

Welcome to your fax machine

- A** Document guides
- B** Recording paper cassette
- C** Control panel
- D** Release button
- E** Cover
- F** Cover / document support
- G** Mains connection
- H** Power switch
- I** Interface
- J** Connection for telephone line (LINE) and external telephone (TEL)

-
- 1** **Display**
Displays indications about the operating modes of your fax machine. Your control monitor for all function settings.
 - 2** **ABB. DIAL / ALPHABET**
Press this key in order to select a stored alphabet dial number or a name.
 - 3** **Keypad**
Use the keypad to enter numbers or select characters
 - 4** **"*" and "#" KEY**
Fast forward / rewind
Moves the cursor to the left or right.
 - 5** **SP Phone**
This key replaces the external telephone. Press this key to establish a connection with the telephone line. You can then use the keypad to dial, listen to the other party via the loudspeaker and talk with the other party via the built-in microphone (speakerphone facility).
If you have dialled a connection to a fax machine, press the START key to start the fax transmission. In order to end a call (on-hook), press the SP PHONE key again.
 - 6** **HOLD / COPY**
During a call (only via the speakerphone facility), the line is "muted" if this key is pressed. The other party hears a brief melody during this period. Press the key again to clear the muting facility. If it is not cleared manually, it is automatically cleared after approx. 30 seconds. In this case, you are notified by means of three short tones.
In the standby mode, when a document is inserted, this key is used for making a copy.
 - 7** **REDIAL / PAUSE**
For speakerphone operation:
Activates the previous number dialled under speakerphone operation.
If a fax number is entered:
Inserts a dialling pause of three seconds.
 - 8** **MEMORY KEY**
Activates transmission from memory.
 - 9** **MEMORY LED**
Indicate whether there is a document in the memory, do not switch off the fax machine if this is the case.
 - 10** **STOP-KEY**
Clears error messages and terminates input.
 - 11** **START KEY**
Initiates the sending and receiving options.
 - 12** **ONE-TOUCH DIALLING KEYS**
Sends documents at the push of a button.
 - 13** **FUNCTION / NO KEY**
Press this key to select menu items or reject settings
 - 14** **MODE / YES KEY**
With this key, you can choose between four receiving modes and confirm settings
 - 15** **TX-Report/Call**
In standby mode:
This defines the output criteria of the TX report (see page 61) (TX report always/ only on error)
During fax mode:
For an operator call, press this key if you wish to indicate to the other party that you wish to speak after the fax transmission has been completed.
 - 16** **TAD**
Switchover between Telephone Answering Device and preselected standby mode.
 - 17** **PLAY**
Play back stored messages
 - 18** **TALK**
Record a call
 - 19** **Memo / Erase**
Record a memo
Erase individual messages
 - 20** **OGM**
Record / play back the announcement text
 - 21** **>>>>**
Change playback volume
 - 22** **Microphone**

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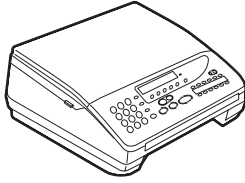
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Preparation

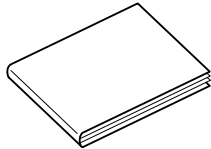
Unpacking

When unpacking your machine, please check that all parts shown here are present and in perfect condition.

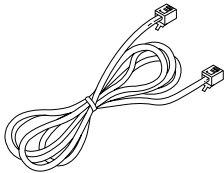
1. Fax machine



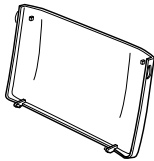
2. User manual



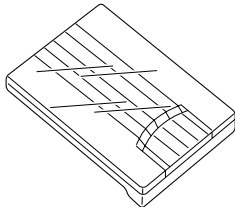
3. Telephone cable
(not supplied in
all Countries)



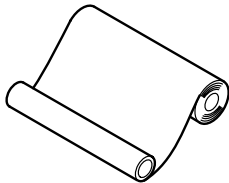
4. Cover



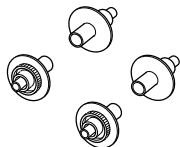
5. Paper cassette



6. Inkfilm



7. Ink film adapters



8. Powercable



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

The correct location

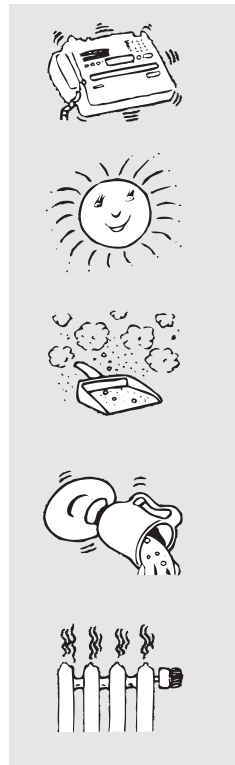
for your fax machine is easily found:

- near a 230 V AC socket
 - near a telephone connection
- * If you wish to switch your machine off for a longer period, cut the power supply by removing the power cable from the machine or socket.
- * No other 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 mains supply.

AC power

You will find the mains connection on the back of the machine. The ON/OFF switch is situated above the mains jack.

Please protect your machine from:



vibration

direct sunlight

dust

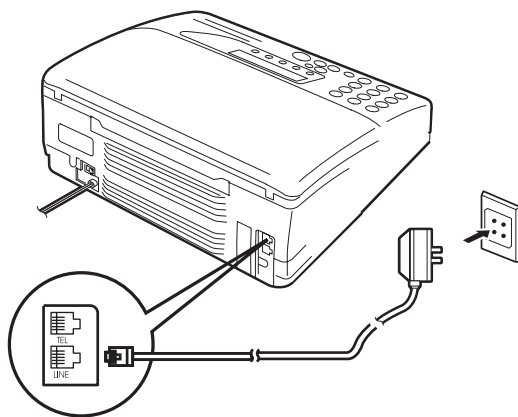
humidity

heat

Preparation

Connection to the mains

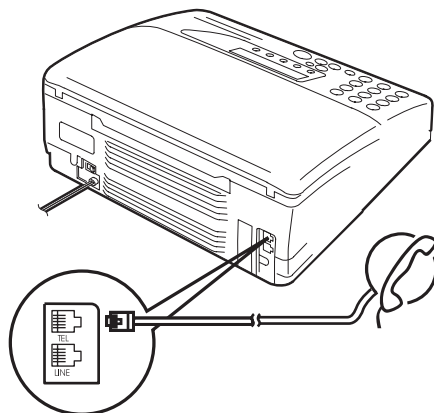
Connect your fax machine (LINE jack) to the telephone socket, as shown on the right.



Connection of a telephone

Liability in case of wrong connection by the user is excluded.

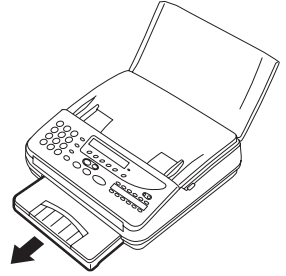
In the UK, connection of an external telephone or cordless telephone should be made at the socket on the "break in adaptor". The "break in adaptor" is the small white box found at the end of the telephone cable supplied with the TF471 in the UK.



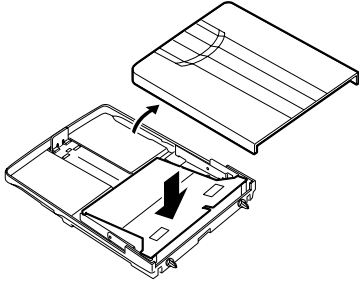
Preparation

Insert recording paper

Remove the paper cassette



Press down the cassette plate until it locks into place.



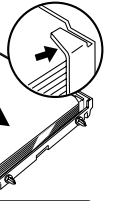
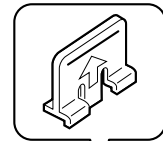
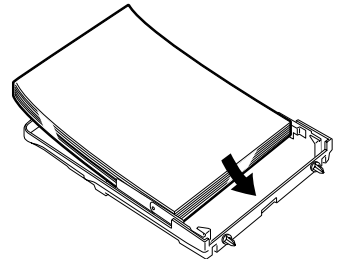
Insert a stack of A4 paper.

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 with the side to be printed faced down and don't forget:



The paper cassette holds a maximum 160 sheets (80 g/qm).



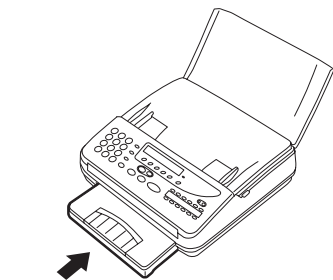
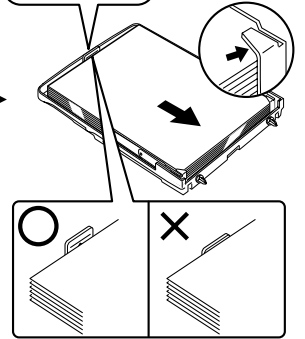
Then: Slide the cassette into the slot until you hear it lock into place.



Ensure that the base plate is pressed correctly into position. Otherwise there will be a paper jam.



Do not use damp, wrinkled or torn paper.



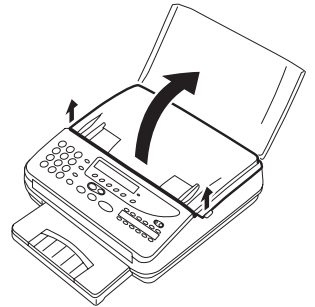
Insert print film



Do not switch off machine during this process.

Open the cover.

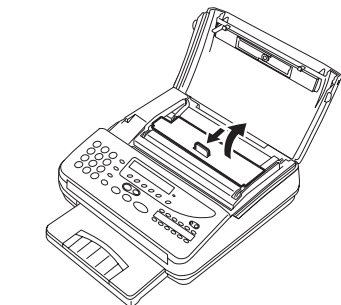
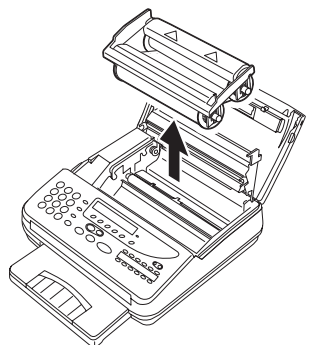
Pull up the release button on the right side of your fax machine. The cover opens.



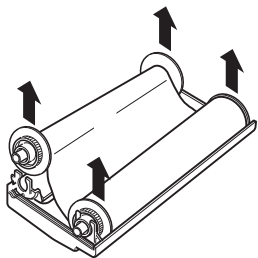
Unlock the printer unit

Lift out the film holder

When installing for the first time: Carefully remove the protective strip above the gold-coloured print head to avoid damaging it.



Preparation

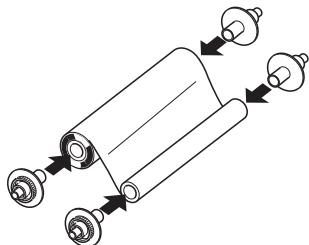
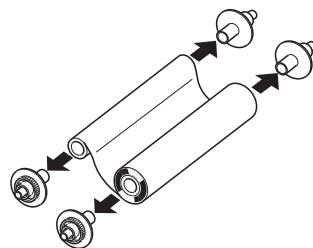


Remove the old film.

Pull out the hubs.



Do not throw them away.



Insert the hubs into the new film

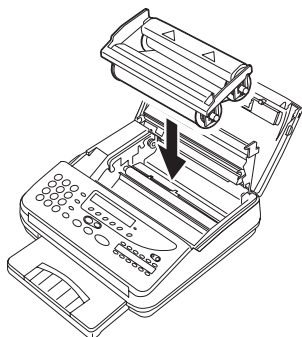
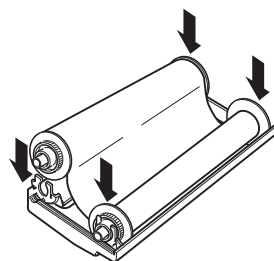


The drive hubs with the gear teeth are placed on the side of the film with the grooves.

Replace the film in the film holder.

Consider the film holder for a moment.

- On the base, there is a marking . The drive hubs with gear teeth must be located on this side.
- The full roll must be located to the rear. See the marking mm on the holder.
- The empty roll must be located at the front.

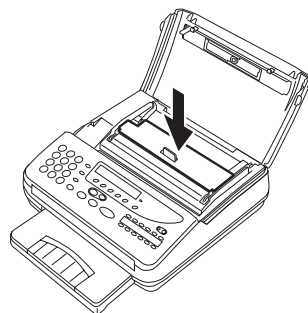


Replace the film holder in the fax machine.



Ensure that the marking on the holder is pointing to the rear (see diagram).

Close the printer unit



Close the cover



This message always appears when closing the cover. If the ink film is not been replaced, confirm with NO.

INK FILM CHANGED ?



YES

Confirm with YES


The ink film counter will be reseted.

15.03 TEL 00

Standby mode

Installation

Enter user name

 The following steps include entering the name, the terminal identification, the dialling procedure and the line type. These settings should be made quickly, as the maximum permitted pause between data entry is approx. one minute. Take your time therefore to read the information concerning the name, identification, dialling procedure and line type, and only start the procedure when you have finished reading.

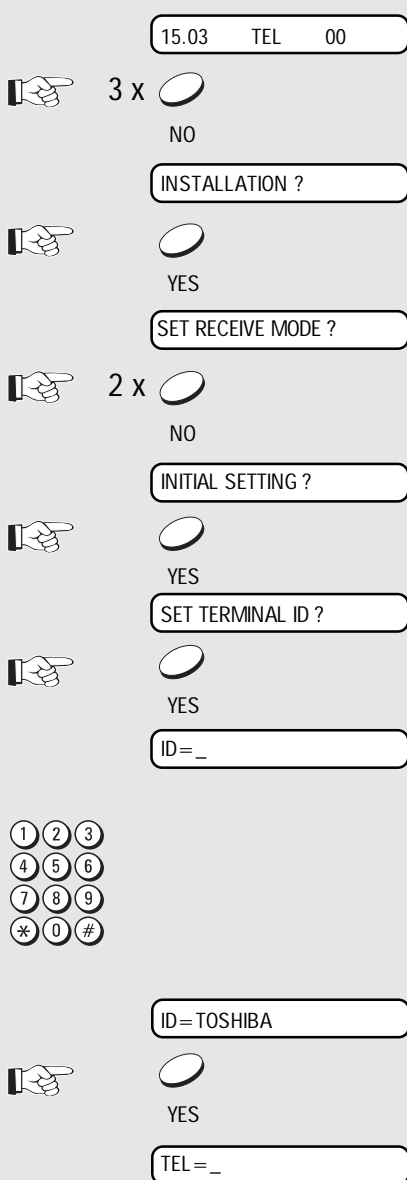
If you have not entered all the data within the permitted time, the details will not be completely stored. In this case, repeat the entire procedure again.

The transmission header not only contains the terminal ID but also the user name. This can contain up to 20 characters. Use the digit input keys for entering the alphanumeric characters.



