3 **Press** FUNCTION /PAUSE **.**

ENTER TEL #

4 **Enter the number by pressing the number keys.**
(Note: A space cannot be entered.)

- To clear a mistake, press HOLD/ERASE **.**
- If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION /PAUSE . The pause appears as a hyphen (two seconds per pause). Several pauses can be entered in a row.

5 **Press** START **.**

6 **Enter a name by pressing number keys for each letter as shown in the chart below. Up to 15 characters can be entered. (If you do not wish to enter a name, go directly to Step 7.)**

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 HOLD/ERASE **.**

- 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.**

SELECT SEARCH
▲: COMMON
▼: PRIVATE

8 **Return to Step 2 to store another number, or press OFF to exit.**

Dialing an auto-dial number

1 **Press SEARCH once.**

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

3 **Press ▲ or ▼ until the number you wish to dial appears in the display.**

4 **Press TALK.**

- The number is automatically dialed.

Editing an auto-dial number

If you need to make changes to a previously stored auto-dial number, follow these steps:

1 **Press SEARCH once.**

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
```

3 **Press ▲ or ▼ until the number you wish to edit appears in the display.**

4 **Press FUNCTION /PAUSE once.**

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

- To clear a mistake, press HOLD/ERASE. If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION /PAUSE ..
- If you do not wish to change the number, go directly to Step 6.

6 **Press START.**

7 **Press the number keys to enter the new name (see Step 6 on page 47).**

- If you do not wish to change the name, go directly to Step 8.

8 **Press START.**

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

9 **Press OFF to exit.**

Clearing an auto-dial number

If you need to clear an auto-dial number, follow these steps:

1 **Press SEARCH once.**

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
```

3 **Press ▲ or ▼ until the number you wish to clear appears in the display.**

4 **Press HOLD/ERASE.**

```
ERASE?
PRESS START KEY
```

5 **Press START.**

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

6 **Press OFF to exit.**

Redial

You can automatically redial the last number dialed on the cordless handset.

Note: The fax machine and cordless handsets each retain their own separate redial numbers.

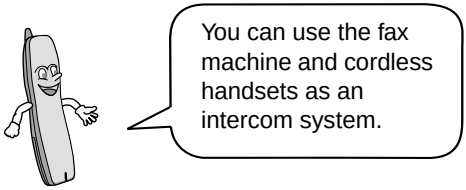
1 **Press REDIAL .**

- Check the display to make sure the number that appears is the number you wish to dial. (If the wrong number appears, press OFF to clear it.)

2 **Press TALK . The number is automatically dialed.**

Note: You can also redial by pressing TALK first and then REDIAL . Note that this method does not allow you to check the number before dialing begins.

Using the Intercom Feature



Note: When using the Intercom feature, you will not hear your voice through the handset receiver when you speak.

Paging the fax machine from a cordless handset

1 **Press INTER COM on the cordless handset.**

The numbers and names of the other cordless handsets appear (only the number appears if a handset is not registered)

Cordless handset display:

2: BILL
3: SUE
4:

2 **Press 0 on the cordless handset to select the fax machine.**

Cordless handset display:

```
INTERCOM
0: BASE STATION
```

3 **The fax machine makes a special ringing sound.**

Fax machine display:

```
INTERCOM
```

Number and name of calling handset →

```
1: BOB
```

4 **The other person picks up the fax machine handset to answer.**

5 **Talk with the other person. When you are ready to end the conversation, press OFF.**

Paging a cordless handset from another cordless handset

1 **Press INTERCOM on the cordless handset.**

Cordless handset display:

The numbers and names of the other cordless handsets appear (only the number appears if a handset is not registered) →

```
2: BILL
3: SUE
4:
```

2 **Enter the number of the cordless handset you wish to page.**

```
INTERCOM
2: BILL
```

Example: 2ABC

- To page all the cordless handsets and the fax machine, press *.

3 **The selected cordless handset makes a special ringing sound.**

Display of paged handset:

Number and name of calling handset →

```
INTERCOM
1: BOB
```

4 **The other person presses any key (except OFF) on the cordless handset to answer.**

5 **Talk with the other person. When you are ready to end the conversation, press OFF.**

Paging a cordless handset from the fax machine (cordless handset locator)

You can use this procedure to page a cordless handset, or locate a handset in the event that you misplace it.

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

2 **Press INTERCOM on the fax machine, and enter the number of the cordless handset you wish to page.**

Example: 3

- To page all the cordless handsets, press *.

Fax machine display:

INTERCOM

3: SUE

3 **The selected cordless handset makes a special ringing sound.**

- This allows you to locate the cordless handset if you have misplaced it.

Display of selected cordless handset:

INTERCOM
0: BASE STATION

4 **The other person presses any key (except OFF) on the cordless handset to answer.**

5 **Talk with the other person. When you are ready to end the conversation, replace the handset.**

If a call comes in while the Intercom feature is being used

If an outside call comes in while you are using the Intercom feature, the person who wishes to take the call should first stop the Intercom call (press OFF on the cordless handset or replace the fax machine handset), and then answer the outside call (press any key except OFF on the cordless handset or pick up the fax machine handset).

Transferring Calls

You can transfer a call to the fax machine or to a cordless handset.

Transferring a call from a cordless handset to the fax machine or to another cordless handset

1 **During the call, press INTER COM on the cordless handset.**

- The call is placed on hold.

Cordless handset display:

```
2: BILL
3: SUE
4:
```

The numbers and names of the other cordless handsets appear (only the number appears if a handset is not registered)

2 **To transfer the call to the fax machine, press 0.**
To transfer the call to a cordless handset, enter the number of the handset.

- To page the fax machine and all cordless handsets, press *

```
CALL TRANSFER
```

```
CALL
TRANSFER
```

The fax machine and cordless handsets all show the above message, regardless of which is selected

3 **The selected cordless handset or fax machine makes a special ringing sound.**

4 **The other person answers on the cordless handset or fax machine.**

- To answer on a cordless handset other than the selected cordless handset, press TALK on that cordless handset. To answer on the fax machine when not selected, pick up the fax machine handset.
- If no one answers when you page the cordless handset or fax machine, press INTER COM once again to return to the initial caller.

