

**MODEL(型號)**

**香港電器安全規格  
(國際電工委員會規格適合)**

# UX-E800

## OPERATION MANUAL (操作手冊)

1. Installation (安裝)
2. Sending and Receiving E-mail (傳送與接收電子郵件)
3. Sending Faxes to Fax Machines (將傳真傳送至傳真機)
4. Receiving Faxes (接收傳真)
5. Using Auto Dial Numbers (使用自動撥號號碼)
6. Making Copies (複印)
7. Making Telephone Calls (撥打電話)
8. Answering Machine Hookup (連接電話答錄機)
9. Special Functions (特殊功能)
10. Printing Lists (列印清單)
11. Maintenance (維護)
12. Troubleshooting (故障排除)

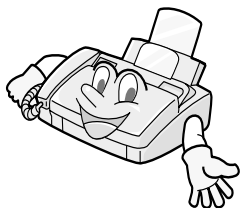
# INTERNET FAX



**SHARP®**

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# Introduction



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

**To use the e-mail features of your Internet fax, you must have an account with an Internet Service Provider. For information on establishing an account with a provider, see the pamphlet that accompanied your Internet fax. To configure your Internet fax for service with your provider, see Chapter 2 of this manual.**

<b>Automatic dialling</b>	One Touch Dialling: 2 fax numbers and/or e-mail addresses Speed Dialling: 97 fax numbers and/or e-mail addresses
<b>Imaging film</b>	<b>Initial starter roll</b> (included with machine): 10 m (approx. 30 A4-size pages) <b>Replacement roll:</b> <b>UX-3CR</b> 30 m (two rolls in package, one roll yields approx. 95 A4-size pages)
<b>Memory size*</b>	512 KB (approx. 30 average pages)
<b>Modem speed</b>	Fax: 9600 bps with automatic fallback to lower speeds. E-mail: 33,600 bps
<b>Transmission time*</b>	Approx. 15 seconds per fax page

\*Based on ITU-T Test Chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

<b>Resolution</b>	<b>Horizontal:</b> 8 pels/mm <b>Vertical:</b> Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
<b>Recording system</b>	Thermal transfer recording
<b>Automatic document feeder</b>	10 pages max. (80 g/m <sup>2</sup> paper)
<b>Halftone (greyscale)</b>	64 levels
<b>Display</b>	2-line LCD display, 16 digits per line
<b>Paper tray capacity (60 to 75 g/m<sup>2</sup> paper)</b>	A4 size: 60 sheets
<b>Compression scheme</b>	MR, MH, Sharp (H2)
<b>Applicable telephone line</b>	Public switched telephone network
<b>Compatibility</b>	ITU-T (CCITT) G3 mode
<b>Input document size</b>	<b>Automatic feeding:</b> Width: 148 to 216 mm Length: 140 to 279 mm <b>Manual feeding:</b> Width: 148 to 216 mm Length: 140 to 600 mm
<b>Effective scanning width</b>	210 mm max.
<b>Effective printing width</b>	204 mm max.
<b>Contrast control</b>	Automatic/Dark selectable
<b>Fax reception modes</b>	TEL, FAX, TEL/FAX, A.M. (Note: A.M. mode is for connecting an answering machine)
<b>Copy function</b>	Single/Multi/Sort (99 copies/page)
<b>Telephone function</b>	Yes (cannot be used if power fails)

<b>Power requirements</b>	220-240 V AC, 50/60 Hz
<b>Operating temperature</b>	5 - 35°C
<b>Humidity</b>	Maximum: 85% RH
<b>Power consumption</b>	Standby: 6.5 W Maximum: 100 W
<b>Dimensions</b>	Width: 343 mm Depth: 256 mm Height: 182 mm
<b>Weight</b>	Approx. 3.3 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 power outlet and telephone socket 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 bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- The power outlet must be installed near the equipment and must be easily accessible.

**Important:**

- This fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- This fax machine is not compatible with digital telephone systems.

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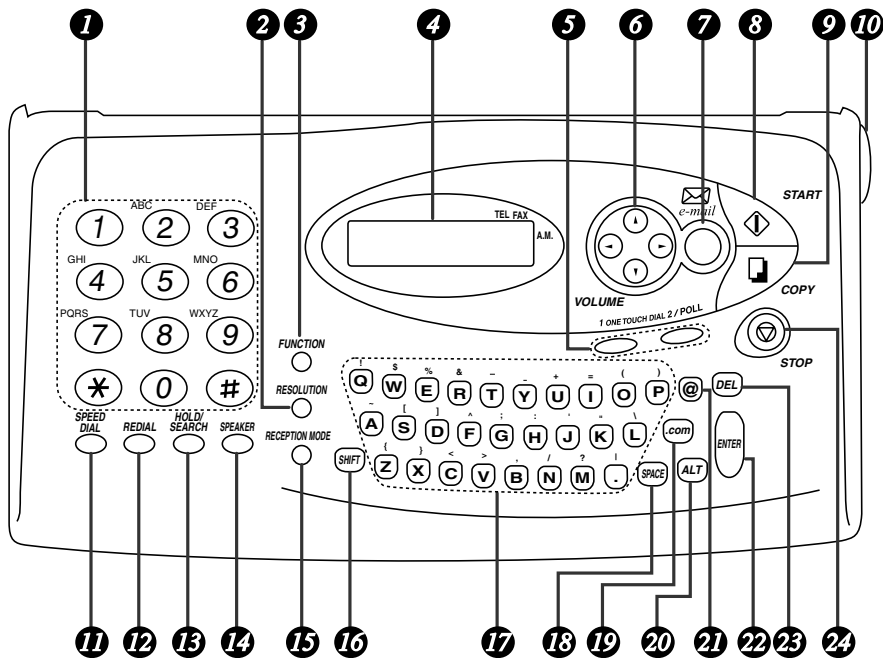
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# A Look at the Operation Panel



## 1 Number keys

Use these keys to dial fax and phone numbers, and enter numbers when storing auto-dial numbers and e-mail addresses.

## 2 RESOLUTION key

Press this key to adjust the resolution for faxing, copying, or sending a document as an e-mail attachment.

## 3 FUNCTION key

Press this key to select various special functions.

## 4 Display

This displays messages and prompts during operation and programming.

## 5 ONE TOUCH DIAL keys

Press either of these keys to automatically dial a fax/phone number or specify an e-mail address.



- 6 Arrow keys**  
**Move cursor:** Press these keys to move the cursor when entering an e-mail address, e-mail message, name, or fax/phone number.  
**FUNCTION key settings:** Press the up or down arrow keys after pressing the **FUNCTION** key to move through the **FUNCTION** key settings.  
**Adjust volume:** Press the left or right arrow keys to adjust the speaker volume after pressing the **SPEAKER** key, or the ringer volume at any other time.
- 7 e-mail key**  
Use this key to send and receive e-mail.
- 8 START key**  
Press this key to send an e-mail message or a fax.
- 9 COPY key**  
Press this key to make a copy of a document that has been loaded in the document feeder.
- 10 Panel release**  
Grasp this finger hold and pull toward you to open the operation panel.
- 11 SPEED DIAL key**  
Press this key to dial a fax/voice number or enter an e-mail address using an abbreviated 2-digit Speed Dial number.
- 12 REDIAL key**  
Press this key to automatically redial the last number dialed.
- 13 HOLD/SEARCH key**  
Press this key to search for a fax number or an e-mail address. During a phone conversation, press this key to put the other party on hold.
- 14 SPEAKER key**  
Press this key to listen to the line and fax tones through the speaker when faxing a document.  
Note: **This is not a speakerphone.** You must pick up the handset to talk with the other party.

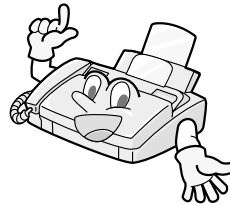
- 15 RECEPTION MODE key**  
Press this key to select the reception mode for faxes. An arrow in the display will point to the currently selected reception mode.
- 16 SHIFT key**  
Press this key (do not hold it down) and then press a letter key to enter an uppercase letter.
- 17 Letter keys**  
Use these keys to enter e-mail addresses, e-mail messages, and names of auto-dial destinations.
- 18 SPACE key**  
Press this key to enter a space.
- 19 .com key**  
Press this key to conveniently enter “.com” at the end of an e-mail address. To enter “.com.hk”, “.net”, “.org”, “.org.hk”, “.edu”, “.gov”, or “.hk”, continue to press the key.
- 20 ALT key**  
Press this key (do not hold it down) and then press a letter key to enter the symbol marked above the letter key.
- 21 @ key**  
Press this key to enter “@” in an e-mail address (or elsewhere).
- 22 ENTER key**  
When entering multiple e-mail addresses or fax numbers, press the **ENTER** key when you have finished entering one address or number and are ready to begin entering the next address/number. A semicolon will appear to separate the addresses/numbers.
- 23 DEL key**  
Press this key to clear a letter or number.
- 24 STOP key**  
Press this key to cancel an operation before it is completed.

# 1. Installation

## Unpacking Checklist

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

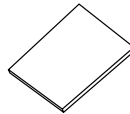
If any are missing, contact your dealer or retailer.



Original document support



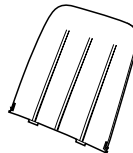
Quick Reference Guide



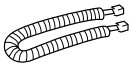
Handset



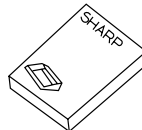
Paper tray extension



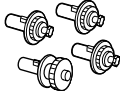
Handset cord



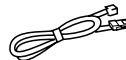
Operation manual



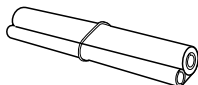
Gears (4)



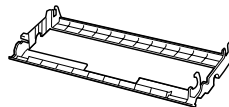
Telephone line cord



Imaging film (initial starter roll)

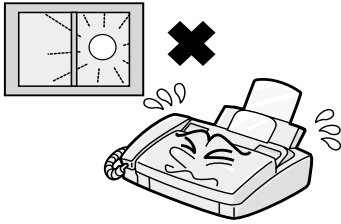


Imaging film cartridge

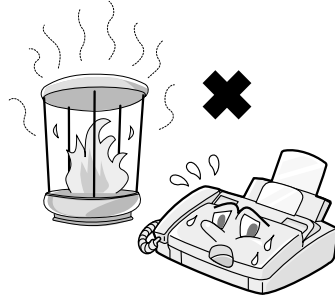


## Connections

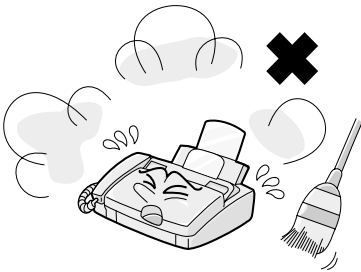
### Points to keep in mind when setting up



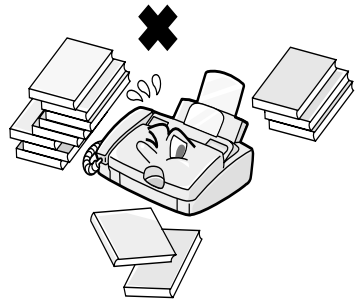
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

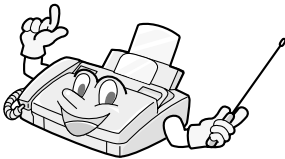
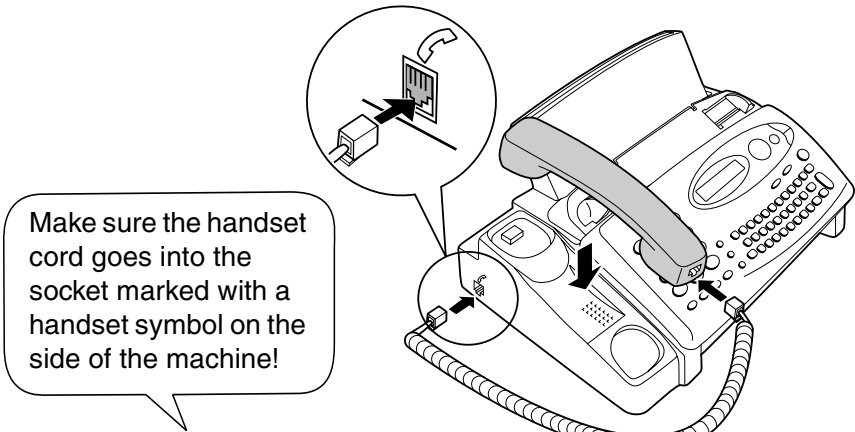
### About condensation

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.

## 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.



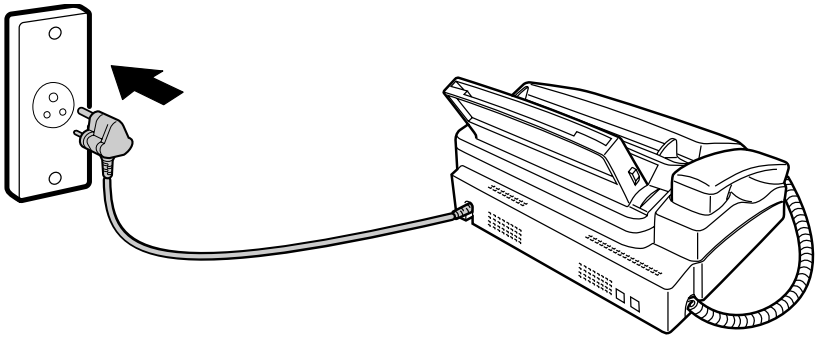
Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

## Connecting the power cord

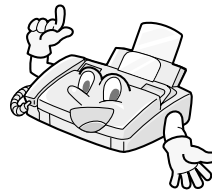
Plug the power cord into a 220-240 V, 50/60 Hz, earthed AC (3-prong) outlet.

### Caution!

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



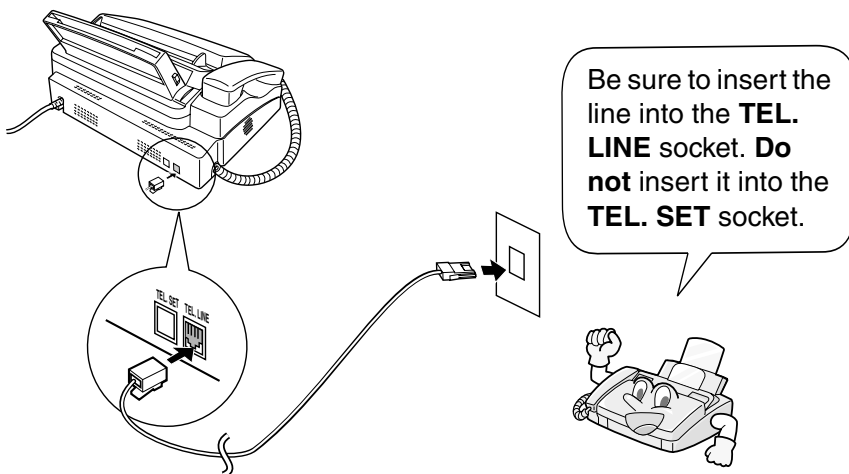
The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.



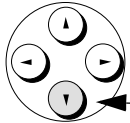
**Note:** If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

### 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 standard wall telephone socket.



**Note:** 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 these keys: **FUNCTION** → **4** →  Press 10 times



The display will show:

DIAL MODE  
1=TONE, 2=PULSE


*VOLUME*

**2** Press **1** to select tone dialling, or **2** to select pulse dialling.

TONE      PULSE

 or 

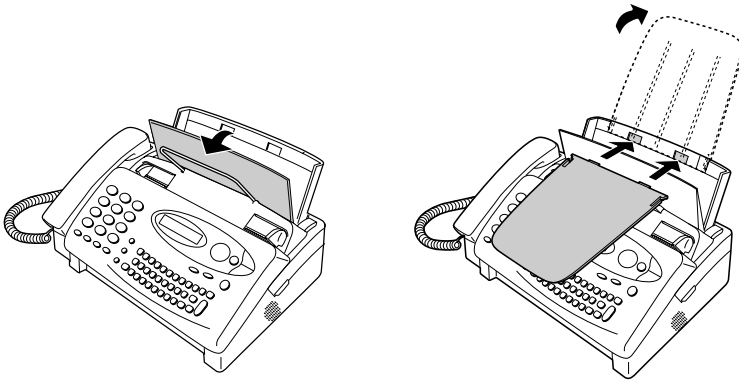
**3** Press the **STOP** key to return to the date and time display.

 **STOP**

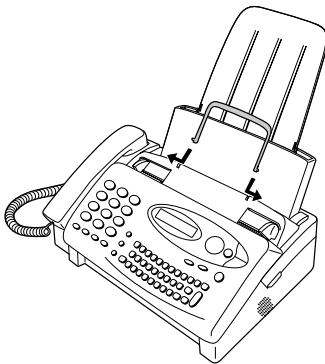
## Attaching the tray extension and document support

Attach the paper tray extension.

- ◆ Pull the paper release plate forward. Insert the paper tray extension horizontally into the notches in the paper tray. Rotate the paper tray extension up until it snaps into place.



Attach the original document support.



**Note:** The original document support has a top side and a bottom side. If you cannot insert the tabs on the support into the holes, turn the support over.

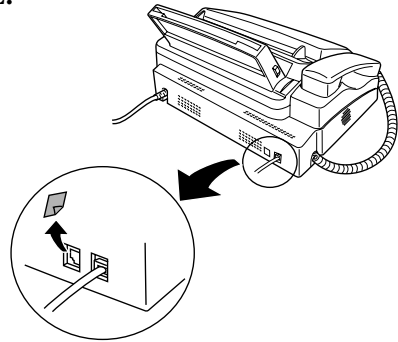


### ***Extension phone (optional)***

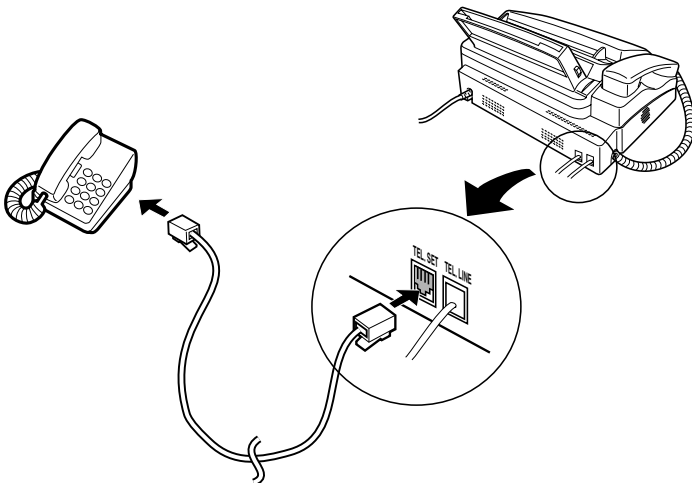
If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

- ◆ To connect an answering machine to your fax, see Chapter 8, *Answering Machine Hookup* (page 132).

- 
- 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 30 A4-size pages.



When replacing the film, use a roll of Sharp UX-3CR imaging film. One roll can print about 95 A4-size pages.

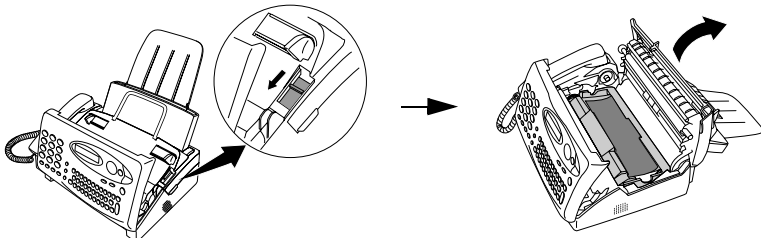


**Note:** If there is paper in the paper tray, pull the paper release plate forward and remove the paper before loading the imaging film.

- 1 Open the operation panel by grasping the finger hold and pulling up.

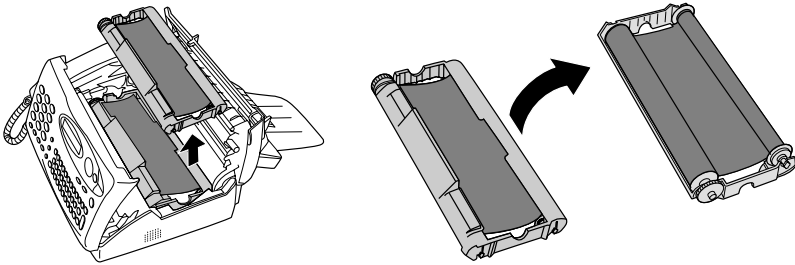


- 2 Pull the green release on the right side of the machine forward, and open the print compartment cover.

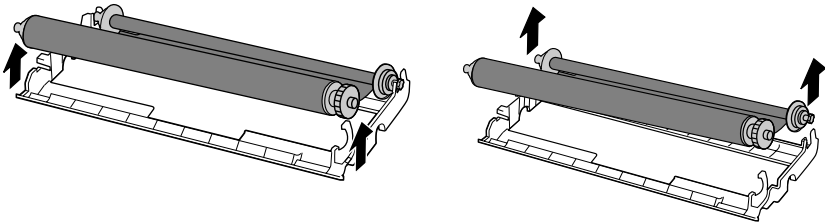


**If you are installing the imaging film for the first time, go to Step 6.**

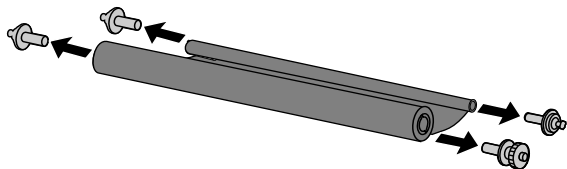
- 3** Remove the imaging film cartridge from the print compartment (grasp the handle at the front of the cartridge) and turn it over.



- 4** Remove the used film from the cartridge.

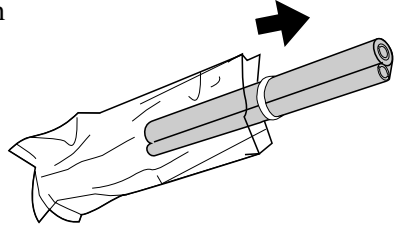


- 5** Remove the four green gears from the used film. **DO NOT DISCARD THE FOUR GREEN GEARS!**



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

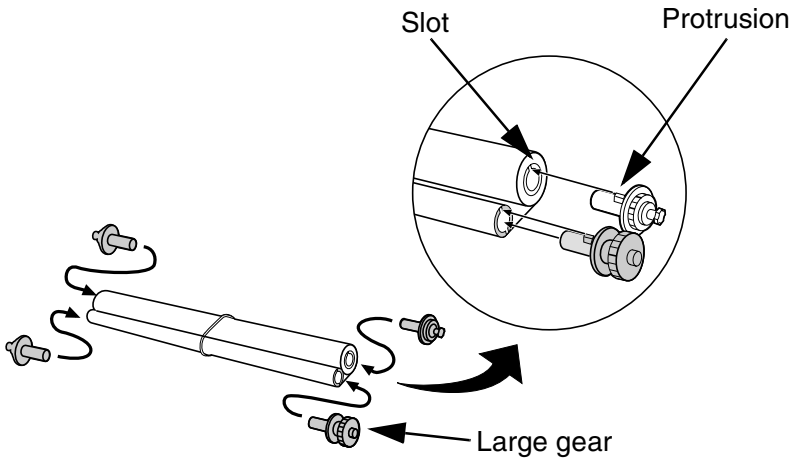
- Do not yet remove the band that holds the rolls together.



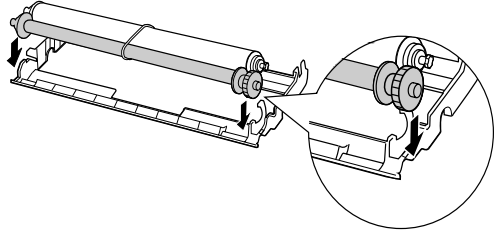
- 7** Insert the large gear into the green end of the empty spool. Make sure the two protrusions on the large gear fit firmly into the slots in the end of the spool.

Insert the remaining three gears into the spools, making sure the protrusion on each gear fits firmly into one of the slots in the end of each spool.

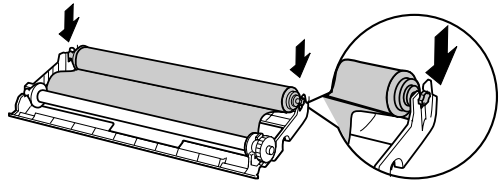
- If needed, pull the spools apart slightly to allow the gears to fit (the band will stretch).



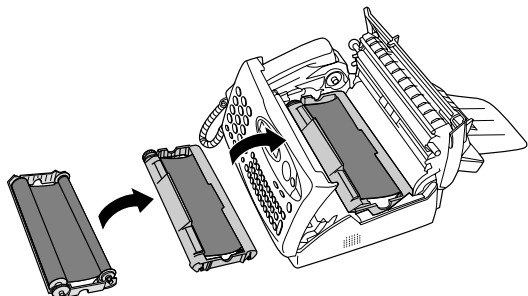
- 
- 8** Insert the large gear into the large holder on the imaging film cartridge (make sure it clicks into place), and then insert the small gear on the other end of the spool into its holder.



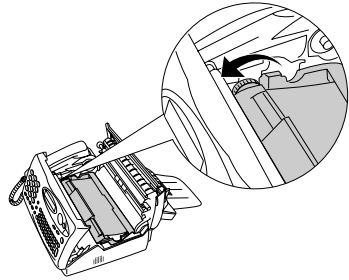
- 
- 9** Cut the band that holds the two spools together. Unroll the film slightly and insert the small gears into their holders.



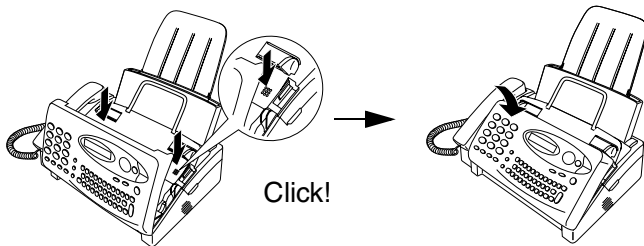
- 
- 10** Turn the cartridge over, grasp the handle, and insert the cartridge into the print compartment.



- 
- 11** Rotate the large gear toward you until the film is taut.



- 
- 12** Close the print compartment cover (press down on both sides to make sure it clicks into place), and then close the operation panel.

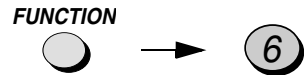


- 
- 13** Load paper in the paper tray and then initialize the film as explained on the following page.

## Initializing the film

**Note:** Paper must be loaded before the film can be initialized. To load paper, see *Loading Printing Paper* on page 23.

- 1 Press the **FUNCTION** key and then 6.



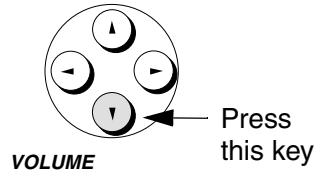
The display will show:

PRINT SET UP  
PRESS ▼ OR ▲

- 2 Press the ▼ key.

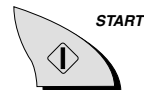
The display will show:

INITIALIZE FILM  
PRESS START KEY



- 3 Press the **START** key.

- The film is initialized.



## When to replace the imaging film

Replace the imaging film when the display shows **FILM END**:

26-JUL 06:31  
FILM END

Use the following imaging film, which is available from your dealer or retailer:

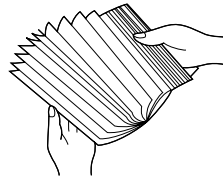
### Sharp UX-3CR Imaging Film

## Loading Printing Paper

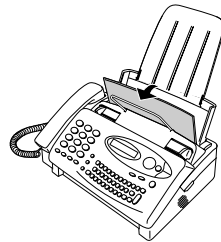
You can load A4-size paper in the paper tray. The maximum number of sheets is:

- ◆ 60 for paper from 60 to 75 g/m<sup>2</sup>
- ◆ 50 for paper from 75 to 90 g/m<sup>2</sup>

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

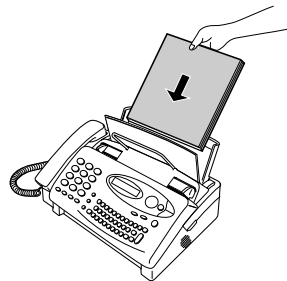


- 
- 2** Pull the paper release plate toward you.



- 
- 3** 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 before adding the new paper.



### Important:

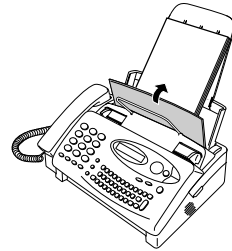
Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side may result in poor print quality.



---

**4** Push the paper release plate back down.

- If the paper release plate is not pushed down, paper feed errors will result.



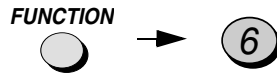
**Note:** When receiving faxes or copying documents, do not allow a large number of pages to accumulate in the output tray. This may obstruct the outlet and cause paper jams.

### Setting the print contrast

Your fax has been set at the factory to print at normal contrast. Depending on the type of paper you have loaded, you may find that you obtain better print quality by changing the setting to LIGHT.

---

**1** Press the **FUNCTION** key and then **6**.



The display will show:

PRINT SET UP  
PRESS ▼ OR ▲

---

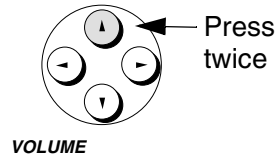
**2** Press the ▲ key twice.

The display will alternately show:

PRINT CONTRAST  
1:NORMAL

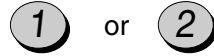


PRINT CONTRAST  
2:LIGHT



- 
- 3** Press **1** to select NORMAL or **2** to select LIGHT.

NORMAL      LIGHT



The display will show:

COPY CUT-OFF  
1=YES, 2=NO

- 
- 4** Press the **STOP** key to return to the date and time display.



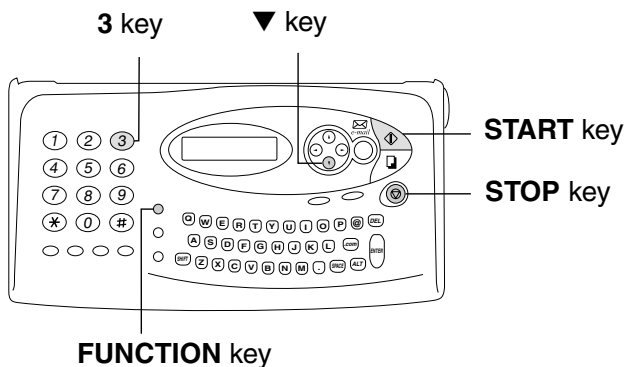
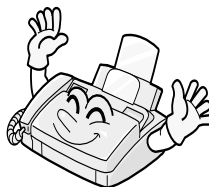
**STOP**

## Entering Your Name and Fax Number

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

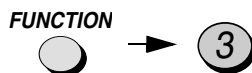


Once you enter this information, it will automatically appear at the top of each fax page you send.



**Note:** The imaging film and printing paper must be loaded before your name and fax number can be entered.

- 1** Press the **FUNCTION** key and then 3.



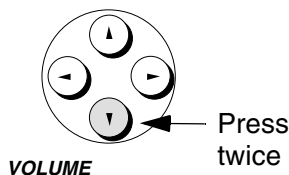
The display will show:

ENTRY MODE  
PRESS ▼ OR ▲

- 2** Press the ▼ key twice.

The display will show:

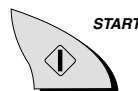
OWN NUMBER SET  
PRESS START KEY



- 3** Press the **START** key.

The display will show:

ENTER FAX #



- 4** Enter your fax/phone number by pressing the number keys.



- To insert a space between digits, press the # key. (Note: A hyphen cannot be entered.)

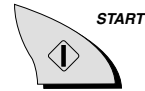


- If you make a mistake, press the **DEL** key to backspace and clear the mistake.



(Example)

- 5** Press the **START** key to enter the fax number in memory.

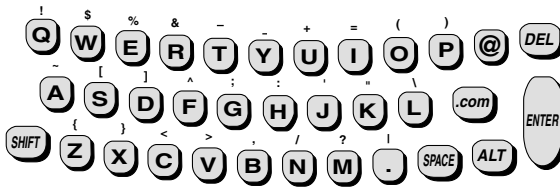


The display will show:

ENTER YOUR NAME

---

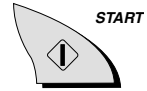
- 6** Enter your name by pressing the letter keys. Up to 24 characters can be entered.



- ◆ To clear a mistake, press the **DEL** key. To move the cursor, press the left and right arrow keys.
- ◆ To enter an uppercase letter, press the **SHIFT** key (do not hold it down) and then press the desired letter key.
- ◆ To enter one of the symbols marked above the letter keys, press the **ALT** key (do not hold it down) and then press the letter key.

**Cursor:** A dark square mark in the display that indicates where a number or letter will be entered.

**7** Press the **START** key.



The display will show:

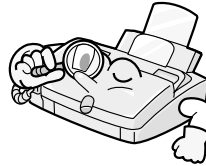
SECURITY SELECT 1=ON, 2=OFF
--------------------------------

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

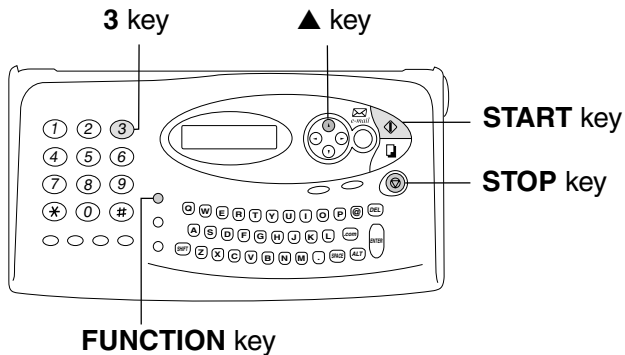


## Setting the Date and Time

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

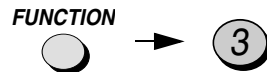


Set the date and time by pressing the keys on the operation panel as shown below.



**Note:** The imaging film and printing paper must be loaded before the date and time can be set.

- 
- 1** Press the **FUNCTION** key and then **3**:



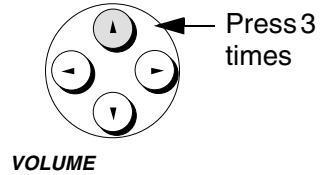
The display will show:

ENTRY MODE PRESS ▼ OR ▲
----------------------------

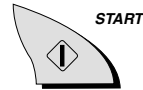
**2** Press the ▲ key three times:

The display will show:

DATE & TIME SET  
 PRESS START KEY

**3** Press the **START** key.

- The currently set date will appear in the display.

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

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



Example: the 5th

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

Example: January

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

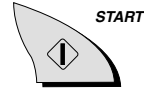
Example: 2000

**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



- 8** Press the **START** key to start the clock.



The display will show:

STORE JUNK # 1=SET, 2=CLEAR
--------------------------------

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



## ***Setting the Reception Mode for Incoming Calls***

Your fax has four modes for receiving incoming calls and faxes:

### **TEL** mode:

Select this mode when you want to receive both phone calls and faxes on the line connected to the fax machine. **All calls, including faxes, must be answered by picking up the fax machine's handset** or an extension phone connected to the same line.

### **FAX** mode:

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

### **TEL/FAX** mode:

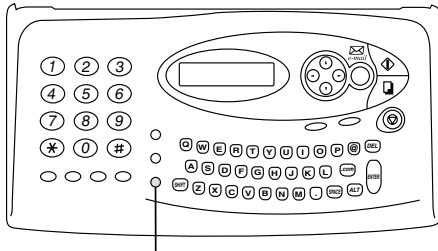
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialed fax transmissions), or an automatically dialed fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer.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

### **A.M.** mode:

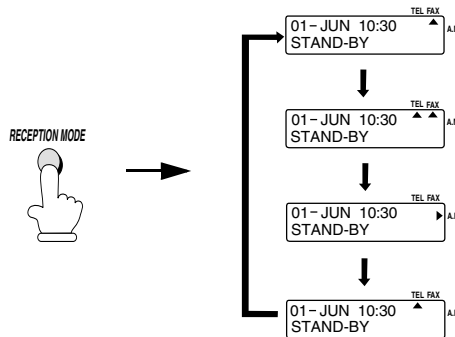
Use this mode only if you have connected an answering machine to the fax (see Chapter 8). Select this mode when you go out to receive voice messages in your answering machine and faxes on your fax machine.

### Setting the reception mode

Press the **RECEPTION MODE** key until the arrow in the display points to the desired mode.



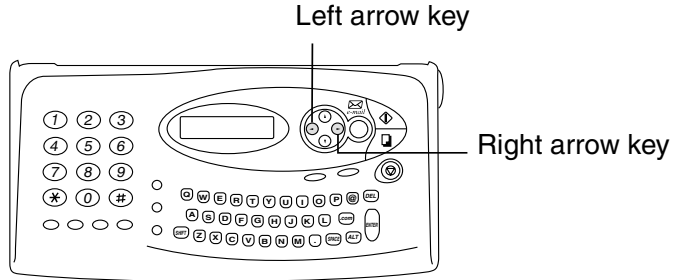
**RECEPTION MODE** key



For more information on receiving faxes in TEL, TEL/FAX and FAX modes, see Chapter 4, *Receiving Faxes* (page 88). For more information on using A.M. mode, see Chapter 8, *Answering Machine Connection* (page 132).

## Volume Adjustment

You can adjust the volume of the speaker and ringer using the left and right arrow keys.



### Speaker

- 1 Press the **SPEAKER** key.



- 2 Press the left or right arrow key.

Display:

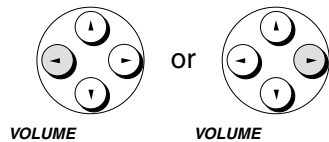
SPEAKER : HIGH



SPEAKER : MIDDLE



SPEAKER : LOW



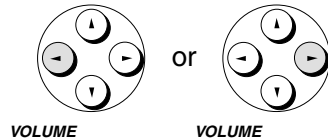
- 
- 3** When the display shows the desired volume level, press the **SPEAKER** key to turn off the speaker.



## Ringer

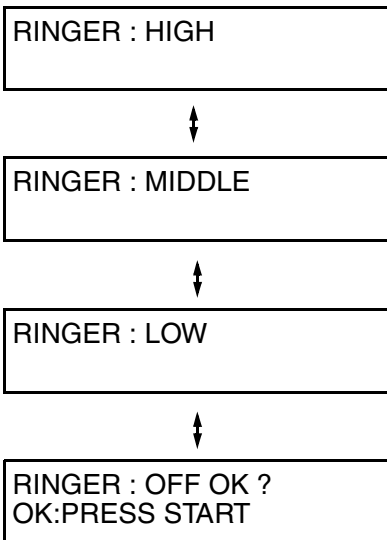
---

- 1** Press the left or right arrow key.  
(Make sure the handset has not been lifted and the **SPEAKER** key has not been pressed.)

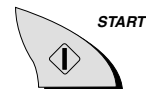


- The ringer will ring once at the selected level, and then the date and time will reappear in the display.

Display:



- 
- 2** If you selected RINGER OFF : OK?, press the **START** key.



## 2. Sending and Receiving E-mail

To use your Internet fax to send and receive e-mail and Internet faxes, you must have an account with an Internet Service Provider, and you must configure your Internet fax with your account information.

If your Internet Service Provider is one of the providers listed below, you can set some of your provider information automatically.



If you do not have an account with a provider, see the Quick Reference Guide that accompanied your Internet fax for information on setting up an account.



### **Configuring Your Internet Fax with Auto Setup**

If your Internet Service Provider is one of the Hong Kong providers listed below, use the procedure in this section to automatically enter your provider information in your Internet fax.

**Note:** If your provider is not one of the following providers, enter your provider information manually as explained on page 42.

- Netvigator
- HKNet
- i-Cable
- iSm@rt
- Pacific Supernet
- Hutchcity

## Configuring Your Internet Fax with Auto Setup

Auto setup sets the information shown in the following tables in your Internet fax, depending on which provider you select.

- ◆ When finished with auto setup, you will also need to enter your name, user name, password, and e-mail address for your account using the manual configuration procedure on page 42. For detailed information on setup for your particular provider, see the Quick Reference Guide that accompanied your Internet fax.
- ◆ If your provider happens to change any of the following information in the future, you will need to enter the new information manually as explained on page 42. (Auto setup cannot be used if your provider changes the information.)
- ◆ Note that a CD-ROM bundled with your internet service provider is not used to configure your Internet fax.

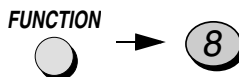
<b>Provider</b>	<b>Netvigator</b>	<b>HKnet</b>	<b>i-Smart</b>
<b>E-mail address</b>			
<b>ISP User ID</b>			
<b>ISP Password</b>			
<b>Dial-up Number</b>	30020111	30060088	30069000
<b>Primary DNS</b>	205.252.144.77	202.67.240.222	202.140.96.51
<b>Secondary DNS</b>	208.167.231.55	202.67.240.221	202.140.96.52
<b>POP3 Server</b>	pop.netvigator.com	pop3.hknet.com	pop.ismart.net
<b>POP3 User ID</b>			
<b>POP Password</b>			
<b>SMTP Server</b>	mail.netvigator.com	smtp.hknet.com	smtp.ismart.net

Provider	Hutchcity	Pacific Supernet	i-Cable
E-mail address			
ISP User ID			
ISP Password			
Dial-up Number	30096688	30086300	30065800
Primary DNS	202.45.84.58	202.14.67.4	210.80.60.1
Secondary DNS	202.45.84.59	202.14.67.14	210.80.60.2
POP3 Server	pop.hutchcity.com	pop.pacific.net.hk	pop.i-cable.com
POP3 User ID			
POP Password			
SMTP Server	smtp.hutchcity.com	smtp.pacific.net.hk	smtp.i-cable.com

**Note:** Entries that are blank in the above tables must either be entered manually (such as your user name and password), or they are not required by your provider. See the Quick Reference Guide that accompanied your Internet fax for detailed information.

### Auto setup

- 1 Press the **FUNCTION** key and then **8**:

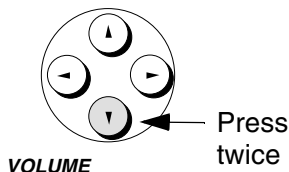
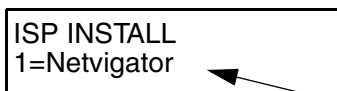


The display will show:



- 2 Press the **▼** key twice.

The display will show:



Provider selections alternately appear here.



**3** Enter a number from **1** to **6** as follows to select your provider:

- 1:** Netvigator
- 2:** HKNet
- 3:** i-Cable
- 4:** iSm@rt
- 5:** Pacific Supernet
- 6:** Hutchcity



Example:  
Netvigator

Display example:

```
SET TO ACT1  
Netvigator
```

The account number (1 or 2) appears on the top line and your provider selection appears on the bottom line.

When auto setup is completed, the display shows:

```
ISP INSTALL  
1=Netvigator
```

---

**4** Press the **STOP** key to return to the date and time display.



**STOP**

---

**5** Use the procedure on page 42 to manually enter your user name, password, and any other information required by your provider. (See the Quick Reference Guide for detailed information on setup for your provider.)

## ***Manually Configuring Your Internet Fax***

If you wish to use an Internet Service Provider (ISP) that is not supported by auto setup, use the procedure in this section to enter your account information. If you used auto setup to set your provider information, use this procedure as well to enter your user name, password, and any other information required by your provider.

- ◆ If desired, you can store settings for two different Internet accounts in the Internet fax.
- ◆ The Internet fax supports standard Internet protocols. The Internet fax is compatible with Internet Service Providers that support PPP dial up service and e-mail services that support POP3 or SMTP.

### ***Information required to manually configure your Internet fax***

To manually configure your Internet fax for service with your Internet Service Provider, you will need to know the following information. Please note that there is some variation in the terms that providers use. If you aren't sure what information is required in any of the following, please consult your Internet Service Provider.

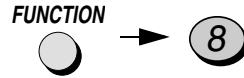
- ◆ Your user name (also frequently called your login name, login ID, or user ID) for your account.
- ◆ Your password for your account.
- ◆ Your dial up number (sometimes called access number). This is the number you use to dial into your provider.
- ◆ Primary DNS server (or “Domain Name Server”). If your provider has a secondary DNS server, you will need to enter this as well.
- ◆ POP3 server (or incoming mail server)

- ◆ User name and password for your POP3 (incoming mail) server. (This is often the same as the user name and password for your account.)
- ◆ SMTP server (or outgoing mail server)

### Entering your account information

---

- 1** Press the **FUNCTION** key and then **8**:



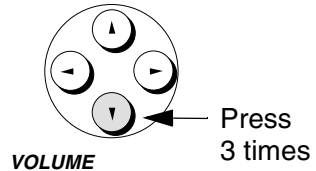
The display will show:

INTERNET SETTING  
PRESS ▼ OR ▲

- 
- 2** Press the ▼ key three times.

The display will show:

PROVIDER SETTING  
1=ACT 1, 2=ACT 2

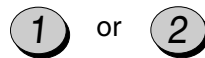


- 
- 3** Press **1** to select Account 1 or **2** to select Account 2.

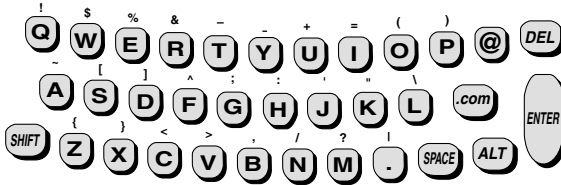
The display will show:

PROVIDER

ACCOUNT 1    ACCOUNT 2



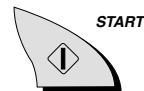
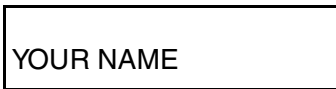
- 4** Press the letter keys to enter the name of your provider (this can be any name you desire).



- ◆ To clear a mistake, press the **DEL** key. To move the cursor, press the left and right arrow keys.
- ◆ To enter an uppercase letter, press the **SHIFT** key (do not hold it down) and then press the desired letter key.
- ◆ To enter one of the symbols marked above the letter keys, press the **ALT** key (do not hold it down) and then press the letter key.

- 5** Press the **START** key.

The display will show:



- 6** Press the letter keys to enter your name. (This can be any name you desire. It will appear on e-mail messages you send.)



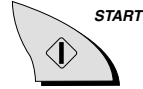
- **Note:** This is not your user name for your account. Your account user name is entered in a subsequent step.

---

**7** Press the **START** key.

The display will show:

MAIL ADDRESS



---

**8** Press the letter keys (and the number keys if needed) to enter your e-mail address.



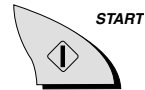
- To conveniently enter ".com" at the end of your address, press the **.com** key. To enter ".com.hk", ".net", ".org", ".org.hk", ".edu", ".gov", or ".hk", continue to press the **.com** key.

---

**9** Press the **START** key.

The display will show:

ISP USER NAME



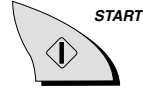
---

**10** Press the letter keys (and number keys if needed) to enter your user name for your account. (This is also sometimes called your login name, login ID, or user ID.)



**11** Press the **START** key.

The display will show:

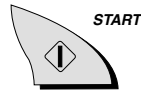
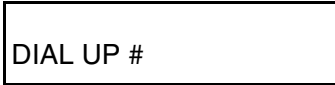


**12** Press the letter keys and/or number keys to enter your password.

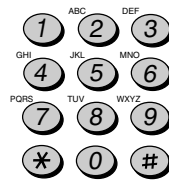


**13** Press the **START** key.

The display will show:



**14** Press the number keys to enter the dial-up number of your Internet Service Provider.  
(This is the phone number that you dial to access your provider.)



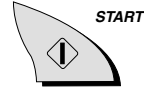
♦ **Important!** Make sure that you enter the correct number. Your Internet fax uses this number to automatically dial your provider to send and receive e-mail.

Note: If you must dial a number to access an outside line, enter the number and then press the **REDIAL** key before entering the dial-up number. (Pressing the **REDIAL** key enters a pause, which appears as a hyphen).

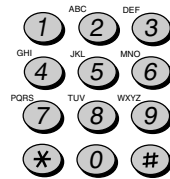
**15** Press the **START** key.

The display will show:

2ND DIAL UP #



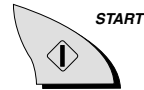
**16** If needed, you can enter a second dial-up number for your Internet Service Provider. (Otherwise, go directly to Step 17.)



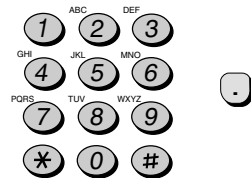
**17** Press the **START** key.

The display will show:

PRIMARY DNS



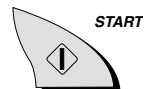
**18** Press the number keys and the “.” key to enter the address of your primary Domain Name Server (DNS server).



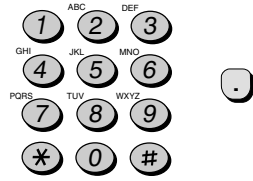
**19** Press the **START** key.

The display will show:

SECONDARY DNS

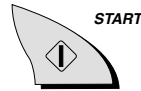


- 20** Press the number keys and the “.” key to enter the address of your secondary Domain Name Server (DNS server). (If your provider doesn’t require that you enter a secondary Domain Name Server, go directly to Step 21.)



- 21** Press the **START** key.

The display will show:

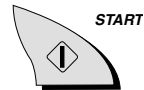
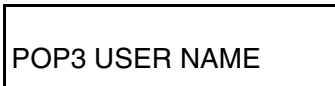


- 22** Press the letter keys (and the number keys if necessary) to enter the name of your incoming mail (POP3) server.



- 23** Press the **START** key.

The display will show:



- 24** Enter your account name (user name) for your incoming mail server (this is often the same as the user name you entered in Step 10).



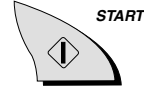


---

**25** Press the **START** key.

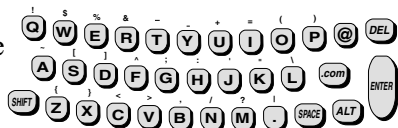
The display will show:

POP3 PASSWORD



---

**26** Enter your password for your incoming mail server (this is often the same as the account password you entered in Step 12).

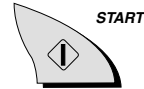


---

**27** Press the **START** key.

The display will show:

SMTP MAIL SERVER



---

**28** Enter the name of your outgoing (SMTP) mail server.

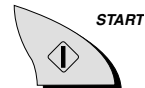


---

**29** Press the **START** key.

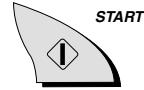
The display will show:

E-MAIL AUTO POLL  
PRESS START KEY



**Note:** The following settings are used to make your Internet Fax automatically call your Internet Service Provider and retrieve e-mail at regular intervals during the day (see page 62 for more information).

**30** Press the **START** key.



The display will show:

NUMBER OF POLL  
ENTER (00-20) 00

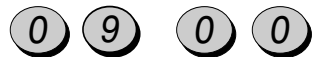
**31** Enter the number of times that you want your Internet fax to call your provider every day to retrieve e-mail. The calls will be made at equal intervals between the starting and ending times that you will enter below. If the number is less than 10, enter a “0” before the number.



Example: 5 times

- If you do not want the Internet fax to retrieve e-mail automatically, enter “00” for the number.

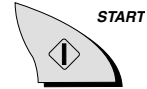
**32** Enter the time of the day that you want the Internet fax to begin making periodic calls to your provider to retrieve e-mail.



Example: 9:00 A.M.

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

**33** Press the **START** key.



**34** Enter the time of the day that you want the Internet fax to stop making periodic calls to your provider to retrieve e-mail.

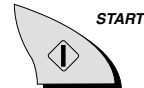
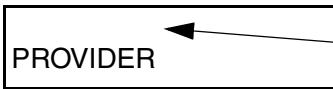
- Enter a two-digit number for the hour (“00” to “23”) and a two-digit number for the minute (“00” to “59”).



Example: 7:30 P.M.

**35** Press the **START** key.

The display will show:



The name you entered for your provider in Step 4 appears on the top line.

**36** Press the **STOP** key to return to the date and time display.



**Important!**

In the event of loss or theft of your Internet fax, be sure to cancel your Internet account or have the password changed. Otherwise, the Internet fax can continue to be used to access your account. If you return the Internet fax or give it to another person, be sure to clear your account settings first as explained on page 52.

## Other Internet Settings

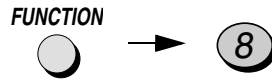
### Selecting the provider (Account 1 or Account 2)

The Internet fax is initially set to use the provider that is set in Account 1 when you send or receive e-mail. If you wish to use the provider set in Account 2, follow the steps below. (This selection remains in effect until you change it.)

- 1** Press the **FUNCTION** key and then **8**.

The display will show:

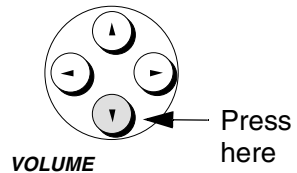
INTERNET SETTING  
 PRESS ▼ OR ▲



- 2** Press the ▼ key.

The display will show:

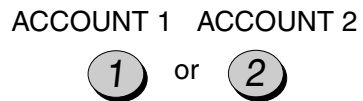
PROVIDER SELECT  
 1=ACT 1, 2=ACT 2



- 3** Press **1** to select Account 1 or **2** to select Account 2.

The display will briefly show your selection, and then:

ISP INSTALL  
 1=Netvigator



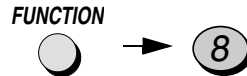
- 4** Press the **STOP** key to return to the date and time display.



