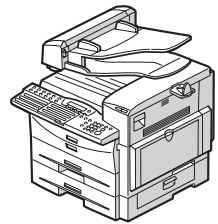


Operating Instructions

Basic Features



-
- 1 Getting Started
 - 2 Faxing
 - 3 Programming
 - 4 Troubleshooting

Introduction

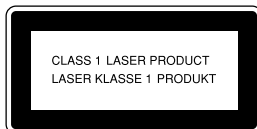
This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Caution: Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure. This product (see specification in the Operating Instructions) is considered a class 1 laser device. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator. The following marking is attached on the back of the product.



Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Power Source:

220–240V, 50/60Hz

Please be sure to connect the power cord to a power source as above. For details about the power source, see Chapter 10, "Connecting the Power and Switching On" in the Advanced Features manual.

Trademarks

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Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me)
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® XP Professional
- Microsoft® Windows® XP Home Edition
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

For information about the latest available drivers, see the relevant manufacturer's Web site.

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

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What Do You Want to Do with This Machine?

This is a summary of this machine's features including which pages to consult for detailed information.

I want ...	Reference
to specify several destinations with a single key	p.51 "Using Group Dials" and p.78 "Groups"
to print Quick Dial key labels that can be attached to the control panel so that I can find quickly the Quick Dial with the destination I want to specify programmed in	p.69 "Quick Dial Key Label (Dial Label)"
to check whether a fax transmission was successful or not	p.34 "Checking the Transmission Result (TX Status)", <i>Advanced Features</i>
to find a stored Speed Dial quickly	p.44 "Telephone Directory", <i>Advanced Features</i>
to send a fax at a specific time	p.5 "Sending at a Specific Time (Send Later)", <i>Advanced Features</i>
to cut down on my telephone bill	p.137 "Economy Transmission", <i>Advanced Features</i> and p.20 "Transfer Request", <i>Advanced Features</i>
to cut down on my paper consumption	p.76 "Two in One", <i>Advanced Features</i> and p.76 "Two-sided Reception", <i>Advanced Features</i>
to prevent many sheets of paper from being printed out if fax messages are received during the night or on holidays	p.138 "Energy Save Timer", <i>Advanced Features</i>
to block out unwanted messages	p.118 "Authorized Reception", <i>Advanced Features</i>
to send a message on a two-sided original	p.53 "Duplex Original Settings", <i>Advanced Features</i>
to send a fax message which has the large number of pages in one transmission	p.55 "Batch Original Documents Transmission", <i>Advanced Features</i>
to have multiple copies of incoming messages	p.75 "Multi-copy Reception", <i>Advanced Features</i>
to retry a failed transmission	p.31 "Retrying a Failed Transmission", <i>Advanced Features</i>
to change destination(s) or alter the transmission time for a file queued for transmission	p.27 "Changing Transmission Files", <i>Advanced Features</i>
to find frequently used functions by just pressing a single key instead of searching through several menus	p.101 "User Function Keys", <i>Advanced Features</i>
to prevent my message being picked up casually by anyone at the other end	p.7 "Sending Confidential Messages", <i>Advanced Features</i> and p.163 "Personal Boxes", <i>Advanced Features</i>

I want ...	Reference
to prevent a received message being picked up casually by other people	p.37 "Printing a Confidential Message", <i>Advanced Features</i> and p.42 "Printing Personal Box Messages", <i>Advanced Features</i>
to have backups automatically made of faxes I send	p.136 "Backup File Transmission Settings", <i>Advanced Features</i>
to have backups automatically made of incoming faxes	p.131 "Forwarding", <i>Advanced Features</i> and p.163 "Personal Boxes", <i>Advanced Features</i>
to restrict access to the machine to specified users	p.28 "Restricted Access"
to monitor machine usage by user or department	p.28 "Restricted Access" and p.9 "User Code Transmission", <i>Advanced Features</i>
to receive messages while I am away on a trip	p.131 "Forwarding", <i>Advanced Features</i>
to program in memory a document I often use	p.97 "Auto Documents", <i>Advanced Features</i>
to perform multiple keypad operations with a single key	p.95 "Programs", <i>Advanced Features</i>

Notice

CAUTION:

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


Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.


Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

 **WARNING:**
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION:**
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ WARNING:

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:**
 - **You spill something into the machine.**
 - **You suspect that your machine needs service or repair.**
 - **The external housing of your machine has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer.**
- **Dispose of the used toner cartridge in accordance with the local regulations.**
- **Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.**
- **Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.**
- **If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.**

⚠ CAUTION:

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner cartridge out of reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating "hot surface". Otherwise an injury might occur.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

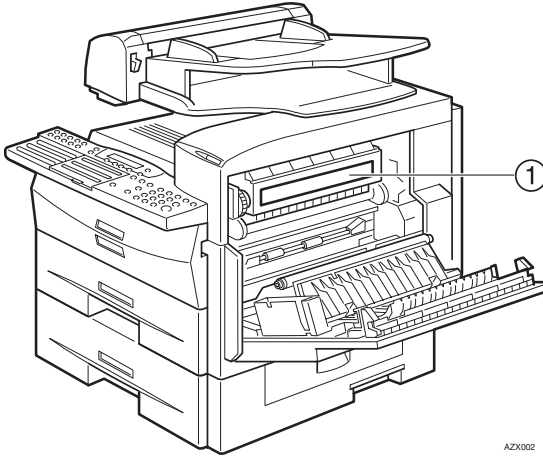
- *Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.*
- *To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.*
- *For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.*
- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*
- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur. Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*
- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or a machine failure.*
- *Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.*
- *Do not open toner cartridges forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.*
- *If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*
- *If toner or used toner gets into your eyes, flush thoroughly with eyewash or water. Consult a doctor if necessary.*
- *If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.*
- *Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.*
- *If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.*

- *During operation, rollers for transporting the paper and originals revolve. A safety device is being installed so that the machine can be operated safely. But take care not to touch the rollers during operation. An injury might occur.*
- *Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.*
- *If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.*

Position of the ⚠️ CAUTION Label

This machine has a ⚠️ CAUTION label at the position shown below. For safety, please follow the instructions and handle the machine as indicated.

The inside of the machine becomes very hot. Do not touch the inside. Doing so could result in a burn.



AZX002

①



AZX003

High temperature. Be careful of hot parts when clearing paper jams.

User Information on Electrical & Electronic Equipment

Users in the EU, Switzerland and Norway

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

ENERGY STAR Program

ENERGY STAR® Program



The ENERGY STAR® Program encourages energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multi-function devices. Energy Star standards and logos are internationally uniform.

- Low-power Mode

At the factory, this fax machine was set to enter the low power mode 5 minutes after the last operation is completed. To exit the low power mode, press the **[Energy Saver/Clear Modes]** key. The machine can start printing in about 40 seconds from the Energy Saving Standby mode or in about 30 seconds from the Fax Standby Mode.

❖ Specifications

Specification	Power Consumption	Default Time
With NIC FAX unit installed	6.0W	5 minutes

Energy Saver Modes

Energy Saver mode enables you to avoid using unnecessary power and economize on electricity. Although we recommend you use this mode from the viewpoint of environmental consciousness, you can also turn it off.

When you install this machine for the first time, Energy Saver mode is turned on by default.

Two types of Energy Saver mode are available:

- Fax Standby: Use when you receive faxes regularly.
- Energy Saver Standby: Use when you want to economize on power consumption.

Choose the one that best suits your circumstances.

Even though the control panel display isn't on in Energy Saver mode, indicators that blink or light during communication or reception still work. When the Receive File indicator lights, exit Energy Saver mode and take the appropriate action.

Energy Saver mode type	Status	How long before you can print after exiting Energy Saver mode	Power consumption ^{*1}
Fax Standby	Display is off The machine maintains the heating roller temperature at half the full temperature; warm up takes less time. (Heater half cool)	Within about 30 seconds	20W
Energy Saver Standby	Display is off The machine lets the heating roller cool to room temperature; warm-up takes longer. (Heater off)	Within about 40 seconds	6W

^{*1} When options are not installed.

You can turn Energy Saver mode on or off with the User Parameters. By default, Energy Saver Standby is turned on.

The machine enters Energy Saver mode when:

- Nobody uses the machine for about 5 minutes (the machine automatically enters Energy Saver mode).
- The user holds down the **[Energy Saver/Clear Modes]** key for about 2 seconds.

To exit Energy Saver mode:

- In Energy Saver Standby mode, press the **[Energy Saver/Clear Modes]** key.
- In FAX Standby mode, press any key.
- Place an original.
- Pick up the optional handset or the external telephone handset.

 **Note**

- When you load paper in Energy Saver mode, an error message will not be displayed even if the tray is not pushed in correctly.
- After loading paper, press the **[Energy Saver/Clear Modes]** key and check that "Ready" is shown on the display.

Reception in Energy Saver mode

In Energy Saver mode, originals that have been stored in memory are still sent and the machine can still receive messages.

When a message is received in Energy Saver mode, the machine prints it and returns to Energy Saver mode.

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

Remarks

Be sure to read the following information before you use this machine:

- Do not turn off the power during output. Make sure that output has completed before you turn off the power.
- Do not open the front cover, right cover, lower right cover, main paper tray, or optional paper tray unit while paper is being printed out. The machine will stop printing and paper may become jammed.
- Do not move, tilt, or shake the machine during output.
- Be sure to make a copy of information stored in the machine memory. This information might be deleted when you operate the machine improperly or some trouble occurs with the machine.
- Note beforehand that the company is not liable for damages resulting from malfunctions of the machine, loss of information stored in memory, or use of the machine.
- If sending or receiving an important message by fax, confirm that the message is sent or received with a telephone call.
- Be sure to ventilate the room where the machine is used to maintain a comfortable work environment. If the machine is used for a long period of time in a room with bad ventilation, you may notice an unpleasant odor.
- Sudden changes in temperature or humidity may cause condensation to form inside the machine. This can result in patchy output. In this case, wait a while before reattempting copying or requesting a fax be sent again.

Important

- Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted.

Note

- If the power is turned off, fax documents cannot be received. The power should normally be turned on.

The fax machines in current use are classified by communication speed. Internationally defined standards include G4, G3, and G2. This machine can communicate with G3 fax machines.

When the other party's machine does not support the same functions as this machine, settings made with those functions might be invalid or transmission might not be possible.

- If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported. See p.44 "Resolution".
- Polling Reception requires that the other party's machine can perform Polling Transmission. See p.13 "Polling Reception", *Advanced Features*.

If the other party's machine does not have paper loaded of the same size and orientation as your original, the message may be split and printed on two or more sheets, or reduced and printed on one sheet.

- For example, if the other party's machine has A5 paper loaded and it receives a A4 size document, the A4 size image will be reduced to A5 size and printed on A5 paper. For further information, see p.79 "When There Is No Paper of the Correct Size", *Advanced Features*.

How to Read This Manual

Symbols

The following set of symbols is used in this manual.

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

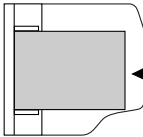
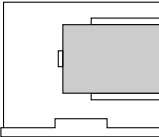

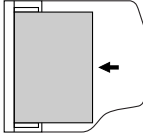
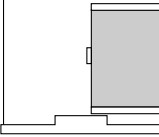

This symbol indicates a reference.

[]



Keys built into the control panel of the machine.



Paper Mark

Paper directions in this book are shown as follows.



Originals placed on the ADF	Paper loaded in the tray	Paper direction
 <p>Original is placed this way</p>	 <p>Tray is pulled out this way</p>	
 <p>Original is placed this way</p>	 <p>Tray is pulled out this way</p>	

GPKAM10N

Portrait direction for originals is shown as , and landscape direction for originals is shown as .

Portrait direction for paper in the paper tray is shown as , and landscape direction for paper in the paper tray is shown as .

Note

  represents originals or paper.

Reference

For details about the Auto Document Feeder (ADF), see p.19 “Guide to Components”.

Manuals for This Machine

Basic Features (this manual)

The Basic Features manual explains the most frequently used fax functions and operations.

Advanced Features (on CD-ROM)

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

Each language version is in an appropriate folder on the CD-ROM in PDF file. Please choose the language version of your preference. Adobe Acrobat Reader/Adobe Reader is required in order to read these files. If Adobe Acrobat Reader/Adobe Reader is not installed on your computer, install it from the CD-ROM containing the Advanced Features manual.

 **Note**

A PDF file might not be displayed or printed properly depending on the environment or language you use.

❖ System requirements

To run this CD-ROM manual, you need the following:

System: Windows 95, Windows 98, Windows Me, Windows NT 4.0, Windows 2000, or Windows XP

However, operation cannot be assured under all circumstances. Please be aware that the manual may not run with certain computers and/or operating system versions.

Before You Use This Machine

The Before You Use This Machine manual explains how to set up your machine.

NIC FAX Unit Manual (on CD-ROM)

The NIC Fax Unit manual explains about the Scanner function, Internet Fax function, IP-Fax function, and LAN FAX function.

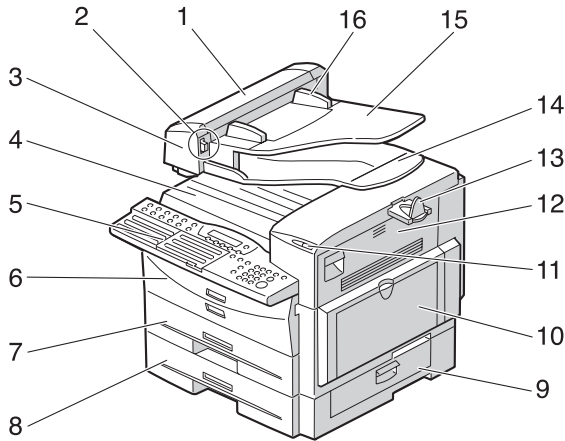
NIC FAX Unit CD-ROM Manual

Introduces the contents of the NIC FAX CD-ROM and the necessary operating environment for the CD-ROM. How to access the NIC FAX unit manual in PDF file on the CD-ROM is also explained.

1. Getting Started

Guide to Components

Front View



AZX004

1. ADF cover

Cover for the ADF.

2. Release button

Push this button to open the ADF.

3. Auto Document Feeder (ADF)

Set multi-page originals here to have them automatically scanned in one page at a time.

4. Output tray

Received fax messages and copies are stacked here.

5. Control panel

Operate the machine using keys and watching the display on the control panel.

6. Front cover

Open this cover when changing the toner cartridge and the photo conductor unit inside the machine.

7. Main paper tray

Load paper here.

8. Optional paper tray unit

You can load more paper here.

9. Lower right cover



Open this cover to remove jammed paper fed from the optional paper tray unit.

10. Optional bypass tray unit

A received fax message will be printed on paper in this tray if there is no paper loaded in the paper trays. A received message also will be printed on paper in this tray if the size of that paper is more suitable for the message than the size of paper in the paper trays.

When making copies on custom size paper, thick paper, or special paper, use this tray.

11. Status indicators

-  Alarm
Blinks red when an error occurs. Check the display and read the message to identify the problem (such as a paper jam or an open the cover).
-  Communicating
Lights during fax transmission or reception.

12. Right cover

Open this cover to remove jammed paper fed from the paper tray.

13. Original output tray guide

Prevents originals from falling from the original output tray.

14. Original output tray

Scanned originals are stacked here.

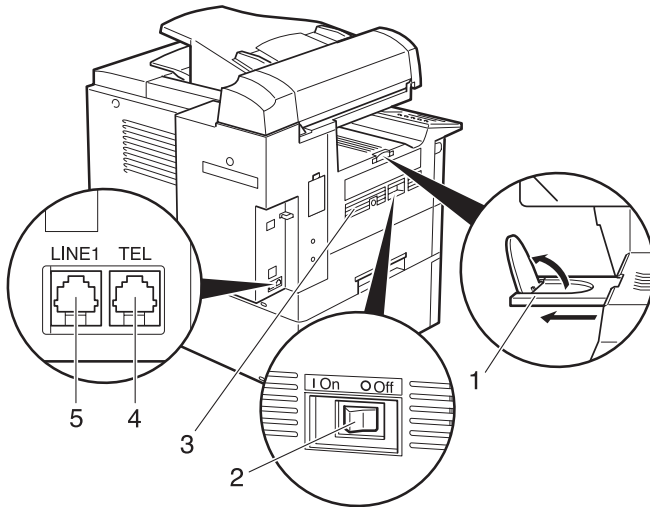
15. Original tray

Place originals here for sending a fax and copying.

16. Original guide

Adjust the original guide to match the size of the originals.

Side View



AZX005

1. Output tray guide

Pull out and raise the end fence to support large paper.

2. Main power switch

The power turns your machine on and off.

Important

- ❑ Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted.

