FCC ID: BDBF21002A

[redacted]

OKIOFFICE 84

Handbook

[redacted]

English

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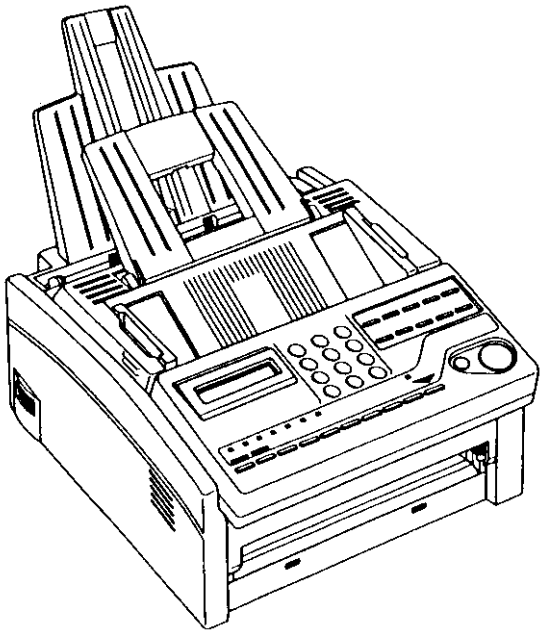

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Every effort has been made to ensure that the information in this document is complete, accurate and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer also cannot guarantee that changes in products made by other manufacturers and referred to in this handbook will not affect the applicability of the information in it. This handbook is subject to change without notification.

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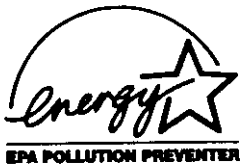

As an Energy Star Partner,
Oki has determined that this product meets
the Energy Star guidelines for energy efficiency.

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Safety

Installation Hints

- Install your fax machine in a dust-free location away from direct sunlight.
- Do not plug your fax machine into a power source shared by equipment which produces electrical noise (i.e., air conditioners, etc.).
- Leave electronic adjustments to authorized service personnel.
- The LINE terminal connects your fax machine to a standard telephone line. To avoid damage to your telephone system or to the fax machine, do not plug your fax machine into anything other than a standard RJ-11C jack.
- Your fax machine is intended to be grounded electrically and is equipped with a three-wire grounded power cord. For your safety, do not attempt to defeat your power cord's grounding plug.
- The socket-outlet should be installed near the equipment and should be easily accessible.
- The TEL port on the back of the fax is only suitable for 2 wire devices. Not all standard telephones will respond to incoming ringing when connected to an extension socket.
- This equipment may not necessarily provide for the effective hand-over of a call from a telephone connected to the same line.
- The operation of this equipment on the same line as telephone or other equipment with audible warning devices or automatic ring detectors will rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such problems occur, the user is not to contact the telephone company.

Operation and Maintenance

- Use a dry cloth to clean the control panel and the main body of the unit.
- Aside from the instructions specifically mentioned in this handbook, your fax machine is not user service-

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able. Do not attempt to service the machine or lubricate moving parts by yourself.

- Pull out the AC plug before trying to remove any objects that may have fallen into the machine.
- Immediately disconnect the fax machine if it becomes physically damaged and arrange for its repair or disposal.
- When relocating your fax machine, always disconnect the telephone line before disconnecting the power cord, then reconnect the power cord first.
- This fax machine is not intended to be used in parallel with any other telephone devices.

Toner Cartridge and Image Drum Unit Handling

- Leave unused toner cartridges and image drum units in their packages until needed. When replacing a toner cartridge or image unit, re-use the packaging to dispose of the old toner cartridge or image drum unit.
- Do not expose these components to light for more than five minutes. Never expose the green drum (inside the image drum unit) to direct sunlight.
- Always hold the image drum unit by the ends-never by the middle. Never touch the green drum inside the image drum unit.
- Exercise care when removing the toner cartridge. Do not let it touch your clothing or porous materials. The toner powder causes permanent stains.
- Small amounts of toner spilled on skin or clothing can be readily removed with soap and cold water. Using heated water will make removing the stain much more difficult.

Emergency First Aid

- **IF TONER IS SWALLOWED:** Dilute by giving two glasses of water and induce vomiting by administering Syrup of Ipecac (follow manufacturer's instructions). Seek medical attention. Never attempt to induce vomiting or give anything by mouth to a person who is unconscious.
- **IF TONER IS INHALED:** Take person to an open area for fresh air. Seek medical attention.
- **IF TONER GETS IN THE EYES:** Flush eyes with large quantities of cool water for 15 minutes, keeping eyelids open with fingers. Seek medical attention.

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Introduction

Thank you for purchasing this OKIFAX fax machine. This fax machine uses advanced Light Emitting Diode technology to transfer received and copied images to plain paper. It has been designed to make sending and receiving faxes a fast and trouble-free process.

Features

The OKIOFFICE 84 includes the following features:

- 10 One Touch keys for automatic, single-key dialling of pre-programmed telephone numbers.
- 70 Auto Dial numbers for automatic dialling of additional pre-programmed telephone numbers.
- 5 Groups can be programmed to allow you to transmit a document to multiple locations with a single selection.
- A search feature to allow you to look for pre-programmed telephone numbers by name.
- Halftone transmission in up to 16 shades of gray.
- Fax communication at up to 14,400 bits per second.
- Automatic redial and page re-transmission when a telephone number is busy or when problems occur in communication.
- Advanced transmission and reception features, including delayed transmission, transmission to multiple locations, relay broadcast initiate and polling.
- Advanced memory transmission and reception features, including automatic reception into memory.
- Reports to help you keep track of your fax machine's operations and settings.
- Automatic power save mode.
- Answering modes for manual and automatic fax reception, automatic switching between incoming

Introduction

Thank you for purchasing this OKIFAX fax machine. This fax machine uses advanced Light Emitting Diode technology to transfer received and copied images to plain paper. It has been designed to make sending and receiving faxes a fast and trouble-free process.

Features

The ~~OKIFAX 4500~~ includes the following features:

- 10 One Touch keys for automatic, single-key dialling of pre-programmed telephone numbers.
- 70 Auto Dial numbers for automatic dialling of additional pre-programmed telephone numbers.
- 5 Groups can be programmed to allow you to transmit a document to multiple locations with a single selection.
- A search feature to allow you to look for pre-programmed telephone numbers by name.
- Halftone transmission in up to 16 shades of gray.
- Fax communication at up to 14,400 bits per second.
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- Advanced memory transmission and reception features, including automatic reception into memory.
- Reports to help you keep track of your fax machine's operations and settings.
- Automatic power save mode.
- Answering modes for manual and automatic fax reception, automatic switching between incoming

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voice and fax messages, and to allow an answering machine to work on the same telephone line.

- A closed network feature to allow you to limit who can send faxes to your fax machine, or to limit both where faxes can be sent to and received from.
- Your fax machine can also make up to 50 sorted copies of an original document (using standard-weight 20 lb. paper).
- 1 MB of built-in memory.

Product Option

A number of product option is available to increase the usefulness and convenience of your fax machine.

Optional Document Stacker

This optional tray connects to the front of your fax machine and supports documents after they have been faxed or copied.

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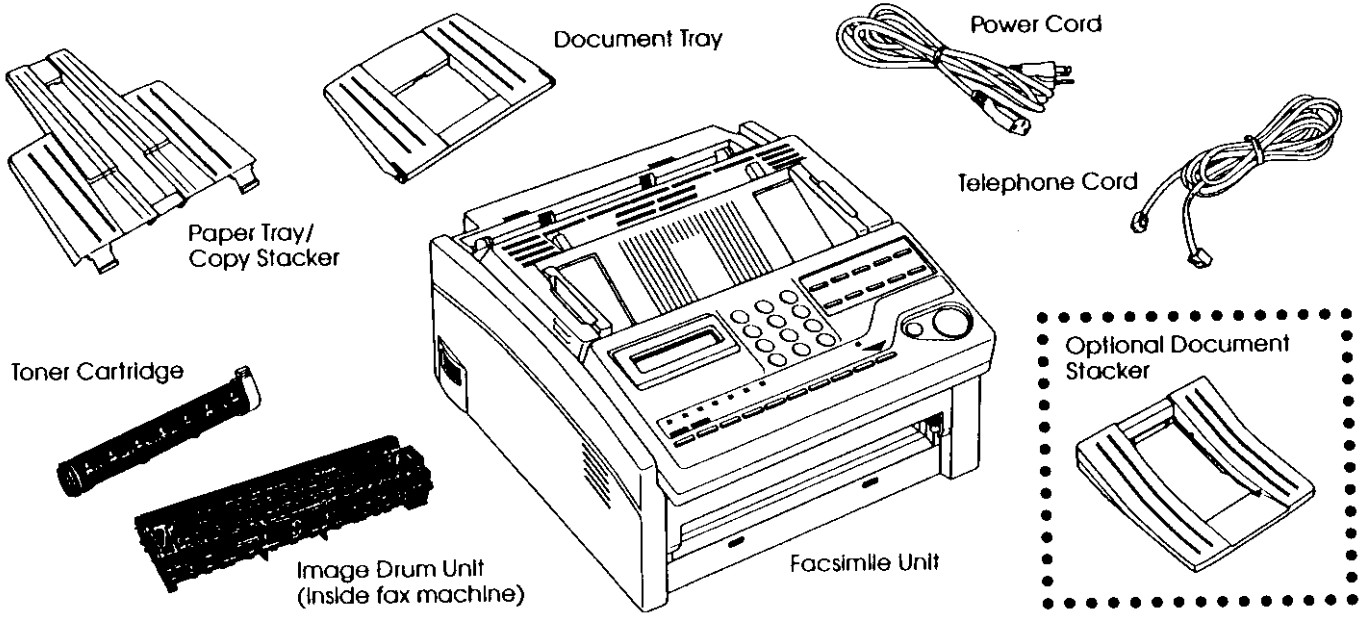
Component Identification

What You Should Receive



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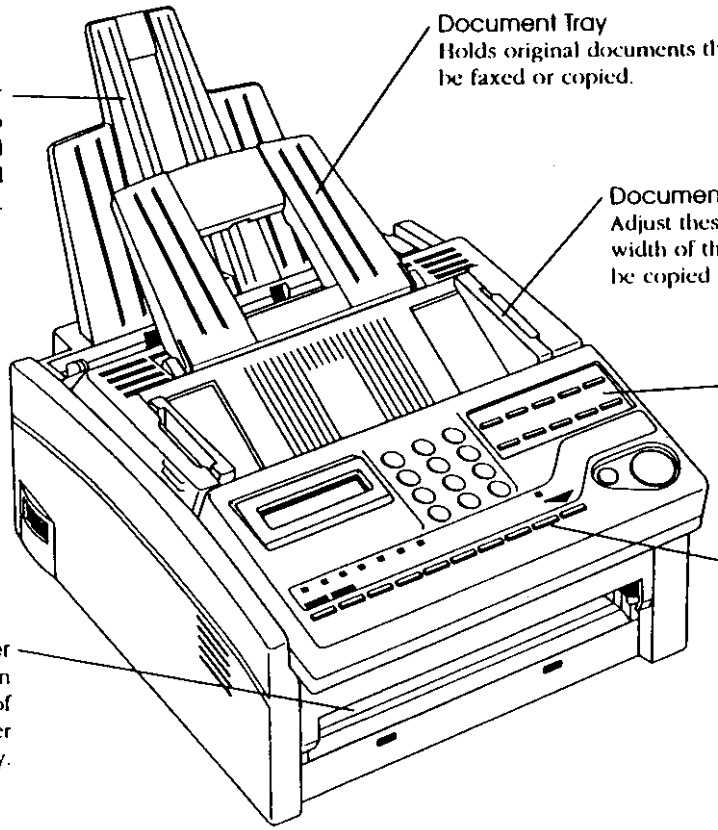
Components



Paper Tray/Copy Stacker
Load up to 100 sheets of paper into this tray. Up to 30 sheets of finished copies or received faced are stacked on top of this tray.

Document Tray
Holds original documents that are to be faxed or copied.

Document Guides
Adjust these guides to the page width of the documents that are to be copied or faxed.

One Touch Keypad

Control Panel

Manual Paper Feeder
Load paper into this slot when you want to use a type of paper different from the paper in the paper tray.

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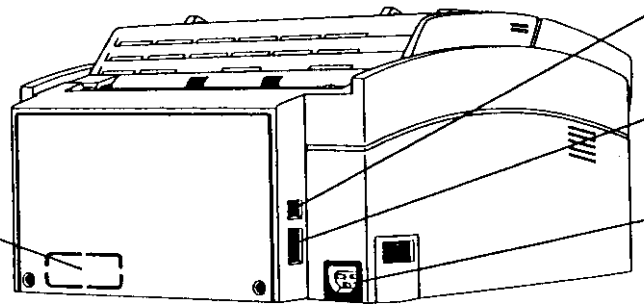
Components

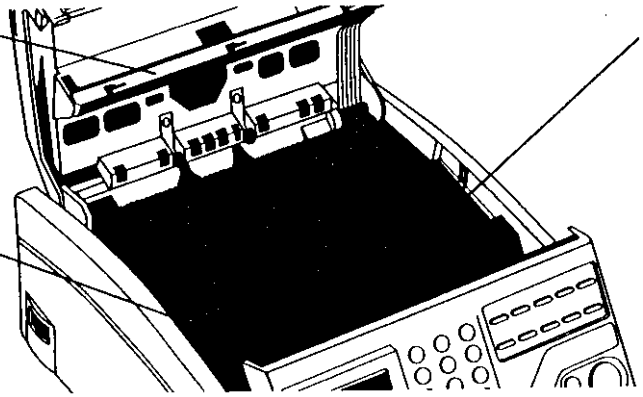


PC Connector
Plug the computer cable into this connector.

LINE Terminal
Terminal for connecting the unit to an outside telephone line.

TEL Terminal
Terminal for connecting the fax machine to an external telephone.

AC Power Inlet
Plug the AC power cord, supplied with your fax machine, into this inlet.

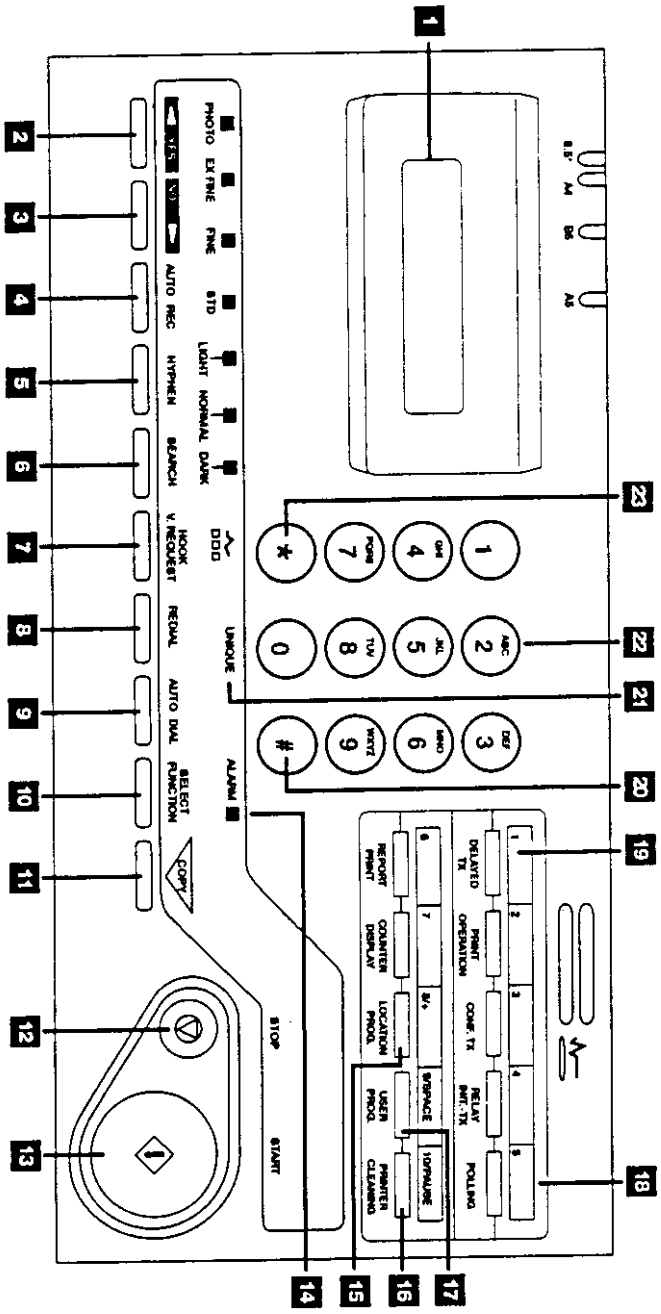


LED Print Head
This black bar is the part of your fax machine which writes received or copied images onto the image drum unit. You should clear this bar each time you change your toner cartridge.

Image Drum Unit
The image drum unit contains the green photosensitive drum which receives images from the LED print head and transfers them to the printing paper.

Toner Cartridge
This black cylinder, installed inside the image drum unit, contains the black powder which is your fax machine's ink. You will need to install a new toner cartridge when the REPLACE TONER CART message appears on the display.

