

# Welcome to your fax machine

- A** Exit document extension tray
- B** Exit document tray
- C** Control panel
- D** Recording paper tray
- E** Recording paper cassette
- F** Recording paper cassette (accessories)
- G** Recording paper cassette (accessories)
- H** Side cover
- I** Top cover release button
- J** Extension of document tray
- K** Telephone connections
- L** Document tray
- M** Control panel release button
- N** Document guides

## 1 DISPLAY

Displays indications about the operating modes of your fax machine. Your control monitor for all function settings.

## 2 Warning lamps

If there is a malfunction on your fax machine, the lamp under the corresponding symbol will light up.



**Paper jam:**  
Indicates that there is a document jam or copy paper jam. (see [page 115/116](#))



**Paper out:**  
Indicates that the user must replenish the copy paper. (see [page 8](#))



**Toner out:**  
Indicates that the user will use have to replenish the toner. (see [page 6](#))



**Drum operating time:**  
Indicates that the printing unit will soon have to be replaced. (see [page 5](#))



**Alarm lamp:**  
Indicates an operating malfunction which cannot be clearly identified. Please contact service personnel in these cases.

## 3 MENU KEYS

Use these keys to select the menu or a specific menu item.

DTMF key (▼)

When the pulse dialling mode has been selected (see [page 14](#)), this button temporarily switches over the dialling procedure to DTMF.

## 4 DIAL KEYPAD

Used for entering telephone numbers or selecting characters.

## 5 MONITOR

When you press this key, the fax machine connects to the line and the speaker enabling the user to listen into the call establishment attempt is activated. The subsequent fax connection is handled directly, i.e. without job administration via the memory.

## 6 REDIAL / PAUSE

Activates the last number dialled, inserts a dialling pause.

## 7 SPEED DIAL

Press this key to select a stored alphabet dial number, a name or a group.

## 8 Line 1 lamp

Indicates transmission on line 1.

## 9 Line 2 lamp

Indicates transmission on line 2 (the second line is optional.)

## 10 PC COMM lamp

If this lamp flashes, it indicates that data are being transmitted from the PC to the interface (the PC interface is optional).

## 11 One-touch dial cover for one-touch dial keys 36-69 and function keys.

## 12 ONE TOUCH DIAL KEYS

Sends documents at the push of a button.

## 13 JOB STATUS KEY

You can use this key to query the status of individual jobs.

## 14 JOB CANCEL KEY

Use this key if you wish to cancel a job which has been stored or which is due to be handled.

## 15 MULTI KEY

To create a group consisting of one-touch dial, ABB dial and manual dial numbers. Available for group dialling as well as for group polling.

## 16 MODE KEY, with status lamps

Use this key to select the resolution for the current fax job. The status lamps represent the selected mode. If no status lamp lights up, the STD resolution has been set.

## 17 COPY / JOURNAL KEY

The user is able to make copies of documents which have been inserted. If no document has been inserted, press this key to request the journal.

## 18 TX REPORT KEY

Use this key to set the output criteria for the transmission report.

## 19 ENTER KEY

Activates selected menu items and also used for terminating data input.

## 20 STOP KEY

Cancels error messages and terminates menu input.

## 21 START KEY

Activates transmission, reception (off-hook) and selected menu items.

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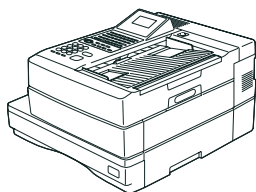
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# Preparation

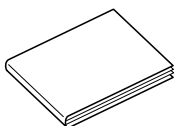
## Unpacking

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

1. Fax machine



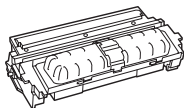
2. User manual



3. Powercable



4. Process unit with toner



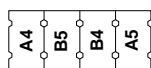
5. Fixer cleaner



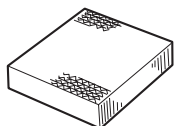
6. Exit document tray



7. Recording paper indicator



8. Ozone filter



The correct location for your fax machine is easily found:

- near a 230 V AC socket\*,
  - near a telephone connection, ideally with a single line reserved for your fax machine.
- \* 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. Now switch your machine on.

Please protect your machine from:



vibration



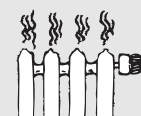
direct sunlight



dust



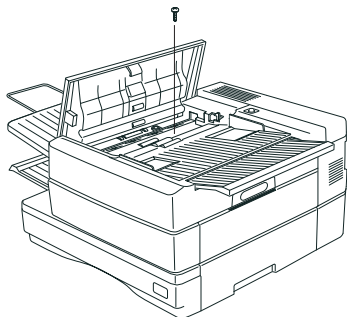
humidity



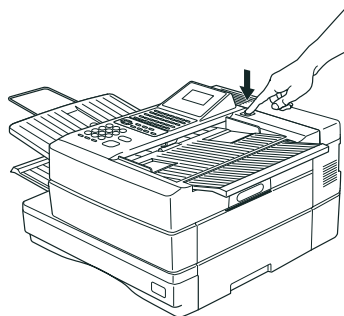
heat

# Preparation

## Remove transport fittings:



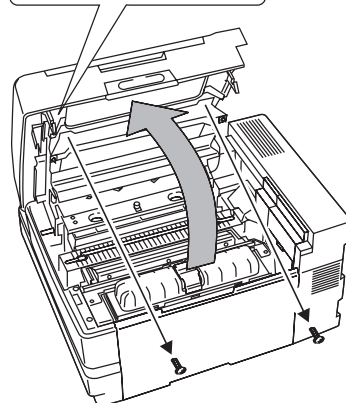
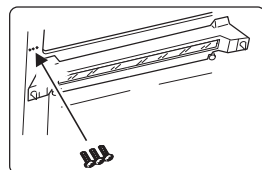
- Press the unlocking button and open the housing of your fax machine.



- Remove the three cross-head screws which secure the laser unit.

- Screw these screws into the three retainer holes.

- Remove the remaining paper and plastic fittings.



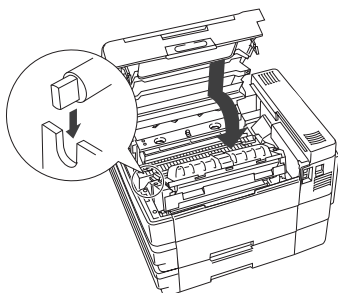
## How to install the process unit:



In order to transport or move the machine the toner pack and the process unit has to be removed.

In order to prevent transport damage, the high-quality process unit of your new fax machine is delivered in special packaging to provide additional protection. Please follow the enclosed instructions. This is how to install the unit:

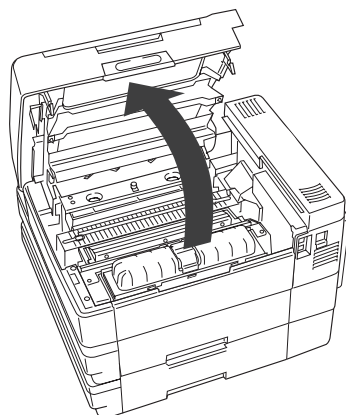
**Open the top cover**  
by pressing the release button.



**Install the process unit...**  
by inserting the pins into the lateral guides and then, by applying slight pressure, lower it into the correct position.



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



# Preparation

## To make a good impression: the toner pack

When installing the machine for the first time or later when the message TONER LOW or TONER EMPTY is displayed, you must replace the toner pack in your fax machine. At the same time also replace the fixer cleaner.

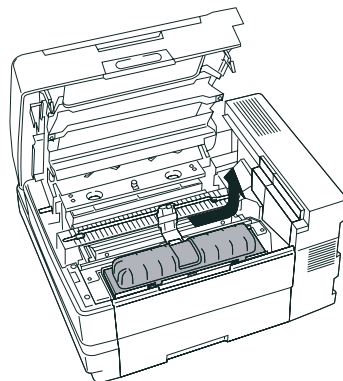
### When replacing toner:

Release the green Stopper and pull the pack out of its support in the direction of the arrow, as shown.

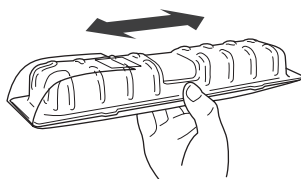
### When installing for the first time:

Unpack the toner pack supplied.

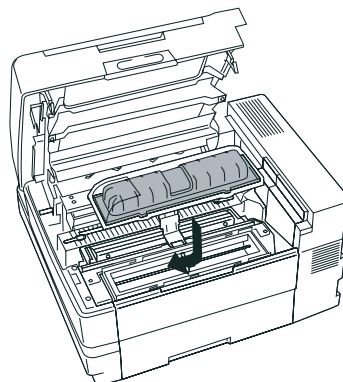
Do not touch any sensitive parts of the printer system.



### First shake the new toner pack,

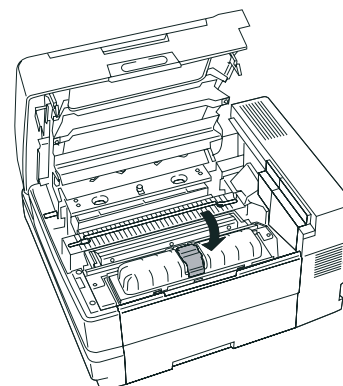
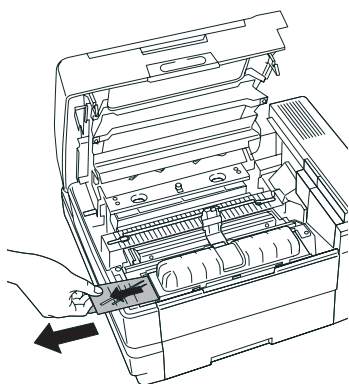


insert in the direction of the arrow and slide forward.



### Now remove the seal.

When holding the protective foil, be sure to avoid contact with any toner residue.



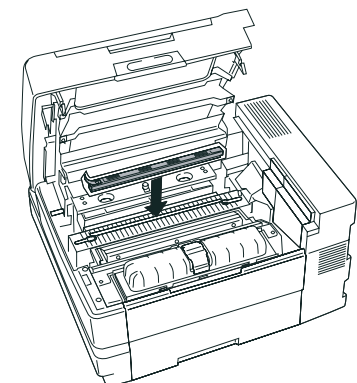
The toner pack latch locks into place with a click.

### Replacing the fixer cleaner

(or installing for the first time): If necessary, pull the used cleaner ribbon upwards: when inserting the new cleaner, be sure that the white felt side is facedown.



Do not touch any parts inside the machine other than those described. The fixer cover can be very hot - even after the machine has been switched off.



# Preparation

**Now**  
**close the cover**  
until it locks firmly into place.

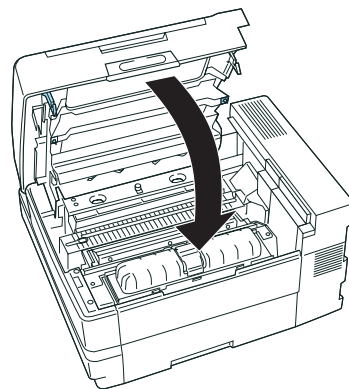


Never throw the old pack into an open fire. Use packaging from exchanged parts to ensure proper disposal as inorganic waste.

**CAUTION:**

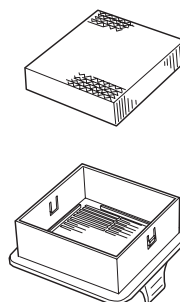
In case you come into contact with toner:

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



**...and now: the ozone filter**

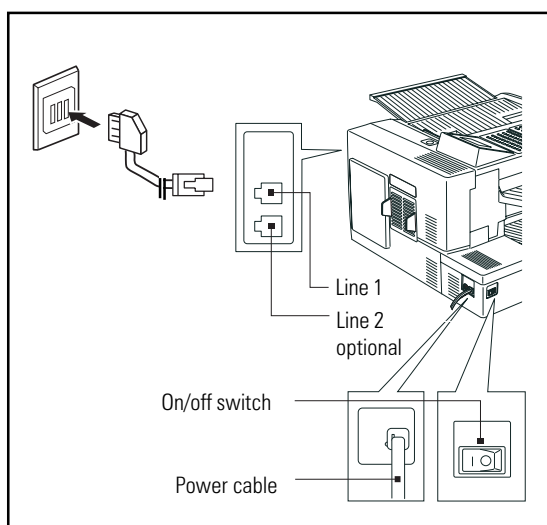
As you see, it is inserted in its support underneath the cover. When inserting, hold the filter only by the ribbons in order to avoid clogging the filter mesh.



## Connection to the mains

### Telephone connection

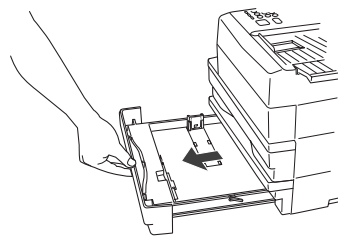
Connect your fax machine (LINE jack) to the telephone socket, as shown on the right.



# Preparation

How to insert the recording paper:

Remove the paper cassette



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 facedown and don't forget:

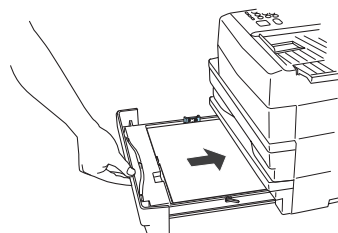


The paper cassette holds a maximum 250 sheets (80 g/sm). The paper is never stacked above the limit mark. (as shown on the left)

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



Do not use damp, wrinkled or torn paper.



How to install the exit paper tray:

Install the exit paper tray fits in the slots on the left side of the fax.



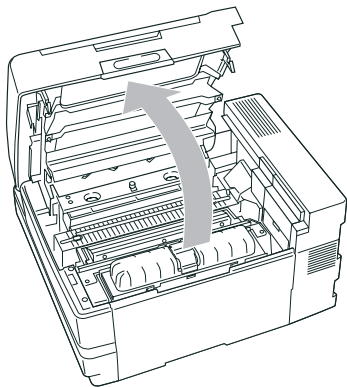
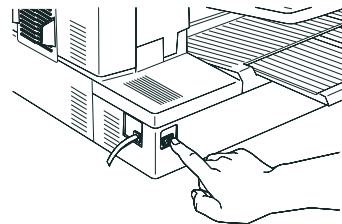
# Preparation

## Insert memory card(s)

1. Switch your fax machine **OFF**.

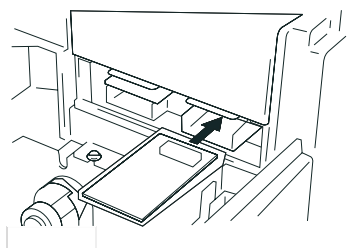
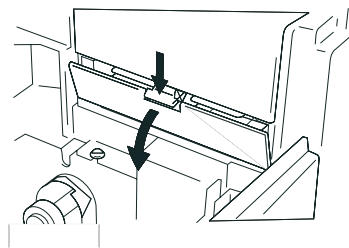


Stack memory is deleted when a memory expansion is inserted. Please ensure that, before the memory expansion is inserted, the memory display is 100 % in order to prevent the transmission job being lost.



2. Open the housing cover.

3. Remove the cover for the memory modules.



4. Insert the memory expansion card so that the soldered side is pointing upwards.  
Close the cover for the memory modules.  
Close the housing cover.



Insert the card into the left-hand slot, unless another card has already been inserted. In this case, use the right-hand slot.

# Installation

## The menu system

Your fax machine is equipped with a four-line display which provides you with information concerning all operating modes. This display makes it more easy for you to work with the various functions of your fax machine, and everything is set out in a clear menu. Up to four menu items are displayed on each occasion, and a number is assigned to each of these items.

A special group of keys is used for activating the menu as well as for control activities within the various menu levels.



The ▲ key activates the menu and moves the highlight bar up.

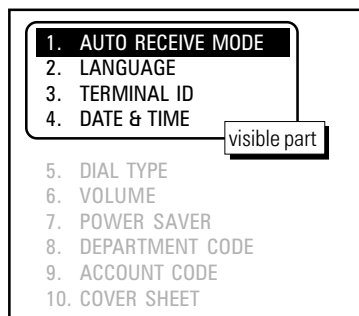
The ▼ key moves the highlight bar down.

The ► key selects the appropriate submenu level.

The ◀ key selects the superior menu level.

Once a menu item has been selected with the highlight bar via these control keys, it is activated by pressing the ↵(ENTER) key. Alternatively, you can use the START key for this purpose. It may well happen that more than four items are displayed in one menu. In this case, press the ▲/▼ control keys several times to display these concealed menu items.

Example: Menu 3, 1 (Installation, Setup, 1. Menu item highlighted)



15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

ENTER

or

START

or

4

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
PRINTING LIST

Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Select a menu item



To select a sub menu, there is no need to see it in the LCD. The only requirement is that this menu item has to be in the same menu level.

The report is printed.

One version of the menu selection procedure is to enter the corresponding number of the particular menu item. It is not necessary to press the INPUT button. As soon as the relevant number has been entered, the menu item is executed. This is also applicable for the concealed menu items.



When entries are being made, it is not possible to receive. Because of this, the machine returns to idle status if no entry is made within one minute.

Consider the following example in order to familiarise yourself with the menu system. The system prints out the **program selection list**, on which you receive the complete menu structure of your fax machine.

# Installation

## Enter user name

In order to ensure that a transmitted fax document can also be uniquely identified, a transmission header is printed on the top 5 mm of the document. This transmission header contains various items of information, incl. the user name and the sender ID of the fax machine which transmitted the documents.

### User name:

You can enter any 40 characters (max.) for the user name.

Use the number keypad for entering the characters. Several characters are assigned to each number, and the characters can be selected by repeatedly pressing the corresponding key.

The following table sets out all characters which are allocated to the various number keys.

Key	Allocated characters
1	1
2	ABC2abcÀÁÂÃÄÅÆÇàáâãäåæç
3	DEF3defÈÉÊËèéêë
4	GHI4ghiiiì
5	JKL5jkl
6	MNO6mnoNñòóôõö
7	PQRS7pqrs
8	TUV8tuvÚÛÜúûü
9	WXYZ9wxyz
0	(+)0 space Øø!#S%&*-/:=@?

### Place character:

The character of your choice is placed wherever the flashing cursor is located. Please use the ◀ / ▶ keys to control the highlighted input.

### Cancel characters:

Move the highlighting to the appropriate position and press the DELETE key on the one-touch dial key field. The character is then deleted and is replaced by an empty character. If you do not wish to have an empty character, press the INSERT key on the one-touch dial keyfield **before** deleting the character. In this mode, the characters to the right move one position to the left. The insert mode is indicated by a corresponding symbol in the display. Press the INSERT key again to exit this mode.

# Installation

## Replace character:

Move the highlighting to the appropriate position and proceed as detailed under the procedure for entering a new character. The character is then overwritten.

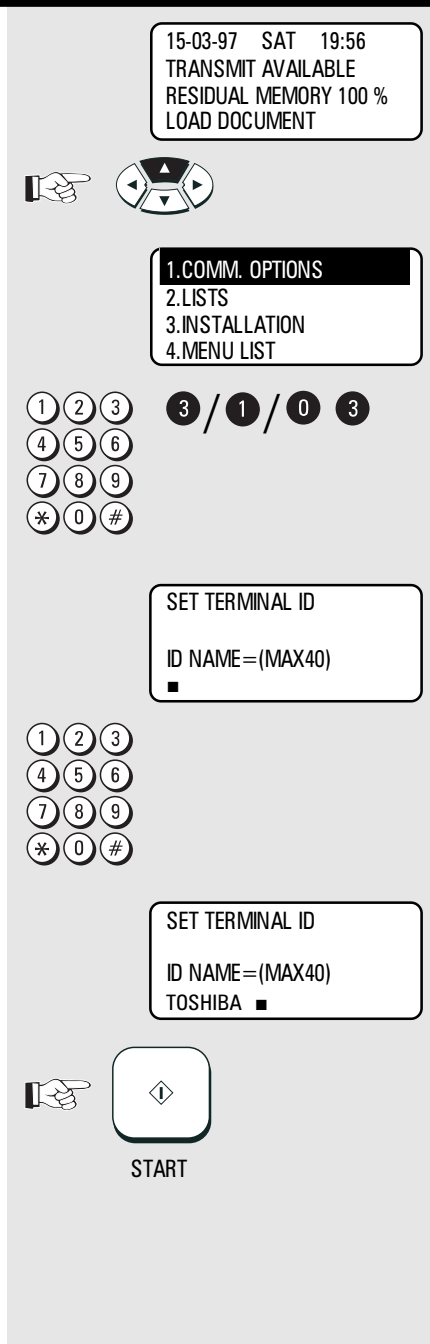
## Insert character:

Press the INSERT key before you insert a character. To exit this mode, press the INSERT key again.

If a character has just been inserted, you cannot delete it immediately. In this case, move the cursor to the next field and then return immediately to the previous position. The character can then be deleted.

When the name is complete, press the **START** key.

Example: TOSHIBA



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection

Enter the name

Example: Toshiba

1 x 8 > T    7 x 4 > i  
7 x 6 > o    6 x 2 > b  
9 x 7 > s    5 x 2 > a  
6 x 4 > h

Name is ready...

Confirm with START

Continue with „Enter the terminal ID“

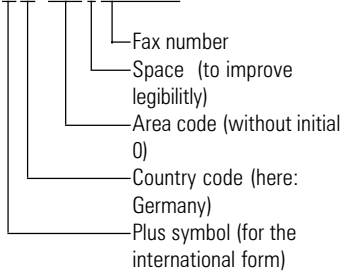
# Installation

## 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:

+44-2131-12345678



In Germany it is obligatory to enter the terminal ID!



If you have installed the second line (optional), enter an additional code.

INT. CODE ? LINE-1  
1.ADD +  
2.NOT NEEDED

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

SET TERMINAL ID  
TEL NUMBER =(MAX20)  
+ ■

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

SET TERMINAL ID  
TEL NUMBER =(MAX20)  
+44-2131-123456 ■

START

STOP

Continued from "Enter user name"

Option for selecting the national or international form.



Please always select the international form.

Select a menu item

Make your selection

Now enter the code

Insert a pause with pause button

Code is complete...

Confirm with START

Press STOP, return to standby mode

# Installation

## 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.



If you have installed a second line (optional), enter the dialling method for each line separately.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

3 / 1 / 0 5

DIAL TYPE LINE-1  
1.MF  
2.DP

SET EXCHANGE TYPE  
1.PSTN  
2.PABX

EXCHANGE PSTN      EXCHANGE PABX  
**Go to A**                      **Go to B**

Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

The current dialling method is highlighted

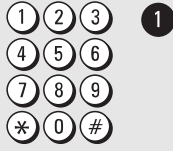
Select a menu item

The current connection type is highlighted  
Continue with "Connection to main line / PABX's"



# Installation

**A** PSTN

SET EXCHANGE TYPE  
 1.PSTN  
 2.PABX



Select a menu item

STOP

Press STOP, return to standby mode

## Connection to PABX, obtaining a public line

The TF 861 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 line in order to obtain the public line.
- **Flash key** 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 70ff).

**B** PABX


SET EXCHANGE TYPE  
 1.PSTN  
 2.PABX



Select a menu item

SET ACCESS TYPE  
 1.EARTH  
 2.FLASH  
 3.DIGIT

Make your selection




SET ACCESS TYPE

Select a menu item  
Example: digit



SET ACCESS TYPE  
 ACCESS DIGIT = (1-3)

Enter the digit(s) for obtaining public line  
Example: 0





SET ACCESS TYPE  
 ACCESS DIGIT = (1-3) 0

Confirm with START

START

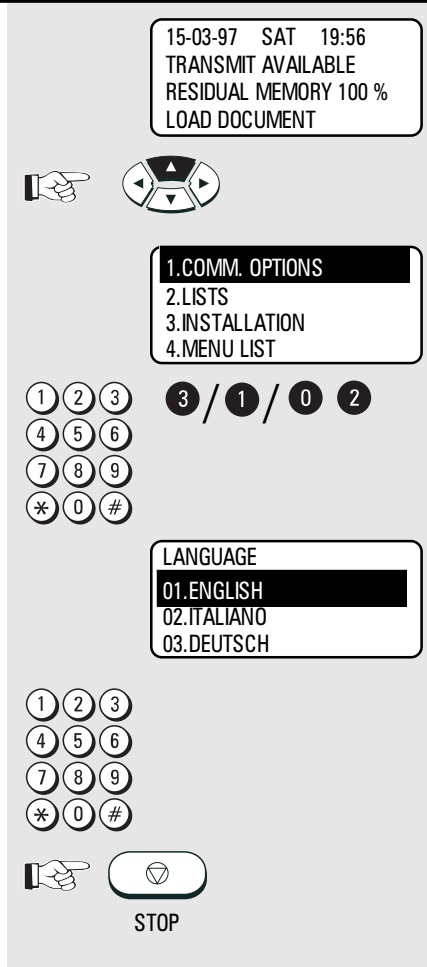
STOP

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.



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Press STOP, return to standby mode



# 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.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

3 / 1 / 0 4

SET TIME FORMAT  
1.24HOURS  
2.12HOURS

SET DATE & TIME  
DD-MM-YY HH:MM WWW  
15-03-97 SAT 19:56

START

SET DATA MODE  
1.MM-DD-YY  
2.DD-MM-YY  
3.YY-MM-DD

SET MONTH MODE  
1.NUMERIC  
2.NAME

STOP

Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection for 12- or 24-hour format

### Select a menu item

Example: 24-hour format

### Enter the date and the time

### Confirm with START

Make your selection for the date format

### Select a menu item

Make your selection for the month (using figures or the name)

### Select a menu item

Press STOP, return to standby mode

# Reception of documents

## Set standby mode

If your fax machine is connected to the PSTN or the PABX, there are two different ways of receiving documents.

## Automatic reception

If the line is reserved exclusively for fax operation.

The fax machine switches over to reception as soon as the line rings. (The number of ringing signals before the fax machine switches on can be set by the operator)



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

## Manual reception

If the line is used primarily for telephone traffic.

The call must be accepted manually; the fax machine is not activated when the line rings. The call must be accepted manually; the fax machine is not activated when the line rings. The call must be accepted by an additional telephone.



If you wish to transmit a document, you must press the START key of the fax machine.

Ensure that any fax calls can be accepted. The START key is only effective when the handset is off-hook.

## To set reception mode do the following:

Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection

1. Automatic reception
2. Manual reception

### Select a menu item

Example: Automatic reception

Make your selection

for the number of ringing signals before the fax machine connects to the line.