### Clearing an account

If you need to clear an Internet Service Provider account, follow the steps below. All settings for the account will be deleted.

- 
- 1** Press the **FUNCTION** key and then **8**.



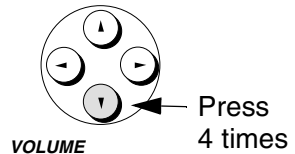
The display will show:

INTERNET SETTING  
PRESS ▼ OR ▲

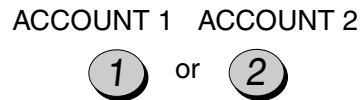
- 
- 2** Press the ▼ key four times.

The display will show:

PROVIDER CLEAR  
1=ACT 1, 2=ACT 2



- 
- 3** Press **1** to clear Account 1 or **2** to clear Account 2.

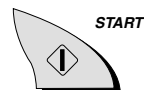


The display will show:

ACT 1 CLEAR?  
PRESS START KEY

The account number you selected appears on the top line.

- 
- 4** Press the **START** key to confirm your selection.



The display will show:

E-MAIL RECEIVING  
1=ENABL, 2=DISABL

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

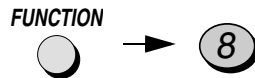


### Printing the ISP Setting Information List

You can print a list of the settings that you have entered for your Internet Service Provider account. Follow the steps below.

- ◆ The list shows only the settings for the currently selected provider account. (To select the provider account, see page 51.)
- ◆ To ensure confidentiality, asterisks will appear in place of your ISP password and POP mail server password.

- 1** Press the **FUNCTION** key and then **8**.



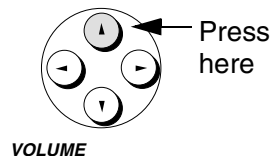
The display will show:

INTERNET SETTING  
PRESS ▼ OR ▲

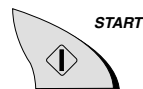
- 2** Press the **▲** key.

The display will show:

ISP INFO. LIST  
PRESS START KEY



- 3** Press the **START** key to begin printing.

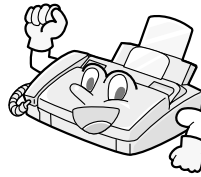


## ***Sending an E-mail Message or an Internet Fax***

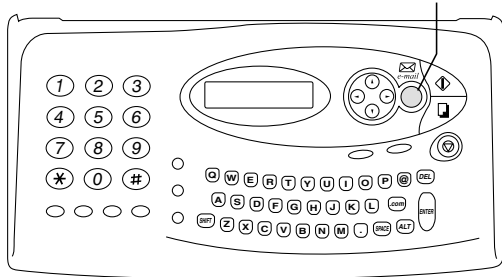
You can use the letter entry keys to type an e-mail message.



You can also fax a document to an e-mail address.



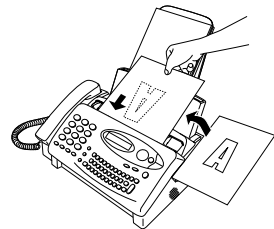
**e-mail key**



**Note:** Do not lift the handset or press the **SPEAKER** key during the following procedure, or the e-mail message will be canceled.

**1** If you want to send a fax to an e-mail address (Internet fax), insert the document face down into the document feeder. (Otherwise, skip this step and go directly to Step 2.)

- **READY TO SEND** appears in the display.
- Set the resolution and/or contrast if desired (see page 82).



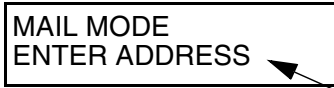
RESOLUTION



**2** Press the **e-mail** key.

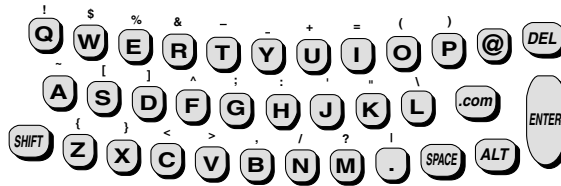


The display will show:



E-mail key selections alternately appear here.

**3** Press the letter entry keys (and the number keys if needed) to enter the e-mail address.



- ◆ To clear a mistake, press the **DEL** key. To move the cursor, press the left and right arrow keys.
- ◆ To conveniently enter “.com” at the end of an address, press the **.com** key. Continue to press the key to enter “.com.hk”, “.net”, “.org”, “.org.hk”, “.edu”, “.gov”, or “.hk”.
- ◆ To enter an uppercase letter, press the **SHIFT** key (do not hold it down) and then press the desired letter key.
- ◆ To enter one of the symbols marked above the letter keys, press the **ALT** key (do not hold it down) and then press the letter key.



---

**4** When you have finished entering the address, press the **ENTER** key.

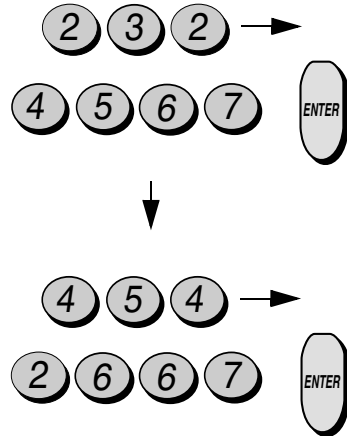
- A semicolon appears after the address.
- If you want to send the message to more than one e-mail recipient, repeat steps 3 and 4 for each recipient. (Max. 10 addresses.)



---

**5** You can also send the message to one or more fax recipients. Press the number keys to enter a fax number, and then press the **ENTER** key. Repeat if desired to enter further fax numbers. (Max. 32 digits per fax number; combined maximum of 20 fax numbers and e-mail addresses.)

- The subject and message you enter in the following steps will be sent as a cover sheet of the fax.
- A fax number can be entered even if you don't scan in a document. In this case, just the cover sheet will be sent as the fax.



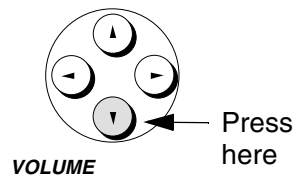
(Example)

---

**6** When you have finished entering the e-mail addresses and/or fax numbers of the recipients, press the ▼ key.

The display will show:

SUB:  
ENTER SUBJECT



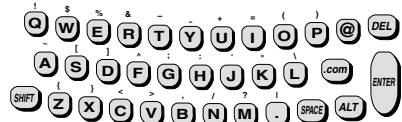
**If INVALID DATA or OVER 32 DIGITS appears in the display**

If you have entered an e-mail address that is not in the correct format or a fax/phone number that is over 32 digits, the display will show INVALID DATA or OVER 32 DIGITS together with the invalid e-mail address or fax/phone number.

Use the **DEL** key and the letter or number keys to correct the address or number, and then press the ▼ key.

**7** Press the letter keys to enter a subject for your e-mail message (up to 128 characters can be entered).

- If you don't want to enter a subject, go directly to Step 8.

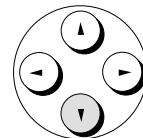


If you have at least inserted a document or entered a subject, you can skip the remaining steps and start transmission from any step in this procedure by pressing the **START** key.

**8** Press the ▼ key.

The display will show:

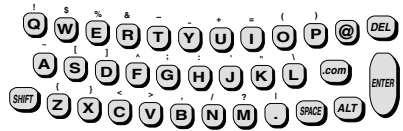
ENTER MESSAGE



VOLUME

**9** Press the letter keys to enter a message (up to 200 characters can be entered).

- To insert a line break, press the **ENTER** key.
- If you don't want to enter a message, go directly to Step 10.



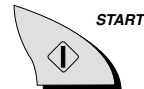
To check your entries, you can press the **COPY** key anytime before transmission to print out a copy of your message.



If you need to go back and make changes in a prior step, press the **▲** key. To move forward again, press the **▼** key.



**10** When you are ready to send the message, press the **START** key.



- ◆ **CONNECTING** appears in the display while the Internet fax dials your provider. When the Internet fax connects to your provider, **LOGIN** appears. When the transaction is completed, the display shows **LOGOUT**, and then reverts to the date and time.
- ◆ If the Internet fax fails to connect to your provider, **E-MAIL RECALL** will appear in the display. Your Internet fax will automatically reattempt the call as explained in the following section, *Setting the resend times and resend interval*. If the problem persists, see *Problems sending or receiving e-mail* on page 177.

**Note:** If you did not scan in a document and also skipped entry of both a subject and a message, you will return to the subject entry line.

**Note:** If you are faxing a document, the document will be sent to e-mail recipients as a file attachment in TIFF format.

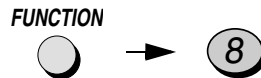
### Setting the resend times and resend interval

If the Internet fax is unable to connect to your Internet Service Provider when you send an e-mail message (this includes dialling your second dial-up number if you have entered one), it will automatically make two attempts to call your provider again at intervals of one minute.

**Note:** To stop automatic resending, press the **STOP** key.

If desired, you can change the number of attempts made and the interval between the attempts. Follow the steps below.

- 1 Press the **FUNCTION** key and then 8.



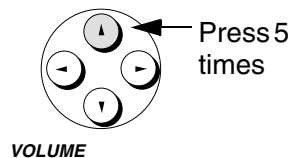
The display will show:

INTERNET SETTING  
PRESS ▼ OR ▲

- 2 Press the ▲ key five times.

The display will show:

RETRY SEND MAIL  
PRESS START KEY

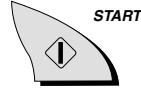


---

**3** Press the **START** key.

The display will show:

RECALL INTERVAL  
ENTER (1-5) (1)



---

**4** Enter a number from **1** to **5** for the interval in minutes between recall attempts.

The display will briefly show your selection, and then:

RECALL TIMES  
ENTER (1-5) (2)



Example:  
2 minutes

---

**5** Enter a number from **1** to **5** for the number of recall attempts to be made.

The display will briefly show your selection, and then:

RECEIVE MAIL  
1=DELETE, 2=KEEP



Example:  
3 attempts

---

**6** Press the **STOP** key to return to the date and time display.



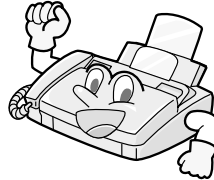
STOP

## Receiving E-mail Messages

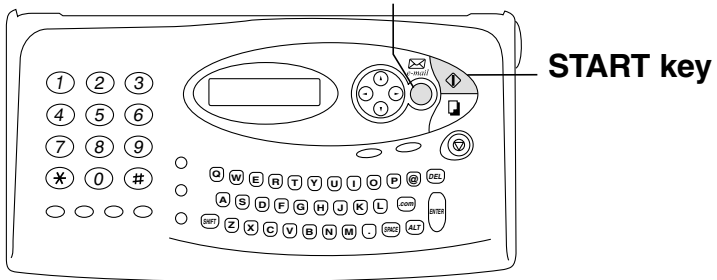
To receive e-mail, your Internet fax must call your provider. If you have mail, your fax will retrieve the mail and print it out.



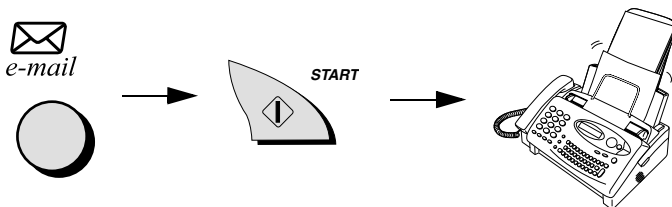
You can call your provider and check for e-mail anytime by pressing the **e-mail** key and then the **START** key.



**e-mail key**



Retrieves e-mail



**Note:** If you haven't received any messages, NO MESSAGES will appear in the display.

**Note:** The Internet fax is only capable of printing English text; it cannot print Chinese text.

**Note:** The maximum number of characters that can be printed for the subject of a received e-mail message is 128. The maximum number of characters that can be printed for the sender's information is also 128.

### **Automatic e-mail retrieval**



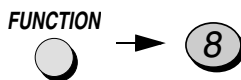
You can also have your Internet fax automatically call your provider and retrieve e-mail at regular intervals during the day.

To have your Internet fax automatically call your provider and retrieve e-mail, set the number of calls to be made each day and the starting and ending time for the calls in your provider account settings. Follow these steps:

- 
- 1** Press the **FUNCTION** key and then **8**:

The display will show:

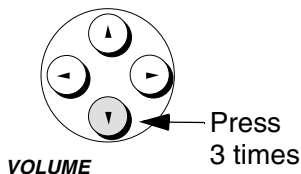
INTERNET SETTING  
PRESS ▼ OR ▲



- 
- 2** Press the ▼ key three times.

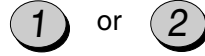
The display will show:

PROVIDER SETTING  
1=ACT 1, 2=ACT 2



- 3** Press **1** to select Account 1 or **2** to select Account 2, depending on which number your account settings are stored in.

ACCOUNT 1    ACCOUNT 2



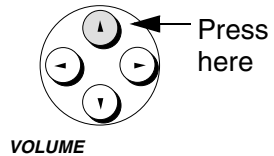
The display will show:



Your provider's name will appear on the top line

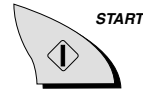
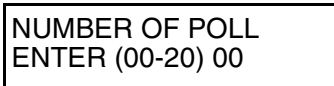
- 4** Press the **▲** key.

The display will show:



- 5** Press the **START** key.

The display will show:



- 6** Enter the number of times that you want your Internet fax to call your provider every day to retrieve e-mail (the maximum number is 20). The calls will be made at equal intervals between the starting and ending times that you will enter below. If the number is less than 10, enter a "0" before the number.



Example: 5 times



## Receiving E-mail Messages

- If you do not want the Internet fax to retrieve e-mail automatically, enter “00” for the number.

---

**7** Enter the time of the day that you want the Internet fax to begin making periodic calls to your provider to retrieve e-mail.

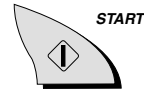


Example: 9:00 A.M.

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

---

**8** Press the **START** key.



---

**9** Enter the time of the day that you want the Internet fax to stop making periodic calls to your provider to retrieve e-mail.

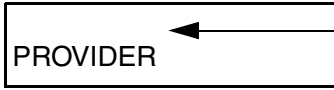


Example: 7:30 P.M.

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

- 10** Press the **START** key.

The display will show:



Your provider's name will appear on the top

- 11** Press the **STOP** key to return to the date and time display.



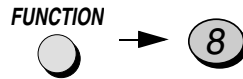
### Preventing e-mail reception

If you never want the Internet fax to retrieve e-mail (even when you press the **e-mail** key and the **START** key), follow the steps below.

- ◆ This setting is useful if you are sharing your Internet account with a computer and want to receive all your e-mail to the computer.

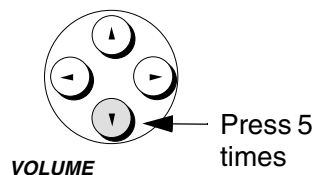
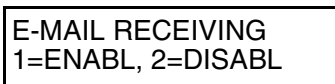
- 1** Press the **FUNCTION** key and then **8**:

The display will show:





- 2** Press the ▼ key five times.

The display will show:



- 
- 3** Press **1** to allow the Internet fax to receive e-mail, or **2** to prevent it from receiving e-mail.

ENABLE      DISABLE  
 or 

The display will briefly show your selection, and then:

RETRY POLLING  
PRESS START KEY

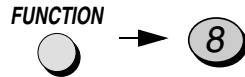
- 
- 4** Press the **STOP** key to return to the date and time display.



### ***Retry settings for automatic e-mail retrieval***

If your Internet fax fails to connect to your provider when it attempts to automatically retrieve e-mail, it will reattempt the call five times at intervals of five minutes. If you wish to change these settings, follow the steps below:

- 
- 1** Press the **FUNCTION** key and then **8**:



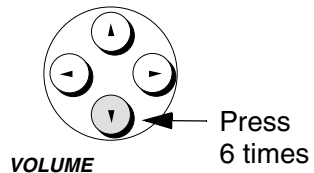
The display will show:

INTERNET SETTING  
PRESS ▼ OR ▲

- 
- 2** Press the ▼ key six times.

The display will show:

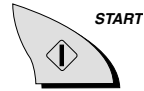
RETRY POLLING  
PRESS START KEY



- 3** Press the **START** key.

The display will show:

RECALL INTERVAL  
ENTER (1-5) (5)



- 4** Enter a number from **1** to **5** for the interval in minutes between recall attempts.

The display will briefly show your selection, and then:

RECALL TIMES  
ENTER (1-5) (5)



Example:  
2 minutes

- 5** Enter a number from **1** to **5** for the number of recall attempts to be made.

The display will briefly show your selection, and then:

RETRY SEND MAIL  
PRESS START KEY



Example:  
3 attempts

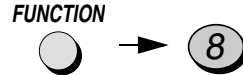
- 6** Press the **STOP** key to return to the date and time display.



### **Paper saving (white skip mode)**

The Internet fax normally prints each e-mail message you receive on a separate sheet of paper. If you wish to save paper, you can set the Internet fax to print multiple messages on each sheet of paper.

- 
- 1** Press the **FUNCTION** key and then **8**.



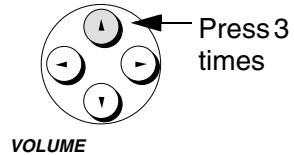
The display will show:

INTERNET SETTING  
PRESS ▼ OR ▲

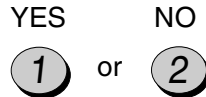
- 
- 2** Press the ▲ key three times.

The display will show:

WHITE SKIP MODE  
1=YES, 2=NO



- 
- 3** Press **1** (YES) to print multiple messages on each sheet of paper. Press **2** (NO) to print each message on a separate sheet of paper.



The display will briefly show your selection, and then:

POP SERVER CLEAR  
PRESS START KEY

- 
- 4** Press the **STOP** key to return to the date and time display.



### **About receiving file attachments**

Your Internet fax is only able to receive and print out file attachments that are in TIFF-S format (a file attachment is a computer file that is sent together with an e-mail message). If you receive a file attachment that is not in TIFF-S format, a report giving information about the incompatible attachment will appear at the end of the printed e-mail message.

**Note:** TIFF-S format is TIFF format with any of the following resolutions:

	Horizontal	Vertical
Standard:	200 dpi	100 dpi
Fine:	200 dpi	200 dpi
Super fine:	200 dpi	400 dpi

Incompatible file attachments are normally deleted from your provider's mail server after your Internet fax retrieves your e-mail. If you wish to have incompatible attachments retained in your provider's mail server so you can retrieve them using a computer, see the following section.

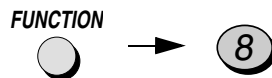
### **Retaining incompatible file attachments**

If you wish to use a computer to receive file attachments that the Internet fax cannot print, you can set the Internet fax to retain the attachments in your provider's mail server instead of automatically deleting them when it retrieves e-mail.

- 1 Press the **FUNCTION** key and then **8**.

The display will show:

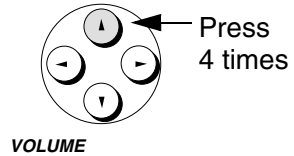
INTERNET SETTING  
PRESS ▼ OR ▲



- 2** Press the ▲ key four times.

The display will show:

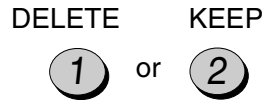
RECEIVE MAIL  
1=DELETE, 2=KEEP



- 3** Press **1** to automatically delete incompatible file attachments. Press **2** to retain incompatible attachments in your provider's mail server.

The display will briefly show your selection, and then:

WHITE SKIP MODE  
1=YES, 2=NO



- 4** Press the **STOP** key to return to the date and time display.



**Note:** If more than 10 minutes elapses during manual reception (or 20 minutes during auto reception) of a large file attachment that cannot be printed out, the Internet fax will cut the connection (hang up). If this happens, only the e-mail message will print out. The file attachment will be deleted from your provider's mail server, unless you have set the Internet fax to have the file retained.

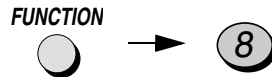
### **Manually deleting incompatible file attachments**

If incompatible attachments are retained in your provider's mail server, you can use this procedure to manually delete them.

- ◆ Allowing incompatible file attachments to accumulate in your provider's mail server will slow down your e-mail retrieval time.

Follow the steps below to manually delete incompatible file attachments:

- 1** Press the **FUNCTION** key and then **8**.



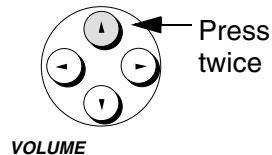
The display will show:

INTERNET SETTING  
PRESS ▼ OR ▲

- 2** Press the ▲ key twice.

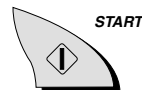
The display will show:

POP SERVER CLEAR  
PRESS START KEY



- 3** Press the **START** key.

- The Internet fax will call your provider and delete incompatible file attachments.





## Searching for an E-mail Address

Your Internet fax keeps the addresses of your ten most recently received e-mail messages.



When sending an e-mail message, you can search through these addresses to select recipients for the message.



Follow the steps below to search for an e-mail address when sending an e-mail message.

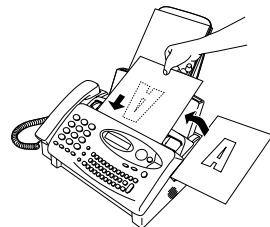
- ◆ In addition to recently received e-mail addresses, you can also search through your auto-dial numbers (explained on page 102).

**Note:** Do not lift the handset or press the **SPEAKER** key during the following procedure, or the e-mail message will be cancelled.

---

**1** If you want to send a fax to an e-mail address, insert the document into the document feeder.

- **READY TO SEND** appears in the display.
- Set the resolution and/or contrast if desired.



RESOLUTION



**2** Press the **e-mail** key.



The display will show:

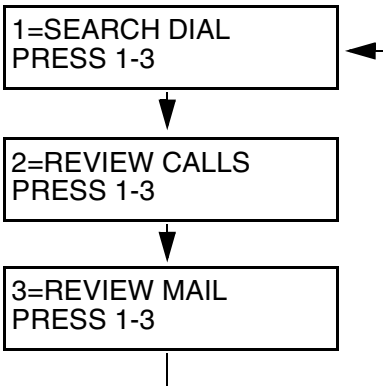


E-mail key selections alternately appear here.

**3** Press the **HOLD/SEARCH** key.



The display alternately shows:



**4** Press **1** (SEARCH DIAL) to search through your auto-dial numbers, **2** (REVIEW CALLS) to search through your ten most recently received fax/phone calls, or **3** (REVIEW MAIL) to search through your ten most recently received e-mail messages.

- 1** SEARCH DIAL
- 2** REVIEW CALLS
- 3** REVIEW MAIL

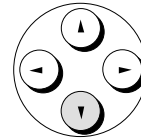
**Note:** You can only use REVIEW CALLS (**2**) if you subscribe to a Caller ID service from your phone company and have turned on the Caller ID feature (see page 137).

- 5** If you selected **1** (SEARCH DIAL), you can enter the first letter of the name programmed in the Speed Dial number to begin your search from names starting with that letter. (Otherwise, go directly to step 6.)



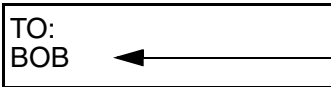
Example: "B"

- 6** Press the ▼ key to scroll until the desired address or number appears in the display. (To scroll backwards, press the ▲ key.)



VOLUME

Display example:



Addresses and/or numbers appear on the bottom line when you scroll. If an address or number has a name associated with it, the name will appear.

**Note:** If you selected REVIEW CALLS or REVIEW MAIL in Step 4, you can delete an address or number from the list by pressing the **0** key while it appears in the display. You can delete all addresses or numbers from the list by holding the **0** key down for three seconds.

- 7** When the desired address or number appears, press the **ENTER** key to select it.

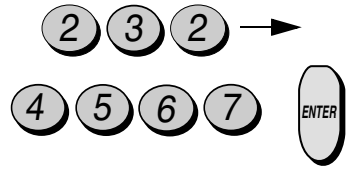


Display example:



When selected, the address (or number) appears on the top line.

- 8** If you want to send the message to multiple recipients, you can go back to Step 3 to search for another address or fax number, or press the letter keys or number keys and then the **ENTER** key to directly enter an address or fax number.



Example: Directly entering a fax number

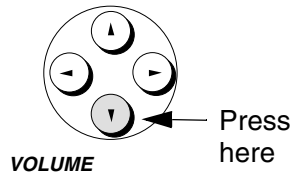
Display example:

et.com;2324567;  
ENTER # OR ADDR.

- 9** When you have finished entering the e-mail addresses and/or fax numbers of the recipients, press the ▼ key.

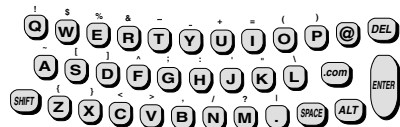
The display will show:

SUB:  
ENTER SUBJECT



- 10** Press the letter keys to enter a subject for your e-mail message (up to 128 characters can be entered).

- If you don't want to enter a subject, go directly to Step 11.





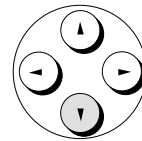
If you have at least inserted a document or entered a subject, you can skip the remaining steps and start transmission from any step in this procedure by pressing the **START** key.

---

**11** Press the ▼ key.

The display will show:

ENTER MESSAGE

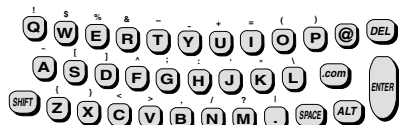


VOLUME

---

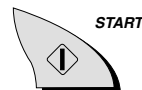
**12** Press the letter keys to enter an e-mail message (up to 200 characters can be entered).

- If you don't want to enter a message, go directly to Step 13.



---

**13** Press the **START** key to send the message.



# 3. Sending Faxes to Fax Machines

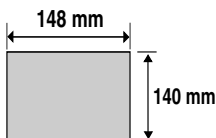
## Transmittable Documents

### Size and weight

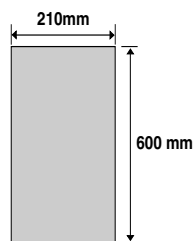
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

#### Loading one page at a time:

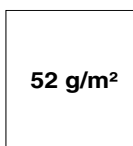
Minimum size



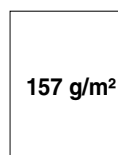
Maximum size



Minimum weight

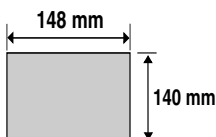


Maximum weight

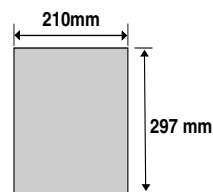


#### Loading several pages at once:

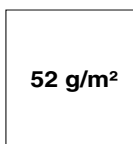
Minimum size



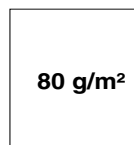
Maximum size



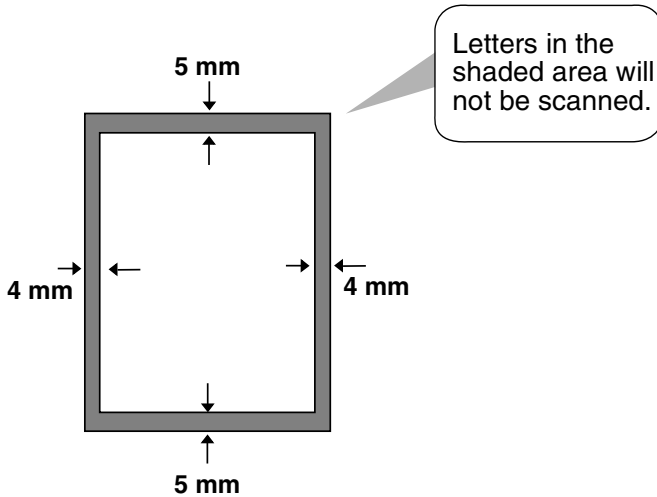
Minimum weight



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.

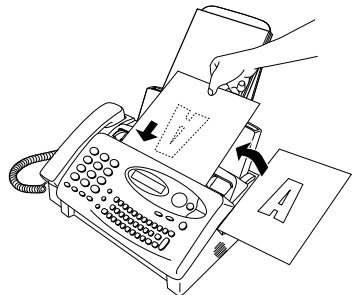
- ◆ If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ◆ If your document consists of several large or thick pages which must be 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** Place the document face down and push it gently into the document feeder. The top edge of the document should enter the machine first.

- The feeder will draw the leading edge of the document into the machine. READY TO SEND will appear in the display.





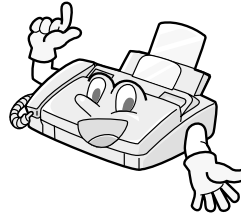
- 3** Adjust the resolution and/or contrast settings (if desired) as explained in *Adjusting the Resolution and Contrast* on page 82, then dial the receiving machine as explained in *Sending a Fax* on page 85.

RESOLUTION



### ***Removing a document from the feeder***

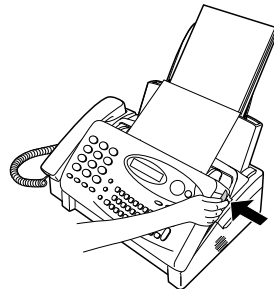
If you need to remove a document from the feeder, open the operation panel.



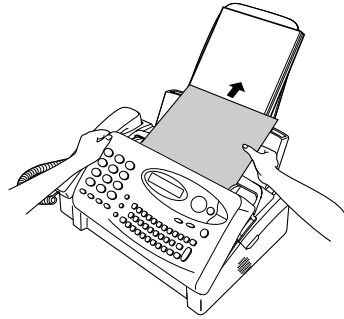
### **Important!**

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

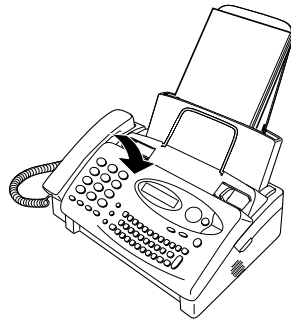
- 
- 1** Grasp the finger hold and pull up to open the operation panel.



- 
- 2** Remove the document.



- 
- 3** Close the operation panel, making sure it clicks into place.



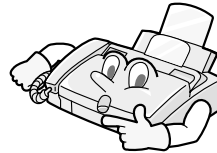
## ***Adjusting the Resolution and Contrast***

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***

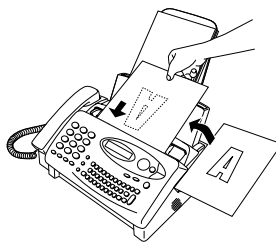
STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE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

### ***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 settings can be adjusted.



**2** Press the **RESOLUTION** key 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.

RESOLUTION



29-JUL 01:44  
STANDARD :AUTO



29-JUL 01:44  
FINE :AUTO



29-JUL 01:44  
SUPER FINE :AUTO



29-JUL 01:44  
HALF TONE :AUTO



29-JUL 01:44  
STANDARD :DARK



29-JUL 01:44  
HALF TONE :DARK

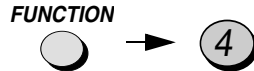
3. Sending Faxes

**Note:** In order to transmit in 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.

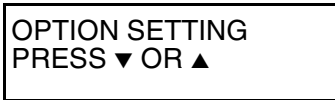
### Changing the default resolution

If desired, you can change the default resolution for faxing documents to FINE. Follow the steps below.

- 
- 1** Press the **FUNCTION** key and then **4**.

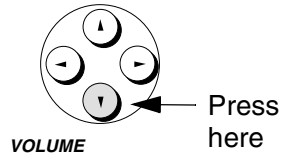
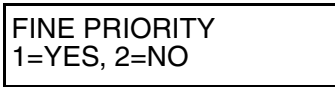


The display will show:

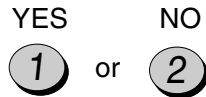


- 
- 2** Press the ▼ key.

The display will show:



- 
- 3** Press **1** (YES) to set the default resolution to FINE, or **2** (NO) to set it to STANDARD.



- 
- 4** Press the **STOP** key to return to the date and time display.



## ***Sending a Fax to a Traditional Fax Machine***

### ***Normal Dialling***

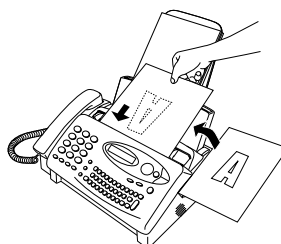
With Normal Dialling, you pick up the handset (or press the **SPEAKER** key) and dial by pressing the number keys.

- ◆ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed the **SPEAKER** key, 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).

- **READY TO SEND** appears in the display.
- Set the resolution and/or contrast if desired.

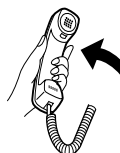


RESOLUTION




---

#### **2** Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.



or

SPEAKER



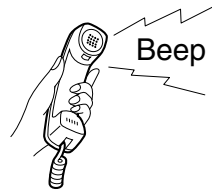
- 3** Dial the number of the receiving machine by pressing the number keys.



(Example)

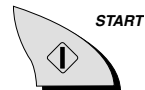
---

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



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

- 5** When you hear the reception tone, press the **START** key. Replace the handset if you used it.



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

### **Using the REDIAL key**

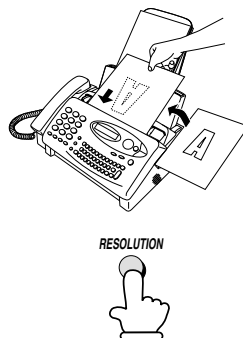
You can press the **REDIAL** key to redial the last number dialed. To send a document, press the **START** key when you hear the fax tone after the connection is established. Note that the speaker is automatically activated when you press the **REDIAL** key.

## Direct Keypad Dialling

If you don't need to speak to the other party before faxing, you can dial without picking up the handset or pressing the **SPEAKER** key.

### 1 Load the document(s).

- **READY TO SEND** appears in the display.
- Set the resolution and/or contrast if desired.



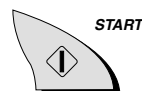
### 2 Enter the number of the receiving machine by pressing the numeric keys.



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

(Example)

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



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



---

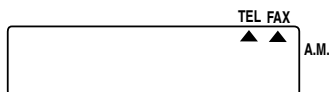
## 4. Receiving Faxes

### Using TEL/FAX Mode



To select TEL/FAX mode, press the **RECEPTION MODE** key until the arrow in the display points to TEL and FAX.

RECEPTION MODE



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

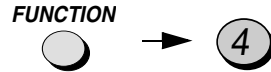
- ◆ If your fax machine detects a fax tone (this means that the call is an automatically dialed fax), it will automatically begin reception of the incoming document.
- ◆ If your fax machine doesn't detect a fax tone (this means that the call is a voice call or manually dialed fax), it will make a ringing 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 the **FUNCTION** key and then  
4.



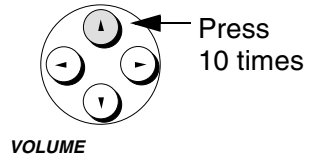
The display will show:

OPTION SETTING  
PRESS ▼ OR ▲


- 2** Press the ▲ key 10 times.


The display will show:


PSEUDO RING DUR.  
1=15 SECONDS




- 3** Enter a number as follows for the  
desired duration:

15 seconds: 

30 seconds: 

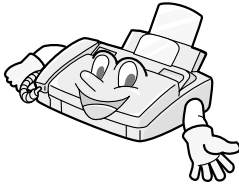
60 seconds: 

120 seconds: 

- 4** Press the **STOP** key to return to the  
date and time display.



## Using FAX Mode



To select FAX mode, press the **RECEPTION MODE** key until the arrow in the display points to FAX.

RECEPTION MODE



TEL FAX

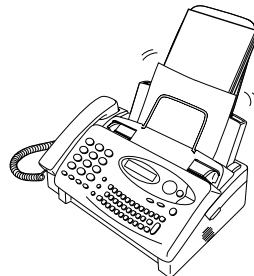


When the reception mode is set to FAX, the fax machine will automatically answer all calls on one ring and receive incoming faxes.

1 ring



Fax reception

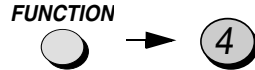


- ◆ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a document as explained in *Using TEL mode* on page 92.

## 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 modes. Any number from 1 to 5 can be selected.

- 1** Press the **FUNCTION** key and then **4**.



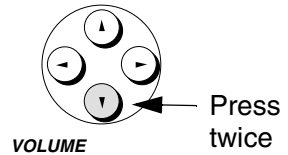
The display will show:

OPTION SETTING  
PRESS ▼ OR ▲

- 2** Press the ▼ key twice.

The display will show:

NUMBER OF RINGS  
ENTER (1-5) (1)



- 3** Enter the desired number of rings (any number from **1** to **5**).



The display will briefly show your selection, and then:

Example: 3 rings

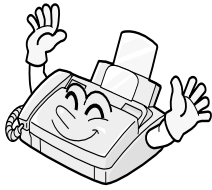
5 RING TEL ANS.  
1=YES, 2=NO

- 4** Press the **STOP** key to return to the date and time display.

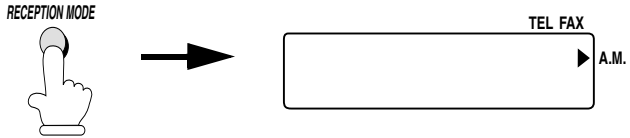


**Note:** If you are using Distinctive Ring, the fax machine will answer calls after two rings regardless of the above setting.

## Using A.M. Mode

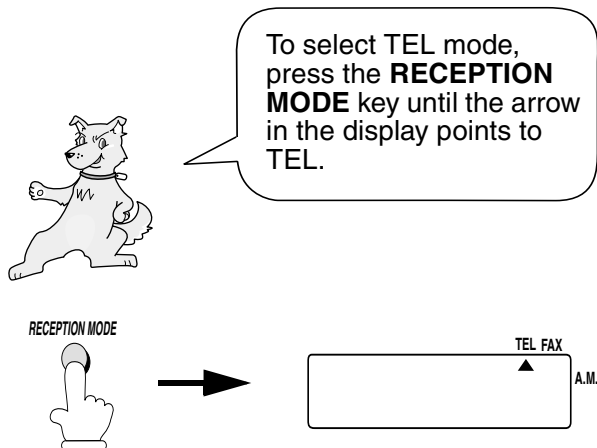


To select A.M. mode, press the **RECEPTION MODE** key until the arrow in the display points to A.M.



In A.M. mode, your fax will automatically receive voice and fax messages if you have connected an answering machine to the fax machine. See Chapter 8 for more details.

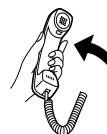
## Using TEL Mode



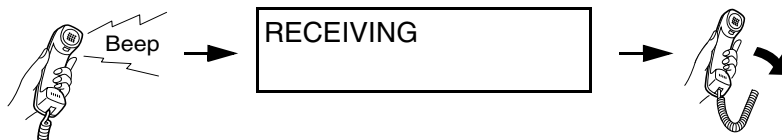
When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.

### Answering with the fax's handset

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



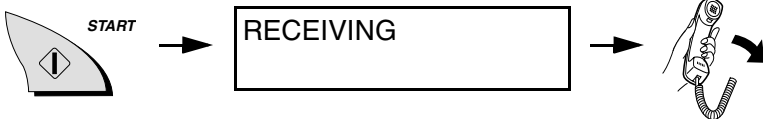
- 2 If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.



**Note:** If you have set the Fax Signal Receive setting to NO, press the **START** key to begin reception.

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

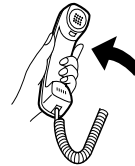
- When RECEIVING appears in the display, hang up.



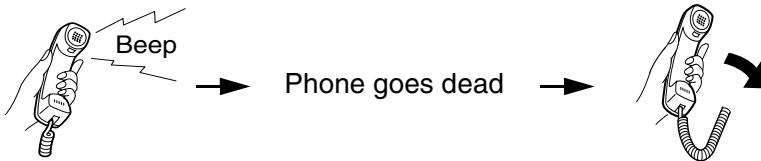
### ***Answering with an extension phone***

---

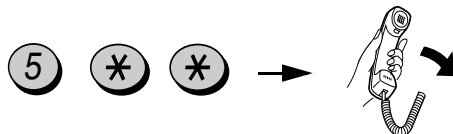
**1** Answer the extension phone when it rings.



**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**, **\***, and **\*** on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.



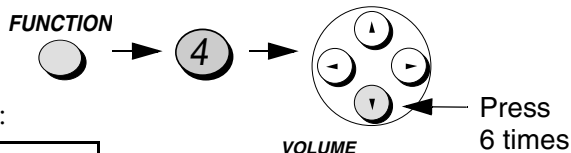
**Comments:**

- ◆ Your fax will not accept the signal to begin reception (**5\*\***) if a document is loaded in its feeder.
- ◆ If you have set the Fax Signal Receive setting to NO, press **5**, **\***, and **\*** on the extension phone to begin reception.

**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 these keys:



The display will show:

TEL/FAX REMOTE #  
ENTER (0-9) (5)

- 2** Press a number from **0** to **9**.



(Example)



- 
- 3** Press the **STOP** key to return to the date and time display.

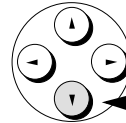


### **Turning off detection of the Tel/Fax Remote Number**

If you don't intend to ever activate fax reception from an extension phone, you can turn off detection of the above Tel/Fax Remote Number. This will ensure that the fax never mistakenly attempts to begin reception if it detects a signal similar to the Tel/Fax Remote Number while you are talking on an extension phone.

- 
- 1** Press these keys:

**FUNCTION**



**VOLUME**

Press 7 times

The display will show:

REMOTE RECEPTION  
1=YES, 2=NO

- 
- 2** Press **1** to turn on detection of the TEL/FAX REMOTE NUMBER, or **2** to turn it off.

YES



or

NO



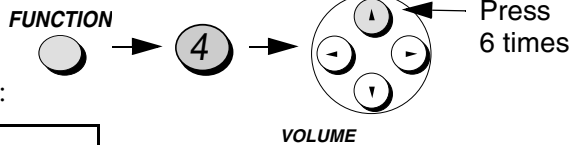
- 
- 3** Press the **STOP** key to return to the date and time display.



## 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.

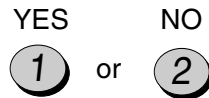
- 1** Press these keys:



The display will show:

FAX SIGNAL RX  
1=YES, 2=NO

- 2** Press **1** to turn on the function, or **2** to turn it off.



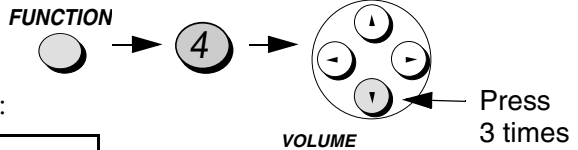
- 3** Press the **STOP** key to return to the date and time display.



### **Auto answer on 5 rings in TEL mode**

If desired, you can have the fax automatically answer calls and begin fax reception after five rings in TEL mode. To turn on this function, press the keys as follows:

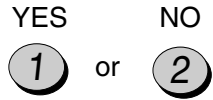
**1** Press these keys:



The display will show:

5 RING TEL ANS.  
1=YES, 2=NO

**2** Press **1** to turn on the function, or **2** to turn it off.



**3** Press the **STOP** key to return to the date and time display.

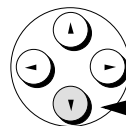


## 2 in 1 Print

To save paper, you can have the size of your incoming faxes reduced by 55%. This will allow you to receive, for example, a 2-page document on one page (note that this may not be possible if the document pages are longer than your printing paper). To turn on this function, follow the steps below.

- 1** Press these keys:

*FUNCTION*



*VOLUME*

Press  
3 times

The display will show:

2 IN 1 PRINT  
1=YES, 2=NO

- 2** Press **1** to turn on the 2 IN 1 function,  
or **2** to turn it off.

YES

NO



or



- 3** Press the **STOP** key to return to the  
date and time display.



**STOP**

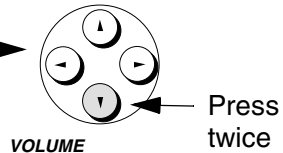
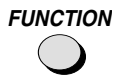
## Reception Ratio

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 these keys:

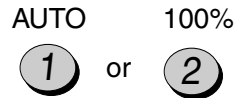


The display will show:

RECEPTION RATIO  
1=AUTO, 2=100%

---

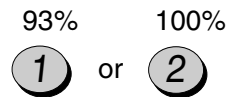
**2** Press **1** to turn on automatic reduction, or **2** to turn it off.



- If you selected AUTO, go to Step 3.  
If you selected 100%, go to Step 4.

---

**3** If you selected AUTO, select the reception ratio to be used in the event that the memory becomes full (automatic reduction is not possible when the memory is full). Press **1** for 93% or **2** for 100%.



- 
- 4** Press the **STOP** key 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 OUT OF PAPER, FILM END, or PAPER JAM. When you add paper, replace the imaging film, or clear the jam, the stored documents will automatically print out.

- ◆ If you received documents in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

### **Caution!**

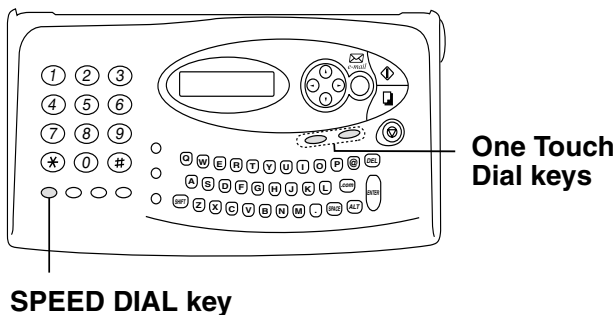
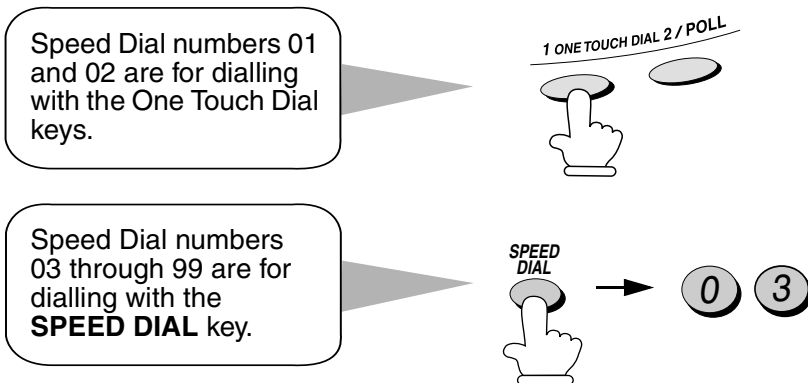
- ◆ When documents are stored in memory, do not turn the power off. This will erase all of the contents.
- ◆ If documents received in memory are lost due to a power failure or other interruption in the power supply, a CLEAR REPORT will be printed out when the power is restored. This gives information about the receptions lost, including the fax numbers of the transmitting machines if they are available.

## 5. Using Auto Dial Numbers

### Storing Fax Numbers and E-mail Addresses for Auto Dialling

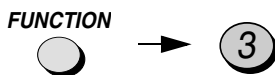
You can dial a fax/phone number or enter an e-mail address by simply pressing a One Touch Dial key, or by pressing the **SPEED DIAL** key and entering a two-digit number.

- ◆ To use Automatic Dialling, you must first store the full fax number or e-mail address in a two-digit Speed Dial number. Ninety-nine Speed Dial numbers are available.



## Storing fax numbers and e-mail addresses

- 1** Press the **FUNCTION** key and then 3.



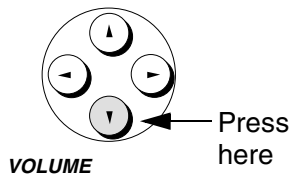
The display will show:

ENTRY MODE  
PRESS ▼ OR ▲

- 2** Press the ▼ key.

The display will show:

TEL #/ADDR. MODE  
1=SET,2=CLEAR



- 3** Press the **1** key to select SET.

The display will show:

TEL #/ADDR. SET  
ENTER SPEED #



- 4** Enter a two-digit Speed Dial number by pressing the number keys (01 or 02 for One Touch Dialling, or 03 to 99 for Speed Dialling).



Example:  
Speed Dial 01

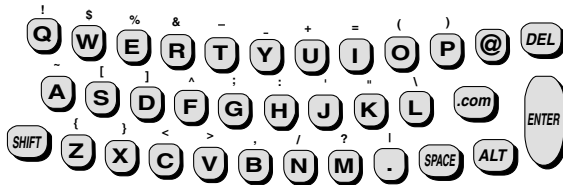


- 5** If you are storing a fax or voice number, press the number keys to enter the number (max. 32 digits). (Note: A space cannot be entered.)



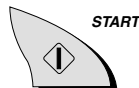
If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key. The pause will appear as a hyphen. Several pauses can be entered in a row (two seconds per pause).

If you are storing an e-mail address, press the letter keys (and the number keys if needed) to enter the e-mail address.



- ◆ To clear a mistake, press the **DEL** key. To move the cursor, press the left and right arrow keys.
- ◆ To enter “.com” at the end of an address, press the **.com** key. Continue to press the key to enter “.com.hk”, “.net”, “.org”, “.org.hk”, “.edu”, “.gov”, or “.hk”.
- ◆ To enter an uppercase letter, press the **SHIFT** key (do not hold it down) and then press the desired letter key.
- ◆ To enter one of the symbols marked above the letter keys, press the **ALT** key (do not hold it down) and then press the letter key.

**6** Press the **START** key.



**If INVALID DATA or OVER 32 DIGITS appears in the display**

If you have entered an e-mail address that is not in the correct format or a fax/phone number that is over 32 digits, the display will show **INVALID DATA** or **OVER 32 DIGITS** together with the invalid e-mail address or fax/phone number.

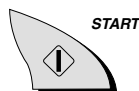
Use the **DEL** key and the letter or number keys to correct the address or number, and then press the **▼** key.

**7** Enter the name of the party by pressing the letter keys. (Maximum of 20 digits.)

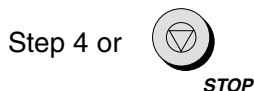


- If you don't want to enter a name, go directly to Step 8.)

**8** Press the **START** key.



**9** Return to Step 4 to store another number, or press the **STOP** key to return to the date and time display.



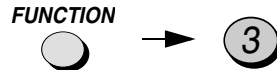
### **Chain Dialling for area and access codes**

You can also store an area code or access code in a Rapid Key or Speed Dial number. To use this number to dial, see *Chain Dialling* on page 130.

**Note:** An area code or access code stored in a Rapid Key or Speed Dial number can only be used if the handset is lifted or the **SPEAKER** key is pressed before dialling.

### **Clearing auto-dial numbers**

- 
- 1** Press the **FUNCTION** key and then 3.



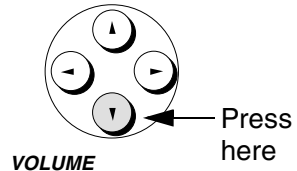
The display will show:

ENTRY MODE  
PRESS ▼ OR ▲

- 
- 2** Press the ▼ key.

The display will show:

TEL #/ADDR. MODE  
1=SET,2=CLEAR



- 
- 3** Press 2 to select CLEAR.

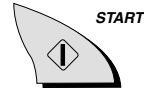


- 
- 4** Enter the Speed Dial number that you want to clear by pressing the number keys.



(Example)

- 
- 5** Press the **START** key.



- 
- 6** Return to Step 4 to clear another number, or press the **STOP** key to return to the date and time display.

Step 3 or



**STOP**

### ***Making changes***

To make changes in a number previously stored, repeat the programming procedure. Select the One Touch Dial or Speed Dial number for which you want to make changes in Step 4, and then change the number and/or name when they appear in the display in Steps 5 and 7.

**Note:** The fax machine uses a lithium battery to keep automatic dialling numbers and other programmed data 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.

## ***Sending a Fax to a Fax Machine by Automatic Dialling***

**Note:** The procedures in this section can only be used to send a fax to a single fax recipient. To send a fax to multiple fax recipients, see page 145. To send a fax to both fax and e-mail recipients, see page 117.

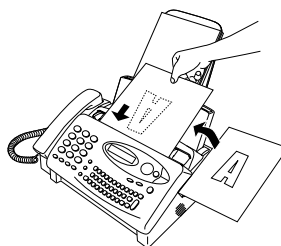
### ***Sending a fax by One Touch Dialling***

If the fax number you wish to dial has been programmed into Speed Dial 01 or 02, you can dial it by pressing One Touch Dial 1 or 2.

---

#### **1** Load the document(s).

- **READY TO SEND** appears in the display.
- Set the resolution and/or contrast if desired.



**RESOLUTION**



---

#### **2** Press the desired One Touch Dial key.

- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press the **STOP** key.)
- The document is automatically transmitted once the connection is established.



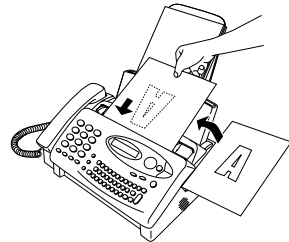
Example: To dial Speed Dial 01, press **ONE TOUCH DIAL 1**.

## Speed Dialling

If the fax number you wish to dial has been programmed into a Speed Dial number, you can dial it by pressing the **SPEED DIAL** key and then entering the Speed Dial number.

### 1 Load the document(s).

- **READY TO SEND** appears in the display.
- Set the resolution and/or contrast if desired.

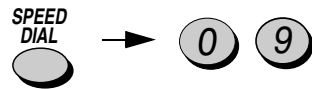


RESOLUTION



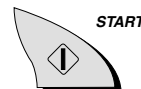
### 2 Press the **SPEED DIAL** key and then enter the Speed Dial number by pressing the number keys.

- To enter numbers 1 through 9, first enter 0 and then the number.



