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**F-95<sup>33</sup>**

**F-95**

*plain-paper  
fax machine*

Operating instructions

**muratec™**



# About this manual

*Before using your fax, please take to familiarize yourself with the contents of these operating instructions, as well as the features, packaging and contents of your fax machine.*

Here's how this manual is arranged:

- **Introduction** — Functions and specifications.
- **Getting started** — What you must know to install and operate the fax.
- **Using your fax: the basics** — Basic functions including copying, sending and receiving.
- **Beyond the basics** — Information about additional features.
- **Maintenance and troubleshooting** — How to keep your fax in the best operating condition, and what to do if it encounters problems.
- **Regulatory information and limited warranty**

**Please note:** This manual has been updated to reflect the enhanced F-95, which includes 1 MB of memory and a 33.6 Kbps modem standard (America). Earlier versions of the F-95 had 512 KB of standard memory, and included a 14.4 Kbps modem. If you have an earlier version of the F-95, your unit's specifications will differ slightly from those show in this manual. All programming and operations will be the same, however.

Enhanced models of the F-95 have a slightly different model number, as shown below:

**F-95**

Original/International Enhanced

**F-95<sup>33.6</sup>**

Enhanced

*As an ENERGY STAR® partner,  
Muratec America, Inc. has determined  
that this product meets the ENERGY STAR  
guidelines for energy efficiency.*

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## Regulatory information

## Limited warranty

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# Introduction

**Please note:** This manual has been updated to reflect the enhanced F-95, which includes 1 MB of memory and a 33.6 Kbps modem standard (America area only). Earlier versions of the F-95 had 512 KB of standard memory, and included a 14.4 Kbps modem. If you have an earlier version of the F-95, your unit's specifications will differ slightly from those show in this manual. All programming and operations will be the same, however. For International model, a 14.4 Kbps modem is standard and keep the F-95 model name.

Enhanced models of the F-95 have a slightly different model number, as shown below:

<b>F-95</b>	<b>F-95</b> <sup>33.6</sup>
14.4 Kbs model	33.6 Kbps model

## Overview

Your machine is a high-performance, multi-tasking, multi-functional fax transceiver (transmitter/receiver). It communicates at high speed with other faxes over an ordinary telephone line, improving your work efficiency and simplifying your fax transactions.

With its powerful *multi-tasking* ability (also called *dual access*), your fax can scan documents into memory for later transmission while it receives/prints a fax, and vice versa.

This *multi-functional* product is actually four machines in one: fax, copier, PC printer and PC fax.

- **Fax** functions include dialing, transmitting, receiving and polling.
- **Copier** functions include standard and digital copying.
- **PC printer** — As a printer, the machine lets you print directly from your PC (using either MS<sup>®</sup>-DOS or from the Windows<sup>®</sup> operating system), using either a LaserJet<sup>®</sup>-compatible (PCL4) driver, the optional Windows-only GDI driver, or your fax software through the Class 1 modem, as explained in the next item.
- **PC fax** — The standard Class 1 modem lets you use regular fax software just as if you were using an ordinary fax modem. (Also, many fax software applications let you use your fax as an image scanner, so that's still another role your machine can handle.)

Your fax also has a power-saver feature that reduces the amount of energy used.

All the major functions and features of your fax are listed in the following pages of these operating instructions.

## Specifications

**Type:** High-speed desktop facsimile transmitter and receiver for home and office use.

**Compatibility:** ITU-T (formerly CCITT) Group 3.

**Phone line:** Public Switched Telephone Network (PSTN).

**Dual access:** Multitasking.

**Modem:** F-95<sup>33.6</sup>-33,600 per ITU-T, V.34, with auto step down to 31200, 28800, 26400, 24000, 21600, 19200, 16800, 14400, 12000, 9600, 7200, 4800, 2400. F-95-14,400 per ITU-T, V.29 and V.27 ter., with auto step down to 14400, 12000, 9600, 7200, 4800, 2400.

**Compression schemes:** MH, MR, MMR.

**Error Correction Mode (ECM):** Yes; ITU-T.

**Polling:** Up to 180 locations for one session.

**Continuous:** Endless polling until manual cancellation.

**Daily:** Polling at specified time daily until manual cancellation.

**Password:** four digits

**Memory capacity:** 1 MB (64 pages).

**Optional memory:** 2 MB (128 pages), 4 MB (256 pages) or 6 MB (384 pages).

### Dialing methods

**One-touch dialing:** 64 locations (maximum length of each location: 30 digits plus a network address number up to eight digits in length).

**Speed-dialing:** 100 locations max. of 30 digits/location, without network address.

**Group-dialing:** Sixteen groups (one-touch keys 25–32, each key has two group-dial), each group up to 40 locations.

**Keypad dial:** Ten-digit keypad dialing.

**On-Hook Dial:** Press HOOK key or pick up receiver first, then dial telephone number from machine keypad.

### Class 1 interface for serial interconnection with your PC

**RS-232C:** Automatically adjusting baud rate (2,400, 9,600, 19,200 or 38,400 bps).

### HP PCL 4 300 dpi or GDI 600 dpi printer interface for parallel interconnection with your PC

**Parallel:** Centronics®. (Note: LaserJet Series II compatibility is standard for 300 dpi printing (when your PC is equipped with a compatible print driver and parallel printer cable, not included). Additional memory and an optional GDI print driver is required for 600 dpi printing).

### Document input

**Scanning method:** CIS

**Resolution** (in lpi, horizontal × vertical): Standard, 203 × 98; fine and grayscale, 203 × 196; extra fine (ITU-T superfine), 203 × 392.

**Document feeder capacity:** 30 sheets (letter-sized sheets, A4, 16- to 22-pound bond, 60g/m<sup>2</sup> to 80 g/m<sup>2</sup>).

**Quick scan speed:** Six seconds per page.

**Grayscale:** 64-level

**Error diffusion:** Yes

### Document output

**Printing method:** Laser engine.

**Maximum printing resolution:** 600 dpi (PC output).

**Print speed:** 6 PPM (A4, letter-sized sheets)

**Reduction printing:** Variable, 100%–70%.

**Smoothing:** Yes (600 × 600 DPI).

**Max print width:** 8.2" (208 mm)..

**Paper sizes:** Letter, legal, A4.

**Paper cassette capacity:** 150 sheets.

**Optional second cassette capacity:** 250 sheets.

**Paper output capacity:** 250 sheets (16- to 24-pound bond, 60g/m<sup>2</sup> to 90 g/m<sup>2</sup>).

### Operational environment

**Ambient temperature:** 50°–105° F. (10°–33° C.).

**Relative humidity:** 15%–85%.

**Power requirement:** USA and Canada - 117 VAC ± 10%, 60 Hz ± 2%. International - 230 VAC ± 15%, 50 Hz ± 2%.

**Engine sleep mode:** 3 minutes after printing.

**Power consumption:** Standby, 15W; maximum, 117 VAC-350W, 230 VAC – 450W

## Control Panel

Item	Description
1. Display	This <i>liquid crystal display (LCD)</i> helps you with instructions and functional information about functions.
2. FUNCTION	Press this key to start selecting from the options available in the Options and Programming menus.
3. MODE	Use this key to select the operating mode. Either <b>TEL</b> or <b>FAX</b> will appear on the display when in standby status: <b>TEL:</b> Tel mode — You must manually answer the unit. <b>FAX:</b> Fax mode — Receives/prints faxes automatically
4. CONTRAST	Before faxing or copying, press this key to choose the <i>contrast</i> setting for the document that will be transmitted. You can select <i>normal</i> , <i>light</i> or <i>dark</i> , based on how dark or “dense” your original document is. <b>Normal:</b> Normal contrast. This is the default. <b>Light:</b> For “light” originals; <i>i. e.</i> , with very little contrast between print and foreground. <b>Dark:</b> For originals with extra-dark print and/or graphics.
5. RESOLUTION	Press this key to select the desired resolution for scanning, and to scroll right during certain programming functions. <b>SUPERFINE:</b> Use for extremely poor quality documents. <b>FINE:</b> Use for documents with fine lines or characters. <b>NORM:</b> Use for normal documents (default setting). <b>PHOTO:</b> Use for photographs or shaded drawings.
6. TONE	If you are in pulse-dialing mode (rather than tone-dialing) but need to enter “DTMF” tones, such as for checking voice mail, press this key and you can use the numeric keypad to produce tones.
7. ENTER	Press this key to complete a choice you made by using the <b>FUNCTION</b> key.
8. SPEED DIAL	Press this key, then a three-digit code and finally the <b>ENTER</b> key to speed-dial a transmission.
9. REDIAL/PAUSE	<b>REDIAL</b> Press this key to redial the lost telephone number you dialed. <b>PAUSE</b> Press the <b>PAUSE</b> key to insert a pause in a programmed phone number. Pressing this key inserts a “P” symbol the number you’re dialing: A “P” <i>within</i> a number causes a 2.5-second delay when dialing. This is useful if you must dial a prefix, such as a 9 for long-distance access, and creates a brief pause in order to access an outside telephone line. A “P” <i>after</i> a series of digits adds 10 seconds to the normal time the machine waits for a remote receiver to answer a call.
10. TEL.	Press this key to access your EasyDial directory.
11. HOOK	Press this key to switch the unit to the phone line for direct (manual) dialing from the numeric keypad.
12. COPY	Press the <b>COPY</b> key to make a copy of any document(s) loaded in the automatic document feeder.
13. STOP	Use this key to stop copying, transmitting or scanning. You can also press <b>STOP</b> to halt any programming and return the machine to its normal standby mode.
14. START	Press this to begin transmitting, scanning or copying, or to perform manual fax reception.
15. Numeric keypad	This 12-key pad works just as it would on any other phone; after all, your fax is a phone, too. You can use it also to assign codes and telephone numbers to one-touch and speed-dial locations.

(Continued)

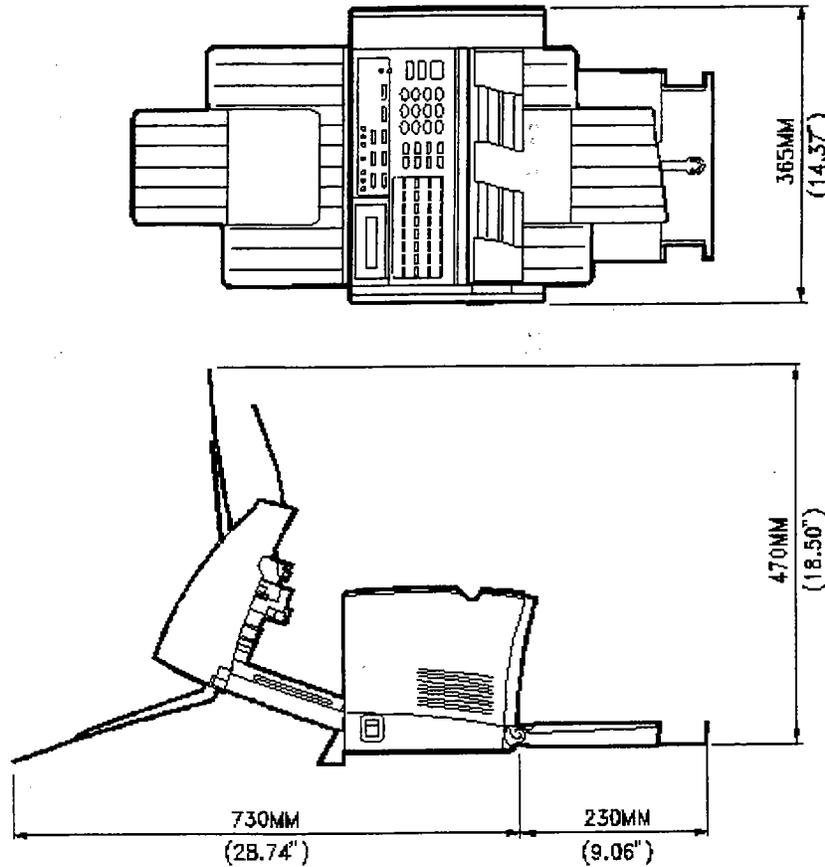
## Introduction

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Item	Description
<b>16. One-touch keys</b>	You use these 32 keys are used to store your most frequently dialed telephone numbers. All of them are available for use as one-touch dialing keys. Additionally, you may use keys 25–32 as Group Dial keys, each of which can hold up to 40 numbers per group.
<b>17. Alarm light</b>	This <i>red</i> light emitting diode (LED) shines if there is a problem with the unit, such as a paper jam. The light turns off when you press <b>STOP</b> .
<b>18. Memory light</b>	This <i>green</i> LED shines either when you store documents in memory for transmission or when the fax receives a document and stores it in memory but hasn't yet printed it (as with out-of-paper reception).
<b>19. FLASH</b>	This works like the <b>HOOK</b> key; it quickly hangs up the machine and then brings it back "up" on the phone line.
<b>20. SCHEDULE</b>	Press this key to check whatever transaction in currently in memory, such as memory transmission or polling
<b>21. JOURNAL</b>	Press this key to view the transaction result, as with an activity report. The display then will show the session number, remote ID or dial number and the result. (To get a printout, press <b>COPY</b> while this information is on the display.)
<b>22. FF</b>	If it becomes necessary during a PC printing operation, press this "form feed" key to make the machine print out any PC data still in memory. (Be sure to disable PC printing by pressing <b>ON LINE</b> before printing out the data.)

## Where to locate your machine

Allow the fax adequate space on all sides, as shown, to ensure reliable operation and ready access.



You need this much space so you can get at the fax easily to replace printer consumables, replenish the paper, clear paper jams, etc. Also, the fax needs “breathing room” because it generates some heat internally.

**Important:** Be sure to locate your fax machine within *three to five feet* of an AC power outlet so that your power cord won't be pulled too tightly. Otherwise, it might be easy to accidentally knock the cord loose during fax operation.

## Your fax at a glance

### Plain-paper fax

Your fax machine prints copies and received fax images on plain bond paper by using a high-quality *laser print engine*. The paper is easy to load, and images are permanent and easy to store.

### Dialing

You have six ways to dial fax or phone calls:

- Using the numeric keypad (just as you'd dial on an ordinary phone)
- Speed-dialing
- One-touch dialing
- Redialing the last number you dialed
- Using an external, connected telephone
- Pressing **HOOK** to hear a dial tone, then dialing from the keypad.

### Memory session numbers

Whenever the machine transmits or receives, it assigns a number to the *session*. It lists the sessions in memory by number, for reference, and the session numbers appear on the top of each page. You can view the directory of documents in memory on the display, or print out through the memory file function.

### Autodialing up to 164 numbers

You can store selected phone numbers (and even procedures) by using the 32 *one-touch keys*, each of which can hold two phone numbers. Because the machine also can store up to 100 *speed-dial numbers*, this gives you a possible 164 autodialer numbers.

**Note:** You can program one-touch keys 25–32 for *group dialing*, with up to 40 phone numbers in each group.

### Document memory

Your machine has 1 MB (64 pages) of memory to store documents for:

- Polling.
- Delayed transmissions.
- Confidential receptions.
- Out-of-paper reception.
- Printing from a connected PC.
- Relay broadcasting operations.

You can purchase additional memory upgrades. Each additional 1 MB adds 64 pages of memory.

### Batch transmission

You can program your one-touch keys to perform *batch transmissions*. This means that, in just one phone call to another fax, your fax can transmit several separate fax documents — a “batch.” Throughout the day, you can feed documents into the machine's memory, assigning them to the one-touch keys. At the time you have set, your fax unit will dial the remote unit and transmit all documents currently stored in memory and assigned to the one-touch location.

### **Broadcasting**

*Broadcasting* lets you send the same document to more than one location in the same session. You can send one document to as many as 180 fax numbers in one session. (To send to that many, you'll have stored these fax numbers in a combination of one-touch keys, group dialing keys, speed-dial numbers and phone numbers you enter directly on the keypad.) After the session is complete, your unit erases the document from memory. Whenever it sends a broadcast, the machine prints a report to indicate the results of the broadcast.

### **Delayed transmission**

With *delayed transmission*, you can set the machine to send a fax after hours, cutting your long-distance charges. If you wish, you can set a broadcast, also, to occur on a delayed basis.

### **Error correction**

Your unit has Error Correction Mode (ECM) conforming to the ITU-T standard. If you set the machine to use ECM and the remote fax also is using it, your unit will retransmit any data which is scrambled by line noise. If the remote receiver does not have ECM and you transmit from memory, your unit will resend the complete page in which errors occur. If the connection is broken during a memory transmission, your unit will re-dial and retransmit.

### **Priority transmission**

Let's say your fax is in the middle of a broadcast. If you have an urgent document you must send *now*, you can perform a *priority transmission* — interrupting the session and loading your document for immediate sending. The fax will resume the interrupted session after completing the priority transmission.

### **Relay broadcast initiation**

Your fax can send a document to another machine (of the same model) and request it to forward, or *relay*, the document to multiple locations. This is called a *relay broadcast*; therefore, your transmission to the other F-95 is called a *relay broadcast initiation*.

**Note:** The other machine **must** be the same model as yours. However, the other faxes to which it relays the document may be any normal Group 3 model.

### **Subaddressing**

You can send a document to a compatible PC or LAN and have it delivered to an individual network user.

### **Security reception**

This feature allows the fax to save incoming messages into memory without their printing out. You must enter a four-digit passcode to print the files.

### **SecureMail**

This feature allows the fax to save an incoming message into an electronic "mailbox." Your machine will print a report upon receiving the transmission.

**Note:** The other fax **must** be the same model as yours.

### **Class 1 interface capability**

This feature allows the fax to connect to a Windows-compatible PC running nearly any current fax software package. Thus, you can fax a document directly from your PC, or view the received image file then delete it, with no printing required.

**GDI Printer**

This fax can be a PC printer (either 300 or 600 dpi) through the RS-232 or parallel port, using the optional GDI printer driver.

**Note:** Printing at 600 dpi may require more memory than your machine has. If so, please contact your authorized dealer.

**Interface PCL4 printer**

If you prefer to print using your usual LaserJet-compatible printer driver, the fax can also be an optional PCL4 300 dpi printer using the parallel port. Your machine provides several options; please refer to "Printing from a PC" (pages 4.43–4.44).

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## What your machine can do

### Fax

The concept of how a fax machine works is simple. Here's a simple analogy. Let's say you want to mail a gift to a friend:

- You *take* the item, *wrap* it and *send* it.
- Days later, your friend *receives* the package, *unwraps* it and *uses* it.

Now, let's apply that to fax communication. You put a page into your machine's feeder and call a fax number. Your machine makes a satisfactory connection with the other machine, and then . . .

- An image scanner in your fax machine examines the information on the page. That's how your fax machine *takes* the document.
- Your fax machine translates the scanned information into a numeric code and compresses the code for the fastest possible transmission speed. That's how your fax machine *wraps* the document.
- Finally, your fax machine sends the compressed code. That's how your fax machine *sends* the document.

On the other end of the line . . .

- The remote fax machine *receives* the code.
- The remote fax machine uncompresses and deciphers the code, turning it into a representation of the scan your machine made. That's how your machine *unwraps* the document.
- The remote fax machine prints the representation. Now, the recipient can *use* the document.

. . . and that's how fax works.

The only difference between a regular telephone call and a fax call is the *content* of the transmission:

- On a regular call, your telephone sends your *voice*.
- On a fax call, your fax machine sends a coded *image*.

The way fax machines work is regulated closely by international standards applied by the International Telecommunications Union (ITU), an agency of the United Nations. These standards ensure the compatibility of your fax machine with millions of others world-wide.

### Copy

With the facsimile unit, you can make high quality copies ranging from 1 to 99 of an original document loaded into the document feeder. The document feeder can hold up to 30 pages at a time.

### Printing

Your machine can work as a laser printer when the equipped print driver is installed on your computer. The unit connects with your PC through the serial and parallel interface cable equipped with the machine.

*Introduction*

**Dual access**

Your fax machine can perform multiple operations simultaneously. This is called *dual access* or *multitasking*. For example, you can scan, copy, or print documents into memory for later transmission while receiving a fax. The following chart explains your machine's possible combinations under dual access:

First job	Second job	Fax's resulting actions
Copying	Receiving a fax	Stores the incoming fax in memory, then prints it when copying ends.
	Printing from your PC (GDI or PCL4)	Stores the PC document in memory, then prints it when copying ends.
	Transmitting a fax from memory	Does both at the same time.
	Faxing from your PC	Does both at the same time.
Receiving a fax	Copying	Stores the copy in memory, then prints it after printing the received fax.
	Printing from your PC (GDI or PCL4)	Stores the PC document in memory, then prints it after printing the received fax.
	Sending a fax	Scans the transmission and stores it in memory, then prints it after printing the received fax.
Sending a fax	Copying	Does both at the same time.
	Printing from your PC (GDI or PCL4)	Does both at the same time.
Receiving a fax to the PC	Copying	Scans copy document into memory first, then prints copy while receiving the fax to the PC.
	Printing from your PC (GDI or PCL4)	Does both at the same time.
	Sending a fax	Completes reception to the PC, then sends the fax.
Sending a fax from the PC	Copying	Scans copy document into memory first, then prints copy while sending the fax from the PC.
	Printing from your PC (GDI or PCL4)	Does both at the same time.
	Sending a fax	Completes transmission from the PC, then sends the fax.

**Display**

The LCD (*Liquid Crystal Display*) shows the status of your fax and provides prompts and instructions for setting up copying and fax sessions, programming defaults, and entering data.

When in standby status, the LCD will show the time, data and the selected mode. If the unit is involved in any operation, the display shows the type of operation (such as copying, receiving, sending, or printing). It also displays error messages as they occur.

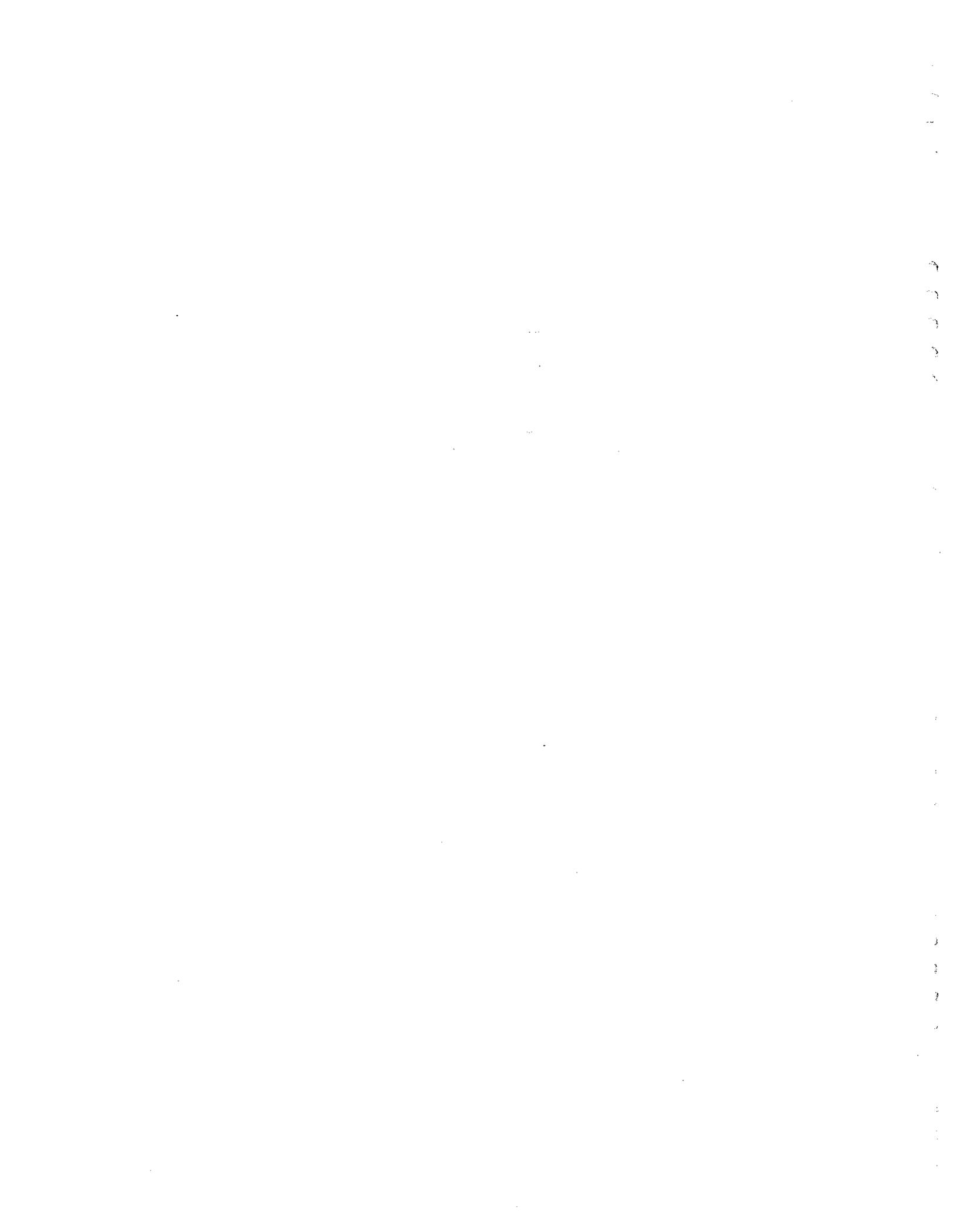
The Display automatically returns to standby mode when an operation is completed.

