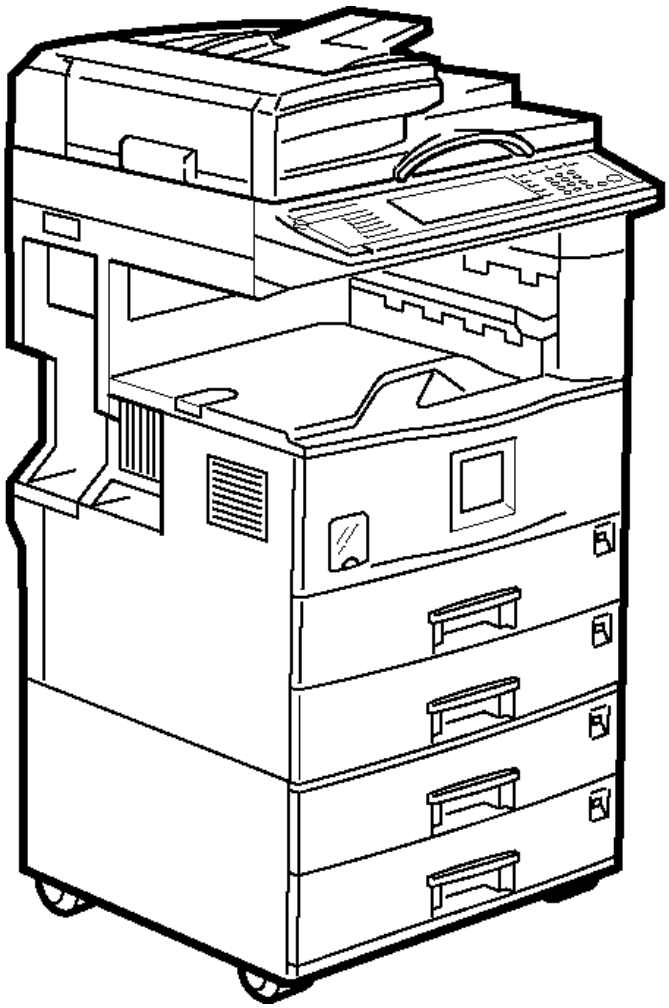
Operator Guide

LANIER

5622/5627



Basic Fascimile

your document management partner

FAX Option Type 1027 Operating Instructions

Printed in Japan
UE USA B418-8607

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations might be slightly different from your machine.

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

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

Important

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

Available Options

- Fax Function Upgrade Unit (Fax Function Upgrade Type 185)
- ISDN Unit (ISDN Open Type 1027)
- Extra G3 Interface Unit (G3 Interface Unit Type 1027)
- Expansion Memory (32MB: DIMM)

Supplies

- Marker Ink (Marker Type 30 is recommended for the best performance)

NOTICE

⚠ CAUTION:

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

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

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

Note

❒ Some illustrations might be slightly different from your machine.

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

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Trademarks

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

Note

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

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

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

Certalnes mesures de sécurité doivent être prises pendant l'utilisation de matérial téléphonique afin de réduire les risques d'incendle, de choc électrique et de blessures. En voici quelquesunes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une balgnoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un apparell sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fulte de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manual. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

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

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

* The statements above are notes for your safety.

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

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation or actions to take after misoperation.

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

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's display panel.

【 】
Keys built into the machine's control panel.

TABLE OF CONTENTS

Manuals for This Machine **1**
Basic Features (this manual) 1
Advanced Features 1

1. Getting Started

Guide to Components **3**
Front View 3
Rear View 5
Control Panel **6**
Starting the Machine **8**
Turning On the Power 8
Turning Off the Power 9
Switching Between Copy Mode, Facsimile Mode and Printer/Scanner Mode ... **10**
Reading the Display **12**
Reading the Display Panel and Using Keys 12
Standby Display 14
Communication Display 15
Display Prompts 16

2. Faxing

Transmission Modes **17**
Placing Originals **18**
Placing a Single Original on the Exposure Glass 19
Placing Originals in the Document Feeder (ADF) 20
Setting a Scan Area 21
If the Machine Cannot Detect the Size of Your Original 23
Original Sizes Difficult to Detect 24
Memory Transmission **25**
Canceling a Memory Transmission **29**
Canceling the Transmission Before the Original is Scanned 29
Canceling a Transmission While the Original is Being Scanned 29
Canceling a Transmission During Transmission Standby Mode 29
Immediate Transmission **32**
Canceling an Immediate Transmission **35**
Canceling a Transmission Before You Have Pressed the Start Key 35
Canceling a Transmission After You Have Pressed the Start Key 35
Scan Settings **36**
Resolution 36
Original Type 37
Image Density (Contrast) 38
Mixing Scan Settings for a Multiple Page Original 40

Dialing **41**
Number Keys 41
Quick Dials 44
Groups 45
Reception **46**
Selecting the Reception Mode 46

3. Setup

Initial Settings and Adjustments **47**
Programming 48
Editing 51
Deleting 52
Quick Dial **54**
Programming Quick Dials 54
Editing Quick Dials 58
Deleting Quick Dials 61
Groups **63**
Programming Groups 63
Editing Groups 66
Deleting Groups 69
Entering Text **72**
Available Characters 72
Keys 72
How to Enter Text 73

4. Troubleshooting

Adjusting Volume **75**
Error Messages and Their Meanings **77**
When the 【Facsimile】 Key is Lit in Red **78**
Solving Problems **79**
INDEX **81**

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Basic Features (this manual)

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

Advanced Features

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

❖ **Chapter 1 Transmission Mode**
Explains how to send a fax at a specific time without having to be by the machine and also take advantage of off-peak telephone line charges.

❖ **Chapter 2 Checking and Canceling Transmission Files**
Explains how to cancel a transmission and resend a message when it fails to be transmitted.

❖ **Chapter 3 Communication Information**
Explains how to erase a fax message programmed in memory and check the contents of any file in memory.

❖ **Chapter 4 Transmission Features**
Explains useful transmission features. Learn how to dial numbers easily.

❖ **Chapter 5 Reception Features**
Explains reception features. Learn how to receive messages in telephone mode, and print two pages of received messages on one page.

❖ **Chapter 6 Simplifying the Operation**
Explains how to specify a Program and use the Document Server.

❖ **Chapter 7 The Facsimile Features**
Explains how to program frequently used functions as a Quick Dial Key and User Function Key.

❖ **Chapter 8 Key Operator Setting**
Explains functions the key operator handles. Learn how to setup the phone line type and how to store the Memory Locked ID and the Confidential ID.

❖ **Chapter 9 PC FAX Feature**
Explains how to fax directly from a computer and make necessary settings.

❖ **Chapter 10 Troubleshooting**

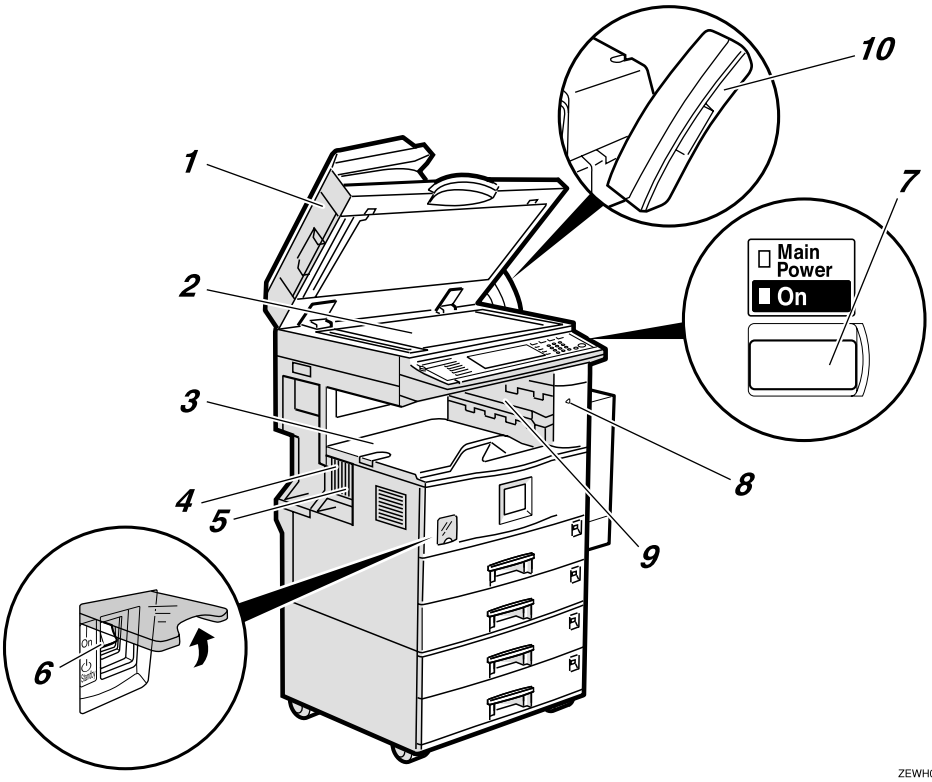
Explains what to do when toner runs out and when power is turned off or fails.

❖ **Chapter 11 Appendix**

You can check the consumables and options for facsimile functions.

Guide to Components

Front View



1. Document Feeder (ADF)/Exposure Glass Cover (Option)

Holds a document stack of up to 50 sheets which are fed automatically one at a time. Place documents face up here.

2. Exposure Glass

Place the original face down on the upper left corner of the exposure glass, aligning the upper left corner with the reference mark. Close the exposure glass cover when you place a document on the exposure glass.

3. Internal Tray

Fax messages are delivered here.

4. Parallel Interface Port (Option)

Plug the parallel cable into this port.

5. Network Interface Unit (Option)

Plug the network cable into this port.

6. Main Power Switch

When this switch is turned off, the Main Power indicator goes off and the power turns off completely.

Do not touch this switch normally. This switch should be only used by a service representative.

Important

- ❒ If the Main Power switch is turned off, a facsimile cannot be received.

Note

- ❒ If you leave the **Main Power** switch off for more than an hour, all files in memory are lost. ⇒ Chapter 10, "When Power is Turned Off or Fails" in the Advanced Features manual
- ❒ The On indicator blinks when:
  - The exposure glass cover or document feeder (ADF) is open.
  - The machine is communicating with other destination machines.
  - The hard disk is running.

7. Operation Switch

Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off). ⇒ p.8 "Turning On the Power"

Note

- ❒ When the Main Power switch is turned on, a facsimile can be received even if the On indicator is off.
- ❒ If the operation switch is on and there is still no power, turn on the **Main Power** switch.

8. Remove Paper Indicator

The indicator is lit when paper is output on the Internal Tray 2 (Option). When they are removed from the Internal Tray 2, the indicator goes off.

9. Internal Tray 2 (Option)

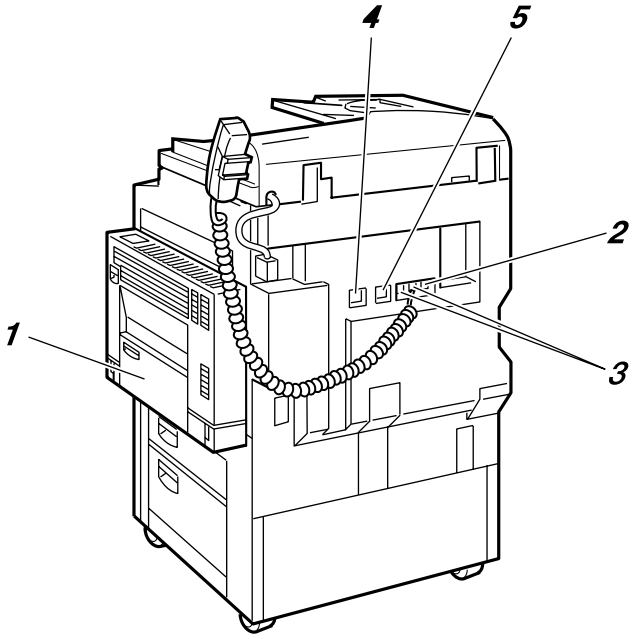
Fax messages are delivered here when received. Using the Internal Tray 2 allows you to distinguish fax messages from copied or printed paper that is delivered to other trays. ⇒Chapter 1, "Printing a Received Fax" in the System Settings Reference

10. Handset / External Telephone (Option)

Note

- ❒ Interchange unit is necessary to install the Internal tray 2.

Rear View



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1. Bypass Tray (Option)

Select this tray for non-standard size paper.

⇒ "Copying from the Bypass Tray" in the Copy Reference

⇒ Chapter 5, "Having Incoming Messages Printed on Paper From the Bypass Tray" in the Advanced Features manual

2. Analog Line Connector

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

3. Handset (Option)/External Telephone Connector

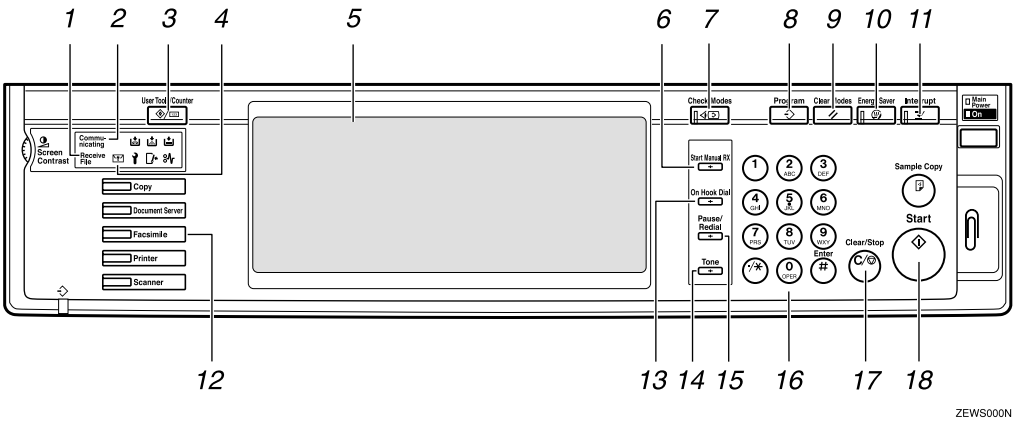
⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

4. ISDN Line Connector (Option)

5. Extra G3 Interface Unit Connector (Option)

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

Control Panel



1. Receive File Indicator

Lights when a message other than a Confidential Reception or Memory Lock file has been received. ⇒ Chapter 5, "When the Confidential File Indicator is Lit or Blinking" in the Advanced Features manual

2. Communicating Indicator

Lights during transmission or reception.

3. 【User Tools/Counter】 key

User Tools:

Press to enter User Tools mode. These tools allow you to customize the default settings. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

Counter:

Display and print the total number of pages transmitted and received.

4. Confidential File Indicator

Lights when a message has been received into memory with Confidential Reception. Blinks when a Memory Lock file has been received into memory. ⇒ Chapter 3, "Printing a Confidential Message" and Chapter 3, "Printing a File Received with Memory Lock" in the Advanced Features manual

5. LCD display

This guides you through tasks and informs you of the machine status. A messages appears here. ⇒ p.12 “Reading the Display”

6. 【Start Manual RX】 key

Press to start manual reception.

7. 【Check Modes】 key

Press this key before pressing the 【Start】 key to check the settings selected for the fax about to be sent.

8. 【Program】 key

Press to use the program function. ⇒ Chapter 6, "Simplifying the Operation" in the Advanced Features manual

9. 【Clear Modes】 key

Press to cancel the current settings and return to standby mode.

10. 【Energy Saver】 key

Hold down for more than a second to enter Energy Saver mode.

11. 【Interrupt】 key

Press to interrupt the current fax operation in order to start copying.

12. 【Facsimile】 key

Press to switch to Facsimile mode. ⇒ p.14 "Standby Display"

- Lights in yellow
  Facsimile mode has been selected.
- Lights in green
  Facsimile mode has been printing.
- Lights in red
  Lights up whenever any facsimile error occurs. Press 【Facsimile】 to display the error message and take the appropriate action. ⇒ p.78 "When the 【Facsimile】 Key is Lit in Red"

13. 【On Hook Dial】 key

Use to dial a number from the number keys without having to lift the handset. ⇒ Chapter 4, "Handy Dialing Functions" in the Advanced Features manual

14. 【Tone】 key

Press to send tonal signals down a pulse dialing line. ⇒ p.43 "Tone"

15. 【Pause/Redial】 key

Pause:

Insert a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit. ⇒ p.42 "Pause"

Redial:

Press to redial one of the last ten numbers. ⇒ Chapter 4, "Redial" in the Advanced Features manual

16. Number keys

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

17. 【Clear/Stop】 key

Clear:

Deletes one character or digit.

Stop:

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

18. 【Start】 key

Press to start transmitting or printing.

Starting the Machine

To start the machine, turn on the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. ⇒ "Energy Saver Timer", "Auto Off Timer" in the Copy Reference

Power switches

This machine has two power switches: ⇒ p.3 “Guide to Components”

❖ **Operation switch**

Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

❖ **Main power switch**

Do not touch the **Main Power** switch. It should be used only by a service representative when the optional fax unit is installed.