(Example)

### 3 Check the display. If the name or number shown is correct, press the **START** key. (If not, press the **STOP** key and then repeat Step 2.)



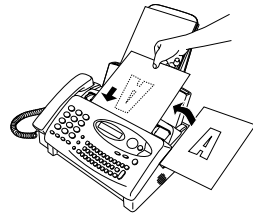
### **Searching for an auto-dial number**

If you don't remember the Speed Dial number in which you have programmed a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial and transmit the loaded document by simply pressing the **START** key.

---

**1** Load the document(s).

- **READY TO SEND** appears in the display.
- Set the resolution and/or contrast if desired.



RESOLUTION



---

**2** Press the **HOLD/SEARCH** key.

The display will show:

1=SEARCH DIAL,  
2= REVIEW CALLS



---

**3** Press **1** to select **SEARCH DIAL**.

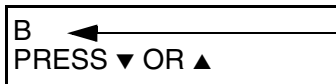
The display will show:

SEARCH DIAL  
SET ALPHANUM. KEY

SEARCH DIAL



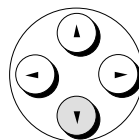
- 4** If desired, you can enter the first letter of the name programmed in the Speed Dial number to begin your search from names beginning with that letter. If the name begins with a special character or number, press **1**.



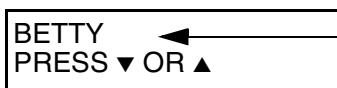
Example: "B"

- ◆ If you don't remember the name, go directly to Step 5.
- ◆ If there is no name for the number, press **0**. Numbers that do not have names will appear when you scroll.

- 5** Press the ▼ key to scroll until the name (or number) appears in the display. (To scroll backwards, press the ▲ key.)



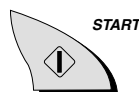
VOLUME



Speed Dial names appear on the top line when you scroll

- ◆ If there are no names that begin with the entered letter, you will scroll from the next name, in alphabetical order, in the list. If there are no names or numbers at all, NO DATA will appear.

- 6** Press the **START** key. The document will be automatically transmitted once the connection is established.





### **Automatic redialling**

If you use automatic dialling (including Direct Keypad Dialling) and the line is busy, the fax machine will automatically redial the number. The fax machine will make up to two redialling attempts at intervals of five minutes.

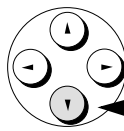
- ◆ To stop automatic redialling, press the **STOP** key.

### **Recall Interval for automatic redialling**

If desired, you can change the interval at which the fax machine makes automatic redialling attempts.

- 
- 1** Press these keys:

**FUNCTION**



**VOLUME**

Press  
4 times

The display will show:

RECALL INTERVAL  
ENTER (01-15) 05

- 
- 2** Enter a 2-digit number from **01** to **15** for the number of minutes in the interval.



Example:  
3 minutes

- 
- 3** Press the **STOP** key to return to the date and time display.



**STOP**

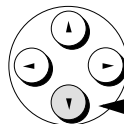
### **Recall times for automatic dialling**

If desired, you can change the maximum number of automatic redialling attempts made when the line is busy.

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

**1** Press these keys:

**FUNCTION**



**VOLUME**

Press  
5 times

The display will show:

RECALL TIMES  
ENTER (00-03) 02

**2** Enter a 2-digit number from **00** to **03** for the maximum number of redial attempts.



Example:  
3 attempts

**3** Press the **STOP** key to return to the date and time display.



**STOP**

## ***Sending an E-mail Message or Internet Fax by Automatic Dialling***

**Note:** Do not lift the handset or press the **SPEAKER** key during any of the following procedures, or the e-mail message will be canceled.

### ***Using a One Touch Dial key***

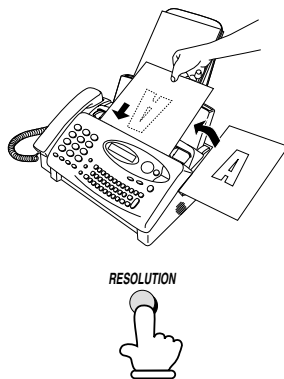
If the e-mail address to which you want to send a message has been programmed into Speed Dial 01 or 02, you can enter the address by simply pressing One Touch Dial 1 or 2.

**Note:** This procedure can only be used to send a message to one recipient. To send a message to multiple recipients, see the following section, *Using Speed Dial Numbers*.

---

**1** If you want to send a fax to an e-mail address, insert the document into the document feeder. (Otherwise, skip this step and go directly to Step 2.)

- **READY TO SEND** appears in the display.
- Set the resolution and/or contrast if desired.



---

**2** Press the **e-mail** key.

The display will show:

MAIL MODE  
ENTER ADDRESS



E-mail key selections alternately appear here.

**3** Press the desired One Touch Dial key.

- Only one address can be entered.
- The display will show:

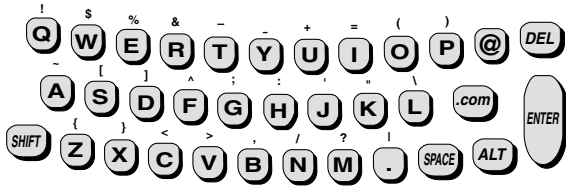
SUB:  
ENTER SUBJECT



Example: To enter the address stored in Speed Dial 01, press One Touch Dial key 1.

**4** Press the letter keys to enter a subject for your e-mail message (up to 128 characters can be entered).

- If you don't want to enter a subject, go directly to Step 5.



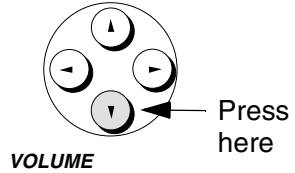
- ◆ To clear a mistake, press the **DEL** key. To move the cursor, press the left and right arrow keys.
- ◆ To enter an uppercase letter, press the **SHIFT** key (do not hold it down) and then press the desired letter key.
- ◆ To enter one of the symbols marked above the letter keys, press the **ALT** key (do not hold it down) and then press the letter key.

---

**5** Press the ▼ key.

The display will show:

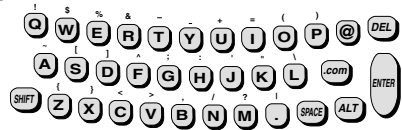
ENTER MESSAGE



---

**6** Press the letter keys to enter an e-mail message (up to 200 characters can be entered).

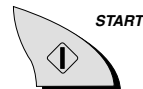
- If you don't want to enter a message, go directly to Step 7.
- To insert a line break, press the **ENTER** key.



- ◆ To check your entries, press the **COPY** key to print out a copy of your message.
- ◆ If you need to go back and make changes in a prior step, press the ▲ key. To move forward again, press the ▼ key.

---

**7** Press the **START** key to send the message.



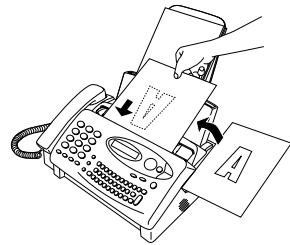
## Using Speed Dial Numbers

If the e-mail address to which you want to send a message has been programmed into a 2-digit Speed Dial number, you can enter the address by pressing the **SPEED DIAL** key and then entering the Speed Dial number.

- ◆ You can use this procedure to send a message to multiple e-mail recipients, and even fax recipients.

**1** If you want to send a fax to an e-mail address, insert the document into the document feeder. (Otherwise, skip this step and go directly to Step 2.)

- **READY TO SEND** appears in the display.
- Set the resolution and/or contrast if desired.



RESOLUTION



**2** Press the **e-mail** key.

The display will show:

MAIL MODE  
ENTER ADDRESS



e-mail



E-mail key selections alternately appear here.

**3** Press the **SPEED DIAL** key.

The display will show:

TO:  
ENTER SPEED #

SPEED  
DIAL



**4** Enter the two digits of the Speed Dial number by pressing the number keys.

- To enter Speed Dial numbers 1 through 9, first enter 0 and then the number.
- If desired, you can enter more than one Speed Dial number (max. of 10 Speed Dial numbers for e-mail). (Note: You cannot enter a full address using the letter entry keys.)



Example: Speed Dial numbers 09, 45, and 23

---

**5** You can also send the message to one or more fax recipients. Enter Speed Dial numbers that have fax numbers programmed in them (up to a combined maximum of 20 Speed Dial numbers for fax and e-mail). (Note: You cannot enter a full fax number using the number keys.)

- The subject and message you enter in the following steps will be sent as a cover sheet of the fax.
- A fax Speed Dial number can be entered even if you don't scan in a document. In this case, just the cover sheet will be sent as the fax.



Example: Speed Dial numbers 03 and 25

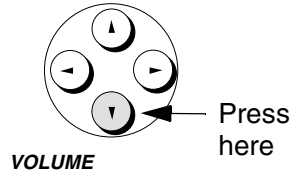


If you have at least inserted a document or entered a subject, you can skip the remaining steps and start transmission from any step in this procedure by pressing the **START** key.

- 
- 6** When you have finished entering Speed Dial numbers for the recipients, press the ▼ key.

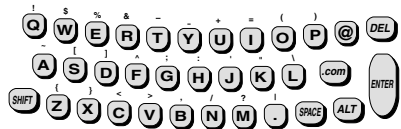
The display will show:

SUB:  
ENTER SUBJECT



- 
- 7** Press the letter keys to enter a subject for your e-mail message (up to 128 characters can be entered).

- If you don't want to enter a subject, go directly to Step 8.

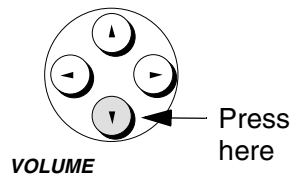


- ◆ To clear a mistake, press the **DEL** key. To move the cursor, press the left and right arrow keys.
- ◆ To enter an uppercase letter, press the **SHIFT** key (do not hold it down) and then press the desired letter key.
- ◆ To enter one of the symbols marked above the letter keys, press the **ALT** key (do not hold it down) and then press the letter key.

- 
- 8** Press the ▼ key.

The display will show:

ENTER MESSAGE





---

**9** Press the letter keys to enter a message (up to 200 characters can be entered).

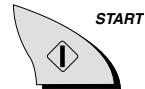
- To insert a line break, press the **ENTER** key.
- If you don't want to enter a message, go directly to Step 10.



- ◆ To check your entries, press the **COPY** key to print out a copy of your message.
- ◆ If you need to go back and make changes in a prior step, press the ▲ key. To move forward again, press the ▼ key.

---

**10** Press the **START** key to send the message.

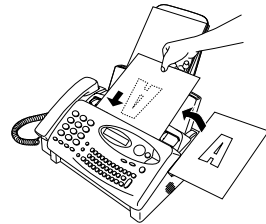


## Searching for an e-mail address in a Speed Dial number

If you don't remember the Speed Dial number in which you have programmed a particular e-mail address, you can search for the address (using the name programmed in the Speed Dial number) and send a message as shown below.

**1** If you want to send a fax to an e-mail address, insert the document into the document feeder. (Otherwise, skip this step and go directly to Step 2.)

- **READY TO SEND** appears in the display.
- Set the resolution and/or contrast if desired.



RESOLUTION



**2** Press the **e-mail** key.

The display will show:

MAIL MODE  
ENTER ADDRESS



E-mail key selections alternately appear here.

**3** Press the **SPEED DIAL** key.

The display will show:

TO:  
ENTER SPEED #

SPEED  
DIAL



---

**4** Press the **HOLD/SEARCH** key.

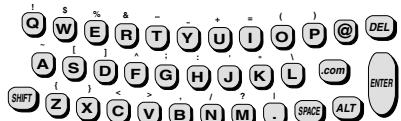
The display will show:

TO:  
SEARCH DIAL



---

**5** If desired, enter the first letter of the name programmed in the Speed Dial number you are searching for. Your search will start from names beginning with that letter.



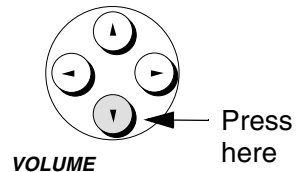
TO:  
B

Example: "B"

- ◆ If you don't remember the name, go directly to Step 6 (your search will start from names beginning with "A").

---

**6** Press the ▼ key to scroll until the desired name appears in the display. (To scroll backwards, press the ▲ key.)



TO:  
S09:BETTY

Speed Dial names appear on the bottom line when you scroll

- ◆ If there are no names that begin with the entered letter, you will scroll from the next existing name in alphabetical order. If there are no names or numbers at all, NO DATA will appear.

- 7** When the desired name appears, press the **ENTER** key to select it.



Display example:

TO:S09, ←  
ENTER SPEED #

When selected, the Speed Dial number corresponding to the name appears on the top line.

- 8** If you want to send the message to multiple recipients, you can go back to Step 4 to search for another number, or directly enter a Speed Dial number.



Example:  
Directly entering  
Speed Dial 12

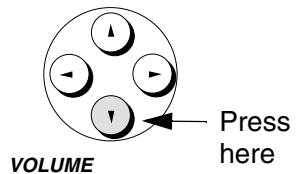
Display example:

TO:S09, S12,  
ENTER SPEED #

- 9** When finished entering Speed Dial numbers, press the **▼** key.

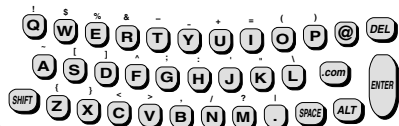
The display will show:

SUB:  
ENTER SUBJECT



- 10** Press the letter keys to enter a subject for your e-mail message (up to 128 characters can be entered).

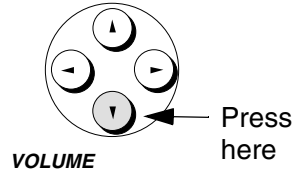
- If you don't want to enter a subject, go directly to Step 11.



**11** Press the ▼ key.

The display will show:

ENTER MESSAGE

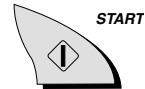


**12** Press the letter keys to enter an e-mail message (up to 200 characters can be entered).

- If you don't want to enter a message, go directly to Step 13.
- To insert a line break, press the **ENTER** key



**13** Press the **START** key to send the message.



---

## 6. 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.)
  - READY TO SEND appears in the display.
  - Set the resolution and/or contrast if desired. (The default setting for copying is SUPER FINE.)

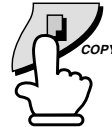
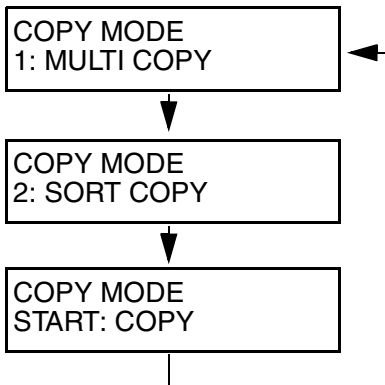


RESOLUTION



- 2 Press the **COPY** key.

The display will alternately show:



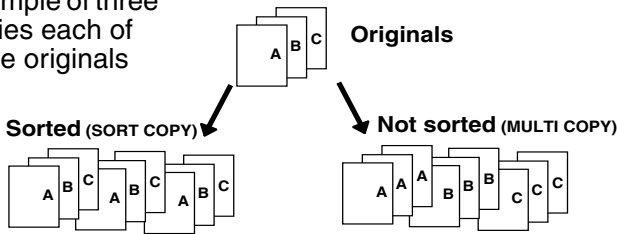
- ◆ If you are only making one copy of the original (or of each original) and don't want to make a reduction or enlargement setting, press the **START** key twice. Copying will begin.

- ◆ If you are only making one copy of the original (or of each original) and want to make an enlargement or reduction setting, press the **START** key and go to Step 5.

**3** Press **1** (**MULTI COPY**) if you do not want the copies sorted. Press **2** (**SORT COPY**) if you want the copies sorted.

**MULTI**     **SORT**  
①     or     ②

Example of three copies each of three originals



The display will show:

MULTI COPY ←  
ENTER # (01-99)

MULTI COPY or SORT COPY appears here depending on your selection.

**4** If you are making one copy per original, press the **START** key. If you are making multiple copies per original, enter the number of copies per original (if the number is less than 10, enter a "0" before the number).

①     ②

Example: Nine copies per original

The display will show:

COPY RATIO  
PRESS START: 100% ←

The ratio selections alternately appear here

- 
- 5** Set the amount of reduction or enlargement by entering a number from **1** to **5** as shown below (or press the **START** key to automatically select 100%). Copying will begin.

- 1:** AUTO (automatic size adjustment to match the size of the printing paper)
- 2:** 50%
- 3:** 100% (no reduction or enlargement)
- 4:** 125%
- 5:** 135%



Example: 50%

**Note:**

If you place a large number of originals in the feeder, the memory may become full before all of them can be scanned (MEMORY IS FULL will appear in the display). If this happens, press the **START** key to copy the originals which have been scanned, and then repeat the copy procedure for the remaining originals, including the original which was being scanned when the memory became full.

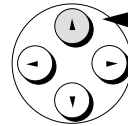


## Copy Cut-off

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 these keys:

FUNCTION



Press here

The display will show:

COPY CUT-OFF  
1=YES, 2=NO

VOLUME

- 2** Press **1** to set copy cut-off to YES (the remaining part of the document will not be printed), or **2** to set copy cut-off to NO (the remaining part will be printed on a second page).

YES



or

NO



The display will briefly show your selection, and then:

INITIALIZE FILM  
PRESS START KEY

- 3** Press the **STOP** key to return to the date and time display.



STOP

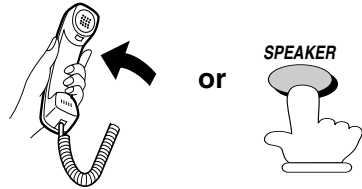
---

## 7. Making Telephone Calls

Your fax machine can be used like a regular telephone to make and receive voice calls.

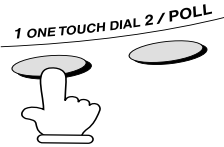
- ◆ To make or receive a voice call, the power must be on.

- 
- 1** Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.



- 
- 2** Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **One Touch Dialling:** Press the appropriate One Touch Dial key.
- **Speed Dialling:** Press the **SPEED DIAL** key, and enter the 2-digit Speed Dial number with the numeric keys.



Example: Press One Touch key 01

- 
- 3** Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset to talk.



### **Comments:**

- ◆ While the handset of the fax is lifted (off hook), an extension phone connected directly to the fax cannot be used to speak with the other party.
- ◆ The fax may interrupt a voice call received on an extension phone if the reception mode is set to A.M. and there is a period of silence during the conversation. If you are on a touch-tone phone, you can prevent this by pressing any three keys on the phone immediately after you answer. (Note: Do not enter the code to activate fax reception: 5, ✖ , ✖ .)

### ***Chain Dialling***

After lifting the handset, you can dial any combination of Normal Dialling, One Touch Dialling and Speed Dialling numbers. For example, if you have stored an area code or an access code for a special service in a One Touch Dial key, you can press the One Touch Dial key for that area code or access code, then dial the remainder of the number by pressing a One Touch Dial key, pressing number keys, or pressing the **SPEED DIAL** key and entering a two-digit Speed Dial number.

### ***Searching for an auto-dial number***

You can use the **HOLD/SEARCH** key to search for a One Touch Dial key or Speed Dial number. First search for the number as described in *Searching for an auto-dial number* on page 110, then pick up the handset or press the **SPEAKER** key. The number will be dialled automatically (do not press the **START** key).

### ***Redial***

The last number dialled can be redialled by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset to talk.

**Hold**

You can put the other party on hold during a conversation by pressing the **HOLD/SEARCH** key. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with them again, pick up the handset. If you did not put the handset back in the cradle, press the **HOLD/SEARCH** key again to resume conversation.

---

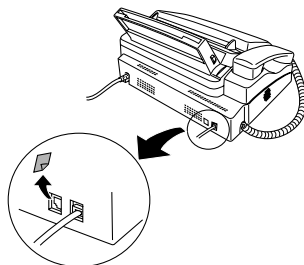
## 8. Answering Machine Connection

### Connecting an Answering Machine

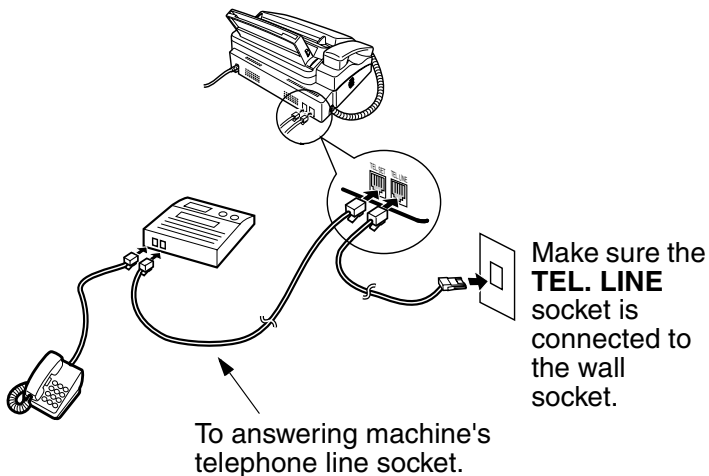
If desired, you can connect an answering machine to your fax machine's **TEL. SET** socket. This will allow you to receive both voice messages and faxes when you are out.

---

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



- 2 Connect the answering machine's telephone line socket to the **TEL. SET** socket.
  - If desired, you can connect an extension phone to your answering machine's extension phone socket.



## Changing the outgoing message

The outgoing message (OGM) of your answering machine should be changed to inform callers who want to send a fax to press their Start key. For example, your message might go as follows:

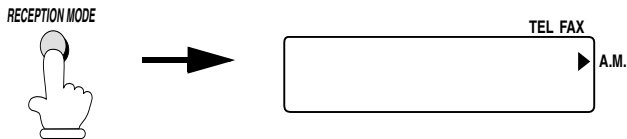
"Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

- ◆ Try to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialling.
- ◆ If your outgoing message must be longer than 10 seconds, leave a pause of about four seconds at the beginning of the message. This will give your fax a chance to detect fax tones sent when automatic dialling is used.

## Activating the answering machine connection

Before you go out, activate the answering machine connection as follows:

- 1 Set the reception mode to A.M.



### 2 Set your answering machine to auto answer.

- ◆ Your answering machine must be set to answer on a maximum of two rings. If not, you may not be able to receive faxes sent by automatic dialling.
- ◆ If your answering machine has a toll saver function, make sure that it will answer by the fourth ring.

#### **Note:**

If your answering machine has a remote retrieval function, make sure the code used to activate remote retrieval is different from the code used to activate fax reception with an extension telephone (see page 95). If they are the same, entering the code from an outside telephone to retrieve messages will cause the fax machine to be activated.

### ***How the connection operates***

While you are out, all of your incoming calls will be answered by your answering machine and its outgoing message will play. Voice callers can leave a message. During this time, your fax will quietly monitor the line. If your fax detects a fax tone or a duration of silence greater than four seconds, it will take over the line and begin reception.

When you return and turn off your answering machine, be sure to change the reception mode back to FAX or TEL!



## Optional A.M. Mode Settings

If necessary, you can use the following settings to improve the response of the answering machine connection to incoming calls.

### Quiet Detect Time

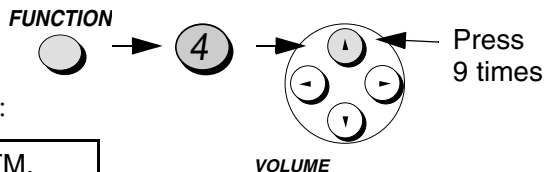
The fax machine is set to take over the line and begin reception if it detects 4 seconds of silence after the answering machine answers. If needed, you can change this setting to any number of seconds from 1 to 10.

- ◆ We recommend that you do not set Quiet Detect Time under 3 seconds.
- ◆ If the fax machine is interrupting callers before they can leave a message, try a longer Quiet Detect Time setting. If your outgoing message includes a period of silence, make sure that the setting is longer than that period of silence, or re-record your outgoing message to shorten the silence.

#### Note:

Quiet Detect Time can be turned off by entering "00" for the time. Note, however, that the fax machine may not be able to receive manually-sent faxes from some older fax machines.

**1** Press these keys:



The display will show:

QUIET DETECT TM.  
ENTER (00-10) (04)

**2** Enter a number from **01** to **10**, or enter **00** to turn off the function.



(Example)



- 
- 3** Press the **STOP** key to return to the date and time display.



### ***Fax when Answering machine Fails***

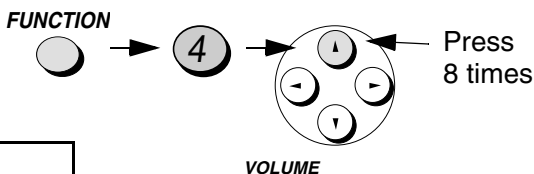
When this function is turned on, your fax will answer the call after 5 rings if the answering machine for some reason fails to answer before that time. This ensures that you will receive fax messages even if the answering machine's tape fills up or the answering machine is not turned on.

This function has been turned off at the factory. If you want to turn it on, follow the steps below:

**Note:**

When this function is turned on, make sure that the answering machine is set to answer on 4 rings or less. If it isn't, the fax will always answer first, preventing callers from leaving voice messages.

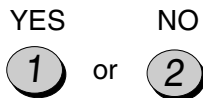
- 
- 1** Press these keys:



The display will show:

FAX RX A.M. FAILS  
1=YES, 2=NO

- 
- 2** Press **1** to turn on the function, or **2** to turn it off.



- 
- 3** Press the **STOP** key to return to the date and time display.



## 9. Special Functions

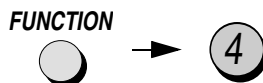
### Caller ID (Requires Subscription to Service)

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 must be set to answer on at least two rings in FAX and TEL/FAX modes (see page 91).
- ◆ Your fax may not be compatible with some caller identification services.

- 1 Press the **FUNCTION** key and then 4.



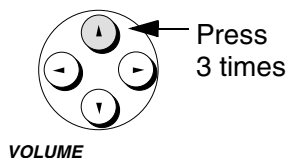
The display will show:

OPTION SETTING  
PRESS ▼ OR ▲



- 2 Press the ▲ key three times.

The display will show:

CALLER-ID  
1=YES,2=NO



- 
- 3** Press **1** to turn on Caller ID.  
(Press **2** to turn Caller ID off.)

YES      NO  
 or 

The display will show:

COVER SHEET  
1=YES, 2=NO

- 
- 4** Press the **STOP** key 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

03-JUL 10:40  
JOHN DOE

Caller's name



03-JUL 10:40  
543-8976

Caller's number

## 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.
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 10 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.

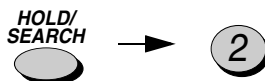
- ◆ After you have received 10 calls, each new call will delete the oldest call.

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

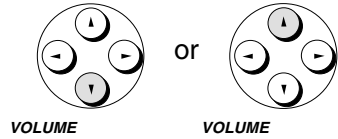
- 1 Press these keys in succession:

The display will show:

REVIEW CALLS  
PRESS ▼ OR ▲

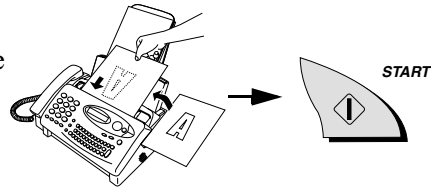


- 
- 2** Press the ▼ key to scroll through the list from the most recent call, or the ▲ key to scroll through the list from the oldest call.

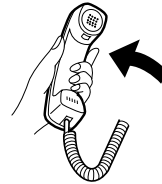


- 
- 3** If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.

- If you want to send a fax, load the document and then press the **START** key.



- If you want to make a voice call, pick up the handset or press the **SPEAKER** key. Dialling will begin automatically. (If you pressed the **SPEAKER** key, pick up the handset when the other party answers.)



- 
- 4** Press the **STOP** key when you have finished viewing the list.



### **To delete calls from the Caller ID list**

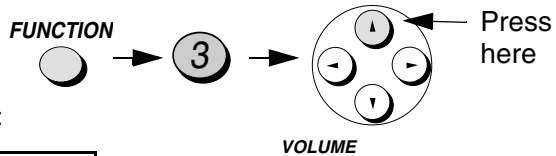
If you want to delete a single call from the caller list, press the **0** key while the call appears in the display. If you want to delete all calls from the list, hold the **0** key down for at least 3 seconds while you are viewing any number in the list.

## Priority Call

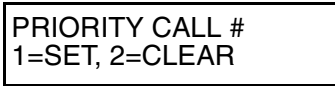
If desired, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display.

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

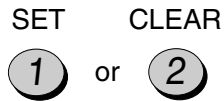
- 1** Press these keys:



The display will show:



- 2** Press **1** to enter a number, or **2** to clear a number. (If you pressed **2**, go to Step 4.)

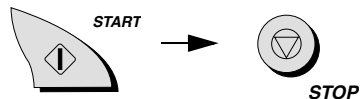


- 3** Enter the phone number, including the area code, by pressing the number keys (max. of 20 digits).



(Example)

- 4** Press the **START** key and then the **STOP** key.



### ***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 fax receptions (the Anti Junk Fax function normally only blocks faxes).

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, turn on the Anti Junk function and then enter the number in the Anti Junk Number List as explained in *Blocking Reception of Unwanted Faxes* (see page 152).

## Duplex Ringing (Requires Subscription to Service)

If you are a subscriber to Homefax 2 or Faxline 2, services provided by Hongkong Telecom, you will need to turn on Duplex Ringing. When this is done, the fax machine will signal voice calls by a short ringing cadence and fax transmissions by a long ringing cadence. In the case of a fax transmission, the fax machine will automatically answer the call after 2 rings (regardless of the reception mode setting) and receive the fax. To turn on Duplex Ringing, follow the steps below.

- ◆ For more information on the Homefax service, contact Hongkong Telecom on 1000.

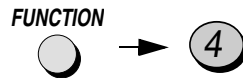
### Important:

- ◆ Duplex Ringing can only be used by Homefax 2 and Faxline 2 subscribers. Do not turn on Duplex Ringing if you are on a normal line, as the fax machine will not operate properly.
- ◆ If you turn on Duplex Ringing, do not set the reception mode to TEL/FAX. If you do, the fax machine will not operate properly..

### 1 Press these keys:

The display will show:

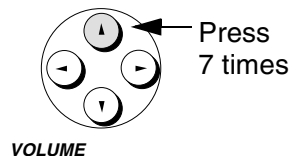
OPTION SETTING  
 PRESS ▼ OR ▲



### 2 Press the ▲ key seven times.

The display will show:

DUPLEX RINGING  
 1=YES, 2=NO







## Duplex Ringing

---

- 3** Press “**1**”(YES) to turn Duplex Ringing on, or “**2**”(NO) to turn it off

YES                      NO  
 or 

The display will briefly show your selection, and then:

FAX SIGNAL RX  
1=YES, 2=NO

- 
- 4** Press the **STOP** key to return to the date and time display.



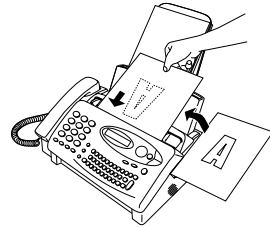
## Fax Broadcasting

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

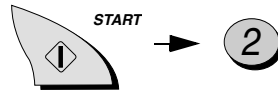
- ◆ You can only use One Touch Dial keys or Speed Dial numbers to dial the numbers of the receiving machines.

### 1 Load the document(s).

- READY TO SEND appears in the display.

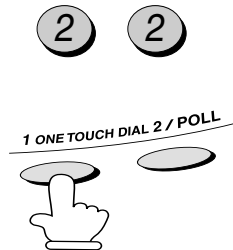


### 2 Press the **START** key and then **2**.



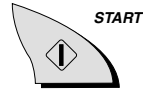
### 3 Dial the receiving machines (maximum of 20) using one or both of the following methods:

- Enter one or more Speed Dial numbers by pressing the number keys.
- Press one or more One Touch Dial keys.



**4** Press the **START** key.

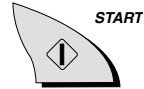
- Set the resolution and/or contrast if desired.



---

**5** Press the **START** key. Transmission will begin.

- 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.



## Cover Sheet

You can have the fax generate a cover sheet and send it as the last page of each of your fax transmissions.

You can select a message.

```

URGENT
      AUTOMATIC COVER SHEET

DATE : 02-AUG-2000 03:39
TO   : BBC CORP.
FAX # : 829658742
FROM  : ABC CORP.
FAX # : 529658742

  2 PAGES WERE SENT
<INCLUDING THIS COVER SHEET>
  
```

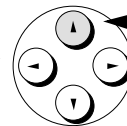
For the recipient's name to appear, you must dial using a Speed Dial or Rapid Key number with the name programmed.

Your name and number must be programmed as explained on page 26.

Follow the steps below to turn on the cover sheet function. Once the cover sheet function is turned on, cover sheets will be included with all transmissions until you turn it off.

**1** Press these keys:

FUNCTION



Press twice

VOLUME

The display will show:

```

COVER SHEET
1=YES, 2=NO
  
```

- 
- 2** Press **1** (YES) to turn on the cover sheet function, or **2** (NO) to turn it off.

YES                  NO  
①                  or                  ②

The display will show:

AUTO PRINT OUT 1=YES, 2=NO
-------------------------------

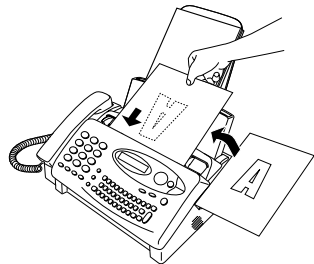
- 
- 3** Press the **STOP** key to return to the date and time display.



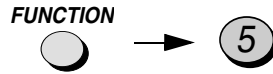
### ***Selecting a header message (optional)***

When the cover sheet function is turned on, you can also select a message which will appear as a header at the top of the cover sheet. Note that the message selection is only effective for one transmission.

- 
- 1** Load the document(s).
- The document must be loaded before a message can be selected.
  - The cover sheet function must be turned on.



- 2** Press the **FUNCTION** key and then **5**.



The display will show:

COVER SHEET HEAD  
 1=URGENT

The message selections alternately appear here.

- 3** Select a message by entering a number from **1** to **4**:

- 1: URGENT
- 2: IMPORTANT
- 3: CONFIDENTIAL
- 4: PLS. DISTRIBUTE

A circular button with the number "1" inside.

(Example)

- 4** Dial the receiving machine and transmit the document.

**Note:**

To cancel a cover sheet header setting, press the **STOP** key or remove the document from the feeder.

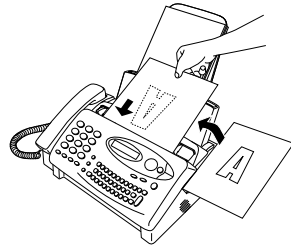
## Batch Page Numbering

You can change the page numbering of the transmitted document from simple numbering ("P.01", "P.02", etc.) to batch numbering, which means that a slash and the total number of pages being sent are added after each page number (for example, "P. 01/05", "P.02/05", etc.). This allows the receiver to check for missing pages.

---

### 1 Load the document(s).

- The document must be loaded before batch page numbering can be set.

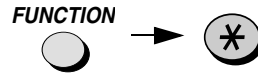


---

### 2 Press these keys:

The display will show:

PAGE COUNTER SET  
ENTER # (01-99)



---

### 3 Enter the total number of pages ("01" to "99") by pressing the number keys.

- If you are sending a cover sheet, **do not** include it in the total number of pages (the number will be adjusted automatically).



Example:  
Eight pages

---

### 4 Dial the receiving machine and transmit the document.

**Comments:**

- ◆ If you need to cancel a batch number entry, remove the document from the feeder or press the **STOP** key.
- ◆ If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and PAGE COUNT ERROR will appear in the display. PAGE E. will also appear in the NOTE column of the Transaction Report if it has been set to print out.

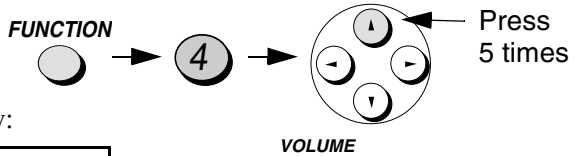


## Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from parties which you specify. This saves paper by not printing out unwanted "junk" faxes.

To use this function, follow the steps below to turn it on, and then enter the fax numbers from which you do not want to receive faxes as indicated in the procedure that follows.

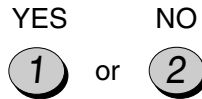
- 1** Press these keys:



The display will show:

JUNK # CHECK 1=YES, 2=NO
-----------------------------

- 2** Press **1** to turn on the Anti Junk function, or **2** to turn it off.



- 3** Press the **STOP** key to return to the date and time display.



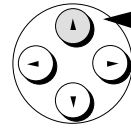
### Entering Anti Junk numbers

Enter (or clear) a number in the Anti Junk List as shown below. Up to five numbers can be entered.

- ◆ To clear a number from the Anti Junk Number List, you need to know the 1-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as explained on page 163.

**1** Press these keys:

FUNCTION



Press twice

VOLUME

The display will show:

STORE JUNK #  
1=SET, 2=CLEAR

**2** Press **1** to enter a number in the Anti Junk Number List, or **2** to clear a number from the list.

SET

CLEAR



or



**3** **Entering:** Enter a 1-digit number from **1** to **5** with the numeric keys. This number identifies the fax number that you will enter in the next step.



(Example)

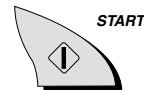
**Clearing:** Enter the 1-digit number that identifies the fax number you want to clear, and go to Step 5.

**4** Enter the fax number.



(Example)

**5** Press the **START** key.



**6** Return to Step 3 to enter (or clear) another fax number, or press the **STOP** key to return to the date and time display.

Step 3 or



STOP

## ***Sending Documents From Memory***

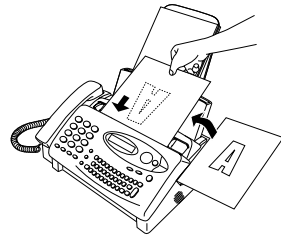
With this function, the original document is scanned immediately, stored in memory, and then transmitted once the connection to the receiving machine is made. This is convenient when transmitting to places where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations. After transmission, the document will be cleared from memory.

- ◆ Only one memory transmission can be set at a time.
- ◆ The amount of memory currently occupied appears as a percentage in the display while the document is being scanned.

---

### **1** Load the document(s).

- **READY TO SEND** appears in the display.
- Set the resolution and/or contrast if desired.



RESOLUTION

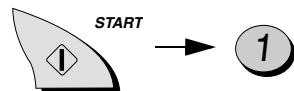


---

### **2** Press the **START** key and then **1**.

The display will show:

ENTER STATION #



**3** Enter the number of the receiving machine using one of the following methods:

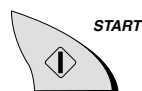
- Press a One Touch Dial key.
- Press the **SPEED DIAL** key and enter a Speed Dial number.
- Enter a full telephone number by pressing the number keys.



(Example)

**4** Press the **START** key if you entered a Speed Dial number or a full number.

- The document will be scanned and stored in memory. Your fax will then dial the receiving machine and transmit the document (redialling will take place automatically if necessary).



### ***If the memory becomes full...***

If the memory becomes full while the document is being scanned, **MEMORY IS FULL** will appear in the display.

- ◆ Press the **START** key 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 the **STOP** key if you want to cancel the entire transmission.

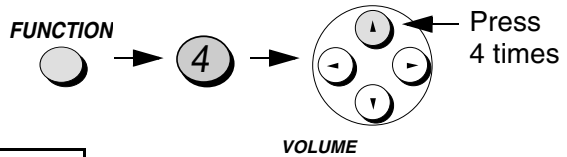
## ***Fax polling (Requesting a Fax Transmission)***

Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission.

To use the polling function, you must first set the **ONE TOUCH DIAL 2/POLL** key for use as a polling key.

- ◆ When the **ONE TOUCH DIAL 2/POLL** key is set as a polling key, it cannot be used for One Touch Dialling.

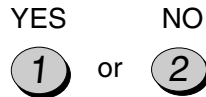
- 
- 1** Press these keys:



The display will show:

POLLING  
1=YES, 2=NO

- 
- 2** Press **1** to turn on the function, or **2** to turn it off.



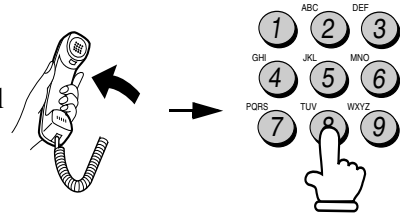
- 
- 3** Press the **STOP** key to return to the date and time display.



## Requesting transmission

**1** Dial the fax machine you want to poll using one of the following methods:

- Pick up the handset (or press the **SPEAKER** key) and press a One Touch Dial key. Wait for the fax answerback tone.
- Pick up the handset (or press the **SPEAKER** key) and dial the full number. Wait for the fax answerback tone.
- Press the **SPEED DIAL** key and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.



(Example)

**2** Press the **ONE TOUCH DIAL 2 / POLL** key.

- If you used the handset, replace it when **POLLING** appears in the display. Reception will begin.



### **Being polled (polling standby)**

To let another fax machine poll your fax, press the **RECEPTION MODE** key to set the reception mode to FAX and load the document(s).

Transmission will take place when the other fax machine calls your machine and activates polling. Automatic reception is possible while your fax is on polling standby.

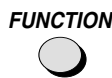
### **Polling security**

Polling Security allows you to prevent unauthorized polling of your machine. When this function is turned on, polling will only take place when the fax number of the polling fax machine has been entered in your machine's list of permitted fax numbers (called "passcode numbers"). The number of the polling fax must also be correctly programmed into itself for identification.

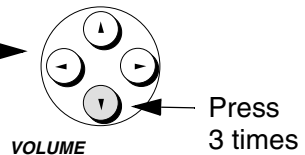
To use Polling Security, follow the steps below to turn the function on, and then enter permitted numbers as shown on the following page.

---

**1** Press these keys:

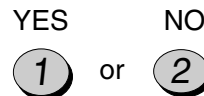


The display will show:



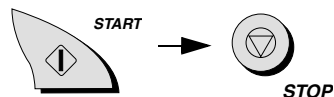
---

**2** Press **1** to turn polling security on, or **2** to turn it off.



---

**3** Press the **START** key and then the **STOP** key.

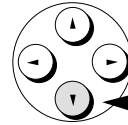


### Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your machine's list of permitted numbers.

**1** Press these keys:

FUNCTION



VOLUME

Press 4 times

The display will show:

PASSCODE # MODE  
1=SET, 2=CLEAR

**2** Press **1** to store a number, or **2** to clear a number.

SET

CLEAR



or



**3 Storing:** Enter a 2-digit number from 01 to 10. This number identifies the fax number you will store in the next step.



(Example)

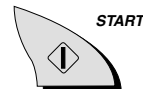
**Clearing:** Enter the number which identifies the fax number you want to clear, and go to Step 5.

**4** Enter the fax number.



(Example)

**5** Press the **START** key.



**6** Return to Step 3 to enter (or clear) another number, or press **STOP** to return to the date and time display.

Step 3 or



STOP



## Timer Operations

The Timer function allows you to set a transmission and/or polling operation to be performed automatically at a time you specify. One transmission operation and one polling operation can be set at any one time, and the times they will be performed can be specified up to 24 hours in advance.

- ◆ You can use this function to take advantage of lower off-peak telephone rates without having to be there when the operation is performed.

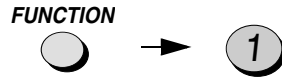
**Note:** Only a Speed Dial number can be used to dial the receiving machine.

### Setting a timer operation

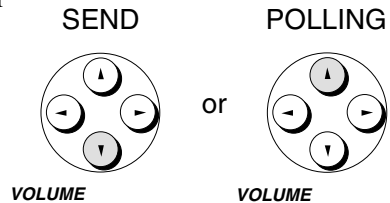
- 
- 1 Press these keys:

The display will show:

TIMER MODE  
PRESS ▼ OR ▲



- 
- 2 Press the ▼ key to set a transmission operation, or the ▲ key to set a polling operation.



- 
- 3 Press 1 to select SET.

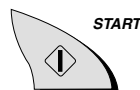


**4** Enter the time at which you want the operation to take place (2 digits for the hour and 2 digits for the minute).



Example: 9:25

**5** Press the **START** key.



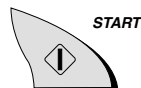
**6** Enter the Speed Dial number of the receiving fax machine.



- If this is a polling operation, go to Step 9.

(Example)

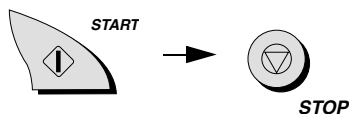
**7** Press the **START** key.



**8** Adjust the resolution and/or contrast if desired (skip to the next step if you don't want to change settings).



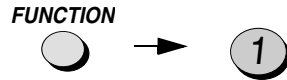
**9** Press the **START** key and then the **STOP** key. If this is a transmission operation, load the document in the feeder sometime before the specified time of transmission.



**To cancel a timer operation**

If you need to cancel a timer operation after it has been set, follow the steps below.

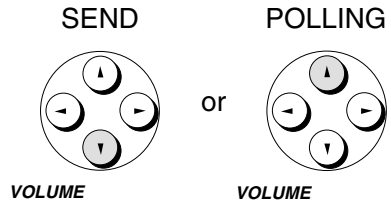
- 
- 1** Press these keys:



The display will show:

TIMER MODE  
PRESS ▼ OR ▲

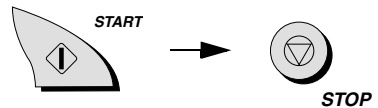
- 
- 2** Press the ▼ key to cancel a transmission operation, or the ▲ key to cancel a polling operation.



- 
- 3** Press 2 to select CLEAR.



- 
- 4** Press the **START** key and then the **STOP** key.



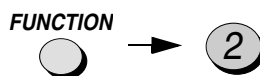
---

## 10. Printing Lists

You can print lists showing settings and information entered in the fax machine. You can also print out reports on recent activity and individual operations after they are completed. The lists and reports are described on the following pages.

To print a list, follow the steps below.

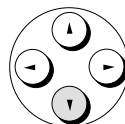
- 
- 1 Press the **FUNCTION** key and then 2.



The display will show:

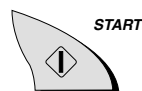
LISTING MODE  
PRESS ▼ OR ▲

- 
- 2 Press the ▼ key until the desired list appears in the display.



VOLUME

- 
- 3 Press the **START** key to print the list.



### Activity Report

This report shows information on your most recently performed send and receive operations (a combined maximum of 30 operations can appear). The report is divided into two parts: the TRANSMISSIONS ACTIVITY REPORT, which shows information on transmissions, and the RECEPTIONS ACTIVITY REPORT, which shows information on receptions.

- ◆ All information is erased after a report is printed out. If automatic print-out is turned off and the report is not printed manually for 30 operations, the information on the oldest operation will be overwritten each time a new operation is performed.

```

*****
*
*                               TRANSMISSIONS ACTIVITY REPORT
*
*                               01-JUN-2000 03:51
*
*   FOR: John Doe Corp.           201 555 1234
*
*-----*
*NO.  DATE  START  RECEIVER          TX TIME  PAGES  TYPE          NOTE
*-----*
* 1  01-JUN 03:34  N.Y.              41"      1  SEND          OK
* 2  01-JUN 03:35              1'21"    2  BROADCAST
* 3  01-JUN 03:38  JACK SMITH        59"      2  SEND(M)       OK
* 4  01-JUN 03:45  JACK SMITH        40"      1  TIMER SEND    OK
*-----*
*
*                               TOTAL          3'41"    6
*
*
*                               GRAND TOTAL TIME:  4M 21S
*                               PAGES:             7
*
*****

```

### Explanation of headings

**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-0 to COM.E-7** - A telephone line error prevented the transaction. See *Line Error* on page 178.

**MAIL ERR - XXX** - (Note: “XXX” represents a 3-digit number.) An error occurred when the Internet fax attempted to send or receive e-mail.

If one of the following messages appears after the error number, see *Problems sending or receiving e-mail* on page 177.

- SERVICE ERROR
- AUTHENTICATION ERROR
- COMMUNICATION ERROR
- UNABLE TO ACCESS MAIL
- UNABLE TO SEND MAIL
- MODEM ERROR
- CONNECTION ERROR
- DATA ERROR

If **UNSUPPORTED FORMAT** appears after the error number, you have received a file attachment that the Internet fax cannot print out. See page 69.

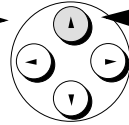
**CANCEL** - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving,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

If desired, you can set the Activity Report to automatically print out whenever information on 30 operations has accumulated. (A report can still be printed on demand at any time.) Follow the steps below:

---

**1** Press these keys:

*FUNCTION*



Press here

The display will show:

AUTO PRINT OUT  
1=YES, 2=NO

*VOLUME*

---

**2** Press **1** to turn on automatic print-out,  
or **2** to turn it off.

YES

NO



or



---

**3** Press the **STOP** key to return to the  
date and time display.



*STOP*

### Timer List

This list shows the timer operations that are currently set.

TIMER LIST			
FOR: John Doe Corp.		05-JUN-2000 02:46	
		201 555 1234	
<hr/>			
TIMER SEND			
START	05:15		
RECEIVER	N.Y.		
RESOLUTION	FINE		:AUTO
<hr/>			
TIMER POLLING			
START	10:00		
SENDER	JACK SMITH		

### Telephone Number / Mail Address List

This list shows the fax numbers and e-mail addresses that have been programmed into auto dial numbers.

TELEPHONE NUMBER/MAIL ADDRESS LIST	
P.01	
01-JUN-2000 02:46	
FOR: John Doe Corp.	
201 555 1234	
<hr/>	
SPEED NO	NAME
	TELEPHONE NO / MAIL ADDRESS
<hr/>	
01	N.Y. 123-785-6340
<hr/>	
02	JACK SMITH jacksmith@abcdefghijklmnopqrstuvwxyz.com
<hr/>	
03	ANDERSON 230-347-6385
<hr/>	
04	JANE jane@xyz.abc.lmn.net
<hr/>	
05	MACDONALD 378-552-2836
<hr/>	



### Passcode List

This list shows polling security settings, 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**).

PASSCODE LIST		01-JUN-2000 02:06
FOR: John Doe Corp.		201 555 1234
POLLING MODE	SECURITY ON	
PASSCODE NO		
01	146479764136	
02	165979964	
03	346796466	
04	164431476	
05	3136459	
06	3619704	
07	156164	
08	66647944	
09	9916457	
10	1123454	
PRIORITY CALL NO		
DAY LIGHT SAVING TIME	NO	
SENDER'S NAME	John Doe Corp.	
SENDER'S TELEPHONE NUMBER	201 555 1234	
HEADER PRINT		
01-JUN-2000 02:06	John Doe Corp.	201 555 1234 P.01

### Option Setting List

This list shows your current selections for the option settings, which are accessed by pressing the **FUNCTION** key and then **4**.

OPTIONS SETTING LIST			01-JUN-2000 06:02
FOR: John Doe Corp.			201 555 1234
NO.	ITEM	SETTING	
1	FINE PRIORITY	NO	
2	NUMBER OF RINGS IN AUTO ANSWER MODE	4 RINGS	
3	5 RINGS TEL ANSWER	NO	
4	RECALL INTERVAL	05 MINUTES	
5	RECALL TIMES	02 TIMES	
6	TEL/FAX REMOTE NO.	(5)**	
7	REMOTE RECEPTION	YES	
8	TRANSACTION PRINT SELECT(SINGLE PARTY)	ERROR ONLY	
9	TRANSACTION PRINT SELECT(MULTI PARTY)	ALWAYS PRINT	
10	DIAL MODE	STONE	
11	PSEUDO RINGING DURATION	15S	
12	QUIET DETECT TIME	04S	
13	FAX ANSWER WHEN A.M. FAILS	NO	
14	DUPLEX RINGING	NO	
15	FAX SIGNAL RECEIVE	YES	
16	JUNK NO. CHECK	NO	
17	POLLING	NO	
18	CALLER-ID	NO	
19	COVER SHEET	NO	
20	AUTO PRINT OUT	NO	

### Anti Junk Number List

This list shows the numbers that are blocked by the Anti Junk function.

ANTI JUNK NUMBER LIST		01-JUN-2000 02:50
ANTI JUNK NO	CHECK	: NO
STORED LOCATION	JUNK FAX NO	
1	2015546621	
2	2014573321	
3	1023570251	

### Caller-ID/Review Mail List

This list shows information about your 10 most recently received e-mail messages. If you are using the Caller ID function, it also shows information about your 10 most recently received calls)

CALLER-ID LIST					01-JUN-2000 01:09
AREA CODE:		FOR: Johe Doe Corp.			201 555 1234
NO.	DATE	RX TIME	NAME	TELEPHONE #	MODE
01	01-JUN	10:12			104 TEL
02	01-JUN	10:12			101 FAX
REVIEW MAIL LIST					
NO.	MAIL ADDRESS				
	NAME				
01	test6@bcs.nara.sharp.co.jp				
	JACK SMITH				
02	test5@bcs.nara.sharp.co.jp				
	N.Y.				

### ***Print Setup List***

This list shows your current selections for the printing settings, which are accessed by pressing the **FUNCTION** key and then **6**.

PRINT SET UP LIST		
FOR: John Doe Corp.		01-JUN-2000 09:36
NO.	ITEM	SETTING
1	INITIALIZE FILM	01-FEB-2000
2-1)	RECEPTION RATIO	AUTO
2-2)	PRINTING RATIO IN MEMORY FULL	93%
3	2 IN 1 PRINT	NO
4	PRINT CONTRAST	NORMAL
5	COPY CUT OFF	YES

### ***Transaction Report***

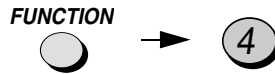
This report is printed out automatically after a fax or e-mail operation is completed to allow you to check the result. Your Internet fax is set at the factory to print out the report only when an error occurs in the case of a fax operation, and after every operation in the case of an e-mail operation.

