TOSHIBA

DIGITAL PLAIN PAPER COPIER

# OPERATOR'S MANUAL FOR FACSIMILE FUNCTION

e-STUDIO16/20/25

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**For U.S.A. only**

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

WARNING FCC Notice: Part 68
This equipment complies with Part 68 of the FCC Rules. On the rear 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.

The REN is used to determine the quantity of devices that 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). To be certain of the number of devices that may be connected to the line, as determined by the total REN's contact the telephone company to determine the maximum REN for the calling area.

If your facsimile machine causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, you will be notified as soon as possible, also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

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 for you to make the necessary modifications in order to maintain uninterrupted service.

If you experience trouble with this facsimile machine, please contact your authorized Toshiba dealer for repair/warranty information. If the trouble is causing harm to the telephone network, the telephone company may request you remove the equipment from the network, until the problem is resolved.

This equipment may not be used on coin service provided by the telephone network, connection to Party Line Service is subject to state tariffs. (Contact the state public utility commission, or corporation commission for information.)

This device is equipped with a USOC RJ11C connector.

**THE TELEPHONE CONSUMER PROTECTION ACT**: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such a 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 or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the setup procedures listed for station ID number and name on page 4-18 in this manual.

This equipment is hearing aid compatible.

**TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.**
Electronic Imaging Division
2 Musick, Irvine, CA 92618-1631

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**For Canada only**

**NOTICE**: 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 connect a facsimile to the facilities of their 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 to disconnect the equipment.

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

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

The Ringer Equivalence Number of your facsimile is 0.3.

**NOTICE**: 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 devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

**AVIS**: L'etiquette d'Industrie Canada identifie le marériel homologué. Cette étiquette certifie que le matériel est conforme aux normes de protection, d'exploitation et de sécurité des réseaux de télécommunications, comme le prescrivent les documents concernant les exigences techniques relatives au matériel terminal. Le Ministére n'assure toutefois pas que le matériel fonctionnera à la satisfaction de l'utilisateur.

Avant d'installer ce matériel, l'utilisateur doit s'assurer qu'il est permis de le raccorder aux installations de l'entreprise locale de télécommunication. Le matériel doit également être installé en suivant une méthode acceptée de raccordement. L'abonné ne doit pas oublier qu'il est possible que la conformité aux conditions énoncées ci-dessus n'empêche pas la dégradation du service dans certaines situations.

Les réparations de materiel homologué doivent être coordonnées par un représentant désigné par le fournisseur. L'entreprise de télécommunications peut demander à l'utilisateur de débrancher un appareil à la suite de réparations ou de modifications effectuees par l'utilisateur ou à cause de mauvais fonctionnement.

Pour sa propre protection, l'utilisateur doit s'assurer que tous les fils de mise à la terre de la source d'énergie électrique, des lignes téléphoniques et des canalisations d'eau métalliques, s'il y en a, sont raccordés ensemble. Cette précaution est particulièrement importante dans les régions rerales.

**Avertissement**: L'utilisateur ne doit pas tenter de faire ces raccordements luimême; il doit avoir recours à un service d'inspection des installations électriques, ou à un électricien, selon le cas.

L'indice d'equivalence de la sonnerie de ce matériel 0.3.



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**AVIS**: L'indice d'équivalence de la sonnerie (IES) assigné à chaque dispositif terminal indique le nombre maximal de terminaux qui peuvent être raccordés à une interface. La terminaison d'une interface téléphonique
peut consister en une combinaison de quelques dispositifs, à la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excède pas 5.

**TOSHIBA OF CANADA LIMITED**
Office Product Group
191 McNABB STREET
MARKHAM, ONTARIO L3R 8H2

**For New Zealand only**

"The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to the network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any is compatible with all of Telecom's network services."

"This equipment is not capable, under all operatiing conditions, of correct operation at the higher speeds for which it is designated. Telecom will accept no responsibility should difficulties arise in such circumstances."

"This equipment should not be used any circumstances which may constitute a nuisance to other Telecom customers."

"Not all telephones will respond to incoming ringing when connected to the extension socket."

"The decadic (or pulse) dialing on this devise is unsuitable for use on the telecom network in New Zealand."

"This device does not support Faxability."

**TOSHIBA (AUSTRALIA) PTY LIMITED**
17th Floor
296 Queen Street
Auckland
New Zealand
Phone : 64 9 307 0279

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Thank you for purchasing the Toshiba GD-1060 Fax kit for e-STUDIO16/20/25. This Operator's Manual describes the following:

- how to correctly use the e-STUDIO16/20/25 FAX functions
- how to send and receive FAXes
- how to inspect the FAX unit
- how to remedy trouble

Before using the digital copier, thoroughly read and understand this Operator's Manual.
Keep this Operator's Manual in a handy place for future reference.
* This Operator's Manual applies to the e-STUDIO16/20/25 facsimile function.
* When the digital copier is used as a copier and a printer, be sure to read the Operator's Manual (for Copying Function) and Operator's Manual (for Printer Function).

■ To ensure correct and safe use of the Toshiba Digital Copier e-STUDIO16/20/25, this Operator's Manual describes safety precautions according to the following three levels of warning:

The meaning of these signal words are as follows. Before reading this Operator's Manual, you should fully understand the meaning and importance of these signal words.

Warning —— Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.

Caution —— Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.

Note ——— Indicates a procedure you should follow to ensure the optimal performance of the digital copier and problem-free copying.

Tip ———— Describes information useful to know when operating the digital copier.

Advice ——— Describes an operation you should follow to maintain the digital copier in good working order.

**For European models only:**

**Warning**
**This is a Class A product. In a domestic environment, this product may cause radio interference in which case the user may be required to take adequate measures.**

1 Do not touch the connector terminal when disconnecting the cables of peripheral equipment.
2. Before opening any covers or removing any units from the copier, discharge the static electricity from your body by touching a metal part of the copier.
This product is carrying the CE-Mark in accordance with the related European Directives.
Responsible for CE-marking is Toshiba Europe GmbH, Hammfelddamm 8,41460 Neuss, Germany.
Phone +49-2131-158-01.

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## Features of the e-STUDIO16/20/25 FAX Functions

- **Super G3 High-speed Communications**
  Provides State-of-the Art V.34 modem technology for worldwide compatibility at speeds up to 33,600 bits per second.
- **JBIG Encoding Systems**
  Compatible for ITU-T85 (FAX JBIG)
- **Plain paper recording**
  Plain paper is used as the FAX output paper. This means that FAX output from the digital copier can be stored for a long time as business documents. You can also write on and sign them.
- **300 destination telephone directory**
- **Dual access**
  You can use the fax image memory to carry out the following:
  (1) Original storage during another memory TX
  (2) Original storage during reception
  (3) Copying during memory TX
  (4) Reception storage during copying
  (5) Reception storage during another reception output
  (6) Auto receive during printing of lists
  (7) Memory transmission during printing of reports
  (8) Internet FAX when the option board is installed.

  **Tip**

  "Memory transmission" and "memory reception" refers to sending and receiving originals in image memory.
- **High-resolution (U-FINE) mode**
  Detailed technical drawings, fine text and photographs can be sent clearly at a resolution of 16 dots/mm x 15.4 lines/mm and 256 level harftone.
- **Multi-address transmission**
  You can send the same originals to up to 475 remote FAXes in a single operation by direct dialing, or by specifying remote FAXes using the speed dials, groups, or one touch keys.
- **Weekly timer mode**
  The printer heater is turned OFF during predetermined periods so that you can save energy.
- **A3 transmission and recording**
  You can send LD (A3)-size originals such as technical drawings at their original size. A3-size originals received on the FAX can also be output at their original size.
- **High-speed scanning***
  LT-R (A4-R)-size originals are scanned in about 1.3 seconds (e-STUDIO16), 1.8 seconds (e-STUDIO20/25).
- **Duplex transmission**
  You can scan two-sided originals on the reversing automatic document feeder and send them in page order.
- **User friendly guidance**
  Operation guidance is shown clearly on the message display. The display shows, for example, the method for changing the communication mode, or how to clear the paper jam.
- **Expandable by adding a wide range of options**
  You can also add on a job separator for selecting different trays for outputting FAX received originals, copies and printer outputs. So you can customize your digital copier to suit your particular requirements.

* For ADF condition.

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## When a Power Failure Occurs

- In the event of a power failure, neither facsimile nor telephone functions of the unit are available.

- In the event a power failure occurs (or the power to the unit has been disconnected), functions and unit operation will not be possible. Any document data stored in memory will be retained for a period of approximately 2 hours (if the internal battery is fully charged). This period may be shortened if optional memory has been installed. On exceeding that time limit, the following items will be erased:

  - Document data stored in memory for Transmission, Substitute Memory Receptions, etc.
  - The address and designated time of each Timer Transmission, Timer Polling Reception, etc.
  - Programmed data such as the clock, Auto Dial Numbers and user configurations will not be erased. This data is supported by second battery with a maximum five year life. (from time of manufacture.)
  - In the event that document data has been erased due to a power failure, the message “POWER FAILURE” is displayed on the LCD and a Power Failure Report is issued once the power is restored. ( ► See page 4-87.)

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# DESCRIPTION OF THE DIGITAL COPIER

1


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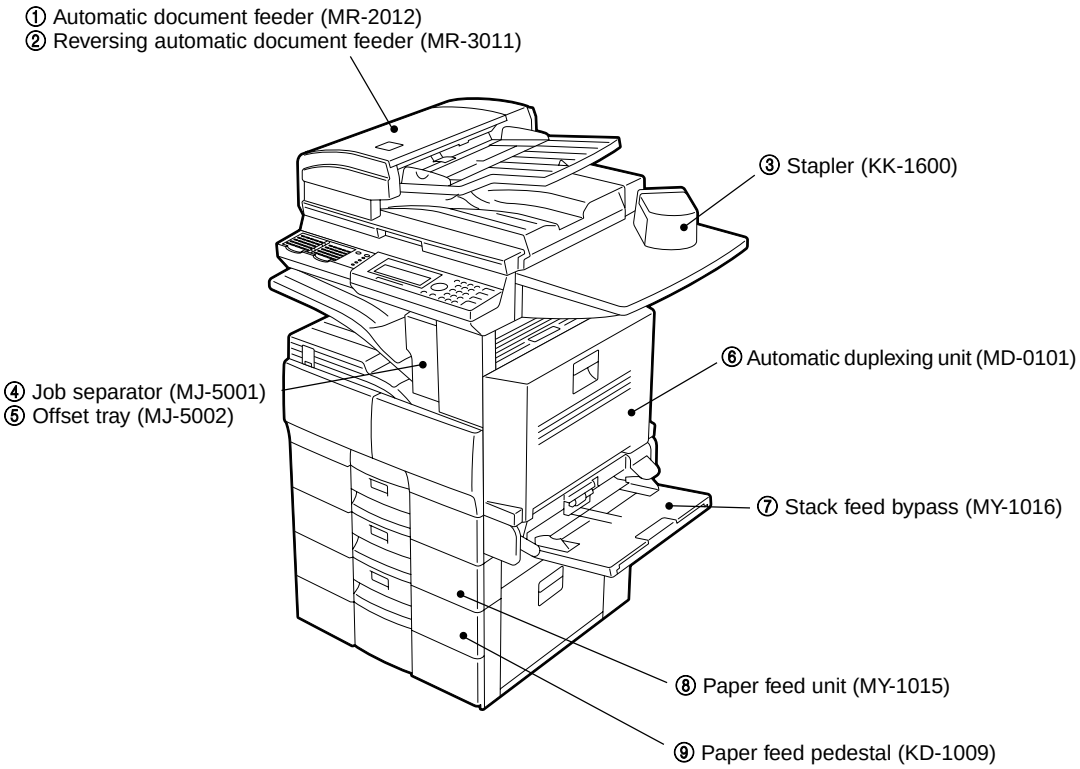
**e-STUDIO16**




- Print Function with Job Separator (option) Attached
  When the job separator is attached, received faxes are output onto the upper tray and copied sheets are output on the lower tray. The job separator is convenient since copies and faxes can be output separately.
- Print Function with Stack Feed Bypass (option) Attached
  Even though the stack feed bypass is attached, it cannot be used for receiving faxes.

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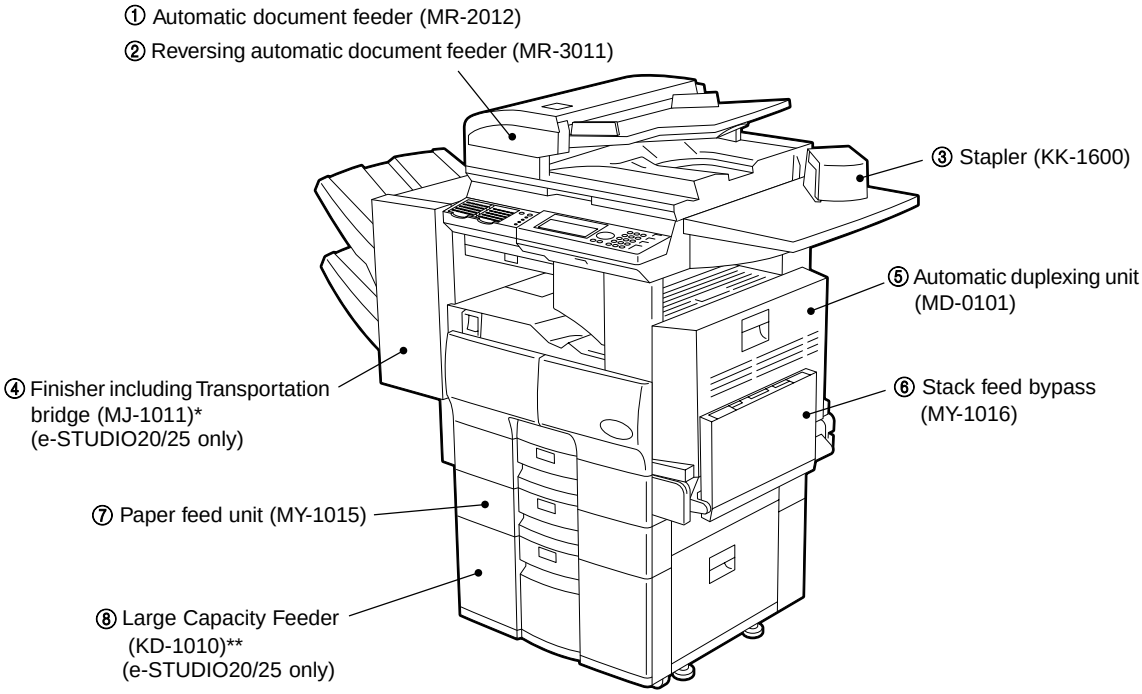
## e-STUDIO20/25




* The Job separator (MJ-5001) or Offset tray (MJ-5002) can be installed in place of the Finisher.

** The Paper feed pedestal (KD-1009) can be installed in place of the Large capacity feeder (KD-1010). Furthermore, the Cassette module (MY-1017) (option for e-STUDIO20/25) can be installed in the KD-1009.

- Print Function with Job Separator (option) Attached
  When the job separator is attached, received faxes are output onto the upper tray and copied sheets are output on the lower tray. The job separator is convenient since copies and faxes can be output separately.
- Print Function with Finisher (option for the e-STUDIO20/25) Attached
  Even if the finisher is attached, received faxes are output onto the central output tray.
- Print Function with Stack Feed Bypass (option) Attached
  Even though the stack feed bypass is attached, it cannot be used for receiving faxes.



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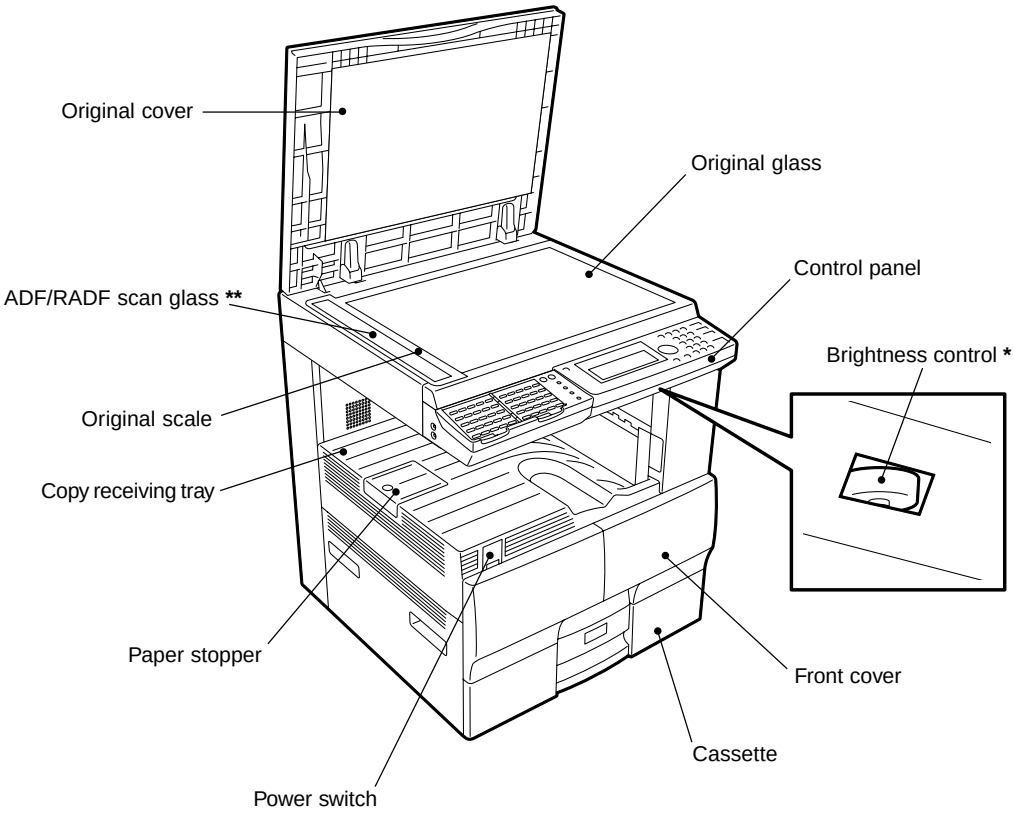


*** Brightness control**
Used to adjust the brightness of the message display panel.

**** ADF - Automatic document feeder**
**RADF - Reversing automatic document feeder**

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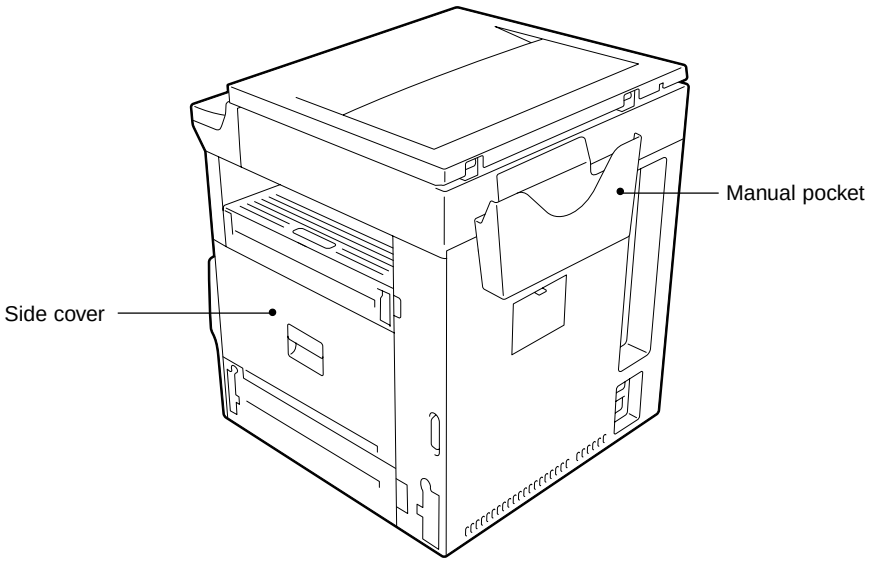




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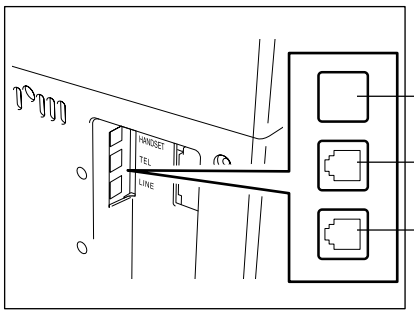
# 3. CONNECTING THE CABLES

Before you connect cables, make sure that the power switch is in the OFF position.
Connect the telephone line to the connector marked “LINE. ”
Connect the external telephone to the connector marked “TEL.”




Not used.

Connect the external telephone.

Connect the telephone line.

**Note**

Do not connect two or more telephones to one telephone connector.

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### ① One Touch keys (1-75), Function keys, and Keyboard

A description of the One Touch keys, Function keys, and Keyboard is given on page 1-10, 4-3.

### ② SCAN key

Used in “Internet Fax Function.”

### ③ FAX key

Press this key to switch from the other modes to the FAX mode. This manual describes the settings and operation in the FAX mode in detail. Please refer to the “Operator’s Manual for E-mail Function” for information about the setting and operation for the E-mail.

### ④ COPY key

Press this key to switch from the other modes to the COPY mode.
Please refer to the “Operator’s Manual for Copying Function” for further information about the settings and operation in the COPY mode.

### ⑤ FINISHING key

You can specify how you would like to output copies (including Sort and Offset).

### ⑥ ZOOM key

You can specify the scaling factor for copying.

### ⑦ PAPER SUPPLY key

You can specify from which paper cassette you would like to feed paper for making a copy.

### ⑧ LIGHT/DARK key

Use this key to specify the scanning density.

### ⑨ MONITOR key

Used to enable the speaker monitor, for monitoring call progress during non memory transmission.

### ⑩ REDIAL/PAUSE key

Jobs (max. 100 telephone numbers), which are ready to be resent in the transmission-memory appear on the message display panel. You can refax each by selecting a telephone number. Or, use this key to enter a pause between telephone digits when entering a remote facsimile number.

### ⑪ SPEED DIAL key

Use to accessing Abbreviated, Alphabet, or Group dialing telephone directories.

### ⑫ RESOLUTION key

Use this key to change the scanning resolution.

### ⑬ Paper Jam lamp

This lamp blinks when an original or recording paper is jammed.

### ⑭ Recording Paper lamp

This lamp blinks in the FAX mode when no paper is loaded in any of the paper cassettes.

### ⑮ Toner lamp

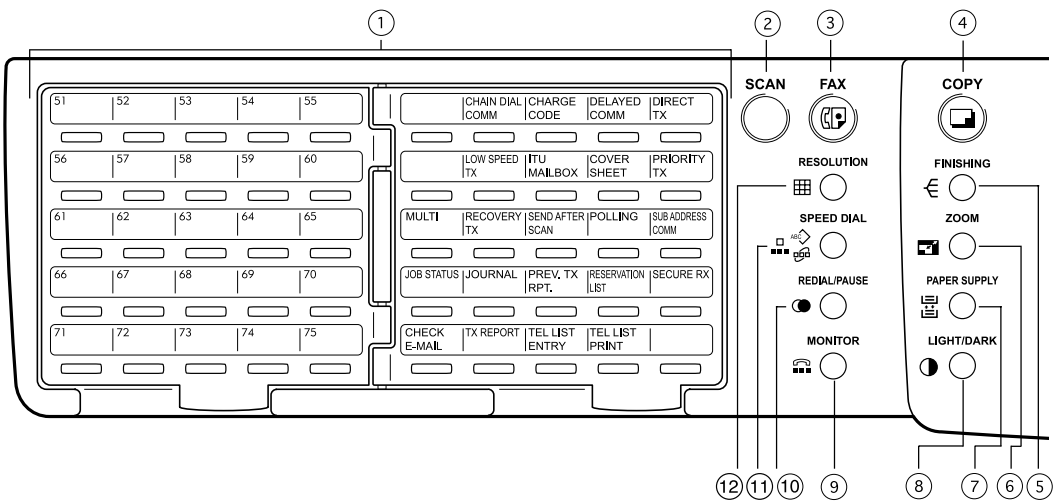
This lamp illuminates when the toner is about to run out or blinks when the toner runs out completely.

### ⑯ PC Communication lamp

This lamp blinks while the copier is serving as a printer and communicating with your computer, or while it is communicating as a local scanner.

### ⑰ FAX Communication lamp

This lamp blinks when communicating using the phone line.





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### ⑱ Arrow keys
Use these keys to select a desired setting option or to enter a desired name or value in the PROGRAM mode or COMM. Option.

### ⑲ PRINTER key
Use this key to adjust the printer settings or perform printing automatically.

### ⑳ MAIN MENU key
Press this key to switch from the PROGRAM mode to the MAIN MENU. (COPY, FAX or SCAN mode.)

### ㉑ PROGRAM key
Use this key to program the initial settings and default settings in the FAX mode.

### ㉒ INTERRUPT key and INTERRUPT lamp
This key and lamp are not used in the FAX mode.

### ㉓ SUPER ENERGY SAVER key and SUPER ENERGY SAVER lamp
Press this key to enter or exit the Super Energy Saver Mode. Illuminated when the facsimile is in the Super Energy Saver Mode.

### ㉔ FUNCTION CLEAR key
Clear all items selected in the FAX mode such as COMM. Option.

### ㉕ CLEAR/STOP key
Use this key to correct the dialed remote FAX number when sending an original or to stop an operation.

### ㉖ START key
Press this key to start scanning of the originals to the memory or direct TX.

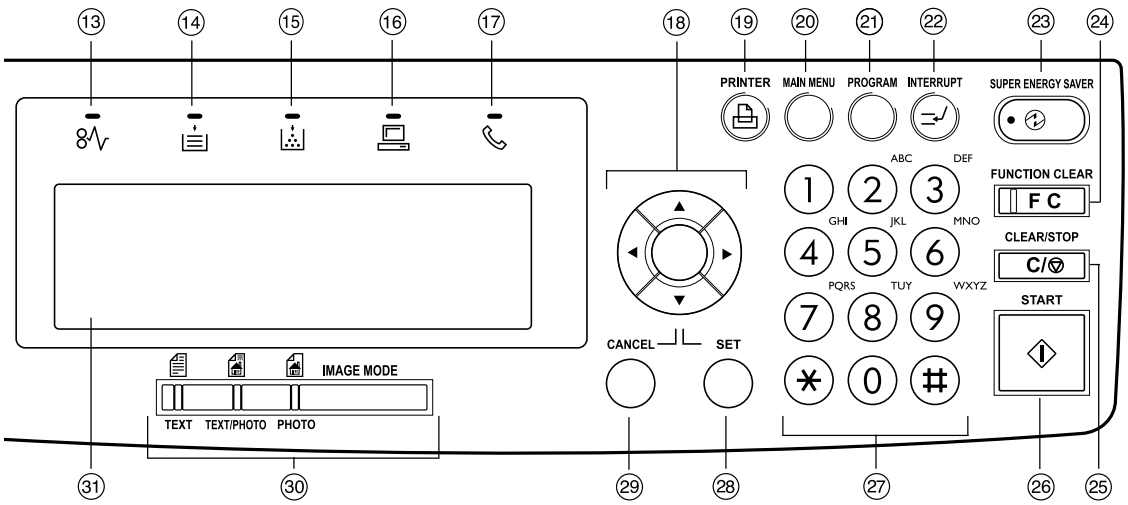
### ㉗ Dial keypad
Use these keys to enter a telephone/facsimile number or to set the ID number, etc.
Used to enter the item numbers for the selection in “PROGRAM MODE” and “COMM OPTIONS.”

### ㉘ SET key
Use this key to accept the data that you have entered in the PROGRAM mode or COMM. Option.

### ㉙ CANCEL key
Use this key to return to a previous menu in the PROGRAM mode or COMM. Option.

### ㉚ IMAGE MODE key
You can switch between the image modes (Photo, Text/Photo and Photo) for scanning. The lamp of the currently selected image mode illuminates.

### ㉛ Message Display Panel
The Message Display Panel indicates the FAX status. It also shows you the operational procedures or settings by a brief sentence or icons

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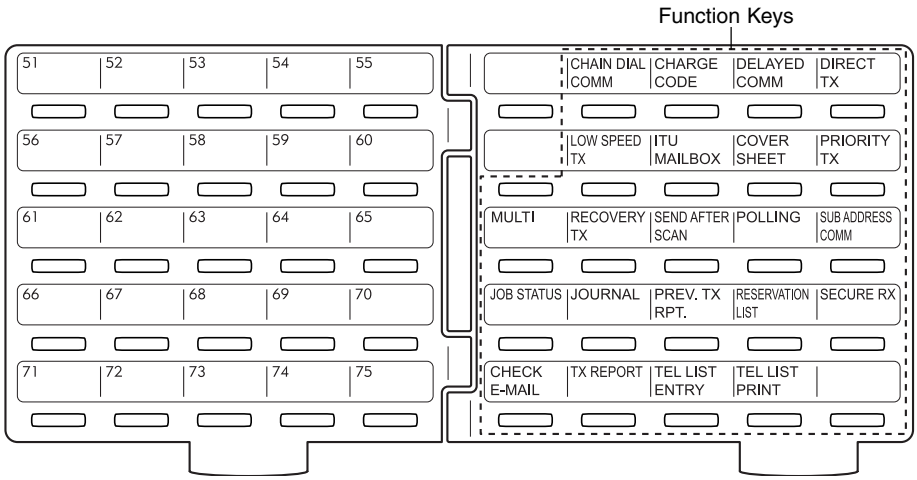
## Function Keys

The Function keys are located on the left side of the Control Panel and enable the following frequently used functions and settings by pressing the desired key.




**Keyboard**
Used to enter alphabetic characters when setting the speed dials, etc. (See page 4-3.)

**One Touch keys (1-75)**
Used to select telephone/facsimile number by simply pressing these keys.

**CHAIN DIAL COMM**
Used to dial a remote party using Chain Dialing.
( ► see page 3-31.)

**CHARGE CODE**
Allows entry of a Charge Code at the time of dialing or during Abbreviated Dial and One Touch Dial programming.
( ► see page 4-49.)

**DELAYED COMM**
Schedules a delayed communication job to be performed at a designated time.
( ► see page 3-3.)

**DIRECT TX**
Allows transmission direct from the document glass or the document feeder without the use of memory. ( ► see page 2-25.)

**LOW SPEED TX**
Used to select a lower transmission speed to transmit a document when poor line conditions are expected, such as when transmitting to an overseas location that can only accept low speed data. ( ► see page 3-6.)

**ITU MAILBOX**
Used for Mailbox Communications or Relay, Transmission with remote facsimiles that support the ITU-T F-code functions.
( ► see page 3-10.)

**COVER SHEET**
Used to attach a cover sheet to a document to be transmitted.
( ► see page 4-29.)

**PRIORITY TX**
Sends pages set on the document glass or in the document feeder ahead of all previously scheduled transmissions.
( ► see page 3-4.)

**MULTI**
Used to create a manual grouping for multi-address transmission. ( ► see page 3-7.)

**RECOVERY TX**
Recovers from memory and sends incomplete transmissions. ( ► see page 4-32.)

**SEND AFTER SCAN**
Used to select whether the dialing starts while the machine is scanning the documents or after the machine has scanned all documents to memory.
( ► see page 4-35.)

**POLLING**
Designate polling communication. ( ► see page 3-23.)

**SUB ADDRESS COMM**
Add sub-address digits to the remote facsimile number for routing or security.
( ► see page 4-50.)

**JOB STATUS**
Used to confirm the status of the job or canceling a job.
( ► see page 2-31.)

**JOURNAL**
Used to print a communication journal. ( ► see page 2-29.)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**PREV. TX RPT**
Displays or prints the result of latest 150 transmission jobs. ( ► see page 2-28.)

**RESERVATION LIST**
Prints a Job Reservation List. ( ► see page 2-30.)

**SECURE RX**
Enables or disables Secure RX. ( ► see pages 4-42 and 4-43.)

**CHECK E-MAIL**
Used to receive an E-mail immediately. (Requires optional GD-1070 (Internet FAX Kit) and GF-1110 (NIC Kit) be installed.)

**TX REPORT**
Print a transmission report for one job.

**TEL LIST ENTRY**
Used to register Abbreviated, One Touch, Group, and Relay Group Dialing numbers. ( ► see page 4-8, 4-10 and 4-12.)

**TEL LIST PRINT**
Prints desired telephone/facsimile lists. ( ► see page 4-59.)

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- **Memory TX ( ► See page 2-23.)**
  The original automatically starts to be sent after it has been temporarily stored to memory. This mode is useful if you want to return original files immediately. You can also send the same original to two or more remote FAXes (multi-address transmission).

- **Direct TX ( ► See page 2-24.)**
  The remote FAX is dialed immediately, and the original will be sent as it is being scanned. This mode is useful if you want to confirm the remote party you are sending to.
  Originals are not stored to memory, and you can specify only one remote FAX at a time.

- **Keypad dialing ( ► See page 2-16.)**
  You can dial the telephone number of the remote FAX directly using the dial keypad.

- **Speed dialing ( ► See page 2-18.)**
  You can specify a remote FAX using the Speed Dials registered beforehand.

- **One Touch dialing ( ► See page 2-21.)**
  You can specify a remote FAX by pressing a One Touch Key registered beforehand.

- **On-hook dialing ( ► See page 2-26.)**
  You can make a telephone call and send originals after confirming dial tone and the number dialed.
  When the line is connected to the remote FAX and the high-pitched tone is heard, press the START key to send the original.
  You can also use keypad dialing, speed dialing, and one touch dialing.

- **Off-hook dialing ( ► See page 2-27.)**
  You can pick up the external telephone handset, make the telephone call and then send originals.
  When the line is connected to the remote FAX and the high-pitched tone is heard, press the START key to send the original.
  You can also use keypad dialing, speed dialing, and one touch dialing.

- **Delayed communications ( ► See page 3-3.)**
  You can send to a specified remote FAX at a specified time.
  This mode is useful when you are making use of night-time discounts and sending originals overseas.

- **Priority TX ( ► See page 3-4.)**
  You can send a facsimile before any other reserved transmission.

- **Recovery TX ( ► See page 4-32.)**
  You can resend a facsimile after the message initially failed to be sent.

- **Group transmission ( ► See page 2-20.)**
  You can send the same original to two or more remote FAXes in a single operation.

- **Relay Transmission ( ► See page 3-17.)**
  You can send the originals from your FAX to a HUB station, then send them to the end stations.
  This mode is useful for saving time and phone charge if you have several stations in one or more regional area.

- **Mailbox Transmission ( ► See page 3-10.)**
  You can send document to ITU-T F-code compliant mailboxes in remote facsimiles.

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- **Polling transmission ( ► See page 3-23.)**
  You can store originals in memory, and wait for a request to send the originals from a remote FAX. When a request arrives, the originals are automatically sent to the remote FAX that sent the request. In this way, the remote FAX can receive originals at any convenient time.
  A password prevents non-admission users from using the machine.

- **Security TX ( ► See page 4-27.)**
  You can prevent your FAX from sending to an incorrect remote FAX by using this mode.

- **Multi-address transmission ( ► See page 3-7.)**
  You can designate two or more FAXes by using this mode. There are two types of multi-address transmissions; Individual Multi-address transmission and Group Multi-address transmission.

- **Sub-address communications ( ► See page 4-50.)**
  This function attaches a sub-address to the standard destination address in the event the remote party requires one.
  Three types of sub-addresses can be used (SUB, SEP, and PWD); or any combination of two or three types can be used. After selecting the desired types, the transmission to follow will be sent to the desired address using the designated sub-address.

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- **Automatic RX ( ► See page 2-33.)**
  FAXes are automatically received when there is an incoming call.

- **Manual RX ( ► See page 2-33.)**
  FAXes start to be received when you confirm the call on an external telephone (connected to the TEL jack) and press the START key.

- **Memory RX ( ► See page 2-35.)**
  This digital copier stores the information of received originals to memory to ensure communications even if a problem (e.g. a paper jam or no more paper in the digital copier) occurs during reception and prevents the originals from being printed. If an original is received, for example, when the digital copier is out of paper, the received original is automatically stored to memory.

- **Polling RX ( ► See pages 3-25 and 3-26.)**
  You ask the remote FAX for transmission, and receive the original that is stored in the remote FAX's memory.
  The polling reception has:
  1) Individual polling reception
  2) Multi-polling reception
  A password can be used (if the remote facsimile is a Toshiba fax).

- **RX reduction ( ► See page 4-44.)**
  This mode allows the reduction of the received image if the received original is larger than the recording paper.

- **Secure RX ( ► See page 4-39.)**
  This mode allows you to receive the originals to memory until a security code is entered.