### Enter the required number Confirm with START

Press STOP, return to standby mode

# Reception of documents

## Reception reduction

Your fax machine uses A4 paper. For technical reasons the entire length of this page cannot be used. So the fax machine reduces the length of the incoming document (max. 90%). 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**



15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

3 / 2 / 0 2

RX REDUCTION  
1.ON  
2.OFF

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

STOP

## Reception reduction ON/OFF

Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection

1. Reception reduction ON
2. Reception reduction OFF

### Select a menu item

Press STOP, return to standby mode

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

3 / 2 / 0 3

DISCARD  
1.ON  
2.OFF

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

STOP

## Discard ON/OFF

Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection

1. Discard ON
2. Discard OFF

### Select a menu item

Press STOP, return to standby mode

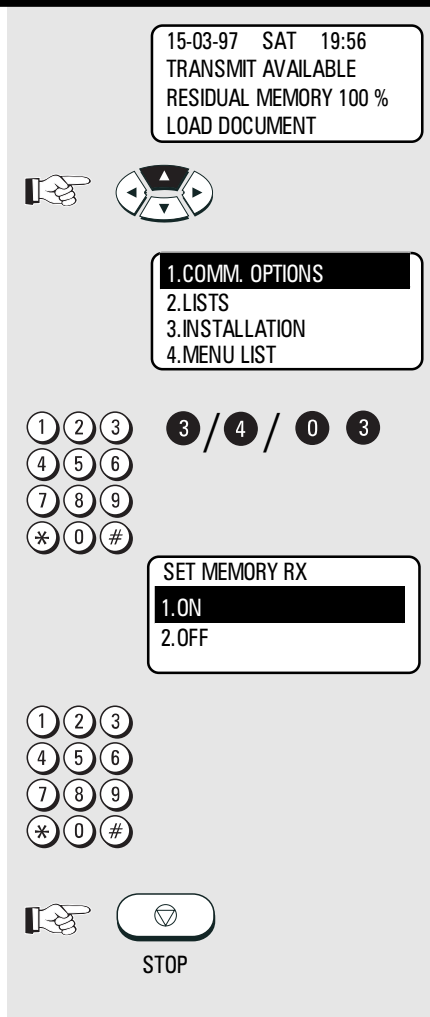
# Reception of documents

## 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 reception ON/ OFF

Standby mode

### Start the menu

The first 4 menu items are displayed.

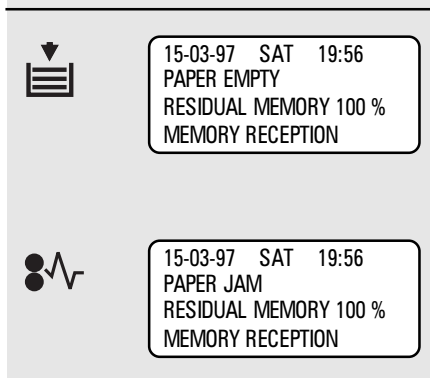
### Select a menu item

Make your selection

1. Memory reception ON
2. Memory reception OFF

### Select a menu item

Press STOP, return to standby mode



## Display messages for memory reception

Display in case of paper low.

or

Display in case of paper jam.

# Reception of documents

## SECURE RX

In the **SECURE RX** mode, the fax machine is ready to receive documents, although the incoming fax documents are not printed out. Instead, they are retained in the machine's memory for a specific period. This arrangement prevents documents for instance which are received outside office hours from falling into the "wrong hands". You can specify the period during which **SECURE RX** is active for each individual day of the week. Outside this period, all stored fax documents are automatically printed out and all further documents are received without any restriction.



Secure RX can only be activated if **memory reception** has been activated (see [page 20](#)).

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

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

3 / 5 / 0 4

SECURE RX  
1.SECURITY CODE  
2.ACTIVITY MODE

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

Enter security code for first time

**Go to A1**

Security code edit

**Go to A2**

Activate / deactivate Secure RX

**Go to B**

Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection

1. Enter / edit security code (**see A**)
2. Activate Secure RX (only possible if security code is used - **see B**)

Select a menu item

**A1** Enter security code for first time

SECURITY CODE ENTRY  
NEW CODE  
SECURITY CODE=

■■■■

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

SECURITY CODE ENTRY  
NEW CODE  
SECURITY CODE=

1234

START

SECURE RX  
1.SECURITY CODE  
2.ACTIVITY MODE

Make your selection for security code

Enter the security code

Confirm with START

Make your selection

1. Enter / edit security code
2. Activate **Secure RX** (only possible if security code is used)

# Reception of documents

## A2 Security code edit

**Step 1:** The screen displays "SECURITY CODE ENTRY CURRENT CODE SECURITY CODE=" followed by four black squares. A keypad with numbers 1-9, \*, 0, and # is shown to the left. A hand icon points to a "START" button with a diamond symbol. Text to the right: "Make your selection for (old) security code".

**Step 2:** The screen displays "SECURITY CODE ENTRY NEW CODE SECURITY CODE=" followed by four asterisks. The keypad and "START" button are shown. Text to the right: "Enter the old security code".

**Step 3:** The screen displays "SECURITY CODE ENTRY NEW CODE SECURITY CODE=" followed by four black squares. The keypad and "START" button are shown. Text to the right: "Make your selection for new security code".

**Step 4:** The screen displays "SECURITY CODE ENTRY NEW CODE SECURITY CODE=" followed by the number "9876". The keypad and "START" button are shown. Text to the right: "Enter the new security code".

**Step 5:** The screen displays "SECURE RX" with two options: "1. SECURITY CODE" and "2. ACTIVITY MODE". The second option is highlighted with a black bar. Text to the right: "Confirm with START".

**Step 6:** The screen displays "SECURE RX" with two options: "1. Enter / edit security code" and "2. Activate Secure RX (only possible if security code is used)". Text to the right: "Make your selection".

# Reception of documents

## B Activate / deactivate Secure RX

SECURE RX  
SECURITY CODE= ■■■■

Make your selection for the current security code



Enter the current security code

SECURE RX  
1.ON  
2.OFF

Make your selection for configuration of Secure RX

1. Configure and activate Secure RX
2. Deactivate Secure RX



1

Select a menu item

SECURE RX  
TIME PERIOD =  
16:00 - 09:00

Make your selection for the period in which Secure Rx is active.  
(Move the cursor with the ◀▶ keys)



Enter the period



START

Confirm with START

SECURE RX  
FOR EACH DAY?  
1.YES  
2.NO

Make your selection for Secure RX

1. Settings for each individual day
2. Same setting for all days



Select a menu item  
(Example: Menu item 1)

MONDAY  
SET ALL DAY SECURE  
1.YES  
2.NO

Make your selection  
Is set period applicable for Monday?

1. YES
2. NO



Select a menu item

All days of the week (up to Sunday) can be set individually.



STOP

Press STOP, return to standby mode

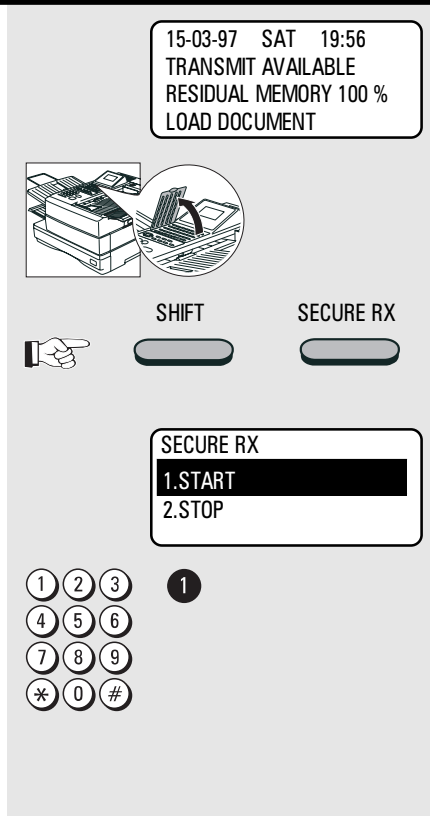
# Reception of documents

## Activate and deactivate Secure Rx

You can also activate the **Secure Rx** mode outside the set period, if for instance staff leave the office early. You can also deactivate the **Secure Rx** mode at any time (assuming that you know the security code) in order to obtain a printout of the saved documents. The **Secure Rx** mode is then deactivated for the rest of the day. If the appropriate settings are used, this facility is again activated automatically at midnight.



If you wish to reactivate **Secure Rx** within a specific period, please follow the steps set out on [page 23](#).



### Activate **Secure Rx** permanently (without time restriction)

Standby mode

Open the one-touch dial cover

Press the **Shift** key and then the corresponding function key

Make your selection

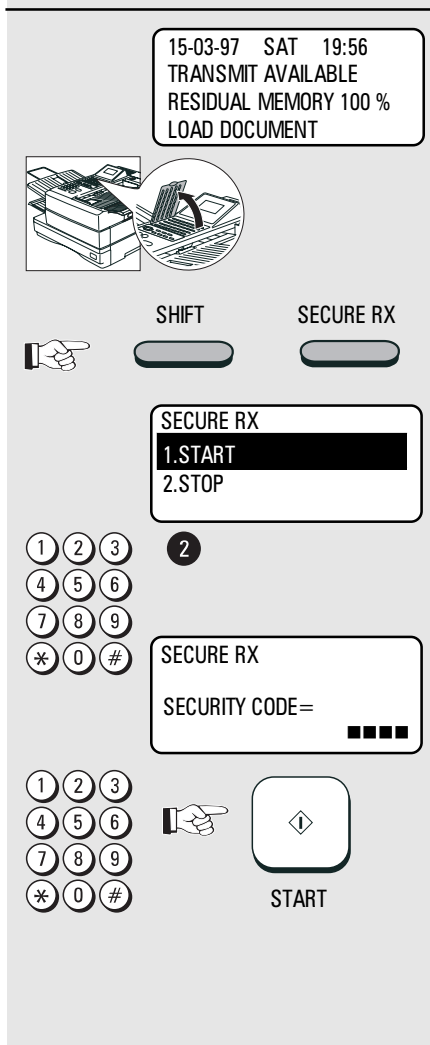
1. for unlimited **Secure Rx** mode
2. Deactivate **Secure Rx** mode

Select a menu item

The **Secure Rx** mode is now permanently activated without any time restriction.



This mode can be set only if **Secure Rx** has been configured (see [page 23](#)).



### Deactivate **Secure Rx** for the rest of the day

Standby mode

Open the one-touch dial cover

Press the **Shift** key and then the corresponding function key

Make your selection

1. for unlimited **Secure Rx** mode
2. Deactivate **Secure Rx** mode

Select a menu item

Make your selection for the current security code

### Enter the current security code Confirm with **START**

The **Secure Rx** mode is now permanently deactivated without any time restriction. The contents of the memory are printed out.



This mode can be set only if **Secure Rx** has been configured (see [page 23](#)).



# Reception of documents

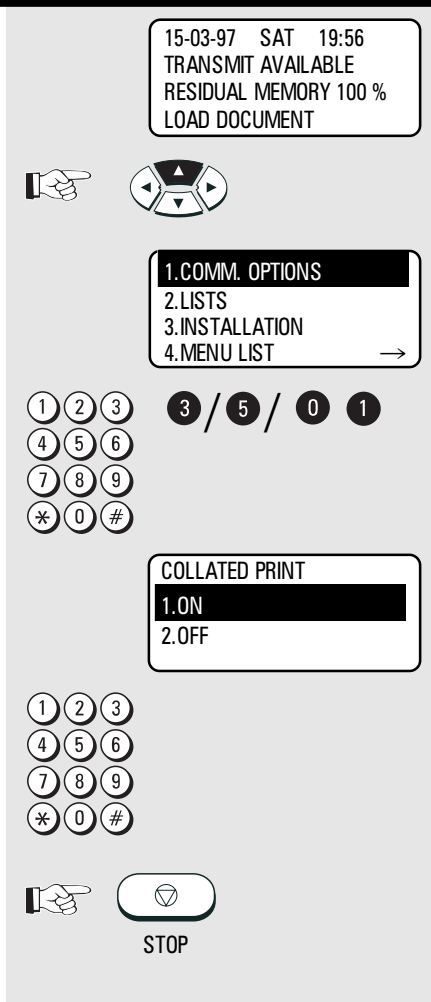
## Correct sequence print-out

If more than one document is transmitted, it is normal to start with the first page. As received copies are printed out face-up, this means that the received stack of documents is in reversed order. This would mean that the first page is the last page to be printed. You can set your fax machine to cope with this factor.

Please note that the entire reception procedure is first stored in memory before it is subsequently printed out. If the capacity of the memory is not sufficient, there will be a delay in printing out the documents in the correct sequence.



If you find that the memory is frequently too small, ask your dealer for a memory expansion!



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection

1. Correct sequence printout ON
2. Correct sequence printout OFF

Select a menu item

Press STOP, return to standby mode

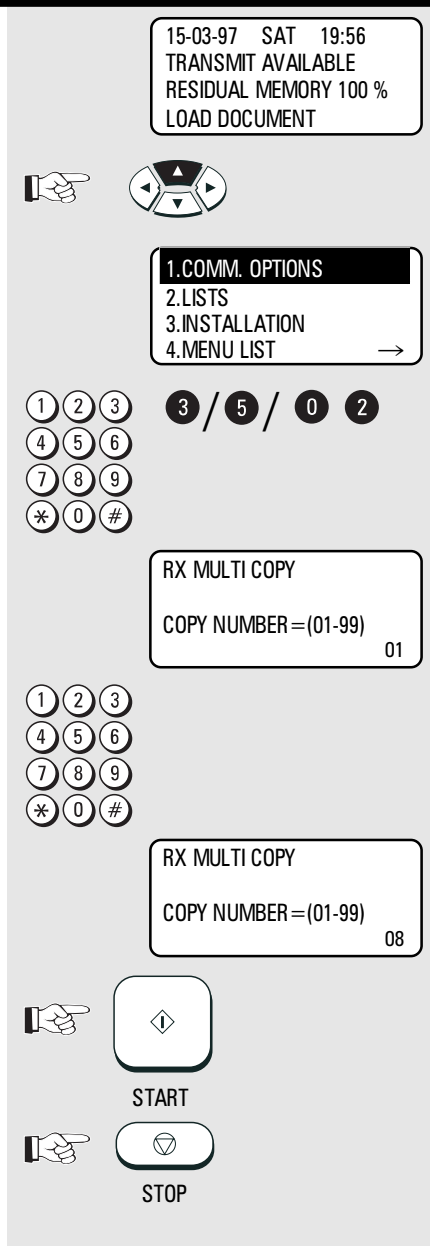
# Reception of documents

## Multiple printout

As your fax machine handles all reception jobs via its memory, it is possible for several copies instead of merely one copy to be printed out (up to 99). This means that the operator does not have to go to the photocopier. Please note that great strain is placed on the memory if you increase the number of copies and if several jobs are received simultaneously.



If you find that the memory is frequently too small, ask your dealer for a memory expansion!



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection  
Number of incoming copies

Select the required quantity  
Example: 8 copies

Confirm with START

Press STOP, return to standby mode

# Reception of documents

## Delete reception

It is not possible to immediately recognise whether your fax machine is transmitting or receiving a document. The LINE 1 and LINE 2 lamps do not provide any specific information in this respect. You can only identify that a document is being received after you press the JOB STATUS key.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 77 %  
LOAD DOCUMENT

LINE 1  
LINE 2

JOB STATUS

LINE-1 RECEIVE P001  
FILE NBR = 122  
EC 14400 BPS  
+44 2131 123456

JOB STATUS

LINE-2 RECEIVE P001  
FILE NBR = 123  
EC 14400 BPS  
+44 2131 123456

JOB CANCEL

CANCEL ?  
FILE NBR = 123  
1.YES  
2.NO

START

Standby mode

The LINE lamp lights up and indicates activity on the line

Press the **JOB STATUS** key

The current status is displayed (RECEPTION is displayed)

If the second line is also active (optional)

Press the **JOB STATUS** key (again)

The current status of the second line is displayed (RECEPTION is displayed)

Press the **JOB CANCEL** key

Confirmation prompt

Confirm with **START**

Current reception is terminated

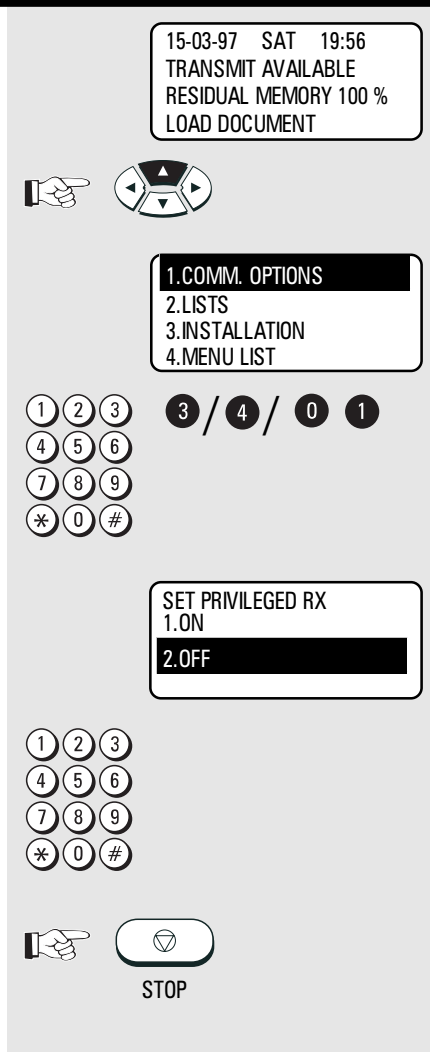
# Reception of documents

## Reception protection

The process of receiving documents is not subject to any restriction in principle. However, if reception protection is activated, it is only possible for the machine to receive fax documents from partners whose fax number is stored in the fax machine. The transmitted code of the transmitter is compared against the contents of your alphabet dial memory or one-touch dial keys. If the comparison is not successful, the transmission is rejected.



Please note that fax reception is limited when the reception protection facility has been activated. If you have not stored any fax numbers, no further fax documents can be received!



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection

1. Reception protection ON
2. Reception protection OFF (normal)

Select a menu item

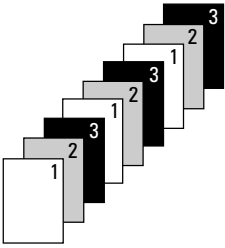
Press STOP, return to standby mode

# Reception of documents

## Local copy

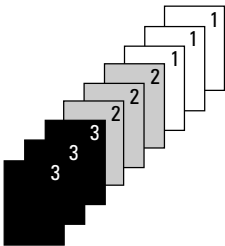
You can use your fax machine to make one or more copies (up to 99). You can select a sorter function if several copies of various documents are to be made simultaneously. The copies are sorted and reproduced in the sequence in which the original documents were inserted into the document feed.

### Sorter function ON



- Copies are sorted automatically.
- Requires adequate memory (if memory is full, the copying process is terminated. If you find that the memory is frequently too small, ask your dealer for a memory expansion!)
- All documents are scanned into the machine, resulting in a longer copying procedure.

### Sorter function OFF



- Copies are sorted manually.
- Not much memory required.
- The copying procedure is shorter.




The copy is also reduced (see [page 30](#)).



The copy is always made with "fine" resolution (see [page 44](#)).

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT





15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

COPY

JOURNAL

COPY  
PAPER A4  
COLLATE ON OFF  
COPIES =(1-99)

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

COPY

START

Standby mode

Load original

Remember:  
Printed side face down

Document ready

Press COPY key

Make your selection

Activate or deactivate COLLATE

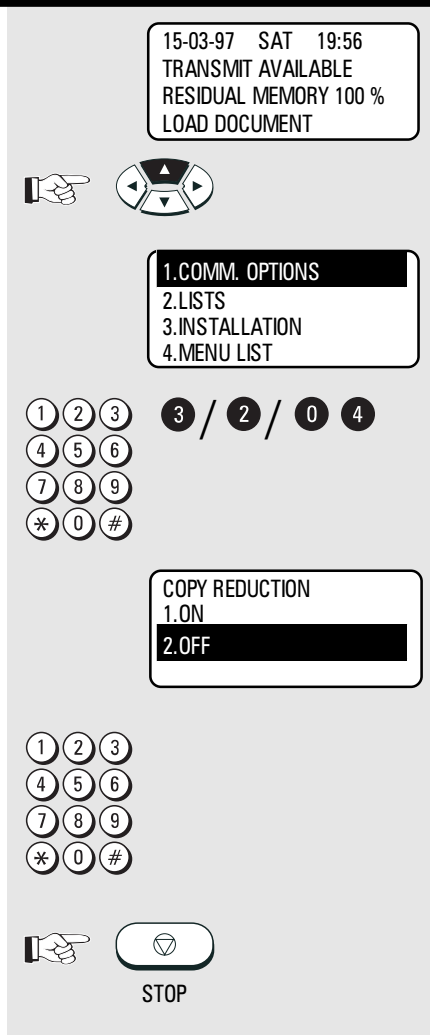
Enter amount of copies

Confirm with START

# Reception of documents

## Copy reduction

If the document to be copied is 10 mm larger than A4 format, the additional length is automatically printed on a second page. If you wish to prevent a second page from being printed, you can activate the copy reduction facility. In this case, the copy is reduced to max. 90%. If the reduction scale is not sufficient, a second page is automatically printed.



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection

1. Copy reduction ON
2. Copy reduction OFF

Select a menu item

Press STOP, return to standby mode

# Transmit documents

## Document format

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

### Please note:

- Documents longer than 420 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)	297 mm (W) x 700 mm (L)	297 mm (W) x 420 mm (L)
Document size (min)	148 mm (W) x 100 mm (L)	
Effective scanning width	254 mm	
How many sheets can be loaded at one time?		Stacks up to 100 sheets A4
Thickness of paper	0,05 ~ 0,15 mm	0,06 ~ 0,1 mm
Quality of paper	Uncoated on both sides	

### Problem documents ...

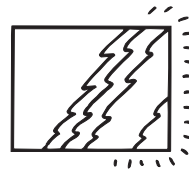
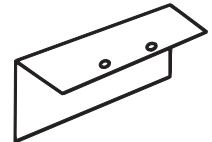
May not feed. This applies to

- 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.



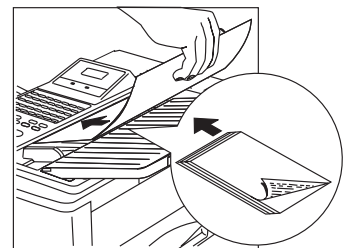
### How to load documents correctly

Remove any paper clips, staples and similar objects before transmitting the document. If you intend to load documents which are longer than A4 format, you should pull out the extension of the document support. Push the side paper guide up against the document(s). Now place your document(s) on the document tray - up to 50 at one time - as shown.



All documents must be inserted face down!

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



# 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. The fax machine reads the documents into memory and then transmits them.

The advantage for the user: The document feed is only ever used for a brief period of time; irrespective of whether a fax is being transmitted or not. (please also refer to [page 33](#), **Transmission from memory**).

If you decide to use the listening-in version (see [page 42](#)), you can also acoustically monitor the call establishment process. This is useful whenever you have problems with establishing a connection. The reason is frequently a wrong number, or a fax machine which is not ready to receive.



The free memory display varies depending on the utilisation level of stack memory.

\*) If a **transmission error** occurs, an appropriate comment appears in the display. However, this does **not have any effect on the subsequent transmission or reception mode of the fax machine**. To clear this error message from the display, press the STOP key. Please refer to [page 113](#) for troubleshooting.



15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER,



COMM. RESERVATION

TEL NUMBER=(MAX128)  
021311234567



START

READING INTO MEMORY  
FILE NBR = 01  
RESIDUAL MEMORY 99 %



LINE x is lit

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 78 %  
LOAD DOCUMENT

Standby mode

### Load original

Remember:  
Printed side face down

Document ready

To remove the document from the document feed, press the STOP key again.

### Enter the fax number

The entered fax number is displayed. Any corrections can be made using the ◀-key, or the complete number can be cleared by pressing the STOP key. To remove the documents from the document feed before they are processed, press the STOP key again.

### Confirm with START

While the document is being read into the machine:  
The machine displays the job number (file number) and current memory capacity.

The corresponding line lamp lights up as soon as the fax machine connects to the line.

The display indicates normal transmission or reception mode during this process. \*)



# Transmit documents

## Stack mode

A frequently encountered problem with fax machines is that the document tray is blocked while a document is being transmitted; no other documents can be transmitted while the fax machine is transmitting or receiving documents.

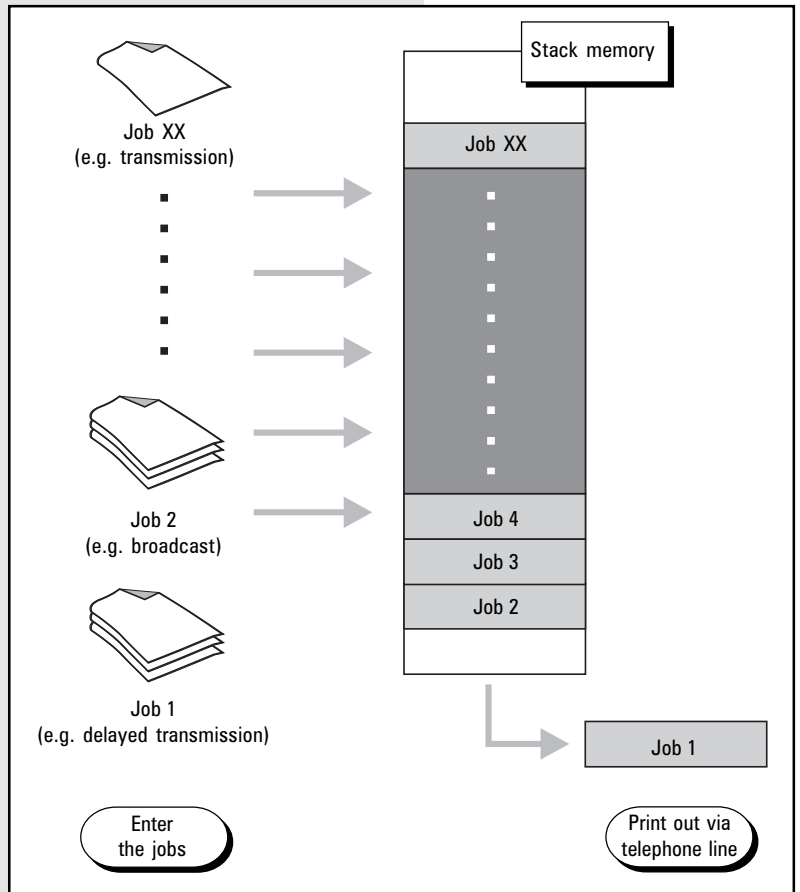
### This is different with your fax machine:

All documents are read into the memory and are then transmitted from this memory. Incoming documents are also read into the memory before they are printed out. The advantage of this method is that the document tray is virtually always free and that documents can be transmitted almost irrespective of the transmission or receiving status of the fax machine.

Each procedure is known as a job. A job may consist of one or more documents which you can transmit to your partners. A job can also be a multi-address transmission or a delayed transmission. Your fax machine is able to manage 99 such jobs. Each of these jobs is placed on a stack, from where they are processed in sequence. Your fax machine accepts jobs even while it is transmitting or receiving documents; this means that the document tray is always ready. The fax machine allocates a number to each job, and this number can be viewed via the job list (reservation list) (see [page 86](#)). The stack memory is protected via an internal battery. This means that no memory loss occurs if the machine is switched off or if there is a power failure. As soon as the fax machine is switched on again or as soon as the power supply is restored, the job is resumed at the point at which it was interrupted. The bridging period depends on the memory status, although it is at least one hour.



