SHARP

MODEL

UX-CC500

www.OpenLCR.com

1. Installation
2. Setting Up and Using OpenLCR
3. Using the Cordless Handset
4. Using the Answering System
5. Sending Faxes
6. Receiving Faxes
7. Making Copies
8. Special Functions
9. Printing Lists
10. Maintenance
11. Troubleshooting

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Design and specifications are subject to change without notice.

WARNING - FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

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

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

IMPORTANT NOTICE

Fax machine

FCC Radiation Exposure Statement:

This equipment complies with FCC radiation exposure limits set forth for at uncontrolled equipment.

This equipment should be installed and operated with minimum distance at least 20cm between the radiator and persons body (excluding extremities: hands, wrists, feet and legs) and must not be co-located or operated with any other antenna or transmitter.

Cordless handset

For body worn operation, this phone has been tested and meets FCC RF exposure gudelines when used with an accessory that no metal and that positions the handset a minimum of 1.5cm from the body.

Use of other accessories may not ensure compliance with FCC RF exposure guidelines.

ABOUT THE TELEPHONE CONSUMER PROTECTION ACT OF 1991

"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 facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission the following information:

(1) The date and time of transmission.

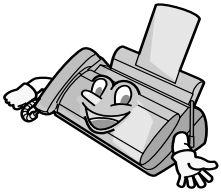
(2) Identification of either the business, business entity or individual sending the message.

(3) Telephone number of either the sending machine, business, business entity or individual.

In order to program this information into your facsimile machine, please refer to the appropriate instructions in the operation manual."

As an ENERGY STAR® partner, SHARP has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

Introduction



Welcome, and thank you for choosing a Sharp fax machine! The features and specifications of your new Sharp fax are shown below.

Fax machine and general specifications.

Automatic dialing	30 numbers
Imaging film	**Initial starter roll** (included with machine)**:** 32 ft. (10 m) (approx. 30 letter-size pages) **Replacement roll** (not included): **UX-5CR** 164 ft. (50 m) (one roll yields approx. 150 letter-size pages)
Memory size*	448 KB (approx. 24 average pages with no voice messages recorded, or 20 minutes of voice messages (including OGMs) with no faxes in memory)
Modem speed	14,400 bps with automatic fallback to lower speeds.
Transmission time*	Approx. 6 seconds (only when ECM is on)
Resolution	**Horizontal:** 203 pels/inch (8 pels/mm) **Vertical:** Standard: 98 lines/inch (3.85 lines/mm) Fine /Halftone: 196 lines/inch (7.7 lines/mm) Super fine: 391 lines/inch (15.4 lines/mm)
Automatic document feeder	10 pages max. (letter/A4, 20 lb paper)
Recording system	Thermal transfer recording
Display	16-digit LCD display

*Based on Sharp Standard No. 1 Chart at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

Halftone (grayscale)	64 levels
Compression scheme	MR, MH, MMR
Applicable telephone line	Public switched telephone network
Paper tray capacity	Letter: Approx. 50 sheets (20-lb. copier paper at room temperature; maximum stack height should not be higher than the line on the tray) Legal: 5 sheets Recommended paper weight: 20-lb. Copy Bond
Compatibility	ITU-T (CCITT) G3 mode
Input document size	**Automatic feeding:** Width: 5.8 to 8.5" (148 to 216 mm) Length: 5.5 to 11" (140 to 279 mm) **Manual feeding:** Width: 5.8 to 8.5" (148 to 216 mm) Length: 5.5 to 23.6" (140 to 600 mm)
Effective scanning width	8.3" (210 mm) max.
Effective printing width	8.3" (210 mm) max.
Contrast control	Automatic/Dark selectable
Reception modes	TEL/FAX/TAD
Copy function	Single / Multi (99 copies/page)
Telephone function	Yes (cannot be used if power fails)
Power requirements	120 V AC, 60 Hz
Operating temperature	41 - 95°F (5 - 35°C)
Humidity	25 - 85% RH
Power consumption	Standby: 4.3 W Maximum: 100 W
Dimensions (without attachments)	Width: 13.9" (353 mm) Depth: 7.6" (193 mm) Height: 6.9" (174 mm)
Weight (without attachments)	Approx. 6.2 lbs. (2.8 kg)

Cordless handset specifications

Frequency	2.4 GHz (2.405 to 2.475 GHz)
Dimensions	Width: 1.8" (46 mm) Depth: 1.7" (42 mm) Height: 7.1" (180 mm) (not including antenna)
Weight	Approx. 0.3 lbs. (115 g) (without battery)
Battery	3.6 V Ni-MH battery; capacity: 850 mAh
Power consumption	Approx. 1.0 W (in standby mode)
Initial charging	Approx. 10 hours for initial charge
Battery life	Approx. 4 hours (240 minutes) (at room temp.)
Battery life in standby mode	Approx. 3 days with one full charge (at room temperature) *Battery life (both normal and in standby mode) may vary depending on usage, range from base machine, and environmental conditions such as temperature*.
Accessory cordless handset	**UX-K01** (up to 3 handsets can be added)

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important: This fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages. The fax machine is not compatible with digital telephone systems.

Important safety information

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

Unplug the machine from the power outlet and telephone jack and consult a qualified service representative if any of the following situations occur:
- Liquid has been spilled into the machine or the machine has been exposed to rain or water.

- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 120 V, 60 Hz, grounded (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

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 bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying 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 a telephone to report a gas leak in the vicinity of the leak.

The power outlet must be installed near the equipment and must be easily accessible.

Battery

Use only the battery specified in this manual. Use only the provided charger to charge the battery.

Do not open or mutilate the battery pack. Corrosive fluid may leak out and cause injury or burns to the eyes and skin. The fluid may be toxic if swallowed. In case of contact with eyes, flush with clean water (do not rub), and seek medical attention immediately.

Do not store or carry the battery with other metal objects such as keys or pins. These may short the battery and cause it to overheat.

Do not allow the battery to become wet.

Do not dispose of the battery in a fire or heat the battery. The battery may explode.

Health care facilities and equipment

Radio frequency energy emitted from the cordless handset equipment may cause medical equipment to malfunction. Verify that any personal medical equipment you are using is adequately shielded from external radio frequency energy before using the cordless handset equipment. Do not use the cordless handset equipment in health care facilities where such use is prohibited.

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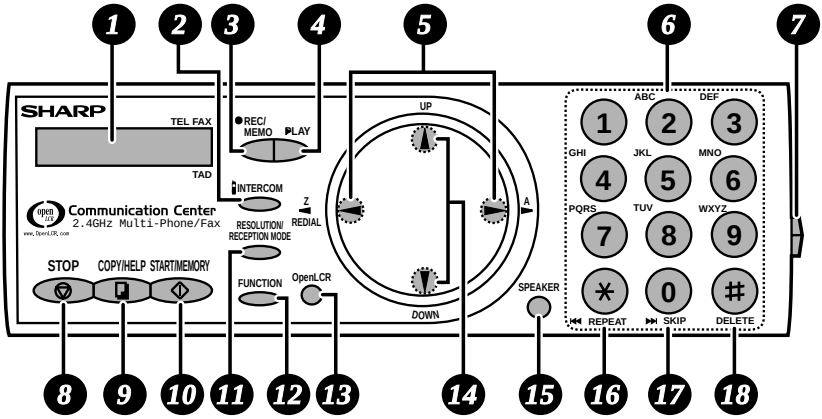
A Look at the Operation Panel

Fax machine



1 **Display**
This displays messages and prompts to help you operate the machine.

2 **INTERCOM key**
Press this key to page or locate the cordless handset.

3 **REC/MEMO key**
Press this key to record an outgoing message, phone conversation, or memo.