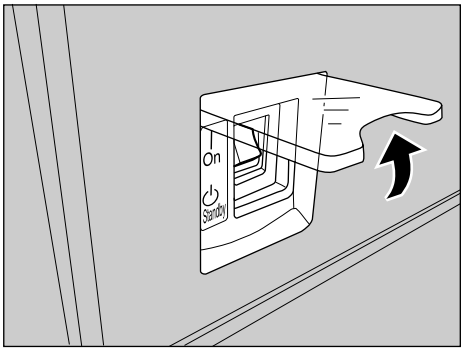
Important

❒ If you leave the **Main Power** switch off for more than one hour, all fax files in memory are deleted. See "Turning Off The Power" below.

Turning On the Power

1 Confirm that the power cord is plugged into the wall outlet firmly and the Main Power switch is on.

2 Confirm that the Main power switch is on.



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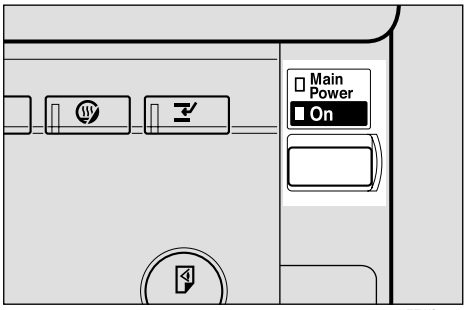
3 Turn on the operation switch. The On indicator should light.



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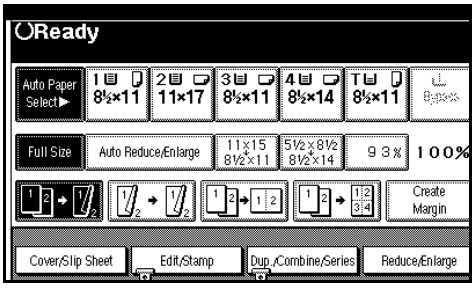
The panel display will turn on.



Note

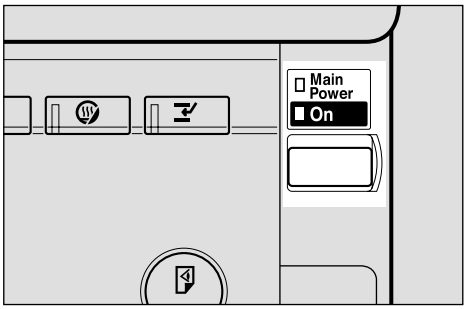
- ❒ If nothing happens when you turn on the operation switch, make sure the **Main Power** switch is turned on.
- ❒ You can use the machine within 10 seconds after the power has turned on.
- ❒ If "Ready" is not displayed, refer to the Copy Reference.
- ❒ You can have the machine start in Facsimile mode when you turn the machine on or when modes are cleared automatically.⇒"Changing the Machine's settings" in the Copy Reference

4 Press the 【Facsimile】 key.

The Facsimile mode is displayed.

Turning Off the Power

1 Turn off the operation switch. The On indicator will go out.



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Note

- ❒ The On indicator blinks when:
  - The exposure glass cover or document feeder (ADF) is open.
  - The machine is communicating with other destination machines.
  - The hard disk is running.

Important

- ❒ Fax files stored in memory will be deleted an hour after you turn the **Main Power** switch off or you unplug the power cord. ⇒ Chapter 10, "When Power is Turned Off or Fails" in the Advanced Features manual

Turning Off the Main Power Switch

When the **Main Power** switch is turned off while using the fax function, waiting fax jobs and print jobs may be canceled, and incoming fax documents cannot be received. Normally, only the service representative operates this switch. When you have to turn off this switch for some reason, follow the procedure below.

Important

- ❒ Do not turn off the **Main Power** switch while the indicator is lit or blinking. This may cause problems in the hard disk or memory.
- ❒ Be sure to turn off the **Main Power** switch before unplugging the power cord. This may cause problems in the hard disk or memory.
- ❒ Make sure that 100% is shown on the display before you turn the **Main Power** switch off or unplug the power cord. Fax files programmed in memory will be deleted an hour after you turn the **Main Power** switch off or unplug the power cord.

1 Make sure the On indicator is off.

2 Turn off the Main Power switch.

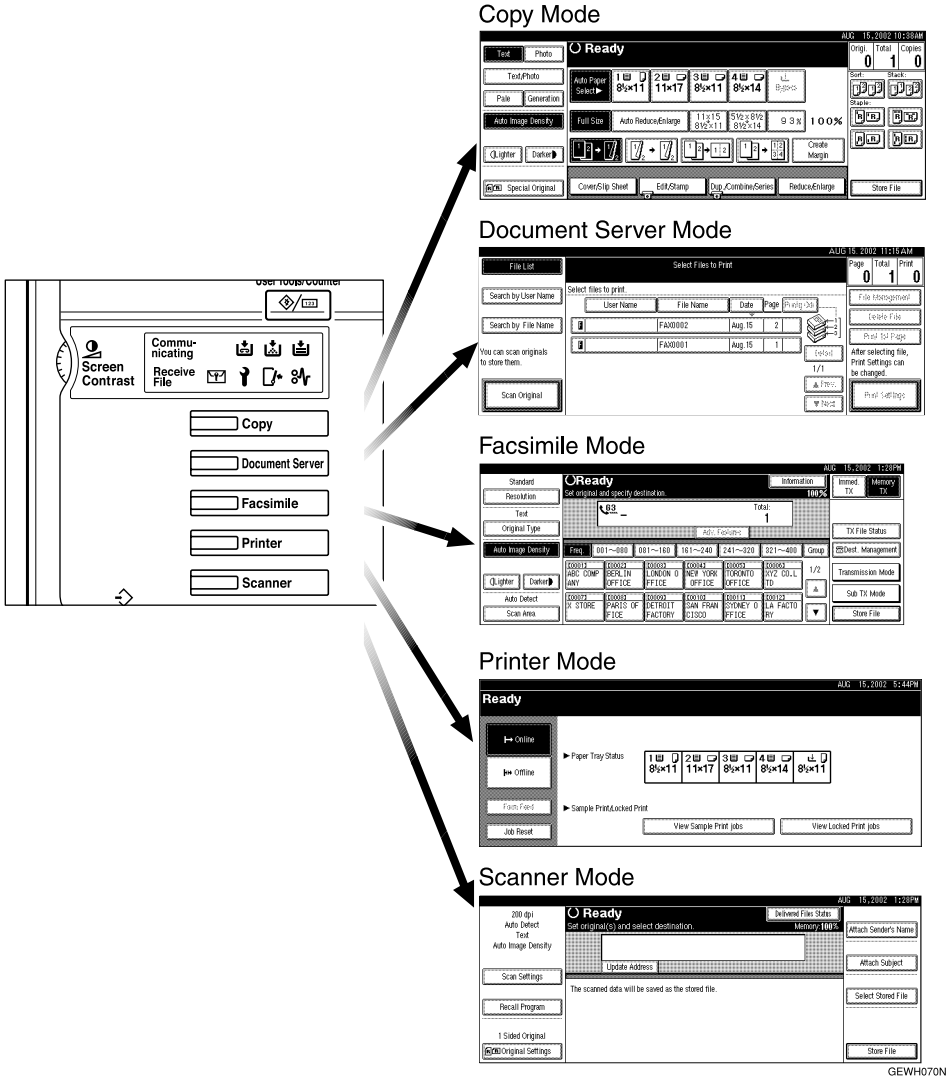
The Main Power indicator turns off.

Switching Between Copy Mode, Facsimile Mode and Printer/Scanner Mode

1

This machine is both a fax and a copier. When you turn on the power switch, the copier screen is shown and the machine is ready to make copies. When you wish to use fax functions, press the **【Facsimile】** key on the left of the operation panel.

You can set the machine to start in the Facsimile mode. ⇒ "Changing the Machine Settings" in the Copy Reference



Limitation

❒ You cannot switch modes under the following circumstances:

- While scanning in a fax
- During Immediate Transmission
- While editing the System Settings
- During Interrupt Copying
- While using On Hook Dial
- During Energy Saver mode

Reading the Display

The display tells you the machine status and guides you through operations.

1

Note

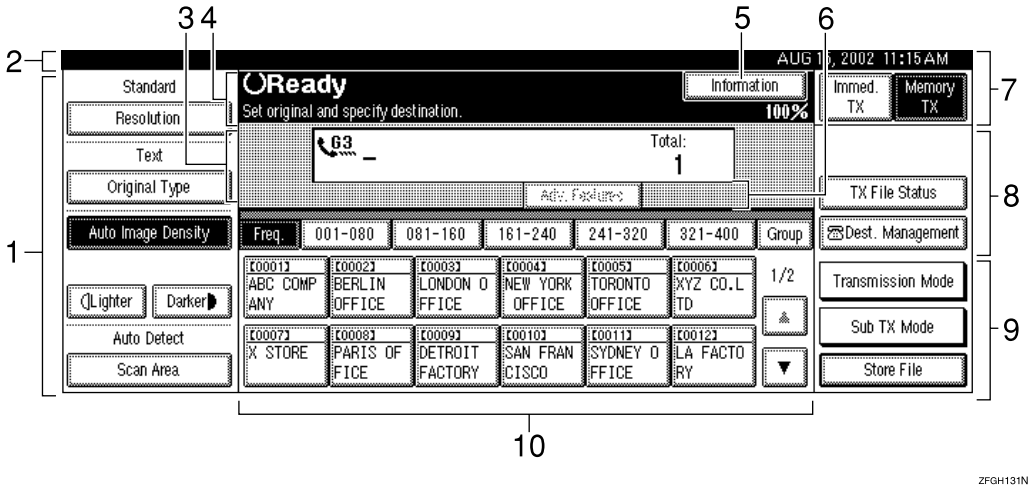
- ❒ Functions that have been selected are highlighted (for example [Auto Image Density]). Keys that you cannot select are shown with a dashed outline (for example [Dest. Management]).
- ❒ All procedures in this manual assume you are in Facsimile mode. By default, when you turn the machine on, it is in Copy mode. Press the **【Facsimile】** key to change to Facsimile mode. You can have the machine start in Facsimile mode. ⇒ "Changing the Machine's Settings" in the Copy Reference

Reading the Display Panel and Using Keys

Note

- ❒ When optional components are not installed, the display is as below. If optional components are installed, the display changes.

❖ Facsimile standby mode



① Displays the scanning conditions and sizes you can choose.

② Displays the name and facsimile number of a destination when transmitting. Also displays the size of the original.

③ Displays the entered number of a destination. When adding destinations with the number keys, press **[Add]**.

④ Displays messages and the machine status.

⑤ Press to display various information about transmission.

⑥ Appears when a destination is entered. Press **[Clear]** to erase characters or numbers one by one.

⑦ Switches the transmission mode between memory transmission and immediate transmission.

⑧ Displays Quick Operation Keys set for often used functions.
[TX status display] and **[Dest. Management]** are preset.

⑨ Displays various functions for transmitting.

⑩ Displays the Quick Dial table of programmed destinations.

User Code Management

The machine can be set up so that no one can use it without entering a user code. This prevents unauthorized people from sending fax messages and helps track the activity of each user.

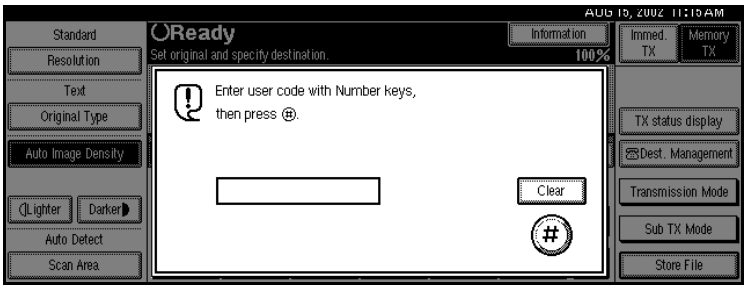
Note

❒ You can specify a user code with "System Settings".

❒ Even when user code management is set to on, you can still receive and print fax messages as usual.

❒ When you specify a user name, all reports are printed with the user name in the user code area.

① When the following message appears on the display, user code management is set to on.



② Enter a user code of up to 8 digits with the number keys.

③ Press **[#]**.

Note

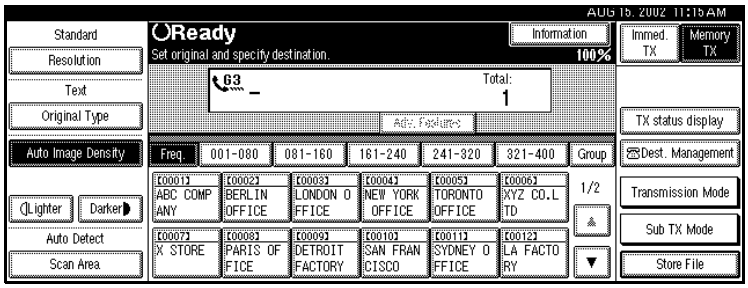
❒ If an unprogrammed user code is entered, the display returns to step ①.

1

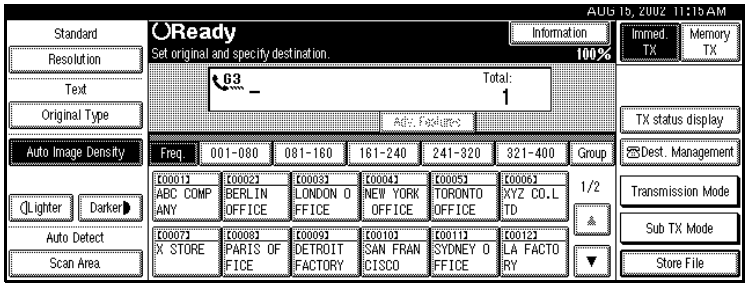
Standby Display

While the machine is in standby mode (immediately after the 【**Facsimile**】 key is pressed or after the 【**Clear Modes**】 key is pressed), the following display is shown.

❖ Memory Transmission



❖ Immediate Transmission



Note

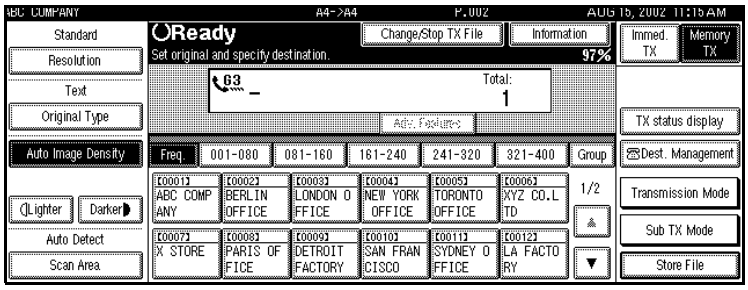
❒ To return the machine to standby mode, do one of the following:

- If you have placed the original and have not pressed the 【**Start**】 key, remove the original.
- If you have not placed an original, press the 【**Clear Modes**】 key.
- If you are in User Tools mode, press the 【**User Tools/Counter**】 key.

Communication Display

While the machine is communicating, the status is displayed.

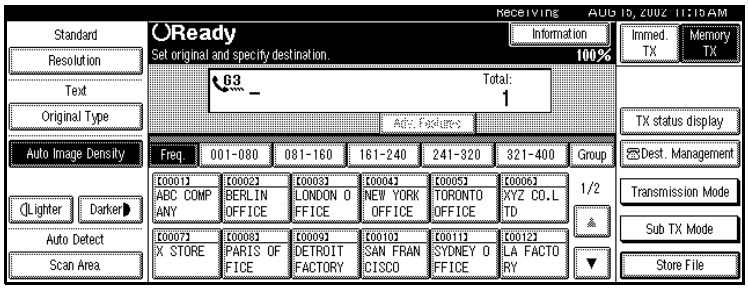
❖ Memory Transmission



Note

❒ Even when the machine is using memory to fax a message or receive a message, you can still scan the next original into memory. ⇒ Chapter 4, "More Transmission Functions" in the Advanced Features manual

❖ Reception



Note

❒ Even when the machine is being used a copier or printer, the sender's name or number will be displayed for received faxes.

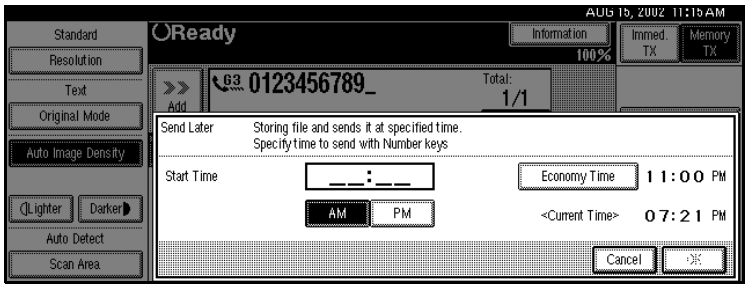
❖ Immediate Transmission

Display Prompts

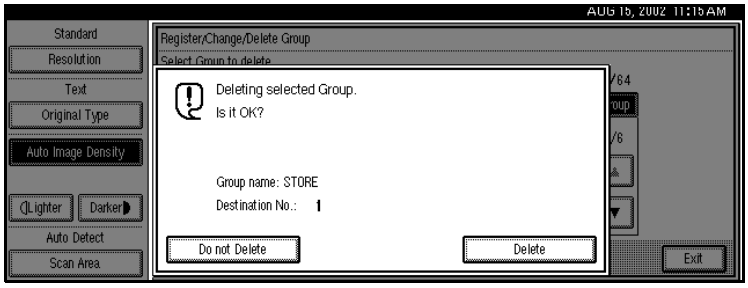
Depending on the situation, the machine will show various prompts on the display.

