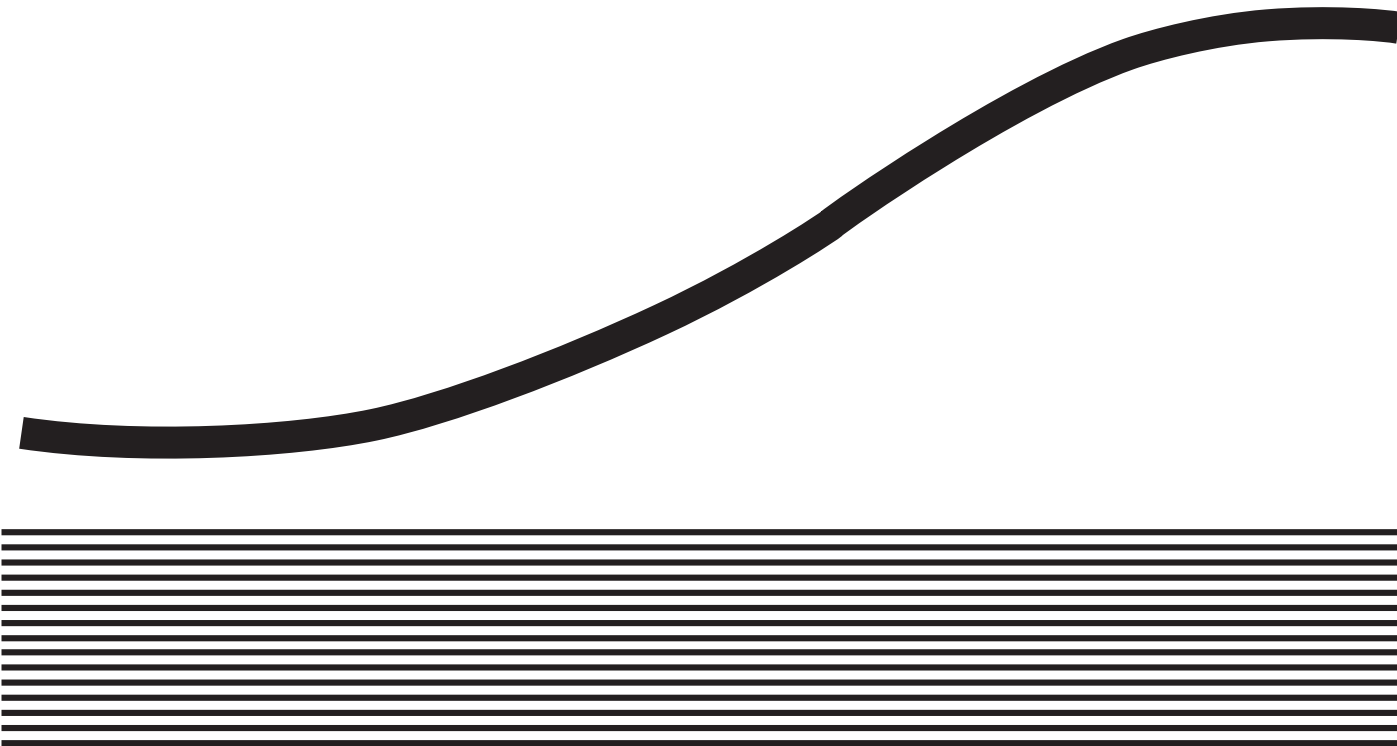


TOSHIBA

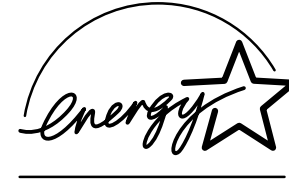
PLAIN PAPER FACSIMILE

Ep120F / Ep125F

OPERATOR'S MANUAL



EPA ENERGY STAR®



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

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

ENERGY STAR Printers/Fax Machines

US EPA (6202J)

Washington, DC 20460

ENERGY STAR is a U.S. registered mark.

NOTICE TO USERS

Please read through this manual before using the machine. After reading it, be certain to keep it so that you may refer to it whenever necessary.

U. S. A.

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

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

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.

The 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 pages 42 and 43 in this manual.

This equipment is hearing aid compatible.

Canada

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.

TOSHIBA OF CANADA LIMITED

Office Product Group
191 McNABB STREET
MARKHAM, ONTARIO L3R 8H2

AVIS: L'étiquette d'Industrie Canada identifie le matériel 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 Ministère 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 matériel 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 effectuées 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 rurales.

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

L'indice d'équivalence de la sonnerie de ce matériel 0.3

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'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

OZONE SAFETY INFORMATION

The ozone filter (used with this machine) complies with Environmental Protection Agency regulations for ozone emissions in an office environment. This means that this facsimile does not produce hazardous ozone emissions greater than 0.1 ppm.

Replace the ozone filter:

An ozone filter has been provided with this unit and is to be replaced at the same interval as the drum unit. See page 32.

LASER SAFETY INFORMATION

This facsimile is certified as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that this facsimile does not produce hazardous laser radiation.


All laser light emitted inside the facsimile is completely confined within protective housings when any part of the facsimile is opened. This means that the facsimile is safe to use during normal operation and maintenance. Adjustment or performance of procedures other than those specified herein may result in hazardous laser exposure.

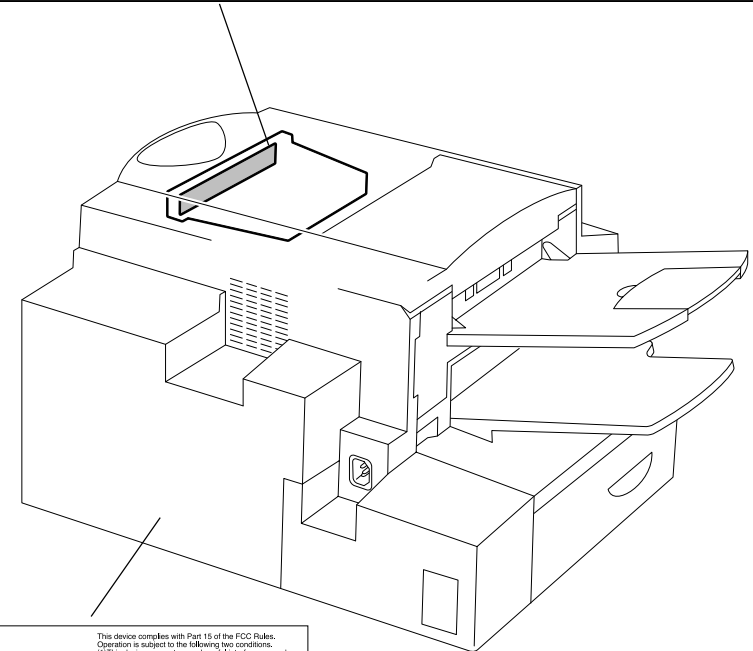
The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States. The sample label shown below indicates compliance with these CDRH regulations and is attached to all laser facsimiles marketed in the United States.




WARNING




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

Only trained and qualified personnel may open covers or remove parts that are not explicitly shown and described in the Operator's Manual as being accessible to the Operator.

CAUTION	- INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCKS DEFEATED. AVOID EXPOSURE TO BEAM.	
ATTENTION	- RAYONNEMENT LASER INVISIBLE DANERIEUX EN CAS D'OUVERTURE ET LORSQUE LA SECURITE EST NEUTRALISEE.	
VORSICHT	- UNSICHTBARE LASERSTRAHLUNG WENN ABEDECKUNG GEÖFFNET UND SICHERHEITSVERRIEGELUNG ÜBERBRÜCKT. NICHT DEM STRAHL AUSSETZEN.	
VARO	- AVANTAGESA JA SUOJALUKITUS OHJETET TÄSSÄ OLET ALTIINA NÄKYMÄTÖNÄLLÄ LASERITÄLLÄ. ÄLÄ NATSO SÄTEESEEN.	
WARNING	- ÖSTYNIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD OCH SPÄREN ÄR UTKOPPLAD. BETRÄKTA EJ STRÅLEN.	
ADVARSEL	- USYNLIG LASERSTRÅLING VED ÅBNING. NÅR SIKKERHEDSÅBRYDERE ER UD AF FUNKTION.	
ADVARSEL	- USYNLIG LASERSTRÅLING NÅR DEKSEL ÅPNES OG SIKKERHEDSÅS BRYTES.	
CUIDADO	- RADIACIÓN INVISIBLE DE LASER CUANDO LA CUBIERTA ESTÁ ABIERTA Y LAS UNIONES ESTÁN VENCIDAS. EVITE EXPOSICIÓN A LOS RAYOS.	
CUIDADO	- RADIACÃO INVISÍVEL DE LASER QUANDO A TAMPÁ ESTÁ ABERTA E OS BLOQUEIOS TAPEADOS EVITE A EXPOSIÇÃO AOS RAIOS.	



TOSHIBA TOSHIBA FACSIMILE/FACSIMIL MULTIFUNCIONAL MODEL/MODELO DP120F 110-127V/110-127V~ 5.0A/5.0A 50/60Hz REN:0.3 NO.	This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation. Complies with Part 68, FCC Rules. FCC Registration No. BJJ JPN-34548-FA-E Ringer Equivalence 0.5B Jack No. USOC RJ11C This Product complies with Regulations 21 CFR chapter 1 subchapter J, Section 1010, 1040 at date of Manufacture.
  	This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations. Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.
TOSHIBA TEC CORPORATION MADE IN JAPAN	

TOSHIBA TOSHIBA FACSIMILE/FACSIMIL MULTIFUNCIONAL MODEL/MODELO DP125F 110-127V/110-127V~ 5.0A/5.0A 50/60Hz REN:0.3 NO.	This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation. Complies with Part 68, FCC Rules. FCC Registration No. BJJ JPN-34548-FA-E Ringer Equivalence 0.5B Jack No. USOC RJ11C This Product complies with Regulations 21 CFR chapter 1 subchapter J, Section 1010, 1040 at date of Manufacture.
  	This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations. Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.
TOSHIBA TEC CORPORATION MADE IN JAPAN	

001

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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.

High Resolution, 256 Level Halftone

With a maximum resolution of 16 dots/mm x 15.4 lines/mm (406 DPI x 391 LPI) and 256 level halftone, precision drawings, small-size characters, photographs, etc. are copied, sent, and received with exceptional clarity.

Open Network Mailbox Systems

Your new TOSHIBA provides ITU-T F-code communication for Open Mailbox operation.

Hyper Scan Document Scanning

Allows letter sized originals to be scanned into memory in as little as 1.2 seconds per page.

73 Programmable One Touch Autodialer Keys

Allows remote locations to be quickly dialed at the touch of a key saving time and eliminating mis-dialed phone numbers.

300 Abbreviated Autodial Locations

In addition to the 73 One Touch Autodialer Keys, 300 abbreviated locations can also be programmed with other frequently called locations. These locations can then be easily accessed using abbreviated codes ranging from 001 to 999.

22 Function Keys

Twenty two frequently used functions are assigned to the keys located on the One Touch Index Panel. These keys allow direct access to frequently used function settings and operations.

Multi-address (Broadcast Transmission)

This feature allows the transmission of a document to multiple remote units with one operation sequence. Locations may be selected using the autodialer or infrequently dialed locations that have not been preregistered.

Multi-Memory Access Operation

Allows up to 5 operations such as transmission or reception on either line 1 or line 2 (if so equipped), printing, scanning, and programming to be performed at the same time.

Super Power Saver Mode

Reduces power consumption to approx. 2W by turning all unnecessary functions off in the standby mode.

Substitute Memory Reception

When the recording paper or supplies have been depleted or in the event of a recording paper jam, your receptions will be safely stored in memory until the problem is corrected.

Memory Release

Minimizes the potential for memory overflows when connected with a remote location. After each page has been successfully transmitted it is released from memory to make room for subsequent pages.

TOSHIBA Viewer

Installing the TOSHIBA Viewer software that comes with the machine enables following functions (see page 255).

- 600 dpi plain paper laser printer
PC print jobs are printed on plain paper at a crisp 600 dpi print resolution.
- Setting and programming the machine from a PC
You can set up and program the machine from a PC.
- PC Scanner function
The machine can be used as a Twain compatible B/W image scanner (16 dots/mm x 15.4 dots/mm max.).

User Test Mode

The user test mode can help you to find the cause of a machine problem should a failure occur.

PCL Printing (Option)

By installing the optional PCL Print Kit (GA-1020), the machine can be used as a PCL printer. Adding the optional NIC Kit (GF-1010) enables to use the machine as a network PCL printer.

Internet Fax Function (Option)

You can send a facsimile message via the internet by having the optional Internet Fax Kit (GD-1040) and NIC Kit (GF-1010) installed in the machine.

About Power for the Unit

- This unit requires 120 V AC, 60Hz electric power. This unit should not be used in countries that do not conform to domestic power provisions.
- Insert the power cord plug firmly to the wall outlet, then insert the other end of the cord into the receptacle on the machine. If it is not firmly connected, the unit will not operate normally. When unplugging the unit, grasp by the plug and not the cord.
- Do not share one outlet with too many electric appliances. This may create a fire hazard.
- When the possibility of lightning arises, unplug the power cord from the wall outlet. Also, unplug the phone cord from the facsimile unit. This prevents possible damage from lightning striking power or phone lines.
- Avoid sharing the electrical wall outlet with other equipment that may cause power surges (air-conditioners, large copiers, etc.). Power surges may cause the unit to malfunction.
- Do not step on the power cord, and do not place anything on it.

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 10 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 as shown to the right and a Power Failure Report is issued once the power is restored (see page 225).

MAY-17-00 WED09:43

POWER FAILURE

Do not Place the Unit in the Following Environments

Do not place this facsimile unit in the environments described below.

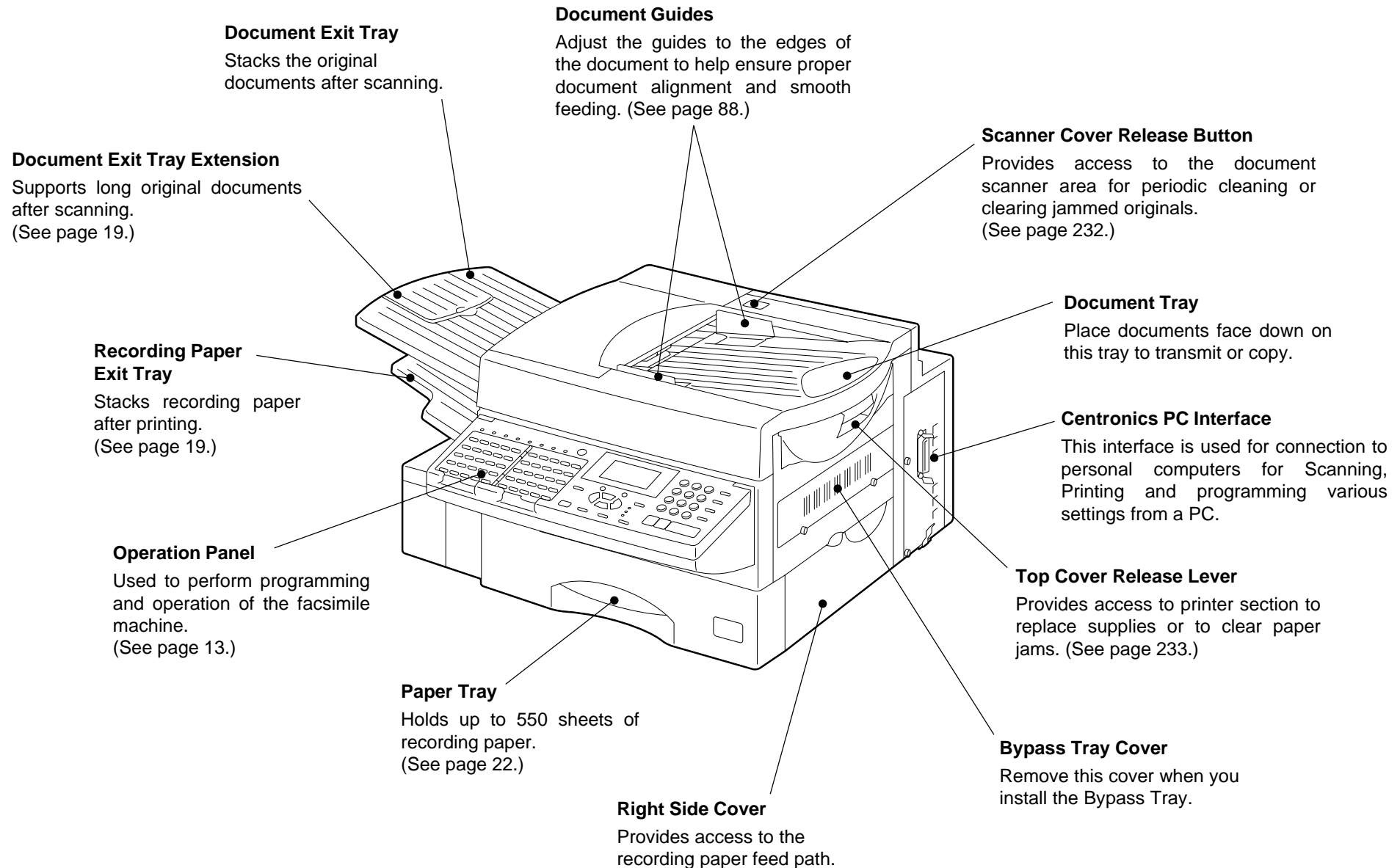
- Where temperature is excessively high, such as places close to heaters, radiators, direct sunlight, etc.
- Where the temperature can become excessively low.
- Where water or any chemicals may come in contact with the unit.
- Where the humidity is too high.
- Where dust, dirt, metal filings, or hazardous gases may exist.
- Near equipment with strong magnetic fields, such as a radio's, TV's, audio amplifier's, speaker's, or other electric appliances.
- Where condensation may easily result, i.e., an environment subject to sudden temperature changes, such as places close to an air-conditioner or heater.
- Where vibrations frequently occur. (Provide a space of 4 inches or more between the rear side of the unit and the wall.)

Other Remarks

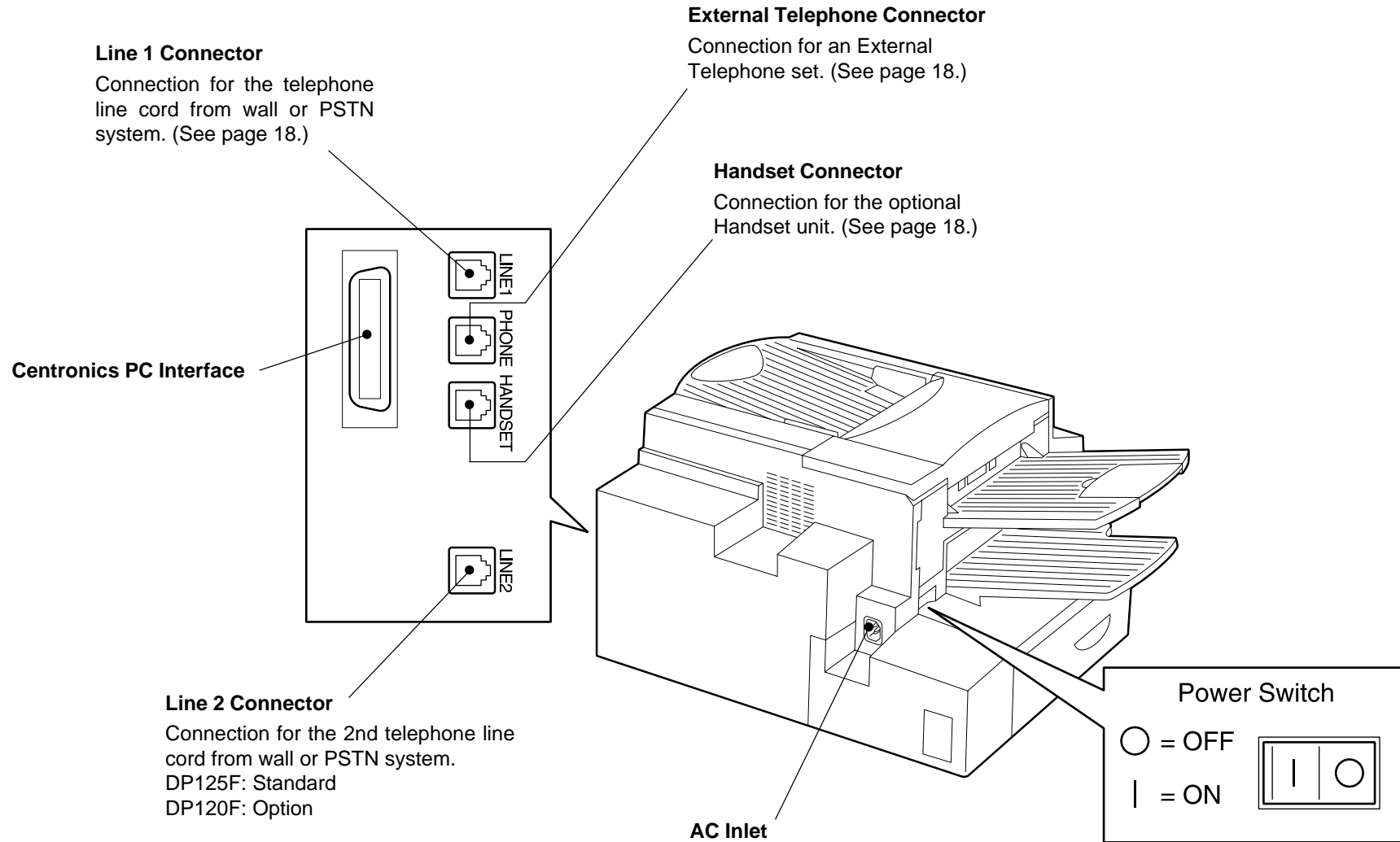
- Do not disassemble or modify the facsimile unit. This may result in electric shock, hazard or machine malfunction.
- Keep fire sources away from the facsimile unit. This may create a fire hazard.
- Keep paper clips and staples away from the unit. If metal objects fall in the unit, it may damage the machine.
- Avoid opening the unit while it is scanning or printing. The operation will stop and it may cause a malfunction and/or damage.
- Do not drop, hit, or apply excessive shocks to the unit, as this may result in damage to the unit.
- When using international or discount communications services, communication reliability may be impaired.
- Use of non authorized parts or supplies may result in damage to the unit and could result in termination of the service or warranty agreement.
- If any abnormal conditions occur, such as emitting of smoke or burning odor, immediately disconnect power to the unit and contact your authorized Toshiba dealer for service.

INTRODUCTION - FACSIMILE UNIT DESCRIPTIONS

Front View



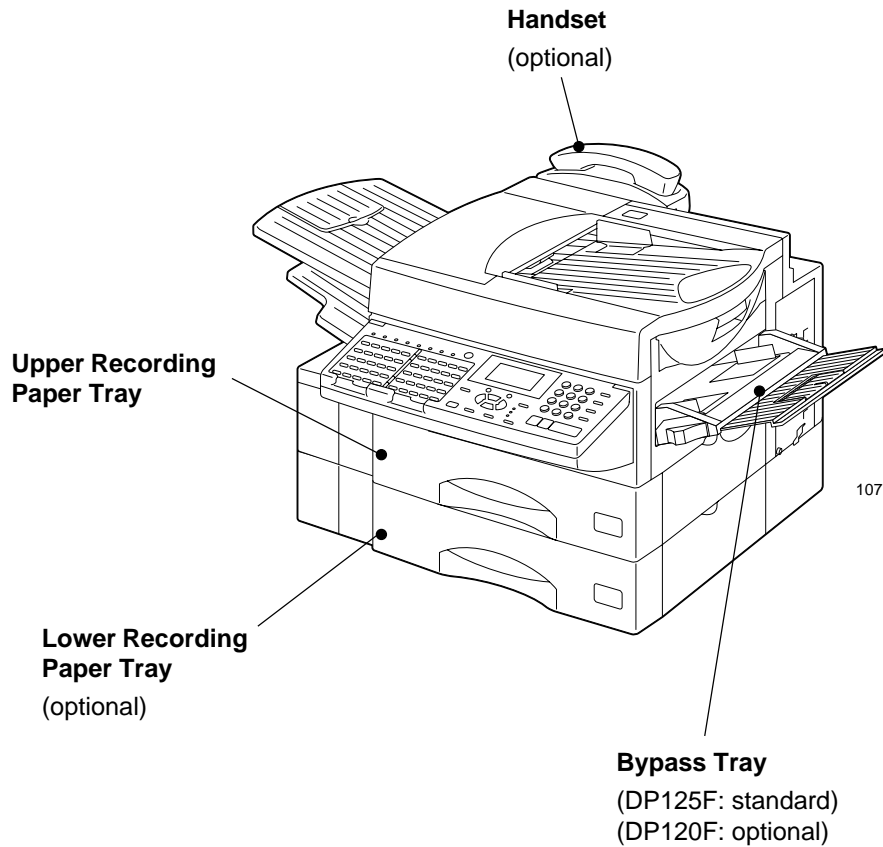
Rear View



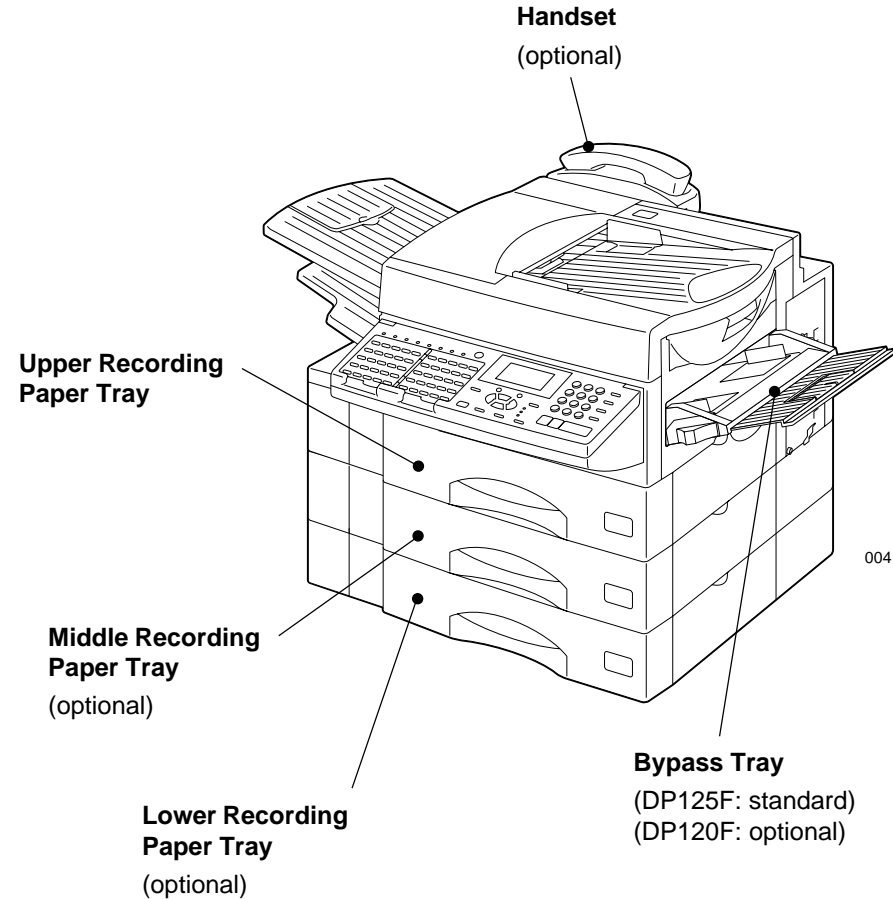
003

When Optional Recording Paper Trays are Installed

● With two recording paper trays installed

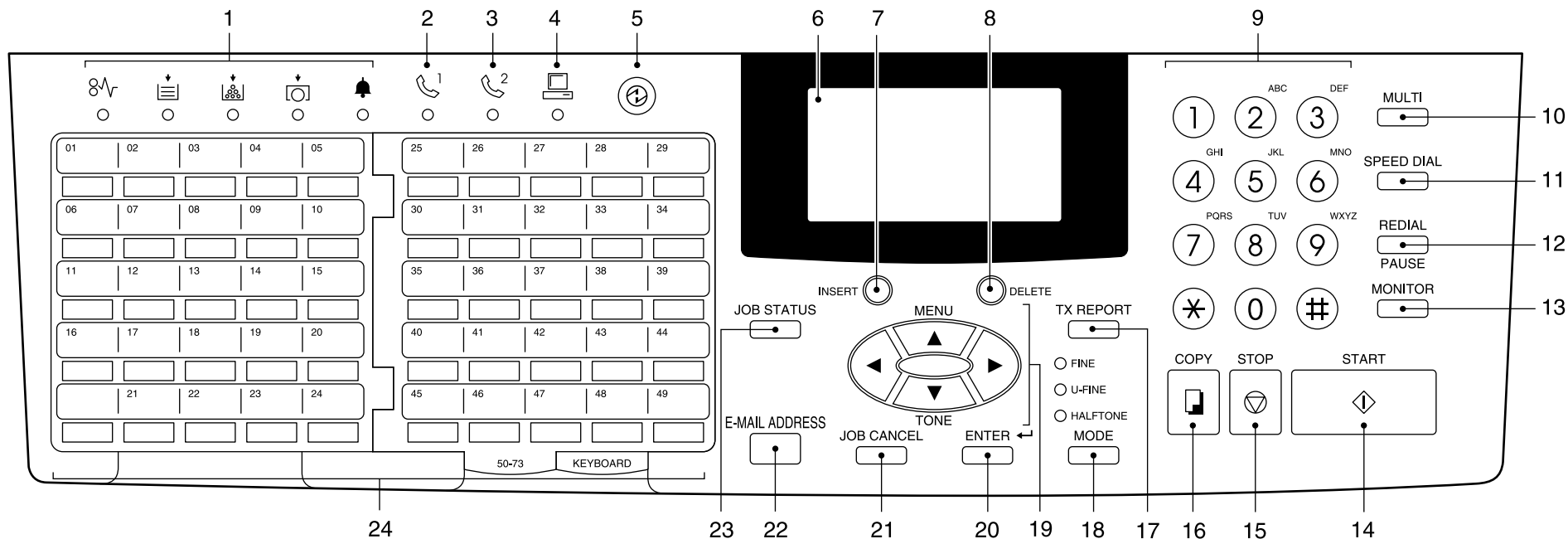


● With three recording paper trays installed



NOTE: Optimal height console stands are available for one or two paper tray configurations. These stands maximize operational access, LCD view angle and provide rugged roller casters for easy cleaning.

- OPERATION PANEL



1. Error Lamps

In the event an error occurs in the facsimile, the corresponding lamp will be illuminated:

⚡..... PAPER JAM Lamp:

Blinks when an original document or recording paper jam occurs (see page 233).

📄..... RECORDING PAPER Lamp:

Blinks when the recording paper supply has been depleted (see page 20).

🖨️..... TONER Lamp:

Blinks when the toner is nearly or entirely exhausted (see page 28).

🔧..... DRUM Lamp:

Blinks when the Process Unit is at or near its end of life (see page 31).

🔔..... ALARM Lamp:

Is blinks when any error other than those listed above occurs (see page 226).

2. 📞¹ LINE 1 Lamp

Blinks when communicating using Line 1.

3. 📞² LINE 2 Lamp

Blinks when communicating using Line 2.

4. 💻 PC COMM Lamp

Blinks when communicating between the facsimile unit and a personal computer.

5. ⏻ SUPER POWER SAVER key and SUPER POWER SAVER Lamp

Press this key to select the Super Power Saver Mode.

Illuminated when the facsimile is in the Super Power Saver Mode.

6. LCD Display

Displays machine status and configuration information for operator viewing and inter-action.

7. INSERT Key

This key is used to insert characters in CHARACTER ENTRY mode (see page 36).

8. DELETE Key

This key is used to delete characters in CHARACTER ENTRY mode (see page 36).

9. Dial Keypad

Use these 12 keys just like a telephone keypad to dial telephone/facsimile numbers (see page 35).

10. MULTI Key

Performs Multi-address Transmissions (Broadcast) or a Multi-polling receptions (see page 124).

11. SPEED DIAL Key

Used for accessing Abbreviated, Alphabet, or Group dialing telephone directories (see pages 98, 99 and 123).

12. REDIAL/PAUSE Key

Press this key to redial a facsimile/telephone number if the number was busy on your first try (see page 110). Or, use this key to enter a pause between telephone digits when entering a remote facsimile number.

13. MONITOR Key

Used to enable the speaker monitor, for monitoring call progress during non memory document feeder transmissions (see page 106).

14. START Key

Press this key to start facsimile communication. This key is also used to complete programming.

15. STOP Key

Used to stop an operation or cancel system programming. This key is also used to clear an error condition.

16. COPY Key

Press this key, with a document in the Document Tray, to copy a document (see page 95).

17. TX REPORT Key



Press this key to request or disable a Transmission Report for your current transmission job.

18. MODE Key and FINE, U-FINE, HALFTONE Lamps

Selects the desired resolution for transmission or copying. When Standard mode is selected, none of the MODE lamps will be illuminated (see page 89).

19. Menu Keys (, , , Keys)

These keys are used to scroll and highlight desired LCD menu prompts (see page 35).

The  is also used as the [TONE] Key. The  key is helpful to access various services requiring touch-tone dialing when you are connected to a Rotary line (see page 118).

20. ENTER Key

Press this key to enter a selected menu item or select a menu entry.

21. JOB CANCEL Key

Used to cancel a job reserved or being executed (see page 119).

22. E-MAIL ADDRESS Key

Used to program E-mail addresses when programming One Touch Key or Abbreviated Numbers. By pressing this key prior to a transmission, an E-mail address can be entered for an Internet FAX transmission.

23. JOB STATUS Key

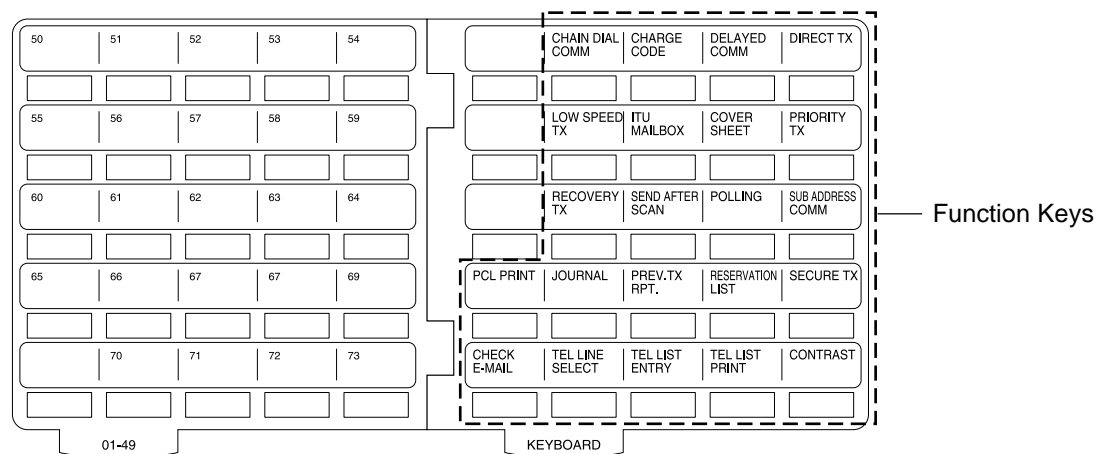
Displays the communication status of reserved transmissions (see page 119).

24. One Touch Keys (1-49), One Touch Keys (50-73), Function Keys, and Keyboard.

View the One Touch Keys (1-49), One Touch Keys (50-73), Function Keys, and Keyboard by turning the Flip Panels (see page 15).

Function Keys

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



CHAIN DIAL COMM

Used to dial a remote party using Chain Dialing (see page 166).

CHARGE CODE

Allows entry of a Charge Code at the time of dialing or during Abbreviated Dial and One Touch Dial programming (see page 171).

DELAYED COMM

Schedules a delayed communication job to be performed at a designated time (see page 181).

DIRECT TX

Allows transmission direct from the document feeder without the use of memory (see page 105).

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 a foreign country that can only accept low speed data (see page 184).

ITU MAILBOX

Used for Mailbox Communications or Relay Transmission, with remote facsimiles that support the ITU-T F-code functions (see page 149).

COVER SHEET

Used to attach a cover sheet to a document to be transmitted (see pages 165 and 187).

PRIORITY TX

Sends pages set in the ADF ahead of all previously scheduled transmissions (see page 183).

RECOVERY TX

Recovers from memory and sends incomplete transmissions (see page 169).

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 190).

POLLING

Designate polling communication (see page 138).

SUB ADDRESS COMM

Add sub-address digits to the remote facsimile number for routing or security (see page 185).

PCL PRINT

Used to set the functions related to the PCL Board when the optional GA-1020 (PCL Print Kit) is installed.

JOURNAL

Used to print a communication journal (see page 195).

PREV. TX RPT

Displays or prints the result of previous transmission jobs (see page 120).

RESERVATION LIST

Prints a Job Reservation List (see page 209).

SECURE RX

Enables or disables Secure RX (see page 179).

CHECK E-MAIL

Used to receive an E-mail immediately. (Requires optional GD-1040 (Internet FAX Kit) and GF-1010 (NIC Kit) be installed.)

TEL LINE SELECT

Designates a specific telephone line for the current transmission (see page 189).

TEL LIST ENTRY

Used to register Abbreviated, One Touch, Group, and Relay Group Dialing numbers (see pages 70, 77 and 83).

TEL LIST PRINT

Prints desired telephone/facsimile lists (see page 218).

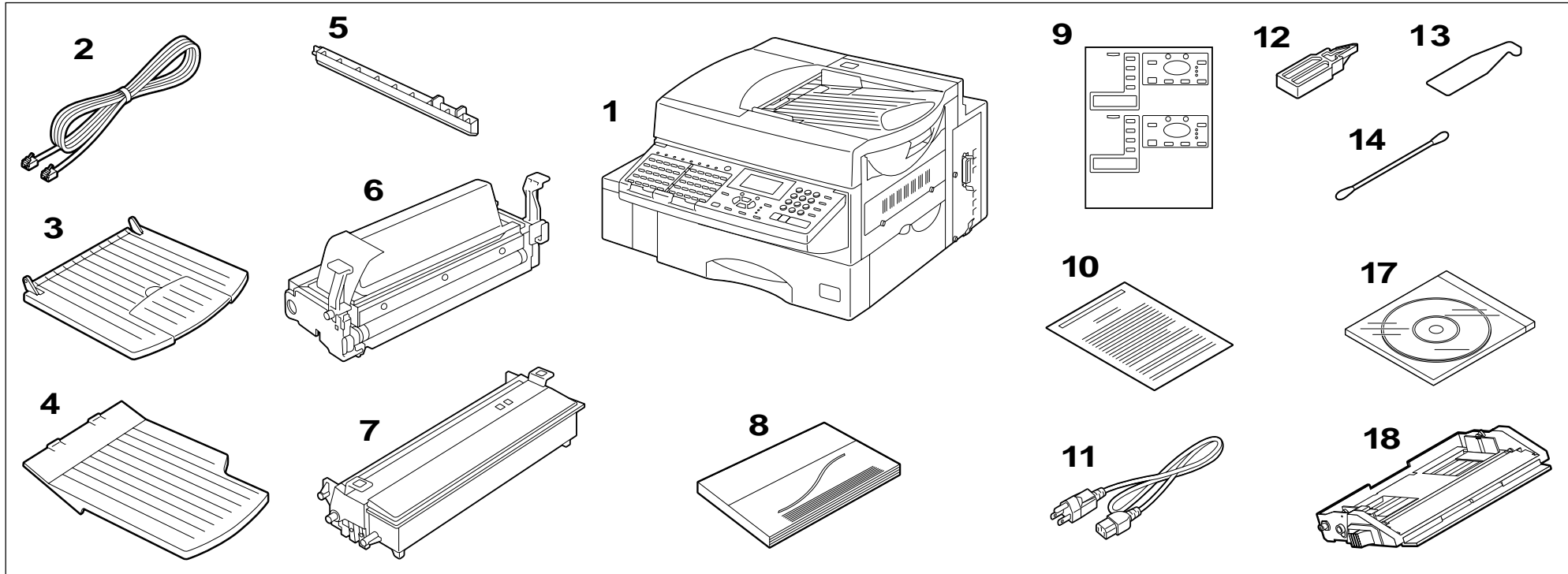
CONTRAST

Selects the desired contrast level of transmit documents (see page 90).

SETUP - UNPACKING

1 Unpack the Carton

2 Make sure All Items are Enclosed



This hardware has been designed to be installed by an authorized TOSHIBA service representative.

Check the carton and report any damage to the delivery service. Save the carton and packing materials for future use.

Check the items in the carton with the following packing list. If anything is missing, contact your dealer immediately.

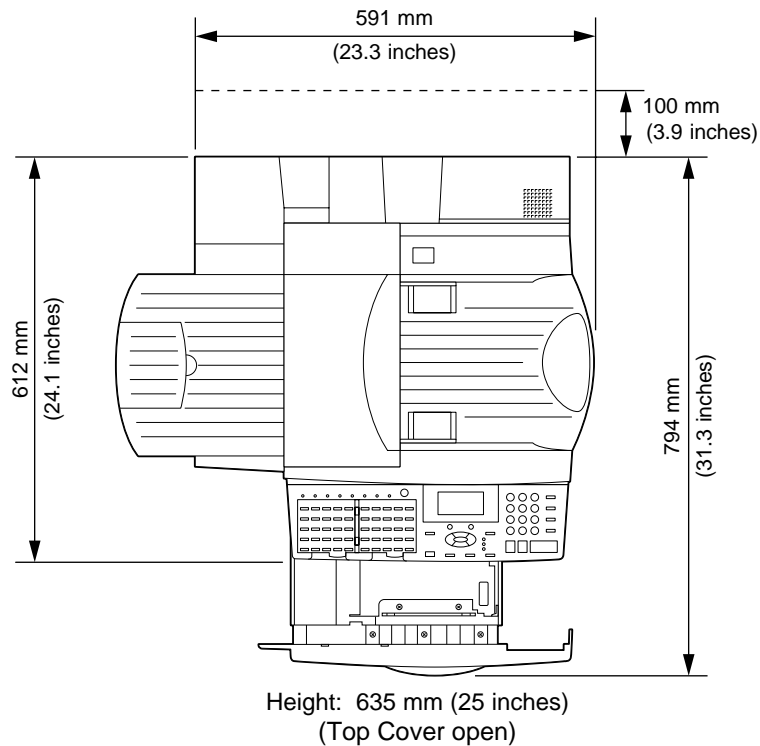
Packing List

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> 1. Facsimile | 1 | <input type="checkbox"/> 10. Warranty Card | 1 |
| <input type="checkbox"/> 2. Phone Line Cord (Modular Cord) | 1 | <input type="checkbox"/> 11. AC Power Cord | 1 |
| <input type="checkbox"/> 3. Document Exit Tray | 1 | <input type="checkbox"/> 12. Charger Cleaner | 1 |
| <input type="checkbox"/> 4. Recording Paper Exit Tray | 1 | <input type="checkbox"/> 13. Mylar Scraper | 1 |
| <input type="checkbox"/> 5. Fuser Cleaner | 1 | <input type="checkbox"/> 14. Cotton Swab | 1 |
| <input type="checkbox"/> 6. Developer Assembly | 1 | <input type="checkbox"/> 15. Unpacking Report | 1 |
| <input type="checkbox"/> 7. Drum Unit | 1 | <input type="checkbox"/> 16. Quick Reference Guide | 1 |
| <input type="checkbox"/> 8. Operator's Manual | 1 | <input type="checkbox"/> 17. TOSHIBA Viewer CD-ROM | 1 |
| <input type="checkbox"/> 9. Overlay | 1 | <input type="checkbox"/> 18. Bypass Tray (DP125F only) | 1 |

3 Select a Desirable Location

The unit should be installed:

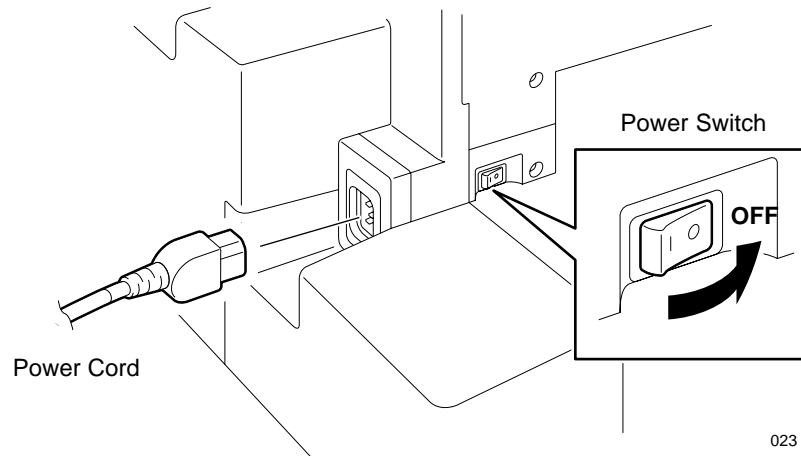
- On a horizontal surface.
- Away from direct sunlight, dust, extreme heat and humidity, and vibration.
- Away from sources of strong electrical or magnetic fields, such as televisions or radios.
- Within reach of an electrical outlet. Use an outlet not shared with equipment that generates electrical noise or consumes large amounts of electricity, such as an air conditioner, or a copier.
- Within reach of a telephone connection. Use a dedicated, single-line telephone connection.
- Allow for adequate ventilation. The rear and sides of the unit need to be clear to allow proper air flow to the unit's power supply.



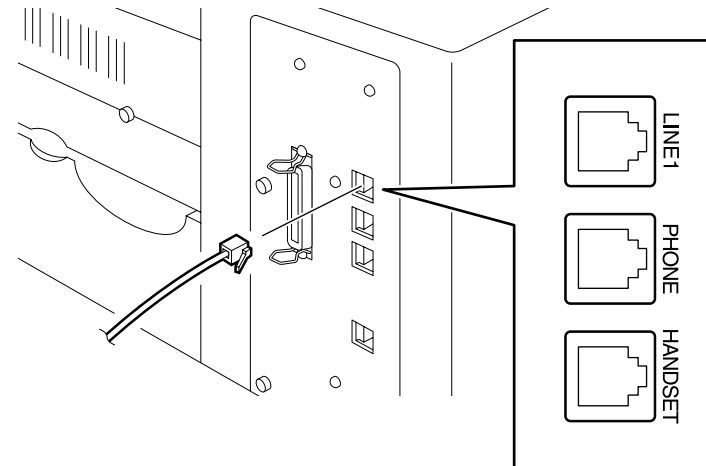
- FACSIMILE MACHINE INSTALLATION

Connecting Your TOSHIBA Facsimile

Make sure that the Power Switch is turned OFF.
Plug in the power cord as in the figure below.



Connect the telephone line cord (modular cord) to the "LINE1" connector.
Connect the external telephone set (if desired) to the "PHONE" connector.
Connect the optional Handset (if equipped) to the "HANDSET" connector.

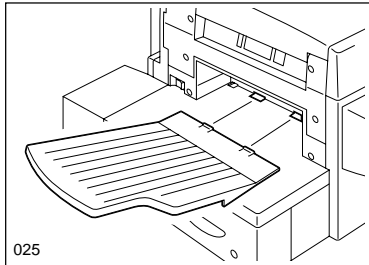


WARNING

- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying the telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use the telephone to report a gas leak in the vicinity of the leak.

Recording Paper Exit Tray

Recording Paper Exit Tray Installation

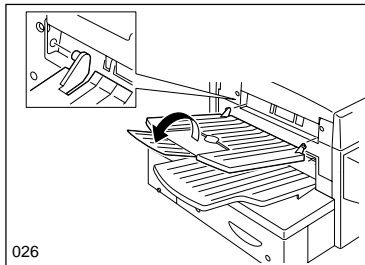


Place the hooks of the Recording Paper Exit Tray into the slots on the left side of the unit.

- Do not place heavy objects on the Recording Paper Exit Tray or apply strong force.

Document Exit Tray

Document Exit Tray Installation

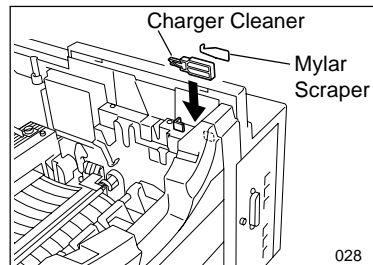


Fit the tabs of the Document Exit Tray into the slots on the left side of the unit.

- Do not place heavy objects on the Document Exit Tray or apply strong force.
- Extend the Document Exit Tray Extension for long documents.

Charger Cleaner, Mylar Scraper

Charger Cleaner and Mylar Scraper Installation



Open the top cover. Store the Charger Cleaner and Mylar Scraper in the location provided in the rear inner cover of the facsimile as shown in the figure.

NOTE:

The Charger Cleaner and Mylar Scraper are used when cleaning the Drum Unit and Developer Assembly. See pages 238 and 239.

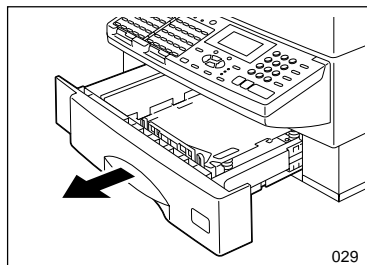
- INITIAL PRINTING SUPPLIES INSTALLATION

Recording Paper Installation

About Recording Paper:

- Use only recommended paper brands to optimize your facsimile performance. Contact your authorized TOSHIBA dealer for more information.
- Remove the recording paper when storing or relocating your facsimile.
- Avoid using damaged, folded or misaligned recording paper. Use of damaged paper could cause double feeding or paper jams. Use of damaged paper could cause double feeding or paper jams.
- Use of damp recording paper will cause poor printing over all or part of the image area. If the paper is excessively moist, print quality may become uneven and voiding may occur. Replace the paper, should this condition exist.

1 Pull Out the Paper Tray



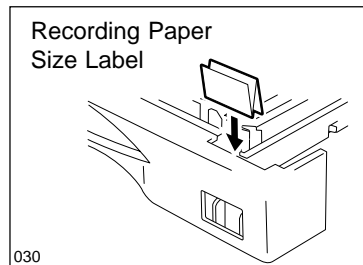
Pull the paper tray out using the handle located at the front of the tray.

Pull the tray straight out toward you as illustrated above.

CAUTION:

- Never place heavy objects on an open tray, nor apply a strong force.

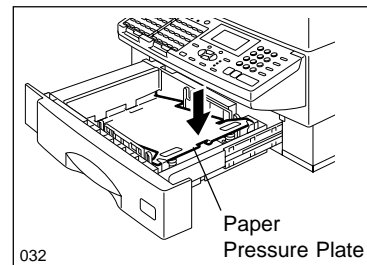
2 Attach the Recording Paper Size Label



If not already at the correct paper size, insert the Paper Size Label into the slot of the Paper Tray.

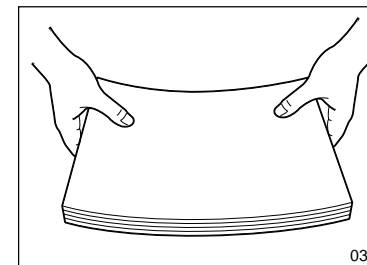
See page 22 for information on changing the recording paper size.

3 Press Down the Paper Pressure Plate



Press the Paper Pressure Plate down until it clicks.

4 Prepare the Recording Paper



Prepare new recording paper sheets by holding both ends and flexing several times.

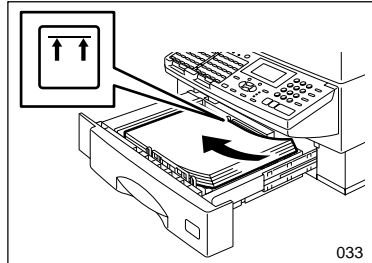
This will separate the sheets and provide optimum feeding.

Align the stack so that all four corners are neatly aligned.

Be sure to load the recording paper in accordance with any paper manufacturer's printing side instruction. Some papers have a preferred image side. This image side should be placed face down in the paper tray.

Recording Paper Installation - continued

5 Install the Recording Paper

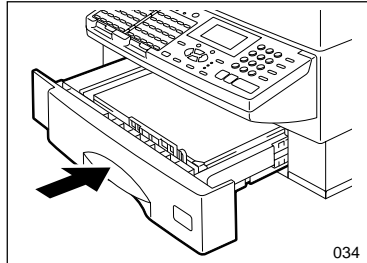


Place the recording paper stack into the tray.

NOTES:

- Do not exceed the upper stack limit line as this may cause paper mis-feeds.
- Make sure that the paper is seated under the two separation claws on the right side of tray.
- Be careful not to damage the claws of the paper tray.

6 Close the Paper Tray



Push the paper tray all the way into the machine.

NOTE:

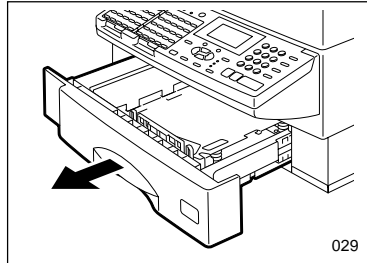
As the tray is closed, listen for the sound of the paper pressure plate moving up into position.

Recording Paper Size Adjustment

About Paper Sizes:

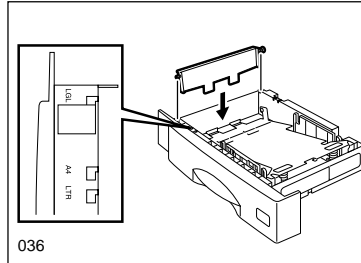
- Your TOSHIBA facsimile has been preset to accept letter size recording paper. In the event that you receive a legal-size (8.5"x14") reception, it will automatically be reduced to fit onto letter-size (8.5"x11") paper.
- If you receive only Legal-size receptions and do not wish them to be automatically reduced:** Adjust the recording paper tray to load the legal size paper.
- If you receive a mixture of Letter and Legal-size receptions, and you do not wish your legal receptions to be automatically reduced:** Add an optional recording paper tray to support both the letter and legal-size paper. With the second recording paper tray, your TOSHIBA facsimile will automatically select the appropriate paper size to match the pages you receive.

1 Pull Out the Paper Tray



Pull the paper tray out and remove the recording paper.

2 Adjust the Paper Guide



Remove the Paper Guide.