4 **PLAY key**
Press this key to play recorded messages.

5 **Left and right arrow keys**
Auto-dial numbers: When sending a fax or making a phone call, press these keys to scroll through your auto-dial numbers, the “REVIEW CALLS” list (only available if you have Caller ID), and the last number dialed (redial).
FUNCTION key settings: Press the right arrow key after scrolling with the up and down arrow keys to select a **FUNCTION** key setting.

6 **Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

7 **Panel release**
Press this release to open the operation panel.

8 **STOP key**
Press this key to cancel an operation before it is completed.

9 **COPY/HELP key**
When a document is in the feeder, press this key to make a copy of a document. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine.

10 **START/MEMORY key**
Press this key after dialing to begin fax transmission. Press this key before dialing to send a fax through memory. The key can also be pressed in the date and time display to show the percentage of memory currently used.

11 **RESOLUTION / RECEPTION MODE key**
When a document is in the feeder, press this key to adjust the resolution for faxing or copying. At any other time, press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode).

12 **FUNCTION key**
Press this key followed by the arrow keys to select special functions and settings.

13 **OpenLCR key**
Press this key to register for OpenLCR service and receive rate information to your fax.

14 **UP and DOWN arrow keys**
Enlarge/reduce setting: When making a copy of a document, press these keys to select an enlarge/reduce setting.
Volume setting: When a document is not in the feeder, press these keys to change the handset volume when the handset is lifted, the speaker volume when the **SPEAKER** key has been pressed, or the ringer volume at any other time.
FUNCTION key settings: Press these keys after pressing the **FUNCTION** key to scroll through the FUNCTION MODE settings.

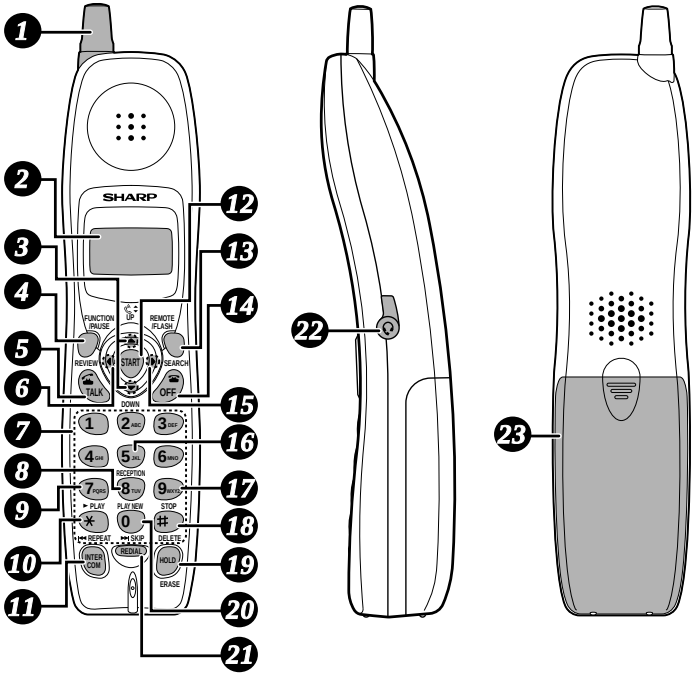
15 **SPEAKER key**
Press this key to listen to the line and fax tones through the speaker when faxing a document.
Note: **This is not a speakerphone.** You must pick up the handset to talk with the other party.

16 **REPEAT key**
Press this key while listening to a message to play it again.

17 **SKIP key**
Press this key while listening to a message to skip to the next message.

18 **DELETE key**
Press this key to erase recorded messages.

Cordless handset



1 **Antenna**

2 **Display**
This displays messages and prompts to help you use the cordless handset.

3 **UP and DOWN arrow keys**
Receiver volume: When talking on the cordless handset, press these keys to adjust the receiver volume. This also adjusts the volume when using a headset (purchased separately) connected to the cordless handset.
Ringer volume: When not talking on the cordless handset, press these keys to adjust the cordless handset ringer volume.
Scroll through numbers: Press these keys to scroll when searching for an auto-dial number or reviewing received calls (only available when you have Caller ID).

4 **FUNCTION/PAUSE key**

Press this key to after pressing (▶)SEARCH to store a new auto dial number.

When entering an auto-dial number, press this key to insert a pause between digits.

5 **TALK key**
Press this key to make or answer a call.

6 **REVIEW (left) arrow key**
Press the **REVIEW** arrow key and then the **UP** or **DOWN** arrow key to scroll through your 30 most recent calls (only available if you have Caller ID). This key can also be used to move the cursor left when entering or editing an auto-dial number or name.

7 **Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

8 **PLAY NEW key**
Press this key after pressing REMOTE /FLASH to listen to new messages recorded in the personal box corresponding to the cordless handset.

9 **PLAY key**
Press this key after pressing REMOTE /FLASH to listen to all messages recorded in the personal box corresponding to the cordless handset.

10 **REPEAT key**
Press this key while listening to a message to play it again.

11 **INTERCOM key**
Press this key to page the fax machine or another cordless handset.

12 **START key**
Press this key to start fax reception from the cordless handset, or to complete entries when storing, editing, or deleting auto-dial numbers.

13 **REMOTE/FLASH key**
Press this key to perform remote operations on the fax machine. The key is also used to access special services from your phone company that require subscription (contact your phone company for details).

14 **OFF** key
Press this key to end a call.

15 **SEARCH (right) arrow key**
Press the **SEARCH** arrow key and then the **UP** or **DOWN** arrow key to scroll through your auto-dial numbers. This key can also be used to move the cursor right when entering or editing an auto-dial number or name.

16 **RECEPTION key**

Press this key after pressing REMOTE /FLASH to change the reception mode on the fax machine.

17 **STOP key**
Press this key to stop playback of messages.

18 **DELETE**
Press this key while listening to a message to delete it. To delete all your messages, press this key after playback ends (while the display shows REMOTE MODE), followed by START.

19 **HOLD/ERASE key**
Hold: Press this key during a call to put the other party on hold.
Erase: Press this key to delete a phone number when searching through your recently received calls (only when you have Caller ID), or when searching through your auto-dial numbers. Press the key to delete a digit or character when storing or editing an auto-dial number.

20 **SKIP key**
Press this key while listening to your messages to skip to the next message.

21 **REDIAL key**
Press this key to redial the last number dialed using the cordless handset.

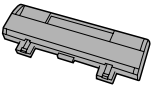
22 **Headset jack**
This jack lets you connect a headset (purchased separately) to the cordless handset.

23 **Battery cover**
Remove this cover to install or replace the handset battery.