- ◆ The same headings appear in the Transaction Report as in the Activity Report. See page 164 for an explanation of the headings.
- ◆ The Transaction report cannot be printed on demand.

If desired, you can change the conditions under which a report is printed out. Follow the appropriate procedure on the following pages depending on whether you wish to change the condition for faxes or for e-mail operations.

## Changing the Transaction Report print condition for single-party faxes

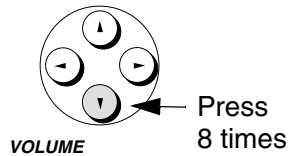
- 1** Press the **FUNCTION** key and then 4.



- 2** Press the ▼ key eight times.

The display shows:

TRANSACTION LIST  
1:ALWAYS PRINT



The selections alternately appear here.

- 3** Press a number from **1** to **5** to select the condition for printing.

- |          |               |  |
|----------|---------------|--|
| <b>1</b> | ALWAYS PRINT  | A report will be printed after each transmission, reception, or error.         |
| <b>2</b> | ERR/TIMER/MEM | A report will be printed after an error, timer operation, or memory operation. |
| <b>3</b> | SEND ONLY     | A report will be printed after each transmission.                              |
| <b>4</b> | NEVER PRINT   | A report will never be printed.  |
| <b>5</b> | ERROR ONLY    | A report will be printed only when an error occurs.                            |

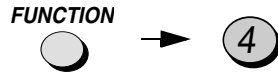
- 4** Press the **STOP** key to return to the date and time display.



## **Changing the Transaction Report print condition for e-mail and multi-party faxes**

---

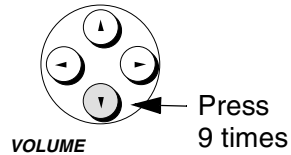
- 1** Press the **FUNCTION** key and then 4.



- 2** Press the ▼ key nine times.

The display shows:

TRANS. LIST MULTI  
1:ALWAYS PRINT



The selections alternately appear here.

- 3** Press a number from 1 to 3 to select the condition for printing.

- |          |              |  |
|----------|--------------|--|
| <b>1</b> | ALWAYS PRINT | A report will be printed each time you send or receive e-mail. |
| <b>2</b> | NEVER PRINT  | A report will never be printed.                                |
| <b>3</b> | ERROR ONLY   | A report will be printed only when an error occurs.            |

- 4** Press the **STOP** key to return to the date and time display.



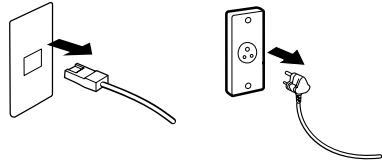
---

# 11. Maintenance

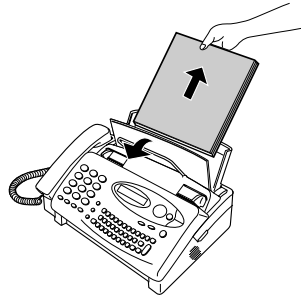
## Print head

Clean the print head frequently to assure optimum printing performance.

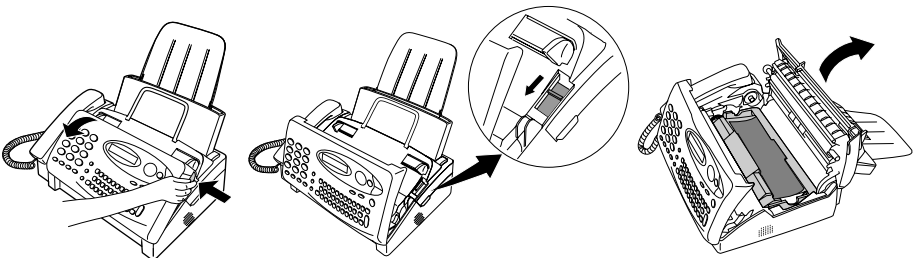
- 
- 1 First unplug the telephone line, then unplug the power cord.



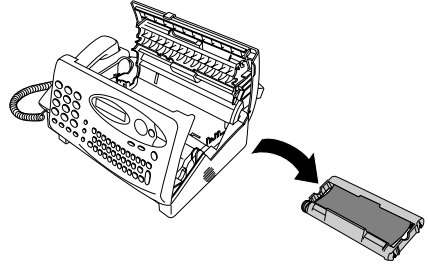
- 
- 2 Pull the paper release plate forward and remove the paper.



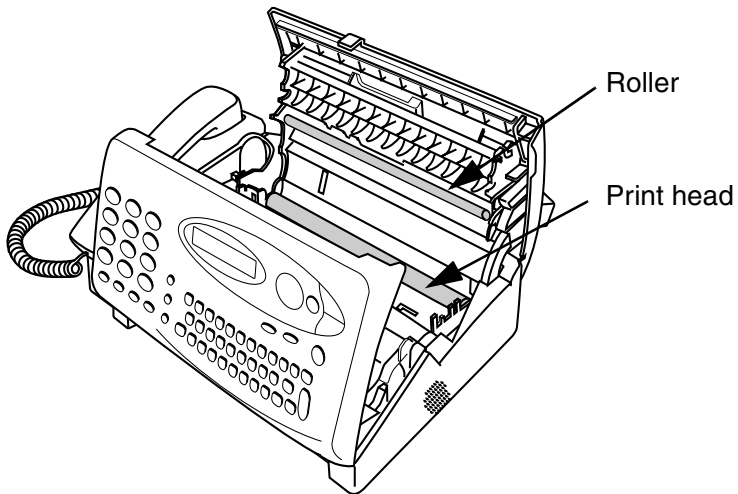
- 
- 3 Open the operation panel (grasp the finger hold and pull up), and then pull the release on the right side of the machine forward to open the print compartment cover.



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



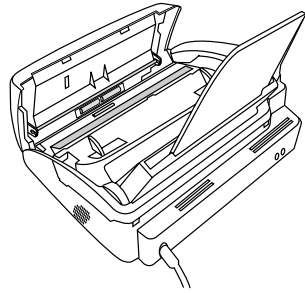
- 5** Wipe the print head and roller with denatured alcohol.



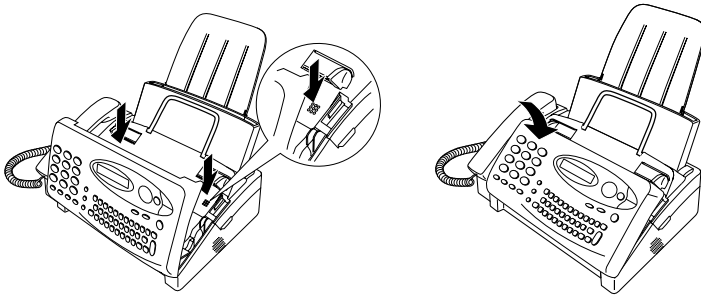
**Caution!**

- ◆ 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.

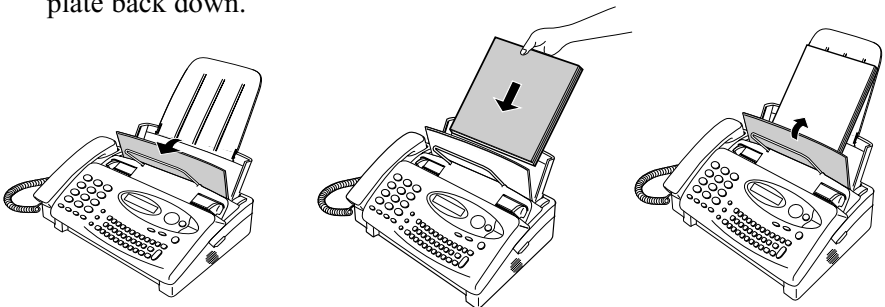
- 
- 6** Place the imaging film cartridge back in the print compartment.



- 
- 7** Close the print compartment cover (press down on both sides to make sure it clicks into place), and then close the operation panel.



- 
- 8** Pull the paper release plate toward you, reinsert the paper in the paper tray, and then push the paper release plate back down.

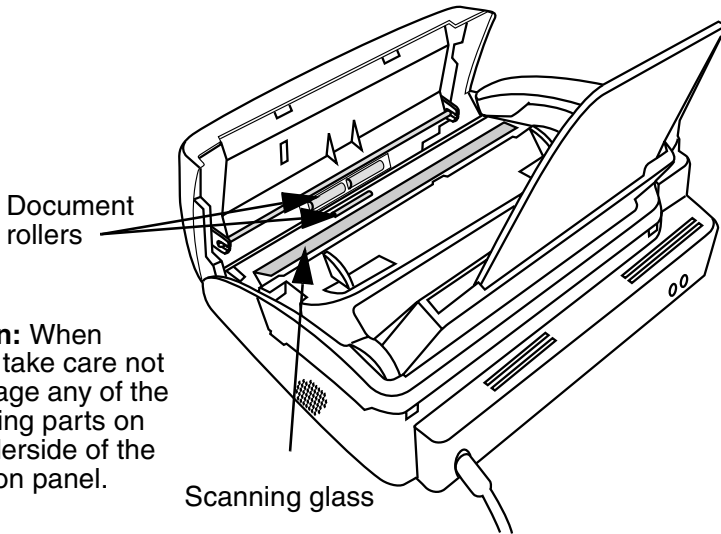




### ***Scanning glass and rollers***

Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies. Open the operation panel (grasp the finger hold and pull up), and wipe the scanning glass and rollers with a soft cloth.

- ◆ Make sure that all dirt and stains (such as correcting fluid) are removed, as dirt and stains will cause vertical lines on transmitted images and copies.
- ◆ Adhesive cellophane tape is useful for removal of debris from the rollers.



**Caution:** When wiping, take care not to damage any of the protruding parts on the underside of the operation panel.

### ***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.

---

## 12. Troubleshooting

### Problems and Solutions

If you have any problems with your Internet fax, first refer to the following troubleshooting guide.

#### Problems sending or receiving e-mail

Problem	Solution
The Internet fax is unable to connect to your provider or an error occurs after connecting.	<p>Make sure the telephone line is connected and you hear a dial tone when you pick up the handset. If the line is connected properly, your Internet service may be temporarily unavailable. Try again later.</p> <p>If the problem persists,, one or more of your provider settings may not be correct. To check your settings, print out the ISP Setting Information List (press the <b>FUNCTION</b> key, <b>8</b>, the <b>▲</b> key, and then the <b>START</b> key—see page 53). Contact your provider to find out what the correct settings are.</p>
How do I send to multiple e-mail addresses?	Press the <b>ENTER</b> key after entering each address. A semi-colon will appear after the address to separate it from the address you enter next.
How do I type a capital letter or a symbol marked above a letter key?	To type a capital letter, press the <b>SHIFT</b> key (do not hold it down), and then press the desired letter key. To type a symbol, press the <b>ALT</b> key (do not hold it down), and then press the letter key under the marked symbol.
MEMORY IS FULL appears in the display when you try to send an Internet fax.	Internet faxes consisting of a large number of pages or pages scanned at high resolution may exceed the memory capacity of the Internet fax. Separate the pages into smaller batches and send each batch separately.
Why does the Internet fax print each received e-mail message on a separate page?	To save paper, see <i>Paper saving (white skip mode)</i> on page 68.

**Line error**

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

***Dialling and transmission problems***

<b>Problem</b>	<b>Solution</b>
No dial tone when you pick up the handset or press the <b>SPEAKER</b> key.	<ul style="list-style-type: none"> <li>• Make sure the handset cord is connected to the correct socket. See <i>Connecting the handset</i> on page 12.</li> </ul>
Dialling is not possible.	<ul style="list-style-type: none"> <li>• Make sure the power cord is properly plugged into a power outlet.</li> <li>• Make sure that the telephone line is properly connected to both the <b>TEL. LINE</b> socket and the wall socket.</li> <li>• Make sure that the fax machine is set to the correct dialling mode for your telephone line. See <i>Connecting the telephone line cord</i> on page 14.</li> </ul>
The power is on, but no transmission takes place.	<ul style="list-style-type: none"> <li>• Make sure that the receiving machine has paper.</li> <li>• Make sure that the telephone line cord is plugged into the <b>TEL. LINE</b> socket, and not the <b>TEL. SET</b> socket.</li> <li>• If the receiving machine is in manual mode with no attendant, reception will not be possible.</li> <li>• Check the display for error messages.</li> <li>• Pick up the handset and check for a dial tone.</li> </ul>
Nothing is printed at the receiving end.	<ul style="list-style-type: none"> <li>• Make sure that the document for transmission is placed face down in the feeder.</li> </ul>
A distorted image is received at the other end.	<ul style="list-style-type: none"> <li>• Noise on the telephone line may cause distortion. Try sending the document again.</li> <li>• Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.</li> </ul>

**Reception and copying problems**

Problem	Solution
<p>The fax machine doesn't receive documents automatically.</p>	<ul style="list-style-type: none"> <li>• Make sure that the reception mode is set to FAX. If you subscribe to a distinctive ring service, make sure that the Distinctive Ring function is set to the correct ring pattern. If you do not subscribe to a distinctive ring service, make sure that Distinctive Ring is set to OFF SETTING. (See <i>Distinctive Ring</i> on page 143.)</li> </ul>
<p>The power is on, but no reception takes place.</p>	<ul style="list-style-type: none"> <li>• Make sure that the telephone line cord is plugged into the <b>TEL. LINE</b> socket, and not the <b>TEL. SET</b> socket.</li> </ul>
<p>The printing paper comes out blank when you try to receive a document.</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p>General print quality is poor.</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p>The received document is faint.</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p>Received images are distorted.</p>	<ul style="list-style-type: none"> <li>• Noise on the telephone line may cause distortion. Have the other party try sending the document again.</li> <li>• The print head may be dirty. See <i>Print head</i> on page 173.</li> <li>• 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.</li> </ul>

A received document or copy prints out in strips.	<ul style="list-style-type: none"> <li>• Make sure the operation panel and the printer compartment cover under the operation panel are completely closed (press down on both sides of each). (To close the printer compartment cover, grasp the top of the operation panel and pull to open it, and then press down on both sides of the printer compartment cover.)</li> </ul>
The quality of copies is poor and/or black spots appear.	<ul style="list-style-type: none"> <li>• 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 176.</li> </ul>
Reception/copying is interrupted.	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

### ***Answering machine connection***

<b>Problem</b>	<b>Solution</b>
The answering machine connection does not operate properly.	<ul style="list-style-type: none"> <li>• Make sure your fax machine's reception mode is set to A.M.</li> <li>• Make sure your fax machine's <b>TEL. LINE</b> socket is connected to the wall socket. Make sure your fax machine's <b>TEL. SET</b> socket is connected to your answering machine's telephone line socket (not the answering machine's extension phone socket).</li> <li>• Make sure your answering machine's outgoing message is under 10 seconds.</li> <li>• Make sure that the Quiet Detect Time setting is set to three or four seconds (see page 135).</li> </ul>

**General problems**

<b>Problem</b>	<b>Solution</b>
Information cannot be programmed in the fax.	<ul style="list-style-type: none"> <li>• Make sure the fax is plugged in and the imaging film and paper have been loaded. (Programming is not possible if the imaging film and printing paper have not been loaded.) See <i>Loading the Imaging Film</i> and <i>Loading Printing Paper</i> in Chapter 1.</li> </ul>
Nothing appears in the display.	<ul style="list-style-type: none"> <li>• Make sure the power cord is properly plugged into a power outlet.</li> <li>• Connect another electrical appliance to the outlet to see if it has power.</li> </ul>
The machine does not respond when you press any of its keys.	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Automatic document feeding does not work for transmission or copying.	<ul style="list-style-type: none"> <li>• Check the size and weight of the document (see <i>Transmittable Documents</i> on page 77).</li> </ul>
Voice calls taken on an extension phone are interrupted by the fax.	<ul style="list-style-type: none"> <li>• The fax may interrupt during a voice call if the reception mode is set to A.M. To prevent interruption on a tone dial extension phone, press any three keys on the extension phone after answering. (Note: Do not enter the code to activate fax reception.)</li> </ul>
No reception occurs when polling is attempted.	<ul style="list-style-type: none"> <li>• Make sure you have not run out of paper.</li> <li>• Make sure the transmitting machine is set to answer automatically.</li> <li>• If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine and in the transmitting machine.</li> </ul>

## Messages and Signals

### Display messages

**Note:** If you have turned on the Caller ID function, see page 139 for display messages related to Caller ID.

ACCOUNT INVALID	This appears if you press the <b>e-mail</b> key without having entered your Internet account information in the Internet fax. See Chapter 2 to enter your account information. If you have already entered your account information, make sure you have selected the correct account in the Provider Select setting (see page 51).
COVER OPEN	The print compartment cover (under the operation panel) is open. Open the operation panel (grasp the top and pull toward you), and then press down firmly on both sides of the print compartment cover to close it.
DOCUMENT JAMMED	The original document is jammed. See the following section, <i>Clearing Paper Jams</i> .
E-MAIL RECALL	The Internet fax could not connect to your provider when you tried to send an e-mail message, and will automatically attempt the call again (see page 59).
FAX RX IN MEMORY	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.
FILM END	The imaging film may need replacement. Check the film and replace if necessary.
FUNCTION MODE	The <b>FUNCTION</b> key has been pressed.
HOLD	The <b>HOLD/SEARCH</b> key has been pressed to put the other party on hold during a phone conversation. Press the <b>HOLD/SEARCH</b> again to take the other party off hold.



## Messages and Signals

INVALID DATA	You have entered an e-mail address that is not in the correct format. Correct the address and then press the ▼ key.
LINE ERROR	Transmission or reception was not successful. Press the <b>STOP</b> key to clear the message and then try again. If the error persists, see <i>Line Error</i> on page 178.
LINE IS IN USE	An extension phone connected to the fax is being used. Do not lift the fax's handset or attempt transmission at this time, as this will interrupt the conversation on the extension phone.
MEMORY IS FULL	The memory is full. This may 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 101). If you are attempting to transmit from memory, see <i>If the memory becomes full</i> on page 155.
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.
NET ERROR	An error occurred after your Internet fax connected to your provider to send or receive e-mail. See <i>Problems sending or receiving e-mail</i> on page 177.
NO DATA	This appears if you attempt to search for an automatic dialling number when none have been stored.
NO MESSAGES	You had no messages when your Internet fax called your provider to retrieve messages.
NO # STORED	You have tried to dial or clear a Rapid Key or Speed Dial number that hasn't been programmed (a full number hasn't been assigned to it).
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 <b>STOP</b> key to clear the message.

ON HOOK DIAL	The <b>SPEAKER</b> key has been pressed and the fax machine is waiting for you to dial.
OUT OF PAPER	You are out of printing paper (or the paper release plate is open). Load paper as explained in <i>Loading Printing Paper</i> on page 23.
OVER HEAT	The print head has overheated. Operation can be continued after it cools.
OVER 10MAIL ADDR	More than ten addresses have been entered as destinations for a single e-mail message. The maximum number of addresses per message is ten.
OVER 32 DIGITS	You have entered a fax number that is over 32 digits. Correct the number and then press the ▼ key
PAPER JAMMED	The printing paper is jammed. See the following section, <i>Clearing Paper Jams</i> .
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
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 page 112.)
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

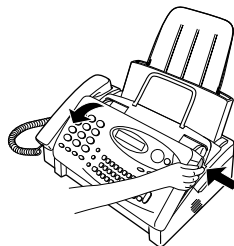
### Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing the **START** key. If the document doesn't feed out, open the operation panel and remove it.

**Important:**

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

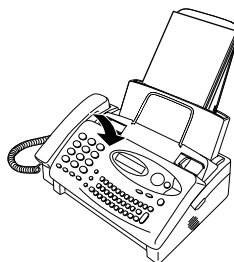
- 
- 1** Open the operation panel by grasping the finger hold and pulling up.



- 
- 2** Remove the document.

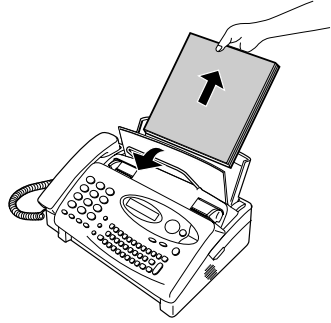


- 
- 3** Close the operation panel, making sure it clicks into place.

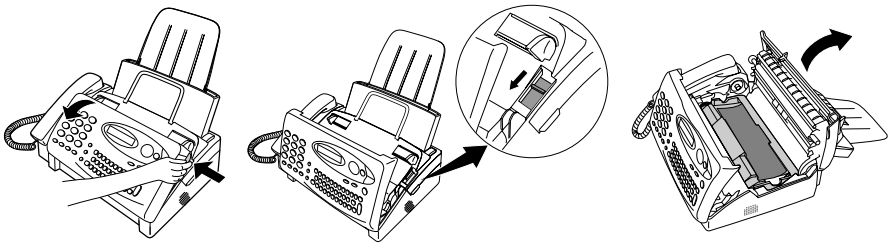


## Clearing jammed printing paper

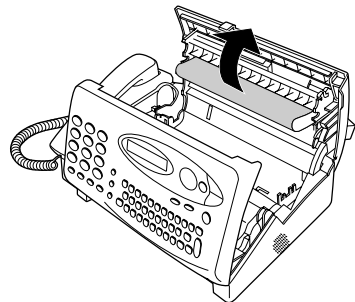
- 1 Pull the paper release plate forward and remove the paper.



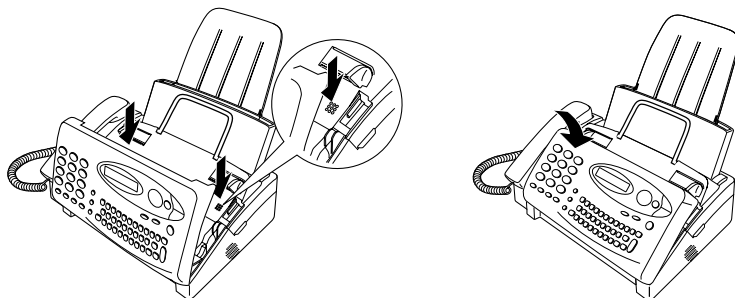
- 2 Open the operation panel (grasp the finger hold and pull up), and then pull the release on the right side of the machine forward to open the print compartment cover.



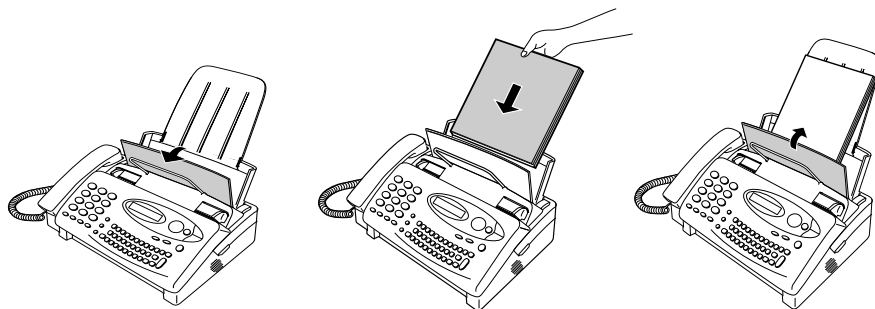
- 3 Gently pull the jammed paper out of the machine, making sure no torn pieces of paper remain in the print compartment or rollers.



- 
- 4** Close the print compartment cover (press down on both sides to make sure it clicks into place), and then close the operation panel.

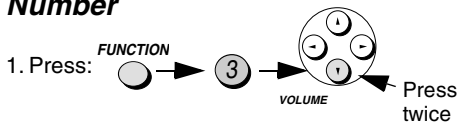


- 
- 5** Pull the paper release plate toward you, reinsert the paper in the paper tray, and then push the paper release plate back down.



# Quick Reference Guide

## Entering Your Name and Number



Display shows: OWN NUMBER SET  
PRESS START KEY



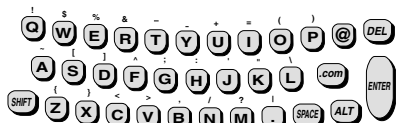
3. Enter your fax number (max. of 20 digits) by pressing the number keys.

- To insert a space between digits, press the # key.
- If you make a mistake, press the **DEL** key to backspace and clear the mistake.

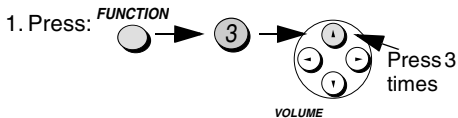


5. Enter your name by pressing the letter keys.

- To enter an uppercase letter, press the **SHIFT** key (do not hold it down) and then enter the letter. To enter one of the symbols marked above the letter keys, press the **ALT** key (do not hold it down) and then press the letter key.



## Setting the Date and Time



Display shows: DATE & TIME SET  
PRESS START KEY

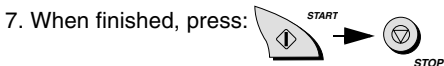


3. Enter two digits for the day (01 to 31).

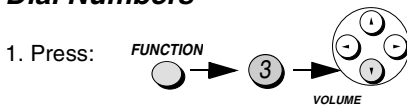
4. Enter two digits for the month (01 to 12).

5. Enter four digits for the year (Ex: 2000)

6. Enter two digits for the hour (00 to 23) and two digits for the minute (00 to 59).



## Storing and Clearing Auto Dial Numbers



Display shows: TEL #/ADDR. MODE  
1=SET, 2=CLEAR

2. Press **1** to store a number or **2** to clear a number.

3. Enter a 2-digit Speed Dial number (01 or 02 for One Touch Dialing, or 03 to 99 for Speed Dialing). (If you are clearing a number, go to Step 7.)

4. Enter the fax number or e-mail address.



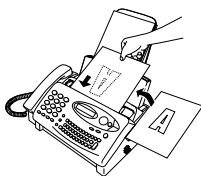
6. Enter the name of the location.




## 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  **SPEAKER**
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key).


4. Press:



#### One Touch Dialling

Press the appropriate One Touch Dial key. Transmission will begin automatically.

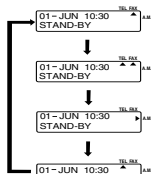
#### Speed Dialling

1. Press: 
2. Enter the 2-digit Speed Dial number.
3. Press:



### Receiving Faxes

RECEPTION MODE



**FAX mode:** The fax machine automatically answers on one ring and receives faxes.

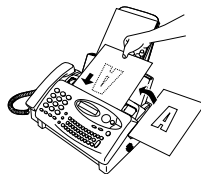
**TEL mode:** Answer the call with the handset. Press the **START** key to begin reception.

**TEL/FAX mode:** Auto-dialled faxes are received automatically. Voice calls and manually dialled faxes are signalled by a special ringing sound.

**A.M. mode:** Select this mode when an answering machine is connected to the fax and the answering machine is turned on.

### Sending an e-mail message

1. To send a fax to an e-mail address, insert it in the document feeder.



2. Press:



e-mail



3. Press the letter keys to enter the e-mail address. (If entering more than one address, press the **ENTER** key after each address.)



4. Press:



VOLUME

5. Press the letter keys to enter a subject.

6. Press:



VOLUME

7. Press the letter keys to enter a message.

8. Press:



### Retrieving e-mail



e-mail



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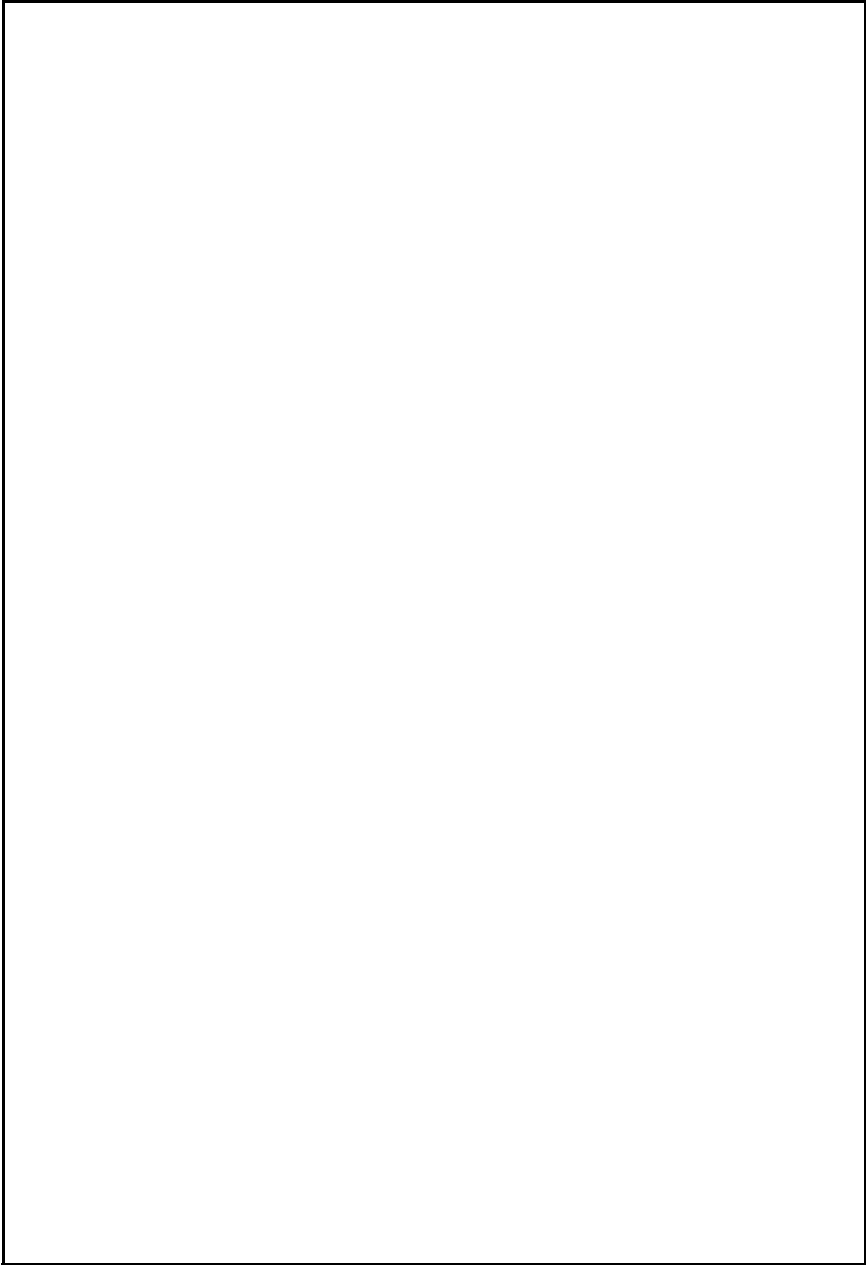
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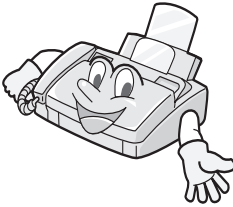
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# 簡介



感謝您選購 Sharp 互聯網傳真機！以下所示為您的新型互聯網傳真機的功能與規格。

要使用互聯網傳真機的電子郵件功能，您必須向互聯網服務供應商申請一個帳戶。有關向供應商申請建立帳戶的資訊，請參閱互聯網傳真機隨附的小冊子。要設定您的互聯網傳真機以獲得供應商的服務，請參閱本手冊第 2 章。

## 自動撥號

單鍵撥號：2 個傳真號碼與 / 或電子郵件地址  
快速撥號：97 個傳真號碼與 / 或電子郵件地址

## 膠卷

首次使用的膠卷（隨傳真機附送）：

10 公尺（約為 30 張 A4 尺寸的頁面）

更換用膠卷：

UX-3CR 30 公尺（一包兩個膠卷，一個膠卷可使用於約 95 張 A4 尺寸的頁面）

## 記憶體大小 \*

512 KB（平均約為 30 頁）

## 數據機速度

傳真：9600 bps，自動降回到較低速度。

電子郵件：33,600 bps

## 傳送時間 \*

每張傳真頁面約為 15 秒

\* 根據 ITU-T 測試圖表 #1，在 Sharp 特殊模式下的標準解析度（不包括通訊協定訊號時間，即僅限於 ITU-T 相位 C 時間）。

<b>解析度</b>	<b>水平：</b> 8 像素 / 公釐 <b>垂直：</b> 標準：3.85 行 / 公釐 細緻 / 半色調：7.7 行 / 公釐 精緻：15.4 行 / 公釐
<b>記錄系統</b>	感熱式
<b>自動文件送紙器</b>	最多 10 頁 (80 g/m <sup>2</sup> 紙張)
<b>半色調 (灰階)</b>	64 階
<b>顯示幕</b>	2 行 LCD 顯示幕，每行 16 位數
<b>供紙托架容量</b> (60 至 75 g/m <sup>2</sup> 紙張)	A4 尺寸：60 張
<b>壓縮方案</b>	MR、MH、Sharp (H2)
<b>適用電話線路</b>	公用電話交換網路
<b>相容性</b>	ITU-T (CCITT) G3 模式
<b>輸入文件尺寸</b>	<b>自動送紙：</b> 寬度：148 至 216 公釐 長度：140 至 279 公釐 <b>手動送紙：</b> 寬度：148 至 216 公釐 長度：140 至 600 公釐
<b>有效掃瞄寬度</b>	最寬 210 公釐
<b>有效列印寬度</b>	最寬 204 公釐
<b>對比度控制</b>	自動 / 深色可調式
<b>傳真接收模式</b>	TEL (電話)、FAX (傳真)、TEL/FAX (電話 / 傳真)、A.M. (電話答錄機) (註：A.M. (電話答錄機) 模式用於連接電話答錄機)
<b>複印功能</b>	單張 / 多張 / 分頁 (99 份 / 頁)
<b>電話功能</b>	是 (如果發生電源故障將無法使用)

<b>電源要求</b>	220-240 V AC，50/60 Hz
<b>作業溫度</b>	5-35°C
<b>濕度</b>	最大：85% RH
<b>耗電量</b>	待機：6.5 W 最大：100 W
<b>尺寸</b>	寬度：343 公釐 長度：256 公釐 高度：182 公釐
<b>重量</b>	約為 3.3 公斤

秉持著不斷改善的原則，Sharp 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。在個別生產單元中，上述值可能存在一些偏差。

## 重要的安全資訊

- 請勿拆裝本傳真機或嘗試執行本說明手冊中未述及的程序。請將所有傳真機的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，請先從電源插座與電話插座上拔下傳真機的插頭，然後洽詢合格的維修人員：
  - 液體濺入傳真機內或傳真機淋到雨或沾到水。
  - 傳真機產生異味、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。
- 切勿將任何物體放置在電源線上，亦不要將傳真機安裝在電源線會被踩到的地方。

- 本傳真機只能連接到 220-240 V，50/60 Hz 的接地型（3 叉腳）電源插座上。將傳真機連接到任何其他類型的電源插座將會損壞機器，並致使保固失效。
- 切勿將任何物件插入傳真機上的插槽或開口，這可能會導致火災或觸電的危險。如果有物件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，然後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，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，除非插座專門設計用於潮濕的地方。
- 切勿觸摸裸露的電話線或接線端，除非已中斷電話線路與網路介面的連接。
- 在安裝或修改電話線路時請小心。
- 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。

#### **重要事項：**

- 本傳真機不能用於具有來電等待、來電轉接或您的電話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，在傳送和接收傳真訊息時您可能會遇到問題。
- 本傳真機與數位電話系統不相容。

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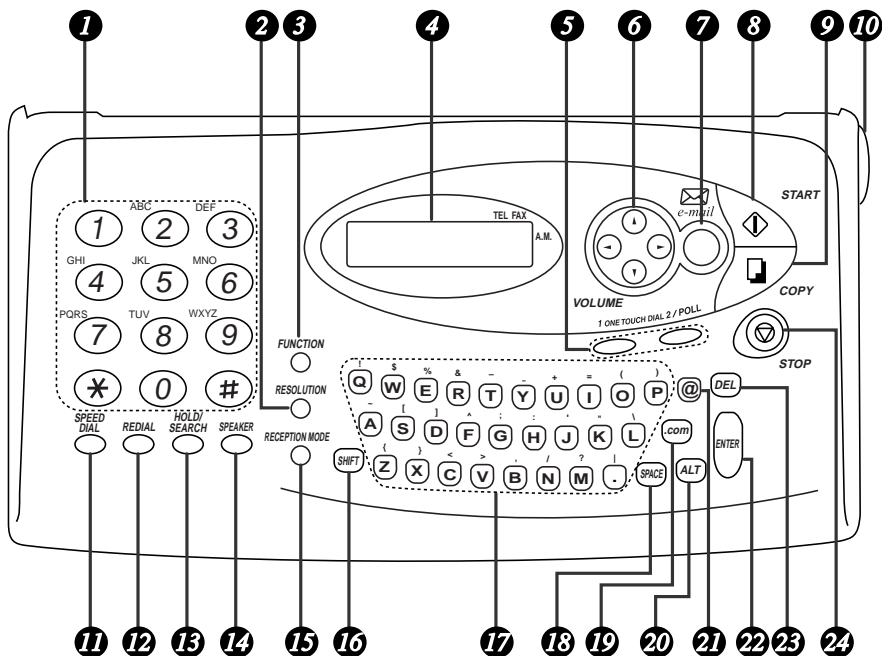
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# 操作面板概覽



- 1 數字鍵**  
使用這些鍵以撥打傳真與電話號碼，並在儲存自動撥號號碼與電子郵件地址時輸入數字。
- 2 RESOLUTION (解析度) 鍵**  
按下此鍵以調整傳真、複印或將文件作為電子郵件附件傳送時的解析度。
- 3 FUNCTION (功能) 鍵**  
按下此鍵以選擇各種特殊的功能。
- 4 顯示幕**  
在操作與設定過程中顯示相關的訊息與提示。
- 5 ONE TOUCH DIAL (單鍵撥號) 鍵**  
按下這些鍵中的任何一個可以自動撥打傳真/電話號碼，或指定電子郵件地址。

- 6 方向鍵**  
**移動游標：**按下這些鍵可以在輸入電子郵件地址、電子郵件訊息、名稱或傳真 / 電話號碼時移動游標。  
**FUNCTION (功能) 鍵設定值：**在按下 FUNCTION (功能) 鍵後，按下向上或向下方向鍵可以在 FUNCTION (功能) 鍵設定值中移動。  
**調整音量：**在按下 SPEAKER (喇叭) 鍵後，按下左或右方向鍵可以調整喇叭音量；在其他時候按下這兩個方向鍵可以調整響鈴器音量。
- 7 e-mail (電子郵件) 鍵**  
使用此鍵以傳送與接收電子郵件。
- 8 START (開始) 鍵**  
按下此鍵以傳送電子郵件訊息或傳真。
- 9 COPY (複印) 鍵**  
按下此鍵以複印已裝入文件送紙器中的文件。
- 10 面板釋放裝置**  
握住此手柄並朝您的方向拉動以打開操作面板。
- 11 SPEED DIAL (快速撥號) 鍵**  
按下此鍵以使用縮寫的 2 位數快速撥號號碼來撥打傳真 / 語音號碼，或輸入電子郵件地址。
- 12 REDIAL (重撥) 鍵**  
按下此鍵以自動重撥最後撥打的號碼。
- 13 HOLD/SEARCH (暫停 / 搜尋) 鍵**  
按下此鍵以搜尋傳真號碼或電子郵件地址。在通話時按下此鍵，可將對方置於等候狀態。
- 14 SPEAKER (喇叭) 鍵**  
按下此鍵以在傳送文件時透過喇叭來聆聽線路和傳真訊號。  
**註：**喇叭不是擴音器。您必須拿起聽筒才可以與對方通話。

- 15** **RECEPTION MODE (接收模式) 鍵**  
按下此鍵以選擇傳真的接收模式。顯示幕上的箭頭將會指向目前選定的接收模式。
- 16** **SHIFT (移位) 鍵**  
按此鍵一下，然後按下字母鍵可以輸入大寫字母。
- 17** **字母鍵**  
使用這些鍵以輸入電子郵件地址、電子郵件訊息以及自動撥號接收方的名稱。
- 18** **SPACE (空格) 鍵**  
按下此鍵以輸入空格。
- 19** **.com 鍵**  
按下此鍵可以在電子郵件地址的末端快速輸入「.com」。要輸入「.com.hk」、「.net」、「.org」、「.org.hk」、「.edu」、「.gov」、或「.hk」，請繼續按下此鍵。
- 20** **ALT (變更) 鍵**  
按此鍵一下，然後按下字母鍵可以輸入標記在字母鍵上方的符號。
- 21** **@ 鍵**  
按下此鍵以在電子郵件地址（或別處）輸入「@」。
- 22** **ENTER (輸入) 鍵**  
在輸入多個電子郵件地址或傳真號碼時，如果您完成輸入一個地址或號碼，並準備輸入下一個地址 / 號碼之前，請按下 ENTER (輸入) 鍵。顯示幕上將會出現一個分號，以區隔地址 / 號碼。
- 23** **DEL (刪除) 鍵**  
按下此鍵以清除字母或數字。
- 24** **STOP (停止) 鍵**  
按下此鍵以取消尚未完成的操作。

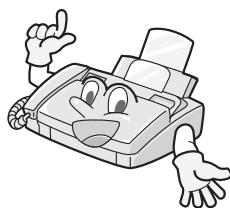
# 1. 安裝

## 拆箱核對清單

請確保在安裝前備妥  
以下所有項目。



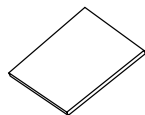
如有任何遺漏，請與  
您的經銷商或零售商  
聯絡。



正本文件  
支撐架



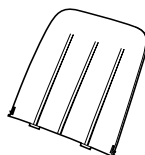
快速參考  
指南



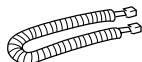
聽筒



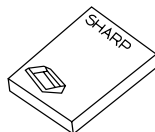
供紙托架  
延伸架



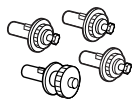
聽筒連  
接線



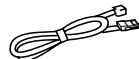
操作手冊



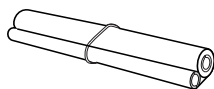
齒輪 (4)



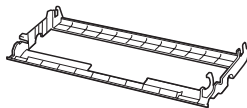
電話線



膠卷 (首  
次使用的  
膠卷)

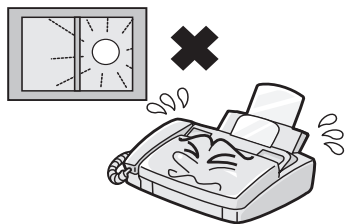


膠卷匣

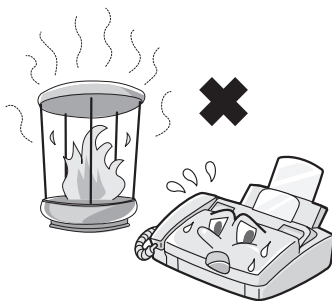


## 連接

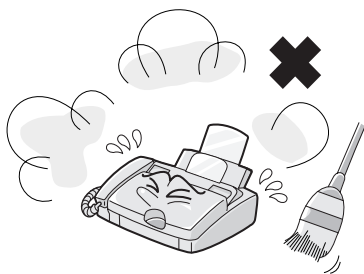
### 安裝注意事項



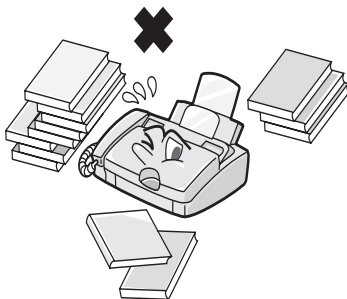
請勿將傳真機放置在陽光直接照射的地方。



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。



保持傳真機周圍區域的清潔。

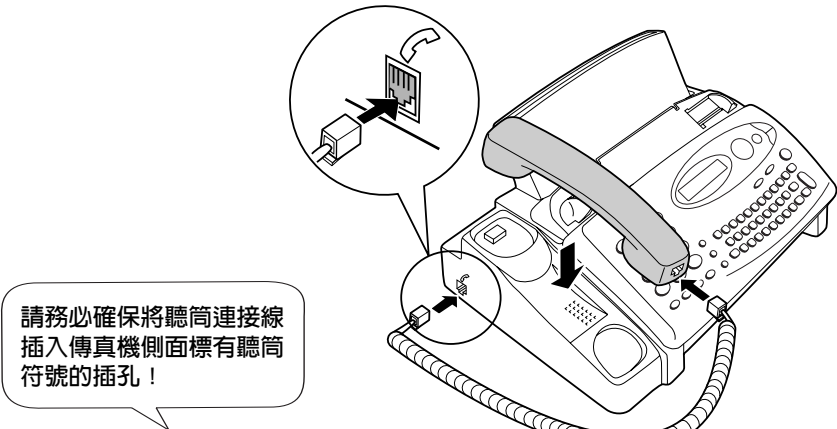
### 關於冷凝物

如果將傳真機從較冷的地方移至較溫暖的地方，傳真機的掃描鏡上可能形成冷凝物，這會妨礙在傳送文件時進行正常掃描。要清除冷凝物，請開啓電源，並等候大約兩個小時後才使用傳真機。

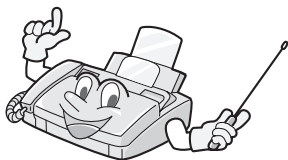
## 連接聽筒

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，因此它們可以插入任何一個插孔。



請務必確保將聽筒連接線  
插入傳真機側面標有聽筒  
符號的插孔！



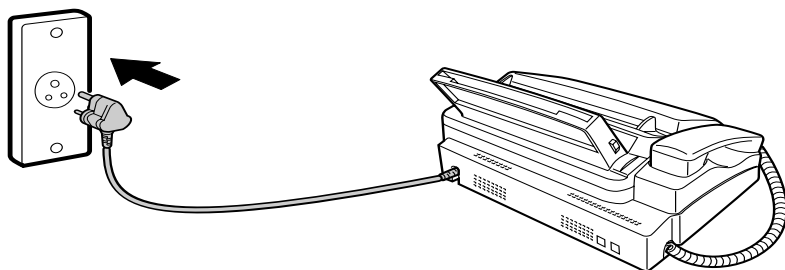
您可以使用聽筒來撥打一  
般電話，或手動傳送與接  
收傳真。

## 連接電源線

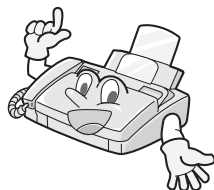
將電源線插入 220-240 V，50/60 Hz 的接地型（3 叉腳）交流電源插座。

### 注意！

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



傳真機沒有電源開啓 / 關閉開關，  
因此僅需插入或拔下電源線即可  
開啓或關閉電源。

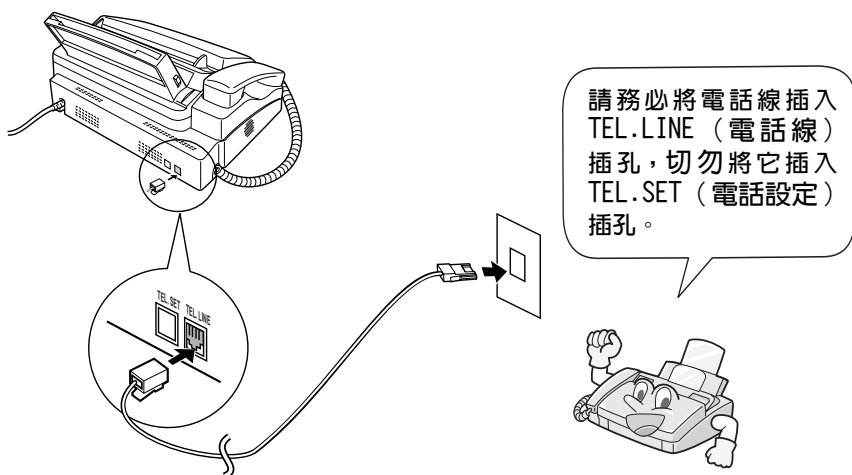


註：如果您所在的地區經常發生閃電或電湧事故，我們建議您為電源與電話線路安裝電湧保護器。您可以在大多數的電話專賣店裏購買到電湧保護器。



## 連接電話線

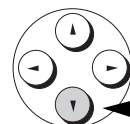
將電話線的一端插入傳真機背面標記 TEL.LINE (電話線) 的插孔中，然後將另一端插入標準的牆上電話插座中。



註：傳真機已設定為音頻撥號。如果您正在使用脈衝撥號線路，您必須將傳真機設定為脈衝撥號。請按以下所述按下操作面板上的按鍵：

1 按下這些鍵：

FUNCTION



請按 10 下

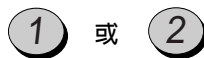
顯示幕上將會顯示：

DIAL MODE  
1=TONE, 2=PULSE

(撥號模式)  
(1=音頻, 2=脈衝)

VOLUME

2 按下 1 以選擇音頻撥號，或按下 2 TONE (音頻) PULSE (脈衝) 以選擇脈衝撥號。



3 按下 STOP (停止) 鍵以返回日期與時間顯示幕。

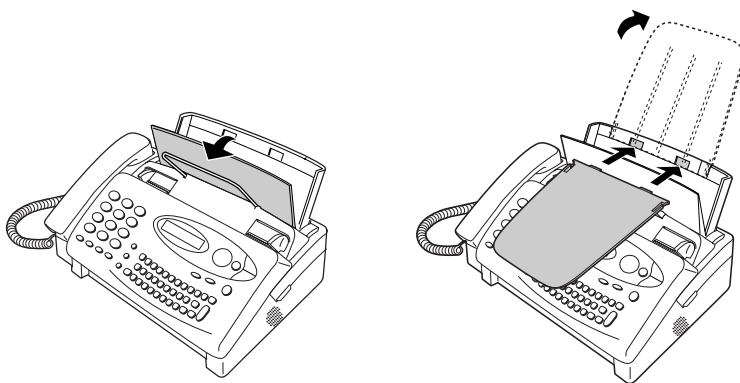


STOP

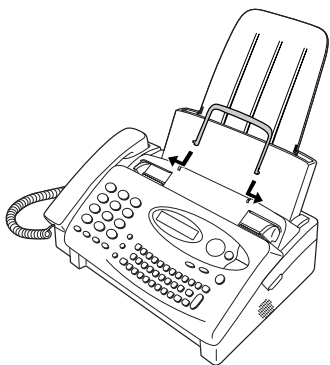
## 安裝供紙托架延伸架與文件支撐架

### 安裝供紙托架延伸架

- ◆ 將紙張釋放擋板向前拉動。然後將供紙托架延伸架水平地插入供紙托架中的槽口。將供紙托架延伸架向上轉動，直到其卡入定位。



### 安裝正本文件支撐架。



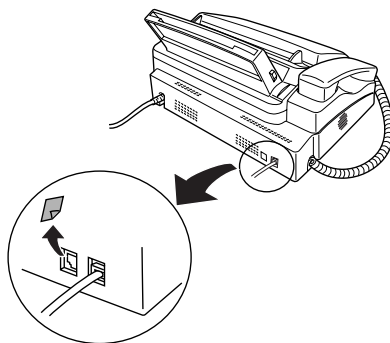
註：正本文件支撐架有頂端與底端之分。如果您無法將支撐架上的彈片插入小孔內，請翻轉支撐架。

## 分機（選項）

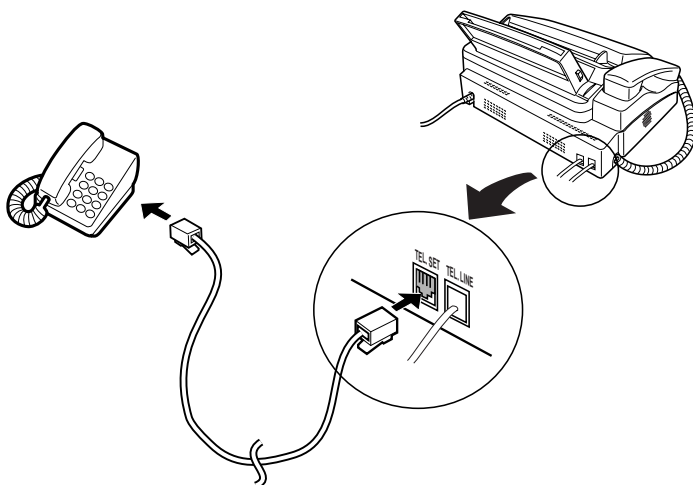
如有必要，您可以將分機連接至傳真機上的 **TEL.SET（電話設定）** 插孔。

- ◆ 要將電話答錄機連接至您的傳真機，請參閱第 8 章的連接電話答錄機（第 132 頁）。

- 
- 1 取下覆蓋 **TEL.SET（電話設定）** 插孔的封條。



- 
- 2 將分機電話線連接至 **TEL.SET（電話設定）** 插孔。



## 裝入膠卷

傳真機使用膠卷產生列印的文字與影像。傳真機中的印字頭會將熱量傳至膠卷，以使墨水轉印到紙張上。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，可以列印約 30 張 A4 尺寸的頁面。