Transferring a call from the fax machine to a cordless handset

1 **During the call, press INTERCOM on the fax machine.**

- The call is placed on hold.

Fax machine display:

HOLD

"HOLD" alternates with the numbers and names of the cordless handsets

2 **Enter the number of the cordless handset to which you wish to transfer the call.**

Example: 3 .

- To page all the cordless handsets, press * .

REPLACE HANDSET

3 **Replace the fax machine handset. The selected cordless handset makes a special ringing sound.**

Fax machine display:

CALL TRANSFER

Displays of all cordless handsets

CALL
TRANSFER

4 **The other person presses any key (except OFF) on the cordless handset to answer.**

- To answer on a cordless handset other than the selected cordless handset, press TALK on the other cordless handset.
- If no one answers when you page the cordless handset, pick up the fax machine handset once again to return to the initial caller.

Changing the reception mode on the fax machine

1 **Press REMOTE /FLASH.**

Cordless handset display:

REMOTE MODE
0: GENERAL

2 **Press 5 RECEPTION until the desired reception mode appears in the display.**

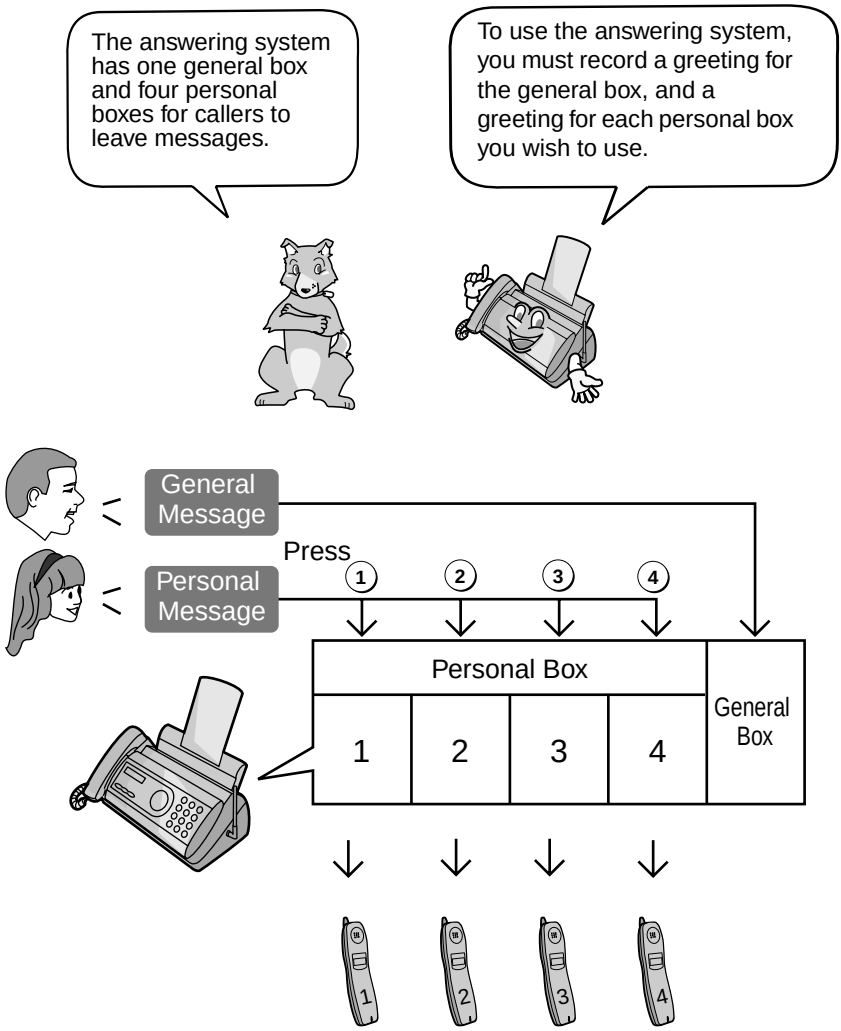
Example: FAX mode

RECEPTION
FAX

3 **Press REMOTE /FLASH or OFF to exit REMOTE MODE.**

4. Using the Answering System

The answering system allows you to receive both voice messages and faxes while you are out.



Each cordless handset can be used to listen to the messages in its corresponding personal box (the personal box with the same number as the cordless handset)

Recording an Outgoing Message

The outgoing message (OGM) is the greeting that the system plays after answering a call to inform callers that they can leave a message or send a fax. Follow the steps below to record an outgoing message for the general box, and an outgoing message for each personal box that you wish to use.

Example of general outgoing message:
“Hello. You've reached _____ . No one is available to take your call right now. If you would like to leave a general message, please speak after the beep. If you would like to leave a personal message, press **1** for Susan, **2** for Bob, **3** for George, or **4** for Ann now. To send a fax, please press your facsimile Start key now. Thank you for calling.”

Example of personal outgoing message:
“This is Susan’s pesonal box. Please leave a mesage after the beep.”

Note: Do not lift the handset until Step 3 below.

Display:

1 **Press ●REC/MEMO .**

MEMO RECORDING

2 **Press until the message you wish to record appears in the display.**

Note: MEMO RECORDING is for recording a memo (page 63), and OGM (TRANSFER) is for the Transfer function (page 69).

MEMO RECORDING
↓
OGM (GENERAL)
↓
OGM (BOX 1)
↓
↓
OGM (BOX 4)
↓
OGM (TRANSFER)

3 **Press once.**

- (If you have already recorded a message and wish to check it, press ▶PLAY .)

LIFT HANDSET OR
↑ ↓
PLAY: PLAYBACK

4 **Lift the handset.**

5 **Press START/MEMORY and speak into the handset to record the message.**

- While recording, the display will show the time left to record.

5 **When finished, replace the handset or press STOP .**

To listen to an outgoing message

To listen to an outgoing message, follow Steps 1 and 2 of the above procedure and then press ▶PLAY. Note that the general outgoing message cannot be erased. If you need to change it, simply repeat the recording procedure.

