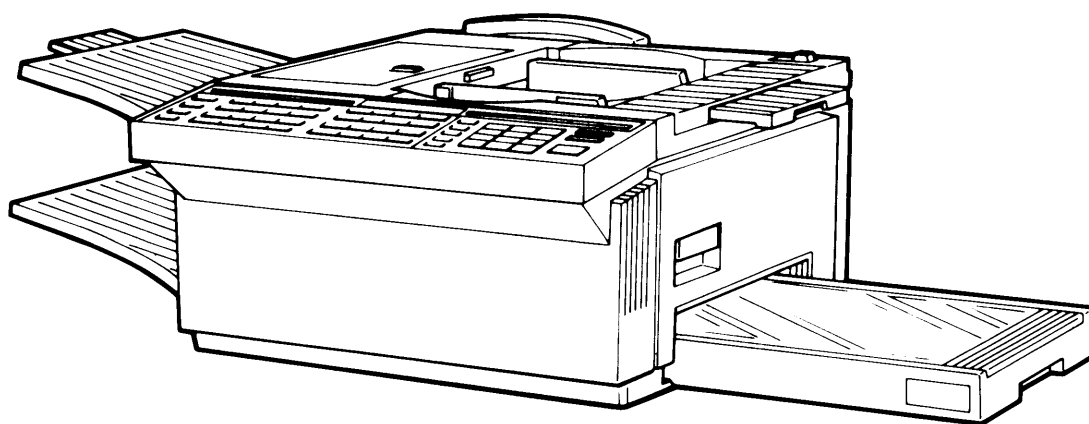


OPERATOR'S MANUAL

RICOH FAX4000L

**A Dual Access, Laser printing
facsimile that scans pages in four
and a half seconds and transmits in
six seconds**



RICOH

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

“CAUTION-Use of Control or Adjustments or Performance of Procedures Other Than Those specified herein May Result in Hazardous Radiation Exposure.”

Class A

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

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère 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.

CONTENTS

HOW TO USE THIS MANUAL

1

GENERAL PRECAUTIONS

contains information you should read before you start to install the machine.

2

INSTALLATION tells you everything you need to know to set up the machine, get to know it, and move it to a new location.

3

ROUTINE OPERATION

explains how to operate the machine. Section 1-2 will be especially useful if you want to send a fax message as soon as you have installed the machine.

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RICOH FAX4000L

4 **ADVANCED FEATURES** explains the wide range of features your machine has.

5 **PROGRAMMING AND PRINTING REPORTS** explains how to program the machine and print reports, and explains the reports that the machine automatically prints.

6 **LOOKING AFTER THE MACHINE** explains how to replace consumable supplies and how to make sure that your machine gives top quality performance.

7 **SOLVING PROBLEMS** might help you if you are having trouble with your machine.

8 **REFERENCE MATERIAL** contains specifications and explanations of fax terminology.

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10 INDEX

MEMO

1 GENERAL PRECAUTIONS

WARNING

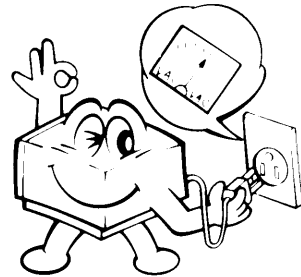
Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

1. POWER AND GROUNDING

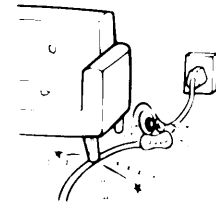
Pay attention to the following.

Power Supply

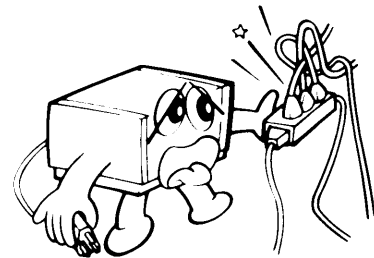
1. Power requirement: 115 ± 20 Vac, 60 ± 1 Hz



2. Insert the power plug securely into the wall socket.
3. Do not step on or set anything on the power cord.
4. Do not connect other equipment to the same socket.



5. If an extension cord must be used, it must have a capacity of more than 125 V/15 A and must be less than 5.5 yards long.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it would trip someone.



8. Grounding
Ground the machine and the lightning protection circuit according to regulations.
Do not ground to gas or water pipes, or to a telephone ground lug.

Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

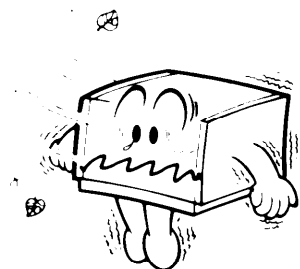
The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

1 GENERAL PRECAUTIONS

1

2. COLD WEATHER POWER-UP

Avoid raising the room temperature abruptly when it is below 40°F (4°C), or condensation may form inside the machine.

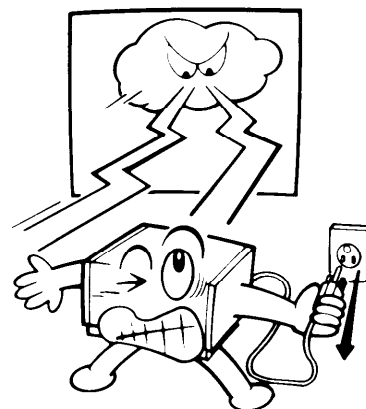


1. Raise the room temperature to 68°F (20°C) at less than 18°F (10°C) per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.

Do not use the machine near a humidifier.

3. THUNDERSTORMS

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



4. COPY PAPER

- 15 — 20 lb. copy paper is recommended; **legal, letter, or B4 [10.1" × 14.3"] size.**
- Do not use damp paper, or copies will be defective.
- Keep in a vinyl bag if not using for a long time.
- Store in a dry, cool, dark place.
- Store flat. Do not stand upright.

1 GENERAL PRECAUTIONS

5. TONER

- For good copy quality, Ricoh recommends that you use genuine Ricoh toner (FAX TONER Type 7000 SERIES/1000 SERIES/4000L).
- Store in a cool, dark place.
- Never store where it may be exposed to heat.
- Keep out of the reach of children.
- Do not take internally.
- Do not lay heavy objects on toner cartridges.

6. MASTER KIT

- The master kit contains a master unit and operator's manual (RICOH FAX MASTER UNIT TYPE 4000L).
- Never touch the master sheet.
- Do not expose the master sheet to light.
- Never store where they will be exposed to heat.

7. CLEANING KIT

- The cleaning kit contains a cleaning unit, an ozone filter and the user's maintenance kit (RICOH FAX CLEANING KIT TYPE 4000L).
- Do not incinerate waste toner. Toner dust may cause flashback when exposed to open flame.

8. OPERATING PRECAUTIONS

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

OZONE

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

9. GENERAL

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

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

MEMO

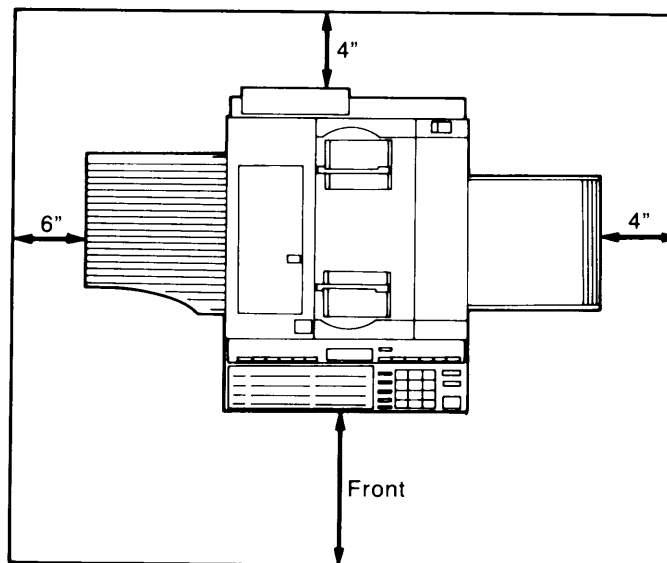
2 INSTALLATION

1. INSTALLATION

1.1 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.
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 63 to 82°F
- Humidity 40 to 70% RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes of temperature
- Within 5 yards of a three-pin grounded power outlet (115 ± 20 Volts, 60 ± 1 Hz)
- With the following clearance



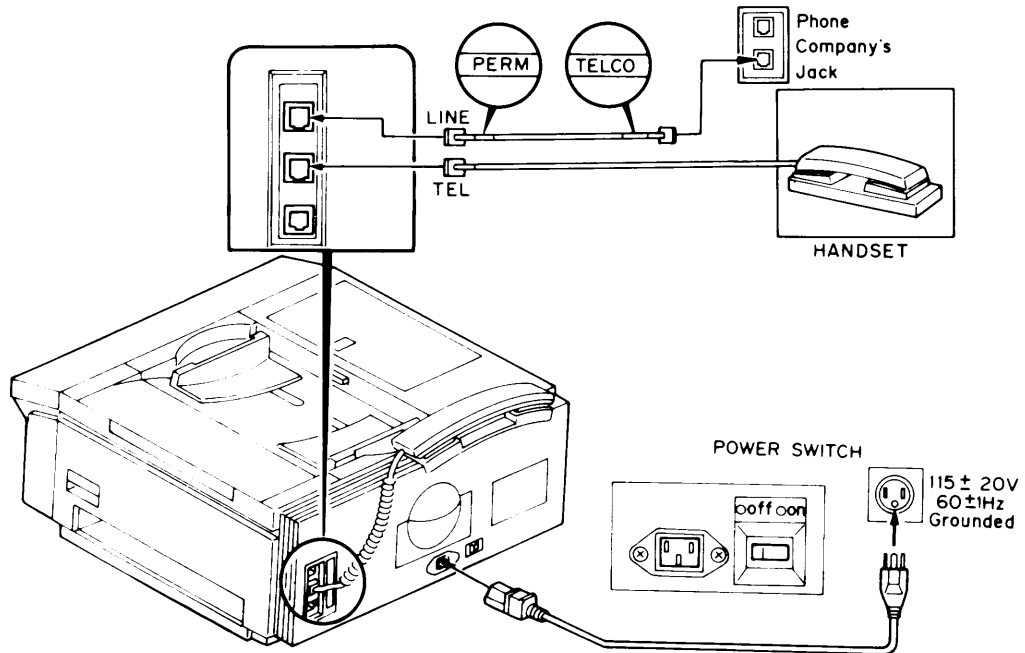
Important Points about Power Connection

- The supply from the wall outlet must not fluctuate by more than 20V either side of 115V ac.
- 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.
- The facsimile terminal must be grounded with a three-pin grounded power outlet.

2 INSTALLATION

1-2 Connecting the Telephone Set, Line, and Power Cord

Do not switch on until everything is connected together.



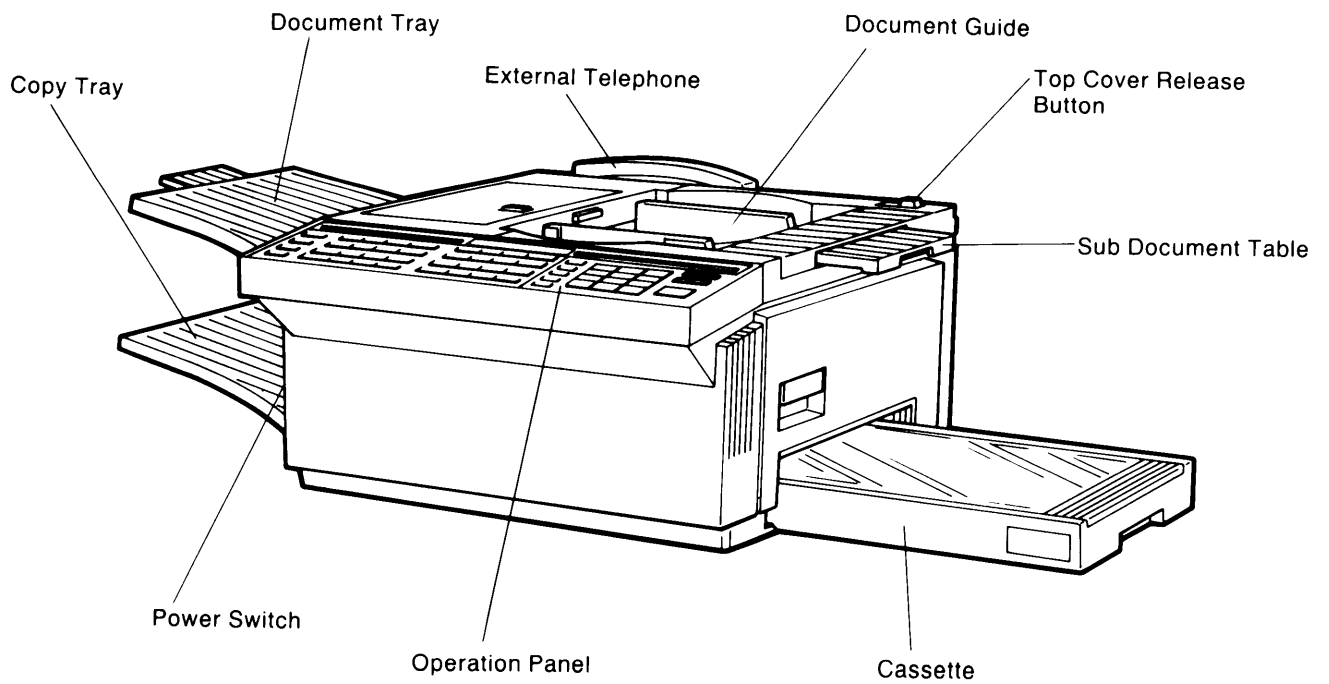
Note: Consult your service representative if you wish to connect the machine to a PBX, because telephone number entry format may be affected.

2 INSTALLATION

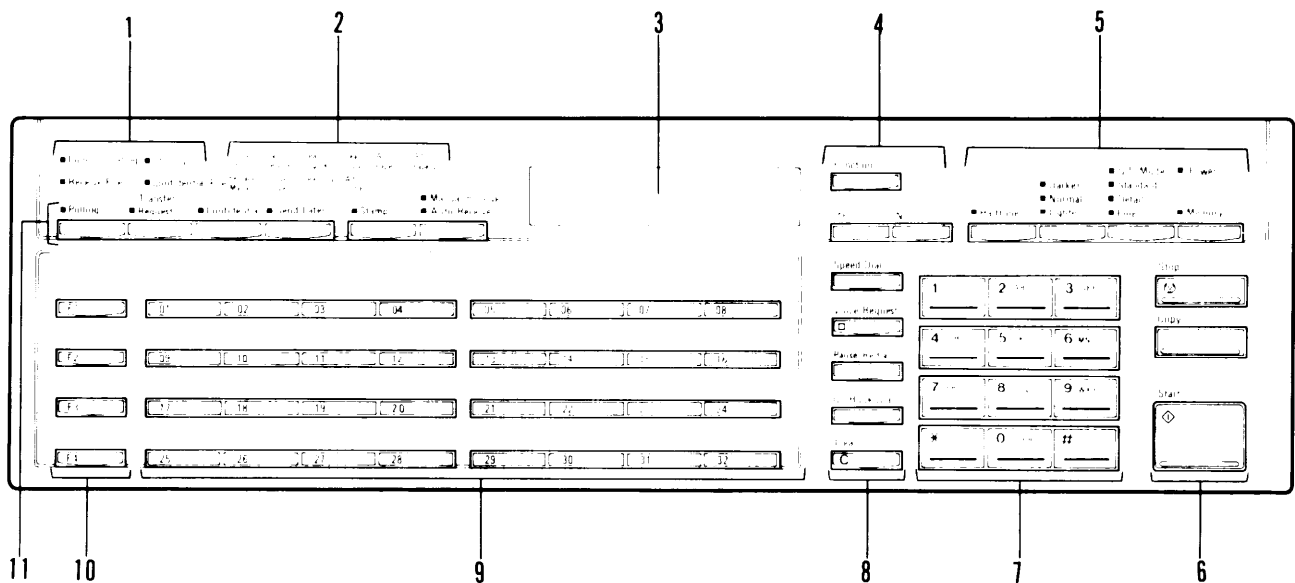
2. COMPONENT GUIDE

2-1 External View

Look at your machine, and note the location of the major components, as indicated below.



2-2 Operation Panel



1. STATUS INDICATORS

Communicating Indicator

Lights when a message is being transmitted or received.

Storing Indicator

Lights when a message is being stored into memory.

Receive File Indicator

Lights when an incoming message was received into memory because the printer was jammed or out of paper or toner.

Confidential File Indicator

Lights when a confidential message has been received and stored into memory.

2. WARNING INDICATORS

Line Fail Indicator

Blinks when transmission fails.

Call Service Indicator

Lights when the machine diagnostics detect a problem that requires service.

Clear Original Indicator

Lights when a document has jammed in the scanner.

Clear Copy Indicator

Lights when paper has jammed in the printer.

Add Paper 1 Indicator

Blinks when the upper cassette is almost empty, and lights when it is empty.

Add Paper 2 Indicator

Blinks when the lower cassette is almost empty, and lights when it is empty.

Cleaning Unit Indicator

Blinks when the cleaning unit is almost full, and lights when it is full.

Close Cover Indicator

Blinks when a cover is open.

Add Toner Indicator

Blinks when the toner cartridge is almost empty, and lights when it is empty.

Replace Master Indicator

Blinks when it is time to replace the master unit.

3. CHARACTER DISPLAY

Displays, prompts, status, warnings, and selected modes.

4. FUNCTION, YES, AND NO KEYS

Function Key

Press this key to use one of the user programming functions, or to return the machine to standby during programming.

Yes/No Keys

Use these to answer questions on the character display.

2 INSTALLATION

5. SELECTOR KEYS

Halftone Indicator and Key

If you are transmitting a photograph, press the key to light the Halftone indicator.

Contrast Indicators and Key

The indicator that is lit shows the contrast that is now selected. Press the key if you wish to change the setting.

Resolution Indicators and Key

The indicator that is lit shows the resolution that is now selected. Press the key if you wish to change the setting. Group 1 mode can also be selected using this button.

Memory Indicator and Key

If the indicator is lit, the document will be stored to the memory before it is transmitted. If it is not lit, the document will be sent immediately, without being stored. Press the key if you wish to change the setting.

6. STOP, COPY, AND START KEYS

Stop Key

Press this to stop the machine during communication and return it to standby.

Copy Key

Press this key to copy the page(s) now in the feeder. You can do this to check whether your contrast, resolution, and halftone settings are appropriate.

Start Key

Press this to start transmission.

7. TEN-KEY PAD

Acts as a telephone keypad. Also used for entering other numbers, such as Speed Dial Codes, depending on the mode in use.

8. KEYS

Speed Dial Key

Press this when you wish to dial using a Speed Dial Code.

Voice Request Indicator and Key

Press this key during fax communication if you wish to talk to the person at the other end on the same call.

On Hook Dial Indicator and Key

To make a phone call, press this key then dial on the ten-key pad. There is no need to pick up the handset during dialing.

Pause/Redial Key

When entering a telephone number at the ten-key pad, press this key when you need to enter a pause. Also, press this key when you wish to redial the last number that was dialed.

Clear Key

This is used during programming to clear the last character entered, or to clear the character at the cursor, depending on the mode in use.

9. QUICK DIAL KEYS

You can program each of these to dial a number, a group of numbers or enter a sequence of numbers and settings, with just one touch. You can also use these keys to enter and edit labels, such as the RTI, TTI, and CSI.

10. USER FUNCTION KEYS

Each of these keys can be programmed to execute a function from the function list.

11. MODE SELECTOR KEYS

Polling Indicator and Key

If you want to use polling, press this key to light the indicator.

Transfer Request Indicator and Key

If you want to use transfer request, press the key to light the indicator.

Confidential Indicator and Key

If you want to send a confidential message, press this key to light the indicator.

Send Later Indicator and Key

If you want to use send later, press this key to light the indicator.

Stamp Indicator and Key

When the indicator is lit, each successfully transmitted page will be stamped. Press this key to enable or disable the stamp.

Reception Mode Indicators and Key

This indicator that is lit shows which mode has been selected. Press the key to change the mode.

3. GETTING STARTED

3-1 Basic Rules for Programming

Before you start to send faxes, there are a few items that you should program. These are:

- Telephone line type — Function 81
- Date and time — Function 50
- RTI, TTI, and CSI — Functions 63, 64, and 65
- Your fax terminal's telephone number — Function 80
- ID Code — Function 62
- Confidential password — Function 89

However, if you are in a big hurry to send your first fax, just set the telephone line type (page 19), then send the message (page 30). After that, come back to program the other items in this section, because they are important.

Notes Concerning Programming

- Before starting, make sure the machine is in standby mode; READY must be shown on the top line of the display.
- If you enter the wrong function number, press **Function** . The machine will return to standby.
- When the machine asks you a question, you have 40 seconds to reply. If you do not reply, the machine will return to standby and you will have to repeat the entire procedure.
- Whenever you want to return to standby, press **Function** .
- All programmed items remain in the memory, even if you switch the power off.

— Standby Mode Display —

```
READY 100% 00:00AM
SET DOCUMENT
```

An average page from a business letter takes up about 2% of the memory.

2 INSTALLATION

3-2 Programming the Date and Time

You should program the correct date and time, because the date and time in your machine's clock is normally printed on reports and on your pages when they are printed out at the other end. Also, if you use Send Later, the machine will send your fax when this clock reaches the time that you designated for Send Later.

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

```
READY 100% 00:00AM
SET DOCUMENT
```

2. Press Function 5 0 Yes .

```
DATE & TIME Y/*/#/C
JAN 01 '91 00:00AM
```

Example: Change to May 10th 1991, at 2:30 pm.

3. To change JAN to MAY press # 4 times. Press * to come back if you go too far.

```
DATE & TIME Y/*/#/C
MAY 01 '91 00:00AM
```

4. To move the cursor to the next item, press Clear .

```
DATE & TIME KPAD/Y/C
MAY 01 '91 00:00AM
```

5. Type in the date and time at the keypad.

```
DATE & TIME Y/*/#/C
MAY 10 '91 02:30AM
```

In our example, press

```
1 0 9 1 0 2 3 0 .
```

6. To change AM to PM (or PM to AM), press * once. If the display is correct, go to step 7.

```
DATE & TIME Y/*/#/C
MAY 10 '91 02:30PM
```

If you want to edit the screen, press Clear . The cursor returns to the month.

7. To store the clock, press Function .

```
READY 100% 02:30PM
SET DOCUMENT
```

3-3 Programming the Telephone Line Type

The type of dialing signal used by your terminal must be the right type for your local telephone exchange or your terminal will not be able to place calls. There are two types of dialing signal: dial pulses (DP) and dial tones (TT).

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

```
READY 100% 02:30PM
SET DOCUMENT
```

2. Press Function 8 1 Yes .

```
LINE = TT
TT-1 DP-2
```

The top line of the display shows the present setting; in the example shown, it is tone dialing (TT).

3. Either:

- To select tone dialing (TT), press 1 .
- To select pulse dialing (DP), press 2 .

4. When the setting is correct, press Function .
The unit returns to standby mode.

Note

- If your machine cannot dial, change the setting.

2 INSTALLATION

Editing the RTI, TTI and CSI

◆ RTI ◆

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

```

READY 100% 02:30PM
SET DOCUMENT
    
```

2. Press **Function** **6** **3** **Yes**.

```

RTI Y
XYZ FOMPANY■■■■■■■■■
    
```

3. Edit the displayed RTI.
Either:
 - Type in a new one on top of the old one.
 - Use the editing functions (see Note 3 on page 20).

In our example, just press Quick Dial 31 four times, press Quick Dial 29 to delete the F, then type C.

```

RTI Y
XYZ COMPANY■■■■■■■■■
    
```

4. Press **Yes** when the display is correct.

◆ TTI ◆

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

```

READY 100% 02:30PM
SET DOCUMENT
    
```

2. Press **Function** **6** **4** **Yes**.

```

TTI Y
XYZ COMPANY NEW YNRK
    
```

3. Correct the TTI in the same way as for the RTI.

◆ CSI ◆

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

```

READY 100% 02:30PM
SET DOCUMENT
    
```

2. Press **Function** **6** **5** **Yes**.

```

CSI Y/C
2135559433
    
```

3. Press **Clear** to erase the old CSI.
4. Enter the new CSI.
5. Press **Yes**.

3-5 Programming the ID Code

This four-digit code is necessary for secured polling, closed network communication, and transfer request. All parties in such communications must decide on an ID code beforehand because, if the codes are not the same, the communication will fail.