The transmission and reception memory is activated in the basic setting of the fax machine. You can change these basic settings to suit your individual requirements (see [page 103](#)).



# Transmit documents

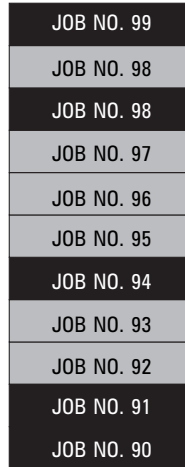
## Useful job management

As the stack memory in your fax machine is so large, it may happen that several jobs have to be transmitted to the same fax number. As a fax connection is used more economically if more data are transmitted, it would make sense to transmit all of these jobs in a single process. Whenever it handles a new job, your fax machine therefore checks the stack to establish whether there are additional jobs with the same fax number. If this is the case, these jobs are handled together irrespective of their position in the stack. The job number of these jobs is retained until stack management encounters the first job of the same fax number.

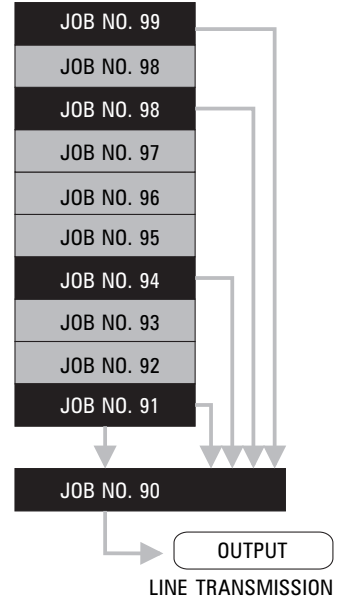
The process is recorded in the transmission journal (see [page 85](#)), with an identical sequential number.



In case of delayed transmission the jobs are sent together if time and fax number are equal.



Some jobs of the stack have the same fax number (black).

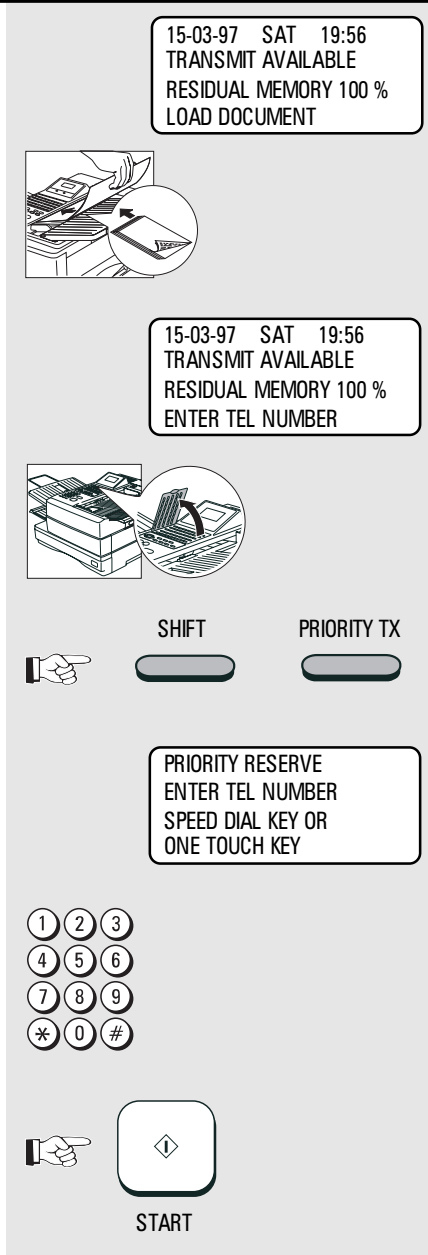


The first job with the same fax number pulls the other jobs together.

# Transmit documents

## Important transmission

The stack of your fax works according to FIFO (first in - first out). This situation can be compared to a queue: The most recently entered job has to wait the longest. This might be problematical for transmitting a certain document, particularly if stack memory already contains several jobs. The **"important transmission"** function is available for such situations. If this function is selected, the current job is given top priority. This job is carried out immediately after the last action is completed, irrespective of the status of the stack memory.



Standby mode

### Load original

Remember:  
Printed side face down

Document ready

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection  
for Fax number

Enter the fax number

or  
select alphabet dial, one-touch dial or  
telephone directory (q.v.)

Confirm with START

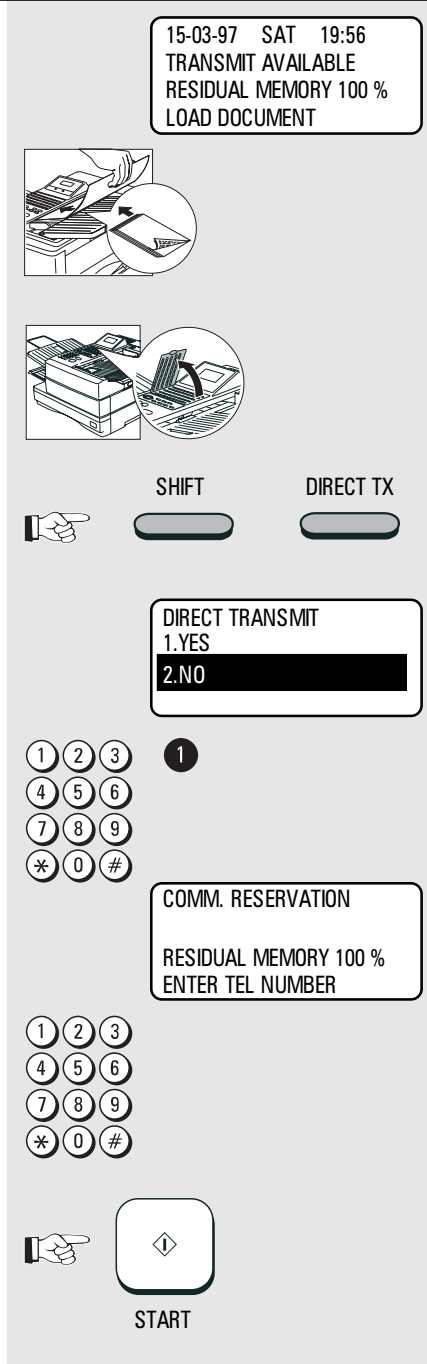
# Transmit documents

## Direct transmission

In the normal transmission mode your fax machine reads all documents into the memory before they are transmitted (see page 33). If the documents are too large for the memory or if you have too many documents, you can also send directly from the document tray without reading the documents into the memory.



If you find that the memory is frequently too small, ask your dealer for a memory expansion!



Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection  
for direct transmission

Select a menu item

Enter the fax number

or  
Select alphabet dial, one-touch dial or  
telephone directory (q.v.)

Confirm with START

The documents are now transmitted  
directly via the document feed

# Transmit documents

## Transmission using alpha dial

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 alphabetic dialling facility thus enables you to save time with frequently used fax numbers.



Please refer to [page 70](#) for details of how to save alphabet dialling numbers.



15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

Standby mode

### Load original

Remember:  
Printed side face down

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER

Document ready



SPEED DIAL

ABB

### Activate alphabet dial

Make your selection  
for the **alphabet dial number**

COMM. RESERVATION  
ABB. NUMBER =(1-999)

### Enter the alphabet dial number

Example: 1



COMM. RESERVATION  
ABB. NUMBER =(1-999)

### Confirm with START



START

COMM. RESERVATION  
ABB. NBR= 001  
Toshiba Europe

The fax machine displays the selected alphabet dial memory and the fax partner allocated to this memory position. The document is read into memory (see [page 32](#))

# Transmit documents

## Transmission one-touch dial

One-touch dialling provides you with a very easy method of dialling the number of your partner. You can assign any fax numbers to 69 keys. You need to press a key only once in order to reach your partner.



Please refer to [page 75](#) for details of how to store one-touch dialling numbers.



15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER

01 . . . 69



COMM. RESERVATION

ONE TOUCH= 35  
Toshiba Europe

Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Press the one-touch dial key

Example: one touch 35

The machine displays the selected one-touch dial key and the fax partner assigned to this one-touch dial key.

The document is read into memory (see [page 32](#))

# Transmit documents

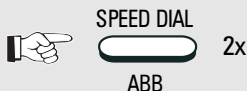
## Faxing with telephone directory

This type of dialling is similar to the process of searching in a telephone directory. If you enter the initial letter of your fax partner, the machine searches for the corresponding fax number in the alphabet dial memory or on a configured one-touch dial key. This procedure is particularly useful when you know the names of specific fax partners.



15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER



SEARCH LETTER = ■



SEARCH LETTER = B  
B  
BOND  
BROWN



COMM. RESERVATION  
ABB. NBR = 001  
BROWN

\*)

SEARCH LETTER = X  
\_\_\_\_\_

Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Activate directory function

Make your selection  
for the **initial letter**.  
Please refer to [page 11](#) for entering  
letters.

### Enter the alphabet dial number

Example: "B" \*)

use the control keys to select the  
required name

### Confirm with START

The fax machine displays the selected  
alphabet dial memory and the fax partner  
allocated to this memory position.


The document is read into memory (see  
[page 32](#))

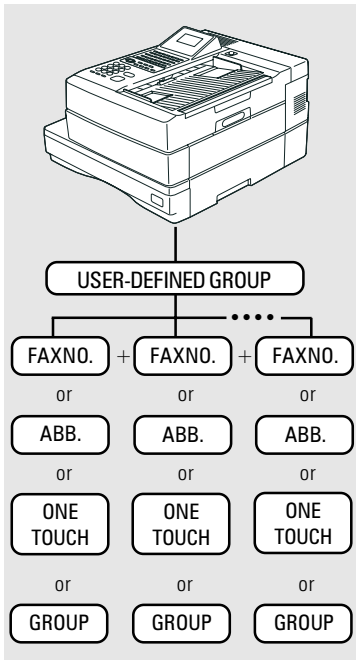
This display appears if no name is stored  
under the selected letter.

# Transmit documents


## Single multi-address transmission

If you intend to send a document to several fax partners as quickly as possible, this function can be used for defining a **single free group**. The group is cancelled after the procedure is completed. Up to 309 users can be grouped together in this way from one-touch dial memories, alphabet dial memories or user-defined numbers.

 Permanently stored groups (see [page 78](#)), can also be integrated into the group in this way.





15-03-97 SAT 19:56  
 TRANSMIT AVAILABLE  
 RESIDUAL MEMORY 100 %  
 LOAD DOCUMENT





15-03-97 SAT 19:56  
 TRANSMIT AVAILABLE  
 RESIDUAL MEMORY 100 %  
 ENTER TEL NUMBER

MULTI



 

MULTI GROUP  
 ENTER TEL NUMBER  
 SPEED DIAL KEY OR  
 ONE TOUCH KEY

START

MULTI GROUP  
 ENTER MORE OR  
 PRESS [START]

START

Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Press the **MULTI** key

Make your selection for fax number ([page 32](#)), alphabet dial ([page 70](#)) one-touch dial ([page 75](#)) telephone directory ([page 39](#)) group ([page 38](#))

### Confirm with **START**

(depending on selected action)

Make your selection for further group elements

- or -

### Confirm with **START**

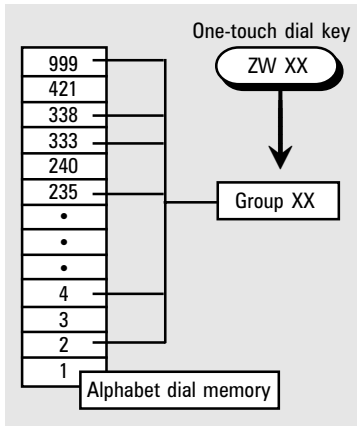
The document is read into memory (see [page 32](#))



# Transmit documents

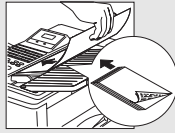
## Stored broadcast

If you have a fixed group of fax partners to whom you frequently have to send broadcast fax messages, the stored broadcast facility is just what you need. You can store 50 different group of your choice. Additionally you can assign each group to a one-touch dial key. Multi-address transmission is then carried out by pressing the appropriate one-touch dial key.



Please refer to [page 78](#) for details of how to program permanent groups.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT



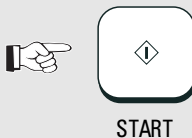
15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER



COMM. RESERVATION  
GROUP NBR =(1-1999)



COMM. RESERVATION  
GROUP NBR =(1-1999) 0007



## Broadcast via group number

Standby mode

### Load original

Remember:  
Printed side face down

Document ready

Press the **SPEED DIAL** key 3 times

Make your selection for group number

Enter group number

Confirm with **START**

The document is read into memory (see [page 32](#))

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT



15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER



## Broadcast via one-touch dial key

Standby mode

### Load original

Remember:  
Printed side face down

Document ready

Press one-touch dial key under which a group is stored

The document is read into memory (see [page 32](#))

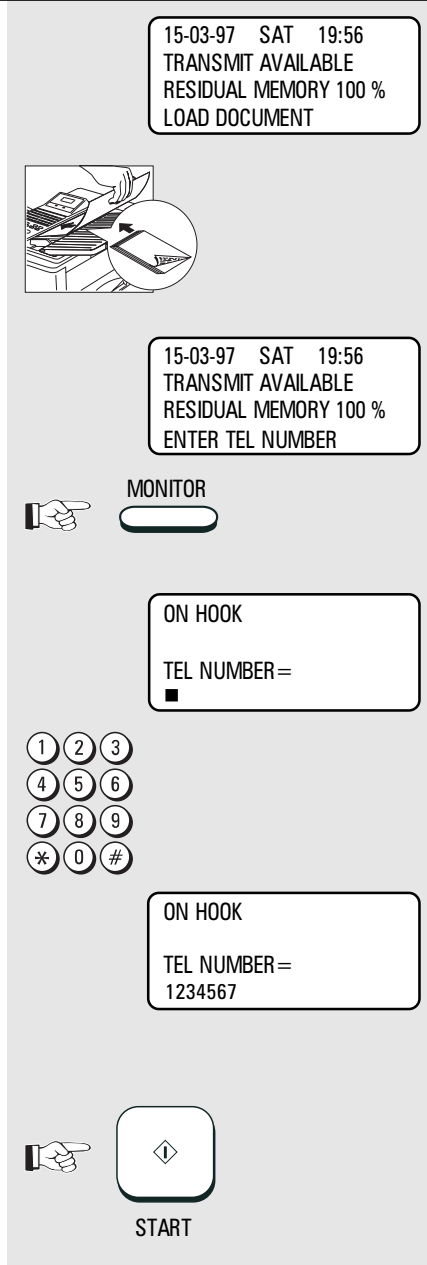
# Transmit documents

## Monitoring (direkt)

If the operator listens into a fax transmission, the call establishment attempt is played back via the built-in speaker. This provides you with an additional acoustic check of the call establishment procedure. This is a valuable asset whenever a call is not established. The reason is frequently a wrong number or a fax machine which is not ready to receive.



With the listening-in alternative, the document is **not** read into the memory; it is retained on the tray until the receiving fax machine has been contacted.



Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Activate monitoring

Make your selection  
for the **fax number**

### Enter the fax number

Dialling starts

As soon as you hear the other fax machine (constant whistle)

### ...confirm with START

The document is transmitted immediately (without being read into memory).

# Transmit documents

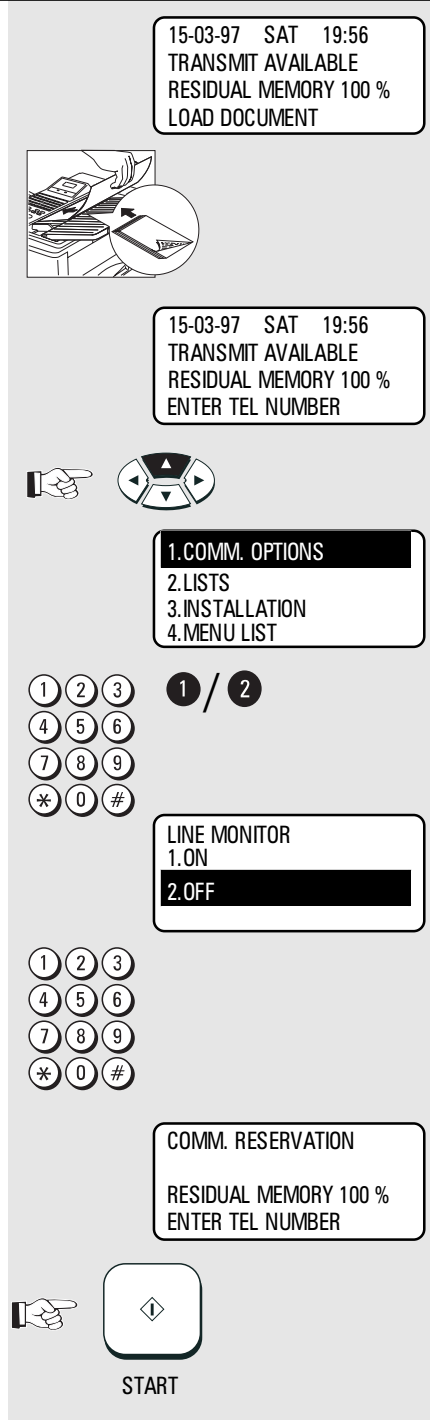
## Monitoring (Job)

If the operator listens into a fax transmission, the call establishment attempt is played back via the built-in speaker. This provides you with an additional acoustic check of the call establishment procedure. This is a valuable asset whenever a call is not established. The reason is frequently a wrong number or a fax machine which is not ready to receive.



With this listening-in version, the document is read into memory. The listening-in facility is linked to the job as an additional option.

Please follow the descriptions of [page 91](#) if **all** outgoing fax transmissions are to be played back via the loudspeaker.



Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Start the menu

The first 4 menu items are displayed

Select a menu item

Select a menu item

Make your selection  
for fax number, alphabet dial, one-touch  
dial or telephone directory

### Confirm with START

The document is read into memory (see  
[page 32](#))

# Transmit documents

## Set resolution

In its basic setting, your fax machine uses high resolution for transmitting or copying your documents. You can 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 For documents with very small and detailed diagrams
- GREY 64 grey stages for photographs or colour documents

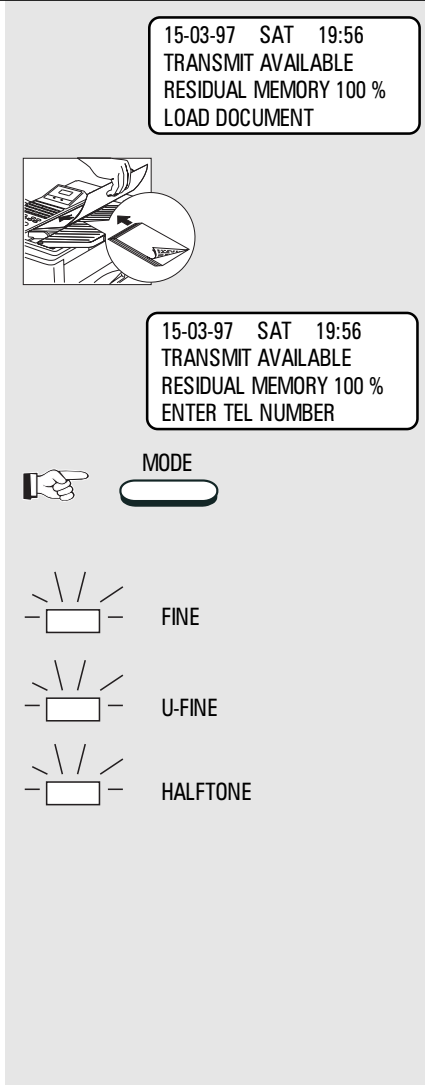


For the grey stages, you can choose between fine and super-fine (SF)



If the resolution is increased or if the grey stage mode is selected, the transmission time is lengthened (this involves additional costs!), as more lines or more information are transmitted.

\*) Please refer to [page 104](#) if you wish to change the **BASIC SETTING** for resolution.



Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Press „MODE“

Press the RESOLUTION key several times to make the required setting.

The setting selected in this way is only applicable for the current job. When the document has been read in, the resolution is reset to the default value.\*

### Dialling the fax partners

# Transmit documents

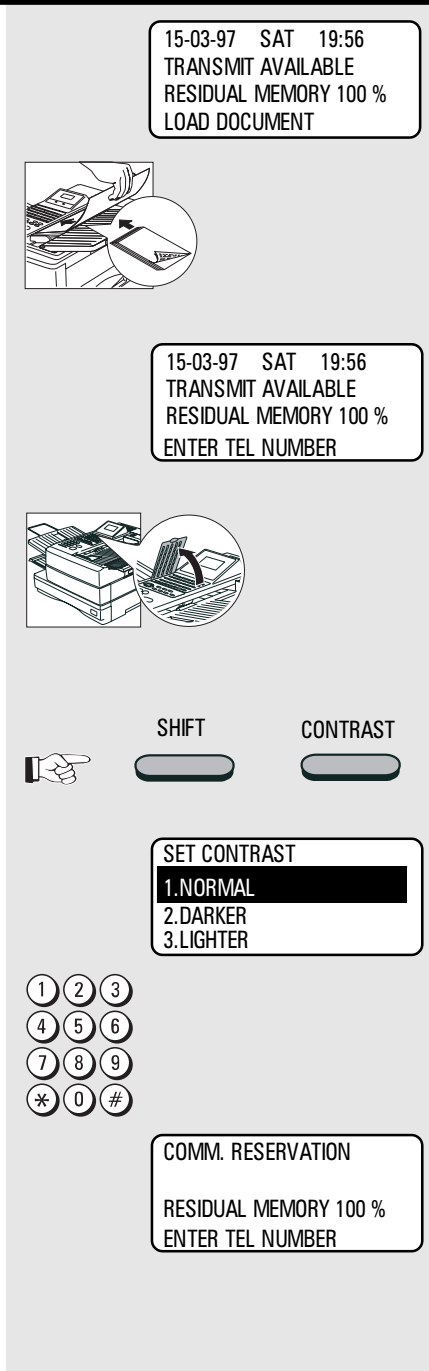
## Set contrast

Where the print on documents is weak or where colour character sets are used, it is possible that some characters might not be transmitted. In such cases, you should set the contrast to darker.

On the other hand, some documents contain characters in coloured fields. In such cases, you should set the contrast to lighter.

You can judge the effect of this setting - and thus also the quality of your fax transmission - by using the self-copy facility (see [page 29](#)).

\*) Please refer to [page 102](#) if you wish to change the **basic setting** of the contrast.



Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection  
for the contrast setting

### Select a menu item

The setting which has now been selected is applicable only for the current job. When the document has been read in, the contrast is reset to the default value.\*

### Dialling the fax partner

# Transmit documents

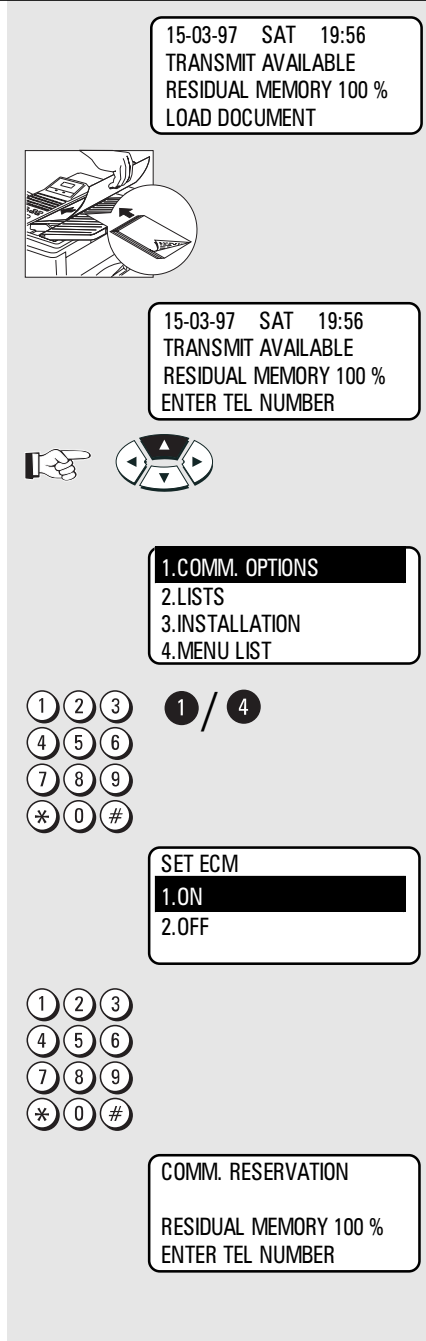
## Transmission options, ECM on/off

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.



If the error correction mode is **disabled** in the basic setting (see [page 105](#)), ECM is temporarily **enabled** using the adjacent method.

\*) Please refer to [page 105](#) if you wish to change the **basic setting** of the error correction mode.



Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Start the menu

The first 4 menu items are displayed

### Select a menu item

The fax machine displays the current setting

### Select a menu item

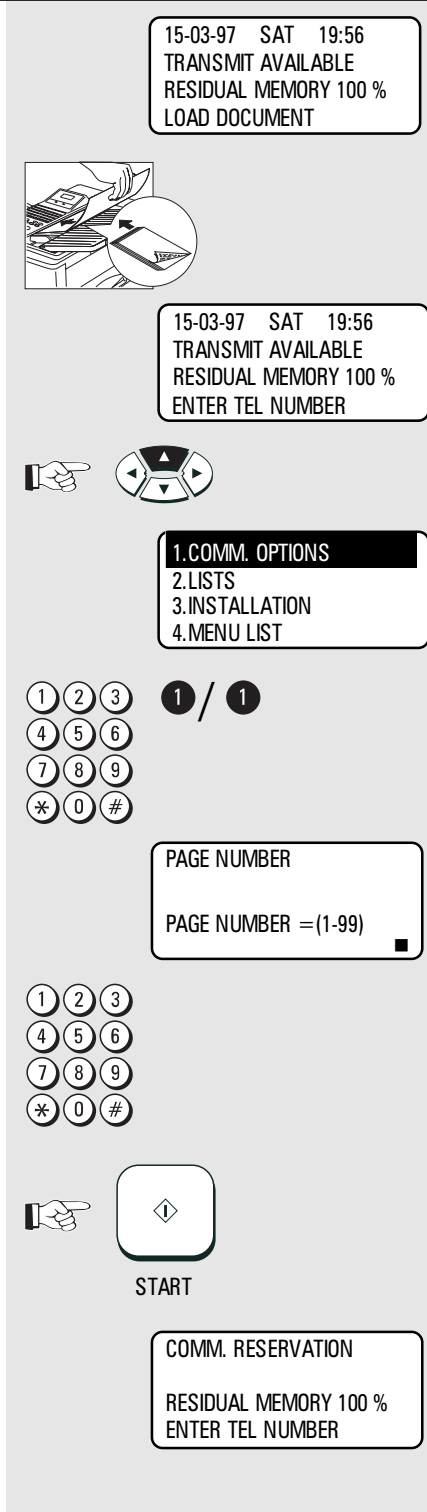
The setting which is now selected is applicable only for the current job. When the document has been read in, the setting is reset to the default value.\*

### Dialling the fax partner

# Transmit documents

## Transmission options, number of pages

Before sending a document, you can use this option to enter the number of pages being sent. The unit will compare the number of pages actually sent with the number you entered.



Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Start the menu

The first 4 menu items are displayed

Select a menu item

Make your selection  
for the number of pages

Enter the page number

Confirm with START

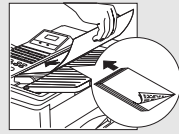
Dialling the fax partner

# Transmit documents

## Transmission options, protected transmission

The transmission of documents is restricted! You are now able to transmit only to fax machines whose code has been stored as a fax number in your alphabet dial memory. You can thus transmit your documents only to certain partners.

\*) Please refer to [page 105](#) if you wish to change the **basic setting** of transmission protection.



15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER



1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST



SET SECURITY TX  
1.ON  
2.OFF



COMM. RESERVATION  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER

Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Start the menu

The first 4 menu items are displayed

### Select a menu item

The fax machine displays the current setting

### Select a menu item

The selected setting is applicable only for the current job. When the document has been read in, transmission protection is reset. \*



# Transmit documents

## Transmission options, reduced speed

When documents have to be transmitted overseas or if the error ratio increases, you should reduce the transmission speed in order to avoid errors. As is the case in traffic, speed has to be adapted to meet the specific circumstances!

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER

SHIFT LOW SPEED TX

LOW SPEED TX  
1.9600BPS  
2.4800BPS  
3.OFF

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

COMM. RESERVATION  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER

Standby mode

### Load original

Remember:  
Printed side face down

Document ready

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection  
for transmission speed

3: Maximum speed  
(TF861: 33.600BPS / TF831:14.400BPS)

Select a menu item

The selected setting is applicable only for  
the current job.

Dialling the fax partner

# Transmit documents

## Transmission options, send cover sheet

The cover sheet is a form which is placed in front of your fax transmission. It is used as a tool to enable an incoming fax to be classified more easily.

The information on the cover sheet is entered via the numeric keypad (see [page 11](#)).



If you wish to use this option, you must first enable the cover sheet function (see [page 99](#)).

Standby mode

**Load original**

Remember:  
Printed side face down

Document ready

**Open the one-touch dial cover**

**Press the Shift key and then the corresponding function key**

Make your selection  
for sending cover sheet

Select a menu item

Enter the addressee

Confirm with START

Enter the sender  
(refer to [page 11](#) for the procedure)

Confirm with START

Dialling the fax partner

# Transmit documents

## Transmission options, transmission stamp (if installed)

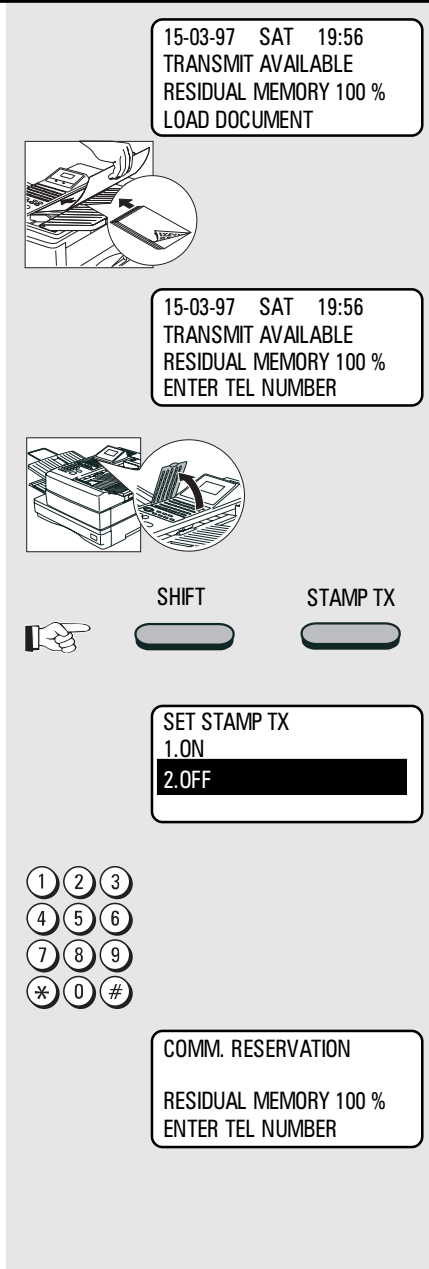
If a document has been successfully transmitted, the transmission stamp prints a symbol on your document. Please ask your TOSHIBA dealer for the transmission stamp.



If the transmission stamp is **enabled** in the basic setting (see [page 106](#)), it is **disabled** temporarily using the adjacent procedure.



The transmission stamp can be used as transmission confirmation only if you have set transmission without memory (see [page 36](#)).



Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Open the one-touch dial cover

Press the Shift key and then the corresponding function key

The machine displays the current setting

### Select a menu item

The selected setting is now applicable for the current job.

### Dialling the fax partner

# Transmit documents

## Chain dialing

When dialling unabbreviated numbers, the number can be made up of various parts. You are able to combine all forms with each other:

- One-touch dialling (see [page 75](#))
- Dialling with telephone directory function (see [page 39](#))
- Dialling with alphabet number (see [page 70](#))
- Dialling via the numeric keypad
- Dialling pause (using the PAUSE key)

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER

SHIFT CHAIN DIAL COMM

CHAIN DIAL COMM.  
ENTER TEL NUMBER  
ENTER ABB. NBR OR  
ONE TOUCH KEY

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

or  
01 . . . 69

or  
SPEED DIAL  
ABB

START

Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection  
the fax number can be made up of various items of input

Enter the number(s)  
when you are ready.

Confirm with START

Dialling the fax partner

# Transmit documents

## Redial

If it was not possible for your fax message to be sent, this may be due to various reasons (please read [page 113](#)). One reason may be that the other fax machine is busy. In this case, it would make sense to call your partner again at a later time. This is done automatically by your fax; it attempts to send the fax message again approx. every 2 minutes.




You are able to individually set the period between the call redial attempts and also the number of redial attempts (see [page 92](#)).

### Manual call redial (from memory):

If the memory contains a job which you wish to redial immediately, you can select this job and manually select the redial procedure (see adjacent diagram).

### Manual call redial (from document feed):


If you have established a call via the **MONITOR** key, you can activate the redial function by pressing the **REDIAL/PAUSE** key.



15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 75 %  
LOAD DOCUMENT



REDIAL

PAUSE



REDIAL  
[ENTER]:START  
[▲]:PREVIOUS SCREEN  
[▼]:NEXT SCREEN


after 5 seconds



SINGLE TRANSMIT  
Toshiba Europa  
21-03-97 19:33  
FILE NBR = 008



START



REDIAL  
NUMBER NOT LISTED

### Manual call redial (from memory)

Standby mode

Requirement:

There must be at least one job which has already been dialled and not transmitted.

### Press the **REDIAL/PAUSE** key

Make your selection for selecting the required job

The first available job is displayed. Please refer to [page 56](#) for details of the job format.

Select the job which you want to redial.

Confirm with **START**

The job is carried out again.

If there is no job available for the redial facility, the machine displays the following message:

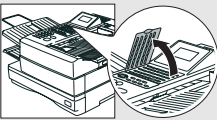
# Transmit documents

## Resend (retained job)


If your fax machine is set to retain a job (see [page 100](#)) you can resend this job by the following procedure.

Because an incomplete job is frequently attributable to a wrongly entered fax number, the fax number can also be changed.

The criteria applicable for a "fresh" job are applicable for the newly activated job.



15-03-97 SAT 19:56  
 TRANSMIT AVAILABLE  
 RESIDUAL MEMORY 77 %  
 LOAD DOCUMENT






SHIFT

RECOVERY TX



RECOVERY TRANSMIT  
 [ENTER]:START  
 [CANCEL]:DELETE  
 [▲▼]:SEARCH

after 5 seconds

SINGLE TRANSMIT  
 Toshiba Europa  
 21-03-97 19:33  
 FILE NBR = 008






SINGLE TRANSMIT  
 BOND  
 21-03-97 19:45  
 FILE NBR = 007



START

SINGLE TRANSMIT  
 1.START  
 2.MODIFY



1 / 2

TEL NUMBER=(MAX128)  
 987654321

START

NO ENTRY

NOT ALLOWED NOW

Standby mode

Open the one-touch dial cover

Press the Shift key and then the corresponding function key \*

Make your selection for selecting the required job

The first available retained job is displayed. Please refer to [page 56](#) for details of the job format.

Select the job which you wish to activate.

Confirm with START

Make your selection for retransmitting/changing the held job

Selection 1: Job is activated unchanged

Selection 2: Change the current fax number

If changed: Original fax number can be overwritten.

Confirm with START

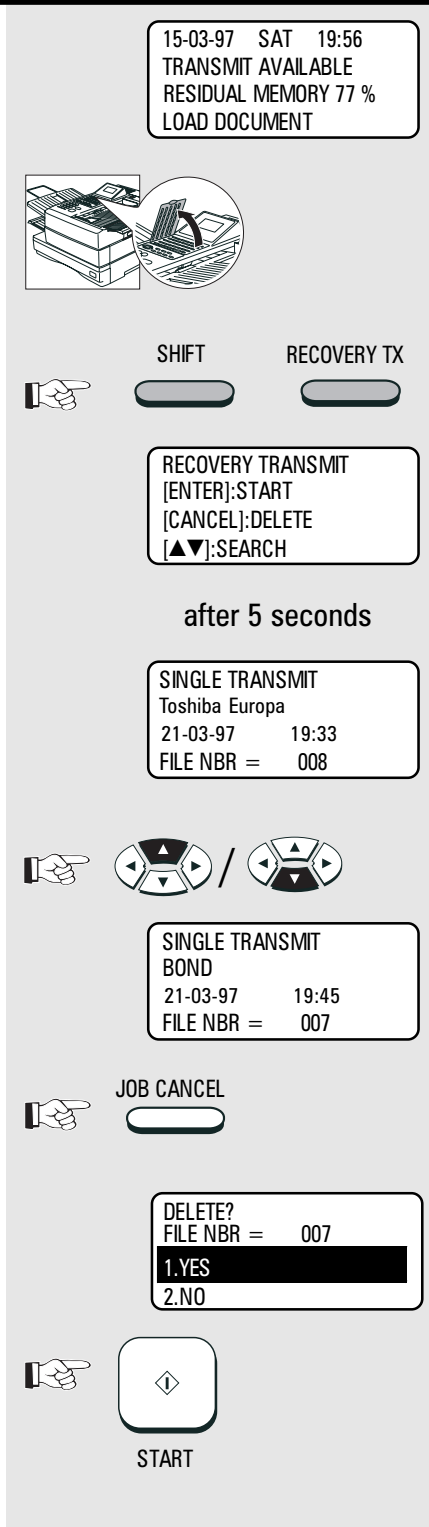
\*) If no job is retained, the following error message is display:

\*) If the "retained job" function is not activated, the following error message is display:

# Transmit documents

## Cancel a retained job (with retain job)

If your fax machine is set to **retain job** (see [page 100](#)), you can use the following steps to cancel the retained job.



Standby mode

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection for selecting the required job

The first available retained job is displayed.

Please refer to [page 56](#) for details of the job format.

Select the job which you want to cancel.

Press the **JOB CANCEL** key

Confirmation prompt

Confirm with **START**

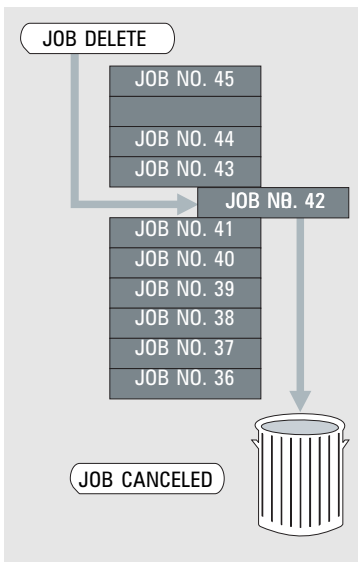
Selected job is cancelled

# Transmit documents

## Cancel transmission

If you enter the wrong fax number or if you have dialled the wrong fax partner, the relevant job has to be cancelled. It is important to distinguish between a job which is read into memory (stack mode, [page 33](#)) or transmitted directly (direct transmission, [page 36](#)).

If the job is read into memory, the current action of the fax machine is not related to the momentary operation of the machine. In order to cancel a specific job, it is necessary to select it specifically from other jobs which are waiting to be handled. This is achieved by "paging" through the job stack.



The job is displayed as follows:

Line 1	SINGLE TRANSMIT
Line 2	BOND
Line 3	21-03-97 19:45
Line 4	FILE NBR = 007

**Job number** (1 - 999)  
**Date and time**  
 when the job was entered  
**Name of the fax partner**  
 (if the number is dialled via the numeric keypad or if no name has been entered, the machine displays the fax number).  
**Type of job**

In addition to cancelling a specific job from the stack, you can also cancel the current transmission. For this purpose, please refer to [page 101](#) "query job status".

DIAL TYPE LINE-1  
 FILE NBR = 008  
 123456789

STOP

CANCEL ?  
 1. 123456789  
 2. NO

## Cancel job during "direct transmission"

Fax machine is dialled in direct mode (transmission)

### Press STOP

Confirmation prompt

### Select a menu item

Job is cancelled

15-03-97 SAT 19:56  
 TRANSMIT AVAILABLE  
 RESIDUAL MEMORY 77 %  
 LOAD DOCUMENT

JOB CANCEL

JOB CANCEL  
 1. RECEIVE  
 2. TRANSMIT  
 3. DOCUMENT

2

JOB CANCEL  
 [ENTER]:START  
 [▲]:PREVIOUS SCREEN  
 [▼]:NEXT SCREEN

after 5 seconds

SINGLE TRANSMIT  
 Toshiba Europa  
 21-03-97 19:33  
 FILE NBR = 008

SINGLE TRANSMIT  
 BOND  
 21-03-97 19:45  
 FILE NBR = 007

JOB CANCEL

DELETE?  
 FILE NBR = 007  
 1. YES  
 2. NO

START

## Cancel from stack

Standby mode

### Press the **JOB CANCEL** key

Cancel menu is displayed

### Select a menu item

Make your selection for selecting the required job

The first available job is displayed.

### Select the job which you wish to cancel.

### Press the **JOB CANCEL**-key

Confirmation prompt

### Confirm with **START**

The selected job is cancelled



# Polling

## Reserve polling

### General:

The polling procedure is used for receiving a document. The difference between polling and "normal" reception is that the call is established by the person wishing to receive the document, and that the call charges are incurred by the person receiving the document.

More and more companies are using the polling facility as "FAX on DEMAND", for instance for providing information such as weather reports, current price lists, stock exchange news, traffic jam predictions, etc.

For the polling facility to be used, it must be **reserved beforehand**.

### Reserve polling

Other fax partners can poll information from your fax machine if you set up this facility with this function.

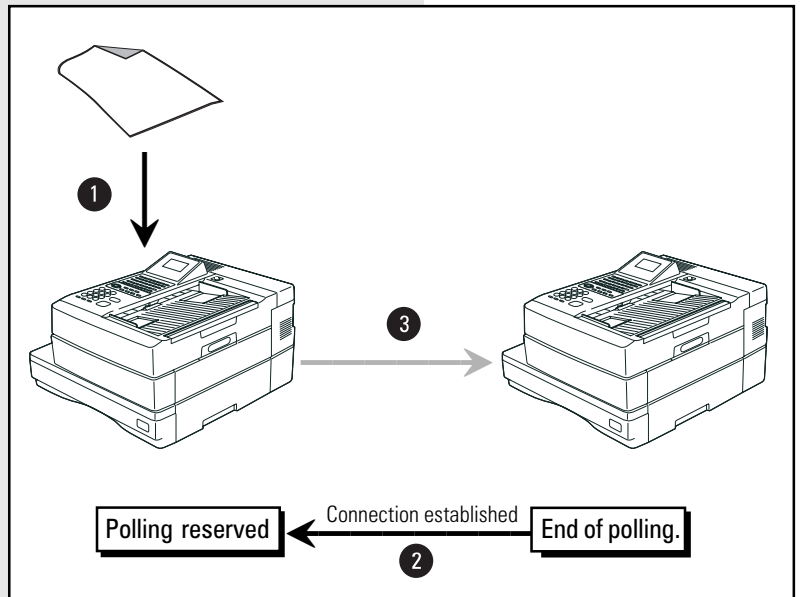
Your document which you reserve for polling is read that into the memory of the machine so that the document tray is not blocked.

There are two types of reservation available:

- **single reservation:**  
Your stored document is deleted as soon as the document has been polled.
- **permanent reservation:**  
Your stored document is permanently available for polling.



Only one document can be reserved for polling.




# Polling


## Polling protection

Polling reserved in this manner is not protected. I.e. every fax machine which has a polling facility is able to poll documents from your machine. The **polling protection** facility is activated in order to prevent unauthorised polling (only possible with single reservation).

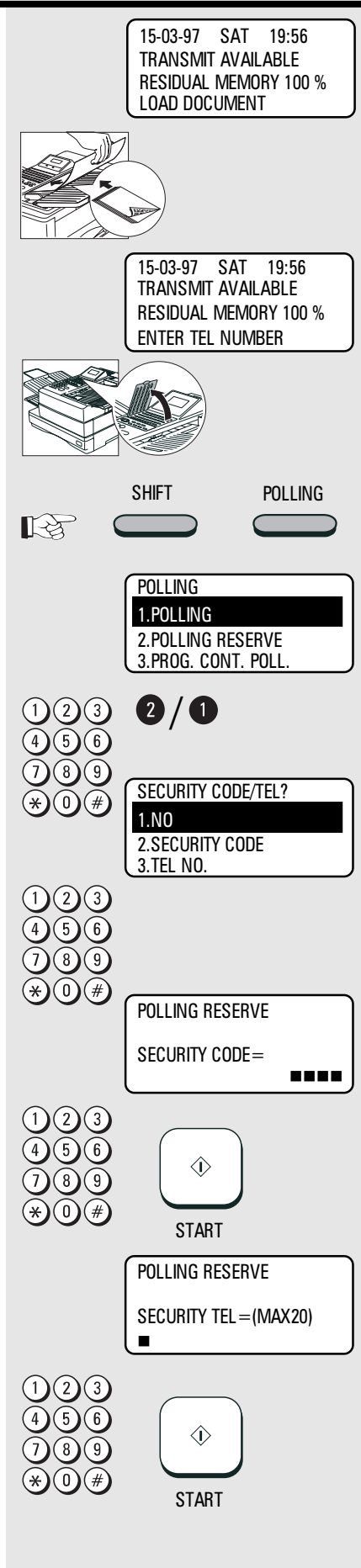
Two options are available for polling protection:

- 1. NUMBER:** With this option, you specify the number of the fax machine which is permitted to poll documents from your machine. However, it is essential that the code of the polling fax machine is identical to the number which you enter as polling protection. It is sufficient if you enter the telephone number without the prefix, as the machine only checks as many numbers as you have entered.
- 2. CODE:** If you wish to reserve the polling facility exclusively for TOSHIBA fax machines, you can use the four-digit TOSHIBA code as polling protection. Documents can then only be polled if this code is identical in both fax machines.

 Only one form of polling reservation is possible at any time.

 Please refer to [page 61](#) for details of how to cancel polling reservation.

- \*) In case of memory overflow, your dealer is able to offer a memory upgrade. The choice of resolution (see [page 44](#)) also has an effect on memory behaviour. The higher the resolution, the higher is the strain placed on memory volume.



## Reserve single polling

Standby mode

## Load original

Remember:  
Printed side face down

Document ready

## Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection  
for polling modes

## Select a menu item

Polling protection?  
1. No polling protection  
2. TOSHIBA code  
3. Telephone number  
4. TOSHIBA code + telephone number

## Select a menu item

(Example: 4 = Both)

Make your selection  
for TOSHIBA code

## Enter the TOSHIBA code

## Confirm with START

Make your selection  
For the number (code) of the polling fax  
machine

## Enter the number


## Confirm with START


The document will be stored in memory\*)  
and is ready for polling.

# Polling

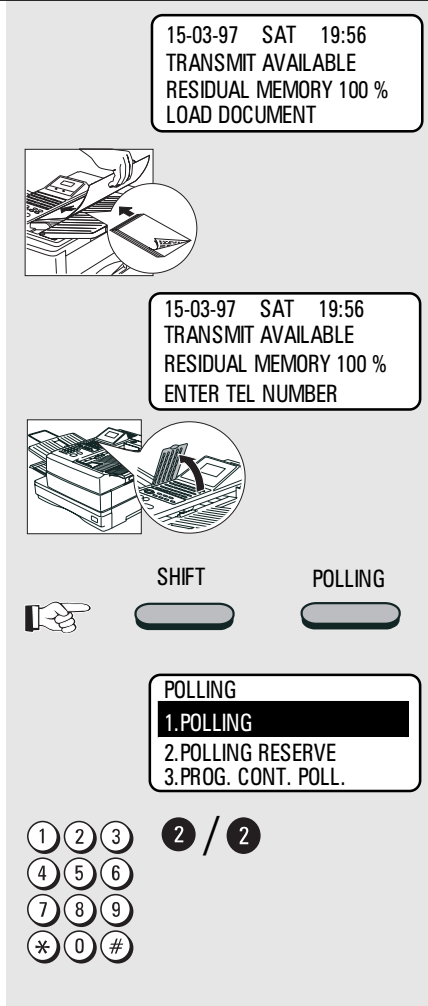
## Reserve polling, permanent (general infobox)

With permanent polling, the document is retained in the memory of the fax machine so that it can be constantly polled. "FAX on DEMAND" can be configured in this way. Items of information such as weather report, current price lists, stock market news, traffic jam forecasts, etc. can thus be constantly maintained for polling.

 Only one form of polling reservation is possible at any one time.

 Please refer to [page 61](#) for details of how to cancel polling reservation.

\*) In case of memory overflow, your dealer is able to offer a memory upgrade.  
The choice of resolution (see [page 44](#)) also has an effect on the memory behaviour. The higher the resolution, the greater the strain on the memory volume.



## Reserve permanent polling (Infobox)

Standby mode

## Load original

Remember:  
Printed side face down

Document ready

## Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection for polling modes

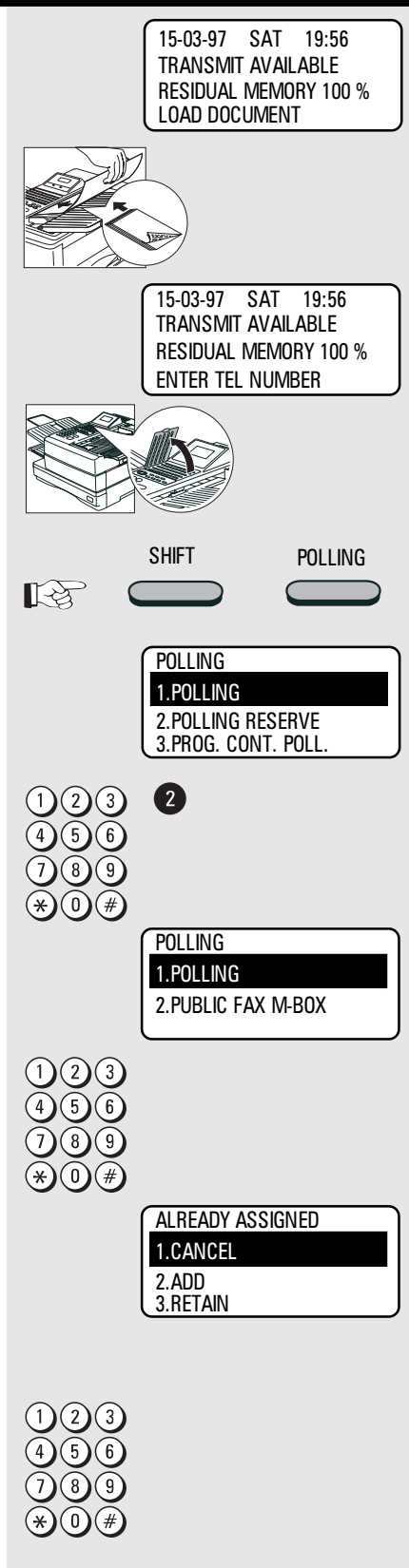
## Select a menu item

The document is read into the memory and is kept available for various polling attempts until it is cancelled \*)

# Polling

## Reserve polling, append documents

When a document has already been reserved for polling, you can append additional documents or replace these documents. This means that the operator is able to make additions without previously having to cancel the entire job.



## Add documents

Standby mode

## Load original

Remember:  
Printed side face down

Document ready

## Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection  
for polling modes

## Select a menu item

Make your selection  
for reservation type

## Select a menu item



Documents can be added only if  
an existing reserved document  
is selected

Make your selection

1. Replace the existing contents with the new contents
2. Add the new contents to the existing contents
3. Exit the menu without making any changes

## Select a menu item

# Polling

## Cancel polling reservation

If you have reserved a document for polling, you can cancel the reservation as follows:

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 77 %  
LOAD DOCUMENT

JOB CANCEL

JOB CANCEL  
1.RECEIVE  
2.TRANSMIT  
3.DOCUMENT

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

JOB CANCEL  
[ENTER]:START  
[▲]:PREVIOUS SCREEN  
[▼]:NEXT SCREEN

after 5 seconds

POLLING RESERVE  
FILE NBR = xxx

START

DELETE?  
FILE NBR = xxx  
1.YES  
2.NO

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

JOB CANCELLED

Standby mode

Press the **JOB CANCEL** key

Make your selection  
for cancel operation

Select a menu item

Make your selection  
for selecting the required job

The first available job is displayed.  
Please refer to [page 56](#) for details of the  
job format

Select the job which you wish to  
cancel.

Confirm with **START**

Confirmation prompt

Select a menu item

The job is cancelled

# Polling

## Single polling

If your fax partner has reserved a document for polling, you can poll the document using the procedure described in the following.

If you would like to use the **delayed polling facility**, you must first carry out the steps described on [page 89](#) before proceeding as follows.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

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

START

LOAD DOCUMENT  
IF POLLING  
PRESS [START]

START

POLLING  
SECURITY CODE ?  
1.YES  
2.NO

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

WITHOUT PROTECTION    WITH TOSHIBA CODE

Go to A    Go to B

Standby mode

Enter the fax number of the fax machine from which you wish to poll

Confirm with START

Confirm with START

Make your selection for polling protection

1. with TOSHIBA code
2. without polling protection

Select a menu item

without protection (A) with TOSHIBA code (B)

**A** WITHOUT PROTECTION

The polling procedure is stored as a job and carried out.