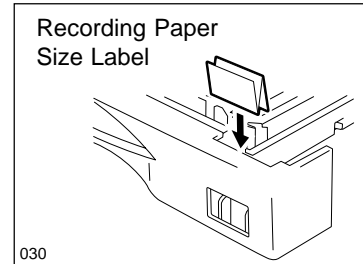
Install the Paper Guide in the correct position for the new paper size.

Paper size indicators have been conveniently molded into the paper tray next to the paper post.

NOTE:

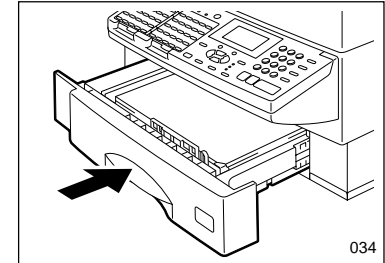
Install the Paper Guide securely. If you fail, a PAPER EMPTY error will be displayed even when the paper is loaded in the paper tray.

3 Attach the Recording Paper Size Label



Change the paper size label located in the front-right corner of the paper tray to match the new paper size.

4 Close the Paper Tray




Place the recording paper into the tray and push the tray into the machine.

- Check to make sure that the LCD display has returned to the time and date standby mode and no alarm lamps are illuminated.
- Make a copy using the new recording paper to confirm proper operation.
- Be sure to load the recording paper image side down.

Bypass Tray Installation

The Bypass Tray comes standard with the DP125F. (The Bypass Tray is available as an option for the DP120F.)

You can select to print from the Bypass Tray for copy, PC print, and A5-size report. Letter, Legal, A4, and A5 size paper can be loaded into the Bypass Tray. The Bypass Tray can also accept an envelope, transparency, or label. (Select “ : OTHERS” as the paper size.)

NOTES:

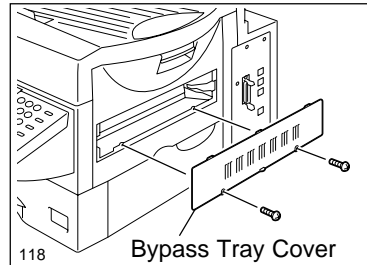
You can load up to 100 sheets of Letter, Legal, A4 or A5 size paper (20 lbs.).

Envelope, transparency or label stock should be loaded one sheet at a time.

Place the paper in the center of the Bypass Tray when the paper size is set to

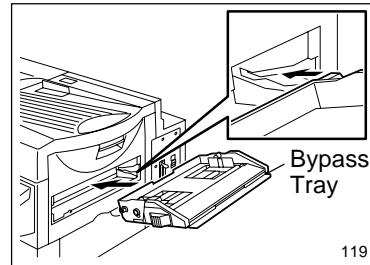
“ : OTHERS.”

1 Remove the Bypass Tray Cover



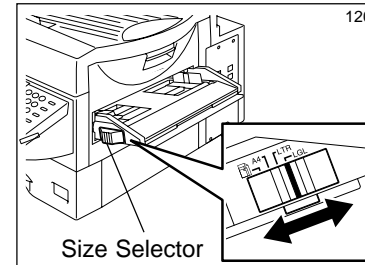
Remove the two screws holding the Bypass Tray Cover.

2 Install the Bypass Tray



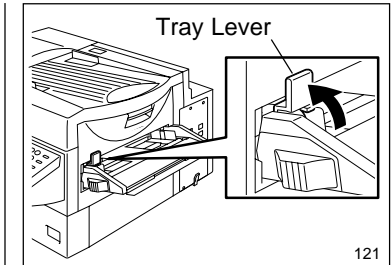
Install the Bypass Tray.

3 Set the Paper Size



Set the paper size using the size selector.

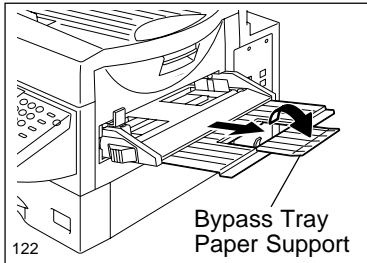
4 Raise the Tray Lever



Raise the Tray Lever.

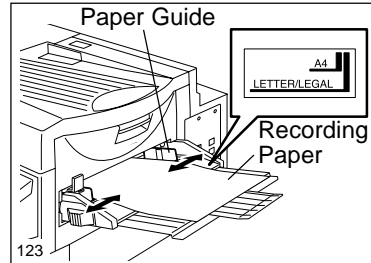
Bypass Tray Installation - continued

5 Pull up the Paper Support



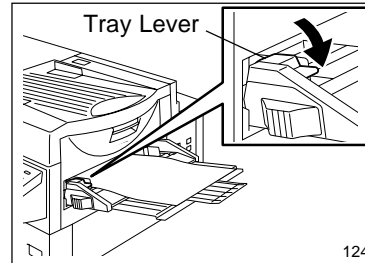
Pull up the Bypass Tray Paper Support.

6 Set the Recording Paper



Set the Recording Paper and adjust the Paper Guides to the correct paper size.

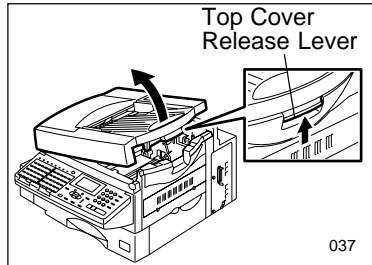
7 Lower the Tray Lever



Lower the Tray Lever.

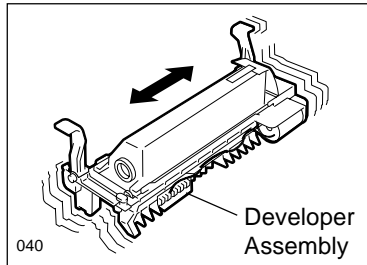
Developer Assembly and Drum Unit Installation

1 Open the Top Cover



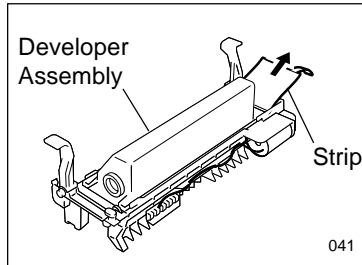
Grasp the Top Cover Release Lever to open the Top Cover.

2 Shake the Developer Assembly



Hold the Developer Assembly with both hands and shake the cartridge back and forth several times.

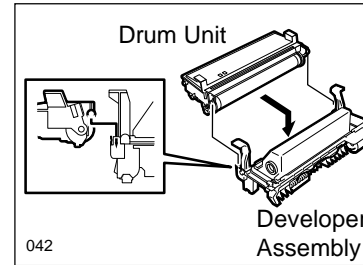
3 Remove the Protective Strip



Holding the Developer Assembly with one hand, grasp the end of the protective strip under the Toner Cartridge. Pull the strip firmly to completely remove it from the Toner Cartridge.

- The sealing film will contain a small amount of toner on its surface. Carefully dispose of the film in an appropriate waste receptacle to avoid soiling items it may come in contact with.

4 Attach the Drum Unit to the Developer Assembly

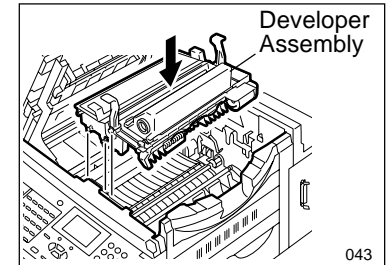


Attach the Drum Unit to the Developer Assembly. Position the Drum Unit with the green Drum surface facing the Toner Roller on the Developer Assembly.

IMPORTANT:

- Never touch the photoconductive drum (the green surface) of the Drum Unit. If the surface is scarred or scratched, it will cause print quality problems.
- Do not expose the photoconductive drum of the Drum Unit to light for more than 3 minutes. If the Drum Unit is to be left anywhere outside the facsimile, be certain to cover it with cloth, paper, etc.

5 Install the Developer Assembly with Drum Unit

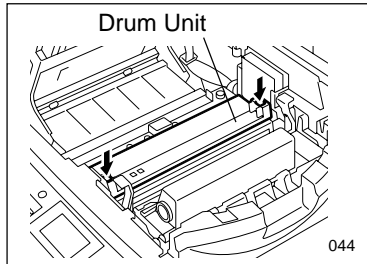


Install the Developer Assembly (with Drum Unit attached) into the machine.

Holding the Developer Assembly by the green handles, align the three shafts on the Developer Assembly sides with the slots in the machine frame.

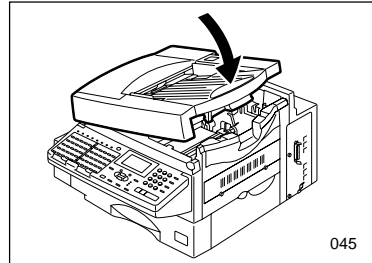
Developer Assembly and Drum Unit Installation - continued

6 Press Down on the Drum Unit



Press firmly down on the green squares on the Drum Unit until the Drum Unit clicks into place.

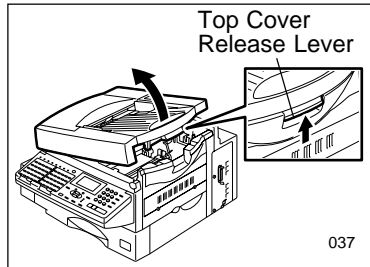
7 Close the Top Cover



Holding the Top Cover Release Lever, close the Top Cover, then release the Lever.

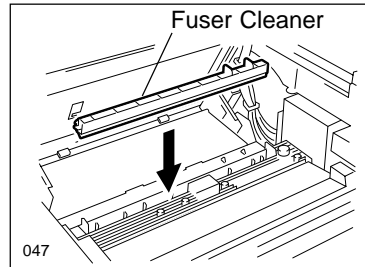
Fuser Cleaner Installation

1 Open the Top Cover



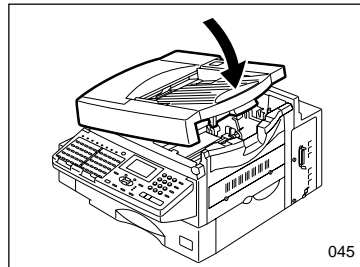
Grasp the Top Cover Release Lever to open the Top Cover.

2 Install the Fuser Cleaner



Remove the new Fuser Cleaner from its plastic bag and install it positioning its white pad side down.

3 Close the Top Cover



Holding the Top Cover Release Lever, close the Top Cover, then release the Lever.

Toner Cartridge Replacement

Replacement Toner Kits for your TOSHIBA facsimile include a Toner Cartridge and a Fuser Cleaner. Be sure to replace the Fuser Cleaner when replacing the Toner Cartridge.

Your TOSHIBA facsimile has been designed to display a two stage alert to replace Toner once it has been depleted.

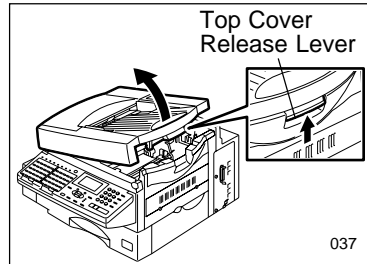
The first stage is a "TONER LOW" warning that alerts you that the Toner is low and should be replaced at your earliest convenience.

The unit will continue to receive and print facsimile messages during this stage.

The second stage is a "TONER EMPTY" notice. When this message is displayed, the machine can no longer print documents. Receptions will be stored in memory until the Toner has been replaced.

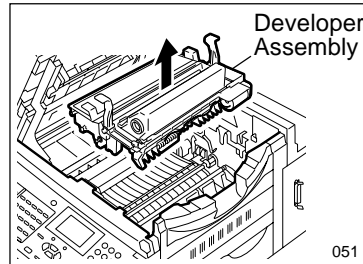
It is recommended to replace the Toner Cartridge whenever the "TONER LOW" message is displayed using the following procedure.

1 Open the Top Cover



Grasp the Top Cover Release Lever and open the Top Cover.

2 Remove the Developer Assembly with Drum Unit

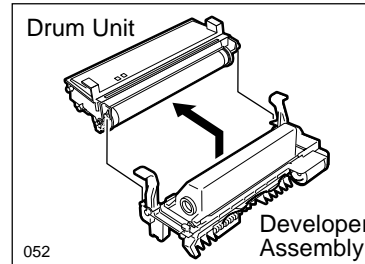


Remove the Developer Assembly with the Drum Unit attached.

IMPORTANT:

- Never touch the photoconductive drum (the green surface) of the Drum Unit. If the surface is scarred or scratched, it will cause print quality problems.
- Do not expose the photoconductive drum of the Drum Unit to light for more than 3 minutes. If the Drum Unit is to be left anywhere outside the facsimile, be certain to cover it with cloth, paper, etc.

3 Separate the Drum Unit

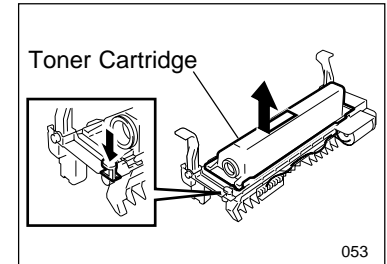


Separate the Drum Unit from the Developer Assembly.

NOTE:

Avoid touching the toner to your clothing since toner can not be removed easily. If the toner sticks to your clothing, immediately rinse out the toner with cold water.

4 Remove the Toner Cartridge

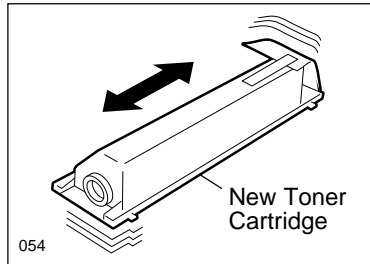


Press the green Button on the left of the Developer Assembly and slide the toner cartridge to the left to disengage it from the Developer Assembly.

Lift the Toner Cartridge from the Developer Assembly. Dispose of the used toner cartridge properly.

Toner Cartridge Replacement - continued

5 Prepare a New Toner Cartridge



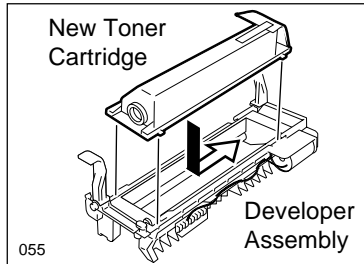
Remove the new Toner Cartridge from its plastic bag and save the bag for the used Toner Cartridge.

Mix the new toner by shaking the Toner Cartridge back and forth.

NOTE:

Only use the specified TOSHIBA Toner Cartridge.

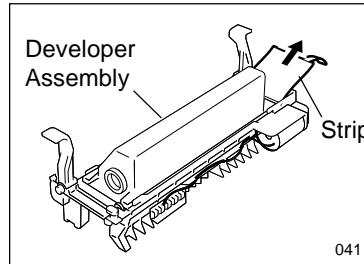
6 Install the New Toner Cartridge



Align the four hooks on the new Toner Cartridge with the slots on the Developer Assembly. Slide the cartridge onto the assembly.

Move the cartridge to the right until the button on the left of the Developer Assembly clicks into place.

7 Remove the Strip

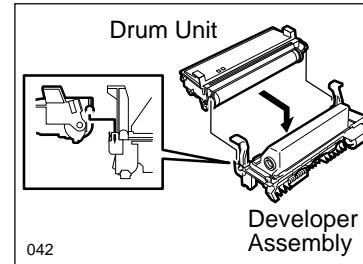


Holding the Developer Assembly with one hand, grasp the end of the protective strip under the toner housing. Pull the Strip firmly to completely remove it from the cartridge.

NOTES:

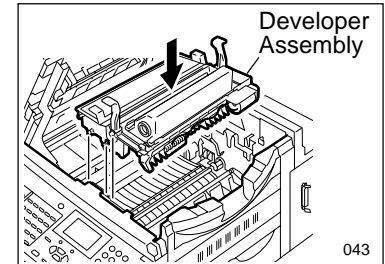
- Do not stand or turn the Developer Assembly up side down to avoid toner leaking out the cartridge after removing the strip.
- Toner might stick to the strip. Avoid toner sticking to your clothes, furniture, or other items since the toner cannot be removed easily. Toner is not harmful to the human body. If any toner sticks to your clothes, wash away the toner immediately using cold water.

8 Attach the Drum Unit to the Developer Assembly



Attach the Drum Unit to the Developer Assembly. Position the Drum Unit with the green drum surface facing the black toner roller on the Developer Assembly.

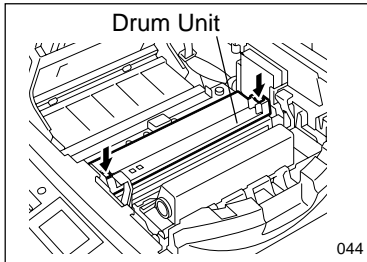
9 Install the Developer Assembly with Drum Unit



Holding the Developer Assembly by the green handles, align the three shafts on the Developer Assembly sides with the slots in the machine frame.

Toner Cartridge Replacement - continued

10 Press Down on the Drum Unit



Press firmly down on the green squares on the Drum Unit until the Drum Unit clicks into place.

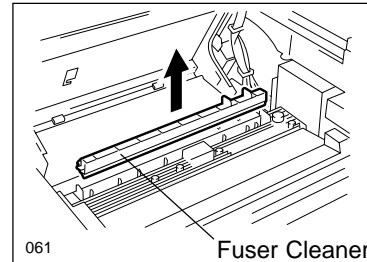
Replacing the Fuser Cleaner

To maintain optimum print quality, replace the Fuser Cleaner each time you replace the Toner Cartridge.

CAUTION:

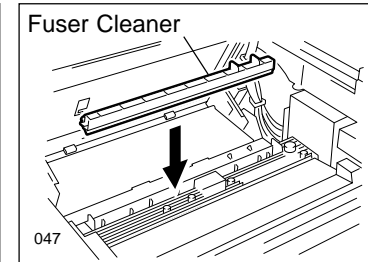
The fuser's interior can be very hot. Be careful when replacing the fuser cleaner. Do not touch any surfaces inside the printer except as indicated.

11 Remove the fuser Cleaner



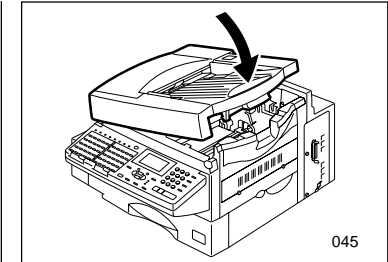
Grasp the two green tabs the used fuser cleaner from the machine.

12 Install the New fuser Cleaner



Remove the new Fuser Cleaner from its plastic bag and install it positioning its white pad side down.

13 Close the Top Cover



Holding the Top Cover Release Lever, close the Top Cover, then release the Lever.

Drum Unit Replacement

Replacement Drum Kits include an Ozone Filter and Drum unit. Be sure to replace the Ozone Filter when replacing the Drum Unit.

Your TOSHIBA facsimile has been designed to display a two-stage alert to replace the Drum Unit once it has been depleted.

The first stage is a "DRUM UNIT WARNING" that alerts you that the Drum Unit is at or near its end of life and should be replaced at your earliest convenience. The unit will continue to receive and print facsimile messages during this stage.

The second stage is "REPLACE DRUM UNIT." When this message is displayed, the machine can no longer print documents. Receptions will be stored in memory until the Drum Unit has been replaced.

For the purpose of determining Drum usage; Each legal-size sheet of paper counts as 1.3 letter-size sheets of paper.

STORAGE NOTES:

The Drum Unit is a very important part of this facsimile. Handle it with care as shown below.

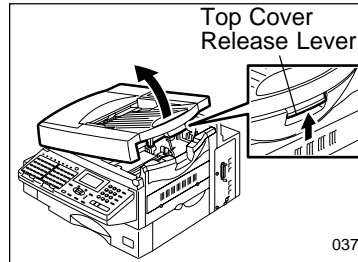
Keep the Drum Unit within a temperature range of 0-35°C (32-95°F) and a humidity range of 20-80%RH (without condensation).

Do not store or use the Drum Unit in an environment where the temperature changes excessively.

Do not touch the light sensitive drum because its surface will be easily damaged.

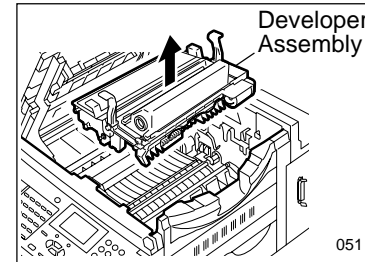
Do not place the light sensitive drum in a location where it is exposed to direct sunlight or high intensity light (more than 200 lx) such as near a window.

1 Open the Top Cover



Grasp the Top Cover Release Lever and open the Top Cover.

2 Remove the Developer Assembly with Drum Unit

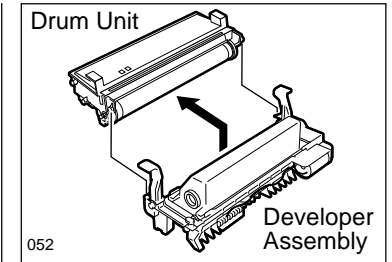


Remove the Developer Assembly with the Drum Unit attached.

IMPORTANT:

- Never touch the photoconductive drum (the green surface) of the Drum Unit. If the surface is scarred or scratched, it will cause print quality problems.
- Do not expose the photoconductive drum of the Drum Unit to light for more than 3 minutes. If the Drum Unit is to be left anywhere outside the facsimile, be certain to cover it with cloth, paper, etc.

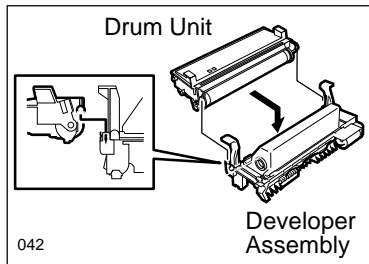
3 Separate the Drum Unit



Separate the Drum Unit from the Developer Assembly.

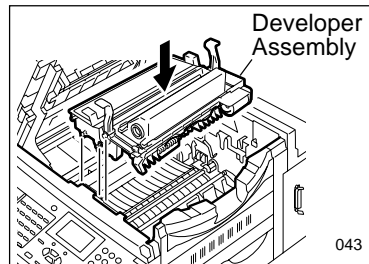
Drum Unit Replacement - continued

4 Attach the new Drum Unit to the Developer Assembly



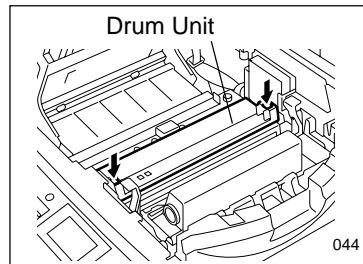
Attach the new Drum Unit to the Developer Assembly. Position the new Drum Unit with the green drum surface facing the black toner roller on the Developer Assembly.

5 Install the Developer Assembly with Drum Unit



Holding the Developer Assembly by the green handles, align the three shafts on the Developer Assembly sides with the slots in the machine frame.

6 Press Down on the Drum Unit



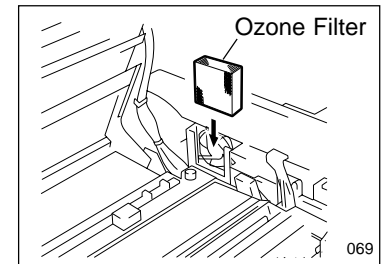
Press firmly down on the green squares on the Drum Unit until the Drum Unit clicks into place.

Replacing the Ozone Filter

The Ozone Filter should be replaced every time the Drum Unit is replaced.

A new Ozone Filter has been provided with the Drum Kit. Make sure the Ozone Filter is replaced.

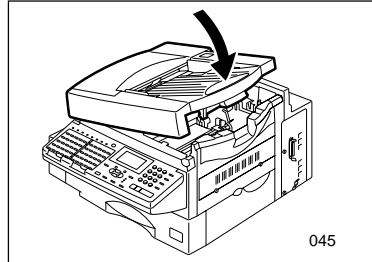
7 Replace the Ozone Filter



Remove the Ozone Filter from the inside of the machine. Then, place the new Ozone Filter into the machine.

Drum Unit Replacement - continued

8 Close the Top Cover



Holding the Top Cover Release Lever, close the Top Cover, then release the Lever.

This section provides several quick start programming steps to prepare your new facsimile for immediate use.

These procedures are a simple version of the detailed procedures listed in the manual. Next to each procedure heading is a convenient page number reference for the detailed procedure. Should you have any difficulty with these simple procedures, refer to the pages listed for more information.

It is highly recommended that you take the time to read through this manual to get the most from your new TOSHIBA facsimile.

Terminal ID

1 Setting the Terminal ID (Page 42)

Press:   

SET TERMINAL ID
ID NAME =(MAX 40)

Displayed for 2 seconds

Enter your user ID (company name) using the Keyboard (see page 36) and Numeric Keypad, press:

ENTER 

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

If you communicate internationally, select:



Otherwise, select:



SET TERMINAL ID
TEL NUMBER (MAX 20)

Enter your facsimile's telephone number, press:

ENTER 


If the Line-2 board is installed, set the international code and facsimile's telephone number for line-2.

OPERATION COMPLETED

Displayed for 2 seconds

1.LANGUAGE
2.DATE & TIME
3.TERMINAL ID
4.DIAL TYPE

Press:

STOP 


Transmitting

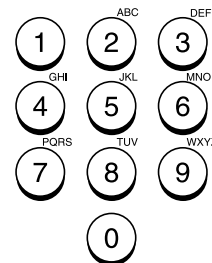
2 Sending a Facsimile (Page 101)

Load your document face down into the Document Tray.

MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER

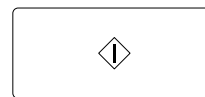
Dial the remote facsimile using the Dial Keypad located on the Operation Panel. Remember to include any access numbers

such as 9 or press the  after the access number if you normally have to wait for a dial tone.



After the remote facsimile number has been entered using the keypad, press the green START key.

START



Receiving

3 Receiving a Facsimile (Page 112)


Your TOSHIBA facsimile has been preset from the factory to receive facsimile messages. No special setup is required to receive facsimile messages.

Menu Operation

Various functions of this facsimile can be used by selecting menu items with the menu screen displayed in the LCD window. Performing operations or settings by selecting menu items selected is called "Menu Operation." The menus use a multi-layered structure.

Starting Menu Operation:

When the facsimile is in the


Standby Mode, press  to start Menu Operation.

(In the Standby Mode, the display shows the date and time on the first row and the residual memory % on the third row as shown below.

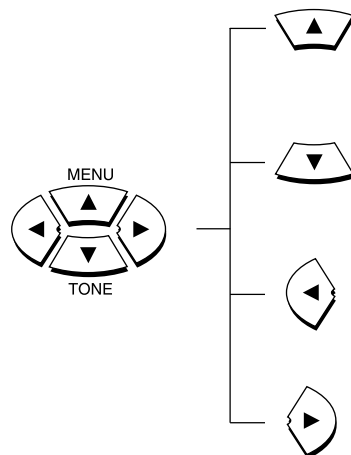
```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
```

Completing or Canceling Menu Operation:

When you have reached the end of a programming step or wish to cancel a programming

procedure, press  to return to the Standby Mode.

Keys Used in Menu Operation



[▲] Key

Press this key to enter the Menu Operation or to scroll up the menu selection.

[▼] Key

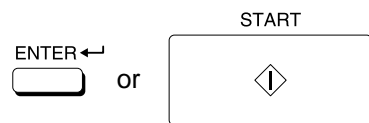
Press this key to use the TONE function (see page 118) or when in the Menu Operation, press this key to scroll down the menu selection.

[◀] Key

Press this key to display the preceding menu screen or to move the cursor to the left.

[▶] Key

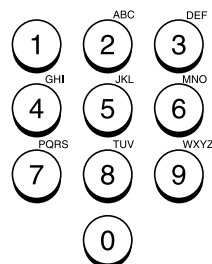
Press this key to display the sub-menu screen or to move the cursor to the right.



[ENTER] Key or [START] Key

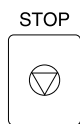
When the currently highlighted item has sub-items, pressing this key operates the same as the [▶] Key.

When the currently highlighted item is the end item, press this key to complete the item selection.



Dial Keypad ([1] to [0] Keys)

Used to enter desired information or to select options.



[STOP] Key

Used to exit the Menu Operation and return to the Standby Mode.

Character Entry

When programming and registering the Autodialer numbers or names, you will need to enter alphanumeric characters.

This section helps you understand how to easily enter the characters.

Keys Used in Character Entry



[INSERT] Key

Inserts characters before the selected (highlighted) character.



[DELETE] Key

Deletes the selected character.



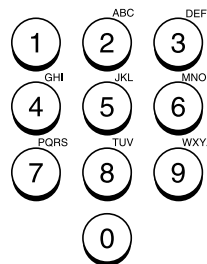
[▶] Key

Moves the cursor to the right. If pressed without entering a character, it inserts a space.

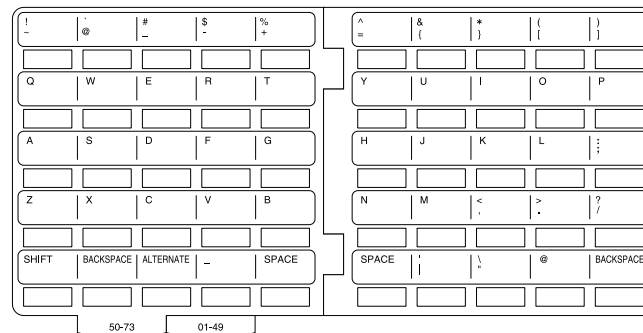


[◀] Key

Moves the cursor to the left.



Provides the user interface for entering numeric characters.



Provides the user interface for entering alpha and special characters.

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 or 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 ç ã	À Á Â Ã Ä Å Æ Ç Æ
c	ç ç	Ć Ć Ć
d	d'	Ď
e	è é ê ë ì	È É Ê Ë Ì Æ
g	ğ	Ĝ
i	ì í î ï	Ì Í Î Ï
l	ł ł	Ł Ł Ł
n	ñ ñ	Ń Ń Ń
o	ø ø	Ò Ó Ô Õ Ö Ø Æ Ó
r	ř ř	Ř Ř
s		Š Š Š Š
t	ť ť	Ť Ť
u	ù ú û ü	Ù Ú Û Ü
y	ý	Ý
z		Ž Ž Ž

Character Entry - continued

Character Correction

◆ Replacing Characters

NEW YO█K



Using  / , position the cursor over the character to be corrected.

NEW YORK█



Enter the desired character.

◆ Deleting Characters

NEW█ YORK




Using  / , position the cursor over the character to be deleted.

NEW█YORK

Delete the character by pressing . Press  to save your change.

◆ Inserting Characters


NEW Y█K

Using  / , position the cursor over the point of insertion and press .

NEW Y█K [INSERT]

The message "[INSERT]" is displayed on the second row.

NEW YORK█

Enter the desired character(s) ("O" in this example). The character(s) will be inserted without deleting other characters in the line. Press  to save your change.

Initial Setting Summary


This facsimile has many user initial settings.

For your convenience, a quick reference summary of all user initial settings are shown on the right.


Each of these initial setting is discussed in detail throughout the remainder of this section.

Use the following procedures to access one or more of these initial settings.

1 Enter the Configuration Menu

Press . The initial Menu Screen displays.



```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS ↓
```

Press  to enter INITIAL SETUP. The Installation sub-menu displays.

```
1.LANGUAGE
2.DATE & TIME
3.TERMINAL ID
4.DIAL TIPE
```

NOTE: Only 4 selections can be displayed at one time.

2 Select the Desired Initial Setting (1-4)

Press  or  until the desired Initial Setting is highlighted or enter the desired Initial Setting 1 through 4 from the list below. The detailed initial setting procedure for each setting is shown in parentheses after the initial setting.

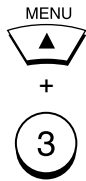
1. **LANGUAGE** - (Page 39) - Selects **ENGLISH***, **FRENCH** or **SPANISH** for displays and printing.
2. **DATE & TIME** - (Page 40) - Sets the **Month, Day, Year & Time** for your machine. You may select to use the 4-digit or 2-digit format for the year and 24-hour or the 12-hour format for the time.
3. **TERMINAL ID - FCC MANDATORY** - (Page 42) - Sets the Terminal ID (**Company Name & Facsimile Number**) for your machine.
4. **DIAL TYPE** - (Page 44) - Configures your machine for use with **Touch Tone (MF)*** or **Rotary Dial (DP)** telephone service.

NOTE: * indicates the factory default setting.

Language Selection

You can select the language used on the LCD display and all reports printed by your facsimile. English, French, and Spanish are available.

To display the SETUP menu, press:





1. LANGUAGE
2. DATE & TIME
3. TERMINAL ID
4. DIAL TYPE

NOTE: Only 4 selections can be displayed at one time.

1 Display the LANGUAGE Menu

Highlight

1. LANGUAGE

using  or  and press:

ENTER 

or

1

LANGUAGE
01. ENGLISH
02. ESPAÑOL
03. FRANÇAIS

2 Select the Desired Language

Select the desired language.

0 + 1
(for ENGLISH)

0 + 2
(for SPANISH)

0 + 3
(for FRENCH)

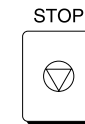
OPERATION COMPLETED

Displayed for 2 seconds

Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

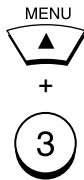


to exit the Configuration Setting mode and return to the Standby Mode.

Date and Time Setting

This facsimile displays the current date and time when in the Standby Mode. It also uses this time for maintaining internal list and reports. Follow the procedure to set the time and date.

To display the **SETUP** menu, press:





```
1. LANGUAGE
2. DATE & TIME
3. TERMINAL ID
4. DIAL TYPE
```

NOTE: Only 4 selections can be displayed at one time.

1 Display the DATE & TIME Menu

Highlight

```
2. DATE & TIME
```

using  or  and press:



or



```
SET TIME FORMAT
1. 24 HOURS
2. 12 HOURS
```

2 Select the Time Format

Select the time format.



(for 24-hour format)



(for 12-hour format) default

The date and time currently set are displayed on the bottom row.

When "24-hour" is selected:

```
SET DATE & TIME
MD-DD-YYYY WWW
XX-XX-XXXX XXX
```

(Allows 00 to 23 as the hour value.)

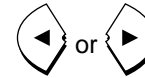
When "12-hour" is selected:

```
SET DATE & TIME
MD-DD-YYYY WWW
XX-XX-XXXX XXX
```

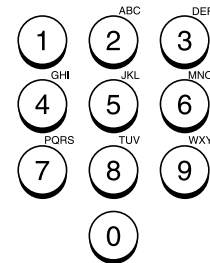
(Allows 01 to 12 as the hour value and designates AM or PM.)

3 Enter the Date Data

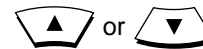
Move the cursor to the desired position using the following keys.



Enter the date.



Change the day-of-week designation by pressing the following keys.



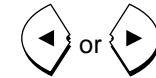
When the correct date is entered, press:



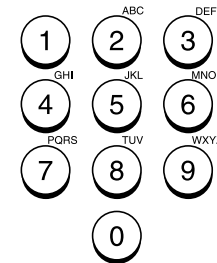
```
SET DATE & TIME
HH:MM
```

4 Enter the Time Data

Move the cursor to the desired position using the following keys.



Enter the time.



When "12-hour" is selected, change the AM/PM designation by pressing the following keys,



When the correct time is entered, press:



```
SET DATE MODE
2. DD-MM-YYYY
3. YYYY-MM-DD
4. MM-DD-YY
```

```
5. DD-MM-YY
6. YY-MM-DD
```

Date and Time Setting - continued

5 Select the Date Format

Select the date format for display and print.

1

(for Month/Day/Year 4-digit)

2

(for Day/Month/Year 4-digit)

3

(for Year 4-digit/Month/Day)

4

(for Month/Day/Year 2-digit)

5

(for Day/Month/Year 2-digit)

6

(for Year 2-digit/Month/Day)

```
SET MONTH MODE
1 . NUMERIC
2 . NAME
```

6 Select the Month Format

Select the month format.

1

(for NUMERIC, such as 01, 02, 03 ...)

2

(for NAME, such as JAN, FEB, MAR ...)

```
OPERATION COMPLETED
```

Displayed for 2 seconds



Returns to display the SETUP menu screen.

7 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

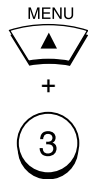


to exit the Configuration Setting mode and return to the Standby Mode.

Terminal ID Setting

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.

To display the **SETUP** menu, press:



```

1. LANGUAGE
2. DATE & TIME
3. TERMINAL ID
4. DIAL TYPE
    
```



NOTE: Only 4 selections can be displayed at one time.

1 Display the TERMINAL ID Menu

Highlight

```

3. TERMINAL ID
    
```

using  or  and press:



or



```

SET TERMINAL ID
ID NAME =(MAX40)
    
```

Displayed for 2 seconds

If the terminal ID is already set, the current name is displayed on the last row.

```

ENTER NAME
ID NAME =(MAX40)
    
```

The new name will be displayed on the last row as it is entered.

2 Enter the User ID

Enter your user ID (company name) using the Keyboard and Numeric Keypad. You can use up to 40 characters.

For more information on selecting characters, see page 34, Character Entry.

When your ID name is displayed correctly on the LCD display, press:



Your facsimile will prompt you for your telephone number's international code.

```

INT. CODE ?
    
```

```

1. ADD +
2. NOT NEEDED
    
```

3 Select the International Code

If you send documents overseas, adding your International Code (country code) to your stored ID name will enable the remote party to identify the country from which the document has been sent. The 1st digit(s) following the "+" sign is for the International Code.

If you send or receive documents to and from overseas, select ADD + by pressing:



If all of your documents are sent domestically, select NOT NEEDED by pressing:



```

SET TERMINAL ID
TEL NUMBER =(MAX20)
+
    
```

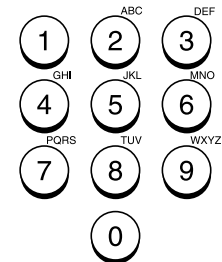
The "+" is displayed when ADD+ is selected.

4 Enter Your Telephone Number

If you selected ADD+ in Step 3, enter the International Code for your country before entering your area code and telephone number.

Example: United States = 1

Then, enter the telephone number that has been connected to the facsimile.



Check the LCD display to make sure your telephone number appears correctly, then press:



If the Line-2 board is installed repeat Steps 3 and 4 for Line 2, then go to Step 5.

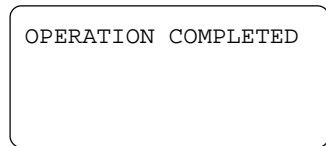
```

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

Terminal ID Setting - continued

5 Select Another SETUP Item, or ...

Then press:

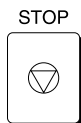


Displayed for 2 seconds



Returns to display the SETUP menu screen.

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press

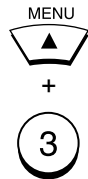


to exit the Configuration Setting mode and return to the Standby Mode.

Dial Type Setting

There are two types of dialing modes: DP [Dial Pulse (Rotary)] and MF [Multifrequency (touch tone)]. If your telephone emits tones when you are dialing, this usually indicates that you have a MF type line and no adjustment is required. Otherwise, you will have to select the appropriate setting.

To display the **SETUP** menu, press:



```

1. LANGUAGE
2. DATE & TIME
3. TERMINAL ID
4. DIAL TYPE
    
```

NOTE: Only 4 selections can be displayed at one time.

1 Display the DIAL TYPE Menu

Highlight

```
4. DIAL TYPE
```

using or and press:



or



```

DIAL TYPE
1. MF
2. DP
    
```

2 Select Your Dial Type

Select your dial line type.



(for Multi-Frequency type default)



(for Dial Pulse type)

If the Line-2 board has been installed, repeat Step 2 for the 2nd line.

```

DIAL TYPE    LINE-2
1. MF
2. DP
    
```

After selecting the dial type, the following will be displayed.

```

DELETE ACCESS DIGIT
ACCESS DIGIT=(MAX10)
█
    
```

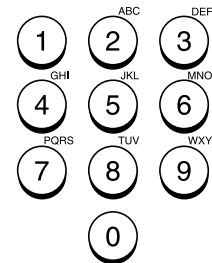
Access digits are numbers which are required by PBX systems to access the phone system "outside" the PBX. A common access digit is "9."

3 Enter the Access Digits

Access Digits are PBX digits such as 9, pause, and 1 which need to be omitted when using chain dialing.

If you do not require the use of a credit card when chain dialing, press to skip this step.

Otherwise, enter the number (max. 10 digits) from the Dial Keypad.



When the correct Access Digit is displayed, press:



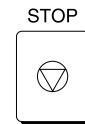
```
OPERATION COMPLETED
```

Displayed for 2 seconds

Returns to display the SETUP menu screen.

4 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.


Configuration Summary

This facsimile has many user adjustable settings.

Each of these configuration settings is discussed in detail throughout the remainder of this section.

Use the following procedures to access one or more of these configuration settings.


1 Enter the Configuration Menu

Press . The initial Menu Screen displays.

```
1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS ↓
```

Press  to enter DEFAULT SETTING. The Default Setting sub-menu displays.



```
1.MACHINE SETTINGS
2.TX SETTINGS
3.RX SETTINGS
4.REPORTS & LIST ↓
```

Press  to enter MACHINE SETTINGS. The Machine Settings sub-menu will now display.

```
01.SPEAKER VOLUME
02.POWER SAVER
03.SEPARATOR PAGE
04.DEPARTMENT CODE ↓
05.ACCOUNT CODE
06.PRINT DENSITY
07.DOCUMENT LENGTH
08.LINE MONITOR
09.RECEIVE INTERVAL
10.ECM
11.DOCUMENT MODE
12.COLLATE COPY
13.LETTER HEAD PAPER
14.REDIAL MODE
15.AUTO RECEIVE MODE
16.LINE-2 MODE
```

NOTE: Only 4 selections can be displayed at one time.

2 Select the Desired Configuration Setting (01-16)

Press  or  until the desired Configuration Setting is highlighted or enter the desired Configuration Setting 01 through 16 from the list below. The detailed configuration procedure for each setting is shown in parentheses after the configuration setting.

01. **SPEAKER VOLUME** - (Page 47) - Sets the **Bell Ring, Alarm Tone, Key Touch Tone** and **Monitor** volume (0-7) (4*) for the machine.
02. **POWER SAVER** - (Page 51) - Configures the machine's Super Power Saver function for **Automatic/Manual*** or **Off** operation.
03. **SEPARATOR PAGE** - (Page 53) - **Enables or Disables*** a FAX Separator Page, Copy Separator Page, and PC Separator Page.
04. **DEPARTMENT CODE** - (Page 55) - **Enables, Disables*** and Configures up to 99 Department Codes.
05. **ACCOUNT CODE** - (Page 58) - **Enables or Disables*** a 4-digit Account Code entry.
06. **PRINT DENSITY** - (Page 59) - Sets the Print Density (-2-+2) (0*) for the machine.
07. **DOCUMENT LENGTH** - (Page 60) - **Enables*** or **Disables** the sending of documents longer than 1 Meter (39.4").
08. **LINE MONITOR** - (Page 61) - **Enables or Disables*** the Line Monitor function.
09. **RECEIVE INTERVAL** - (Page 62) - Sets the interval (0-15 min.) the machine will wait after making four consecutive dialings.

NOTE: * indicates the factory default setting.

10. **ECM** - (Page 63) - **Enables or Disables*** the ECM function.

Configuration Summary - continued

2 Select the Desired Configuration Setting (01-16) - continued

11. **DOCUMENT MODE** - (Page 64) - Selects the default setting for the Resolution (**Standard, Fine, U-Fine**) and Contrast (**Normal, Darker, Lighter**) for document scanning.
12. **COLLATE COPY** - (Page 65) - **Enables** or **Disables*** the Collate Copy function.
13. **LETTER HEAD PAPER** - (Page 66) - **Enables** or **Disables*** the Letter Head Paper function at during PC printing.
14. **REDIAL MODE** - (Page 67) - Sets the number of redials (**01-14**) (05*) and redial interval (**01min.-15min.**) (03*min.).
15. **AUTO RECEIVE MODE** - (Page 68) - Configures Auto* and Manual receive modes. As well as the Ring Delay (**01*-15**) within auto receive mode.
16. **LINE-2 MODE** - (Page 69) - Configures the 2nd Facsimile Line for **TX & RX***, **RX ONLY**, or **RX ONLY TIME PERIOD**.

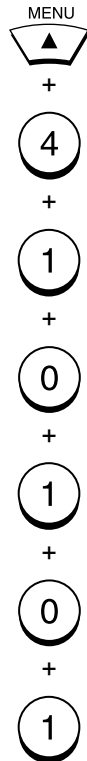
NOTE: * indicates the factory default setting.

Bell Ringer Volume Adjustment

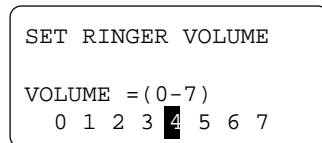
The telephone bell ringer volume can be adjusted using the following procedure.

1 Display the RINGER VOLUME Menu

Press:

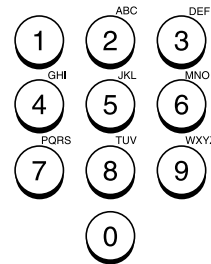


The current setting is highlighted on the bottom row.



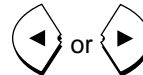
2 Enter the Desired Volume Value

Enter the desired volume value (0 to 7; 0 for minimum, 7 for maximum).

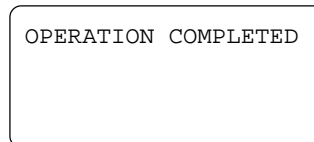


or

Move the cursor to the desired position, using the following keys.



When the desired value is displayed on the LCD display, press:

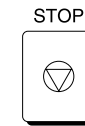


Displayed for 2 seconds

Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other volume settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

Alarm Tone Volume Adjustment

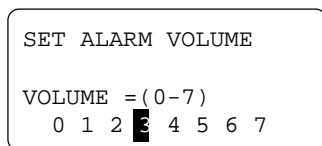
The alarm tone volume can be adjusted using the following procedure.

1 Display the ALARM VOLUME Menu

Press:



The current setting is highlighted on the bottom row.



2 Enter the Desired Volume Value

Enter the desired volume value (0 to 7; 0 for minimum, 7 for maximum).

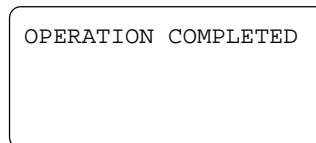


or

Move the cursor to the desired position, using the following keys.



When the desired value is displayed on the LCD display, press:



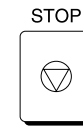
Displayed for 2 seconds



Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other volume settings referring to their associated pages for instructions, or press



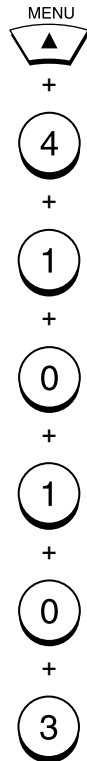
to exit the Configuration Setting mode and return to the Standby Mode.

Key Touch Tone Volume Adjustment

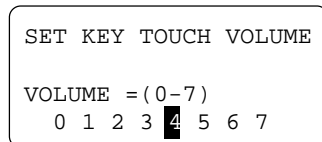
The key touch tone volume can be adjusted using the following procedure.

1 Display the KEY TOUCH VOLUME Menu

Press:

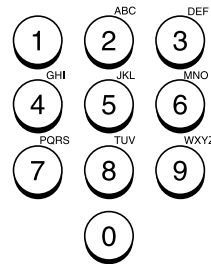


The current setting is highlighted on the bottom row.



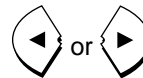
2 Enter the Desired Volume Value

Enter the desired volume value (0 to 7; 0 for minimum, 7 for maximum).

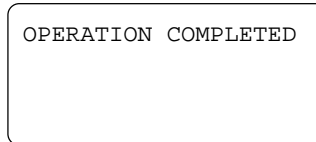


or

Move the cursor to the desired position, using the following keys.



When the desired value is displayed on the LCD display, press:



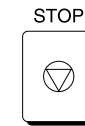
Displayed for 2 seconds



Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other volume settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

Monitor Volume Adjustment

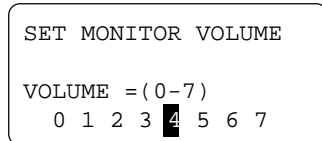
The line monitor volume can be adjusted using the following procedure.

1 Display the MONITOR VOLUME Menu

Press:

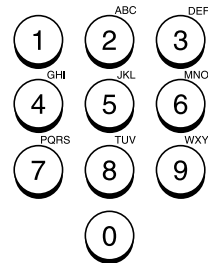


The current setting is highlighted on the bottom row.



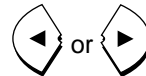
2 Enter the Desired Volume Value

Enter the desired volume value (0 to 7; 0 for minimum, 7 for maximum).



or

Move the cursor to the desired position, using the following keys.



When the desired value is displayed on the LCD display, press:



OPERATION COMPLETED

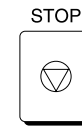
Displayed for 2 seconds



Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other volume settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

Power Saver Operation


This function allows you to minimize power consumption by turning power off to portions of the machine (as selected). If the Power Saver function is ON, a warm up period is needed before printing occurs. This facsimile has two Power Saver modes, Super Power Saver and Printer Power Saver.

Super Power Saver turns virtually all power off to minimize power consumption. Select one of three modes, Automatic, Manual or OFF.

Printer Power Saver turns only the fuser section off during the time period selected.

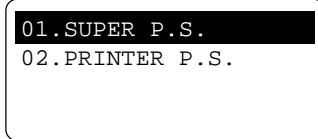
NOTE:

When the machine is in the Super Power Saver mode, it will exit from the Super Power Saver mode when any of the following occurs.

- The machine receives a facsimile,
- Option handset or external telephone handset is lifted,
- Document is loaded into the document tray,
-  is pressed, or
- PC has accessed the machine.

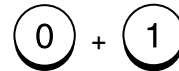
1 Display the POWER SAVER Menu

Press:



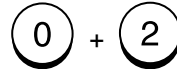
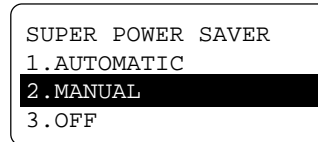
2 Select the Power Saver Mode

Select the desired Power Saver Mode.



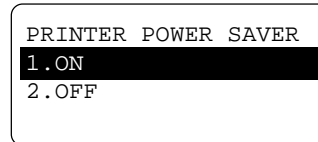
(to select Super Power Saver mode)

Go to Step 3.



(to select Printer Power Saver mode)

Go to Step 5.



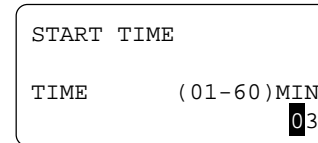
3 Select the Super Power Saver Option

Select the desired Super Power Saver Option.



(to select Automatic mode)

Go to Step 4.

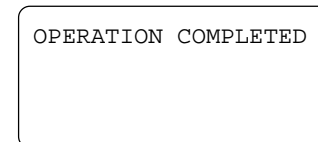


(to select Manual mode)

In manual mode, you can activate Super Power Saver using a key on the Control Panel.



(to select OFF)



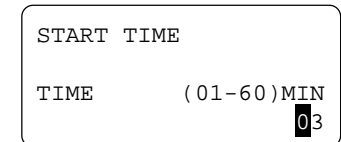
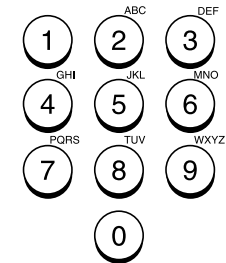
Displayed for 2 seconds

The display returns to Step 1.

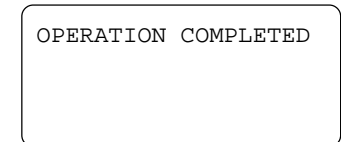
Go to Step 7.

4 Enter the Start Time Period

Enter the time period (in minutes) for standby operation prior to entering the Super Power Saver mode.



When the correct time period is displayed, press:



Displayed for 2 seconds

The display returns to Step 1.

Go to Step 7.

Power Saver Operation - continued

5 Select the Printer Power Saver Function

Enable or Disable the Printer Power Saver function.

1

(to set Printer Power Saver ON)

2

(to set Printer Power Saver OFF)

If "ON" is selected, the currently set time period is displayed below. The time on the left is the Printer Power Saver start time (or time that the printer unit will power down). The time on the right is the Printer Power Saver end time.

