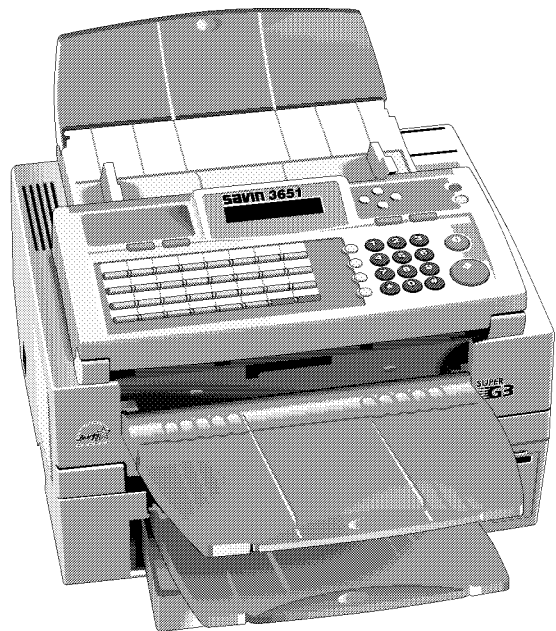


# SAVIN®

*Facsimile*  
**3651**

## Operating Instructions



For good copy quality, we recommend that you use genuine Savin toner.

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

## Optional Equipment

### ❖ **HANDSET TYPE 100( Telephone Handset )**

This permits voice communication (over the PSTN).

### ❖ **PAPER FEED UNIT TYPE 180( Second Cassette )**

A second paper feed unit can be added to the base machine.

### ❖ **BYPASS FEEDER TYPE 180( Multi-purpose Feeder )**

A third paper feed unit can be added to the base machine.

### ❖ **FAX EXPANSION CARD TYPE 10**

A 1-Mbyte memory card can be added.

### ❖ **FAX EXPANSION CARD TYPE 20**

A 1-Mbyte memory card can be added.

### ❖ **PC INTERFACE KIT TYPE 180**

This allows you to use the machine as a PC-Printer or PC-Scanner for an IBM or compatible personal computer. Viewing and editing various fax settings from your PC can be also available.

## USA

### ❖ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact your nearest authorized SAVIN dealer or branch for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

### ❖ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

## CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

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

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

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

# Notice

---

## **CAUTION:**

---

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

Direct (or indirect reflected eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

## **Note**

- Some illustrations may be slightly different from your machine.
- Certain options may not be available in some countries. For details, please contact your local dealer.

---

## **Notice about the Telephone Consumer Protection Act (Valid in USA only).**

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

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## Note to users in the United States of America

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 **Notice:**

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

- Reorient or relocate the receiving antenna.
  - Increase the separation between the equipment and receiver.
  - Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
  - Consult the dealer or an experienced radio /TV technician for help.
- .....

.....

 **Warning**







Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

.....

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## Examples Of Indications

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	Symbols  mean a situation that requires you take care.
	Symbols  mean "Hot surface".
	Symbols  mean "Do not touch".

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## Important Safety Instructions

All Safety messages in the main text of this manual are labeled WARNING or CAUTION. These mean the following:

**WARNING:** Important information to alert you to a situation that might cause serious injury and damage to your property if instructions are not followed properly.

**CAUTION:** Important information that tells how to prevent damage to your equipment or how to avoid a situation that might cause minor injury.

In addition to the warnings and cautions included in the text of this manual, please read and observe the following safety instructions.

- ① Read all of these instructions.
- ② Save these instructions for later use.
- ③ Follow all warnings and cautions marked on the product.
- ④ Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- ⑤ Do not use this product near water, for example, near bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- ⑥ Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- ⑦ Do not use a telephone in the vicinity of a gas leak to report the leak.
- ⑧ Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
- ⑨ Slots and opening in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
- ⑩ This product should be operated from the type of power source indicated on the marking label. Using a different power source may result in injury or accident. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
- ⑪ This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug. (This does not apply in countries in which the 2-wire, non-grounded type of plug is used.)

- ⑫ Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
- ⑬ If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
- ⑭ Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- ⑮ Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks.  
Refer all servicing to qualified service personnel.
- ⑯ Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight.
- ⑰ Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to open flame. Dispose of the used toner containers according to local regulations for plastics.
- ⑱ Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - When the power cord or plug is damaged or frayed.
  - If liquid has been spilled into the product.
  - If the product has been exposed to rain or water.
  - If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - If the product has been dropped or the cabinet has been damaged.
  - If the product exhibits a distinct change in performance, indicating a need for service.



# When to Call Your Service Representative

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

Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

- ① When the power cord or plug is damaged or frayed.
- ② If liquid has been spilled into the product.
- ③ If the product has been exposed to rain or water.
- ④ If the product does not operate normally when the operator's manual are followed. Adjust only those controls that are covered by the operator's manual since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- ⑤ If the product has been dropped or the cabinet has been damaged.
- ⑥ If the product exhibits a distinct change in performance, indicating a need for service.
- ⑦ If smoke is coming out, there is a strange smell or anything looks unusual.
- ⑧ Do not use reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.
- ⑨ After you move the machine, fix it with the caster fixture. Otherwise the machine might move or come down to cause a personal injury.
- ⑩ When removing misfed paper, do not touch the fusing section because could be very hot.

# Power And Grounding

## Power Supply

- ① Power requirements: 115 V, 60 Hz
- ② Insert the power plug securely into the wall socket.
- ③ Make sure that the wall outlet is near the machine and readily accessible.
- ④ Do not connect other equipment to the same socket.
- ⑤ Do not step on or set anything on the power cord.
- ⑥ Do not connect other equipment to the same extension cord.
- ⑦ Be sure that the power cord is not in a position where it would trip someone.
- ⑧ The wall outlet must be easily accessible.
- ⑨ Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause and electric shock or fire.
- ⑩ Do not plug or unplug the power cord with wet hands or an electric shock might occur.
- ⑪ When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.
- ⑫ When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.

## Grounding

Ground the machine and the lightning protection circuit in accordance with regulations. Do not ground to gas or water pipes, or to a telephone ground plug. Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

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

# Other Important Informations

## General

- ① Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- ② Do not make modifications or replacements other than those mentioned in this manual.
- ③ When not using the machine for a long period, disconnect the power cord.
- ④ Keep the machine away from humidity and dust. A fire or an electric shock might occur.
- ⑤ Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.
- ⑥ This machine has been tested for safety using this supplier's parts and consumable. We recommend you only use these specified supplies.
- ⑦ Ventilate the room around every half an hour during a long copy run or while printing a long message.

### Ozone

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

## Cold Weather Power-up

Avoid raising the room temperature abruptly when it is below 57°F, or condensation may form inside the machine.

- ① Raise the room temperature to 68°F at less than 18°F per hour.
- ② Wait for 30 to 60 minutes.
- ③ Turn the power on.
- ④ Do not use the machine near a humidifier.

## Thunderstorms

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

## Operating Precautions

- While the machine is in operation, do not turn off the main switch or unplug the power cord.
- Keep corrosive liquids, such as acid, off the machine.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- The fusing unit may be very hot. Be careful when handling it.

---

## Copy Paper

---

- 16 to 24 lb. copy paper is recommended.
- Do not use damp paper, or copies will be defective.
- Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- Keep paper in a vinyl bag if it will not be used for a long time.
- Store in a cool dry place.
- Store flat. Do not stand upright.
- The following materials cannot be used in the paper cassettes: Post cards, Tracing paper, OHP sheets, Adhesive labels
- Do not overload the paper trays.
- If Multi-sheet Feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.

step it accompanies. Other illustrations accompanying steps help you find the right key or handle, or show you how to perform the step.

**I** This is a step in a procedure.

THIS CORRESPONDS TO  
THE LCD DISPLAY.

---

## Symbols & Conventions Used In This Manual

---

❖ **Documents:**

A document is anything you put on the feed table of your machine whether you are faxing it or copying it.

❖ **Prints:**

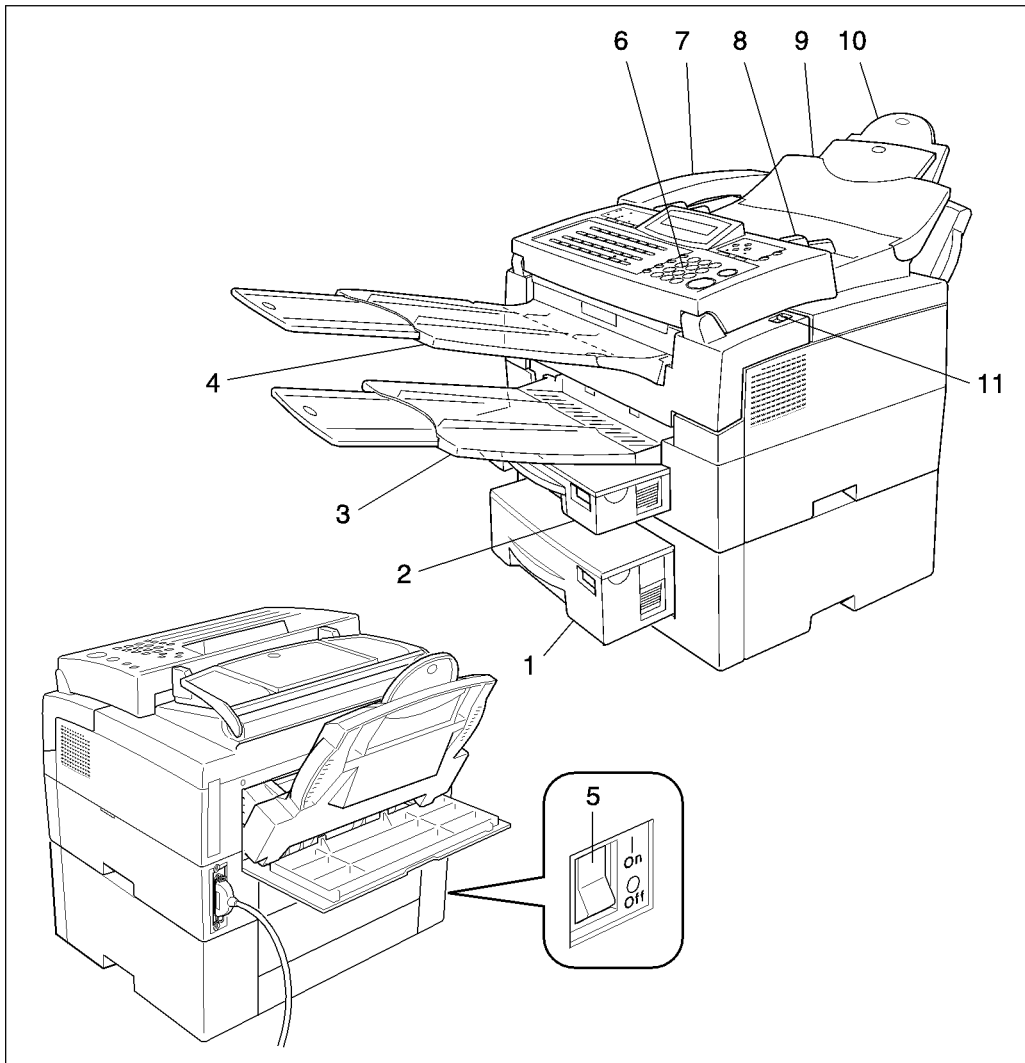
A print is anything that comes out of the machine: a fax message you received or a copy you made.

❖ **Procedures:**

Procedures are described step by step. Perform them in order. When you see a display, it always shows what comes after performing the

# 2. Machine Layout

## Part Names



TST11060N

### **1. Lower paper cassette**

The optional lower paper cassette holds more paper.

### **2. Main paper cassette**

The main paper cassette holds copy paper.

### **3. Print delivery tray**

Copies, incoming faxes, and prints generated using the Optional PC Interface kit are delivered here.

### **4. Document delivery tray**

Scanned documents are stacked on the Document delivery Tray.

## **5. Main switch**

The main switch turns your machine on and off.

## **6. Operation panel**

Key panel for operating the machine.

## **7. Optional Handset**

## **8. Document guide**

Match the document guide to the size of your original documents.

## **9. Document table**

Document table holds up to 30 sheets which are fed one at a time. Place your original documents here.

