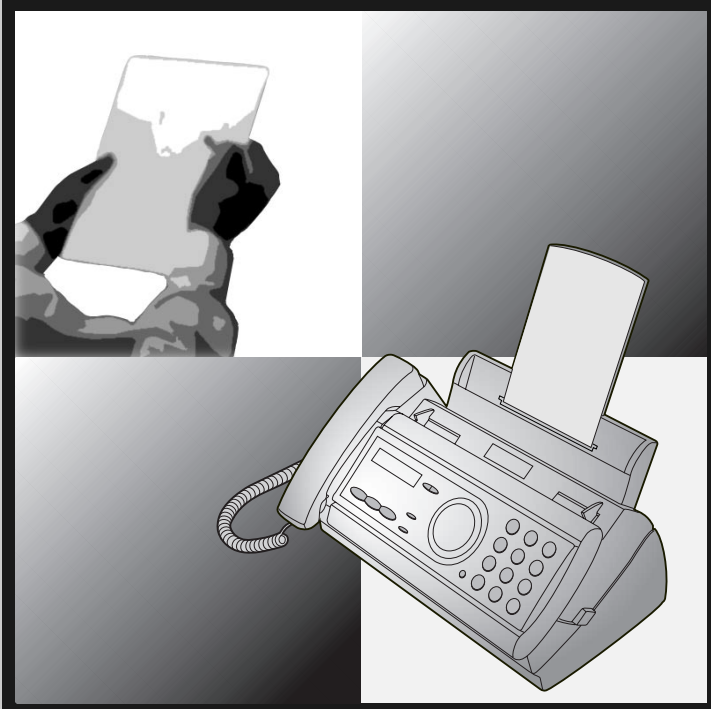


SHARP®

MODEL 型號

香港電器安全規格
(國際電工委員會規格適合)

FO-A650



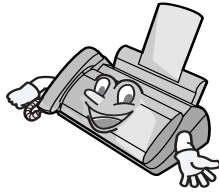
FACSIMILE
OPERATION MANUAL

傳真機
操作手冊

1. Installation
2. Using the Answering Machine
3. Sending Faxes
4. Receiving Faxes
5. Making Copies
6. Special Functions
7. Printing Lists
8. Maintenance
9. Troubleshooting

1. 安裝
2. 使用留言機
3. 傳送傳真
4. 接收傳真
5. 複印
6. 特殊功能
7. 打印列表
8. 維護
9. 故障排除

Introduction



Welcome, and thank you for choosing a Sharp facsimile! The features and specifications of your new Sharp fax are shown below.

Automatic dialling	30 numbers
Imaging film	Initial starter film (included with machine): 50 m (approx. 150 A4 pages) Replacement roll (not included): FO-6CRCN 50 m
Memory size*	448 KB (approx. 24 average pages with no voice messages recorded and ECM turned off, or 20 minutes of voice messages (including OGMs) with no documents in memory)
Modem speed	14,400 bps with automatic fallback to lower speeds.
Transmission time*	Approx. 6 seconds (only when ECM is on)
Resolution	Horizontal: 8 pels/mm Vertical: Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
Automatic document feeder	10 pages max. (A4, 80 g/m ² paper)
Recording system	Thermal transfer recording
Halftone (grayscale)	64 levels
Compression scheme	MR, MH, MMR
Paper tray capacity (60 - 80 g/m ² paper)	Approx. 50 A4-size sheets (at room temperature; maximum stack height should not be higher than the line on the tray)

*Based on Sharp Standard No.1 Chart at standard resolution is Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

Display	16-digit LCD display
Applicable telephone line	Public switched telephone network
Compatibility	ITU-T (CCITT) G3 mode
Input document size	Automatic feeding: Width: 148 to 210 mm Length: 140 to 297 mm Manual feeding: Width: 148 to 210 mm Length: 140 to 600 mm
Effective scanning width	210 mm max.
Effective printing width	204 mm max.
Contrast control	Automatic/Dark selectable
Reception modes	TEL/FAX, TEL, FAX, A.M.
Copy function	Single / Multi (99 copies/page)
Telephone function	Yes (cannot be used if power fails)
Power requirements	220-240 V AC, 50/60 Hz
Operating temperature	5 - 35°C
Humidity	25 - 85% RH
Power consumption	Standby: 2.5 W Maximum: 110 W
Dimensions (without attachments)	Width: 327 mm Depth: 193 mm Height: 163 mm
Weight (without attachments)	Approx. 2.8 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

Unplug the machine from the telephone socket and then the power outlet and consult a qualified service representative if any of the following situations occur:

- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 220 - 240 V, 50/60 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

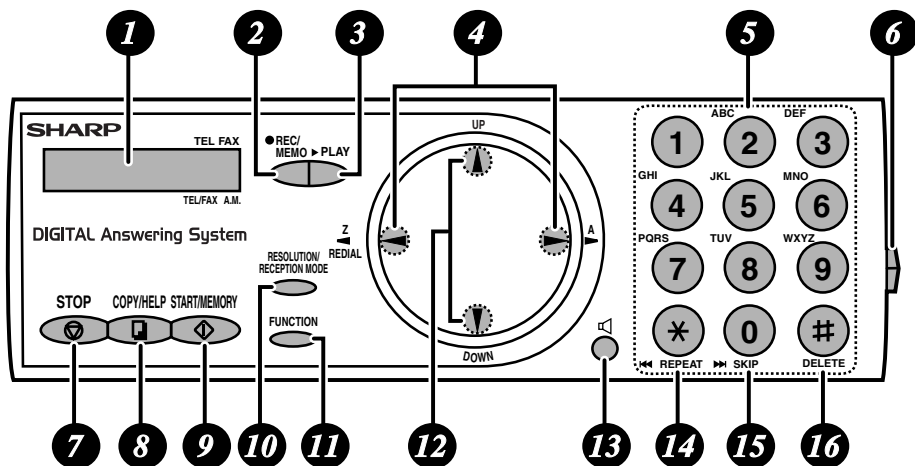
The power outlet must be installed near the equipment and must be easily accessible.

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A Look at the Operation Panel





- 1 Display**
Display messages to help you operate the machine.
- 2 REC/MEMO key**
Press this key to record an outgoing message, phone conversation, or memo.
- 3 PLAY key**
Press this key to play recorded messages.
- 4 Left and right arrow keys**
Auto-dial numbers: When sending a fax or making a phone call, press these keys to scroll through your auto-dial numbers, the “REVIEW CALLS” list (only available if you have Caller ID), and the last number dialed (redial).
FUNCTION key settings: Press the right arrow key after scrolling with the up and down arrow keys to select a **FUNCTION** key setting.
- 5 Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.
- 6 Panel release**
Press this release to open the operation panel.
- 7 STOP key**
Press this key to cancel an operation before it is completed.
- 8 COPY/HELP key**
When a document is in the feeder, press this key to make a copy. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine.

9 START/MEMORY key
Press this key to send or receive a document, or to scan a document into memory before sending it. The key can also be pressed in the date and time display to show the percentage of memory currently used.


10 RESOLUTION / RECEPTION MODE key
When a document is in the feeder, press this key to adjust the resolution for faxing or copying. At any other time, press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode).



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

12 UP and DOWN arrow keys
Enlarge/reduce setting: When making a copy of a document, press these keys to select an enlarge/reduce setting.
Volume setting: When a document is not in the feeder, press these keys to change the speaker volume when the  key has been pressed, or the ringer volume at any other time.
FUNCTION key settings: Press these keys after pressing the **FUNCTION** key to scroll through the FUNCTION MODE settings.


13  key
Press this key to listen to the line and fax tones through the speaker when faxing a document.

Monitoring phone conversations

When speaking through the handset, you can press  to allow a third person to listen to the conversation through the speaker. (To turn off the speaker, press the key again.)

To adjust the volume of the speaker when monitoring a conversation, press  or  (the volume reverts to the lowest setting each time the handset is replaced).

Note that **the speaker cannot be used for speaking**; it is only for listening.

To avoid feedback (a loud howling sound), be sure to turn off the speaker (press  once again) before you replace the handset.

14

REPEAT key

Press this key while listening to a message to play it again.

15

SKIP key

Press this key while listening to a message to skip to the next message.

16

DELETE key

Press this key to erase recorded messages.

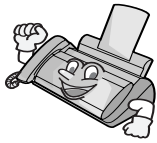
1. Installation

Unpacking Checklist

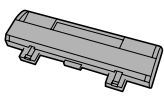
Before setting up, make sure you have all of the following items.



If any are missing, contact your dealer or retailer.



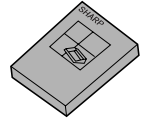
Paper tray



Paper tray extension



Operation manual



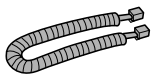
Gears (2)



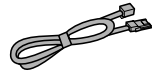
Handset



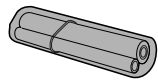
Handset cord



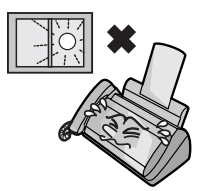
Telephone line cord



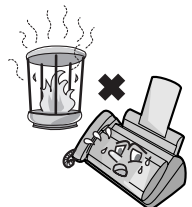
Imaging film (initial starter roll)



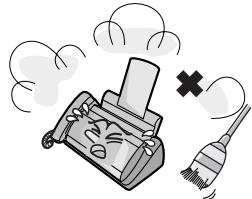
Points to keep in mind when setting up



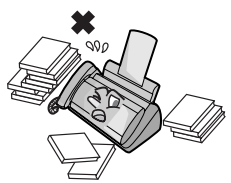
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

About condensation

If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

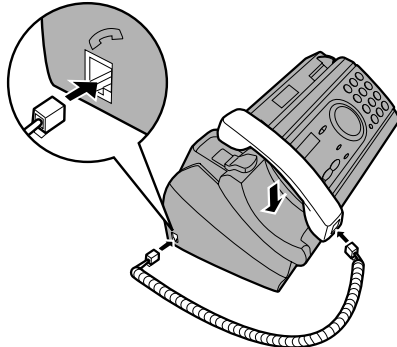
Connections

Connecting the handset

Connect the handset as shown and place it on the handset rest.

- ◆ The ends of the handset cord are identical, so they will go into either socket.

Make sure the handset cord goes into the socket marked with a handset symbol on the side of the machine!



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

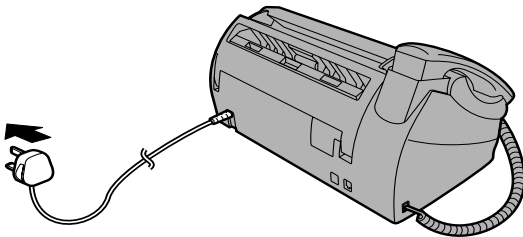
Connecting the power cord

Plug the power cord into a 220 - 240 V, 50/60 Hz, earthed AC (3-prong) outlet.

- ◆ When disconnecting the fax, unplug the telephone line cord before unplugging the power cord.

Caution!

Do not plug the power lead into any other kind of outlet. This will damage the machine and is not covered under the warranty.

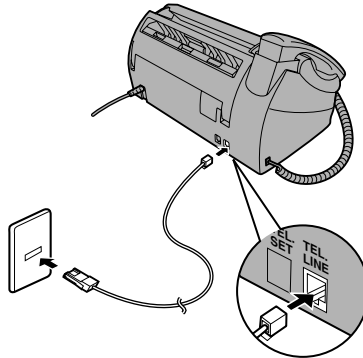


The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power lead.



Connecting the telephone line cord

Insert one end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Insert the other end into a wall telephone socket.



Dial mode:

The fax machine is set for tone dialling. If you are on a pulse dial line, you must set the fax machine for pulse dialling. Press the keys on the operation panel as follows:

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

Display:

OPTION SETTING ⇄

- 2** Press **▶** once and **▼** 3 times.

DIAL MODE ⇄

- 3** Press **▶** once.

1=TONE, 2=PULSE

- 4** Select the dial mode:

TONE: **1** PULSE: **2**

The display briefly shows your selection, then:

PSEUDO RING ⇄

- 5** Press **STOP** to exit.

Comments:

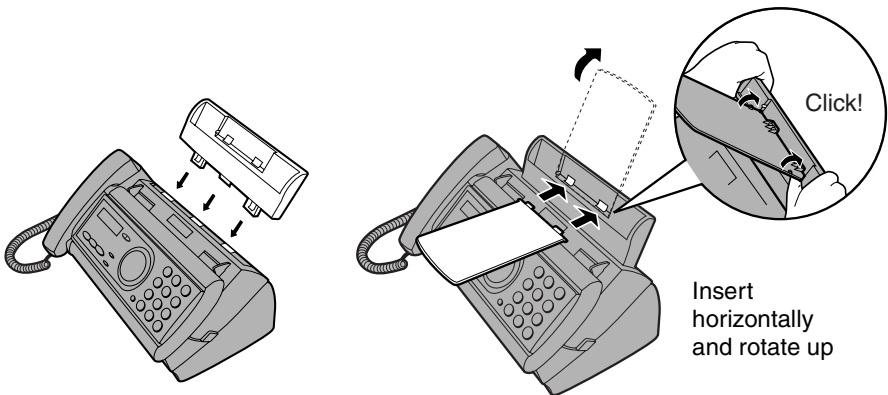
- ◆ The fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- ◆ The fax machine is not compatible with digital telephone systems.
- ◆ If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your dealer or at most telephone specialty stores.

Moving your fax and reconnecting

If it is necessary to move your fax to a new location, first disconnect the telephone line cord before disconnecting the power lead. When reconnecting, it is necessary to connect the power lead before connecting the telephone line cord.

Attach the paper tray and paper tray extension

Attach the paper tray and paper tray extension.

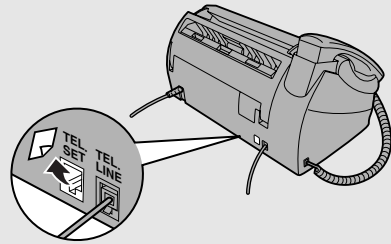


Note: The paper tray extension has a top side and a bottom side. If you cannot insert the tabs into the holes, turn the support over.

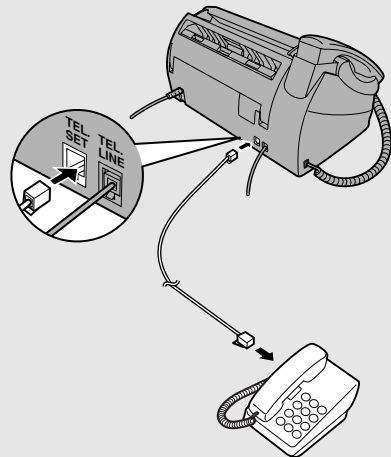
Extension phone (optional)

If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

- 1** Remove the seal covering the TEL. SET socket.



- 2** Connect the extension phone line to the TEL. SET socket.



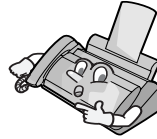
Loading the Imaging Film

Your fax uses a roll of imaging film to create printed text and images. The print head in the fax applies heat to the imaging film to transfer ink to the paper. Follow the steps below to load or replace the film.

The initial starter roll of imaging film included with your fax can print about 150 A4-size pages.

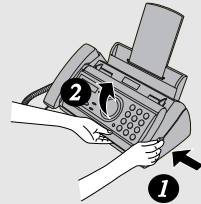


When replacing the film, use a roll of Sharp **FO-6CRCN** imaging film. One roll can print about 150 A4-size pages.

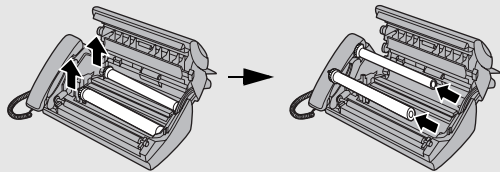


- 1** Remove the paper from the paper tray and open the operation panel (press **1**).

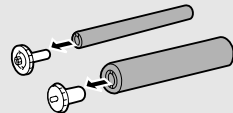
If you are loading the imaging film for the first time, go to Step 4.



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

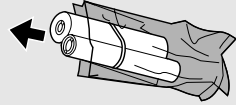


- 3** Remove the two green gears from the spools.
DO NOT DISCARD THE TWO GREEN GEARS!



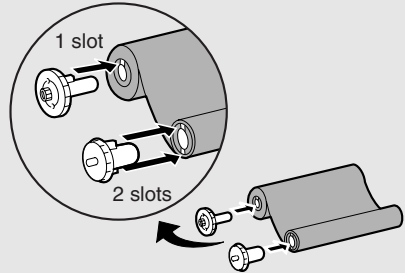
4 Remove the new roll of imaging film from its packaging.

- Cut the band that holds the rolls together.



5 Insert the green gears.

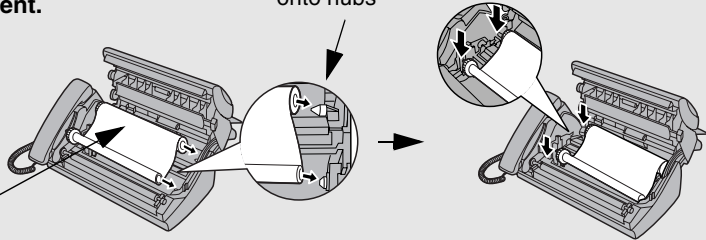
Make sure the gears fit into the slots in the ends of the rolls.



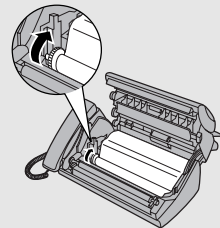
6 Insert the film into the print compartment.

Fit ends of rolls onto hubs

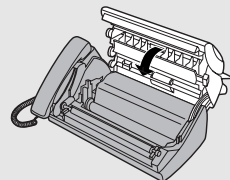
Thick roll to rear



7 Rotate the front gear as shown until the film is taut.



8 Close the operation panel (press down on both sides to make sure it clicks into place).



Loading Printing Paper

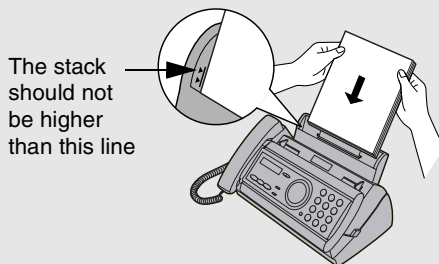
You can load up to 50 sheets of A4-size, 60 - 80 g/m² paper in the paper tray (at room temperature; maximum stack height should not be higher than the line on the tray).

- 1 Fan the paper, and then tap the edge against a flat surface to even the stack. Make sure the stack edges are even.**




- 2 Insert the stack of paper into the tray, *PRINT SIDE DOWN*.**

- If paper remains in the tray, take it out and combine it into a single stack with the new paper.
- Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side may result in poor print quality.
- **GENTLY LOAD PAPER INTO THE PAPER TRAY.**
- **DO NOT FORCE IT DOWN INTO THE FEED SLOT.**



Note: Do not use paper that has already been printed on, or paper that is curled.

Note: If at any time the display shows the alternating messages at right, check the printing paper. If the tray is empty, add paper. If there is paper in the tray, take it out and then reinsert it.

When you are finished, press  .



ADD PAPER &





PRESS START KEY




Print contrast setting

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

1 Press **FUNCTION** once and  once. Display: **OPTION SETTING** 

2 Press  once and  twice. **PRINT CONTRAST** 

3 Press  once. **1:NORMAL**

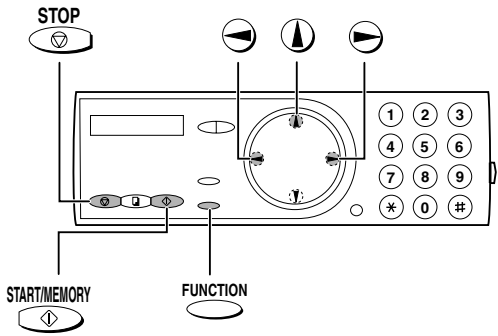
4 Select the print contrast:
NORMAL:  **LIGHT:**  The display briefly shows your selection, then: **COPY CUT-OFF** 

5 Press  to return to the date and time display.

Entering Your Name and Fax Number

Before you can begin sending faxes, you must enter your name and fax (telephone) number. You also need to set the date and time.

Once you enter this information, it will automatically appear at the top of each fax page you send.



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

Display:

ENTRY MODE


2 Press **STOP** once.

OWN NUMBER SET

3 Press **STOP** once.


ENTER FAX #

4 Enter your fax number by pressing the number keys (max. 20 digits).



- To insert a space between digits, press **#**. To enter a "+", press *****.
- To clear a mistake, press .

5 Press  to enter the fax number in memory.

6 Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.

Example: SHARP = 7777 44 2 777  7

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

- ◆ To enter two letters in succession that require the same key, press  after entering the first letter.
- ◆ To clear a mistake, press .
- ◆ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press **#** or ***** repeatedly: . / ! " # \$ % & ' () * + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

7 Press  to

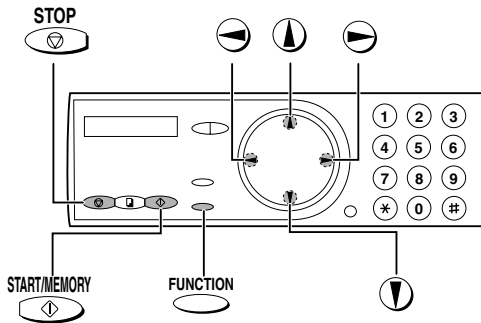
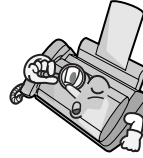
Display:

DATE&TIME SET 

8 Press  to return to the date and time display.

Setting the Date and Time

The date and time appear in the display and are printed at the top of every page you fax. Set the date and time as shown below.



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

Display: ENTRY MODE 


2 Press **▶** once and **▼** once.

DATE&TIME SET 

3 Press **▶** once. The currently set date appears (example):

DATE 15-08-2002

4 Enter a two-digit number for the day ("01" to "31").

Example: the 5th 0 5  DATE 05-08-2002

- To correct a mistake, press **◀** to move the cursor back to the mistake and then enter the correct number.

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

Example: January 0 1 → DATE 05-01-2002

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


The currently set time appears (example):

Example: 2002 2 0 0 2 → TIME 12:19

- 7** Enter a two-digit number for the hour (“00” to “23”) and a two-digit number for the minute (“00” to “59”).

Example: 9:25 0 9 2 5 → 05-JAN 09:25

- 8** Press  to start the clock. → ANTI JUNK # 

- 9** Press  to return to the date and time display.

Setting the Reception Mode

Your fax has four modes for receiving incoming faxes:

FAX mode:

Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

TEL mode:

This mode is the most convenient for receiving phone calls. Faxes can also be received; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

TEL/FAX mode:


This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialed fax transmissions), or an automatically dialed fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialed fax transmission, reception will begin automatically.

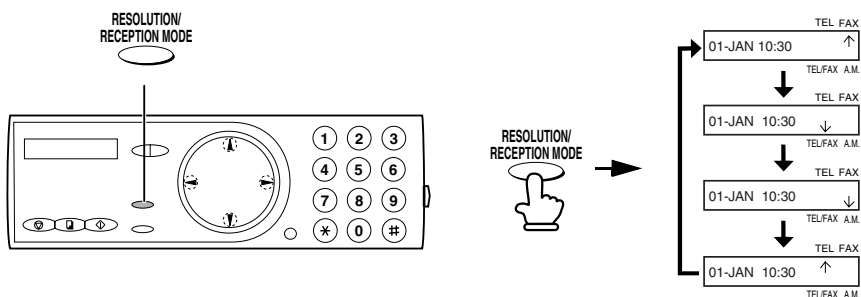
A.M. mode:

Select this mode when you go out and want the built-in answering machine to answer all calls. Voice messages will be recorded, and fax messages will be received automatically.

Setting the reception mode

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

press  until the arrow in the display points to the desired mode.

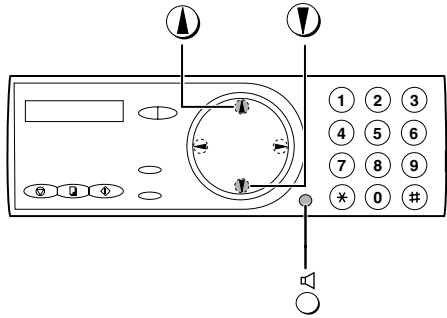


Note: A.M. mode cannot be selected unless a general outgoing message has been recorded as explained on page 25.

For more information on receiving faxes in TEL, TEL/FAX and FAX modes, see Chapter 4, *Receiving Faxes*. For more information on using A.M. mode, see Chapter 2, *Using the Answering Machine*.

Volume Adjustment


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



Speaker


1 Press 

2 Press  or  until the display shows the desired volume level.

- Press  again to turn off the speaker.

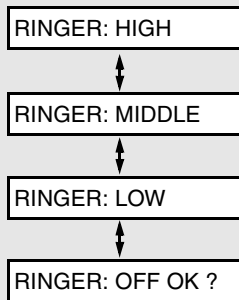
Ringer

1 Press  or .

(Make sure  has not been pressed, the handset is not lifted and a document is not loaded in the feeder.)

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

Display:



2 If you selected RINGER: OFF OK ?,

press .

Note: When the reception mode is set to TEL, the ringer will still ring at LOW if turned off.

2. Using the Answering Machine

The built-in answering machine allows you to receive both voice messages and faxes while you are out.



To use the answering machine, you will first need to record an outgoing message. When you go out, turn on the answering machine by setting the reception mode to A.M.

Recording an Outgoing Message


The outgoing message (OGM) is the greeting that the machine plays after answering a call to inform callers that they can leave a message or send a fax. Follow the steps below to record a message.

Example:

“Hello. You've reached _____. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling.”