1

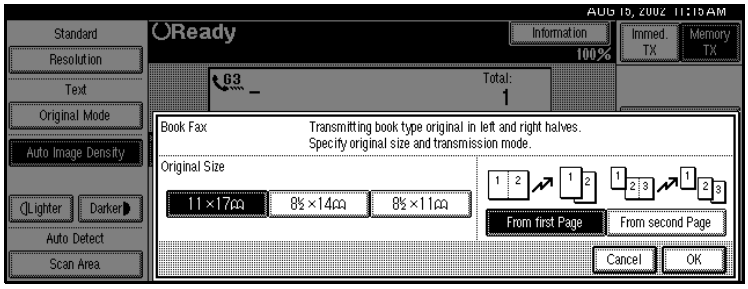
❖ Instructions and Requests



❖ Questions



❖ Selections



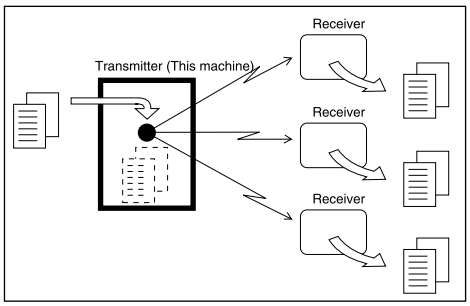
❖ Status

Transmission Modes

There are two types of transmission.

❖ Memory Transmission

When a fax document is stored in memory, then transmission starts automatically.
This makes it convenient when you would like to take documents back in a hurry.
You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.



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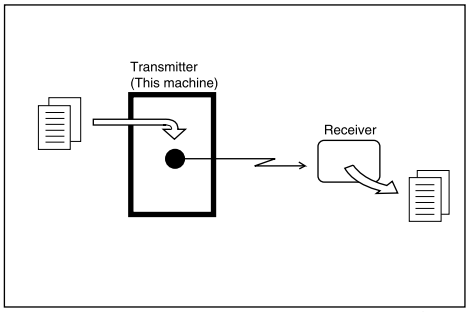
❖ Immediate Transmission

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



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Important

❒ If there is a power failure, the power switch is turned off, or the plug is pulled out for more than 12 hours, all documents stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted documents. See Chapter 7 "Power Failure Report" in the Advanced Features manual.

Placing Originals

In this manual an original can mean a single or multiple page document. You can place your originals either in the Document Feeder (ADF) or on the exposure glass. Some types of originals are unsuitable for the Document Feeder (ADF) so they must be placed on the exposure glass.

Which way you place your original depends on its size and whether you are using the Document Feeder (ADF) or the exposure glass.

Limitation

- ❒ If you place HLT size documents on the exposure glass, they will not be detected. HLT size documents placed in the ADF are sent as LT size.

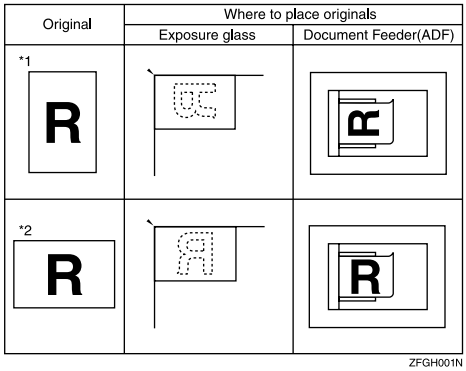
Note

- ❒ When sending a fax, the image output at the other end depends on the size and direction of paper used in the destination's terminal. If the destination does not use paper of the same size and direction as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and direction of the paper used in their terminal.
- ❒ When sending an original of an irregular (i.e. non-standard) size or part of a large original, you can specify the scan area precisely. ⇒ p.21 “Setting a Scan Area”
- ❒ You can scan non-standard sized documents as standard sized documents with the Irregular Scan Area feature. When you turn on this feature, the area scanned will be in the specified range regardless of the actual document size. A blank margin will appear or the image will be cut at the receiving end.
- ❒ Make sure that all ink, correcting fluid etc., has completely dried before placing your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.
- ❒ If you place an LT size original in the portrait direction, the machine rotates the image by 90 degrees before sending it. ⇒ Chapter 4, "Transmission with Image Rotation" in the Advanced Features manual
- ❒ You can send the first pages from the exposure glass then the remaining pages from the Document Feeder (ADF). After you have removed the last page from the exposure glass, insert the remaining pages in the Document Feeder (ADF), then press the 【Start】 key.

Reference

For how to place 2-sided documents, see Chapter 4, "2-sided Transmission" in the Advanced Features manual.

How to place A4, B4, A3, LT, LG and DLT size originals

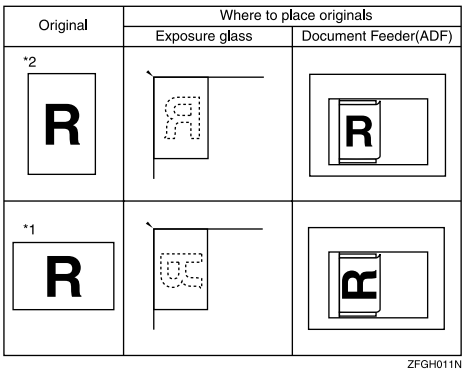


Note

❒ When you place originals in the ADF as shown in the above illustration, the Fax Header will be printed on the received faxes at the destination as follows:

- *1 On the top of the fax
- *2 On the left side of the fax

How to place A4, A5,HLT and B5 size originals



Limitation

❒ A5,HLT size documents are not detected on the exposure glass. Place A5,HLT size documents in the ADF.

Note

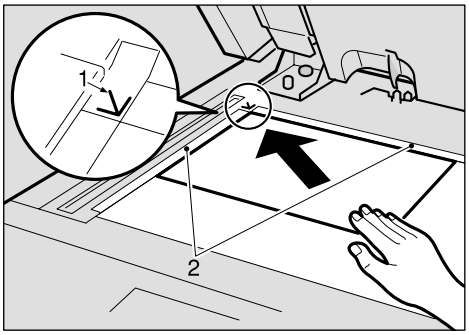
❒ When you place originals on the ADF as shown in the above illustration, the Fax Header will be printed on the received faxes at the destination as follows:

- *1 On the top of the fax
- *2 On the left side of the fax

Placing a Single Original on the Exposure Glass

Place originals that cannot be placed in the Document Feeder (ADF), such as a book, on the exposure glass one page at a time.

1 Lift the Document Feeder (ADF) by at least 30 degrees. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.



1. **Reference mark**
2. **Scale**

Note

❒ If you do not raise the Document Feeder (ADF) by at least 30 degrees, the original size will not be detected.

2 **Close the Document Feeder (ADF).**

Note

- ❒ When setting a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent its bound part from rising.

Bound Original Page Order

When setting bound originals (books, magazines, etc.), you can choose to have either the left page or right page sent first. ⇒ Chapter 4, "Book Fax" in the Advanced Features manual

Note

- ❒ You can choose whether the left page or right page is sent first. ⇒ Chapter 8, "Changing the User Parameters" in the Advanced Features manual

Placing Originals in the Document Feeder (ADF)

Use the Document Feeder (ADF) to scan in a stack of originals in one operation. The Document Feeder (ADF) can handle both single-sided and double-sided originals.

Limitation

- ❒ The maximum document length is 1200mm (47").
- ❒ Place all the originals to be sent in a single stack.
- ❒ You cannot place originals in the Document Feeder (ADF) one page at a time or in sheaves.
- ❒ Do not open the Document Feeder (ADF) while it is scanning the originals or a document could become jammed.

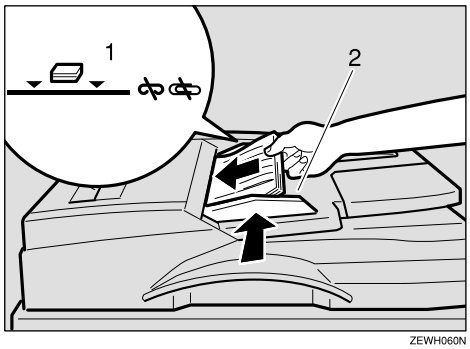
Note

- ❒ If you send documents longer than 420mm (17"), select Long Document mode with the User Parameters. If a jam occurs, the document might be damaged because scanning will not stop. ⇒ p.21 "Setting a Scan Area" ⇒ Chapter 8, "Changing the User Parameters" in the Advanced Features manual
- ❒ Documents longer than 432mm (17") must be sent by memory transmission (immediate transmisson is not possible).
- ❒ If an original jams, press the 【**Clear/Stop**】 key then remove the original carefully.
- ❒ If your original is bent or folded, flatten it before you place it.
- ❒ Place thin originals on the exposure glass.

Reference

For information about the sizes and number of originals that can be placed in the Document Feeder (ADF), ⇒ Appendix, "Acceptable types of Originals" in the Advanced Features manual

1 Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the Document Feeder (ADF) face up.



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1. **Limit mark**
2. **Document guide**

Originals unsuitable for the Document Feeder (ADF)

Do not place the following types of originals in the Document Feeder (ADF) because they may be damaged. Place them on the exposure glass instead.

- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Setting a Scan Area

Normally, the area of a placed document is scanned automatically. If a scan area is specified, the document is scanned accordingly. Thus, documents can be sent without extra space or blank margins.

❖ **Auto Detect**

The area of a placed document is scanned automatically.

❖ **Regular**

The placed document is scanned according to the specified size regardless of its actual size.
The sizes that can be specified are A4, B4, A3, LT, LG, and DLT.

❖ **Area**

Enter the area to be scanned. The placed document is scanned according to the entered size regardless of its actual size. ⇒ Chapter 7, "Programming and Changing a Scan Size" in the Advanced Features manual

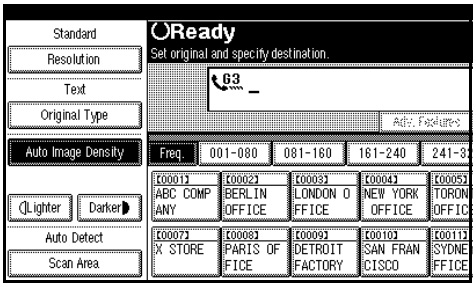
1 Place the originals, and select any scan settings you require.

Note

❒ When placing different size originals into the ADF, adjust the document guide to the largest original.

❒ Small originals may be sent at a slight slant since they do not match the document guide.

2 **Press the [Scan Area] key.**

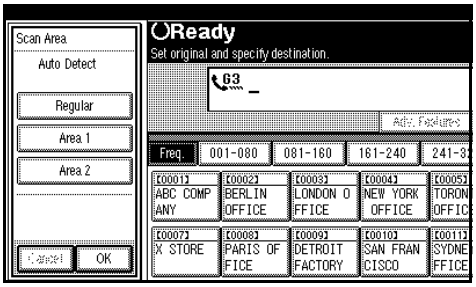


The Scan Area menu is shown.

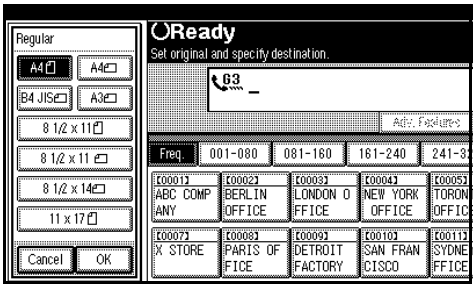
3 **Select the scan area.**

Specifying Standard Sizes

❶ **Press the [Regular] key.**



❷ **Press the size of the originals to be sent.**



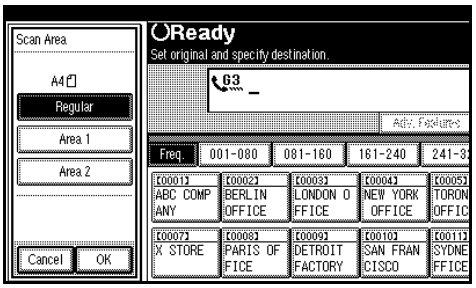
Note

- ❒ To cancel the specified standard size, press **[Cancel]**. The display appears as in step **2**.
- ❒ 8 1/2 x 11 is LT, 8 1/2 x 14 is LG, and 11 x 17 is DLT.

❸ **Press [OK].**

The specified size is shown.

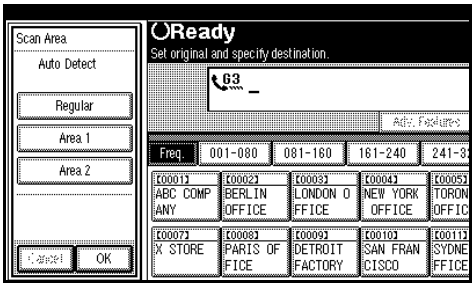
❹ **Press [OK].**



[Regular] is highlighted on the display and the size is shown above this.

Specifying programmed Sizes

❶ **Press the [Area 1] or [Area 2] key.**

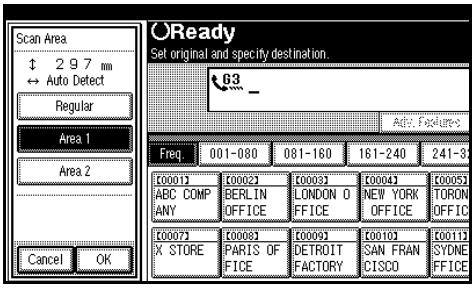


The length and width of the programmed size is shown.

Note

- ❒ To cancel the set programmed size, press **[Cancel]**. The menu returns to that of step **2**.

❷ **Press [OK].**

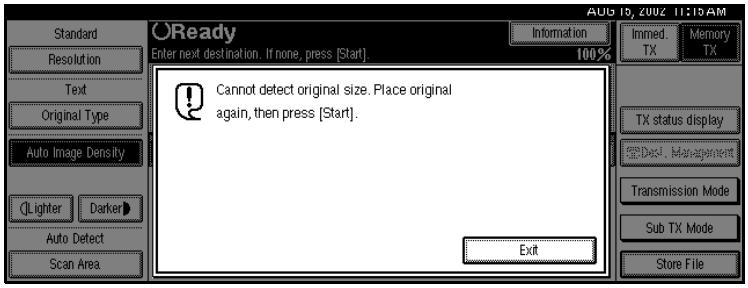


[Area 1] or **[Area 2]** is highlighted on the display the scan area is shown above this.

4 **Dial a distination and press the [Start] key.**

If the Machine Cannot Detect the Size of Your Original

If the machine cannot detect the original size, the following display is shown:



If this happens, carry out the following steps.

1 Press [Exit].

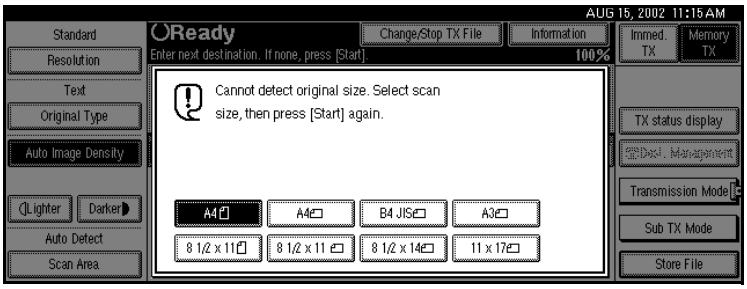
2 Remove the original and replace it on the exposure glass.

3 Press the 【Start】 key to scan the original again.

If the above display appears again, repeat steps 1 to 3.

Note

❒ If the machine still cannot detect the original size, the following display is shown:



❒ If this happens, carry out the following steps.

- Press the key to switch the scan size.
- Press the 【Start】 key again.

Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size. ⇒ p.23 “If the Machine Cannot Detect the Size of Your Original”

- Documents placed on the exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges
- Slippery originals
- Originals in bound form of more than 10mm (") thick such as books

The following paper sizes are automatically detected in Facsimile mode.

❖ Inch Version

Paper Size **Where Original is placed**	**11"×17" (DLT)**	**8 1/2"×14" (LG)**	**8 1/2"×11" (LT)**	**5 1/2"×8 1/2 (HLT)**
Exposure Glass	O	O	O	×
Document Feeder (ADF)	O	O	O	O

O - Auto detect

× - Unable to auto detect

Memory Transmission

In Memory Transmission mode, after you press the **【Start】** key, the machine does not dial the destination until all pages of your fax message have been scanned into memory (in contrast with Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your original away from the machine without having to wait too long
- While your message is being sent, other people can operate the machine
- You can send the same message to more than one place in a single operation (Broadcasting)

Important

❒ If there is a power failure (**Main Power** switch is off) or the plug is pulled out for more than 1 hour, all the files programmed in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted files. If you turn just the operation switch off, files are not deleted. ⇒ Chapter 10, "When Power is Turned Off or Fails" in the Advanced Features manual

Limitation

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

❒ The machine will return to the default transmission mode after every transmission. You can change this so that the desired setting is maintained. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

Note

❒ Maximum number of Memory Transmission files: 400 (up to 800 files with optional Expansion Memory installed)

❒ Maximum number of destinations per Memory Transmission: 500

❒ Combined total number of destinations that can be programmed: 500 (2,000, with optional Fax Function Upgrade Unit.)