Setting a Passcode for a Personal Box

You can set a 3-digit passcode for each personal box. When this is done, the passcode must be entered to listen to messages in the personal box.

(Note: When listening to the messages in a personal box from its corresponding cordless handset, is not necessary to enter the passcode.)

1 **Press FUNCTION once and ▼ once.**

Display:

T.A.D. SETTING ▲▼▶

2 **Press ▶ once and ▲ once.**

BOX PASSCODE# ▲▼▶

3 **Press ▶ .**

1=SET, 2=CLEAR

4 **Press (1) to set a passcode.**

(To clear a previously set passcode, press (2).)

ENTER BOX # (1-4)

5 **Enter the number of the personal box for which you wish to set a passcode.**

Example: (1) for Box 1

(If you are clearing a passcode, enter the number of the box and go to Step 7.)

ENTER PASSCODE

6 **Enter a 3-digit number for the passcode. The first digit of the number must be 0, 5, 6, 7, 8, or 9.**

7 **Press START/MEMORY.**

ENTER BOX # (1-4)

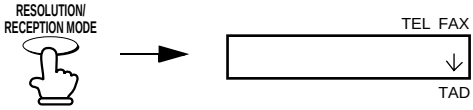
8 **Return to Step 5 to set another passcode, or press STOP to return to the date and time display.**

Note: If you wish to change a passcode, clear the passcode and then enter a new passcode. If you forget a passcode, clear it and enter a new passcode.

Operating the Answering System

Activating the answering system

To turn on the answering system so that callers can leave messages, press RESOLUTION/ RECEPTION MODE until the arrow in the display points to TAD. (TAD stands for “Telephone Answering Device”.)



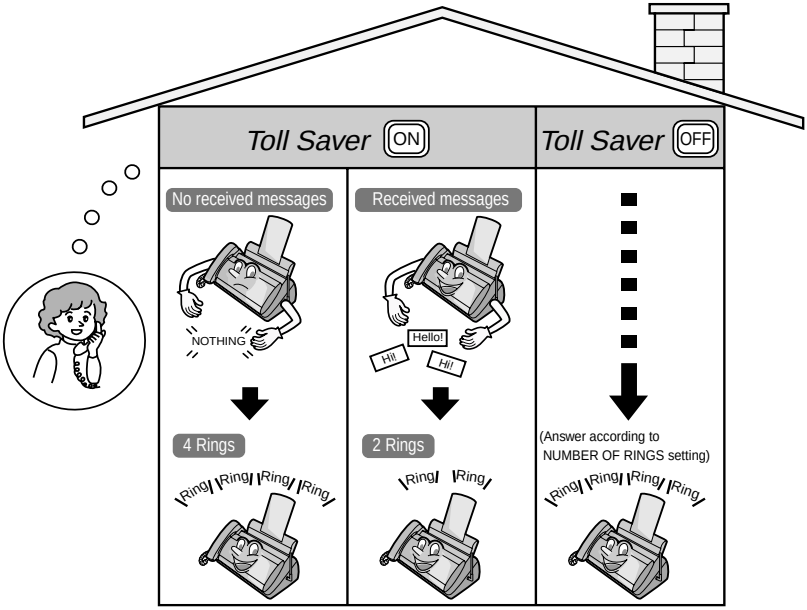
- Each outgoing message will play (to stop playback, press STOP).
- It will not be possible to set the reception mode to TAD if a general outgoing message has not been recorded.

Note: In TAD mode, the machine will automatically switch to fax reception if it detects 6 seconds of silence after answering a call. For this reason, if a caller pauses for this length of time while leaving a message, they will be cut off.

Number of rings in TAD mode (Toll Saver function)

The number of rings on which the machine answers incoming calls in TAD mode depends on whether the Toll Saver function is turned on, and if it is on, whether you have messages.

- The Toll Saver function is initially turned on.



To turn off the Toll Saver function, see page 73.

To adjust the NUMBER OF RINGS setting, see page 93.

Listening to received messages from the fax machine

When you return, the display will show the number of messages recorded in each box. Follow the steps below to listen to your messages.

1 **Press ▶PLAY.**

- If you only want to listen to new messages (messages not previously listened to), continue to hold ▶PLAY down for at least two seconds.

2 **If you wish to listen to the messages in a personal box, press the number of the box.**

Example: (1) **for Box 1**

3 **Enter the passcode of the personal box.**

Example: (5) (5) (1)

4 **The messages will play.**

- As each message plays, the date and time of recording will appear briefly in the display. If no messages were received, NO MESSAGES will appear.
- **Repeat:** To listen to a message a second time, press (*) ⏮ REPEAT before playback of that message ends. To move back to the previous message, press (*) ⏮ REPEAT within 3 seconds of the beginning of the current message.
- **Skip:** To skip forward to the next message, press (0) ⏭ SKIP.

Note: Playback will stop if you receive a call, lift the handset, or press STOP.

♦ You can print out a list of your received messages that shows the date and time that each was received. See page 109.

Erasing received messages

It is important to erase received messages after you listen to them to ensure that the memory does not become full.

- **Erasing all messages in the general box:** To erase all messages in the general box, press FUNCTION, # DELETE, and then START/MEMORY.
- **Erasing all messages in a personal box:** To erase all messages in a personal box, press FUNCTION, # DELETE, enter the number of the box, enter the passcode, and then press START/MEMORY.
- **Erasing a single message:** To erase a single message, press # DELETE while the message is being played.

Recording memos

You can record memos for yourself and other users of the machine. These are recorded in the general box, and will be played back together with incoming messages when the ▶PLAY key is pressed.

1 **Press ●REC/MEMO once and ▶ once.**

2 **Pick up the handset, press START/MEMORY, and speak into the handset.**

3 **When you have finished speaking, replace the handset or press STOP.**

Recording phone conversations

To record a phone conversation, hold down the ●REC/MEMO key during the conversation you want to record. When you are finished, release the key. The conversation is recorded in the general box, and will be played back when the ▸PLAY key is pressed.

