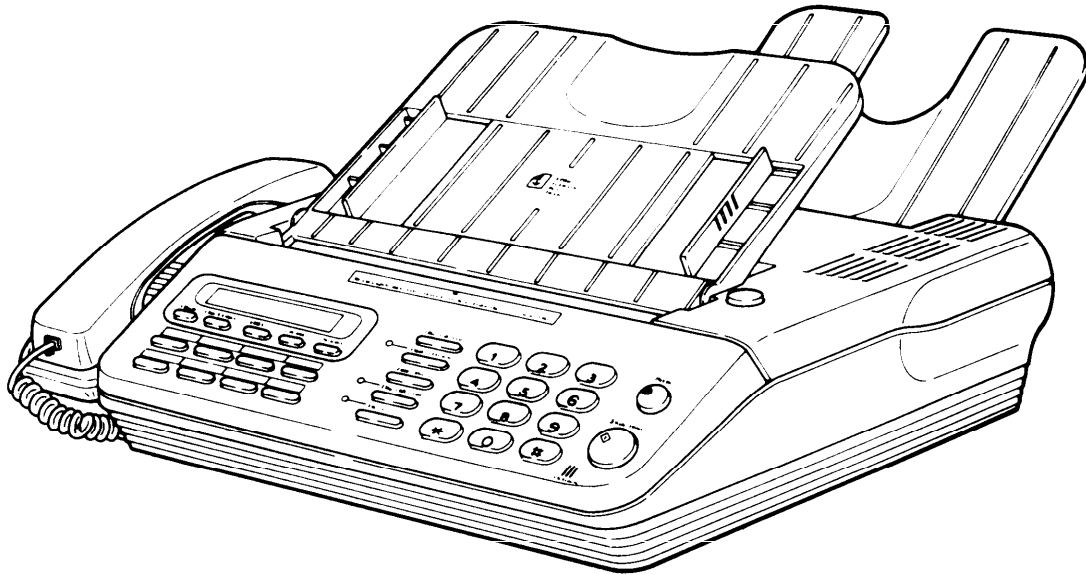# OPERATOR'S MANUAL

RICOH FAX22

Automatic Paper Cutter
Answering Machine Interface
Full Featured Telephone
with Speakerphone

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CONTENTS

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CONTENTS

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CONTENTS

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WARNING

Do not attempt any maintenance or troubleshooting other than mentioned in this manual.

1-1 Power and Grounding

Read the "Important Safety Instructions" at the front of this manual before proceeding.

Pay attention to the following.

1. Power requirement: 120 ± 15 Vac, 60 Hz.
2. Insert the power plug securely into the wall socket.
3. Do not connect other equipment to the same socket.
4. Do not step on or set anything on the power cord.
5. Do not connect other equipment to the same extension cord.
6. Be sure that the power cord is not in a position where it would trip someone.
7. Grounding
   Proper grounding is to the ground terminal of the power outlet.
   Be sure that the ground terminal of the power outlet is properly grounded.

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

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1. PRECAUTIONS

1-2 Cold Weather Power-up

Avoid raising the room temperature abruptly when it is below 4°C [39°F], or condensation may form inside the machine.

1. Raise the room temperature to 20°C [68°F] at less than 10°C [18°F] per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.

Do not use the machine near a humidifier.
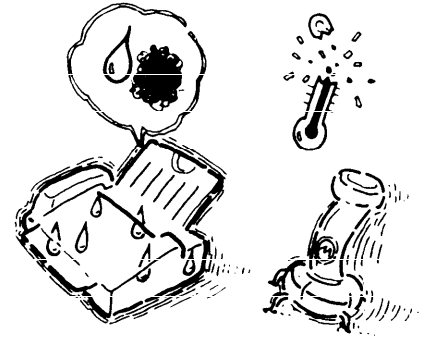
1-3 Thunderstorms

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

1-4 Copy Paper

FAX PAPER TYPE 30 AS (98 ft.) is recommended. Thermal paper is discolored by heat or chemicals. Handle with the following precautions.

● Unused paper

1) Store in a dry, cool, dark place.
2) Do not use adhesive or writing materials containing alcohol or other organic solvents.
3) Avoid contact with films or adhesive tapes containing plasticizers.
4) Avoid contact with diazo photosensitive paper.
5) When a copy gets wet, dry it by pressing gently with soft cloth or tissue.
6) Do not scratch or rub with hard materials.
7) Do not copy with a mercury lamp diazo copier.
8) Make a photocopy if the information is to be kept for a long time.

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2. COMPONENT GUIDE

THERMAL PAPER TRAY

DOCUMENT TRAY

RELEASE BUTTON

HANDSET

CRADLE

OPERATION PANEL
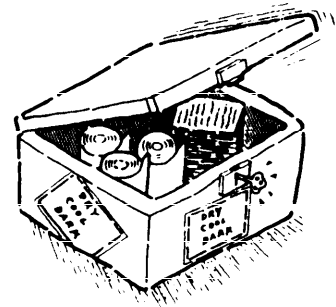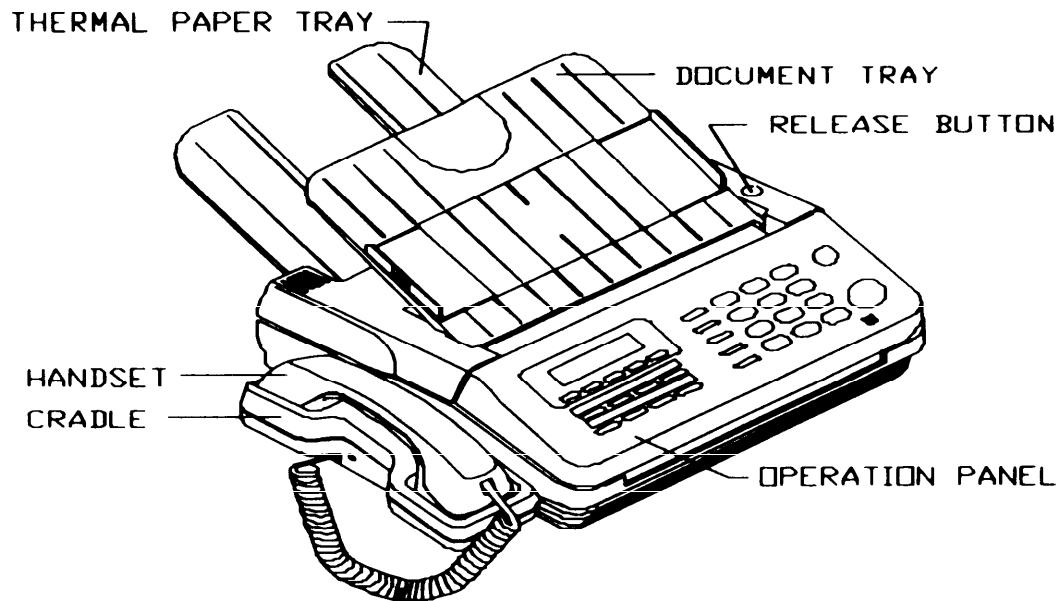
— For pluggable equipment the socket-outlet shall be installed near the equipment and shall be easily accessible. —

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3. ACCESSORIES

3-1 List of Contents

1) Facsimile Unit

2) Document Tray Set

3) Thermal Paper Tray

4) Handset Cradle Set

5) Handset

6) Coil Cord

7) Line Cord (Short)

8) Line Cord (Long)

9) Operator's Manual

10) Quick Dial Label
(Please attach under the Quick Dial Keys)

11) Response Card

12) Thermal Paper

(1) Facsimile Unit

(4) Handset Cradle Set

(5) Handset

(6) Coil Cord

(7) Line Cord (Short)

(9) Operator's Manual

(8) Line Cord (Long)

(2) Document Tray Set

(11) Response Card

(3) Thermal Paper Tray

(10) Quick Dial Label

(12) Thermal Paper

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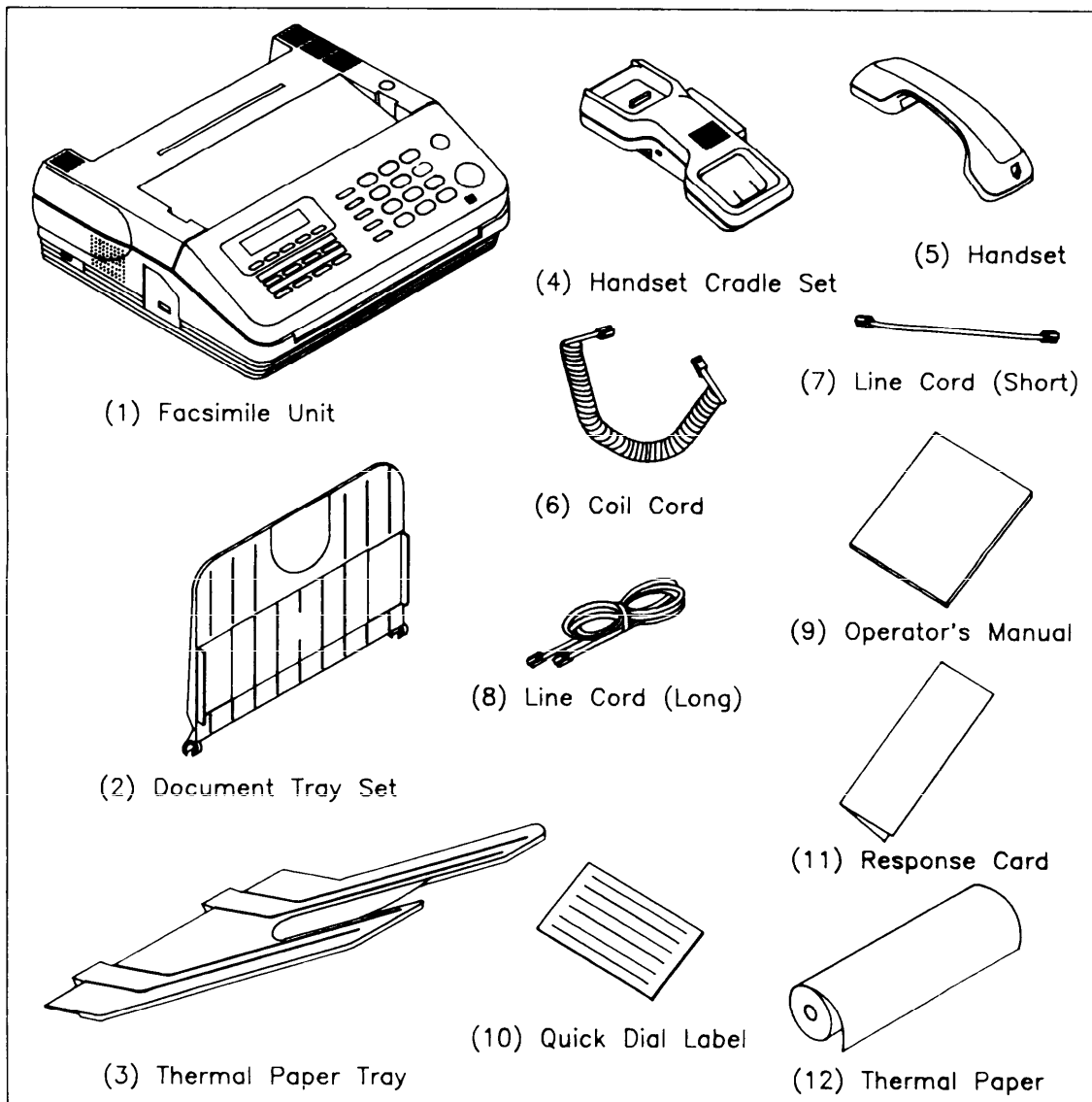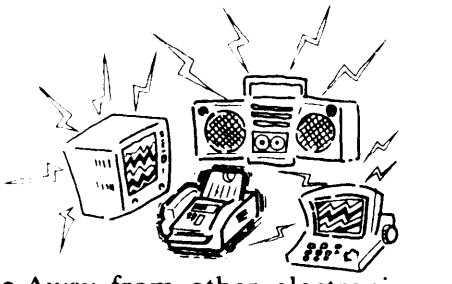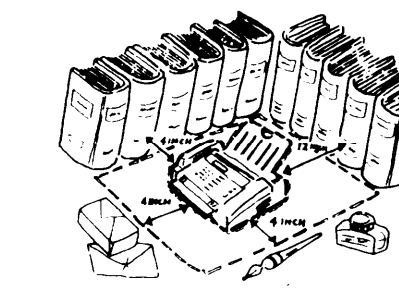
3-2 Installation Requirements
Location