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

```
READY 100% 02:30PM
SET DOCUMENT
```

2. Press **Function** **6** **2** **Yes**.

```
ID CODE KEYPAD/Y
0000
```

See Note 1.

3. Type in your ID Code.

Example: 012A

```
ID CODE KEYPAD/Y
012A
```

See Note 2.

CAUTION: Do not use 0000 or FFFF.

4. To store this ID Code, press

Yes.

Notes

1. If a code has already been programmed, it is displayed here. To edit, just type in the new code.
2. You can use numbers 0 → 9 and letters A → F only. For A → F, use Quick Dial keys 01 → 06.

3-7 Programming the Confidential Password

To print a confidential message from the memory, you will need to enter the password. This procedure explains how to program a password into a new machine, and how to change the password.

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

```
READY 100% 02 30 PM
SET DOCUMENT
```

2. Press Function 8 9 Yes #.

```
PASSWORD KEYPAD
■■■■
```

See Note 1

3. Enter the present password. (If no password has been programmed in this machine before, enter 0000.)

```
PASSWORD Y/N
0000
```

See Note 2

Press No If you made a mistake.

4. Press Yes .

```
PASSWORD KEYPAD
■■■■
```

See Note 3

5. Enter the new password.

Example: 6472

```
PASSWORD Y/N
6472
```

6. Press Yes to store this password.

Notes

1. # must be pressed immediately after Yes .
2. If you have forgotten your old password, call your service representative.
3. If you enter the wrong number, "INVALID PASSWORD" will be displayed. Repeat step 3.

2 INSTALLATION

4. TRANSPORTING THE MACHINE

If you have to move the machine to a new location, please do the following.

- Take out the cassette.
- Take out the master unit and cleaning unit.
 - Caution :** 1. Do not touch the master belt surface and avoid exposing it to light.
 - 2. Do not tip the cleaning unit upside down or used toner may come out.
- Remove the document tray.
- Remove the copy tray.
- Tape up the scanner cover.
- Secure the ac power cord.
- Don't leave the telephone line cord behind.

MEMO

3 ROUTINE OPERATION

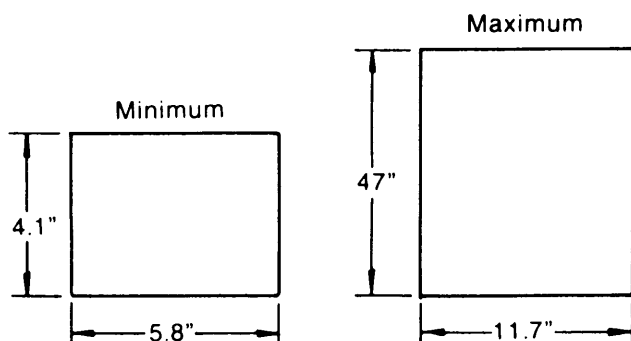
1. SENDING A FAX MESSAGE

1-1 Recommended Types of Document

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

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

1. Size



Paper Thickness: 2 to 8 mils
(20 lb paper)

Length: Up to 47 ins can be fed manually.
(This limit can be reset to 45 ft or 328 ft
by a service technician.)

If the document is too short, enlarge it with a copier.

If the document is too long, divide it into two or more sheets.

Note:

Documents longer than 16 inches must be guided carefully by hand, or a misfeed or skew may occur.

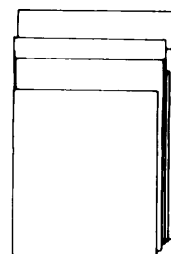
2. Small Type Sizes

Small faint characters may not be transmitted clearly.

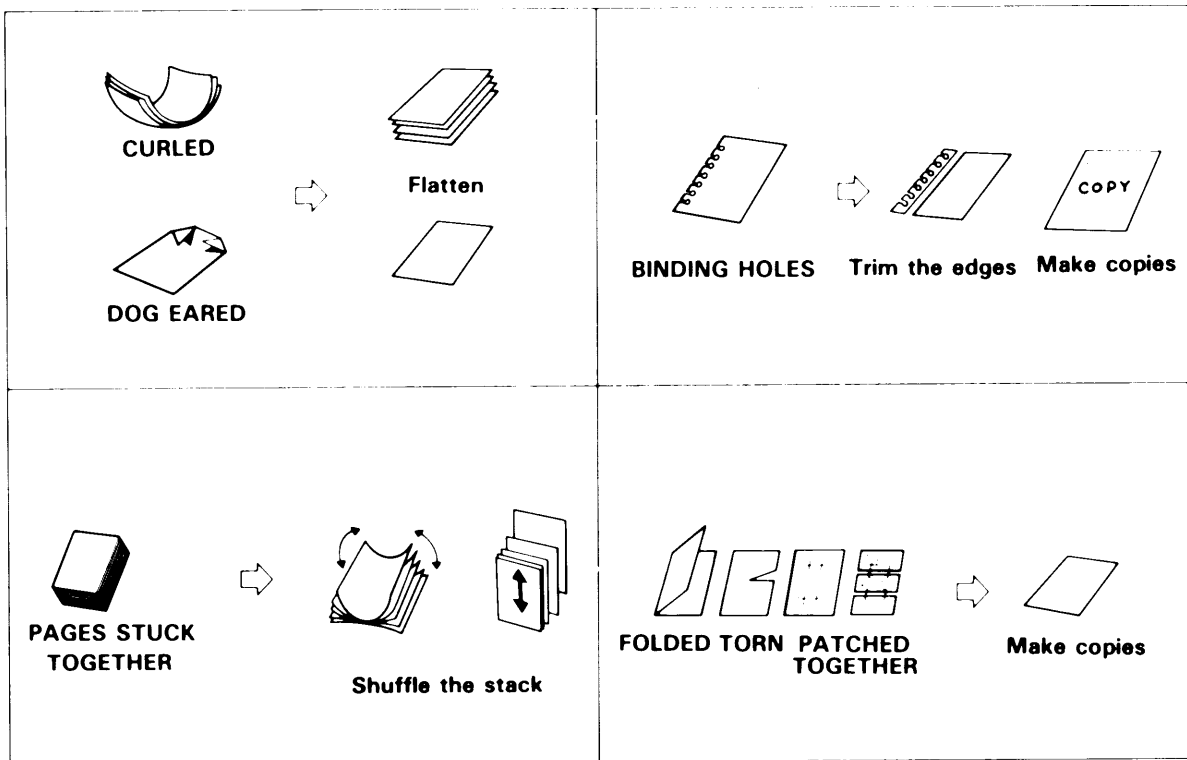
3. Photocopies that were made with a copier that uses silicone oil may cause a misfeed. If a misfeed occurs, use the same document again five or ten minutes later.

4. Document misfeed may occur if a thermal paper original is used.

5. Do not use different sizes of documents together.

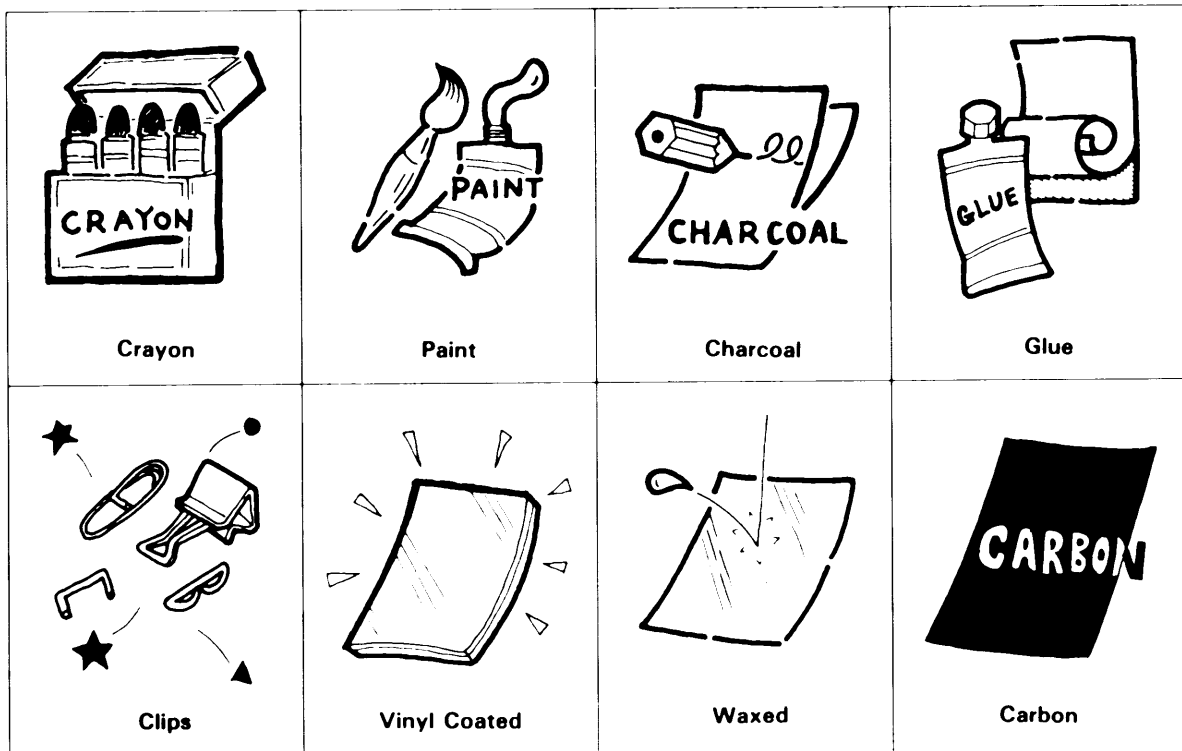


6. Do not send damaged documents



3

DOCUMENTS MUST NOT CONTAIN THE FOLLOWING ITEMS



3 ROUTINE OPERATION

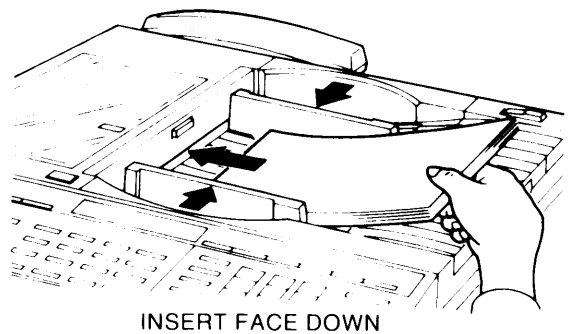
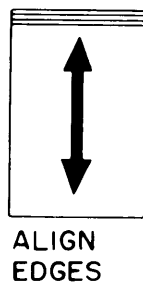
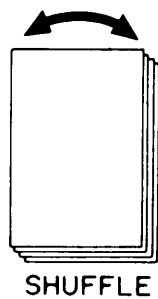
1-2 Quick Look Transmission Procedure

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

- Contrast selection Page 34.
- Resolution selection Page 34.

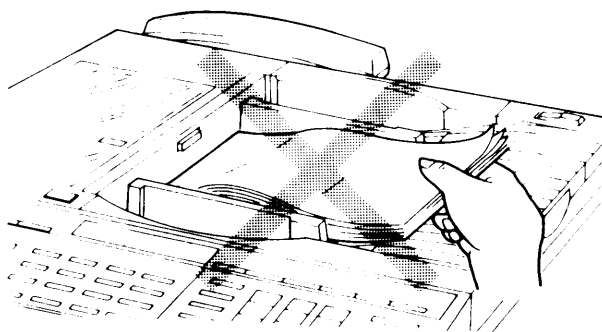
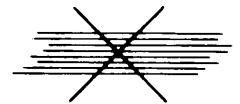
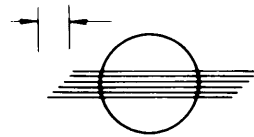
2. Carefully place the documents into the feeder face down along the guide.

Note : Not more than 50 pages (20 lb. paper).

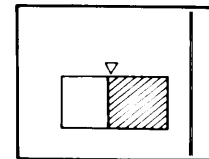


Note : Align the leading edges of the documents as shown in the diagram.

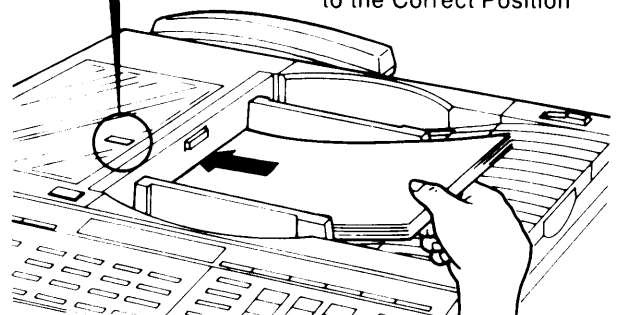
0 ~ 10 mm



Document Position



Feed Leading Edge to the Correct Position



Caution : Do not place the documents in the feeder forcefully.

3 ROUTINE OPERATION

3. Press No .

- Page counting Page 35.

4. Press No .

- Department code Page 36.

5. Dial using the ten-key pad.

- Overseas Call Page 37.
- Speed Dial Page 40.
- Quick Dial Page 40.
- Send Later Page 38.
- Phoning and Faxing on the Same Call Page 46.
- Turnaround Polling Page 58.
- Alternative Destination Page 59.

6. Press Start .

CAUTION: Watch the display. The identification of the other party (RTI) will be displayed. If you have been connected to the wrong place, press Stop immediately.

3

3 ROUTINE OPERATION

Possible Problems

You want to take out the document

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

CAUTION: Do not pull out the document without opening the scanner, or you will damage the machine.

You want to send more than 50 pages

While the 50th page is being fed in during transmission place the following pages (up to 50) in the feeder.

You made a mistake while dialing

- If you already pressed **Start**, press **Stop** immediately.
- If you haven't pressed **Start** yet, either;
 - a) Press **No**. The entire number is deleted. Enter a new number.
 - b) Press **Clear**. Only the last digit is deleted.

The Clear Original lamp has lit up

Take out the document (see the top of this page). Then redial the destination.

Hint: To redial, press **Pause/Redial** then **Start**.

The Line Fail lamp has lit up

If the Communicating lamp is not lit, press **Stop**.

If the Communicating lamp is lit, wait until it goes out, then press **Stop**.

The buzzer is ringing

The other party wants to talk to you.

Pick up the handset, press **Stop**, and speak.

After speaking:

- If you have no more pages, hang up.
- If you have more pages, do the following.
 1. Place them in the feeder.
 2. Ask the other end to press **Start**. Do not hang up yet.
 3. When you hear a high-pitched tone, press **Start**.
 4. Hang up.

You want to send a message but there is a document in the feeder on Redial Standby or Send Later

Store the document that is in the feeder into the memory. See page 39.

Notes Concerning Transmission

1. Display

REDIAL STANDBY

If the line is busy or contact is impossible, the number is automatically redialed up to 2 times at intervals of 5 minutes. (Contact your service representative to change these redial parameters if necessary.) "REDIAL STANDBY" is displayed during the intervals. To cancel redialing, open the scanner cover and remove the document from the feeder.

If communication is still impossible after all redial attempts, the unit will ask you for another number.

```
READY 100% 02:30PM
REDIAL STANDBY
```

Note: You can redial immediately by pressing Pause/Redial if required.

TRANSMISSION STANDBY

If a message is coming in at the same time as you press Start, "TRANSMISSION STANDBY" is displayed below the sender's RTI. Your documents will be automatically transmitted immediately after the end of reception.

```
SAN JOSE BRANCH
TRANSMISSION STANDBY
```

"A4 → A4 TRANSMIT" or "B4 → B4 TRANSMIT" indicates that the document is being transmitted without reduction.

```
SAN JOSE BRANCH
A4 --->A4 TRANSMIT
```

If the paper in the receiving terminal is not wide enough for the document you are sending, your machine will automatically reduce the data so that it will fit.

If your terminal is reducing data, the type of reduction used is shown in the character display during transmission. For example, "B4 → A4 TRANSMIT" means that the original is being reduced from 10.1" width to 8.5" width.

2. Error Report

If transmission fails, an Error Report will be printed. Keep this; it may help the service technician.

3. The machine you dialed may not have RTI/CSI capability or it may not be programmed into the machine. In this case the telephone number or quick-dial label will appear on the top line of the Character Display, unless the external telephone was used for dialing.

3 ROUTINE OPERATION

1-3 Selecting Contrast and Resolution

◆ Contrast ◆

Press this key to change the contrast.

- Darken
- Normal
- Lighten

Normal — suitable for most purposes

Darken — for documents with faint characters (e.g., written in pencil)

Lighten — for documents with dark or patchy background

◆ Resolution ◆

Press this key to change the resolution.

- G1 Mode
- Standard
- Detail
- Fine

Standard — most typewritten documents

Detail — documents with small print or fine details

Fine — for high quality image reproduction

Note: Transmission takes longer with Detail and even longer with Fine resolution.

◆ Halftone ◆

If your document contains a photograph, use halftone mode. Press the key below the Halftone indicator to light the indicator.

Note: Halftone mode transmission is much slower than normal transmission.

If you are not sure whether your settings are suitable:

1. Press | Copy | .
2. Check the copy quality, and adjust the settings if necessary.

1-4 Page Counting Methods

Quick Look Transmission Procedure, Page 30.

When

| | | |
|-----------|------|----------|
| READY | 100% | 02:30PM |
| PAGES: 00 | | KEYPAD/N |

 is displayed, you can select one of two types of page numbering.

- If you press **No** and go on to dial, page numbers will be printed out at the other end as p.1, p.2, p.3 and so on (simple page numbering).
- If you do the following procedure, page numbers will be printed out as p1/3, p2/3, p3/3 (batch numbering) in the top right-hand corner of each page.

Ex: Your document has 3 pages.

1. Press **3** .
Press **No** if you make a mistake.

| | | |
|-----------|------|---------|
| READY | 100% | 02:30PM |
| PAGES: 03 | | Y/N |

2. Press **Yes** .

3. If you are asked for a department code, see the next page of this manual.

4. Dial the number.

5. Press **Start** .

Note

If you do not like the PAGES: 00 KEYPAD/N prompt, you can switch it off. See page 76. Simple page numbering will always be used.

3 ROUTINE OPERATION

1-5 Department Code Entry

Quick Look Transmission Procedure, Page 30.

When

| | | |
|---------------|--------|---------|
| READY | 100% | 02:30PM |
| DEPT CODE0000 | KPAD/N | |

 is displayed, you may enter a four-digit department code.

This code is useful for tracking machine usage, as it is printed on many of the reports. For example, if your Send Later transmission failed overnight, your office staff would be able to inform you about this much quicker if your department code was used.

To enter the code, do the following.

1. Enter your code.

Example: 0001

Press

| |
|---|
| 1 |
|---|

 .

Press

| |
|----|
| No |
|----|

 if you make a mistake.

3. Dial.

4. Press

| |
|-------|
| Start |
|-------|

 .

| | | |
|---------------|------|---------|
| READY | 100% | 02:30PM |
| DEPT CODE0001 | Y/N | |

2. Press

| |
|-----|
| Yes |
|-----|

 .

Note

If you do not like the DEPT CODE 0000 KPAD/N prompt, you can switch it off. See page 77. If you switch it off, you cannot use department codes.

1-6 Making Overseas Calls

There are two ways: direct dialing, and operator-assisted dialing.

◆ Direct Dialing ◆

1. When the machine asks you to dial, press 0 1 1 .
2. Enter the country code of the other party.
3. Press Pause/Redial once.
4. Enter the area code and telephone number of the other party.
5. Press Start .

◆ Operator-assisted Dialing ◆

1. When the machine asks you to dial, press On Hook 0 .
2. Tell the operator:
 - You wish to make an overseas call.
 - The country, city, and phone number of the called party.
 - You are making a data call (to avoid communication errors, the operator will not stay on the line).
3. When you hear a high-pitched tone from the speaker, press Start .

PROBLEM

Instead of a tone, somebody may answer the line. In that case:

1. After talking, ask that person to press Start at their end.
2. Then, when you hear the high pitched tone, press Start .

Notes

1. Direct dialing may not be available in your area.
2. The information on this page is based on using AT & T as the long distance carrier. Call your long distance carrier for the dialing codes that they use.

3 ROUTINE OPERATION

1-7 Redialing

When the other end is busy, your terminal will automatically redial the other end up to twice, at five minute intervals, (or up to 4 times if you are transmitting from memory). However, if you wish, you can redial immediately using the following procedure.

1. Keep the handset on hook.
2. Press **Pause/Redial** then **Start**.

Note : If there is a message in the feeder waiting for redialing and you need to use the feeder, store the message in the memory. See page 39.

1-8 Send Later

1. Not using memory

Using Send Later, you can delay transmission to take advantage of off-peak line charges.

Note: You can only specify a time that is less than 24 hours ahead.

Quick Look Transmission Procedure, Page 30.

When

| | | |
|--------------|------|---------|
| READY | 100% | 02:30PM |
| SET DOCUMENT | | |

 is displayed:

Place the documents in the feeder. Select the contrast and resolution. Enter the page count (see page 35 — or press No. Enter the department code (see page 36) or press No.

When

| | | |
|------------------|------|---------|
| READY | 100% | 02:30PM |
| QUICK/SPEED/KPAD | | |

 is displayed:

1. Press **Send Later**.

| | | |
|--------------|--------|---------|
| READY | 100% | 02:30PM |
| TIME 02:30PM | KPAD/Y | |

2. Enter the time at the keypad.

Ex: 11:30 pm

Press: **1** **1** **3** **0**.

3. If the AM/PM setting is correct, press **Yes**. Go to step 4.

To change AM to PM, press **#**.

| | | |
|--------------|-------|---------|
| READY | 100% | 02:30PM |
| TIME 11:30PM | #/Y/N | |

4. Press **Yes**.

| | | |
|---------------|------|---------|
| READY | 100% | 02:30PM |
| MEMORY TRANS? | Y/N | |

5. Press **No**, dial, then press **Start**.

| | | |
|------------------------|------|---------|
| READY | 100% | 02:30PM |
| (11:30PM) TX STANDBY | | |

See Note

The document will be sent at 11:30 pm. Do not remove the document from the feeder, unless you wish to cancel Send Later.

Notes

1. You cannot use the external telephone or On Hook Dial to dial for Send Later. You can use Speed Dial, Quick Dial, or a full telephone number.
2. If there is a Send Later message in the feeder and you need to use the feeder, you can store the message in the memory for sending later thus freeing your document feeder and keeping the Send Later operation intact. See page 39 for details.

2. Using the memory

Using the memory allows the feeder to remain free for other operations.

The first part of the procedure is the same as for not using memory, up to and including step 4.

Then

```

READY    100% 02:30PM
MEMORY TRANS?    Y/N
    
```

5. Press **Yes** .

```

READY    100% 02:30PM
*/QUICK/SPEED/KPAD
    
```

6. Dial. Use Speed Dial, Quick Dial, Group Dial, or a full telephone number.

7. Press **Yes** .

8. If you wish to send the message to more than one address, dial another number (step 6).

Otherwise, press **Start** .

- Quick Dial, page 40.
- Speed Dial, page 40.
- Group Dial, page 41.

For more information about the memory, see page 50.

3. Converting a Send Later message in the feeder into a Send Later message from memory

This procedure also works for messages waiting in the feeder for redialing. It frees the document feeder for other work by storing the message in the memory, so it is only available if there is space in the memory.

If either

```
READY    100% 02:30PM
REDIAL STANDBY
```

 or

```
READY    100% 02:30PM
(10:00PM) TX STANDBY
```

 are displayed and a message

is in the feeder, do the following.

1. Press **Memory** .

```

READY    100% 02:30PM
MEMORY TRANS?START/N
    
```

2. Press **Start** (or press **No** to cancel the operation).

The document will be stored in the memory and transmitted at the correct time.

