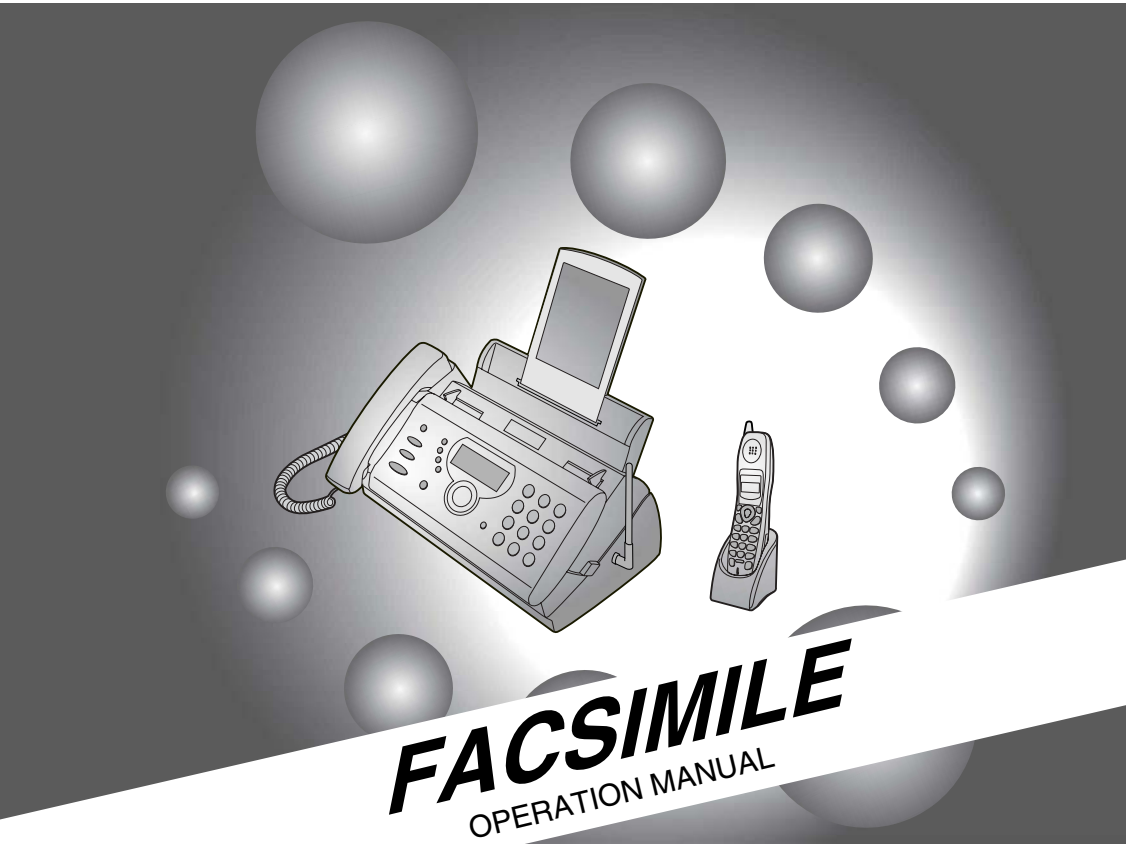
SHARP

MODEL

UX-CD600



1. Installation
2. Using the Cordless Handset
3. Using the Answering System
4. Sending Faxes
5. Receiving Faxes
6. Making Copies
7. Special Functions
8. Printing Lists
9. Maintenance
10. 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 20 cm 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

This phone (Cordless Handset) has been tested and shown to comply with the FCC RF Exposure guidelines.

For body worn operation, this phone has been tested and meets the FCC RF exposure guidelines for use with accessories that contains no metal and that positions the handset a minimum of 1.5 cm from the body. Use of other accessories may not ensure compliance with FCC RF exposure guidelines.

The maximum SAR levels tested for this phone (Cordless Handset)
has been shown to be 1.220 W/kg at head and 0.446 W/Kg at body.

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.

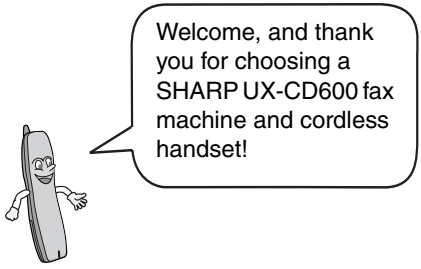
(2) Identification of either the business, business entity or individual sending the message.

(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



In addition to the cordless handset that comes with the fax machine, you can purchase up to seven accessory cordless handsets. The cordless handsets can be used for intercom communication, and each cordless handset has its own personal box in the answering system.

Fax machine and general specifications.

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)
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
Recording system	Thermal transfer recording
Effective printing width	8.3" (210 mm) max.
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 auto fallback to lower speeds.
Transmission time*	Approx. 6 seconds (only when ECM is on)
Compression scheme	MR, MH, MMR
Compatibility	ITU-T (CCITT) G3 mode

*Based on Sharp Standard Chart at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only).

Automatic dialing	**Common book:** 99 numbers **Private book:** 50 numbers (each cordless handset has 1 private book)
Applicable telephone line	Public switched telephone network
Number of connectable lines	Two
Telephone function	Yes (cannot be used if power fails)
Reception modes	AUTO ATTENDANT / TEL / TAD
Automatic document feeder	10 pages max. (letter/A4, 20 lb paper)
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.
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)
Halftone (grayscale)	64 levels
Contrast control	Automatic/Dark selectable
Copy function	Single / Multi (99 copies/page)
Display	16-digit LCD display, 2 lines
Power requirements	120 V AC, 60 Hz
Power consumption	Standby: 4.3 W Maximum: 100 W
Operating temperature	41 - 95°F (5 - 35°C)
Humidity	25 - 85% RH

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. 1.3 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-K02** (up to 7 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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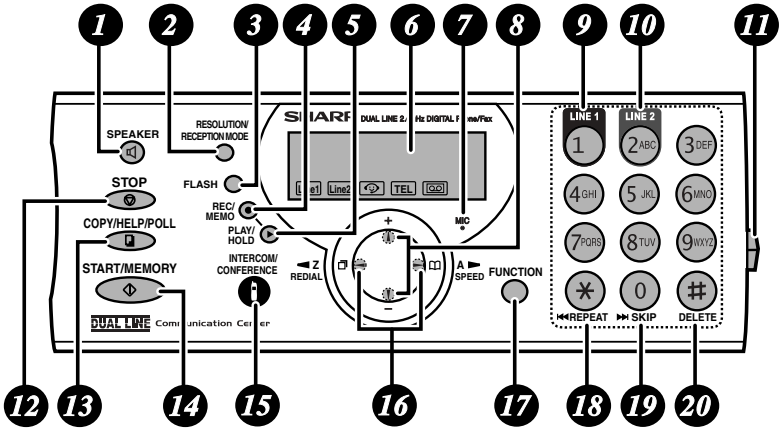
A Look at the Operation Panel

Fax machine



1 **SPEAKER key**
Press this key to talk with the other party through the speakerphone during a call (speak toward "**MIC**" on the operation panel; page 59). This key can also be used to listen to the line and fax tones through the speaker when faxing a document (page 88).