1. Installation

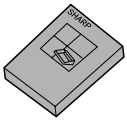
Unpacking Checklist

Paper tray



Paper tray extension

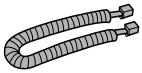
Operation manual



Gears (2)

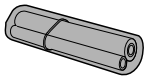
Handset

Handset cord



Telephone line cord

Imaging film (initial starter roll)

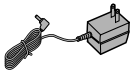


Cordless handset

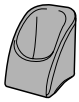
Battery cover

Battery pack

AC adapter



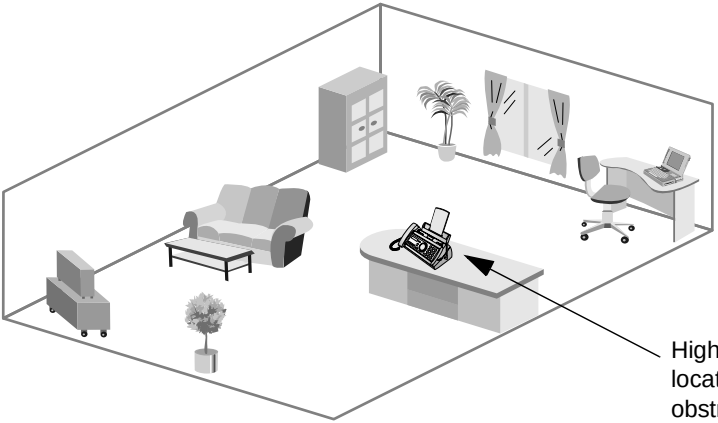
Cordless handset charger



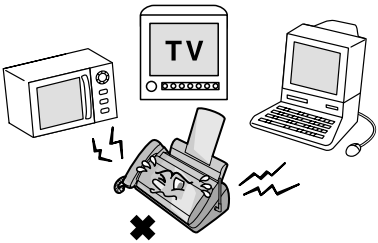
Setting Up

Selecting a location for the fax machine

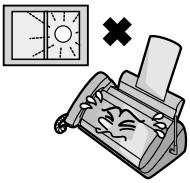
To maximize the talking range of the cordless handset and minimize interference, we recommend installing the fax machine in a high and central location away from obstructions such as walls.



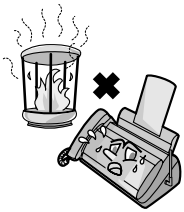
High and central location with no obstructions



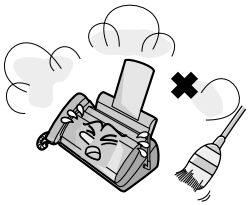
Keep the fax machine away from other electrical appliances such as TVs, microwave ovens, computers, and other cordless phones.



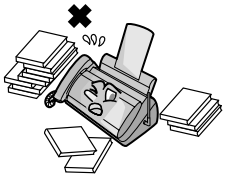
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.

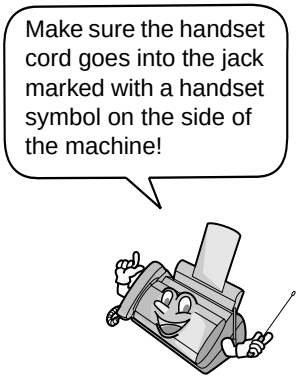


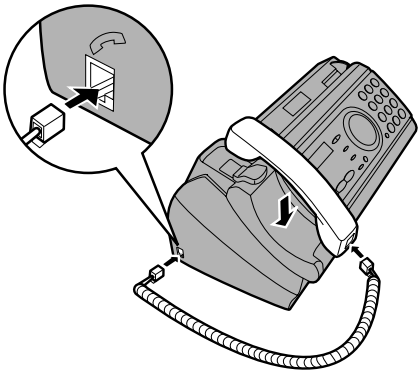
Keep the area around the machine clear.

Connecting the handset

Connect the handset as shown and place it on the handset rest.

♦ The ends of the handset cord are identical, so they will go into either jack.



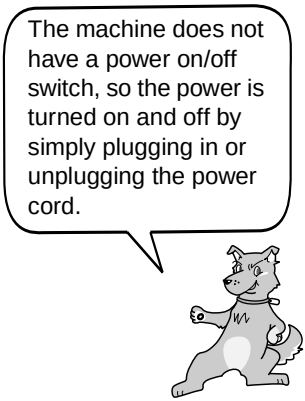


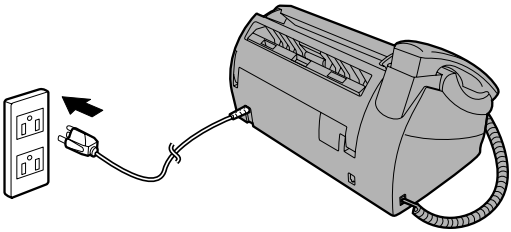
Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

Connecting the power cord

Plug the power cord into a 120 V, 60 Hz, grounded AC (3-prong) outlet.

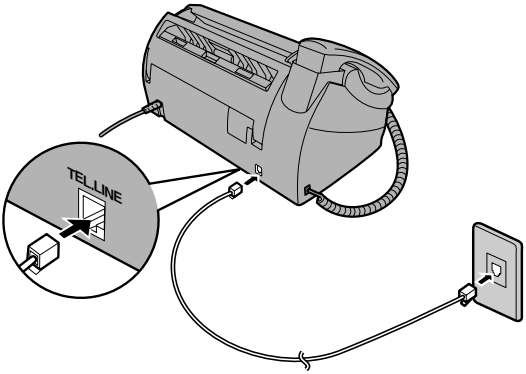
Caution!
Do not plug the power cord into any other kind of outlet. This will damage the machine and is not covered under the warranty.





Connecting the telephone line cord

Insert one end of the line cord into the jack on the back of the machine marked **TEL. LINE**. Insert the other end into a standard (RJ11C) single-line wall telephone jack.



Setting the dial mode

The fax machine is set for tone dialing. If you are on a pulse dial line, you must set the fax machine for pulse dialing. Press the panel keys as follows:

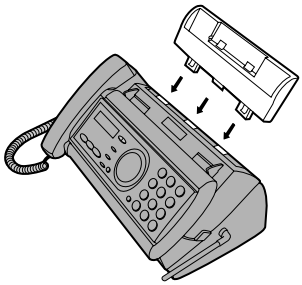
1	**Press FUNCTION once and twice.**	Display: OPTION SETTING
2	**Press once and twice.**	DIAL MODE
3	**Press once.**	1=TONE, 2=PULSE
4	**Select the dial mode:** **TONE: 1 PULSE: 2**	The display briefly shows your selection, then: DISTINCTIVE
5	**Press STOP to exit.**	

Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

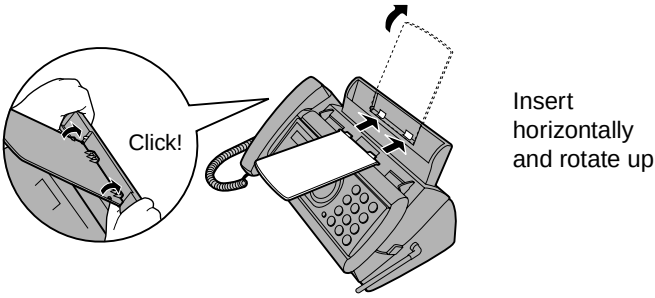
About condensation
If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

Attach the paper tray and paper tray extension

Attach the paper tray.



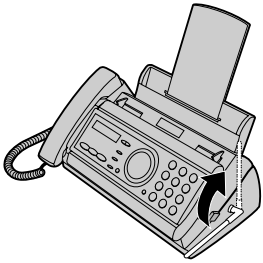
Attach the paper tray extension.



Note: The paper tray extension has a top side and a bottom side. If the tabs do not go into the holes, turn the support over.

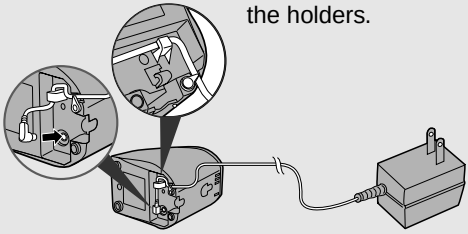
Raising the base antenna

Raise the base antenna to ensure clear communication with the cordless handset.