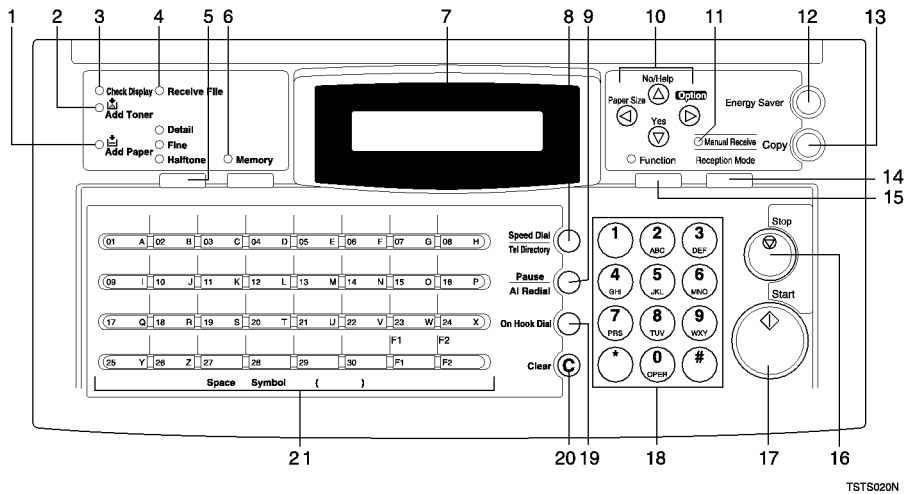
## **10. Multi-purpose Feeder**

Multi-purpose Feeder can be loaded with various kind of printable media.

## **11. Cover release button**

Pull this catch to release the top cover.

# Operation Panel



## 1. Add Paper indicator

Lights when a cassette is empty.

## 2. Add Toner indicator

Blinks when toner is about to run out and lights continuously when toner has run out.

## 3. Check Display indicator

The Check Display Indicator lights to tell you to read the display.

## 4. Receive File indicator

The Receive File indicator lights when an incoming message was received into memory. Blinks when confidential reception file is stored in the memory. ( see P.105 "If An Indicator Lights Up On The Operation Panel" ).

## 5. [Resolution] key.

The resolution / Halftone is indicated by these three indicators and can be changed by the resolution / Halftone.

## 6. Memory indicator

When the Memory indicator is on, then memory transmission is in effect, if it is off, immediate transmission is in effect. Switch between the two with the [Memory] key.

## 7. Control panel Display

The Liquid Crystal Display guides you through tasks and informs you of the state of the machine. Messages appear here. The display consists of two 20-character lines.

## 8. [Speed Dial/Tel Directory] key

Press the [Speed Dial/Tel Directory] key using Speed Dial or the Telephone Directory Feature.

## 9. [Pause/All Redial] key

The [Pause/All Redial] key inserts a pause when you are dialing or storing a fax number. Or, press the key to redial the last number dialed. (The redial feature doesn't work once you've started dialing a new number.)

## 10. Arrow keys

- ▼ [Yes] accept
- ▲ [No] reject / print help list
- ◀ scroll left
- ▶ scroll right

## 11. Manual Receive indicator.

Lights when the reception mode is Telephone.

## 12. **[Energy Saver]** key

Hold a few seconds this to start or end the energy saver mode.

## 13. **[Copy]** key

Press this to copy the document now in the feeder.

## 14. **[Reception Mode]** key

Press this to select the reception mode (Tel, Auto, or Fax).

## 15. **[Function]** key

Press the **[Function]** key and enter a two digit code to access functions 11 to 52. (For functions 61 to 95, enter 6, the access code on see P.131 "Access Code For Functions 61 To 95" and the function number.)

## 16. **[Stop]** key

Press the **[Stop]** key to stop a transmission or a document scanning, to stop a reception or to stop a long copy run. The machine will finish printing out the sheet being printed and then stop.

## 17. **[Start]** key

Press the **[Start]** key to start all tasks.

## 18. Ten key pad

Use the ten key pad (sometimes called the ten keys) to dial fax numbers, to enter the numbers of copies, etc.

## 19. **[On Hook Dial]** key

Press the **[On Hook Dial]** key to dial a phone call from the keypad without having to lift the phone or handset off the hook (phone or handset option needed).

## 20. **[Clear]** key

Press the **[Clear]** key to erase the last character or digit entered, or use the left and right arrow keys to move the cursor and then press Clear to erase whatever is at the cursor.

## 21. **[Quick Dial]** keys / **[User Function]** keys.

There are 30 Quick Dial keys. Use them to store individual fax numbers (see P.25 "Storing & Editing Fax Numbers (Functions

31 & 32)”) or groups (see P.28 "Storing & Editing A Group Of Fax Numbers (Function 33)”). You can also use these keys to enter characters (see P.140 "Entering Characters”). In addition you can register Quick Dial 29 as the Dial Option key ( see P.31 "Programming The Dial Option Key”). You can also use Quick Dial 30 as a Group key (see P.29 "Programming The Group Key”). You can store combinations of settings that you use on a frequently basis in the two User Function keys ( F1,F2 ). When you press a User function key, it lights to show you that it is selected.



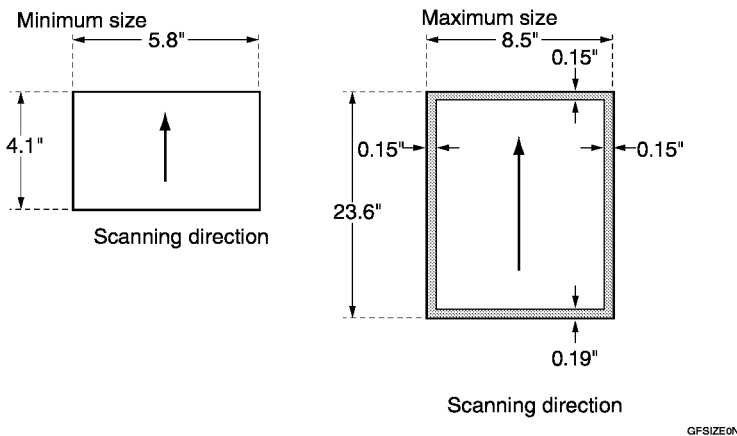
## Recommended Types Of Document

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

### Important

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

### ❖ Scanning area



The part shaded will not be scanned, because it is outside the maximum scanning width range.

---

## Correct Size For The Document Delivery Tray

---

- Thickness 0.05 to 0.2 mm ( 50 ~ 90 g / m<sup>2</sup>, 20 lb paper)
- Length and Width: See the above diagram.  
If the page is too short, put it inside a document carrier or enlarge it with a copier.  
If the page is too long, divide it into two or more sheets.

### Clearly Written

- Small faint characters may not be transmitted clearly.

### Uniform Page Size

- Do not use different sizes of document in the same transmission.

---


## Page Condition

---

Do not place damaged pages in the automatic document feeder.

- If your pages are curled or dog eared, flatten them.
- If your pages are stuck together, shuffle the stack.
- If your pages are folded, torn, or patched together, make copies.
- If your pages have binding files, trim the edges or make copies.

### Important

-   Do not place originals that contain the following materials in the document feeder ;
- Crayon
  - Paint
  - Charcoal, soft pencil
  - Glue
  - Thermal paper
  - Clips
  - OHP Sheets, vinyl-coat paper
  - Waxed paper
  - Carbon paper
  - Silicone oil

### Note

- Copies made with a copier that uses silicone oil may cause a misfeed. To avoid this, do not scan such copies until five or ten minutes after copying.

# Memory Transmission And Immediate Transmission

There are two ways to send a fax message.

- Immediate Transmission
- Memory Transmission

## Memory Transmission (Memory Indicator Lit)

Memory Transmission is convenient because:

- Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting too long).
- While your fax message is being sent, another user can operate the machine (people will not have to wait by the fax machine too long).
- You can send the same message to more than one place with the same operation.
- After you press the **[Start]** key, the machine doesn't dial until all the pages of your fax message have been stored in the memory.

### Note

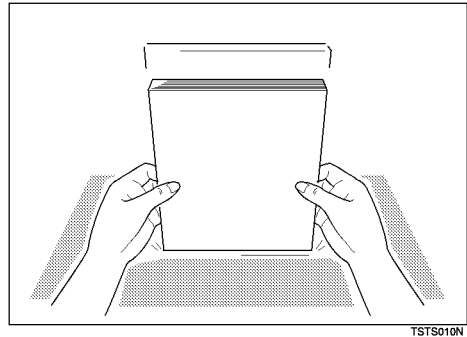
- If your document gets stuck while it is being processed, press the **[Stop]** key, and turn to P.107 "Clearing a Document Jam" for instructions on how to safely remove the original.

### 1 Make sure that the machine is in standby mode for faxing.

The display should look like this:

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

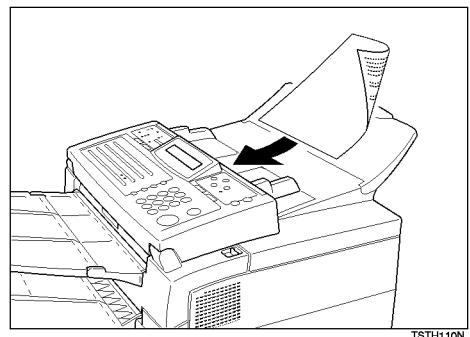
### 2 Fan your document stack (at most 30 pages: 20 lb) to make sure all pages are loose, then square it.



### Note

- All pages in your document must be one-sided and be of the same size.

### 3 Insert the document face - down into the feeder until the machine beeps. Then adjust the guides to match the width of the document.

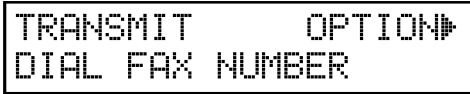


### Note

- You can dial before you set the document. Place the document

after you dial the number and go to step 7.

**4** The display will look like this:



**5** If the memory indicator is not lit, press the **[Memory]** key.

**6** Dial the number in one of the following ways.



Ten Key Pad	Quick Dial
Speed Dial	Group
<p>Example: Speed Dial 10</p>	<p>Example:</p> <p>Method *1 Quick Dial key 08.</p> <p>Method *2 Quick Dial key 30 and 1 on the ten key pad.</p>

\*1 In this example Group Dial is programmed in Quick Dial 08.

\*2 In this example Quick Dial key 30 is programmed as the Group key, and Group dial number 1 is programmed.

**Note**

- If you install the handset or an external telephone, you can send the message manually. Pick up the handset and dial.
- If you want to erase a digit of the phone number, press the

**[Clear]** key. If you want to erase the entire number, press the **[No]** key.

- The maximum destinations you can dial using the ten key pad is 49. However, this limitation is also subject to memory capacity.

**Reference**

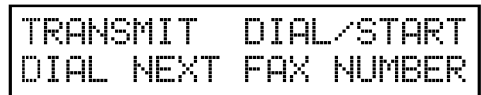
Programming Quick Dial: see P.25 "Storing & Editing Fax Numbers (Functions 31 & 32)".

Programming Speed Dial: see P.25 "Storing & Editing Fax Numbers (Functions 31 & 32)".

Programming Group Dial: see P.28 "Storing & Editing A Group Of Fax Numbers (Function 33)".

Programming Group key: see P.29 "Programming The Group Key".

**7** Press the **[Yes]** key to enter another number.



**Note**

- Repeat steps 6 and 7 until all destinations are entered.
- If you have only one destination, press the **[Start]** key.
- The machine stores your message and dials the first number (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

## Reference

Send Later: see P.21 “*Sending At A Specific Time (Send Later)*”.

### **8** Press the **[Start]** key and wait.

The machine will dial the destination's number.

```
5551234
SET DOC. OR DIAL NO.
```

#### Note

- If the other party's line is busy, your machine will dial again. P.24 “*Redialing*”

```
READY 100% 10:04AM
SET DOC. OR DIAL NO.
```

- If the other party's fax machine answers, both machines will connect and yours will send the message. A name or a label will appear on the upper line.
- If your line goes through a local switchboard (a PBX) remember to dial the exit code. Press the **[Pause]** key immediately after the code. If the number includes a country code, press the **[Pause]** key after the country code, then dial the rest of the number.

If you like to cancel the transmission

### **1** Press the **[Stop]** key during communication.

```
5551234
STOP & CLR FILE? Y/N
```

### **2** Then press the **[Yes]** key to cancel the transmission.

## Immediate Transmission

Immediate Transmission is convenient when:

- You wish to send a message immediately.
- You wish to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

The machine dials immediately after you press the **[Start]** key (or at the specified later time, if you used a time-delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

### **1** Make sure that the machine is in standby mode.

The display should look like this:

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

#### Note

- The memory indicator should go out. If the memory indicator is lit, press the **[Memory]** key.