1 Press  once and  once.

Display:

OGM1(GENERAL) 


2 Press  once.

LIFT HANDSET OR




PLAY: PLAYBACK

3 Lift the handset.

(If you have already recorded a message, you can press  to listen to the message.)




4 Press  and speak into the handset to record a message.

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

5 When finished, replace the handset or press  .

To listen to the outgoing message


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

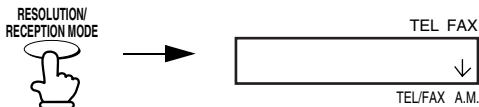
Note: If an extension phone is connected to the FO-A650, an outgoing message cannot be recorded, played, or deleted while the extension phone is being used.

Operating the Answering Machine

Activating the answering machine

To turn on the answering machine so that callers can leave messages, press

 until the arrow in the display points to A.M.



- ◆ The outgoing message will play (you can stop playback by pressing

).

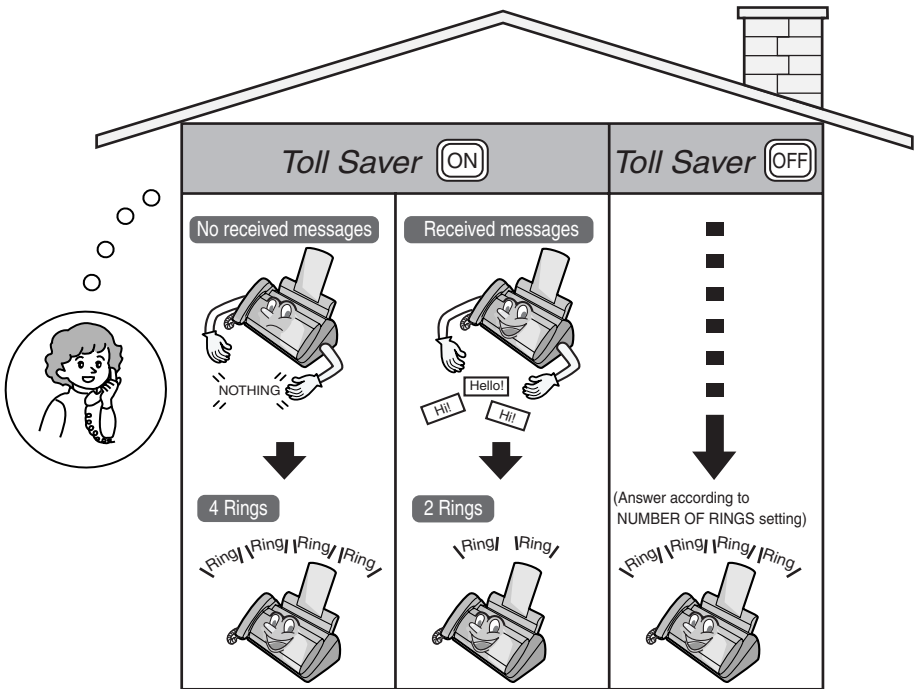
- ◆ It will not be possible to set the reception mode to A.M. if an outgoing message has not been recorded.

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

Number of rings in A.M. mode (Toll Saver function)

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

- ◆ The Toll Saver function is initially turned on.




To turn off the Toll Saver function, see page 37.

To adjust the NUMBER OF RINGS setting, see page 59.




Listening to received messages


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

1 Press .

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

2 The messages will play.







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

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


- ◆ You can print out a list of your received messages that shows the date and time that each was received. See page 75.





Erasing received messages

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



- ◆ **Erasing all messages:** To erase all messages, press , , and , then .
- ◆ **Erasing a single message:** To erase a single message, press , , while the message is being played.

Recording memos

You can record memos for yourself and other users of the machine. These will be played back together with incoming messages when the  key is pressed.

- 1 Press  once and  once.
- 2 Pick up the handset, press , and speak into the handset.
- 3 When you have finished speaking, replace the handset or press .


Recording phone conversations

To record a phone conversation, hold down the  key during the conversation you want to record. When you are finished, release the key. The conversation will be played back when the  key is pressed.

Optional Answering Machine Settings



Setting ICM time

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

1 Press  once and  once.

Display:

A.M. SETTING 

2 Press  once and .

RECORDING TIME 

3 Press .

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


1 15 seconds

3 60 seconds

2 30 seconds

4 4 minutes

The display briefly shows your selection, then:

REMOTE CODE 

5 Press  to return to the date and time display.












Fax reception on A.M. failure

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

- ◆ Automatic fax reception NO: The machine will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the machine from a remote location, you can wait until it answers, listen to your messages, and then erase them (see *Remote Operations* on page 37).







- ◆ Automatic fax reception YES: The reception mode will switch to FAX mode, allowing the machine to continue to receive faxes automatically. With this setting, you can still use the remote commands to listen to your messages and then erase them (see *Remote Operations* on page 37 and 40).

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

1 Press  once and  once.	Display: <div style="border: 1px solid black; padding: 2px; display: inline-block;">A.M. SETTING </div>
2 Press  once and  twice.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">ON A.M. FAILURE </div>
3 Press  .	<div style="border: 1px solid black; padding: 2px; display: inline-block;">1=YES, 2=NO</div>
4 Press  to turn on automatic fax reception, or  to turn it off.	The display briefly shows your selection, then: <div style="border: 1px solid black; padding: 2px; display: inline-block;">OGM ONLY MODE </div>
5 Press  to return to the date and time display.	



OGM only mode

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

1 Press  once and  once.	Display: <div style="border: 1px solid black; padding: 2px; display: inline-block;">A.M. SETTING </div>
2 Press  once and  once.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">OGM ONLY MODE </div>


3 Press .

1=YES, 2=NO

4 Press  to turn on OGM only mode,
or  to turn it off.

The display briefly shows
your selection, then:

TOLL SAVER 

5 Press  to return to the date and time display.

Transfer Function


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

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

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



Programming the transfer number

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

1 Press  once and  once.

Display:

A.M. SETTING 


2 Press  once and  4 times.


TRANSFER TEL # 

3 Press .

ENTER TEL #

4 Press the number keys to enter the transfer number.

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

5 Press  .**6 Press  to return to the date and time display.****Recording the transfer message**



The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. It can be up to 15 seconds long. To record a transfer message, follow the steps below. The following is an example:

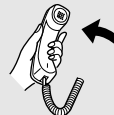
“Hello. This is a transfer call for (YOUR NAME). Enter your remote code number now.”

1 Press  once and  twice.

Display:

OGM2(TRANSFER)  **2 Press  once.****3 Lift the handset.**

(If you have already recorded a message, you can press  to listen to the message, or press  to delete the message.)





4 Press  and speak into the handset to record the message.

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



5 When finished, replace the handset or press .

Checking or erasing the transfer message

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



Turning the Transfer function on and off

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

1 Press  once and  once.

Display:



A.M. SETTING 

2 Press  once and  3 times.


TRANSFER FUNC 

3 Press .

1=YES, 2=NO

4 Press  to turn on the Transfer function.
(Press  to turn the function off.)

The display briefly shows your selection, then:

ON A.M. FAILURE 

5 Press  to return to the date and time display.

6 Each time the machine receives an incoming message, it will call your programmed transfer number. When you answer, you will hear your recorded message telling you that the call is a transfer call. On the dial pad of your phone, enter **#**, your remote code number (see page 37), and **#**. The machine will play back your messages.

- You can also perform any of the remote operations described in *Remote Operations* later in this chapter (see page 37).

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

Override Ringing

This function allows selected callers using a touch-tone telephone to override the answering machine's outgoing message and cause the machine to make a special ringing sound, alerting you that they are calling. This is useful when you are near the machine but only want to talk with certain callers, taking all other calls on the answering machine.

Programming the override code


To override the answering machine, your callers must enter a 3-digit override code from their telephone. This code has been set to "009" at the factory. If you wish to change the code, press the panel keys as shown below.

Important! Make sure the override code is different from the remote code used for remote operations.

1 Press **FUNCTION** once and **▼** once.

Display:

A.M. SETTING **↕**

2 Press  once and  3 times.

OVERRIDE CODE 


3 Press .

4 Press the number keys to enter a 3-digit override code.


5 Press  to store the override code, and then  to return to the date and time display.

Overriding the answering machine

Your callers should follow the steps below to override the answering machine.

1 The caller calls your machine from a touch-tone telephone. When the outgoing message begins, they should press the  key on their telephone.

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

2 The caller should enter the override code and  by pressing the appropriate keys on their telephone.

- If an incorrect code is entered, the caller will hear four beeps. He or she must re-enter the correct code within 10 seconds or the line will be disconnected.

3 Your machine will make a special ringing sound. Pick up the handset to answer the call. (Note that an extension telephone connected to the same line will not ring.)


- If you do not answer within 30 seconds, the outgoing message will play again and the caller can leave a message.

Remote Operations

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



Remote code number

To access the machine to perform remote operations, you must first enter your remote code number. The remote code number has been set to "001" at the factory. If you wish to use a different number, follow these steps:

1 Press  once and  once.

Display:



A.M. SETTING 

2 Press  once and  twice.

REMOTE CODE 

3 Press .

4 Press the number keys to enter a 3-digit remote code number.







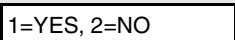




5 Press  to store the remote number, and then  to return to the date and time display.

Toll Saver



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

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

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the machine will answer after the number of rings set with the NUMBER OF RINGS setting (see *Changing the number of rings* on page 59).

1 Press  once and  once.	Display: 
2 Press  once.	
3 Press  once.	
4 Press  to turn on the Toll Saver function, or  to turn it off.	The display briefly shows your selection, then: 
5 Press  to return to the date and time display.	

Retrieving your messages

1 Call the machine from a touch-tone telephone. When your outgoing message begins, press  on the telephone. <ul style="list-style-type: none">You will hear a short beep, and the outgoing message will stop.
2 Enter your remote code number and then press  .
<ul style="list-style-type: none">You will hear a series of beeps equal to the number of messages recorded, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.If no messages have been received, you will hear a short beep. You can either hang up, or perform any of the operations described in the following section, <i>Other remote operations</i>.

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

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

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

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

Note: You can also call the machine and perform remote operations when the reception mode is set to FAX. In this case, when you call the machine, press

immediately after it answers (before you hear the fax tone), and then continue from Step 2 above.

Comments:

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

Other remote operations

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

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

Changing the fax reception mode

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

◆ **A.M. mode:** **8**, **1**, and **#**.

◆ **FAX mode:** **8**, **2**, and **#**.

◆ **TEL mode:** **8**, **3**, and **#**.

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

◆ **TEL/FAX mode:** **8**, **4**, and **#**.

Recording a new outgoing message

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

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

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

Turning the Transfer function on or off

To turn Transfer on: Press **9**, **1**, and **#** on the telephone.

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

Changing the transfer telephone number

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

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

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

Recording a new transfer message

- 1** Press **9**, **3**, and **#** on the telephone.
- 2** When you hear a short beep, speak into the telephone to record the new message.
 - The time for the transfer message is fixed at 15 seconds. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

Recording a memo

You can record a memo for yourself or other users of the machine. The memo will be played back when incoming messages are listened to.

- 1** Press ***** and **#** on the telephone.
- 2** When you hear a short beep, speak into the telephone to record the memo.
- 3** When you are finished, press **0** and **#** on the telephone.
 - If the machine detects silence, it will stop recording automatically.

OGM only mode

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

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

3. Sending Faxes

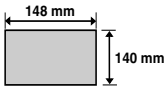
Transmittable Documents

Size and weight

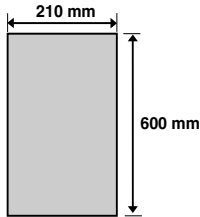
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:

Minimum size

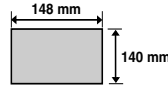


Maximum size

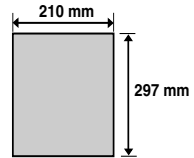


Loading up to 10 pages at once:

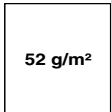
Minimum size



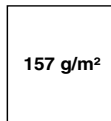
Maximum size



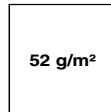
Minimum weight



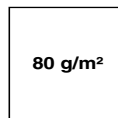
Maximum weight



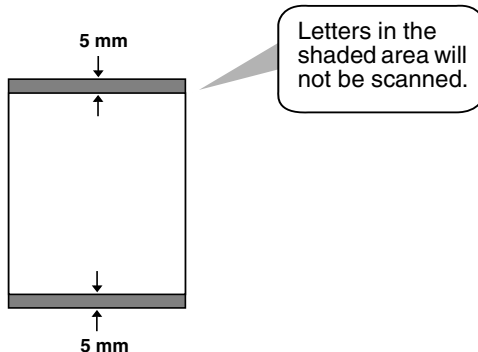
Minimum weight



Maximum weight



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



Other restrictions

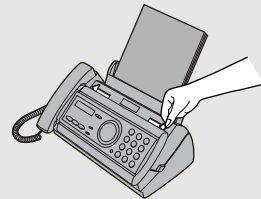
- ◆ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- ◆ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ◆ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed,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

Loading the Document

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

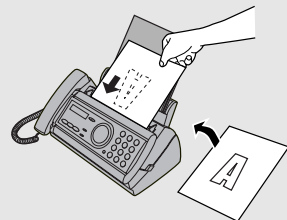
- ◆ If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ◆ If your document consists of several large or thick pages which must be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

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



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

- READY TO SEND will appear in the display.



- 3** Adjust the resolution and/or contrast settings as explained in *Resolution and Contrast* below, then dial the receiving machine as explained on page 47.

Adjusting the Resolution and Contrast

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

The default resolution setting is STANDARD and the default contrast setting is AUTO.



You must adjust the settings each time you don't want to use the default settings.



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

Resolution settings

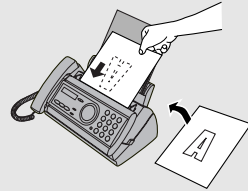
STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE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

Contrast settings

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

1 Load the document(s).

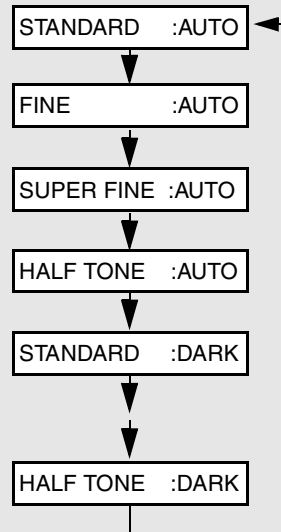
- The document must be loaded before the resolution and contrast can be adjusted.



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


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


Display:




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

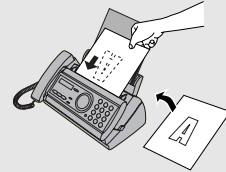
Sending a Fax by Normal Dialling


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

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

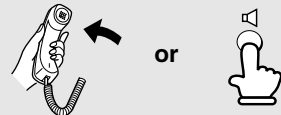
1 Load the document(s).

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



Display: 
READY TO SEND


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



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



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

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

5 When you hear the fax reception tone, press . Replace the handset if you used it.



- When transmission is completed, the fax will beep once.

Note:



If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 89.

Sending a Fax by Automatic Dialling


You can store up to 30 fax or phone numbers in the machine for automatic dialling.

- ◆ Auto-dial numbers are dialled by pressing  until the desired number appears in the display, and then .

Storing fax and phone numbers for automatic dialling

1 Press  once and  once.



Display:


<NEW NUMBER> 

2 Press  once.


ENTER FAX #


























































3 Enter the fax or voice number by pressing the number keys. Up to 32 digits can be entered. (Note: A space cannot be entered.)




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

4 Press 

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

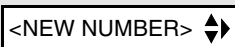
Example: SHARP = 7777 44 2 777  7


SPACE = 	G = 	N =  	U =  
A = 	H =  	O =   	V =   
B =  	I =   	P = 	W = 
C =   	J = 	Q =  	X =  
D = 	K =  	R =   	Y =   
E =  	L =   	S =    	Z =    
F =   	M = 	T = 	

- ◆ To enter two letters in succession that require the same key, press  after entering the first letter.
- ◆ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press  or  repeatedly: . / ! " # \$ % & ' () * + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

6 Press 

Display:




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



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



Editing and clearing auto-dial numbers

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

1 Press **FUNCTION** once and  once.

Display:



<NEW NUMBER>  

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

3 Press  once.



1=EDIT, 2=CLEAR


4 Select **EDIT** or **CLEAR**:

EDIT:  **CLEAR:** 



- If you selected **CLEAR**, go to Step 8.

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


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

6 Press **START/MEMORY** 

7 Make the desired changes to the name.

- Press  or  to move the cursor to the letter or letters you wish to change, and then press the appropriate number key repeatedly until the desired letter appears (see Step 5 on page 49). The new letter will replace the old letter.
- If you do not wish to change the name, go directly to Step 8.


8 Press  **START/MEMORY**

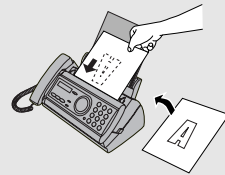
9 Return to Step 2 to edit or clear another number, or press  **STOP** to return to the date and time display.


Using an auto-dial number

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



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

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



Display: 


READY TO SEND

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


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

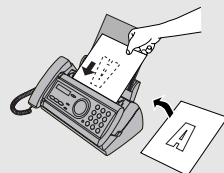
If you are making a phone call, lift the handset. Dialling begins.

Sending a fax by Direct Keypad Dialling

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

1 Load the document(s).


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




Display:

READY TO SEND

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

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


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

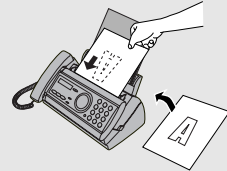
- If the number is not correct, press **STOP**  to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Redial

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


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

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



Display:

READY TO SEND

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

3 If you are sending a fax, press . Dialling and transmission begins.

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


Note:

If a fax transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 89.

Automatic redialling

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



Sending a Fax by Automatic Dialling

- ◆ To stop automatic redialling, press .
- ◆ Under certain conditions (for example if a person answers the call on a telephone), automatic redialling may stop before two redialling attempts are made.

Error Correction Mode



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


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

1 Press  once and  once.

Display:



OPTION SETTING 

2 Press  once and  4 times.

ECM MODE 

3 Press  once.

1=YES, 2=NO

4 Press  to select YES, or  to select NO.

The display briefly shows your selection, then:

RECEIVE RATIO 

5 Press  to return to the date and time display.

Sending a Fax From Memory


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

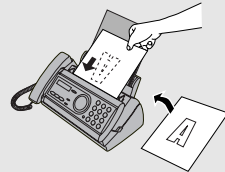
Broadcasting (sending a fax to multiple destinations)

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

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

1 Load the document(s).

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





2 Press

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

4 Press to select the number.

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


- To check your selected locations, press  to scroll through them. To delete a location, scroll to the location and then press .






6 When you are ready to begin transmission, press  .

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

Memory transmission



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

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

- ◆ Press the number keys to enter the fax number and then press  .
- ◆ Press  repeatedly to select an auto-dial number and press  .
- ◆ Press  once to select the last number dialled and press  .


If the memory becomes full...

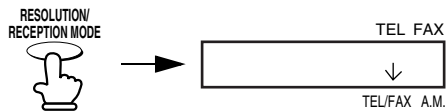

If the memory becomes full while the document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display.

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

4. Receiving Faxes

Using TEL/FAX Mode

To select TEL/FAX mode, press  until the arrow in the display points to TEL/FAX.



When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on two rings. After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

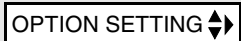
- ◆ If your fax machine detects a fax tone (this means that the call is an automatically dialed fax), it will automatically begin reception of the incoming document.
- ◆ If your fax machine doesn't detect a fax tone (this means that the call is a voice call or manually dialed fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.



Note: Only the fax will alert you to voice calls or manually dialed faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been established.

Pseudo Ring Duration for Tel/Fax Mode

If desired, you can change the duration of pseudo ringing in Tel/Fax mode.

1 Press  once and  once.

Display: 




2 Press  once and  4 times.

PSEUDO RING 

3 Press  once.

1=15 SECONDS

4 Enter a number as follows for the desired duration:

- | | | |
|---|---------|-------------|
|  | 15 SEC | 15 seconds |
|  | 30 SEC | 30 seconds |
|  | 60 SEC | 60 seconds |
|  | 120 SEC | 120 seconds |

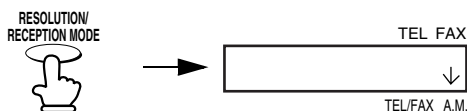
The display briefly shows your selection, then:

DUPLEX RINGING 

5 Press  to return to the date and time display.

Using A.M. Mode

To select A.M. mode, press  until the arrow in the display points to A.M.



In A.M. mode, your fax machine will automatically receive voice messages and faxes. See Chapter 2 for more details.

Using FAX Mode

To select FAX mode, press

RESOLUTION/
RECEPTION MODE

until the arrow in the display points to FAX.



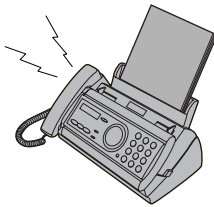
RESOLUTION/
RECEPTION MODE



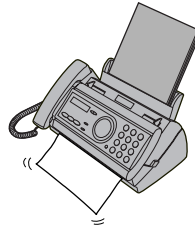
When the reception mode is set to FAX, the fax machine will automatically answer all calls on two rings and receive incoming faxes.

- ◆ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 60.

2 rings



Fax reception



Changing the number of rings

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

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



Display:

OPTION SETTING **↔**

2 Press  once.


NUMBER OF RING 

3 Press  once.


ENTER (2-5) (2)

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

The display briefly shows your selection, then:


Example: 3 rings 

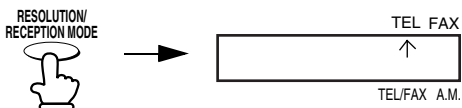
FAX REMOTE # 

5 Press  to return to the date and time display.

Using TEL Mode



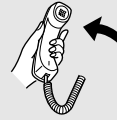
To select TEL mode, press  until the arrow in the display points to TEL.



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

Answering with the fax's handset

- 1** When the fax machine rings, pick up the handset.




- 2** If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.



RECEIVING

Note: If you have set the Fax Signal Receive setting (page 62) to NO, press **START/MEMORY**  to begin reception.

- 3** If the other party first speaks with you and then wants to send a fax, press **START/MEMORY**  after speaking. (Press before the sender presses their Start key.)

START/MEMORY


RECEIVING

- When RECEIVING appears in the display, hang up.

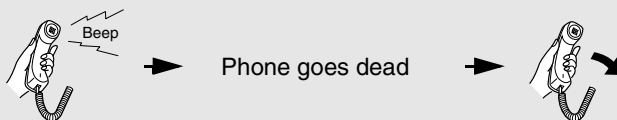


Answering with an extension phone

- 1** Answer the extension phone when it rings.



- 2** If you hear a soft fax tone, wait until your fax responds (the extension phone will go dead), then hang up.



- 3** If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press **5** once and ***** twice on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.

- The above step is necessary if you have set the Fax Signal Receive setting (see below) to NO.
- Your fax will not accept the signal to begin reception (5***) if a document is loaded in its feeder.

Optional Reception Settings

Fax Signal Receive

Your fax will automatically begin reception if you hear a soft fax tone after answering a call on your fax or an extension phone. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.

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

Display:



OPTION SETTING **↕**

- 2** Press **▶** once and **▼** 6 times.

FAX SIGNAL RX **↕**


3 Press  once.

1=YES, 2=NO

4 Press  to turn on the function, or
 to turn it off.



The display briefly shows
your selection, then:

CALLER-ID

5 Press  to return to the date and time display.



Changing the number for remote fax activation

If desired, you can use a number other than **5** to activate fax reception from an extension telephone. You can select any number from **0** to **9**.

1 Press  once and  once.

Display:

OPTION SETTING

2 Press  once and  once.

FAX REMOTE #

3 Press  once.


ENTER (0-9) (5)

4 Enter the desired number (any number
from 0 to 9).

The display briefly shows
your selection, then:

Example: 3 

TRANSACTION

5 Press  to return to the date and time display.

Reception Ratio

The fax has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

- ◆ If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.
- ◆ Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

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

Display:

OPTION SETTING **↕**

2 Press **▶** once and **▲** 3 times.

RECEIVE RATIO **↕**

3 Press **▶** once.

1=AUTO, 2=100%

4 Press **1** to select AUTO, or **2** to select 100%.

The display briefly shows your selection, then:


PRINT CONTRAST **↕**

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

Substitute Reception to Memory

In situations where printing is not possible, such as when your fax runs out of paper, the imaging film needs replacement, or the paper jams, incoming faxes will be received to memory.


When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with ADD PAPER & PRESS START KEY or CHECK FILM / CHECK COVER / CHECK PAPER JAM. After you add paper

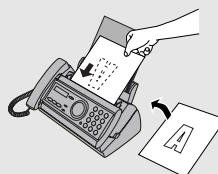
(and press ) , replace the imaging film, or clear the jam, the stored documents will automatically print out.

5. Making Copies

Your fax machine can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as a convenience office copier.

1 Load the document(s) face down. (Maximum of 10 pages.)



- If desired, press  to set the resolution and/or contrast. (The default resolution setting for copying is FINE.)




Display: ▼

READY TO SEND

2 If desired, select an enlarge/reduce setting, and/or select the number of copies per original:

- ENLARGE/REDUCE: Press  or  until the desired setting appears in the display. Settings are 100%, 125%, 135%, 50%, 73%, 88%, 94%, and AUTO. (The default setting is 100%.)

Example: Press  twice →

- Number of copies per original: Press the number keys to enter a number from 1 to 99. (The default setting is 1.)

Example: Press  for five copies →


3 When you are ready to begin copying, press .

If MEMORY IS FULL appears...