3. Ventilation Hole

Prevents overheating. Do not obstruct the ventilation hole by placing an object near it. If the machine overheats, a malfunction might occur.

4. External telephone connector

Reference

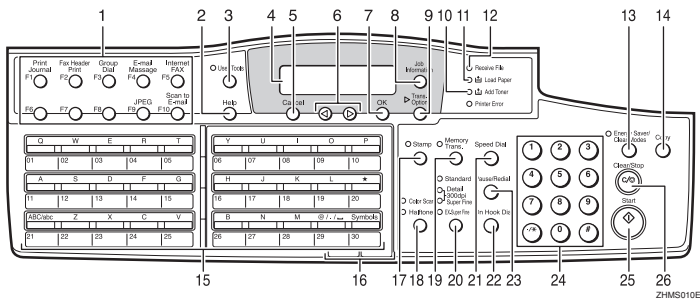
p.196 "Connecting to a Telephone Line", *Advanced Features*

5. G3 line connector

Reference

p.196 "Connecting to a Telephone Line", *Advanced Features*

Control Panel



1. User Function keys

Each of these can be programmed for rapid access to frequently used functions.

❖ Functions programmed by default

Key	Function
F1	Print Journal
F2	Fax Header Print
F3	Group Dial
F4	E-mail Message
F5	Internet Fax
F9	JPEG
F10	Scan to E-mail

2. [Help] key

Press the Help key when you want to print a help list.

3. [User Tools] key

Press to access the User Tools settings and customize various functions to meet your specific requirements.

4. Display

This guides you through tasks and informs you of the machine status. Messages appear here.

5. [Cancel] key

Press to cancel an operation or return to the previous display.

6. ⏪ ⏩ keys

Press to move the cursor or select functions.

7. [OK] key

Press to answer "Yes" to a question displayed on the display.

8. [Job Information] key

Press to search for information about a specific job.

9. [Trans. Option] key

Press to change the transmission option settings. The indicator lights when option settings are changed.

10. Add Toner indicator

Blinks when toner is low and lights continuously when toner has completely run out. See p.92 "Replacing the Toner Cartridge".

11. Load Paper indicator

Lights when a paper tray is empty or the paper tray is not fully inserted.

12. Receive File indicator

Lights when a message has been received into memory.

13. [Energy Saver/Clear Modes] key

- **Energy Saver:** Hold down this key for about 2 seconds to manually enter Energy Saver mode. The machine automatically enters Energy Saver mode about 5 minutes after the last operation is carried out. See p.203 "Energy Saving", *Advanced Features*.
- **Clear Modes:** Cancel the current settings and return to the standby mode (except when accessing the User Tools).

14. [Copy] key

Press to copy the originals currently loaded in the ADF.

15. Quick Dial keys

Use to dial numbers with a single touch or to enter letters and symbols. Also use for the Group Dial function.

You can select from four types of keyboard layout: QWERTY (as shown in the illustration), ABCDEF, QWERTZ, and AZERT. See p.156 "Key Layout", *Advanced Features*.

16. Quick Dial Key Flip Plate

There are two Quick Dial Key Flip Plates.

- To access Quick Dials **[01]** to **[30]**, flip both plates right.
- To access Quick Dials **[31]** to **[60]**, flip one plate left.
- To access Quick Dials **[61]** to **[90]**, flip both plates left.

Note

- Make sure the plate is flat against the control panel when you use Quick Dial keys.

17. [Stamp] key

Press this key to switch the Stamp function on. See p.53 "Stamp", *Advanced Features*.

18. Original Type key

- **Color Scan (Optional)**
Select when scanning color originals using the optional scanner function.
- **Halftone**
Select halftone when faxing or copying photographs or illustrations with fine gradations. Also it can be used for color originals.

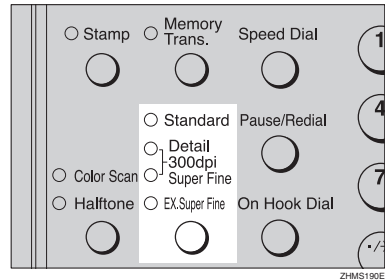
19. [Memory Trans.] key

Press this key to switch between Memory Transmission and Immediate Transmission modes.

When the indicator is not lit, Immediate Transmission is selected, and when the indicator is lit, Memory Transmission is selected.

20. Resolution key

Press to select the level of detail (Standard, Detail, Super Fine, Extra Super Fine or 300 dpi) to be sent. 300 dpi can be selected only with the scanner function.



Note

- This machine can make copies and send fax messages at Extra Super Fine resolution, but it cannot receive faxes that are sent at Extra Super Fine resolution.

21. [Speed Dial] key

Press to specify a destination programmed in a Speed Dial.

22. [On Hook Dial] key

Use to dial a number from the number keys without having to lift the handset.

23. [Pause/Redial] key

Pause: Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit. See p.48 "Pause".

Redial: Press to redial one of the last ten numbers. See p.44 "Redial", *Advanced Features*.

24. Number keys

Use to dial fax numbers or enter the number of copies.

25. [Start] key

Press to start all tasks.

26. [Clear/Stop] key

Clear: Deletes one character or digit.

Stop: Interrupts the current operation (transmission, scanning, copying or printing).

Reading the Display

The machine status and instructions are shown on the display.

Important

- ❑ Do not apply a strong shock or force of about 30N ^{*1} (about 6.8 lbf ^{*2}) or more to the panel display. Otherwise, the display might be damaged.

^{*1} N = Newton

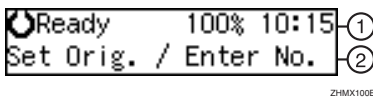
^{*2} lbf = weight pound

Note

- ❑ The functions which are shown on the display depend on what options are installed.

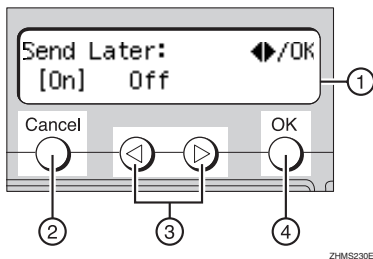
Reading the Display and Using Keys

❖ Standby Display



- ① Display for the machine status or currently selected function.
- ② Display for the messages.
Items which can be selected or specified.

❖ Menu Display



- ① Display for items which can be selected.
- ② Press the **[Cancel]** key to cancel the selected function or entered value, and return to the previous display.
- ③ Press ◀ or ▶ to display another function on the display or move the brackets to select other values.
- ④ Press the **[OK]** key to set a selected function or entered value, and return to the previous display.

Standby Display

While the machine is on standby (immediately after it is turned on or after the **[Cancel]** key is pressed), the following display is shown.

```

Ready      100% 10:15
Set Orig. / Enter No.
  
```

❖ Returning the machine to the standby display

To return the machine to the standby display manually, do one of the following:

- If you have placed an original and have not pressed the **[Start]** key, remove the original.
- If you have not set an original, press the **[Energy Saver/Clear Modes]** key.
- If you are in User Tools mode, press the **[User Tools]** key or the **[Cancel]** key.

Communication Display

While the machine is communicating, the status is displayed.

❖ Memory Transmission

The destination's (Receiver's) name or fax number appears on the top of the display.

```

ABC COMPANY
Set Orig. / Enter No.
  
```

❖ Memory Reception

The destination's (Sender's) name or fax number appears on the top of the display.

```

ABC COMPANY
Set Orig. / Enter No.
  
```

Note

- Even when the machine is sending a fax message from memory or receiving a fax message into memory, you can still scan the next original into memory.

❖ Immediate Transmission

```

ABC COMPANY
Transmitting...
  
```

Display Prompts

Depending on the situation, the machine will show various prompts on the display.

❖ Instructions and Requests

```
Send Later: Keypad/OK  
Time [11:30]
```

❖ Questions

```
Save as Wildcard? ◀/OK  
[Yes] No
```

❖ Selections

```
Label Insertion: ◀/OK  
[On] Off
```

❖ Status

```
ABC COMPANY  
Dialing...
```

Energy Saver Mode Display

When the machine is not used for a fixed period, the machine goes into Energy Saver Mode automatically.



💡 Exiting Energy Saver Mode

To exit Energy Saver mode manually:

- In Energy Saver Standby mode, press the **[Energy Saver/Clear Modes]** key.
- In Fax Standby mode, press any key.
- Place an original.
- Pick up the optional handset or the external telephone handset.



Restricted Access Display

When the following display appears, the Restricted Access function is on.



To exit the Restricted Access display, enter your user code (the Personal Box SUB code). You can check your Personal Box SUB code on the Personal Box list. See p.170 "Printing the Box List", *Advanced Features*.

1 Enter your personal code with the number keys.



Note

- When you make a mistake, press the **[Clear/Stop]** key and try again.

2 Press the **[OK]** key.

Note

- When you enter a user code which is not programmed, an error message appears and the Restricted Access display is shown.

Restricted Access

Use this function to restrict access to the machine or monitor machine usage by user or department. When turned on, users must enter a previously assigned code before they can use the machine.

In order to use this function, you need to program user codes (Personal Box SUB codes) beforehand. See p.163 "Personal Boxes", *Advanced Features*.

Note

- Turn this function on or off with the User Parameters (switch 05, bit 4). See p.140 "User Parameters", *Advanced Features*.
- When Restricted Access is turned on, incoming faxes are received and printed as normal.
- User names printed on all reports are those used by the Personal Box function.

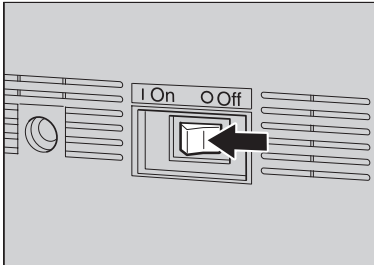
Turning On or Off the Power

Note

- ❑ This machine automatically enters Energy Saver mode if you do not use the machine for a while.

Turning On the Power

- 1** Confirm that the power cord is plugged into the outlet firmly.
- 2** Turn on the power.



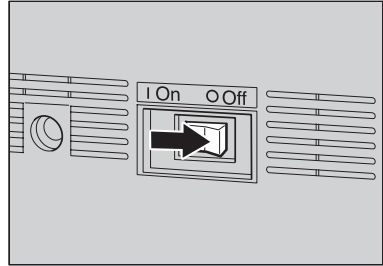
ZFWH110E

Turning Off the Power

Important

- ❑ Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted. The storage time might be shorter if the surrounding temperature is low or the machine has been on for less than a week.

- 1** Turn off the power.



ZFWH350E

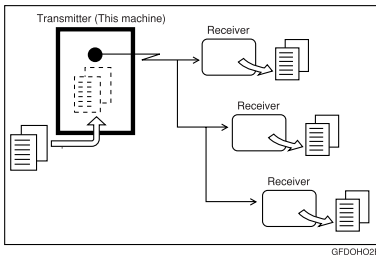
1

Transmission Modes

There are two types of transmission.

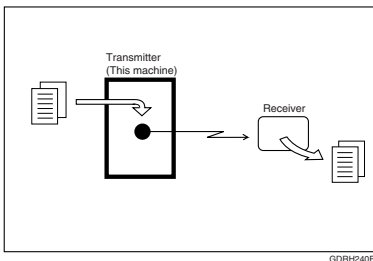
❖ Memory Transmission

The fax is stored in memory, and then transmitted automatically. This is convenient when you want to remove originals quickly. You can send the same fax to more than one destination in a single operation. This technique is referred to as Broadcasting.



❖ Immediate Transmission

The machine dials immediately and transmits the fax while scanning. This is convenient when you want to send a fax immediately and want to check whether you have successfully connected with the other party's fax machine. The fax is not stored in memory.

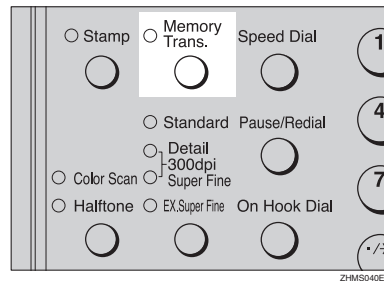


⚠ Important

- ❑ Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted. As soon as the power is turned on, the Power Failure Report is printed to help you identify deleted documents. See p.174 "Power Failure Report", *Advanced Features*.

Switching between Memory Transmission and Immediate Transmission

Press the **[Memory Trans.]** key to switch between Memory Transmission and Immediate Transmission. When the indicator of the **[Memory Trans.]** key is not lit, Immediate Transmission is selected. When the indicator of the **[Memory Trans.]** key is lit, Memory Transmission is selected.



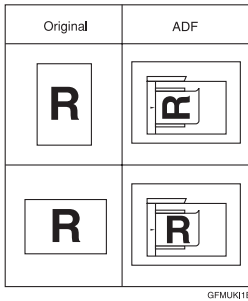
 **Note**

- ❑ You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on or the **[Energy Saver/Clear Modes]** key is pressed with the User Parameters (switch 00, bit 6). See p.140 "User Parameters", *Advanced Features*.
- ❑ You can set whether the Transmission mode returns to the default after each transmission with the User Parameters (switch 01, bit 7). See p.140 "User Parameters", *Advanced Features*.

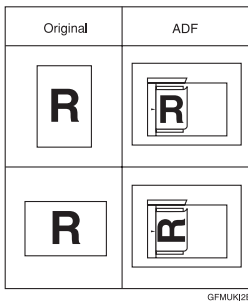
Placing Originals

You can place your originals in the ADF.

❖ How to place A4, B5 JIS (Japanese Industrial Standard), A5, 5 1/2" x 8 1/2", 8 1/2" x 11", 8 1/2" x 14", and 8" x 13" size originals



❖ How to place A5 and 8 1/2" x 5 1/2" size originals



Note

- When sending a fax, the image output at the other end depends on the size and orientation of paper used in the receiver's terminal. If the receiver does not use paper of the same size and orientation as that of the original, the fax image size may be reduced on output, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and orientation of the paper used in their terminal.
- Make sure that all ink, correcting fluid, etc. has completely dried before setting your original. If it is still wet, the scanner will be marked and those marks will appear on the received image. When the scanner is dirty, a warning message is displayed after scanning is complete. See p.59 "Scanner Cleaning Message", *Advanced Features*.
- If you try to scan an almost completely blank original (for example the wrong side of an original), an alarm sounds. See p.59 "Blank Sheet Detect", *Advanced Features*.
- You can place the original any time up until you press the **[Start]** key.

Placing Originals in the ADF

Use the ADF to scan a stack of originals in one operation. The ADF can handle one-sided originals.

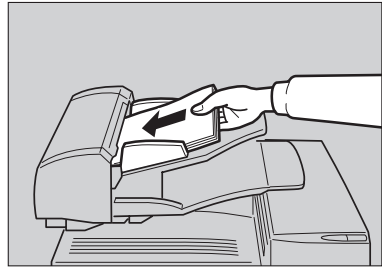
Note

- The maximum original length is 600 mm (23.7") with manual assistance.
- Place all the originals to be scanned in a single stack.
- When scanning two-sided originals, use the duplex original function. See p.53 "Duplex Original Settings", *Advanced Features*.
- When you want to place originals for a transmission individually or more than two times, use the Batch Original Documents Transmission function. See p.55 "Batch Original Documents Transmission", *Advanced Features*.
- Do not open the ADF while it is scanning the originals or an original could become jammed.
- If an original jams, press the **[Clear/Stop]** key, and then remove the original carefully.
- The maximum number of originals you can place in the ADF is 70 sheets for A4 and 8¹/₂" x 11", 30 sheets for 8¹/₂"x14" size originals.
- If your original is bent or folded, flatten it before you place it.

Reference

For information about the sizes and number of originals that can be placed in the ADF, see p.200 "Acceptable Types of Originals", *Advanced Features*.

- 1 Adjust the original guide to match the size of your originals. Align the edges of your originals and stack them in the ADF face up. Adjust the original guide to match the size of the originals again.



ZHMH340E

Note

- Place the originals gently.

Originals Unsuitable for the Auto Document Feeder (ADF)

Do not set the following types of originals in the Auto Document Feeder (ADF) because they may be damaged.

- Originals of sizes other than those specified on p.200 "Acceptable original sizes", *Advanced Features*
- Originals with staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermo-sensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Originals of inappropriate thickness such as postcards
- Bound originals such as books

- Originals with a smooth or shiny front surface
- Thin and soft originals
- Transparent originals, such as OHP transparencies or translucent paper
- Originals with pencil writing on the back

**Note**

- To avoid damage to important originals through mishaps such as paper jams, we recommend that you place copies of such originals.

