TF 531 / 551

Instruction manual

TOSHIBA

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N Exit document tray

1 **LCD menu display**
shows the current operating mode of your fax machine. Your control monitor for all entries.

2 **ONE-TOUCH DIALLING - KEYS 1-35**
Just press the relevant key: your fax machine will send documents to the receiver whose fax number you have stored on these keys. You can also store special functions and programmes here.

3 **DIAL KEYPAD**
This is used to dial and store telephone numbers and to enter commands when setting the machine.
The keys ◄⊙ ⊙► ⊙̂ ⊙̣
have an additional function. They help you to store characters e.g. from character lists.

4 **SET KEY**
This key is used to store selected characters.

5 **KEY** ⊛
This key connects you from extensions to the exchange line.

6 **ENTER KEY**
Press this key if you wish to confirm a selected menu item.

7 **MENU KEYS**
With these keys, you call up the menus on the LCD display
⊂▶▶⊃ starts the first menu display. Press again for the next menu display.
⊂◀◀⊃ calls up the previous menu.

8 **START KEY**
Initiates the sending and receiving functions.

9 **RESET KEY**
Terminates (incorrect) entries, deletes error messages from the LCD display and interrupts ongoing functions.

10 **MODE KEY**
Press this key if you wish to adjust resolution to suit an individual document.

11 **COPY/JOURNAL KEY**
This key has two functions:
COPY: you can check the quality of document reproduction in advance or simply take a normal photocopy.
JOURNAL: if no document is loaded, your fax machine prints the current transmission and reception journals.

12 **CONTRAST KEY**
When you press this key, your fax machine offers you options optimum contrast setting.

13 **REDIAL/PAUSE KEY**
This key also has two functions:
REDIAL: Initiates immediate redialling.
PAUSE: Important for fax operation on extensions and when storing telephone numbers for overseas connections.
Each time you press this key, you insert a pause of 3 seconds.

14 **AUTO KEY**
To switch over between automatic and manual receiving modes.

15 **ABB. DIAL KEY**
If you wish to send documents to partners whose fax numbers you have previously stored, first press ABB. DIAL and then enter the stored number.

16 **CALL KEY**
Press this key if you wish to ask the receiver to speak to you after fax transmission.

17 **PRINTER ALARM**
Lights up if there are problems with the printer.

18 **DRUM LIFE**
Lights up when the printer drum requires replacing.

Have fun with your new fax machine!

This instruction manual introduces you as briefly as possible to all the necessary functions of your new fax machine. For your convenience, let us first take a look at the contents.

You´re just 15 minutes away from your first fax message

Important...

When unpacking you fax machine, **please check** that all parts shown here are present and in perfect condition.
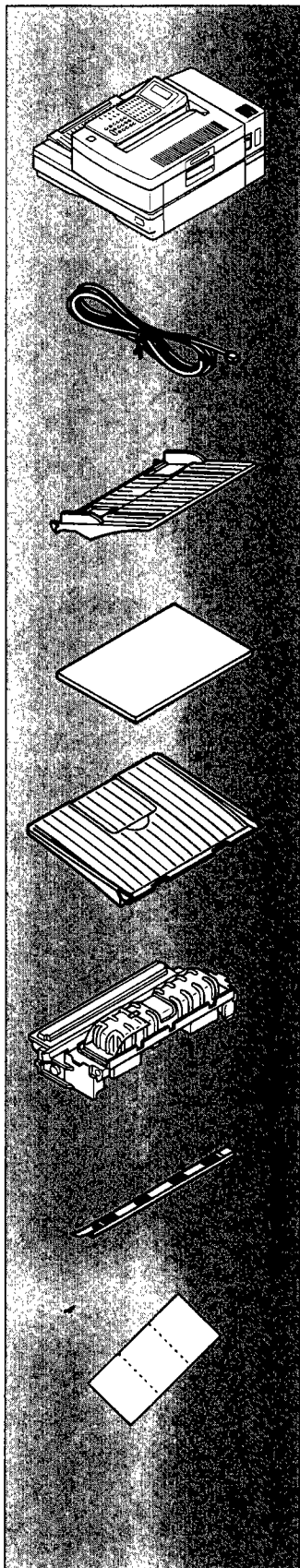
1 Fax machine

2 Telephone cable

3 Document tray

4 Instruction manual (this manual)

5 Exit document tray

6 Process unit

7 Fixer cleaner

8 Recording paper indicator

If anything is missing or damaged, please contact your dealer immediately.

Get ready...

The correct location for your fax machine is easily found:
- near a 240 V AC socket*,
- near a telephone connection, ideally with a single line reserved for your fax machine.

* No equipment with high power consumption (such as a photocopier) or equipment which generates electrical noise (such as a radio, computer, radio transmitting and receiving equipment) should be connected to this main supply.

Please protect your machine from:
- direct sunlight,
- dust,
- vibration,
- heat,
- humidity.

Get set...

Connecting to the mains.
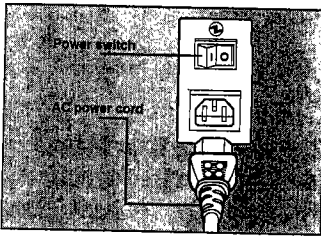
Connecting the AC power
You will find the mains connection and the ON/OFF switch on the back of the machine.
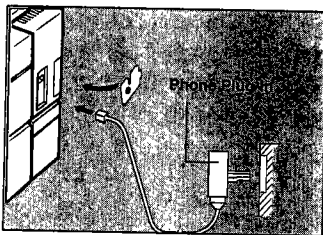
Telephone connection
Connect your fax machine to the telephone socket.
Don´t forget to screw the jack cover on again.
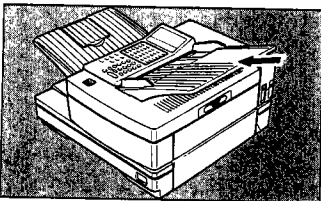
Install the document guides
The document guide is inserted in the slots on the right next to the control panel.
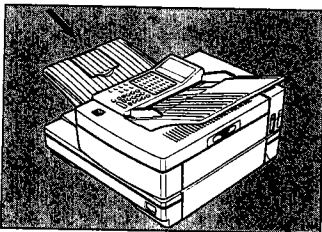
The exit document tray
fits in the slots on the left below the control panel.

▲
To avoid damage, never place any heavy objects on the document guides

How to insert the recording paper.
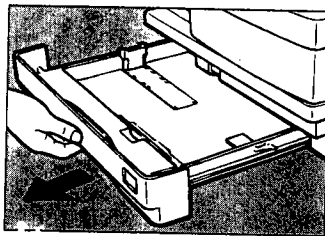
Remove the paper cassette
Your fax machine is still on.
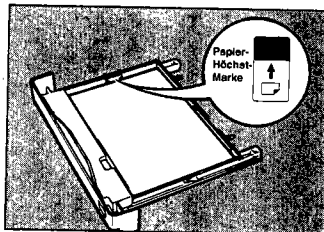
Insert a stack of A4 paper.
Prepare the recording paper by flexing and fanning out the stack to separate the sheets.
Place the paper so that it lies straight in the cassette and make sure that:

▲
the paper is never stacked above the limit mark.
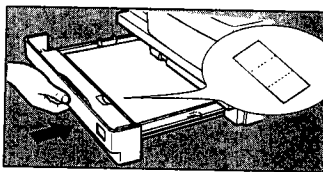
Insert the paper format indicator card here

Then: Slide the cassette into the slot until you hear it lock in place.

▲
Do not use damp, wrinkled or torn paper.

How to install the process unit:
In order to prevent transport damage, the high-quality process unit of your new fax machine is delivered in special packaging to provide additional protection. Please also follow the enclosed instructions. This is how to install the unit:
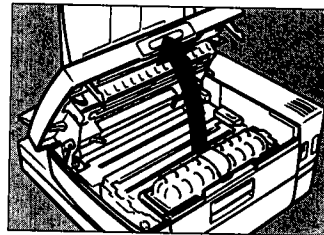
Open the top cover
by pressing the release button.
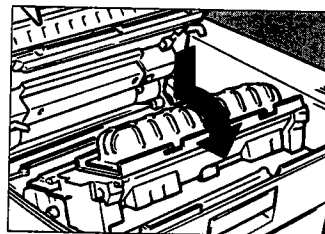
Install the process unit...
by inserting the pins into the lateral guides and then, by applying slight pressure, lower it into the correct position.
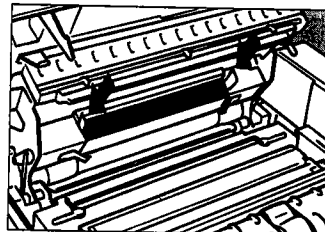
...and now: the ozone filter
As you see, it is inserted in its support underneath the cover. When inserting, hold the filter only by the ribbons in order to avoid clogging the filter mesh.

▲
A damaged drum will affect the copy quality. Therefore: Never touch the drum surface or expose the drum to sunlight for more than three minutes.

To make a good impression: the toner pack

When installing the machine for the first time and later when the message TONER LOW or TONER EMPTY is displayed, you must replace the toner pack in your fax machine. At the same time also replace the fixer cleaner.
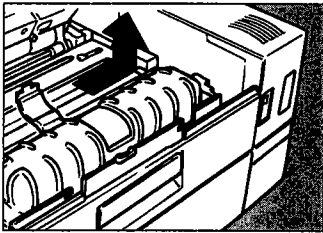
When replacing toner:
Release the green stopper and pull the pack out of its support in the direction of the arrow, as shown.
When installing for the first time:
Unpack the toner pack supplied.

Do not touch any sensitive parts of the printer system.
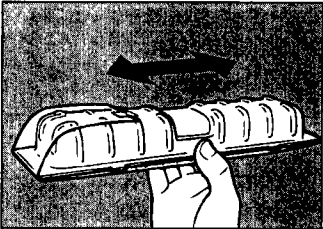
First shake the new toner pack,
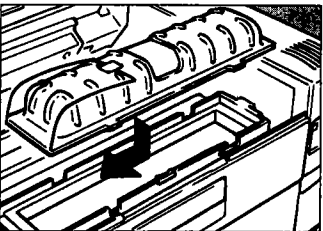
insert in the direction of the arrow and slide forward.
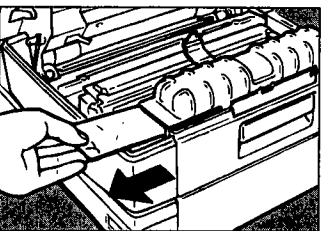
Now remove the seal.
When holding the protective foil, be sure to avoid contact with any toner residue.
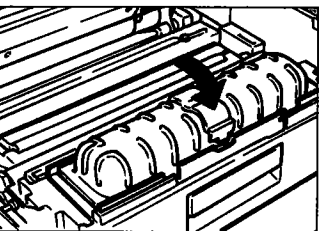
The toner pack latch locks into place with a click.
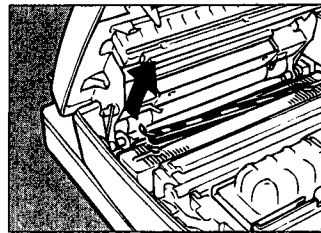
Replacing the fixer cleaner
(or installing for the first time):
If necessary, pull the used cleaner ribbon upwards; when inserting the new cleaner, be sure that the white felt side is facedown.

Do not touch any parts inside the machine other than those descri-bed. The fixer cover can be very hot - even after the machine has been switched off.
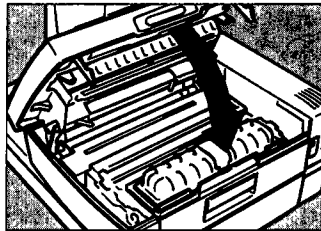
Now close the cover
until it locks firmly into place.

▲
Never throw the old pack into an open fire. Use packaging from exchanged parts to ensure proper disposal as inorganic waste.

CAUTION:
In case you come into contact with toner:

• Wash hands in cold water and clean thoroughly with soap.
• Wash eyes with plenty of water.
• If you have inhaled toner, breathe deeply in the open air.
• If toner gets in your mouth, wash it out with plenty of water.
• In an emergency, call a doctor.

...Go!

Good news: You´re ready to send your first fax

It´s easy from the word GO! For your first transmission, take an A4 sheet with legible print. Please turn to page 22 for information on the correct setting for your more exacting documents such as illustrations. Let´s get going.
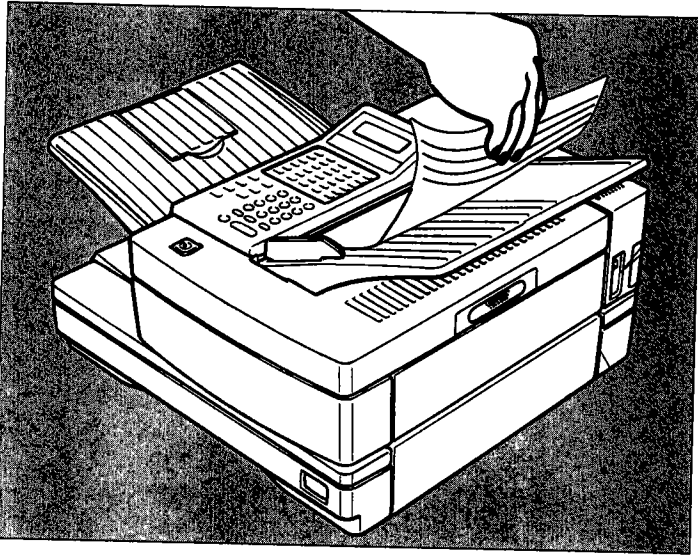
1. Load the document *
Place the sheet,
writing facedown
on the document feeder:
Adjust the document guides to the edges of the sheet.
After approx. 2 seconds, the machine will automatically draw the document in about 2 cm.

2. Dialling **
Pick up your handset and dial the receiver´s fax number.**
When the receiving machine answers with a tone, you just have to....
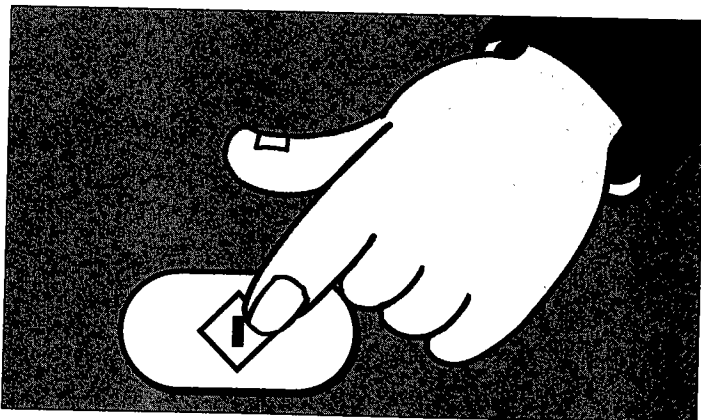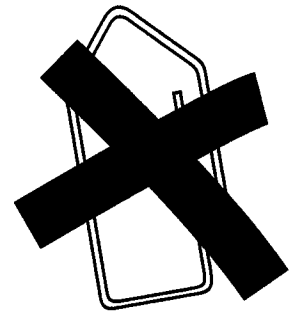
3. ...press START
First, the machines exchange information with each other. After a few seconds, your document will be transmitted. A tone tells you that transmission has ended.

* Make sure you remove any paper-clips, staples or similar objects otherwise you may damage your fax machine.
** Turn to page 18 for a description of easier methods of dialling.

What have you done?

Can your fax machine talk?

When preparing, dialling and sending your first fax message, you probably noticed that the message on the LCD display changed with almost every step.

Not quite! but your fax machine gives suggestions, asks questions and requests you to input data. Before you put this into practice, familiarize yourself with the few rules of menu selection.

```
     31.01.9310:00
                    AUTO RX
RESIDUAL MEMORY      100%
```

```
     31.01.9310:00
                    AUTO RX
RESIDUAL MEMORY      100%
```

```
     31.01.9310:00
                    AUTO RX
RESIDUAL MEMORY      100%
```

The starting point and final point
for all programme settings and modifications is the standby mode.
The LCD display shows
• date and time,
• the receiving mode selected, here: AUTOmatic receiving mode, and
• information on memory capacity.

The LCD display
in the upper part of the control panel is your control monitor for all operations performed by your fax machine.

After transmission,
a short tone is heard, reporting successful transmission of your fax message.
You now see the first message again on the LCD display:
Your fax machine is in standby mode.
It automatically accepts incoming fax messages.

```
STD              NORMAL
                 AUTO RX
RESIDUAL MEMORY     100%
```
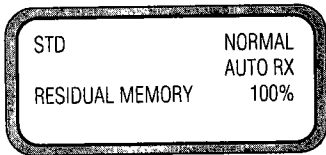
For example,
this display appeared when you had loaded the document and your fax machine had drawn it in a couple of centimetres.

MENU
⟩⟩

The MENU-key
calls up the menu: first you see

```
1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS              ->
```
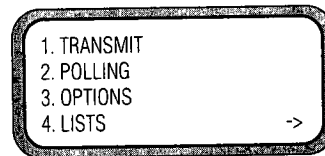
The main menu
It shows your fax machine's standard functions in the form of 9 keywords.
The arrow on the right asks you to press MENU again if you wish to run through the rest of the list...