If the memory becomes full while a document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display and the document will automatically feed out. This may happen if the resolution is set to SUPER FINE, or if you selected an enlarge/reduce setting, or if you are making more than one copy per original. To avoid using memory, use STANDARD or FINE for the resolution, 100% for the enlarge/reduce setting, and make only one copy per original.



Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The initial setting is YES (cut off the remainder). To change the setting, follow the steps below.

1 Press **FUNCTION** once and  once.

Display:



OPTION SETTING 

2 Press  once and  once.

COPY CUT-OFF 

3 Press  once.

1=YES, 2=NO

4 Press  to set copy cut-off to YES (the remaining part of the document will not be printed), or  to set copy cut-off to NO (the remaining part will be printed on a second page).

The display briefly shows your selection, then:

NUMBER OF RING 

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

6. Special Functions

Caller ID (Requires Subscription to Service)

If you subscribe to a caller identification service from your telephone company, you can set your fax machine to display the name and number of the caller while the fax rings.

Important:

- ◆ To use this function, you must subscribe to a caller identification service from your telephone company.
- ◆ Your fax may not be compatible with some caller identification services.

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

Display:

OPTION SETTING 

2 Press **▶** once and **▲** 5 times.

CALLER-ID 

3 Press **▶** once.

1=YES, 2=NO

4 Press **1** (YES) to turn on Caller ID.

The display briefly shows your selection, then:

(To turn off Caller ID, press **2**)

ECM MODE 

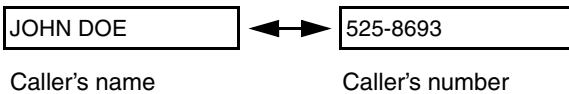
5 Press **STOP** to return to the date and time display.

How Caller ID operates

When you receive a call, the name and phone number of the caller will alternately appear in the display, beginning just before the second ring. The information will continue to be displayed until the line is disconnected.

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display example



Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE	No caller information was received from your telephone company. Make sure that the telephone company has activated your service.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.
OUT OF AREA	The call was made from an area which does not have a caller identification service, or the caller's service is not compatible with that of your local phone company.
PRIVATE CALL	Caller information was not provided by the telephone company at the caller's request.


Viewing the Caller ID list



If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 30 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

- ◆ After you have received 30 calls, each new call will delete the oldest call.
- ◆ All calls will be erased if you unplug the fax or a power failure occurs.


Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears.

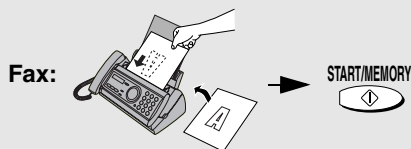
1 Press  twice.



<REVIEW CALLS> 

2 Press  or  to scroll through the list.


3 If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.

- **Fax:** If you want to send a fax, load the document and then press . Dialling and transmission begin.





- **Voice call:** If you want to make a voice call, pick up the handset (or press ). Dialling begins automatically. (If you pressed , pick up the handset when the other party answers.)



4 Press  when you have finished viewing the list.

To delete calls from the Caller ID list

If you want to delete a single call from the caller list, press  while the call appears in the display. If you want to delete all calls from the list, hold  down for at least 3 seconds while you are viewing any number in the list.


Priority Call



With Caller ID turned on, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display.

To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).



1 Press  once and  twice. Display: ENTRY MODE 


2 Press  once and  once. PRIORITY # 

3 Press  once. 1=SET, 2=CLEAR

4 Press  to store a number.
(To clear a previously stored number, press  and go to Step 6.)

5 Enter the number by pressing the number keys (max. 20 digits).

6 Press  to store (or clear) the number. OWN NUMBER SET 

7 Press  to return to the date and time display.

Blocking voice calls

With Caller ID turned on, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to block voice calls as well as faxes from your specified Anti Junk Number.

In this case, when a voice call or a fax transmission comes in from a number you have specified as a "Junk Number", your fax will break the connection as soon as it receives the calling phone number from the caller ID service (before the second ring).

To use this function, enter the number that you wish to block as explained in *Blocking Reception of Unwanted Faxes* (see page 74). Only one number can be blocked.

Duplex Ringing (Requires Subscription to Service)



If you are a subscriber to Homefax 2 or 3, or Faxline 2 or 3, which are services provided by Pacific Century CyberWorks Ltd. (PCCW), you will need to turn on Duplex Ringing. When Duplex Ringing is turned on, the fax machine will signal voice calls by a short ringing cadence and faxes by a long ringing cadence.

- ◆ For more information on the Homefax service, contact PCCW on 1000.
- ◆ **Duplex Ringing will only operate when the reception mode is set to FAX, TEL/FAX or A.M. mode.** When a fax comes in, the fax machine will automatically answer the call after the number of rings set with the NUMBER OF RINGS setting (see page 59). Voice calls must be answered by picking up the handset.

Important:



Duplex Ringing can only be used by Homefax 2, 3 and Faxline 2, 3 subscribers. Do not turn on Duplex Ringing if you are on a normal line, as the fax machine will not operate properly.

Follow these steps to turn on Duplex Ringing.

1 Press  once and  once.

Display:



OPTION SETTING 

2 Press  once and  5 times.

DUPLEX RINGING 


3 Press  once.

1=YES, 2=NO

4 Press  to turn on the function, or  to turn it off.



The display briefly shows your selection, then:

FAX SIGNAL RX 

5 Press  to return to the date and time display.



Blocking Reception of Unwanted Faxes


The Anti Junk Fax function allows you to block reception of faxes from a party that you specify. This saves paper by not printing out unwanted "junk" faxes. To use this function, follow the steps below to enter the fax number from which you do not wish to receive faxes. One fax number can be entered.

1 Press  once and  twice.

Display:



ENTRY MODE 

2 Press  once and  twice.

ANTI JUNK # 

3 Press  once.

1=SET, 2=CLEAR

4 Press  to store an Anti Junk number, or  to clear a previously stored number (if you are clearing a number, go to Step 6).

5 Enter the fax number by pressing the number keys (max. 20 digits).

6 Press  and then press  to return to the date and time display.

7. Printing Lists

You can print out lists showing settings and information entered in the fax machine. The lists are described below. To print a list, follow these steps.

1 Press  once and  twice.

Display:

LISTING MODE 

2 Press  once.

TEL # LIST 

3 Press  or  until the desired list appears in the display.

4 Press  once.

PRESS START KEY

5 Press  to print the list.

Telephone Number List

This list shows the fax and phone numbers that have been stored for automatic dialling.

Setup List

This list shows your current selections for the **FUNCTION** key settings. The list also shows your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

SETUP LIST		12-NOV-2001 13:14
FOR:		
A.N. SETTING		
TOLL SAVER	YES	
RECORDING TIME	4 MIN.	
REMOTE CODE NO.	001	
OVERRIDE CODE NO.	009	
TRANSFER TELEPHONE NO.		
TRANSFER TELEPHONE CALLING	NO	
ON A.M. FAILURE	NO	
(QUIT SETS TO AUTO FAX RCV.)		
OGM ONLY MODE	NO	
ENTRY MODE		
ANTI JUNK NUMBER		
PRIORITY CALL NO.		
SENDER'S NAME		
SENDER'S TELEPHONE NUMBER		
HEADER PRINT		
12-NOV-2001 13:15		P.01
OPTION SETTING		
NUMBER OF RINGS IN AUTO ANSWER MODE	2 RINGS	
TEL-FAX REMOTE NO.	(S)++	
TRANSACTION PRINT SELECT	ERROR ONLY	
DIAL MODE	TONE	
PSEUDO RINGING DURATION	15S	
DUPLEX RINGING	NO	
FAX SIGNAL RECEIVE	YES	
CALLER-ID	NO	
ECM MODE	YES	
RECEPTION RATIO	AUTO	
PRINT CONTRAST	NORMAL	
COPY CUT OFF	YES	

Message List

This list shows information about the messages currently recorded in the answering machine, including the date and time each messages was recorded, the length, and the type.

Caller-ID List

This list shows information about your 30 most recent calls. (This list is only available if you are using the Caller ID function.)

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs.

- ◆ The Transaction report cannot be printed on demand.

Headings in Transaction Report

SENDER/RECEIVER The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").

START The time at which transmission/reception started.

TX/RX TIME Total time taken for transmission/reception.

PAGES Number of pages transmitted/received.

NOTE (One of the following notes will appear under **NOTE** in the report to indicate whether the transaction was successful, and if not, the reason for the failure.)

OK - Transmission/reception was successful.

P.FAIL - A power failure prevented the transaction.

JAM - The printing paper or document jammed, preventing the transaction.

BUSY - The fax was not sent because the line was busy.

COM.E-X - (Where "X" is a number.) A telephone line error prevented the transaction. See *Line error* on page 82.

CANCEL - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.



Transaction Report print condition

You can change the condition under which a Transaction Report is printed out. Follow the steps below.

1 Press  once and  once.

Display:

OPTION SETTING 

2 Press  once and  twice.






TRANSACTION 

3 Press  once.

1:ALWAYS PRINT

(Selections appear alternately)

4 Press a number from  to  to select the condition for printing.

- | | |
|---|--|
|  ALWAYS PRINT | A report will be printed after each transmission, reception, or error. |
|  ERROR/MEMORY | A report will be printed after an error or a memory operation. |
|  SEND ONLY | A report will be printed after each transmission. |
|  ERROR ONLY | A report will be printed only when an error occurs. |
|  NEVER PRINT | A report will never be printed. |

The display briefly shows your selection, then:

DIAL MODE 

5 Press  to return to the date and time display.

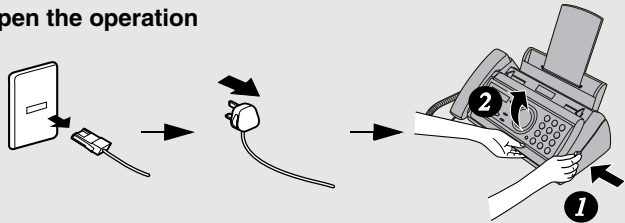
8. Maintenance

Print head

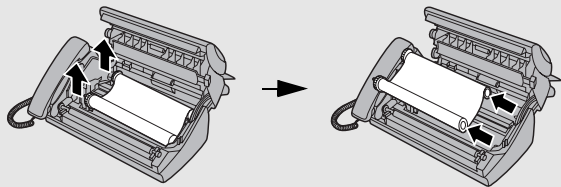
Clean the print head frequently to ensure optimum printing performance.

Note: Remove the paper from the paper tray before cleaning the print head.

- 1** Unplug the telephone line and then the power cord, and open the operation panel (press **1**).



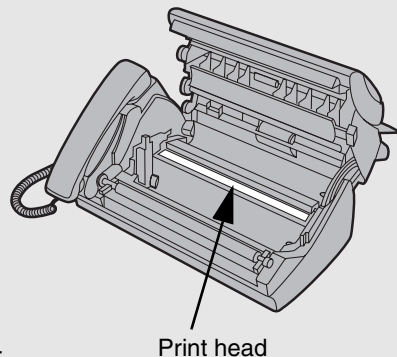
- 2** Take the imaging film out of the print compartment and place it on a sheet of paper.



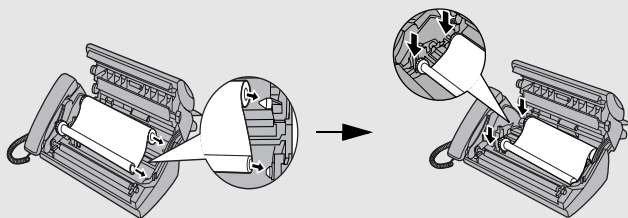
- 3** Wipe the print head with isopropyl alcohol or denatured alcohol.

Caution!

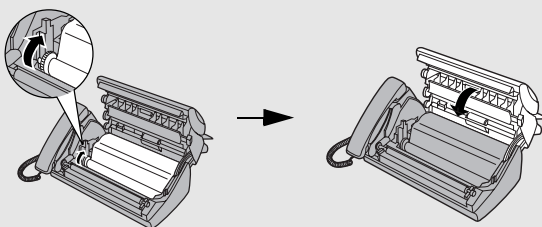
- Do not use benzene or thinner. Avoid touching the print head with hard objects.
- The print head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the print head to cool prior to cleaning.



- 4** Place the imaging film back in the print compartment.



- 5** Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).

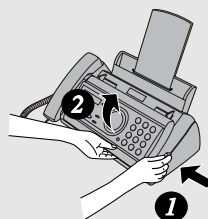


Scanning glass and rollers

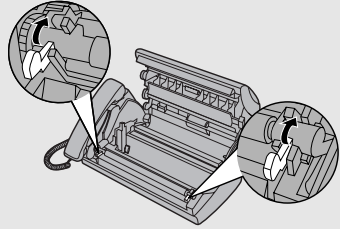
Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies.

Note: Remove the paper from the paper tray before cleaning the scanning glass and rollers.

- 1** Open the operation panel (press **1**).

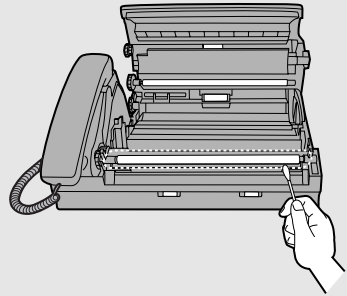


- 2** Flip up the green levers on each side of the white roller.



- 3** Wipe the scanning glass (under the white roller) and rollers with a cotton swab.

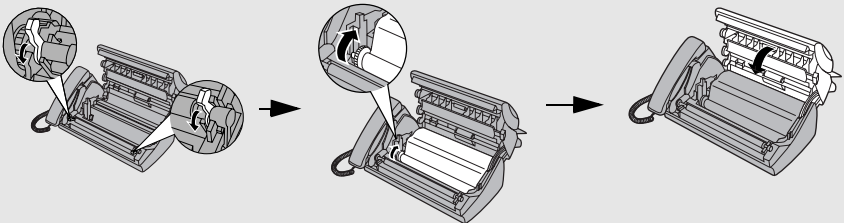
- Make sure that all dirt and stains (such as correcting fluid) are removed. Dirt and stains will cause vertical lines on transmitted images and copies.



If the scanning glass is difficult to clean

If you find it difficult to remove dirt from the scanning glass, you can try moistening the swab with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.

- 4** Flip down the green levers on each side of the white roller. Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).



The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

Do not use benzene or thinner. These solvents may damage or discolor the machine.


9. Troubleshooting

Problems and Solutions

Line error

Problem	Solution
LINE ERROR appears in the display.	<p data-bbox="423 443 981 497">Try the transaction again. If the error persists, check the following:</p> <ul data-bbox="423 529 987 1008" style="list-style-type: none"><li data-bbox="423 529 987 609">• Check the connection. The cord from the TEL. LINE socket to the wall socket should be no longer than two meters.<li data-bbox="423 641 987 695">• Make sure there are no modem devices sharing the same telephone line.<li data-bbox="423 727 987 782">• Check with the other party to make sure their fax machine is functioning properly.<li data-bbox="423 813 987 839">• Have your telephone line checked for line noise.<li data-bbox="423 871 987 925">• Try connecting the fax machine to a different telephone line.<li data-bbox="423 957 987 1008">• If the problem still occurs, your fax machine may need service.

Dialling and transmission problems


Problem	Solution
No dial tone when you pick up the handset or press the  key.	<ul style="list-style-type: none"> • Make sure the handset cord is connected to the correct socket. See <i>Connecting the handset</i> on page 10.
Dialling is not possible.	<ul style="list-style-type: none"> • Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the TEL. LINE socket and the wall socket. • Make sure that the fax machine is set to the correct dialling mode for your telephone line. See <i>Dial mode</i> on page 11.
The power is on, but no transmission takes place.	<ul style="list-style-type: none"> • Make sure that the receiving machine has paper. • Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • Check the display for error messages. • Pick up the handset and check for a dial tone. Call the receiving machine by normal (manual) dialling, and confirm its response.
Nothing is printed at the receiving end.	<ul style="list-style-type: none"> • Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	<ul style="list-style-type: none"> • Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.

Reception and copying problems

Problem	Solution
The power is on, but no reception takes place.	<ul style="list-style-type: none"> • Make sure the wall socket is connected to the TEL. LINE socket, and not the TEL. SET socket.
The printing paper comes out blank when you try to receive a document.	<ul style="list-style-type: none"> • Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.
General print quality is poor.	<ul style="list-style-type: none"> • It is important to select a paper that is appropriate for the thermal transfer printer in your fax. We recommend using laser quality paper that has a very smooth finish. Copier paper will work, but it sometimes tends to yield a lighter print quality.
The received document is faint.	<ul style="list-style-type: none"> • Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability.
Received images are distorted.	<ul style="list-style-type: none"> • Noise on the telephone line may cause distortion. Have the other party try sending the document again. • The print head may be dirty. See <i>Print head</i> on page 79. • Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.
A received document or copy prints out in strips.	<ul style="list-style-type: none"> • Make sure the operation panel is completely closed (press down on both sides of the panel).
The quality of copies is poor and/or dark vertical lines appear.	<ul style="list-style-type: none"> • Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 80.

Reception/copying is interrupted.	<ul style="list-style-type: none"> • If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down. If overheating frequently occurs, try changing the print contrast setting to LIGHT (see page 17).
Dark vertical lines appear on copies and received faxes.	<ul style="list-style-type: none"> • Try changing the print contrast setting to LIGHT (see page 17).

General problems


Problem	Solution
A loud howling sound occurs when the speaker is used.	<ul style="list-style-type: none"> • Feedback (a loud howling sound) may occur if you replace the handset while the speaker is on. To avoid feedback, turn off the speaker (press ) before you replace the handset.
Auto-dial numbers cannot be stored in the fax.	<ul style="list-style-type: none"> • Make sure the fax is plugged in and the imaging film has been loaded. (Auto-dial numbers cannot be stored if the imaging film has not been loaded.) See <i>Loading the Imaging Film</i> on page 14.
Nothing appears in the display.	<ul style="list-style-type: none"> • Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	<ul style="list-style-type: none"> • If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.
Automatic document feeding does not work for transmission or copying.	<ul style="list-style-type: none"> • Check the size and weight of the document (see <i>Transmittable Documents</i> on page 43).

Messages and Signals

Display messages

Note: If you have turned on the Caller ID function, see page 69 for display messages related to Caller ID.

<p>ADD PAPER & / PRESS START KEY (alternating messages)</p>	<p>Check the printing paper. If the tray is empty, add paper and then press the START/MEMORY key. If there is paper in the tray, make sure it is inserted correctly (take out the stack, align the edges evenly, and then reinsert it in the tray) and then press the START/MEMORY key.</p>
<p>A.M. TRANSFER</p>	<p>The answering machine's transfer function has been turned on (see page 32).</p>
<p>CHECK FILM/ CHECK COVER/ CHECK PAPER JAM (alternating messages)</p>	<p>These alternating messages appear when there is a problem in the print compartment that prevents printing. Check to see if the imaging film is not loaded properly or if it has been used up and needs replacement. Make sure the operation panel is completely closed (press down on both sides). If a paper jam has occurred, clear the jam as explained in the following section, <i>Clearing Paper Jams</i>.</p>
<p>CHECK PAPER SIZE</p>	<p>An incorrect size of paper has been loaded in the paper tray. Remove the paper and load A4-size paper.</p>
<p>DOCUMENT JAMMED</p>	<p>The original document is jammed. See the following section, <i>Clearing Paper Jams</i> (see page 89). Document jams will occur if you load more than 10 pages at once or load documents that are too thick (see page 43).</p>
<p>FAX RX IN MEMORY</p>	<p>A fax has been received in memory because the imaging film needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed.</p>
<p>FUNCTION MODE</p>	<p>The FUNCTION key has been pressed.</p>

LINE ERROR	Transmission or reception was not successful. Press the STOP key to clear the message and then try again. If the error persists, see <i>Line Error</i> on page 82.
MEMORY IS FULL/ SEE MANUAL (alternating messages)	The memory is full. You may have too many messages recorded in the answering machine. To erase messages, see page 29. This message may also occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see <i>Substitute Reception to Memory</i> on page 65). If you are attempting to transmit from memory, see <i>If the memory becomes full</i> on page 56. If you are copying, see <i>If MEMORY IS FULL appears</i> on page 66.
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.
NO DATA	This appears if you attempt to search for an auto-dial number when none have been stored.
OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press the STOP key to clear the message.
ON HOOK DIAL	The  key has been pressed and the fax machine is waiting for you to dial.
OVER HEAT	The print head has overheated. Operation can be continued after it cools. If overheating frequently occurs, try changing the print contrast setting to LIGHT (see page 17).
PRINT HEAD FAIL/ YOU NEED SERVICE (alternating messages)	The print head has failed and requires service.
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.

Messages and Signals


RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See <i>Automatic redialling</i> on page 53.)
TOTAL MSGS:XX	This indicates that you have received messages in the answering machine. "XX" is the number of messages.
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

Clearing Paper Jams

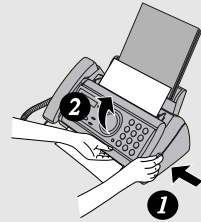
Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing **START/MEMORY** . If the document doesn't feed out, remove it as follows:

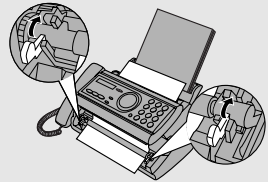
Important:

Do not try to remove a jammed document without opening the operation panel. This may damage the feeder mechanism.

- 1 Press **1** and slowly open the operation panel until it is half open.**

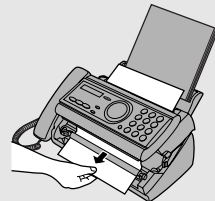


- 2 Flip up the green levers on each side of the white roller.**

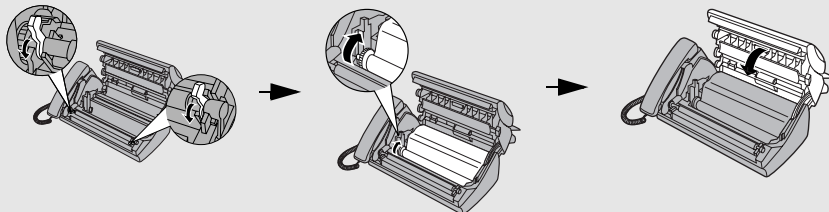


- 3 Gently and remove the document.**

- Be careful not to tear the document.

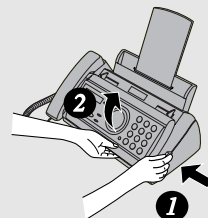


- 4** Flip down the green levers on each side of the white roller. Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).

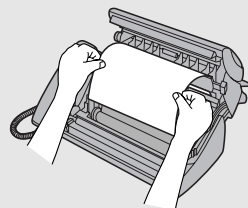


Clearing jammed printing paper

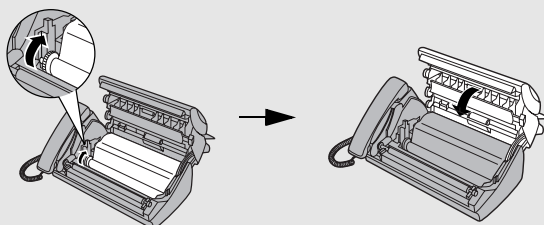
- 1** Open the operation panel (press 1).



- 2** Gently pull the jammed paper out of the machine, making sure no torn pieces of paper remain in the print compartment or rollers.



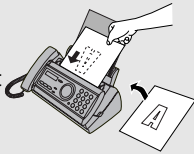
- 3** Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).




Quick Reference Guide

Sending Faxes

Place your document (up to 10 pages) face down in the document feeder.




Normal Dialling

1. Lift the handset or press .
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key).

4. Press .

Automatic Dialling

1. Press  or  until the name of the other party appears in the display.

2. Press .


Direct Keypad Dialling


1. Dial the fax number.

2. Press .

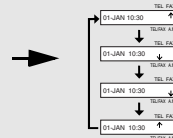
Recording an Outgoing Message

1. Press , , and .

2. Lift the handset, press , and speak into the handset.

3. When finished, press .

Receiving Faxes



FAX mode: The fax machine automatically answers and receives faxes.



TEL mode: Answer all calls (even faxes) by picking up the handset. To begin fax

reception, press .

TEL/FAX mode: The fax machine automatically answers and receives faxes. Voice calls are signalled by a special ringing sound.


A.M. mode: Select this mode when you go out to receive both voice messages and faxes.

Storing Auto Dial Numbers

1. Press  once and  twice.

2. Enter the full fax/phone number.

3. Press .

4. Enter a name by pressing number keys. (To enter two letters in succession that require the same key, press  after entering the first letter.)