Memory Transmission

Memory Transmission is convenient because:

- Fax originals can be scanned much more quickly. Your fax is stored in memory, and then sent automatically, meaning you do not have to wait for your original to be sent.
- While your fax is being sent, another user can operate the machine (people do not have to wait long to use the fax machine).
- You can send the same original to more than one place with the same operation. (Broadcasting)

Important

- ❑ Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted. As soon as the power is turned on, the Power Failure Report is printed to help you identify deleted files. See p.174 “Power Failure Report”, *Advanced Features*.

Limitation

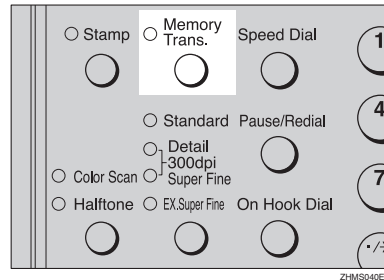
- ❑ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

Note

- ❑ Maximum number of destinations per Memory Transmission: 250
- ❑ The maximum number of destinations awaiting Memory Transmission that you can specify is 250.
- ❑ The theoretical maximum number of destinations you can enter with the number keys is 100, but this will depend on the amount of memory currently available.

- ❑ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 1280 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Halftone Off).
- ❑ Maximum number of Memory Transmission files: 250

1 Make sure that the Memory Transmission indicator is lit.



If it is not lit, press the **[Memory Trans.]** key.

2 Place the original.

Note

- ❑ Do not open the ADF while it is scanning originals.

Reference

p.33 “Placing Originals”

3 Select any scan settings you require.

Reference

p.44 “Scan Settings”

4 Dial.

If you want to send the same fax to more than one destination, press the **[OK]** key, and then dial another destination. Repeat this step for all destinations.

```
Dest.1      OK to Add
1234567890
```

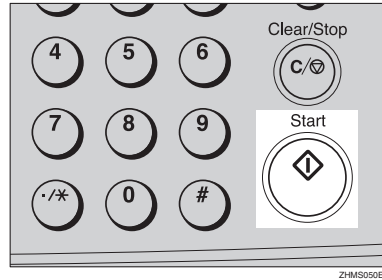
Note

- ❑ If you make a mistake, press the **[Clear/Stop]** key, and then enter the correct number again.
- ❑ When destinations are specified using Quick Dial keys successively, those destinations can be added without pressing the **[OK]** key. You can set whether to require to press the **[OK]** key when specifying destinations using Quick Dial keys successively with the User Parameters (switch 09, bit 6). See p.140 "User Parameters", *Advanced Features*.
- ❑ When one G3 line is set as the PSTN line (Outside) and the other as the PABX line (Extension), you need to choose which line you use for each transmission with the Line Select function.

Reference

p.47 "Dialing"

p.51 "Selecting the Line", *Advanced Features*

5 Press the **[Start]** key.

```
1234567890
No.0058 P.001      99%
```

The machine starts scanning the original.

The machine calls the destination. The name or fax number which is programmed as the Own Name or Own Fax Number at the other end is shown on the top of the display.

Reference

p.57 "Own Name/Fax Header/Own Fax Number"

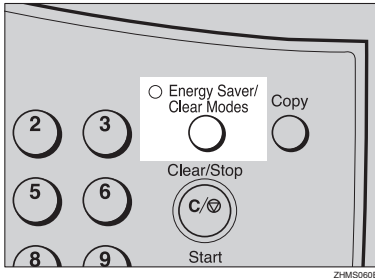
```
Ready      100% 10:15
Set Orig. / Enter No.
```

After transmission, the standby display reappears.

Canceling a Memory Transmission

Before Pressing the Start Key

- 1 Press the [Energy Saver/Clear Modes] key.

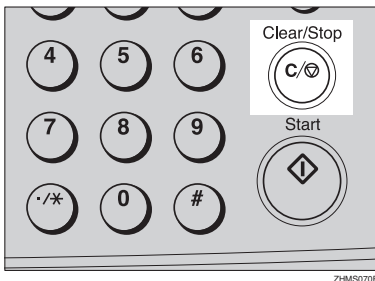


Note

- When you have already placed the original, you can also cancel the transmission by removing the original from the machine.

While Scanning the Original

- 1 Press the [Clear/Stop] key.



The machine will stop storing the data from the original and the data will not be sent.

When an Original Is Jammed

- 1 Read the message in the display.

The following displays appear one after the other.

```
Original Misfeed.
Trans. Cancelled.
```

```
Storing Stopped, /OK
```

- 2 Press the [OK] key.

```
Clear Misfed
Original(s)
```

- 3 Remove the original.

Reference

p.98 "Clearing Original Jams"

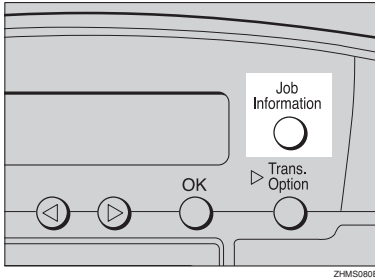
During Transmission

Use this procedure to cancel a transmission after the original has been scanned.

Note

- If transmission finishes while you are carrying out this procedure, it will not be canceled.
- If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.
- During transmission, you can cancel the transmission by pressing the [Clear/Stop] key.

- 1 Press the [Job Information] key, and confirm that "1. Cancel TX / RX" is displayed.



```
Job Information:
1.Cancel TX / RX
```

The Information menu is displayed.

- 2 Press the [OK] key.
- 3 Display the file you want to delete.

Enter the file number with the number keys, or search using ◀ or ▶.

```
Cancel File:      ◀/▶/OK
No.0007 ABC COMPANY
```

"Cancel File" and "Transmitting..." are shown one after the other in the display.

- 4 Press the [OK] key.
- 5 Press ◀ or ▶ to select "Yes"

```
Cancel?          ◀/▶/OK
[Yes]   No
```

- 6 Press the [OK] key.

```
Ready   100% 10:15
Set Orig. / Enter No.
```

The file is deleted, and the standby display reappears.

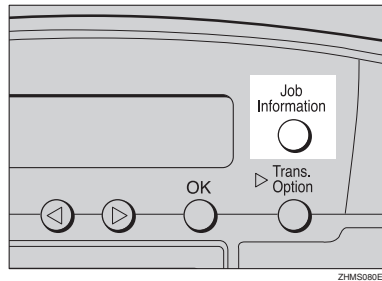
While Awaiting Transmission

Use this procedure to cancel a transmission after the original has been scanned.

Note

- If transmission finishes while you are carrying out this procedure, it will not be canceled.
- If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent. All pages, up to the page before scanning stopped, are sent to the other end.

- 1 Press the [Job Information] key, and confirm that "1. Cancel TX / RX" is displayed.



```
Job Information:
1.Cancel TX / RX
```

- 2 Press the [OK] key.

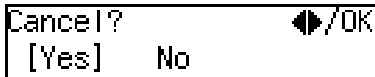
3 Display the file you want to delete.

Enter the file number with the number keys, or search using ⏪ or ⏩.



Cancel File: ◀/OK
No.0007 ABC COMPANY

If you are unable to find the file, it has already been sent.

4 Press the [OK] key.**5** Press ⏪ or ⏩ to select "Yes".

Cancel? ◀/OK
[Yes] No

6 Press the [OK] key.

Ready 100% 10:15
Set Orig. / Enter No.

The file is deleted, and the standby display reappears

Immediate Transmission

Immediate Transmission is convenient when:

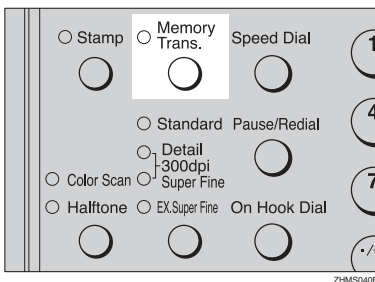
- You want to send an original immediately as it is scanning.
- You want to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

The machine dials immediately after you press the **[Start]** key. The message is scanned and transmitted page by page without being stored in memory.

Note


- You can only specify one destination for Immediate Transmission.
- When the Backup File Transmission Setting is on, Immediate Transmission cannot be used. See p.136 "Backup File Transmission Settings", *Advanced Features*.

1 Check that the Memory Transmission indicator is not lit.




If it is lit, press the **[Memory Trans.]** key.

2 Place your original.

 **Reference**
p.33 "Placing Originals"

3 Select any scan settings you require.


 **Reference**
p.44 "Scan Settings"

4 Dial.



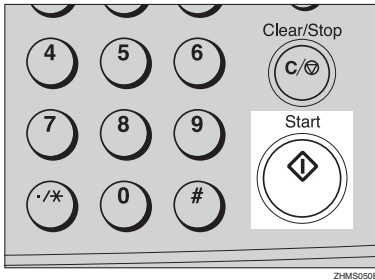
Note

- If you make a mistake, press the **[Clear/Stop]** key, and then enter the correct number again.
- When one G3 line is set as the PSTN line (Outside) and the other as the PABX line (Extension), you need to choose which line you use for each transmission with the Line Select function.

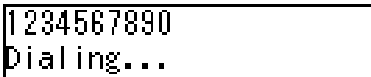
 **Reference**
p.47 "Dialing"

p.51 "Selecting the Line", *Advanced Features*

5 Press the **[Start]** key.



The machine calls the destination. While it is dialing, the number or name which is programmed as the Own Name or Own Fax Number in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.



Reference

p.57 "Own Name/Fax Header/Own Fax Number"



After transmission the standby display reappears.

If the Connection Could Not Be Made

If it is not possible to make a connection with the number you specified because the line was busy or there was a line problem, the machine redials automatically.

When you want to remove originals quickly or want to send other fax messages, press the **[Clear/Stop]** key and then resend the fax message using Memory Transmission.

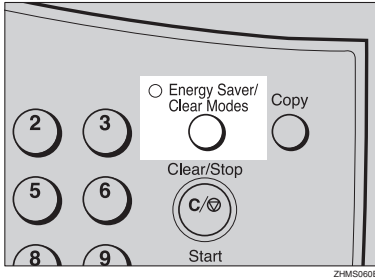
Note

- If communication stops during Immediate Transmission, an original could be jammed. Remove the jammed original and send it again. See p.98 "Clearing Original Jams".

Canceling an Immediate Transmission

Before Pressing the Start Key

- 1 Press the [Energy Saver/Clear Modes] key.

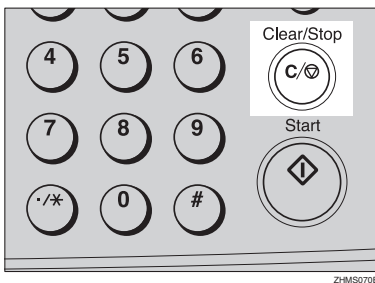


Note

- When you have already placed the original, you can also cancel the transmission by removing the original from the machine.

After Pressing the Start Key

- 1 Press the [Clear/Stop] key, and then remove the original.



Note

- If the transmission finishes while you are carrying out this procedure, it will not be canceled.

When an Original Is Jammed

- 1 Read the message on the display.

Clear Misfed
Original(s)

- 2 Remove the original.

Reference

p.98 "Clearing Original Jams"

Scan Settings

You may want to send many different types of fax messages. Some of these may be difficult to reproduce at the other end. However, your machine has two settings that you can adjust to help you transmit your fax message with the best possible image quality.

- ❖ **Resolution:**
Standard, Detail, Super Fine, Extra Super Fine
- ❖ **Original Type:**
Halftone, Color Scan (Optional)

Note

- You can set whether the machine returns to the same settings after the power is turned on with the User Parameters (switch 01, bit 7). See p.140 "User Parameters", *Advanced Features*.

Resolution

Images and text are scanned into the machine by converting them to a sequence of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (**Super Fine**) have high quality but transmission takes longer. Conversely, low resolution (**Standard**) scanning results in less quality but faster transmission. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

- ❖ **Standard (8 × 3.85 lines/mm, 200 × 100 dpi)**
 Select for originals containing normal sized characters.
- ❖ **Detail (8 × 7.7 lines/mm, 200 × 200 dpi)**
 Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as **Standard**.
- ❖ **300 × 300 dpi**
 Select when you use the scanner function. For details, see Chapter3, "Using Scan to E-mail Functions" in the NIC FAX unit manual.
- ❖ **Super Fine (16 × 15.4 lines/mm, 400 × 400 dpi)**
 This is suitable for originals with small characters like newspapers. Select for originals with very fine details or when you require finer image clarity than **Detail**. This resolution is eight times as fine as **Standard**.
- ❖ **Extra Super Fine (24 × 23.1 lines/mm, 600 × 600 dpi)**
 This is suitable for originals with small characters or geometric figures like newspapers. Select when you require finer image clarity than **Super Fine**.
- ⚠ **Limitation**
 - If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported. This machine can send with **Standard, Detail, Super Fine** and **Extra Super Fine**. Even if you send the original with **Extra Super Fine**, the other party's machine may receive it with **Fine** (8x15.4 lines/mm, 200 × 400 dpi) or **Detail** (8x7.7 lines/mm, 200 × 200 dpi).

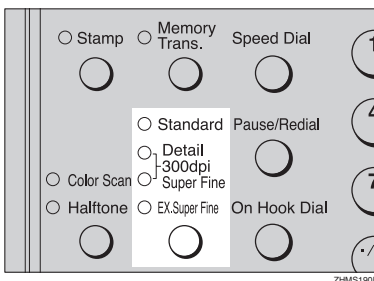
- This machine can make copies and send fax messages at **Extra Super Fine** resolution, but it cannot receive faxes that are sent at Extra Super Fine resolution.
- When sending with **Extra Super Fine**, turn on the "Ex. Super Fine" with the User Parameters (switch 20, bit 2). See p.140 "User Parameters", *Advanced Features*.

Note

- You can check the resolution type with the Journal.
- When turning on the "Ex. Super Fine" with the User Parameters (switch 20; bit 2), sending or receiving faxes on multiple lines may not be possible. Copies and received documents may not be printed either.
- 300 x 300 dpi can be used with the scanner function. When sending fax messages with 300 x 300 dpi, the machine switches to **Detail** automatically.
- You can set the resolution type after the power is turned on or the **[Energy Saver/Clear Modes]** key is pressed with the User Parameters (switch 00; bit 5,4). See p.140 "User Parameters", *Advanced Features*.

1 Press the **[Resolution]** key to switch between resolutions.

The indicators above the key show the current selection.



Note

- When **Detail** and **Super Fine** are lit at the same time, 300 x 300 dpi is selected.

Original Type

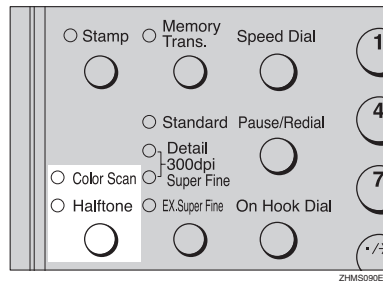
If your original contains photographs or colored illustrations, select **Halftone** to optimize image clarity.

When you select **Color Scan**, color originals can be scanned with the scanner function (optional). For details, see "Scanning a Color Original" in the NIC FAX unit manual.

Note

- If you select **Halftone**, the transmission will take longer than when it is not selected.
- Color Scan** cannot be selected with fax transmission.
- You can set whether Halftone is selected after the power is turned on or the **[Energy Saver/Clear Modes]** key is pressed with the User Parameters (switch 00, bit 7). See p.140 "User Parameters", *Advanced Features*.

1 Press the **[Original Type]** key.



 **Speed Mode and Standard Mode**

Halftone has two modes, Speed mode and Standard mode. When you select Speed mode, faxes can be transmitted faster, but the resulting images could be inferior to those sent with Standard mode.

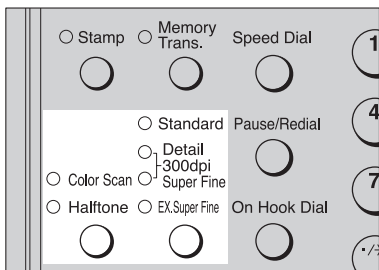
 **Note**

- You can set the mode for Halftone with the User Parameters (switch 10, bit 7). See p.140 “User Parameters”, *Advanced Features*.

Changing Scan Settings

When scanning multiple originals using the ADF, you can set scan settings for every page.

- 1** Check which pages you want to change the scan settings for.
- 2** Make the scan settings for the next page while the previous page is scanned.



Dialing

There are four main ways to dial a number:

- ❖ **Entering numbers directly**
See p.47 “Entering Numbers Directly”.
- ❖ **Using Quick Dials**
See p.49 “Using Quick Dials”.
- ❖ **Using Speed Dials**
See p.50 “Using Speed Dials”.
- ❖ **Using Group Dials**
See p.51 “Using Group Dials”.

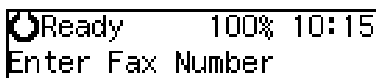
Entering Numbers Directly

Enter numbers directly using the number keys on the right side of the control panel.