Note : If MEMORY TRANSMIT N/A is displayed, the message in the feeder is not for Send Later or redialing. It may be set up for somebody to poll. This cannot be stored into memory. If you remove the document, you will have to re-program the polling operation (see Polling Transmission page 57).

Note : Alternative Destination, if programmed for this message, will be cancelled.

3 ROUTINE OPERATION

1-9 Using Speed Dial and Quick Dial for Faxing

The Quick Dial Key or Speed Dial Code that you select must have been programmed in advance.

Programming Quick Dial and Speed Dial, Page 78.

◆ Speed Dial ◆

Example: Use Speed Dial 23.

1. Place the document in the feeder.
2. Press **No** twice.

- Page Count, page 35.
- Department Code, page 36.

```
READY 100% 02:30PM
QUICK/ SPEED/ KPAD
```

3. Press **Speed Dial** | **2** | **3** .

```
2135557362
SPEED# 23 START
```

If you make a mistake, press **No** .

Repeat step 3.

4. Press **Start** .

◆ Quick Dial ◆

Example: Use Quick Dial 07.

1. Place the document in the feeder.
2. Press **No** twice.

- Page Count, page 35.
- Department Code, page 36.

```
READY 100% 02:30PM
QUICK/ SPEED/ KPAD
```

3. Press **07** .

```
2135558642
QUICK# 07 START
```

If you make a mistake, press **No** .

Repeat step 3.

4. Press **Start** .

1-10 Group Dialing

If you are making a transfer request, polling reception, or broadcast from memory, you can dial more than one address.

If you often communicate regularly in one of these ways with a certain group of addresses, you can enter them with just two keystrokes if you have programmed them into a group.

Programming Groups, Page 85.

When the machine asks you to dial, do the following.

```
READY 100% 02:30PM
*/QUICK/SPEED/KPAD
```

1. Press *****.

```
READY 100% 02:30PM
**■ KEYPAD
```

2. Enter the group number at the ten-key pad.

Example: Group 1.

Press **1**.

```
DISTRIBUTORS
**1 Y/N
```

If you labelled the group when you programmed it, the label is shown on the top line of the display.

1-11 Dual Access

If the machine is transmitting a message from memory, or receiving, you can send a fax message without having to wait by the machine. Just place your document in the feeder, select the required features (such as Send Later, Memory Transmission, Confidential), dial, and press **Start**.

Your document will be sent immediately after the machine has finished the job now in progress. This feature is known as dual access.

3 ROUTINE OPERATION

2. RECEIVING FAX MESSAGES

2-1 Selecting the Reception Mode

There are two reception modes.

1. Auto Receive
You do not need to be by the machine when a fax message comes in.
2. Manual Receive
You must be by the machine when a fax message comes in.

To change the reception mode, press the key below the Auto and Manual Receive indicators.

Hint

If you wish to receive phone calls with your machine, use Manual Receive.

2-2 Routine Reception

1. Auto Receive
Incoming messages are received automatically. You do not need to be by the machine, if the power switch is kept on.
2. Manual Receive
Your terminal cannot automatically receive an incoming call. You must be near the machine and you must do the following to receive the message.

What to do when the phone rings.

1. Pick up the handset.
You will hear a short tone every few seconds.
2. Remove any documents from the feeder.
3. Press [Start] .
4. Hang up.

If you hear a voice in step 1.

1. Talk to the other party.
2. If the other party wishes to send you a fax message, remove any documents from the feeder.
3. Press [Start] .
4. Hang up.

Possible Problem

You are making a copy when a fax message comes in.

- Remove all documents from the feeder.
- Press [Stop] .

Otherwise, your machine might transmit the documents in the feeder to the caller.

2-3 Substitute Reception (Receive File)

When Receive File is lit, a message was received but stored in the memory because the printer was jammed or out of paper.

Troubleshooting, Page 112.

Check the operation panel to find out where the problem is.

Caution:

Do not switch the power off, or the memory will be erased.

The message will be printed automatically after you clear the jam or add paper or toner (see pages 96, 97 and 113).

If the paper you added is not wide enough to print the message, the message will stay in the memory. (If you wish, in such cases, the message can be printed, but the data will be reduced to fit on the page. Ask a service technician if you wish this feature to be switched on.)

Maximum number of pages that can be received

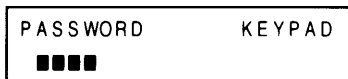
- Standard memory — About 73 letter-size pages at standard resolution
- With optional memory (1 Mbyte) — About 146
(2 Mbytes) — About 219
- Hard disk — About 1200

3 ROUTINE OPERATION

2-4 Confidential Reception

When the Confidential File indicator is lit, a confidential message has been received and stored in the memory. To print this message, you must enter the correct password.

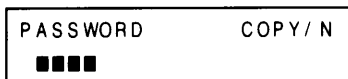
1. Press **Function** | **7** | **6** | **Yes** | .



3. Press **Copy** | .

The message is printed, then the machine returns to standby.

2. Enter your password that you programmed previously (Function 89).



See Notes

Notes

1. If you enter the wrong password, "INVALID PASSWORD" is displayed and the machine will return to standby.
2. The sender may have over-ridden your password. Check with the sender. (Print the TCR, if necessary, to find out who the sender is.)
3. If you have forgotten the password, either:
 - Call service
 - Contact the senders and ask them to over-ride your password. They can only do this if they are using certain types of fax terminal. Don't forget to find out what password they will use for the transmission.

3. USING THE UNIT FOR TELEPHONE CALLS

3-1 Making a Telephone Call

There are two ways.

- Using On Hook — You do not use the handset. Dial on the fax terminal keypad.
- Using the handset — Just like a regular telephone set.

USING ON HOOK DIALING

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

| |
|--------------------|
| READY 100% 02:30PM |
| SET DOCUMENT |

2. Press On Hook .
Do not pick up the handset.
3. Dial using the fax terminal's keypad. Either:
 - Quick Dial
 - Speed Dial
 - Full telephone number

DO NOT PRESS Start (unless you are dialing a fax machine and do not wish to speak to the other end).
4. Listen to your terminal's built-in speaker. When the other party answers, pick up the handset.
5. Replace the handset at the end of the conversation.

| |
|---------------------------|
| Speaker Volume Adjustment |
| Page 71 |

USING THE HANDSET

1. Make sure that the unit is in standby mode.
2. Pick up the handset.
3. Dial.
DO NOT PRESS Start (unless you are dialing a fax machine and do not wish to speak to the other end).
Note : You can dial on the fax machine's keypad using Quick Dial, Speed Dial, or full numbers if you wish.
4. Use the handset as you would use a regular telephone.
5. Hang up at the end of the conversation.

3 ROUTINE OPERATION

3-2 Answering the Telephone

If the telephone rings just once:
A fax is coming in. Do not pick up the handset.

If the telephone rings continuously

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

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

POSSIBLE PROBLEM

If nothing happens after you press **Start**, power may be switched off on your machine.

3-3 Phoning and Faxing on the Same Call

If you want to talk before sending the fax.

1. Dial the other party using the handset or **On Hook**.
(Page 45.)

Important: If you are using a Quick Dial key, place the documents in the feeder.

2. Speak to the other party, then place your document in the feeder and ask them to press **Start** at their end.

Note: If you hear a high-pitched tone instead of a voice, press **Start** immediately.

If you still want to talk with the other end, press **Voice Request** after the Communicating indicator lights up. Go to step 3 of the next procedure.

3. Press **Start** when you hear a high-pitched tone.
4. Replace the handset.

Note: Do not replace the handset if you want to speak with the other party after faxing. After faxing, your machine will emit a tone.

At that time, press **Stop** and speak.

If you want to talk after sending a fax

1. Start the transmission.

Transmission Procedure, Page 30.

2. After the Communicating indicator lights, press **Voice Request**.

3. When your machine's buzzer emits a tone:

- i) Pick up the handset.
- ii) Press **Stop**.
- iii) Speak.

See Note 1

4. If you want to send more pages to the other party:

- i) Place the pages in the feeder.
- ii) Ask the other party to press **Start**.
- iii) When you hear a high-pitched tone, press **Start**.

Notes:

1. If your buzzer does not emit a tone, the other party did not come to the phone.
2. This procedure only works if the other end has the Voice Request function.

If you want to talk after receiving a fax

1. While the Communicating indicator is lit, press **Voice Request**.

2. When your machine's buzzer emits a tone:

- i) Pick up the handset.
- ii) Press **Stop**.
- iii) Speak.

See Note 1

3. After speaking, hang up.

Note: If the other party wants to send more pages, press **Start** before you hang up.

Notes:

1. If your buzzer does not emit a tone, the other party did not come to the phone. The line will disconnect automatically.
2. This procedure only works if the other end has the Voice Request function.

4 ADVANCED FEATURES

— Editing —

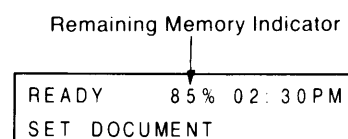
Programs cannot be edited. To modify a program, you must enter the complete new program. If you wish to store the modified program in the same Quick Dial key as the old one, you must erase the old program first using Function 60 as shown on the previous page.

However, the label can be edited. Use Function 60 as explained in "Labelling the Program" (page 48).

1-2 Memory Transmission

You can send a fax to up to 200 locations immediately or later. Also, you can store up to 200 messages for up to 400 locations overall.

Before you decide to use the memory, check the Memory Space Display in the top right of the character display. If this reads 0%, there is no room. To determine whether there is room for your document, bear in mind that an average page of a business letter takes up about 2% of the memory space.



If you need to make some room for a high-priority document, refer to "Clearing Memory Files" (page 88). Also note that Send Later can be used if you wish to send later to one destination only and you do not wish to erase a memory file.

Note: In memory mode, pages are automatically batch-numbered at the receiver's terminal even if batch-numbering has been disabled (Function 53).

The procedure for transmission is on the next page. This procedure is only for immediate transmission. Send Later transmission from memory is explained on page 39.

4 ADVANCED FEATURES

1. Make sure the unit is in standby mode.

2. Press **Memory** .
The Memory indicator will light.

3. Place the original in the feeder.
Select the contrast and resolution.

```
READY 100% 02:30PM
DEPT CODE0000 KPAD/N
```

4. Press **No** .

```
Department Code, page 36.
```

```
READY 100% 02:30PM
*/QUI CK/ SPEED/ KPAD
```

5. Dial using either a Quick Dial key , a Speed Dial Code, a full number at the built-in keypad, or a Group.

```
Do not use the handset.
```

```
Quick Dial, page 40.
Speed Dial, page 40.
Groups, page 41.
```

6. Press **Yes** .

```
READY 100% 02:30PM
*/ Q/ S/ KPAD/ START
```

Note: If TOO MANY STATIONS is displayed, you can't store the number you just entered.

You will have to store the rest of your numbers later in a separate operation or redo the whole operation later.

7. Either

- Dial another number.
Go to step 5.
- Press **Start** .

The message will be stored, a memory report will be printed, and the message will be sent immediately.

See the notes on the next page.

4 ADVANCED FEATURES

Cautions:

1. Do not switch the power off, or your message will be erased from memory.
2. While the terminal is scanning the document, do not leave the machine.

If

| |
|----------------------------|
| MEMORY OVER |
| CLEAR FILE? Y/N |

 appeared on the display, your document was not stored

completely because the memory was full.

- Press **Yes** to clear this file.
- Press **No** to send the pages which were scanned completely before "Memory over" appeared. Pages that were only partly scanned will not be sent.
- If you don't press either key within 5 minutes, this file will be cleared.

If you press **Stop** during scanning, pages already scanned will be cleared.

Redialing

In memory mode, a terminal can be redialed up to 4 times (at intervals of 5, 5, 10, and 5 minutes). After each failed redial attempt, the Line Fail indicator flashes and the machine asks you to press Stop. After all redialing attempts fail, an Error Report is printed and the message is erased from memory. To cancel redialing, erase the document from memory with Function 67.

Page Retransmission

If ECM is enabled (Function 83), any parts of a page that were not sent correctly will be resent automatically. However, if ECM is not enabled, the complete page will be resent; the maximum number of retransmission attempts is 2 but this can be increased to 3 by service.

Address Limitations

Note that the total number of addresses stored in the machine for polling reception and memory transmission, when added together, cannot exceed 400. No more than 79 of these can be full telephone numbers. The rest have to be Quick or Speed Dial.

Voice Request, Turnaround Polling

These are impossible in memory mode.

1-3 Broadcasting

You can send a message to up to 200 locations, either immediately or at a programmed later time. The procedure is the same as for Memory Transmission. See page 51 (immediate) or page 39 (Send Later).

4 ADVANCED FEATURES

1-4 Confidential Transmission

If the other end has memory and the confidential reception feature, you can use confidential transmission. The other end can only print the message after they enter their terminal's programmed password (see Function 89, page 25).

For extra security, you can specify the password for the message. This personal password will override the password that the other terminal user has previously stored in their machine, which would normally be used for printing confidential messages. Co-ordinate with the receiver operator before using this feature. This feature only works if the receiver is using a recent Ricoh memory facsimile terminal.

- Notes:**
- Confidential transmission can not take place if the receiving terminal has no memory, or if the receiver's memory is full.
 - Only one address can be designated, but alternative destination can be used (page 59).
 - Confidential transmission cannot be made from memory.

Make sure the unit is in standby mode.

1. Press **Confidential** (the indicator will light). Place the document in the feeder. Select the contrast and resolution. Press **No** twice.

Page Counting, page 35.
Department Code, page 36.

2.

READY 100% 02:30PM
CONFIDENTIAL ID? Y/N

Either:

If you do not wish to specify a password for extra security, press **No**. Go to step 5.

Or:

For extra security, press **Yes**. Go to step 3.

READY 100% 02:30PM
ID: ■■■■ KEYPAD

3. Type in the password you want to use for this message.

Example: 7 3 6 2

READY 100% 02:30PM
ID: 7362 Y/N

Press **No** if you made a mistake.

4. Press **Yes** to confirm this password. The other end must use this to print the message.

READY 100% 02:30PM
QUICK/SPEED/KPAD

5. Dial the number.

Use a Quick Dial key, Speed Dial Code, or full number at the built-in keypad.

6. Press **Start**.

Note:

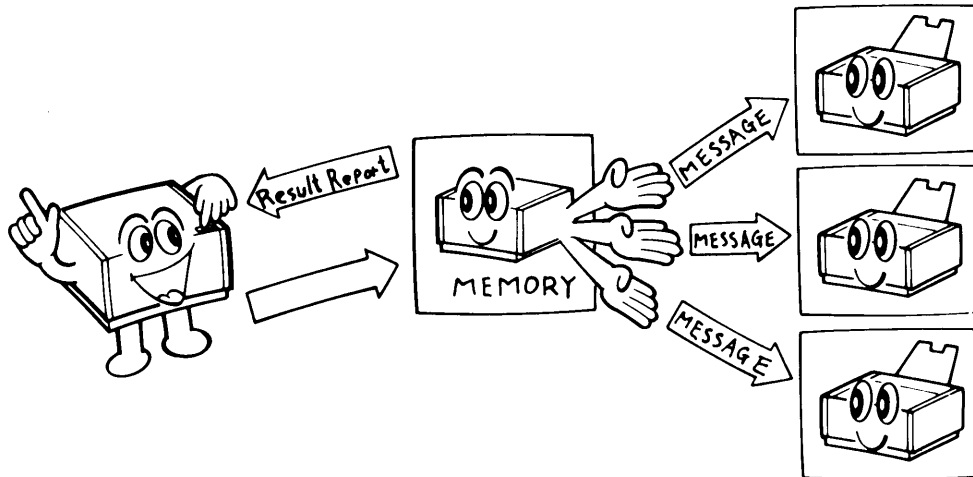
CONFIDENTIAL N/A

This indicates that the remote terminal cannot receive confidential messages (e.g., full memory, no memory, incompatible). The number will be redialed after five minutes.

4 ADVANCED FEATURES

1-5 Transfer Request

This feature will cause a document to be transmitted to up to 30 destinations via a broadcasting station.



The message is stored in the memory of the broadcasting transmitter and transmitted to each designated receiver sequentially.

After the end of broadcasting, a Transfer Result Report is sent from the broadcasting station to the requesting station.

This feature can save your organization line charges if your broadcaster and end receivers are in the same area, which is a long way from you.

- Notes:**
- The ID codes of the requesting and the broadcasting stations must be identical. This code must be agreed upon and stored using Function 62 before using this feature.
 - Your fax telephone number must also have been programmed, using Function 80, before using this feature.
 - Only a machine with the transfer broadcasting function can be used as a broadcasting station. Your FAX4000L can act as a broadcasting station.
 - If the broadcasting station is a FAX4000L, FAX95 or FAX105 (FAX105 must have optional memory installed), it must be within the same country as your terminal.
 - The international dial code and country code must be added to any international numbers. However, if the broadcaster and end receivers are all in the same country, this is not required.

4 ADVANCED FEATURES

1. Make sure the unit is in standby mode.

2. Press **Transfer Request** . The indicator will light.

If PROGRAM OWN TEL # appears, do Function 80 now. See page 24.

3. Place the document in the feeder. Select the contrast and resolution.

```
READY 100% 02:30PM
PAGES 00 KEYPAD/N
```

4. Press **No** twice.

```
Page Counting, page 35.
Department Code, page 36.
```

```
READY 100% 02:30PM
SAF QUICK/SPEED/KPAD
```

(SAF means Store And Forward)

5. Enter the number of the broadcaster.

Use a Quick Dial key, Speed Dial Code, or full number at the built-in keypad.

Example: Quick 01

```
SAN FRANCISCO
QUICK# 01 Y/N
```

6. Press **Yes** (or press **No** if you made a mistake).

```
READY 100% 02:30PM
#/*/QUICK/SPEED/KPAD
```

7. Enter an end receiver number.

Note: If the broadcaster is a FAX4000L, FAX95 or FAX105 (FAX105 must have optional memory installed), you must use the dialing method given in Note 2 on the next page.

Use a Quick Dial key, Speed Dial Code, Group, or full number at the built-in keypad. See Note 1.

```
Quick Dial, page 40.
Speed Dial, page 40.
Groups, page 41.
```

See Note 2 for an extra dialing method, using Quick Dial, Speed Dial, and Groups stored in the broadcaster.

8. Press **Yes** (or press **No** if you made a mistake).

```
READY 100% 02:30PM
#/*/Q/S/KPAD/START
```

9. Either:

Enter another end receiver number. Go to step 7. Do not enter more than 30 end receivers.

Or:

Press **Start** .

4 ADVANCED FEATURES

Notes:

1. Full numbers must be dialed as follows, if they are international numbers.
 - i) International dial access code
 - ii) Country code
 - iii) Telephone number
2. If you have an up-to-date copy of the broadcasting station's Telephone List, you can use their Quick Dial, Speed Dial, and Groups to enter end receiver numbers.

For a Quick Dial Code: e.g., Quick Dial 01.

Press .

Note: Do not press your Quick Dial key . Type in at the keypad.

For a Speed Dial Code: e.g., Speed Dial 00.

Press .

For a Group: e.g., Group 1.

Press .

3. TRANSFER REQUEST N/A

If this is displayed, the designated broadcaster cannot transfer your message (its memory may be full, or it may not have the transfer function).

The broadcaster will be redialed after 5 minutes.

4 ADVANCED FEATURES

1-6 Polling Transmission

This feature allows you to leave a document in the feeder for a remote terminal to pick up (polling cannot be done from memory). Reception can take place as normal after you have set up a polling transmission.

Note: Polling transmission can be either free or secured.

Free polling — ID codes will not be checked. Any terminal can poll yours.

Secured polling — ID codes will be checked. If a machine with a different ID code tries to poll your terminal, it will not succeed.

For extra security, you can specify an ID code for this message. The other end will have to enter this code to pick up the message, instead of their programmed ID code.

ID code, page 23.

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

```
READY 100% 02:30PM
SET DOCUMENT
```

2. Press **Polling** **No**. The Polling indicator should be lit.

3. Place a document in the feeder. Select contrast and resolution.

```
READY 100% 02:30PM
PAGES: 00 KEYPAD/N
```

4. Press **No** twice.

```
Page counting, page 35.
Department Code, page 36.
```

```
READY 100% 02:30PM
PERSONAL ID? Y/N
```

5. Either:

If you do not wish to specify an ID code for extra security, press **No**.
Go to step 8.

Or:

For extra security, press **Yes**.
Go to step 6.

```
READY 100% 02:30PM
ID: ■■■■ KEYPAD
```

6. Type in the ID code that you wish to use for this message.

Example: 7 3 6 2

```
READY 100% 02:30PM
ID: 7362 Y/N
```

Press **No** if you make a mistake.

7. Press **Yes** to confirm this ID.

The other end must use this code to pick up the message. Go to step 9.

- 8.

```
READY 100% 02:30PM
CHECK ID CODE? Y/N
```

Either:

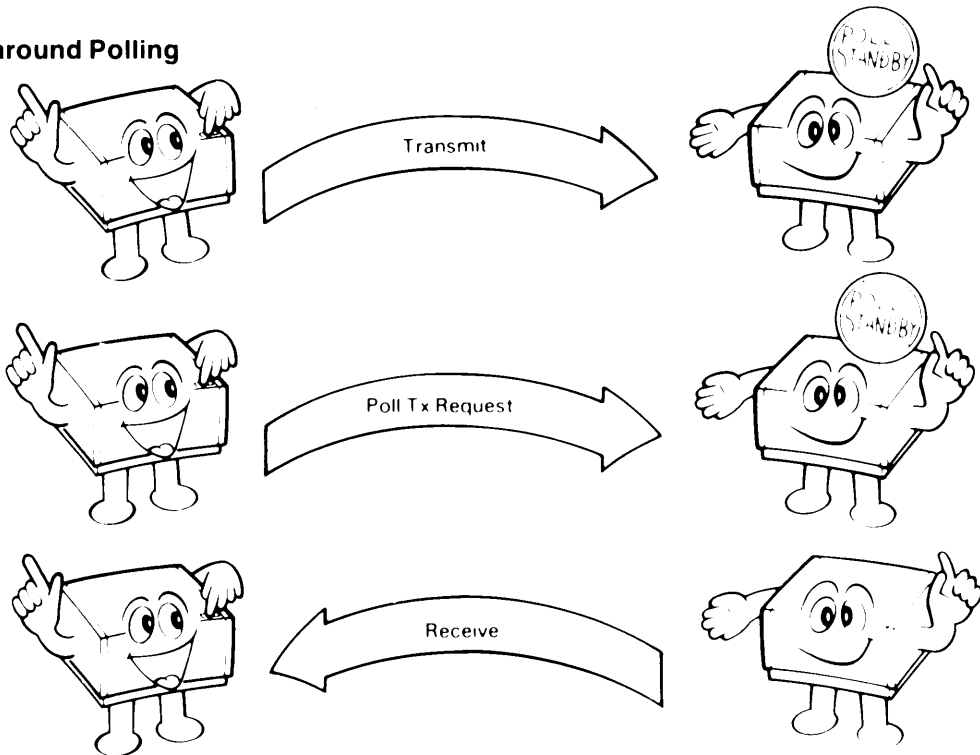
- Press **Yes** to select secure polling.
- Press **No** to select free polling.

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

To cancel polling standby, open the scanner and remove the document.

4 ADVANCED FEATURES

1-7 Turnaround Polling



During routine transmission, if you select this feature, your terminal will automatically poll the terminal that you are sending to and ask it to send you any documents that it has ready for you to pick up.

You will have to pay line charges for both the transmission and reception of the polled document. However, the overall line charges are less than for the two calls that would otherwise be needed for this operation.