```
PRINTER POWER SAVER
TIME PERIOD =
  :00 - 00:00
```

(Example if the 24-hour format option is selected in DATE & TIME setting)

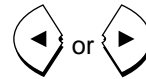
```
PRINTER POWER SAVER
TIME PERIOD =
12:00AM-12:00AM
```

(Example if the 12-hour format option is selected in DATE & TIME setting)

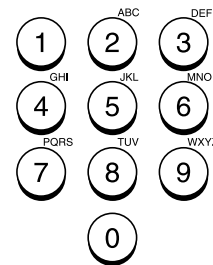
When "OFF" is selected, the "OPERATION COMPLETED" message is displayed as shown at the bottom in Step 6. Returns to Step 1.

6 Enter the Start Time and End Time

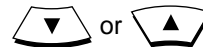
Move the cursor to the desired position, using the following keys.



Enter the time period.



Change the AM/PM designation if selected by pressing the following keys.



When the correct time period is displayed, press:



```
OPERATION COMPLETED
```

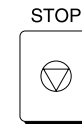
Displayed for 2 seconds



The display returns to Step 1.

7 Select Another SETUP Item, or ...

After completing this Configuration Setting, press

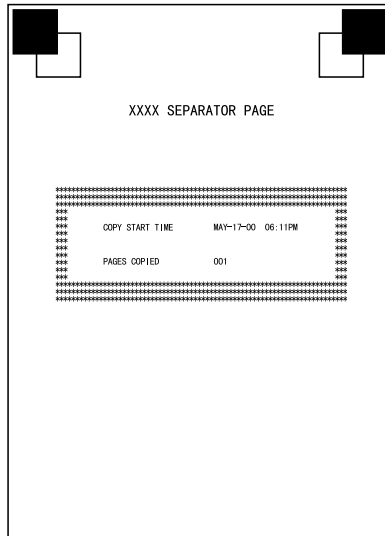
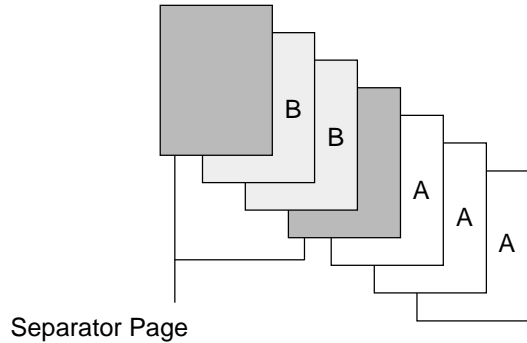


to exit the Configuration Setting mode and return to the Standby Mode.

Setting Separator Page

A Separator Page is a sheet automatically inserted between each received fax, copy, and/or PC print. This feature makes it easier to distinguish between individual receptions, copies and PC prints.

NOTE: If you have already selected a Paper Tray for the Letter Head Paper setting, this function is not available.



1 Display the SEPARATOR PAGE Menu

Press:



FAX SEPARATOR PAGE
1.ON
2.OFF

2 Select the Facsimile Separator Page Option

To turn ON Facsimile Separator Page, press:



To turn OFF Facsimile Separator Page, press:



COPY SEPARATOR PAGE
1.ON
2.OFF

3 Select the Copy Separator Page Option

To turn ON Copy Separator Page, press:



To turn OFF Copy Separator Page, press:



PC SEPARATOR PAGE
1.ON
2.OFF

Setting Separator Page - continued

4 Select the PC Print Separator Page Option

To turn ON PC Print Separator Page, press:

1

To turn OFF PC Print Separator Page, press:

2

If no Optional Recording Paper Tray is installed, following screen is displayed.

OPERATION COMPLETED

Displayed for 2 seconds



Returns to display the SETUP menu screen.

Go to Step 6.

If any of FAX Separator Page, Copy Separator Page, or PC Separator Page is set to ON and an Optional Recording Paper Tray is installed, following screen is displayed.

TRAY SELECTION
1.LOWER TRAY
2.AUTO SELECT

NOTE:

When the two Optional Recording Paper Trays are installed, the same screen is displayed.

Go to Step 5.

5 Select the Tray Option

To print the Separator Page from the Lower Recording Paper Tray, press:

1

To print the Separator Page from a Paper Tray selected automatically, press:

2

NOTE:

In case "AUTO" is selected, separator page is printed on Letter size paper. If Letter size is empty, Legal size paper is selected.

OPERATION COMPLETED

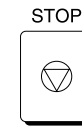
Displayed for 2 seconds



Returns to display the SETUP menu screen.

6 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

Department Code Setting

Department Code operation is used to monitor the facsimile's activity when shared between multiple users or workgroups.

This feature is especially useful when billing departments based on machine usage.

When Department Code operation is enabled, access to the facsimile is restricted to 99 valid department code passwords.

Each department code will be assigned a 5-digit department code password. These passwords must be entered each time a user wishes to send a facsimile, make copy, print a department journal, etc.

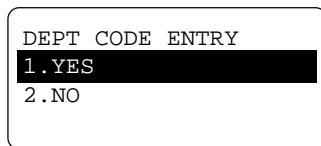
There are two types of Department Codes, Master and Individual. The Master Code is used as a supervisor level code to add, delete and modify Individual Codes.

The Master Code is also used to print the Department Code List and Master Journals that contain all machine activity.

The Individual Codes are used to gain an access to basic machine functions and operations. The Department Code can be used to print Journals which only show the activity under that code.

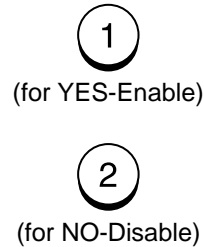
1 Display the DEPARTMENT CODE Menu

Press:

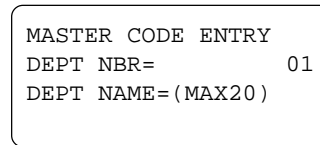


2 Enable/Disable the Department Code Function

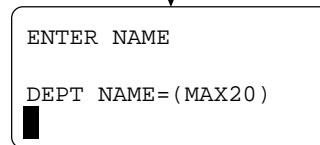
Enable or Disable the Department Code function.



If "YES" is selected, the following Master Code Entry screen is displayed.



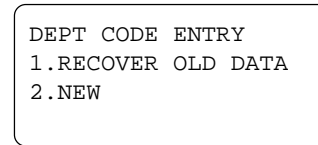
After 2 seconds:



The screen to enter the Master Department Name is displayed. The data on the top row indicates that it is in the Character Entry mode. Continue to the final step.

If "NO" is selected, "OPERATION COMPLETED" will be displayed.

If the Department Code function has ever been set before, the following screen is displayed. To recover the Department



Code data previously set, press:



To set new Department codes, press:



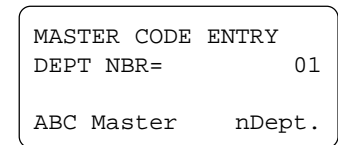
3 Enter the Master Department Name

Department Code NBR. 01 is fixed as the Master Department Code. Enter the Master Department Name. See page 36 if you need help selecting characters.

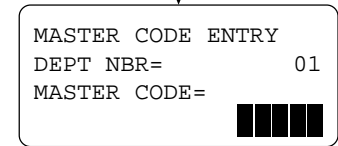
When the name is correctly displayed on the LCD display, press:



The entered name is displayed on the bottom row.



After 2 seconds:

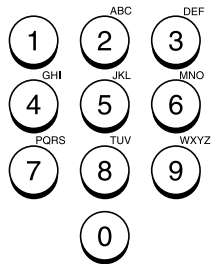


Department Code Setting - continued

4 Enter the Master Department Code Password

Enter a 5-digit Master Department Code Password using the Dial Keypad. This password will be required to gain supervisor access to the machine.

Important: Record this password in a safe location so that it can be retrieved if it is lost or forgotten.



When the password is correctly entered, press:



```
MASTER CODE ENTRY
DEPT NBR=          01
REGISTERED
```

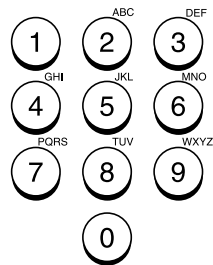
After 2 seconds:

```
DEPT CODE ENTRY
DEPT NUMBER=(1-99)
```

5 Enter the Individual Department Code Address

After entering the Master Department Code password, the facsimile will prompt for an Individual Department Code address.

Select an Individual Department Code address from 02 to 99.



After selecting the Individual Department Code address, press:



```
DEPT CODE ENTRY
DEPT NBR=          02
DEPT NAME=(MAX20)
```

After 2 seconds:

```
ENTER NAME
DEPT NAME=(MAX20)
```

The Department Code Name entry menu is displayed.

6 Enter the Individual Department Code Name

Department Codes NBR. 02 through 99 are used as Individual Department Codes. Enter the Individual Department Code name using the Keyboard. See page 36 if you need help selecting characters.

When the name is correctly displayed on the LCD display, press:



The entered name is displayed on the bottom row.

```
DEPT CODE ENTRY
DEPT NBR=          02
Sales Dept.
```

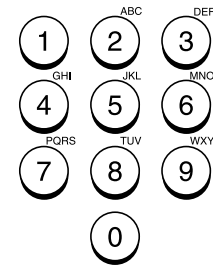
After 2 seconds:

```
DEPT CODE ENTRY
DEPT NBR=          02
DEPT CODE=
```

7 Enter the Department Code Password

Enter a 5-digit Department Code Password using the Dial Keypad. This password will be required to gain user/department access to the machine.

Important: Record this password in a safe location so that it can be retrieved if it is lost or forgotten.



When the password is correctly entered, press:



```
DEPT CODE ENTRY
DEPT NBR=          02
REGISTERED
```

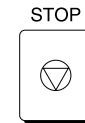
After 2 seconds:

```
DEPT CODE ENTRY
DEPT NUMBER=(1-99)
```

8 Select Another SETUP Item, or ...

If you want to continue entering the Department Codes, repeat Steps 5 through 7.

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

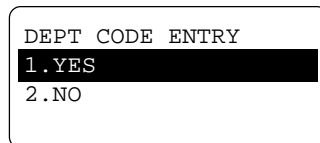
Department Code Maintenance

The Department Code Maintenance is used to cancel or change the Master or Individual Department Code.

This procedure can only be performed by a supervisor who possesses the Master Department Code Password. Enter this password before proceeding.

1 Display the DEPARTMENT CODE Menu

Press:



2 Enable/Disable the Department Code

Enable or Disable the Department Code function.

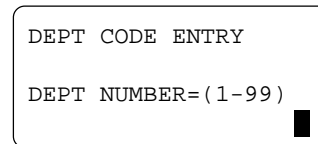


(for YES-Enable)

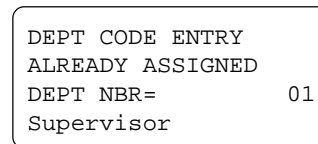


(for NO-Disable)

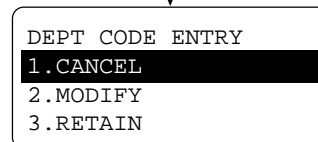
If "YES" is selected, the following Department Code Menu is displayed.



Enter the code number of the desired department and press:



After 2 seconds:



3 Select the Desired Option

Select the desired option.

Press:



To cancel or delete the previously displayed Department Code and return to the Department Code Address Entry menu in Step 5 of Department Code Setting. (See page 56.)



To change the previously displayed Department Code and return to Step 6 of Department Code Setting. (See page 56.)

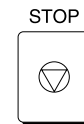


To retain the previously displayed Department Code without modification and return to the Department Code Address Entry menu in Step 5 of Department Code Setting. (See page 56.)

4 Select Another SETUP Item, or ...

If you wish to continue, repeat Steps 2 and 3.

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

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 Display the ACCOUNT CODE Menu

Press:



```
ACCOUNT CODE
1 . ON
2 . OFF
```

2 Select the Function

Enable or Disable Account Codes.

1

Select ON to enable Account Code prompting and printing on the Transmission Journal.

2

Or, select OFF to disable Account Codes from being prompted and printed on the Transmission Journal.

OPERATION COMPLETED

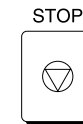
Displayed for 2 seconds



Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

Print Density Setting

The print density for reception, copy, PC printing, and report printing can be set. Five density levels are available from -2 (lighter print) to +2 (darker print).

1 Display the SET PRINT DENSITY Menu

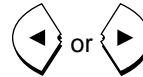
Press:



```
SET PRINT DENSITY
DENSITY(-2 TO +2)=
LIGHTER      DARKER
-2 -1 C +1 +2
```

2 Enter the Desired Print Density Value

Move the cursor to the desired position, using the following keys (-2 to +2; -2 for lighter print, +2 for darker print).



When the desired value is displayed on the LCD display, press:



```
OPERATION COMPLETED
```

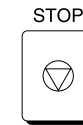
Displayed for 2 seconds



Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



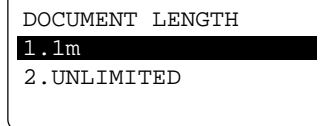
to exit the Configuration Setting mode and return to the Standby Mode.

Document Length Setting

This setting enables or disables the DP120F/DP125F sending documents longer than 1 Meter (39.4"). The default setting enables a 1 Meter (39.4") limit.

1 Display the DOCUMENT LENGTH Menu

Press:



2 Select the Document Length Option

Select the Document Length option.

To select 1m, press:



To select UNLIMITED, press:



OPERATION COMPLETED

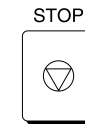
Displayed for 2 seconds



Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

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.

When two phone lines are simultaneously used for sending, the job initiated last will be monitored.

1 Display the LINE MONITOR Menu

Press:



LINE MONITOR
1. ALWAYS
2. OFF

2 Select the Line Monitor Option

To turn ON the monitor speaker, press:



To turn OFF the monitor speaker, press:



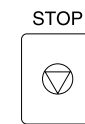
OPERATION COMPLETED

Displayed for 2 seconds

Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



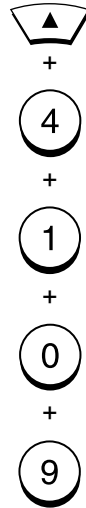
to exit the Configuration Setting mode and return to the Standby Mode.

Receive Interval Setting

This function insures there will be a period of time set aside to receive incoming facsimiles during periods of heavy outgoing transmission activity. After every fourth consecutive transmission, this machine will wait 0 to 15 minutes to allow incoming facsimiles to be received (default is 3 minutes).

1 Display the RECEIVE INTERVAL Menu

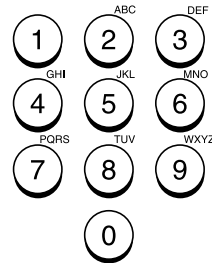
Press:



RECEIVE INTERVAL
INTERVAL= (0-15MIN)

2 Enter the Receive Interval

Enter the interval value (0 to 15) in minutes.



Then press:



OPERATION COMPLETED

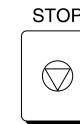
Displayed for 2 seconds



Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

ECM Default Setting

ECM (Error Correction Mode) is an internationally-recognized error correction system. It enables error free communications by automatically re-sending any portion of the document affected by phone line noise or distortion.

NOTES:

- Default ECM setting is ON.
- Both the sender and the receiver must have the ECM feature to perform ECM communications.
- This setting cannot be changed if a document is stored in memory. Residual memory must be 100%.
- ECM is required for Super G3 (33,600 bps) operations. If ECM is disabled, Super G3 operations are, also, disabled.

1 Display the SET ECM Menu

Press:



```
SET ECM
1 . ON
2 . OFF
```

2 Select the ECM Option

Select the desired ECM option. The LCD screen shown below is displayed for 2 seconds.

To turn ECM to ON, press:



To turn ECM to OFF, press:



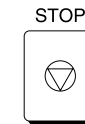
OPERATION COMPLETED

Displayed for 2 seconds

Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

Default Setting for Document Mode (Resolution and Contrast)

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 DOCUMENT MODE Menu

Press:



```
SET RESOLUTION
1 . STANDARD
2 . FINE
3 . U-FINE
```

2 Select the Resolution

Select the desired resolution setting by pressing one of the following keys.

Select **STANDARD** mode for sending normal text and graphics by pressing:



Select **FINE** mode for sending normal text and graphics with extra clarity by pressing:



Select **U-FINE** (Ultra-Fine) for sending fine text and graphics with extra clarity by pressing:



```
SET CONTRAST
1 . NORMAL
2 . DARKER
3 . LIGHTER
```

3 Select the Contrast

Select the default contrast level by pressing one of the following keys.

Select **NORMAL** for normal documents by pressing:



Select **DARKER** to darken light originals (i.e., for documents with light or faint print) by pressing:



Select **LIGHTER** to lighten dark originals (i.e., for documents with dark print) by pressing:



```
OPERATION COMPLETED
```

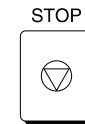
Displayed for 2 seconds



Returns to display the SETUP menu screen.

4 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

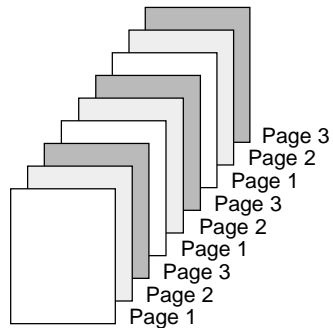
Collate Copy Setting

When copying documents, the COLLATE function may be selected. This function will sort multiple page copies into sets of correct-order pages.

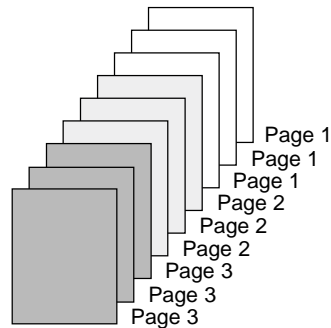
This setting establishes the default for the Collate Copy function. Collate Copy may, also, be set manually at the time the copy operation is performed.

Output Examples of Printed Copies

With COLLATE Function ON



With COLLATE Function OFF



NOTES:

- The pages are automatically collated.
- Requires enough memory for the entire multi-page document. If there is not enough memory (memory overflow), the copying procedure will be canceled.
- Collation is slower than non-collation because the entire document must be scanned into memory first, then printing can occur.

NOTES:

- Collating is the responsibility of the operator.
- Memory requirements are limited to one page at a time.

1 Display the COLLATE COPY Menu

Press:



```
COLLATE COPY DEFAULT
1.ON
2.OFF
```

2 Select the Desired Option

Select the desired option.

To set COLLATE COPY to ON, press:



To set COLLATE COPY to OFF, press:



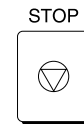
OPERATION COMPLETED

Displayed for 2 seconds

Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

Letter Head Paper Reservation Setting

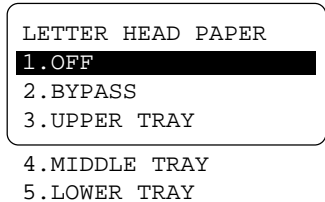
This function allows you to reserve a particular Paper Tray for use with PC printing or copying functions. Once selected, the paper in this tray cannot be used for facsimile receptions (even if the other paper tray(s) becomes empty).

NOTE:

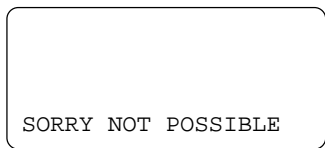
This function is only available when the Optional Recording Paper Tray(s) is attached to the machine. If you have already selected a Paper Tray for the Separator Page function, this setting is not available. When the specified Paper Tray becomes empty, the paper will be supplied from another Paper Tray.

1 Display the LETTER HEAD PAPER Menu

Press:



If no Option Recording Paper Tray is installed, the following screen is displayed.



2 Select the Tray Option

When one Optional Recording Paper Tray is installed:

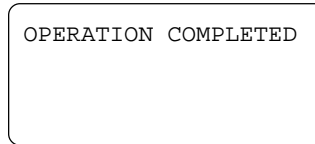
To select the Bypass Tray, press:



To select the Upper Recording Paper Tray, press:



To select the Lower Recording Paper Tray, press:



Displayed for 2 seconds



Returns to display the SETUP menu screen.

When two Optional Recording Paper Trays are installed:

To select the Bypass Tray, press:



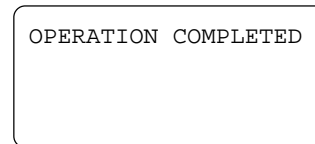
To select the Upper Recording Paper Tray, press:



To select the Middle Recording Paper Tray, press:



To select the Lower Recording Paper Tray, press:



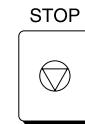
Displayed for 2 seconds



Returns to display the SETUP menu screen.

3 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

Setting Redial (Interval and Counter)

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. In addition, your DP120F/DP125F will try to redial every 1 minute by default. If desired, you may change these redial settings.

Redial Counter

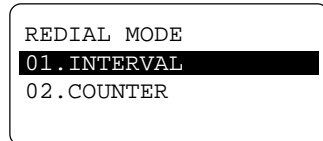
The Redial Counter sets the number of redial attempts. The default setting is 5. You may change the number of redials from 0 to 14 attempts.

Redial Interval

The Redial Interval sets the length of time between redial attempts. The default redial interval is 1 minute. You may change the interval from 1 to 15 minutes.

1 Display the REDIAL MODE Menu

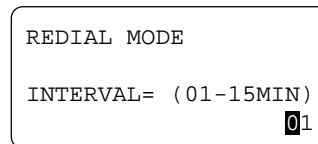
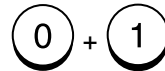
Press:



2 Select the REDIAL Option

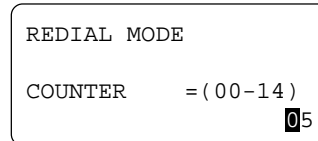
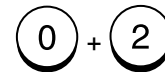
Select the desired REDIAL option.

To select the Redial Interval, press:



Go to Step 3.

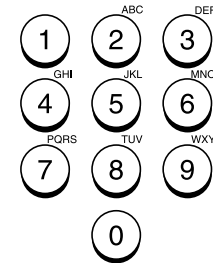
To select REDIAL COUNTER, press:



Go to Step 4.

3 Enter the Redial Interval

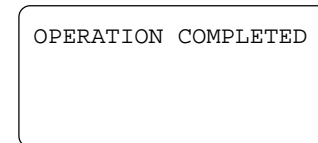
Enter the interval value (01 to 15) in minutes.



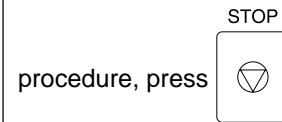
Then press:



The following screen is displayed.



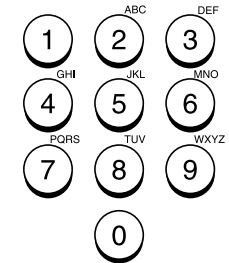
After 2 seconds, the display returns to Step 1. To complete the



procedure, press

4 Enter the Redial Counter

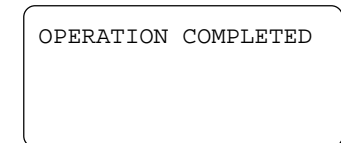
Enter the redial counter value (00 to 14).



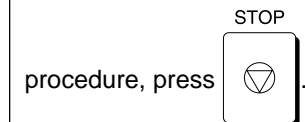
Then press:



The following screen is displayed.



After 2 seconds, the display returns to Step 1. To complete the



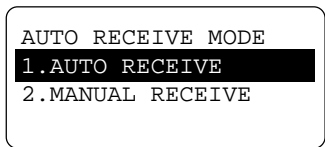
procedure, press

Auto Receive Mode

This setting allows you select Auto or Manual reception. When Auto is selected, your facsimile will automatically receive the documents after a pre-set ring delay. When Manual is selected, you need to answer the call to receive the documents.

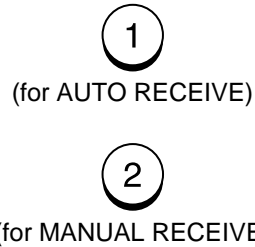
1 Display the AUTO RECEIVE Menu

Press:

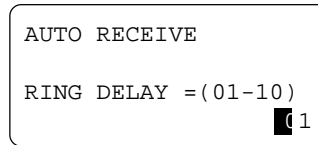


2 Select the Desired Receive Mode

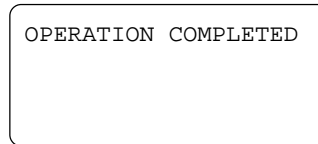
Select the desired Receive Mode.



If AUTO RECEIVE is selected, the following will be displayed.

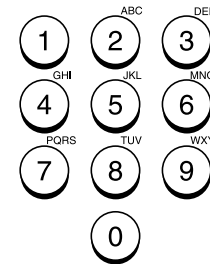


If MANUAL RECEIVE is selected, the following will be displayed for 2 seconds (continue to Step 4).

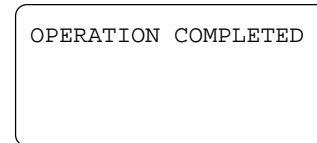


3 Enter the Ring Delay

Enter the desired number of rings (01 to 10) before the facsimile will answer the incoming call.



When the desired ring count is displayed on the LCD, press:



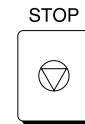
Displayed for 2 seconds



Returns to display the SETUP menu screen.

4 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



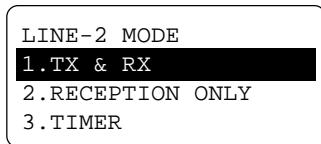
to exit the Configuration Setting mode and return to the Standby Mode.

Line-2 Operation

If your facsimile is equipped with the Line-2 Board, you can configure its operation as follows.

1 Display the LINE-2 MODE Menu

Press:



2 Configure Line-2 Operation

Select "1.TX/RX" if the second line is used for both transmission and reception by pressing:



(Default)

Select "2.RECEPTION ONLY" if the second line option is used for reception only by pressing:

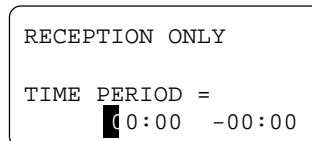


Select "3.TIMER" if the second line option is used for reception only during a specific time range set in Step 3.



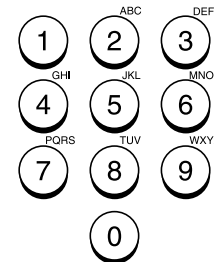
When either 1 or 2 is selected, the "OPERATION COMPLETED" message is displayed. Continue to the final step.

When 3 is selected, the following screen is displayed to set the time period for reception. If any data is already set, it is displayed on the bottom row.



3 Enter the Start Time and End Time

Enter the start time and end time of the time period in which the Line-2 will be used for reception only.

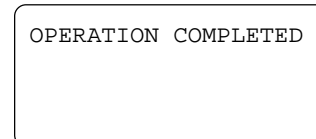


NOTES:

For 24-hour format:
00:00 to 23:59

For 12-hour format:
12:00 to 11:59, and the AM or PM designation

When the correct time period is entered, press:

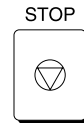


Displayed for 2 seconds

Returns to display the SETUP menu screen.

4 Select Another SETUP Item, or ...

After completing this Configuration Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Configuration Setting mode and return to the Standby Mode.

Abbreviated Dialer Registration

Once registered, 73 One Touch and 300 Abbreviated Dial Numbers will allow you to send documents or make telephone calls to 373 frequently called numbers without manually dialing the entire number.

- Abbreviated Dial Numbers**
 This machine can store up to 300 16-digit facsimile numbers and associated 20-character location ID names. This information is stored into Abbreviated Dial Numbers labeled from 001 to 999.
- One Touch Numbers**
 See page 77.
- Alternate Numbers**
 If one of the primary facsimile numbers is busy, and a 2nd facsimile is located at that same remote location, the 2nd facsimile's telephone number can be programmed as an Alternate Number.

Important Note:

The total number of available locations will vary depending upon the amount of information stored in each location.

1 Display the TEL LIST ENTRY Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

TEL LIST
ENTRY



TEL LIST ENTRY
 1.ABB. NUMBERS
 2.GROUP NUMBERS
 3.ONE TOUCH KEYS

2 Display the ABB. NUMBERS Menu

To select "ABB. NUMBERS," press:

1

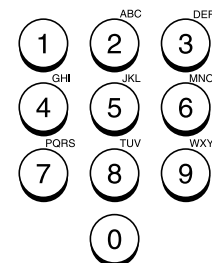
ENTER ABB. NUMBER
 OR PRESS
 [BACK]:TO PREVIOUS
 [STOP]:TO COMPLETE

Upon entering
the first number:

ABB. NUMBER ENTRY
 ABB. NUMBER =(1-999)

3 Enter an ABB. Dial Number

Enter an Abbreviated Dial Number from 1 to 999.



Make sure the 3-digit number (001 to 999) appears correctly, then press:

ENTER ←



NOTE:

Any leading zero (0) can be omitted from the Abbreviated Dial Number.

If the ABB. Dial Number you entered has not been previously registered, the screen below will be displayed. Skip to Step 6.

If the ABB. Dial Number you entered has been previously registered, continue to the next step.

ABB. NBR= 001
 ID NAME =(MAX20)

After 2 seconds:

ENTER NAME
 ID NAME =(MAX20)

Abbreviated Dialer Registration - continued

4 When a Preset ABB. Dial Number is Active

If the selected Abbreviated Dial Number has been previously registered, the following information will be displayed on the LCD display.

```
ABB. NUMBER ENTRY
ALREADY ASSIGNED
ABB. NUMBER = 001
NEW YORK OFFICE
```

After 2 seconds:

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

5 Change the ABB. Information

You can cancel, modify, or retain Abbreviated Dial Numbers registered in this facsimile.

- CANCEL**
 Deletes the information stored in the selected Abbreviated Dial Number. It will also remove the number from all associated Group Dialing Directories.
- MODIFY**
 Allows you to change the remote facsimile number and/or associated Location ID name. This selection is recommended if the location is used in Group Dialing Directories.
- RETAIN**
 Retains the selected Abbreviated Dial Number information without modification.

5a Cancel the ABB. Dial Information

To cancel (or delete) the contents stored in the Abbreviated Dial Number, press:

1

(to CANCEL)

```
ABB. NUMBER ENTRY
ABB. NUMBER = 001
CANCELLED
```

After 2 seconds:

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

Return to Step 3.

5b Modify the ABB. Dial Information

To change the number or Location ID (remote facsimile name) currently assigned to an existing Abbreviated Dial Number, press:

2

(to MODIFY)

The facsimile number currently assigned is displayed on the bottom row.

```
ABB. NBR= 001
ID NAME =(MAX20)
```

After 2 seconds:

```
ENTER NAME
ID NAME =(MAX20)
XXXXXX
```

Skip to Step 6.

5c Retain the Current ABB. Dial Information


If you do not wish to change the Abbreviated Dial Number information, press:

3

(to RETAIN)

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

Return to Step 3 to select a different Abbreviated Dial Number

or press  to return to the Standby Mode.

Abbreviated Dialer Registration - continued

6 Enter the Location ID Name

Enter the Location ID name of the remote party to be assigned to the current Abbreviated Dial Number.

See page 36 for more information on Character Entry.

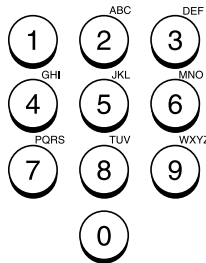
When the name is displayed correctly on the LCD display, press:

ENTER 

```
ABB. NBR=
  001
TEL NUMBER=(MAX.128)
```


7 Enter the Telephone Number

Enter the telephone number you want to store (up to 128 digits).



NOTE:


If your facsimile is connected to a PBX system, you may need to enter an access digit (9) and a pause so the system will connect you to an outside line. In such cases,

press  to enter a 3-second pause. This pause may be repeated if necessary and may be entered anywhere between digits. A pause entry is indicated as a hyphen "-" on the LCD display.

The telephone number is dis-

played on the bottom row of the LCD display as you enter it. Confirm that the number is correct.

```
ABB. NBR = 001
TEL NUMBER=(MAX128)
9583359 
```

Then press: 

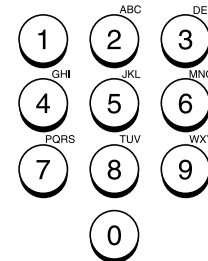
```
ABB. NBR=001
2nd TEL NBR=(MAX128)

```

8 Enter an Alternate Number (Optional)

Alternate Numbers are optional. If the remote location does not have two or more facsimile units in the same area, you can leave this entry blank. (See page 70 for more information.)

Enter the Alternate Facsimile Number.



Then press:

ENTER 

```
COMM. OPTION?
1. YES
2. NO 
```

Abbreviated Dialer Registration - continued

9 Select Communication Options (Advanced Setup)

This setting will allow you to specify one or more of the following Communication Options for the Abbreviated Dial Number you are registering.

Delayed Communication

Default=off

Select to program a transmission start time.

Transmission Report

Default=off

Enables or disables the printing of a TX Report.

Line Monitor

Default=off

Enables or disables the line monitor speaker during dialing.

Quality TX

Default=off

Selects a lower modem speed for poor communication links.

Sub Address

Default=none

Specifies a Sub Address for the Abbreviated Dial Number being registered. The remote unit must support Sub-Address capabilities.

Tel Line Select

Default=first available

Specifies which tel line is selected when the 2nd Line is installed.

9a Select the Communication Option

To select default settings, press:

1

To skip the Communication Options, press:

2

When "1.YES" is selected, the COMM. OPTIONS screen appears. Complete the following steps for each item selected.

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

```
4. LINE MONITOR
5. QUALITY TX
6. SUB ADDRESS
7. TEL LINE SELECT
```

These items are outside the LCD frame. To view them, use the [▼] scroll key.

9b Complete the Option Setup

If you have completed the desired Communication Options setting for this Abbreviated Dial Number, select COMPLETE by pressing:

1

```
ABB. NBR=      001
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER]:TO SKIP
```

Skip to Step 10.

9c Delayed Communications

To designate a specific time at which operations using this Abbreviated Dial Number will be dialed, press:

2

```
DELAYED COMM.
```

```
TIME =HH:MM
  ███:███
```

Enter the desired transmission start time in either the 12-hour or 24-hour format depending on the machine setup. (example: 23:30 in the 24-hour format).

```
DELAYED COMM.
```

```
TIME =HH:MM
      23:30
```

Then press:

```
ENTER ←
```

```
DELAYED COMM.
```

```
TIME =23:30
```

Displayed for 2 seconds

The display returns to the first screen in Step 9. Select the next Option.

Abbreviated Dialer Registration - continued

9 Select Communication Options - continued

9d Transmission Report

To request a Transmission Report automatically after sending documents using this Abbreviated Dial Number, select:

3

```
SET TX REPORT
1 . ON
2 . OFF
```

To enable a TX Report, press:

1

To disable a TX Report, press:

2

The display returns to the first screen in Step 9. Select the next Option.

9e Line Monitor Speaker

To enable/disable the facsimile's Line Monitor Speaker when dialing this Abbreviated Dial Number, press:

4

```
LINE MONITOR
1 . ON
2 . OFF
```

To enable the monitor speaker, press:

1

To disable the monitor speaker, press:

2

The display returns to the first screen in Step 9. Select the next Option.

9f Quality TX

To transmit documents to this Abbreviated Dial Number at a lower speed for poor line conditions, press:

5

To cancel the QUALITY TX option, press:

1

To select 14400BPS, press:

2

To select 9600BPS, press:

3

To select 4800BPS, press:

4

QUALITY TX

```
1 . OFF
2 . 14400BPS
3 . 9600BPS
4 . 4800BPS
```

These items are outside the LCD frame. To view them, use the [▼] scroll key.

The display returns to the first screen in Step 9. Select the next Option.

9g Sub-Address Communication

Sub-Address Communications allow a variety of specialized facsimile communications.

SUB Sub-Address Transmission

Allows documents to be routed through remote LAN-Facsimile devices to specific users' workstations.

Allows documents to be transmitted to specific Mailboxes in remote facsimile.

SEP Selective Polling

Allows documents to be retrieved from specific Mailboxes 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 error.

Abbreviated Dialer Registration - continued

9 Select Communication Options - continued

9g Sub-Address Communication - continued

9g-1 Select the Sub Address Comm. Options

If the remote party assigned to the Abbreviated Dial Number requires or provides a Sub Address to route or retrieve messages, press:

6

Returns to Step 8g-1.

```
SUB ADDRESS COMM.
1. COMPLETE
2. SUB
3. SEP
```

4. PWD

This item is outside the LCD frame. To view it, use the [▼] scroll key.

9g-2 Complete the Sub-Address Comm. Options Setup

To complete Sub Address entry or skip this option, press:

1

The display returns to the first screen in Step 9.

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

9g-3 Select a SUB Sub-Address Communication

To enter a SUB type Sub Address, press:

2

```
SUB ADDRESS COMM.
SUB = (MAX20)
```

Enter the required number (max. 20 digits), then press:

ENTER ↵

Returns to Step 9g-1.

```
SUB ADDRESS COMM.
1. COMPLETE
2. SUB
3. SEP
4. PWD
```

9g-4 Select a SEP Sub-Address Communication

To enter a SEP type Sub Address, press:

3

```
SUB ADDRESS COMM.
SEP = (MAX20)
```

Enter the required number (max. 20 digits), then press:

ENTER ↵

Returns to Step 9g-1.

```
SUB ADDRESS COMM.
1. COMPLETE
2. SUB
3. SEP
4. PWD
```

9g-5 Select a PWD Sub-Address Communication

To enter a PWD type Sub Address, press:

4

```
SUB ADDRESS COMM.
PWD = (MAX20)
```

Enter the required number (max. 20 digits), then press:

ENTER ↵

Returns to Step 9g-1.

```
SUB ADDRESS COMM.
1. COMPLETE
2. SUB
3. SEP
4. PWD
```

Abbreviated Dialer Registration - continued

9 Select Communication Options - continued

9h Select the Telephone Line

If your facsimile is equipped with the Line 2 Board, you will be able to designate which phone line to use (Line 1 or Line 2) for this Abbreviated Dial Number by pressing:

7

```
TEL LINE SELECT
1.FIRST AVAILABLE
2.LINE #1
3.LINE #2
```

To allow the Line to be selected automatically, press:

1

To designate Line 1, press:

2

To desingnate Line 2, press:

3

Returns to Step 9.

```
COMM. OPTIONS
1.COMplete
2.DELAYED COMM.
3.TX REOIRT
```

10 Assign the Abbreviated Dial Number to a One Touch Key

10a Assign the One Touch Key

To assign this Abbreviated Dial Number to a One Touch Key, press the desired One Touch Key (Example: One Touch Key 01).

01


```
ABB. NBR=      001
ONE TOUCH=     01
L.A. OFFICE
REGISTERED
```

After 2 seconds:

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

Returns to Step 2.

STOP

Press  to exit the Menu

Operation mode and return to the Standby Mode.

10b Use a Preassigned One Touch Key

If the desired One Touch Key has been previously linked to another Abbreviated Dial Number or preset with a separate One Touch number, one of the following screens will be displayed.

One Touch key has been assigned to an Abbreviated Number:

```
ONE TOUCH=     01
ALREADY ASSIGNED
ABB. NBR=     003
SMITH'S OFFICE
```

One Touch key has been assigned with an Individual Phone Number:

```
ONE TOUCH=     01
ALREADY ASSIGNED
ONE TOUCH=     01
WEST REGION CENTER
```

After 2 seconds:

```
ONE TOUCH=     01
CANCEL ?
1.CANCEL
2.RETAIN
```

To CANCEL the existing link or One Touch assignment and return to Step 10a, press:

1

To RETAIN the existing link or One Touch assignment and return to Step 10a, press:

2

Returns to Step 10a.

```
ABB. NBR=      001
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER]:TO SKIP
```

One Touch Dialer Registration

This facsimile provides a total of 73 One Touch Dial keys. Keys 1 to 49 are accessible with the Flip Panel in the "01-49" view. Keys 50 to 73 are accessible with the Flip Panel in the "50-73" view.

- Alternate Numbers**

If one of the primary facsimile numbers is busy, and a 2nd facsimile is located at that same remote location, the 2nd facsimile's telephone number can be programmed as an Alternate Number.

1 Display the TEL LIST ENTRY Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



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

2 Display the ONE TOUCH KEYS Menu

To select "ONE TOUCH KEYS", press:



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

3 Select a One Touch Location

Press the desired One Touch key.

Example: One Touch key 03



If the One Touch key has not been previously used and the following menu is displayed, skip to Step 6.

```
ONE TOUCH=      03
ID NAME =(MAX20)
```

After 2 seconds:

```
ENTER NAME
ID NAME =(MAX20)
```

4 When a Preset One Touch is Active

If the pressed One Touch key has already been registered with a telephone number, the following information appears on the LCD display.

```
ONE TOUCH=      03
ALREADY ASSIGNED
ABB. NUMBER =    012
FRISCO OFFICE
```

After 2 seconds:

```
ONE TOUCH KEY ENTRY
1.CANCEL
2.MODIFY
3.RETAIN
```

One Touch Dialer Registration - continued

5 Change One Touch Information

You can cancel or retain the One Touch key once registered into the facsimile.

- CANCEL**
 Deletes the information stored in the selected One Touch key. It will also remove the number from all associated Group Dialing Directories.
- MODIFY**
 Allows you to change the remote facsimile number and/or associated Location ID name. This selection is recommended if the location is used in Group Dialing Directories.
- RETAIN**
 Retains the selected One Touch key information without modification.

5a Cancel the One Touch Assignment

To cancel (or delete) the One Touch key assignment, press:

1
(to CANCEL)

```
ONE TOUCH KEY ENTRY
ONE TOUCH=      03
CANCELLED
```

After 2 seconds:

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

Return to Step 3.

5b Modify the One Touch Assignment

To change the number or Location ID (remote facsimile name) currently assigned to an existing One Touch key press:

2
(to MODIFY)

The facsimile number currently assigned is displayed on the bottom row.

```
ONE TOUCH=      03
ID NAME =(MAX20)
```

After 2 seconds:

```
ENTER NAME
ID NAME =(MAX20)
XXXXXXXX
```

Return to Step 3.

5c Retain the One Touch Assignment

To retain the previous One Touch key assignment, press:

3
(to RETAIN)

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

Return to Step 3 to select a different One Touch key or press



to return to the Standby

Mode.

6 Enter the Location ID Name

Enter the Location ID name of the remote party to be assigned to the current One Touch key.

See page 36 for more information on Character Entry.

When the name is displayed correctly on the LCD display, press:

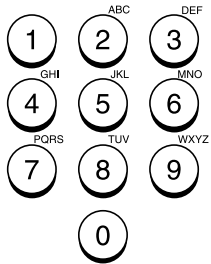


```
ONE TOUCH=      03
TEL NUMBER=(MAX 128)
```



One Touch Dialer Registration - continued

7 Enter the Telephone Number

Enter the telephone number you want to store (up to 128 digits).



NOTE:

If your facsimile is connected to a PBX system, you may need to enter an access digit (9) and pause so the system will connect you to an outside line. In such cases, press  to enter a 3-second pause. This pause may be repeated if necessary and may be entered anywhere between digits. A pause entry is indicated as a hyphen "-" on the LCD display.

Check the entered telephone

number on the bottom row of the LCD display. If it is correct, press:



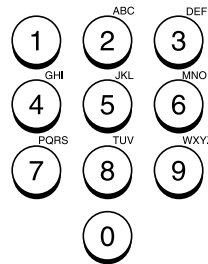
```

ONE TOUCH=      03
2nd TEL NBR=(MAX128)
  
```

8 Enter the Alternate Number (Optional)

Alternate Numbers are optional. If the remote location does not have two or more facsimiles in the same area, you can leave this entry blank. (See page 77 for more information.)

Enter the Alternate Facsimile Number:



Then press:



```

COMM. OPTION?
1 . YES
2 . NO
  
```

9 Select Communication Options (Advanced Setup)

9a Select the Communication Option

To select the most popular settings, skip this step (recommended) and return to Step 3 by pressing:



To specify the Communication Options, press:



When "1.YES" is selected, the COMM. OPTIONS screen appears. Follow the next steps for each item selection.

```

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

- 4 . LINE MONITOR
- 5 . QUALITY TX
- 6 . SUB ADDRESS
- 7 . TEL LINE SELECT

These items are outside the LCD frame. To view them, use the [▼] scroll key.

This setting will allow you to specify one or more of the following Communication Options for the One Touch key you are registering.

Delayed Communication

Default=off

Select to program a transmission start time.

Transmission Report

Default=off

Enables or disables the printing of a TX Report.

Line Monitor

Default=off

Enables or disables the line monitor speaker during dialing.

Quality TX

Default=off

Selects a lower modem speed for poor communication links.

Sub Address

Default=none

Specifies a Sub Address for the One Touch key being registered. The remote unit must support Sub-Address capabilities.

Tel Line Select

Default=first available

Specifies which tel line is selected when the 2nd Line is installed.

One Touch Dialer Registration - continued

9 Select Communication Options - continued

9b Complete the Option Setup

If you have completed the desired Communication Options setting for this One Touch key, select COMPLETE by pressing:

1

Return to Step 3.

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

9c Delayed Communications

To designate a specific time at which operations using this One Touch key will be dialed, press:

2

DELAYED COMM.

TIME =HH:MM
██:██

Enter the transmission start time in either the 12-hour or 24-hour format depending on the machine set up (example: 23:30 in the 24-hour format).

DELAYED COMM.

TIME =HH:MM
23:30

Press:

ENTER ↵

DELAYED COMM.

TIME =23:30

Displayed for 2 seconds

The display returns to the first screen in Step 9. Select the next Option.

9d Transmission Report

To request a Transmission Report automatically after sending document using this One Touch key, select:

3

SET TX REPORT
1 . ON
2 . OFF

To enable a TX Report, press:

1

To disable a TX Report, press:

2

The display returns to the first screen in Step 9. Select the next Option.

9e Line Monitor Speaker

To enable/disable the facsimile's Line Monitor Speaker when dialing with this One Touch key, press:

4

LINE MONITOR
1 . ON
2 . OFF

To enable the monitor speaker, press:

1

To disable the monitor speaker, press:

2

The display returns to the first screen in Step 9. Select the next Option.

9f Quality TX

To transmit documents to this One Touch Dial Number at a lower speed for poor line conditions, press:

5

To cancel the QUALITY TX option, press:

1

To select 14400BPS, press:

2

To select 9600BPS, press:

3

To select 4800BPS, press:

4

QUALITY TX
1 . OFF
2 . 14400BPS
3 . 9600BPS

4 . 4800BPS
This item is outside the LCD frame. To view it, use the [▼] scroll key.

The display returns to the first screen in Step 9. Select the next Option.

One Touch Dialer Registration - continued

9 Select Communication Options - continued

9g Sub-Address Communication - continued

Sub-Address Communications allow a variety of specialized facsimile communications.

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.

9g-1 Select the Sub Address Comm. Options

If the remote party assigned to this One Touch key requires or provides a Sub Address to route or retrieve messages, press:

6

Returns to Step 8g-1.

```
SUB ADDRESS COMM.  
1 . COMPLETE  
2 . SUB  
3 . SEP
```

4 . PWD

This item is outside the LCD frame. To view it, use the [▼] scroll key.

9g-2 Complete the Sub-Address Comm. Options Setup

To complete Sub Address entry or skip this option, press:

1

The display returns to the first screen in Step 9.

```
COM OPTIONS  
1 . COMPLETE  
2 . DELAYED COMM.  
3 . TX REPORT
```

9g-3 Select a SUB Sub-Address Communication

To enter a SUB type Sub Address, press:

2

```
SUB ADDRESS COMM.  
SUB =(MAX20)  
█
```

Enter the required number (max. 20 digits), then press:

ENTER ←

Returns to Step 9g-1.

```
SUB ADDRESS COMM.  
1 . COMPLETE  
2 . SUB  
3 . SEP
```

4 . PWD

9g-4 Select a SEP Sub-Address Communication

To enter a SEP type Sub Address, press:

3

```
SUB ADDRESS COMM.  
SEP =(MAX20)  
█
```

Enter the required number (max. 20 digits), then press:

ENTER ←

Returns to Step 9g-1.

```
SUB ADDRESS COMM.  
1 . COMPLETE  
2 . SUB  
3 . SEP
```

4 . PWD

One Touch Dialer Registration - continued

9 Select Communication Options - continued

9g Sub-Address Communication - continued

9g-5 Select a PWD Sub-Address Communication

To enter a PWD type Sub Address, press:

4

SUB ADDRESS COMM.

PWD = (MAX20)

Enter the required number (max. 20 digits), then press:

ENTER ←

Returns to Step 9g-1.

SUB ADDRESS COMM.

1. COMPLETE

2. SUB

3. SEP

4. PWD

9h Select the Telephone Line

If your facsimile is equipped with the 2nd Line Board, you will be able to designate which phone line to use (Line 1 or Line 2) for this One Touch key by pressing:

7

To allow the Line to be selected

TEL LINE SELECT
1. FIRST AVAILABLE
2. LINE #1
3. LINE #2

automatically, press:

1

To designate Line 1, press:

2

To designate Line 2, press:

3

Returns to Step 9.

COMM. OPTIONS
1. COMPLETE
2. DELAYED COMM.
3. TX REPORT

Group Number Registration

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 73 One Touch dial locations and can be assigned to a One Touch key.

1 Display the TEL LIST ENTRY Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



```
TEL LIST ENTRY
1.ABB. NUMBERS
2.GROUP NUMBERS
3.ONE TOUCH KEYS
```

2 Display the GROUP NUMBERS Menu

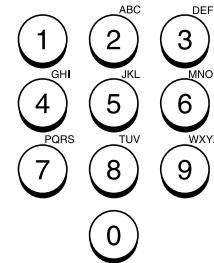
To select "GROUP NUMBERS," press:



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

3 Enter a Group Number

Enter a Group Number (1 to 1999).



Example: 1

```
GROUP NBR ENTRY
GROUP NBR =(1-1999)
1
```

Then press:



```
GROUP NBR=      0001
GROUP NAME =(MAX20)
```

Displayed for 2 seconds

The display changes to the following for character entry (go to Step 5).

```
ENTER NAME
GROUP NAME =(MAX20)
```

If the number entered is already registered as a Group Number, you will receive an LCD prompt like the one below.

```
GROUP NBR ENTRY
ALREADY ASSIGNED
GROUP NBR=      0001
OREGON GRP
```

After 2 seconds:

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

To select "1.CANCEL," go to Step 4a.

To select "2.MODIFY," go to Step 4b.

To select "3.RETAIN," go to Step 4c.

Group Number Registration - continued

4a Cancel the Existing Group

To cancel the existing Group, press:

1

(to CANCEL)

```
GROUP NBR ENTRY
GROUP NBR=      0001
CANCELLED
```

After 2 seconds:

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

Return to Step 3.

4b Modify the Existing Group

To change the existing Group, press:

2

(to MODIFY)

Go to Step 5 for the Group Name entry.

```
GROUP NBR=      0001
GROUP NAME =(MAX20)
```

After 2 seconds:

```
ENTER NAME
GROUP NAME =(MAX20)
COLORADO GRP █
```

The current Group Name is displayed.

Skip to Step 5.

4c Retain the Existing Group

To retain the existing Group, press:

3

(to RETAIN)

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

Return to Step 3.

5 Enter the Group Name

Enter the Group Name (with up to 20 characters) associated with the Group Number.

See page 36 for more information on Character Entry.

(When no name is entered in this step, no name will be given to the Group Number.)

When the name is displayed correctly on the LCD display, press:

ENTER ↵

```
GROUP NBR=      0001
ENTER ABB. NBR OR OT
[ENTER]:TO COMPLETE
```

6 Enter a Remote Station

Enter the addresses of the remote stations to be preset in the group.

If a remote station is assigned to a One Touch key, press the One Touch key.

If a remote station is assigned to an Abbreviated Dial Number, enter the number then press ENTER ↵.

Example:

Abbreviated Dial Number 118 (preset as DENVER OFFICE):

1
+
1
+
8
+
ENTER ↵

```
GROUP NBR=      0001
ABB. NBR=      118
DENVER OFFICE
```

After 2 seconds:

```
GROUP NBR=      0001
ABB. NBR=      118
ENTER ABB. NBR OR OT
[ENTER] TO COMPLETE
```

Group Number Registration - continued

6 Enter a Remote Station - continued

Repeat this step until all of the required remote station addresses are entered. Then go to Step 8.

NOTE:

- When the entered Abbreviated Dial Number or One Touch key has not been pre-registered with a facsimile number, the display shows the message "NUMBER NOT LISTED." Then returns to Step 5.
- When the entered Abbreviated Dial Number or One Touch key is already assigned in this group, the display shows the screens below.

```
GROUP NBR=      0001
ALREADY ASSIGNED
ABB. NBR=       118
DENVER OFFICE
```

After 2 seconds:

```
ABB. NBR=       118
CANCEL ?
1. CANCEL
2. RETAIN
```

Go to Step 7a or Step 7b.

7a Cancel the Group Number Setting

To delete the existing remote station from this group, press:

1

(to CANCEL)

```
GROUP NBR=      0001
ABB. NBR=       118
CANCELLED
```

After 2 seconds:

```
GROUP NBR=      0001
ENTER ABB. NBR OR OT
[ENTER]:TO COMPLETE
```

Return to Step 6.

7b Retain the Group Number Setting

To retain this remote station in this group, press:

2

(to RETAIN)

```
GROUP NBR=      0001
ENTER ABB. NBR OR OT
[ENTER]:TO COMPLETE
```

Return to Step 6.

8 Complete Group Station Entries

When all the stations necessary for this group are entered in Step 6, press:

ENTER ↵

```
GROUP NBR=      0001
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER]:TO SKIP
```

9 Assign a One Touch Key

To assign this group to a One Touch key, press the desired One Touch key.

Example: One Touch key 35.


35

```
GROUP NBR=      0001
ONE TOUCH KEY=  35
COLORADO GRP
REGISTERED
```


After 2 seconds:

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

Returns to Step 3.

Press  to display the preceding-level screen in Menu Screen mode.

Or,

press  to complete the

Group Setting operation and return to the Standby Mode.

Group Number Registration - continued


9 Assign a One Touch Key - continued

To skip assigning this group to a One Touch key, press:




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

Return to Step 3.

Press  to display the preceding-level screen in Menu Screen mode.

STOP



Press  to complete the Group Setting operation and return to the Standby Mode.

If the selected One Touch key is already linked to or registered with any data, the following is displayed.

```
ONE TOUCH=      01
ALREADY ASSIGNED
ABB. NBR=       003
SMITH'S OFFICE
```

After 2 seconds:

```
ONE TOUCH=      01
CANCEL ?
1.CANCEL
2.RETAIN
```

To select "1.CANCEL" (to cancel the existing link or preset data of this One Touch key), press:

1

```
GROUP NBR=      0001
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER]:TO SKIP
```

Returns to Step 9.

To RETAIN, press:

2

```
GROUP NBR=      0001
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER]:TO SKIP
```

Returns to Step 9.

- TRANSMIT CONFIGURATION

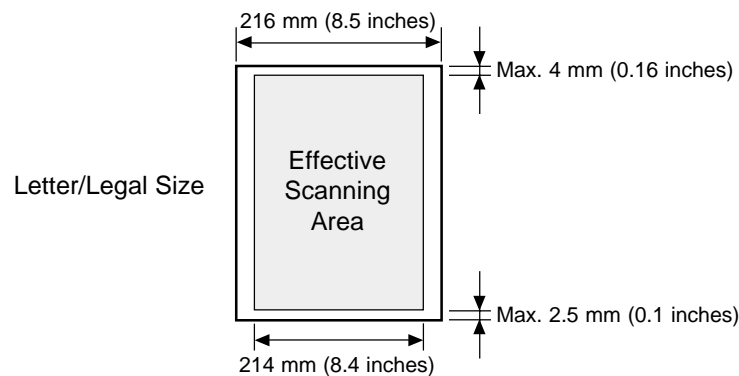
Document Specifications

The following table shows the specifications for original documents that can be used with the facsimile.

		Single Sheet	Multiple Sheets
Document Size	Max.	216mm(W) x 1000mm(L) [8.5 in.(W) x 39.37 in.(L)]	
	Min.	148mm(W) x 100mm(L) [5.83 in.(W) x 3.94 in.(L)]	
Effective Scanning Width		214mm [8.4 in.]	
Max. Capacity of Document Tray		_____	Up to 20 sheets (Legal Size) Up to 50 sheets (Letter Size)
Thickness of Document		0.05 to 0.15 mm [0.002 to 0.0059 in.]	0.06 to 0.12 mm [0.0025 to 0.0047 in.]
Type of Paper		Uncoated on both sides	

NOTES:

- Operator assistance may be required for pages longer than 420mm (16.5 inches).
- For multiple sheets, the documents must be the same size and paper type.
- A small border region of each document is not imaged when each document is scanned. The effective scanning area is as shown in the figure below.