Control Panel



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Control Panel Keys and Indicators

1 LCD Display Panel: Refer to this display for instructions and information while your fax machine is performing operations or while you are programming.

2 Transmit Resolution/Yes ◄ key: Use this key to change the resolution used for transmitting documents. Use STD for standard originals, FINE and EX.FINE for detailed or small print originals, and PHOTO for originals that include colors or many shades of gray.

You will also use this key as the Yes ◄ key when making selections or to move your cursor while programming.

3 Type of Original/No ► key: Use this key to select the document contrast after you load a document for transmission. Use LIGHT for originals that are too light, NORMAL for documents with good contrast, and DARK for originals that are too dark.

You will also use this key as the No ► key when making selections or to move your cursor while programming.

4 Auto Rec Key: Use this key to switch your fax machine's answering mode. The answering mode controls how your fax machine answers incoming calls and receives faxes. Your fax machine's display will always indicate your current selection. See Setting the Answering Mode in the Installation chapter for more information about the answering modes available in your fax machine.

5 Hyphen Key: When programming One Touch keys and Auto Dial telephone numbers, use this key to tell your fax machine to wait for the outside or international line to become available before it proceeds with dialling the rest of the telephone number. When programming the TSI/CSI or call back numbers into your fax machine, use this key to enter a "+" symbol.

6 Search Key: The One Touch keys and Auto Dial numbers can be programmed to have a name or location ID associated with their telephone numbers. Using this key by itself or in combination with the numeric keypad, you can search for these numbers alphabetically. You can also use the Search key to search for unassigned One Touch keys and Auto Dial numbers.

7 Hook/V. Request Key: Press this key to open a telephone line for manual dialling. You will be able to hear the dialling through your fax machine's speaker. If you have an external telephone connected to your fax machine, you can also use this key to initiate or answer a request for voice communication. During a fax communication, press this key

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to tell the operator at the other fax machine that you want to talk to him or her at the end of your transmission or after reception of any page has been completed. To answer a voice request, press the this key after lifting your telephone handset.

8 Redial Key: Press this key to manually redial the last number dialled on your fax machine.

Tip: *Once the fax machine has entered power save mode (after the machine has been inactive for three minutes), this manual redial function does not work.*

9 Auto Dial Key: Auto Dial numbers are abbreviated numbers for rapid dialling. Rather than dialling the entire telephone number, you can enter a 2-digit Auto Dial number instead. You can also use the Location IDs (names) associated with Auto Dial numbers to search for these locations by name using the Search key.

10 Select Function Key: Use this key to activate your fax machine's advanced transmission and reception functions, to obtain reports and for programming. To select a function, press the Select Function key, then press the One Touch key labelled with the function you want to use. While programming or selecting other functions, pressing the Select Function key a second time takes you directly back to your fax machine's standby mode.

11 Copy Key: After loading a document, press this key to make a copy. When no documents are loaded, press this key once to obtain a Message Confirmation Report about your last transmission on the LCD Display Panel, and a second time to receive a printed report. You can also use the Copy key as a shortcut for programming One Touch keys and Auto Dial numbers. After you have loaded a document and manually dialled a telephone number, press Copy to be able to instantly program that number into a One Touch Key or Auto Dial number.

12 Stop Key: This key cancels the operation currently in progress and turns off the Alarm Indicator. After loading paper or installing a new toner cartridge, press this key to cancel alarm conditions after the condition has been corrected. While you are programming, pressing the Stop key takes you back step-by-step through the programming functions you have already selected.

13 Start Key: Press the Start key to initiate the operation indicated on the display or to confirm information you have entered into the display. While the fax machine is in power save mode, press the Start key to exit power save mode.

14 Alarm Indicator: This indicator will glow red and an alarm will sound to notify you of any problem that occurs. To turn the alarm indicator off, press the Stop key and correct the problem.

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15 Plus key (One Touch key 8): Each fax number you enter or program into your fax machine can be up to 32 digits long. In the case that you need to dial a number which is longer than 32 digits, it is possible to dial a number using any combination of One Touch keys, Auto Dial numbers or the numeric keypad. When programming a chain dial number into a One Touch key or Auto Dial number, press the Plus key at the end of the first part of the number to indicate to the fax machine that this is a chain dial number.

16 Pause Key (One Touch key 10): Use this key on the One Touch keypad to enter automatic 3-second pauses in dialling when programming telephone numbers. For example, you may want to use this key to tell your machine to wait for an outside or international line to open. Pauses in telephone numbers are marked by a "P" symbol.

17 Space Key (One Touch key 9): Use this key on the One Touch Keypad to enter spaces while programming. Unlike the Pause key, spaces are used for easier reading only and have no effect on dialling.

18 One Touch Keypad: For a description of all the functions of the One Touch keypad, see the next section, The One Touch Keypad.

19 One Touch Labels: After programming a location into a One Touch key, write the location's name on the One Touch label. Lift off the plastic cover above the One Touch label, use a pencil to write in the name, then replace the cover.

20 #/Group Key: Once you have programmed some One Touch keys or Auto Dial numbers, use this key to create groups to allow you to send the same fax to multiple locations. After you have loaded a document, use this key to select the group you want to send your fax to.

21 0/Unique Key: When dialling, you will use this key to enter a "0". When programming your Sender ID or a Location ID, you can use this key to enter a variety of unique characters, including: ! # & ' ( ) * + , - . / : ; = ? · ä ß ñ ö ü Æ Å Ø æ å ø.

22 Numeric Keypad: When dialling, these 12 keys work just like the keypad on a telephone. You will also use the keypad to enter numbers, letters and other characters while programming. After pressing the Search key, you can also use the numeric keypad to alphabetically search for the names of locations programmed into your fax machine.

23 *Tone Key: If your fax machine is set to pulse dialling, this key allows you to switch the dialling operation of your fax machine from pulse to tone dialling during your current call. You can also use this key while programming to create numbers with mixed pulse-then-tone operation.

The One Touch Keypad

The One Touch keys are your fax machine's most important tool. You will use them for quick, one-touch dialling, and to access most of your fax machine's functions and programming options.

Using the One Touch Keys for Dialling

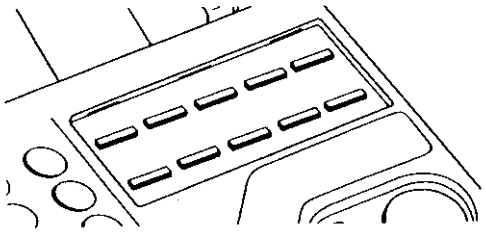
To use a One Touch key for dialling, just press the appropriate One Touch key. For each key, you may program up to two telephone numbers: a primary number, which will always be dialled first, and an alternate number which will be automatically dialled if the first number is busy or if there is no answer. You can also use the Location IDs (names) associated with One Touch keys to search for these locations by name using the Search key.

Using the One Touch Keys for Selecting Functions and Programming

You will also use the One Touch keys for selecting special transmission and reception functions, for obtaining reports and for programming.

To select a function from the One Touch keypad, press the Select Function key, then press the corresponding One Touch key.

1/Delayed TX Key: Use this key to send a fax at a later time and date which you specify (within three days).



2/Print Operation Key: Use this key to print out a confidential received document stored in memory using 1 digit personal box number.

3/Confidential TX Key: Use this key to send a confidential document to a mail box (a memory storage area) in the receiving fax machine.

4/Relay Initiate TX Key: Use this key to set up a relayed fax transmission. During a relayed fax transmission, your fax machine initiates the transmission by sending a document to a second fax machine, which then broadcasts the message to a number of other fax machines.

5/Polling Key: When a document is loaded on the document table, use this key to set your fax machine to wait for another fax machine to call and request the document to be sent (polling transmission). When no document is loaded on the document table, use this key to call another fax machine and request

it to send the documents loaded into it (polling reception).

6/Report Print Key: Use this key to manually print reports from your fax machine.

7/Counter Display Key: Your fax machine keeps track of the number of pages it has printed in several ways. Use this key to check your fax machine's print counters, and to reset your fax machine's drum counter after replacing the image drum unit.

8/Location Program Key: Use this key to program your fax machine's One Touch keys, Auto Dial numbers and groups.

9/User Program Key: Use this key to program your fax machine's identification information, to set your fax machine's clock, to set up mailboxes for confidential message reception, and to change your fax machine's function settings.

10/Printer Cleaning Key: Use this key to print a cleaning page for clearing accumulated toner from your fax machine's image drum.

Signal Tones

Your fax machine emits a number of sounds to inform you of specific conditions.

Key Select Tone: This is a short beep that occurs each time you press a key.

Error Tones: If you press a wrong or inappropriate key, your fax machine will emit three short beeps. If your fax machine experiences a problem during communications, it will emit three long beeps. Press the Stop key to turn the error tone off, then print a Message Confirmation Report to check the source of the problem (to do this, press the Copy key twice with no documents loaded).

Voice Request Tone: During a fax session, either you or the person at the remote fax machine may initiate a voice request. When the person at the remote fax machine either initiates or answers your voice request, your fax machine will emit a repetitive warbling sound.

End of Session Tone: At the end of every successful fax session, your fax machine will emit a short beep to inform you that there were no errors or problems in the communication.

Off-Hook Alarm Tone: If your fax machine is equipped with a handset, and if the handset is left off the hook, your fax machine will emit an intermittent warbling sound. To turn off the sound, hang up the handset or press the Stop key.

Installation

Getting Started

To install your new fax machine, follow the instructions from Unpacking to Setting the Fax Identification. You must complete these steps for your fax machine to operate properly.

If you have purchased an option package for your fax machine, refer to the documentation you received with that option.

Where to Install Your Fax Machine

- Install your fax machine in a dust-free location away from direct sunlight.
- Allow several inches on each side of the fax machine to ensure adequate ventilation.
- Make sure that both power and telephone outlets are available nearby.
- Choose a location where the relative humidity is between 20% and 80%, and where the temperature is between 10°C/50°F and 32°C/92°F.

Unpacking

Before you begin, be sure that all the items listed below are included in your package. Remove the contents from the carton and place them on a sturdy surface.

- Facsimile unit
- Toner cartridge
- Image drum unit (inside facsimile unit)
- Power cord
- Telephone line cord
- Paper tray/Copy stacker
- This handbook

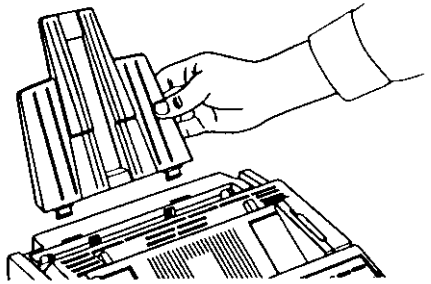
Refer to the illustrations in the Component Identification chapter.

Tip: *A telephone handset, handset cradle and handset cord may also be included. If any items are missing, notify your dealer immediately for a replacement. Keep your packing materials and carton in case you ever need to ship or transport the machine.*

Setting Up Your Fax Machine

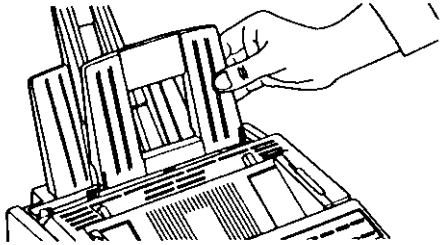
Install the Paper Tray/Copy Stacker

1 Slip the paper tray/copy stacker tabs into the rearmost slots in the top of the unit. You will feel them lock into place.



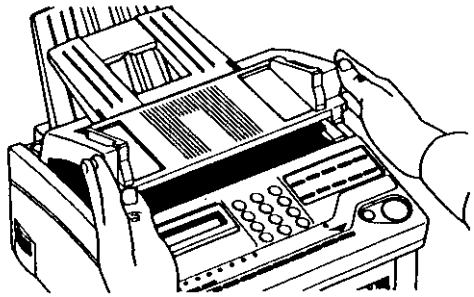
Install the Document Tray

1 Insert the document tray into the long horizontal slot on the top of the unit. You will feel it lock into place.

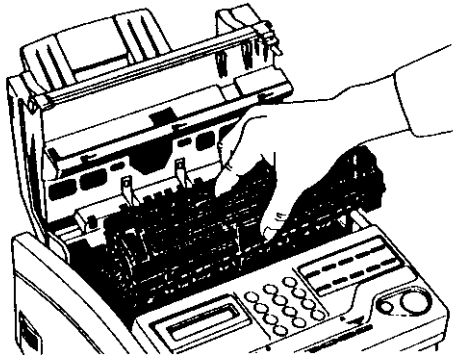


Install the Toner Cartridge

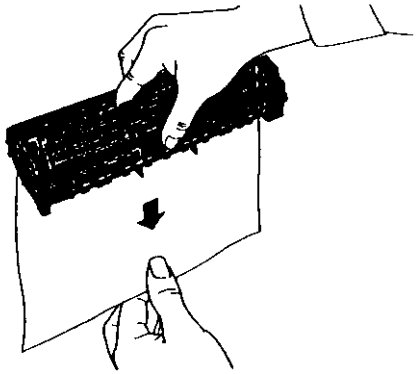
1 Open the fax machine's top cover.



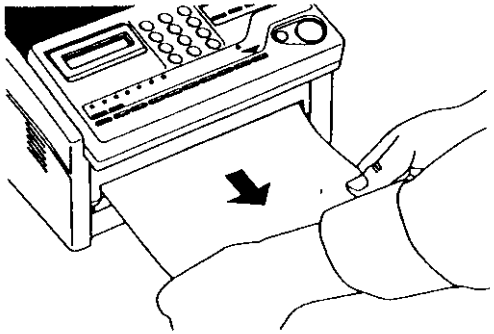
2 Lift the image drum unit out and set it aside.Keep it out of direct sunlight.Do not touch the green surface of the drum.



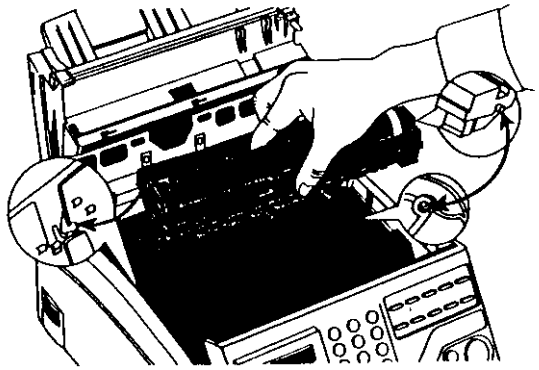
3 Pull and detach the protective cover.



4 Hold both ends of the protective cover that is sandwiched in the manual paper feeder, and gently pull out and detach.

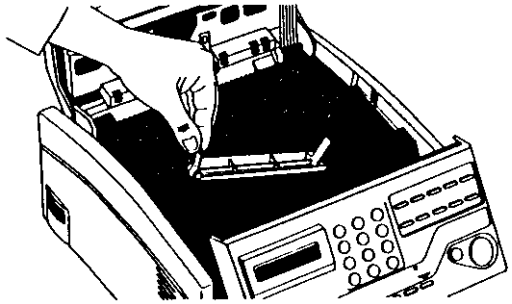


5 Place the image drum unit back into your fax machine. Ensure that the tabs on both sides of the image drum are inserted correctly as shown below. Then press down firmly on both ends of the image drum until it snaps into place.



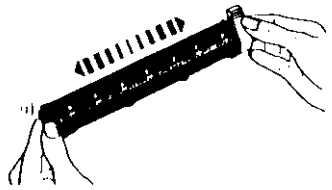
Warning: *Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.*

6 Remove the protective plastic cover from the toner well in the image drum unit.

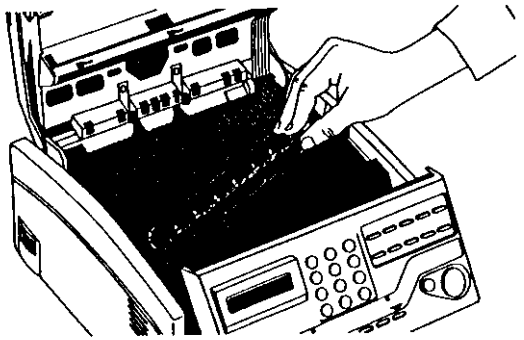


Warning: *Be careful when handling the toner cartridge. Do not let toner spill onto your clothing or other porous materials. If you experience any problems with toner, see the Safety chapter at the beginning of this handbook.*

7 Remove the toner cartridge from its package and gently shake it from side to side to distribute the toner. Then carefully peel the white plastic tape from the bottom of the toner cartridge.

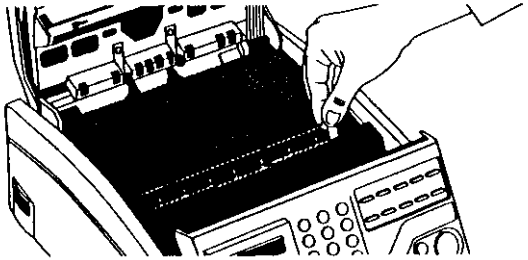


8 With the ridged side facing up and the gray lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, then lower the right end into place.