- **Privileged RX ( ► See page 4-45.)**
  This mode prevents your FAX from receiving originals from unknown parties.

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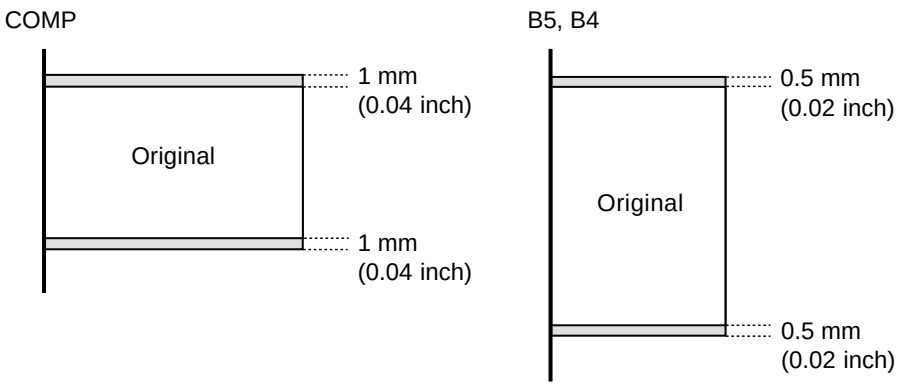
## Original Size

The following table shows the size and thickness of originals that can be sent on this copier.

| Setting place | Types of original | Original size | Maximum number that can be set | Remarks |
|---|---|---|---|---|
| Glass | Sheets<br>Three-dimensional objects<br>Books | Letter format:<br>LD, LG, LT, LT-R, ST-R<br>A/B format:<br>A3, A4, A4-R, A5-R, B4 | | Do not place any heavy object (8.8 lb. or 4 kg or over) on the glass. |
| Automatic document feeder (optional) | Plain paper, thermal paper (for word processor or fax), long originals, originals with filing holes (2-, 3- and 4-holes):<br>13 lb. - 29 lb.<br>50-80 g/m$^2$<br>(Multi-sheet feeding)<br>29 lb. - 34 lb.<br>80-127 g/m$^2$<br>(1-sheet feeding) | Letter format:<br>LD, LG, LT, LT-R,<br>ST-R, COMP<br>A/B format:<br>A3, A4, A4-R, A5-R, B4,<br>B5, B5-R, FOLIO (*ST/A5 is not available.) | 50 originals<br>(13 lb. - 29 lb.,<br>50 - 80 g/m$^2$) or stacked height of originals 8 mm (0.31 inches) or less | Some of the originals on the left may not be used depending on type or thickness or excessive curl. (For details, consult your service technician.) |
| Reversing automatic document feeder (optional) | Plain paper, thermal paper (for word processor or fax), long originals, originals with filing holes (2-, 3- and 4-holes) 13 -34 lb.<br>50 - 127 g/m$^2$<br>(1-sided original)<br>13 - 28 lb.<br>50 - 105 g/m$^2$<br>(2-sided original) | Letter format:<br>LD, LG, LT, LT-R,<br>ST-R, COMP<br>A /B format:<br>A3, A4, A4-R, A5-R, B4,<br>B5, B5-R, FOLIO<br>(*ST/A5 is not available.) | 100 originals<br>(13 - 22 lb. 50 - 80 g/m$^2$) or stacked height of originals 16 mm (0.63 inches) or less. | Some of the originals on the left may not be used depending on paper quality or thickness, or excessive curl. |

## Original Scanning Range

The complete area of the originals described above (other than B5, B4, and COMP) is scanned. However, some remote FAXes cannot print the scanned area completely due to its ability. The area to be scanned on B5, B4, and COMP originals is shown in the figure below.




**Tip**

A4 (LT) originals are automatically rotated and sent as A4-R (LT-R) sized originals.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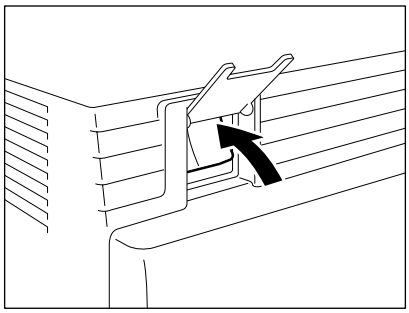
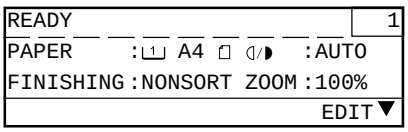
## How to Switch Over to the FAX Mode

**1** **Turn ON the power switch.**

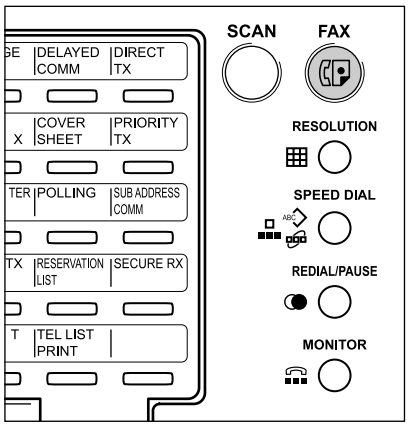


**2** **The copier is turned on in the COPY mode.**

- The message “READY” indicates that you can make copies at any time.




**3** **Press the FAX key on the control panel to select the FAX function.**

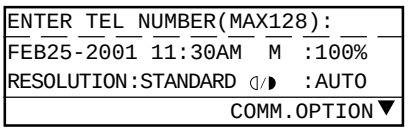



**Note**

- Before carrying out FAX operations, be sure to switch over to the FAX mode.
- You can set up the machine so it will default to the FAX MODE upon turning on the power. For the details, please ask your service personnel.

**Tip**

- If you leave the digital copier inactive for about 45 seconds, the digital copier automatically returns to the copying mode (Default setting).
- You can switch over to the FAX mode while the digital copier is in the sleep mode.

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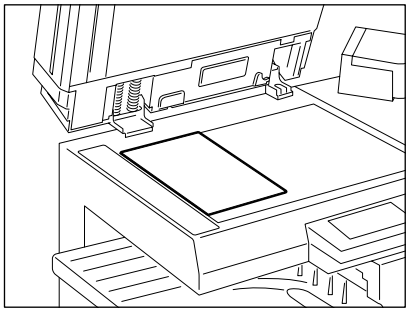
## When Placing the Original on the Glass

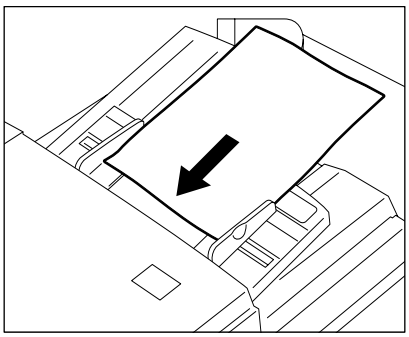
**1** **Lifting the original cover or the automatic document feeder, place the original on the glass face down and with its bottom towards you and with top left aligned against the original scale.**



## Placing the Originals on the Automatic Document Feeder (optional ADF or RADF is installed)

**1** **After aligning the edges of the originals, set them face up on the original feed tray and adjust the slides to the edges of the originals.**

- You cannot mix different sizes of originals such as (Ledger (A3) and Letter (A4)).
- Letter (A4) size originals are rotated 90° so that they are sent as Letter (A4)-R originals.



**Important**

If you use Memory TX, you can position LT size originals in the standard copier configuration and the copier will automatically re-orientate the image for facsimile transmission. However, if you use Direct TX, On-Hook TX or Off-Hook TX, you must orientate your LT size originals as shown above or they will be reduced or the top and bottom edges will be cut-off by receiving machine.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Order In Which Originals Are Sent to Remote Parties

- When you specify memory TX, the originals start to be scanned from the upper most page, and transmitted beginning with the first scanned page (original placed uppermost).



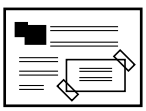
## Precautions When Feeding Originals

Do not use the following types of originals as they tend to be misfeed or become damaged:

(1) Badly wrinkled or folded originals. In particular, originals whose leading edge are curled may fail to be fed.

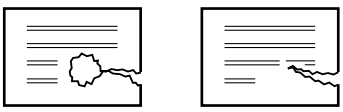
(2) Originals with carbon paper

(3) Taped, pasted or clipped (cut out) originals

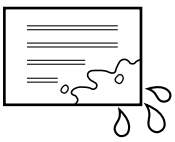


(4) Clipped or stapled originals

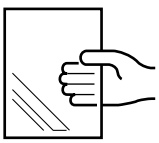
(5) Originals with holes or torn originals



(6) Damp originals

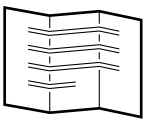


(7) OHP film originals

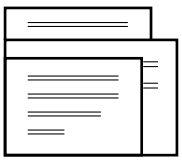


Also, the following originals should be handled carefully:

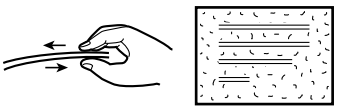
(1) Folded or curled originals should be smoothed out before being used.



(2) Originals with the same width can be set at a time. (Do not mix originals with different widths.)



(3) Originals sticking to each other, or originals that are surface-treated may fail to separate properly.



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## How to Set the Resolution

- Set the resolution according to the size of the text in the original that you are to send.
  If you do not set the resolution, the original is sent at the resolution set in the Default Setting for Document Mode. ( ► See page 4-24.)

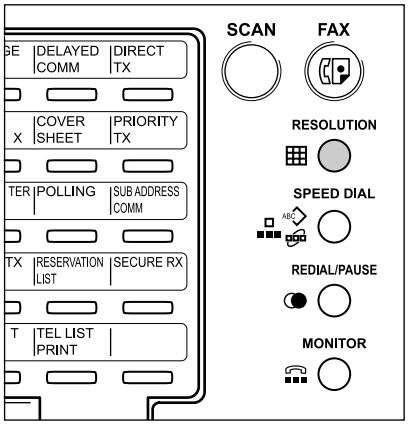
**STANDARD**: Select this setting when the text in the original is regular size.
**FINE**: Select this setting when the text in the original is small or you are sending a detailed drawing.
**U-FINE**: Select this setting when the text in the original is particularly small or you are sending a precision drawing.

**Tip**

If the remote FAX cannot receive originals at the same resolution, the resolution of the sent original is automatically converted before it is sent. The finer the resolution, the longer it takes to send an original.

**1** **Press the FAX key.**

**2** **Press the RESOLUTION key with the initial screen shown in the FAX mode.**




```
ENTER TEL NUMBER(MAX128):
RESOLUTION :  STANDARD
              FINE
              U-FINE
```

**3** **Use the ▲ or ▼ key to select the desired resolution mode.**

**Press the SET key to complete the setting.**

- To cancel setting midway, press the CANCEL key.

```
ENTER TEL NUMBER(MAX128):
RESOLUTION:   STANDARD
              FINE
              U-FINE
```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## How to Set Image Quality Mode

- Set the image quality mode (TEXT, TEXT/PHOTO, PHOTO) to suit the type of original to be sent.

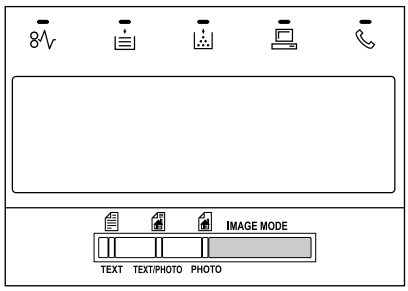
**TEXT mode**: Select this setting when sending text originals.
**PHOTO/TEXT mode**: Select this setting when sending originals containing both text and photos.
**PHOTO mode**: Select this setting when sending photo originals.

**Tip**

Transmission time may be longer than TEXT mode, in case of selecting TEXT/PHOTO mode or PHOTO mode.

**1** **Press the FAX key.**

**2** **Press the IMAGE MODE key until the desired mode lamp illuminates.**



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## How to Set Image Density

- Set the exposure according to the contrast of the original that you are sending.
- There are two ways of selecting image density: by the automatic image density mode or the manual image density mode.
  - In the automatic image density mode, the digital copier automatically judges the contrast of the original, and selects the ideal contrast.
  - In the manual image density mode, you can adjust the contrast manually in 7 stages.

  If you are sending a dark original, press the ◄ key to lighten the contrast, and if you are sending a light original, press the ► key to darken it.

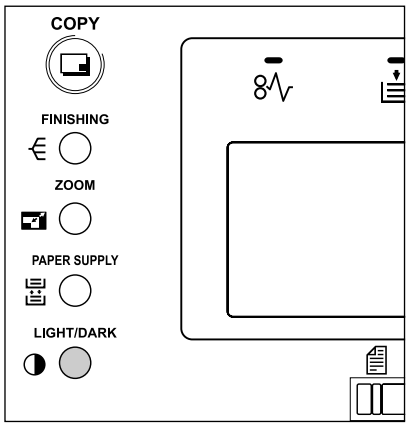
  If you do not set the contrast mode, the original is sent at the contrast adjustment value preset in the transmission mode setting. ( ► See page 4-24.)
  Values set here are valid for only one transmission.

## Automatic Image Density Mode Setting Procedure

**1** **Press the FAX key.**

**2** **Press the LIGHT/DARK key.**

- If the AUTO is already displayed in the message panel, there is no need to set it.




```
ENTER TEL NUMBER(MAX128):
LIGHT     AUTO
/DARK:    MANUAL
```

**3** **Select AUTO by pressing the ▲ key.**

```
ENTER TEL NUMBER(MAX128):
LIGHT     AUTO
/DARK:    MANUAL
```

**4** **Press the SET key to complete the setting.**

- To cancel setting midway, press the CANCEL key.

```
ENTER TEL NUMBER(MAX128):
FEB25-2001 11:30AM  M  :100%
RESOLUTION:STANDARD ◑  :AUTO
                    COMM.OPTION
```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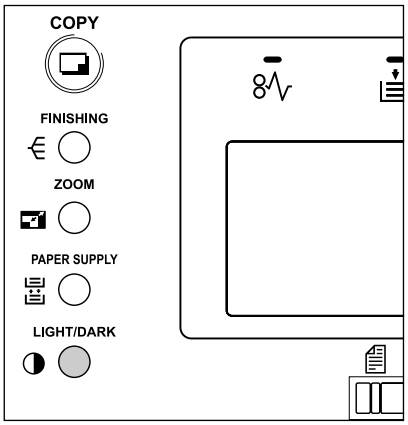
## Manual Image Density Mode Setting Procedure

**1** **Press the FAX key.**

**2** **Press the LIGHT/DARK key.**




```
ENTER TEL NUMBER(MAX128):
LIGHT     AUTO
/DARK:    MANUAL
```

**3** **Select MANUAL by pressing the ▼ key and press the SET key.**

```
ENTER TEL NUMBER(MAX128):
LIGHT     AUTO
/DARK:    MANUAL
```

**4** **Press ◀ or ▶ key to set the image density manually.**

- To lighten the contrast, press the ◀ key.
  Each press of this key moves the scale to the left to lighten the contrast.
- To darken the contrast, press the ▶ key.
  Each press of this key moves the scale to the right to darken the contrast.

```
LIGHT/DARK
MANUAL:
        -3 -2 -1  0 +1 +2 +3
```

**5** **Press the SET key to complete the setting.**

- To cancel setting midway, press the CANCEL key twice.

```
ENTER TEL NUMBER(MAX128)
FEB25-2001 11:30AM  M  :100%
RESOLUTION:STANDARD ◑  :NORMAL
                    COMM.OPTION ▼
```

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When you want to send multi-page originals by using the original glass, you can change the following scanning conditions for each page:

- Resolution
- Image Mode
- Image Density
- Original size

**Tip**

When originals are placed on the original feed tray of the optional ADF or RADF, you cannot change the scanning conditions for each page.

- Set the scanning conditions for the first sheet before you press the START key.

## Setting Scanning Conditions for Each Page

**1** **Press the FAX key.**

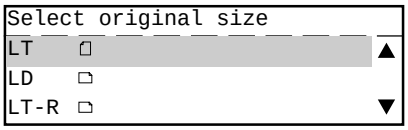
**2** **Place the original on the glass.**

**3** **Set the scanning conditions.**

**4** **Specify the remote FAX.**

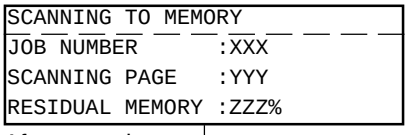
- Abbreviated Dialing ..... ► See page 2-18.
- Alphabet Dialing ..... ► See page 2-19.
- Group Dialing ..... ► See page 2-20.
- One Touch Dialing ..... ► See page 2-21.

e-STUDIO16 → Go to step 5.
e-STUDIO20/25 → Go to step 6.

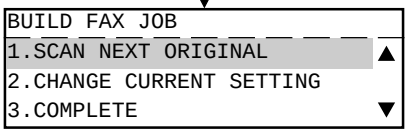



**5** **Select the original size.**

- Using the ▲ or ▼ key, select the original size and press the SET key.




After scanning

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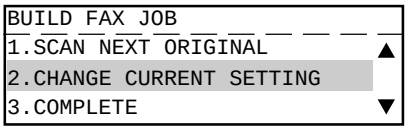
## 6 Select Build job Item.

- If there are no other sheets to scan, press (3).
  →Start the transmission.
- If you want to leave the scanning conditions unchanged, press (1).
  →After scanning the next sheet, return to this step.
- If you want to change the scanning conditions, press (2).
  →Go to step 7.

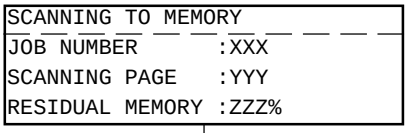
## 7 Set the items to change.

- To change resolution, press (2).
  (► See page 2-10.)
- To change image density, press (3).
  (► See page 2-12.)
- To change original size, press (4).
  (► See step 5.)
- When you have finished setting the items, press (1).

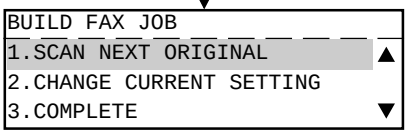



## 8 Scanning the Next Sheet.

- To scan the next sheet, press (1).
  →After scanning the sheet, return to step 6.




After scanning




- After scanning all sheets, to select “3.COMPLETE” press (3).
  →Start the transmission.

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# 7. SPECIFYING THE REMOTE FAX

- There are three ways of specifying the remote FAX: by the digital keys and by the SPEED DIAL key, and One Touch keys.
  You can also specify remote FAXes by group using the SPEED DIAL key.
- The SPEED DIAL function is handy if you enter frequently called remote FAXes beforehand. ( ► See page 2-18.)
  The group feature is handy if you want to send the same original to two or more remote FAXes in a single operation. ( ► See page 2-20.)
- Keypad: Press these keys to enter the remote FAX number.
- SPEED DIAL: Select an abbreviated number that is entered in the TEL LIST to specify the remote FAX.
  The number of the remote FAX must already be entered to the TEL LIST. ( ► See page 4-8.)
- One Touch: Press a key that is already entered in the TEL LIST. ( ► See page 4-10.)
  You can search for remote FAXes by spelling.
- Group: Enter the group number that is already entered as a group. This way you can specify two or more remote FAXes merely by specifying a single group. The numbers of the remote FAXes in the group must already be entered to the group. ( ► See page 4-12.)
  You can search for groups by spelling.
- REDIAL key: Jobs (max. 100 telephone numbers), which are ready to be resent in the transmission memory appear on the message display panel. you can refax each by selecting a telephone number.



## Keypad Dialing

**1** **Press the FAX key.**

**2** **Enter the remote FAX number using the digital keys on the control panel.**

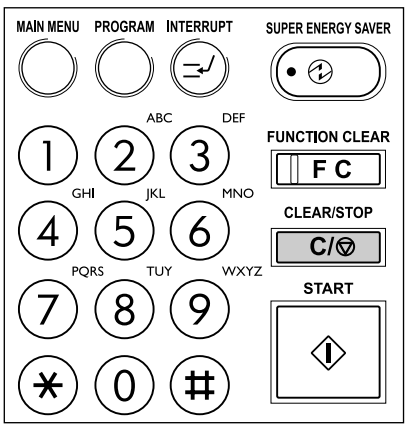
**3** **If you make a mistake, press the CLEAR/STOP C/◎ key on the control panel or the BACKSPACE key on the function keyboard and correct the mistake.**

CLEAR/STOP C/◎ key:
Pressing this key clears all of the values that you entered.

BACKSPACE key:
Each press of this key deletes the values that you are entering one by one.

DELETE key
Pressing this key after highlighting the value with the key deletes the value.

INSERT key
Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.





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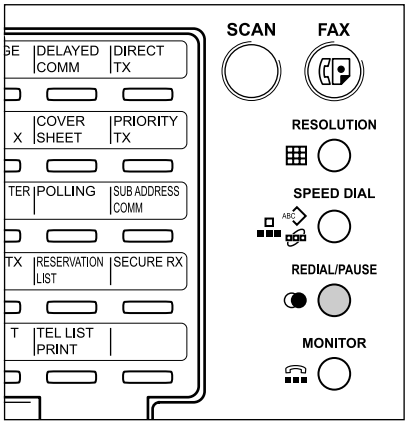
## Pause Key

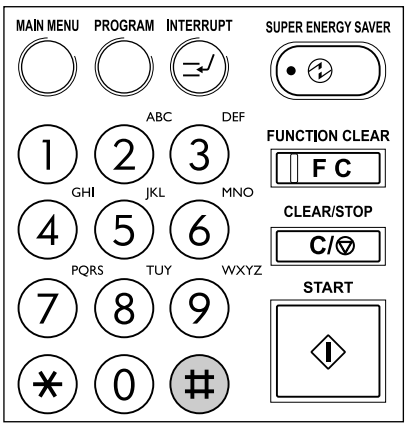
When you are dialing to an outside line via a PBX, it may take a moment or two to be connected after dialing an access digit (e.g. “9”).
In this case, press the REDIAL/PAUSE key to enter a pause after the “9”. This enters a pause before the remainder of the number is dialed.




## Tone Key

This key is used to send a tone signal, for example, to access information services such as fax on-demand system, voice menus, etc.
If you are using dial pulse (DP) dialing, the last number entered after pressing the # key becomes a tone signal.

For details on how to receive information services, contact the service provider.



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## Abbreviated Dialing

**1** **Press the FAX key.**

**2** **Select the Abbreviated Dialing.**

**Press : SPEED DIAL then 1**

```
TELEPHONE NUMBERS LIST
ABB. NUMBER (1-999):
```

**3** **Enter the Abbreviated Dial Number (1 to 999) assigned to the desired remote FAX.**

```
TELEPHONE NUMBERS LIST
ABB. NUMBER (1-999):
                      10
```

**4** **Press the START ( or SET ) key.**

- For scanning on the glass, setting the original size is required here. (e-STUDIO16 only. ► See page 2-14.)

```
TELEPHONE NUMBERS LIST
ABB. NUMBER:          010

LONDON OFFICE
```

**Tip**

Destinations must already have been entered.
( ► See page 4-8.)

```
SCANNING TO MEMORY
JOB NUMBER       :  XXX
SCANNING PAGE    :  YYY
RESIDUAL MEMORY  :  ZZZ%
```


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## Alphabet Dialing

**1** **Press the FAX key.**

**2** **Select the Alphabet Dialing.**

**Press : SPEED DIAL then 2**

```
SEARCH NAME
ID NAME (MAX20):
```

**3** **Enter the search characters using the keyboard on the Flip Panel and press the SET key.**

- Only names beginning with the search character are presented. The names that have the search character in the middle are not presented.
- Searching can be done irrespective of upper or lower case characters.

```
SEARCH NAME
ID NAME (MAX20):

L
```

**4** **The relevant remote FAX names are displayed. Select the destination using the ▲ or ▼ key.**

```
SEARCH NAME
L.A OFFICE                    ▲
LISBON OFFICE
LONDON OFFICE                 ▼
```

**5** **Press the START ( or SET ) key.**

- For scanning on the glass, setting the original size is required here. (e-STUDIO16 only. ► See page 2-14.)

```
SCANNING TO MEMORY
JOB NUMBER          :  XXX
SCANNING PAGE       :  YYY
RESIDUAL MEMORY     :  ZZZ%
```



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## Group Dialing

**1** **Press the FAX key.**

**2** **Select the Group Dialing.**

**Press : SPEED DIAL then 3**

**3** **Enter the Group Number (1 to 1999) assigned to the desired remote FAX group.**

**4** **Press the START ( or SET ) key.**

- For scanning on the glass, setting the original size is required here. (e-STUDIO16 only. ► See page 2-14.)

**Tip**

- You can see the registered groups in the list. ( ► See page 4-82.)
- Remote FAXes must be registered to the group beforehand. ( ► See page 4-12.)

```
TELEPHONE NUMBERS LIST
GROUP NUMBER(1-1999):
```

```
TELEPHONE NUMBERS LIST
GROUP NUMBER(1-1999):
                          0530
```

```
TELEPHONE NUMBERS LIST
GROUP NUMBER:             0530

LONDON OFFICE
```

```
SCANNING TO MEMORY
JOB NUMBER          :  XXX
SCANNING PAGE       :  YYY
RESIDUAL MEMORY     :  ZZZ%
```


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## One Touch Dialing

**1** **Press the FAX key.**

**2** **Press the desired One Touch ( 01 to 75 ) key.**

- The One Touch key number and the name of remote party appears on the message display about 2 seconds, and then sending start automatically.
- For reading the original on the glass, setting the original size is required here. (e-STUDIO16 only. ► See page 2-14.)

```
ONE TOUCH NUMBER
ONE TOUCH:              01

LONDON OFFICE
```

```
SCANNING TO MEMORY
JOB NUMBER          :  XXX
SCANNING PAGE       :  YYY
RESIDUAL MEMORY     :  ZZZ%
```

**Tip**

Destinations must already have been entered.
( ► See page 4-10.)

## Dialing by REDIAL/PAUSE Key

**1** **Press the FAX key.**

**2** **Press the REDIAL/PAUSE key.**

- The jobs waiting to be redialed are displayed.

**3** **Using the ▼ or ▲ key, select the desired destination.**

```
REDIAL
1.CHICAGO OFFICE          ▲
2.L.A. OFFICE
3.LONDON OFFICE           ▼
```

**4** **Press the START key.**

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# 8. SENDING ORIGINALS (MEMORY TX)

- There are two transmission modes: memory TX and direct TX.
- The factory default setting is memory TX.
- In memory TX, the original is scanned and temporarily stored to memory, and then sent.
  There are two ways for transmitting the original; one way is to transmit the original after storing a certain amount of data in memory (standard setting), and the other way is to transmit originals after scanning all of them. ( ► See pages 4-34 and 4-35.)
- Originals are scanned at high speed and stored to memory. So, you can return originals to their files immediately.
- You can specify two or more remote FAXes at once. (multi-address transmission)
- If the original cannot be sent because the remote FAX is busy, the remote FAX is automatically redialed. Default values for the redial intervals and the redial count vary from country/region to country/region. For setting values, refer to the Function List.
- Memory TX is no longer possible when the remaining memory reaches 0 %. If this happens, send in the direct TX mode. ( ► See pages 2-24 to 2-27.)
- Information can no longer be stored to memory if memory becomes full midway during scanning. Reduce the number of originals you are sending, or wait for remaining memory to increase, or try sending in the direct TX mode.
- Operation methods differ when the originals are placed on the original feed tray of the optional ADF or RADF and when they are placed on the original glass.
  For details on operations when the original is placed on the original glass, see “Setting the Scanning Conditions For Each Page.” ( ► See page 2-14.)


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## Memory TX

- Make sure that memory TX is set as the transmission mode in the PROGRAM menu. ( ► See page 4-26.)
- The factory setting is memory TX.



**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place originals on the original glass. ( ► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Dial the remote FAX number. ( ► See pages 2-16 to 2-21.)**

- Abbreviated Dialing ..... ► See page 2-18.
- Alphabet Dialing ..... ► See page 2-19.
- Group Dialing ..... ► See page 2-20.
- One Touch Dialing ..... ► See page 2-21.

**5** **Press the START key.**

The original starts to be scanned and is stored to memory.

**Tip**

- Transmitted-records are automatically printed out if any job fails to transmit (default “On Error”).
- Canceling Transmission (► See page 2-31.)

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- When you have placed the originals and performed the sending operation, the remote FAX is immediately dialed, and originals are sent after connecting with the remote FAX with each page scanned separately.
- You can check immediately if the original has been sent to the remote FAX.
- Once scanned, originals are not stored in the memory.
- Operation methods are different depending upon whether the originals are placed on the original feed tray or they are placed on the original glass.
- After a page has been sent, the next page is scanned. This may increase the amount of time required to scan all pages.

## Direct TX by Default Setting

- Make sure that direct TX is set as the transmission mode in the PROGRAM menu. (► See page 4-26.)
- The factory setting is memory TX.
- In the direct TX mode, you cannot specify two or more remote FAXes at one time.

**Tip**

- When direct TX is set using the transmission mode settings in the PROGRAM menu, all subsequent transmissions are in the direct TX mode.

**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place the originals on the original glass. (► See page 2-8.)

**3** **Set the scanning conditions. (► See pages 2-10 to 2-15.)**

**4** **Dial the remote FAX number. (► See pages 2-16 to 2-21.)**

- A group cannot be designated as a remote FAX number.

```
DIALING
JOB NUMBER          : XXX

12345
```

- If the remote FAX is busy, the Message Display shown to the right is displayed.

```
Line busy
FEB25-2001 11:30AM  M  :100%
RESOLUTION:STANDARD ◑/◑  :AUTO
                    COMM.OPTION▼
```

- If the transmission fails, the Message Display shown to the right is displayed and the job is cancelled.

```
Communication error
FEB25-2001 11:30AM  M  :100%
RESOLUTION:STANDARD ◑/◑  :AUTO
                    COMM.OPTION▼
```

- Once connected to the remote FAX, the Message Display shown to the right displayed.

```
TRANSMIT                    P001
JOB NUMBER          : XXX
EC SUPER G3
12345
```


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## Temporary Direct TX

- Even if the Memory TX Mode is selected as the Default, you may desire to transmit a specific original(s) in the Direct TX Mode.
- This feature is useful when the document consists of many pages or the when the residual memory is too small.



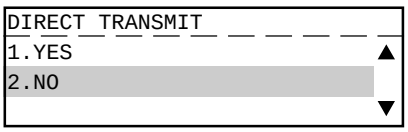
**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place the originals on the original glass. (► See page 2-8.)

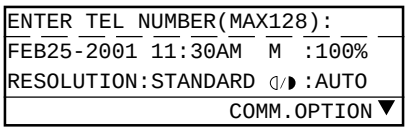
**3** **Set the Scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Press the DIRECT TX key.**



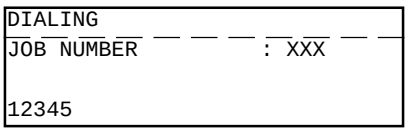

**5** **Select the desired Direct TX Option.**

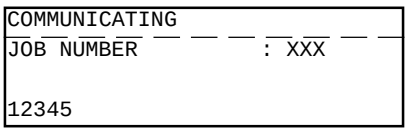
- To select “1.YES”, press 1 key.
- To select “1.NO”, press 2 key.
- To cancel setting midway, press the CANCEL key.




**6** **Dial the remote FAX number. ( ► See pages 2-16 to 2-21.)**

- The remote FAX is dialed immediately, and communications is started.
- A group cannot be designated as a remote FAX number.

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## On-hook Transmission

- Originals are sent in the direct TX mode regardless of the memory TX/direct TX setting in the transmission mode setting.
  In this mode, you can confirm the answering tone from the remote FAX.

**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place originals on the original glass. (► See page 2-8.)
- Only one original sheet can be sent when scanning original on the glass.

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Press the MONITOR key in the Control Panel.**

- You can hear the monitor tone from the built-in speaker.
- To cancel setting midway, press the MONITOR key again.

```
DIAL TEL NUMBER:
FEB25-2001 11:30AM  M  :100%
RESOLUTION:STANDARD ◑/◑  :AUTO
```

**5** **Dial the remote FAX number. ( ► See pages 2-16 to 2-21.)**

- You can specify only one destination.

```
☎:110
FEB25-2001 11:30AM  M  :100%
RESOLUTION:STANDARD ◑/◑ :AUTO
```

**Note**

In case of Keypad Dialing, each press of a digital key dials a number. So, if you make a mistake when dialing the remote FAX number, press the MONITOR key to cut the line, press the MONITOR key again and redial.

**6** **When you hear the answering tone output from the built-in speaker after the connection is made with the remote FAX, press the START key.**

```
COMMUNICATING SETTING
1.TRANSMIT                ▲
2.RECEIVE
                          ▼
```

**7** **Press the SET key. (Select "1.TRANSMIT").**

- For scanning on the glass, setting the original size is required here. (e-STUDIO16 only. ► See page 2-14.)

```
COMMUNICATING
JOB NUMBER              :XXX

110
```


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## Off-hook Transmission (External Telephone Dialing)

**Tips**

- The optional external telephone is required.
- You can specify the remote FAX using only the external telephone.



**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place originals on the original glass. (► See page 2-8.)
- Only one original sheet can be sent when scanning an original on the glass.

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Pick up the handset of the External Telephone.**

```
External off hook
FEB25-2001 11:30AM  M  :100%
RESOLUTION:STANDARD ◑/◗  :AUTO
```

**5** **Enter the remote FAX number using the keypad of the External Telephone.**

**6** **When you hear the answering tone output from the External Telephone after the connection is made with the remote FAX, press the START key.**

```
COMMUNICATING SETTING
1.TRANSMIT                ▲
2.RECEIVE
                          ▼
```

**7** **Press the SET key. (Select "1.TRANSMIT".)**

- For scanning on the glass, setting for the original size is required here. (e-STUDIO16 only. ► See page 2-14.)

```
COMMUNICATING
JOB NUMBER        : XXX
```

**8** **When you hear the digital copier switch the phone line, replace the handset of the External Telephone.**

```
TRANSMIT                  P001
JOB NUMBER        : XXX
EC SUPER G3
```

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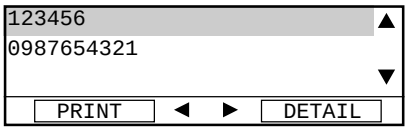
## Checking Transmission Results on the Message Display

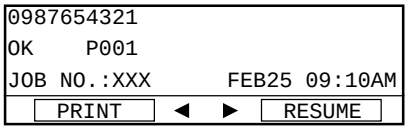
You can display the last 150 transmission on the LCD.
You can also print out a report of the displayed job.

**1** **Press the FAX key.**

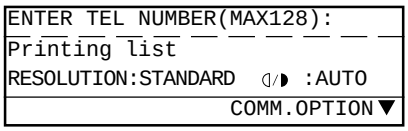
**2** **Press the PREV.TX RPT key.**




**3** **Use ▲ or ▼ key to display the desired job, and press ► key to display the details.**




**4** **If you want to print a report of the displayed job, press the ◄ key.**

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## Checking Transmission Results by Printing Reports

- Print out the Transmission Journal to check the transmission results. The Transmission Journal is printed by the following operation as the default. You can set to print the Transmission Journal automatically as well. ( ► See page 4-53.)
- You can select either printing only the Transmission Report, printing only the Reception Report, or printing both the Transmission Report and Reception Report. Both the Transmission Report and Reception Report are printed as the default.
- In the Transmission Journal, you can check the following information relating to transmission in the memory TX and direct TX modes:
  - Serial number
  - Job number
  - Communications start date
  - Communications time (Minutes/Seconds)
  - Number of originals
  - Destination
  - Department Number
  - Account number
  - Communication mode
  - Result

**1** **Press the FAX key.**

**2** **Press the JOURNAL key.**

```
PRINT NUMBER
1.1-50  (1 PAGE)          ▲
2.1-100 (2 PAGES)
3.1-150 (3 PAGES)         ▼
```

**3** **Select the Print Number.**

- To print the 50 communications (1 page), press 1.
- To print the 100 communications (2 pages), press 2.
- To print the 150 communications (3 pages), press 3.
- Transmission report print out. For details on how to read reports, see the “Transmission Journal.” (► See pages 4-61 and 4-62.)

```
ENTER TEL NUMBER(MAX128):
Printing list
RESOLUTION:STANDARD  ◑/◗ :AUTO
                    COMM.OPTION▼
```



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## Checking Reserved Transmissions by Printing Reports

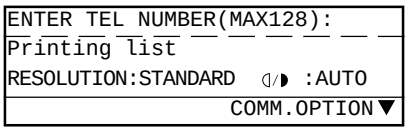
Print out the Reservation List to check the reserved transmission job status.
In the Reservation List, you can check the following information relating to transmissions in the memory TX mode:

- JOB NUMBER
- TYPE
- PAGES
- MAILBOX NUMBER
- DATE & TIME
- DESTINATION

**1** **Press the FAX key.**

**2** **Press the RESERVATION LIST key.**

- For details on how to read reports, see the “Reservation List.” ( ► See page 4-77.)