Now, you have to choose a suitable location for the machine.
For the best possible performance, install your machine in a place which satisfies the following conditions.

● Not exposed to direct sunlight.

● Well ventilated (air turnover at least three times per hour).

● Level.

● Not subject to vibration.

● Away from other electronic equipment to avoid interference.

● With clearance.

● Away from areas containing corrosive gas.
● Dust-free.
● Condensation-free.
● Temperature 5°C / 41°F to 35°C / 95°F.
● Humidity 40 to 70% RH (do not install near a humidifier).
● Away from heaters and air conditioners, to avoid sudden changes of temperature.
● Within 5 yards of a three-pin grounded power outlet (120 Volts, 60 Hz).

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3. ACCESSORIES

3-3 Assembly
3-3-1 Install the thermal paper

1. Press the release button, and open the top cover.
   See Figure 1.
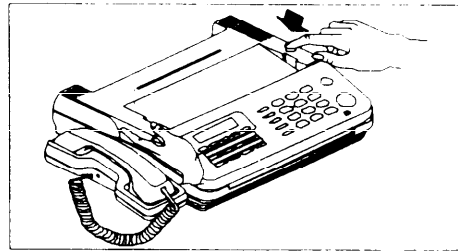
Figure 1

2. Remove the protective sheet of paper from inside the machine.
   See Figure 2.
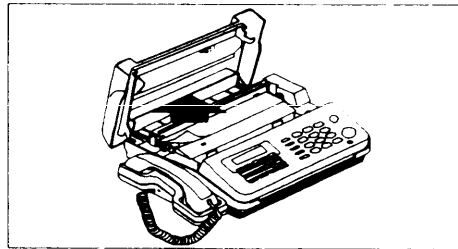
Figure 2

3. Set the thermal paper in the machine with the leading edge feeding from the top of the roll and to the rear of the machine.
   See Figure 3.
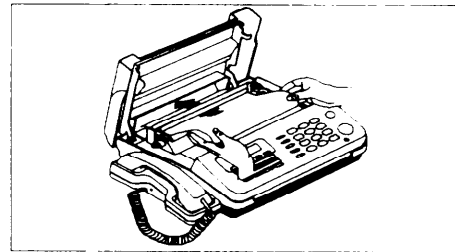
Figure 3

4. Pull out the leading edge about 15 cm [6 inch] and insert it under the guide plate (which is labeled in green) to the rear of the platen roller.
   See Figure 4.

Figure 4

5. Close the top cover.
   A paper cycle is made automatically.

NOTE:

If there is no paper cycle, check that the roll is installed correctly.

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3. ACCESSORIES

3-3-2 Assemble the trays

1. Thermal Paper Tray:
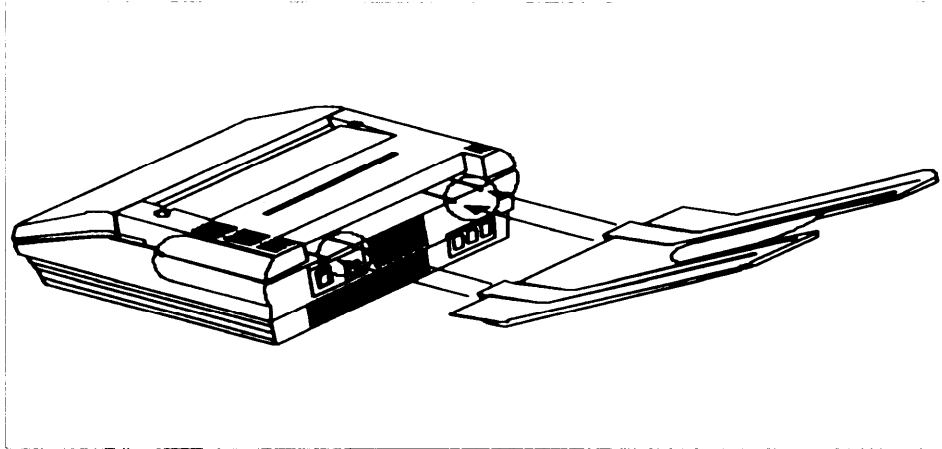
*Mount the tabs on the thermal paper tray into the slots in the thermal paper holder.

*The tray will position itself at a 45° angle.

2. Document Tray:
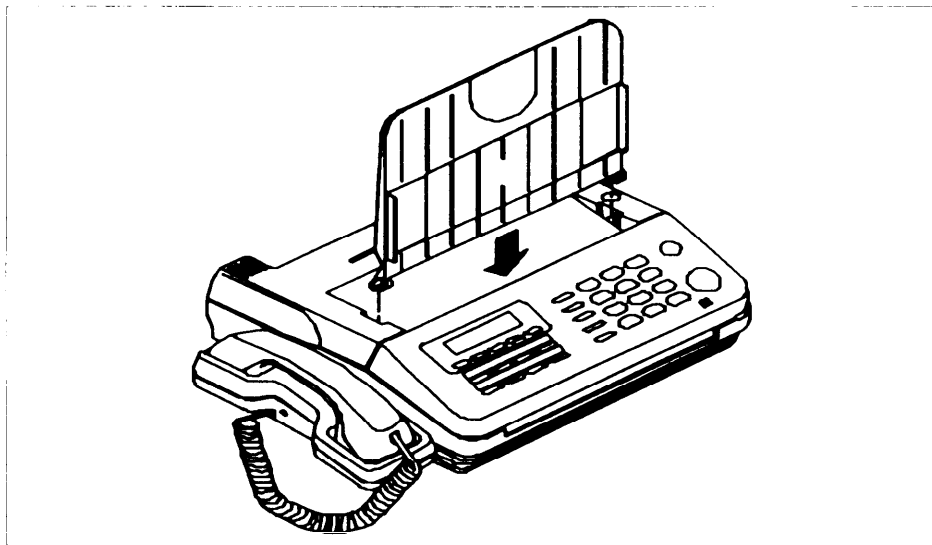
*Insert the slots of the document tray upright onto the braces of the facsimile.

*Fold back the document tray and let it rest on the document tray support.

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7

3-3-3 Ringer and speaker volume controls.

The ringer volume and speaker-phone volume may be adjusted by controls on the side of machine.

TELEPHONE HANDSET

RINGER VOLUME CONTROL

VOLUME CONTROL FOR SPEAKERPHONE
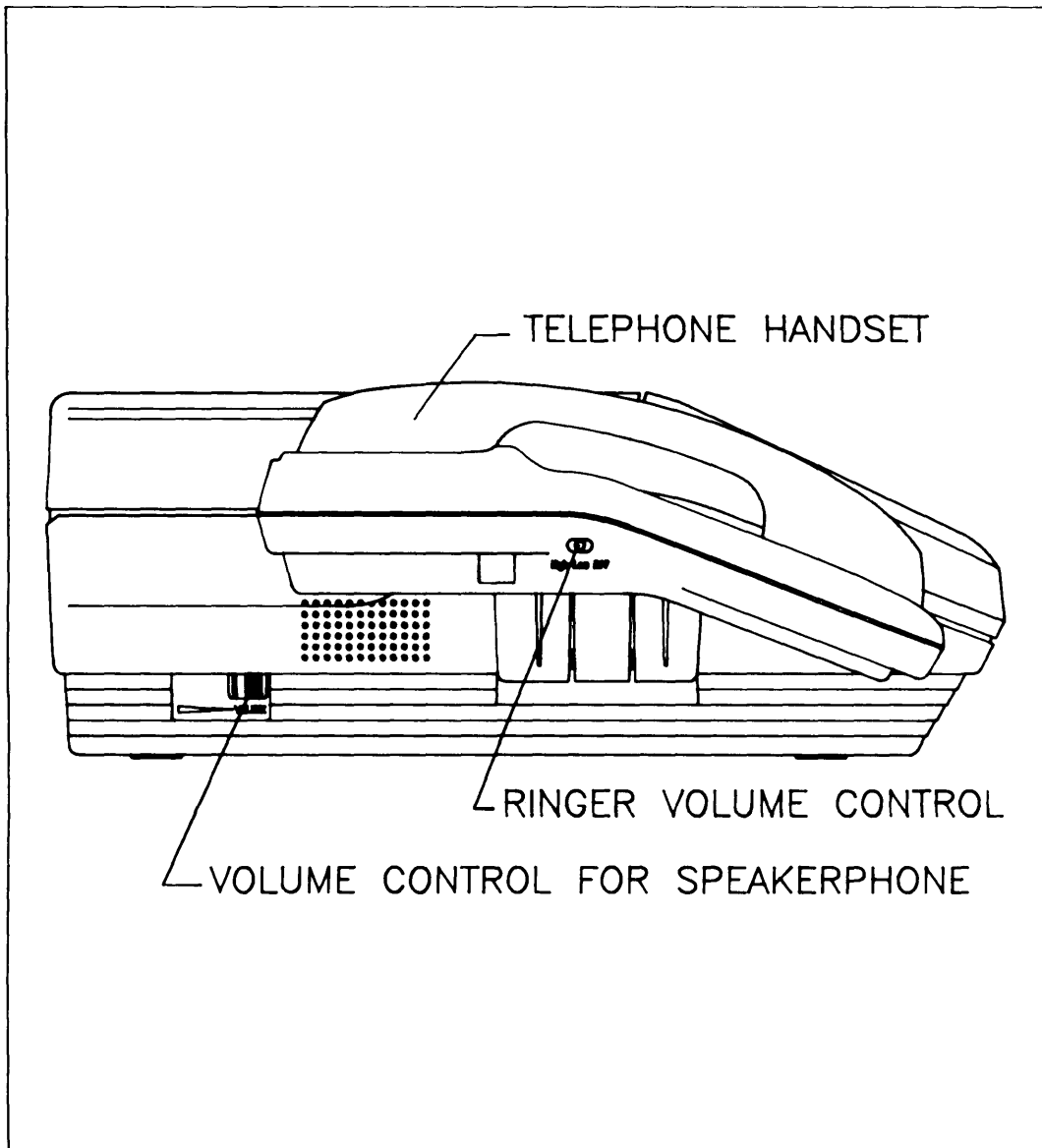
3-3-4 Connect the power cord and the telephone line — Refer to section 1-1

