?   START/N
QUICK/SPEED/GROUP
```

To print all the numbers (Quick Dial, Speed Dial, and Group numbers)

- 1 Press the [start] key. Then press the [Function] key and skip the following steps.

Three lists will come out.

To print the Quick Dial list

- 1 Press [No] key.

```
SELECT LISTS   Y/N
QUICK DIAL LIST?
```

- 2 Press the [Yes] key, and then the [Start] key.

```
START
```

To print the Speed Dial list

- 1 Press the [No] key.

```
SELECT LISTS   Y/N
QUICK DIAL LIST?
```

- 2 Press the [No] key.

```
SELECT LISTS   Y/N
SPEED DIAL LIST?
```

- 3 Press the [Yes] and [Start] keys.

```
START
```

To print the Group Dial list

- 1 Press the [No] key.

```
SELECT LISTS   Y/N
QUICK DIAL LIST?
```

- 2 Press the [No] key.

```
SELECT LISTS   Y/N
SPEED DIAL LIST?
```

- 3 Press the [No] key.

```
SELECT LISTS   Y/N
GROUP DIAL LIST?
```

- 4 Press the [Yes] key, and then the [Start] key.

```
START
```



## **Program List (Function 44)**

This list shows the contents programmed as keystroke program with the Function 34.

- 1** Press **[Function] [4] [4]**, and then the **[Yes]** key.
- 2** Press the **[Start]** key to print out the program list.

6

# 7. Key Operator Settings

## Using Key Operator Settings

### Setting the Date and Time (Function 91)

- 1 Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[9]** **[1]**, and then the **[Yes]** key.

```
SAT          */*/Y
MAR 24 2001  01:35PM
```

- 2 Change the month using **[#]** or **[\*]** (**[#]** to scroll forward, or **[\*]** to scroll backward) on the ten key pad and press **▶** to move the cursor.

```
TUE          KPAD/Y
APR 24 2001  01:35PM
```

- 3 Change the date with the ten key pad as **[3]** **[0]**.

```
MON          KPAD/Y
APR 30 2001  01:35PM
```

- 4 Type in the year and time with the ten key pad as **[0]** **[1]** **[1]** **[0]** **[2]** **[5]**.

```
MON          */*/Y
APR 30 2001  10:25PM
```

- 5 Change AM/PM using **[\*]** or **[#]** on the ten key pad.

```
MON          */*/Y
APR 30 2001  10:25AM
```

- 6 When the display is correct, press the **[Yes]** key, and then the **[Function]** key.

### Summer Time / Daylight Saving Time (Function 62)

Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

When you install the machine for the first time, take care that the setting is correct before you set the date and time.

- 1 Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[6]** **[2]**, and then the **[Yes]** key.

```
                V/NEXT▶
SELECT LINE
```

Display might differ according to your local.

- 2 Press **▶** until this display is shown, and then press the **[Yes]** key.

```
                V/NEXT▶
SUMMER TIME/DST
```

- 3 Use the **◀** and **▶** on the scroll key to switch the feature on or off. This mode is off if the display is shown.

```
SUMMER TIME/DST V/◀▶
ON ▶OFF
```

**4** To store your setting, press the **[Yes]** key.

**5** Press the **[Function]** key to finish.

## Selecting the Display Language (Function 93)

If you would rather use another language for messages and displays, follow the procedure below. The three languages are available: English, French, and Spanish.

**1** Press **[Function]** **[6]** and enter the access number **[2]** **[2]** **[2]** **[2]**. Press **[9]** **[3]**, and then the **[Yes]** key.

```
SELECT LANGUAGE  Y/◀▶
ENGLISH
```

**2** Use **◀** and **▶** to scroll through the available languages.

```
CHOIX LANGUE  0/◀▶
FRANCAIS
```

**3** Press the **[Yes]** key, and then the **[Function]** key to return to the ready state.

## Counters (Function 94)

These counters will help you if you wish to keep a regular check on how many pages your machine has sent, received, and copied. The machine has the following counters:

### ❖ TX Counter:

The number of pages that your machine has sent (transmitted)

### ❖ RX Counter:

The number of pages that your machine has received

### ❖ Scan Counter:

The number of pages that your machine has scanned (including copies)

### ❖ Print Counter:

The number of pages that your machine has printed (including copies, reports and lists.)

**1** Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[9]** **[4]**, and then the **[Yes]** key.

```
TX :003256
RX :002648
```

**2** Press the **[Yes]** key to check the SCAN and PRINT counter.

```
SCAN : 003287
PRINT : 002703
```

**3** When you have finished, press the **[Function]** key.

## Function Select

### Switching Forwarding On / Off (Function 62)

Before you use Forwarding, you have to switch it on using Function 62. If it is switched off, the machine will not forward any incoming fax messages.

**1** Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[6]** **[2]**, and then the **[Yes]** key.

```
SELECT LINE  Y/◀▶
```

Display might differ according to your local.

- 2** Scroll through the list of features with **▶** until this display is shown.

```

                                Y/NEXT▶
FORWARDING ON/OFF
  
```

- 3** Press the **[Yes]** key.

```

FORWARDING                                Y/◀▶
ON ▶OFF
  
```

- 4** Change the on/off setting by pressing **◀** or **▶**.

- 5** Press the **[Yes]** key.

- 6** Press the **[Function]** key to finish.

---

### Selecting the Cassette (Function 62)

---

Before you use Cassette Selection, you have to switch the feature on.

If you remove the optional second paper cassette, the cassette selection mode is automatically turned off.

- 1** Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[6]** **[2]**, and then the **[Yes]** key.

```

                                Y/NEXT▶
SELECT LINE
  
```

Display might differ according to your local.

- 2** Press **▶** until this display is shown.

```

                                Y/NEXT▶
CASSETTE ON/OFF
  
```

- 3** Press the **[Yes]** key.

```

CASSETTE SELECT Y/◀▶
ON ▶OFF
  
```

- 4** Press **◀** or **▶** to change the on or off setting.

- 5** Press the **[Yes]** key, and then the **[Function]** key.

---

### Switching Authorized Reception On / Off (Function 62)

---

Before you use Authorized Reception, you have to switch the feature on.

- 1** Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[6]** **[2]**, and then the **[Yes]** key.

```

                                Y/NEXT▶
SELECT LINE
  
```

Display might differ according to your local.

- 2** Press **▶** until this display is shown.

```

                                Y/NEXT▶
AUTHORIZED ON/OFF
  
```

- 3** Press the **[Yes]** key.

```

AUTHORIZED                                Y/◀▶
ON ▶OFF
  
```

- 4** Press **◀** or **▶** to change the on or off setting.

- 5** Press the **[Yes]** key, and then the **[Function]** key.

### Switching the Power Saving timer On / Off (Function 62)

The Power Saving timer feature must be switched on using Function 62.

- 1 Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [2]**, and then the **[Yes]** key.

```

SELECT LINE          Y/NEXT▶

```

Display might differ according to your local.

- 2 Scroll through the list of features with **▶** until this display is shown.

```

POWER SAVER ON/OFF  Y/NEXT▶

```

- 3 Press the **[Yes]** key.

```

POWER SAVER          Y/◀▶
ON                   ▶OFF

```

- 4 Change the on/off setting by pressing **◀** or **▶**.

```

POWER SAVER          Y/◀▶
▶ON                   OFF

```

- 5 Press the **[Yes]** key, and then the **[Function]** key to finish.

### Switching Memory Lock On/Off

#### Preparation

Before you can use Memory Lock, you have to switch it on using Function 62.

After you switch Memory Lock on, MEMORY LOCK will appear on the display when the machine is in standby mode.

#### Note

- If you switch Memory Lock on, Forwarding will be automatically disabled.
- If you wish, you can prevent unidentified senders from sending you messages while Memory Lock is on. See P.70 "Receiving Confidential Messages".

- 1 Press **[Function] [6]**, and enter the access code **[2] [2] [2] [2]**. Press **[6] [2]**, and then the **[Yes]** key.

```

SELECT LINE          Y/NEXT▶

```

Display might differ according to your local.

- 2 Scroll through the features with **▶** until following display is shown.

```

MEMORY LOCK ON/OFF  Y/NEXT▶

```

- 3 Press the **[Yes]** key.

```

MEMORY LOCK          Y/◀▶
ON                   ▶OFF

```

- 4 Change the on/off setting by pressing **◀** or **▶**.

```

MEMORY LOCK          Y/◀▶
▶ON                   OFF

```

- 5 Press the **[Yes]** key.

- 6 Press the **[Function]** key to finish.

## Programming a List of Senders to Treat Differently (Function 81)

You can enter a list of up to 30 identifications (OWN NAME, FAX NUMBER and Wild Cards) for senders you wish to treat differently. For instance, for each identification in the list, you have the following options.

- **Authorized Reception:** You can accept their calls and reject all others (or vice-versa) with the Authorized Reception setting (See P.55 "Rejecting or Accepting Messages from Specified Senders (Authorized Reception)").
- **Specified Cassette Selection:** You can choose to print their messages from the specified cassette.
- **Memory Lock:** You can choose to lock their message in memory

## Programming the List of Senders (Special Senders)

- 1 Press **[Function]** **[6]** and enter access code **[2]** **[2]** **[2]** **[2]**. Press **[8]** **[1]**, and then the **[Yes]** key.

```
SETTING?           Y/↔
PRINT LIST ↵/SEARCH↵
```

 **Note**

- At this time, you can print a Programmed Special Senders List by pressing **↵**, and then the **[Start]** key.

- 2 Press the **[Yes]** key.

```
NAME/NO.           ABC ↔
██████████████████████████████████████
```

- 3 Enter OWN NAME or FAX NUMBER using the **Quick Dial** key and the ten key pad.

```
NAME/NO.           ABC Y/N
XYZ COMPANY ████████████████████
```

 **Note**

- Example: XYZ COMPANY

 **Reference**

How to enter the characters: see Chapter 3, "Entering Characters" in the Basic Features manual.

- 4 Press the **[Yes]** key.

```
NAME/NO.           Y/N
STORE AS WILD CARD?
```

- 5 Either:

---

Store this OWN NAME as a wild card

---

- 1 Press the **[Yes]** key.

---

Otherwise

---

- 1 Press the **[No]** key.

- 6 Select whether you set this OWN NAME/FAX NUMBER as the special Senders for authorized reception using **▶** or **◀**. (if yes: ON, if no: OFF)

```
SET AUTHORIZED   Y/↔
▶ON    OFF
```

- 7 Press the **[Yes]** key.

```
SET MEM. LOCK    Y/↔
ON    ▶OFF
```

- 8** Select whether you set this OWN NAME/FAX NUMBER as the special terminal for specified Memory Lock using ► or ◀. (if yes: ON, if no: OFF)

```

SET MEM. LOCK  Y/↔
▶ON  OFF
    
```

- 9** Press the [Yes] key.

```

SET CASSE SLCT Y/↔
ON  ▶OFF
    
```

- 10** Select whether you set this OWN NAME/FAX NUMBER as the special terminal for specified Cassette Selection using ► or ◀. (if yes: ON, if no: OFF)

```

SET CASSE SLCT Y/↔
▶ON  OFF
    
```

7

- 11** Press the [Yes] key.

```

NAME/NO.      ABC  ↔
████████████████████████████████████████
    
```

- 12** Either:

To program another special terminal

- 1** Go to step **8**.

To finish

- 1** Press The [Function] key.

**Hints for programming the special senders**

You must specify the sender's identification code (see Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual) which could be a little different from their phone number.

To get the other party's identification, call and ask for their FAX NUMBER or OWN NAME code.

Explain that you need the number programmed into their fax machine for identification purposes. Or, attempt a communication with their fax machine and print out a Journal report (see P.12 "Journal (Function 41)"). Read the identification under the OWN NAME or FAX NUMBER heading of the report.

**Editing the OWN NAME/FAX NUMBER for Special Terminals**

- 1** Press [Function] [6] and enter the access code [2] [2] [2] [2]. Press [8] [1], and then the [Yes] key.

```

SETTING?      Y/↔
PRINT LIST 4/SEARCH▶
    
```

- 2** Press ► to scroll through the list. When OWN NAME/FAX NUMBER you want to change appears, press the [Yes] key.

```

NAME/NO. CHANGE? Y/↔
XYZ COMPANY
    
```





## Forwarding

Using this feature, you can send fax messages coming in from certain locations on to another fax machine. The terminals that receive your forwarded messages are called “forwarding terminals”.

If other fax machines in your organization have this feature, you can use Forwarding to set up distribution chains for incoming fax messages.

To set up Forwarding, program your machine as follows:

- Program the phone numbers of the Forwarding Terminals that you will pass on messages to, together with the list of specified senders for each number (Function 82).
- Specify the senders whose messages you want to forward (Ask the sending party what their OWN NAME/FAX NUMBER is. Or communicate with that terminal, print a Journal and read off the OWN NAME/FAX NUMBER).

If the other party is using a machine made by another maker, they may not be familiar with the terms OWN NAME or FAX NUMBER. Explain that you are interested in the telephone number that they stored in the machine for identification purposes (Function 82).

- Switch the Forwarding on (Function 62).
- Select the messages to forward (Function 63).
  - All messages from specified senders.
  - All messages except those from specified senders.

- Decide whether you want your machine to automatically print messages that it forwards (Function 63).
- Select whether or not your machine transmits a forwarding mark to be printed at the other end on the top of each page of the printout (Function 63).

### Limitation

- ☐ If the OWN NAME/FAX NUMBER of the machine sending you a fax is not the same as any of those that you have programmed into this feature, the message will not be forwarded.

### Reference

OWN NAME and FAX NUMBER: see Chapter 3, “Initial Settings and Adjustments” in the Basic Features manual

Journal: see P.12 “Journal (Function 41)”.

Wild Cards: see Chapter 3, “Wild Cards” in the Basic Features manual.

## Programming the Forwarding Feature (Function 82)

This section shows you how to set up your machine to forward incoming fax messages to another location or locations.

- 1 Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[8] [2]**, and then the **[Yes]** key.

```
SETTING?          Y/↔
PRINT LIST↔SEARCH↔
```

To print a list

- 1 Press **◀** to print a list.

- 2 Press the **[Yes]** key.