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## Canceling transmissions (during scanning)

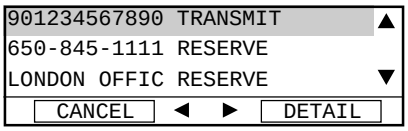
**1** **Press the CLEAR/STOP C/◇ key while the original is being scanned. Scanning (storing to memory) is cancelled.**

## Canceling Reserved Memory Transmissions
## Canceling Memory Transmissions (during transmission)

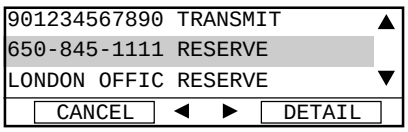
- Cancel reserved memory transmissions that are currently stored to memory and waiting to be sent.

**1** **Press the FAX key.**

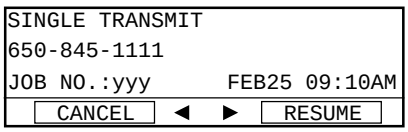
**2** **Press the JOB STATUS key.**
- The last three jobs are displayed on the Message Display.

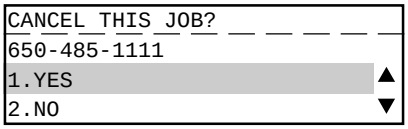



**3** **Select the desired job to be canceled by using the ▲ or ▼ key.**

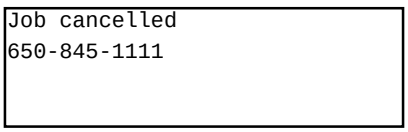



- To confirm the job for details, press the ▶ key.




**4** **Press the ◀ key. The confirmation screen appears.**
- To select "1.YES", press 1.
- To select "2.NO", press 2.




**5** **Press the MAIN MENU key to return to the initial screen for FAX.**

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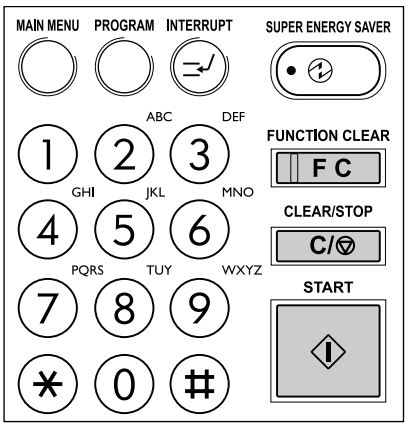
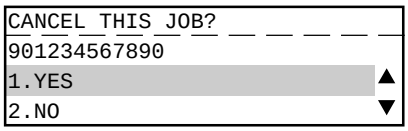
## Canceling Direct Transmission

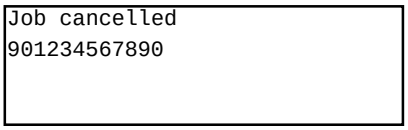
**1** **Press the CLEAR/STOP C/⊘ key during transmission (scanning).**




**2** **Select the desired option.**

- To cancel the transmission, press (1).
- To continue the transmission, press (2).




**Tip**

Even if you cancel a transmission in the direct TX mode, the original that was being sent before transmission was canceled is sent as it is to the remote FAX.

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| | Mode | When to Set | Description |
|---|---|---|---|
| 1. | AUTO RECEIVE | Set this mode when the line is being used exclusively by the FAX. | The FAX automatically receives incoming originals when the bell rings. |
| 2. | MANUAL RECEIVE | Set this mode when the FAX is connected to a line that is also used as a voice telephone line. | When the bell sounds, pick up the handset of the telephone. If the incoming call is a telephone call, start talking with the other party.<br>If you hear a facsimile tone, press the FAX key and the START key. Select "2.RECEIVE" and replace the handset to the cradle after you hear the phone line switch. The original then starts to be received.<br>**Tip**<br>You cannot talk with the other party unless an external telephone is attached. |



## Setting AUTO RECEIVE Modes

**1 Display the AUTO RECEIVE Mode menu.**

**Press:** PROGRAM **then** 0 1 0 3 0 7

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

**2 Select the desired Receive Mode.**

- To set the AUTO RECEIVE, press 1.
- To set the MANUAL RECEIVE, press 2.
- When "1.AUTO RECEIVE" is selected, follow step 3.
- When "2.MANUAL RECEIVE" is selected, the setting procedure is completed.
- To cancel setting midway, press the CANCEL key.

**AUTO RECEIVE is selected:**

```
AUTO RECEIVE
RING                10
 DELAY:    02
                     01
```

**MANUAL RECEIVE is selected:**

```
FAX SETUP
07.AUTO RECEIVE MODE
08.MEMORY TX
09.SECURITY TX
```

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**3 Select the Ring Delay (number of rings before the FAX will answer the incoming calls.)**

- Set the Ring Delay using the or key. (Default is different for each country/region.)
- When the desired ring count is displayed on the LCD, press the

key.

**4 Press the

key to return to the initial screen for FAX.**

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# 13. MEMORY RX

- This digital copier stores the information of received originals in the memory to ensure communications even if some problem (e.g. a paper jam or no more paper in the digital copier) occurs during reception and prevents the originals from being printed.
- If an original is received, for example, when the digital copier is out of paper, the received original is automatically stored in memory. This function is called “memory RX.”
- Memory RX is carried out in the following instances:
  - During copying
  - During printing of received originals
  - During printing of lists and reports
  - When the digital copier has run out of paper
  - When the digital copier has run out of toner
  - During a paper jam
- The Memory RX is set to ON as the default.



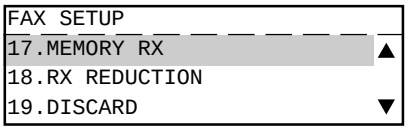
## Memory RX Setting

**1** **Display the Memory RX menu.**

**Press:** PROGRAM **then** 0 1 0 3 1 7

**2** **Select the Memory Reception Option.**

- To set the Memory Reception OFF, press 1.
- To set the Memory Reception ON, press 2.




**3** **Press the** MAIN MENU **key to return to the initial screen for FAX.**

## Outputting Originals Stored in the Memory

**1** **Eliminate the problem.**

- When the problem is eliminated, the documents that are received to memory are automatically output.

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## On-hook Dialing

The external telephone is needed.



**1** **Press the FAX key.**

**2** **Press the MONITOR key.**

**3** **Dial the remote telephone number.**
**( ► See pages 2-16 to 2-21.)**

**Note**

Each press of a digital key dials a number.

So, if you make a mistake when dialing the remote FAX number, press the MONITOR key to cut the line, press the MONITOR key again and redial.

**4** **Pick up the handset of the attached external telephone.**

**5** **Press the MONITOR key on the control panel and start talking.**


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## Off-hook Dialing (External Telephone)

**1** **Press the FAX key.**

**2** **Pick up the handset of an external telephone.**

**3** **Enter the remote telephone number using the keypad of the External Telephone.**

- The dial number is not displayed on the Message Display when dialing from the External Telephone.

## Sending a Tone

- Tone services can be used even on pulse dial lines.

**1** **Press the FAX key.**

**2** **To receive a tone service, press the # key to switch over to tone transmission.**

- For details of services and how to receive information services, contact the service provider.

**Tip**

How to Receive FAX Information Services

1. Pick up the handset and specify the FAX information service number.
2. When the line is connected to the service, you will hear a pre-recorded announcement. Follow the instructions in the announcement, and enter numbers as necessary. When the telephone line is a dial pulse line, the service cannot be used as it is. So, press the # key before you enter the service codes to enable tone transmission.
3. Press the REDIAL/PAUSE key, check that the message "RECEIVE" is displayed before you press the START key and replace the handset.



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# ADVANCED FEATURES


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# 1. DELAYED COMMUNICATION (TIME DESIGNATION)

- This function allows you to send originals to a remote FAX at a specified time and specified day. This function comes in handy when you want to make use of off-peak discounts (e.g. night-time) and make use of time differences when sending overseas. You can reserve a transmission up to one month in advance.
- You can set the time (hours/minutes) and the day (DD).



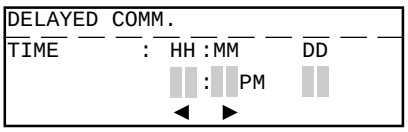
**1** **Press the FAX key.**

**2** **Place the original.**

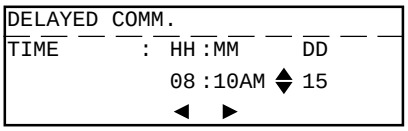
- For details on how to place originals on the original glass. (► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Press the DELAYED COMM key (on the Function key panel).**



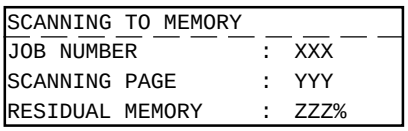

**5** **Enter the time (hours/minutes) and day (DD) using the digital keys. Press the ◄ or ► key to move the cursor.**




**6** **Press the SET key to complete settings.**

- To cancel setting midway, press the CANCEL key.
- To correct the entered value, highlight the character using the ◄ key and overwrite on it.
- The time function corresponds to the date and time setting within the Copier functions. (Refer to the Operator's Manual (For Copying Functions).)
- Select "AM" or "PM" when the time is displayed in the 12-hour format.

**7** **Specify the remote FAX, and press the START key.**

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# 2. PRIORITY TRANSMISSION (PRIORITY TX)

- Priority Transmission allows you to perform a transmission before any other reserved transmission job (including redial standby).
- Priority Transmission is good for single transmission only.
- Only one communication can be reserved as a Priority Transmission.



**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place originals on the original glass. ( ► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Press the PRIORITY TX key (on the Function key panel).**

```
PRIORITY RESERVE
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

**5** **Specify the remote FAX number.**

```
PRIORITY RESERVE
☎:12345
```


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# 3. SENDING TWO-SIDED ORIGINALS

- You can scan and send two-sided originals using the reversing document feeder. (Optional RADF is required.)
- This function setting is valid for the current job (one transmission) only.

**1** **Press the FAX key.**

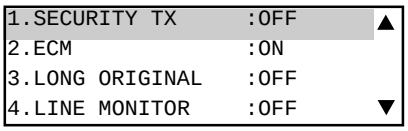
**2** **Place the original.**

- For details on how to place originals on the original glass. ( ► See page 2-8.)

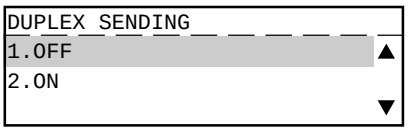
**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

- Make sure that MEMORY TX has been set in the FAX SETUP.

**4** **Press the ▼ key to display the COMM. OPTION menu with the initial screen of the FAX Mode.**




**5** **To select "6. DUPLEX SENDING", press 6.**




**6** **To select "2. ON", press 2.**

- To cancel setting midway, press the CANCEL key.

**7** **Specify the remote FAX, and press the START key.**



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# 4. LOW SPEED TRANSMISSION

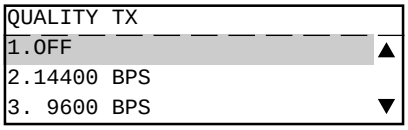
If communication errors frequently occur while transmitting documents due to bad phone lines, we recommend you to select a lower transmission speed to enable quality transmissions.

- The transmission speed will be restored to the default value automatically after the low speed transmission is completed.



**1** **Press the FAX key.**

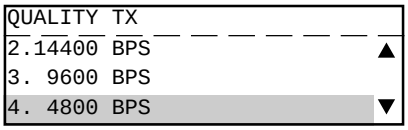
**2** **Press the LOW SPEED TX key (on the Function key panel) and resend the original.**




**Note**

LOW SPEED TX takes longer than regular transmission as the documents are sent at a slower bit rate.

**3** **Select the desired bit rate.**




- To select OFF, press 1.
- To select 14400 BPS, press 2.
- To select 9600 BPS, press 3.
- To select 4800 BPS, press 4.

**4** **Specifying the remote FAX and press the START key.**
**( ► See pages 2-16 to 2-21.)**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- The “multi-address transmission” function allows you to send the same original to two or more remote FAXes in a single operation. This eliminates the trouble of placing the original in the copier and then dialing the number for each destination. You can set multi-address transmission only in the memory TX mode. There are two different types of multi-address transmissions: Multi-key Quick Broadcast transmission and Group Broadcast transmission.
- Multi-key Quick Broadcast transmission: This is a means of specifying multiple remote FAXes using the Speed Dial, One Touch key, and digital keys whenever you want to send an original. Up to 475 destinations can be assigned to an Individual multi-address transmission. Up to 100 destinations can be assigned when the destinations are assigned using only the Digital keys.
- Group Broadcast transmission: This is a means of pre-entering remote FAXes that you often send the same original to as a group, and specifying this group when you want to send an original. For details on how to program groups, see “Group Number Registration.” ( ► See page 4-12.) The allowable number of destinations per group is as follows:
  - Maximum number of destinations per group: 375
  - Maximum number of groups: 50



## Multi-Key Quick Broadcast

**1 Press the FAX key.**

**2 Place the original.**

- For details on how to place originals on the original glass. ( ► See page 2-8.)

**3 Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4 Press the MULTI key (on the Function key panel).**

```
MULTI GROUP                    000
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

**5 Enter the remote FAX number.**

- Abbreviated Dialing ► See page 2-18
- Alphabet Dialing ► See page 2-19
- One Touch Dialing ► See page 2-21
- Keypad Dialing ► See page 2-16

```
MULTI GROUP                    000
☎ 12345
```

- Repeat this step until the facsimile numbers of all the desired remote parties are enter.
- When the facsimile numbers of all the desired remote parties are entered, go to step 7.
- To delete or modify a facsimile number already programmed to a Manual Group Dial, go to step 6.

```
MULTI GROUP                    XXX
NEXT DESTINATION               ▲
REVIEW LIST
COMPLETE                       ▼
```

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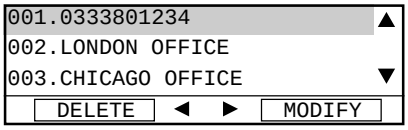
## 6 Select the DELETE or MODIFY Facsimile Number.

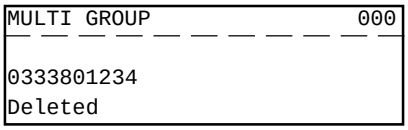



- Select "REVIEW LIST" and Press SET key.

**a. Delete the Existing Number.**

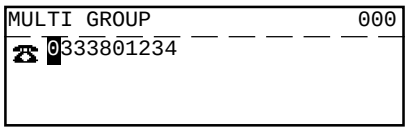
- Use the ▲ or ▼ key to select the desired number and press the ◄ key.

- Select "1.YES" and press the SET key.

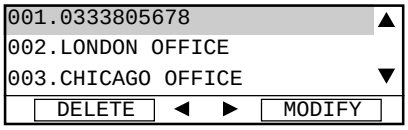



**b. Modify the Existing Number.**

- Use the ▲ or ▼ key to select the desired number and press the ► key.




- Enter correct number are press the SET key.




## 7 Specify all remote FAXes, and then press the START or select "COMPLETE" and press SET key.

### Group Broadcast Transmission

- You can send originals to two or more remote FAXes that have been preset as a group. For details on how to program groups. ( ► See page 4-12.)

## 1 Press the FAX key.

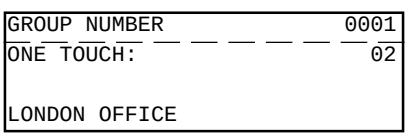
## 2 Place the original.

- For details on how to place originals on the original glass. ( ► See page 2-8.)

## 3 Set the scanning conditions. ( ► See pages 2-10 to 2-15.)

## 4 Specify the remote FAX.

- Group Dialing ( ► See page 2-20.)





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# 6. MAILBOX (ITU-T COMPATIBLE)

Open Mailbox allows storage and retrieval of documents via mailboxes that are already set up in a mailbox hub.
The following two types of Open Mailboxes are available:

- Confidential Box: Confidential Box allows one-time document retrieval from the mailbox. Once a document is retrieved, it is cleared. If a new document is stored using the same box number where another document is present, it is added to the existing one. It is also possible to set up a password requirement for accessing the Confidential Box for document retrieval to prevent unauthorized retrieval of the documents. This password is required if the documents are to be retrieved by a remote facsimile.

- Bulletin Board Box: Bulletin Board Box allows multiple document retrievals from the mailbox. Once a document is retrieved, it is not cleared. If a new document is stored using the same Box number where another is present, it replaces the existing one. It is also possible to set up a password requirement for accessing the Bulletin Board Box for document reservation (no password is necessary for document retrieval).

Open Mailbox conditions
Sending and storage of documents to a mailbox hub and retrieval of documents from a mailbox hub is possible only with an ITU-T compliant facsimile.
Only ITU-T compliant facsimiles can be used as Open Mailbox hubs. This digital copier is provided with mailbox hub functions.
- Preparation involves setting up an Open Mailbox for storing documents within the mailbox hub.



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## Setting Up an Open Mailbox

In order to carry out ITU-T communications, you must first set up an Open Mailbox in the mailbox hub. You can set up a maximum of 100 Confidential and Bulletin Board boxes.

**1** **Press the FAX key.**

**2** **Press the ITU MAILBOX key (on the Function key panel).**

```
MAILBOX
1.CONFIDENTIAL      ▲
2.BULLETIN BOARD
3.RELAY             ▼
```

**3** **To select "4. MAILBOX SETUP", press 4.**

```
MAILBOX SETUP
1.COMPLETE          ▲
2.MAILBOX SETUP
3.MAILBOX DELETE    ▼
```

**4** **To select "2. MAILBOX SETUP", press 2.**

```
MAILBOX TYPE
1.CONFIDENTIAL      ▲
2.BULLETIN BOARD
3.RELAY             ▼
```

**5** **Select the Mailbox Type.**

- To select "Confidential", press 1.
- To select "Bulletin Board", press 2.

```
MAILBOX SETUP(CONFIDENTIAL)
NEW MAILBOX NUMBER(MAX20):
```

**6** **Enter the mailbox number.**

```
MAILBOX SETUP(CONFIDENTIAL)
PROGRAM PASSWORD?
1.YES               ▲
2.NO                ▼
```

**7** **Select the password option.**

- If you selected the Confidential Box in Step 5, a password must be used if the document is to be retrieved remotely. The remote facsimile will require its operator to enter this password before being able to retrieve the document.
- If you selected the Bulletin Board Box in Step 5, assigning a password will require a password to be entered before any documents can be reserved into the Bulletin Board Box.

```
MAILBOX SETUP(CONFIDENTIAL)
PASSWORD (MAX20):
```

**8** **Enter the password.**

- The password indicated with *'s.
- The setup is completed and the display returns to the screen in Step 4.

```
MAILBOX SETUP
1.CONFIDENTIAL      ▲
2.MAILBOX SETUP
3.MAILBOX DELETE    ▼
```


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## Deleting an Open Mailbox

This section describes the procedures to delete an exiting Open Mailbox within the hub unit.

**Note**

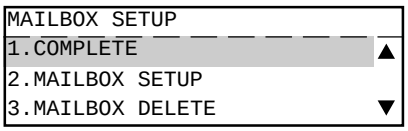
If a document exists in the Open Mailbox that you want to delete, this operation is not allowed until the document is retrieved, printed, or canceled from the Open Mailbox.



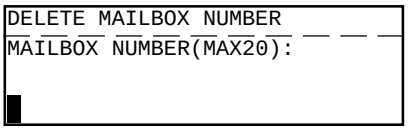
**1** **Press the FAX key.**

**2** **Select the MAILBOX SETUP.**

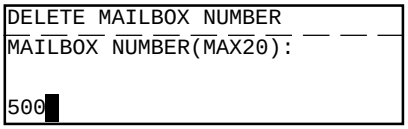
**Press: ITU MAILBOX then 4**




**3** **To select "3. MAILBOX DELETE", press 3.**

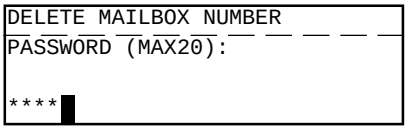


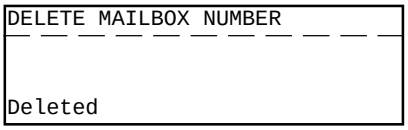

**4** **Enter the mailbox number and press the SET key.**




**5** **Enter the password and press the SET key.**

- Make sure that the correct password is entered. Otherwise, the Message Display shows "Invalid number".
- When deletion is accepted, the message as shown right is displayed and the display returns to the screen in Step 2.

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## Reserving a Document to a Mailbox (Local Hub)

This section describes the procedure to reserve a document to a mailbox (Confidential Box or Bulletin Board) within a local hub.



**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place originals on the original glass. (► See page 2-8.)

**3** **Set the scanning conditions. (► See pages 2-10 to 2-15.)**

**4** **Display the MAILBOX Menu and select the Mailbox Type.**

**Press: ITU MAILBOX then 1 or 2**

- To reserve the document to a Confidential Box, press 1.
- To reserve the document to a Bulletin Board, press 2.

```
CONFIDENTIAL
1.PRINT MAILBOX          ▲
2.TX TO MAILBOX
3.POLL FROM MAILBOX      ▼
```

**5** **To select "4.INPUT TO MAIL BOX," press 4.**

```
INPUT(CONFIDENTIAL)
MAILBOX NUMBER(MAX20):
```

**6** **Enter the box number and press the SET key.**

```
SCANNING TO MEMORY
JOB NUMBER          :  XXX
SCANNING PAGE       :  YYY
RESIDUAL MEMORY     :  ZZZ%
```

- When the entered box number does not exist, the message as shown to the right is displayed. After 2 seconds, the display returns to the screen for entering the box number.
- When Bulletin Board Box is selected in Step 4, the screen for entering the password is displayed.

```
INPUT(CONFIDENTIAL)


No entry
```


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## Printing a Document from a Mailbox (Local Hub)

This section describes the procedure for printing (retrieving) a document from a mailbox (Confidential or Bulletin Board) in a local hub.



**1** **Press the FAX key.**

**2** **Display the MAILBOX Menu and select the Mailbox Type.**

**Press: ITU MAILBOX then 1 or 2**

- To print a document within a Confidential Box, press 1.
- To print a document within a Bulletin Board, press 2.

```
CONFIDENTIAL
1.PRINT MAILBOX          ▲
2.TX TO MAILBOX
3.POLL FROM MAILBOX      ▼
```

**3** **To select "1. PRINT MAILBOX," press 1.**

```
PRINT(CONFIDENTIAL)
MAILBOX NUMBER(MAX20):
```

**4** **Enter the box number and press the SET key.**

```
PRINT(CONFIDENTIAL)
PASSWORD (MAX20):
```

- When the entered box number does not exist, the message shown to the right is displayed. After 2 seconds, the display returns to the screen for entering the box number.

```
PRINT(CONFIDENTIAL)


No entry
```

**5** **Enter the password and press the SET key.**

```
ENTER TEL NUMBER(MAX128):
Printing list
RESOLUTION:STANDARD ◑/◗  :AUTO
                  COMM.OPTION▼
```

- The facsimile starts printing the document.
- When the password is incorrect, the message shown to the right is displayed. After 2 seconds, the display returns to the screen for entering the password.

```
PRINT(CONFIDENTIAL)


Invalid number
```

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## Sending a Document to a Mailbox (Remote Hub)

This section describes the procedures to send a document to a remote hub unit's Confidential Box, or reserving a document to a Bulletin Board Box in a remote hub unit.

- The remote hub unit must be compliant with ITU-T F-code communications.

**Note**

The destination mailbox number must be setup in the remote hub unit prior to sending document.



**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place the originals on the original glass. ( ► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Display the MAILBOX Menu and select the Mailbox Type.**

**Press: ITU MAILBOX then (1) or (2)**

- To send the document to a Confidential Box, press (1).
- To reserve the document to a Bulletin Board, press (2).

```
CONFIDENTIAL
1.PRINT MAILBOX          ▲
2.TX TO MAILBOX
3.POLL FROM MAILBOX      ▼
```

**5** **To select "2. TX TO MAILBOX," press (2).**

```
TX(CONFIDENTIAL)
MAILBOX NUMBER(MAX20):
```

**6** **Enter the box number and press the SET key.**

```
TX(CONFIDENTIAL)
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

- When the entered box number does not exist, the message shown to the right is displayed. After 2 seconds, the display returns to the screen for entering the box number.
- When Bulletin Board Box is selected in Step 4, the screen for entering the password is displayed.

```
TX(CONFIDENTIAL)


No entry
```

**7** **Dial the FAX number of the remote hub unit.**

```
TX(CONFIDENTIAL)
ONE TOUCH :              01

REDFIELD H.S.
```


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## Retrieving (Polling) a Document from a Mailbox (Remote Hub)

This section describes the procedure to retrieve a document from a MAILBOX (Confidential Box or Bulletin Board) located in a remote hub.

**1** **Press the FAX key.**

**2** **Display the MAILBOX Menu and select the Mailbox Type.**

**Press: ITU MAILBOX then 1 or 2**

```
CONFIDENTIAL
1.PRINT MAILBOX          ▲
2.TX TO MAILBOX
3.POLL FROM MAILBOX      ▼
```

**3** **To select "3. POLL FROM MAILBOX," press 3.**

```
POLL(CONFIDENTIAL)
MAILBOX NUMBER(MAX20):
```

**4** **Enter the box number and press the SET key.**

```
POLL(CONFIDENTIAL)
PASSWORD = (MAX20)
```

- When the entered box number does not exist, the message shown to the right is displayed. After 2 seconds, the display returns to the screen for entering the box number.

```
POLL(CONFIDENTIAL)


No entry
```

**5** **Enter the password to access the Confidential Box and press the SET key.**

```
POLL(CONFIDENTIAL)
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

- When the password is incorrect, the message shown to the right is displayed. After 2 seconds, the display returns to the screen for entering the password.

```
POLL(CONFIDENTIAL)


Invalid for number
```

**6** **Dial the FAX number of the Remote Hub Unit.**

- The facsimile starts dialing to the remote hub unit to retrieve the document.

```
POLL(CONFIDENTIAL)
ONE TOUCH :              01

REDFIELD H.S.
```



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## Deleting Documents in a Mailbox (Local Hub)

This section describes the procedure to delete the documents stored in the local hub. (Confidential Box or Bulletin Board)

- This operation will erase all existing documents in each mailbox, but not erase the mailbox itself.



**1** **Press the FAX key.**

**2** **Display the MAILBOX Menu and select the Mailbox Type.**

**Press: ITU MAILBOX then 1 or 2**

```
CONFIDENTIAL
1.PRINT MAILBOX      ▲
2.TX TO MAILBOX
3.POLL FROM MAILBOX  ▼
```

**3** **To select "5. CANCEL MAILBOX," press 5.**

```
CANCEL(CONFIDENTIAL)
MAILBOX NUMBER(MAX20):
```

**4** **Enter the box number to be deleted its contents and press the SET key.**

```
CANCEL(CONFIDENTIAL)
PASSWORD (MAX20):
```

- When the entered box number does not exist, the message shown to the right is displayed. After 2 seconds, the display returns to the screen for entering the box number.

```
CANCEL(CONFIDENTIAL)


No entry
```

**5** **Enter the password to access the Confidential Box and press the SET key.**

```
CANCEL(CONFIDENTIAL)


Cancelled
```

- The facsimile will display the "cancelled" response (as shown) for approximately 2 seconds before returning to the Standby Mode.
- When the password is incorrect, the message shown to the right is displayed. After 2 seconds, the display returns to the screen for entering the password.

```
CANCEL(CONFIDENTIAL)


Invalid number
```


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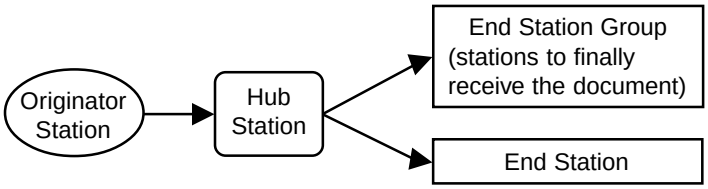
## Relay Transmission, Relay-Relay Transmission Overview

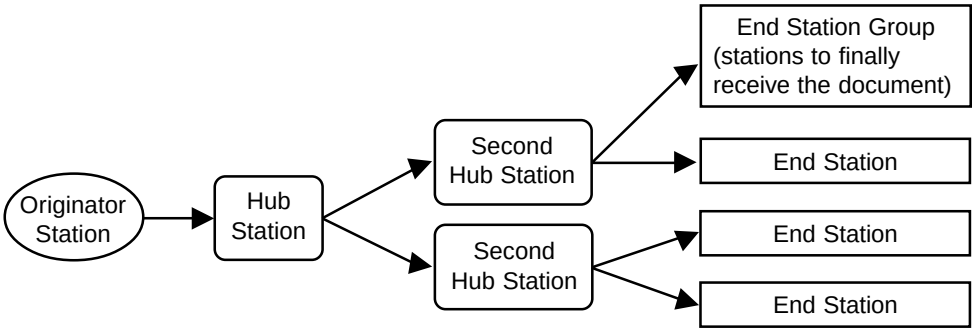
◆ **What is a "Relay Transmission"?**

A relay transmission is used to send documents from your facsimile (originator) to a Hub Station, which then sends them to additional end stations. If you have several stations in one or more regional areas (e.g. Los Angeles Metro, New York City, Dallas-Ft. Worth, Seattle-Tacoma, etc.); you can save time and phone charges by setting up a relay system. By sending your document to a Hub Station, you can then instruct the Hub Station to retransmit the document to the end stations in their local geographical area.




◆ **What is a "Relay-Relay Transmission"?**

A Relay Transmission where two levels of Hub Stations are involved is called a Relay-Relay Transmission. In a Relay-Relay Transmission, the first Hub Station sends the document to another Hub Station(s) which then transmits them to additional end stations.

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To perform Relay Transmissions or Relay-Relay Transmissions, you must build a network beforehand. Consult your authorized TOSHIBA dealer for assistance in using this function.

● **Conditions for a Relay/Relay-Relay Transmission Network**

1. The sending station must be a this machine or another ITU-T relay communication compatible facsimile unit.
2. The Hub Station must be a this machine facsimile or another ITU-T relay communication compatible facsimile unit with the Hub Station functions.
3. The relay station must program the end station telephone numbers to Abbreviated Dial numbers or One Touch keys or Group numbers. Up to 50 abbreviated dial numbers or one touch keys or groups can be programmed. For information on setting Relay Box. (► See page 3-19.)
4. Due to advanced planning and setup requirements for the Relay-Relay transmissions involving two or more Hub Stations transfers, contact your authorized TOSHIBA dealer for detailed instructions.

● **How to Setup a Relay Transmission:**

- Hub Station
  Create a Relay Box within a hub unit (like this machine) by following the procedures beginning on page 3-19.

  **Note**

  A Relay Box must be established for every possible unit if you wish to obtain a result report after the relay is completed.

- Originator
  Transmit a document to the hub unit from an ITU-T relay compatible remote facsimile (like this machine) with the procedures beginning on page 3-22.

● How to Setup a Relay-Relay Transmission:

- Hub Station
  1. Register the facsimile telephone number of the Second Hub Station to a One Touch key or Abbreviated Number, see pages 2-18 and 2-21 At this time, the Relay Box Number located in the Second Hub Station should be registered as the SUB Address of the One Touch key or Abbreviated Number.
  2. Create a Relay Box in the Hub Station, see “Setting Up a Relay Box.” Register the One Touch key or Abbreviated Number programmed in Step 1 to the Relay Box as the Second Hub Station.

- Second Hub Station
  1. Register the facsimile telephone number of the End Station to a One Touch key or Abbreviated Number. (► See pages 2-18 and 2-21.)
  2. Create a Relay Box in the Second Hub Station, see “Setting Up a Relay Box.” Register the One Touch key or Abbreviated Number programmed in Step 1 to the Relay Box as the End Station.

- Originator
  Transmit a document to the hub unit from an ITU-T relay compatible remote facsimile (like this machine) with the procedures beginning on page 3-22.


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## Setting Up a Relay Box

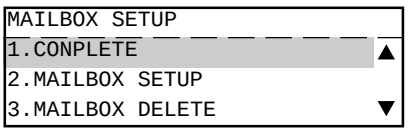
This section describes the procedure to setup a Relay Box in the hub unit. Using this function, all ITU-T F-code compliant facsimiles can be received or transmit documents to and from this machine.
You can assign a maximum of 50 End Stations using Abbreviated Dial Numbers, One Touch keys, or Group Numbers.



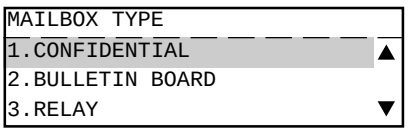
**1** **Press the FAX key.**

**2** **Displaying the MAILBOX Menu and select BOX SETUP.**

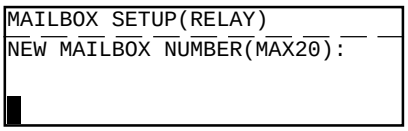
**Press: ITU MAILBOX then 4**



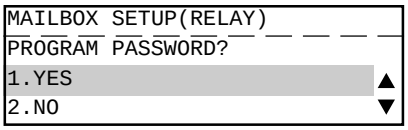

**3** **To select "2. MAILBOX SETUP," press 2.**




**4** **To select "3. RELAY," press 3.**

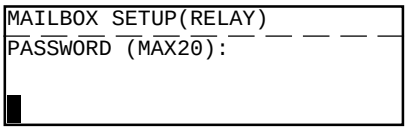



**5** **Enter the Relay Box number and press SET key.**

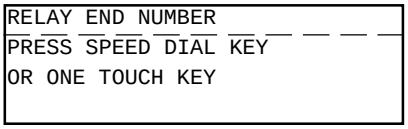



**6** **Select the password option.**

- To set password option for this relay box, press 1. Go to Step 7.
- If you do not wish this relay box, press 2. Go to Step 8.




**7** **Enter the password.**

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**8** **Enter the End Station.**

- If the end station is assigned to a One Touch key, press designated One Touch key.

```
RELAY END NUMBER
ONE TOUCH :              22

LONDON OFFICE
```

- If an end station is assigned to an Abbreviated Dial Number, press SPEED DIAL and (1).
  Enter the Abbreviated Dial Number and press the SET key.
- If an end station is assigned to a Group Number, press SPEED DIAL and (3).
  Enter the Group Number and press the SET key.

```
RELAY END NUMBER
1.ADD NEXT NUMBER      ▲
2.COMPLETE
                       ▼
```

**9** **When all the desired End Station Entries are completed under the same Relay Box, press the (2) key for "2. COMPLETE."**

```
TRANSMISSION REPORT
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

**10** **Enter the FAX Number of the remote location to which the Transmission Report should be sent. Then press SET key.**

- Refer to Step 8 to designate the fax number.
- Relay Box set up is completed.

```
TRANSMISSION REPORT
☎:767265
```

**Note**

To provide a final transmission report to the originating station, each relay group must be personalized with the fax number of that remote station. Otherwise, the hub station does not know how to contact the originating station.


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## Deleting a Relay Box

This section describes the procedures to delete an exiting Relay Box in the hub unit.

**1** **Press the FAX key.**

**2** **Select the MAILBOX SETUP.**

**Press: ITU MAILBOX then 4**

```
MAILBOX SETUP
1.CONPLETE
2.MAILBOX SETUP
3.MAILBOX DELETE
```

**3** **To select "3. MAILBOX DELETE," press 3.**

```
DELETE MAILBOX NUMBER
MAILBOX NUMBER(MAX20):
```

**4** **Enter the number of the Relay Box number to be deleted.**

```
DELETE MAILBOX NUMBER
PASSWORD (MAX20):
```

**5** **Enter the password.**

- When deletion is accepted, the message shown to the right is displayed.
- Make sure that the correct password is entered. Otherwise, the Message Display shows "Invalid number".