1. Perform the normal transmission operation:
 - a) Insert the document(s).
 - b) Select the appropriate resolution and contrast.
 - c) Dial the other party.
 - d) Press **Start**.
2. When the Communication lamp lights on the operation panel, press **Polling**.
3. As transmission takes place, the RTI or CSI of the other party appears in the display.
4. After transmission is complete, the machine goes into the polling reception mode.
5. The machine emits a tone when reception of the document is complete.

press **Polling**.

```

201-555-1212
A4-->A4 TRANSMIT
  
```

```

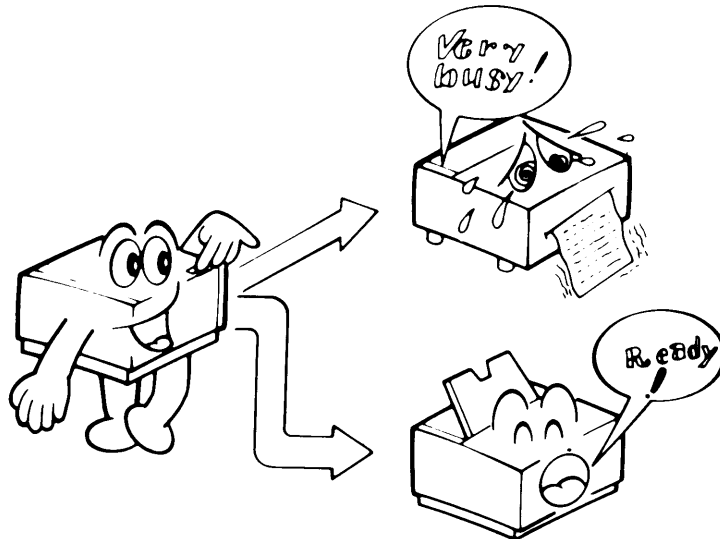
READY 100% 02:30PM
SET DOCUMENT
  
```

```

201-555-1212
SET DOCUMENT
  
```

1-8 Alternative Destination

During the keypad entry procedure for basic transmission, you can designate two destinations. If the first choice of destination cannot be reached, the machine will send the message to the alternative location. If the first destination is reached, the alternative will be disregarded. This is useful if the person you are sending to has two fax machines.



1. Place the document in the feeder.
2. Select the contrast, resolution, page count, and department code.
3. Dial.
4. Press **Yes**.
5. Dial the alternative destination.
6. Press **Start**.

Do not use the handset.

Note: If the first destination is busy, your unit will wait for one minute before dialing the alternative location. If the alternative is also busy, your unit will redial the first location about four minutes later. Both numbers will be redialed until one of them answers, or until the limit expires (2 redials per destination).

This feature is not available for polling, transfer request, or transmission from memory.

4 ADVANCED FEATURES

1-9 Protection Against Bad Connections

For this function to work:

- 1) The CSI of the called terminal must be the same as its telephone number.
- 2) The function must have been enabled in advance by a service technician.

Your machine compares the last eight digits of the dialed number with the last eight digits of the received CSI. If they do not match, the message will not be sent. Spaces and pauses are disregarded.

- Note:**
- This function removes the possibility of the telephone network connecting you to the wrong location. However, if you dial the wrong number, the message will not be stopped. So you should still check the RTI or CSI that is displayed on the Character Display and press Stop if the wrong one is displayed.
 - This function cannot be used if Closed Network (see below) is switched on.

1-10 Closed Network

This function must be switched on by a service technician, and you must program the ID code (page 23). Your machine will not send the message if the other end's ID code does not match yours.

1-11 Stamp

The stamp allows you to check whether all pages of your document were received correctly at the remote terminal. Pages received correctly will have a pink circle at the bottom, if the stamp is switched on. In memory mode, the stamp does not operate. However, after an adjustment by a service representative, it will operate if the document was scanned and stored successfully.

The stamp is not used in copy mode.

The stamp is on when the Stamp indicator is lit. Press the key below that indicator to switch the stamp on/off.

1-12 G1 Mode

This unit is compatible with Group 1 (N. American six-minute) terminals.

If you want to make a G1 mode transmission, do the following.

1. Press the resolution key until the G1 Mode indicator lights.
2. Place the document in the feeder.
3. Dial.

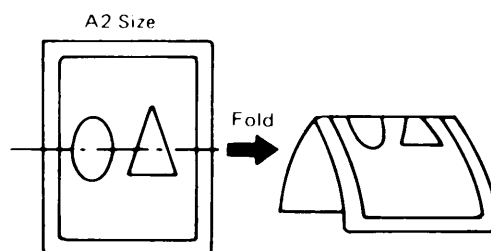
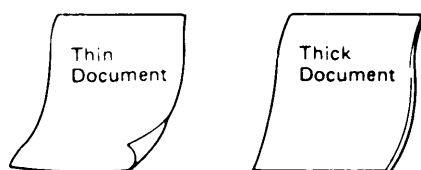
4. Press [Start] .

Note that the following features cannot be used with G1 Mode.

- Confidential Transmission
- Transfer Request
- Polling
- Voice Request
- Protection against bad connections
- Detail and fine resolution
- ECM
- RTI, TTI, and CSI
- Closed Network
- Short preamble

1-13 Sending Abnormally Thick or Large Sheets

Using the manual feed feature, you can extend the maximum document width to A2 [23.4"] width, and the maximum document thickness to 0.4 mm [16 mils]. Manual feed should also be used for thinner pages than normal.



If you wish to send an original that is thicker than the recommended maximum thickness, you can send it as follows.

You can also transmit an original that is wider than the document guide; fold it in half and use the manual feed lever, as follows: Be sure to use Memory transmission (the Memory indicator must be lit).

1. Push the manual feed button while placing the document in the feeder.

- Notes:**
1. Push the document in until document feed starts.
 2. Place only one sheet in the feeder.

2. Dial the destination address, then press **Yes**.

3. Press **Start**.

If you have more than one original, place it in the feeder immediately after the trailing edge of the previous sheet has been fed in.

1. Fold the original in half.
2. Push the manual feed button while placing the folded document in the feeder.

Note: Push the document in until document feed starts.

3. Dial, press **Yes**, and press **Start**.

4. After the original has been fed through, place it in the feeder again, the other side facing down.

Note that two calls are needed to send a very wide original. To use just one call, use Batch Transmission (see page 62 for more on Batch Transmission).

1. Store the second half of the message using Memory Transmission and Send Later (use Speed Dial or Quick Dial or this procedure will not work).
2. Store the first half of the message using Memory Transmission, but not using Send Later. The machine will send the first half, then the second half, without disconnecting the line.

4 ADVANCED FEATURES

1-14 Batch Transmission

With batch transmission, if your machine sends a message from memory to a certain location, and if there are any other messages stored in the memory for that location, they will be sent on the same call. This will cut your telephone charges.

If you wish to disable this function, please contact your service representative.

Notes:

1. No more than 5 messages can be sent in one batch.
2. Batch transmission is only possible if the other end was dialed as a Quick Dial key or Speed Dial Code.

1-15 A3 [11.7"] — width Transmission

If the machine at the other end has A3 [11.7"] width printer paper, and if you send a document between 10.1" and 11.7" wide, your machine will send the message without reducing its width.

This feature means that the message will be reproduced clearly at the other end. Some fax machines cannot send wide fax messages in this way.

2. RECEIVING

2-1 Polling Reception

This feature allows you to call a fax machine and instruct it to send you whatever documents it has on polling standby for you to pick up.

Polling can be done immediately or at a programmed later time.

| |
|--------------------------------|
| Polling transmission, page 57. |
|--------------------------------|

- Notes:
1. There must be a message ready for polling transmission at the other end.
 2. The other end's ID code must be the same as your programmed ID code (Function 62), unless:
 - The other end specifies free polling — ID codes will not be checked.
 - You enter a "Personal ID" (see step 7) — this will override your stored ID code for this transmission only; you should enter the ID code of the machine that you want to poll.Co-ordinate the ID codes used by the fax machines in your polling network.
 3. You can poll up to 100 locations consecutively in one operation.
 4. You can program up to 8 operations.
 5. The total number of polled locations over all programmed polling operations cannot exceed 400.
 6. The total number of locations programmed for polling reception and memory transmission, when combined, cannot exceed 400.
 7. Normal reception can still take place even if you have programmed a Poll Later operation.

4 ADVANCED FEATURES

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

```
READY 100% 02:30PM
SET DOCUMENT
```

2. Press **Polling Yes**. The **Polling** indicator should be lit.

```
READY 100% 02:30PM
DEPT CODE0000 KPAD/N
```

3. Press **No**.

Dept Code, page 36.

```
READY 100% 02:30PM
POLL LATER? Y/N
```

4. If you want to poll immediately, press **No**. Go to step 6.
If you want to poll later, press **Yes**.

```
READY 100% 02:30PM
TIME 02:30PM KPAD/Y
```

5. Enter the time at the keypad.

Example: 11:30 pm

i) Type **1 1 3 0**.

ii) Press **#** to change AM to PM.

```
READY 100% 02:30PM
TIME 11:30PM #/Y/N
```

- iii) Press **Yes** when the time is correct.
Or re-enter the time if you made a mistake.

```
READY 100% 02:30PM
PERSONAL ID? Y/N
```

6. If you do not wish to use a personal ID, press **No**.
Go to step 9.

If you will use a personal ID, press **Yes**.

```
READY 100% 02:30PM
I D: ■■■■ KEYPAD
```

7. Type in the personal ID for this operation.

Example: **1 3 6 2**.

```
READY 100% 02:30PM
I D: 1362 Y/N
```

Press **No** if you make a mistake.
Do not use 0000 or FFFF.

8. Press **Yes** to confirm this ID.

```
READY 100% 02:30PM
*/QUICK/SPEED/KPAD
```

9. Dial using **Quick Dial**, **Speed Dial**, a full number at the keypad, or a **Group**.

Do not use the handset

Quick Dial, page 40.
Speed Dial, page 40.
Groups, page 41.

4 ADVANCED FEATURES

10. Press **Yes** .

```
READY 100% 02:30PM
*/Q/S/KPAD/START
```

Note: If TOO MANY STATIONS is displayed, you can't store the number you just entered. You will have to store the rest of your numbers later.

11. Either:

- Dial another number. Go to step 9.
- Press **Start** .

If polling is time designated, a polling file list will be printed and the unit will return to standby.

If polling is immediate, the terminal will begin to dial.

If the polled location is busy, your terminal will redial up to two times at intervals of five minutes.

Notes: 1. To cancel a preprogrammed time-designated polling reception operation, use Function 66 (see "Clearing Polling Files").

2. POLL FILE CREATED

If this is displayed, a message was coming in at the designated polling time or when you pressed **Start** . Polling will begin immediately after the end of reception.

CAUTION: Send later polling files are erased automatically after polling unless there is a line problem.

2-2 Closed Network for Reception

In a closed network, communication can only take place between terminals which have the same ID code (see page 23).

A closed network for reception will prevent unauthorized people, such as senders of junk fax mail, from communicating with your terminal and using up your paper supply. This function is normally disabled. Call your service representative if you are interested in this feature.

Note : This feature is not reliable for communication with terminals produced by another manufacturer. Authorized reception is a more reliable feature (see page 65).

2-3 Authorized Reception

If you are concerned about junk fax mail using up your paper supply, you can use authorized reception. This feature allows you to specify up to 30 terminals from which you will accept fax messages; all others will be shut out.

The following functions control authorized reception:

- Function 57 — Authorized Reception On/Off
- Function 78 — Authorized Reception List Output
- Function 85 — Programming Authorized Reception

— Programming Authorized Reception —

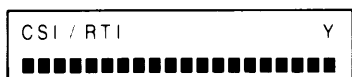
You can specify up to 30 fax machines from which you will accept fax messages. For each terminal, you must know the programmed RTI (if it is a fax terminal made by Ricoh) or CSI (if it is another manufacturer's model). If that fax terminal subsequently changes its RTI or CSI, you will have to program the new one.

Hint : You can get the other party's RTI or CSI from the TCR (see page 89).



1. Press Function 8 5 Yes .

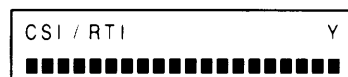
Note: If a name or telephone number is displayed on the bottom line, press Yes consecutively until the display is as shown below.



2. Enter the RTI or CSI of the fax terminal that you wish to have access to yours.



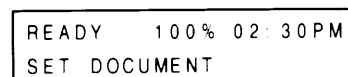
3. Press Yes .



Note : If CANNOT PROGRAM is displayed, 30 terminals have already been stored.

4. Either

- Program another identifier; go to step 2.
- Press Function .



4 ADVANCED FEATURES

— Removing a Terminal from Authorized Reception —

1. Press **Function 8 5 Yes**.

```
CSI / RTI          Y / C
                XYZ NEW YORK
```

2. Press **Yes** consecutively until the RTI or CSI of the terminal that you wish to erase is displayed.

```
CSI / RTI          Y / C
                XYZ CHICAGO
```

3. Press **Clear** to erase the RTI/CSI.

The next programmed RTI or CSI is displayed.

```
CSI / RTI          Y
                XYZ LONDON
```

4. Either:

- Continue erasing – go to step 2.
- Press **Function**.

```
READY 100% 02:30PM
SET DOCUMENT
```

— Switching Authorized Reception On/Off —

If you wish to receive from terminals that are not included in authorized reception, you will have to switch authorized reception off.

1. Press **Function 5 7 Yes**.

The top line of the display shows the current setting.

```
AUTHORIZED REC OFF
ON-1 OFF-2
```

2. Press **1** to switch authorized reception on.

Press **2** to switch it off.

Press **Function** if the setting is correct.

```
READY 100% 02:30PM
SET DOCUMENT
```

— Printing the Authorized Reception List —

Use **Function 78** (see page 95).

2-4 Notification

If your desk is not near the fax machine, you can't tell when a fax message has come in. However, if you switch notification on, the fax machine will send to your desk, or any location you wish, notification when a message has come in (provided that you have programmed the telephone number in advance using Function 87). This notification will be in the form of a beeping sound heard when you pick up your desk's telephone or fax machine handset.

Function 87 must be programmed before Notification can be switched on.

— Switching Notification On/Off —

1. Press Function 5 9 Yes .

| |
|----------------------------------|
| NOTIFICATION OFF ON- 1 OFF- 2 |
|----------------------------------|

The top line of the display shows the current setting.

2. To switch notification on, press

1 .

To switch it off, press 2 .

If the setting is correct, press

Function .

— Programming the Notify Terminal Telephone Number —

The notify terminal can either be:

- A fax machine or telephone on the same PBX as this machine
- A fax machine or telephone on an outside line, but not connected to a PBX at that location

Note: If a fax machine is used for the notify terminal, it must have a handset or external telephone.

2-5 Forwarding

If you switch forwarding on, your machine will send incoming fax messages on to another fax terminal (program the forwarding terminal number with Function 86 before doing the following procedure).

- Notes:**
1. Confidential receptions or messages received for transfer broadcasting are not sent to the forwarding terminal.
 2. Messages can only be forwarded one at a time; batch forwarding is impossible.
 3. Your TTI is not printed out on top of the pages by the forwarding terminal.
 4. Your machine will print the message before forwarding it (PRINT FORWARD FILE will be displayed on your machine's display panel).

— Switching Forwarding On/off —

1. Press **Function 5 8** Yes .

```
FORWARDING OFF
ON- 1 OFF- 2
```

The top line of the display shows the current setting.

2. To switch forwarding on,
press **1** .

To switch it off, press **2** .

If the setting is correct, press

Function .

3. OTHERS

3-1 Transfer Broadcasting

Transfer broadcasting allows your machine to be a broadcasting station in a transfer request operation (see page 54), if your ID code is the same as that of the requesting and receiving terminals.

This is an automatic procedure — any terminal that has the same ID code as you can use your machine as a broadcaster. You do not have to be by your machine during the operation.

3-2 Speaker

The speaker can be used to listen to the telephone line during transmission, reception or on-hook dialing. The speaker is cut off shortly after the start of communication.

The speaker volume can be controlled with Function 55.

If the speaker has been enabled, you will be able to hear the line condition during communication. If the line is busy, you can press Stop and begin another operation.

1. When the unit is in standby mode, press Function 5 5 Yes .

```
ONHOOK MONITOR Y/ */ #
MIN >> MAX
```

2. Adjust the volume of the on-hook dial monitor while listening to the speaker.

- Raise volume: press # .
- Lower volume: press * .

When correct, press Yes .

```
TRANS MONITOR Y/ */ #
MIN >>> MAX
```

3. Repeat step 2 for the transmission monitor.

```
RECV MONITOR Y/ */ #
MIN > MAX
```

4. Repeat step 3 for the reception monitor.

Press Yes to return to standby.

Note: If all ">" signs disappear, the speaker volume is zero.

3-3 Short Preamble

Short preamble slightly reduces communication charges between Ricoh terminals. Contact your service representative if you are interested in this feature.

4 ADVANCED FEATURES

3-4 Using Your Machine as a Copier

To make a single copy of a document, place the sheets in the feeder face down and press **Copy**.

To make more than one copy of a document, use Function 77.

1. Make sure the machine is in standby mode.

```
READY 100% 02:30PM
SET DOCUMENT
```

2. Press **Function** **7** **7** **Yes**.

```
MULTI COPY
SET DOCUMENT
```

3. Place the sheets in the feeder face down.

- Shuffle the stack
- Align the edges
- Not more than 50 pages

```
KEYPAD/ COPY
01 SETS
```

4. How many copies do you need ?

Example: 12 copies

Press **1** **2**.

```
COPY/ N
12 SETS
```

Press **No** if you made a mistake. You can make up to 99 copies.

5. Press **Copy**.

The sheets are all scanned and stored. Then the copies are printed. Then the documents are cleared from memory.

3-5 ECM (Error Correction Mode)

ECM (Error Correction Mode) is a recently developed signalling system which greatly reduces the possibility of data being lost as a result of bad telephone lines. You should switch on ECM if you frequently communicate over poor telephone lines. Using ECM, telephone charges are not affected, and may even be reduced, unless you encounter a bad line. In this case, the extra signalling involved will increase line charges but data will be transmitted much more reliably.

When transmitting from the memory, pages that are not sent correctly will be resent automatically, even if ECM is disabled. However, ECM is a more efficient way of resending damaged data, as only the damaged parts of the data will be resent. Also, the maximum possible number of retransmission attempts is much higher.

After receiving using ECM, if DATA IN ECM MEMORY is displayed, your printer is jammed or out of paper or toner. Do not switch off the machine or the data will be lost. The data will be printed after you clear the problem (see page 96, 97 or 113).

Continued on the next page

4 ADVANCED FEATURES

To switch ECM on or off:

1. Press Function 8 3 Yes .

```
ECM ON
ON-1 OFF-2
```

The top line of the display shows the current status.

2. To switch ECM on, press 1 .

To switch it off, press 2 .

If the setting is correct, press

Function .

3-6 User Function Keys

This machine has four user function keys, F1 to F4, located at the left of the operation panel. You can program each of the keys to access a function from the function list on the back of this manual. If you use one of the functions in the list quite often, program it as a user function key. This will save you a few moments every time you use that function.

For example, if you often do Function 51 (Communicated Page Counter) do the following.

1. Press Function 5 1 .

```
MODE NO. 51 Y/N
TOTAL # TX/RX
```

2. Press a user function key.

Example: F4 .

```
MODE NO. 51
PROGRAM FUNCTION? Y/N
```

3. Press Yes .

4. Press Function to return to standby.

Then when you wish to see the communicated page counter, just press F4 .

Note: Each user function key has already been programmed as follows.

If you wish to change these settings, you can.

- F1 — Printing the TCR (Function 70)
- F2 — Multicopying (Function 77)
- F3 — Programming Quick Dial and Speed Dial (Function 60)
- F4 — Not Programmed

4 ADVANCED FEATURES

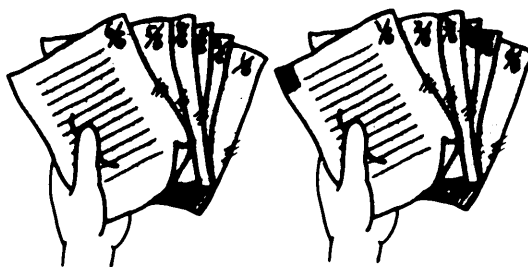
3-7 Reverse Order Stacking

Normally the machine prints the pages of received messages in the order they came in.

However if you wish, the machine can output the message from the last page first to make it easier to distribute the received messages.

This feature is also available for multicopy mode and for printing confidential messages.

Contact your service representative if you are interested in this feature.



Normally

Reverse Order Stacking

3-8 Chain Dialing

You can program parts of telephone numbers, such as area codes and country codes, using the Quick Dial Keys and Auto Dial Codes. Then, you can enter a combination of Quick Dial Keys, Auto Dial Codes, and digits to dial a telephone number.

Example :

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

- Quick Dial 01 = 01181 (Overseas to Japan)
- Quick Dial 02 = 3 (Tokyo)
- Auto Dial 10 = 555

Then, you can dial 01181-3-5557631 as follows.

When the machine asks you to dial :

Press , , , , then

- Notes:**
1. This feature can also be used when dialing with the handset and in on-hook dial mode.
 2. The Redial Key cannot be used with this feature.
 3. This feature cannot be used in keystroke programs or memory transmission.

3-9 Optional Equipment

1. RS-232C Interface

This is a digital interface that will allow you to connect the fax to a Macintosh™ personal computer for use as a back-up printer.

2. Optional Memory Board

The machine can be upgraded with an extra 1 Mbyte (73 letter-size pages of the CCITT #1 Slerexe letter test chart) of memory or an extra 2 Mbytes (146 letter-size pages) of memory. The maximum amount of memory permissible using memory boards is 3 Mbytes, or 219 pages.

3. Hard Disk

The machine can be upgraded with a 20-Mbyte hard disk (1,200 letter-size [8 1/2" × 11"] pages of the CCITT # 1 Slerexe letter test chart). If a hard disk is added, optional memory boards cannot be used, and the basic 1 Mbyte of memory inside your machine will be disabled. So the maximum amount of memory is 1,200 pages.

4. Paper Feed Unit

This cassette allows you to add an extra 500 sheets of copy paper.
See page 116 for a diagram of this unit.

If you are interested in any of these, please call your local Ricoh sales representative.

5 PROGRAMMING AND PRINTING REPORTS

1. PROGRAMMING

1-1 Checking the Counters

There are four counters.

| | | |
|---------|----------------------------------------------|---------------|
| Tx : | number of pages the machine has transmitted | — Function 51 |
| Rx : | number of pages the machine has received | — Function 51 |
| Scan : | number of pages scanned (includes copy mode) | — Function 52 |
| Print : | number of pages printed (includes copy mode) | — Function 52 |

1. Press .

```
TX: 017654
RX: 016351
```

2. Press when you have finished.

Note: If you wish to see the scan and print counters, use Function 52.

1-2 Switching Page Count On/Off

This function allows you to instruct your terminal to batch-number multipage documents as they are printed out at the other end (e.g., p 1/3, p 2/3, p 3/3).

If you disable this function, the "PAGES : 00 KPAD/N" prompt will not appear when you are making a transmission, and pages will be given simple page numbers (e.g., p1, p2, p3).

```
Page 35 for more information
```

1. Press .

```
PAGE COUNT ON
ON- 1 OFF- 2
```

The top line of the display gives the current status.

2. To switch batch numbering off, press .

To switch it on, press .

Press if the displayed setting is correct.

5 PROGRAMMING AND PRINTING REPORTS

1-3 Switching Department Code On/Off

To track machine use, you can allocate a four-digit department code to each user. If you switch Function 54 on, the machine will ask the user for a department code before each transmission or polling, and the department codes used for each communication will be listed on the TCR (see page 89).

If you switch off Function 54, "DEPTCODE : 0000 KPAD/N" will not appear when you are polling or making a transmission.

1. Press Function 5 4 Yes .

```
DEPT CODE ON
ON-1 OFF-2
```

The top line of the display gives the current status.

2. To switch off department code, press 2 .

To switch on department code, press 1 .

When the displayed setting is correct, press Function .

1-4 Switching the Transmission Report On/Off

The transmission report is disabled at the factory. Use this function to enable this report.

```
Page 90 for more on this report
```

1. Press Function 5 6 Yes .

```
TRANS REPORT ON
ON-1 OFF-2
```

This top line of the display shows the current setting.

2. To switch the report on, press 1 .

To switch it off, press 2 .

When the setting is correct, press Function .

5 PROGRAMMING AND PRINTING REPORTS

1-5 Programming Quick Dial and Speed Dial

Using Quick Dial and Speed Dial, you can dial a facsimile or telephone on your terminal's keypad by pressing only one key (for Quick Dial) or two keys (for Speed Dial). However, you have to program the Quick Dial key or Speed Dial Code in advance.