Use the **FUNCTION** and **ENTER** keys to access programming menus by viewing the LCD. The messages on the LCD will show your entries, guide you through selections, and prompt you to make choices or enter data.

You can use the **STOP** key to stop the current operation or end menu viewing.

There are several abbreviated messages that may appear in the Display (some of these are merely examples, as in the case of the first item):

Message	Meaning
<b>*01</b>	One-touch dialing number
<b>#001</b>	Speed Dial Number
<b>ECM</b>	Error Correction Mode
<b>TX</b>	Outgoing transmission
<b>RX</b>	Received transmission
<b>G3</b>	Standard transmission/reception mode
<b>SESS</b>	Session number
<b>M90</b>	Memory available; number shown is a percentage
<b>P01</b>	Page number
↑	Switch between upper- and lower-case letters



# Getting started

## Overview

This chapter contains the following information:

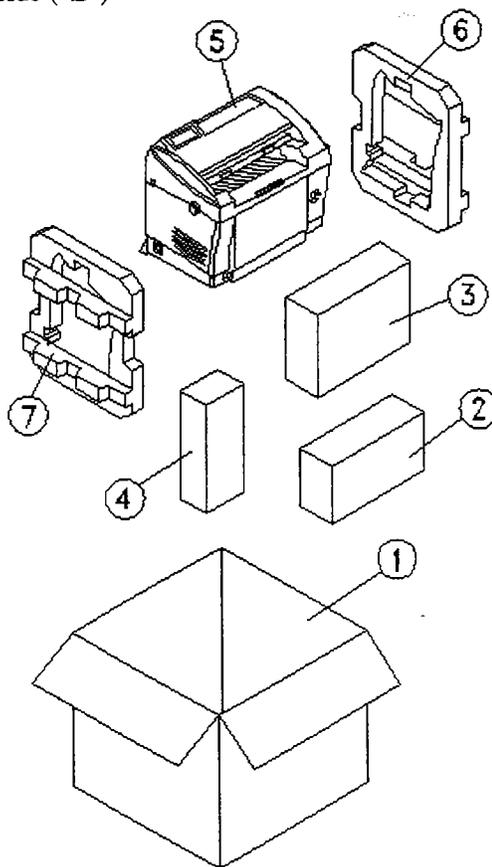
- Unpacking
- Major parts' names and functions
- Setting up
- Making various settings to prepare your fax machine for use

## Unpacking

### Unpacking the box

Unpack the box and verify that the following items are present and undamaged:

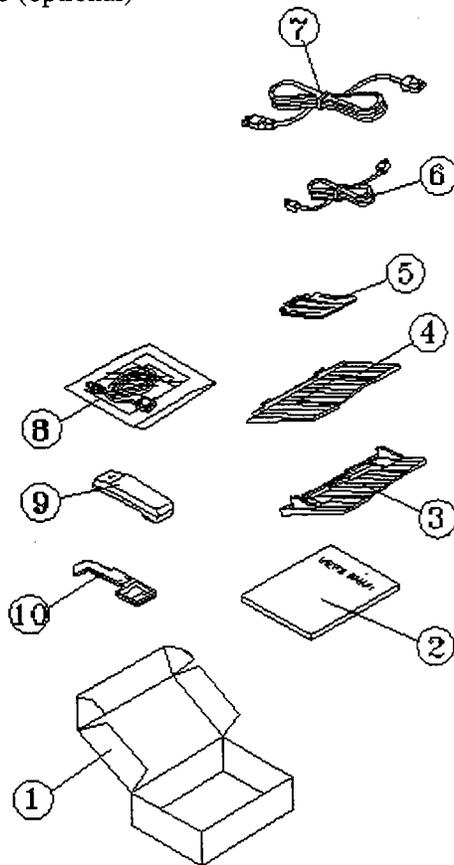
1. (Carton)
2. Toner cartridge
3. Accessories box
4. Drum unit
5. Fax machine
6. Packing material, right-side ("R")
7. Packing material, left-side ("L")



### Unpacking the accessory box

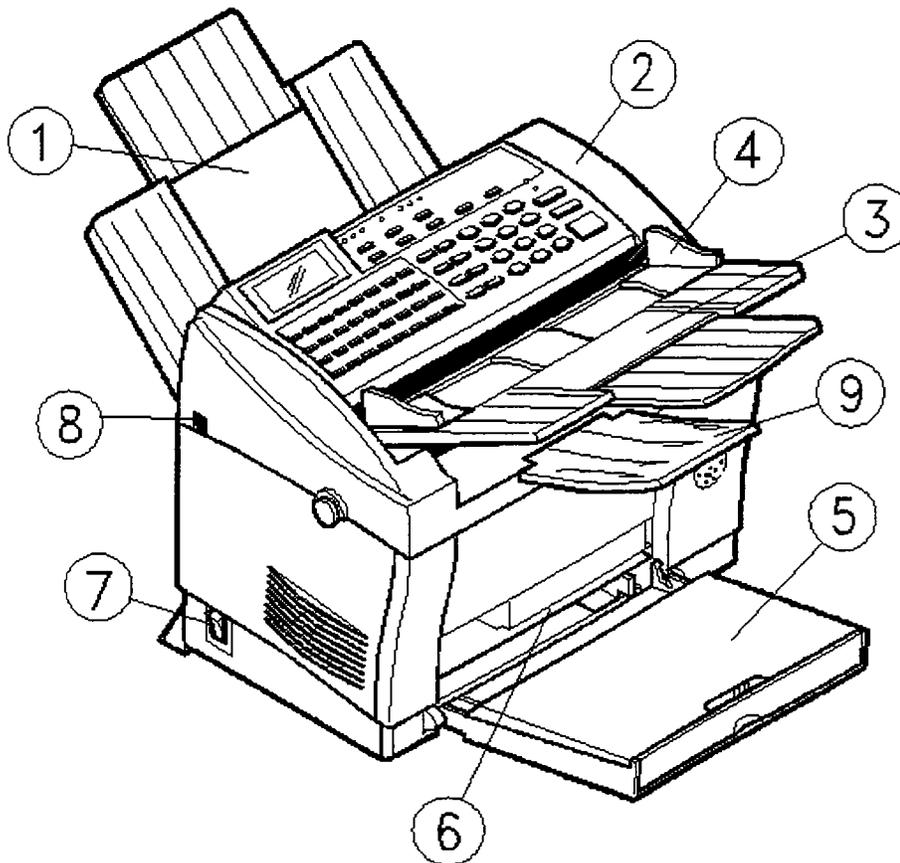
Unpack the accessory box and verify that the following items are included in the kit:

1. (The accessory box itself)
2. (This user's manual)
3. Document guide
4. Document tray
5. Paper extension tray
6. Telephone cord
7. AC power cord
8. PC/fax cable (optional)
9. Telephone handset (optional)
10. Telephone handset cradle (optional)

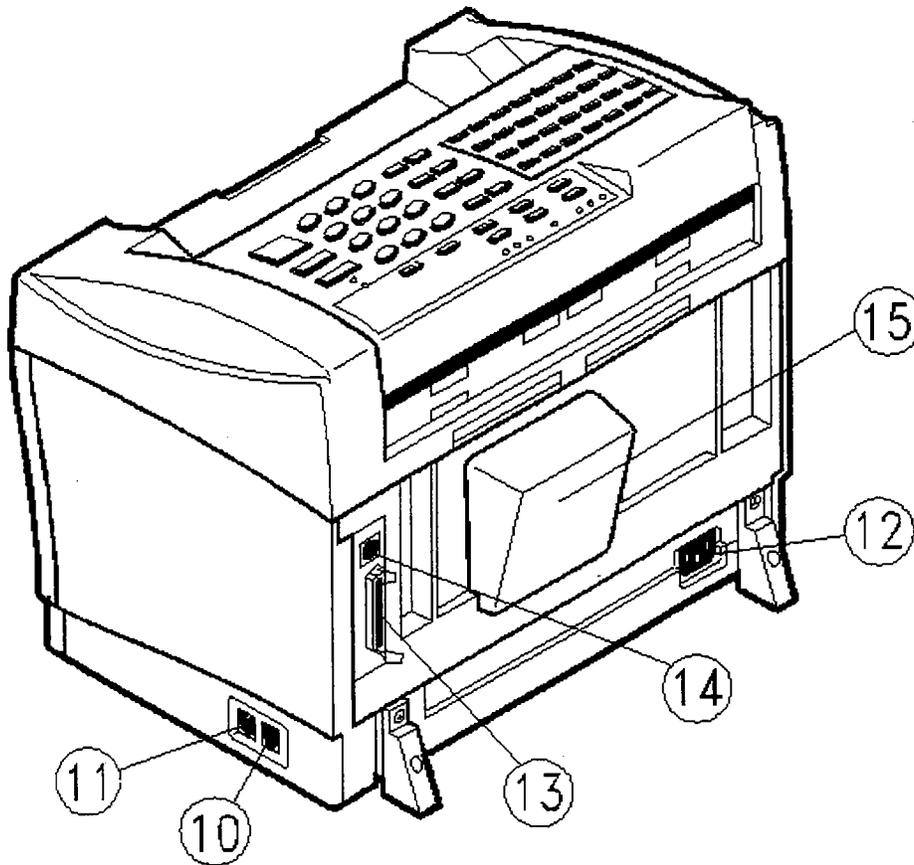


## Major parts' names and functions

1. **Document tray** — Catches original documents after they pass through the scanner.
2. **Control panel** — Performs various faxing, copying and printing functions.
3. **Document input tray** — Accepts your original document face-down here for faxing or copying.
4. **Document guide** — Adjusts to fit the width of your original document.
5. **Paper cassette** — Accepts up to 150 sheets of letter- or legal-sized paper into the standard cassette. (An optional cassette holds 250 more letter- or legal-sized sheets, for a maximum capacity of 400 sheets, total.)
6. **Manual feeding port** — Serves special paper-feeding needs (*e. g.*, if you want to load just one sheet of your corporate letterhead).
7. **Power switch** — Turns the machine on and off.
8. **RJ-11 phone jack** — Accepts the telephone plug from any telephone (even a cordless) you may wish to attach, if you wish to share one line between the phone and your fax.
9. **Printout exit tray** — Catches printouts as they emerge from the machine.

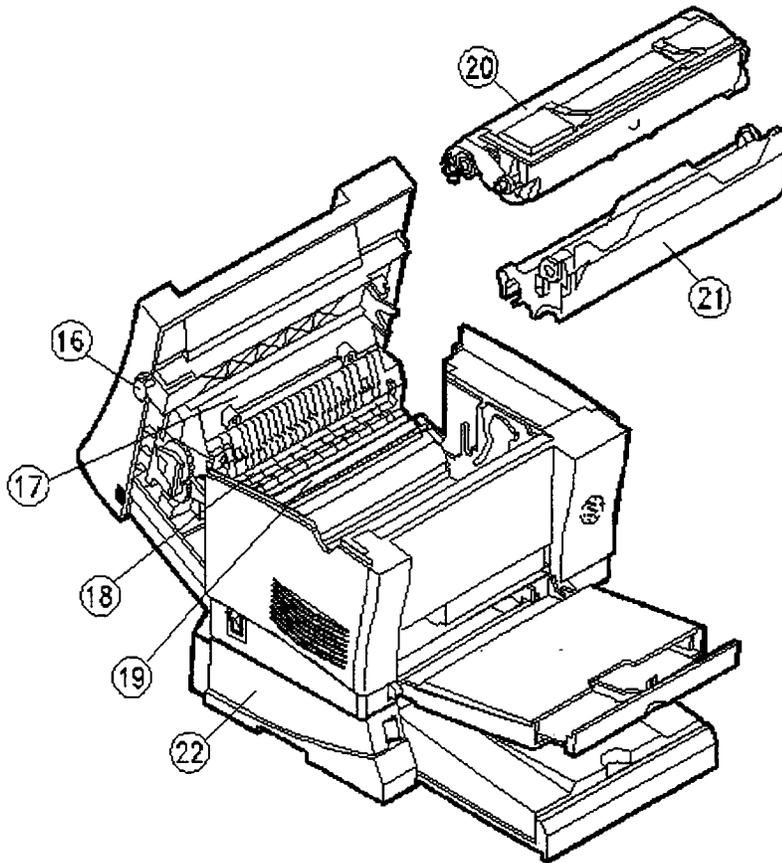


10. **External telephone connector** — Accepts an RJ-11 plug from your external telephone.
11. **Telephone line connector** — Accepts the RJ-11 plug from your phone cable (the other end of which plugs into your wall phone jack).
12. **AC power jack** — Accepts the female plug of the AC power cord.
13. **Parallel port** — Accepts a Centronics® plug from an optional parallel cable, to connect your fax machine and your PC (for printing using the optional PCL4 printer driver).
14. **RS-232C serial port** — Accepts an RS-232C plug from a serial cable, to connect your fax machine and your PC (for PC/fax interactivity with either optional PC/fax software or printing with the optional GDI printer driver).
15. **Cooling fan** — Provides cool air to the laser engine's fusing unit.



## Getting started

16. **Top cover button** — Opens the top cover/ADF cover so you can check and clear paper jams, change the toner and drum or clean the interior of the unit.
17. **Fusing section** — Fixes a toner image on the paper.
18. **Charger** — Puts a toner image on the paper.
19. **Transfer roller** — Presses the paper onto the photo-conductive drum, imprinting the drum's toner image onto the paper.
20. **Toner cartridge** — Converts the electrical image on the drum to a visible image.
21. **Drum cartridge** — Transfers a toner image to the paper.
22. **2nd paper cassette unit (optional)** — Holds up to 250 letter- or legal-sized sheets.

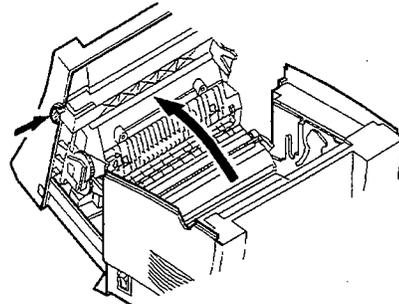


## Setting up

To set up your fax follow these procedures.

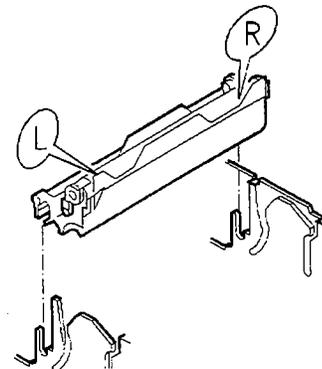
### Open the top cover/ADF cover

1. Push on the *latch button*. It's on the left side of the top cover/ADF cover.
2. Lift the cover until it is fully opened.

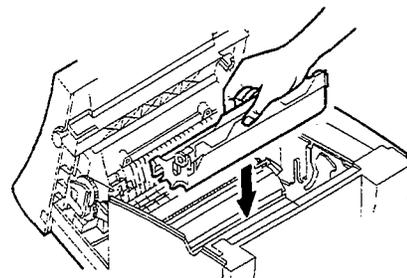


### Install the toner cartridge and drum cartridge

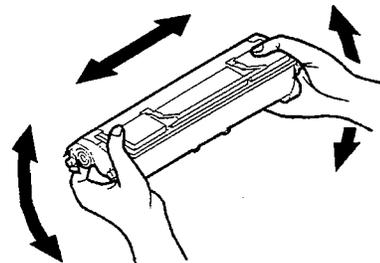
1. Align the drum cartridge's protrusions with the slits inside the fax frame.



2. Lower the drum cartridge into the machine.



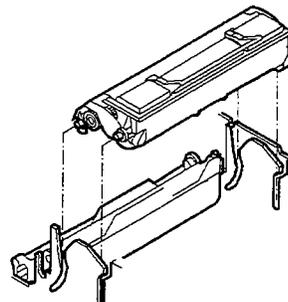
3. Hold the toner cartridge with both hands. Shake it well, and in the direction of the arrows in this drawing.



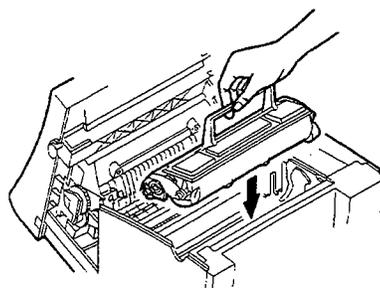
## Getting started

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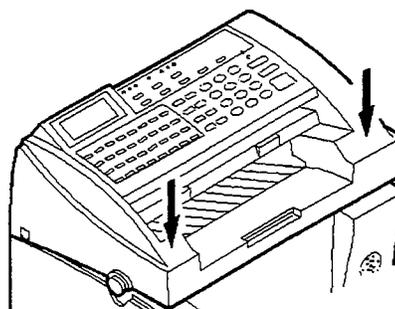
4. Make sure that the toner cartridge's four pins (two at the front, two at the rear) fit in the slits inside the fax's frame.



5. Gently lower the toner cartridge into the fax.



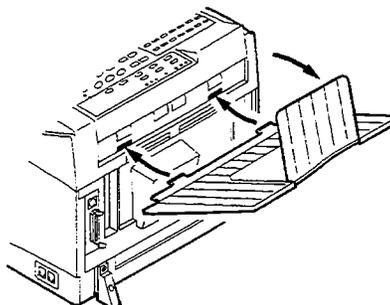
6. Close the top cover/ADF cover by swinging it back down and then pressing it down to lock it into position.



### Install the printout exit tray

Install the *printout exit tray* by inserting its two tabs into the corresponding slots in your fax machine.

**Note:** If you're using legal-sized paper, you may wish to flip out the tray's *document supporter panel*. For letter-sized paper, you can use the document supporter panel in either position.

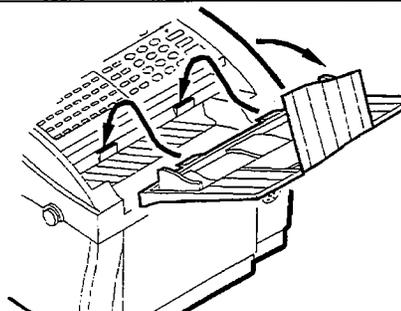


---

### Install the document input tray

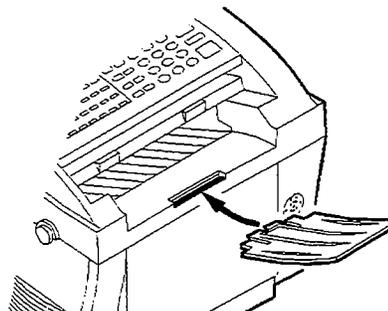
Install the *document input tray* on the front of the machine, directly below the control panel. The tray includes the *document guide*.

**Note:** If you're using legal-sized paper, you may wish to flip out the guide's *document supporter panel*. For letter-sized paper, you can use the document supporter panel in either position.



### Install the printout exit tray

Install the *printout exit tray* on the front of the machine, under the document input tray. (This art does not show the document input tray.)



---

## Loading paper

Your fax machine's versatile *multi-purpose tray* allows you to supply various types and sizes of paper for printing of not only received faxes but also copies and PC printouts. The machine can print on standard bond paper (16–24-lb.). The multi-purpose tray can feed up to 150 sheets of either letter- or legal-sized paper.

**Note:** Use only one size at a time, of course; don't mix and match them.

The tray also lets your machine print on special types of paper, such as thick paper (24–41-lb.), letterhead, transparencies, labels and envelopes. (If you are printing from your PC onto a special size of paper, be sure to set your software accordingly. If you need help with that, please consult the operating instructions for the PC software — such as a word processing program — from which you wish to print.)

Because different types — and even brands — of paper vary greatly in printing quality, we strongly recommend that you print samples of various types of special paper before buying any in quantity. Also, the conditions in which paper is stored may affect print quality. Whenever possible, store paper in its original packaging and only where climate control is working; so that neither the humidity nor the temperature will be unusually high or unusually low.

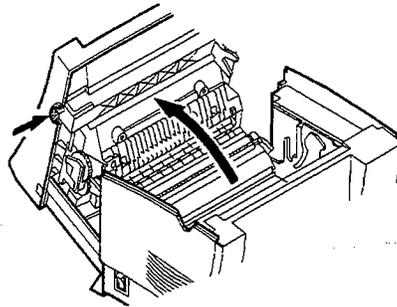
(You may also use an *optional paper cassette* which can add up to 250 more sheets, for a total potential paper capacity of 400 sheets.)

## Loading the multi-purpose tray

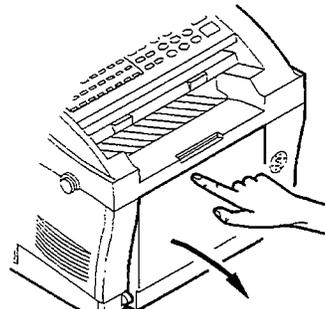
**Important:** *Always* let this tray run **completely out of paper** before you load any more paper; don't mix "old" and "new" paper. Otherwise, jams may result.

**Note:** If the tray is already unfolded, skip to step 3.

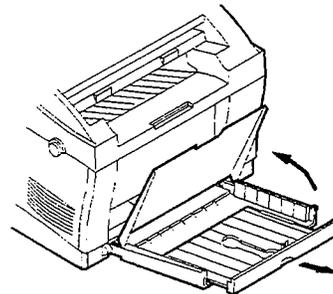
1. Open the top cover/ADF cover.



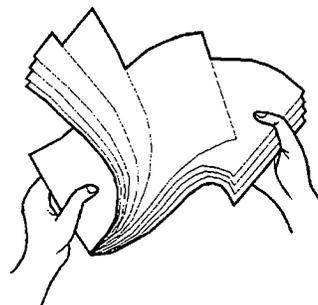
2. Unfold the tray by pulling it down.



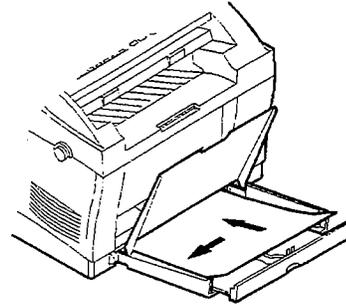
3. Open the tray cover, and then pull out the *tray extender*.



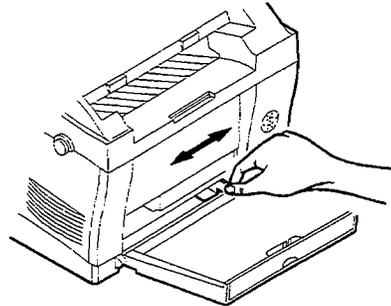
4. Before you load up to 150 sheets in the tray, fan the paper thoroughly, so the sheets will be less likely to stick together when fed.



5. After making sure the sheets are **printed-side-up** (*i. e.*, if using letterhead or other previously printed material) load the paper into the tray, front (top) edge first. (Then close the tray cover).

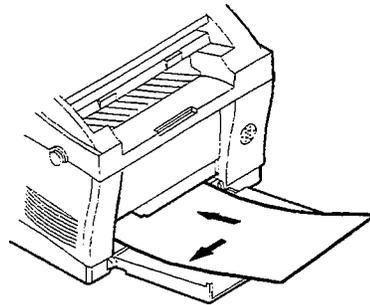


6. Adjust the *paper guide* to fit snugly against the edges of the paper. Make sure the paper does not curl. If it does, slightly loosen the fit of the paper guide.