```
DELETE MAILBOX NUMBER


Deleted
```



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## Relay Transmission to a Remote Hub

This section describes the procedure to send a document to Relay Box in a remote hub.
- The remote hub must be compliant with ITU-T F-code communications.

**Note**

The destination relay box must be set up in the remote hub unit prior to sending a document.



**1** **Press the FAX key.**

**2** **Place the original.**
- For details on how to place the originals on the original glass. ( ► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Display the MAILBOX Menu.**

**Press: ITU MAILBOX**

```
MAILBOX TYPE
1.CONFIDENTIAL          ▲
2.BULLETIN BOARD
3.RELAY                 ▼
```

**5** **To select "3. RELAY," press the 3.**

```
SEND(RELAY)
BOX NUMBER (MAX20):
```

**6** **Enter the box number and press the SET key.**

```
SEND(RELAY)
PROGRAM PASSWORD?
1.YES                   ▲
2.NO                    ▼
```

**7** **Select the password option.**
- If the remote hub unit has a password programmed, press 1. Go to Step 8.
- If the remote hub does not have a password programmed, press 2. Go to Step 9.

```
SEND(RELAY)
PASSWORD (MAX20):
```

**8** **Enter the password for reservation and press the SET key.**

```
SEND(RELAY)
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

**9** **Dial the FAX number of the remote hub unit.**


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# 8. POLLING COMMUNICATIONS

- "Polling communications" is a function for receiving originals from a remote facsimile that has been called by the receiving facsimile. Polling communications allows the receiver FAX to retrieve documents whenever they are needed at the expense of the receiving station.
- Operations on the transmitter FAX are referred to as "polling transmission." For the purpose of polling transmission, the sent originals are stored to memory.
- Operations on the receiver FAX are referred to as "polling RX." There are two types of polling RX, "individual polling RX" and "multi-polling RX."
- "Individual polling RX": This function is for receiving originals from a single remote FAX.
- "Multi-polling RX": This function is for receiving originals from two or more remote FAXes in a single operation. There are two ways of specifying groups: by registering remote FAXes beforehand to the speed dial as a group, and specifying that group, or by specifying two or more remote FAXes using the digital keys or the speed dial. The allowable number of destinations per group and maximum number of specifiable groups is the same as for "Group multi-address transmission." (► See page 3-8.)



## Polling Reservation

This section describes how to send originals to remote facsimile(s) when requested.

- Poll-once box: Once the originals are polled from a FAX, the originals are deleted from the memory. A 4-digit code can be assigned to this box as a security password, or the box can specify which remote FAX can poll from this box by the fax number of the remote fax.
- Multi-poll box: The originals stored in this box can be retrieved by several FAXes. The originals are not deleted even if they are retrieved. Any manufacturers' FAXes can retrieve from this box. However, there is no security function for this box.

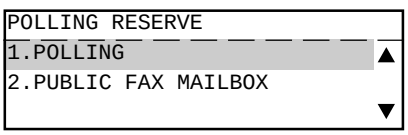
**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place originals on the original glass. (► See page 2-8.)

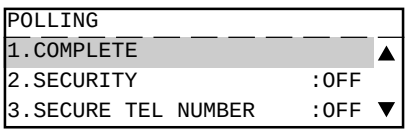
**3** **Set the scanning conditions. (► See pages 2-10 to 2-15.)**

**4** **Press the POLLING key and to select "2. POLLING RESERVE," press 2.**




**5** **Select the box type.**

- To reserve poll-once box, press 1. Go to Step 6.
- To reserve multi-poll box, press 2. Go to Step 8.

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**6** **Using key, select the security option and the SET key, if necessary.**

**7** **A. SECURITY CODE**

**Enter a 4-digit Security Code using the digital key and press the SET key.**

**B. SECURE TEL NUMBER**

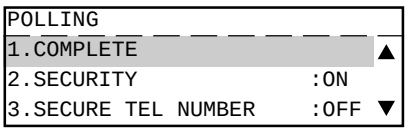
**Enter the number of the polling (remote) facsimile using the digital keys and press the SET key.**

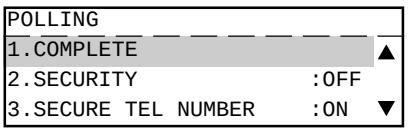
**8** **After setting the security option, press the SET key.**

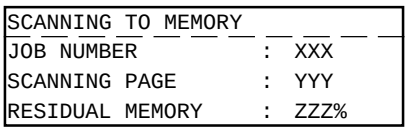
- For reading the original on the glass, setting for the original size is required here. (e-STUDIO16 only. ► See page 2-14.)
- The original starts to be scanned and is stored to memory.
- To cancel setting midway, press the CLEAR/STOP C/⊘ key.

**Tip**

With multi-polling or poll-once (without security), only one transmission file can be stored to memory. Before you reserve the next polling transmission, first check that the first polling transmission was carried out.





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## Individual Polling RX

This procedure to retrieve a document from a remote facsimile. If the remote facsimile is a TOSHIBA facsimile and a 4-digit security code is programmed to the document to be polled, you must enter the correct 4-digit security code in order to retrieve the document.



**1** **Press the FAX key.**

**2** **Displaying the POLLING Menu and select POLL.**

**Press: POLLING then 1**

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

**3** **Select the Security Option.**

- If the remote FAX is a TOSHIBA FAX and a 4-digit code is programmed to the document to be polled, press 1. Go to Step 4.
- If the remote FAX is not a TOSHIBA or a security code is not used, press 2. Go to Step 5.

```
POLLING
SECURITY CODE:
```

**4** **Enter the 4-digit security code for the document to be retrieved and press the SET key.**

```
POLLING
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

**5** **Specify the remote FAX. ( ► See pages 2-16 to 2-21.)**

- The FAX will dial the remote FAX to retrieve the document.

```
POLLING
☎:12345
```

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**For details on how to specify remote FAXes using Multi-polling RX**

In a Multi Polling operation, the documents are retrieved from multiple remote FAXes using pre-programmed groups, One Touch Keys, Abbreviated Dial, or from the Dial Keypad.

**1** **Press the FAX key.**

**2** **Displaying the POLLING Menu and select POLL.**

**Press: POLLING then 1**

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

**3** **Select the Security Option.**

- If the remote FAX is a TOSHIBA FAX and a 4-digit code is programmed to the document to be polled, press 1. Go to Step 4.
- If the remote FAX is not a TOSHIBA or a security code is not used, press 2. Go to Step 5.

```
POLLING
SECURITY CODE:
```

**4** **Enter the 4-digit security code for the document to be retrieved and press the SET key.**

```
POLLING
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

**5** **Press the MULTI key (on the Function key panel).**

```
MULTI GROUP                 000
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

**6** **Specify the remote FAX number.**

- Enter the numbers of the remote FAXes using any combination of the dialing method until all remote FAXes are entered.


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## Turnaround Polling

This operation allows you to poll another FAX after transmitting documents to it on the same phone call.

**Note**

Turnaround polling may not operate with non-TOSHIBA models.



**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place originals on the original glass. (► See page 2-8.)

**3** **Set the scanning conditions. (► See pages 2-10 to 2-15.)**

**4** **Displaying the POLLING Menu and select TURNAROUND POLL.**

**Press: POLLING then 3**

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

**5** **Select the Security Option.**

- If the remote FAX is a TOSHIBA FAX and a 4-digit code is programmed to the document to be polled, press 1. Go to Step 6.
- If the remote FAX is not a TOSHIBA or a security code is not used, press 2. Go to Step 7.

```
TURNAROUND POLL
SECURITY CODE=
```

**6** **Enter the 4-digit security code for the document to be retrieved and press the SET key.**

```
ENTER TEL NUMBER(MAX128):
FEB25-2001 11:30AM  M  :100%
RESOLUTION:STANDARD ◑/◗  :AUTO
                    COMM.OPTION
```

**7** **Specify the remote FAX. (► See pages 2-16 to 2-21.)**

- The FAX will dial the remote FAX to perform an ordinary transmission.
- When the transmission is completed, polling of the document from the remote FAX will start immediately.

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## Continuous Polling

This section describes the procedure to poll the same remote FAX(es) on a regular schedule. Continuous Polling operations can be programmed for specific time intervals on the days selected.

- A 4-digit security code can be used with other TOSHIBA MODEL facsimiles when the document has a security code programmed.
- Calls are performed within the set time period on the days selected with the set interval between callings.
- If multiple sending stations are programmed, callings are performed to all those stations within the set time period.
- If the polling operation exceeds the set time period, it will continue until all the facsimiles have been polled.
- Redialing or calling to alternate dialing numbers is not available during this operation.
- If a power failure occurs during this procedure, the polling continues when power is restored.
- If the set time period is shorter than the set calling interval, polling will be performed only once at the start time.

**1** **Press the FAX key.**

**2** **Display the POLLING Menu and select PROG. CONT. POLL.**

**Press: POLLING then 4**

```
PROG. CONT. POLL
1.CLEAR CURRENT SETTINGS
2.START    :MON 08:00AM
3.END      :FRI
```

**3** **To select "5. INTERVAL," press 5.**

- Set the interval using the ▲ or ▼ key and press the SET key.

```
PROG. CONT. POLL.
INTERVAL                70MIN
 BETWEEN CALL        10
                        10MIN
```

**4** **To select "2. START," press 2.**

- Set the date and time and press the SET key.
- Using the ◄ or ► key to select the set item.
- Using the ▲ or ▼ key to select the setting value.
- The time format varies according to whether the 12-hour clock or 24-hour clock is selected. (Refer to the Operator´s Manual (For Copying Functions).)

```
PROG. CONT. POLL.
START DATE & TIME

      MON 08:00 AM
```

**5** **To select "4. DURATION," press 4.**

- Select the duration period and press the SET key.
- Using the ◄ or ► key to select the set item.
- Using the ▲ or ▼ key to select the setting value.
- End time is automatically calculated.

```
PROG. CONT. POLL.
DURATION

         09:00
```


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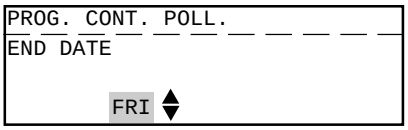
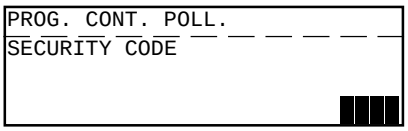
**6** **To select "3. END," press (3).**

- Set the end date using ▲ or ▼ key.
- The end time is automatically calculated and displayed after pressing the SET key.



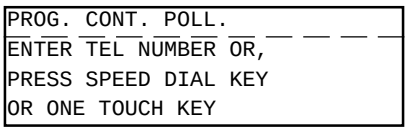

**7** **To select "6. SECURITY," press (6).**

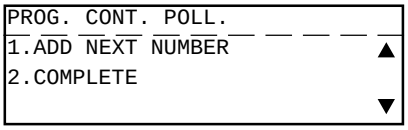
- Set the 4-digit security code if necessary.




**8** **To select "7.ENTER TEL NUMBER(S)", press (7).**

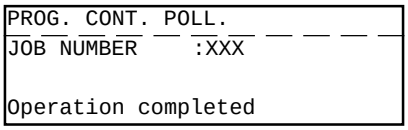
- Enter the number of the remote FAX. ( ► See pages 2-16 to 2-21.)




**9** **When all the addresses are entered, select "2.COMPLETE". To enter the next remote FAX address, select "1.ADD NEXT NUMBER" and return to step 8.**

- The procedure is now complete. The display returns to the Standby Mode. The facsimile will automatically start polling at the time set in this procedure.



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## Clear the Settings of the Continuous Polling

This operation clears the all the settings of the continuous polling function. All items are restored to their default settings.

**1** **Press the FAX key.**

**2** **Display the POLLING Menu and select PROG. CONT. POLL.**

**Press: POLLING then 4**

```
PROG. CONT. POLL.
1.CLEAR CURRENT SETTINGS  ▲
2.ENTER TEL NUMBER(S)
3.START          :MON 08:00AM ▼
```

**3** **To select "1. CLEAR CURRENT SETTINGS," press 1.**

```
PROG. CONT. POLL.
CLEAR CURRENT SETTINGS ?
1.YES                     ▲
2.NO                      ▼
```

**4** **To select "1.YES," press 1.**

- All the settings are cleared to defaults.

```
PROG. CONT. POLL.


Settings cleared.
```


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This function allows you to dial telephone/facsimile numbers that may require many digits with pauses for voice prompts or variations in number sequences such as long distance access codes, or specialized access lines. You can combine sets of numbers (Abbreviated Dialing, Alphabet Dialing, One Touch Dialing, and Keypad Dialing) by using the CHAIN DIAL COMM Key.



**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place originals on the original glass. ( ► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Press the CHAIN DIAL COMM Key (on the Function key panel).**

```
CHAIN DIAL COMM.
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

**Tip**

The chain dialing function can be used during a direct transmission when you press the MONITOR key before pressing the CHAIN DIAL COMM key.

**5** **Enter the Dial number.**

Start constructing your dialing sequence using any of the following dialing methods.

You may use them consecutively until your enter dialing string has been entered.

After each entry sequence, the LCD screen displays the screen shown is step 4.

- Abbreviated Dialing ( ► See page 2-18.)
- Alphabet Dialing ( ► See page 2-19.)
- One Touch Dialing ( ► See page 2-21.)
- Keypad Dialing ( ► See page 2-16.)

Remember to add pauses (if required) to allow for voice prompts or other system delays. ( ► See page 2-17.)

```
TELEPHONE NUMBERS LIST
1.ABB. NUMBER                ▲
2.SEARCH NAME
                             ▼
```

```
CHAIN DIAL COMM.
ABB.NUMBERS = (1-999)
```

```
CHAIN DIAL COMM.
ONE TOUCH KEY =          01

LONDON OFFICE
```

```
CHAIN DIAL COMM.
☎ 12345
```

**6** **When all the required entries are performed, press the START key.**

- The facsimile starts scanning the document into memory, and automatically send document to the designated FAXes.

```
SCANNING TO MEMORY
JOB NUMBER          :  XXX
SCANNING PAGE       :  YYY
RESIDUAL MEMORY     :  ZZZ%
```

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# 1. ENTERING CHARACTERS

The Character Entry screen is for entering characters when you are setting and entering items. You can enter the following:
Alphabet characters, numbers and symbols.

## Keys used for Character Entry

SET key — Press this key to fix all entered characters.

CLEAR/STOP C/ key — Press this key to clear all characters that have been entered so far.

key — Move the cursor to the right. If pressed without entering a character, it inserts a space.

key — Move the cursor to the left.

Numeric key — Provides the user interface for entering numeric characters.

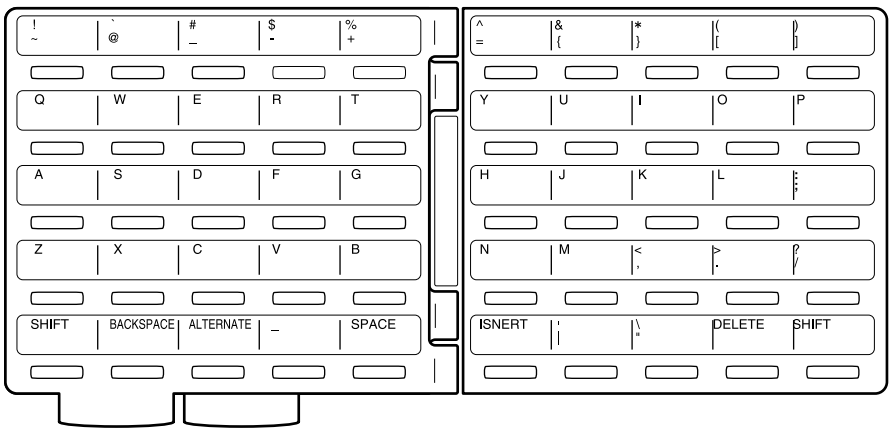
Function key — Provides the user interface for entering alpha and special characters.

INSERT key — Inserts characters before the selected (highlighted) character.

DELETE key — Delete the selected character.

BACKSPACE key — Press this key to delete the character before the cursor.

SHIFT key — Press this key and the alphabet keys to enter the capital letter, or press this key and the symbol keys to enter the upper side symbols indicated above the each key.



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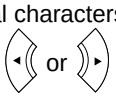
## Special Character Table

The Character Table lists special characters that can be entered when programming this facsimile.
The table lists the alpha keys in the left column and the characters that correspond to each key in the right column.
To enter the special characters entry mode, press the **[ALTERNATE]** key on the keyboard.
Pressing the alpha key displays the special characters you can enter.
Select your desired character by using the  keys, and press

.

Uppercase special characters can be selected by pressing the alpha key while holding down the **[SHIFT]** key after the **[ALTERNATE]** key is pressed.



| Key | [ALTERNATE] key | [SHIFT] key |
|---|---|---|
| A | à á â ã ä å æ ą ă ª | À Á Â Ã Ä Å Æ Ą Ă |
| C | ç ¿ ć č | Ć Ç Č |
| D | ď đ | Ď Đ |
| E | è é ê ę ë ě | È É Ê Ę Ë Ě € |
| I | ì í î ï | Ì Í Î Ï |
| L | ł ľ Í | Ł Ľ Ĺ |
| N | ñ ń ň | Ñ Ń Ň |
| O | œ º ð ò ó ô õ ö ő ø | Ò Ó Ô Õ Ö Ø Œ Ő |
| P | þ | |
| R | ŕ ř | Ŕ Ř |
| S | š ś ş | ß Š Ś Ş |
| T | ť ţ | Ť Ţ |
| U | ù ú û ü ů ű | Ù Ú Û Ü Ů Ű |
| Y | ý ÿ | Ý Ÿ |
| Z | ž ź ż | Ž Ź Ż |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## Entering Characters

Example: Enter “Chicago”

**1** **Press C key while pressing the SHIFT key.**

**2** **Press H , I , C , A , G and O keys to enter.**

**3** **Press the SET to quit character entry.**



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## Correct Entered Characters

Correct “CHICADO” to “CHICAGO.”

**1** **Press the BACKSPACE key to delete “hicago.”**

**2** **Press H , I , C , A , D , and then O while pressing the SHIFT key.**

**3** **Press the ◂ key to move the cursor over the “O.”**

**4** **Press the BACKSPACE key to delete the “D.”**

**5** **Press the INSERT key.**

**6** **Press G while pressing the SHIFT key.**

**7** **Press the INSERT key and exit the Insert Mode.**

**8** **Press the SET key to quit the character entry.**





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## Entering to TEL LIST

**Abbreviated Dial Numbers**
This facsimile can store up to 300 facsimile numbers (up to 128-digit long) and associated 20-character location ID names. This information is stored into Abbreviated Dial Numbers labeled from 001 to 999.

**One Touch Numbers**
This facsimile provides a total of 75 One Touch Dial keys. Keys 1 to 50 are accessible with the Flip Panel in the “01-50” view. Keys 51 to 75 are accessible with the Flip Panel in the “51-75” view.

**Group Numbers**
You can send a document to multiple remote parties in a single operation. This is referred to as Group Dialing or Multi-address Transmission.

It is useful to preset addresses, to which Multi-address Transmissions are often performed, in a group. To make a Multi-address Transmission easier, you can assign such a group to a One Touch key.

The preset groups can also be used as groups for Multi-polling Receptions.

You can register up to 50 Broadcast Groups using any combination of Group Numbers from 1 to 1999 (no duplications allowed). You may also assign each group an optional name of up to 20 characters. Each group can contain any combination of the 300 Abbreviated and/or 75 One Touch dial locations and can be assigned to a One Touch key.



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## Entering Abbreviated Dialer Registration

**1** **Press the FAX key.**

**2** **Displaying the Abbreviated Numbers Menu.**

**Press: TEL LIST ENTRY then (1)**

```
ABB. NUMBER
ENTER ABB. NUMBER (1-999):
```

**3** **Enter an Abbreviated Dial Number from 1 to 999 and press the SET key.**

```
ABB. NUMBER                001
1.COMPLETE                 ▲
2.NAME
3.TEL NUMBER               ▼
4.2nd TEL NUMBER
5.COMM. OPTIONS
```

**4** **To select "2. NAME," press (2). Then enter the name of the remote FAX (up to 20 characters) and press the SET key.**

```
ABB. NUMBER                001
ENTER ID NAME(MAX20):

LONDON OFFICE
```

**5** **To select "3. TEL NUMBER," press (3). Then enter the telephone number you want to store (up to 128 digits) and press the SET key.**

```
ABB. NUMBER                001
ENTER TEL NUMBER(MAX128):

767717
```

**6** **To select "4.2nd TEL NUMBER," press (4). Then enter the alternate fax number if the remote location has two or more faxes (optional setting) and press the SET key.**

```
ABB. NUMBER                001
ENTER 2nd TEL NUMBER:

767669
```

**7** **To select "5.COMM. OPTIONS," press (5).**

- To skip the Communication Options, press (1).

```
COMM. OPTIONS
1.OFF                      ▲
2.ON                       ▼
```

- To select default settings, press (2). If one or more of the following Communication Options are to be set for this Abbreviated Dial Number.

```
COMM. OPTIONS
1.COMPLETE                 ▲
2.DELAYED COMM.
3.TX REPORT                ▼
```

**Note**

"NAME" and "TEL NUMBER" must be entered.
Unless either one is entered, registration will not be completed. In this case, upon selecting "COMPLETE", the display shows "No destination" for a while, then will be restored to the status just before the operation.



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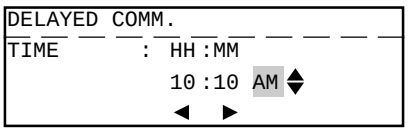
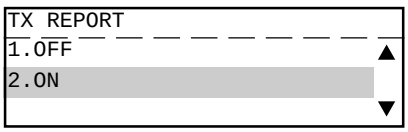
**A To select "2. DELAYED COMM," press (2).**

- Select to program a transmission start time.
  (Refer to the description of the DELAYED COMM key.)



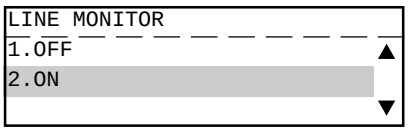

**B To select "3. TX REPORT," press (3).**

- Set whether or not to print a TX report.
  (Refer to the description of the TX REPORT key.)



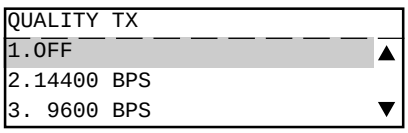

**C To select "4. LINE MONITOR," press (4).**

- Select to program the line monitor speaker during dialing.



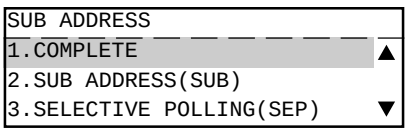

**D To select "5. QUALITY TX," press (5).**

- Select to program a lower speed communication.
  (Refer to the description of the LOW SPEED TX key.)



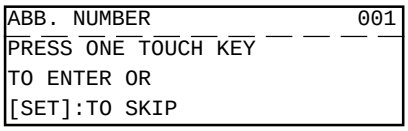

**E To select "6. SUB ADDRESS," press (6).**

- Selected only when the remote FAX requires one.
  (Refer to the description of the SUB ADDRESS COMM key.)

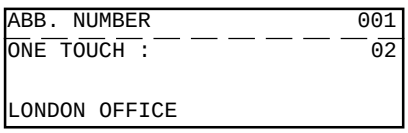



- To cancel programing press the CANCEL key.

**8 After you have done all required settings, select "1.COMPLETE." The first ABB. NUMBER ENTRY screen is displayed.**




**9 Press the desired One Touch Key if you want to assign the registered Abbreviated Dial to a One Touch ( 01 to 75 ) Key. Press the SET key if you do not want to assign the registered Abbreviated Dial to a One Touch Key.**




4



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## Entering One Touch Dialer Registration

**1** **Press the FAX key.**

**2** **Displaying the One Touch keys Menu.**

**Press: TEL LIST / ENTRY then 3**

```
ONE TOUCH KEY
PRESS ONE TOUCH KEY
```

**3** **Press the desired One Touch ( 01 to 75 ) key.**

```
ONE TOUCH KEY                001
1.COMPLETE                    ▲
2.NAME
3.TEL NUMBER                  ▼
4.2nd TEL NUMBER
5.COMM. OPTIONS
```

**4** **To select "2.NAME," press 2. Then enter the name of the remote FAX (up to 20 characters) and press the SET key.**

```
ONE TOUCH KEY                05
ENTER ID NAME(MAX20):

LONDON OFFICE
```

**5** **To select "3.TEL NUMBER," press 3. Then enter the telephone number you want to store (up to 128 digits) and press the SET key.**

```
ONE TOUCH KEY                05
ENTER TEL NUMBER(MAX128):

767717
```

**6** **To select "4.2nd TEL NUMBER," press 4. Then enter the alternate fax number if the remote location has two or more faxes (optional setting) and press the SET key.**

```
ONE TOUCH KEY                05
ENTER 2nd TEL NUMBER:

767669
```

**7** **To select "5.COMM. OPTIONS," press 5.**

- To skip the Communication Options, press 1.

```
COMM. OPTIONS
1.OFF                         ▲
2.ON                          ▼
```

- To select default settings, press 2. If one or more of the following Communication Options are to be set for this Abbreviated Dial Number.

```
COMM. OPTIONS
1.COMPLETE                    ▲
2.DELAYED COMM.
3.TX REPORT                   ▼
```

**Note**

"NAME" and "TEL NUMBER" must be entered.
Unless either one is entered, registration will not be completed. In this case, upon selecting "COMPLETE," the display shows "No destination" for a few seconds, then it will be restored to the status just before the operation.


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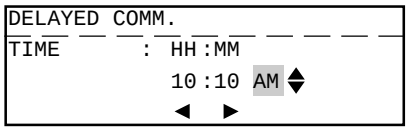
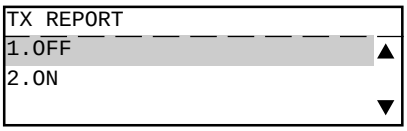
**A To select "2. DELAYED COMM," press (2).**

- Select to program a transmission start time.
  (Refer to the description of the DELAYED COMM key.)



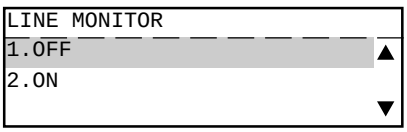

**B To select "3. TX REPORT," press (3).**

- Set whether or not to print a TX report.
  (Refer to the description of the TX REPORT key.)



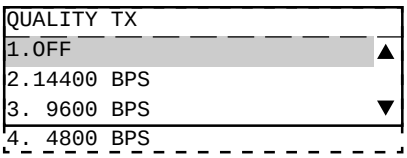

**C To select "4. LINE MONITOR," press (4).**

- Select to program the line monitor speaker during dialing.



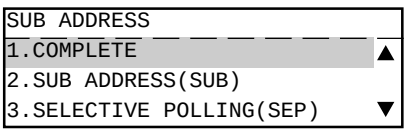

**D To select "5. QUALITY TX," press (5).**

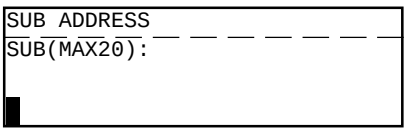
- Select to program a lower speed communication.
  (Refer to the description of the LOW SPEED TX key.)




**E To select "6. SUBADDRESS," press (6).**

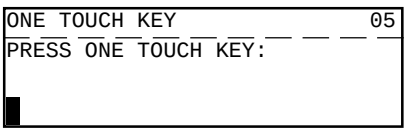
- Selected only when the remote FAX requires one.
  (Refer to the description of the SUB ADDRESS COMM key.)




- To cancel programing press the CANCEL key.

**8 After you have completed all the desired settings, select "1.COMPLETE."**



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## Groups Number Registration

**1** **Press the FAX key.**

**2** **Displaying the Group Numbers Menu.**

**Press: TEL LIST / ENTRY then (2)**

```
GROUP NUMBER
ENTER GROUP NUMBER(1-1999)
```

**3** **Enter a Group Number from 1 to 1999 and press the SET key.**

```
GROUP NUMBER
1.COMPLETE
2.NAME
3.DESTINATIONS
```

**4** **To select "2.NAME," press (2). Then enter the name of the remote FAX (up to 20 characters) and press the SET key.**

```
GROUP NUMBER                0001
ENTER ID NAME(MAX20):

ABC GROUP
```

**5** **To select "3.DESTINATIONS," press (3). Then enter the addresses of the remote stations to be preset in the group.**

```
GROUP NUMBER
ENTER ABB. NUMBER
OR ONE TOUCH KEY
```

- If a remote station is assigned to a One Touch (01 to 75) key, press the One Touch key.

```
GROUP NUMBER                0001
ONE TOUCH:                    02

LONDON OFFICE
```

- If a remote station is assigned to an Abbreviated Dial number, enter the number then press the SET key.

```
GROUP NUMBER                0001
ABB. NUMBER:                 021

CHICAGO OFFICE
```

After 2 sec

```
GROUP NUMBER                0001
1.ADD NEXT NUMBER
2.REVIEW LIST
3.COMPLETE
```

After 2 sec

**6** **When all the addresses are entered, select "3.COMPLETE" and go to next step. To enter the next remote station address, select "1.ADD NEXT NUMBER" and return to step 5.**

```
GROUP NUMBER
1.COMPLETE
2.NAME
3.DESTINATIONS
```

**7** **To select "1. COMPLETE" press (1).**

```
GROUP NUMBER                0001
PRESS ONE TOUCH KEY
TO ENTER OR
[SET]:TO SKIP
```


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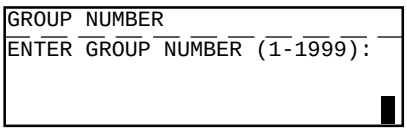
**7** **To assign this group to a One Touch key, press the desired One Touch ( 01 to 75 ) key.**

**To skip assigning this group to a One Touch key, press the SET key.**

- Press the MAIN MENU key to return to the initial screen for FAX.




**Note**

"NAME" and "TEL NUMBER" must be entered.
Unless either one is entered, registration will not be completed. In this case, upon selecting "COMPLETE," the display shows "No destination" for a few seconds, then it will be restored to the status just before the operation.



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## Correcting Groups (Modify the Remote Station)

**1** **Press the FAX key.**

**2** **Displaying the Group Numbers Menu.**

**Press: TEL LIST / ENTRY then 2**

```
GROUP NUMBER
ENTER GROUP NUMBER(1-1999):
```

**3** **Enter the Group Number you want to correct.**

**Then press the SET key.**

```
GROUP NUMBER                0001

LONDON OFFICE
Already assigned
```

```
GROUP NUMBER                0001
1.DELETE                    ▲
2.MODIFY
3.RETAIN                    ▼
```

**4** **To select "2. MODIFY," press 2.**

```
GROUP NUMBER                0001
1.COMPLETE                  ▲
2.NAME
3.DESTINATIONS              ▼
```

**5** **A. Modify the Existing Group Name.**

- To select "2.NAME," press 2.

```
GROUP NUMBER                0001
ENTER ID NAME(MAX20):       ▲

ABC GROUP                   ▼
```

- Modify the Group Name and press the SET key.

```
GROUP NUMBER                0001
1.COMPLETE                  ▲
2.NAME
3.DESTINATIONS              ▼
```

**B. Modify the Remote Station.**

- To select "3.DESTINATIONS," press 3.
- To add a new address to the group, select "1.ADD NEXT NUMBER" by pressing 1 and go to step 8.
- To select "2.REVIEW LIST," press 2. Go to step 6.

```
GROUP NUMBER                0001
1.ADD NEXT NUMBER           ▲
2.REVIEW LIST
3.COMPLETE                  ▼
```

```
001.COLORADO OFFICE         ▲
002.CHICAGO OFFICE
003.L.A.OFFICE              ▼
  DELETE   ◄   ►   MODIFY
```


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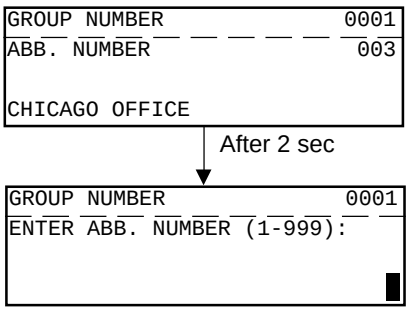
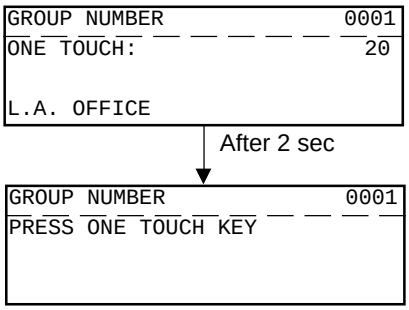
**6** **Select the address to be modified by using ▲ or ▼ key.**

**7** **Press the ► key, and modify the setting.**

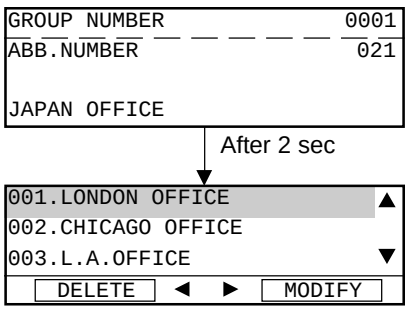
- If the address assigned to an ABB. number is selected;




- If the address assigned to a One Touch key is selected;

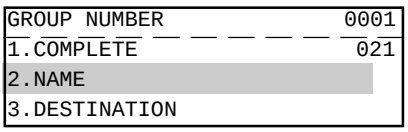



**8** **Enter the ABB. NUMBER and press the SET key, or press ONE TOUCH key.**



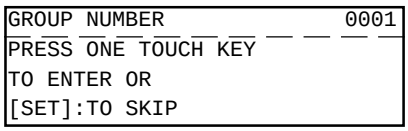

**9** **Complete modifying Remote Station.**

- Press CANCEL key and to select "3.COMPLETE," press 3.

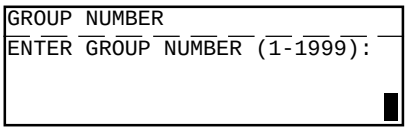



**10** **Complete modifying Groups.**

- To select "1.COMPLETE," press 1.




- To assign this group to a One Touch key, press the desired One Touch ( 01 to 75 ) key. To skip assigning this group to a One Touch key, press the SET key.




- Press the MAIN MENU key to return to the initial screen for FAX.



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## Correcting Groups (Delete the Remote Station)

**1** Press the FAX key.

**2** Displaying the Grou Numbers Menu.
Press: TEL LIST / ENTRY then 2

```
GROUP NUMBER
ENTER GROUP NUMBER(1-1999):
```

**3** Enter the Group Number you want to correct.
Then press the SET key.

```
GROUP NUMBER                0001

LONDON OFFICE
Already assigned
```

```
GROUP NUMBER                0001
1.DELETE                     ▲
2.MODIFY
3.RETAIN                     ▼
```

**4** To select "2. MODIFY," press 2.

```
GROUP NUMBER                0001
1.COMPLETE                   ▲
2.NAME
3.DESTINATIONS               ▼
```

**5** To select "3. DESTINATIONS," press 3.

```
GROUP NUMBER                0001
1.ADD NEXT NUMBER            ▲
2.REVIEW LIST
3.COMPLETE                   ▼
```

**6** To select "2. REVIEW LIST," press 2.

```
001.COLORADO OFFICE          ▲
002.CHICAGO OFFICE
003.L.A.OFFICE               ▼
  DELETE    ◄    ►    MODIFY
```

**7** Select the address to be deleted by using the ▲ or ▼ key. And then press the ◄ key.

```
GROUP NUMBER                0001
ABB. NUMBER                  003

CHICAGO OFFICE
```

After 2 sec

```
DELETE?
CHICAGO OFFICE
1.YES
2.NO
```


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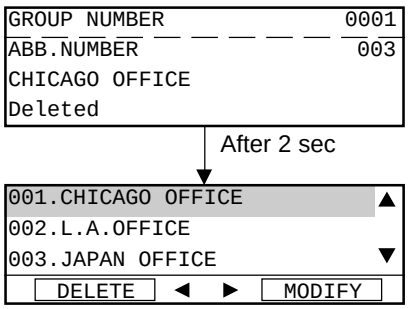
**8** **To select "1. YES" press (1).**



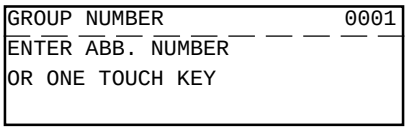

- Press the MAIN MENU key to return the initial screen for FAX.

## Deleting Groups

**1** **Press the FAX key.**

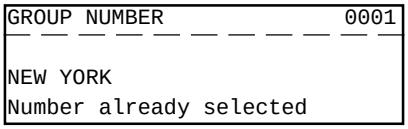
**2** **Displaying the Group Numbers Menu.**

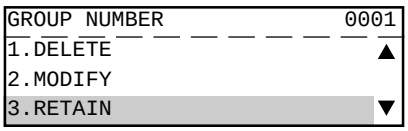
**Press: TEL LIST / ENTRY then (2)**



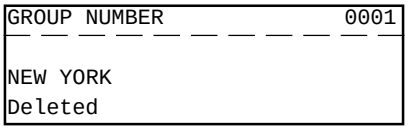

**3** **Enter the Group Number you want to delete.**

**Then press the SET key.**




**4** **To select "1. DELETE," press (1).**



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## Terminal ID Entry

Once programmed, Terminal ID information will be printed on the leading edge of all documents transmitted by this digital copier/facsimile.