```
FORWARD          KPAD/↔
████████████████████████████████████████████████████████████████████████████████
```

- 3 Store a forwarding station number.

```
FORWARD          KPAD/Y/N
2125551234████████████████████████████████████████████████████████████████████████████████
```

 **Note**

- Example: **[2] [1] [2] [5] [5] [5] [1] [2] [3] [4]**
- If your machine is behind a PBX, add the access code before the number, unless this forwarding station is an extension connected to the same PBX as your machine.

- 4 Press the **[Yes]** key.

- 5 Press the **[Yes]** key to enter OWN NAMES or FAX NUMBERS of certain senders to be forwarded to this station.

```
NAME/NO.        ABC  ↔
████████████████████████████████████████████████████████████████████████████████
```

 **Note**

- Messages from senders other than these OWN NAMES or FAX NUMBERS will not be forwarded to this station.

---

If you wish all incoming messages to be forwarded to this station

---

- 1 Press the **[No]** key.

```
FORWARD          Y/N
SET NAME/NO.?
```

 **Note**

- Do not store any OWN NAMES/FAX NUMBERS for it.

- 2 Go to step 10.

- 6 Type in an OWN NAME or FAX NUMBER.

```
NAME/NO.        ABC Y/N
XYZ COMPANY
```

 **Reference**

How to enter characters, see Chapter 3, "Entering Characters" in the Basic Features manual.

- 7 Press the **[Yes]** key.

```
NAME/NO.        Y/N
STORE AS WILD CARD?
```

- 8 Press the **[Yes]** key to store this OWN NAME as a wild card.

```
FORWARD          Y/N
SET NAME/NO.?
```

---

Otherwise

---

- 1 Press the **[No]** key.

**9** Press the **[No]** key.

If you want to store another OWN NAME/FAX NUMBER

- 1** Press the **[Yes]** key and go back to step **6**.

To store another forwarding station

- 1** Press the **[No]** key and go to step **3**.

**10** Press the **[Function]** key.

**Editing the Forwarding Feature**

- 1** Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[8]** **[2]**, and then the **[Yes]** key.



- 2** Press **▶** until the forwarding station number you wish to edit appears, and then press the **[Yes]** key.



To erase this forwarding station's number and all OWN NAMES/FAX NUMBERS stored with it

- 1** Press the **[No]** key.



- 2** Press the **[Yes]** key to erase.
- 3** Press the **[Function]** key to finish.

If you change the forwarding station's telephone number

- 1** Edit this forwarding station's telephone number.



- 2** Press the **[Yes]** key.

If this forwarding station's telephone number is correct

- 1** Press the **[Yes]** key.



- 3** Press the **[Yes]** key to change the OWN NAME/FAX NUMBER.



If you do not change the OWN NAME/FAX NUMBER

- 1** Press the **[No]** key and go back to step **2** to edit another forwarding number.

- 4** Change the OWN NAME/FAX NUMBER.

To edit OWN NAME's/FAX NUMBER's allocated to this number

- 1** Press **▶** until the OWN NAME/FAX NUMBER you wish to edit appears.



---

To add OWN NAMES/FAX NUMBERS to this number

---

- Enter an OWN NAME/FAX NUMBER and press the **[Yes]** key, and then go to step **6**.

```
NAME/NO.      ABC Y/N
XYZ COMPANY
```

---

- Press the **[Yes]** key to edit or delete the OWN NAME/FAX NUMBER.
- 

If you edit the OWN NAME/FAX NUMBER

---

- Edit the OWN NAME/FAX NUMBER.

```
NAME/NO.      Y/N
STORE AS WILD CARD?
```

---

- Press the **[Yes]** key and go to step **6**.
- 

If you delete the OWN NAME/FAX NUMBER

---

- Press the **[No]** key.

#### Important

- If you delete all the OWN NAMES and FAX NUMBERS for a forwarding station, you must also delete the forwarding station (see step **2**). If you do not do this, all incoming messages will be forwarded to that station.
- Press the **[Yes]** key and go back to step **4**.
- 

- Press the **[Yes]** key to store it as a wild card.

```
FORWARD      Y/N
SET NAME/NO. ?
```

---

Otherwise

---

- Press the **[No]** key.
  - Press the **[Function]** key to finish.
- 

Edit or enter another OWN NAME/FAX NUMBER for this forwarding station:

---

- Press the **[Yes]** key and go to step **4**.
- 

To work on another forwarding station:

---

- Press the **[No]** key and go to step **2**.

#### Important

- If you switch the forwarding on and program no OWN NAME/FAX NUMBER, all incoming messages are forwarded.
- 

#### Selecting Which Messages to Forward

---

To choose which messages are forwarded, adjust bit 7 of switch 08 with the User Parameters. Two settings are available.

- Forward all incoming messages from specified senders (bit 7=0).
- Forward all incoming messages except those from specified senders (bit 7=1).

(See P.58 "User Parameters").

---

### Switching Local Printing On / Off

---

You can choose whether your machine prints copies of messages that it forwards (by default, these messages are printed). To change this setting, adjust bit 6 of switch 11 with the User Parameters:

- Bit 6=0 : Do not print
- Bit 6=1 : Print

(See P.58 "User Parameters").

---

### Enabling and Disabling the Forwarding Mark

---

The forwarding mark is printed at the receiving end on the top of each page of the fax messages that are forwarded from your machine. This mark will help the operator at the other end to recognize messages that have been forwarded. If you wish, you can switch this mark off.

To switch the Forwarding Mark on or off, adjust bit 0 of switch 02 with the User Parameters:

- Bit 1=0 : Forwarding mark off
- Bit 1=1 : Forwarding mark on

(See P.58 "User Parameters").

---

## Cassette Selection

---

---

### About Cassette Selection

---

This feature is only available if your machine has an optional second paper cassette, you can direct fax messages from certain senders to be printed from the main cassette.

#### Note

Example: Put yellow paper in the main cassette. Then, messages from the head office can be printed out on yellow paper; this will make it easy for you to see when a message from head office has arrived.

- ① You must specify a list of senders (Function 81). See P.47 "Programming a List of Senders to Treat Differently (Function 81)".
- ② You must turn Cassette Selection (Function 62). See P.45 "Selecting the Cassette (Function 62)".
- ③ Select the messages to be printed from the main cassette.
  - a) All messages from specified senders.
  - b) All messages except those from specified senders. (user parameters, switch 08, bit 4 and 5; see P.58 "User Parameters").

---

### Entering a List of Senders to Treat Differently (Function 81)

---

How to enter a list of senders to treat differently, see P.47 "Programming a List of Senders to Treat Differently (Function 81)".

---

### Selecting the Messages to be Printed from the Main Cassette

---

You can select the messages to be printed from the main cassette (see P.58 “*User Parameters*”) to enter the following settings.

❖ **Switch 08, Bit 4**

You have to set it with “1”

❖ **Switch 08, Bit 5**

- 0: Print messages from the special terminals from the main cassette.
- 1: Print messages except from the special terminal from the main cassette.

---

### Rejecting or Accepting Messages from Specified Senders (Authorized Reception)

---

This feature is called Authorized Reception. It helps you reject junk fax mail.

It lets you specify which terminals you wish to receive fax messages from; all others will be shut out.

---

#### About Authorized Reception

---

- ① You must specify a list of senders (Function 81). See P.47 “*Programming a List of Senders to Treat Differently (Function 81)*”.
- ② You must turn Authorized Reception on (Function 62). See P.45 “*Switching Authorized Reception On / Off (Function 62)*”
- ③ You must set your machine to accept or reject messages from senders in that list (Function 63). (user parameters, switch 08, bit 2 and 3; see P.58 “*User Parameters*”).

If you accept them, the general public will not have access to your fax machine. You accept messages only from a group of people you know.

If you reject them, everyone will be able to send you messages except the people in the list. This is useful to reject the junk fax mail.

You can store up to 30 identifications with this feature. You can program part of an identification and accept (or reject) messages from all senders whose identification contains that part. See Chapter 3, “Wild Cards” in the Basic Features manual.

---

### Entering a List of Senders to Treat Differently (Function 81)

---

How to enter a list of senders to treat differently, see P.47 “*Programming a List of Senders to Treat Differently (Function 81)*”

## Saving Energy with the Power Saving Timer

You can set sleep time to let the machine go to saving energy condition and set the wake up time when it returns to standby mode the next morning. During this Power Saver mode, a fax message received is stored in the memory and will be printed automatically the next morning after the wake up timer is activated.

As a typical example, you could program the heating element inside the printer to stay off at night and over the weekend. (You can program different settings for every day of the week.)

To use the Power Saving timer, you must:

- Program the timers for each day of the week.
- Switch the Power Saving timer feature on.

### Setting the Power Saving Time (Function 71)

#### Note

- While the Power Saving timer is active, all incoming calls are refused if the memory fills up.

#### Example:

For Tuesday, set the Power Saving timer to switch the heater on at 9 a.m. and off at 6 p.m.

- 1** Press **[Function] [6]** and enter access code **[2] [2] [2] [2]**. Press **[7] [1]**, and then the **[Yes]** key.

```
SET TIMER      Y/N/↔
SUN
```

- 2** Use **◀** and **▶** to scroll through the days of the week.

```
SET TIMER      Y/N/↔
TUE
```

#### Note

- Example: Press **▶** twice to go to Tuesday.

- 3** Press the **[Yes]** key

```
TIMER#1 TUE   */#/Y
ON FROM 12:00AM
```

- 4** To change the ON to OFF, or the other way round, press the **[\*]** or **[#]** keys.

#### Note

- There are two timers for each day, each with an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF" means that the heater will switch off at the time indicated.

- 5** Press **▶** to move the cursor under the time.

```
TIMER#1 TUE   KPAD/Y
ON FROM 12:00AM
```



- 6** Enter the time (9:00AM) : Press **[0] [9] [0] [0]** from the ten key pad.

```
TIMER#1 TUE  */#/*Y
ON FROM 09:00AM
```

- 7** Set AM/PM using the **[\*]** or **[#]** key.

```
TIMER#1 TUE  */#/*Y
ON FROM 09:00AM
```

- 8** Press the **[Yes]** key.

```
TIMER#2 TUE  */#/*Y
OFF FROM 12:00AM
```

- 9** Press **▶** to move the cursor under the time.

```
TIMER#2 TUE  KPAD/*Y
OFF FROM 12:00AM
```

- 10** Enter the time (6:00PM) : Press **[0] [6] [0] [0]** from the ten key pad.

```
TIMER#2 TUE  */#/*Y
OFF FROM 06:00AM
```

- 11** Set AM/PM using the **[\*]** or **[#]** key.

```
TIMER#2 TUE  */#/*Y
OFF FROM 06:00PM
```

- 12** Press the **[Yes]** key.

 **Note**

- Go back to step **2** to program the timer for another day.
- If you want the heater on all day, set both timers to ON = 12:00AM. If you want the heater off all day, set both timers to OFF = 12:00AM.

- 13** Press the **[Function]** key to finish.

## User Parameters

Adjusting your machine sometimes requires that you change special settings called user parameters. For each user parameter, you must change a bit in a switch.

A switch has eight bits. Each bit has a value of 1 or 0, and each bit is numbered 0 to 7 from the right.

### ◆ Bit Values and Bit Numbers

Bit Number	7	6	5	4	3	2	1	0
Bit Value	↓	↓	↓	↓	↓	↓	↓	↓
	0	1	0	0	0	0	0	0

In the following example we will change bit 3 of switch 05 in the user parameters.

**1** Press **[Function]** **[6]** and enter the access code **[2][2][2][2]**. Press **[6][3]**, and then the **[Yes]** key.

The following display appears.

```
SETTING?          Y/4
PRINT LIST ◀
```

#### 📌 Note

You can press the ◀ key to see a list. Otherwise, press the **[Yes]** key.

**2** Press the **[Yes]** key again and use ◀ and ▶ to change switches.

#### 📌 Note

For example, go to switch 05 by pressing ▶ five times.

```
KPAD/Y/◀▶
SWITCH 05 :1000 0001
```

**3** To change bit 3, press **[3]** on the ten key pad.

Bit 3 will change from 1 to 0 or from 0 to 1.