● Connecting the power cord

Make sure that the power switch on the rear of the machine is **turned off**, then connect the power cord to an **AC** wall outlet as shown below.

NOTE:

1. Avoid using the same AC wall outlet for this unit and other equipment. Use a dedicated three pin grounded wall outlet.

2. Avoid connecting the same line for this unit and another telephone or facsimile unit. However, you can connect an another telephone set to the rear of the machine.

POWER CORD

POWER SWITCH

CONNECT THE LONG MODULAR
CORD TO THE   LINE JACK
AND THE OTHER END TO A STANDARD
TELEPHONE LINE JACK (PSTN)

CONNECT THE SHORT LINE
CORD TO THE BACK OF
THE BASE OF THE TELEPHONE
AND TO THE PHONE JACK

MODULAR RJ11C JACK

ANSWERING MACHINE

CONNECT YOUR ANSWERING
MACHINE OR AN EXTERNAL
TELEPHONE TO THE ANS JACK

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9

4. OPERATION PANEL

Name	Function
1. LCD:	Displays the current time, operation mode, messages, operation guides, etc.
2. FUNCTION key:	Press to enter the programming mode.
3. QUICK DIAL keys: (1 to 8)	Use to input a single phone number with one touch.
4. FAX/TEL/AUTO key:	For telephone mode, fax mode, or auto mode selection.

* TEL: When in Tel mode you will only be able to receive telephone calls. However, when an answering machine is hooked up to your machine, the remote facsimile can leave a message and send a fax by pressing #, 2.

* FAX Mode - Your machine will receive fax transmissions automatically when in this mode. However, if you would like to use the telephone to receive calls increase the ring number setting. (See Page 30)

* Auto Mode - When in this mode, your fax messages will be received automatically. However, if your machine detects an incoming telephone call, it will emit a 14 second alarm tone so that you can answer the telephone.

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Name	Function
5. DARKEN key:	Use this key for light originals.
6. HALFTONE key:	Use this key for photographs.
7. DETAIL key:	Use this key for drawings or small print.
8. SPEED DIAL key:	Use this key for programming the 20 speed dial numbers.
9. VOICE REQUEST key:	During communication, press this key to request voice contact with the other terminal's operator after communication.
10. PAUSE/REDIAL key:	When entering a telephone number, press this key when you need to enter a pause. Also, press this key when you want to redial the last number that was dialed.
11. SPEAKERPHONE key:	Press this key to use the speakerphone function.
12. HOLD key:	Press this key to place the other party on hold.
13. Numerical keypad:	These keys are used to dial or enter a telephone number, or a speed dial code.
14. STOP key:	Stops the operation and returns the machine to standby.
15. START/COPY key:	Use this key to start transmitting, receiving, copying, or when confirming a function mode setting.

4

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5. RECOMMENDED TYPES OF DOCUMENT

Before transmitting, make sure that your document meets the following requirements.

● Appropriate size

Width	148 mm	to	216 mm
	[5.8 inch	to	8.5 inch]
Length	105 mm	to	600 mm
	[4.1 inch	to	23.6 inch]
Thickness	0.05 mm	to	0.15 mm
	[2 mils	to	6 mils]

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

● Written clearly — Small, faint characters may not be transmitted clearly.

● Do not send damaged documents.

CURLED ⇨ Flatten DOG EARED	BINDING HOLES ⇨ Trim the edges OR Make copies
PAGES STUCK TOGETHER ⇨ Shuffle the stack	FOLDED TORN PATCHED TOGETHER ⇨ Make copies

DOCUMENTS MUST NOT CONTAIN THE FOLLOWING ITEMS.

Crayon	Paint	Charcoal	Glue
Clips	Vinyl Coated	Waxed	Carbon
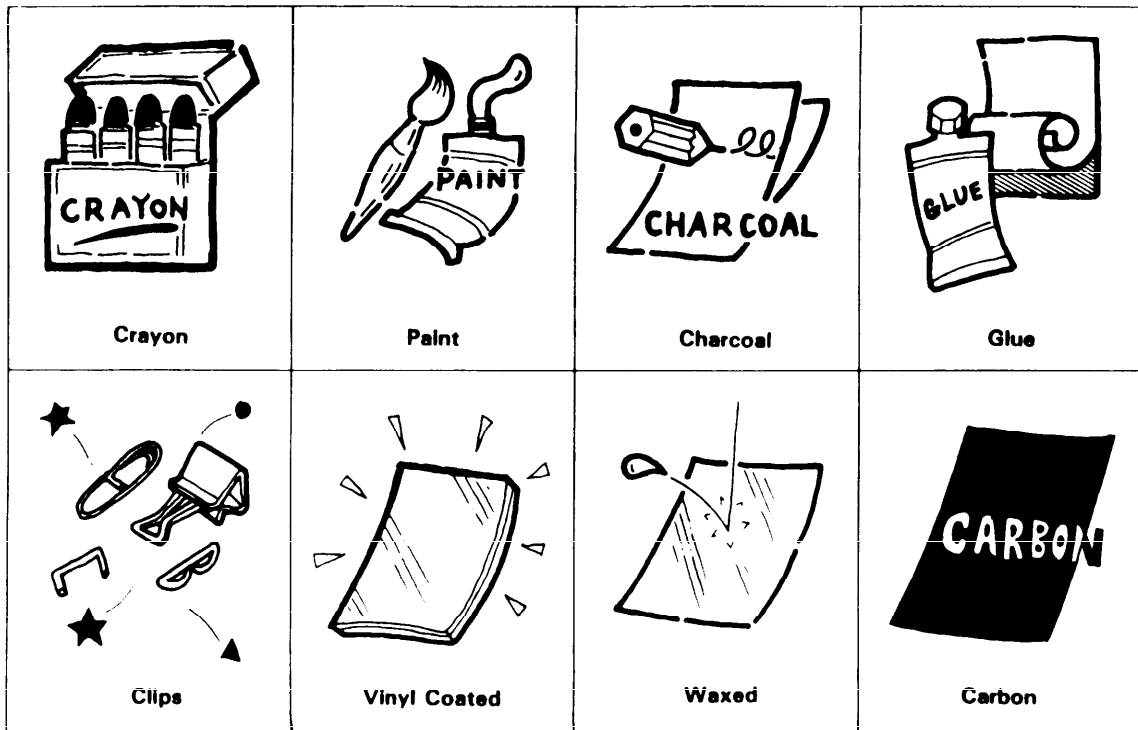
● Do not send photocopies that were made with a copier that uses silicone oil.

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6. ROUTINE OPERATION

6-1 Basic Transmission

Before transmission, refer to page 31 to program your line type (i.e. Pulse or Tone) and page 32 to program your transmission terminal identification.

— Preparation —

1. Make sure that the machine is in stand-by status (the machine can be in FAX, TEL, or AUTO mode).

```
FAX
11 : 43 AM
```

2. Carefully place the document(s) into the feeder face down along the guide.
   - Do not insert more than 10 pages at once.
   - Loosen any pages stuck together.
   - Align the leading edges.
   - Adjust the guide to the document width.
   - Transmit sheets of different width separately.
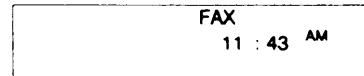
   NOTE:
   1. Refer to page 12 and 13 to make sure that your document is suitable for use.
   2. Documents may also be fed in manually, one at a time.

      During transmission, the next sheet must be placed in the feeder.

3. You can select "DETAIL", "HALFTONE", and "DARKEN" modes for transmission if necessary.

   Press the "DETAIL", "HALFTONE", and "DARKEN" keys to have the "DETAIL", "HALFTONE", and "DARKEN" indicators turn on.

   Detail: Documents with small print or fine details.

   Halftone: Documents containing photographs; transmission will be slower.

   Use the "Detail" setting with Halftone for best reproduction.

   Darken: Use the DARKEN key for documents with faint characters.

4. If you are in doubt as to the suitability of the settings:
   1. Press the START/COPY key to make a copy.
   2. Check the copy quality and change the settings if necessary.