Note

- Maximum length of a fax number: 254 digits
- You can insert pauses and tones in a fax number. See p.48 “Pause” and p.48 “Tone”
- A pause is shown as a “-” on the display.

- 1** Place your original, and then select any scan settings you require.



Ready 100% 10:15
Enter Fax Number

- 2** Enter the fax number with the number keys.

The digits appear on the display as you enter them.



Dest.1 Press Start
1234567890

Note

- If you make a mistake, press the **[Clear/Stop]** key and enter again.
- If you want to send this message to more than one destination, press the **[OK]** key, and then enter the next destination.

- 3** Press the **[Start]** key.

Limitations When Dialing with the Number Keys

Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing original data). Therefore, using the number keys, you cannot program more than 100 numbers in total for the following:

- Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)
- Transfer Stations and End Receivers specified in a Transfer Request
- Destinations and Transfer Stations Specified in a Group

For example, when 90 destinations are programmed in a Group with the number keys, only 10 destinations can be dialed for Memory Transmission from the number keys.

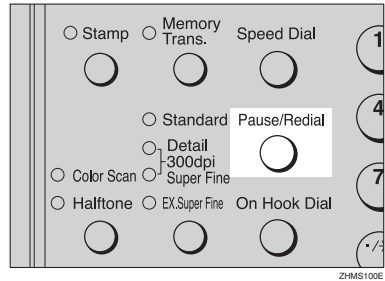
Note

- When this machine is requested to transfer a call (i.e. becomes a Transfer Station), two fax numbers are automatically stored. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.
- When a total of 100 fax numbers is stored, Memory Transmission dialing with number keys cannot be used. Use Immediate Transmission, or Memory Transmission dialing with Quick Dial, Speed Dial, or Group Dial.
- If a Group is defined when there are files queued for transmission, no additional fax numbers can be stored even if the number of destinations specified from the number keys is less than 100. That is because the fax numbers have been dialed from the number keys for some of the waiting files. When the waiting files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.
- The display shows the percentage of free space in memory for storing documents. Since fax numbers are stored in separate memory, dialing fax numbers from the number keys does not change the percentage on the display.



Pause

Press the **[Pause/Redial]** key when dialing or storing a number to insert about a two-second pause.



Note

- You cannot insert a pause before the first digit of a fax number.
- A pause is shown as a "-" on the display.

❖ When Entering a Pause



- You can insert a pause in numbers stored in Quick Dials and Speed Dials.

Tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line).

To use Tone, perform one of the following ways:

- Press the User Function key with the Tone function programmed in.
- Press the **[*]** key.

Preparation

To use the User Function key with the Tone function programmed in, you need to assign this function to a User Function key beforehand. See p.101 “User Function Keys”, *Advanced Features*.

Limitation

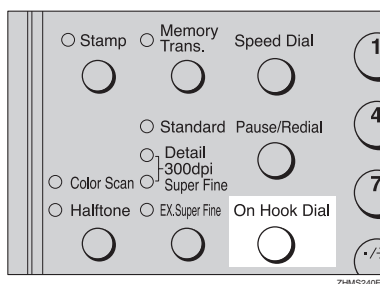
- You cannot place a tone before the first digit of a fax number.
- Some services may not be available when using the Tone feature.

Note

- A tone is shown as a “ • ” on the display.
- You can choose whether to use the **[*]** key as a Tone key with the User Parameters. See p.140 “User Parameters”, *Advanced Features*.

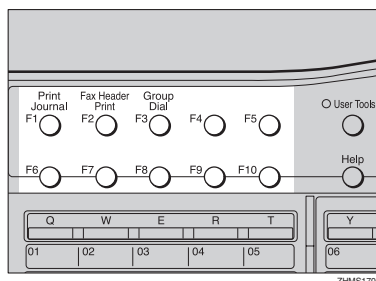
When using Tone with On Hook Dial

1 Press the **[On Hook Dial]** key.



2 Enter the fax number with the number keys.

3 Press the User Function key (**[F1]** to **[F10]**) in which “Tone” is programmed.



4 Enter a code number for receiving a special service with the number keys.

Note

- The entered number will be sent by tonal signals.

Using Quick Dials

You can specify a destination simply by pressing a Quick Dial.

Preparation

You must program the destination's fax number in a Quick Dial beforehand. Additionally, you can program a name for the destination in the Quick Dial. To program, edit, or delete a Quick Dial, see p.64 “Quick Dial”.

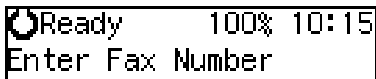
Note

- To check the contents of all Quick dials, print the Quick Dial list. See p.105 “Reports/Lists”, *Advanced Features*.
- Switch between Quick Dials **[01]** to **[30]**, **[31]** to **[60]**, and **[61]** to **[90]** with the Quick Dial Key Flip Plates.

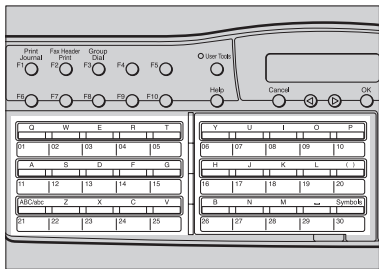
Reference

p.47 “Dialing”

- 1 Place your original, and then select any scan settings you require.



- 2 Press the Quick Dial key in which the destination number is programmed.



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If the destination's name has been programmed, the name is shown on the display. If it is not, the fax number is shown.



Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you want to dial another destination, press the **[OK]** key and dial another fax number.

- 3 Press the **[Start]** key.

Using Speed Dials

You can specify a destination simply by pressing the **[Speed Dial]** key and a Speed Dial code (000 to 199).

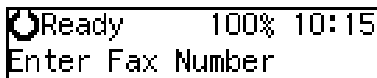
Preparation

You must program the destination's fax number in a Speed Dial beforehand. Additionally, you can program a name for the destination in the Speed Dial. To program, edit, or delete Speed Dial, see p.72 "Speed Dial".

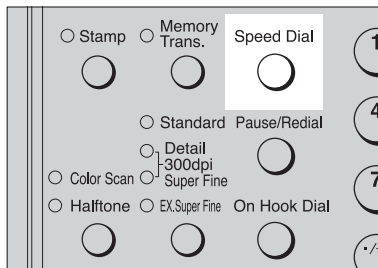
Note

- To check the contents of all Speed Dials, print the Speed Dial list. See p.105 "Reports/Lists", *Advanced Features*.
- You can use codes 000-199 for Speed Dials.
- You can have the label stored with a Speed Dial printed on the first page received at the other end.

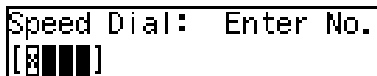
- 1 Place your original, and then select any scan settings you require.



- 2 Press the **[Speed Dial]** key.



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Note

- ❑ "Enter No." and "Search A/Z" are shown one after the other in the display above. If a search letter is programmed with a Speed Dial, you can find this number quickly using the Telephone Directory function. See p.44 "Telephone Directory", *Advanced Features*.

- 3** Enter the three digit code (000 to 199) for the destination with the number keys.

Dest.1	Press Start
001 DEF COMPANY	

Note

- ❑ If the destination's name has been programmed, the name is shown on the display. If it is not, the fax number is shown.
- ❑ If you want to dial another destination, press the **[OK]** key and dial another fax number.
- ❑ If you make a mistake, press the **[Clear/Stop]** key and try again.

- 4** Press the **[Start]** key.

Using Group Dials

You can store multiple destinations as a single Group and easily specify these destinations by selecting the Group.

The method for specifying Groups differs according to the way they were programmed.

❖ When programmed in a Quick Dial

Press the Quick Dial key in which a Group is programmed.

❖ When not programmed in a Quick Dial

Use the User Function key. Group Dial is assigned to **[F3]** as a default. If this setting is changed, program the Group function in a User Function key (**[F1]** to **[F10]**). See p.101 "User Function Keys", *Advanced Features*. When you want to specify a destination, press the User Function key with the Group function programmed in, and then press the Group number with the number keys.

Preparation

You must program the destinations' fax numbers in a Group beforehand. Additionally, you can program the destination names and the Group name in the Group. To program, edit, or delete Groups, see p.78 "Groups".

Note

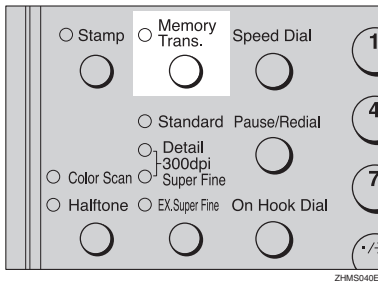
- ❑ Quick Dials programmed for Groups cannot be used for any other function.
- ❑ To check the contents of all Groups, print the Group Dial list. See p.105 "Reports/Lists", *Advanced Features*.
- ❑ You cannot use Immediate Transmission with Groups. You can only use Memory Transmission.
- ❑ You can store up to 250 destinations. If you register the same destination with a Speed Dial, Quick Dial, or number keys in different groups, it is only counted as one item.

When specifying a group with a Quick Dial

Preparation

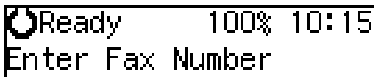
You must program Groups in Quick Dials beforehand. See p.78 "Groups".

1 Make sure that the Memory Transmission indicator is lit.

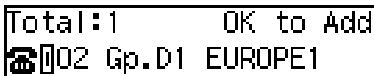


If it is not lit, press the **[Memory Trans.]** key.

2 Place your original, and then select any scan settings you require.



3 Press the Quick Dial key in which the Group is programmed.



Note

- Group Number is displayed. If the group name is programmed, the group name is also displayed.
- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you want to dial another destination, press the **[OK]** key, and then dial another fax number.

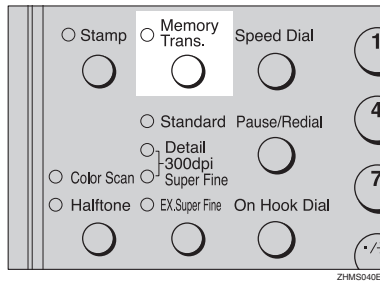
4 Press the **[Start]** key.

When specifying a group with the Group Key

Note

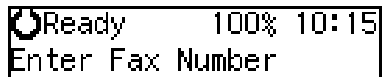
- Group Dial is assigned to **[F3]** as a default. If this setting is changed, you must program the Group function in a User Function key beforehand. See p.101 "User Function Keys", *Advanced Features*.

1 Make sure that the Memory Transmission indicator is lit.

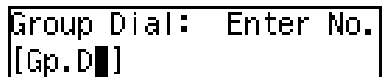


If it is not lit, press the **[Memory Trans.]** key.

2 Place your original, and then select any scan settings you require.



3 Press the User Function key with the Group function programmed in.



- 4** Enter the Group number (1 to 9) with the number keys.



Total:3 Press Start
Gp.D1 EUROPE1

 **Note**

- Group Number is displayed. If the group name is programmed, the group name is also displayed.
- If you want to specify another Group, press the **[OK]** key, and then repeat step **4** above.
- If you make a mistake, press the **[Clear/Stop]** key. The display will return to that in step **4**.

- 5** Press the **[Start]** key.

Reception Modes

The machine can treat incoming fax messages and telephone calls in two ways.

❖ Manual Receive

Use this mode if your line is shared by a fax machine and a telephone but you want to answer all calls yourself and decide whether they are fax transmissions or telephone calls.

The machine will ring continuously until you answer the call, so you have to be near the machine at all times.

❖ Auto Receive

Use this mode if you have a dedicated fax line. The machine assumes all calls are fax transmissions. It will ring once to alert you of an incoming call, and then it starts receiving.

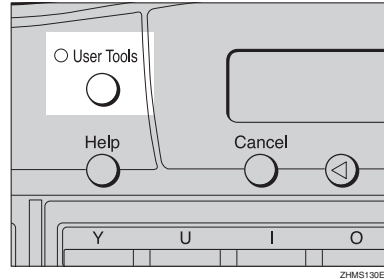
Selecting the Reception Mode

Select the Reception Mode using the following procedure.

Note

- When the optional extra G3 interface unit is installed, only Auto Receive can be used with G3-2.
- You can assign the procedure of selecting the Reception Mode to a User Function key. See p.101 "User Function Keys", *Advanced Features*. When you press the User Function key in which it is assigned, proceed to step 1 in the following procedure.

- 1** Press the [User Tools] key.



```
User Tools:
1.Counter
```

- 2** Press ◀ or ▶ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

- 3** Press the [OK] key.

```
Fax Features:
1.Program / Delete
```

- 4** Press ◀ or ▶ until " 3. Setup " is displayed.

```
Fax Features:
3.Setup
```

- 5** Press the [OK] key.

```
Setup:
1.Monitor Volume
```

- 6** Press ◀ or ▶ until " 5. Reception Mode " is displayed.

```
Setup:
5.Reception Mode
```

- 7** Press the [OK] key.

```
Reception Mode: ◀/OK
[Auto Receive]
```

- 8** Press ◀ or ▶ to select the reception mode.

```
Reception Mode: ◀/OK
Manual Receive
```

- 9** Press the [OK] key.

- 10** Press the [User Tools] key to return to the standby display.

```
Ready 100% 10:15
Set Orig. / Enter No.
```

Receiving Messages in Manual Receive

In this mode you have to answer the call yourself and decide whether it is a fax or a telephone call.

The procedure for answering a call is as follows:

- 1** Pick up the handset of the external telephone and listen to the other end.
- 2** If you hear a voice, continue your conversation as you would normally.
- 3** If you hear a fax tone, remove any originals from the ADF.
- 4** Press the [Start] key.
- 5** Replace the handset.

3. Programming

Own Name/Fax Header/Own Fax Number

Make sure that all necessary settings are made before connecting your machine to the telephone line.

❖ Own Name

This should be your name or company name in 20 characters or less. During communication, if the other party's fax machine supports Own Name, this replaces the Own Fax Number that follows. This name will appear on the display of the other party's fax machine, and the name programmed on that machine will appear on yours.

📍 Limitation

- ❑ The programmed name will not be used unless the other party has a machine of the same make that supports the Own Name function.

❖ Fax Header

This is ordinarily your name or company name. Your fax header can be up to 32 characters long and is printed on the header of every page you send.

You can program Fax Header1 or Fax Header2. When you send originals using Quick Dial or Speed Dial, you can select which Fax Header will be printed on the message received by the other party.

❖ Own Fax Number (Required by international law)

This is your fax machine's phone number that must include country and area codes using up to 20 characters or less. During any communication, your Own Fax Number appears on their display. (Conversely, their Own Fax Number appears on your display.)

📎 Note

- ❑ In some areas, the Own Fax Number is preprogrammed by your service representative and cannot be re-programmed by the user.

🚫 Important

- ❑ When sending a fax, your Own Fax Number is required by international law. You cannot legally connect a fax machine to the telephone system if the Own Fax Number is not programmed.
- ❑ You can confirm the Own Name, Fax Header, and Own Fax Number settings in the User Parameters List. See p.140 "User Parameters", *Advanced Features*.

📎 Note

- ❑ When the optional extra G3 interface unit is installed, register using the "G3-2 Analog Line". See p.151 "G3 Analog Line", *Advanced Features*.
- ❑ Make sure that the machine is in standby mode before performing the following procedures.

- 12** Press the [OK] key.

```
Fax Header 1: [ABC] /OK
MAIN OFFICE■■■■■■■■■■
```

The programmed Own Name is displayed.

If your Fax Header is the same as your Own Name, proceed to step **13**.

- 13** Enter your Fax Header.

```
Fax Header 1: [ABC] /OK
LONDON MAIN OFFICE■■■■
```

- 14** Press the [OK] key.

```
Fax Information:
2.Fax Header 1 ◀▶
```

 **Note**

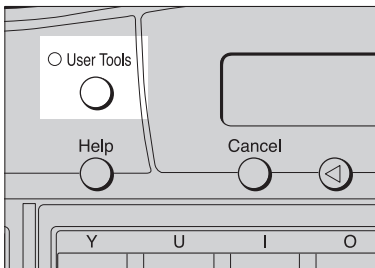
- When you program both Fax Header1 and Fax Header2, repeat from steps **13** to **14**.

- 15** Press the [User Tools] key.

The standby display reappears.

Editing

- 1** Press the [User Tools] key.