❒ The theoretical maximum number of destinations you can enter with the number keys is 100 (1,000, with optional Fax Function Upgrade Unit), but this will depend on the amount of memory currently available.

❒ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 160 standard pages (ITU-T #1 chart, Resolution: Standard, Original Mode: Text).

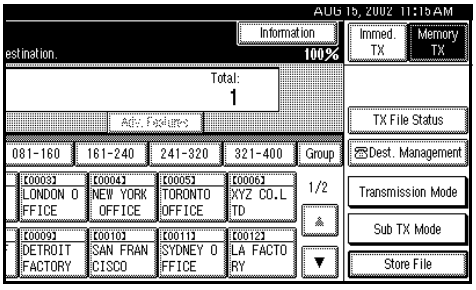
❒ The maximum total number of documents that can be programmed in memory is as follows:

- About 1000 pages with only the optional Expansion Memory installed
- About 2,080 pages with both the optional Expansion Memory and the optional Fax Function Upgrade Unit installed

❒ The machine will return to the default transmission mode (Memory Transmission) after every transmission. You can change this so that the desired settings is maintained. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

❒ After dialing a destination, start the next procedure within 30 seconds. If you do not, the destination will be canceled. You can change the interval before cancelation. ⇒ System Setting Manual

1 Make sure that Memory Transmission is selected.



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

2 Place the original.

Limitation

❒ You can send the first pages from the exposure glass then the remaining pages from the Document Feeder (ADF). After you remove the last page from the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder (ADF).

❒ Note that you cannot place pages on the exposure glass after you have started using the Document Feeder (ADF).

Note

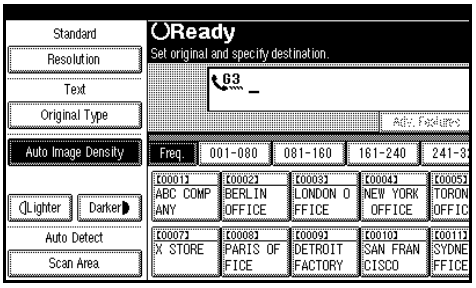
❒ To store multiple page originals from the exposure glass, place them page by page.

❒ The original can be placed in either the Document Feeder (ADF) or Exposure Glass until the **【Start】** key is pressed.

Reference

p.18 “Placing Originals”

3 Make the necessary settings you require.



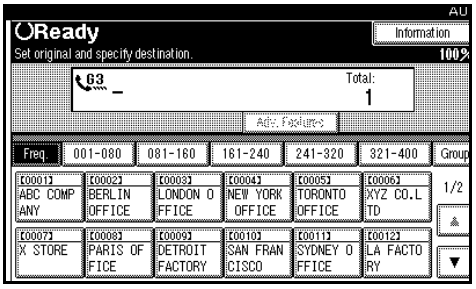
Reference

⇒ p.36 “Scan Settings”

⇒ p.37 “Original Type”

⇒ p.38 “Image Density (Contrast)”

4 Dial.



If you make a mistake, press the **【Clear/Stop】** key or **[Clear]** and enter the correct number.

Reference

⇒ p.41 “Dialing”

⇒ p.44 “Quick Dials”

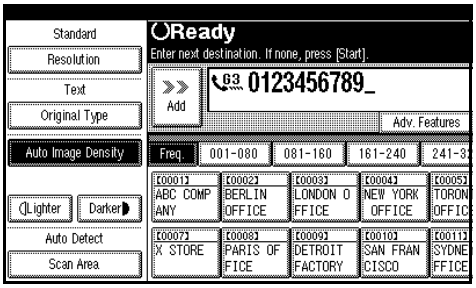
⇒ p.45 “Groups”

⇒ Chapter 4, "Chain Dial" and "Redial" in the Advanced Features manual

5 To send the same messages to several destinations (Broadcasting), press [Add].

Note

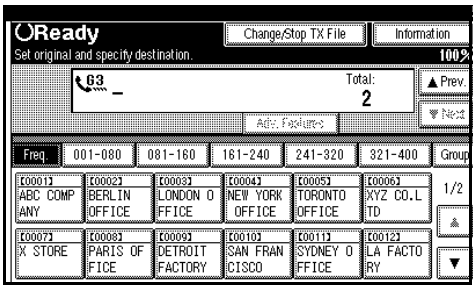
❒ If Broadcasting is not required, go to step 7.



Note

❒ When specifying a destination using Quick Dial or Group Dial, the destination is added even without pressing **[Add]**.

6 Dial a destination.



Note

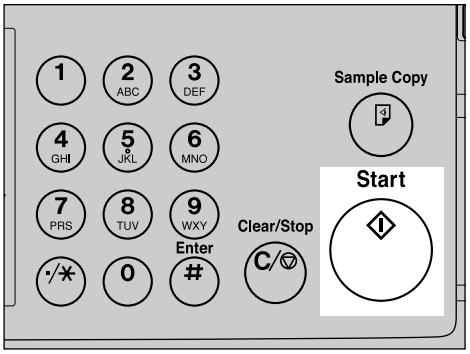
❒ Repeat steps 5 and 6 for more destinations.

7 Press the [Start] key.

The machine starts scanning the original.

Note

❒ Do not open the Document Feeder (ADF) while it is scanning originals.



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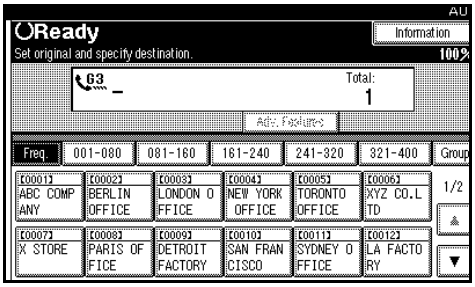
The machine starts calling the destinations. After scanning, the machine will return to standby mode.



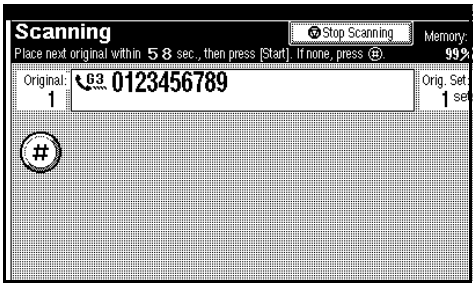
Sending Originals from the Exposure Glass

1. **Place the first page of your original on the exposure glass face down.**
2. **Dial.**
3. **Select any scan settings you require.**
4. **Press the [Start] key.**

   The machine starts scanning the original.

2

5 **Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.**



Note

❒ Repeat steps 3 to 5 for all pages.

6 **Place the last original then press [#].**

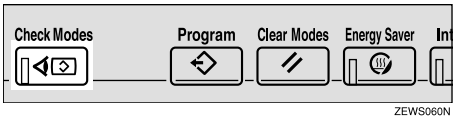
7 **Press the 【Start】 key.**

The machine calls the destination.

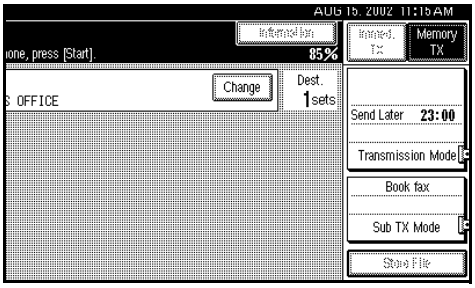
Checking the Transmission Settings

You can check the transmission settings (e.g. destination and transmission mode) on the display.

① Press the 【Check Modes】 key.



The following display appears.



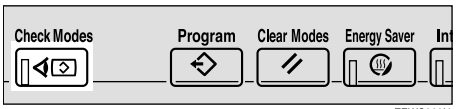
② After checking the settings on the display, press the 【Check Modes】 key.
This returns the display to the display shown before pressing the 【Check Modes】 key the first time.

Canceling a Memory Transmission

Canceling the Transmission Before the Original is Scanned

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

1 **Press the 【Clear Modes】 key.**



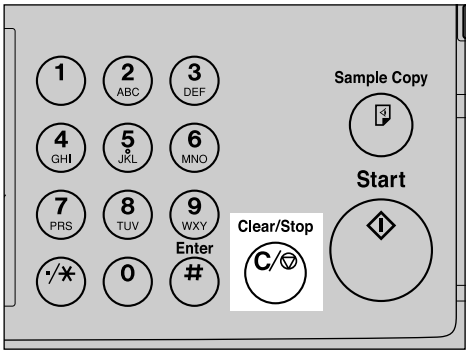
Note

❒ When documents are placed in the Document Feeder (ADF), you can cancel the transmission by just removing them.

Canceling a Transmission While the Original is Being Scanned

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

1 **Press the 【Clear/Stop】 key.**



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

Note

❒ You can cancel a transmission also by pressing **[Stop Scanning]**.

Canceling a Transmission During Transmission Standby Mode

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

Limitation

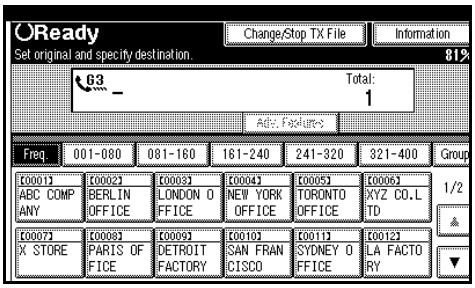
❒ You cannot cancel the pages which already have been sent to the destination even if you cancel a transmission.

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

Note

❒ If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.

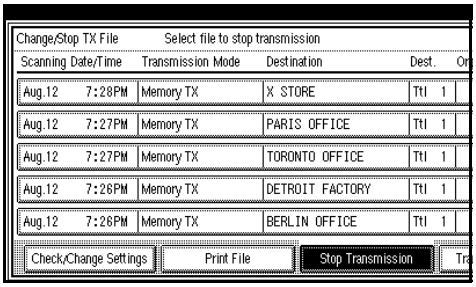
1 **Press [Change/Stop TX File].**



The list of stored files being transmitted or awaiting transmission is displayed.

2

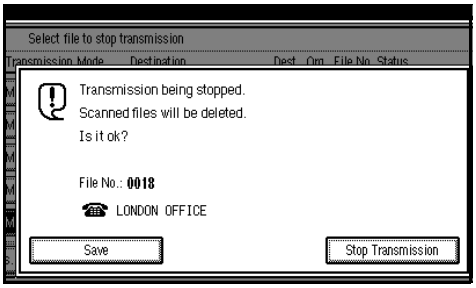
2 Select the file you want to cancel.



Note

❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.

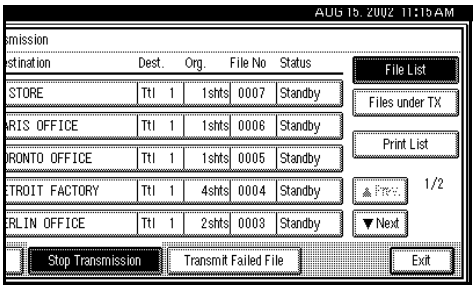
3 Press **[Stop Transmission]**.



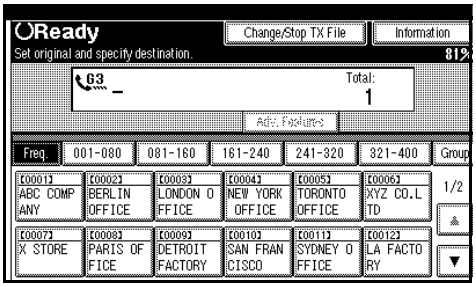
Note

❒ To cancel another file, repeat steps **2** and **3**.

4 Press **[Exit]**.

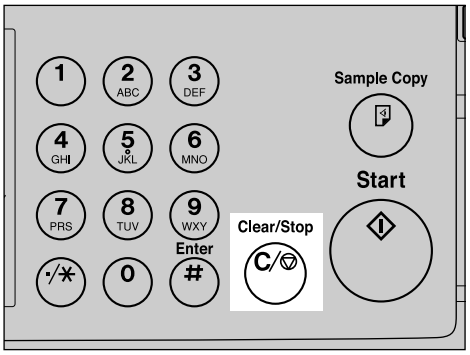


The machine will return to standby mode.



Canceling a Transmission While the Message is Being Sent

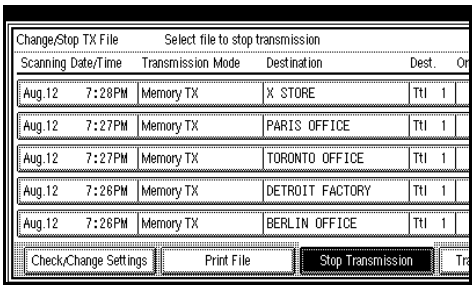
1 Press the **[Clear/Stop]** key.



Note

❒ You can cancel a transmission also by pressing **[Change/Stop TX File]**.

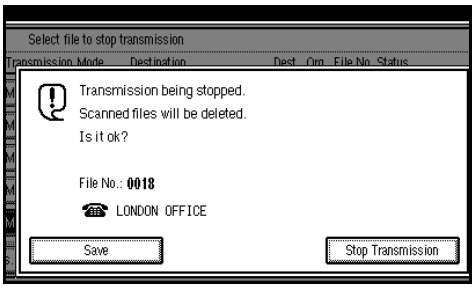
2 Select the file you want to cancel.



Note

❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.

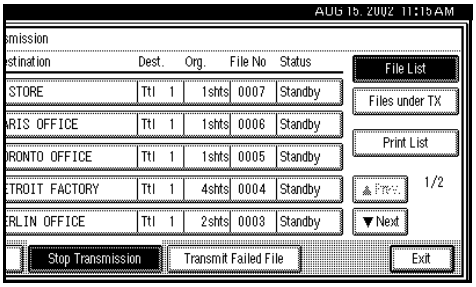
3 Press **[Stop Transmission]**.



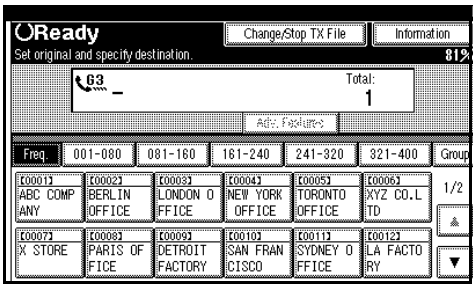
Note

❒ To cancel another file, repeat steps **2** and **3**.

4 **Press [Exit].**



The machine will return to standby mode.



Immediate Transmission

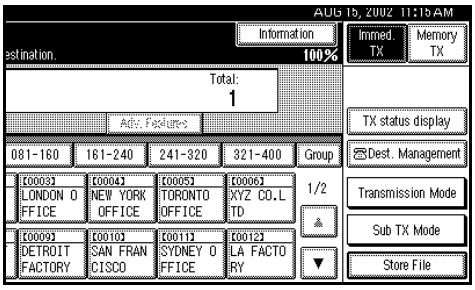
With Immediate Transmission, when you press the 【Start】 key, the fax number is dialed immediately. The message is scanned and transmitted page by page without being stored in memory. This contrasts with Memory Transmission which scans all pages into memory before dialing the destination.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check for the other terminal's Own Name or Own Fax Number on the operation panel during transmission).

Note

- ❒ You can choose whether the transmission mode is set to Immediate Transmission or Memory Transmission when the machine is turned on or modes are cleared. Use the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual
- ❒ You cannot send the same message to multiple destinations (Broadcasting). Use Memory Transmission for this purpose.
- ❒ The machine will return to the default transmission mode after every transmission. You can change this so that the desire setting is maintained. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

1 **Make sure that Immediate Transmission is selected.**



If it is not selected, press the **[Immed. TX]** key.

2 **Place the original.**

Limitation

- ❒ You can scan some pages of your original from the exposure glass and the remainder from the Document Feeder (ADF). When you have finished scanning from the exposure glass, place the remainder of the pages in the Document Feeder (ADF) and press the 【Start】 key within 10 seconds.

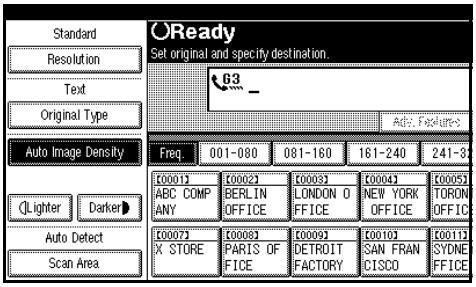
Note

- ❒ Place the original on the exposure glass or in the Document Feeder (ADF). To send two or more pages from the exposure glass, place them one page at a time.
- ❒ The original can be placed in either the Document Feeder (ADF) or Exposure Glass until the 【Start】 key is pressed.