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14
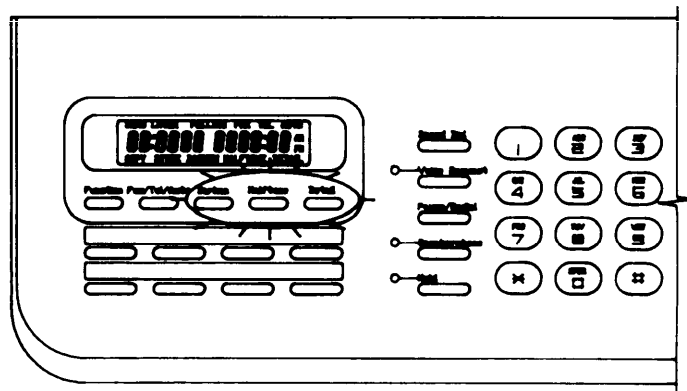
6. ROUTINE OPERATION

— Procedure —

The display should now be as shown on the right.
DARKEN, HALFTONE and DETAIL will show
in the display if selected.

```
┌──────────────────────────┐
│         FAX              │
│          8 : 1 8  AM     │
│ DARKEN  HALFTONE  DETAIL │
└──────────────────────────┘
```

1. Enter the phone number of the remote terminal
   using either a:
   • Quick Dial key
   • Speed dial code (from 01 to 20)
   • Full telephone number (keypad on panel)
   Only one destination can be entered.
   To correct any mistakes, press the STOP key.

Quick Dial key:

1) Press the desired QUICK DIAL key (e.g., 01).
   See page 40 for details on how to store
   Quick Dial keys.

```
┌──────────────────────────┐
│         FAX              │
│          5 5 5 1 2 1 2   │
│                          │
└──────────────────────────┘
```

2) Then press the "START/COPY" key if the
   keyed-in number is correct.
   The message will now be transmitted.

Speed Dial code:

1) Press the SPEED DIAL key

```
┌──────────────────────────┐
│         FAX              │
│          8 : 1 9  AM     │
│                          │
└──────────────────────────┘
```

2) Then enter the required two-digit speed-dial
   code (e.g., 13) at the numerical keypad.
   Refer to page 41 for details on how to store
   Speed Dial numbers.

```
┌──────────────────────────┐
│         FAX              │
│          5 5 5 4 4 4 4   │
│                          │
└──────────────────────────┘
```

3) Then press the "START/COPY" key if the
   keyed-in number is correct.
   The message will now be transmitted.

6

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15

6. ROUTINE OPERATION

Full Telephone Number at the Keypad:

1) Enter the remote terminal telephone number (e.g., 5551212) on the operation panel while keeping the handset on-hook.

```
┌─────────────────────────────┐
│                         FAX │
│                   5 5 5 1 2 1 2 │
│                             │
└─────────────────────────────┘
```

2) Then press the "START/COPY" key if the keyed-in number is correct.
The message will now be transmitted.

Full Telephone Number at the External Telephone:

1) Dial the remote terminal telephone number (e.g., 5551212) on the external telephone.

2) Then press the "START/COPY" key when you hear a high-pitched tone.
The message will now be transmitted.

NOTES:

1. If you dialed the wrong number, press the "STOP" key to cancel the operation and restore the machine to stand-by mode.

2. If an error happens during transmission, the LCD will display the error code as shown on the right.

```
┌─────────────────────────────┐
│                    FAX      │
│ E 0  0 5       8 : 1  9 ᴬᴹ │
│                             │
└─────────────────────────────┘
```

Notes Concerning Transmission:

● **Transmission during telephone conversation**

1) During telephone conversation, using the built-in handset, the display is as shown on the right, showing the length of the conversation.

```
            FAX
  0 0 : 2 1
```

2) Now insert your document into the feeder.

3) Then press the "START/COPY" key. Make sure that the other party presses Start after you press START/COPY. Hang up when you hear a high-pitched tone.

```
              FAX
        5 5 5   1143
```
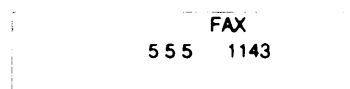
(Called party sends CSI)

4) The message will now be transmitted.

6

5) When communication is finished, standby mode will be restored automatically.

```
            FAX
          8 : 2 5  A M
```

● **Auto-redial:**
If the line is busy or contact is impossible, the number is automatically redialed up to 10 times at intervals of about 3 minutes.
To cancel redialing, remove the document from the feeder as explained in section 10-1.

NOTE:
You can redial immediately by pressing PAUSE/REDIAL if required.

● **Error Report**
If transmission fails, an Error Report will be printed.
Keep this, it may help the service technician.
Error codes are explained on page 47.

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6. ROUTINE OPERATION

6-2 Reception

— Automatic Reception —

This machine will receive documents unattended if:

a) The power switch is on.

b) The FAX/TEL/AUTO setting is at AUTO or FAX mode.

— Manual Reception —

When the machine is in the "TEL" (manual) mode, reception can be accomplished by one of the following procedures:

1. - Phone rings.
   - Pick up the handset.
   - Establish voice contact with the calling side.
   - When the calling side is ready to transmit to you, remove any documents from the document feeder and press the "START/COPY" key. (The calling party should press their "START/COPY" key after hearing the high pitched tones from your machine.)
   - Reception will begin.
   - Hang up the handset.

2. - Phone rings.
   - Pick up the handset.
   - A short tone can be heard every 3 to 5 seconds.
     (This indicates that a facsimile terminal is calling.)
   - Remove any documents from the document feeder.
   - Then press the START/COPY key.
   - Reception will begin.
   - Hang up the handset.

If you share the fax line with a telephone and if you receive a lot of telephone calls on that line, you should switch the machine to TEL mode, or enter a high value for the ring number (see page 30).
If you switch to AUTO mode or FAX mode, you will not be able to answer telephone calls unless you have entered a high value for the ring number.

NOTE:

1. If a message comes in while you are making a copy, press the STOP key, remove the documents from the feeder, then press the START/COPY key to receive the message.

2. If reception fails, an Error Report will be printed. Keep this; it may help the service technician. Error codes are explained on page 47.

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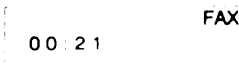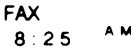
Receiving during telephone conversation
During telephone conversation, just press the "START/COPY" key
if you want to receive the document.

— Procedure —

1. During telephone conversation,
   the LCD will be as shown on the right.

   FAX
   00:21

2. Remove any document from the document
   feeder.

3. Press the "START/COPY" key and wait
   for the document. (The other party must press the START key at
   their end.)
   Then hang up the handset.

4. After receiving is completed,
   the LCD will return to standby mode.

   FAX
   8:25 AM

6-3 Ringing Telephone and Buzzers

— Single Ring —
A message is coming in. It will be received automatically
(if your machine is in FAX or AUTO mode).
Do not pick up the handset or the telephone.

— Continuous Ringing —
If TEL mode is not indicated, and the ring number (see page 30)
has expired, either:
1) Power is switched off (the external telephone will ring).
2) The other party requires voice contact.
   (The internal buzzer will sound)
   Pick up the handset, and speak.
   Refer to "VOICE REQUEST" on page 26.
If TEL mode is indicated:
A message is coming in.
● Pick up the handset and speak to the caller.
   NOTE:
   If the calling terminal is in automatic dialing mode,
   you will not be able to speak to the caller.
   You will hear intermittent tones.
   Remove any document from the document feeder.
   Press the START/COPY key during the initial intermittent tones.
● Remove any document from the document feeder.
● Press the START/COPY key after speaking, to receive
   the incoming messages.
● When the line is connected, hang up.

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6. ROUTINE OPERATION

6-4 Replacing the Thermal Paper

1. Press the release button, and open the top cover.
   See Figure 4.
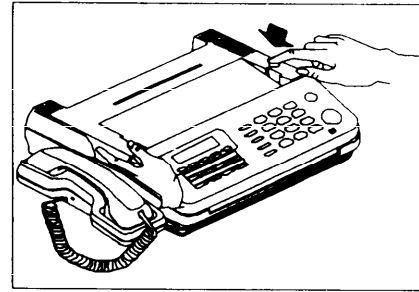
Figure 4

2. Take out the empty roll and install a new one with the leading edge at the top of the roll and facing the rear of the machine.
   See Figure 5.
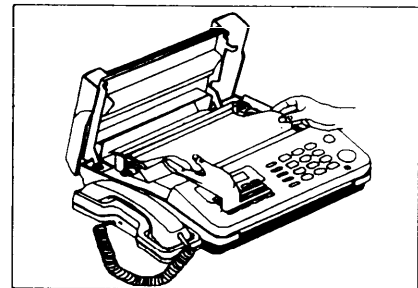
Figure 5

3. Pull out the leading edge about 15 cm [6 inch] and insert it under the guide plate (which is labeled in green) to the rear of the platen roller.
   See Figure 6.
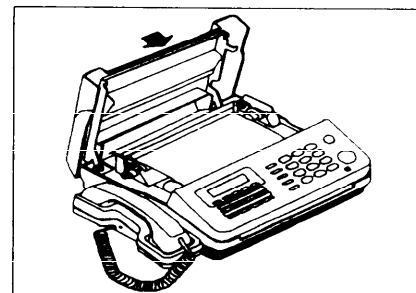
Figure 6

4. Close the top cover.
   A paper cycle is made automatically.

   NOTE:
   If there is no paper cycle, check that the roll is installed correctly.

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20

6. ROUTINE OPERATION

6-5 Daily Care

If the room is cold, refer to "Cold Weather Power-Up" on page 2 before switching on.

1. Check the LCD. If there is any error code displayed, correct the fault.

2. Place a document in the feeder and press the START/COPY key. Check that the copy quality is satisfactory.

3. Open the printer and remove the roll.
   Gently wipe the thermal head and the guide plate with a clean soft cloth moistened with alcohol.
   NOTE:

   Do not use water
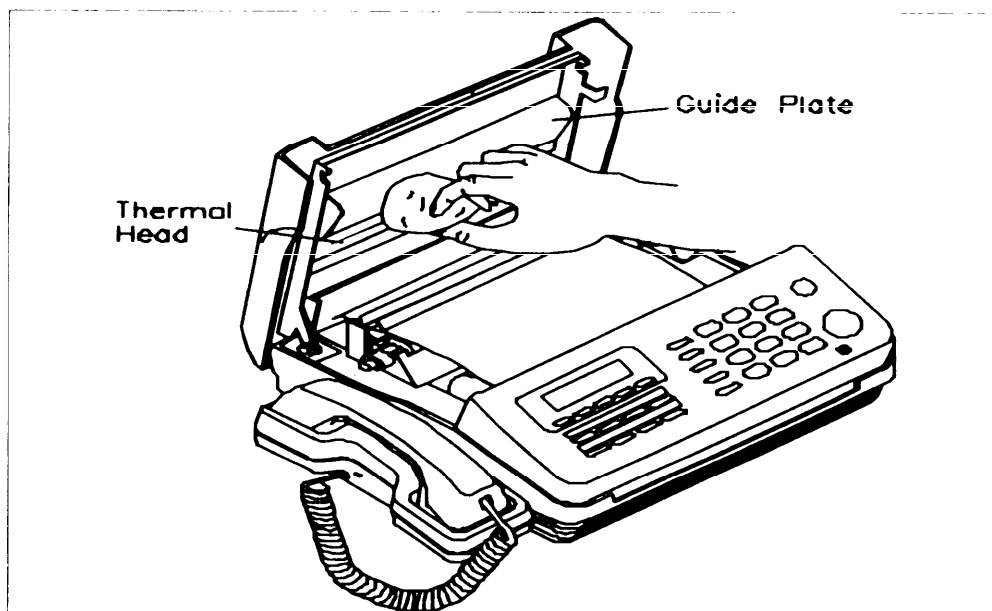
4. Clean the machine's exterior with a clean soft dry cloth.
   Do not use a cleaning agent.