- Details to Enter: ID name (max. 40 characters)
  Printing of international code (ON/OFF)
  ID number (max. 20-digit number)

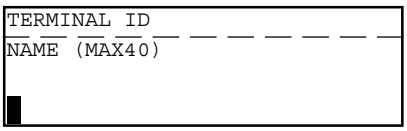
**Tip**

- ID information is sent printed about 5 mm from the top edge of the original.
- In compliance with FCC regulations (see page 1), this facsimile places your company's name, facsimile telephone number and date & time on the top of all transmitted documents. This feature enables remote parties to easily identify your documents and the time of transmission.

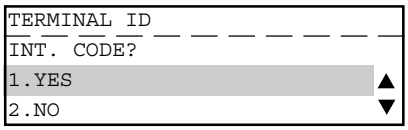


**1** **Displaying the TERMINAL ID Menu.**

**Press:** PROGRAM **then** 0 3 0 3

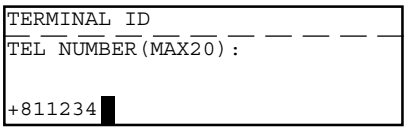



**2** **Enter your Terminal ID (company name) (up to 40 characters) using the Keyboard and Numeric Keypad. Then press the** SET **key.**



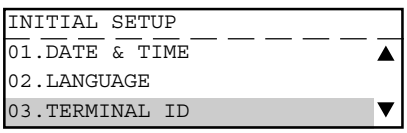

**3** **Select the INT. CODE.**

- If you send or receive documents to and from overseas locations, select "1. YES" by pressing 1.
- If all of the documents are sent domestically, select "2. NO," by pressing 2.




**4** **Enter your telephone number and press the** SET **key.**

- If you press 1 in Step 3, + is displayed on the screen.
  Enter International Code for your country/region before entering your area code and telephone number.





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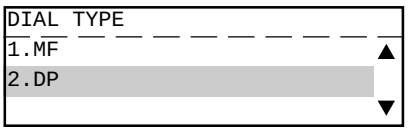
## Dial Type Entry

There are two types of dialing modes: MF (Multi-frequency) and DP (Dial Pulse).
If your telephone emits tones when you are dialing, this usually indicates that you have a MF type (default setting). Otherwise, you will have to select the DP setting.

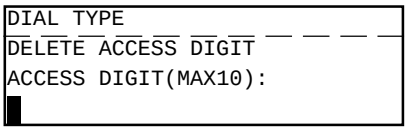
**1** **Display the DIAL TYPE Menu.**

**Press:** PROGRAM **then** 0 1 0 3 0 5



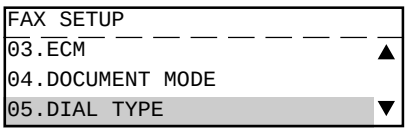

**2** **Select your dial type.**

- For Multi-Frequency type, press 1. (default)
- For Dial Pulse type, press 2.




**3** **Enter any "DELETE ACCESS DIGIT" number.**

- Access digit are numbers which are required by PBX systems to access the phone system "outside" the PBX.
- Access digits such as 9 and pause need to be omitted when using the chain dialing function.
- If you do not require the "DELETE ACCESS DIGIT" function, press the SET key to skip this setting.



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## Exchange Type Entry (EU MODEL ONLY)

Connection to PABX, obtaining a public line/Digital PABXs
The fax unit can be connected not only to the public switched telephone network (public line) but also to a PABX. In this case, additional parameters have to be entered.

With PABXs, the public line is obtained in various ways:
- Number Dial one digit (or several digits) in order to obtain the public line
- Flash key With this method of obtaining the public line, the connection circuit is interrupted briefly.

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



**1** **Display the EXCHANGE TYPE Menu.**

**Press:** PROGRAM **then** 0 1 0 3 0 5

```
EXCHANGE TYPE
1.PSTN
2.PABX
```

**2** **Select the EXCHANGE TYPE.**

- To select "1.PSTN," press 1.
  Return to FAX SETUP Menu.
- To select "2.PABX," press 2.

```
EXCHANGE TYPE
1.FLASH
2.DIGIT
```

**3** **Select the ACCESS TYPE.**

- To select "1.FLASH," press 1.
  Return to FAX SETUP Menu.
- To select "2.DIGIT," press 2. Go to step 4.

```
EXCHANGE TYPE
SET ACCESS DIGIT
ACCESS DIGIT = (1-3)
```

**4** **Enter the digit(s) for obtain public line.**

- Enter the digit(s) then press SET key.

```
FAX SETUP
05.DIAL TYPE
06.REDUAK MODE
07.AUTO RECEIVE MODE
```


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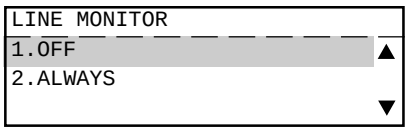
## Line Monitor

This function is used to set the speaker ON in order to monitor the dialing and connection portion of every transmission. This function is mainly used to confirm dialing and phone line status.

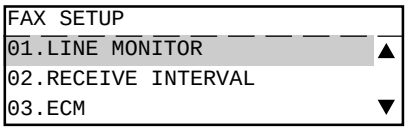
**1** **Display the LINE MONITOR Menu.**

**Press:** PROGRAM **then** 0 1 0 3 0 1




**2** **Select the Line Monitor option.**

- To turn OFF the monitor speaker, press 1.
- To turn ON the monitor speaker, press 2.




4

## Temporary Line Monitor Change

**Note**

This temporary setting is only available when the default setting is "Off".

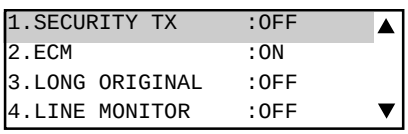
**1** **Press the** FAX **key.**

**2** **Place the original.**

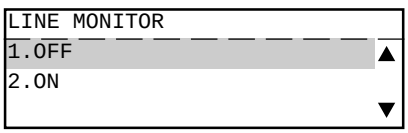
- For details on how to place the originals on the glass. ( ► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Press the key to display the COMM. OPTIONS.**

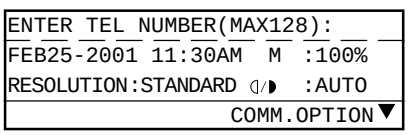



**5** **To select "4. LINE MONITOR," press 4.**




**6** **Select "1.OFF" or "2.ON" to change the setting.**

- To select "1.OFF," press 1.
- To select "2.ON," press 2.




**7** **Specify the remote FAX. ( ► See pages 2-16 to 2-21.)**

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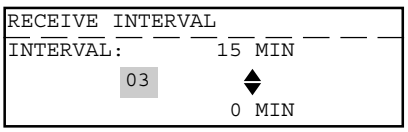
## Receive Interval Setting

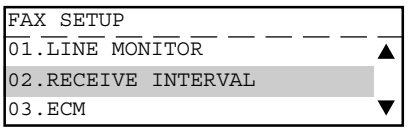
This function insures, there will be a period of time set aside for receiving incoming facsimiles during periods of heavy outgoing transmission activity. After every fourth consecutive transmission, this machine will wait 0 to 15 minutes to allowing in-coming facsimiles to be received (Default is different for each country/region).

**1** **Display the RECEIVE INTERVAL Menu.**

**Press:** PROGRAM **then** 0 1 0 3 0 2




**2** **Using the ▲ or ▼ key, select the desired interval value (0 to 15) in minutes, then press the SET key.**




## ECM Setting

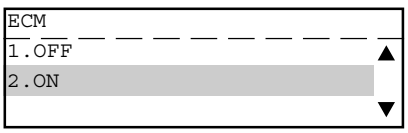
ECM (Error Correction Mode) is an internationally-recognized error correction system. It enables error free communications by automatically resending any portion of the document affected by phone line noise or distortion.

**Note**

This setting is not available if fax communications are underway.

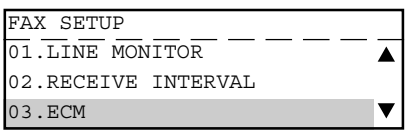
**1** **Display the ECM Menu.**

**Press:** PROGRAM **then** 0 1 0 3 0 3




**2** **Select the ECM option.**

- To turn ECM to OFF, press 1.
- To turn ECM to ON, press 2.





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## Temporary ECM Change

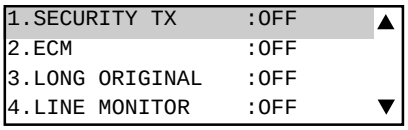
**1** **Press the FAX key.**

**2** **Place the original.**

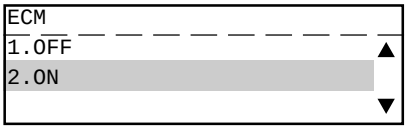
- For details on how to place the originals on the glass. ( ► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Press the ▼ key to display the COMM. OPTIONS.**

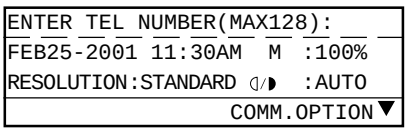



**5** **To select "2. ECM," press 2.**




**6** **Select "1.OFF" or "2.ON" to change the setting.**

- To select "1.OFF," press 1.
- To select "2.ON," press 2.




**7** **Specify the remote FAX.**
**( ► See pages 2-16 to 2-21.)**



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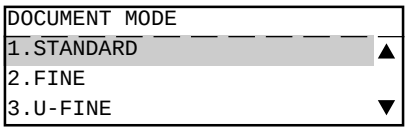
## Default Setting for Document Mode

This setting will select the default setting whenever a document is set in the facsimile for transmission. Manual settings (if selected for a particular document) will take precedence over default settings.

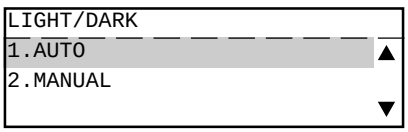
**1** **Display the REDIAL MODE Menu.**

**Press:** PROGRAM **then** 0 1 0 3 0 4



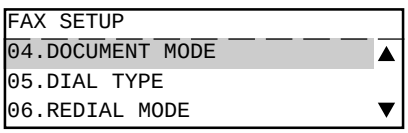

**2** **Select the DOCUMENT MODE.**

- To select STANDARD mode for sending normal text and graphics, press 1.
- To select FINE mode for sending normal text and graphics with clarity, press 2.
- To select U-FINE mode for sending normal text and graphics with extra clarity, press 3.

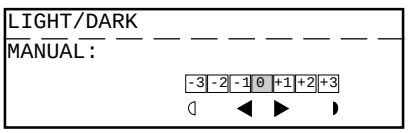



**3** **Select the Image Density.**

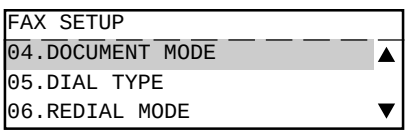
- To select the AUTO mode, press 1.




- To select the MANUAL mode, press 2.




- Use the ◀ or ▶ key to select the desired image density, then press SET key.





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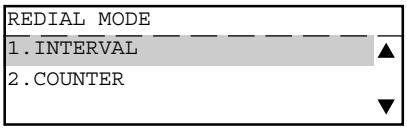
## Redial Mode Setting

If the destination facsimile you called is busy, your facsimile will automatically redial the number up to the number of attempts set by this procedure. (Default is different for each country/region.) If desired, you may change these redial settings.

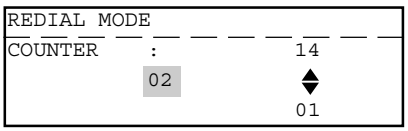
**1** **Display the REDIAL MODE Menu.**

**Press:** PROGRAM **then** 0 1 0 3 0 6

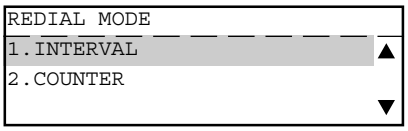



**2** **Select the Redial Menu.**

- To set the Redial Interval, press 1.
- To set the Redial Count, press 2.




**3** **Using the ▲ or ▼ key, enter the desired interval or counter value and press the** SET **key.**




4

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## Default Setting for Memory Transmission

Memory Transmission allows your facsimile to quickly scan documents to memory and return them to you. You do not have to wait for the transmission to be completed. This increases productivity as others do not have to wait in line to send a facsimile. Each time you send a facsimile with memory transmission, the amount of residual memory will be reduced.
Additionally, each time you send a memory transmission, a communication reservation or File Number is assigned.
When Memory Transmission is not selected, the Direct Document Transmission mode is active by default setting. This allows your facsimile to function without the use of document memory.

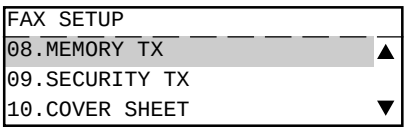


**1** **Display the MEMORY TX Menu.**

**Press:** PROGRAM **then** 0 1 0 3 0 8

**2** **Select the Memory Tx option.**

- To select Memory TX OFF, press 1.
- To select Memory TX ON, press 2.





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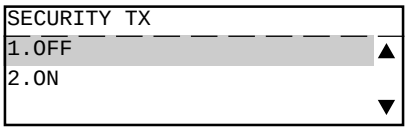
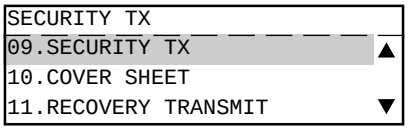
## Security TX (Transmission) Setting

This function allows transmissions only when the number you dial matches the number programmed in the remote facsimile. If the numbers do not match, Security TX prevents your facsimile from sending by indicating a transmission error.

**1** **Display the SECURITY TX Menu.**
**Press:** PROGRAM **then** 0 1 0 3 0 9




**2** **Select the Security TX option.**
- To select Security TX OFF, press 1.
- To select Security TX ON, press 2.




4

## Temporary Security TX Change

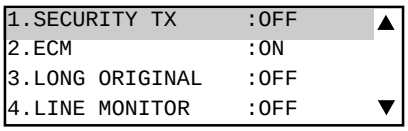
This function allows you to change the Security TX selection for a single transmission.

**1** **Press the** FAX **key.**

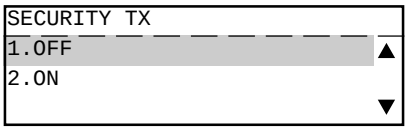
**2** **Place the original.**
- For details on how to place the originals on the glass. ( ► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Press the ▼ key to display the COMM. OPTIONS.**




**5** **To select "1. SECURITY TX," press 1.**




**6** **Select the Security TX option.**
- To select Security TX OFF, press 1.
- To select Security TX ON, press 2.

**7** **Specify the remote FAX. ( ► See pages 2-16 to 2-21.)**

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## Cover Sheet Registration

This function enables the attachment of a cover sheet to the document being transmitted.
Prior to selecting this function for the first time, you may wish to prepare a Cover Sheet image (Logo) to be used on the cover sheet. See Step 3 of this procedure.

**1** **Display the COVER SHEET Menu.**

**Press:** PROGRAM then 0 1 0 3 1 0

```
COVER SHEET
1.OFF                    ▲
2.ON
3.ON (COVER IMAGE)       ▼
```

**2** **Enable or Disable the Cover Sheet.**

- To not attach the cover sheet, press 1.
- To attach the cover sheet without image, press 2.
- To attach the cover sheet with image, press 3. Go to Step 3.

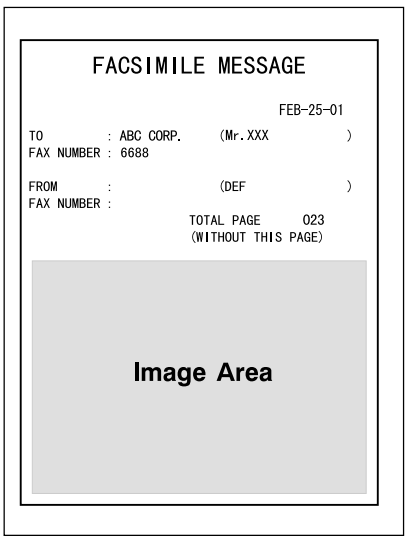
```
COVER SHEET
PRESS [START] TO STORE
```

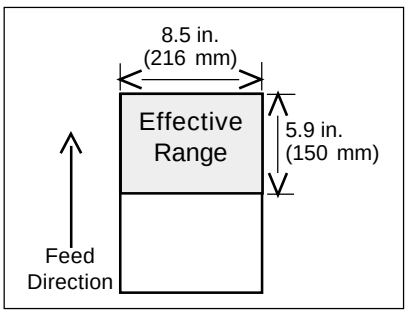
**3** **Load the image document to be included on the cover sheet and press the START key.**

```
FAX SETUP
10.COVER SHEET           ▲
11.RECOVERY TRANSMIT
12.TTI                   ▼
```

**Note**

- The image document should be LT (A4) size, and be placed in LT-R (A4-R) orientation.
- In preparing a document for your cover sheet image, only a limited area will be included as shown below. Any data outside the specified range will be disregarded.





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## Attaching or Printing Cover Sheet

This function attaches a cover sheet to the document to be transmitted or prints the cover sheet for confirmation purposes.

- When sending multi-address transmissions, the cover sheet will be attached to the document for every address.
- TTI (Transmit Terminal ID) will not be printed on the cover sheet.
- Smart Batch is not available if this function is used.
- When resending a document due to an error, the cover sheet is again attached to the retransmission.
- In Transmission Reports and Journals, the number of pages of each transmission does not include the cover sheet.
- When a Transmission Report is issued with the document image output, the first page data of the facsimile will be printed but not the cover page data.
- The cover sheet is always sent in Letter (A4) size.
- The resolution for the cover sheet is fixed to FINE. However, if the receiving unit is set to STD, the cover sheet is sent in STD.



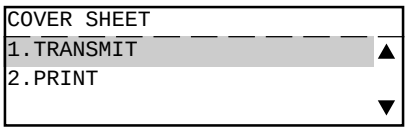
**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place the originals on the glass. ( ► See page 2-8.)

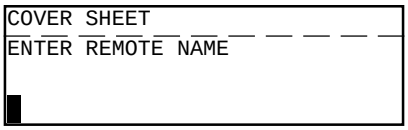
**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Press the COVER SHEET key (on the Function key panel).**

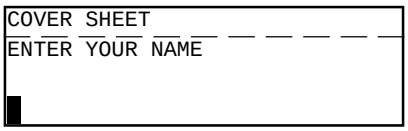



**5** **Select the option.**

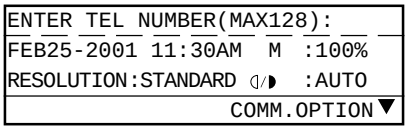
- To attach the cover sheet, press (1).
- To print the cover sheet, press (2). When printing is completed, the display returns to the Standby Mode.




**6** **Enter the Remote FAX Name and press the SET key.**




**7** **Enter your name and press the SET key.**




**8** **Specify the remote FAX. ( ► See pages 2-16 to 2-21.)**

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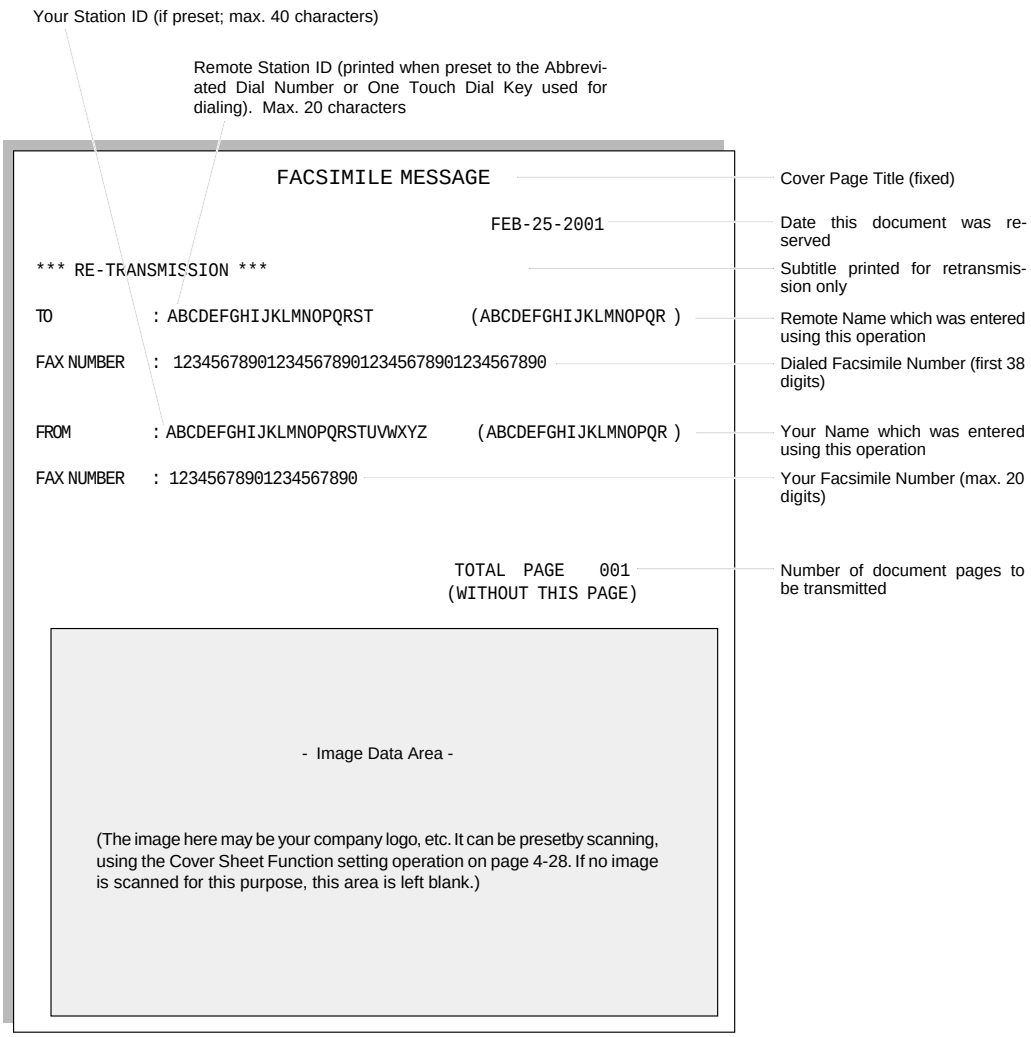
## Cover Sheet Format



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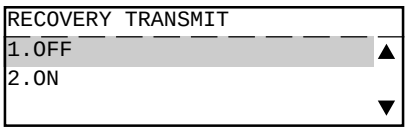
## Setting Recovery Transmission

Recovery Transmission allows the operator to retransmit a document after failing the initially specified number of redial attempts.
If Recovery Transmission is set to ON, the document is stored in memory for a specified length of time. You may retransmit the document during this time period without rescanning the original document.

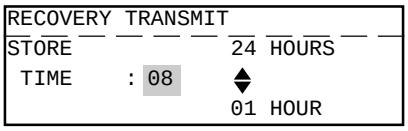
**1** **Displaying the RECOVERY TX Menu.**

**Press:** PROGRAM **then** 0 1 0 3 1 1

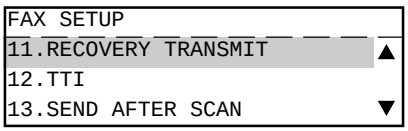



**2** **Select the Recovery Transmission option.**

- To turn OFF Recovery Transmission, press 1.
- To turn ON Recovery Transmission, press 2.
  Go to Step 3.




**3** **Using the ▲ or ▼ key, select the stored time length (01 to 24 hours) and press the** SET **key.**




4

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## Sending Recovery Transmission

This operation is used to resend a document after the document initially failed to be sent. If recovery transmission is set to ON, the document is stored in this machine for resending.

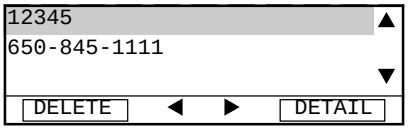
**Note**

When Recovery Transmission is set to OFF, an error tone and "RECOVERY TX is off" prompt result when Recovery Transmission is selected.
When Recovery Transmission is set to ON but no documents are in the Recovery Queue, a "No entry" prompt will result.

4

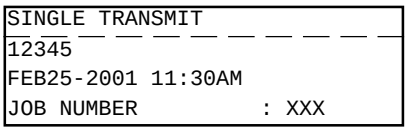
**1** **Press the FAX key.**

**2** **Press the RECOVERY TX key (on the Function key panel).**

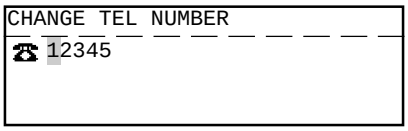



**3** **Using the ▲ or ▼ key, select the job to be resent.**

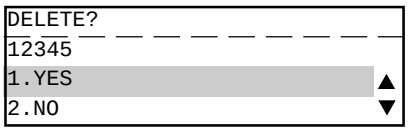
- Using the ▶ key, you will confirm the detailed information.




- After confirming it, press the SET key, you can also change the number of the remote FAX from the Dial Keypad.




- Using the ◀ key, you can delete the job stored for resending.




- If you want to delete the job, select "1.YES" and press the SET key.

**4** **Press the START key.**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## TTI (Transmit Terminal ID) Print Setting

To properly identify the sender of your documents, this facsimile prints a transmission header (TTI) on the recording paper of the remote facsimile. The information included in the TTI are:

- Date and Start Time
  The date and start time when this document is sent to the remote facsimile.
- Transmitting Station ID Name (► see page 4-18.)
- Transmission Serial Number
  With each transmission, this facsimile automatically assigns a unique transmission number. This number is also printed on the Activity Journals.
- Page Number/Total Number of Pages
  Each page of the document is printed with a page number followed by the total number of pages in the document (e.g. 001/003 means the first page of three total pages).
- File Number
  Each document sent from memory is assigned a file number. This file number is used by the facsimile to assist you in managing multiple document jobs.

**Important**

The U.S. Federal Communication Commission (FCC) requires that anyone sending a facsimile message must identify themselves (or company), give their facsimile telephone number, and provide the date and time of the transmission. This information must be on the lead-edge of, at least, the first page of the facsimile transmission.

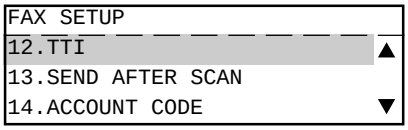


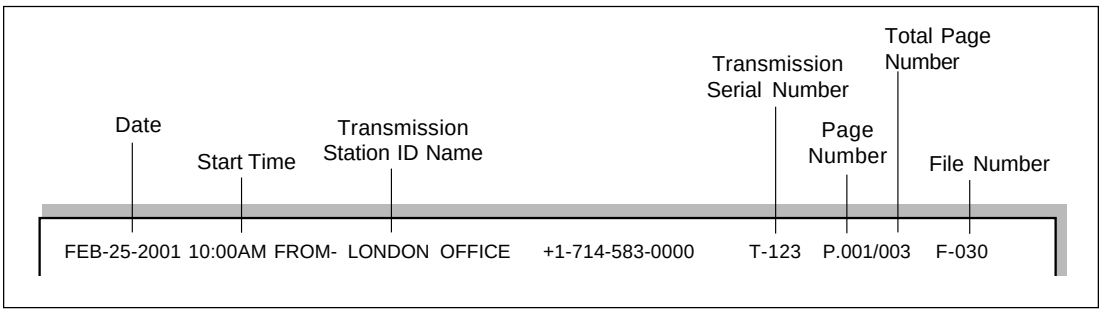
### 1 Displaying the TTI Menu.

**Press:** PROGRAM **then** 0 1 0 3 1 2

### 2 Select the Recovery Transmission option.

- To select not to print the TTI, press 1.
- To select to print the TTI, press 2.

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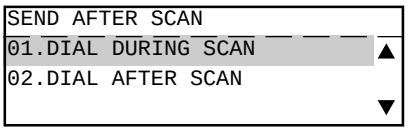
## Send After Scan Default Setting

This feature enables you to determine whether dialing starts while the machine is scanning the documents or after the machine has scanned all documents in the Memory Send mode.

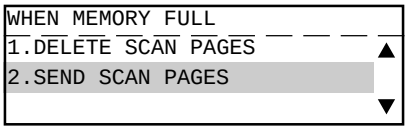
**1** **Displaying the SEND AFTER SCAN Menu.**

**Press:** PROGRAM **then** 0 1 0 3 1 3



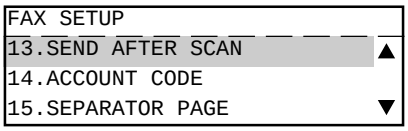

**2** **Select the Send After Scan option.**

- To disable Send After Scan, press 0 1.
- To send the pages after scan, press 0 2. Go to step 3.




**3** **Select the Memory Full option.**

- To delete the pages that have been scanned, press 1.
- To send the pages already scanned to memory, press 2.





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## Enabling or Disabling Send After Scan Temporarily

With the Send After Scan Mode Default Setting set to “OFF”, this feature allows you enable the Send After Scan mode for a single transmission. Once that transmission is complete, the default status is re-gained.
With Send After Scan selected, every page of the document will be scanned into memory before dialing will begin.
With Send After Scan set to OFF (NO), your facsimile will begin dialing after the first page is scanned to memory.

**1** **Press the FAX key.**

**2** **Place the original.**
- For details on how to place the originals on the glass. ( ► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Press the SEND AFTER SCAN key (on the Function key panel).**

```
SEND AFTER SCAN
1.OFF
2.ON
```

**5** **Select the SEND AFTER SCAN option.**
- To disable Send After Scan, press (1).
- To enable Send After Scan, press (2). Go to Step 6.

```
WHEN MEMORY FULL
1.DELETE SCAN PAGES
2.SEND SCAN PAGES
```

**6** **Select the Memory Full option.**
- To delete the pages that have been scanned, press (1).
- To send the pages already scanned, press (2).

```
ENTER TEL NUMBER(MAX128):
FEB25-2001 11:30AM M: 100%
RESOLUTION:STANDARD ◑/◗ :AUTO
                    COMM.OPTION▼
```

**7** **Specify the remote FAX. ( ► See pages 2-16 to 2-21.)**



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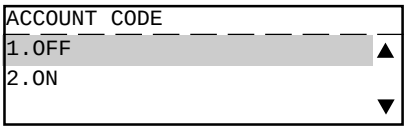
## Account Codes

This feature provides valuable Account Code tracking information for each facsimile transmission sent from the unit.
When a facsimile is transmitted, the account code number will be recorded on the Transmission Journal.

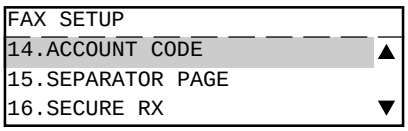
**1** **Displaying the ACCOUNT CODE Menu.**

**Press:** PROGRAM **then** 0 1 0 3 1 4




**2** **Select the Account Code function.**

- To disable Account Code prompting and printing on the Transmission Journal, press 1.
- To enable Account Code prompting and printing on the Transmission Journal, press 2.





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## Account Code Entry

This procedure assumes that you have enabled the Account Code option on page 4-36 of this manual. Once enabled, the facsimile will prompt for an Account Code prior to dialing the remote FAX. The entered Account Code will be printed in the Account Code column on the Activity Journal.

**Notes**

- Account Code tracking is only possible when using memory communications (Memory Transmission, Polling Receptions, etc.).
- Once entered, an Account Code is only effective for that communication procedure. It will automatically clear upon completion of the communication, upon job cancellation, or upon a communication error.



**1** **Press the FAX key.**

**2** **Place the original.**

- For details on how to place the originals on the glass. ( ► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Specify the Remote FAX and press the START key.**

```
ACCOUNT CODE
ENTER ACCOUNT CODE
                    ____
```

**5** **Enter the 4-digit Account Code and press the SET key.**

- It is possible to send a document without entering an Account Code. Simply press the START key a second time.
- The facsimile starts scanning the document into memory. When document scanning is completed, the display returns to the Standby Mode.

```
SCANNING TO MEMORY
JOB NUMBER          : 123
SCANNING PAGE       : 001
RESIDUAL MEMORY     :  80%
```

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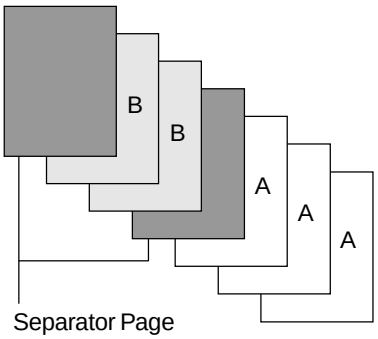
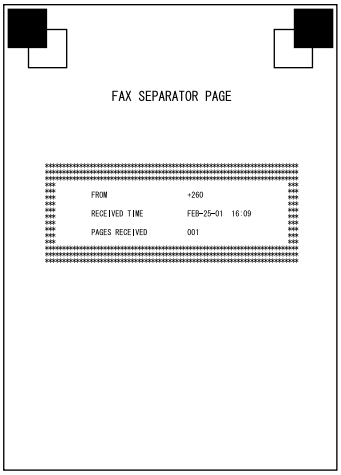
## Separator Page Setting

A Separator Page is a sheet automatically inserted between each fax reception. This feature makes it easier to distinguish between individual receptions.



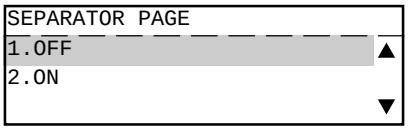

Separator Page




Separator Page

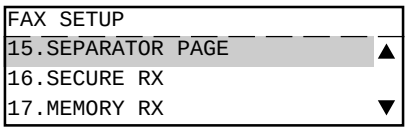
**1** **Displaying the SEPARATOR PAGE Menu.**

**Press:** PROGRAM **then** 0 1 0 3 1 5




**2** **Select the facsimile separator page option.**

- To turn OFF facsimile separator page, press 1.
- To turn ON facsimile separator page, press 2.



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## Secure RX Security Code Setting

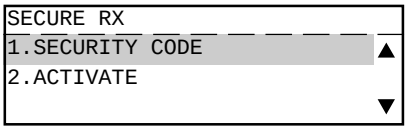
There are occasions when you may wish to secure access to incoming documents. Secure RX allows you to receive documents to memory until a security code is entered. This ensures that only users with the correct security code may retrieve documents. In addition, the Secure RX can be setup to automatically be activated during a specified time period.

To setup Secure RX, a 4-digit security code must be programmed first. After programming the security code, you can specify the time period during which the Secure RX will be active. 24-hour coverage for specific days of the week is selectable. This section describes the procedure for programming a security code or changing an existing security code.

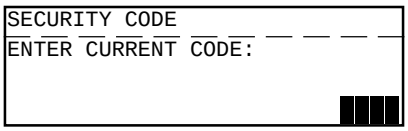


**1** **Displaying the SECURE RX Menu.**

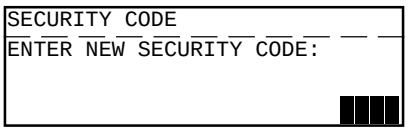
**Press:** PROGRAM **then** 0 1 0 3 1 6




**2** **To select the Security Code for the first time or to change an existing Security Code, press 1.**




**3** **New Security Code Setting:**
**Enter a 4-digit password and press the SET key.**




**Change an Existing Password:**

**If the security code already exists, and you wish to change the current password, enter the current password and press the SET key.**

**Then enter your new 4-digit password and press the SET key.**

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## Secure RX Activation Period Setting

This section describes the procedure to setup this machine to automatically activate Secure RX during a specified time period. Prior to setting this option, you must have a security code set in the facsimile.

**Note**

If a security code is not set, this machine automatically prompts the security code setting. See the preceding section for details on setting the security code.