```
KPAD/Y/◀▶
SWITCH 05 :1000 1001
```

#### 📌 Note

To change bit 0, press **[0]**. To change bit 1, press **[1]** and so on.

**4** Press the **[Yes]** key, and then the **[Function]** key.

 **List of all relevant user parameters**

Many bit settings have no effect and are not listed. (Never change these).

SW	Bit & Definition	Settings
00	5, 4 : Default resolution when you send a message RESOLUTION	Bit: 5, 4 0, 0: STANDARD* 0, 1: DETAIL 1, 0: FINE 1, 1: HALFTONE
	6: Default setting for transmission. TRANSMISSION MODE	0: Memory* 1: Immediate
01	7: If you change any of resolution, transmission mode setting before making a transmission , then 0: The setting(s) will not return to the home position after the transmission. 1: The setting(s) will return to the home position after the transmission. RETURN TO HOME POSITION	0: Off 1: On*
02	0: Mark to be printed at the receiving side to distinguish messages that are sent from you machine when it is acting as a forwarding station. FORWARDING MARK	0: Off 1: On*
	1: The center mark is not printed when the machine is used for making copies. CENTER MARK	0: Off* 1: On
	3: TSI Print TSI PRINT	0: Off* 1: On
03	0: Automatically print memory transmission reports. COMMUNICATION RESULT REPORT (MEMORY TX)	0: Off 1: On*
	2: Automatically print storage reports for memory transmission. FILE RESERVE REPORT (MEMORY TX)	0: Off* 1: On
	4: Automatically print polling reception reports. COMMUNICATION RESULT REPORT (POLLING RX)	0: Off 1: On*
	5: Automatically print immediate transmission reports. TRANSMISSION RESULT REPORT	0: Off 1: On*
	7: Automatically print communication reports. JOURNAL	0: Off 1: On*

## Key Operator Settings

SW	Bit & Definition	Settings
04	0: Printing the Confidential File Report CONFIDENTIAL FILE REPORT	0: Off 1: On*
	7: Include the first half of the first page with reports? INCLUSION OF PART OF IMAGE	0: Off 1: On*
05	0: Store incoming faxes when machine is out of supplies. SUBSTITUTE RECEPTION	0: Off 1: On*
	1: Allow automatic reception from senders that do not identify themselves. CONDITIONS OF MEMORY RECEPTION	0: Accept (Free) 1: Reject (If no OWN NAME/ FAX NUMBER received)*
	5, 4 : Restricted Access RESTRICTED ACCESS	Bit: 5, 4 0, 1: On 0, 0: Off*
	6 : Level for the Energy Saving feature ENERGY SAVING	Bit: 6 0: Heater off (Energy Saving Mode)* 1: Heater half cool (Fax Stand-by)
06	0: Default Setting for sending a header with each page. FAX HEADER PRINT	0: Off 1: On*
	2: Closed Network in Transmission. CLOSED NETWORK TRANSMISSION	0: Disabled* 1: Enabled
	4: Batch Transmission BATCH TRANSMISSION	0: Off 1: On*
07	2: Parallel Memory TX PARALLEL MEMORY TX	0: Off 1: On*

SW	Bit & Definition	Settings
08	3, 2: Authorized Reception (Can also use function 62) AUTHORIZED RECEPTION	Bit 3, 2 X 0: Off* 0, 1: Receive messages only from senders whose OWN NAME/FAX NUMBERS are programmed. 1, 1: Receive messages only from senders whose OWN NAME/FAX NUMBERS are not programmed.
	5, 4: Cassette Select (Optional Second Paper Cassette Required) CASSETTE SELECT	Bit 5, 4: X, 0: Off 0, 1: Print Special Terminal's messages using the main cassette, but do not print any other with this cassette.* 1, 1: Do not print Special Terminal's messages using the main cassette
	7, 6 : Forwarding FORWARDING	Bit 7, 6: X, 0: Off* 0, 1: Forward messages only from senders whose OWN NAME/FAX NUMBERS are programmed. 1, 1: Forward messages only from senders whose OWN NAME/FAX NUMBERS are not programmed.
09	1, 0: Memory Lock MEMORY LOCK	Bit 1, 0: X, 0: Off* 0, 1: Messages from senders whose OWN NAME/FAX NUMBERS are programmed, are not printed unless you enter the Memory Lock ID. 1, 1: Messages from senders whose OWN NAME/FAX NUMBERS are not programmed, are not printed unless you enter the Memory Lock ID.

SW	Bit & Definition	Settings
10	0: Reverse order Printing SORT	0: Off* 1: On
	7: Use dithering halftone (SPD) or standard halftone (STD) HALFTONE METHOD	0: STD* 1: SPD
11	2: Detect blank sheet DETECTION OF BLANK SHEET TRANS- MISSION	0: Off 1: On*
	6: Print the received message when it is acting as a forwarding station PRINTED MEMORY TRANSFER FILES	0: Off 1: On*
12	1: Distinctive Ring DISTINCTIVE RING	0: Off* 1: On
13	1, 0: Access to the public telephone line PABX/PSTN	Bit: 1, 0 0, 1: Loop Start 1, 0: Ground Start 1, 1: Flash Start 0, 0: PSIN* (Ground Start and Flash Start are not available in North America.)

7

---

**User Parameter Hints**

---

❖ **Changing your machine's default settings**

These are the settings your machine assumes immediately after it is turned on, after clearing the machine, or after you or the power saving reactivates it. Many of the user parameters determine your machine's default settings.

❖ **Clear modes after sending or loading a fax message (Switch 01, Bit 7)**

Your machine can either reset itself or keep its settings (for a few minutes) after it sends a fax message.

❖ **Automatic reports**

Many types of automatic reports can be switched on or off. See P.23 "Checking if a Transmission was Successful" P.27 "Printed Reports" for details.

❖ **Accepting messages when out of supplies (Switch 05, Bit 0)**

This is also called substitute reception. You can accept messages even when out of toner or paper by storing them in memory. See P.29 "Printing Messages that Have Been Received into Memory (Substitute Reception)"

## Programming Personal Codes (Function 72)

The main advantage of Personal Codes is that they allow you to track machine usage. You can still use Personal Codes to personalize your fax messages, by using the Label Insertion feature.

Each user can be given a Personal Code. While programming, you can store the following items with each Personal Code:

### ◆ A name:

This will be printed on reports, such as the JOURNAL, to identify the users of the machine.

### ◆ A Confidential ID:

This must be different for each Personal Code, and different from your machine's Confidential ID. If somebody sends you a confidential message, they can override your machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of this ID. If so, the machine will print a Confidential File Report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message.

### Note

- The Personal Code is a four digit code. It can have any value from 0001 to 9999.
- You cannot register more than 30 Personal Codes with Names and Confidential IDs in this machine.

### Reference

Using Personal Codes: see P.6 "Personal Codes".

Journal: see P.12 "Journal (Function 41)".


Confidential File Report: see P.72 "Confidential File Report".

Confidential ID: see P.71 "Storing a confidential ID".

Receiving Confidential Messages: see P.70 "Receiving Confidential Messages".

## Storing a Personal Code

- 1** Press the **[Function]** **[6]** and enter the access code **[2] [2] [2] [2]**. Press **[7] [2]**, and then the **[Yes]** key.

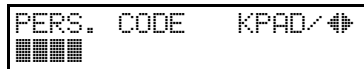


SETTING? V/↔  
PRINT LIST↙/SEARCH→

### Note

- If you press ◀ and then the **[Start]** key, a Personal Code List will be printed.

- 2** Press the **[Yes]** key.



PERS. CODE KPAD↙/↔  
■■■■

- 3** Enter a Personal Code that you want to store in your machine for later use.

```
PERSONAL CODE   Y/N  
5477
```

 **Note**

- Example: **[5] [4] [7] [7]** from the ten key pad.

---

If you input the wrong code

- 1** Press the **[No]** key and enter again.

- 4** Press the **[Yes]** key to store the code.

```
PERSONAL CODE   Y/N  
PROGRAM LABEL?
```

---

To store the label for this personal code

- 1** Press the **[Yes]** key and go to step **5**.

---

If you do not program a personal code

- 1** Press the **[No]** key and go to step **7**.

- 5** Enter a name for this Personal Code using the Quick Dial keys or the ten key pad.

```
PERSONAL        ABC Y/N  
JOHNSON
```

 **Note**

- Example: JOHNSON

 **Reference**

How to enter the label: see Chapter 3, "Entering Characters" in the Basic Features manual.

---

If you do not wish to store an ID

- 1** Press the **[No]** key and go to step **7**.

- 6** Press the **[Yes]** key to store the name.

```
PERSONAL CODE   Y/N  
SET CONFIDENTIAL ID
```

---

If you want to program the Confidential ID for this user

- 1** Press the **[Yes]** key.
- 2** Enter a Confidential ID for the personal code used by this user.
- 3** Press the **[Yes]** key.

---

To enter another code

- 1** Go to step **3**.

- 7** Press the **[Function]** key to finish.



---

### Editing or Erasing a Personal Code

---

- 1** Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[7]** **[2]**, and then the **[Yes]** key.

```
SETTING?           Y/↔
PRINT LIST↔/SEARCH↔
```

- 2** Scroll the personal code using **▶**.

```
PERSONAL CHANGE? Y/N
5474
```

- 3** Press the **[Yes]** key.

```
PERSONAL CODE     Y/N
5474
```

---

To erase this Personal Code

- 1** Press the **[No]** key.
- 2** Press the **[Yes]** key and go back to step **2** to edit another personal code. To finish, press the **[Function]** key.

---

To edit the contents of this code

- 1** Press the **[Yes]** key and go to step **4**.

```
PERSONAL CODE     Y/N
PROGRAM LABEL?
```

- 4** Edit the label.

---

To edit the label

- 1** Press the **[Yes]** key and go to step **3**.

```
PERSONAL CODE     Y/N
PROGRAM LABEL?
```

---

If you do not edit the label

- 1** Press the **[No]** key and go back to step **2** to edit another personal code. To finish, press the **[Function]** key.

- 5** Edit the name stored with this code. When the name is correct, press the **[Yes]** key.

```
PERSONAL CODE     Y/N
SET CONFIDENTIAL ID?
```

---

To edit the Confidential ID stored with this code

- 1** Press the **[Yes]** key, and then the **[No]** key. Then enter the ID.

---

When the ID is correct

- 1** Press the **[Yes]** key twice.

---

To enter or edit another code

- 1** Press the **[No]** key and go back to step **2**.

- 6** Press the **[Function]** key.


## Restricted Access

Use this feature to restrict access to the machine or monitor machine usage by users or departments. When turned on, users must enter a previously assigned code before they can use the machine.

### Note

- When the machine is shipped, this feature is turned off by default. Turn it on or off with the User Parameters. See P.58 "User Parameters"(Switch 05 Bit 4, 5)
- The machine returns to the state where a Personal Code must be entered to use the machine in the following situations:
  - The machine is not used for a certain time
  - A previously set document is removed
  - The current operation is completed
- When Restricted Access is turned on, incoming faxes are received and printed as normal.

- 1** Check that the Restricted Access display is shown.



```

READY    100%  10:00AM
PERSONAL CODE:■■■■■
  
```

- 2** Input your personal code with the ten keys.

- 3** Press the **[Yes]** key.

## Storing the ID Code

ID Codes are used with the following communication features. The same code must be used by all members of your fax network and all people you wish to communicate with using these features.

- Calling to Request a Message (Polling): see P.7 "Calling to Request a Message (Polling)".
- Closed Network (Transmission): see P.22 "Closed Network (Transmission)".
- Closed Network (Reception): see P.30 "Closed Network (Reception)".

### Limitation

- Before programming the ID Code, confer with other users in your fax network to agree on an ID Code. This is because communications using ID Codes will fail if the codes are not the same.
- Features using ID Codes can only be used between terminals made by the same maker.

### Note

- The ID Code can be any four-digit code (using digits 0 to 9 and letters A to F), except 0000 and FFFF.

## Programming the ID Code

To store an ID Code, do the following.

- 1 Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [1]**, and then the **[Yes]** key.

```

          Y/NEXT▶
SET OWN NUMBER
  
```

- 2 Press **▶** until the following display is shown.

```

          Y/NEXT▶
SET POLLING ID
  
```

- 3 Press the **[Yes]** key.

```

POLLING ID      KPAD
■■■■■
  
```

- 4 Enter the ID Code that you will be using.

```

POLLING ID      Y/N
4363
  
```

### Note

- Example: **[4] [3] [6] [3]** from the ten key pad.
- Do not use 0000 and FFFF.

- 5 Press the **[Yes]** key, and then the **[Function]** key.

## Editing the ID Code

If you want to change the ID Code, do the following.

- 1 Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [1]**, and then the **[Yes]** key.

```

          Y/NEXT▶
SET OWN NUMBER
  
```

- 2 Press **▶** until the following display is shown.

```

          Y/NEXT▶
SET POLLING ID
  
```

- 3 Press the **[Yes]** key.

```

POLL. ID CHANGE? Y/N
1234
  
```

- 4 Press the **[Yes]** key, and then the **[No]** key.

```

POLLING ID      KPAD
■■■■■
  
```

- 5 Input a new ID.

```

POLLING ID      Y/N
5433
  
```

### Note

- Example: **[5] [4] [3] [3]** from the ten key pad.

- 6 Press the **[Yes]** key, and then the **[Function]** key.

## Locking Incoming Messages (Memory Lock)

If Memory Lock is switched on, the machine will not print any incoming fax messages. They will be kept in memory until you enter the Memory Lock ID that you previously stored in the machine. Messages received by Confidential Reception will not be printed when you input the Memory Lock ID.

### Preparation

To use Memory Lock, you must first:

- Store a Memory Lock ID (Function 61).
- Switch Memory Lock on (Function 62).

To make Memory Lock more versatile you may choose to receive messages from select locations into memory or exclude certain select locations from coming into memory. You may:

- Specify the senders whose messages you want to be locked in memory (Special Terminals). Do this by programming the OWN NAME's or FAX NUMBER's of these senders (Function 81).
- Select the messages to store in memory
  - a) Only messages from Special Terminals.
  - b) All messages except those from specified Terminals.  
(User Parameters, switch 09, bit 0 and 1; see P.58 "User Parameters".)

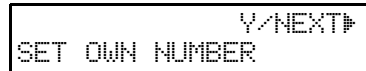
### Reference

Receiving Confidential Messages: see P.70 "Receiving Confidential Messages".

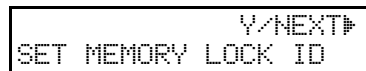
## Storing a Memory Lock ID

This can be any four-digit code (using digits 0 to 9), except 0000.

- 1** Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [1]**, and then the **[Yes]** key.



- 2** Press **▶** until the following display is shown.



- 3** Press the **[Yes]** key.



- 4** Enter the Memory Lock ID that you will be using.



### Note

- Example: **[6] [7] [5] [4]** from the ten key pad.

- 5** Press the **[Yes]** key to store the ID.

- 6** Press the **[Function]** key.

### Editing the Memory Lock ID

- 1 Press **[Function]** **[6]** and enter the access code **[2]** **[2]** **[2]** **[2]**. Press **[6]** **[1]**, and then the **[Yes]** key.

```

                                Y/NEXT▶
SET OWN NUMBER
  
```

- 2 Press **▶** until the following display is shown.

```

                                Y/NEXT▶
SET MEMORY LOCK ID
  
```

- 3 Press the **[Yes]** key.

```

LOCK ID  CHANGE? Y/N
5477
  
```

- 4 Press the **[Yes]** key.

```

LOCK ID                                Y/N
5477
  
```

- 5 Press the **[No]** key and enter a new number.