Each digit features several characters which can be activated by repeatedly pressing the corresponding key. If you have found a character of your choice, press the "#" key to go to the next position. Use the "*" key to go back one letter and make any corrections. Use the "0" key to select special characters.

If you have entered one letter too many, delete it by pressing the NO key. When the name is complete, press the YES key. Example: TOSHIBA



Part 1





15.03 TEL 00

 3 x 
NO



INSTALLATION ?

 
YES



SET RECEIVE MODE ?

 2 x 
NO



INITIAL SETTING ?

 
YES


SET TERMINAL ID ?

 
YES

ID=_

 
YES

TEL=_



standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm.

Press NO ...

Confirm.

Confirm.

Machine prompts user to enter the user name

Enter the name

Example: TOSHIBA

1 x 8 = T# 3 x 4 = l#

3 x 6 = O# 2 x 2 = B#

4 x 7 = S# 1 x 2 = A

2 x 4 = H#

Confirm with YES.

Machine prompts user to enter the sender's number (Continue with part 2 without interruption)

Part 2

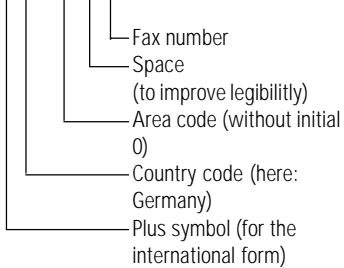
Installation

Enter terminal ID

The terminal ID which is part of the transmitting header contains the number under which your fax machine can be reached. The number should be entered in the international format:

Example:

+44-1931-12345678



Character	Key to be pressed
+	* - Key
Hyphen	REDIAL/PAUSE key

Enter the actual figures via the dial keypad (as usual).

Part 2



TEL = _

TEL = + 44-1932-12345678

YES

SET DIAL TYPE ?

Machine prompts user to enter the sender's number

Enter terminal ID

Terminal ID is complete.

Confirm with YES.

Machine prompts user to enter the dial type (Continue with part 3 without interruption)

Part 3

Setting dialling method

There are two dialling methods. The pulse-dialling method is normally used in the public switched telephone network. If your fax machine is connected to a PABX, the DTMF dialling method may also be used. As the public network is modernised, this dialling method may also be used in the public network. If you are in any doubt, first try the pulse-dialling method (basic setting). If the dialling procedure fails, try DTMP dialling. However DTMF is the most efficient.

*) This function is not available in certain cases depending on the design for a specific country.

Part 3



SET DIAL TYPE ?

YES

DIAL TYPE = MF

NO

DIAL TYPE = DP

YES

EXCHANGE = PSTN

Machine prompts user to enter the line type

Confirm.

Enter the current dialling procedure

Press NO ...

...until the desired menu item appears (here pulse-dialling)

Confirm with YES.

Current line type is displayed (Continue with part 4 without interruption)

Part 4

Installation

Connection to PABX, obtaining a public line

The TF471 can be connected not only to the public switched telephone network (public line) but also to a PABX. In this case, additional parameters have to be entered.

With PABXs, the public line is obtained in various ways:

- **Number** Dial one digit (or several digits) in order to obtain the public line
- **Earth key** Earth potential is connected to the voice wire(s) in order to obtain the public line
- **Flash key** With this method of obtaining the public line, the connection circuit is interrupted briefly.



With this method of obtaining the public line, the connection circuit is interrupted briefly.

When the method of obtaining a public line has been entered, you must always press the key "*" before the actual number when you dial your fax partner. This is also applicable for saving the fax numbers (see page 38).

Part 4

EXCHANGE = PSTN

NO

EXCHANGE = PSTN Go to A EXCHANGE = PABX Go to B

Current line type is displayed

Press NO ...

...until the desired menu item appears

A EXCHANGE = PSTN

EXCHANGE = PSTN

YES

SET DATE & TIME ?

STOP

15.03 TEL 00

Confirm with YES.

Next menu item is displayed

Press STOP, return to standby mode

B EXCHANGE = PABX

EXCHANGE = PABX

YES

ACCESS TYPE = DIGIT

NO

Obtaining public line = digit Obtaining public line = earth key Obtaining public line = flash

Go to C Go to D Go to E

Confirm with YES.

Current method of obtaining a public line is displayed


Press NO ...

...until the desired menu item appears

Installation

C ACCESS TYPE = DIGIT

ACCESS TYPE = DIGIT

 YES

Confirm with YES.


ACCESS DIGIT = _

Machine prompts user to enter the code

Enter the digit(s) for obtaining public line (max. 3 digits)

1 2 3
4 5 6
7 8 9
* 0 #


ACCESS DIGIT = 0

 YES

Confirm with YES.

SET DATE & TIME ?

Next menu item is displayed


 STOP

Press STOP, return to standby mode

15.03 TEL 00

D ACCESS TYPE = EARTH


ACCESS TYPE = EARTH

 YES

Confirm with YES.

SET DATE & TIME ?

Next menu item is displayed


 STOP

Press STOP, return to standby mode

15.03 TEL 00

E ACCESS TYPE = FLASH


ACCESS TYPE = FLASH

 YES

Confirm with YES.

SET DATE & TIME ?

Next menu item is displayed

 STOP

Press STOP, return to standby mode

15.03 TEL 00

Installation

Set date and time

Enter the current date and time at this point so that all details relating to date and time is correct. The internal clock of your fax machine then runs automatically - even in the event of a power failure.

15.03 TEL 00

3 x NO

INSTALLATION ?

YES

SET RECEIVE MODE ?

2 x NO

INITIAL SETTING ?

YES

SET TERMINAL ID ?

2 x NO

SET DATE & TIME ?

YES

DD-MM-YY HH:MM

1503981956

YES

STOP

15.03 TEL 00

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm.

Press NO ...

Confirm.

Page through the menu ...

...until this menu item appears.

Confirm with YES.

Machine prompts user to enter date and time

Example:

15th March, 1998, 19:56 hours

















Confirm with YES.

Press STOP, return to standby mode

Installation

Set language

Your fax machine is set to English. Please carry out the following menu steps if you wish to use another language for the menu and the list prints.

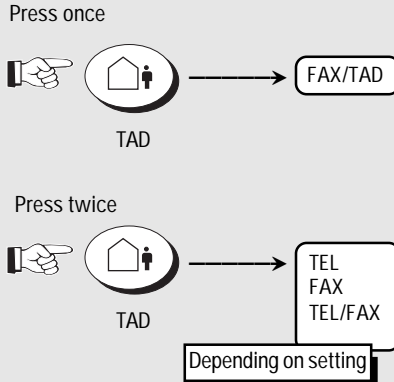
		7 x 	15.03 TEL 00	standby mode
		NO	LANGUAGE ?	Start the menu. Press ...
				...until this menu item appears.
		YES	SELECT LANGUAGE ?	Confirm with YES.
				Confirm with YES.
		YES	ENGLISH ?	first available language is displayed
				Press NO ...
		NO	DEUTSCH ?	<ul style="list-style-type: none">• ENGLISH• ITALIANO• DEUTSCH• ...
				... until the desired menu item appears.
		YES	SELECT OGM LANGUAGE?	Confirm with YES.
				Language of announcement text in the TEL/FAX setting
		YES	ENGLISH ?	Confirm with YES.
				first available language is displayed
		NO	DEUTSCH ?	Press NO...
				<ul style="list-style-type: none">• ENGLISH• ITALIANO• DEUTSCH• ...
		YES	DEUTSCH ?	...until the desired menu item appears.
			15.03 TEL 00	Confirm with YES.
				standby mode

Reception of documents

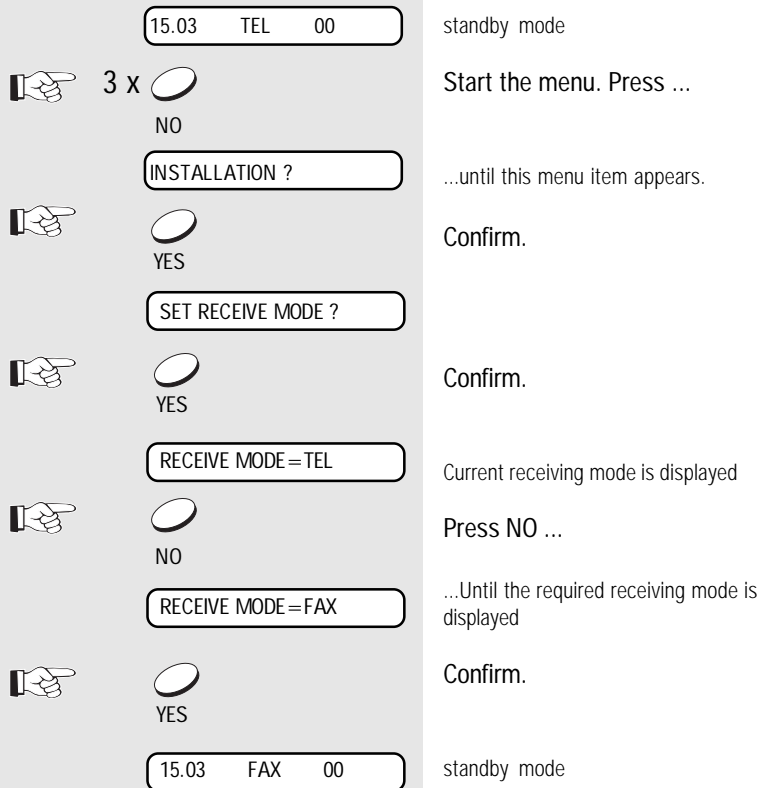
Set standby mode

If your fax machine is connected to the telephone network or to a PABX, four different modes are available for receiving documents or messages.

Use the TAD key to switch on the Telephone Answering Device of your fax machine (FAX/TAD mode). Press this key again to restore the preset receiving mode.



Set receiving mode:

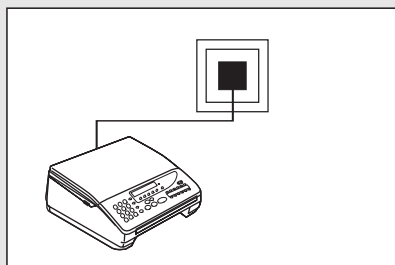


Description of the individual receiving modes:

Automatic reception (FAX)

If the line is reserved exclusively for fax operation.

15.03 FAX 00



The fax machine switches over to reception as soon as the line rings (see page 21).



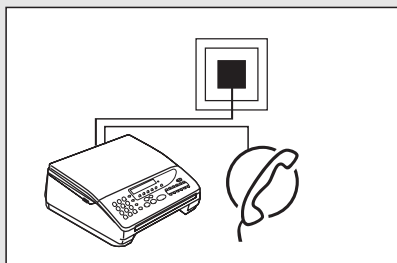
The fax machine is always activated, even if the call is initiated by a voice partner.

Reception of documents

Manual reception (TEL)

If the line is used primarily for telephone traffic

15.03 FAX 00



If a telephone call is received, the fax machine is not activated *). The call must be picked up via the speakerphone facility (SP phone key) or via the external telephone. If a fax transmission is requested, the start key of the fax machine must be pressed (while the connection still exists).



Ensure that any fax calls can indeed be accepted; it is always necessary to press the START key.

*) In order to enable the Telephone Answering Device to be activated (see page 42) via the remote control facility, the fax machine enters the polling standby mode approx. 45 seconds after the first ring. If a document is then not remotely polled, the line is released shortly afterwards.

Remote reception

If you have connected the cordless telephone to your fax machine, it is possible that you may pick up a call which is destined for your fax machine. This can for instance be heard in the form of periodic whistle. Use the key code 5# (with pulse dialling = 5) to activate the fax machine virtually by remote control). Remote reception can be activated or deactivated:

15.03 FAX 00



3 x



NO

INSTALLATION ?



YES

SET RECEIVE MODE ?



4 x



NO

COMM. SETTING ?



YES

SET REMOTE RECEIVE ?



YES

ON ?



YES

NO



STOP

15.03 FAX 00

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm.

Press NO ...

...until this menu item appears.

Confirm with YES.

...until this menu item appears.

Confirm with YES.

The machine prompts whether remote reception is to be activated.

Press YES to activate the menu item, press NO to deactivate the item.

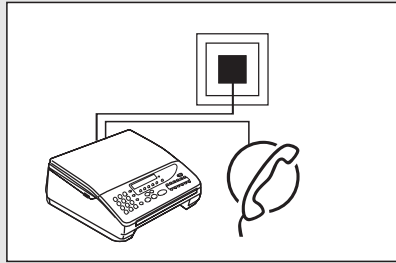
Press STOP, return to standby mode

standby mode

Reception of documents

Combined mode (TEL/FAX):

If the line is defined for telephone as well as for fax operation, and if you are primarily situated in the room.



In the event of a call, the fax machine decides on the subsequent mode fully automatically:

If the connection is a telephone call, the fax machine generates ringing signal via the loudspeaker so that this call is indicated as a call. In parallel, the calling party receives an announcement with a subsequent ringing signal to indicate that the other party is being called *). In order to collect the call, simply lift the external handset or press the speakerphone key for the speakerphone facility.

If the call is a fax transmission, your fax machine does not generate a ringing signal and automatically receives the document.

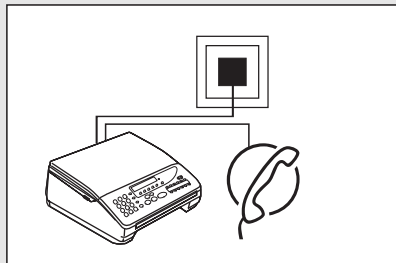


Ensure that, in this mode, there is always somebody present to collect the call. As soon as the announcement is made, the connection is established and the calling party incurs charges.

*) During the announcement, the Telephone Answering Device (see page 42) can be activated via a remote polling transmitter.

Call answering mode (FAX/TAD):

If the fax machine is operated with the Telephone Answering Device.



This mode enables you to receive fax documents and also to handle callers.

Two situations are possible:

You are at home:

The TAD is not activated (is not lit). The fax machine operates in accordance with the reception mode of your choice (see page 14).

You are absent:

To activate the Telephone Answering Device, press the TAD key (permanently lit). The Telephone Answering Device records all calls. If a fax document arrives, your fax machine automatically handles the process of receiving the document.



Please refer to page 42 et seq. for the settings of the Telephone Answering Device.














Reception of documents

Junk mail

There are no restrictions applicable for receiving documents. However, if the reception protection facility is activated, the machine is only able to receive documents from fax machines whose code has been stored as a fax number in the speed dialling memory of your fax machine. The transmitted code of the transmitter is compared against the contents of your speed dialling memory. If no number is stored, every transmission is rejected.