2 **RESOLUTION / RECEPTION MODE key**
When a document is in the feeder, press this key to adjust the resolution for faxing or copying (page 86). At any other time, press this key to select the reception mode (the icon of the currently selected reception mode will appear in the display; page 34).

3 **FLASH key**
This key is used for Call Waiting and other special services that require subscription from your phone company. Your phone company will provide you with details on how to use the key.

4 **REC/MEMO key**
Press this key to record an outgoing message, phone conversation, or memo (pages 45, 62, and 68).

5 **PLAY/HOLD key**
Press this key to play recorded messages (page 67). During a phone conversation, press this key to put the other party on hold (page 59).

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

7 **MIC**
The microphone is located here. Speak toward **MIC** when using the speakerphone or when recording an outgoing message or memo.

8 **UP and DOWN arrow keys**
Enlarge/reduce setting: When making a copy of a document, press these keys to select an enlarge/reduce setting (page 107).
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 (page 39).
FUNCTION key settings: Press these keys after pressing the **FUNCTION** key to scroll through the FUNCTION MODE settings.

9 **Line 1 key**
Press this key to select line 1 when making a call or sending a fax (pages 42 and 88).

10 **Line 2 key**
Press this key to select line 2 when making a call or sending a fax (if you have connected a second line to the machine) (pages 42 and 88).

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

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

13 **COPY/HELP/POLL key**
When a document is in the feeder, press this key to make a copy of a document (page 107). When a document is not in the feeder, press this key to print out the Help List, a quick reference guide to the operation of your fax machine. This key is also used after dialling to poll (request fax transmission from) another machine (page 116).

14 **START/MEMORY key**
Press this key after dialing to begin fax transmission (page 88). Press this key before dialing to send a fax through memory (page 97). The key can also be pressed in the date and time display to show the percentage of memory currently used.

15 **INTERCOM/CONFERENCE key**
Press this key to page or locate a cordless handset (page 53). During a phone call, press the key to transfer the call to a cordless handset or begin a conference call (page 56).

16 **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 (page 93), the “REVIEW CALLS” list (only available if you have Caller ID) (page 113), and the last number dialed (redial; page 95).
FUNCTION key settings: Press the right arrow key after scrolling with the up and down arrow keys to select a **FUNCTION** key setting.

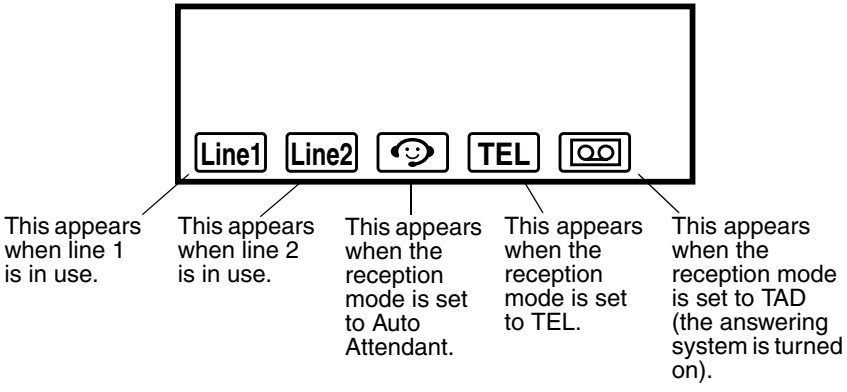
17 **FUNCTION key**
Press this key followed by the arrow keys to select special functions and settings.

18 **REPEAT key**
Press this key while listening to a message to play it again (page 67).

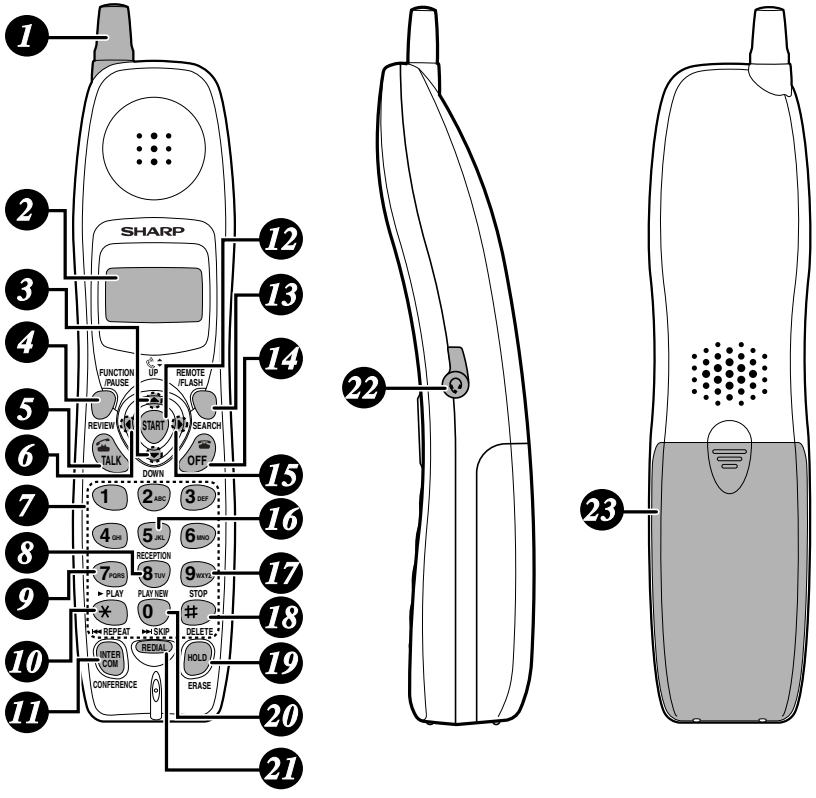
19 **SKIP key**
Press this key while listening to a message to skip to the next message (page 67).