After you pressed START,
your fax machine displayed the next step of the programme:

MENU
⟩⟩

Press MENU again
and you key yourself over to the next page of the menu.

```
5. TEL NUMBER ENTRY
6. INSTALLATIONS
7. PRT. INSTALLATION
8. MENU LIST          ->
```
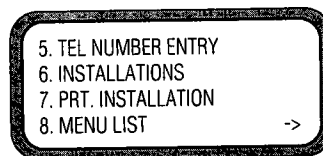
The choice is yours
If you wish to call up one of the menu items offered, an easy enter function is available:

```
ON LINE
```

▲
① ② ③
◄④ ⑤ ⑥►
⑦ ⑧ ⑨
▼   SET
＊ ⓪ ＃
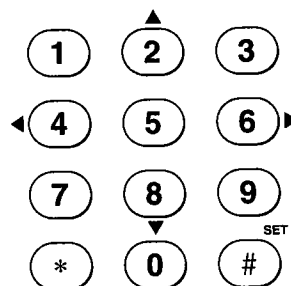
The dial keypad
Just press the number at the beginning of the menu line of your choice on your keypad.
Always confirm your entry with ⟵
unless you have made an error.If so, there is a simple way of making a correction:

The display ON LINE
informed you that the process of transmission was at that moment under way.
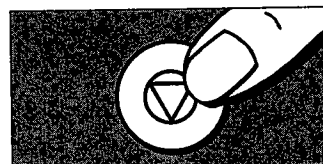
RESET
returns you to your starting point, the STANDBY MODE.

This is a matter of principle: a menu for each function.

Successful handling of your fax machine´s selection menus is best explained in practice. For example, in setting the language. This is how it works. Select your language

MENU

2x ⟩⟩

2x Select menu 2
Press MENU twice.

```
5. TEL NUMBER ENTRY
6. INSTALLATIONS
7. PRT. INSTALLATION
8. MENU LIST          ->
```

Call up INSTALLATION
Most standard settings are taken from this option.
Press ⑥

```
1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI                ->
```

Select LANGUAGE ①
the complete range of languages is displayed.

```
1. ENGLISH
2. ITALIANO
3. DEUTSCH
4. ESPAÑOL            ->
```

3 Menus full of languages

MENU

⟨⟨   ⟩⟩

With these keys, you can call up the next or preceding screen.

```
5. FRANÇAIS
6. DUTCH
7. SVENSKA
8. SUOMI              ->
```

```
91. NORSK
92. PORTUGUES
```

Have you made your selection?
Press ① , from now on all menus are displayed in English. There is just one thing you must do after each selection:

ENTER

←┘

Confirm entry by pressing ENTER.

```
31.09.93 10:00
              AUTO RX
RESIDUAL MEMORY    100%
```

Now back to the standard menu
After successfully completing programming, you return to the standby mode by pressing ENTER once more.
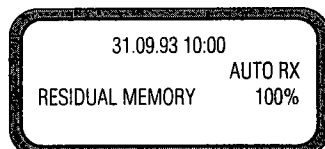
Did you enter the wrong selection?
With RESET you return to the standby mode.

```
31.09.93 10:00
              AUTO RX
RESIDUAL MEMORY   100%
```
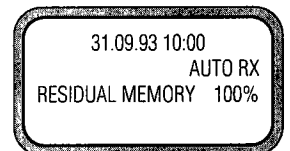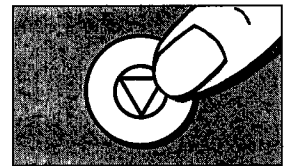
In the same way: set date and time

Now that all menus are displayed in the language of your choice, the method of menu selection must be applied again. This time fewer explanations will do.

MENU

2x ⏩

Call up 2nd main menu

```
5. TEL NUMBER ENTRY
6. INSTALLATIONS
7. PRT. INSTALLATION
8. MENU LIST            ->
```

6

Select INSTALLATION

```
1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI
```

2

Call up DATE / TIME

```
SET DATE & TIME
>: WEEK
DD-HH-YY - HH:HH
██-██ -██ - ██:██
```
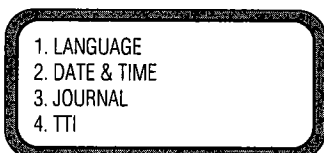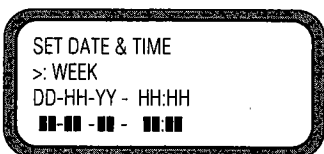
Press number keys
For example, if you wish to enter:
Sunday, 31st January 1993,
10.00 a.m.,
press the numbers on the dial
keypad
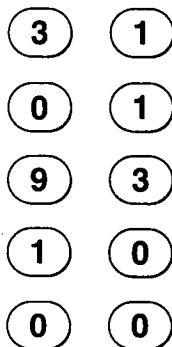
3 **1**   31 for the day

0 **1**   01 for the month

9 **3**   93 for the year

1 **0**   10 for the time of day (24-hour
format)

0 **0**   00 for the minutes

>   to select the week day

ENTER

←

**Confirm complete entry by
pressing ENTER.**

You return to the standby mode
by pressing ENTER once more.
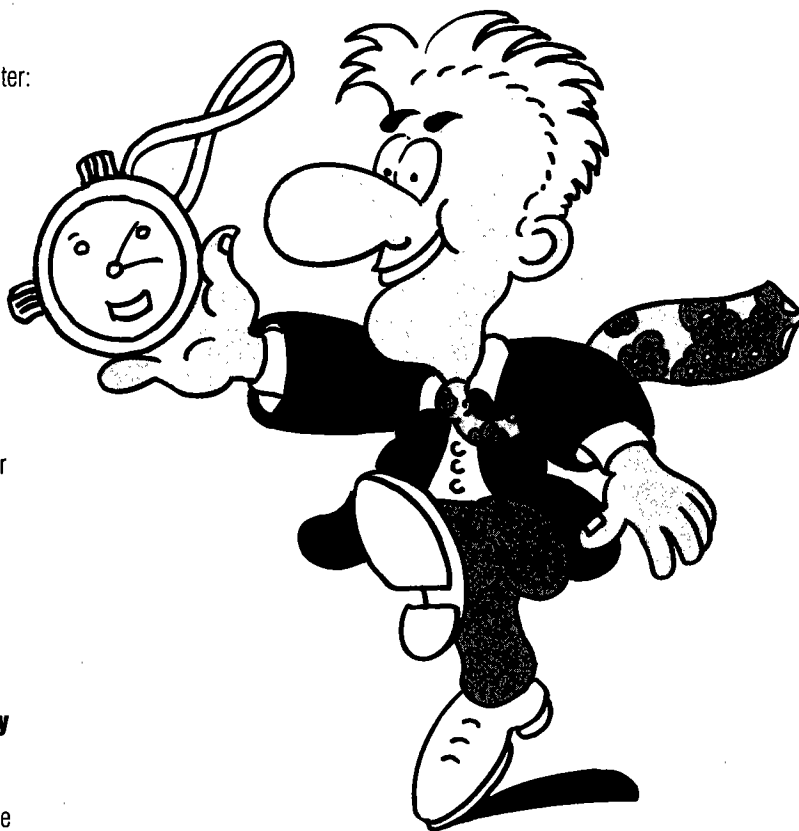
Your name at the top

Send your fax messages with your terminal ID. This comprises your fax number (compulsory in Germany!) and your (company) name. There is room for 20 digits and/or characters each.

This is how to set your terminal ID...

MENU
2x ⏩

```
5. TEL NUMBER ENTRY
6. INSTALLATIONS
7. PRT. INSTALLATION
8. MENU LIST          ->
```

(6)

MENU
2x ⏩

Now: press (9) (1)

```
SET TERMINAL

ID NAME –(MAX20)
```

After 2 seconds:

```
ABCDEFGHIJKLMNOPQRST
UVWXYZ "#&'()*. / :'=
0123456789ÅÄÆÖÜÑΦÉÇ
▪
```

(2) ▲
◀(4)   (6)▶
(8)▶
▼
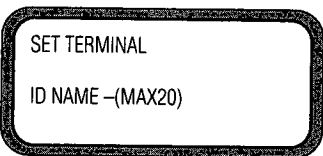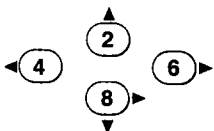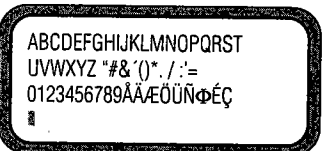
The character selection menu is displayed.
It offers you a selection of characters, digits and special characters. You can enter your name now using the dial keypad (up to 20 characters). This is where your text is displayed.

The cursor keys
Each time you press one of these keys on the dial keypad, you move an underscore, one of the two cursors, by one position through the character list in the direction of the arrow.

SET
(#)

With SET
you confirm the charakter selected if it appears in the last line on the LCD display.

ENTER
(↵)

Is your name complete?
Then confirm by pressing ENTER. Or have you entered the wrong characters?

Your name at the top

... and now your fax number.

```
INTERNATIONAL CODE?
1. ADD+
2. NOT NEEDED
```
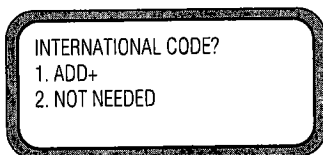
The question of the international code
Press ① for yes, so your telephone number is internationally comprehensible.

```
SET TERMINAL ID
NAME - TOSHIBA
TEL NUMBER-(MAX20)
+ #
```
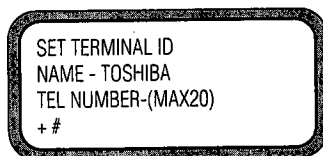
Now enter:
the country code,
your area code without the 0,
your fax number.

ENTER
(←┘)

Is the number correct?
If so, confirm by pressing ENTER.
You will see another menu:

You can determine the position

You now enter where your terminal ID will be printed when it arrives at the receiver – inside or just above each text or illustration you send.

MENU
2x (≫)

```
5. TEL NUMBER ENTRY
6. INSTALLATIONS
7. PRT. INSTALLATION
8. MENU LIST          ->
```

In the 2nd main menu
With ⑥ you select INSTALLATION and in the next menu, ④.

```
SET TTI
1. INSIDE
2. OUTSIDE
3. OFF
```
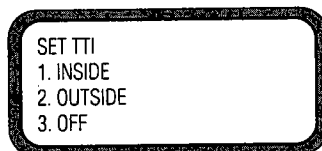
Select the position
inside or outside the illustration sent, with ① or ②.

ENTER
2x (←┘)

Now: **press** ENTER 2x,
once to confirm entry and once again to return you to the standby mode.

This is how to correct characters, digits and special characters

```
ABCDEFGHIJKLMNOPQRST
UVWXYZ "#&'()*. / :'=
0123456789ÅÄÆÖÜÑΦÉÇ
T
```
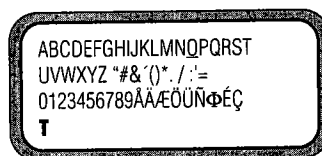
For example, select "T"
The cursor is now under "O".
5 x ⑥► brings you to "T".
Confirm your selection by pressing SET: "T" appears in the last line.

```
ABCDEFGHIJKLMNOPQRST
UVWXYZ "#&'()*. / :'=
0123456789ÅÄÆÖÜÑΦÉÇ
TOSHIDA ▮
```
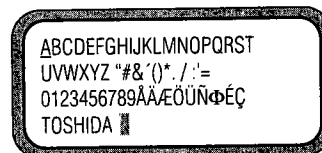
Now correct an error
The last but one character is incorrect.

(◄◄)   (◄◄)

Press the menu key
on the left 2x.
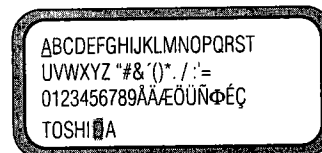
The cursor is blinking under "D" in the last line.

```
ABCDEFGHIJKLMNOPQRST
UVWXYZ "#&'()*. / :'=
0123456789ÅÄÆÖÜÑΦÉÇ
TOSHI▮A
```

(⑥)►

By pressing direction key 6 once, the underscore cursor is moved from
"A" to "B".

```
ABCDEFGHIJKLMNOPQRST
UVWXYZ "#&'()*. / :'=
0123456789ÅÄÆÖÜÑΦÉÇ
TOSHI▮A
```
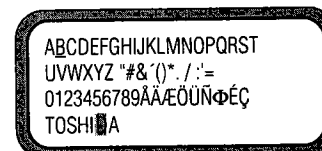
SET
(#)

Press SET to confirm entry "B".

```
ABCDEFGHIJKLMNOPQRST
UVWXYZ "#&'()*. / :'=
0123456789ÅÄÆÖÜÑΦÉÇ
TOSHIB▮
```
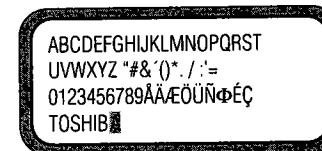
The cursor is now blinking again under the last character: "A".

ENTER
(←┘)

Confirm the complete line with ENTER.

Switch to receiving mode

Your fax machine offers you two possibilities for receiving incoming calls.
If you see the following on the LCD display, your machine is set on automatic receiving mode for fax messages.

```
31.09.93 10:00
                    AUTO RX
RESIDUAL   MEMORY      100%
```
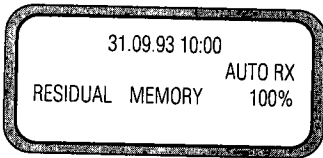
Display: automatic receiving mode
If you do not pick up the handset within a prescribed time, your fax machine will treat all incoming calls as fax messages. ·
Callers wishing to speak to you now will hear only the fax tone.

Display: manual receiving mode
When the telephone rings, you have to pick up the handset in order to take a call.

If you hear the tone from a fax machine, press START. The fax message will be accepted and printed out.

If a caller is on the other end of the line, you can speak to him. Press START only if your partner wishes to send you a fax message.
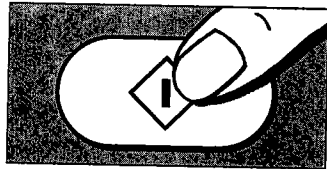
Select the receiving mode

AUTO

Press AUTO
The following menu gives you a choice:

```
1. AUTO RECEIVE
2. MANUAL RECEIVE
```

① or ② ?
If you choose AUTO RECEIVE, the next screen is displayed.

```
AUTO RECEIVE MODE

1. SHORT            3. 15 SEC
2. 10 SEC
```
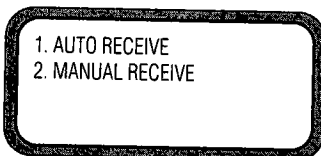
Determine the delay period
With ① ② or ③ you determine how long your telephone will ring before your fax machine accepts the call.
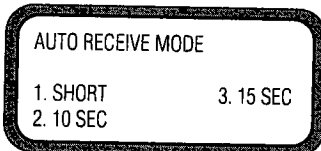
ENTER

Now you just have to confirm as usual by pressing ENTER.

```
CANCEL?
1. MEMORY
2. RECEIVE
3. DOCUMENT FEEDER
```

```
ARE YOUR SURE?

1. YES        2. NO
```

Do you wish to interrupt reception?
You can stop an ongoing reception at any time. To do so, press RESET.

What do you wish to do?

Press ②
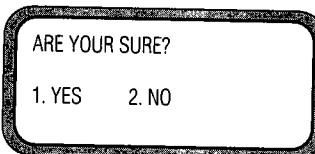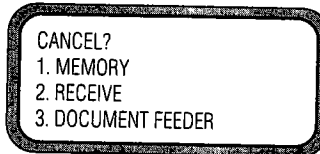
As a precaution, your fax machine queries this:
If you press ① for yes, your fax machine returns to the standby mode.
If you press ② for no, reception will continue.

To make inquiries: call request

CALL

During transmission, i.e. during sending and receiving, you can indicate to your partner that you wish to speak to him by pressing CALL.

```
31.09.93 10:00
                    AUTO RX
RESIDUAL MEMORY       100%
ON LINE             CALL REQ
```
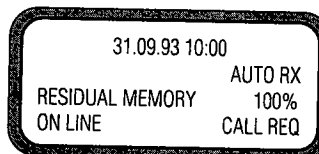
This message is displayed in the last menu line:

- When transmission ends, your partner's machine sounds a call signal for approx. 15 seconds.
- If the call request is taken, you will also hear a call signal. Pick up your handset now and speak.
- If the call request is not taken, your fax machine switches back to the standby mode after approx. 15 seconds.

Do you wish to cancel the call request?

CALL

Just press CALL again.

You can determine the printout format of your fax message. Please turn to page... for information on this.

Ignore the message "31" in the transmission journal. It always appears after call request is used - regardless of the transmission result.

Document type and quality

The following table shows you which documents your fax machine can handle.