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```
User Tools:
1.Counter ◀▶
```

- 2** Press ◀ or ▶ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features ◀▶
```

- 3** Press the [OK] key.

```
Fax Features:
1.Program / Delete ◀▶
```

- 4** Press ◀ or ▶ until " 3. Setup " is displayed.

```
Fax Features:
3.Setup ◀▶
```

- 5** Press the [OK] key.

```
Setup:
1.Monitor Volume ◀▶
```

- 6** Press ◀ or ▶ until "6. Fax Information" is displayed.

```
Setup:
6.Fax Information ◀▶
```

- 7** Press the [OK] key.

```
Fax Information:
1.Own Name ◀▶
```

- 8** Press ◀ or ▶ to select the item that you want to edit.

- 9** Press the [OK] key.

```
Own Name: [ABC] /OK
[MAIN OFFICE■■■■■■■■■■]
```

- Press the [Clear/Stop] key, and then reenter Own Name or Fax Header.

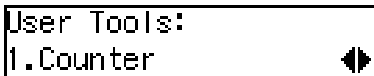
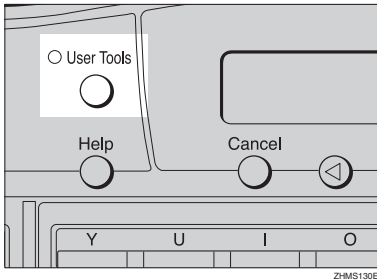


- Press the [OK] key.
- Press the [User Tools] key. The standby display reappears.

3

Deleting

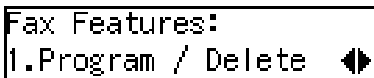
- Press the [User Tools] key.



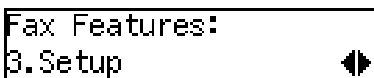
- Press ◀ or ▶ until " 2. Fax Features " is displayed.



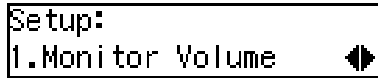
- Press the [OK] key.



- Press ◀ or ▶ until " 3. Setup " is displayed.



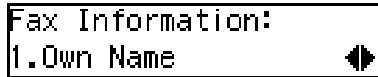
- Press the [OK] key.



- Press ◀ or ▶ until "6. Fax Information" is displayed.



- Press the [OK] key.



- Press ◀ or ▶ to select the item that you want to delete.

- Press the [OK] key.



- Press the [Clear/Stop] key.



- Press the [OK] key.

- Press the [User Tools] key.

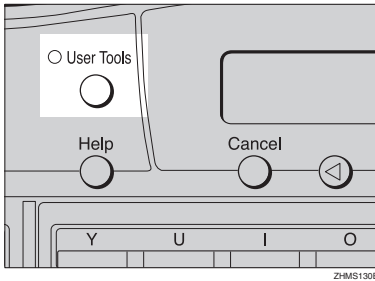
The standby display reappears.

Own Fax Number

The following procedure describes how to program/edit/delete the Own Fax Number.

Programming

- 1 Press the [User Tools] key.



User Tools:
1.Counter

- 2 Press \leftarrow or \rightarrow until " 2. Fax Features " is displayed.

User Tools:
2.Fax Features

- 3 Press the [OK] key.

Fax Features:
1.Program / Delete

- 4 Press \leftarrow or \rightarrow until " 4. Key Op. Tools" is displayed.

Fax Features:
4.Key Op. Tools

- 5 Press the [OK] key.

Enter Key Op. Code
[■■■■]

- 6 Press [2][2][2][2].

Enter Key Op. Code
[****] /OK

- 7 Press the [OK] key.

Key Op. Tools:
1.ADF Counter Reset

- 8 Press \leftarrow or \rightarrow until " 13. G3 Analog Line" is displayed.

Key Op. Tools:
13.G3 Analog Line

Note

- The code for each function that appears on the display varies depending on the installed options.

- 9 Press the [OK] key.

G3-1 Analog Line:
1.Own Fax No.

Confirm that "1. Own Fax No." is displayed.

- 10 Press the [OK] key.

Own Fax No.:

- 11 Enter your Own Fax Number.

Own Fax No.: /OK
☎0987654321

- 12 Press the [OK] key.

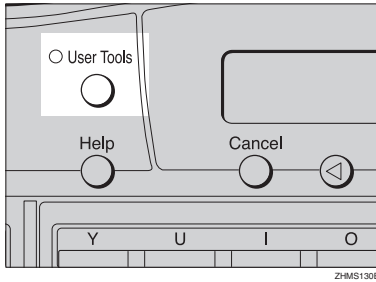
G3-1 Analog Line:
1.Own Fax No.

- 13 Press the [User Tools] key.

The standby display reappears.

Editing

1 Press the [User Tools] key.



User Tools:
1.Counter

2 Press ◀ or ▶ until " 2. Fax Features " is displayed.

User Tools:
2.Fax Features

3 Press the [OK] key.

Fax Features:
1.Program / Delete

4 Press ◀ or ▶ until " 4. Key Op. Tools" is displayed.

Fax Features:
4.Key Op. Tools

5 Press the [OK] key.

Enter Key Op. Code
[■■■■]

6 Press [2][2][2][2].

Enter Key Op. Code
[****] /OK

7 Press the [OK] key.

Key Op. Tools:
1.ADF Counter Reset

8 Press ◀ or ▶ until " 13. G3 Analog Line" is displayed.

Key Op. Tools:
13.G3 Analog Line

Note

- The code for each function that appears on the display varies depending on the installed options.

9 Press the [OK] key.

G3-1 Analog Line:
1.Own Fax No.

Confirm that "1. Own Fax No." is displayed.

10 Press the [OK] key.

Own Fax No.: /OK
☎0987654321■■■■■■■■■■

The programmed Own Fax Number is displayed.

11 Press the [Clear/Stop] key, and then reenter the Own Fax Number.

Own Fax No.: /OK
☎1234567890■■■■■■■■■■

12 Press the [OK] key.

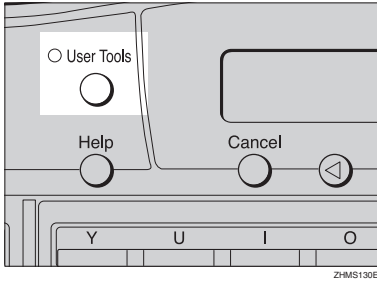
G3-1 Analog Line:
1.Own Fax No.

13 Press the [User Tools] key.

The standby display reappears.

Deleting

- 1** Press the [User Tools] key.



User Tools:
1.Counter

- 2** Press ◀ or ▶ until " 2. Fax Features " is displayed.

User Tools:
2.Fax Features

- 3** Press the [OK] key.

Fax Features:
1.Program / Delete

- 4** Press ◀ or ▶ until " 4. Key Op. Tools" is displayed.

Fax Features:
4.Key Op. Tools

- 5** Press the [OK] key.

Enter Key Op. Code
[■■■■]

- 6** Press [2][2][2][2].

Enter Key Op. Code
[****] /OK

- 7** Press the [OK] key.

Key Op. Tools:
1.ADF Counter Reset

- 8** Press ◀ or ▶ until " 13. G3 Analog Line" is displayed.

Key Op. Tools:
13.G3 Analog Line

Note

- The code for each function that appears on the display varies depending on the installed options.

- 9** Press the [OK] key.

G3-1 Analog Line:
1.Own Fax No.

Confirm that "1. Own Fax No." is displayed.

- 10** Press the [OK] key.

Own Fax No. : /OK
☎0987654321■■■■■■■■■■

The programmed Own Fax Number is displayed.

- 11** Press the [Clear/Stop] key.

Own Fax No. :
☎■■■■■■■■■■■■■■■■■■■■

- 12** Press the [OK] key.

G3-1 Analog Line:
1.Own Fax No.

- 13** Press the [User Tools] key.

The standby display reappears.

Quick Dial

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

You can program the following items in each key:

❖ Destination fax number

You can program the destination fax number using up to 254 digits. You can also select SUB code, SEP code, SID, PWD (maximum 20 digits), Tone, and Pause. See p.45 "SUB/SID (SUB Code Transmission)", *Advanced Features*; p.47 "SEP/PWD (SEP Code Polling Transmission)", *Advanced Features*; p.48 "Tone", and p.48 "Pause".

❖ Destination name

You can program the destination name using up to 20 characters.

❖ Others

- Label (whether to print the destination name on faxes sent to this number)
- Select Fax Header
You can select to print Fax Header1 or Fax Header2 on the fax messages that the other party receives.

🔔 Important

- ❑ We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. See p.105 "Reports/Lists", *Advanced Features*.

📝 Note

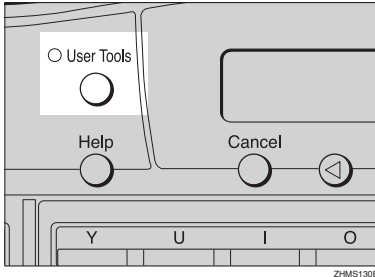
- ❑ When a programmed Quick Dial key is being used for a standby Memory Transmission, the messages "This Dial is in Use. Cannot Change.", or "This Dial is in Use. Cannot Delete." is displayed and you cannot change or delete the destination for this key.
- ❑ If a Quick Dial key with a programmed destination is programmed with Auto Document, the document is sent by just pressing the Quick Dial key. See p.58 "Auto Document", *Advanced Features*.
- ❑ You can assign the procedure of programming Quick Dial to a User Function key. See p.101 "User Function Keys", *Advanced Features*. When you press the User Function key to which it is assigned, proceed to step 6 in the following procedure.
- ❑ Make sure that the machine is in standby mode before performing the following procedure.

Programming

Note

- There are 90 Quick Dials available.

1 Press the [User Tools] key.



```
User Tools:
1.Counter
```

2 Press ⏪ or ⏩ until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

3 Press the [OK] key.

```
Fax Features:
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

4 Press the [OK] key.

```
Program / Delete:
1.Prog. Quick Dial
```

Confirm that "1. Prog. Quick Dial" is displayed.

5 Press the [OK] key.

```
Press Key to Program/
Change (Browse)
```

6 Display the number of the Quick Dial key you want to program.

Press a Quick Dial key, or search using ⏪ or ⏩.

```
Program?
01
```

Note

- If a Quick Dial has already been programmed, the contents are displayed. Press ⏪ or ⏩ to select a Quick Dial that is not programmed, and then press the [OK] key.

7 Press the [OK] key.

```
01 Fax No.
[Phone Icon] [10 empty slots]
```

8 Enter a fax number with the number keys.

```
01 Press OK
[Phone Icon] 1234567890 [10 empty slots]
```

Note

- If you make a mistake, press the [Clear/Stop] key and try again.
- You can redial the number. Press the [Pause/Redial] key before entering a fax number with the number keys, and the last 10 fax numbers dialed are displayed. Press ⏪ or ⏩ to select the fax number you want to specify, and then press the [OK] key.
- You can insert a pause "-" by pressing the [Pause/Redial] key (you cannot enter a pause before the first digit of a fax number).

- You can program SUB, SEP, SID, and PWD in this step with the Dial Option function. See p.45 "SUB/SID (SUB Code Transmission)", *Advanced Features* and p.47 "SEP/PWD (SEP Code Polling Transmission)", *Advanced Features*.

9 Press the **[OK]** key.



If you do not program the destination name, proceed to step 10.

10 Enter the destination name.



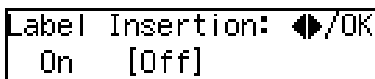
Reference

p.87 "Entering Characters"

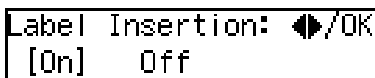
Note

- Under rare circumstances, garbled characters may appear during name programming if you use the **[Pause/Redial]** key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using **[Left]** or **[Right]** and the **[Clear/Stop]** keys, and then enter the destination name.

11 Press the **[OK]** key.



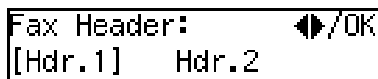
12 Press **[Left]** or **[Right]** to select "On" or "Off".



Note

- Label insertion allows the receiver name that is programmed in a Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See p.56 "Label Insertion", *Advanced Features*.

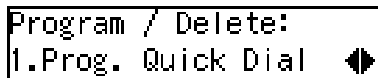
13 Press the **[OK]** key.



14 Press **[Left]** or **[Right]** to select "Hdr. 1" or "Hdr. 2".



15 Press the **[OK]** key.



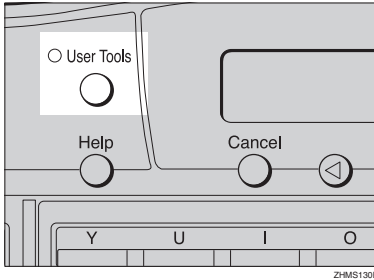
If you want to program another Quick Dial, proceed to step 5.

16 Press the **[User Tools]** key.

The standby display reappears.

Editing

- 1** Press the [User Tools] key.



User Tools:
1.Counter

- 2** Press ◀ or ▶ until "2. Fax Features" is displayed.

User Tools:
2.Fax Features

- 3** Press the [OK] key.

Fax Features:
1.Program / Delete

Confirm that "1. Program / Delete" is displayed.

- 4** Press the [OK] key.

Program / Delete:
1.Prog. Quick Dial

Confirm that "1. Prog. Quick Dial" is displayed.

- 5** Press the [OK] key.

Press Key to Program/
Change (Browse)

- 6** Display the number of the Quick Dial key you want to edit.

Press a Quick Dial key, or search using ◀ or ▶.

Program? /OK
01 ABC COMPANY

- 7** Press the [OK] key.

01 Press OK
1234567890

If you do not edit the number, proceed to step 9.

- 8** Press the [Clear/Stop] key, and then reenter the fax number with the number keys.

01 Press OK
0987654321

Note

- If you make a mistake, press the [Clear/Stop] key and try again.

- 9** Press the [OK] key.

01 [ABC] /OK
[ABC COMPANY]

If you do not edit the destination name, proceed to step 10.

- 10** Press the [Clear/Stop] key, and then reenter the destination name.

01 [ABC] /OK
[XYZ COMPANY]

Reference

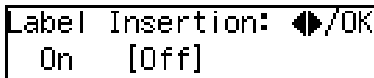
p.87 "Entering Characters"

Note

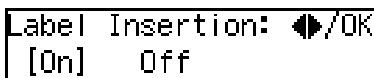
- Under rare circumstances, garbled characters may appear during name registration if you use the **[Pause/Redial]** key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using **[Left]** or **[Right]** and the **[Clear/Stop]** keys, and then enter the destination name.

11 Press the **[OK]** key.

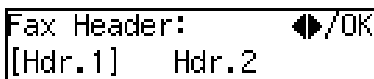
The name is programmed.



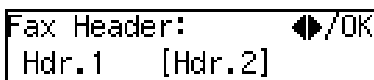
12 Press **[Left]** or **[Right]** to select either "On" or "Off".



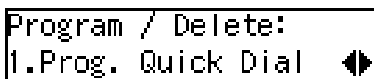
13 Press the **[OK]** key.



14 Press **[Left]** or **[Right]** to select "Hdr. 1" or "Hdr. 2".



15 Press the **[OK]** key.



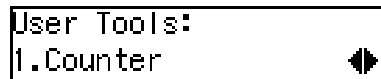
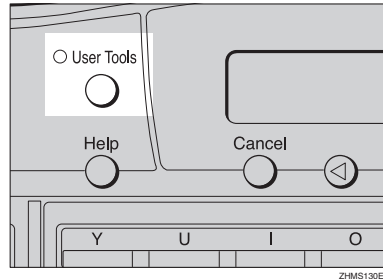
If you want to edit another Quick Dial, proceed to step **5**.

16 Press the **[User Tools]** key.

The standby display reappears.

Deleting

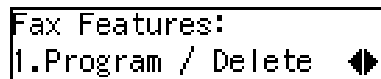
1 Press the **[User Tools]** key.



2 Press **[Left]** or **[Right]** until "2. Fax Features" is displayed.



3 Press the **[OK]** key.

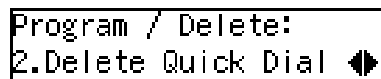


Confirm that "1. Program / Delete" is displayed.

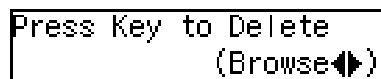
4 Press the **[OK]** key.



5 Press **[Left]** or **[Right]** until "2. Delete Quick Dial" is displayed.



6 Press the **[OK]** key.



- 7** Display the Quick Dial key that you want to delete.

Press a Quick Dial key or search by pressing ◀ or ▶.

```
Delete?
001 ABC COMPANY
```

- 8** Press the [OK] key.

The programmed data (fax number and name) is deleted.