SPACE=1	G=4	N=0 6	U=6 6
A=2	H=4 4	O=0 6 6	V=6 6 6
B=2 2	I=4 4 4	P=7	W=9
C=2 2 2	J=5	Q=7 7	X=9 9
D=3	K=5 5	R=7 7 7	Y=9 9 9
E=3 3	L=5 5 5	S=7 7 7 7	Z=9 9 9 9
F=3 3 3	M=6	T=8	

5. Press  and then .

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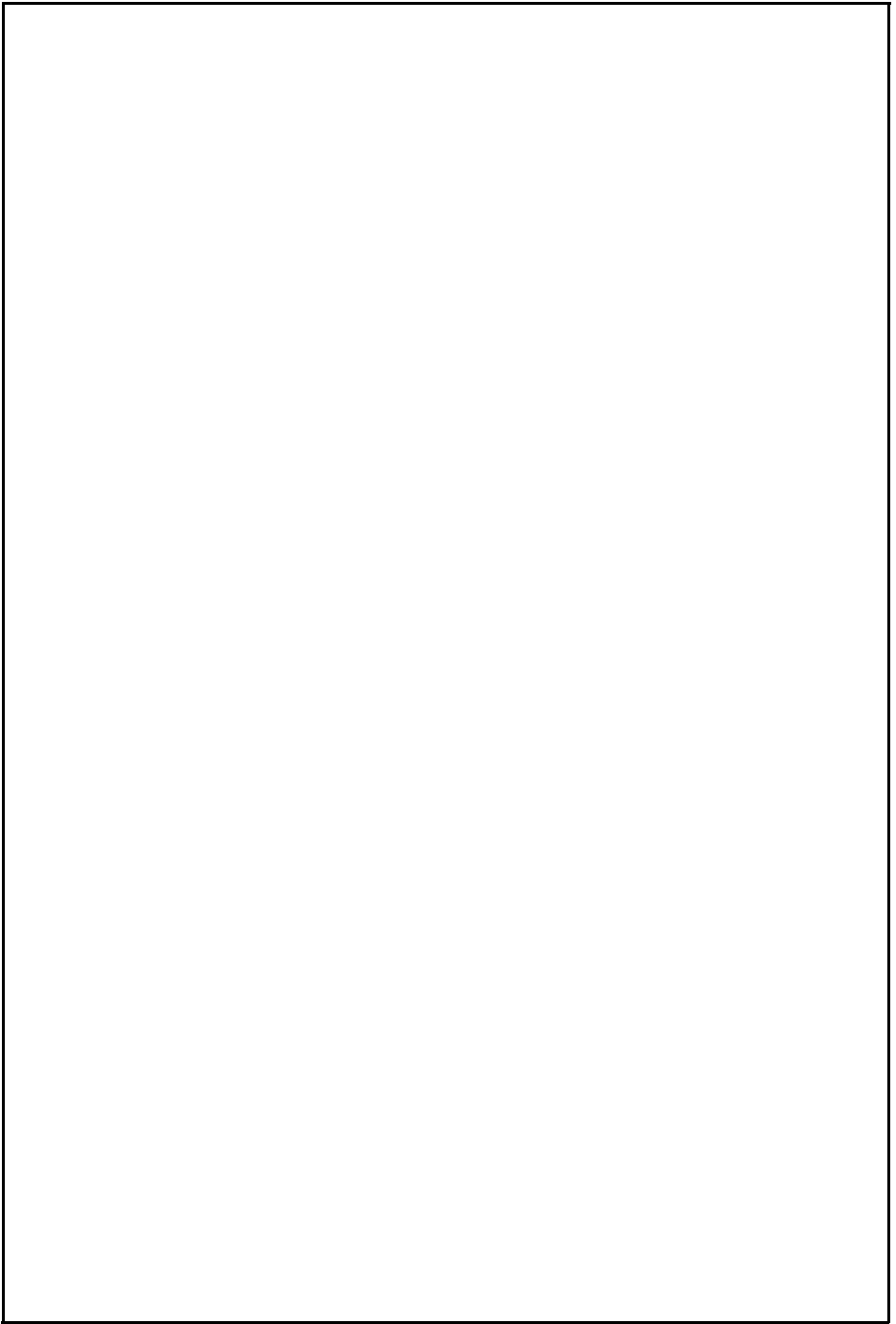
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REMOTE OPERATION CARD

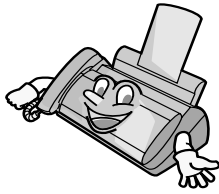
The card below is provided as a quick guide to remote operation. Cut it out and carry it with you when you go out.

Remote Operation Guide

SHARP®

1. Call your fax from a touch-tone telephone, and press when the outgoing message begins.
2. Enter your remote code: .
3. Press .
4. After listening to your messages, you can either hang up to save them, or enter one of the commands on the reverse side.

簡介



感謝您選購聲寶傳真機！以下所示為您的新型聲寶傳真機的功能與規格。

自動撥號	30 個號碼
膠卷	首次使用的膠卷（隨傳真機附送）： 50 公尺（約為 150 頁 A4 尺寸的紙張） 更換用膠卷（未附送）： FO-6CRCN 50 公尺
記憶體大小*	448 KB（不錄製留言且關閉 ECM 時平均約為 24 頁；記憶體內未儲存文件時可錄製 20 分鐘的留言〔包括外出留言訊息〕）
數據機速度	14,400 bps，自動降回到較低速度。
傳送時間*	約為 6 秒鐘（僅限於 ECM 開啓時）
解像度	水平：8 像素 / 公釐 垂直： 標準：3.85 行 / 公釐 細緻 / 半色調：7.7 行 / 公釐 精緻：15.4 行 / 公釐
自動文件送紙器	最多 10 頁（A4 尺寸，80 g/m ² 紙張）
記錄系統	感熱式
半色調（灰階）	64 階
壓縮方案	MR、MH、MMR
供紙托架容量 （60 至 80 g/m ² 紙張）	約為 50 頁 A4 尺寸的紙張 （在室溫下，最大堆疊高度不應超過供紙托架的界線）

* 是以聲寶 1 號標準圖表在標準畫質下測出模式下的標準解像度（不包括通訊協定訊號時間，即僅限於 ITU-T 相位 C 時間）。

顯示屏	16 位數的 LCD 顯示屏
適用的電話線路	公用交換電話網路
相容性	ITU-T (CCITT) G3 模式
輸入文件尺寸	自動送紙： 寬度：148 至 210 公釐 長度：140 至 297 公釐 手動送紙： 寬度：148 至 210 公釐 長度：140 至 600 公釐
有效掃描寬度	最寬 210 公釐
有效打印寬度	最寬 204 公釐
對比度控制	自動 / 深色可調式
接收模式	TEL/FAX (電話 / 傳真)、TEL (電話)、 FAX (傳真)、A.M. (留言機)
複印功能	單張 / 多張 (99 份 / 頁)
電話功能	是 (如果發生電源故障則無法使用)
電源要求	220 至 240 伏特的交流電、50/60 赫茲
作業溫度	攝氏 5 至 35 度
濕度	相對濕度為 25 至 85%
耗電量	待機：2.5 瓦特 最大：110 瓦特
尺寸 (不包括附件)	寬度：327 公釐 長度：193 公釐 高度：163 公釐
重量 (不包括附件)	約為 2.8 公斤

秉持著不斷改善的原則，聲寶保留對產品改良的設計與規格變更的權利，恕不另行通知。
以上列出的效能規格數據均為生產單元的標稱值。個別機器的參數可能有所不同。

重要的安全資訊

請勿拆裝此傳真機或嘗試執行本操作手冊中未述及的步驟。請將傳真機的所有維修工作交由合格的維修人員處理。

請勿在附近有水的地方或在您濕透時安裝或使用傳真機。例如，不要在浴缸、洗臉盆、廚房洗槽、洗衣盆、潮濕的地下室或游泳池附近使用傳真機。請勿將任何液體濺到傳真機上。

如果發生以下任何一種情況，請先從電話插座上拔下傳真機的插頭，然後再從電源插座上拔下電源插頭，並聯絡合格的維修人員：

- 液體濺到傳真機內或傳真機淋到雨或沾到水。
- 傳真機發出異味、冒煙或發出不正常的噪音。
- 電源線磨損或損毀。
- 傳真機摔落或機殼損毀。

切勿將任何物品放置在電源線上，亦不要將傳真機安裝在電源線會被踩到的地方。

本傳真機只能連接至 220 至 240 伏特、50/60 赫茲的接地型（3 叉腳）電源插座上。將傳真機連接至任何其他類型的電源插座將損毀機器，並致使維護失效。

切勿將任何物品插入傳真機上的插槽或開口處，這可能會導致火災或觸電的危險。如果有物品掉入傳真機內而您無法將它取出，請立即拔下傳真機的電源插頭，並洽詢合格的維修人員。

請勿將傳真機放置在不平穩的推車、支架或桌子上。如果傳真機摔落，則可能會造成嚴重的損毀。

切勿在雷雨天氣安裝電話線。

切勿在潮濕的地方安裝電話插座，除非插座是專門設計用於潮濕的地方。

切勿觸摸無絕緣的電話線或接線端，除非已中斷電話線路與網路介面的連接。

在安裝或改裝電話線路時請小心。

避免在雷雨天氣使用電話（無線電話除外）。否則，可能會因閃電而導致觸電的危險。

切勿在瓦斯洩漏的現場附近使用電話報告洩漏事故。

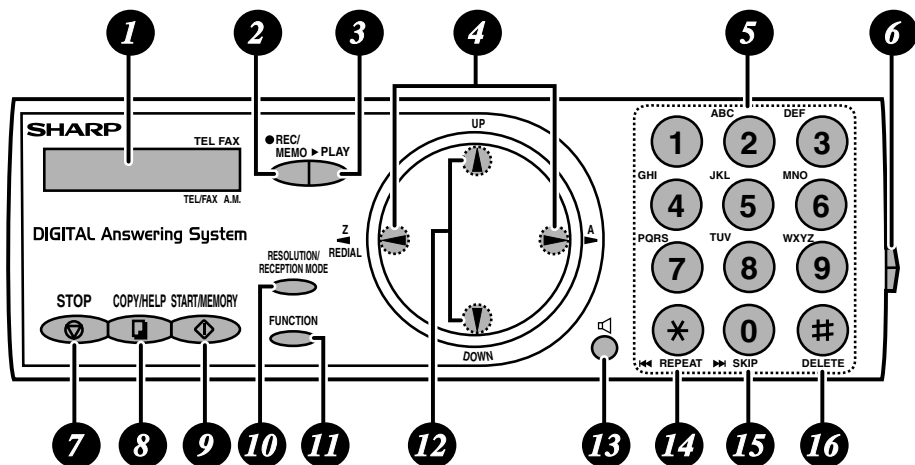
請務必將電源插座安裝在靠近設備且易於插接或拔除的地方。

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操作面板概覽





- 顯示屏**
此顯示屏將會顯示訊息以協助您操作傳真機。
- REC/MEMO (錄製 / 備忘錄) 鍵**
按下此鍵以錄製外出留言訊息、通話內容或備忘錄。
- PLAY (播放) 鍵**
按下此鍵以播放錄製的訊息。
- 向左方向鍵與向右方向鍵**
自動撥號號碼：在傳送傳真或撥打電話時，按下這些鍵以捲動尋找自動撥號號碼、「REVIEW CALLS (檢視呼叫)」列表 (僅在您的傳真機具有來電顯示功能時才可使用) 及最後一次撥打的號碼 (重複撥號)。
FUNCTION (功能) 鍵設定值：使用 UP (向上) 方向鍵與 DOWN (向下) 方向鍵捲動尋找 FUNCTION (功能) 鍵設定值，然後按下向右方向鍵以選擇設定值。
- 數字鍵**
使用這些鍵以進行撥號，並在儲存自動撥號號碼時輸入數字與英文字母。
- 面板釋放裝置**
按下此釋放裝置以打開操作面板。
- STOP (停止) 鍵**
按下此鍵以取消尚未完成的操作。
- COPY/HELP (複印 / 說明) 鍵**
在送紙器裝有文件時，按下此鍵以複印文件。在任何其他情況下，按下此鍵以打印輔助表 (操作傳真機的快速參考指南)。


- 9** **START/MEMORY (開始 / 記憶) 鍵**
按下此鍵以傳送或接收文件，或在傳送前將文件掃描至記憶體內。您亦可在日期與時間顯示屏中按下此鍵，以顯示目前使用的記憶體百分比。
- 10** **RESOLUTION/RECEPTION MODE (解像度 / 接收模式) 鍵**
在送紙器裝有文件時，按下此鍵以調整傳真或複印的解像度。在任何其他情況下，按下此鍵以選擇接收模式（顯示屏上的箭頭將會指向目前選定的接收模式）。
- 11** **FUNCTION (功能) 鍵**
依次按下此鍵與方向鍵以選擇特殊功能與設定值。
- 12** **UP (向上) 與 DOWN (向下) 方向鍵**
放大 / 縮小設定值：在複印文件時，按下這些鍵以選擇放大 / 縮小設定值。
音量設定值：在送紙器內沒有文件且已按下  鍵時，按下這些鍵以變更喇叭音量；在任何其他情況下，按下這些鍵以變更響鈴器音量。
FUNCTION (功能) 鍵設定值：按下 FUNCTION (功能) 鍵後再按下這些鍵，以捲動尋找 FUNCTION MODE (功能模式) 設定值。
- 13** ** 鍵**
按下此鍵以在傳送文件時透過喇叭來聆聽線路與傳真訊號。

監聽通話內容

在透過聽筒進行通話時，您可按下  以容許他人透過喇叭聆聽通話內容。（要關閉喇叭，請再次按下該鍵。）

要在監聽通話內容時調整喇叭音量，請按下  或  （在您每次將聽筒放回原處時，音量設定值將恢復為〔低〕）。

請注意：喇叭無法用於通話，僅能用於聆聽通話內容。

為了避免產生回音（極大聲的雜訊），請務必在將聽筒放回原處之前關閉喇叭（再次按一下 ）。

- 14** REPEAT (重復) 鍵
在聆聽訊息時按下此鍵以再次播放訊息。
- 15** SKIP (略過) 鍵
在聆聽訊息時按下此鍵以跳至下一則訊息。
- 16** DELETE (刪除) 鍵
按下此鍵以清除錄製的訊息。

1. 安裝

拆箱核對清單

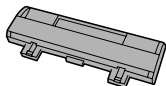
請確保在安裝前備妥以下所有物件。



如有任何遺漏，請與您的經銷商或零售商聯絡。



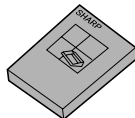
供紙托架



供紙托架
延伸板



操作手冊



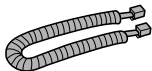
齒輪 (2)



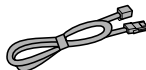
聽筒



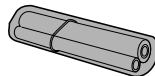
聽筒連接線



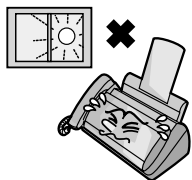
電話線



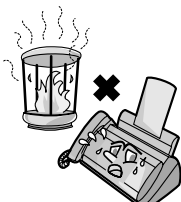
膠卷 (首次
使用的膠卷)



安裝注意事項



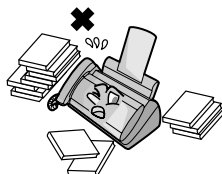
請勿將傳真機放置在陽光直接照射的地方。



請勿將傳真機放置在靠近暖氣裝置或空調設備的地方。



勿使傳真機沾上灰塵。



保持傳真機周圍的清潔。

關於冷凝

如果將傳真機從較寒冷的地方移至較溫暖的地方，傳真機的掃描鏡上可能有冷凝，這會影響傳送文件時的正常掃描。要清除冷凝，請開啓電源並等候約兩個小時後才使用傳真機。

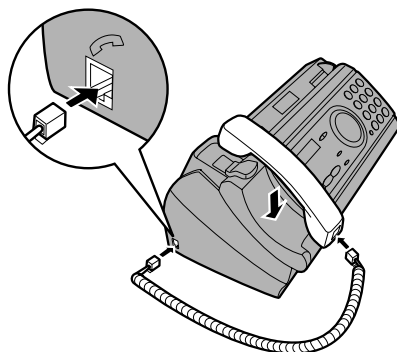
連接

連接聽筒

連接聽筒（如圖所示）並將其置於聽筒架上。

- ◆ 聽筒連接線的兩端均相同，因此它們可插入任何一個插孔上。

請確保將聽筒連接線插入傳真機側面標有聽筒符號的插孔！



您可使用聽筒來撥打一般電話，或手動傳送與接收傳真。

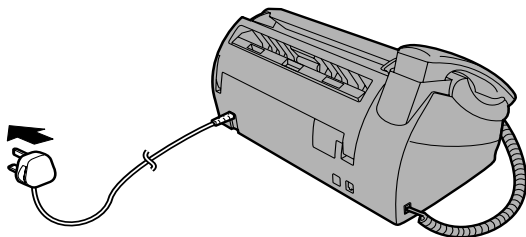
連接電源線

將電源線插入 220 至 240 伏特、50/60 赫茲的接地型交流電（3 叉腳）插座。

- ◆ 在中斷傳真機的連接時，請先拔下電話線，然後再拔下電源線。

注意！

請勿將電源線插入任何其他類型的插座。這將損毀傳真機，且該損毀將不在保固所涵蓋的範圍內。

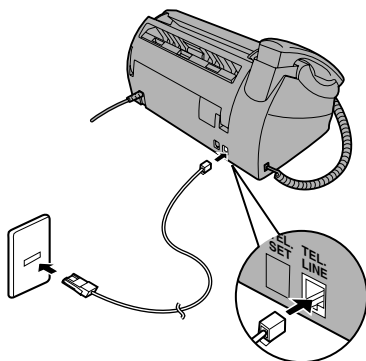


傳真機沒有電源開關，因此僅需插入或拔下電源線即可開啓或關閉電源。



連接電話線

將電話線的一端插入傳真機背面標記為 TEL.LINE (電話線路) 的插孔中，然後將另一端插入牆上電話插座。



撥號模式：

傳真機已設定為音頻式撥號。如果您正在使用脈衝式撥號線路，您必須將傳真機設定為脈衝式撥號。請按下操作面板上的按鍵（如下所示）：


- 1** 依次按一下 **FUNCTION** 與 。

顯示屏上將會顯示：

OPTION SETTING 
(選項設定)


- 2** 按一下 ，然後按三下 。


DIAL MODE 
(撥號模式)

- 3** 按一下 。

1=TONE, 2=PULSE
(1 = 音頻式, 2 = 脈衝式)

- 4** 選擇撥號模式：

TONE (音頻式)： 

PULSE (脈衝式)： 

顯示屏上將會簡略地顯示您的選擇，然後顯示：

PSEUDO RING 
(虛擬響鈴)

- 5** 按下  以結束。

連接

註釋：

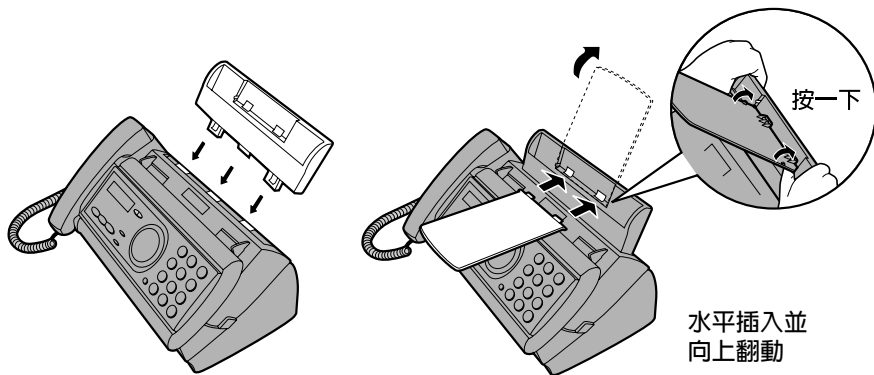
- ◆ 本傳真機不能用於具有來電等待、來電轉接或您的電訊公司提供的某些其他特殊服務的線路上。如果您嘗試將傳真機與以上任何一項服務一起使用，則可能會在傳送與接收傳真訊息時遇到問題。
- ◆ 本傳真機與數碼電話系統不相容。
- ◆ 如果您所在的地區經常發生閃電或電湧事故，我們建議您為電源與電話線路安裝電湧保護器。您可從經銷商或大多數電話專賣店裏購買到電湧保護器。

移動您的傳真機並重新連接

如果要將您的傳真機移至新的地點，請務必先拔下電話線，然後再拔下電源線。在重新連接時，請務必先連接電源線，然後再連接電話線。

安裝供紙托架與供紙托架延伸板

安裝供紙托架與供紙托架延伸板。

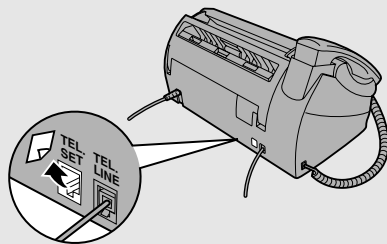


註：供紙托架延伸板有頂端與底端之分。如果您無法將彈片插入小孔，請翻轉支撐架。

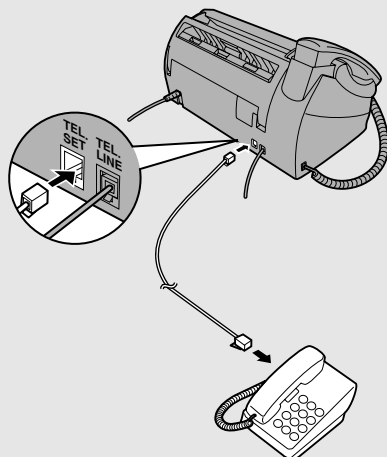
電話分機（可選的）

如有必要，您可將電話分機連接至傳真機上的 TEL.SET（電話設定）插孔。

- 1 取下覆蓋 TEL.SET（電話設定）插孔的封條。



- 2 將電話分機的電話線連接至 TEL.SET（電話設定）插孔。



裝入膠卷

傳真機使用膠卷產生打印的文字與影像。傳真機中的印字頭會將膠卷加熱，以使墨水轉印到紙上。請執行以下步驟以裝入或更換膠卷。

隨傳真機附送的首次使用的膠卷可打印約 150 頁 A4 尺寸的紙張。

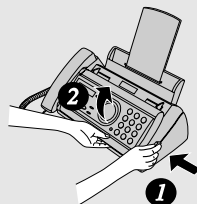


在更換膠卷時，請使用聲寶 F0-6CRCN 膠卷。一個膠卷可打印約 150 頁 A4 尺寸的紙張。

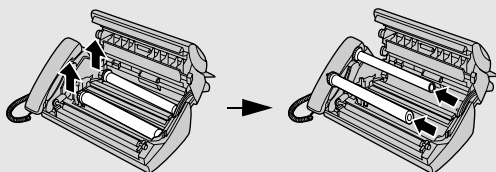


- 1 從供紙托架中取出紙張，然後打開操作面板（按下 ❶）。

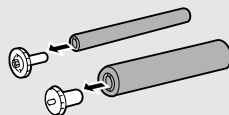
如果您是第一次裝入膠卷，請移至步驟 4。



- 2 取出使用過的膠卷與空捲軸。

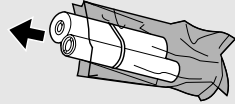


- 3 取下捲軸上的兩個綠色齒輪。切勿丟棄這兩個綠色齒輪！



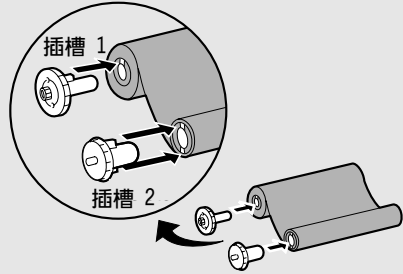
4 從包裝中取出新的膠卷。

- 剪斷將膠卷固定在一起的鬆緊帶。



5 插入綠色齒輪。

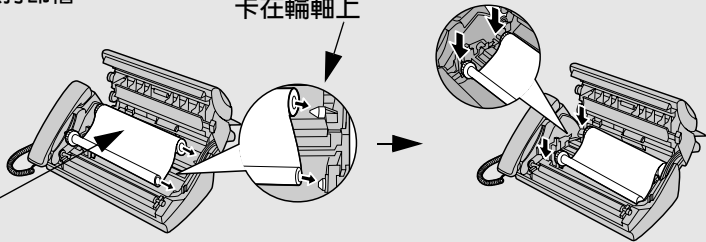
確保齒輪卡入滾筒末端的插槽中。



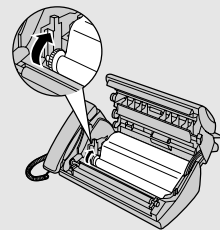
6 將膠卷插入打印槽。

將滾筒末端卡在輪軸上

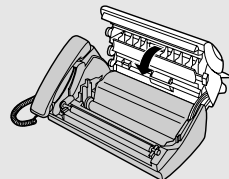
厚滾筒
放在後方



7 如圖所示轉動前齒輪，直到膠卷拉緊。



8 合上操作面板（按下操作面板的兩側以確保其卡入定位）。



放入打印紙

您最多可在供紙托架中放入 50 頁 A4 尺寸、60 至 80 g/m² 的紙張（在室溫下，最大堆疊高度不應超過供紙托架的界線）。

- 1 來回翻動紙張，然後在平面上輕塚紙疊的邊緣以使其整齊。確保紙疊的邊緣整齊。




- 2 將紙疊插入托架中，打印面朝下。

- 如果托架中尚有紙張，請將其取出並與新的紙張一起整理成一疊。
- 請務必正確放入紙張，以便能在紙張的打印面上進行打印。在非打印面上進行打印可能會導致很差的打印品質。
- 請將紙張輕輕放入供紙托架。
- 切勿強行將紙張插入送紙槽。














註：切勿使用打印過的紙張或已捲起的紙張進行打印。

註：只要顯示屏上顯示了右側交替出現的訊息，請檢查打印紙。如果供紙托架是空的，請添加紙張。如果供紙托架中有紙張，請將其取出，然後重新放入紙張。在您放入紙張後，請按下 。



設定打印對比度

您的傳真機在出廠時已設定為以正常對比度打印。如有必要，您可將打印對比度設定值變更為 LIGHT（淡）。按下這些鍵：

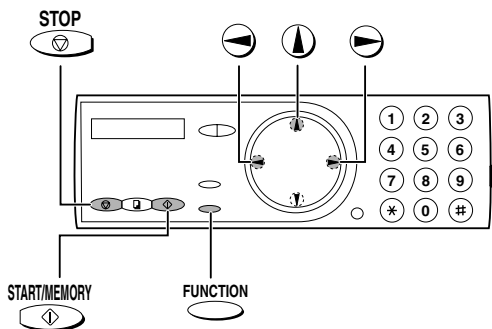
- | | |
|---|--|
| 1 依次按一下  與  。 | 顯示屏上將會顯示：
<div style="border: 1px solid black; padding: 2px; display: inline-block;">OPTION SETTING </div>
（選項設定） |
| 2 按一下  ，然後按兩下  。 | <div style="border: 1px solid black; padding: 2px; display: inline-block;">PRINT CONTRAST </div>
（打印對比度） |
| 3 按一下  。 | <div style="border: 1px solid black; padding: 2px; display: inline-block;">1:NORMAL</div>
（1：正常） |
| 4 選擇打印對比度：
NORMAL（正常）： 
LIGHT（淡）：  | 顯示屏上將會簡略地顯示您的選擇，然後顯示：
<div style="border: 1px solid black; padding: 2px; display: inline-block;">COPY CUT-OFF </div>
（複印中斷） |
| 5 按下  以返回日期與時間顯示屏。 | |