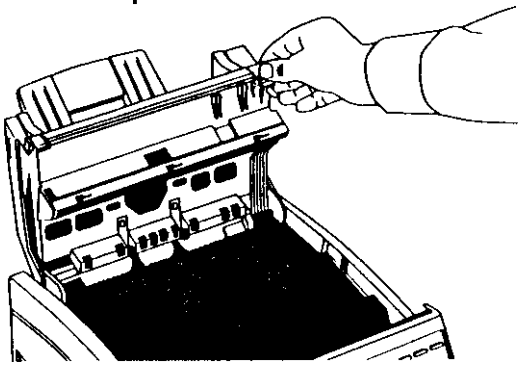


Warning: *Be careful not to insert the toner cartridge backwards into the image drum unit.*

9 Once the toner cartridge is in place, push the gray lever all the way forward to secure it and release the toner.



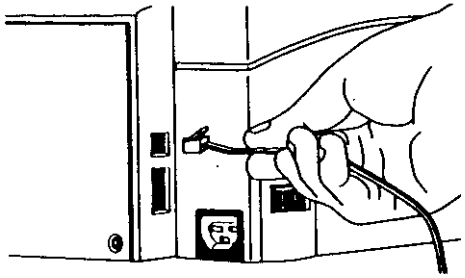
10 Close the top cover of the fax machine.



Tip: *Ensure that the top cover is firmly closed by pressing down hard on both sides of the top cover.*

Connect to the Telephone Line

1 Insert one end of the telephone cord into the LINE terminal at the back of the machine.

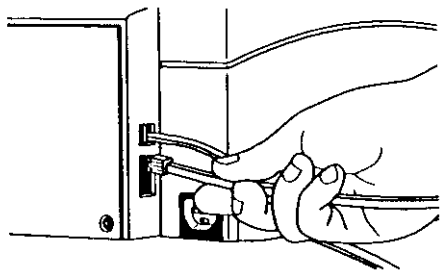


2 Insert the other end of the cord into your wall telephone jack.

Tip: Now, you can connect either an external telephone or the external handset option for your fax machine. See the instructions below.

Connecting an External Telephone, External Handset or Answering Machine

1 Insert one end of the telephone cord into the TEL terminal on the back of the machine.



2 Insert the other end of the cord into the jack in your external device.

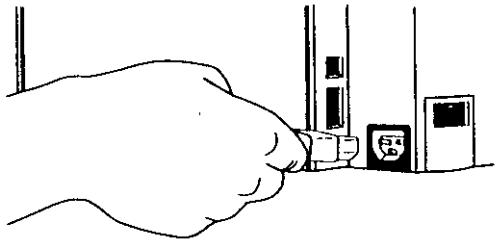
Tip: *To connect both an answering machine and a telephone, first connect your answering machine to your fax machine, then plug your external telephone's cord into the telephone jack on your answering machine.*

Tip: *You will need to have the TAD mode feature turned on for an answering machine to work with your fax machine. See Setting the Answering Mode in this chapter.*

Connect Power

Warning: *Before connecting power, ensure that the power switch is OFF ("0" is in depressed position)*

1 Plug the power cord into the power inlet located on the back of the unit.



2 Plug the unattached end of the power cord into a grounded AC power outlet.

3 Your fax machine has no power switch and will automatically turn on. The time and current answering mode will appear on the display. Your fax machine is now in standby mode, ready to send or receive faxes.

Loading Paper

Your fax machine can hold up to 100 sheets of standard-weight (20 lb.) paper. For best results, use paper specially made for laser printers or photocopi-

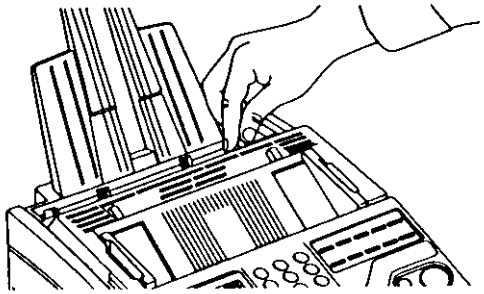
ers. Available sizes are A4, letter size and legal size.

Your fax machine automatically reduces the vertical length of the page images it receives to fit on the paper loaded in your fax machine (down to 75% of the original length). For example, if you are sent a document created originally on legal-size paper, your fax machine can reduce the received pages to fit on A4 or letter-size paper.

Tip: *Your fax machine is set at the factory to use A4 paper. If you intend to use a different paper size, change the 1'ST PAPER SIZE user function setting to match your new paper size. See the Programming chapter for instructions.*

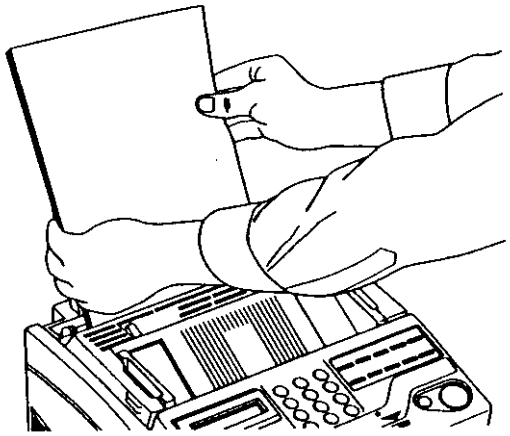
1 Adjust the paper guides to the width of your paper.

Tip: *Adjust the paper guide of right side to the mark of the width of your paper. After completing paper setting (Item 3), the paper guide of left side be aligned to the paper's width.*



2 Remove the paper from its wrapper (up to 100 sheets). Note the "print side" notice printed on the label. Fan the paper.

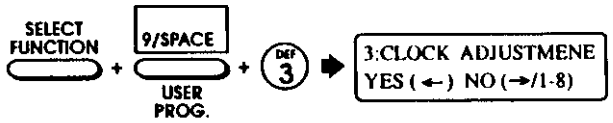
3 Insert the paper into the paper tray, print side down.



Caution: *Be sure to grasp the paper tightly to avoid slipping of the uppermost sheet of paper.*

Setting the Clock

Follow these instructions to set the time and date on your fax machine.



1 Press the Select Function key.

2 Press the 9/User Program One Touch key.

3 On the numeric keypad, press 3. The display will show 3:CLOCK ADJUSTMENT.

4 Press the Yes ◄ key. The display will show the currently set date and time.

5 Using the numeric keypad, enter the new date and time.

6 Press the Yes ◄ key to confirm your entry.

7 Press the Select Function key to finish.

Setting the Answering Mode

Your fax machine has a number of answering modes which determine how it handles incoming calls (both fax and voice). The current answering mode appears on your fax machine's standby display.

Answering Mode Options

The answering mode which is best for you will vary depending on how you use your fax machine and what external telephone devices are connected to it. Read through the answering modes listed here, then follow the instructions below.

Manual Receive Mode [TEL]: If you use the same line for both fax and telephone calls and the majority of your incoming calls are telephone calls, then the TEL answering mode is your best choice. Each time someone calls, your fax machine will ring like a telephone. You can answer from either an external handset or from an external telephone connected to your fax machine. If you pick up the handset and hear fax machine tones, press the Start key to receive the fax. If you do not answer the phone and someone tries to send you a fax message, your machine will not accept it.

Auto Receive Mode [FAX]: If your fax machine is connected to a telephone line reserved only for fax communications, use the Auto Receive mode. Your fax machine will assume all incoming calls are fax messages and automatically receive all incoming fax messages.

Telephone/Fax Mode [T/F]: When incoming calls are a mixture of fax and telephone calls, your best

choice is the Telephone/Fax mode. In this mode, your fax machine detects whether the incoming call is a fax or voice call. When the call is from another fax machine, your machine will switch to fax mode and receive the message. When the call is a voice call, your fax machine will ring like a telephone. If you do not answer, your fax machine will switch back to fax mode to allow the calling party to manually send a fax.

Telephone Answering Device Mode [TAD]: Use this mode if you have connected an answering machine to your fax machine. Like Telephone/Fax mode, the Telephone Answering Device mode detects whether an incoming call is a fax or voice call. If the call is a fax call, your fax machine will receive the fax. Your answering machine will not activate. If the incoming call is a voice call, your fax machine will ring just as it does in Manual Receive mode. If no one answers the call, your answering machine will activate, allowing the calling party to leave a message. If the calling party decides to send a fax, your fax machine will automatically receive the fax.

Tip: *The Telephone Answering Device mode is normally turned off. To have it turned on, contact your dealer.*

Changing the Answering Mode

Follow these instructions to change your fax machine's answering mode.

1 Press the Auto Rec key. Your fax machine will display a description of your current selection.

2 Press the Auto Rec key again. Your fax machine will switch to the next setting.

3 Continue pressing the Auto Rec key until the selection you want appears on the display. After a short pause, your fax machine will return to standby mode displaying the new answering mode setting.

Setting the Fax Identification

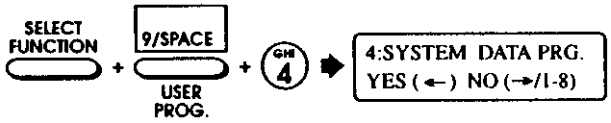
Fax machines use the information you will enter here to identify themselves during communications. In most countries programming this information into your fax machine is a legal requirement. The information you will enter here includes:

TSI/CSI: This is the telephone number of your fax machine. This number is printed at the top of the faxes you send, and appears on the displays and reports of other fax machines you are communicating with.

Sender ID: This is a descriptive title (usually the location of your fax machine or the name of your company or office). This description will be printed at the top of every fax you send. You can enter up to 32 characters. The first 16 characters of your Sender

ID will also be used as your Personal ID, which may appear on the displays or reports of other fax machines you are communicating with.

Call Back Number: The Call Back Number is a telephone number (not a fax number) which the operator of the remote machine can use to reach you. If you use the voice request function while communicating with another fax machine and no one is there to answer, your fax machine will automatically send a cover letter with a call back message. The call back message is printed in a separate sheet with the message "Please call back" and a telephone number where you can be reached. The call back number entered here is the number that appears on the call back message.



1 Press the Select Function key.

2 Press the 9/User Program One Touch key.

3 On the numeric keypad, press 4. The display will show 4:SYSTEM DATA PRG.

4 Press the Yes ◄ key. The display will show NO=<TSI/CSI>, ID=<SENDER ID>.

5 After the display clears, enter the full telephone number of your fax machine using the numeric keypad.

Tip: *Use the Hyphen key to enter a "+" character before the number, and use the Space One Touch key to enter spaces.*

6 Press the Start key to save your entry.

7 Enter your Sender ID. This is a descriptive title up to 32 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.
Enter a unique character	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' ( ) * + , - . / : ; = ? · à ß ñ ö ü Æ Å Ø æ à ø.
Enter two letters using the same key.	Press the No ► key to move to the next character.
Move the cursor to make corrections.	Yes ◄ and No ► keys.

8 Press the Start key to save your entry. The display will show NO=<CALL BACK NO.>.

9 After the display clears, use the numeric keypad to enter the telephone number you want to use for call

back messages. Enter up to 20 characters.

Tip: *Use the Hyphen key to enter a "+" character before the number, and use the Space One Touch key to enter spaces.*

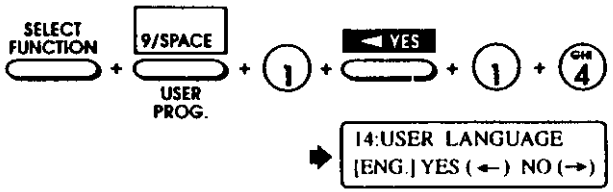
10 Press the Start key to save your entry.

11 Press the Select Function key to finish.

Setting Language

Your fax machine comes with two languages installed, which appear on the display and in reports. Follow the instructions below to switch languages.

Tip: *Your dealer may be able to provide you with additional languages.*



1 Press the Select Function key.

2 Press the 9/User Program One Touch key. The display will show 1:FUNC. PROGRAMMING.

3 Press the Yes ◄ key. The display will show FUNCTION NO. [ ].

4 Using the numeric keypad, enter 14. This display will show USER LANGUAGE.

5 Press the No ► key to switch to the other installed language.

6 To accept the language change, press the Yes ◄ key.

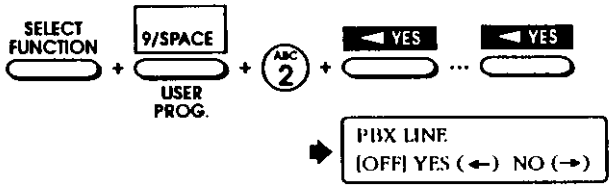
7 Press the Select Function key to finish.

Connecting to a PBX

A PBX (Private Branch Exchange) is a private telephone system used to route internal calls. If you have to dial a prefix (access) number to get an outside line, then your line is connected to a PBX.

If you are connecting your fax machine to a PBX, follow the instructions below. These setting changes allow your fax machine to identify your PBX's outside line dial prefix digits in the numbers that you program or dial in your fax machine. After it dials the prefix digits, your fax machine will wait until it sees that the outside line is available before dialling the rest of the number.

Warning: *In some countries you may require service assistance to make these changes. Also, some PBX installations may require additional adjustments to your fax machine. If you continue to have difficulty with fax communication after following these steps, contact your dealer.*



1 Press the Select Function key.

2 Press the 9/User Program One Touch key.

3 On the numeric keypad, press 2. The display will show 2:DIAL PARAMETER.

4 Press the Yes ◄ key until the display shows PBX LINE, [OFF].

5 Press the No ► key. The display will change to PBX LINE, [ON].

6 Press the Yes ◄ key until the display shows DIAL PREFIX, [OFF].

7 Press the No ► key. The display will change to DIAL PREFIX, [ ] ENTER 4DIGITS.

8 Using the numeric keypad, enter the number you normally dial from your PBX to obtain an outside line.

9 Press the Space One Touch key until the display changes.

10 Press the Yes ◄ key.

11 Press the Select Function key to finish.

Tip: *Keep in mind that all of the outside telephone numbers you program into your fax machine will have to begin with your PBX's dial prefix.*

Tip: *To later turn off the PBX LINE and DIAL PREFIX functions, follow Steps 1-7 above. At Step 8, press the Space key four times.*

MFP Function (PC Printer Mode/PC Scanner Mode)

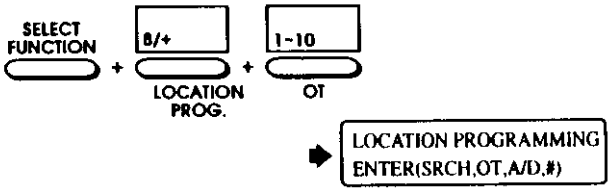
To use your fax machine as a PC Printer or PC Scanner, you will need to install optional MFP (Multi-Function Peripheral) software.A PC Connector and PC Interface Board are already included in the Fax machine as standard equipment.For details regarding MFP software, please refer to "MFP Function" in the manual.

Dial Directories

Programming One Touch Keys

Your fax machine has ten One Touch keys for rapid dialling. You can store up to two fax numbers with 32 digits for each One Touch key, a main number and an alternate number which will be used if the main number is busy. You can also enter a 15-character Location ID (name) for each One Touch key.

Tip: *To find One Touch keys which are not yet registered, repeatedly press the Search key.*



1 Press the Select Function key.

2 Press the 8/Location Program One Touch key. The display will show LOCATION PROGRAMMING.

3 Press a One Touch key to program.

4 The display will briefly show NO=<FAX NO.>, ID=<LOCATION ID> (or a previously-programmed fax number and Location ID).

5 After the display clears, enter the main fax number. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter pauses (i.e., to wait for long distance or outside lines)	Pause key
Add a switch from pulse to tone dialling for part of the call	*/Tone key
Move the cursor to make corrections	Yes ◄ and No ► keys

6 Press the Start key.

7 Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.
Enter a unique character	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available: ! # & ' ( ) * + , - . / : ; = ? ¡ ä ß ñ ö ü Æ Å Ø æ å ø.
Enter two letters using character.	Press the No ► key to move to the next the same key.
Move the cursor to make corrections.	Yes ◄ and No ► keys

8 Press the Start key. The display will show NO=<OR LOCATION>.

9 Enter the alternate fax number. Refer to the instructions following Step 5.

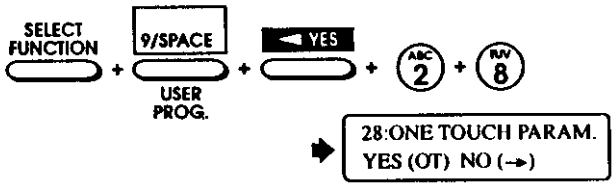
10 Press the Start key to finish programming the One Touch key. The display will show LOCATION PROGRAMMING.

11 To continue programming One Touch keys, go back to Step 3. If you are finished programming, press the Select Function key.

12 Lift off the plastic cover above the One Touch label. Using a pencil, write in the name for your newly-programmed One Touch key. Then replace the cover.

One Touch Parameters

If you are experiencing problems communicating with a remote location in a very noisy telephone area, set up a One Touch key for that location and try turning Echo Protection on for that One Touch key.



1 Press the Select Function key.

2 Press the 9/User Program One Touch key. The display will show 1:FUNC. PROGRAMMING.

3 Press the Yes ◄ key. The display will show FUNCTION NO. [ ].

4 Using the numeric keypad, enter 28. The display will show 28:ONE TOUCH PARAM.

5 Press the One Touch key for the location whose settings you want to change. The display will show ECHO PROTECTION, [OFF].