Reference

p.18 “Placing Originals”

3 **Select any scan settings you require.**



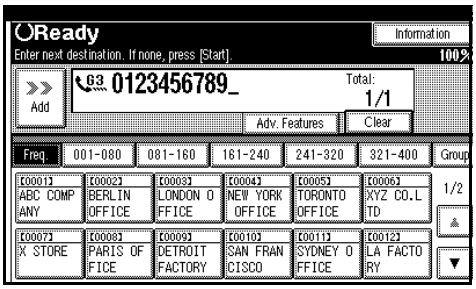
Reference

⇒ p.36 “Scan Settings”

⇒ p.37 “Original Type”

⇒ p.38 “Image Density (Contrast)”

4 **Dial.**



If you make a mistake, press the **【Clear/Stop】** key or **[Clear]** and enter the correct number.

Reference

⇒ p.41 “Dialing”

⇒ p.44 “Quick Dials”

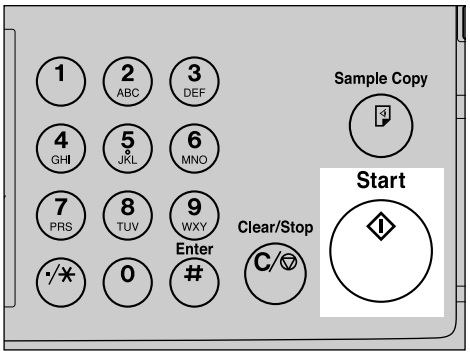
⇒ Chapter 4, "Chain Dial" and "Redial" in the Advanced Features manual

5 **Press the 【Start】 key.**

The machine starts dialing.

Limitation

❒ Do not open the Document Feeder (ADF) while it is scanning the originals. This can cause originals to jam.



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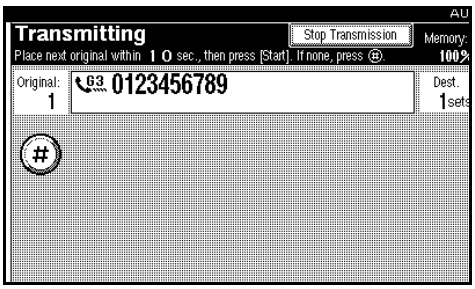
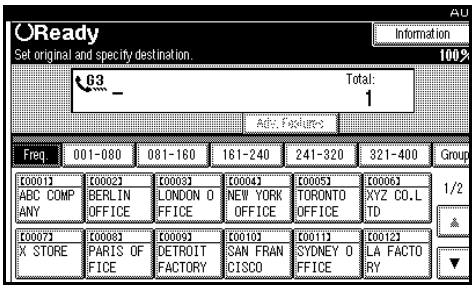
The Sender Name/Number isn't displayed until the machine connects to the other one.



Reference

p.47 “Initial Settings and Adjustments”

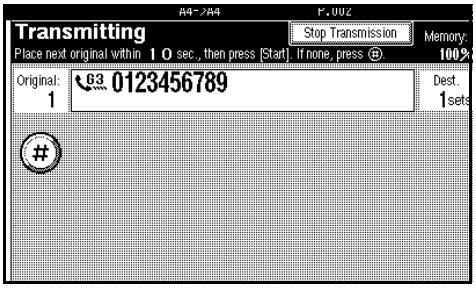
After transmission the machine will return to standby mode.



Sending Originals from the Exposure Glass

1. **Place the first page face down on the exposure glass.**
2. **Dial.**
3. **Select any scan settings you require.**
4. **Press the 【Start】 key.**

   The machine starts scanning the original.
5. **Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.**



Note

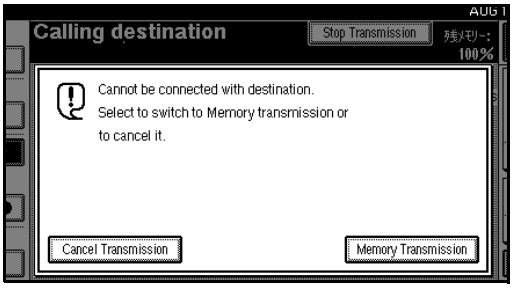
- ❒ Repeat steps 3 to 5 for all originals.

6. **Place the last original then press [#].**
7. **Press the 【Start】 key.**

   The machine starts to call the destination.

If the Connection Could Not Be Made

The following display appears if the fax could not be sent:



Do one of the following:

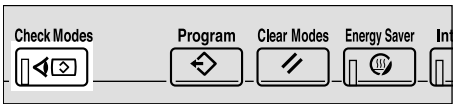
- Press **[Cancel Transmission]** and try again.
- Press **[Memory Transmission]** to have the machine store the scan in memory and then automatically redial the number.

Canceling an Immediate Transmission

Canceling a Transmission Before You Have Pressed the Start Key

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

1 **Press the 【Clear Modes】 key.**



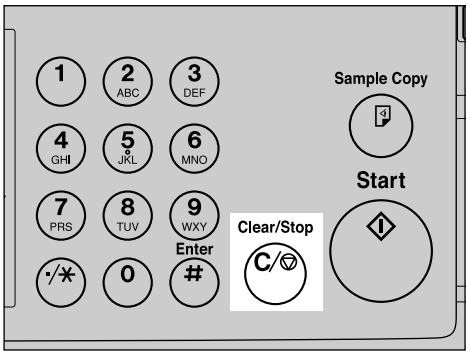
Note

- ❒ When the original is placed, you can also cancel an Immediate Transmission by removing the original from the machine.

Canceling a Transmission After You Have Pressed the Start Key

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

1 **Press the 【Clear/Stop】 key, and then remove the original.**



Note

- ❒ You can cancel a transmission also by pressing **[Stop Transmission]**.
- ❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

Scan Settings

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

❖ **Resolution:**
Standard, Detail, Super Fine (option)

❖ **Image density:**
Auto Image Density, Manual Image Density (7 levels)

❖ **Original Type:**
Text, Text/Photo, Photo

Resolution

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

❖ **Standard (8×3.85lines/mm, 200×100dpi)**
Select for originals containing normal sized characters.

❖ **Detail (8×7.7lines/mm, 200×200dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Super Fine (optional Expansion Memory required: 16×15.4lines/mm, 400×400dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times as fine as Standard.

Limitation

❒ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.

❒ Sending with **Super Fine** resolution requires that your machine has the optional Expansion Memory and the other party's machine has the capability to receive fax messages at **Super Fine** resolution.

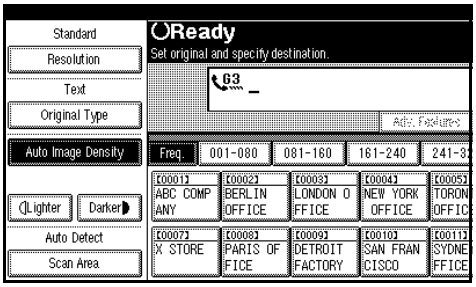
❒ Note that even if the option is installed on your machine, transmission and reception may take place using **Detail** resolution if the other party's machine does not support this feature. ⇒ Chapter 4, "Printed Report" in the Advanced Features manual

Note

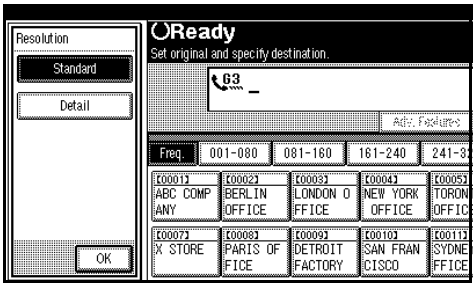
❒ You can choose whether the resolution is set to Standard, Detail or Super Fine (Option) when the machine is turned on or modes are cleared. Use the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

❒ The resolution returns to the default setting after every transmission. You can change this with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

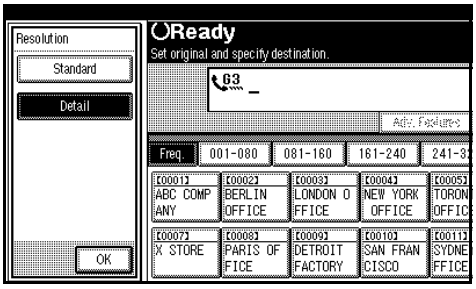
1 Press [Resolution].



2 Select the resolution you require.



3 Press [OK].



Original Type

If your original contains photographs, illustrations or diagrams with complex shading patterns or grays, select the appropriate Original Type to optimize image clarity.

❖ Text

Select **Text** to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs or if you only want to send clearer text.

❖ Text / Photo

Select **Text / Photo** to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image such as a photograph.

❖ Photo

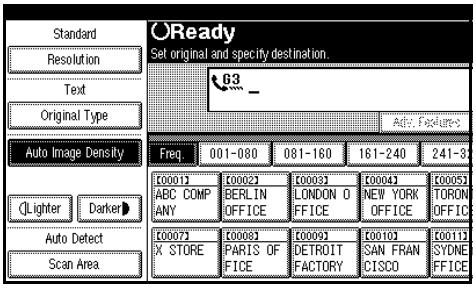
Select **Photo** to send an original containing a halftone image such as a photograph or a color original.

Note

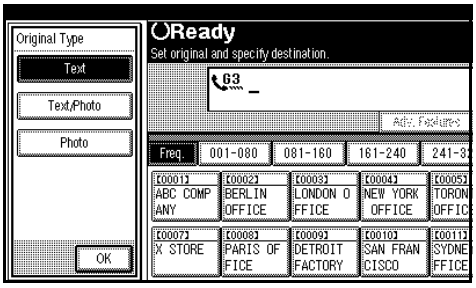
- ❒ If you select **Text / Photo** or **Photo**, the transmission will take longer than when **Text** is selected.
- ❒ If you send a fax message with **Text / Photo** or **Photo** and the background of the received image is dirty, reduce the density setting and re-send the fax.
- ❒ You can choose whether Original Type is set to TEXT, TEXT/PHOTO or PHOTO when the machine is turned on or modes are cleared. Use the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

❒ The machine returns to the Original Type default setting after every transmission. You can change this with the **[Gen. Settings/Adjust]** key.
⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

1 **Press [Original Type].**



2 **Select the original mode you require.**



3 **Press [OK].**

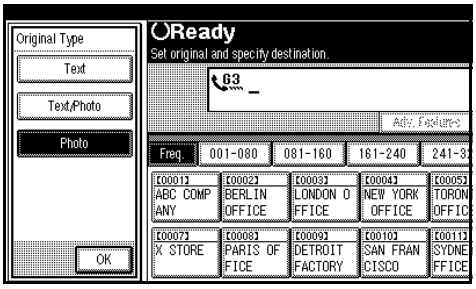


Image Density (Contrast)

The text and diagrams in your original should stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

❖ Auto Image Density

The appropriate density setting for the original is automatically selected.

❖ Manual Image Density

Use manual image density to set image density yourself.

❖ Combined Auto and Manual Image Density

You can adjust image density for only photographs, illustrations or diagrams when the original has a dark background.

Note

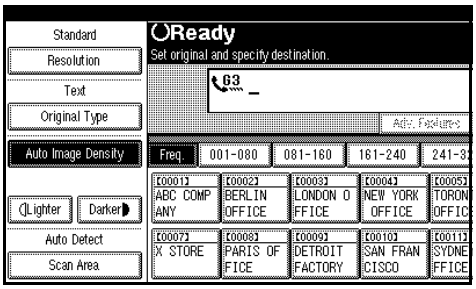
❒ You can choose whether the image density is set to Auto Image Density, Manual Image Density or Combined Auto and Manual Image Density when the machine is turned on or modes are cleared. Use the **[Gen. Settings/Adjust]** key.
⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

❒ The machine returns to the Original Type default setting after every transmission. You can change this with the **[Gen. Settings/Adjust]** key.
⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

1 Selecting the type of image density.

Auto Image Density

❶ **Make sure that [Auto Image Density] is selected.**

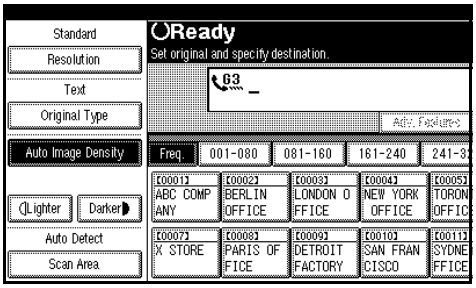


Note

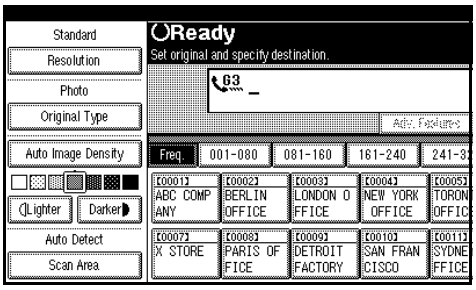
❒ If **[Auto Image Density]** is not selected, press **[Auto Image Density]**.

Manual Image Density

❶ **Make sure that [Auto Image Density] is not selected. If it is selected, press [Auto Image Density] to turn it off.**



❷ **Press [◖ Lighter] or [Darker ◗] to change the density.**

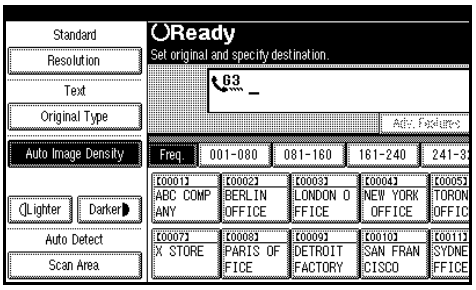


Note

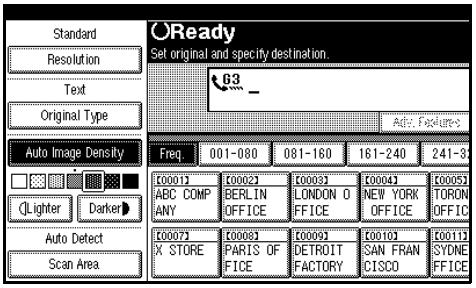
❒ You can select one of seven density levels.

Combined Auto and Manual Image Density

❶ **Make sure that [Auto Image Density] is selected. If it is not selected, press [Auto Image Density] to turn it on.**



❷ **Press [◖ Lighter] or [Darker ◗] to change the density.**



Note

❒ You can select one of seven density levels.

Mixing Scan Settings for a Multiple Page Original

When sending an original consisting of several pages, you can select different Image Density, Resolution and Original Mode settings for each page.

Place your original, select the scan settings for the first page, dial and press the 【Start】 key as you would normally. Then follow one of the following two procedures.

Note

- ❒ It is recommended that originals are placed on the exposure glass when mixing scan settings for a multiple page original.

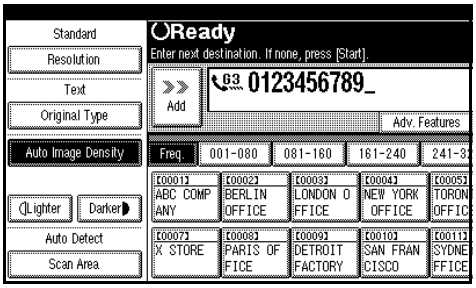
When placing originals on the exposure glass

While the machine is beeping, you have about 60 seconds (10 for Immediate Transmission) to select density, resolution and original mode. The remaining time is shown on the display.

1 **Check which pages you wish to scan with different settings.**

2 **Remove the previous page and place the next page.**

3 **Select the Image Density, Resolution and Original Mode.**



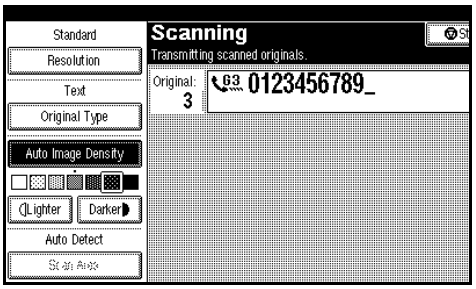
Note

- ❒ Adjust settings for each page before you press the 【Start】 key.

When placing originals in the document feeder (ADF)

1 **Check which pages you wish to scan with different settings.**

2 **Select the Image Density, Resolution and Original Mode before the next page is scanned.**



Dialing

There are two main ways to dial a number:

❖ **Number keys:**
Enter numbers directly using the key pad on the right side of the operation panel.

❖ **Quick Dials:**
When you have programmed a destination's number in a Quick Dial key, you can dial the number by just pressing that key. Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

This section covers these features and others in more detail.

Number Keys

Enter numbers directly using the key pad on the right side of the operation panel.

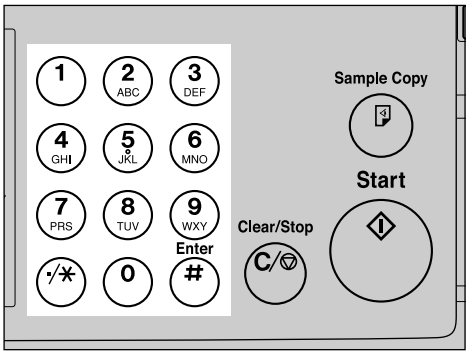
Note

❒ Maximum length of a fax number: 254 digits.