### Loading the manual feed tray

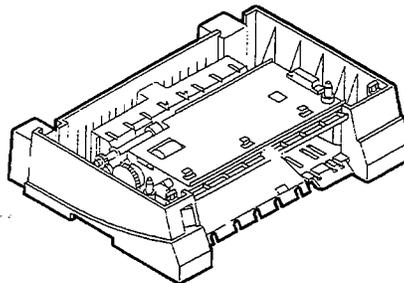
1. Make sure the sheet or envelope is **printed side up** (if using letterhead or other previously printed material) and then gently insert the sheet into the machine, front (top) edge first.
2. Gently insert the sheet until it won't go in further. **Don't force it.**



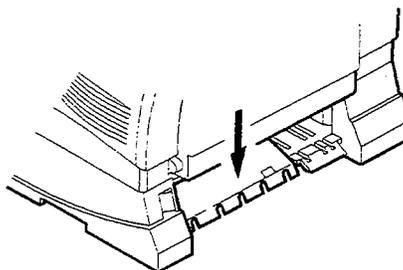
### Installing the optional paper cassette

The *optional paper cassette* makes it possible for you to load another 250 sheets into the fax at a time, for a total possible capacity of 400 sheets. As with the multi-purpose tray, you can load either letter- or legal-sized sheets. Here's how to install this *optional* item:

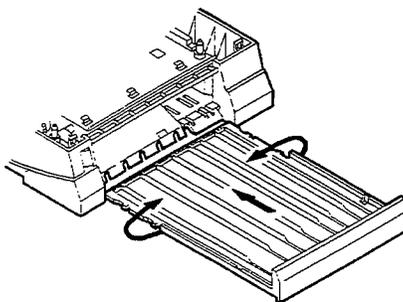
1. Remove the cassette from its shipping carton. Then remove the vinyl bag and peel the shipping tape from the cassette.



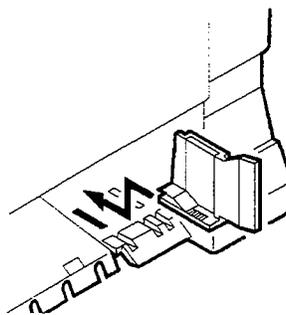
2. From above, press down the cassette's bottom plate (it's spring-loaded) until it is locked into position. This plate will support the paper when you load it.



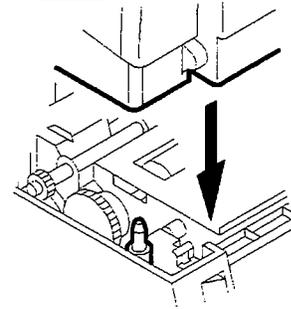
3. Hold both sides of the optional cassette and, at the same time, **slightly** bend the tray as shown at the same time. While doing so, insert the cassette into the slot.



4. Fit the *paper guide* (furnished with the optional cassette) in the correct position, depending upon which paper size you'll be using next. You can change it later for a different size.



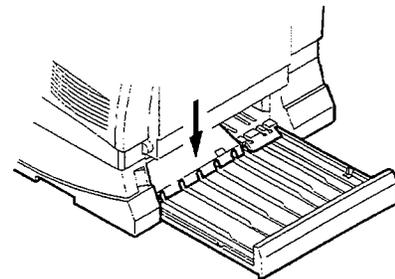
5. Place the machine on the cassette **while making sure** that the two coupling pins on top of the cassette fit into the holes on the bottom of the facsimile.



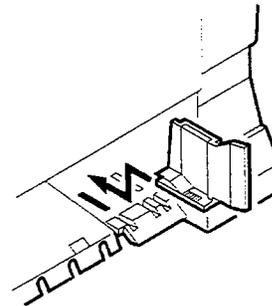
### Loading the optional paper cassette

**Important:** As with the multi-purpose tray, *always* let this cassette run **completely out of paper** before you load any additional paper; don't mix "old" and "new" paper. Otherwise, jams may result.

1. Make sure the cassette's spring-loaded bottom plate is locked into position (see page 2.12, step 2).



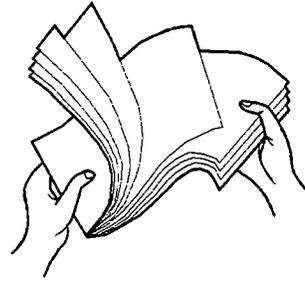
2. Fit the paper guide (furnished with the optional cassette) in the correct position, depending upon which paper size you'll be using next. You can change it later for a different size.



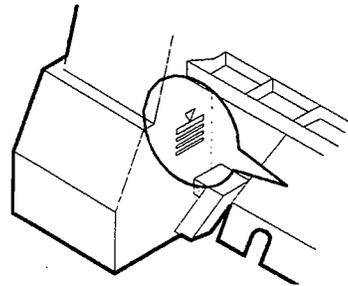
## Getting started

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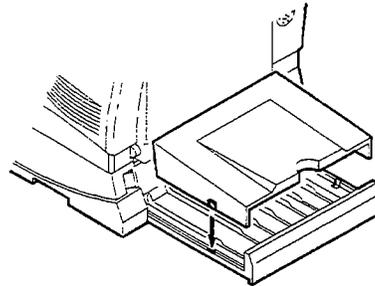
3. You can load up to 250 sheets in the tray. First, fan the paper thoroughly, so the sheets will be less likely to stick together when fed. Then load the paper onto the spring-loaded bottom plate.



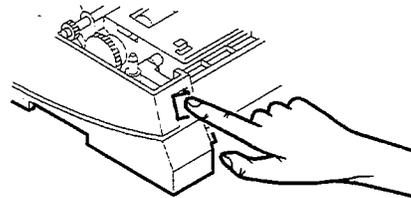
**Important:** Load the paper no higher than the “Max Level” indicator.



4. Put the cover on the cassette.



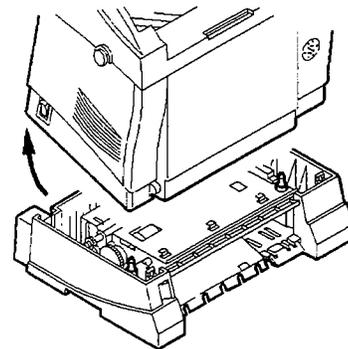
5. Press the paper-lock button to unlock the cassette's spring-loaded bottom plate.



### **Removing the optional paper cassette**

If it becomes necessary to remove the optional cassette from your fax machine:

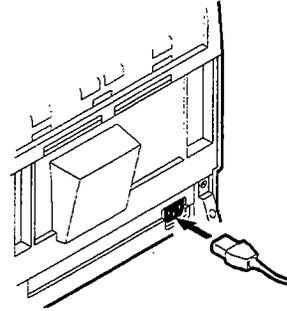
1. Lift the back of the fax machine **with a slight tilt toward the front.**
2. Slowly and smoothly lift the machine off the cassette.



## Plugging in

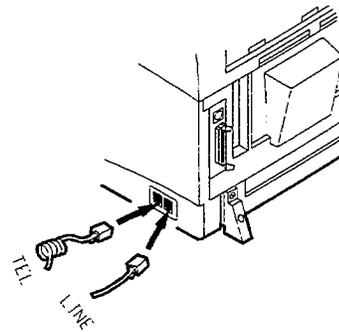
### Attach the AC power cord

1. Make sure the power switch is in the **o** (off) position.
2. Connect the female plug of the *AC power cord* to the machine's AC power jack, as shown. Then plug the other end of the cord into your *nearest* wall power jack.



### Attach the telephone line cable

1. Connect the telephone line cable to the **LINE** jack on the right side of the facsimile.
2. If you wish, you may also connect an answering machine or a second telephone (even a cordless model) to the **TEL** outlet. This allows the fax and the other device to share the phone line.



## Getting started

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### Attaching a PC/fax cable

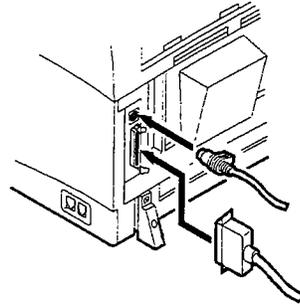
**Note:** This is necessary *only* if you're going to use your fax with your PC now. You can always return to this at another time if you will not be using the fax with the PC right away.

You may be attaching either (or both) of the following:

- A *parallel cable* (to the Centronics® *parallel port*).
- A *serial cable* (to the RS-232C *serial port*).

Insert the end of the cable into the appropriate port on the back of your machine.

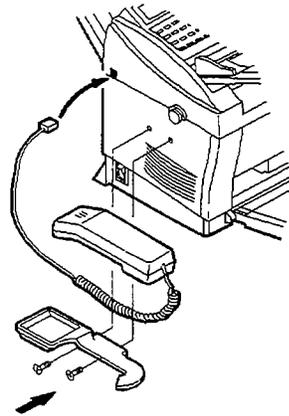
**Note:** If you don't know how to attach the cable to your PC, please consult your PC's operating instructions.



### Installing the optional handset

**Note:** Using the optional handset makes it more convenient to use your fax, particularly its telephone features. To the optional handset for your machine, please contact your authorized dealer.

1. Attach the handset cradle to the facsimile with the supplied screws, as shown in the drawing.
2. Place the handset in the cradle.
3. Plug the handset's cable into the appropriate jack on the left side of your fax machine.



---

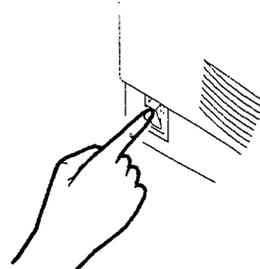
## Powering up your fax machine

1. Turn on the power switch.

**Important:** Always allow at least three seconds after turning the power switch on or off before pressing it again.

2. Once the power is on, the display will show that the machine is in its normal *standby mode*:

01/01 08:00  
[FAX]



**Important:** Throughout this manual, you will have opportunities to make text entries. Obviously, your fax doesn't have a computer-style keyboard. However, it allows you to enter text through the use of the one-touch keys:

- Press a one-touch key to enter its corresponding letter.
- To change between upper and lower case, press the ↑ key.
- To enter a space character during a text entry, press the **blank key** just to the left of the ↑ key. (During numeric entries, you'll use a different method.)
- To enter certain special characters, press the \* key. The display will show a list of characters. Use the arrow keys to move to the one you want, then press **ENTER** to insert that character and continue entering other characters.
- (To enter digits, use the numeric keypad, of course.)

So, for example, to enter "My Fax," you'd press

**M ↑ Y [blank] ↑ F ↑ A X**

## Setting your user data

There are certain vital details your fax must "know" to do its job properly.

All of these settings are important, but the first three we will consider are absolute musts!

Fortunately, you can do them all in one operation. They are: the *date and time*; the *name* which will appear at the top of each page you send; and your *fax number*, which also will appear at the top of each page you send.

**Important:** In the United States, federal law **requires** that you add your name (company name, personal name, department name, etc.) and telephone number to any fax message you send. To make sure your machine will automatically fulfill these requirements (as well as keep track of when you sent faxes), please make the following settings.

### Must-do setting #1: Date and time

It's important to set your fax machine's built-in calendar/clock so that it can keep an accurate record of calls, as well as make it easier to perform delayed commands.

**Note:** When entering the time, use 24-hour ("military") style — *e. g.*, 8:30 PM would be 20:30.

1. Press **FUNCTION**.

**FUNCTION MODE**  
0-9, #, \*, ←, →

2. Press **9** on the numeric keypad.

**PROG USER DATA**  
0-9, #, \*, →, **ENTER**

*Getting started*

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3. Press **ENTER**.

**PROG USER DATA**  
1-6, ←, →

4. Press **3** on the numeric keypad.

**SET DATE/TIME**  
1-6, ←, →, **ENTER**

5. Press **ENTER**.

01-01-97 12:00  
**PRESS ENTER**

6. Use the numeric keypad to enter the date (*MMYYDD* format) and time. In this example, we've set September 11, 1997 at 8:30 PM.

09-11-97 20:30  
**PRESS ENTER**

7. Press **ENTER**.

09-11-97 20:30  
**DATA ENTRY OK**

8. A few seconds later, the display shows:

**PROG USER DATA**  
1-6, ←, →

9. Press **2** on the numeric keypad.

**YOUR NAME**  
1-6, ←, →, **ENTER**

10. Press **ENTER**.

—  
**A-Z, \*, ENTER**

11. Enter your name (see the "Important" box on page 2.17 for help if you need it). You may enter up to 20 characters (including numbers, spaces and any other characters).

**My Fax Machine\_**  
**A-Z, \*, ENTER**

12. Press **ENTER**.

```
YOUR NAME
DATA ENTRY OK
```

13. A few seconds later, the display shows:

```
PROG USER DATA
1-6, ←, →
```

14. Press **1** on the numeric keypad.

```
YOUR TEL NO.
1-6, ←, →, ENTER
```

15. Press **ENTER**.

```
TEL=
PRESS ENTER
```

16. Use the numeric keypad to enter your fax number. You may enter up to 20 characters (including, if you wish, spaces for clarity; press **PAUSE/REDIAL** to enter a space).

```
TEL=972 364 3400
PRESS ENTER
```

**Important:** This is the only time **PAUSE/REDIAL** will enter a space. Otherwise, it enters a pause of 2.5 seconds.

17. Press **ENTER**.

```
TEL=972 364 3400
DATA ENTRY OK
```

18. A few seconds later, the display shows:

```
PROG USER DATA
1-6, ←, →
```

19. Press **STOP** to return to standby mode.

## Setting your dialing type (tone/pulse)

Making a fax call is like making any other phone call, so your fax needs to know how to dial it on your phone setup —tone dialing or pulse dialing.

1. Press **FUNCTION**.

**FUNCTION MODE**  
0~9, #, \*, ←, →

2. Press \* on the numeric keypad.

**DIAL OPTIONS**  
0~9, #, \*, →, ENTER

3. Press **ENTER**.

**DIAL OPTIONS**  
1~9, ←, →

4. Press **1** on the numeric keypad.

**TONE/PULSE**  
1~9, ←, →, ENTER

5. Press **ENTER**.

**TONE/PULSE**  
TONE, →, ENTER

If your preferred dialing mode is showing on the bottom line of the display, skip to step 7. Otherwise, proceed to step 6.

6. Press → to choose between tone or pulse dialing. Here, we have selected pulse dialing.

**TONE/PULSE**  
PULSE, →, ENTER

7. Press **ENTER**.

**TONE/PULSE**  
DATA ENTRY OK

Your machine now returns to its normal standby mode.

## Setting your fax line type (PSTN/PBX)

If your fax is connected to a normal phone line (*not* a PBX), select *PSTN*. Otherwise, select *PBX*. In a PBX system, you must dial a *prefix number* (e. g., **9**) to reach an outside line. If you set your fax line type to *PBX*, you'll also be able to set the prefix number in advance — then, your fax will dial the prefix number for you whenever you dial.

1. Press **FUNCTION**.

```
FUNCTION MODE
0~9,#,*,←,→
```

2. Press **\*** on the numeric keypad.

```
DIAL OPTIONS
0~9,#,*,→,ENTER
```

3. Press **ENTER**.

```
DIAL OPTIONS
1~9,←,→
```

4. Press **2** on the numeric keypad.

```
PSTN/PBX
1~9,←,→,ENTER
```

5. Press **ENTER**.

```
PSTN/PBX
PSTN:→,ENTER
```

If your preferred fax line type is showing on the bottom line of the display, skip to step 7. Otherwise, proceed to step 6.

6. Press **→** to choose between *PSTN* or *PBX*. Here, we have selected *PBX*.

```
PSTN/PBX
PBX: →,ENTER
```

7. Press **ENTER**.

```
PSTN/PBX
DATA ENTRY OK
```

If you selected *PSTN*, skip steps 8–10; they are for only PBX dialing. Otherwise, proceed to step 8.

## Getting started

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8. Assuming you selected *PBX*, the display now shows:

```
PRE-FIX NO=  
PRESS ENTER
```

9. Enter the prefix number. Here, we have entered the common 9 prefix. However, since individual PBXs vary, you may enter up to four digits.

```
PRE-FIX NO=9  
PRESS ENTER
```

10. Press **ENTER**.
- 

## Setting the number of rings

You can set how many times your fax will ring before answering. You may choose one to four rings.

1. Press **FUNCTION**.

```
FUNCTION MODE  
0~9, #, *, ←, →
```

2. Press \* on the numeric keypad.

```
DIAL OPTIONS  
0~9, #, *, →, ENTER
```

3. Press **ENTER**.

```
DIAL OPTIONS  
1-9, ←, →
```

4. Press **3** on the numeric keypad.

```
RING COUNTER  
1-9, ←, →, ENTER
```

5. Press **ENTER**.

```
RING COUNTER=1  
1-4, ENTER
```

If your preferred number of rings is showing on the top line of the display, skip to step 7. Otherwise, proceed to step 6.

6. Use the numeric keypad to enter the number of rings you want. You may choose from 1 to 4. Here, we have selected 3.

```
RING COUNTER=3
1-4, ENTER
```

7. Press **ENTER**.

```
RING COUNTER=3
DATA ENTRY OK
```

Your machine now returns to its normal standby mode.

---

## Setting the monitor speaker volume

Depending upon whether your fax will be in a quiet or loud office setting, you'll want to adjust its volume settings to fit. You may choose from among three volume levels — medium, low and high — for both the monitor speaker and the tones your fax emits when you press its keypad.

1. Press **FUNCTION**.

```
FUNCTION MODE
0-9, #, *, ←, →
```

2. Press **\*** on the numeric keypad.

```
DIAL OPTIONS
0-9, #, *, →, ENTER
```

3. Press **ENTER**.

```
DIAL OPTIONS
1-9, ←, →
```

4. Press **9** on the numeric keypad.

```
SPEAKER VOLUME
1-9, ←, →, ENTER
```

5. Press **ENTER**.

```
SPEAKER VOLUME
MEDIUM: →, ENTER
```

If your preferred setting is showing on the bottom line of the display, skip to step 7. Otherwise, proceed to step 6.

## Getting started

---

6. Use the arrow keys to toggle among the selections of *low*, *medium*, *high*. Here, we have selected *low*.

```
SPEAKER VOLUME
LOW : →, ENTER
```

7. Press **ENTER**.

```
SPEAKER VOLUME
DATA ENTRY OK
```

Your machine now returns to its normal standby mode.

---

## Making redial settings

When your fax detects either a busy signal or no answer, it will automatically *redial* the number it was calling. It's up to you how many times the fax redials (the number of *redial attempts*) and how long it waits between redials (the *redial interval*).

**Important:** Your fax machine can detect only a normal busy signal; it **cannot** detect the proprietary busy signal some PBXs generate during **intra**-system calls.

### Setting the number of redial attempts

1. Press **FUNCTION**.

```
FUNCTION MODE
0~9, #, *, ←, →
```

2. Press \* on the numeric keypad.

```
DIAL OPTIONS
0~9, #, *, →, ENTER
```

3. Press **ENTER**.

```
DIAL OPTIONS
1-9, ←, →
```

4. Press **4** on the numeric keypad.

```
REDIAL ATTEMPTS
1-9, ←, →, ENTER
```

5. Press **ENTER**.

```
ATTEMPT=9
1-9, →, ENTER
```

If your preferred number of attempts is showing on the top line of the display, skip to step 7. Otherwise, proceed to step 6.

6. Use the numeric keypad to enter the desired number of attempts, 1-9. Here, we have selected 5.

```
ATTEMPT=5
1-9, ENTER
```

7. Press **ENTER**.

```
ATTEMPT=5
DATA ENTRY OK
```

Your machine now returns to its normal standby mode.

### Setting the redial interval

1. Press **FUNCTION**.

```
FUNCTION MODE
0~9, #, *, ←, →
```

2. Press \* on the numeric keypad.

```
DIAL OPTIONS
0~9, #, *, →, ENTER
```

3. Press **ENTER**.

```
DIAL OPTIONS
1-9, ←, →
```

4. Press **5** on the numeric keypad.

```
REDIAL INTERVAL
1-9, ←, →, ENTER
```

5. Press **ENTER**.

```
INTERVAL=01
01-20, ENTER
```

If your preferred redial interval setting (in minutes) is showing on the top line of the display, skip to step 7. Otherwise, proceed to step 6.

## Getting started

---

6. Use the numeric keypad to enter a *two-digit* number for the number of minutes you wish to specify for the redial interval. You may choose 1–20 minutes. If entering 1–9, use a leading zero. Here, for example, we have selected an interval of 3 minutes.

```
INTERVAL=03
01-20,ENTER
```

7. Press **ENTER**.

```
INTERVAL=03
DATA ENTRY OK
```

Your machine now returns to its normal standby mode.

### Setting busy signal detection

Normally, your fax machine detects busy signals automatically. However, if you wish — although we **do not** recommend this — you can set your fax *not* to detect a busy signal and redial the busy number. In the vast majority of cases, you'll want to leave busy signal detection turned *on*.

**Important:** Your fax machine can detect only a normal busy signal; it **cannot** detect the proprietary busy signal some PBXs generate during **intra-system** calls.

1. Press **FUNCTION**.

```
FUNCTION MODE
0-9, #, *, ←, →
```

2. Press **\*** on the numeric keypad.

```
DIAL OPTIONS
0~9, #, *, →, ENTER
```

3. Press **ENTER**.

```
DIAL OPTIONS
1-9, ←, →
```

4. Press **6** on the numeric keypad.

```
BUSY TONE
1-9, →, ENTER
```

5. Press **ENTER**.

```
BUSY TONE
ON : →, ENTER
```

If your preferred setting is showing on the bottom of the display, skip to step 7. Otherwise, proceed to step 6.

6. Press the arrow key to toggle to your desired setting. Here, we have selected *Off*.

```
BUSY TONE
OFF: →, ENTER
```

**Note:** Again, we **do not** recommend an *Off* setting; this is just as an example.

7. Press **ENTER**.

```
BUSY TONE
DATA ENTRY OK
```

Your machine now returns to its normal standby mode.

---

## Setting dial tone detection

Each nation's telephone system has its own particular standard dial tone. When you set your country's international dial tone prefix (see "Setting the international dial tone prefix," pages 2.29–2.31), you told your fax which country's dial tone to expect. Normally, the fax dials without first "listening" for, or detecting, that dial tone. This can be helpful if, for example, your fax machine is using a PBX (see "Setting your fax line type [PSTN/PBX]," pages 2.21–2.22) because a PBX usually has its own special dial tone.

However, if you wish, you can activate the machine's *dial tone detection*. When it is turned on and your machine attempts to dial a call, the machine checks for the presence of your nation's dial tone and will *not* make the call unless it detects the tone.

1. Press **FUNCTION**.

```
FUNCTION MODE
0~9, #, *, ←, →
```

2. Press \* on the numeric keypad.

```
DIAL OPTIONS
0~9, #, *, →, ENTER
```

3. Press **ENTER**.

```
DIAL OPTIONS
1~9, ←, →
```

## Getting started

---

4. Press **7** on the numeric keypad.

```
DIAL TONE
1-9, →, ENTER
```

5. Press **ENTER**.

```
DIAL TONE
OFF: →, ENTER
```

If your preferred setting is showing on the bottom of the display, skip to step 7.  
Otherwise, proceed to step 6.

6. Press the arrow key to toggle to your desired setting. Here, we have selected *On*.

```
DIAL TONE
ON : →, ENTER
```

7. Press **ENTER**.

```
DIAL TONE
DATA ENTRY OK
```

Your machine now returns to its normal standby mode.

---

## Choosing the language for displays and reports

Your machine can use either English, French or Spanish on the display and in reports it prints.  
Here's how to make that setting.

1. Press **FUNCTION**.

```
FUNCTION MODE
0-9, #, *, ←, →
```

2. Press **9** on the numeric keypad.

```
PROG USER DATA
0-9, #, *, →, ENTER
```

3. Press **ENTER**.

```
PROG USER DATA
1-6, ←, →
```

4. Press **5** on the numeric keypad.

```
LANGUAGE
1-6, ←, →, ENTER
```

---

5. Press **ENTER**.

```
ENGLISH
←, →, ENTER
```

If your preferred language is showing on the top line of the display, skip to step 7. Otherwise, proceed to step 6.