```
Program / Delete:
2.Delete Quick Dial
```

If you want to delete another Quick Dial key, proceed to step 6.

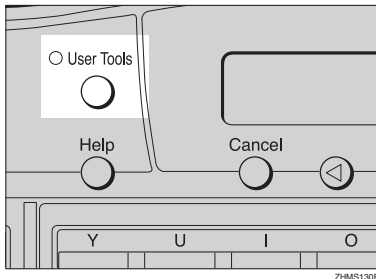
- 9** Press the [User Tools] key.

The standby display reappears.

Quick Dial Key Label (Dial Label)

You can print a template that can be used to make labels for Quick Dial keys. The template will have the destination or Group names programmed in Quick Dial keys on it.

- 1** Press the [User Tools] key.



```
User Tools:
1.Counter
```

- 2** Press ◀ or ▶ until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

- 3** Press the [OK] key.

```
Fax Features:
1.Program / Delete
```

- 4** Press ◀ or ▶ until "2. Reports / Lists" is displayed.

```
Fax Features:
2.Reports / Lists
```

- 5** Press the [OK] key.

```
Reports / Lists:
1.Journal
```

- 6** Press ◀ or ▶ until "4. Quick Dial Label" is displayed.

```
Reports / Lists:
4.Quick Dial Label
```

- 7** Press the [OK] key.

```
Quick Dial Label:
Press Start to Print
```

- 8** Press the [Start] key.

After Quick Dial Label is printed, the standby display reappears.

Label paper

P. 1

* * * QUICK DIAL / USER FUNCTION LABEL (APR. 15. 2003 10:23) * * *

FAX HEADER 1: ABC
FAX HEADER 2: DEF

QUICK DIAL LABEL

01 : ABC COM PANY	02 : XYZ Com pany	03 :	04 :	05 :	06 :	07 :	08 :	09 :	10 :
11 : Map	12 :	13 :	14 :	15 :	16 :	17 :	18 :	19 :	20 :
21 : Free poll.	22 :	23 :	24 :	25 :	26 :	27 :	28 :	29 :	30 :
31 :	32 :	33 :	34 :	35 :	36 :	37 :	38 :	39 :	40 :
41 :	42 :	43 :	44 :	45 :	46 :	47 :	48 :	49 :	50 :
51 :	52 :	53 :	54 :	55 :	56 :	57 :	58 :	59 :	60 :
61 :	62 :	63 :	64 :	65 :	66 :	67 :	68 :	69 :	70 :
71 :	72 :	73 :	74 :	75 :	76 :	77 :	78 :	79 :	80 :
81 :	82 :	83 :	84 :	85 :	86 :	87 :	88 :	89 :	90 :

USER FUNCTION LABEL

PRINT JOURNAL	FAX HEAD. PRINT	GROUP							
------------------	--------------------	-------	--	--	--	--	--	--	--

CUT ALONG THE DOTTED LINES AND SET THE LABEL (S) TO THE OPERATION PANEL

6

3

2

1

3

4

5

1. Quick Dial key number

The number of the Quick Dial key the destination is programmed in.

2. Destination

The other party's name or Group name programmed in the Quick Dial.

3. The name of an Auto Document

The name for a document programmed as an Auto Document.

4. The name of a program

When a program is stored on the Quick Dial key, the name is printed.

5. The contents of the User Function keys

The contents of the User Function keys is printed.

6. FAX HEADER1 and FAX HEADER2

The name programmed as FAX HEADER1 and FAX HEADER2.

Speed Dial

If you program numbers in Speed Dials, you can specify the fax number simply by pressing the **[Speed Dial]** key and entering a three-digit Speed Dial number.

You can program the following items in a Speed Dial:

❖ Destination fax number

You can program the destination fax number using up to 254 digits for each number.

You can also select SUB code, SEP code, SID, PWD (maximum 20 digits), Tone, and Pause. See p.45 "SUB/SID (SUB Code Transmission)", *Advanced Features*; p.47 "SEP/PWD (SEP Code Polling Transmission)", *Advanced Features*; p.48 "Tone"; and p.48 "Pause".

❖ Destination name

You can program the destination name using up to 20 characters.

❖ Other items

- Label Insertion
If you turn Label Insertion on, the receiver name programmed in Speed Dial will be printed on the fax message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To". See p.56 "Label Insertion", *Advanced Features*.
- Telephone Directory search letter
You can program a search letter (A/a to Z/z). See p.44 "Telephone Directory", *Advanced Features*.

- Select Fax Header
You can select to print Fax Header1 or Fax Header2 on fax messages that the other party receives.

Important

- We recommend that you print the Speed Dial list and keep it when you program or change a destination. See p.105 "Reports/Lists", *Advanced Features*.

Limitation

- When a programmed Speed Dial is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Change.", or "This Dial is in Use. Cannot Delete." is displayed and you cannot change or delete the destination for this key.

Note

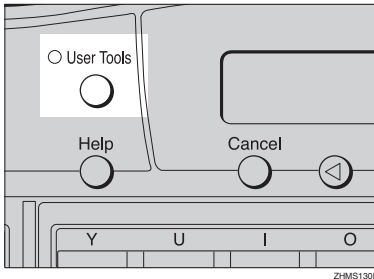
- Make sure that the machine is in standby mode before performing the following procedures.

Programming

Note

- There are 200 numbers available.
- You can specify codes 000 to 199.

1 Press the [User Tools] key.



User Tools:
1.Counter

2 Press \leftarrow or \rightarrow until "2. Fax Features" is displayed.

User Tools:
2.Fax Features

3 Press the [OK] key.

Fax Features:
1.Program / Delete

Confirm that "1. Program / Delete" is displayed.

4 Press the [OK] key.

Program / Delete:
1.Prog. Quick Dial

5 Press \leftarrow or \rightarrow until "3. Prog. Speed Dial" is displayed.

Program / Delete:
3.Prog. Speed Dial

6 Press the [OK] key.

Enter No. to Program
[#####] (Browse)

7 Display the number of the Speed Dial you want to program (000 to 199).

Enter the Speed Dial number with the number keys, or search using \leftarrow or \rightarrow .

Program? /OK
001

Note

- If you make a mistake, press the [Clear/Stop] key and try again.
- If a Speed Dial number has already been programmed, the contents are displayed. Press \leftarrow or \rightarrow to select an unprogrammed number, and then press the [OK] key.

8 Press the [OK] key.

001 Fax No.
[#####]

9 Enter a fax number with the number keys.

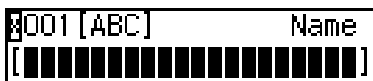
001 Press OK
[#####] 1234567890 [#####]

Note

- If you make a mistake, press the [Clear/Stop] key and try again.

- ❑ You can redial the number. Press the **[Pause/Redial]** key before entering a fax number with the number keys, and the last 10 fax numbers dialed are displayed. Press ◀ or ▶ to select the fax number you want to specify, and then press the **[OK]** key.
- ❑ You can insert a pause “-” by pressing the **[Pause/Redial]** key (you cannot enter a pause before the first digit of a fax number).
- ❑ You can program SUB, SEP, SID, and PWD in this step with the Dial Option function. See p.45 “SUB/SID (SUB Code Transmission)”, *Advanced Features* and p.47 “SEP/PWD (SEP Code Polling Transmission)”, *Advanced Features*.

10 Press the **[OK]** key.



If you do not program the destination name, proceed to step 11.

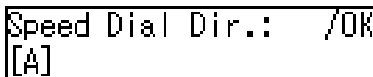
11 Enter the destination name.



Reference
p.87 “Entering Characters”

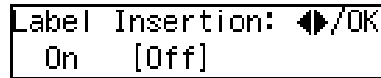
12 Press the **[OK]** key.

13 Enter the search letter (A/a to Z/z) for Telephone Directory.

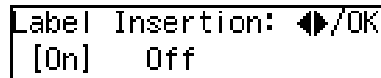


14 Press the **[OK]** key.

The search letter is programmed.



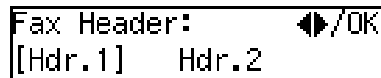
15 Press ◀ or ▶ to select “On” or “Off”.



Note

- ❑ Label insertion allows the destination name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See p.56 “Label Insertion”, *Advanced Features*.

16 Press the **[OK]** key.



17 Press ◀ or ▶ to select “Hdr. 1” or “Hdr. 2”.



18 Press the **[OK]** key.



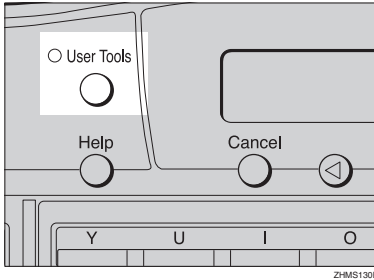
If you want to program another Speed Dial number, proceed to step 6.

19 Press the **[User Tools]** key.

The standby display reappears.

Editing

- 1** Press the [User Tools] key.



```
User Tools:
1.Counter
```

- 2** Press ⏪ or ⏩ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

- 3** Press the [OK] key.

```
Fax Features:
1.Program / Delete
```

Confirm that " 1. Program / Delete " is displayed.

- 4** Press the [OK] key.

```
Program / Delete:
1.Prog. Quick Dial
```

- 5** Press ⏪ or ⏩ until " 3. Prog. Speed Dial " is displayed.

```
Program / Delete:
3.Prog. Speed Dial
```

- 6** Press the [OK] key.

```
Enter No.to Program
[8] (Browse)
```

- 7** Display the number of the Speed Dial you want to edit (000 to 199).

Enter the Speed Dial number with the number keys, or search using ⏪ or ⏩.

```
Program? /OK
001 ABC COMPANY
```

- 8** Press the [OK] key.

```
001 Press OK
1234567890
```

If you do not edit the number, proceed to step 10.

- 9** Press the [Clear/Stop] key, and then reenter the fax number with the number keys.

```
001 Press OK
0987654321
```

Note

- If you make a mistake, press the [Clear/Stop] key and try again.

- 10** Press the [OK] key.

```
001 [ABC] /OK
[ABC COMPANY]
```

If you do not edit the destination name, proceed to step 12.

- 11** Press the [Clear/Stop] key, and then reenter the Destination name.

```
001 [ABC] /OK
[DEF COMPANY]
```

Reference

p.87 "Entering Characters"

- 12** Press the [OK] key.

- Enter the search letter (A/a to Z/z) for Telephone Directory.

```
Speed Dial Dir.: /OK
[D]
```

- Press the [OK] key.

```
Label Insertion: ◀/OK
On [Off]
```

3

- Press ◀ or ▶ to select "On" or "Off".

```
Label Insertion: ◀/OK
[On] Off
```

- Press the [OK] key.

```
Fax Header: ◀/OK
[Hdr.1] Hdr.2
```

- Press ◀ or ▶ to select "Hdr. 1" or "Hdr. 2".

```
Fax Header: ◀/OK
Hdr.1 [Hdr.2]
```

- Press the [OK] key.

```
Program / Delete:
3.Prog. Speed Dial ▶
```

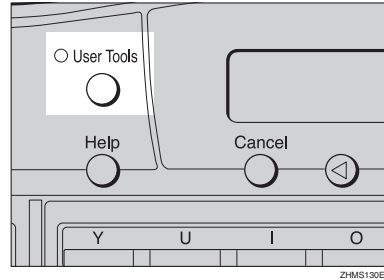
If you want to edit another Speed Dial number, proceed to step 6.

- Press the [User Tools] key.

The standby display reappears.

Deleting

- Press the [User Tools] key.



```
User Tools:
1.Counter ▶
```

- Press ◀ or ▶ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features ▶
```

- Press the [OK] key.

```
Fax Features:
1.Program / Delete ▶
```

Confirm that " 1. Program / Delete " is displayed.

- Press the [OK] key.

```
Program / Delete:
1.Prog. Quick Dial ▶
```

- Press ◀ or ▶ until " 4. Delete Speed Dial " is displayed.

```
Program / Delete:
4.Delete Speed Dial ▶
```

- Press the [OK] key.

```
Enter No. to Delete
[8] (Browse▶)
```

7 Display the Speed Dial number you want to delete (000 to 199).

Enter the Speed Dial number with the number keys or search using ⏪ or ⏩.



Delete? ◀/OK
0001 DEF COMPANY

8 Press the [OK] key.

The programmed data (fax number and name) is deleted.



Program / Delete:
4.Delete Speed Dial ▶

If you want to delete another Speed Dial number, proceed to step **6**.

9 Press the [User Tools] key.

The standby display reappears.

Groups

If you regularly broadcast originals to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialed in sequence automatically.

You can enter destination numbers using Quick Dial keys, Speed Dials, or the number keys.

You can program the following items in a Group:

❖ Destination fax numbers (up to 250 numbers for each group)

You can program the destination fax number using up to 254 digits for each number.

❖ Group name

You can program the group name using up to 20 characters.

🔍 Important

- ❑ It is recommended that you print the Group Dial list and keep it after programming or editing Groups. See p.105 “Reports/Lists”, *Advanced Features*.

Programming

There are two ways of programming Groups:

❖ Programming groups in Quick Dial keys

If you program a group in a Quick Dial key, you can specify that group by pressing the Quick Dial key. However, if you use Quick Dial keys to program groups, you will be able to program fewer Quick Dial keys.

📝 Note

- ❑ You cannot program another function in a Quick Dial key already used for a group. Also, you cannot program groups in a Quick Dial key already used for another function.

❖ Assigning groups to the Group Dial key

Use the User Function key with the Group Dial function programmed in. You need to assign the Group Dial function to a User Function key beforehand. Group Dial is assigned to **[F3]** as a default. See p.101 “User Function Keys”, *Advanced Features*.

To send a fax, press the Group Dial key, and then enter the group number (1 to 9). To specify a group using a Group Dial key, one more step is required than when using a Quick Dial key. However, multiple groups can be programmed in a Group Dial key, thus leaving the Quick Dial keys to be used more effectively.

🔍 Reference

p.51 “Using Group Dials”

📝 Note

- ❑ Make sure that the machine is in standby mode before performing the following procedures.
- ❑ You can program up to nine groups.
- ❑ The maximum number of destinations you can program in a group is 250.

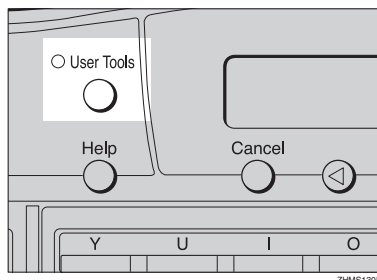
- ❑ The combined maximum number of destinations you can program in all groups is 390. This number can be composed of up to 90 Quick Dial numbers, 200 Speed Dial numbers, and 100 numbers entered directly with the number keys.
- ❑ If you program 100 destinations with the number keys, Memory Transmission using the number keys becomes unavailable, and only Immediate Transmission is available.
- ❑ If you program a group with the number keys when a file is waiting to be transmitted, a message is displayed. You sometimes cannot program any more destinations even when the number of specified destination is 99 or less.
- ❑ It is recommended that you print the Group Dial list and keep it when you program or change destinations. See p.105 "Reports/Lists", *Advanced Features*.
- ❑ If you program the same destination in different groups, it is only counted as one item.
- ❑ The table below shows how to count numbers.

Group1	Group2	Total Number of items
Quick Dial [01]	Quick Dial [01]	8
Quick Dial [03]		
Quick Dial [05]	Quick Dial [05]	
Speed Dial [04]	Speed Dial [04]	
Speed Dial [06]		
	Speed Dial [09]	
Number keys 12345678	Number keys 12345678	
Number keys 87654321		

Reference

p.47 "Limitations When Dialing with the Number Keys"

1 Press the [User Tools] key.



```
User Tools:
1.Counter
```

2 Press ◀ or ▶ until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

3 Press the **[OK]** key.

```
Fax Features:
1.Program / Delete
```

Confirm that " 1. Program / Delete " is displayed.

4 Press the **[OK]** key.

```
Program / Delete:
1.Prog. Quick Dial
```

5 Press **⏪** or **⏩** until " 5. Prog. Group Dial " is displayed.

```
Program / Delete:
5.Prog. Group Dial
```

6 Press the **[OK]** key.

```
Enter No. / Press Key
[Gp.D] (Browse)
```

7 Display the number of the Group you want to program (1 to 9).

Enter the group number with the number keys, or search using **⏪** or **⏩**.

```
Program?
Gp.D1
```

Note

- If a group has already been programmed, the contents are displayed. Press **⏪** or **⏩** to select a group number that is not programmed, and then press the **[OK]** key.

8 Press the **[OK]** key.

```
Gp.D1:#1 Fax No.
[Phone Icon] [Bar Graph]
```

9 Specify the destination using one of the following three methods:

Enter the fax number with the number keys.

```
Gp.D1:#1 Press OK
[Phone Icon] 123456789 [Bar Graph]
```

Press a Quick Dial key.

```
Gp.D1:#1 Press OK
[Phone Icon] [QD] 01 ABC COMPANY
```

Press the **[Speed Dial]** key, and then enter a Speed Dial number.

```
Gp.D1:#1 Press OK
[Phone Icon] [SD] 000 London office
```

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- You can use "Redial" when specifying the destination. See p.44 "Redial", *Advanced Features*.
- To enter a pause (" - "), press the **[Pause/Redial]** key.
- You can program SUB, SEP, SID, and PWD in this step with the Dial Option function. See p.45 "SUB/SID (SUB Code Transmission)", *Advanced Features* and p.47 "SEP/PWD (SEP Code Polling Transmission)", *Advanced Features*.