**1** **Displaying the SECURE RX Menu.**

**Press:** PROGRAM **then** 0 1 0 3 1 6

```
SECURE RX
1.SECURITY CODE          ▲
2.ACTIVATE               ▼
```

**2** **To select the activity period for Secure RX, press** 2**.**

```
SECURE RX
SECURITY CODE:
                         ■■■■
```

**3** **Enter the current security code and press the** SET **key.**

```
SECURE RX
1.OFF                    ▲
2.ON                     ▼
```

**4** **Select to activate automatic Secure RX.**

- To deactivate Secure RX, press 1.
- To activate Secure RX and program the desired coverage periods, press 2. Go to step 5.

```
SECURE RX
01.START TIME     : 04:00PM  ▲
02.END TIME       : 09:00AM
03.MONDAY         : PERIOD   ▼
```

**5** **To enter the "START TIME," press** 0 1**.**

```
START TIME
TIME       : HH:MM
             04:00PM
             ◀ ▶
```

- Enter the "START TIME" and press the SET key.

```
SECURE RX
01.START TIME     : 04:00PM  ▲
02.END TIME       : 09:00AM
03.MONDAY         : PERIOD   ▼
```


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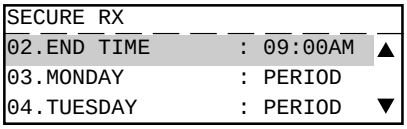
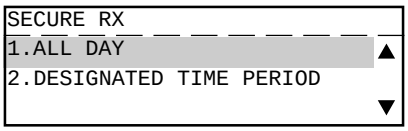
**6** **To enter the "END TIME," press (0) (2).**

- Enter the "END TIME" and press the SET key.

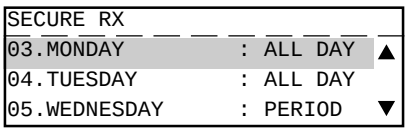



**7** **Set SECURE RX option for each day.**

- For example, to select "03.MONDAY," press (0) (3).




- To set all day (24-hour) Secure RX for this day, press (1).
- To set the designated time period, press (2).




**8** **Repeat to set the Secure RX period for each day of the week up to Sunday.**

**9** **Select "10.COMPLETE" when finished by pressing (1) (0).**

4

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## Secure RX Manual Activation

This section describes the procedure to manually activate Secure RX.

**Note**

In order to manually activate Secure RX, you must first activate Secure RX by going through the Secure RX Security Code setting. ( ► See page 4-39.)



**1** **Press the FAX key.**

**2** **Press the SECURE RX key (on the Function key panel).**

**Note**

If Secure RX Activation is set to OFF in the Secure RX Activation Period Setting, the message “Feature not enabled” will be displayed for 2 seconds, and the screen returns to the Standby Mode.

**3** **To start manual activation, press 1.**


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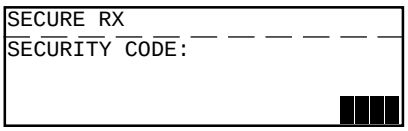
## Secure RX Print

This section describes the procedure to manually print out document data received into memory during Secure RX operation.

**1** **Press the FAX key.**

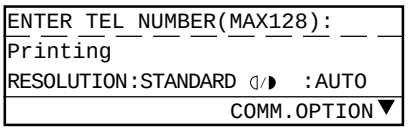
**2** **Press the SECURE RX key (on the Function key panel).**

**3** **Press (2) to print any documents received into memory during Secure RX.**




**4** **Enter the 4-digit Security Code and press the SET key.**

- If there are any received documents in memory, the facsimile will print the documents automatically upon selecting Secure RX Print.
- The Secure RX function will resume once the print out of existing receptions is completed.




4

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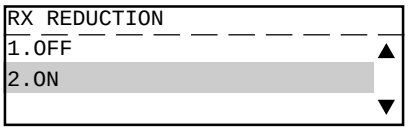
## Reception Reduction Setting

This function allows the reduction of the received image, if the received document is larger than the effective printing area of the recording paper.

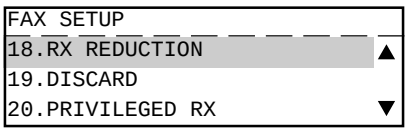
**1** **Displaying the RX REDUCTION Menu.**

**Press:** PROGRAM **then** 0 1 0 3 1 8




**2** **Select the RX Reduction option.**

- To set RX Reduction to OFF, press 1.
- To set RX Reduction to ON, press 2.



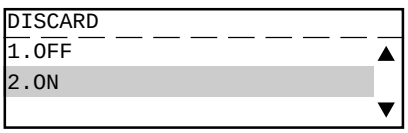

## Reception Discard Setting

This function allows the lower portion of the document to be discarded, if the document is larger than the recording paper.

* To change this dimension, contact your service representative.

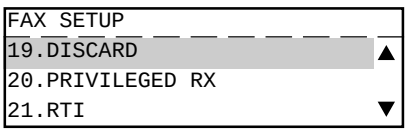
**1** **Displaying the DISCARD Menu.**

**Press:** PROGRAM **then** 0 1 0 3 1 9




**2** **Select the Discard option.**

- To set Discard to OFF, press 1.
- To set Discard to ON, press 2.



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## Privileged Reception

This function prevents your facsimile from receiving documents from unknown parties. Transmissions to this facsimile are only possible when the sending facsimile's terminal identification or telephone number match those assigned to the Abbreviated Dial Numbers or One Touch Dial Keys on your facsimile.

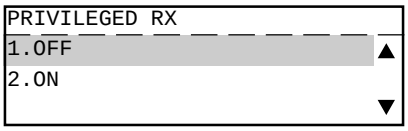
**Notes**

- Privileged Reception is effective only on incoming calls received in the Automatic Reception Mode.
- Privileged Reception is not available for polling or mailbox retrieval requests from the remote facsimiles.
- For this feature to work, you must pre-program the numbers of the facsimiles in your communication system into your facsimile's Abbreviated Number or One Touch Dial Key database. In addition, the remote facsimile must have the correct telephone number programmed as its terminal identification.



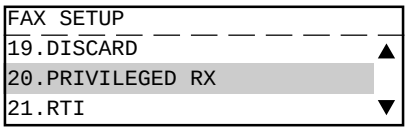
**1** **Displaying the PRIVILEGED RX Menu.**

**Press:** PROGRAM **then** 0 1 0 3 2 0




**2** **Select the Privileged RX option.**

- To turn OFF Privileged Reception, press 1.
- To turn ON Privileged Reception, press 2.

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## RTI (Remote Terminal ID ) Print Setting

To clearly identify the time, date, and page count of your facsimile receptions, this facsimile is able to print a Reception Footer (RTI) on received documents.

**1** **Displaying the RTI Menu.**

**Press:** PROGRAM **then** 0 1 0 3 2 1

```
RTI
1.OFF
2.ON
```

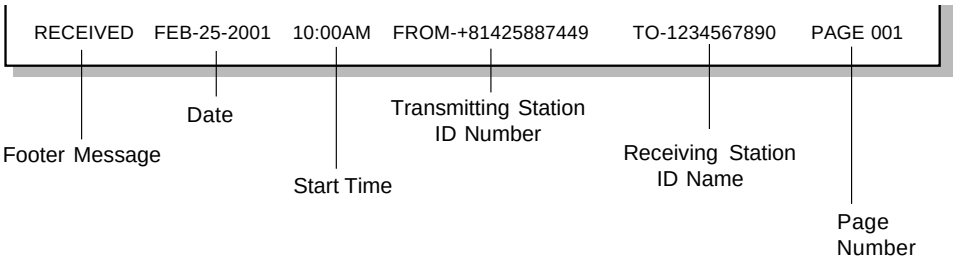
**2** **Select the RTI option.**

- To not print the RTI, press 1.
- To print the RTI, press 2.

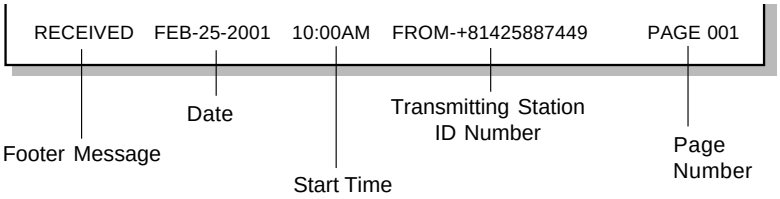
```
FAX SETUP
19.DISCARD
20.PRIVILEGED RX
21.RTI
```



- LT size or up




- A5, B5, ST-R





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## Long Original Setting

When this function is turned on, a long original having a length of up to 1 m can be transmitted.

**Tip**

- The transmission of a long original is made only up to the length of 70 cm, under the following conditions.

  <Conditions> This function is turned on and the direct transmission of the long original having the A3 (ledger) width is attempted, to the receiving facsimile machine that is capable of receiving documents with the A4 (letter) width.

- When the transmission of a long original having a length exceeding 1 m is attempted, a paper jam indication will result.
- When the Long original setting is on, transmission in the U-FINE mode is disabled. In this case, transmission is always done in the FINE mode even if U-FINE is selected.



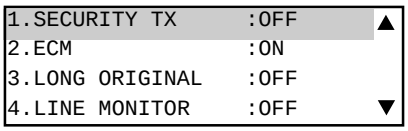
**1** **Press the FAX key.**

**2** **Place the original.**

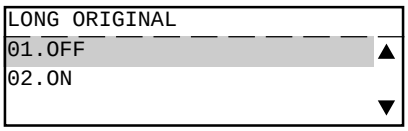
- For details on how to place the originals on the ADF or RADF. ( ► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Press the key to display the COMM. OPTIONS.**

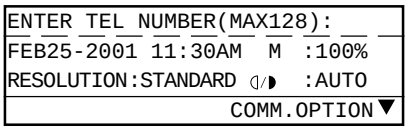



**5** **To select "3. LONG ORIGINAL," press 3.**




**6** **Select the Long Original option.**

- To disable the Long Original option, press 1.
- To enable the Long Original option, press 2.




**7** **Specify the remote FAX. ( ► See pages 2-16 to 2-21.)**

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## Setting the Page Count

When this function is set to ON, the designated number of pages will be printed at the top of the recording paper at the remote station.

- This setting is available when the originals are loaded into the ADF or RADF but not when the document glass is used.
- It will also assist the recipient to track the number of pages as it will add a page count to the TTI at the top of your transmitted pages (i.e., 001/005, 002/005, 003/005, etc.).
- The facsimile will compare the number of pages actually sent with the number you entered.

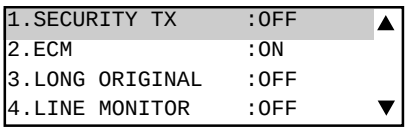


**1** **Press the FAX key.**

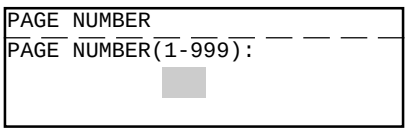
**2** **Load the original on the document feeder.**

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

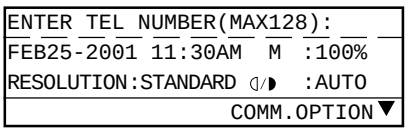
**4** **Press the ▼ key to display the COMM. OPTIONS.**




**5** **To select "5. PAGE NUMBER," press 5.**




**6** **Enter the number of original pages (1 to 999) and press the SET key.**




**7** **Specify the remote FAX. ( ► See pages 2-10 to 2-15.)**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## Pin Mask

Some telephone PBX (Private Branch Exchange) systems can track and monitor all outgoing calls made by a facsimile. This is done by entering a PIN code after dialing the destination facsimile number.

This facsimile facilitates the telephone PBX system by masking the PIN entered with a $"on both the LCD and TX Reports/Journals.

**Note**

This feature is limited to keypad dialing.
This feature is not available with Abbreviated, Alphabet, or One Touch Key dialing.



**1** **Press the FAX key.**

**2** **Place the original.**

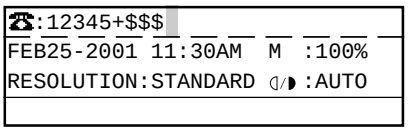
- For details on how to place the originals on the glass. ( ► See page 2-8.)

**3** **Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4** **Enter the number of remote FAX using the Dial keypad.**

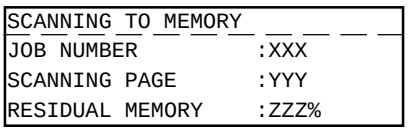
**5** **Press the CHARGE CODE key (on the Function key panel).**

- A "+" will be displayed on the Message Display.




**6** **Enter the Pin Code and press the START key.**

- Each charge code number entered is marked with a "$" displayed on the Message Display.

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## Dialing with Sub-address

This function attaches a sub-address to the standard destination address in the event the remote party requires one.

Three types of sub-addresses can be used (SUB, SEP, and PWD); or any combination of two or three types can be used. After selecting the desired types, the transmission to follow will be sent to the desired address using the designated sub-address.

You can activate this option while programming an Abbreviated Dial Number (► See page 2-18.) or One Touch Dial Key (► See page 2-21.) if communication with a certain remote party always requires this option.

If you activate this option using both the Abbreviated Dial Number (or One Touch Dial Key) setting and using this procedure for the same destination, this operation will take precedence over the pre-programmed setting in Abbreviated Dial or One Touch Dial.

Sub-Address Communications allow a variety of specialized facsimile communications.

**Note**

**SUB**
**Sub-Address Transmission**
Allows documents to be routed through remote LAN-Fax devices to specific users' workstations.
Allows documents to be transmitted to specific Mailboxes in remote facsimiles.

**SEP**
**Selective Polling**
Allows documents to be retrieved from specific Mailboxes residing in remote facsimiles.

**PWD**
**Password**
Allows secure communications to SUB and from SEP compatible devices.

**Important**

If you designate an incorrect sub-address, the communication will result in an error. If you designate an unnecessary sub-address, the communication will result in an error.

**1 Press the FAX key.**

**2 Place the original.**
• For details on how to place the originals on the glass.
( ► See page 2-8.)

**3 Set the scanning conditions. ( ► See pages 2-10 to 2-15.)**

**4 Press the SUB ADDRESS COMM key (on the Function key panel).**

```
SUB ADDRESS
1.COMPLETE                    ▲
2.SUB ADDRESS(SUB)
3.SELECTIVE POLLING(SEP)      ▼
```


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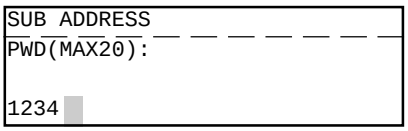
**5** **Select one of the following operations from the menu.**

- To select SUB, press (2).
- To select SEP, press (3).
- To select PWD, press (4).




**6** **Enter the required sub-address (max. 20 digits) selected in Step 5 and press the SET key.**

**7** **The screen shown in Step 4 is displayed again. Confirm that "1. COMPLETE" is selected, and press the SET key.**

**8** **Specify the remote FAX number.**
**(► See pages 2-16 to 2-21.)**



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## List & Report Options Setting

This facsimile allows the operator to set various options regarding the lists and reports listed below.

**JOURNAL**
There are two types of Journals available on this facsimile. Both the Transmission Journal (TX Journal) and Reception Journal (RX Journal) list the 150 most recent transactions. Journals can be printed either Automatically or Manually. When manually printed, the JOURNAL key must be pressed. To select the type of Journal to print when JOURNAL key is pressed, complete manual Journal printing setting discussed in this section.

**COMMUNICATION REPORT**
Communication Report allows you to print a report after every transmission. Reports can be printed automatically or manually. When printing automatically, you can designate to print a report for every transmission or only when an error has occurred during the transmission.
In addition, you have the option of printing the first page image of the fax document on the report to facilitate identification.
To setup the Communication Report, go to pages to 4-54 to 4-58.

**RECEPTION LIST**
This facsimile will print a reception list under the following conditions:

**Reservation to Local Mailbox**
When reserving a document to a Mailbox within this facsimile locally, a reception list is printed.

**Remote Mailbox**
When reserving a document to a Mailbox within this facsimile remotely from another facsimile, a reception list is printed at this facsimile.

**Relay Station Reception**
When this facsimile is setup as a relay hub and receives a relay transmission from an originator, a reception list is printed.


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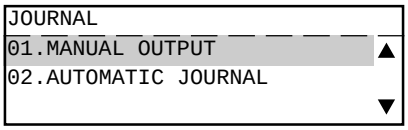
## Transmission / Reception Journal Setting

**1** **Displaying the JOURNAL Menu.**

**Press:** PROGRAM **then** 0 1 0 6 0 1

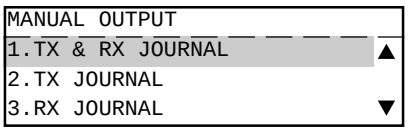



**2** **Select the desired option.**

- To configure the type of Journal to print when the JOURNAL key is used, press 0 1. Go to Step 3.
- To set automatically printing, press 0 2. Go to Step 4.

**3** **Select the manual output option.**

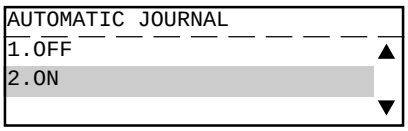
If Manual is selected



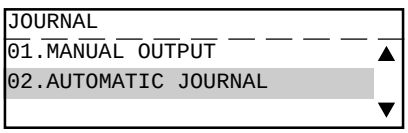

- To print both TX and RX Journal, press 1.
- To print only a TX Journal, press 2.
- To print only an RX Journal, press 3.

**4** **Select the automatic journal option.**

If Auto is selected




- To turn OFF Automatic printing of the journal, press 1.
- To turn ON Automatic printing of the journal, press 2.



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## Direct Transmission Report Setting

**1** **Displaying the TX REPORT Menu.**

**Press:**

PROGRAM then 0 1 0 6 0 2 0 1

```
TX REPORT
1.ALWAYS          ▲
2.ON ERROR
3.OFF             ▼
```

**2** **Select the desired printing option for direct transmission.**

- To always print a Transmission Report whenever a document is transmitted, press 1. Go to Step 3.
- To only print a Transmission Report when an error has occurred, press 2. Go to Step 3.
- To turn OFF automatic printing of Transmission Reports, press 3.

```
A5/ST-R SIZE PRINT
1.OFF             ▲
2.ON              ▼
```

**3** **Select the option for A5/ST-R size print.**

- To reduce the report size and print on A5/ST-R size, press 1.
- To print the report normally, press 2.

```
COMMUNICATION REPORT
01.TX REPORT      ▲
02.MEMORY-TX REPORT
03.MULT-ADD REPORT ▼
```

**Note**

To print the report on A5/ST-R size paper, A5/ST-R size paper may be loaded in any cassette but not the optional bypass tray.


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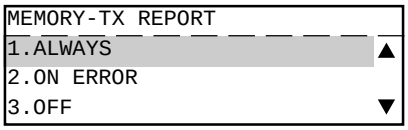
## Memory Transmission Report Setting

**1 Displaying the MEMORY-TX REPORT Menu.**

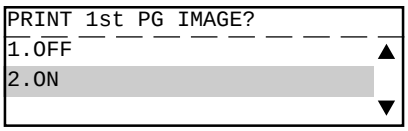
**Press:**

PROGRAM ◯ **then** 0 1 0 6 0 2 0 2



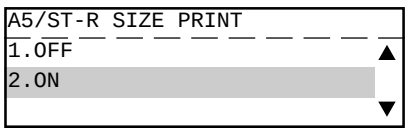

**2 Select the desired printing option for single location memory transmissions.**

- To always print a Transmission Report whenever a document is transmitted, press 1. Go to Step 3.
- To only print a Transmission Report when an error has occurred, press 2. Go to Step 3.
- To turn OFF automatic printing of Transmission Reports, press 3.



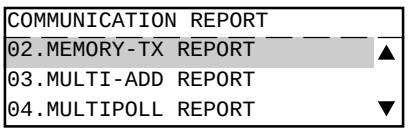

**3 Select the option for first page image.**

- To not print an image of the facsimile document on the Transmission Report, press 1.
- To print an image of the facsimile document on the Transmission Report, press 2.




**4 Select the option for A5/ST-R size print.**

- To reduce the report size and print on A5/ST-R size, press 1.
- To print the report normally, press 2.




**Note**

To print the report on A5/ST-R size paper, A5/ST-R size paper may be loaded in any cassette but not the optional bypass tray.



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## Multi-Address Transmission Report Setting

**1 Displaying the MULTI-ADD REPORT Menu.**

**Press:**
PROGRAM then 0 1 0 6 0 2 0 3

```
MULTI-ADD REPORT
1.ALWAYS
2.ON ERROR
3.OFF
```

**2 Select the desired option for Multi-address Transmission Reports.**

- To always print a Transmission Report whenever a document is transmitted, press 1. Go to Step 3.
- To only print a Transmission Report when an error has occurred, press 2. Go to Step 3.
- To turn OFF automatic printing of Transmission Reports, press 3.

```
PRINT 1st PG IMAGE?
1.OFF
2.ON
```

**3 Select the option for first page image.**

- To not print an image of the facsimile document on the Transmission Report, press 1.
- To print an image of the facsimile document on the Transmission Report, press 2.

```
COMMUNICATION REPORT
03.MULTI-ADD REPORT
04.MULTIPOLL REPORT
05.RELAY ORIGINATOR REPORT
```

## Multi-Polling Report Setting

**1 Display the MULTIPOLL REPORT Menu.**

**Press:**
PROGRAM then 0 1 0 6 0 2 0 4

```
MULTIPOLL REPORT
1.ALWAYS
2.ON ERROR
3.OFF
```

**2 Select the desired option for Multi-polling Reports.**

- To always print a Report whenever a document is transmitted, press 1.
- To only print a Report when an error has occurred, press 2.
- To turn OFF automatic printing of this Report, press 3.

```
COMMUNICATION REPORT
04.MULTIPOLL REPORT
05.RELAY ORIGINATOR REPORT
06.RELAY STATION REPORT
```


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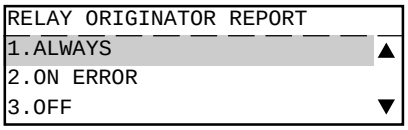
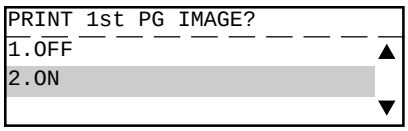
## Relay Originator Report Setting

**1** **Displaying the RELAY ORG. REPORT Menu.**
**Press:**
PROGRAM then 0 1 0 6 0 2 0 5



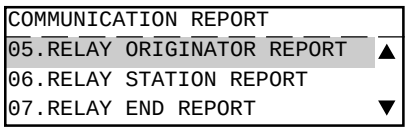

**2** **Select the desired option to print a report whenever a Relay transmission is sent.**

- To always print a Report whenever a document is transmitted, press 1. Go to Step 3.
- To only print a Report when an error has occurred, press 2. Go to Step 3.
- To turn OFF automatic printing of this Report, press 3.



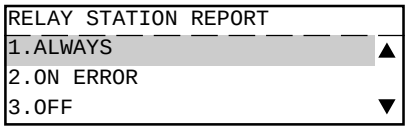

**3** **Select the option for first page image.**

- To not print an image of the facsimile document on the transmission report, press 1.
- To print an image of the facsimile document on the transmission report, press 2.



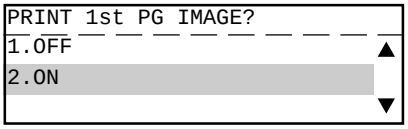

## Relay Station Transmission Report Setting

**1** **Displaying the RELAY STN. REPORT Menu.**
**Press:**
PROGRAM then 0 1 0 6 0 2 0 6



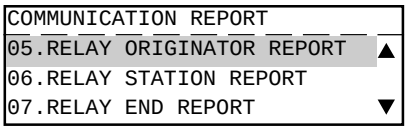

**2** **Select the desired option to print a report when this facsimile is used as a relay hub station. This report is printed by the hub station to end terminals.**

- To always print a Report, press 1. Go to Step 3.
- To only print a Report when an error has occurred, press 2. Go to Step 3.
- To turn OFF automatic printing of this Report, press 3.




**3** **Select the option for first page image.**

- To not print an image of the document, press 1.
- To print an image of the document, press 2.



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## Relay Destination Report Setting

**1** **Displaying the RELAY END REPORT Menu.**

**Press:** PROGRAM then 0 1 0 6 0 2 0 7

```
RELAY END REPORT
1.ALWAYS
2.ON ERROR
3.OFF
```

**2** **Select the desired option to send a Relay result report to the Originator terminal when this facsimile is the hub unit used in a relay transmission.**

- To always send a report to the Originator, press 1. Go to Step 3.
- To only send a report when an error has occurred, press 2. Go to Step 3.
- To turn OFF Automatic sending of the report, press 3.

```
PRINT 1st PG IMAGE?
1.OFF
2.ON
```

**3** **Select the option for first page image.**

- To not send an image of the facsimile document, press 1.
- To send an image of the facsimile document, press 2.

```
COMMUNICATION REPORT
05.RELAY ORIGINATORS REPORT
06.RELAY STATION REPORT
07.RELAY END REPORT
```

## Reception List Setting

**1** **Displaying the RECEPTION LIST Menu.**

**Press:** PROGRAM then 0 1 0 6 0 3

```
RECEPTION LIST
01.LOCAL MAILBOX LIST
02.REMOTE MAILBOX LIST
03.RELAY RECEPTION LIST
```

**2** **Select the Job type for Reception List printing.**

- To select the Local Mailbox, press 0 1.
- To select the Remote Mailbox, press 0 2.
- To select the Relay, press 0 3.

```
LOCAL MAILBOX LIST
1.OFF
2.ON
```

**3** **Select ON or OFF for the Reception List.**

- To select "1.OFF," press 1.
- To select "2.ON," press 2.

```
RECEPTION LIST
01.LOCAL MAILBOX LIST
02.REMOTE MAILBOX LIST
03.RELAY RECEPTION LIST
```


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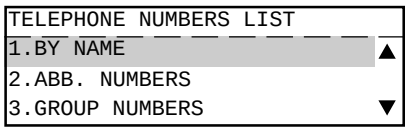
## List and Report Printing Procedure

### Tel List

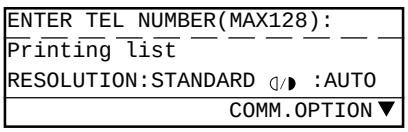
**1** **Press the FAX key.**

**2** **Press: TEL LIST PRINT**




**3** **Select a Desired List.**

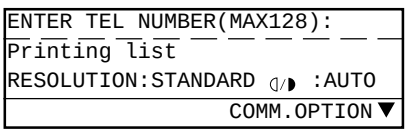
- To print “Alphabetical Sort List,” press 1.
- To print “Abbreviated Number List,” press 2.
- To print “Group Number List,” press 3.
- To print “One Touch Number List,” press 4.
- To print “All List,” press 5.




### Reservation List

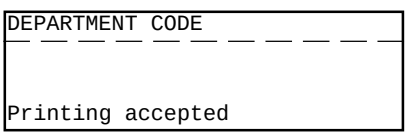
**1** **Press the FAX key.**

**2** **Press: RESERVATION LIST**




### Department Code List

**1** **Press: PROGRAM then 0 2 1**




4

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## Function List

**1** **Press:** PROGRAM **then** 0 2 2

```
FUNCTION
Printing accepted
```

## Mailbox/Relay Box List

**1** **Press:** PROGRAM **then** 0 2 4

```
ITU MAILBOX
Printing accepted
```



## Fax Option List

**1** **Press the** FAX **key.**

```
MENU LIST
Printing accepted
```

**2** **Press the** ▼ **key.**

```
1.SECURITY TX      :OFF  ▲
2.ECM              :ON
3.LONG ORIGINAL    :OFF
4.LINE MONITOR     :OFF  ▼
```

**3** **To select "7.MENU LIST," press** 7**.**

```
MENU LIST
Printing accepted
```

## Menu List (PROGRAM)

**1** **Press:** PROGRAM **then** 0 4

```
MENU LIST
Printing accepted
```


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## Transmission/Reception Journal

Transmission/Reception Journals show the result of each communication for up to the past 150 transmissions/receptions.

**Auto Print (available if programmed; ► see page 4-53.)**
Printing will automatically start whenever 150 transmissions (or 150 receptions) are completed.
**Manual Print (always available; ► see page 2-29.)**



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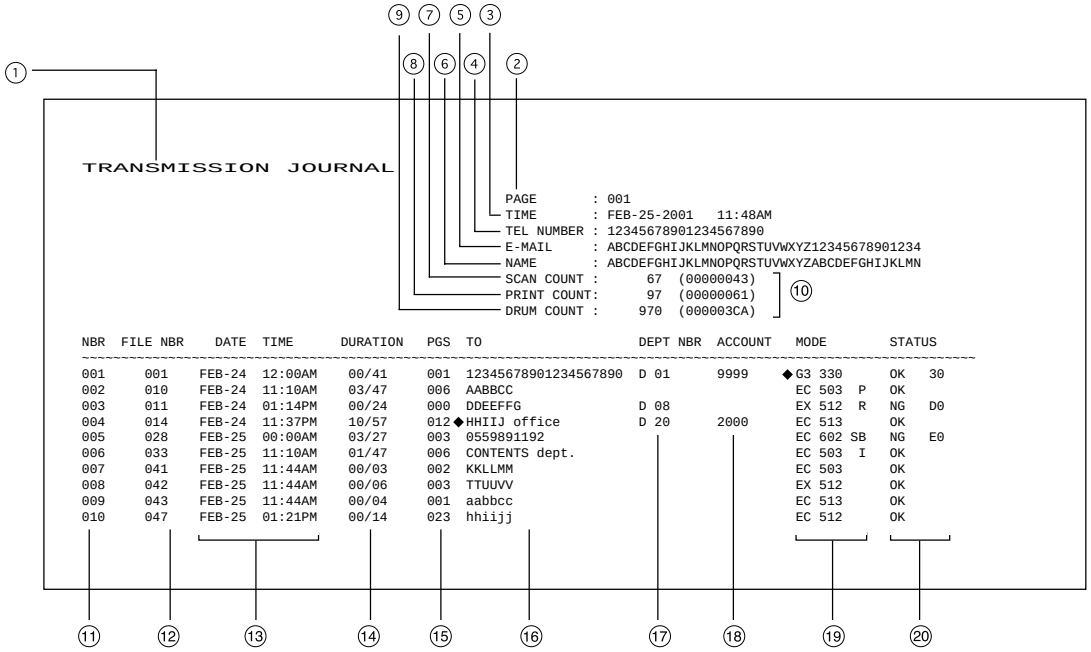


① List/report name
② No. of pages
③ Time of output of the list or report
④ Facsimile/telephone number of this machine (Max. 40 characters)
⑤ E-mail address of this machine (Max. 40 characters) (I-FAX kit is required)
⑥ Your station's ID name (Max, 40 characters)
⑦ Scan count (indicates the number of scanned pages.)
⑧ Print count (indicates the number of printed pages.)
⑨ Drum count (indicates the number of pages that the drum was used for printing)
⑩ Machine counter information
⑪ Serial No. (lists the transmissions in the order they took place. Indicated in 3 digits (001 ~ 999).)
⑫ File No. (assigned to the communication jobs and indicated in 3 digits)
⑬ Date and time when communication started
⑭ Length of each transmission: Minutes/Seconds (If it takes more than 1 hour, "59/59" is indicated. )
⑮ Number of pages (indicated in 3 digits (001 ~ 999). More than 1000 pages is indicated as "999".
⑯ Remote station's name and Fax/telephone number (When an abbreviated dial number or one touch number is used, the remote station's name is indicated.) The mark " ■ " indicates an alternate number or sub-address was used.
⑰ Department No. (indicates the department responsible for this transmission job; printed only when the department control option is ON)
⑱ Account code (indicated in 4 digits when the account number option is ON and used.)


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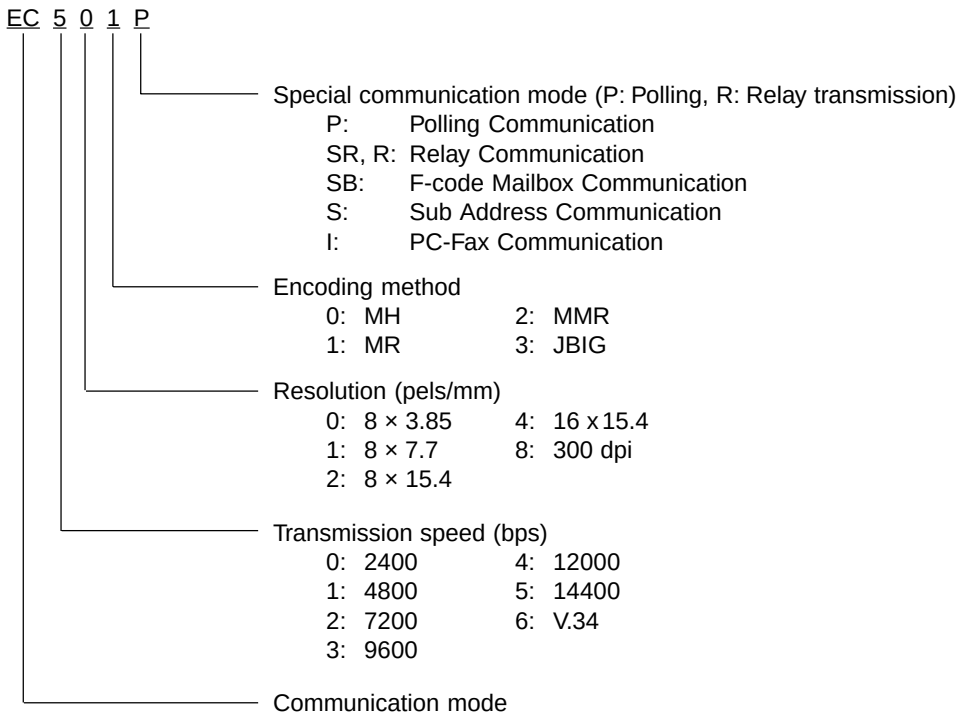
⑲ Mode (The communication mode and added function are indicated.)

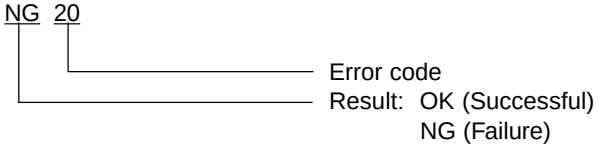



The communication mode is classified as shown below:

| Communication Mode | Indication |
|---|---|
| G3 | G3 |
| ECM (*) | EX |
| ECM | EC |
| ML | Email |
| HW, HR | RDC communication |

(*): Toshiba shortened protocol version of the original mode is used.

⑳ Result: The result of the transmission is indicated. If the transmission failed, an error code is indicated. When a transmission was completed normally, nothing is indicated.



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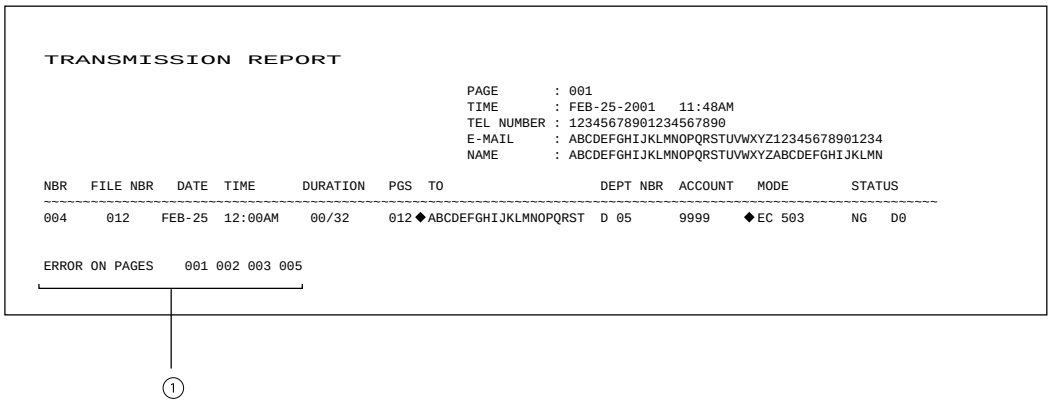
## Transmission Report

This is the result report printed after a Direct Transmission (a job transmitted directly from the document feeder instead of from memory).

**Auto Print (if programmed; ( ► see page 4-54.)**
Printing will automatically start after a transmission is completed.



TRANSMISSION REPORT

PAGE : 001
TIME : FEB-25-2001 11:48AM
TEL NUMBER : 12345678901234567890
E-MAIL : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

| NBR | FILE NBR | DATE | TIME | DURATION | PGS | TO | DEPT NBR | ACCOUNT | MODE | STATUS |
|---|---|---|---|---|---|---|---|---|---|---|
| 004 | 012 | FEB-25 | 12:00AM | 00/32 | 012 | ◆ABCDEFGHIJKLMNOPQRST | D 05 | 9999 | ◆EC 503 | NG D0 |

ERROR ON PAGES 001 002 003 005

① Error on pages: The page number on which an error occurred is indicated in 3 digits.