### **2** Place the entire document face down into the feeder.

```
TRANSMIT OPTION#
DIAL FAX NUMBER
```

#### Note

- No more than 30 pages.
- You can dial before you set the document. Place the document after you dial the number and go to step **4**.

**Reference**

How to set document, see P.13 “*Memory Transmission (Memory Indicator Lit)*”.

**3** Dial.

```
TRANSMIT      Y/START
5551234
```

**Reference**

How to dial, see P.13 “*Memory Transmission (Memory Indicator Lit)*”.

**4** Press the **[Start]** key.

```
5551234
DIALING
```

The machine dials and connect to the other party. The number that you dialed and the other party's RTI or CSI is displayed.

**Reference**

RTI, CSI: see P.165 “*Initial Settings & Adjustments*”.

## Dialing with the Telephone Directory

This can be done for any number that you have stored as a Speed Dial code with a label programmed for it.

Example : you wish to dial “ XYZ CO. NEWYORK “ .

**1** Make sure that the machine is in standby mode.

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

**2** Carefully place your fax message into the auto document feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

**3** Press **[Speed Dial/Tel Directory]**

```
SPEED DIAL 0-9/◆
PUSH NUM OR ABC
```

**4** Press the first letter of the name.

```
TEL DIR.      Y/◆
001 XA COMPANY
```

**5** Press **[Yes]** to dial the number you want.

```
TEL DIR.      Y/◆
012 XYZ CO. NEW YORK
```

**6** Either :

- Dial more numbers.
- Press **[Start]**

# Receiving Telephone Calls & Fax Messages (Faxes/Phone Calls)

The machine can treat incoming fax messages and telephone calls in three ways.

## ❖ Auto mode

Use this mode if your line is shared by a fax machine and telephone. When a call comes in, the machine will ring a number of times to give you the chance to pick up the handset. If you do not pick up and the call is a fax message, the machine will go into fax mode and start receiving. You can choose the number of times the machine rings before taking the call by altering the Auto Ring time (see P.18 "Setting the Auto Ring Time").

## ❖ Fax mode

Use this mode if you have a dedicated fax line. The machine assumes all calls are fax messages. It will ring once to alert you to an incoming call and then start receiving.

## ❖ Telephone mode

Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax messages or telephone calls. You must manually hit the Start key to receive a fax.

The machine will ring continuously until you answer the call, so you have to be near the machine at all times.

The Manual Receive indicator is lit when the machine is in this mode.

## Switching Between Auto, Fax, and Telephone Mode

The Manual Receive indicator is lit when the machine is in Telephone mode. To switch to a different mode, follow the steps below.

**1** Press the **[Reception Mode]** key.

```
RECEIVE MODE  Y/◀▶
▶FAX TEL  AUTO
```

**2** Press the **◀** and **▶** key to select the mode you require.

```
RECEIVE MODE  Y/◀▶
FAX TEL ▶AUTO
```

**3** Press the **[Yes]** key.

```
READY  100% 10:00AM
SET DOC. OR DIAL NO.
```

## Receiving the Fax Message in the Telephone Mode

This mode is active when the Manual Receive indicator is lit. You have to answer the call yourself and decide whether it is a fax or a telephone call. The procedure for answering a call is as follows:

**1** Pick up the handset of the optional handset or the external telephone.

**2** Listen to the other end.

---

If you hear a voice

---

- 1 Continue your conversation as you would normally.

---

If you hear a fax tone

---

- 1 Remove any documents from the feeder, press the **[Start]** key then replace the handset.

The machine will start receiving.

 **Note**

- If you wish to keep these settings, go to step 5.

- 4 Press the **[No]** key, then press the new number using the ten key pad.

- 5 Press the **[Yes]** key, then the **[Function]** key.

---

## Setting the Auto Ring Time

---

In Auto mode, the machine rings a number of times to give you the chance to pick up the handset before taking the call automatically. You can alter the number of rings by changing the Auto Ring Time.

- 1 Press the **[Function]** **[6]** then enter the access code **[2] [2] [2] [2]**. Then press **[6] [1]** and the **[Yes]** key.

Y/NEXT▶

SET OWN NUMBER

- 2 Press **▶** until the following display appears.

Y/NEXT▶

SET NO. OF RINGS

- 3 Press the **[Yes]** key.

The factory setting will be displayed.

NO. OF RINGS      Y/N

08 RINGS



# Printing Received Messages That Have Been Stored (Substitute Reception)

If the Receive File indicator is lit, a message was stored in memory using substitute reception. This could be because the machine ran out of paper or toner, or because the Power Saver has turned off the print engine.

Check the following items and solve the problems, and the machine goes back to the working condition.

- While the Power Saver (see P.71 “*Saving Energy With The Power Saving Timer*”) has turned off the heater off, press any key for the machine go back to the working condition.
- When ADD PAPER appears in the display, your fax machine is out of paper. Add paper (see P.79 “*Loading Paper In The Main Cassette*”).
- When ADD TONER appears in the display, your fax machine is out of toner. Change the toner cassette (see P.86 “*Replacing The Toner Cassette And Cleaning Pad*”).
- Otherwise, there might be a paper jam (see P.108 “*Clearing a Copy, Fax, or Print Jam*”) or an open cover.

As soon as the machine is back in working condition, messages stored in memory will be printed. The Receive File indicator will turn off and the messages will be erased from memory.

## Note

- If a message comes in while you are copying, the fax machine will store the message in memory and the Receive File indicator will

light. The message will be printed as soon as copying is done.

- To turn substitute reception off or back on, set bit 0 of user parameter switch 05. See P.132 “*User Parameters*”.

# Faxing A Page With Very Fine Detail

So that text, diagrams and images stand out clearly in your document, the machine automatically detects the image density (contrast) and makes a compensation.

However, if you need to send a document which requires optimum clarity, select the resolution setting appropriate to your needs.

You can select different settings for each page of your message. Simply change the settings for page 2 while page 1 is being scanned.

## Note

- Faxing at a higher resolution requires more time. Frequent use of high resolution could cause an increase in your phone bill, especially for long distance transmissions.

---

## Resolution & Shading

---

The resolution button gives you control over document quality. The indicators above the button show the current setting. Choose a setting that matches your document.

### ❖ **Standard:**

Standard quality. Use for most printed or typewritten documents. This is selected when the other resolution indicators are not lit.

### ❖ **Detail:**

High quality. Use for documents with small print or fine details.

### ❖ **Fine:**

Very high quality. Use this for high quality reproduction.

### ❖ **Halftone:**

Use this for optimum quality if your document contains photographs/diagrams with complex shading patterns or gray tones. If you choose this setting, resolution will automatically be Detail.

# Optional Features For Transmission

## Sending At A Specific Time (Send Later)

This feature is called Send Later.

Using this feature, you can delay transmission of your fax message until a specified time. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time.

### Note

- If your machine's memory is full, you will have to send the message from the document feeder. This means that anybody removing your document would automatically cancel the operation.

**1** Proceed as for a usual fax message but don't press the **[Start]** key.

**2** Press **▶** twice.

```
SET OPTION          Y/▶
SEND LATER?
```

### Note

- ▶** is also the **[Option]** key.

**3** Press the **[Yes]** key.

**4** Enter a sending time that falls within the following 24 hours.

```
SET OPTION          KPAD/Y
TIME 11:30AM 10:00AM
```

### Note

- For example: To send at 11:30 pm, press **[1]** **[1]** **[3]** and **[0]** from the key pad.

- If you enter the wrong time, press the **[No]** key and enter again.

**5** Press **[\*]** or **[#]** to change the AM/PM.

```
SET OPTION          */#/Y
TIME 11:30PM 10:00AM
```

**6** Press the **[Yes]** key.

### Note

- Use function 21 to erase a stored fax message before it is sent (see P.34 "Erasing A Stored Message Before It Is Sent (Functions 21 & 22)").

## Printing The Page Number (Page Count)

This feature is called Page Count.

When your fax message is printed at the other end, page numbers will be printed on the top of each page. Using the Page Count feature, you can select the batch-numbering page numbers.

If you use Page Count, page numbers will be printed in batch-numbering format (for example, p1/3, p2/3, and p3/3 for a three-page message). This makes it easy for the other party to see how many pages you sent, and if any are missing. However, you have to input the number of pages at the ten key pad before sending.

If you do not use Page Count, page numbers will be printed only as a sequence (for example, p1, p2, p3). This makes it difficult for the other party to tell at a glance whether any pages

are missing (for example, due to a double feed in your machine's document feeder).

**Limitation**

- This feature is available at Immediate Transmission.

**Note**

- If you do not select Immediate Transmission, Page Count is automatically switched on, and the pages are counted automatically.
- If the numbering with page count appears strange, check that the page count value matches the number of pages in your document.

- 1** Press **▶** until the following display appears.

```

SET OPTION          Y/▶
SET PAGES?
    
```

- 2** Press the **[Yes]** key.

```

SET OPTION          KPAD
PAGES:
    
```

- 3** Enter **[1]** and **[0]** using the ten key pad.

```

SET OPTION          Y/N
PAGES: 10
    
```

**Note**

- Example: 10 pages

- 4** Press the **[Yes]** key.

## Sending Your Identification At The Top Of Your Message (TTI)

Normally, the TTI programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch TTI off.

- 1** Press **▶** until the following display appears.

```

SET OPTION          Y/▶
TTI PRINT?
    
```

- 2** Press the **[Yes]** key.

```

SET OPTION          Y/▶
▶ON          OFF
    
```

- 3** Press **◀** or **▶** until the displayed setting is correct.

```

SET OPTION          Y/▶
ON          ▶OFF
    
```

- 4** Press the **[Yes]** key when you have finished.

## Personal Codes

Personal Codes do the following.

- They allow you to keep track of machine usage. If everybody uses a Personal Code when they use the fax machine, the codes, or the names programmed into the codes, will be printed on the report

that is called the Journal. This will help you to check on who has been using the machine, and how often.

- They allow personalization of documents and printed reports. For example, if you use Label Insertion and store your name with your Personal Code, the receiver of your fax message will see your name at the top of the printout. This eliminates the need for a cover page.

If you input your Personal Code, your name will appear on the JOURNAL and Transmission Result Report.

### Reference

See P.48 “Programming the personal codes”.

See P.67 “Journal (Function 41)”.

Label Insertion: See P.140 “Entering Characters”.

- 1** Press **▶** and make sure that the display is as shown.

```

SET OPTION          Y/▶
SET PERSONAL CODE?
  
```

- 2** Press the **[Yes]** key.

```

SET OPTION          KPAD
PERSONAL CODE: ■■■■
  
```

- 3** Enter the personal code.

#### Note

- Example: **[7][3][6][2]**

```

SET OPTION          Y/N
PERSONAL CODE:7362
  
```

- 4** Press the **[Yes]** key.

# Redialing

If a message was not transmitted successfully, that does not mean that you have to enter the telephone number again. In many cases, the machine will redial the destination automatically. Or, with the AI Redial key, you can redial with just a few keystrokes.

## Automatic Redialing

The machine will automatically redial the other party if any of the following conditions occurred.

- The other party was busy
- There was no reply from the other party
- The message was rejected by the machine at the other end because of excessive errors (in this case, redialing will only take place if Memory Transmission was used)

### Note

- Redialing is done once at 5 minute intervals.
- The number of redials and the redial interval may be adjusted by a service technician.
- During redialing, the number being dialed is displayed as shown below.

```
2125551234
DIALING
```

## Using the AI Redial key

The machine remembers the last 10 telephone numbers that you input. If you have to redial one of these numbers, just press the **[AI Redial]** key, un-

til the required telephone number or name is displayed, then press the **[Start]** key.

This feature has the following uses.

- If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire. Press the **[AI Redial]** key until the required telephone number or name is displayed, then press the **[Start]** key.
- If you wish to send another message to the same address that you sent one to recently, you don't have to dial the full number again if it is still in the Redial memory. Place the message in the feeder, then press the **[Start]** key.

- 1** Press the **[Pause/AI Redial]** key until the required number appears in the display, then press the **[Yes]** key twice.

```
REDIAL          Y/⬇
001 XYZ CO. NEW YORK
```

- 2** Carefully place your fax message into the Document Guide feeder.

```
TRANSMIT DIAL/START
DIAL NEXT FAX NUMBER
```

If you dial another party

- 1** Select another number. (Broadcasting)

If you dial no more party

- 1** Press the **[Start]** key to start the transmission.