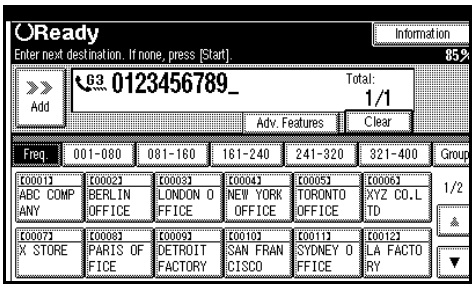
❒ You can insert pauses and tones in a fax number. ⇒ p.42 “Pause”, p.43 “Tone”

❒ If the optional ISDN Unit is installed, you may need to enter a sub-address. ⇒ Chapter 4, "Sub-address" in the Advanced Features manual

1 **Enter the fax number with the number keys.**



The digits appear on the display as you enter them.



Note

❒ If you make a mistake, press the **【Clear/Stop】** key or **[Clear]** and enter again.

❒ If the optional ISDN Unit or the optional Extra G3 Interface Unit Connector is installed, select G3 or G4 before you press the **【Start】** key. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

Restrictions When Dialing with the Number Keys

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

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

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

Note

❒ When this machine is requested to transfer a call (i.e. become a Transfer Station), 2 fax numbers are automatically programmed. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.

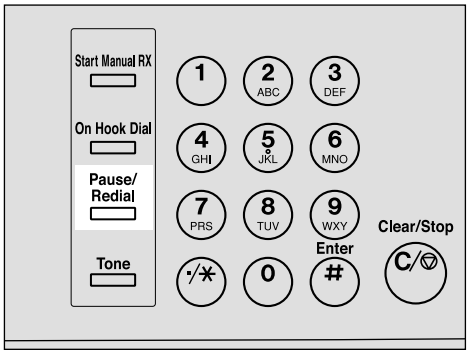
❒ When a total of 100 fax numbers is programmed, only Immediate Transmission is allowed.

❒ If a memory file is awaiting transmission and the "Memory is full. Cannot scan more. Transmitting only scanned pages." message is displayed when dialing with the number keys, you cannot dial any more numbers. This is because fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

❒ The display shows the percentage of free memory space for storing originals. Since fax numbers are programmed in separate memory, dialing fax numbers with the number keys does not change the percentage on the display.

Pause

Press the 【Pause/Redial】 key when dialing or storing a number to insert a pause of about two seconds.



ZEWS013N

Limitation

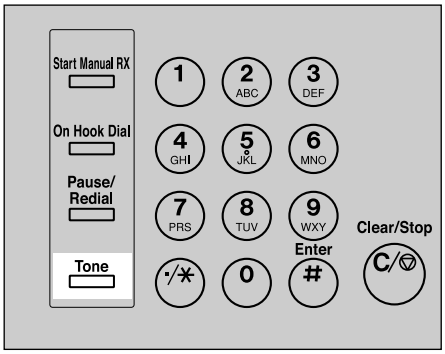
❒ You cannot insert a pause before the first digit of a fax number.

Note

❒ A pause is shown as a "-" on the display.

Tone

This feature allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the 【Tone】 key, the machine dials the number using tonal signals.



ZEWS014N

Limitation

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

Note

- ❒ A tone is shown as a "•" on the display.

Using the 【Tone】 key with On Hook Dial

① Press the 【On Hook Dial】 key.

② Enter the fax number with the number keys.

③ Press the 【Tone】 key.

Sending Tonal Signals by ISDN (Optional ISDN Unit Required)

You can still send tonal signals to a G3 user even if the machine is only connected to an ISDN line.

Note

- ❒ This feature can only be used for Memory or Immediate Transmission. You cannot dial through ISDN using On Hook Dial or Manual Dial.
- ❒ When G4 is selected, the display shows UUI after a tone indication "*". ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- ❒ When G3 is selected on ISDN line, you can set the indication after a tone indication "*" in the User Parameters : PB(tone) or UUI. ⇒ Chapter 4, "Advanced Features", Chapter 8, "Changing Key Operator Settings" in the Advanced Features manual

Quick Dials

When you have programmed a destination's number in a Quick Dial table, you can dial the number by just selecting the destination from the Quick Dial table.

Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

Preparation

You must program the fax number of a destination for the Quick Dial table prior to using Quick Dial.⇒ p.54 “Programming Quick Dials”

Note

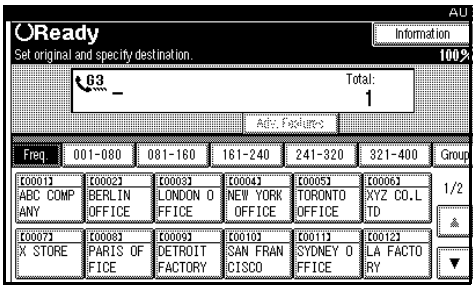
- ❒ When you press the title key above the destination keys, the destination keys programmed in that title key appear.
- ❒ To check the contents of Quick Dial, print the Quick Dial list. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual
- ❒ A stored name can be printed out on the first page of a received fax at the other end. ⇒ Chapter 4, "Transmission Options" in the Advanced Features manual

Reference

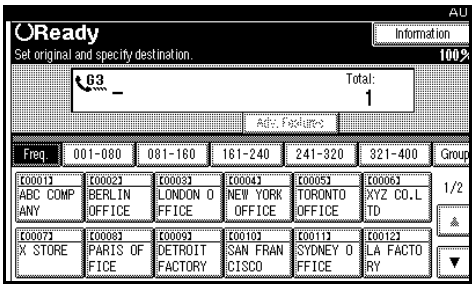
⇒ p.41 “Dialing”

1 **Place your original and select any scan settings you require. ⇒ p.36 “Scan Settings”**

2 **Press the title key for the table with the desired destination key.**



3 **Press the destination key. If the desired destination key is not shown, press [▲] and [▼] to look through the table.**



Note

- ❒ To cancel a selected destination, press that destination again.
- ❒ If you wish to dial another destination, press **[Add]** and repeat steps **2** and **3**.

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

Changing Display Method

① Press **[Dest. Management]**.

② Press **[Switch Display]**.

③ Select **[Display Quick Dial Tbl]** or **[Display Number Keys]**.

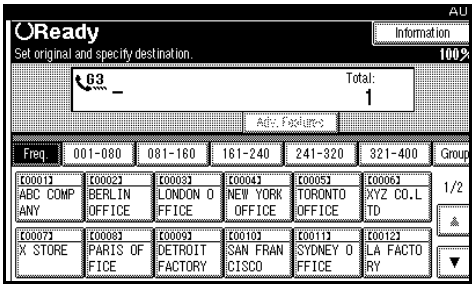
④ Press **[OK]**.

Note

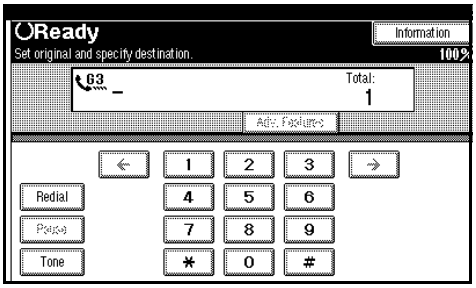
- ❒ To cancel the change, press **[Cancel]**. The display appears as in step ②.

⑤ Press **[Exit]**.

❖ Quick Dial Table



❖ Display Number Key



Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example, "Branch Offices") which will be displayed before you press the **【Start】** key.

Preparation

You need to program the Groups.
⇒ p.63 “Programming Groups”

Limitation

❒ Group Dial can be used only for Memory Transmission; it cannot be used for Immediate Transmission. The machine automatically changes to Memory Transmission when you use Group Dial.

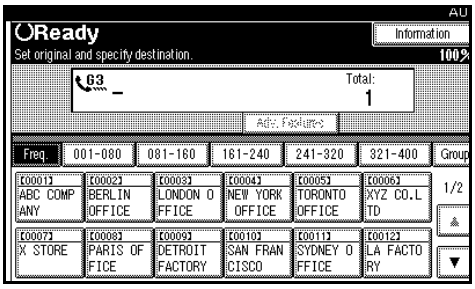
Note

❒ To check the contents of the Groups, print the list. ⇒ Chapter 7, "Printing the Group Dial List" in the Advanced Features manual

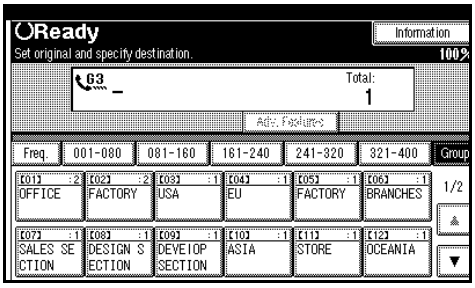
❒ A total of 500 destinations can be programmed for Group Dial.

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

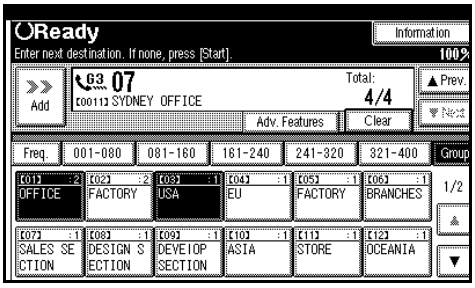
2 **Press [Group].**



3 **Press the group key for the desired group.**



A programmed destination and the total number of destinations is displayed. Press **[▲ Prev.]** or **[▼ Next]** to see the other destinations.



Note

❒ If you make a mistake, press the group key or **[Clear]** and start again.

Reception

Selecting the Reception Mode

There are two ways you can set up your machine to handle incoming calls:

- Manual Reception (external telephone required)
- Auto Reception (external telephone required)

Manual Reception

When a telephone call comes in, the machine rings. If the call is a fax message, you must manually change to facsimile mode.

Auto Reception

When a telephone call comes in, the machine automatically receives it as a fax message. Use this setting for a dedicated fax line.

Limitation

❒ You cannot select the reception mode when the Extra G3 Interface Unit (option) is installed.

❒ The optional external telephone is required to use this machine as a telephone.

❒ You cannot select the reception mode when you use an ISDN line.

Receiving a Fax in Manual Reception Mode

① When the machine rings, pick up the handset of the external telephone.

② If you hear beeps, press the 【**Start**】 key or the 【**Start Manual RX**】 key. (The 【**Start**】 key is available in the facsimile mode when an original is not placed only.)

③ Replace the handset of the external telephone. The machine will start receiving.

Initial Settings and Adjustments

You can send information to the other party when transmitting or receiving a fax message. This information is shown on the display of the other machine and printed as a report. The following information can be sent.

❖ Own Name

The Own Name is sent to the other party when you send or receive a fax. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.

- You can program letters, symbols, number, and spaces.

Limitation

❒ Own Name works only when the other machine is the same make and has the Own Name feature.

Note

❒ You can program up to 20 characters in Own Name.

❖ Fax Header

The Fax Header is printed as the header of every fax you send. You should include your name in Fax Header.
You can program letters, symbols, number, and spaces.

Note

❒ You can program up to 32 characters in Fax Header. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

❖ Own Fax Number (Facsimile number of sender)

The Own Fax Number of the sender is sent to the other party when sending a fax using a G3 line. The received facsimile number is shown on the display of the other machine and printed in a report. This function is available regardless of the make of the other party's machine.

Note

❒ You can program up to 20 characters in Own Fax Number

❖ G4 Terminal ID

The optional G4 Unit is required to use this function.
G4 Terminal ID is available when the machine is connected to an ISDN line. This information is printed by the other party's machine when a fax is transmitted.
You can program letters, symbols, number, and spaces.

Note

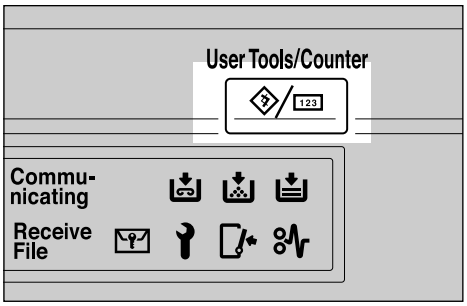
❒ You can program up to 22 characters in G4 Terminal ID.

Important

❒ You can confirm the programmed settings from Parameter Setting. We recommend that you print and keep the Parameter List when you program or change settings. ⇒ Chapter 8, "Printing the User Parameter list" in the Advanced Features manual

Programming

1 Press the 【User Tools/Counter】 key.



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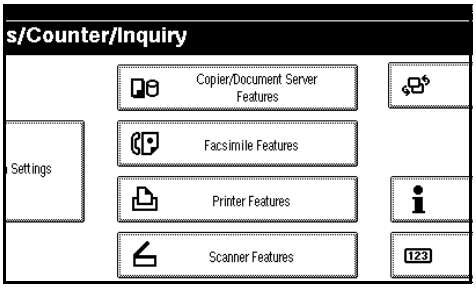
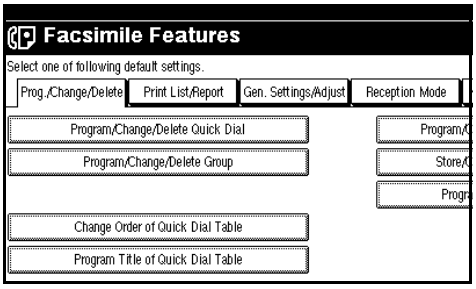
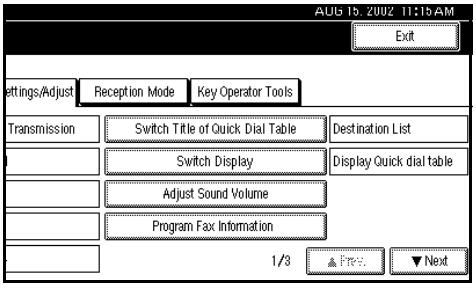
2 Press [Facsimile Features].



3 Press [Gen. Settings/Adjust].



4 Press [Program Fax Information].



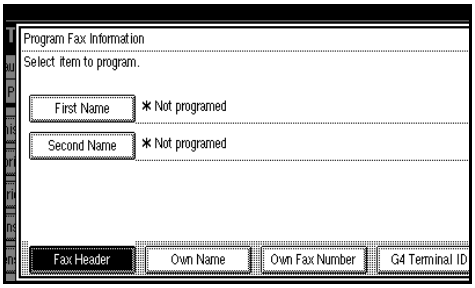
Note

❒ If "Program Fax Information" is not shown, press [▲ Prev.] or [▼ Next].

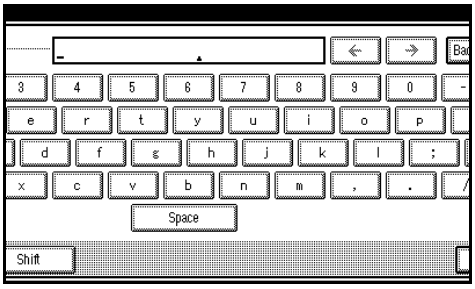
5 Program the name and facsimile number.

Programming a Fax Header

❶ Press [First Name] or [Second Name].



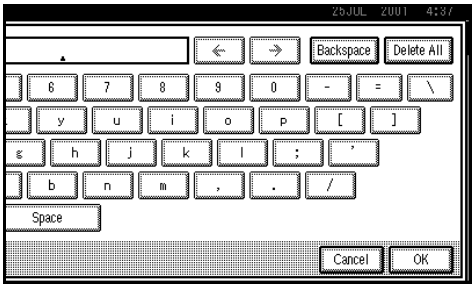
❷ Enter a Fax Header.



Reference

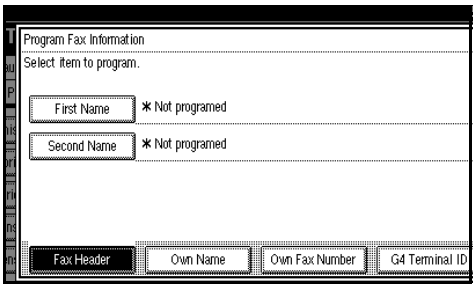
⇒ p.72 “Entering Text”

❸ Press [OK].