Caution:

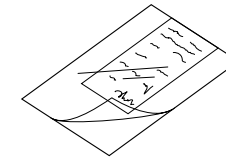
If the documents are any of the following, they should be copied to plain paper before transmitting.

- Torn, wrinkled, or damp pages
- Folded pages or pages with holes
- Transparent pages or pages with a smooth, shiny finish
- Cloth or metal sheets

When using originals with the following specifications, use a carrier sheet to avoid document jams or misfeeds. When using carrier sheets, only one sheet can be sent at a time.

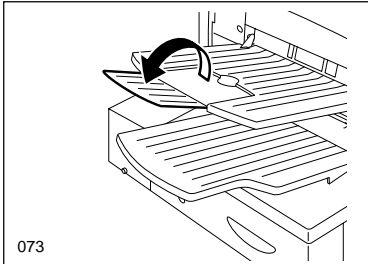
- Smaller than minimum size.
- With thickness less than 0.05 mm.

To use a carrier sheet, lift the clear cover, place a single document sheet face-up on the paper sheet. Purchase carrier sheets from your TOSHIBA facsimile dealer or use a transparency with a paper backing attached at the lead edge.



Document Loading

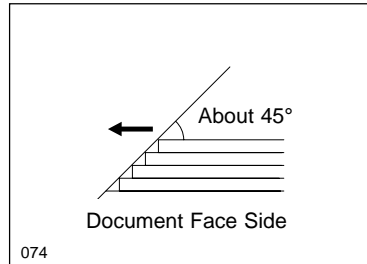
1 Remove Attached Items



Remove any staples, paper clips, or other items from your document before feeding it into the facsimile.

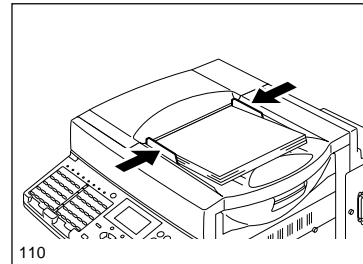
When scanning Legal-size documents, extend the Exit Document Tray Extension.

2 Place Document Pages on the Document Tray



Up to 50 sheets (Letter-size) can be loaded and sent at a time.

Stagger the leading edges of the sheets slightly and insert them into the document feeder.



Adjust the Document Guides to fit the width of the document.

Load the document face down on the document tray. The first page of your document should be at the bottom of the Document Tray.

Gently insert the leading edge of the paper into the facsimile as shown. The facsimile waits 2 seconds, then pulls the document into the scanning area and stops.

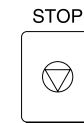
When a Carrier Sheet is used, documents must be sent one page at a time (manually fed).

When the document sheet is longer than the Document Tray, assist it with your hand to insure proper feeding.

3 Adjust the Settings

After the facsimile pulls the document into the scan position slightly and stops, you may change the resolution and contrast settings. (It may also be changed before or during the document loading.)

To cancel a document already set and pulled in, press:



If your document is extremely dark or light, or if it contains photographs, you may wish to adjust the contrast and resolution settings. See the following pages.

Scan Resolution Setting

The scan resolution can be set to one of the following five modes based on the type of image you are scanning.

The scan resolution is normally set to the default setting. When you change the resolution, the facsimile will return to the default setting after each transaction. To change the default resolution setting, see page 64.

STANDARD

For sending normal text and graphics.

FINE

For sending normal text and graphics with extra clarity.

U-FINE (Ultra-Fine)

For sending fine text and graphics with extra clarity.

FINE HALFTONE

For detailed photos or documents with colors or shading.

U-FINE HALFTONE

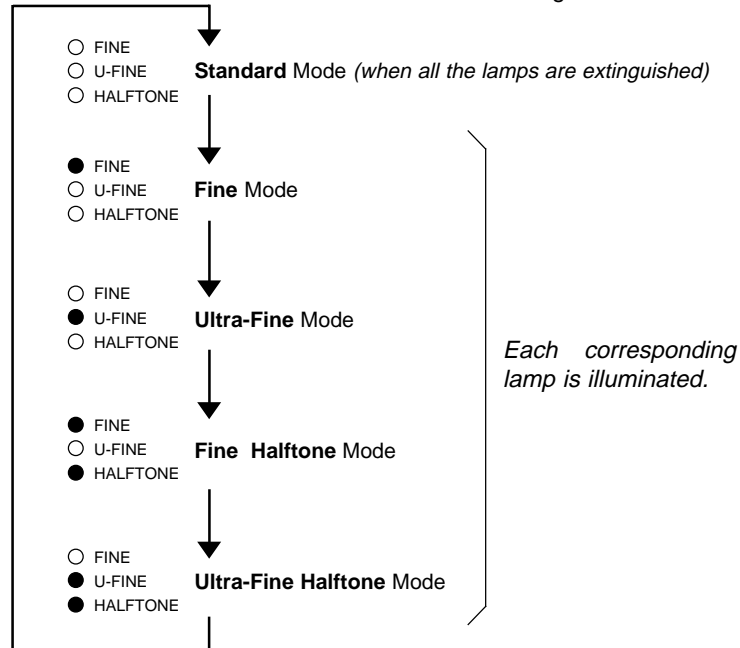
(Ultra-Fine Halftone)

For very detailed photos or documents with colors or shading.



Press until the required resolution mode is indicated by the appropriate LED.

- The mode changes as follows: (● : illuminated, ○ : extinguished)



- * When Ultra-Fine is selected, the DF120F/DP125F will scan all documents at 406 dots/inch horizontal x 391 lines/inch vertical. Depending on the capabilities of the remote facsimile receiving this document, the document may be transmitted by the DF120F/DP125F at Ultra-Fine resolution (406 dots/inch horizontal x 391 lines/inch vertical) or it may be transmitted at Super Fine (203 dots/inch horizontal x 391 lines/inch vertical).

Contrast Setting

The Contrast Setting adjusts the print darkness of the document to be read.

The contrast can be set to one of the following settings. The facsimile will return to the default setting after each transaction.

To change the default contrast setting, see page 64.

NORMAL

For standard originals.

DARKER

To darken light originals (i.e., for documents with light or faint print).

LIGHTER

To lighten the dark originals (i.e., for documents with dark print or shaded areas).

1 Display the SET CONTRAST Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

CONTRAST


SET CONTRAST
1. NORMAL
2. DARKER
3. LIGHTER

2 Select the Contrast

Select the desired Contrast level.

To select **NORMAL**, press:

1

To select **DARKER**, press:

2

To select **LIGHTER**, press:

3

Your contrast setting is now set. You may continue with your dialing sequence to send the document.

COMM. RESERVATION

RESIDUAL MEMORY 100%
ENTER TEL NUMBER

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 (tray) mode is active by default setting. This allows your facsimile to function without the use of document memory.

1 Display the Default Setting Menu

Press:



```
01. MEMORY TX
02. SECURITY TX
03. COVER SHEET
04. RECOVERY TX
05. TTI
06. SEND AFTER SCAN
```

2 Display the MEMORY TX Menu

Press:



```
SET MEMORY TX
1. ON
2. OFF
```

3 Select the Transmission Mode

Select the desired transmission mode.

To set Memory Transmission to ON, press:



To set Memory Transmission to OFF, press:



```
OPERATION COMPLETED
```

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.

If dialing after scanning is selected, you can select to delete or send the scanned pages should the memory become full during scanning.

1 Display the SEND AFTER SCAN Menu

Press:



SEND AFTER SCAN
1.DIAL DURING SCAN
2.DIAL AFTER SCAN

2 Select the Send After Scan Option

Select the desired Send After Scan Option.

To disable Send After Scan, press:

1

The following is displayed for 2 seconds.

OPERATION COMPLETED

Go to Step 4.

To enable Send After Scan, press:

2

Go to Step 3.

WHEN MEMORY FULL
1.DELETE SCAN PAGES
2.SEND SCAN PAGES

3 Select the Memory Full Option

Select the desired Memory Full Option.

To delete the pages being scanned, press:

1

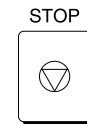
To send the pages scanned to memory, press:

2

OPERATION COMPLETED

4 Select Another SETUP Item, or ...

After completing this Setting, you may continue to select other settings referring to their associated pages for instructions, or press



to exit the Setting mode and return to the Standby Mode.

Default Setting for Security Transmission

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 Transmission prevents your facsimile from sending by indicating a transmission error.

1 Display the Default Setting Menu

Press:



```
01.MEMORY TX
02.SECURITY TX
03.COVER SHEET
04.RECOVERY TX ↓
05.TTI
06.SEND AFTER SCAN
```

2 Display the SECURITY TX Menu

Press:



```
SET SECURITY TX
1.ON
2.OFF
```

3 Select the Desired Option

Select the desired option.

To set Security Transmission to ON, press:



To set Security Transmission to OFF, press:



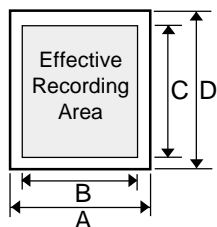
```
OPERATION COMPLETED
```

Paper Size for Copying

You can utilize the DP120F/DP125F as a convenient copier to make collated copies of original documents. The following are key points when making copies.

Recording Paper Size

The paper sizes usable with your fax unit are limited to Letter or Legal size. The received document is recorded (printed) within the Effective Recording Area of the paper.



Paper Size	A	B	C	D
Letter: <i>mm</i>	216	209	273	279
<i>inches</i>	8.5	8.2	10.7	11.0
Legal: <i>mm</i>	216	209	350	356
<i>inches</i>	8.5	8.2	13.8	14.0

NOTES:

- When AUTO is selected as the Paper Tray setting, you cannot select AUTO for Reduction setting.
- When AUTO is selected as the Paper Tray setting, the paper is not supplied from the tray specified for Letter Head Paper or Separator Page. However, you can select a tray manually by selecting the Paper Tray.
- The following copy resolutions are available:

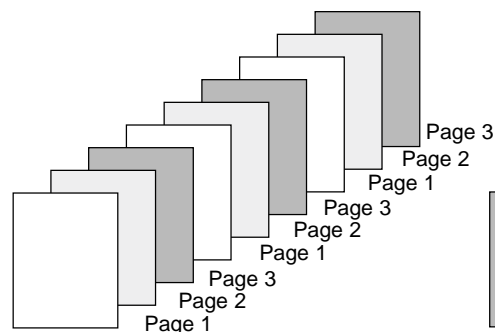
FINE
U-FINE

FINE+HALFTONE
U-FINE+HALFTONE

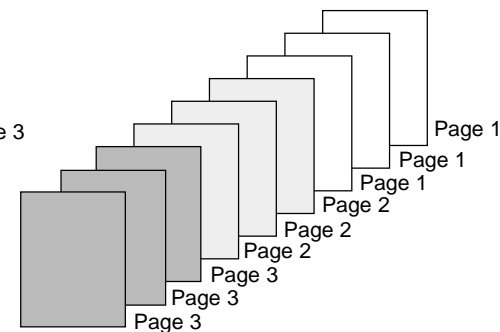
At the time of copying, the COLLATE function may be selected. This function will sort multiple page copies into sets of correct-order pages.

Output Examples of Printed Copies

With COLLATE Function ON



With COLLATE Function OFF



NOTES:

- The pages are automatically collated.
- Requires enough memory for the entire multi-page document. If there is not enough memory (memory overflow), the copying procedure will be canceled.
- Collation is slower than non-collation because the entire document must be scanned into memory first, then printing can occur.

NOTES:

- Collating is the responsibility of the operator.
- Memory requirements are limited to one page at a time.

Copying Procedure

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

NOTES:

- When AUTO is selected as the Paper Tray setting, you cannot select AUTO for Reduction setting.
- When AUTO is selected as the Paper Tray setting, the paper is not supplied from the tray specified for Letter Head Paper or Separator Page. However, you can select a tray manually by selecting the Paper Tray.

2 Press the COPY Key

Display the COPY menu by pressing:



1st Row:

Enter the number of copies required. If no entry is made, the number of copies will automatically be set to "1."

2nd Row

Displays the Recording Paper Tray to supply the paper for the copy function.

3rd Row

Displays the reduction ratio for copying.

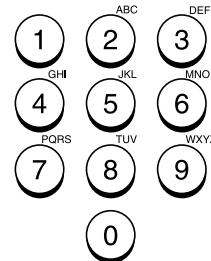
4th

Collate function (see page 94).

```
COPIES=(1-99)
PAPER AUTO
REDUCT 100%
COLLATE ON OFF
```

3 Enter the Number of Copies

Select the number of copies (max. 99).



To not select the Copy Options, go to Step 7.

To select the Copy Options, go to Step 4.

4 Select the Paper Tray and Paper Size

Use the Following keys to move to the second row to select the paper tray.



```
AUTO
TRAY 1 :LT
TRAY 2 :LT
TRAY 3 :LG
Bypass :A4
```

Selectable Paper Trays and their paper size are displayed. You may select the paper tray and paper size of your copies using the following keys.



NOTE:

The Bypass Tray is displayed only when it is set for LT, LG, or A4 size.

Then press:



If you select the Bypass Tray, following is displayed.

```
THICK PAPER
ON
OFF
```

If the thick paper is loaded in the Bypass Tray, select ON by

pressing or , and then press .

Example:

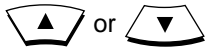
Tray 1:LT is selected.

```
COPIES=(1-99)
PAPER TRAY 1 :LT
REDUCT 100%
COLLATE ON OFF
```

Copying Procedure - continued

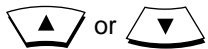
5 Select the Reduction Option

Use the following keys to move to the third row to select the Reduction option.



```
100%
AUTO
86 %
75 %
50 %
```

Use the following keys to select the desired Reduction option, 100%, AUTO, 86%, 75% or 50%.



NOTE:

If AUTO is selected for Paper Tray in Step 2, you cannot select AUTO for Reduction.

Then press:



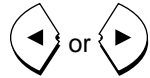
Example:

86% reduction is selected.

```
COPIES=(1-99)
PAPER TRAY 1 :LT
REDUCT 86 %
COLLATE ON OFF
```

6 Select the Collating Option

Use the following keys to select the Collate option ON or OFF.



Example:

COLLATE ON is selected.

```
COPIES=(1-99)
PAPER TRAY 1 :LT
REDUCT 86 %
COLLATE ON OFF
```

7 Press the START Key

When all settings are complete, press:



NOTE:

If the Collate option is selected, the document will be scanned into memory first.

```
COPYING
PAPER TRAY 1 :LT
REDUCT 86 %
COPIES PAGES 01
```

Your TOSHIBA facsimile provides various dialing methods.

One Touch Dialing

Dials remote locations with the touch of a single key. See page 77 for programming.

Abbreviated Dialing

Dials remote locations using an abbreviated dial number from 001 to 999. See page 70 for programming.

Alphabet Dialing

Allows location selection using an alphabetic index search of the Location IDs programmed into One Touch and Abbreviated Dialing Directories.

Keypad Dialing

Accepts unregistered telephone number entry directly from the operation panel.

See other dialing related functions on the following pages:

Multi-Key Dialing page 124

Chain Dialing page 166

Redialing page 110

Monitor & Handset Dialing pages 106 and 107

Setting Redial Interval & Counter page 67

One Touch Key Dialing

If you have programmed a remote party's facsimile number to a One Touch key, you can dial that number by pressing the corresponding One Touch key.

The document must be loaded and the resolution and contrast settings set before a transmission using One Touch Key dialing.

1 One Touch Key Dialing

Select the desired One Touch key from 01 to 73 (see page 77 for programming).

Example: One Touch key 01



The One Touch key number and the name of the party appear on the LCD display for about 2 seconds.

Your facsimile will automatically start scanning the document into memory (if enabled). While scanning, the facsimile dials, connects, and starts transmission.

```
COMM. RESERVATION
ONE TOUCH=    01
L.A. OFFICE
```

Displayed for 2 seconds

```
SCANNING TO MEMORY
FILE NBR =    089
RESIDUAL MEMORY 99%
```

During scan to memory

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 99%
```


During transmission

NOTES:

- If a One Touch key is not programmed, the message "NUMBER NOT LISTED" is displayed for 2 seconds, an alarm buzzer sounds and the display returns to the previous status screen.

```
COMM. RESERVATION
ONE TOUCH=    01
NUMBER NOT LISTED
```

- When an incorrect One Touch key has been selected,

press  immediately to cancel the transmission.

Abbreviated Dialing

Once an Abbreviated Dial Number is programmed with a valid remote facsimile location, that location can be accessed by recalling the corresponding Abbreviated Dial Number.

The document must be loaded and the resolution and contrast set before a transmission using Abbreviated Dialing (see page 89).

1 Press the SPEED DIAL Key

Press:

SPEED DIAL



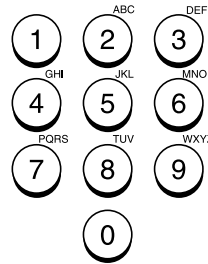
+



ABB. NUMBER =(1-999)

2 Enter the Abbreviated Number

Enter the Abbreviated Dial Number (1 to 999) assigned to the desired party.



NOTE:

When an incorrect number is entered, use to delete preceding digits, or press **STOP** once to start over from the beginning.

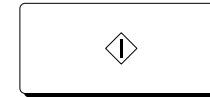
Example of Abbreviated Dial Number, 10:

COMM. RESERVATION
ABB. NUMBER =(1-999)
10

3 Press the START Key Tray

When the correct number is displayed, press:

START



The One Touch key or Abbreviated Dial Number and the name of the party will appear on the LCD display for about 2 seconds.

Your facsimile will automatically start scanning the document into memory (if enabled). While scanning, the facsimile dials, connects, and starts the transmission.

ABB. NBR= 10
LONDON OFFICE

Displayed for 2 second

SCANNING TO MEMORY
FILE NBR = 091
RESIDUAL MEMORY 99%

During scan to memory

MAY-17-00 WED11:49
RESIDUAL MEMORY 99%

During transmission

NOTE:

When the number entered (within the range of 1 through 999) is not preprogrammed with a specific party's facsimile or telephone number, the message "NUMBER NOT LISTED" is displayed for 2 seconds and then the facsimile returns to the screen in Step 1.

ABB. NBR= 10
NUMBER NOT LISTED

Displayed for 2 seconds

Alphabet Dialing

“Alphabet Dialing” is used to dial the desired party by searching for the name of the registered Location ID name in the Abbreviated Dial, One Touch Dial and Group Dial List.

The document must be loaded and the resolution and contrast set before a transmission using Alphabet Dialing (see page 89).

1 Press the SPEED DIAL Key

Press:

SPEED DIAL



+



```
ENTER SEARCH NAME :
NAME= (MAX20)
█
```

2 Display the Name of the Desired Remote Party

Select the “keyboard” view on the Flip Panel.

Press the key on the keyboard which corresponds to the first letter of the name.

Example: To find the location named “LONDON OFFICE”:

Press L

or

SHIFT + L

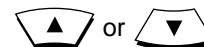
Then, press ENTER to display the screen for names beginning with “L.”

```
ENTER SEARCH NAME :
L.A. OFFICE
[↑↓] 00001/00003
```

NOTE:

More than one character can be entered for search.

Use the following keys to select the “LONDON OFFICE.”



```
ENTER SEARCH NAME :
LONDON OFFICE
[↑↓] 00003/00003
```

3 Press the START Key

Once the desired name is displayed, press:

START



The One Touch key or Abbreviated Dial Number and the name of the party appear on the LCD display for about 2 seconds.

Your facsimile will automatically start scanning the document into memory (if enabled). While scanning, the facsimile dials, connects, and starts transmission.

```
ABB. NBR= 002
LONDON OFFICE
```

Displayed for 2 seconds

```
SCANNING TO MEMORY
FILE NBR = 091
RESIDUAL MEMORY 99%
SCANNING PAGE : XXX
```

During scan to memory

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 99%
```

During transmission

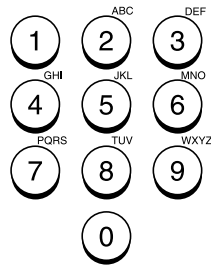
Keypad Dialing

If you have not preset the telephone number of the destination facsimile to an Abbreviated Dial Number or One Touch key, you can dial your destination by entering the number from the Dial Keypad.

The document must be loaded and the resolution and contrast set before a transmission using Keypad Dialing. (See page 89.)


1 Enter the Facsimile Number


Enter the facsimile number of the desired party.



NOTE:

When an incorrect number is

entered, use  to delete preceding digits, or press

STOP  once to start over from the beginning.

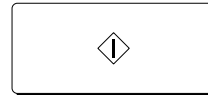
Example with 012345678 entered:

```
COMM. RESERVATION  
TEL NUMBER =(MAX128)  
012345678█
```

2 Press the START Key

When the correct number is displayed, press:

START



Your facsimile will automatically start scanning the document into memory (if enabled). While scanning, the facsimile will dial, connect, and starts transmission.

```
SCANNING TO MEMORY  
FILE NBR = 093  
RESIDUAL MEMORY 99%
```

During scan to memory

```
MAY-17-00 WED11:49  
RESIDUAL MEMORY 99%
```

During transmission

Memory Transmission

A Memory Transmission first scans and stores the document into memory prior to a transmission to a remote facsimile(s).

Memory Transmission is automatically initiated with any of the following dialing methods.

- One Touch Dialing (See page 97)
- Abbreviated Dialing (See page 98)
- Alphabet Dialing (See page 99)
- Keypad Dialing (See page 100)

You may reserve a transmission even when other Memory Communications are under way.

In effort to minimize Memory Full conditions, this facsimile is equipped with TOSHIBA's Memory Release. Once scanning a document is started, the facsimile will dial, connect and start transmission to the remote location. In the event the Memory becomes full, Memory Release will hold originals in the ADF until the pages already stored into memory are successfully transmitted. As each page is successfully transmitted, the Memory for subsequent pages will be released and the next page is scanned.

If a connection is not established during the scanning procedure, Memory Release will be disabled (see NOTES).

To bypass Memory Transmission, see page 103 on Direct Document Transmission.

■ File Number and Residual Memory

• FILE NUMBERS

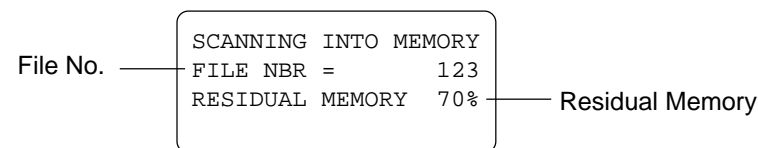
The facsimile assigns a File Number to each transmission or polling-reception job for internal control of reserved communications.

This File Number is very useful should it become necessary to cancel a memory operation. It is also useful when tracking communication activities using the transmission and reception journals (see page 205).

• RESIDUAL MEMORY

The amount of memory remaining for memory transmission usage is called Residual Memory and is displayed as a percentage value.

File Number and Residual Memory Display Example:



NOTES:

1. If there is not enough Residual Memory or the Job queue it at full capacity, a Memory Full status may occur. If this occurs during scanning a document for transmission, the facsimile displays MEMORY OVERFLOW.

```
MAY-17-00 WED11:49  
MEMORY OVERFLOW
```

2. If this message is displayed, press  to cancel the Memory Transmission.

The Memory Overflow message will be reset and the document will be ejected.

3. Wait until memory becomes available (i.e., after some reserved jobs are completed), and retry the job later or use a Direct Document Transmission (see page 103).
4. A maximum of 100 transmissions can be reserved for Memory Transmissions (including Polling Reception reservations and mailboxes). Any transmission attempted thereafter will result in a direct transmission from the ADF.

Memory Transmission - continued

Memory Transmission Procedure

1 Load the Document

Load the document face down in the Document Tray (see page 88).


Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Dial the Facsimile Number

Dial the facsimile number of the remote party using any of the four dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

- Press  if a dialing error occurs.

Example of screen displayed while a number is entered by Keypad Dialing:


```
COMM. RESERVATION
TEL NUMBER =(MAX128)
0559761234█
```

3 Start Scanning

The facsimile starts scanning and storing the document into memory.

A File Number is assigned.

Residual Memory will decrease as the document is scanned.

- Press  to cancel the transmission operation.

```
SCANNING INTO MEMORY
FILE NBR = 108
RESIDUAL MEMORY 97%
```

4 Return to the Standby Mode

When the document scanning is complete, the facsimile returns to the Standby Mode.

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 97%
```


Direct Transmission

Direct Transmission is used if there is not enough residual memory or when a large number of document pages are to be sent, etc.

This mode is also useful if the operator wishes to visually confirm the actual transmission of the document to the remote party.

The documents will remain in the ADF and be transmitted one by one.

Direct Transmission as Default Setting

1 Load the Document

This procedure will discuss Direct Transmission when selected as the default setting or when Residual Memory has been depleted.

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

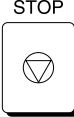
Example of screen displayed when Residual Memory has been depleted:

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 0%
ENTER TEL NUMBER
```

2 Dial the Facsimile Number

Dial the facsimile number of the remote party using any of the four dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

- Press  if a dialing error occurs.

Example of screen displayed while a number is entered using Keypad Dialing:

```
COMM. RESERVATION
TEL NUMBER =(MAX128)
0559761234█
```

3 Start Dialing

Once the facsimile number is entered, the dialing starts.

```
DIALING
FILE NBR = 025
0559761234
```

If the destination facsimile is busy, the screen below is displayed.

```
WAITING TO REDIAL
RESIDUAL MEMORY 100%
```

If the redial procedure is completed without success, the screen below is displayed and this transmission job is cancelled.

```
MAY-17-00 WED11:59
LINE BUSY
```

4 Connect the Line to the Remote Party

Once connected to the destination facsimile, the screen below is displayed.

```
COMMUNICATING
FILE NBR = 025
0559761234
```

The remote party Terminal ID will be displayed as shown below.

```
COMMUNICATING
FILE NBR = 025
+81 559 761234
```

Direct Transmission - continued

Direct Transmission as Default Setting - continued

5 Send the Document

The transmission starts as the document is scanned.

The page number being sent is displayed on the 1st row.

The type of communication and transmission speed is displayed on the 3rd row.

```
TRANSMIT P001  
FILE NBR =    025  
EX 14400BPS  
+81 559 761234
```

6 Complete the Transmission

When the communication is complete, LINE lamp turns off and the facsimile returns to the Standby Mode.

```
MAY-17-00 WED11:54  
RESIDUAL MEMORY 100%
```

Direct Transmission - continued

Temporary Direct Transmission

Even if the Memory Transmission Mode is selected as the default, you may desire to transmit a specific document directly from the Automatic Document Feeder.

This is useful when the document consists of many pages or when the residual memory is too small to store the document data.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Change the Transmission Mode

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



```
DIRECT TRANSMIT
1. YES
2. NO
```

3 Select YES

Select "1. YES" by pressing:



```
COMM. RESERVATION
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

4 Dial the Facsimile Number

Dial the facsimile number of the remote party using any of the four dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

Direct Transmission - continued

On-hook Transmission (Monitor Speaker Dialing)

You can send your documents with On-hook Dialing using the monitor speaker to confirm the answering tone from the remote party's facsimile.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Press the MONITOR Key

Press:



The facsimile is connected to the telephone line and the dial tone is heard through the speaker.

```
ON HOOK
TEL NUMBER=
```


3 Dial the Facsimile Number

Dial the facsimile number of the remote party using any of the four dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

NOTE:

If an incorrect number is di-


aled, press  and fol-

low the instruction displayed on the LCD display to start the operation over.

Example of screen displayed while a number is entered using Keypad Dialing:

```
ON HOOK
TEL NUMBER=
0559761234
```

4 Press the START Key

When you hear the answering tone, press . If

an operator answers the phone, pick up the handset (if equipped) and inform the remote party that you wish to send a document.

Upon hearing the facsimile tone, press:



When the transmission is completed, the facsimile returns to the Standby Mode.

```
MAY-17-00 WED11:54
RESIDUAL MEMORY 100%
```

Direct Transmission - continued

Off-hook Transmission (Optional Handset Dialing)

This procedure may be useful when you want to talk with a remote party using the optional handset of the facsimile before sending a document.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Pick Up the Handset (Optional)

Pick up the handset of the facsimile.

The unit is connected to the telephone line and you hear the dial tone through the speaker of the handset.

```
OFF HOOK
TEL NUMBER=
█
```


3 Dial the Facsimile Number

Dial the facsimile number of the remote party using any of the four dialing methods.


- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

NOTES:

- To use the Keypad Dialing procedure on page 84, do not press the final

START
 in this step.

- If an incorrect number is

dialed, press STOP
 and

follow the instruction displayed on the LCD display to start the operation over.

Example of screen displayed while a number is entered using Keypad Dialing:

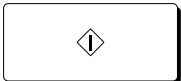
```
OFF HOOK
TEL NUMBER=
0559761234█
```

Direct Transmission - continued

Off-hook Transmission (Optional Handset Dialing) - continued

4 Press the START Key

When you hear the answering

tone, press . If

the remote party answers the phone, you can inform the remote party that you wish to send a document.

Upon hearing the facsimile tone, press:



Then replace the handset.

When the transmission is completed, the facsimile returns to the Standby Mode.

MAY-17-00 WED11:54
RESIDUAL MEMORY 100%

Direct Transmission - continued

External Off-hook Transmission (Transmission Using an External Telephone)

This procedure may be useful when you want to talk with a remote party before sending a document. A telephone set must be connected to the "TEL" connector. (This telephone set is called the "External Telephone" in this manual.)

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Pick Up the Handset of the External Telephone

Pick up the handset of the External Telephone connected to the "TEL" connector of the facsimile.

The External Telephone is connected to the telephone line via the facsimile, and the dial tone is heard through the speaker of the External Telephone.

The display on the facsimile shows "EXTERNAL OFF HOOK" on the top row of the LCD display.

```
EXTERNAL OFF HOOK
```

3 Dial on the External Telephone

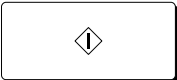
Dial the facsimile number of the remote party using the keypad of the External Telephone.

The entered number is immediately dialed. The number is not displayed on the facsimile's LCD display.

NOTE:

When the External Telephone is in the off-hook status (i.e. while "EXTERNAL OFF HOOK" is displayed), the Dial Keypad on the facsimile does not accept any key entry.

4 Press The START Key

When you hear the answering tone, press  on the facsimile. If the remote party answers the phone, you can inform the remote party that you wish to send a document.

Upon hearing the facsimile tone, press:



Then replace the handset of the External Telephone.

When the transmission is completed, the facsimile returns to the Standby Mode.

```
MAY-17-00 WED11:54
RESIDUAL MEMORY 100%
```

Redialing

Automatic Redialing

When the line of the remote party is busy, the facsimile will automatically redial the remote party up to the set number of times with intervals of the set length (see page 67).


If the line is not connected after the set number of redialing attempts, the facsimile will record a LINE BUSY error.

Confirm the facsimile number of the remote party and repeat the transmission procedure.

Manual Redialing Direct Transmission

This function enables you to redial the number last dialed using this facsimile to transmit a document.

WARNING:

If you press , the facsimile will clear the facsimile number registered and lose the manual redial capability.

NOTE:

This feature will not function with numbers dialed using an external telephone.

1 Press the MONITOR Key

To enter the On-hook Dialing (Monitor Speaker Dialing) mode, press:



ON HOOK

TEL NUMBER=

2 Press the REDIAL Key

Press:



The last number dialed is displayed. The display varies depending on the dialing method used.

The displayed number is immediately redialed.

ON HOOK

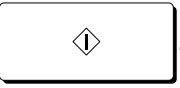
TEL NUMBER=
0559761234■

If no number is registered as a redial number, the screen below is displayed for 2 seconds, then returns to Step 1.

ON HOOK

NUMBER NOT LISTED

3 Redial the Remote Party

When you hear the answering tone, press . If

the remote party answers the phone, pick up the handset (optional). Inform the remote party that you wish to send a document.

Upon hearing the facsimile tone, press:



When the transmission is completed, the facsimile returns to the Standby Mode.

MAY-17-00 WED11:49

RESIDUAL MEMORY 100%

Redialing - continued

Manual Redialing Jobs in Memory

This function enables you to transmit a document after selecting it from the jobs reserved in memory waiting to be redialed.

NOTE:

If you are using Department Codes, the initiating Department Code must match for this operation to work.

1 Press the REDIAL Key

Press:



```
REDIAL
[ENTER]: START
[↑]: PREVIOUS SCREEN
[↓]: NEXT SCREEN
```

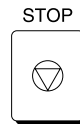
- If there are no jobs to be redialed, the screen below is displayed for 2 seconds, then the facsimile returns to the Standby Mode.

```
REDIAL

NUMBER NOT LISTED
```

2 Select the Job to be Redialed

Wait 5 seconds or press any key on the Operation Panel except



to display the screen on the right.

Screen Index:

- 1st line ... Type of job
- 2nd line ... Destination of redialing
- 3rd line ... Date & Time of job accepted
- 4th line ... File Number

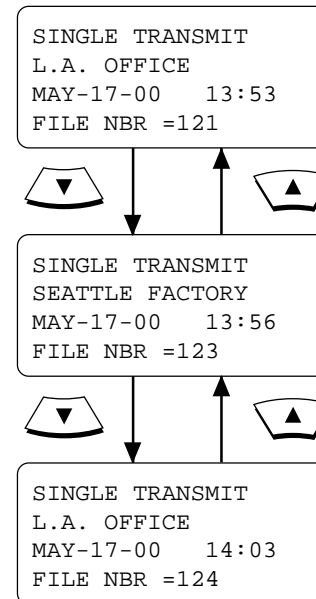
Locate the screen of the desired job using the following scroll keys.



(for the previous screen)



(for the next screen)



3 Start Redialing

When the desired job is displayed, press:



The facsimile starts to dial the number for a transmission.

```
MAY-17-00 WED14:05

RESIDUAL MEMORY 75%
```

Automatic Receiving Mode

“Auto Reception” is the ability of the facsimile to receive documents sent to your facsimile automatically.

The facsimile starts to receive a document after a pre-selected number of rings. You can change the ringer count (see page 68).

NOTE:

A ring delay can be selected should you wish to speak to the calling party before receiving a facsimile.

If you do not pick up the handset within the selected delay period, the facsimile will automatically answer the call and attempt to receive a document.

Manual Receiving Mode

“Manual Reception” allows you to use the facsimile as a telephone (talking function) first and then start a document reception by pressing:



1. When the facsimile rings, pick up the optional handset and talk with the remote party.
2. If you hear the facsimile tone through the handset instead of operator's voice, you may manually initiate a facsimile reception by pressing:



3. Replace the handset to the cradle. The facsimile will start receiving the document.

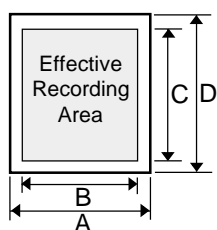
Selecting the Receiving Mode

The Automatic Receiving Mode (AUTO RECEIVE) is normally selected. You can change the receiving mode from Automatic to Manual, or vice versa.

Refer to Receive Mode Selection on page 68.

Recording Paper Size

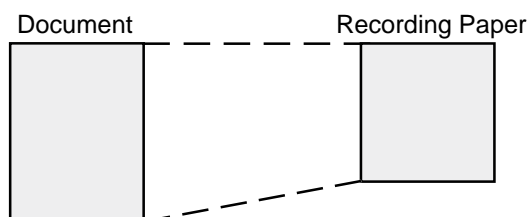
This facsimile can use Letter and Legal size paper. The received document is recorded (printed) within the Effective Recording Area of the paper.



Paper Size	A	B	C	D
Letter: <i>mm</i>	216	210	271	279
<i>inches</i>	8.5	8.3	10.6	11.0
Legal: <i>mm</i>	216	210	348	356
<i>inches</i>	8.5	8.3	13.7	14.0

NOTES:

- If the received document is equal to or shorter than the recording area of the paper, the received document is printed at its actual size.
- If the received document is larger than the recording area of the paper, it will be vertically reduced to fit on the recording paper installed. The reception will be divided onto two sheets if the document needs to be reduced to smaller than 73% of its original size.



- If you desire to receive large originals without reduction or excessive paper usage, set the "DISCARD" function to "ON." If the lower part of the original exceeds the recording paper by 13 mm or less, the image will be automatically discarded. This predetermined dimension is a service function setting. Contact your Toshiba dealer for the setup.
- If the "RX REDUCTION" function is "OFF", the larger original will be recorded on two or more sheets. The top of the second page will repeat about 5mm of the lower part of the first page.

Reception Reduction Setting

This function allows the reduction of the received image, if the received document is larger than the recording paper.

1 Display the SET RX REDUCTION Menu

Press:



RX REDUCTION
1 . ON
 2 . OFF

2 Select the Desired Option

Select the desired option.

To set RX Reduction to ON, press:

1

To set RX Reduction to OFF, press:

2

OPERATION COMPLETED

Reception Discard Setting

This function allows up to 13 mm* of 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 Display the DISCARD Menu

Press:



DISCARD

1 . ON

2 . OFF

2 Select the Desired Option

Select the desired option.

To set the DISCARD function to ON, press:

1

To set the DISCARD function to OFF, press:

2

OPERATION COMPLETED

Reverse Order Printing Setting

This function receives the entire facsimile document into memory and then prints the document in reverse order. In this way, the pages of the document will be in correct order.

1 Display the REVERSE ORDER PRINT Menu

Press:



```
REVERSE ORDER PRINT
1 . ON
2 . OFF
```

2 Select the Desired Option

Select the desired option.

To set REVERSE ORDER PRINT to ON, Press:

1

To set REVERSE ORDER PRINT to OFF, press:

2

```
OPERATION COMPLETED
```

Reception Multicopy Setting


The DP120F/DP125F can print multiple copies of the same received document automatically.

You may select REVERSE ORDER PRINT to collate the received document.

1 Display the RX MULTI COPY Menu

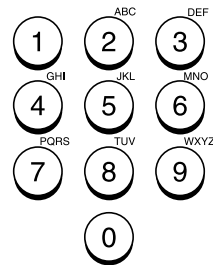
Press:



RX MULTI COPY
COPY NUMBER=(01-99)  1

2 Select the Desired Number of Copies

Enter the desired number of copies to be printed (01 to 99).



Press:



OPERATION COMPLETED

- TELEPHONE HANDSET OPERATION (Optional)

If the optional handset is installed, you can make a telephone call using your DP120F/DP125F just like an ordinary telephone.

On-hook Dialing

1 Press the MONITOR Key

Without loading any document on the Document Tray, press:



The message "ON HOOK" is displayed, and you hear the dial tone through the speaker.

2 Dial the Remote Party

Enter the telephone number of the remote party using any of the following dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

3 Pick Up the Handset

Pick up the handset to talk.

NOTE:

If you do not pick up the handset within 1 minute after dialing, the line will be automatically disconnected.

4 Replace the Handset

When you finish talking, return the handset to the handset cradle.

The display returns to the Standby Mode.

Tone Output


This function is for utilizing various information services via the telephone.

Even when the dial type of your facsimile is set to DP (Dial Pulse) type, the facsimile can generate a TONE signal to access information services such as facsimile on-demand systems, voice menus, etc.

Once on line, generating the TONE signal can be accomplished by pressing:



NOTE:


From the moment  is pressed until the end of that transaction or until you press




again, the touch-tone (MF) signals will be transmitted when you press any key on the Dial Keypad.

Redialing

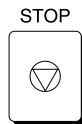
When the number you dialed is busy, or you want to redial the last number you dialed, you can recall the last number dialed using


REDIAL
PAUSE

To use redialing with voice calling, you must press  or pick up the optional handset of the facsimile first.

NOTE:

To prevent others from redialing your call, press



while in the on-hook or off-hook status. This will clear the phone number register.

1 Press the MONITOR or Pick Up the Handset

Pick up the optional telephone handset or press:



You hear the dial tone through the speaker or the handset.

ON HOOK

TEL NUMBER=
■

2 Press The REDIAL Key

Press:



The last-dialed number or ID name is displayed and redialing starts immediately.

ON HOOK

TEL NUMBER=
0559761234■

Current Job Status

The job being processed can be monitored via the LCD. You can cancel the job if necessary.

NOTES:

- When no communication job is being processed, only the number of reserved jobs is displayed as below.


```
PENDING JOBS=      x
CANCEL JOB TO CANCEL
```

- When no jobs are reserved or being processed, the screen below is displayed for 2 seconds.


```
NO ENTRY
```

1 Press the JOB STATUS Key

In the Standby Mode, press:

JOB STATUS


The status of the line in use is displayed. (If Line 2 is in use instead of Line 1, the Line 2 status is displayed in the same format).

Whenever ^{JOB STATUS} is pressed, the status of the phone line and Pending Jobs will be displayed.

TRANSMIT

A fax transmission is under way.

RECEIVE

A fax reception is under way.

Pxxx

Page Number of the file being processed

FILE NBR

File Number assigned to this job

G3

Communication Mode that is being used:

- G3** = Standard Group 3
- EC** = Error Correction Mode
- EX** = ECM with shortened protocol

xxxxxBPS

Communication speed

Remote Station ID


Station ID returned from the receiving station (if provided)

The following screen shows an example of the Pending Jobs display status when the phone line is in use:

NOTE:

While the screen above is

```
LINE 1 TRANSMIT P005
FILE NBR =999
G3 14400BPS
+81 425 85 3002
```

displayed, pressing ^{JOB STATUS} again will display the Pending Jobs screen.

Pressing ^{JOB CANCEL} can cancel

```
PENDING JOBS=      x
JOB STATUS TO VIEW
JOB CANCEL TO CANCEL
```

the Pending Job.

See page 121.

2 Continue or Cancel the Job

With the Line 1 or Line 2 status in Step 1 displayed, you can either continue or cancel the job. To continue, wait for the facsimile to return to the Standby

STOP



Mode or press

To cancel and erase the displayed job, press:

JOB CANCEL



```
CANCEL ?
FILE NBR =999
1 .YES
2 .NO
```

3 Select YES or NO

Press one of the following keys.

To cancel the job, press:

1

To continue without cancelling the job, press:

2

Display & Print Transmission Report

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

1 Display the PREVIEW TX REPORT Menu

With the Standby Mode screen displayed, select the direct function access view on the operation panel.

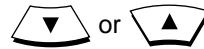
Press:



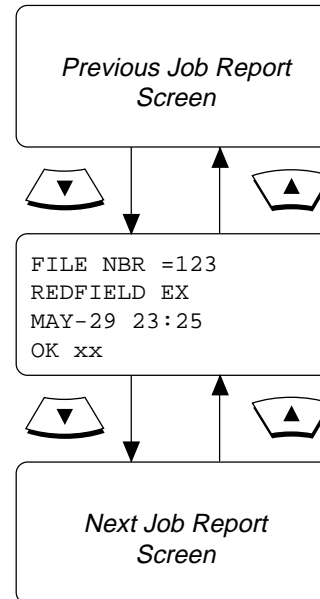
```
PREVIEW TX REPORT
[ COPY ] : PRINT REPORT
[ ↑ ] : PREVIOUS SCREEN
[ ↓ ] : NEXT SCREEN
```

2 Select the Job

The last transmission job is displayed as in the screen below. Use your



keys to scroll to the desired job.



3 Printing a Job Status

If you want to print a report of the displayed job, press:



The facsimile prints a TRANSMISSION REPORT.

```
MAY-17-00 WED12:43
RESIDUAL MEMORY 80%
PRINTING LIST
```

Communication Journal

A Communication Journal (or Transmission Journal and Reception Journal separately) can be issued to confirm 150 transmissions and 150 receptions.

With the Standby Mode screen displayed, select the "50-73" view on the Flip Panels.

Press:



A communication journal is issued. (See page 195.)

- CANCELLING A COMMUNICATION JOB

Canceling a Direct Transmission

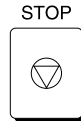
1 A Document is Being Transmitted

A screen such as the one below is displayed while a document is being transmitted in the Direct Transmission Mode.

```
TRANSMIT P001
FILE NBR =001
EX 14400BPS
+81425867449
```

2 Press the STOP Key

Press:



```
CANCEL ?
1.+81123456789
2.NO
```

3 Select the Desired Option

Select the desired option.

To cancel the transmission, press:

1

To continue the transmission, press:

2

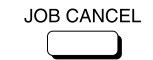
Canceling a Job Reservation

Reserved jobs can be cancelled while they remain in memory. The following 5 types of jobs can be cancelled using this procedure.

1. TRANSMIT
2. RECEIVE
3. POLLING
4. POLLING RESERVE
5. JOB NUMBER

1 Display the JOB CANCEL Menu

In the Standby Mode, press:



The following screen is displayed with the first three items (1 to 3) indicated.



```
JOB CANCEL
1. TRANSMIT
2. RECEIVE
3. POLLING
```

4. POLLING RESERVE
5. JOB NUMBER

NOTE:

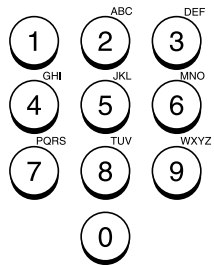
The types of jobs displayed within the Job Cancel screen will vary depending upon the actual job types currently in use.

If a job type is not currently active, it will not appear on the LCD screen.

Items 4 to 5 are outside the LCD frame. Use the  or  to display and highlight the desired item.

2 Select the Job Type

Select the desired job type.



The operation and screen to follow varies for each item number selected.

If you selected **2.RECEIVE**, go to Step 3.

If you selected **5.JOB NUMBER**, go to Step 4.

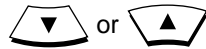
If you selected:

1. TRANSMIT
3. POLLING
4. POLLING RESERVE

Go to Step 5.

3 Cancel a Reception

To cancel a reception, use the following keys to select the telephone line to stop the reception.




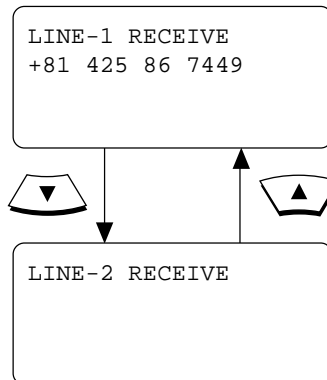
Go to Step 6.

NOTE:

If Line 2 is also in use for receiving, the Line 2 status is also displayed by pressing

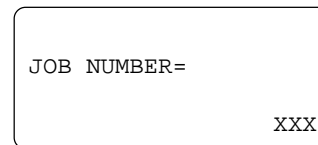
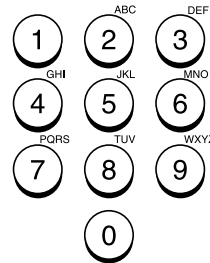


The two screens are alternated by pressing  or



4 Enter JOB NUMBER


Enter the job number you want to cancel.



Go to Step 6.

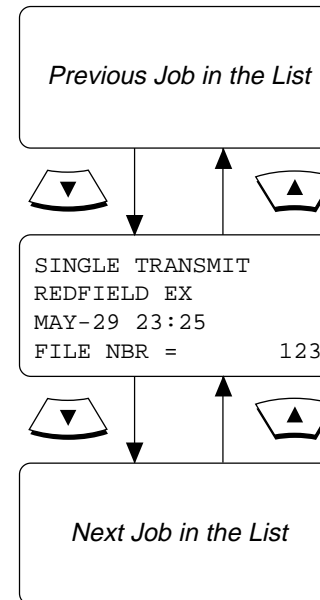
5 Cancel Other Jobs

```
JOB CANCEL
[ENTER]:CANCEL
[↑]:PREVIOUS SCREEN
[↓]:NEXT SCREEN
```

Display the status of the desired job by using  and/or



Go to Step 6.

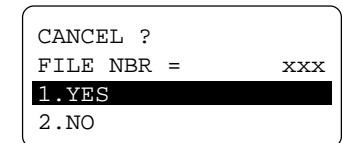


6 Press the ENTER to Cancel the Job

When the desired job screen is displayed, press:



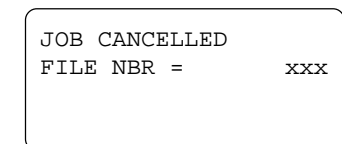
A screen like the one below is displayed.



To confirm deletion, press:



To not cancel the selection, press:



ADVANCED FUNCTIONS - MULTI-ADDRESS TRANSMISSION (BROADCASTING)

Group Broadcast Transmission

The Group Broadcast Transmission feature allows you to send a document to multiple remote parties in a single operation.

Note that a Group Broadcast Transmission requires all pages to be scanned to memory prior to dialing, and thus adequate residual memory is required.

NOTE:

If the optional handset is installed, the handset dialing is not available.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Select the Group Location

Press the One Touch Key programmed for the desired group.



```
COMM. RESERVATION
ONE TOUCH = 35
COLORADO GRP
```

After 2 seconds:

```
SCANNING INTO MEMORY
FILE NBR = xxx
RESIDUAL MEMORY 70%
```

When document scanning is completed:

Standby Mode screen

Or, display the Group Dial Directory by pressing:



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

Go to Step 3.

3 Enter the Group Number

Enter the Multi-address Transmission Group Number (1 to 1999).

EXAMPLE:

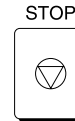
To enter the Group Number 0001, press:



(Leading zeros, if any, may be omitted.)

NOTE:

When an incorrect number is entered, use to delete the preceding digits, or



press once to start

over from the beginning.

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

4 Press the START Key

When the correct Group Number is displayed, press:

START



```
COMM. RESERVATION
GROUP NBR = 0001
COLORADO GRP
```

After 2 seconds:

```
SCANNING INTO MEMORY
FILE NBR = xxx
RESIDUAL MEMORY 70%
```

When document scanning is completed:

Standby Mode screen

Multi-Key Quick Broadcast Transmission

The Multi-Key Quick Broadcast Transmission allows documents to be sent to a combination of the following numbers without pre-programming a group.

- **Abbreviated Dial Numbers**
- **One Touch Dial Keys**
- **Alphabet Dialed Numbers**
- **Keypad Dialed Numbers**

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Press the MULTI Key

Press:



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

3 Enter the Facsimile Number

Enter the facsimile number of the remote party using any of the four dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

Repeat this step until the facsimile numbers of all the desired remote parties are entered.

When the facsimile numbers of all the desired remote parties are entered, go to Step 5.

To cancel or modify the facsimile number already being programmed to a Manual Group Dial, go to Step 4.

A screen like the one below is displayed.