20 **DELETE key**
Press this key to erase recorded messages (page 68).

Machine display



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 (page 41). 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 (page 41).
Scroll through numbers: Press these keys to scroll when searching for an auto-dial number (page 49) or reviewing received calls (only available when you have Caller ID; page 114).

4 **FUNCTION/PAUSE key**
This key is used during the procedures for storing and editing auto dial numbers (pages 48 and 50). When entering a number for automatic dialing, press this key to insert a pause between digits.

5 **TALK key**
Press this key to make or answer a call (pages 42 and 43).

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) (page 114). 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 of the cordless handset (page 69).

9 **PLAY key**
Press this key after pressing REMOTE /FLASH to listen to all messages recorded in the personal box of the cordless handset (page 69).

10 **REPEAT key**
Press this key while listening to a message to play it again (page 69).

11 **INTERCOM/CONFERENCE key**
Press this key to page the machine or another cordless handset (page 53), or to transfer a call or begin a conference call (page 56).

12 **START key**
Press this key to start fax reception from the cordless handset (page 44), or to complete entries when storing, editing, or deleting auto-dial numbers.

13 **REMOTE/FLASH key**
Press this key to change the reception mode on the fax machine (page 58), or to listen to messages recorded in the general box or the cordless handset's personal box (page 69). 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**
Use this key to search for an auto dial number (page 49). 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 (page 58).

17 **STOP key**
Press this key to stop playback of messages (page 70).

18 **DELETE**
Press this key while listening to a message to delete it (page 69). To delete all your messages, press this key after playback ends (while the display shows REMOTE MODE), followed by START (page 70).

19 **HOLD/ERASE key**
Hold: Press this key during a call to put the other party on hold (page 44).
Erase: Press this key to delete a phone number when searching through your recently received calls (only when you have Caller ID) (page 114), or when searching through your auto-dial numbers (page 49). Press the key to delete a digit or character when storing or editing an auto-dial number (page 50).

20 **SKIP key**
Press this key while listening to your messages to skip to the next message (page 69).

21 **REDIAL key**
Press this key to redial the last number dialed using the cordless handset (page 52).

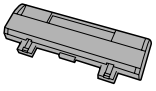
22 **Headset jack**
This jack lets you connect a headset (purchased separately) to the cordless handset.

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

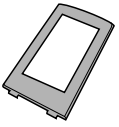
1. Installation

Unpacking Checklist

Paper tray



Paper tray extension

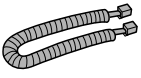


Operation manual

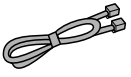
Gears (2)

Handset

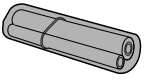
Handset cord



Two-line telephone cord



Imaging film (initial starter roll)

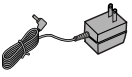


Cordless handset

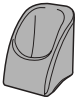
Battery cover

Battery pack

AC adapter



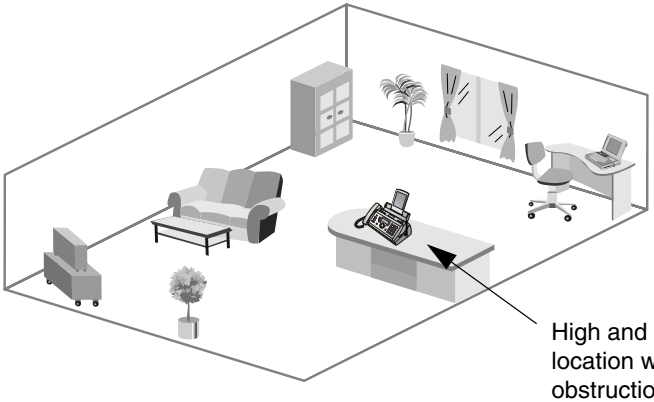
Cordless handset charger



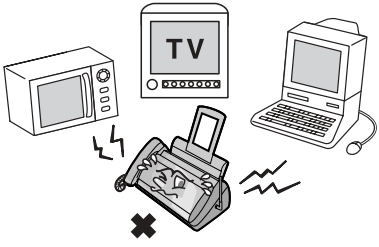
Setting Up

Selecting a location for the fax machine

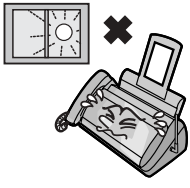
To maximize the talking range of the cordless handset, we recommend installing the fax machine in a high and central location away from obstructions such as walls.



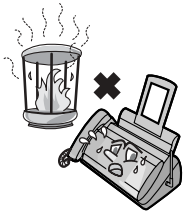
High and central location with no obstructions



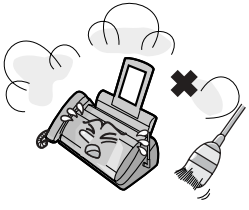
Keep the fax machine away from other electrical appliances such as TVs, microwave ovens, computers, and other cordless phones.



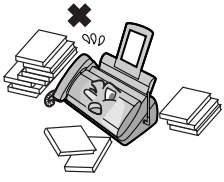
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.

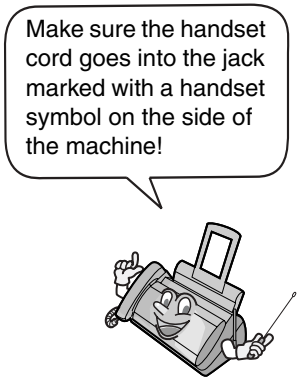


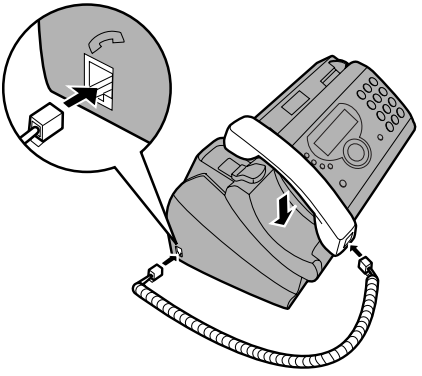
Keep the area around the machine clear.

Connecting the machine's handset

Connect the machine's 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.



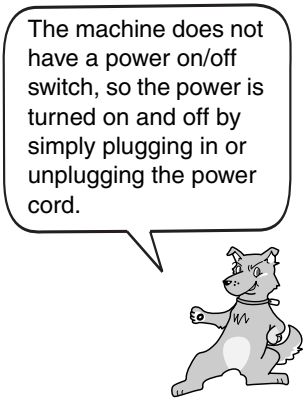


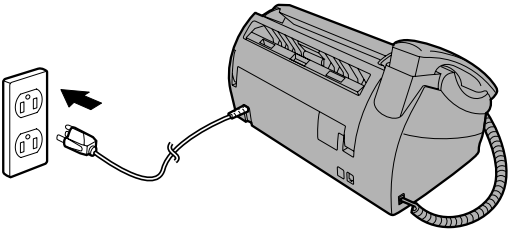
Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

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.