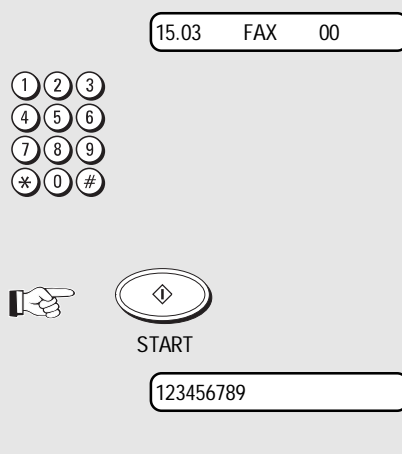
Only the final five digits are compared.

 3 x 	standby mode
NO	Start the menu. Press ...
	...until this menu item appears.
 4 x 	Confirm.
NO	Press NO ...
	...until this menu item appears.
 2 x 	Confirm with YES.
NO	Press NO ...
	...until this menu item appears.
	Confirm with YES.
	The machine prompts whether reception protection is to be activated.
	Press YES to activate the menu item, press NO to deactivate the item.
	standby mode

Reception of documents

Polling

In a type of self-service mode, you can retrieve documents from any other fax partner if the partner has prepared this function. This also permits "fax on demand", i.e. the process of retrieving information from mail boxes, e.g. weather, traffic conditions or stock market news.



Simple polling

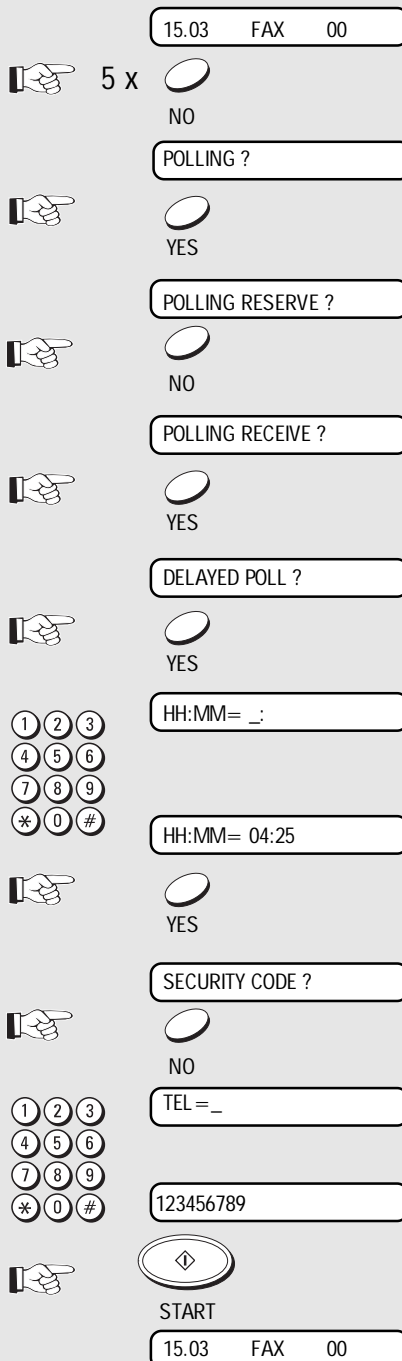
standby mode

Enter the fax number of the fax machine from which you wish to poll a document (do not insert a document!)

(You can of course also enter an alphabet dialling number or press a speed dialling key).

Press START key

Your fax machine now dials your fax partner and polls the document which is reserved.



Delayed polling

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO ...

Confirm with YES.

Confirm with YES.

Entry field for polling time

Enter the time
(Example 4:25)

Confirm with YES.

Activate TOSHIBA password? *)

Press NO ...

Entry field for fax number

Enter the fax number of the other station

Press START key

Delayed polling job is stored

POLLING ERROR

If this display appears in conjunction with a long tone, the polling procedure has not been successful. The reason may have been that no document was reserved for polling, or the reservation was protected. Press the STOP key to delete the display, and try to poll again. This error message does not have any effect on subsequent functioning of the fax machine.



Error messages in the display are retained until they are acknowledged with the STOP key.

*) Information concerning the TOSHIBA password is set out on [page 33](#).

Reception of documents

Reception reduction

Your fax machine uses A4 paper. For technical reasons aspects mean that the entire length of this page cannot be used. For this reason, the fax machine reduces the length of the incoming document. This means that the received image may be slightly compressed. In general, this effect is not problematical. However, if the sizes of the documents must be absolutely identical, it is necessary to deactivate the **reception reduction** facility. In this case, that part of the copy which no longer fits on the page is printed out on a second page. If you are able to do without the "rest" of the page, activate the **discard** facility to suppress printout on the second page.

Original (A4)



Reception reduction: **ON**



Reception reduction: **OFF**
Discard: **OFF**



Reception reduction: **OFF**
Discard: **ON**



15.03 FAX 00

3 x NO

INSTALLATION ?

YES

COMM. SETTING ?

3 x NO

PRINTER SETTING ?

YES

SET RX REDUCTION ?

ON ?

YES / NO

15.03 FAX 00

Reception reduction ON/OFF
standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm.

Press NO ...

...until this menu item appears.

Confirm with YES.

Press YES to activate the menu item, press NO to deactivate the item.

standby mode

15.03 FAX 00

3 x NO

INSTALLATION ?

YES

COMM. SETTING ?

3 x NO

PRINTER SETTING ?

YES

SET RX REDUCTION ?

NO

SET DISCARD ?

ON ?

YES

YES / NO

15.03 FAX 00

Discard ON/OFF
standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm.

Press NO ...

...until this menu item appears.

Confirm with YES.

Press NO ...

Confirm with YES.


Press YES to activate the menu item, press NO to deactivate the item.

standby mode

Reception of documents

Local copy

You can use your fax machine to make one or more copies (up to 10).

 The copy is also reduced (see page 19).



STD NORMAL



COPY

COPY NBR(1-10) = 1

Load original

Remember:
Printed side face-down

Press COPY key.

Current number of copies

FOR MULTIPLE COPIES:



NO

COPY NBR(1-10) = _



5

COPY NBR(1-10) = 5

Enter NO to delete current setting

Enter the new value (e.g. 5)



YES

ENLARGE ?

Confirm with YES.



NO

REDUCE ?

Press NO ...

...until this menu item appears.



YES

Confirm with YES.

For local copies the resolution is always "FINE".

Stop reception

Incoming documents are received via a reception memory in your fax machine. This means that the document is printed out only after it has been completely received in the machine's memory. You can stop the reception process at any time, and the fragment of the documents which has been received up to that time is then printed out.



STOP



YES

HS NORMAL

Fax machine receiving into memory

Press the STOP key to stop reception.

Double check

Confirm with YES.

The fragment which has been received up to that point is printed out.

Memory reception

Under certain circumstances, the machine cannot print out any further incoming copies:

- If there is no recording paper
- If there is a paper jam


In order to prevent problems with reception, the remaining pages are buffered in the memory of your fax machine. Once the problem has been solved, the document is printed out automatically.



MEMORY

PAPER EMPTY

Indication that there is no more paper.

 Do not switch off the power supply as otherwise the contents of the memory will be lost.




















Reception of documents

Set call delay

If your fax machine is set to automatic receive (FAX, TEL/FAX, see page 14,16), it will immediately collect the call as soon as it is called. The following setting can be used to define a delay applicable before the fax machine is activated (number of rings).



The setting of the call counter for the call answering mode (FAX/TAD), is detailed on page 53.

	<div style="border: 1px solid black; padding: 2px; display: inline-block;">15.03 FAX 00</div> 3 x  NO	standby mode
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">INSTALLATION ?</div>   YES	Start the menu. Pressuntil this menu item appears.
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">SET RECEIVE MODE ?</div>  4 x  NO	Confirm with YES. Press NO ...
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">COMM. SETTING ?</div>   YES	...until this menu item appears.
	 1 x  NO	Confirm with YES. Press NO ...
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">SET CALL TIME ?</div>   YES	Press NO ...
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">CALL TIME = 1</div>   /  YES NO	Confirm with YES. Current number of calls Press YES to confirm the figure Press NO to delete the display
Press NO:		
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">CALL TIME = _</div>  	Enter the new call number (1 ~ 5)
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">CALL TIME = 5</div>   YES	The new call number (5 in this case) has been set Confirm with YES.

Transmit documents

Document format

The following table gives you an idea of which documents your fax machine can handle.

Please note:

- Documents longer than 381 mm can only be loaded manually.
- If you load several sheets at one time, they should all be of the same size and paper quality.

	Single sheet	2 or more sheets
Document size (max)	216 mm (W) x 1000 mm (L)	216 mm (W) x 297 mm (L)
Document size (min)	148 mm (W) x 100 mm (L)	
Effective scanning width	215 mm	
How many sheets can be loaded at one time?		stacks up to 20 sheet A4
Thickness of paper	0,05 ~ 0,15 mm	0,06 ~ 0,12 mm
Quality of paper	Uncoated on both sides	

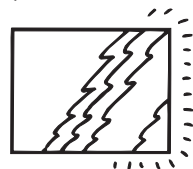
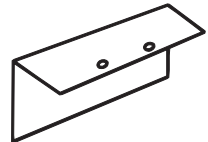
Problem documents ...

May not feed. This applies to

- torn, wrinkled or damp pages
- folded pages or pages with holes
- transparent pages or pages with a smooth, shiny finish
- textile or metallic documents

There are two ways of avoiding this problem:
... **by photocopying or using a carrier sheet.**

Your TOSHIBA dealer can supply you with the necessary carrier sheets.



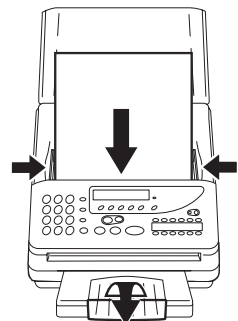
How to use carrier sheets:

Place your document face-up on the carrier sheet under the transparent cover. Carrier sheets can be used like normal documents except for one restriction: only one carrier sheet can be fed at one time.



How to load documents correctly

Remove any paper-clips, staples and similar objects before transmitting the document. Now place your documents on the document tray - up to 20 at one time - as shown.



Automatic document feeder

Most important: Only the document sheets placed facedown on the document tray can be read. If you can still read your text, you'll be sending empty pages or the back of pages!

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



If the machine pulls in more than one document if the weather is damp, or if the documents are from the printer, insert only the first document. When this document has been pulled into the machine, place the remaining documents on top.

Transmit documents

Automatic fax messages

To send fax messages in the traditional manner: Insert document(s), enter the fax number and the connection is automatically established.



Please note that you must press the „*“ button before the actual fax number if your fax machine is connected to a PABX.



15.03 FAX 00

STD NORMAL



12345678



START

DIALING

123.....



HS NORMAL

COMMUNICATION ERROR

Load original

Remember:
Printed side face-down

Wait until the document is pulled in by 2 cm.

Enter the number of the other machine via the keypad of your fax machine.

Press START key

The line is checked



If this message continues to be displayed, this indicates that the access line is defective, or that the line type is incorrect (see page 65 "Transmission problems").

The dialling digits then pass through the display.

after a brief time:

Your document is now scanned line by line and transmitted.

If this text is displayed in conjunction with a long tone, the transmission process has not been successful. Cancel the display by pressing the STOP key and attempt to send the document again. This error message does not affect subsequent functioning of the fax machine.

Tips concerning communication errors are set out on page 64/65.



Error messages continue to be displayed until they are acknowledged with the STOP key.


Transmit documents

Transmission with alphabet dialling

Alphabet dialling enables you to enter a double-digit "address" instead of the (frequently-long) fax number of your partner. The real fax number is then permanently stored under this "address". The alphabet dialling facility thus enables you to save time with frequently used fax numbers.



Please refer to [page 37](#) for details of how to save alphabet dialling numbers.



15.03 FAX 00

STD NORMAL

ABB.DIAL
2 x ○
ALPHABET

ABB. NUMBER = (01-50)

1

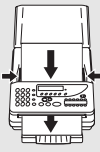
1 2 3
4 5 6
7 8 9
* 0 #

ABB. NUMBER = 01

TOSHIBA

DIALING

123.....



HS NORMAL

*)

NUMBER NOT LISTED

Insert document

Remember:
Printed side face-down..

Wait until the document is pulled in by 2 cm.

Start alphabet dialling

Enter the alphabet dialling number of your partner.

Press the START key *)

The name which is stored under the alphabet dialling number is briefly displayed, or the stored fax number is displayed.

The line is checked



If this message continues to be displayed, this indicates that the access line is defective, or that the line type is incorrect (see [page 65](#) "Transmission problems").

The dialling digits then run through the display.

after a brief time:

Your document is now scanned line by line and transmitted.

This message is displayed if there is nothing stored under the abbreviated dialling number which you have selected.

Transmit documents

Transmission with one-touch dialling

One-touch dialling provides you with a very easy method of dialling the number of your partner. You can assign any fax numbers to 12 keys. You need to press a key only once in order to reach your partner.



Please refer to [page 39](#) for details of how to store one-touch dialling numbers.



15.03 FAX 00

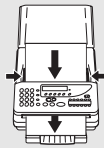
STD NORMAL



TOSHIBA

DIALING

123.....



HS NORMAL

*)

NUMBER NOT LISTED

Load original

Remember:
Printed side face-down

Wait until the document is pulled in by 2 cm.

Press the one-touch dialling key *)

The name which is stored under the one-touch dialling key is briefly displayed, or the stored fax number is displayed.

The line is checked



If this message continues to be displayed, this indicates that the access line is defective, or that the line type is incorrect ([see page 65](#) "Transmission problems").

The dialling digits then run through the display after a brief time:

Your document is now scanned line by line and transmitted

This message is displayed if there is nothing stored under the one-touch dialling key which you have selected.

Transmit documents

Long dialling

With the long dialling facility, a fax number which is stored under a speed dialling key is combined with an additional fax number. The additional fax number can be a further speed dialling number, an alphabet dialling number or a user-defined number.

For instance, access numbers to private telephone companies can be easily combined with other stored fax numbers at the push of a button.

Criteria for long dialling:

- The first fax number is stored on a speed dialling key (see page 39)
- The first fax number is terminated with PAUSE (see page 2)
- Further numbers may be speed dialling numbers, alphabet dialling numbers or user-defined numbers

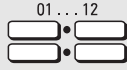


The long dialling facility is also compatible with the listening-in function (see page 41). In this way, you can listen to any messages, etc. between the numbers.



15.03 FAX 00

STD NORMAL



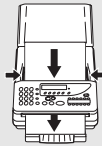
TOSHIBA

*01234.....



START

DIALING



123.....

HS NORMAL

Load original

Remember:
Printed side face-down

Wait until the document is pulled in by 2 cm.

Press the one-touch dialling key *)

The name which is stored under the one-touch dialling key is briefly displayed, or the stored fax number is displayed.

The first part of the number is displayed

Enter additional number

- Speed dialling key
- Alphabet dialling number
- User-defined number

Press the START key

The line is checked



If this message continues to be displayed, this indicates that the access line is defective, or that the line type is incorrect (see page 65 "Transmission problems").