```

LOCK ID                                Y/N
5478
  
```

- 6 Press the **[Yes]** key.

- 7 Press the **[Function]** key.

### Programming Special Terminals for Memory Lock

If you like to receive information from only select locations into Memory lock, you can program the OWN NAME codes or FAX NUMBER codes of those locations. A terminal sending an incoming messages always identifies itself to your terminal. The identification consists of an OWN NAME or a FAX NUMBER. When you specify the senders for Memory lock, you must program a list of these codes. Program the list using Function 81 called "Special Terminals" (see P.47 "Programming a List of Senders to Treat Differently (Function 81)").

### Selecting Which Messages to Lock in Memory

You have to select either two:

- Only Lock messages from Special Terminals.
- Lock all messages except those from Special Terminals.

To change this setting, adjust bit 1 of switch 09 with the User Parameters:

- Bit 1 = 0: Lock incoming messages in memory from special terminal
- Bit 1 = 1: All incoming messages except those from specified terminal

(See P.58 "User Parameters".)

## Printing a Memory-Locked Message (Function 53)

If the **Receive File** indicator is blinking, a message has been stored using Memory Lock. Print it using the following procedure.

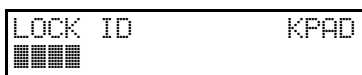
### Note

- If the **Receive File** indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.

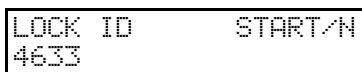
### Reference

To print the message using the Confidential Reception. (see P.70 "Receiving Confidential Messages")

- 1** Press **[Function] [5] [3]**, and then the **[Yes]** key.



- 2** Enter the Memory Lock ID.



### Note

- Example: **[4] [6] [3] [3]** from the ten key pad.

- 3** Press the **[Start]** key.

## Receiving Confidential Messages

This feature is called Confidential Reception.

If the other party sent you a message using Confidential Transmission, the message is stored in the memory, and not printed. The "Receive File" indicator on the operation panel blinks to inform you when a confidential message has come in. Also, if you have switched Confidential File Report on, the machine will print a report whenever a confidential message comes in.

### Preparation

For this feature to work properly, you must have stored a Confidential ID in advance.

There is no need to do anything immediately. When you want to print the message, enter the Confidential ID.

### Note

- If the machine's Confidential ID does not work, contact the sender and check whether they used Confidential ID Override to override your ID. Print the Journal to find out who the sender is, if necessary.
- If you have forgotten the machine's Confidential ID, print a User Parameter List, or call a service representative for assistance.
- You can also receive confidential message using 4-digit SUB codes.

### Reference

User Parameter List: see P.59 "List of all relevant user parameters".

Confidential File Report: see P.72 "Confidential File Report".

Journal: see P.12 "Journal (Function 41)".

## Storing a confidential ID

This can be any 4-digit code (using digits 0 to 9). It must be used to print any confidential messages that your machine has received.

### Important

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

- 1** Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [1]**, and then the **[Yes]** key.

```

                                     Y/NEXT▶
SET OWN NUMBER
  
```

- 2** Press **▶** until the following display is shown.

```

                                     Y/NEXT▶
SET CONFIDENTIAL ID
  
```

- 3** Press the **[Yes]** key.

```

CONFID'L ID      KPAD
■■■■■■
  
```

- 4** Enter the Confidential ID that you will be using.

```

CONFID'L ID      Y/N
6754
  
```

### Note

- Example: **[6] [7] [5] [4]** from the ten key pad.

- 5** Press the **[Yes]** key.

- 6** Press the **[Function]** key.

## Editing the Confidential ID

- 1** Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [1]**, and then the **[Yes]** key.

```

                                     Y/NEXT▶
SET OWN NUMBER
  
```

- 2** Press **▶** until the following display is shown.

```

                                     Y/NEXT▶
SET CONFIDENTIAL ID
  
```

- 3** Press the **[Yes]** key.

```

CONF. ID CHANGE? Y/N
6754
  
```

- 4** Press the **[Yes]** key.

```

CONFID'L ID      Y/N
6754
  
```

- 5** Press the **[No]** key and enter a new confidential ID code.

### Note

- Example: **[8] [3] [5] [2]**.

- 6** Press the **[Yes]** key.

```

CONFID'L ID      Y/N
8352
  
```

- 7** Press the **[Function]** key.

## Confidential File Report

This report informs you when a confidential message has been received.

You can store a separate Confidential ID with each of the Personal Codes. If the sender of the message uses Confidential ID Override, the sender can specify one of these IDs. If so, the Confidential File Report will contain the name stored with that Personal Code, drawing the attention of the intended receiver of the confidential message.

You can switch this report on or off, see P.58 "User Parameters"(Switch 04 Bit 0).

### Note

- If you wish, you can prevent unidentified senders from sending you Confidential Messages. See P.70 "Receiving Confidential Messages".

### Reference

Personal Codes: see P.6 "Personal Codes".

## Setting the Access Number (Function 61)

### ◆ Access number:

If you select inside line, you must program the number which proceeds the telephone number. If you program the number, a pause will be added automatically as soon as you press the number.

- 1** Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [1]**, and then the **[Yes]** key.

```

                                     V/NEXT▶
SET OWN NUMBER

```

- 2** Press **▶** until the following display is shown.

```

                                     V/NEXT▶
SET PSTN ACCESS NO.

```

- 3** Press the **[Yes]** key.

```

NUMBER                               KPAD
■■■■

```

- 4** Enter the number which you use to access an outside line.

```

NUMBER                               KPAD/VN
■■■■

```

- 5** Press the **[Yes]** key to store your setting, and then press the **[Function]** key.



## Setting the Auto Ring Time (Function 61)

In Auto mode, the machine rings a number of times to give you the chance to pick up the handset before taking the call automatically. You can alter the number of rings by changing the Auto Ring Time.

- 1 Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [1]**, and then the **[Yes]** key.

```

                                V/NEXT▶
SET OWN NUMBER
  
```

- 2 Press **▶** until the following display appears.

```

                                V/NEXT▶
SET NO. OF RINGS
  
```

- 3 Press the **[Yes]** key.

The factory setting will be displayed.

```

NO. OF RINGS          V/N
08 RINGS
  
```

### Note

- If you wish to keep these settings, go to step 5.

- 4 Press the **[No]** key, then enter the new number using the ten key pad.

- 5 Press the **[Yes]** key, and then the **[Function]** key.

## Setting the Phone Line Type (Function 62)

### ◆ Line:

You must match the fax machine to the type of line you use: a tone line or a pulse line. Then, you should connect the line to the machine.

### ✎ Note

- This function is not available in some areas.

- 1 Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[6] [2]**, and then the **[Yes]** key.

```

                                V/NEXT▶
SELECT LINE
  
```

- 2 Press the **[Yes]** key.

```

SELECT LINE          V/◀▶
▶TT PD
  
```

### ✎ Note

- TT = Touch Tone
- PD = Pulse Dial

- 3 Press **◀** and **▶** to set your machine for a tone dial line (TT) or a pulse dial line (PD).

```

SELECT LINE          V/◀▶
TT ▶PD
  
```

- 4 Press the **[Yes]** key.

PROGRAMMED will flash on the display.

- 5 Press the **[Function]** key.

```

READY 100% 10:00AM
SET DOC. OR DIAL NO.
  
```

## Adjusting the Printing Margins (Function 95)

Follow these steps if you wish to adjust the top and left margins on printed messages.

You can choose the site of margins in steps of about 0.5 mm.

If the upper and lower margins do not match, change the paper in the lower cassette.

### Note

- Do not change the margins too much, or no margin will be used and print quality might deteriorate.

- 1** Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[9] [5]**, and then the **[Yes]** key.

```

MAIN CASSETTE      Y/N/↔
  
```

- 2** If the cassette whose paper margins you wish to adjust is not displayed, press the **◀** and **▶** key until it appears.

- 3** Press the **[Yes]** key. If the top margin is OK, go to step **6**.

```

TOP MARGIN      Y/N/↔
-          *          +
  
```

- 4** Press the **◀** and **▶** key to adjust the size of the margin. The position of the asterisk indicates the current size.

```

TOP MARGIN      Y/N/↔
-          *          +
  
```

- 5** Press the **[Yes]** key. If the left margin is OK, go to step **6**.

```

TOP MARGIN      Y/N/↔
PROGRAMMED
  
```

- 6** Press the **◀** and **▶** key to adjust the size of the margin. The position of the asterisk indicates the current size.

```

LEFT MARGIN     Y/N/↔
-          *          +
  
```

- 7** Press the **[Yes]** key.

```

LEFT MARGIN     Y/N/↔
PROGRAMMED
  
```

- 8** If you wish to make a test print, press the **[Start]** key. To skip the test print, press the **[No]** key.

```

TEST PRINT      START
  
```

- 9** Press the **[Function]** key to return to standby mode.

You have two options:

- To adjust the margins for another cassette, return to step **2**.
- To return to standby mode, press the **[Function]** key.

```

READY 100% 10:00AM
SET DOC. OR DIAL NO.
  
```

## RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

### Switching RDS On/Off

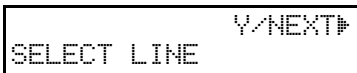
For RDS to work, you must switch it on before the service representative starts the RDS operation on your machine.

For some RDS operations, it may be necessary for you to stay near the machine.

### Switching RDS On/Off

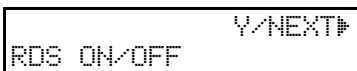
Before your machine can accept incoming calls from an RDS, you have to switch RDS on using Function 62. If it is switched off, the machine will not accept treatment from an RDS.

- 1 Press the **[Function] [6]** then enter the access number **[2] [2] [2] [2]**. Then press **[6] [2]** and the **[Yes]** key.



A rectangular screen display with a black border. The text 'SELECT LINE' is on the left and 'Y/NEXT' with a right-pointing arrow is on the right.

- 2 Scroll through the list of features with **◀** and **▶** key until the screen is as shown.



A rectangular screen display with a black border. The text 'RDS ON/OFF' is on the left and 'Y/NEXT' with a right-pointing arrow is on the right.

- 3 Press the **[Yes]** key.



A rectangular screen display with a black border. The text 'RDS' is at the top left, 'ON' is below it, and 'OFF' is to the right of 'ON'. 'Y/NEXT' with a right-pointing arrow is at the top right.

- 4 Change the on/off setting by pressing **◀** or **▶** key.

- 5 Press the **[Yes]** key, and then the **[Function]** key.

#### Note

- RDS is automatically switched off 24 hours after you switch it on.

## Calling the Service Station

The machine has a feature called Service Report Transmission. Use this feature when your machine is having problems. The machine will transmit information about the condition of your machine to your service representative. A technician will then be able to find out what the problem is before making a visit. Service Report Transmission is available when the fax number of the service representative has been programmed.

### Important

- This information is sent to the destination that has been registered in your machine by a service representative.

## Sending a Service Report

7

When you need to send a service report, do the following:

- 1** Press **[Function] [6]** and enter the access code **[2] [2] [2] [2]**. Press **[7] [3]**, and then the **[Yes]** key.

```
                START
SYSTEM PARA. TX
```

- 2** Press the **[Start]** key.