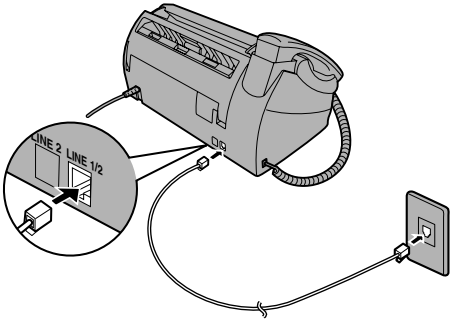
Connecting the phone lines

If you have two phone lines, both lines can be connected to the machine. The phone lines can be used simultaneously. For example, you can make a phone call using the machine's handset on line 1 while sending a fax on line 2, or make simultaneous phone calls using one cordless handset on line 1 and another cordless handset on line 2.

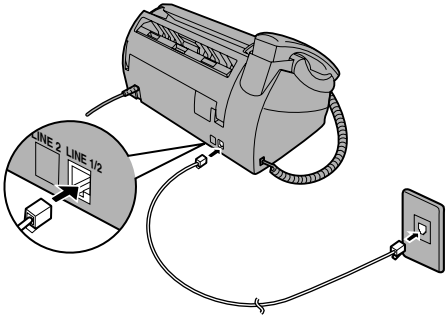
♦ Line 1 is primarily for phone calls. Line 2 is primarily for fax.

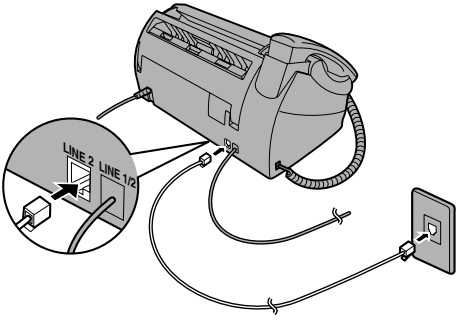
If you are connecting two lines:

Two-line jack: If you have a two-line phone jack (RJ-14C), insert one end of the provided telephone line cord into the two-line jack and the other end into the jack on the machine marked **LINE 1/2**.



Single-line jacks: If you have two single-line jacks (RJ-11C), connect one end of the provided line cord to the **LINE 1/2** jack on the machine and the other end to the single-line jack that you wish to use as line 1 (line 1 is primarily phone calls). Connect one end of an additional line cord (not included) to the **LINE 2** jack on the machine and the other end to the single-line jack that you wish to use as line 2 (line 2 is primarily for fax).

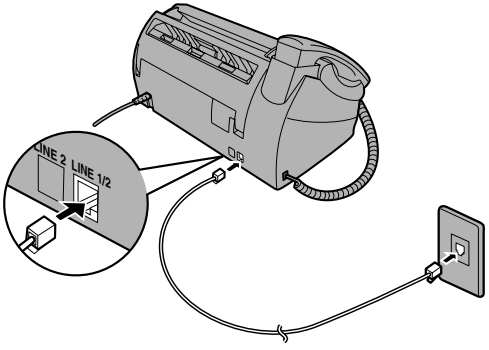




If you are connecting only one line:

Insert one end of the provided telephone line cord into your phone jack and the other end into the jack on the machine marked **LINE 1/2**.

- ***Do not*** *connect the line cord to the* ***LINE 2*** *jack!*
- Be sure to disable line 2 as explained on page 37.

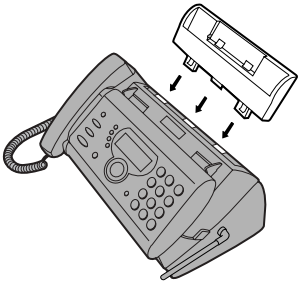


About the Dial Mode:
The machine is initially set for touch-tone dialing. If you are on a pulse dial (rotary) line, you will need to change the dial mode setting as explained on page 35.

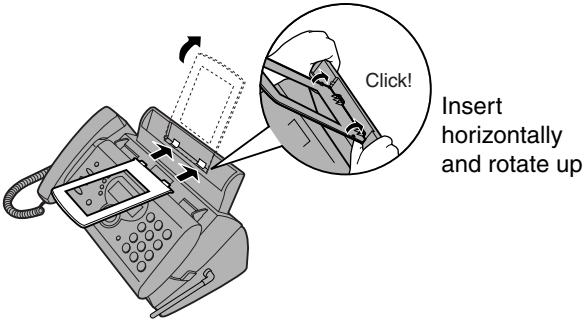
Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

Attach the paper tray and paper tray extension

Attach the paper tray.



Attach the paper tray extension.

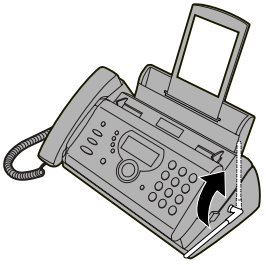


Note: The paper tray extension has a top side and a bottom side. If the tabs do not go into the holes, turn the support over.

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.

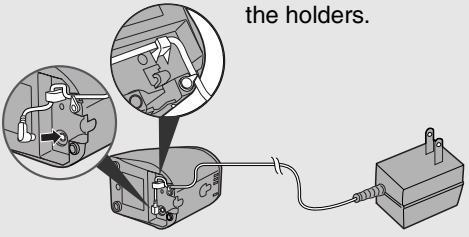
Raising the base antenna

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

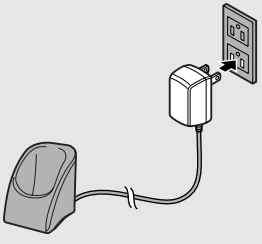


Connecting the cordless handset charger

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



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

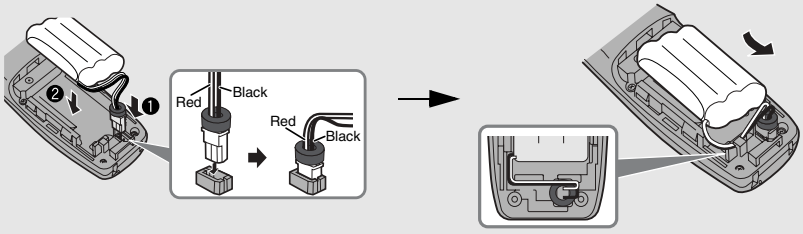


Important: Never cover the charger and AC adapter with a blanket, cloth, or other material. Excessive heating may result and cause fire.