When you have programmed a key or code, you can use it as often as you like without reprogramming it.

Quick Dial keys — There are 32 Quick Dial keys (01 to 32).

Each key can be programmed with either:

- Two numbers, one for a fax terminal and one for a telephone (see pages 30, 40 and 45 for how to use Quick Dial keys for faxing and for phoning).

The telephone number can be the same as the fax number (for example, the fax may share a line with a telephone). Or they can be completely unrelated.

When using a Quick Dial key, if a document is present in the feeder, the machine will dial the fax number stored in the Quick Dial key. If no document is present, the machine will dial the telephone number.

- A keystroke program (see page 48) and a number (telephone only).

Speed Dial Codes — There are 100 Speed Dial Codes (00 to 99). Each can be programmed with one number. It can be a phone or a fax number.

5 PROGRAMMING AND PRINTING REPORTS

1-6 Programming Groups

You can designate more than one destination for broadcasting using the memory, polling reception or transfer request. If you regularly broadcast, poll or transfer to the same group of destinations (for example, your branch offices), it may be convenient for you to be able to designate all these destinations with only a few keystrokes. This can be done with preprogrammed groups.

You can program up to 9 groups. Each group may contain as many destinations as you want. However, a group with more than 30 stations cannot be used for transfer request, a group with more than 100 stations cannot be used for polling reception, and a group with more than 142 stations cannot be used for memory transmission.

Only ten full telephone numbers can be stored in groups.

The following procedure applies both to programming new groups, or modifying existing ones.

1. Press Function 6 1 Yes .

| |
|-------------------|
| GROUP NO. █ 1 - 9 |
|-------------------|

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

Example: Group 1, press 1 .

| |
|-----------------|
| GROUP NO. 1 Y/N |
| PROGRAM LABEL ? |

3. Either:

- If you do not want to program a label, press No . Go to step 6.
- If you want to program or modify the label, press Yes .

| |
|----------------------------------------|
| GROUP NO. 1 Y |
| ██████████████████████████████████████ |

4. Type in the label, or edit the displayed one. The method is the same as for the RTI, TTI, and Quick Dial key labels.

Example: DISTRIBUTORS

| |
|-------------------------|
| GROUP NO 1 Y |
| DISTRIBUTORS ██████████ |

5. Press Yes to store the label.

| |
|----------------------|
| GROUP NO. 1 |
| QUICK / SPEED / KPAD |



5 PROGRAMMING AND PRINTING REPORTS

6. Enter a number that you wish to store in or erase from the group.

Either:

- Quick Dial Key (fax no. only): e.g., press **01**.
- Speed Dial Code: e.g., press **Speed Dial 00**.
- Full number: Type it at the built-in ten-key pad.
Follow the rules in step 3 on page 79.

Example: **Speed Dial 00**.

| | |
|-------------|-------|
| GROUP NO. 1 | Y/N/C |
| SPEED# 00 | |

Press **No** if you entered the wrong number. Repeat step 6.

7. Either:

- Store this number: press **Yes**.
- Remove this number from the group: press **Clear**.
See Note 2.

8. Either:

- Continue programming: go to step 6.
- If you have finished, press **Function**.
Print a Telephone List (Function 71) and keep it near the machine.

Notes:

1. One of the following messages will be briefly displayed.

| | |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROGRAMMED — | the number has been stored into the group. |
| # NOT PROGRAMMED — | no telephone number has been allocated to this key or code. |
| LONGHAND #'S FULL — | you tried to program a full telephone number into the group but there are already ten telephone numbers used in groups. Either delete an unwanted telephone number from all the groups, or program the new number as a Speed Dial Code or Quick Dial Key (Function 60) before storing it in a group. |

2. One of the following messages will be briefly displayed.

| | |
|----------------|-----------------------------------------------------------|
| CLEARED — | this number has now been taken out of this group. |
| NOT IN GROUP — | the number that you wanted to clear was not in the group. |

5 PROGRAMMING AND PRINTING REPORTS

1-7 Clearing a Polling File

To cancel a preset poll-later reception program, first study the Polling File List (Function 72) and determine the file number of the program that you want to cancel. Then carry out the following procedure.

1. Press Function 6 6 Yes .

```
FILE NO ■ KEYPAD
```

2. Type in the file number to be erased.

Example: File No. 1, type 1 .

```
FILE NO 1 Y/N  
CLEAR FILE?
```

Notes:

Press No if you typed the wrong number.

3. Press Yes .

An updated Polling File List is printed and the machine returns to standby.

Note:

If NO FILE EXISTS is displayed, you instructed the machine to delete a file that does not exist. Try again from step 2.

1-8 Switching TTI On/Off

If you disable TTI, your TTI and date, time, and page number will not be printed at the top of pages received at the other end. You may wish to disable TTI if you want the other end to receive an exact unmarked replica of the original.

1. Press Function 8 2 Yes .

```
TTI ON  
ON - 1 OFF - 2
```

The top line of the display shows the current setting.

2. To switch TTI off, press 2 .

To switch TTI on, press 1 .

Press Function if the displayed setting is correct.

5 PROGRAMMING AND PRINTING REPORTS

1-9 Clearing a Memory File

To make room in the memory for a document that you want to store, or for a confidential message you may be expecting, you may erase some lower-priority documents using the following procedure.

Before erasing a file, you might wish to view the contents of that file to check whether you really want to erase it. To do this, use Function 75 (see section 1-10 at the bottom this page).

1. Press **Function** | **6** | **7** | **Yes** .

```
FILE NO. ■■■ KEYPAD
```

2. Type in the file number to be erased. Refer to the latest SAF File List if you need to know the correct file number.

Example: File No. 1, type **0** | **0** | **1** .

```
FILE NO. 001      Y/N
CLEAR FILE?
```

Press **No** if you typed the wrong number.

3. Press **Yes** .

An updated SAF File List is printed and the machine returns to standby.

Notes:

- If NO FILE EXISTS is displayed, you instructed the machine to delete a file that does not exist. Try again from step 2.
- You cannot erase a confidential file. If you try, the machine will go back to step 2 automatically.

1-10 Printing the Contents of a Memory File

If you want to see the text of a document that you stored in a particular memory file, do the following.

1. Press **Function** | **7** | **5** | **Yes** .

```
FILE NO. ■■■ KEYPAD
```

2. Type in the number of the file that you want to see. Refer to the latest SAF File List if you need to know the correct file number.

Example: File No. 1, press **0** | **0** | **1** .

```
FILE NO. 001      COPY/N
```

Press **No** if you entered the wrong number.

3. Press **Copy** .

The contents of the file will be printed.

Notes:

1. If NO FILE EXISTS is displayed, you asked the machine to print a file that does not exist. Go to step 2.
2. You cannot print a confidential file using Function 75. The machine will go back to step 2. Also, you cannot print a message that was sent to your machine for transfer broadcasting.

5 PROGRAMMING AND PRINTING REPORTS

2-4 Transfer Result Report

After the end of a transfer transmission, the broadcasting station sends you this report. The report lists the telephone numbers of the broadcasting station and the end receivers, and indicates whether each transmission was successful or not. Retransmit pages that were not transmitted, either directly or through another transfer.

The format of the report will vary according to the type of machine that is being used as a broadcaster.

If your machine is the broadcasting terminal, it will print the report if it cannot send it to the transfer requesting terminal (e.g., due to a busy line). The report asks you to send the report manually, and the telephone number is given. See below for an example.

TRANSFER STATION REPORT (MAR 01 '91 08:30 AM)

```

TRANSFER FAX      XYZ COMPANY
                  2165559833 Broadcasting machine (your machine)
TIME REQUESTED:  10:30 AM

REMOTE TERMINAL   TOTAL  RESULTSPAGES NOT
IDENTIFICATION    PAGES  TRANSMITTED
    
```

```

QUICK DIAL 01      02      OK
SPEED DIAL 00      01      E      P. 01--
    
```

UNABLE TO TRANSMIT THIS REPORT TO TRANSFER REQUESTOR
PLEASE RESEND TO FAX NO. 213-5556381

↑
Transfer Requesting Terminal

2-5 New Polling File Report

This report is printed automatically after you program the machine for polling reception. It gives the file number, time of polling, and destinations (including any Group numbers you used).

The polling reception report can be output after polling has finished. This option can be enabled or disabled by your service representative.

Polling reception reports output after a polling operation may have "E" followed by a code in the Result column and a message printed at the bottom. This code and message indicate that a problem occurred. The codes are explained below.

| Code | Message | Explanation |
|------|-------------------------|------------------------------------------------------------------------------------------------|
| 1 | Hang up or Line Fail | The remote terminal hung up or had no message on polling standby, or there was a line problem. |
| 2 | Busy | The remote terminal was busy. |
| 3 | No Answer | The remote terminal did not answer. |
| 4 | No Facsimile Connection | The remote machine was not a facsimile terminal |



5 PROGRAMMING AND PRINTING REPORTS

POLLING RECEPTION REPORT *****

Your machine's ID is here : RTI, TTI, CSI, SELF NO. (MAR 01 '91 08:30 AM)

```
*****
*
*
* FILE      FILE TYPE      DEPT.   RESULTS      GROUP    REMOTE TERMINAL
* NO.      *                CODE    *            *        IDENTIFICATION
*
* 1        POLL LATER 08:30AM  1234    E, 1)2)3)4)5)  1        QUICK DIAL 01
*
*                               1)      1        RICOH CORP.
*
*
* REASON FOR ERROR
* 1) HANG UP OR LINE FAIL
* 2) BUSY
* 3) NO ANSWER
* 4) NO FACSIMILE CONNECTION
*
*
*                               REMAINING CALL CAPACITY 192
*
*****
```

2-6 New File Report

This report is printed immediately after you store a document in memory. It gives the file number, time of sending, and destinations (including any Group numbers you used).

2-7 Memory Transmission Report

If Function 56 is on, this report is automatically printed after every memory transmission, whether it was successful or not.

For your reference, a sample of the stored message can be printed below the report if the transmission failed. If you wish to enable this feature, call your service representative.

If the transmission failed, an error message may also be printed. The messages are the same as those for the New Polling File Report (see item 2-5 on the previous page).

Note: Occasionally, a fractional number will appear in the Pages column. For example, 1/2 means that two pages were stored but only one could be sent.

2-8 Power Failure Report

If the power fails or is switched off, all documents stored in the memory (including forwarding files, transfer files, confidential and substitute receptions, and any ECM received data) will be erased. When power is restored, a power failure report is printed, informing you of the files that were lost.

- Notes:**
- Check the File Type column. If there are any files given as FORWARDING, TRANSFER, CONFIDENTIAL RX, SUBSTITUTE RX, or ECM FILE, a received fax message was erased (substitute reception is explained in the "Receiving Fax Messages" section). To find out who sent these files so that you can ask them to resend, look in the Remote Terminal Identification column.
 - For an explanation of the Pages column, see item 2-7 above (Memory Transmission Report).
 - If there is an E in the Result column, the communication failed but the message was still stored. The code after the E has the same meaning as for the Polling File Report (see item 2-5 on the previous page).

5 PROGRAMMING AND PRINTING REPORTS

3. USER-INITIATED REPORTS

3-1 TCR

You may print the TCR at any time, using Function 70.

1. Press Function 7 0 Yes

```
MODE NO. 70 COPY/N
FOR TCR PRESS
```

2. Press Copy

Note: Press Function if you entered the wrong number.

3-2 Telephone Lists

These lists contains all information concerning preprogrammed Quick Dial keys, Speed Dial codes, groups, and full telephone numbers used in groups. You should print these lists whenever you change your directory of preprogrammed telephone numbers. The Quick Dial and Speed Dial lists also show what groups each programmed telephone number is contained in.

1. Press Function 7 1 Yes

```
MODE NO. 71 Y/N
TELEPHONE LIST?
```

Note: Press Function if you entered the wrong number.

2. Press Yes

```
ALL LISTS? COPY/N
```

3. Either:

- If you want all lists, press Copy. Go to step 8.
- If you only want one or two of the lists, press No

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

4. If you want to see the Quick Dial List, press Yes. Otherwise, press No

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

5. Repeat step 4 for the Speed Dial List.

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

6. Repeat step 4 for the Group List.

```
PRESS COPY COPY
```

7. Press Copy

8. The reports you selected are printed out, then the machine returns to standby.

5 PROGRAMMING AND PRINTING REPORTS

3-3 Polling File List

You may print information on a selected program or on all polling reception programs still in memory with Function 72.

1. Press **Function** **7** **2** **Yes** .

```
ALL FILES?   COPY/N
```

To list information on all polling files, go to step 4.

2. Press **No** .

```
FILE NO. ■   KEYPAD
```

3. Enter the number of the file that you wish to see.

Example: File 3

Press **3** .

```
FILE NO. 3   COPY/N
```

If you made a mistake, press **No** .

4. Press **Copy** .

3-4 Program List

To list information on your keystroke programs, do the following.

1. Press **Function** **7** **3** **Copy** .

3-5 SAF File List

You may print information on any one document stored in the memory, or on all stored documents.

For an explanation of the Pages column, see "Memory Transmission Report" on page 92.

1. Press **Function** **7** **4** **Yes** .

```
ALL FILES?   COPY/N
```

To list information on all memory files (except confidential ones), go to step 4.

2. Press **No** .

```
FILE NO. ■■■ KEYPAD
```

3. Enter the number of the file that you wish to see.

If the number is less than 100, for example "27", type "027".

Example: File 3

Press **0** **0** **3** .

```
FILE NO. 003 COPY/N
```

If you made a mistake, press **No** .

4. Press **Copy** .

Note:

Information on confidential files, or messages sent from another terminal for your machine to broadcast (transfer broadcast files) will not be printed.

5 PROGRAMMING AND PRINTING REPORTS

3-6 Authorized Reception List

To print a list of fax terminals selected for authorized reception, do the following.

1. Press Function 7 8 Copy .

AUTHORIZED REC LIST

AUTHORIZED RECEPTION LIST *****

Your machine's ID is here : RTI, TTI, CSI, SELF NO. (MAR 10 '91 09:00 AM)

| REMOTE TERMINAL IDENTIFICATION | REMOTE TERMINAL IDENTIFICATION | REMOTE TERMINAL IDENTIFICATION |
|--------------------------------|--------------------------------|--------------------------------|
| 01 : RICOH CO. LTD. | 11 : | 21 : |
| 02 : RICOH TOKYO | 12 : | 22 : |
| 03 : RICOH USA | 13 : | 23 : |
| 04 : 2465551371 | 14 : | 24 : |
| 05 : RICOH EUROPE | 15 : | 25 : |
| 06 : RICOH FAX DESIGN | 16 : | 26 : |
| 07 : RICOH AOYAMA | 17 : | 27 : |
| 08 : CHICAGO OFFICE | 18 : | 28 : |
| 09 : | 19 : | 29 : |
| 10 : | 20 : | 30 : |



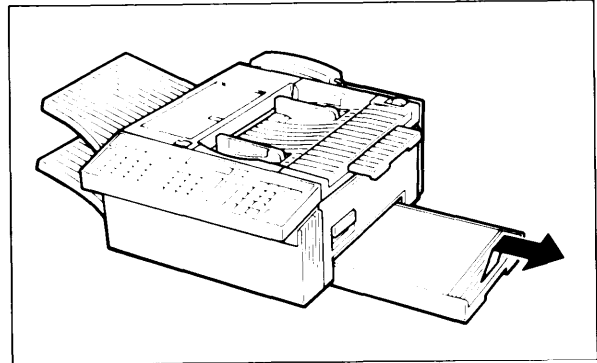
6 LOOKING AFTER THE MACHINE

1. REPLACING PAPER

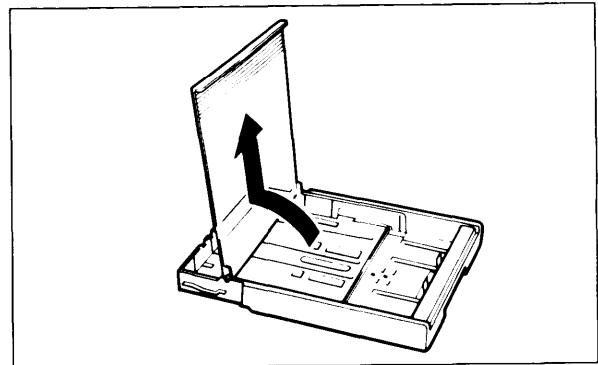
When the Add Paper 1 indicator is lit, the upper cassette is empty. When the Add Paper 2 indicator is lit, the optional lower cassette is empty.

To refill a cassette:

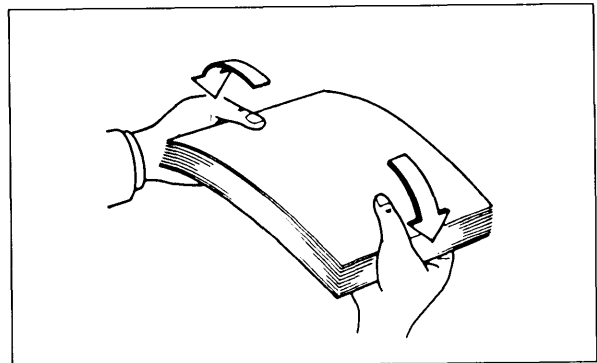
1. Take out the cassette.
(Raise the end slightly, then slide it out gently.)




2. Open the lid.

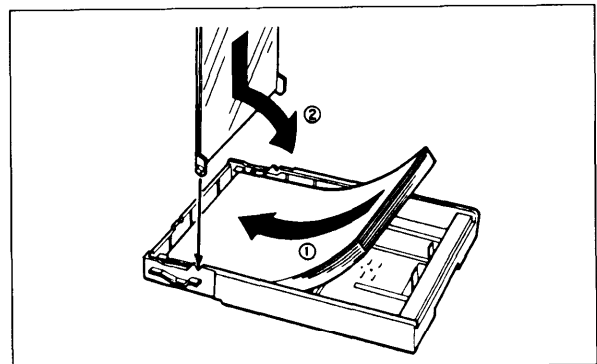


3. Bend the new stack of paper a few times.



4. Load paper into the cassette.

- Note :**
- True up the edges of the stack.
 - If you want to use a different size of paper, call service to have the cassette and sensors adjusted.
 - Do not fill up past the load limit marker ().



5. Close the lid and replace the cassette.

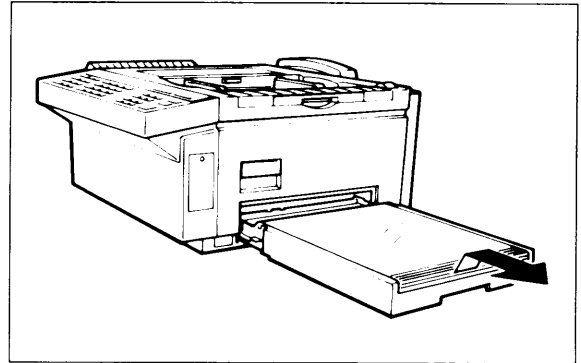
6 LOOKING AFTER THE MACHINE

2. REPLACING TONER

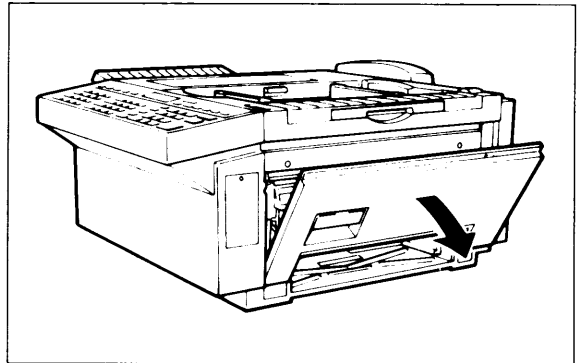
When the Add Toner indicator starts to blink, the toner cartridge is almost empty. You will be able to make 100 more copies before you have to change the cartridge.

When the Add Toner indicator remains lit, it is time to install a new toner cartridge.

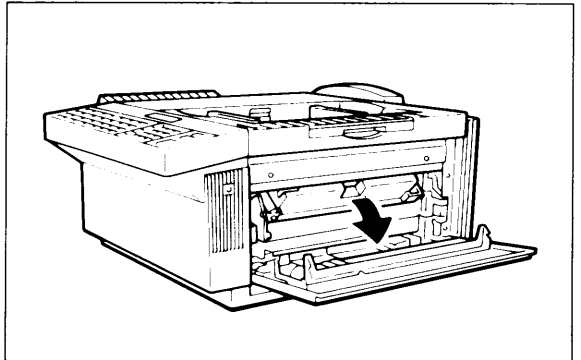
1. Take out the cassette.



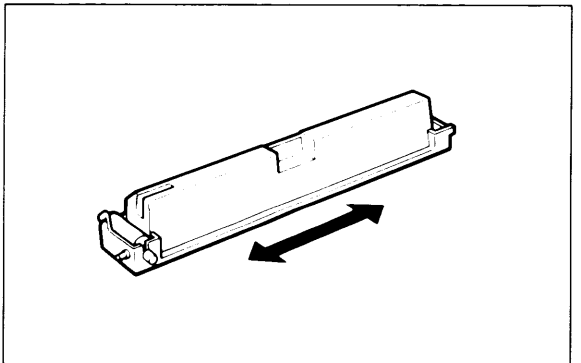
2. Open the right cover
(Pull up the lever on the cover).



3. Swing down the toner cartridge by pulling it down from the top. Then remove the cartridge from the development unit.

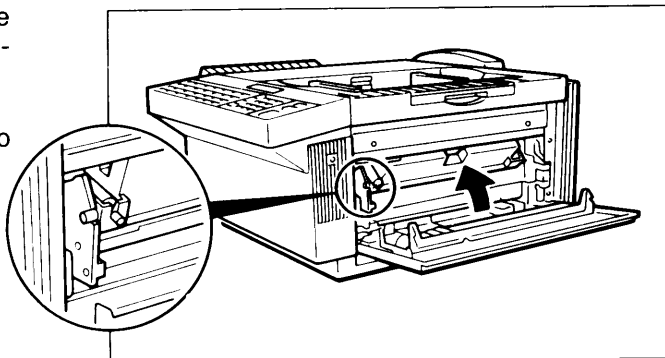


4. Take a new cartridge and shake it.
Do not remove the seal yet.



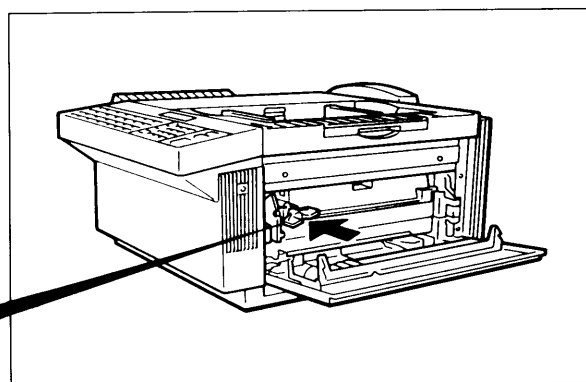
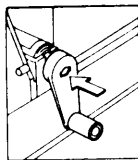
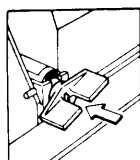
6 LOOKING AFTER THE MACHINE

5. Fit the pegs on the sides of the cartridge into the slots in the sides of the development unit.
6. Rotate the cartridge up until it snaps into position



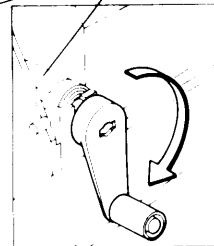
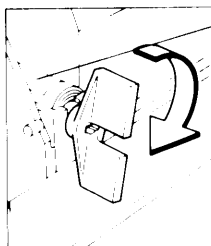
7. Fit the handle onto the pin on the bottom left of the cartridge.

Note: There are two possible types of handle, as shown in the diagram.