```
5551234
DIALING
```

### Note

- If the transmission was not successful, the machine will not redial. You must repeat the operation. Program your machine's own telephone number in order for your service representative to identify the sender of the service report. (see Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual.)

# 8. Troubleshooting

## Help List

Use the **[No/Help]** key to print the Help List.

This list explains the following procedures:

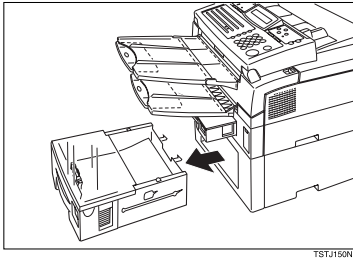
- Immediate Transmission
- Memory Transmission
- Erasing a stored message before it is sent
- Storing and editing Quick Dial numbers
- Printing a list of the Quick Dial numbers
- Storing and editing Speed Dial numbers
- Printing a list of the Speed Dial numbers
- Printing the Journal

# Clearing a Copy, Fax, or Print Jam

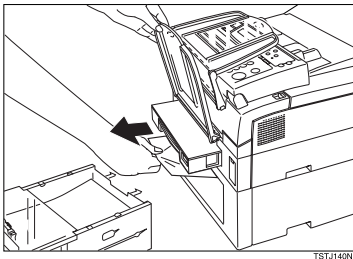
When CLEAR COPY is displayed, follow this procedure to solve the problem. For how to clear original jams, see the previous procedure.

## Clearing a Jam in the Optional Second Cassette

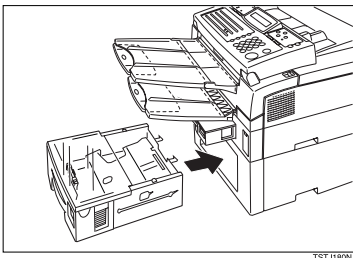
- 1** Remove the optional second cassette and place it on a flat surface.



- 2** Remove any paper from inside the machine.



- 3** Replace the optional second cassette.

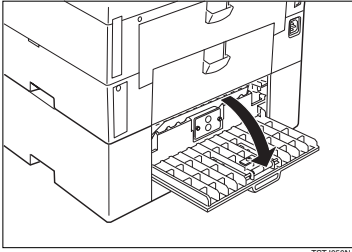


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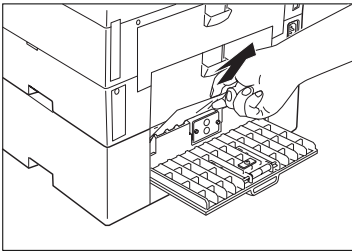
## Lower Rear Unit

---

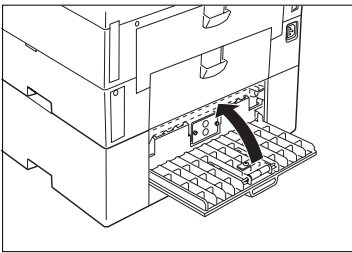
- 1** Open the lower rear cover.



- 2** Pull out any jammed paper.



- 3** Close the lower rear cover.



## Reading Reports

You can have reports printed from your machine automatically, or print them out yourself.

---

### Error Report (Turned On/Off by a Service Representative)

---

This report is printed after each unsuccessful communication. The communication failure report is printed after a job has been completed. And at the end, it prints a communication failure or transmission result report. Check it, and retransmit any pages that were not sent. If a particular problem continues or gets worse, keep the error reports for the service representative.

---

### Power Failure Report

---

This report is printed if the machine's power was off long enough to erase files from the memory. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

 **Note**

- Phone numbers stored in Quick/Speed/Groups are not lost.



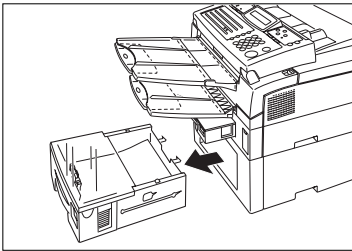
# 9. Maintaining Your Machine

## Loading Paper in the Optional Second Paper Cassette

**1** Pull out the paper cassette and place it on a flat surface.

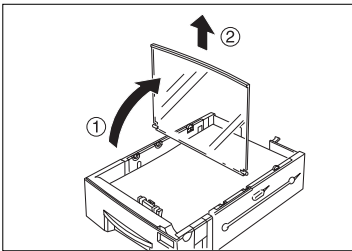
 **Note**

- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.



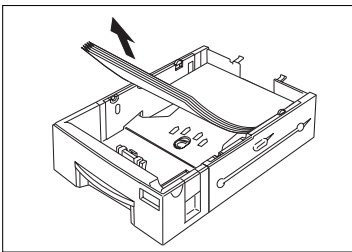
TSTJ150N

**2** Lift up the cassette cover and remove it.



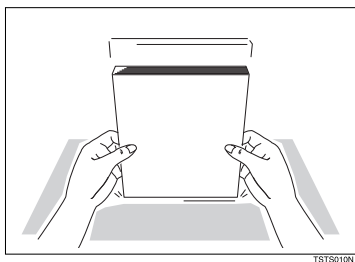
TSTC410N

**3** Remove any remaining paper.

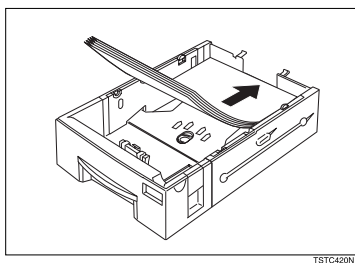


TSTC430N

- 4** Prepare a stack of blank paper. For smoother operation, square the edges.



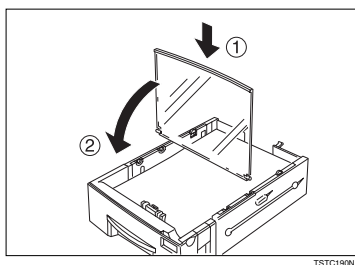
- 5** Load the paper into the cassette.



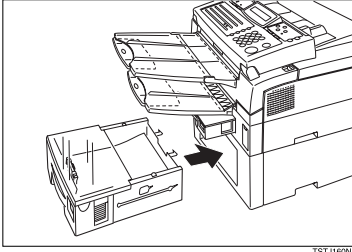
- 6** Replace the cassette cover.

 **Note**

- The frosted side of the cover must be face up when closed.

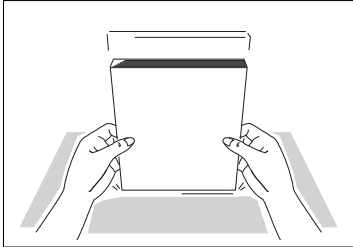


**7** Replace the cassette. Push it in firmly until it locks into place.



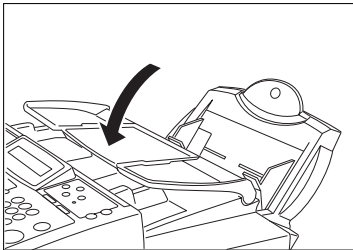
## Loading Paper in the Optional Multi-purpose Feeder

- 1 Remove any paper remaining in the feeder.
- 2 Prepare a stack of blank paper. For smoother operation, square the edges.



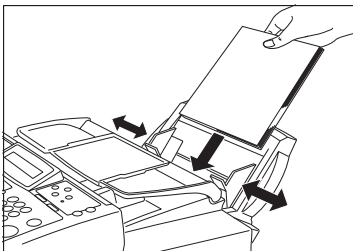
TST5010N

- 3 Lift back the document table.



TSTF040N

- 4 Rest the paper stack in the feeder.



TSTF010N

### Note

- You cannot set paper smaller than A5.
- Paper smaller than A5 can only be loaded when the PC Interface Kit is installed.

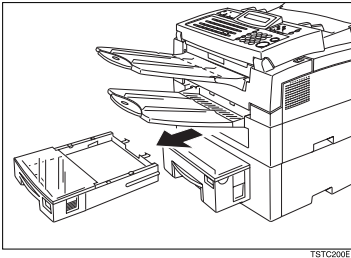
# Changing the Paper Size in the Main Cassette

This example explains how to switch to A4 size paper. To switch to other paper sizes, follow the same steps but move the end plate and side rails to the appropriate size mark on the cassette.

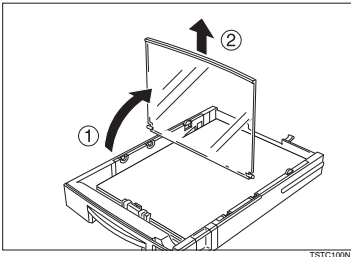
## Note

- ❑ Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

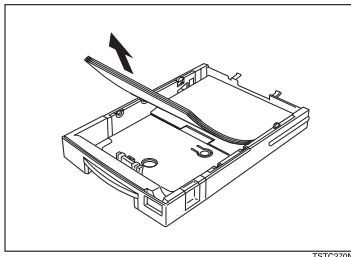
**1** Pull out the paper cassette and place it on a flat surface.



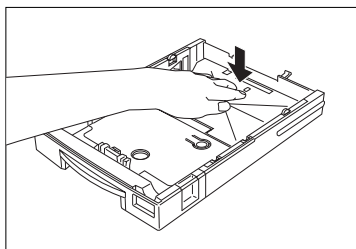
**2** Lift up the cassette cover and remove it.



**3** Remove any remaining paper.

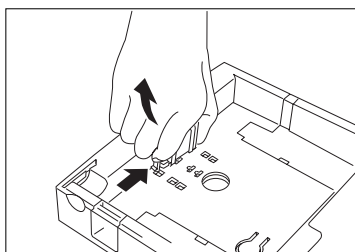


- 4** If the metal base plate is raised, push it firmly down until it locks into place.



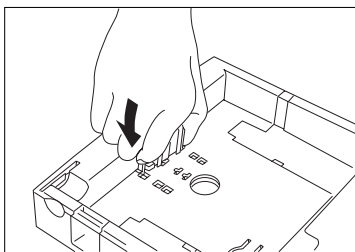
TSTC050N

- 5** Squeeze the green end plate slightly and remove it.



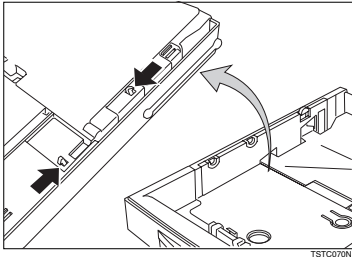
TSTC250N

- 6** Insert the end plate into the A4 slot as shown.



TSTC240N

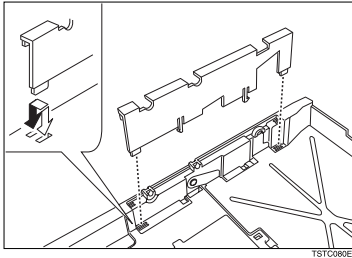
- 7** Remove the side rail (Squeeze in one of the plastic tabs on the underside of the cassette to loosen it).



- 8** Replace the side rail in the A4 slots.

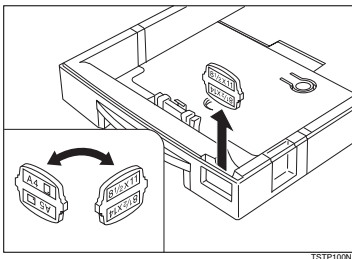
**Note**

- There are two sets of slots and they are marked on the base. Make sure that the upper and lower tabs on the rail both fit in the inner set of slots.

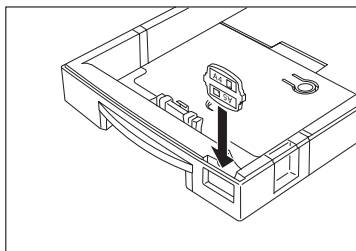


- 9** Repeat steps **7** and **8** for the other rail.

- 10** Remove the paper size plate located at the front of the cassette.

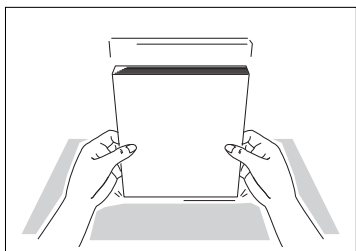


- 11** Replace the plate, orienting it so that the A4 symbol is visible in the window at the front of the cassette.



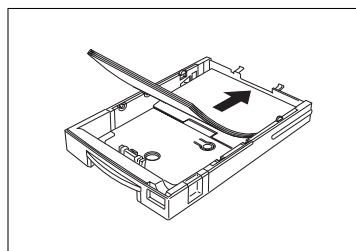
TSTP110N

- 12** Prepare a stack of blank paper. For smoother operation, square the edges.



TSTS010N

- 13** Load the paper into the cassette.



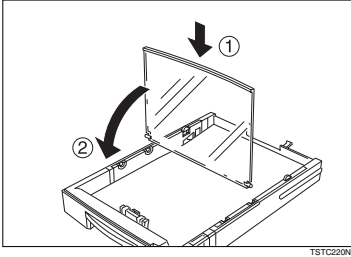
TSTC210N



**14** Replace the cassette cover.

 **Note**

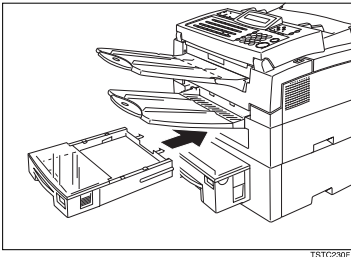
- The frosted side of the cover must be face up when closed.



**15** Replace the cassette. Push it in firmly until it locks into place.

 **Note**

- It is a good idea at this time to check that the side rails have not dislodged while you were loading paper.



**16** Before you can use it, you must change the paper size setting for this cassette using Function 36. See P.97 "Changing the Paper Size Settings".

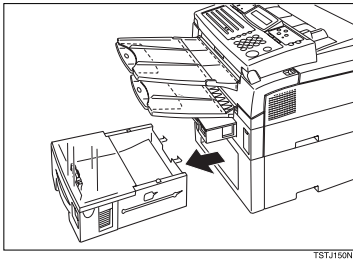
## Changing the Paper Size in the Optional Second Paper Cassette

This example explains how to switch to A4 size paper. To switch to other paper sizes, follow the same steps but move the end plate and side rails to the appropriate size mark on the cassette.

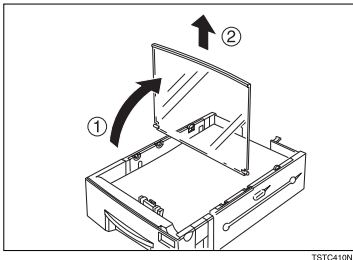
 **Note**

- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

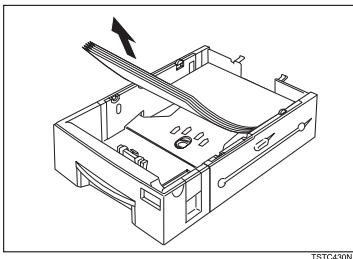
**1** Pull out the paper cassette and place it on a flat surface.



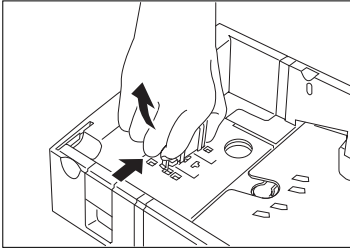
**2** Lift up the cassette cover and remove it.



**3** Remove any remaining paper.

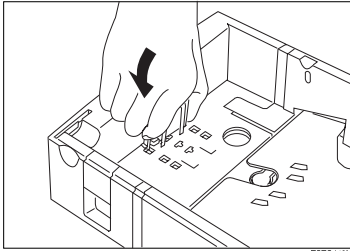


- 4** Squeeze the green end plate slightly and remove it.



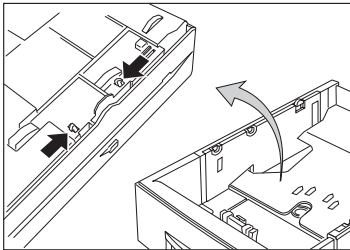
TSTC370N

- 5** Insert the end plate into the A4 slot as shown.



TSTC440N

- 6** Remove the side rail (Squeeze in one of the plastic tabs on the underside of the cassette to loosen it).

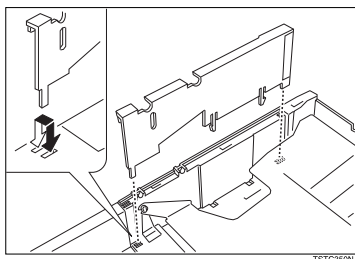


TSTC340N

**7** Replace the side rail in the A4 slots.

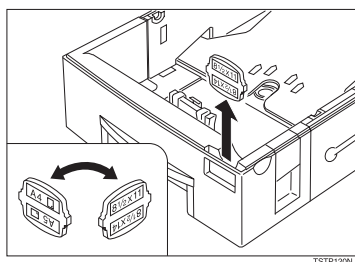
**Note**

- There are two sets of slots and they are marked on the base. Make sure that the upper and lower tabs on the rail both fit in the inner set of slots.



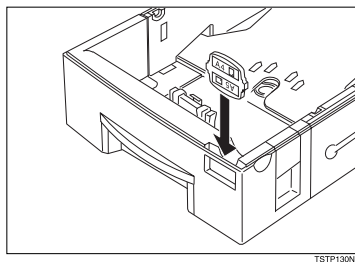
**8** Repeat steps and **6** and **7** for the other rail.

**9** Remove the paper size plate located at the front of the cassette.

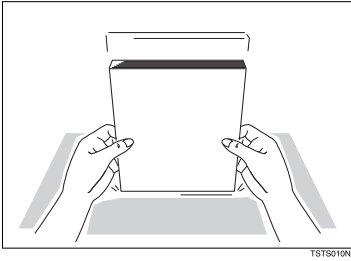


9

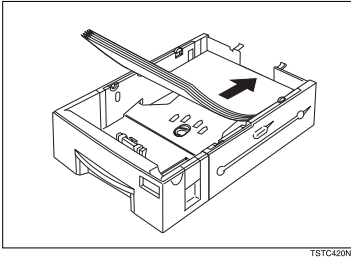
**10** Replace the plate, place it so that the A4 symbol is visible in the window at the front of the cassette.



- 11** Prepare a stack of blank paper. For smoother operation, square the edges.



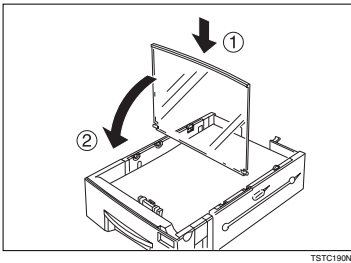
- 12** Load the paper into the cassette.



- 13** Replace the cassette cover.

 **Note**

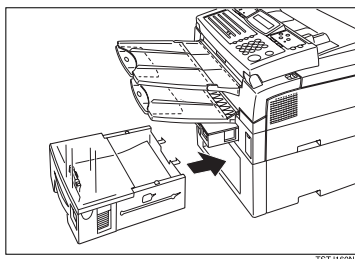
- The frosted side of the cover must be face up when closed.



**14** Replace the cassette. Push it in firmly until it locks into place.

 **Note**

- It is a good idea at this time to check that the side rails have not dislodged while you were loading paper.



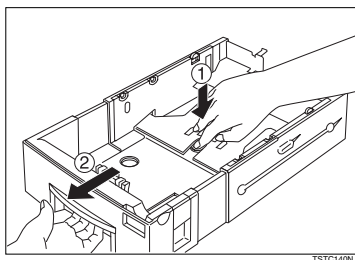
**15** Before you can use it, you must change the paper size setting for this cassette using Function 36. See P.97 "Changing the Paper Size Settings".

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## How to Change to the Legal Size

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Adjust the paper size.

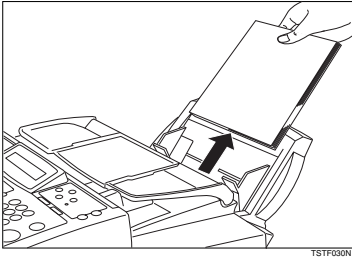


 **Note**

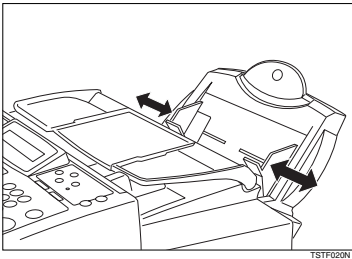
- When you change the paper size, you must change the paper size setting using Function 36. See P.97 "Changing the Paper Size Settings"

# Changing the Paper Size in the Optional Multi-purpose Feeder

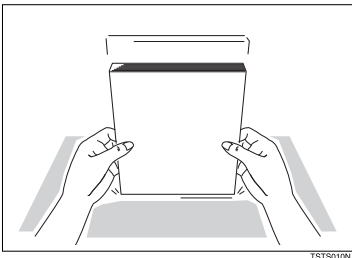
**1** Remove any paper remaining in the feeder.



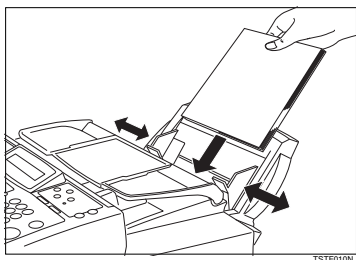
**2** Adjust the paper guide to match the new paper size.





**3** Prepare a stack of blank paper. For smoother operation, square the edges.



**4** Rest the paper stack in the feeder.



**Note**

- You cannot use paper smaller than A5 .
- Paper smaller than A5  can only be loaded when the PC Interface Kit is installed.

**5** Before you can use it, you must change the paper size setting for the Multi-purpose Feeder using Function 36. See P.97 "*Changing the Paper Size Settings*".



## Changing the Paper Size Settings

When you change the paper size loaded in the main cassette, optional second cassette or optional Multi-purpose Feeder, you need to change the paper size settings.

### Note

- Only the cassettes installed appear in the display.
- If you have the optional PC Interface and wish to use a custom paper size with optional Multi-purpose Feeder, you need to set the paper size setting for optional Multi-purpose Feeder to "OTHER"

- 1** Press the **[Paper Size]** key.