6 Press the No ► key to switch Echo Protection on.

7 Press the Yes ◄ key to confirm your selection. The display will show 2(:ONE TOUCH PARAM. [ ].

8 Press the Select Function key to finish.

Tip: *Switch Echo Protection back off if you later change the location the One Touch key is used for.*

Chain Dialling

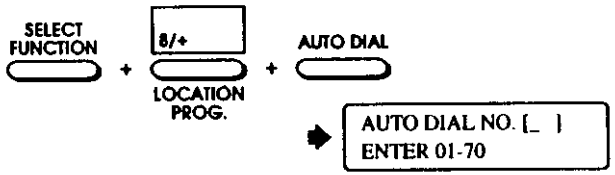
Each fax number that you enter or program into your fax machine can be up to 32 digits long. In the case that you need to dial a number which is longer than 32 digits, use the chain dial feature.

To create a chain dial number, program the first 31 digits of the number into a One Touch key or Auto Dial number. Then press the 8/+ One Touch key to make this a chain dial number. Next, program the rest of the number into another One Touch key or Auto Dial number (or, you can leave the second part of the number unprogrammed and enter it manually on the numeric keypad).

To use a chain dial number, select the One Touch key or Auto Dial number programmed with the first part of the chain dial number. The display will show: PRESS OT/AD/SRCH KEY. Then select the One Touch key or Auto Dial number programmed with the second part of the chain dial number. If the second part of the chain dial number was not programmed, enter it manually on the numeric keypad. Press the Start key to begin sending the fax.

Programming Auto Dial Numbers

Your fax machine has 70 Auto Dial numbers available for quick, two-digit selection and dialling. For each auto dial number, you can enter a fax number up to 32 digits long and a Location ID (name) up to 15 characters long.



1 Press the Select Function key.

2 Press the 8/Location Program One.Touch key. The Display will show LOCATION PROGRAMMING.

3 Press the Auto Dial key.

4 Using the numeric keypad, enter a 2-digit number (01-70) for the Auto Dial number you want to program.

5 The display will briefly show NO=<FAX NO.>, ID=<LOCATION ID> (or a previously-programmed fax number and location).

6 After the display clears, enter the fax number. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter pauses (i.e., to wait for long distance or outside lines)	Pause key
Add a switch from pulse to tone dialling for part of the call	*/Tone key
Move the cursor to make corrections	Yes ◄ and No ► keys

7 Press the Start key.

8 Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

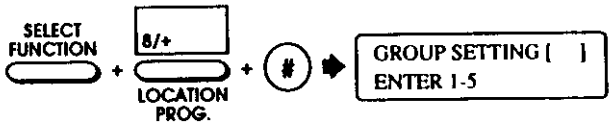
To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	Space One Touch key
Enter hyphens	Hyphen key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until thecharacter appears.
Enter a unique character.	Press the 0/Unique key repeatedly until the character you want appears. The following characters are available:! # & ' ( ) * + , - . / : ; = ? · à ß ñ ö ü Æ Å Ø æ å ø.
Enter two letters using the same key.	Press the No Æ key to move to the next character.
Move the cursor to make corrections.	Yes ◄ and No ► keys

9 Press the Start key to finish programming the One Touch key. The display will show AUTO DIAL NO. [ ].

10 To continue programming Auto Dial numbers, go back to Step 4. If you are finished programming, press the Select Function key.

Programming Groups

Once you have programmed some One Touch keys or Auto Dial numbers, you can program groups to allow you to send the same fax to multiple locations. You can program up to 5 groups into your fax machine.



1 Press the Select Function key.

2 Press the 8/Location Program One Touch key. The display will show LOCATION PROGRAMMING.

3 On the numeric keypad, press the * key. The display will show GROUP SETTING.

4 Using the numeric keypad, enter the group number (1-5) you want to program.

5 The display will show the number of your current group and SELECT LOC.(S). You can now add a

location to your group (or delete a location from it). Refer to the instructions below.

To Do This	Use
Add a One Touch location	Press the One Touch key. Press Yes < to add it to the group.
Add an Auto Dial location	Press Auto Dial. Enter the 2-digit Auto Dial number. Press Yes ◄ to add it to the group.
Delete a previously added One Touch location	Press the One Touch key. Press No ► to delete it from the group.
Delete an Auto Dial location	Press the Auto Dial key. Enter the 2-digit Auto Dial number. Press No ► to delete it from the group.
Search for a location by name to add or delete	Press the Search key continuously until the location you want appears. Press Yes ◄ to add it to the group. Press No ► to delete it.

6 After you have completed your selection (by pressing Yes ◄ or No ►), the display will show SELECT LOC. again. Continue to add or delete locations from your group. Each group can contain up to a maximum of all of the One Touch and Auto Dial locations available on your fax machine.

7 When you are finished programming your group, press the No ► key. The display will show LOCATION PROGRAMMING.

8 To program another group, go back to Step 3. If you are finished, press the Select Function key.

Basic Operations

Preparing Documents

- Try to use good quality documents for your transmissions. Documents that are typed or created in felt-tip black ink on white (or light) paper work best.
- Do not send documents which are not rectangular.
- Never use documents that have wet or sticky surfaces, wrinkles, staples or paper clips. However, your fax machine can transmit documents that have been subject to normal wear, such as documents with staple holes, letter folds and minor corner folds.
- If you are not sure how a document will fax, try making a copy first on your fax machine (load the document face down and press the Copy key).
- If your documents are extremely bent, creased or torn, make a copy on a photocopier and send the copy instead. You can also use a photocopier to enlarge or reduce documents before sending.

Document Size

All documents must have a minimum width of 148 mm and a minimum length of 128 mm. Documents cannot be wider than 216 mm or longer than 356 mm.

Multiple Page Documents

Your fax machine can scan paper with a base weight between 13 pounds (50 g/m2) and 28 pounds (105 g/m2). You can load up to 20 sheets of standard 20-pound paper (like photocopier paper) at the same time. If you use a heavier paper, you can load up to 15 sheets. For very heavy paper, load and send pages sheet-by-sheet.

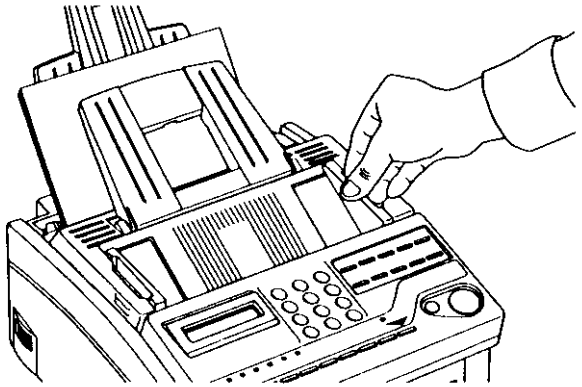
When loading multiple-page documents, do not load paper which is thinner than 0.08 mm or thicker than 0.13 mm. For documents, do not load paper which is thinner than 0.06 mm or thicker than 0.15 mm.

Loading Documents

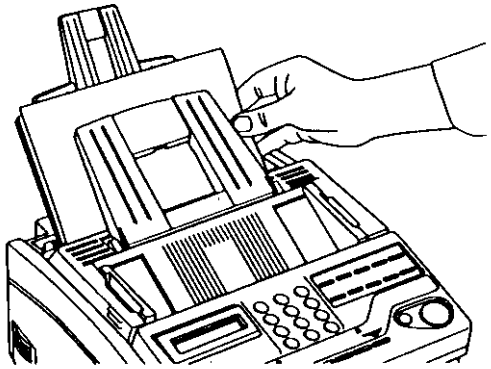
To prevent paper jams and problems during scanning, neatly stack your documents, aligning their edges, before loading. Do not load documents of different sizes at the same time.

Tip: *You can load and prepare to transmit a document while your fax machine is still sending or receiving another message (as long as the document feeder is clear). To do this, load the document, select your location and press the Start key. Your document will be sent when the current communication ends.*

1 Adjust the document guides to the width of the paper you are using.



2 Neatly stack your documents, then insert them face down into the document feeder. Readjust the document guides for a snug fit.



3 Your fax machine will grip the documents, and pull the bottom page into the machine.

4 If necessary, use the Transmit Resolution or Yes ◄ key to set the resolution of your document.

Document Type	Resolution to Use
Normal office documents	STD (Standard)
Documents with small type or other fine details	FINE or EX. FINE
Documents with photos or many shades of gray	PHOTO

5 If necessary, use the Type of Original or No ► key to set the level of contrast in your document.

Document Type	Contrast to Use
Documents with normal contrast	NORMAL
Documents which are too light	LIGHT
Documents which are too dark	DARK

6 Your documents are now ready for faxing or copying.

Sending a Fax to a Single Location

1 Load your documents.

2 Select a location. Refer to the instructions below.

To Dial Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
The numeric keypad	Dial as you would on a normal telephone. If you make a mistake, press the Yes ◄ key to go back and re-enter the number.
An external telephone	Pick up the handset of your external telephone and dial the number of the machine you wish to transmit to. If the receiving fax machine is in automatic reception mode, you will hear a high-pitched tone. If a person answers the phone, ask them to press the Start key on their fax machine.

3 If necessary, press the Start key to begin the transmission. Refer to the table below to understand some of the messages you may see during a typical fax transmission.

Message	Explanation
(location)	The remote location's Personal ID, TSI/CSI, Location ID or the telephone number you entered will identify the location during transmission.
DIALLING	Your fax machine is dialing the number.
CALLING	The line is ringing.
SENDING	Your fax machine is sending the message.
RESULT = OK	The fax was sent successfully.
COMMUN. ERROR	If you see this or another error message, a problem occurred during the communication. Try resending the fax. Refer to the chapter on Problem Solving for assistance.

Search Key Dialling

If you are not sure which One Touch key or Auto Dial number contains the location you want to communicate with, use the Search key to look through an alphabetical list of all of the Location IDs programmed into your fax machine.

1 When selecting locations, press the Search key. The display will show ENTER 1-ST CHAR.

2 Repeatedly press the Search key to look through the entire list of locations in alphabetical order, or locate the letter you want on the numeric keypad, and press that key repeatedly to look through Location IDs beginning with that letter.

Real-Time Dialing

Normally, your fax machine dials the entire number of the location you have selected at one time. Occasionally, it may be necessary to dial numbers in real time (one digit at a time).

If your fax machine is equipped with a handset, you can dial in real time by picking up the handset. Or, press the Hook/Voice Request key.

Redialling

If the line is busy or if there is no answer, your fax machine will wait, and then automatically redial the number.

Also, if your fax machine is transmitting from memory and a communication error occurs, it will automatically redial the number and try to send the fax again.

You can redial a number manually at any time by pressing the Redial key.

Confirming Results

After transmission, press the Copy key once (with no documents loaded) to see a report confirming your transmission on your fax machine's display. To print the report, press the Copy key a second time. See the chapter on Reports for more information.

Stopping a Transmission

To stop a transmission while it is in progress, follow the instructions below.

1 Press the Stop key twice. The display will show STOPPED.

2 If documents are stuck partway through the document feeder, you may see a RELOAD DOCUMENT message on the display. Press the Stop key again. Your fax machine will feed the document the rest of the way through the document feeder.

Receiving Faxes Manually

As long as your fax machine is not set to the manual receive [TEL] mode, your fax machine will automatically receive faxes. If your fax machine is set to the manual receive [TEL] mode, follow the instructions below.

1 When your telephone or fax machine rings, pick up the telephone handset. If a person is on the line, carry on your conversation.

2 If a remote fax machine is on the line, or if a person wishes to fax you a document after a conversation, press the Start key.

3 When the RECEIVING message appears on the display, hang up the handset.

4 After you receive the fax, a long beep will tell you that the transmission was successful.

Receiving Faxes in Memory

Your fax machine will automatically receive messages into memory (and not immediately print them) in a few different situations.

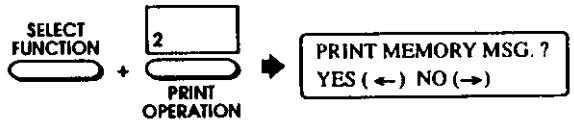
No Paper Reception

When your fax machine has run out of paper, a NO PAPER, REPLACE PAPER message will appear on the display. Even when your fax machine runs out of paper, it will continue to receive faxes in memory.

1 Your fax machine will automatically print out any messages received in memory when the paper is replaced.

No Toner Reception

When your fax machine is running low on toner, it will display a TONER LOW, REPLACE TONER CART. message, and will receive faxes into memory (rather than risk printing an unreadable message). If your fax machine has received a message in memory because toner is low, MSG. IN MEMORY will appear on the display. To print out a message stored in memory when toner is running low, follow the instructions below.



1 Press the Select Function key.

2 Press the 2/Print Operation One Touch key. The display will show PRINT MEMORY MSG?

3 Press the Yes < key. The stored message will begin printing.

Tip: *Even if you see a TONER LOW message on your fax machine, you may be able to use the 2/Print Operation One Touch key to continue printing faxes, but the print quality cannot be guaranteed. Replace your toner cartridge as soon as possible.*

Cancelling Messages Stored in Memory

It is also possible to erase messages received in memory without printing them.

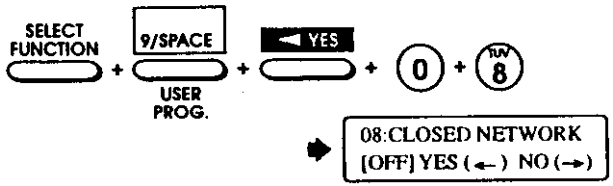
1 After you have followed the instructions to print out messages stored in memory, the display will show MSG. IN MEMORY, PRINTING.

2 To erase the message instead of printing it, press the Stop key. The display will show CANCEL?

3 Press the Yes < key to erase the message from your fax machine's memory.

Rejecting Unsolicited Fax Messages

The closed network option allows you to limit the locations your fax machine can communicate with. Using this function, you can set your fax machine to refuse to receive any incoming faxes from locations whose telephone numbers are not programmed into your One Touch keys or Auto Dial numbers. In this way, your fax machine will automatically reject unsolicited fax messages such as advertising. You can also set your fax machine to neither send faxes to nor receive faxes from locations whose telephone numbers are not programmed into your One Touch keys or Auto Dial numbers (T/R). The available settings are limit reception only (RX), limit both transmission and reception (T/R), and no limitation on transmission or reception (OFF). To use the closed network function, follow the instructions below.



1 Press the Select Function key.

2 Press the 9/User Program One Touch key. The display will show 1:FUNC. PROGRAMMING.

3 Press the Yes < key. The display will show FUNCTION NO. [ ].

4 Using the numeric keypad, enter 08. The display will show 08:CLOSED NETWORK, and the current setting of this function.

5 Press the No > key until the setting you want appears in the display.

6 Press the Yes < key to confirm the new setting.

7 Press the Select Function key to finish.

Power Failures and Memory

If power is interrupted to your fax machine, the following problems will occur:

- Any messages your fax machine has scanned into memory but not yet transmitted will be lost.
- Any messages your fax machine has received into memory but not yet printed will be lost.
- If you have loaded documents on your fax machine's document feeder, any dialling or transmission settings will be lost.

  Your fax machine will print a power off report to inform you in the event of a power failure. Use this report to determine which received messages you may have lost, and to determine which transmissions you may have to resend. See the Reports chapter for more information.

Making Copies

Your fax machine can also be used to make copies. You can make up to 50 copies at one time. Your fax machine automatically makes all copies in FINE mode.

1 Load your documents.

2 Press the Copy key. The display will show PRG. NO. OF COPIES, [1SETS]. If you want to make just one copy, you are finished. Your fax machine will wait a moment, then begin copying.

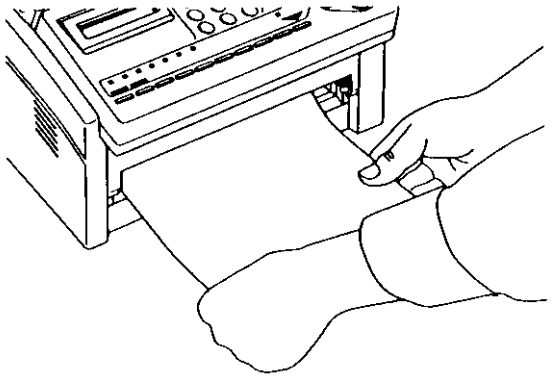
3 To make multiple copies, enter the number of copies you want to make on the numeric keypad. Then press the Copy key again. Your fax machine will begin making copies.

Making Copies with the Manual Paper Feeder

Your fax machine's manual paper feeder allows you to make copies on a different type of paper than what you normally keep in the paper tray. To make copies using the manual paper feeder, follow the instructions below.

1 Load your documents.

2 Insert a sheet of paper face up into the manual paper feeder slot, until you feel the fax machine grab hold of the paper.



3 Press the Copy key (see the instructions above). If you are making more than one copy, you will need to continue inserting sheets of paper into the manual paper feeder.

Using Voice Request

The voice request feature allows you to have a conversation with a person at a remote fax machine during a fax communication. Either the person sending or receiving the fax can initiate a voice request. If you are sending a fax, you can answer a voice request only after all pages have been transmitted.

If you are receiving a fax, you can answer a voice request after reception of each page.

You will know if the person on the other fax machine has issued a voice request when you hear a warbling tone. If you do not respond in approximately six seconds, the voice request is automatically cancelled.