* The print format other than “Error on pages” is the same as “Transmission/Reception Journal” on the previous page.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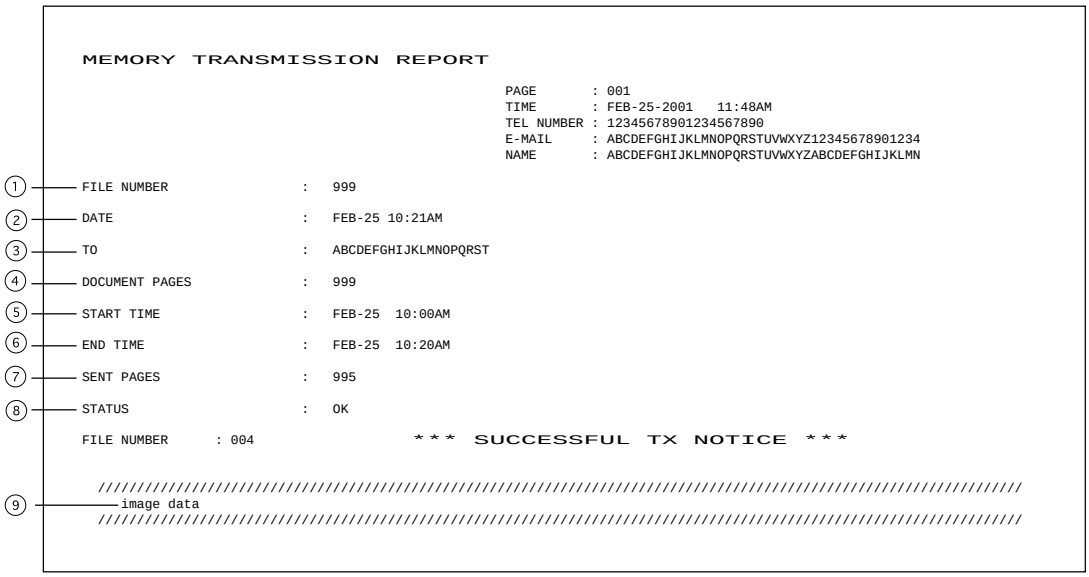
## Memory Transmission Report

This is the result report printed after a Memory Transmission. (A job transmitted after the document is first scanned into memory.)

**Auto Print (if programmed; ( ► see page 4-55.)**
Printing will automatically start after a transmission is completed.




① File number of the memory transmission job (indicated in 3 digits (001 ~ 999))
② Date and time when the memory transmission job was accepted
③ Remote party's name or facsimile/telephone number
④ Number of pages input in memory
⑤ Time when the transmission started
⑥ Time when the transmission was completed (When the recovery transmission option is ON, "(RECOVERY TIME: FEB-25 12:48PM)" is added. The data can be resent until the time indicated after "Resend until: " When the transmission is completed normally or the recovery transmission option is OFF, this information is not added.)
⑦ Number of pages which were transmitted normally (indicated in 3 digits (001 ~ 999); more than 1000 pages is printed as "999".)
⑧ Result: (Result of communication: OK/NG)
⑨ The image data on page 1 is reduced and printed.



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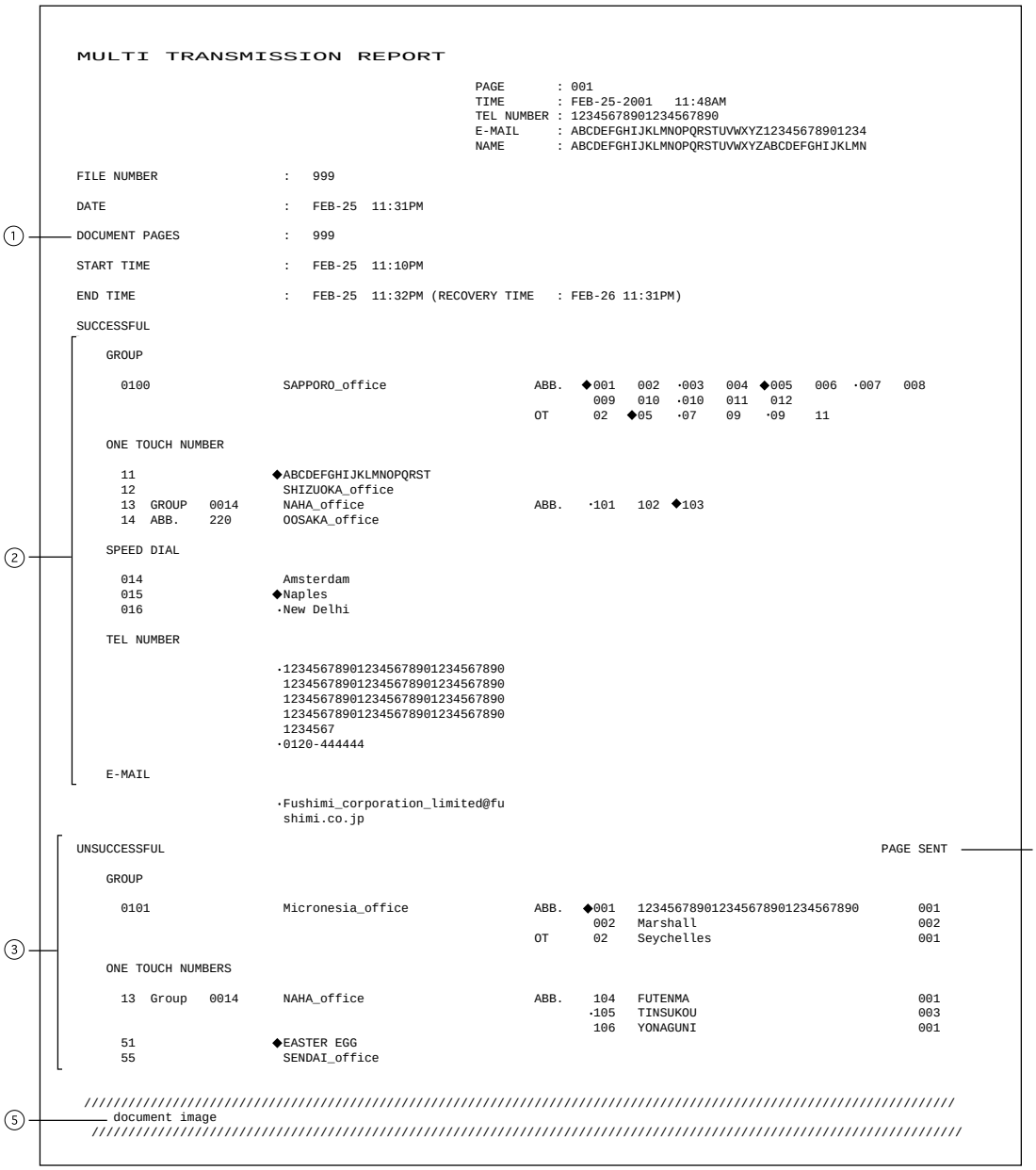
## Multi-Address Transmission Report

This is the result report printed after a Multi-address Transmission.

**Auto Print (if programmed; ( ► see page 4-56.)**
Printing will automatically start after all transmissions in the operation have been completed successfully or unsuccessfully.





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① Document pages: The number of pages input in memory is indicated.
② Receivers where the transmission was completed normally. Receiver's name or facsimile/ telephone number is indicated.
③ Receiver where an error occurred (indicated when an error occurs) Receivers' name or facsimile/telephone number is indicated.
④ Pages sent: Number of pages sent normally before an error occurred
⑤ The image data on page 1 is reduced and printed.

* "File Number", "Date", "Start Time", and "End Time" in the format are the same as "Memory Transmission Report".



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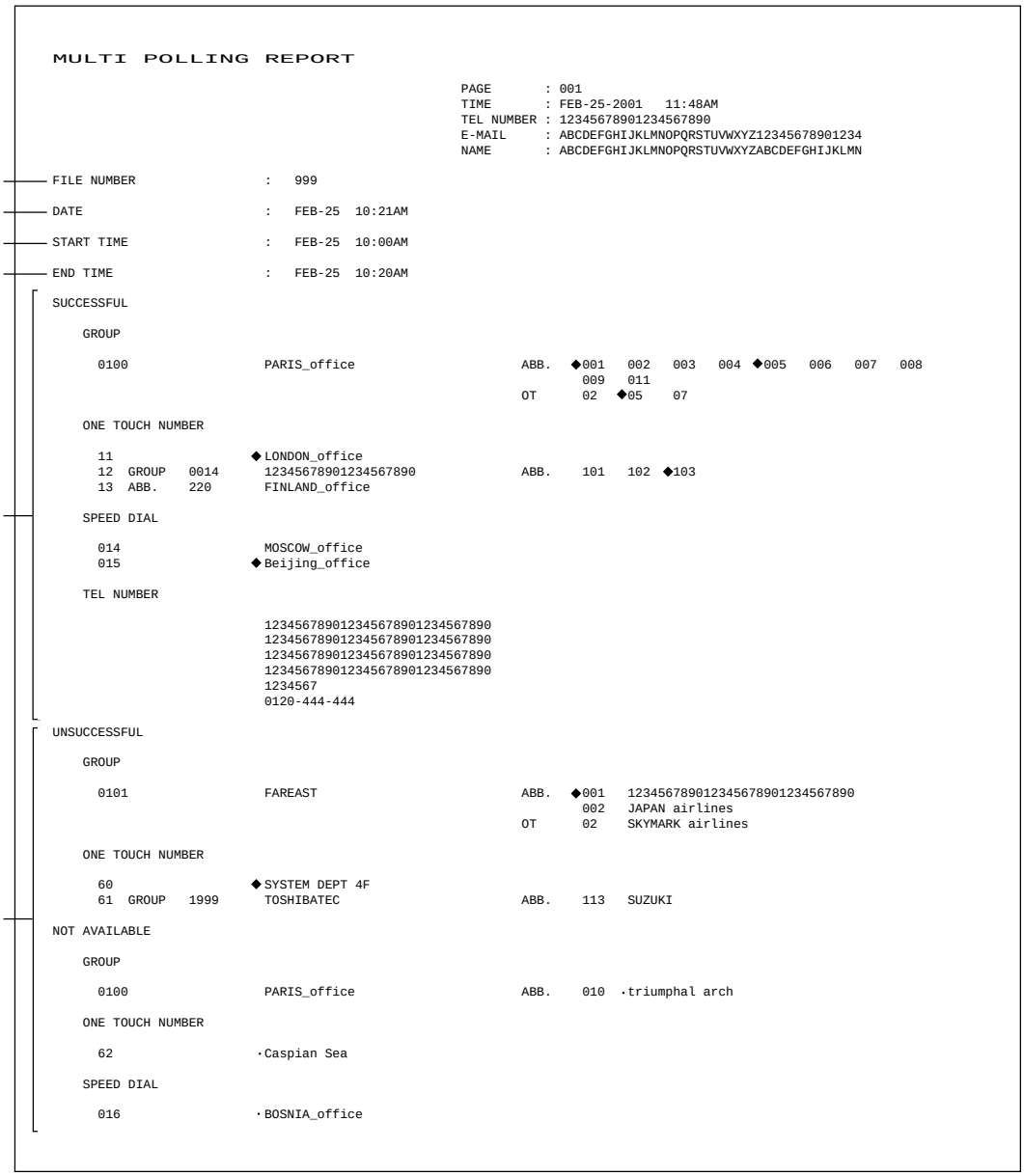
## Multi-Polling Report

This is the result report printed after a Multi-polling Reception.

**Auto Print (if programmed; ► see page 4-56.)**
Printing will automatically start after all polling operations have been completed successfully or unsuccessfully.



```
MULTI POLLING REPORT

                                          PAGE       : 001
                                          TIME       : FEB-25-2001   11:48AM
                                          TEL NUMBER : 12345678901234567890
                                          E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                          NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN
(1) FILE NUMBER                :   999
(2) DATE                       :   FEB-25  10:21AM
(3) START TIME                 :   FEB-25  10:00AM
(4) END TIME                   :   FEB-25  10:20AM
(5) SUCCESSFUL
    GROUP
      0100                 PARIS_office                    ABB.  ◆001  002  003  004 ◆005  006  007  008
                                                                  009  011
                                                           OT     02  ◆05   07
    ONE TOUCH NUMBER
      11                 ◆LONDON_office
      12  GROUP   0014     12345678901234567890            ABB.   101  102 ◆103
      13  ABB.    220      FINLAND_office
    SPEED DIAL
      014                  MOSCOW_office
      015                ◆Beijing_office
    TEL NUMBER
                           12345678901234567890123456789O
                           12345678901234567890123456789O
                           12345678901234567890123456789O
                           12345678901234567890123456789O
                           1234567
                           0120-444-444
(6) UNSUCCESSFUL
    GROUP
      0101                 FAREAST                         ABB.  ◆001  12345678901234567890123456789O
                                                                  002  JAPAN airlines
                                                           OT     02   SKYMARK airlines
    ONE TOUCH NUMBER
      60                 ◆SYSTEM DEPT 4F
      61  GROUP   1999     TOSHIBATEC                      ABB.   113  SUZUKI
NOT AVAILABLE
    GROUP
      0100                 PARIS_office                    ABB.   010 ·triumphal arch
    ONE TOUCH NUMBER
      62                 ·Caspian Sea
    SPEED DIAL
      016                ·BOSNIA_office
```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① File number of the multi-polling job (indicated in 3 digits (001 ~ 999))
② Date and time when the multi-polling job was received
③ Time when the multi-polling reception started
④ Time when the multi-polling reception was completed
⑤ Polling stations where the transmission was completed normally. Station's name or facsimile/telephone number is indicated.
⑥ Polling station where an error occurred (indicated when an error occurs) Station's name or facsimile/telephone number is indicated.



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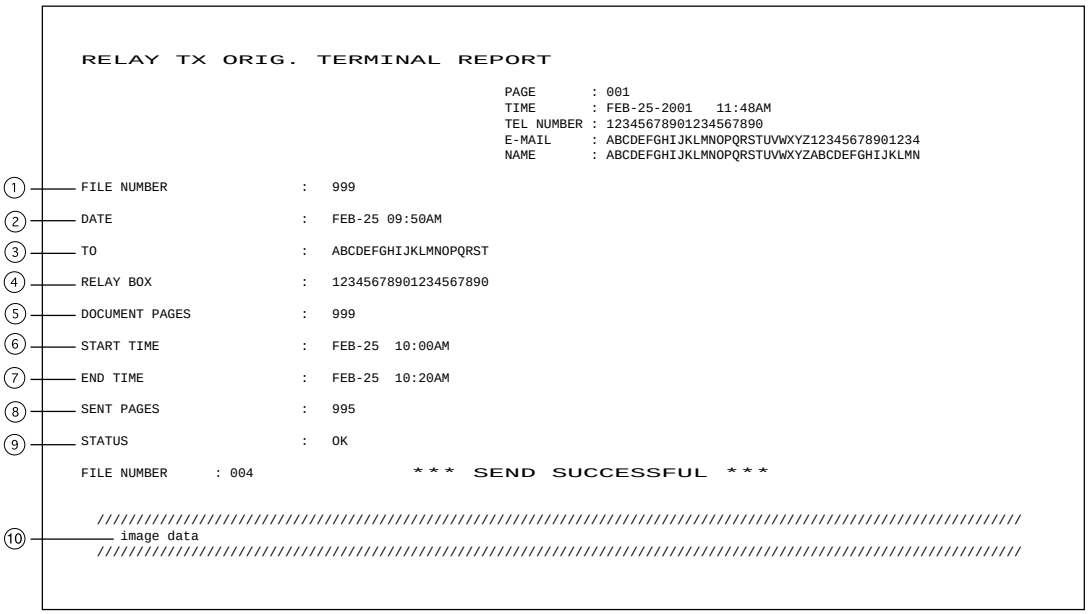
## Relay Transmission Originator Report

This is the result report the Originating Terminal prints after initiating a Relay Transmission.

**Auto Print (if programmed; ► see page 4-57.)**
Printing will automatically start after the originating station transmits the document to the hub station successfully or unsuccessfully.




① Job number of the relay transmission (indicated in 3 digits (001 ~ 999))
② Date and time when the relay transmission was performed
③ Relay group's name
④ Relay box number
⑤ Number of transmitted pages (indicated in 3 digits (001 ~ 999); more than 1000 is indicated as "999".)
⑥ Time when the transmission started
⑦ Time when the transmission was completed
⑧ Number of pages sent normally before an error occurred.
⑨ Result: OK/NG
⑩ The image data on page 1 is reduced and printed.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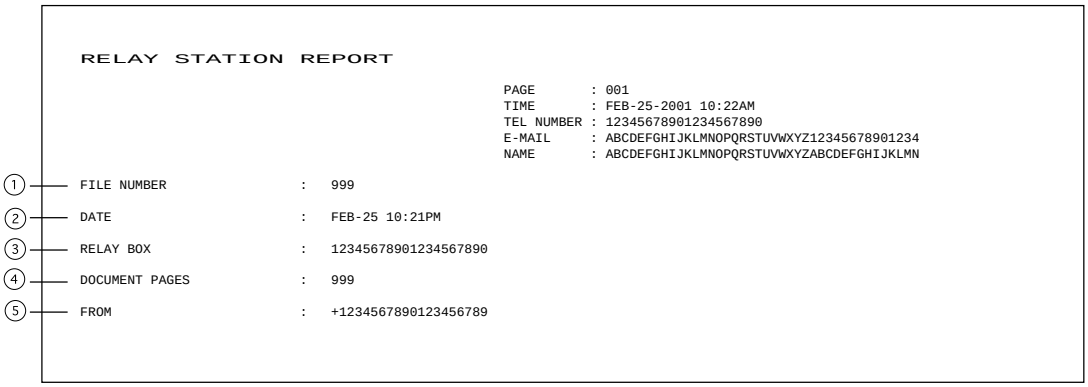
## Relay Station Report

The list is output on the Relay Station upon receiving a relay request.

**Auto Print (if programmed; ► see page 4-58.)**
Printing will automatically start upon receiving a request to perform a relay operation.



```
RELAY STATION REPORT

                                        PAGE       : 001
                                        TIME       : FEB-25-2001 10:22AM
                                        TEL NUMBER : 12345678901234567890
                                        E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                        NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

① FILE NUMBER          :   999
② DATE                 :   FEB-25 10:21PM
③ RELAY BOX            :   12345678901234567890
④ DOCUMENT PAGES       :   999
⑤ FROM                 :   +1234567890123456789
```

① File number that the relay station assigns when it accepts the relay request (indicated in 3 digits (001 ~ 999))
② Time and date when the relay request is received
③ Relay box number
④ Number of transmitted pages (indicated in 3 digits (001 ~ 999); more than 1000 is indicated as “999”.)
⑤ Originator terminal’s ID



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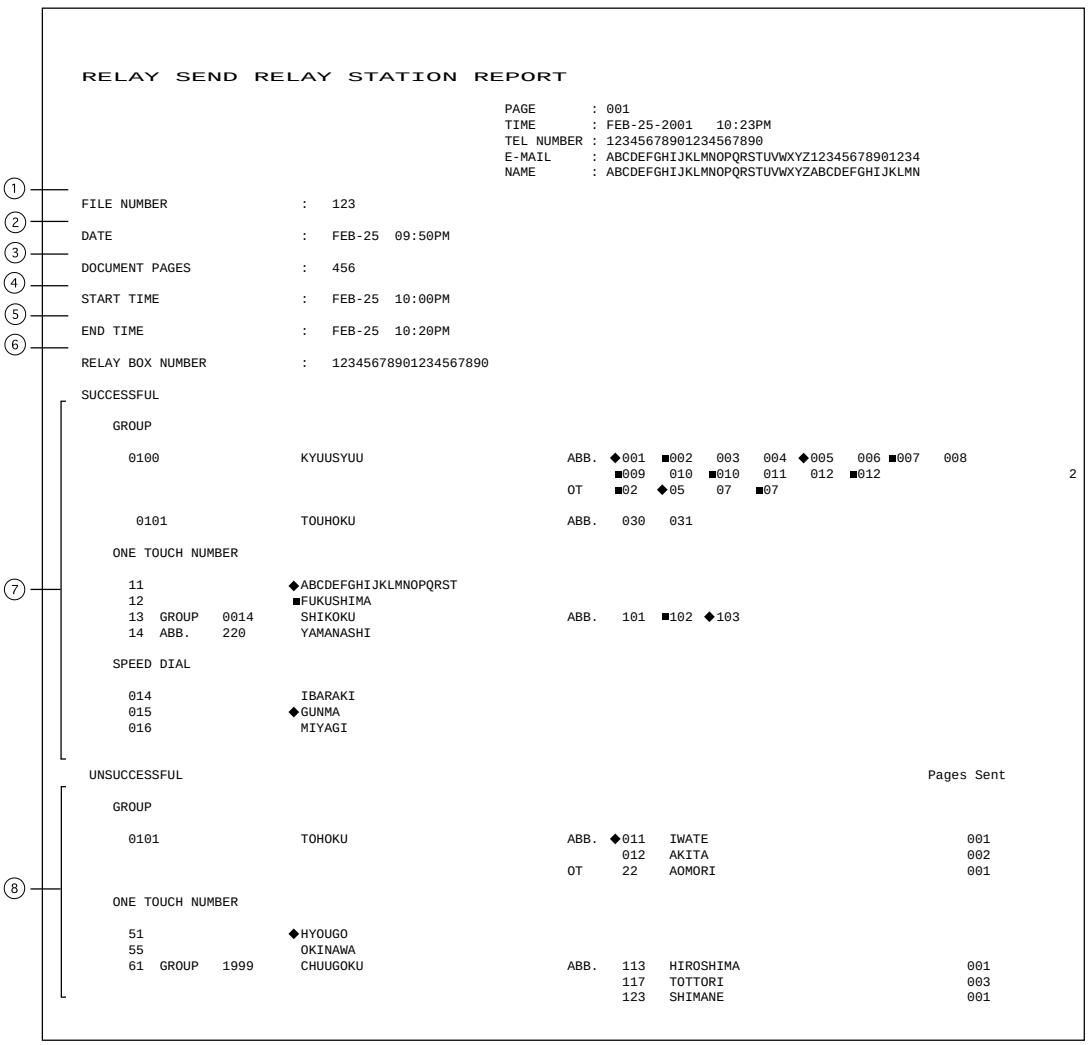
## Relay Transmission Relay Station Report

This is the Relay Station result report, output by the Relay Station and printed after a Relay Transmission.

**Auto Print (if programmed; ► see page 4-57.)**
Printing will automatically start after the relay station in a relay operation completes all of the transmissions assigned to it, successfully or unsuccessfully.



```
RELAY SEND RELAY STATION REPORT

                                          PAGE       : 001
                                          TIME       : FEB-25-2001   10:23PM
                                          TEL NUMBER : 12345678901234567890
                                          E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                          NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN
(1)
FILE NUMBER                :   123
(2)
DATE                       :   FEB-25  09:50PM
(3)
DOCUMENT PAGES             :   456
(4)
START TIME                 :   FEB-25  10:00PM
(5)
END TIME                   :   FEB-25  10:20PM
(6)
RELAY BOX NUMBER           :   12345678901234567890

SUCCESSFUL

    GROUP

      0100                 KYUUSYUU                  ABB. ◆001  ■002   003   004 ◆005   006 ■007   008
                                                          ■009   010  ■010   011   012  ■012                  2
                                                     OT    ■02  ◆05    07   ■07

       0101                TOUHOKU                   ABB.   030   031

    ONE TOUCH NUMBER

(7)
      11                  ◆ABCDEFGHIJKLMNOPQRST
      12                   ■FUKUSHIMA
      13  GROUP   0014     SHIKOKU                   ABB.   101  ■102 ◆103
      14  ABB.    220      YAMANASHI

    SPEED DIAL

      014                  IBARAKI
      015                 ◆GUNMA
      016                  MIYAGI

UNSUCCESSFUL                                                                        Pages Sent

    GROUP

      0101                TOHOKU                    ABB. ◆011   IWATE                    001
                                                          012   AKITA                    002
                                                     OT     22   AOMORI                   001
(8)
    ONE TOUCH NUMBER

      51                  ◆HYOUGO
      55                   OKINAWA
      61  GROUP   1999     CHUUGOKU                  ABB.   113   HIROSHIMA                001
                                                           117   TOTTORI                  003
                                                           123   SHIMANE                  001
```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① File number of the relay transmission (indicated in 3 digits (001 ~ 999))
② Date and time when the relay transmission was performed
③ Number of transmitted pages (indicated in 3 digits (001 ~ 999); more than 1000 is indicated as “999”.)
④ Time when the relay transmission to the end station started
⑤ Time when the relay transmission to the end station was completed
⑥ Relay box number
⑦ Relay group to which the relay transmission was performed normally.
The abbreviated dial number, one touch number, and multi-address transmission group number, are indicated. (Max. of 100 addresses can be included in the relay box.) When one touch number is used and sub-address dial is used, the mark “◆” is placed. When one touch number or abbreviated dial number in which an E-mail address is registered, is used, the mark “ ■ ” is added.
⑧ Relay group to which the relay transmission was not completed normally.
The abbreviated dial number, one touch number, multi-address transmission group number and name, and number of transmitted pages before an error occurred, are indicated.



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## Relay Transmission Relay End Terminal Report

This is the End Terminal result report sent from the Relay Station to the Originating Terminal and printed by the Originating Terminal.

**Auto Print (if programmed; ► see page 4-58.)**
Printing will automatically start after the relay station's report on the success or failure of the individual communications in the relay operation.



```
RELAY TX END STATION REPORT

                                          PAGE       : 001
                                          TIME       : FEB-25-2001   10:23PM
                                          TEL NUMBER : 12345678901234567890
                                          E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                          NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

FILE NUMBER                :   123

DATE                       :   FEB-25  09:50PM

DOCUMENT PAGES             :   005

START TIME                 :   FEB-25  10:00PM

END TIME                   :   FEB-25  10:22PM

RELAY BOX  NUMBER          :   12345678901234567890

SUCCESSFUL

    GROUP

      0100                 KYUUSYUU                        ABB.  ◆001  ■002   003   004 ◆005   006  ■007   008
                                                                 ■009   010  ■010   011
                                                           OT    ■02   ◆05    07   ■07    012   012

      0101                 TOUHOKU                         ABB.   030   031

    ONE TOUCH NUMBER

      11                  ◆ABCDEFGHIJKLMNOPQRST
      12                   FUKUSHIMA
      13  GROUP   0014     SHIKOKU                         ABB.   101  ■102  ◆103
      14  ABB.    220      YAMANASHI

    SPEED DIAL

      014                  IBARAKI
      015                 ◆GUNMA
      016                  MIYAGI


UNSUCCESSFUL                                                                                  PAGES SENT

    GROUP

      0101                 TOHOKU                          ABB.  ◆011   IWATE                              001
                                                                   012   AKITA                              002
                                                           OT      22   AOMORI                             001

    ONE TOUCH NUMBER

      51                  ◆HYOUGO
      55                   OKINAWA
      61  GROUP   1999     CHUUGOKU                        ABB.   113   HIROSHIMA                          001
                                                                 117   TOTTORI                            003
                                                                 123    SHIMANE                           001
```

The format is the same as "Relay Transmission Relay Station Report".


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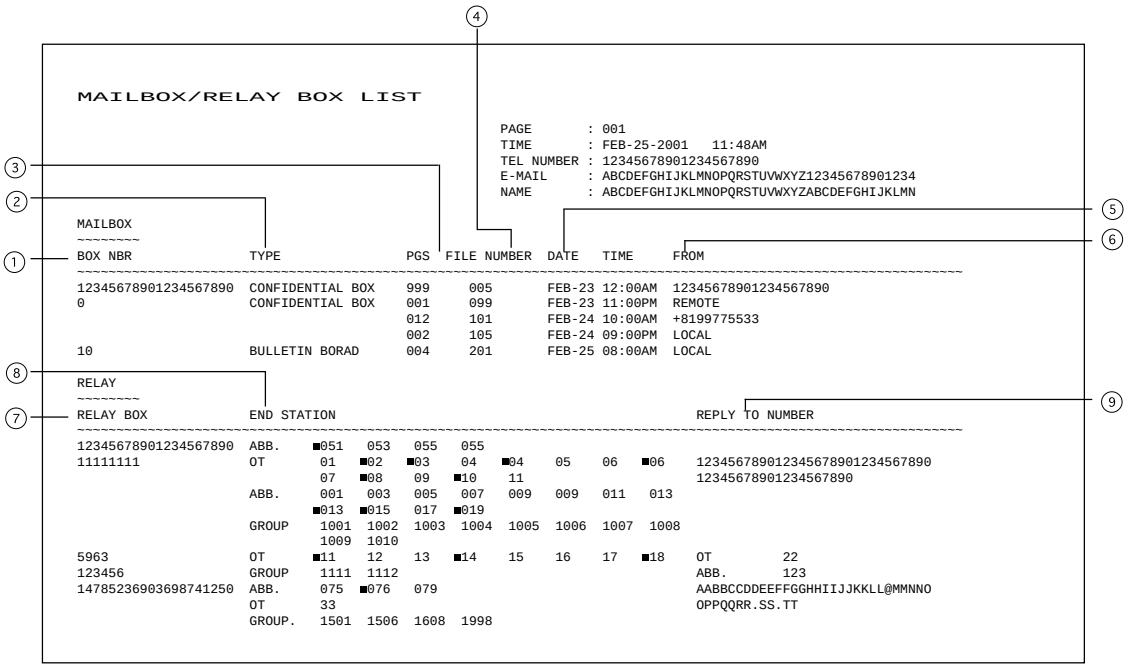
## Mailbox/Relay Box List

Issues a list of the documents reserved through the local (i.e., your own) station and remote stations, using the Open Mail-box System (ITU-T Compatible F-code Communication).
For printing procedure, see page 4-60.



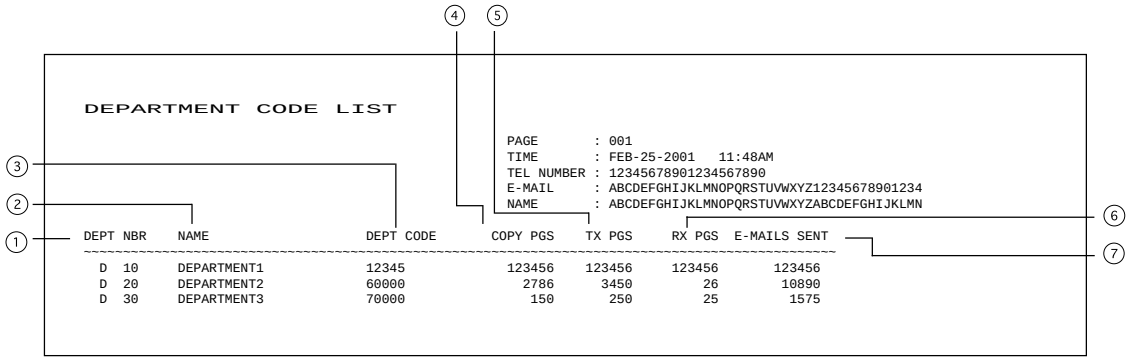
```
MAILBOX/RELAY BOX LIST

                                        PAGE       : 001
                                        TIME       : FEB-25-2001   11:48AM
                                        TEL NUMBER : 12345678901234567890
                                        E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                        NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

MAILBOX
~~~~~~~~
BOX NBR              TYPE              PGS  FILE NUMBER  DATE   TIME     FROM
~~~~~~~~
```

## Department Control List

Issues a list of Department Codes and data processed for the Department Control Mode.
Available only when the Department Control Mode option is selected.
For printing procedure, see page 4-59.




① Department number (indicated in 2 digits (01 ~ 99) in the ascending order):
② Department name (Max. 20 characters)
③ Department code (indicated in 5 digits)
④ Number of copies (used by each department) : 0 ~ 999999
⑤ Number of pages sent (by each department) : 0 ~ 999999
⑥ Number of pages received (by each department) : 0 ~ 999999
⑦ Number of E-mail messages sent : 0 ~ 999999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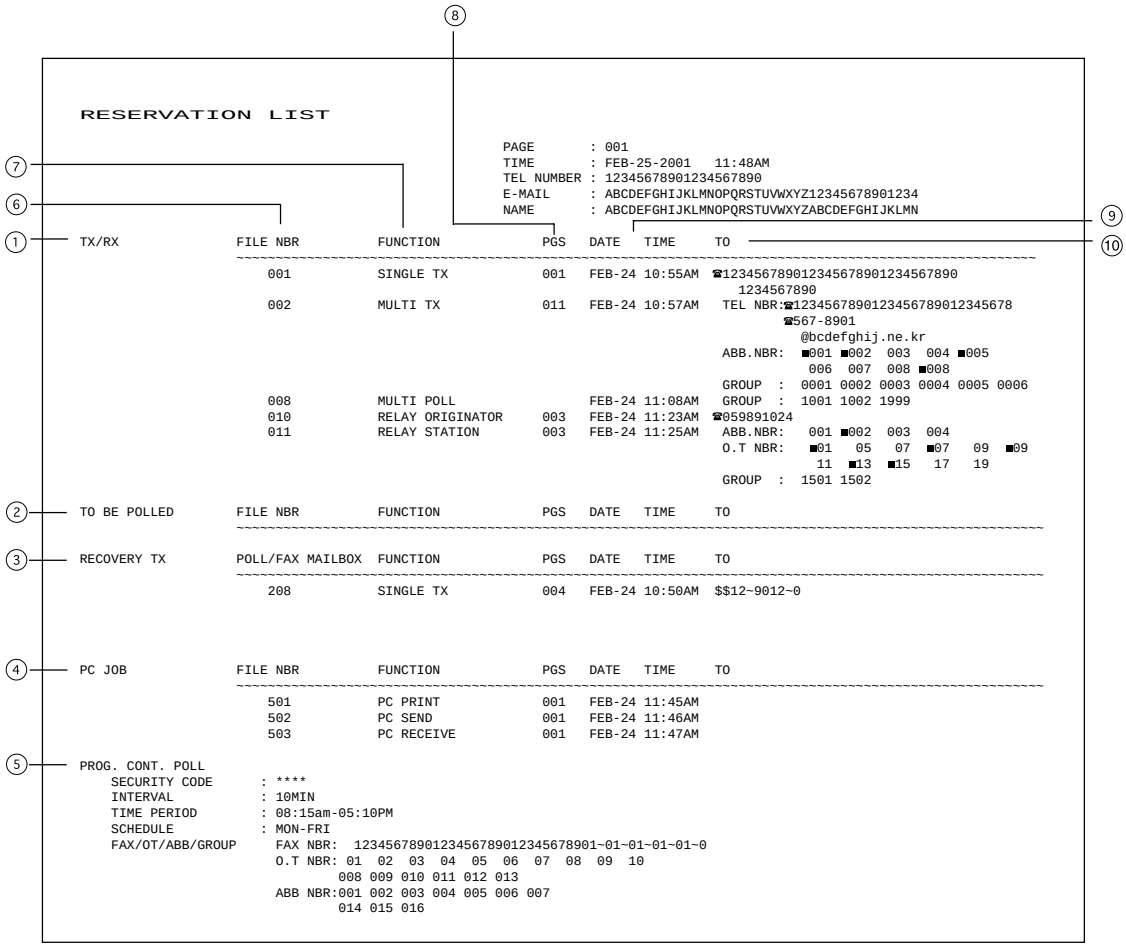
## Reservation List

This is a listing of the communication jobs now reserved in memory.
For printing procedure, see page 4-59.



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① Accepted transmission/reception
② Polling/Free box
③ Items which can be resent.
④ Reserved PC print and PC transmission/reception
⑤ System polling
⑥ Number assigned in the order that the job is accepted (indicated in 3 digit (001 ~ 999))
⑦ Job type
⑧ Number of pages in the reserved document
⑨ Reserved time of calling or Time when the file is to be received
⑩ Destination where the reserved job is to be sent
Station's name, facsimile/telephone number, or E-mail address is indicated. Telephone mark (☎) is placed before any keypad entered facsimile/telephone number.