```
PAPER SIZE      Y/↔
LETTER (8.5X11 INCH)
```

### Note

- Alternatively, press **[Function]** **[3]** **[6]** then the **[Yes]** key.

- 2** Press the **◀** and **▶** keys to select the paper size loaded in the main cassette.

```
PAPER SIZE      Y/↔
LEGAL (8.5X14 INCH)
```

- 3** Press the **[Yes]** key.

```
PAPER SIZE      Y/↔
PROGRAMMED
```

- 4** If installed, press the **◀** and **▶** keys to select the paper size loaded in the optional second cassette.

```
2ND PAPER SIZE  Y/↔
LETTER (8.5X11 INCH)
```

- 5** Press the **[Yes]** key.

```
2ND PAPER SIZE  Y/↔
PROGRAMMED
```

- 6** If installed, press the **◀** and **▶** keys to select the paper size loaded in the optional Multi-purpose Feeder.

```
MULTIPURPOSE    Y/↔
LETTER (8.5X11 INCH)
```

- 7** Press the **[Yes]** key.

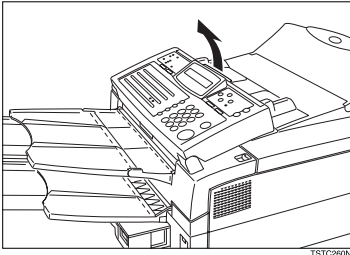
```
MULTIPURPOSE    Y/↔
PROGRAMMED
```

- 8** Press the **[Function]** key to finish.

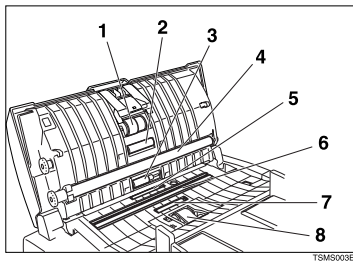
## Cleaning the Rollers and Scanner

To maintain the machine's condition, clean the rollers and scanner from time to time.

**1** Open the operation panel.



**2** Wipe the rollers.



9



- ① Wipe the white roller with a damp cloth. Roll it round with your fingers so that you can wipe the whole surface.
- ② Wipe the short four black rollers.
- ③ Wipe the two gray rollers. (1, 8) Roll them round with your fingers so that you can wipe the whole surface.

**3** Wipe the scanner. (6)

**4** Close the operation panel.

# Replacing the Toner Cassette and Cleaning Pad

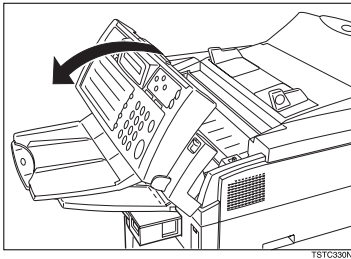
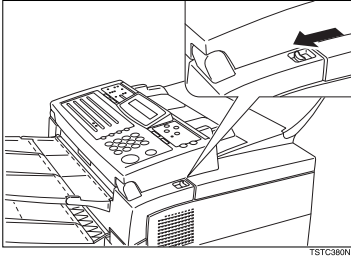
## Note

- When the Add Toner indicator () starts to blink, the toner cassette is almost empty. You can make 100 more copies before you have to change the toner cassette.
- When the Add Toner indicator () remains lit, it is time to install a new toner cassette.

**1** Pull the Front Cover Release Lever towards you and open the front cover.

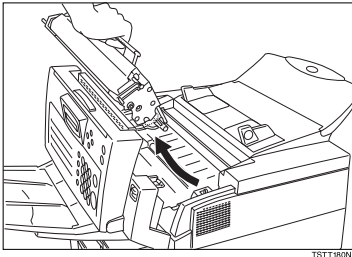
## Note

- If you do not pull the lever, only the upper unit will open.



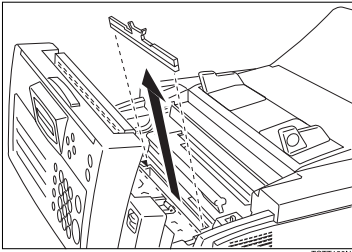
**2** Grasp the old toner cassette as shown, and lift it out carefully.

Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.



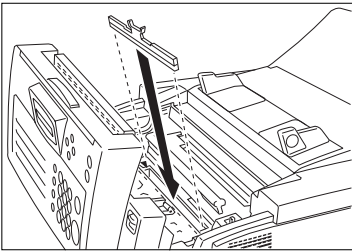
TST1160N

**3** Remove the old cleaning pad.



TST1120N

**4** Install the cleaning pad as shown in the illustration.

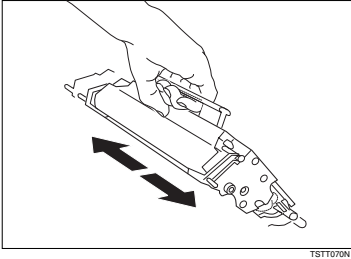


TST1110N

**5** Prepare the new toner cassette.

**Important**

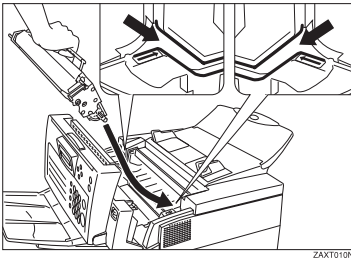
- Do not touch the green drum.
  - ① Remove the new toner cassette from its bag.
  - ② Hold the cassette horizontally and shake it gently from side to side a few times



**6** Hold the cassette as shown and rest it in the machine. Make sure it fits in the slots provided on either side.

**Note**

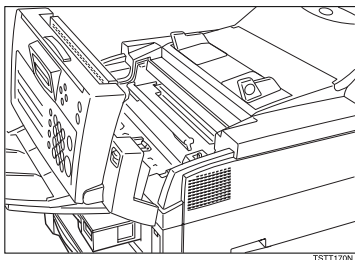
- The slots are marked with small arrows.



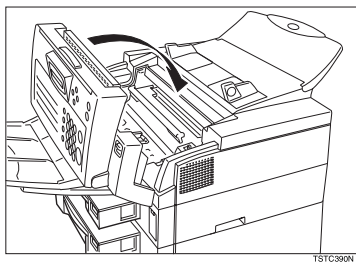
**7** Press down on the cassette until it locks into place.

 **Note**

- If you do not push the cassette right in, the front cover will not close.



**8** Close the front cover.



 **Note**

- Background gray cast is sometimes evident on printed messages just after installing a new toner cassette.

## Toner Cassette

- Store in a cool, dark place.
- Never store where it may be exposed to heat.
- Keep out of the reach of children.
- Do not eat toner.
- Do not lay heavy objects on toner cassette.
- Do not incinerate toner or toner containers. Toner dust may ignite suddenly when exposed to an open flame.





# 10. Installation

## Before Installation

Before installing your machine, read the safety instructions at the beginning of this manual. To install the machine, follow these procedures:

- ① Find a suitable location for the machine.
- ② Remove all the pieces of tape attached to the machine.
- ③ Install the toner cassette.
- ④ Attach the accessories and load the paper in the paper cassette.
- ⑤ Connect the phone line. (see P.112 *"Connecting Up to the Telephone Line"*.)
- ⑥ Connect the power. (see P.113 *"Connecting the Power and Switching On"*.)
- ⑦ Enter all necessary information and settings in your machine's memory. (see Chapter 3, *"Initial Settings and Adjustments"* in the Basic Features manual.)

For details, please refer to the setup guide, *"Before You Use This Machine"*.

## Machine Environment

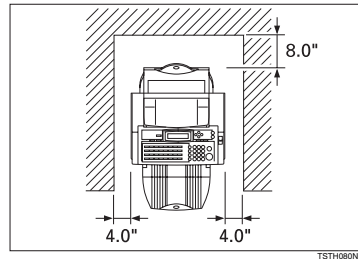
When choosing a location for your machine, please follow the safety instruction given on the first section.

### Location

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

- Not exposed to direct sunlight
- Well ventilated (air turnover at least three times per hour); to avoid the build-up of ozone, make sure to locate the machine in a large well-ventilated room which has an air turnover of more than 30 yd<sup>3</sup>/hr per person.
- Level
- Not subject to vibration
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 59 to 77°F
- Humidity 30 to 70 % RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes of temperature
- Within 5 yards of a three-pin grounded power outlet (115 Volts, 60 Hz)

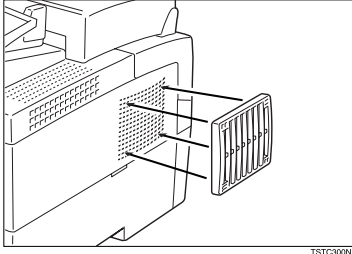
- With the clearance as shown



This machine generates a certain amount of ozone. Although the amount generated is within safety requirements, it is recommended that, to avoid ozone buildup, you install the machine in a room which is properly ventilated.

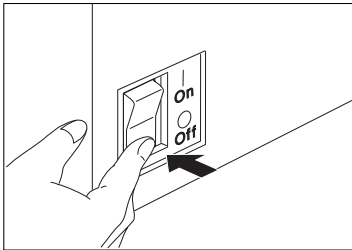
# Ventilation Grill Direction

You can adjust the ventilation grill direction so that air is blown downwards or to the rear of the machine.

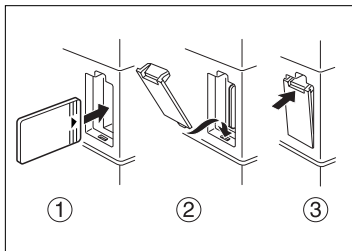


## Installing the Optional Memory Card

- 1** Turn off the power switch.



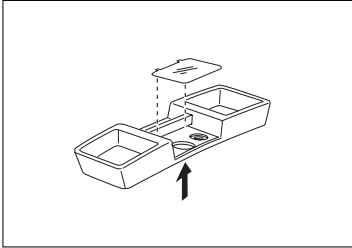
- 2** Remove the cover from the front right of the machine.
- 3** Hold the card in the way shown (pay attention to which side is printed) and insert it carefully into the slot.  
Insert the Memory Card firmly or the machine may not work properly.



- 4** Turn the power switch on.

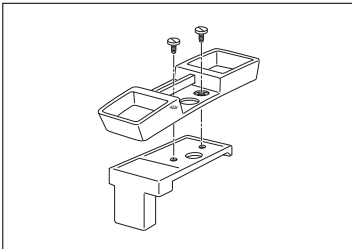
# Installing The Optional Handset

**1** Remove the information card from the holder.



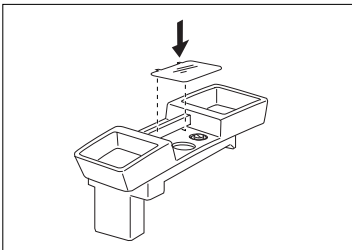
TSTH010N

**2** Attach the holder to the bracket with the two screws provided.  
Screw in firmly but not too tightly (e.g., use a small coin).



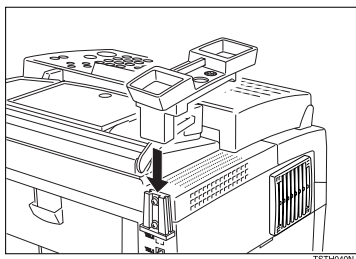
TSTH020N

**3** Replace the information card.

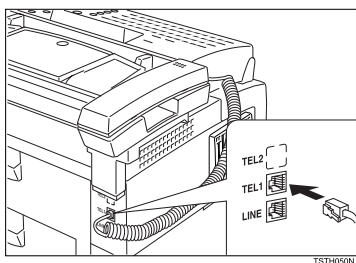


TSTH030N

- 4** Fix the bracket to the protruding plastic hook on the left of the machine at the rear.



- 5** Plug the handset jack into the “TEL1” socket at the rear of the machine.



## Connecting the Machine

Before using the machine, connect the machine to the telephone line properly. Then plug in the power cable and switch on.

Make sure the machine is properly connected to the telephone line and the power outlet.

Do not switch on until everything is connected properly.

Program the Telephone Line Type setting (use Function 62; see P.73 "*Setting the Phone Line Type (Function 62)*"). If your telephone normally sends out tones (touch tone) when dialing, use the TT setting; if it normally sends out pulses (rotary dial), use the DP setting. Also, make sure that the switch on the handset is set up correctly.

 **Note**

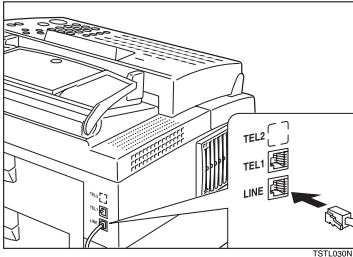
- This function is not available in some areas.

# Connecting Up to the Telephone Line

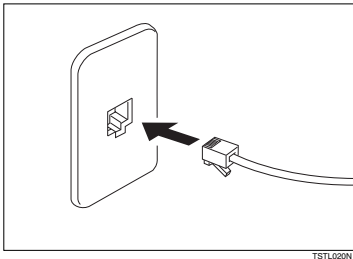
There are similar sockets located at the rear of the machine:

- TEL1: For the handset option or external telephone
- LINE: Telephone line connection

**1** Insert the line cable into the labeled "LINE".



**2** Connect the other end to your telephone line.



### Important

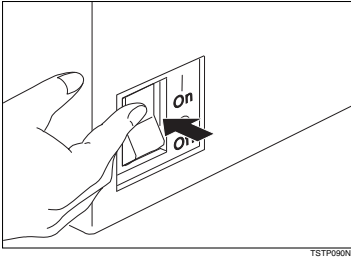
- By law in the United States, you must program your phone number identification (your FAX NUMBER) into your machine before you can connect the public phone system. See Chapter 3, "Initial Settings (Function 61)" in the Basic Features manual.



# Connecting the Power and Switching On

Do not switch on until everything is connected properly.

- 1** Insert the power cable into the socket located at the rear of the machine.
- 2** Plug in the cable to the mains.
- 3** Turn the power switch on.



## Important

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

10

## Options

❖ **PAPER FEED UNIT TYPE 180 (Second Cassette)**

A second paper feed unit can be added to the base machine.

❖ **BYPASS FEEDER TYPE 180 (Multi-purpose Feeder)**

A third paper feed unit can be added to the base machine.

❖ **FAX EXPANSION CARD TYPE 20**

A 2-megabyte memory card can be added.

❖ **PC INTERFACE KIT TYPE 180**

This allows you to use the machine as a PC-Printer or PC-Scanner for an IBM or compatible personal computer. Viewing and editing various fax settings from your PC can be also available.

❖ **HANDSET TYPE 100 (Telephone Handset)**

This permits voice communication (over the PSTN).

# Specifications

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## Base Machine

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- ❖ **Power supply:**  
115Vac, 60 Hz
- ❖ **Power consumption:**  
Energy saver mode: Average 2 W  
(no options installed)  
Standby mode: Average 25 W  
Transmission: Average 42 W  
Reception: Average 280 W  
Copying: Average 370 W  
Maximum power consumption:  
500 W
- ❖ **Protocol:**  
G3
- ❖ **Memory Capacity:**
  - 80 pages/A4 size
  - With 2-megabyte memory: 240 pages
- ❖ **Transmission time:**  
3 seconds at 28,800 bps, G 3, without FAX HEADER, ECM, MMR-using memory for a ITU-T #1 test document (Slerexe letter) at standard resolution
- ❖ **Data compression:**  
MH, MR, MMR, SSC
- ❖ **Modem Speed:**  
33,600/31,200/28,800/26,400/  
24,000/21,600/19,200/16,800/  
14,400/12,000/9,600/7,200/4,800/  
2,400 bps.
- ❖ **Scanning resolution:**
  - Standard: 8 × 3.85 lines/mm
  - Detail: 8 × 7.7 lines/mm
  - Fine: 8 × 15.4 lines/mm (Transmission only)

- ❖ **Paper cassette capacity:**  
250 sheets (20 lb)