6. Press the arrow key to toggle to your desired setting. Here, we have selected *Español* (Spanish).

```
ESPAÑOL
←, →, ENTER
```

7. Press **ENTER**. The display will now appear in Spanish.

```
ESPAÑOL
DATA ENTRY OK
```

8. Press **STOP** to return to standby mode.

---

## Making special settings

### Setting the international dial tone prefix

To make an *international* call, your fax needs to “know” the *prefix number* used in your country for such calls. For example, in the United States, the prefix is *001*.

When you set your machine’s *international dial tone prefix* setting to *On*, the machine detects the prefix when you begin an international fax call and tells your machine to “listen for” an international dial tone after the prefix.

You may store up to two such prefixes (in case you sometimes transport the machine).

1. Press **FUNCTION**.

```
FUNCTION MODE
0-9, #, *, ←, →
```

2. Press \* on the numeric keypad.

```
DIAL OPTIONS
0-9, #, *, →, ENTER
```

3. Press **ENTER**.

```
DIAL OPTIONS
1-9, ←, →
```

*Getting started*

---

4. Press **8** on the numeric keypad.

```
INT'L DIAL TONE
1-9, ←, →, ENTER
```

5. Press **ENTER**.

```
INT'L DIAL TONE
OFF: →, ENTER
```

If your preferred setting is showing on the bottom line of the display, skip to step 7. Otherwise, proceed to step 6.

6. Press **→** to choose your desired setting, either *On* or *Off*. Here, we have selected *On*.

```
INT'L DIAL TONE
ON : →, ENTER
```

7. Press **ENTER**.

```
INT'L DIAL TONE
DATA ENTRY OK
```

If you selected *Off*, your machine now returns to its normal standby mode and you should skip steps 8–13.

Otherwise, proceed to step 8.

8. After a few seconds, the display shows:

```
1. INT'L CODE= _
PRESS ENTER
```

9. Use the numeric keypad to enter the desired three-digit international dial tone prefix (called the “int'l code,” here). For dialing only from within the United States, enter *011*.

**Note:** To dial from any other nation, please consult your local telephone company for more information.

In this example, we've entered *011*.

```
1. INT'L CODE=011
PRESS ENTER
```

10. Press **ENTER**. The display briefly shows:

```
1. INT'L CODE=011
DATA ENTRY OK
```

If you do **not** want to enter a second prefix, skip steps 11–13. Otherwise, proceed to step 11.

11. Then the display shows:

```
2.INT'L CODE=  
PRESS ENTER
```

12. As in step 9, use the numeric keypad to enter the desired prefix. In this example, we've entered 001.

```
2.INT'L CODE=001  
PRESS ENTER
```

13. Press **ENTER**.

```
2.INT'L CODE=001  
DATA ENTRY OK
```

Your machine now returns to its normal standby mode.

### Setting your dealer's fax number (for toner re-supply)

This intelligent feature can save you time and trouble. When low on toner, your fax can automatically send a message to your dealer to indicate that you need to order a new cartridge!

**Note:** Before you begin this process, please first contact your dealer first to learn if he or she has a preferred fax number for receiving such messages.

1. Press **FUNCTION**.

```
FUNCTION MODE  
0-9, #, *, ←, →
```

2. Press **9** on the numeric keypad.

```
PROG USER DATA  
0-9, #, *, →, ENTER
```

3. Press **ENTER**.

```
PROG USER DATA  
1-6, ←, →
```

4. Press **4** on the numeric keypad.

```
SUPPLIER TEL.  
1-6, ←, →, ENTER
```

5. Press **ENTER**.

```
TEL=  
PRESS ENTER
```

*Getting started*

---

6. Use the numeric keypad to enter your dealer's fax number. You may enter up to 20 characters (including, if needed, pauses; press **PAUSE/REDIAL** to enter a pause).

**TEL=9725551248**  
**PRESS ENTER**

7. Press **ENTER**.

**TEL=9725551248**  
**DATA ENTRY OK**

8. A few seconds later, the display shows:

**PROG USER DATA**  
**1-6, ←, →**

9. Press **STOP** to return to standby mode.

# Using your fax: the basics

## Overview

This chapter contains the following information on the *basic* elements of:

- Sending faxes
- Receiving faxes
- Making copies

# Sending faxes

## Some guidelines

### How big — and small — your pages can be

While you'll probably send normal-sized documents most of the time, you *can* fax a piece of paper as small as a notepad sheet or more than 3' long! To be precise, the acceptable dimensions are:

	Minimum	Maximum
Length	4.33"	39.37"
Width	5.8"	11"
Thickness	0.0019"	Single page, 0.0039"; multiple pages, 0.0024"–0.0039"

**Important:** A document longer than the maximum length will cause the machine to jam.

You can put 30 sheets at a time into the automatic document feeder.

### Things NOT to put in your fax

To help avoid troubles ranging from paper jams to out-and-out damage to your machine, please **do not insert:**

- Folded, curled, torn, wrinkled or very thin pages
- Documents with staples, glue, tape, paper clips or still-wet correction fluid
- "Sticky notes" (or documents with "sticky notes" attached)
- Cardboard, newspaper or fabric
- Pages with duplicating carbon on either side
- Credit cards or similar small, thick items

**Note:** If you absolutely must send a document which fits one of these descriptions, use a **regular** copier to make a photocopy of it and then insert the photocopy, instead, into your fax.

### Resolution/grayscale and contrast: your choices

Whenever you send a fax or make a copy, select the *resolution* and *contrast* settings you desire. You have three resolution settings (plus one *grayscale mode*), and three contrast settings, from which to choose. You select one of the resolution settings by pressing **RESOLUTION** repeatedly to toggle among the following (lighting the appropriate LED):

- *Normal resolution* ("NORM" on the control panel above **RESOLUTION**) — Suitable for most typed documents and simple drawings.
- *Fine resolution* ("FINE" on the control panel) — Ideal for maps, moderately complicated drawings, floorplans or handwritten documents.
- *Superfine resolution* ("S-FINE" on the control panel) — Reproduces the detail of extremely complicated drawings or line art.

**Note:** If you send a fax in superfine, certain fax models (especially older ones) will receive it only in fine mode. However, you can send a fax in grayscale mode to virtually *any* fax machine currently in use.

Or, instead of using any of these three resolution settings, you may press **PHOTO** to select *grayscale mode*, which captures shades in photos and drawings.

**Note:** See also "Smoothing," page 4.42.

You select one of the contrast settings by pressing **CONTRAST** repeatedly to toggle among the following (lighting the appropriate LED):

- *Normal* (“NORM” on the control panel above **CONTRAST**) — For most documents.
- *Light* (“LIGHT” on the control panel) — For weak, “washed-out” original documents.
- *Dark* (“DARK” on the control panel) — For overly dark, “muddy” original documents.

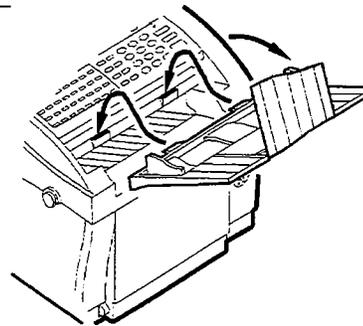
### Potential problems with call-waiting and voice mail

Telephone call-waiting signals can stop fax transmission and reception. And, of course, any service — such as voice mail — which may intercept your calls can keep your fax machine from getting fax calls. If you must use only one phone line, please consult your telephone company for information of how you can temporarily disable call-waiting or voice mail while using the fax machine.

---

## Adjusting the machine for larger documents

If you’re using larger documents, you may wish to flip out the document input tray’s document supporter panel. (For letter-sized paper, you may use the panel in either position.)

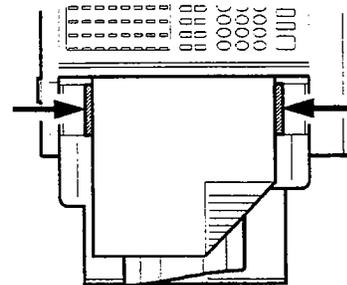


---

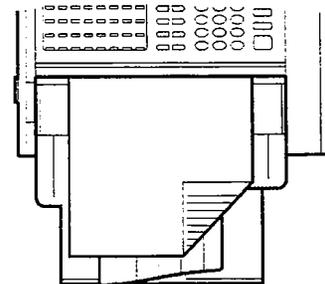
## How to insert a document

1. **Before** inserting your original document into the fax, slide the document guide left or right, as necessary, to fit your original document.

**Note:** Pushing one side makes the other move accordingly, as well. This can be especially convenient when your hands are full!



2. Place your original document **face down** on the center of the document input tray.
3. Gently slide the document into the machine. The automatic document feeder will sense the document’s presence and “grab” the document.



## Sending a fax from memory

### The advantages

Your fax has a great memory! And, because it does, it can finish fax jobs more quickly than otherwise would be possible. By automatically scanning your document into, then transmitting from, its memory — rather than sending each part of the scan only as quickly as the receiving fax can receive it — your fax can hand you back your original document more rapidly. You can also set up a *delayed transmission* (see pages 4.14–4.15) to send your document after hours, lowering your line charges.

Your fax's *dual access* feature allows you to scan the next transmission into memory even while the machine is performing a previously scanned transmission, or while it's receiving a fax or printing a file from your PC. (See pages 4.43–4.44 for more information on your machine's *multifunctional* capabilities.) Then, when it finishes its current job, the machine handles the job you scanned into memory.

**Important:** If your machine runs out of memory while scanning in originals for transmitting, it will abort the operation and will not fax the document. Therefore, wait until memory is available to store all documents you wish to send. In standby mode, your machine shows its available memory on the top line. If you see that the amount of memory is low, wait until the fax has completed any previously stored operations and has released memory for your use. If necessary, you can also use *manual transmission* to transmit your document without storing it in memory first (see pages 3.5–3.7).

### How to fax a document from memory

1. **Insert the document.** (If necessary, review “How to insert a document,” page 3.3.)

The LCD will show:

09/11 14:32 M100  
SELECT LOC./COPY

The top line is telling you that the date is September 11, the time is 2:32 PM and your fax currently has 100% of its memory available. The bottom line is giving you a choice of actions you can now perform with the document: fax it (in which case you should “select loc.” — *i. e.*, select a location or, more plainly, enter a fax number) or copy it. We'll fax it.

2. **If necessary, adjust resolution and contrast.**

If these are OK, skip to step 3.

Otherwise, to adjust the resolution and contrast:

- Press **RESOLUTION** to change the resolution (or choose **PHOTO** for grayscale).
- Press **CONTRAST** to change the contrast.

**Important:** It takes longer — and is more memory-intensive — to fax a document with more detailed and/or darker images (more *black coverage*, to use the fax term). So, particularly if you're sending this document long-distance, try to use only “NORM” for both resolution and contrast when possible. If necessary, review “Resolution/grayscale and contrast: your choices,” pages 3.2–3.3.

3. Use the numeric keypad to enter the fax number. (In fax lingo, you're calling the *remote fax* on its *remote fax number*.)

**Note:** To insert a *pause* character, such as when dialing through certain PBX systems, press **PAUSE/REDIAL**.

```
TEL=9725559999
START/ENTER
```

4. Press **START**.

**Note:** Don't press **ENTER**. That will take you to options we haven't yet covered.

Your machine will scan the document into its memory, then dial the call. At that point, everything is up to the machines — yours and the remote fax you're dialing.

**Note:** What if the call fails for some reason? See "If the call doesn't go through: redialing," pages 3.7–3.8.

At the end of the operation, your fax machine beeps and displays:

```
TRANSACTION END
TX OK
```

Then, a few seconds later, it returns to its normal standby mode.

---

## Sending a fax manually

### The advantages

Faxing a document *manually*, as opposed to from memory, makes sense if your fax has only a small amount of memory available, especially if the document you're sending is long, fairly dark (*i. e.*, with lots of text and/or graphics), or both. (For brevity's sake, we'll assume you've already read, also, "How to send a fax from memory," immediately preceding this discussion.) There are two ways to send manually. One is *direct transmission*. The other is the *dial-tone procedure*.

### How to send a fax manually: direct transmission

1. Insert your document and make any necessary resolution or contrast settings. (If necessary, review pages 3.2–3.3.)
2. Press **FUNCTION**. The display shows:

```
FUNCTION MODE
0~9, #, *, ←, →
```

3. Press **3** on the numeric keypad.

```
DIRECT TX
0~9, #, *, →, ENTER
```

4. Press **ENTER**.

**DIRECT TX**  
**SELECT LOC/START**

**Note:** *Select loc* means *select location* — *i. e.*, pick a location (fax number) to which to send.

5. Enter a fax number to which this transmission should go. You may press a one-touch key (for either a number or a call group), enter a speed-dial number or just dial directly from the numeric keypad. (We'll cover one-touch keys, call groups and speed-dial numbers in "Autodialer," pages 4.2–4.3.) Here, we've dialed directly from the keypad:

**TEL=5556789**  
**PRESS START**

6. Press **START**. The machine begins to dial the number.

**5556789**  
**DIALING**

**Note:** What if the call fails for some reason? See "If the call doesn't go through: redialing" (pages 3.7–3.8).

At the end of the operation, your fax machine beeps and displays:

**TRANSACTION END**  
**TX OK**

Then, a few seconds later, it returns to its normal standby mode.

### How to send a fax manually: dial-tone procedure

1. Insert the document.
2. If necessary, adjust resolution and contrast.
3. Obtain a dial tone. You can do this by *either* pressing **HOOK** to activate the monitor speaker *or* lifting an optional handset. In either case, the LCD will show:

**OFF HOOK**  
**ENTER TEL NO.**

4. Use the numeric keypad to enter the fax number.

**TEL=9725559999**  
**START/ENTER**

**5. When you hear fax tones from the remote unit, press START.**

**Note:** Don't press **ENTER**. That will take you to options we haven't yet covered.

**Note:** If a person answers the phone, tell him or her you're trying to send a fax. When his/her machine sends you fax tones, **then** press **START**.

The document will move into your fax, which will begin the transmission. It is normal for the document to move through more slowly when you have dialed manually, because your machine is now sending the document directly to the other machine, not first scanning the document into memory and then transmitting to the other machine from memory.

**6. If you're using the monitor speaker and not the handset, skip this step.**

If you're using an optional handset, hang up after pressing **START**.

**Note:** What if the call fails for some reason? See "If the call doesn't go through: redialing" (below).

At the end of the operation, your fax machine beeps and displays:

<b>TRANSACTION END</b> <b>TX OK</b>
--

Then, a few seconds later, it returns to its normal standby mode.

---

## If the call doesn't go through: redialing

If the call fails (and you were **not** using either the monitor speaker or an optional handset, as in the *dial tone procedure* described on pages 3.6–3.7), your machine goes into *Auto Redial mode* and will *automatically redial* the fax call you just tried. If you dialed the call **without** using either the monitor speaker or an optional handset, your fax automatically redials every few minutes (you set the interval; see "Making redial settings," pages 2.24–2.27) until one of these happens first:

- It reaches the remote fax machine.
- It has automatically redialed the number for the last try (again, see "Making redial settings," pages 2.24–2.27).

**Note:** If you did use either the speaker or an optional handset, redial manually (see below).

**Note:** If the last try fails, your machine may print (and/or display) error messages. For more information, see "Troubleshooting" (pages 5.9–5.10).

### Redialing manually

You always can redial fax or voice calls manually. Indeed, you *must* redial manually if you dialed by using either the monitor speaker or an optional handset.

#### To redial a fax call manually *without* using the monitor speaker or an optional handset:

1. Confirm that the document is still in the feeder and that your desired resolution and contrast settings are still correct.
2. Press **PAUSE/REDIAL**. The machine will redial the most recently dialed number.
3. If the call goes through, the transmission will proceed normally.  
If the number is still busy, the machine will redial again at the interval you set, and will keep trying until it reaches the maximum number of attempts (see pages 2.24–2.27). Or you may try again when you wish by going back to step 1 and repeating these instructions.

**To redial a fax call manually by using the monitor speaker or an optional handset:**

1. Confirm that the document is still in the feeder and that your desired resolution and contrast settings are still correct.
2. Obtain a dial tone by either pressing **HOOK** or lifting an optional handset.
3. Press **PAUSE/REDIAL**. The machine will redial the most recently dialed number.
4. If the call goes through, skip to step 5.  
If the number is still busy, wait a few moments; then go back to step 1 and repeat these instructions until you reach your desired number.
5. When you hear fax tones, press **START**.  
**Note:** If a person answers the phone, tell him or her you're trying to send a fax. When his/her machine sends you fax tones, **then** press **START**.
6. *If you're using the monitor speaker and not the handset, skip this step.*  
If you're using an optional handset, hang up after pressing **START**.

**To redial a voice call manually by using an optional handset:**

1. Obtain a dial tone by either pressing **HOOK** or lifting an optional handset.
2. Press **PAUSE/REDIAL**. When the other person answers, speak to him/her on the optional handset just as you would on a normal call.

---

## Canceling or stopping a transmission

**Canceling or stopping a transmission that is in progress:**

1. Press **STOP**. The LCD will show:

<b>CANCEL</b>	<b>=0</b>
<b>INTERRUPT</b>	<b>=1</b>

If you want to *cancel* the transmission completely, press **0** on the numeric keypad (and then skip steps 2–3).

If you want only to *postpone* the transmission, proceed to step 2.

2. Press **1** on the numeric keypad. The LCD will show the current transmission's *session number* (the machine's internal way of keeping track of its communications "transactions"):

<b>DELETE SESS=001</b>
<b>PRESS ENTER</b>

3. Press **ENTER** to abort the transmission.

### **Cancelling or stopping a preset transmission not currently in progress**

This may be a redialed transmission, a delayed dialing operation or even part of a current broadcast which hasn't gotten that far yet.

**Note:** We will cover delayed dialing and broadcasting in the next section, "Beyond the basics."

1. Press **SCHEDULE**.
2. If there is at least one currently preset transmission, the LCD will show the first transmission's *session number* and the fax number dialed:

001=9725559999  
→, **CLEAR, STOP**

**Note:** If there is no currently preset transmission, the LCD will briefly display "NO FILE" on the bottom line and then return to standby mode.

To continue *cancelling this* transmission completely, proceed to step 3.

To cancel a *different* transmission that's currently stored, find it by pressing the arrow keys until it appears on the LCD, and then proceed to step 3.

To leave this and any other currently stored transmissions undisturbed (*i. e.*, to "cancel the 'cancel'"), press **STOP** (and skip steps 3-9).

3. Press **CLEAR/TONE**.
4. The LCD will show the session number and the number dialed:

001=9725559999  
**PRESS ENTER**

5. Press **ENTER** to cancel the transmission. The LCD briefly will show:

001=9725559999  
**DELETED**

If there was only *one* transmission stored (*i. e.*, the one you just cancelled), the machine will then return to standby mode.

However, if there actually were multiple transmissions, the LCD will show the next transmission (in order of the session number); in this case, go back to step 3.

# Receiving faxes

## Telling your machine how it should receive faxes

Press **MODE** to select your machine's *reception mode*. You may select either *Fax mode* or *Tel mode*.

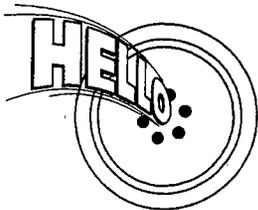
### Fax mode (automatic fax reception)

In Fax mode, your machine automatically answers calls and receives fax documents. If you are copying or printing when the unit is answering a call, the pages received will be stored in memory and printed later. The machine cannot receive if there is not enough memory available.

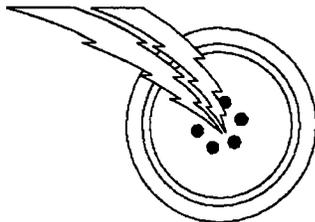
### Tel mode (manual fax reception)

In Tel mode, your machine won't automatically answer an incoming call. Rather, you must answer the call manually.

**Note:** If you have an optional handset attached to your fax machine, simply lift it. If you don't have this handset and would prefer not to use a connected phone, just press **HOOK** to activate the monitor speaker. **Your fax is not a speakerphone**, but this will allow you to hear the incoming audio.



If you hear voice communication, speak to the person on the other end of the line (if you do not have an optional handset, you'll have to use another phone on the same line).



If you hear a *beep ... beep ... beep*, that's an incoming fax machine call. Press **START** to begin receiving the fax.

**Note:** If you used the handset to answer this call, hang up the handset after pressing **START**.

## Out-of-paper reception

Your fax machine has a feature called *out-of-paper reception*, but in fact it receives under more conditions than the name would imply.

If your machine runs out of either paper or toner, and/or encounters a paper jam, it will store incoming fax messages into memory **up to available capacity** and then print the faxes automatically once you fix the problem — *i. e.*, add more paper, replace the toner or fix the paper jam.

**Note:** For more information on fixing paper jams, see pages 5.5–5.8.

**Important:** The memory that makes out-of-paper reception possible is the same memory the machine uses for other memory-related functions. If your machine's memory capacity is filled by a large number of documents or stored commands (see the next chapter), it obviously will not be able to perform out-of-paper reception until after some of the memory is freed. If you anticipate that your machine will perform a great deal of out-of-paper reception due to your office's particular needs, we suggest that you contact your nearest authorized dealer about a memory upgrade.

# Confirmation reports, activity reports and using the JOURNAL key

## Confirmation reports

You can set your fax machine to print *confirmation reports*.

There are two different kinds it can give you: a *transmit confirmation report (TCR)* and a *receive advisory report (RAR)*. When set accordingly, the machine prints a TCR each time it sends a fax and/or an RAR when it receives a fax.

**Note:** If its transmission fails, your machine prints out an error report.

Each report, whether TCR or RAR, tells you the following information for each communication, whether incoming or outgoing:

- Date and time
- Type of call
- Duration
- Remote fax number
- Number of pages.
- Session number (the internal number the fax uses to keep track of communications)
- Result — whether it was “OK” or had problems.

In addition, the TCR shows an image of the first page of the fax you sent.

**Important:** *Rx* is a communications industry abbreviation for *receive* or *reception*. Similarly, *Tx* is short for *transmit* or *transmission*. Your fax uses both these terms in the settings we'll discuss, here.

If your fax is set not to print a confirmation report, you can still check the results by printing an *activity report* (see pages 3.14–3.16) or using the *journal* feature (see page 3.16).

## Setting your machine to print a TCR every time it sends a fax

1. Press **FUNCTION**.

FUNCTION MODE  
0~9, #, \*, ←, →

2. Press **8** on the numeric keypad.

PROG USER SWITCH  
0~9, #, \*, →, ENTER

3. Press **ENTER**.

```
PROG USER SWITCH
0~9, #, *, →, ENTER
```

4. Press **3** on the numeric keypad.

```
TX MSG CFRM RPT
0~9, #, *, →, ENTER
```

The abbreviation on the top line of the display means *transmitted message confirmation report*.

5. Press **ENTER**.

```
TX MSG CFRM RPT
OFF: →, ENTER
```

6. Press the arrow key to toggle to your desired setting. Here, we have selected *On*.

```
TX MSG CFRM RPT
ON : →, ENTER
```

7. Press **ENTER**. Your fax machine then returns to normal standby operation.

### Setting your machine to print an RAR every time it receives a fax

1. Press **FUNCTION**.

```
FUNCTION MODE
0~9, #, *, ←, →
```

2. Press **8** on the numeric keypad.

```
PROG USER SWITCH
0~9, #, *, →, ENTER
```

3. Press **ENTER**.

```
PROG USER SWITCH
0~9, #, *, →, ENTER
```

4. Press **4** on the numeric keypad.

```
RX MSG CFRM RPT
0~9, #, *, →, ENTER
```

The abbreviation on the top line of the display means *received message confirmation report*.

5. Press **ENTER**.

```
RX MSG CFRM RPT
OFF: →, ENTER
```

6. Press the arrow key to toggle to your desired setting. Here, we have selected *On*.

```
RX MSG CFRM RPT
ON : →, ENTER
```

7. Press **ENTER**. Your fax machine then returns to normal standby operation.
- 

## Activity reports

You can easily obtain a list of your machine's most recent communications, incoming and outgoing, by printing an *activity report*. It tells you the following information (see "Understanding the activity report," next page) for each communication:

- Date and time
- Duration
- Type of call
- Remote "ID" (usually the remote fax's fax number)
- Number of pages
- Session number (the internal number the fax uses to keep track of communications)
- Result — whether it was "OK" or had problems.