```
MULTI GROUP      000
ABB NBR=         154
INFORMATION BUREAU
```

After 2 seconds:

```
MULTI GROUP      001
[↑] TO PREVIOUS
ENTER MORE OR
PRESS [START]
```



NOTE:

If you select the same entry twice, you are prompted to delete or retain that second entry.

Multi-Key Quick Broadcast Transmission - continued

4 Select the CANCEL or MODIFY Facsimile Number

You can cancel or modify the Manual Group Dial Number registered in this facsimile.

Select the number you want to delete or modify using  or , and press:

ENTER 


```
MULTI GROUP
1.CANCEL
2.MODIFY
3.RETAIN
```

To select "1.CANCEL," go to Step 4a.

To select "2.MODIFY," go to Step 4b.

To select "3.RETAIN," go to Step 4c.

4a Cancel the Existing Number

To cancel the existing number, press:

1
(to CANCEL)

```
MULTI GROUP
ABB NBR=      154
DELETED
```

Return to Step 3.

4b Modify the Existing Number

To modify the existing number, press:

2
(to MODIFY)

```
MULTI GROUP      001
[↑] TO PREVIOUS
ENTER MORE
OR PRESS START
```

Go to Step 3 for the Facsimile Number entry.

4c Retain the Existing Number

To retain the existing number, press:

3
(to RETAIN)

```
MULTI GROUP      001
[↑] TO PREVIOUS
ENTER MORE
OR PRESS START
```

Return to Step 3.

5 Press the START Key

Press:



```
READING INTO MEMORY
FILE NBR =      xxx
RESIDUAL MEMORY  70%
```

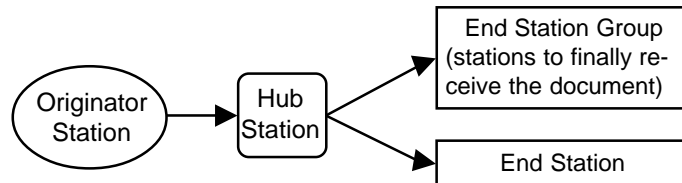
When document scanning is completed:

Standby Mode screen

Relay Transmission, Relay-Relay Transmission Overview

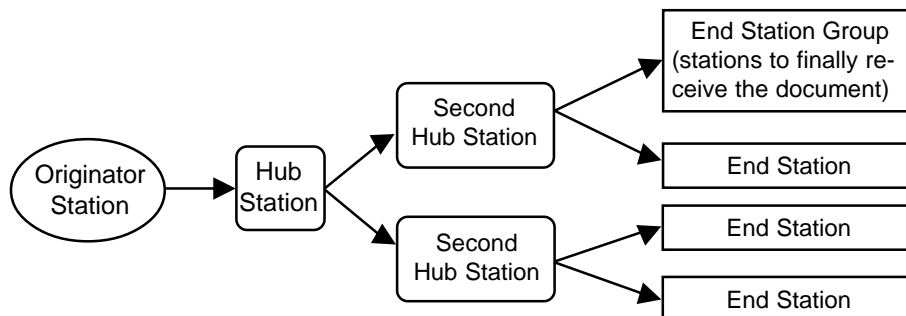
◆ What is a “Relay Transmission”?

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.



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 TOSHIBA DP120F/DP125F/DP80F/DP85F facsimile or another ITU-T relay communication compatible facsimile unit.
2. The Hub Station must be a TOSHIBA DP120F/DP125F 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 127.
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 the DP120F/DP125F) by following the procedures beginning on page 127.

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 the DP120F/DP125F) with the procedures beginning on page 134.

continued

● **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 70 and 77. 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 76 and 77.
 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 the DP120F/DP125F) with the procedures beginning on page 134.

Setting Up a Relay Box

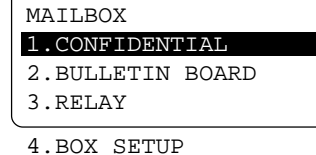
This section describes the procedures to setup a Relay Box in the DP120F/DP125F hub unit. Using this function, all ITU-T F-code compliant facsimiles can receive or transmit documents to and from the DP120F/DP125F. Relay Boxes must be setup prior to utilizing the DP120F/DP125F as a Relay Box Hub. For more information, see page 126.

You can assign a maximum of 50 End Stations using Abbreviated Dial Numbers, One Touch Keys, or Group Numbers.

1 Display the MAILBOX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



2 Select SETUP & DELETE

Select "4.BOX SETUP" by pressing:



Setting Up a Relay Box - continued

3 Select BOX SETUP

Select "2.BOX SETUP" by pressing:

2

TYPE OF BOX

- 1. CONFIDENTIAL TYPE
- 2. BULLETIN BRD TYPE
- 3. RELAY

4 Select the RELAY

Select "3.RELAY" by pressing:

3

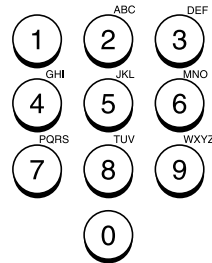
ENTER NEW BOX NBR

BOX NUMBER =(MAX20)



5 Enter the Box Number

Enter the Relay Box number (max. 20 digits).



Then press:



PROGRAM PASSWORD?

- 1. YES
- 2. NO

6 Select the Password Option

Select whether or not to use the password option for this relay box.

To set the password option for this relay box, press:

1

Go to Step 7.

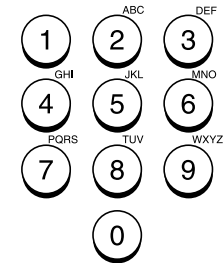
If you do not wish to set the password option with this relay box, press:

2

Go to Step 8.

7 Enter the Password

Enter the password (max. 20 digits).



ENTER PASSWORD

PASSWORD =(MAX20)
XXXXX█

Then press:



RELAY END NUMBER

PRESS SPEED DIAL KEY
OR ONE TOUCH KEY

Setting Up a Relay Box - continued

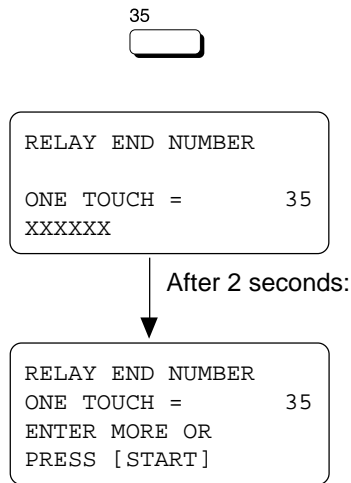
8 Enter the End Station

Repeat this step until all of the required end station are entered. Then go to Step 9.

8a Enter the One Touch Key of End Station

If an end station is assigned to a One Touch Key, press:

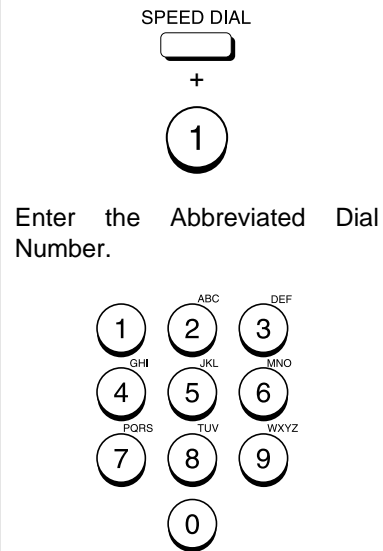
Example: One Touch Key 35.



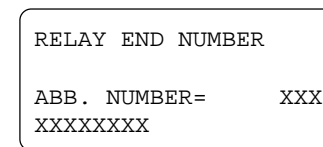
Go to Step 8.

8b Enter the Abbreviated Dial Number of End Station

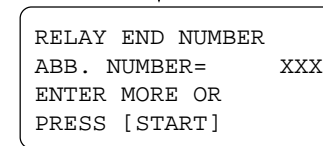
If an end station is assigned to an Abbreviated Dial Number, press:



Then press:



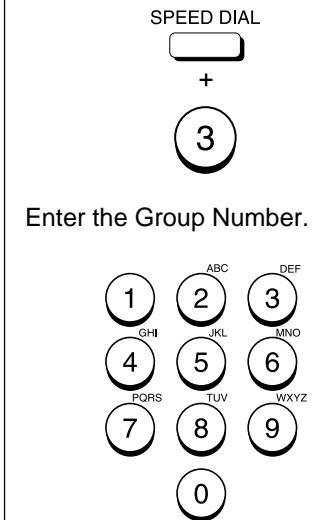
After 2 seconds:



Go to Step 8.

8c Enter the Group Number of End Station

If an end station is assigned to a Group Number, press:



Setting Up a Relay Box - continued

8 Enter the End Station - continued

8c Enter the Group Number of End Station - continued

Then press:

ENTER ↵

```
RELAY END NUMBER
GROUP NUMBER=  XXXX
XXXXXXXXXX
```

After 2 seconds:

```
RELAY END NUMBER
GROUP NUMBER=  XXXX
ENTER MORE OR
PRESS [START]
```

Go to Step 8.

8d Cancel or Retain the Existing Station

If the End Station (One Touch Key, Abbreviated Dial Number or Groups Number) designated in Step 8a, 8b or 8c have already been entered under the same Relay Box, the following LCD prompt is displayed.

```
RELAY END NUMBER
ALREADY ASSIGNED
1.CANCEL
2.RETAIN
```

To cancel the existing End Station (One Touch Key, Abbreviated Dial Number or Group Number), press:

1

To retain the existing End Station (One Touch Key, Abbreviated Dial Number or Group Number), press:

2

Go to Step 8.

9 Complete the End Station Entry

When all the desired End Station Entries (One Touch Keys, Abbreviated Dial Numbers or Group Numbers) are completed under the same Relay Box, press:

ENTER ↵

```
TRANSMISSION REPORT
ENTER TEL NUMBER,
SPEED DIAL KEY OR OT
ENTER TO COMPLETE
```

10 Enter the Number to send the Transmission Result

Enter the facsimile number you want the relay transmission report (relay transmission End Stations results) sent to.

If you do not desire a relay transmission report, press

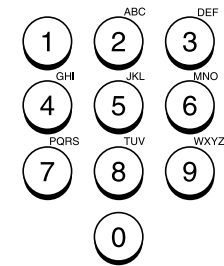
ENTER ↵

The following screen is displayed for about 2 seconds to indicate that the Mailbox is registered.

REGISTERED

10a Enter the Number Using the Dial Keypad

Enter the facsimile number using the Dial Keypad.



```
TRANSMISSION REPORT
TEL NUMBER =(MAX128)
XXXX█
```

Then press:

ENTER ↵

The following screen is displayed for about 2 seconds to indicate that the Mailbox is registered.

REGISTERED

Setting Up a Relay Box - continued

10 Enter the Number to send the Transmission Result - continued

10b Enter the Number using the One Touch Key

Press the desired One Touch Key.

Example: One Touch Key 01.

01

```
TRANSMISSION REPORT
ONE TOUCH      01
```

The following screen is displayed for about 2 seconds to indicate that the Mailbox is registered.

```
REGISTERED
```

10c Enter the Number using the Abbreviated Dial Number

Press the desired Abbreviated Dial Number. Then press:

SPEED DIAL

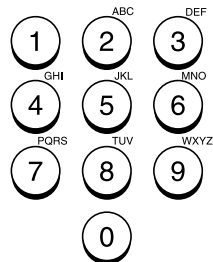
+

1

ENTER 

The following screen is displayed for about 2 seconds to indicate that the Mailbox is registered.

Enter the Abbreviated Dial Number.



```
REGISTERED
```

```
TRANSMISSION REPORT
ABB. NBR=      001
```

Deleting a Relay Box

This section describes the procedures to delete an existing Relay Box in a DP120F/DP125F hub unit.

1 Display the MAILBOX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



```
MAILBOX
1. CONFIDENTIAL
2. BULLETIN BOARD
3. RELAY
4. BOX SETUP
```

2 Select SETUP & DELETE

Select "4.BOX SETUP" by pressing:



```
SETUP MAILBOX
1. COMPLETE
2. BOX SETUP
3. BOX DELETE
```

3 Select BOX DELETE

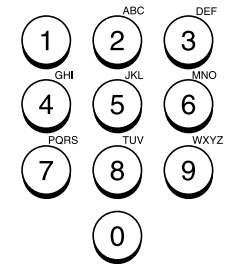
Select "3.BOX DELETE" by pressing:



```
ENTER DELETE BOX NBR
BOX NUMBER =(MAX20)
█
```

4 Enter the Box Number

Enter the Box number (max. 20 digits) of the Relay Box you want to delete.



Then press:



If the entered Box number does not have a password programmed, go to Step 6.

If the entered Box number has a password programmed, the screen below is displayed.

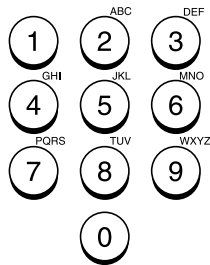
Go to Step 5.

```
ENTER PASSWORD
PASSWORD =(MAX20)
█
```

Deleting a Relay Box - continued

5 Enter the Password

Enter the Password (max. 20).



ENTER PASSWORD
PASSWORD = (MAX20)

Then press:

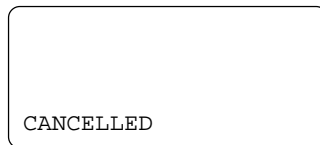


NOTE:

Make sure that the correct password is entered. Otherwise, the machine will inform you that the password is incorrect.

6 Complete the Procedure

The following screen is displayed to indicate that the cancellation is accepted.



Relay Transmission to a Remote Hub

This section describes the procedures to send a document to Relay Box in a remote hub unit. The remote hub unit must be compliant with ITU-T F-code communications. For more information, see page 126.

NOTE:

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

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED10:22  
  
RESIDUAL MEMORY 100%  
ENTER TEL NUMBER
```

2 Display the MAILBOX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



```
MAILBOX  
1 . CONFIDENTIAL  
2 . BULLETIN BOARD  
3 . RELAY  
4 . BOX SETUP
```

3 Select the RELAY

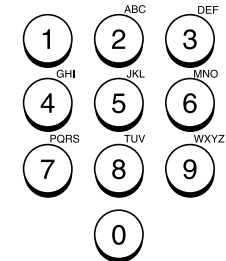
Select the "3.RELAY" by pressing:

3

```
SEND (RELAY)  
BOX NUMBER = (MAX20)  
█
```

4 Enter the Box Number

Enter the Box Number (max. 20 digits).



Then press:



```
PROGRAM PASSWORD?  
1 . YES  
2 . NO
```


Relay Transmission to a Remote Hub - continued

5 Enter the Box Number

If the remote hub unit has a password programmed, press:

1

Go to Step 6.

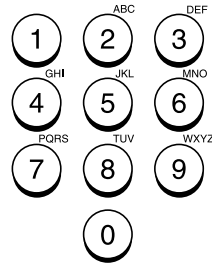
If the remote hub unit does not have a password programmed, press:

2

Go to Step 7.

6 Enter the Password for Reservation

Enter the password to access the Relay Box.



Then press:



```
SEND (RELAY)
ENTER TEL NUMBER.
SPEED DIL KEY OR
ONE TOUCH KEY
```

7 Dial the Remote Hub Unit

Enter the facsimile number of the remote hub unit using any of the following dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

```
TEL NUMBER=(MAX128)
123█
```

8 Complete the Procedure

The facsimile starts scanning the document into memory. The following screen is displayed for about 2 seconds before returning to the Standby Mode.

```
SCANNING INTO MEMORY
FILE NBR=      231
RESIDUAL MEMORY 90%
```

The DP120F/DP125F features advanced Polling and Mailbox functions designed to provide remote document retrieval capabilities. In addition, the DP120F/DP125F is a "Hub" type unit where documents can be stored and polled by other facsimiles (with polling capabilities to retrieve documents from the DP120F/DP125F).

Polling & Mailbox Overview

Polling Reservation

Polling Reservation allows documents to be stored in the DP120F/DP125F so that other facsimile machines can remotely retrieve (Poll) those documents. Following types of polling reservations are available.

- **Simple**
Documents can be reserved for a one time polling operation using the facsimile's memory so that any facsimile with polling reception capabilities can remotely retrieve the document. See page 138.
- **Security**
Documents can be reserved for a one time polling operation that requires a 4-digit security code to be entered prior to sending the document. Security reservation is only available when communicating with other TOSHIBA facsimiles. See page 138.
- **Public Mailbox**
Documents can be reserved for multiple polling operations using the facsimile's memory so that any facsimile with polling capabilities can remotely retrieve the document. See page 140.

Polling Reception

Polling Reception is the ability to call up another facsimile and remotely retrieve a document stored within the remote facsimile. The following types of polling receptions are available.

- **Simple Polling**
The DP120F/DP125F can call any other facsimile with polling reservation capabilities to remotely retrieve a document. See page 141.
- **Secure Polling**
The DP120F/DP125F can call another TOSHIBA facsimile with security polling reservation capabilities to remotely retrieve a document using a 4-digit security code. See page 141.
- **Multi Address Polling**
Multi Address Polling allows the DP120F/DP125F to sequentially poll multiple remote facsimiles using a group of facsimile numbers stored as a group directory or as a MULTI key operation. See page 143.
- **Continuous Polling**
Continuous Polling permits the DP120F/DP125F to sequentially dial and retrieve documents from a group of facsimile numbers on a continuous basis. See page 145.
- **Turnaround Polling**
Turnaround Polling allows the DP120F/DP125F to transmit documents to a remote facsimile and then poll documents from the remote facsimile on the same phone call. See page 147.
- **Delayed Polling**
Delayed Polling permits the DP120F/DP125F to poll a document(s) from a remote location(s) at a later time. See page 181.

Polling & Mailbox Overview - Continued

Open Mailbox (ITU-T Compatible)

The Open Mailbox is a new international standard for mailbox communications. Open Mailbox (ITU-T F-code communications) allows storage and retrieval of documents via mailboxes that comply with this standard. The DP120F/DP125F is a hub unit that has document storage capabilities so that ITU-T F-Code compliant remote units can retrieve documents from the DP120F/DP125F. Prior to utilizing Open Mailbox, mailboxes must be created in the DP120F/DP125F. Following two types of Mailboxes are available.

- **Confidential Box**

Confidential box allows a 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 already present, it is added to the existing one. It is possible to setup a password requirement for accessing the Confidential Box for document retrieval to prevent unauthorized retrieval of documents. This password is used only when retrieving documents and not used during document reservation.

- **Bulletin Board Box**

Bulletin Board box allows multiple document retrievals from the mailbox. If a new document is stored using the same Box number where another document is already present, it replaces the existing one. It is possible to setup a password requirement for accessing the Bulletin Board Box for document reservation during setup. This password is used only when reserving documents from a remote facsimile or the local hub and not used during document retrieval.

1. To setup an Open Mailbox, see page 149.
2. To delete an Open Mailbox, see page 151.
3. To reserve a document to a remote hub, see page 153.
4. To reserve a document to a local DP120F/DP125F, see page 155.
5. To retrieve (Poll) a document from a remote hub, see page 157.
6. To retrieve (Print) a document from a local DP120F/DP125F, see page 159.
7. To delete a document from an Open Mailbox, see page 161.

Simple & Security Polling Reservation

This procedure allows the DP120F/DP125F to send a document to another remote facsimile when requested. In addition, documents can be protected from unauthorized remote facsimiles by using security codes. Two types of security codes are offered.

4-Digit Security Code

When the 4-digit security code is selected as the check code, the document can only be received by TOSHIBA facsimiles with the matching security code.

Facsimile Number

If a facsimile number is selected as the check code, the remote facsimile's Transmit Terminal Identification (TTI) is checked prior to document transmission. This type of security code can be used with facsimiles made by other manufacturers.

This TTI must be properly programmed into the remote facsimile for this procedure to function.

NOTES:

- Only one Simple Polling reservation can be set at one time.
- Simple Polling reservation is not available if a document is reserved in the Public Mailbox.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the POLLING Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

POLLING


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

3 Select POLLING RESERVE

Select "2.POLLING RESERVE" by pressing:

2

```
POLLING RESERVE
1. POLLING
2. PUBLIC FAX MAILBOX
```

4 Select POLLING




Select "1.POLLING" by pressing:

1

```
SECURITY CODE/TEL?
1. NO
2. SECURITY CODE
3. TEL NO.
4. CODE & TEL NO.
```

Simple & Security Polling Reservation - continued

5 Select the Security Option

Use the Dial Keypad to select one of the following options or use  /  to scroll up/down the menu and press ENTER .



1. NO

Select this option if you do not want to use security. Go to Step 7.

2. SECURITY CODE

Select this option to use a 4-digit Security Code with TOSHIBA facsimiles only. Go to Step 6a.

3. TEL NO.

Select this option to use the telephone number of the polling (remote) facsimile's as the security code. Go to Step 6b.

4. CODE & TEL NO.

Select this option to use both a 4-digit security code and a telephone number. Go to Step 6c.

6a Select SECURITY CODE

Select "2.SECURITY CODE" by pressing:

2

```
POLLING RESERVE
SECURITY CODE = █ █ █ █
```

Enter a 4-digit Security Code (0000 to 9999) using the Dial Keypad. Each digit of the entered code is displayed as an asterisk.

```
POLLING RESERVE
SECURITY CODE = ****
```

Then press:

ENTER 


Go to Step 7.

NOTE:

You must provide this 4-digit number to the remote party in advance or they will not be able to retrieve this document. If no code or an incorrect code is used, a polling error will occur.

6b Select TEL NO.

Select "3.TEL NO." by pressing:

3

Enter the number of the polling

```
POLLING RESERVE
SECURITY TEL=(MAX20)
█
```

(remote) facsimile using the Dial Keypad (max. 20 digits).

```
POLLING RESERVE
SECURITY TEL=(MAX20)
123456789█
```

Then press:

ENTER 


Go to Step 7.

NOTE:

This number must be programmed in the terminal ID of the remote facsimile. If no number or an unmatched number is in the terminal ID, a polling error will occur.

6c Select CODE & TEL NO.



Select "4.CODE & TEL NO." by pressing:

4

```
POLLING RESERVE
SECURITY CODE = █ █ █ █
```

Enter a 4-digit Security Code (0000 to 9999) using the Dial Keypad.



```
POLLING RESERVE
SECURITY CODE = ****
```

Then press: ENTER 


```
POLLING RESERVE
SECURITY TEL=(MAX20)
█
```

Enter the number of the polling-receiver's facsimile (max. 20 digits).

```
POLLING RESERVE
SECURITY TEL=(MAX20)
123456789█
```

When the number is displayed correctly, press: ENTER 


Go to Step 7.

7 Complete the Procedure

The facsimile starts scanning the document.

```
SCANNING INTO MEMORY
FILE NBR = 140
RESIDUAL MEMORY 70%
```

When the document scanning is complete, the display returns to the Standby Mode.

NOTE:

If a Simple Polling operation is already reserved, the following screen is displayed.

```
ALREADY ASSIGNED
1. CANCEL
2. ADD
3. RETAIN
```

You may select one of the following three options.

1. CANCEL

Select this option to replace the previous reservation.

2. ADD

Select this option to add this document to the existing reservation.

3. RETAIN

Select this option to retain the existing reservation.

Public Mailbox Polling Reservation

Public Mailbox is a feature used to store a document in memory so that multiple remote parties may poll to receive it at any time. No Security Codes are used with this feature. The document is retained in memory regardless of how many times it is polled.

NOTES:

- Only one Public Mailbox polling reservation can be set at one time.
- When a Simple Polling reservation is reserved, Public Mailbox reservation is not available.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the POLLING RESERVE Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

POLLING

+

2

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

3 Select PUBLIC FAX M-BOX

Select "2.PUBLIC FAX MAIL-BOX" by pressing:

2

```
POLLING RESERVE
1.POLLING
2.PUBLIC FAX MAILBOX
```

4 Complete the Procedure

The facsimile starts scanning the document.

```
SCANNING INTO MEMORY
FILE NBR = 140
RESIDUAL MEMORY 70%
```

When the document scanning is complete, the display returns to the Standby Mode.

NOTE:

If a Public Mailbox operation is already reserved, the following screen is displayed.

```
ALREADY ASSIGNED
1.CANCEL
2.ADD
3.RETAIN
```

You may select one of the following three options.

1. CANCEL

Select this option to replace the previous reservation.

2. ADD

Select this option to add this document to the existing reservation.

3. RETAIN

Select this option to retain the existing reservation.

Simple & Secure Polling

Use 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 Display the POLLING Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

POLLING


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

2 Select POLLING

Select "1.POLLING" by pressing:

1

```
POLLING
ENTER TEL NUMBER
```

3 Dial the Remote Facsimile

Dial the number of the remote facsimile (in which the document you want to retrieve is located) using any of the following dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

Press:

ENTER 

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

4 Select the Security Code Option

Select the security code option.

If the remote facsimile is a TOSHIBA facsimile and a 4-digit security code is programmed to the document to be polled, select "1. YES" by pressing:

1

Go to Step 5.

If the remote facsimile is not a TOSHIBA facsimile or a Security Code is not in use, select "2. NO" by pressing:

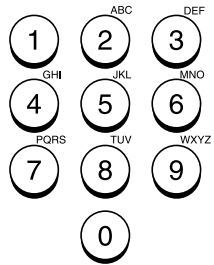
2

Go to Step 6.

Simple & Secure Polling - continued

5 Enter the Security Code

Enter the 4-digit security code for the document to be retrieved.



POLLING

SECURITY CODE =

When the 4-digit security code is entered, press:



Go to Step 6.

6 Complete the Procedure

The facsimile will dial the remote facsimile to retrieve the document. When the operation is complete, the following screen is displayed for about 2 seconds and your documents will be printed.

OPERATION COMPLETED
FILE NBR = 167

Multi Address Polling

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

1 Display the POLLING Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

POLLING


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

2 Select POLLING

Select "1.POLLING" by pressing:

1

```
POLLING
ENTER TEL NUMBER
```

3 Press the MULTI Key

Press:

MULTI


```
MULTI POLLING
ENTER TEL NUMBER.
SPEED DIAL KEY OR
ONE TOUCH KEY
```

4 Enter the Number of Remote Facsimiles

Enter the number of the remote facsimiles using any combination of the following dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100
- Group Dialing ... See page 123

After each entry, the selected facsimile is displayed for 2 seconds.

```
MULTI POLLING
ABB. NUMBER= 009
GREENSVILLE PLANT
```

Repeat this procedure until all remote facsimiles are entered.

```
MULTI POLLING
ENTER MORE OR
PRESS [START]
```

Multi Address Polling - continued

5 Select the Security Code Option

When all the remote facsimile locations have been entered in Step 4, press:

ENTER ←

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

If the remote facsimile is a TOSHIBA facsimile and a 4-digit security code is programmed to the document to be polled, select "1. YES" by pressing:

1

Go to Step 6.

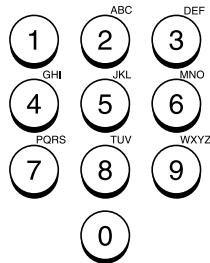
If the remote facsimile is not a TOSHIBA facsimile or no Security Codes are being used, select "2. NO" by pressing:

2

Go to Step 7.

6 Enter the Security Code

Enter the 4-digit security code for the document to be retrieved.



```
POLLING
SECURITY CODE =
****
```

When the 4-digit security code is entered, press:

ENTER ←

7 Complete the Procedure

The facsimile will dial the remote facsimiles to retrieve the documents. When the operation is complete, the following screen is displayed for about 2 seconds and your documents will be printed.

```
OPERATION COMPLETED
FILE NBR = 167
```

Continuous Polling

Use this procedure to poll the same remote facsimile(s) on a regular schedule. Continuous Polling operations can be programmed for specific time intervals on the days selected. In addition, a 4-digit security code can be used with other TOSHI-BA facsimiles when the document has a security code programmed.

NOTES:

- 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 Display the POLLING Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



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

2 Select PROG. CONT. POLL.

Select "3.PROG. CONT. POLL" by pressing:

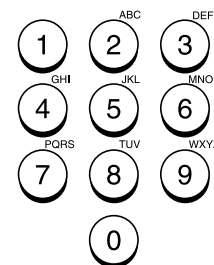


```
PROG. CONT. POLL.
INTERVAL=(10-70)MIN
0
```

3 Enter the Polling Interval

Enter the time interval between polling sequences (10 to 70 minutes).

Only interval settings of 10-minute increments are permissible. (Example: Enter "1" for 10 minutes or "2" for 20 minutes, etc.)



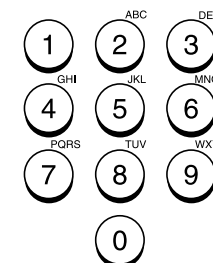
Then press:



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

4 Enter the Start and Stop Time





Enter the polling start and stop time.



When the time period is displayed correctly, press:



NOTES:

- You may use  /  to move the cursor left and right.
- If the 12-hour format is selected, you may use the  /  keys to select AM or PM.

```
PROG. CONT. POLL.
[↑↓] FOR SETTING
SCHEDULE =
MON-FRI
```

Continuous Polling - continued

5 Select the Day of the Week

Select the day of the week to start polling. When the day-of-week range is displayed correctly, press:



NOTES:

- To designate the start or end day, use / to move the entry point.
- Press / to change the day.

```
PROG. CONT. POLL.
ENTER TEL NUMBER,
ABB. NUMBER OR
ONE TOUCH KEY
```

6 Enter the Number of Remote Facsimile

Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

After each entry, the selected facsimile is displayed for 2 seconds.

```
PROG. CONT. POLL.

ONE TOUCH=      24
PORTLAND PLANT
```

Repeat this procedure until all remote facsimiles are entered.

```
PROG. CONT. POLL.

ENTER MORE OR
PRESS [START]
```

7 Select the Security Code Option

When all the remote facsimile locations have been entered in Step 6, press:



If the remote facsimile is a TOSHIBA facsimile and a 4-digit security code is programmed to the document to be polled, go to Step 8.

If the remote facsimile is not a TOSHIBA facsimile or no Security Codes are in use, press:

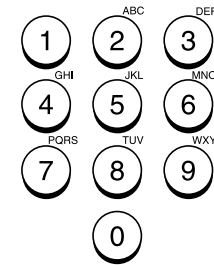


No Security Code will be selected and the facsimile will return to the Standby Mode.

The facsimile will automatically start polling at the time set in this procedure.

8 Enter the Security Code

Enter the 4-digit security code for the document to be retrieved.



```
POLLING

SECURITY CODE =11111
***
```

When the 4-digit security code is entered, press:



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.

Turnaround Polling

Turnaround Polling allows you to poll another facsimile after transmitting documents to it on the same phone call.

NOTE:

Turnaround polling may not operate with certain non-TOSHIBA models.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:49
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the TURNAROUND POLL Menu

Press:



+



+



```
TURNAROUND POLL
1.ON
2.OFF
```

3 Select ON

To set Turnaround Poll to ON, press:



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

4 Select the Security Code Option

Select the security code option.

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

If the remote facsimile is a TOSHIBA facsimile and a 4-digit security code is assigned to the document to be polled, select "1. YES" by pressing:



Go to Step 5.

If the remote facsimile is not a TOSHIBA facsimile or no security Codes are in use, select "2. NO" by pressing:

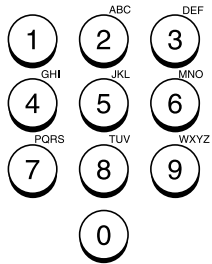


Go to Step 6.

Turnaround Polling - continued

5 Enter the Security Code

Enter the 4-digit security code for the document to be retrieved.



TURNAROUND POLL

SECURITY CODE =
* * * *

When the 4-digit security code is entered, press:



Go to Step 6.

6 Dial the Number of Remote Facsimile

Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing
... See page 97
- Abbreviated Dialing
... See page 98
- Alphabet Dialing
... See page 99
- Keypad Dialing
... See page 100

COMM. RESERVATION

RESIDUAL MEMORY 80%
ENTER TEL NUMBER

7 Complete the Procedure

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

When the polling operation is complete, the Turnaround Polling setting is automatically cancelled.

- MAILBOX (ITU-T Compatible)

This section describes the procedures to setup a Mailbox in the DP120F/DP125F hub unit. Using this function, all ITU-T F-code compliant facsimiles can reserve, transmit, or retrieve documents to and from the DP120F/DP125F. Mailboxes must be setup prior to utilizing the DP120F/DP125F as an Mailbox Hub. For more information, see page 137. Two Types of Mailboxes are available.

- **Confidential Box**

Confidential Box allows a one time document retrieval from the mailbox. Once a document is retrieved, it is cleared. A document retrieval password for accessing the Confidential Box can be added during setup.

It is important to note that a password is required to retrieve a document from a Confidential Box using a remote facsimile. If the contents of this mailbox are to be polled remotely, a password must be used. A password is not mandatory if the contents are to be printed locally.

- **Bulletin Board Box**

Bulletin Board box allows multiple document retrievals from the mailbox. It is possible to add a password requirement for document reservation so that only users with the correct password can reserve documents. The password is not required to retrieve documents from the Bulletin Board Box.

Setting Up a Mailbox

1 Display the MAILBOX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



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

4 . BOX SETUP

2 Select SETUP & DELETE

Select "4.BOX SETUP" by pressing:



```
SETUP MAILBOX
1 . COMPLETE
2 . BOX SETUP
3 . BOX DELETE
```

3 Select BOX SETUP

Select "2.BOX SETUP" by pressing:



```
TYPE OF BOX
1 . CONFIDENTIAL TYPE
2 . BULLETIN BRD TYPE
3 . RELAY
```

Setting Up a Mailbox - continued

4 Select the Mailbox Type

Select the desired type of Mailbox.

To select the Confidential Box, press:

1

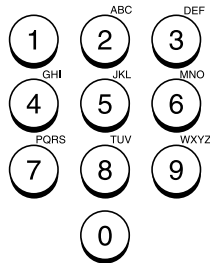
To select the Bulletin Board Box, press:

2

```
ENTER NEW BOX NBR
BOX NUMBER =(MAX20)
█
```

5 Enter the Box Number

Enter the Mailbox number (max. 20 digits).



Then press:



```
PROGRAM PASSWORD?
1 .YES
2 .NO
```

6 Select the Password Option

Select whether or not to use the password option for this mailbox.

To set the password option for this mailbox, press:

1

Go to Step 7.

If you do not wish to set the password option with this mailbox, press:

2

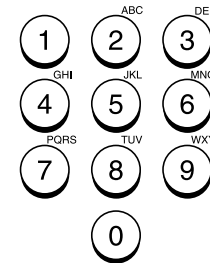
Go to Step 8.

NOTES:

- If you selected the Confidential Box in Step 4, 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 4, assigning a password will require a password to be entered before any documents can be reserved into the Bulletin Board Box.

7 Enter the Password

Enter the password (max. 20 digits).



```
ENTER PASSWORD
PASSWORD =(MAX20)
*****█
```

Then press:



8 Complete the Procedure

The following screen is displayed for about 2 seconds to indicate that the Mailbox is registered.

```
REGISTERED
```


Deleting a Mailbox

This section describes the procedures to delete an existing Mailbox in a DP120F/DP125F hub unit.

NOTE:

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

1 Display the MAILBOX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



MAILBOX

- 1. CONFIDENTIAL
- 2. BULLETIN BOARD
- 3. RELAY

4. BOX SETUP

2 Select BOX SETUP

Select "4.BOX SETUP" by pressing:



SETUP MAILBOX

- 1. COMPLETE
- 2. BOX SETUP
- 3. BOX DELETE

3 Select BOX DELETE

Select "3.BOX DELETE" by pressing:

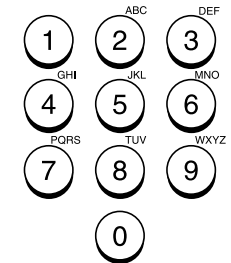


ENTER DELETE BOX NBR

BOX NUMBER =(MAX20)

4 Enter the Box Number

Enter the Box number (max. 20 digits) of the Mailbox you want to delete.



Then press:



If the entered Box number does not have a password programmed, go to Step 6.

If the entered Box number has a password programmed, the screen below is displayed.

Go to Step 5.

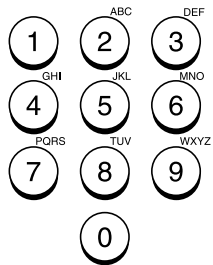
ENTER PASSWORD

PASSWORD =(MAX20)

Deleting a Mailbox - continued

5 Enter the Password

Enter the Password (max. 20).



ENTER PASSWORD

PASSWORD =(MAX20)

Then press:



NOTE:

Make sure that the correct password is entered. Otherwise, the machine will inform you that the password is incorrect.

6 Complete the Procedure

The following screen is displayed to indicate that the cancellation is accepted.

CANCELLED

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. For more information, see page 137.

NOTE:

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

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED10:22
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the MAILBOX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



```
MAILBOX
1. CONFIDENTIAL
2. BULLETIN BOARD
3. RELAY
4. BOX SETUP
```

3 Select the Mailbox Type

Select the desired type of Mailbox.

To send the document to a Confidential Box, press:

1

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

To reserve the document to a Bulletin Board Box in a remote hub unit, press:

2

```
BULLETIN BOARD
1. PRINT
2. TX TO MAILBOX
3. POLL FROM MAILBOX
```

4 Select TX TO MAILBOX

Select "2. TX TO MAILBOX" by pressing:

2

```
TX (CONFIDENTIAL)
BOX NUMBER = (MAX20)
█
```

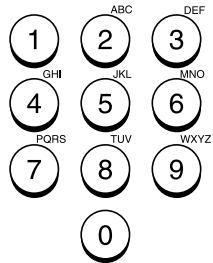
or

```
TX (BULLETIN BOARD)
BOX NUMBER = (MAX20)
█
```

Sending a Document to a Mailbox (Remote Hub) - continued

5 Enter the Box Number

Enter the Box Number (max. 20 digits).



Then press:



If you are sending to a Confidential Box, go to Step 7.

If you are sending to a Bulletin Board, go to Step 6.

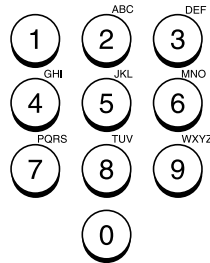
```
TX (CONFIDENTIAL)
ENTER TEL NUMBER.
SPEED DIAL KEY OR
ONE TOUCH KEY
```

or

```
ENTER PASSWORD
PASSWORD = (MAX20)
█
```

6 Enter the Password for Reservation

Enter the password to access the Bulletin Board Box.



Then press:



```
TX (BULLETIN BOARD)
ENTER TEL NUMBER.
SPEED DIAL KEY OR
ONE TOUCH KEY
```

7 Dial the Remote Hub Unit

Enter the facsimile number of the remote hub unit using any of the following dialing methods.

- One Touch Key Dialing
... See page 97
- Abbreviated Dialing
... See page 98
- Alphabet Dialing
... See page 99
- Keypad Dialing
... See page 100

```
TX (CONFIDENTIAL)
TEL NUMBER= (MAX128)
123█
```

or

```
TX (BULLETIN BOARD)
TEL NUMBER= (MAX128)
123█
```

8 Complete the Procedure

The facsimile starts scanning the document into memory. The following screen is displayed for about 2 seconds before returning to the Standby Mode.

```
SCANNING INTO MEMORY
FILE NBR=      231
RESIDUAL MEMORY 90%
```

Reserving a Document to a Mailbox (Local Hub)

This section describes the procedure to reserve a document to the DP120F/DP125F's Confidential Box or Bulletin Board Box.

NOTE:

Before a document can be reserved to a mailbox; that mailbox must first be setup. See page 149.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED10:22
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the MAILBOX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



```
MAILBOX
1. CONFIDENTIAL
2. BULLETIN BOARD
3. RELAY
4. BOX SETUP
```

3 Select the Mailbox Type

Select the desired type of Mailbox.

To reserve the document to a Confidential Box, press:

1

```
CONFIDENTIAL
1. PRINT MAILBOX
2. TX TO MAILBOX
3. POLL FROM MAILBOX
4. INPUT TO MAILBOX
5. CANCEL MAILBOX
```

To reserve the document to a Bulletin Board Box, press:

2

```
BULLETIN BOARD
1. PRINT MAILBOX
2. TX TO MAILBOX
3. POLL FROM MAILBOX
4. INPUT TO MAILBOX
5. CANCEL MAILBOX
```

4 Select INPUT TO MAILBOX

Select "4.INPUT TO MAILBOX" by pressing:

4

NOTE:

You may use / to scroll up/down the menu screen to select this option.

```
INPUT (CONFIDENTIAL)
BOX NUMBER = (MAX20)
█
```

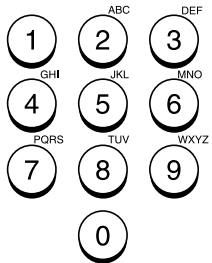
or

```
INPUT (BULLETIN BRD)
BOX NUMBER = (MAX20)
█
```

Reserving a Document to a Mailbox (Local Hub) - continued

5 Enter the Box Number

Enter the Box Number (max. 20 digits).



Then press:



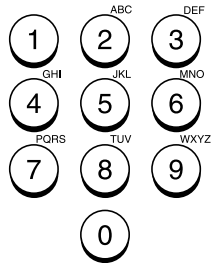
If you are reserving to a Confidential Box, go to Step 7.

If you are reserving to a Bulletin Board Box, go to Step 6.

```
INPUT(BULLETIN BRD)
PASSWORD =(MAX20)
█
```

6 Enter the Password for Reservation

Enter the password to access the Bulletin Board Box.



```
INPUT(BULLETIN BRD)
```

```
PASSWORD =(MAX20)
```

```
****█
```

Then press:



7 Complete the Procedure

The facsimile starts scanning the document into memory. The following screen is displayed for about 2 seconds before returning to the Standby Mode.

```
SCANNING INTO MEMORY
FILE NBR=      231
RESIDUAL MEMORY 90%
```

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

This section describes the procedure to retrieve a document from a Confidential Box or Bulletin Board Box in a remote hub unit.

1 Display the MAILBOX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



```
MAILBOX
1. CONFIDENTIAL
2. BULLETIN BOARD
3. RELAY
4. BOX SETUP
```

2 Select the Mailbox Type

Select the desired type of Mailbox.

To poll a document in a Confidential Box, press:

1

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

To poll a document in a Bulletin Board Box, press:

2

```
BULLETIN BOARD
1. PRINT MAILBOX
2. TX TO MAILBOX
3. POLL FROM MAILBOX
```

3 Select POLL FROM MAILBOX

Select "3.POLL FROM MAILBOX" by pressing:

3

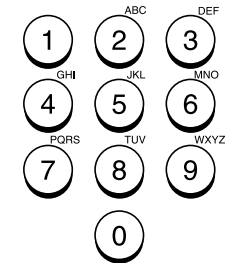
```
POLL (CONFIDENTIAL)
BOX NUMBER =(MAX20)
█
```

or

```
POLL (BULLETIN BOARD)
BOX NUMBER =(MAX20)
█
```

4 Enter the Box Number

Enter the Box Number (max. 20 digits).



Then press:



If you are retrieving from a Confidential Box, go to Step 5.

If you are retrieving from a Bulletin Board Box, go to Step 6.

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

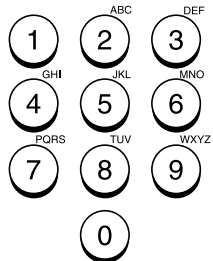
or

```
POLL (BULLETIN BOARD)
ENTER TEL NUMBER.
SPEED DIAL KEY OR
ONE TOUCH KEY
```

Retrieving a Document from a Mailbox (Remote Hub) - continued

5 Enter the Password

Enter the password to access the Confidential Box.



Then press:



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

6 Dial the Remote Hub Unit

Enter the facsimile number of the remote hub unit using any of the following dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

```
POLL ( CONFIDENTIAL )
TEL NUMBER = ( MAX128 )
123█
```

or

```
POLL ( BULLETIN BOARD )
TEL NUMBER = ( MAX128 )
123█
```

7 Complete the Procedure

The facsimile starts dialing the remote hub unit to retrieve the document. The following screen is displayed for about 2 seconds before returning to the Standby Mode.

```
OPERATION COMPLETED
FILE NBR = 234
```


Printing a Document from a Mailbox (Local Hub)

This section describes the procedure to retrieve a document from a local DP120F/DP125F's Confidential Box or Bulletin Board Box. For more information, see page 149.

1 Display the MAILBOX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



```
MAILBOX
1 . CONFIDENTIAL
2 . BULLETIN BOARD
3 . RELAY
4 . BOX SETUP
```

2 Select the Open Mailbox Type

Select the desired type of Mailbox.

To print a document from a Confidential Box, press:



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

To print a document from a Bulletin Board Box, press:



```
BULLETIN BOARD
1 . PRINT MAILBOX
2 . TX TO MAILBOX
3 . POLL FROM MAILBOX
```

3 Select PRINT MAILBOX

Select "1.PRINT MAILBOX" by pressing:



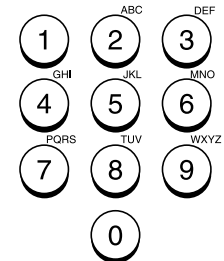
```
PRT (CONFIDENTIAL)
BOX NUMBER = (MAX20)
█
```

or

```
PRT (BULLETIN BOARD)
BOX NUMBER = (MAX20)
█
```

4 Enter the Box Number

Enter the Box Number (max. 20 digits).



Then press:



If you are printing from a Confidential Box, go to Step 5.

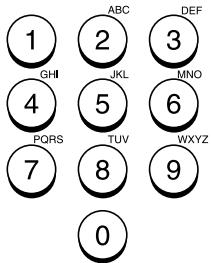
If you are printing from a Bulletin Board Box, go to Step 6.

```
PRT (CONFIDENTIAL)
PASSWORD = (MAX20)
█
```

Printing a Document from a Mailbox (Local Hub) - continued

5 Enter the Password

Enter the password to access the Confidential Box.



Then press:



6 Complete the Procedure

The facsimile starts printing the document. The following screen is displayed during the printing sequence before returning to the Standby Mode.

```
MAY-17-00 WED10:22  
RESIDUAL MEMORY 80%  
PRINTING
```

Canceling Documents in a Mailbox (Local Hub)

This section describes the procedure to cancel the documents stored in the DP120F/DP125F. This operation will erase all existing documents in each Mailbox, but not erase the Mailbox itself.

1 Display the MAILBOX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



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

4. BOX SETUP

2 Select the Mailbox Type

Select the desired type of Mailbox.

To cancel documents from a Confidential Box, press:



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

4. INPUT TO MAILBOX
5. CANCEL MAILBOX

To cancel a document from a Bulletin Board Box, press:



```
BULLETIN BOARD
1. PRINT MAILBOX
2. TX TO MAILBOX
3. POLL FROM MAILBOX
```

4. INPUT TO MAILBOX
5. CANCEL MAILBOX

3 Select CANCEL MAILBOX

Select "5.CANCEL MAILBOX" by pressing:



NOTE:

You may use / to scroll up/down the menu screen to select this option.

```
CANCEL ( CONFIDENTIAL )
```

```
BOX NUMBER = (MAX20)
```

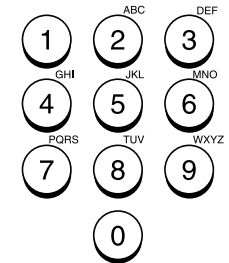
or

```
CANCEL ( BULLETIN BD. )
```

```
BOX NUMBER = (MAX20)
```

4 Enter the Box Number

Enter the Box Number (max. 20 digits).



Then press:



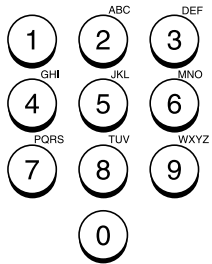
If you are cancelling from a Box with a password assigned, go to Step 5.

If you are cancelling from a Box with no password assigned, go to Step 6.

Canceling Documents in a Mailbox (Local Hub) - continued

5 Enter the Password

Enter the password to access Confidential Box.



CANCEL (CONFIDENTIAL)

PASSWORD = (MAX20)

* * * *

or

CANCEL (BULLETIN BD.)

PASSWORD = (MAX20)

* * * *

Then press:



6 Complete the Procedure

The facsimile will display the following screen for approximately 2 seconds before returning to the Standby Mode.

CANCELLED

Department Code Access

This procedure assumes that you have selected and configured the Department Codes on pages 55 and 56 of this manual.

Once selected, the use of the facsimile is limited to authorized personnel only.

NOTE:

The usage for each department is recorded on the Department Control List (see page 217).

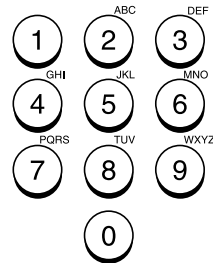
1 DEPT CODE Standby Menu

The Department Code Standby menu is shown below.

```
MAY-17-00 WED10:22
RESIDUAL MEMORY 80%
ENTER DEPT CODE
```

2 Enter the Department Code

Enter the 5-digit Department Code preset for your department.



```
ENTER DEPT CODE
```

```
*****
```

Then press:



NOTE:

If you do not have a valid Department Code Password, you cannot access this facsimile.

Contact the key operator or supervisor for more information.

3 Complete the Procedure

If the password you have entered is valid, the ordinary Standby Mode screen (as shown below) will be displayed. The access will be limited to one transmission job or one Operation Panel function (printing a list, accessing a Mailbox, etc.)

If the password does not match, verify your password and re-enter.

```
MAY-17-00 WED10:22
RESIDUAL MEMORY 100%
LOAD DOCUMENT
```

NOTE:

Upon entering a valid 5-digit password, the standby prompt will remain on the LCD for one operation or one minute whichever occurs first.

Account Code Entry

This procedure assumes that you have enabled the Account Code option on page 58 of this manual.

Once enabled, the facsimile will prompt for an Account Code prior to dialing the remote party.

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 the 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 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED10:22
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Enter the Facsimile Number

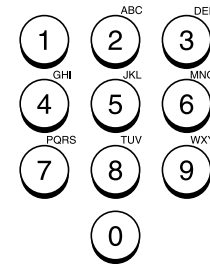
Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

```
COMM. RESERVATION
ENTER ACCOUNT CODE
OR PRESS [START]
```

3 Enter an Account Code

Enter the 4-digit Account Code.



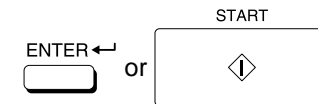
```
COMM. RESERVATION
ACCOUNT CODE = ****
```

Then press:



NOTE:

It is possible to send a document without entering an Account Code. Simply press



4 Complete the Procedure

The facsimile starts scanning the document into memory. When document scanning is complete, the display returns to the Standby Mode.

```
SCANNING INTO MEMORY
FILE NBR = 244
RESIDUAL MEMORY 80%
```

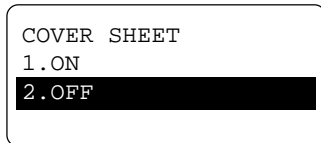
Cover Sheet Registration

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 4 of this procedure.

1 Display the COVER SHEET Menu

Press:



2 Enable / Disable the Cover Sheet

Enable or Disable the Cover Sheet attachment.

- 1
(for ON-Enable)
- 2
(for OFF-Disable)

When "ON" is selected, the following screen is displayed.



When "OFF" is selected, the "OPERATION COMPLETED" message will be displayed. Continue to the final step.

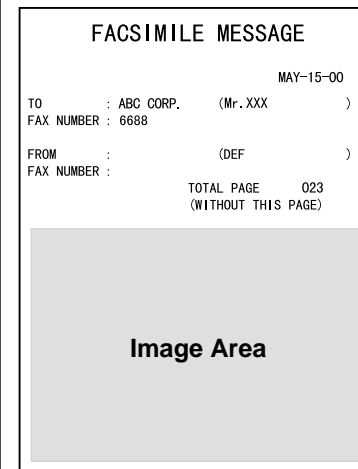
3 Include an Image on the Cover Sheet

To include an image (a scanned company logo, etc.), press:

- 1
(for YES)

To omit an image on the cover sheet, press:

- 2
(for NO)

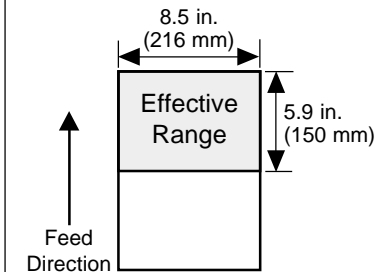


4 Load the Image Document

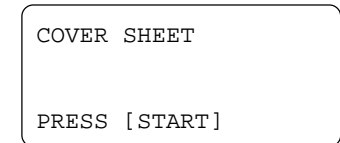
Load the image document to be included on the cover sheet.

NOTE:

In preparing a document for your cover sheet image, only a limited area of the sheet will be included as shown below. Any data out of the specified range will be disregarded.



When the document is pulled into the appropriate position, the following screen is displayed.



Press:



When scanning is complete, the facsimile returns to the Standby Mode.

Chain Dialing

This 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) and pauses in a "Chained" dial sequence by using the Chain Dial Key.

If your operation requires pausing for voice prompts, you will need to insert pause signals between dial strings.

To determine the correct amount of time for your pauses, you should perform the operation using ^{MONITOR} first. This way you will know how many 3-second pauses will be required.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED10:22
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the CHAIN DIAL COMM. Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

CHAINDIAL
COMM


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

3 Enter the Dial Number

Start constructing your dialing sequence using any of the following dialing methods. You may use them consecutively until your entire dialing string has been entered. After each entry sequence, the LCD screen displays the screen shown in step 2.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

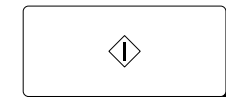
REDIAL

-  **Pause Signal**
PAUSE

4 Press the START Key

When all the required entries are made, press:

START



The facsimile starts scanning the document into memory, displaying the screen shown below. When document scanning is complete, the display returns to the Standby Mode.

```
SCANNING INTO MEMORY
FILE NBR = 108
RESIDUAL MEMORY 97%
```


TTI (Transmit Terminal ID) Print

To properly identify the sender of your documents, the DP120F/DP125F 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 42)

- **Transmission Serial Number**

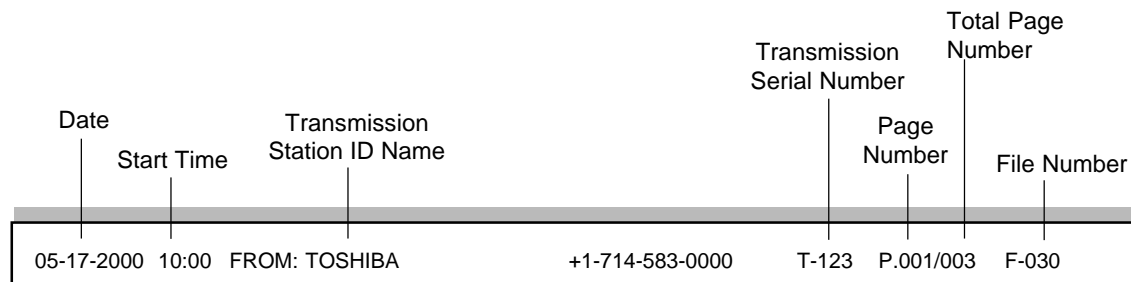
With each transmission, the DP120F/DP125F automatically assigns a unique transmission number. This number is also printed on the Activity Journals.

- **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 DP120F/DP125F to assist you in managing multiple document jobs.



You can select the following options for your TTI information.

- **Inside**

The document is sent to the receiver with the TTI included in the document data. Accordingly, if any characters exist near the top edge of the sending data, they may be overlapped with the TTI.

- **Outside**

The document is sent to the receiver with the TTI to be printed outside the sending data. Accordingly, if any characters exist near the top edge of the sending data, the TTI and the sending data will not overlap in transmission.

- **Off**

IMPORTANT NOTE:

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 Display the TTI Menu

Press:



TTI
1. INSIDE
2. OUTSIDE
3. OFF

TTI - continued

2 Select the TTI Print Option

Select the TTI Print option.

To select INSIDE, press:

1

To select OUTSIDE, press:

2

To select OFF, press:

3

The display shows the screen below to indicate that the menu selection is accepted. To return to the Standby Mode, press



OPERATION COMPLETED

Setting Recovery Transmission

Recovery Transmission allows the operator to re-transmit a document after failing the initially specified number of redial attempts.

If the 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 re-scanning the original document.

1 Display the RECOVERY TRANSMIT Menu

Press:



RECOVERY TRANSMIT
1 . ON
2 . OFF

2 Select the Recovery Transmit Option

Select the Recovery Transmit option.

To turn ON Recovery Transmission, press:

1

Go to Step 3.

To turn OFF Recovery Transmission, press:

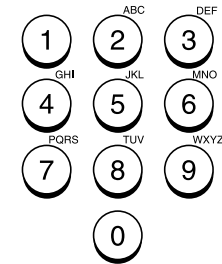
2

Skip the procedure in Step 3. Your setting is now complete. The facsimile will display the same screen shown in Step 3.

RECOVERY TRANSMIT
STORED TIME =(01-24)
06

3 Enter the STORED TIME

Enter the stored time length (01 to 24, in unit of hours).



Then press:



When completed, the following screen is displayed. Press

STOP
 to return to the Standby Mode.

OPERATION COMPLETED

Sending Recovery Transmission

This operation is used to re-send a document after the document initially failed to be sent. If recovery transmission is set to ON, the document is stored in the DP120F/DP125F for resending.

NOTE:

When Recovery Transmission is set to OFF, an error tone and "NOT ALLOWED NOW" LCD 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" LCD prompt will result.

1 Display the RECOVERY TRANSMIT Menu

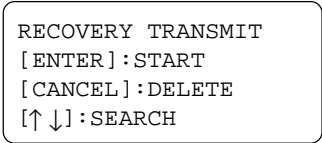
Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



Press the or is to view the jobs stored for resending. The information displayed on the LCD display.

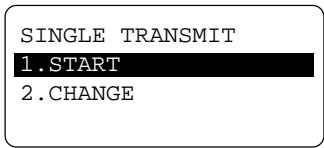
- 1st row**
Type of transmission
- 2nd row**
ID name or dial number of the destination
- 3rd row**
Date and time when the document (file) was stored into memory
- 4th row**
File number assigned to the transmission job



2 Select the Desired Job

When the desired job is displayed, you have an option to re-transmit the document or to permanently delete the job from memory.