Installing the battery and charging the cordless handset

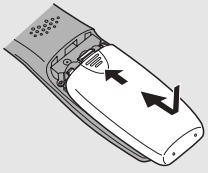
1 Connect the battery connector ❶, and then place the battery pack in the cordless handset.

- Place the wires as shown.



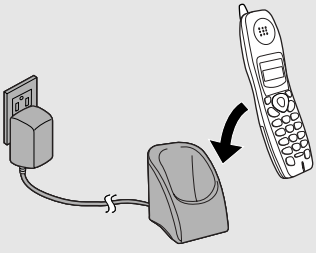
2 Place the battery cover on the cordless handset, making sure it snaps firmly into place.

- 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.

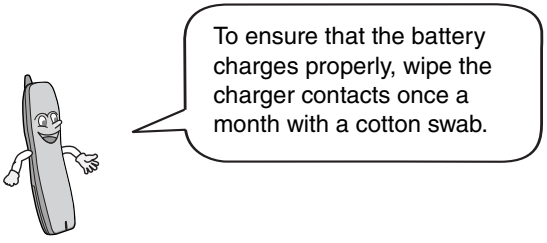


Charge the battery at least **10** hours the first time!

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, transfer the call to the fax machine or another cordless handset (see page 56). 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.

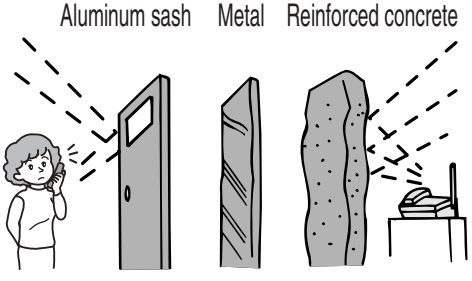


Talking range

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

- When outside the talking range, HANDSET? will appear 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. Move closer to the fax machine and then press TALK to restore the connection. (Note that in some cases it will not be possible to restore the connection and you will only hear a busy signal.)

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 machine.

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

Machine display:

1 **Press FUNCTION once and ▲ twice on the machine.**

ENTRY MODE ▲▼

2 **Press ► once and ▲ once.**

HS NAME SET ▲▼

3 **Press ► once.**

HS NAME SET
1=SET, 2=CLEAR

4 **Press 1 to select SET.**

(To clear a name, press 2ABC.)

SELECT HS NO.
ENTER (1 - 8)

5 **Press 1. ("1" is the handset number of the cordless handset that came with the fax machine.)**

ENTER HS NAME
HS1 SELECTED

6 **Enter the name by pressing number keys for each letter as shown in the chart below. Up to 10 characters can be entered.**
(If you are clearing a name, skip this step and go directly to Step 7.)

Example: BILL = 22 444 555 ► 555

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

- 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.**

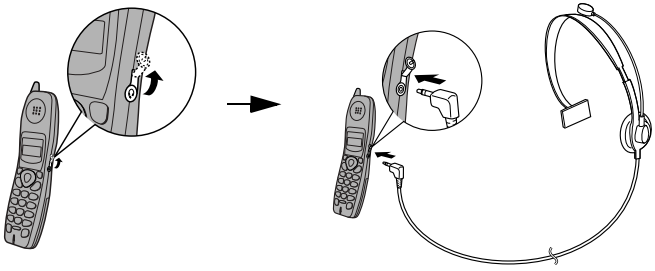
The handset number and name appear in the standby display of the cordless handset

HANDSET1
BILL

Note: Should you need to change the name, clear it (press "**2**" in Step 4 on the previous page and then follow Steps 5, 7, and 8), and then repeat the name entry procedure to enter the new name.

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 7 additional **UX-K02** cordless handsets with the fax machine.
If you need an additional cordless handset, please purchase a **UX-K02** handset.

Please purchase accessory **UX-K02** handsets at your dealer or retailer.

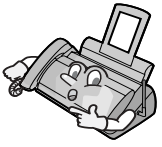
For information on setting up an accessory cordless handset for use with the fax machine, see the manual that accompanies the accessory handset.

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.

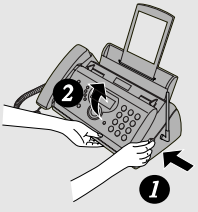
When replacing the film, use a roll of Sharp **UX-5CR** imaging film. One roll can print about 150 letter-size pages.



Use only Sharp Genuine Supplies with this logo:

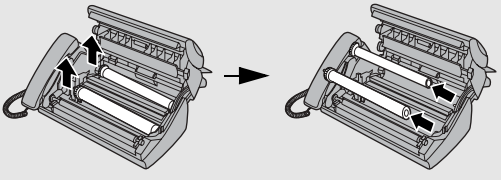
GENUINE SUPPLIES

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

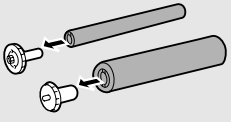


If you are loading the imaging film for the first time, go to Step 4.

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

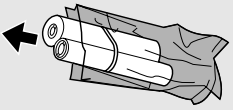


3 **Remove the two green gears from the spools.**
DO NOT DISCARD THE TWO GREEN GEARS!



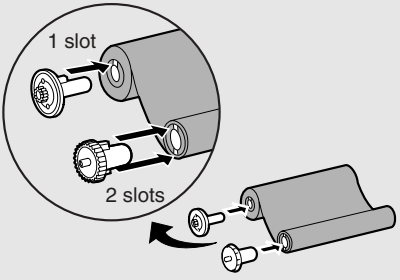
4 **Remove the new roll of imaging film from its packaging.**

- Cut the band that holds the rolls together.

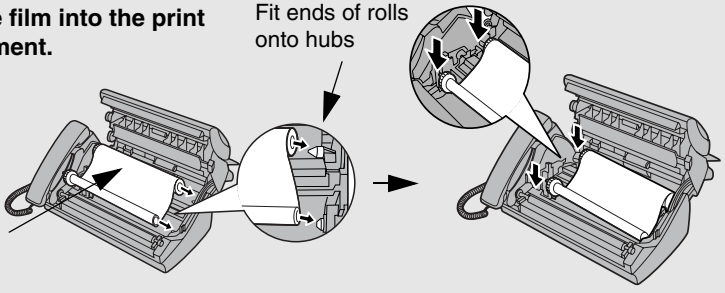


5 **Insert the green gears.**

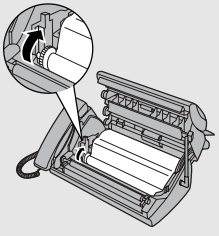
Make sure the gears fit into the slots in the ends of the rolls.