### Printing an activity report

1. Press **FUNCTION**.

```
FUNCTION MODE
0~9, #, *, ←, →
```

2. Press **6** on the numeric keypad.

```
PRINT REPORT
0~9, #, *, →, ENTER
```

3. Press **ENTER**.

```
PRINT REPORT
1-6, ←, →
```

4. Press **1** on the numeric keypad.

```
ACTIVITY REPORT
1-6, ←, →, START
```

5. Press **START**. Your fax will print the activity report and then return to normal standby mode.
-

**Understanding the activity report**

Here's what the details mean in an activity report. Some of these will make sense only after you have used some of your fax's more advanced features; however, you can use this as a reference.

TYPE	DEPT	SESS	DATE/TIME	DURATION	REMOTE ID	SPEED	PAGE	RESULT
MANUAL TX	01	001	00/:00 00:00	00'01	12345678901234567890	E - 96	01	OK
AUTO RX	02	002	00/00 00:00	01'30	2345	96	03	OK

↑            ↑            ↑            ↑            ↑            ↑            ↑            ↑  
 (a)        (b)        (c)        (d)        (e)        (f)        (g)        (h)        (I)

5.08 1997 V1.01 TX=000068 RX= 000055 PRINT = 000202 SCAN = 000258

↑  
 (j)

**(a.) TYPE**

Type	Description
MEMORY TX	Transmission from memory
DIRECT TX	ADF Transmission in function mode (DIRECT TX)
MANUAL TX	Manual transmission
GROUP TX	Group transmission from the memory
POLLING TX	Bulletin board TX
POLLING RX	Polling RX ( single location )
RELAY RPT	Relay broadcast report to the relay initiate station
AUTO RX	Auto receive mode
MANUAL RX	Manual receive mode
B' CAST TX	Broadcast transmission from memory
RELAY INIT	Relay initiate transmission
RELAY BC	Relay broadcast transmission
RELAY RX	Relay receive into memory
PCFAX TX	PCFAX transmission

**(b) DEPT. (Department number or code)**

A two-digit number. It indicates that the department passcode has been set. Use the Service Mode Setting (see pages 4.35-4.38) to activate this function.

**(c) SESS (Session Number)**

A three-digit number. The machine keeps track of transactions this way.

**(d) DATE/TIME (Connection Time)**

Timer starts counting when detecting the beginning of connection.

**(e) DURATION**

The actual time in minutes and seconds for each communication.

**(f) REMOTE ID**

The *remote ID* (identification) — Identifies the remote fax you dial on an outgoing call.

Depending upon how the fax is set and how you've dialed the number, it may appear in any of four ways determined by User Switch setting to identify the remote locations:

- Name — one-touch or speed-dial name)
- Actual dialed number
- Remote response (the *CSI*, in fax lingo)
- A blank (for security)

**(g) SPEED**

The operating mode (*E* for *Error Correction Mode*) and speed (in *bits per second*) for that session:

- |                     |                 |              |
|---------------------|-----------------|--------------|
| • 336 = 33,600 bps* | • 216 = 21,600* | • 96 = 9,600 |
| • 312 = 31,200*     | • 192 = 19,200* | • 72 = 7,200 |
| • 288 = 28,800*     | • 168 = 16,800* | • 48 = 4,800 |
| • 264 = 26,400*     | • 14 = 14,400   | • 24 = 2,400 |
| • 240 = 24,000*     | • 12 = 12,000   |              |

\* Note: These speeds available on the F-95 when equipped with a 33.6 Kbps modem.

**(h) PAGES**

The total pages successfully sent for the session.

**(i) RESULT**

The result of the session:

- **OK** Successful operation, terminated normally.
- **NG** No good; operation did not terminate normally.
- **NO ANSWER** Failed dialing.
- **MEM. FULL** Memory overflow during reception.
- **JAM** Document jam in automatic document feeder.
- **STOP** You manually interrupted the operation.

**(j) Information**

Showing the machine's current internal firmware (ROM) version, total transmission (TX) count, total reception (RX) count, total printed pages and total scanned pages.

---

## Using JOURNAL

Your machine keeps an internal electronic *journal*. If you want to check on a recent communications operation and don't want to read through an entire activity report, yet didn't have your machine set to print a confirmation report either, just press **JOURNAL**. The most recent operation will appear on the display. If that's not the one you want to see, press one of the arrow keys to move to the next session in the internal electronic journal. When you see one for which you'd like to print a report, press **COPY** and the machine will print a confirmation report for that session.

---

## And there's more . . .

For more on helpful information your fax can print, see "Reports and lists," page 4.39.

---

## Making copies

One of the best things about your fax machine is that it doubles as a *handy copier*. This makes it easy for you to keep copies of your important documents, such as receipts, letters and insurance forms. That's right: no more dashes to the copy shop!

Your fax can make up to 99 high-quality copies of an original document of up to 30 pages in length (the capacity of the fax's document feeder).

**Important:** Copying is a memory-intensive operation. If your machine runs out of memory while scanning in originals for copying, it will not scan additional pages. Rather, it will abort the copying operation and print only the copies of the pages it had already scanned.

**Important:** If it has been a while since it last printed a page, your fax will need a few seconds to warm up its printing engine. This is a normal effect of its energy-saving features.

To make a copy with your fax machine:

1. Insert the document. (If necessary, review "How to insert a document," page 3.3.)

The LCD will show:

```
09/11 14:32 M100
SELECT LOC./COPY
```

The bottom line is giving you a choice of actions you can now perform with the document: fax it (in which case you should "select loc." — *i. e.*, select a location or, more plainly, enter a fax number) or copy it. This time, we'll copy it.

2. If necessary, adjust resolution and contrast.

If these are OK, skip to step 3.

Otherwise, to adjust the resolution and contrast:

- Press **RESOLUTION** to change the resolution (or choose **PHOTO** for grayscale).
- Press **CONTRAST** to change the contrast.

**Important:** It takes longer to fax a document with more detailed and/or darker images (more *black coverage*, to use the fax term). So, particularly if you're sending this document long-distance, try to use only "NORM" for both resolution and contrast when possible. If necessary, review "Resolution/grayscale and contrast: your choices," page 3.2–3.3.

3. Press **COPY**. In the display, the rightmost digit (in this example, the *one*) on the top line will be blinking.

```
STACK COPIES=01
START/COPY
```

If you want to make only one copy, skip to step 6.  
Otherwise, go on to step 4.

4. Use the numeric keypad to enter the number of copies you want. If it's fewer than 10, make sure the display has a leading zero — *e. g.*, 04 for *four*, as in this example.

**STACK COPIES=04**  
**START/COPY**

If you wish, use the arrow keys to move back and forth between the digits.

5. The machine can either *stack* or *sort* multiple copies. If it *stacks* them, it will make four copies of a two-page document as: 1, 1, 1, 1 — 2, 2, 2, 2. If it *sorts* them, it will make four copies of the same two-page document as: 1, 2 — 1, 2 — 1, 2 — 1, 2. To toggle between the two, press **COPY**. The display will vary accordingly, as in this example:

**SORTER COPIES=04**  
**START/COPY**

6. To proceed with the copying operation, press **START**. The machine will make the copies, then return to its normal standby mode.

# Beyond the basics

## Overview

This chapter contains the following information on your machine's more advanced features, including:

- Autodialer
- Broadcasting
- Delay transmission
- Polling (including bulletin board polling)
- Reports and lists
- Printing from a PC

# Autodialer

Your fax machine's *autodialer* is one of its most versatile features. It stores your most frequently called phone and fax numbers for instant recall so you don't have to remember them. Now, it's easy to dial even the most complicated international calls.

---

## Autodialer basics

### Ways to dial

Your fax has two ways to dial autodialer numbers:

- *One-touch* — Press one of the keys (marked 01–32) on the left side of the control panel.
- *Speed-dial* — Press **SPEED DIAL** followed by a three-digit identifier, from 001 to 100.

### Capacity

How many numbers can your fax store? A total of 164 — up to 64 one-touch numbers (each one-touch key can store two numbers) and up to 100 speed-dial numbers.

### Considering call groups

As we'll explain more fully later, your fax machine can *broadcast* — *i. e.*, send the same fax message to numerous remote machines (see "Broadcasting," pages 4.16–4.17). When you "train" your autodialer, you may wish to set up *call groups*. These are sets of phone numbers, arranged as you see fit to make your broadcasting simpler. For example, you may wish to have one call group consisting of all your clients in a particular city, another group with all of your field sales team members, another with all of your vendors and still another with the various financial institutions with which you do business. One number can belong to multiple groups. Your machine can store up to 16 groups, with each holding up to 40 numbers.

---

## Entering, changing or erasing one-touch numbers

Use these instructions either to enter information for the first time in a one-touch key or to change (as well as erase) information previously stored there.

1. Press **FUNCTION**.

FUNCTION MODE  
0~9, #, \*, ←, →

2. Press **7** on the numeric keypad.

PROGRAM TEL NO.  
0~9, #, \*, →, ENTER

3. Press **ENTER**.

PROGRAM TEL NO.  
1-5, ←, →

4. Press **1** on the numeric keypad.

```
ONE-TOUCH DIAL
1-5, →, ENTER
```

5. Press **ENTER**.

```
ONE-TOUCH DIAL
PRESS OT KEY
```

6. Press the one-touch key you want to program. In this example, we pressed one-touch key **01**.

```
*01=
←, →, ENTER
```

**Important:** To toggle between the top and bottom name on each key, press it again. For example, if you want to program one-touch key **33** rather than **01**, press **01** again and the display will change to:

```
*33=
←, →, ENTER
```

(To go back to programming one-touch key **01**, press the key once more. You can toggle back and forth as you wish.)

7. Press **ENTER**.

```
*01=_
PRESS ENTER
```

8. Use the numeric keypad to enter (or change) the fax number you wish to store in this one-touch key. You may enter up to 30 characters (including any pause characters you may enter by pressing **PAUSE/REDIAL**; each press of that key inserts a 2.5-second pause).

```
*01=9P9725551248
PRESS ENTER
```

**Note:** If there is a previous entry here and you wish to *clear* it completely, press **CLEAR/TONE** to delete the entry.

However, if you wish simply to change a character here and there, use the arrow keys to move back and forth within the entry to any specific character you wish to change.

9. Press **ENTER**.

```
*01=9P9725551248
DATA ENTRY OK
```

10. A few seconds later, the display shows:

```
NAME
0= (NO) 1= (YES)
```

The fax is asking whether you wish to enter a *location name* for this key. The name appears on the display whenever you dial this key. For example, you might want to enter "LA Office" if the number you're storing is for a fax at your company's Los Angeles office.

If you *do not* want to enter, change or erase a name for this key, press **0** and skip to step 13.

If you *do* want to enter, change or erase a name for this key, press **1** and proceed to step 11.

11. Use the one-touch keys to enter the name.

**Note:** If there is a previous entry here and you wish to *clear* it completely, press **CLEAR/TONE** to delete the entry.

However, if you wish simply to change a character here and there, use the arrow keys to move back and forth within the entry to any specific character you wish to change.

To review (see page 2.17):

- Press a one-touch key to enter its corresponding letter.
- To change between upper and lower case, press the ↑ key.
- To enter a space character, press the **blank key** just to the left of the ↑ key.
- To enter certain special characters, press the \* key. The display will show a list of characters. Use the arrow keys to move to the one you want, then press **ENTER** to insert that character and continue entering other characters.
- (To enter digits, use the numeric keypad, of course.)

So, for example, to enter "LA Office 1," you'd press

**L A [blank] O ↑ F F I C E [blank] 1**

12. When the name is as you want it, press **ENTER**.

```
LA Office_1
DATA ENTRY OK
```

13. Shortly, the display shows:

```
NETWORK ADDRESS
0= (NO) 1= (YES)
```

The fax is asking whether you wish to enter a *network address* for this key. The network address makes use of the *ITU-T standard for subaddressing*.

**Important: If you're not sure whether you need to enter this, you probably don't.**

As with other settings, you can always come back later and *add* a network address to this setting without erasing the rest of this one-touch key's settings.

If you *do not* want to enter a network address, press **0** and skip to step 16.

If you *do* want to enter a network address, press **1** and proceed to step 13.

14. Use the numeric keypad to enter the desired network address. Here, we've entered 001.

```
NET  ADDR=001
PRESS ENTER
```

**Note:** If there is a previous entry here and you wish to *clear* it completely, press **CLEAR/TONE** to delete the entry.  
However, if you wish simply to change a character here and there, use the arrow keys to move back and forth within the entry to any specific character you wish to change.

15. Press **ENTER**.

```
NET  ADDR=001
DATA ENTRY OK
```

16. In a moment, the display shows:

```
MAILBOX=_
0=(NO) 1=(YES)
```

The fax is asking whether you wish to enter a *mailbox number* for this key. If the other fax is the same model as yours, it can store confidential receptions in "mailboxes" for later printing, rather than printing them immediately upon receipt. **This feature works only between two faxes of the same model.** (See also "Security," pages 4.29–4.38.)

If you *do not* want to enter a mailbox number, press **0** and skip to step 19.  
If you *do* want to enter a mailbox number, press **1** and proceed to step 17.

17. Use the numeric keypad to enter the desired one-digit mailbox number, 1–9. Here, we've entered 5.

```
MAILBOX NO=5
PRESS ENTER
```

**Note:** If there is a previous entry here and you wish to *clear* it completely, press **CLEAR/TONE** to delete the entry.

18. Press **ENTER**. The display briefly shows:

```
MAILBOX NO=5
DATA ENTRY OK
```

19. Shortly, the display shows:

```
ONE-TOUCH DIAL
PRESS OT KEY
```

You're now back to where you were after completing step 5.  
If you want to enter or change *another* one-touch key, go back to step 6.  
To *finish* entering or changing one-touch keys, press **STOP** and your machine will return to its normal standby mode.

## Entering, changing or erasing speed-dial numbers

Use these instructions either to enter information for the first time in a speed-dial number or to change (as well as erase) information previously stored there.

1. Press **FUNCTION**.

```
FUNCTION MODE
0-9, #, *, ←, →
```

2. Press **7** on the numeric keypad.

```
PROGRAM TEL NO.
0-9, #, *, →, ENTER
```

3. Press **ENTER**.

```
PROGRAM TEL NO.
1-5, ←, →
```

4. Press **2** on the numeric keypad.

```
SPEED DIAL
1-5, →, ENTER
```

5. Press **ENTER**.

```
SPEED DIAL=
PRESS ENTER
```

6. Use the numeric keypad to select the three-digit speed-dial number you want to program. Here, we select *001*.

```
SPEED-DIAL=001
PRESS ENTER
```

7. Press **ENTER**.

```
#001=_
PRESS ENTER
```

8. Use the numeric keypad to enter (or change) the fax number you wish to store in this speed-dial number. You may enter up to 30 characters (including any pause characters you may enter by pressing **PAUSE/REDIAL**; each press of that key inserts a 2.5-second pause).

#001=9725557874  
PRESS ENTER

**Note:** If there is a previous entry here and you wish to *clear* it completely, press **CLEAR/TONE** to delete the entry.  
However, if you wish simply to change a character here and there, use the arrow keys to move back and forth within the entry to any specific character you wish to change.

9. Press **ENTER**.

#001=9725557874  
DATA ENTRY OK

10. A few seconds later, the display shows:

**NAME**  
0= (NO) 1= (YES)

The fax is asking whether you wish to enter a *location name* for this number. The name appears on the display whenever you dial this key. For example, you might want to enter "Bank" if the number you're storing is for a fax at your bank.

If you *do not* want to enter, change or erase a name for this number, press **0** and skip to step 13.  
If you *do* want to enter, change or erase a name for this number, press **1** and proceed to step 11.

11. Use the one-touch keys to enter the name.

**Note:** If there is a previous entry here and you wish to *clear* it completely, press **CLEAR/TONE** to delete the entry.  
However, if you wish simply to change a character here and there, use the arrow keys to move back and forth within the entry to any specific character you wish to change.

To review (see page 2.17):

- Press a speed-dial key to enter its corresponding letter.
- To change between upper and lower case, press the ↑ key.
- To enter a space character, press the **blank key** just to the left of the ↑ key.
- To enter certain special characters, press the \* key. The display will show a list of characters. Use the arrow keys to move to the one you want, then press **ENTER** to insert that character and continue entering other characters.
- (To enter digits, use the numeric keypad, of course.)

So, for example, to enter "Bank fax," you'd press

**B ↑ A N K [blank] ↑ F ↑ A X**

12. When the name is as you want it, press **ENTER**.

Bank fax  
DATA ENTRY OK

13. Shortly, the display shows:

```
NETWORK ADDRESS
0= (NO) 1= (YES)
```

The fax is asking whether you wish to enter a *network address* for this speed-dial number. The network address makes use of the *ITU-T standard for subaddressing*.

**Important: If you're not sure whether you need to enter this, you probably don't.**

As with other settings, you can always come back later and *add* a network address to this setting without erasing the rest of this number's settings.

If you *do not* want to enter a network address, press **0** and skip to step 16.

If you *do* want to enter a network address, press **1** and proceed to step 13.

14. Use the numeric keypad to enter the desired network address. Here, we've entered *004*.

```
NET ADDRS=004
PRESS ENTER
```

**Note:** If there is a previous entry here and you wish to *clear* it completely, press **CLEAR/TONE** to delete the entry.

However, if you wish simply to change a character here and there, use the arrow keys to move back and forth within the entry to any specific character you wish to change.

15. Press **ENTER**.

```
NET ADDRS=004
DATA ENTRY OK
```

16. In a moment, the display shows:

```
MAILBOX=_
0= (NO) 1= (YES)
```

The fax is asking whether you wish to enter a *mailbox number* for this speed-dial number.

**If (and only if) the other fax is the same model as yours,** it can store confidential receptions in "mailboxes" for later printing, rather than printing them immediately upon receipt. (See also "Security," pages 4.29–4.38.)

If you *do not* want to enter a mailbox number, press **0** and skip to step 19.

If you *do* want to enter a mailbox number, press **1** and proceed to step 17.

17. Use the numeric keypad to enter the desired one-digit mailbox number, 1–9. Here, we've entered 2.

```
MAILBOX NO=2
PRESS ENTER
```

**Note:** If there is a previous entry here and you wish to *clear* it completely, press **CLEAR/TONE** to delete the entry.

18. Press **ENTER**. The display briefly shows:

```
MAILBOX NO=2
DATA ENTRY OK
```

19. Shortly, the display shows:

```
SPEED DIAL=
PRESS ENTER
```

You're now back to where you were after completing step 5.

If you want to enter or change *another* speed-dial number, go back to step 6.

To *finish* entering or changing speed-dial numbers, press **STOP** and your machine will return to its normal standby mode.

---

## Setting up group dialing

You can program *group dialing* into one-touch keys 25–32. Each of these eight keys can contain two groups (the second set is 57–64), so your fax can store a total of 16 groups. As we explained before (see page 4.2), each group can hold up to 40 numbers.

**Important:** Each number must be a one-touch key or a speed-dial number.

**Important:** You can have *either* a one-touch number *or* a group programmed into each key location, but you cannot have both.

### Setting up a new group

**Important:** This will show you how to *add* numbers to a *new* group. To clear or modify an *existing* group, see "Clearing or modifying an existing group," pages 4.12–4.13.

1. Press **FUNCTION**.

```
FUNCTION MODE
0~9, #, *, ←, →
```

2. Press **7** on the numeric keypad.

```
PROGRAM TEL NO.
0~9, #, *, →, ENTER
```

3. Press **ENTER**.

```
PROGRAM TEL NO.
1-5, ←, →
```

4. Press **3** on the numeric keypad.

```
GROUP DIAL
1-5, →, ENTER
```

5. Press **ENTER**.

```
GROUP DIAL=  
PRESS OT KEY
```

6. Press the one-touch key, 25–32, into which you want to program this group. In this example, we pressed **25**.

```
*25=  
←, →, ENTER
```

**Important:** To toggle between the top and bottom name on each key, press it again. For example, if you want to program one-touch key 57 rather than 25, press **25** again and the display will change to:

```
*57=  
←, →, ENTER
```

(To go back to programming one-touch key 25, press the key once more. You can toggle back and forth as you wish.)

7. Press **ENTER**.

```
LOC.COUNTER=00  
SELECT LOC/ENTER
```

**Note:** *Loc. counter* means *location counter* — this tallies the number of locations (fax numbers) you've entered so far into this group.

*Select loc* means *select location* — in other words, pick a location to go into this group.

8. Store either a previously programmed one-touch number (by pressing its key) or a previously programmed speed-dial number (by using the numeric keypad). In this example, we selected one-touch key 03. The display blinks back and forth between the key's stored number and its stored name:

```
*03=917145559873  
PRESS ENTER
```

or

```
NAME=L A Sales  
PRESS ENTER
```

**Note:** If you select a one-touch key or speed-dial number that currently holds no stored number, the display will tell you so:

```
LOC.COUNTER=01  
NOT REGISTER
```

Repeat this step until you pick a one-touch key or speed-dial number which does have a number stored now.

9. Press **ENTER**. The location counter increments by 1.

```
LOC.COUNTER=01
SELECT LOC/ENTER
```

If you want to enter another one-touch or speed-dial number into this group, go back to step 8 and repeat this sequence as long as necessary until you have finished entering all the numbers you wish to enter into the group.

When you have finished entering numbers into this group, proceed to step 10.

10. Press **ENTER**. The display shows:

```
NAME
0=(NO) 1=(YES)
```

The fax is asking whether you wish to enter a *group name* for this group. The name appears on the display whenever you dial this key.

If you *do not* want to enter a name for this group, press **0** and skip to step 13.

If you *do* want to enter a name for this group, press **1** and proceed to step 11.

11. Use the one-touch keys to enter the name. It may be up to 10 characters in length.

**Note:** If there is a previous entry here and you wish to *clear* it completely, press **CLEAR/TONE** to delete the entry.

However, if you wish simply to change a character here and there, use the arrow keys to move back and forth within the entry to any specific character you wish to change.

To review (see page 2.17):

- Press a one-touch key to enter its corresponding letter.
- To change between upper and lower case, press the ↑ key.
- To enter a space character, press the **blank key** just to the left of the ↑ key.
- To enter certain special characters, press the \* key. The display will show a list of characters. Use the arrow keys to move to the one you want, then press **ENTER** to insert that character and continue entering other characters.
- (To enter digits, use the numeric keypad, of course.)

So, for example, to enter "West Sales," you'd press

```
W ↑ E S T [blank] S ↑ A L E S
```

12. When the name is as you want it, press **ENTER**.

```
West Sales
DATA ENTRY OK
```

13. Shortly, the display shows:

```
GROUP DIAL
PRESS OT KEY
```

You're now back to where you were after completing step 5.

If you want to enter or change *another* group, go back to step 6.

To *finish* entering or changing groups, press **STOP** and your machine will return to its normal standby mode.

### Clearing or modifying an existing group

1. Press **FUNCTION**.

```
FUNCTION MODE
0~9, #, *, ←, →
```

2. Press **7** on the numeric keypad.

```
PROGRAM TEL NO.
0~9, #, *, →, ENTER
```

3. Press **ENTER**.

```
PROGRAM TEL NO.
1-5, ←, →
```

4. Press **3** on the numeric keypad.

```
GROUP DIAL
1-5, →, ENTER
```

5. Press **ENTER**.

```
GROUP DIAL=
PRESS OT KEY
```

6. Press the one-touch key, 25–32, for the group you wish to clear or modify. Here, we pressed **25**. The display blinks back and forth between the indication that the key is holding a group and the group's stored name:

```
*25=GROUP DIAL
←, →, ENTER
```

OR

```
NAME=West Sales
PRESS ENTER
```

**Important:** To toggle between the top and bottom name on each key, press it again. For example, if you want to program one-touch key 57 rather than 25, press **25** again and the display will change to:

```
*57=
←, →, ENTER
```

(To go back to programming one-touch key 25, press the key once more. You can toggle back and forth as you wish.)

7. Press **ENTER**. The display will show the first location stored in the group, blinking between its number and its name:

**\*03=917145559873**  
**PRESS ENTER**

or

**NAME=L A Sales**  
**PRESS ENTER**

If you want to select **this** number for deletion, skip to step 9.

If you want to select for deletion a **different** number in this group, proceed to step 8.

To avoid selecting **any** numbers for deletion, press **STOP** and skip steps 8–10.