		Single sheet	2 or more sheets
Document size	Max	280 mm (W) x 700 mm (L)	257mm (W) x 356 mm (L)
	Min	148 mm (W) x 100 mm (L)	
Effective scanning width		255 mm	
How many sheets can be loaded at one time?			up to 12 (B4) up to 20 (A4)
Thickness of paper		0,05 to 0,15 mm	0,06 to 0,12 mm
Quality of paper		uncoated on both sides	

- Documents longer than 356 mm must be loaded manually.
- If you load several sheets at one time, they should all be the same size and quality.

Problem documents...

It may not be possible to feed in such documents.This applies to
- torn, wrinkled or damp pages
- folded pages or pages with holes
- transparent paper or paper with a smooth, shiny finish
- textile or metal documents
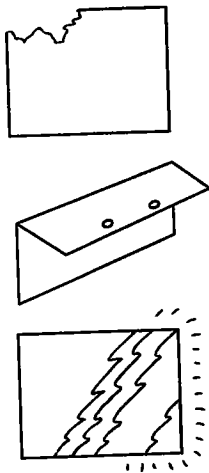
To avoid this problem you can
...photocopy the document or use a carrier sheet
Your TOSHIBA dealer can supply you with practical carrier sheets.

This is how to use a carrier sheet
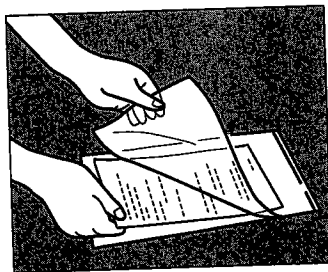
You place your document printed side faceup on the carrier sheet under the transparent cover. You can now use the carrier sheet like a normal document.
Except for one restriction: only one carrier sheet can be fed in at one time.

How to load documents correctly

- Most important: Only documents printed side facedown can be read. If you can still read your text, you will be sending empty pages or the backs of pages!
- Remove any paper-clips. staples etc. before sending the document. Now place your document on the document tray.
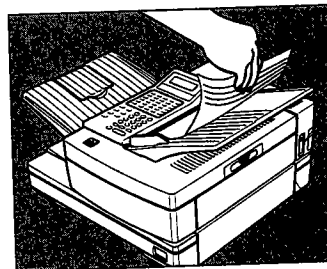
Automatic document feeder

Adjust the document guides to the edges of the sheets.
After approx. 2 seconds, your document will be pulled in automatically - by about 2 cm.

You can load a stack of up to 20 documents.
In this case, you must first flex the stack to separate the sheets.

The first message: Everything OK?

As soon as the fax machine has pulled the document in, a message appears on the first line of the LCD display:
STD   NORMAL.

STD	NORMAL
	AUTO RX
RESIDUAL MEMORY	100%
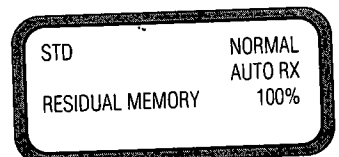
This gives you the current resolution and contrast settings.
If you wish to modify these pre-settings, please refer to page 22.

Please dial

There are a total of five different ways of dialling on your fax machine. First, the standard procedure: direct dialling. We assume the receiver´s fax machine is switched to automatic receiving mode.

Direct transmission
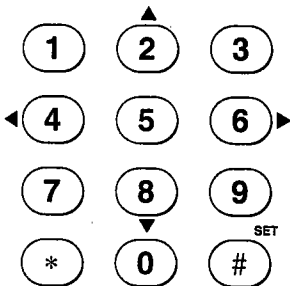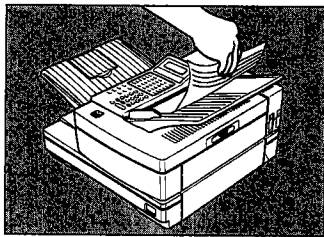
1. Dialling on the telephone
Dial on the telephone, as described on page 9 or:

2. You first dial
on the dial keypad and then load your document in the document feeder. Advantage: You can read the fax number on the document. or:

3. You first load the document
and then dial the receiver´s fax number.

... on the dial keypad
Here – in 2 and 3 above – you enter the receiver´s fax number.

```
 (1)  (2)  (3)
◄(4)  (5)  (6)►
 (7)  (8)  (9)
             SET
 (*)  (0)  (#)
```

```
FINE              NORMAL

TEL NUMBER– (MAX 38)
 0 1 2 3 4 5 6 7 ▮
```

On the LCD display,
the number dialled appears in the last line. You can correct the number with the keys
◄◄ and ►► .

Press START
For a few seconds, your machine and the receiver´s machine first exchange technical information. Transmission of your fax message then starts.

```
COMMUNICATION ERROR
```

TRANSMISSION ERROR?
If you hear a longer warning tone which lasts about four seconds after transmission and such a message is displayed, first delete with STOP.
Tips on how to eliminate errors are given on page 42.

Your fax machine now reports all operations on the display:

When the memory is activated,*
(the standard setting of the TF 551)

```
STD               NORMAL
FILE NBR–            F.1
RESIDUAL MEMORY     90%
```

```
STD               NORMAL
FILE NBR–            F.1
RESIDUAL MEMORY     80%
ON LINE        01234567
```

```
     31.01.93 10:00
              AUTO RX
RESIDUAL MEMORY     80%
ON LINE        01234567
```

```
     31.01.93 10.00
              AUTO RX
RESIDUAL MEMORY    100%
```

☞ * Explanations on the memory are given on page...

When the memory is deactivated,*
(the standard setting of the TF 531)

```
DIALLING

              01234567
```

```
DIALLING COMPLETED

              01234567
```

```
ON LINE

              01234567
```

Transmission OK?
If the document was successfully transmitted, you will hear a tone. Your fax machine automatically returns to the standby mode.

Is the number you dialled busy?
When the memory is activated, this information is displayed. Your fax machine will switch over to automatic redial.

```
WAITING TO REDIAL
```

By pressing REDIAL,
you can activiate redial immediately.

ABB. DIAL
```
[ ••• ]
```
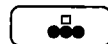
Do you wish to cancel a transmission?
You can cancel a transmission at any time. When you press STOP, the next menu is displayed.

```
CANCEL?
1. MEMORY
2. RECEIVE
3. DOCUMENT FEEDER
```

When you press ①, this could have an effect on several memory procedures. Information on this is given on page 28. When you press ③, the document will be fed out without being sent.

```
ARE YOURE SURE?

1. YES     2. NO
```

As a precaution, your fax machine queries this.
Press ① for yes and your fax returns to the standby mode.

Dialling for advanced users

Store the fax numbers of those partners with whom you frequently communicate.
Your fax machine has these numbers ready at any time.

Abbreviated dialling:
A great help!
You can store up to 150 numbers with names. Instead of dialling the number, you just have to enter your partner´s two-digit abbreviated number.

One-touch dialling:
Even more convenient!
Your fax machine reserves its own one-touch keys for the abbreviated numbers 1-35. To dial, just press the relevant keys.
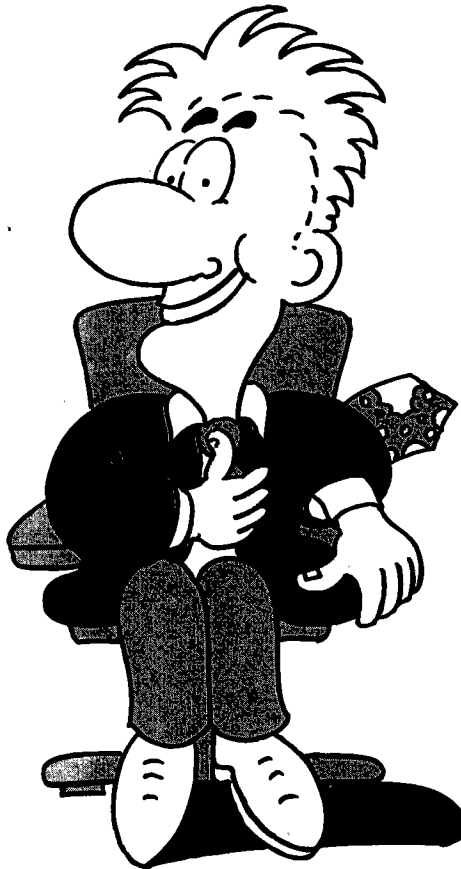
First: How to store numbers

MENU
2x ▶

5. TEL NUMBER ENTRY
6. INSTALLATION
7. PRT. INSTALLATION
8. MENU LIST →

ENTER AB. NUMBER
OR PRESS
[<] : TO CONTINUE
[↵] : TO COMPLETE

Call up main menu 2

Press ⑤ on the dial keypad for
ENTER TEL NUMBER
and in the next menu:
① for ABBREVIATED NUMBERS
The following menu is displayed:

Determine storage location
First enter a number between 1 and 150 on the dial keypad: the number you wish to allocate to your partner´s telephone number, e.g.: 1.

ABB. NUMBER –001

TEL NUMBER –(MAX 38)

ENTER
↵

ABB. NUMBER –001

2nd TEL NBR. –(MAX 18)

Now: Enter the telephone number Use the dial keypad again. Please turn to page 14 for information on this.
You will see the digit sequence displayed in the last line of the menu.

Is the telephone number complete?
If so, confirm with ENTER.

What about an alternative no.?
When the first number is busy your fax machine automatically dials the second telephone number if you enter it now.
On one condition: The first number must not exceed 18 digits.
You can skip the suggestion with ENTER.

And now: how to store the receiver´s name

```
ABB. NBR -001
TEL NBR -9876543210
ID NAME -(MAX 20)
```

When this menu is displayed,
you can choose whether you wish
to store the receiver´s name with
the telephone number. If you do
not wish to do so, you have 2
seconds to press ENTER otherwi-
se the following is displayed:

```
ABCDEFGHIJKLMNOPQRSTU-
VWYXYZ "/&´( ) * ·,/;-
0123456789ÅÄÆÖÜÑFÇ
```

Enter the name
following the method for using the
cursor functions of the dial key-
pad with which you are familiar
(see also page 13).

ENTER

Is the name correct?
Confirm with ENTER.

And now: select transmission rate

```
ABB. NBR -001
LINE SPEED?
1. 14400 BPS*
2. 4800 BPS
```

Quick transmission ...
helps save time and money.
But: If the line is bad, a slower
transmission rate helps avoid
errors. Press
①, 14400 BPS for TF 551 or
9600 BPS for TF 531 for inland
connections and
②, 4800 BPS for lines which
have been bad in the past.

ENTER

Confirm with ENTER

The next step: abbreviated dialling becomes one-touch dialling

```
ABB. NBR -001
PRESS ONE TOUCH KEY
TO ENTER OR
(-I):TO SKIP
```

**Your most important abbre-
viated numbers**
should be stored on one-touch
keys. When this menu is display-
ed for 2 secs, press a one-touch
key. For example, this one

```
03
```

```
ABB. NBR -001
LA
ONE TOUCH -03
```

**-001 becomes one-touch key
-03**
Or would you prefer not to store
the abbreviated number on one-
touch key 03?
If so, only then press ENTER.
After a further 2 seconds,
your fax machine will suggest you
assign other one-touch keys.
If you wish to do so, press
(<) TO CONTINUE and repeat pro-
cedure as before.

```
ENTER ABB. NUMBER
OR PRESS
[<] : TO CONTINUE
[↵] : TO COMPLETE
```

Mark your one-touch keys
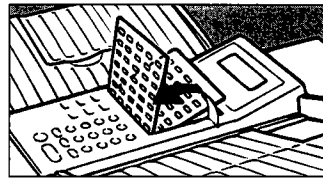
Note the names
of the partners to whom you have
allocated one-touch keys.
The best way is with a pencil on
the index under the cover of the
memory index card.

Telefax operation at extensions

If you are operating your fax machine at an extension, you will have to
enter the key * or # before the telephone number, no matter if you dial
using the dial keypad or store the telephone numbers. If necessary, you
can insert pauses using the PAUSE key. These appear on the menu as a
dash.
When operating your machine at a main station, settings may be necessary
– depending on the dialling procedure. The exact settings are explained on
page 47.

From time to time: you have to clear your memory

Fax numbers stored may in the course of time be modified.Other partners are added. It is easy to keep your fax machine up to date if you proceed as follows.

To modify telephone numbers ...

MENU
2x ▷

> ENTER ABB. NUMBER
> OR PRESS
> [<]:TO CONTINUE
> [-I]:TO COMPLETE

Call up main menu 2

Press on the dial keypad
⑤ for ENTER TEL NUMBER
and in the next menu:
① for ABBREVIATED NUMBER.
The following menu appears:

> 5. TEL NUMBER ENTRY
> 6. INSTALLATIONS
> 7. PRT. INSTALLATION
> 8. MENU LIST

Call up the storage location
you wish to reassign.
For example:
⓪ ⓪ ① ⟨⟩ .

> ALREADY ASSIGNED
> ABB. NBR –001
> TOSHIBA

This abbreviated number has already been assigned
After 2 seconds, your fax machine gives you the choice of three possibilities:

> ABB. NBR –001
> 1. CANCCEL
> 2. MODIFY
> 3. RETAIN

If you press ③ for RETAIN, ⟨⟩ brings you back to the standby mode.

However, if you press ① for CANCEL, your fax machine confirms this operation by reporting CANCELLED and returns after you press ⟨⟩ to the standby mode.

If you choose MODIFY
with ②, the following menu is displayed:

> ABB. NBR –001
>
> TEL NUMBER –(MAX38)
> 0123456789

Now: Do you wish to correct the telephone number?
You can retain the old number or update it. In either case, confirm with ⟨⟩
(Also applies to alternative numbers).

... Updating names

> ONE TOUCH –01
> ALREADY ASSIGNED
> ABB. NBR –003
> TOSHIBA

When this menu is displayed,
you can modify the receiver´s name.
If you do not wish to do so, you have 2 seconds to press ENTER otherwise this display appears:

> ABCDEFGHIJKLMNOPQRSTU-
> VWYXYZ "/&´( ) * · , / ; -
> 0123456789ÅÄÆÖÜÑFÇ
> ▮

Enter the new name
using the cursor functions on the dial keypad. See page 13.

ENTER
⟨⟩

Is the name correct?
Confirm with ENTER.

Don´t forget: Check the transmission rate

> ABB. NBR: –001
> LINE SPEED.?
> 1. 14400 BPS+
> 2. 4800 BPS

Is the old setting OK?
Press
① , 14400 BPS for TF 551 or 9600 BPS for TF 531 for inland connections and
② , 4800 BPS for lines which have been bad in the past.

Confirm with ENTER

ENTER
⟨⟩

Do you wish to modify the one-touch keys assigned?

> ONE TOUCH –01
> ALREADY ASSIGNED
> ABB. HBR –003
> TOSHIBA

Reserve a new number on one-touch key 01?

Press e.g.: ⌨

After 2 seconds, the selection is displayed on the menu:

> ONE TOUCH –01
>
> 1. CANCEL
> 2. RETAIN

Choose either
② for RETAIN and press ⟨⟩ or press
① to CANCEL and start assigning the key from the beginning as described.

Storing was really worth it!

How to use abbreviated dialling
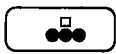There is space for up to 150 telephone numbers in the memory. Do you wish to dial one of the numbers in the most convenient way? It´s really easy.

This TF 531 example shows you here everything you have to do and the displays you see
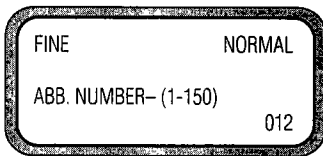
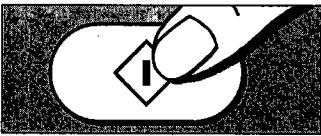### Press the abbreviated dialling key

ABB. DIAL

and call up the storage location*, e.g.
⓪ ① ②

```
FINE                NORMAL

ABB. NUMBER- (1-150)
                        012
```
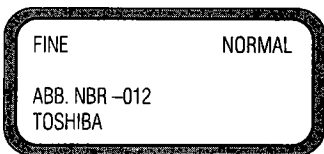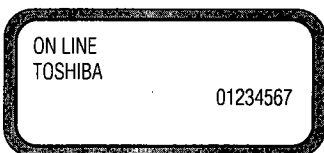
Now all you have to do is press START ...

... and off you go.

The name of your partner is displayed (if you have stored it). If not, you will see the telephone number.

```
FINE                NORMAL

ABB. NBR –012
TOSHIBA
```

During transmission, your fax machine will keep you informed.

```
ON LINE
TOSHIBA
                    01234567
```

Your fax machine reports successful transmission by sounding a tone.
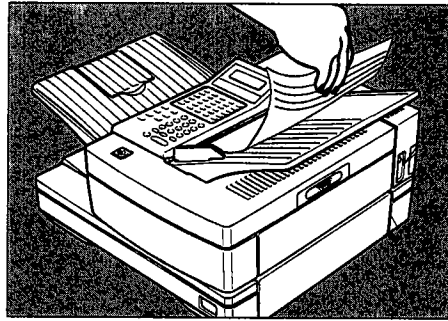
Load document
Don´t forget: the printed side must be facedown.