The dialling digits then run through the display

after a brief time:

Your document is now scanned line by line and transmitted

*) Example of a long dialling number:
* 01234- (the number is terminated with PAUSE)

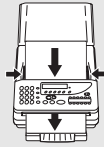
Transmit documents

Transmission with telephone (manual transmission)

In this case, the connection is established with an external telephone which is additionally connected to the fax machine. In this way, you can speak to the other party before you send the fax.



15.03 FAX 00



STD NORMAL



START

ON LINE

COMMUNICATION ERROR

Load original

Remember:
Printed side face-down

Wait until the document is pulled in by 2 cm.

Dialling with telephone

If you have agreed the transmission with your fax partner, or if you hear the fax tone at the other end:

Press START key

Transmission commences
(You can replace the handset, as the fax machine has now assumed control).

If this message is displayed in conjunction with a long tone, the transmission procedure has not been successful. Delete the display by pressing the STOP key, and attempt to send the document again. This error message does not have any effect on subsequent functioning of the fax machine.

Tips concerning communication errors are set out on [page 64-66](#).



Error messages continue to be displayed until they are acknowledged with the STOP key.

Transmit documents

Transmission with directory function

This type of dialling is similar to searching in a telephone directory. Enter the initial letter of your partner to search for the corresponding fax number in the alphabet dialling memory. This type of dialling is particularly useful if you know the name of a specific partner.



15.03 FAX 00

STD NORMAL

SEARCH CHARACTER= _

ABB.DIAL



ALPHABET

2

ALABASTER

2

BAUER

*

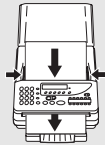
#

BLUME



START

DIALING



123.....

HS NORMAL

*)

A.....;:-

Load original

Remember:
Printed side face-down

Wait until the document is pulled in by 2 cm.

Activate directory function

You can now enter the initial letter of your fax partner *)
(Example: „B“)


The first name of the corresponding letter (here „A“) is displayed, followed by the alphabet dialling memory position where it is stored.

Press the key „2“ to display the next letter (here „B“) which is stored under this key.

Use the keys „*“ and „#“ to select the desired fax partner with identical starting letters.

Press the START key

The line is checked

 If this message continues to be displayed, this indicates that the access line is defective, or that the line type is incorrect (see page 65 "Transmission problems").

The dialling digits then run through the display

after a brief time:
Your document is now scanned line by line and transmitted

This display appears if no name is stored under the selected letter.

Transmit documents

Set resolution

In its basic setting, your fax machine uses high resolution for transmitting or copying your documents. You can however also adjust the resolution to suit the particular documents. Use the following as a rough guide:

STD	(basic setting) For hand-written or typewritten documents
FINE	For documents with small type such as newspapers and diagrams
SF (Superfine)	For documents with very small and detailed diagrams
GREY	64 grey stages for photographs or colour documents

You can assess the effect of this setting - and thus the result of your fax transmission - with the self-copy facility (see page 20).



A higher resolution or the grey stage mode always involves a longer transmission time (and also higher costs), as all lines are scanned.

Last number redial

There may be various reasons why your fax document cannot be transmitted (please refer to pages 64 et seq.). A possible reason is that the fax machine at the other end is busy. In this case, it is advisable to call the other fax party again at a later date. The dialling procedure is automatically repeated every three minutes for up to 12 times. The document remains in the document tray. If the other fax machine is definitively not reached, the machine displays LINE BUSY.



If you have established a connection via the SP-PHONE key, you can start the last number redial facility with the REDIAL key.



MODE



15.03 FAX 00

STD NORMAL

FINE NORMAL

Load original

Remember:
Printed side face-down

Wait until the document is pulled in by 2 cm.

Press several times ...

...to send at the desired resolution.

This resolution is retained until you change it again (except GREY).

Proceed now as usual...

Transmit documents

Delayed transmission

You are able to define a certain time at which the documents will be transmitted; this enables you to overcome the problems involved with different time zones or will enable you to transmit documents at off-peak rates.

When you have set the time, delayed transmission is applicable for the next message which you enter. In this way, you cannot only send delayed fax messages; you can also send delayed broadcast messages, or use the delayed polling facility.

You can choose between two versions of delayed fax transmission:

Fax transmission from the document tray:


In this case, the document remains in the document tray until the transmission time is attained. The disadvantage of this method is that you are not able to send any faxes during this time.

Fax transmission from memory:

This solves the above problem. Your document is pulled into the machine, and the document tray is subsequently available for further documents.



Please note that you can only store one job in the memory.



15.03 FAX 00

STD NORMAL

4 x NO

OPTIONS ?

YES

SET TX TIME ?

YES


HH:MM= _:

YES

HH:MM= 04:25

YES

STD NORMAL



Fax transmission from the document tray

Load original

Remember:
Printed side face-down

Wait until the document has been pulled in by 2 cm.

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Confirm with YES.

Entry field for the transmission time

Enter the time
(example 4:25)


Confirm with YES.

standby mode

The subsequent transmission job is not sent directly; it is sent at 4:25. Then activate a number.

Transmit documents

Delayed transmission from memory



15.03 FAX 00

STD NORMAL

4 x NO

OPTIONS ?

YES

SET TX TIME ?

YES

HH:MM= _:

0 4 2 5

HH:MM= 04:25

YES


STD NORMAL

MEMORY

ENTER TEL NUMBER

02131158901

START



MEMORY

15.03 FAX 00

Load original

Remember:
Printed side face-down

Wait until the document has been pulled in by 2 cm.

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Confirm with YES.

Entry field for the transmission time

Enter the time
(example 4:25)

Confirm with YES.

standby mode

Press MEMORY key

You can now enter the number to which you wish to send the fax document. In addition to entering the number via the digit keypad, you can also enter the number with the one-touch dialling or alphabet dialling facility (see pages 24-25).

Example: Dial using keypad

Enter number

Press START key

The document is read into the memory. In the display, you can see the percentage utilisation of memory.*)

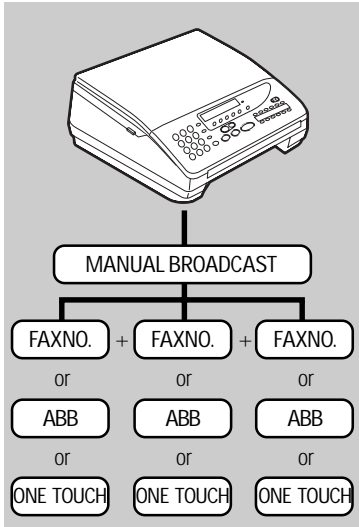
The memory lamp indicates that the memory is now full. It cannot be used for any other purpose.

*) If the capacity of the memory is not sufficient, you should reduce the number of pages which belong to the transmission. In this case, break down the transmission into several parts. The choice of resolution (see page 29) also has an effect on the memory. The higher the resolution, the greater the demand on the fax memory.

Transmit documents

Single multi-address transmission

If you wish to send one document to several partners without spending a lot of time, this function can be used to create a group on one single occasion. The group is deleted after the procedure has been completed. Up to 67 users can be grouped together from one-touch dialling numbers, alphabet dialling numbers or standard numbers.



15.03 FAX 00

STD NORMAL

MEMORY



MULTI TRANSMIT

ENTER TEL NUMBER



01 ... 12
[] • []
[] • []



YES

ENTER MORE OR[START]



START

MEMORY XX % USED



MEMORY

15.03 FAX 00

Load original

Remember:
Printed side face-down

Wait until the document is pulled in by 2 cm

Press MEMORY key

Then...

You can now enter the fax numbers with which you intend to form a group. In addition to entering the numbers via the digit keypad, you can also enter the numbers with the one-touch dialling or alphabet dialling facility (see pages 24-25). A mixture of the above options is also possible.

The number of entries is limited:

Free numbers: 5
One-touch dialling: 12
Alphabet dialling: 50

Enter number

Confirm with YES.

Enter further numbers
-or-

Press START key

The document is read into the memory. In the display, you can see the percentage utilisation of memory.

*) If the capacity of the memory is not sufficient, you should reduce the number of pages which belong to the transmission. In this case, break down the transmission into several parts. The choice of resolution (see page 29) also has an effect on the memory. The higher the resolution, the greater the demand on the fax memory.

The memory lamp indicates that the memory is now full. It cannot be used for any other purpose.

Group dialling commences

Transmit documents

Reserve polling

Other fax partners can poll information from your fax machine if you set up this facility with this function. Two options are available:

1. Polling via the document tray:

In this case, your documents remain in the document tray until they are polled. Accordingly, you cannot send any further fax messages during this period as the document tray is blocked.

2. Polling from memory:


The reserved document is read into the memory; it is then available for polling. Your fax machine can continue to send fax documents.

The polling facility reserved in this way is unprotected. This means that every fax machine which is able to poll documents can also poll documents from your machine. In order to prevent unauthorised polling, you can activate polling protection.

There are two options available for polling protection:

- POLLING PROTECTION:** Enter the number of the fax machine which may poll documents from your machine. The code of the polling fax machine must be identical to the number which you enter as polling protection. It is adequate if you enter the number without the dialling code, as only the final four digits are checked.
- PASSWORD:** If you wish to reserve the polling facility exclusively for TOSHIBA fax machines, you can use the four-digit TOSHIBA code as polling protection. A document is only polled if this code is identical in both fax machines.

*) If the capacity of the memory is not sufficient, you should reduce the number of pages which belong to the transmission. In this case, break down the transmission into several parts. The choice of resolution (see page 29) also has an effect on the memory. The higher the resolution, the greater the demand on the fax memory.



15.03 FAX 00

STD NORMAL

5 x NO

POLLING ?

YES

POLLING RESERVE ?

YES

SECURITY CODE ?

YES

SECURITY CODE = _

SECURITY CODE = 1234

YES

NO

SECURITY TEL ?

YES / NO

YES

TEL = _

12345678

YES

MEMORY INPUT ?

YES / NO

POLL RSV.

Reservation via document tray

Load original

Remember:

Printed side face-down

Wait until the document is pulled in by 2 cm

Start the menu. Press ...

...until this menu item appears.

Confirm with YES

Confirm with YES

Aktiviere TOSHIBA security code?

TOSHIBA password activated

Confirm with YES

Entry field for four-digit number

Enter password (example: 1234)

Confirm with YES

Skip menu item ...

Activate polling protection?

Press YES to activate polling protection, press NO if you do not require polling protection.

Polling protection activated

Confirm with YES

Entry field for the number of the fax machine which may poll documents from your machine

Enter the number

Confirm with YES

If you press YES, the document is read into the memory; the document tray is then free for further documents.*)

If you press NO, the document remains in the document tray, and the document tray is blocked until the document is polled.

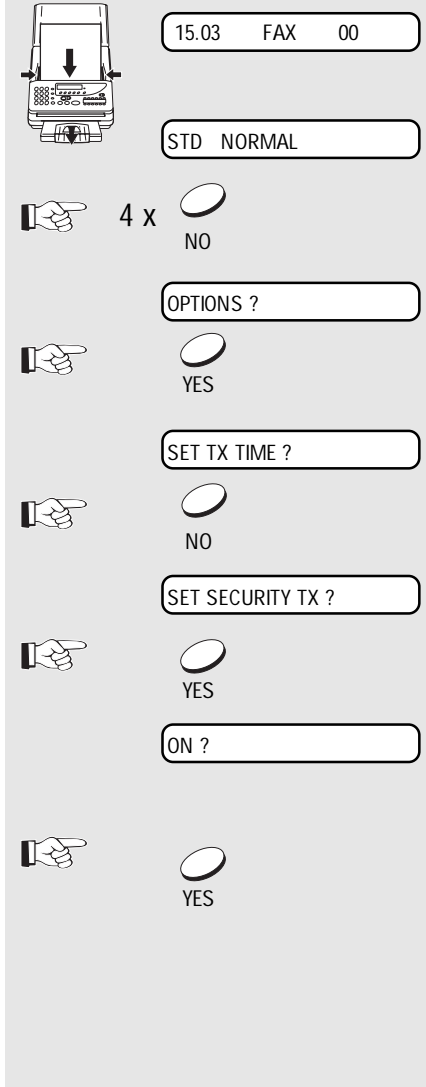
Polling is reserved

Transmit documents

Protected transmission

The transmission of documents is restricted!

Documents can only be faxed to fax machines whose code is identical to the dialled fax number. This means that you can fax your documents only to specific fax partners.



Load original

Remember:
Printed side face-down

Wait until the document is pulled in by 2 cm

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Skip menu item...

Confirm with YES.

Depending on the particular setting, the fax machine prompts whether the operator wishes to change to the other status.


Confirm with YES.

The following can only be sent to a fax partner whose code is identical to the dialled fax number.

Transmit documents

Switch off error correction

Your fax machine is equipped with an error correction facility (ECM). If your fax partner also has an error correction facility, this permits error-free fax transmission. One effect linked with ECM is that the transmission time increases if there are any problems on the line. This may involve very high costs with overseas calls. For this reason, the error correction facility can be temporarily disabled.



15.03 FAX 00

STD NORMAL

4 x NO

OPTIONS ?

YES

SET TX TIME ?

2 x NO

SET ECM ?

YES

OFF ?

YES

Load original

Remember:
Printed side face-down

Wait until document is pulled in by 2 cm.

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO ...

...until this menu item appears.

Confirm with YES.

Depending on the setting, the fax machine prompts whether the operator wishes to change to the other status.

Confirm with YES.

The following transmission is sent without error correction (ECM).

Transmit documents

Adjust basic contrast

Some characters cannot be transmitted where the printing on documents is weak or where colour character sets are used. For this case, you should set contrast to DARKER.

On the other hand, there are documents which contain characters in colour fields. In this case, you should set contrast to LIGHTER.

You can assess the effect of this setting - and thus also the result of your fax transmission - via the self-copy facility (see page 20).



The setting of the basic contrast is permanent.

The diagram shows the following sequence of actions on the control panel:

- Initial display: 15.03 FAX 00
- Press the **NO** button 3 times (indicated by a hand icon and '3 x').
- Menu item: **INSTALLATION ?**
- Press the **YES** button (indicated by a hand icon).
- Menu item: **SET RECEIVE MODE ?**
- Press the **NO** button 1 time (indicated by a hand icon and '1 x').
- Menu item: **SET CONTRAST ?**
- Press the **YES** button (indicated by a hand icon).
- Menu item: **STD LIGHTER**
- Press the **NO** button 1 time (indicated by a hand icon and '1 x').
- Menu item: **STD DARKER**
- Press the **YES** button (indicated by a hand icon).
- Final display: 15.03 FAX 00

Load original

Remember:
Printed side face-down

Start the menu. Press ...

Wait until document is pulled in by 2 cm.

Confirm with YES.

Press NO ...

...until this menu item appears.

Confirm with YES.

Depending on the particular setting, the machine prompts a response for changing to the other status.

Press NO ...

...until this menu item appears.