Tip: *You will need to have either an attached handset or an external telephone to use the voice request function.*

To Initiate a Voice Request

1 During a fax communication, press the Voice Request key.

2 When the other party answers your request, your fax machine will emit a repetitive warbling sound. The display will show LIFT HANDSET, AND PRESS VOICE REQUEST.

3 Lift your handset and press the Voice Request key.

Tip: *If you press your Voice Request key to initiate a voice request at TX mode but no one is there to answer, your fax machine will automatically send a call back message to the remote site. This message includes a telephone number where you can be reached.*

Advanced Operations

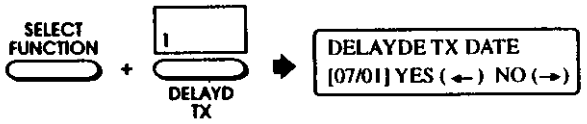
Sending a Fax at a Later Date and Time

The delayed transmission feature allows you to send documents at a specified date and time, and frees you from the need to manually start the transmission. You can program a delayed to transmission to occur at any time on the day of your transmission, or at any time over the next three days.

You can program your fax machine to send one delayed fax at a time either from the document feeder or from memory. Refer to the table below to decide which method you want to use.

Delayed TX Features and Limitations	From Feeder	From Memory
Number of locations	One	Multiple
Fax machine can be used for other transmissions while a delayed fax is waiting to be sent?	No	Yes

Sending a Delayed Fax from the Document Feeder



1 Load your documents.

2 Press the Select Function key.

3 Press the 1/Delayed TX One Touch key.The display will show DELAYED TX and today's date.

4 Press the No ► key.The display will show PRG. START DATE.

5 Using the numeric keypad, enter the date on which you wish the transmission to begin.

6 Press the Yes ◄ key.The display will show PRG. START TIME.

7 Using the numeric keypad, enter the time on which you wish the transmission to begin.

Tip: *Be sure to enter the time using a 24-hour clock (i.e., 8:00 a.m. would be entered as 08:00, and 8:00 p.m. would be entered as 20:00).*

8 Press the Yes ◄ key.The display will show FEEDER TX.

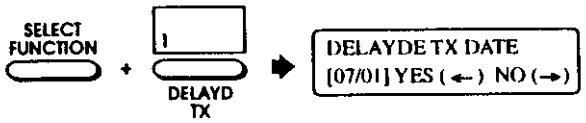
9 Press the No ► key.The display will show BROADCAST/MEMORY TX.

10 Select a location. Refer to the following instructions.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

11 Press the Start key.Your fax machine will begin waiting for the time and date you have set before sending the fax.

Sending a Delayed Fax From Memory



1 Load your documents.

2 Press the Select Function key.

3 Press the 1/Delayed TX One Touch key.The display will show DELAYED TX and today's date.

4 Press the No ► key. The display will show PRG. START DATE. Or, if the transmission is to occur on the same day, press the Yes ◄ key and go to Step 6.

5 Using the numeric keypad, enter the date on which you wish the transmission to begin.

6 Press the Yes ◄ key. The display will show PRG. START TIME.

7 Using the numeric keypad, enter the time on which you wish the transmission to begin.

Tip: *Be sure to enter the time using a 24-hour clock (i.e., 8:00 a.m. would be entered as 08:00, and 8:00 p.m. would be entered as 20:00).*

8 Press the Yes ◄ key. The display will show FEEDER TX.

9 Press the No ► key.The display will show BROADCAST/MOMORY TX.

10 Select a location. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

11 Press the Yes ◄ key to confirm your selection. The display will show SELECT LOCATION(S).

12 Repeat Steps 9 and 10 as often as necessary to continue selecting locations.

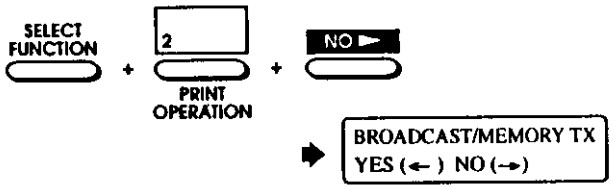
13 When you are finished selecting locations, press the No ► key at the SELECT LOCATION(S) message.

14 If you have selected multiple locations, your fax machine will ask if you want to confirm your selections with a printed report before proceeding. Press the Yes ◄ key. After the report is printed, the display will show BEGIN SCANNING? If you want to make corrections, press the No ► key and go back to Step 9. To remove a location, select the location in the same way, but press the No ► key to delete it from your transmission.

15 When all of your selections are correct, press the Start key. Your fax machine will scan the documents into memory and begin waiting until the time and date you have set before sending the fax. When scanning is completed, your fax machine will be available for other transmission operations.

Cancelling a Delayed Transmission

To cancel a delayed transmission from the document feeder or from memory before it has been sent, follow the instructions below.



1 Press the Stop key. The display will show COMMUNICATION CANCEL.

2 Press the Yes ◄ key.The display will show the Location ID of the delayed transmission currently loaded in your fax machine.

3 Press the Yes ◄ key.

4 If the delayed transmission was a feeder transmission, press the Stop key again to remove the document from the document feeder.

Sending a Fax to Multiple Locations

1 Load your documents.

2 Press the Select Function key.

3 Press the 2/Print Operation One Touch key. The display will show FEEDER TX.

4 Press the No ► key. The display will show BROADCAST/MEMORY TX.

5 Select a location. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A group	Using the numeric keypad, press the # key, then enter the number of the group you want to use.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

6 Press the Yes ◄ key to confirm your selection.

7 Repeat Steps 5 and 6 as often as necessary to continue selecting locations.

8 When you are finished selecting locations, press the No ► key at the SELECT LOCATION(S) message.

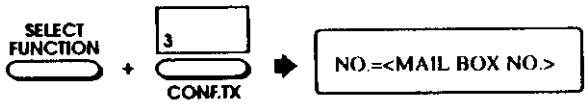
9 If you have selected multiple locations, your fax machine will ask if you want to confirm your selections with a printed report before proceeding. Press the Yes ◄ key. After the report is printed, the display will show BEGIN SCANNING? If you want to make corrections, press the No ► key and go back to Step 4. To remove a location, select the location in the same way, but press the No ► key to delete it from your transmission.

10 When all of your selections are correct, press the Start key. Your fax machine will scan the documents into memory and begin transmitting the message.

Sending a Confidential Fax

Fax machines are often placed in public places where everyone can look through the received faxes. To send confidential documents, use the confidential fax feature. The receiving fax machine will store the message in a confidential mail box (in memory) and will not print it until a password is entered.

Tip: *To send a confidential fax, you must know in advance the mail box the message should be sent to. Ask the person who will receive the fax to tell you their mail box number.*



1 Load your documents.

2 Press the Select Function key.

3 Press the 3/Confidential TX One Touch key.The display will ask you to enter the number of a confidential mail box on the receiving fax machine.

4 Using the numeric keypad, enter the number of the confidential mail box you are transmitting to.

5 Press the Yes ◄ key to confirm your entry.The display will show SELECT LOCATION.

6 Select a location. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

7 Press the Start key. Your fax machine will begin sending the fax.

Relay Broadcasting

Relay broadcasting allows one fax machine to send a document to another fax machine, which then re-sends (broadcasts) the document to a number of other locations.

Two different fax machines are involved in transmitting a relay broadcast: the relay initiating station and the relay key station.

Relay Initiating Station

Your fax machine can act as the relay initiating station which starts the relay broadcast by sending the original documents. Before you can program your fax machine to initiate a relay broadcast, you will need to obtain the following information from the operator of the fax machine you intend to use as a relay key station:

Relay Password: This is the 4-digit relay key word which is programmed into the relay key station.

Relay Group Numbers: These 2-digit numbers are the numbers of locations or groups of locations programmed into the relay key station.

Relay Key Station

The relay key station is the fax machine which receives the original fax message and then automatically relays or broadcasts the message to other remote fax machines.

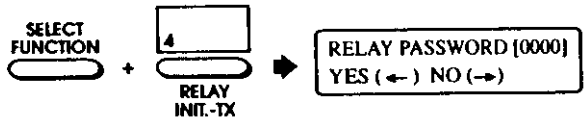
For this feature to be available, the relay key station must be an OKIFAX OF-27, OKIFAX OF-38, or OKIFAX 2600 facsimile machine.

Relay Broadcast Report

After the relay broadcast is completed, it is possible for the relay key station to send a fax back to your

fax machine confirming the success of the relay broadcast. For this function to work, your fax machine's own telephone number must be programmed into your fax machine"s last Auto Dial number (Auto Dial number 70).

Initiating a Relay Broadcast



1 Load your documents.

2 Press the Select Function key.

3 Press the 4/Relay Initiate TX One Touch key. The display will show RELAY PASSWORD.

4 Press the No ► key.

5 Using the numeric keypad, enter a 4-digit password which is the same as the relay keyword programmed into the relay key station.

6 Press the Yes ◄ key. The display will show REMOTE LIST NO.

7 Press the No ► key.

8 Using the numeric keypad, enter a 2-digit number which corresponds to a relay group programmed into the relay key station.

9 Press the Yes ◄ key. The display will show SELECT LOCATION.

10 Select the location of the relay key station. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

11 Press the Start key. Your fax machine will begin sending the fax.

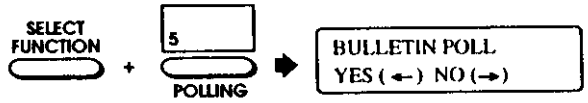
Polling

When you normally send faxes, you load documents into your fax machine, select a location, and then press the Start key to begin sending the documents.

However, sometimes it is more useful to be able to simply load your documents on your fax machine and set it to wait for the receiving fax machine to call and collect them. This is called setting your fax machine to be polled, or polling transmission. Calling

a remote fax machine to receive documents someone else has loaded is called polling or polling reception.

Setting Your Fax Machine to be Polled



1 Load your documents.

2 Press the Select Function key.

3 Press the 5/Polling One Touch Key.The display will show BULLETIN POLL.

Polling Documents from Other Fax Machines

1 With no documents loaded, press the Select Function key.

2 Press the 5/Polling One Touch key.The display will show NO.ÅÅÅÉ MALL BOX NO. >.

3 Select a location. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the Auto Dial key, then enter the two digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

4 Press the Start key. Your fax machine will begin polling the remote fax machine.

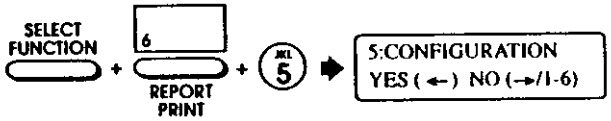
Programming

Customizing Features and Operations

Many of your fax machine's features and functions have settings which can be changed to customize the operations of your fax machine. Because each country has different regulations, you may not be able to access all of the settings listed in this chapter. If you have trouble changing a setting, contact your dealer for assistance.

Viewing Your Current Settings

Follow these instructions to obtain a configuration report showing your fax machine's current settings.



1 Press the Select Function key.

2 Press the 6/Report Print One Touch key. The display will show 1:ACTIVITY REPORT.

3 Using the numeric keypad, press 5. The display will show 5:CONFIGURATION.

4 Press the Yes ◄ key. The report will begin printing.

User Function Settings

User function settings allow you to customize the general operation of your fax machine. Refer to User Function Settings List to determine which settings you may need to change, then refer to Changing Your User Function Settings to make the change.

User Function Settings List

01MCF (SINGLE-LOC.): This function automati-cally prints a Message Confirmation Report after each single-location transmission or polling transmission. Available settings are on and off.

02MCF (MULTI-LOC.): This function automatically prints a Message Confirmation Report after each multiple-location transmission. Available settings are on and off.

03ERR REPORT (MCF): This function automatically prints a Message Confirmation Report each time an error occurs during a transmission or polling transmission operation. Available settings are on and off.

04IMAGE IN MCF: When a message confirmation is printed, this function adds a portion of the first page your fax machine transmitted. This is printed at the bottom of the message confirmation report. Available settings are on and off.

05SENDER ID: This function controls the printing of your fax machine's Sender ID on the faxes you send. When turned on, your fax machine's Sender ID will be printed on each page slightly outside the image area of your document. When turned off, your fax machine's Sender ID will not be printed.

06MONITOR VOLUME: This function sets the volume your fax machine uses for telephone line monitoring sounds during dialling. Available settings are low, high and off.

07BUZZER VOLUME: This function sets the volume of the various beep and alarm tones your fax machine emits during operations. Available settings are low, middle and high.

08CLOSED NETWORK: This function allows you to program your fax machine to refuse to receive faxes from or transmit faxes to locations whose telephone numbers have not been programmed into your fax machine's One Touch keys or Auto Dial numbers. Using this function, you can set up a closed network of fax machines. If you do not want your fax machine to transmit faxes to or receive faxes from locations outside your network, select T/R. If you only want your fax machine to refuse to receive faxes from outside your network, select RX. Available settings are OFF, T/R and RX.

09TX MODE DEFAULT: This function allows you to change your fax machine's default type of original and transmit resolution settings. Unless you select otherwise using the Transmit Resolution/Yes ◄ or Type of Original/No ► keys, your fax machine is set to use the STD and NORMAL settings. If you are constantly sending faxes which require some other combination of transmission modes, use this function setting to change the default transmission modes to any other combination of settings. While you are programming, the new default combinations will appear on the LEDs above the Transmit Resolution/Yes ◄ or Type of Original/No ► keys.

10T/F TIMER PROG.: When set to the telephone/fax answering mode, your fax machine automatically distinguishes between incoming voice and fax calls. If the incoming call is a voice call, your fax machine

will ring to tell you to pick up the handset. If you do not answer, your fax machine automatically switches back to facsimile mode to allow the calling party to send a fax. The T/F TIMER function controls how long your fax machine waits before switching back to fax mode. Available settings are 20 seconds or 35 seconds.

11RING RESPONSE: This function controls how long your fax machine waits before answering an incoming telephone call. The available settings are 1 ring, 5 seconds, 10 seconds, 15 seconds or 20 seconds.

12DISTINCTIVE RING: Distinctive ringing is a service offerred by some telephone carriers that allow you to have different numbers on one line, each with its own distinctive ring. In this way, when you get an incoming call, you can identify what number is being called by the ring pattern. (Your local telephone carrier can provide you with more information about this service. The service is usually offerred as a monthly charge to your normal phone bill.) To use this function, refer to Setting Your Fax Machine's Ring Pattern in this chapter.

131'ST PAPER SIZE: This function allows you to tell your fax machine what size of paper you are using in your fax machine's paper tray. Available settings are A4, letter, legal 13 and legal 14.

14USER LANGUAGE: This function allows you to switch between the two languages programmed into your fax machine.

15INCOMING RING: This function controls the telephone ringing sound your fax machine makes when a call comes in. When this function is set to off, your fax machine will not ring during incoming calls. When set to on, your fax machine will only ring when set to manual receive mode or RING RESPONSE is set to 5-20 seconds (except 1 ring). When set to DRC, your fax machine will ring for each incoming call with the same tone even if you have set in function setting 12, DISTINCTIVE RING is on. Available settings are on, off and DRC.

16REMOTE RECEIVE: This function allows you to tell your fax machine to switch from telephone to fax mode to receive an incoming fax. To use this function, use the keypad of the optional handset or of an external telephone to enter the remote receive number you have programmed into your fax machine. Available settings are off, 00, 11, 22, 33, 44, 55, 66, 77, 88, 99, ** AND ##.

17MEM./FEEDER SW.: This function controls how your fax machine normally transmits fax messages (by scanning the document into memory first, or by transmitting directly from the document feeder). Available settings are memory and feeder.

18POWER SAVE MODE: This function substantially reduces the amount of power your fax machine consumes when it is not in use. When this function is on, your fax machine will automatically switch to power save mode after it has been idle for three minutes. When this occurs, your display will show: POWER SAVE MODE, PRESS"START" TO EXIT.

While in this mode, your fax machine will automatically switch back to full operation after you press the Start key, when the telephone rings, when the telephone handset is lifted, or when a document is loaded. Available settings are on and off.

19ECM FUNCTION: The error correction mode function helps your fax machine to improve communication in areas where telephone line conditions are poor. Available settings are on and off.

20REMOTE DIAGNOSIS: The remote diagnostics feature allows a service person to remotely dial and service your fax machine. Available settings are on and off.

21PC/FAX SWITCH: If the PC Interface option is installed and this function is set to on, your fax machine automatically transfers received faxes directly to the PC (and does not receive and print them itself). However, if you are experiencing a problem with your PC, you can tell your fax machine to receive and print faxes locally by setting this function to off. This setting only appears if the PC Interface option is installed. Available settings are on and off.

22 No Toner MEM RX: With this function turned on, your fax machine will automatically receive and store messages in its memory when it is low on toner. When turned off, messages will print even if toner is low or empty. Available settings are on and off.

23 MEM full save: With "Broadcast Transmission" and other functions, "call origination" starts after an entire document is read into memory. If during this process, memory becomes full and an "operator time out" seems likely, a message to that effect is shown in the Display Panel if this MEM full save function is on. If it is off, data that could not be read into memory is automatically deleted. Available settings are on and off.