8. Use the arrow keys until you see a number you do want to erase (clear) from the group.
9. Press **CLEAR** to specify that you wish to erase the number. *This does not yet erase the number, but simply selects it for erasure.*

If you change your mind and decide that you *do not* want to erase this number from this group, press the arrow key to move on to another number and go back to step 8.

To *conclude* this operation without erasing this number or *any* others, press **STOP** and skip step 10.

To go ahead and erase this number from this group, proceed to step 10.

10. Press **ENTER**. This erases from the group the number you selected in step 8. If there are no other numbers, this completes the operation. If there are other numbers still remaining in the group, the display now shows the next number.

If you want to erase another number from this group, go back to step 8 and repeat this sequence as long as necessary until you have finished erasing all the numbers you wish.

When you have finished erasing numbers from this group, press **STOP** to complete this operation and return the machine to standby operation.

## Delayed transmission

Take advantage of lower evening and weekend long-distance rates with *delayed transmission*. Your fax can store delayed transmission commands up to the limits of its memory. You can set each command up to 23 hours and 59 minutes in advance of when you want it to occur.

---

### Setting a single delayed transmission

You can set up either a single delayed transmission or a delayed *broadcast*. Here, we'll deal only with a single delayed transmission. For more on delayed broadcasting, see pages 4.16–4.17.

1. Insert your document and make any necessary resolution or contrast settings. (If necessary, review pages 3.2–3.3.)
2. Press **FUNCTION**. The display shows:

```
FUNCTION MODE
0~9, #, *, ←, →
```

3. Press **2** on the numeric keypad.

```
DELAY TX
0~9, #, *, →, ENTER
```

4. Press **ENTER**.

```
TIME=00:00
PRESS ENTER
```

5. Use the numeric keypad to enter the desired transmission time (in 24-hour format) for this document. Here, we've entered *14:00*, for a 2:00 PM transmission time.

```
TIME=14:00
PRESS ENTER
```

**Important:** If you enter a time *before* the current time, the transmission won't happen until the next day. Be sure that is what you want.

6. Press **ENTER**.

```
DELAY TX
SEL. LOC/COPY
```

7. Enter the fax number to which this transmission should go. You may press a one-touch key (for either a number or a call group), enter a speed-dial number **or** just dial directly from the numeric keypad. Here, we've done the latter:

```
TEL=5559312
PRESS START
```

8. Press **START**. The machine will scan the document into memory.

DELAY TX  
SCANNING M097

**Important:** If the memory becomes full, the Memory Alarm LED will light. In this case, press **STOP** to abort the operation; then **either** try again later when the fax has more memory available **or** send *now*, manually (see pages 3.5–3.7) to avoid using memory at all. If you regularly send lengthy and/or dark documents, you may wish to contact your authorized dealer about a memory upgrade.

## Erasing a previously set delayed transmission

1. Press **SCHEDULE**. If there is at least one currently preset transmission, the LCD will show the first transmission's *session number* and the fax number dialed:

001=9725559999  
→, CLEAR, STOP

**Note:** If there is no currently preset transmission, the LCD will briefly display "NO FILE."

To continue *cancelling this* transmission completely, proceed to step 2.

To cancel a *different* transmission that's currently stored, find it by pressing the arrow keys until it appears on the LCD, and then proceed to step 2.

To leave this and any other currently stored transmissions undisturbed (*i. e.*, to "cancel the 'cancel'"), press **STOP** (and skip steps 2–3).

2. Press **CLEAR/TONE**. The LCD will show the session number and the number dialed:

001=9725559999  
PRESS ENTER

3. Press **ENTER** to cancel the transmission. The LCD briefly will show:

001=9725559999  
DELETED

If there was only *one* transmission stored (*i. e.*, the one you just cancelled), the machine will then return to standby mode.

However, if there actually were multiple transmissions, the LCD will show the next transmission (in order of the session number); in this case, go back to step 2.

# Broadcasting

The fastest way to fax *one* document to *multiple* recipients is *broadcasting* — and your fax machine has very powerful broadcasting capabilities. You can broadcast the same document to as many as 180 different fax numbers in the same operation.

---

## Sending a broadcast (current or delayed)

1. Insert your document and make any necessary resolution or contrast settings. (If necessary, review pages 3.2–3.3.)
2. Press **FUNCTION**. The display shows:

```
FUNCTION MODE
0-9, #, *, ←, →
```

3. Press **1** on the numeric keypad.

```
BROADCASTING #
0-9, #, *, →, ENTER
```

4. Press **ENTER**.

```
BROADCASTING
SELECT LOC/ENTER
```

**Note:** *Select loc* means *select location* — *i. e.*, pick a location to add to this broadcast.

5. Enter a fax number to which this transmission should go. You may press a one-touch key (for either a number or a call group), enter a speed-dial number **or** just dial directly from the numeric keypad. Here, we've done the latter:

```
TEL=5559312
PRESS START
```

6. Press **ENTER**. The display shows that the location counter has incremented by 1.

```
LOC. COUNTER=01
SELECT LOC/ENTER
```

7. Repeat steps 5–6 until you have entered all the numbers you wish to send on this broadcast.
8. Press **ENTER**. The display shows:

```
TIME=00:00
PRESS START
```

9. Use the numeric keypad to enter the desired broadcast time (in 24-hour format) for this document. (If you want it to happen **now**, leave the display showing *00:00*.) Here, we've entered *20:30*, for an 8:30 PM broadcast.

TIME=20:30  
PRESS START

**Important:** If you enter a time *before* the current time, the broadcast won't happen until the next day. Be sure that is what you want.

10. Press **START**. The machine will scan the document into memory. At the appropriate time, it will transmit the document to each number you programmed.

DELAY TX  
SEL. LOC/COPY

**Note:** If a number is busy or does not answer, the machine will skip on to the next number, and then re-dial each busy or unresponsive number at the end of the operation. For more on redialing, see pages 3.7–3.8.

**Important:** If the memory becomes full, the Memory Alarm LED will light; in this case, press **STOP** to abort the operation; then either try again later when the fax has more memory available **or** send **now**, manually (see pages 3.5–3.7) to avoid using memory at all. If you regularly send lengthy and/or dark documents, you may wish to contact your authorized dealer about a memory upgrade.

---

### Broadcast reports: a note

The *broadcast report* your machine prints at the end of a broadcast will show only the *result* — either “OK” or “NG” (for *No good*) — and not the *details* for each location. However, if there is an error with a call to any location(s) in the broadcast, your machine *will* print an *individual* error report for that location. You can trace individual results by the session number.

## Erasing a previously set broadcast

1. Press **SCHEDULE**. If there is at least one currently preset transmission, the LCD will show the first transmission's *session number* and the fax number dialed:

```
001=9725559999
→, CLEAR, STOP
```

**Note:** If there is no currently preset transmission, the LCD will briefly display "NO FILE."

To continue *cancelling this* transmission completely, proceed to step 2.

To cancel a *different* transmission that's currently stored, find it by pressing the arrow keys until it appears on the LCD, and then proceed to step 2.

To leave this and any other currently stored transmissions undisturbed (*i. e.*, to "cancel the 'cancel'"), press **STOP** (and skip steps 2–3).

2. Press **CLEAR/TONE**. The LCD will show the session number and the number dialed:

```
001=9725559999
PRESS ENTER
```

3. Press **ENTER** to cancel the transmission. The LCD briefly will show:

```
001=9725559999
DELETED
```

If there was only *one* transmission stored (*i. e.*, the one you just cancelled), the machine will then return to standby mode.

However, if there actually were multiple transmissions, the LCD will show the next transmission (in order of the session number); in this case, go back to step 2.

---

## Relay broadcasting and relay broadcast initiation

*Relay broadcasting* is a powerful function that takes advantage of your machine's ability to be a "hub" for certain operations, reducing total communication costs. A "hub" fax is one to which you send a document, so the "hub" can *relay* it to other machines which *your* machine doesn't actually call. The "hub" performs a *relay broadcast*, and the machine that sends the original document to the "hub" has performed a *relay broadcast initiation*. Your fax can perform either operation — it can be a "hub" or it can perform relay broadcast initiation.

**Important:** This works only if both the initiating and "hub" faxes are this same model. However, the faxes that the "hub" calls during the relay broadcast may be of any model.

### Setting up (or deleting) a relay broadcast initiation

Make sure that:

- The remote "hub" fax is the same model as yours.
- The "hub" fax is has a call group with the remote machines to which to relay the document.
- You know which call group it is; you'll have to tell your fax, so it can tell the "hub."
- You know which one-touch key on the "hub" is storing your number. (*This matters only if you want to receive a relay results report from the "hub" after the relay broadcast.*)

1. Press **FUNCTION**.

FUNCTION MODE  
0~9, #, \*, ←, →

2. Press **7** on the numeric keypad.

PROGRAM TEL. NO.  
0~9, #, \*, ←, →

3. Press **ENTER**.

PROGRAM TEL. NO.  
1-5, ←, →

4. Press **5** on the numeric keypad.

RELAY INITIATE  
1-5, ENTER

5. Press **ENTER**.

RELAY INITIATE  
PRESS OT KEY

6. Press the one-touch key into which you've **already** programmed the "hub" fax's number.

#08=912015559863  
PRESS ENTER

7. Press **ENTER**.

RELAY LOC=00  
DATA ENTRY OK

8. If you wish to *make* the setting, use the numeric keypad to enter the two-digit call group number for the "hub" fax's call group (**not** for your fax's call group) that contains the numbers to which you wish to relay this document.

If you want to *delete* a previously set relay broadcast initiation, enter *00*.

9. Press **ENTER**.

REPORT LOC=00  
PRESS ENTER

*Beyond the basics*

---

10. Use the numeric keypad to enter the two-digit number of the "hub" machine's one-touch key (**not** *your* machine's) which is holding *your* fax number. This is so that the "hub" machine" can fax a relay results report back to your machine when the job is done, so that you'll know how the operation went. Here, we've entered 24.

REPORT LOC=24  
PRESS ENTER

11. Press **ENTER**. For a moment, the display shows:

REPORT LOC=24  
DATA ENTRY OK

12. Then, the display reverts to:

RELAY INITIATE  
PRESS OT KEY

To set up another relay broadcast initiation, go back to step 6.

To finish, press **STOP** to return your machine to its normal standby mode.

## Batch transmission

Broadcasting (see pages 4.16–4.17) gets the same document to multiple locations, but can you reverse that and send *multiple* documents to *one* location? Sure — just store them in a *batch transmission* command. Once you've set a one-touch key for batch transmission; then, your fax will store in memory all documents you scan into that key during a 24-hour period — and then transmit all the documents to the key's designated remote fax number in the same call.

### Making or clearing a one-touch key's batch transmission setting

Before you can perform batch transmission, you must choose an already programmed one-touch key and tell it at what time of day the fax should send each document you scan in, using that key, during the preceding 24 hours.

**Note:** Once you have so designated a one-touch key, it is set for *only* batch transmission operation. Any transmission operations you make using that key will be stored for batch transmission at the time you set. If you want to send *normal* (immediate) transmissions to that key's remote fax number, either program the fax number into a *different* one-touch key *or* clear the original key's batch transmission programming as described below.

1. Select (but don't yet press) a one-touch key into which to program (or from which to clear) a batch transmission. **It must be a key into which you've already programmed a number** (to review instructions on setting one-touch keys, see pages 4.2–4.5).
2. Press **FUNCTION**.

**FUNCTION MODE**  
0~9, #, \*, ←, →

3. Press **7** on the numeric keypad.

**PROGRAM TEL NO.**  
0~9, #, \*, →, ENTER

4. Press **ENTER**.

**PROGRAM TEL NO.**  
1-5, ←, →

5. Press **4** on the numeric keypad.

**BATCH TX**  
1-5, →, ENTER

6. Press **ENTER**.

**BATCH TX**  
PRESS OT KEY

7. Press the one-touch key you chose in step 1. Here, we pressed **05**.

**Note:** If you select a one-touch key or speed-dial number that currently holds no stored number, the display will tell you so:

BATCH TX  
NOT REGISTER

Repeat this step until you pick a one-touch key which does have a number stored now.

8. The display blinks back and forth between the key's stored number and its stored name:

\*05=99035552004  
PRESS ENTER

OR

NAME=N E Texas  
PRESS ENTER

**Important:** To toggle between the top and bottom name on each key, press it again.

9. Press **ENTER**.

Depending upon whether the key is already holding a batch transmission, the display shows either the following if it *isn't* . . .

START TIME=00:00  
PRESS ENTER

or the following if it *is* . . .

START TIME=17:05  
PRESS ENTER

10. Use the numeric keypad to enter the time of day (in 24-hour format) when you want your fax to perform the batch transmission. *This will remain the same, every day, until you reset or clear this key.* **To clear the key's batch transmission command, enter 00:00. Your fax number will remain unaffected.**

Here, we've entered 23:05 (11:05 PM):

START TIME=23:05  
PRESS ENTER

11. Press **ENTER**. The display briefly shows:

START TIME=23:05  
DATA ENTRY OK

12. In a moment, the display shows:

<p><b>BATCH TX</b> <b>PRESS OT KEY</b></p>
--

If you wish to enter or clear *another* batch transmission command, go back to step 7.  
To finish this operation, press **STOP** to return the fax to its normal standby mode.

---

## Performing batch transmission

Once you've set a one-touch key for batch transmission as described on the last two pages, actually performing batch transmission is quite easy. Each time you want to add a document to the set of documents which should go to the designated fax number at your preset time, just scan it into the one-touch key as you would for a regular one-touch transmission (see page 4.2). The difference is that, instead of *sending* each document immediately when you do this, the fax will only *store* each document in memory, holding it until the preset time — and *then* it will send all the documents.

## Polling and bulletin board features

### Polling: what it is

*Polling* allows someone to fax a document to another fax *without* having to make (and pay for) the call. Your machine can perform either:

- *Regular* polling — Retrieves a document sitting in the feeder of a remote fax machine.  
... or ...
- *Bulletin board* polling (also called *database* polling) — (Possible only in communication between two identical models) Retrieves a document stored as a *file* in the remote fax machine's memory. Great for getting work assignments, updated price lists, contest standings and other frequently updated documents.

---

### Other details

- If necessary, you can perform *secure* polling so that the calling machine must “present” a passcode before the remote machine will allow polling to proceed. **This feature works only between two identical fax models.** (For more on your machine's passcode protection features, see “Security,” pages 4.29–4.38.)
- A polling operation may be aimed at either one or multiple numbers; yes, there is *broadcast* polling as well as *single*-number polling. **However, if you are performing secure polling as mentioned above, all faxes in the operation must have the same passcode, because your fax can “present” only one passcode during polling.**
- Also, as you've probably gathered by now, your machine can also *be* polled, as well. We will deal with that shortly.

First, let's explain how you can do polling.

---

### Regular polling — single-number or broadcast

To perform regular polling of a document from any remote fax machine (or set of fax machines, since you can poll from multiple machines in one command):

1. Make sure:
  - A document is actually sitting in the feeder of each remote machine you will call in this polling operation.
  - *If necessary* — you know the passcode for any remote machine you'll poll. (But remember: if you're using passcodes, **all** machines you call in this operation must have the **same** passcode.)
2. Press **FUNCTION**. The display will show:

<b>FUNCTION MODE</b> 0~9, #, *, ←, →
---

3. Press **4**. The display will show:

```
POLLING RX
0~9, #, *, *, →, ENTER
```

4. Press **ENTER**. The display will show:

```
POLLING RX
SELECT LOC/ENTER
```

**Note:** *Select loc* means *select location* — in other words, pick a number (or group) to call.

5. Enter a fax number or group by using either a one-touch key, a speed-dial number or a regular number entered directly from the numeric keypad. In this example, we selected one-touch key *06*. The display blinks back and forth between the key's stored number and its stored name:

```
*06=95551204
PRESS ENTER
```

OR

```
NAME=DOWNTOWN
PRESS ENTER
```

**Note:** If you select a one-touch key or speed-dial number that currently holds no stored number, the display will tell you so:

```
LOC.COUNTER=00
NOT REGISTER
```

6. Repeat step 5 as many times as needed — the maximum is 180 locations (the on-screen "location counter" will keep track for you)— and then proceed to step 7.
7. Press **ENTER**. The display will show:

```
POLLING ID=0000
PRESS ENTER
```

8. Use the numeric keypad to enter the four-digit passcode for the fax(es) which you're polling. (If the fax[es] is/are not set to operate with a passcode, make sure the passcode setting here is *0000*; this indicates security is turned off.)

```
POLLING ID=2324
PRESS ENTER
```

9. Press **ENTER**. The display shows:

```
TIME=00:00
PRESS ENTER
```

You now must tell the machine *when* to poll.

If you wish to poll *now*, leave the setting at *00:00* (use the numeric keypad to change it to that, if necessary).

To set a time during the next 24 hours when your machine should poll, use the numeric keypad to enter the time.

10. Press **ENTER**. The display shows:

```
REPEAT POLLING
0= (NO) 1= (YES)
```

*Repeat polling* involves multiple polling operations. If you wish only to poll once (either now or later, depending upon what you specified in step 9), press **0** on the numeric keypad and skip step 11.

Otherwise, press **1** on the numeric keypad and proceed to step 11.

**Important:** If you select repeat polling in this step and later wish to cancel the operation, you will have to clear the DRAM (Dynamic RAM) memory to do so.  
To do so . . .

1. First, make sure you have no delayed transmissions waiting in memory (or that you don't mind losing any that you do).
2. Turn your machine's power switch off; wait a few seconds; then turn it back on again.

11. What the display shows now will depend upon what you entered in step 9. If you entered (or left the display showing) *00:00*, you will see a prompt asking you to proceed with *continuous* polling:

```
CONTINUOUS=ON
PRESS ENTER
```

However, if you entered a specific time, you will see a prompt asking to go ahead with *daily* polling:

```
DAILY=ON
PRESS ENTER
```

With *continuous* polling, your machine will poll every few minutes to make sure it gets whatever documents are put in the remote fax's feeder (as with a hospital pharmacy fax, checking the various floors for needed prescriptions).

With *daily* polling, your machine will poll at that specific time every day (until you go back through these commands and reset the time to *00:00* in step 9).

Whichever you see, press **ENTER** to confirm the setting or press **STOP** to quit.

## Bulletin board polling (database polling)

Bulletin board polling lets your fax hold up to 30 bulletin boards (or database files) for polling by a remote machine of your same model. You can prevent a document from improper polling by providing a security code, or delete a stored document through this menu. When a document is ready to be polled by the remote receiver, the fax will scan the document into memory to wait for being polled. Each bulletin board can store only one document at a time.

### Adding a document to a bulletin board

1. Insert your document and make any necessary resolution or contrast settings. (If necessary, review pages 3.2–3.3.)
2. Press **FUNCTION**. The display will show:

```
FUNCTION MODE
0~9, #, *, ←, →
```

3. Press **5**. The display will show:

```
BULLETIN BOARD
0~9, #, *, →, ENTER
```

4. Press **ENTER**. The display will show:

```
ADD DOC.=1
CLEAR DOC.=0
```

5. Press **1**. The display will show:

```
POLLING ID=0000
PRESS START
```

6. Use the numeric keypad to enter a four-digit passcode for the document you're storing for polling, or enter *0000* to indicate security is turned off for this document.

```
POLLING ID=1020
PRESS START
```

7. Press **START**. As the fax scans the document into memory for bulletin board polling, the display shows:

```
BULLETIN BOARD
SCANNING M097
```

### Deleting a document from a bulletin board

1. Press **FUNCTION**. The display will show:

```
FUNCTION MODE
0~9, #, *, ←, →
```

2. Press **5**. The display will show:

```
BULLETIN BOARD
0~9, #, *, →, ENTER
```

3. Press **ENTER**. The display will show:

```
ADD DOC.=1
CLEAR DOC.=0
```

4. Press **0**. The display will show a bulletin board document by its three-digit session number and its four-digit passcode:

```
134=2345
→, CLEAR, STOP
```

5. Press the arrow keys to find the bulletin board item you wish to delete.

6. Press **CLEAR**. The display will show:

```
145=9281
→, ENTER
```

7. Press **ENTER** to confirm the deletion.

If there are any more bulletin board documents stored, the machine goes back to step 4 and you may wish to press **STOP** to return the machine to its normal standby mode.

# Security

Your machine has features to enhance the security of your fax communications. These security features can help you let your private fax documents *stay* private, avoid some unwanted outside communication and even control internal use of your machine.

There are three major security features:

- **Department ID** (sometimes also called *departmental coding*)
- **Receiving to memory** (sometimes also called *security reception*)
- **Electronic mailboxes**

---

## Controlling internal use with Department ID

This feature is helpful in an office environment where several departments are using this fax and you wish to keep track of the calls each department makes on it. You can set up to 20 different Department ID (*identification*) passcodes. When you've activated this feature, each user must enter his or her Department ID passcode before being able to dial a number or make a copy. The Department ID will appear on the activity report for each transaction.

See "Special access to Department ID passcodes," pages 4.35–4.36, for activation instructions.

---

## Receiving to memory (security reception)

Your fax machine has a *security reception* capability; the display calls it "RX TO MEMORY." It lets you order the machine to keep *all* received faxes in memory, but not *print* them; then, later, you enter a special passcode to tell the machine it can go ahead and print out the saved faxes. This is great if, for example, you have concerns about after-hours workers nosing around in documents intended for *your* eyes only.

### Setting security reception

1. Press **FUNCTION**.

**FUNCTION MODE**  
0-9, #, \*, ←, →

2. Press **#** on the numeric keypad.

**OTHER OPTIONS**  
0-9, #, \*, →, ENTER

3. Press **ENTER**.

**OTHER OPTIONS**  
1-6, ←, →

4. Press **1** on the numeric keypad.

```
RX IN MEMORY
1-6, →, ENTER
```

5. Press **ENTER**.

```
RX IN MEMORY_
OFF: →, ENTER
```

6. Press the right arrow key.

```
RX IN MEMORY_
ON : →, ENTER
```

7. Press **ENTER**.

```
PASSWORD=
PRESS ENTER
```

8. Use the numeric keypad to enter a passcode up to four digits in length. The display will “mask” the passcode for safety’s sake.

```
PASSWORD=****
PRESS ENTER
```

9. Press **ENTER**. The display briefly shows:

```
PASSWORD=****
PASSWORD OK
```

The machine then returns to its normal standby mode.

**Note:** To turn *off* security reception, go back through these steps but make sure that, in step 6, you toggle the display to say “OFF.” (You’ll have to know the passcode you entered in step 8.)

### Printing securely received messages

Let's say have your machine's security reception feature activated as described in the preceding set of instructions. Then, when someone sends a fax message to your machine, your machine's display will show the message "RX IN MEMORY." Here's how to command the machine to print the message.

1. Press **FUNCTION**.

```
FUNCTION MODE
0~9, #, *, ←, →
```

2. Press **#** on the numeric keypad.

```
OTHER OPTIONS
0~9, #, *, →, ENTER
```

3. Press **ENTER**.

```
OTHER OPTIONS
1~6, ←, →
```

4. Press **2** on the numeric keypad.

```
PRINT RX MEMORY
1~6, →, ENTER
```

5. Press **ENTER**.

```
PASSWORD=
PRESS ENTER
```

6. Use the numeric keypad to enter the correct four-digit passcode. For security's sake (in case someone's nearby, for example), the display shows only asterisks rather than the code:

```
PASSWORD=****
PRESS ENTER
```

7. Press **ENTER**.

```
PASSWORD ****
PASSWORD OK
```

If you entered the correct passcode, your machine now prints any message(s) stored during security reception.

Otherwise, the machine returns to normal standby mode without printing.

## Electronic mailboxes

For receiving confidential documents, your fax has nine electronic “*mailboxes*” (numbered 1–9). Each mailbox has its own four-digit passcode and a name up to 10 characters in length. Someone at another machine uses special commands (see page 4.33) to send confidential faxes to your machine, which then stores such documents in memory without printing them. Your machine prints a notification that you’ve received the message. You then must enter your passcode before you print the message.

**Important:** This feature works only between two identical fax models. To receive confidential material from a different fax model, set your machine for **receiving to memory**, which causes your machine to store *all* incoming faxes in memory rather than printing them (see pages 4.29–4.33).