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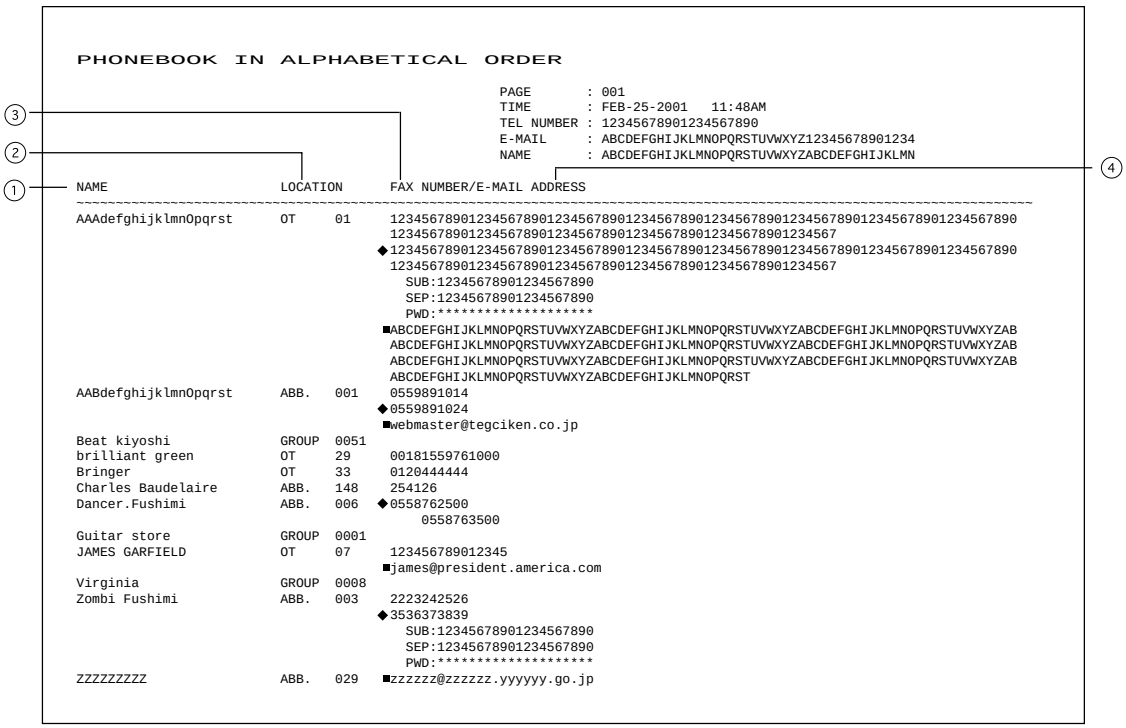
## Alphabetical Sort List

Issues a listing of names programmed to Abbreviated Dial Numbers, One Touch Keys, and Group Numbers. For printing procedure, see page 4-59.)



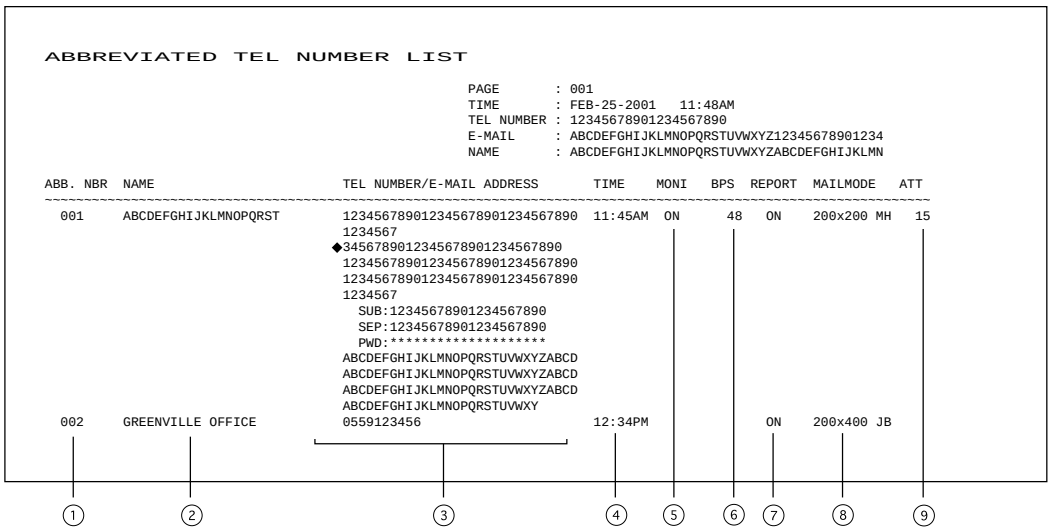
```
PHONEBOOK IN ALPHABETICAL ORDER

                                        PAGE       : 001
                                        TIME       : FEB-25-2001   11:48AM
                                        TEL NUMBER : 12345678901234567890
                                        E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                        NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

NAME                    LOCATION      FAX NUMBER/E-MAIL ADDRESS
~~~
```

## Abbreviated Dial Number List

Issues a list of remote station dialing numbers assigned as Abbreviated Dial Numbers.
For printing procedure, see page 4-59.)



```
ABBREVIATED TEL NUMBER LIST

                                        PAGE       : 001
                                        TIME       : FEB-25-2001   11:48AM
                                        TEL NUMBER : 12345678901234567890
                                        E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                        NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

ABB. NBR  NAME                      TEL NUMBER/E-MAIL ADDRESS       TIME    MONI   BPS  REPORT  MAILMODE   ATT
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
  001     ABCDEFGHIJKLMNOPQRST      12345678901234567890123456789012  11:45AM  ON      48   ON    200x200 MH   15
                                    1234567
                                   ◆34567890123456789012345678901
                                    12345678901234567890123456789012
                                    12345678901234567890123456789012
                                    1234567
                                      SUB:12345678901234567890
                                      SEP:12345678901234567890
                                      PWD:********************
                                    ABCDEFGHIJKLMNOPQRSTUVWXYZABCD
                                    ABCDEFGHIJKLMNOPQRSTUVWXYZABCD
                                    ABCDEFGHIJKLMNOPQRSTUVWXYZABCD
                                    ABCDEFGHIJKLMNOPQRSTUVWXY
  002     GREENVILLE OFFICE         0559123456                      12:34PM            ON    200x400 JB
```

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

① Abbreviated dial number (indicated in ascending order (001 ~ 999))

② Station's name (left-aligned and indicated in a max. of 20 digits)

③ Facsimile/telephone number (indicated in a max of 128 digits)
A sub-address dial is indicated on the next line. (The mark "◆" is added before the facsimile/telephone number.) If SUB/SEP/PWD is registered for the facsimile/telephone number, "SUB: ", "SEP: ", or "PWD: " is added in the front of each line. (Each item has a max. of 20 digits.) The characters of the registered password are indicated by "*"s.

④ Designated time of transmission by the timer
When there is not a specified time, it is not indicated. (The specified times for the line and E-mail are indicated.)

⑤ Line monitoring for each communication (indicated as a communication added function): ON/OFF
When line monitoring is OFF, nothing is indicated.

| Transmission speed | Indication |
|---|---|
| 144000 bps | 144 |
| 9600 bps | 96 |
| 4800 bps | 48 |
| Not specified | Blank |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⑥ Transmission speed

⑦ Report (indicated as a communication added function): ON/OFF
The settings for the line and E-mail are indicated.

⑧ Mail mode
The resolution and encoding method set for the E-mail address, are indicated.

⑨ ATT level (indicated only when the test mode is selected.
In a mode other than test mode, the ATT level, including its title, is not indicated.



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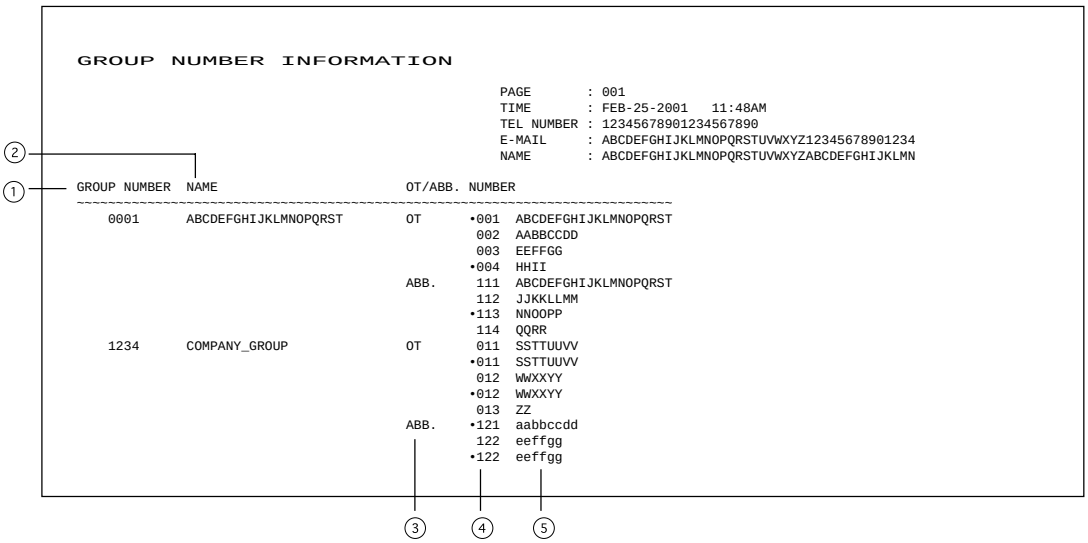
## Group Number List

Issues a list of One Touch Key or Abbreviated Dial Numbers registered in Multi-address Groups or Multi-polling Groups.
For printing procedure, see page 4-59.)



```
GROUP NUMBER INFORMATION

                                        PAGE       : 001
                                        TIME       : FEB-25-2001   11:48AM
                                        TEL NUMBER : 12345678901234567890
                                        E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                        NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

GROUP NUMBER  NAME                      OT/ABB. NUMBER
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
    0001      ABCDEFGHIJKLMNOPQRST      OT      •001  ABCDEFGHIJKLMNOPQRST
                                                 002  AABBCCDD
                                                 003  EEFFGG
                                                •004  HHII
                                        ABB.     111  ABCDEFGHIJKLMNOPQRST
                                                 112  JJKKLLMM
                                                •113  NNOOPP
                                                 114  QQRR
    1234      COMPANY_GROUP             OT       011  SSTTUUVV
                                                •011  SSTTUUVV
                                                 012  WWXXYY
                                                •012  WWXXYY
                                                 013  ZZ
                                        ABB.    •121  aabbccdd
                                                 122  eeffgg
                                                •122  eeffgg
```

① Group number (indicated in 4 digits in the ascending order)
② Group name (indicated in max. 20 characters)
③ Type: One touch number/Abbreviated dial number
④ One touch number/Abbreviated dial number (indicated in ascending order)
⑤ Station's name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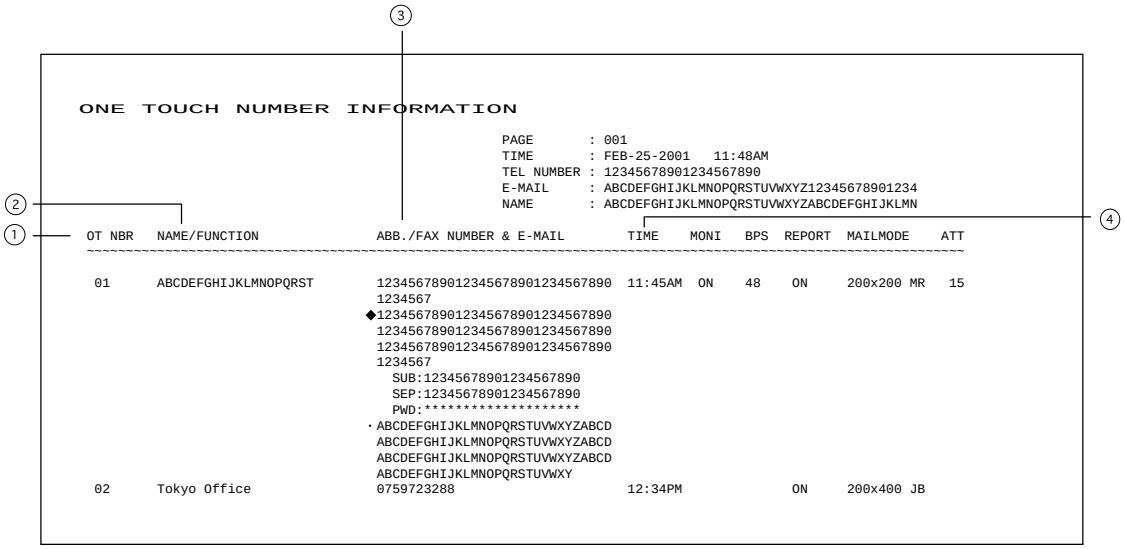
## One Touch Number List

Issues a list of dial numbers of the remote stations assigned to One Touch Dial Keys.
For printing procedure, see page 4-59.)



```
ONE TOUCH NUMBER INFORMATION

                                        PAGE       : 001
                                        TIME       : FEB-25-2001   11:48AM
                                        TEL NUMBER : 12345678901234567890
                                        E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                        NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

OT NBR   NAME/FUNCTION              ABB./FAX NUMBER & E-MAIL        TIME    MONI   BPS  REPORT  MAILMODE    ATT
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

 01      ABCDEFGHIJKLMNOPQRST       12345678901234567890123456789012345678901234567  11:45AM  ON    48    ON     200x200 MR   15
                                    ◆12345678901234567890123456789012345678901234567
                                    12345678901234567890123456789012345678901234567
                                    SUB:12345678901234567890
                                    SEP:12345678901234567890
                                    PWD:********************
                                    ABCDEFGHIJKLMNOPQRSTUVWXYZABCDABCDEFGHIJKLMNOPQRSTUVWXYZABCDABCDEFGHIJKLMNOPQRSTUVWXYZABCDABCDEFGHIJKLMNOPQRSTUVWXY
 02      Tokyo Office               0759723288                      12:34PM            ON     200x400 JB
```

① One touch number

② Station's name/Type of registration

③ Abbreviated dial number/Group number/Facsimile telephone number
The mark "◆" is added before the facsimile/telephone number when it is a sub-address dial. If SUB/SEP/PWD is registered for the facsimile/telephone number, "SUB: ", "SEP: ", or "PWD: " is added in the front of each line. (Each item has a max. of 20 digits.) The characters of the registered password are indicated by "*"s.

④ Designated time of transmission (indicated when there is a specified time)
When there is no specified time, it is not indicated. (The specified times for the line and E-mail are indicated.)

* "E-mail", "Report", "MON.", "BPS", "Mailmode", and "ATT" are the same as "Abbreviated Dial Number List".



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## Function List

Issues a list to confirm the functions currently set in this facsimile unit.
For printing procedure, see page 4-60.

```
                                                    ROMversion001 ROMversion002
                                                    ROMversion003 ROMversion004
FUNCTION LIST

                                        PAGE       : 001
                                        TIME       : FEB-25-2001   11:48AM
                                        TEL NUMBER : 12345678901234567890
                                        E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                        NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

CALL NUMBER                 :                           RECOVERY TX              : OFF
KEYBOARD TYPE               : QWERTY                        STORED TIME          : 24HOUR
AVAILABLE MEMORY            :  96MB                     TTI                      : OFF
                                                        SEND AFTER SCAN          : ON
MACHINE DEFAULTS                                        ACCOUNT CODE             : OFF
    CASSETTE SIZE                                       SEPARATOR PAGE           : OFF
        CASSETTE1           : A4                        SECURE RX                : ON
        CASSETTE2           : A3                           START TIME            : 06:00PM
        CASSETTE3           : A5                           END TIME              : 09:00AM
       (CASSETTE4           : A4  )                        SCHEDULE              : SUN SAT
        BYPASS              : A4                        MEMORY RX                : ON
    WALKUP SCREEN           : COPY                      RX REDUCTION             : ON
    TIMERS                                              DISCARD                  : ON
        AUTO CLEAR          :  45SEC                    PRIVILEGED RX            : OFF
        AUTO LOW POWER      :  60SEC                    RTI                      : ON
        AUTO SLEEP          :  4MIN
    WEEKLY TIMER            : OFF                   REPORTS & LIST
    SPEAKER VOLUME                                      JOURNAL
        ALARM VOLUME        : 7                             MANUAL OUTPUT        : TX & RX
        KEY TOUCH VOLUME    : 7                             AUTO                 : ON
        RINGER VOLUME       : 7                         COMMUNICATION REPORT
        MONITOR VOLUME      : 7                             DOCUMENT TX          : ALWAYS
                                                            MEMORY TX            : ALWAYS(IMAGE)
COPY SETUP                                                  MULTI TX             : ALWAYS(IMAGE)
    APS/AMS                 : APS                           MULTI POLL           : ON ERROR
    IMAGE MODE              : TEXT/PHOTO                    RELAY ORIGINATOR     : ALWAYS(IMAGE)
    LIGHT/DARK              : AUTO                          RELAY STATION        : ALWAYS(IMAGE)
    FINISHING               : NON SORT                      RELAY DESTINATION    : ALWAYS(IMAGE)
                                                        RECEPTION LIST
FAX SETUP                                                   LOCAL MAILBOX        : ON
    LINE MONITOR            : ALWAYS                        REMOTE MAILBOX       : OFF
    RECEIVE INTERVAL        :  3MIN                         RELAY STATION        : ON
    ECM                     : OFF
    DOCUMENT MODE           : STANDARD              REMOTE SERVICE
        LIGHT/DARK          : MANUAL                    REMOTE ACCESS            : OFF
    DIAL TYPE               : PSTN                      DOWNLOAD FIRMWARE        : NO JOB
    REDIAL MODE                                         RDC PASSWORD             :
        INTERVAL            :  1MIN
        COUNTER             : 02                    TOTAL PAGE
    AUTO RECEIVE MODE       : AUTO                      SCAN                     :     1394
        RING DELAY          : 1                         PRINT                    :    67277
    MEMORY TX               : ON
    SECURITY TX             : OFF
    COVER SHEET             : ON
```


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## Fax Option List

Issues a list of menu items through which functions or options can be set.
This list can be a useful guide during machine programming.
For printing procedure, see page 4-60.

```
FAX OPTION LIST

                                          PAGE       : 001
                                          TIME       : FEB-25-2001   11:48AM
                                          TEL NUMBER : 12345678901234567890
                                          E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                          NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

FUNCTION KEYS
    01.CHAIN DIAL COMM
    02.CHARGE CODE
    03.DELAYED COMM
    04.DIRECT TX
    05.LOW SPEED TX
    06.ITU MAILBOX
    07.COVER SHEET
    08.PRIORITY TX
    09.MULTI
    10.RECOVERY TX
    11.SEND AFTER SCAN
    12.POLLING
    13.SUB ADDRESS COMM
    14.JOB STATUS
    15.JOURNAL
    16.PREV.TX RPT.
    17.RESERVATION LIST
    18.SECURE RX
    19.CHECK E-MAIL
    20.TX REPORT
    21.TEL LIST ENTRY
    22.TEL LIST PRINT
COMM. OPTIONS
    01.SECURITY TX
    02.ECM
    03.LONG ORIGINAL
    04.LINE MONITOR
    05.PAGE NUMBER
    06.DUPLEX SENDING
    07.MENU LIST
```



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## Menu List (PROGRAM)

Issues a list of menu items through which functions or options can be set.
This list can be a useful guide during machine programming.
For printing procedure, see page 4-60.



```
MENU LIST (PROGRAM)

                                        PAGE       : 001
                                        TIME       : FEB-25-2001   11:48AM
                                        TEL NUMBER : 12345678901234567890
                                        E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                        NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

01.DEFAULT SETTINGS                                     04.E-MAIL SETUP
      01.MACHINE DEFAULTS                               05.SCAN SETUP
            01.CASSETTE SIZE                            06.REPORT & LIST
            02.WALKUP SCREEN                                  01.JOURNAL
            03.TIMERS                                               01.MANUAL OUTPUT
            04.WEEKLY TIMER                                         02.AUTOMATIC JOURNAL
            05.SPEAKER VOLUME                                 02.COMMUNICATION REPORT
            06.DEPARTMENT CODE                                      01.TX REPORT
      02.COPY SETUP                                                 02.MEMORY-TX REPORT
            01.APS/AMS                                              03.MULTI-ADD REPORT
            02.IMAGE MODE                                           04.MULTIPOLL REPORT
            03.LIGHT/DARK                                           05.RELAY ORIGINATOR REPORT
            04.FINISHING                                            06.RELAY STATION REPORT
      03.FAX SETUP                                                  07.RELAY END REPORT
            01.LINE MONITOR                                   03.RECEPTION LIST
            02.RECEIVE INTERVAL                                     01.LOCAL MAILBOX LIST
            03.ECM                                                  02.REMOTE MAILBOX LIST
            04.DOCUMENT MODE                                        03.RELAY RECEPTION LIST
            05.DIAL TYPE                                      07.REMOTE SERVICE
            06.REDIAL MODE                                          01.REMOTE ACCESS
            07.AUTO RECEIVE MODE                                    02.DOWNLOAD FIRMWARE
            08.MEMORY TX                                            03.RDC PASSWORD
            09.SECURITY TX                                          04.SUPPLY ORDER
            10.COVER SHEET                                02.LISTS
            11.RECOVERY TRANSMIT                                    1.DEPARTMENT CODE
            12.TTI                                                  2.FUNCTION
            13.SEND AFTER SCAN                                      3.SUPPLY ORDER
            14.ACCOUNT CODE                                         4.ITU MAILBOX
            15.SEPARATOR PAGE
            16.SECURE RX
            17.MEMORY RX
            18.RX REDUCTION
            19.DISCARD
            20.PRIVILEGED RX
            21.RTI
```

```
MENU LIST (PROGRAM)

                                        PAGE       : 002
                                        TIME       : FEB-25-2001   11:48AM
                                        TEL NUMBER : 12345678901234567890
                                        E-MAIL     : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
                                        NAME       : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

03.INITIAL SETUP                                        03.TEST RESULT LIST
      01.DATE & TIME                                  06.TOTAL PRINT COUNTER
            01.SETTING                                07.MACHINE REVISIONS
            02.TIME FORMAT
            03.DATE MODE
            04.MONTH MODE
      02.LANGUAGE
      03.TERMINAL ID
      04.NETWORK
04.MENU LIST
05.TEST MODE
      01.AUTO TEST
      02.INDIVIDUAL TEST
            01.ADF TEST
            02.KEY TEST
            03.LED TEST
            04.LCD TEST
            05.SPEAKER TEST
            06.SWITCH TEST
            07.TEST PRINT
```


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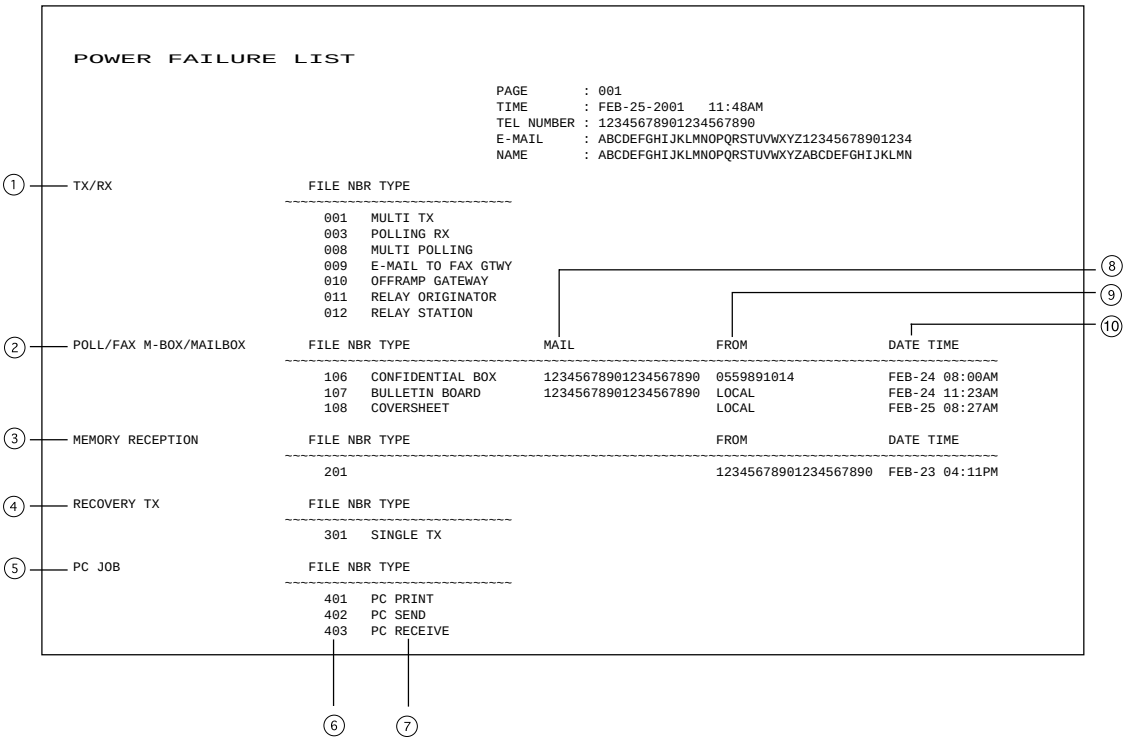
## Power Failure List

This facsimile has a battery to back up the document memory contents. However, when the power is turned off for a lengthy period (due to a power failure, etc.) and the communication data stored in memory is cleared, a list of the File Numbers of those cleared communications will be printed.

This list is automatically printed after recovery from a power failure.




① Send/Receive
- The reserved transmission and the reception from the relay station are indicated.

② Poll box/Free box/Mail box (indicates that data exists)
③ Receive to memory (indicates that data received normally exists)
④ Resend stored fax (indicates that data to be resent exists)
⑤ PC Job (indicates that data to be printed/sent/received exists)
⑥ Job number (assigned when communication was made)
⑦ Type of communication job
⑧ Mail box number
⑨ Station from which the data was input: Local or Facsimile/Telephone number (if provide by the remote device)
⑩ Time when the data was input into data memory.



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# TROUBLESHOOTING

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## When the Graphic Symbols Flash

Graphic symbols for indicating the state of the copier appear on the display. When a graphic symbol flashes, remedy the trouble referring to “When the Graphic Symbols Flash” in the Operator’s Manual (for Copying Function).



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## Error Message

When an abnormality occurs inside the copier or the copier is operated improperly, an error message is displayed on the LCD. Take the appropriate action by referring to the following chart.
For error messages that are not described below, refer to the Copying Function in the Operator's Manual.

**Note**

When the message "Misfeed in xxxx", "CASSETTE xx empty", "LCF empty", "Add paper", "Toner empty", or "Replace process unit" is displayed, memory reception may be performed. Clear the message without turning off the power.

| Error Message | Cause | Solution |
|---|---|---|
| Broken registration | Auto dialer numbers and initial setting have been lost (due to a lengthy power failure, depleted battery, etc.) | Press CLEAR/STOP C/⊘ to restore the idle state. If this Error Message is repeatedly displayed, machine programming has become corrupted. The machine must be reinitialized by a trained technician. Call for service. |
| Line busy | A direct transmission was made to a remote fax that was busy. | Press FUNCTION CLEAR F C to restore the idle state. Retry the transmission. |
| Communication error | A communication error occurred during a transmission. | Press FUNCTION CLEAR F C to restore the idle state. Retry the transmission. |
| Feature unavailable | • Communication error resulting from a security code disagreement during a MAILBOX transmission.<br>• Communication error resulting from a telephone number conflict during a security transmission. | Press FUNCTION CLEAR F C to restore the idle state. Confirm the security code or telephone number, and then retry the transmission. |
| Power failure | Reserved jobs or received image data were erased due to a lengthly power failure. | Press FUNCTION CLEAR F C to restore the idle state. Check the POWER FAILURE LIST that was output for information on any lost communication. |
| Memory is full | The memory became full during data entry into memory during a transmission or reception. | Press FUNCTION CLEAR F C to restore the idle state.<br><Memory full during transmission><br>Wait for the memory to become available and then retry memory transmission, or perform a direct transmission.<br><Memory full during reception><br>Contact the other party to re-transmit the document. |


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| Error Message | Cause | Solution |
|---|---|---|
| Page number mismatch | The designated number of pages did not agree with the number of pages actually scanned, in transmission. | Press FUNCTION CLEAR [F C] to restore the idle state.<br>Confirm the number of pages of the original. |
| Add paper | Recording paper has run out in all cassettes, or all cassettes are removed. | Load recording paper, or insert the cassette firmly.<br>Memory reception may be performed. Do not turn off the power. |
| CASSETTE 1 empty<br>CASSETTE 2 empty<br>CASSETTE 3 empty<br>CASSETTE 4 empty<br>LCF empty | Paper has run out in the designated cassette, or the cassette is removed. | Load recording paper, or insert the cassette firmly.<br>Memory reception may be performed. Do not turn off the power. |
| Misfeed in xxxx | A recording paper jam has occurred. | Remove the jammed paper. (Refer to the operator's manual for copying function.)<br>Memory reception may be performed. Do not turn off the power. |
| Toner empty | The toner is exhausted. | Replace the toner. (Refer to the Operator's manual for copying function.)<br>Memory reception may be performed. Do not turn off the power. |
| Replace process unit | The process unit has reached the end of its life. | Replace the process unit. (Refer to the Operator's manual for copying function.)<br>Memory reception may be performed. Do not turn off the power. |



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## Transmission Trouble

Check the following points if you are having trouble sending originals. If you cannot rectify the trouble by checking these points, or trouble not listed below occurs, contact your service representative.

| Trouble | Check Point |
|---|---|
| "DIALING" or "COMMUNICATING" is not displayed even if the START key is pressed in Direct Transmission Mode. | • Did you press the FAX key before beginning the Direct TX operation?<br>• Did you replace the handset before you pressed the START key? When you are making a call using a handset to send a FAX, do not replace the handset until after you press the START key and you hear the phone line switch to the machine.<br>• Is the modular cord disconnected?<br>• Is the dial type set correctly?<br>• Can you receive telephone calls?<br>• Is there any problem at the remote fax? Check this with the party trying receive the original. |
| Originals are fed diagonally (skewed). | • Are the slides adjusted to the width of the original that you are sending?<br>• Does the original meet the conditions established for use with this device? (See page 2-4 of the Operator's manual for Copying function.) |
| Two originals are fed together. | • Have you placed more than 50 sheets of Letter (A4-size) paper on the ADF or 100 sheets of Letter (A4-size) paper on the RADF? (50 or 100 is the maximum number of originals that can be placed at one time.)<br>• Does the original meet the conditions established for use with this device? (See page 2-4 "Originals" of the operator's manual for Copying function.)<br>• Have you pushed in the originals too hard? |
| The original is not being printed on the paper of the remote FAX even though it is being sent. | • Is the original placed facing the correct way? |
| Originals are not sent even if operations are carried out normally. | • Is the remote FAX compatible with your copier?<br>• This copier supports G3 communications but not G4 communications. |
| Cannot send overseas | Specify Low Speed TX and resend. ( ► See page 3-6.) |




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## Reception Trouble

Check the following points if you are having trouble receiving originals.
If you cannot rectify the trouble by checking these points, or trouble not listed below occurs, contact your service representative.

| Trouble | Check Point |
|---|---|
| Originals cannot be received even if the START key is pressed. | • Did you wait for the bell to ring before you picked up the handset?<br>• Did you replace the handset before you pressed the START key?<br>When you answer a call using the handset to receive a FAX, do not replace the handset until you press the START key and you hear the phone line switch to the machine.<br>• Is the modular cord disconnected?<br>• Is the power plug unplugged from the power outlet?<br>• Is there a problem at the remote fax?<br>Check this with the party trying to send the original. |
| Paper is not output. | • Is the copier out of paper?<br>• Has a “Misfeed in copier” occurred? |
| The “Cassette Empty” message does not disappear even if the copier is filled with paper. | • Is paper loaded correctly? |
| The received original is printed dark and is illegible or black stripes are printed on the original. | • Is the original being sent a dirty copy?<br>Check this with the party trying to send the original.<br>• Is the trouble due to a problem or operator error at the remote FAX? (ex. dirty scan glass or dirty scan lamp)<br>Check this with the party trying to send the original.<br>• Does the same problem occur even if you make a copy on your copier? If so, clean the recording unit of your copier. |
| Paper is output but not printed. | • Is there enough toner?<br>• Is the original placed correctly on the remote FAX?<br>Check this with the party trying to send the original. |
| Paper often jams. | • Is the paper cassette size setting correct?<br>• Is the paper cassette properly inserted?<br>• Is the specified paper type being use? |



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## Error Codes Printed on Reports

When an Error Code is printed as the status indication on Transmission Reports, etc., refer to the following description for the applicable Error Code to determine the cause.

| Error Code | Cause | How to Correct |
|---|---|---|
| 10 | Paper Empty | Load recording paper and set the paper cassette. |
| 11 | Recording paper Jam | Remove the Jammed recording paper. |
| 12 | Document paper Jam | Remove the Jammed document. |
| 13 | A cover was opened. | Close the cover, then retry. |
| 20 | Power Failure | Retry the transmission or ask the remote party to transmit the document again. |
| 21 | Error relating to the printer or memory. | Remove the cause of the error or the printer, if any. Then ask the remote party to retry the transmission. If not corrected, call your service representative. |
| 30 | CLEAR/STOP C/▽ was pressed during the communication. | Retry the transmission or ask the remote party to transmit the document again. |
| 32 | Page # Mismatch | Check the actual document count. |
| 33 | Polling Error | Check polling options setup (security code, etc.), and check if the polling document exists. |
| 42 | During a memory transmission or a memory reception, the machine ran out of image memory. The machine's image memory was exhausted. | Divide the originals into several transmissions for memory transmission. For a memory reception, remove the cause of the error, then ask the remote party to retransmit the document. |
| 50 | Line Busy | Confirm the telephone number and then send the document again. |
| 53 | Security mismatch in Relay or Mailbox transmission. | Confirm the remote party's security code, system password, and your setup. |
| 80<br>82<br>83<br>85<br>86 | Signal Error or Line Condition Error | Retry the communication. Frequent failures may indicate a phone line problem. If possible, move the unit to another line and try your communications again. |




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# REMOTE SERVICE

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2. AUTOMATIC SUPPLIES ORDER ..... 6-4
   Automatic Supplies Order Setting ..... 6-4



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# 1. RDC (Remote Diagnosis Configuration) Service

This machine has a function to receive the following services remotely. (Consult your authorized TOSHIBA dealer for assistance in using this function.)

**RDC (Remote Diagnosis Configuration)**

This service enables the machine to be dialed from a service center to retrieve information and reports, set various machine settings, program data, and upgrading the firmware in the machine. A separate contract with the service center will be required to receive this RDC service.

**Notes**

- This capability is currently under development and is not yet available. This RDC Service will be restricted to TOSHIBA trained technicians working for TOSHIBA authorized dealers and will not be available in all areas.
- This function is not available in the United States.



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# 2. AUTOMATIC SUPPLIES ORDER

## Automatic Supplies Order Setting

This machine can automatically send an order sheet to a designated fax machine informing your supplier that a replacement Drum Kit or Toner Kit is required.

Contact your local authorized dealer for information on this setting.

**Note**

This function is not available in the United States.




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# SPECIFICATIONS

1. SPECIFICATIONS ..... 7-3



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# 1. SPECIFICATIONS

| Item | Description |
|---|---|
| Model No. | GD-1060 (For DP1600/2000/2500) |
| Original Size | LD, LG, LT, ST, COMP, A3, A4, A5-R, B4, B5, FOLIO |
| Recording Paper Size | 11”x17” (LD), 8.5”x14” (LG), 8.5”x11” (LT), 5.5”x8.5” (ST),<br>10.1/8”x14” (COMP)<br>297 mm x 420 mm (A3), 210 mm x 297 mm (A4),<br>148 mm x 210 mm (A5), 257 mm x 364 mm (B4),<br>182 mm x 257 mm (B5), 210 mm x 330 mm (FOLIO) |
| Paper Cassette Capacity | 550 sheets |
| Compatibility Communication Mode | ECM, G3, Exclusive Modes: (EX) |
| Scanning Density | Horizontal: 8 dots/mm, 16 dots/mm<br>Vertical: 3.85 lines/mm, 7.7 lines/mm, 15.4 lines/mm |
| Transmission Rate | 33600/31200/28800/26400/24000/21600/19200/16800/14400/12000/<br>9600/7200/4800/2400 bps |
| Encoding System | JBIG/MMR/MR/MH |
| Recording and Printing Method | Electrophotography and Laser Printing |
| Memory Capacity | 5.7 MB |
| Machine Type | Desktop type with both transmission and reception functions |
| Applicable Network | PSTN (Public Switched Telephone Network) |

- Outer appearance, Specifications, etc. may be changed without prior notice.
- If any trouble is encountered, contact your authorized TOSHIBA facsimile dealer.
- The clock function and programming data of this device are preserved with a built-in battery. If the power supply is cut off over a long time, the battery may become discharged, causing the recorded data to be lost.
- Document image data received by this device is preserved with a built-in battery (for about 2 hours). If the power supply is cut off for a long time, the received data may be lost.



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