Confirm with YES.

standby mode

Stop transmission

During fax transmission, the transmission can be interrupted at any time by pressing the STOP key. The receiver then receives that fragment of your document which had been sent up to the point of interruption.



Store numbers

Alphabet dial memory

The alphabet dial facility enables you to enter a two-digit "address" instead of the (frequently long) fax number of your partner. The real fax number is stored under this "address". With frequently used fax numbers, the alphabet dial facility enables you to save time.

50 alphabet dial memories are available and the name as well as the number of your partner can be stored in this memory. You can use up to 20 characters of your choice in this memory.

ABB NO. 50	09154/87823 MEIER
ABB NO. 49	024/8768 MÜLLER
•	
•	
•	
ABB NO. 01	054/938734 SCHULTE
ABB NO. 02	04544/6723 KRAMER
ABB NO. 03	054/376014 OTTO

Use the numeric keys for entering the alpha-numeric characters. Each digit features several characters which can be activated by repeatedly pressing the corresponding key. If you have found a character of your choice, press the "*" key to go to the next position. Use the "*" key to go back one letter and make any corrections.

1	2	3
4	5	6
7	8	9
*	0	#

ABC DEF
GHI JKL MNO
PQRS TUV WXYZ



) Please note that you must press the "" button before the actual fax number if your fax machine is connected to a PABX.

15.03 FAX 00

2 x NO

TEL NUMBER ENTRY ?

YES

ONE TOUCH NBR ENTRY?

NO

ABB. NUMBER ENTRY ?

YES

ABB. NUMBER = (01-50)

1

ABB. NUMBER = 01

YES

TEL = _

TEL = 021311580

YES

ID = _

YES

ABB. NUMBER ENTRY ?

15.03 FAX 00

STOP

Enter alphabet dialling numbers:
standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Skip menu item...

Confirm with YES.

Entry field for alphabet dialling numbers,
from 01 to 50

Enter alphabet dial no.
Example: 1

Confirm with YES.

Entry field for fax number

Enter the fax number

(Where the machine is connected to a PABX, please enter the * key before the actual number)

Confirm with YES.

Entry field for the name
(If you do not wish to enter a name, skip this point with **Yes**)

Enter the name
(Example TOSHIBA)

1 X 8 = T #	3 X 4 = I #
3 X 6 = O #	2 X 2 = B #
4 X 7 = S #	1 X 2 = A
2 X 4 = H #	

Confirm with YES.

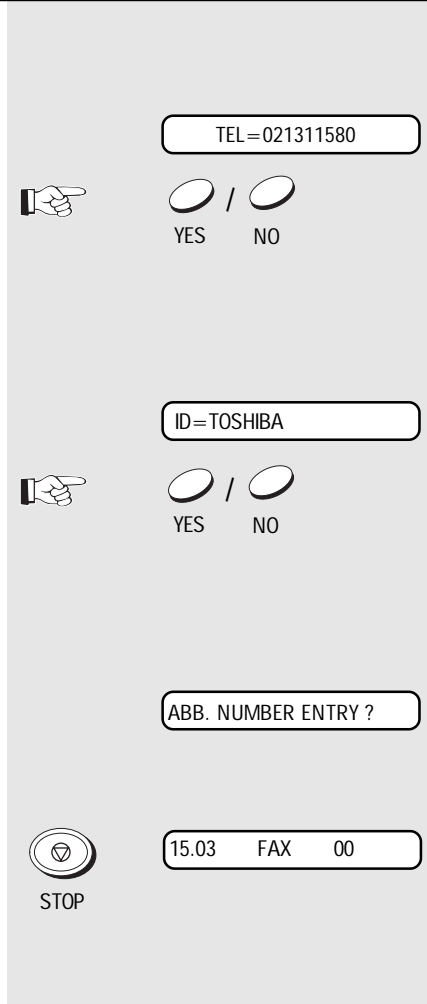
Enter alphabet dial number again

-or-

Press STOP, return to standby mode

Store numbers

Correction of alphabet dialling numbers:



Select the alphabet dialling number whose entries you wish to change (see under "entry of alphabet dialling numbers")

The current fax number is displayed

Press YES key to skip:

The displayed entry is not changed, the next entry is displayed.

Press NO key to delete:

The current entry is deleted, you can enter a new entry. Press **Yes** to confirm new entry.

The current name is displayed:

Press YES key to skip:

The displayed entry is not changed, the next entry is displayed.

Press NO key to delete:

The current entry is deleted, you can enter a new entry. Press **Yes** to confirm new entry.

Facility for entering further alphabet dialling numbers

-or-

Press STOP, return to standby mode

Store numbers

One-touch dial keys

The one-touch dialling facility is a very easy method of dialling your partner. You can store fax numbers on 12 keys. You need only press one key in order to dial your partner.



) Please note that, if your fax machine is connected to a PABX, the "" key must be stored before the actual fax number.

Entry of speed dialling numbers:
standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Confirm with YES.

Press the one-touch dial key of your choice

Entry field for fax number

Enter the number

(If the machine is connected to a PABX, please enter the * key before the actual number)

Confirm with YES.

Entry field for the name

(If you do not wish to enter a name, press YES to skip this point)

Confirm with YES.

Enter the name

Example: TOSHIBA

1 X 8 = T #

3 X 4 = I #

3 X 6 = O #

2 X 2 = B #

4 X 7 = S #

1 X 2 = A

2 X 4 = H #

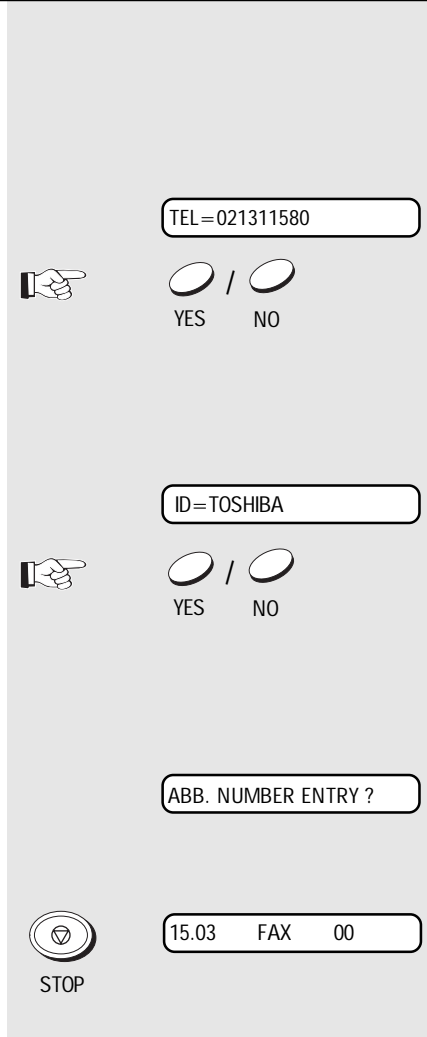
Confirm with YES.

Option of using further one-touch dialling keys

-or-

Press STOP, return to standby mode

Store numbers



Correction of speed dialling numbers:

Select the speed dialling key whose entries you wish to change (see page 39 under "entry of speed dialling numbers")

The current fax number is displayed

Press YES key to skip:

The displayed entry is not changed, the next entry is displayed.

Press NO key to delete:

The current entry is deleted, you can enter a new entry. Press **Yes** to confirm new entry.

The current name is displayed.

Press YES key to skip:

The displayed entry is unchanged, the next entry is displayed.

Press NO key to delete:

The current entry is deleted, you can enter a new entry. Press **YES** to confirm new entry

Facility for entering further speed dialling numbers

-or-

Press **STOP**, return to standby mode

Telephony without a telephone

The speakerphone facility

Your fax machine has a built-in speakerphone facility. Press the SP-PHONE key to establish a connection to the telephone line, as if you were to lift the handset of a telephone. You can then use a keypad to dial a number, listen to the other party via the loudspeaker and speak with the other party via the built-in microphone. If you have selected a connection to a fax machine, you can press the START key to initiate a fax transmission. With an incoming call (receive mode TEL or TEL/FAX), the call can be collected in this way. In order to terminate a call (go on-hook), press the SPEAKERPHONE key again.

Tips for using the speakerphone facility:

- Do not move too far away from the fax machine during a call
- Avoid background noise (traffic noise, machine noise, music)
- Avoid speaking at the same time as the other party



Speakerphone - during telephony:
standby mode

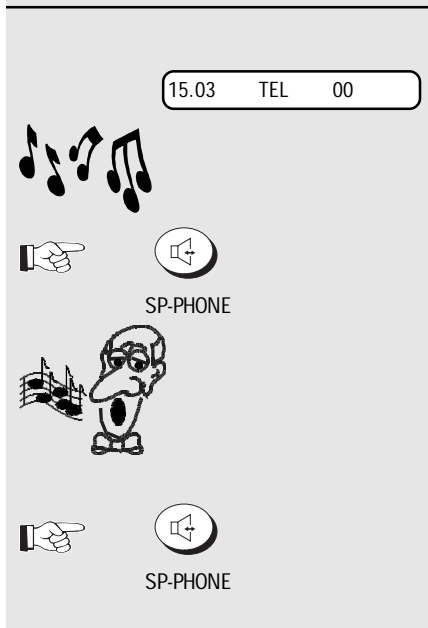
Press speakerphone key

Enter the telephone number

Dial

Conduct telephone call

Terminate telephone call



Speakerphone - pick up telephone call:
standby mode

Incoming call

Press speakerphone key

Conduct telephone call

Terminate telephone call

Muting

Press the COPY/HOLD key to activate the muting facility. The other party hears a brief melody during this period. Press the key again to clear the muting facility. If the muting facility is not cleared manually, it is automatically cleared after approx. 30 seconds. In this case, you are notified by means of three brief tones.

































Muting does not have any effect on a call routed via the external telephone.


Telephone Answering Device (TAD)

Overview

The Telephone Answering Device (TAD) of your fax machine operates entirely without any mechanical tape drives. Total memory capacity of 15 minutes is available for recording max. 30 messages. These messages are retained even in the event of a power failure. The range of features of the telephone answering device is rounded off by the facility for recording telephone calls and also for recording a memo.

Brief overview


Function	Operation	Remote polling	Page
Record announcement text	OGM, YES  	-	43
Record memo	MEMO, YES  	-	47
Record calls	TALK, YES  	-	48
Play back messages	PLAY 	#, 1, 0	45ff
Play back memo	MEMO, YES  	#, 1, 1	47
Play back talk	TALK, YES  	-	48
Play back announcement	OGM, YES  	-	43
Fast forward	FF (#) during operation 	#, 3 (during operation)	45
Rewind	REW (*) during operation 	#, 2 (during operation)	45
Stop playback or recording	STOP 	#, 4 (during operation)	45
Delete all messages	8 x NO  8 x 	#, 6, 0 (repeat sequence after confirmation tone)	46
Delete individual messages	ERASE, YES during operation  	#, 6, 0 (during operation)	46
Delete memo	MEMO, NO, YES   	#, 6, 1 (repeat sequence after confirmation tone)	47
Delete talk	TALK, NO, YES   	-	48
Delete announcement	OGM, NO, YES   	-	43
Maintain remote polling	-	#, 8	49
Activate/deactivate telephone answering device*)	TAD 	#, 9	44
Start remote polling		#, * -Acknowledgement tone xxxx (Polling code) -Acknowledgement tone	49
Terminate remote polling		#, *	49

 ***) Important:** You can use the remote polling code #9 for activating and deactivating the telephone answering device. Please ensure that the receive mode (see page 14) is set to "TEL" or "TEL/FAX". The telephone answering device can only be reactivated via the remote polling facility in these two receive modes.

Telephone Answering Device (TAD)

Recording, Playing and Deleting The Out-Going Message

Record the announcement text:

Before the telephone answering device can be started, you must first record the announcement text. You can record a text with a **maximum duration of 60 seconds** via the built-in microphone . Keep a distance of approx. 30-60 cm between your mouth and the microphone, and speak with normal volume. Use an informative announcement text. In particular, indicate that the caller can leave a message and also send a fax.

Example of announcement:

" Good morning, this is xyz. You are able to leave a fax or a message outside our office hours. Please press the start key on your fax machine or speak after the signal tone. "

- Where possible, avoid background noise when recording the announcement text (particularly music), as this can result in malfunctioning of the telephone answering device.
- If the error message MESSAGE FULL is displayed when you are recording the announcement text, there is not enough memory available. In this case, clear the message memory (see page 44).



The telephone answering device can only be started when the announcement text has been recorded.

15.03 TEL 00

OGM

RECORD OGM ?

YES

RECORDING

END CANCEL PLAY

Go to A Go to B Go to C

Recording the announcement text

Standby mode

Press the OGM key

confirm...

You can now immediately start to record the text...

End the recording: See A
Cancel the recording: See B
Play the recording: See C

A END

OGM

15.03 TEL 00

Press OGM key

Standby mode
(Announcement text has been saved)

B CANCEL

STOP

15.03 TEL 00

Press STOP


Standby mode
(Announcement text has not been saved)

C PLAY

TAD

15.03 TEL 00

Press TAD key...
...Key is lit

The TAD mode is displayed and the announcement text is played back. Playback volume can be regulated via keys 

15.03 TEL 00

OGM

MESSAGE IS RECORDED

PLAY OGM ?

NO

ERASE OGM ?

YES

RECORD OGM ?

YES

RECORDING

Clear existing and record new announcement text

Standby mode

Press OGM key

Press NO
(Yes key: Play back current announcement)

Confirm with YES

Confirm with YES

You can immediately start to record the new announcement...
End recording: See A
Cancel recording: See B
Play recording: See C

Telephone Answering Device (TAD)

Activate/deactivate the Telephone Answering Device

The TAD key is used for activating the telephone answering device of the fax machine (FAX/TAD mode). Press this key again to restore the preset receive mode (see page 14).

Activate/deactivate the Telephone Answering Device via remote polling:

If the telephone answering device is to be activated or deactivated via the remote polling facility (see page 29), please ensure that the receive mode (see page 14 et seq.) is set to "TEL" or "TEL/FAX". The telephone answering device can only be reactivated by remote polling in these two receive modes. In order to enable the telephone answering device to be activated via the remote polling facility in the TEL mode, the fax machine switches to the polling standby mode approx. 45 seconds after the first ring. If remote polling does not take place, the line is released shortly afterwards.

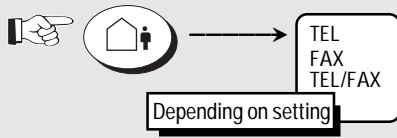


The telephone answering device can only be started when the announcement text has been recorded.

Press once



Press twice



standby mode



Press TAD key...
...Key is lit

Telephone answering device is activated
announcement text is played back. Playback volume can be adjusted via keys



Press TAD key (again)
confirm...
...key is no longer lit

Telephone answering device is deactivated
Preset receive mode is displayed.