在更換膠卷時，請使用 Sharp UX-3CR 膠卷。一個膠卷可以列印約 95 張 A4 尺寸的頁面。

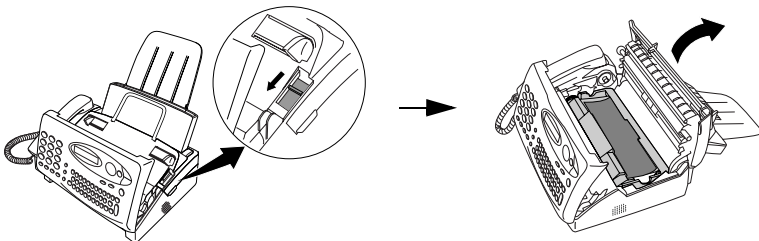


註：如果供紙托架中仍有紙張，請在裝入膠卷之前將紙張釋放擋板向前拉動並取出紙張。

- 1 透過握住手柄並向上拉動，以打開操作面板。

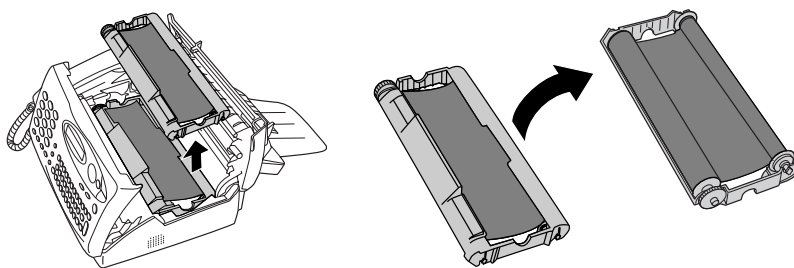


- 2 將傳真機右側的綠色釋放裝置向前拉動，並打開列印槽蓋。

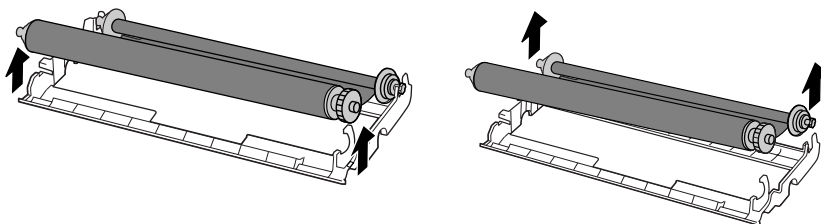


如果您是第一次安裝膠卷，請移至步驟 6。

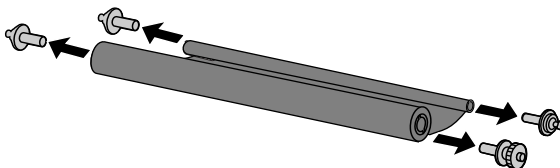
- 3 取出列印槽中的膠卷匣（握住膠卷匣前面的把手），並將其翻轉。



- 4 取出膠卷匣中用過的膠卷。

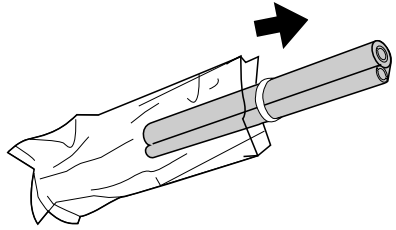


- 5 卸下用過的膠卷中的四個綠色齒輪。  
切勿丟棄這四個綠色齒輪！



6 從包裝中取出新的滾筒膠卷。

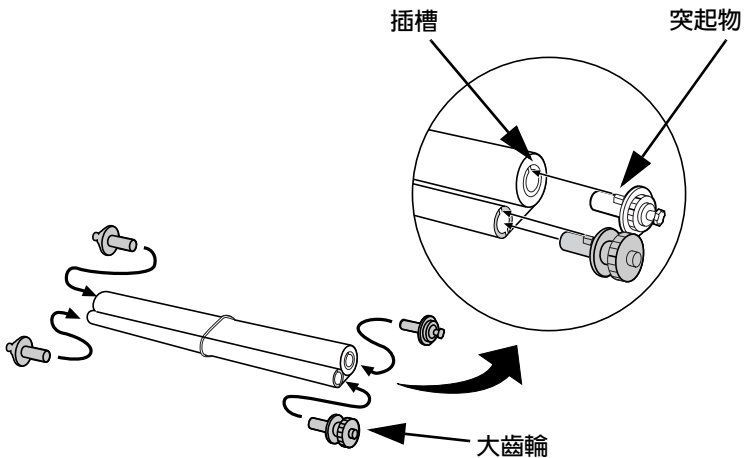
- 請勿撕下將滾筒固定在一起的鬆緊帶。



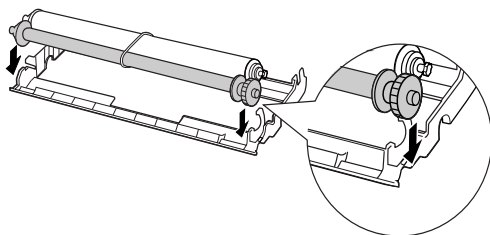
7 將大齒輪插入空捲軸的綠色末端。確保大齒輪的兩個突起物平穩地卡入捲軸末端的插槽內。

將剩餘的三個齒輪插入捲軸，並確保每個齒輪上的突起物平穩地卡入每個捲軸末端的其中一個插槽內。

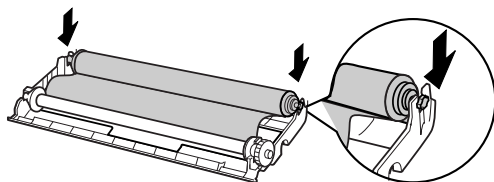
- 如有需要，請將捲軸輕輕拉開以容許齒輪卡入（鬆緊帶將拉長）。



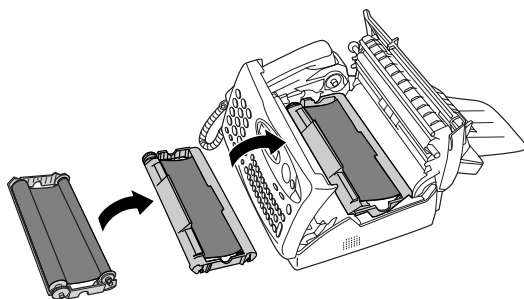
- 
- 8 將大齒輪插入膠卷匣上較大的支架中（確保其卡入定位），然後將捲軸另一端的小齒輪插入其支架。



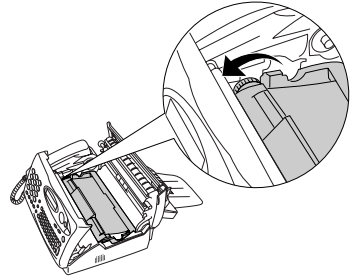
- 
- 9 剪斷將兩個捲軸固定在一起的鬆緊帶。稍微展開膠卷，並將小齒輪插入其支架中。



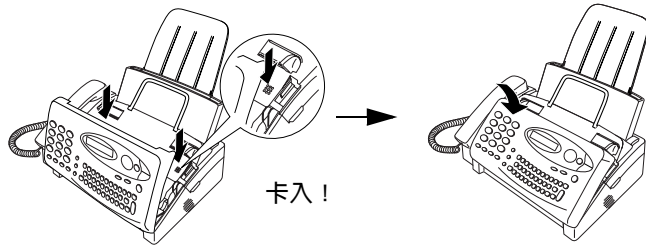
- 
- 10 翻轉膠卷匣，握住把手，然後將膠卷匣插入列印槽。



- 11 朝您的方向旋轉大齒輪，直到膠卷拉緊。



- 12 合上列印槽蓋（按下兩側以確保其卡入定位），然後合上操作面板。



- 13 將紙張裝入供紙托架中，然後如下頁所述啓用膠卷。



## 啓用膠卷

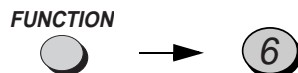
註：您必須先裝入紙張，然後才可以啓用膠卷。要裝入紙張，請參閱第 23 頁中的裝入列印紙張。

- 1 按下 FUNCTION (功能) 鍵，然後按下 6。

顯示幕上將會顯示：

PRINT SET UP  
PRESS ▼ OR ▲

(列印設定)  
(按下 ▼ 或 ▲)

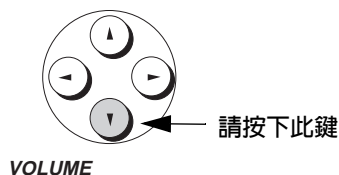


- 2 按下 ▼ 鍵。

顯示幕上將會顯示：

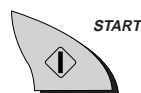
INITIALIZE FILM  
PRESS START KEY

(啓用膠卷)  
(按下 START [開始] 鍵)



- 3 按下 START (開始) 鍵。

- 膠卷已啓用。



## 何時更換膠卷

請在顯示幕上顯示以下訊息時更換膠卷：

26-JUL 06:31  
FILM END

(26-JUL 06:31)  
(膠卷已用完)

請使用以下可從您的經銷商或零售商處購買到的膠卷：

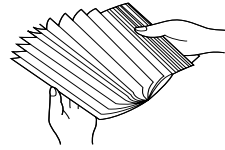
Sharp UX-3CR 膠卷

## 裝入列印紙

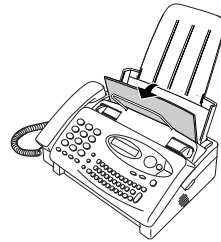
您可以在供紙托架中裝入 A4 尺寸的紙張。最多張數為：

- ◆ 60 張 60 至 75 g/m<sup>2</sup> 的紙張
- ◆ 50 張 75 至 90 g/m<sup>2</sup> 的紙張

- 1 來回翻動紙疊，然後將紙疊的邊緣靠在平坦的表面上輕輕拍打，以使其平整。

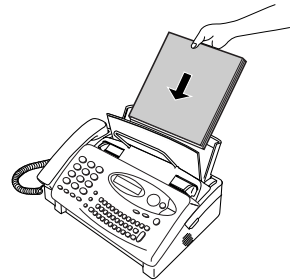


- 2 將紙張釋放擋板朝您的方向拉動。



- 3 將紙疊放入托架中，**列印面朝下**。

- 在增添新的紙張之前，如果供紙托架中尚有紙張，請將其取出並與新的紙張一起整理成一疊。



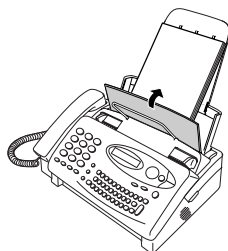
### 重要事項：

請務必正確裝入紙張，以便能在紙張的**列印面**上進行列印。在非列印面上進行列印可能會導致很差的列印品質。

---

4 將紙張釋放擋板推回原來的位置。

- 如果紙張釋放擋板沒有推回，則可能會導致送紙錯誤。



註：在接收傳真或複印文件時，切勿讓輸出托架內堆積大批的文件。這可能會堵塞出口並導致夾紙。

## 設定列印對比度

傳真機在出廠時已設定為以正常對比度列印。依所裝入的紙張類型而定，您可以透過將設定值變更為 LIGHT（淡）以獲得較佳的列印品質。

---

1 按下 FUNCTION（功能）鍵，然後按下 6：

顯示幕上將會顯示：

PRINT SET UP  
PRESS ▼ OR ▲

（列印設定）  
（按下 ▼ 或 ▲）



---

2 按兩下 ▲ 鍵。

顯示幕上將會交替顯示：

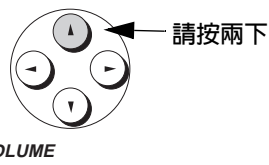
PRINT CONTRAST  
1:NORMAL

（列印對比度）  
（1：正常）



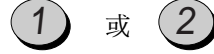
PRINT CONTRAST  
2:LIGHT

（列印對比度）  
（2：淡）



- 
- 3 按下 1 以選擇 NORMAL (正常) 或 2 以選擇 LIGHT (淡)。

NORMAL (正常) LIGHT (淡)



顯示幕上將會顯示：

COPY CUT-OFF  
1=YES, 2=NO

(中斷列印)  
(1=是, 2=否)

- 
- 4 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



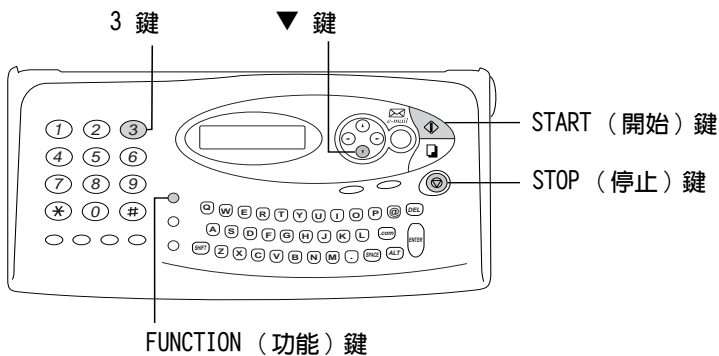
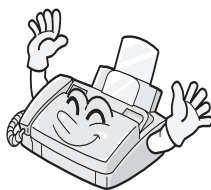
STOP

## 輸入您的姓名與傳真號碼

在開始傳送傳真之前，您必須先輸入您的名稱與傳真（電話）號碼。此外，您還需要設定日期與時間。



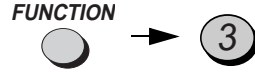
在您輸入此資訊後，它將自動出現在您傳送的每一頁文件之頂端。



註：在輸入您的姓名與傳真號碼之前，必須先裝入膠卷與列印紙。

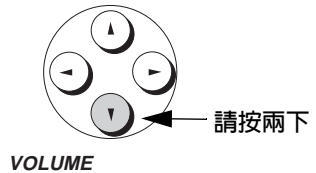
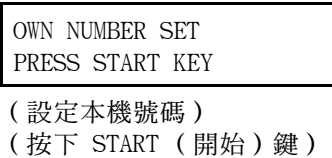
- 1 按下 FUNCTION (功能) 鍵，然後按下 3：

顯示幕上將會顯示：



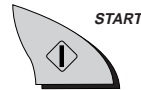
- 2 按兩下 ▼ 鍵。

顯示幕上將會顯示：



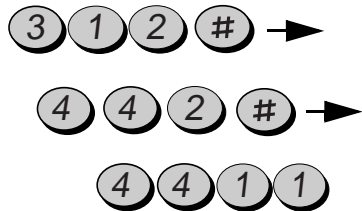
- 3 按下 START (開始) 鍵。

顯示幕上將會顯示：



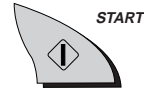
- 4 透過按下數字鍵來輸入您的傳真/電話號碼。

- 要在數字間插入空格，請按下 # 鍵 (註：不能輸入連字號)。
- 如果輸入錯誤，請按下 DEL (刪除) 鍵以退回並清除錯誤。

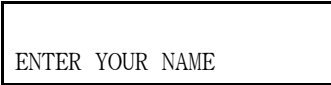


(範例)

- 
- 5 按下 **START (開始)** 鍵以將傳真號碼輸入記憶體中。

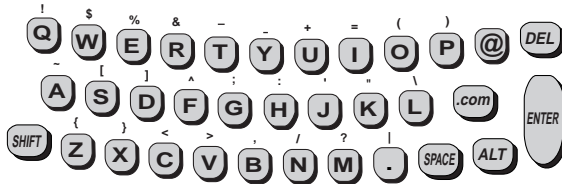


顯示幕上將會顯示：



(輸入您的名稱)

- 
- 6 透過按下字母鍵以輸入您的名稱。您最多可以輸入 24 個字元。



- ◆ 要清除錯誤，請按下 **DEL (刪除)** 鍵。要移動游標，請按下左與右方向鍵。
- ◆ 要輸入大寫字母，請按下 **SHIFT (移位)** 鍵（勿按住不放），然後按下所要的字母鍵。
- ◆ 要輸入標記在字母鍵上方的某個符號，請按下 **ALT (變更)** 鍵（勿按住不放），然後按下字母鍵。

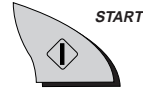
**游標：**顯示幕上的黑色方塊，表示即將在此處輸入數字或英文字母。

7 按下 START (開始) 鍵。

顯示幕上將會顯示：

SECURITY SELECT  
1=ON, 2=OFF

(選擇安全性)  
(1= 啟動, 2= 關閉)



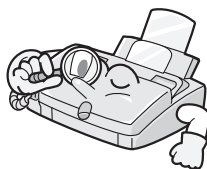
8 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



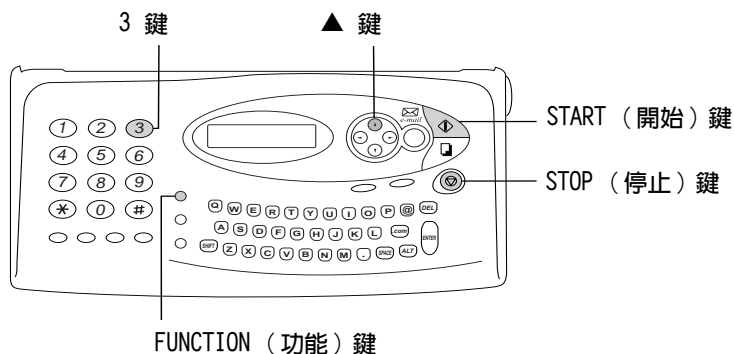


## 設定日期與時間

顯示幕上將會出現日期與時間，並列印在您傳真的每一頁文件的頂端。



您可以透過按下操作面板上的按鍵來設定日期與時間，如下所示。



註：您必須先裝入膠卷與列印紙，然後才可以設定日期與時間。

- 1 按下 FUNCTION (功能) 鍵，然後按下 3：

顯示幕上將會顯示：

FUNCTION



ENTRY MODE  
PRESS ▼ OR ▲

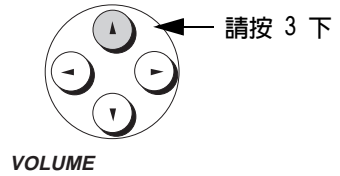
(輸入模式)  
(按下 ▼ 或 ▲)

## 2 按三下 ▲ 鍵：

顯示幕上將會顯示：

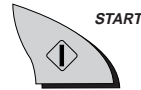
DATE & TIME SET  
PRESS START KEY

(設定日期與時間)  
(按下 START [開始] 鍵)



## 3 按下 START (開始) 鍵。

- 顯示幕上將出現目前設定的日期。



## 4 輸入表示日期的兩位數數字 (「01」至「31」)。

- 要更正錯誤，請按下 DEL (刪除) 鍵以將游標移回至出現錯誤的位置，然後輸入正確的數字。



範例：5 日

## 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

## 6 輸入年度 (四位數)。



範例：2000 年

## 7 輸入表示小時的兩位數數字 (「01」至「23」) 與表示分鐘的兩位數數字 (「00」至「59」)。



範例：9:25

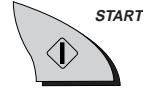
---

8 按下 START (開始) 鍵以啓動時鐘。

顯示幕上將會顯示：

STORE JUNK # 1=SET, 2=CLEAR
--------------------------------

(儲存垃圾號碼)  
(1= 設定, 2= 清除)



---

9 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



## 為傳送進來的呼叫設定接收模式

您的傳真機具有以下四種模式，可用來接收傳送進來的呼叫與傳真：

### TEL（電話）模式：

如果您要透過與傳真機連接的線路來接聽電話呼叫與接收傳真，請選擇此模式。**所有的呼叫（包括傳真）均須透過拿起傳真機或連接至同一線路的分機之聽筒才可接聽。**

### FAX（傳真）模式：

如果您只用來接收傳真，請選擇此模式。傳真機將在第四次響鈴時自動接聽所有呼叫並接收傳送進來的傳真。

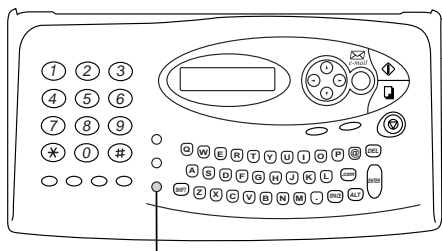
**TEL/FAX（電話 / 傳真）模式：**此模式極適用於接收傳真與接聽語音呼叫。在接收到呼叫時，傳真機將自動偵測該呼叫是否為語音呼叫（包括手動撥號的傳真），或自動撥號傳真。如果是語音呼叫，傳真機將發出特殊的鈴聲以提示您接聽。如果是自動撥號傳真，傳真機將自動開始接收。

### A.M.（電話答錄機）模式：

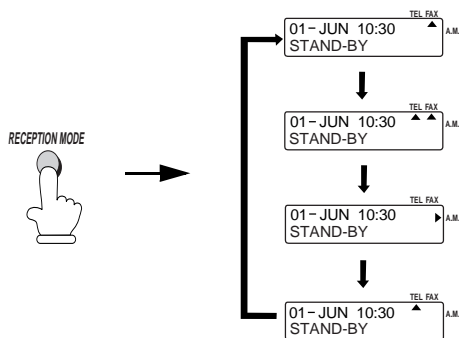
只有在您已將電話答錄機連接至傳真機時，才可使用此模式（請參閱第 8 章）。在您外出時請選擇此模式，以讓電話答錄機接收留言，傳真機接收傳真。

## 設定接收模式

按下 RECEPTION MODE (接收模式) 鍵，直到顯示幕上的箭頭指向所要的模式。



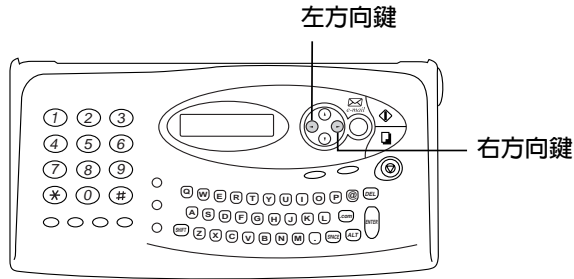
RECEPTION MODE (接收模式) 鍵



要獲得更多有關在 TEL (電話)、TEL/FAX (電話 / 傳真) 及 FAX (傳真) 模式中接收傳真的資訊，請參閱第 4 章的接收文件 (第 88 頁)。要獲得更多有關使用 A.M. (電話答錄機) 模式的資訊，請參閱第 8 章的連接電話答錄機 (第 132 頁)。

## 調整音量

您可以使用左與右方向鍵調整喇叭與響鈴器的音量。



## 喇叭

- 1 按下 SPEAKER (喇叭) 鍵。



- 2 按下左或右方向鍵。

顯示幕上：

SPEAKER :HIGH

(喇叭:高)



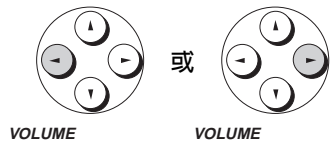
SPEAKER :MIDDLE

(喇叭:中等)



SPEAKER :LOW

(喇叭:低)

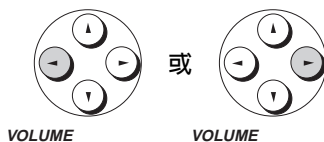


- 3 在顯示幕顯示所要的音量等級時，請按下 SPEAKER (喇叭) 鍵以關閉喇叭。



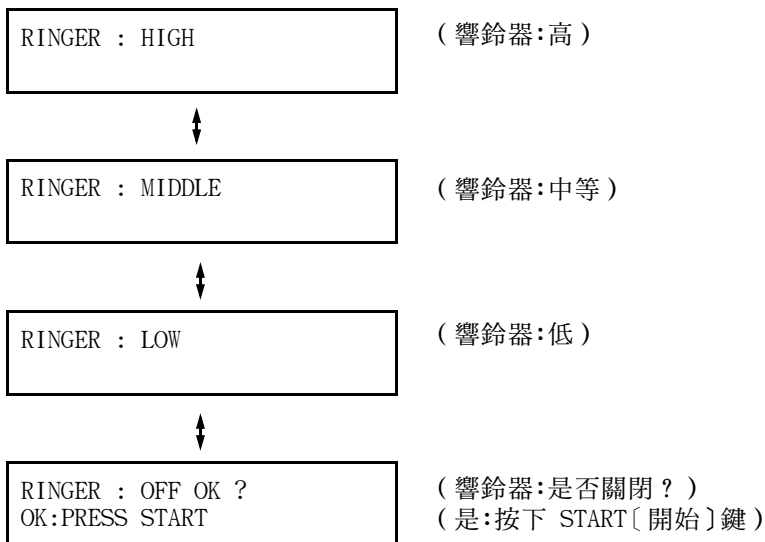
## 響鈴器

- 1 按下左或右方向鍵 (請確保沒有拿起聽筒，亦沒有按下 SPEAKER (喇叭) 鍵)。

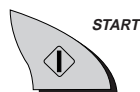


- 響鈴器將在選定的音量等級響鈴一次，然後顯示幕上將重新出現日期與時間。

顯示幕上：



- 2 如果您選定 RINGER OFF : OK? (響鈴器:是否關閉?)，請按下 START (開始) 鍵。



## 2. 傳送與接收電子郵件

要使用互聯網傳真機來傳送與接收電子郵件與互聯網傳真，您必須擁有互聯網服務供應商帳戶，並且必須使用您的帳戶資訊來設定互聯網傳真機。

如果您的互聯網服務供應商是以下所列的供應商之一，則您可自動設定某些供應商的資訊。



如果您沒有向供應商申請一個帳戶，請參閱互聯網傳真機隨附的快速參考指南，以獲得有關設定帳戶的資訊。



### 使用自動設定程式設定互聯網傳真機

如果您的互聯網服務供應商是以下所列的香港供應商之一，請使用本節中的程序以自動將供應商的資訊輸入互聯網傳真機。

註：如果您的供應商不是以下供應商之一，請手動輸入供應商的資訊（如第 42 頁所述）。

- Netvigator
- HKNet
- i-Cable
- iSm@rt
- Pacific Supernet
- Hutchcity



取決於您選擇的供應商，自動設定程式將在互聯網傳真機中設定下表所示的資訊。

- ◆ 在自動設定程式完成後，您還需要使用第 42 頁的手動設定程序為您的帳戶輸入您的姓名、使用者名稱、密碼以及電子郵件地址。要獲得有關特殊供應商設定的詳細資訊，請參閱互聯網傳真機隨附的快速參考指南。
- ◆ 如果供應商將來變更以下資訊的任何部份，您將需要手動輸入新的資訊（如第 42 頁所述）。（如果供應商變更資訊，您將無法使用自動設定程式。）
- ◆ 請注意與您互聯網服務供應商搭售的光碟並不是用來設定互聯網傳真機。

供應商	Netvigator	HKnet	i-Smart
電子郵件地址			
ISP 使用者 ID			
ISP 密碼			
撥號號碼	30020111	30060088	30069000
主 DNS	205.252.144.77	202.67.240.222	202.140.96.51
次 DNS	208.167.231.55	202.67.240.221	202.140.96.52
POP3 伺服器	pop.netvigator.com	pop3.hknet.com	pop.ismart.net
POP3 使用者 ID			
POP 密碼			
SMTP 伺服器	mail.netvigator.com	smtp.hknet.com	smtp.ismart.net

供應商	Hutchcity	Pacific Supernet	i-Cable
電子郵件地址			
ISP 使用者 ID			
ISP 密碼			
撥號號碼	30096688	30086300	30065800
主 DNS	202.45.84.58	202.14.67.4	210.80.60.1
次 DNS	202.45.84.59	202.14.67.14	210.80.60.2
POP3 伺服器	pop.hutchcity.com	pop.pacific.net.hk	pop.i-cable.com
POP3 使用者 ID			
POP 密碼			
SMTP 伺服器	smtp.hutchcity.com	smtp.pacific.net.hk	smtp.i-cable.com

註：您必須手動輸入上表中的空白項目（例如，使用者名稱與密碼），或供應商不需要您輸入這些項目。請參閱互聯網傳真機隨附的快速參考指南以獲得詳細資訊。

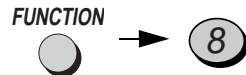
## 自動設定程式

- 1 按下 FUNCTION (功能) 鍵，然後按下 8：

顯示幕上將會顯示：

INTERNET SETTING  
PRESS ▼ OR ▲

(設定互聯網)  
(按下 ▼ 或 ▲)



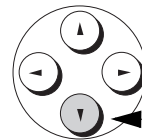
- 2 按兩下 ▼ 鍵。

顯示幕上將會顯示：

ISP INSTALL  
1=Netvigator

(安裝 ISP)  
(1=Netvigator)

供應商選擇將在此處交替出現。



VOLUME

請按兩下

---

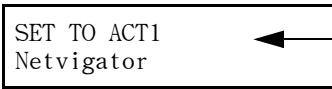
3 按照您選擇的供應商，輸入從 1 至 6 之間的數字：

- 1: Netvigator
- 2: HKNet
- 3: i-Cable
- 4: iSm@rt
- 5: Pacific Supernet
- 6: Hutchcity



範例：  
Netvigator

顯示幕範例：



帳戶號碼 (1 或 2) 會出現在顯示幕的最上一行，而供應商選擇會出現在最下一行。

( 設定 ACT1 )  
( Netvigator )

在自動設定程式完成後，顯示幕上將會顯示：



( 安裝 ISP )  
( 1=Netvigator )

---

4 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



STOP

---

5 使用第 42 頁的程序以手動輸入您的使用者名稱、密碼以及任何其他供應商需要的資訊。(請參閱快速參考指南以獲得有關供應商設定的詳細資訊)。

## 手動設定互聯網傳真機

如果您要使用自動設定程式不支援的互聯網服務供應商（ISP），則請使用本章節中的程序來輸入您的帳戶資訊。如果您已使用自動設定程式設定供應商的資訊，您亦可使用本程序來輸入您的使用者名稱、密碼以及任何其他供應商需要的資訊。

- ◆ 如有必要，您可以在互聯網傳真機中儲存兩個不同的互聯網帳戶之設定值。
- ◆ 此互聯網傳真機支援標準的互聯網通訊協定。它與支援 PPP 撥號服務的互聯網服務供應商，以及支援 POP3 或 SMTP 的電子郵件服務相容。

### 手動設定互聯網傳真機的所需資訊

要將互聯網傳真機手動設定為可使用互聯網服務供應商的服務，您需要知道以下資訊。請注意：此處出現的術語可能與供應商使用的略有不同。如果您無法確定需要使用以下哪些資訊，請洽詢互聯網服務供應商。

- ◆ 您帳戶的使用者名稱（通常亦稱為登入名稱、登入 ID 或使用者 ID）。
- ◆ 您帳戶的密碼。
- ◆ 您的撥號號碼（有時稱為存取號碼）。此號碼用於撥打給供應商。
- ◆ 主 DNS 伺服器（或「網域名稱伺服器」）。如果供應商擁有次 DNS 伺服器，您亦需要輸入此資訊。
- ◆ POP3 伺服器（或內送郵件伺服器）

- ◆ 您的 POP3 (內送郵件) 伺服器的使用者名稱與密碼 (通常會與您帳戶的使用者名稱與密碼相同)。
- ◆ SMTP 伺服器 (或外寄郵件伺服器)

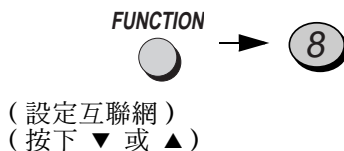
## 輸入您的帳戶資訊

---

- 1 按下 FUNCTION (功能) 鍵，然後按下 8：

顯示幕上將會顯示：

INTERNET SETTING  
PRESS ▼ OR ▲

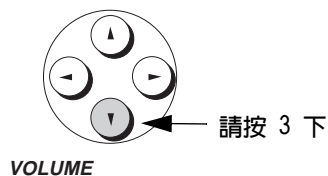


- 2 按三下 ▼ 鍵。

顯示幕上將會顯示：

PROVIDER SETTING  
1=ACT 1, 2=ACT 2

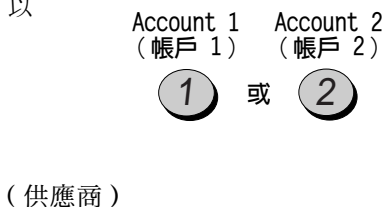
(設定供應商)  
(1= 帳戶 1, 2= 帳戶 2)



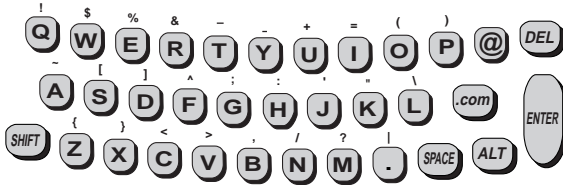
- 3 按下 1 以選擇帳戶 1，或按下 2 以選擇帳戶 2。

顯示幕上將會顯示：

PROVIDER



- 4 按下字母鍵以輸入供應商的名稱（可以是您所要的任何名稱）。



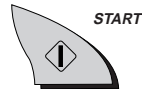
- ◆ 要清除錯誤，請按下 DEL (刪除) 鍵。要移動游標，請按下左右方向鍵。
- ◆ 要輸入大寫字母，請按下 SHIFT (移位) 鍵（勿按住不放），然後按下所要的字母鍵。
- ◆ 要輸入標記在字母鍵上方的某個符號，請按下 ALT (變更) 鍵（勿按住不放），然後按下字母鍵。

- 5 按下 START (開始) 鍵。

顯示幕上將會顯示：



(您的姓名)



- 6 按下字母鍵以輸入您的名稱（可以是您所要的任何名稱，它將會出現在傳送的電子郵件訊息中）。



- 註：此名稱並不是您帳戶的使用者名稱。您的帳戶使用者名稱將在隨後的步驟中輸入。

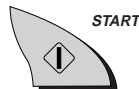
---

7 按下 START (開始) 鍵。

顯示幕上將會顯示：

MAIL ADDRESS

( 電子郵件地址 )



---

8 按下字母鍵 (如有必要, 亦可按下數字鍵) 以輸入您的電子郵件地址。

- 要在地址的末端快速輸入「.com」, 請按下 .com 鍵。要輸入「.com.hk」、「.net」、「.org」、「.org.hk」、「.edu」、「.gov」或「.hk」, 請繼續按下 .com 鍵。



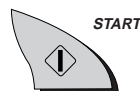
---

9 按下 START (開始) 鍵。

顯示幕上將會顯示：

ISP USER NAME

( ISP 使用者名稱 )



---

10 按下字母鍵 (如有必要, 亦可按下數字鍵) 以輸入您帳戶的使用者名稱 (有時亦稱為登入名稱、登入 ID 或使用者 ID)。

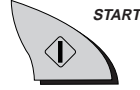


11 按下 START (開始) 鍵。

顯示幕上將會顯示：

ISP PASSWORD

(ISP 密碼)



12 按下字母鍵與 / 或數字鍵以輸入您的密碼。

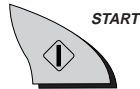


13 按下 START (開始) 鍵。

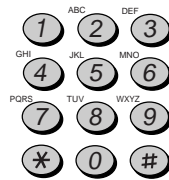
顯示幕上將會顯示：

DIAL UP #

(撥號號碼)



14 按下數字鍵以輸入互聯網服務供應商的撥號號碼。  
(這是您存取供應商所要撥打的號碼)。



- ◆ **重要事項！**請確保您輸入的號碼正確。互聯網傳真機使用此號碼來自動撥打給供應商，以傳送與接收電子郵件。

註：如果您必須撥打某個號碼才可接通外線，則請先輸入該號碼然後按下 REDIAL (重撥) 鍵，再輸入撥號號碼。(按下 REDIAL [重撥] 鍵以輸入暫停，暫停以連字號表示。)

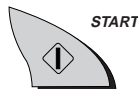


15 按下 START (開始) 鍵。

顯示幕上將會顯示：

2ND DIAL UP #

(第二個撥號號碼)



16 如有必要，您可以輸入互聯網服務供應商的第二個撥號號碼（否則，請直接移至步驟 17）。

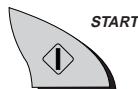


17 按下 START (開始) 鍵。

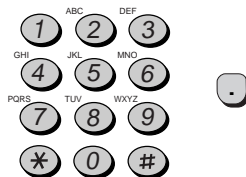
顯示幕上將會顯示：

PRIMARY DNS

(主 DNS)



18 按下數字鍵與「.」鍵，以輸入主網域名稱伺服器 (DNS 伺服器) 的位址。

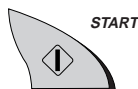


19 按下 START (開始) 鍵。

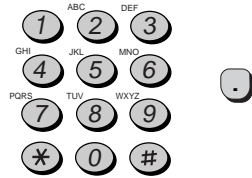
顯示幕上將會顯示：

SECONDARY DNS

(次 DNS)



- 20 按下數字鍵與「.」鍵以輸入次網域名稱伺服器（DNS 伺服器）的位址（如果供應商不需要輸入次網域名稱伺服器，請直接移至步驟 21）。

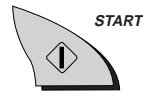


- 21 按下 START（開始）鍵。

顯示幕上將會顯示：

POP3 MAIL SERVER

（POP3 郵件伺服器）



- 22 按下字母鍵（如有必要，亦可按下數字鍵）以輸入內送郵件（POP3）伺服器之名稱。

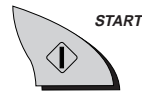


- 23 按下 START（開始）鍵。

顯示幕上將會顯示：

POP3 USER NAME

（POP3 使用者名稱）



- 24 輸入內送郵件伺服器的帳戶名稱（使用者名稱，通常與您在步驟 10 中輸入的使用者名稱相同）。



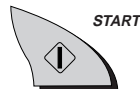
---

25 按下 START (開始) 鍵。

顯示幕上將會顯示：

POP3 PASSWORD

(POP3 密碼)



---

26 輸入內送郵件伺服器之密碼 (通常與您在步驟 12 中輸入的帳戶密碼相同)。



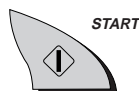
---

27 按下 START (開始) 鍵。

顯示幕上將會顯示：

SMTP MAIL SERVER

(SMTP 郵件伺服器)



---

28 輸入外寄 (SMTP) 郵件伺服器名稱。



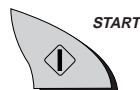
---

29 按下 START (開始) 鍵。

顯示幕上將會顯示：

E-MAIL AUTO POLL  
PRESS START KEY

(電子郵件自動輪詢)  
(按下 START [開始] 鍵)



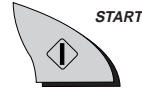
**註：**以下設定值用以使互聯網傳真機每天自動定期呼叫互聯網服務供應商，並擷取電子郵件（請參閱第 61 頁以獲得更多資訊）。

30 按下 START (開始) 鍵。

顯示幕上將會顯示：

NUMBER OF POLL  
ENTER (00-20) 00

( 輪詢次數 )  
( 輸入 [00-20] 00 )



31 輸入您要互聯網傳真機每天呼叫供應商擷取電子郵件的次數。傳真機將在您於以下步驟中輸入的開始與結束時間之間，以相同的時間間隔進行呼叫。如果數字小於 10，請在該數字前輸入「0」。



範例：5 次

- 如果您不想互聯網傳真機自動擷取電子郵件，請輸入數字「00」。

32 輸入互聯網傳真機定期呼叫供應商擷取電子郵件的開始時間。

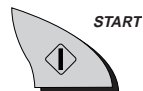
- 輸入表示小時的兩位數（「00」至「23」）以及表示分鐘的兩位數（「00」至「59」）。



範例：9:00 A.M.

---

33 按下 START (開始) 鍵。



---

34 輸入互聯網傳真機停止定期呼叫服務  
供應商擷取電子郵件的時間。

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

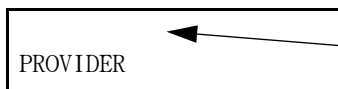


範例：7:30 P.M.

---

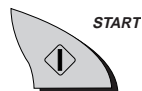
35 按下 START (開始) 鍵。

顯示幕上將會顯示：



(供應商)

您在步驟 4 中輸入的供應商  
名稱會出現在最上一行。



---

36 按下 STOP (停止) 鍵以返回日期與時  
間顯示幕。



**重要事項！**

如果互聯網傳真機遺失或被竊，請務必取消您的互聯網帳戶，或變更密碼。否則，其他人可以繼續使用互聯網傳真機來存取您的帳戶。如果您退還互聯網傳真機或將其送給他人，請務必先清除您的帳戶設定值（如第 52 頁所述）。

## 其他互聯網設定值

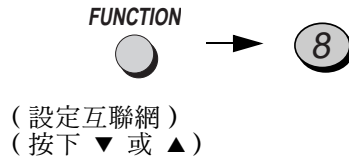
### 選擇供應商（帳戶 1 或帳戶 2）

在您傳送或接收電子郵件時，此互聯網傳真機起始設定為使用在帳戶 1 中設定的供應商。如果您要使用在帳戶 2 中設定的供應商，請執行以下步驟（此選擇會一直生效，直到您將其變更）。

- 1 按下 FUNCTION (功能) 鍵，然後按下 8。

顯示幕上將會顯示：

INTERNET SETTING  
PRESS ▼ OR ▲

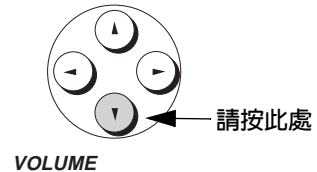


- 2 按下 ▼ 鍵。

顯示幕上將會顯示：

PROVIDER SELECT  
1=ACT 1, 2=ACT 2

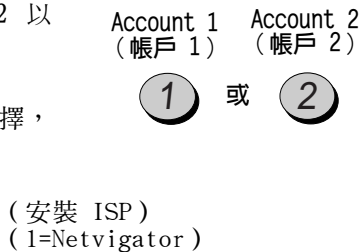
(選擇供應商)  
(1= 帳戶 1, 2= 帳戶 2)



- 3 按下 1 以選擇帳戶 1，或按下 2 以選擇帳戶 2。

顯示幕上將會簡短地顯示您的選擇，  
然後再顯示：

ISP INSTALL  
1=Netvigator



- 4 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



## 清除帳戶

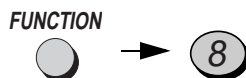
如果您需要清除互聯網服務供應商的帳戶，請執行以下步驟。此帳戶的所有設定值將會被刪除。

- 1 按下 FUNCTION (功能) 鍵，然後按下 8。

顯示幕上將會顯示：

INTERNET SETTING  
PRESS ▼ OR ▲

(設定互聯網)  
(按下 ▼ 或 ▲)

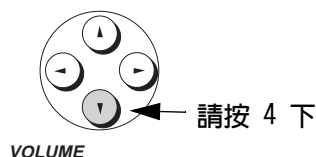


- 2 按四下 ▼ 鍵。

顯示幕上將會顯示：

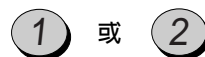
PROVIDER CLEAR  
1=ACT 1, 2=ACT 2

(清除供應商)  
(1= 帳戶 1, 2= 帳戶 2)



- 3 按下 1 以清除帳戶 1，或按下 2 以清除帳戶 2。

Account 1    Account 2  
(帳戶 1)    (帳戶 2)



顯示幕上將會顯示：

ACT 1 CLEAR?  
PRESS START KEY

(清除帳戶 1?)  
(按下 START [開始] 鍵)

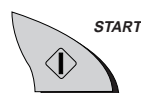
← 您選擇的帳戶號碼會  
出現在最上一行。

- 4 按下 START (開始) 鍵以確認選擇。

顯示幕上將會顯示：

E-MAIL RECEIVING  
1=ENABL, 2=DISABL

(接收電子郵件)  
(1= 啓用, 2= 停用)



- 5 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



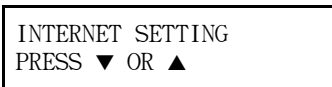
## 列印 ISP 設定值資訊清單

您可以列印您所輸入的互聯網服務供應商帳戶的設定值之清單。請執行以下步驟。

- ◆ 此清單僅顯示目前選定的供應商帳戶之設定值。(要選擇供應商帳戶，請參閱第 51 頁)。
- ◆ 爲了確保機密，ISP 密碼與 POP 郵件伺服器密碼在顯示時將以星號替代。

- 1 按下 FUNCTION (功能) 鍵，然後按下 8。

顯示幕上將會顯示：



(設定互聯網)  
(按下 ▼ 或 ▲)

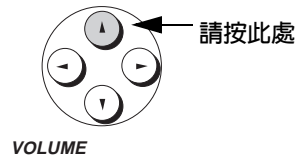


- 2 按下 ▲ 鍵。

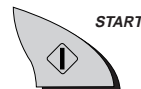
顯示幕上將會顯示：



(ISP 資訊清單)  
(按下 START [開始] 鍵)



- 3 按下 START (開始) 鍵以開始列印。



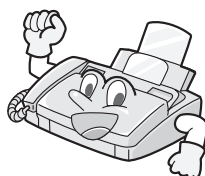


## 傳送電子郵件訊息或互聯網傳真

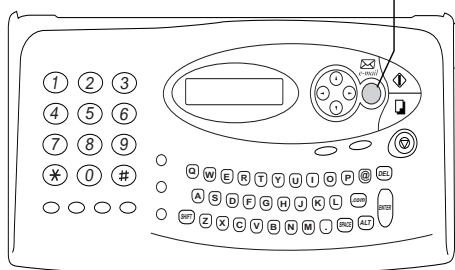
您可以使用字母輸入鍵以  
鍵入電子郵件訊息。



您也可以將文件傳真  
至電子郵件地址。



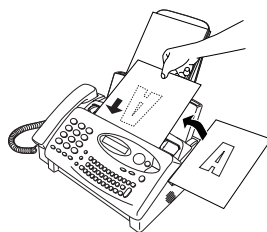
e-mail (電子郵件) 鍵



註：請勿在以下程序中拿起聽筒或按下 **SPEAKER (喇叭)** 鍵，否則電子郵件訊息將被取消。

- 1 如果您要將傳真傳送至電子郵件地址 (互聯網傳真)，請將文件面朝下插入文件送紙器。(否則，請略過此步驟並直接移至步驟 2。)

- 顯示幕上將會出現 **READY TO SEND** (傳送就緒) 訊息。
- 如有必要，請設定解析度與 / 或對比度 (請參閱第 82 頁)。



RESOLUTION



2 按下 e-mail (電子郵件) 鍵。

顯示幕上將會顯示：

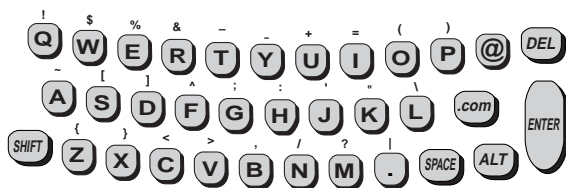


( 郵件模式 )  
( 輸入地址 )



E-mail ( 電子郵件 ) 鍵選擇  
將在此處交替出現。

3 按下字母輸入鍵 (如有必要, 亦可按下數字鍵) 以輸入電子郵件地址。



- ◆ 要清除錯誤, 請按下 DEL (刪除) 鍵。要移動游標, 請按下左與右方向鍵。
- ◆ 要在地址末端快速輸入「.com」, 請按下 .com 鍵。繼續按下此鍵以輸入「.com.hk」、「.net」、「.org」、「.org.hk」、「.edu」、「.gov」、或「.hk」。
- ◆ 要輸入大寫字母, 請按 SHIFT (移位) 鍵一下, 然後按下所要的字母鍵。
- ◆ 要輸入標記在字母鍵上方的某個符號, 請按 ALT (變更) 鍵一下, 然後按下字母鍵。

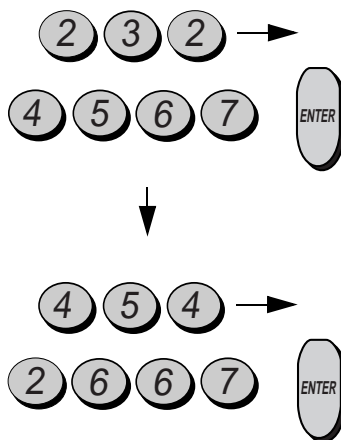
4 在您完成輸入地址後，請按下 ENTER (輸入) 鍵。

- 地址後面將會出現一個分號。
- 如果您要將訊息傳送至一個以上的電子郵件收件者，請對每個收件者重複執行步驟 3 與 4 (最多 10 個地址)。



5 您也可以將訊息傳送至一個或多個傳真收件者。按下數字鍵以輸入傳真號碼，然後按下 ENTER (輸入) 鍵。如有必要，請重複上述程序以輸入其他傳真號碼。(每個傳真號碼最多 32 位數；最多可輸入合計 20 個傳真號碼與電子郵件地址。)

- 在以下步驟中輸入的主旨與訊息將會作為傳真的封面頁傳送。
- 即使沒有掃描文件，您也可以輸入傳真號碼。在這種情況下，只有封面頁才會作為傳真內容傳送。

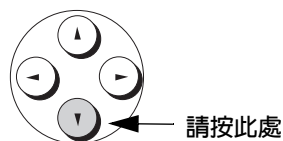


(範例)

6 在您完成輸入收件者的電子郵件地址與 / 或傳真號碼後，請按下 ▼ 鍵。

顯示幕上將會顯示：

SUB:  
ENTER SUBJECT



(主旨:) VOLUME  
(輸入主旨)

**如果顯示幕上出現 INVALID DATA (資料無效) 或 OVER 32 DIGITS (超過 32 位數) 訊息**

如果您輸入錯誤格式的電子郵件地址，或所輸入的傳真 / 電話號碼超過 32 位數，則顯示幕上將會顯示 INVALID DATA (資料無效) 或 OVER 32 DIGITS (超過 32 位數)，以及無效的電子郵件地址或傳真 / 電話號碼。

請使用 DEL (刪除) 鍵與字母或數字鍵以更正地址或號碼，然後按下 ▼ 鍵。

**7 按下字母鍵以為電子郵件訊息輸入主旨 (最多可輸入 128 個字元)。**

- 如果您不要輸入主旨，請直接移至步驟 8。



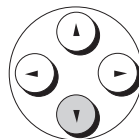
如果您至少已插入一份文件或已輸入一個主旨，則您可略過剩餘的步驟，並透過按下 START (開始) 鍵，以從此程序的任何步驟開始傳送。

**8 按下 ▼ 鍵。**

顯示幕上將會顯示：

ENTER MESSAGE

(輸入訊息) VOLUME



9 按下字母鍵以輸入訊息（最多可輸入 200 個字元）。

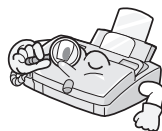
- 要換行，請按下 ENTER（輸入）鍵。
- 如果您不要輸入訊息，請直接移至步驟 10。



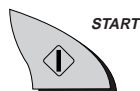
要檢查您的輸入，您可以在傳輸之前隨時按下 COPY（複印）鍵以列印訊息副本。



如果您要返回並在之前的步驟中作出變更，請按下 ▲ 鍵。要再次移至隨後的步驟，請按下 ▼ 鍵。



10 在您準備傳送訊息時，請按下 START（開始）鍵。



- ◆ 在互聯網傳真機撥打至供應商時，顯示幕上會出現 CONNECTING（正在連接）訊息。在互聯網傳真機連接至供應商時，顯示幕上會出現 LOGIN（登入）訊息。在執行完成後，顯示幕上會顯示 LOGOUT（登出）訊息，然後返回日期與時間顯示幕。
- ◆ 如果互聯網傳真機無法連接至供應商，顯示幕上將會出現 E-MAIL RECALL（電子郵件重新呼叫）訊息。互聯網傳真機將如以下設定重新傳送次數與重新傳送時間間隔章節所述，自動重新嘗試呼叫。如果問題仍然存在，請參閱第 177 頁中的有關傳送或接收電子郵件的故障。

註：如果您沒有掃描文件且沒有輸入主旨與訊息，則將返回至主旨輸入行。

註：如果要傳真文件，傳真機會將該文件以 TIFF 格式，隨附傳送至電子郵件收件者。

## 設定重新傳送次數與重新傳送時間間隔

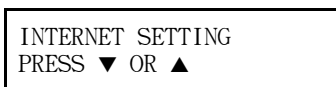
如果互聯網傳真機在傳送電子郵件訊息時，無法連接至互聯網服務供應商（此情況亦會發生在您撥打已輸入的第二個撥號號碼時），它將以一分鐘的時間間隔，再次自動嘗試呼叫供應商兩次。

註：要停止自動重新傳送功能，請按下 STOP（停止）鍵。

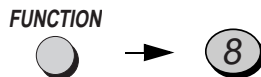
如有必要，您可以變更嘗試次數與嘗試時間間隔。請執行以下步驟。

- 1 按下 FUNCTION（功能）鍵，然後按下 8。

顯示幕上將會顯示：



（設定互聯網）  
（按下 ▼ 或 ▲）

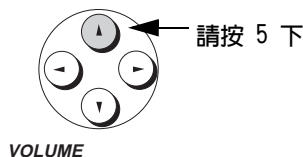


- 2 按五下 ▲ 鍵。

顯示幕上將會顯示：



（重試傳送郵件）  
（按下 START [開始] 鍵）



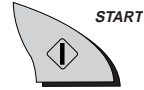
---

3 按下 START (開始) 鍵。

顯示幕上將會顯示：

RECALL INTERVAL  
ENTER (1-5) (1)

(重撥時間間隔)  
(輸入 [1-5] [1])



---

4 輸入一個從 1 至 5 之間，以分鐘表示嘗試重新呼叫時間間隔的數字。

顯示幕上將會簡短地顯示您的選擇，然後：

RECALL TIMES  
ENTER (1-5) (2)

(重撥次數)  
(輸入 [1-5] [2])



範例：2 分鐘

---

5 輸入一個從 1 至 5 之間，表示嘗試重新呼叫次數的數字。

顯示幕上將會簡短地顯示您的選擇，然後：

RECEIVE MAIL  
1=DELETE, 2=KEEP

(接收郵件)  
(1= 刪除, 2= 保留)



範例：3 次嘗試

---

6 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



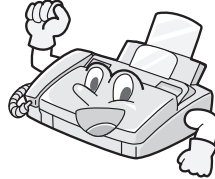
STOP

## 接收電子郵件訊息

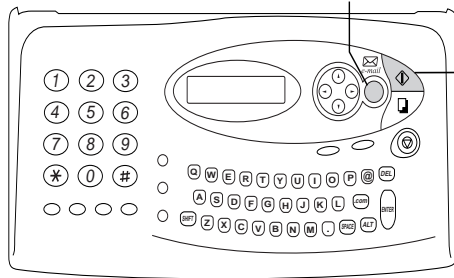
要接收電子郵件，互聯網傳真機必須呼叫供應商。如果您有郵件，則傳真機將擷取郵件並將之列印出來。



透過依次按下 e-mail (電子郵件) 鍵、START (開始) 鍵，您可以隨時呼叫供應商並檢查是否有電子郵件。

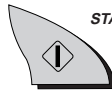


e-mail (電子郵件) 鍵



START (開始) 鍵

擷取電子郵件



註：如果您未收到任何訊息，則顯示幕上將會出現 NO MESSAGES (無訊息) 訊息。



註：互聯網傳真機僅能列印英文字，而不能列印中文字。

註：您所接收的電子郵件訊息的主旨最多可列印 128 個字。寄件者的資訊最多可列印 128 個字。

## 自動擷取電子郵件



您也可以讓互聯網傳真機每天定時自動呼叫供應商並擷取電子郵件。

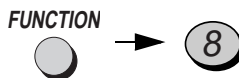
要讓互聯網傳真機自動呼叫服務供應商並擷取電子郵件，請在服務供應商帳戶設定值中設定每天要呼叫的次數以及呼叫的開始與結束時間。請執行以下步驟：

- 1 按下 FUNCTION (功能) 鍵，然後按下 8：

顯示幕上將會顯示：

INTERNET SETTING  
PRESS ▼ OR ▲

(設定互聯網)  
(按下 ▼ 或 ▲)

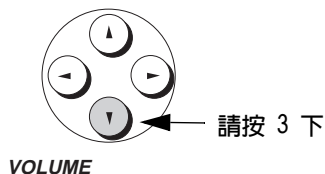


- 2 按三下 ▼ 鍵。

顯示幕上將會顯示：

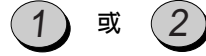
PROVIDER SETTING  
1=ACT 1, 2=ACT 2

(設定供應商)  
(1= 帳戶 1, 2= 帳戶 2)

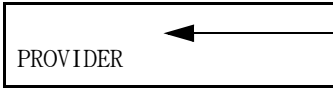


- 3 您帳戶設定值儲存的號碼，將決定要按下 1 以選擇帳戶 1 或是按下 2 以選擇帳戶 2。

Account 1 Account 2  
(帳戶 1) (帳戶 2)



顯示幕上將會顯示：



您的供應商名稱將  
出現在最上一行

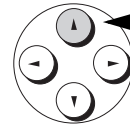
( 供應商 )

- 4 按下 ▲ 鍵。

顯示幕上將會顯示：



( 電子郵件自動輪詢 )  
( 按下 START [ 開始 ] 鍵 )

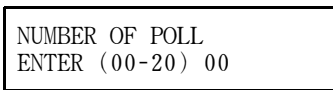


請按此處

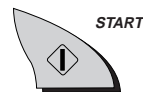
VOLUME

- 5 按下 START (開始) 鍵。

顯示幕上將會顯示：



( 輪詢次數 )  
( 輸入 [00-20] 00 )



- 6 輸入您要互聯網傳真機每天呼叫服務供應商擷取電子郵件的次數 (最多次數為 20)。傳真機將在您於以下步驟中輸入的開始與結束時間之間，以相同的時間間隔進行呼叫。如果數字小於 10，請在該數字前輸入「0」。



範例：5 次

- 如果您不要互聯網傳真機自動擷取電子郵件，請輸入數字「00」。

---

7 輸入您要互聯網傳真機定期呼叫供應商擷取電子郵件的開始時間。

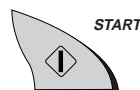
- 輸入表示小時的兩位數（「00」至「23」）以及表示分鐘的兩位數（「00」至「59」）。



範例：9:00 A.M.