The menu shows the settings
resolution   contrast
                                             file no.
the abbreviated number called up
                        the telephone number

---

* If you pressed an abbreviated number by mistake or pressed a one-touch key with no stored telephone number ...

```
NUMBER NOT LISTED
```

```
31.01.93 10:00

TEL. NUMBER=
```

```
31.01.93 10:00
                    AUTO RX
RESIDUAL MEMORY       100%
```

One-touch dialling: dial by pressing just one key
The abbreviated numbers 01-35 have been assigned their own one-touch keys on the dial keypad. You just have to press the relevant keys once and your fax machine dials for you.

This TF 551 example shows you here everything you have to do and the displays you see

Now: Just press the one-touch dialling key

e.g.
```
01
```

Your fax machines shows the name* (if stored) for 2 seconds or your partner´s telephone number. **Then off you go**

```
STD                 NORMAL
FILE NBR-              F.1
RESIDUAL MEMORY       90%
ON LINE            0123456
```

... you will see this message in the last line of the display.

Enter the correct telephone number or one-touch key in the next menu
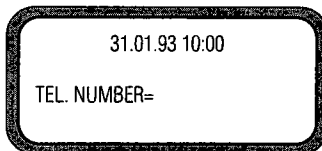
Is the line busy?
Then the procedures for automatic and manual redial apply, as described on page 17.
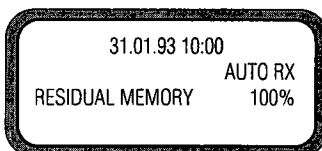
After transmission
this display appears again

The solution for problem documents

Adjust resolution and contrast

Already on the standard setting, STANDARD NORMAL,

```
STD             NORMAL
                AUTO RX
RESIDUAL MEMORY    100%
```
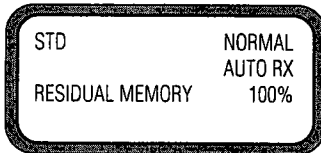
your fax machine provides for high-quality transmission or copying of your documents. However, you can also adjust the settings to suit your specific documents. The correct resolution – i.e. the number of pixels per millimetre – is selected according to these general rules:

STD: for handwritten or typed documents

FINE: for documents with very small print such as newspapers, diagrams

SF: for documents with very small detailed illustrations

STD GR: for normal photos and colour documents

FINE GR: for detailed photos and colour documents

SF GR: for particularly sharp reproduction of photos and very detailed colour documents

This is how to reset resolution and contrast

Load document

The values previously set are displayed in the first line of the menu.

Do you wish to modify the settings?

```
STD             NORMAL
                AUTO RX
RESIDUAL MEMORY    100%
```
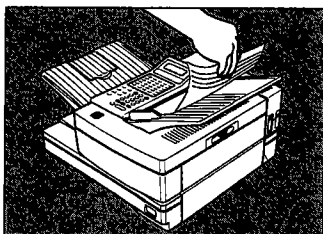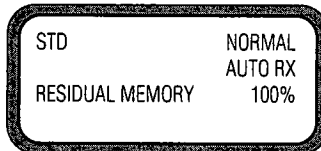
Then: press RESOLUTION

MODE

```
[  ▦  ]
```

```
1. STD          4. STD-GR
2. FINE         5. FINE-GR
3. SF           6. SF-GR
```
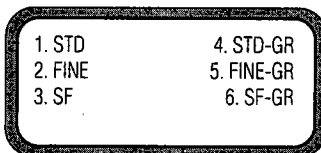
For example, select
⑤ for FINE-GR

The new setting

```
FINE-GR         NORMAL
                AUTO RX
RESIDUAL MEMORY    100%
```
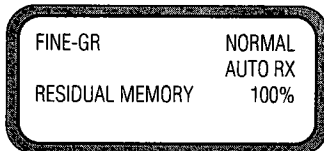
Now press CONTRAST

CONTRAST

```
[  ◑  ]
```

```
1. NORMAL DOCUMENT
2. DARK DOCUMENT
3. LIGHT DOCUMENT
```
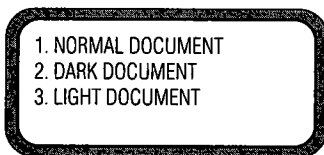
For example, select
③ for LIGHT DOCUMENT.

This setting is valid for the next transmission.
Your fax machine then returns to the factory setting STD NORMAL or to a presetting defined by you.

```
FINE-GR          LIGHT

RESIDUAL MEMORY    100%
```
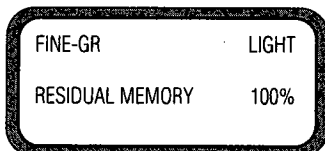
This is how to make a copy
Vary the resolution and contrast settings as required until you achieve optimum results for your documents.

Load document
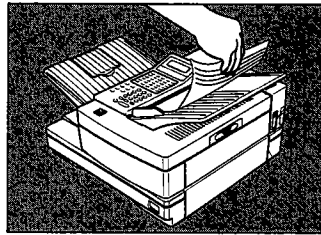
Do you wish to modify the setting?
You have just tried this out.

```
STD             NORMAL
                AUTO RX
RESIDUAL MEMORY    100%
```

Press COPY

COPY

```
[ ⎘/✉ ]
```

JOURNAL
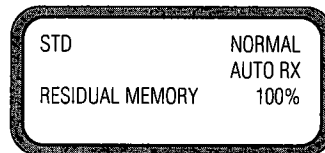
Choose the number of copies

```
FINE            NORMAL
COPY
COPY NUMBER-(1-99)
```
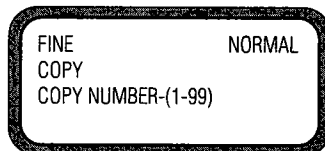
E.g.: ⑤

Now press START
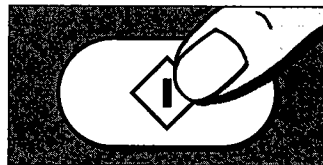
When copying you will see this display.

```
FINE            NORMAL
COPY              01/05
PRINTING
```
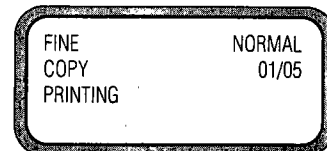
If you copy a number of pages with very small print, you may see MEMORY OVERFLOW on the display.

Switch the memory function off temporarily (see page 27). Memory expansion is available as an option.

You can determine transmission at a specific time

There are some messages which it is convenient to send during the night.
For example, for overseas connections, you can simply bridge the time gap of several hours by programming your fax machine to reserve your fax message in a RESERVATION LIST and send it a specific time.
This can even contribute to considerable savings in telephone charges.

Delayed transmission
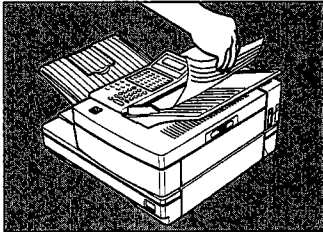
Load the document
and press
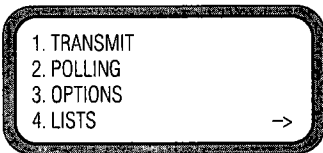
MENU

In the main menu, you select
① for the menu TRANSMIT.
In the sub-menu, press
① for SINGLE TRANSMIT
Your fax machine now asks:

```
1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS          ->
```

```
SINGLE TRANSMIT

DELAYED TRANSMIT?
1. NO     2. YES
```
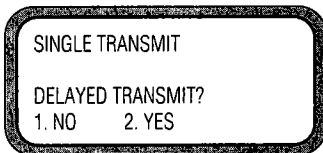
Please press ① or ② and confirm with ⟵

```
SINGLE TRANSMIT

START TIME - HH:HH
         ▮▮:▮▮
```

Determine the START TIME
for 11.45 p.m. e.g.:
② ③:④ ⑤
Don´t forget to confirm with
⟵

You will see the following messages:

When the memory is activated

```
STD              NORMAL
FILE NBR-            F.1
RESIDUAL MEMORY     90%
```

When the memory is deactivated

```
STD              NORMAL
                 AUTO RX
DELAYED TRANSMIT     RES
```

A self-service offer

This function gives callers the possibility of calling up a document which you have reserved for one or more receivers.

How to have reserved fax messages called up:



```
1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS
```

```
POLLING RESERVE
SECURITY        CODE/TEL?
1.NO             3. CODE
2. BOTH          4. TEL
```
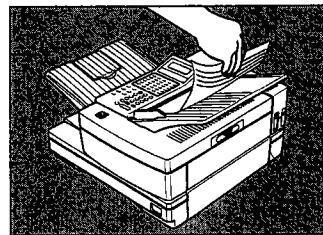
Load the document you wish to have called up in the document feeder.

With ⟱ , you select the first main menu
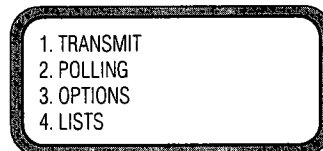
Press
② for POLLING, then in the following menu ①,
and once again ① .
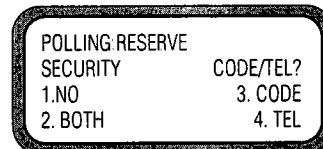
Now you have to decide:
If you press ① for NO, anyone can call up your fax message.

Your fax mashine then displays:

When the memory is activated,

```
STD              NORMAL
FILE NBR-            F.1
RESIDUAL MEMORY     90%
```

When the memory is deactivated

```
STD NORMAL
                 AUTO RX
POLLING RESV.
```

👍 Your fax machine will automatically send your message at the preset time. Redial, multi-address transmission, mail box transmission or relay transmission functions can also carried out. BUT: If the document is not stored in the memory, you will be able to receive messages but not send any messages. Turn to page ... for an explanation on how to cancel programming of "delayed transmission".

👍 When the memory is activated your fax machine can receive and transmit other messages even though polling is programmed. When the memory is deactivated, you cannot send fax messages until polling is cancelled. Do you wish to cancel your reservation*? Information on how to do so is given at the end of this section.

Wish to protect documents from unauthorized callers?

What sort of protection do you need?

```
POLLING RESERVE
SECURITY          CODE/TEL?
1.NO              3. CODE
2. BOTH           4. TEL
```
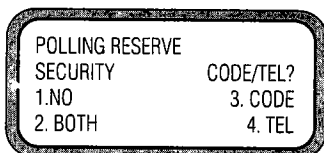
You can protect your documents from unauthorized callers as follows: Selection

② stands for BOTH, i.e. double security.
Your fax machine checks both the security code and also the telephone number to see if the caller is authorized to have access to the document. Therefore, you have to programme both settings.

```
POLLING RESERVE
SECURITY          CODE/TEL=
                  ▮▮▮
```
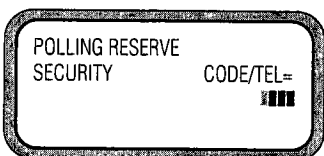
Programming the CODE
This must be agreed with the caller and functions only between two TOSHIBA fax machines.
Enter your 4-digit security code in this menu and confirm with
⊂━━⊃

Until the document is called up, your fax machine displays:

TF 551

```
STD               NORMAL
FILE NBR-          F.1
RESIDUAL MEMORY    90%
```

TF 531

```
STD               NORMAL
                  AUTO RX
POLLING RESERVE
```

```
POLLING RESERVE

SECURITY TEL- (MAX20)
▮
```
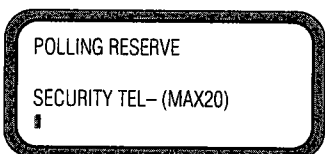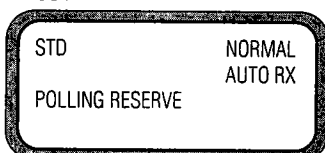
The security telephone number
is entered in this menu and confirmed with ⊂━━⊃
Depending on the model, your fax machine will then show the display on the left or right:

TF 551

```
STD               NORMAL
FILE NBR-          F.1
RESIDUAL MEMORY    90%
```

TTF 531

```
STD               NORMAL
                  AUTO RX
POLLING RESV.
```

Do you wish to cancel a reservation?

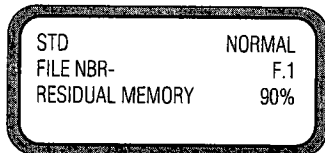Although reserved functions are useful - sometimes they block other operations: For example, you cannot send any fax messages while a reserved document is waiting in the document feeder to be called up.
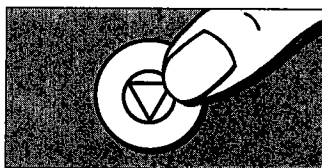
Always on duty: The STOP key
After pressing STOP, the number of the reserved function flashes in the following menu.

```
CANCEL?
1. MEMORY
2. RECEIVE
3. DOCUMENT FEEDER
```
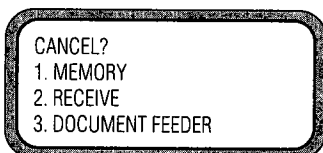
Really easy: Cancel reservation?
Press
② if you wish to cancel an ongoing receiving transmission, or
③ if documents are loaded on the document feeder waiting to be transmitted, called up or transmitted at a specific time.

▲
If your fax machine still has outstanding tasks such as delayed transmissions etc. in its memory, you can cancel these too by pressing ① . Please turn to page 27 in the chapter Memory Functions for further details you should consider here.

```
ARE YOU SURE?

1. YES      2. NO
```
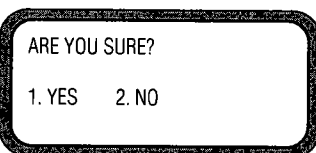
Did you select 2 or 3?
If so, as a precaution, your fax machine asks you to confirm. Press ① or ② .

```
CANCEL LIST

PRINTING
```
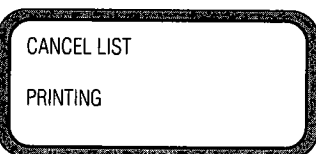
Confirmation is printed out.
Here you will see which operation you have cancelled.

If you selected 3 for CODE or 4 for TEL instead of the security function BOTH, your fax machine will show you only one of the above LCD displays. Proceed as described.

You too can call up messages

This is how you can call up reserved messages from other fax machines.
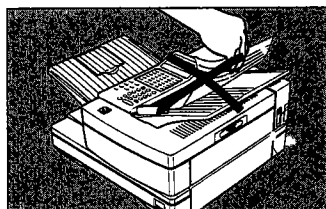
There must be no documents loaded in the document feeder of your fax machine.

Call up the main menu

MENU
⏩

```
1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS          ->
```
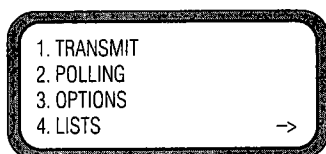
Select POLLING
with ② and the next menu
② once again for
SINGLE POLLING

```
SINGLE POLLING

TEL NUMBER-
```
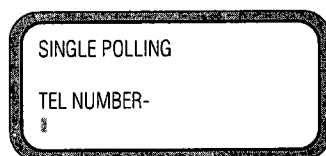
Now:
enter the telephone number
You can dial the number of the receiving machine on the
• dial keypad or
• by abbreviated or one-touch dialling.

```
SINGLE POLLING

SECURITY CODE ?
1. NO      2. YES
```
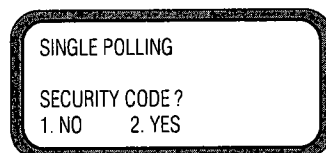
Do you need a code?
If you pressed ① for NO, your fax machine asks you just one more question:

```
SINGLE POLLING

DELAYED POLL ?
1. NO      2. YES
```
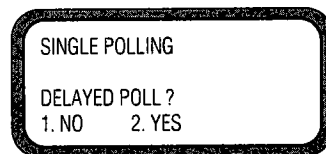
Do you wish to call up the document immediately?
Answer ①.

Your fax machine starts the call-up and displays:

TF 551

```
        31.01.93 10:00

RESIDUAL MEMORY      100%
ON LINE
```

TF 531

```
DIALLING
TOSHIBA
01234567
```
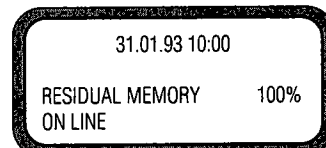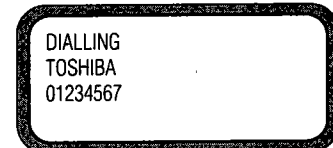
Did you press YES for SECURITY CODE?

```
SINGLE POLLING

SECURITY CODE-
```
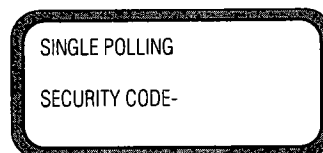
Then this menu asks you to enter the agreed 4-digit code and confirm it. E.g.:
① ② ③ ④
and ⟵ .

Polling should be delayed?

```
SINGLE POLLING

DELAYED POLL ?
1. NO      2. YES
```
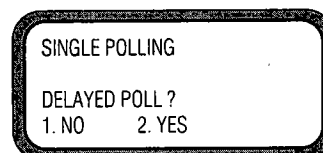
Press ① for YES and in the next menue ...

```
SINGLE POLLING

START TIME - HH:HH
      ██:██
```
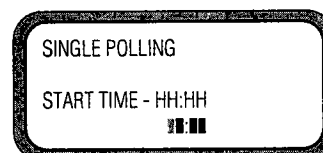
... insert the required start time using the 24-hour format. Don't forget:
Confirm with ⟵

Instead of calling up messages, your fax machine starts transmitting, if a document is in the feeder.