24 Continuous tone: With this function on, you can choose whether to have a warning tone sound when receiving a transmission. Pressing the STOP key turns off the tone. Set this function to off for no warning sound. Available settings are on and off.

25 Instant dialing: Set this function to start reading documents upon "call origination" when transmitting.

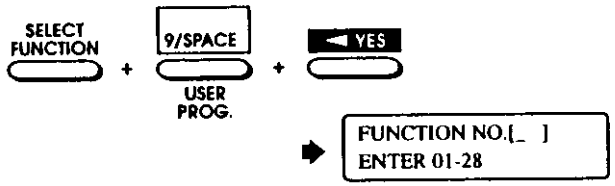
			Memory available	Memory full
Broadcast			Call origination after all the documents are read in the memory.	Reading impossible
Destination	FUNC.PROGRAMMING 26: INSTANT DIAL = ON		Starting the docment reading upon call origination.	Feeder transmission: Starting the document reading when receiving the CFR signal of the remote machines after call origination.
	FUNC. PROGRAMMING 26:INSTANT DIAL = OFF	FUNC. PROGRAMMING 17:MEM/FEEDER SW = MEM.	Call origination after all the documents are read in the memory.	Feeder transmission: Starting the document reading when receiving the CFR signal of the remote machines after call origination.
		FUNC. PROGRAMMING 17:MEM/FEEDER SW =FEEDER	Feeder transmission: Starting the document reading when receiving the CFR signal of the remote machines after call origination.	Feeder transmission: Starting the document reading when receiving the CFR signal of the remote machines after call origination.

26 Restrict Access: Select whether or not you want restricted access. Turning on this function renders your restricted ID registration active. Available settings are on and off.

27 Width Reduction: Turning this function on enables you to print received data at a slightly reduced width.

28ONE TOUCH PARAM: This function allows you to make changes to the communications settings for a specific One Touch key, without changing the normal communication settings used by your fax machine. For instructions on changing One Touch Parameters settings for a One Touch key, see One Touch Parameters in the Dial Directories chapter.

Changing Your User Function Settings



1 Press the Select Function key.

2 Press the 9/User Program One Touch key. The display will show 1:FUNC. PROGRAMMING.

3 Press the Yes ◄ key. The display will show FUNCTION NO. [ ].

4 Using the numeric keypad, enter the 2-digit number of the function you want to change. This display will show the name of the selected function.

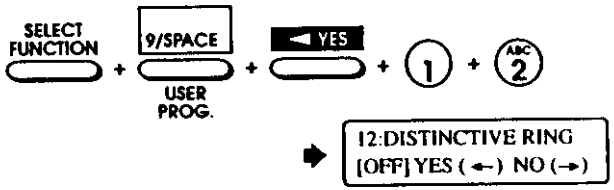
5 Repeatedly press the No ► key until the setting you want appears in the display.

Tip: *If you are changing your fax machine's TX MODE DEFAULT settings, the new settings will appear on the LEDs above the Transmit Resolution/Yes ◄ and the Type of Original/No ► keys*

6 Press the Yes ◄ key to confirm your selection. The name of the next function setting will appear in the display.

7 Press the Select Function key to finish.

Setting Your Fax Machine's Distinctive Ring



1 Press the Select Function key.

2 Press the 9/User Program One Touch key. The display will show 1:FUNC. PROGRAMMING.

3 Press the Yes ◄ key. The display will show FUNCTION NO. [ ].

4 Using the numeric keypad, enter 12. The display will show DISTINCTIVE RING, OFF.

5 Press the No ► key. The display will change to DISTINCTIVE RING, SET.

6 Press the Yes ◄ key. The display will change to SETUP FAX RING, CALL FAX NUMBER NOW.

7 Using a separate telephone line, immediately dial the number assigned to the fax machine (you must do this within 90 seconds). When your fax machine begins to ring, your fax machine will automatically detect and remember its assigned ring pattern. When your fax machine has finished programming its ring pattern, the display will show RESULT=OK.

Tip: *Occasionally, your fax machine may not be able to detect its ring pattern on the first try. If this happens, the display will show RESULT=NG. Follow the instructions again from Step 6.*

8 Press the Yes ◄ key to confirm your selection.

9 Press the Select Function key to finish.

Dial Parameter Settings

These functions allow you to control the way your fax machine dials telephone numbers. Refer to Dial Parameter Settings List to determine which settings you may need to change, then refer to Changing Your Dial Parameter Settings to make the change.

Tip: *Some settings are not available in some countries. If you have trouble accessing a dial parameter setting listed here, contact your dealer for assistance.*

Dial Parameter Settings List

REDIAL TRIES: This function controls how many times your fax machine will automatically redial a number which is busy or which does not answer. Available settings are from 0 to 10 tries.

Tip: *(For New Zealand users only) The number of redial tries must not be set to more than four retries.*

REDIAL INTERVAL: The function controls how long your fax machine waits between each automatic redial attempt. Available settings are from 1 to 6 minutes.

DIAL TONE DETECT: This function allows your fax machine to wait for and detect a dial tone before proceeding with dialling. Available settings are on and off.

BUSY TONE DETECT: This function allows your fax machine to detect a busy tone when sending a fax. Available settings are on and off.

MF(TONE)/DP(PULSE): This function controls what method your fax machine uses for dialling. Two dialling methods are in common use. DP, or dial pulse dialling, uses monotone pulses to dial a

number (like a rotary telephone). MF, or multi-frequency dialling (touch tone), uses different tones to dial a number. Available settings are MF and DP.

PULSE DIAL RATE: If your fax machine is set to pulse dialling, this function controls how quickly your fax machine sends our dialling pulses (the dial pulse rate varies in different countries). Available settings are 10 pps, 16 pps and 20 pps.

PULSE MAKE RATIO: Available settings are 33% and 39%.

PULSE DIAL TYPE: If your fax machine is set to pulse dialling, this function controls the type of pulse dialling used (different types of pulse dialling are used in different countries). Available settings are N, 10-N and N+1.

MF(TONE) DURATION: If your fax machine is set to tone dialling, this function controls the duration of the tones used for dialling (the tone duration varies in different countries). Available settings are 75 ms, 85 ms, and 100 ms.

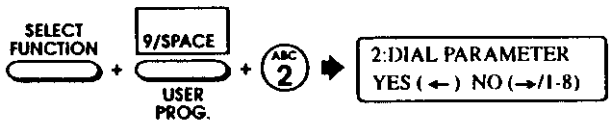
PBX LINE: Turn this function on if your fax machine is connected to a PBX. Once this function has been turned on and the access digit function has been programmed, your fax machine will recognize the access digit you use in your PBX to get an outside line. After it dials your access digit, your fax machine will pause to wait for an outside line before dialling the rest of the telephone number. Available settings are on and off. See Connecting to a PBX in the Installation chapter for instructions on changing this setting.

FLASH/EARTH/NORMAL: If your fax machine is connected to a PBX, this function tells your fax machine about the type of PBX line your fax machine if connected to. Available settings are normal (N), flash (F) and earth (E).

AUTO START: When this function is turned on, your fax machine will automatically begin dialling as soon as you have selected a location by pressing a One Touch key or entering an Auto Dial code. You do not have to press Start. Available settings are on and off.

DIAL PREFIX: If your fax machine is connected to a PBX, use this function to tell your fax machine what access number is used to obtain an outside line from your PBX. You can enter up to 4 digits. See Connecting to a PBX in the Installation chapter for instructions on changing this setting.

Changing Your Dial Parameter Settings



1 Press the Select Function key.

2 Press the 9/User Program One Touch key.

3 On the numeric keypad, press 2. The display will show 2:DIAL PARAMETER.

4 Press the Yes ◄ key until the display shows the dial parameter you want to change.

5 Repeatedly press the No ► key until the setting you want appears in the display.

6 Press the Yes ◄ key to confirm your selection. The name of the next dial parameter setting will appear in the display.

7 Press the Select Function key to finish.

Service Function Settings

Service function settings in many cases greatly change the way your fax machine operates. To change any of these settings, contact your dealer.

Service Function Settings List

LONG DOC. TX: Normally, your fax machine will not scan documents longer than 360 mm. When this function is on, your fax machine will scan and transmit documents of any length for up to one hour.

MDY/DMY: This function controls how your fax machine displays and prints the date (month/day/year or day/month/year).

TIME/DATE PRINT: This function controls how the time and date are printed on the fax messages which you transmit. Your fax machine can be set to not print the time and date, to print it at the top the first page only, or to print it at the top of every page.

TSI PRINT: When this function is on, the telephone number of the fax machine sending you a fax message is printed at the top of each page of the message.

TAD MODE: This function allows an answering machine to operate on the same line as your fax machine.

TEL/FAX SW.: When this function is on, the telephone/fax [T/F] answering mode is available, which allows your fax machine to automatically distinguish between incoming voice and fax telephone calls.

MONITOR CONT.: This function controls the line monitoring sounds you hear while your fax machine is dialling or at the beginning of a fax communication. Available settings are on and off.

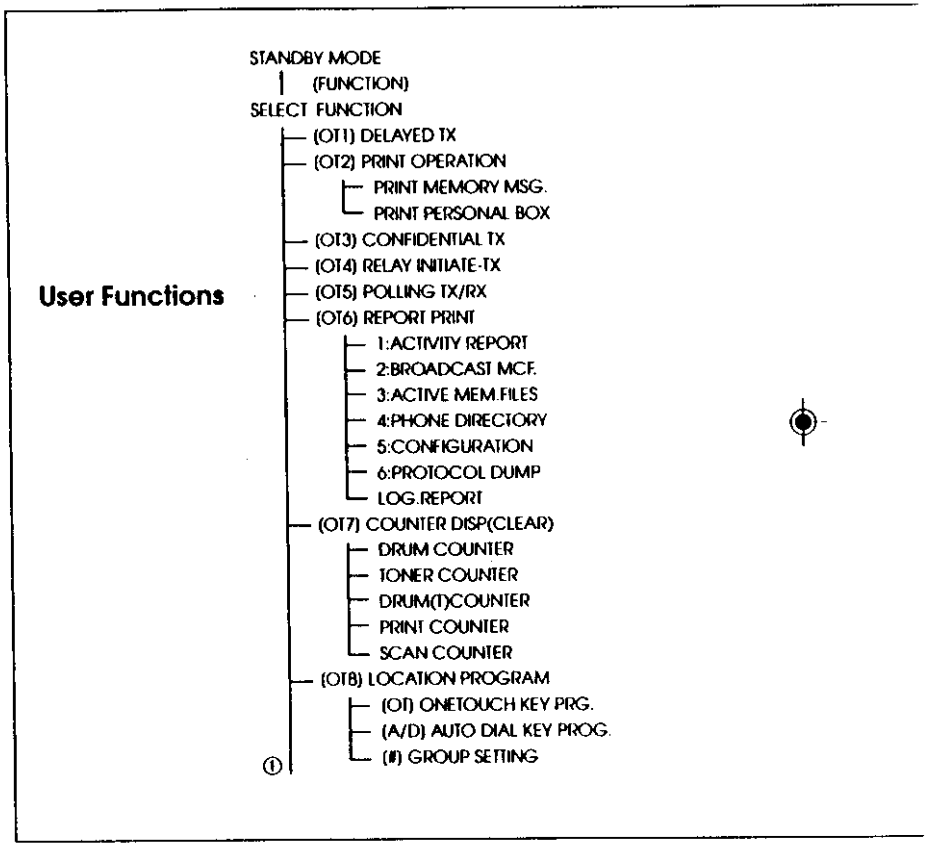
REAL TIME DIAL: This function controls how you can dial telephone numbers on your fax machine.

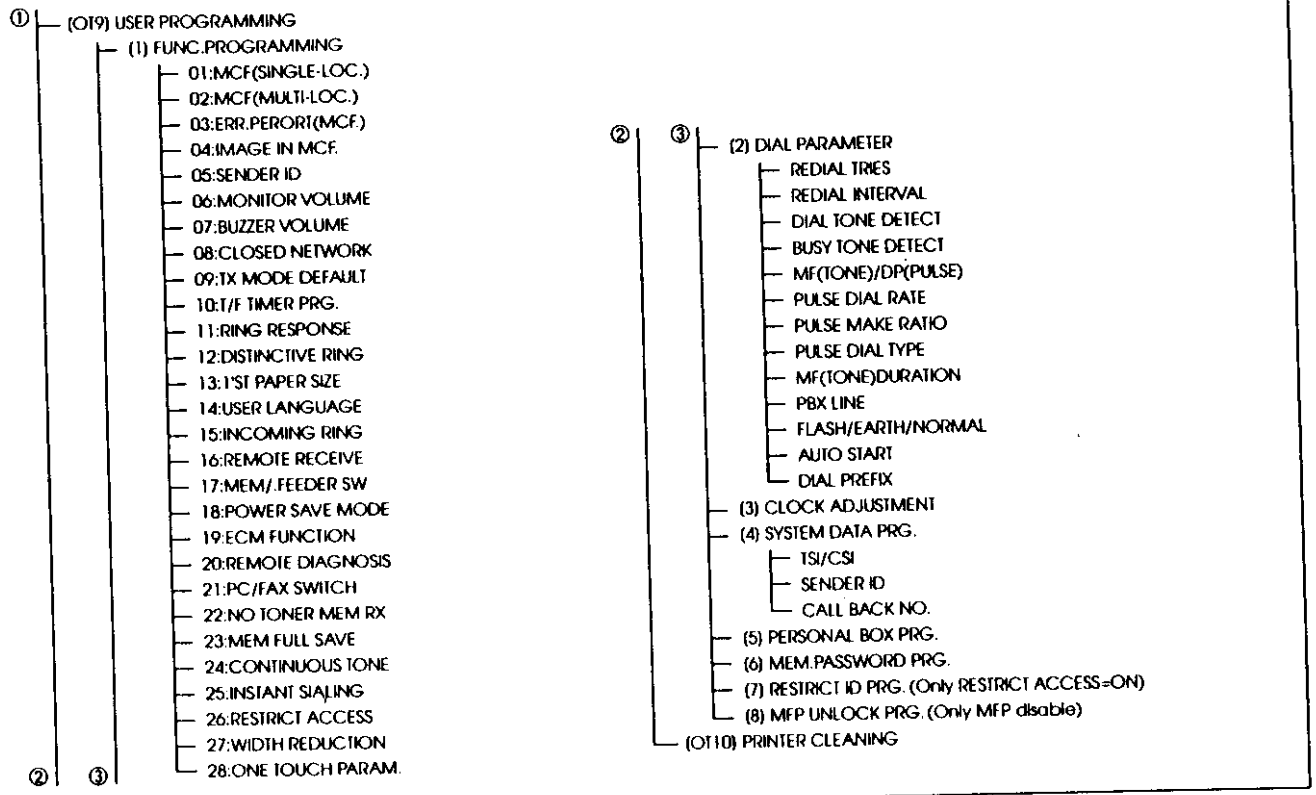
Normally, your fax machine waits for you to enter an entire telephone number and press Start before dialling. When this function is set to type 1, you can dial immediately (digit by digit) whenever you pick up the handset. When this function is set to type 2, you can dial immediately whenever you pick up the handset or press the Hook key. Available settings are off, type 1 and type 2.

TONE FOR ECHO: This function compensates for poor overseas line conditions. Available settings are on and off.

MH ONLY: This function controls the type of compression method your fax machine uses during communication. Available settings are on and off.

H/MODEM RATE: This function controls the communications speed your fax machine's modem uses at the beginning of a fax communication. Available settings are 14.4K, 9.6K and 4.8K.




① (OT9) USER PROGRAMMING
(1) FUNC.PROGRAMMING
01:MCF(SINGLE-LOC.)
02:MCF(MULTI-LOC.)
03:ERR.PERORT(MCF.)
04:IMAGE IN MCF.
05:SENDER ID
06:MONITOR VOLUME
07:BUZZER VOLUME
08:CLOSED NETWORK
09:TX MODE DEFAULT
10:T/F TIMER PRG.
11:RING RESPONSE
12:DISTINCTIVE RING
13:1'ST PAPER SIZE
14:USER LANGUAGE
15:INCOMING RING
16:REMOTE RECEIVE
17:MEM/.FEEDER SW
18:POWER SAVE MODE
19:ECM FUNCTION
20:REMOTE DIAGNOSIS
21:PC/FAX SWITCH
22:NO TONER MEM RX
23:MEM FULL SAVE
24:CONTINUOUS TONE
25:INSTANT SIALING
26:RESTRICT ACCESS
27:WIDTH REDUCTION
28:ONE TOUCH PARAM.
② ③
② ③
(2) DIAL PARAMETER
REDIAL TRIES
REDIAL INTERVAL
DIAL TONE DETECT
BUSY TONE DETECT
MF(TONE)/DP(PULSE)
PULSE DIAL RATE
PULSE MAKE RATIO
PULSE DIAL TYPE
MF(TONE)DURATION
PBX LINE
FLASH/EARTH/NORMAL
AUTO START
DIAL PREFIX
(3) CLOCK ADJUSTMENT
(4) SYSTEM DATA PRG.
TSI/CSI
SENDER ID
CALL BACK NO.
(5) PERSONAL BOX PRG.
(6) MEM.PASSWORD PRG.
(7) RESTRICT ID PRG. (Only RESTRICT ACCESS=ON)
(8) MFP UNLOCK PRG. (Only MFP disable)
(OT10) PRINTER CLEANING

Reports

Understanding Reports

Your fax machine provides a variety of useful reports which help you understand your fax machine's current settings, programming and operations. Refer to the reports listing below to determine which reports you may want to print, then refer to Printing Reports for instructions on printing a report.