---

8 按下 START（開始）鍵。



---

9 輸入您要互聯網傳真機停止定期呼叫服務供應商擷取電子郵件的時間。

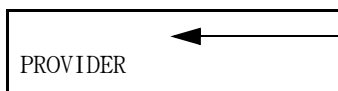
- 輸入表示小時的兩位數（「00」至「23」）以及表示分鐘的兩位數（「00」至「59」）。



範例：7:30 P.M.

## 10 按下 START (開始) 鍵。

顯示幕上將會顯示：



( 供應商 )

您的供應商名稱將  
出現在最上一行

## 11 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



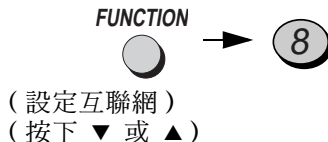
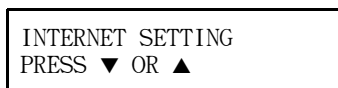
## 拒絕接收電子郵件

如果您永遠不要讓傳真機擷取電子郵件（甚至在按下 e-mail (電子郵件) 鍵與 START (開始) 鍵時），請執行以下步驟：

- ◆ 如果您的傳真機與電腦共用一個互聯網帳戶，且您要將所有電子郵件接收至電腦，則此設定將會有用。

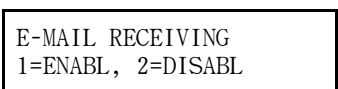
### 1 按下 FUNCTION (功能) 鍵，然後按下 8：

顯示幕上將會顯示：

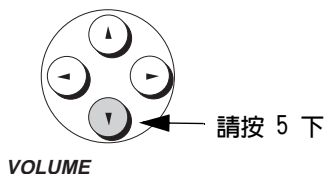


### 2 按下五下 ▼ 鍵。

顯示幕上將會顯示：

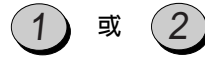


( 接收電子郵件 )  
( 1= 啟用, 2= 停用 )



- 
- 3 按下 1 以容許互聯網傳真機接收電子郵件，或按下 2 以讓其拒絕接收電子郵件。

ENABLE  
(啓用)                  DISABLE  
(停用)



顯示幕上將會簡短地顯示您的選擇，然後：

RETRY POLLING  
PRESS START KEY

(重試輪詢)  
(按下 START [開始] 鍵)

- 
- 4 按下 STOP (停止) 鍵以返回日期與時間顯示幕。

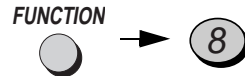


## 自動擷取電子郵件的重試設定值

如果互聯網傳真機在嘗試自動擷取電子郵件時無法連接至供應商，則它將以 5 分鐘的時間間隔重新嘗試呼叫 5 次。如果您要變更這些設定值，請執行以下步驟：

- 
- 1 按下 FUNCTION (功能) 鍵，然後按下 8：

顯示幕上將會顯示：



INTERNET SETTING  
PRESS ▼ OR ▲

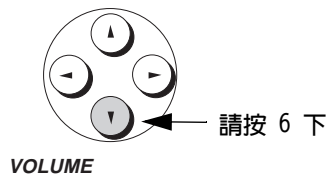
(設定互聯網)  
(按下 ▼ 或 ▲)

- 
- 2 按六下 ▼ 鍵。

顯示幕上將會顯示：

RETRY POLLING  
PRESS START KEY

(重試輪詢)  
(按下 START [開始] 鍵)

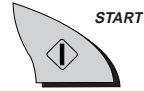


### 3 按下 START (開始) 鍵。

顯示幕上將會顯示：

RECALL INTERVAL  
ENTER (1-5) (5)

(重撥時間間隔)  
(輸入 [1-5] [1])



### 4 輸入一個從 1 至 5 之間，以分鐘表示嘗試重新呼叫時間間隔的數字。

顯示幕上將會簡短地顯示您的選擇，  
然後：

RECALL TIMES  
ENTER (1-5) (5)

(重撥次數)  
(輸入 [1-5] [2])

2

範例：2 分鐘

### 5 輸入一個從 1 至 5 之間，表示嘗試重新呼叫次數的數字。

顯示幕上將會簡短地顯示您的選擇，  
然後：

RETRY SEND MAIL  
PRESS START KEY

(重試傳送郵件)  
(按下 START [開始] 鍵)

3

範例：3 次嘗試

### 6 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



STOP

## 紙張節省（跳白模式）

互聯網傳真機通常會將收到的每則電子郵件訊息，分別列印在單獨的紙張上。如果您要節省紙張，則您可將互聯網傳真機設定為在每張紙上列印多則訊息。

- 1 按下 FUNCTION（功能）鍵，然後按下 8。

顯示幕上將會顯示：

INTERNET SETTING  
PRESS ▼ OR ▲

FUNCTION

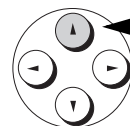


（設定互聯網）  
（按下 ▼ 或 ▲）

- 2 按三下 ▲ 鍵。

顯示幕上將會顯示：

WHITE SKIP MODE  
1=YES, 2=NO



請按 3 下

（跳白模式）  
（1=是, 2=否）

- 3 按下 1（YES〔是〕）以在每張紙上列印多則訊息。按下 2（NO〔否〕）以將每則訊息分別列印在單獨的一張紙上。

顯示幕上將會簡短地顯示您的選擇，然後：

POP SERVER CLEAR  
PRESS START KEY

YES（是） NO（否）



或



（清除 POP 伺服器）  
（按下 START〔開始〕鍵）

- 4 按下 STOP（停止）鍵以返回日期與時間顯示幕。



STOP

## 關於接收檔案附件

互聯網傳真機僅能接收與列印 TIFF-S 格式的檔案附件（檔案附件是指電子郵件訊息隨附的電腦檔案）。如果您收到非 TIFF-S 格式的檔案附件，所列印的電子郵件訊息末端將會出現有關不相容附件資訊的報告。

註：TIFF-S 格式是具有以下任何一種解析度的 TIFF 格式：

	水平	垂直
標準：	200 dpi	100 dpi
細緻：	200 dpi	200 dpi
精緻：	200 dpi	400 dpi

在互聯網傳真機擷取電子郵件後，不相容的檔案附件通常會從供應商的郵件伺服器中刪除。如果您希望在供應商的郵件伺服器中保留不相容的附件，從而透過電腦擷取它們，請參閱以下章節。

## 保留不相容的檔案附件

如果您希望使用電腦來獲得互聯網傳真機無法列印的檔案附件，您可以將互聯網傳真機設定為在供應商的郵件伺服器中保留附件，而不是在擷取電子郵件時自動刪除附件。

- 1 按下 FUNCTION (功能) 鍵，然後按下 8。

顯示幕上將會顯示：

INTERNET SETTING  
 PRESS ▼ OR ▲

FUNCTION



(設定互聯網)  
(按下 ▼ 或 ▲)



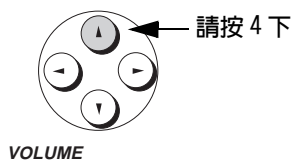
---

2 按四下 ▲ 鍵。

顯示幕上將會顯示：

RECEIVE MAIL  
1=DELETE, 2=KEEP

( 接收郵件 )  
( 1= 刪除, 2= 保留 )



---

3 按下 1 以自動刪除不相容的檔案附件。  
按下 2 以將不相容的附件保留在供應

DELETED (刪除) KEEP (保留)



商的郵件伺服器中。  
顯示幕上將會簡短地顯示您的選擇，  
然後：

WHITE SKIP MODE  
1=YES, 2=NO

( 跳白模式 )  
( 1= 是, 2= 否 )

---

4 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



**注意：**如果在手動接收大型檔案附件 10 分鐘 (或自動接收 20 分鐘) 之後仍然未能將之列印出來，互聯網傳真機將會切斷連線 (即掛斷)。如果出現這種情況，系統僅會列印電子郵件訊息。除非您已將互聯網傳真機設定為保留此檔案，否則該檔案附件將從供應商的郵件伺服器中刪除。

## 手動刪除不相容的檔案附件

手動刪除不相容的檔案附件保留在供應商的郵件伺服器中，您可以使用此程序以手動刪除它們。

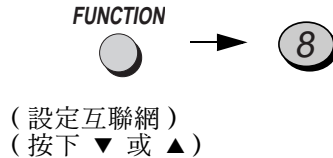
- ◆ 容許不相容的檔案附件堆積在供應商的郵件伺服器中，將會降低電子郵件的擷取速度。

請執行以下步驟，以手動刪除不相容的檔案附件：

- 1 按下 FUNCTION (功能) 鍵，然後按下 8。

顯示幕上將會顯示：

INTERNET SETTING  
PRESS ▼ OR ▲

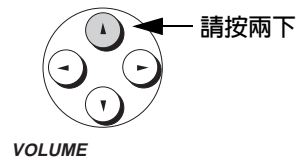


- 2 按兩下 ▲ 鍵。

顯示幕上將會顯示：

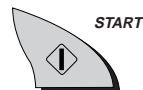
POP SERVER CLEAR  
PRESS START KEY

(清除 POP 伺服器)  
(按下 START [開始] 鍵)



- 3 按下 START (開始) 鍵。

- 互聯網傳真機將會呼叫供應商並刪除不相容的檔案附件。

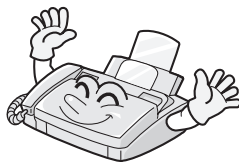


## 搜尋電子郵件地址

網際網路傳真機可保留最近收到的十則電子郵件訊息之地址。



在傳送電子郵件訊息時，您可以搜尋這些地址以選擇該訊息的收件者。



在傳送電子郵件訊息時，請執行以下步驟以搜尋電子郵件地址。

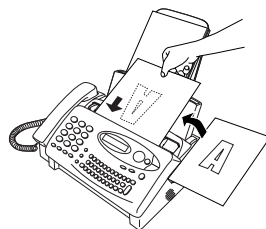
- ◆ 除了最近收到的電子郵件地址，您也可以搜尋自動撥號號碼（如第 102 頁中所述）。

註：請勿在以下程序中拿起聽筒或按下 **SPEAKER（喇叭）** 鍵，否則電子郵件訊息將被取消。

---

1 如果您要將傳真傳送至電子郵件地址，請將文件插入文件送紙器。

- 顯示幕上將會出現 **READY TO SEND**（傳送就緒）訊息。
- 如有必要，請設定解析度與 / 或對比度。



RESOLUTION



2 按下 e-mail (電子郵件) 鍵。

顯示幕上將會顯示：



(郵件模式)  
(輸入地址)



E-mail (電子郵件) 鍵選擇  
將在此處交替出現。

3 按下 HOLD/SEARCH (暫停 / 搜尋) 鍵。

顯示幕上將會交替顯示：



(1= 搜尋撥號)  
(按下 1-3)



(2= 檢視呼叫)  
(按下 1-3)



(3= 檢視郵件)  
(按下 1-3)



4 按下 1 (SEARCH DIAL [搜尋撥號])

以搜尋自動撥號號碼，按下 2 (REVIEW CALLS [檢視呼叫]) 以搜尋最近收到的十次傳真 / 電話呼叫，或按下 3 (REVIEW MAIL [檢視郵件]) 以搜尋最近收到的十則電子郵件訊息。

① SEARCH DIAL  
(搜尋撥號)

② REVIEW CALLS  
(檢視呼叫)

③ REVIEW MAIL  
(檢視郵件)

註：如果您向電話公司申請來電識別服務，並已開啓來電識別功能（請參閱第 137 頁），則您將能使用 REVIEW CALLS (檢視呼叫) (2)。

- 5 如果您選定 1 (SEARCH DIAL [ 搜尋撥號 ))，則您可輸入已在快速撥號號碼中設定的名稱之首字母，以從該字母為首的名稱開始搜尋。(否則，請直接移至步驟 6。)

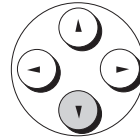


TO:  
B

範例：「B」

(到:)  
(B)

- 6 按 ▼ 鍵以向下捲動，直到所要的地址或號碼出現在顯示幕上。(要反向捲動，請按下 ▲ 鍵。)



VOLUME

顯示幕範例：

TO:  
BOB

在您捲動時，地址與 / 或號碼將會出現在最下一行。如果地址或號碼有與其相關的名稱，則該名稱將會出現。

(到:)  
(BOB)

註：如果您在步驟 4 中選定 REVIEW CALLS (檢視呼叫) 或 REVIEW MAIL (檢視郵件)，則您可在顯示幕上出現地址或號碼時，透過按下 0 鍵以將其從清單中刪除。您可以按住 0 鍵三秒鐘，以刪除清單中的所有地址或號碼。

- 7 在所要的地址或號碼出現在顯示幕上時，請按下 ENTER (輸入) 鍵以選擇。



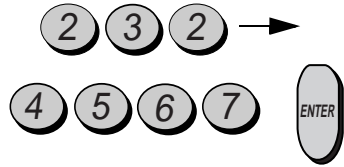
顯示幕範例：

bob1@hknet.com;  
ENTER # OR ADDR.

在選定後，該地址 (或號碼) 會出現在最上一行。

(bob1@hknet.com;)  
(輸入號碼或地址)

- 8 如果您要將訊息傳送至多個收件者，則您可返回步驟 3 以搜尋另一個地址或傳真號碼，或者按下字母鍵或數字鍵，然後按下 ENTER (輸入) 鍵以直接輸入地址或傳真號碼。



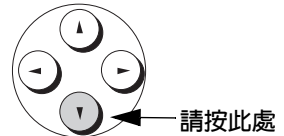
顯示幕範例：

```
et.com;2324567;
ENTER # OR ADDR.
```

(et.COM;2324567;)  
(輸入號碼或地址)

範例：直接輸入  
傳真號碼

- 9 在您輸入收件者的電子郵件地址與 / 或傳真號碼後，請按下 ▼ 鍵。



顯示幕上將會顯示：

```
SUB:
ENTER SUBJECT
```

(主旨:)  
(輸入主旨)

VOLUME

- 10 按下字母鍵以輸入電子郵件訊息的主旨 (最多可輸入 128 個字元)。

- 如果您不要輸入主旨，請直接移至步驟 11。





如果您至少已插入一份文件或已輸入一個主旨，則您可以略過剩餘的步驟，並透過按下 START（開始）鍵，以從此程序的任何步驟開始傳送。

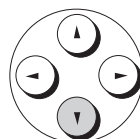
---

11 按下 ▼ 鍵。

顯示幕上將會顯示：



（輸入訊息） *VOLUME*



---

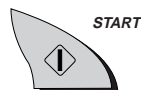
12 按下字母鍵以輸入電子郵件訊息（最多可輸入 200 個字元）。

- 如果您不要輸入訊息，請直接移至步驟 13。



---

13 按下 START（開始）鍵以傳送訊息。



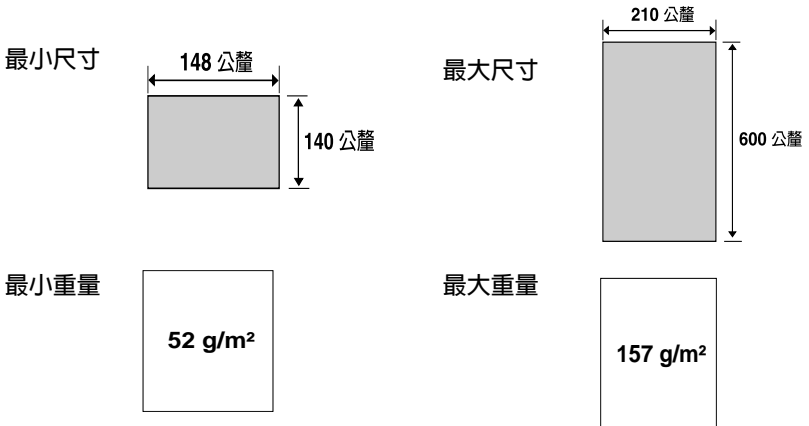
# 3. 將傳真傳送至傳真機

## 可傳送的文件

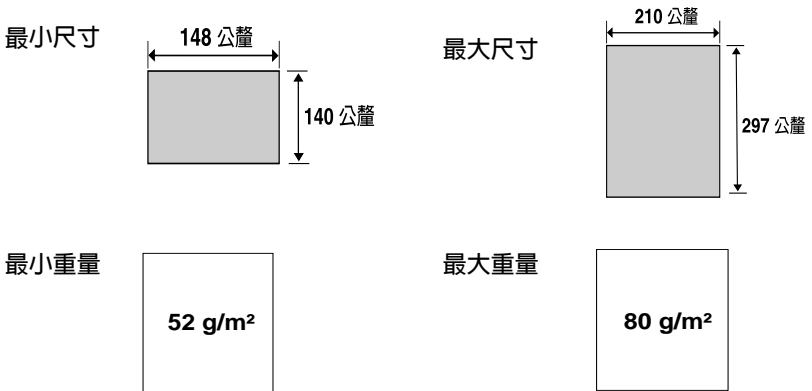
### 尺寸與重量

您擇選一次裝入一頁或一次裝入多頁，將決定您可在文件送紙器中裝入的文件尺寸與重量。

一次裝入一頁：

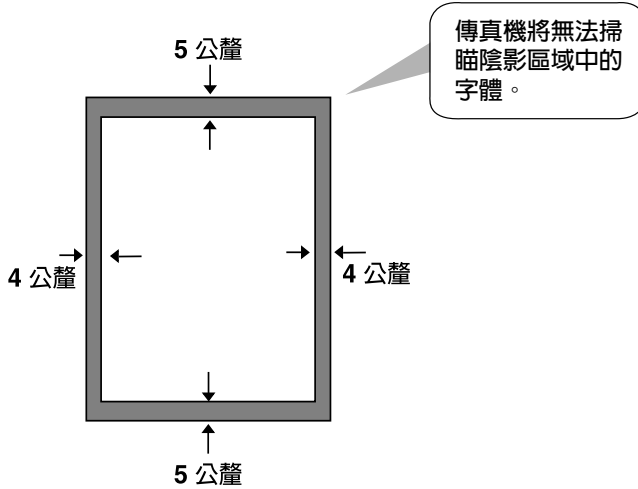


一次裝入多頁：





註：系統將不會掃描文件邊緣的字體或圖形。



## 其他限制

- ◆ 掃描器無法識別黃色、淺黃綠色或淺藍色的墨水。
- ◆ 在文件送入文件送紙器之前，文件上的墨水、膠水與塗改液必須均已乾透。
- ◆ 在裝入送紙器之前，所有的迴形針、釘書針與圖釘都必須先從文件上取下。否則，傳真機可能會因此而損壞。
- ◆ 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影印，然後再將副本裝入送紙器中。

## 裝入文件

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

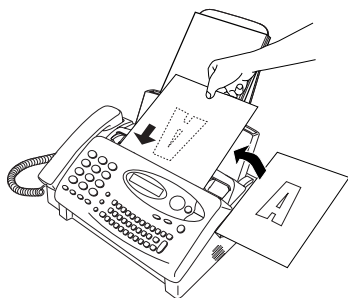
- ◆ 如果您要傳送或複印的文件超過 10 頁，您可以在掃瞄最後一頁的前一刻，將附加的紙張小心地輕放在送紙器中。請勿嘗試強行推入紙張，因為這樣可能會導致雙重送紙或夾紙。
- ◆ 如果您的文件中包含幾頁大的或厚的紙張，且這些紙張必須一次一頁地裝入，請在掃瞄前一頁的同時將下一頁插入送紙器中。請輕輕地插入以避免雙重送紙。

- 
- 1 將文件導板調整至您的文件寬度。



- 
- 2 將文件面朝下地放置在傳真機上，並將其輕輕地推入文件送紙器。請先將文件的頂端邊緣放入傳真機中。

- 送紙器會將文件的前緣拉入傳真機中。顯示幕上將會出現 **READY TO SEND**（傳送就緒）訊息。



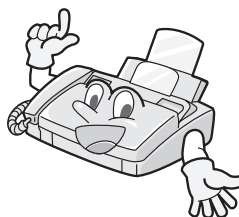
- 
- 3 如第 82 頁中的調整解析度與對比度所述，調整解析度與 / 或對比度設定值（如有必要），然後如第 85 頁中的傳送傳真所述，撥打接收方傳真機號碼。

RESOLUTION



## 取下送紙器中的文件

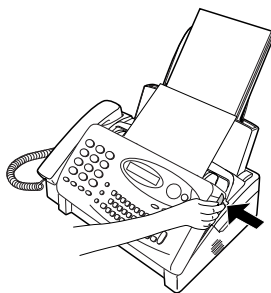
如果要取出送紙器中的文件，請打開操作面板。



### 重要事項！

請勿嘗試在未打開操作面板的情況下取出文件，這可能會損壞送紙器的機件。

- 
- 1 握住手柄並向上拉以打開操作面板。



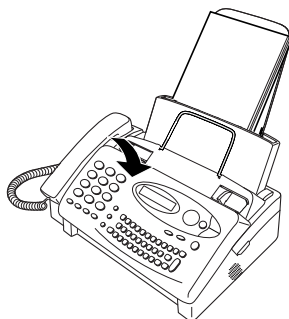
---

2 取出文件。



---

3 合上操作面板，並確保其卡入定位。



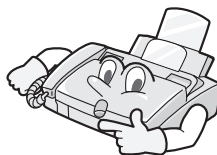
## 調整解析度與對比度

如有必要，您可以在傳送文件之前先調整解析度與對比度。

解析度的預設值為 STANDARD (標準)，對比度的預設值為 AUTO (自動)。



在您不想使用預設值時，您必須每次調整設定值。



註：解析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。

### 解析度設定值

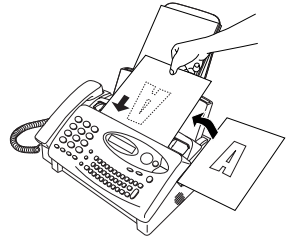
- |                 |  |
|-----------------|--|
| STANDARD (標準)   | 對於一般文件，請使用 STANDARD (標準) 設定值。這是最快、最經濟的文件傳送方式。        |
| FINE (細緻)       | 對於含有小字體或精緻圖形的文件，請使用 FINE (細緻) 設定值。                   |
| SUPER FINE (精緻) | 對於含有極小字體或極精緻圖形的文件，請使用 SUPER FINE (精緻) 設定值。           |
| HALF TONE (半色調) | 對於相片與插圖，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

### 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 (暗)  | 對於文字模糊的文件，請使用 DARK (暗) 設定值。 |

1 裝入文件。

- 您必須先裝入文件，然後才可以調整解析度與對比度。



2 按一下或多下 RESOLUTION (解析度) 鍵，直到顯示幕上出現所要的解析度與對比度設定值。

- 在您第一次捲動解析度設定值清單時，對比度設定值為 AUTO (自動) 的訊息將會出現在每個解析度設定值的旁邊。在您第二次捲動清單時，顯示幕上將會出現對比度設定值為 DARK (暗) 的訊息。

RESOLUTION



29-JUL 01:44  
STANDARD :AUTO

(標準) : (自動)

29-JUL 01:44  
FINE :AUTO

(細緻) (自動)

29-JUL 01:44  
SUPER FINE :AUTO

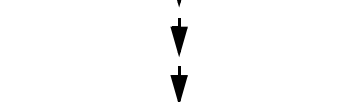
(精緻) (自動)

29-JUL 01:44  
HALF TONE :AUTO

(半色調) (自動)

29-JUL 01:44  
STANDARD :DARK

(標準) (暗)



29-JUL 01:44  
HALF TONE :DARK

(半色調) (暗)

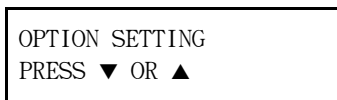
註：爲了要使用 SUPER FINE (精緻) 解析度傳送文件，接收方傳真機也必須具有相同的解析度。否則，您的傳真機將自動使用另一個最適用的可選設定值。

## 變更預設解析度

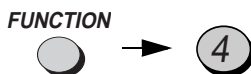
如有必要，您可以將傳送文件的預設解析度變更為 FINE（細緻）。請執行以下步驟。

- 1 按下 FUNCTION（功能）鍵，然後按下 4。

顯示幕上將會顯示：

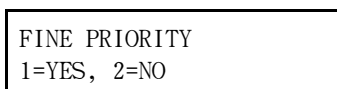


（設定選項）  
（按下 ▼ 或 ▲）

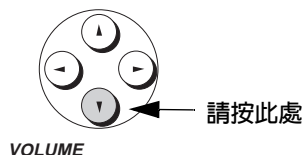


- 2 按下 ▼ 鍵。

顯示幕上將會顯示：



（預設為細緻）  
（1= 是, 2= 否）



- 3 按下 1（YES〔是〕）以將預設解析度設定為 FINE（細緻），或按下 2（NO〔否〕）以將其設定為 STANDARD（標準）。



- 4 按下 STOP（停止）鍵以返回日期與時間顯示幕。



## 將傳真傳送至傳統的傳真機

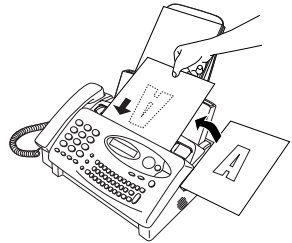
### 正常撥號

若您要使用正常撥號，您可以拿起聽筒（或按下 SPEAKER [喇叭] 鍵），然後透過按下數字鍵進行撥號。

- ◆ 如果有人接聽，您可以先透過聽筒與他們通話，然後才傳送傳真（如果您已按下 SPEAKER [喇叭] 鍵，則必須拿起聽筒來通話）。
- ◆ 正常撥號容許您聽取線路並確定對方的傳真機是否有回應。

#### 1 裝入文件。

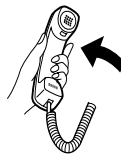
- 顯示幕上將會出現 READY TO SEND（傳送就緒）訊息。
- 如有必要，請設定解析度與 / 或對比度。



RESOLUTION



#### 2 拿起聽筒或按下 SPEAKER (喇叭) 鍵。聆聽撥號訊號。



或





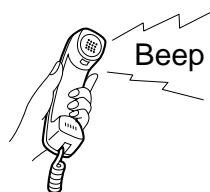
- 
- 3 透過按下數字鍵，撥打接收方傳真機的號碼。



(範例)

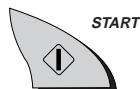
- 
- 4 等待連接。接收方傳真機的設定值將決定，您會聽到傳真機接收訊號或是對方將有人接聽。

- 如果對方接聽，請他們按下其傳真機的開始鍵（如果您已按下 SPEAKER [喇叭] 鍵，請拿起聽筒與他們通話）。這樣可以使接收方傳真機發出接收訊號。



- 
- 5 在您聽到接收訊號時，請按下 START (開始) 鍵。如果您使用的是聽筒，請將其放回原處。

- 傳送完成後，傳真機會發出一次嗶聲。



## 使用 REDIAL (重撥) 鍵

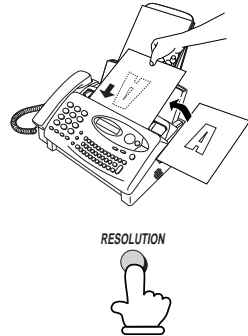
您可以按下 REDIAL (重撥) 鍵以重撥最後一次撥出的號碼。要傳送文件，請在成功連接並聽到傳真訊號時按下 START (開始) 鍵。請注意：在您按下 REDIAL (重撥) 鍵後喇叭將自動啟動。

## 鍵盤直接撥號

如果您無需在傳真前和對方通話，則您可以在沒有拿起聽筒或按下 SPEAKER（喇叭）鍵的情況下撥號。

### 1 裝入文件。

- 顯示幕上將會出現 READY TO SEND（傳送就緒）訊息。
- 如有必要，請設定解析度與 / 或對比度。



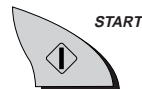
### 2 透過按下數字鍵輸入接收方傳真機的號碼。



- 如果爲了存取某項特殊服務或接通外線而需在任何數字之間暫停，請按下 REDIAL（重撥）鍵（每次暫停將持續兩秒）。暫停將以連字號顯示。您可以在一列內輸入多次暫停。

（範例）

### 3 檢查顯示幕。如果顯示幕上顯示的接收方傳真機號碼正確，請按下 START（開始）鍵。



- 如果顯示錯誤，請按下 DEL（刪除）鍵以退回並清除（每按一次清除一個數字），然後重新輸入正確的數字。

## 4. 接收傳真

### 使用 TEL/FAX（電話 / 傳真）模式



要選擇 TEL/FAX（電話 / 傳真）模式，請按下 RECEPTION MODE（接收模式）鍵，直到顯示幕上的箭頭指向 TEL（電話）與 FAX（傳真）。

RECEPTION MODE



在接收模式設定為 TEL/FAX（電話 / 傳真）時，傳真機會在一次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。

- ◆ 如果傳真機偵測到傳真訊號（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。
- ◆ 如果傳真機沒有偵測到傳真訊號（這表示呼叫為語音呼叫或手動撥號傳真），則會響鈴 15 秒鐘（稱為虛擬響鈴）以提示您接聽。如果您在 15 秒內沒有接聽，傳真機將會傳送一個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。

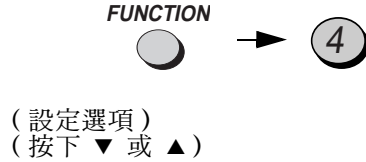
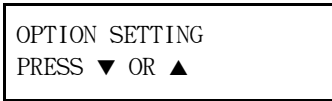
註：只有傳真機才可以透過虛擬響鈴來提示您接聽語音呼叫或接收手動撥號傳真。連接至同一線路的分機在連接後將不會響鈴。

## TEL/FAX (電話 / 傳真) 模式的虛擬響鈴持續時間

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

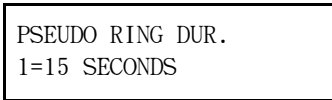
- 1 按下 FUNCTION (功能) 鍵，然後按下 4。

顯示幕上將會顯示：

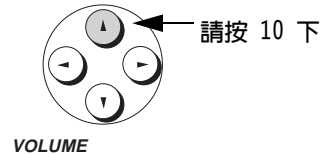


- 2 按 10 下 ▲ 鍵。

顯示幕上將會顯示：



(虛擬響鈴持續時間)  
(1=15 秒)



- 3 按以下所示輸入代表所要的持續時間之數字：

15 秒： ①

30 秒： ②

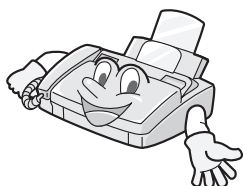
60 秒： ③

120 秒： ④

- 4 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



## 使用 FAX（傳真）模式



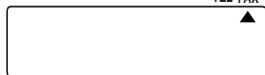
要選擇 FAX（傳真）模式，請按下 RECEPTION MODE（接收模式）鍵，直到顯示幕上的箭頭指向 FAX（傳真）。

RECEPTION MODE



TEL FAX

A.M.



在接收模式設定為 FAX（傳真）時，傳真機將會在一次響鈴後自動接聽所有呼叫，並接收傳送進來的傳真。

1 次響鈴



接收傳真



- ◆ 如果您在傳真機接聽之前拿起聽筒，則您可與對方通話並 / 或接收文件（如第 92 頁中的使用 TEL〔電話〕模式所述）。

## 變更響鈴次數

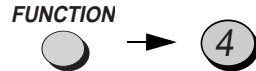
如有必要，您可以變更傳真機在 FAX (傳真) 模式與 TEL/FAX (傳真 / 電話) 模式下接聽傳送進來的呼叫之響鈴次數。您可以選擇從 1 至 5 之間的任何數字。

- 1 按下 FUNCTION (功能) 鍵，然後按下 4。

顯示幕上將會顯示：

OPTION SETTING  
PRESS ▼ OR ▲

(設定選項)  
(按下 ▼ 或 ▲)

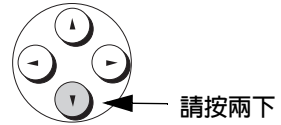


- 2 按兩下 ▼ 鍵。

顯示幕上將會顯示：

NUMBER OF RINGS  
ENTER (1-5) (1)

(響鈴次數) VOLUME  
(輸入 (1-5) (1))



- 3 輸入所要的響鈴次數 (從 1 至 5 之間的任何數字)。

顯示幕上將會簡短地顯示您的選擇，然後：

5 RING TEL ANS.  
1=YES, 2=NO

(5 次響鈴後接聽呼叫)  
(1= 是, 2= 否)

3

範例：3 次響鈴

- 4 按下 STOP (停止) 鍵以返回日期與時間顯示幕。

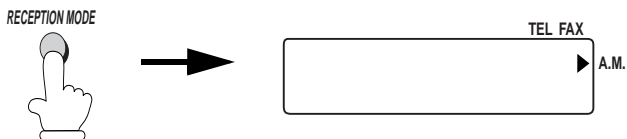


註：如果您使用雙重響鈴，則無論上述設定值如何，傳真機將會在兩次響鈴後接聽呼叫。

## 使用 A.M. (電話答錄機) 模式



要選擇 A.M. (電話答錄機) 模式，請按下 RECEPTION MODE (接收模式) 鍵，直到顯示幕上的箭頭指向 A.M. (電話答錄機)。



在 A.M. (電話答錄機) 模式中，如果您已將電話答錄機連接至傳真機，則傳真機將會自動接聽留言和接收傳真訊息。請參閱第 8 章以獲得更多詳細資訊。

## 使用 TEL（電話）模式



要選擇 TEL（電話）模式，請按下 RECEPTION MODE（接收模式）鍵，直到顯示幕上的箭頭指向 TEL（電話）。

RECEPTION MODE



TEL FAX

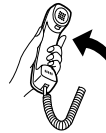


A.M.

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分機之聽筒，才可以接聽所有呼叫。

## 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，請等待顯示幕上顯示 RECEIVING（正在接收）訊息，然後才將聽筒放回原處。



Beep



RECEIVING

（正在接收）

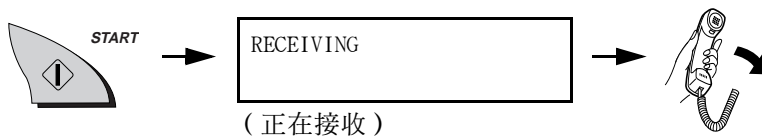


註：如果您已將接收傳真訊號設定值設定為 NO（否），請按下 START（開始）鍵以開始接



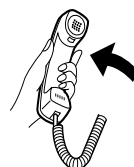
- 
- 3 如果對方要與您先進行通話然後再傳送傳真，請在通話後按下 START（開始）鍵（請在寄件者按下他們的開始鍵之前先按下您的 START〔開始〕鍵）。

- 在顯示幕上出現 RECEIVING（正在接收）訊息時，請掛上聽筒。



## 使用分機接聽

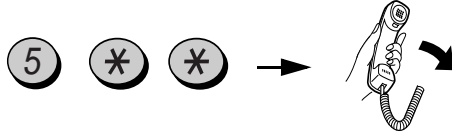
- 
- 1 在分機響鈴時接聽。



- 
- 2 如果您聽到柔和的傳真訊號，請等待傳真機作出回應（分機將不會回應），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才傳送傳真，請依次按下分機上的 5、\* 及 \* 鍵（僅適用於音頻撥號電話）。這將通知傳真機開始接收傳真。接著再掛上聽筒。



**註釋：**

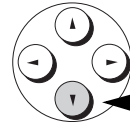
- ◆ 如果傳真機的送紙器中已裝入文件，傳真機將不接受開始接收的訊號（5\*\*）。
- ◆ 如果您已將接收傳真訊號設定值設定為 NO（否），請依次按下分機上的 5、\* 與 \* 以開始接收。

### 變更遠端啟動傳真的號碼

如有必要，您可以使用 5 以外的數字，從分機上啟動傳真接收功能。您可以選擇從 0 至 9 之間的任何數字。

- 1 按下這些鍵：

FUNCTION



VOLUME

請按 6 下

顯示幕上將會顯示：

TEL/FAX REMOTE #  
ENTER (0-9) (5)

（電話 / 傳真遠端號碼）  
（輸入 [0-9] [5]）

- 2 輸入從 0 至 9 之間的任何一個數字。



（範例）

- 
- 3 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



## 關閉對 TEL/FAX (電話 / 傳真) 遠端號碼的偵測

如果您不打算從分機啓動傳真接收，您可以關閉對上述的 TEL/FAX (電話 / 傳真) 遠端號碼的偵測功能。這樣可確保您在透過分機通話時，傳真機決不會在偵測到類似 TEL/FAX (電話 / 傳真) 遠端號碼訊號時，錯誤地嘗試開始接收傳真。

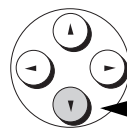
- 
- 1 按下這些鍵：

顯示幕上將會顯示：

REMOTE RECEPTION  
1=YES, 2=NO

(遠端接收)  
(1=是, 2=否)

FUNCTION



VOLUME

請按 7 下

- 
- 2 按下 1 以開啓偵測 TEL/FAX (電話 / 傳真) 遠端號碼功能，或按下 2 以將其關閉。

YES (是)      NO (否)



或



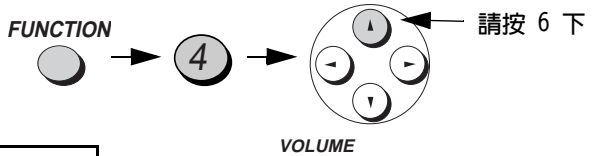
- 
- 3 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



## 接收傳真訊號

如果您在透過傳真機或分機接聽呼叫後聽到柔和的傳真訊號，傳真機將自動開始接收。如果您使用電腦傳真數據機在同一條線路上傳送文件，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 按下這些鍵：



顯示幕上將會顯示：

FAX SIGNAL RX  
1=YES, 2=NO

(接收傳真訊號)  
(1=是, 2=否)

- 2 按下 1 以開啓此功能，或按下 2 以將其關閉。

YES (是) NO (否)



- 3 按下 STOP (停止) 鍵以返回日期與時間顯示幕。

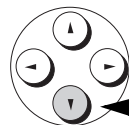


## 在 TEL（電話）模式中 5 次響鈴後自動接聽

如有必要，您可以設定在 TEL（電話）模式中 5 次響鈴後，傳真機自動接聽呼叫並開始接收傳真。要開啓此功能，請按下以下所示的按鍵：

1 按下這些鍵：

FUNCTION



VOLUME

請按 3 下

顯示幕上將會顯示：

5 RING TEL ANS.  
1=YES, 2=NO

(5 次響鈴後接聽呼叫)  
(1= 是, 2= 否)

2 按下 1 以開啓此功能，或按下 2 以將其關閉。

YES（是） NO（否）



或



3 按下 STOP（停止）鍵以返回日期與時間顯示幕。



STOP

## 二合一列印

爲了節省紙張，您可以將傳送進來的傳真之大小縮小 55%。這將容許您在一頁紙上接收兩頁文件（請注意：如果文膠卷膠卷膠卷件頁面比列印紙長，則此功能可能無效）。要開啓此功能，請執行以下步驟。

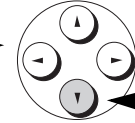
- 1 按下這些鍵：

顯示幕上將會顯示：

2 IN 1 PRINT  
1=YES, 2=NO

(二合一列印)  
(1= 是, 2= 否)

FUNCTION



VOLUME

請按 3 下

- 2 按下 1 以開啓二合一功能，或按下 2 以將其關閉。

YES (是)      NO (否)



或



- 3 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



STOP

## 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之大小，以符合列印紙的大小。這樣便可確保不會截斷文件邊緣上的資料。如有必要，您可以關閉此功能，並以實際大小列印接收到的文件。

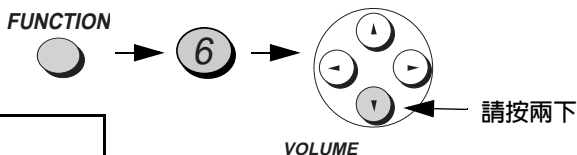
- ◆ 如果文件因太長而不符合列印紙的大小，則剩餘部份將列印在第二頁上。在這種情況下，截斷點可能會出現在一行的中間位置。
- ◆ 如果接收到的文件太大，包含過多的細緻圖形或影像，或以高解析度傳送，則自動縮小功能就可能無效。在這種情況下，文件的剩餘部份將列印在第二頁上。

### 1 按下這些鍵：

顯示幕上將會顯示：

RECEPTION RATIO  
1=AUTO, 2=100%

(接收比例)  
(1=自動, 2=100%)



### 2 按下 1 以開啓自動縮小功能，或按下 2 以將其關閉。

- 如果您選擇 AUTO (自動)，請移至步驟 3。如果您選擇 100%，請移至步驟 4。

自動                      100%  
①                      或                      ②

### 3 如果您選擇 AUTO (自動)，請選擇在記憶體已滿時要使用的接收比例（如果記憶體已滿，則自動縮小功能無效）。按下 1 以使用 93%，或按下 2 以使用 100%。

93%                      100%  
①                      或                      ②

## 4 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



## 替代接收至記憶體

在無法列印的情況下（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，顯示幕上將會出現 FAX RX IN MEMORY（傳真已接收至記憶體）訊息，並交替出現 OUT OF PAPER（無紙）、FILM END（膠卷已用完）或 PAPER JAM（夾紙）訊息。在您添加紙張、更換膠卷或清除夾紙之後，儲存的文件將會自動列印出來。

- ◆ 如果傳真機因紙張用完而將收到的文件儲存在記憶體中，請您務必添加與先前使用的紙張尺寸相同的紙張。否則，文件的輸出尺寸可能不符合列印紙張尺寸。

### 注意！

- ◆ 在記憶體中有儲存文件時，請勿關閉電源。否則這會清除所有文件內容。
- ◆ 如果因為電源故障或其他電源中斷故障而遺失接收至記憶體中的文件，則在恢復供電時，傳真機將列印出 CLEAR REPORT（清除報告）。此報告為您提供有關遺失的接收文件之資訊，包括傳送方傳真機的傳真號碼（如有的話）。



# 5. 使用自動撥號號碼

## 將傳真號碼與電子郵件地址儲存為自動撥號

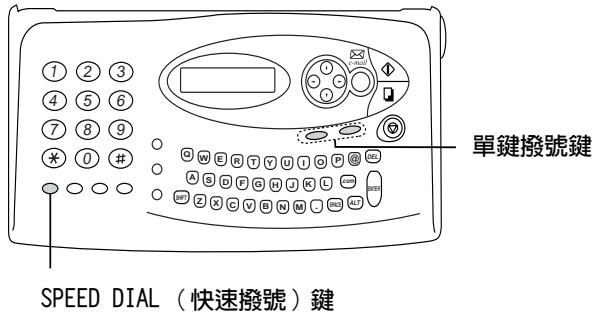
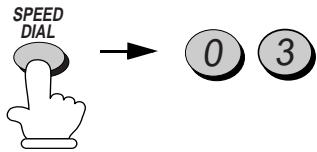
您只需透過按下單鍵撥號鍵，或按下 SPEED DIAL（快速撥號）鍵並輸入一個兩位數數字，即可撥打傳真 / 電話號碼或輸入電子郵件地址。

- ◆ 要使用自動撥號，您必須先在兩位數的快速撥號號碼儲存完整的傳真號碼或電子郵件地址。共有 99 個快速撥號號碼可供您使用。

快速撥號號碼 01 與 02 可使用單鍵撥號鍵撥號。

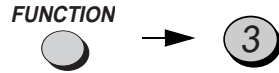


快速撥號號碼 03 至 99 可使用 SPEED DIAL（快速撥號）鍵撥號。



## 儲存傳真號碼與電子郵件地址

- 1 按下 FUNCTION (功能) 鍵，然後按下 3。



顯示幕上將會顯示：

ENTRY MODE  
PRESS ▼ OR ▲

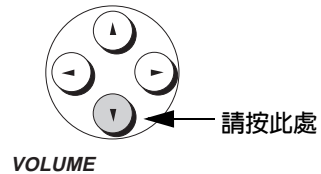
(輸入模式)  
(按下 ▼ 或 ▲)

- 2 按下 ▼ 鍵。

顯示幕上將會顯示：

TEL #/ADDR.MODE  
1=SET, 2=CLEAR

(電話號碼 / 地址模式)  
(1= 設定, 2= 清除)



- 3 按下 1 鍵以選擇 SET (設定)。

顯示幕上將會顯示：

TEL #/ADDR.SET  
ENTER SPEED #

(設定電話號碼 / 地址)  
(輸入快速撥號號碼)



- 4 透過按下數字鍵 (單鍵撥號使用的 01 或 02，或是快速撥號使用的 03 至 99)，以輸入兩位數快速撥號號碼。



範例：  
快速撥號 01

- 5 如果您要儲存傳真或語音號碼，請按數字鍵以輸入該號碼（最多 32 位數）。  
（註：您不能輸入空格。）



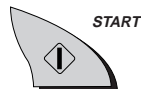
如果為了使用某項特殊服務或接通外線而需在任何數字之間暫停，請按下 REDIAL（重撥）鍵。暫停將以連字號顯示。您可以在一行中內輸入多次暫停（每次暫停將持續兩秒）。

如果您要儲存電子郵件地址，請按下字母鍵（如有必要，亦可按下數字鍵）以輸入電子郵件地址。



- ◆ 要清除錯誤，請按下 DEL（刪除）鍵。要移動游標，請按下左與右方向鍵。
- ◆ 要在地址末端輸入「.com」請按下 .com 鍵。繼續按下此鍵以輸入「.com.hk」、「.net」、「.org」、「.org.hk」、「.edu」、「.gov」或「.hk」。
- ◆ 要輸入大寫字母，請按下 SHIFT（移位）鍵（勿按住不放），然後按下所要的字母鍵。
- ◆ 要輸入標記在字母鍵上方的某個符號，請按下 ALT（變更）鍵（勿按住不放），然後按下字母鍵。

6 按下 START (開始) 鍵。



**如果顯示幕上出現 INVALID DATA (資料無效) 或 OVER 32 DIGITS (超過 32 位數) 訊息**

如果您輸入錯誤格式的電子郵件地址，或所輸入的傳真 / 電話號碼超過 32 位數，顯示幕上將會顯示 INVALID DATA (資料無效) 或 OVER 32 DIGITS (超過 32 位數)，以及無效的電子郵件地址或傳真 / 電話號碼。

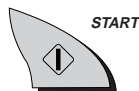
請使用 DEL (刪除) 鍵與字母或數字鍵以更正地址或號碼，然後按下 ▼ 鍵。

7 按下字母鍵以輸入對方的名稱 (最多 20 位數)。

- 如果您不要輸入名稱，請直接移至步驟 8。



8 按下 START (開始) 鍵。



9 返回至步驟 4 以儲存另一個號碼，或按下 STOP (停止) 鍵以返回日期與時間顯示幕。



將傳真號碼與電子郵件地址儲存為自動撥號

## 區域碼與存取碼的連續撥號

您也可以快速鍵或快速撥號號碼中儲存區域碼或存取碼。要使用此號碼撥號，請參閱第 130 頁中的連續撥號。

註：僅在您已拿起聽筒或在撥號之前按下 SPEAKER（喇叭）鍵，您才可以使用儲存在快速鍵或快速撥號號碼中的區域碼或存取碼。

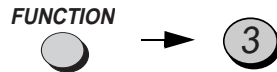
## 清除自動撥號號碼

- 1 按下 FUNCTION（功能）鍵，然後按下 3。

顯示幕上將會顯示：

ENTRY MODE  
PRESS ▼ OR ▲

（輸入模式）  
（按下 ▼ 或 ▲）

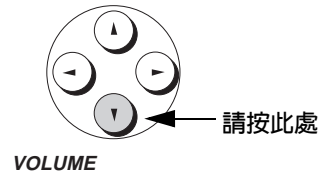


- 2 按下 ▼ 鍵。

顯示幕上將會顯示：

TEL #/ADDR. MODE  
1=SET, 2=CLEAR

（電話號碼 / 地址模式）  
（1= 設定, 2= 清除）



- 3 按下 2 以選擇 CLEAR（清除）。

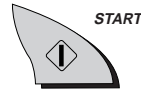


- 
- 4 透過按下數字鍵，以輸入您要清除的快速撥號號碼。



(範例)

- 
- 5 按下 START (開始) 鍵。



- 
- 6 返回至步驟 4 以清除另一個號碼，或按下 STOP (停止) 鍵以返回日期與時間顯示幕。

步驟 3 或



STOP

## 變更號碼

要變更之前儲存的號碼，請重複執行設定程序。請選擇您要在步驟 4 中變更的單鍵撥號或快速撥號號碼，然後當它們在步驟 5 與 7 的顯示幕上出現時，變更號碼與 / 或名稱。

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料儲存在記憶體中。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。

## 透過自動撥號將傳真傳送至傳真機

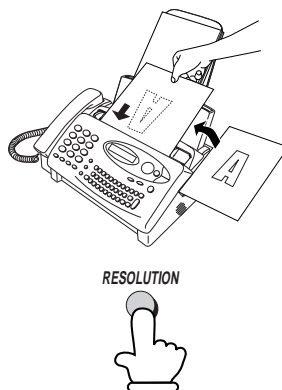
註：本章節中的程序僅可用於將傳真傳送至單一傳真收件者。要將傳真傳送至多個傳真收件者，請參閱第 145 頁。要將傳真同時傳送至傳真與電子郵件收件者，請參閱第 117 頁。

### 透過單鍵撥號傳送傳真

如果您要撥打的傳真號碼已設定至快速撥號 01 或 02，則您可以透過按下單鍵撥號 1 或 2 來撥打此號碼。

#### 1 裝入文件。

- 顯示幕上將會出現 READY TO SEND (傳送就緒) 訊息。
- 如有必要，請設定解析度與/或對比度。



#### 2 按下所要的單鍵撥號鍵。

- 顯示幕上將會出現接收方的名稱。如果沒有儲存任何名稱，則顯示幕上將會出現傳真號碼（如果名稱或號碼錯誤，請按下 STOP [停止] 鍵）。
- 一旦建立連接後，傳真機將自動傳送文件。