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7. SPECIAL FEATURES

7-1 Polling

7-1-1 Polling Reception

This feature allows you to call a remote terminal and instruct it to send you whatever documents it has stored in polling standby for you to pick up.

NOTE: There must be a message on polling standby at the other end.

— Procedure —

1) In standby mode, the LCD will display:

```
              FAX
                8:33   A M
```

2) Press the FUNCTION key, then press "1". The LCD will display "POLLING".

```
POLLING    FAX
                8:33   A M
```

3) Then dial the phone number for polling reception.

```
POLLING    FAX
                5551212
```

4) Press the START/COPY key to instruct the machine to start polling reception.

5) The LCD will return to standby mode after finishing polling reception.

```
              FAX
                8:35   A M
```

6) If you want to cancel Polling Reception, press STOP key, and the machine will return to standby mode.

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22

7-1-2 Polling Transmission

This feature allows you to leave a document in the feeder for a remote terminal to pick up. This will place your terminal in polling standby mode. Reception can take place as normal in polling standby mode.

NOTE: Anyone can poll your terminal, so do not use this feature for sending confidential messages.

— Procedure —

1) Place the documents into the feeder for polling transmission.

```
┌─────────────────────────┐
│          FAX            │
│              8 : 2 2  A M │
│                         │
└─────────────────────────┘
```

2) Press the FUNCTION key, then press "1". The LCD will display "POLLING".

```
┌─────────────────────────┐
│ POLLING    FAX          │
│              8 : 2 3  A M │
│                         │
└─────────────────────────┘
```

3) Your terminal is now in polling standby mode. When your terminal is polled, it will scan and transmit the document.

```
┌─────────────────────────┐
│ POLLING    FAX          │
│              8 : 2 3  A M │
│                         │
└─────────────────────────┘
```

7
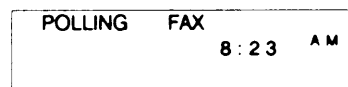
4) To cancel polling standby mode, press the STOP key.

RICOH®

7. SPECIAL FEATURES

If you want to have a voice communication during polling transmission/reception

— Procedure —

1) Press the VOICE REQUEST key during polling transmission / reception.
   The VOICE REQUEST indicator will turn on.

```
POLLING    FAX
00:21
```

2) When polling transmission / reception is finished, the machine will make a sound to announce a voice request. (Bursts of short beeps will be heard until you pick up the handset.)

```
POLLING    FAX
              8:26   AM
```

3) Now pick up the handset and speak.

```
           FAX
              8:27   AM
```

4) Replace the handset after speaking.

NOTE:

If your machine does not emit a tone, the remote terminal operator did not come to the phone. The line will be disconnected automatically.

RICOH®

7. SPECIAL FEATURES
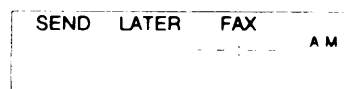
7-2 Send Later Transmission

This feature delays transmission until a time selected by the operator.
This feature can be used to take advantage of off-peak line charges.
The designated time must be within 24 hours of entry.

— Procedure —

1) Select the contrast and resolution.
   Then press the FUNCTION key.

2) Press 2 at the keypad.
   The LCD will be changed as shown on the
   right. (DARKEN, HALFTONE and DETAIL
   will only show up if selected.)

```
SEND   LATER   FAX
                    A M
```
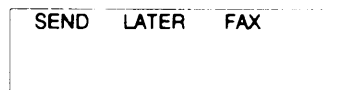
3) Place the document into the feeder.

4) Enter the required transmission time.
   Then press # to change from AM to PM,
   or press * to change from PM to AM.
   For example: To set 8:25 PM, enter "08 25 #".
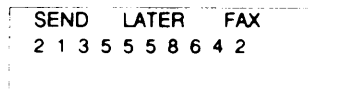
```
SEND   LATER   FAX
           08 : 2 5 PM
```

5) Then press the VOICE REQUEST key.

```
SEND   LATER   FAX
```

6) Enter the desired destination fax number by
   using a QUICK DIAL key, Speed Dial code,
   or full telephone number at the keypad.

```
Ex:
SEND   LATER   FAX
2 1 3 5 5 5 8 6 4 2
```

7) Press the START/COPY key to confirm the
   time and telephone number setting.

```
SEND   LATER   FAX
8 : 2 5 P   8 : 2 2  A M
```

8) Press the STOP key if you want to return
   to standby mode.

```
            FAX
            8 : 2 3  A M
```

— Cancel Send Later Transmission —

1) Press the Stop key or take out the document,
   when you want to cancel the send later function.

RICOH

7. SPECIAL   FEATURES

7-3 Voice Request

With this feature, you can speak with the remote terminal operator after transmission or reception.

For Voice Request to be effective, both terminals must:

● Have a telephone or handset connected.

● Have the voice request function.

To talk with the remote terminal operator at the end of communication, do the following.

If you are transmitting:

1) Press the VOICE REQUEST key during transmission.

2) When your machine sounds a tone after transmitting, pick up the handset, then speak.

3) Replace the handset after speaking.

If you are receiving:

1) Press the VOICE REQUEST key during reception.

2) When your machine sounds a tone after receiving, pick up the handset and speak.

3) Replace the handset after speaking.

NOTE:

1. If your machine does not emit a tone, the remote terminal operator did not come to the phone. The line will disconnect automatically.

2. When you press the VOICE REQUEST key, the indicator will be lit.

7-4 Immediate Redial

When the remote terminal is busy, the machine will automatically redial after about 3 minutes. However, you can make an immediate redial by pressing the PAUSE / REDIAL key. This function is also available when the machine is in standby mode.

— Procedure —

Either:

1) Keep the handset on-hook.
   Then place the document into the feeder.

2) Press the PAUSE / REDIAL key.

3) Then press the START/COPY key.

4) Redialing starts immediately.

Or:

1) Pick up the handset.

2) Press the PAUSE/REDIAL key.

3) Then press the START/COPY key

NOTE:
   If the line is still busy, you can cancel any further redialing and return to standby mode by pressing the STOP key.

7

RICOH

8. FUNCTIONS AND PROGRAMMING

This machine has a wide range of programmable functions. Study these functions to get the most out of the machine. To program these functions the machine must be in standby mode. If you want to return the machine to standby mode at any time while programming, press the STOP key or pick up the handset.

NOTE:

1. All programmed items remain in memory even if you switch the power off.

2. All programmed items have a time-out limit (1 minute). If there is no key input after 1 minute, the machine will return to standby mode.
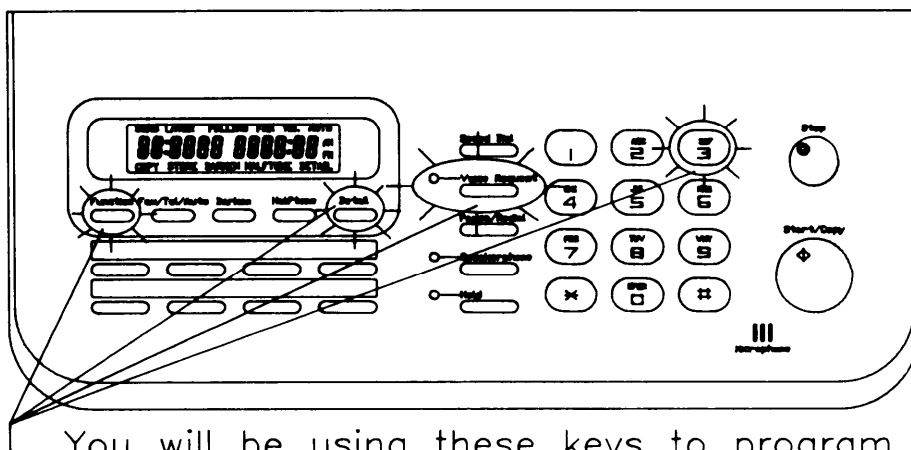
You will be using these keys to program the various features in the machine.

The functions are as follows:

Item	Description
F 01	PRINTING THE TCR
F 02	RING NUMBER SETTING
F 03	TELEPHONE LINE TYPE SETTING
F 04	TELEPHONE NUMBER SETTING (CSI)
F 05	NAME/LOGO SETTING (TTI)
F 06	DISABLE TTI FUNCTION SETTING
F 07	PRINTING THE TELEPHONE LIST
F 08	CLOCK ADJUSTMENT
F 09	PRINTING THE FUNCTION LIST

RICOH®

8. FUNCTIONS AND PROGRAMMING

8-1 Printing the TCR — F 01

This report gives details on each communication made by your terminal. It is automatically output every 50 communications. However, you can print a copy of this report by doing the following.

Format of the TCR

```
****** T C R ******
                                        MAR 07 '90      08:18 AM
**************************************************************
* MODE REMOTE TERMINAL I.D. START TIME    TIME   PAGES  STATUS *
*                                                              *
* - TX                                                         *
*  1   00188628823131      03/03 10:03 AM  00:27    1    G3 S  *
*  2   7761352             03/06 11:45 AM  00:08    **   STOP  *
*                                                              *
* RX                                                           *
*  1   7761987             03/03 11:20 AM  00:35    1    G3 D  *
**************************************************************
```

* STOP – – – The "STOP" key was pressed while communication
            was in progress.
* G3 S – – – G3 Protocol & Standard resolution.
* G3 D – – – G3 Protocol & Detail resolution.

— Procedure —

1) Press FUNCTION, then press "3".

```
          FAX
F 0 1        8 : 1 7  A M
```

2) Press the START/COPY key.
   The TCR Report will be printed.

```
          FAX
F 0 1        8 : 1 8  A M
```

3) After printing is finished,
   the LCD will return to standby mode.

```
          FAX
             8 : 2 0  A M
```

4) The printing will stop if either the handset
   is picked up or the STOP key is pressed
   during printing.