Active Memory Files Report

The active memory files report provides a list of all messages stored in your fax machine's memory, either documents waiting for transmission or documents which have been received and not yet printed. Information provided on this report includes:

- The date and time at which the message was received, or at which the transmission was scanned into memory. For receptions, the duration of the communication (TIME) is also included.
- The name or telephone number of the fax machine you were communicating with. (For transmissions, the telephone number of the location ID will be printed. For receptions, the fax machine's personal ID or its telephone number will be printed.)
- The communication mode used for each transmission or reception.
- The number of pages sent or received.
- The result of each communication.
- The department ID entered for the communication (if this function is turned on).One use for this report is to help you to determine the session and messages numbers of a message stored in memory in the event that you need to erase one.

Activity Report

The activity report provides a record of your fax machine's communications. Information provided on this report includes:

- The total amount of time your fax machine spent sending faxes and the total amount of time spent receiving faxes.

- The date, time and duration (S,R-TIME) of each transmission or reception.
- The name or telephone number of the fax machine you were communicating with (DISTANT STATION ID). If you were sending a fax, the telephone number or the Location ID will be printed. If you were receiving a fax, the remote fax machine's Personal ID or its telephone number will be printed.
- The communication mode used for each transmission or reception.
- The number of pages sent or received.
- The result of each communication.
- Service codes.

Tip: *This report does not contain the results of messages which were received without errors.*

Confidential Reception Report

This report is automatically printed each time your fax machine receives a confidential message into a mail box. Information in this report includes.

- The date the message was received.
- The total amount of time your fax machine spent receiving the message (5,R-TIME).
- The Location ID or telephone number of the fax machine you were communicating with (DISTANT STATION ID).
- The number of the mail box into which the message was received.
- The number of pages received.
- The result of the communication.
- Service codes.

Broadcast Confirmation Report

Use this report to confirm the results of a multiple-location transmission (or broadcast). Information provided on this report includes:

- The date and time at which the broadcast started.
- The total amount of time used to complete the broadcast.
- For each location, the Location ID, the number of pages sent and the result of the communication.

Broadcast Entry Report

Each time you program a multiple-location transmission (or broadcast), your fax machine will give you the option of printing this report to confirm your entries. Information in this report includes:

- The Location ID of the One Touch keys and Auto Dial codes you have selected.
- Telephone numbers you have manually entered using the numeric keypad.

Message Confirmation Report

This report provides information about your last single-location fax transmission or polling transmission. Information in this report includes:

- The date of the communication.
- The total amount of time your fax machine spent sending or receiving (S,R-TIME).
- The Location ID or telephone number of the fax machine you were communicating with (DISTANT STATION ID).
- The communication mode used.
- The number of pages sent or received.
- The result of the communication.
- Service codes.
- If any error occurred during the communication, a portion of the page which experienced a problem will be printed after the report.

Configuration Report

The configuration report provides a list of the current operational settings of your fax machine. The information includes:

- The current settings of all your fax machine's user functions (except for One Touch Parameter settings, which appear in the telephone directory).
- The Sender ID (ID=), TSI/CSI (TEL NO.), and call back number currently programmed into your fax machine.
- Your fax machine's current dial parameter settings.

Telephone Directory

This report provides a complete listing of all of the telephone numbers programmed into your fax machine's One Touch keys, Auto Dial codes and groups. The information includes:

- The Location ID and main fax number for each One Touch key and Auto Dial code.
- The alternate number (OR) for each One Touch key.
- The One Touch Parameter settings for each One Touch key (PRM. ECHO).
- A listing of all of the One Touch keys and Auto Dial codes included in each group.

Power Outage Report

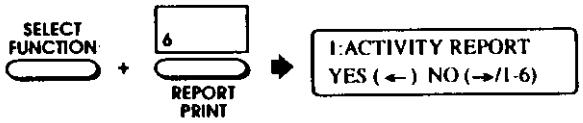
If power is interrupted to your fax machine, then the power failure may have interfered with delayed transmissions, messages received into memory or other communications. In this case, your fax machine will automatically print a power off report to alert you.

Printing Reports

Printing a Message Confirmation Report

After transmission, press the Copy key once (with no documents loaded) to see a report confirming your transmission on your fax machine's display. To print the report, press the Copy key a second time.

Printing Other Reports



1 Press the Select Function key.

2 Press the 6/Report Print One Touch key. The display will show 1:ACTIVITY REPORT.

3 Press the No ► key repeatedly until the report you want to print appears on the display.

4 Press the Yes ◄ key. The report will begin printing.

Codes Used in Reports

Result Codes

Result codes indicate the results of communications.

Code	Description
BUSY	The other machine's line was busy or there was no answer.
CANCL	A message was erased after being held in memory for 10 days.
COMP.	A multiple-location transmission was completed.
COVER	The fax machine's cover was opened during the communication.
NO	The transmission or reception failed due to a communication error.
OK	The communication was completed successfully.
PUNIT	This error code indicates a problem with the printing unit. Contact your service person.
R_JAM	A paper jam occurred in your fax machine while it was receiving a fax, and your fax machine was unable to receive the entire message in memory.
S_JAM	A document jam occurred in the sending fax machine.
STOP	The Stop key was pressed, ending the communication session.

Communication Codes

Communication codes indicate the communication mode was used for a communication.

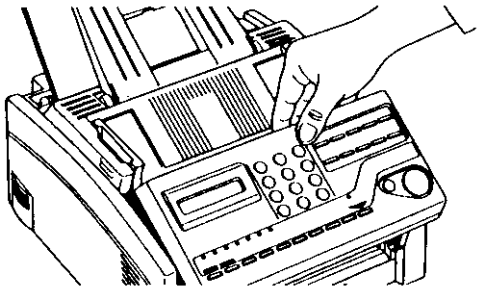
Code	Description
B.C.	Multiple-location transmission (broadcast).
CALLING	A communication initiated by your fax machine.
CALLED	A communication initiated by a remote fax machine.

Problem Solving

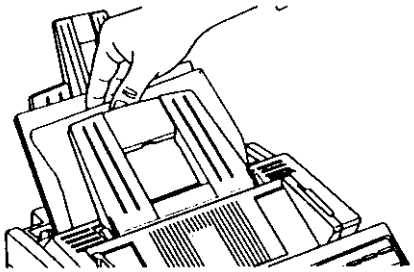
Clearing a Document Jam

When a document jam occurs, your fax machine will beep and an error message will appear in the display. If the jammed document looks like it is positioned straight in your feeder, press the Stop key to try to feed the document the rest of the way through the feeder. If this fails, follow the instructions below.

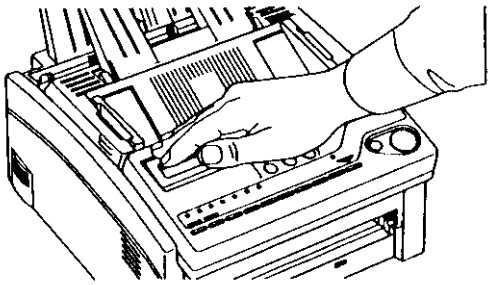
1 Grasp the control panel. Pull up and toward you until it releases. Swing the control panel up and out of the way.



2 Pull out the jammed document.



3 Push the control panel back down until it locks.



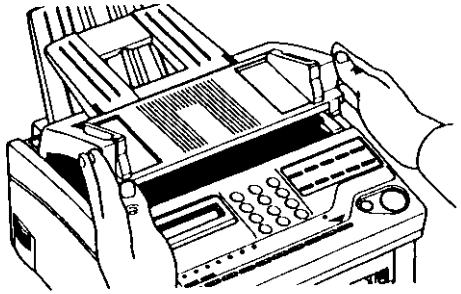
Clearing a Printing Paper Jam

If your fax machine displays PAPER JAM or NO PAPER when the paper tray still contains paper, there may be one or more sheets of paper jammed in the machine. To clear a paper jam, follow the instructions below.

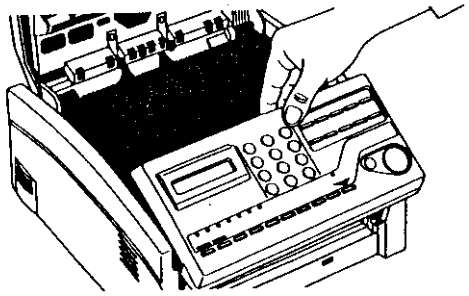
Tip: *If you are experiencing many paper jams, it may be due to the type of paper you are using. For best results, select a paper which has been developed specifically for photocopying or laser printing. Be sure to fan the paper before loading it into your paper tray.*

CAUTION: *If you open the top cover, you will see a label that reads: (CAUTION-HOT). This portion is extremely hot and must not be touched under any circumstances.*

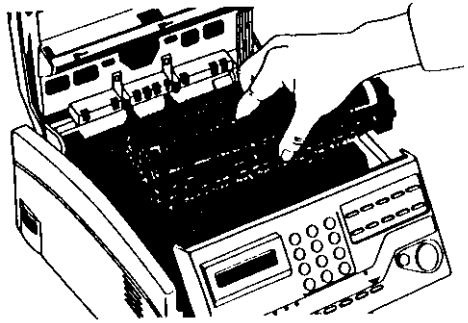
1 Lift the fax machine's top cover and swing it out of the way.



2 Grasp the control panel. Pull upward and toward you until it releases. Swing the control panel up and out of the way.

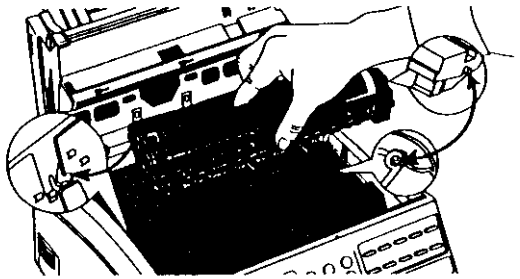


3 Lift the image drum unit out and set it aside. Keep it out of direct sunlight. Do not touch the green surface of the drum.



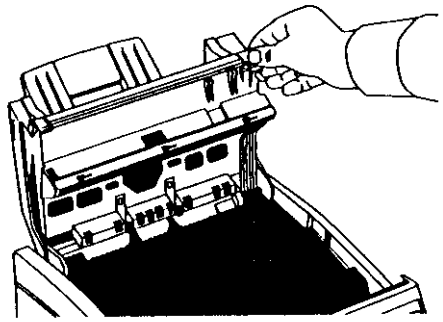
4 Pull out any paper you see jammed inside the machine.

5 Place the image drum unit back into your fax machine. Ensure that the tabs on both sides of the image drum are inserted correctly as shown below. Then press down firmly on both ends of the image drum until it snaps into place.

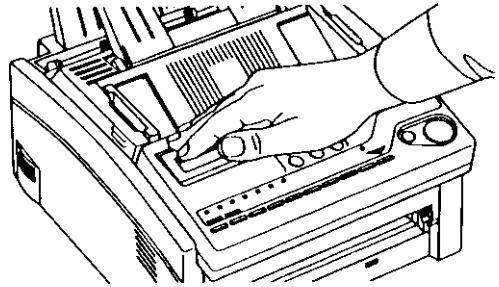


Warning: *Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.*

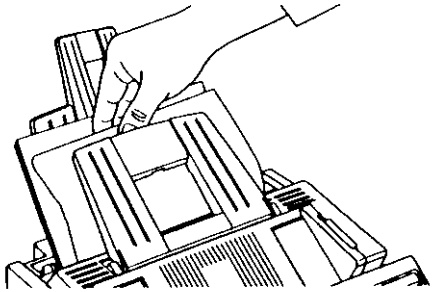
6 Close the fax machine's top cover.



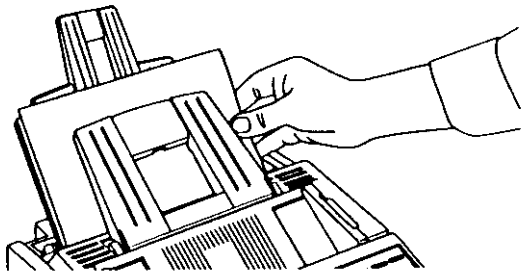
7 Close the fax machine's control panel. Press down until it snaps into place.



8 Pull the paper out of the paper tray. If any of the paper is damaged, remove and replace it.



9 Reload the paper into the paper tray.



Replacing the Toner Cartridge

The number of pages you can print with one toner cartridge varies depending on the type of documents you usually receive or copy. A toner cartridge will print about 1,250 pages/A4 size of standard business communications at a typical print coverage of 4% (equivalent of CCITT No. 1 test chart). The first toner cartridge installed in a new image drum unit will have a decreased yield because the image drum unit itself has to be filled.

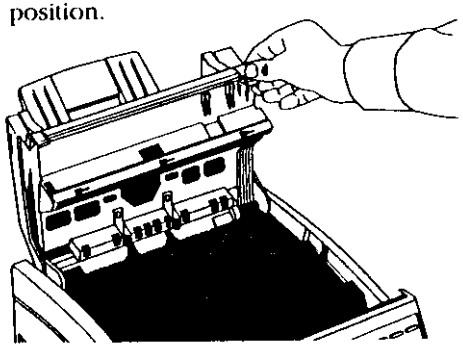
If your fax machine displays REPLACE TONER CART., replace the toner cartridge with a new one. However, if the print density is high enough, you can continue to use the toner cartridge without replacing it until the print density becomes too low.If the print density becomes low even before your fax machine displays REPLACE TONER CART., gently wipe the lens surface of the LED array (see Step 6).

If the print density does not improve, replace the toner cartridge. When your fax machine's display shows CHANGE DRUM, replace the image drum unit.

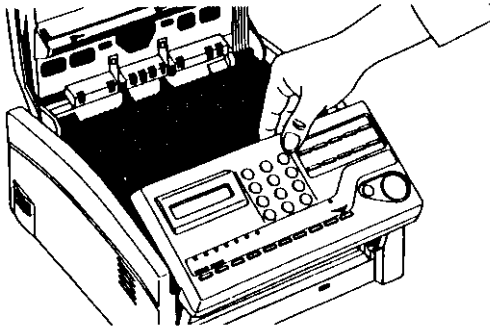
Warning: *Be careful when handling the toner cartridge. Do not let toner spill on your clothing or other porous materials. See the Safety chapter at the beginning of this handbook.*

CAUTION: *If you open the top cover, you will see a label that reads: (CAUTION-HOT). This portion is extremely hot and must not be touched under any circumstances.*

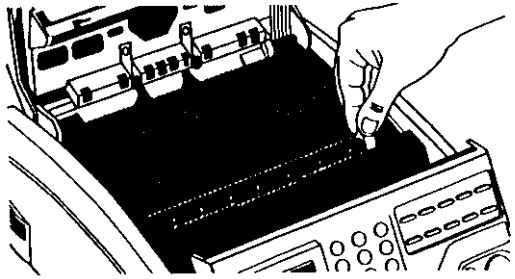
1 Lift the fax machine's top cover into an upright position.



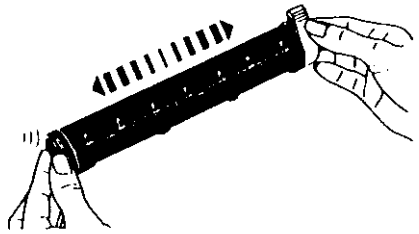
2 Grasp the control panel. Pull upward and toward you until it releases. Swing the control panel up and out of the way.



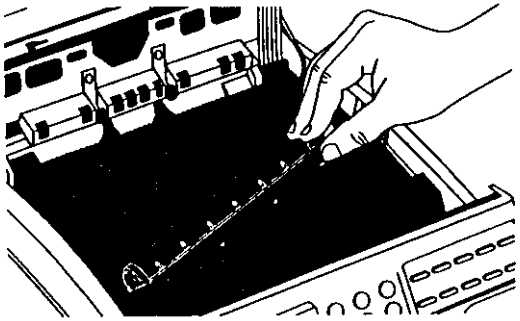
3 Pull the gray lever on the old toner cartridge all the way toward you. Carefully pull the old toner cartridge out of the image drum unit. Dispose of it in the plastic bag you received with your new toner cartridge.



4 Remove the new toner cartridge from its package and gently shake it from side to side to distribute the toner. Then carefully peel the white plastic tape from the bottom of the toner cartridge.

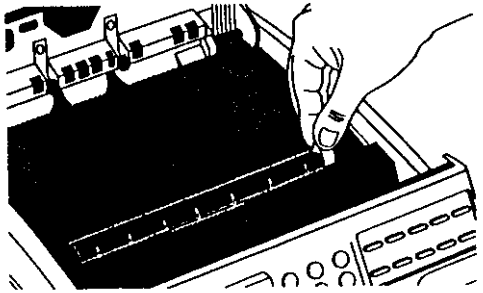


5 With the ridged side facing up and the gray lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, then lower the right end into place.