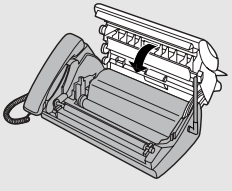
6 **Insert the film into the print compartment.**



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).**

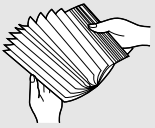


Loading Printing Paper

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:

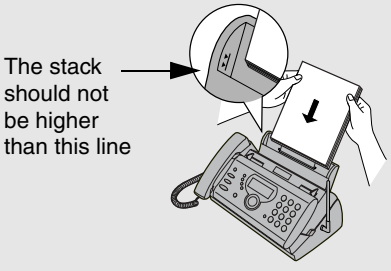
Letter size: Approx. 50 sheets (20-lb. copier paper at room temperature; maximum stack height should not be higher than the line on the tray)
Legal size: 5 sheets

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 message 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.

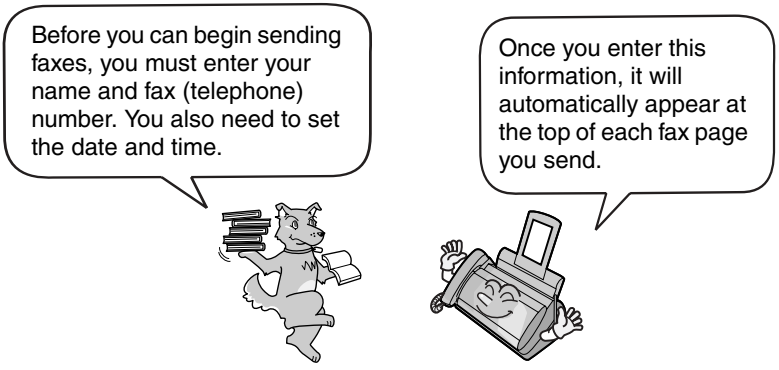
1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING ▲▼
2	**Press ► once and ▲ 4 times.**	PAPER SIZE SET ▲▼
3	**Press ► once.**	PAPER SIZE SET 1=LETTER,2=LEGAL
4	**Select the paper size:** **LETTER: 1 LEGAL: 2ABC**	The display briefly shows your selection, then: COPY CUT-OFF ▲▼
5	**Press STOP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

Print contrast setting

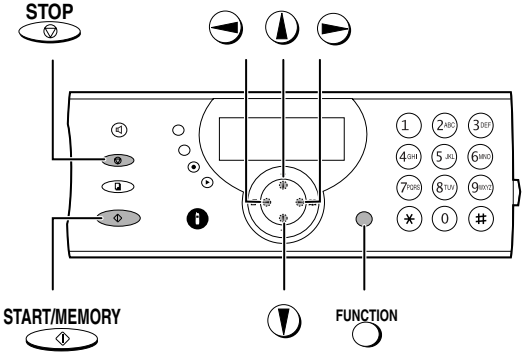
Your fax has been set at the factory to print at normal contrast. If desired, you can change the print contrast setting to LIGHT.

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING ▲▼
2	**Press ► once and ▲ 5 times.**	PRINT CONTRAST ▲▼
3	**Press ► once.**	PRINT CONTRAST 1:NORMAL
4	**Select the print contrast:** **NORMAL: 1 LIGHT: 2ABC**	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.



		Display:
1	**Press FUNCTION once and ▲ twice on the machine.**	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 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: . / ! " # $ % & ' ( ) ✱ + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

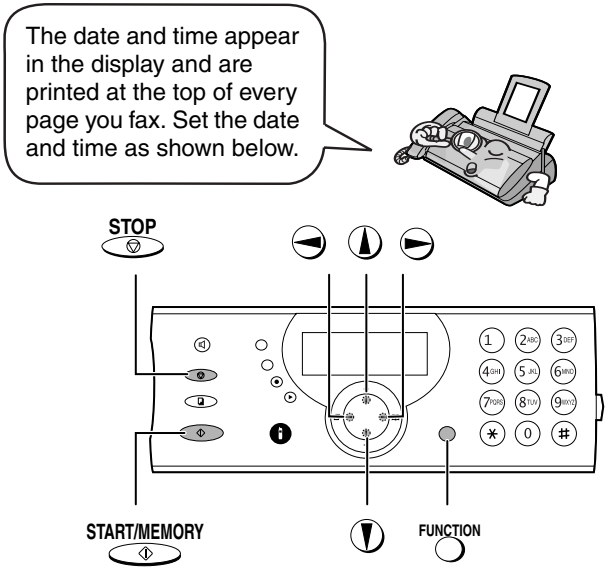
7 **Press START/MEMORY.**

Display:

DATE&TIME SET

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

Setting the Date and Time



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

Display: ENTRY MODE

2 **Press** ► **once and** ▼ **once.**

DATE&TIME SET

3 **Press** ► **once.**

The currently set date appears (example):

DATE&TIME SET
DATE 08-15-2004

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

Example: January 0 1 → DATE&TIME SET
DATE 01-15-2004

- 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 JKL → DATE&TIME SET
DATE 01-05-2004

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

Example: 2004 2ABC 0 0 4GHI →

The currently set time appears (example):

```
DATE&TIME SET
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 9WXYZ 2ABC 5JKL →

```
DATE&TIME SET
TIME  09:25   PM
```

8 **Press** ✱ **to select A.M. or** # **to select P.M.**

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

```
HS NAME SET
```

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:

Display:

1 **Press** FUNCTION **once and** ▲ **once.**

```
OPTION SETTING
```

2 **Press** ► **once and** ▲ **7 times.**

```
DAY LIGHT SAVE
```

3 **Press** ► **once.**

```
DAY LIGHT SAVE
1=YES, 2=NO
```

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