# Storing & Editing Fax Numbers (Functions 31 & 32)

You can store numbers that you often use in the machine's memory. A stored number will remain in memory even if the power is cut.

You can store numbers in two ways.

## ❖ Quick Dials

The number is assigned to its own key. To dial that number, just press the key. You can store up to 30 numbers in this way.

## ❖ Speed Dials

The number is given a two-digit code. To dial the number, press the **[Speed Dial]** key and enter the code. There are 50 Speed Dial codes available numbered 00 to 49.

- Press the **▶** key until the Quick Dial you want appears on the display.

### Note

- ❑ To print a list of all Quick Dials and their contents, press **◀** **[Yes]** then the **[Start]** key.

## 3 Press the **[Yes]** key.



## 4 Do one of the following:

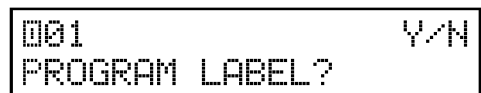
- Enter the fax number you wish to store in this Quick Dial using the ten key pad. Then press the **[Yes]** key.



- To clear the number, press **[No]**, **[Yes]** then go to step 4.

## 5 Do one of the following:

- If you wish to enter or edit a label for this Quick Dial, press the **[Yes]** key.



- If you do not wish to give this number a label, press **[No]** then go to step 5.

## 6 Enter or edit the label using the Quick Dial keys and the ten key

## Storing, Editing & Erasing Quick Dial Numbers (Function 31)

This procedure describes how to store and edit fax numbers in Quick Dial keys.

### 1 Press **[Function]** **[3]** **[1]** then the **[Yes]** key.



### 2 Select a Quick Dial in any one of the following ways:

- Press a Quick Dial key (e.g. press Quick Dial 01).







**7** Press **[Yes]** key.



001 Y/↔  
LABEL SET ON ▶OFF

**8** Press **◀** or **▶** a to select whether the label for this Speed Dial will be printed on top of messages that you send to this destination.

**9** Press **[Yes]** key.



QUICK/↔  
PRINT LIST ◀/SEARCH▶

**10** You now have two choices:

- To store, edit or delete another Speed Dial, go to step **2**.
- To finish, press **[Function]**.

# Storing & Editing A Group Of Fax Numbers (Function 33)

## ◆ Groups

If you regularly broadcast messages to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialled in sequence automatically. You can program up to 5 groups with 100 numbers each.

This section describes how to program or edit a Group. You can also get a printout of numbers that are already stored. In this example we will program Group 1 into Quick Dial key 01.

You can store up to five groups numbered 1 to 5.

You can program up to 100 numbers in a Group.

**1** Press the **[Function]** **[3]** **[3]** and the **[Yes]** key.

```
GROUP █ 1-5/↔
PRINT LIST↔/SEARCH▶
```

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

### ✎ Note

- e.g. Group 1: Press **[1]**.
- To print a list, press **◀** then the **[Start]** key.

**3** Press the **[Yes]** key.

```
GROUP 1 Y/N
PROGRAM QUICK?
```

**4** To program or edit a Quick Dial key for this group, press the **[Yes]** key.

### ✎ Note

- If you do not program or edit, press the **[No]** key and go to step **6**.

**5** Press the Quick Dial key you wish to use for this group, **[01]** for example, then press the **[Yes]** key.

### ✎ Note

- If you want to free up the old Quick Dial key, press the **[No]** key, then the **[Yes]** key.

```
GROUP 1 Y/N
PROGRAM LABEL?
```

- If a message like `USED AS..` flashes up, the key is already in use. Press a different key.

**6** If you wish to give this group a name, press the **[Yes]** key.

```
GROUP 1 ABC
████████████████████████████████████████
```

### ✎ Note

- If not, press the **[No]** key and go to step **6**.

**7** Enter or edit the name then press the **[Yes]** key.

How to enter characters, see P.140 "Entering Characters"

```
GROUP 1 KPAD↔/N
████████████████████████████████████████
```

**8** Enter a fax number. **Note**

- Enter one in one of these ways.
  - Press a Quick Dial key.
  - Press the Speed Dial key followed by two digits.
  - Enter a number on the ten key pad.

**9** Press the **[Yes]** key. **Note**

- If **ALREADY PROGRAMMED** briefly flashes up on the display, either press the **[No]** key to keep the number and choose another number, or press the **[Yes]** key to overwrite.

**10** Press the **[No]** key to finish entering numbers in this group. **Note**

- To enter another number, go back to step **8**.

**11** Press the **[Function]** key. **Note**

- To work on another group, go to step **2**.

---

## Erasing Groups

---

These steps describe how to erase single numbers from a group.

**1** Press the **[Function]** **[3]** **[3]** and the **[Yes]** key.

```
GROUP █          1-5/↔
PRINT LIST↔/SEARCH▶
```

**2** Enter the group number using the ten key pad, then press the **[Yes]** key.

```
GROUP 1          Y/N
PROGRAM QUICK?
```

**3** Press the **[No]** key.

```
GROUP          QUICK/Y/N
PROGRAM LABEL?
```

**4** Press the **[No]** key.

```
GROUP 1          Y/N
CLEAR?
```

**5** Press the **[Yes]** key.

```
GROUP 1          Y/N
CLEARED
```

**6** Press the **[Function]** key. **Note**

- To delete another number, go to step **2**.

---

## Programming The Group Key

---

You can program the 5 groups. However, if there is no room in Quick Dial keys, this group key is helpful. You have to program the 30 of the Quick Dial key as the group key. How to transmit using the group key, see P.13 “Memory Transmission (Memory Indicator Lit)”.

**1** Press the **[Function]** **[3]** **[1]** and the **[Yes]** key

```
█          QUICK/↔
PRINT LIST↔/SEARCH▶
```

**2** Press the Quick Dial **[30]**.

```
0 30 PROGRAM?  ◀▶
```

**3** Press the **[Yes]** key.

```
0 30 PROGRAM?  Y/N  
PROGRAM GROUP KEY?
```

**4** Press the **[Yes]** key.

```
0 █ QUICK/◀▶  
PRINT LIST◀/SEARCH▶
```

**5** Press the **[Function]** key.

3

# Dial Options

The Dial Options provide access to various F-code features which are designed to allow confidential transmission and polling reception between different makers' fax machines. Use them if the other party's fax machine is of a different make and supports the F-code features. Before you can use the Dial Options, you need to program Quick Dial key 29 as the Dial Option key if you have not done so already (see below for details).

## Programming The Dial Option Key

This procedure describes how to set up Quick Dial key 29 as the Dial Option key.

- 1 Press **[Function]** **[3]** **[1]** then the **[Yes]** key.

```

[Function]  QUICK/↔
PRINT LIST↔/SEARCH▶
  
```

- 2 Press Quick Dial key **[29]**.

```

[29]  PROGRAM? Y/↔
  
```

- 3 Press the **[Yes]** key.

```

[29]  PROGRAM?  Y/N
PROG. DIAL OPTION?
  
```

- 4 Press the **[Yes]** key.

```

[Function]  QUICK/↔
PRINT LIST↔/SEARCH▶
  
```

- 5 Press the **[Function]** key.

## Using the Dial Options

To use the Dial Options, do the following after you have dialed the destination fax number and before you press the **[Start]** key.

- 1 Press the Dial Option key (Quick Dial 29) .

```

SUB? (S)  Y/N
  
```

- 2 Do one of the following :

- If you wish to set the SUB code for confidential transmission to different makers' machines, press the **[Yes]** key.

```

TRANSMIT  Y/START
55512345
  
```

- To skip SUB, press the **[No]** key then go to step 4 for polling reception from different makers' fax machines.

- 3 Enter the SUB code on the ten key pad then press the **[Yes]** key.

```

SEP? (P)  Y/N
  
```

- 4 Do one of the following:

- If you wish to set the SEP code, press the **[Yes]** key.

```

TRANSMIT  Y/START
55551234589999P
  
```

- To skip SEP, press the **[No]** key then go to step **6**.

**5** Enter the SEP code on the ten key pad then press the **[Yes]** key.

```
SID? (I) Y/N
```

**6** Do one of the following:

- If you wish to set the SID code, press the **[Yes]** key.

```
TRANSMIT Y/START
2345S9999P1234I■■■■■W
```

- To skip SID, press the **[No]** key then go to step **8**.

**7** Enter the SID code on the ten key pad then press the **[Yes]** key.

```
PWD? (W) Y/N
```

**8** Do one of the following:

- If you wish to set the PWD code, press the **[Yes]** key.

```
TRANSMIT Y/START
345S9999P1234I■■■■■W
```

- To skip PWD, press the **[No]** key then go to step **10**.

**9** Enter the PWD code on the ten key pad then press the **[Yes]** key.

```
SPACE? Y/N
```

**10** Do one of the following:

- If you wish to enter a space, press the **[Yes]** key.

```
TRANSMIT Y/START
```

- Press the **[No]** key.

**11** Press the **[Start]** key.

# Chain Dialing

This feature allows you to compose a telephone number from various parts, some of which may be stored as Quick Dial Keys or Speed Dial Codes, and some of which may be input at the ten key pad.

You can program commonly used area or country codes into Speed Dial Codes or Quick Dial Keys.

Example: 01133-1-5553333 (From the USA to Paris).

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

- Quick Dial 01 = 01133 (Overseas to France)
- Quick Dial 02 = 1 (Paris)
- Speed Dial 10 = 555

The machine ask you to operate.

## ❖ On Hook Dial or Handset Mode:

Press **[01]** **[02]** and the **[Speed Dial]** key, **[1]** **[0]** then **[3]** **[3]** **[3]** **[3]**.

## ❖ Other:

Press **[01]** the **[Pause]** key, **[02]** the **[Pause]** key, **[Speed Dial]** keys, **[1]** **[0]**, then **[3]** **[3]** **[3]** **[3]**.

# Erasing A Stored Message Before It Is Sent (Functions 21 & 22)

Every time you store a fax message in your machine's memory, a new file is created. A file is also created for storing instructions to pick up a fax message left elsewhere (polling, see P.74 "Calling To Request A Message (Polling)"). Each file is given a number. This number appears on the File Reserve Report, Journal and Transmission Result Report. To see which files are currently in memory, you may print a file list.

**1** Either :

\_\_\_\_\_

To erase a fax message stored in memory

\_\_\_\_\_

- ① To erase a fax message stored in memory; press the **[Function][2][1]** and the **[Yes]** key.

```
FILE NO.■■■■ KPAD/↔
PRINT LIST↔/SEARCH▶
```

\_\_\_\_\_

To erase instructions to pick up a message (polling)

\_\_\_\_\_

- ① Press the **[Function][2][2]** and the **[Yes]** key.

**2** Press **▶** to scroll through the messages.

You'll see the display. A number or a label will appear on the lower line.

```
FILE NO.027 Y/↔
5551234
```

 **Note**

- Press **◀** to obtain a list of all the files and their number. If you already know the number of the file to erase, enter it directly from the ten key pad.

**3** Press the **[Yes]** key.

```
FILE NO.027 Y/N
CLEAR?
```

**4** Press the **[Yes]** key again to erase the file.

**5** Press the **[Function]** key.

 **Note**

- To erase another file, go to step **2**.



# Printing A Stored Message (Function 51)

If you need to see the contents of any files, use this feature.

- 1 Press the **[Function]** **[5]** **[1]** and the **[Yes]** key.

```
FILE NO.■■■■ KPAD/↔
PRINT LIST↔/SEARCH▶
```

- 2 Press **▶** to scroll through the messages.

You'll see the display. A number or a label will appear on the upper line.

```
FILE NO.115 Y/↔
5551234
```

### Note

- Press **◀** to obtain a list of all the files and their number. If you already know the number of the file to print, enter it directly from the ten key pad and skip to step **4**.

- 3 Press the **[Yes]** key.

A number or a label will appear on the upper line.

```
FILE NO.115 START/N
6661234
```

- 4 Press the **[Start]** key to print the message.

# Confidential Reception

## Storing & Editing the Confidential ID

### Programming the Confidential ID

This can be any four-digit code except '0000'. You must enter it to print any messages that have been sent to your machine using Confidential Transmission.

- 1 Press **[Function] [6]** then enter the access code **[2] [2] [2] [2]**. Then enter **[6] [1]** then press the **[Yes]** key.

```

                                     Y/NEXT▶
SET OWN NUMBER
  
```

- 2 Press **▶** until the screen is as shown opposite.

```

                                     Y/NEXT▶
SET CONFIDENTIAL ID
  
```

- 3 Press the **[Yes]** key.

```

CONFID'L ID      KPAD
■■■■
  
```

- 4 Input the Confidential ID that you will be using.