Record, played back, clear messages

Recording the messages:

When the signal is generated, the caller is able to record a message within a period of 30 seconds*). A total recording capacity of 15 minutes is available, or 30 different messages can be stored. After the first message has been recorded, the TAD key flashes in order to indicate that messages have been recorded. Whenever a message has been recorded, the counter on the display is incremented by one.

Notes:

- If the end of recording time is reached, a signal is generated for the caller and the line is then cleared.
- If the caller goes on-hook prematurely, no message is recorded.
- The user is able to listen into the message while it is being recorded (see page 51).
- Use the SP-PHONE key (speakerphone) to terminate the recording and speak to the caller.
- If an external telephone is connected to your fax machine, you can lift the handset and terminate the recording and speak to the caller.
- If no message is recorded after the signal has been generated, the fax machine automatically switches on after approx. 6 seconds in order to receive a possible fax.
- If the message memory is full, the machine switches over to the fax mode directly when a call is received.

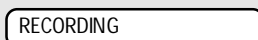


Please ensure that there is always adequate capacity available for incoming calls. For this reason, you should immediately delete messages which are no longer required, see page 46.

*) The capacity per message can be increased to 60 seconds or 120 seconds.



Display before message is recorded




Message is being recorded



Display after recording

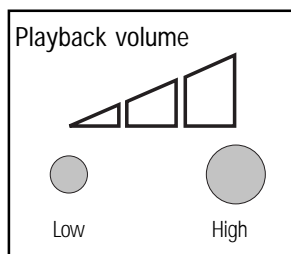
Telephone Answering Device (TAD)

Playback current messages:

As soon as the TAD key flashes, there are messages on your telephone answering device. You can listen to the currently received messages and also messages recorded at an earlier date. Use the  keys to regulate the playback volume.

To change the value, press the corresponding key several times.

Press the STOP key to stop playback of the messages. The recording is not deleted by this process.



PLAY

15.03 FAX/TAD 03

MSG. 01

MSG. 02



STOP

15.03 FAX/TAD 03

Playback current messages:

Three new messages have been received

Press PLAY key

The first message (MSG.01) is played back.
Use the >>> keys to regulate the playback volume.

In the absence of further input, the next message is played back, etc.

(Use the STOP key to stop)

standby mode

Repeat, skip, fast forward, rewind message:

You can repeat the message you have just played back as often as you wish. In addition, use "rewind" to play back any message again. It is also possible to "skip" messages at the push of a button.



MSG. 03



MSG. 03

Repeat:

While the message is being played back...

Press REW key once

The message is played back from the beginning



MSG. 03



MSG. 01

Rewind:

While the message is being played back...

Press the REW key several times

The selected message is played back



MSG. 03



MSG. 04

Skip:

While the message is being played back...

Press the FF key once

The next message is played back



MSG. 01



MSG. 04

Fast forward:

While the message is being played back...

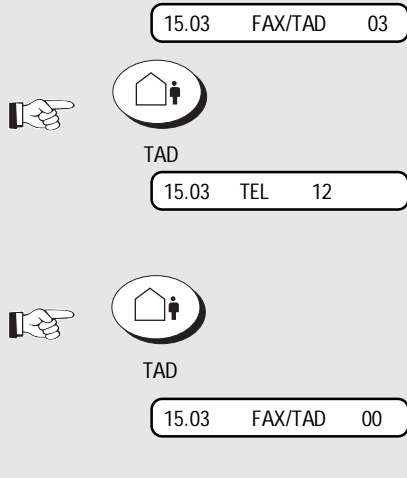
Press the FF key several times

The selected message is played back

Telephone Answering Device (TAD)

Play back older messages:

As soon as you deactivate the standby mode of the telephone answering device (press ABSENT key - the LED goes out), the currently recorded messages are added to the existing messages. You can listen to all these stored messages as described on [page 45](#). If you reactivate the telephone answering device, the current message counter is set to 0.



Telephone answering device on, display current messages

Press TAD key...
...The LED goes out

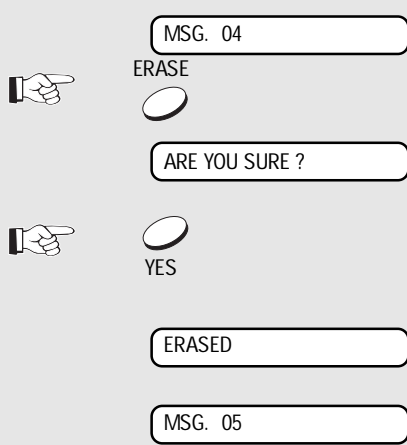
Number of current messages (3) is added to the existing messages (9)
All messages can be played back with the playback key.

Press the TAD key (again)
...The key lights up

Telephone answering device on, current message counter is set to 0.

Clearing individual messages:

While a message is being played back, it can be deleted.



Message number 4 is being played back

Press the ERASE key

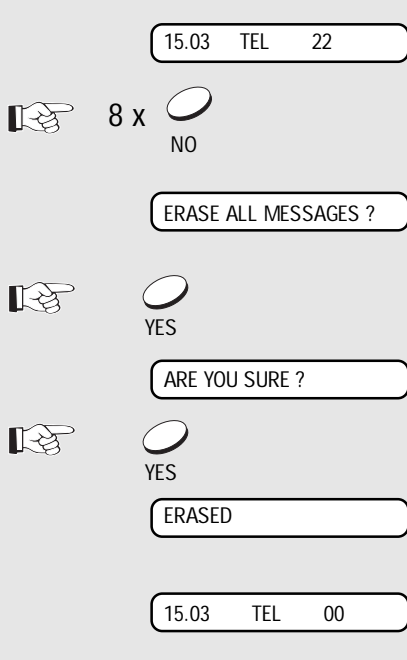
Are you sure

Confirm with YES

Message number 4 deleted

Message number 5 is played back

Delete all messages:



Standby mode, 22 messages are stored

Start the menu. Press ...

...until this menu item appears.

confirm...

Are you sure

confirm...

Standby mode, all messages are deleted

Telephone Answering Device (TAD)

Record, play back, delete memo

Record memo:

You can use the built-in microphone for directly recording a message on the telephone answering device. The length of this acoustic memo can be max. 3 minutes, and the memo is always placed at the start of the message memory. This ensures that your memo is always the first item to be played back when the messages are played back.

Notes:

- You can only ever record one memo.
- If the error message MESSAGE FULL is displayed when you are recording the memo, there is not enough memory available. In this case, delete the message memory (see page 46).

Play back memo:











Two options are available:

- The memo is played back when you play back messages (see page 45) as it is virtually recorded as the first "message". All criteria which are applicable for messages (playback and delete) are also available when a memo is played back.
- Use the MEMO key to play back the memo (see adjacent diagram).

Delete memo:

Two options are available:

- If the memo is played back as a message, it can also be deleted as a message (see page 45).
- If the memo is played back via the MEMO key, proceed according to the adjacent diagram.

  	<div style="border: 1px solid black; padding: 2px; text-align: center;">15.03 FAX/TAD 03</div> <p>MEMO</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">RECORD MEMO ?</div> <p>YES</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">RECORDING</div> <p>MEMO</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">15.03 FAX/TAD 04</div>	<p>Recording a memo: Standby mode, (3 new messages have been recorded)</p> <p>Press MEMO key</p> <p>Record a memo?</p> <p>Confirm with Yes</p> <p>End recording</p> <p>Standby display (the memo has been placed at the start of the message memory)</p>
  	<div style="border: 1px solid black; padding: 2px; text-align: center;">15.03 FAX/TAD 03</div> <p>MEMO</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">MESSAGE IS RECORDED</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">PLAYING MEMO</div> <p>YES</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">PLAYING</div>	<p>Play back a memo: Standby mode</p> <p>Press MEMO key</p> <p>Memo is recorded (If PLAY BACK MEMO? is displayed at this point, no memo has been recorded)</p> <p>Confirm with YES</p> <p>The memo is played back</p> <p>Press the STOP key to cancel</p>
   	<div style="border: 1px solid black; padding: 2px; text-align: center;">15.03 FAX/TAD 03</div> <p>MEMO</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">MESSAGE IS RECORDED</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">PLAYING MEMO</div> <p>NO</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">ARE YOU SURE ?</div> <p>YES</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">ERASED</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">RECORD MEMO ?</div>	<p>Delete a memo: Standby mode</p> <p>Press MEMO key</p> <p>Memo has been recorded (if PLAY BACK MEMO? is displayed at this point, no memo has been recorded)</p> <p>skip with NO</p> <p>Are you sure?</p> <p>Confirm with YES</p> <p>Message deleted (a new memo can alternatively be recorded)</p> <p>Press the STOP key to cancel</p>


Telephone Answering Device (TAD)


Recording calls

If you have connected an external telephone to your fax machine, you can use the telephone answering device to record calls.


Notes:

- Calls cannot be recorded via the speakerphone facility.
- If the error message MESSAGE FULL is displayed while a call is being recorded, not enough memory is available. In this case, clear the message memory (see page 46).
- Press the HOLD key to end the recording (the recording is stored).
- The capacity for recording calls is max. **3 minutes**.
- This function is not fully available depending on the particular version for a specific country.


 Only one call can be recorded at one time.




OFF HOOK




TALK




RECORD TALK ?




YES




RECORDING



TALK



OFF HOOK



Record call:

Off hook

Press TALK key

Confirm with YES

Call is recorded (max. 3 minutes)

Press TALK key

Recording terminated, call has been recorded.

- or -

Replace handset

Recording ended, call has been recorded.

RECORDING



STOP

Stop recording:


Call is recorded

Press the STOP key to stop recording


Recording ended, call is NOT recorded

Play recording:

15.03 FAX/TAD 00




TALK




MESSAGE IS RECORDED


PLAY TALK ?



YES



PLAYING



STOP

Play a recording:

Standby

Press TALK key


Recording in memory (if RECORD TALK? is displayed at this point, there is no recording in memory)
Confirm with YES

Recording is played back


Press STOP key to stop

Erase recording:

15.03 FAX/TAD 00




MEMO




MESSAGE IS RECORDED

PLAY TALK ?



NO

ARE YOU SURE ?



YES

ERASE TALK ?

ERASED

Erase a recording:

Standby

Press MEMO key

Recording in memory (if RECORD CALL? is displayed at this point, there is no recording in memory)

Press NO to skip

Are you sure?

Confirm with YES

Recording erased *)

*) If you are conducting a call at this time, the machine then displays "RECORD TALK?", and this enables you to record your call directly.

Telephone Answering Device (TAD)

Remote polling

With the remote polling facility, you are able to play back messages stored on any telephone answering device from any telephone. In addition, the remote polling facility provides further options for accessing the telephone answering device.

Please refer to [page 42](#) for an overview of the TAD functions with the corresponding remote polling codes.

Access code:

The access code protects your telephone answering device against unauthorised access. The polling facility is only available after the correct code has been entered. If the wrong code is entered on three occasions, the connection is cleared down.

Before you use the remote polling facility for the first time, you must program an appropriate code in your telephone answering device.

15.03 FAX/TAD 00

3 x NO

INSTALLATION ?

YES

SET RECEIVE MODE ?

5 x NO

TAD SETTING ?

YES

SET TAD DELAY ?

3 x NO

SET REMOTE CODE ?

YES

1 2 3
4 5 6
7 8 9
* 0 #

REMOTE CODE =

REMOTE CODE = 1234

YES

15.03 FAX/TAD 00

STOP

Program access code:

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO...

...until this menu item appears.

confirm...

Page through the menu...

...until this menu item appears.

Confirm with YES

Prompt for programming the access code

Enter the 4-digit number code

Example: 1234

Confirm with YES

Press STOP to return standby mode

Carry out remote polling:

Action:	Operator:	Telephone answering device:
Call	Call the fax machine from any telephone	The fax machine is set to the TAD mode. It connects to the line after the pre-set ring delay (see page 53).
	Announcement is heard	Announcement is played
Prepare for remote polling	During the announcement, enter # * successively (it may be necessary to repeat it several times)	
	Acknowledgement tone is heard and announcement is deactivated	Remote polling is detected, acknowledgement tone is generated
Enter security code	Enter the security code	
	Acknowledgement tone is heard	Security code is accepted, acknowledgement tone is generated
Carry out remote polling	Enter remote polling code	Action is carried out
End remote polling	Enter # *	Line is cleared down



The connection for remote polling is automatically cleared down after approx. 45 seconds. This situation is announced immediately beforehand by means of an acoustic signal (beeeep, beep). During this period, press the key sequence #8 on your remote polling transmitter in order to maintain the remote polling facility.


















Telephone Answering Device (TAD)

Change recording time

The recording time for each incoming message is limited to 30 seconds. You can extend this period to 60 or 120 seconds.



Please note that, if you extend the recording time, the number of possible messages may be reduced.

		3 x 	15.03 FAX/TAD 00
		NO	INSTALLATION ?
			
		YES	SET RECEIVE MODE ?
		5 x 	
		NO	TAD SETTING ?
			
		YES	SET TAD DELAY ?
		4 x 	
		NO	SET TAD TIME ?
			
		YES	TAD TIME = 30SEC
			
		NO	TAD TIME = 120SEC
			
		YES	15.03 FAX/TAD 00
		STOP	

Change recording time:
standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO...

...until this menu item appears.

confirm...

Page through the menu...

...until this menu item appears.

Confirm with YES.

Preset recording time is displayed

Press NO...

...until the required value is displayed

Confirm with YES.

Press STOP to return standby mode






















Telephone Answering Device (TAD)

Screen call during TAD mode

While a message is being recorded, the operator has the option of screening the recording via the loudspeaker. If you wish to talk to the caller, simply lift the handset of the connected telephone. The loudspeaker is then automatically deactivated (only for variant 2, see page 5).



The speakerphone facility cannot be activated while the operator is screening a call.

	 3 x 	Screen call during recording: standby mode
	 	Start the menu. Press ...
	 5 x 	...until this menu item appears.
	 	Confirm with YES.
	 2 x 	Press NO...
	 	...until this menu item appears.
	 	confirm...
	 	Page through the menu...
		...until this menu item appears.
		Confirm with YES.
		alternative setting is proposed
		Confirm with YES.
		Press STOP to return standby mode

Telephone Answering Device (TAD)

Activate/deactivate message display

The message display enables you to recognise whether messages have already been recorded via the call behaviour of the fax machine.

If the message display facility is activated, the fax machine switches on at the second ring if messages are present. On the other hand, if there are no messages on the telephone answering device, the connection is only established at the fifth ring (factory setting). This prevents costs from being incurred as a result of unsuccessful polling attempts.



The function is only effective if the call delay (see page 53) has been set to at least 4 times.

15.03 FAX/TAD 00

3 x NO

INSTALLATION ?

YES

SET RECEIVE MODE ?

5 x NO

TAD SETTING ?

YES

SET TAD DELAY ?

1 x NO

SET TOLL SAVER ?

YES

ON ?

OFF ?

YES

15.03 FAX/TAD 00

STOP

Activate/deactivate message display:

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO...