  - ❖ **Paper Size:**  
Letter, Legal (Adjustable to A4, A5  
☐ and F4)
  - ❖ **Dimensions (W × D × H):**  
13.4 × 12.5 × 10.3 inches \*1
  - ❖ **Weight:**  
27.6 lb \*1
- \*1 exclusive of cassettes and options

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## Optional Second Paper Cassette

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- ❖ **Capacity:**  
500 sheets (20 lb)
- ❖ **Paper Size:**  
Letter, Legal (Adjustable to A4,  
A5☐ and F4)

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## Optional Multi-purpose Feeder

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- ❖ **Capacity:**  
100 sheets (20 lb)
- ❖ **Paper Size:**  
Letter, Legal, A5, F4, A4

## Document and Paper Specifications

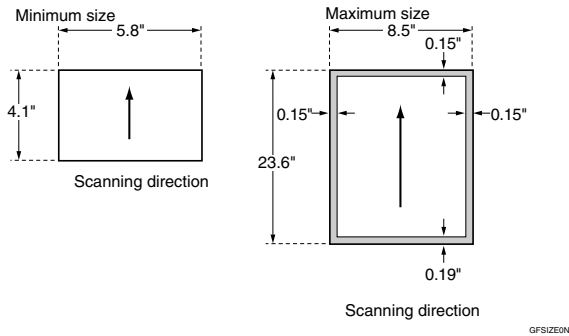
### Recommended Types of Document

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

#### Important

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

#### ❖ Scanning area



The part shaded will not be scanned, because it is outside the maximum scanning width range.

### Correct Size for the Document Delivery Tray

- Thickness 0.05 to 0.2 mm (50 ~ 90 g/m<sup>2</sup>, 20 lb paper)
- Length and Width: See the above diagram.  
If the page is too short, put it inside a document carrier or enlarge it with a copier.  
If the page is too long, divide it into two or more sheets.

### Documents (Using the Auto Document Feeder)

- ❖ **Length:**  
4.1" – 23.6"
- ❖ **Width:**  
5.8" – 8.5"
- ❖ **Thickness:**  
16 – 24 lb

## Document Feeder Requirements

- Do not insert torn, heavily curled, wavy, creased, dog-eared, damp, or otherwise damaged documents. Make copies of these originals and scan the copies.
- Do not insert folded, stapled, clipped, glued, or taped documents, or documents with a metallic coating. Make copies of these originals and scan the copies.
- Do not insert documents on which there is undried ink or correction fluid. Wait for the document to dry.
- If the document has an uneven or slanted edge, do not insert that edge in first.

## Paper Requirements

- Do not print to torn, heavily curled, wavy, creased, dog-eared, damp, or otherwise damaged paper.
- Do not print to folded, stapled, clipped, glued, or taped paper.
- Do not print to paper with any kind of coating or printing. Do not print to metallic paper. Do not print to the reverse side of a print.

## Energy Saving

### Introduction

When your fax machine prints fax messages, it uses heat to fix the image to the paper. This heat is generated using a heating roller which must be hot enough to fuse toner to the paper properly. Because keeping the roller hot all the time consumes electricity, this machine is provided with an Energy Saving mode in which the heating roller is heated to full temperature only when a message needs to be printed.

The two available types of Energy Saving mode shown in the table below.

Energy Saving mode	Machine status in Energy Saving mode	How long before you can print after exiting Energy Saving mode	Power consumption in Energy Saving Mode
Fax Standby (Heater On)	Display turns off . The machine maintains the heating roller temperature at half the full temperature; warm up takes less time.	Within about 30s	25W
Energy Saving Standby (Heater Off)	Display turns off . The machine lets the heating roller cool to room temperature; warm-up takes longer.	Within about 40s	2W

In Fax Standby mode, letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warms up.

In Energy Saving Standby mode, letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

When the machine is shipped, Energy Saving Standby is turned on by default.

#### **Note**

- When the machine is in Energy Saving mode, the display goes blank.
- You can still send fax messages while the machine is in Energy Saving mode.
- For related power saving information, see Power Saver P.56 *"Saving Energy with the Power Saving Timer"*
- When you load paper in Energy Saving mode, no error will be displayed even if the cassette is not pushed in right. After loading paper, press the Energy Saver key and check that "READY" is shown on the display.
- The Manual Receive indicator goes out in Energy Saving mode even if Manual Receive is turned on.
- Even though the operation panel display goes out in Energy Saving mode, indicators that flash or light during communication or reception still work. When the Receive File indicator lights, exit Energy Saving mode and take appropriate action.

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### **Entering Energy Saving mode**

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The machine enters Energy Saving mode when:

- Nobody uses the machine for about 5 minutes (it automatically enters Energy Saving mode).
- The user holds down the Energy Saver key for about 2 seconds.

#### **Note**

- If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the Energy Saving mode automatically, please contact your service representative.
- Energy Saving mode cannot be entered when a document is set.

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## Exiting Energy Saving mode

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Your machine exits Energy Saving mode when a fax is received.

To exit Energy Saving mode manually:

- In Energy Saving Standby mode, press the Energy Saver key.
- In Fax Standby mode, press any key.
- Set a document.
- Pick up the optional handset or the external telephone handset.

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## Selecting the Energy Saving Mode Type

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To select the Energy Saving mode type, adjust the bit switch below with the User Parameters. (See P.58 "User Parameters".)

### ◆ Switch 05 Bit 6

- Energy Saving Standby: To let the heating roller cool to room temperature, set bit 6 to 0.
- Fax Standby: To let the heating roller cool halfway set bit 6 to 1.

### Note

- When the machine is shipped, Energy Saving Standby is turned on by default.

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## Reception in Energy Saving Mode

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Once in Energy Saving mode, you can still receive messages. When a message is received, the machine prints it and returns to Energy Saving mode.

### Note

- If messages are already stored in memory, the machine cannot enter Energy Saving mode.
- If the machine is in Power Saver mode, the message will be printed out after the machine exits.



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## Storage Capacity

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### Stored Numbers

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- 30 Quick Dial keys, each of which can hold an individual number. Any five of the Quick Dial keys can hold a group of numbers.
- 50 individual numbers stored as two-digit Speed Dial codes (see Chapter 3, “Storing and Editing Fax Numbers (Function 31 & 32)” in the Basic Features manual).
- Five groups, each of which can hold up to 100 destinations.
- 30 FAX NUMBER or OWN NAME codes (possibly used as wild cards) for authorized reception or cassette selection.

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### Destinations

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Up to 100 destinations can be set at any one time. (Example: message A to 25 destinations, message B to 30, message C to 20 message D to 24 and finally one immediate transmission job you are programming in now. Total: 100)

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### Memory Files

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You can have as many as 100 memory transmission files stored in the machine: This is a theoretical maximum. The actual number of files you can have in your machine depends on the types of the documents, and how much memory they consume.

## Function List (11~95)

Press the **[Function]** key followed by one of the numbers below.

No.	Feature	Reference
11	Picking a document stored elsewhere.	P.7 "Calling to Request a Message (Polling)"
21	Erasing a message stored for transmission.	P.9 "Erasing a Stored Message Before Sending (Functions 21 & 22)"
22	Erasing instructions to pick up a document.	P.9 "Erasing a Stored Message Before Sending (Functions 21 & 22)"
31	Storing a number in one of the Quick Dial keys at left.	See Chapter 3, "Storing and Editing Fax Numbers (Functions 31 & 32)" in the Basic Features manual.
32	Storing a number as a 2-digit code.	See Chapter 3, "Storing and Editing Fax Numbers (Functions 31 & 32)" in the Basic Features manual.
33	Storing a group of numbers.	See Chapter 3, "Storing and Editing a Group of Fax Numbers (Functions 33)" in the Basic Features manual.
34	View contents of Quick Dials/Register a program label.	P.36 "Labeling a Program"
35	Register frequently used functions in a User Function key.	P.38 "User Function Keys (Function 35)"
36	Setting the paper size.	P.97 "Changing the Paper Size Settings"
41	Checking the last 35 communications.	P.12 "Journal (Function 41)"
42	Printing a list of all messages and pick-up files stored in the machine.	P.10 "File List (Function 42)"
43	Printing a list of all the telephone numbers stored in the fax machine.	P.40 "Telephone Number List (Function 43)"
44	Print a list showing currently stored Programs.	P.41 "Program List (Function 44)"
51	Printing a message stored in the machine.	P.11 "Printing a Stored Message (Function 51)"
52	Print received documents that were sent to you by Confidential Transmission.	P.13 "Printing a Confidential Fax Message (Function 52)"
53	Printing from Memory Lock.	P.14 "Printing a Memory-locked Message (Function 53)"

61 *1	Own telephone number	See "3.Setup" in the Basic Features manual
	Memory Lock ID	P.68 "Storing a Memory Lock ID"
	Confidential ID	P.71 "Storing a confidential ID"
	OWN NAME (a name ID sent to other machines)	See "3.Setup" in the Basic Features manual
	FAX HEADER (an ID printed on messages you send)	See "3.Setup" in the Basic Features manual
	FAX NUMBER (phone ID sent to other machines)	See "3.Setup" in the Basic Features manual
	PSTN accessing code	See P.72 "Setting the Access Number (Function 61)"