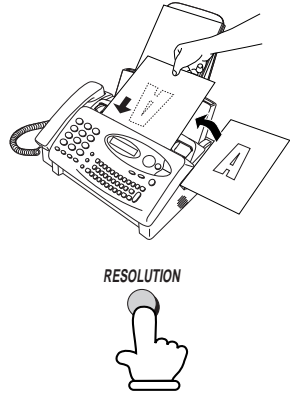
範例：要撥打快速撥號 01，請按下 ONE TOUCH DIAL 1 (單鍵撥號 1)

## 快速撥號

如果您已在快速撥號號碼中設定要撥打的傳真號碼，則您可透過按下 SPEED DIAL (快速撥號) 鍵，然後輸入快速撥號號碼來撥號。

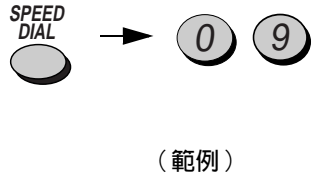
### 1 裝入文件。

- 顯示幕上將會出現 READY TO SEND (傳送就緒) 訊息。
- 如有必要，請設定解析度與 / 或對比度。

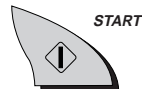


### 2 按下 SPEED DIAL (快速撥號) 鍵，然後透過按下數字鍵輸入快速撥號號碼。

- 要輸入 1 至 9 的數字，請先輸入 0，然後再輸入該數字。



### 3 檢查顯示幕。如果顯示幕上顯示的名稱或號碼正確，請按下 START (開始) 鍵 (否則，請按下 STOP [停止] 鍵，然後重複步驟 2)。



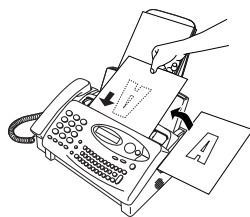


## 搜尋自動撥號號碼

如果您不記得為特定傳真號碼設定的快速撥號號碼，則您可透過執行以下步驟來搜尋該號碼。一旦找到該號碼，您僅需透過按下 **START (開始)** 鍵即可撥號並傳送已裝入的文件。

### 1 裝入文件。

- 顯示幕上將會出現 **READY TO SEND** (傳送就緒) 訊息。
- 如有必要，請設定解析度與 / 或對比度。



RESOLUTION



### 2 按下 **HOLD/SEARCH** (暫停 / 搜尋) 鍵。

顯示幕上將會顯示：

1=SEARCH DIAL,  
2= REVIEW CALLS

( 1= 搜尋撥號 )  
( 2= 檢視呼叫 )



### 3 按下 1 以選擇 **SEARCH DIAL** (搜尋撥號)。

**SEARCH DIAL**  
( 搜尋撥號 )

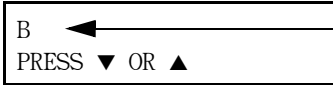
顯示幕上將會顯示：

SEARCH DIAL  
SET ALPHANUM.KEY

( 搜尋撥號 )  
( 設定 ALPHANUM.KEY )



- 4 如有必要，您可以輸入已在快速撥號號碼中設定的名稱之首字母，以從該字母為首的名稱開始搜尋。如果名稱以特殊字元或號碼為首，請按下 1。

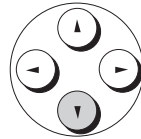


範例：「B」

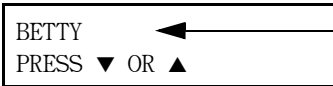
( B  
按下 ▼ 或 ▲ )

- ◆ 如果您不記得名稱，請直接移至步驟 5。
- ◆ 如果該號碼沒有名稱，請按下 0。在您捲動時，顯示幕上將會出現沒有名稱的號碼。

- 5 按 ▼ 鍵以向下捲動，直到名稱（或號碼）出現在顯示幕上（要反向捲動，請按下 ▲ 鍵）。



VOLUME

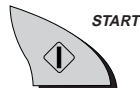


快速撥號名稱會在您捲動時出現在最上一行

( BETTY )  
( 按下 ▼ 或 ▲ )

- ◆ 如果名稱中沒有以所輸入的字母為首的名稱，您將會從清單中的下一個名稱（依字母順序）開始捲動。如果完全沒有名稱或號碼，則顯示幕上將會出現 NO DATA（無資料）訊息。

- 6 按下 START（開始）鍵。一旦建立連接後，傳真機將自動傳送文件。



## 自動重撥

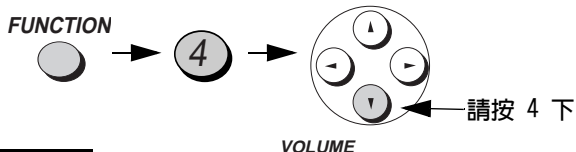
如果您在佔線時使用自動撥號功能（包括鍵盤直接撥號），則傳真機將自動重撥該號碼。傳真機將每隔五分鐘嘗試重撥兩次。

- ◆ 要停止自動重撥，請按下 STOP（停止）鍵。

## 自動重撥的重撥時間間隔

如有必要，您可以變更傳真機嘗試自動重撥的時間間隔。

- 1 按下這些鍵：



顯示幕上將會顯示：

RECALL INTERVAL  
ENTER (01-15) 05

(重撥時間間隔)  
(輸入 [01-15] 05)

- 2 輸入一個介於 01 至 15 之間的 2 位數數字，作為時間間隔的分鐘數。



範例：  
3 分鐘

- 3 按下 STOP（停止）鍵以返回日期與時間顯示幕。

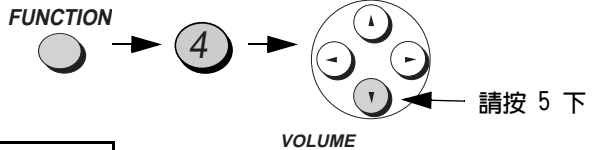


## 自動撥號的重撥次數

如有必要，您可以變更傳真機在佔線時嘗試自動重撥的最多次數。

- ◆ 在某些情況下（例如，如果對方透過電話來接聽來電），自動重撥可能會在設定嘗試重撥次數之前就停止。

1 按下這些鍵：



顯示幕上將會顯示：

RECALL TIMES ENTER (00-03) 02
----------------------------------

(重撥次數)  
(輸入 [00-03] 02)

2 輸入一個介於 00 至 03 之間的 2 位數數字，作為嘗試重撥的最多次數。



範例：  
3 次嘗試

3 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



## 透過自動撥號傳送電子郵件訊息或互聯網傳真

註：請勿在執行以下任何程序時拿起聽筒或按下 SPEAKER（喇叭）鍵，否則電子郵件訊息將被取消。

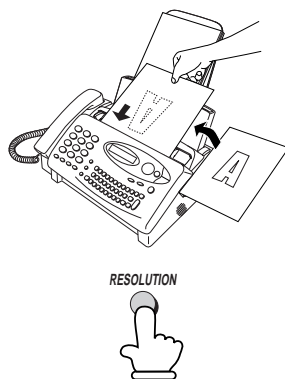
### 使用單鍵撥號鍵

如果已在快速撥號 01 或 02 中設定您要傳送訊息的電子郵件地址，則您僅需透過按下單鍵撥號 1 或 2 即可輸入該地址。

註：此步驟僅可用於將訊息傳送至單一收件者。要將訊息傳送至多個收件者，請參閱下節的使用快速撥號號碼。

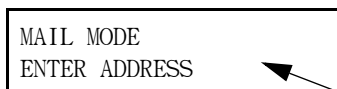
- 1 如果您要將傳真傳送至電子郵件地址，請將文件插入文件送紙器。（否則，請略過此步驟並直接移至步驟 2。）

- 顯示幕上將會出現 READY TO SEND（傳送就緒）訊息。
- 如有必要，請設定解析度與/或對比度。



- 2 按下 e-mail（電子郵件）鍵。

顯示幕上將會顯示：



（郵件模式）  
（輸入地址）



E-mail（電子郵件）鍵選擇將在此處交替出現。

### 3 按下所要的單鍵撥號鍵。

- 您僅可以輸入一個地址。
- 顯示幕上將會顯示：

SUB:  
ENTER SUBJECT

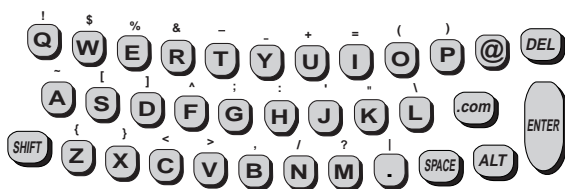
(主旨:)  
(輸入主旨)



範例：要輸入已儲存在快速撥號 01 中的地址，請按下單鍵撥號鍵 1。

### 4 按下字母鍵以爲電子郵件訊息輸入主旨（最多可輸入 128 個字元）。

- 如果您不要輸入主旨，請直接移至步驟 5。



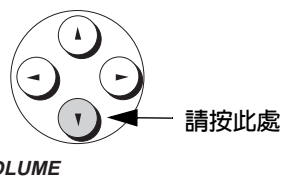
- ◆ 要清除錯誤，請按下 DEL (刪除) 鍵。要移動游標，請按下左與右方向鍵。
- ◆ 要輸入大寫字母，請按下 SHIFT (移位) 鍵 (勿按住不放)，然後按下所要的字母鍵。
- ◆ 要輸入標記在字母鍵上方的某個符號，請按下 ALT (變更) 鍵 (勿按住不放)，然後按下字母鍵。

5 按下 ▼ 鍵。

顯示幕上將會顯示：



(輸入訊息)



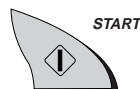
6 按下字母鍵以輸入電子郵件訊息（最多可輸入 200 個字元）。

- 如果您不要輸入訊息，請直接移至步驟 7。
- 要換行，請按下 ENTER（輸入）鍵。



- ◆ 要檢查您的輸入訊息，請按下 COPY（複印）鍵以列印訊息副本。
- ◆ 如果您要返回並在之前的步驟中作出變更，請按下 ▲ 鍵。要再次移至隨後的步驟，請按下 ▼ 鍵。

7 按下 START（開始）鍵以傳送訊息。



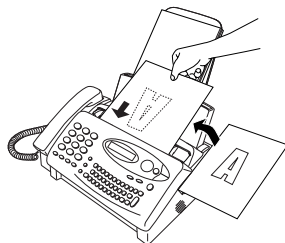
## 使用快速撥號號碼

如果您要傳送訊息的電子郵件地址已設定為 2 位數字的快速撥號號碼，則您可透過按下 SPEED DIAL (快速撥號) 鍵，然後輸入快速撥號號碼以輸入該地址。

- ◆ 您可以使用此程序將訊息傳送至多個電子郵件收件者，甚至是傳真收件者。

1 如果您要將傳真傳送至電子郵件地址，請將文件插入文件送紙器。(否則，請略過此步驟並直接移至步驟 2。)

- 顯示幕上將會出現 READY TO SEND (傳送就緒) 訊息。
- 如有必要，請設定解析度與/或對比度。



RESOLUTION



2 按下 e-mail (電子郵件) 鍵。

顯示幕上將會顯示：



(郵件模式)  
(輸入地址)

E-mail 電子郵件鍵選擇將在此處交替出現。

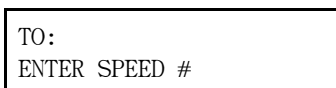


e-mail



3 按下 SPEED DIAL (快速撥號) 鍵。

顯示幕上將會顯示：



TO:  
ENTER SPEED #

(到:)  
(輸入快速號碼)

SPEED  
DIAL





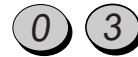
4 透過按下數字鍵來輸入兩位數的快速撥號號碼。

- 要輸入快速撥號號碼 1 至 9，請先輸入 0，然後再輸入該號碼。
- 如有必要，您可以輸入一個以上的快速撥號號碼（最多可輸入 10 個電子郵件的快速撥號號碼）。（註：您不能使用字母輸入鍵輸入完整的地址。）



範例：快速撥號號碼  
09、45 與 23

5 您也可以將訊息傳送至一個或多個傳真收件者。請輸入已在其中設定傳真號碼的快速撥號號碼（最多可輸入合計 20 個傳真與電子郵件的快速撥號號碼）。（註：您不能使用數字鍵輸入完整的傳真號碼。）



- 在以下步驟中輸入的主旨與訊息將會作為傳真的封面頁傳送。
- 即使沒有掃描文件，您也可以輸入傳真的快速撥號號碼。在這種情況下，只有封面頁才會作為傳真內容傳送。

範例：快速撥號號碼  
03 與 25



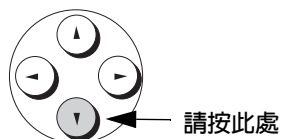
如果您至少已插入一份文件或已輸入一個主旨，則您可以略過剩餘的步驟，並透過按下 START（開始）鍵，以從此程序的任何步驟開始傳送。

- 6 在您完成輸入收件者的快速撥號號碼後，請按下 ▼ 鍵。

顯示幕上將會顯示：

SUB:  
ENTER SUBJECT

(主旨:) VOLUME  
(輸入主旨)



- 7 按下字母鍵以爲您的電子郵件訊息輸入主旨（最多可輸入 128 個字元）。

- 如果您不要輸入主旨，請直接移至步驟 8。



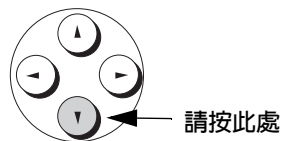
- ◆ 要清除錯誤，請按下 DEL (刪除) 鍵。要移動游標，請按下左與右方向鍵。
- ◆ 要輸入大寫字母，請按下 SHIFT (移位) 鍵（勿按住不放），然後按下所要的字母鍵。
- ◆ 要輸入標記在字母鍵上方的某個符號，請按下 ALT (變更) 鍵（勿按住不放），然後按下字母鍵。

- 8 按下 ▼ 鍵。

顯示幕上將會顯示：

ENTER MESSAGE

(輸入訊息) VOLUME



---

9 按下字母鍵以輸入訊息（最多可輸入 200 個字元）。

- 要換行，請按下 ENTER（輸入）鍵。

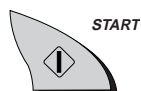
- 如果您不要輸入訊息，請直接移至步驟 10。



- ◆ 要檢查您的輸入訊息，請按下 COPY（複印）鍵以列印訊息副本。
  - ◆ 如果您要返回並在之前的步驟中作出變更，請按下 ▲ 鍵。要再次移至隨後的步驟，請按下 ▼ 鍵。

---

10 按下 START（開始）鍵以傳送訊息。

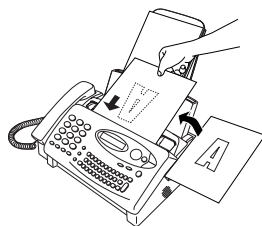


## 在快速撥號號碼中搜尋電子郵件地址

如果您不記得為特定電子郵件地址設定的快速撥號號碼，則您可使用快速撥號號碼中設定的名稱搜尋地址並傳送訊息，如下所示。

- 1 如果您要將傳真傳送至電子郵件地址，請將文件插入文件送紙器。（否則，請略過此步驟並直接移至步驟 2。）

- 顯示幕上將會出現 READY TO SEND（傳送就緒）訊息。
- 如有必要，請設定解析度與 / 或對比度。



RESOLUTION



- 2 按下 e-mail（電子郵件）鍵。

顯示幕上將會顯示：

MAIL MODE  
ENTER ADDRESS

（郵件模式）  
（輸入地址）



E-mail（電子郵件）鍵選擇將在此處交替出現。

- 3 按下 SPEED DIAL（快速撥號）鍵。

顯示幕上將會顯示：

TO:  
ENTER SPEED #

（到：）  
（輸入快速號碼）

SPEED  
DIAL



4 按下 HOLD/SEARCH (暫停 / 搜尋) 鍵。

顯示幕上將會顯示：

TO:  
SEARCH DIAL

( 到: )  
( 搜尋撥號 )



5 如有必要，請輸入已在您要搜尋的快速撥號號碼中設定的名稱之首字母。搜尋將從以該字母為首的名稱開始。

TO:  
B

( 到: )  
( B )

範例：「B」



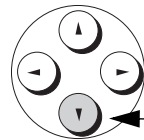
- ◆ 如果您不記得該名稱，請直接移至步驟 6 (搜尋將從以「A」為首的名稱開始)。

6 按 ▼ 鍵以向下捲動直到顯示幕上出現所要的名稱。(要反向捲動，請按下 ▲ 鍵。)

TO:  
S09:BETTY

( 到: )  
( S09:BETTY )

在您的捲動時，快速撥號名稱會出現在最下一行



請按此處

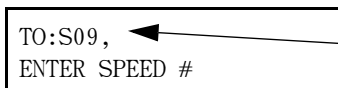
VOLUME

- ◆ 如果沒有以所輸入的字母為首的名稱，您將會從下一個現有名稱 (依字母順序) 開始捲動。如果完全沒有名稱或號碼，則顯示幕上將會出現 NO DATA (無資料) 訊息。

- 7 在顯示幕上出現所要的名稱時，請按下 ENTER (輸入) 鍵以選擇它。



顯示幕範例：



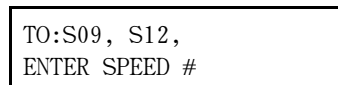
在選定名稱後，對應的快速撥號號碼會出現在最上一行。

(到:S09)  
(輸入快速號碼)

- 8 如果您要將訊息傳送至多個收件者，則您可以返回步驟 4 以搜尋另一個號碼，或直接輸入快速撥號號碼。



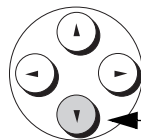
顯示幕範例：



(到:S09、S12、)  
(輸入快速號碼)

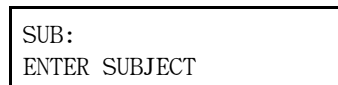
範例：直接輸入快速撥號 12

- 9 在完成輸入快速撥號號碼後，請按下 ▼ 鍵。



請按此處

顯示幕上將會顯示：



(主旨:)  
(輸入主旨)

VOLUME

- 10 按下字母鍵以為電子郵件訊息輸入主旨 (最多可輸入 128 個字元)。

- 如果您不要輸入主旨，請直接移至步驟 11。



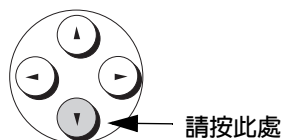
---

11 按下 ▼ 鍵。

顯示幕上將會顯示：

ENTER MESSAGE

(輸入訊息)



VOLUME

---

12 按下字母鍵以輸入電子郵件訊息（最多可輸入 200 個字元）。

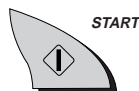
- 如果您不要輸入訊息，請直接移至步驟 13。

- 要換行，請按下 ENTER（輸入）鍵。



---

13 按下 START（開始）鍵以傳送訊息。



## 6. 複印

您的傳真機也可以用來複印文件。您可以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 將文件正面朝下裝入（最多 10 頁）。

- 顯示幕上將會出現 READY TO SEND（傳送就緒）訊息。
- 如有必要，請設定解析度與 / 或對比度。（複印的預設值為 SUPER FINE（精緻））。



RESOLUTION



### 2 按下 COPY（複印）鍵。

顯示幕上將會交替顯示：

COPY MODE  
1: MULTI COPY



COPY MODE  
2: SORT COPY



COPY MODE  
START: COPY

（複印模式）  
（1: 多張複印）

（複印模式）  
（2: 分頁複印）

（複印模式）  
（START [開始]: 複印）



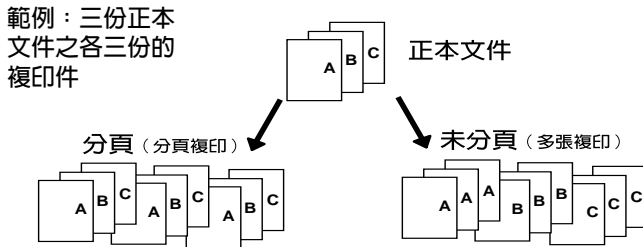
- ◆ 如果您只要對正本文件（或每份正本文件）複印一份複印件，並且不需要縮小或放大，請按兩下 START（開始）鍵。開始複印。



- ◆ 如果您只對正本文件（或每份正本文件）複印一份複印件，並且要放大或縮小，請按下 **START (開始)** 鍵，然後移至步驟 5。

- 3 如果您不要對複印件進行分頁，請按下 **1**（多張複印）。如果您要對複印件進行分頁，請按下 **2**（分頁複印）。

多張 分頁  
**1** 或 **2**



顯示幕上將會顯示：

MULTI COPY  
ENTER # (01-99)  
(多張複印)  
(輸入號碼 [01-99])

您的選擇將決定，此處會出現 MULTI COPY (多張複印) 或 SORT COPY (分頁複印)。

- 4 如果您要對每份正本文件複印一份，請按下 **START (開始)** 鍵。如果您要對每份正本文件複印多份，請輸入每份正本文件的複印份數（如果複印份數小於 10，請在數字前面輸入「0」）。

**0** **9**

範例：每份正本文件複印九份

顯示幕上將會顯示：

COPY RATIO  
PRESS START:100%  
(複印比例)  
(按下 START [開始]:100%)

比例選擇將在此處交替出現

5 透過輸入如下所示的介於 1 至 5 之間的數字，以設定縮小或放大比例（或按下 **START (開始)** 鍵以自動選擇 100%）。開始複印。

1：AUTO（自動，自動調整大小以符合列印紙張的大小）

2：50%

3：100%（不縮小或放大）

4：125%

5：135%

**註：**

如果您將大量正本文件放入送紙器，則會出現記憶體已滿的情況，這將使您不能掃描所有文件（顯示幕上將會出現 MEMORY IS FULL〔記憶體已滿〕訊息）。如果出現這種情況，請按下 **START (開始)** 鍵以複印已掃描的正本文件，然後重複複印程序以複印剩餘正本文件，包括記憶體已滿時正在掃描的正本文件。

2

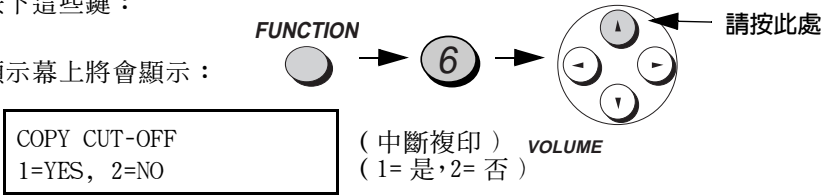
範例：50%

## 中斷複印

在複印長度超過列印紙的文件時，您可以使用中斷複印設定來選擇是否中斷文件的剩餘部份或在第二頁上列印。起始設定為 YES（是，中斷剩餘部份）。要變更此設定，請執行以下步驟。

### 1 按下這些鍵：

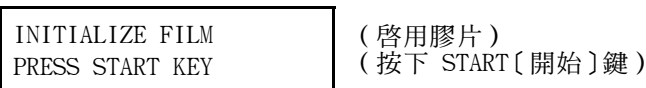
顯示幕上將會顯示：



- 2 按下 1 以將中斷複印設定為 YES（是，文件的剩餘部份將不會列印），或按下 2 以將中斷複印設定為 NO（否，文件的剩餘部份將列印在第二頁上）。

YES（是）      NO（否）  
 或 

顯示幕上將會簡短地顯示您的選擇，然後：



- 3 按下 STOP（停止）鍵以返回日期與時間顯示幕。

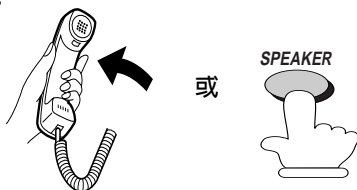


## 7. 撥打電話

您可以像使用普通電話一樣，使用傳真機來撥打電話和接收語音呼叫。

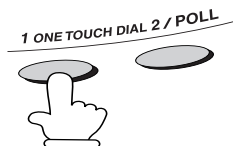
- ◆ 要撥打或接收語音呼叫，傳真機電源必須開著。

- 1 拿起聽筒或按下 **SPEAKER (喇叭)** 鍵。  
聆聽撥號訊號。



- 2 使用以下其中一種方法撥號：

- **正常撥號**：使用數字鍵輸入完整的電話號碼。
- **單鍵撥號**：按下相應的單鍵撥號鍵。
- **快速撥號**：按下 **SPEED DIAL (快速撥號)** 鍵，然後使用數字鍵輸入 2 位數的快速撥號號碼。



範例：按下單鍵撥號  
鍵 01

- 3 在對方接聽後即可開始通話。

- 如果您已按下 **SPEAKER (喇叭)** 鍵，請拿起聽筒以開始通話。



### 註釋：

- ◆ 在傳真機的聽筒拿起後（聽筒未掛上），直接連接至傳真機的分機將無法與另一方進行通話。
- ◆ 如果接收模式設定為 A.M.（電話答錄機），並且在通話期間出現寂靜時段，則傳真機可能會中斷分機接收的語音呼叫。如果您使用的是按鍵式電話，則您可在接聽後立即隨意按下電話上的三個按鍵，以防止上述問題出現（註：請勿輸入啟動傳真接收的代碼：5、\*、\*）。

## 連續撥號

拿起聽筒後，您可以撥打任何正常撥號、單鍵撥號及快速撥號號碼的組合號碼。例如，如果您已在單鍵撥號鍵中儲存特定服務的區域碼或存取碼，則您可按下代表該區域碼或存取碼的單鍵撥號鍵，然後透過按下單鍵撥號鍵、按下數字鍵或按下 SPEED DIAL（快速撥號）鍵並輸入 2 位數的快速撥號號碼，以撥打其餘號碼。

## 搜尋自動撥號號碼

您可以使用 HOLD/SEARCH（暫停/搜尋）鍵來搜尋單鍵撥號鍵或快速撥號號碼。請先搜尋號碼（如第 110 頁中的搜尋自動撥號號碼所述），然後拿起聽筒或按下 SPEAKER（喇叭）鍵。傳真機將自動撥打號碼（您無需按下 START〔開始〕鍵）。

## 重撥

您可以透過按下 REDIAL（重撥）鍵重撥最後一個號碼（無需拿起聽筒或按下 SPEAKER〔喇叭〕鍵）。在對方接聽後，請拿起聽筒以進行通話。

## 暫停

您可以透過按下 **HOLD/SEARCH (暫停 / 搜尋)** 鍵，以在通話期間將對方置於等候狀態。在執行此步驟後，對方就無法聽到您的聲音。您可以將聽筒放回支架上，而不會中斷連線。在您準備再次與對方通話時，請拿起聽筒。如果您沒有將聽筒放回支架上，請再次按下 **HOLD/SEARCH (暫停 / 搜尋)** 鍵以恢復通話。

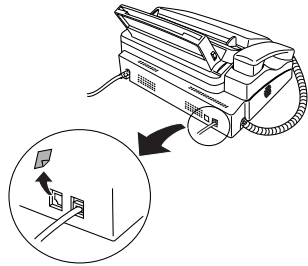
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# 8. 連接電話答錄機

## 連接電話答錄機

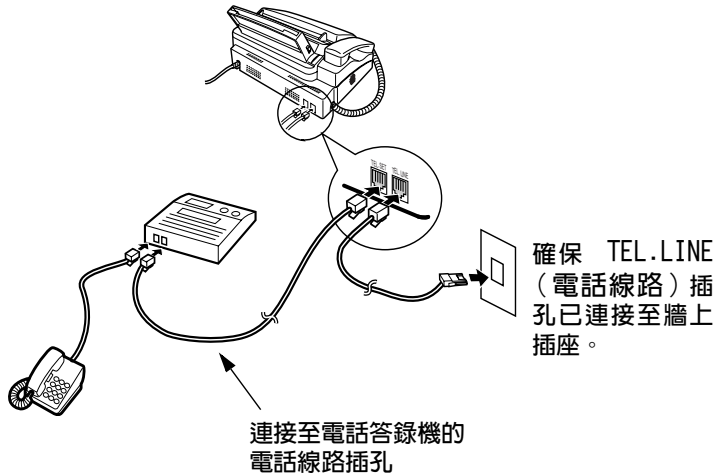
如有必要，您可以將電話答錄機連接至傳真機的 TEL.SET（電話設定）插孔。這將容許您在外出時接收留言與傳真。

- 1 取下覆蓋 TEL.SET（電話設定）插孔的封條。



- 2 將電話答錄機的電話線路插孔連接至 TEL.SET（電話設定）插孔。

- 如有必要，您可以將分機連接至電話答錄機的分機插孔。



## 變更外出留言訊息

您應該變更電話答錄機的外出留言訊息 (OGM)，以告知要傳送傳真的來電者按下他們的開始鍵。例如，您可以錄製以下留言訊息：

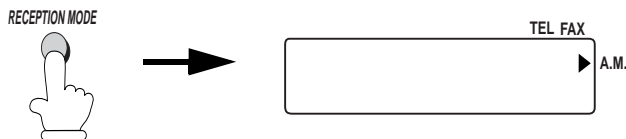
「您好，這裏是 ABC 公司。現在無人接聽您的來電。請在嗶聲後留言或按下您傳真機的開始鍵以傳送傳真，謝謝。」

- ◆ 請儘量將訊息錄製時間控制在 10 秒鐘以內。如果訊息時間過長，您可能無法順利接收透過自動撥號傳送的傳真。
- ◆ 如果您的外出留言訊息的錄製時間必須超過 10 秒鐘，請在訊息的開頭處保留大約四秒鐘的暫停時間。這樣，傳真機將有機會偵測到在使用自動撥號時傳送的傳真訊號。

## 啓動電話答錄機連接

在您外出之前，請按以下步驟啓動電話答錄機連接：

- 1 將接收模式設定爲 A.M. (電話答錄機)。





## 2 將您的電話答錄機設定為自動接聽。

- ◆ 您的電話答錄機必須設定為最多在兩次響鈴後接聽。否則，您可能無法接收到透過自動撥號傳送的傳真。
- ◆ 如果您的電話答錄機具有節省費用的功能，請確保它可以在第四次響鈴時接聽來電。

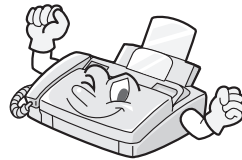
### 註：

如果您的電話答錄機具有遠端擷取功能，請確保用以啟動擷取功能的代碼不同於透過分機用以啟動傳真機接收模式的代碼（請參閱第 95 頁）。如果這兩個代碼相同，則在您從其他電話輸入此代碼以擷取訊息時，傳真機將會啟動。

## 連接系統如何操作

在您外出時，您的電話答錄機將會接聽所有來電，並播放外出留言訊息。來電者可以留言。在這段時間內，傳真機將默默地監視線路狀況。如果傳真機偵測到傳真訊號或超過四秒鐘的寂靜時間，則它將操控線路並開始接收。

在您回來並關閉電話答錄機後，請務必將接收模式變更回 FAX（傳真）或 TEL（電話）！



## 可選的 A.M. (電話答錄機) 模式設定值

如有必要，您可以透過以下設定值來提升電話答錄機連接對來電的回應能力。

### 靜音偵測時間

如果傳真機在電話答錄機接聽來電後偵測到 4 秒鐘的寂靜時間，它將操控線路並開始接收。如有必要，您可以將此設定值變更為介於 1 至 10 秒之間的任何數值。

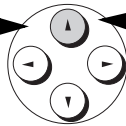
- ◆ 建議您不要將靜音偵測時間設定為少於 3 秒鐘。
- ◆ 如果傳真機在來電者留言之前就已中斷來電者，請嘗試使用更長的靜音偵測時間設定值。如果您的外出留言訊息包含一段寂靜時間，請確保設定值的時間比該寂靜時間來得長，或重新錄製外出留言訊息以縮短寂靜時間。

#### 註：

您可以透過輸入「00」時間設定以關閉靜音偵測時間。但請注意，此傳真機可能無法接收某些由舊式傳真機手動傳送的傳真。

### 1 按下這些鍵：

FUNCTION



請按 9 下

顯示幕上將會顯示：

QUIET DETECT TM.  
ENTER (00-10) (04)

VOLUME

(靜音偵測時間)  
(輸入 [00-10] [04])

### 2 輸入一個介於 01 至 10 之間的數字， 或輸入 00 以關閉此功能。



(範例)

- 
- 3 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



## 在電話答錄機出現故障時傳送傳真

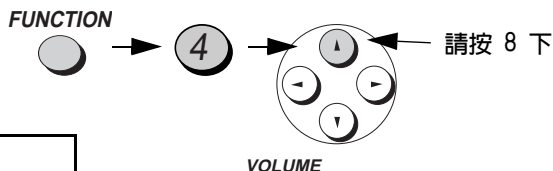
在此功能開啓後，如果電話答錄機由於某些原因無法在 5 次響鈴後接聽來電，則將會由傳真機接聽。這樣一來，即可確保您在電話答錄機的磁帶已錄滿內容，或電話答錄機沒有開啓時，都可以接收到傳真訊息。

此功能在出廠時已被關閉。如果您要開啓此功能，請執行以下步驟：

註：

在此功能開啓時，請確保電話答錄機已設定為在 4 次 (或更少) 響鈴後接聽。否則，傳真機將搶先接聽，因而導致來電者無法留言。

- 
- 1 按下這些鍵：



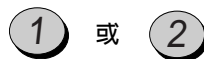
顯示幕上將會顯示：

FAX RX A.M. FAILS  
1=YES, 2=NO

(電話答錄機接收傳真失敗)  
(1= 是, 2= 否)

- 
- 2 按下 1 以開啓此功能，或按下 2 以將其關閉。

YES (是) NO (否)



- 
- 3 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



## 9. 特殊功能

### 來電識別（需要另行申請的服務）

如果您向電話公司申請來電識別服務，則您可設定傳真機，以在傳真機響鈴時顯示來電者的名字和號碼。

#### 重要事項：

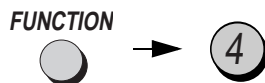
- ◆ 要使用此功能，您必須向電話公司申請來電識別服務。
- ◆ 您必須在 FAX（傳真）與 TEL/FAX（電話 / 傳真）模式中將傳真機設定為在至少兩次響鈴後接聽呼叫（請參閱第 91 頁）。
- ◆ 傳真機可能會與某些來電識別服務不相容。

#### 1 按下 FUNCTION（功能）鍵，然後按下 4。

顯示幕上將會顯示：

OPTION SETTING  
PRESS ▼ OR ▲

（設定選項）  
（按下 ▼ 或 ▲）

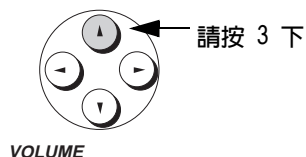


#### 2 按三下 ▲ 鍵。

顯示幕上將會顯示：

CALLER-ID  
1=YES, 2=NO

（來電識別）  
（1= 是, 2= 否）



- 
- 3 按下 1 以開啓來電識別功能。  
( 按下 2 以將其關閉。 )

YES ( 是 )    NO ( 否 )



顯示幕上將會顯示：

COVER SHEET  
1=YES, 2=NO

( 封面頁 )  
( 1= 是, 2= 否 )

- 
- 4 按下 STOP ( 停止 ) 鍵以返回日期與時間顯示幕。



## 如何操作來電識別功能

在您接收呼叫時，顯示幕上將在開始第二次響鈴前的那一刻，交替出現來電者的名稱與電話號碼。此資訊會一直顯示，直到線路中斷為止。

註：某些來電識別服務可能不會提供來電者的名稱。在這種情況下，顯示幕上僅會出現電話號碼。

### 顯示幕範例

03-JUL 10:40  
JOHN DOE

來電者名稱



03-JUL 10:40  
543-8976

來電者電話號碼

## 顯示幕訊息

如果在傳真機響鈴時沒有顯示來電者資訊，顯示幕上將會出現以下某則訊息：

NO SERVICE (無服務) 沒有收到電話公司的來電者資訊。請確保電話公司已啓動您的服務。

CALLER-ID ERROR (來電識別發生錯誤) 電話線路上的噪音妨礙來電者資訊的接收。

PRIVATE CALL (私人呼叫) 電話公司應來電者的要求不提供來電者資訊。

## 檢視來電識別清單

如果您已申請來電識別服務，並已開啓來電識別功能，傳真機將會保存您最近接收的 10 個呼叫與傳真資訊。您可以在來電識別清單中檢視此資訊（包含每位來電者的名稱和號碼）。

- ◆ 在您已接收 10 通呼叫後，每通新接收的呼叫將會刪除最早接收的呼叫。

請按照以下步驟檢視顯示幕上的來電識別清單。如有必要，您可以立即撥打顯示幕上出現的號碼。

### 1 連續按下這些鍵：

顯示幕上將會顯示：

REVIEW CALLS  
 PRESS ▼ OR ▲

(檢視呼叫)  
(按下 ▼ 或 ▲)

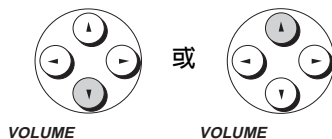
HOLD/  
SEARCH




2

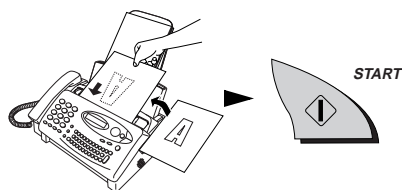


- 
- 2 按下 ▼ 鍵以捲動最近接收的呼叫清單，或按下 ▲ 鍵以捲動最早收到的呼叫清單。

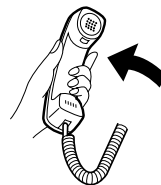


- 
- 3 如果您要撥打清單中的某個號碼，請捲動清單直到顯示幕上出現該號碼。

- 如果您要傳送傳真，請裝入文件，然後按下 START (開始) 鍵。



- 如果您要撥打語音呼叫，請拿起聽筒或按下 SPEAKER (喇叭) 鍵。傳真機將會自動開始撥號。(如果您已按下 SPEAKER [喇叭] 鍵，請在對方接聽時拿起聽筒。)



- 
- 4 在完成檢視清單後，請按下 STOP (停止) 鍵。



## 刪除來電識別清單中的呼叫

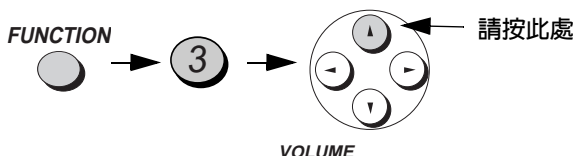
如果您要刪除來電者清單中的某個呼叫，請在顯示幕上出現該呼叫時按下 0 鍵。如果您要刪除清單中的所有呼叫，請在您檢視清單中的任何號碼時，按住 0 鍵至少 3 秒鐘。

## 優先呼叫

如有必要，您可以設定傳真機，以在接收來自指定電話號碼的呼叫時發出特殊的響鈴聲。這樣可使您無需查看顯示幕即可知道來電者是誰。

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 按下這些鍵：



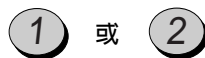
顯示幕上將會顯示：

PRIORITY CALL # 1=SET, 2=CLEAR
-----------------------------------

（優先呼叫號碼）  
（1= 設定, 2= 清除）

- 2 按下 1 以輸入號碼，或按下 2 以清除號碼。（如果您已按下 2，請移至步驟 4。）

SET（設定） CLEAR（清除）

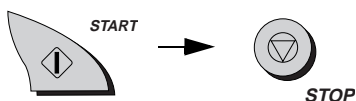


- 3 透過按下數字鍵，輸入包括區域碼在內的電話號碼（最多可輸入 20 位數）。



（範例）

- 4 按下 START（開始）鍵，然後按下 STOP（停止）鍵。





## 停止接收語音呼叫

在開啓來電識別功能後，您可以使用本章節停止接收不要的傳真中所述的過濾垃圾傳真功能，以停止接收語音呼叫和傳真（過濾垃圾傳真功能通常僅可停止接收傳真）。

在這種情況下，如果進來的語音呼叫或傳真來自您已指定為「垃圾號碼」的號碼，傳真機在透過來電識別服務接收該呼叫號碼時，即會立刻中斷連接（在第二次響鈴之前）。

要使用此功能，請開啓過濾垃圾功能，然後如停止接收不要的傳真所述，在過濾垃圾號碼清單中輸入號碼（請參閱第 152 頁）。

## 雙重響鈴（需要另行申請的服務）

如果您是使用由香港電信局（Hongkong Telecom）提供的 Homefax 2 或 Faxline 2 服務，您必須開啓雙重響鈴功能。在開啓該功能後，傳真機會在有語音呼叫的情況下發出較短的鈴聲，而在有傳真時發出較長的鈴聲。若有傳真送入時，傳真機會在 2 次響鈴後自動接聽（不管接收模式設定值如何）並接收傳真。要開啓雙重響鈴功能，請執行以下的步驟。

### 重要事項：

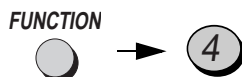
- ◆ 只有 Homefax 2 與 Faxline 2 的用戶才可以使用雙重響鈴功能。請勿在您使用正常線路時開啓雙重響鈴功能，否則傳真機將無法正常操作。
- ◆ 如果您開啓了雙重響鈴功能，請勿將接收模式設定爲 TEL/FAX（電話 / 傳真）。如果您這樣做，傳真機將無法正常操作。

### 1 按下這些鍵：

顯示幕上將會顯示：

OPTION SETTING  
PRESS ▼ OR ▲

（設定選項）  
（按下 ▼ 或 ▲）



### 2 按七下 ▲ 鍵。

顯示幕上將會顯示：

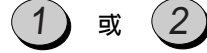
DUPLEX RINGING  
1=YES, 2=NO

（雙重響鈴）  
（1=是, 2=否）



- 
- 3 按下「1」（YES〔是〕）以開啓雙重響鈴功能，或按下「2」（NO〔否〕）以將其關閉。

YES（是）      NO（否）



顯示幕將會簡短地顯示您的選擇，然後：

FAX SIGNAL RX  
1=YES, 2=NO

（接收傳真訊號）  
（1= 是, 2= 否）

- 
- 4 按下 STOP（停止）鍵以返回日期與時間顯示幕。



STOP

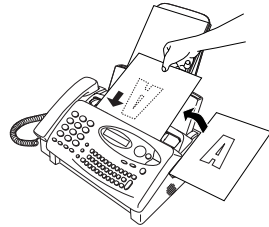
## 傳真廣播傳送

此功能容許您僅執行一項操作即可將同一文件傳送至 20 個不同的傳真位置。

- ◆ 您僅可以使用單鍵撥號鍵或快速撥號號碼來撥打接收方傳真機的號碼。

### 1 裝入文件。

- 顯示幕上將會出現 READY TO SEND (傳送就緒) 訊息。

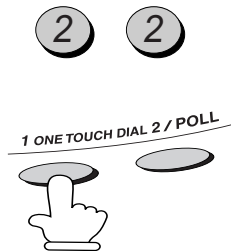


### 2 按下 START (開始) 鍵，然後按下 2。



### 3 使用以下其中一種或兩種方法，撥打接收方傳真機的號碼 (最多 20 位數)：

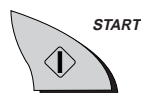
- 透過按下數字鍵以輸入一個或多個快速撥號號碼。
- 按下一個或多個單鍵撥號鍵。



---

4 按下 START (開始) 鍵。

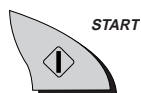
- 如有必要，請設定解析度與 / 或對比度。



---

5 按下 START (開始) 鍵。開始傳送。

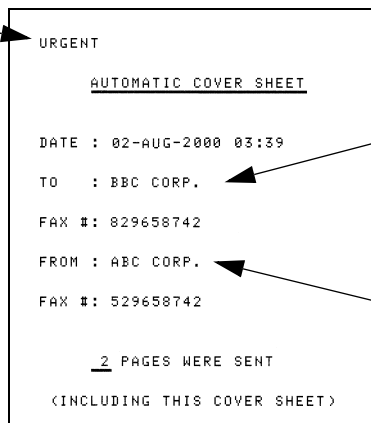
- 在廣播傳送完成後，傳真機將自動列印執行報告。請檢查報告中的「Note (附註)」欄，查看是否有任何地方標記為「Busy (佔線)」，或是否存在通訊錯誤代碼。若出現上述情況，請再次將文件傳送至該位置。



## 封面頁

您可以讓傳真機產生封面頁，並將它當成每次傳送傳真時的最後一頁傳送。

您可以選擇  
一則訊息。



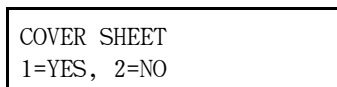
要顯示收件者名稱，您必須使用已設定名稱的快速撥號或快速鍵號碼撥打。

您必須如第 26 頁所述設定您的名稱與號碼。

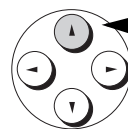
請執行以下步驟以開啓封面頁功能。一旦開啓封面頁功能，系統會將封面頁包括在所有傳送的傳真內，直到您關閉此功能。

### 1 按下這些鍵：

顯示幕上將會顯示：



FUNCTION



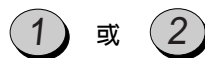
請按兩下

VOLUME

(封面頁)  
(1= 是, 2= 否)

- 
- 2 按下 1 (YES [是]) 以開啓封面頁功能，或按下 2 (NO [否]) 以關閉此功能。

YES (是) NO (否)



顯示幕上將會顯示：

AUTO PRINT OUT  
1=YES, 2=NO

(自動列印)  
(1=是, 2=否)

- 
- 3 按下 STOP (停止) 鍵以返回日期與時間顯示幕。

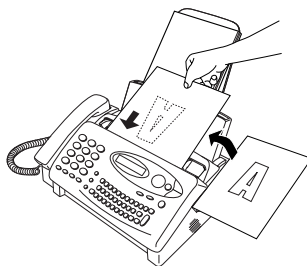


### 選擇頁首訊息 (可選)

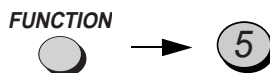
在開啓封面頁功能後，您也可以選擇出現在封面頁頂端的頁首訊息。  
請注意：訊息選擇僅適用於一次傳送。

- 
- 1 裝入文件。

- 您必須先裝入文件，然後才可以選擇訊息。
- 您必須開啓封面頁功能。



- 2 按下 FUNCTION (功能) 鍵，然後按下 5。



顯示幕上將會顯示：



(封面頁頁首)  
(1= 緊急)

訊息選擇將在此處  
交替出現。

- 3 輸入從 1 至 4 的號碼以選擇訊息：

- 1: URGENT ( 緊急 )
- 2: IMPORTANT ( 重要 )
- 3: CONFIDENTIAL ( 機密 )
- 4: PLS. DISTRIBUTE ( 請分發 )



( 範例 )

- 4 撥打接收方傳真機號碼並傳送文件。

註：

要取消封面頁頁首設定，請按下 STOP (停止) 鍵或從送紙器中取出文件。

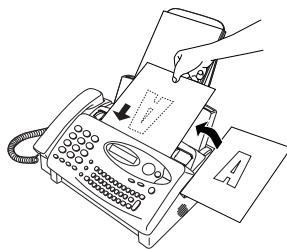


## 成批頁編碼

您可以將傳送文件的頁編碼從單一編碼（「P.01」、「P.02」等）變更爲成批編碼，這表示將在每個頁碼後面增加一條斜線與要傳送的總頁數（例如「P.01/05」、「P.02/05」等）。這容許收件者檢查是否遺失頁面。

### 1 裝入文件。

- 您必須先裝入文件，然後才可以設定成批頁編碼。

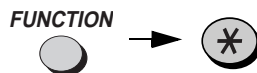


### 2 按下這些鍵：

顯示幕上將會顯示：

PAGE COUNTER SET  
ENTER # (01-99)

（設定頁面計數）  
（輸入號碼 [01-99]）



### 3 透過按下數字鍵以輸入總頁數（「01」至「99」）。

- 如果您要傳送封面頁，請勿將它包括在總頁數內（系統將自動調整頁數）。



範例：八頁

### 4 撥打接收方傳真機號碼並傳送文件。

**註釋：**

- ◆ 如果您要取消成批編碼項目，請從送紙器上取出文件或按下 STOP（停止）鍵。
- ◆ 如果實際傳送的頁數與所輸入的成批編碼不一致，系統將會發出警報，同時顯示幕上將會出現 PAGE COUNT ERROR（頁面計數錯誤）訊息。如果您已設定要列印執行報告，則執行報告的 NOTE（附註）欄中亦會顯示 PAGE E.（頁面錯誤）訊息。

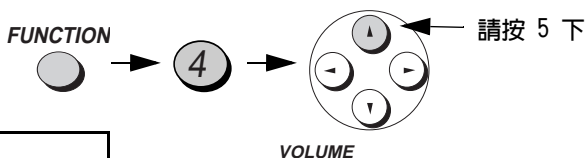
## 停止接收不要的傳真

過濾垃圾傳真功能容許您停止接收來自您所指定的傳送方的傳真。由於沒有列印不要的「垃圾」傳真，使您可以節省紙張。

要使用此功能，請執行以下步驟以開啓它，然後按照下述程序輸入您不要接收其傳真的傳真號碼。

- 1 按下這些鍵：

顯示幕上將會顯示：

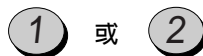


JUNK # CHECK  
1=YES, 2=NO

( 檢查垃圾號碼 )  
( 1= 是, 2= 否 )

- 2 按下 1 以開啓過濾垃圾功能，或按下 2 以關閉它。

YES ( 是 )    NO ( 否 )



- 3 按下 STOP ( 停止 ) 鍵以返回日期與時間顯示幕。



## 輸入過濾垃圾號碼

如下所示在過濾垃圾號碼清單中輸入 ( 或清除 ) 號碼。您最多可以輸入五個號碼。

- ◆ 要清除過濾垃圾號碼清單中的號碼，您必須知道識別該號碼的 1 位數數字。如果您不記得此數字，請列印過濾垃圾號碼清單 ( 如第 163 頁中所述 ) 。

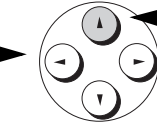
1 按下這些鍵：

顯示幕上將會顯示：

STORE JUNK #  
1=SET, 2=CLEAR

( 儲存垃圾號碼 )  
( 1= 設定, 2= 清除 )

FUNCTION



VOLUME

請按兩下

2 按下 1 以在過濾垃圾號碼清單中輸入號碼，或按下 2 以清除清單中的號碼。

SET ( 設定 )    CLEAR ( 清除 )



或



3 輸入：使用數字鍵輸入從 1 至 5 的 1 位數數字。此數字是用以識別您將在下一步驟中輸入的傳真號碼。

清除：輸入 1 位數數字，此數字是用以識別您要清除的傳真號碼，然後移至步驟 5。



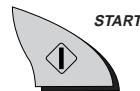
( 範例 )

4 輸入傳真號碼。



( 範例 )

5 按下 START (開始) 鍵。



6 返回至步驟 3 以輸入 (或清除) 另一個傳真號碼，或按下 STOP (停止) 鍵以返回日期與時間顯示幕。

步驟 3 或



STOP

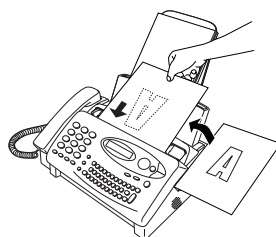
## 透過記憶體傳送文件

使用此功能，傳真機會立即掃描正本文件，並將其儲存在記憶體中，然後一旦與接收方傳真機連接後即將其傳送。在傳送至經常佔線的位置時，此功能為您提供極大的便利，您無需爲了使送紙器騰出空間以進行其他操作，而拿起正本文件等待。在傳送後，文件將會從記憶體中清除。

- ◆ 每次僅可設定一個記憶體傳送。
- ◆ 在掃描文件時，顯示幕上會顯示目前所佔用的記憶體容量的百分比。

### 1 裝入文件。

- 顯示幕上將會出現 READY TO SEND（傳送就緒）訊息。
- 如有必要，請設定解析度與/或對比度。



RESOLUTION



### 2 按下 START（開始）鍵，然後按下 1。

顯示幕上將會顯示：

ENTER STATION #

（輸入接收方號碼）



3 使用以下其中一種方法，以輸入接收方傳真機的號碼：

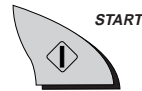
- 按下單鍵撥號鍵。
- 按下 SPEED DIAL (快速撥號) 鍵並輸入快速撥號號碼。
- 透過按下數字鍵以輸入完整的電話號碼。



(範例)

4 如果您已輸入快速撥號號碼或完整的號碼，請按下 START (開始) 鍵。

- 傳真機將掃描文件並將其儲存在記憶體中。然後，傳真機將撥打接收方傳真機的號碼並傳送文件（如有必要，它可以自動重撥）。



### 如果記憶體已滿 ...

在掃描文件時，如果記憶體已滿，顯示幕上將會顯示 MEMORY IS FULL (記憶體已滿) 訊息。

- ◆ 如果您要傳送已儲存在記憶體中的頁面（且記憶體已滿），請按下 START (開始) 鍵。其剩餘的頁面會從送紙器中出退出。在傳送結束後，記憶體中的內容將被清除，您即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被佔滿時掃描到的頁面。
- ◆ 如果您要取消整個傳送操作，請按下 STOP (停止) 鍵。