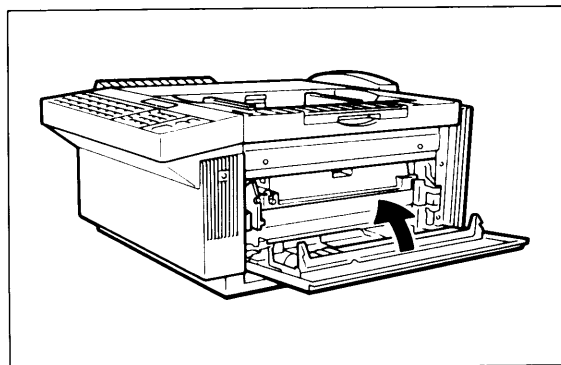


8. Turn the handle clockwise to remove the seal until you see the yellow band on the seal!
Then, remove the handle.

Turn until you see the yellow band.



9. Close the cover and replace the paper cassette.

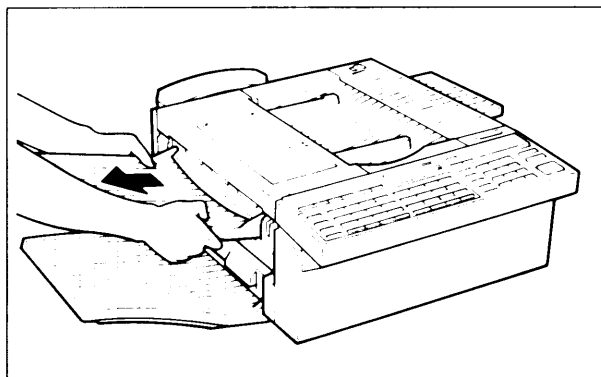


6 LOOKING AFTER THE MACHINE

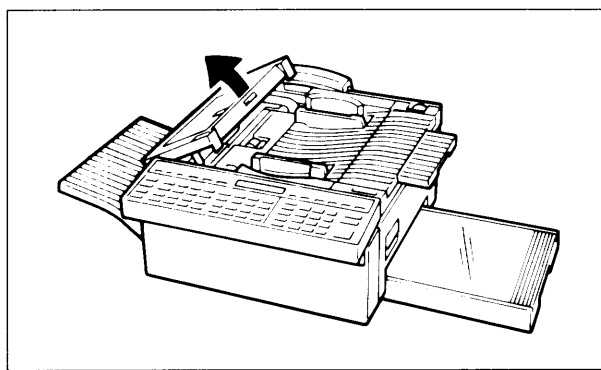
3. REFILLING THE STAMP

When the stamp mark becomes pale, refill the stamper as described below.

1. Remove the document tray.

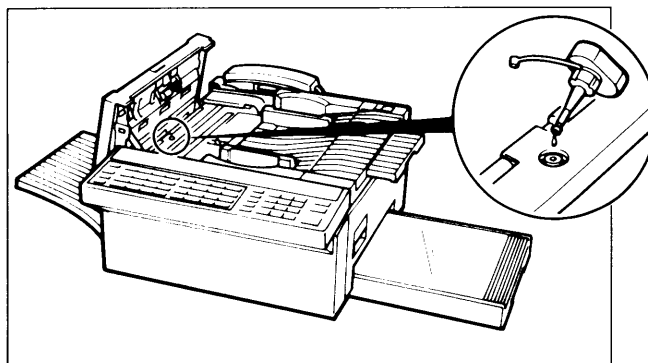


2. Open the scanner cover.

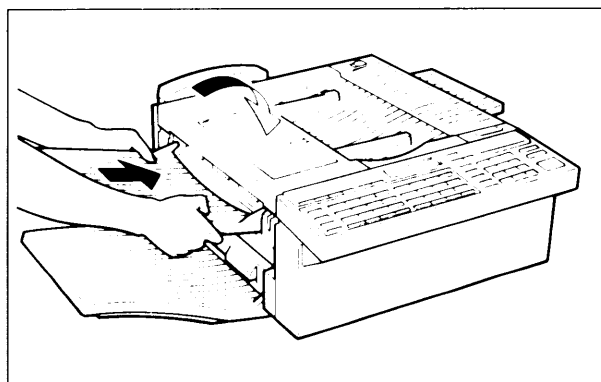


3. Add no more than 2 drops of ink to the center of the stamp.
Let the ink soak in.

Caution : Don't drink the ink.



4. Close the cover and put back the document tray.

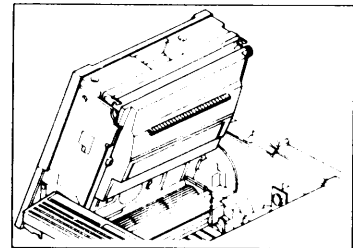
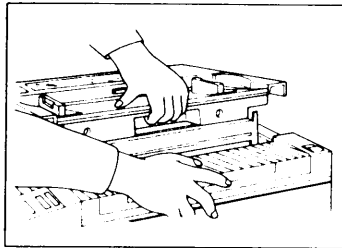
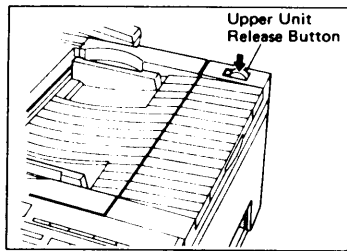


6 LOOKING AFTER THE MACHINE

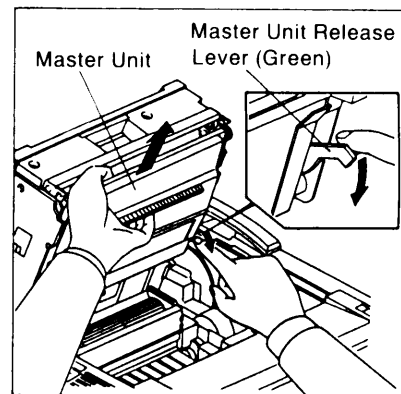
4. REPLACING THE MASTER UNIT

When the Replace Master indicator blinks, the master unit needs replacing. Also, if the copy quality has deteriorated, the master unit may need to be changed. To replace the master unit.

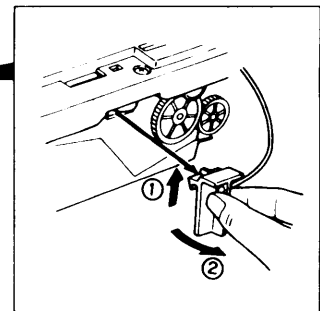
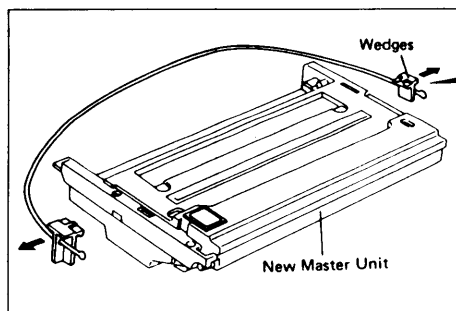
1. Open the upper unit by pushing the upper unit release button.



2. While holding down the green master unit release lever, slide out the master unit (lift the green ledge as shown in the diagram).

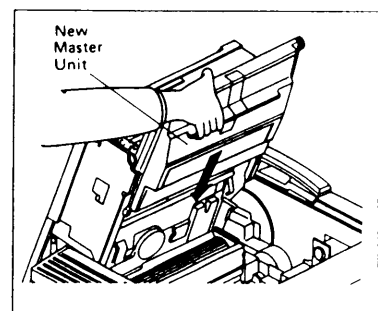


3. Remove the two wedges from the new master unit.



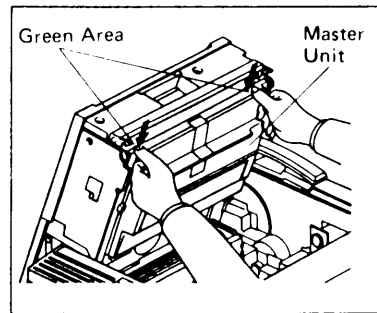
4. Slide in the new master unit along the guides.

Caution: Do not remove the polyester cover at this time.

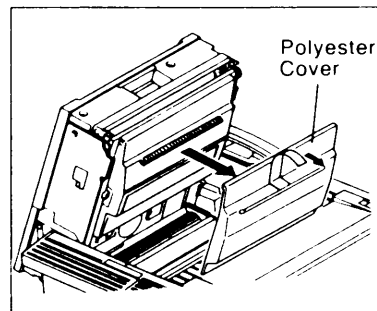


6 LOOKING AFTER THE MACHINE

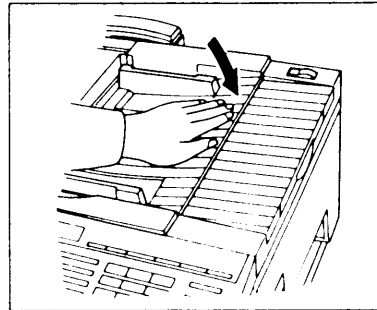
5. Push down on the bright green areas of the master unit to make sure each side is locked.



6. Take off the polyester cover that protects the master.
Caution: Do not touch the belt surface and avoid exposing it to light.



7. Close the upper unit.



8. Press the Function key then enter 88.

| | |
|------------------|-------|
| MODE NO. 88 | Y / N |
| REPLACED MASTER? | |

9. Push **Yes**.

| | |
|----------------|-------|
| MODE NO. 88 | Y / N |
| CLEAR COUNTER? | |

10. Push **Yes**. The machine resets the master belt counter.

| | |
|-------------|-------|
| MODE NO. 88 | Y / N |
| CLEARED | |

Note : If you have a service contract with your dealer, and if you would like to have the master unit changed because of poor copy quality, call your service representative.
For normal master unit replacement (When the indicator blinks), the machine will call for service automatically.

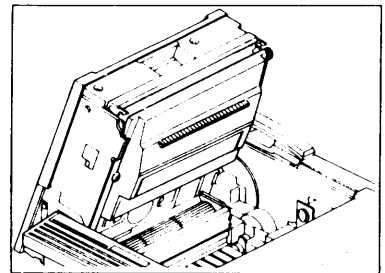
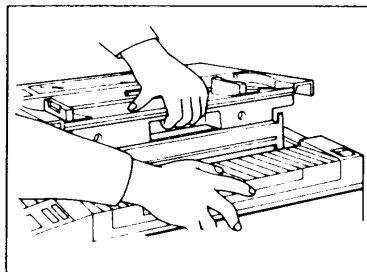
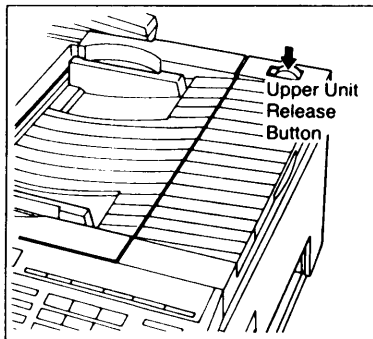
6 LOOKING AFTER THE MACHINE

5. REPLACING THE CLEANING UNIT

When the Cleaning Unit indicator starts blinking, the cleaning unit is almost full of used toner. You can make 100 more copies before the indicator will remain lit and the cleaning unit must be replaced.

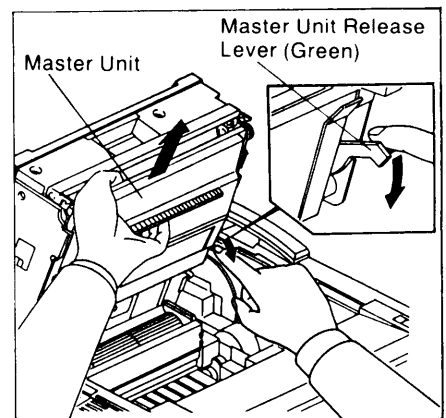
1. Open the upper unit by pushing the upper unit release button.

Note : Wear the provided gloves.

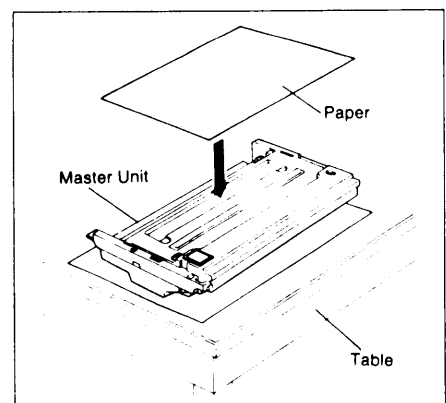


2. While holding down the green master unit release lever, slide out the master unit (lift the green ledge as shown in the diagram).

Caution: Do not touch the belt surface.



3. To protect the master surface, put the master unit on a flat table and put a sheet of paper on the master unit.

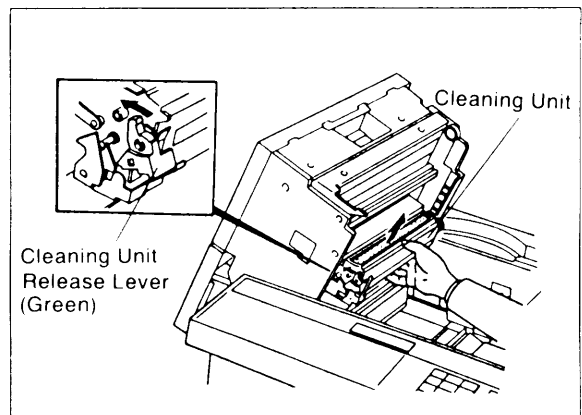


6 LOOKING AFTER THE MACHINE

4. Push in the cleaning unit release lever in the direction of the arrow and take out the cleaning unit.

Cautions:

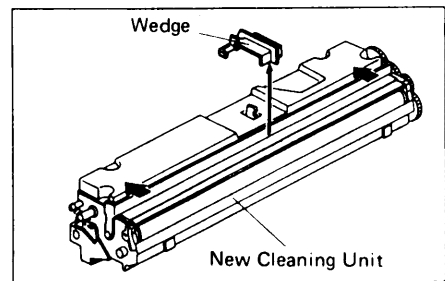
1. Take out the cleaning unit slowly to prevent used toner from falling into the machine.
2. Do not tip the cleaning unit upside down or used toner may come out.
3. Do not incinerate waste toner. Toner dust may cause flashback when exposed to open flame.



5. Carefully clean the charge corona wire with the cleaning pen provided in the cleaning kit. See procedure 7 on page 109 for more details on how to do this.
6. Change the ozone filter. A new filter is provided in the cleaning kit. See page 110 for more details on how to do this.
7. Wipe the registration roller with the cloth provided in the cleaning kit. See procedure 8 on page 109 for more details on how to do this.

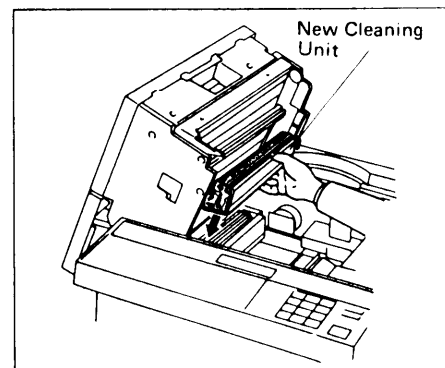
6 LOOKING AFTER THE MACHINE

8. Remove the wedge from the new cleaning unit.



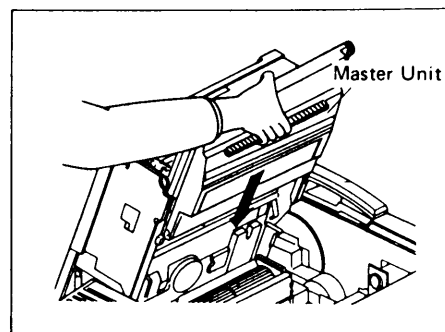
9. Install the new cleaning unit. Make sure that the lever moves back to secure the front end of the cleaning unit.

Caution: Do not install the cleaning unit the wrong way round. The side with decals must face down when the upper unit is closed.

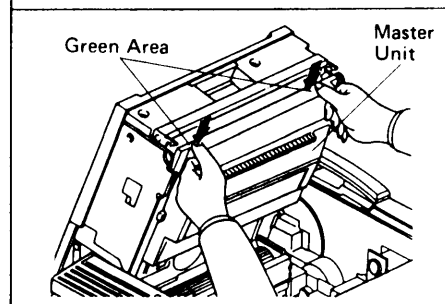


10. Slide in the master unit along the guides.

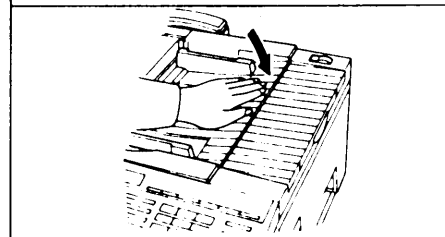
Caution: Do not touch the master belt surface.



11. Push down on the bright green areas of the master unit to make sure each side is locked.



12. Close the upper unit.



After changing the cleaning unit, do the maintenance procedures listed in the "User Maintenance Procedure" section of this manual (excluding procedures in section 6-2 which you have done already on the previous page).

6 LOOKING AFTER THE MACHINE

6. USER MAINTENANCE PROCEDURE

To ensure that your terminal continues to operate smoothly, some simple maintenance is required. This entails cleaning a few components and replacing the ozone filter. These procedures should be done every time you change the cleaning unit.

When it is time to change the cleaning unit, the display panel will show "REPLACE CLEANING KIT".

For your convenience, a maintenance kit is provided with each new cleaning unit.

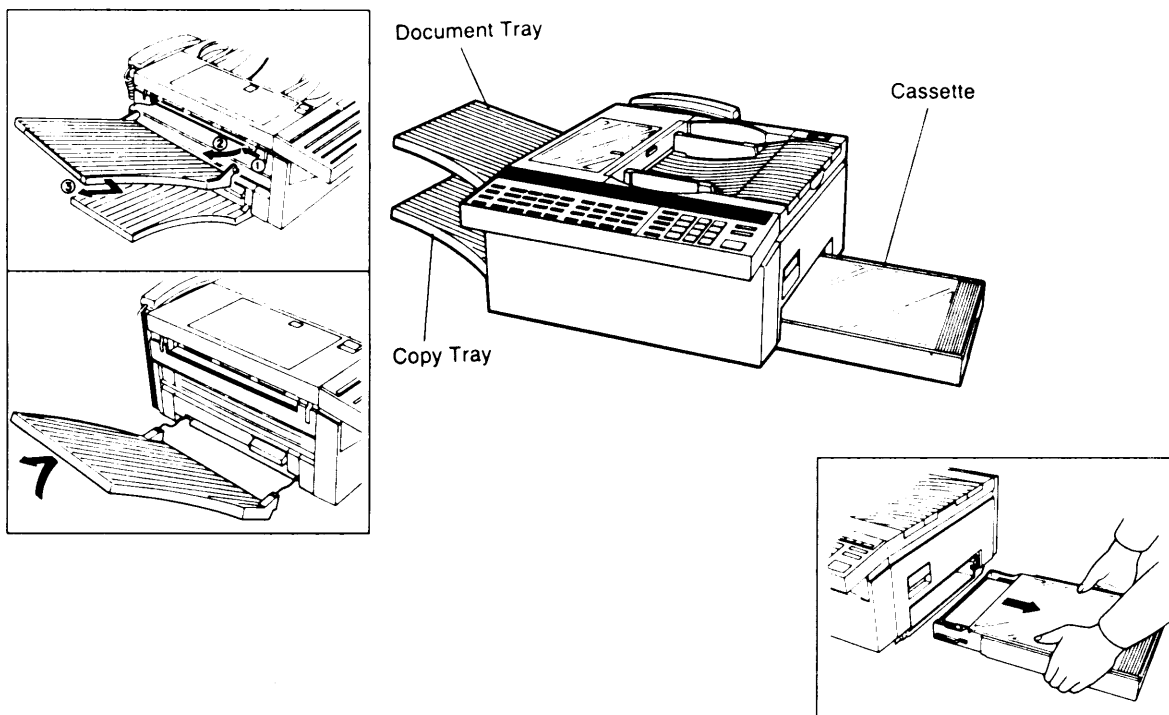
The components that require cleaning are illustrated below. Detailed procedures follow the illustrations.

6-1 Document Feed Section

Clean the machine by using the cleaning pen and cloth provided. Before cleaning the machine, dampen the cleaning cloth.

First, switch off the power.

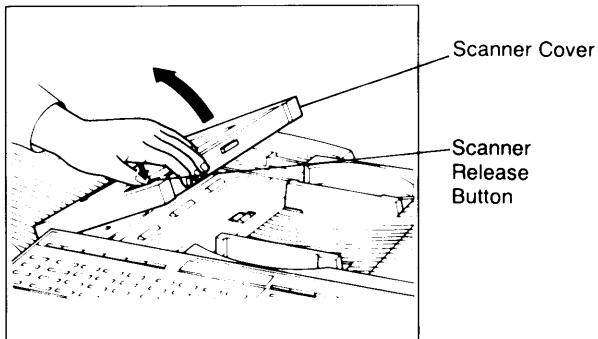
I. Remove the Cassette, Document Tray and Copy Tray



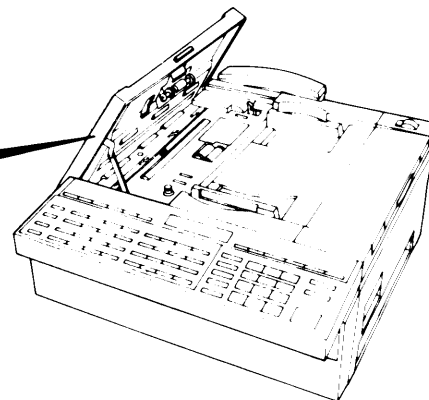
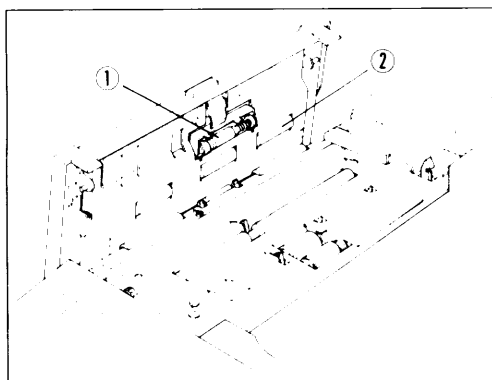
6 LOOKING AFTER THE MACHINE

II. Open the Scanner Cover

To open the scanner cover, please push the scanner release button.

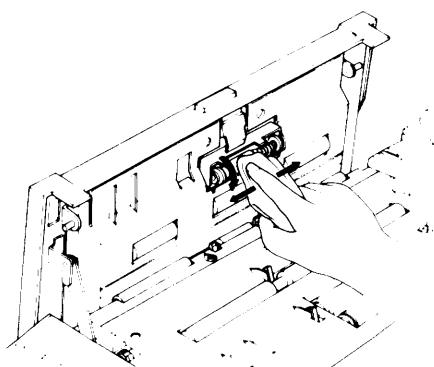


- 1: Separation Roller
- 2: R1 Pressure Roller



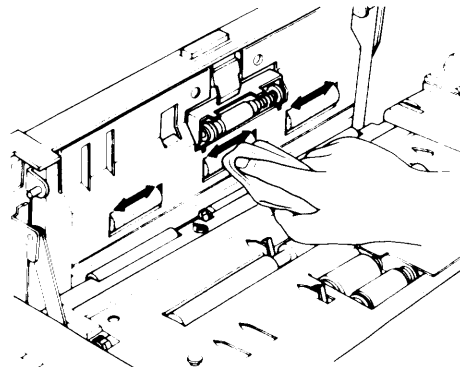
1. Separation Roller

Wipe the separation roller with the damp cloth while rotating it.



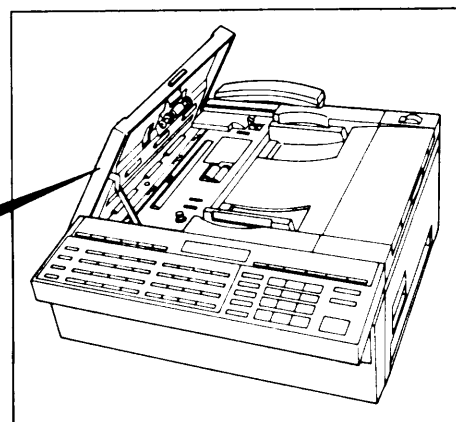
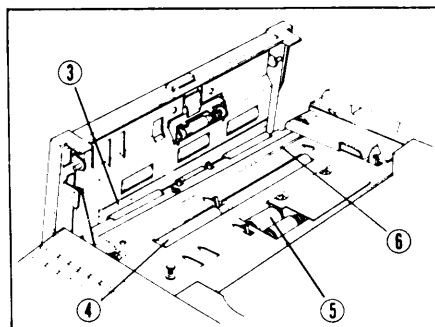
2. R1 Pressure Roller

Wipe the R1 pressure roller (all three segments) with the damp cloth while rotating it.