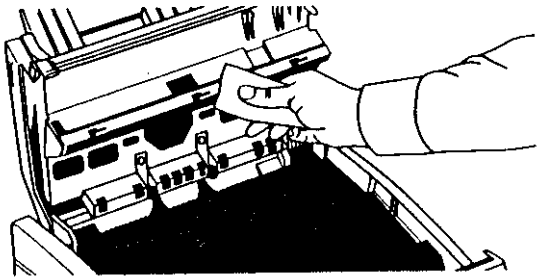


Warning: *Be careful not to insert the toner cartridge backwards into the image drum unit.*

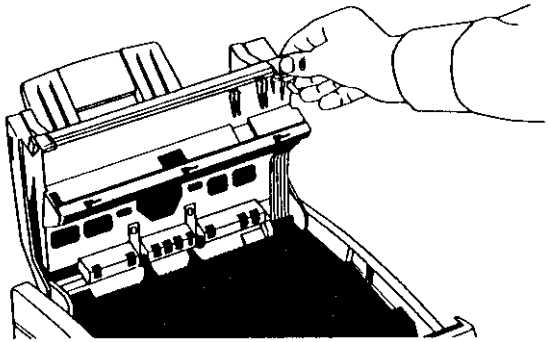
6 Once the toner cartridge is in place, push the gray lever all the way forward to secure it and release the toner.



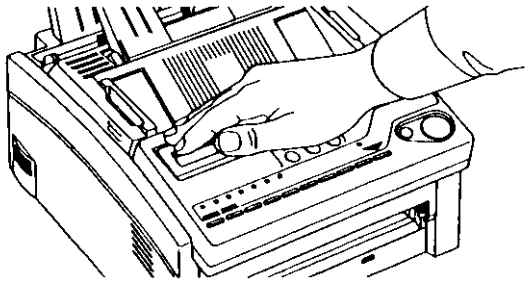
7 Using the cleaning wipe provided in the package with your new toner cartridge, gently wipe back and forth across the full length of your fax machine's LED array.



8 Close the fax machine's top cover.



9 Close the fax machine's control panel. Press down until it snaps into place.



Warning: *Please abide by the disposal laws of your country when disposing of replaced toner cartridges.*

Replacing the Image Drum Unit

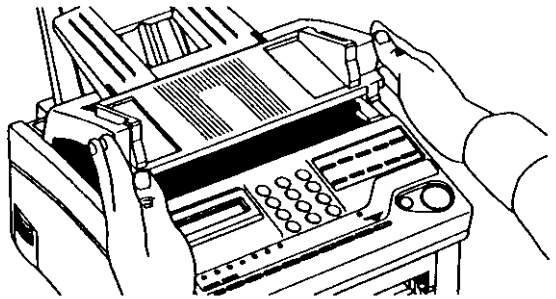
If the faxes you receive are light or have vertical streaks in them and you are not out of toner, or if your fax machine displays a CHANGE DRUM message, your fax machine needs a new image drum unit. Contact your dealer to order one.

The life of an image drum depends on a number of factors, including temperature and humidity, the type of paper you use, and the number of pages per job. The image drum cartridge should last about 10,000 pages for continuous printing, up to 8,000 pages at 3 pages per job, and about 4,500 pages at 1 page per job.

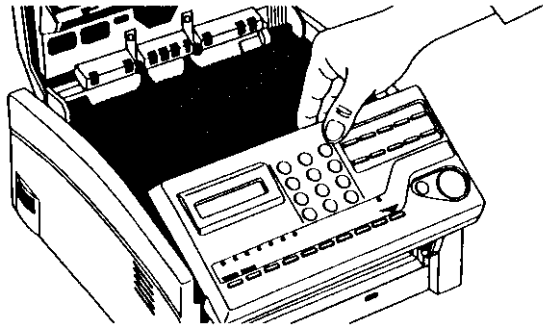
Warning: *Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.*

CAUTION: *If you open the top cover, you will see a label that reads (CAUTION-HOT). This portion is extremely hot and must not be touched under any circumstances.*

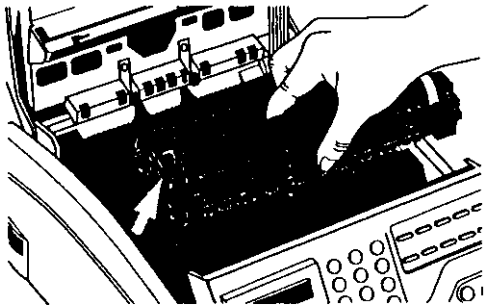
1 Lift the fax machine's top cover and swing it out of the way.



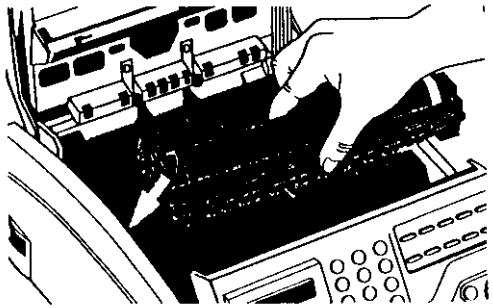
2 Grasp the control panel. Pull upward and toward you until it releases. Swing the control panel up and out of the way.



3 Remove the old image drum unit (with its toner cartridge), wrap it in the packaging materials from your new image drum unit, and throw it away.

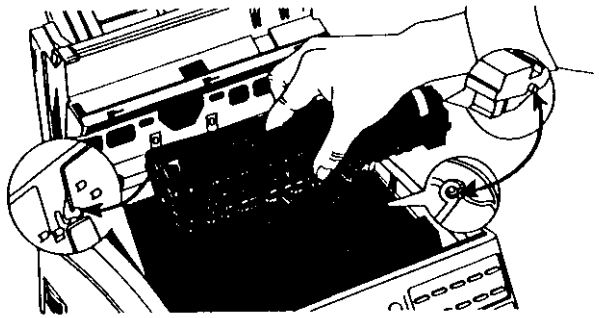


4 Insert the new image drum unit into your fax machine.



Warning: *Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.*

5 Ensure that the tabs on both sides of the image drum are inserted correctly as shown below. Then press down firmly on both ends of the image drum until it snaps into place.



6 Install a new toner cartridge. Follow Steps 3-7 in Replacing the Toner Cartridge in this chapter.

7 Wait until the time, date and answering mode appear on the display. Then press the Select Function key.

8 Press the 7/Counter Display One Touch key. The display will show DRUM COUNT.

9 Press the Yes ◄ key to clear the image drum unit counter.

10 Press the Select Function key to finish.

Warning: *Please abide by the disposal laws of your country when disposing of replaced Image Drum Units.*

Shipping the Fax Machine

When shipping the fax machine once it is in use, please follow the re-packaging procedure below:

1 Remove the image drum unit with toner cartridge from the fax machine.

2 Place the image drum unit with toner cartridge still attached into a polyethylene plastic bag (black) and store it in a cool place away from direct sunlight.

3 Re-package the fax machine with the image drum unit removed.

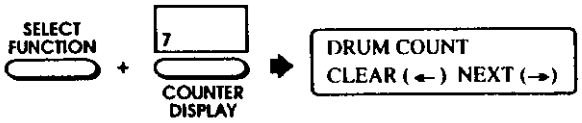
Warning: *DO NOT ship the fax machine with the image drum unit installed unless it has never been used.*

Reading Your Print Counters

Your fax machine's print counters count the number of pages your fax machine has printed or scanned in

its lifetime. If you are experiencing a problem, a service person may ask you to check these counters.

Tip: *If your fax machine's image drum unit has reached the end of its life, you will also use this function to reset the drum counter. Refer to Replacing the Image Drum Unit in this chapter for more information.*



1 Press the Select Function key.

2 Press the 7/Counter Display One Touch key. The display will show your print unit counter.

3 Press the No ► key. The display will show the scanning unit counter.

4 Press the Select Function key to finish.

Problem Checklist

Your fax machine is a complex machine with many features and functions which allow it to operate in different ways. Many problems you experience may be due to improper programming. If you are experiencing a problem, read through the list of problems and solutions before calling your dealer.

The display is blank. Check the power cord to make sure that it is firmly plugged in. Check your wall outlet to make sure that it has power.

Nothing happens when you press the control panel keys. Turn the fax machine off, wait 10 seconds, then turn it on again.

The display tells you to replace paper even though there is paper in the paper tray. Make sure that the paper is firmly stacked in the tray. Check for a paper jam in the fax machine.

Your documents jam. Check the document for wrinkles, tears or other damage. Make sure there are no staples or paper clips and that the paper is clean and dry. Make sure the document is not wider than your fax machine can load. Try making a copy of the document on a photocopier and faxing the copy.

Your fax machine won't dial. Check the power cord and wall outlet. Make sure that your telephone line (not your external telephone or handset) is connected to the LINE outlet on the back of your fax machine. If you have an external telephone connected, lift the handset and check for a dial tone. If you do not hear one, there may be a problem with your telephone line. If you do hear a dial tone, your fax machine may be using the wrong dialling method (pulse or tone) for your area. If you hear changing tones instead of dialling

pulses and you know that your area uses pulse dialling, refer to the MF(TONE)/DP(PULSE) user function setting in the Programming chapter.

The display shows a communication error. This alarm indicates any of a number of problems. You may be trying to communicate with an incompatible fax machine (your machine can only communicate with ITU-T Group 3 fax machines). The remote machine may not be able to perform the function that you want, such as polling or confidential messages. The remote machine may also be out of paper or experiencing a paper jam. Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure you are dialling the correct telephone number. If you have to dial a prefix number to get an outside line, or if you are dialling internationally, you may need to enter a pause (using the Pause One Touch key) after the dial prefix or international dialling code to tell your machine to wait for a dial tone. If you have frequent problems communicating with a particular remote fax machine, try programming the number into one of your One Touch keys and then changing the One Touch Parameters for that One Touch key (see the Dial Directories chapter). Lastly, either your fax machine or the remote fax machine may need servicing. Try sending a fax to another location to check your machine.

You sent a fax but the image the remote fax machine received was very poor. If your document had a lot of small type, complex illustrations, photos, or was very light or very dark, try changing your Transmit Resolution and Type of Original settings (see Loading Documents in the Basic Operations chapter). Copy the document on your fax machine to see how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.

You keep getting reports you do not want. Check your user function settings and turn off the reports you do not want. See the Programming chapter.

You sent a fax but it was received completely blank. Make sure that you have loaded your document face down.

The image received on your fax machine was very poor. Contact the person sending you the fax and ask them to change their Transmit Resolution and Type of Original settings. Ask the person to make a copy of the document on their fax machine to ensure that it is working properly. Then ask them to send the fax again. If you still have a problem, try making a copy of a document on your machine to make sure it is working properly.

You tried dialling with a One Touch key or an Auto Dial code but nothing happened. Make sure that something is programmed into the One Touch key or Auto Dial code you are using. Check the fax number to make sure it was entered correctly (see the Dial Directories chapter). When you are dialling with an Auto Dial code, be sure to press the Auto Dial key before you enter the code. If your fax machine has the Auto Start feature turned off, you will have to press the Start key before dialling will begin (see the chapter on Programming).

Your fax machine does not answer the phone or receive faxes. First check to see that the power cord is connected to the AC outlet. Also check the reception mode you are using. Your fax machine will not automatically receive faxes in manual answering mode [TEL]. See Setting the Answering Mode in the Installation chapter.

Your received documents are light or have vertical streaks on them and you are not out of toner. Gently wipe the lens surface of your fax machine's LED array and then see if the machine works properly (refer to "Replacing the Toner Cartridge"). If your fax machine still does not work properly, remove the image drum unit (refer to "Replacing the Image Drum Unit"), tap the toner cartridge, and slowly swing it 20-30 degrees vertically several times. Be careful not to let the toner leak from the cartridge. If this does not work, you may need to replace your image drum unit. Contact your dealer to get a replacement.

You set your fax machine for delayed transmission but it did not send. Check the display to make sure that you have set your fax machine's clock to the correct time. See Setting the Clock in the Installation chapter.

Your fax machine disconnected before you could answer a voice request. You must answer a voice request while the warbling tone is being emitted. When you hear the warbling tone, press the Voice Request Key after picking up your handset.

Your fax machine will not poll a remote fax machine. Call the person at the remote fax machine and make sure that they have loaded documents and set their fax machine in polling transmission mode.

Your fax machine is connected to a PBX and you can not dial out. You must enter your dial prefix before the telephone number for each number that you dial or program into your machine. Also, your fax machine must be programmed for PBX operation before it will work. See Connecting to a PBX in the Installation chapter.

You want to answer an external telephone but your fax machine always answers first. If you are using an external telephone, change your fax machine's ring response user function setting. See the Programming chapter.

Your received faxes sometimes look distorted. If the document received is wider or longer than the paper you have loaded into your paper tray, your fax machine automatically reduces either the width or the length of the document to fit on your paper. This type of problem could also be communication related.

You are constantly receiving unsolicited advertising on your fax machine. Try using the closed network function. See Receiving Faxes in the Basic Operations chapter.

Your fax machine does not immediately switch to TEL mode when you make or receive a voice call. Try pressing the Stop key. Your fax machine will return to standby mode so that you can converse. This condition may happen infrequently due to telephone line conditions, or the type of external telephone used. If this problem happens often, consult your service representative.

Display Panel Messages

This section lists the status and error messages that may appear on your machine's display panel, and explains what they mean and how to correct any problem they indicate.

Normal Display

```
02:13
```

Under normal operating condition, the top line of the display shows the time and the answering mode - FAX, TEL, PC, T/F or TAD.

Error Messages

```
14:14 :FAX
COVER OPEN
```

Cover open: The upper cover is not closed. Press down firmly on the cover to make sure it is closed and latched.

```
NO PAPER      :FAX
CHECK PAPER OR PATH
```

No Paper: The paper tray is out of paper. Add more paper.

PAPER OUT/JAM :FAX
CHECK PAPER OR PATH

Paper Jam: Paper is jammed feeding from the paper tray into the printer. Or, paper may be jammed inside the printing mechanism under the image drum. Check the paper path and remove any jammed paper- see "Clearing a Printing Paper Jam"(page 60).

DOCUMENT JAM :FAX
CONFIRM AND "STOP"

ADF error(jam): A document to be faxed or scanned has jammed in the scanner. Follow "Clearing a Document Jam"(page 59).

07/25/1998 14:14 FAX
RELOAD DOCUMENT

Per-feed error: A document to be faxed pr scanned has not fed into the scanner properly. Remove the document and reload it into the document.

TONER LOW :FAX
REPLACE TONER CHART.

or

14:14 :FAX
REPLACE TONER CHART.

No toner: Toner is running low in the toner cartridge. Replace the cartridge as soon as possible. When you close the cover after replacing the toner cartridge, the message clears Â| see "Replacing the Toner Cartridge"(page 62).

14:14 :FAX
CHANGE DRUM SOON

Image drum alarm: The image drum is nearing the end of its projected life. Make sure a new drum is available, and replace the drum when print quality begins to deteriorate- see "Replacing the Image Drum Unit"(page 65).

PRINTER ALARM 2:TEL
REFER TO USER GUIDE

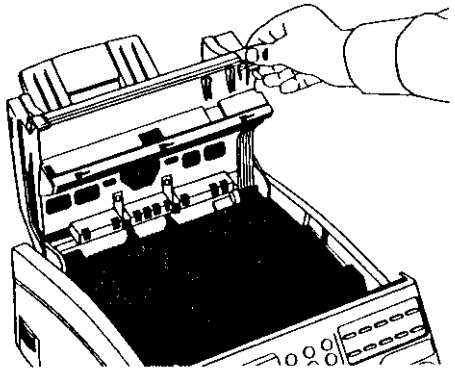
or

PRINTER ALARM 3:TEL
REFER TO USER GUIDE

or

PRINTER ALARM 4:TEL
REFER TO USER GUIDE

Open and close the cover. If this does not clear these message, unplug your fax machine and call for service.



Important Note: When you unplug your fax machine, any received faxes or delayed transmission faxes in memory are erased.

CONFIRM PAPER SIZE

Wrong paper size: The paper in your fax machine is not the size called for by your application software. Check your software printing settings and the paper in the paper tray.

ERROR77

Drum(T) counter <30 and no ID:

MOMORY ERROR :FAX

Memory error(except programming area):

Specifications

Category	Specifications
Type/compatibility	Desktop ITU-T G3 transceiver
Applicable network	PSTN and PBX
Transmission Speed	14400/12000/9600/7200/4800/2400 Automatic fall back
Communications	Half duplex
Coding scheme	MH/MR/MMR with ITU-T ECM
Horizontal resolution	300dpi
Vertical resolution	3.85 line/mm (standard) 7.7 line/mm (fine) 15.4 line/mm (ex. fine, TX and copy)
Halftone transmission	64hades of gray
Document size	A4, A5, letter or legal size
Recording paper	Plain paper, A4, letter or legal size
Effective scan width	209 mm

Category	Specifications
Weight	8 kg approx. (excluding paper)
Display	2 rows of 20 characters, LCD panel
Dimensions	Approx. 316mm (W) x 383 mm (D) x 190 mm (H) (excluding paper tray and document tray)
Power	220/240 ± 10% VAC, 50/60 Hz ±2%
Operating conditions	Relative humidity 20%-80% (non condensing) Temperature 10°C to 32°C
Document feed	20 pages maximum (80g/m2 A4 size)
Model number for approvals organizations	FZ100ZA

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