輸入您的姓名與傳真號碼

在開始傳送傳真之前，您必須先輸入您的姓名與傳真（電話）號碼。此外，您也需要設定日期與時間。





一旦您輸入此資訊，它將自動出現在您傳送的每一頁傳真頁面之頂端。





- 1** 按一下 **FUNCTION**，然後按兩下 。

顯示屏上將會顯示：

ENTRY MODE 
(輸入模式)

- 2** 按一下 。

OWN NUMBER SET 
(本機號碼設定)

- 3** 按一下 。

ENTER FAX #
(輸入傳真號碼)


























































4 透過按下數字鍵來輸入您的傳真號碼（最多 20 位數）。





- 要在數字之間插入空格，請按下 。要輸入「+」，請按下 。
- 要清除錯誤，請按下 。

5 按下 以將傳真號碼輸入記憶體中。

6 透過按下代表每個英文字母的數字鍵（如下圖所示）來輸入您的姓名。您最多可輸入 24 個字元。

範例：SHARP = 7777 44 2 777  7

SPACE = 	G = 	N =  	U =  
A = 	H =  	O =   	V =   
B =  	I =   	P = 	W = 
C =   	J = 	Q =  	X =  
D = 	K =  	R =   	Y =   
E =  	L =   	S =    	Z =    
F =   	M = 	T = 	

- ◆ 要連續輸入需要同一按鍵的兩個英文字母，請在輸入首字母後按下 。
- ◆ 要清除錯誤，請按下 。
- ◆ 要輸入小寫英文字母，請持續按著該英文字母的按鍵，直到小寫英文字母出現。要輸入以下其中一個符號，請重複按下  或 ：. / ! " # \$ % & ' () * + , - . : ; < = > ? @ [\] ^ _ ' { | } → ←。

7 按一下 。

顯示屏上將會顯示：

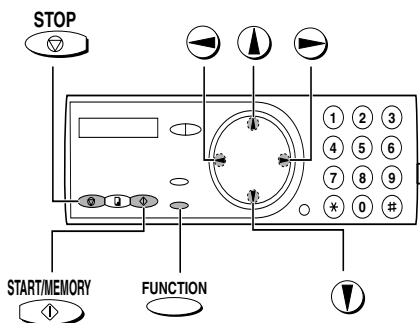
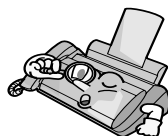
DATE&TIME SET 

（日期和時間設定）

8 按一下 以返回日期與時間顯示屏。

設定日期與時間

日期與時間將會出現在顯示屏上，並打印在每個傳真頁面的頂端。請如下所示設定日期與時間。



- 1 按一下 **FUNCTION**，然後按兩下 。顯示屏上將會顯示：**ENTRY MODE** (輸入模式)
- 2 依次按一下 與 。
- 3 按一下 。顯示屏上將會顯示目前設定的日期 (範例)：**DATE 15-08-2002** (日期：2002 年 8 月 15 日)
- 4 輸入表示日期的兩位數數字 (「01」至「31」)。
範例：5 日 → **DATE 05-08-2002** (日期：2002 年 8 月 5 日)
 - 要更正錯誤，請按下 以將游標移至出現錯誤的位置，然後輸入正確的數字。

- 5** 輸入表示月份的兩位數數字（「01」表示一月、「02」表示二月、「12」表示十二月，以此類推）。

範例：一月 0 1



DATE 05-01-2002

（日期：2002 年 1 月 5 日）

- 6** 輸入年份（四位數）。

範例：2002 年 2 0 0 2



顯示屏上將會顯示目前設定的時間（範例）：

TIME 12:19

（時間：12:19）

- 7** 輸入表示小時的兩位數數字（「00」至「23」）以及表示分鐘的兩位數數字（「00」至「59」）。

範例：9:25 0 9 2 5



05-JAN 09:25


（1 月 5 日 09:25）

- 8** 按下  以啓動時鐘。



ANTI JUNK #

（限制接收號碼）

- 9** 按下  以返回日期與時間顯示屏。

設定接收模式

您的傳真機具有以下四種接收傳送進來的傳真之模式：

FAX (傳真) 模式：

如果您僅用來接收傳真，請選擇此模式。傳真機將自動接聽所有呼叫並接收傳送進來的傳真。

TEL (電話) 模式：

此模式最適用於接聽來電。您亦可使用此模式來接收傳真，但必須先拿起傳真機的聽筒或連接至同一線路的分機之聽筒來接聽所有來電。


TEL/FAX (電話 / 傳真) 模式：

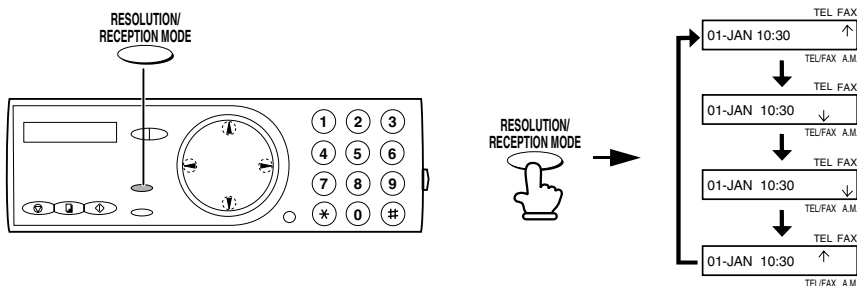
此模式適用於接收傳真與接聽語音來電。在接收到呼叫時，傳真機將探測該呼叫是否為語音來電（包括手動撥號的傳真），或自動撥號傳真。如果是語音來電，傳真機將發出特殊的鈴聲以提示您接聽。如果是自動撥號傳真，則傳真機將自動開始接收。

A.M. (留言機) 模式：

在您外出並希望內建留言機接聽所有呼叫時，請選擇此模式。傳真機將記錄留言並自動接收傳真訊息。

設定接收模式

確保文件送紙器中沒有放入文件，然後按下  直到顯示屏上的箭頭指向所要的模式。

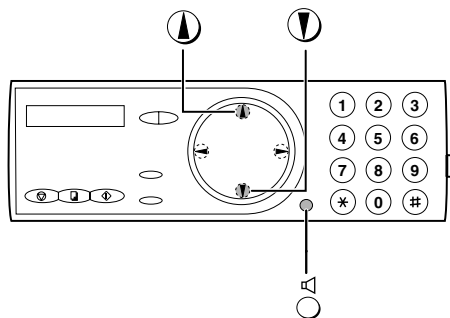


註：除非已錄製一般外出留言訊息，否則您無法選擇 A.M. (留言機) 模式 (如第 25 頁所述)。

要獲得有關在 TEL (電話)、TEL/FAX (電話 / 傳真) 與 FAX (傳真) 模式下接收傳真的更多資訊，請參閱第 4 章「接收傳真」。要獲得有關使用 A.M. (留言機) 模式的更多資訊，請參閱第 2 章「使用留言機」。

調整音量

您可使用向上方向鍵與向下方向鍵來調整喇叭與響鈴器的音量。



喇叭

- 1 按一下 。
- 2 按下  或  直到顯示屏上顯示所要的音量。
 - 再次按下  以關閉喇叭。

響鈴器

1 按一下  或 。

(請確保沒有按下 、沒有拿起聽筒且未將文件放入送紙器中。)


- 響鈴器將在選定的音量響鈴一次，然後顯示屏上將重新出現日期與時間。

顯示屏上將會顯示：

RINGER:HIGH

(響鈴器  : 高)

RINGER:MIDDLE

(響鈴器  : 中)

RINGER:LOW

(響鈴器  : 低)

RINGER:OFF OK ?

(響鈴器 : 是否關閉?)

2 如果您選擇了 RINGER:OFF OK ? (響鈴器 : 是否關閉?)，請按下 。

註：當接收模式設定為 TEL (電話) 時，響鈴器仍會在關閉時以低音量響鈴。

2. 使用留言機

內建留言機容許您在外出時接收留言與傳真。



要使用留言機，您必須先錄製外出留言訊息。您可在外出時透過將接收模式設定為 A.M. (留言機) 以開啓留言機。

錄製外出留言訊息


外出留言訊息 (OGM) 是留言機在接聽來電後播放的問候語，以告知來電者可以留言或傳送傳真。請執行以下步驟以錄製訊息。

範例：


「您好，這裏是 _____。現在無人接聽您的來電。請在嗶聲後留言或按下您傳真機的開始鍵以傳送傳真，謝謝。」

- 1** 依次按一下  與 。

顯示屏上將會顯示：

OGM1(GENERAL) 

(第一則外出留言訊息〔一般〕)

- 2** 按一下 。


LIFT HANDSET OR

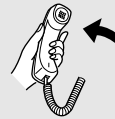
  (拿起聽筒或)


PLAY:PLAYBACK

(PLAY〔播放〕鍵：播放)


- 3** 拿起聽筒。

(如果您已錄製了訊息，則可按下  以聆聽訊息。)




4 按下  並對著聽筒講話以錄製訊息。

- 外出留言訊息的錄音時間可長達 60 秒。在錄音時，顯示屏上將會顯示剩餘的錄音時間。

5 錄音完成後，請將聽筒放回原處或按下  。

聆聽外出留言訊息


要聆聽外出留言訊息，請執行上述程序中的步驟 1 與步驟 2，然後按下  。

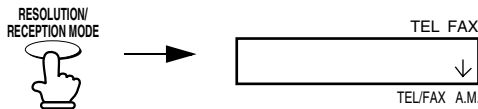
請注意，您無法清除一般外出留言訊息。如果要變更該訊息，您僅需重複錄音程序即可。


註：如果某台電話分機連接至 FO-A650，您將無法在使用電話分機時錄製、播放或刪除外出留言訊息。

操作留言機

啓動留言機

要開啓留言機以讓來電者留言，請按下  直到顯示屏上的箭頭指向 A.M.（留言機）。



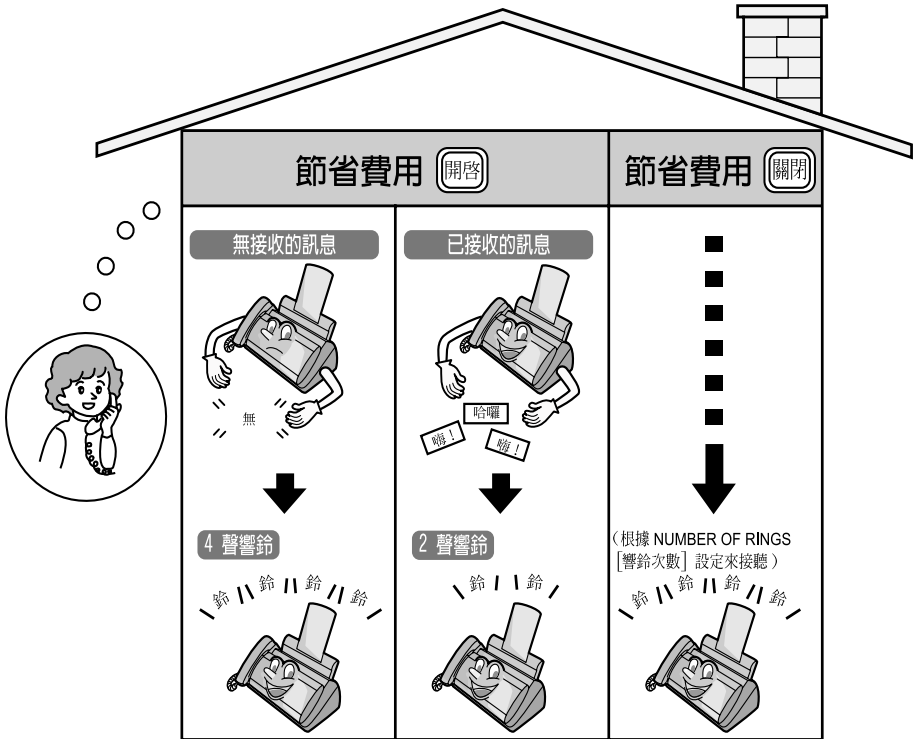
- ◆ 傳真機將會播放外出留言訊息（您可透過按下  以停止播放）。
- ◆ 如果您未錄製外出留言訊息，則無法將接收模式設定為 A.M.（留言機）。

註：在 A.M.（留言機）模式下，如果傳真機探測到接聽來電後的寂靜時間超過六秒，它將自動切換至接收傳真模式。因此，如果來電者在留言時暫停六秒鐘以上，留言機將會中斷與他們的連線。

A.M. (留言機) 模式下的響鈴次數 (節省費用 [Toll Saver] 功能)

傳真機在 A.M. (留言機) 模式下接聽來電之響鈴次數取決於節省費用 (Toll Saver) 功能是否開啓，以及在該功能開啓的情況下您是否收到訊息。

- ◆ 節省費用 (Toll Saver) 功能起始設定為開啓。




要關閉節省費用 (Toll Saver) 功能，請參閱第 37 頁。

要調整 NUMBER OF RINGS (響鈴次數) 設定，請參閱第 59 頁。

聆聽收到的訊息



在您回來時，顯示屏上將會顯示已錄製的訊息數目。請執行以下步驟以聆聽訊息。


1 按一下 。


- 如果您僅要聆聽新的訊息（先前未聆聽的訊息），請按住  至少兩秒鐘。

2 傳真機將會播放訊息。

- 在播放每則訊息時，顯示屏上將會簡略地出現訊息的錄製日期與時間。如果未收到訊息，顯示屏上將會出現 NO MESSAGES（無訊息）訊息。

- **重複**：要再次聆聽某則訊息，請在該訊息播放完畢前按下 。要移至前一個訊息，則在播放目前訊息的首 3 秒內按下 。

- **略過**：要跳至下一則訊息，請按下 。

註：在您接收呼叫、拿起聽筒或按下  時，播放將會停止。

- ◆ 您可打印收到的訊息之列表，以顯示每則訊息的收到日期與時間。請參閱第 75 頁。

清除收到的訊息

在您聆聽收到的訊息後，請務必將其清除，以免出現記憶體已滿的情況。

- ◆ **清除所有訊息**：要清除所有訊息，請依次按下 **FUNCTION**、**#** 與



- ◆ **清除一則訊息**：要清除一則訊息，請在播放該訊息時按下 **#** **DELETE**。

錄製備忘錄

您可為自己及傳真機的其他使用者錄製備忘錄。在按下 **▶PLAY** 鍵時，這些訊息將與來電留言訊息一起播放。

- 1 依次按一下 **●REC/MEMO** 與 **▶**。

- 2 拿起聽筒，按下 **START/MEMORY**，並對著聽筒講話。

- 3 在您完成錄製之後，將聽筒放回原處或按下 **STOP**。

錄製通話內容

要錄製通話內容，請在您要錄製的通話過程中按住 **●REC/MEMO** 鍵。在您錄製完畢後，鬆開此鍵。通話內容會在按下 **▶PLAY** 鍵時播放。

可選的留言機設定

設定來電留言訊息的時間

來電留言訊息（ICM）是來電者在內建留言機上留給您的訊息。留言機在出廠時已設定為允許每位來電者最多留言 4 分鐘。如有必要，您可將此設定變更為 15 秒、30 秒或 60 秒。

1 依次按一下 **FUNCTION** 與 。

顯示屏上將會顯示：


A.M. SETTING 

（留言機設定）

2 依次按一下  與 。

RECORDING TIME 

（錄製時間）

3 按一下 。

4 按下從 1 至 4 的數字以選擇所需要的 ICM（來電留言訊息）的錄製時間。

① 15 秒

③ 60 秒

② 30 秒

④ 4 分鐘

顯示屏上將會簡略地顯示您的選擇，然後顯示：

REMOTE CODE 

（遙距代碼）

5 按下  以返回日期與時間顯示屏。












在留言機出現故障時接收傳真

如果錄製來電留言訊息的記憶體在您外出時已滿，則留言機將無法再錄製訊息。在發生這種情況時，您可使用 ON A.M. FAILURE（留言機出現故障）設定來選擇留言機對來電的回應：

- ◆ 自動接收傳真設定為 NO（否）：留言機將在 20 聲響鈴之後接聽，然後等待接收遙距指令。大多數來電者會在留言機接聽之前掛上聽筒。但是，在您從遙距位置呼叫留言機時，您可等到留言機接聽之後聆聽訊息，然後清除訊息（請參閱第 37 頁的「遙距操作」）。







- ◆ 自動接收傳真設定為 YES (是)：接收模式將切換至 FAX (傳真) 模式，以容許留言機繼續自動接收傳真。透過使用此設定，您仍可使用遙距指令聆聽訊息，然後將其清除 (請參閱第 37 與 40 頁的「遙距操作」)。


自動接收傳真在出廠前已設定為 NO (否)。如果您要將其設定為 YES (是)，請如以下所述按下面板鍵：

- | | |
|--|---|
| 1 依次按一下  與一下  。 | 顯示屏上將會顯示：
<div style="border: 1px solid black; padding: 2px; display: inline-block;">A.M. SETTING</div> 
(留言機設定) |
| 2 按一下  ，然後按兩下  。 | <div style="border: 1px solid black; padding: 2px; display: inline-block;">ON A.M. FAILURE</div> 
(留言機出現故障) |
| 3 按一下  。 | <div style="border: 1px solid black; padding: 2px; display: inline-block;">1=YES, 2=NO</div>
(1 = 是, 2 = 否) |
| 4 按下  以開啓自動接收傳真，
或按下  以將其關閉。 | 顯示屏上將會簡略地顯示您的選擇，然後顯示：
<div style="border: 1px solid black; padding: 2px; display: inline-block;">OGM ONLY MODE</div> 
(僅限於外出留言訊息 [OGM] 模式) |
| 5 按下  以返回日期與時間顯示屏。 | |

僅限於外出留言訊息 (OGM) 模式



如有必要，您可關閉錄製來電留言訊息。在這種情況下，傳真機將播放您的外出留言訊息，但來電者將無法留言 (傳真機仍然可接收透過自動撥號傳送的傳真)。

- | | |
|--|--|
| 1 依次按一下  與  。 | 顯示屏上將會顯示：
<div style="border: 1px solid black; padding: 2px; display: inline-block;">A.M. SETTING</div> 
(留言機設定) |
| 2 依次按一下  與  。 | <div style="border: 1px solid black; padding: 2px; display: inline-block;">OGM ONLY MODE</div> 
(僅限於外出留言訊息 [OGM] 模式) |

3 按一下  。

1=YES, 2=NO


(1 = 是, 2 = 否)

4 按下  以開啓僅限於外出留言訊息模式，或按下  以將其關閉。

顯示屏上將會簡略地顯示您的選擇，然後顯示：

TOLL SAVER

(節省費用)

5 按下  以返回日期與時間顯示屏。

轉接功能

轉接功能可讓留言機在每次接收到來電留言訊息時透過自動撥打指定號碼來呼叫您。這樣一來，即使您身處異地亦可立即聽取來電留言訊息。

要使用轉接功能，您必須先設定希望留言機呼叫的號碼（轉接號碼），然後錄製您在遙距位置接聽電話時播放的轉接訊息。

如果您想在外出時使用轉接功能，請將其開啓。如果您在回來後不想再使用轉接功能，請將其關閉。

設定轉接號碼

要使用轉接功能，您必須先為留言機設定要呼叫的號碼（轉接號碼）。

1 依次按一下  與一下  。

顯示屏上將會顯示：


A.M. SETTING

(留言機設定)

2 按一下 ，然後按四下  。

TRANSFER TEL#


(轉接電話號碼)


3 按一下  。


ENTER TEL #

(輸入電話號碼)

4 按下數字鍵以輸入轉接號碼。

- 要在號碼的任何兩個數字間插入暫停，請按下 。



5 按一下 。

6 按下  以返回日期與時間顯示屏。

錄製轉接訊息

在您接聽電話時，傳真機會播放轉接訊息，並告知您該來電為轉接來電。您最多可錄製長達 15 秒鐘的轉接訊息。要錄製轉接訊息，請執行以下步驟。以下是一個範例：


「您好，這是（您的姓名）的轉接來電。請立即輸入您的遙距代碼。」

1 按一下 ，然後按兩下 。


顯示屏上將會顯示：



（第二則外出留言訊息〔轉接〕）


2 按一下 。

3 拿起聽筒。


（如果您已錄製訊息，則可按  以聆

聽訊息，或按下  **DELETE** 以刪除訊息。）





4 按下 ，然後對著聽筒講話以錄製訊息。

- 您最多可錄製長達 15 秒的轉接訊息。在錄音時，顯示屏上將會顯示剩餘的錄音時間。

5 錄音完成後，請將聽筒放回原處或按下 。

檢查或清除轉接訊息

要檢查或清除轉接訊息，請執行上述程序中的步驟 1 與步驟 2，然後按下


 以檢查訊息，或按下  以清除訊息。

開啓與關閉轉接功能

如果您在外出時要使用轉接功能，請按照以下步驟將其開啓：


1 依次按一下  與 。

顯示屏上將會顯示：

A.M. SETTING 
(留言機設定)

2 按一下 ，然後按三下 。


TRANSFER FUNC 
(轉接功能)


3 按一下 。

1=YES, 2=NO
(1 = 是, 2 = 否)

4 按下  以開啓轉接功能。
(按下  以關閉該功能。)

顯示屏上將會簡略地顯示您的選擇，然後顯示：

ON A.M. FAILURE 
(留言機出現故障)

5 按下  以返回日期與時間顯示屏。

6 傳真機在每次接收到來電留言訊息時，將呼叫您設定的轉接號碼。您在接聽時將會聽到告知您這是轉接來電的錄製訊息。請使用電話撥號盤輸入 **#**、您的遙距代碼（請參閱第 37 頁）及 **#**。留言機將播放您的訊息。

- 您亦可執行本章後面部份「遙距操作」中所述的任何遙距操作（請參閱第 37 頁）。

註：如果您在轉接來電後掛上聽筒，留言機不會立即恢復正常的操作。如果您希望留言機在轉接來電後立即接聽來電，請在掛上聽筒之前輸入兩次 *****（如果您要在訊息播放時掛上聽筒，請先輸入 **0** 與 **#** 以停止播放，然後輸入兩次 *****）。

略過響鈴

此功能容許選定的來電者使用按鍵式電話來略過留言機的外出留言訊息，並讓留言機發出特殊的鈴聲以提示您有來電。此功能在您靠近留言機，但卻僅想與特定的來電者通話時將很有用（所有其他來電將接到留言機中）。

設定略過代碼

要略過留言機，您的來電者必須使用其電話輸入 3 位數的略過代碼。此代碼在出廠時已設定為「009」。如果您要變更此代碼，請如下所示按下面板鍵。

重要事項！請確保略過代碼與遙距操作所使用的遙距代碼不相同。

1 依次按一下 **FUNCTION** 與 **▼**。


顯示屏上將會顯示：

A.M. SETTING **↔**
（留言機設定）



2 按一下 ，然後按三下 。

OVERRIDE CODE 

(略過代碼)

3 按一下 。

4 按下數字鍵以輸入 3 位數的略過代碼。


5 按下  以儲存略過代碼，然後按下  以返回日期與時間顯示屏。

略過留言機

您的來電者應按照以下步驟略過留言機。

1 來電者使用按鍵式電話呼叫您的留言機。在留言機開始播放外出留言訊息時，他們應按下電話上的  鍵。

- 來電者將聽到短促的嗶聲，然後傳真機會停止播放外出留言訊息。

2 來電者應透過按下電話上的適當按鍵，來輸入略過代碼與 。

- 如果輸入了錯誤的代碼，來電者將聽到四聲嗶聲。此時，他（她）必須在 10 秒內重新輸入正確的代碼，否則線路將中斷。

3 您的留言機將發出特殊的鈴聲。您即可拿起聽筒接聽來電（請注意，使用相同線路的分機將不會響鈴）。

- 如果您在 30 秒內沒有接聽，留言機將再次播放外出留言訊息，來電者即可留言。

遙距操作

您可在外出時從任何按鍵式電話呼叫留言機，並使用遙距指令播放您的訊息。同時，您也可使用這些指令來變更接收模式及其他設定值。

遙距代碼

要存取留言機以執行遙距操作，您必須先輸入遙距代碼。遙距代碼在出廠時已設定為「001」。如果您要使用不同的代碼，請執行以下步驟：


1 依次按一下 **FUNCTION** 與 。

顯示屏上將會顯示：



A.M. SETTING 
(留言機設定)

2 按一下 ，然後按兩下 。

REMOTE CODE 
(遙距代碼)

3 按一下 。

4 按下數字鍵以輸入 3 位數遙距代碼。









5 按下 **START/MEMORY**  以儲存遙距代碼，然後按下 **STOP**  以返回日期與時間顯示屏。

節省費用

在您呼叫留言機以聆聽訊息時，它將在兩聲響鈴（如果已接收到至少一則訊息）或四聲響鈴（如果沒有接收到任何訊息）後接聽。

這可讓您節省電話費用，特別是在您撥打長途電話時。如果留言機在第二聲響鈴後沒有接聽，您可在它接聽之前先掛斷，如此即可節省該通電話的費用。

如果您不想使用節省費用功能，您可執行以下步驟以將其關閉。在這種情況下，留言機將在 NUMBER OF RINGS（響鈴次數）設定中所設定的響鈴次數後接聽（請參閱第 59 頁中的「變更響鈴次數」）。