Listening to messages from a cordless handset

You can use your cordless handset to listen to messages received in your personal box (the personal box with the same number as your cordless handset), or messages received in the general box.

♦ When you have received new messages in your personal box, NEW MESSAGES appears in your cordless handset display.

1 **Press REMOTE/FLASH.**

Cordless handset display:

```
REMOTE MODE
0: GENERAL
```

2 **To listen to messages in the general box, press 0.**
(To listen to messages in your personal box, go directly to Step 3.)

3 **Press 7 PQRS ▸PLAY to listen to all messages in the box, or 8 TUV PLAY NEW to listen to only new messages.**

4 **While listening to your messages, you can do any of the following:**

- **Repeat:** To repeat a message, press * ⏮REPEAT.
- **Skip:** To skip forward, press 0 ⏭SKIP.
- **Delete:** To delete the message you are currently listening to, press # DELETE.

- **Stop:** To stop playback, press 9 STOP.

5 **To return to the STAND-BY display, press OFF or REMOTE /FLASH.**

- If a call comes in while you are listening to your messages, playback will stop automatically. Press any key to answer.
- If you take no action for 60 seconds in REMOTE MODE, the cordless handset will automatically return to the STAND-BY display.

Deleting all messages from a cordless handset

You can use your cordless handset to delete all messages in your personal box, or all messages in the general box.

1 **Press REMOTE /FLASH.**
(Note: This step is not necessary if you are already in REMOTE mode.)

Cordless handset display:

```
REMOTE MODE
0: GENERAL
```

2 **To delete all messages in the general box, press 0.**
(To delete all messages your personal box, go directly to Step 3.)

3 **Press # DELETE.**

```
REMOTE MODE
DELETE ALL?
PRESS START KEY
```

4 **Press START to delete the messages, and then OFF or REMOTE /FLASH to return to the STAND-BY display.**

- To cancel, press 9 STOP, OFF, or REMOTE /FLASH.

Optional Answering System Settings

Setting ICM time

Incoming messages (ICMs) are the messages which callers leave for you in the answering system. The answering system is set at the factory to allow each caller a maximum of 4 minutes to leave a message. If desired, you can change this setting to 15, 30, or 60 seconds.

1 **Press FUNCTION once and ▼ once.**

Display:

T.A.D. SETTING ▲▼▶

2 **Press ► once and ▼ once.**

RECORDING TIME ▲▼▶

3 **Press ►.**

4 **Press a number from 1 to 4 to select the desired ICM recording time.**

1 15 seconds
2 30 seconds
3 60 seconds
4 4 minutes

The display briefly shows your selection, then:

REMOTE CODE ▲▼▶

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

Fax reception on TAD failure

If the memory for recording incoming messages becomes full while you are out, the answering system will no longer be able to record messages. The ON TAD FAILURE setting is used to choose the response of the machine to incoming calls when this happens:

- Automatic fax reception NO: The machine will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the machine from a remote location, you can wait until it answers, listen to your messages, and then erase them (see *Remote Operations* on page 72).

- Automatic fax reception YES: The reception mode will switch to FAX mode, allowing the machine to continue to receive faxes automatically. With this setting, you can still use the remote commands to listen to your messages and then erase them (see *Remote Operations* on page 72).

Automatic fax reception is set to NO at the factory before shipping. If you want to set it to YES, press the panel keys as follows:

1	**Press FUNCTION once and ▼ once.**	Display: T.A.D. SETTING
2	**Press ► once and ▲ twice.**	ON TAD FAILURE
3	**Press ►.**	1=YES, 2=NO
4	**Press 1 to turn on automatic fax reception, or 2 to turn it off.**	The display briefly shows your selection, then: OGM ONLY MODE
5	**Press STOP to return to the date and time display.**	

OGM only mode

If needed, you can turn off recording of incoming messages. In this case, your outgoing message will play, but callers will not be able to leave a message (this applies to all boxes). The machine will still receive faxes sent by automatic dialing.

1	**Press FUNCTION once and ▼ once.**	Display: T.A.D. SETTING
2	**Press ► once and ▲ 3 times.**	OGM ONLY MODE

3	**Press ►.**	1=YES, 2=NO
4	**Press 1 to turn on OGM only mode, or 2 to turn it off.**	The display briefly shows your selection, then: CPC DETECTION ▲▼▶
5	**Press STOP to return to the date and time display.**	

CPC Detection

When a caller hangs up, the central telephone exchange issues a CPC (Calling Party Control) signal. When the answering system detects this signal, it stops recording so that periods of silence are not recorded.

However, if you subscribe to special services such as Call Waiting or Call Forwarding, signals used by these services may be mistaken for a CPC signal, causing the answering system to hang up during a call. If you experience this problem, follow these steps to turn off CPC Detection.

1	**Press FUNCTION once and ▼ once.**	Display: T.A.D. SETTING ▲▼▶
2	**Press ► once and ▲ twice.**	CPC DETECTION ▲▼▶
3	**Press ►.**	1=YES, 2=NO
4	**Press 1 to turn on CPC Detection, or 2 to turn it off.**	The display briefly shows your selection, then: BOX PASSCODE# ▲▼▶
5	**Press STOP to return to the date and time display.**	

Transfer Function

The Transfer function is used to have the machine automatically call you at a specified number every time it receives an incoming message in a specified box. This lets you hear your messages immediately after they come in, even when you are at a remote location.

To use the Transfer function, you must first program the number that you wish the machine to call (the transfer number), and record the transfer message that plays when you answer the phone at the remote location.

When you go out and wish to use the transfer function, turn it on. When you return and no longer wish to use the transfer function, turn it off.

Programming the transfer number

To use the Transfer function, you must first give the machine the number to call (the transfer number).

		Display:
1	**Press FUNCTION once and ▼ once.**	T.A.D. SETTING ▲▼▶
2	**Press ► once and ▼ 3 times.**	TRANSFER TEL # ▲▼▶
3	**Press ►.**	ENTER TEL #
4	**Press the number keys to enter the transfer number.** • To insert a pause between any two digits of the number, press FUNCTION.	
5	**Press START/MEMORY.**	
6	**Press STOP to return to the date and time display.**	

Recording the transfer message

The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. The following is an example:

“Hello. This is a transfer call for (YOUR NAME). Enter your remote code number now.”