What would your fax machine be without its memory?

Many useful functions of your fax machine are only made possible due to its integrated memory: From substitute reception when there are minor operational problems through to programming functions which without the memory would block fax operation. A summary is given below of the memory functions.

Substitute reception

MENU
2x (▷▷)

(6)

MENU
3x (▷▷)

(9)

(5)

When paper has run out or is jammed, this ensures that incoming messages are not lost.
How to set this useful function:
After pressing these keys, the following menu is displayed:

```
SET MEMORY RX

1. ON
2. OFF
```
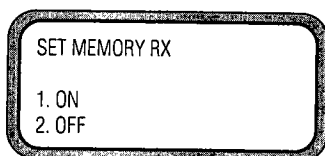
Message on the LCD display:

PAPER EMPTY or
PAPER JAM

If you press ① für ON, incoming fax messages will be stored and automatically printed out...

...after you have corrected the fault and deleted the error message by pressing STOP.

▲
Do not switch your fax machine off when correcting the fault as you will lose everything stored in the memory.
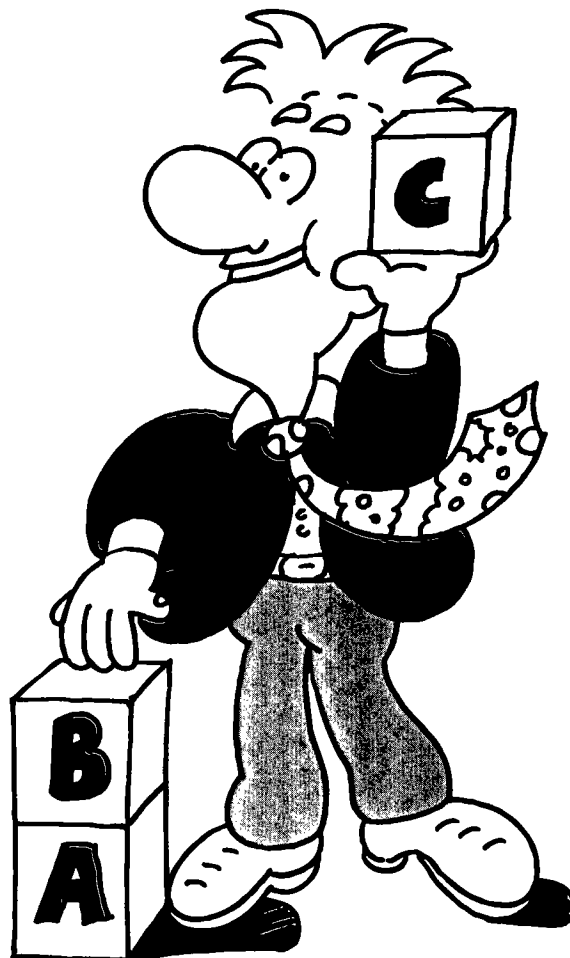
Memory transmission
These transmission functions are possible:

• Multi-address transmission
• Relay transmission
• Delayed transmission
• Transmission after redialling
• Reserve polling transmission
• Transmission reservation

The advantage is clear: Documents which you have read into the memory do not block the document feeder. Even more important: the memory makes it possible to programme new functions while one operation is running and further jobs are waiting to be done.

If you have familiarized yourself with the advantages of memory operation, you may be considering memory extension. Please contact your TOSHIBA dealer for details.

Before transmission: Select memory function

Both the TF 531 and the TF 551 have a memory function for transmission. BUT:
The standard setting of both machines differs, as you will see from this summary.
Before you use the memory function, you have to select the required setting (ON/OFF).

Standard setting: TF 531
Memory deactivated
If you load the document in the
document feeder, it will be sent -
without being stored - or reserved
for polling, if you have entered the
receiver´s number.

Standard setting: TF 551
Memory activated.
Documents in the document fee-
der will be read into the memory.

Possible alternative:
Activate memory [1] and carry out
the operation from the memory.
This is how it works:

Operation:

Open the MEMORY
INPUT menu:

Possible alternative:
Deactivate memory [2] and transmit
directly, reserve for polling etc..
This is how it works:

MENU
2x (▷▷)

(6)

MENU
(▷▷)

(8)
From this menu, you select
(2)
to modify the standard setting.
In the next display, you select the
required setting by pressing
(1) or (2)
and confirm with
(↵)

```
1. DOCUMENT MODE
2. PROHIBIT MEMORY TX
3. LINE MONITOR
```

```
PROHIBIT MEMORY TX

1. ON
2. OFF
```

```
MEMORY INPUT

1. ON
2. OFF
```

```
1. DOCUMENT MODE
2. PROHIBIT MEMORY TX
3. LINE MONITOR
```

[1] If you wish to use the memory
only for a current operation, you
can activate it with the OPTION
menu, or - more easily - assign a
one-touch key as a programme
command for the memory activa-
ting function. See also page 35,36
for assignment of programme
keys.

[2] You should deactivate the
memory only when your docu-
ments are of such a volume or
require so much memory space
that memory overflow is to be
expected.

Cancelling memory functions

You can cancel or delete stored jobs such as transmission, multi-address transmission or polling reservation at any time. However, as several operations could be affected by memory functions, your fax machine queries the operation you wish to delete before finally deleting it.
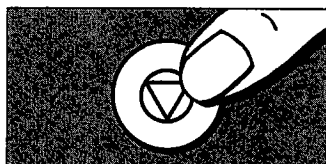
Press RESET
and your fax machine asks what you wish to do on the next menu:

```
CANCEL?
1. MEMORY
2. RECEIVE
3. DOCUMENT FEEDER
```
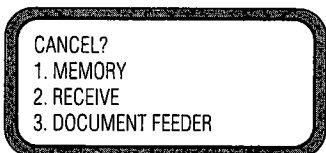
If you press ② or ③ ,those reception or transmission operations will be cancelled which do not involve any memory functions.
If you press ① for memory...

```
PÖLLING RES.          F1
2. TOSHIBA            F2
3. AHM               F3
4. PTT               F4
```

```
ARE YOU SURE ?

1. YES     2. NO
```

... a list of all jobs currently waiting to be carried out in the memory is displayed on one or more menus.
On the left: operation or receiver of the fax message
On the right: the job no. (In our example, D2 and D5 have already been carried out or deleted.) By pressing ① ② ③ or ④ you select the job you wish to delete.
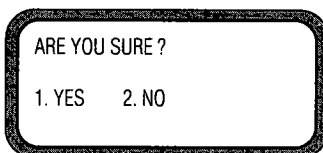
As a precaution, your fax machine queries this:
If you press ① for YES, the job will be deleted. Your fax machine returns to the standby mode.
If you press ② for NO, the reservation is preserved.

```
CANCEL LIST

                   TIME       : 05.03.93    17:18
                   TEL NUMBER : +49-2131-158341
                   NAME       : TOSHIBA EUROPA


FILE    FUNCTION         PGS   MAIL   TIME   TO

F.3     SINGLE TRANSMIT   01           17:00  *02131158337
```

Just to be sure, your fax machine prints out this type of list after every deletion.

Mail box transmission

Access to third-party mail boxes: The mail box function

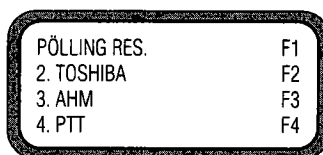What may sound at first like uninvited snooping can actually be exactly in line with your fax partner's wishes: automatic exchange of messages between two fax machines as mail boxes. Although your own fax machine cannot work as a mail box, you can send information to mail boxes or call up messages stored there. Between TOSHIBA fax machines:

There are three types of mail boxes

Information Box: Offers information to all callers.
Documents stored here can be accessed by every caller.

Fax Box: Can store several documents.

Personal Box: Only callers giving an agreed security code have access to this box.

A word about the security code If mail boxes are protected by a security code from unauthorized transmission and polling, the fax machines first exchange an 8-digit number code before each transmission.
Please ask your TOSHIBA dealer for details on the machine's configuration.

The Public fax mail box is an additional type of mail box allowing the exchange of information between different makes of fax machines.

Transmission to a mail box

Load document

MENU
(▷▷)
(1)
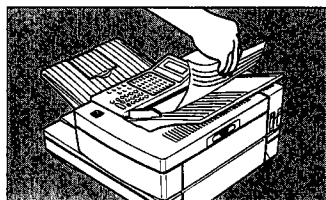(3)

Now the following is displayed:

> SELECT BOX TYPE
> 1. FAX BOX
> 2. INFORMATION BOX
> 3. PERSONAL BOX

Call up the mail box menu

Select the type of box
e.g. ③ for personal box

> TRANSMIT TO MAIL BOX
> FAX BOX
> BOX NUMBER- (000-999)

Now, using the dial keypad, enter the mail box number agreed with the receiver.
For example: 012.
Don´t forget to confirm with ⊂⊃ .

> TRANSMIT TO MAIL BOX
> BOX NUMBER–012
> SECURITY CODE-

Did you select personal box?
Only in this case will you now have to enter the agreed 4-digit security code.
If you selected fax box or information box, you do not need to enter the security code.

This menu applies to all types of boxes

> TRANSMIT TO MAIL BOX
> BOX NUMBER –012
> TEL NUMBER-

Now key in the receiver´s telephone number and confirm with ⊂⊃ .

> TRANSMIT TO MAIL BOX
> BOX NUMBER –012
> DELAYED TRANSMIT ?
> 1. NO   2. YES

The question of transmission time
Make your choice by pressing ① or ② .

> TRANSMIT TO MAIL BOX
> NUMBER –012
> START TIME – HH:HH

At what time do you wish to transmit?
Enter the desired start time in the 24-hour format. Confirm:

How to open your own public info box
This allows documents you have made available in the memory to be accessed by any caller. This is how to set it up:

MENU
(▷▷)
(2)
(1)
(2)

> STD   NORMAL
> FILE NBR-   F.1
> RESIDUAL MEMORY   50%

TF 551

> STD   NORMAL
> FILE NBR-   F.1
> RESIDUAL MEMORY   50%
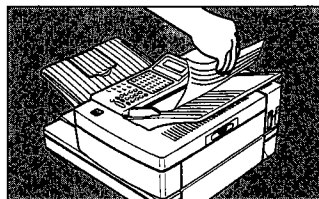
Load a document

Call up the public fax mail box menu
Press these keys.

Your document is read into the memory
Depending on the volume of your document, you will see a display like this. After reading in the document, your fax machine will display one of these menus – depending on the model.

TF 531

> STD NORMAL
>   AUTO RX
> POLLING RESV.

Working with groups – makes life much easier

Why should you really take the trouble to send the same fax message to different receivers one by one or repeat other procedures until the last address has been called up? Your fax machine helps save your time, money and nerves by grouping operations and systematically working through them.
To do so, you have at your disposal:

The multi-address function
A document is automatically transmitted from the memory to up to 150 receivers, also by redialling if the receiver´s line is busy. This is ideal, for example, for sending the latest reports from the PR department to selected editorial offices.

The relay-function
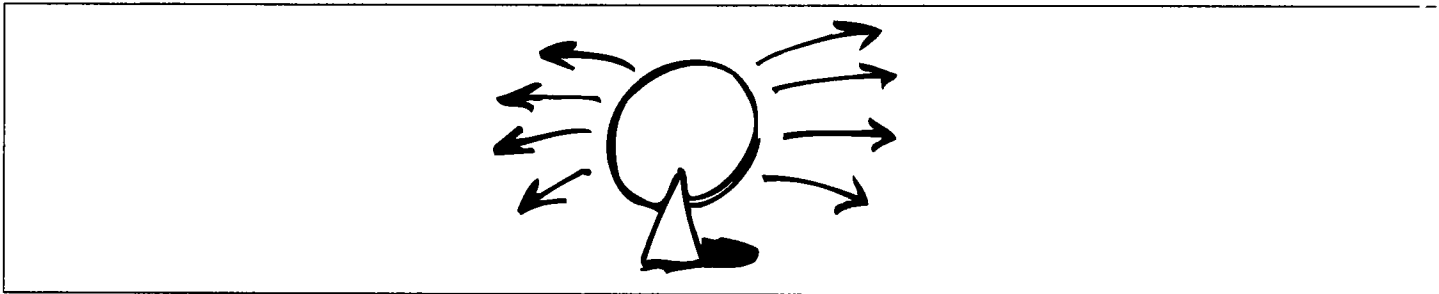proves how useful it can be to delegate tasks: For example, by a fax machine overseas receiving your message, e.g. updated price lists, once and automatically forwarding it to several nearby receivers.
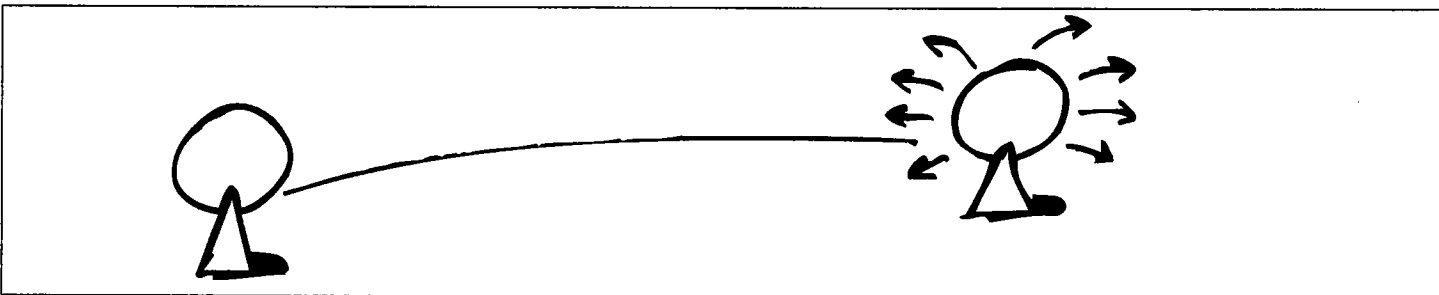
The multi-polling reception function
You can programme your fax machine to call up messages reserved for you - also at a specified time - from several stations or groups. Imagine, for example, order lists from field service.proves.
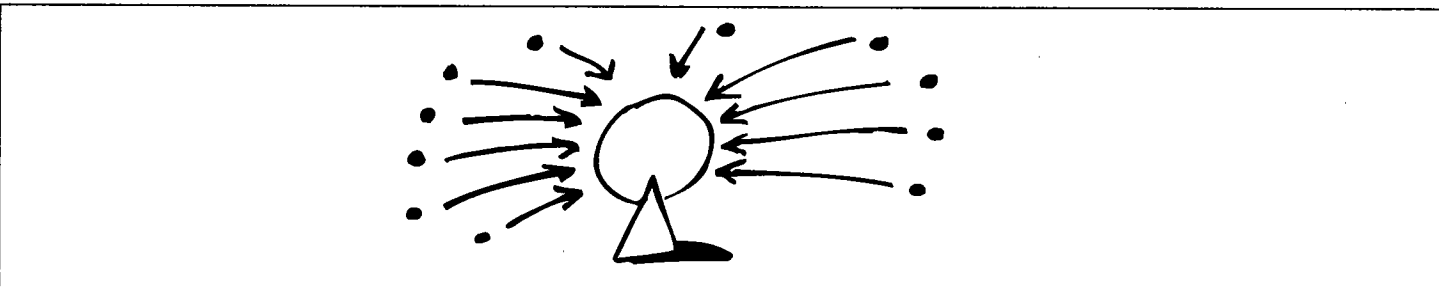
There is just one thing you have to do before you make use of these helpful functions: determine and store end groups
To do this, each selected connection must first be stored as an abbreviated number and be assigned to one or more groups. Initial work and time spent organizing this will prove worthwhile in no time at all.

If you have any questions in setting up these useful transmission and reception functions, your TOSHIBA service partner will be pleased to give you advice and assistance.

Storing group numbers

You can store up to 15 groups with a maximum of 150 receivers each. Each group member is entered with its previously stored abbreviated number. You must first make up the receiver groups before you assign a function e.g. multi-address transmission to the group. This is how it works:

MENU

2x ▷▷

5

2

```
ENTER GROUP NUMBER
OR PRESS
[<]: TO CONTINUE
[↵]: TO COMPLETE
```

```
GROUP NBR –01

ID NAME - (MAX20)
```

```
GROUP NBR –01

ENTER ABB. NUMER OR
[↵]:TO COMPLETE
```

```
GROUP NBR –01
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]: TO SKIP
```

```
GROUP NBR– 01
TOSHIBA
ONE TOUCH -03
```

Call up the group menu

After pressing these keys, a request is displayed: Give the new group a number between 01 und 15.
Confirm with ⊂═⊃ .

Request: the group name
Enter on the character menu with the help of the dial keypad and confirm ⊂═⊃ .

Make up the group
Enter the abbreviated number stored for each group member and confirm each time with ⊂═⊃ .
You form other groups by determining new group numbers as before and storing abbreviated numbers. You end formation of groups by pressing ⊂═⊃ .