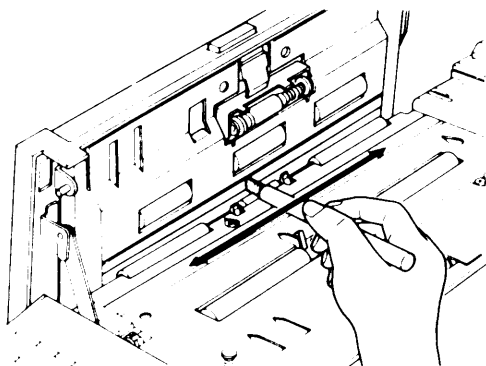
6 LOOKING AFTER THE MACHINE

- 3 White Plate
- 4 R1 Roller
- 5 Document Feed Roller and Pick-up Rollers
- 6 Exposure Glass



3. White Plate

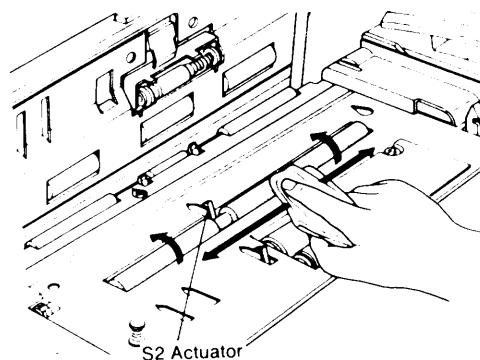
Wipe the white plate with the cleaning pen.



4. R1 roller

Wipe the R1 roller with the damp cloth while rotating it.

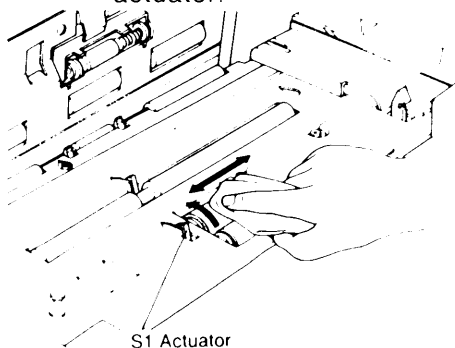
Note: Be careful not to damage the S2 actuator.



5. Document Feed and Pick-up Rollers

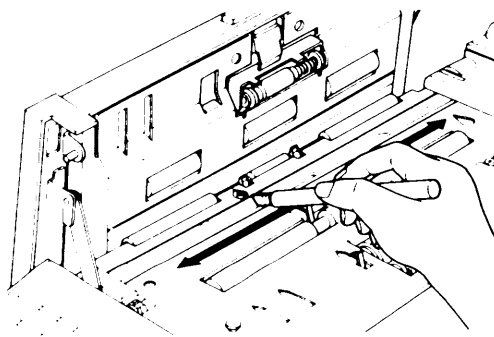
Wipe the document feed and pick-up rollers with the damp cloth while rotating them.

Note: Be careful not to damage the S1 actuator.



6. Exposure Glass

Wipe the exposure glass with the cleaning pen.



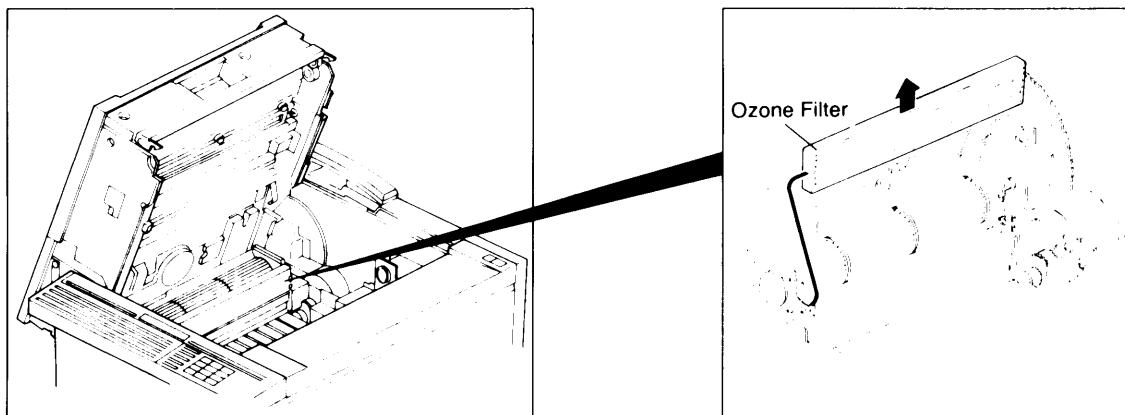
III. Close the Scanner Cover

6 LOOKING AFTER THE MACHINE

6-2 Inside of the Machine

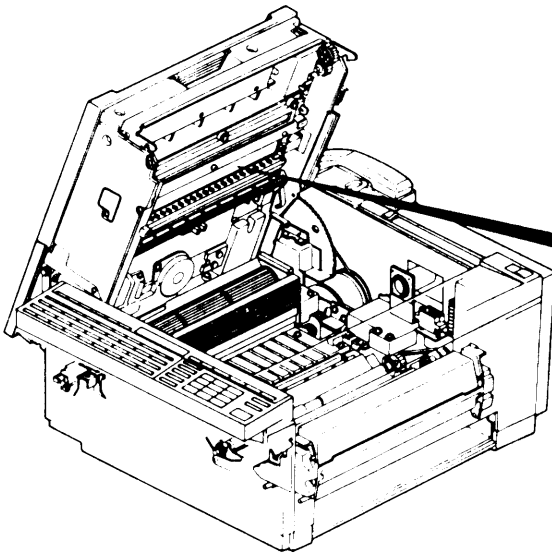
I. Remove the master unit, old cleaning unit and ozone filter.

- 1) Open the upper unit by pushing the upper unit release button.
- 2) Slide out the master unit (see page 100).
Note: Do not tip it upside down, or the used toner inside may spill out.
- 3) Remove the cleaning unit (see page 102).
- 4) Remove the black ozone filter.



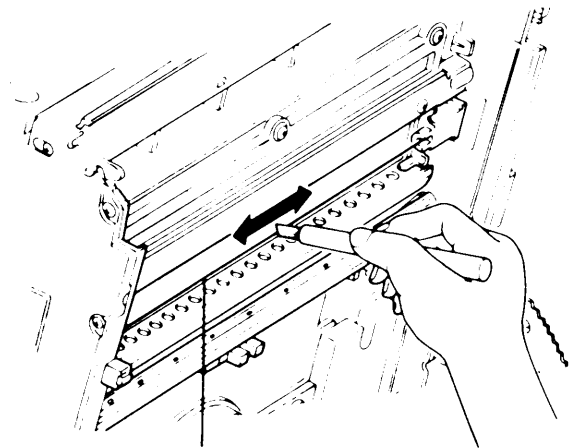
6 LOOKING AFTER THE MACHINE

II. Clean the Inside of the Machine

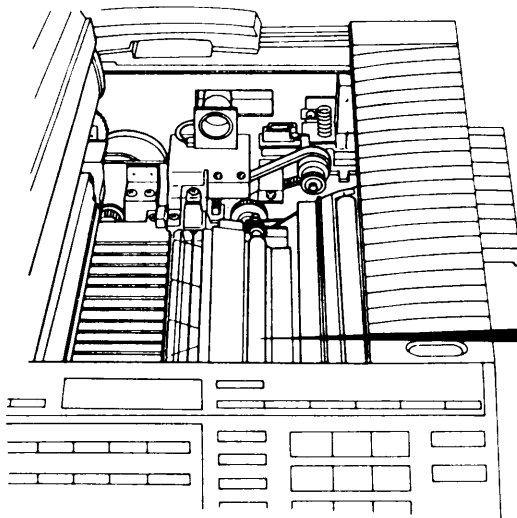


7. Charge Corona Wire

Carefully wipe the wire with the cleaning pen.



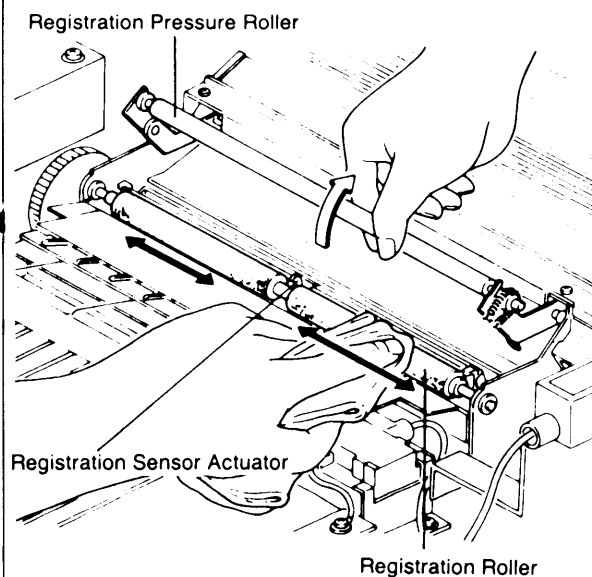
Charge Corona Wire



8. Registration Roller

1. Lift up the registration pressure roller.
2. Clean the registration roller with the damp cloth while rotating it.

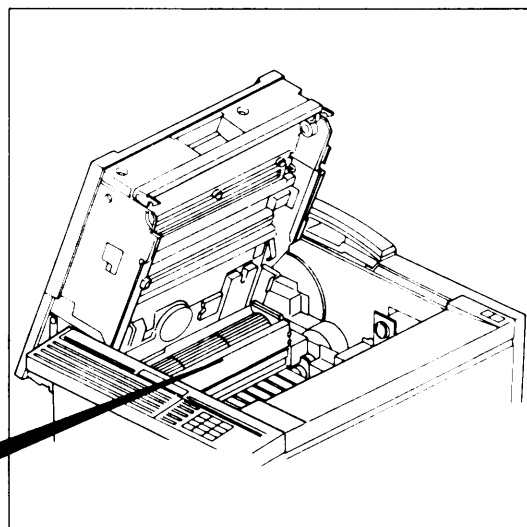
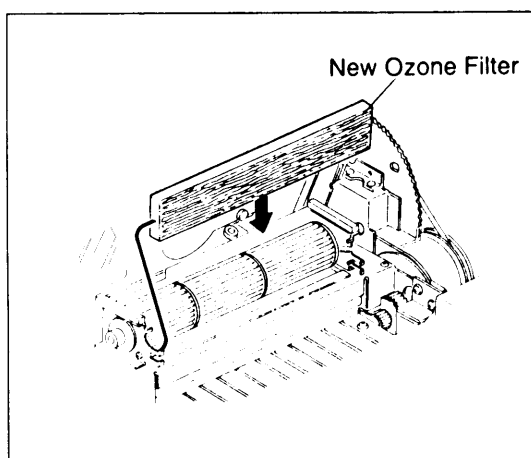
Note: Be careful not to damage the registration sensor actuator.



6 LOOKING AFTER THE MACHINE

III. Install the new cleaning unit, master unit and ozone filter

- 1) Install the new ozone filter.

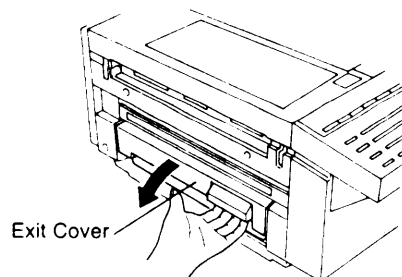


- 2) Install the new cleaning unit. (see page 102)
- 3) Install the master unit. (see page 100)
- 4) Close the upper unit.

6-3 Paper Exit Section

I. Clean the hot roller strippers

- 1) Pull the exit cover lever and open the exit cover (on the left side of the machine).



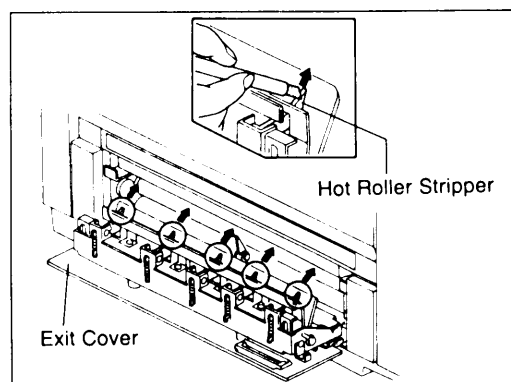
- 2) Wipe the five plastic strippers with the cleaning pen.

Note: Do not touch them directly because they may be hot.

- 3) Close the exit cover.

II. Install the Document Tray, Copy Tray and Cassette.

Switch on the power.



MEMO

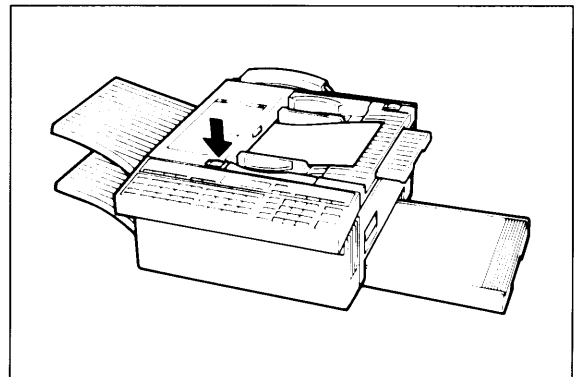
7 SOLVING PROBLEMS

- Clear Original
- Clear Copy
- Line Fail
- This Page
- Page 113
- Page 118

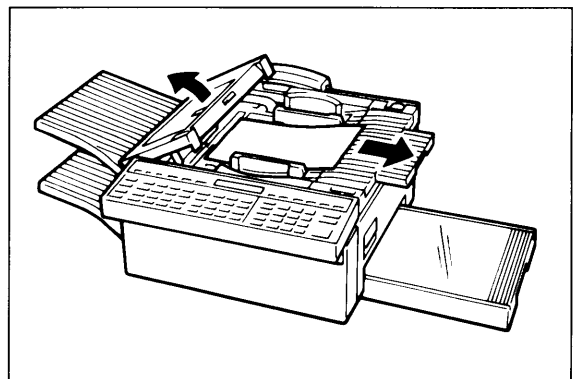
1. DOCUMENT JAM

- Clear Original
- Document Jam

1. Press the scanner release button.
Open the scanner.



2. Carefully take out the jammed original.
Do not leave any pieces inside.



A defective or non-recommended document type may cause a jam.

● Pages 28 and 29.

2. COPY JAM

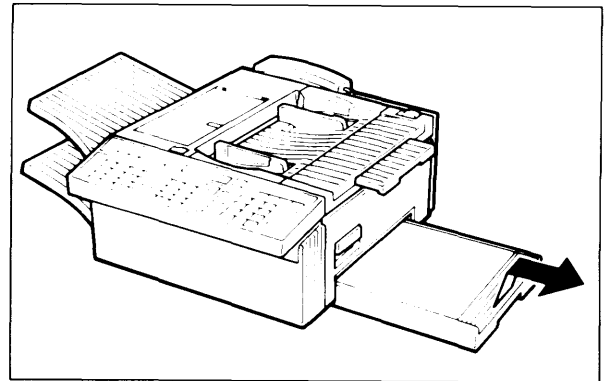
When the Clear Copy indicator is lit, copy paper is jammed in the printer.

There are five possible locations:

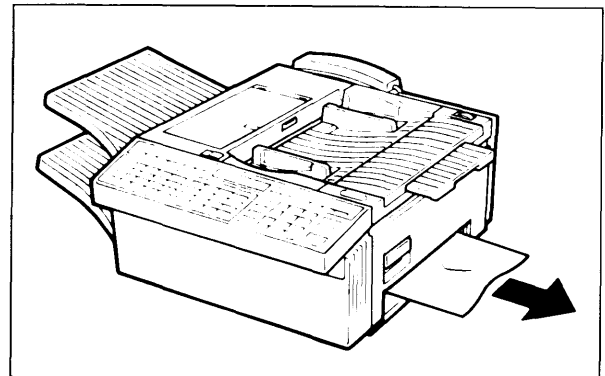
- Cassette entrance
- Below the upper unit
- Copy feed-out area
- Lower cassette entrance (for machines with the optional lower paper feed unit)
- Lower cassette guide plate (for machines with the optional lower paper feed unit)

A. Cassette Entrance

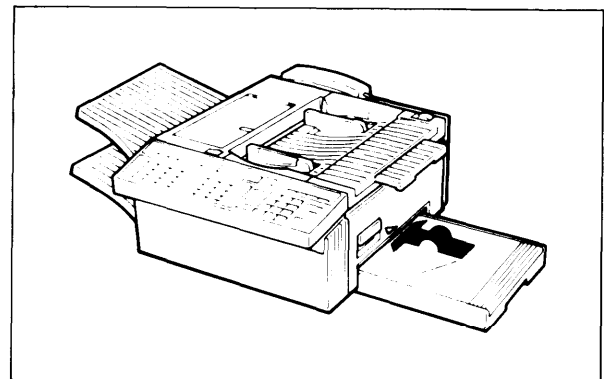
1. Remove the cassette.



2. Gently pull out the misfed paper. Do not leave any pieces inside.



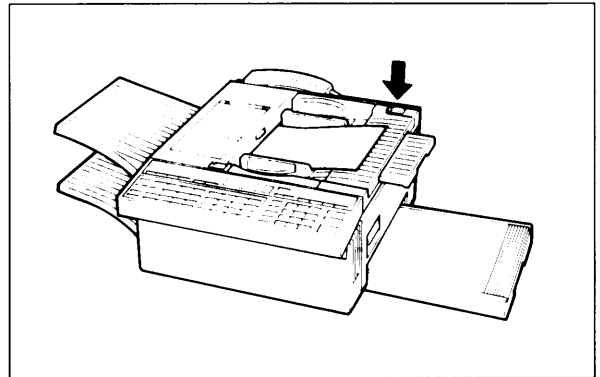
3. Replace the cassette.



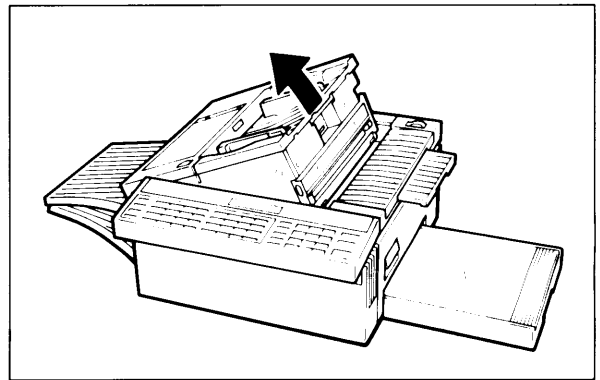
7 SOLVING PROBLEMS

B. Below the Upper Unit

1. Press down the upper unit release button to open the upper unit.



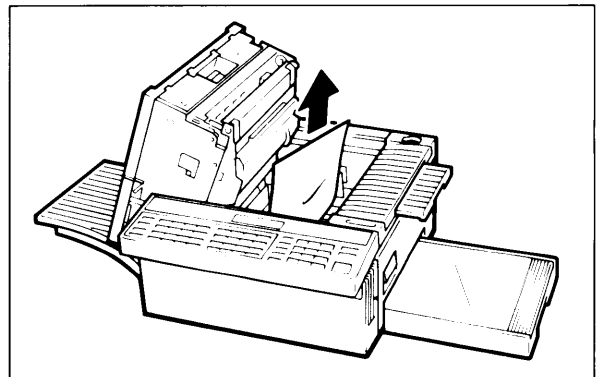
2. Open the upper unit.



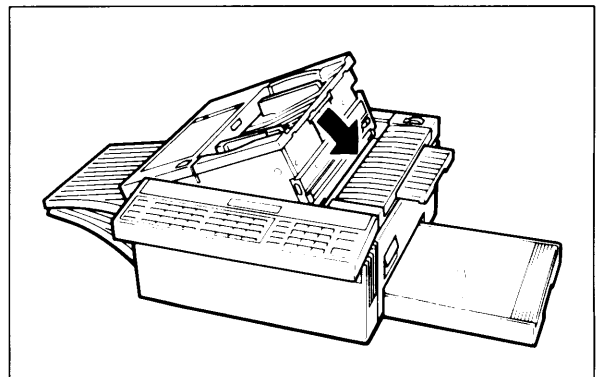
3. Pull out the jammed paper carefully by the leading or trailing edge, or by the center if both edges are jammed.

If the leading edge is jammed in the fusing unit, open the copy feed-out cover before clearing the jam.

- Cautions:**
- Do not touch the fusing unit. It is hot.
 - Do not touch the master belt.
 - Any toner on the paper will not be fixed to the paper.
Be careful not to get your hands or clothing dirty.

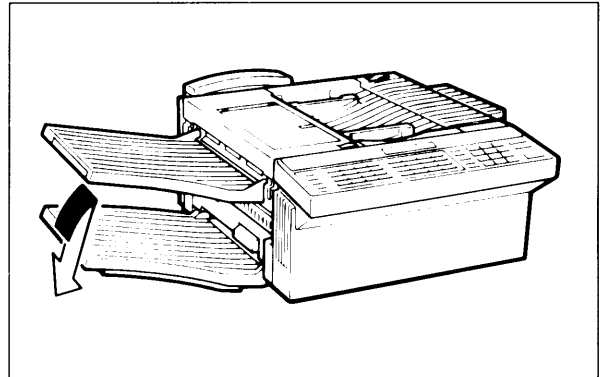


4. Close the upper unit.

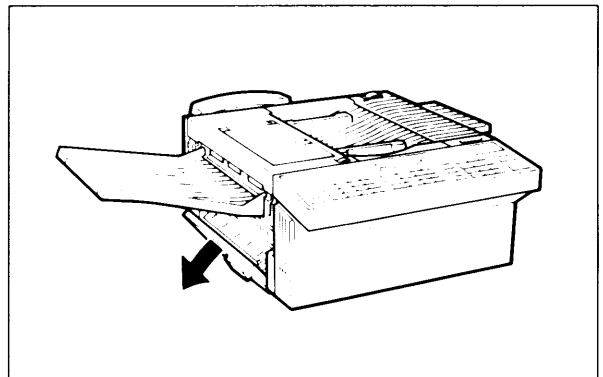


C. Copy Feed-out Area

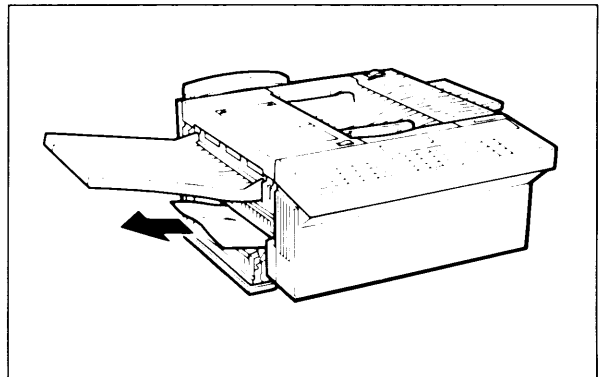
1. Remove the copy tray.



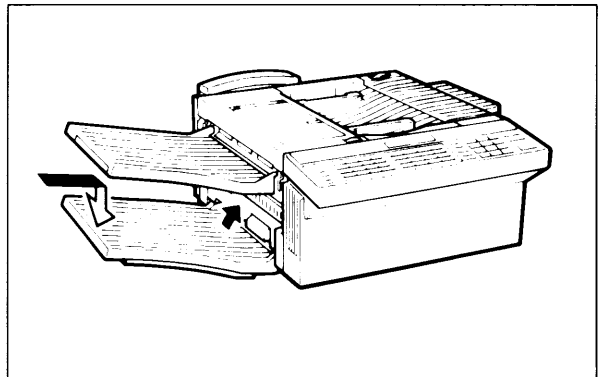
2. Open the copy feed out cover.