Note: Do not lift the handset until Step 3 below.

1 **Press ●REC/MEMO once and ▲ once.**

Display:

OGM (TRANSFER) ▲▼▶

2 **Press ► once.**

- If you have already recorded a message, you can press ▶PLAY to listen to the message, or press # DELETE to delete the message.

3 **Lift the handset.**

4 **Press START/MEMORY and speak into the handset to record the message.**

- The transfer message can be up to 15 seconds long. While recording, the display will show the time left to record.

5 **When finished, replace the handset or press STOP .**

Checking or erasing the transfer message

To check or erase the transfer message, follow Steps 1 and 2 of the above procedure, and then press ▶PLAY to check the message, or # DELETE to erase the message.

Turning the Transfer function on and off

When you go out and wish to use the Transfer function, turn it on as follows:

1	**Press FUNCTION once and ▼ once.**	Display: T.A.D. SETTING
2	**Press ► once and ▼ 4 times.**	TRANSFER FUNC
3	**Press ►.**	1=YES, 2=NO
4	**Press 1 to turn on the Transfer function.** **(Press 2 to turn the function off.)**	The display briefly shows your selection, then: ON TAD FAILURE

5 **Press the number of box for which you want the Transfer function to operate (for the general box, press 0).**

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

7 **Each time the machine receives an incoming message, it will call your programmed transfer number. When you answer, you will hear your recorded message telling you that the call is a transfer call. On the dial pad of your phone, enter #, your remote code number (see page 72) if the general box was selected in Step 5, or the box passcode number if a personal box was selected, and then #. Your messages will play.**

- You can also perform any of the remote operations described in *Remote Operations* later in this chapter (see page 72).

Note: When you hang up after a transfer call, the machine will not immediately resume normal operation. If you want the machine to accept calls immediately after a transfer call, enter * twice before hanging up (if hanging up during message playback, first enter 0 and # to stop playback, then enter * twice).

Remote Operations

When you are out, you can call the machine from any touch-tone telephone and play back your messages using the remote commands. You can also use these commands to change the reception mode and other settings.

Remote code number

After calling the machine, you must enter your remote code number to listen to the messages in the general box. The remote code number has been set to "001" at the factory. To change the number, follow the steps below.

Note: The remote code is only for the general box. Personal boxes are accessed by entering the passcode for the box (see page 59).

1	**Press FUNCTION once and ▼ once.**	Display: T.A.D. SETTING ▲▼▶
2	**Press ► once and ▼ twice.**	REMOTE CODE ▲▼▶
3	**Press ►.**	
4	**Press the number keys to enter a 3-digit remote code number.**	
5	**Press START/MEMORY to store the remote number.**	TRANSFER TEL # ▲▼▶
6	**Press STOP to return to the date and time display.**	

Toll Saver

When you call the machine to listen to your messages, it will answer after two rings if it has received at least one message in any of the boxes, or after four rings if it has not received any messages.

This allows you to save money on telephone charges, particularly if you are calling long distance. If the machine does not answer after the second ring, you can simply hang up before it answers, saving yourself the cost of that call.

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the machine will answer after the number of rings set with the NUMBER OF RINGS setting (see *Changing the number of rings* on page 93).

1	**Press FUNCTION once and ▼ once.**	Display: T.A.D. SETTING ▲▼▶
2	**Press ► once.**	TOLL SAVER ▲▼▶
3	**Press ► once.**	1=YES, 2=NO
4	**Press 1 to turn on the Toll Saver function, or 2 to turn it off.**	The display briefly shows your selection, then: RECORDINGTIME ▲▼▶
5	**Press STOP to return to the date and time display.**	

Retrieving your messages

Note: You can only access one box per call. If you wish to access more than one box, you must make a separate call for each box.

1 **Call the machine from a touch-tone telephone. When the general outgoing message begins, press (#) on the telephone.**

- You will hear a short beep, and the outgoing message will stop.

2 **If you wish to listen to the messages in a personal box, enter the number of that box (otherwise, go directly to Step 3).**

Example: (1) for Box 1

3 **If you are accessing the general box, enter your remote code.**
If you are accessing a personal box, enter the passcode of the box.
When finished, press (#).

- You will hear a series of beeps equal to the number of messages recorded in the box, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.
- If no messages have been received, you will hear a short beep. You can either hang up, or perform any of the operations described in the following section, *Other remote operations*.

4 **While the messages are playing, you can do any of the following:**

- **Repeat:** To listen to a message a second time, press 2 and # on the telephone before that message ends. To move back to the previous message, press 2 and # during the first 3 seconds of the current message.
- **Skip forward:** To skip forward to the next message, press 5 and # on the telephone.
- **Stop:** To stop playback, press 0 and # on the telephone. After this, you can enter any of the commands described in the following section, *Other remote operations*.
- **Play new messages:** To listen to only your new messages, first stop playback by pressing 0 and #, and then press 6 and #.
- **Erase a message:** To erase the message you are currently listening to, press 3 and # before it ends.

5 **When you have finished listening to your messages, you can do any of the following:**

- **Erase all messages:** Press 3, 3, and #.
- **Repeat playback:** Press 7 and #.
- **Perform other operations:** You can enter any of the commands described in the following section, *Other remote operations*.
- **Hang up:** If you do not erase your messages first, they will be saved and any new messages will be recorded after them. If you want the machine to resume normal operation immediately, press * twice before hanging up (in some cases, particularly when the Transfer function is used, the machine may not accept new calls for one or two minutes after you hang up unless you press * twice).

Note: You can also call the machine and perform remote operations when the reception mode is set to FAX. In this case, when you call the machine, press (#) immediately after it answers (before you hear the fax tone), and then continue from Step 2 above.