Storing a group on a one-touch key?
All you have to do is press the one-touch key you wish to assign to the group displayed.

After ⌐⌐ , you see this display.

2x ⊂═⊃ returns you to the standby mode.

Do you wish to modify or delete group numbers?
The principle is the same as for abbreviated or one-touch numbers as described on page 20.
Just one tip: If you reassign an abbreviated or one-touch number which is stored in one or more groups, your new partner will automatically receive all (confidential) messages in the same way as with multi-address transmission.

Automatic transmission to groups

Your document will be automatically transmitted to all the members of pre-determined groups one after the other. Even with delayed transmission and redialling.

Load document...

... and start transmission.
Either:
with the one-touch key
of the group you wish to call up.
Then:
Do not press START.
Multi-address transmission starts when...

... the document is read in.
You receive a memory message.
If there is not enough memory capacity, MEMORY OVERFLOW * will be displayed. Pages which are waiting to be read will be fed out and documents already stored will be deleted.

```
           31.09.93 10:00
                      AUTO
VERFÜG. SPEICHER      100%
```

MENU
```
  ▶▶
  1
  2
```

Or:
you enter the target group(s)
If you press these keys, you will see the multi-address transmission menu. For example, if you select group 13 on the dial keypad and confirm with ⟨═⟩ ...

```
MULTI TRANSMIT

GROUP NUMBER
```

```
MULTI TRANSMIT

GROUP NBR –13
TAIS IRVINE
```

... the group number and a group name will be displayed.

```
MULTI TRANSMIT
GROUP NBR– 13
ENTER MORE OR PRESS
[↵]:TO COMPLETE
```

If you wish to select other groups for multi-address transmission, you can now enter the next group numbers or press ⟨═⟩ , if you do not wish to select other groups.

```
MULTI TRANSMIT

DELAYED TRANSMIT
1. NO    2. YES
```

Delayed transmission?
Either you enter the start time in the next menu or you press NO so that transmission starts immediately.

The options of the standard transmission mode are available again only when multi-address transmission has been completed.

Multi-address transmission with single setting
Instead of multi-address transmission to pre-determined groups, you can also have messages sent to individually selected receivers (up to 8). This is done with a one-touch key in the MULTI mode or with abbreviated number keys.

Load document

Now: press MULTI
If you have questions, please turn to page 36 for assignment of programme keys.

The next menu

```
MULTI TRANSMIT
ENTER TEL NUMBER
ABB. NUMBER OR
ONE TOUCH KEY
```

tells you that you can enter telephone numbers as follows:

Press the abbreviated number key
and enter the receiver´s abbreviated number.
Or: Dial directly
on the dial keypad.Either way: confirm the entry with ⟨═⟩ .
Up to 8 entries are possible.

```
MULTI

ABB. NBR –002
TOSHIBA
```

Have all the numbers been selected?
If so, you just have to press

After reading into the memory, transmission starts as described under groups.

```
ABB. NBR –002

ENTER MORE OR
PRESS [START]
```

```
31.09.93              10:00
                   AUTO RX
RESIDUAL MEMORY       80%
```

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32

Fax machine to relay station: prepare for transmission

Before you send the same fax message overseas again and again, it would be better to instruct a local telefax station to forward your message to certain receiver groups. If you make the appropriate preparations, you can even control the relay station from your fax machine as if you yourself had pressed a one-touch key on which a group is stored.

On two conditions:

1. As relay stations, TOSHIBA TF 381/S or TF 581/S fax machines must be installed.
2. Before operation, both fax machines must exchange an agreed 8-digit security code.

The first step: preparing for transmission

MENU
2x (▷)

(5)

(3)

```
ENTER RELAY NUMBER
OR PRESS
[<]: TO CONTINUE
[↵]: TO COMPLETE
```

```
RELAY NBR –1

ID NAME - (MAX20)
```

```
RELAY NBR– 1
ENTER RELAY STATION
ABB. NUMBER - (1-150)
```

```
RELAY NBR-
RELAY STN-001
ENTER END GROUP OR
[↵]:TO CONTINUE
```

```
RELAY NBR –1
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]:TO SKIP
```

Call up the relay number menu
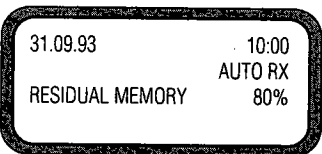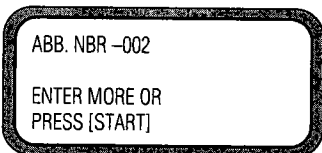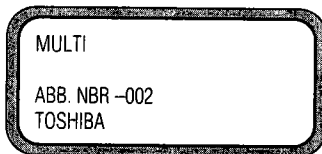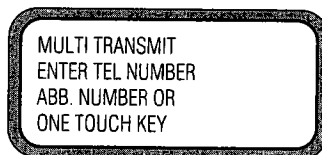
This menu asks you
to enter a relay number between 1-5 for the pending transmission, to confirm with ⊂⊃ , then ...

... enter the name of the relay station.
Confirm again with ⊂⊃ .

What is the telephone number of the relay station?
Enter the abbreviated number to dial the relay station and confirm with ⊂⊃ .

Now: enter the receiver group stored in the relay station with its 4-digit group number and confirm with ⊂⊃ .
In this way, you can select up to **4 receiver groups.**
Then press 2x ⊂⊃
and assign a one-touch key to the transmission operation.
E.g.: ⌐ . If you do not wish to do so, immediately press ⊂⊃ 2x.

The second step: your fax machine starts transmitting

After the configuration has been set, you have to continue as follows:
Load document and start transmitting

☐ 01

MENU
(▷)

(1)

(4)

```
RELAY TRANSMIT

1. GROUP
2. INDIVIDUAL
```

```
RELAY TRANSMIT

RELAY NUMBER - (1-5)
```

```
RELAY TRANSMIT
RELAY STATION
ABB. NUMBER - (1-150)
```

```
RELAY TRANSMIT
RELAY NBR –2
DELAYED TRANSMIT
1. NO    2. YES
```

```
RELAY TRANSMIT
RELAY NBR– 2
START TIME-HH:HH
II :II
```

Either with the one-touch key
on which you have stored the telephone number of the relay station.

Or:
with the relay number menu
You call up this menu by pressing these keys.

Now: select
If you pressed ① for GROUP...

...enter the number of the required transmission operation: 1-5.
Confirm with ⊂⊃ .

If you pressed ② for INDIVIDUAL, enter the required abbreviated numbers.
Confirm with ⊂⊃ .

Just one more question
When you start transmission from the menu, you can also select delayed transmission.

If you wish to transmit your message immediately, press ①
for DELAYED TRANSMIT NO.

If you pressed ② for DELAYED TRANSMIT YES, enter the start time in this menu and confirm your selection with ⊂⊃ .

✍ If you wish to delete a relay transmission, call up the menu to enter the relay number (1-5). The LCD display reports ALREADY ASSIGNED giving the number and name of the operation. In the next menu, you select DELETE.

Calling up messages...

Let us assume your field service is instructed to give reports to headquarters once a week. Instead of calling up each report individually from its staff fax machines, headquarters could "collect" all reports at an agreed time from the group "representatives". This useful function is programmed as follows:

MENU

⟨ ▶▶ ⟩

(2)

(3)

```
MULTI POLLING

GROUP NUMBER-(1-15)
▪
```

```
MULTI POLLING

SECURITY CODE?
1. NO    2. YES
```

... from groups
You call up the multi polling menu
by pressing these keys.
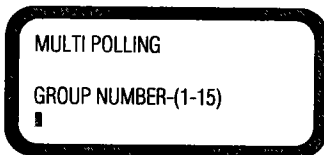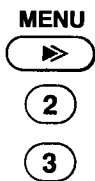
You must have previously stored **the group number**
for example for field-service.
Enter this number now and confirm with ⟨⟵⟩ .
You can select several groups one after the other.
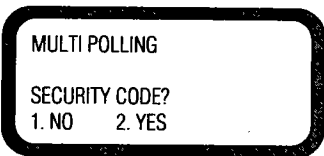
Request: security code?
If you press ① for YES, another menu asks you to enter a 4-digit security code. Then. or if you pressed ② for NO, your fax machine asks about delayed polling and, if required, asks you to enter the start time.

MENU

⟨ ▶▶ ⟩

(2)

(4)

```
SELECT BOX TYPE
1. FAX BOX
2. INFORMATION BOX
3. PERSONAL BOX
```

```
POLL FROM MAIL BOX
FAX BOX
BOX NUMBER - (000-999)
                    ▪▪▪
```

```
POLL FROM MAIL BOX
BOX NBR –012
TEL NUMBER-
▪
```

... or from mail boxes
BUT: Only if both fax machines have the configuration with the 8-digit system password. See also page 33

Call up the mail box menu
by pressing these keys.
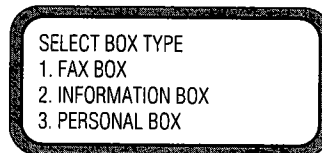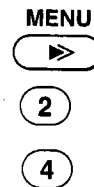
Select the type of box
with ① ② or ③
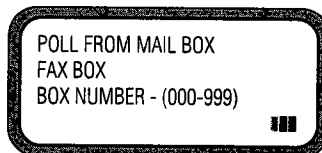
Did you select FAX BOX or INFORMATION BOX?
If so, enter the agreed box number. Confirm with ⟨⟵⟩ .

If you select PERSONAL BOX,
you will be requested to enter an agreed 4-digit security code.
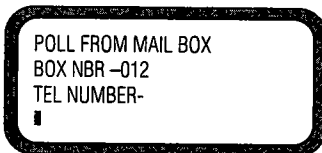
In any case: enter the telephone number
of the receiver´s unit and confirm with ⟨⟵⟩ .
Then your fax machine asks about delayed polling and, if required, asks you to enter the start time.

One-touch keys can control programs

If you assign program commands to one-touch keys, by pressing just one key, you can easily call up functions which would otherwise require several menu entries. This applies to programs ranging from activating and deactivating the memory through to language selection. This is how it works:

MENU

2x ▷▷

5

4

```
PROGRAM KEY ENTRY
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]: TO COMPLETE
```

```
01
```

```
PROG. KEY-01
1. MULTI
2. MEMORY INPUT
3. LINE MONITOR        →
```

MENU

▷▷

```
PROG. KEY-01
4. OPERATION
5. SECURITY TX
6. DELAYED COMM.       →
```

MENU

▷▷

```
PROG. KEY-01
7. LANGUAGE
```

```
ONE TOUCH -01

1. CANCEL
2. RETAIN
```
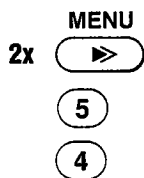
Call up
the program keys menu
by pressing these keys.
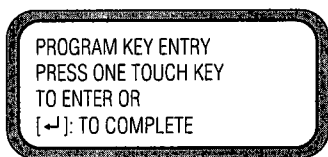
Follow the request
this menu makes.

Press the one-touch key
on which you wish to assign the programmed function, e.g.: 01.
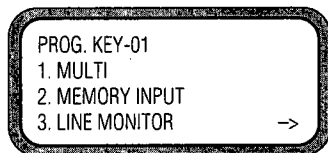
Make your selection from the functions offered by pressing the dial keypad.
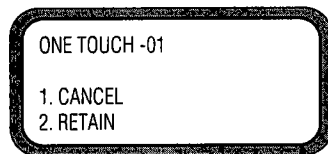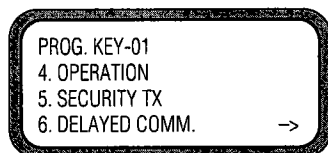
Has the one-touch key already been assigned?
If so, another menu displays the pre-set program and asks you if you wish to cancel it.
If you press ① for cancel, your fax machine is ready for assigning the one-touch keys.

How to programme one-touch keys
After you have pressed the one-touch key of your choice e.g. 01, you can make your selection from the programs offered using the dial keypad:

```
PROG. KEY-01

MULTI
```

```
PROGRAM KEY ENTRY
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]: TO COMPLETE
```

```
PROHIBIT MEMORY
```

```
PROG. KEY-01

MEMORY INPUT
```

```
PROG. KEY-01

LINE MONITOR
```

```
PROG. KEY-01

SECURITY TX
```

```
PROG. KEY-01

LANGUAGE
```
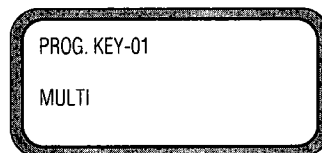
If you press ① for MULTI, your selection will be confirmed by this menu. The next menu is displayed after 2 seconds:
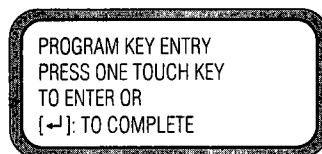
Press the one-touch key
to accept the selection.
Attention: ⟷ stops the programming!
If you wish to assign another program to the one-touch key, proceed according to the same principle. For example, press:
② in the case of TF 551.

② in the case of TF 531.
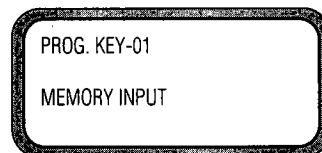
③ for LINE MONITOR when dialling.
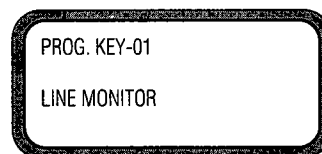
⑤ for SECURITY TRANSMISSION.
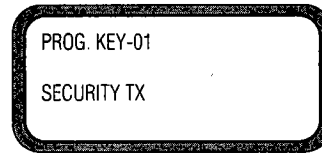
⑦ for LANGUAGE in displays and journals.
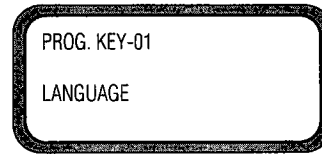
One-touch keys can control programs

Now: a multiple choice

```
PROG. KEY-01
OPERATION
1. TRANSMIT
2. POLLING
```

Did you press ④ ?
The menu selection for this key is
OPERATION. Within this menu,
an alternative is offered:
TRANSMIT or POLLING.

```
1. SINGLE
2. MULTI
3. MAIL BOX
4. RELAY
```

When you select TRANSMIT,
this sub-menu is presented.
Select the option you require on
the dial keypad.

```
PROG. KEY-01
OPERATION
1. TRANSMIT
2. POLLING
```

When you select POLLING,
another sub-menu is displayed:

```
1. POLLING RESERVE
2. SINGLE
3. MULTI
4. POLL FROM M-BOX
```

make your selection here too on
the dial keypad.

Again: Select alternatives

```
PROG. KEY-01
DELAYED COMM.
          START TIME - HH:HH
                        18:00
```

This sub-menu asks you to enter
the start time using the 24-hour
format and confirm
with. ⊂⎯⎯⊃

```
PROGRAM KEY ENTRY
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]: TO COMPLETE
```

End the entries
for any one-touch key assignment
with ⊂⎯⎯⊃ .

Department code: protection against unauthorized users

f you wish, you can establish who uses your fax machine. All you need to do is assign department codes allowing you to ensure that only authorized staff have access to the machine. Department code lists give nformation on the use of your fax machine.

Enter master codes

MENU
2x ▷

(6)

MENU
▷

(7)

```
DEPT CODE ENTRY

1. YES    2. NO
```

Call up the enter dept. code menu
Press these keys.

```
MASTER CODE ENTRY
MASTER NBR –01
MASTER NAME - (MAX10)
```

Department code entry?
Press ② for NO and ①
or ⊂═⊃ for YES.

```
MASTER NAME ENTRY
MASTER NBR –01

TOSHIBA
```
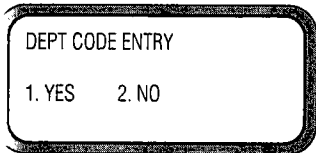
Did you select YES?
If so, this menu asks you to enter a master name.*
Select from the character list.

```
MASTER CODE ENTRY
MASTER NBR –01
MASTER CODE-
```
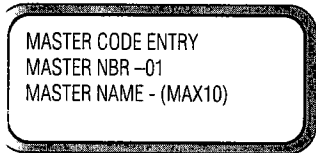
What is the master name?
Confirm with ⊂═⊃ .

```
DEPT CODE ENTRY

DEPT NUMBER -(1-20)
```
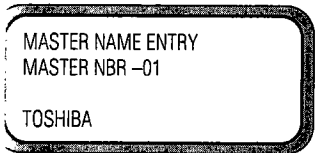
And now: Your master code
Designate a 5-digit number and confirm with ⊂═⊃ .
Only the right combination of name and number authorizes the
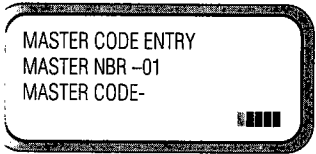
Assignment of department numbers.
The numbers 1-20 are to be assigned. e.g.: 02*
Confirm with ⊂═⊃ .

```
DEPT CODE ENTRY

DEPT NUMBER - (1-20)
```
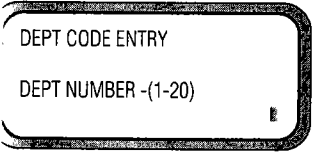
There are 20 spaces for the name
Assign e.g. the department name Toshiba Europe and confirm with ⊂═⊃ .

```
DEPT NAME ENTRY

DEPT NBR –02
DEPT CODE-
```
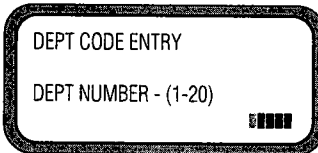
Now: department code
Designate a 5-digit code for the department and confirm with ⊂═⊃ .

```
ABT. CODE EINGABE

ABT. NUMMER - (1 - 20)
```
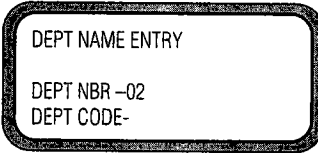
Do you wish to assign more codes?
Proceed as before.
To end the operation, press ⊂═⊃
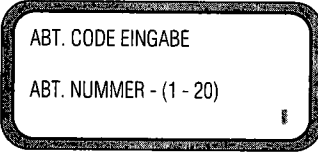
Using the department code
Only a person who knows the correct department code can use your fax machine as long as the settings described above are in operation.

```
ENTER DEPT CODE
                    AUTO RX
RESIDUAL MEMORY      100%
```
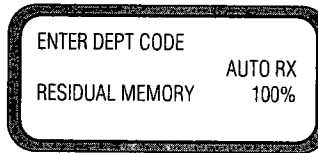
The standby mode
for activated department code looks like this.
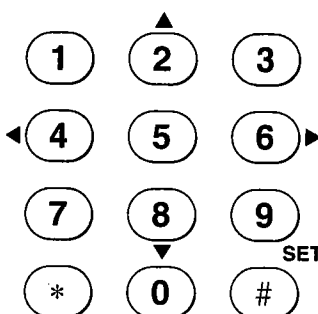
This department code must now be entered
before each fax operation
and confirmed with ⊂═⊃ .