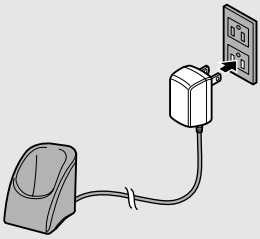


Connecting the cordless handset charger

1 **Connect the AC adapter to the cordless handset charger.**



2 **Plug the AC adapter into a standard 120 V AC outlet.**

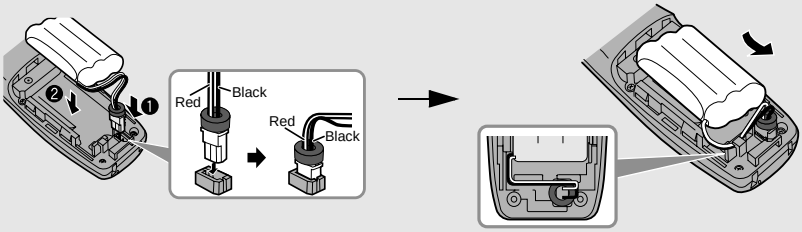


Important: Never cover the charger and AC adapter with a blanket, cloth, or other material. Excessive heating may result and cause fire.

Installing the battery and charging the cordless handset

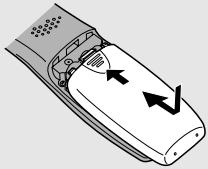
1 **Connect the battery connector ❶, and then place the battery pack in the cordless handset.**

- Place the wires as shown.



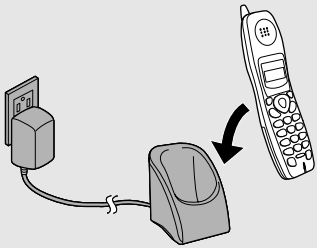
2 **Place the battery cover on the cordless handset, making sure it snaps firmly into place.**

- Make sure the wires are not caught or pinched by the cover.



3 **Place the cordless handset in the charger with the dial pad facing forward.**

- **Important!** The dial pad must face forward, or the battery will not charge.
- The battery charges automatically while the cordless handset is in the charger. While charging, the display shows CHARGING. When charging is completed, the display shows IN CHARGER.
- The cordless handset and charger may feel warm while charging. This is normal.

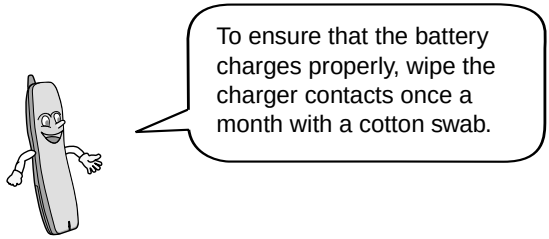


Charge the battery at least **10** hours the first time!

The battery cannot be overcharged. When not using the cordless handset, keep it in the charger to ensure that it is always charged.

When the battery needs charging, LOW BATTERY will appear in the display and you will hear beeps during a phone conversation. If you need to continue the conversation, press INTER COM to transfer the call to the fax machine. Place the cordless handset in the charger and let it charge.

Note: If the battery is extremely low, nothing may appear in the display during the first several minutes that the cordless handset is in the charger. The battery will begin to charge normally after several minutes.

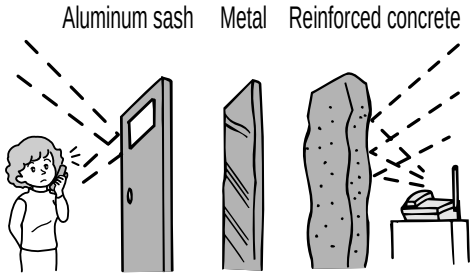


Talking range

The talking range of the cordless handset is approximately 1200 ft. (400 m) (line of sight). If you hear noise or interference while talking on the cordless handset, move closer to the fax machine.

- When outside the talking range, OUT OF RANGE appears in the display. If you move out of the talking range while talking on the cordless handset, the handset will beep and you may hear interference.

Large metal objects, metal structures, and thick walls reduce the talking range.



Entering a name for the cordless handset

You can enter a name for the cordless handset in the fax machine.

♦ The fax machine will transmit the name that you enter to your cordless handset. The name will appear in the cordless handset's display.

Fax machine display:

1 **Press FUNCTION once and ▼ 3 times on the fax machine.**

ENTRY MODE ▲▼▶

2 **Press ► once and ▲ once.**

HS NAME SET ▲▼▶

3 **Press ► once.**

1=SET, 2=CLEAR

4 **Press 1 to select SET.**

SELECT HS NO.

5 **Press 1 for the ID number of the cordless handset that came with the fax machine.**

SELECT ID NO. 1

6 **Enter the name by pressing number keys for each letter as shown in the chart below. Up to 10 characters can be entered.**

Example: BILL = 22 444 555 ► 555

SPACE = 1	G = 4	N = 6 6	U = 8 8
A = 2	H = 4 4	O = 6 6 6	V = 8 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

♦ To enter two letters in succession that require the same key, press ► after entering the first letter.

♦ To clear a mistake, press SPEAKER .

- To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.
- To enter one of the following symbols, press # or * repeatedly:
  . / ! " # $ % & ' ( ) + + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

7 **Press START/MEMORY to store the name.**

Display:

OWN NUMBER SET

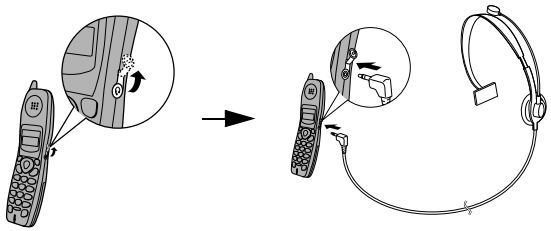
8 **Press STOP to exit.**

The handset number and name appear in the standby display of the cordless handset

HANDSET1
BILL

Connecting a headset

You can connect a headset (purchased separately) to the headset jack. Remove the cap and insert the connector as shown.



Accessory cordless handsets

You can use up to 3 accessory **UX-K01** cordless handsets with the fax machine.

Please purchase accessory **UX-K01** handsets at your dealer or retailer.

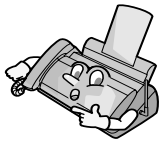
For information on setting up an accessory cordless handset for use with the fax machine, see the manual that accompanies the accessory handset.

Loading the Imaging Film

Your fax uses a roll of imaging film to create printed text and images. The print head in the fax applies heat to the imaging film to transfer ink to the paper. Follow the steps below to load or replace the film.

The initial starter roll of imaging film included with your fax can print about 30 letter-size pages.

When replacing the film, use a roll of Sharp **UX-5CR** imaging film. One roll can print about 150 letter-size pages.



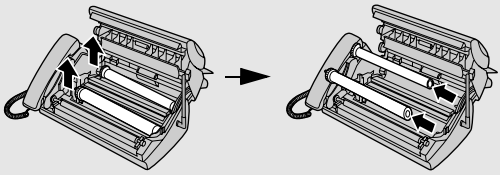
Use only Sharp Genuine Supplies with this logo:

GENUINE SUPPLIES

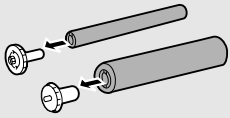
1 **Remove the paper from the paper tray and open the operation panel (press ❶).**

If you are loading the imaging film for the first time, go to Step 4.

2 **Remove the used film and empty spool.**

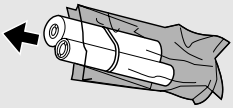


3 **Remove the two green gears from the spools.**
DO NOT DISCARD THE TWO GREEN GEARS!



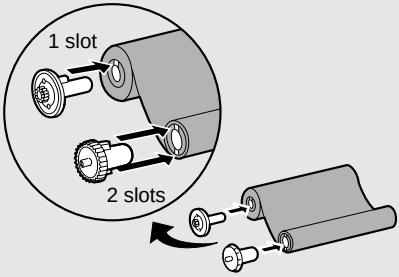
4 **Remove the new roll of imaging film from its packaging.**

- Cut the band that holds the rolls together.