```
RECEIVE RATIO
```

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

Setting the Reception Mode

The machine has three modes for receiving calls and faxes:

AUTO ATTENDANT ( ) mode:
Select this mode when you wish to route callers to specific cordless handsets. The machine will automatically answer all incoming calls without ringing and your recorded greeting will play. After listening to the instructions in your greeting, the caller will press the number of the desired person and only the cordless handset of that person will ring. The caller can also press their Start key to send a fax. For more information on this mode, see page 45.

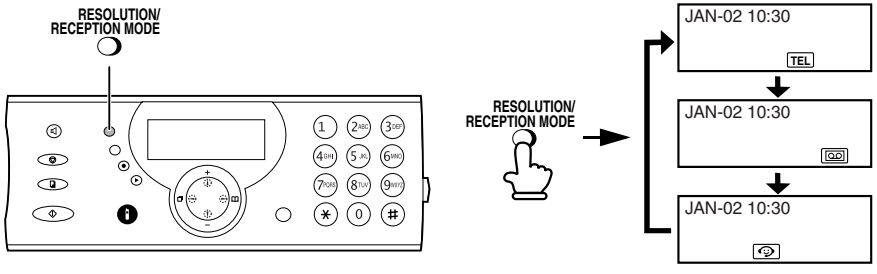
TEL mode:
Select this mode when you want to receive phone calls and faxes without routing callers. The machine and all cordless handsets will ring normally when a call comes in. ***All calls, including faxes, that are received on line 1 must be answered on the machine's handset or one of the cordless handsets***. For calls received on line 2, you can set a certain number of rings after which the machine will answer automatically and receive faxes. For more information on this mode, see page 102.

TAD ( )mode:
Select this mode when you go out and want the answering system to answer all calls. Voice messages will be recorded, and faxes will be received automatically ("TAD" stands for "Telephone Answering Device".) For more information on this mode, see page 61.

Setting the reception mode

Make sure a document ***is not loaded in the document feeder***, and then

press RESOLUTION/ RECEPTION MODE until the icon of the desired mode appears in the display.



Note: TAD mode cannot be selected unless a general outgoing message has been recorded as explained on page 62.

Line Settings

Setting the dial mode

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

- If you have connected two lines, the dial mode must be set separately for line1 and line 2.

1 **Press FUNCTION once and ▲ once.**

Display:
OPTION SETTING

2 **Press ► once.**

3 **To set the dial mode for line 1, press ▼ twice. To set the dial mode for line 2, press ▼ 3 times.**

DIAL MODE (L1)
or
DIAL MODE (L2)

4 **Press ► once.**

Example:
DIAL MODE (L1)

DIAL MODE (LINE1)
1=TONE, 2=PULSE

5 **Select the dial mode:**

TONE: 1 PULSE: 2ABC

6 **The display briefly shows your selection and then the next option setting. Press STOP to exit the option settings.**

Entering tone signals during a call on a pulse dial line
If you are on a pulse dial line and need to enter tone signals during a call, press * . After this, pressing the number keys will send tone signals. When you hang up, the machine will return to pulse dialing.

Specifying how the line is selected (dialing line setting)

If you have connected two lines to the machine, use this setting to specify how the line is selected when you make a phone call or send a fax by manual dialing. The settings are MANUAL and AUTO. When MANUAL is selected, you must manually select the line each time you make a phone call. When AUTO is selected, the machine will automatically select an open line.

The machine is initially set to MANUAL. If you wish to change the setting to AUTO, follow the steps below.

Note: The dialing line setting does not apply to faxes sent by automatic dialing (see page 90). When you send a fax by automatic dialing, the machine will normally use line 2. The machine will only use line 1 if line 2 is busy.

1	**Press FUNCTION once and ▲ once on the machine.**	Display: OPTION SETTING ▲▼
2	**Press ► once and ▲ twice.**	DIALING LINE ▲▼
3	**Press ► once.**	DIALING LINE 1=AUTO, 2=MANUAL
4	**Press 1 to select AUTO (the machine will automatically select the line), or 2ABC to select MANUAL (you must select the line each time you dial).**	The display briefly shows your selection, then: LINE 2 INVALID ▲▼
5	**Press STOP to return to the date and time display.**	

Disabling line 2 (line 2 invalid setting)

If you have only connected one line to the machine, follow the steps below to disable line 2. This will prevent accidental selection of the line when making a call or sending a fax (the LINE2 icon and messages related to line 2 will no longer appear in the display).

1	**Press FUNCTION once and ▲ once on the machine.**	Display: OPTION SETTING
2	**Press ► once and ▲ once.**	LINE 2 INVALID
3	**Press ► once.**	LINE 2 INVALID 1=YES, 2=NO
4	**Press 1 to select YES (disable line 2), or press 2ABC to select NO (enable line 2).**	The display briefly shows your selection, then: BACKLIGHT
5	**Press STOP to return to the date and time display.**	

Voice mail message alert (requires subscription to service)

If you subscribe to a voice mail service from your phone company and your service includes a visual alert feature that tells you when you have new messages, “VOICE MAIL” will appear in the display of both the machine and the cordless handset when you have new messages (“VOICE MAIL 2” will appear when you have new messages on line 2).

This feature can be enabled or disabled as explained below. It is initially enabled. If you wish to disable the feature, note that it must be disabled separately for each line that has voice mail service. (The feature does not need to be disabled on a line that does not have voice mail service.)

1 **Press FUNCTION once and ▲ once.**

Display:
OPTION SETTING

2 **Press ► once.**

3 **To enable the voice mail message indicator for line 1, press ▲ 9 times.**
To enable the voice mail message indicator for line 2, press ▲ 8 times.

VOICE MAIL (L1)
or
VOICE MAIL (L2)

4 **Press ► once.**

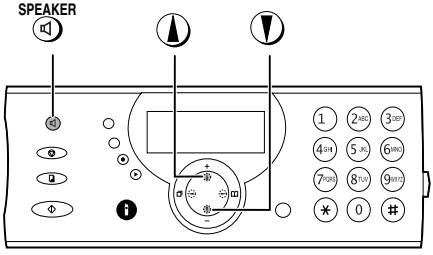
Example:
VOICE MAIL (L1)

VOICE MAIL (L1)
1=YES, 2=NO

5 **Press 1 to select YES (enable the message indicator), or press 2ABC to select NO (disable the message indicator).**

6 **The display briefly shows your selection and then the next option setting. Press STOP to exit the option settings.**

Volume Adjustment - Fax Machine



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

Speaker

1 **While using the speaker to make a phone call or send a fax, press ▲ or ▼ to adjust the volume.**

(To use the speaker to make a phone call, press SPEAKER, press 1 or 2ABC to select the line if "WHICH LINE?' appears in the display, and then press the number keys to dial.)