...until this menu item appears.

confirm...

Page through the menu...

...until this menu item appears.

Confirm with YES.

alternative setting is proposed
















Confirm with YES.

Press STOP to return standby mode

Telephone Answering Device (TAD)

Set call delay

If your fax machine is in the TAD mode, it connects to the line after the fifth ring (factory setting). This delay enables you for instance to collect the call via the external telephone when you are present. You can set the call delay to 1-9 rings via the menu.

	 3 x 	Program access code: standby mode
		Start the menu. Press ...
	 5 x 	...until this menu item appears.
		Confirm with YES.
		Press NO...
		...until this menu item appears.
		confirm...
		Confirm with YES.
		press NO to delete old value
		enter new value
		Example: 6
		Confirm with YES.
		Press STOP to return standby mode

15.03 FAX/TAD 0015.03 FAX/TAD 00

INSTALLATION ?

SET RECEIVE MODE ?

TAD SETTING ?

SET TAD DELAY ?

TAD DELAY(1-9) = 5

TAD DELAY(1-9) =

TAD DELAY(1-9) = 6

15.03 FAX/TAD 00

Report prints

Activate report printing

Not all reports are printed out automatically; they have to be requested specially. These lists can provide information concerning the current state of the fax machine. The following reports can be printed:

- Transmission report
- Multitransmission report
- Transmission and reception journal
- Number list
- Function list
- Reservation list

The transmission report

This report can be printed after every transmission or in the event of a defective transmission. It provides information about the most important transmission data. Please refer to [page 61](#) for switching ON/OFF.

TRANSMISSION-REPORT

TIME : 02.05.98 15:49
TEL. NUMBER : +44-1932-158156
NAME : TOSHIBA

<u>NBR.</u>	<u>DATE</u>	<u>TIME</u>	<u>DURATION</u>	<u>PGS</u>	<u>TO</u>	<u>MODE</u>	<u>STATUS</u>
005	23.11	13:32	00/00	00	+492131158170	OK	30

The multitransmission report

After a broadcast transmission (group dialling), the machine prints out a list of fax partners who have been reached or who have not been reached by group dialling. This list is always printed out when group dialling has been completed.

MULTITRANSMISSION REPORT

TIME : 02.05.98 15:49
TEL. NUMBER : +44-1932-158156
NAME : TF P100

OT NUMBER : 01
ABB. NUMBER : 02
TEL NUMBER : *0033142046491
START TIME : 02.05.98 11:52
END TIME : 02.05.98 11:56
PAGES : 01

SUCSESSFUL TEL NUMBER

	<u>NBR.</u>	<u>NAME</u>	<u>TEL NUMBER</u>
OT NUMBER :	01	ADAM	*158170
ABB. NUMBER :	02	AGENCY	*02114373110
TEL NUMBER :			*0033142046491







UNSUCSESSFUL TEL NUMBER

	<u>NBR.</u>	<u>NAME</u>	<u>TEL NUMBER</u>	<u>SENT PGS</u>
OT NUMBER :				
ABB. NUMBER :				
TEL NUMBER :				

Report prints

Transmission and reception journal

Your fax machine will record messages which you transmit or receive in the form of transmission and reception journals. These lists are printed out automatically after every 40 transmissions or receptions or at your request:

	<div style="border: 1px solid black; padding: 2px; display: inline-block;">15.03 FAX 00</div> 1 x  NO	standby mode
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">LISTS ?</div>  YES	Start the menu. Pressuntil this menu item appears.
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">JOURNAL ?</div>  YES	Confirm with YES.
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">PRINTING</div>	Confirm with YES. The report is printed

<u>TRANSMISSION-JOURNAL</u>							
		TIME	: 02.05.98 15:49				
		TEL. NUMBER	: +44-1932-158156				
		NAME	: TOSHIBA				
NBR.	DATE	TIME	DURATION	PGS TO	MODE	STATUS	
001	12.02	17:22	00/24	01 +492131158170	EC	NG 50	
002	12.02	17:23	00/25	01 +492131158280	EC	OK	
<u>RECEPTION-JOURNAL</u>							
		TIME	: 102.05.98 15:49				
		TEL. NUMBER	: +44-1932-158156				
		NAME	: TOSHIBA				
NBR.	DATE	TIME	DURATION	PGS FROM	MODE	STATUS	
001	12.02	17:37	00/24	01 +492131158170	EC	NG 50	
002	12.02	17:40	00/25	01 +492131158280	EC	OK	

NBR:

Lists the communications in the order they occurred.

DURATION:

Gives the length of each communication in minutes and seconds.

PGS:

Gives the number of pages per transmission or reception.

STATUS: (of communication)

OK means successful
NG stands for communication error

MODE:

Indicates the type of communication.

HS: High Speed Transmission, only possible between TOSHIBA machines.

EC: Error correction mode.

G3: Communication in standard groups operational mode.

P: Documents were sent/received by polling.

M: Indicates a memory communication.

TO or FROM:

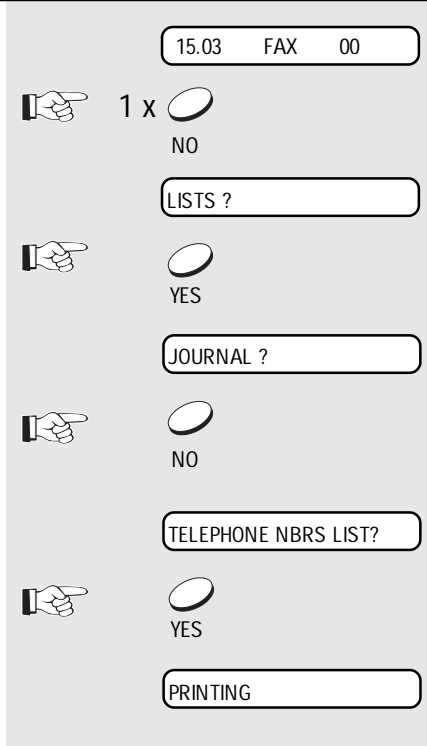
Gives ID or telephone number of the receiver or sender.

see: error codes [page 64](#).

Report prints

The number list

This list details the fax numbers which you have stored. These are the numbers of the one-touch dialling keys as well as the numbers of the alphabet dialling memory positions.



standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Skip menu item...

Confirm with YES.









The report is printed

<u>* TELEPHONE NUMBERS LIST *</u>		
TIME	:	02.05.98 15:49
TEL. NUMBER	:	+44-1932-158150
NAME	:	TOSHIBA
 <u>ONE TOUCH KEY INFORMATION</u>		
<u>OT NBR.</u>	<u>NAME</u>	<u>TEL. NUMBER</u>
01	ADAM	0158170
02	AGENCY	02114373110
03	SALES	0003345503330
 <u>ABBREVIATED TEL. NUMBER INFORMATION</u>		
<u>ABB. NBR.</u>	<u>NAME</u>	<u>TEL. NUMBER</u>
01	BAFI	02114373110
02	UK	00044932516452

Report prints

The function list

This list provides information concerning all settings of the fax machine. They correspond with the settings which you have made. Keep this list for any service work which may be necessary.

	15.03 FAX 00	standby mode
	1 x  NO	Start the menu. Press ...
	LISTS ?	...until this menu item appears.
	 YES	Confirm with YES.
	JOURNAL ?	
	2 x  NO	Press NO ...
	FUNCTION LIST ?	...until this menu item appears.
	 YES	Confirm with YES.
	PRINTING	The report is printed

FUNCTION LIST

TIME : 02.05.98 15:49
 TEL. NUMBER : +44-1932-158156
 NAME : TOSHIBA TELEFAX

* RECEIVE MODE SETTING*

: FAX current setting of the receive mode (see page 14)

* CONTRAST SETTING*

: NORMAL Setting of basic contracts (see page 36)

* INITIAL SETTING *

DIAL TYPE : DP defined dialling procedure (see page 9)
 EXCHANGER : PSTN defined connection type (see page 10)
 MONITOR LEVEL : DIGIT 0 obtaining outside line (see page 11)

* PRINTER SETTINGS *

RX REDUCTION : OFF Reduce page (see page 19)
 DISCARD : ON Discard (see page 19)

* COMMUNICATION SETTING *

REMOTE RX : OFF Fax can be activated by 5# (see page 15)
 CALL TIME : 5 Number of rings (see page 21)
 PRIVILEGED RX : OFF Receiving protection status (see page 17)
 TTI : INSIDE Transmission header (see page 59)
 ECM : ON Error correction (see page 35)

* TAD SETTING*

TAD DELAY : 2 Call delay in the TAD mode (see page 53)
 TOLL SAVER : OFF Message display (see page 52)
 SCREENING CALL : OFF Screening call during recording (see page 51)
 RECORDING TIME : 30 SEC Recording time per message (see page 50)

* LIST SETTING*

AUTO JOURNAL : ON Journal output (see page 62)
 TX REPORT : ALWAYS Special report output (see page 61)
 ^DOCUMENT ID : ON
 MULTI TX REPORT : ON

* TOTAL PAGE*



SCAN : 00001 Number of scanned pages
 PRINT : 00007 Number of printed pages

Report prints



The reservation list

This list provides information relating to reserved jobs in your fax machine. For instance, you may have entered a delayed transmission in memory and also entered a polling job which has not yet been completed. These are both known as "jobs".



15.03 FAX 00

 1 x 
NO



LISTS ?

 
YES

JOURNAL ?

 3 x 
NO

RESERVATION LIST ?

 
YES

PRINTING

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO ...

...until this menu item appears.

Confirm with YES.

The report is printed

RESERVATION LIST

TIME : 02.05.98 15:49
TEL. NUMBER : +44-1932-158156
NAME : TOSHIBA TELEFAX

1. DOCUMENT TRANSMISSION
OT NUMBER
ABB. NUMBER
TEL NUMBER
TIME OF TRANS. :
2. MEMORY TRANSMISSION
OT NUMBER
ABB. NUMBER
TEL NUMBER
TIME OF TRANS. :
NUMBER OF PAGES
3. POLLING
OT NUMBER
ABB. NUMBER
TEL NUMBER
TIME OF TRANS. :

















Advanced settings

Set transmission header position

The transmission header contains the code, the name, time of transmission and the current page number. Normally it appears in the top 5 mm of the incoming copy. If this area contains important information, this information is overwritten by the transmission header. In order to prevent this from happening, you are able to displace the transmission header. Accordingly, the transmission header is first printed before the copy is printed. The effect is that the length of the incoming copy is extended by approx. 5 mm.




In Germany, the code must be specified!

	3 x 	15.03 FAX 00	standby mode
	NO		Start the menu. Press ...
		INSTALLATION ?	...until this menu item appears.
			Confirm with YES.
	YES		
	4 x 	SET RECEIVE MODE ?	Press NO ...
	NO		...until this menu item appears.
		COMM. SETTING ?	Confirm with YES.
			
	YES		
	3 x 	SET REMOTE RECEIVE ?	Press NO ...
	NO		...until this menu item appears.
		SET TTI ?	Confirm with YES.
			
	YES		
		INSIDE ?	Specify the current position
			Press NO ...
	NO		<ul style="list-style-type: none">• INSIDE?• OUTSIDE?
		OUTSIDE ?	...until the desired menu item appears (here: outside transmission header)
			Confirm with YES.
	YES		

Advanced settings

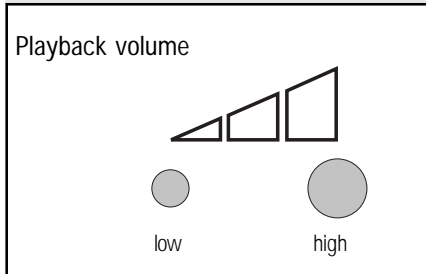
Change screening volume

Use the  key to regulate the playback volume for loudspeaker dialling (see page 41).

Press the corresponding key several times to change the value.

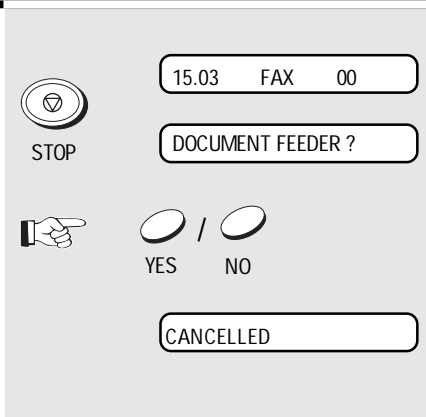


The setting of playback volume also influences the playback function of the telephone answering device (see page 42).



Cancellation of jobs

All procedures which initiate a transmit or receive activity of your fax machine are defined as jobs. Press the STOP key to terminate the job. If several jobs are activated (e.g. delayed transmission from memory and polling reservation), the individual jobs are displayed in the form of a selection menu, and the relevant job can thus be deleted accordingly.



standby mode

Press Stop
first job is displayed
(Example: polling reservation)

Confirm with YES.
(or skip with NO)

The selected job is deleted

Advanced settings

Set individual TX reports

The transmission report is printed out after every transmission (basic setting). You can limit the printout of the transmission report (e.g. in order to save paper) by specifying that it is only printed out if transmission is defective.

TX REPORT

TX REPORT

CALL

NO

YES

Set TX report

standby mode

Press TX REPORT

alternative setting is displayed

Press NO ...

...until this menu item appears.

Confirm with YES.

3 x

NO

YES

6 x

NO

YES

NO

YES

NO

YES

YES / NO

Set group TX report

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO ...

...until this menu item appears.

Confirm with YES.

Skip menu item...

Confirm with YES.

Specify the current setting

Press NO ...

- ALWAUS?
- ON ERROR?
- OFF?

...until the desired menu item appears.

(here: Transmission report only printed out after errored transmission)

Confirm with YES.

Select whether the first page transmitted from memory is to be printed on the transmission report.

Advanced settings

Set journal printout

Your fax machine documents all fax messages which you send or receive in the form of sending and receiving journals. This list is automatically printed out whenever 40 documents have been sent or received.

You are able to disable this automatic printout facility, so that it can only be activated at your request.

15.03 FAX 00

3 x NO

INSTALLATION ?

YES

SET RECEIVE MODE ?

6 x NO

LIST SETTING ?

YES

SET AUTO JOURNAL ?

YES

OFF ?

YES / NO

YES

standby mode

Start the menu. Press ...

...until this menu item appears.

Confirm with YES.

Press NO ...

...until this menu item appears.

Confirm with YES.

Confirm with YES.

Depending on the particular setting, the machine now prompts whether to change to the other status.

OFF: Journal printed out only on request

ON: Journal printed out automatically, every 40 documents

Confirm with YES.

Advanced settings

Operator call

During the fax transmission, the fax partners can signal that they wish to conduct a call following the fax transmission (without releasing the connection). The operator call facility is used for this purpose. It does not matter whether the operator call is initiated by the receiver or by the transmitter. The operator call facility must be initiated during the transmission.