### Setting up your mailboxes

1. Press **FUNCTION**.

FUNCTION MODE  
0-9, #, \*, ←, →

2. Press **9** on the numeric keypad.

PROG USER DATA  
0-9, #, \*, →, ENTER

3. Press **ENTER**.

PROG USER DATA  
1-6, ←, →

4. Press **6** on the numeric keypad.

PROGRAM MAILBOX  
1-6, →, ENTER

5. Press **ENTER**.

MAILBOX NO=\_  
PRESS ENTER

6. Use the numeric keypad to select the mailbox number, 1–9. Here, we’ve entered 1.

MAILBOX NO=1  
PRESS ENTER

7. Press **ENTER**.

```
PASSWORD=  
PRESS ENTER
```

8. Use the numeric keypad to enter a passcode up to four digits in length. Here, we've entered *1234*.

```
PASSWORD=1234  
PRESS ENTER
```

9. Press **ENTER**.

```
PASSWORD OK  
DATA ENTRY OK
```

10. A few seconds later, the LCD shows:

```
—  
A-Z, *, ENTER
```

11. Use the one-touch keys to enter the mailbox's name (see the "Important" box on page 2.17 for help if you need it). You may enter up to 10 characters (including numbers, spaces and any other characters).

```
Mailbox 1_  
A-Z, *, ENTER
```

12. Press **ENTER** to save the entry.  
To set up *another* mailbox, go back to step 6.  
Otherwise, press **STOP** to return to standby mode.

### **Sending to another machine's mailbox**

As you'll recall, you can enter a mailbox number when storing a fax number in either a one-touch key or a speed-dial number. So, to send a confidential document to a specific mailbox on another fax, just transmit using either a one-touch key or speed-dial number already set for that fax number and mailbox. That's all there is to it! (If necessary, review "Autodialer," pages 4.2–4.3, for details on setting one-touch keys and speed-dial numbers.)

### Printing received "mail"

When someone sends a confidential document to a mailbox on your machine, your machine's display will show the message "RX IN MAILBOX."

Here's how to command the machine to print the message.

1. Press **FUNCTION**.

```
FUNCTION MODE
0-9, #, *, ←, →
```

2. Press **#** on the numeric keypad.

```
OTHER OPTIONS
0-9, #, *, →, ENTER
```

3. Press **ENTER**.

```
OTHER OPTIONS
1-6, ←, →
```

4. Press **3** on the numeric keypad.

```
PRINT MAILBOX
1-6, →, ENTER
```

5. Press **ENTER**.

```
MAILBOX NO=_
PRESS ENTER
```

6. Use the numeric keypad to select the mailbox number, 1-9. Here, we've entered *1*.

```
MAILBOX NO=1
PRESS ENTER
```

7. Press **ENTER**.

```
PASSWORD=
PRESS ENTER
```

8. Use the numeric keypad to enter the correct four-digit passcode. For security's sake (in case someone's nearby, for example), the display shows only asterisks rather than the code:

```
PASSWORD=****
PRESS ENTER
```

9. Press **ENTER**.

```
PASSWORD ****  
PASSWORD OK
```

If you entered the correct passcode, your machine now prints the message. Otherwise, the machine returns to normal standby mode without printing it.

## Special access to all passcodes

If you need access to *all* the passcodes discussed in this “Security” section (such as in an emergency when users have forgotten their passcodes), here is how to get it.

**Important:** Obviously, this is **not** information you will want to share with just anyone!

**Important:** Please note that if you change any passcodes, you will have to turn off the machine and then turn it back on. So, change passcodes only if you do **not** have any delayed commands waiting, or can afford to lose those commands; turning off the power erases delayed commands.

## Special access to Department ID passcodes

1. Press **ENTER** three times. The display will briefly flash the ROM (*read-only memory*, or internal firmware) information and then show:

```
SERVICE MODE  
SERVICE #1
```

2. Press the right arrow key four times. The display will show:

```
SERVICE MODE  
SERVICE #5
```

3. Press **ENTER**. The display will show:

```
SERVICE #5  
DEPARTMENT ID
```

4. Press **ENTER**. The display will show:

```
DEPARTMENT ID  
ON : →, ENTER
```

If “OFF” appears in the bottom line, use the right arrow key to select “ON.”

5. Press **ENTER**.

6. The display will show:

```
DEPARTMENT ID=_  
PRESS ENTER
```

7. Use the numeric keypad to enter the two-digit Department ID you wish to see. Here, we've selected 22:

```
DEPARTMENT ID=22  
PRESS ENTER
```

8. Press **ENTER**. The display will show that Department ID's passcode:

```
PASSWORD=2838_  
PRESS ENTER
```

If you want only to *see* the passcode, **not change** it, press **STOP** *twice* (and skip the remaining steps) to finish this operation.

If you want to *change* the passcode, proceed to step 9.

9. Use the numeric keypad to enter a new four-digit passcode.

10. Press **ENTER**.

If you want to see a different Department ID's passcode, go back to step 6.

Otherwise, press **STOP** *twice* to finish this operation.

**Note:** If you **did** change any passcodes, turn the machine power switch off, wait a few seconds and then turn it back on again.

### Special access to the security reception passcode

1. Press **ENTER** three times. The display will briefly flash the ROM (*read-only memory*, or internal firmware) information and then show:

```
SERVICE MODE  
SERVICE #1
```

2. Press the right arrow key four times. The display will show:

```
SERVICE MODE  
SERVICE #5
```

3. Press **ENTER** and then press the right arrow key once. The display will show:

```
SERVICE #5  
RX PASSWORD
```

4. Press **ENTER**. The display will show your currently set security reception passcode:

```
PASSWORD=4567
PRESS ENTER
```

If you want only to *see* the passcode, **not change** it, press **STOP** *three times* (and skip the remaining steps) to finish this operation.

If you want to *change* the passcode, proceed to step 5.

5. Use the numeric keypad to enter a new four-digit passcode.
6. Press **ENTER**. Then, press **STOP** *three times* to finish this operation.

**Note:** If you **did** change the passcode, turn the machine power switch off, wait a few seconds and then turn it back on again.

### Special access to electronic mailbox passcodes

1. Press **ENTER** three times. The display will briefly flash the ROM (*read-only memory*, or internal firmware) information and then show:

```
SERVICE MODE
SERVICE #1
```

2. Press the right arrow key four times. The display will show:

```
SERVICE MODE
SERVICE #5
```

3. Press **ENTER** and then press the right arrow key once. The display will show:

```
SERVICE #5
RX PASSWORD
```

4. Press **ENTER**. The display will show (assuming you have activated this feature):

```
PASSWORD=
PRESS ENTER
```

5. Press **ENTER**.

6. The display will show:

```
DEPARTMENT ID=_
PRESS ENTER
```

7. Use the numeric keypad to enter the two-digit Department ID you wish to see. Here, we've selected 22:

```
DEPARTMENT ID=22
PRESS ENTER
```

8. Press **ENTER**. The display will show that Department ID's passcode:

<p>PASSWORD=2838_ PRESS ENTER</p>
---------------------------------------

If you want only to *see* the passcode, **not change** it, press **STOP** *twice* (and skip the remaining steps) to finish this operation.

If you want to *change* the passcode, proceed to step 9.

9. Use the numeric keypad to enter a new four-digit passcode.

10. Press **ENTER**.

If you want to see a different Department ID's passcode, go back to step 6.

Otherwise, press **STOP** *twice* to finish this operation.

**Note:** If you **did** change any passcodes, turn the machine power switch off, wait a few seconds and then turn it back on again.

## Reports and lists

You can set your fax machine to print the following reports:

- **One-touch list** — Your one-touch keys' telephone numbers, names, batch times, relay broadcast information, etc.
- **Speed-dial list** — Your speed-dial locations' telephone numbers and names.
- **Group dial list** — Your call groups' telephone numbers and names.
- **User data list** — Your machine's current user settings.
- **File list** — The schedule file (delayed commands and the like) stored in memory.
- **Activity report** — Your machine's recent transmissions and receptions. (See pages 3.14–3.16.)

**Note:** See also "Confirmation reports, activity reports and the **JOURNAL** key," pages 3.12–3.16.

### Printing a list or report

1. Press **FUNCTION**.

FUNCTION MODE  
0~9, #, \*, ←, →

2. Press **6** on the numeric keypad.

PRINT REPORT  
0~9, #, \*, →, ENTER

3. Press **ENTER**.

PRINT REPORT  
1~6, ←, →

4. Use the numeric keypad as noted to indicate which report or list you want, then proceed to step 5:
  - For an activity report, press **1**.
  - For a one-touch list, press **2**.
  - For a speed-dial list, press **3**.
  - For a group dial list, press **4**.
  - For a user data list, press **5**.
  - For a file list (your machine's display will say, "list file"), press **6**.
5. Press **START**. Your fax will print the selected report or list and then return to its normal standby mode.

## Programming user switches

The *user switches* are software switches (called *DIP switches* on some manufacturers' models) which allow you to change a number of miscellaneous fax settings. You gain access to them by pressing **FUNCTION, 8, ENTER**, then using the arrow keys to toggle to the appropriate switch, as shown in the table beginning below.

### User switch default settings

No.	Switch name	Default	Options and explanations
1	Activity Report	ON	ON/OFF Automatic printing of the Activity Report; shows results after 40 operations.
2	Error Report	ON	ON/OFF Automatic printing of the TX/RX error report. It will print out the error with an image of the first page included. In group dialing, individual error reports will print according to user selection.
3	TX Confirmation Report	OFF	ON/OFF Automatic printing of transmission confirmation reports.
4	RX Confirmation Report	OFF	ON/OFF Automatic printing of reception advisory reports.
5	Line Monitor	OFF	ON/OFF Determines how long the monitor speaker stays active during a communication. If the monitor is on, you will hear dialing tones at the beginning of a session.
6	Memory Entry Report	OFF	ON/OFF Prints a report after you scan a document into memory.
7	Broadcast Report	ON	ON/OFF Prints the result of a broadcast. Shows <i>total</i> operation results ("OK" or "NG"); does not show individual locations' results.
8	Rx Time/Date	OFF	ON/OFF Prints the time and date, sender's ID, telephone of the local machine along with the telephone number sent by the remote machine at the bottom of the received page.

(Continued)

No.	Switch name	Default	Options and explanations
9	Remote ID Type	<b>CSI</b>	<p><b>ON/OFF</b></p> <p>Allow you to select the information printed in the "Remote ID" field of the Activity Report:</p> <ol style="list-style-type: none"> <li>1. One-touch name</li> <li>2. Dialed number</li> <li>3. Remote CSI (or TTI) — If blank, default ID will use dialed number or name)</li> <li>4. Blank</li> </ol>
10	Toner Low Report	<b>OFF</b>	<p><b>ON/OFF</b></p> <p>Allows machine to send a "Toner low" report to the supplier location you have set. If set to "on," will send this report at the interval of 20 minutes, 24 hours, and 48 hours or until toner refill after the machine first senses that it's low on toner. (If you've set the supplier telephone number, it will blink on the display.)</p>
11	Reduction Type	<b>AUTO</b>	<p><b>Auto reduction between 70%–100%</b></p> <p><i>If necessary, your fax reduces the received image down to 70% of the original size to fit it on your paper.</i></p> <p><b>No Reduction with full print ("OFF")</b></p> <p>Your fax never reduces a received image. If the image length exceeds the length of your printout paper, the fax prints the remaining image on a second sheet.</p> <p><b>No Reduction with lower 0.4" cut off ("CUT")</b></p> <p>Your fax does not reduce a received image. The fax deletes the lower 0.4" to try to fit the image on one page; however, beyond that, the fax goes ahead and prints the remaining image on a second sheet.</p>
12	Print 2 Pages	<b>OFF</b>	<p><b>ON/OFF</b></p> <p>Prints each received page twice.</p>

## Smoothing

You may wish to activate your fax's *smoothing* feature. Smoothing enhances the printing quality of received faxes by — as the name implies — making the image lines smoother.

**Note:** This function works only for the printing out of incoming faxes. It does **not** have an effect on either PC printing (see "Printing from a PC," pages 4.43–4.44) or the printing of reports and lists.

To control smoothing:

1. Press **FUNCTION**.

**FUNCTION MODE**  
0~9, #, \*, ←, →

2. Press **#** on the numeric keypad.

**OTHER OPTIONS**  
0~9, #, \*, →, ENTER

3. Press **ENTER**.

**OTHER OPTIONS**  
1~6, ←, →

4. Press **5** on the numeric keypad.

**SMOOTHING**  
1~6, →, ENTER

5. Press **ENTER**.

**SMOOTHING**  
ON : →, ENTER

If the setting is as you want it, skip to step 7.

To change the setting, proceed to step 6.

6. Use the right arrow key to toggle the setting to what you wish.
7. Press **ENTER**. The machine returns to normal standby mode.

## Printing from a PC

You can use your fax machine for printing from a PC, as well. The printer can either emulate a Hewlett-Packard® LaserJet® PCL4 printer for maximum compatibility *or* use a proprietary GDI (graphic device interface) driver for use with Windows software (including Windows 95®).

**Note:** This requires a special, optional kit which your dealer can provide. It includes a special cable to connect your fax to a PC, as well as all needed software for the PC. **These instructions are only supplementary to what you will receive with that kit.**

### PC printing options

You set up PC printing with the SET PRINTER function (press **FUNCTION, 0, ENTER**). Here are your options, from which you select by pressing the arrow keys and then pressing **ENTER**:

#### Auto cassette select (On/off)

Selects the optional 2nd paper cassette to print out documents from either PCL4 or the GDI printer driver. (You'll need to set up the optional tray's paper size as letter or legal.)

#### Number of copies (1–99)

Chooses the number of copies you want from a printout. You can override this through the computer software (*e.g.*, a word processing package) from you're printing.

#### Symbol set (multiple choices)

Chooses the appropriate symbol set for printing with PCL4 emulation. The default is *IBM-US*. Your PC program probably controls this but, if not (particularly if you're using a DOS application rather than Windows), you may need to select a different symbol set to match the document you want to print. Most differences between symbol sets are in special symbols, such as math symbols and graphical characters.

#### Font number (see table)

Provides six fonts, as shown in the table below, that remain resident in your fax. (You can print a list of the resident fonts at any time by pressing **FUNCTION, 0, ENTER, 6, ENTER**.) Your fax will use the selected font whenever your computer does not send an override for a different font.

No.*	Font*	Pitch*	Point size*	Orientation*
1	Courier	10	12	Portrait
2	Courier Bold	10	12	Portrait
3	Line Printer	16.6	8.5	Portrait
4	Courier	10	12	Landscape
5	Courier Bold	10	12	Landscape
6	Line Printer	16.6	8.5	Landscape

Your machine also accepts downloadable, PCL4-compatible fonts, as well as TrueType fonts which your PC and its software may send. Note that memory limitations can restrict the variety and size of downloadable fonts — not only with this machine, but all printers.

#### Line number (5–127)

The maximum number of printed text lines per page. The default is 64. (If you print from Windows, it will control this. This feature is primarily for DOS text-related applications.) If your software sends more lines than this setting, your fax prints the additional lines on the second page.

## **Other PC/fax options**

You make these settings by pressing **FUNCTION**, **#**, **ENTER**, pressing the arrow keys until you see the one you want and then pressing **ENTER**:

### **PC RX mode (Off/On)**

The default is *Off*. If you selected the *On* setting, your fax will send a “ringing” message to a connected PC whenever your phone rings. What the PC then does with that information is up to the communication software you are using; please consult its instructions.

### **PCL4/600 dpi (On/Off)**

Your fax has a print engine capable of 600 dpi output from a PC, but this requires a substantial amount of memory; therefore, the default is *Off*. Still, if your machine is up to the task, turn this on to get your fax’s highest possible resolution on PC print jobs.

**Note:** If your machine doesn’t have additional memory, you can still print using the PCL4 driver at 300 dpi.

Even if the machine *does* have a memory upgrade, if you try a 600 dpi printout (by turning this feature *On* and then sending a print job from your connected PC), your machine may print a “NOT ENOUGH MEMORY” report and fail to produce the print job; this is especially possible if the document you wish to print has a lot of graphics. Consult your authorized dealer about a memory upgrade.

# Maintenance and troubleshooting

## Overview

This chapter contains information on caring for your fax machine and how to determine what problems you might be having if the machine should fail to operate properly. Finally, there's a brief glossary.

Topics include:

- Cleaning the fax
- Clearing paper jams
- Troubleshooting
- Glossary

## Caring for your fax machine

It is important to take routine care of your fax, in order to keep it in the best operating condition.

**Important:** *Always* turn off the power switch and unplug your machine before you perform routine maintenance on it. Remember that doing this will clear any unsend delayed transmissions.

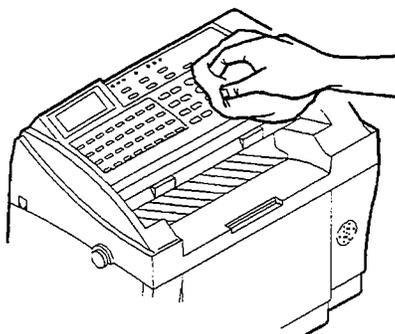
---

### Cleaning your machine's exterior

Remember to keep your machine in as dust-free an environment as you can — but **never** put a dust cover on it! Your fax generates heat and covering it might cause permanent damage and violate your warranty.

If you see dust or dirt gathering on your machine's exterior, use a soft cloth dampened with a mild cleaning solution and *gently* wipe the fax clean of dirt.

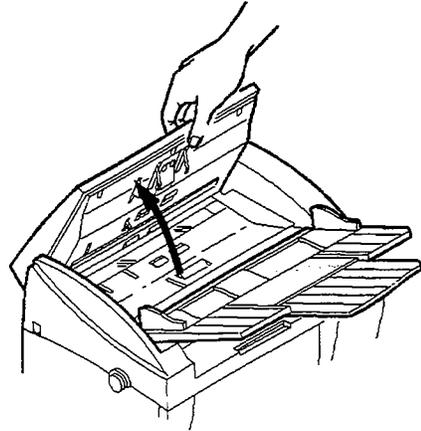
**Note:** Do *not* wipe the air vents (on the left side and the back) with any damp cloth or other moist object.



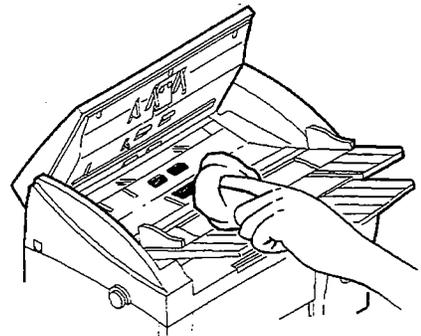
## Cleaning the scanner interior and document feeder

To transmit your documents more clearly, you can clean the scanner and document feeder as shown below with just a clean, soft cloth dampened with water. If necessary, use a **mild** soap or detergent.

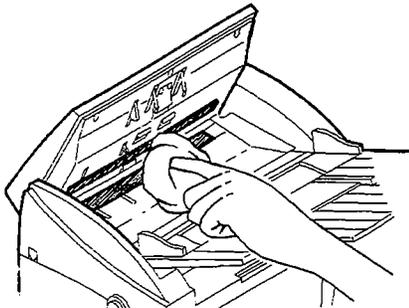
1. Open the panel cover.



2. Gently wipe the automatic document feeder roller by rotating the roller with your hand.



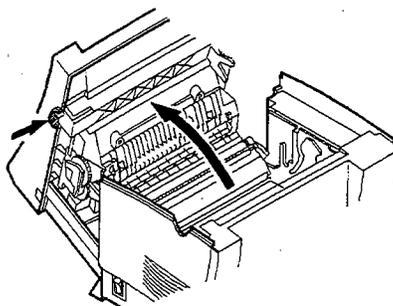
3. Gently wipe the glass area of the image sensor.



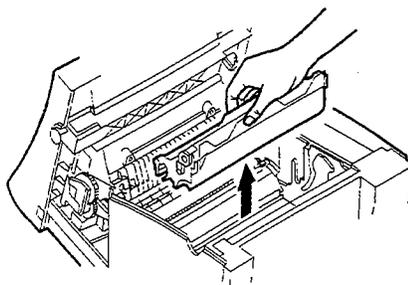
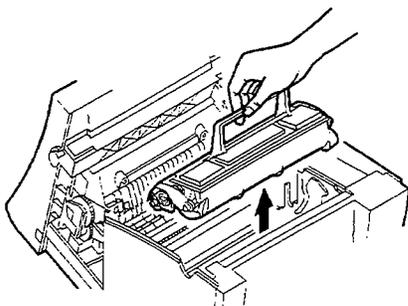
## Cleaning the fax's interior and consumables

**Important:** The fax's *fusing unit*, an important part of the laser print engine, can be *very* hot. Wait at least ten minutes after shutting down the fax before performing these steps — and, even then, carefully make sure that the fusing unit has cooled off before you begin to clean the interior.

1. Press the top cover release button and swing open the top cover.

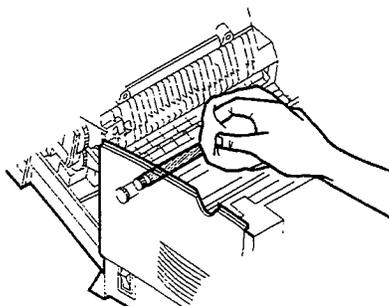


2. Remove the toner cartridge and the drum cartridge.



**Important:** The drum cartridge is sensitive to light. Whenever you remove the drum cartridge from your fax, cover the cartridge with an opaque cloth to protect it from extraneous light.

3. Turn the transport roller's driver gear and, with a soft *dry* cloth, *gently* wipe the transport roller clean of dirt and paper dust.
4. Reinstall the toner cartridge and the drum cartridge (if necessary, review pages 2.7–2.8).
5. Gently push down the top cover until it clicks shut.



---

## Clearing paper jams

If a paper jam occurs, your fax will display one of two possible messages:

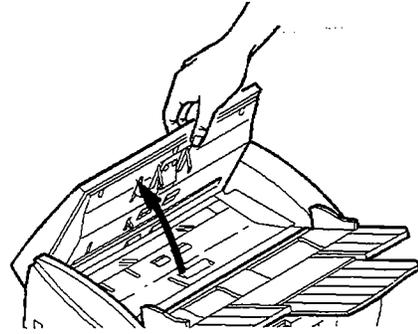
- “DOCUMENT JAM” — Your original document has become jammed. This indicates a problem with the scanner.
- “PAPER JAM” — The printout (either received fax or copy) has become jammed. This indicates a problem with the printer paper path.

Each has a separate procedure for clearing the jam.

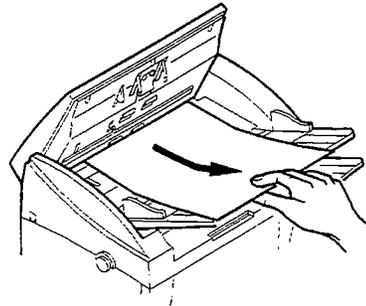
---

## Clearing original document jams

1. Open the *panel* cover (not the *top* cover).



2. Remove the jammed original documents.

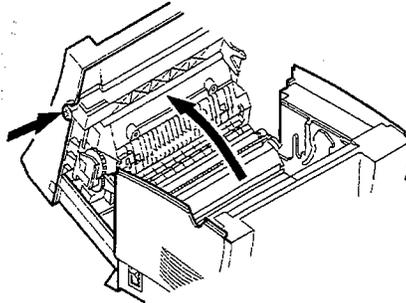


3. Close the panel cover.

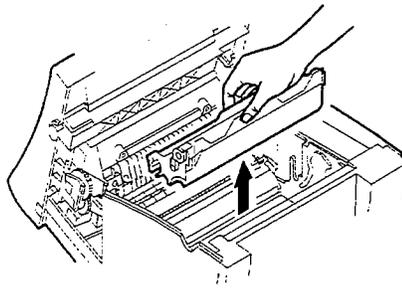
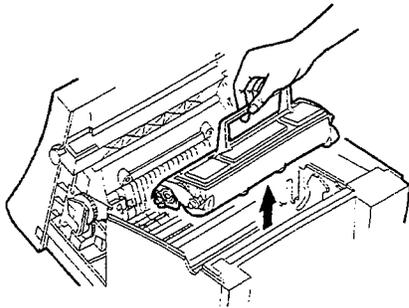
## Clearing printout jams

1. Press the top cover release button, then swing open the top cover.

**Important:** The fax's *fusing unit*, an important part of the laser print engine, can be *very hot*. Avoid touching it.