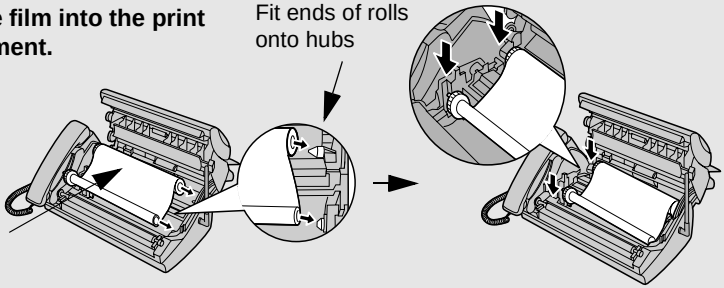


5 **Insert the green gears.**

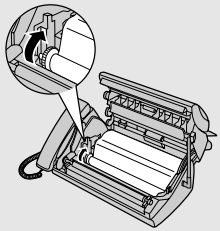
Make sure the gears fit into the slots in the ends of the rolls.



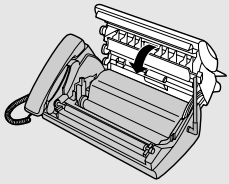
6 **Insert the film into the print compartment.**



7 **Rotate the front gear as shown until the film is taut.**



8 **Close the operation panel (press down on both sides to make sure it clicks into place).**

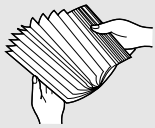


Loading Printing Paper

You can load letter or legal size paper in the paper tray. Recommended paper weight is 20-lb. Copy Bond. The maximum number of sheets is as follows:

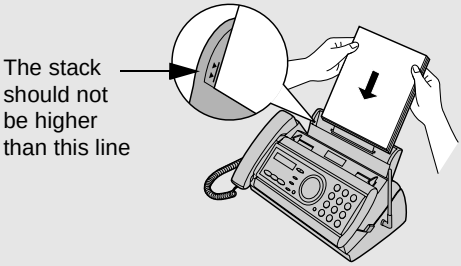
Letter size: Approx. 50 sheets (20-Ib. copier paper at room temperature; maximum stack height should not be higher than the line on the tray)
Legal size: 5 sheets

1 **Fan the paper, and then tap the edge against a flat surface to even the stack. Make sure the stack edges are even.**



2 **Insert the stack of paper into the tray, *PRINT SIDE DOWN*.**

- If paper remains in the tray, take it out and combine it into a single stack with the new paper.
- Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side may result in poor print quality.
- ***GENTLY LOAD PAPER INTO THE PAPER TRAY.***
- ***DO NOT FORCE IT DOWN INTO THE FEED SLOT.***



Note: Do not use paper that has already been printed on, or paper that is curled.

Note: If at any time the display shows the alternating messages at right, check the printing paper. If the tray is empty, add paper. If there is paper in the tray, take it out and then reinsert it.

When you are finished, press START/MEMORY .

ADD PAPER &
↑ ↓
PRESS START KEY

Setting the paper size

The fax has been set at the factory to scale received faxes to letter size paper. If you loaded legal paper, you must change the paper size setting to LEGAL.

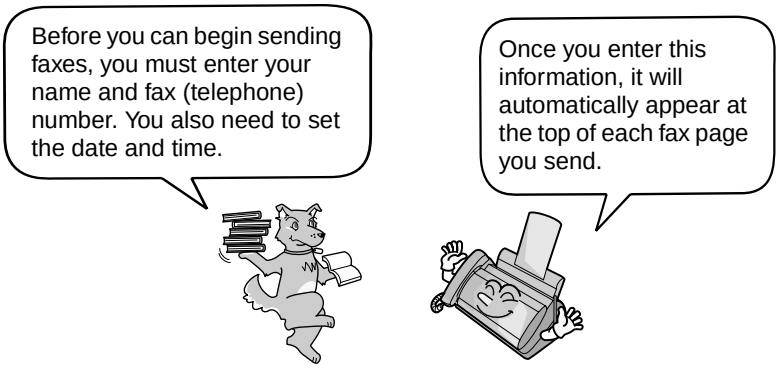
1	**Press FUNCTION once and ▲ twice.**	Display: OPTION SETTING ▲▼▶
2	**Press ► once and ▲ twice.**	PAPER SIZE SET ▲▼▶
3	**Press ► once.**	1=LETTER,2=LEGAL
4	**Select the paper size:** **LETTER: 1 LEGAL: 2**	The display briefly shows your selection, then: COPY CUT-OFF ▲▼▶
5	**Press STOP to return to the date and time display.**	

Print contrast setting

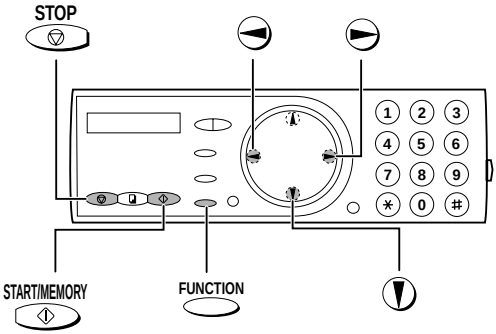
Your fax has been set at the factory to print at normal contrast. If desired, you can change the print contrast setting to LIGHT.

1	**Press FUNCTION once and ▲ twice.**	Display: OPTION SETTING ▲▼▶
2	**Press ► once and ▲ 3 times.**	PRINT CONTRAST ▲▼▶
3	**Press ► once.**	1:NORMAL
4	**Select the print contrast:** **NORMAL: 1 LIGHT: 2**	The display briefly shows your selection, then: PAPER SIZE SET ▲▼▶
5	**Press STOP to return to the date and time display.**	

Entering Your Name and Fax Number



Important!
FCC regulations require that your name, telephone/fax number, and the date and time appear on each fax message you send. Enter your name and fax number here and set the date and time as explained in the following section to have the fax machine include this information automatically at the top of your fax messages.



1	**Press FUNCTION once and ▼ 3 times.**	Display: ENTRY MODE ▲▼▶
2	**Press ▶ once.**	OWN NUMBER SET ▲▼▶
3	**Press ▶ once.**	ENTER FAX #

4 **Enter your fax number by pressing the number keys (max. 20 digits).**

- To insert a space between digits, press (#).
- To clear a mistake, press SPEAKER.

5 **Press START/MEMORY to enter the fax number in memory.**

6 **Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.**

Example: SHARP = 7777 44 2 777 ► 7

SPACE = 1	G = 4	N = 6 6	U = 8 8
A = 2	H = 4 4	O = 6 6 6	V = 8 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

♦ To enter two letters in succession that require the same key, press ► after entering the first letter.

♦ To clear a mistake, press SPEAKER.

♦ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press (#) or (*) repeatedly: . / ! " # $ % & ' ( ) ✱ + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

7 **Press START/MEMORY.**

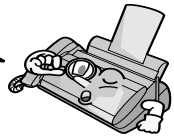
Display:

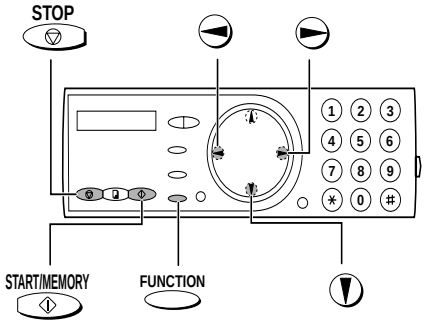
DATE&TIME SET ▲▼▶

8 **Press STOP to return to the date and time display.**

Setting the Date and Time

The date and time appear in the display and are printed at the top of every page you fax. Set the date and time as shown below.





Do not set the date and time if you are using OpenLCR!
OpenLCR automatically sets the date and time each time your fax calls OpenLCR and receives rate data. To ensure accurate use of the rate data, do not change the date and time setting yourself.