▲
(1) (2) (3)
◄(4) (5) (6)►
(7) (8) (9)
▼   SET
(*) (0) (#)

the master name selected or the department number have already been assigned, your fax achine asks you whether you wish to cancel, modify or retain. Select the appropriate sug- stion and follow the instructions given in the menu.

In order not to lose track of the department codes assigned, you can have the corresponding list printed out.
The communication journal will give you a breakdown on the use of your fax machine according to departments. Explanations on this are given on page 39

Select the optimum setting for your printer

There's a limit to every page ...

Your fax machine uses normal A4 paper as recording paper. If an incoming fax message is longer than the recording paper, the printer offers several possibilities to record the message.
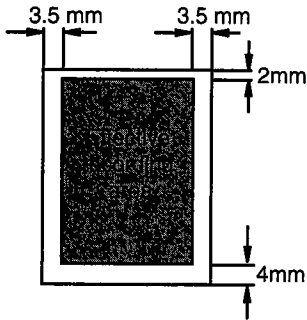
The recording area

There is always a small area on the edge of the recording paper which remains unprinted.

If the document received is either the same length or shorter than the effective recording area in the illustration on the left, it will be reproduced in its original size.
If it is longer than the recording paper, the document will be printed reduced to 90% if you select the following setting.
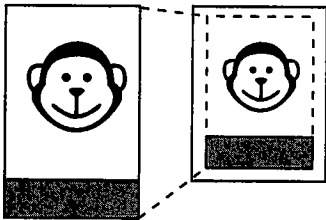
Reduced reproduction

This is how a longer document fits on a sheet of A4 paper. Select DISCARD ON to ignore reduction. The lower part of the document may be lost.
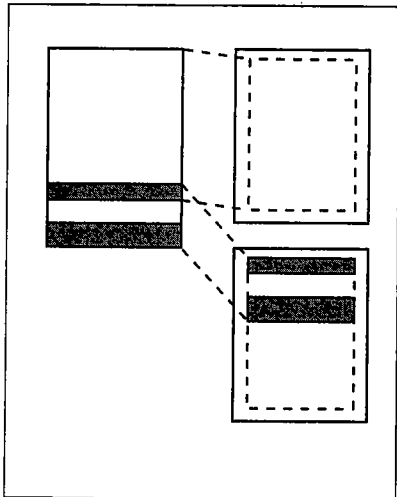
If you select the function

RX REDUCTION OFF, the document will be automatically printed out on two or more pages.
The lower part of the document will be reproduced on the upper part of the next page.

If you select the appropriate setting, your printer will help you save paper. There is another option which will help you save electricity by limiting the operation of the printer heater to a fixed time of day.

Setting the printer operating modes

2x ENTER

```
5. TEL NUMBER ENTRY
6. INSTALLATION
7. PRT. INSTALLATION
8. MENU LIST
```

```
1. POWER SAVER
2. RX REDUCTION
3. DISCARD
```

```
POWER SAVER

1. ON
2. OFF
```

```
HEATER OFF TIME

          HH:HH-HH:HH
          21:30 -  8:30
```

ENTER

PRINTER INSTALLATION

is selected with ⑦
The next menu offers 3 selections:

RX REDUCTION?

After ② press ① for ON
or ② for OFF.
Instead you can also select DISCARD. Again
① for ON or ② for OFF.

The power saver

enables you to determine whether your printer should be switched off temporarily. You can decide with ① for ON or ② for OFF.

You can fix

the time of day when the printer heater will not be in operation.

Use the dial keypad to enter first the switching-off time and then the switching-on time.

As always:

Confirm your decisions with ENTER.

Your fax machine can give reports

Your machine will record all the fax messages you transmit or receive in the form of journals and reports.
You just have to press JOURNAL to print out this type of record.

```
TRANSMISSION-JOURNAL

                              TIME      : 05.03.93    14:42
                              TEL NUMBER : +49-2131-158341
                              NAME      : TOSHIBA EUROPA

NBR  DATE   TIME   DURATION PGS  TO                         MODE      STATUS
001  05.03  14:12  00/29    1    +49 2131 137551            EC    M   OK
002  05.03  14:13  00/29    1    +492131158280              EC    M   OK
003  05.03  14:14  01/04    2    +49 2131 158550            HS        OK
004  05.03  14:19  00/33    1    +49 2131 158222            G3    M   OK
005  05.03  14:23  00/26    1    +49 2236 63248             EC        OK
006  05.03  14:27  00/21    1    +3142048752                EC    M   OK
007  05.03  14:30  00/25    1    +49428541                  EC    M   OK
008  05.03  14:33  00/24    1    +49 2236 63248             EC    M   OK


RECEPTION-JOURNAL

                              TIME      : 05.03.93    14:42
                              TEL NUMBER : +49-2131-158341
                              NAME      : TOSHIBA EUROPA

NBR  DATE   TIME   DURATION PGS  FROM                       MODE      STATUS
001  05.03  14:11  00/48    3    +49 2131 137551            EC        OK
002  05.03  14:17  00/35    1    +49 2131 158222            G3        OK
003  05.03  14:22  01/03    2    +44932852977               HS        OK
004  05.03  14:24  00/29    1    +49428541                  EC        OK
005  05.03  14:26  00/48    2    +31104470901               EC        OK
006  05.03  14:28  00/27    1    +3142048752                EC        OK
007  05.03  14:31  00/49    2    +49 2236 63248             EC        OK
008  05.03  14:36  00/25    1    +31104470901               EC        OK
```

part from the date and time, the journals give other important information:

BR: Numbers transmissions in chronological order.

O or **FROM:** Gives ID or telephone number of the receiver or sender.

URATION: Gives the length of each transmission in minutes and seconds.

GS: Gives the number of pages sent or received for each transmission.

EPT.CODE: Displayed only when the function department management is activated.

MODE: Indicates the type of transmission.

HS: High speed transmission, only possible between TOSHIBA machines.

G 3: Transmission in standard group 3 operational mode.

EC: Means error correction mode.

EX: Means express mode, only possible between ^ TOSHIBA machines.

P: Documents were sent/received by polling.

M: Indicates a memory transmission.

R: Indicates a relay transmission.

For mail box transmission:

I: stands for "information box".

F: stands for "fax box".

P: stands for "personal box".

STATUS: (of transmission)

OK means successful.

NG stands for transmission error.

There are a number of ways to determine when a journal is printed and the type of journal. Select the standard setting

MENU

2x ▶

```
JOURNAL OUTPUT
1. MANUAL
2. AUTO
3. ERROR CODE
```

```
MANUAL OUTPUT
1. TX & RX JOURNAL
2. TX JOURNAL
3. RX JOURNAL
```

```
AUTOMATIC JOURNAL
1. ON
2. OFF
```

```
SET ERROR CODE
1. ON
2. OFF
```

Now press the following keys:
⑥ for installation
③ to print out journal

In the menu JOURNAL OUTPUT
you can set the time when a journal should be printed out.
If you press ① for manual, another selection menu appears...

... with ① ② or ③
you now determine the type of record to be printed after you press JOURNAL.
Confirm with ⟸.

Did you select AUTO?
If so this menu asks whether you want a journal printout automatically after every 40 transmissions/receptions by pressing ①
for ON. If not, press ② for OFF.
You confirm your decision
with ⟸.

By selecting ERROR CODE
you determine with ① or ②
whether journals should contain information on the cause of error (for your serviceman). After confirming with ⟸, press
⟸ again to return to the standby mode.

How to know what you have stored

One of your machine's strong points is that you only need to store once the fax numbers you frequently use. You can then regroup these numbers for diverse purposes and use them with convenient functions like one-touch dialling or multi-address transmission. The following lists help to keep you informed.

Call up the list selection menu

MENU
▷▷

```
1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS              ->
```

In the main menu...

...select item 4: LISTS.
MENU
4x ▷▷ ◄ 4

```
1. DISPLAY LAST TX
2. RESERVATIONS
3. TELEPHONE NBRS
4. FUNCTIONS          ->
```
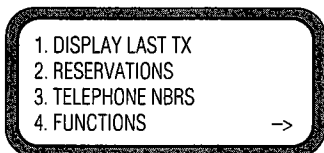
Now: item 3:
TELEPHONE NUMBERS.

```
TELEPHONE NBRS LIST
1. ALL OF LISTS
2. ABB. NUMBERS
3. GROUP NUMBERS      ->
```
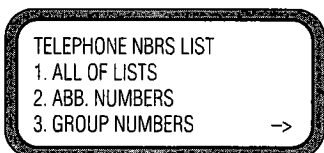
The menu
TELEPHONE NUMBERS LIST
offers you the choice of five different tables of fax numbers you have stored.

ENTER
(←┘)

```
4. RELAY NUMBERS
5. ONE TOUCH NBRS
```
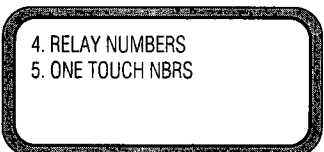
With ① ② ③ ④ ⑥ **,**
you select the lists you wish to have printed out.
The lists contain the following numbers programmed and their allocation to individual lists.

1. All of lists:

All telephone numbers with names etc. stored on abbreviated numbers.

2. Abbreviated numbers list:

All one-touch numbers and programme functions you have assigned to one-touch keys.

3. One-touch numbers list:

This list gives all information stored for relay transmission:
● group names
● relay station names
● receiver groups

4. Relay numbers list:

If you have combined abbreviated numbers in groups for multi-address transmission, this list offers you full information.

5. Group numbers list

Lists with control functions

To monitor selected machine settings and as information for your serviceman.

The function list

MENU
4x ▷▷ ◄ 4

If you now press ④ for function, your fax machine prints out the information list:

The programm list

MENU
2x ▷▷

supplies you with information on all the menus and sub-menus at a glance.

With ⑧, you select the printout of the programme list required.

the reservation list

shows you at any time the documents currently stored which are waiting to be sent by delayed transmission.

MENU
2x ▷▷ ◄ 4

If you now press ⑧ for reservation, your fax machine will print out this list:

The department code list

is printed out to check the allocation of special user codes.

MENU
▷▷ ◄ 4
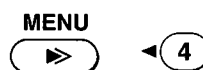
If you press ⑤ for department, your fax machine prints out the list required.

When paper causes a jam...

'hen documents are fed in and recording paper fed out, this can lead to minor problems from time to
ne which, however, you can easily put right yourself. Just one point to remember: your fax machine
10uld not be switched off as this would delete all the stored fax messages.*

ow to clear a document jam
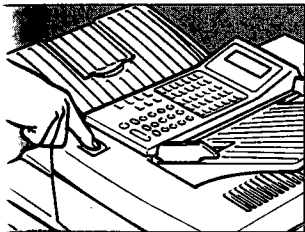
**Press the release button
down** to open the operator con-
trol panel.

▲
Keep the power ON.
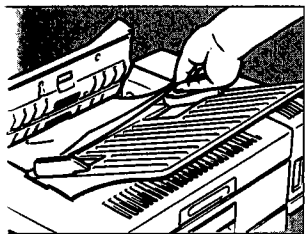
The jammed document
can be carefully removed.

▲
Do not try to send the jammed document
again. Use a carrier sheet or make a photo-
copy and send this instead.
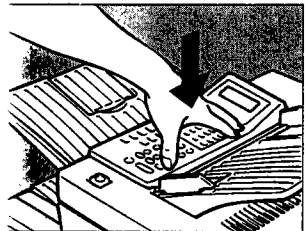
**Close the operator control
panel.** Take care that the cover
locks firmly into place.
Now delete the error message by
pressing the STOP key.

.ɔu switched off your fax machine by mistake and thus deleted any fax message stored in
ˉemory, ask for a reception journal to be printed out. This gives the sender and you can
ˉim to send the message again.

ow to clear a recording paper jam
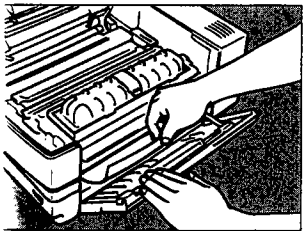
After opening
the upper cover and side cover of
the housing, you will see the pos-
sible locations where the paper
may be jammed: Remove the
paper from here without applying
force ...

**.... or from underneath the
process unit.**
▲
Do not touch any parts inside the machine
other than those described here. The hea-
ter cover may be very hot – even when the
machine is switched off.

When paper is jammed, never open the
recording paper cassette.
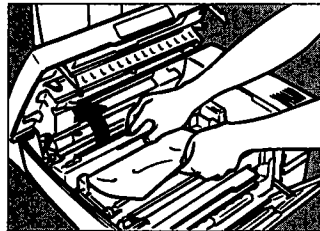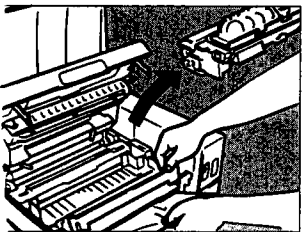
If necessary, pull up the fixer unit
and carefully pull out the jammed
paper.
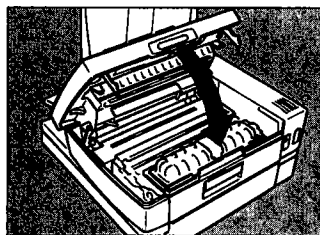
After you have replaced the pro-
cess unit, close the covers by
pressing down lightly until they
lock into place. Now delete the
error message by pressing:
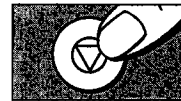
From time to time: Clean housing and document scanner

Never use abrasive materials to clean your fax machine – they could cause
damage. If documents transmitted are difficult to read, the document scan-
ner must be cleaned. You can easily tell when: Make a test copy of the
document on your fax machine and compare the copy with the original.
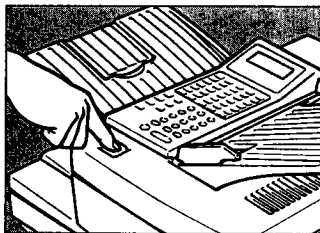
Before you open
the operator control panel as
shown ...

... print out any data which may be
stored.
▲
Then switch off your fax machine.
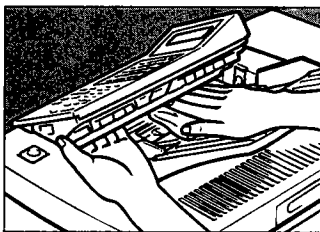
Using a soft cloth,
wipe the movable white roller and
the glass panel underneath.
▲
If these parts are very dirty, you can also
use a slightly moist cloth and then wipe off
with a dry cloth.
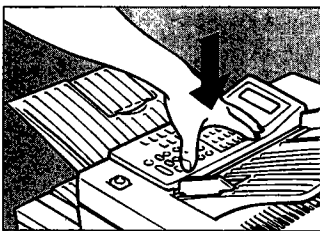
Before closing
the operator control panel, return
the white roller to its former posi-
tion.

Switch your fax machine on again.

To prevent your serviceman coming for nothing ...

It can happen: Your fax machine reports an operating error or fails to perform the required function at once. Before you make an unnecessary call on your service technician, take your time and see if you can help yourself. This checklist will help you recognize and eliminate errors.

Error message

• Cause / ○ Solution

LINE BUSY

- • Connection cannot be secured after dialling a number of times
- ○ Press RESET to erase the displayed message, and try again. Insure that the correct phone number and dialling procedure are being used.