RICOH

8. FUNCTIONS AND PROGRAMMING

8-2 Setting the Ring Number — F 02

This feature provides an alternative selection for the number of rings that the machine emits before it automatically answers the line.

The programmable ring number can be set from **1 to 9**, depending upon the user's preference. A higher value gives the user a chance to answer the phone personally, even if the machine is in Fax mode or Auto mode. This setting does not affect the way that the machine operates in TEL mode. In TEL mode, the machine never answers the line automatically unless attached to an answering machine (see page 42).

— Procedure —

1) Press FUNCTION, then press "3".
   The LCD will display "F 01".

   ```
   ┌──────────────────────┐
   │        FAX           │
   │  F 0 1      8:1 8  AM │
   │                      │
   └──────────────────────┘
   ```

2) Press the DETAIL key once to access F 02.
   NOTE:
   > The LCD will show the current setting.

   ```
   ┌──────────────────────┐
   │        FAX           │
   │  F 0 2      0 2      │
   │                      │
   └──────────────────────┘
   ```

3) Enter the desired ring number.
   (1 to 9)
   For example: 5 rings.
                   Press "5" on the keypad.

   ```
   ┌──────────────────────┐
   │        FAX           │
   │  F 0 2      0 5      │
   │                      │
   └──────────────────────┘
   ```

4) Then press the START / COPY key to program in the setting and access F 03.

   ```
   ┌──────────────────────┐
   │        FAX           │
   │  F 0 3      0 0      │
   │                      │
   └──────────────────────┘
   ```

5) Press the STOP key if you wish to return to standby mode.

RICOH®

8-3 Telephone Line Type Setting — F 03

This feature lets the user select the dialing mode of the operation panel's ten-key pad. The type of dialing used by the machine must be the right type for your local telephone exchange, or your terminal may not be able to place calls. There are two dialing modes: pulse dialing, and tone dialing. The initial status on the LCD is "0 0" for TONE mode. But you can enter "0 1" to change to PULSE mode from TONE mode.

— Procedure —

1) Press FUNCTION, then press "3".
   The LCD will display " F 01".

```
        FAX
 F 01        8:18  A M
```

2) Press the DETAIL key 2 times to access F 03.

```
        FAX
 F 03        0 0
```
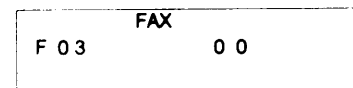
3) Enter "1" to change to PULSE mode, if it is necessary. Or, press '0' to change back to TONE mode.

```
        FAX
 F 03        0 1
```
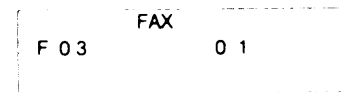
4) Then press the START / COPY key to program in the setting and access F 04.

```
        FAX
 F 04        0 1   9 0
```

8

5) Press the STOP key if you wish to return to standby mode.

NOTE:
If your machine cannot dial, change this setting.

RICOH

8. FUNCTIONS AND PROGRAMMING

8-4 T T I — Transmission Terminal Identification

The TTI consists of your fax machine's telephone number (use F 04) and the name of who you are as the sender (use F 05). When you send a fax message, the machine at the other end prints your TTI at the top of each page. The telephone number (programmed with F 04) also appears on the other terminal's LCD during communication. When you enter the TTI, refer to the following table.

Character	Code	Character	Code	Character	Code
0	00	T	31	y	62
1	01	U	32	z	63
2	02	V	33	!	64
3	03	W	34	"	65
4	04	X	35	#	66
5	05	Y	36	$	67
6	06	Z	37	%	68
7	07	a	38	&	69
8	08	b	39	'	70
9	09	c	40	(	71
space	10	d	41	)	72
-	11	e	42	*	73
A	12	f	43	+	74
B	13	g	44	,	75
C	14	h	45	.	76
D	15	i	46	/	77
E	16	j	47	:	78
F	17	k	48	<	79
G	18	l	49	=	80
H	19	m	50	>	81
I	20	n	51	?	82
J	21	o	52	[	83
K	22	p	53	]	84
L	23	q	54	\	85
M	24	r	55	@	86
N	25	s	56	_	87
O	26	t	57	{	88
P	27	u	58	}	89
Q	28	v	59	space	90
R	29	w	60		
S	30	x	61		

RICOH®

8-4-1 Telephone Number Setting — F 04

This feature allows you to enter your own telephone number as a means of communication recognition. Another name for this is CSI or Called Subscriber Identification. The maximum allowable length is 20 characters. Any character entry over 20 will scroll to the first character.

For example: to save 2 0 1   5 5 5   1 2 3 4

Setting	code	Character	Order of character
01	02	2	1st
02	00	0	2nd
03	01	1	3rd
04	10	space	4th
05	05	5	5th
06	05	5	6th
07	05	5	7th
08	01	1	8th
09	02	2	9th
10	03	3	10th
11	04	4	11th

— Procedure —

1) Press FUNCTION, then press "3".
   The LCD will display "F 01".

```
        FAX
F 01          8:17  AM
```
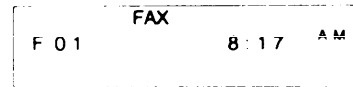
2) Press the DETAIL key 3 times to access F 04.
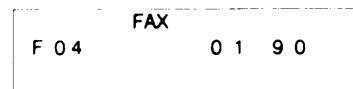
```
        FAX
F 04          0 1  9 0
```

3) Use the numerical keypad to select the code related to the first character.
   The first character should be "2".
   The code for 2 is "02".
   So, press "0", then "2".
   The display should be as shown on the right.
   0 1 means the first figure.
   0 2 is the related code corresponding to the first figure "2".

```
        FAX
F 04          0 1  0 2
```
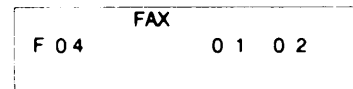
NOTE:

Only characters 0, 1, 2, ... 9, space, +(refer to the TTI table) can be set using this function.

RICOH

4) Then press the VOICE REQUEST key
to go to the second character.
The second character should be "0".
The code for 0 is "00".
So press "0" twice.
The display should be as shown on the right.
0 2   means the second figure.
0 0   is the related code corresponding
to the second figure "0".

```
           FAX
F 04          0 2  9 0
```

```
           FAX
F 04          0 2  0 0
```

5) Repeat steps 3) and 4) to enter the required telephone
number .

6) Then press the START/COPY key to
program in the setting and access F 05.

```
           FAX
F 05          0 1  9 0
```

7) Press the STOP key if you wish to return
to standby mode.

8-4-2 Name / Logo Setting — F 05

This feature allows you to enter your own name or company
name or logo to identify yourself to the other party. Another
name for this is your TTI or Transmit Terminal Identification.
The maximum length is 25 characters.
For example: to set RICOH.

Setting code		Character	Order of character
01	29	R	1st
02	20	I	2nd
03	14	C	3rd
04	26	O	4th
05	19	H	5th
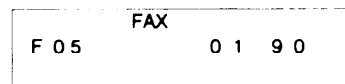
RICOH®

8. FUNCTIONS AND PROGRAMMING

— Procedure —

1) Press FUNCTION, then "3".
   The LCD will display "F 01".

   ```
   ┌─────────FAX─────────┐
   │ F 0 1        8:17  AM│
   └─────────────────────┘
   ```

2) Press the DETAIL key 4 times to access
   F 05.

   ```
   ┌─────────FAX─────────┐
   │ F 0 5        0 1  9 0│
   └─────────────────────┘
   ```

3) Use the numerical keypad to select the
   code related to the first character.
   The first character should be "R".
   The code for R is "29".
   So, press "2", then "9".
   The display should be as shown on the
   right.
   0 1   means the first character.
   2 9   is the related code corresponding
         to the first character "R".

   ```
   ┌─────────FAX─────────┐
   │ F 0 5        0 1  2 9│
   └─────────────────────┘
   ```

4) Then press the VOICE REQUEST key
   to go to the second character.
   The second character should be "I".
   The code for "I" is "20".
   So, press "2", then "0".
   The display should be as shown on the
   right.
   0 2   means the second character.
   2 0   is the related code corresponding
         to the second character "I".
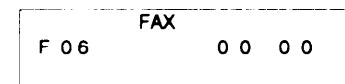
   ```
   ┌─────────FAX─────────┐
   │ F 0 5        0 2  2 0│
   └─────────────────────┘
   ```

5) Repeat steps 3) and 4) to enter all the
   characters.

6) Then press the START/COPY key to
   program in the setting and access F 06.

   ```
   ┌─────────FAX─────────┐
   │ F 0 6        0 0  0 0│
   └─────────────────────┘
   ```

7) Press the STOP key if you wish to return
   to standby mode.

8

RICOH®

35

8-5 Disable TTI Function Setting — F 06

If you turn on TTI, your TTI and the date, time, and the page number will be printed at the top of pages at receiving side.
When you turn off TTI, only the page number will be printed.

— Procedure —

1) Press FUNCTION, then press "3".
   The LCD will display "F 01".

```
┌─────────────────────────┐
│        FAX              │
│  F 01           8:17  AM│
│              .          │
└─────────────────────────┘
```

2) Press the DETAIL key 5 times to access
   F 06.
   NOTE:

   The LCD will show the current setting.
   "1111" means that TTI is enabled.

```
┌─────────────────────────┐
│        FAX              │
│  F 06          1 1  1 1 │
│                         │
└─────────────────────────┘
```

3) Then enter "0 0 0 0" to disable TTI
   output.

```
┌─────────────────────────┐
│        FAX              │
│  F 06          00  00   │
│                         │
└─────────────────────────┘
```

4) Press the START/COPY key to program
   in the setting and access F 07.

```
┌─────────────────────────┐
│        FAX              │
│  F 07           8:18  AM│
│                         │
└─────────────────────────┘
```

5) Press the STOP key if you wish to return
   to standby mode.

RICOH®

8. FUNCTIONS AND PROGRAMMING

8-6 Printing the Telephone List — F 07

This function allows the user to print out a list of telephone numbers that are stored as One-touch or as Speed Dial numbers.