1 **Press FUNCTION once and ▼ 3 times.**

Display: ENTRY MODE ▲▼▶

2 **Press ▶ once and ▼ once.**

DATE&TIME SET ▲▼▶

3 **Press ▶.**

The currently set date appears (example): DATE 08-15-2002

4 **Enter a two-digit number for the month ("01" for January, "02" for February, "12" for December, etc.).**

Example: January 0 1 → DATE 01-15-2002

- To correct a mistake, press ◀ to move the cursor back to the mistake and then enter the correct number.

5 **Enter a two-digit number for the day ("01" to "31").**

Example: the 5th 0 5 → DATE 01-05-2002

6 **Enter the year (four digits).**

Example: 2002 (2) (0) (0) (2) →

The currently set time appears (example):

TIME 12:19 PM

7 **Enter a two-digit number for the hour ("01" to "12") and a two-digit number for the minute ("00" to "59").**

Example: 9:25 (0) (9) (2) (5) →

TIME 09:25 PM

8 **Press (*) to select A.M. or (#) to select P.M.**

9 **Press START/MEMORY to start the clock.** →

ANTI JUNK #

10 **Press STOP to return to the date and time display.**

Daylight Saving Time

If desired, you can set the clock to move forward and backward automatically at the beginning and end of Daylight Saving Time. Follow these steps:

1 **Press FUNCTION once and (▲) twice.**

OPTION SETTING

2 **Press (►) once and (▲) 5 times.**

DAY LIGHT SAVE

3 **Press (►) once.**

1=YES, 2=NO

4 **Press (1) to select YES, or (2) to select NO.**

RECEIVE RATIO

5 **Press STOP to return to the date and time display.**

Setting the Reception Mode

Your fax has three modes for receiving incoming faxes:

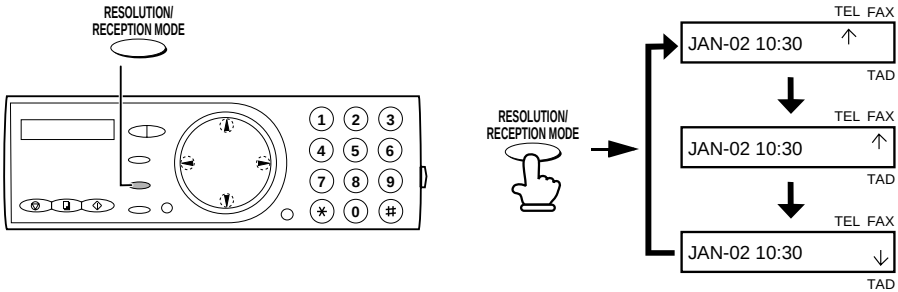
FAX mode:
Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls on four rings and receive incoming faxes.

TEL mode:
Select this mode when you want to receive both phone calls and faxes on the line connected to the fax machine. **All calls, including faxes, must be answered by picking up the fax machine's handset** or an extension phone connected to the same line.

TAD mode:
Select this mode when you go out and want the answering system to answer all calls. Voice messages will be recorded, and fax messages will be received automatically (“TAD” stands for “Telephone Answering Device”.)

Setting the reception mode

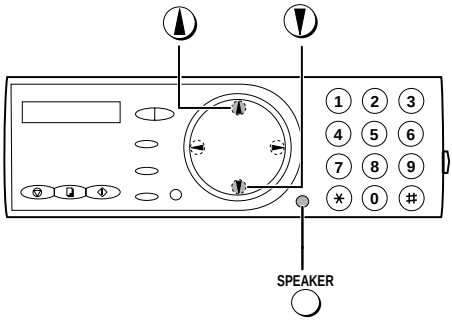
Make sure a document ***is not loaded in the document feeder***, and then press RESOLUTION/ RECEPTION MODE until the arrow in the display points to the desired mode.



Note: TAD mode cannot be selected unless a general outgoing message has been recorded as explained on page 58.

For more information on receiving faxes in FAX and TEL modes, see Chapter 6, *Receiving Faxes*. For more information on using TAD mode, see Chapter 4, *Using the Answering System*.

Volume Adjustment - Fax Machine



You can adjust the volume of the speaker, handset, and ringer using the up and down arrow keys.

Speaker

1 **Press SPEAKER.**

2 **Press ▲ or ▼ until the display shows the desired volume level.**

- Press SPEAKER again to turn off the speaker.

Fax machine handset

1 **When talking through the handset, press ▲ or ▼ until the display shows the desired volume level.**

- **Note:** The volume reverts to MIDDLE each time you replace the handset.

Display:

RECEIVER: HIGH
↕
RECEIVER: MIDDLE
↕
RECEIVER: LOW

Fax machine ringer

1 **Press ▲ or ▼ until the display shows the desired volume level.**

(Make sure SPEAKER has not been pressed, the handset is not lifted, and a document is not loaded in the feeder.)

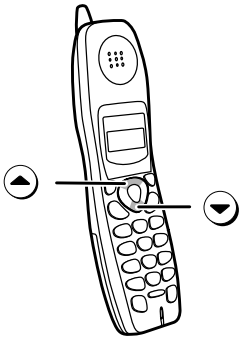
- The ringer rings once at the selected level, and then the date and time reappear in the display.

Display:

RINGER: HIGH
↕
RINGER: MIDDLE
↕
RINGER: LOW
↕
RINGER: OFF OK ?

2 **If you selected "RINGER: OFF OK ?" to turn off the ringer, press START/MEMORY.**

Volume Adjustment - Cordless Handset



You can adjust the volume of the ringer and handset, receiver using the up and down arrow keys.

Cordless handset receiver volume

1 **When talking on the cordless handset, press ▲ or ▼ until the display shows the desired volume level.**

- **Note:** The volume reverts to MIDDLE each time you hang up (press OFF).

Cordless handset display:

RECEIVER: HIGH

↕

RECEIVER: MIDDLE

↕

RECEIVER: LOW

Cordless handset ringer

1 **When you are not talking on the cordless handset, press ▲ or ▼ until the display shows the desired ringer volume level.**

- The ringer will ring once at the selected level.

Cordless handset display:

RINGER: HIGH

↕

RINGER: MIDDLE

↕

RINGER: LOW

↕

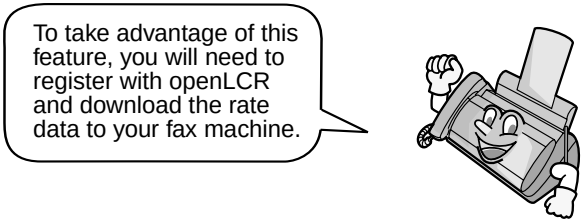
RINGER: OFF OK ?
OK: PRESS START

2 **If you selected "RINGER: OFF OK ?" to turn off the ringer, press START.**

2. Setting Up and Using openLCR

Your fax machine features openLCR technology, which helps you save money on long distance and international phone calls (both fax and voice) by automatically routing each call for the best available rate.

- openLCR service is free of charge. The only cost to you is that of a periodic call (usually once every three months) to openLCR to receive the latest rate data. (Once you have registered with openLCR, your fax machine automatically makes this call.)
- All calls routed by openLCR are consolidated on your monthly phone bill.



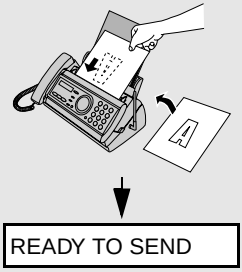
You can register with openLCR by fax, phone, or through openLCR's Web site (www.openLCR.com).