**B** WITH TOSHIBA CODE

POLLING  
SECURITY CODE= ■■■■

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

START

Enter the TOSHIBA code

Confirm with START

The polling procedure is stored as a job and carried out.

# Polling

## Multiple polling

It is not only possible to poll documents from a *single* fax machine; you are also able to use your fax machine to poll documents from *several* fax machines. You are able to define up to 309 fax partners using any combination of the following:

- User-defined fax numbers
- Alphabet dialling memories
- One-touch dial keys
- Defined groups

If you wish to use the **delayed multiple polling facility** you must first carry out the steps described on [page 89](#) before proceeding as described in the following.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

SHIFT POLLING

POLLING  
1.POLLING  
2.POLLING RESERVE  
3.PROG. CONT. POLL.

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

MULTI

MULTI POLLING  
ENTER TEL NUMBER,  
SPEED DIAL KEY OR  
ONE TOUCH KEY

START

MULTI POLLING  
ENTER MORE OR  
PRESS [START]

START

MULTI POLLING  
SECURITY CODE ?  
1.YES  
2.NO

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

WITHOUT PROTECTION    WITH TOSHIBA CODE

Go to A    Go to B

Standby mode

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection for polling modes

Select a menu item

Press the MULTI key

Make your selection for fax number ([page 32](#)), Alphabet dialling ([page 70](#)), One-touch dialling ([page 75](#)), Telephone directory ([page 39](#)), Group ([page 78](#))

Confirm with START (depending on selected action)

Make your selection for further group elements

- or -

Confirm with START

Make your selection for polling protection  
1. with TOSHIBA code  
2. without polling protection

Select a menu item

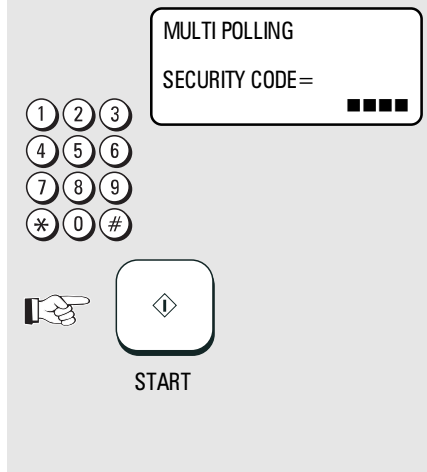
without protection (A) with TOSHIBA code (B)

# Polling

## A WITHOUT PROTECTION

Multiple polling is stored and carried out as a job.

## B WITH TOSHIBA CODE



Enter the TOSHIBA code

Confirm with START

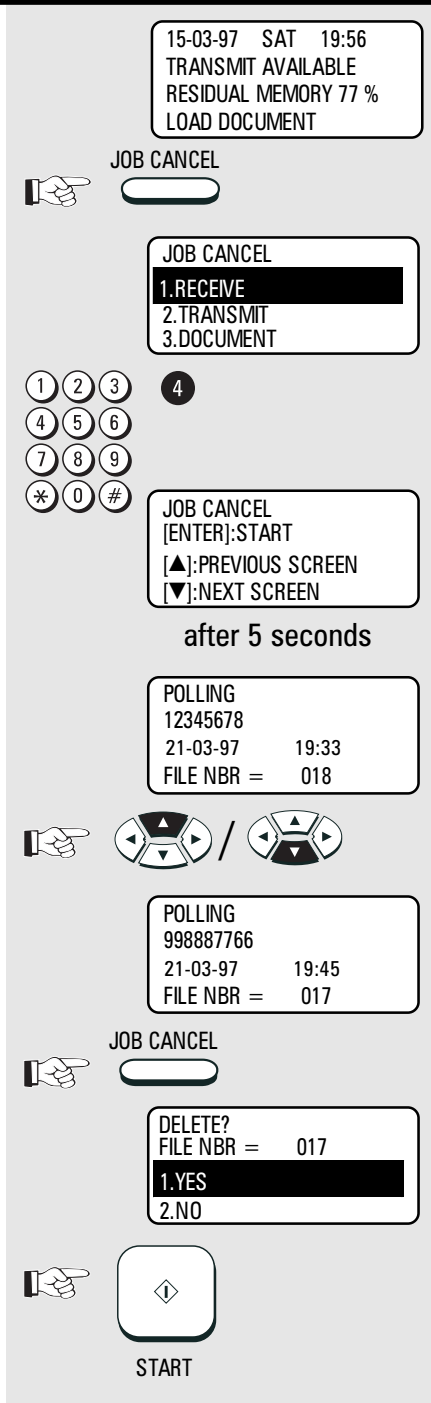
Multiple polling is stored and carried out as a job.



# Polling

## Cancel polling

The process of polling a document is also a job. Proceed as follows if you wish to cancel this polling job:



Standby mode

Press the **JOB CANCEL** key

Cancel menu is displayed

Select a menu item

Make your selection for selecting the required polling job

The first available polling job is displayed.

Select the job which you wish to cancel.

Press the **JOB CANCEL** key

Confirmation prompt

Confirm with **START**

Selected polling job is cancelled

# Polling

## Program Continuous Polling

The polling procedure is automated with the program continuous polling. During a defined period, your fax machine calls one or more stations in order to poll a document from the station. It is also possible for several procedures to be carried out during the day.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

SHIFT POLLING

POLLING  
1. POLLING  
2. POLLING RESERVE  
3. PROG. CONT. POLL.

3

PROG. CONT. POLL.  
INTERVAL = (10-70)MIN  
00

START

PROG. CONT. POLL.  
TIME PERIOD =  
08:00 - 17:00

START

PROG. CONT. POLL.  
[▲▼] FOR SETTING  
SCHEDULE =  
MON-FRI

START

START

Standby mode

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection for polling modes

Select a menu item

Make your selection for the period after which the polling attempt is to be repeated (enter data in steps of 10 minutes)

Enter the periods

Confirm with START

Make your selection for the period during which program continuous polling is active. (Move the cursor using the ◀/▶ keys)

Enter the period

Confirm with START



Make your selection for the period of the week in which program continuous polling is active (from-to). Use the ◀/▶ keys to move the from-to cursor. Use the ▲/▼ keys to set the day.

Enter the period of the week

Confirm with START

# Polling

PROG. CONT. POLL.  
ENTER TEL. NUMBER  
SPEED DIAL KEY OR  
ONE TOUCH KEY



START

MULTI POLLING  
SECURITY CODE ?  
1.YES  
2.NO

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

WITHOUT PROTECTION    WITH TOSHIBA CODE  
Go to A                      Go to B

Make your selection for the numbers of fax partners to be served with program continuous polling.

### Enter...

- User-defined numbers (see [page 32](#))
- Alphabet dialling numbers (see [page 70](#))
- Telephone directory function (see [page 39](#))
- One-touch dial keys (see [page 75](#))

### Confirm with START

Make your selection for polling protection

1. with TOSHIBA code
2. without polling protection

### Select a menu item

without protection (A) with TOSHIBA code (B)



## A WITHOUT PROTECTION

Program continuous polling is stored and carried out as a job.

## B WITH TOSHIBA CODE

MULTI POLLING  
SECURITY CODE= ■■■■

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



START

Enter the TOSHIBA code

### Confirm with START

Program continuous polling is stored and carried out as a job.

# Polling

## Reverse direction

With the reverse direction facility, the machine automatically polls another document after having transmitted a document. For this to be effective, a document must have also been reserved for polling on the receiver side.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST →

1 / 3 / 1

TURNAROUND POLL  
SECURITY CODE ?  
1.YES  
2.NO

WITHOUT PROTECTION    WITH TOSHIBA CODE  
**Go to A**                      **Go to B**

Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Enter the menu

The first 4 menu items are displayed

### Select a menu item

Make your selection for polling protection

- with TOSHIBA code
- without polling protection

### Select a menu item

without protection (A) with TOSHIBA code (B)

**A** WITHOUT PROTECTION

COMM. RESERVATION  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER

START

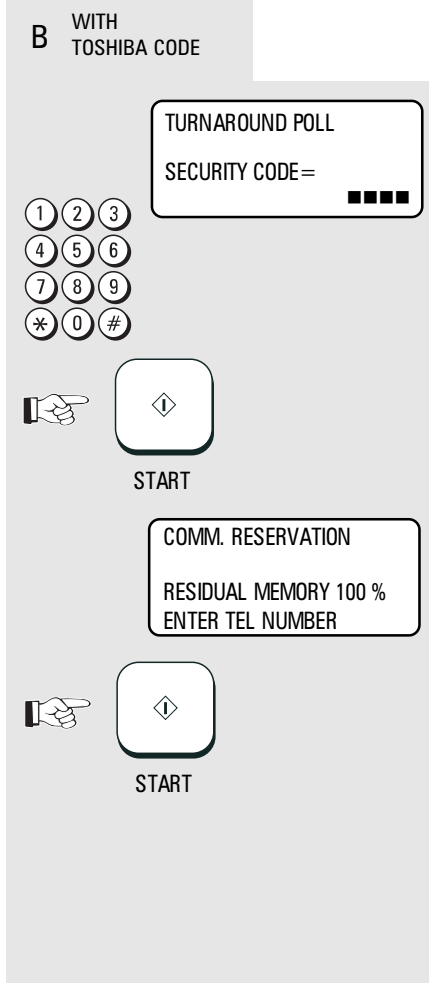
Make your selection for fax number, alphabet dialling, one-touch dial or telephone directory

### Confirm with START

The document is read into memory (see [page 32](#))

When contact is made with the fax partner, the document is transmitted and the document is subsequently polled.

# Polling



Enter the TOSHIBA codes

Confirm with START

Make your selection for fax number, alphabet dialling, one-touch dial or telephone directory.

Confirm with START

The document is read into memory (see [page 32](#))  
When contact is made with the fax partner, the document is transmitted and the other document is then polled.

# Store numbers

## Alphabet dial memory

The alphabet dial facility enables you to enter a single "address" instead of the fax number of your partner (which is frequently a long number). This "address" can be any number between 1 and 999. The real fax number is stored under this "address". With frequently used fax numbers, the alphabet dial facility enables you to save time.

A further component of the alphabet dial memory is the alternative fax number (second number). It is dialled if no fax connection is established under the normal fax number. It is not essential for the second fax number to be entered. 240 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. (see [page 11](#) enter the user name). It is also not absolutely necessary for this data to be entered. In addition to numbers and names, it is also possible for additional options to be assigned to an alphabet dial memory position (see [next page](#), Alphabet dial options).



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

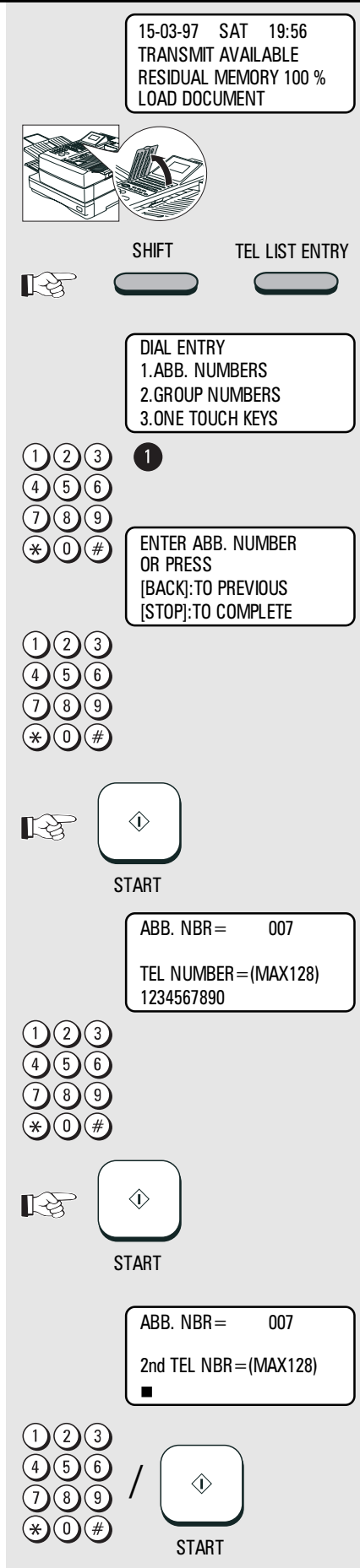


If you attempt to store an identical fax number in the alphabet dial memory, the machine displays an error message. This prevents identical fax numbers from being stored.

Example: Alphabet dial 421:

999	Fax number (128)
998	1234567890
...	
422	2. Fax number (128)
421	0987654321
420	Name (20)
	BLUME
...	
5	Options
4	3. TX REPORT
3	4. LINE MONITOR
2	5. LOW SPEED TX
1	6. SUB ADDRESS
	7. TEL LINE SELECT

Alphabet dial memory



### Enter alphabet dial number

Standby mode

### Open the one-touch dial cover

### Press the Shift key and then the corresponding function key

The menu items are displayed.

### Select a menu item

Make your selection  
Enter alphabet dial number(1-999)

### Enter the alphabet dial number

Example: 7

Use the ◀ key to correct data input

### Confirm with START

Make your selection  
for first fax number

### Enter the fax number

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

Use the ◀ key to correct input

### Confirm with START

Make your selection  
for alternative fax number

### Enter the alternative fax number -and / or- skip with START

# Store numbers

ABB. NBR = 007  
ID NAME = (MAX20)

ABB. NBR = 007  
ID NAME = (MAX20)  
Toshiba

START

COMM. OPTION?  
1.YES  
2.NO

ABB. NBR = 007  
PRESS ONE TOUCH KEY  
TO ENTER OR  
[ENTER]:TO SKIP

START

ENTER ABB. NUMBER  
OR PRESS  
[BACK]:TO PREVIOUS  
[STOP]:TO COMPLETE

STOP

Make your selection  
for name

**Enter the name**  
(see scheme [page 11](#))  
-and / or-  
skip with START

**Confirm with START**

Make your selection  
for options  
YES: See alphabet dial options [page 72](#)  
NO: See below

**Select a menu item**

Assign the alphabet dial number to the  
one-touch dial key (see [page 75](#))

For further procedure, see under "one-  
touch dial keys"  
-or-

**Confirm with START**

Make your selection  
further alphabet dial numbers

-or-

**Press STOP, return to standby  
mode**

# Store numbers

## Alphabet dial options

Apart from numbers and names, it is also possible for additional options to be assigned to an alphabet dial memory position:

### Delayed Comm

The fax partner is linked to a specific transmission time with this option, e.g. for fax partners in other time zones; this ensures that the documents always arrive during business hours.

### Journal

This setting influences the way in which the journal is printed. You can enable or disable this facility with respect to a specific fax partner.

### Listening-in

If the listening-in option is activated for a fax transmission, the call establishment attempt is played back via the built-in speaker. This provides the operator with an additional acoustic check of the call establishment procedure. This is useful whenever a connection is not established. The cause is frequently an incorrect number or a fax machine which is not ready to receive.

### Low Speed TX

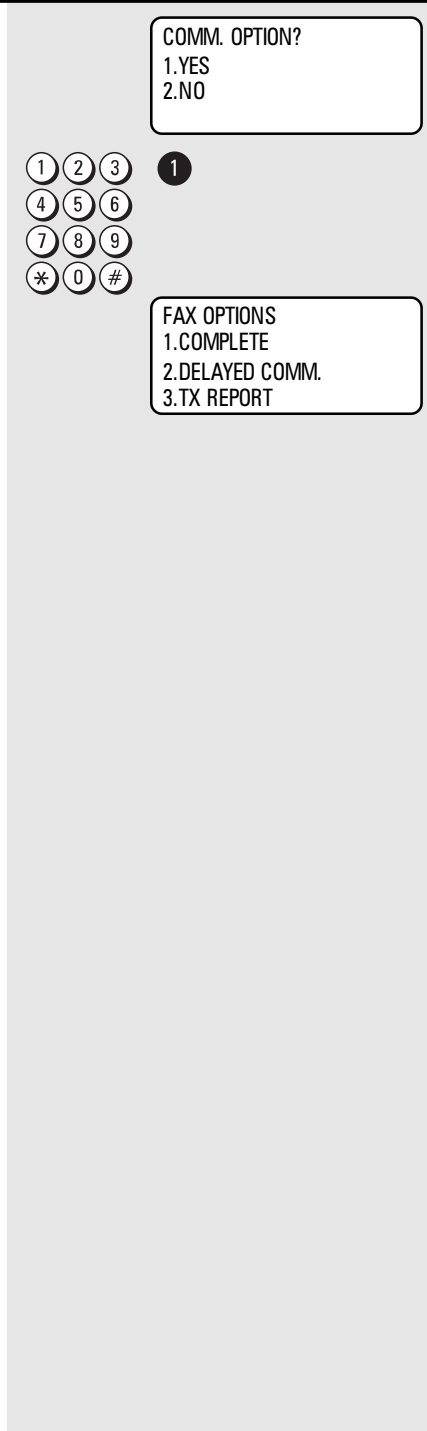
When transmitting documents overseas or when the error ratio increases, you should reduce the transmission speed in order to avoid errors. This is because the process of sending fax documents is like travelling in traffic: Your speed has to be adjusted to suit the particular circumstances! Please note that more time is required to transmit the document when lower transmission speeds are used.

### Sub Address

This operating mode is used for faxing documents in PC networks. It is essential to enter the fax number (the number of the fax card in the network) as well as the sub address of the user in the network so that the message can be forwarded within the network.

### Tel Line Select (optional)

This option can be used for selecting the outside line (line 1, line 2) via which the document is to be transmitted to the specific fax partner.



Procedure up to this menu item:

See [page 70](#)

Make your selection for options

Select a menu item

Display the first options.



Further options are to be found under the display and can be selected using the ▼ key. The menu items can of course also be selected directly by entering the specific number.



# Store numbers

## Modify ABB numbers

If you wish **to modify the contents of an alphabet dial number**, all you have to do is simply enter the corresponding alphabet dial number (see under "Alphabet dial number"). If this number has already been used, a further selection option is displayed.

All stored data can be overwritten or skipped with the START key.

(Example: ABB, NBR. 7, name TOSHIBA):



Error message appears if you try to store the same fax number again in the alphabet dial memory. This is to avoid storing equal numbers.

Procedure as described under "Enter alphabet dial number": See [page 70](#)

Display message for existing alphabet dial number

Menu displayed when alphabet dial number already exists

Select a menu item

Option for editing the first fax number

-and/or-

Confirm with START

Option for editing the second fax number

-and/or-

Confirm with START

Option for editing the name

-and/or-

Confirm with START

Option for editing

Options

YES: See alphabet dial options

NO: See below

Select a menu item

Assign the alphabet dial number to the one-touch dial key (see [page 75](#))

Confirm with START

Make your selection for further alphabet dial numbers

-or-

Press STOP, return to standby mode

# Store numbers

## Delete ABB numbers

If you want to **delete ABB numbers** just enter them.

If it is already assigned, you can select how to proceed (Example: ABB, NBR. 7, name TOSHIBA):

ABB. NUMBER ENTRY  
ALREADY ASSIGNED  
ABB. NBR= 007  
Toshiba

after 2 seconds

ABB. NUMBER ENTRY  
1.CANCEL  
2.MODIFY  
3.RETAIN

1

ABB. NUMBER ENTRY  
ABB. NBR= 007  
CANCELLED

after 2 seconds

ENTER ABB. NUMBER  
OR PRESS  
[BACK]:TO PREVIOUS  
[STOP]:TO COMPLETE

STOP

Please refer to [page 70](#) for the procedures as described under "Enter alphabet dial number"

Display message for existing alphabet dial number

Menu displayed with existing alphabet dial number

Select a menu item

Make your selection for further alphabet dial 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 69 keys. You need only press one key in order to dial your partner.

Two options are available.

1. Direct configuration of one-touch dial keys

 Apart from numbers and names, it is also possible for additional options to be assigned to a one-touch dial key (see [page 73](#) Alphabet dial options).

 If the operator attempts to save an identical fax number under a one-touch dial key, the system displays an error message. This prevents identical fax numbers from being saved.

Criteria which can be assigned to a one-touch dial key:

ONE TOUCH xx

Fax number (128)  
1234567890

2. Fax number (128)  
0987654321

Name (20)  
BLUME

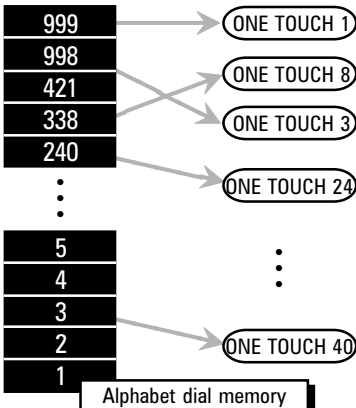
Options

3. TX REPORT  
4. LINE MONITOR  
5. LOW SPEED TX  
6. SUB ADDRESS  
7. TEL LINE SELECT

2. Assign alphabet dial number to a one-touch dial key

When the fax number has been stored in an alphabet dial memory, it can be **additionally** assigned to a one-touch dial key. This assignation is not subject to any restrictions, i.e. any one-touch dial key can be used (see [page 71](#)).

User-defined assignation of alphabet dial memories to one-touch dial keys:



TF 831/861 TOSHIBA

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

SHIFT TEL LIST ENTRY

DIAL ENTRY  
1.ABB. NUMBERS  
2.GROUP NUMBERS  
3.ONE TOUCH KEYS

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

ENTER ONE TOUCH KEY  
OR PRESS  
[BACK]:TO PREVIOUS  
[STOP]:TO COMPLETE

01 . . . 69

ONE TOUCH= 40  
TEL NUMBER=(MAX128)

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

ONE TOUCH= 40  
TEL NUMBER=(MAX128)  
1234567890

START

ONE TOUCH= 40  
2nd TEL NBR=(MAX128)

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

START

Save fax number directly on one-touch dial key

Standby mode

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

The menu items are displayed.

Select a menu item


Make your selection  
press required one-touch dial key:  
closed one-touch dial cover  
One-touch dial key 1 - 35  
open one-touch dial cover:  
One-touch dial key 36 - 69

Press the one-touch dial key

Example: 40

Make your selection  
for first fax number

Fax number input

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

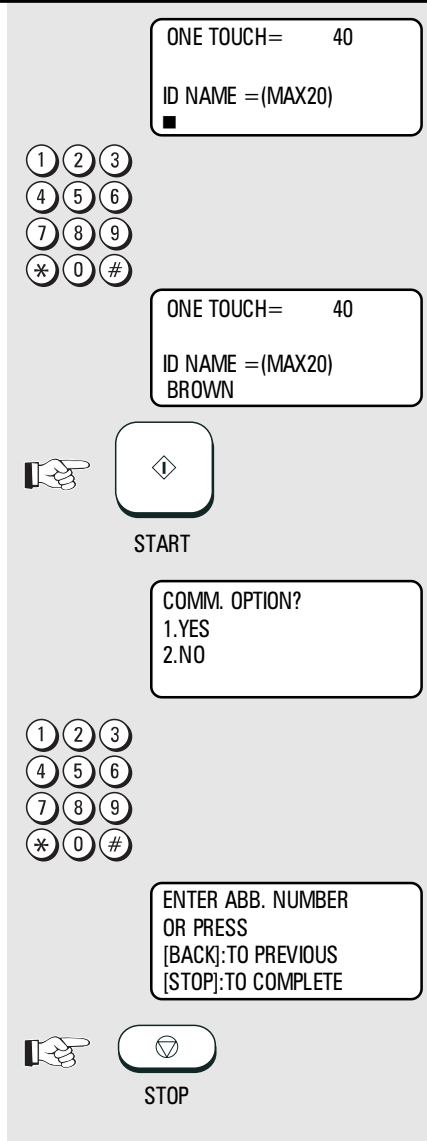
Use the "◀" key to make any corrections.

Confirm with START

Make your selection  
for alternative fax number

Enter the alternative fax number  
-and / or-  
skip with START

# Store numbers



Make your selection for name

Enter the name (refer to [page 11](#) for diagram) -and / or- skip with START

Confirm with START

Make your selection for options  
YES: see alphabet dial options [page 72](#)  
NO: see below

Select a menu item

Make your selection for further one-touch dial keys

-or-

Press STOP, return to standby mode

# Store numbers

## Cancel one-touch dial keys

If you wish you cancel the contents of a one-touch dial key, simply enter the corresponding one-touch dial key in the menu (see under one-touch dial keys). If this one-touch dial key is already being used, a further selection option is displayed (example: one-touch dial key 1, name TOSHIBA):

ONE TOUCH= 01  
ALREADY ASSIGNED  
ONE TOUCH= 01  
Toshiba

after 2 seconds

ONE TOUCH KEY ENTRY  
1.CANCEL  
2.RETAIN

ONE TOUCH KEY ENTRY  
ONE TOUCH= 01  
CANCELLED

after 2 seconds

ENTER ONE TOUCH KEY  
OR PRESS  
[BACK]:TO PREVIOUS  
[STOP]:TO COMPLETE

STOP

Refer to [page 75](#) for procedure as described under “One-touch dial keys”

Display message for existing one-touch dial key

Menu displayed if one-touch dial key already exists

Select a menu item

Programming of one-touch dial key is cancelled

Make your selection for further one-touch dial keys

-or-

Press STOP, return to standby mode

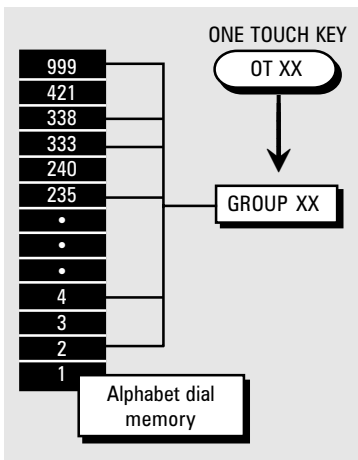
# Store numbers

## Define groups

If you have a fixed number of partner to whom you frequently send broadcast transmissions, the stored broadcast facility is just what you need.

You are permitted to define 50 different groups, whereby each group can be assigned a group number from 1 - 1999 and a name consisting of max. 20 characters.

Each group can contain max. 309 fax partners, and these must be stored either in the alphabet dial memory or under the one-touch dial keys.



15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

SHIFT TEL LIST ENTRY

DIAL ENTRY  
1.ABB. NUMBERS  
2.GROUP NUMBERS  
3.ONE TOUCH KEYS

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

ENTER GROUP NUMBER  
OR PRESS  
[BACK]:TO PREVIOUS  
[STOP]:TO COMPLETE

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

START

GROUP NBR= 0444  
GROUP NAME =(MAX20)

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

GROUP NBR= 0444  
GROUP NAME =(MAX20)  
SUPERGROUP

START

GROUP NBR= 0444  
ENTER ABB. NBR OR  
[ENTER] TO COMPLETE

## Define groups

Standby mode

## Open the one-touch dial cover

Press the Shift key and then the corresponding function key

The menu items are displayed.