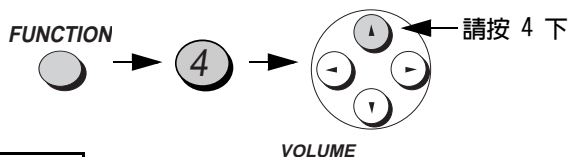
## 傳真機輪詢（請求傳送傳真）

輪詢功能容許您在無需接線員協助的情況下，呼叫另一台傳真機將文件（已先裝入其送紙器中）傳送至您的傳真機。換言之，是接收方傳真機而非傳送方傳真機啓動傳送操作。

要使用輪詢功能，您必須先設定用作輪詢鍵的 ONE TOUCH DIAL 2/POLL（單鍵撥號 2/輪詢）鍵。

- ◆ 在將 ONE TOUCH DIAL 2/POLL（單鍵撥號 2/輪詢）鍵設定為輪詢鍵後，您無法將它用於單鍵撥號。

- 
- 1 按下這些鍵：



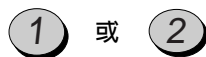
顯示幕上將會顯示：

POLLING  
1=YES, 2=No

（輪詢）  
（1= 是, 2= 否）

- 
- 2 按下 1 以開啓此功能，或按下 2 以將其關閉。

YES（是） NO（否）



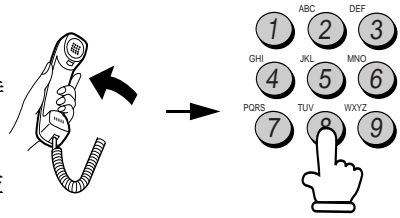
- 
- 3 按下 STOP（停止）鍵以返回日期與時間顯示幕。



## 請求傳送

1 使用以下其中一種方法，撥打您要輪詢的傳真機號碼：

- 拿起聽筒（或按下 SPEAKER [喇叭] 鍵），然後按下一個單鍵撥號鍵。等待傳真機的回應訊號。
- 拿起聽筒（或按下 SPEAKER [喇叭] 鍵），然後撥打完整的號碼。等待傳真機的回應訊號。
- 按下 SPEED DIAL (快速撥號) 鍵並輸入 2 位數的快速撥號號碼。
- 使用數字鍵輸入完整的號碼。



(範例)

2 按下 ONE TOUCH DIAL 2/POLL (單鍵撥號 2/ 輪詢) 鍵。

- 如果您使用的是聽筒，請在顯示幕上出現 POLLING (輪詢) 訊息時將它放回原處。開始接收。





## 被輪詢（等候輪詢）

要讓另一台傳真機輪詢您的傳真機，請按下 **RECEPTION MODE（接收模式）** 鍵以將接收模式設定為 **FAX（傳真）**，並裝入文件。

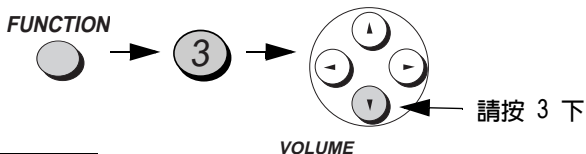
在對方傳真機呼叫您的傳真機並啟動輪詢時，傳送工作就會開始。在傳真機等候輪詢時，您可以使用自動接收模式。

## 輪詢安全性

輪詢安全性功能容許您預防有人在未經授權的情況下輪詢您的傳真機。如果已開啓此功能，系統僅會在輪詢傳真機的傳真號碼已輸入您傳真機的許可傳真號碼（又稱「密碼」）清單的情況下，才會容許輪詢。此外，輪詢傳真機的傳真號碼也必須正確地在該機設定好以便於識別。

要使用輪詢安全性功能，請執行以下步驟以開啓此功能，然後如下頁所述輸入許可的號碼。

- 1 按下這些鍵：



顯示幕上將會顯示：

SECURITY SELECT  
1=ON, 2=OFF

（選擇安全性）  
（1= 啟動, 2= 關閉）

- 2 按下 1 以開啓輪詢安全性功能，或按下 2 以將其關閉。

YES（是） NO（否）



- 3 按下 **START（開始）** 鍵，然後按下 **STOP（停止）** 鍵。



## 儲存與清除許可輪詢的傳真號碼

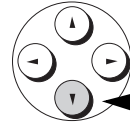
您最多可在您傳真機的許可號碼清單中儲存 10 個傳真號碼。

- 1 按下這些鍵：

顯示幕上將會顯示：

PASSCODE # MODE  
1=SET, 2=CLEAR

FUNCTION

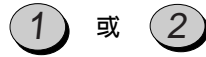


請按 4 下

(密碼模式) VOLUME  
(1=設定, 2=清除)

- 2 按下 1 以儲存號碼，或按下 2 以清除號碼。

SET (設定) CLEAR (清除)



- 3 **儲存：**輸入一個從 01 至 10 之間的 2 位數數字。此數字用以識別您將在下一步驟中儲存的傳真號碼。



(範例)

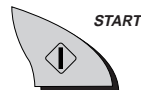
**清除：**輸入用以識別您要清除的傳真號碼的數字，然後移至步驟 5。

- 4 輸入傳真號碼。



(範例)

- 5 按下 START (開始) 鍵。



- 6 返回至步驟 3 以輸入 (或清除) 另一個號碼，或按下 STOP (停止) 以返回日期與時間顯示幕。

步驟 3 或



STOP

## 計時器操作

計時器功能容許您設定在指定時間內自動執行傳送與 / 或輪詢操作。您一次可設定一項傳送與一項輪詢操作，並且可提前 24 小時指定這些操作的執行時間。

- ◆ 您可以使用此功能以充份利用非繁忙時間提供的優惠電話費率，而不必在執行操作時守候在傳真機旁。

註：只有快速撥號號碼可以用來撥打接收方傳真機。

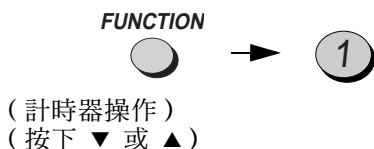
### 設定計時器操作

---

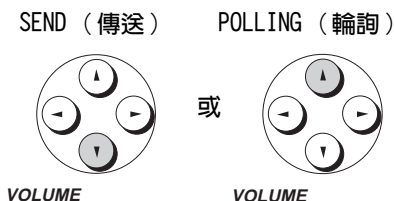
- 1 按下這些鍵：

顯示幕上將會顯示：

TIMER MODE  
PRESS ▼ OR ▲



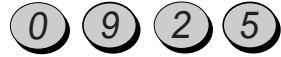
- 2 按下 ▼ 鍵以設定傳送操作，或按下 ▲ 鍵以設定輪詢操作。



- 3 按下 1 以選擇 SET (設定)。

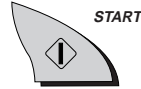


- 4 輸入您要執行操作的時間（以 2 位數表示小時，以 2 位數表示分鐘）。



範例：9:25

- 5 按下 START（開始）鍵。



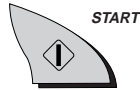
- 6 輸入接收方傳真機的快速撥號號碼。

- 如果要設定的是輪詢操作，請移至步驟 9。



（範例）

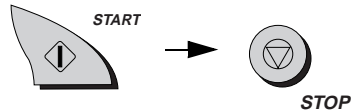
- 7 按下 START（開始）鍵。



- 8 如有必要，調整解析度與 / 或對比度（如果您不要變更設定值，請跳至下一步）。



- 9 按下 START（開始）鍵，然後按下 STOP（停止）鍵。如果要設定的是傳送操作，請在指定的傳送時間之前將文件裝入送紙器。

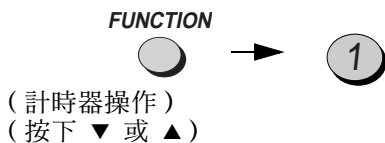
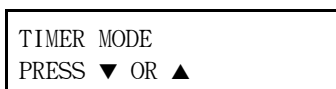


## 取消計時器操作

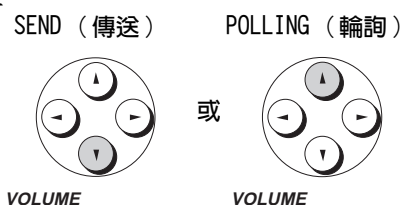
如果您需要在設定計時器操作後取消該操作，請執行以下步驟。

- 1 按下這些鍵：

顯示幕上將會顯示：



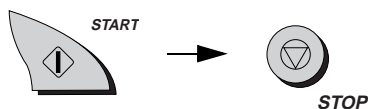
- 2 按下 ▼ 鍵以取消傳送操作，或按下 ▲ 鍵以取消輪詢操作。



- 3 按下 2 以選擇 CLEAR (清除)。



- 4 按下 START (開始) 鍵，然後按下 STOP (停止) 鍵。



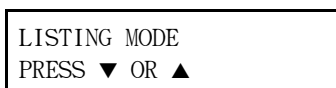
# 10. 列印清單

您可以列印可顯示輸入傳真機的設定值與資訊之清單。您也可以在完成近期活動與個別操作後將有關的報告列印出來。以下幾頁中詳細介紹這些清單與報告。

要列印清單，請執行以下步驟。

- 1 按下 FUNCTION (功能) 鍵，然後按下 2。

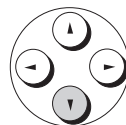
顯示幕上將會顯示：



(清單模式)  
(按下 ▼ 或 ▲)

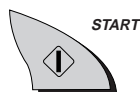


- 2 按下 ▼ 鍵，直到顯示幕上出現所要的清單。



VOLUME

- 3 按下 START (開始) 鍵以列印清單。



## 活動報告

此報告顯示您最近執行的傳送與接收操作的資訊（最多可顯示 30 個操作）。報告分為兩部份：TRANSMISSIONS ACTIVITY REPORT（傳送活動報告）與 RECEPTIONS ACTIVITY REPORT（接收活動報告），前者顯示傳送資訊，後者顯示接收資訊。

- ◆ 在列印報告後系統將清除所有資訊。如果已關閉自動列印，並且沒有手動列印 30 個操作的報告，則每次執行一個新操作後，新操作將覆寫最早的操作資訊。

```

*****
*
*
*              TRANSMISSIONS ACTIVITY REPORT
*
*
*              01-JUN-2000 03:51
*
*              FOR: John Doe Corp.          201 555 1234
*
*-----*
*NO.  DATE   START   RECEIVER          TX TIME  PAGES  TYPE          NOTE
*-----*
* 1  01-JUN 03:34   N.Y.              41"      1  SEND          OK
* 2  01-JUN 03:35           1'21"      2  BROADCAST
* 3  01-JUN 03:38   JACK SMITH        58"      2  SEND(M)       OK
* 4  01-JUN 03:45   JACK SMITH        40"      1  TIMER SEND    OK
*-----*
*
*              TOTAL          3'41"      6
*
*
*              GRAND TOTAL TIME:          4M 21S
*              PAGES:                      7
*
*****

```

## 標題說明

**SENDER/RECEIVER (寄件者 / 收件者)** 涉及傳真操作的其他傳真機的名稱或傳真號碼。如果該傳真機不具有識別功能，通訊模式將會出現（例如，「G3」）。

**START (開始)** 開始傳送 / 接收的時間。

**TX/RX TIME (TX/RX 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)** (報告的 NOTE [附註] 欄中將出現以下任何一個附註，以指明是否成功執行，如果未能成功執行，則將提供失敗的原因。)

**OK (確定)** — 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)** — 因列印紙或文件卡紙而無法執行。

**BUSY (佔線)** — 因線路忙碌而無法傳送傳真。

**COM.E-0 to COM.E-7 (通訊錯誤 0 至 7)** — 因電話線路錯誤而無法執行。請參閱第 178 頁中的線路錯誤。

**MAIL ERR - XXX (郵件錯誤 - XXX)** — (註：「XXX」表示一個 3 位數號碼。) 在互聯網傳真機嘗試傳送或接收電子郵件時發生錯誤。

如果在錯誤號碼後出現以下其中一則訊息，請參閱第 177 頁中的傳送或接收電子郵件問題。

- SERVICE ERROR (服務錯誤)
- AUTHENTICATION ERROR (驗證錯誤)
- COMMUNICATION ERROR (通訊錯誤)
- UNABLE TO ACCESS MAIL (無法存取郵件)
- UNABLE TO SEND MAIL (無法傳送郵件)
- MODEM ERROR (數據機錯誤)
- CONNECTION ERROR (連接錯誤)
- DATA ERROR (資料錯誤)

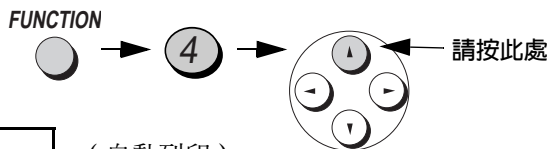
如果在錯誤號碼後出現 UNSUPPORTED FORMAT (不支援的格式) 訊息，則表示您接收到互聯網傳真機無法列印的檔案附件。請參閱第 69 頁。

**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，而取消執行。如果您要嘗試傳真，請確保送紙器中已裝入文件。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。



如有必要，您可以將活動報告設定為在累積至 30 個操作資訊時自動列印。（如有需要，您可以隨時列印此報告。）請執行以下步驟：

1 按下這些鍵：



顯示幕上將會顯示：

AUTO PRINT OUT  
1=YES, 2=NO

(自動列印)  
(1= 是, 2= 否) VOLUME

2 按下 1 以自動開啓列印，或按下 2 以將其關閉。

YES (是) NO (否)



3 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



## 計時器清單

此清單顯示目前設定的計時器操作。

TIMER LIST			
FOR: John Doe Corp.		05-JUN-2000 02:46	
		201 555 1234	
<hr/>			
TIMER SEND			
START	05:15		
RECEIVER	N.Y.		
RESOLUTION	FINE	:AUTO	
<hr/>			
TIMER POLLING			
START	10:00		
SENDER	JACK SMITH		
<hr/>			

## 電話號碼 / 郵件地址清單

此清單顯示已設定為自動撥號號碼的傳真號碼與電子郵件地址。

TELEPHONE NUMBER/MAIL ADDRESS LIST		P.01
FOR: John Doe Corp.		01-JUN-2000 02:46
		201 555 1234
<hr/>		
SPEED NO	NAME	
<hr/>		
	TELEPHONE NO / MAIL ADDRESS	
<hr/>		
01	N.Y. 123-785-6340	
<hr/>		
02	JACK SMITH jacksmith@bcdefghijklm.com	
<hr/>		
03	ANDERSON 230-347-6385	
<hr/>		
04	JANE jane@xyz.abc.lmn.net	
<hr/>		
05	MACDONALD 378-552-2836	
<hr/>		

## 密碼清單

此清單顯示查詢安全性的設定值、輸入傳真機的名稱與傳真 / 電話號碼以及列印在每張傳送頁面頂端的標題樣式 (HEADER PRINT [標題列印]) 。

PASSCODE LIST		01-JUN-2000 02:06
FOR: Johe Doe Corp.		201 555 1234
POLLING MODE	SECURITY ON	
PASSCODE NO		
01	146479764136	
02	163979964	
03	346796466	
04	164431476	
05	3136469	
06	3619704	
07	156164	
08	66647544	
09	9916457	
10	1123454	
PRIORITY CALL NO		
DAY LIGHT SAVING TIME	NO	
SENDER'S NAME	Johe Doe Corp.	
SENDER'S TELEPHONE NUMBER	201 555 1234	
HEADER PRINT		
01-JUN-2000 02:06	Johe Doe Corp.	201 555 1234 P.01

## 選項設定清單

此清單顯示選項設定的目前選擇 (您可以透過依次按下 FUNCTION [功能] 鍵與 4 來存取這些設定) 。

OPTIONS SETTING LIST			01-JUN-2000 06:02
FOR: Johe Doe Corp.			201 555 1234
NO.	ITEM	SETTING	
1	FINE PRIORITY	NO	
2	NUMBER OF RINGS IN AUTO ANSWER MODE	4 RINGS	
3	5 RINGS TEL ANSWER	NO	
4	RECALL INTERVAL	05 MINUTES	
5	RECALL TIMES	02 TIMES	
6	TEL/FAX REMOTE NO.	(S)**	
7	REMOTE RECEPTION	YES	
8	TRANSACTION PRINT SELECT(SINGLE PARTY)	ERROR ONLY	
9	TRANSACTION PRINT SELECT(MULTI PARTY)	ALWAYS PRINT	
10	DIAL MODE	STONE	
11	PSEUDO RINGING DURATION	15S	
12	QUIET DETECT TIME	04S	
13	FAX ANSWER WHEN A.M. FAILS	NO	
14	DUPLEX RINGING	NO	
15	FAX SIGNAL RECEIVE	YES	
16	JUNK NO. CHECK	NO	
17	POLLING	NO	
18	CALLER-ID	NO	
19	COVER SHEET	NO	
20	AUTO PRINT OUT	NO	

## 過濾垃圾號碼清單

此清單顯示過濾垃圾功能不允許接收的號碼。

ANTI JUNK NUMBER LIST		01-JUN-2000 02:50
ANTI JUNK NO	CHECK	: NO
STORED LOCATION	JUNK FAX NO	
1		2015546621
2		2014573321
3		1023570251

## 來電識別／檢視郵件清單

此清單顯示有關您最近收到的 10 個電子郵件訊息的資訊。如果您正在使用來電識別功能，則此清單也會顯示有關您最近收到的 10 個呼叫的資訊。

CALLER-ID LIST		01-JUN-2000 01:09
AREA CODE:	FOR:	201 555 1234
01	01-JUN 10:12	104 TEL
02	01-JUN 10:12	101 FAX
REVIEW MAIL LIST		
NO.	MAIL ADDRESS	
01	test6@bcs.nara.sharp.co.jp	
	JACK SMITH	
02	test5@bcs.nara.sharp.co.jp	
	N.Y.	

## 列印設定清單

此清單顯示列印設定的目前選擇（您可以透過依次按下 FUNCTION [功能] 鍵與 6 來存取這些設定）。

PRINT SET UP LIST		
FOR: John Doe Corp.		01-JUN-2000 09:36
NO.	ITEM	SETTING
1	INITIALIZE FILM	01-FEB-2000
2-1)	RECEPTION RATIO	AUTO
2-2)	PRINTING RATIO IN MEMORY FULL	93%
3	2 IN 1 PRINT	NO
4	PRINT CONTRAST	NORMAL
5	COPY CUT OFF	YES

## 執行報告

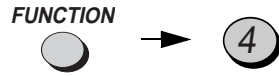
傳真機在完成傳真或電子郵件操作後會自動列印執行報告，以供您核對結果。互聯網傳真機的出廠設定為，只有在傳真操作發生錯誤，以及在電子郵件操作中完成每個操作後才列印此報告。

- ◆ 執行報告中所出現的標題與活動報告中的相同。有關標題的說明，請參閱第 164 頁。
- ◆ 您無法隨時列印執行報告。

如有必要，您可以變更列印報告的條件。您是否變更傳真或電子郵件操作的條件，將決定您應執行以下各頁中哪一個相應的程序。

## 變更單方傳真的執行報告列印條件

- 1 按下 FUNCTION (功能) 鍵，然後按下 4。

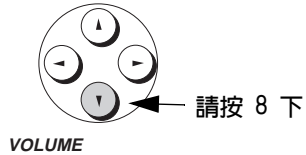


- 2 按八下 ▼ 鍵。

顯示幕上將會顯示：



(執行報告清單)  
(1:始終列印)



選擇將在此處交替出現。

- 3 按下 1 至 5 的數字以選擇列印條件。

- |   |                                   |                         |
|---|-----------------------------------|-------------------------|
| ① | ALWAYS PRINT<br>(始終列印)            | 在每次傳送、接收或出現錯誤後列印報告。     |
| ② | ERR/TIMER/MEM<br>(錯誤 / 計時器 / 記憶體) | 在出現錯誤、計時器操作或記憶體操作後列印報告。 |
| ③ | SEND ONLY<br>(僅傳送)                | 每次傳送後列印報告。              |
| ④ | NEVER PRINT<br>(始終不列印)            | 始終不要列印報告。               |
| ⑤ | ERROR ONLY<br>(僅錯誤)               | 僅在發生錯誤時才列印報告。           |

- 4 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



## 變更電子郵件與多方傳真的執行報告列印條件

---

- 1 按下 FUNCTION (功能) 鍵，然後按下 4。

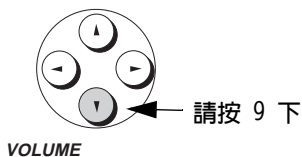


- 2 按九下 ▼ 鍵。

顯示幕上將會顯示：




TRANS.LIST MULTI  
1:ALWAYS PRINT

(多方執行報告清單)  
(1:始終列印)



選擇將在此處交替出現。

- 3 按下 1 至 3 的數字以選擇列印條件。

- |   |                        |                     |
|---|------------------------|---------------------|
|    | ALWAYS PRINT<br>(始終列印) | 在您每次傳送或接收電子郵件時列印報告。 |
|   | NEVER PRINT<br>(始終不列印) | 始終不要列印報告。           |
|  | ERROR ONLY<br>(僅錯誤)    | 僅在發生錯誤時才列印報告。       |

- 4 按下 STOP (停止) 鍵以返回日期與時間顯示幕。

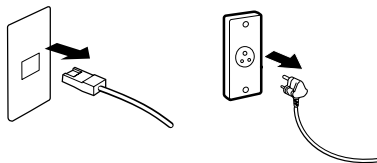


# 11. 維護

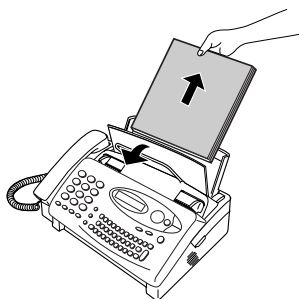
## 印字頭

請經常清潔印字頭，以確保獲得最佳的列印效能。

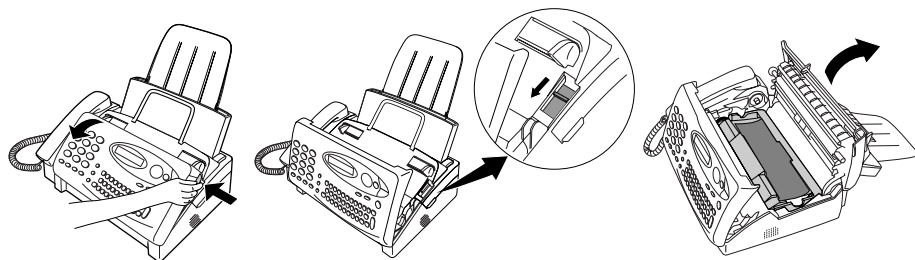
- 1 首先拔下電話線，然後拔下電源線。



- 2 將紙張釋放擋板向前拉動以取出紙張。

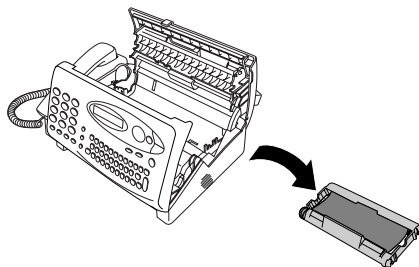


- 3 打開操作面板（握住手柄並向上拉動），然後將傳真機右側的釋放裝置向前拉動，以打開列印槽蓋。

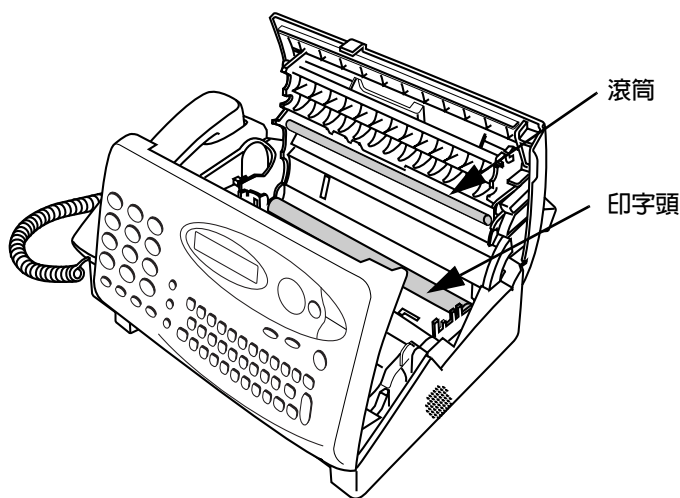




- 
- 4 從列印槽中取出膠卷匣，並將它放在一張紙上。



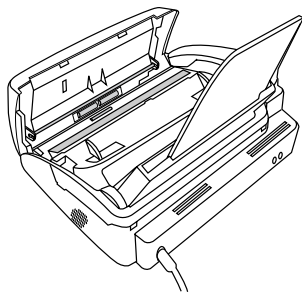
- 
- 5 用工業用酒精擦拭印字頭與滾筒。



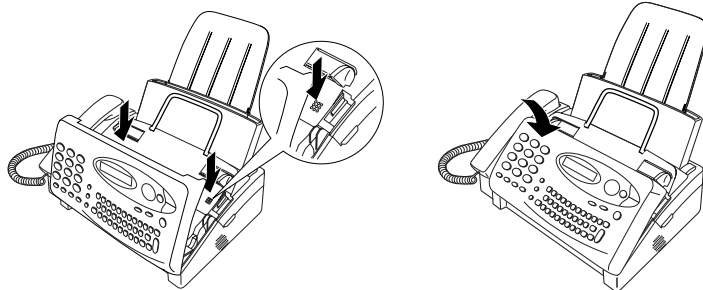
**注意！**

- ◆ 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，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。

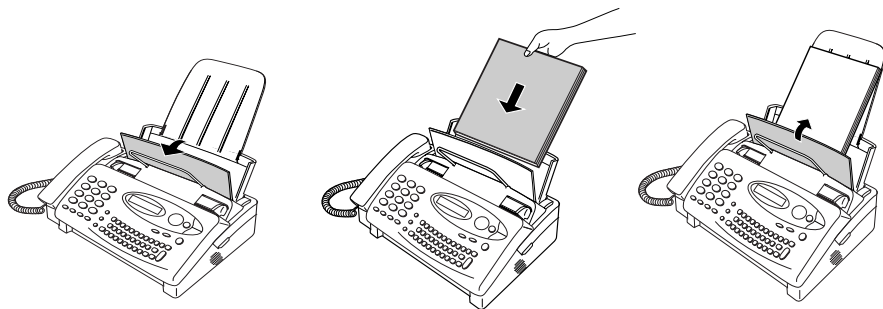
- 6 將膠卷匣放回列印槽中。



- 7 合上列印槽蓋（按下兩側以確保其卡入定位），然後合上操作面板。



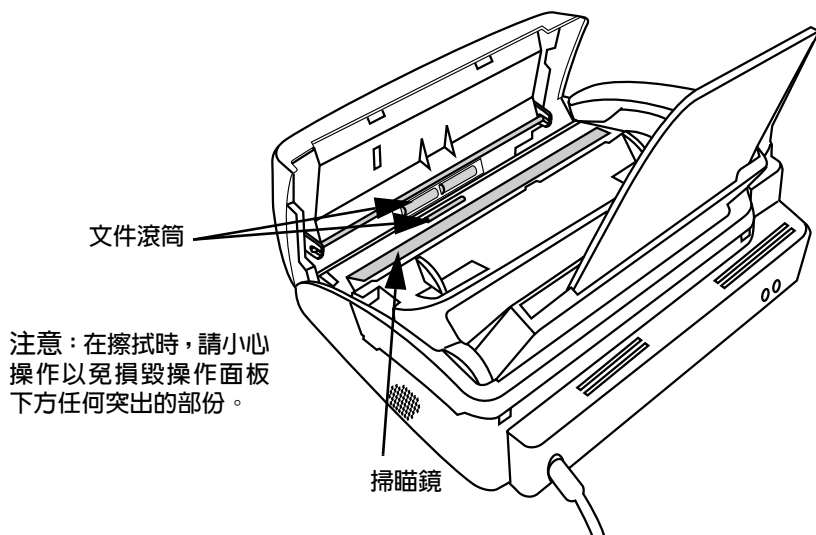
- 8 將紙張釋放擋板朝您的方向拉動，重新將紙張裝入供紙托架，然後將紙張釋放擋板向下推回原處。



## 掃描鏡與滾軸

請經常清潔掃描鏡與滾軸，以確保所傳送的影像與複印件保持最佳品質。打開操作面板（握住手柄並向上拉動），然後用一塊柔軟的布擦拭掃描鏡與滾軸。

- ◆ 請確保已除去所有的灰塵與污漬（如塗改液），因為灰塵與污漬將會在傳送的影像與複印件上形成垂直線條。
- ◆ 用透明膠帶來清除滾軸上的碎屑極為有效。



## 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受損或褪色。

# 12. 故障排除

## 故障與解決方法

如果您遇到任何有關互聯網傳真機的問題，請先參閱以下的故障排除指南。

### 有關傳送或接收電子郵件的故障

故障	解決方法
互聯網傳真機無法連接至供應商，或在連接後發生錯誤。	確保已連接電話線路，並在您拿起聽筒時聽到撥號訊號。如果線路連接正確，可能是暫時無法使用互聯網服務。請稍後重新嘗試。  如果問題仍然存在，則其中一個或多個供應商設定值可能不正確。要檢查設定值，請列印 ISP 設定值資訊清單（依次按下 FUNCTION [功能] 鍵、8、▲ 鍵與 START [開始] 鍵 — 請參閱第 53 頁）。請與供應商聯絡，以查出正確的設定值。
我要如何傳送多個電子郵件地址？	在輸入每個地址後按下 ENTER (輸入) 鍵。在地址後會出現一個分號，以將它與您輸入的下一個地址分開。
我要如何鍵入大寫字母或字母鍵上標記的符號？	要鍵入大寫字母，請按下 SHIFT (移位) 鍵（勿按住不放），然後按下所要的字母鍵。要鍵入符號，請按下 ALT (變更) 鍵（勿按住不放），然後按下標記符號下方的字母鍵。
在您嘗試傳送互聯網傳真時，顯示幕上出現 MEMORY IS FULL (記憶體已滿) 訊息。	互聯網傳真包含的大量頁面或以高解析度掃描到的頁面，可能超過互聯網傳真機的記憶體容量。將頁面分成較小的批次，並且個別傳送每一批次。
為甚麼互聯網傳真機將收到的每則電子郵件訊息分別列印在單獨的頁面上？	要節省紙張，請參閱第 68 頁中的紙張節省（跳白模式）。

## 線路錯誤

故障	解決方法
<p>顯示幕上出現 LINE ERROR (線路錯誤) 訊息。</p>	<p>重新嘗試執行。如果錯誤仍然存在，請檢查以下事項：</p> <ul style="list-style-type: none"><li>• 檢查連接。從 TEL.LINE (電話線) 插孔至牆上插座的連接線不應超過兩公尺。</li><li>• 確保沒有共用同一條電話線路的數據機裝置。</li><li>• 與對方核實以確保他們的傳真機正常操作。</li><li>• 檢查電話線的線路噪音。</li><li>• 嘗試將傳真機連接至另一條電話線上。</li><li>• 如果故障仍然發生，那麼您的傳真機可能需要維修。</li></ul>

## 撥號與傳送故障

故障	解決方法
在您拿起聽筒或按下 SPEAKER (喇叭) 鍵時聽不到撥號訊號。	<ul style="list-style-type: none"> <li>• 確保聽筒連接線已插入正確的插孔。請參閱第 12 頁中的連接聽筒。</li> </ul>
無法撥號。	<ul style="list-style-type: none"> <li>• 確保電源線已正確插入電源插座。</li> <li>• 確保電話線路已正確連接至 TEL.LINE (電話線) 插孔與牆上插座。</li> <li>• 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 14 頁中的連接電話線。</li> </ul>
電源已開啓，但無法傳送文件。	<ul style="list-style-type: none"> <li>• 確保接收方的傳真機有紙。</li> <li>• 確保電話線已插入 TEL.LINE (電話線) 插孔，而不是 TEL.SET (電話設定) 插孔。</li> <li>• 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。</li> <li>• 查看顯示幕上是否有錯誤資訊。</li> <li>• 請拿起聽筒並檢查是否聽到撥號訊號。</li> </ul>
接收方沒有列印任何頁面。	<ul style="list-style-type: none"> <li>• 確保要傳送的文件是面朝下放置在送紙器中。</li> </ul>
對方收到的影像失真。	<ul style="list-style-type: none"> <li>• 電話線路上的噪音可能會導致影像失真。重新嘗試傳送文件。</li> <li>• 在傳真機上複印文件。如果複印件也失真，則您的傳真機可能需要維修。</li> </ul>

## 接收與複印故障

故障	解決方法
傳真機無法自動接收文件。	<ul style="list-style-type: none"><li>• 確保已將接收模式設定為 FAX（傳真）。如果您已申請特殊響鈴服務，請確保已將特殊響鈴功能設定為正確的鈴聲模式。如果您沒有申請特殊響鈴服務，請確保已將特殊響鈴設定為 OFF SETTING（關閉設定值）（請參閱第 143 頁中的特殊響鈴）。</li></ul>
電源已開啓，但無法接收。	<ul style="list-style-type: none"><li>• 確保電話線已插入 TEL.LINE（電話線）插孔，而不是 TEL.SET（電話設定）插孔。</li></ul>
在嘗試接收文件時，輸出的為空白的列印紙。	<ul style="list-style-type: none"><li>• 請確保已將傳送方傳真機的文件正確地裝入送紙器中。複印一頁文件或列印一份報告，以確認傳真機的列印功能是否正常。</li></ul>
一般列印品質欠佳	<ul style="list-style-type: none"><li>• 請務必選擇適用於傳真機中的傳熱印表機之紙張。建議您使用表面非常光滑的雷射品質紙張。您可以使用複印紙，但列印品質有時會較差。</li></ul>
收到的文件頁面模糊。	<ul style="list-style-type: none"><li>• 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。複印一頁文件或列印一份報告，以檢查傳真機的列印功能是否正常。</li></ul>
收到的影像失真。	<ul style="list-style-type: none"><li>• 電話線路上的噪音可能會導致影像失真。請對方重新嘗試傳送文件。</li><li>• 印字頭可能很髒。請參閱第 173 頁的印字頭。</li><li>• 在傳真機上複印一頁文件或列印一份報告。如果複印件或報告仍然失真，則您的傳真機可能需要維修。</li></ul>

收到的文件或印出的複印件上有條紋。	<ul style="list-style-type: none"> <li>• 確保操作面板及其下方的印表機槽蓋已完全合上（按下操作面板與槽蓋的兩側）。（要合上印表機槽蓋，請握住操作面板的頂端，並拉動它以打開，然後按下印表機槽蓋的兩側。）</li> </ul>
複印品質欠佳並 / 或出現黑點。	<ul style="list-style-type: none"> <li>• 掃描鏡上的任何灰塵或雜質，將會導致複印件與傳真文件上出現黑點。請按第 176 頁所述清潔掃描鏡。</li> </ul>
接收 / 複印中斷。	<ul style="list-style-type: none"> <li>• 如果接收或複印工作已持續執行一段時間，則印字頭可能會過熱。請關閉電源以讓其冷卻。</li> </ul>

## 連接電話答錄機

故障	解決方法
連接電話答錄機無法正常操作。	<ul style="list-style-type: none"> <li>• 確保傳真機的接收模式已設定為 A.M.（電話答錄機）。</li> <li>• 確保傳真機的 TEL.LINE（電話線）插孔已連接至牆上插座。確保傳真機的 TEL.SET（電話設定）插孔已連接至電話答錄機的電話線插孔（不是電話答錄機的分機插孔）。</li> <li>• 確保電話答錄機的外出留言訊息在 10 秒之內。</li> <li>• 確保靜音偵測時間設定值已設定為三或四秒（請參閱第 135 頁）。</li> </ul>



## 一般故障

故障	解決方法
無法在傳真機中設定資訊。	<ul style="list-style-type: none"><li>• 確保已插入傳真機的電源插頭並已裝入膠卷與紙張。（如果未裝入膠卷與紙張，則無法進行設定。）請參閱第 1 章中的裝入膠卷與裝入列印紙。</li></ul>
顯示幕上沒有顯示任何訊息。	<ul style="list-style-type: none"><li>• 確保電源線已正確插入電源插座。</li><li>• 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。</li></ul>
在您按下任何鍵後，傳真機沒有反應。	<ul style="list-style-type: none"><li>• 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。</li></ul>
傳送或複印時無法自動送紙。	<ul style="list-style-type: none"><li>• 檢查文件的尺寸與重量（請參閱第 77 頁中的可傳送的文件）。</li></ul>
傳真機已中斷在分機上進行的語音呼叫。	<ul style="list-style-type: none"><li>• 如果已將接收模式設定為 A.M.（電話答錄機），在語音呼叫過程中一有傳真進入，則可能中斷語音呼叫。要防止音頻撥號分機發生中斷情況，請在接聽後按下分機上的任何三個鍵（註：請勿輸入啓動傳真接收的代碼）。</li></ul>
嘗試輪詢時無法接收。	<ul style="list-style-type: none"><li>• 確保還有紙張。</li><li>• 確保傳送方傳真機已設定為自動接收。</li><li>• 如果傳送方傳真機具有輪詢安全性功能，請確保已將傳真號碼輸入傳真機及傳送方傳真機中。</li></ul>

# 訊息與訊號

## 顯示幕訊息

註：如果您已開啓來電識別功能，請參閱第 139 頁以獲得有關來電識別的顯示幕訊息。

ACCOUNT INVALID (帳戶無效)	如果您在未將互聯網帳戶資訊輸入互聯網傳真機之前就按下 <b>e-mail (電子郵件)</b> 鍵，則此訊息會出現。請參閱第 2 章以輸入您的帳戶資訊。如果您已輸入帳戶資訊，請確保已在 Provider Select (選擇供應商) 設定中選擇正確的帳戶 (請參閱第 51 頁)。
COVER OPEN (蓋板已打開)	列印槽蓋 (在操作面板的下方) 已打開。打開操作面板 (握住頂端並朝您的方向拉動)，然後平穩地按下列印槽蓋的兩側，以將其合上。
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。
E-MAIL RECALL (電子郵件重新呼叫)	在您嘗試傳送電子郵件訊息時，互聯網傳真機無法連接至您的供應商，傳真機將自動再次嘗試呼叫 (請參閱第 59 頁)。
FAX RX IN MEMORY (傳真已接收至記憶體中)	由於需要更換膠卷、列印紙用完或夾紙，傳真已接收至記憶體中。在解決這些問題後，傳真將自動列印出來。
FILM END (膠卷已用完)	可能需要更換膠卷。檢查膠卷，並在必要時更換。
FUNCTION MODE (功能模式)	FUNCTION (功能) 鍵已經啓動。
HOLD (暫停)	在通話期間按下了 HOLD/SEARCH (暫停 / 搜尋) 鍵，使對方處於等候狀態。再次按下 HOLD/SEARCH (暫停 / 搜尋)，解除對方的等候狀態。

INVALID DATA (資料無效)	您輸入錯誤格式的電子郵件地址。請更正地址，然後按下 ▼ 鍵。
LINE ERROR (線路錯誤)	傳送或接收失敗。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 178 頁中的線路錯誤。
LINE IS IN USE (通訊中)	連接至傳真機的分機正被使用。請勿在此時拿起傳真機的聽筒或嘗試傳送，否則會中斷分機的通話。
MEMORY IS FULL (記憶體已滿)	記憶體已滿。如果已接收的資料過多而傳真機又無法及時將其列印出，那麼在接收傳真時可能會出現此訊息。如果傳真機無法列印傳真（一則附加訊息會指出該故障）而將傳真接收至記憶體中時，請解決此故障以繼續列印（請參閱第 101 頁中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 155 頁中的如果記憶體已滿。
MEMORY PRINTING (記憶體列印)	傳真機正在準備或透過記憶體列印文件。
NET ERROR (網路錯誤)	在互聯網傳真機連接至您的供應商以傳送或接收電子郵件時發生錯誤。請參閱第 177 頁中的有關傳送或接收電子郵件的故障。
NO DATA (無資料)	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，則此訊息會出現。
NO MESSAGES (無訊息)	在互聯網傳真機呼叫您的供應商以擷取訊息時，沒有您的訊息。
NO # STORED (未儲存號碼)	您嘗試撥打或清除尚未設定的快速鍵或快速撥號號碼（即尚未為它指定完整的號碼）。
OFF HOOK (聽筒未掛上)	如果您在使用聽筒撥號與傳送傳真後忘記將其放回原處，則此訊息會出現。請將聽筒放回原處或按下 STOP (停止) 鍵以清除此訊息。

ON HOOK DIAL (等待撥號)	您已按下 <b>SPEAKER (喇叭)</b> 鍵，傳真機正等待您的撥號。
OUT OF PAPER (無紙)	列印紙已用完 (或紙張釋放擋板已打開)。如第 23 頁中的裝入列印紙所述裝入紙張。
OVER HEAT (過熱)	印字頭過熱。在它冷卻後即可繼續進行操作。
OVER 10MAIL ADDR (超過 10 個郵件地址)	您已為單個電子郵件訊息輸入超過 10 個作為目的地的地址。一個訊息最多可輸入 10 個地址。
OVER 32 DIGITS (超過 32 位數)	您輸入一個超過 32 位數的傳真號碼。更正該號碼，然後按下 <b>▼</b> 鍵。
PAPER JAMMED (夾紙)	列印紙被夾住。請參閱下節的清除夾紙。
READY TO SEND (傳送就緒)	已裝入文件，傳真機正等待您開始傳真或複印。
RECALLING (重撥)	如果您在佔線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，則此訊息會出現。傳真機將自動重新嘗試呼叫 (請參閱第 112 頁)。
TOTAL PAGE(S) 01 (總頁數 01)	已傳送、接收或複印的頁數。

## 聲頻訊號

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

## 清除夾紙

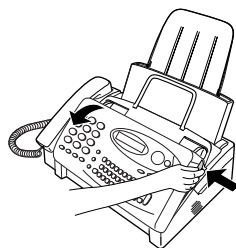
### 清除夾住的文件

如果正本文件在傳送或複印時無法正確送入，或者顯示幕上出現 DOCUMENT JAMMED (文件夾住) 訊息，請先嘗試按下 **START (開始)** 鍵。如果文件無法退出，請打開操作面板並取出文件。

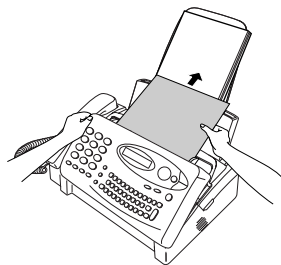
#### 重要事項：

請勿在未打開操作面板的情況下取出文件，這可能會損壞送紙器的機件。

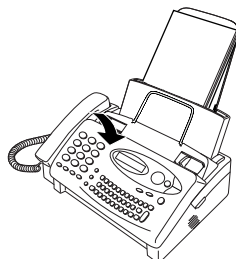
- 1 透過握住手柄並向上拉動，以打開操作面板。



- 2 取出文件。

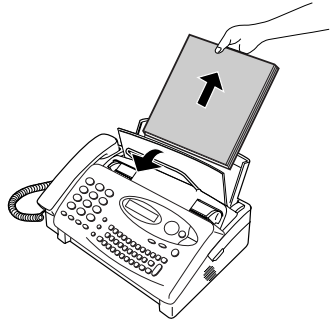


- 3 合上操作面板，並確保其卡入定位。

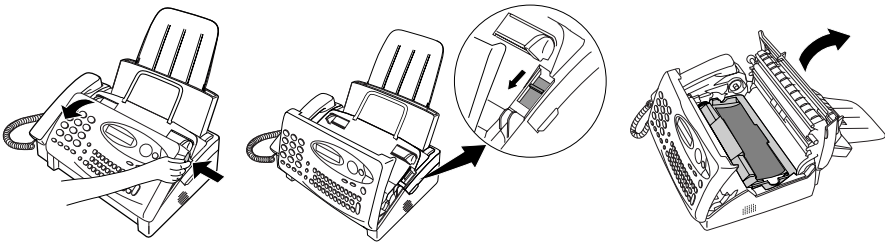


## 清除被夾住的列印紙

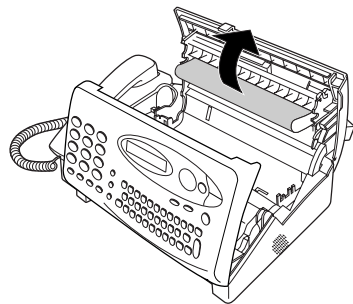
- 1 將紙張釋放擋板向前拉動以取出紙張。



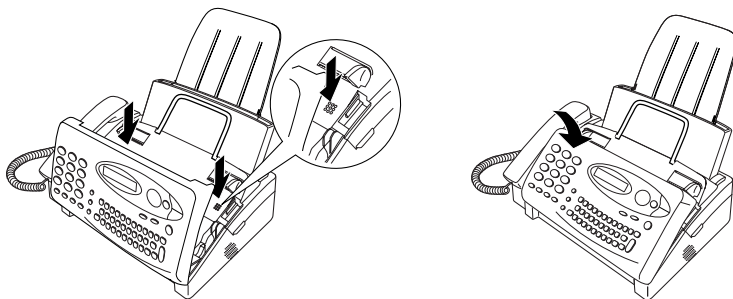
- 2 打開操作面板（握住手柄並向上拉動），然後將傳真機右側的釋放裝置向前拉動，以打開列印槽蓋。



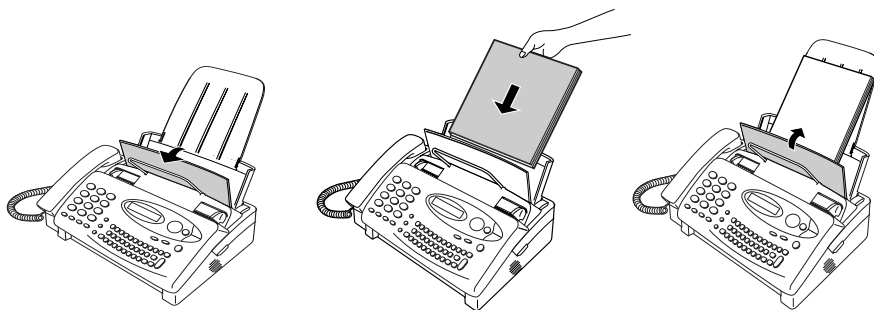
- 3 從傳真機中輕輕拉出夾紙，並確保列印槽內與滾軸上沒有撕碎的紙片。



- 
- 4 合上列印槽蓋（按下兩側以確保其卡入定位），然後合上操作面板。






- 
- 5 將紙張釋放擋板朝您的方向拉動，重新將紙張裝入供紙托架，然後將紙張釋放擋板向下推回原處。



# 快速參考指南

## 輸入您的姓名與號碼

1. 按下： →  →  請按兩下

顯示幕上將會顯示：

OWN NUMBER SET PRESS START KEY (設定本機號碼) (按下 START [開始] 鍵)
--



2. 按下：
3. 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 # 鍵。
- 如果輸入錯誤，請按下 DEL (刪除) 鍵以退回並清除錯誤。




4. 按下：
5. 透過按下字母鍵以輸入您的名稱。

- 要輸入大寫字母，請按下 SHIFT (移位) 鍵 (勿按住不放)，然後輸入字母。要輸入標記在字母鍵上方的某個符號，請按下 ALT (變更) 鍵 (勿按住不放)，然後按下字母鍵。






6. 在完成後，請按下： → 

## 設定日期與時間



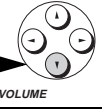
1. 按下： →  →  請按 3 下

顯示幕上將會顯示：

DATE & TIME SET PRESS START KEY (設定日期與時間) (按下 START [開始] 鍵)
--

2. 按下：
3. 輸入表示日期的兩位數 (01 至 31)。
4. 輸入表示月份的兩位數 (01 至 12)。
5. 輸入表示年份的四位數 (例如：2000)。
6. 輸入表示小時的兩位數 (00 至 23) 以及表示分鐘的兩位數 (00 至 59)。
7. 完成後，請按下： → 

## 儲存與清除自動撥號號碼

1. 按下： →  → 
- 顯示幕上將會顯示：

TEL #/ADDR.MODE 1=SET, 2=CLEAR (電話號碼 / 地址模式) (1=設定, 2=清除)
--

2. 按下 1 以儲存號碼，或按下 2 以清除號碼。
3. 輸入 2 位數的快速撥號號碼 (01 或 02 用於單鍵撥號，或 03 至 99 用於快速撥號。) (如果您要清除號碼，請移至步驟 7。)

4. 輸入傳真號碼或電子郵件地址。

5. 按下：

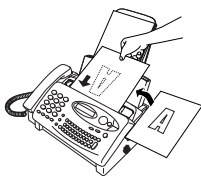
6. 輸入位置的名稱。

7. 按下： → 



## 傳送傳真

請將您的文件（最多 10 頁）面朝下放入文件送紙器。



### 正常撥號

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 START [開始] 鍵。）



4. 按下：



### 單鍵撥號

按下相應的單鍵撥號鍵。傳真機將自動開始傳送。

### 快速撥號

1. 按下：

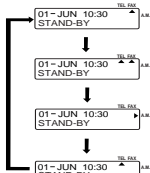


2. 輸入 2 位數的快速撥號號碼。

3. 按下：



## 接收傳真



**FAX (傳真) 模式：**傳真機會在一次響鈴後自動接聽呼叫與接收傳真。

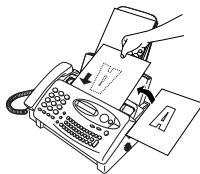
**TEL (電話) 模式：**使用聽筒接聽呼叫。按下 START (開始) 鍵以開始接收。

**TEL/FAX (電話 / 傳真) 模式：**自動接收自動撥號的傳真。語音呼叫與手動撥號傳真可透過發出特殊響鈴來表示。

**A.M. (電話答錄機) 模式：**在電話答錄機已連接至傳真機且已開啓時選擇此模式。

## 傳送電子郵件訊息

1. 要將傳真傳送至電子郵件地址，請將它插入文件送紙器。



2. 按下：



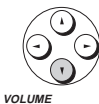
2. 按下：



3. 按下字母鍵以輸入電子郵件地址。（如果輸入多個地址，請在每個地址後按下 ENTER [輸入] 鍵。）

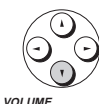


4. 按下：



5. 按下字母鍵以輸入主旨。

6. 按下：



7. 按下字母鍵以輸入訊息。

8. 按下：



## 擷取電子郵件



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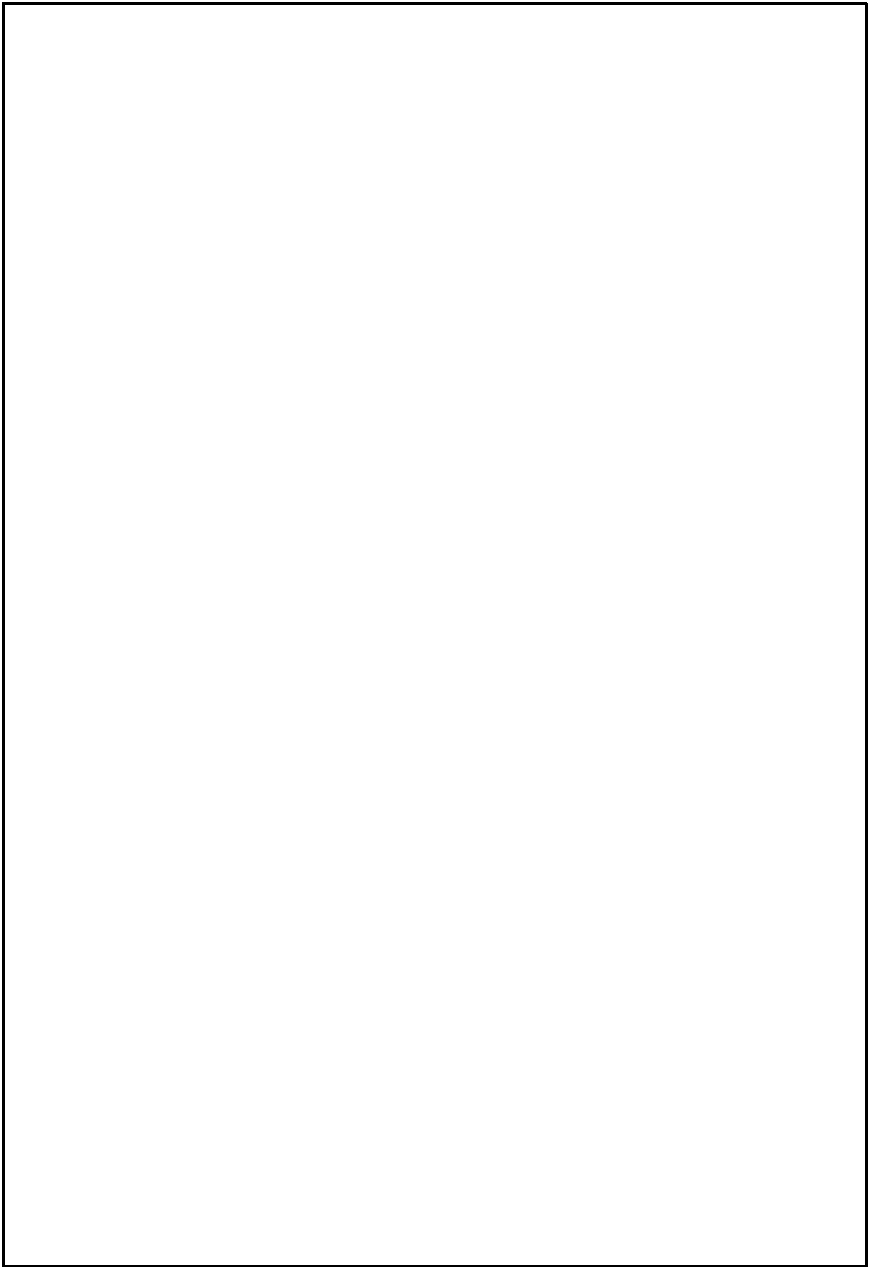
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