1 依次按一下  與  。	顯示屏上將會顯示： A.M. SETTING  (留言機設定)
2 按一下  。	TOLL SAVER  (節省費用)
3 按一下  。	1=YES, 2=NO (1 = 是, 2 = 否)
4 按下 1 以開啓節省費用功能，或按下 2 以將其關閉。	顯示屏上將會簡略地顯示您的選擇，然後顯示： RECORDING TIME  (錄製時間)
5 按下  以返回日期與時間顯示屏。	

擷取您的訊息

1 從按鍵式電話呼叫留言機。在外出留言訊息開始播放時，按下電話上的 # 。	
<ul style="list-style-type: none">您將會聽到一次短促的嗶聲，然後外出留言訊息將停止播放。	
2 輸入您的遙距代碼，然後按下 # 。	
<ul style="list-style-type: none">您將聽到與已錄製的訊息數相等的一系列嗶聲，或一次較長的嗶聲（如果已接收到四則或更多的訊息）。然後，留言機將播放訊息，並在每則訊息結束時發出一次嗶聲。在所有訊息播放完畢後，您將聽到一次較長的嗶聲。如果沒有接收到任何訊息，您將聽到一次短促的嗶聲。此時，您可選擇掛斷或執行以下章節「其他遙距操作」中所述的任何一項操作。	

3 在播放訊息時，您可執行以下的任何一項操作：

- **重複**：要再次聆聽訊息，請在該訊息結束前按下電話上的 **2** 與 **#**。
要移至前一則訊息，則在播放目前訊息的首 3 秒內按下 **2** 與 **#**。
- **略過**：要跳至下一則訊息，請按下電話上的 **5** 與 **#**。
- **停止**：要停止播放，請按下電話上的 **0** 與 **#**。之後，您可輸入以下章節「其他遙距操作」中所述的任何指令。
- **播放新的訊息**：要僅聆聽新的訊息，請先按下 **0** 與 **#** 以停止播放，然後按下 **6** 與 **#**。
- **清除一則訊息**：要清除目前聆聽的訊息，請在該訊息結束前按下 **3** 與 **#**。

4 在您聽完訊息後，您可執行以下的任何一項操作：

- **清除所有訊息**：按一下 **3**、**3** 與 **#**。
- **重複播放**：按一下 **7** 與 **#**。
- **執行其他操作**：您可輸入以下章節「其他遙距操作」中所述的任何指令。
- **掛上聽筒**：如果您沒有先清除訊息，則系統將儲存訊息，並在其後錄製所有新的訊息。如果您要留言機立即恢復正常操作，請按兩下 ***** 後再掛上聽筒（在某些情況下，特別是在使用了轉接功能時，留言機在您掛上聽筒後的一或兩分鐘內接可能無法聽新的來電，除非您按兩下 *****）。

遙距操作

註：您亦可呼叫留言機，並在接收模式設定為 FAX（傳真）時執行遙距操作。在這種情況下呼叫留言機時，請在它接聽後（在您聽到傳真訊號之前）立即按下 **#**，然後從以上步驟 2 開始繼續進行。

註釋：

- ◆ 在留言機接受了遙距指令後，您將聽到一次嗶聲。如果輸入的指令不正確，您將聽到四次嗶聲。在輸入錯誤的情況下，請重新輸入正確的指令。
- ◆ 在輸入指令時，每個數字之間的暫停時間不要超過 10 秒鐘。否則，您將聽到 4 次嗶聲的錯誤訊號，而之前輸入的數字也將被清除。在這種情況下，請重新輸入指令。
- ◆ 如果您在暫停時間超過 10 秒後才輸入指令，或在輸入遙距代碼時出現兩次錯誤，則線路將會中斷（這樣可防止未經授權者嘗試盜取您的遙距代碼）。

其他遙距操作

在聆聽訊息之後，您可按下電話上相應的按鍵來執行以下任何操作。

註：正在播放訊息時，您無法輸入以下的指令。如果您不想等到播放結束後才輸入指令，您可先依次按下 **0** 與 **#** 以停止播放，然後再輸入指令。

變更傳真接收模式

透過按下以下所示的按鍵，選擇新的接收模式：

◆ A.M.（留言機）模式：**8**、**1** 與 **#**。

◆ FAX（傳真）模式：**8**、**2** 與 **#**。

◆ TEL（電話）模式：**8**、**3** 與 **#**。

注意：如果您選擇 TEL（電話）模式，您將無法再變更接收模式。

◆ TEL/FAX（電話 / 傳真）模式：**8**、**4** 與 **#**。

錄製新的外出留言訊息

1 依次按下電話上的 **4** 與 *****。

2 在您聽到短促的嗶聲後，您即可對著聽筒講話以錄製新的訊息。

- 訊息最多可長達 15 秒。在 15 秒或更短時間後（如果留言機在您錄製後沒有探測到任何聲音），您將聽到一次嗶聲，然後系統將播放新的訊息。

開啓或關閉轉接功能

要開啓轉接功能：依次按下電話上的 **9**、**1** 與 **#**。

要關閉轉接功能：依次按下電話上的 **9**、**2** 與 **#**。

變更轉接電話號碼

1 依次按下電話上的 **9**、**0** 與 **#**。

2 在您聽到一次短促的嗶聲後，即可輸入新的電話號碼。在輸入完成後，按一下 **#**。

- 要在號碼的任何兩個數字間插入暫停，請按下 *****。

錄製新的轉接訊息

- 1 依次按下電話上的 **9**、**3** 與 **#**。
- 2 在您聽到一次短促的嗶聲後，即可對著聽筒講話以錄製新的訊息。
 - 轉接訊息的時間已固定為 15 秒。在 15 秒或更短時間後（如果留言機在您錄製後沒有探測到任何聲音），您將聽到一次嗶聲，然後系統將自動播放新的訊息。

錄製備忘錄

您可為自己或留言機的其他使用者錄製備忘錄。在聆聽來電留言訊息時，系統將播放此備忘錄。

- 1 依次按下電話上的 ***** 與 **#**。
- 2 在您聽到一次短促的嗶聲後，即可對著聽筒講話以錄製備忘錄。
- 3 在錄製完畢後，依次按下電話上的 **0** 與 **#**。
 - 如果留言機沒有探測到任何聲音，它將自動停止錄製。

僅限於外出留言訊息 (OGM) 模式

要開啓僅限於外出留言訊息 (OGM) 模式：依次按下電話上的 **1**、**1** 與 **#**。（系統將播放您的外出留言訊息，來電者無法錄製訊息，但系統可接收來自自動撥號傳送的傳真。）

要關閉僅限於外出留言訊息 (OGM) 模式：依次按下電話上的 **1**、**2** 與 **#**。

3. 傳送傳真

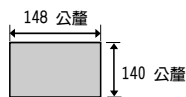
可傳送的文件

尺寸與重量

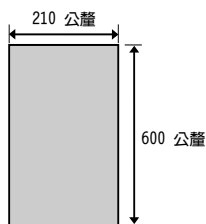
您選擇一次放入一頁或一次放入多頁，將決定您可在文件送紙器中放入的文件尺寸與重量。

一次放入一頁：

最小尺寸

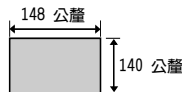


最大尺寸

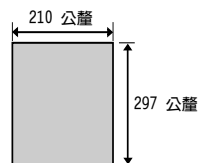


一次最多放入 10 頁：

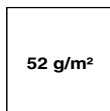
最小尺寸



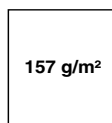
最大尺寸



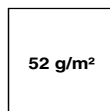
最小重量



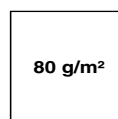
最大重量



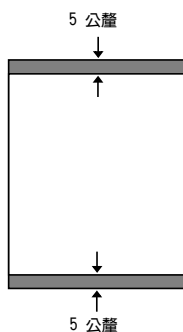
最小重量



最大重量



註：系統將不會掃描文件邊緣的文字或圖形。



傳真機將無法掃描陰影區域中的字體。

其他限制

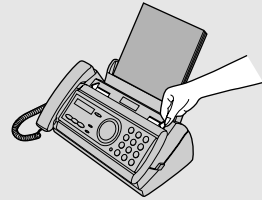
- ◆ 掃描器無法識別黃色、淺黃綠色或淺藍色的墨水。
- ◆ 在將文件放入文件送紙器之前，文件上的墨水、膠水與塗改液必須均已乾透。
- ◆ 在將文件放入送紙器之前，所有的迴形針、釘書針與圖釘均須先從文件上取下。否則，傳真機可能會因而損毀。
- ◆ 凡是有修補過的、含膠帶的、撕破的、小於最小尺寸的、可複寫的、易弄髒的或滑面的文件均應事先複印，然後再將副本放入送紙器中。

放入文件

送紙器一次最多可放入 10 頁的紙張。這些紙張將從底部頁面開始自動放入傳真機中。

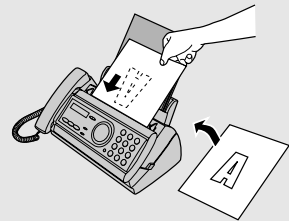
- ◆ 如果您要傳送或複印超過 10 頁的文件，您可在掃描最後一頁的前一刻，將附加的紙張小心地輕放在送紙器中。請勿嘗試強行推入紙張，因為這樣可能會導致雙重送紙或夾紙的情況發生。
- ◆ 如果您的文件中包含幾頁大或厚的紙張，且這些紙張必須一次一頁地放入，請在掃描前一頁的同時將下一頁插入送紙器中。請輕輕地插入以避免雙重送紙。

- 1 將文件導板調整至符合您的文件寬度。



- 2 將文件正面朝下插入文件送紙器。文件的頂端邊緣必須先放入送紙器中。

- 顯示屏上將會出現 READY TO SEND (傳送就緒) 訊息。



- 3** 請按照以下的解像度與對比度所述，調理解像度與 / 或對比度設定值，然後如第 47 頁所述，撥打接收方傳真機號碼。

調理解像度與對比度

如有必要，您可在傳送文件之前先調理解像度與對比度。

解像度的預設值為 STANDARD (標準)，而對比度的預設值為 AUTO (自動)。



每當您不想使用預設值時，您必須調整設定值。



註：解像度與對比度的設定值僅適用於傳送文件，對於接收文件則無效。

解像度設定值

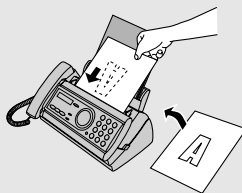
- | | |
|-----------------|--|
| STANDARD (標準) | 對於一般文件，請使用 STANDARD (標準) 設定值。這是最快且最經濟的文件傳送方式。 |
| FINE (細緻) | 對於含有小字體或精緻圖形的文件，請使用 FINE (細緻) 設定值。 |
| SUPER FINE (精緻) | 對於含有極小字體或極精緻圖形的文件，請使用 SUPER FINE (精緻) 設定值。 |
| HALF TONE (半色調) | 對於相片與插圖，請使用 HALF TONE (半色調) 設定值。傳真機會以 64 灰階陰影傳送正本文件。 |

對比度設定值

- AUTO (自動) 對於一般文件，請使用 AUTO (自動) 設定值。
- DARK (深色) 對於文字模糊的文件，請使用 DARK (深色) 設定值。

1 放入文件。

- 您必須先放入文件，然後才可調整解像度與對比度。



2 按一下或多下 直到顯示屏上出現所要的解像度與對比度設定值。


- 在您第一次捲動解像度設定值清單時，對比度設定值為 AUTO (自動) 的訊息將出現在每個解像度設定值的旁邊。在您第二次捲動清單時，顯示屏上將出現對比度設定值為 DARK (深色) 的訊息。


顯示屏上將會顯示：




註：如果您要使用 FINE (細緻) 或 SUPER FINE (精緻) 解像度傳送文件，那麼接收方傳真機也必須具有相同的解像度。否則，您的傳真機將自動使用另一個最適用的可選設定值。

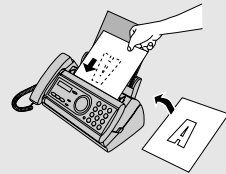
透過普通撥號傳送傳真

如果要使用普通撥號，您可拿起聽筒（或按下 ），然後透過按下數字鍵進行撥號。

- ◆ 如果有人接聽，則您可先透過聽筒與他們通話，然後才傳送傳真（如果您已按下 ，則必須拿起聽筒與他們通話）。
- ◆ 普通撥號容許您聆聽線路訊號並確保對方的傳真機是否有回應。

1 放入文件。

- 如有必要，請按下  以設定解像度與 / 或對比度。



顯示屏上將會顯示：

READY TO SEND

（傳送就緒）


2 拿起聽筒或按下 。聆聽撥號音。



3 透過按下數字鍵，撥打接收方傳真機號碼。



4 等待連接。取決於接收方傳真機的設定值，您將聽到傳真機接收訊號或是對方接聽的聲音。

- 如果對方接聽，要求對方按下其傳真機的開始鍵（如果您已按下 ，請拿起聽筒與他們通話）。這樣可使接收方傳真機發出傳真接收訊號。

5 在您聽到傳真機接收訊號時，請按下 。如果您使用的是聽筒，請將其放回原處。

- 在傳送完成後，傳真機會發出一聲響。

註：如果傳送傳真失敗，且顯示屏上出現 DOCUMENT JAMMED（文件被夾住）的訊息，請按照第 89 頁所述取出文件。

透過自動撥號傳送傳真


您最多可在傳真機中儲存 30 個自動撥號的傳真或電話號碼。


- ◆ 要撥打自動撥號號碼，請按下  直到顯示屏上出現所要的號碼，然後按下 。


將傳真與電話號碼儲存為自動撥號號碼

1 依次按一下  與 。



顯示屏上將會顯示：



(<新號碼>)

2 按一下 。


(輸入傳真號碼)



























































3 透過按下數字鍵輸入傳真或語音號碼。您最多可輸入 32 位數（註：無法輸入空格）。




- 要清除錯誤，請按下 。
- 如果為了存取某項特殊服務或接通外線而需要在任何數字之間暫停，請按下 。暫停將以連字號顯示（每次暫停將持續兩秒）。您可在一系列內輸入多次暫停。


4 按一下 。

5 透過按下代表每個英文字母的數字鍵（如下圖所示）以輸入名稱。您最多可輸入 15 個字元（如果您不想輸入名稱，請直接移至步驟 6）。

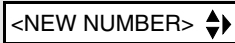
範例：SHARP = 7777 44 2 777  7

SPACE = 	G = 	N =  	U =  
A = 	H =  	O =   	V =   
B =  	I =   	P = 	W = 
C =   	J = 	Q =  	X =  
D =  	K =  	R =   	Y =   
E =  	L =   	S =    	Z =    
F =   	M = 	T = 	


- ◆ 要連續輸入需要同一按鍵的兩個英文字母，請在輸入首字母後按下 。
- ◆ 要輸入小寫英文字母，請持續按著該英文字母的按鍵，直到小寫英文字母出現。要輸入以下其中一個符號，請重複按下  或 ：. / ! " # \$ % & ' () * + , - . : ; < = > ? @ [\] ^ _ ' { | } → ←。

6 按一下 。

顯示屏上將會顯示：



(< 新號碼 >)

7 返回步驟 2 以儲存另一個號碼，或按下  以返回日期與時間顯示屏。


註：傳真機使用的是鋰電池，可在電源關閉時將自動撥號號碼與其他設定的資訊儲存在記憶體中。在電源關閉時，所消耗的主要是電池電能。如果電源一直關閉，則電池的使用壽命大約為 5 年。如果電池電能已耗盡，請洽詢您的經銷商或零售商以將其更換。請勿嘗試自己更換。

編輯與清除自動撥號號碼


如果您要變更之前儲存的自動撥號號碼或清除號碼，請執行以下步驟：

1 依次按一下 **FUNCTION** 與 。

顯示屏上將會顯示：

<NEW NUMBER> 
(< 新號碼 >)

2 按一下  或 ，直到顯示屏上出現您要編輯或清除的號碼。

3 按一下 。



1=EDIT, 2=CLEAR
(1 = 編輯, 2 = 清除)


4 選擇 EDIT (編輯) 或 CLEAR (清除)：

EDIT (編輯)：① CLEAR (清除)：②



- 如果您選擇了 CLEAR (清除)，請移至步驟 8。


5 如果您選擇了 EDIT (編輯)，請根據需要變更號碼。


- 按下  或  以將游標移至您要變更的數字，然後輸入新的數字。新的數字將取代舊的數字。
- 如果您不想變更號碼，請直接移至步驟 6。

6 按一下 **START/MEMORY** 。

7 根據需要變更名稱。

- 按下  或  以將游標移至您要變更的英文字母，然後重複按下適當的數字鍵，直到顯示屏上出現所要的英文字母（請參閱第 49 頁的步驟 5）。新的英文字母將取代舊的英文字母。
- 如果您不想變更名稱，請直接移至步驟 8。

8 按一下 **START/MEMORY** 。

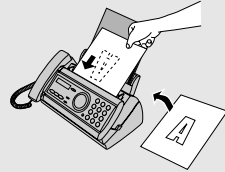
9 返回步驟 2 以編輯或清除另一個號碼，或按下 **STOP**  以返回日期與時間顯示屏。

使用自動撥號號碼

一旦儲存了傳真或電話號碼，您即可使用它傳送傳真或撥打電話。



1 如果您要傳送傳真，請放入文件。

- 如有必要，請按下 **RESOLUTION/RECEPTION MODE**  以設定解像度與 / 或對比度。



顯示屏上將會顯示：


READY TO SEND
(傳送就緒)

2 按一下  (或 )，直到顯示屏上出現對方的名稱 (如果未儲存名稱，則顯示屏上將出現號碼)。


3 如果您要傳送傳真，請按下 **START/MEMORY** 。傳真機將開始撥號與傳送。

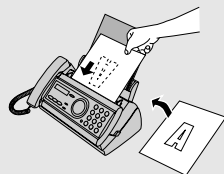
如果您要撥打電話，請拿起聽筒。傳真機將開始撥號。

透過直接按鍵撥號傳送傳真

您也可使用數字鍵來輸入完整的號碼，然後按下  鍵以開始撥號。如果您無需在傳真前和對方通話，則您可使用此方法撥打完整的號碼。

1 放入文件。

- 如有必要，請按下  以設定解像度與 / 或對比度。




顯示屏上將會顯示：


READY TO SEND

(傳送就緒)

2 透過按下數字鍵來輸入接收方傳真機的號碼。

- 如果為了存取某項特殊服務或接通外線而需要在任何數字之間暫停，請按下 。暫停將以連字號顯示（每次暫停將持續兩秒）。您可在一系列內輸入多次暫停。

3 查看顯示屏。如果顯示屏上顯示的接收方傳真機號碼正確，請按下 。

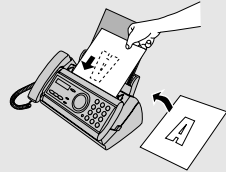
- 如果號碼不正確，請按下  以退回並清除（每按一次清除一個數字），然後重新輸入正確的數字。

重複撥號

您可自動重撥最後一次撥打的號碼。此步驟可用來傳送傳真或撥打電話。

1 如果您要傳送傳真，請放入文件。

- 如有必要，請按下 **RESOLUTION/RECEPTION MODE** 以設定解像度與 / 或對比度。



顯示屏上將會顯示：

READY TO SEND

(傳送就緒)

2 按一下 。顯示屏上將出現 <REDIAL> (<重複撥號>)，然後出現最後一次撥打的號碼。請確保出現的號碼是您要撥打的號碼。

3 如果您要傳送傳真，請按下 **START/MEMORY** 。傳真機將開始撥號與傳送。

如果您要撥打電話，請拿起聽筒。傳真機將開始撥號。

註：如果傳送傳真失敗，且顯示屏上出現 DOCUMENT JAMMED (文件被夾住) 的訊息，請按照第 89 頁所述取出文件。

自動重複撥號

如果您在線路忙碌時使用自動撥號功能 (包括直接按鍵撥號) 傳送傳真，則傳真機將自動重撥該號碼。傳真機將每隔五分鐘嘗試重複撥號三次。在這段時間內，顯示屏上將出現 RECALLING (正在重複撥號) 訊息，然後出現一個已指定至該傳真工作的兩位數數字。在顯示屏上出現此訊息時，您將無法撥打至任何其他位置。

- ◆ 要停止自動重複撥號，請按下 **STOP** 。
- ◆ 在某些情況下 (例如，如果對方透過電話來接聽來電)，自動重複撥號可能會在傳真機嘗試重複撥號兩次之前就停止。

誤差修正模式

傳真機已設定為在接收方打印傳真之前，先自動更正由於電話線路噪音而導致的任何傳送失真。此功能稱為誤差修正模式（ECM）。ECM 適用於傳送與接收情況，但僅在對方傳真機亦具有 ECM 功能時方為有效。

如有必要，您可關閉 ECM。這樣一來，記憶體傳送與接收的可用記憶體容量將略微增加。


- 1** 依次按一下  與 。

顯示屏上將會顯示：

OPTION SETTING 
(選項設定)


- 2** 按一下 ，然後按四下 。


ECM MODE 
(ECM 模式)

- 3** 按一下 。

1=YES, 2=NO
(1 = 是, 2 = 否)

- 4** 按下 **1** 以選擇 YES (是)，或按下 **2** 以選擇 NO (否)。

顯示屏上將會簡略地顯示您的選擇，然後顯示：
RECEIVE RATIO 
(接收比例)

- 5** 按下  以返回日期與時間顯示屏。

透過記憶體傳送傳真

您可將文件掃描至傳真機的記憶體中，然後透過記憶體傳送文件。這樣可提高傳送速度並容許您透過執行一項作業即可將傳真傳送至多個目的地。在傳送結束後，文件將會自動從記憶體清除。

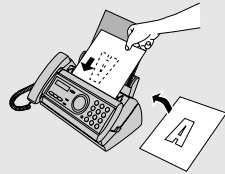
廣播傳送（將傳真傳送至多個目的地）

此功能容許您僅執行一項作業即可將同一份傳真傳送至 20 個不同的地點。

- ◆ 在將傳真傳送至多個地點時，您僅可使用自動撥號號碼撥打接收方傳真機的號碼。

1 放入文件。

- 如有必要，請按下 **RESOLUTION/RECEPTION MODE** 以設定解像度與 / 或對比度。




2 按一下 **START/MEMORY**。

3 按一下 （或 ），直到顯示屏上出現號碼的名稱（如果未儲存名稱，則號碼將會出現）。

4 按下 以選擇號碼。

5 對您要傳送傳真的其他地點（最多 20 個）重複執行步驟 3 與 4。


- 要檢查選定的地點，請按下  以捲動尋找這些地點。要刪除某個地點，請捲動至該地點，然後按下 **STOP** .






6 在您準備開始傳送時，請按下 。

- 在廣播傳送完成後，傳真機將自動打印傳真記錄。請檢查記錄中的「Note（附註）」欄以查看是否有任何地點標記為「Busy（佔線）」，或是否存在通訊錯誤代碼。若出現上述情況，請再次將文件傳送至這些地點。

記憶體傳送



您亦可透過記憶體將傳真傳送至一個地點。在傳送至經常佔線的地點時，此功能為您提供極大的便利：您無需等到作業完成後再取走正本文件，亦可使送紙器騰出空間來進行其他作業。

要透過記憶體傳送傳真，請放入文件並按下 ，然後使用以下其中一種方法撥號：

- ◆ 按下數字鍵以輸入傳真號碼，然後按下 。
- ◆ 重複按下  以選擇自動撥號號碼，然後按下 。
- ◆ 按一下  以選擇最後一次撥打的號碼，然後按下 。

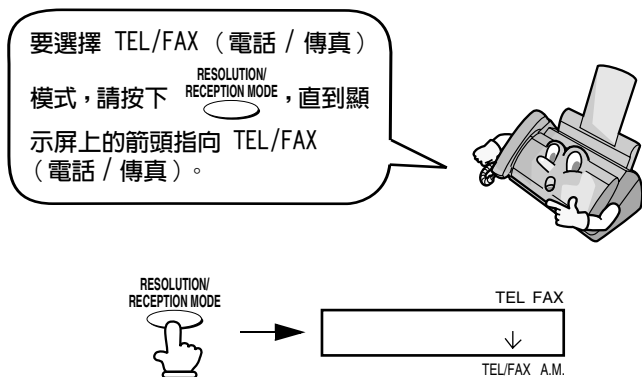
如果記憶體已滿...