- Before registering, be sure to read the information on the **openLCR Registration** form and **OpenLCR TERMS OF SERVICE** sheet included with your fax machine. If you have any questions, call openLCR at 970-206-1207.
- openLCR uses Caller ID for identification purposes when your fax calls openLCR to receive rate information. Even if you have requested your telephone company to withhold your Caller ID information when you place calls, your fax will still automatically transmit this information only when it calls openLCR.
- It is possible to register for and use openLCR if you do not subscribe to a Caller ID service; however, in some instances where rate data must be changed on an emergency basis, your fax may not be able to respond automatically to openLCR's call to notify your fax that it must receive new rate data. If this occurs, old, incorrect data will continue to be used.
- Please note that the agreement you enter into by registering is between you and openLCR; it is not between you and any carriers.

Registering by fax

To register by fax, fill in the **openLCR Registration** form, and then fax the form as follows:

1 **Place the form with the side you wrote on face down, and push it gently into the document feeder of the fax machine.**



2 **Press OpenLCR, 5, and then START/MEMORY.**

- Your fax automatically calls openLCR and sends the form. After the form is sent, your fax will automatically receive the rate data. When downloading is completed, the display will briefly show DOWNLOAD OK!! and then revert to the date and time. Your fax will print out the registration form to confirm that it was received.
- openLCR will also program the date and time and your fax number in your fax machine.

Registering by phone

To register by phone, follow these steps:

1 **Pick up the handset on the fax machine.**

2 **Press OpenLCR and then 1.**

3 **If the display shows the alternating messages at right, press the number keys to enter your fax/phone number, including the area code (the number must be 10 digits long). When finished, press START/MEMORY .**

(If the message at right doesn't appear, this step is not necessary.)

SET OWN NUMBER

10 DIGITS

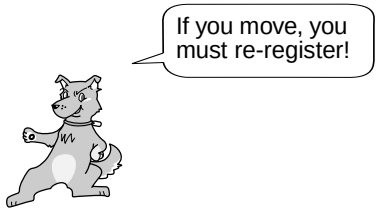
Important!
Be sure that you enter your correct area code and fax number. If not, your fax may not dial the correct number to connect to openLCR.

4 **Follow the instructions you hear.**

- If you are on a pulse dial line, press ✱ before pressing the number keys to respond. (This makes your fax temporarily issue tone signals when you press the number keys.)
- When registration is completed, your fax machine will receive the rate data from openLCR. This will last one or two minutes. When downloading is completed, the display will briefly show DOWNLOAD OK!! and then revert to the date and time.
- openLCR will also program the date and time and your fax number in your fax machine.

Registering through openLCR's Web site

You can also register at openLCR's Web site, **www.openLCR.com**. After registering you will need to receive the rate data manually (service is not activated until your fax receives the rate data). See *Downloading (receiving) the rate data manually* on the following page.



The rate data that you receive is based on the address you provide when registering with openLCR. If you move, the rate data will not be correct for your new location. In this case, repeat the registration procedure to give openLCR your new address.

Note: If you wish to connect more than one openLCR-enabled device to the same line, please call openLCR at 970-206-1207. If you replace an old openLCR-enabled device with a new one, you must re-register with openLCR to use the new device.

Note: openLCR cannot be used if your fax machine is connected to a Private Branch Exchange (PBX).

Downloading (receiving) the rate data manually

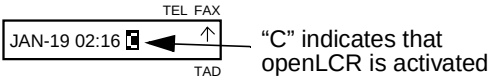
Your fax machine will automatically call openLCR and download updated rate data about once every three months. Normally you will not need to download the rate data manually.

- ♦ If you register through openLCR's Web site, you must manually download the rate data to activate service.
- ♦ If the fax machine is unplugged or some other interruption occurs in the power, you will need to manually download the rate data.

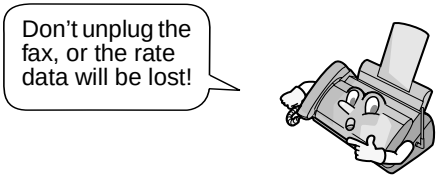
Press OpenLCR and 2 to call openLCR and initiate downloading. Downloading lasts one or two minutes. During this time the display will show LCR DOWNLOADING. When downloading is completed, the display will briefly show DOWNLOAD OK!! and then revert to the date and time. openLCR will also program the date and time and your fax number in your fax machine.

Using openLCR

When you have registered with openLCR and downloaded the rate data to your fax machine, a highlighted "C" will appear in the date and time display to indicate that the openLCR feature is activated.



Each time you make a long distance phone or fax call, the fax machine will automatically route the call through the least expensive carrier based on the downloaded rate information.



Caution! If you unplug the fax machine or an interruption occurs in your power supply, the rate data will be erased. If this happens, the highlighted “C” in the display will blink to alert you.The fax machine will automatically call openLCR within the next 24 hours to receive new rate data; however, if you want to use openLCR service before that time, you should download the rate table manually as explained on page 37.

♦ We recommend that you do not unplug the fax machine on a regular basis (for example at night or on the weekends), as this may result in a large number of calls to openLCR and a higher phone bill.

Symbols related to openLCR that may appear in the display are shown below.

Mark	Meaning
C	openLCR has been activated and is ready for use.
C (Blinking)	openLCR cannot be used because the rate data has been erased. Your fax will automatically call openLCR within the next 24 hours to receive new data, or you can download the data manually if you need to use openLCR immediately (see page 37).
E	The rate data in the fax is no longer correct and the fax cannot connect to openLCR to obtain new data. See *What to do if “E” appears in the display* on page 40.
–	openLCR has been temporarily turned off. See *Temporarily turning off openLCR* below.
D	Rate data was not yet available when your fax called openLCR. Your fax will automatically call openLCR again when the rate data is available. Until that time, long distance calls will be routed through your primary carrier.
D (Blinking)	Your fax will automatically call openLCR within the next 24 hours to learn when correct rate data will be available.
H	Your fax did not receive the rate data because Open LCR was unable to identify your Caller ID. This problem could be noise on the phone line, or because your caller ID signal is blocked. Try retrieving the rate data several more times. If "C" appears, you have retrieved the rate data successfully. If you are still having problems, contact your phone company and make sure they support Caller ID. You can remove the "H" in your display by turning off the Open LCR function (press the **openLCR** key followed by #, **1**, **8**, **4**, and #). You can also register for openLCR by phone to retrieve the rate data (see page 35).

Temporarily turning off openLCR

If needed, you can temporarily turn off openLCR.

♦ When you temporarily turn off openLCR, long distance and international calls will not be routed by openLCR. However, your fax will still call openLCR periodically to receive rate data.

1	**Press FUNCTION once and ▲ once.**	Display: LCR SETTING ▲▼▶
2	**Press ► once.**	LCR DIAL ▲▼▶
3	**Press ► once.**	1=YES, 2=NO
4	**Press 2 (NO) to turn off openLCR. (Press 1 (YES) to turn openLCR back on.)** ● When you turn off openLCR, the highlighted “C” in the display will change to “-”.	
5	**Press STOP to return to the date and time display.**	

To stop using openLCR

If you want to stop using the Open LCR feature, press this sequence of keys:

OpenLCR, #, 1, 8, 4, #

♦ Calls will not be routed by openLCR and the fax machine will not call openLCR to update data.

To resume use of openLCR, press OpenLCR, #, 1, 8, 6, #

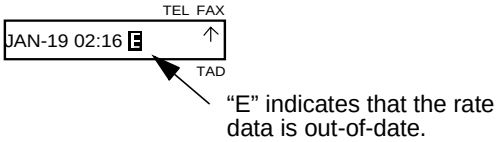
Changing your user profile

If you need to change your user profile, pick up the handset on the fax machine, and then press OpenLCR followed by 3. Follow the instructions you hear.