— Procedure —

1) Press FUNCTION, then "3".
   The LCD will display "F 01".

```
┌─────── FAX ─────────┐
│ F 01          8 : 17  A M │
└───────────────────────┘
```

2) Press the DETAIL key 6 times to access F 07.

```
┌─────── FAX ─────────┐
│ F 07          8 : 1 8  A M │
└───────────────────────┘
```

3) Then press the START/COPY key to print the telephone list and access F 08.

```
┌─────── FAX ─────────┐
│ F 08          8 : 1 8  A M │
└───────────────────────┘
```

4) If you wish to return to standby mode, press the STOP key.

```
┌─────── FAX ─────────┐
│               8 : 2 0  A M │
└───────────────────────┘
```

```
                        *** Telephone List ***
                                                        MAR 07 '90 08:20 AM
*************************************************************************
*   Quick Dial List                                                    *
*                                                                      *
*   M1 : 5551212                 M2 : 0028137706645                    *
*   M3 : 5551234                 M4 : 5551010                          *
*   M5 : 5554321                 M6 :                                  *
*   M7 :                         M8 :                                  *
*                                                                      *
*                                                                      *
*                                                                      *
*   Speed Dial List                                                    *
*                                                                      *
*   01 : 5553214                 02 : 5551111                          *
*   03 : 5552314                 04 :                                  *
*   05 :                         06 : 5552222                          *
*   07 :                         08 :                                  *
*   09 :                         10 :                                  *
*   11 :                         12 :                                  *
*   13 : 5554444                 14 :                                  *
*   15 :                         16 :                                  *
*   17 :                         18 : 5553333                          *
*   19 :                         20 :                                  *
*************************************************************************
```

RICOH

37

8-7 Clock Adjustment — F 08

This function allows the user to program the current date and time into the machine.

— Procedure —

1) Press FUNCTION, then press "3".
   The LCD will display "F 01".

```
|           FAX           |
| F 01          8 : 1 8  A M |
```

2) Press the DETAIL key 7 times to access F 08.
   NOTE:
   The sequence of entry is month,date and then year.

```
|           FAX           |
| F 08    0 0  0 0   0 0 0 0 |
```

3) Now enter the current date.
   For example: 0 8 / 1 3 / 1990
   — Enter "0", "8", "1", "3", "1", "9", "9", "0".

```
|           FAX           |
| F 08    0 8  1 3  1 9 9 0 |
```

4) Press the VOICE REQUEST key for the current clock setting.

```
|           FAX           |
| F 08          — — : — —  AM |
```

   For example: 0 8 / 2 9
                0 8 stands for 8 hours.
                2 9 stands for 29 minutes.
   — Enter "0", "8", "2", "9".
   NOTE:
   Press "*" for AM.
   Press " #" for PM.
   The initial status is "AM".

```
|           FAX           |
| F 08          0 8 : 2 9  AM |
```

5) Press the START/COPY key to program in the setting and access F 09.

```
|           FAX           |
| F 09          8 : 2 9  A M |
```

6) If you wish to return to standby mode, press the STOP key.

8-8 Printing the Function List — F 09

This mode gives user a reference list of the current function settings.

— Procedure —

1) Press FUNCTION, then "3".
   The LCD will display "F 01".

```
          FAX
F 0 1          8 : 1 8   A M
```

2) Press the DETAIL key 8 times to
   access F 09.

```
          FAX
F 0 9          8 : 1 8   A M
```

3) Press the START/COPY key to print
   the function list.

```
          FAX
F 0 9          8 : 1 9   A M
```

4) After printing is finished, the machine
   will return to standby mode automa-
   tically. The format of the report is as
   follows.

```
          FAX
               8 : 2 0   A M
```

*** Special Function Report ***

                    RICOH   MAR 07 ' 90 08:20 AM

```
**************************************************************
*                                                            *
*            KEY FUNCTION LIST              STATUS           *
*            -----------------------------  -------          *
* F 01      PRINTING TCR                     1               *
* F 02      RINGING NUMBER SETTING           2               *
* F 03      PULSE / TONE SETTING             TONE MODE       *
* F 04      TELEPHONE NUMBER SETTING         0188628821113   *
* F 05      NAME / LOGO SETTING              RICOH           *
* F 06      DISABLE TTI FUNCTION SETTING                     *
* F 07      PRINTING TELEPHONE LIST                          *
* F 08      CLOCK ADJUSTMENT                                 *
* F 09      PRINTING FUNCTION LIST                           *
**************************************************************
```

NOTE:

   1 The status column for F 01 indicates how many communications would be listed
      on the TCR report, if you were to print it now.

   2. The printing will stop if either the handset is picked up or the STOP key has
      been pressed during printing.

RICOH

8. FUNCTIONS AND PROGRAMMING

## 8-9 Storing Quick Dial and Speed Dial Numbers

In addition to ordinary facsimile transmission carried out by dialing using the telephone, the autodialer allows two other dialing modes. These are Quick dialing, and Speed dialing.
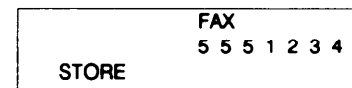
8-9-1 Quick Dial

If you regularly transmit to, or poll, a particular destination, you can save a lot of repetitive keypad operation by storing the destination in a QUICK DIAL key (1 through 8).

— Procedure —

1) Press FUNCTION, then "4" to enter STORE mode.

```
                    FAX

 STORE
```
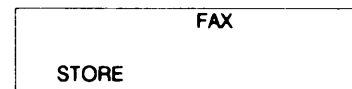
2) Enter the desired phone number.
   For example: 5 5 5 1 2 3 4

```
                    FAX
                            5 5 5 1 2 3 4
 STORE
```

3) Press the desired QUICK DIAL key.
   See Figure 8.

```
 ┌─────────────────────────────┐
 │                             │
 │ [01    [02    [03    [04    │
 │ ⊂══⊃  ⊂══⊃  ⊂══⊃  ⊂══⊃     │
 │ [05    [06    [07    [08    │
 │ ⊂══⊃  ⊂══⊃  ⊂══⊃  ⊂══⊃     │
 │                             │
 └─────────────────────────────┘
```
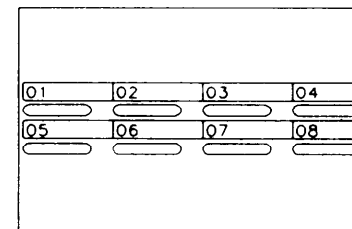
Figure 8

4) The LCD will hold for 1 second and then return to standby mode.

```
                    FAX
                         3 : 3 1   AM
```
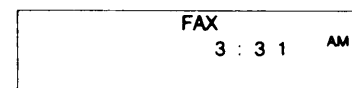
NOTE:

1. The stored number will not disappear if the power is turned off.
2. While storing Quick Dial & Speed Dial numbers, the machine will return to standby mode if any one of the following happens:
   - The STOP key is pressed.
   - The SPEAKERPHONE key is pressed.
   - The handset is picked up.
   - Time out (1 minute).

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40

8-9-2 Speed Dial

Up to 20 phone numbers can be entered for speed dialing. Each telephone number can be up to 32 digits long.

— Procedure —

1) Press FUNCTION, then "4" to enter STORE mode.

```
        FAX

STORE
```

2) Enter the desired phone number.
   For example: 5 5 5 8 5 7 7.

```
        FAX
              5 5 5 8 5 7 7
STORE
```
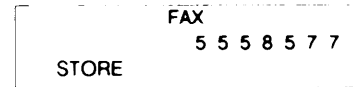
3) Press the SPEED DIAL key, and then the desired Speed Dial number (01 to 20).
   See Figure 9.
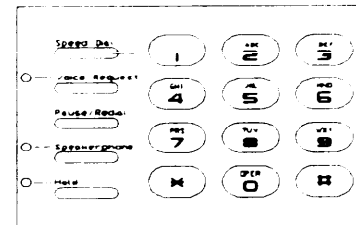
Figure 9

4) The LCD will hold for 1 second, and then return to standby mode.

```
        FAX
              3 : 3 1   AM
```

8

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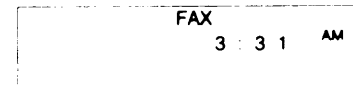
9. OTHER FEATURES

9-1. External Telephone Jack — REMOTE function

In addition to having a built-in handset, the machine also has an external telephone jack. This jack can be used for connection of an external telephone or answering machine. When an external telephone is connected, it can be used to answer calls and to remotely switch the machine into receive mode to receive fax messages. If an answering machine is connected, it can be used to remotely select reception of either a fax or a voice message.

9-1-1 Communication with an External Telephone

— Procedure —

1. **When a call comes in, the external telephone will ring.**
   While the machine is in auto receive mode, the telephone will ring from 1 to 9 times (depending on how you programmed the ring number), and then the machine will go into receive mode. If the external telephone is lifted before the machine answers, you can talk to the calling party. If the machine is set in manual receive mode, the phone will continue to ring until the call is answered or the calling party hangs up.

2. **Pick up the external telephone handset.**
   If someone is trying to send you a fax, an intermittent tone will be heard.

3. **If someone sends a fax message to you, press "#", and then "2" on the external telephone keypad.**
   The call will be transferred to the fax machine, and the machine will receive the document.

9-1-2 Communication with an Answering Machine

— Procedure —

1. **Switch the fax machine into "TEL" mode.**
2. **At the beginning of your outgoing message on the answering machine, store the following instructions.**
   "If you would like to leave a message, just wait for the beep. If you would like to send a fax message, please press "#", and then "2" on your telephone. After you hear the high-pitched tones then you should press Start and hang up."

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9. OTHER FEATURES

3. When a call comes in, it will be answered by your answering machine.

If the calling party wishes to send you a fax message, they will press "#" and "2" on their telephone. The fax machine will then disconnect from the answering machine to enter receive mode, and it will begin sending facsimile tones. If the other party is sending a fax message automatically, without operator involvement, the call will switch to receive mode if there wasn't any code entered or voice message left.

9-2. Hands-free Receiving

● **Speakerphone function**

You can switch to hands-free mode by pressing the SPEAKERPHONE key while you are using the handset. When the SPEAKERPHONE indicator lights, you can hang up the handset. You may also receive a call using the Speakerphone as follows.

— Procedure —

1. When the phone is ringing, press the SPEAKERPHONE key. The SPEAKERPHONE indicator lights.

2. Speak toward the microphone at the bottom right of the operation panel. The other party's voice can be heard at the speaker. (The speaker volume control is on the side of the telephone cradle. See page 8.)

3. Press the SPEAKERPHONE key again to terminate the phone call when the conversation is completed.

   NOTE:
   If you wish to switch to the handset just pick up the handset.
   If you wish to switch to the speakerphone again, press the SPEAKERPHONE key and place the handset back on the cradle.