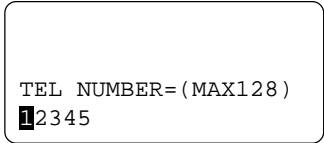
You can also change the number of the remote facsimile if dialed from the Dial Keypad. To re-transmit the document or change the facsimile number, press .



To start the transmission, press:



To change the number, press:



To cancel the document, go to Step 4.

3 Change the Facsimile Number

Enter the new facsimile number.



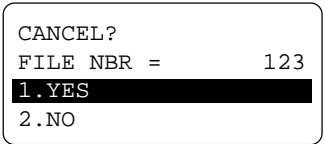
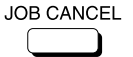
If the correct number is entered, press:



The transmission starts immediately if the phone line is available.

4 Cancel the Document

Press:



Sending Recovery Transmission - continued

5 Select the Cancel Option

To delete the selected document stored for resending, press:

1

To retain the selected document stored for resending, press:

2

```
DELETED  
FILE NBR =      123
```

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.

The Toshiba DP120F/DP125F 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 Load the Document

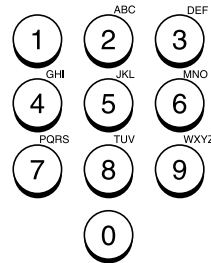
Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED20:58
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Enter the Facsimile Number

Enter the number of the remote facsimile.



```
COMM. RESERVATION
TEL NUMBER=(MAX 128)
17145551212█
```

3 Press the MULTI Key

Select the Flip Panel "50-73" view on the Operation Panel.

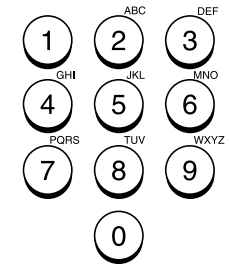
Press the CHARGE CODE key to initiate the PIN number sequence. A "+" will be displayed on the LCD display.



```
COMM. RESERVATION
TEL NUMBER=(MAX 128)
17145551212+
```

4 Enter the PIN Number

Enter the PIN number.



The PIN number entered is masked with "\$" displayed on the LCD display.

When the entry is complete,

START

press



```
COMM. RESERVATION
TEL NUMBER=(MAX 128)
17145551212+$$$$█
```

Disabling ECM Temporarily

If the ECM default setting is set to ON, it is always effective for communications on your facsimile.

You can turn ECM OFF for a single transmission using this procedure. The facsimile will automatically return to its default status immediately after that transmission is complete.

NOTE:

If ECM is set to "OFF" in the default setting procedure, this procedure is not applicable and the facsimile will warn you with an error message, "NOT ALLOWED NOW."

1 Display the SET ECM Menu

Press:



```
SET ECM
1.ON
2.OFF
```

2 Select the ECM Option

Select "2.OFF" by pressing:



The following screen is displayed. You may dial the remote facsimile for your communication job. The display will return to the Standby Mode in about 60 seconds if no keys are pressed.

```
COMM. RESERVATION

RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

- ADVANCED RECEPTION FUNCTIONS

Privileged Reception

This function prevents your facsimile from receiving documents from unknown parties. Transmissions to the DP120F/DP125F 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 DP120F/DP125F'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 Display the PRIVILEGED RX Menu

Press:



SET PRIVILEGED RX
1 . ON
2 . OFF

2 Select the Privileged Reception Option

To turn ON Privileged Reception, press:



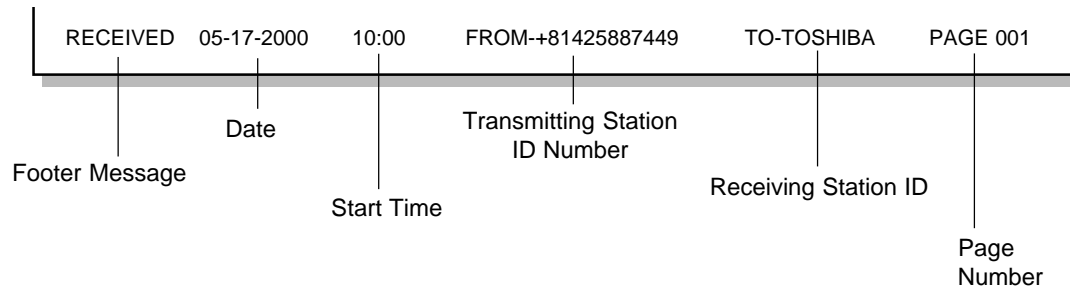
To turn OFF Privileged Reception, press:



OPERATION COMPLETED

RTI (Remote Terminal ID) Print

To clearly identify the time, date, and page count of your facsimile receptions, the DP120F/DP125F is able to print a Reception Footer (RTI) on received documents using the DP120F/DP125F's internal clock.



NOTES:

- The Transmitting Station ID Number will only be provided if it is programmed in the remote facsimile's Terminal ID.
- The Receiving Station ID will only be provided if it is programmed in this facsimile's Terminal ID.

1 Display the RTI Menu

Press:



RTI
1. ON
2. OFF

2 Select the RTI Print Option

Select the RTI Print option.

To print, press:



Not to print, press:



OPERATION COMPLETED

Memory Reception Setting

When the printer becomes unavailable during a document reception, due to a recording paper jam, toner empty or other error condition, this facsimile backs up the received data by storing it in memory.

Once the document is stored in memory, the message "Memory Reception" is displayed on the LCD display. In addition, the LCD provides a message to indicate the error that caused the Memory Reception.

```
MAY-17-00 WED10:22
PAPER EMPTY
RESIDUAL MEMORY 90%
MEMORY RECEPTION
```

To retrieve the data stored in memory, simply correct the error condition (such as refill your paper tray with recording paper). Your document will be printed automatically.

NOTES:

- The default setting is ON.
- When OFF is selected, no receptions will be possible should the paper supply be exhausted or a paper jam occurs.
- Note that "Memory Reception" will not occur when the residual memory is zero. When the residual memory becomes zero during a Memory Reception, document reception will stop and no further receptions are possible until memory becomes available.

1 Display SET MEMORY RX Menu

Press:



```
SET MEMORY RX
1.ON
2.OFF
```

2 Select the Memory Reception Option

Select the Memory Reception Option.


To set the Memory Reception ON, press:



To set the Memory Reception to OFF, press:



When the setting is complete, the following screen is displayed. To return to the Standby

Mode, press  .

```
OPERATION COMPLETED
```

Secure Reception Access 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 Display the SECURE RX Menu

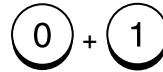
Press:



```
SECURE RX
01.SECURITY CODE
02.ACTIVITY MODE
```

2 Select the Option

To select a security code for the first time or to change an existing security code, press:



3 Determine New or Existing Code

If the security code already exists and you wish to change the current code, go to Step 4.

When you enter a security code for the first time, go to Step 5.

If a new code needs to be entered:

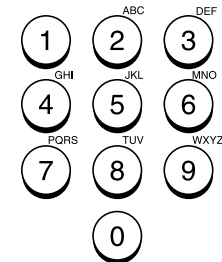
If the code already exists:

```
SECURITY CODE ENTRY
NEW CODE
SECURITY CODE=
```

```
SECURITY CODE ENTRY
CURRENT CODE
SECURITY CODE=
```

4 Enter the Current Security Code

Before you change the security code, you must enter the existing code to gain the access. Enter the current security code.



Then press:



Go to Step 5.

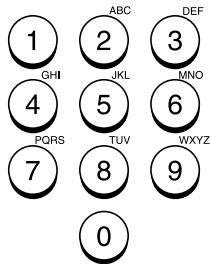
If the correct code is entered, following is displayed.

```
SECURITY CODE ENTRY
NEW CODE
SECURITY CODE=
XX
```

Code - cont.

5 Enter a New Security Code

Enter your new 4-digit security code. The screen shown below is displayed to confirm your entry.



Then press:



Your security code entry is now complete. Go to Step 7 of next section to set your Activity Period.

OPERATION COMPLETED

Secure RX Activation Period Setting

This section describes the procedure to setup the DP120F/DP125F 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, the DP120F/DP125F automatically prompts the security code setting. See the preceding section for details on setting the security code.

1 Display the SECURE RX Menu

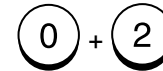
Press:



```
SECURE RX
01.SECURITY CODE
02.ACTIVITY MODE
```

2 Select the Option

To set the activity period for Secure RX, press:



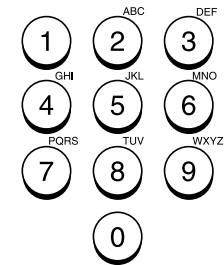
NOTE:

If a security code is not set, the DP120F/DP125F automatically prompts the security code setting. See the preceding section for details on setting the security code.

```
SECURE RX
SECURITY CODE=
```

3 Enter the Security Code

Enter the current security code.



Then press:



```
SECURE RX
1.ON
2.OFF
```

Secure RX Activation Period Setting - continued

4 Activate the Automatic Secure RX

To activate automatic Secure RX during a specified time period, press:

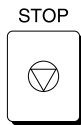
1

Go to Step 5.

To de-activate automatic Secure RX during a specified time period, press:

2

Then press:



to return to the Standby Mode.

SECURE RX

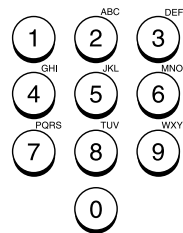
TIME PERIOD =
2:00 -09:00

5 Enter the Start and End Time

Enter the time period (start time and end time) subject to automatic activation using the following keys.



To move the entry point to the left or right.



To enter the desired numeric value for each time digit.



To change the time-of-day forward or backward when the 12-hour system is used.

When the start time and end time or the desired period is displayed correctly, press:



SET SECURE RX
FOR 24HR OPERATION?
1. YES
2. NO

6 Select 24-HOUR SECURE RX Option

You can also set Secure RX to ON for an entire 24-hour-period (e.g. Saturdays & Sundays).

To set 24-HOUR SECURE RX for each day, press:

1

To bypass setting 24-HOUR SECURE RX for each day, press:

2

Go to Step 8.

MONDAY
24HR SECURE RX?
1. YES
2. NO

7 Set for Each Day

To set Secure RX for the entire 24-hour-period for the day displayed, press:

1

To not set, Press:

2

Repeat this step until you select YES or NO for each day of the week (up to Sunday).

NOTE:

The day of the week is shown in line #1 of the LCD. Selecting YES for Monday means Secure RX will be active for the entire 24 hours of Monday.

8 Complete the Procedure

The following is displayed for 2 seconds.

Press to return to the Standby Mode.

OPERATION COMPLETED

Secure RX Manual Activation

This section describes the procedure to manually activate Secure RX.

NOTES:

In order to manually activate Secure RX, you must first activate Secure RX by going through the Secure RX Access Code setting. (See page 176).


1 Display the SECURE RX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



NOTE:

If Secure RX Activation is set to OFF in the "Secure RX Activation Period Setting", an error will result upon pressing  in the operation above. The message "NOT ALLOWED NOW" will be displayed for 2 seconds, then the screen returns to the Standby Mode.



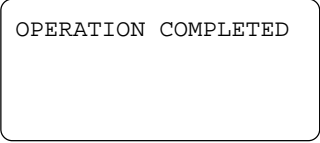
SECURE RX
1. START
2. PRINT

2 Select START or STOP

To manually activate Secure RX, press:



The following screen is displayed for 2 seconds to confirm your selection. Then the display returns to the Standby Mode.



OPERATION COMPLETED

Secure RX Print

This section describes the procedure to manually print out document data received into memory during Secure RX operation.


1 Display the SECURE RX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



NOTE:

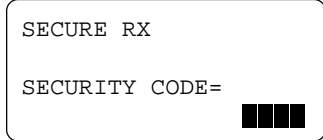
If Secure RX Activation is set to OFF in the "Secure RX Activation Period Setting", an error will result upon pressing  in the operation above. The message "NOT ALLOWED NOW" will be displayed for 2 seconds, then the screen returns to the Standby Mode.



SECURE RX
1. START
2. PRINT

2 Select PRINT

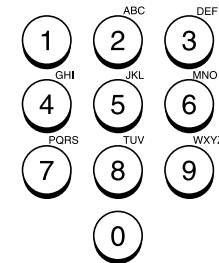
To print any documents received into memory during Secure RX, press:



SECURE RX
SECURITY CODE= ■■■■

3 Enter the Security Code

Enter the 4-digit security code.



Then press:



The screen below is displayed for 2 seconds to indicate that Secure RX Print is selected. If there are any received documents in memory, the DP120F/DP125F will print the documents automatically upon selecting Secure RX Print.



OPERATION COMPLETED

- TRANSMISSION OPTIONS

Delayed Communication (Time Designation)

This function is available to reserve a document for transmission at a programmed time.

This function is convenient for making use of non-peak discount telephone rates for domestic and overseas facsimile transmissions. Delayed communication can be applied to Single Transmissions (to transmit a single document to a specified destination), Multi-address (Group) Transmissions, Mailbox Transmissions, Relay Transmissions, and Polling Communication.

You can activate this option while programming an Abbreviated Dial Number (page 70) or One Touch Dial key setting (page 77) if communication with the remote party always requires this option. Otherwise, use the following procedure.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:13
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the DELAYED COMM. Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



```
DELAYED COMM.
TIME =HH:MM DD
  █ █ █ █ █ █
```

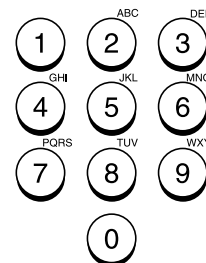
NOTE:

It is not necessary to input a day-of-month, if you wish the communication to be completed within the next 24-hour period.

Simply leave the day-of-month area blank.

3 Enter the Time and Date

Enter the time and day-of-month to start the communication.



(The cursor moves to the next right digit as a numeric value is entered on each digit. Use the [◀] key to backspace and delete the values on the digits already entered.)

Press:



```
COMM. RESERVATION
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

4 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

NOTE:

- If the day-of-month value entered in Step 2 does not exist in the current month, the communication will start on the first day of the next month. For example, if "30" is entered in February, the communication will start on March 1st.

Communication Report Print

You can request a communication report every time a document is sent. If you desire a communication report every time you send a document, set this function to ON as a default (see page 195).

If you plan to use communication reports only occasionally, use this procedure. The TX Report key allows you to obtain a report for one communication only.

You can activate this option while programming an Abbreviated Dial Number (see page 70) or One Touch Dial Key setting (see page 77) if communication with a specific remote party always requires this option.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:13
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the TX REPORT Menu

Press:

TX REPORT


```
TX REPORT
1.ALWAYS
2.ON ERROR
3.OFF
```

3 Select the Option

To set the DP120F/DP125F to always print a communication report in any condition, press:

1

To set the DP120F/DP125F to only print a communication report when an error condition is encountered, press:

2

To set the DP120F/DP125F to never print a communication report, press:

3

```
COMM. RESERVATION
RESIDUAL MEMORY 80%
ENTER TEL NUMBER
```

4 Enter the Facsimile Number


Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

Priority Transmission

Priority Transmission permits you to execute a transmission before any other reserved transmission job.

NOTES:

- Priority reservation is good for a Single Transmission only.
- Only one communication can be reserved as a Priority Transmission. When a transmission is already reserved as a Priority Transmission, pressing  will result in an error.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:13
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the PRIORITY TX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

PRIORITY
TX


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

3 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

```
SCANNING INTO MEMORY
FILE NUMBER = 110
RESIDUAL MEMORY 90%
```

Low Speed Transmission

If communication errors frequently occur while transmitting documents due to bad line conditions, 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.

You can activate this option while programming an Abbreviated Dial Number (page 70) or One Touch Dial Key (page 77) if communication with a certain remote party always requires this option.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:13
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the QUALITY TX Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



```
QUALITY TX
1. OFF
2. 14400BPS
3. 9600BPS
4. 4800BPS
```

3 Select a Speed

Select the desired speed.

To select OFF, press:

1

To select 14400 BPS, press:

2

To select 9600 BPS, press:

3

To select 4800 BPS, press:

4

```
COMM. RESERVATION
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

4 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods or you may designate another option at this point.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

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 (page 70) or One Touch Dial Key (page 77) 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.

NOTE:

For more information on when to use SUB/SEP/PWD, refer to page 75. If you designate an erroneous or unnecessary sub-address, the communication will result in an error.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:13
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the SUB ADDRESS COMM Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

```
SUBADDRESS
COMM
```

```
SUB ADDRESS COMM.
1 . COMPLETE
2 . SUB
3 . SEP
4 . PWD
```

3 Select the Option

Select one of the following options from the menu.

To select SUB, press:

2

Go to Step 4.

To select SEP, press:

3

Go to Step 5.

To select PWD, press:

4

Go to Step 6.

To complete this procedure, press:

1

Go to Step 7.

4 Enter the SUB Address

Enter the required SUB address (max. 20 digits), then press:

```
ENTER ↵
```

The display returns to the screen at the bottom of Step 2. You may continue from Step 3 and enter another sub-address of a different type. To complete your sub-address entry, select option "1.COMplete" in Step 3.

```
SUB ADDRESS COMM.
SUB =(MAX20)
```

Dialing with Sub-Address - continued

5 Enter the SEP Address

Enter the required SEP address (max. 20 digits), then press:

ENTER ←

The display returns to the screen at the bottom of Step 2. You may continue from Step 3 and enter another sub-address of a different type. To complete your sub-address entry, select option "1.COMplete" in step 3.

SUB ADDRESS COMM.

SEP = (MAX20)
■

6 Enter the PWD

Enter the required PWD (max. 20 digits), then press:

ENTER ←

The display returns to the screen at the bottom of Step 2. You may continue from Step 3 and enter another sub-address of a different type. To complete your sub-address entry, select option "1.COMplete" in Step 3.

SUB ADDRESS COMM.

PWD = (MAX20)
■

7 Complete the Sub-Address Entry

When the sub-address data has been entered, the following is displayed.

COMM. RESERVATION
RESIDUAL MEMORY 100%
ENTER TEL NUMBER

8 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods or you may designate another option at this point.

- One Touch Key Dialing
... See page 97
- Abbreviated Dialing
... See page 98
- Alphabet Dialing
... See page 99
- Keypad Dialing
... See page 100

Attaching or Printing a Cover Sheet

This function attaches a cover sheet to the document to be transmitted or prints the cover sheet for confirmation purposes.

Prior to using this cover sheet feature, the Cover Sheet function must be set to ON. For more information see page 165.

NOTES:

- When sending multi-address transmissions, the cover sheet will be attached to the document for every address.
- TTI will not be printed on the cover sheet.
- Smart Batch is not available if this function is used.
- When re-sending 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 includes 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 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 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:13
RESIDUAL MEMORY 99%
ENTER TEL NUMBER
```

2 Display the COVER SHEET Menu

Select the direct function access view on the Operation Panel.

Press:

COVER
SHEET



```
COVER SHEET
1 . SEND
2 . PRINT
```

3 Select the Option

To attach a cover sheet, press:

1

ENTER REMOTE NAME

Go to Step 4.

To print a cover sheet, press:

2

When the printing is complete, the display returns to the Standby Mode.

4 Enter the Remote Party's Name

Enter the name of the remote party.

See page 37 for more information on Character Entry.

Then press:

ENTER ↵



ENTER YOUR NAME

Attaching or Printing a Cover Sheet - continued

5 Enter the Sender's Name

Enter your name.

See page 37 for more information on Character Entry.

Then press:



COMM. RESERVATION

RESIDUAL MEMORY 99%
ENTER TEL NUMBER

6 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

Cover Sheet Format

Your Station ID (if preset; max. 40 characters)

Remote Station ID (printed when preset to the Abbreviated Dial Number or One Touch Dial Key used for dialing). Max. 20 characters

FACSIMILE MESSAGE		Cover Page Title (fixed)
	MAY-17-2000	Date this document was received
	*** RE-TRANSMISSION ***	Subtitle printed for retransmission only
TO : ABCDEFGHIJKLMNOPQRST (ABCDEFGHIJKLMNOPQR)		Remote Name which was entered using this operation
FAX NUMBER : 1234567890123456789012345678901234567890		Dialed Facsimile Number (first 38 digits)
FROM : ABCDEFGHIJKLMNOPQRSTUVWXYZ (ABCDEFGHIJKLMNOPQR)		Your Name which was entered using this operation
FAX NUMBER : 12345678901234567890		Your Facsimile Number (max. 20 digits).
	TOTAL PAGE	Number of document pages to be transmitted
00		
PA		
- Image Data Area -		
(The image here may be your company logo, etc. It can be preset by scanning, using the Cover Sheet Function setting operation on page 165. If no image is scanned for this purpose, this area is left blank.)		

Line Selection

This option allows you to select the phone line to be used for a transmission if this facsimile is equipped with the 2nd Line Board.

You can activate this option when programming an Abbreviated Dial Number (see page 70) or One Touch Dial Key (see page 77) if the communication with a certain remote party always requires this option.

NOTE:

Line 2 is available for transmission if Line 2 has been set for Transmission/Reception (see page 69). In addition, if Line 2 is set for reception only with timer, transmissions are only possible when the timer has expired.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
APR-15-00 SAT11:13
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the TEL LINE SELECT Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

```
TEL LINE
SELECT

```

NOTE:

If no Line 2 Board is installed, an error prompt will result from this application.

```
TEL LINE SELECT
1.FIRST AVAILABLE
2.LINE #1
3.LINE #2
```

3 Select the Desired Option

Select the desired option.

To not select a specific line, press:

1

To select Line 1, press:

2

To select Line 2, press:

3

```
COMM. RESERVATION
RESIDUAL MEMORY 80%
ENTER TEL NUMBER
```

4 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods or you may designate another option at this point.

- One Touch Key Dialing ... See page 97
- Alphabet Dialing ... See page 98
- Abbreviated Dialing ... See page 99
- Keypad Dialing ... See page 100

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 regained.

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 NO (off), your DP120F/DP125F will begin dialing after the first page is scanned to memory.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:13
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the SEND AFTER SCAN Menu

Turn the Flip Panels to the "50-73" view to select the desired Function Key.

Press:



```
SEND AFTER SCAN
1. YES
2. NO
```

3 Select the Send After Scan Option

Select the desired Send After Scan Option.

To disable Send After Scan, press:

1

The following screen is displayed. You may dial the remote facsimile for your communication job. The display will return to the Standby Mode in about 60 seconds if no keys are pressed.

```
OPERATION COMPLETED
```

After 2 seconds:

```
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

Go to Step 5.

To enable Send After Scan, press:

2

```
WHEN MEMORY FULL
1. DELETE SCAN PAGES
2. SEND SCAN PAGES
```

Go to Step 4.

Enabling or Disabling Send After Scan Temporarily - contined

4 Select the Memory Full Option

Select the desired Memory Full Option.

To delete the pages being scanned, press:

1

To send the pages being scanned, press:

2

The following screen is displayed. You may now dial the remote facsimile for your communication job. The display will return to the Standby Mode in about 60 seconds if no keys are pressed.

RESIDUAL MEMORY 100%
ENTER TEL NUMBER

5 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods.

- One Touch Key Dialing
... See page 97
- Abbreviated Dialing
... See page 98
- Alphabet Dialing
... See page 99
- Keypad Dialing
... See page 100

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 function is effective for a Direct Document Transmission only. (The total number of pages will be printed automatically as part of the TTI in Memory Transmissions.)

This setting is very helpful for confirming that all of the pages loaded into the feeder have been successfully sent.

It will also assist the recipient to track the number of pages as it will add a page count to a the TTI at the top of your transmitted pages (i.e., 1/5, 2/5, 3/5, etc.).

The facsimile will compare the number of pages actually sent with the number you entered.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:13
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the PAGE NUMBER Menu

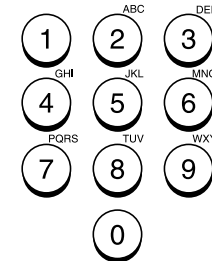
Press:



```
PAGE NUMBER
PAGE NUMBER = (1-999)
```

3 Enter the Number of Document Pages

Enter the number of document pages (1 to 999).



The press:



```
COMM. RESERVATION
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

4 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods or you may designate another option at this point.

- One Touch Key Dialing ... See page 97
- Alphabet Dialing ... See page 98
- Abbreviated Dialing ... See page 99
- Keypad Dialing ... See page 100

Line Monitor

This function is used to set the facsimile's speaker ON in order to monitor the phone line for one communication only. This function is mainly used to confirm dialing and phone line status.

You can activate this option when programming an Abbreviated Dial Number (page 70) or One Touch Dial Key (page 77) if communication with a certain remote party always requires this option.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:13
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the LINE MONITOR Menu

Press:



```
LINE MONITOR
1.ON
2.OFF
```

3 Select the Option

Turn ON the monitor speaker by pressing:



```
COMM. RESERVATION
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

4 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods or you may designate another option at this point.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

Security Transmission

This function prevents your facsimile from sending to an incorrectly dialed phone. With this function set ON, the dialed number will be checked against the remote facsimile's programmed Transmit Terminal ID (TTI). The transmission will only occur if the number dialed matches the remote party's number.

NOTE:

To change the default setting of this function, refer to page 91. The status selection in this operation will take precedence over the default setting.

1 Load the Document

Load the document face down in the Document Tray (see page 88).

Adjust the resolution and contrast if desired (see page 89).

```
MAY-17-00 WED11:13
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

2 Display the SET SECURITY TX Menu

Press:



```
SET SECURITY TX
1.ON
2.OFF
```

3 Select the Option

Turn ON Security Transmission by pressing:



```
COMM. RESERVATION
RESIDUAL MEMORY 100%
ENTER TEL NUMBER
```

4 Enter the Facsimile Number

Enter the number of the remote facsimile using any of the following dialing methods or you may designate another option at this point.

- One Touch Key Dialing ... See page 97
- Abbreviated Dialing ... See page 98
- Alphabet Dialing ... See page 99
- Keypad Dialing ... See page 100

LISTS AND REPORTS - LIST AND 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 the DP120F/DP125F. 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, must be pressed. To select the type of Journal to print when is pressed, complete manual Journal printing 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 197 to 203.

RECEPTION LIST

The DP120F/DP125F will print a reception list under the following conditions:

- **Reservation to Local Mailbox**
When reserving a document to a Mailbox within the DP120F/DP125F locally, a reception list is printed.
- **Remote Mailbox**
When reserving a document to a Mailbox within the DP120F/DP125F remotely from another facsimile, a reception list is printed at the DP120F/DP125F.
- **Relay Station Reception**
When the DP120F/DP125F is setup as a relay hub and receives a relay transmission from an originator, a reception list is printed.

Reception Journal Settings

1 Display the JOURNAL Menu

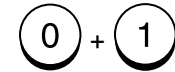
Press:



01. MANUAL
02. AUTO

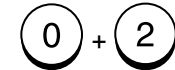
2 Select the Desired Option

To configure the type of Journal to print when is used, press:



Go to Step 3.

To set automatic printing, press:



Go to Step 4.

If Manual is selected:

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

If Automatic is selected:

AUTOMATIC JOURNAL
1. ON
2. OFF

Reception Journal Settings - continued

3 MANUAL OUTPUT Options

Select the desired option.

To print both TX and RX Journal when JOURNAL is used, press:

1

To print only a TX Journal when JOURNAL is used, press:

2

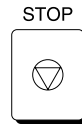
To print a RX Journal when JOURNAL is used, press:

3

The following screen is displayed to confirm your selection.

OPERATION COMPLETED

After completing the Reception Journal Setting, you may continue to select other Report settings referring to their associated pages for instruction, or press



to exit the Report Setting mode and return to the Standby Mode.

4 AUTOMATIC JOURNAL Options

Press the following key to setup automatic printing of the TX and RX Journals whenever 150 transactions have taken in place.

To turn ON Automatic printing of journal, press:

1

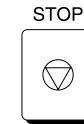
To turn OFF Automatic printing of journal, press:

2

The following screen is displayed to confirm your selection.

OPERATION COMPLETED

After completing the Reception Journal Setting, you may continue to select other Report settings referring to their associated pages for instruction, or press

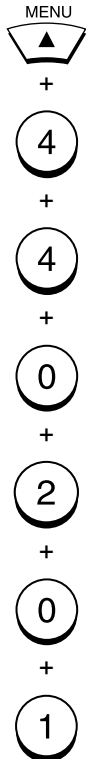


to exit the Report Setting mode and return to the Standby Mode.

Direct Transmission Report Setting

1 Display the SET TX REPORT Menu

Press:



```
SET TX REPORT
1 . ALWAYS
2 . ON ERROR
3 . OFF
```

2 Select the Option for Direct Transmissions

Select the desired printing option for non-memory, direct transmissions.

To ALWAYS print a Transmission Report whenever a document is transmitted, press:

1

To only print a Transmission Report when an error has occurred, press:

2

To turn OFF automatic printing of Transmission Reports, press:

3

```
A5 SIZE PRINT
1 . ON
2 . OFF
```

3 Select the Option for A5 SIZE PRINT

To reduce the report size and print on A5 size paper, press:

1

To print the report normally, press:

2

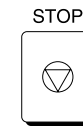
NOTES:

- To print the report on A5 size paper, the A5 size paper must be loaded to the Bypass Tray (option for DP120F) in portrait, and the recording paper size must also be set to "OTHERS."
- If no paper is loaded in the Bypass Tray, the report will be printed from another tray.

The following screen is displayed to confirm your selection.

```
OPERATION COMPLETED
```

After completing the Direct Transmission Report Setting, you may continue to select other Report settings referring to their associated pages for instruction, or press

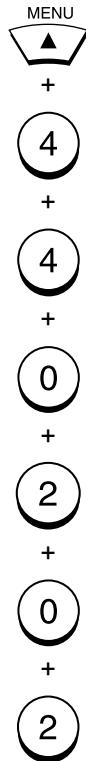


to exit the Report Setting mode and return to the Standby Mode.

Memory Transmission Report Setting

1 Display the MEMORY-TX REPORT Menu

Press:



```
SET MEMORY-TX REPORT
1.ALWAYS
2.ON ERROR
3.OFF
```

2 Select the Option for Memory TX

Select the desired printing option for single location memory transmissions.

To ALWAYS print a Transmission Report whenever a document is transmitted, press:

1

To only print a Transmission Report when an error has occurred, press:

2

To turn OFF automatic printing of Transmission Reports, press:

3

```
PRINT 1ST PG IMAGE?
1.ON
2.OFF
```

3 Set the Option for First Page Image

To print a first page image of the facsimile document on the Transmission Report, press:

1

To not print a first page image of the facsimile document on the Transmission Report, press:

2

```
A5 SIZE PRINT
1.ON
2.OFF
```

4 Select the Option for A5 SIZE PRINT

To reduce the report size and print on A5 size paper, press:

1

To print the report normally, press:

2

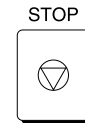
NOTES:

- To print the report on the A5 size paper, the A5 size paper must be loaded to the Bypass Tray (option for DP120F) in portrait, and the recording paper size must also be set to "OTHERS."
- If no paper is loaded in the Bypass Tray, the report will be printed from another tray.

The following screen is displayed to confirm your selection.

```
OPERATION COMPLETED
```

After completing the Memory Transmission Report Setting, you may continue to select other Report settings referring to their associated pages for instruction, or press

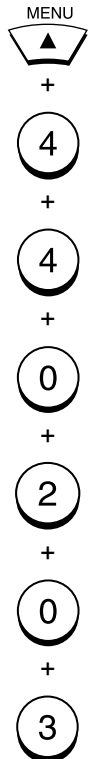


to exit the Report Setting mode and return to the Standby Mode.

Multi-Address Transmission Report Setting

1 Display the MULTI-ADD REPORT Menu

Press:



```
SET MULTI-ADD REPORT
1 . ALWAYS
2 . ON ERROR
3 . OFF
```

2 Select the Option for Multi-Address TX

Select the desired option for Multi-address Transmission Reports.

To ALWAYS print a Transmission Report whenever a document is transmitted, press:

1

To only print a Transmission Report when an error has occurred, press:

2

To turn off automatic printing of Transmission Reports, press:

3

```
PRINT 1ST PG IMAGE?
1 . ON
2 . OFF
```

3 Set the Option for First Page Image

To print a first page image of the document on the transmission report, press:

1

To not print a first page image of the document on the transmission report, press:

2

The following screen is displayed to confirm your selection.

```
OPERATION COMPLETED
```

After completing the Multi-Address Transmission Report Setting, you may continue to select other Report settings referring to their associated pages for instruction, or press

STOP

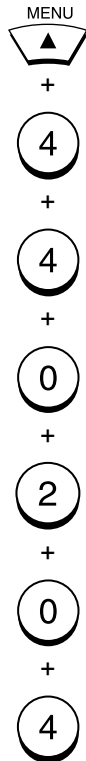


to exit the Report Setting mode and return to the Standby Mode.

Multi-Polling Report Setting

1 Display the MULTI POLL REPORT Menu

Press:



```
SET MULTIPOLL REPORT
1. ALWAYS
2. ON ERROR
3. OFF
```

2 Multi-polling Report Options

Select the desired option for Multi-polling Reports.

To ALWAYS print a report whenever a document is transmitted, press:



To only print a report when an error has occurred, press:



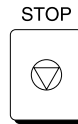
To turn OFF automatic printing of this report, press:



The following screen is displayed to confirm your selection.

```
OPERATION COMPLETED
```

After completing the Multi-polling Report Setting, you may continue to select other Report settings referring to their associated pages for instruction, or press

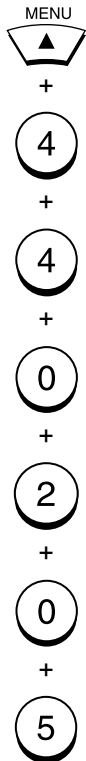


to exit the Report Setting mode and return to the Standby Mode.

Relay Originator Report Setting

1 Display the RELAY ORG. REPORT Menu

Press:



```
SET RELAY ORG. REPT.  
1 . ALWAYS  
2 . ON ERROR  
3 . OFF
```

2 Select the Option for Relay Originator

Select the desired option to print a report whenever a Relay transmission is sent.

NOTE:

This is only applicable if the DP120F/DP125F is used as an Originator for a relay transmission (see page 134).

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 reports, press:

3

```
PRINT 1ST PG IMAGE?  
1 . ON  
2 . OFF
```

3 Set the Option for First Page Image

To print a first page image of the facsimile document on the transmission report, press:

1

To not print a first page image of the facsimile document on the transmission report, press:

2

The following screen is displayed to confirm your selection.

```
OPERATION COMPLETED
```

After completing the Relay Originator Report Setting, you may continue to select other Report settings referring to their associated pages for instruction, or press

STOP

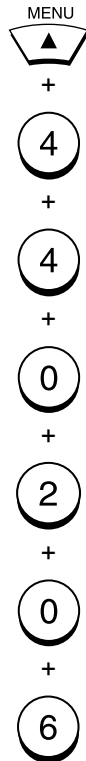


to exit the Report Setting mode and return to the Standby Mode.

Relay Station Transmission Report Setting

1 Display the RELAY STN. REPORT Menu

Press:



```
SET RELAY STN. REPT.  
1.ALWAYS  
2.ON ERROR  
3.OFF
```

2 Set the Option for Relay Hub Station

Select the option to print a report when the DP120F/DP125F is used as a relay hub station. This report is printed by the hub unit after a relay transmission to end terminals.

To ALWAYS print a report, press:

1

To only print a report when an error has occurred, press:

2

To turn OFF automatic printing of reports, press:

3

Go to Step 12.

```
PRINT 1ST PG IMAGE?  
1.ON  
2.OFF
```

3 Set the Option for First Page Image

To print a first page image of the document, press:

1

To not print a first page image of the document, press:

2

The following screen is displayed to confirm your selection.

```
OPERATION COMPLETED
```

After completing the Relay Station Transmission Report Setting, you may continue to select other Report settings referring to their associated pages for instruction, or press

STOP

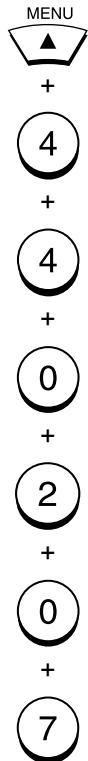


to exit the Report Setting mode and return to the Standby Mode.

Relay Destination Report Setting

1 Display the RELAY DEST. REPORT Menu

Press:



```
SET RELAY END REPORT
1.ALWAYS
2.ON ERROR
3.OFF
```

2 Select the Option for End Terminal

Select the desired option to send a Relay result report to the Originator terminal when this DP120F/DP125F is the hub unit used in a relay transmission. This is only applicable if the DP120F/DP125F is used as a Hub unit for the relay transmission.

To ALWAYS send a report to the Originator, press:

1

To only send a report when an error has occurred, press:

2

To turn OFF Automatic sending of report, press:

3

```
PRINT 1ST PG IMAGE?
1.ON
2.OFF
```

3 Set the Option for First Page Image

To send a first page image of the facsimile document, press:

1

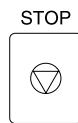
To not send a first page image of the facsimile document, press:

2

The following screen is displayed to confirm your selection.

```
OPERATION COMPLETED
```

After completing the Relay Destination Report Setting, you may continue to select other Report settings referring to their associated pages for instruction, or press



to exit the Report Setting mode and return to the Standby Mode.

Reception List Settings

1 Display the RECEPTION LIST Menu

Press:



```
01.LOCAL MAILBOX
02.REMOTE MAILBOX
03.RELAY
```

2 Select the Job for Reception List

Select the desired option.

To select the LOCAL MAILBOX, press:

0 + 1

Go to Step 3.

To select the REMOTE MAILBOX, press:

0 + 2

Go to Step 4.

To select the RELAY, press:

0 + 3

Go to Step 5.

3 LOCAL MAILBOX LIST

When "1.LOCAL MAILBOX" is selected in Step 2, the following screen displays.

```
LOCAL MAILBOX LIST
1.ON
2.OFF
```

To turn ON, press:

1

To turn OFF, press:

2

```
OPERATION COMPLETED
```

4 REMOTE MAILBOX LIST

When "2.REMOTE MAILBOX" is selected in Step 2, the following screen displays.

```
REMOTE MAILBOX LIST
1.ON
2.OFF
```

To turn ON, press:

1

To turn OFF, press:

2

```
OPERATION COMPLETED
```

5 RELAY RECEPTION LIST

When "3.RELAY" is selected in Step 2, the following screen displays.

```
RELAY RECEPTION LIST
1.ON
2.OFF
```

To turn ON, press:

1

To turn OFF, press:

2

```
OPERATION COMPLETED
```

- LIST AND REPORT PRINT FORMAT AND PRINTING PROCEDURE

Transmission/Reception Journal (Communication Journal)

"TO" is replaced with "FROM" in a RECEPTION JOURNAL

Facsimile/Telephone Number of this facsimile unit, Line 1

Facsimile/Telephone Number of this facsimile unit, Line 2

Machine Counter Information

Time of output of this list or report

List/Report Name

Your Station's ID Name

TRANSMISSION JOURNAL

PAGE : 001
 TIME : MAY-17-00 14:25
 TEL NUMBER1 : 12345678901234567890
 TEL NUMBER2 : 12345678901234567890
 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
 SCAN COUNT : 1234 (000004D2)
 PRINT COUNT : 2345 (00000929)
 DRUM COUNT : 3456 (00000D80)

NBR.	FILE NBR	DATE	TIME	DURATION	PGS	TO	DEPT NBR	ACCOUNT	MODE	STATUS
001	020	MAY-17	14:01	59/59	099	◆+1234567890	01	9999	◆G3 502 P	NG 20

Serial No. (lists the transmissions in the order they took place)

Date and Time the communication started

Length of each transaction: Minutes/Seconds

Number of Pages

Remote Station's Fax/Telephone Number ("◆" is alternate number or sub-address dial was used.)

Account No. (printed only when the Account Number option is ON and used)

Communication Mode

Result: OK (successful) NG (failure)

P = Polling
 SR, R = Relay Communication
 SB = Mailbox Communication

Error Code

File No. (assigned to all communication jobs at the time of scanning)

Department No. (indicates the department responsible for this transmission job; printed only when the Department Control option is ON)

	1st (bps)	2nd (Resolution)	3rd (Mode)
0	2400	8x3.85	MH
1	4800	8x7.7	MR
2	7200	8x15.4	MMR
3	9600	-	JBIG
4	12000	16x15.4	
5	14400		
6	V.34		
8		300dpi	

Transmission/Reception Journal shows the result of each communication for up to the past 150 transmissions/receptions.

Printing Procedure

Auto Print (available if programmed; see page 195):

Printing will automatically start whenever 150 transmissions (or 150 receptions) are completed.

Manual Print (always available; see page 196):

VERY IMPORTANT:

Up to date Activity Journals must be maintained by the user. In the event an electronic circuit board must be replaced in this unit, information pertaining to Scan, Print, and Drum counters must be entered into the replacement electronic circuit board. This information is listed at the top of every journal.

Transmission/Reception Journal (Communication Journal) - continued

Manual Print

Printing will start when JOURNAL is pressed with no document loaded in the Document Tray.

1 Display the PRINT NUMBER Menu

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

JOURNAL


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

2 Select the Option

Select one of the following operations from the menu.

To print the 50 communication Journal, press:

1

To print the 100 communication Journal, press:

2

To print the 150 communication Journal, press:

3

Transmission Report

TRANSMISSION REPORT

PAGE : 001
TIME : MAY-17-00 14:25
TEL NUMBER1 : 12345678901234567890
TEL NUMBER2 : 12345678901234567890
NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

<u>NBR.</u>	<u>FILE NBR</u>	<u>DATE</u>	<u>TIME</u>	<u>DURATION</u>	<u>PGS</u>	<u>TO</u>	<u>DEPT NBR</u>	<u>ACOUNT</u>	<u>MODE</u>	<u>STATUS</u>
001	020	MAY-17	14:01	00/58	002	ABCDEFGHIJKLMNQRST			G3 512	NG 20

The print format is the same as that for the Transmission Journal on the preceding page except that the record of the only last transmission job is issued in a Transmission Report.

This is the result report printed after a Direct Transmission (a job transmitted directly from the document feeder instead of from memory).

Printing Procedure

Auto Print (if programmed, see page 197):

Printing will automatically start after a transmission is completed.

Memory Transmission Report

This is the result report printed after a Memory Transmission. (A job transmitted after the document is first scanned into memory.)

Printing Procedure

Auto Print (if programmed, see page 198):

Printing will automatically start after a transmission is completed.

MEMORY TRANSMISSION REPORT

PAGE : 001
TIME : MAY-17-00 14:25
TEL NUMBER1 : 12345678901234567890
TEL NUMBER2 : 12345678901234567890
NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

FILE NUMBER : 070
DATE : MAY-17 14:18
TO : ABCDEFGHIJKLMNOPQRST
DOCUMENT PAGES : 02
START TIME : MAY-17 14:20
END TIME : MAY-17 14:23
SENT PAGES : 02
STATUS : OK

- File Number of the transmission job
- Date and time when the job is accepted
- Remote Party's Name or Facsimile/Telephone Number
- Number of pages input to memory
- Time when the transmission started
- Time when the transmission ended (the time when a Recovery Transmission is designated)
- Number of pages transmitted normally
- Transmission result

Reservation List

RESERVATION LIST

PAGE : 001
 TIME : MAY-17-00 14:25
 TEL NUMBER1 : 12345678901234567890
 TEL NUMBER2 : 12345678901234567890
 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

TX/RX	FILE NBR	FUNCTION	PGS	MAIL	DATE	TIME	TO
	001	MULTI TX	003		MAY-16	11:55	TEL NBR: 123456789012345678901234567890 1234567890
	005	POLLING RX			MAY-16	22:50	ABB.NBR: 001 002 003 004 005 006 007 GROUP : 0001 0002 0003 0004 0005 0006
	009	RELAY STATION	001				OT NBR : 01
	010	MULTIPOLLING			MAY-16	22:25	GROUP : 1001 1002 1999

POLLING/FAX MAILBOX	FILE NBR	FUNCTION	PGS	MAIL	DATE	TIME	TO
	961	POLLING	099		MAY-13	17:30	

RECOVERY TX	FILE NBR	FUNCTION	PGS	MAIL	DATE	TIME	TO
	970	SINGLE TX	MAY-15		14:20	123-4567	

PC JOB	FILE NBR	FUNCTION	PGS	MAIL	DATE	TIME	TO

File Number of the communication

Type of communication

Number of Pages

Box Number (in case of Mailbox communication)

Destination (Name or Dial Number of the Remote Party)

Designated Time, or Time of Reception

This is a listing of the communication jobs now reserved in memory.

Printing Procedure

Manual Print

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



Multi-Address Transmission Report

MULTI TRANSMISSION REPORT

PAGE : 001
 TIME : MAY-17-00 14:25
 TEL NUMBER1 : 12345678901234567890
 TEL NUMBER2 : 12345678901234567890
 NAME :
 ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

FILE NUMBER : 005
 DATE : MAY-17 14:18
 DOCUMENT PAGES : 15
 START TIME : MAY-17 10:56
 END TIME : MAY-17 14:18 (RECOVERY TIME:MAY-17 14:18)

SUCCESSFUL

GROUP NUMBER

0001 ABCDEFGHIJKLMNOPQRST ABB. 001 002 003 004 005 006 007 008
 009 010
 OT 02 05

ONE TOUCH NUMBER

01 TSRQRPONMLKJIHGFEDCBA

TEL NUMBER

12345678901234567890

UNSUCCESSFUL

SENT PAGES

GROUP NUMBER

0002 AABBBCCDDDEEFFGGHHIIJJ OT 33 AAABBBCCDDDEEFFFGG 01

Receiver where an error occurred
 SENT PAGES ... Number of pages sent normally

Receiver where the transmission was completed normally

This is the result report printed after a Multi-address Transmission.

Printing Procedure

Auto Print (if programmed; see page 199):

Printing will automatically start after all transmissions in the operation have been completed successfully or unsuccessfully.

Multi-Polling Report

MULTI POLLING REPORT

PAGE : 001
TIME : MAY-17-00 14:25
TEL NUMBER1 : 12345678901234567890
TEL NUMBER2 : 12345678901234567890
NAME :
ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

FILE NUMBER : 005
DATE : MAY-17 14:18
DOCUMENT PAGES : 15
START TIME : MAY-17 10:56
END TIME : MAY-17 14:18 (RECOVERY TIME:MAY-17 14:18)

SUCCESSFUL

GROUP NUMBER

0001 ABCDEFGHIJKLMNOPQRST ABB. 001 002 003 004 005 006 007 008
009 010
OT 02 05

ABB. NUMBER

014 HONG KONG OFFICE

TEL NUMBER

1234567890123456789

UNSUCCESSFUL PAGES

SENT

GROUP NUMBER

0002 AABBBCCDDDEEFFGGHHIIJJ OT 33 AAABBBCCDDDEEFFFGG 01

Receiver where an error occurred
SENT PAGES ... Number of pages sent normally
Receiver where the transmission was completed normally

This is the result report printed after a Multi-polling Reception.

Printing Procedure

Auto Print (if programmed, see page 200):

Printing will automatically start after all polling operations have been completed successfully or unsuccessfully.

Relay Transmission Originator Report

RELAY TX ORIGINATOR TERMINAL REPORT

PAGE : 001
 TIME : MAY-17-00 14:25
 TEL NUMBER1 : 12345678901234567890
 TEL NUMBER2 : 12345678901234567890
 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

FILE NUMBER : 009
 DATE : MAY-17 10:55
 DOCUMENT PAGES : 15
 START TIME : MAY-17 10:56
 END TIME : MAY-17 14:18 (RECOVERY TIME:MAY-17 14:10)

SUCCESSFUL

GROUP NUMBER

0012	ABCDEFGHIJKLMNQRST	OT 01 02	
		ABB. 001 002 003 004 005 006 007 008	
		009 010	

UNSUCCESSFUL

GROUP NUMBER

0014	AABBCCDDEEFFGGHHIIJJ	OT 03 AAABBCCDDDEEFFGG	SENT PAGES
		ABB. 011 123-45678901234567890123456789	01
		012 SEATTLE PLANT	14
			09

Each Relay Group to which the Relay Transmission was not completed
 SENT PAGES ... Number of pages sent normally

Each Relay Group to which the Relay Transmission was performed successfully
 Group Number, Relay Station Name or Number, End Terminal One Touch or Abbreviated Dial Numbers

NOTE:

The format sample above is obtained when a Relay Transmission was performed with Group designations. When a Relay Transmission is performed with individual designations, the Group Number print is skipped.

This is the result report the Originating Terminal prints after a Relay Transmission.

Printing Procedure

Auto Print (if programmed, see page 201):

Printing will automatically start after the originating station transmits to all of the assigned relay stations, successfully or unsuccessfully.

Relay Transmission Relay Station Report

RELAY TX RELAY STATION REPORT

PAGE : 001
 TIME : MAY-17-00 14:25
 TEL NUMBER1 : 12345678901234567890
 TEL NUMBER2 : 12345678901234567890
 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

FILE NUMBER : 011
 DATE : MAY-17 10:55
 DOCUMENT PAGES : 15
 START TIME : MAY-17 10:56
 END TIME : MAY-17 14:18 (RECOVERY TIME:MAY-17 15:18)

SUCCESSFUL

GROUP NUMBER

0012	ABCDEFGHIJKLMNQRST	OT 02 03
		ABB. 001 002 003 004 005 006 007 008
		009 010

UNSUCCESSFUL

ONE TOUCH NUMBER

01	AABBCCDDEEFFGGHHIIJJ	<u>PAGES SENT</u>
		000

Each Relay Group to which the Relay Transmission was not completed
 SENT PAGES ... Number of pages sent normally

Each Relay Group to which the Relay Transmission was performed successfully
 Group Number, Relay Station Name or Number, End Terminal One Touch or Abbreviated Dial Numbers

NOTE:

The format sample above is obtained when a Relay Transmission was performed with Group designations. When a Relay Transmission is performed with individual designations, the Group Number print is skipped.

This is the Relay Station result report, output by the Relay Station and printed after a Relay Transmission

Printing Procedure

Auto Print (if programmed, see page 202):

Printing will automatically start after the relay station in a relay operation completes all of the transmissions assigned to it, successfully or unsuccessfully.

Relay Transmission End Terminal Report

RELAY TX END TERMINAL REPORT

PAGE : 001
 TIME : MAY-17-00 14:25
 TEL NUMBER1 : 12345678901234567890
 TEL NUMBER2 : 12345678901234567890
 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

FILE NUMBER : 013
 DATE : MAY-17 10:55
 DOCUMENT PAGES : 15
 START TIME : MAY-17 10:56
 END TIME : MAY-17 14:18 (RECOVERY TIME:MAY-17 14:10)

SUCCESSFUL

GROUP NUMBER

0012 ABCDEFGHIJKLMNOPQRST OT 01 02
 ABB. 001 002 003 004 005 006 007 008
 009 010

UNSUCCESSFUL PAGES

GROUP NUMBER

0014 AABBBCCDDDEEFFGGHHIIJJ SENT
 OT 03 AABBBCCDDDEEFFGG 01
 ABB. 011 123-45678901234567890123456789 14
 012 SEATTLE PLANT 09

Each Relay Group to which the Relay Transmission was not completed
 SENT PAGES ... Number of pages sent normally

Each Relay Group to which the Relay Transmission was performed successfully
 Group Number, Relay Station Name or Number, End Terminal One Touch or Abbreviated Dial Numbers

NOTE:

The format sample above is obtained when a Relay Transmission was performed with Group designations. When a Relay Transmission is performed with individual designations, the Group Number print is skipped.

This is the End Terminal result report sent from the Relay Station to the Originating Terminal and printed by the Originating Terminal.

Printing Procedure

Auto Print (if programmed, see page 203):

Printing will automatically start after the relay station's report on the success or failure of the individual communications in the relay operation.

Relay Reception List

The list is output on the Relay Station upon receiving a relay request.

Printing Procedure

Auto Print (if programmed, see page 204):

Printing will automatically start upon receiving a request to perform a relay operation.

RELAY RECEPTION LIST

PAGE : 001
TIME : MAY-17-00 14:25
TEL NUMBER1 : 12345678901234567890
TEL NUMBER2 : 12345678901234567890
NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

FILE NUMBER : 045
DATE : MAY-17 20:31
GROUP NUMBER : 00001 0002 0003 0004
DOCUMENT PAGES : 12
FROM : +1234567890123456789

File Number assigned by the Relay Station when the Relay request is received by the Relay Station

Time and Date the Relay request is received

Relay Group Numbers

Number of documents received to memory by the Relay station

Originator Terminal Name or Dial Number

Mailbox/Relay Box (ITU-T Compatible F-code Communication) List

MAILBOX/RELAY BOX REPORT

PAGE : 001
 TIME : MAY-17-00 14:25
 TEL NUMBER1 : 12345678901234567890
 TEL NUMBER2 : 12345678901234567890
 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

MAILBOX

BOX NBR	TYPE	PGS	FILE NBR	DATE	TIME	FROM
12345678901234567890	CONFIDENTIAL BOX	025	001	MAY-15	22:30	12345678901234567890
123##456	CONFIDENTIAL BOX	001	099	MAY-16	08:17	REMOTE
		012	111	MAY-16	11:50	+811234567
		099	198	MAY-16	19:37	LOCAL
###999***	BULLETIN BOARD	033	173	MAY-17	07:43	LOCAL

Box No.

Mailbox Type

Number of Document
pages entered

File No.

Date and Time the
Document was entered

Document Originator ID
LOCAL Your Own Station
Other indication Remote station's ID
Name or Dial Number

RELAY RELAY BOX	END STATION	REPLY TO NUMBER
3333	ABB. 001 OT 01 GROUP 0001	OT 01

Box No.

End station

Number to send Relay
Transmission Report

Issues a list of the documents reserved through the local (i.e., your own) station and remote stations, using the Open Mailbox System (ITU-T Compatible F-code Communication).

Printing Procedure

To display the main menu, press:



- 1. COMM. OPTIONS
- 2. LISTS
- 3. INITIAL SETUP
- 4. DEFAULT SETTING ↓

To select "2.LISTS," press:



- 1. FUNCTION
- 2. DEPARTMENT
- 3. ITU MAILBOX

Then, to select "3.ITU MAIL-BOX," press:



Department Control List

Available only when the Department Control Mode option is selected.