#### Note

- Example : **[6] [7] [5] [4]** from the ten key pad.

```

CONFID'L ID      Y/N
6754
  
```

- 5 Press **[Yes]** and then press **[Function]** key.

### Editing the Confidential ID

- 1 Press **[Function] [6]** then enter the access code **[2] [2] [2] [2]**. Then press **[6] [1]** and the **[Yes]** key.

```

                                     Y/NEXT▶
SET OWN NUMBER
  
```

- 2 Press **▶** until the screen is as shown opposite.

```

                                     Y/NEXT▶
SET CONFIDENTIAL ID
  
```

- 3 Press the **[Yes]** key.

```

CONF. ID CHANGE? Y/N
6754
  
```

- 4 Press the **[Yes]** key.

```

CONFID'L ID      Y/N
6754
  
```

- 5 Press the **[No]** key then input a new Confidential ID code on the numeric keypad.

#### Note

- Example: **[8] [3] [5] [2]**

```

CONFID'L ID      Y/N
8352
  
```

- 6 Press **[Yes]** then **[Function]** key.

## Printing messages Received into Memory (Function 52)

If someone sends you a message using the Confidential Transmission feature, instead of printing it out immediately, the machine stores it in memory. The Receive File indicator on the operation panel blinks to inform you when a confidential message has come in. To print out these messages, follow the steps below.

### Note

- You need to know the Confidential ID before you start this procedure.

- 1** Press **[Function] [5] [2]** then the **[Yes]** key.

```
CONFID'L ID      KPAD
■■■■■
```

- 2** Enter the Confidential ID on the ten key pad ( e.g. 1234).

```
CONFID'L ID  START/N
■■■■■
```

### Note

- If no messages are stored in memory for this Confidential ID, the display will prompt you for a Confidential ID again. In this case, go to step **4**.

- 3** Press **[Start]** to print the fax message.

```
CONFID'L ID  START/N
INVALID ID
```

### Note

- If more messages are stored for this ID, repeat this step as many times as necessary.

- 4** To check for messages sent with other Confidential ID codes, go to step **2**. Alternatively, press the **[No]** key then the **[Function]** key to quit this function.

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

3

# Sending A Fax Using The Handset

You can send a fax message using the handset. (Optional handset or external telephone is required.)

**1** Set the document then pick up the handset.

**2** Dial the other party.

---

If you hear a voice

---

**1** Speak to the other party.

---

If you hear a high-pitched tone instead of a voice

---

**1** Press the **[Start]** key.

**3** When you are ready to send your fax message, ask the other party to press the **[Start]** key.

**4** When you hear a high-pitched tone, press the **[Start]** key.

**5** Replace the handset.

# Answering The Telephone

This feature is available when you connect the optional handset or external telephone.

 **Note**

- If the telephone rings just once, a fax is coming in. Do not pick up the handset.

---

## If the telephone rings continuously

---

- 1** Pick up the handset and speak to the other party.

---

If you hear a high-pitched tone

---

- 1** A fax is coming in. Press the **【Start】** key then hang up.

---

If the caller wants to send you a fax

---

- 1** Press the **【Start】** key after speaking. Then hang up.

 **Note**

- If nothing happens after you press the **【Start】** key the telephone may not be properly connected.

# Phoning And Faxing On The Same Call

---

## To talk before sending a fax

---

**1** Pick up the handset.

**2** Dial.

 **Note**

Do not press the **[Start]** key.

**3** If you hear a voice speak as a normal telephone conversation.

---

If you hear a high-pitched tone instead of a voice

---

**1** Place your fax message in the feeder, then press the **[Start]** key.

**4** When you are ready to send your fax message, place your message in the feeder, then ask the other party to press the **[Start]** key.

**5** When you hear a high-pitched tone, press the **[Start]** key.

**6** Replace the handset.

# 4. Other Features

## Verifying Communications, Errors, Counters, Etc.

You can obtain reports from your machine either by having your machine print them out automatically, or by printing them out yourself.

### Automatically printed reports

Unless otherwise indicated, the automatic printing of these reports can be turned on or off by changing the bit of the user parameters (see P.132 "User Parameters").

#### ❖ **Journal (Switch 03, bit 7)**

This report gives details on each communication made by your terminal. It is automatically output after 35 transmissions and receptions.

#### ❖ **File Reserve Report (Switch 03, bit 2)**

If you switch this report on, it is printed immediately after you store a document in memory for Memory Transmission. It gives the file number, the time that it was stored, and the destinations (including any Group numbers that were selected).

#### ❖ **Power Failure Report (Stays on)**

This report is printed if the machine's power was off for long enough to erase files from the memory. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

#### **Note**

- ❑ Phone numbers stored in Quick/Speed/Groups are not lost.

#### ❖ **Communication Result Report (Memory Transmission) (Switch 03, bit 0)**

This report is printed out after memory transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed only when a communication fails.

#### ❖ **Transmission Result Report (Switch 03, bit 5)**

This report is printed out after immediate transmission showing whether it was successful or not.

#### ❖ **Communication Result Report (Polling result report) (Switch 03, bit 4)**

This report is printed after your machine polls a message from another machine.

#### ❖ **Communication Failure Report (ON if Communication Result Report is OFF)**

This report is printed if a memory transmission failure occurred, after a job is completed. It is only printed if the Communication Result Report is switched off, and event of a communication failure.

#### ❖ **Error Report (Turned on/off by a Service Technician)**

This report is printed after each unsuccessful communication. The

communication failure report is printed after a job has been completed. And at the end, it prints a communication failure or transmission result report. Check it, and retransmit any pages that were not sent. If a particular problem continues or gets worse, keep the error reports for the service technician.

❖ **Polling Result Report**

This report is printed after your machine polls a message from another machine.

❖ **Printing Part of the Image on the Report (Switch 04, bit 7)**

For reference purposes, the machine prints the first few inches of the fax message on the following reports.

- Communication Result
- File Reserve
- Communication Failure Report

---

## Report formats

---

```

* * * COMMUNICATION RESULT REPORT (NOV.24.1998 9:19PM) * * *
                                                    TTI XYZ COMPANY
FILE MODE      OPTION      ADDRESS (GROUP)      RESULT      PAGE
-----
Report details appear here
    
```

```

* * * JOURNAL (NOV.24.1998 11:07PM) * * *
                                                    TTI XYZ COMPANY

<TX>
DATE  TIME  ADDRESS  MODE  TIME  PAGE  RESULT  PERS.NAME  FILE
-----
Transmission details appear here

<RX>
DATE  TIME  ADDRESS  MODE  TIME  PAGE  RESULT  PERS.NAME  FILE
-----
Reception details appear here
    
```

GFLISTON

❖ **The Mode Column**

See the bottom of the Journal for a full listing of symbols on the Journal. On other reports a code is given, informing the type of communication. These codes are explained below.

❖ **The Result Column**

- OK: Successful communication
- E: An error occurred



### ❖ The Footnote on the Journal

TX counter: Total number of transmitted pages

RX counter: Total number of received pages

## Counters (function 94)

These counters will help you if you wish to keep a regular check on how many pages your machine has sent, received, and copied. The machine has the following counters:

### ❖ TX Counter:

The number of pages that your machine has sent (transmitted)

### ❖ RX Counter:

The number of pages that your machine has received

### ❖ Scan Counter:

The number of pages that your machine has scanned (including copies)

### ❖ Print Counter:

The number of pages that your machine has printed (including copies, reports and lists.)

- 1 Press the **[Function]** **[6]** then enter the access code **[2] [2] [2] [2]**. Then press **[9] [4]** and the **[Yes]** key.

```
TX :003256
RX :002648
```

- 2 Press the **[Yes]** key to check the SCAN and PRINT counter.

```
SCAN : 003287
PRINT : 002703
```

- 3 When you have finished, press the **[Function]** key.

# Programming Keystrokes

If you regularly transmit to a particular destination or set of destinations using the same features, you can save a lot of repetitive the ten key pad operation by storing the features and destinations in a Keystroke Program. Keystroke Programs are stored as Quick Dial Keys.

- If you store a Keystroke Program into a Quick Dial Key, that Quick Dial Key cannot be used for any other purpose.
- Be sure to store your Keystroke Program in a vacant Quick Dial Key.

Example: Let us say that you normally send a daily report to locations A, B, and C at 11 pm (using Sending at a Specific Time). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, then press that key to set up the transmission.

## Reference

Sending at a Specific Time: see P.21 "Sending At A Specific Time (Send Later)".

## Storing a keystroke program

- 1 Make sure that the machine is in standby mode.

```
READY 100% 10:00AM
SET DOC. OR DIAL NO.
```

- 2 Place a sheet of paper in the feeder.

```
TRANSMIT OPTION#
DIAL FAX NUMBER
```

### Note

- Skip step 2 if you are making a Polling Reception program.

- 3 Select all required features and telephone numbers as you would normally do.

### Note

- Resolution, and halftone cannot be stored in a keystroke program.

- 4 Press the [Quick Dial] key that you wish to store the program in.

```
PROGRAM Y/N
PROGRAM?
```

### Note

- Example: 01 of the Quick Dial
- Make sure that this key is vacant.

- 5 Press the [Yes] key.

The procedure that you just stored will now begin.

```
QUICK 01 TO PROGRAM
NO KEY TO CLEAR
```

If you do not wish to use the procedure now

- 1 Press the [Stop] key immediately.

- 6 Press the Quick Dial key where this program is being stored. In



 **Note**

- The program begins at once.

 **Reference**

Picking Up Messages Stored Elsewhere (Polling Reception) : see P.74 "Calling To Request A Message (Polling)".

---

## Erasing a program / Changing the program Label

---

When you wish to delete a keystroke program, do the following.

- 1** Press the **[Function] [3] [4]** and the **[Yes]** key.

```

┌───┐          QUICK/↔
│  ──┘          PRINT LIST↔/SEARCH▶
└───┘

```

- 2** Press the Quick Dial key that holds the program that you wish to erase, or scroll the Quick Dial using **◀** and **▶**.

```

┌───┐          CHANGE? Y/↔
│ 08 ──┘          USED AS PROGRAM
└───┘

```

 **Note**

- Example: **[08]** of the Quick Dial Key.

- 3** Press the **[Yes]** key.

```

┌───┐          Y/N
│ 08 ──┘          PROGRAM LABEL?
└───┘

```

---

To erase this program

---

- 1** Press the **[No]** key.
- 2** press the **[Yes]** key.

---

To edit the program name

---

- 1** Press the **[Yes]** key.
- 2** Edit the program name.
- 3** Press the **[Yes]** key.
- 4** Either ;

```

┌───┐          QUICK/↔
│  ──┘          PRINT LIST↔/SEARCH▶
└───┘

```

---

To edit or erase another program

---

- 1** Go to step **2**.

---

To return to standby

---

- 1** Press the **[Function]** key.

# Batch Transmission

This feature will save communication costs if you often send more than one message to the same location.

If various people in your office send messages to the Tokyo branch office, sending all these messages on separate calls can be expensive. It is cheaper to send them all together on the same call. You can further cut costs by sending out batches during off-peak hours. To do so, simply create Key-stroke Programs that use Send Later to send to those common destinations.

Instruct people in your office to store all faxes for the Tokyo branch in the memory, using Send Later. The selected time of transmission must be the same for each message that you wish to include in the batch. Then, when that time comes, the messages will all be sent out on the same call, or 'batched'.

You can set up more than one batch. In an example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

Also, when you send a fax message, if there is a message in the memory waiting for transmission to the same telephone number, it will be sent out with your message. This will only happen if the message already in the memory is waiting for retransmission (for example, because the line was busy on the first attempt).

## Note

- You can have up to 35 fax messages in the same batch.

## Reference

Sending at a Specific Time: see P.21 "Sending At A Specific Time (Send Later)".

---

## Changing the batch transmission on/off

---

To turn Batch Transmission on or off, adjust bit 4 of switch 6 in the User Parameters. P.132 "User Parameters").



# Programming the personal codes

The main advantage of Personal Codes is that they allow you to track machine usage. You can still use Personal Codes to personalize your fax messages, by using the Label Insertion feature.

Each user can be given a Personal Code. While programming, you can store the following items with each Personal Code:

 **A name:**

This will be printed on reports, such as the JOURNAL, to identify the users of the machine.