Comments:

- When a remote command is accepted by the machine, you will hear one beep. If an incorrect command is entered, you will hear four beeps. In the latter case, re-enter the correct command.
- When entering a command, do not pause longer than 10 seconds between each digit. If you do, you will hear a 4-beep error signal and the digits entered up to that point will be cleared. In this case, re-enter the command from the beginning.
- If you pause for longer than 10 seconds before entering a command, or make two errors while entering your remote code number, the line will be disconnected. (This prevents unauthorized people from attempting to guess your remote code number.)

Other remote operations

After listening to your messages, you can perform any of the following operations by pressing the appropriate keys on the telephone.

Note: The following commands cannot be entered while messages are being played back. If you do not want to wait until playback ends to enter a command, first stop playback by pressing (0) and (#), and then enter the command.

Changing the fax reception mode

Select a new reception mode by pressing the keys as follows:

- **TAD mode:** (8), (1), and (#).
- **FAX mode:** (8), (2), and (#).
- **TEL mode:** (8), (3), and (#).

Caution: If you select TEL mode, you will not be able to change the reception mode again.

Recording a new outgoing message

Note: You can only record a new outgoing message for the box you accessed at the beginning of the call.

1 **Press (4) and (*) on the telephone.**

2 **When you hear a short beep, speak into the telephone to record the new message.**

- The message can be up to 15 seconds long. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back.

Turning the Transfer function on or off

To turn Transfer on: Press (9), (1), and (#) on the telephone, followed by the number of the box for which you want the Transfer function to operate (press (0) for the general box) and (#).

To turn Transfer off: Press (9), (2), and (#) on the telephone.

Changing the transfer telephone number

1 **Press (9), (0), and (#) on the telephone.**

2 **After you hear a short beep, enter the new telephone number. When finished, press (#).**

- To insert a pause between any two digits of the number, press (*).

Recording a new transfer message

1 **Press 9, 3, and # on the telephone.**

2 **When you hear a short beep, speak into the telephone to record the new message.**

- The time for the transfer message is fixed at 15 seconds. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

Recording a memo

You can record a memo for yourself or other users of the machine. The memo will be recorded in the general box.

1 **Press * and # on the telephone.**

2 **When you hear a short beep, speak into the telephone to record the memo.**

3 **When you are finished, press 0 and # on the telephone.**

- If the machine detects silence, it will stop recording automatically.

OGM only mode

To turn on OGM only mode: Press 1, 1, and # on the telephone.
(Outgoing messages will play, but callers will not be able to record a message. Faxes sent by automatic dialling will be received)

To turn off OGM only mode: Press 1, 2, and # on the telephone.

5. Sending Faxes

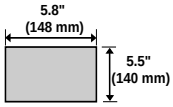
Transmittable Documents

Size and weight

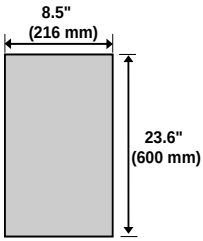
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:

Minimum size



Maximum size



Minimum weight

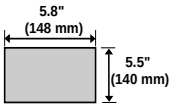
14 lbs.
(52 g/m²)

Maximum weight

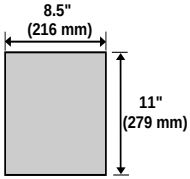
42 lbs.
(157 g/m²)

Loading up to 10 pages at once:

Minimum size



Maximum size



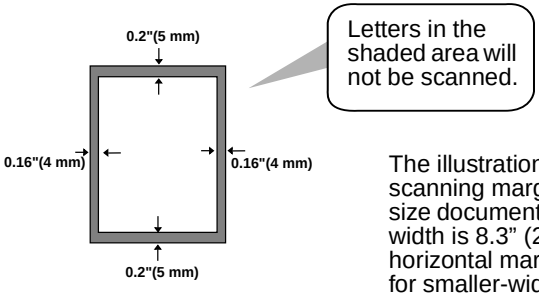
Minimum weight

14 lbs.
(52 g/m²)

Maximum weight

21.5 lbs.
(80 g/m²)

Note: Letters or graphics on the edges of a document will not be scanned.



The illustration shows the scanning margins for letter-size documents. The scanning width is 8.3” (210 mm). The horizontal margins decrease for smaller-width documents.

Other restrictions

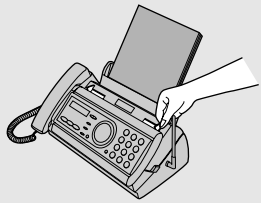
- The scanner cannot recognize yellow, greenish yellow, or light blue ink.
- Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slick coated surface should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 10 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

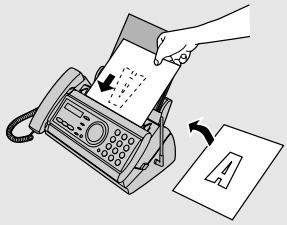
- If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

1 **Adjust the document guides to the width of your document.**



2 **Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.**

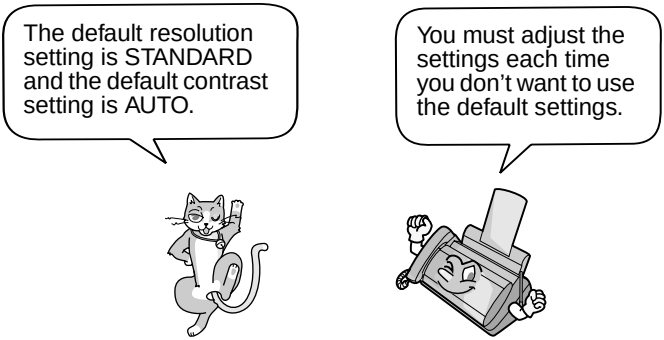
- READY TO SEND will appear in the display.



3 **Adjust the resolution and/or contrast settings as explained in *Resolution and Contrast* below, then dial the receiving machine as explained on page 82.**

Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.