3. Gently pull out the misfed paper. Do not leave any pieces inside.



4. Close the cover and replace the tray.

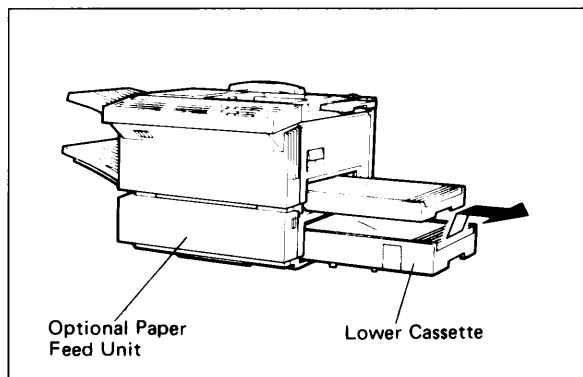


7 SOLVING PROBLEMS

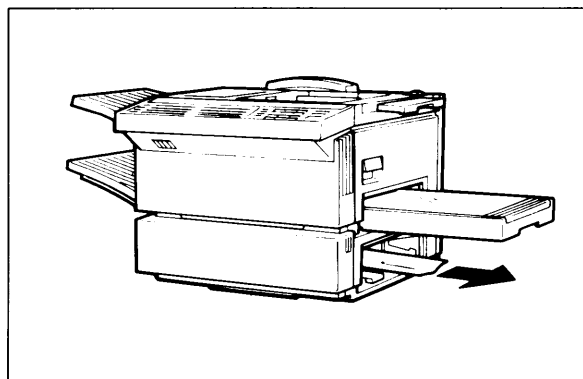
D. Lower Cassette Entrance

1. Remove the lower cassette.

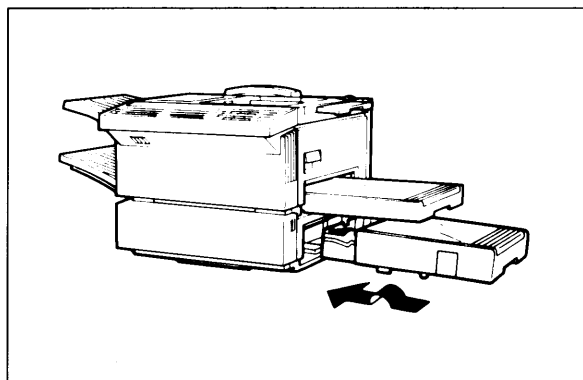
Note : The lower cassette and optional paper feed unit shown here is the optional paper feed unit described on page 74.



2. Gently pull out the misfed paper. Do not leave any places inside.

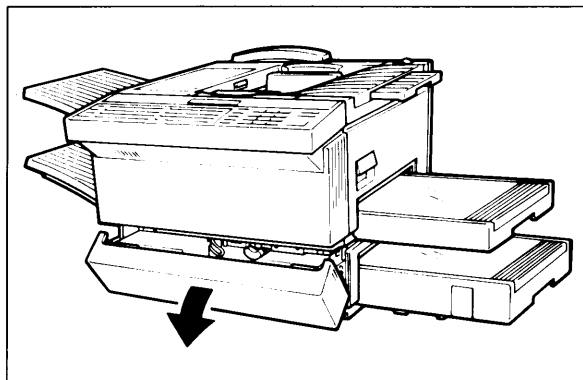


3. Replace the cassette.



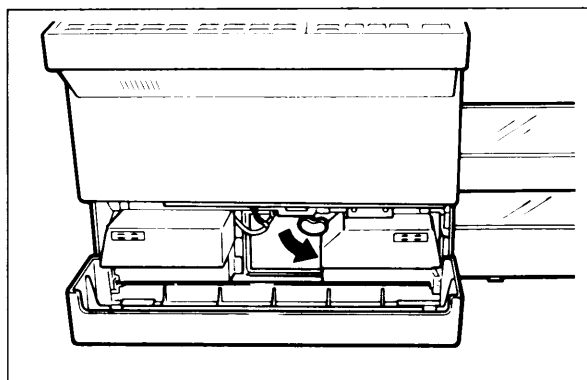
E. Lower Cassette Guide Plate

1. Open the front cover.

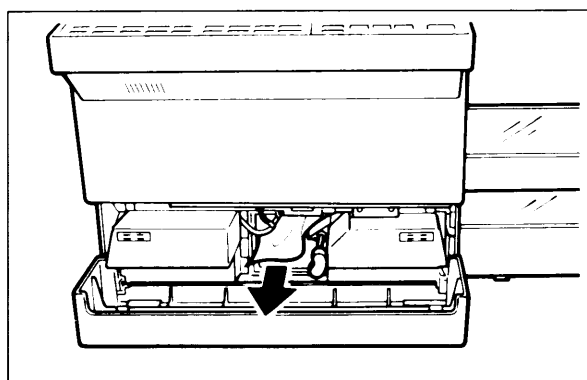


7 SOLVING PROBLEMS

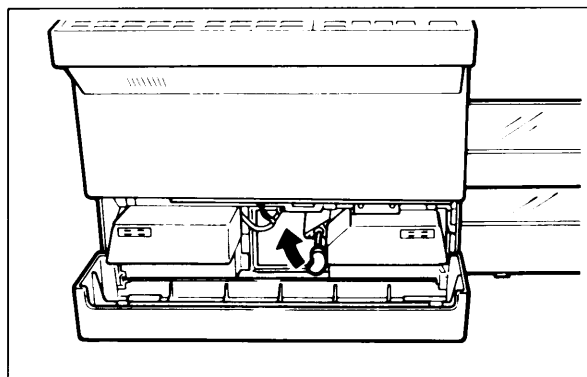
2. Pull down the blue lever to open the guide plate.



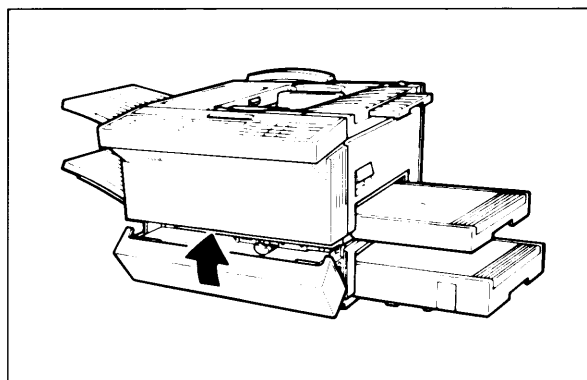
3. Gently pull out the misfed paper. Do not leave any fragments inside.



4. Close the guide plate until it locks.



5. Close the front cover.



7 SOLVING PROBLEMS

3. LINE PROBLEM

If the Line Fail indicator is blinking there was a line problem.

A poor line caused the communication to fail. Wait for the Communicating indicator to go out. Then press **Stop**. Check your copy tray for an Error Report.

4. OPERATING DIFFICULTIES

STANDBY MODE

| | | |
|--------------|------|---------|
| READY | 100% | 02:30PM |
| SET DOCUMENT | | |

The above 'READY' message is not shown on the display panel.

- Switch the power on. If the Power indicator does not light, check that the power cord is plugged in.

TRANSMISSION

The machine cannot dial out.

- Change the telephone line type setting (see page 19).

The machine cannot dial out from behind a PBX.

- The number must contain the access code and a pause (see page 81). Try adding more pauses.

Transmission cannot take place; Clear Original indicator blinks.

- The document is jammed in the feeder. Remove the jammed document (see page 112) and repeat the transmission procedure.
- The document may be longer than the maximum limit (see Recommended Types of Document).

Transmission cannot take place; Line Fail indicator blinks.

- 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. Try to retransmit.

The document is not pulled into the ADF.

- Insert the document into the feeder until it stops. Retransmit.

RECEPTION

The telephone keeps ringing and no fax is printed.

- You are in Manual Receive mode. Change to Automatic Receive mode (see page 42).
- Power is switched off.

RECEPTION/COPYING

No printout; Add Paper indicator is lit.

- The cassettes are empty. Add paper (see page 96).

No printout; Clear Copy indicator is lit.

- The printer has jammed. Clear the jam (see page 113).

POLLING

Dialing took place, but polling could not.

- ID Codes do not match. Contact the person at the other end.

POOR COPY QUALITY

Stripes on copy.

- Clean the exposure glass (see page 107).

TELEPHONING

You can't receive phone calls; the unit only rings once then goes into receive mode.

- You are in Automatic Receive mode. Change to Manual Receive mode (see page 42).

7 SOLVING PROBLEMS

5. ERROR CODES

Fax machines use a telephone line. The same types of problems you experience while making phone calls (e.g., noisy lines, crosstalk, disconnection during conversation, low signals) also occur with faxing. Telephone callers can deal with these problems themselves (e.g., 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 your service representative.

| Code | Possible Cause |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0-00 | Incompatible remote terminal |
| 0-01 | Remote terminal printer empty or jammed |
| 0-03 | Same as for code 0-00 |
| 0-04 | Faulty remote terminal Poor line condition |
| 0-05 | Poor line condition |
| 0-06 | Incompatible or faulty remote terminal Poor line condition |
| 0-07 | The facsimile machine that you were sending to (remote machine) 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 remote machine 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 | Remote terminal does not have the confidential or transfer function. Remote terminal memory 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. |
| 0-50 | Incompatible remote terminal Poor line condition |
| 0-51 | Same as for code 0-06. |
| 0-52 | Poor line condition |
| 0-53 | The other end does not have confidential or transfer functions. |
| 0-55 | Same as for code 0-04. |

7 SOLVING PROBLEMS

| Code | Possible Cause |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 0-56 0-61 0-62 0-64 0-65 0-66 0-67 0-68 | Same as for code 0-06. |
| 1-00 | Document jam Improperly inserted document |
| 1-01 | Document length exceeded maximum limit Same as for code 1-00 |
| 1-10 | Scanner feedout path blocked Document in feeder when machine was switched on |
| 1-17 | Document jam in feed-out area |
| 1-30 | Paper ran out during printing |
| 1-33 | No paper |
| 1-71 | Cover was opened during printing |
| 2-xx | Possible fault in your machine |
| 5-21 | Insufficient memory to receive the message. When the pages in memory have been printed, ask the other party to resend. |
| 6-xx | Poor line condition |
| 9-01 | Cleaning unit needs replacing (code 9-19 : cleaning unit almost full). |
| 9-02 | Fault within your terminal |
| 9-06 | Time to replace the master unit |
| 9-07 | Copy jam in the cassette entrance |
| 9-08 | Copy jam below the upper unit |
| 9-09 | Copy jam in the feed-out area |
| 9-10 | Toner cartridge empty |
| 9-12 | Cover open |
| 9-17 9-20 9-22 9-23 9-24 9-25 9-26 9-60 9-61 | Fault within your terminal |

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.

8 REFERENCE MATERIAL

1. SPECIFICATIONS

| | |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dimensions: | 18.3 × 23.2 × 10.7 (W × D × H) Excluding trays and handset |
| Weight: | 65.2 lbs; excluding trays and handset |
| Power Supply: | 115 ± 20 Vac; 60 ± 1 Hz; single phase |
| Average Power: | Standby : 40 W Transmission : 95 W Reception : 370 W Copying : 450 W (Excluding optional kits) |
| Maximum Power: | Copying : 900W |
| Acceptable Document Dimensions: | Width : 5.8" to 11.7" Length : 4.1" to 47" (328' max limit is available) Thickness : 2 to 8 mils |
| ADF Capacity: | 50 sheets (using 20 lb paper) |
| Memory Capacity: | Without memory options or hard disk : 73 average letter-size pages at standard resolution With memory options : 146 pages (1 Mbyte option), or 219 pages (2 Mbyte option) With hard disk : 1,200 pages. |
| Resolution: | Standard : 98 × 203 dpi Detail : 196 × 203 dpi Fine : 392 × 203 dpi |
| Transmission Speed: | 6 sec at 14,400 bps, standard resolution, for a CCITT #1 test document (Slerexe letter). |
| Compatibility: | G3, G2, and G1 |
| Paper Size: | B4 (10.1" × 14.3"), Letter, Legal |
| Maximum Printout Width: | 9.8" |
| Options: | Memory 73 pages (1 MB) Memory 146 pages (2 MB) Memory 1,200 pages (20 MB hard disk) RS-232C board Paper Feed Unit |

2. GLOSSARY

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

ADF (Automatic Document Feeder):

A device which feeds the pages of a multipage document one at a time, in the order that you arranged the pages in the stack.

Batch Numbering (Page Count):

This is a way of numbering pages that allows you to check whether you received all pages, and if not, which ones are missing. For example, if you receive two pages with p1/3 printed on one and p2/3 on the other, you have just received a three-page document but page 3 didn't make it.

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 200,000 of them), and then sends them out at a top speed of 14,400 bps.

Broadcasting:

In G3 fax communication terminology, broadcasting is the transmission of a document to more than one address in sequence, not simultaneously.

CCITT

Consultative Committee for International Telephone and Telegraph. This committee sets international standards for communication.

Communication:

Transmission or reception.

Contrast:

The difference in intensity of darkness between the text and the background.

Copy:

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

Country Code:

In international dialing, this is the code that directs the call to the country where the terminal that you wish to send to is located.

CSI:

Called Subscriber Identification. See page 20.

Dial Pulses:

These are dialing signals that your terminal sends out if it uses pulse dialing (see page 19).

Document:

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

8 REFERENCE MATERIAL

DPI (Dots Per Inch):

This is the unit of resolution. The scanner scans your document according to the selected resolution. An 8-1/2" × 10" page is broken down into about 1,728,000 dots if standard resolution is used. (Digital compression techniques for G3 convert these into about 200,000 bits.)

EFC:

This is a digital data compression technique developed by Ricoh. It shortens the time for sending a page.

External Telephone:

This is the telephone that is connected to the jack marked "TEL 1 or TEL 2".

Factory Setting:

The factory setting of a function is the state into which it was programmed at the factory; this will also be the state of that function in a new machine.

File:

See Memory File, Polling File.

Group 1, Group 2, Group 3:

These are three of the internationally-agreed signalling and data transfer methods used for facsimile communication (approved by CCITT). They are also known as G1, G2 and G3. Group 1 terminals are also known as North American six-minute terminals.

Halftone:

This is a method for more accurate black-and-white reproduction of photographs or documents containing different types of shading.

International Dialing Code:

This is the code that must be dialed at the beginning of the number if the destination is outside your country.

Memory File:

This is a document stored in the SAF memory (see the next page) and the instructions (destinations, time of transmission) for sending that document.

Modem:

Acronym for modulator/demodulator. A device that transforms a typical two level signal into a form suitable for transmission over the telephone network.

Example: Facsimile signals converted into telephone signals and then back into facsimile signals to complete transmission or reception.

Original:

Same as "Document" (see page 123).

Page Retransmission:

If the terminal you are sending to indicates that it did not properly receive the page you just sent, your terminal will resend that page from memory. This only works if you used Memory Mode and if you are not using ECM. (ECM is a more effective data retransmission method.)

Polling File:

This is a set of instructions (destinations to be polled, time of polling) for polling reception.

Pulse Dialing:

This method of dialing uses a string of pulses to represent each dialed digit.

Reception:

The act of receiving a document.

Reduction:

If your document is wider than the paper available in the other terminal, your terminal will automatically reduce it so that it will fit.

Remote Terminal:

The facsimile terminal that you are sending to or receiving from.

RTI:

Remote Terminal Identification. See page 20.

SAF:

Store and forward.

SAF File:

Same as "Memory File"; see the previous page.

SAF Memory:

This is the memory used for storing documents.

Sending:

Same as "Transmission", see below.

Standby Mode:

The terminal is said to be in standby mode when it is idle.

Terminal:

A facsimile terminal, such as your machine.

Time Designation:

This is programming an operation to take place at a later time (e.g., Send Later, Poll Later).

Tone Dialing:

This method of dialing uses a tone to represent each dialed digit.

Transmission:

The act of sending a document.

TTI:

Transmit Terminal Identification. See page 20.

9 OTHERS

1. 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 or repairs on the unit. It must be returned to the factory or an authorized service agency for all 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 service in some situations. Existing telecommunications company requirements do not permit their equipment to be connected to customer-provided jacks except where specified by individual telecommunications company tariffs.

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

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

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

The standard connecting arrangement code for this equipment is:

CA11A or CA45A

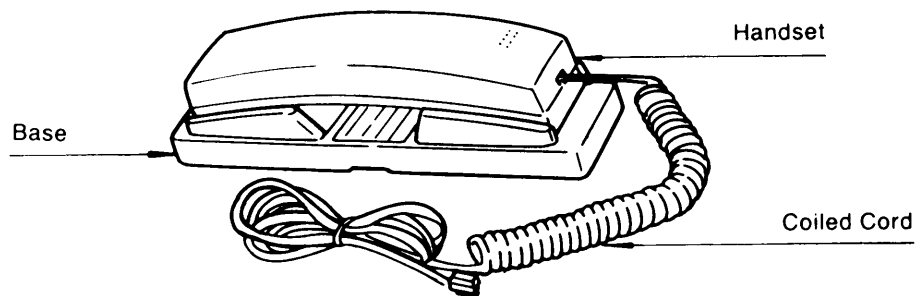
The Load number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of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

9 OTHERS

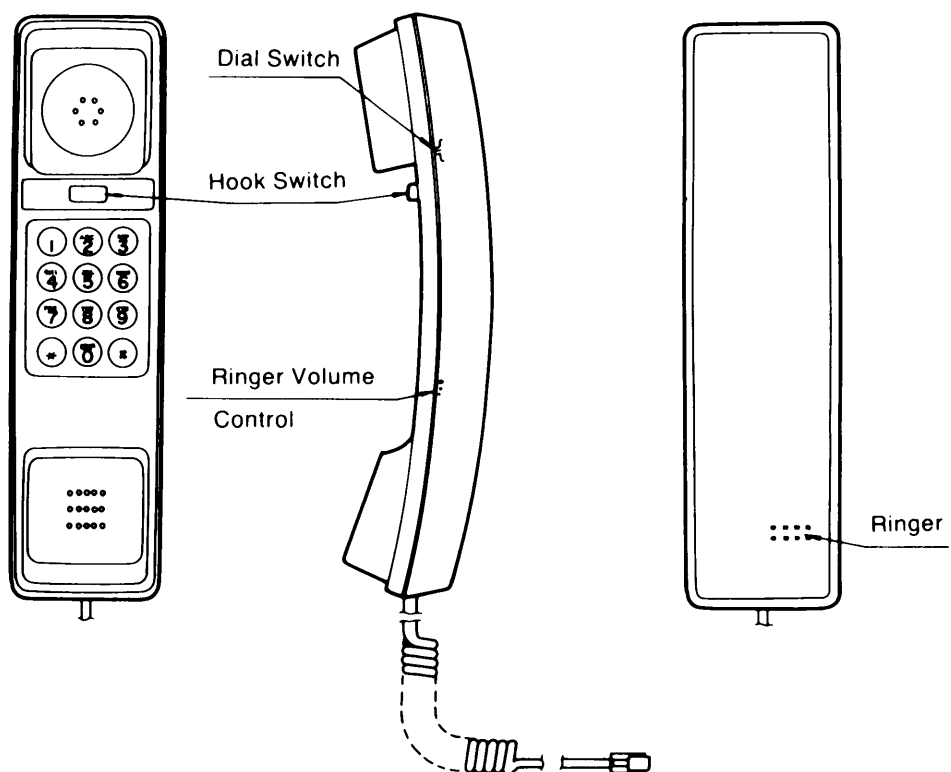
2. HANDSET USER'S MANUAL

INTRODUCTION

This one-piece telephone consists of a handset and a base. All telephone features are included in the handset.



COMPONENTS



INSTALLATION

STEP 1

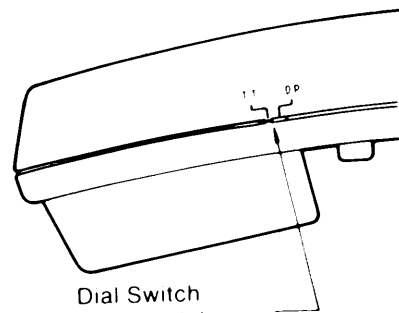
CONNECT THE TELEPHONE TO THE MACHINE

Connect the coiled cord into the jack on the machine marked TEL (either TEL 1 or TEL 2).

STEP 2

CHOOSE YOUR DIALING METHOD

The dial switch on the side of the phone can be set for tone (TT) or dial pulse (DP) telephone service. Make sure you choose the correct dialing method — tone dialing will not work if you have a dial pulse (rotary) service. This switch is usually set only once when you first install the telephone. If you change the dialing method, you must hang up after resetting the switch.



STEP 3

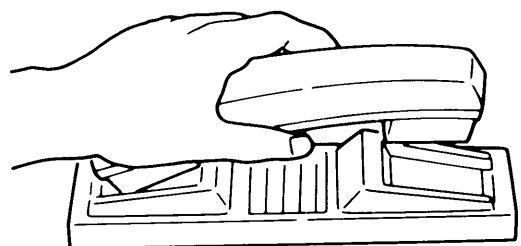
CHECK FOR DIAL TONE

Lift the handset and listen for a dial tone. If you can not hear a dial tone, check the connection, modular jack, and plug.

OPERATION

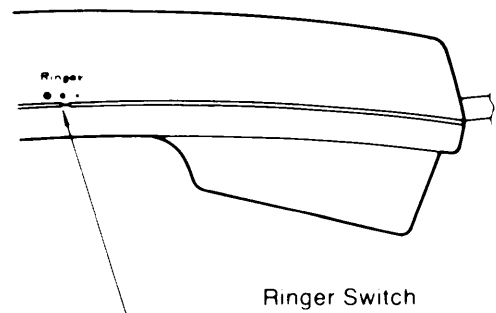
ANSWERING CALLS AND HANGING UP

To get a dial tone or to answer an incoming call, lift the handset from the base. To hang up, either replace the handset in the base or simply press the Hook Switch.



RINGER VOLUME CONTROL

The ringer volume control switch allows ringing at High, Middle, or Low volume.



9 OTHERS

MAINTENANCE AND SAFETY INFORMATION

Although your telephone is designed to be maintenance free, it contains sensitive electronic parts. Treat it with care to assure best performance.

AVOID ROUGH TREATMENT

Avoid dropping the handset, and replace it gently on the telephone base after use. The original packaging should be used for protection if you must ship the phone.

CLEANING

The hard plastic casing of your telephone has a durable finish that should retain its original luster for many years. Clean exposed parts with a soft, slightly damp cloth. To remove stains, use a mild soap. Never use detergents, excess water, treated cloths, harsh cleaning agents, or sprays.

CAUTION:

This product can be hazardous if immersed in water. To avoid the possibility of electrical shock, do not use it while in the bathtub or shower, or when you are wet. If you accidentally drop it into water, do not retrieve it until you have first unplugged the line cord from the modular wall jack. Do not plug the telephone back in until it has dried thoroughly.

WARNING:

Avoid using the telephone during electrical storms in your immediate area. Urgent calls should be brief. Even though your telephone company may be using protective measures to limit electrical surges from entering your home, absolute protection from lightning is impossible.

If you suspect a gas leak, report it immediately, but use a telephone away from the area in question. The telephone's electrical contacts could create a tiny spark. While unlikely, it is possible that this spark could ignite heavy concentrations of gas.

Call Service Center

USA : 800-FAST FIX
CANADA : 613-727-0890

9 OTHERS

NOTICE TO USERS

U.S.A

FCC REQUIRMENTS

- (1) This telephone complies with Part 68 of the FCC rules. On the bottom of telephone's base is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, provide this information to your telephone company.
- (2) The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.
- (3) If your telephone causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice is not practical, you will be notified as soon as possible. You will be advised of your right to a complaint with the FCC.
- (4) Your telephone company may make changes in its facilities, equipment, operations or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so as to give you an opportunity to maintain uninterrupted telephone service.
- (5) If you experience trouble with this telephone, please contact RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair/warranty information. The telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.
- (6) This telephone may not be used on a coin service provided by the telephone company. Connection to party lines is subject to state tariffs.
- (7) This telephone has an hearing aid compatibility.

CANADA

NOTICE:

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 acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

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

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

CAUTION:

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

The **Load Number** (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the Load Numbers of all the devices does not exceed 100.

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