 **A Confidential ID:**

This must be different for each Personal Code, and different from your machine's Confidential ID. If somebody sends you a confidential message, they can override your machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of this ID. If so, the machine will print a Confidential File Report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message.

 **Note**

- The Personal Code is a four digit code. It can have any value from 0001 to 9999.
- You cannot register more than 30 Personal Codes with Names and Confidential IDs in this machine.

 **Reference**

Using Personal Codes: see P.22 "*Personal Codes*".

Journal: see P.67 "*Journal (Function 41)*".

Confidential File Report: see P.37 "*Printing messages Received into Memory (Function 52)*".

Confidential ID: see P.36 "*Storing & Editing the Confidential ID*".

Receiving Confidential Messages: see P.37 "*Printing messages Received into Memory (Function 52)*".



- ② Input a Confidential ID for the personal code used by this user.
- ③ Press the **[Yes]** key.

---

To enter another code

---

- ① Go to step ③.
- ⑦ Press the **[Function]** key to finish.



# Editing or erasing a personal code

- 1 Press the **[Function]** **[6]** then enter the access code **[2] [2] [2] [2]**. Then press **[7] [2]** and the **[Yes]** key.

```
SETTING?          Y/↔
PRINT LIST↔/SEARCH↔
```

- 2 Scroll the personal code using **▶**.

```
PERSONAL CHANGE? Y/N
5474
```

- 3 Press the **[Yes]** key.

```
PERSONAL CODE     Y/N
5474
```

To erase this Personal Code

- 1 Press the **[No]** key.
- 2 Press the **[Yes]** key and go back to step **2** to edit another personal code. To finish, press the **[Function]** key.

To edit the contents of this code

- 1 Press the **[Yes]** key and go to step **4**.

```
PERSONAL CODE     Y/N
PROGRAM LABEL?
```

- 4 Edit the label.

To edit the label

- 1 Press the **[Yes]** key and go to step **5**.

```
PERSONAL CODE     Y/N
PROGRAM LABEL?
```

If you don't edit the label

- 1 Press the **[No]** key and go back to step **2** to edit another personal code. To finish, press the **[Function]** key.

- 5 Edit the name stored with this code. When the name is correct, press the **[Yes]** key.

```
PERSONAL CODE     Y/N
SET CONFIDENTIAL ID?
```

To edit the Confidential ID stored with this code

- 1 Press the **[Yes]** and **[No]** key then input the ID.

When the ID is correct

- 1 Press the **[Yes]** key twice.

To enter or edit another code

- 1 Press the **[No]** key and go back to step **2**.

- 6 Press the **[Function]** key.

# Tonal Signals

On this model the **[\*]** key on the ten key pad is used as the Tone key.

Some organizations offer you a special service by telephone, which you can access by transmitting Touch tone or DTMF tones. If your phone service provides only pulse dialing, or if you are calling over a digital network, the ability to generate Tonal Signals will allow you to access these services.

First, dial the other party. When you are through to the other end, press the Tone key and enter the code number that is needed to access the required feature at the other terminal. You do not need to press the Tone key if your machine is set up for dialing in Tone Dial (DTMF) mode.

**have finished your business with the remote facility, hang up.**

 **Note**

- Do not press the **[Start]** key.

---

## Using the tone key

---

- 1** Make sure that the machine is in standby mode, and that there is no document in the feeder.
- 2** Pick up the telephone handset, or press the **[On Hook Dial]** key.
- 3** Dial the remote facility. Do not press the **[Start]** key.

 **Note**

- If your telephone line type is DTMF (Tone Dial), go to step **3**.

- 4** After your line is connected to the remote facility, if your telephone line type is Pulse Dial, press the **[\*]** key on the ten key pad.

A dot appears in the display.

- 5** Input the digits that you need to use the remote facility. After you

# Rejecting messages from senders who don't identify themselves

Your fax machine can reject incoming messages lacking an identifier signal. Follow the user parameter procedure on to enter these settings.

Switch 05, bit 1

- 0: Accept such messages
- 1: Reject such messages



# Rejecting or accepting messages from specified senders (Authorized Reception)

This feature is called Authorized Reception. It helps you reject junk fax mail.

It lets you specify which terminals you wish to receive fax messages from; all others will be shut out.

## About Authorized Reception

- ① You must specify a list of senders (function 81). See P.57 “*Entering A List Of Senders To Treat Differently (Function 81)*”.
- ② You must turn Authorized Reception on (function 62). See P.54 “*Switching authorized reception on / off (Function 62)*”.
- ③ You must set your machine to accept or reject messages from senders in that list (user parameters, switch 08, bit 2 and 3; see P.132 “*User Parameters*”).

If you accept them, the general public will not have access to your fax machine. You accept messages only from a group of people you know.

If you reject them, everyone will be able to send you messages except the people in the list. This is useful to reject the junk fax mail.

You can store up to 30 identifications with this feature. You can program part of an identification and accept (or reject) messages from all senders whose identification contains that part. See P.65 “*Wild Cards*”.

## Entering A List Of Senders To Treat Differently (Function 81)

How to enter a list of senders to treat differently, see P.57 “*Entering A List Of Senders To Treat Differently (Function 81)*”

## Switching authorized reception on / off (Function 62)

Before you use Authorized Reception, you have to switch the feature on.

- 1** Press the **[Function]** **[6]** then enter the access code **[2]** **[2]** **[2]**. Then press **[6]** **[2]** and the **[Yes]** key.

```

SELECT LINE                Y/NEXT▶
  
```

- 2** Press **▶** until the screen is as shown.

```

AUTHORIZED ON/OFF        Y/NEXT▶
  
```

- 3** Press the **[Yes]** key.

```

AUTHORIZED                Y/◀▶
▶ON                       OFF
  
```

- 4** Press **◀** or **▶** to change the on or off setting.

- 5** Press the **[Yes]** and **[Function]** keys.

# Cassette Selection

## About Cassette Selection

This feature is only available if your machine has an optional lower cassette, you can direct fax messages from certain senders to be printed from the main cassette.

### Note

❑ Example: Put yellow paper in the main cassette. Then, messages from head office can be printed out on yellow paper; this will make it easy for you to see when a message from head office has arrived.

- ① You must specify a list of senders (function 81). See P.57 *“Entering A List Of Senders To Treat Differently (Function 81)”*.
- ② You must turn Cassette Selection (function 62). See P.54 *“Switching authorized reception on / off (Function 62)”*.
- ③ Select the messages to be printed from the main cassette.
  - a) All messages from specified senders
  - b) All messages except those from specified senders. (user parameters, switch 08, bit 2 and 3; see P.132 *“User Parameters”*).

## Entering A List Of Senders To Treat Differently (Function 81)

How to enter a list of senders to treat differently, see P.57 *“Entering A List Of Senders To Treat Differently (Function 81)”*

## Selecting the messages to be printed from the main cassette

You can select the messages to be printed from the main cassette (See P.132 *“User Parameters”*) to enter the following settings.

### ❖ Switch 08, bit 4

You have to set it “1”

### ❖ Switch 08, bit 5

- 0: Print messages from the special terminals from the main cassette.
- 1: Print messages except from the special terminal from the main cassette.

## Selecting the Cassette (Function 62)

Before you use Cassette Selection, you have to switch the feature on.

If you remove the lower cassette, the cassette selection mode is automatically turned off.

- 1 Press the **[Function] [6]** then enter the access code **[2] [2] [2] [2]**. Then press **[6] [2]** and the **[Yes]** key.

```

                                     Y/NEXT▶
SELECT LINE
  
```

- 2 Press **▶** until the screen is as shown.

```

                                     Y/NEXT▶
CASSETTE ON/OFF
  
```

**3** Press the **[Yes]** key.

```
CASSETTE SELECT Y/◀▶  
▶ON      OFF
```

**4** Press **◀** or **▶** to change the on or off setting.

**5** Press the **[Yes]** and **[Function]** key.

4

# Entering A List Of Senders To Treat Differently (Function 81)

You can enter a list of up to 30 identifications (RTI, CSI and Wild Cards) for senders you wish to treat differently. For instance, for each identification in the list, you have the following options.

- Authorized Reception: You can accept their calls and reject all others (or vice-versa) with the Authorized Reception setting (See P.54 "Rejecting or accepting messages from specified senders (Authorized Reception)").
- Specified Cassette Selection: You can choose to print their messages from the specified cassette.



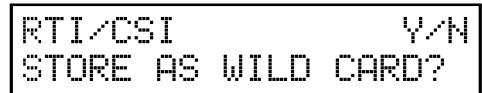
**Note**

Example: XYZ COMPANY

**Reference**

How to enter the characters, see P.140 "Entering Characters".

**4** Press the **[Yes]** key.



**5** Either:

Store this RTI as a wild card

**1** The **[Yes]** key.

Otherwise

**1** The **[No]** key.

**6** Select whether you set this RTI/CSI as the special terminal for authorized reception using **▶** or **◀** (if yes: ON, if no: OFF)



**7** Press the **[Yes]** key.



**8** Select whether you set this RTI/CSI as the special terminal for

## Programming the list of senders (Special Senders)

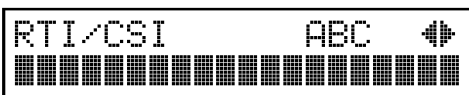
**1** Press the **[Function]** **[6]** then enter access code **[2]** **[2]** **[2]** **[2]**. Then press **[8]** **[1]** and the **[Yes]** key.



**Note**

At this time, you can print a Programmed Special Numbers List by pressing **◀** and the **[Start]** key.

**2** Press the **[Yes]** key.



**3** Enter RTI or CSI using the Quick Dial key and the ten key pad.

specified Cassette Selection using  
 ▶ or ◀. (if yes: ON, if no: OFF)

```

SET CASSE SLT  Y/↔
ON             ▶OFF
    
```

**9** Press the **[Yes]** key.

```

RTI/CSI      ABC  ↔
████████████████████
    
```

**10** Either:

\_\_\_\_\_

To program another special terminal

\_\_\_\_\_

**1** Go to step **3**.

\_\_\_\_\_

To finish

\_\_\_\_\_

**1** The **[Function]** key.

⚙️ **Hints for programming the special senders**

You must specify the sender's identification code (their CSI or RTI, see P.165 "Initial Settings & Adjustments") which could be a little different from their phone number.

To get the other party's identification, call and ask for their CSI or RTI code.

Explain that you need the number programmed into their fax machine for identification purposes. Or, attempt a communication with their fax machine and print out a Journal report (function 41, see P.67 "Journal (Function 41)"). Read the identification under the RTI or CSI heading of the report.

.....

## Editing the RTI/CSI for the special terminals

**1** Press the **[Function]** **[6]** then enter the access code **[2]** **[2]** **[2]** **[2]**. Then, press **[8]** **[1]** and the **[Yes]** key.

```

SETTING?      Y/↔
PRINT LIST↔/SEARCH▶
    
```

**2** Press ▶ to scroll through the list. When RTI/CSI you want to change appears, press the **[Yes]** key.

```

RTI/CSI CHANGE? Y/↔
XYZ COMPANY
    
```

**3** Edit the RTI or CSI and press the **[Yes]** key.

```

RTI/CSI      ABC  Y/N
XYZ COMPANY
    
```

**4** Either:

```

RTI/CSI      Y/N
STORE AS WILD CARD?
    
```

\_\_\_\_\_

Store this RTI as a wild card

\_\_\_\_\_

**1** The **[Yes]** key.

\_\_\_\_\_

Otherwise

\_\_\_\_\_

**1** The **[No]** key.

**5** Select whether you set this RTI/CSI as the special terminal for Authorized reception using ▶ or ◀. (if yes: ON, if no: OFF)





# Forwarding

Using this feature, you can send fax messages coming in from certain locations on to another fax machine. The terminals that receive your forwarded messages are called “forwarding terminals”.

If other fax machines in your organization have this feature, you can use Forwarding to set up distribution chains for incoming fax messages.

To set up Forwarding, program your machine as follows:

- Program the phone numbers of the Forwarding Terminals that you will pass on messages to, together with the list of specified senders for each number (Function 82).
- Specify the senders whose messages you want to forward (Ask the sending party what their RTI/CSI is. Or make a communication with that terminal, print a Journal and read off the RTI/CSI).  
If the other party is using a machine made by another maker, they may not be familiar with the terms RTI or CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes (Function 82).
- Switch the Forwarding on (Function 62).
- Select the messages to forward (Function 63) .
  - All messages from specified senders.
  - All messages except those from specified senders.
- Decide whether you want your machine to automatically print

messages that it forwards (Function 63).