Note: The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

Resolution settings

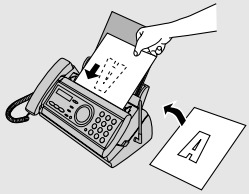
STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

1 **Load the document(s).**

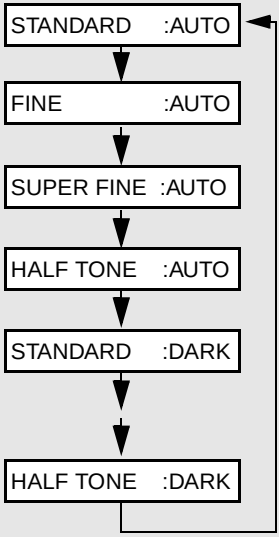
- The document must be loaded before the resolution and contrast can be adjusted.



2 **Press** RESOLUTION/ RECEPTION MODE **one or more times until the desired resolution and contrast settings appear in the display.**

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

Display:



Note: In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

Sending a Fax by Normal Dialing

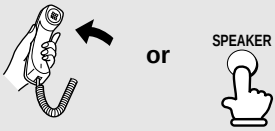
With Normal Dialing, you pick up the handset (or press SPEAKER) and dial by pressing the number keys.

- ♦ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed SPEAKER, you must pick up the handset to talk.)
- ♦ Normal Dialing allows you to listen to the line and make sure the other fax machine is responding.

1 **Load the document(s).**

- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.

2 **Pick up the handset or press SPEAKER. Listen for the dial tone.**



3 **Dial the number of the receiving machine by pressing the number keys.**

4 **Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax tone or the other person will answer.**

- If the other party answers, ask them to press their Start key (if you pressed SPEAKER, pick up the handset to speak with them). This causes the receiving machine to issue a fax tone.

5 **When you hear the fax tone, press START/MEMORY. Replace the handset.**

- If the transmission is completed successfully, the fax will beep once.
- If an error occurs, the fax will beep three times and print a Transaction Report to inform you of the problem (see page 111).

Note: If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 129. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

Sending a Fax by Automatic Dialing

You can store your most frequently dialed fax or phone numbers in the machine for automatic dialing.

- ♦ Auto-dial numbers can be stored using either the fax machine or the cordless handset (to store a number using the cordless handset, see page 46).
- ♦ Numbers stored using the fax machine are stored in the Common book. A total of 30 numbers can be stored.

Storing fax and phone numbers for automatic dialing

1 **Press FUNCTION once and ► once.**

Display:

<NEW NUMBER> ▶

2 **Press ► once.**

ENTER FAX #

3 **Enter the fax or voice number by pressing the number keys. (Note: A space cannot be entered.)**

- To clear a mistake, press SPEAKER.
- If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION. The pause appears as a hyphen (two seconds per pause). Several pauses can be entered in a row.

4 **Press START/MEMORY.**

5 **Enter a name by pressing number keys for each letter as shown in the chart below. Up to 15 characters can be entered. (If you do not wish to enter a name, go directly to Step 6.)**

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 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:
  . / ! " # $ % & ' ( ) + + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

6 **Press START/MEMORY.**

Display:

<NEW NUMBER> ▲▼▶

7 **Return to Step 2 to store another number, or press STOP to return to the date and time display.**

Note: The fax machine uses a lithium battery to keep automatic dialing numbers and other programmed information in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Editing and clearing auto-dial numbers

If you need to make changes to a previously stored auto-dial number, or clear a number, follow these steps:

1 **Press FUNCTION once and ► once.**

Display:

<NEW NUMBER> ▲▼▶

2 **Press ▲ or ▼ until the number you wish to edit or clear appears in the display.**

3 **Press ►.**

1=EDIT, 2=CLEAR

4 **Press 1 for EDIT or 2 for CLEAR.**

- If you selected CLEAR, go to Step 8.

5 **If you selected EDIT, make the desired changes to the number.**

- Press ◄ or ► to move the cursor to the digit or digits you wish to change, and then enter the new digit. The new digit will replace the old digit.
- If you do not wish to change the number, go directly to Step 6.

6 **Press START/MEMORY.**

7 **Make the desired changes to the name.**

- Press ◄ or ► to move the cursor to the letter or letters you wish to change, and then press the appropriate number key repeatedly until the desired letter appears (see Step 5 on page 85). The new letter will replace the old letter.
- If you do not wish to change the name, go directly to Step 8.

8 **Press START/MEMORY .**

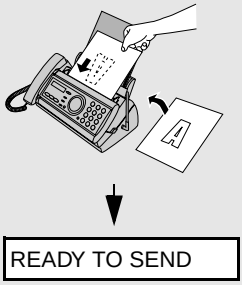
9 **Return to Step 2 to edit or clear another number, or press STOP to return to the date and time display.**

Using an auto-dial number

Once you have stored a fax or phone number, you can use it to send a fax or make a phone call.

1 **If you are sending a fax, load the document(s).**

- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.



2 **Press (or) until the name of the other party appears in the display (if no name was stored, the number will appear).**

3 **If you are sending a fax, press START/MEMORY . Dialing and transmission begins.**

- If the transmission is completed successfully, the fax will beep once.
- If an error occurs, the fax will beep three times and print a Transaction Report to inform you of the problem (see page 111).

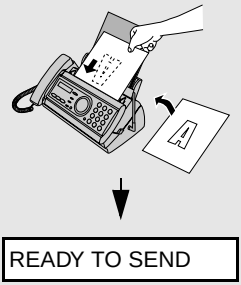
If you are making a phone call, lift the handset. Dialing begins.

Sending a fax by Direct Keypad Dialing

You can also enter a full number with the number keys and then press the START/MEMORY key to begin dialing. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 **Load the document(s).**

- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.



2 **Enter the number of the receiving machine by pressing the number keys.**

- If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION. The pause will appear as a hyphen (two seconds per pause). Several pauses can be entered in a row.

3 **Check the display. If the number of the receiving machine shown is correct, press START/MEMORY.**

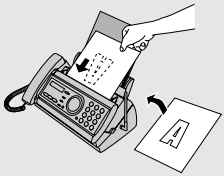
- If the number is not correct, press STOP to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Redial

You can automatically redial the last number dialed on the fax machine. This procedure can be used to send a fax or make a phone call.

Note: The fax machine and the cordless handset each retain their own separate redial numbers.

1 **If you are sending a fax, load the document(s).**



- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.