## Select a menu item

Make your selection  
Group number (1 - 1999)

Enter group number  
Example: 444

## Confirm with START









Make your selection  
for group name

Enter group name  
(see [page 11](#) for diagram)

## Confirm with START

Make your selection  
for group partner  
Alphabet dial number -or-  
one-touch dial key

# Store numbers

  START	
  START	<p>Confirm with START</p> <p>Make your selection for further group partner</p> <p>-or-</p> <p>Confirm with START</p> <p>Make your selection for one-touch dial key to which the group is assigned.</p> <p>-or-</p> <p>Confirm with START</p> <p>Make your selection for further groups</p> <p>-or-</p> <p>Press STOP, return to standby mode</p>
  START	
  STOP	

GROUP NBR= 0444  
ENTER ABB. NBR OR  
[ENTER] TO COMPLETE

GROUP NBR= 0444  
PRESS ONE TOUCH KEY  
TO ENTER OR  
[ENTER]:TO SKIP

ENTER GROUP NUMBER  
OR PRESS  
[BACK]:TO PREVIOUS  
[STOP]:TO COMPLETE

# Store numbers

## Edit groups

If you wish to **edit the contents of a group**, simply enter the corresponding group number (see under "Define groups"). If this group number already exists, a further selection option is displayed. All stored data can be overwritten or skipped using the START key.  
(Example: group number: 444, name: Supergroup)

GROUP NBR ENTRY  
ALREADY ASSIGNED  
GROUP NBR = 0444  
SUPERGROUP

after 2 seconds

GROUP NBR ENTRY  
1.CANCEL  
2.MODIFY  
3.RETAIN

GROUP NBR = 0444  
GROUP NAME =(MAX20)  
SUPERGROUP

START

GROUP NBR = 0444  
ENTER ABB. NBR OR  
[ENTER] TO COMPLETE

ABB. NBR = 007  
CANCEL ?  
1.CANCEL  
2.RETAIN

GROUP NBR = 0444  
ENTER ABB. NBR OR  
[ENTER] TO COMPLETE

START

GROUP NBR = 0444  
PRESS ONE TOUCH KEY  
TO ENTER OR  
[ENTER]:TO SKIP

START

ENTER GROUP NUMBER  
OR PRESS  
[BACK]:TO PREVIOUS  
[STOP]:TO COMPLETE

STOP

Refer to [page 78](#) for procedure as described under "Define groups"  
Display message for existing group number

Menu displayed if group number already exists

Select a menu item

Make your selection for new group name

-or-

Confirm with START

Make your selection for group partner  
If the operator enters existing group partners, they can be cancelled (see following example)

Enter an alphabet dial number

Make your selection  
Cancel the selected group partner  
1: YES  
2: NO

Select a menu item

Make your selection for further group partners

-and/or-

Confirm with START

Make your selection for one-touch dial key to which the group is assigned.  
-or-

Confirm with START

Make your selection for further groups

-or-

Press STOP, return to standby mode



# Store numbers

## Cancel groups

If you wish to **cancel a group**, simply enter the corresponding group number (see under "Define groups"). If this group number already exists, a further selection option is displayed.

(Example: group number: 444, name: Supergroup)

GROUP NBR ENTRY  
ALREADY ASSIGNED  
GROUP NBR= 0444  
SUPERGROUP

after 2 seconds

GROUP NBR ENTRY  
1.CANCEL  
2.MODIFY  
3.RETAIN

1

GROUP NBR= 0444  
CANCELLED

after 2 seconds

ENTER GROUP NUMBER  
OR PRESS  
[BACK]:TO PREVIOUS  
[STOP]:TO COMPLETE

STOP

Refer to **page 78** for procedure as described under "Define groups"  
Display message for existing group number

Menu displayed if group number already exists

Select a menu item

Group is cancelled

Make your selection for further groups

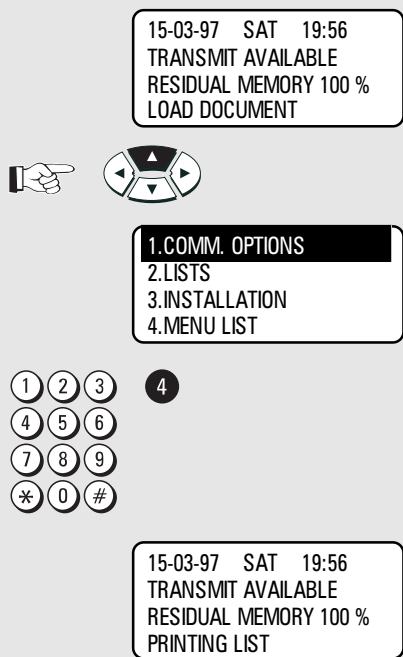
-or-

Press **STOP**, return to standby mode

# Report prints

## Program selection list

The program selection list provides you with a complete overview of the menu system for your fax machine. It is the only list which can be selected via the main menu item.



Standby mode

### Start the menu

The first 4 menu items are displayed.

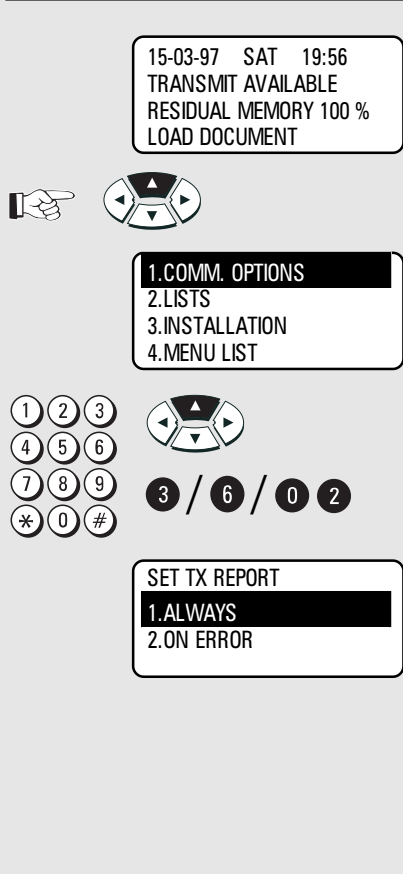
### Select a menu item

The report is printed.

## Transmission reports

The transmission reports provide you with extensive and individual information concerning the various transmission jobs of your fax machine. You can use a special menu to adjust the appearance of these reports to meet your specific requirements.

<b>ALWAYS</b>	The transmission report is always printed after every transmission.
<b>ON ERROR</b>	The transmission report is printed out only if a transmission error occurs.
<b>OFF</b>	The transmission report is never printed out.
<b>PRINT DOCUMENT?</b>	The first page of the document can be printed in reduced form on the transmission report. This means that the transmission report can easily be allocated to the document.



Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

The options of the first transmission report can be selected.

### Select a menu item

Further transmission reports follow automatically for setting.

# Report prints

The various transmission reports and related options:

<b>TX REPORT</b>	Transmission report printed out after every transmission in the "direct transmission mode". Setting: <ul style="list-style-type: none"> <li>• Always printed out</li> <li>• Printed out only if transmission is errored</li> </ul>
<b>SET MEMORY-TX REPORT</b>	Printed out after every memory transmission. Setting: <ul style="list-style-type: none"> <li>• Always printed out</li> <li>• Printed only if transmission is errored</li> <li>• Printed with/without image of document</li> </ul>
<b>SET MULTI-ADD REPORT</b>	Printed out after entire broadcast has been completed. Setting: <ul style="list-style-type: none"> <li>• Always printed out</li> <li>• Printed only if transmission is errored</li> <li>• Printed with/without image of document</li> </ul>
<b>SET MULTI POLL REPORT</b>	Printed out after entire multiple polling has been completed. Setting: <ul style="list-style-type: none"> <li>• Always printed out</li> <li>• Printed only if transmission is errored</li> <li>• Never printed out</li> </ul>

## Transmission report:

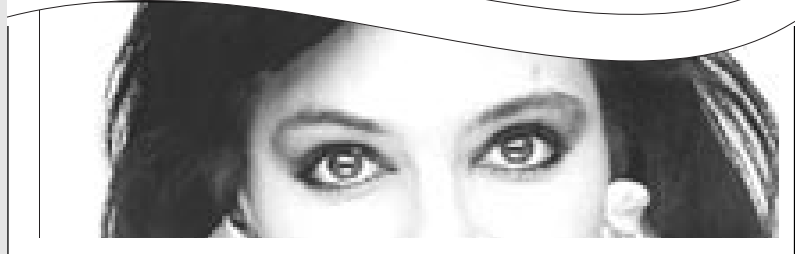
```

MEMORY TRANSMISSION REPORT

                TIME                : 03.03.97  14:23
                TEL NUMBER 1        : +44-1234567890
                TEL NUMBER 2        : +44-9876543210
                NAME                  : TOSHIBA MARKETING TF861

FILE NUMBER    :      042
DATE           :      03-03  14:23
TO-            :      541
DOCUMENT PAGES :      01
START TIME     :      03-03  14:23
END TIME       :      03-03  14:30
SENT PAGES     :      01
STATUS         :      OK
FILE NUMBER    :      042          *** SUCCESSFUL TX NOTICE ***
    
```

## Memory TX report:



**Explanation:**  
**NBR:**  
 Lists the communications in the order they occurred

**FILE NBR.:**  
 Job-Number in the stack

**DATE:**  
 Date

**TIME:**  
 Time of transmission

**DURATION:**  
 Gives the length of each communication in minutes and seconds.

**PGS:**  
 Gives the number of pages per transmission or reception.

**DEPT-NBR:**  
 Assigning a department

**TO/FROM:**  
 Gives ID or telephone number of the receiver or sender

**Account:**  
 Assigning an account

**MODE:**  
 Indicates the type of communication:

HS High Speed Transmission, only between TOSHIBA machines  
 G3 Communication in stranged groups operational mode.  
 EC Error correction mode  
 EX Error correction with TOSHIBA fax  
 P Documents were sent/received by polling  
 M Indicates a memory communication  
 I Infobox  
 F Faxbox

**STATUS: (of communication)**  
 OK means successful  
 NG stands for communication error

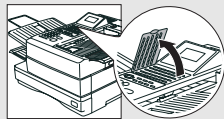
see: error codes [page 111](#).


# Report prints



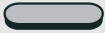
You can also subsequently request the transmission report for the previous 40 transmissions:

15-03-97 SAT 19:56  
 TRANSMIT AVAILABLE  
 RESIDUAL MEMORY 77 %  
 LOAD DOCUMENT

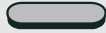




SHIFT






PREV. TX REP.




PREVIEW TX REPORT  
 [COPY]:PRINT REPORT  
 [▲]:PREVIOUS SCREEN  
 [▼]:NEXT SCREEN

after 5 seconds


FILE NBR = 091  
 +44-2131-123456  
 21-03 19:33  
 OK 01

FILE NBR = 088  
 +44-2131-123456  
 21-03 04:25  
 OK 01



COPY



JOURNAL

Standby mode

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection for selecting the required entry

The most recent available entry is displayed.

Select the entry which you wish to print.

Press the COPY/JOURNAL key  
 The required transmission report is printed out

## Multi transmission report:

After the successful multi-address transmission your fax will print a list of all fax partys.

MULTI TRANSMISSION REPORT

TIME : 03.03.97 14:23  
 TEL NUMBER 1 : +44-1234567890  
 TEL NUMBER 2 : +44-9876543210  
 NAME : TOSHIBA MARKETING TF861

FILE NUMBER : 003  
 DATE: 03-03 13:12  
 DOCUMENT PAGES: 01  
 START TIME: 03-03 13:32  
 END TIME: 03-03 13:59

SUCCESSFUL

ONE TOUCH NUMBER	PAGES SENT
01 GROUP 0001 ALLE ABB.	001 002 003 004

UNSUCCESSFUL

01 GROUP 0001 ALLE ABB.	005 15 00
-------------------------	-----------


# 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. You can also manually request the journal at any time. You should file this list as a record of the document jobs; if your fax machine has to be serviced, this list can provide valuable assistance for to cure the problem.

Use the following steps to influence the way in which the journal is printed out in accordance with your requirements:


15-03-97 SAT 19:56  
 TRANSMIT AVAILABLE  
 RESIDUAL MEMORY 100 %  
 LOAD DOCUMENT



1.COMM. OPTIONS  
 2.LISTS  
 3.INSTALLATION  
 4.MENU LIST



JOURNAL  
 1.MANUAL  
 2.AUTO



Standby mode

### Start the menu

The first 4 menu items are displayed.


### Select a menu item

The journal options are displayed

- 1: Printed out only if the JOURNAL key\* is pressed
- 2: Printed out automatically every 40 jobs

### Select a menu item

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



### \* ) For "manual" output

Output options are displayed

- 1: Output of transmission and reception journal
- 2: Output of transmission journal
- 3: Output of reception journal

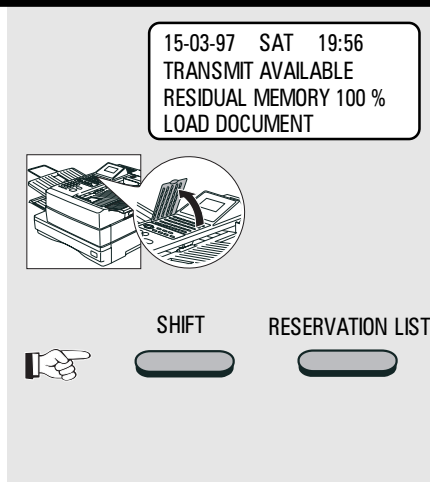
### Select a menu item

<u>TRANSMISSION JOURNAL</u>											
TIME	:	03.03.97	14:23								
TEL NUMBER 1	:	+44-1234567890									
TEL NUMBER 2	:	+44-9876543210									
NAME	:	TOSHIBA MARKETING TF861									
SCAN COUNT	:	150	(00000096)								
PRINT COUNT	:	191	(000000BF)								
DRUM COUNT	:	1480	(000005C8)								
TONER COUNT	:	1	(00000001)								
NBR FILE NBR DATE TIME DURATION PGS TO DEPT NBR ACCOUNT MODE STATUS											
02	252	09.12	14:21	01/48	01	MAX MEIER		EC	310	NG	D1
<u>RECEPTION JOURNAL</u>											
TIME	:	03.03.97	14:23								
TEL NUMBER 1	:	+44-1234567890									
TEL NUMBER 2	:	+44-9876543210									
NAME	:	TOSHIBA MARKETING TF861									
SCAN COUNT	:	150	(00000096)								
PRINT COUNT	:	191	(000000BF)								
DRUM COUNT	:	1480	(000005C8)								
TONER COUNT	:	1	(00000001)								
NBR FILE NBR DATE TIME DURATION PGS FROM DEPT NBR ACCOUNT MODE STATUS											
02	252	09.12	14:21	01/48	01	MAX MEIER		EC	310	NG	D1

# Report prints

## Reservation list

This list illustrates the status of stack memory (see [page 33](#)). It contains all jobs which have not yet been completed.



Standby mode

Open the one-touch dial cover

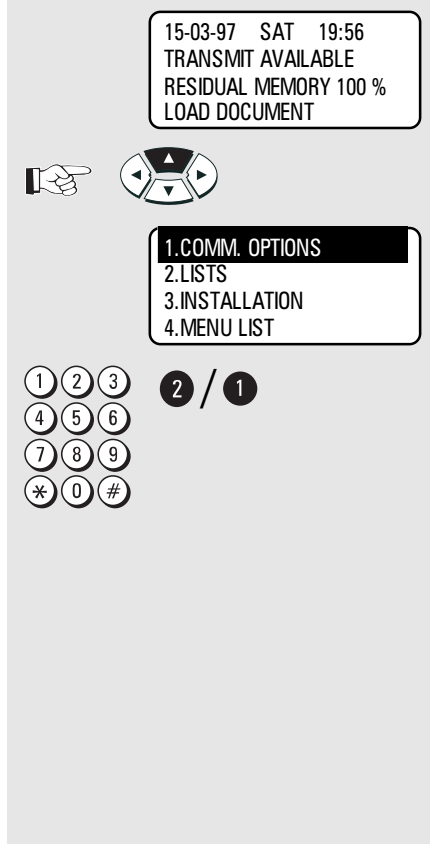
Press the Shift key and then the corresponding function key

The reserve list is printed out

RESERVATION LIST						
TIME	:	03.03.97	14:23			
TEL NUMBER 1	:	+44-1234567890				
TEL NUMBER 2	:	+44-9876543210				
NAME	:	TOSHIBA MARKETING TF861				
TX/RX	FILE NBR	FUNCTION	PGS MAIL	DATE	TIME	TO
	003	MULTI TX	01	03-03	13:32	OT NBR01
POLL/FAX MAILBOX	FILE NBR	FUNCTION	PGS	DATE	TIME	TO
RECOVERY TX	FILE NBR	FUNCTION	PGS MAIL	DATE	TIME	TO

## 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.



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

The function list is printed out

# Report prints

FUNCTION LIST			
TIME	:	03.03.97	14:23
TEL NUMBER 1	:	+44-1234567890	
TEL NUMBER 2	:	+44-9876543210	
NAME	:	TOSHIBA MARKETING TF861	
AUTO RECEIVE MODE	:	AUTO	MEMORY FUNCTION
RING DELAY	:	1	COLLATED PRINT : OFF
SYSTEMPASSWORD	:		RX MULTI COPY : 1
DIAL TYPE (LINE1)	:	MF	RECOVERY TX : OFF
EXCHANGE TYPE	:	PABX	RX MEMORY LOCK : OFF
ACCESS TYPE	:	DIGIT	MEMORY OPTION : OMB
ACCESS DIGIT	:	0	JOURNAL
RINGER VOLUME	:	4	MANUAL : TX&RX
POWER SAVER	:	OFF	AUTO : ON
START TIME	:	00:00	ERROR CODE : ON
END TIME	:	00:00	COMMUNICATION REPORT
ACCOUNT CODE	:	OFF	DOCUMENT TX : ALWAYS
COVER SHEET	:	OFF	MEMORY TX : ALWAYS (IMAGE)
SCANNER & PRINTER	:		MULTI TX : ALWAYS (IMAGE)
DOCUMENT LENGHT	:	1 m	MULTI POLL : ALWAYS
RX REDUCTION	:	ON	RECEPTION LIST
DISCARD	:	ON	LOCAL MAILBOX : OFF
COPY REDUCTION	:	OFF	REMOTE MAILBOX : OFF
HOME POSITION	:		TOTAL PAGE
RESOLUTION	:	STD	SCAN : 609
CONTRAST	:	NORMAL	PRINT : 886
MEMORY TX	:	ON	JAM COUNTER
SECURITY TX	:	OFF	DOCUMENT : 0
COMMUNICATION	:		PAPER : 0
PRIVILEGED RX	:	OFF	JAM CODE 01 : 0
ECM	:	ON	JAM CODE 04 : 0
MEMORY RX	:	ON	JAM CODE 11 : 0
TTI	:	INSIDE	JAM CODE 12 : 0
RTI	:	OFF	JAM CODE 13 : 0
U-FINE RECEPTION	:	ON	JAM CODE 14 : 0
REDIAL MODE INTERVAL	:	1 MIN	JAM CODE 21 : 0
REDIAL MODE COUNTER	:	1	JAM CODE 22 : 0
			JAM CODE 23 : 0
			JAM CODE 24 : 0
			JAM CODE 25 : 0


## The dial number lists

The dial number lists are made up of the following lists:

- Alphabet dial numbers
- Group numbers
- One-touch dial numbers
- Relay numbers

Select a specific list or all lists in order to obtain an overview of the stored numbers.


15-03-97 SAT 19:56  
 TRANSMIT AVAILABLE  
 RESIDUAL MEMORY 100 %  
 LOAD DOCUMENT



SHIFT

TEL LIST PRINT

TELEPHONE NBRS LIST  
 1.ALL OF LISTS  
 2.ABB. NUMBERS  
 3.GROUP NUMBERS



Standby mode

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Selection menu for various numbers

1. All lists
2. Alphabet dial numbers
3. Group numbers
4. One-touch dial numbers

Select a menu item

The required list(s) are printed out

# Report prints

ONE TOUCH NUMBER INFORMATION					
TIME	:	03.03.97	14:23		
TEL NUMBER1	:	+44-1234567890			
TEL NUMBER2	:	+44-9876543210			
NAME	:	TOSHIBA MARKETING TF861			
OT NBR.	NAME/FUNCTION	ABB./GROUP	TEL NUMBER	TIME	MON. BPS REPORT LINE STAMP
01	GROUP.NBR.	0001			
29	ABB. NBR	002			
GROUP NUMBER INFORMATION					
TIME	:	03.03.97	14:23		
TEL NUMBER1	:	+44-1234567890			
TEL NUMBER2	:	+44-9876543210			
NAME	:	TOSHIBA MARKETING TF861			
GROUP NUMBER NAME	OT/ABB. NUMBER				
001	ALL	ABB. 001	002	003	004
ABBREVIATED TEL NUMBER LIST					
TIME	:	03.03.97	14:23		
TEL NUMBER1	:	+44-1234567890			
TEL NUMBER2	:	+44-9876543210			
NAME	:	TOSHIBA MARKETING TF861			
ABB.NBR.	NAME	TEL NUMBER	TIME	MON. BPS REPORT	LINE STAMP
001	FIRST	11			
002	601	12			

## Department list

This list is useful for controlling costs per department. If a mastercode is stored and entered, a five-digit department code will appear additionally.



15-03-97 SAT 19:56  
 TRANSMIT AVAILABLE  
 RESIDUAL MEMORY 100 %  
 LOAD DOCUMENT

1.COMM. OPTIONS  
 2.LISTS  
 3.INSTALLATION  
 4.MENU LIST



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

The function list is printed out



An error message is displayed if no departments are defined.

DEPARTMENT CODE LIST					
TIME	:	03.03.97	14:23		
TEL NUMBER 1	:	+44-1234567890			
TEL NUMBER 2	:	+44-9876543210			
NAME	:	TOSHIBA MARKETING TF861			
DEPT NBR	NAME	DEPT CODE	TX PGS	RX PGS	COPY PGS
D01	MASTER	12345	0	0	0
D02					

## Mains failure report

This list is printed out in the event of memory loss caused by a lengthy power failure. Depending on the charge status of

the internal backup battery and the size of image memory, memory loss may occur as early as approx. 30 minutes after the power failure.



# Advanced settings

## Delayed fax job

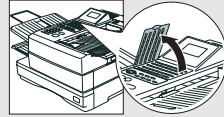
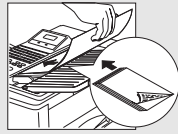
You can define a specific start time for your fax jobs in order to compensate for any differences in time zones or in order to take advantage of low-rate charges. Again, it is particularly advantageous that your document or documents are not read into memory, as the document feed is not blocked.

The subsequent time defined for the action is also not limited to one specific day. You can program the fax job up to 30 days in advance.



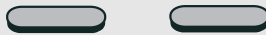
The setting of the start time relates to the following fax jobs:

- Single transmission
- Broadcast transmission
- Single polling
- Multiple polling



15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

SHIFT DELAYED COMM



DELAYED COMM.  
TIME =HH:MM DD  
■ ■ : ■ ■ ■ ■



DELAYED COMM.  
TIME =HH:MM DD  
23 : 33 18

COMM. RESERVATION  
RESIDUAL MEMORY 100 %  
ENTER TEL NUMBER

Standby mode

### Load original

Remember:  
Printed side face down

Document ready

### Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection  
for start time (HH:MM) and day (DD)

Enter the start time  
Example: 22:33 hours on the 18th



If the delayed fax job is to be carried out on the same day, do not enter any information under "DD".

The following fax job is linked to the start time which has just been set.

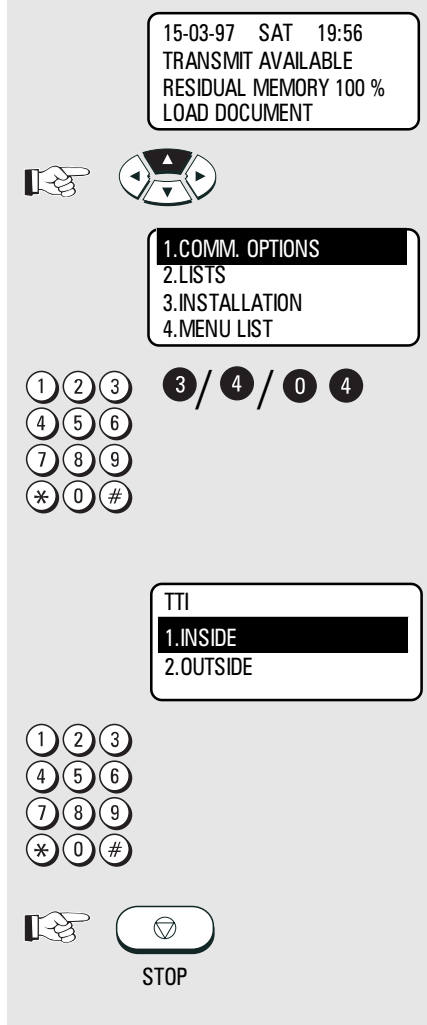
Any fax job...

- Single transmission
- Broadcast transmission
- Single polling
- Multiple polling

# 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.



Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection for transmission header position

### Select a menu item

Press STOP, return to standby mode

# Advanced settings

## Reception trailer (RTI)

You can activate the reception trailer facility to ensure that reception of a document is precisely documented. The RTI is printed at the bottom of the incoming copy, and contains the current reception data such as time and date of reception as well as the IDs of the transmitter and receiver.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

3 / 4 / 0 5

RTI  
1.ON  
2.OFF

STOP

Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection for reception trailer

### Select a menu item

Press STOP, return to standby mode

## Permanent monitoring

If the operator listens into a fax transmission, the call establishment attempt is played back via the built-in speaker. This provides you with an additional acoustic check of the call establishment procedure. This is a valuable asset whenever a call is not established. The reason is frequently a wrong number or a fax machine which is not ready to receive.



In this setting, **all** transmission procedures are played back via the speaker.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

TF831

3 / 4 / 0 7

TF861

3 / 4 / 0 8

LINE MONITOR  
1.ON  
2.OFF

STOP

Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection for permanent monitoring  
1: ON  
2: OFF

### Select a menu item

Press STOP, return to standby mode

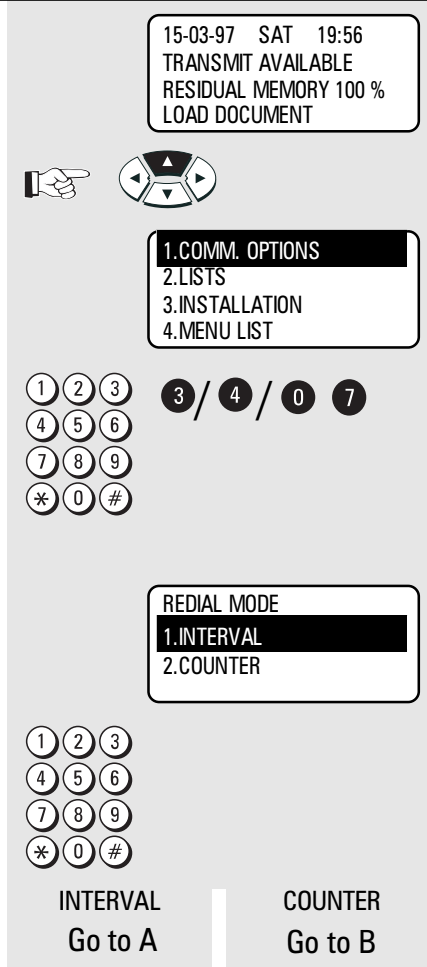
# Advanced settings

## Call redial

If the machine is not able to transmit a fax job, the job is retained in memory and the machine attempts to send the fax job again at a later date.