在掃描文件時，如果記憶體已滿，顯示屏上將會交替出現 MEMORY IS FULL（記憶體已滿）與 SEE MANUAL（請參閱操作手冊）訊息。

- ◆ 如果您要傳送已儲存在記憶體中的頁面，請按下 。其剩餘的頁面會從送紙器中退出。在傳送結束後，記憶體中的內容將被清除，同時您可繼續傳送剩餘的頁面。此外，您也需要傳送那些恰好在記憶體已滿時被掃描到的頁面。
- ◆ 如果您要取消整個傳送作業，請按下 。

4. 接收傳真

使用 TEL/FAX (電話 / 傳真) 模式



在接收模式設定為 TEL/FAX (電話 / 傳真) 時，傳真機會在兩聲響鈴後自動接聽所有呼叫。在接聽後，傳真機會監視線路約五秒鐘，以查看呼叫方是否正在傳送傳真訊號。

- ◆ 如果傳真機探測到傳真訊號（這表示呼叫為自動撥號傳真），則會自動開始接收傳送進來的文件。
- ◆ 如果傳真機沒有探測到傳真訊號（這表示呼叫為語音來電或手動撥號傳真），則會響鈴 15 秒鐘（稱為虛擬響鈴）以提示您接聽。如果您沒有在 15 秒內接聽，傳真機將傳送傳真訊號到對方的傳真機，以讓呼叫方在必要時手動傳送傳真。

註：僅有傳真機才可透過虛擬響鈴來提示您接聽語音來電或接收手動撥號傳真。連接至同一線路的電話分機在連接傳真機後將不會響鈴。

TEL/FAX (電話 / 傳真) 模式的虛擬響鈴持續時間

如有必要，您可變更 TEL/FAX (電話 / 傳真) 模式的虛擬響鈴持續時間。


1 依次按一下 FUNCTION 與

顯示屏上將會顯示：

OPTION SETTING
(選項設定)

2 按一下 ，然後按四下 。

PSEUDO RING 
(虛擬響鈴)

3 按一下 。


1=15 SECONDS
(1 = 15 秒)

4 輸入以下代表所要的持續時間之數字：


- | | | |
|---|---------|-------|
|  | 15 SEC | 15 秒 |
|  | 30 SEC | 30 秒 |
|  | 60 SEC | 60 秒 |
|  | 120 SEC | 120 秒 |

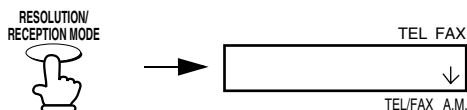
顯示屏上將會簡略地顯示您的選擇，然後顯示：

DUPLEX RINGING 
(雙音辨號)

5 按下  以返回日期與時間顯示屏。

使用 A.M. (留言機) 模式

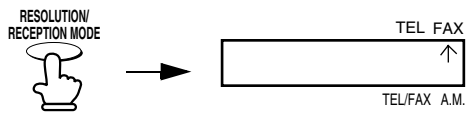
要選擇 A.M. (留言機) 模式，請按下 ，直到顯示屏上的箭頭指向 A.M. (留言機)。



在 A.M. (留言機) 模式中，傳真機將自動接聽留言並接收傳真。請參閱第 2 章以獲得更多詳細資訊。

使用 FAX (傳真) 模式

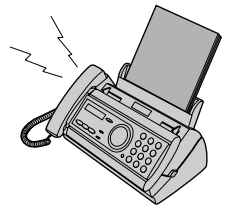
要選擇 FAX (傳真) 模式，請按下 **RESOLUTION/RECEPTION MODE**，直到顯示屏上的箭頭指向 FAX (傳真)。



在接收模式設定為 FAX (傳真) 時，傳真機將會在兩聲響鈴後自動接聽所有呼叫，並接收傳送進來的傳真。

- ◆ 如果您在傳真機接聽之前拿起聽筒，則您可與對方通話並 / 或接收傳真 (如第 60 頁的「使用 TEL (電話) 模式」所述)。

2 聲響鈴



接收傳真




變更響鈴次數


如有必要，您可變更傳真機在 FAX (傳真) 和 TEL/FAX (電話 / 傳真) 模式下接聽傳送進來的呼叫之響鈴次數。您可選擇從 2 至 5 的任何數字。

1 依次按一下 **FUNCTION** 與 **▲**。


顯示屏上將會顯示：



2 按一下 。

NUMBER OF RING 


（響鈴次數）

3 按一下 。

ENTER (2-5) (2)

（輸入 [2-5] [2]）


4 輸入所要的響鈴次數（從 2 至 5 的任何數字）。

範例：3 聲響鈴 

顯示屏上將會簡略地顯示您的選擇，然後顯示：

FAX REMOTE # 

（遙距傳真號碼）

5 按下  以返回日期與時間顯示屏。

使用 TEL（電話）模式



要選擇 TEL（電話）模式，請按下 ，直到顯示屏上的箭頭指向 TEL（電話）。

RESOLUTION/
RECEPTION MODE



TEL FAX

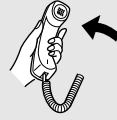


TEL/FAX A.M.

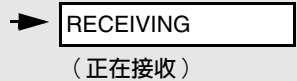
在接收模式設定為 TEL（電話）時，您必須拿起傳真機或連接至同一線路的電話分機之聽筒，才可接聽所有呼叫。

使用傳真機聽筒接聽


- 1 在傳真機響鈴時拿起聽筒。

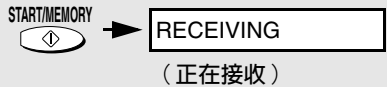


- 2 如果您聽到傳真訊號，請等到顯示屏上顯示 RECEIVING（正在接收）訊息後，才將聽筒放回原處。

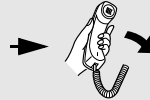


註：如果您已將傳真訊號接收設定值（第 62 頁）設定為 NO（否），請按下  以開始接收。

- 3 如果對方要與您先進行通話後再傳送傳真，請在通話後按下 （請在寄件者按下他們的開始鍵之前先按下該鍵）。



- 在顯示屏上出現 RECEIVING（正在接收）訊息時，請掛上聽筒。



使用電話分機接聽

- 1 在電話分機響鈴時接聽。



- 2 如果您聽到柔和的傳真訊號，請等待傳真機回應（電話分機將無回應），然後再掛上聽筒。



- 3 如果傳真機無回應，或者對方要先與您通話後再傳送傳真，請在電話分機上按一下 **5**，然後按兩下 *****（僅適用於音頻式電話）。這將通知傳真機開始接收傳真。接著再掛上聽筒。

- 如果您已將傳真訊號接收設定值（請參閱以下內容）設定為 NO（否），則必須執行以上步驟。
- 如果傳真機的送紙器中已放入文件，傳真機將不接受開始接收的訊號（5**）。

可選的接收設定

傳真訊號接收

如果您在透過傳真機或電話分機接聽呼叫後聽到柔和的傳真訊號，則傳真機將自動開始接收。如果您在同一條線路上使用電腦傳真數據機傳送文件，則您必須先關閉此功能，以防止傳真機錯誤地嘗試從電腦傳真數據機接收文件。請執行以下步驟以變更設定值。


- 1 依次按一下 **FUNCTION** 與 **▲**。

顯示屏上將會顯示：

OPTION SETTING **↔**
(選項設定)



- 2 按一下 **▶**，然後按六下 **▼**。

FAX SIGNAL RX **↕**
(傳真訊號接收)


3 按一下 。

1=YES, 2=NO

(1 = 是, 2 = 否)

4 按下  以開啓該功能，或按下  以將其關閉。

顯示屏上將會簡略地顯示您的選擇，然後顯示：

CALLER-ID 

(來電顯示)


5 按下  以返回日期與時間顯示屏。

變更遙距啓動傳真的號碼


如有必要，您可使用 5 以外的數字，以從電話分機上啓動傳真接收功能。您可選擇從 0 至 9 的任何數字。

1 依次按一下  與 。

顯示屏上將會顯示：


OPTION SETTING 

(選項設定)

2 依次按一下  與 。

FAX REMOTE # 

(遙距傳真號碼)

3 按一下 。

ENTER (0-9) (5)

(輸入 [0-9] [5])


4 輸入所要的數字（從 0 至 9 的任何數字）。

顯示屏上將會簡略地顯示您的選擇，然後顯示：

範例：3 

TRANSACTION 

(執行)

5 按下  以返回日期與時間顯示屏。


接收比例

傳真機在出廠時已設定為自動縮小接收到的文件尺寸，以符合打印紙的尺寸。這樣便可確保不會截斷文件邊緣上的資料。如有必要，您可關閉此功能，並以實際大小打印接收到的文件。

- ◆ 如果文件因太長而不符合打印紙的大小，則剩餘部份將繼續打印在第二頁上。在這種情況下，截斷點可能會出現在一行的中間位置。
- ◆ 如果接收到的文件太大並包含過多的細緻圖形或影像，或以高解像度傳送，則自動縮小功能可能就無效。在這種情況下，文件的剩餘部份將繼續打印在第二頁上。


1 依次按一下  與 。

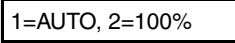
顯示屏上將會顯示：


(選項設定)

2 按一下 ，然後按三下 。


(接收比例)

3 按一下 。


(1 = 自動, 2 = 100%)

4 按下  以選擇 AUTO (自動)，或按下  以選擇 100%。


顯示屏上將會簡略地顯示您的選擇，然後顯示：


(打印對比度)

5 按下  以返回日期與時間顯示屏。

替代接收至記憶體


在無法打印的情況下（例如傳真機無紙、需要更換膠卷或夾紙），傳送進來的傳真將會接收至記憶體中。

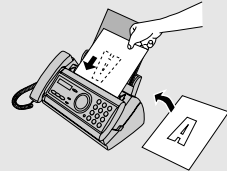
在您將文件接收至記憶體時，顯示屏上將會出現 FAX RX IN MEMORY（傳真已接收至記憶體中）訊息，並交替出現 ADD PAPER & PRESS START KEY（添加紙張並按下 START〔開始〕鍵）或 CHECK FILM/CHECK COVER/CHECK PAPER JAM（檢查膠卷 / 檢查槽蓋 / 檢查夾紙）訊息。在您添加紙張（並按下 ）、更換膠卷或清除夾紙之後，儲存的文件將會自動打印出來。

5. 複印

您的傳真機亦可用來複印文件。您可使用傳真機複印一份或多份文件（每份正本文件最多可複印 99 份），這樣您的傳真機就兼具辦公用複印機的功能了。

1 將文件正面朝下放入（最多 10 頁）。

- 如有必要，請按下  以設定解像度與 / 或對比度。
（複印的解像度預設值為 FINE〔細緻〕。）




顯示屏上將會顯示：

READY TO SEND

（傳送就緒）

2 如有必要，請選擇放大 / 縮小設定值，並 / 或選擇每份正本文件的複印份數：

- ENLARGE/REDUCE（放大 / 縮小）：按下  或  直到顯示屏上出現所要的設定值。可選擇的設定值包括：100%、125%、135%、50%、73%、88%、94% 及 AUTO（自動）（預設值為 100%）。

範例：請按兩下  → **RATIO:125%**
（比例：125%）

- 每份正本文件的複印份數：按下數字鍵以輸入一個從 1 至 99 的數字（預設值為 1）。

範例：請按下  以複印五份文件 → **5**









3 在您準備開始複印時，請按下 。

如果顯示屏上出現 MEMORY IS FULL（記憶體已滿）訊息...

如果在掃描文件時記憶體已滿，顯示屏上將會交替出現 MEMORY IS FULL（記憶體已滿）與 SEE MANUAL（請參閱操作手冊）訊息，且文件會自動退出。如果您將解像度設定為 SUPER FINE（精緻）、選擇了某個放大 / 縮小設定值，或要對每份正本文件複印多份副本，則可能會出現此情況。為避免佔用過多的記憶體，請將解像度設定為 STANDARD（標準）或 FINE（細緻），將放大 / 縮小比例設定為 100%，並僅對每份正本文件複印一份副本。

複印中斷

在複印長度超過打印紙的文件時，您可使用複印中斷設定值來選擇是否截斷文件的剩餘部份或在第二頁上繼續打印。起始設定值為 YES（是），即截斷剩餘部份。要變更此設定值，請執行以下步驟。

- | | |
|--|--|
| 1 依次按一下 FUNCTION 與  。 | 顯示屏上將會顯示：
OPTION SETTING 
（選項設定） |
| 2 依次按一下  與  。 | COPY CUT-OFF 
（複印中斷） |
| 3 按一下  。 | 1=YES, 2=NO
（1 = 是，2 = 否） |
| 4 按下 ① 以將複印中斷設定為 YES（是），文件的剩餘部份將不會打印，或按下 ② 以將複印中斷設定為 NO（否），剩餘部份將繼續打印在第二頁上。 | 顯示屏上將會簡略地顯示您的選擇，然後顯示：
NUMBER OF RING 
（響鈴次數） |
| 5 按下 STOP  以返回日期與時間顯示屏。 | |

6. 特殊功能

來電顯示（需要另行申請的服務）

如果您向電訊公司申請來電顯示服務，則您可設定傳真機以在響鈴時顯示來電者的姓名與號碼。

重要事項：

- ◆ 要使用此功能，您必須向電訊公司申請來電顯示服務。
- ◆ 您的傳真機可能無法與某些來電顯示服務配合使用。


1 依次按一下  與 。

顯示屏上將會顯示：


OPTION SETTING 

（選項設定）

2 按一下 ，然後按五下 。


CALLER-ID 

（來電顯示）


3 按一下 。


1=YES, 2=NO

（1 = 是, 2 = 否）


4 按下 （YES〔是〕）以開啓來電顯示功能。

顯示屏上將會簡略地顯示您的選擇，然後顯示：

（要關閉來電顯示功能，請按下 ）

ECM MODE 

（ECM 模式）

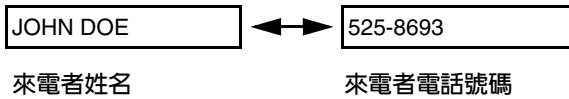
5 按下  以返回日期與時間顯示屏。

來電顯示功能的操作方式

在您接聽來電時，顯示屏上將在開始第二聲響鈴前的那一刻，交替出現來電者的姓名與電話號碼。此資訊會一直顯示，直到線路中斷為止。

註：某些來電顯示服務可能不會提供來電者的姓名。在這種情況下，顯示屏上僅會出現電話號碼。

顯示屏範例



顯示屏訊息

如果傳真機在響鈴時沒有顯示來電者資訊，則顯示屏上將出現以下某則訊息：

NO SERVICE (無提供服務)	沒有收到電訊公司的來電者資訊。請確保電訊公司已啓動您的服務。
CALLER-ID ERROR (來電顯示發生錯誤)	電話線路上的噪音影響來電者資訊的接收。
OUT OF AREA (服務區域之外)	呼叫是來自無來電顯示服務的區域，或是來電服務與您本地的電訊公司不相容。
PRIVATE CALL (私人呼叫)	電訊公司應來電者的要求不提供來電者資訊。


檢視來電顯示一覽表

如果您申請了來電顯示服務，並已開啓來電顯示功能，則傳真機將會保存您最近接收到的 30 個來電與傳真資訊。您可在來電顯示一覽表中檢視此資訊（包含每位來電者的姓名與號碼）。

- ◆ 在您接收了 30 個來電後，每個新的來電將會刪除最早接收的來電。
- ◆ 如果您拔下傳真機的電源線或電源發生故障，所有來電將被清除。

請執行以下步驟以檢視顯示屏上的來電顯示一覽表。如有必要，您可立即撥打顯示屏上出現的號碼。

來電顯示（需要另行申請的服務）

1 按兩下 。

<REVIEW CALLS> 

（<檢視呼叫>）

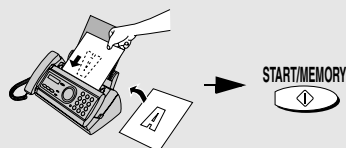
2 按下  或  以捲動列表。


3 如果您要撥打列表中的某個號碼，請捲動列表直到顯示屏上出現該號碼。

- **傳真：**如果您要傳送傳真，請放入文件，

然後按下 。傳真機將會開始撥號與傳送。

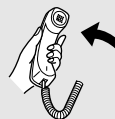
傳真：




- **撥打電話：**如果您要撥打電話，請拿起聽筒（或按下 ）。


傳真機將會自動開始撥號（如果您已按下 ，請在對方接聽時拿起聽筒）。


撥打
電話：



4 在您檢視完列表後，請按下 。

刪除來電顯示一覽表中的呼叫





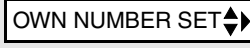

如果您要刪除來電者列表中的某個呼叫，請在顯示屏上出現該呼叫時按下 。

如果您要刪除列表中的所有呼叫，請在檢視列表中的任何號碼時按住  至少 3 秒鐘。

優先電話

在開啓來電顯示功能後，您可設定傳真機在收到來自指定電話號碼的呼叫時發出特殊的鈴聲。這樣一來，您無需查看顯示屏即可知道來電者的身份。

要使用此功能，請按照以下步驟輸入所要的電話號碼（僅可輸入一個電話號碼）。

- 1 按一下 ，然後按兩下 。顯示屏上將會顯示：（輸入模式）
- 2 依次按一下  與 。（優先號碼）
- 3 按一下 。（1 = 設定，2 = 清除）
- 4 按下  以儲存號碼。
（要清除之前儲存的號碼，請按下 ，然後移至步驟 6。）
- 5 透過按下數字鍵來輸入號碼（最多可輸入 20 位數）。
- 6 按下  以儲存（或清除）號碼。（本機號碼設定）
- 7 按下  以返回日期與時間顯示屏。

來電顯示（需要另行申請的服務）

停止接收語音來電

在開啓來電顯示功能後，您可使用本章「停止接收不要的傳真」中所述的限制接收傳真功能，以停止接收來自您指定的限制接收號碼之語音來電與傳真。

在這種情況下，如果收到的語音來電或傳真來自您已指定為「限制接收號碼」的號碼，傳真機將會在透過來電顯示服務接收該呼叫號碼時，立即中斷連接（在第二聲響鈴之前）。

要使用此功能，請按照「停止接收不要的傳真」所述輸入您要停止接收的號碼（請參閱第 74 頁）。您僅可停止接收一個號碼。



雙音辨號（需要另行申請的服務）

如果您是使用由電訊盈科（PCCW）提供的 Homefax 2 和 3 或 Faxline 2 和 3 的服務，則您必須開啓雙音辨號功能。在開啓該功能後，傳真機會在有語音來電的情況下發出較短的鈴聲，而在有傳真時發出較長的鈴聲。

- ◆ 要獲得有關 Home Fax 服務的更多資訊，請撥 1000 與電訊盈科（PCCW）聯絡。
- ◆ 雙音辨號僅在接收模式設定為 FAX（傳真）或 TEL/FAX（電話 / 傳真）或 A.M.（留言機）模式時才能操作。當傳真傳送進來時，傳真機將按照 NUMBER OF RINGS（響鈴次數）設定中所設定的響鈴次數來自動接收呼叫（請參閱第 59 頁）。您必須拿起話筒才能接聽語音來電。

重要事項：








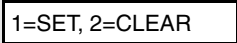




- ◆ 僅有 Homefax 2 和 3 與 Faxline 2 和 3 的用戶才可使用雙音辨號功能。請勿在您使用普通線路時開啓雙音辨號功能，否則傳真機將無法正常操作。

- | | | |
|---|---|--|
| 1 | 依次按一下  與  。 | 顯示屏上將會顯示：

(選項設定) |
| 2 | 按一下  ，然後按五下  。 | 
(雙音辨號) |
| 3 | 按一下  。 | 
(1 = 是, 2 = 否) |
| 4 | 按下  以開啓該功能，或按下  以關閉該功能。 | 顯示屏上將會簡略地顯示您的選擇，然後顯示：

(傳真訊號接收) |
| 5 | 按下  以返回日期與時間顯示屏。 | |

停止接收不要的傳真

限制接收傳真功能容許您停止接收來自您所指定的傳送方之傳真。由於沒有打印不要的「垃圾」傳真，而使您可節省紙張。要使用此功能，請執行以下步驟以輸入您不想接收其傳真的傳送方之傳真號碼。您僅可輸入一個傳真號碼。

- | | |
|---|--|
| 1 按一下  ，然後按兩下  。 | 顯示屏上將會顯示：

(輸入模式) |
| 2 按一下  ，然後按兩下  。 | 
(限制接收號碼) |
| 3 按一下  。 | 
(1 = 設定, 2 = 清除) |
| 4 按下  以儲存限制接收號碼，或  以清除之前儲存的號碼（如果您要清除號碼，請移至步驟 6）。 | |
| 5 按下數字鍵以輸入傳真號碼（最多 20 位數）。 | |
| 6 按下  ，然後按下  以返回日期與時間顯示屏。 | |

7. 打印列表

您可打印顯示已輸入傳真機的設定值與資訊之列表。這些列表將在下面予以詳細介紹。要打印列表，請執行以下步驟。

- 1 按一下 **FUNCTION**，然後按兩下 。
顯示屏上將會顯示：
LISTING MODE 
(列表模式)
- 2 按一下 。
TEL # LIST 
(電話號碼表)
- 3 按下  或  直到顯示屏上出現所要的列表。
- 4 按一下 。
PRESS START KEY
(按下 START [開始] 鍵)
- 5 按下 **START/MEMORY**  以打印列表。

打印列表

電話號碼表

此列表顯示已儲存為自動撥號的傳真與電話號碼。

設定列表

此列表顯示您目前選擇的 **FUNCTION (功能)** 鍵設定值，亦顯示輸入傳真機中的名稱與傳真 / 電話號碼，以及打印在每張傳送頁面頂端的標題樣式 (**HEADER PRINT (打印標題)**)。

SETUP LIST		12-NOV-2001 13:14
FOR:		
A.M. SETTING		
TOLL SAVER	YES	
RECORDING TIME	4 MIN.	
REMOTE CODE NO.	001	
OVERRIDE CODE NO.	009	
TRANSFER TELEPHONE NO.		
TRANSFER TELEPHONE CALLING	NO	
ON A.M. FAILURE	NO	
(UNIT SETS TO AUTO FAX RCV.)		
OGN ONLY MODE	NO	
ENTRY MODE		
ANTI JUNK NUMBER		
PRIORITY CALL NO.		
SENDER'S NAME		
SENDER'S TELEPHONE NUMBER		
HEADER PRINT		
12-NOV-2001 13:15		P.01
OPTION SETTING		
NUMBER OF RINGS IN AUTO ANSWER MODE	2 RINGS	
TEL/FAX REMOTE NO.	<5>*	
TRANSACTION PRINT SELECT	ERROR ONLY	
DIAL MODE	10H	
PSEUDO RINGING DURATION	15S	
DUPLEX RINGING	NO	
FAX SIGNAL RECEIVE	YES	
CALLER-ID	NO	
ECH MODE	YES	
RECEPTION RATIO	AUTO	
PRINT CONTRAST	NORMAL	
COPY CUT OFF	YES	

訊息列表

此列表顯示有關留言機內目前錄製的訊息之資訊，包括每則訊息的錄製日期與時間、時間長度及類型。

來電顯示一覽表

此列表顯示有關您最近收到的 30 個來電之資訊（此列表僅在您使用來電顯示功能時才可使用）。

傳真記錄

傳真機在操作完成後會自動打印傳真記錄，以供您核對結果。傳真機在出廠時設定為僅在發生錯誤時才打印此記錄。

- ◆ 您無法隨時打印傳真記錄。

傳真記錄標題

SENDER/RECEIVER (寄件者 / 收件者)	傳真作業中對方傳真機的名稱或傳真號碼。如果該傳真機不具有來電顯示功能，則顯示屏上將會出現通訊模式 (例如：「G3」)。
START (開始時間)	開始傳送 / 接收的時間。
TX/RX TIME (傳送 / 接收時間)	傳送 / 接收所需的總時間。
PAGES (頁數)	已傳送 / 接收的頁數。
NOTE (附註)	(報告中的 NOTE [附註] 欄下將會出現以下其中一個附註，說明該作業是否已成功執行；如果未能成功執行，則將提供失敗的原因。)
	OK (正常) – 傳送 / 接收成功。
	P.FAIL (電源故障) – 因電源故障而無法執行。
	JAM (夾紙) – 因打印紙或文件夾紙而無法執行。
	BUSY (佔線) – 因線路忙碌而無法傳送傳真。
	COM.E-X (通訊錯誤 – X) – (其中「X」為編號) 因電話線路錯誤而無法執行。請參閱第 82 頁中的「線路錯誤」。
	CANCEL (取消) – 由於按下了 STOP (停止) 鍵、送紙器中無文件，或傳真機不具有對方傳真機所要求的傳送功能而取消該作業。如果您要嘗試傳真，請確保已將文件放入送紙器中。如果您要接收傳真，請與傳送方聯絡以瞭解對方嘗試傳送傳真的方式。

傳真記錄的打印條件

您可變更打印傳真記錄的條件。請執行以下步驟。

1 依次按一下 **FUNCTION** 與 。

顯示屏上將會顯示：


OPTION SETTING 

(選項設定)

2 按一下 ，然後按兩下 。

TRANSACTION 

(執行)

3 按一下 。

1:ALWAYS PRINT

(1：隨時打印)

(顯示屏上將會交替出現以下選項)


4 按下從 **①** 至 **⑤** 的數字以選擇打印條件。

- | | |
|-------------------------------------|---------------------|
| ① ALWAYS PRINT
(隨時打印) | 在每次傳送、接收或出現錯誤後打印記錄。 |
| ② ERROR/MEMORY
(錯誤 / 記憶體) | 在出現錯誤或記憶體操作後打印記錄。 |
| ③ SEND ONLY
(僅在傳送後) | 在每次傳送後打印記錄。 |
| ④ ERROR ONLY
(僅在錯誤出現後) | 僅在錯誤出現後才打印記錄。 |
| ⑤ NEVER PRINT
(永不打印) | 永不打印記錄。 |

顯示屏上將會簡略地顯示您的選擇，然後顯示：

DIAL MODE 

(撥號模式)