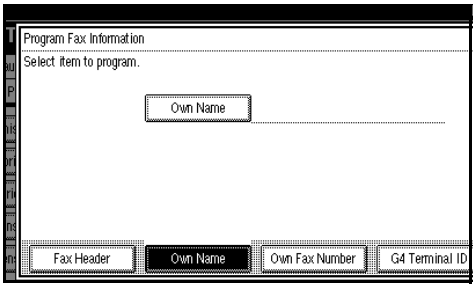


Programming an Own Name

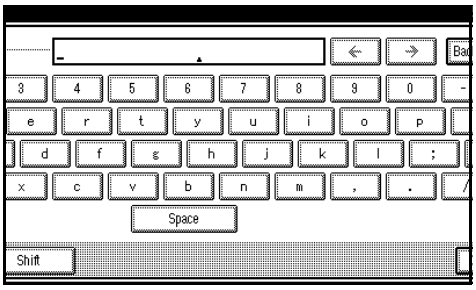
❶ **Press [Own Name].**



❷ **Press [Own Name].**



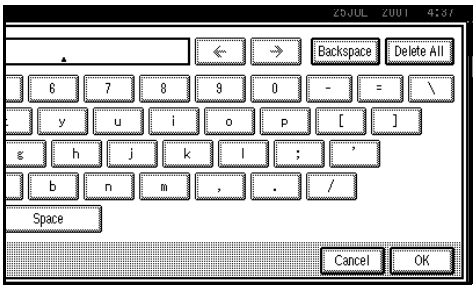
❸ **Enter an Own Name.**



Reference

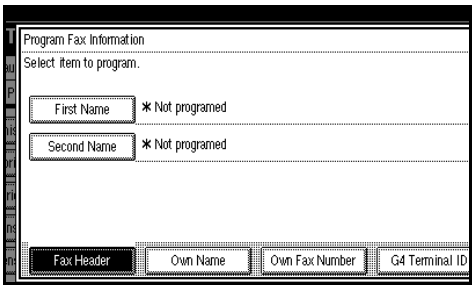
⇒ p.72 "Entering Text"

❹ **Press [OK].**

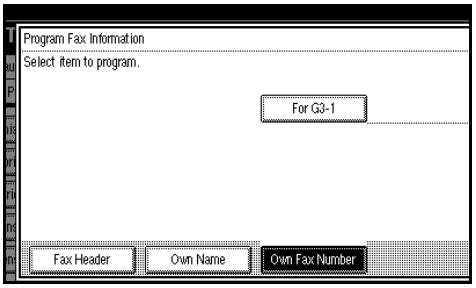


Programming an Own Fax Number

❶ **Press [Own Fax Number].**

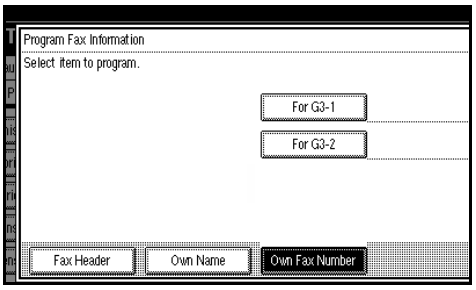


❷ **Select line type to Program.**

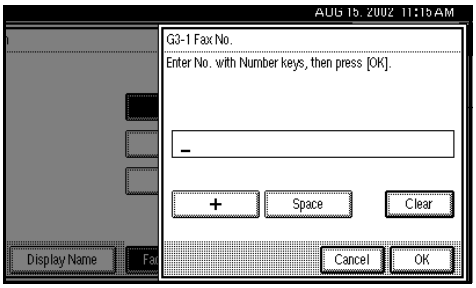


Note

- ❒ The display differs according to the number of G3 Interface Unit (option) installed.
- ❒ When an Extra G3 Interface Unit (option) is installed, the display appears as below.



❸ **Enter a facsimile number.**



Reference

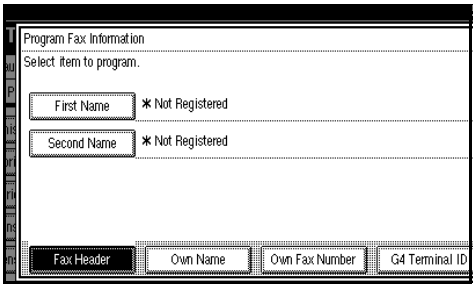
⇒ p.72 "Entering Text"

❹ **Press [OK].**

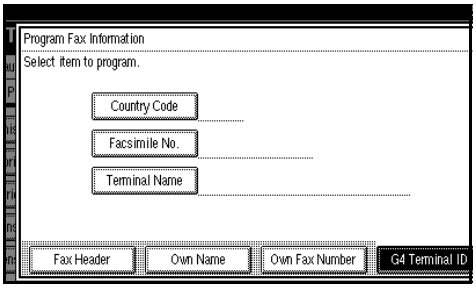
Programming G4 Terminal ID

The display appears as below when the optional ISDN Unit is installed.

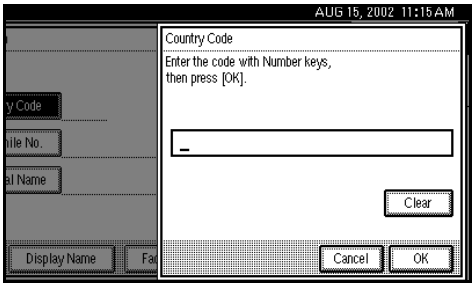
❶ **Press [G4 Terminal ID].**



❷ **Press [Country Code].**

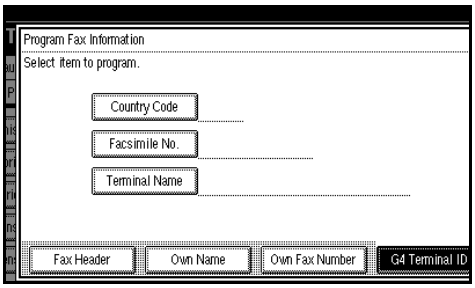


❸ **Enter a country code using the number keys.**

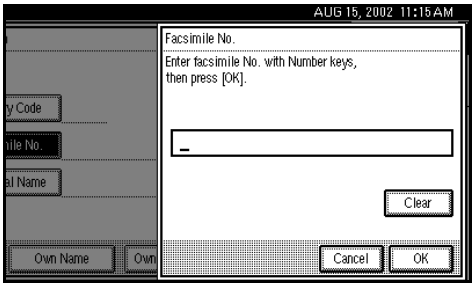


❹ **Press [OK].**

❺ **Press [Facsimile No.].**

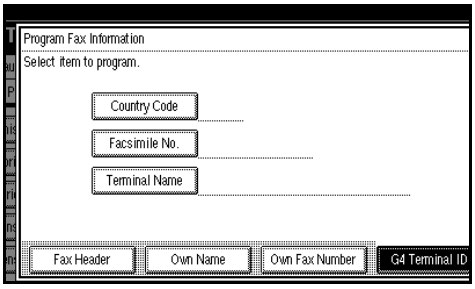


❻ **Enter a facsimile number using the number keys.**

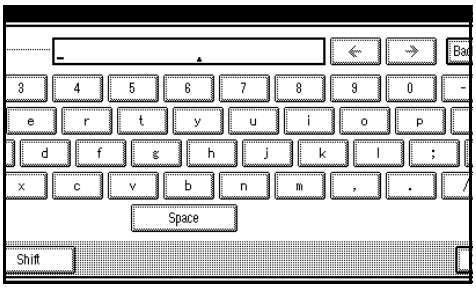


❼ **Press [OK].**

❽ **Press [Terminal Name].**



❾ **Enter a terminal name.**



Reference

⇒ p.72 "Entering Text"

❿ **Press [OK].**

6 **Press [Exit].**

7 **Press the 【User Tools/Counter】 key.**

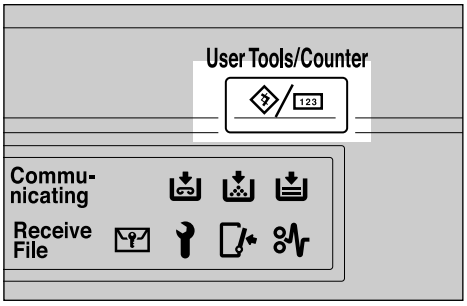
The machine will return to standby mode.

Editing

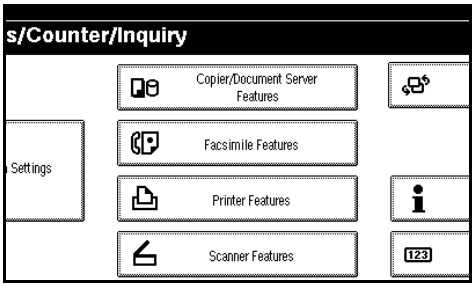
Note

❒ The following procedure explains how to edit Own Name as an example.

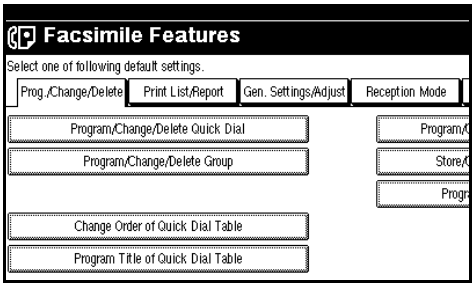
1 **Press the 【User Tools/Counter】 key.**



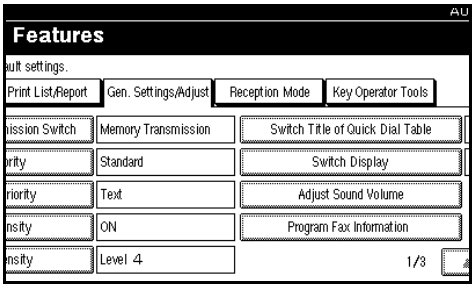
2 **Press [Facsimile Features].**



3 **Press [Gen. Settings/Adjust].**



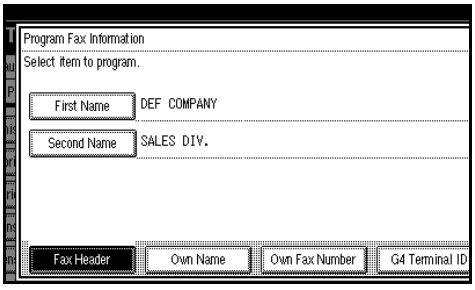
4 **Press [Program Fax Information].**



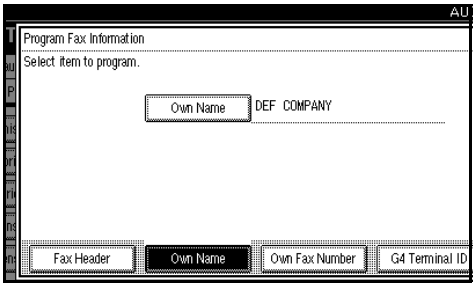
Note

❒ If "Program Fax Information" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

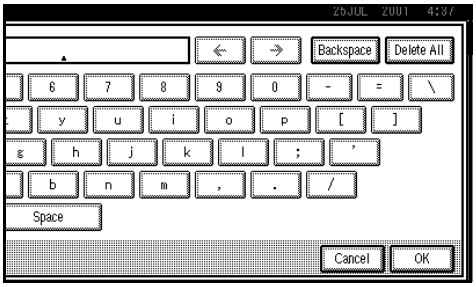
5 **Press [Fax Header], [Own Name] or [Own Fax Number] for editing.**



6 **Press the item you want to edit.**



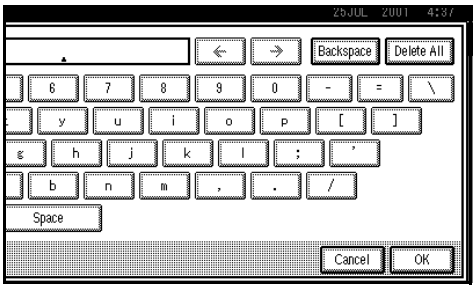
7 **Press [Backspace] or [Delete All] and reenter the name or number.**



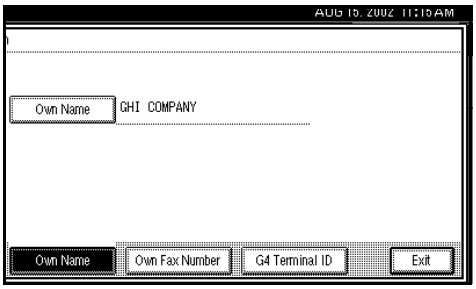
Note

❒ Press **[Clear]** if you want to edit Own Fax Number, Country Code and Own Fax Number of G4 Terminal ID.

8 **Press [OK].**



9 **Press [Exit].**



10 **Press the 【User Tools/Counter】 key.**

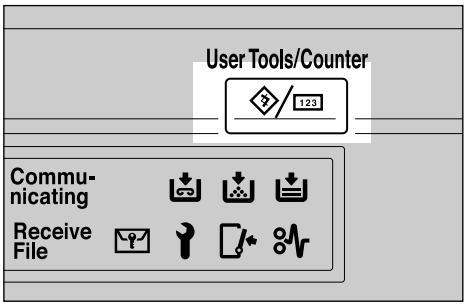
The machine will return to standby mode.

Deleting

Note

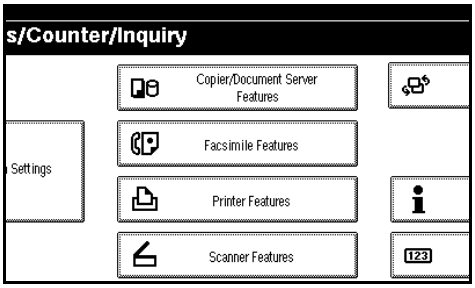
❒ The following procedure explains how to edit Own Name as an example.

1 **Press the 【User Tools/Counter】 key.**

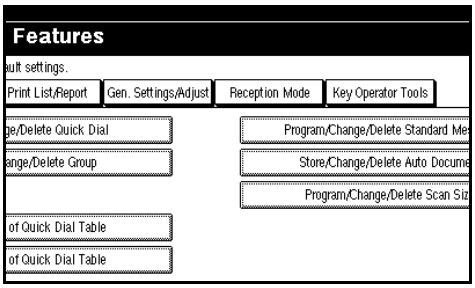


ZEWS050N

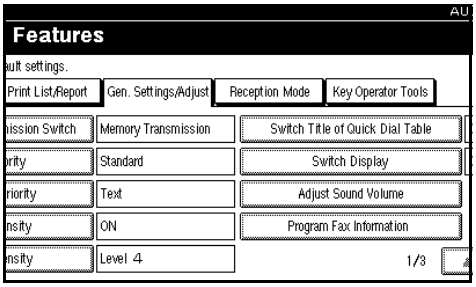
2 **Press [Facsimile Features].**



3 **Press [Gen. Settings/Adjust].**



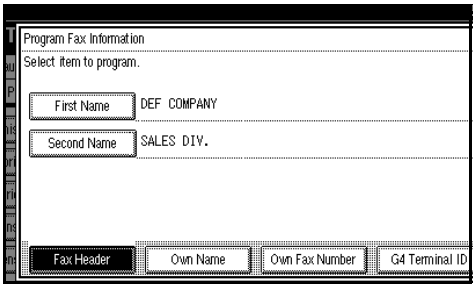
4 Press **[Program Fax Information]**.



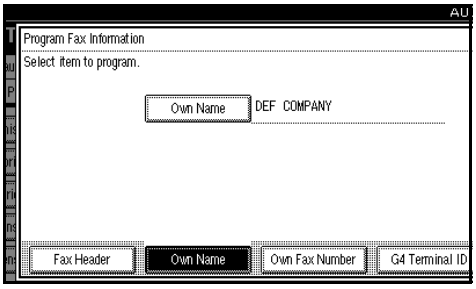
Note

❒ If "Program Fax Information" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

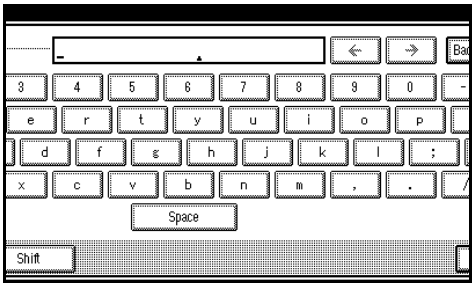
5 Press **[Fax Header]**, **[Own Name]** or **[Own Fax Number]** for deleting.



6 Press the item you want to delete.



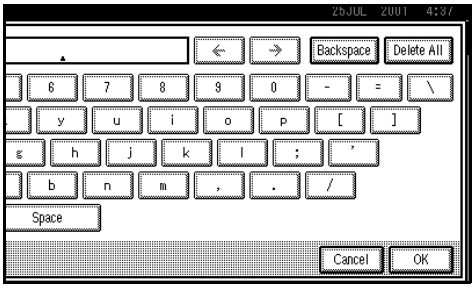
7 Press **[Backspace]** or **[Delete All]** and reenter the name or number.



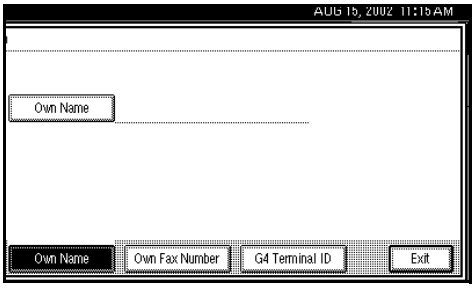
Note

❒ Press **[Clear]** if you want to edit Own Fax Number, Country Code and Own Fax Number of G4 Terminal ID.

8 Press **[OK]**.



9 Press **[Exit]**.



10 Press the **[User Tools/Counter]** key.

The machine will return to standby mode.

3

Quick Dial

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

Use the following steps to program a new Quick Dial or to edit or overwrite existing Quick Dials.