2 **Press ◄ once. <REDIAL> appears in the display, followed by the last number dialed. Make sure the number that appears is the number you wish to dial.**

3 **If you are sending a fax, press START/MEMORY. Dialing begins.**

If you are making a phone call, lift the handset. Dialing begins.

Note: If a fax transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 129. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

Automatic redialing

If you use automatic dialing (including Direct Keypad Dialing) to send a fax and the line is busy, the fax machine will automatically redial the number. The fax machine will make three redial attempts at intervals of five minutes. During this time, RECALLING will appear in the display, followed by a two-digit number assigned to the fax job. You will not be able to dial any other locations while the message appears.

- You can press STOP to clear the message and stop automatic redialing.
- Under certain conditions (for example if a person answers the call on a telephone), automatic redialing may stop before three redialing attempts are made.

Error Correction Mode

The fax machine is set to automatically correct any distortions in a transmission due to noise on the telephone line before printing at the receiving end. This function is called Error Correction Mode (ECM). ECM is effective for both transmissions and receptions, and is only effective when the other fax machine has ECM as well.

If desired, you can turn ECM off. This will increase slightly the amount of memory available for memory transmission and reception.

1	**Press FUNCTION once and twice.**	OPTION SETTING
2	**Press once and 6 times.**	ECM MODE
3	**Press once.**	1=YES, 2=NO
4	**Press 1 to select YES, or 2 to select NO.**	The display briefly shows your selection, then: DAY LIGHT SAVE
5	**Press STOP to return to the date and time display.**	

Sending a Fax From Memory

You can scan a document into the fax's memory and send the document from memory. This increases transmission speed and allows you to send a fax to multiple destinations in a single operation. After transmission, the document is automatically cleared from memory.

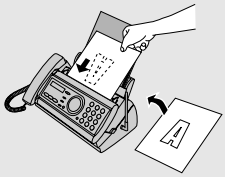
Note: If a power failure occurs while sending a fax from memory, you will need to repeat the operation.

Broadcasting (sending a fax to multiple destinations)

This function allows you to send the same fax to as many as 20 different destinations in just one operation.

♦ When sending to multiple destinations, only auto-dial numbers can be used to dial the numbers of the receiving machines.

1 **Load the document(s).**



- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.

2 **Press START/MEMORY.**

3 **Press (or) until the name of the destination appears in the display (if no name was stored, the number will appear).**

4 **Press to select the destination.**

5 **Repeat Steps 3 and 4 for each of the other destinations to which you wish to send the fax (maximum of 20).**

- To check your selected destinations, press to scroll through them. To delete a destination, scroll to the destination and then press STOP.

6 **When you are ready to begin transmission, press START/MEMORY.**

- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the destinations are marked "Busy" or have a communication error code. If so, send the document to those destinations again.

Memory transmission

You can also send a fax through memory when sending to a single destination. This is convenient when sending to destinations where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations.

To send a fax through memory, load the document, press START/MEMORY, and then dial using one of the following methods:

♦ Press the number keys to enter the fax number and then press START/MEMORY.

♦ Press repeatedly to select an auto-dial number and press START/MEMORY.

♦ Press once to select the last number dialed and press START/MEMORY.

If the memory becomes full...

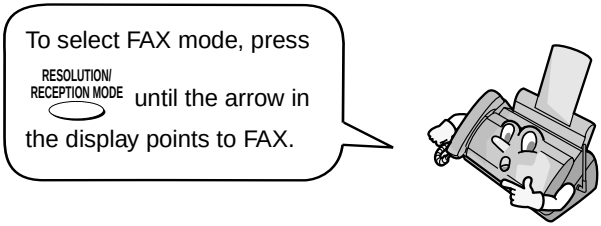
If the memory becomes full while the document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display.

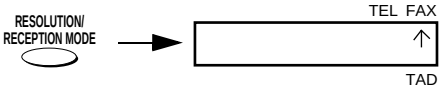
♦ Press START/MEMORY if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.

♦ Press STOP if you want to cancel the entire transmission.

6. Receiving Faxes

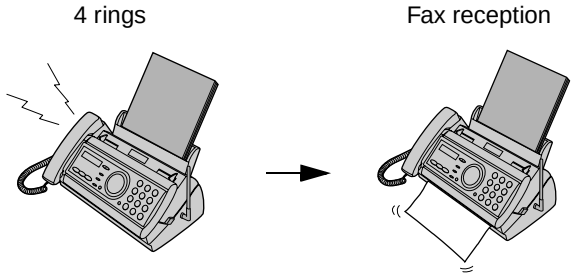
Using FAX Mode





When the reception mode is set to FAX, the fax machine will automatically answer all calls on four rings and receive incoming faxes.

- If you pick up the handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 94.



Changing the number of rings

If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX mode. Any number from 2 to 5 can be selected.

1 **Press** FUNCTION **once and** ⓘ **twice.**

Display:

OPTION SETTING ▲▼▶

2 **Press ► once.**

NUMBER OF RING

3 **Press ► once.**

ENTER (2-5) (4)

4 **Enter the desired number of rings (any number from 2 to 5).**

Example: 3 rings (3)

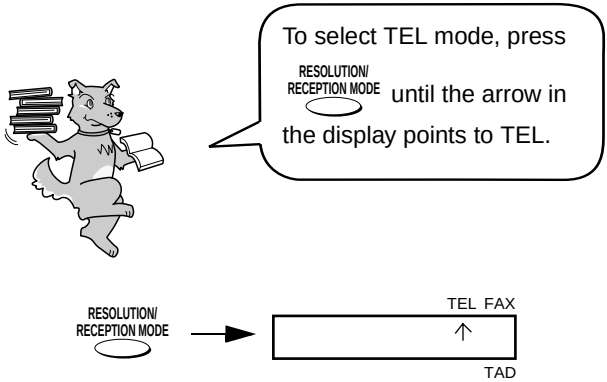
The display briefly shows your selection, then:

TRANSACTION

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

Note: If you are using Distinctive Ring, the fax machine will answer calls after two rings regardless of the above setting.

Using TEL Mode



When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.