You can set two criteria for this call redial facility:

- Period between the call redial attempts
- Number of redial attempts



Standby mode

### Start the menu

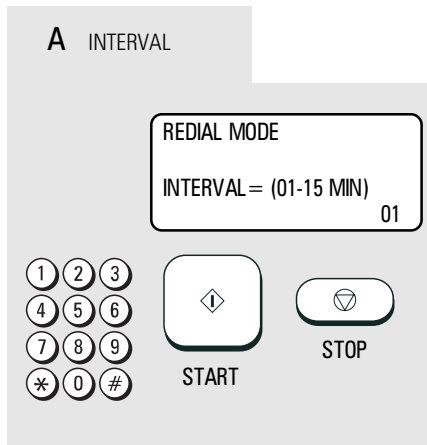
The first 4 menu items are displayed.

Select a menu item  
(for TF 831 menu item 06)

Make your selection

Select a menu item  
1: see part A  
2: see part B

### A INTERVAL



### Period between call redial attempts

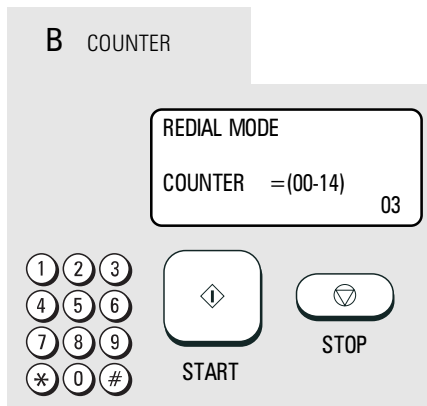
Make your selection  
call redial interval  
(default setting: 1 minute)

Enter the required figure

Confirm with START

Press STOP, return to standby mode

### B COUNTER



### Number of call redial attempts

Make your selection  
Number of call redial attempts  
(default setting: 3 times)

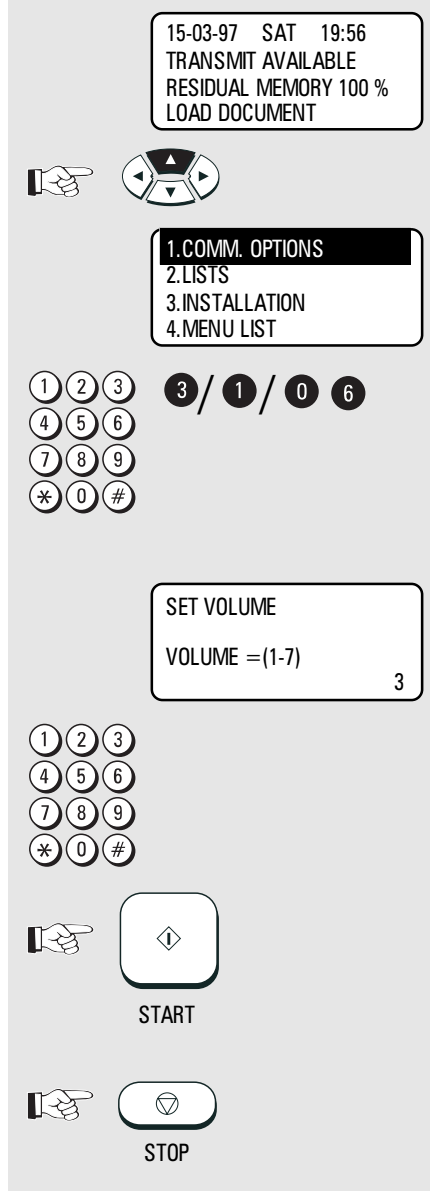
Enter the required figure  
confirm with START

Press STOP, return to standby mode

# Advanced settings

## Set ringer volume

An incoming call sets off the ringer via the speaker. You can adjust the volume of this signal.



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection for ringer volume

Enter the required figure

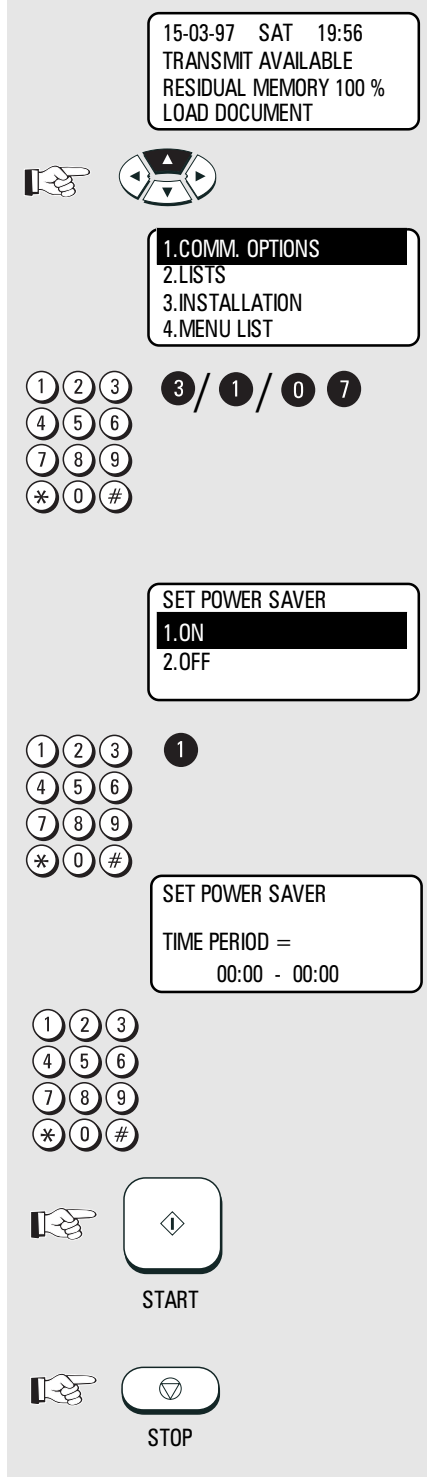
confirm with START

Press STOP, return to standby mode

# Advanced settings

## Power saver (stand by)

The printer unit of your fax machine requires a heat source of approx. 170° C in order to be able to print out documents immediately. This heat source is heated at specific intervals in order to maintain the temperature at the required level. This consumes electricity, and the fan also has to run constantly. If you wish to save electric current or prevent the fan noise, you are able to deactivate the permanent heating facility. The heater in such cases would only be activated if a fax document is received or printed out. There is a delay of around 1 minute before documents can be printed out.



Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection for power saver  
 1: Power saver on  
 2: Power saver off

### Select a menu item

Make your selection period for power saver time  
 Enter 00:00-00:00 to permanently activate the power saver facility (24 hours)

### Enter the period

confirm with START

Press STOP, return to standby mode

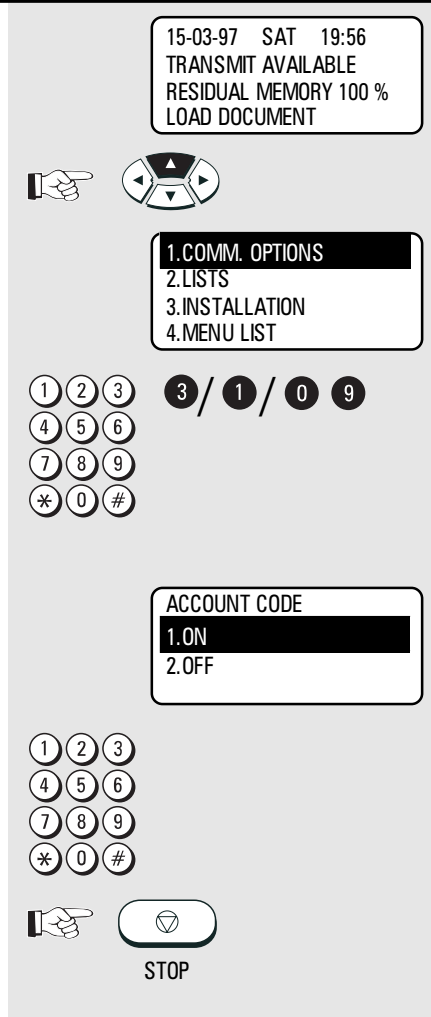
# Advanced settings

## Cost centre management

You can allocate any four-digit number to your fax transmissions. This number under the corresponding item in the transmission journal identifies the appropriate job. In this way, special transmission jobs can be linked to specific cost centres.

If this function has been activated, you are able to enter the cost centre number before every transmission.

Press the START key to skip entry of the cost centre number.



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection for ACCOUNT CODE

- 1: Activate cost centre management
- 2: Deactivate mode


Select a menu item


Press STOP, return to standby mode


# Advanced settings

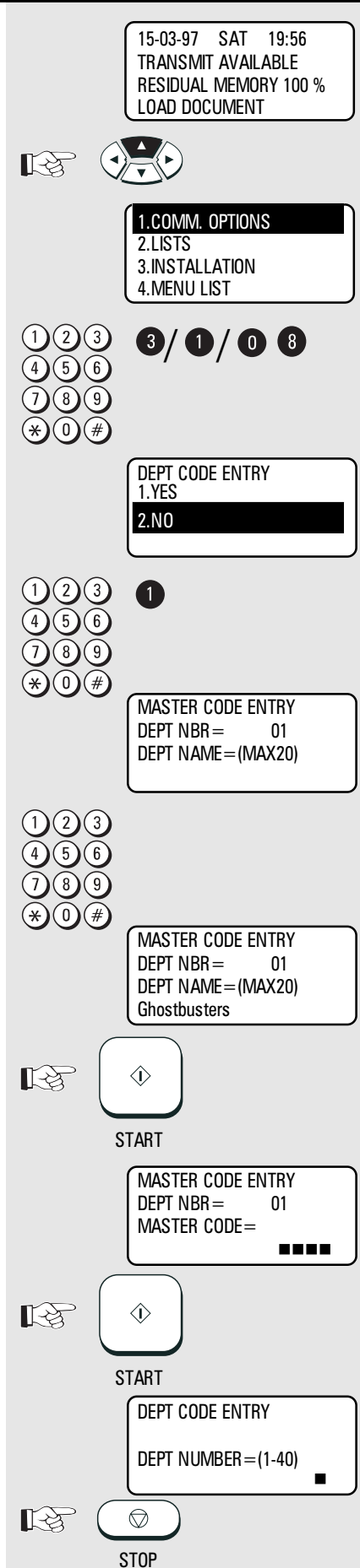
## Department code

In order to prevent your fax machine from being used by unauthorised persons, you can lock it using a 5-digit code. 50 such codes are possible, and a separate journal is assigned to each of these codes. It is conceivable that this code can be used for setting up a cost centre management system. The fax machine can now only be enabled by entering the relevant department code. The five-digit code is entered and confirmed with the START key.

 If a fax is transmitted after being released by the department code, the name of the corresponding department is displayed in the transmission header of the fax partner.

 The code for department number 01 is the master code. This code must be entered for creating further department codes or cancelling existing department codes.

 If the fax machine has been enabled by a department code and if no further action takes place, the code must be entered again after a further approx. 1.5 minutes.



15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

3 / 1 / 0 8

DEPT CODE ENTRY  
1.YES  
2.NO

1

MASTER CODE ENTRY  
DEPT NBR= 01  
DEPT NAME=(MAX20)

MASTER CODE ENTRY  
DEPT NBR= 01  
DEPT NAME=(MAX20)  
Ghostbusters

START

MASTER CODE ENTRY  
DEPT NBR= 01  
MASTER CODE= ■■■■

START

DEPT CODE ENTRY  
DEPT NUMBER=(1-40) ■

STOP

Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection for the department code

1: Enter department code  
2: Clear and cancel department codes

### Select a menu item

Make your selection for the department name (this name appears in the transmission header of the fax partner)  
(see page 11 for diagram)

### Enter the department name

confirm with START

Make your selection for department code  
(use master code when first entered)

confirm with START

Make your selection for further departments (2 - 50)

-or-

Press STOP, return to standby mode



# Advanced settings



## Modify or delete a department





Can only be accessed via master code.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

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

   
START

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

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



3 / 1 / 0 8

DEPT CODE ENTRY  
1.YES  
2.NO

1

DEPT CODE ENTRY  
DEPT NUMBER=(1-40) ■

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



   
START

DEPT CODE ENTRY  
ALREADY ASSIGNED  
DEPT NBR= xx  
Fanny Bones

after 2 seconds

DEPT CODE ENTRY  
1.CANCEL  
2.MODIFY  
3.RETAIN

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

   
STOP

Standby mode

Enter master code (!)

confirm with START

Start the menu

The first 4 menu items are displayed.

Select a menu item


Make your selection for the department code (this menu is available only if the master code is entered)

Select a menu item

Make your selection for required department

Enter the department number

confirm with START

Make your selection  
 Department 1 cannot be cancelled as it is permanently linked to the master code.

Select a menu item

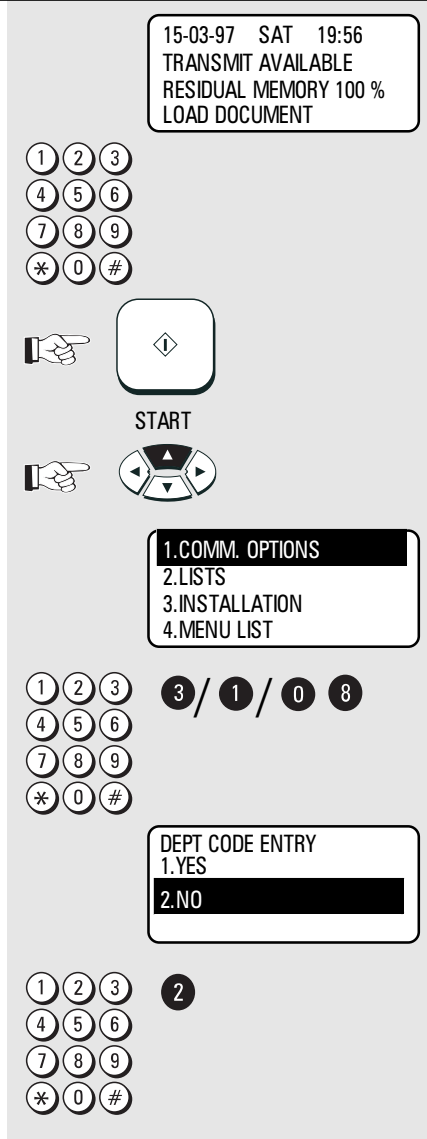
Proceed as indicated in the menu

Press STOP, return to standby mode

# Advanced settings

## Disable department code

If the department code is disabled, the previously entered departments **cannot** be accessed by entering the master code again.



Standby mode


Enter master code

confirm with START

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection  
 for the department code  
(this menu can only be  
accessed by entering the mas-  
ter code)

Select a menu item

The fax machine is permanently enabled

# Advanced settings

## Cover sheet

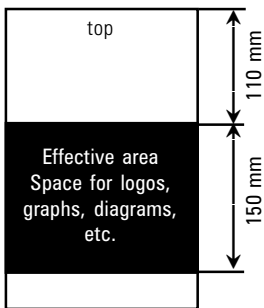
The cover sheet is a form which is placed at the head of your fax transmission. It is a tool to enable the operator to classify an incoming fax more easily.

You are able to choose between a "normal" cover sheet which sets out the information in text form and a "personal" cover sheet.

With the personal cover sheet, you can add a diagram to the "normal" information. This diagram is scanned into the machine in the same way as a document and is retained in memory as the cover sheet diagram.

The following diagram illustrates the relevant area of the document which is subsequently displaced on the cover sheet. All white areas are omitted.

Cover sheet:



Please refer to [page 50](#) for details of how to send the cover sheet.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

3

/

1

/

1

0

COVER SHEET  
1.ON  
2.OFF

1

WITH DOCUMENT ?  
1.ON  
2.OFF

1

COVER SHEET  
LOAD DOCUMENT

START

Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection for cover sheet function

1. Cover sheet is activated
2. Cover sheet is cancelled

### Select a menu item

Make your selection for cover sheet character

1. Cover sheet with diagram and text
2. Cover sheet only with text (Example: cover sheet with diagram)

### Select a menu item

### Insert required cover sheet document

### confirm with START

The document is saved as the cover sheet diagram

# Advanced settings

## Retain jobs

If a job cannot be transmitted because for instance the partner fax is busy, your fax machine attempts to redial the number at regular intervals of approx. 2 minutes\*. After the XXth\* redialling, the job will be automatically deleted from the stack and a transmission report (see page 83) will be printed out. To prevent the deletion of such a job use this procedure. Each job will then be available for a certain time (1-24hours). If this job can not be successfully sent during this period it will be deleted automatically from the memory. Every time you retain a job in memory your fax prints out a transmission report (see page 83) to inform you how long this job will be retained in memory. To send retained jobs see page 54.

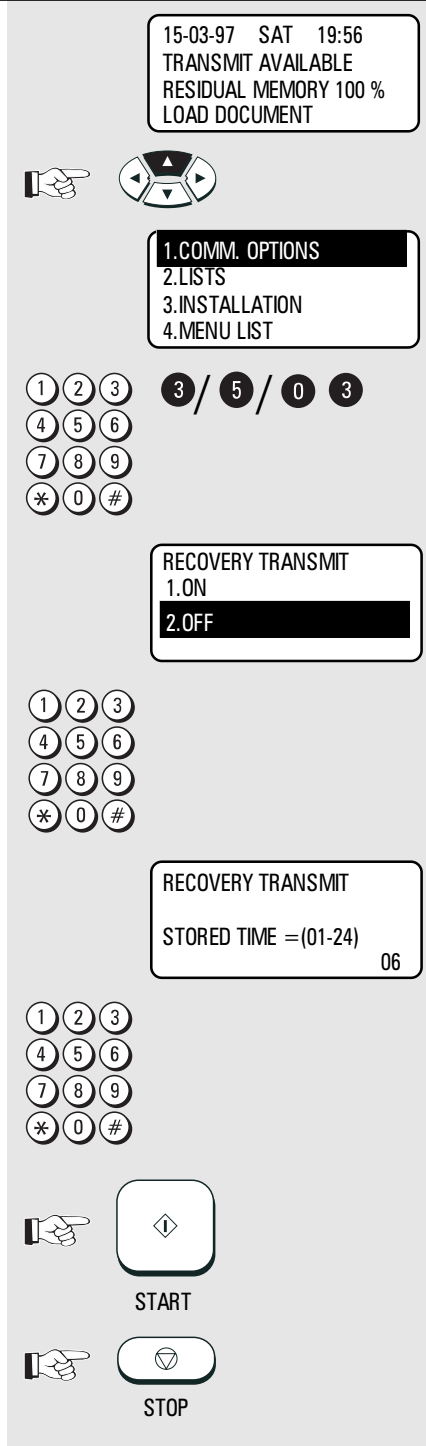
\*) Depending on setting (see page 92)



If too many documents are retained in memory, the fax memory will become full since every retained job requires memory.



If you find that the memory is frequently too small, ask your dealer for a memory expansion!



Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection for retain job

### Select a menu item

Make your selection for retaining time (preset retaining time is displayed)

### Input retaining time -and/or-

confirm with START

Press STOP, return to standby mode

# Advanced settings

## Query job status

The two status lamps LINE 1 and LINE 2 indicate whether your fax machine is active at any particular time. If you require more precise information concerning this activity, you can query the current status of the machine. This status query also enables you to cancel the current job.

The status display is made up as follows:

Line 1	LINE 1 TRANSMIT P 001	Indication of line (line 1, 2) Indication of activity (transmission, reception, polling, etc.) Indication of current number of pages (P xxx)
Line 2	FILE NBR= 123	Indication of job number
Line 3	EC 14400 BPS	Indication of transmission type (ECM, G3, High Speed) Indication of transmission speed (14400 BPS etc)
Line 4	+44 2131 123456	Indication of the ID of your partner fax

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 77 %  
LOAD DOCUMENT

Standby mode

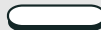


LINE 1  
LINE 2

The LINE lamp lights up and indicates activity on the line



JOB STATUS



Press the JOB STATUS key

The current status is displayed

LINE-1 TRANSMIT P001  
FILE NBR = 123  
EC 14400 BPS  
+44-2131-123456

If the second line is also active (optional)



JOB STATUS



Press the JOB STATUS key (again)

The current status of the second line is displayed

LINE-2 TRANSMIT P001  
FILE NBR = 123  
EC 14400 BPS  
+44-2131-123456

Do you wish to cancel the current status?

LINE-1 TRANSMIT P001  
FILE NBR = 123  
EC 14400 BPS  
+44-2131-123456

### Cancel current status

The current status is displayed



JOB CANCEL



Press the JOB CANCEL key

Confirmation prompt

CANCEL ?  
FILE NBR = 123  
1.YES  
2.NO

confirm with START



START

The current job is interrupted and the job is cancelled

# Advanced settings

## Line 2 mode (option)

If the second line (option) is installed in your fax machine, you can use a different configuration for this second line:

setting:	Effect:	Practical information:
TX/RX	The second line has the same priority as line 1.	The second line is also used as a transmission line by the fax machine. If you have a large number of fax documents to transmit (e.g. in the event of extensive broadcasts) and if you need to transmit these fax documents as quickly as possible, then you should select this setting.
RECEPTION ONLY	The second line is used exclusively as the receiving line.	If your fax machine should be reachable at all times, you can reserve the second line exclusively for receiving fax documents. In this case, documents are transmitted only via line 1.
TIMER	During a user-definable period, the second line can be restricted to be a pure reception line.	This setting is a combination mode for the second line. Outside the defined period, the second line has the same priority as line 1 (see first setting). Within the defined period, it is used exclusively used for receiving documents (see second setting).



Use the fax function "TEL LINE SELECT" to temporarily circumvent these settings.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

3 / 1 / 1 1

LINE-2 MODE  
1.TX/RX  
2.RECEPTION ONLY  
3.TIMER

RECEPTION ONLY  
TIME PERIOD =  
00:00 - 00:00

START

STOP

Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection for line 2 mode

(Example: TIMER)

Select a menu item

Make your selection for period "only receiving line"

Enter the new period confirm with START

Press STOP, return to standby mode

# Advanced settings

## Basic setting, document length

In the basic setting of your fax machine, the document length is limited to one meter. If the document is longer than one meter, the machine displays the error message "document jam" after one meter is exceeded, and the transmitted is interrupted. You are able to disable this restriction to prevent this from happening.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

3 / 2 / 0 1

DOCUMENT LENGTH  
1.1m  
2.UNLIMITED

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

STOP

Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Display the basic setting

Select a menu item

Press STOP, return to standby mode

## Basic setting, transmission memory

The transmission memory is activated in the basic setting of your fax machine. This enables transmission jobs to be stacked as jobs in this memory (see [page 33](#)). If you disable the transmission memory, the document is retained in the document feed until the transmission procedure is completed.

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT

1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST

3 / 3 / 0 2

SET MEMORY TX  
1.ON  
2.OFF

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

STOP

Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Display the basic setting

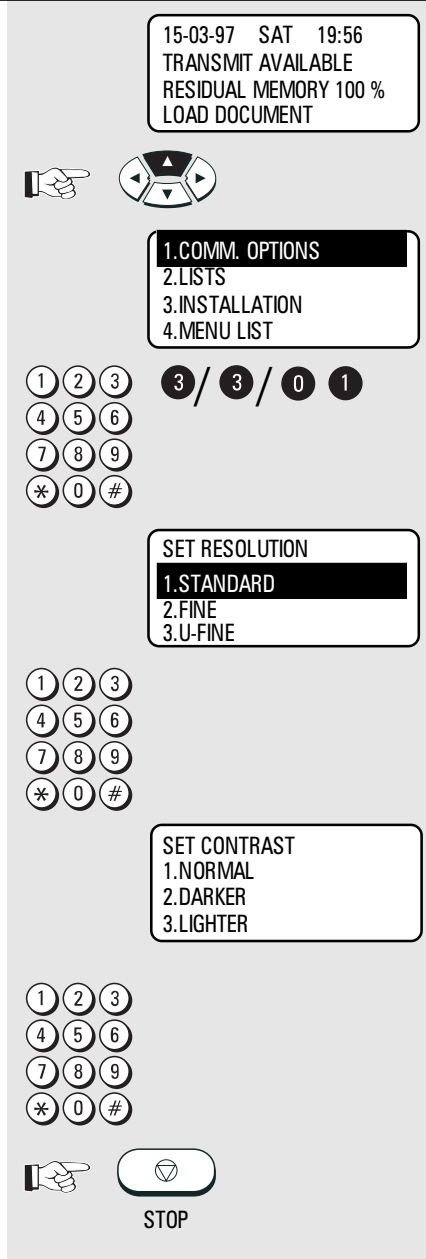
Select a menu item

Press STOP, return to standby mode

# Advanced settings

## Basic setting, resolution and contrast

The basic setting of contrast and resolution can be changed. Please read [pages 44 et seq.](#) for information concerning contrast and resolution.



Standby mode

### Start the menu

The first 4 menu items are displayed.

Select a menu item

Display the basic setting for resolution

Select a menu item

Display the basic setting for contrast

Select a menu item

Press STOP, return to standby mode



# Advanced settings

## Basic setting, ECM (error correction mode)

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, you can completely deactivate the ECM facility.

The diagram shows the control panel of a fax machine. At the top, a display shows: 15-03-97 SAT 19:56, TRANSMIT AVAILABLE, RESIDUAL MEMORY 100 %, and LOAD DOCUMENT. Below the display is a hand icon pointing to a navigation pad with four arrows. A menu box displays: 1.COMM. OPTIONS, 2.LISTS, 3.INSTALLATION, 4.MENU LIST. Below this is a numeric keypad with buttons 1-9, \*, 0, and #. A second menu box displays: SET ECM, 1.ON, 2.OFF. Below this is another numeric keypad. At the bottom, a hand icon points to a button with a diamond symbol and the word STOP below it.

Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Display the basic setting

Select a menu item

Press STOP, return to standby mode

## Basic setting, protected transmission

The transmission of documents is restricted. You are now able to transmit documents only to fax machines whose code has been stored as a fax number in your alphabet dial memory. You can thus transmit your documents only to certain partners.



Any changes to this basic setting have far-reaching consequences!