- Select whether or not your machine transmits a forwarding mark to be printed at the other end on the top of each page of the printout (Function 63).

## ⚠ Limitation

- ❑ If the RTI/CSI of the machine sending you a fax is not the same as any of those that you have programmed into this feature, the message will not be forwarded.

## 🔍 Reference

RTI and CSI: see P.165 “Initial Settings & Adjustments”.

Journal: see P.67 “Journal (Function 41)”.

Wild Cards: see P.65 “Wild Cards”.

---

## Programming the forwarding feature

---

This section shows you how to set up your machine to forward incoming fax messages to another location or locations.

- 1** Press the **[Function] [6]** then enter the access code **[2] [2] [2] [2]**. Then press **[8] [2]** and the **[Yes]** key.

```

SETTING?                               Y/↔
PRINT LIST↔/SEARCH↔
  
```

---

To print a list

---

- 1** Press **◀**.
- 2** Press the **[Yes]** key.

```

FORWARD          KPAD/↔
████████████████████████████████████████

```

- 3** Store a forwarding station number.

```

FORWARD          KPAD/Y/N
2125551234████████████████████████████

```

 **Note**

- Example: [2] [1] [2] [5] [5] [5] [1] [2] [3] [4]
- If your machine is behind a PBX, add the access code before the number, unless this forwarding station is an extension connected to the same PBX as your machine.

- 4** Press the **[Yes]** key.

- 5** Press the **[Yes]** key to input RTIs or CSIs of certain senders to be forwarded to this station.

```

RTI/CSI          ABC  ↔
████████████████████████████████████████

```

 **Note**

- Messages from senders other than these RTIs or CSIs will not be forwarded to this station.

---

If you wish all incoming messages to be forwarded to this station

---

- 1** Press the **[No]** key.

```

FORWARD          Y/N
SET RTI/CSI?

```

 **Note**

- Do not store any RTIs/CSIs for it.

- 2** Go to step **10**.

- 6** Type in an RTI or CSI.

```

RTI/CSI          ABC Y/N
XYZ COMPANY██████████████████████████

```

 **Reference**

How to enter characters, see P.140 "Entering Characters".

- 7** Press the **[Yes]** key.

```

RTI/CSI          Y/N
STORE AS WILD CARD?

```

- 8** Press the **[Yes]** key to store this RTI as a wild card.

```

FORWARD          Y/N
SET RTI/CSI?

```

---

Otherwise

---

- 1** Press the **[No]** key.

- 9** Press the **[No]** key.

---

If you want to store another RTI/CSI

---

- 1** Press the **[Yes]** key and go back to step **6**.

---

To store another forwarding station

---

- 1** Press **[No]** and go to step **3**.

- 10** Press the **[Function]** key.

---

## Editing the forwarding feature

---

- 1** Press the **[Function]** [6] then enter the access code [2] [2] [2] [2].



---

### If you delete the RTI/CSI

---

- 1 Press the **[No]** key.

#### Important

- If you delete all the RTIs and CSIs for a forwarding station, you must also delete the forwarding station (see step 2). If you do not do this, all incoming messages will be forwarded to that station.

- 2 Press the **[Yes]** key. Then go back to step 4.

- 7 Press the **[Yes]** key to store it as a wild card.

```
FORWARD          Y/N
SET RTI/CSI?
```

---

### Otherwise

---

- 1 Press the **[No]** key.

- 8 Press the **[Function]** key to finish.

Edit or input another RTI/CSI for this forwarding station:

- 1 Press the **[Yes]** key and Go to step 4.

To work on another forwarding station:

- 1 Press the **[No]** key. Go to step 2.

#### Important

- If you switch the forwarding on and program no RTI/CSI, all incoming messages are forwarded.

---

## Switching forwarding on / off (Function 62)

---

Before you use Forwarding, you have to switch it on using Function 62. If it is switched off, the machine will not forward any incoming fax messages.

- 1 Press the **[Function]** **[6]** then enter the access code **[2]** **[2]** **[2]** **[2]**. Then press **[6]** **[2]** and the **[Yes]** key.

```
SELECT LINE          Y/NEXT▶
```

- 2 Scroll through the list of features with **▶** until the screen is as shown.

```
FORWARDING ON/OFF  Y/NEXT▶
```

- 3 Press the **[Yes]** key.

```
FORWARDING          Y/▶
ON                   ▶OFF
```

- 4 Change the on/off setting by pressing **◀** or **▶**.

- 5 Press the **[Yes]** key.

- 6 Press the **[Function]** key to finish.

---

## Selecting which messages to forward

---

To choose which messages are forwarded, adjust bit 7 of switch 8 with the User Parameters. Two settings are available.

- Forward all incoming messages from specified senders (bit 7=0).

- Forward all incoming messages except those from specified senders (bit 7=1).

(See P.132 “*User Parameters*”).

---

## Switching local printing on / off

---

You can choose whether your machine prints copies of messages that it forwards (by default, these messages are not printed). To change this setting, adjust bit 6 of switch 11 with the User Parameters:

- Bit 6=0 : Do not print
- Bit 6=1 : Print

(See P.132 “*User Parameters*”).

---

## Enabling and disabling the forwarding mark

---

The forwarding mark is printed at the receiving end on the top of each page of the fax messages that are forwarded from your machine. This mark will help the operator at the other end to recognize messages that have been forwarded. If you wish, you can switch this mark off.

To switch the Forwarding Mark on or off, adjust bit 1 of switch 2 with the User Parameters:

- Bit 1=0 : Forwarding mark off
- Bit 1=1 : Forwarding mark on

(See P.132 “*User Parameters*”).

# Wild Cards

This feature greatly enhances the effectiveness of the following features:

- Authorized Reception
- Forwarding
- Specified Cassette Selection

In each of these features, you have to store the RTI or CSI of various terminals that you normally receive fax messages from. Then, when your machine detects an incoming call, it checks the RTI or CSI of the other terminal, and acts accordingly.

When you program RTI's for these features, you can program wild cards to greatly expand the number of terminals that you can specify.

For example, if you wish to accept messages from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you don't have to store the RTI of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the RTIs of all XYZ branches contain an "XYZ" somewhere in the RTI, messages coming in from them will be accepted, and sent on to head office.

## Note

- ☐ This feature cannot recognize spaces. If you store MAN as a wild card, and a terminal with an RTI that includes MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the message.

## Reference

Authorized Reception: see P.54  
*"Rejecting or accepting messages from*

*specified senders (Authorized Reception)"*.

Forwarding: see P.60 *"Forwarding"*.

RTI and CSI: see P.165 *"Initial Settings & Adjustments"*.

# Receiving Options

As receiving options, the Reverse Order Printing , Printing the Center Mark are available.

---

## Reverse Order Printing

---

Normally, the machine prints the pages of received messages in the order that they were received uncollated.

However, with Reverse Order Printing, the machine will collate the sequence by printing the message from the last page first collated. This will make it easier to distribute the received fax messages, and more convenient for reading them.

### Preparation

Reverse Order Printing will not take place unless you switch it on beforehand.

To switch this feature on or off, see the User parameters. (see P.132 “*User Parameters*”).

---

## Printing A Center Mark

---

If you switch this feature on, 2 marks at the center-top and center-left are printed on incoming fax messages. This makes it easy for you to position the hole puncher correctly when you file away the received fax messages.

To switch this feature on, see the User Parameters. (see P.132 “*User Parameters*”).

### Note

The center mark is not printed when you use the machine for making copies.



# Reports You Can Printout Yourself

You can print these reports at any time by following the steps below.

## Journal (Function 41)

In addition to the automatic output of this report, which we've described earlier, you can print the Journal at any time.

- 1 Press the **[Function] [4] [1]** and the **[Yes]** key.
- 2 Press the **[Start]** key to print out the report.

## File list (Function 42)

This is a list of memory transmission, memory reception, polling files still in memory and confidential reception. It gives information about each stored file, such as the fax numbers, start time, and status.

- 1 Press the **[Function] [4] [2]** and the **[Yes]** key.
- 2 Press the **[Start]** key to print out the report.

## Telephone number list (Function 43)

You can obtain a list of all the phone numbers stored in the machine. (You can also obtain a list of stored numbers as you edit them. See P.25 "Storing & Editing Fax Numbers (Functions 31 & 32)" P.28 "Storing & Editing A Group Of Fax Numbers (Function 33)"

- 1 Press the **[Function] [4] [3]** and the **[Yes]** key.

```
ALL LISTS?   START/N
QUICK/SPEED/GROUP
```

To print all the numbers (Quick Dial, Speed Dial, and Group numbers)

- 1 Press the **[Start]** key. Then press **[Function]** key and skip the following steps.  
Three lists will come out.

To print the Quick Dial list

- 1 Press the **[No]** key.

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

- 2 Press the **[Yes]** and **[Start]** keys.

```
START
```

To print the Speed Dial list

- 1 Press the **[No]** key.

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

- 2 Press the **[No]** key.

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

- 3 Press the **[Yes]** and **[Start]** keys.

```
START
```

To print the Group list

① Press the **[No]** key.

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

② Press the **[No]** key.

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

③ Press the **[No]** key.

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

④ Press the **[Yes]** and **[Start]** keys.

```
START
```

---

## Program List ( Function 44 )

---

This list shows the counters programmed as keystroke program with the Function 34.

① Press the **[Function] [4] [4]** and the **[Yes]** key.

② Press the **[Start]** key to print out the program list.

# Saving Energy

To print a fax message your fax machine uses a heating roller to fuse the image to the paper. This roller must already be hot when the paper passes under it. To maintain a temperature high enough to permit proper fusing, electricity is consumed.

This facsimile is equipped with various energy saving modes to reduce the consumption of electricity while the machine is waiting for a fax message.

Letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warms up.

Letting the heating roller cool half-way reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

## Note

- If your fax machine enters saving energy mode, no message appears on the display.
- You can still send a fax while the machine is in saving energy mode.
- The saving energy mode is related to the Power Saver. See P.71 “Saving Energy With The Power Saving Timer”.

---

## How to start the saving energy mode

---

Your machine will enter the saving energy mode when machine is not used for 5 minutes.

## Note

- If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the saving energy mode automatically, please contact your service representative.

---

## How to exit the saving energy mode

---

Your machine exits from the energy saving mode when a fax is received or you set the document. (If the Power Saver is on, the message will printed out after the Power Saver ends.)

You can also carry out some functions (e.g. programming) by first holding down a key to switch to standby mode. If the roller the room temperature, only the energy mode key is available to exit the saving energy mode.

---

## Which saving energy mode is best for you?

---

You have two choices: You can let the roller cool to room temperature or you can let it cool to the midpoint. To choose which of the two settings you would prefer, set the user parameter switch.

When you allow the roller to cool to room temperature, energy savings are at a maximum and printing will take a little longer since the roller will take more time to come to printing temperature. When you select the midpoint, some energy savings will still be achieved and printing will occur more rapidly.

❖ **Switch 05 bits 6**

- Letting the heating roller cool to room temperature: Bit 6 at 0.
- Letting the heating roller cool halfway: Bit 6 at 1.



# Saving Energy With The Power Saving Timer

You can set sleep time to let the machine go to saving energy condition and set the wake up time when it returns to standby mode the next morning. During this Power Saver mode, a fax message received is stored in the memory and will be printed automatically the next morning after the wake up timer is activated.

As a typical example, you could program the heating element inside the printer to stay off at night and over the weekend. (You can program different settings for every day of the week.)

To use the Power Saving timer, you must:

- Program the timers for each day of the week.
- Switch the Power Saving timer feature on.

## Setting the Power Saving time (Function 71)

### Note

- While the Power Saving timer is active, all incoming calls are refused if the memory fills up.



### Example:

For Tuesday, set the Power Saving timer to switch the heater on at 9 am and off at 6 pm.



- 1 Press the **[Function]** **[6]** then enter access code **[2]** **[2]** **[2]** **[2]**. Then press **[7]** **[1]** and the **[Yes]** key.

```
SET TIMER      Y/N/⏏
SUN
```

- 2 Use **◀** and **▶** to scroll through the days of the week.

```
SET TIMER      Y/N/⏏
TUE
```

### Note

- Example: Press **▶** twice to go to Tuesday.

- 3 Press the **[Yes]** key

```
TIMER#1 TUE   */#/Y
ON FROM 12:00AM
```

- 4 To change the ON to OFF, or the other way round, press the **[\*]** or **[#]** keys.