	Number of Ringing	See P.73 "Setting the Auto Ring Time (Function 61)"
62 *1	Selecting the phone line	P.73 "Setting the Phone Line Type (Function 62)"
	Turning authorized reception on or off.	P.45 "Switching Authorized Reception On / Off (Function 62)"
	Power Saver	P.56 "Saving Energy with the Power Saving Timer"
	Turning the Summer Time / Daylight Saving Time on or off.	P.43 "Summer Time / Daylight Saving Time (Function 62)"
	Turning the Memory Locked on or off.	P.68 "Storing a Memory Lock ID"
	Turning the forwarding on or off.	P.44 "Switching Forwarding On / Off (Function 62)"
	Turning the Cassette Selection on or off.	P.45 "Selecting the Cassette (Function 62)"
63 *1	Printing and setting user parameters.	P.58 "User Parameters"
71 *1	Power Saver	P.56 "Saving Energy with the Power Saving Timer"
72 *1	Register personal Codes.	P.63 "Programming Personal Codes (Function 72)"
81 *1	Setting the list of specified senders.	P.47 "Programming a List of Senders to Treat Differently (Function 81)"
82 *1	Register the number to forward messages to, and which senders messages to forward.	P.50 "Forwarding"
91 *1	Adjusting the clock.	P.43 "Setting the Date and Time (Function 91)"

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92 *1	Adjust the volume.	See Chapter 4, "Adjusting the Volume and Sounds the Machine Makes (Function 92)" in the Basic Features manual
93 *1	Selecting a different language.	P.44 "Selecting the Display Language (Function 93)"
94 *1	Counters	P.44 "Counters (Function 94)"
95 *1	Adjust the printing margins.	P.74 "Adjusting the Printing Margins (Function 95)"

\*1 These functions require the access code.

Print out this table and use as a quick reference.

## Error Codes

Fax machines use a telephone line. The same types of problems you experience while making phone calls (such as noisy lines, cross talk, disconnection during conversation, weak signals) also occur with faxing. Telephone callers can deal with the problems themselves (for example, by speaking a bit louder), but fax machines cannot. Therefore some errors and line fails are to be expected.

When an error occurs, an error report is printed. This report includes an error code. The following table lists common error codes and a few of the possible causes. If any of these or any other error codes are persistent and the machine does not work properly, contact a service representative.

Code	Possible Cause
0-01	Printer empty or jammed at the other end
0-04	Faulty machine at the other end Poor line condition
0-05	Poor line condition
0-06	Incompatible or faulty terminal at the other end Poor line condition
0-07	The facsimile machine that you were sending to disconnected during the call, either due to noisy phone lines, a paper jam or because it ran out of paper. Resend the page.
0-08	The machine at the other end received the page that you sent but it had errors on the page. You may want to resend the page in question. The other party's memory could also be full. Contact the other party and ask them to make room in their memory for your message.
0-14	Same as for code 0-06
0-15	The other terminal does not have a specific feature. The other party's memory may be full.
0-16	Same as for code 0-04
0-20	Poor line condition
0-21	Same as for code 0-04
0-22	You have just received a fax message, but there were problems because of poor line condition. Ask the other party to resend.
0-23	Same as for code 0-22
0-24	The memory may be full, and there may be a problem with your printer, such as a jam or running out of paper or toner. Wait for some space to appear in the memory, then solve the problem with your printer. If the memory was not full, substitute reception may have been disabled; switch substitute reception on using digit 0 of user parameter switch 05.

Code	Possible Cause
0-70	Incompatible or faulty terminal at the other end.
0-80	Poor line condition.
0-81	Incompatible or faulty terminal at the other end.
0-82	There is a problem with your machine.
0-83	
0-84	
0-85	
0-86	
0-87	
0-88	
1-00	Document jam Improperly inserted document
1-01	Document length exceeded the maximum limit Same as for code 1-00
2-xx	Possible fault in your machine
5-20	Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend.
5-21	
5-22	
5-23	
5-24	
5-25	Your machine has a problem with memory.
6-01	Poor line condition, a problem with the machine at the other end, or a problem with your machine.
6-02	
6-03	
6-04	
6-05	
6-06	
6-07	
6-08	
6-09	
6-10	
6-11	

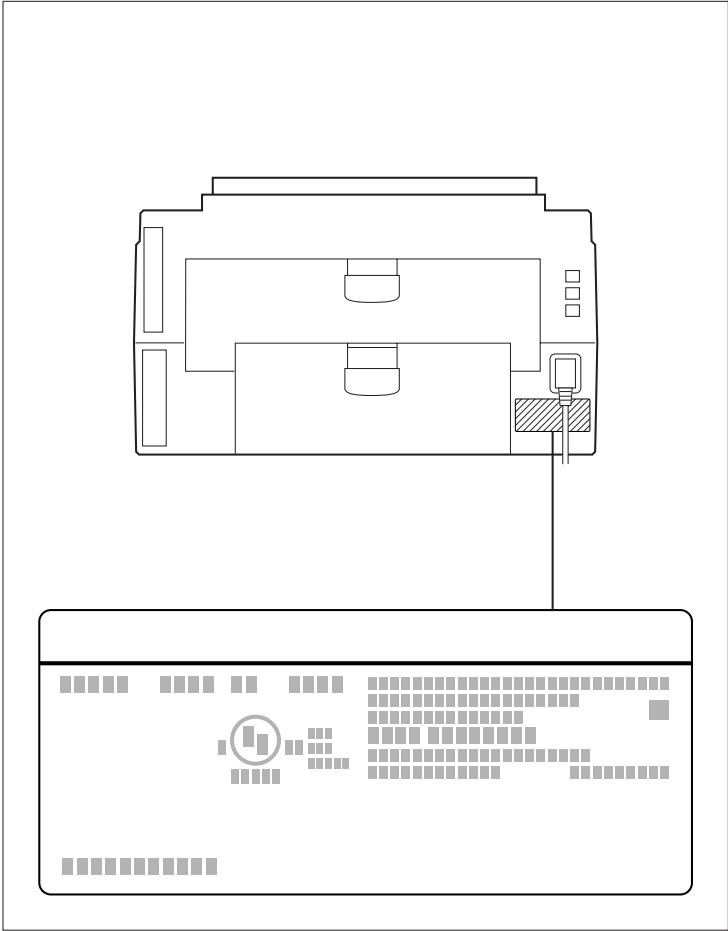
Code	Possible Cause
6-01 6-02 6-03 6-04 6-05 6-06 6-07 6-08 6-09 6-10 6-11	Poor line condition, a problem with the machine at the other end, or a problem with your machine
6-08	A problem with the machine at the other end
6-09 6-10	A problem with the machine at the other end, or a problem with your machine
9-07	Copy jam at the cassette entrance.
9-08	Copy jam inside the machine.
9-09	Copy jam at the feed-out area
9-10	Toner end. Replace the toner cassette.
9-17 9-20 9-22 9-23 9-24 9-29 9-50 9-51 9-80 9-82	There is a problem with your printer.

 **Note**

- When an error occurs, it does not mean that you are doing anything wrong or that your machine needs service. Only if the problem persists should you call your service representative.

# Certification Label

The certification is located behind the machine.



TSTL056N



# INDEX

## A

---

- Access Number, 72
- Add Toner Indicator, 99
- Advanced Transmission Features, 3
- AI Redial key, 16
- Appendix, 115
- Assigning
  - Dial Option key*, 17
  - User Function Key*, 38
- Authorized Reception, 55
- Automatic Redialing, 23
- Auto Ring Time, 73

## B

---

- Base Machine, 116
- Batch Transmission, 24
- Blank Sheet Detect, 22
- Broadcasting, 16

## C

---

- Cassette Selection, 54
- Center Mark, 31
- Certification Label, 128
- Chain Dial, 15
- Changing
  - Paper Size*, 85, 90, 95
  - Paper Size Settings*, 97
  - Program Label*, 37
- Checking if a Transmission Was Successful, 23
- Cleaning, 98
- CLEAR COPY, 78
- Clearing
  - User Function Key*, 39
- Clearing a Jam
  - inside the machine*, 78
  - Lower Rear Unit*, 79
  - Optional Second Cassette*, 78
- Clock, 43
- Closed Network (Transmission), 22
- Communication Information, 9
- Communication Result Report, 23, 27
- Confidential File Report, 72
- Confidential ID, 63
- Confidential Reception, 70
- Connecting the Machine, 111
- Copying, 33
- Counters, 44

## D

---

- Date and Time, 43
- Dial Options, 17
- Document Feeder
  - Acceptable originals*, 117
- Dual Access, 25

## E

---

- Editing
  - confidential ID*, 71
  - Forwarding Feature*, 52
  - Personal Codes*, 65
- Energy Saving, 118
- Erasing
  - Messages*, 9
  - Program*, 37
  - special terminal*, 49
- Error Codes, 125

## F

---

- FAX HEADER, 5
- File list, 10
- File Reserve Report, 27
- Forwarding, 50
- Forwarding mark, 54
- Free polling reception program, 37
- Function List (11-95), 122
- Function Select, 44

## G

---

- General, 29
- Group Dial List, 40

## H

---

- Handset
  - Installation*, 109
- Handy Dialing Functions, 15
- Help List, 77

## I

---

- Indicators
  - Add Paper*, 29
  - Add Toner*, 29
- Installation, 105

## J

---

Journal, 12, 23

## K

---

Key Operator Settings, 43

## L

---

Labeling

*Program*, 36

Language Selection, 44

Location, 106

Locking Incoming Messages (Memory Lock), 68

## M

---

Machine Environment, 106

Maintaining, 81

Memory Card, 108

Memory Lock, 68

More Transmission Functions, 23

Multi-purpose Feeder, 116

## O

---

on/off Switches

*Authorized Reception*, 45

*Forwarding*, 44

*Power Saver*, 46

Options, 115

## P

---

Page Count, 4

Page Length Reduction, 31

Page Numbering, 4

Paper, 81, 84

Paper Specifications, 117

Parallel Memory Transmission, 26

Personal Codes, 6, 7, 63

Phone Line, 73, 112

Phone Line Type, 73

Polling, 7

*Canceling a Polling Operation*, 9

*Polling Reception*, 7

Polling Reception, 7

Power, 113

Power Saver, 56

Printed Reports, 27

## Printing

*Center Mark*, 31

*Confidential Fax Message*, 13

*File list*, 10

*Journal*, 12

*Memory-locked Message*, 14, 70

*Part of the Image*, 23, 27

*Printing Messages*, 29

*Program List*, 41

*Stored Messages*, 11

*Telephone Number List*, 40

Printing Margins, 74

Printing Options, 31

Program List, 41

Programming

*confidential ID*, 71

*Date and Time*, 43

*Forwarding*, 50

*ID Code*, 67

*Memory Lock ID*, 68

*Personal Codes*, 7, 63

*special senders*, 47

*Summer Time / Daylight Saving Time*, 43

Programs, 35

## R

---

RDS (Remote Diagnostic System), 75

Reassigning

*a User Function Key*, 39

Reception Features, 29

Redial, 16

Rejecting

*Messages*, 29, 55

Reports, 23

*Communication Failure Report*, 23, 27

*Communication Result Report*, 23, 27

*Error Report*, 80

*File List*, 10

*File Reserve Report*, 27

*Journal*, 12, 23, 28

*Polling Result Report*, 23

*Power Failure Report*, 80

*Reading Reports*, 80

*service report*, 76

*Telephone Number List*, 40

*Transmission Result Report*, 27

*User Parameter List*, 59

Reports You Can Print Out Yourself, 40

Restricted Access, 66

Reverse Order Printing, 31

## S

---

- Scanning area, 117
- Second Paper Cassette, 116
- Selecting
  - cassette*, 45
- Sending at a Specific Time (Send Later), 3
- Send Later, 3
- Service Station, 76
- Setting the timer, 56
- special senders, 47
- special terminals, 48
- Specifications, 116
- Storage Capacity, 121
- Storing a Program, 35
- Summer Time, 43

## T

---

- Telephone, 30
- Telephone Directory, 15
- Telephone Number List, 40
- Toner Cassette, 103
- Toner Cassette Replacement, 99
- Tone Signals, 21
- Transmission
  - Tone Signals*, 21
  - Using Redial*, 16
- Transmission Features, 15
- Transmission Functions, 22
- Transmission Result Report, 27
- Troubleshooting, 77
- TTI → FAX HEADER, 5

## U

---

- User Function keys, 38
- User parameter hints, 62
- User Parameters, 58
- Using
  - AI Redial key*, 16
  - Dial Options*, 17
  - Key Operator Settings*, 43
  - Program*, 36
  - Telephone*, 19
  - Tone key*, 21
  - User Function Key*, 39

## V

---

- Ventilation, 107

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