The diagram shows the control panel of a fax machine. At the top, a display shows: 15-03-97 SAT 19:56, TRANSMIT AVAILABLE, RESIDUAL MEMORY 100 %, and LOAD DOCUMENT. Below the display is a hand icon pointing to a navigation pad with four arrows. A menu box displays: 1.COMM. OPTIONS, 2.LISTS, 3.INSTALLATION, 4.MENU LIST. Below this is a numeric keypad with buttons 1-9, \*, 0, and #. A second menu box displays: SET SECURITY TX, 1.ON, 2.OFF. Below this is another numeric keypad. At the bottom, a hand icon points to a button with a diamond symbol and the word STOP below it.

Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Display the basic setting

Select a menu item

Press STOP, return to standby mode

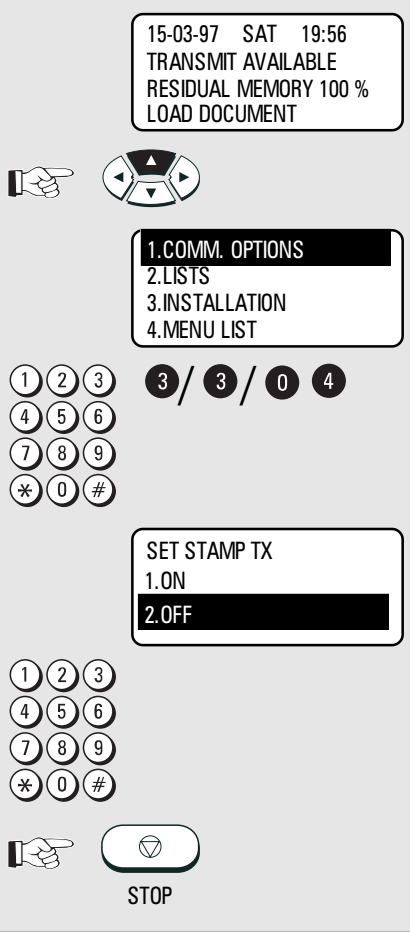
# Advanced settings

## Basic setting, TX stamp (option)

Each document that has been successfully sent can be marked with a stamp. Ask your TOSHIBA dealer for a stamp.



The TX stamp is only used as transmission confirmation if you have set transmission without memory (see [page 36](#)).



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

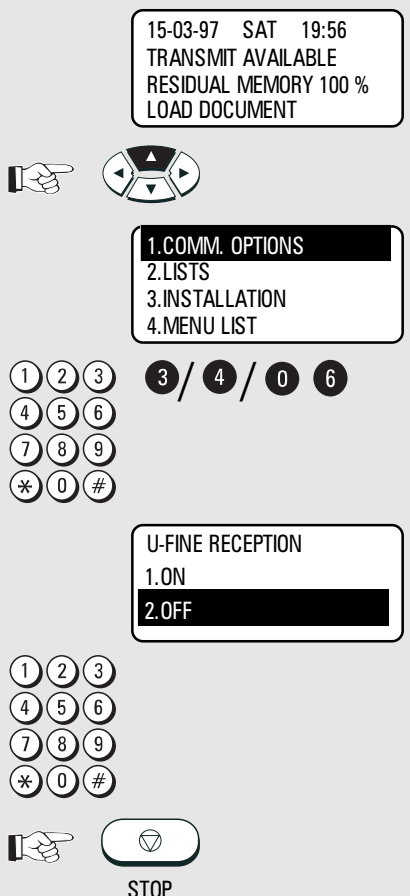
Display the basic setting

Select a menu item

Press STOP, return to standby mode

## Basic setting, superfine reception (only TF 861)

With this facility, you are able to decide whether your fax machine is also able to use superfine resolution for receiving documents. The superfine resolution places a certain amount of strain on the receiving memory. Under unfavourable conditions, a document might not be received completely with this resolution if memory capacity is exhausted. For this reason, it is recommended that this function be used only if a memory expansion has been installed (see [page 9](#)).



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Display the basic setting

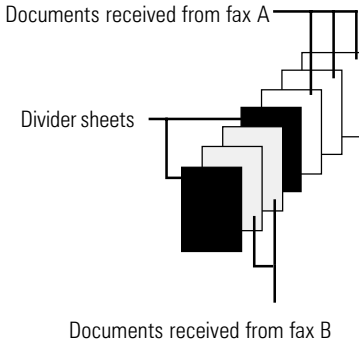
Select a menu item

Press STOP, return to standby mode

# Advanced settings

## Divider sheet

A divider sheet is automatically added after every transmission in order to enable the individual fax documents received to be distinguished more easily.

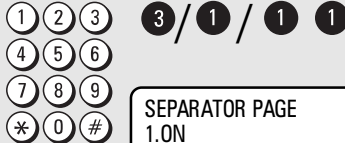


### Basic equipment

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT



1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST



SEPARATOR PAGE  
1.ON  
2.OFF



STOP

Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection for divider sheet

### Select a menu item

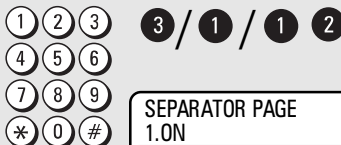
Press STOP, return to standby mode

### with 2<sup>nd</sup> line

15-03-97 SAT 19:56  
TRANSMIT AVAILABLE  
RESIDUAL MEMORY 100 %  
LOAD DOCUMENT



1.COMM. OPTIONS  
2.LISTS  
3.INSTALLATION  
4.MENU LIST



SEPARATOR PAGE  
1.ON  
2.OFF



STOP

Standby mode

### Start the menu

The first 4 menu items are displayed.

### Select a menu item

Make your selection for divider sheet

### Select a menu item

Press STOP, return to standby mode

## Additional paper cassettes (optional)

If the 250 sheet paper cassette is not adequate, you are able to install up to two additional paper cassettes (each holding 250 sheets). Please contact your TOSHIBA dealer for details.

# Possible problems

## Diagnosis programs

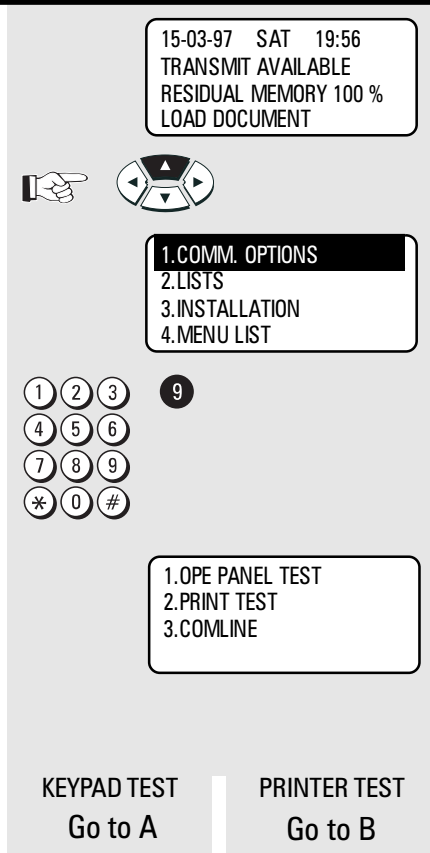
You can use a diagnosis routine to check the key panel and the print unit of your fax machine. The following criteria can be tested:

### Key panel:

- All LEDs are activated so that they flash at regular intervals.
- All segments of the display are activated so that they change from bright to dark at regular intervals.
- The slide register of the display is checked.
- The functioning of all keys can be checked interactively.

### Print unit:

- Contrast ratios from white to black areas.
- Density of printout.
- Resolution of laser unit.
- Evenness of printout.
- Geometry of printout.
- Toner consumption test (constant printouts)



Standby mode

### Start the menu

The first 4 menu items are displayed.

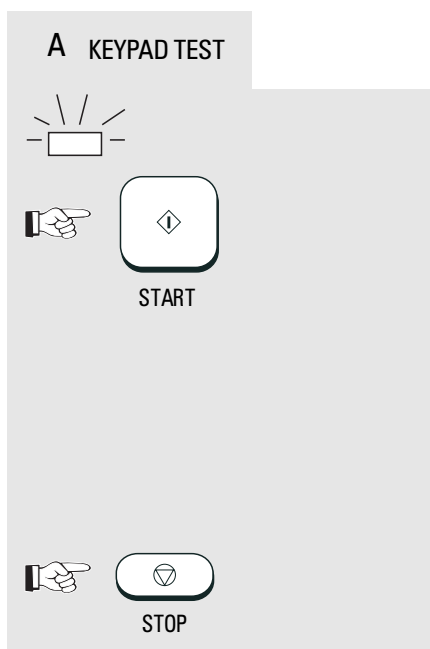
### Select a menu item

Make your selection for

1. Key panel test
2. Print unit test
3. Comline activation

### Select a menu item

Continue under A,B



### Key panel test

All lamps flash, all segments of the display are activated at regular intervals.

### confirm with START

The slide register on the display is tested by a black bar which moves from top left to bottom right. The bar must appear in every segment of the display and must not stop anywhere. Press any key, apart from STOP key. The designation of the key which has been pressed is displayed. The function of each key can be tested individually in this way.

Press STOP, return to standby mode

# Possible problems

## B PRINTER TEST

PRINT TEST  
1.PATTERN 1  
2.PATTERN 2



### Print unit test

Data entry prompt for type of printer test  
1. Test image  
2. Endurance test

### Select a menu item

Document printed out



The endurance test **cannot** be terminated with the keypad. This test is terminated only when the paper cassette is empty!

Press STOP, return to standby mode

## Error messages in the display

Your fax machine indicates operating errors or does not carry out a function in accordance with your requirements. Before you contact customer service, consider a moment and identify the error message in the following list. You will probably then be able to remedy the fault yourself.

### General procedure to be followed for error messages in the display

1. Analyse error message.
2. Rectify cause of error.
3. Press STOP key to cancel error message in display.
4. If necessary, switch off fax machine for 10 seconds and press STOP key again.



**All error messages are retained in the display until they are acknowledged with the STOP key. If this error message does not disappear, the cause of the error has still not been rectified.**

### Display

### Cause

### How to correct

BROKEN REGISTRATION  
PRESS [STOP]  
CONFIRM DIAL LIST

Alphabet memory and internal settings have been lost due to a lengthy power failure

Press the STOP key. If the error message does not disappear, activate the installation procedure (see [page 10](#)) and confirm all settings.

POWER FAILURE

Contents of the image memory have been lost following a power failure.

The mains error report (see [page 88](#)) is printed out in order to provide you with a list of lost criteria.

TX COVER OPEN

The cover on which the keypad is located has not snapped into position.

Allow this cover to snap carefully into position.

RX COVER OPEN

The upper part of your fax machine housing has not snapped into position.

Close the housing cover carefully.

MEMORY FULL

The transmission / reception memory is full.

Send your document(s) with a lower resolution, or send them using the direct mode (see [page 36](#)). If this error persists, please contact your dealer for a memory expansion.

DOCUMENT JAM

Documents have jammed in the document feeder.

Follow the instructions on [page 115](#) to rectify the document jam.

# Possible problems

Display	Cause	How to correct
UPPER PAPER EMPTY	(Only in conjunction with additional paper cassettes) No more paper in the upper cassette.	Load new recording paper (see <a href="#">page 8</a> ).
MIDDLE PAPER EMPTY	(Only in conjunction with additional paper cassettes) No more paper in the middle cassette.	Load new recording paper (see <a href="#">page 8</a> ).
LOWER PAPER EMPTY	(Only in conjunction with additional paper cassettes) No more paper in the bottom cassette.	Load new recording paper (see <a href="#">page 8</a> ).
PAPER EMPTY	The recording paper is empty	Load new recording paper (see <a href="#">page 8</a> ).
TONER LOW	The toner is almost out. Only enough toner for approx. 100 more copies.	Install a new cartridge (see <a href="#">page 6</a> ).
TONER EMPTY	There is not enough toner for printing.	Install a new cartridge (see <a href="#">page 6</a> ).
DRUM LIFE WARNING	The printer unit is almost spent. About 100 sheets can be printed after this is displayed.	Please contact your TOSHIBA dealer for ordering a new printer unit.
REPLACE DRUM	The printer unit is spent.	Replace the process unit (see <a href="#">page 5</a> ).
CONFIRM PROCESS-UNIT	The printer unit is missing or has not been installed correctly.	Install the process unit correctly. Betätigen Sie die Verriegelung.
PRINTER DISORDER	Indicates a fault in the printer unit.	Contact your TOSHIBA dealer and notify him of the code in the display message.
LOAD DOCUMENT	No document	The action requires a document.
COMMUNICATION ERROR	A transmission error occurs while a document is being transmitted.	Consult the transmission report (see <a href="#">page 82</a> ) and try to establish the cause of the error with the following pages.
SORRY NOT POSSIBLE	Selected function not possible at present.	Read the operating instructions for any restrictions concerning your selected action.
LINE BUSY	Other party was busy.	Test the connection using the listening-in option (see <a href="#">page 42</a> ). Have you pressed "*" on the extension for obtaining an outside line (see <a href="#">page 15</a> )?
PAGE# MISMATCH	Page counter and actual documents are different (see <a href="#">page 47</a> ).	Ask the other party to identify which page has not been transmitted.
POLLING ERROR	A polling attempt has been made, and resulted in an error.	Polling was not reserved, or the password was incorrect, or polling protection did not meet the specified criteria (see <a href="#">page 58</a> ).
NOT ALLOWED NOW	You have tried to start a function which is blocked.	Wait until the current action of the fax machine has been terminated.
NOTIFY THE SERVICEMAN		Please contact your TOSHIBA dealer.

# Possible problems

## Error codes in journal

Code	Cause	How to correct
	If "TRANSMISSION ERROR" appears in the display of your fax machine, the error code describes the specific error. The same code is shown also in the journal and transmission report.	
10	No recording paper	Put more paper in the paper cassette.
11	Paper jam	Remove the jammed paper (see <a href="#">page 115/116</a> ).
12	Documents have jammed in the document feed.	Remove the document jam as described on <a href="#">page 115</a> .
13	Open the upper covers	Allow these covers to snap carefully into position.
14	Toner empty	Replace the toner. (see <a href="#">page 88</a> )
20	Power failure	A power failure has occurred.
21/E0/E6	Printer fault/Pix-Mem error	Try to remedy the printer fault yourself, otherwise contact the customer service of your TOSHIBA dealer.
22	Memory error	If this error occurs frequently, please notify the customer service of your TOSHIBA dealer.
23	Internal fault	If this error occurs frequently, please notify the customer service of your TOSHIBA dealer.
30	Transmission interrupted by the transmitter/receiver.	Start the transmission process again or request your fax partner to repeat the transmission process.
32	Page error	A specific number of pages has been set, but a different number of pages has been sent (see <a href="#">page 47</a> ).
33	Polling error	Polling was not reserved, or the password was incorrect, or polling protection did not meet the specified criteria (see <a href="#">page 58</a> ).
42	Memory overflow	Use a lower resolution for your documents or send these documents in the direct mode (see <a href="#">page 36</a> ). If this error occurs frequently, please contact your dealer for a memory extension.
50	Line busy	Test the connection using the listening-in option (see <a href="#">page 42</a> ). Have you pressed "*" on the extension for obtaining an outside line (see <a href="#">page 15</a> )?

# Possible problems

Code	Cause	How to correct
53	Wrong codeword	A document has been retrieved with the wrong codeword (see <a href="#">page 58</a> ).
80/B0/D0	Communication error	Bad line. The document has probably not been transmitted. You should transmit your document again to be safe.
81/B1/B9	Compatibility error	A function which is not a TOSHIBA feature or an ITU-T standard feature is used during a transmission procedure.
82	Training error	Bad line. Before the documents are transmitted, the fax machines check the line quality with test signals. If this error occurs, the document is not transmitted.
83/84/85/C1/C2	Image error	No images were transmitted after handshaking between the fax machines. If this error occurs, the document is not transmitted.
86/D2	Line error	Various lines have not been detected during the transmission procedure. Call the other party to establish whether the document is legible.
87	Image cannot be saved	Memory overflow on the other machine. Transmit your document again later.



# 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 7 must be switched on (see <a href="#">page 4</a>).</p> <p>Use acceptable documents only (see <a href="#">page 31</a>).</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 <a href="#">page 31</a>).</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 <a href="#">page 29</a>). If your copy is also difficult to read, clean the document reader.</p> <p>Make a copy on your fax machine (see <a href="#">page 29</a>) 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 <a href="#">page 44/45</a>). 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 <a href="#">page 70/75</a> ).
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 <a href="#">page 7</a>).</p> <p>Plug the connecting cable of your fax machine into the socket (see <a href="#">page 7</a>).</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 <a href="#">page 14</a>).</p> <p>Set the line types to EXTENSION (see <a href="#">page 15</a>).</p> <p>Plug the connecting cable of your fax machine into the socket (see <a href="#">page 7</a>).</p>

# Possible problems

## Receiving problems

Problem	Possible causes ...	... and solutions
<p>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.</p>		
<p>You press START to receive an document. But you receive nothing.</p>	<p>Your have an error displayed.</p> <p>The fax machine is not correctly connected.</p> <p>The display is blank.</p> <p>There is still a document in the feeder.</p> <p>Your fax machine is set in manual receiving mode and you replaced the handset before pressing START.</p> <p>The operator control panel is not closed.</p>	<p>If the display shows an error message, eliminate the fault and delete the display with STOP.</p> <p>Check the wiring. See <a href="#">page 7</a>.</p> <p>Check there is power to the machine. The machine must be switched on (see <a href="#">page 7</a>).</p> <p>Press SROP and remove the document.</p> <p>When receiving the next fax, be sure to replace the handset only after you have pressed START.</p> <p>Close the cover. Both sides of the cover must be firmly locked in place.</p>
<p>Your recording paper is not fed out.</p>	<p>The recording paper in your machine is jammed.</p>	<p>Remove the jammed paper (see <a href="#">page 116</a>).</p>
<p>The document received is difficult to read.</p>	<p>Document quality is poor.</p> <p>The telephone connection is poor.</p>	<p>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.</p> <p>Ask the sender to transmit the document again (see <a href="#">page 31</a>).</p>
<p>You receive a completely blank document.</p>	<p>The sender made a mistake when loading the document.</p>	<p>Check whether the sender loaded in the correct manner.</p>
<p>The document received is partially printed.</p>	<p>The operator control panel of your fax machine is not closed properly on both sides.</p>	<p>Close the cover. Both sides of the cover must be firmly locked in place.</p>
<p>You can send fax messages without any problem, although you cannot receive any.</p>	<p>Receiving protection is activated.</p>	<p>Switch off receiving protection (see <a href="#">page 28</a>).</p>

# Possible problems

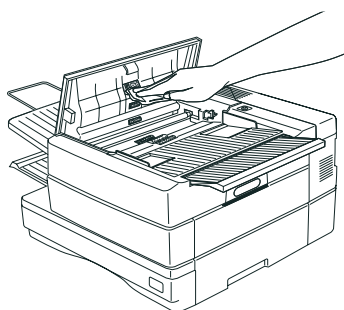
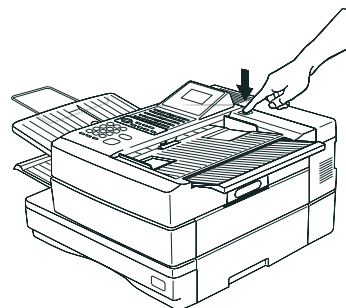
## Cleaning document scanner

Never use abrasive materials to clean your fax machine - they could cause damage. If documents transmitted are difficult to read, the document scanner must be cleaned. You can easily tell when: Make a test copy of the document on your fax machine and compare the copy with the original.

**Before you open**  
the operator control panel as shown ...  
... print out any data which may be stored.



Then switch off your fax machine.



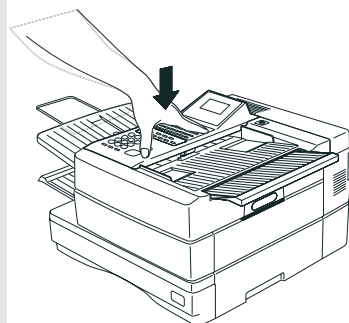
**Using a soft cloth,**  
wipe the movable white roller and the glass  
pane underneath.



If these parts are very dirty, you can  
also use a slightly moist cloth and  
then wipe off with a dry cloth.

**Before closing**  
the operator control panel, return the white  
roller to its former position.

Switch your fax machine on again.



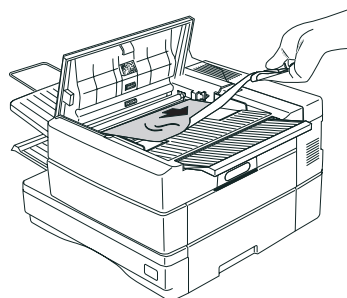
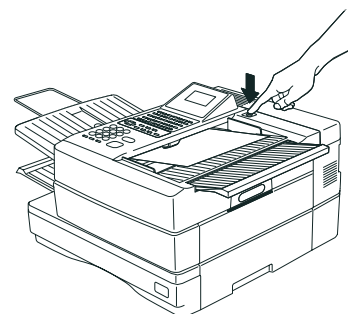
## Document jam

### How to clear a document jam

Press the release button  
to open the control panel cover.



Keep the power ON.



### The jammed document

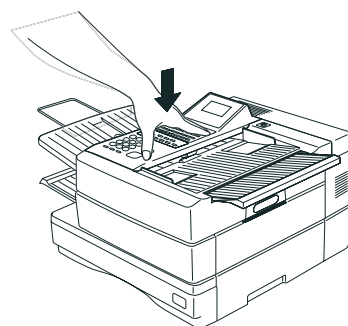
can be carefully removed.



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.

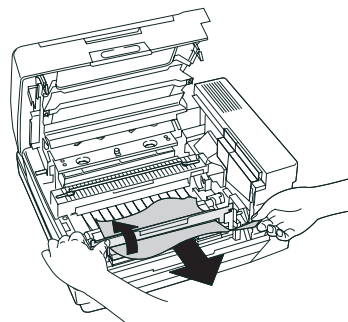


# Possible problems

## How to clear a recording paper jam

### After opening

the upper cover and side cover of the housing, you will see the possible locations where the paper may be jammed: Remove the paper from here without applying force...

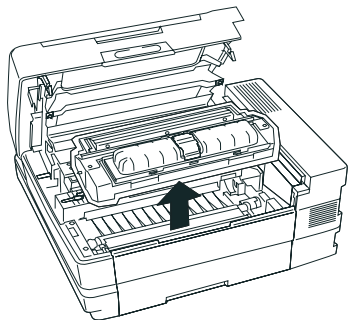


... or from underneath the process unit.

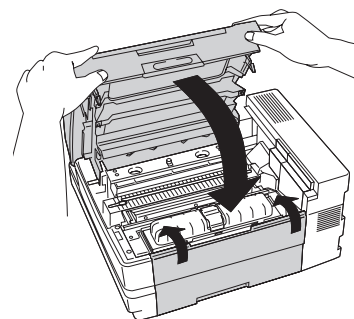
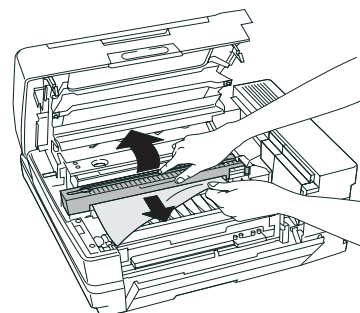


Do not touch any parts inside the machine other than those described here. The heater cover may be very hot - even when the machine is switched off. When paper is jammed, never open the recording paper cassette.

If necessary, pull up the fixer unit and carefully pull out the jammed paper.

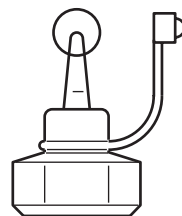


After you have replaced the process unit, close the covers by pressing down lightly until they lock into place. Now delete the error message by pressing STOP.

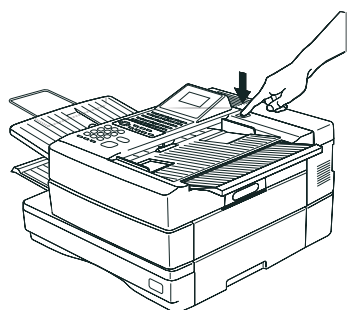


## Filling the stamp ink

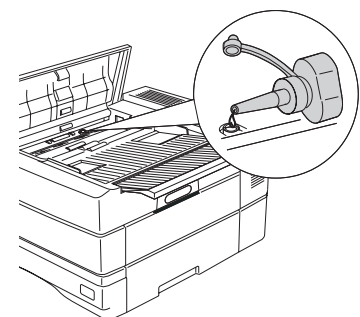
When the density of the stamp mark lowers, fill the ink.



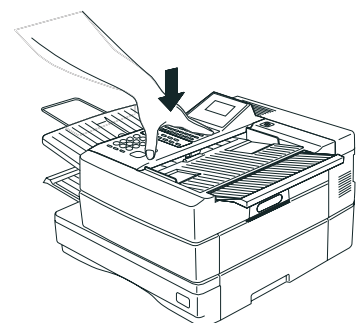
Open panel by pressing release button.



Apply one or two drops of the stamp ink.



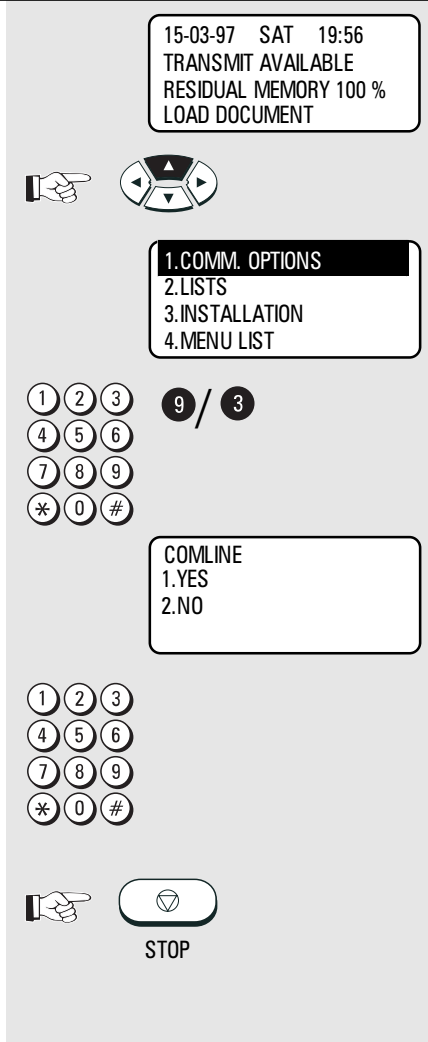
Close the operator panel.



# 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.



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection to enable COMLINE

Select a menu item

Press STOP, return to standby mode

## Connection to PABX

If your fax machine is connected to a PABX, additional sources of errors are possible. In the event of any problems, you should work through the following items and compare them against the current installation of your fax machine. Where necessary consult the person who installed your PABX.

- Does the PABX have public line capability?
- Does the PABX have DDI capability?
- Have you entered the „\*“ key before the actual fax number?
- How is the public line obtained (earth key, flash, number)?
- What dialling method is used (pulse-dialling, DTMF dialling)?

# 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 831/861 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  $\text{CE}$  mark in compliance with EN 50 082-1, EN 55 022/B and EN 60 950

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