Fax machine handset

1 **When talking through the handset, press ▲ or ▼ to select 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 ▼ to select 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.)

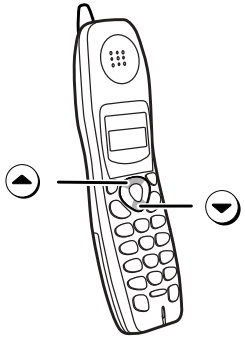
- The ringer rings once at the selected level, and then the date and time reappear in the display.

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 ▼ to select 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 ▼ to select the desired ringer volume level.**

- The ringer will ring once at the selected level.

Cordless handset display:

RINGER: HIGH

↕

RINGER: MIDDLE

↕

RINGER: LOW

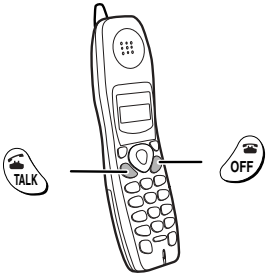
↕

RINGER: OFF OK ?
OK: PRESS START

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

2. Using the Cordless Handset

Making a Phone Call



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

Cordless handset display:

TALK

2 **If the display at right appears, press 1 to select line 1 or 2ABC to select line 2.**
(If the display at right does not appear, go directly to Step 3.)

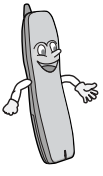
WHICH LINE?
PRESS 1 OR 2

The above display will appear if the dialing line setting is set to MANUAL (page 36) and the line 2 invalid setting is set to NO (page 37).

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

4 **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 LINE BUSY, both lines are busy. Wait until one of the lines is free.

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.
- If "WHICH LINE?" appears in the display while entering the number, press 1 to select line 1 or 2ABC to select line 2 and then continue entering the number.

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

- Calls that come in on line 1 are signaled by a 1-second ring interval on the cordless handset. Calls that come in on line 2 are signaled by a 0.5-second ring interval.

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

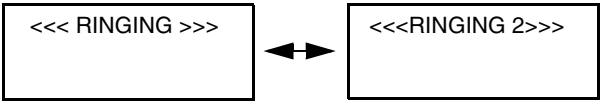
- If the cordless handset is in the charger, simply pick it up to answer (you do not need to press a key).

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.

If calls come in on both lines simultaneously

If calls come in on both lines simultaneously, the display will alternately show <<< RINGING >>> to indicate that there is a call on line 1, and <<<RINGING 2>>> to indicate that there is a call on line 2.



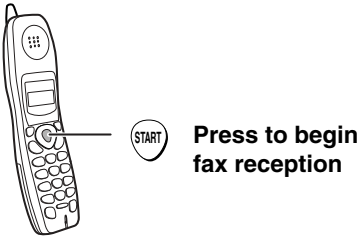
To select which call you would like to take, press 1 for the call on line 1 or 2ABC for the call on line 2, or you can simply press any key while either of the above displays appears to take the corresponding call.

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.

Using Auto Attendant Mode

Auto Attendant mode is used to route callers to specific handsets. The machine will automatically answer all incoming calls without ringing and your recorded greeting will play. After listening to the instructions in your greeting, the caller will press the number of the desired person and only the cordless handset of that person will ring. The caller can also press their Start key to send a fax.

Recording a greeting for Auto Attendant mode

Follow the steps below to record a greeting for Auto Attendant mode on the machine. The following is an example:

"Hello. You've reached _____ . Press **1** for Susan, **2** for Bob, **3** for George, **4** for Ann, **5** for Ed, **6** for Mary, **7** for Betty, or **8** for Jim now. To send a fax, please press your facsimile Start key now. To repeat this message, press **9**. Thank you for calling."

- The number that is pressed for a person is the number of that person's cordless handset (the number that is assigned to the cordless handset when it is registered). The machine's handset is **0**, and the cordless handset that came with the machine is **1**. The caller can repeat the greeting by pressing **9**.
- If Auto Attendant mode is used without recording a greeting, the machine and all cordless handsets will ring normally when a call comes in.

1 **Press REC/MEMO once and ▲ once on the machine.**

Display:

FEB-20 10:30
AUTO ATTENDANT

2 **Press ► once.**

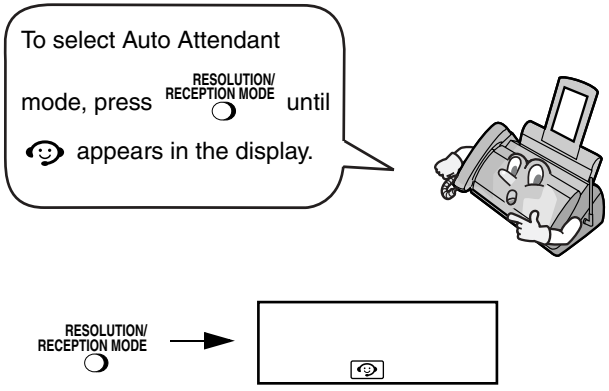
FEB-20 10:30
START: RECORD

3 **Press START/MEMORY and speak facing "MIC" on the operation panel to record the message.**

- The greeting can be up to 60 seconds long. While recording, the display will show the time left to record.

4 **When finished, press STOP .**

Selecting Auto Attendant mode



Setting the cordless handset ring duration

In Auto Attendant mode, after the caller listens to your greeting and presses a key to call a particular person, the cordless handset of that person will make a special ringing sound (called pseudo ringing) for 15 seconds.

If the call is not answered during this time, the answering system will activate and the OGM (greeting) recorded for the personal box corresponding to the cordless handset will play (if an OGM for the personal box has not been recorded, the general OGM will play). This allows the caller to leave a message. (See Chapter 3.)

If desired, you can change the amount of time the cordless handset will ring before the answering system activates. Selections for the duration are 15 seconds (this is the initial setting), 30 seconds, 60 seconds, and 120 seconds. Use the operation panel of the machine to change the setting.

		Machine display:
1	**Press FUNCTION once and ▲ once on the machine.**	OPTION SETTING ▲▼▶
2	**Press ▶ once and ▼ 4 times.**	PSEUDO RING ▲▼▶

3 **Press ► once.**

PSEUDO RING
1=15 SECONDS

4 **Press a number from 1 to 4 to select the desired pseudo ring time.**

1 : 15 seconds **2ABC : 30 seconds**

3DEF : 60 seconds **4GHI : 120 seconds**

The display briefly shows your selection, then:

FAX SIGNAL RX ▲▼

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

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 99 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 90.
- Up to 50 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

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 enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.

♦ To clear a mistake, press HOLD/ERASE.