DEPARTMENT CODE LIST

PAGE : 001
 TIME : MAY-17-00 14:25
 TEL NUMBER1 : 12345678901234567890
 TEL NUMBER2 : 12345678901234567890
 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

DEPT NBR	NAME	DEPT CODE	TX PGS	RX PGS	COPY PGS	EMAILS SENT
01	ABCDEFGHIJKLMNQRST	12345	123456	123456	123456	123456
02	OPERATION CENTER	82615	296541	12104	99999	2345
14	SYSTEM DESIGN	12131	88888	88887	988886	4321
15	XYZ	33151	6543	12109	450	1324
20		99990	1	4	7	6

Department No.
Department Name
Department Code for operating the department
Sent
Received
Copied
E-Mali send

Accumulated number of pages operated by the department

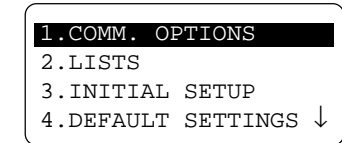
NOTE:

The list shown is produced when the Master code (01) is used to initiate the print list operation. If a user code (02-99) is used, only the data relating to that department will be printed.

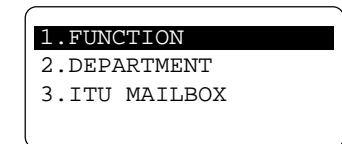
Issues a list of Department Codes and data processed for the Department Control Mode.

Printing Procedure

To display the main menu, press:



To select "2.LISTS," press:



Then, to select "2.DEPARTMENT," press:



Preset Dialing Number Lists

These are listings of the preset Abbreviated Dial Numbers, One Touch Keys, Multi-address Groups, and Alphabetical sort. You can request all of these lists (except Alphabetical Sort List) as part of one operation sequence or individually one by one.

All of Lists

The following will be printed. For the print format and description of printed items, see the page listed below:

- Abbreviated Dial Number List (page 220)
- Group Number List (page 221)
- One Touch Number List (page 222)

Issues all four lists, one after another, in one operation sequence.

Printing Procedure

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



To select "5.ALL REPORT," press:

Preset Dialing Number Lists - continued

Alphabetical Sort List

PHONEBOOK IN ALPHABETICAL ORDER

PAGE : 001
 TIME : MAY-17-00 14:25
 TEL NUMBER1 : 12345678901234567890
 TEL NUMBER2 : 12345678901234567890
 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

NAME	LOCATION	FAX NUMBER/E-MAIL ADDRESS
ABCDEFGHIJKLMNQRST	OT 01	1234567890123456789012345678901234567890 ◆0987654321 SUB:09876543210987654321 SEP:998877665544 PWD:*****
BCDEFGHIJKLMNQRST	ABB. 001	1234567890123456789012345678901234567890 ◆1234567
Chicago Group	GROUP 0001	
GREENVILLE OFFICE	ABB. 109	999999999
NEW YORK OFFICE	ABB. 900	333-912345678

Names of Abbreviated Dial Number, One Touch Key or Group Number

Station Dial Number/E-Mail Address

◆ Alternate Dial Number
 SUB, SEP, or PWD
 Type of Sub-address

OT One Touch Key Numbers
 ABB. Abbreviated Dial Numbers
 Group Group Number

Issues a listing of names programmed to Abbreviated Dial Numbers, One Touch Keys, and Group Numbers.

Printing Procedure

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

TEL LIST
 PRINT

TELEPHONE NBR'S LIST

1. BY NAME
2. ABB. NUMBERS
3. GROUP NUMBERS

4. ONE TOUCH NBR'S
5. ALL REPORT

To select "1. BY NAME," press:

1

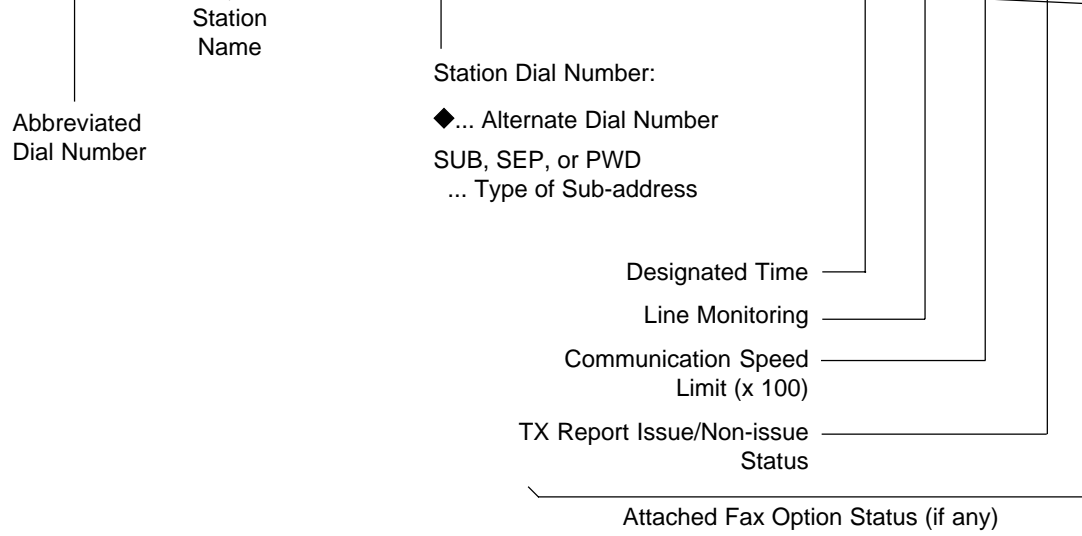
Preset Dialing Number Lists - continued

Abbreviated Dial Number List

ABBREVIATED TEL NUMBER LIST

PAGE : 001
 TIME : MAY-17-00 14:25
 TEL NUMBER1 : 12345678901234567890
 TEL NUMBER2 : 12345678901234567890
 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

ABB.NBR NAME	TEL NUMBER/E-MAIL ADDRESS	TIME MONI	BPS REPORT	LINE	MAILMODE
001	ABCDEFGHIJKLMNQRST	123456789012345678901234567890			
23:45	ON	144	ON	1	
	1234567				
	◆0987654321				
	SUB:12345678901234567890				
	SEP:112233445566				
	PWD:*****				
109	GREENVILLE OFFICE	999999999	09:30	OFF	96
900		333-912345678			OFF



Issues a list of remote station dialing numbers assigned as Abbreviated Dial Numbers.

Printing Procedure

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:



TELEPHONE NBRS LIST

- 1. BY NAME
- 2. ABB. NUMBERS
- 3. GROUP NUMBERS

- 4. ONE TOUCH NBRS
- 5. ALL REPORT

To select "2.ABB. NUMBERS," press:



Preset Dialing Number Lists - continued

Group Number List

GROUP NUMBER INFORMATION

PAGE : 001
TIME : MAY-17-00 14:25
TEL NUMBER1 : 12345678901234567890
TEL NUMBER2 : 12345678901234567890
NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

GROUP NUMBER NAME	OT/ABB. NUMBER
0001	ABCDEFGHIJKLMNQRST
	OT 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20
	ABB. 001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020 021 022 023 024 025 026 027 028 029 030 031 032 033 034 999
1111	ABBCCDDDEEEEEE
1999	ZZZZZ
	ABB. 100 200 300 400 500
	OT 31 32 33
	ABB. 995 996 997 998 999

Group Number

Group Name

One Touch Key Numbers and Abbreviated Dial Numbers belonging to the Group:

OT One Touch Key Numbers
ABB. Abbreviated Dial Numbers

Issues a list of One Touch Key or Abbreviated Dial Numbers registered in Multi-address Groups or Multi-polling Groups.

Printing Procedure

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

TEL LIST
PRINT

TELEPHONE NBR LIST

- 1. BY NAME
- 2. ABB. NUMBERS
- 3. GROUP NUMBERS

- 4. ONE TOUCH NBR
- 5. ALL REPORT

To select "3.GROUP NUMBERS," press:

3

Preset Dialing Number Lists - continued

One Touch Number List

ONE TOUCH NUMBER INFORMATION

PAGE : 001
 TIME : MAY-17-00 14:25
 TEL NUMBER1 : 12345678901234567890
 TEL NUMBER2 : 12345678901234567890
 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

OT NBR	NAME/FUNCTION	ABB. FAX NUMBER & E-MAIL	TIME	MONI	BPS	REPORT	LINE	MAILMODE
01	ABCDEFGHIJKLMNQRST	1234567890123456789012345678901234567890 1234567 ◆0987654321 SUB:12345678901234567890 SEP:112233445566 PWD:*****	23:45	ON		144	ON	2
09	ABB.NBR	170						
22	GROUP NBR	0123						
35	REDFIELD HS	9-1-605-1234567	23:40					

One Touch Key Number

Station Name, or use of the key

Abbreviated Dial Number, Group Number, or actual Dial Number

◆... Alternate Dial Number

SUB, SEP, or PWD

... Type of Sub-address

Designated Time

Line Monitoring

Communication Speed Limit (x 100)

TX Report Issue/Non-issue Status

Attached Facsimile Option Status (if any)

Issues a list of dial numbers of the remote stations assigned to One Touch Dial Keys.

Printing Procedure

Turn the Flip Panel to the "50-73" view to select the desired Function Key.

Press:

TEL LIST
PRINT



TELEPHONE NBRS LIST

1. BY NAME

2. ABB. NUMBERS

3. GROUP NUMBERS

4. ONE TOUCH NBRS

5. ALL REPORT

To select "4. ONE TOUCH NBRS," press:



Function List

FUNCTION LIST

```

PAGE          : 001
TIME          : MAY-17-00 14:25
TEL NUMBER1  : 12345678901234567890
TEL NUMBER2  : 12345678901234567890
NAME         : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

DIAL TYPE(LINE1) : MF
DIAL TYPE(LINE2) : MF
CALL NUMBER      :
KEYBOARD TYPE   : QWERTY
MEMORY SIZE     : 8MB

MACHINE SETTING
RINGER VOLUME   : 4
ALARM VOLUME    : 3
KEY TOUCH VOLUME : 4
MONITOR VOLUME  : 4
SUPER POWER SAVER : MANUAL
PRINTER POWER SAVER : ON
START TIME      : 00:00
END TIME        : 00:00
FAX SEPARATOR PAGE : OFF
COPY SEPARATOR PAGE : OFF
PC SEPARATOR PAGE : OFF
SEPARATOR PAGE TRAY : AUTO
ACCOUNT CODE     : OFF
PRINT DENSITY    : 0
DOCUMENT LENGTH  : 1m
LINE MONITOR     : OFF
RECEIVE INTERVAL : 3MIN
ECM              : ON
DOCUMENT MODE    : STD
CONTRAST         : NORMAL
COLLATED COPY   : OFF
LETTER HEAD PAPER : OFF
REDIAL MODE INTERVAL : 1MIN
REDIAL MODE COUNTER : 5
AUTO RECEIVE MODE : AUTO
RING DELAY      : 1
AUTO RECEIVE MODE(LINE2) : TX/RX

TX SETTINGS
MEMORY TX       : ON
SECURITY TX     : OFF
COVER SHEET     : OFF
RECOVERY TX     : OFF
TTI             : INSIDE
SEND AFTER SCAN : OFF

RX SETTINGS
SECURE RX       : OFF
MEMORY RX       : ON
RX REDUCTION    : ON
DISCARD         : ON
REV.ORDER PRINT : OFF
PRIVILEGED RX   : OFF
RTI             : OFF
RX MULTI COPY   : 1

REPORT & LIST
JOURNAL
MANUAL          : TX & RX
AUTO            : ON
FAX/POLL/RELAY REPORTS
COMMUNICATION REPORT : ON ERROR
A5 SIZE PRINT     : OFF
MEMORY TX         : ON ERROR (IMAGE)
A5 SIZE PRINT     : OFF
MULTI TX          : ON ERROR (IMAGE)
MULTI POLL        : ON ERROR
RELAY ORIGINATOR  : ON ERROR (IMAGE)
RELAY STATION     : ON ERROR (IMAGE)
RELAY DESTINATION : ON ERROR (IMAGE)
RECEPTION LIST
LOCAL MAILBOX    : OFF
REMOTE MAILBOX   : OFF
RELAY STATION    : ON

REMOTE SERVICE
REMOTE ACCESS    : OFF
DOWNLOAD         : NO JOB
RDC PASSWORD     :

TOTAL PAGE
SCAN             : 237
PRINT            : 231
    
```

Issues a list to confirm the functions currently set in this facsimile unit.

Printing Procedure

To display the main menu, press:



```

1.COMM. OPTIONS
2.LISTS
3.INITIAL SETUP
4.DEFAULT SETTINGS ↓
    
```

To select "2.LISTS," press:



```

1.FUNCTION
2.DEPARTMENT
3.ITU MAILBOX
    
```

Then, to select "1.FUNCTION," press:



Menu List

MENU LIST

PAGE : 001
TIME : MAY-17-00 14:25
TEL NUMBER1 : 12345678901234567890
TEL NUMBER2 : 12345678901234567890
NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

- 1.COMM. OPTIONS
 - 1.PAGE NUMBER
 - 2.LINE MONITOR
 - 3.TURNAROUND POLL
 - 4.ECM
 - 5.SECURITY TX

- 2.LISTS
 - 1.FUNCTION
 - 2.DEPARTMENT
 - 3.ITU MAILBOX

- 3.INITIAL SETUP
 - 1.LANGUAGE
 - 2.DATE & TIME
 - 3.TERMINAL ID
 - 4.DIAL TYPE

- 4.DEFAULT SETTING
 - 1.MACHINE SETTINGS
 - 01.SPEAKER VOLUME
 - 01.RINGER VOLUME
 - 02.ALARM VOLUME
 - 03.KEY TOUCH VOLUME
 - 04.MONITOR VOLUME
 - 02.POWER SAVER
 - 03.SEPARATOR PAGE
 - 04.DEPARTMENT CODE
 - 05.ACCOUNT CODE
 - 06.PRINTER DENSITY
 - 07.DOCUMENT LENGTH
 - 08.LINE MONITOR
 - 09.RECEIVE INTERVAL
 - 10.ECM
 - 11.DOCUMENT MODE
 - 12.COLLATE COPY
 - 13.LETTER HEAD PAPER
 - 14.REDIAL MODE
 - 01.INTERVAL
 - 02.COUNTER
 - 15.AUTO RECEIVE MODE
 - 16.LINE-2 MODE
 - 2.TX SETTINGS
 - 01.MEMORY TX
 - 02.SECURITY TX

- 3.RX SETTINGS
 - 01.SECURE RX
 - 02.MEMORY RX
 - 03.RX REDUCTION
 - 04.DISCARD
 - 05.REV.ORDER PRINT
 - 06.PRIVILEGED RX
 - 07.RTI
 - 08.RX MULTI COPY
- 4.REPORTS & LIST
 - 01.JOURNAL
 - 02.COMM. REPORT
 - 01.TX REPORT
 - 02.MEMORY-TX REPORT
 - 03.MULTI-ADD REPORT
 - 04.MULTIPOLL REPORT
 - 05.RELAY ORG.REP
 - 06.RELAY STN.REP
 - 07.SET RELAY END REP
 - 03.RECEPTION LIST
 - 01.LOCAL MAILBOX
 - 02.REMOTE MAILBOX
 - 03.RELAY

- 5.REMOTE SERVICE
 - 01.REMOTE ACCESS
 - 02.DOWNLOAD
 - 03.RDC PASSWORD
 - 04.SUPPLY ORDER

- 5.MENU LIST
- 9.TEST MODE
 - 1.AUTO TEST
 - 2.INDIVIDUAL TEST
 - 01.ADF TEST
 - 02.KEY TEST
 - 03.LED TEST
 - 04.LCD TEST
 - 05.SPEAKER TEST
 - 06.SWITCH TEST
 - 07.TEST PRINT
 - 3.TEST RESULT 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.

Printing Procedure

To display the main menu, press:



- 1.COMM. OPTIONS
- 2.LISTS
- 3.INITIAL SETUP
- 4.DEFAULT SETTINGS ↓

- 5.MENU LIST
- 9.TEST MODE

To select "5.MENU LIST," press:



Power Failure List

POWER FAILURE LIST

PAGE : 001
 TIME : MAY-17-00 14:25
 TEL NUMBER1 : 12345678901234567890
 TEL NUMBER2 : 12345678901234567890
 NAME :
 ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234

TX/RX

FILE NBR	FUNCTION
001	MULTI TX
005	POLLING RX
006	PRG. CONT POLL
010	MULTI POLLING

POLLING/FAX M-BOX/MAIL BOX

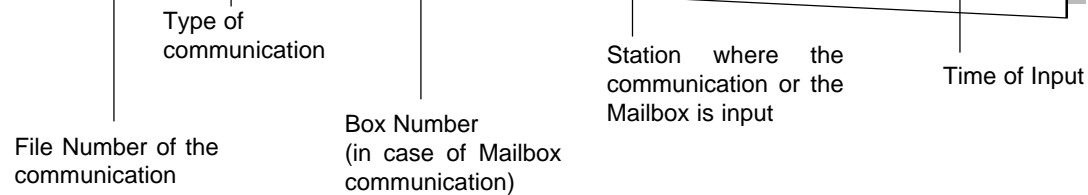
FILE NBR	FUNCTION	MAIL	FROM	DATE	TIME
101	POLLING		LOCAL	MAY-16	11:23
106	CONFIDENTIAL BOX	*1234567890#12345678	999999999999999	MAY-17	07:55
107	BULLETIN BOARD	#####123#999*	LOCAL	MAY-17	07:55

MEMORY RECEPTION

FILE NBR	FUNCTION	MAIL	FROM/TO	DATE	TIME
222			*1234567890123456789	MAY-16	21:37

RECOVERY TX

FILE NBR	FUNCTION
333	SINGLE TX





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.), the communication data stored in memory will be cleared. A list of the File Numbers of those cleared communications will be printed.

Printing Procedure

This list is automatically printed after recovery from a power failure event.

Error Messages

If an abnormal condition arises in the facsimile or an incorrect operation is performed, an alarm buzzer is generated for about 4 seconds and a message to indicate the nature of the error appears in the LCD window. In that case, take corrective action according to the following table.

Error Message	Cause / Solution	Error Message	Cause / Solution
BROKEN REGISTRATION	<ul style="list-style-type: none"> ● Autodialer numbers and initial setting have been lost (due to a long period of power failure, etc.). ○ Press  to restore the idle state. If this Error Message is repeatedly displayed, machine programming has become corrupted. The machine must be re-initialized by a trained technician. Call for service. 	JOB MEMORY FULL	<ul style="list-style-type: none"> ● The maximum number of manually input phone numbers (100) has been reached. ○ Split your transmission into two or more jobs.
POWER FAILURE	<ul style="list-style-type: none"> ● A power failure occurred during a communication, etc. The contents of memory were cleared due to a long power-off condition. ○ A Power Failure List is printed. Confirm the list contents (see page 225). 	MEMORY OVERFLOW	<ul style="list-style-type: none"> ● There is not enough memory to perform the requested operation. ○ Press  to cancel the message. Do the operation over again with the Direct Document Transmission, or do the operation again when enough residual memory is regained. If the problem occurs frequently, you require additional memory.
SCANNER COVER OPEN	<ul style="list-style-type: none"> ● The scanner cover is open. ○ Firmly close the scanner cover. 	DOCUMENT JAM	<ul style="list-style-type: none"> ● A document jam has occurred. ○ Remove the jammed document (see page 232).
TOP COVER OPEN	<ul style="list-style-type: none"> ● The top cover is open. ○ Firmly close the top cover. 	PAPER JAM XX	<ul style="list-style-type: none"> ● A recording paper jam has occurred (see page 228). ○ Remove the jammed paper (see page 233).
ENTRY MEMORY FULL	<ul style="list-style-type: none"> ● The memory set aside for speed dial numbers (i.e. One Touch Keys and Abbreviated Dial Numbers) has been exhausted. ○ Delete unneeded numbers, alternate numbers, and unnecessary pauses. Use shorter names for the dialing addresses. 	UPPER PAPER EMPTY	<ul style="list-style-type: none"> ● No paper exists in the upper paper tray. ○ Supply recording paper to the upper paper tray.
		MIDDLE PAPER EMPTY	<ul style="list-style-type: none"> ● No paper exists in the middle recording paper tray. This error occurs only with two optional paper tray installed. ○ Supply recording paper to the middle recording paper tray.

Error Messages - continued

Error Message	Cause / Solution ● ○	Error Message	Cause / Solution ● ○
LOWER PAPER EMPTY	<ul style="list-style-type: none"> ● No paper exists in the lower paper tray. This error occurs with an optional paper tray installed. ○ Supply recording paper to the lower paper tray. 	CHECK LINE-2 (Display only when Line-2 is installed)	<ul style="list-style-type: none"> ● Line-2 is not connected to the telephone line. ○ Correctly connect a modular phone cord between the telephone line jack and the LINE2 connector on the right side of the machine (see page 18).
PAPER EMPTY	<ul style="list-style-type: none"> ● No recording paper exists in any paper tray. ○ Supply recording paper to the paper tray(s). 	NETWORK ERROR	<ul style="list-style-type: none"> ● With the Optional NIC board installed, a network connection is not detected. ○ Insure you have a proper network connection. If the same error message is displayed again, call your service representative.
TONER LOW	<ul style="list-style-type: none"> ● The toner is nearly exhausted (warning). ○ Replace the toner. 	NETWORK DISABLED	<ul style="list-style-type: none"> ● Optional NIC board is out of order. Network related features do not work. ○ Power your machine off, then back on. If the error condition is cleared, confirm normal operation. If the error condition returns, call your service representative.
TONER EMPTY	<ul style="list-style-type: none"> ● The toner is exhausted. ○ Replace the toner (see page 28). 	PCL DISABLED	<ul style="list-style-type: none"> ● Optional PCL board is out of order. PCL printing do not work. ○ Power your machine off, then back on. If the error condition is cleared, confirm normal operation. If the error condition returns, call your service representative.
DRUM UNIT WARNING	<ul style="list-style-type: none"> ● The drum unit is approaching the end of its life (warning). ○ Replace the drum unit (see page 31). 	DEVICE ERROR XX	<ul style="list-style-type: none"> ● The machine system is out of order. ○ Power your machine off, then back on. If the error condition is cleared, confirm normal operation. If the error condition returns, call your service representative.
REPLACE DRUM UNIT	<ul style="list-style-type: none"> ● The drum unit has reached the end of its life. ○ Replace the drum unit (see page 31). 		
CONFIRM DEV. UNIT	<ul style="list-style-type: none"> ● No developer assembly exists. ○ Install a developer assembly. 		
CHECK LINE-1	<ul style="list-style-type: none"> ● Line-1 is not connected to the telephone line. ○ Correctly connect a modular phone cord between the telephone line jack and the LINE1 connector on the right side of the machine (see page 18). 		


Paper Jam Error Codes

Paper jam error codes indicate where (within the machine) a recording paper jam has occurred using a 2-digit number.

Error Code	Cause	How to Correct
10	A paper jam has occurred within the paper feed section of the Recording Paper Tray (when an Optional Recording Paper Tray is installed: upper-tray).	Open the right-side access door and clear any paper. Then, draw out the Recording Paper Tray (upper) and remove any jammed recording paper.
20	A paper jam has occurred within the paper feed section of the middle recording paper tray.	Open the right-side access door and clear any paper. Then, draw out the Recording Paper Tray (middle) and remove any jammed recording paper.
30	A paper jam has occurred within the paper feed section of the lower recording paper tray.	Open the right-side access door and clear any paper. Then, draw out the Recording Paper Tray (lower) and remove any jammed recording paper.
50	A paper jam has occurred within the paper feed section of the Bypass Tray.	Open the Top Cover, remove the Developer Assembly, and remove the jammed recording paper.
80	A paper jam has occurred within the Drum/Developer section of the paper transport path.	Open the Top Cover, remove the Developer Assembly, and remove the jammed recording paper.
90	A paper jam has occurred within the paper exit section of the paper transport path.	Open the Top Cover, remove the Developer Assembly, and remove the jammed recording paper.

Error Codes Printed on Reports




When an Error Code is printed as a 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 tray.
11	Recording Paper Jam	Open the top cover and clear the recording paper jam.
12	Document Paper Jam	Remove the jammed document.
13	Operation Panel or Top Cover Open	Close the cover or the panel, then retry.
20	Power Failure	Retry the transmission or ask the remote party to transmit the document again.
E0 E6	Error relating to the printer or memory.	Remove the cause of the error on the printer, if any. Then ask the remote party to retry the transmission. If not corrected, call your service representative.
22	File Error due to a Directory Error	Power the unit ON/OFF, then retry.
30	 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.

Error Code	Cause	How to Correct
42	Memory Overflow	Wait until the memory is recovered by completing some of the reserved jobs or remove other causes if any, then retry the communication. If problem is continual, acquire additional memory.
50	Line Busy	Send the document again.
53	Security Mismatch in Relay or Mailbox transmission	Confirm the remote party's security code, system password, and your setup.
B0-B5 C0-C4 D0-D2 F0, F1	Signal Error or Line Condition Error	Retry the communication. Frequent failure may indicate a phone line problem. If possible, move the unit to another line and try your communications again.
87	No residual memory was remaining on the remote party's machine for Relay or Mailbox transmission.	Retry the transmission.

Transmission Problems






When transmissions are not performed normally, check the points in the table below. If the facsimile will not operate correctly after confirming these points or anything not listed here occurs, call your service representative.

Problem	Cause	Solution
When you place a document in the document tray, nothing happens.	You have a machine error. Check the display for an error message (see pages 226 and 227).	Clear the error.
	There is no power to the facsimile.	Make sure the power plug is plugged into the AC outlet and the power switch is ON.
When you press  in Direct Document Transmission Mode, the message "DIALING" or "COMMUNICATING" does not appear on the LCD display.	You returned the handset before you pressed  (when using the optional handset).	Send the document again being sure to press  before returning the handset.
	The modular cord (the telephone line cable) is not correctly connected.	Check the modular cord connection between the wall socket and the facsimile.
	The Dial Type setting of the facsimile is wrong.	Set the correct Dial Type in accordance with the line used for the facsimile (see page 44).
	There is no dial tone or something else is wrong with the phone line.	Try a voice call through the handset or the remote telephone set.
Documents are fed obliquely (i.e. skewed).	The document is not set correctly in the Document Tray.	Align the document guides properly (but not too tightly).
	The Scanner Cover is not closed fully.	Close the Scanner Cover until it clicks at the two latching positions.

Problem	Cause	Solution
When document pages are fed into the unit, two pages are drawn into the slot.	Too many document pages are set.	Set a maximum of 50 pages (Letter size) for one transmission sequence.
	The Scanner Cover is not closed fully.	Close the Scanner Cover until it clicks at the two latching positions.
	The document extension Tray is not fully extended.	Extend it fully to support the document sufficiently.
	Something is wrong with the document paper itself.	Check the document to see if it satisfies machine requirements (see page 87).
	The ADF pad is dirty.	Clean the ADF pad.
The sending procedure was completed, but nothing was recorded on the recording paper of the receiving party or the image was elongated.	The document was loaded with a wrong side down.	Load the document face down.
	The Scanner Cover is not closed fully.	Close the Scanner Cover until it clicks at the two latching positions.
The sending procedure was completed correctly, but nothing happened.	The remote party's unit is not compatible with yours.	Verify the remote party's unit. This facsimile can communicate with G3 machines but not G4 machines.
Documents cannot be sent overseas.	Poor telephone line conditions.	Retry sending the document using to the "Quality Transmission" procedure (see page 184).

Reception Problems

When receptions are not performed normally, check the points in the table below. If the facsimile will not operate correctly after confirming these points or anything not listed here occurs, call your service representatives.

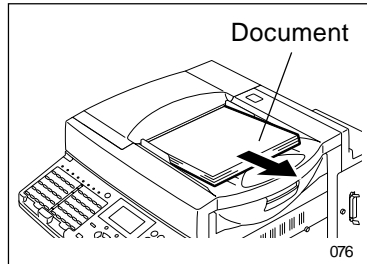
Problem	Cause	Solution
When you are to receive a document and you press  to remove the document.	A document is still in your facsimile.	Press  to remove the document.
 nothing happens.	The modular cord (telephone line cable) is disconnected.	Firmly connect the modular cord at both ends.
	There is no power to the unit.	Check that the power plug is plugged into the AC outlet and the power switch is ON.
	There is no recording paper.	Load recording paper in the recording paper tray.
	The top cover is not closed fully.	Press down the top cover until it clicks at the two latching positions.
	(If the handset is installed and after talking with the remote party through the handset) the handset is returned before pressing  .	Press  first, then return the handset.
	Something is wrong with the sending machine.	Ask the sending party to retransmit the document.
The recording paper does not come out.	The top cover is not closed fully.	Press down the top cover until it clicks at the two latching positions.

Problem	Cause	Solution
After the recording paper has been replaced, a PAPER EMPTY error message remains on the LCD display.	The recording paper is not installed correctly.	Check the paper installation, and make sure it is correct.
	The paper tray is not positioned properly.	Slide the paper tray into the slot firmly.
The received document is difficult to read. Unnecessary lines are printed.	The original document on the sending side is of poor quality.	Ask the sending party if the document contents are clear enough.
	The sending unit requires adjustment.	Ask the sending party to take a copy of the same document using their facsimile. If the quality is poor, the problem is in the sending party's unit.
	The recording unit requires cleaning.	If a copy is made on your facsimile and the quality is poor, clean the recording unit.
You receive a document that is completely blank, even though you and the remote party followed the correct procedures.	The remote party loaded the document face up.	Request the remote party to make sure that document is loaded correctly.
Recording paper jam occurs frequently.	The recording paper tray is not firmly closed.	Check the tray.
	Something is wrong with the recording paper itself.	Use the recording paper of desired specifications.
	The right side cover is not firmly closed.	Check the right side cover.

Clearing a Document Jam

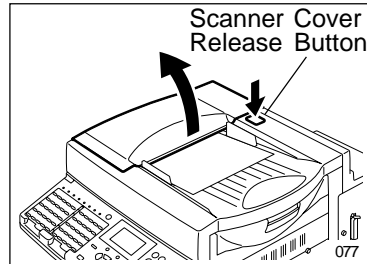
If a document jam occurs during a transmission, the message "DOCUMENT JAM" is displayed in the LCD window. Follow this procedure to clear a document jam.

1 Remove Other Documents



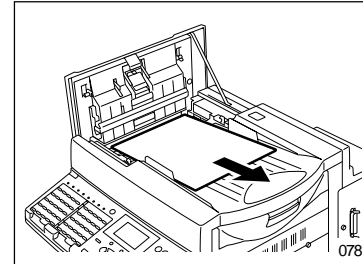
Leave the power of the facsimile ON. Remove other documents from the Document Tray, if any (except the jammed portion).

2 Open the Scanner Cover



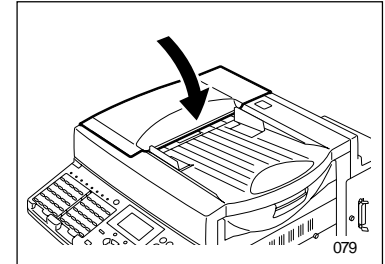
Press the Scanner Cover Release Button to open the cover.

3 Remove the Jammed Document



Remove the jammed document. Check for pieces of paper, clips, or staples which may have caused the failure.

4 Close the Scanner Cover



Firmly close the Scanner Cover.

Confirm that the LCD display indicates that the facsimile is in the Standby Mode.

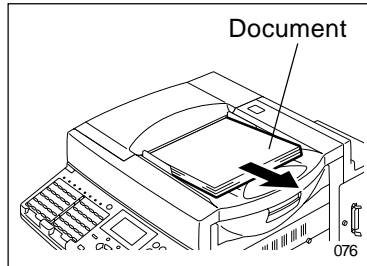
NOTE:

As for a document that has jammed in the facsimile, make a duplicate using a copier and do the transmission over again with the new duplicate used as the sending document.

Clearing a Recording Paper Jam

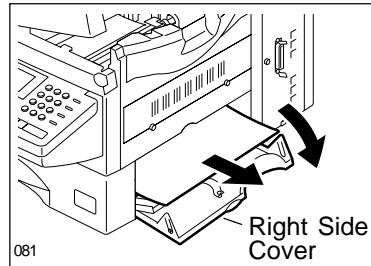
If a recording paper jam occurs during a reception or a copying operation, the message "PAPER JAM XX" is displayed in the LCD window. Follow this procedure to clear the jam.

1 Remove the Documents



Leave the power of the facsimile ON.
If a document is in the Document Tray or Document Exit Tray, remove the document.

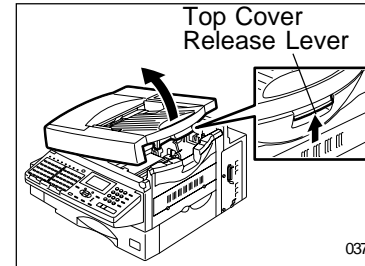
2 Open the Right Side Cover



Open the Right Side Cover, and remove the jammed recording paper if any.

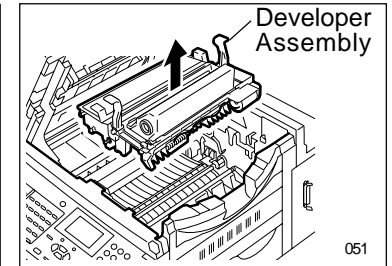
Upon completion, ensure both sides of the cover are completely closed.

3 Open the Top Cover



Grasp the Top Cover Release Lever to open the Top Cover.

4 Remove the Developer Assembly (with Drum Unit)



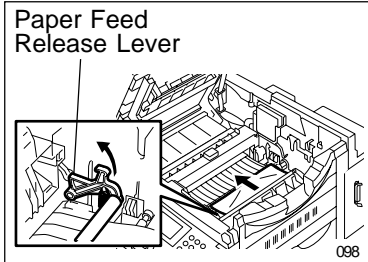
Remove the Developer Assembly with the Drum Unit.

IMPORTANT:

- Never touch the photoconductive drum (the green surface) of the Drum Unit. If the surface is scarred or scratched, it will cause print quality problems.
- While removing any jammed paper, do not expose the photoconductive drum of the Drum Unit to light for more than 3 minutes. If the Drum Unit is to be left anywhere outside the facsimile, be certain to cover it with cloth, paper, etc.

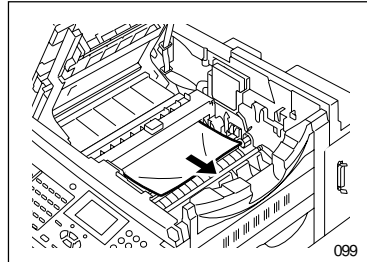
Clearing a Recording Paper Jam - continued

5 Pull Up on the Green Paper Feed Release Lever



Pull up on the green paper feed release lever. If there is any jammed paper, remove it in the direction of the arrow, being careful not to tear the recording paper.

6 Remove the Jammed Recording Paper

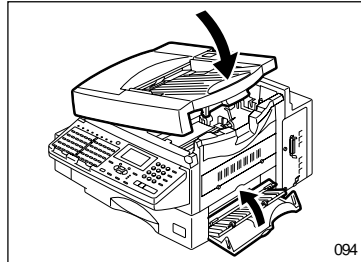


If a recording paper is jammed at the Fuser Section, remove the jammed paper.

CAUTIONS:

- As the Fuser Section is heated, pay special attention when handling it. If hot, allow the fuser to cool prior to touching.
- Do not pull the recording paper out to the exit side.

7 Return the Developer Assembly (with Drum Unit) and Close the Cover



Install the Developer Assembly (with the Drum Unit) and close the Right Side Cover. Then close the Top Cover firmly.

IMPORTANT:

- When closing the Right Side Cover, close it firmly until a "click" sound is heard on both sides.
- When the Top Cover is closed, the unit automatically returns to the Standby Mode.

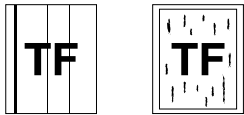
- If there is any received document stored in memory ...

If a recording paper jam occurs during a reception, the received documents are automatically stored in memory. In that case, the facsimile will automatically print out the received contents stored in memory after clearing the paper jam.

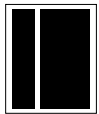
When the Recorded Image is not Clear...

If the Document Scanner Unit is dirty, your documents may not be transmitted clearly. If the Recording Unit is dirty, the document you receive may not be clear. In that case, clean the Document Scanner Unit or Recording Unit using the following procedures. You can check these problems by making a copy.

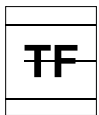
Examples of print problem:



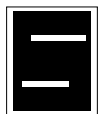
Vertical black line(s)



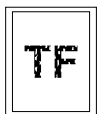
Vertical white line(s)



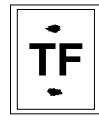
Horizontal black line(s)



Horizontal white line(s)



Faint or blurred print



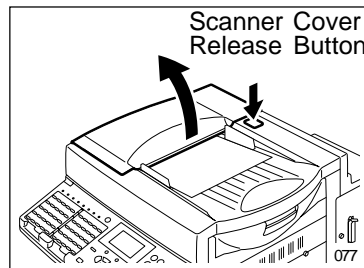
Stained

If the problem occurs during both a transmission and in copy mode, check the Document Scanner Unit.

If the problem occurs during both receptions and copy mode, check the Recording Unit.

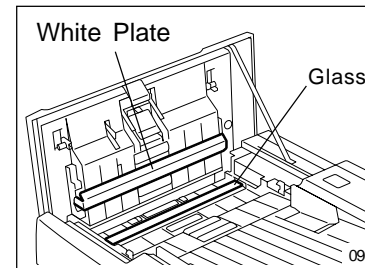
Document Scanner Cleaning Procedure

1 Open the Scanner Cover



Press the Scanner Cover Release Button to open the Scanner Cover.

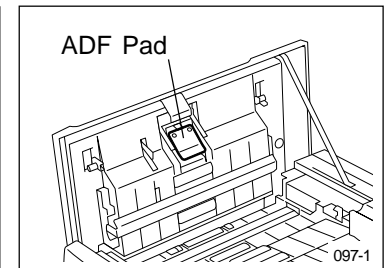
2 Wipe the Glass Surface and White Plate



Wipe the Glass surface and the White Plate with a soft dry cloth.

- If it is very dirty, wipe it with a cloth soaked in water and wrung out, then wipe it with a dry cloth.

3 Wipe the ADF Pad and Rollers



Wipe the ADF Pad and Rollers with a dry cloth.

- If it is very dirty, wipe it with a cloth soaked in water and wrung out, then wipe it with a dry cloth.

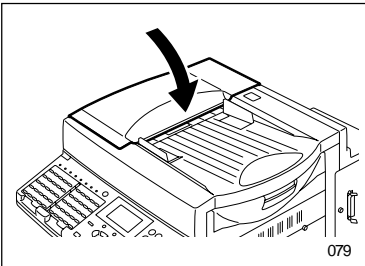
CAUTION:

Be careful not to injure your finger(s) on the ADF spring when you wipe the ADF pad.

When the Recorded Image is not Clear... - continued

Document Scanner Cleaning Procedure - continued

4 Close the Scanner Cover



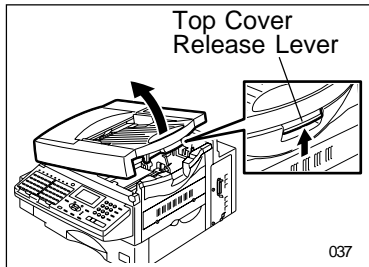
Close the Scanner Cover.

- Make sure that the hooks on both sides are firmly latched.

When the Recorded Image is not Clear... - continued

Recording Unit Cleaning Procedure

1 Open the Top Cover



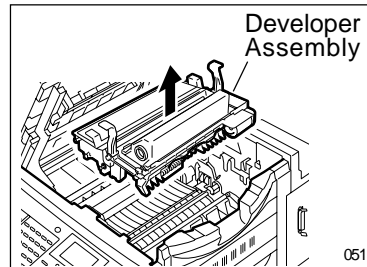
Grasp the Top Cover Release Lever to open the Top Cover.

NOTE:

If a problem with the Recording Unit remains after this action, you may require a new developer assembly or drum unit.

Check for dirt or paper under the developer assembly (with drum unit) first. Call your service representative for assistance.

2 Remove the Developer Assembly (with Drum Unit)

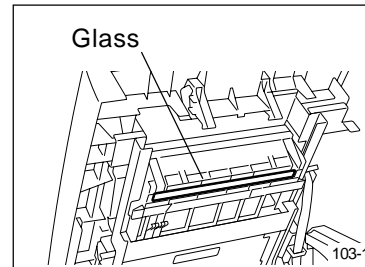


Remove the Developer Assembly (with the Drum Unit attached).

IMPORTANT:

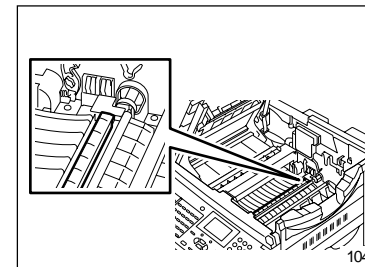
- Never touch the photoconductive drum (the green surface) of the Drum Unit. If the surface is scarred or scratched, it will cause print quality problems.
- Do not expose the photoconductive drum of the Drum Unit to light for more than 3 minutes. If the Drum Unit is to be left anywhere outside the facsimile, be certain to cover it with cloth, paper, etc.

3 Wipe the Glass Surface of Laser Unit



Wipe the glass surface of the laser unit with a soft dry cloth (lens cleaner cloth).

4 Clean the Transfer Wire and Discharge Wire

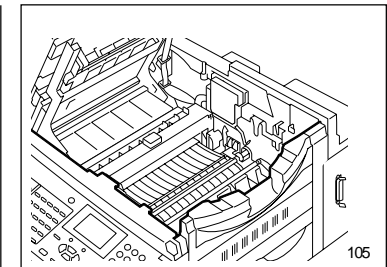


Clean the Transfer Wire and Discharge Wire with a cotton swab.

CAUTION:

Do not touch the Transfer Wire and Discharge Wire with your hands. The oils from your hands could contaminate the wire resulting in lower print quality.

5 Clean the Paper Guide

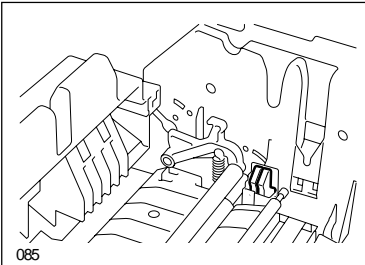


Wipe the Paper Guide with a dry cloth.

When the Recorded Image is not Clear... - continued

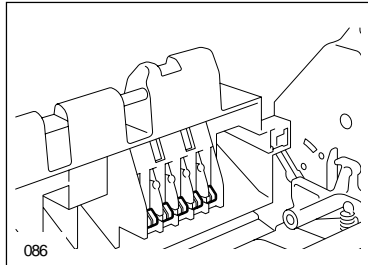
Recording Unit Cleaning Procedure - continued

6 Clean the Front Contacts



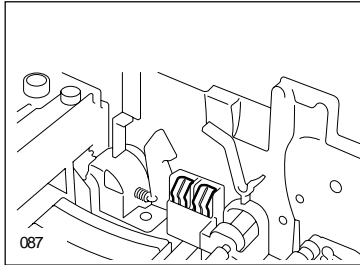
Clean the silver contacts found along the front of the developer chassis, using a cotton swab.

7 Clean the Right Contacts



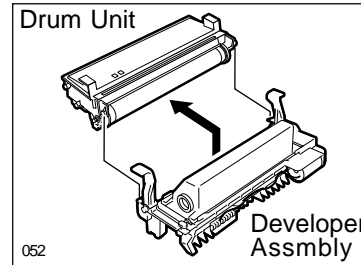
Using a cotton swab, clean the silver contacts found along the right side of the developer chassis.

8 Clean the Rear Contacts



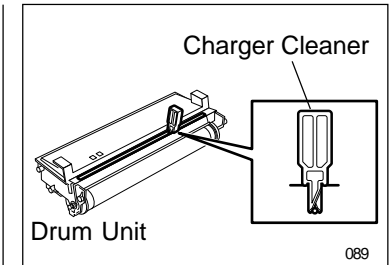
Using a cotton swab, clean the silver contacts found in the rear of the developer chassis.

9 Separate the Drum Unit



Separate the Drum Unit from the Developer Assembly.

10 Clean the Charger Wire



Clean the Charger Wire in the Drum Unit with a Charger Cleaner.

Insert the Charger Cleaner perpendicularly until it contacts the case. Then, move the Charger Cleaner in one direction horizontally slowly.

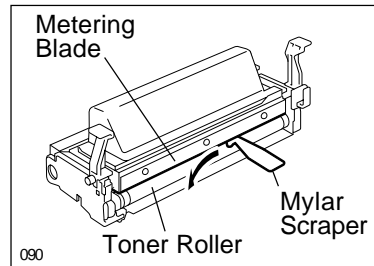
WARNING:

Moving the Charger Cleaner quickly or at an incorrect angle may damage or break the Charger Wire.

When the Recorded Image is not Clear... - continued

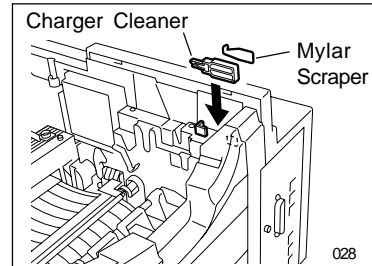
Recording Unit Cleaning Procedure - continued

11 Clean the Metering Blade



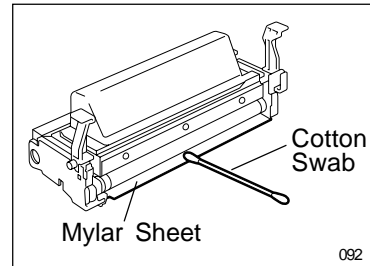
When a white line occurs on the black toner roller of Developer Assembly, scrape off the dust or toner between the metering blade and black toner roller with a Mylar Scraper.

12 Return the Charger Cleaner and Mylar Scraper



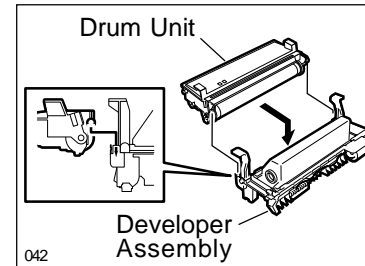
Return the Charger Cleaner and Mylar Scraper to the storage location provided inside the facsimile.

13 Clean the Mylar Sheet



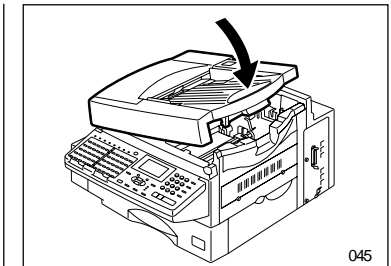
Clean the mylar sheet of the Developer Assembly with a cotton swab.

14 Attach the Drum Unit to the Developer Assembly



Attach the Drum Unit to the Developer Assembly. Position the Drum Unit with the green drum surface facing the black toner roller on the Developer Assembly.

15 Return the Developer Assembly (with Drum Unit) and Close the Top Cover



Install the Developer Assembly (with the Drum Unit attached) and close the Top Cover.

- When the Top Cover is closed, the unit automatically returns to the Standby Mode.

AUTO TEST

AUTO TEST mode, permits you to automatically perform a series of machine tests in one operation.

The test items performed by the AUTO TEST are:

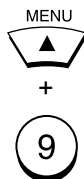
- FLASH ROM TEST
Checks the program data, function data, and language data.
- SRAM TEST
Checks the SRAM Memory.
- DRAM TEST
Checks the DRAM Memory.
- MODEM TEST (Line 1, Line 2: Only when installed)
Checks the modem and detects a line current.
- SCANNER TEST
Checks the image scanner.
- CODEC TEST
Checks the CODEC IC.
- PRINTER TEST
Checks the printer components for proper operation and prints one test page.
- PHONE BOOK DATA TEST
Checks the phone book data.

NOTE:

AUTO TEST cannot be performed if the data, such as received data, delayed transmission, or polling data, is stored in the memory.

1 Display the TEST MODE Menu

Press:



1. AUTO TEST
2. INDIVIDUAL TEST
3. TEST RESULT LIST

The image shows a rectangular screen with a black background and white text. The first line '1. AUTO TEST' is highlighted with a white background.

2 Select the AUTO TEST Menu

Press:



The auto test starts, ■ appears on the screen indicating that the test is under way.

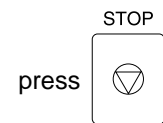
AUTO TEST

The image shows a rectangular screen with the text 'AUTO TEST' at the top and a dashed horizontal line below it.

AUTO TEST
■■■■-----

The image shows a rectangular screen with the text 'AUTO TEST' at the top, four solid black bars below it, and a dashed horizontal line below that.

To suspend the auto test,



3 Completed the AUTO TEST

When all the tests end, the word "OPERATION COMPLETED" is displayed on the screen and the display returns to showing the standby mode screen.

The results of the auto test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 252.

If the result of the auto test is judged to be NG, call your service representative.

- INDIVIDUAL TEST MODE

INDIVIDUAL TEST Summary

In INDIVIDUAL TEST mode, you can perform specific tests on this facsimile.

1 Enter the INDIVIDUAL TEST Menu

Press:





01.ADF TEST
02.KEY TEST
03.LED TEST
04.LCD TEST ↓
05.SPEAKER TEST
06.SWITCH TEST
07.TEST PRINT

NOTE:

Only 4 selections can be displayed at one time.

2 Select the Desired INDIVIDUAL TEST (01-07)

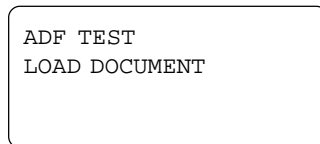
Press  or  until the desired INDIVIDUAL TEST is displayed or enter the desired INDIVIDUAL TEST (01 through 07) using the dial keypad.

ADF TEST

The ADF test checks the operation of the ADF by transporting and unloading documents. You can check that the ADF is normal if the number of documents loaded is consistent with the number of documents transported and unloaded.

1 Select the ADF TEST Menu

Press:



You can change the transport speed by pressing **MODE**.

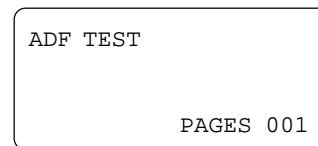
- STD: Fast
- FINE (Same when HALF TONE is set): Medium
- U-FINE (Same when HALF TONE is set): Slow

2 Load the Document

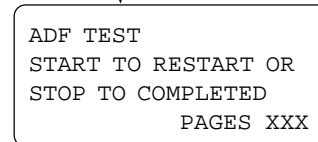
Load the documents in the document tray and press:



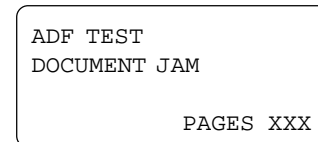
The documents will be transported one by one and the number of documents unloaded will be displayed at the lower right on the screen.



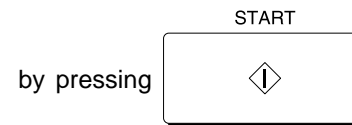
After transporting all the documents



If a document jam occurs during transport, the screen below is displayed.



Remove the jammed document. You can resume the test



3 To Continue or Exit the Test

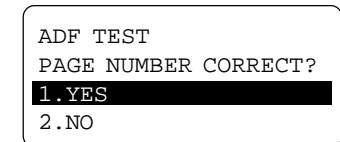
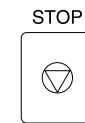
To continue the ADF test, press:



Load the documents again, then press:



To end the test, press:



ADF TEST - continued

4 Select the ADF Test Result

If the number of documents loaded is consistent with the number of documents unload, press:

1

If a document is not fed properly (even once), press:

2

5 Completed the ADF TEST

The word "OPERATION COMPLETED" is displayed on the screen and the unit returns to the individual test selection screen.

The result of the ADF test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 252.

If the result of the ADF test is judged to be NG, call your service representative.

KEY TEST

The key test checks key switch operation on the Operation Panel.

1 Select the Key Test Menu

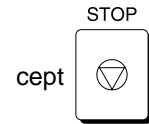
Press:




KEY TEST
PRESS ALL KEYS
EXCEPT STOP KEY

2 Check the Keys


Press all the key switches ex-

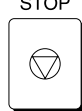


If all the keys except  have been detected, the screen below is displayed.

KEY TEST
PRESS STOP KEY

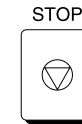
NOTE:

If you fail to press all of the keys on the operation panel including  before press-

ing , the result will be NG.

3 Exit the Key Test Mode


Press:




The result of the key test ("OK" or "NG") is displayed on the screen, and the unit returns to the test item select screen of the individual test.

KEY TEST

OK

Unless  is pressed within 10 seconds after the screen in Step 2 is displayed, the test result is judged to be NG.

NOTE:

If you press  before you press every other key, the machine will reset to the Individual Test menu screen and no test result will be issued.

4 Completed the KEY TEST

The result of the key test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 252.

If the result of the key test is judged to be NG, call your service representative.

LED TEST

The LED test checks LED operation by lighting all the LEDs on the Operation Panel.

1 Select the LED TEST Menu

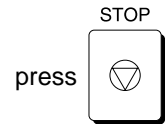
Press:



LED TEST
CHECK IF ALL LEDS
ARE TURNED ON
STOP TO COMPLETE

2 Check the LCDs

Visually check that all the LEDs are on. After checking,



LED TEST
ENTER TEST RESULT
1. OK
2. NG

3 Select the Test Result Option

If all the LEDs are turn on, press:



If even one LED is not lit, press:



4 Completed the LED TEST

The word "OPERATION COMPLETED" is displayed on the screen and the unit returns to the individual test selection screen.

The result of the LED test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 252.

If the result of the LED test is judged to be NG, call your service representative.

LCD TEST

The LCD test checks LCD operation by turning on and off all the elements of the LCD on the Operation Panel.