COMMUNICATION ERROR
- • An error occured during the communication
- ○ Terminate the LCD message by pressing RESET and confirm the communication journal.

DOCUMENT JAM
- • The document is either jammed or longer than 40 inches.
- ○ Remove the jammed document, press RESET

FEATURE UNAVAILABLE
- • Remote party did not have the selected feature.
- ○ Reconfirm the receiver´s feature capabilities.

MEMORY ERASED PRESS RESET
- • Stored numbers and initial installations are erased.
- ○ Press RESET. This resets the initial data stored by the back-up battery

MEMORY OVERFLOW
- • The memory is full.
- ○ Switch off the memory function, or split the transmission into more than one operation.

PAGE MISMATCH
- • The page count selected and the actual number of documents sent are different.
- ○ Press RESET, check the number of document sheets, and retransmit.

POLLING ERROR
- • The security code for polling is incorrect.
- ○ Input the correct security code and press RESET.

POWER FAILURE
- • A power failure has occured.
- ○ Press RESET

PUT IN DOCUMENT
- • You have attempted an operation wich requires a document feeder.
- ○ Load document(s) in the document tray.

PAPER EMPTY
- • The recording paper has run out.
- ○ Load the recording paper in the paper cassette.

COVER OPEN
- • The top cover is open.
- ○ Close the coverr.

PAPER JAM
- • Recording paper has jammed.
- ○ Remove the jammed recording paper (see page 8)

DRUM LIFE WARNING
- • Displayed as a warning when the drum life is about to expire.
- ○ Replace the drum if neccessary.

REPLACE DRUM
- • Displayed when drum life has expired The printer stops at this time.
- ○ Relpace the drum.

TONER LOW
- • Displayed when the toner is exhausted.
- ○ Replace the toner.

TONER EMPTY
- • The toner is exhausted.
- ○ Replace the toner.

Transmission problems	possible causes ...	... and solutions
Your document is not automatically pulled into the feeder.	Your machine displays an error.	If the display gives an error message, clear the fault and delete the display with RESET.
	The display is blank.	Check there is power to the machine The machine must be switched on. (See page 7)
	Your faxmachine is setup with department codes	Enter the department code.
	You have put more than 20 pages in the ADF	Divide the transmission into two or more staples.
	The operator control panel is not firmly locked.	Close the cover. It should be firmly locked in place on both sides.
When you press START, ON LINE does not appear on the display.	You replaced the receiver before pressing START.	Try again. Replace the receiver only when you have pressed START.
The document is damaged during sending or copying.	The document guides are not properly adjusted to the paper size.	Adjust the document guides accordingly.
	The operator control panel is not firmly closed.	Close the cover. Ensure that both sides of the cover are firmly locked in place.
Your fax machine performed transmission correctly but the message was not received by the receiver.	The other machine is out of paper.	Ask the receiver to put paper in his machine.
The receiver received a blank sheet instead of the document sent.	You loaded your document in the machine with the image face up.	Send your document again: The image must be facedown on your document feeder.
	The remote parties paper is incorrectly loaded.	Ask the remote party to load paper correctly.
The receiver reports: The document transmitted is difficult to read.	Your machine's document reader is dirty or damaged.	Make a copy of your document on your fax machine. If your copy is also difficult to read, clean the document reader.
	RESOLUTION and CONTRAST are not set correctly.	Make a copy on your fax machine and adjust the settings to your document. You can also improve document quality: By making the print on the photocopy darker, enlarging or reducing. Then send again.
	The telephone connection is poor.	Redial. You may get a better connection.
Abbreviated or one-touch dialling do not work.	Abbreviated or one-touch dialling number is not correctly stored.	Check and correct stored numbers.

If you cannot solve the problems as described here, please contact your TOSHIBA dealer or service technician directly.

To prevent your serviceman coming for nothing ...

Reception problems	possible causes ...	... and solutions
You press START to receive a document. But you receive nothing.	You have an error displayed.	If the display shows an error message, elimin te the fault and delete the display with RESET
	There is still a document in the feeder.	Press RESET and remove the document.
	The display is blank.	Check there is power to the machine. The machine must be switched on. (See page 7)
	Your fax machine is set in manual receiving mode and you replaced the handset before pressing START.	When receiving the next fax, be sure to replac the handset only after you have pressed STAF
	The operator control panel is not closed.	Close the cover. Both sides of the cover mus be firmly locked in place.
	The receiver´s machine is not compatible with your machine.	Check whether the receiving machine is CCIT group 3 compatible. If so, try retransmitting.
Your recording paper is not fed out.	The operator control panel is not closed.	Close the cover. Both sides of the cover must be firmly locked in place.
	The recording paper in your machine is jammed.	Remove the jammed paper. (See page 41)
You have inserted recording paper but the display reports: PAPER EMPTY.	Your recording paper is not correctly inserted.	A description on how to insert the paper corr tly is given on page 7.
The document received is difficult to read.	Document quality is poor.	Ask the sender to reset the resolution and cor trast or improve the quality of the document e.g. by making the print on the photocopy dar ker, enlarging or reducing. Then have it sent again.
	The telephone connection is poor.	Ask the sender to transmit the document agair
You receive a completely blank document.	The sender made a mistake when loading the document.	Check whether the sender loaded in the correr manner.

If you cannot solve the problems as described here, please contact your TOSHIBA dealer or service technician directly.

Has the drum life come to an end? – If so, replace it.

If the message DRUM LIFE WARNING is displayed on the LCD, the drum life is nearing its end. If the message REPLACE DRUM is displayed on the control panel, printing is no longer possible. This means you must replace the complete process unit. At the same time, replace the ozone filter.

To make a good impression: a new toner pack
When the message TONER LOW is displayed, you should have a replacement pack on hand. When your fax machine reports TONER EMPTY, a new toner pack must be inserted. At the same time always replace the fixer cleaner.
Please turn to page 7,8 for more details given under "Installing the process unit, inserting the toner pack".

Error code list

In journals and lists, your fax machine reports errors in the form of code numbers. We have listed here what they mean and what you should do.

10= Paper Empty   Put in paper

11= Paper Jam   Clear the recording paper jam.

12= Document Jam   Press RESET.
Clear jammed paper.

13= Cover Open   Close the cover
Press RESET

20= Power Failure   Press RESET

30= You intentionally pressed RESET during communication

31= No answer for call request   Check the telephone number of the call back message, and then call the remote party by telephone.

32= Page mismatch   Check the actual document count.

33= Polling Error   Check polling options set-up

42= Memory overflow   Switch off memory transmission and send again.

50= Auto Dial Error   Send the document again.

53= Security mismatch   Check your (and the receiver´s) security telephone number.
Reset if necessary.

80= Tel Line Error   Call the receiver to check if their unit is OK. Retry transaction.

80= Handshake error

81= Feature unavailble   The receiver does not have relay or mail box capacity.

82= Training Error   Call the receiver to check if their unit is OK. Retry transmission.
83= Picture Error
83= Decode Error
84= Line Error
86= Picture Error
87= Memory not possible

Programming Mercury Button

The TF P551/531 facsimile machine has a dedicated button for connection to the Mercury 2300 Service, this button is One Touch Key 35 (OTK35)

To apply for the Mercury´s 2300 Service simply complete and return the enclosed application form. If you require any further information you can call Mercury Customer Assistance on 0500 500194 free of charge.

Programming the Mercury Button

After you apply for Mercury´s 2300 Service you will receive a Mercury PIN code in two separate parts.

The PIN code, which is similar to a bank code, identifies you as a Mercury customer and will need to be stored under OTK 35, the Mercury button.

Please follow the steps shown below to programme OTK 35 before attempting to send documents through the Mercury network. Press the following keys

1. Press MENU twice

ENTER
2x (←↵)

then 6

(6)

to select INSTALLATION

2. press MENU three times

ENTER
3x (←↵)

then 94 to select "MERCURY"

Machine displays

```
MERCURY NETWORK
1. ACCESS CODE
2. AUTHORISATION CODE
```

3. Press 1. to select "ACCESS CODE
Machine displays

```
MERCURY NETWORK

AUTH. CODE= (MAX 10)
```
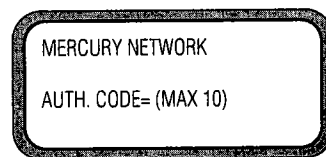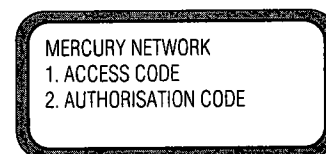
4. Type in via keypad the following:
131– = PAUSE BUTTON

5. Press ENTER
The pause button after 131 is required so that the machine can detect Mercury dial tone.
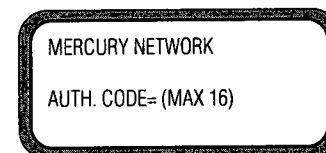
Note:
If the machine is on a PBX extension then the digit 9 may be required before 131-.

Machine displays

```
MERCURY NETWORK
1. ACCESS CODE
2. AUTHORISATION CODE
```

6. Press (2) to select "AUTH. CODE"
Machine displays

```
MERCURY NETWORK

AUTH. CODE= (MAX 16)
```

7. Type in via the keypad the 10 digit PIN issued by Mercury (part 1 followed by part 2), press ENTER twice. The machine is now ready to be used via Mercury 2300 Service.
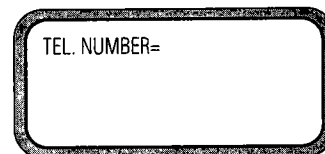

Transmission via Mercury

1. Load document face down in the stacker.

2. Press OTK 35
The machine will display the following

```
MERCURY NETWORK

```

for approximately 2 secs.

```
TEL. NUMBER=

```

3. Dial Cost Center Code if applicable. *
*Cost Center Code.
Cost Center Code are selectable on your Mercury order form. By keying in any code number (either 2 or 3 digits - except 999) before dialling each and every call, businesses can allocate calls to different jobs, or residential users can see who is responsible for each call.

4. Enter Fax Number required. This can be done by either entering number via keypad or by pressing another OTK or by ABB No.

---

5. Press START.

The machine will then access the Mercury Network will display the following

```
DIALLING

M
```
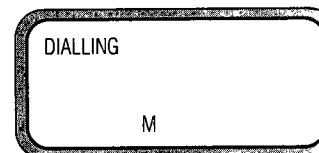
Once the machine has detected Mercury dial tone it will then dial the Fax Number required and hence send the document.

If Mercury dial tone is not detected the fax number will not appea across the display. Try reprogramming the Mercury button and if you still have difficulty, please call Mercury Customer Assistance on 0500 500193 (free of charge, 24 hours a day)
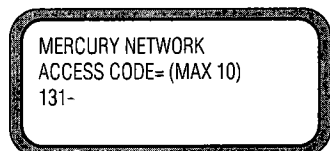
Reprogramming

Please follow the steps shown below if you wish to reprogramme OTK 35.

ACCESS CODE

1. Follow steps 1. to 3. of PROGRAMMING THE MERCURY BUTTON explained on page before.

Machine displays

```
MERCURY NETWORK
ACCESS CODE= (MAX 10)
131-
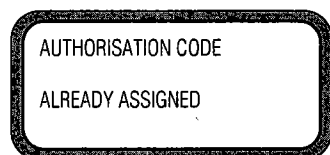```

**2.** Type in the new ACCESS CODE and pause.

The PAUSE is required so that the machine can detect Mercury dial tone.
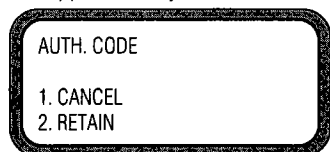
**3.** Press ENTER twice.

## AUTHORISATION CODE

**1.** Follow steps 1 & 2 of Programming the Mercury Button explained before.
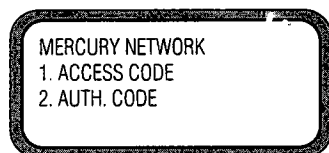
**2.** Press ② to select "AUTH. CODE"
Machine displays

```
AUTHORISATION CODE

ALREADY ASSIGNED
```
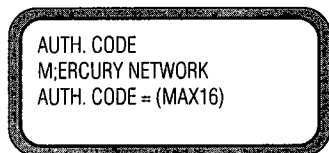
For approximately 2 secs.

```
AUTH. CODE

1. CANCEL
2. RETAIN
```

3. Press ① to select "CANCEL"

4. Press ▣ twice, then 94 to select "MERCURY"
Machine displays

```
MERCURY NETWORK
1. ACCESS CODE
2. AUTH. CODE
```

5. Press ② to select "AUTHORISATION CODE"
Machine displays

```
AUTH. CODE
M;ERCURY NETWORK
AUTH. CODE = (MAX16)
```
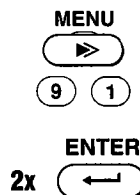
6. Type in via the 10 digit PIN issued by Mercury (part 1 followed by part 2) press ENTER then RESET
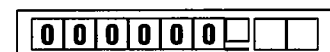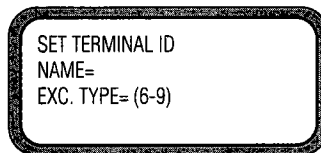
Exchange Type

There are parameters to be set for the access to the telephone line.
To programme these parameters please follow the instructions below.

Press key:

MENU
▣

⑨ ①

ENTER
2x ↵

```
SET TERMINAL ID
NAME=
EXC. TYPE= (6-9)
```

Enter the necessary settings.

```
0 0 0 0 0 0 □ □ □
```

DP (Dial-Pulse)   **0**
MF (Multi-Frequence)   **1**

Notice for Connection to the Telecommunication System

TOSHIBA TF P551/531
AB020 293

This TOSHIBA Facsimile transceiver has been **approved** for connection to Telecommunication systems specified in the instructions for use subject to the conditions set out in them.

2. This apparatus has been approved for the use of the following facilities.

a)   Storage of telephone numbers for retrieval by a predetermined code. (If problems occur, verfify stored number).
b)   Automatic Call initiation.
c)   Operation in the presence or absence of Initial or Secondary Proceed Indication.
d)   Automatic Dialling Facilities.
e)   Group 3 Facsimile modems.
f)   Automatic Repeat Attempt Facilities.
g)   Auto Clear from the call originating end.
h)   Series Connection Facility
i)   Call progress monitor.

Any other usage will invalidate the approval of the apparatus if as a result, it then ceases to conform to the standards against which approval was granted.

3. The connection to the telecommunication systems must be unplugged before the earth is disconnected. The connection to the telecommunication systems must not be hardwired.

4. This apparatus may be used on telecommunication systems employing loop-disconnect or MF signalling.

5. This apparatus is not suitable as an extension to a payphone for use on shared service lines or for use on 1+1 carrier systems.

6. The approval of this apparatus for connection to the British Telecom public switched telephone network is **invalidated** if the apparatus is subject to any modification in any material way not authorized by BABT or it is used with or connected to:
a)   internal software that has not been formally accepted by BABT or
b)   external control software control apparatus which causes the operation of the apparatus or associated call set up equipment to contravene the requirements of the standard set out in BABT/SITS/82/005S/D.
All apparatus connected to this facsimile and thereby connected directly or indirectly to telecommunication sytems must be approved apparatus as defined in Section 22 of the British Telecommunication Act 1984.

7. This apparatus is suitable for connection only to direct exchange lines on the pstn directly or via a compatible PABX. The supplier of the apparatus should be consulted for an up to date list of PBXs/RBS with which the apparatus is compatible.

The user should refer to BS 6789: section 6.1 clause 2.4 for information relating to Relevant Branch Systems (RBS).

It cannot be guaranteed that the apparatus will operate under all possible conditions of connections to compatible PABX. Any cases of difficulty should be referred in the first instance to supplier of the apparatus.

8. The Ringer Equivalents Number (REN) is 3.
The REN is a customer guide indicating approximately the maximum number of items of apparatus that should be connected simultaneously to the line.

The sum of the RENs of the individual items should not exceed 4.
The REN value of a BT telephone is assumed to be 1 unless otherwise marked.

Only one telephone and the facsimile machine should be connected to the line. Where the telephone is a seperate unit it must only be connected to the appropriate socket on the Line Jack break-in adaptor. Any apparatus connected to this socket must comply with BS 6301.

9. The voltage drop introduced by the apparatus between the PSTN and the associated telephone at a current of 40mA d.c. is 0.3 Volts.

10. PBX Operation.
PBX´s that return a secondary proceed indication after the access digit may require a pause to be inserted in the dial number between the access digit and the remaining digits. If pauses are required for PBX operation, the pause button on the operator panel can be used.

Warning: The pre-programmed pause is 4 seconds. A maximum of 2 pauses should be inserted. Failure to comply with this requirement may result in unsatisfactory operation.

11. Warning
The interconnection directly or by way of other apparatus, of ports marked **warning**. Connect only apparatus complying with BS 6301 to this/these port/s or **safety warning**. See instructions for use with ports marked or not so marked may produce hazardous conditions on the network and advice should be obtained from a competent engineer before such a connection is made.

Glossary

You'll find a description of all functions at a glance

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