### Note

- There are two timers for each day, each with an ON/OFF setting. "ON" means that the heater will switch on at the time indicated. "OFF" means that the heater will switch off at the time indicated.

- 5 Press **▶** to move the cursor under the time.

```
TIMER#1 TUE   */#/Y
ON FROM 12:00AM
```

- 6** Input the time (9:00 AM) : Press **[0] [9] [0]** and **[0]** from the key pad.

```
TIMER#1 TUE   */#/\Y
ON FROM 09:00AM
```

- 7** Set AM/PM using the **[\*]** or **[#]** key.

```
TIMER#1 TUE   */#/\Y
ON FROM 12:00PM
```

- 8** Press the **[Yes]** key.

```
TIMER#2 TUE   */#/\Y
ON FROM 12:00AM
```

 **Note**

- Repeat step **6** to **7** for the second timer (6:00 PM)
- To change AM to PM or the other way around, press the **[#]** key.
- If you want the heater on all day, set both timers to ON = 12:00AM. If you want the heater off all day, set both timers to OFF = 12:00AM.

- 9** Press the **[Yes]** and **[Function]** keys to finish.

 **Note**

- Go back to step **8** to program the timer for another day.

## Switching the Power Saving Timer on / off ( Function 62 )

The Power Saving timer feature must be switched on using Function 62.

- 1** Press the **[Function] [6]** then enter access code **[2] [2] [2] [2]**. Then press **[6] [2]** and the **[Yes]** key.

```
SELECT LINE Y/NEXT▶
```

- 2** Scroll through the list of features with **▶** until the screen is as shown.

```
POWER SAVER ON/OFF Y/NEXT▶
```

- 3** Press the **[Yes]** key.

```
POWER SAVER ON/OFF
ON ▶ OFF
```

- 4** Change the on/off setting by pressing **◀** or **▶**.

```
POWERSAVERON/OFF
▶ON OFF
```

- 5** Press the **[Yes]** and **[Function]** keys to finish.

# Copying

If you need to make a copy of something, and there is no copier available, use your fax machine. Just place your original in the feeder, and press the **[Copy]** key.

## Note

- By default, copies are made at Detail resolution. To change to Standard or Fine, press the Resolution key.

## **1** Place your original in the feeder.

```
TRANSMIT      OPTION▶
DIAL FAX NUMBER
```

## **2** Press the **[Copy]** key.

```
COPY          01 SETS
▶LT   LG   A4
```

## **3** If you have the optional lower cassette, or optional multi-purpose feeder you can select the paper size by pressing ▶.

## Note

- LT = letter, LG = legal
- The display shows that you select the Legal size.

```
COPY          01 SETS
LT   ▶LG   A4
```

## **4** Input the number of copies that you need.

## Note

- Example: 3 copies, press **[3]** of the ten key pad.

```
COPY          03 SETS
LT   ▶LG   A4
```

- This machine makes copies in the order P1, P1, P2, P2 (for example when making 2 copies of a 2 page document).

## **5** Press the **[Start]** key.

4





 **Note**

- Example: **[2] [5] [6] [7]** from the ten key pad.

**5** Press the **[Yes]** key.

POLLING RECV OPTION▶  
DIAL FAX NUMBER

**6** Dial and press the **[Start]** key.

 **Limitation**

- In theory, you can poll up to 100 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed.

4

# User Function Keys

There are two Function keys (F1 and F2) on the operation panel.

You can program each of these keys with a feature that you wish to use frequently.

Store a User Function Code in the User Function Keys.

## Programming a User Function Code

You can program each of the User Function Keys with one of the following functions.

Code	Function
01	Journal
02	TTI ON
03	GROUP KEY
04	Dial Option
05	Batch Transmission
06	Forwarding

• F1 : Journal is default

To store a User Function Code, do the following procedure.

**1** Press the **[Function]** **[3]** **[5]** and **[Yes]** key.

 **Note**

- At this time, you can print a User Function List if you press **◀[Start]**.

```
F █ F1-F2/↔
PRINT LIST↔/SEARCH▶
```

**2** Press one of the User Function Keys.

```
F2 PROGRAM?Y/↔
```

 **Note**

- Example: Press the **[F2]** **[Yes]** keys.
- If the key is already used, the currently stored code is displayed.

**3** Press the **[Yes]** keys.

```
F2 KPAD/SEARCH▶
CODE █
```

**4** Enter the two-digit code for the function that you wish to or search with **◀** or **▶** store.

```
F2 Y/N/↔
CODE 03 GROUP KEY
```

 **Note**

- Example: Group Dial key, press **[03]**.

**5** Press the **[Yes]** key.

```
F2 Y/N/↔
PROGRAMMED
```

**6** Press the **[Function]** Key.

## Using a Function Program

**1** Press the **[F1]** or **[F2]** key.

**2** Use the function as normal.

## Editing a Function Program

- 1 Press the **[Function]** **[3]** **[5]** and the **[Yes]** key.

```
F1 F1-F2/↔
PRINT LIST↔/SEARCH▶
```

- 2 Press the user Function key that you wish to change.

```
F2 CHANGE? Y/↔
GROUP KEY
```

- 3 Press the **[Yes]** key.

```
F2 Y/N/↔
CODE 03 GROUP KEY
```

- 4 Press the **[No]** and **[Yes]** key.

- 5 Press the **[Function]** key.

```
F2 Y/N/↔
CODE 03 GROUP KEY
```

- 4 Press the **[No]** key.

- 5 Press the **[Yes]** and **[Function]** key.

## Deleting a Function Program

- 1 Press the **[Function]** **[3]** **[5]** and the **[Yes]** key.

```
F1 F1-F2/↔
PRINT LIST↔/SEARCH▶
```

- 2 Press the user Function key that you wish to erase.

### Note

- Example: **[F2]**

```
F2 CHANGE? Y/↔
GROUP KEY
```

- 3 Press the **[Yes]** key.

# Dual Access

Dual Access means that even if the machine is already carrying out a task, you may be able to operate the machine.

For instance, if your machine is currently receiving a long fax message, but you want to send a message and go back to your desk without having to wait by the machine, you can place your message in the feeder, select the required transmission features, dial the number, and press Start. Your

message will be scanned and stored to memory while the machine is still receiving. This means that you can take your fax back to your desk before it is actually sent. However, to be sure whether your transmission was successful or not, keep an eye open for Error Reports (or check the Journal).

The following table shows which features can operate simultaneously on your machine.

Job Currently in Progress	Job that you wish to carry out at the same time											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Storing to Memory	--	✓	×	✓	×	✓	✓	✓	✓	✓	×	✓
2. Printing from Memory	✓	--	×	×	×	×	×	×	×	×	×	×
3. Copying	×	×	--	×	×	✓	×	✓	✓	×	×	✓
4. Printing an Automatic Report	✓	×	×	--	×	×	×	×	×	×	×	×
5. Immediate Transmission	×	×	×	×	--	×	×	×	×	✓	×	×
6. Memory Transmission	✓	×	✓	×	×	--	×	×	×	✓	×	×
7. Receiving and Printing a Fax	✓	×	×	×	×	×	--	×	×	×	×	×
8. Receiving a Fax to Memory	✓	×	✓	×	×	×	×	--	×	✓	×	×
9. Transmitting a Service Report	✓	×	✓	×	×	×	×	×	--	✓	×	×
10. PC Print*	✓	×	×	×	✓	✓	×	✓	✓	--	×	×
11. PC Scan*	×	×	×	×	×	×	×	×	×	×	--	×
12. PC Fax*	✓	×	✓	×	×	×	×	×	×	×	×	--

- \* : PC Interface Kit required
- ✓: Possible
- ×: Impossible

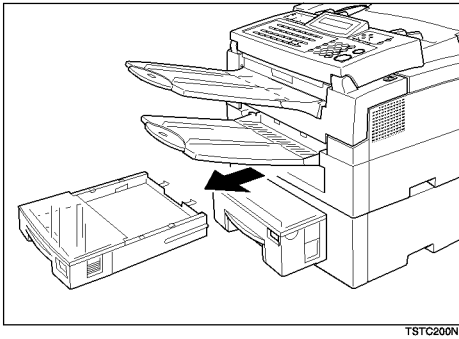
# 5. Maintaining Your Machine

## Loading Paper In The Main Cassette

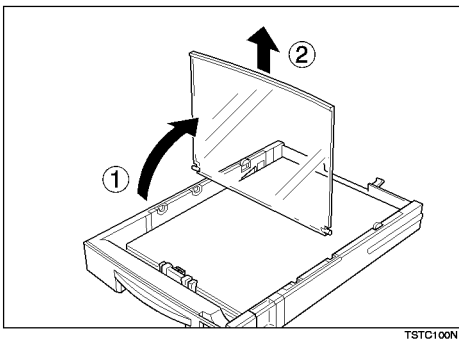
**1** Pull out the paper cassette and place it on a flat surface.

 **Note**

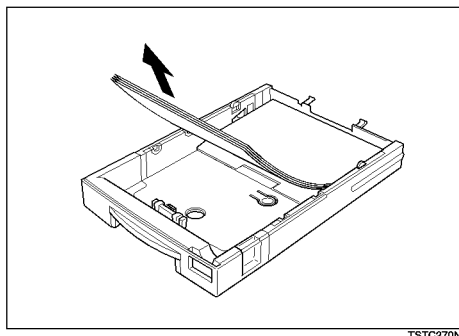
- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.



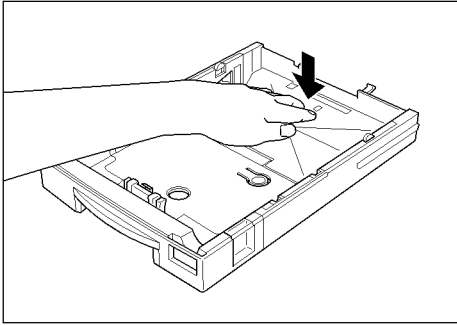
**2** Lift up the cassette cover and remove it.



**3** Remove any remaining paper.

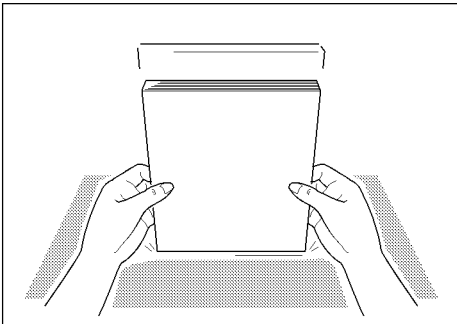


- 4** If the metal base plate is raised, push it firmly down until it locks into place.



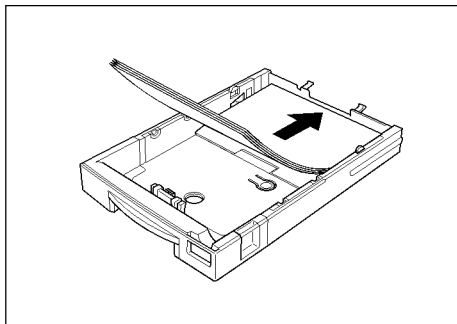
TSTC050N

- 5** Prepare a stack of blank paper. For smoother operation, square the edges.



TSTS010N

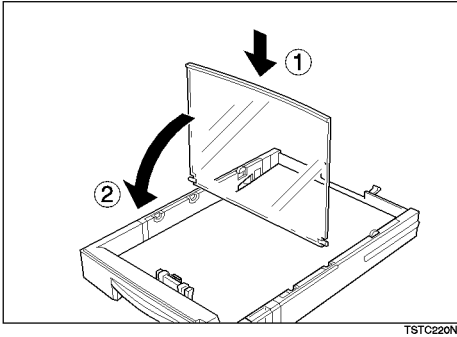
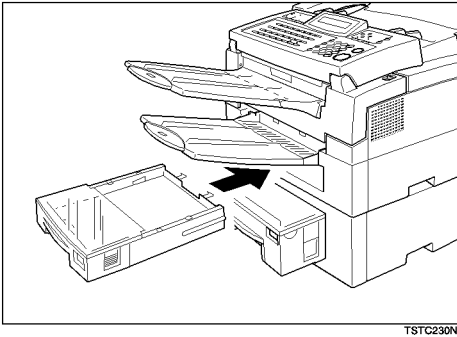
- 6** Load the paper into the cassette.



TSTG210N

**7** Replace the cassette cover. **Note**

- The frosted side of the cover must be face up when closed.

**8** Replace the cassette. Push it in firmly until it locks into place.

5

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