5 按下 **STOP**  以返回日期與時間顯示屏。

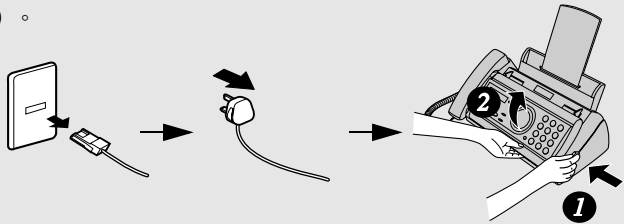
8. 維護

印字頭

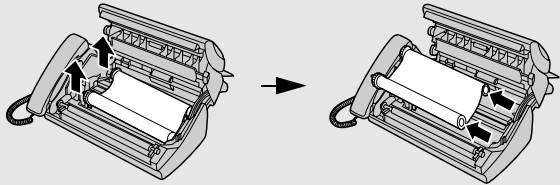
請經常清潔印字頭，以確保獲得最佳的打印效能。

註：在清潔印字頭之前，請先從供紙托架中取出紙張。

- 1 首先拔下電話線，然後拔下電源線並打開操作面板（按下 **1**）。



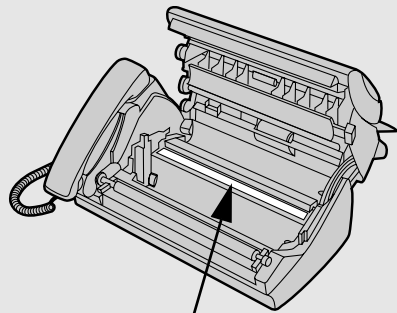
- 2 從打印槽中取出膠卷，並將其放在一張紙上。



- 3 用異丙醇或工業用酒精擦拭印字頭。

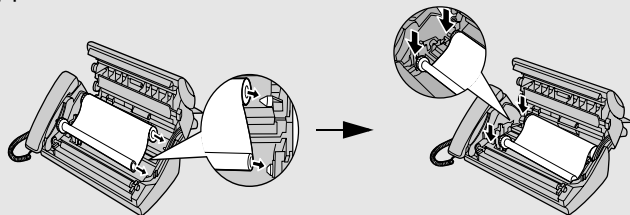
注意！

- 切勿使用苯或稀釋劑。避免以硬物觸碰印字頭。
- 如果傳真機剛剛接收大批文件，則印字頭可能會很熱。在這種情況下，請先讓印字頭冷卻，然後再進行清潔。

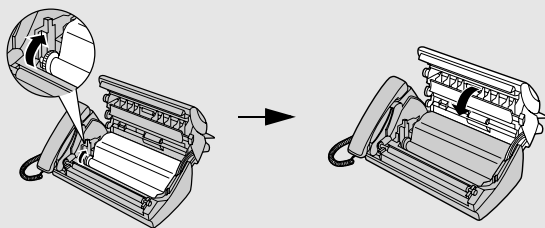


印字頭

4 將膠卷放回打印槽中。



5 轉動前齒輪，直到膠卷拉緊，然後合上操作面板（按下操作面板的兩側以確保其卡入定位）。

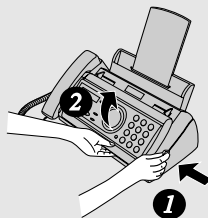


掃描鏡與滾軸

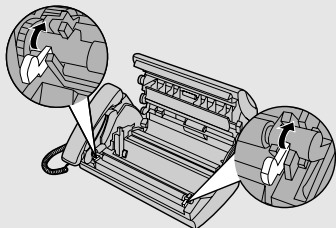
請經常清潔掃描鏡與滾軸，以確保傳送的影像與副本擁有最佳的品質。

註：在清潔掃描鏡與滾軸之前，請先從供紙托架中取出紙張。

1 打開操作面板（按下 **1**）。

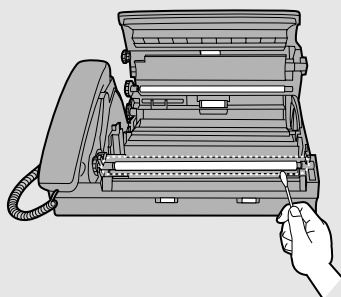


2 扳開白色滾軸兩側的綠色桿。



3 用棉籤擦拭掃描鏡（位於白色滾軸的下面）與滾軸。

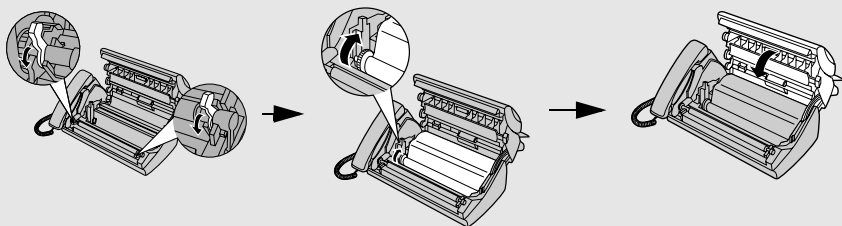
- 確保已清除所有的灰塵與污漬（例如塗改液），因為灰塵與污漬將會在傳送的影像與副本上形成垂直線條。



如果掃描鏡難以清潔

如果您發現難以清除掃描鏡上的灰塵，您可嘗試使用棉籤蘸濕異丙醇或工業用酒精以清潔掃描鏡。請勿讓酒精滴到滾軸上。

4 按下白色滾軸兩側的綠色桿。轉動前齒輪，直到膠卷拉緊，然後合上操作面板（按下操作面板的兩側以確保其卡入定位）。



機殼

請用一塊乾布擦拭傳真機的外部零件和表面。

注意！


切勿使用苯或稀釋劑。這些溶劑可能會使傳真機損毀或褪色。

訊息與訊號

顯示屏訊息

註：如果您已開啓來電顯示功能，請參閱第 69 頁以獲得與來電顯示相關的顯示屏訊息。

ADD PAPER & / PRESS START KEY (添加紙張並 / 按下 START [開始] 鍵) (交替出現的訊息)	請檢查打印紙。如果供紙托架是空的，請添加紙張，然後按下 START/MEMORY (開始 / 記憶) 鍵。如果供紙托架中有紙張，請確保紙張已正確放入 (取出紙疊，將其邊緣對齊，然後重新放入托架中)，然後按下 START/MEMORY (開始 / 記憶) 鍵。
A.M. TRANSFER (留言機轉接)	留言機的轉接功能已開啓 (請參閱第 32 頁)。
CHECK FILM/ CHECK COVER/ CHECK PAPER JAM (檢查膠 卷 / 檢查槽蓋 / 檢查夾紙) (交替出現的訊息)	如果打印槽發生故障而無法打印，顯示屏上會交替出現這些訊息。查看膠卷是否正確裝入或已用完且需要更換。確保操作面板已完全合上 (按下操作面板的兩側)。如果出現夾紙，請如下節的「清除夾紙」所述清除夾紙。
CHECK PAPER SIZE (檢查紙張大小)	供紙托架中放入的紙張大小不正確。取出紙張，然後放入 A4 尺寸的紙張。
DOCUMENT JAMMED (文件被夾住)	正本文件發生夾紙狀況。請參閱下節的「清除夾紙」 (請參閱第 89 頁)。如果您一次放入的文件超過 10 頁或放入的文件過厚，均會發生文件夾紙的狀況 (請參閱第 43 頁)。
FAX RX IN MEMORY (傳真 已接收至記憶體中)	傳真已接收至記憶體中，因為需要更換膠卷、打印紙用完或發生夾紙狀況。在解決此問題後，傳真將自動打印出來。
FUNCTION MODE (功能模式)	已按下 FUNCTION (功能) 鍵。

<p>LINE ERROR (線路錯誤)</p>	<p>傳送或接收失敗。請按下 STOP (停止) 鍵以清除此訊息，然後重試。如果錯誤仍然存在，請參閱第 82 頁中的「線路錯誤」。</p>
<p>MEMORY IS FULL/ SEE MANUAL (記憶體已滿 / 請參閱操作手冊) (交替出現的訊息)</p>	<p>記憶體已滿。您的留言機可能已錄製過多的訊息。要刪除訊息，請參閱第 29 頁。如果已接收的資料過多而傳真機又無法及時將其打印出來，則在接收傳真時可能會出現此訊息。如果傳真機無法打印傳真（一則附加訊息會指出該問題）而將傳真接收至記憶體中，請解決此問題以繼續打印（請參閱第 65 頁的「替代接收至記憶體」）。如果您嘗試透過記憶體進行傳送，請參閱第 56 頁的「如果記憶體已滿」。如果您正在複印，請參閱第 66 頁的「如果記憶體已滿」。</p>
<p>MEMORY PRINTING (記憶體打印)</p>	<p>傳真機正準備或正透過記憶體打印文件。</p>
<p>NO DATA (無資料)</p>	<p>如果您在尚未儲存任何自動撥號號碼的情況下嘗試搜尋這些號碼，則顯示屏上會出現此訊息。</p>
<p>OFF HOOK (聽筒未掛上)</p>	<p>如果您在使用聽筒撥號與傳送傳真後忘記將其放回原處，則顯示屏上會出現此訊息。請將聽筒放回原處或按下 STOP (停止) 鍵以清除此訊息。</p>
<p>ON HOOK DIAL (等待撥號)</p>	<p>您已按下  鍵，傳真機正等待您的撥號。</p>
<p>OVER HEAT (過熱)</p>	<p>印字頭過熱。在它冷卻後即可繼續進行操作。如果印字頭經常過熱，請嘗試將打印對比度設定變更爲 LIGHT (淡) (請參閱第 17 頁)。</p>
<p>PRINT HEAD FAIL / YOU NEED SERVICE (印字頭故障 / 您需要進行維修) (交替出現的訊息)</p>	<p>印字頭發生故障，需要進行維修。</p>
<p>READY TO SEND (傳送就緒)</p>	<p>已放入文件，傳真機正等待您開始傳真或複印。</p>

訊息與訊號

RECALLING (正在重撥)	如果您在線路忙碌時或接收方傳真機無人接聽的情況下嘗試透過自動撥號傳送傳真，則顯示屏上會出現此訊息。傳真機將自動重新嘗試呼叫（請參閱第 53 頁的「自動重複撥號」）。
TOTAL MSGS:XX (總訊息數:XX)	這表示您的留言機已收到訊息。「XX」為訊息數。
TOTAL PAGE(S) 01 (總頁數 01)	已傳送、接收或複印的頁數。

聲頻訊號

連續音頻	3 秒	表示傳送、接收或複印結束。
間歇音頻 (3 次嗶聲)	5 秒 (響 1 秒，停 1 秒)	表示傳送、接收或複印不完整。
快速的間歇音頻	35 秒 (響 0.7 秒，停 0.3 秒)	表示聽筒未掛上。


9. 故障排除

問題與解決方法

線路錯誤

問題	解決方法
顯示屏上出現 LINE ERROR (線路錯誤) 訊息。	<p data-bbox="423 448 992 504">嘗試重新執行操作。如果錯誤仍然存在，請檢查以下事項：</p> <ul data-bbox="423 539 992 903" style="list-style-type: none"><li data-bbox="423 539 992 595">● 檢查連接。從 TEL.LINE (電話線路) 插孔到牆上插座的連接線不應超過兩公尺。<li data-bbox="423 630 992 659">● 確保數據機裝置沒有共用同一條電話線路。<li data-bbox="423 694 992 722">● 與對方確認以確保他們的傳真機正常操作。<li data-bbox="423 758 992 786">● 檢查電話線路是否有線路噪音。<li data-bbox="423 821 992 850">● 嘗試將傳真機連接至另一電話線路上。<li data-bbox="423 885 992 914">● 如果問題仍然存在，則您的傳真機可能需要維修。


撥號與傳送問題

問題	解決方法
在您拿起聽筒或按下  鍵時聽不到撥號音。	<ul style="list-style-type: none"> ● 確保聽筒連接線已連接至正確的插孔。請參閱第 10 頁的「連接聽筒」。
無法撥號。	<ul style="list-style-type: none"> ● 確保電源線已正確插入電源插座。 ● 確保電話線路已正確連接至 TEL.LINE (電話線路) 插孔與牆上插座。 ● 確保已將傳真機設定為適用於電話線路的正確撥號模式。請參閱第 11 頁的「撥號模式」。
電源已開啓，但無法傳送。	<ul style="list-style-type: none"> ● 確保接收方傳真機上有紙張。 ● 確保電話線已插入 TEL.LINE (電話線路) 插孔，而不是 TEL.SET (電話設定) 插孔。 ● 如果接收方傳真機正處於手動模式且無人看管，則將無法接收。 ● 查看顯示屏上是否有錯誤訊息。 ● 拿起聽筒並確認是否聽到撥號音。透過普通 (手動) 撥號呼叫接收方傳真機，並確認其是否有回應。
接收方沒有打印任何頁面。	<ul style="list-style-type: none"> ● 確保要傳送的文件正面朝下放置在送紙器中。
對方收到的影像失真。	<ul style="list-style-type: none"> ● 電話線路上的噪音可能導致影像失真。請嘗試重新傳送文件。 ● 使用傳真機複印該文件。如果副本也失真，則您的傳真機可能需要維修。

接收與複印問題


問題	解決方法
電源已開啓，但無法接收。	<ul style="list-style-type: none"> ● 確保牆上插座已連接至 TEL.LINE (電話線路) 插孔，而不是 TEL.SET (電話設定) 插孔。
在嘗試接收文件時，打印出來的是空白頁。	<ul style="list-style-type: none"> ● 確保該文件已正確放入傳送方傳真機的送紙器。複印一頁文件或打印一份記錄，以確認您傳真機的打印功能是否正常。
一般打印品質欠佳。	<ul style="list-style-type: none"> ● 請務必選擇適用於傳真機中的感熱式打印機之紙張。建議您使用表面非常光滑的雷射品質紙張。您可使用複印紙，但打印品質有時會較差。
收到的文件頁面模糊。	<ul style="list-style-type: none"> ● 要求對方以較高的對比度傳送文件。如果收到的文件之對比度仍然過低，則您的傳真機可能需要維修。複印一頁文件或打印一份記錄，以確認您傳真機的打印功能是否正常。
收到的影像失真。	<ul style="list-style-type: none"> ● 電話線路上的噪音可能導致影像失真。請對方嘗試重新傳送文件。 ● 印字頭可能髒了。請參閱第 79 頁的「印字頭」。 ● 在傳真機上複印一頁文件或打印一份記錄。如果副本或記錄仍然失真，則您的傳真機可能需要維修。
收到的文件或打印出來的副本上有條紋。	<ul style="list-style-type: none"> ● 確保操作面板已完全合上（按下面板的兩側）。
副本品質欠佳並 / 或出現黑色的垂直線條。	<ul style="list-style-type: none"> ● 掃描鏡上的任何污漬或雜質，將導致副本與傳真文件上出現黑點。請如第 80 頁所述清潔掃描鏡。
接收 / 複印中斷。	<ul style="list-style-type: none"> ● 如果長時間連續接收或複印文件，則印字頭可能會過熱。請關閉電源以讓其冷卻。如果印字頭經常過熱，請嘗試將打印對比度設定變更為 LIGHT (淡) (請參閱第 17 頁)。
副本或收到的傳真上出現黑色的垂直線條。	<ul style="list-style-type: none"> ● 嘗試將打印對比度設定變更為 LIGHT (淡) (請參閱第 17 頁)。

一般問題

問題	解決方法
<p>在使用喇叭時出現極大聲的雜訊。</p>	<ul style="list-style-type: none"> ● 如果您在喇叭開啓時將聽筒放回原處，則可能會出現回音（極大聲的雜訊）。要避免回音，請在將聽筒放回原處之前關閉喇叭（按下 ）。
<p>傳真機無法儲存自動撥號號碼。</p>	<ul style="list-style-type: none"> ● 確保已插入傳真機的電源插頭並已裝入膠卷。（如果尚未裝入膠卷，則無法儲存自動撥號號碼。）請參閱第 14 頁的「裝入膠卷」。
<p>顯示屏上沒有出現任何訊息。</p>	<ul style="list-style-type: none"> ● 確保電源線已正確插入電源插座。 ● 將其他電器裝置連接至該電源插座，以查看插座是否有電源。
<p>在您按下任何按鍵後，傳真機沒有反應。</p>	<ul style="list-style-type: none"> ● 如果在您按下按鍵時，傳真機沒有發出嗶聲，請拔下電源線並在數秒鐘後再將其插入。
<p>傳送或複印時無法自動送紙。</p>	<ul style="list-style-type: none"> ● 檢查文件的尺寸與重量（請參閱第 43 頁的「可傳送的文件」）。

清除夾紙

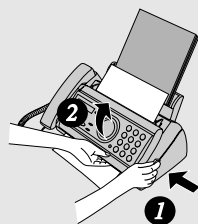
清除夾住的文件

如果正本文件在傳送或複印時沒有正確送入，或顯示屏上出現 DOCUMENT JAMMED（文件被夾住）訊息，請先嘗試按下 **START/MEMORY** 。如果無法取出文件，請按照以下所述取出文件：

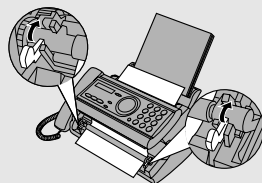
重要事項：

請勿嘗試在未打開操作面板的情況下取出夾住的文件，否則可能會損毀送紙器機件。

- 1** 按下 **1**，然後慢慢打開操作面板，直到操作面板已打開一半。

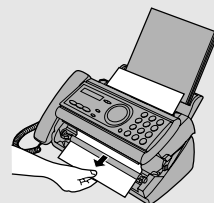


- 2** 扳開白色滾軸兩側的綠色桿。

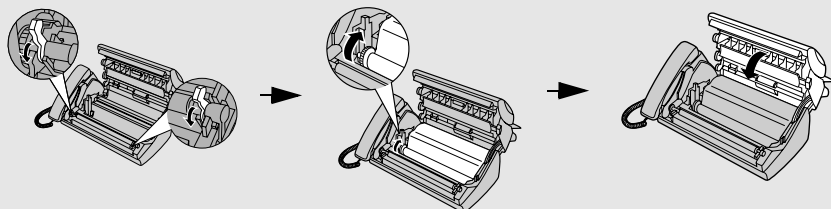


- 3** 輕輕地取出文件。

- 請小心以免撕破文件。



- 4** 按下白色滾軸兩側的綠色桿。轉動前齒輪，直到膠卷拉緊，然後合上操作面板（按下操作面板的兩側以確保其卡入定位）。

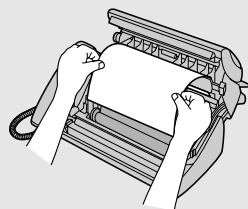


清除被夾住的打印紙

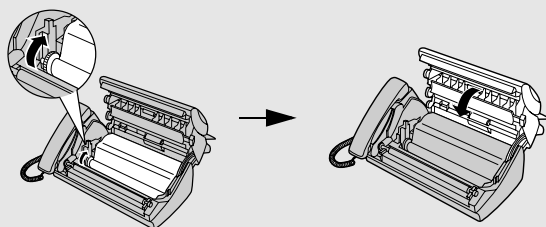
- 1** 打開操作面板（按下 **1**）。



- 2** 從傳真機中輕輕地拉出夾紙，並確保打印槽內或滾軸上沒有撕碎的紙片。



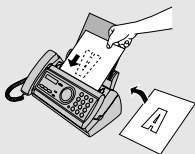
- 3** 轉動前齒輪，直到膠卷拉緊，然後合上操作面板（按下操作面板的兩側以確保其卡入定位）。





快速參考指南

傳送傳真

將文件（最多 10 頁）正面朝下放入文件送紙器。




普通撥號

1. 拿起聽筒或按下 。
2. 撥打傳真號碼。
3. 等待接收訊號（如果有人接聽，請對方按下其傳真機上的開始鍵）。
4. 按一下 。






自動撥號

1. 按下  或  直到顯示屏上出現對方的名稱。
2. 按一下 。

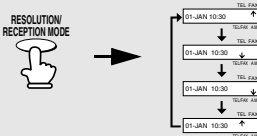
直接按鍵撥號

1. 撥打傳真號碼。
2. 按一下 。

錄製外出留言訊息

1. 依次按一下 、 與 。
2. 拿起聽筒，按下 ，並對著聽筒講話。
3. 在錄製完成後，按下 。

接收傳真



FAX（傳真）模式：傳真機會自動接聽與接收傳真。

TEL（電話）模式：拿起聽筒以接聽所有來電（甚至傳真）。要開始接收傳真，請按下

START/MEMORY


TEL/FAX（電話/傳真）模式：傳真機會自動接聽與接收傳真。傳真機會發出特殊的鈴聲以表示此呼叫為語音來電。

A.M.（留言機）模式：在您外出時請選擇此模式以接收留言與傳真。

儲存自動撥號號碼

1. 按一下 ，然後按兩下 。
2. 輸入完整的傳真 / 電話號碼。
3. 按一下 。
4. 按下數字鍵以輸入名稱（要連續輸入需要同一按鍵的兩個英文字母，請在輸入首字母後按下 ）。

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

5. 依次按一下  與 。

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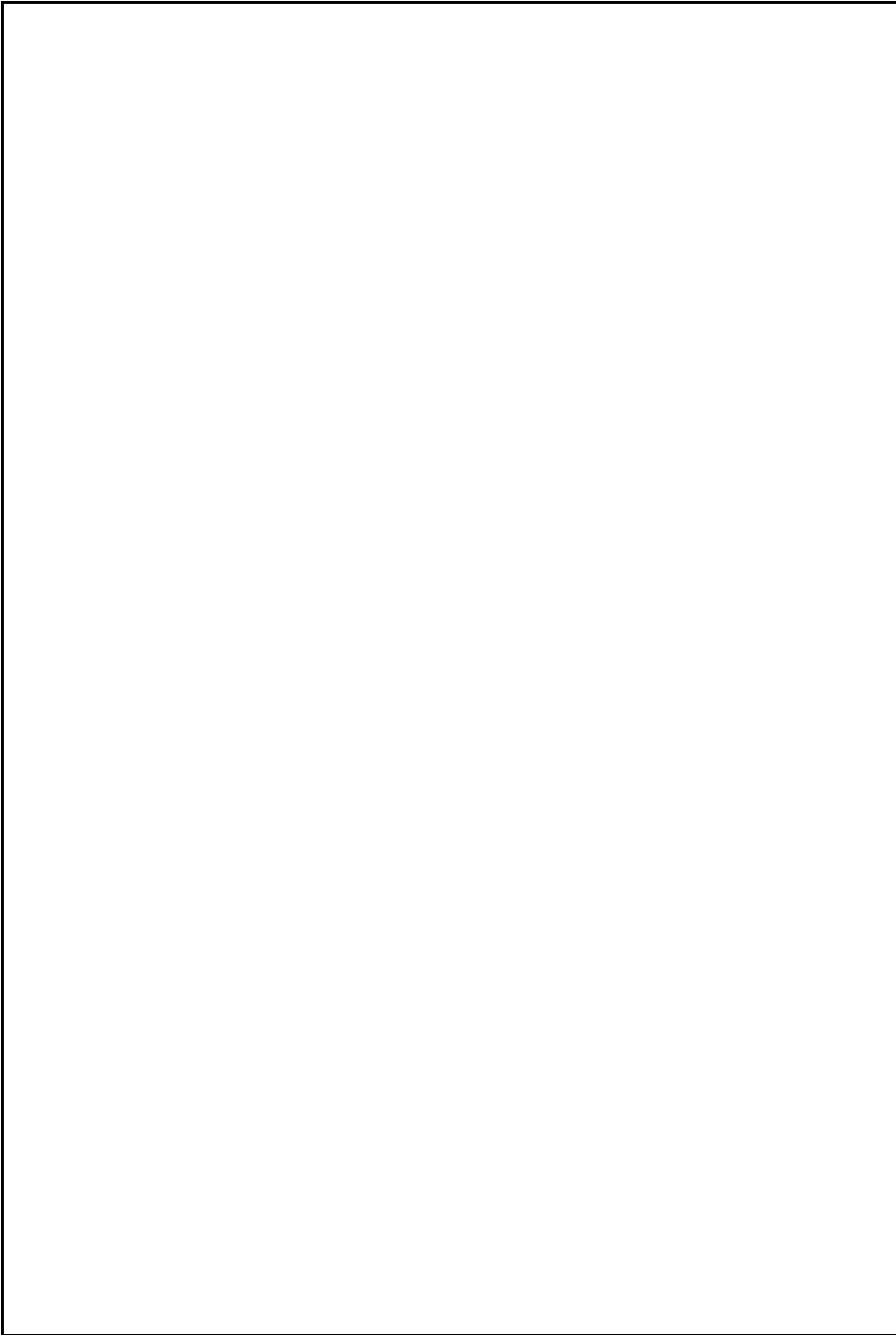
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遙距操作卡

以下卡片可用作遙距操作的快速參考指南。請剪下本卡片並在外出時隨身攜帶。

遙距操作指南

SHARP®

1. 使用按鍵式電話撥打您的傳真機號碼，然後在外出留言訊息開始播放時按下 **#**。
2. 輸入遙距代碼： 。
3. 按下 **#**。
4. 聆聽完訊息之後，您可掛上聽筒以儲存訊息，或輸入背面所列的其中一個指令。

遙距指令

- **播放**
 - 播放訊息..... **7** **#**
 - 向後移 / 重複 **2** **#**
 - 向前跳..... **5** **#**
 - 停止..... **0** **#**
 - 僅播放新的訊息 **6** **#**
(先停止播放)
- **清除訊息**
 - 清除一則訊息 **3** **#**
 - 清除所有訊息 **3** **3** **#**
- **錄製備忘錄**
 - 開始..... ***8** **#**
 - 結束..... **0** **#**
- **錄製新的外出留言訊息**
 - 開始..... **4** *****
- **傳真接收模式**
 - A.M. (留言機) 模式..... **8** **1** **#**
 - FAX (傳真) 模式..... **8** **2** **#**
 - TEL (電話) 模式..... **8** **3** **#**
 - TEL/FAX
(電話 / 傳真) 模式..... **8** **4** **#**
- **轉接功能**
 - 開啓 **9** **1** **#**
 - 關閉 **9** **2** **#**
 - 新轉接號碼 **9** **0** **#**
→ (電話號碼) **#**
 - 錄製轉接外出留言訊息 . . . **9** **3** **#**
 - 快速中斷連接 ***8** *****
- **僅限於外出留言訊息模式**
 - 開啓 **1** **1** **#**
 - 關閉 **1** **2** **#**

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