- If the display shows the alternating messages SET OWN NUMBER / 10 DIGITS, press the number keys to enter your fax/phone number, including the area code (the number must be 10 digits long). When finished, press START/MEMORY.
- If you are on a pulse dial line, press * before pressing the number keys to respond to the instructions. (This makes your fax temporarily issue tone signals when you press the number keys.)

What to do if "E" appears in the display

A highlighted "E" will appear in the display in place of "C" if the rate data in the fax is out-of-date and the fax is unable to obtain new data. When this happens, openLCR routing will not take place.



This will only occur if the fax machine is unable for some reason to make its periodic call to openLCR to receive new rate data.

First try downloading the rate data manually by pressing OpenLCR and 2 as explained in *Downloading (receiving) the rate data manually* on page 37. If this doesn't work, proceed to the following section, *What to do if you cannot connect to openLCR*.

What to do if you cannot connect to openLCR

If you are unable to connect to openLCR when you use the openLCR key to register or manually download data, it is likely that the phone number that the fax machine dials when you press the **OpenLCR** key is no longer correct.

To obtain the correct phone number, call openLCR at 970-206-1207, and then program the number into the fax machine as explained below.

♦ **Note:** The number that you will obtain is the number for manually downloading rate data (dialed by pressing the **OpenLCR** key and **2**). When you manually download the rate data, the new numbers for registering (dialed by pressing the **OpenLCR** key and **1**, **3**, or **5**) will also be programmed in your fax machine.

1 **Press FUNCTION once and ▲ once.**

Display:

LCR SETTING ▲▼▶

2 **Press ► once and ▲ once.**

CENTER # MODE ▲▼▶

3 **Press ► once.**

1=SET, 2=CLEAR

4 **Press 1 (SET) to set the new phone number.**

- **Note:** If you wish to restore the factory-set number, press 2 for CLEAR and then go to Step 6.

5 **Press the number keys to enter the new phone number.**

6 **Press START/MEMORY to store the number.**

7 **Press STOP to return to the date and time display.**

8 **Press OpenLCR, 2 to download new rate data.**

- If you have not yet registered with openLCR, your fax will receive new phone numbers that will allow you to connect to openLCR. Register using one of the procedures described at the beginning of this chapter.

Note: The following settings are not required as of the printing of this manual. openLCR will inform you through its Web site (www.openLCR.com) if the settings become necessary in the future.

Selecting a long or short call

Before you make a long distance or international phone/fax call, select whether the call will be a long call or a short call.

♦ Your fax needs to know whether the call will be long or short to route it for the best rate.

1 **Press** OpenLCR **,** FUNCTION **.**

Display:

LCR TABLE SELECT

- **Note:** If the display shows TABLE NOT EXIST, you must first download the rate data.

2 **Press** 1 **to select the SHORT TIME setting, or** 2 **to select the LONG TIME setting.**

- The initial SHORT TIME setting is 2 minutes, and the initial LONG TIME setting is 4 minutes. If desired, you can change these settings as explained on the following page.
- The short/long time selection will remain in effect for all calls until you change it.

Changing the SHORT TIME and LONG TIME settings

The initial SHORT TIME setting is 2 minutes, and the initial LONG TIME setting is 4 minutes. If the typical durations of your short and long calls are different, you should change the time settings to ensure that openLCR routes your calls for the best rate.

♦ For example, if your fax transmissions normally last about 3 minutes and your phone calls last about 5 minutes, set **03** for the SHORT TIME and **05** for the LONG TIME. Before sending a fax, select the SHORT TIME setting (03MIN) in the procedure on the preceding page. Before making a phone call, select the LONG TIME setting (05MIN).

♦ When you change the SHORT TIME and/or LONG TIME setting, the fax machine will automatically call openLCR and receive rate data for the new times.

1 **Press FUNCTION once and ▲ once.**

Display:

LCR SETTING ▲▼▶

2 **Press ► once and ▼ once.**

LCR TIME ▲▼▶

3 **Press ►**

SHORT TIME

4 **Enter a 2-digit number ("01" to " 29") for the number of minutes of the SHORT TIME setting. (If the number is less than 10, enter a 0 before the number.)**

The display briefly shows your selection, then:

LONG TIME

5 **Enter a 2-digit number for the number of minutes of the LONG TIME setting. (The number must be greater than the SHORT TIME setting and no more than 30.)**

- **Note:** If the display shows NO SERVICE, you must first download the rate data.

The display briefly shows your selection. If the settings were changed, it will then show:

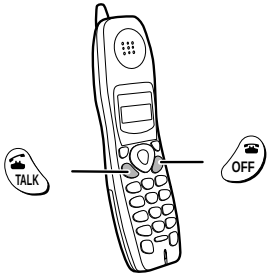
START: DOWNLOAD

6 **Press START/MEMORY to begin receiving the rate data for the new settings.**

- Your fax calls openLCR and receives the data. This lasts one or two minutes.
- **Note:** If you do not press START/MEMORY to receive new data, the settings will revert to their previous state.

3. Using the Cordless Handset

Making a Phone Call



1 **Pick up the cordless handset and press TALK.**

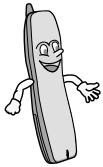
Cordless handset display:

TALK

2 **When you hear the dial tone, dial the number.**

3 **When you are ready to end the call, press OFF.**

- You can also end the call by simply placing the cordless handset in the charger.



If the display shows FAX BUSY, you must wait until the fax machine is no longer in use to use the cordless handset.

You can also dial by entering the phone number first and then pressing TALK .

Check the number in the display before pressing TALK . If there is a mistake, press HOLD/ERASE to clear the mistake and then enter the correct digits.

Note: If a pause is needed between any of the digits to access an outside line or a special service, press FUNCTION/PAUSE . The pause will appear as a hyphen (-).

Receiving a Phone Call

1 When the cordless handset rings, pick it up and press any key (except OFF) to answer. Talk to the other party.

- If the cordless handset is in the charger, simply pick it up to answer (you do not need to press a key).

2 When you are ready to end the call, press OFF .

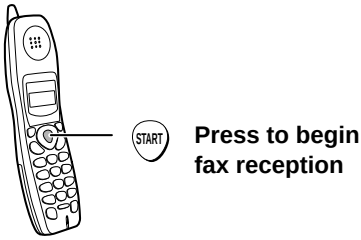
- You can also end the call by simply placing the cordless handset in the charger.

Putting a Call on Hold

To put the other party on hold during a call, press HOLD . The cordless handset will beep while the call is on hold. When you are ready to resume the call, press HOLD once again. Note that placing the cordless handset in the charger will not break the connection while a call is on hold, and thus phone charges may continue to apply.

Receiving a Fax Using the Cordless Handset

If you hear a fax tone after answering a call on the cordless handset, or if the other party speaks to you and then wants to send a fax, press START. This signals the fax machine to begin fax reception.



Note: If the fax machine detects a fax signal after you answer a call on the cordless handset, it will begin reception automatically.

Storing and Using Auto-Dial Numbers

You can store your most frequently dialed numbers for automatic dialing. Numbers can be stored in the Common book or the Private book.

- Up to 30 numbers can be stored in the Common book. These numbers are shared with the fax machine and other cordless handsets, and can be stored using a cordless handset as explained below, or the fax machine as explained on page 84.
- Up to 5 numbers can be stored in the Private book. Each cordless handset has its own Private book, and the numbers are stored using the cordless handset as explained below.

1 **Press ▶SEARCH.**

Cordless handset display:

```
SELECT SEARCH
▲: COMMON
▼: PRIVATE
```

2 **Press ▲ to select the Common book, or ▼ to select the Private book.**

Example: Common book selected

```
COMMON DIAL
▲▼: SEARCH
FUNCTION: ENTRY
```