Notes:

- At the end of the fax transmission, ringing signal is generated for approx. 15 seconds on the equipment of your fax partner.
- If your operator call is accepted, your own fax machine also generates ringing signal. If this response does not take place, your operator call has been rejected.
- If the operator call is rejected, your fax machine returns to the normal standby mode after approx. 15 seconds.
- If the operator call signal is generated, press the speakerphone key, or lift the handset of the external telephone in order to speak with your fax partner.



Transmission running

Press the CALL key

(press the key again to cancel the operator call)

Operator call reserved

Signal is generated

Press the SP-PHONE key

-or-
lift the handset of the external telephone.

Conduct telephone call

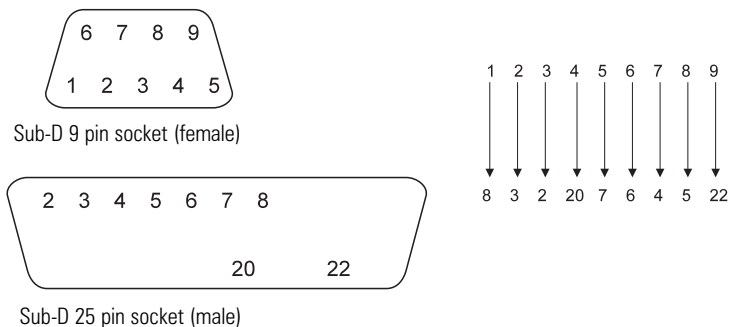
End telephone call

PC connection

You can also use your fax machine for printing and scanning under Windows (95 / 98 / NT). Please contact your dealer.

1. Switch off the PC and the TF 471.
2. Connect the 25-pin sub-D connector to the corresponding socket on the fax machine, and secure the connection with the connector screws.

Pin assignment of serial cable




3. Connect the cable to the serial interface of your PC.



PC-Fax
Connect the TF 471 before the installation.

Possible problems

Error messages in the Display	Your fax machine reports an operating error or fails to perform the required function. 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 recognise and eliminate errors.  Press STOP to clear error messages.
Problem	possible causes and solutions
LOAD DOCUMENT	Document not loaded.	Feed in document.
NUMBER NOT LISTED	There is no telephone number stored on this abbreviated number/one-touch key.	Enter the abbreviated number/one-touch number.
OPERATION ERROR	You are trying to enter incorrect data.	Enter correct data.
DOCUMENT JAM	Documents have jammed in the document feeder.	Press STOP. Eliminate the error (see page 67).
PAPER EMPTY	The recording paper has run out.	Load a new roll of recording paper (see page 6).
PAPER JAM	The recording paper has jammed.	Remove the jammed paper referring to the instructions on page 67.
MEMORY ERASED	Telephone numbers stored and initial settings have been erased.	Press START. This resets initial data stored by the back-up battery.
MEMORY FULL	The memory has become full. Any documents being stored are automatically ejected.	You can reduce memory storage requirements: - reduce the resolution - avoid using the Grey mode - print out any fax messages received which are still in the memory - reduce the number of pages you send at one time
COMMUNICATION ERROR	Connection to your partner's fax machine is impossible or the connection was poor.	Retransmit the document. If the error occurs frequently when sending to this partner, contact your service centre.
INK FILM EMPTY	The printer system stops.	Insert new ink film.
TPH OVERHEAT	When the thermal print head (TPH) overheats, your machine is temporarily switched off.	Wait a few minutes until the print head has cooled down and your machine is on the standby mode again.
LINE BUSY	The required number was busy during all dialling attempts, or the fax partner was not available.	Press STOP and send the documents later. See also automatic redialling on page 29.
POWER FAILURE	Your machine reports a power failure.	Press STOP. Your machine should be ready to transmit and receive again.
COVER OPEN	The cover is open.	Close the cover and press START.

Error codes

List of error codes on journal/ Transmission report

- 10 = Paper empty
- 11 = Recording paper jam
- 12 = Document jam
- 13 = Cover open
- 16 = Ink film empty
- 20 = Power failure

- 25 = TPH overheated
- 30 = STOP was pressed
- 31 = Operator call requested
- 33 = Polling error
- 50 = Error in automatic redialling*
- 53 = Security code error
- 80 - 86 = Problem with telephone line or receiver's fax machine

*) Operating your fax machine at an extension



When operating your fax machine at an extension, you must always enter "*", before you dial, whether you use the dial key-pad or store telephone numbers.

Possible problems

Transmission problems		
	Your fax machine reports an operating error or fails to perform the required function. 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 recognise and eliminate errors.
Problem	possible causes and solutions
Your document is not automatically pulled into the feeder.	<p>Your machine displays an error.</p> <p>The display is blank.</p> <p>Document size or thickness of paper are not acceptable.</p> <p>The operator control panel is not firmly locked.</p>	<p>If the display gives an error message, clear the fault and delete the display with STOP.</p> <p>Check there is power on the machine. The machine must be switched on (see page 4).</p> <p>Use acceptable documents only (see page 22).</p> <p>Close the cover. It should be firmly locked in place on both sides.</p>
The text "transmission" is not displayed when you press the START key.	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.	<p>Document format or paper thickness not as specified.</p> <p>The document guides are not properly adjusted to the paper size.</p>	<p>Use acceptable documents only (see page 22).</p> <p>Adjust the document guides accordingly.</p>
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 face-down on your document feeder.
The receiver reports: The document transmitted is difficult to read.	<p>Your machine's document reader is dirty or damaged.</p> <p>RESOLUTION and CONTRAST are not set correctly.</p> <p>The telephone connection is poor.</p>	<p>Make a copy of your document on your fax machine (see page 20). If your copy is also difficult to read, clean the document reader.</p> <p>Make a copy on your fax machine (see page 20) and adjust the settings to your document. You can also improve document quality: By making the print on the photocopy darker, enlarging or reducing. (see page 29). Then send again.</p> <p>Redial. You may get a better connection.</p>
Abbreviated or one-touch dialling do not work.	Abbreviated or one-touch dialling number is not correctly stored.	Check and correct stored numbers (see page 37/38).
No dial tone is heard when handset is off-hook.	<p>The telephone is not correctly connected.</p> <p>The fax machine is not correctly connected.</p>	<p>Check that your telephone is connected correctly to the socket (see page 5).</p> <p>Plug the connecting cable of your fax machine into the socket (see page 5).</p>
Your call does not arrive although you have dialled the correct number.	<p>Your fax machine has been set to the wrong dialling mode.</p> <p>If you are connected to a PABX: You have set the wrong line type.</p> <p>Your fax machine is not connected to the PSTN.</p>	<p>Switch to the correct dialling procedure: DTMF or pulse-dialling (see page 9).</p> <p>Set the line types to EXTENSION (see page 10).</p> <p>Plug the connecting cable of your fax machine into the socket (see page 5).</p>

Possible problems

Receiving problems		
Problem	possible causes and solutions
You press START to receive an document. But you receive nothing.	Your fax machine reports an operating error or fails to perform the required function. 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 recognise and eliminate errors.	
	Your have an error displayed.	If the display shows an error message, eliminate the fault and delete the display with STOP.
	The fax machine is not correctly connected.	Check the wiring. See page 5.
	The display is blank.	Check there is power to the machine. The machine must be switched on (see page 4).
	There is still a document in the feeder.	Press STOP and remove the document.
Your recording paper is not fed out.	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 replace the handset only after you have pressed START.
	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 67).
The document received is difficult to read.	Document quality is poor.	Ask the sender to reset the resolution and contrast or improve the quality of the document e.g. by making the print on the photocopy darker, enlarging or reducing. Then have it send again.
	The telephone connection is poor.	Ask the sender to transmitt the document again (see Page 6).
You receive a completely blank document.	The sender made a mistake when loading the document.	Check whether the sender loaded in the correct manner.
The document received is partially printed.	The operator control panel of your fax machine is not closed properly on both sides.	Close the cover. Both sides of the cover must be firmly locked in place.
You can send fax messages without any problem, although you cannot receive any.	Receiving protection is activated.	Switch off receiving protection (see page 17).

Possible problems

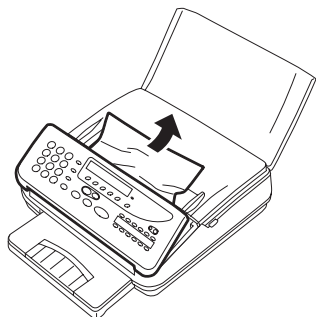
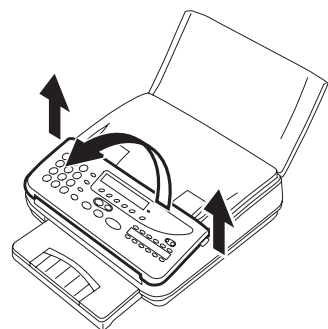
Document jam

How to clear a document jam

Press the release button to open the control panel cover.



Keep the power ON.



The jammed document

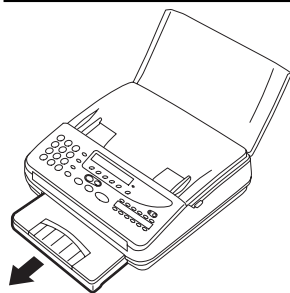
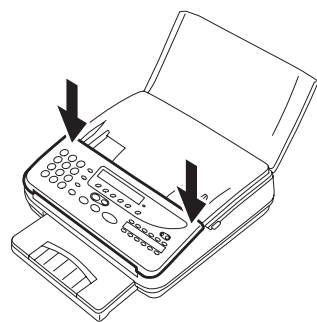
can be carefully removed.



Do not try to send the jammed document again. Use a carrier sheet or make a photocopy and transmit this instead.

Close the control panel

Take care that the cover locks firmly into place. Now by pressing STOP delete the error message.



Pull out the paper tray. Remove any paper in the tray.

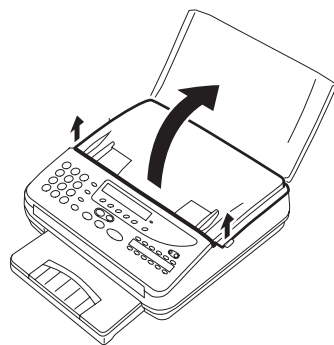
Paper jam

How to clear a recording paper jam

After opening

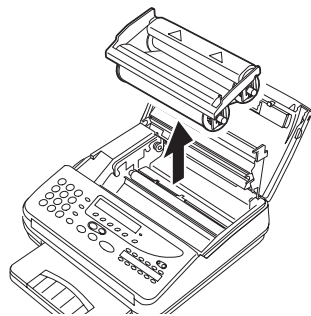


Keep the power ON.



Unlock the printer unit

Lift out the film holder.

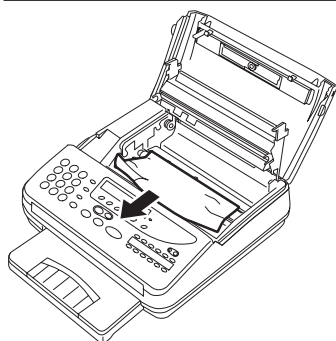


Remove any jammed paper



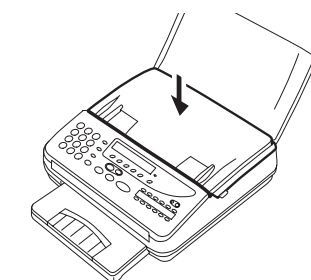
Do not damage the print head

Replace the film holder and close the printer unit.



When closing the machine,
















ensure that all covers firmly lock into place.



Possible problems

Remote maintenance (COMLINE)

Your fax machine permits remote diagnosis. This means that the internal settings can be read and changed via a telephone line. In order to ensure that data protection is assured, COMLINE is possible only after you enable your machine for this facility.

	 6 x 	15.03 FAX 00	standby mode
		NO	Start the menu. Press ..
		TEST ?	...until this menu item appears.
		YES	Confirm with YES.
	 2 x 	OPE. PANEL TEST ?	Start the menu. Press ...
		NO	
		REMOTE ?	Confirm with YES.
		YES	
		ON ?	Confirm with YES.
		YES	
<hr/>			
		15.03 FAX 00	After remote service is completed, reset your fax machine to the initial mode:
	 6 x 	15.03 FAX 00	standby mode
		NO	Start the menu. Press ..
		TEST ?	Confirm with YES.
		YES	
	 2 x 	OPE. PANEL TEST ?	Press No...
		NO	
		REMOTE ?	Confirm with YES.
		YES	
		ON ?	Reject
		NO	
		OFF ?	Confirm with YES.
		YES	

Possible problems

Connection to PABXs

You should consider the following points if your fax machine is connected to a PABX.

- Is the extension authorised to dial an outside line?
- Does the extension have DDI authorisation?
- Has the facility for obtaining an outside line been correctly programmed (code, earth, flash)?
- Is an outside line obtained with the * key?
- Has the correct dialling procedure been set (DTMF, pulse dialling)?

Where appropriate, discuss these questions with the customer service of your PABX.

Reset

If you cannot remedy a problem with the proposed measures (see page 64 et seq.), you can carry out a RESET. All parameters are then reset to their factory settings.



The stored numbers are **not** deleted!



START



STOP

15.03 FAX 00

Switch off your fax machine.

Keep START and STOP pressed down while switching your machine back on.

As soon as a message is displayed, release.

After reset, repeat the installation procedure (see page 8).

UK Connection information


This TOSHIBA Facsimile Transceiver is intended for connection to public telecommunication services as follows:

By using the cable described as TEL LINE CABLE in the packaging list of the instruction manual. This cable plugs into the socket on the left hand side of the TF 471 which is marked LINE and the other end into the standard PSTN analogue socket found in the UK.

This terminal equipment complies with the following requirements:

- Group 3 fax modem
- Automatic call initiation
- Storage of telephone numbers for retrieval by a predetermined code
- Automatic dialling
- Automatic repeat attempts
- Call progress monitor
- Series connection facility
- LD or MF dialling
- Operation with or without dial tone being present.

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.

We declare, that TOSHIBA is using  mark in compliance with EN 50 082-1, EN 55 022/B and EN 60 950

EPA ENERGY STAR



Addendum to the TF471 Operator's Manual

The United States Environmental Protection Agency (EPA) has introduced a voluntary program, the ENERGY STAR Program, to encourage the widespread and voluntary use of energy-efficient technologies that enhance the workplace, improve product performance, prevent pollution, and reduce your energy costs. As an ENERGY STAR Partner, Toshiba Europa (I.G.) GmbH has determined that this facsimile model meets the ENERGY STAR guidelines for energy efficiency. ENERGY STAR guidelines require that all ENERGY STAR facsimiles maintain very low power consumption during idle state or have a „Power Saver“ feature that will automatically stand-down to an idle state after a period of inactivity.

For more information on the ENERGY STAR Program, please contact:

ENERGY STAR Printers/Fax Machines
US EPA (62021)
Washington, DC 20460

ENERGY STAR is an U.S. registered mark.

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