Editing

You can edit the group name or add destinations for programmed groups. To edit a destination:

❖ **For destinations programmed in Quick Dial or Speed Dial**

Edit the contents of the programmed Quick Dial or Speed Dial.

See p.64 "Quick Dial" and p.72 "Speed Dial".

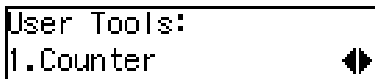
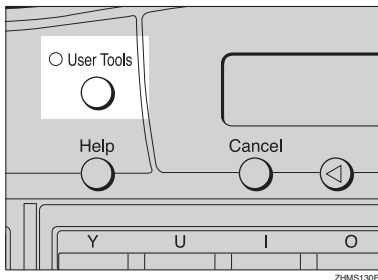
❖ **For destinations programmed with number keys**

Delete the destination you want to edit from the group, and then program the new destination.

 **Note**

- ❑ When a programmed Group is being used for a standby Memory Transmission, you cannot edit the group name or add destinations for the group.

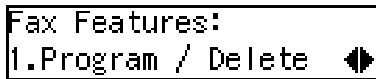
1 Press the [User Tools] key.



2 Press ◀ or ▶ until " 2. Fax Features " is displayed.

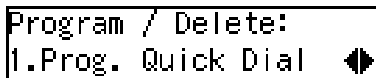


3 Press the [OK] key.



Confirm that " 1. Program / Delete " is displayed.

4 Press the [OK] key.



5 Press ◀ or ▶ until " 5. Prog. Group Dial " is displayed.



6 Press the [OK] key.

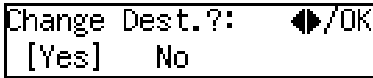


7 Display the number of the Group you want to edit (1 to 9).

Enter the group number with the number keys, or search using ◀ or ▶.



8 Press the [OK] key.



Confirm that "Yes" is selected.
If you do not add a destination, press ◀ or ▶ to select "No", and then proceed to step 9.

9 Press the [OK] key.



Confirm that "Add" is selected.

10 Press the [OK] key.



11 Specify the destination using one of the following three methods:

Enter the fax number with the number keys.



Press a Quick Dial key.



Press the [Speed Dial] key and enter a Speed Dial number.



Note

- You can use "Redial" when specifying the destination. See p.44 "Redial", *Advanced Features*.

12 Press the [OK] key.



Confirm that "Add" is selected.

13 To add another destination, repeat steps 10 to 12.

14 If you finished adding a destination, press the ◀ or ▶ to select "Exit".



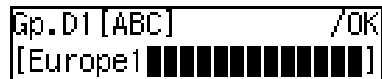
15 Press the [OK] key.



Programmed Group name is displayed.

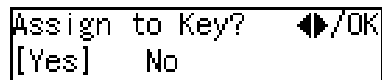
If you do not edit the Group name, proceed to step 17.

16 Press the [Clear/Stop] key, and then enter another name.



17 Press the [OK] key.

18 Press ◀ or ▶ to select whether to assign the Group to a Quick Dial key.



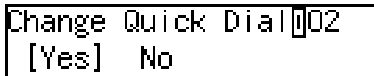
If you want to assign the Group to a Quick Dial key, select "Yes".

If you do not, select "No", and then proceed to step 21.

19 Perform one of the following procedures:

When the group was assigned to a Quick Dial key

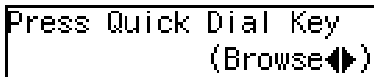
- 1 Press **◀** or **▶** to select whether to change the assigned Quick Dial key.



If you want to assign the Group to another Quick Dial key, select "Yes".

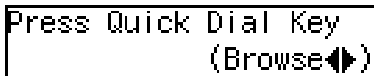
If you do not, select "No", and then proceed to step 21.

- 2 Press the **[OK]** key.

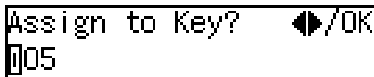


When the group was not assigned to a Quick Dial key

- 1 Press the **[OK]** key.



20 Press the Quick Dial key you want to assign the Group.



- 21 Press the **[OK]** key.



If you want to edit another Group, proceed to step 22.

- 22 Press the **[User Tools]** key.

The standby display reappears.

Deleting

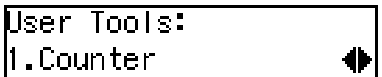
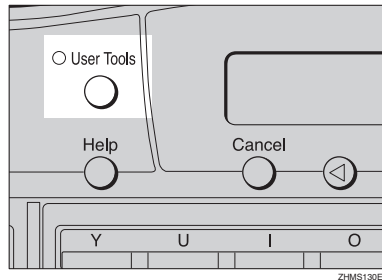
Note

- When a programmed Group is being used for a standby Memory Transmission, you cannot delete the destination for the Group.
- When you delete a destination from a group programmed in a Quick Dial or a Speed Dial, the contents of the Quick Dial or Speed Dial are not deleted.

To delete a destination from a group

The following procedure describes how to delete a destination from a group.

- 1 Press the **[User Tools]** key.



- 2 Press **◀** or **▶** until " 2. Fax Features " is displayed.



- 3** Press the [OK] key.

```
Fax Features:
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

- 4** Press the [OK] key.

```
Program / Delete:
1.Prog. Quick Dial
```

- 5** Press ◀ or ▶ until "5. Prog. Group Dial" is displayed.

```
Program / Delete:
5.Prog. Group Dial
```

- 6** Press the [OK] key.

```
Enter No. / Press Key
[Gp.D] (Browse)
```

- 7** Display the group number for the destination you want to delete (1 to 9).

Enter the group number with the number keys, or search using ◀ or ▶.

```
Program?
Gp.D1 Europe1
```

- 8** Press the [OK] key.

```
Change Dest.?:
[Yes] No
```

Confirm that "Yes" is selected.

- 9** Press the [OK] key.

```
Program?
[Add] Delete Exit
```

- 10** Press ◀ or ▶ to select "Delete".

```
Program?
Add [Delete] Exit
```

- 11** Press the [OK] key.

```
Select Destination
with
```

- 12** Press ◀ or ▶ to display the destination you want to delete.

```
Delete?
000 London office
```

- 13** Press the [OK] key.

```
Program?
Add [Delete] Exit
```

To delete another destination, repeat steps 10 to 13.

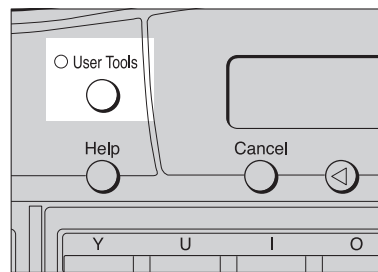
- 14** Press the [User Tools] key.

The standby display reappears.

To delete an entire group

The following procedure describes how to delete all destinations from a Group.

- 1** Press the [User Tools] key.



```
User Tools:
1.Counter
```

- 2** Press ◀ or ▶ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features  ◀▶
```

- 3** Press the [OK] key.

```
Fax Features:
1.Program / Delete  ◀▶
```

Confirm that " 1. Program / Delete " is displayed.

- 4** Press the [OK] key.

```
Program / Delete:
1.Prog. Quick Dial  ◀▶
```

- 5** Press ◀ or ▶ until " 6. Delete Group Dial " is displayed.

```
Program / Delete:
6.Delete Group Dial  ◀▶
```

- 6** Press the [OK] key.

```
Enter No. / Press Key
[Gp.D] (Browse◀▶)
```

- 7** Display the number of the group you want to delete (1 to 9).

Enter the group number with the number keys, or search using ◀ or ▶.

```
Delete? ◀▶/OK
Gp.D1 Europe1
```

- 8** Press the [OK] key.

```
Program / Delete:
6.Delete Group Dial  ◀▶
```

- 9** Press the [User Tools] key.

The standby display reappears.

Entering Characters

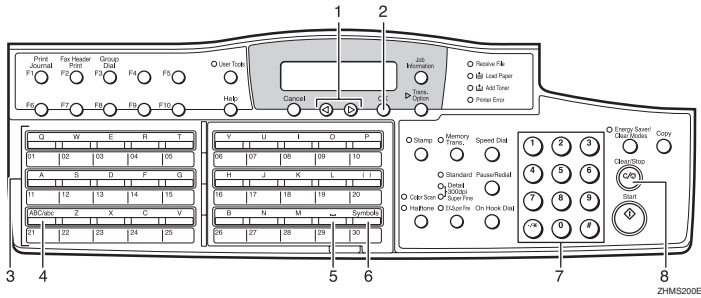
This section describes how to enter characters.

Available Characters

- Letters:
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols:
- _ (space) . , () / @ & \$! " ' # * % + : ; < = > ? ^ [] ` { | } ~
- Numbers:
0123456789

Keys

The following illustration is for Type1.



1. ⏪ or ⏩

Use to move the cursor left or right and to select a symbol.

2. [OK] key

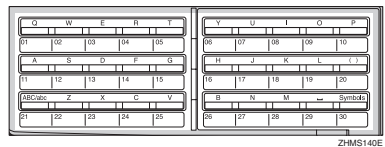
Press to program entered characters.

3. Quick Dial keys

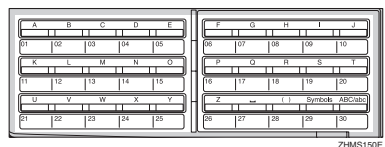
Press these keys to enter upper and lower case letters.

There are four types of keyboard layout. See p.156 "Key Layout", *Advanced Features*.

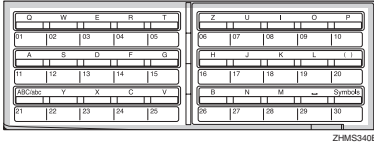
• QWERTY layout



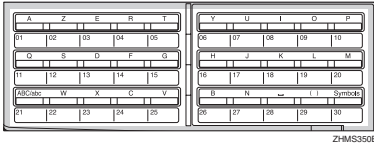
• ABCDEF layout



- QWERTZ layout



- AZERT layout



4. [ABC/abc] key (Quick Dial 21, 51, or 81)

Use to switch between upper and lower case.

5. Space key (Quick Dial 29, 59, or 89)

Press to enter a space.

6. [Symbols] key (Quick Dial 30, 60, or 90)

Press to enter symbols.

7. Number keys

Use to enter numbers.

8. [Clear/Stop] key

Deletes the character at the cursor position. If the cursor is placed to the right of the last character at the right end of a line, that character will be deleted.

How to Enter Characters

The following procedure describes how to enter characters.

Note

- When you enter a character, it is displayed at the position of the cursor. If there is a character at the cursor position, the entered character is displayed before the character.

1 Enter letters, symbols, or numbers.

Characters are entered and the cursor moves.

- For letters, press the Quick Dial keys.
- For symbols, press the [Symbols] key and ⏪ or ⏩ to select the symbol, and then press the [OK] key.
- For numbers, press the number keys.

Note

- When you make a mistake, press the [Clear/Stop] key.
- When you want to insert a character, move the cursor to the character right of the position you want to enter the character, and enter the character. The inserted character is displayed left of the cursor position.

2 Press the [OK] key.

 **Wild Cards**

When you program other parties' Own Name or Own Fax Numbers for multiple destinations, you can program a sequence of characters common to these identifications as a wild card instead of programming every identification.

If a destination has an Own Name or Own Fax Number containing a wild card, the machine determines that the destination matches the registered destination.

❖ **Not using a wild card**

Destination to be registered (Own Name)	Number of programmed identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

❖ **Using a wild card**

Destination to be registered (Own Name)	Number of programmed identifications
BRANCH	1


 **Note**

- You can program up to 50 wild cards.
- Spaces are neglected when the machine compares identifications.
- You can use wild cards for the following functions:
 - Authorized Reception
See p.118 "Authorized Reception", *Advanced Features*.
 - Memory Lock
See p.121 "Memory Lock", *Advanced Features*.

- Multi Copy Reception
See p.123 "Multi-copy Reception", *Advanced Features*.
- Specified Tray
See p.125 "Specified Tray", *Advanced Features*.
- Two-sided Reception
See p.128 "Two-sided Reception", *Advanced Features*.
- Forwarding
See p.131 "Forwarding", *Advanced Features*.

4. Troubleshooting

Loading Paper in the Main Paper Tray

If there is no paper in the main paper tray, the  indicator on the control panel lights.

Use the following procedure to load paper.

Important

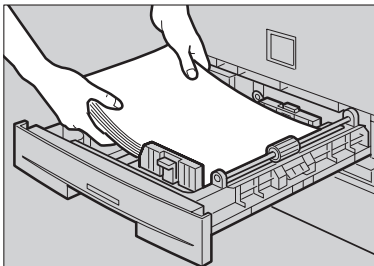
- When loading paper, be careful not to pinch your fingers inside the machine.
- Before loading paper, make sure that the machine is not delivering a copy or a received fax message.
- Do not use stapled paper or conductive paper, such as carbon paper or silver coated paper.

Note

- You can load up to 250 sheets in the main paper tray.
- Regarding paper types and sizes that can be used, see p.201 "Recommended paper sizes and types", *Advanced Features*.

1 Pull out the main paper tray until it stops.

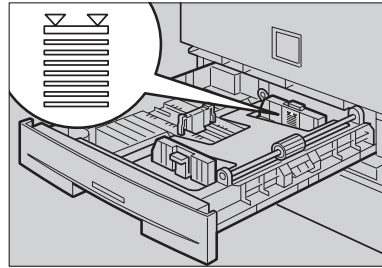
2 Push the metal plate down, and then square the paper and load it into the tray.



ZFOY280E

Important

- Do not stack paper over the limit mark.



ZFOY300E

Note

- Fan the paper before setting it in the tray.

3 Push the main paper tray in until it stops.

Replacing the Toner Cartridge

When the Add Toner indicator (🔍) starts to blink, the toner cartridge is almost empty. About 50 pages can be printed while the Add Toner indicator blinks, but replace the toner cartridge soon.

When the Add Toner indicator (🔍) remains lit, printing is not possible.

⚠ WARNING:

- **Do not incinerate used toner or toner cartridge. Toner dust might ignite when exposed to an open flame. Dispose of used toner cartridge in accordance with local regulations.**

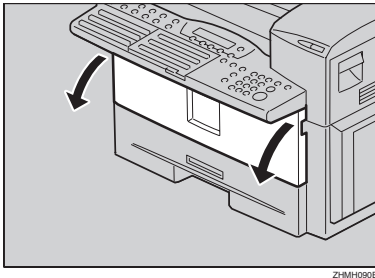
⚠ CAUTION:

- *Keep toner (used or unused) and toner cartridges out of reach of children.*
- *Do not open toner cartridges forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.*
- *If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*
- *If toner or used toner gets into your eyes, flush thoroughly with eyewash or water. Consult a doctor if necessary.*
- *If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.*
- *Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.*
- *If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.*

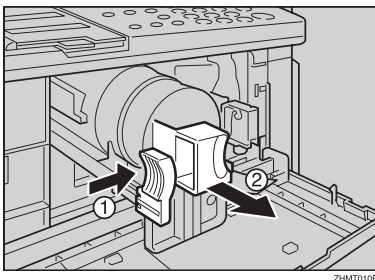
Important

- ❑ Used toner cartridges can be recycled. Please contact the seller of this machine.
- ❑ Make sure the power is turned on when replacing the toner cartridge.
- ❑ Fault may occur if you use toner other than the recommended type.
- ❑ Do not leave the front cover open for a protracted length of time. Exposing the toner cartridge to light for an extended period of time may cause it to deteriorate, so replace the cartridge as quickly as possible.
- ❑ Do not position the toner cartridge upside down or at an angle.