9-3. Placing a Call on Hold

Use the HOLD key to suspend a conversation without disconnecting the call. When you press the HOLD key, the indicator will light. You can hang up the handset; the call will not be disconnected. To take the call off hold, pick up the handset, or press SPEAKERPHONE if you were using the speakerphone function. The other party will hear music while waiting on hold.

9

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43

9. OTHER FEATURES

9-4 Using Your Machine As A Copier

To make a copy of a document, place it in the feeder face down and press the COPY key.

10. TROUBLESHOOTING

10-1 Misfeeds

— Document jam —

When the LCD shows an error code during scanning (transmission or copying), the document has jammed.
Clear the jam as follows.
See Figure 10.

1) Open the panel cover with both hands.

2) Remove the document carefully.
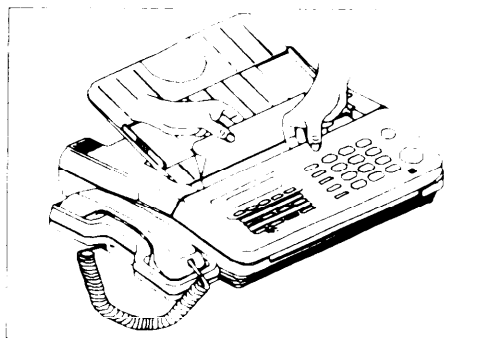
Figure 10

3) Then close the panel cover.

A damaged document may cause a misfeed.
Refer to page 12 for suitable document types.

— Paper jam —

When the LCD shows an error code during printing, the paper has jammed.
Clear the jam as follows.
See Figure 11.

1) Open the panel cover with both hands until it locks.

2) Take out the thermal paper roll and cut off the damaged part of the paper.
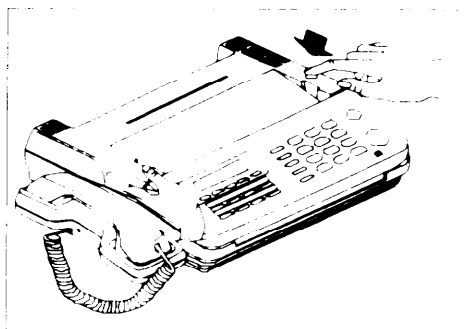
Figure 11

3) Re-feed the paper through the facsimile under the guide plate with a green label.
Refer to page 6 for how to replace the paper.
Misfeeds may occur if:
-The paper size is not correct.
-The machine is not level.
-There is condensation inside the machine. (Refer to P. 2.)

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45

10. TROUBLESHOOTING

10-2 Line Failure

* If communication is not successful, the LCD will show an error code and an error report will be printed.
The format of the Error Report is as follows:

```
            *** Error Report ***
                                                    AUG 18 ' 90  02:19  PM
 •••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••
 * MODE   REMOTE TERMINAL I.D.   START TIME   TIME   PAGES   STATUS *
 *_ _ _ _  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _ _   _ _ _ _ _   _ _ _ _ _   _ _ _ _ _ _ *
 •                                                                          •
 *  TX                           08/18 02:19 PM   00:06     * *     E005   *
 •                                                                          •
 •••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••
```
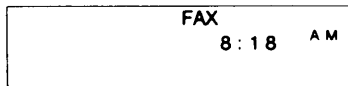
10-3 Operating Difficulties

— During Standby —

```
┌─────────────────────────┐
│          FAX            │
│        8 : 1 8    A M   │
│                         │
└─────────────────────────┘
```

is not displayed.

• Switch the power on.

— During Transmission —

Transmission cannot take place.

• The document is jammed in the feeder. Remove the jammed document (refer to page 45) and repeat the transmission procedure.
• The other machine is out of order Check the error report. Ask the other party to correct the fault.
• The line is busy or noisy. Check that the dial tone is sent out. Check if there is an error report. Try to retransmit.
• The telephone line type setting is wrong. See page 31.

46

— During Reception —

The telephone keeps ringing and no fax is printed.	● You are in TEL mode. Changed to FAX mode. Press the FAX/TEL/AUTO key again.
No printout; the LCD will display an error code.	● The paper has jammed. Clear the jam (refer to page 45).
No printout; replace the thermal paper roll.	● The thermal paper is all used. Replace the thermal paper roll. Refer to page 6.

10-4 Error Messages

When an error occurs, an error report is printed. This error report includes an error code. The following table lists common error codes and the possible causes. If any of these or any other error codes are persistent and the machine does not work properly, contact your service representative.

Item	Description
E 000	Hardware error.
E 001	No response from the called party.
E 002	Document jam.
E 003	Cutter jam, thermal paper jam.
E 004	No thermal paper.
E 005	Bad telephone line.
E 006	Malfunction at the other end.
E 007	Cover open.
E 008	Thermal head overheat.

NOTE:

The machine will be restored to standby mode when the error is fixed, and/or STOP has been pressed.

10

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10. TROUBLESHOOTING

10-5 Alarms

10-5-1 Thermal paper shortage

An alarm (beep tone) will be generated when the thermal paper has been used up. At the same time, an error code is displayed for the users' reference.

10-5-2 Common alarms

Alarm Sounds	Alarm timing	Meaning
Continuous sound (bi ——)	1 sec.	a. Confirms the end of communication at both parties in transmitting and receiving modes. b. There is a document in the standby position.
Interrupted sound (bi — -,bi — -,bi — -)	3 sec. on:0.2 sec. off:0.2 sec.	Error during transmission, reception or copying.
Interrupted sound (bi — -,bi — —,bi — —)	14 sec. on:0.3 sec. off:0.3 sec.	a. Voice request alarm b. FAX mode: Ringing period before automatically answering the call.
Key input confirmation (bi)	50 msec	Confirmation of keypad entry.

11. REFERENCE MATERIAL

11-1 SPECIFICATIONS

Dimensions (WxDxH):   12.4" x 11.8" x 4.5"
Excluding trays and handset.

Weight:

a. machine   : 10.9 lbs
b. handset   : 1.0 lbs
c. trays   : 0.7 lbs
d. accessories : 0.8 lbs
   (without manual)

Power Supply: 120 ± 20 Vac; 60 Hz; single phase.

Power Consumption: Standby   : 8 W +/- 1 W
- Average   Transmission : 26 W +/- 1 W
    Reception   : 24 W +/- 1 W
    Copying   : 39 W +/- 1 W
(measured at 115V/60Hz for a CCITT # 1 chart)

Acceptable Document: Width   : 5.8" to 8.5"
    Length   : 4.1" to 23.6"
    (45' max limit is available)
    Thickness   : 2 to 6 mils

ADF Capacity: 10 sheets

Resolution: Standard   : 98 x 203 dpi
    Detail   : 196 x 203 dpi

Transmission Speed: 20 sec at 9600 bps, standard resolution, based on a CCITT#1 test chart (Slerexe letter).

Compatibility: G3 only.

Printer Roll: 8.5" x 98'; thermal paper.

Maximum
Printer Width: 8.25"

Handset: Built-in handset. Power switch must be kept on to make phone calls.

11

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11-2 Glossary

Most terms are explained on the pages where they occur (see the contents). This glossary explains some terms that were not explained fully in the text.

BPS (Bits Per Second):
This is the data communication rate. In G3 mode, your fax terminal digitizes documents, transforming them into bits (an average page will produce about 320,000 of them), and then sends them out at a top speed of 9,600 bps.

Communication:
Transmission or reception.

Copy:
When used as a noun, this refers to a printout, either in copy mode or receive mode.

CSI:
Called Subscriber Identification.

Document
This is the original page or set of pages that you wish to send.

External Telephone:
This is the telephone that is connected to the jack marked "Ans".

Group 3:
This is the internationally-agreed signalling and data transfer method (approved by CCITT) used for facsimile communication. Group 3 (also known as G3) is a digital facsimile technique which sends a letter-sized page in less than 1 minute.

Handset:
This is used specifically to refer to the built-in handset that is plugged into the side of the machine, and not the external telephone (see above).

Line:
This is the telephone line, connected to your terminal at the connector marked "Line".

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11. REFERENCE MATERIAL

Reception:

The act of receiving a document.

Standby Mode:

The terminal is said to be in standby mode when it is idle, or not being used.

Terminal:

A facsimile terminal, such as your machine.

Transmission:

The act of sending a document.

TTI:

Transmit Terminal Identification.

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12. OFFICIAL NOTICE TO USERS

USA
FCC Notice To Users:
1. The following information shall be provided to the telephone company, upon request of the telephone company:

   a) The FCC registration number.
   b) The Ringer Equivalence number.

2. These units may not be used on party lines or coin telephones.

3. The telephone company (telco) has the right to make changes in their network which may affect the operation of your unit, provided adequate notice is given to you in advance to permit continued correct operation.

4. In the event of operation problems, disconnect your unit by removing the modular plug from the telco modular jack. If your regular phone still works correctly, your unit has a problem and should be returned for repairs (in or out of warranty). If upon disconnection of your unit there is still a problem on your line, notify the telco that they have a problem and request prompt repair service at no cost to the user.

5. The user may not under any circumstances (in or out warranty) attempt any service repairs. Call 1-800-FASTFIX for information on obtaining repairs.
   The FCC registration number and ringer equivalence number can be found on a label, located on the back of the machine.

CANADA

The Canadian Department of Communications label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. 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 approved method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified jack-plug-cord ensemble (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of

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12. OFFICIAL NOTICE TO USERS

service in some situations. Existing telecommunications company require-
ments do not permit their equipment to be connected to customer-provided
jacks except where specified by individual telecommunications company tariffs.
Repairs to certified equipment should be made by an authorized Canadian
maintenance facility designated by the supplier. Any repairs or alterations
made by the user to this equipment, or equipment malfunctions, may give
the telecommunications company cause to request the user to disconnect
the equipment.
Users should ensure for their own protection that the electrical ground con-
nections 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 standard connecting arrangement code for this equipment is:
CA11A or CA45A

The load number (LN) assigned to each terminal device denotes the per-
centage of the total load to be connected to a telephone loop which is
used by the device to prevent overloading. The termination on a loop may
consists of any combination of devices subject only to the requirement that
the total of the load numbers of all the device does not exceed 100.

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IMPORTANT SAFETY INSTRUCTIONS

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

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USA

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

    —— Reorient or relocate the receiving antenna.

    —— Increase the separation between the equipment and 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.

CANADA

<u>Class B</u>

This Digital Apparatus does not exceed the Class B limits for Radio Frequency noise from Digital Apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.

Le présent apparell numérique n'émct pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe B prescrites dans le Réglement sur le brouillage radioélectrique édicté par le ministére des Communications du Canada.

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.

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