1 Select the LCD TEST Menu

Press:



LCD TEST
LCD WILL TURN BLACK
AND THEN CLEAR
PRESS START KEY

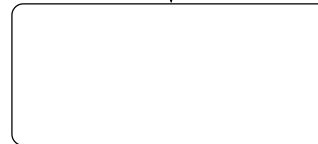
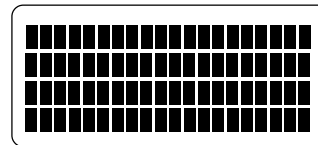
2 Start the LCD Test

Press:



All of the elements of the LCD should turn on (as is the example below).

Five seconds later, all the elements should turn off. Visually check that all the elements have turned on and off normally. The test result input screen is displayed five seconds after the elements turn off.



LCD TEST
ENTER TEST RESULT
1 .OK
2 .NG

3 Select the Test Result Option

If all elements of the LCD turn on and off normally, press:

1

If even one elements fails to turn on and off, press:

2

4 Completed the LCD TEST

The word "OPERATION COMPLETED" is displayed on the screen and the unit returns to the individual test selection screen.

The result of the LCD test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 252.

If the result of the LCD test is judged to be NG, call your service representative.

SPEAKER TEST

The speaker test checks speaker operation by changing the volume output from the speaker.

1 Select the SPEAKER TEST Menu

Press:



```
SPEAKER TEST
STOP TO COMPLETED
VOLUME= (0-7)
0 1 2 3 4 5 6 7
```

2 Select the SPEAKER TEST Option

Select a speaker volume level by using or .

Level 0 produces no sound, and Level 7 the maximum volume. Speaker sound is output at the volume level selected. Check that all the volumes are output normally. After checking, press:



```
SPEAKER TEST
ENTER TEST RESULT
1 .OK
2 .NG
```

3 Select the Test Result Option

If all volumes are output normally, press:



If even one of them is not output normally, press:



4 Completed the SPEAKER TEST

The word "OPERATION COMPLETED" is displayed on the screen and the unit returns to the individual test selection screen.

The result of the speaker test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 252.

If the result of the speaker test is judged to be NG, call your service representative.

SWITCH TEST

The switch test checks if the detection switches operate normally.

The test items in SWITCH TEST mode are as follows:

- Detection of Scanner Cover open/closed status
- Detection of Top Cover open/closed status
- Detection of Process Unit (Drum Unit with Developer Assembly) presence/absence status
- Detection of Recording Paper and Recording Paper Tray presence/absence status
- Detection of Bypass Tray presence/absence status
- Detection of Flip Panels on the Operation Panel

NOTE:

If no operation is performed within 10 seconds after an operational instruction is displayed on the screen during the switch test, the test result will be judged to be NG.

1 Select the SWITCH TEST Menu

Press:



SWITCH TEST
OPEN SCANNER COVER

2 Check the Scanner Cover

Open the Scanner Cover. When its open state is detected, the screen below appears. After checking that the screen is displayed, close the Scanner Cover.

Detects the open state of the Scanner Cover.

SWITCH TEST
CLOSE SCANNER COVER

Close the cover

SWITCH TEST
OPEN THE TOP COVER

3 Check the Top Cover

Open the Top Cover. When its open state is detected, the screen below appears. After checking that the screen is displayed, close the Top Cover.

Detects the open state of the Top Cover.

SWITCH TEST
CLOSE THE TOP COVER

Close the cover

SWITCH TEST
PULL OUT THE UPPER TRAY

SWITCH TEST - continued

4 Check the Upper Tray

Pull out the Upper Recording Paper Tray. When the absence of a Recording Paper Tray is detected, the screen below appears. After checking that the screen is displayed, install the Recording Paper Tray.

Detects the absence of an Upper Recording Paper Tray.

SWITCH TEST
INSERT THE UPPER TRAY

Install the Recording Paper Tray

SWITCH TEST
PULL OUT THE PROCESS UNIT

If no recording paper is placed in the Recording Paper Tray, the screen below is displayed. You can resume the test by loading the paper.

SWITCH TEST
LOAD PAPER IN THE UPPER TRAY

If an Optional Recording Paper Tray is installed, follow the same test procedure as above for the Middle and Lower Recording Paper Trays.

5 Check the Process Unit (Drum Unit with Developer Assembly)

Remove the Process Unit. When the absence of a Process Unit is detected, the screen below appears. After checking that the screen is displayed, install the Process Unit.

Detects the absence of a Process Unit.

SWITCH TEST
PUT IN THE PROCESS UNIT

Install the Process Unit

SWITCH TEST
UNLOAD PAPER IN THE BYPASS TRAY

If no Bypass Tray is installed or no recording paper is placed in the Bypass Tray, the screen below is displayed.

DOES THIS MACHINE HAVE A BYPASS TRAY?
1. YES
2. NO

If Bypass Tray is installed or no paper is placed in the Bypass Tray, press:

1

Go to Step 6.

If no Bypass Tray is installed, press:

2

Go to Step 7.

6 Check the Bypass Tray (If Installed)

Remove the recording paper from the Bypass Tray. When the absence of recording paper is detected, the screen below appears. After checking that the screen is displayed, load the paper.

Detects the absence of recording paper in the Bypass Tray.

SWITCH TEST
LOAD PAPER IN THE BYPASS TRAY

Load the paper

SWITCH TEST
FLIP BOOK PANEL ON THE LEFT-HAND SIDE

If both Flip Panels are set on the left-hand side of the Operation Panel, the screen below is displayed. In this case, reverse the left and right for the operation in Step 7.

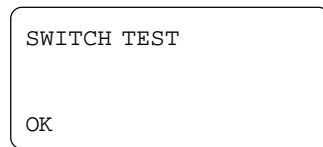
SWITCH TEST
FLIP BOOK PANEL ON THE RIGHT-HAND SIDE

SWITCH TEST - continued

7 Check the Flip Panels

Set both Flip Panels on the left-hand side.

The result of the switch test ("OK" or "NG") is displayed on the screen, and the unit returns to the individual test selection screen.



If one Flip Panel is set on either side, move the Flip Panel on the right-hand side to the left-hand side and then move them to the right-hand side.

8 Completed the SWITCH TEST

The result of the switch test can be confirmed with the self test report. To print the self test report, refer to "PRINTING A TEST RESULT" on page 252.

If the result of the switch test is judged to be NG, call your service representative.

TEST PRINT

The test print checks the print function by printing a test pattern.

1 Select the TEST PRINT Menu

Press:

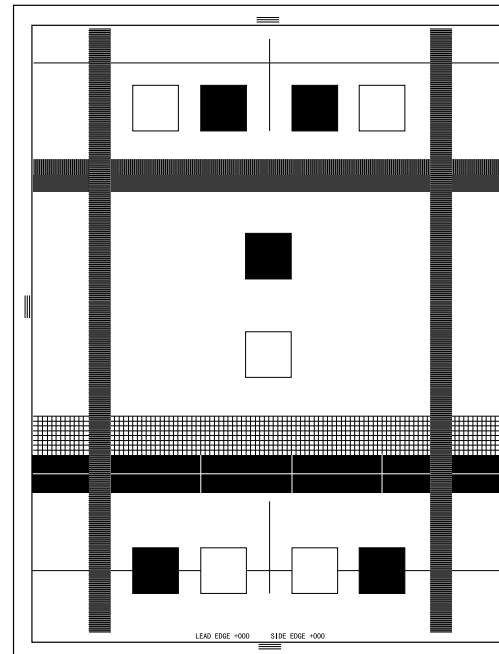


MAY-17-00 WED11:13

RESULT MEMORY 100%
PRINTING LIST

The test pattern is printed and the unit returns to the standby mode screen.

Print Sample



PRINTING a TEST RESULT

This test result list prints out the results of the individual tests as a self test report.

1 Select the TEST RESULT Menu

Press:



After completion of the list output, the display returns to the standby mode screen.

Print Sample

TEST CONTENTS		RESULT	NOTE	DATE
10CWWT1SPe 20CWWT1SPe 30CWWT1SPeAA				
SELF TEST REPORT				
PAGE : 001				
TIME : MAY-17-00 05:25PM				
TEL NUMBER1 :				
TEL NUMBER2 :				
NAME :				

AUTO TEST				
FLASH ROM				
PROGRAM	NG	2080		MAY-17-00 02:18PM
FUNCTION	NG	58E5		MAY-17-00 02:19PM
LANGUAGE	NG	805B		MAY-17-00 02:19PM
SRAM				
ADDRESS BUS	OK			MAY-17-00 02:19PM
DATA BUS	OK			MAY-17-00 02:19PM
DRAM				
ADDRESS BUS	OK			MAY-17-00 02:19PM
DATA BUS	OK			MAY-17-00 02:25PM
MODEM				
LINE (#1)	NG	57A		MAY-17-00 02:25PM
LINE (#2)	NG	57A		MAY-17-00 02:25PM
SCANNER				
RAM	OK			MAY-17-00 02:25PM
SHADING	OK			MAY-17-00 02:25PM
CODEC	OK			MAY-17-00 02:25PM
PRINTER	OK			MAY-17-00 02:25PM
PHONEBOOK	OK			MAY-17-00 02:25PM
INDIVIDUAL TEST				
ADF TEST	OK	U-FINE		MAY-17-00 05:24PM
KEY TEST	--			
LED TEST	OK			MAY-17-00 03:44PM
LCD TEST	OK			MAY-17-00 03:44PM
SPEAKER TEST	OK			MAY-17-00 03:45PM
SWITCH TEST	OK			MAY-17-00 03:47PM

REMOTE SERVICE - 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.

- 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.

SPECIFICATIONS

Document Size:	Width 216 mm (8.5 inches) max. 148 mm (5.8 inches) min. Length ... 1000 mm (39.4 inches) max. 100 mm (3.9 inches) min.
Recording Paper Size:	Width 216 mm (8.5 inches) Length ... 280 or 356 mm (11.0 or 14.0 inches)
Recording Paper Tray Capacity:	Up to 550 sheets per tray (with the recommended paper)
Effective Scanning Width:	216 mm (8.5 inches)
Effective Printing Width:	207 mm (8.1 inches)
Compatibility Communication Modes:	ECM, G3, Exclusive Modes: (EX)
Scanning Density:	Horizontal 8 dots/mm (203 dpi), 16 dots/mm (406 dpi) Vertical 3.85 lines/mm (97.8 lines/inch) 7.7 lines/mm (196 lines/inch) 15.4 lines/mm (391 lines/inch)
Transmission Rate:	V.17: 14400/12000/9600/7200/4800/2400 bps V.34: 33600/31200/28800/26400/24000/21600/ 19200/16800/14400/12000/9600/7200/ 4800/2400 bps
Encoding Systems:	JBIG/MMR/MR/MH
Recording and Printing Method:	Electrophotography and Laser Printing
Laser:	GaAIAs Laser Diode Max. 5 mW, wavelength 780 nm
Memory Capacity:	Standard 3MB for DP120F 7MB for DP125F Optional Memory Card 4 MB Board (DP120F only)
Machine Type:	Desktop type with both transmission and reception functions
Applicable Networks:	PSTN (Public Switched Telephone Network)

Power Required:	120 VAC, 60 Hz
Power Consumed:	Max. 550 W (operating), 2 W or less (standby in Super Power Saver mode)
Unit Dimensions:	Width 590 mm (23.2 inches) Depth 596 mm (23.5 inches) Height 338 mm (13.3 inches) (All dimensions excluding protrusions)
Weight:	About 24.5 kg (54.0 lbs.)

- 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 10 hours). If the power supply is cut off for a long time, the received data may be lost.

SUPPLIES

Letter-size Recording Paper:

Legal-size Recording Paper:

Drum Kit: DK-15

Toner Kit: TK-15

Developer Unit: DU-15

HARDWARE OPTIONS

**2nd NCU Board with V.34 Modem:
(DP120F only)** GD-1030-US

**Memory Board (4MB):
(DP120F only)** GC-1030

Recording Paper Tray: FU-15L

Bypass Tray (DP120F only): BC-15

Handset: HD-15

PCL Print Kit: GA-1020

NIC Kit: GF-1010

Internet FAX Kit: GD-1040

TOSHIBA Viewer

OPERATOR'S MANUAL

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“TOSHIBA Viewer” has been specially designed for use with DP120F/DP125F's [Multi-Function Peripherals] and TWAIN compatible scanning devices.

Subject to the device with which you are using TOSHIBA Viewer and the configuration of your specific copy of TOSHIBA Viewer, available features of TOSHIBA Viewer include:

- Scanning hard copy documents using your TWAIN scanner.
- Using your DP120F/DP125F as a printer.
- Using your DP120F/DP125F as a scanner.
- Configuring your DP120F/DP125F from the PC.
- Create or edit the Phone/Fax numbers stored in your DP120F/DP125F from the PC.
- Creating contacts in your TOSHIBA Viewer Phonebooks for frequently used fax numbers and e-mail addresses.
- Creating graphics files in the Unimessage Pro Viewer.
- Storing properties of files in the Unimessage Pro folders to be used with TOSHIBA Viewer's sophisticated search engine.
- Routing of scanned images using TOSHIBA Viewer's simple wizard style Routing Rules.

This manual gives instructions on how to install TOSHIBA Viewer and basic information about some of the other functions listed above.

Upgrading Unimessage Pro for TOSHIBA Viewer

Unimessage Pro for TOSHIBA Viewer can be upgraded to:

- Add features, for example e-mail functions are not included in all Unimessage Pro configurations.
- Support multiple users on a LAN.
- Support several devices at the same time.

To update/upgrade your copy of Unimessage Pro for TOSHIBA Viewer, contact your TOSHIBA authorized dealer.

INSTALLATION AND DEVICE CONFIGURATION

NOTE:

The Requirements indicated here are minimums. As with most Windows applications, TOSHIBA Viewer will run faster when used on a PC with a faster processor or with more RAM. If you are using other applications on your PC at the same time as TOSHIBA Viewer, a faster processor and additional RAM are highly recommended.

Computer Requirements

The TOSHIBA Viewer system is compatible with Microsoft Windows 95/98, Microsoft Windows NT4.0 or later. Make sure that your computer meets the following criteria.

For installation under Microsoft Windows 95/98 or Microsoft Windows NT 4.0

PC:	IBM PC or 100% compatible; Pentium 120 MHz or higher
Operating system:	Microsoft Windows 95/98, Windows NT 4.0
PC memory:	32M Bytes minimum (64M Bytes recommended) for Windows 95/98 First Edition (Microsoft Windows 95 OSR1 Service Pack 1 is recommended.) 32M Bytes minimum (64M Bytes recommended) for Windows 98 Second Edition and Windows NT 4.0 (When using Windows NT4.0, please ensure that Microsoft NT4.0 Service Pack 4 or later is installed.)
Display:	A 24-bit color video card and driver is recommended

Configuration of the CD-ROM

The configuration of the CD-ROM and the purposes for each folder are as described below.

- \Toshiba Viewer
Includes the Setup.exe to install the TOSHIBA Viewer, printer driver and TWAIN driver.
- \Drivers9x\Network Printer
Includes the printer driver for the client computers of Windows 95/98.
- \Drivers9x\PnP Printer & TWAIN
Includes the printer driver and TWAIN driver for Plug-and-Play installation.
- \DriversNT4\Local Printer & TWAIN
Includes the printer driver and TWAIN driver for installing by Add Printer function in Windows NT4.0 that DP120F/DP125F is connected in local.
- \DriversNT4\Network Printer
Includes the printer driver for Windows NT4.0 that is used as a client computer.

Installing the TOSHIBA Viewer

Before installing TOSHIBA Viewer, your TOSHIBA DP120F/DP125F must be connected to your PC via a parallel cable suitable for bi-directional communications.

NOTE:

Please make sure that following terms are satisfied.

- When using Windows NT 4.0, make sure you have Administrator access rights.
- Close all applications that are running to avoid any conflicts during installation.
- The TOSHIBA DP120F/DP125F connected to your PC is powered on.

Installation

Prompts may vary depending on your PC configuration.

The screens show examples of Windows 95.

NOTE:

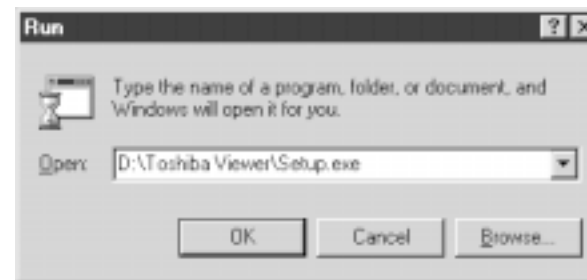
You can install the drivers by Plug-and-Play function or Add Printers function. You have to choose different sources in the CD-ROM when you install by those functions. Please see on page 261 for the configuration of the CD-ROM and the descriptions for the sources in each folder.

1 Insert the CD-ROM



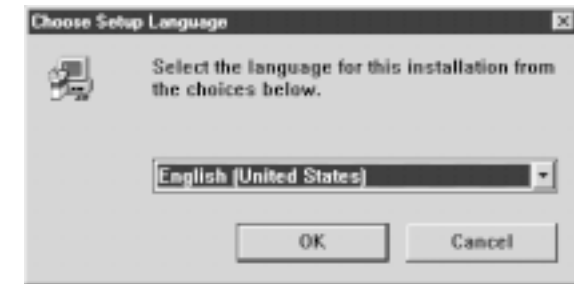
Click **Start** and select **Run**.

2 Type "D:\Toshiba Viewer\Setup.exe"



Type "D:\Toshiba Viewer\Setup.exe" where D is your CD-ROM drive.
Click **OK**.

3 Select Language



Click **OK**.

4 Start the Installation



Click **Next**.

Installing the TOSHIBA Viewer - continued

Installation - continued

5 Read the Software License Agreement



If you agree the License Agreement, click **Yes**.

If you click **No**, exit the Installation. The Installation is not completed.

6 Choose the Destination Location



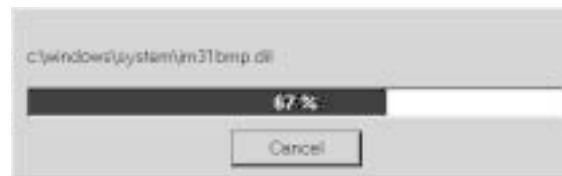
Click **Next**.

7 Select the Program Folder



Click **Next**.

8 Start the Copy



Wait until file copying files is completed.

The Setup Complete screen automatically appears.

9 Exit the Installation Window



Select **Yes, I want to restart my computer now.**, and click **Finish**.

NOTE:

You have to restart the computer before using the TOSHIBA Viewer.

After restarting the computer, the Unimessage Pro device wizard automatically runs.

Installing the TOSHIBA Viewer - continued

After restarting the computer, the **Unimessage Pro device wizard** automatically appears.

NOTE:

This device setup wizard can be operated by running the **Unimessage Pro Startup Wizard** in **Program Folder** as well. When plural TOSHIBA Faxes are connected to your PC, you can operate the device setups for each device.

Every time you operate the device setup, a new TOSHIBA Viewer utility is created.

Device Setup

1 Unimessage Pro device wizard appears



Enter the details for each entry field.

NOTE:

At least **Name**, **Organization**, **Address**, **Country**, **Telephone number**, and **Fax number** must be entered.

The **Address** entry must be more than 20 letters.

After all required entries are completed, click **Next**.

2 Select the device driver installation type

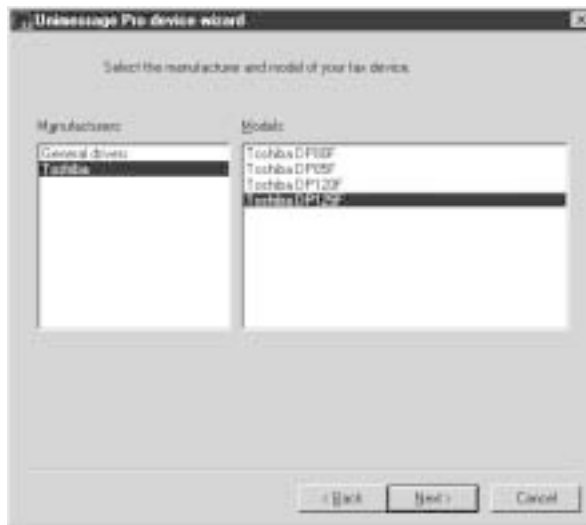


Select **Yes, select a device connected to this computer from a list of supported devices**, and click **Next**.

Installing the TOSHIBA Viewer - continued

Device Setup - continued

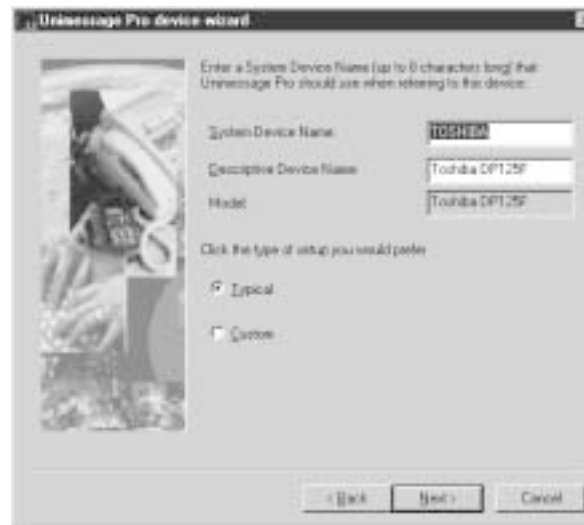
3 Select the manufacturer of your fax and the device model



Select **Toshiba** in the **Manufacturers** field and the model that is connected to your PC in the **Models** field.

Click **Next**.

4 Enter System Device Name and Descriptive Device Name



Default **System Device Name** and **Descriptive Device Name** are already entered. Rename them if required.

5 Select Custom for the type of Setup



Click **Next**.

Installing the TOSHIBA Viewer - continued

Device Setup - continued

6 Select the Port that your DP120F/ DP125F is connected to



Click **Next**.

7 Select Yes, install TWAIN components



If there is a TOSHIBA Viewer TWAIN resource available for the DP120F/DP125F you are using, TOSHIBA Viewer will ask if the TWAIN resource should be installed as you configure the device.

Click **Next**.

8 Select Yes, create a printer



If the DP120F/DP125F prints using a TOSHIBA Viewer driver, TOSHIBA Viewer will ask if a printer driver for the DP120F/DP125F should be created or not. If you choose to create this printer, it will be named after the DP120F/DP125F but you can edit this name if you prefer.

Click **Next**.

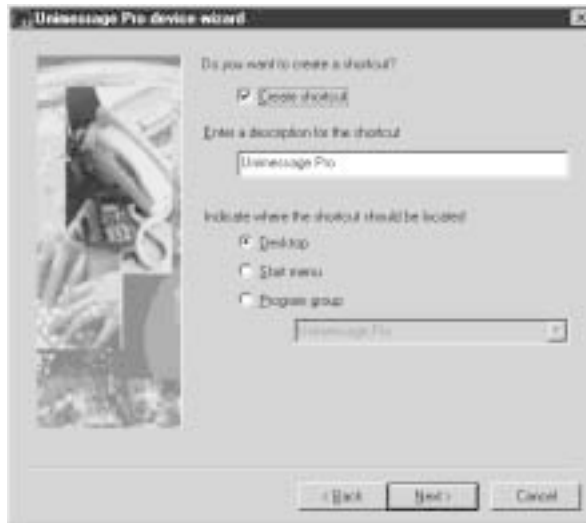
NOTE:

If you choose not to create the “print” printer driver during the definition of the device or it is deleted, you can create the “print” printer driver for the DP120F/DP125F later. To do this, open the Devices folder, right click on the appropriate device and select **Create printer**. For further details, see the **Help for Create printer**.

Installing the TOSHIBA Viewer - continued

Device Setup - continued

9 Select whether to create a shortcut and the location



Click **Next**.

NOTE:

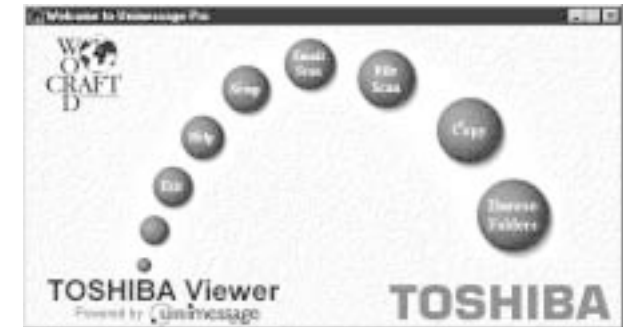
If you want to install several TOSHIBA Viewers, it is required to change the name of the shortcut to avoid the name being overlapped.

10 Complete the device setup



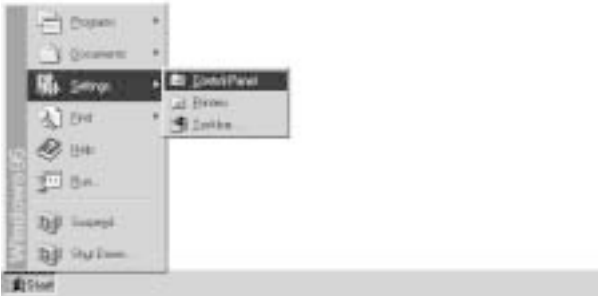
Click **Finish**.

11 TOSHIBA Viewer starts



Uninstalling the TOSHIBA Viewer

1 Select Start, Settings, Control Panel



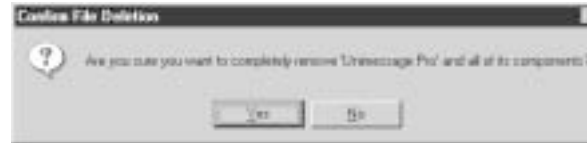
Double click **Add/Remove Programs**.

2 Select Unimessage Pro



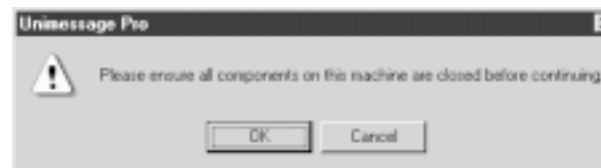
Click **Add/Remove...**

3 Confirm File Deletion dialog appears



Click **Yes**.

4 TOSHIBA Viewer alert dialog appears



Exit all applications running on your machine, and click **OK**.

5 Uninstallation starts



After removing files is completed, click **OK**.

NOTE:

During the uninstallation, the confirmation dialogs for removing the shared files appear. Click **OK** to delete all shared files in the TOSHIBA Viewer program folder.

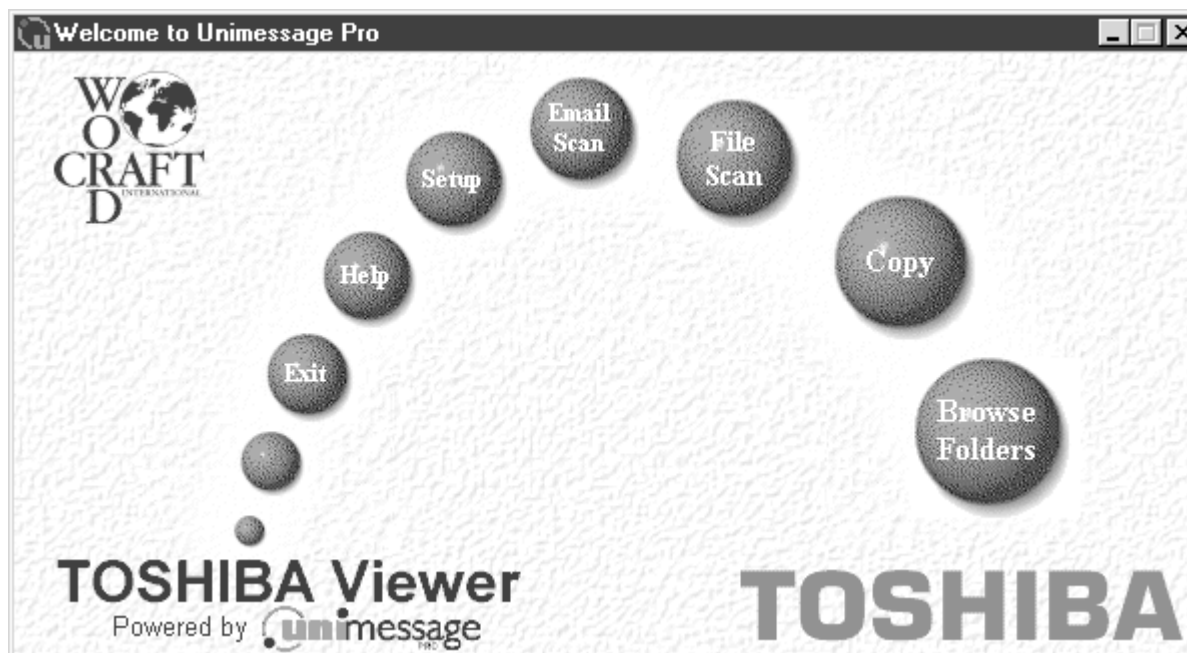


Restart your computer to complete the uninstallation. Some files are deleted after restarting the computer.

DESCRIPTION OF THE FUNCTIONS

Descriptions and instructions for general functions are described in this section. For details and instructions other than those described in this manual, please refer to the **TOSHIBA Viewer on-line Help**.

Description of the Main Welcome Menu



From this menu you can access the main TOSHIBA Viewer system. You can examine the lists of scanned and filed images by clicking the **TOSHIBA Viewer** logo.

The round buttons provide quick access to some of the TOSHIBA Viewer functions and can include a combination of the following:

Browse Folders: This takes you to the list of folders within TOSHIBA Viewer so that you can check on the progress of messages, examine the lists of received, transmitted, filed messages and print these lists or individual messages.

Copy: This combines the functions of TWAIN scanning and printing and allows you to make multiple hardcopies of a document in the automatic document feeder of the TWAIN scanner.

File Scan: This takes you to the TWAIN scanner driver or, for DP120F/DP125F, the TOSHIBA Viewer Scan setup dialog so that you can scan documents or images into your PC.

Email Scan: This scans a document or image using any TWAIN scanner then automatically attach it to an email message.

Setup: This takes you to a dialog where settings on your DP120F/DP125F can be configured from the PC; it may also allow you to exchange Phonebook contacts with your DP120F/DP125F's One Touch or Speed Dial functions.

Help: To access TOSHIBA Viewer on-line Help.

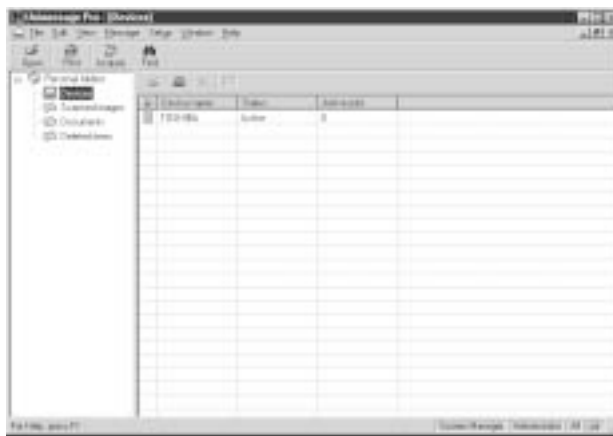
Exit: To close TOSHIBA Viewer.

Browse Folders

When you click **Browse Folders** button or the TOSHIBA Viewer logo on the Welcome menu, the TOSHIBA Viewer main display will appear.

NOTE:

- When you close the main TOSHIBA Viewer display, the Welcome menu will reappear. If you prefer to skip the Welcome menu, select **Program** from the **Setup** menu, click on the **Application** tab and uncheck the **Show "welcome" screen** option then click **OK**. The Welcome menu will not be displayed beginning with the next time you start TOSHIBA Viewer.
- You can switch between open folders in the main TOSHIBA Viewer display using **Ctrl+TAB** or **Ctrl+F6**.
- You can close the current folder in the main TOSHIBA Viewer display using **Ctrl+F4**.



At the top of the Main TOSHIBA Viewer Display is the menu list - *File, Edit, View, Message, Setup, Window, and Help*. Below the menu list is the main toolbar - *Open, Print, Acquire and Find*. For further descriptions of the each menu item, select **Contents and Index** in *Help* menu to view the **Help**.

The remainder of the screen is divided into two parts:

- On the left is the list of available folders.

To open a folder in the right pane, click its name in the folder tree. If a folder contains any unread items TOSHIBA Viewer will display the number of unread items within each folder after each folder's name in this section of the screen.
- On the right is a display area for individual or multiple folder.

You can select folders to be displayed by clicking on them in the folder list.

Changing the Device Configuration

During the Unimessage Device Wizard that concluded the installation process, you will have configured TOSHIBA Viewer for use with your DP120F/DP125F. Should you want to, you can reconfigure how TOSHIBA Viewer works with your DP120F/DP125F via the **Device** folder.

Also you can remotely configure the device configuration using this program.

1 Open the Device folder



Double click the appropriate entry in the list of devices that appears in the right hand pane.

Device settings appears.

Browse Folders - continued

Changing the Device Configuration - continued

2 Change the TOSHIBA Viewer settings

2a Change the device settings



Click on **Device** tab.

Check on **Print** and/or **Scan** if you want the DP120F/DP125F to be worked as a printer and/or scanner using the TOSHIBA Viewer.

When you want to change the port, go to Step 2b.

When you want to configure the device settings, click on **Setup...** and go to Step 3.

When you want to save changes, click on **OK**.

2b Change the port



Click on **Port** tab.

Select the port that your computer connects to your DP120F/DP125F.

Click on **OK** to save changes.

Browse Folders - continued

Changing the Device Configuration - continued

3 Change the Device settings

You can remotely configure the device settings using the TOSHIBA Viewer.

After clicking **Setup...** on the Device Tab screen, the TOSHIBA Viewer retrieves the device settings from the DP120F/DP125F.

When you want to change the device settings file directly, go to Step 3a.

When you want to change the device settings file by copying the settings from a set file located on your hard disk, go to Step 3b.

When you want to change the device settings file by copying the settings from a user settings file stored within TOSHIBA Viewer, go to Step 3c.

For additional information on a specific item, refer to Help and the appropriate section of the DP120F/DP125F Operator's Manual.

3a Edit the device configuration



Select or enter the value for items that you want to change the configurations.

Click the ✓ button to download the new settings to your DP120F/DP125F. Back to Step 2a.

NOTE:

Click the ✕ button to cancel adding/editing the device configuration. Back to Step 2a.

3b Load a set file on your hard disk



Double-click on **Add settings file**.
A "New settings" file is created.



Right-click on the new settings file and select **Load...**

NOTE:

In order to create a user settings file to be saved on your hard disk, refer to the section "Saving the Device Configuration".

The Load settings screen appears. Designate the hard disk location of the desired set file, select the file, then click on **Open**. The set file is loaded.

Continue to Step 3c.

Browse Folders - continued

Changing the Device Configuration - continued

3 Change the Device settings - continued

3C Copy the device configuration



Left-click and hold on the user settings file, then drag it to the device settings file, and release the left mouse button.

NOTE:

Initially, your mouse pointer will become a "circle with diagonal line". Upon reaching the desired settings file, the pointer will take the form of an "address label". Upon releasing the left mouse button, the contents of the user settings file are copied to the device settings file.

Click the ✓ button to download the new settings to your DP120F/DP125F. Back to Step 2a.

NOTE:

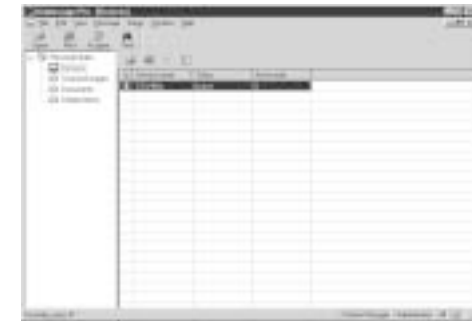
Click the ✕ button to cancel adding/editing the device configuration. Back to Step 2a.

Saving the Device Configuration

The device setting file opened by TOSHIBA Viewer (default name TOSHIBA) is a temporary "working" file. Every time TOSHIBA Viewer is opened, the program accesses the attached facsimile and reads the current settings. You can store the settings within TOSHIBA Viewer or save them as a file on your hard disk.

This is useful when performing a full memory clear or upgrading the machine's firmware because you can easily re-configure the device by downloading the stored settings.

1 Open the Device folder



Double click the appropriate entry in the list of devices that appears in the right hand pane.

Device settings appears.

2 Click on Setup...



Toshiba Setup appears.

Browse Folders - continued

Saving the Device Configuration - continued

3 Create the new settings file



Double-click on **Add settings file**.

A "New settings" file is created. Enter an appropriate name for the new settings file.

To copy the device configuration to the new settings file, left-click and hold on the device settings file (e.g. "TOSHIBA") then drag it to the new settings file (e.g. "DP125F LA Office") and release the left mouse button.

NOTE:

Initially, your mouse pointer will become a "circle with diagonal line". Upon reaching the desired settings file, the pointer will take the form of an "address label". Upon releasing the left mouse button, the contents of the device settings file are copied to the new settings file.

To save the new settings within the TOSHIBA Viewer, go to Step 4a.

To save the new settings as a file on your local hard disk, go to Step 4b.

4 Save new settings

4a Save within TOSHIBA Viewer



Right-click on the new settings file and select **Save**.

NOTE:

When you click the ✓ button or ✕ button to close the screen, TOSHIBA Viewer will prompt you to save the file.

4b Save as a file on your hard disk



Right-click on the new settings file and select **Save as...**

The Save settings screen appears. Designate the location on your hard disk and enter an appropriate file name, then click on **OK**.

NOTE:

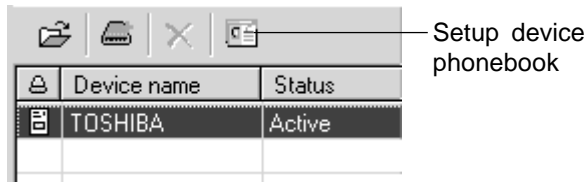
The settings file is saved as a set file on your hard disk. The file extension is "set". This file can be retrieved by TOSHIBA Viewer.

Browse Folders - continued

Add/Edit Phonebook contacts on the DP120F/DP125F

TOSHIBA Viewer permits you to remotely add/edit One Touch and/or Abbreviated Number contacts on your DP120F/DP125F.

1 Open the Devices folder



Select the device and click **Setup device phonebook** button.

“Reading data from device” appears as Viewer interrogates the attached facsimile.



Toshiba Phonebook Setup appears.

2 Change the settings

When you want to change the current device phonebook, go to Step 2a.

When you want to change the phonebook by copying the settings from a set file located on your hard disk, go to Step 2b.

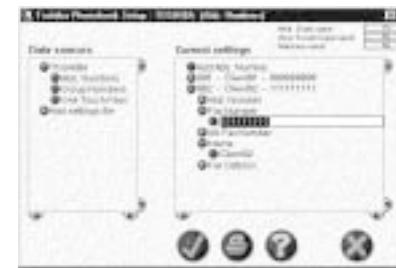
When you want to change the phonebook by copying the settings from a user settings file stored within TOSHIBA Viewer, go to Step 2c.

For further details on phonebook setup, refer to **Help**.

2a Edit the phonebook



To add new phonebook contacts, click on Abb. Numbers, Group Numbers, or One Touch Keys in the left pane. Then double click on **Add...** (e.g. “Add Abb. Number”) in the right pane. Tel List Entry appears at the end of the existing list. Double click on the desired items and enter the appropriate values.



To edit phonebook contacts, double click on the item you want to edit then enter the new data.

Click the button to download the new settings to your DP120F/DP125F.

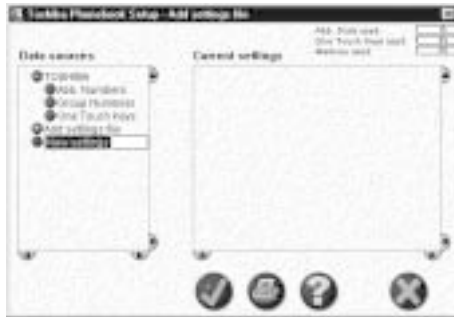
Click the button to cancel adding/editing the phonebook contacts.

Browse Folders - continued

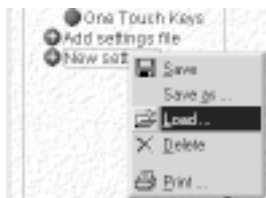
Add/Edit Phonebook contacts on the DP120F/DP125F - continued

2 Change the settings - continued

2b Load a set file from your hard disk



Double-click on **Add settings file**.
A "New settings" file is created.



Right-click on the new settings file and select **Load....**

NOTE:

In order to create a user phonebook file to be saved on your hard disk, refer to the section "Saving the Phonebook".

The Load settings screen appears. Designate the hard disk location of the desired set file, select the file, then click on **Open**. The set file is loaded.

Continue to Step 2c.

2c Copy the phonebook settings



Left-click and hold on the user phonebook file, then drag it to the device phonebook file, and release the left mouse button.

NOTE:

Initially, your mouse pointer will become a "circle with diagonal line". Upon reaching the desired phonebook file, the pointer will take the form of an "address label". Upon releasing the left mouse button, the contents of the user phonebook file are copied to the device phonebook file.

Click the ✓ button to download the new settings to your DP120F/DP125F.

NOTE:

Click the ✕ button to cancel adding/editing the phonebook contacts.

Browse Folders - continued

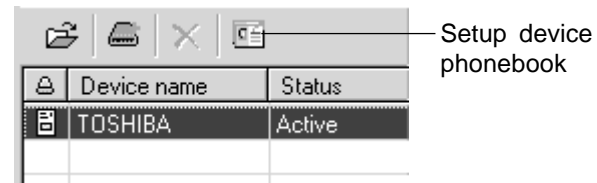
Saving the Phonebook

The device phonebook opened by TOSHIBA Viewer (default name TOSHIBA) is a temporary “working” file. Every time TOSHIBA Viewer is opened, the program accesses the attached facsimile and reads the current phonebook settings.

You can store the phonebook settings within TOSHIBA Viewer or save as a set file on your hard disk.

This is useful when performing a full memory clear or upgrading the machine firmware because you can easily re-program the machine’s phonebook by downloading the stored phonebook file.

1 Open the Device folder



Select the device and click the **Setup device phonebook** button.

“Reading data from device” appears as Viewer interrogates the attached facsimile.



Toshiba Phonebook Setup appears.

2 Create the new phonebook file



Double-click on **Add settings file**.

A “New settings” file is created. Enter an appropriate name for the new settings file.

To copy the current device phonebook settings to the new settings file, left-click and hold on the device phonebook file (e.g. “TOSHIBA”) then drag it to the new settings file (e.g. “LA Office Phonebook) and release the left mouse button.

NOTE:

Initially, your mouse pointer will become a “circle with diagonal line”. Upon reaching the desired phonebook file, the pointer will take the form of an “address label”. Upon releasing the left mouse button, the contents of the device phonebook file are copied to the new phonebook file.

To save the new settings within TOSHIBA Viewer, go to Step 3a.

To save the new phonebook as a file on your local hard disk. go to Step 3b.

Browse Folders - continued

Saving the Phonebook - continued

3 Save new phonebook

3a Save within TOSHIBA Viewer

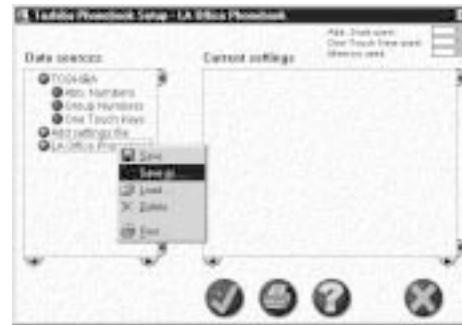


Right-click on the new phonebook file and select **Save**.

NOTE:

When you click the ✓ button or ✕ button to close the screen, TOSHIBA Viewer will prompt you to save the file.

3b Save as a file on your hard disk



Right-click on the new phonebook file and select **Save as...**

The Save settings screen appears. Designate the location on your hard disk and enter an appropriate file name, then click on **OK**.

NOTE:

The phonebook file is saved as a set file on your hard disk. The file extension is "set". This file can be retrieved by TOSHIBA Viewer.

Browse Folders - continued

Creating a Routing Rules

When an image is scanned, it is normally stored in the **Scanned images** folder. You can change the action by defining one or more Routing rules.

User Routing Rules are:

- Created and maintained by any TOSHIBA Viewer user.
- Specific to the user.
- Processed by the TOSHIBA Viewer user in the order they are shown, from top to bottom.

Some sample rules are supplied with TOSHIBA Viewer. To activate them, go to the Routing Rules dialog, select a suitable sample to base your own rule on, click **Copy**, click **Modify**, enter the incomplete information and click **Finish** to store the completed rule.

For further details of Routing Rules, click **Help** on the Routing Rules dialog to view related help topic.

1 Select Setup, Routing Rules... from the menu



Click **New...** to create a new rule.

Routing Rules Wizard appears.

2 Check on the terms for a rule



Click **Next**. Follow the prompts to create a rule.

3 Enter the name of the rule



Click **Finish**.

4 Click Move up to change the apply order



Click **OK**.

For further details of creating and modifying the Routing Rules, refer to **Help**.

Browse Folders - continued

Finding items stored in TOSHIBA Viewer folders

Once files are stored in TOSHIBA Viewer folders, you can ask TOSHIBA Viewer to find items for you based on their properties.

NOTE:

- You can also search folders by selecting the **Search history**.
- In order to search in the specific folder, right click on the specific folder and select **Find**.

1 Click Find icon



2 Define a new search



Check on **Include subfolders** when you want to search folders in subfolders as well.

Click **OK**.
Searching starts.

For further details of searching, click **Help** on the Search dialog to view a related help topic.

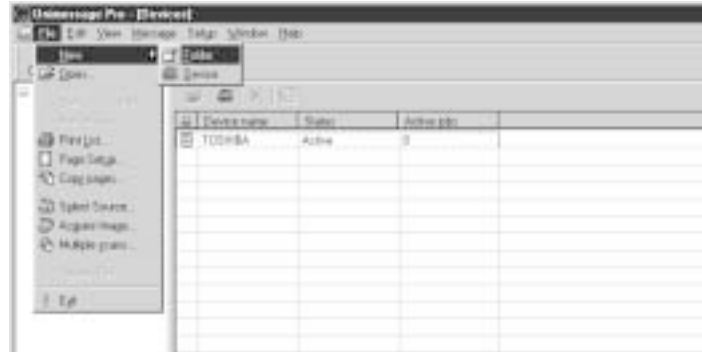
Browse Folders - continued

Creating Folder

TOSHIBA Viewer uses folders to store messages that you have scanned, and details about files you have on your computer. You can then search all or some of these folders to find messages or files at a later date.

You can create your own folders, and each folder can contain sub-folders.

1 Select a folder where you want to create a folder in



Select **File - New - Folder**.

2 Type a name for the new folder



Click **OK**.

Type a brief comment describing, for example, the folder's intended use, if required.

NOTE:

- When you drag from a Windows Explorer to a TOSHIBA Viewer folder, TOSHIBA Viewer only stores a reference to the file and document properties for the file.

i.e. The file itself is **not** copied into the TOSHIBA Viewer folder and will be opened from its original location when you open the reference to it within TOSHIBA Viewer.

- If you drag from a TOSHIBA Viewer folder to another TOSHIBA Viewer folder, TOSHIBA Viewer will normally copy the file to the target TOSHIBA Viewer folder. However if the source references a file outside of the TOSHIBA Viewer folder structure (i.e. was dragged in from a Windows Explorer folder) only the reference to the external file is moved or copied.
- If you open an image file (.bmp, .jpg, .tif, .pcx, .fax or .fcs) in the TOSHIBA Viewer and then select **Save in Unimessage Pro folder** from the **File** menu, the image file will always be stored in the TOSHIBA Viewer folder.
- With TOSHIBA DP120F/DP125F it is possible to download to and upload from mailboxes within a DP120F/DP125F using drag and drop of items. If your TOSHIBA DP120F/DP125F supports these functions you will see folders within the **Devices** folder on the left side of the main TOSHIBA Viewer display. Open these folders to review the contents of the DP120F/DP125F's mailboxes and drop items into these folders to download items to the mailboxes.

File Scan

You can use your DP120F/DP125F to scan hard copy documents into any TWAIN compatible application you are running (e.g. PaintShop Pro, Corel Photo Paint, etc.).

File Scan also provides a function that allows you to build a multi-page document from several separate TWAIN scans. This is useful if you want to scan different pages with different settings, or if you want scan both sides of a document.

NOTE:

You can also operate the scan from the Main TOSHIBA Viewer Display. However, it is not allowed you to rebuild a multi-page document.

Scanning with your DP120F/DP125F or other TWAIN compatible scanner

Set the hard copies to be scanned in the document tray before scanning.

NOTE:

- Before scanning, you can preview the scanning document by clicking **Preview**.

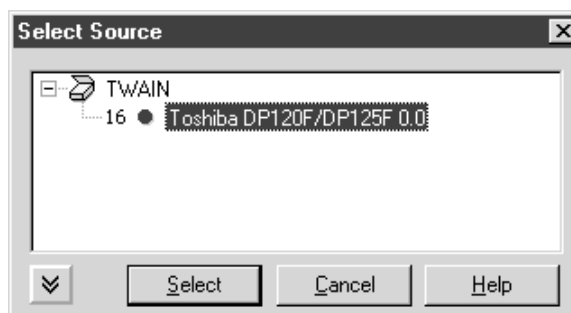
When you use the other TWAIN compatible applications to scan, the scanner settings dialog appears.

1 Click File Scan on Main Welcome Menu



Click **Select source...**.
Select Source dialog appears.

2 Select the TWAIN Scanner



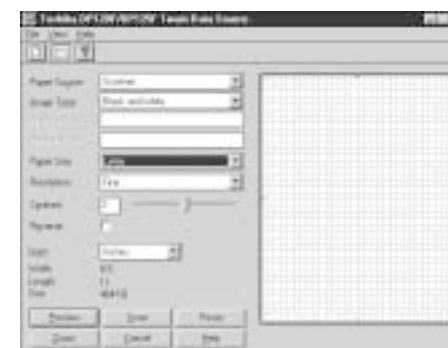
Click **Select**.
Back to Scan multiple pages dialog.

3 Click Scan



The scanner setting dialog appears.

4 Set the scanner settings



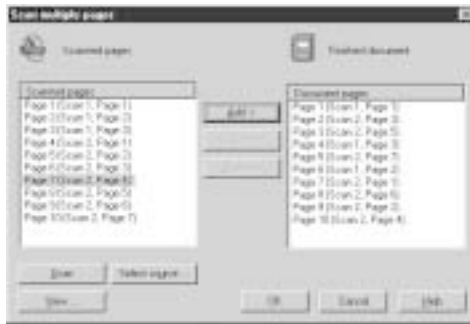
For further details of scanner settings, click **Help** to view a related help topic.

Click **Scan**.
Back to Scan multiple pages dialog.

File Scan - continued

Scanning with your DP120F/DP125F or other TWAIN compatible scanner - continued

5 Select the Scanned pages



Click **Add**.

Repeat all scanned pages are added into a document.

If you want to continue scanning, repeat from step 3 to 4.

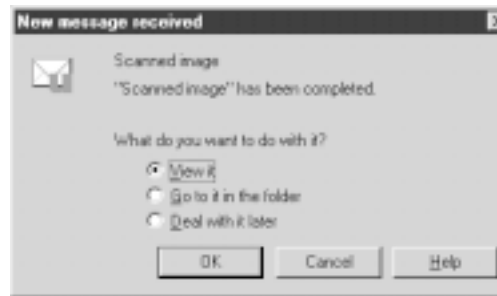
NOTE:

You can add the scanned pages in desired order to create a multi-page document.

For further details of the Scan multiple pages dialog, click **Help** to view a related help topic.

Click **OK**.

6 Select what you do with the scanned images



Click **OK**.

For further details of the New message received dialog, click **Help** to view a related help topic.

TOSHIBA Viewer GDI Printer

You can print a document using TOSHIBA Viewer GDI Printer, if you have selected to create a printer during the installation. You can print a document from TOSHIBA Viewer UniPad and other applications.

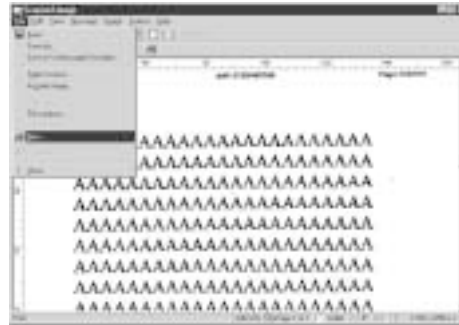
NOTE:

TOSHIBA Viewer GDI Printer is created as same as the Windows printer drivers in **Printers** folder. If you have not created, you can also create a TOSHIBA Viewer GDI Printer from the Main TOSHIBA Viewer Display. To create a GDI Printer, refer to **Changing the Device Configuration** on page 270.

Printing from TOSHIBA Viewer UniPad

The TOSHIBA Viewer UniPad is the viewer incorporated into TOSHIBA Viewer. The UniPad can view the scanned image. **UniPad** is opened.

1 Double click a scanned image



Select **Print** from **File** menu.
Continue general operation for printer properties and print settings.

2 Select the DP120F/DP125F Printer for Name



Click **OK**.
The print job is sent to DP120F/DP125F.
The scanned image is printed.

TOSHIBA Viewer GDI Printer - continued

Printing from Other Application

You can also print a document from other applications using the TOSHIBA Viewer GDI Printer.

The procedure is the example with Windows NotePad. The procedure may vary depending on the application.

1 Select Page Setup... in File menu



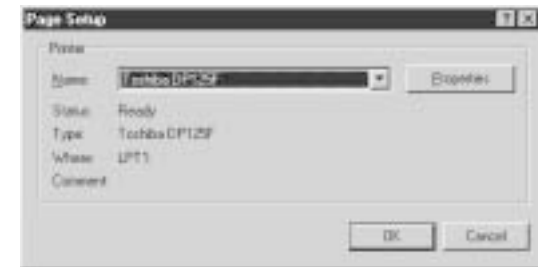
Page Setup dialog appears.

2 Click Printer...



Page Setup for Printer dialog appears.

3 Select DP120F/DP125F Printer for Name



Click **Properties** for general operation for printer properties. Printer properties dialog appears.



Click **OK**.

Click **OK** on Page Setup for Printer dialog. Back to Page Setup dialog.

TOSHIBA Viewer GDI Printer - continued

Printing from Other Application - continued

4 Set print settings



Click **OK**.
Page Setup dialog is closed.

5 Select Print in File menu



The print job is sent to DP120F/DP125F.
The document is printed.

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