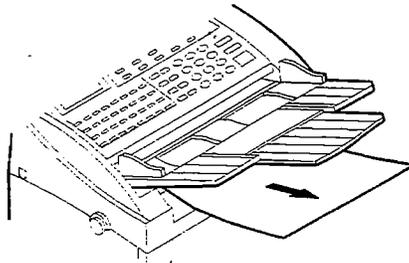
2. Remove the toner cartridge and the drum cartridge.



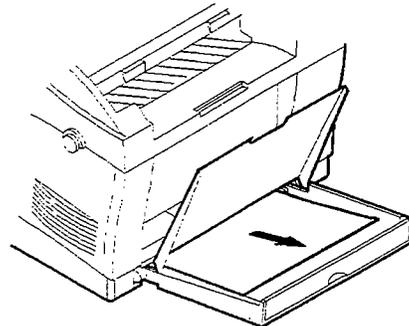
**Important:** The drum cartridge is sensitive to light. Whenever you remove the drum cartridge from your fax, cover the cartridge with an opaque cloth to protect it from extraneous light.

3. What you do next is based on the jam's location.

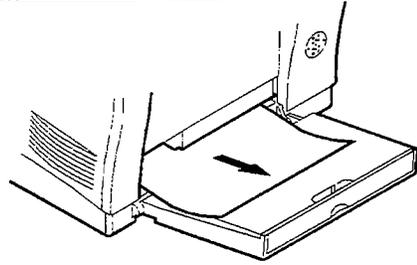
- If the printout is jammed in the exit paper tray, remove the document by pulling it as shown.



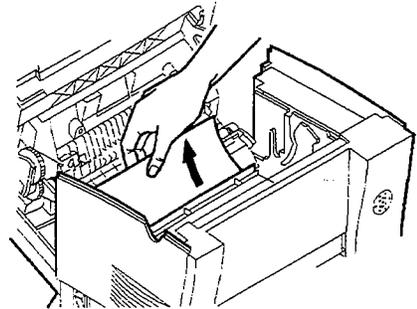
- If the printout is jammed in the paper tray, remove the printout by pulling it as shown.



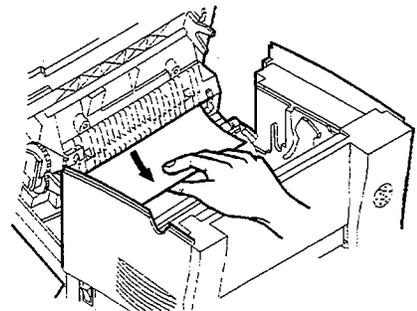
- If the printout is jammed in the manual feed tray, remove the printout by pulling it as shown.



- If the printout is jammed in the middle of the paper path, the printout's leading edge will be visible. Clear this jam by holding the exposed end of the printout and pulling the paper *gently* toward the back of the machine.



- If the printout is jammed in the fusing unit (**remember that it's probably very hot**), remove the printout by pulling it toward you as shown.

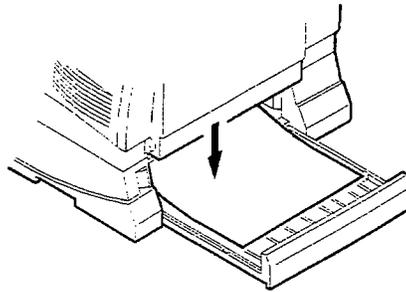


## *Maintenance and troubleshooting*

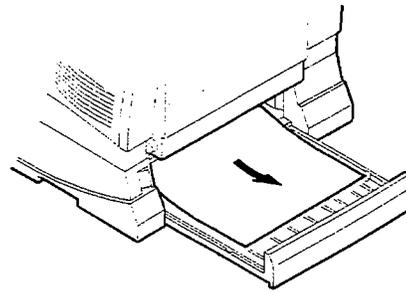
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- If you're using the optional 250-sheet cassette, tilt up the machine's paper feeding tray.

Then, press the optional cassette's paper lifting plate as shown, together with the paper stack loaded on the tray, down into the locked position . . .



. . . and remove the paper stack from the tray and pull out the misfed sheet.



4. Reinstall the toner cartridge and the drum cartridge (if necessary, review pages 2.7–2.8).

10. Gently push down the top cover until it clicks shut.

# Troubleshooting

**Important:** If your fax does not work properly, please read the following information before contacting your dealer. You probably can diagnose, and perhaps even solve, many basic problems. However, if not, do not attempt further repairs. Turn off your machine and consult your dealer. **Never disassemble your fax or try to fix it on your own; this not only violates your warranty but also could harm you through electrical shock.**

Problem	Troubleshooting
Nothing appears on the display.	Make sure the power cord is plugged in properly. Make sure the power switch is in the On position. Confirm whether the AC power outlet is "live" by plugging another electrical appliance into it.
Nothing prints on the receiving side.	Make a copy to see if your fax's scanner is malfunctioning. Make sure the remote fax has properly loaded printout paper.
The machine fails to receive faxes when called.	Confirm that your machine is in Fax reception mode. (The display will show "[FAX]" if it is.) See if paper has run out and/or the memory is full.
The automatic document feeder won't work.	Check the document size. Make sure the documents are properly set in the feeder.
You receive a document with dark lines or stripes running through it.	Use your fax to make a copy of the document. If the copied document does not have black stripes, ask the transmitting user to check his/her machine. If the copied document does have black stripes, please contact your dealer for service.
Someone receives from you a document with dark lines or stripes running through it.	Use your fax to make a copy of the document. If the copied document does not have black stripes, ask the receiving user to check his/her machine. If the copied document does have black stripes, please contact your dealer for service.
The LCD displays " <b>DOCUMENT JAM</b> " or " <b>PAPER JAM</b> ".	See pages 5.5–5.8 and try the procedures listed. If you can't fix the jam by using them, please contact your dealer for service.
You can't hear a dial tone from either the monitor speaker or an optional handset.	Confirm that the phone line is properly connected to the "LINE" jack on your fax. Confirm that the phone line is properly connected to a working wall phone jack. (You may need to use a separate telephone to check this.)

(Continued)

Problem	Troubleshooting
A communication error occurs.	Most such errors are caused by a temporarily bad connection (e. g., bad weather can cause line problems), so retry the call. In most cases you will be able to get through on a new attempt. Use another fax to test making a call to the same number. If this problem persists, please contact your dealer for service.
The image is slanted when you make a copy or receive a document.	Readjust the guide in the paper cassette. For copies, confirm that the original document is feeding straightly.
The printout quality is poor.	For copies: if any black line appears on the page, please clean the surface of the scanning head under the operation panel (see page 5.3). If the image is faint or blurry, please remove the toner set and rock it. (If this helps, it probably indicates that the toner is getting low.)
Printouts are wrinkled; or, there are frequent paper jams and/or double-feeding of printout paper.	Make sure you're using the right size of paper. Your fax accepts only either letter-sized or legal-sized paper. Check if the paper you are using is wrinkled, creased, too thick, too thin or otherwise unacceptable.
The Alarm lamp stays lit, and the LCD displays "CHECK PAPER" and "PRESS START."	Your machine needs paper; load paper, then press <b>START</b> .
The ALARM lamp stays lit and the LCD displays "CHECK PAPER" although you have refilled the paper in the paper cassette.	Make sure the paper cassette is installed properly.
The LCD shows "TONER LOW."	Install a new toner cartridge.
The LCD shows "ENGINE ERROR."	Turn off your machine for a while, then turn it back on again. If the LCD still shows this message, please call your dealer for service.
The printout quality is becoming progressively worse.	The drum may need replacing. Please call your dealer.

# Glossary

ADF	Automatic document feeder.
Batch	A group of documents stored in memory at different times and sent together at the same time to a remote fax.
Broadcast	A transmission of one document to more than one location, sequentially. Available only when memory transmitting is selected.
Delayed transmission	A time-delayed sending of a document.
Document memory	Your fax's electronic storage of documents for memory transmission, for security reception or out-of-paper reception.
Fax (facsimile)	A system of sending printed or graphic information from one location to another by producing a copy (or facsimile) for that information at the transmitting location, converting it to an electronic image and sending it over the same telephone lines you use for voice calling.
File	Electronic data for one document stored in memory in the fax unit.
GDI	Graphic device interface.
Group dialing	Sequentially dialing more than one location. A programmable one-touch key in your fax can store multiple telephone numbers (in <i>call groups</i> ), enabling you to enter multiple locations with one keystroke when using memory transmission. You can perform group dialing also by entering multiple one-touch locations in a transmission.
ITU-T	International Telecommunications Union, Telecommunications Sector; an organization which determines communications standards, including for fax.
LCD	Liquid crystal display
Polling	One fax "asking" another fax if the called fax has documents loaded in its feeder or stored in memory to send to the calling fax.
Receiving	Converting electronic signals into a copy, or facsimile, of an original document.
Reduction	Making a smaller copy of oversized documents so as to print on the paper actually loaded in your fax.
Relay broadcast	A broadcast to a central or "hub" unit, along with a "list" of other faxes; the "hub" unit then sends the document on to the requested faxes.
RX	Reception.
Scanning	"Reading" and converting the document information into electronic signals.
Sender ID	The letters and numbers you choose to enter into your fax machine to identify yourself or your company to remote faxes you call. It will appear at the top of your messages when those machines print them.
SESS	Session number; how your fax keeps track of its transactions.
Sub-addressing	An ITU-T standard for sending a document to a compatible computer system so that the document will go directly to a specific individual on a network.
Transmitting	Sending the signals through a telephone to another facsimile receiving device.
TX	Transmission.



# Regulatory information

## United States of America

### Federal Communications Commission (FCC) information

**Ringer Equivalence Number (REN):** AC REN, 0.8B; DC REN, 0.1.

This facsimile machine has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against such interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment causes interference to radio or television reception (which can be determined by turning the equipment off and on), the user is encouraged to try to correct the interference by one or more of the following measures:

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

This equipment complies with Part 68 of the FCC rules. At the back of this equipment is a label that contains, among other information, the FCC registration number and REN for this equipment. If requested, you must provide this information to the telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant.

### Telephone company procedures

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally have to make changes in its equipment, operations or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

If you have any questions about your telephone line, such as how many pieces of equipment you can connect to it, the telephone company will provide this information upon request.

In certain circumstances, it may be necessary for the telephone company to request information from you about the equipment which you have connected to your telephone line. Upon request of the telephone company, provide the FCC registration number and the Ringer Equivalence Number (REN) of the equipment which is connected to your line. Both of these numbers are listed on the equipment label attached to your fax machine.

The sum of all RENs on your telephone line should be fewer than five (5) in order to assure proper service from the telephone company. Sometimes, a sum of five (5) may not be usable on a given telephone line.

**Note:** This equipment is hearing-aid-compatible (HAC).

**Notice:** The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains, either in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it was sent and an identification of the business or other identity, or other individual sending the message and the telephone number of the sending machine or such business, entity or individual. For instructions on programming this information into your fax machine, see pages 2.17-2.19.

### Type of service

Your fax is designed for use on standard-device telephone lines. The fax connects to the telephone line with a standard line called the USOC RJ-11. Connection to telephone-company-provided coin service (central-office-implemented systems). Connection to party line service is subject to State tariffs.

### If problems arise

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, they may temporarily stop service. When practical, they will notify you before this disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct problem and will be informed of your right to file a complaint with the FCC.

In the event repairs are ever needed on your fax machine, they should be done by Muratec America, Inc., or an authorized representative of Muratec America, Inc. For information, contact the Muratec Customer Support Center at 972-364-3350 (from the U.S. only).

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## Dominion of Canada

### Industry Canada (IC) regulations

IC Load Number (LN): 0.3.

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus," ICES-003 of the Department of Communications.

*Cet appareil numérique respecte les limites de bruits radio électriques applicables aux appareils numériques de Classe A prescrites dans la norme sur le matériel brouilleur : "Appareils Numériques". NMB-003 édictée par le Ministre des Communications.*

**Notice:** The Canadian Department of Communications label identifies certified equipment. This certification means the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. Sometimes, the company's inside wiring associated with a single-line individual service may be extended with a certified connector assembly (telephone extension cord). The customer should be aware that compliance with these conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any equipment malfunctions or repairs or alterations made by the user to this equipment, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected. This precaution may be particularly important in rural areas.

**Caution:** Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all the

## USER INSTRUCTIONS FOR UK OPERATION

### OF THE

### MURATEC F95

- 1.1 The Muratec F95 facsimile has been approved for use on direct exchange lines. The label indicating that approval has been obtained can be found on the rear Panel, together with information which tells you:-
- The equipment is manufactured in Taiwan.  
The model number.  
The Ringer Equivalence Number (REN) which is 1.5 (see how many telephones you can use on one line).  
Your exchange line must be a standard exclusive (DEL), not a shared service or party line. Please note this equipment is not suitable for use as an extension to a pay phone. Your line should be able to cater for either Loop Disconnect or Multi-Frequency (MF). If you experience difficulty please contact your local Network Operator.
- 1.2 Before commencing operations, read the manual carefully to ensure correct use of your Muratec fax and to take full advantage of its many features.
- 1.3 This apparatus has been approved for the use of the following facilities:
- a) Automatic transmission and reception of facsimile documents.
  - b) Automatic dialling of previously stored numbers accessed by the one touch keys or speed dial access numbers.
  - c) Automatic storage of last number dialled.
  - d) Monitor key for on-hook dialling.
  - e) The Muratec F95 has a series connection facility.
- NOTE:** Automatic dialling will operate without proceed indication (dial tone) on either loop disconnect (rotary) or DTMF dialling systems. The correct dialling method can be selected from the control panel of your fax. (Please see the user instructions for details on how to adjust).
- f) Automatic clearing from the call originating end.
  - g) Call progress monitor.
  - h) The connection of approved apparatus into the socket for associated telephones.

Any other usage will INVALIDATE the approval of the apparatus if as a result it ceases to conform to the standards against which approval was granted.

**IMPORTANT** - This apparatus is capable of dialling 999 Emergency Services via an associated telephone.

## 2. CONDITIONS OF USE

- 2.1 The approval number for the Muratec F95 is 607580. The approval label can be found on the rear panel of the equipment.  
The Muratec F95 has a Ringer Equivalence Number (REN) value of 1.5.

2.2 **RINGER EQUIVALENCE NUMBER (REN)**  
To avoid overloading your exchange line there is a method of calculating the maximum number of telephone apparatus that may be connected at one time. Add all the REN's together. The REN number is marked on the approval label of the F95. The F95 has a REN of 1.5. When all telephone apparatus REN's connected to the same line are added together the number obtained must be 4 or less. Sometimes British Telecom telephones are unmarked, therefore, you can assume that if unmarked then the REN is 1. This should be confirmed by a British Telecom sales office.

2.3 All apparatus connected to this modem and thereby connected directly or indirectly to the British Telecom public switch telephone network, must be approved apparatus as defined in Section 22 of the 'British Telecommunications Act 1984'.

### 3. **DIRECT CONNECTION TO BRITISH TELECOM NETWORK**

3.1 Attachment to the network must be through a connector and not permanently wired.

3.2 The Muratec F95 may be connected to any PSTN exchange line except as an extension to a payphone. The equipment is not suitable for connection to a shared service or 1+1 carrier system.

3.3 The Muratec F95 earth must be maintained when connected to a direct exchange line.

3.4 Should it be necessary to remove the mains connection from the equipment the line lead must first be disconnected for the BT network.

3.5 The volt drop introduced by the Muratec F95 (the series apparatus) into the loop connection between the telephone (the main apparatus) and the PSTN line at the current of 40mA is 0.5 volt +/- 0.1 volt and, therefore, although operation may be possible initially, any changes to, or modernization of the network taking place in the normal course of events may result in your Muratec F95 being connected to a network service with which it was not designed to be compatible with.

The Muratec F95 should not be used in conjunction with other series connected apparatus e.g. another facsimile machine. In case of difficulty contact your supplier.

3.6 Difficulty may be experienced when making calls from other apparatus connected to the PSTN via the series apparatus. Such difficulties may include:

a) Difficulty in making calls.

b) Problems in telephone conversation being experienced by both parties to the call.

**NOTE:** The definition of a Relevant Branch System (RBS) for PSTN lines is given in BS6789, section 6.1 (1986), clause 2.4.

3.7 Other usage will invalidate any approval given to this apparatus if as a result it ceases to comply with the edition of EN41003 to which it was approved.

### 4. **TELEPHONE PORT**

4.1 Only approved apparatus may be connected to the socket provided for associated telephony.

4.2 The telephone ports marked LINE and EXT TEL on the rear panel of this equipment are TNV circuit connection points.

- 4.3 **Printer Port**  
The printer port on this equipment is a SELV CIRCUIT (SAFETY EXTRA LOW VOLTAGE CIRCUIT) and as such is only suitable for the connection of compatible equipment. In case of difficulty please contact your supplier.

5. **AUTO DIALLER OPERATION**

- 5.1 The auto dialler must only be programmed with telephone numbers of compatible CCITT (ITU) Group 3 facsimile equipment.
- 5.2 The auto dialler must not be programmed with any emergency numbers e.g. 999.
- 5.3 The user should check that telephone numbers have been programmed correctly.

5.4 **TONE/PULSE SWITCH**

The majority of telephone exchanges in the UK still operate on the loop disconnect (Pulse) dialling system. Increasingly as new telephone exchanges come into service the dialling system will change to the new multi frequency (Tone) dialling system. Additional facilities will become available such as 'star' services on the tone dialling system. The Muratec F95 will operate on either system by selecting the appropriate system from the control panel of this equipment.

6. **GENERAL POINTS**

- 6.1 If you do not have a modular point please contact your local British Telecom sales office.
- 6.2 Before calling for service please ensure that the line cord and power cord are properly connected and that power is switched on. Check that any other telephone handsets have been correctly replaced on their receptacles and that the phones are firmly plugged into their sockets.
- 6.3 Before calling British Telecom for an apparent fault unplug all other telephones on the line and then plug one telephone into the master socket. If difficulty is still experienced please contact your supplier.
- 6.4 It is important to check the above before calling British Telecom as they may charge for any visit if the problem is not caused by their line or equipment.
- 6.5 **PLEASE NOTE:** The fuse in the F95 power supply can not be replaced by the operator. Please contact your supplier or service company for assistance.

#### MAINS PLUG WIRING INSTRUCTIONS

This equipment is fitted with a moulded type mains plug, since it incorporates a detachable fuse cover, **UNDER NO CIRCUMSTANCES SHOULD THE PLUG BE USED WITHOUT THE FUSE COVER FITTED.** In the unlikely event of the socket outlet in your home not being compatible with the plug supplied, cut off the mains plug and fit an appropriate type observing the wiring code below.

**DANGER:** The fuse from the cut-off plug should be removed and the plug must be disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted into a socket outlet as a serious electrical shock may occur. If you are not sure how to do this please seek help from a qualified electrician.

#### **IMPORTANT**

The wires in this mains lead are coloured in accordance with the following code:

GREEN AND YELLOW : Earth

BLUE: Neutral

BROWN: Live

As the colours in the mains lead of this apparatus may not correspond with the coloured markings indentifying the terminals in your plug proceed as follows:

The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug marked by the letter E, or by the safety earth symbol, or coloured green or green and yellow.

The wire which is coloured BLUE must be connected to the terminal which is marked with the letter N or coloured black.

The wire which is coloured BROWN must be connected to the terminal which is marked with the letter L or coloured RED.

**ARNING: THIS EQUIPMENT MUST BE EARTHED"**

**TO THE USER**

Before connecting this equipment to a British Telecom line. The lower portion of this form should be sent to your local telephone office.

This form is to:-

- a) Advise them of your connection.
- b) Where necessary, request the installation of a suitable BT connection socket.

.....  
To THE TELEPHONE MANAGER

At .....

.....

.....

I/We ..... have purchased a Muratec F95 facsimile machine.  
Approval number 607580 and intend to use the equipment in your area.

I/We/do not require the installation of a BT all socket for this equipment for PSTN connection.

Signed .....

Name .....

.....

.....

.....

Tel .....

## Limited warranty

This warranty is made by Muratec America, Inc. (hereafter referred to as "Muratec"). This warranty is valid only on Muratec products purchased and used in the United States of America. This warranty applies to the product only while owned and used by the original purchaser ("Customer"). If ownership of the product is transferred, this warranty terminates. This warranty does not apply to any product in use for rental purposes.

This Muratec product is warranted against defects in material and workmanship for ninety (90) days commencing the date of original Customer purchase. If the product is defective in material and/or workmanship (normal wear and tear excepted) during the warranty period, Muratec or its authorized representative will, during Muratec's established service availability hours, make necessary adjustments and repairs, including, at Muratec's option, installation of replacement parts. Muratec's service availability hours are 8:30 AM to 5:00 PM (Central time) Monday through Friday, excluding Muratec-recognized holidays. Muratec will complete the necessary adjustments and repairs within a reasonable time period, as dictated by the nature of the problem and by Muratec's service schedule. Replacement parts may have been used and/or reconditioned. Parts that have been replaced will remain the property of Muratec. This warranty is subject to the OBLIGATIONS and EXCLUSIONS set forth.

### Obligations

1. This warranty will be honored only on presentation of the original dated authorized Muratec bill of sale or Muratec dealer bill of sale or sales slip to an authorized Muratec service representative or service center. For the name of your authorized service center, contact Muratec (from the United States, call 1-972-364-3350; from Canada, check your in-box materials for the number to call).
2. During the warranty period, the Customer must notify Muratec by telephone of any defective product material and/or workmanship.
3. Transportation (including prepayment of freight and insurance charges) of the product to and from an authorized service center, designated by Muratec, is the responsibility of the Customer.
4. If Muratec provides maintenance or responds to a call which is outside the scope of this warranty, such maintenance shall be billed to the Customer at Muratec's then-current rates for maintenance and parts and shall be due and payable in full upon receipt of invoice.

### Exclusions

1. This warranty shall not cover a product with missing or altered original identification marks.
2. This warranty applies only to products that the purchaser has properly installed, adjusted and operated in accordance with the instructions set forth in or provided with product literature. This warranty does not apply to any product which has been subjected to tampering, alteration, misuse, abuse, neglect, improper installation or transportation damage. Nor does it apply to costs for any service requested for demonstration or to confirm proper operation of this product.
3. The warranty shall not apply to adjustments, repairs or replacements necessitated by any cause beyond the control of Muratec (whether foreseeable or not) including, but not limited to, any malfunction, defects or failure caused by or resulting from any of the following: improper unpacking or installation, unauthorized service or parts, or improper maintenance or cleaning, modification or repair by the Customer, accident (including, without limitation, unavoidable accidents), fire, flood or other Acts of God, improper telephone or electrical power or surges thereof, interconnection with or use of non-compatible equipment or supplies (including paper), or placement of the product in an area which does not conform to Muratec space, electrical and/or environmental requirements.
4. Muratec will not be required to make adjustments, repairs or replacements if the product is installed or used at a location deemed by Muratec to be hazardous to health or safety, or if Muratec is not provided with free and reasonable access to the product and a telephone during service availability hours, or if the product location is not accessible by an authorized Muratec service vehicle.

EXCEPT AS EXPRESSLY SET FORTH ABOVE, AND EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, MURATEC MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED (INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND ANY WARRANTY ARISING FROM COURSE OF DEALING OR USAGE OF TRADE), AND MURATEC EXPRESSLY DISCLAIMS ALL WARRANTIES NOT STATED HEREIN. IN THE EVENT THE PRODUCT IS NOT FREE FROM DEFECTS AS WARRANTED ABOVE, THE CUSTOMER'S SOLE REMEDY SHALL BE REPAIR OR REPLACEMENT AS PROVIDED HEREIN. UNDER NO CIRCUMSTANCES SHALL MURATEC BE LIABLE TO THE CUSTOMER, OR TO ANY USER, FOR ANY DAMAGES, INCLUDING ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, EXPENSES, LOST PROFITS, LOST SAVINGS OR ANY OTHER DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE THE MURATEC PRODUCT, EVEN IF MURATEC OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some States do not allow the exclusion or limitation of incidental or consequential damages, and some States do not allow limitations on how long an implied warranty lasts, so the previously stated limitations and exclusions may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.





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