1 Open the front cover.

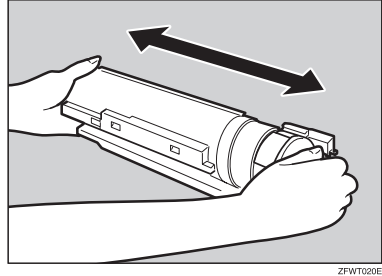


2 Push the lever (1) and pull out the old toner cartridge holding (1) and (2).

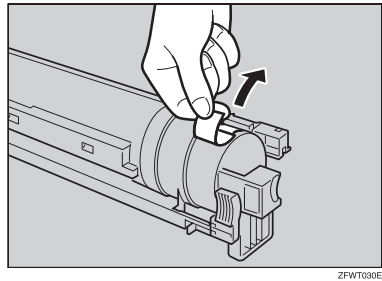


3 Prepare the new toner cartridge.

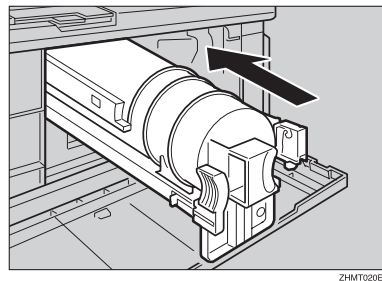
Hold the cartridge horizontally and shake it gently from side to side a few times.



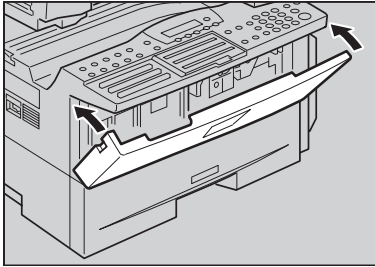
4 Remove the tape from the toner cartridge.



5 Insert the toner cartridge and make sure it locks securely into place.



6 Close the front cover.



ZHM100E

Important

- ❑ The front cover will not close properly if the toner cartridge is set into the machine incorrectly. If the cover will not close, remove the cartridge and set it again.

4

When Toner Runs Out

Even if toner runs out and the Add Toner indicator (🔦) is lit, transmission operations are possible.

Reference

p.36 "Memory Transmission"

p.41 "Immediate Transmission"

Toner Cartridge Storage

⚠ WARNING:

- ***Do not incinerate used toner or toner cartridge. Toner dust might ignite when exposed to an open flame. Dispose of used toner cartridge in accordance with local regulations.***

⚠ CAUTION:

- *Keep toner (used or unused) and toner cartridges out of reach of children.*
- Store in a cool, dark place.
- Never store where they may be exposed to heat.
- Do not eat toner.
- Do not lay heavy objects on toner cartridge.

Adjusting Volume

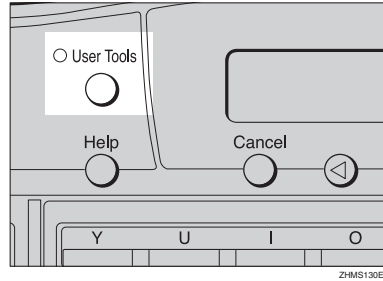
You can change the volume of the following sounds the machine makes:

- ❖ **On Hook**
Sounds when you press the **[On Hook Dial]** key.
- ❖ **Transmission**
Sounds when the machine sends a message.
- ❖ **Reception**
Sounds when the machine receives a message.
- ❖ **Dialing**
After pressing the **[Start]** key, this sound is made until the line connects to the destination.
- ❖ **Key Tone**
Sounds when keys on the Control Panel are pressed.
- ❖ **Alarm**
Sounds as a warning.

 **Note**

- ❑ When using On Hook Dial, you can adjust the volume on the display by pressing the **[On Hook Dial]** key. See p.49 "On Hook Dial", *Advanced Features*.
- ❑ You can assign the Monitor Volume function to a User Function key. See p.101 "User Function Keys", *Advanced Features*. When you press the User Function key with this function programmed in, proceed to step **6** in the following procedure.
- ❑ Make sure that the machine is in standby mode before performing the following procedure.

1 Press the **[User Tools]** key.



2 Press **◀** or **▶** until " 2. Fax Features " is displayed.

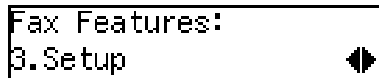


3 Press the **[OK]** key.

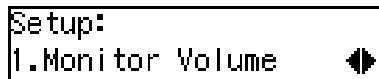


Confirm that " 1. Program / Delete " is displayed.

4 Press **◀** or **▶** until " 3. Setup " is displayed.

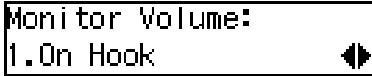


5 Press the **[OK]** key.



Confirm that " 1. Monitor Volume " is displayed.

- 6** Press the [OK] key.



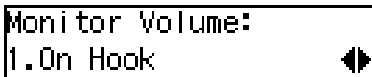
- 7** Press ◀ or ▶ to select the item you want to adjust, and then press the [OK] key.



- 8** Press ◀ or ▶ to adjust the volume.



- 9** Press the [OK] key.



If you want to adjust another item, repeat steps **7** to **9**.

- 10** Press the [User Tools] key.

The standby display reappears.

Emit a Beep When a Communication Is Complete

If you set "Emit a beep when a communication is complete" on with the User Parameters (switch 01, bit 6), a beep will be emitted when a communication is complete. This is useful for knowing when a fax message has been received or a transmission is complete. See p.140 "User Parameters", *Advanced Features*.

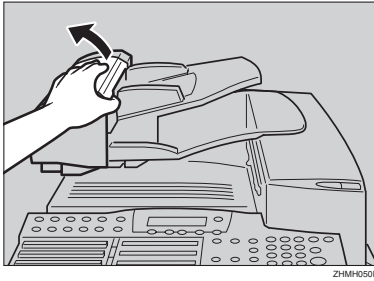
Clearing Original Jams

If an original is jammed, the **L** indicator blinks and “Clear Misfed Original(s)” is displayed.

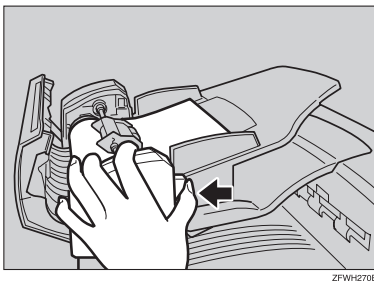
Perform the following procedure to clear the jammed original.

4 Close the ADF unit and ADF cover making sure they click firmly into place.

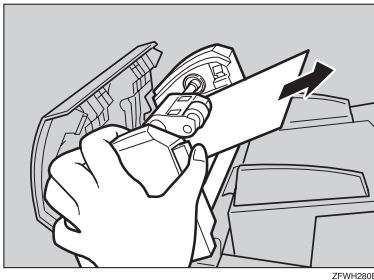
1 Open the ADF cover.



2 While pushing the release button, lift the ADF unit.




3 Remove the original.



Clearing a Copy, Fax, or Print Jam

⚠ CAUTION:

- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.
- The inside of the machine could be very hot. Do not touch the parts with a label indicating "hot surface". Otherwise an injury might occur.

If a copy, fax, or printed paper is jammed, the  indicator blinks and "Clear Misfed Paper" is displayed. Perform the following procedure to clear the jammed paper.

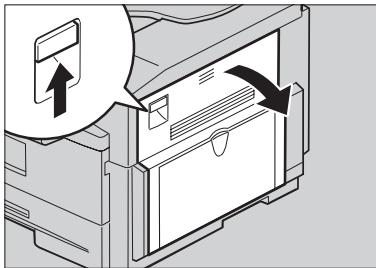
⚠ Important

- ❑ The fusing unit and surrounding area inside the machine becomes hot during printing. To avoid injury when removing paper jams, do not touch any parts other than those specified in this manual.

📎 Note

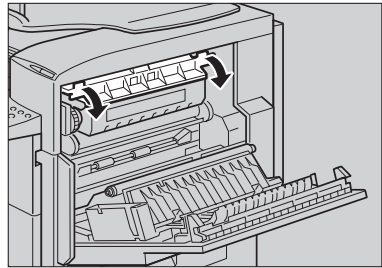
- ❑ If paper jams occur in the optional paper tray unit, see p.173 "Clearing a Paper Jam in the Optional Paper Tray Unit", *Advanced Features*.

1 Open the right cover.



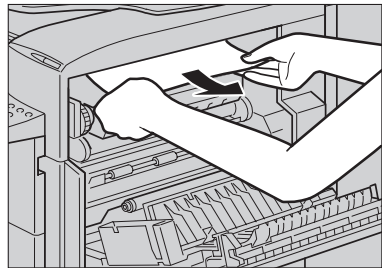
ZFWH290E

2 Open the blue cover.



ZHMH060E

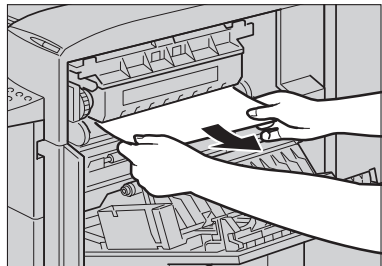
3 Pull out the jammed paper.



ZHMH070E

When paper is caught in the lower unit

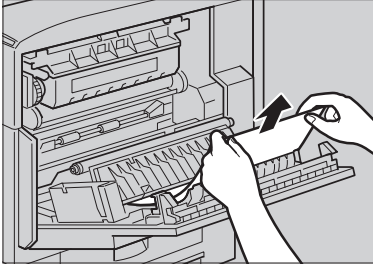
1 Pull out the jammed paper.



ZHMH080E

When paper is caught in the right cover

1 Pull out the jammed paper.



ZHMF210E

4 Close the right cover making sure it clicks firmly into place.

4






Error Messages

The following messages may appear while you are operating or programming the machine.

Message	Causes and Solutions
No Files Exist	One of the following: <ul style="list-style-type: none"> • There are no documents in memory waiting for transmission. • Incorrect file number is entered. Check the file number and try again. • No polling reception operations have been programmed.
Cannot Combine : (currently selected function)	Appears when you attempt to select a function that cannot be used in combination with another currently selected function.
This Key is in Use as a Group Dial	This Quick Dial key has a Group stored in it.
This Key is in Use as a Program	This Quick Dial key has a Keystroke Program stored in it.
This Key is in Use as a Quick Dial	This Quick Dial key has a Quick Dial stored in it.
This Key is in Use as an Auto Document	This Quick Dial key has an Auto Document stored in it.
This Key is Not Programmed	One of the following: <ul style="list-style-type: none"> • This Quick Dial key does not contain a number. • This Quick Dial key does not contain a Keystroke Program.
This Speed Dial No. is Not Programmed	This Speed Dial number does not contain a number.
This Dest. is Already Selected	One of the following: <ul style="list-style-type: none"> • This number is already included in this Group. • The same destination was specified more than once.
Insert Pause "-" After Area Code	You must add a pause after your area code when you input your fax terminal's own telephone number.
Communication Failed	A communication was not successful.
Please Change The Remote ID.	The Requesting Party entered the wrong Remote ID five times successively while making a Remote Transfer Request to the Transfer Station (your machine).
Load Paper	Paper is loaded in none of the paper trays.
Clear Misfed Original(s)	A original is jammed in the ADF.
Clear Misfed Paper	Paper is jammed in the printer.
Close Front/Right Cover	The front cover or right cover is not closed properly.
Close Lower Right Cover	The lower right cover is not closed properly.
Close ADF Cover	The ADF cover is not closed properly.


Message	Causes and Solutions
Machine is in Use. Please Wait	Machine cannot print a list/file, because the plotter is not ready.
Call Service	Machine is out of order. Contact your service representative.
This Dial is in Use. Cannot Delete. This Dial is in Use. Cannot Change.	This Quick Dial or Speed Dial is being used (such as for a standby Memory Transmission).
Some Page(s) are Blank	An almost entirely blank document was scanned. Check your document.
Time to Change PCU	Replace the PCU.
Reset PCU Correctly	The PCU is not set correctly.
Toner is Almost Empty	The toner cartridge is nearly empty.
Replace Toner	The toner cartridge is empty. Install a new cartridge.
Copy Mode Locked	Copy mode is disabled. Enable it with the User Parameters.
Replace ADF Maintenance Kit	Replace the ADF Maintenance Kit.
Clean Contact Glass and White Strip	Wipe the contact glass and the white strip.

Indicators

Problem	Causes	Solutions
 is lit red.	Paper has run out	Load paper. See p.91 "Loading Paper in the Main Paper Tray".
 is lit red.	Toner is exhausted	Replace the toner cartridge. See p.92 "Replacing the Toner Cartridge".  Note <input type="checkbox"/> Even if there is no toner left, you can still send fax messages.
 is lit red.	Paper is jammed	Remove the jammed paper. See p.98 "Clearing Original Jams" and p.99 "Clearing a Copy, Fax, or Print Jam".
 is lit red.	Cover is open	Close the cover.
The Receive File indicator is lit.	You have received a message into memory. (Substitute Reception)	Print the message stored in memory if it is not printed out automatically. See p.69 "Substitute Reception", <i>Advanced Features</i> .

Solving Problems

This table lists some common problems and their solutions.

Problem	Solutions	Reference
Cannot transmit or receive.	The telephone line may have become disconnected. Make sure it is correctly connected.	p.196 "Connecting to a Telephone Line", <i>Advanced Features</i>
The data stored in the machine memory (Memory Transmission/Reception, Substitute Reception, or Auto Document; or data of other standby document) has been deleted.	Check the Power Failure Report, and then request the sender to send the deleted fax message again or store the deleted document into memory once more.	p.174 "Power Failure Report", <i>Advanced Features</i>
Multiple sheets are fed into the ADF at the same time, or the original will not feed in at all.	If the original is too thick, too thin, or the back surface is slippery, it might not be fed into the ADF properly. Only set appropriate types of originals in the ADF.	p.200 "Acceptable Types of Originals", <i>Advanced Features</i>
Image background appears dirty when received at the other end.	Adjust the scan density.	p.44 "Scan Settings"
Printed or sent image contains black lines or spots.	The ADF is dirty. Make sure that ink or eraser is dry before setting originals.	p.183 "Cleaning the Scanner", <i>Advanced Features</i>
Message appears blank at the other end.	The original was placed with the wrong side facing down. Place it with the opposite side facing down.	p.33 "Placing Originals"
Received image is too light.	Request the sender to increase the image density.	p.200 "Acceptable Types of Originals", <i>Advanced Features</i>
	When using moist, rough or processed paper, the printed image may be hard to see. Only use recommended paper types.	
	When  is blinking, toner is beginning to run out. Replace the toner cartridge soon.	p.92 "Replacing the Toner Cartridge"
You cannot add any destinations to a Group even though the maximum capacity does not seem to have been reached.	100 destinations have been programmed with the number keys. Program additional destinations with Quick Dials or Speed Dials instead.	p.49 "Using Quick Dials" or p.50 "Using Speed Dials"

Problem	Solutions	Reference
Cannot print onto paper even though it is of an appropriate size.	Make sure the paper size detection plate for the main paper tray or optional paper tray unit matches the paper size actually loaded in that tray or unit.	p.180 "Changing the Paper Size", <i>Advanced Features</i>
Some part of a copied image is missing.	Check that the original is placed correctly.	p.33 "Placing Originals"
	Select the correct sized paper.	p.201 "Recommended paper sizes and types", <i>Advanced Features</i>
Cannot have messages or copies printed on both sides of paper.	Specify the tray for which Two-Sided Printing is turned on.	p.110 "Paper Tray for Two-sided Printing", <i>Advanced Features</i>

When Things Don't Go as Expected

This table lists operations which allow you to cancel Memory Transmission, Immediate Transmission, or copying, or to exit Energy Saver Mode.

Problem	Solutions	Reference
You want to cancel a Memory Transmission.	If the original is being scanned, press the [Clear/Stop] key. After the original is has been scanned, press the [Job Information] key.	p.38 "Canceling a Memory Transmission"
You want to cancel Immediate Transmission.	Press the [Clear/Stop] key.	p.43 "Canceling an Immediate Transmission"
You want to cancel copying.	Press the [Stop] key.	p.81 "Copying", <i>Advanced Features</i>
You want to exit Energy Saver Mode.	Press the [Clear Modes/Energy Saver] key or place an original.	p.27 "Exiting Energy Saver Mode"

Printing the Help List

Press the **[Help]** key and **[Start]** key to print a copy of the Help List which contains brief descriptions about the following features:

- Immediate/Memory Transmission
- Canceling Memory Transmission
- Programming/Clearing Quick Dials
- Printing lists of Quick Dials and User Function keys
- Programming/Clearing Speed Dials
- Printing the Speed Dial List
- Printing the Journal
- Printing the Quick Dial Key Label and User Function Key Label

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MEMO

MEMO



Declaration of Conformity

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

Notice to Users Accessing Analog PSTN in EEA Countries

This product is designed to be able to access analog PSTN in all EEA countries. Local PSTN compatibility is dependent on software switch settings. Please contact your service representative if relocating this product to another country. In the event of problems, please contact your service representative in the first instance.

The CE Declaration of Conformity is available by accessing the URL:
http://www.ricoh.co.jp/fax/ce_doc/ and selecting the product applicable.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON**.

O means **POWER OFF**.