You can program the following items in each key:

- Destination fax number (up to 254 digits)
  You can select a line type for each destination when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed.
  Setting can also be made for SEP, SUB, PWD, PID (up to 20 digits), sub-address (optional ISDN Unit is required), UUI, and tonal signals.
  ⇒ p.43 “Tone”, ⇒ Chapter 4, "Transmission Features" in the Advanced Features manual
- Destination name (up to 20 characters)
- Label Insertion (whether to print the destination name on faxes sent to this number)
- Fax Header (which Fax Header is printed on faxes sent to this number) ⇒ Chapter 4, "Sub Transmission Mode" in the Advanced Features manual
- Key Display
  You can program the Key Display shown on the display (up to 16 characters). The Group name (up to 16 characters of the group name) will be programmed as the Key Display automatically if you do not program a Key Display.
- Select Title
  You can select a title for display programmed destinations. If no specific title is selected, only "Quick Dial List" will be shown.

Note

❒ You can program your own messages to be used as standard messages.
⇒ Chapter 7, "Program/Delete Menu" in the Advanced Features manual

Important

❒ We recommend that you print and keep the Quick Dial List when you program or change fax numbers.
⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

Programming Quick Dials

If a destination is programmed in the Quick Dial table, you can just press that Quick Dial key to dial.

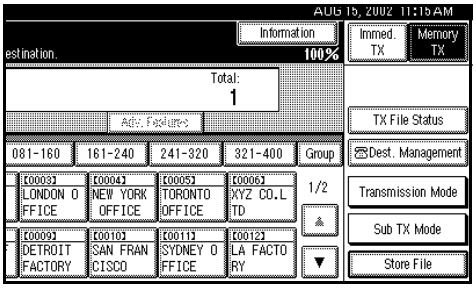
Limitation

❒ When a programmed Quick Dial key is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destination for this key at this time.

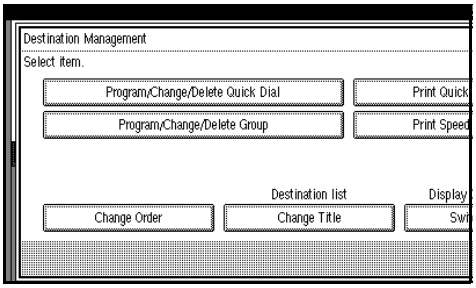
Note

- ❒ Up to 400 destinations can be programmed. You can program up to 1200 destinations when Fax Function Upgrade Unit is installed.
- ❒ The maximum number of digits for a fax number may be less than 254 due to the settings for the F Code, Space and Sub-address.
- ❒ You can program a destination into the Quick Dial table using **[Prog./Change/Delete]** in The Facsimile Features. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

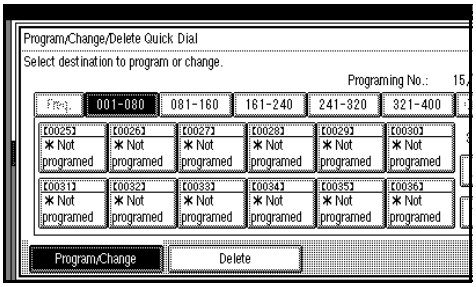
1 **Press [Dest. Management].**



2 **Press [Program/Change/Delete Quick Dial].**



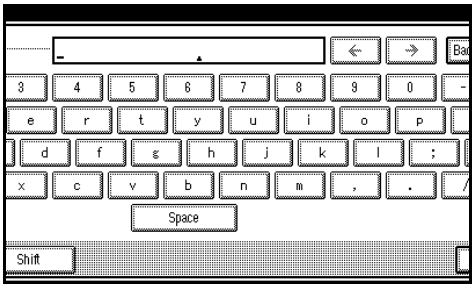
3 **Select the destination key you want to program.**



Note

- ❒ If the destination key has not been programmed, **[*Not programed]** is shown.
- ❒ If an unprogrammed key is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ Press **[Change Title]** to display another title.

4 **Enter the name of the destination.**



Reference

⇒ p.72 "Entering Text"

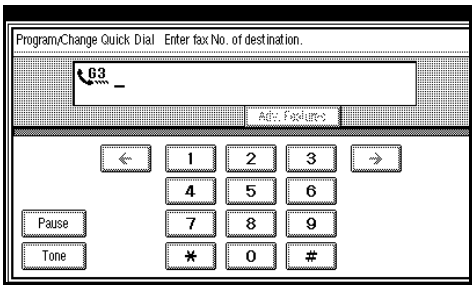
Note

- ❒ If the key has been programmed already, the contents are shown.

5 **Press [OK].**

The name has been programmed.

6 **Enter the facsimile number you want to program with the number keys or [1], [2], [3], [4], [5], [6], [7],[8], [9], [0], [✱], and [#].**



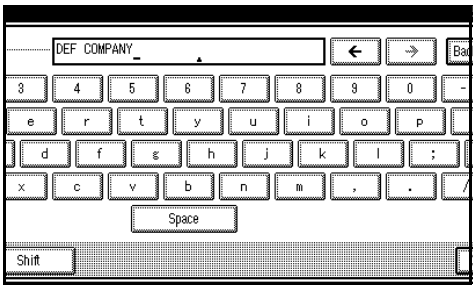
Note

- ❒ You should program a facsimile number.
- ❒ If you make a mistake, press **[Clear]** and start again.
- ❒ Press **[Adv. Features]** to edit F code, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual.
- ❒ You can select a line type for each destination when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed. Press **[Select Line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

Programming/Changing Key Display

❶ **Press [Key Display].**

❷ **Enter a Key Display.**



Note

- ❒ The name which you programmed is shown. ⇒ p.72 "Entering Text"

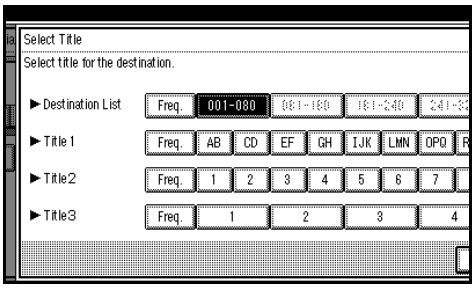
❸ **Press [OK].**

The Key Display which you programmed is shown.

Selecting a Title

❶ **Press [Select Title].**

❷ **Select the title you want to program.**



Note

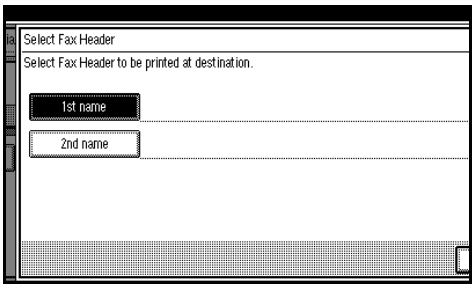
- ❒ You can program the same destination in **[Title 1]** , **[Title 2]** and **[Title 3]**.
- ❒ When **[Freq.]** is selected for one title, **[Freq.]** is selected for all titles. ⇒ Chapter 7, "Program/Delete Menu" in the Advanced Features manual

❸ **Press [OK].**

Selecting a Fax Header

❶ **Press [Select Fax Header].**

❷ **Select [1st Name] or [2nd Name] for registration.**

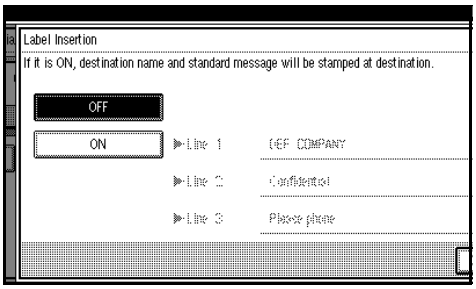


❸ **Press [OK].**

Programming Label Insertion

❶ **Press [Label Insertion].**

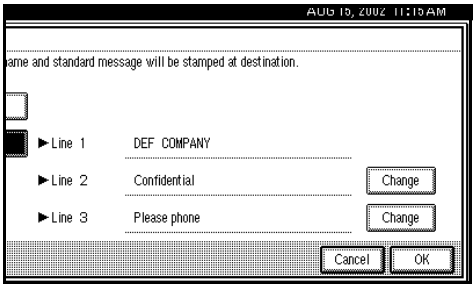
❷ **Select [ON] or [OFF].**



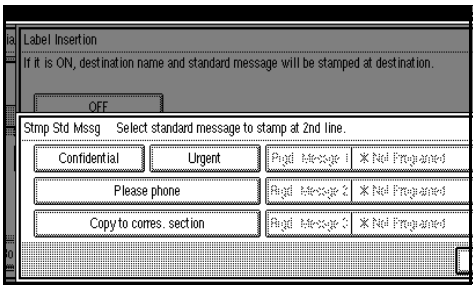
Note

❒ If you select **[OFF]** or if you want to insert only the destination name, go to step ❻.

❸ **Press [Change] at the right side of the second or third line.**



❹ **Select the standard message to be stamped at the second or third line.**



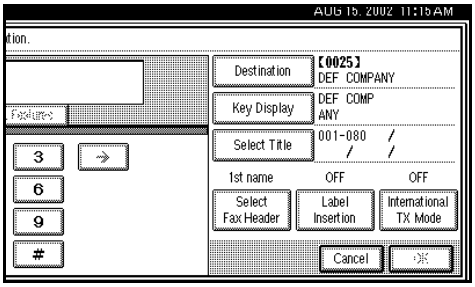
❺ **Press [OK].**

Note

❒ To stamp the standard message at the second or third line, proceed from step ❸.

❻ **Press [OK].**

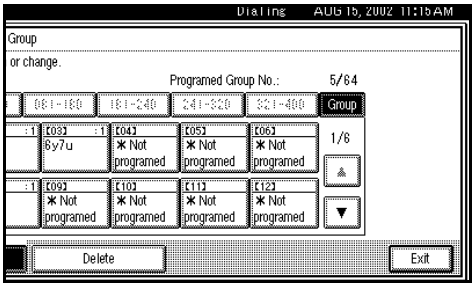
❼ **Press [OK].**



Note

❒ If you press **[Cancel]**, no changes are made. The display appears as in step ❸.

❽ **Press [Exit] .**



❾ **Press [Exit]**

The machine will return to standby mode.

Editing Quick Dials

Change the destination information already programmed. Use this procedure to cancel a transmission after the original has been scanned.

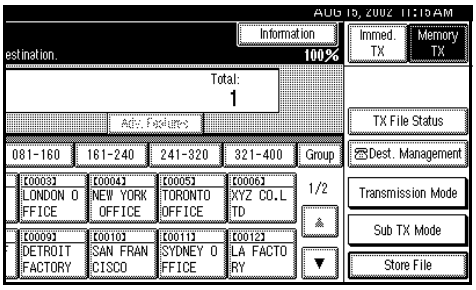
Limitation

- ❒ When a programmed Quick Dial key is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destination for this key at this time.

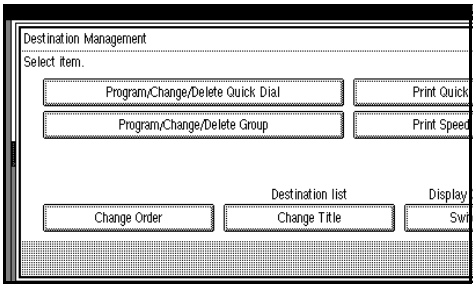
Note

- ❒ You also can change the destination information in "Program/Delete Menu" in "The Facsimile Features".

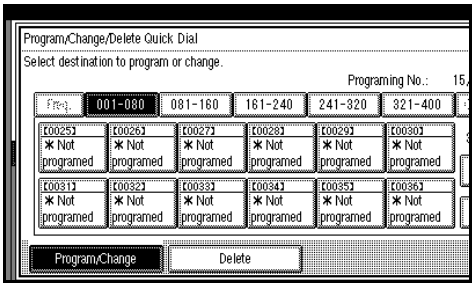
1 **Press [Dest. Management].**



2 **Select [Program/Change/Delete Quick Dial].**



3 **Select the destination key you want to change.**



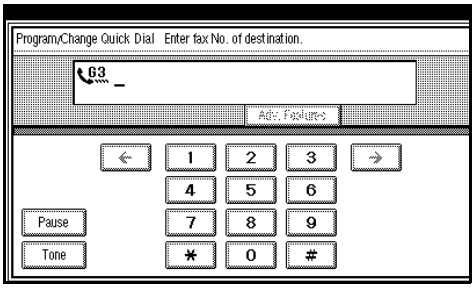
Note

- ❒ If the destination key you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ Press **[Change Title]** to display another title.

4 **Edit the items you want to change.**

Editing a Facsimile Number

❶ **Press the 【Clear/Stop】 key or [Clear] and reenter the facsimile number.**



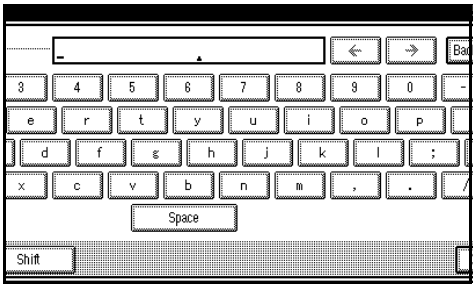
Note

- ❒ Press **[Adv. Features]** to edit F code, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- ❒ You can select a line type for each destination when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed. Press **[Select Line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

Editing a Destination

❶ **Press [Destination].**

❷ **Reenter the destination.**



Reference

⇒ p.72 "Entering Text"

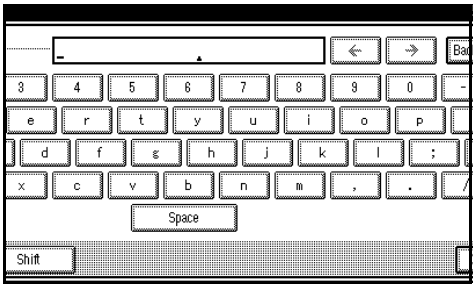
❸ **Press [OK].**

The new destination entered is shown.

Editing a Key Display

❶ **Press [Key Display].**

❷ **Reenter the Key Display.**



Reference

⇒ p.72 "Entering Text"

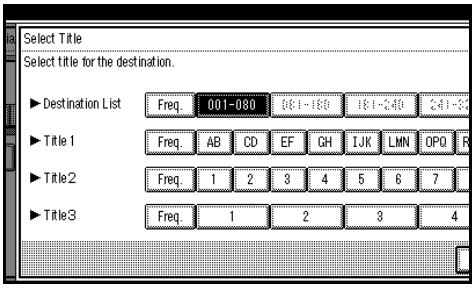
❸ **Press [OK].**

The new Key Display entered is shown.

Editing a Title

❶ **Press [Select Title].**

❷ **Select the title you want to edit.**



Note

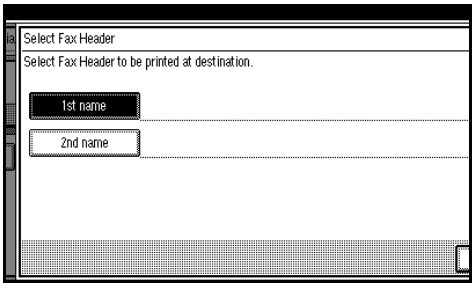
- ❒ You can program the same destination in **[Title 1]**, **[Title 2]** and **[Title 3]**.
- ❒ When **[Freq.]** is selected for one title, **[Freq.]** is selected for all titles.

❸ **Press [OK].**

Editing a Fax Header

❶ **Press [Select Fax Header].**

❷ **Select [1st Name] or [2nd Name] and edit them.**

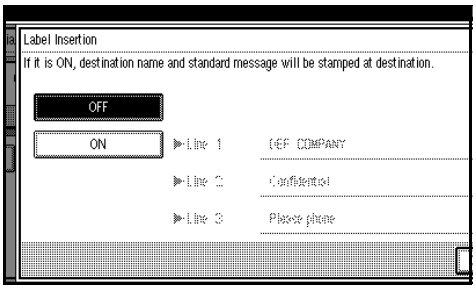


❸ **Press [OK].**

Editing Label Insertion

❶ **Press [Label Insertion].**

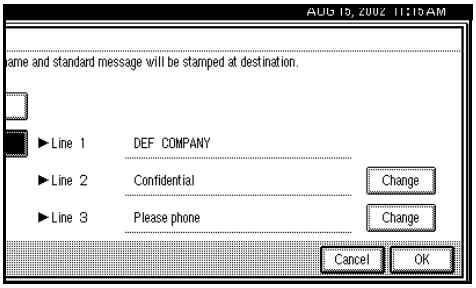
❷ **Select [ON] or [OFF].**



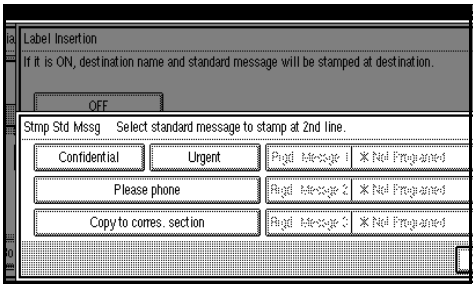
Note

❒ If you select **[OFF]** or if you want to insert only the destination name, go to step ❻.

❸ **Press [Change] at the right side of the second or third line.**



❹ **Select the standard message to be stamped at the second or third line.**



❺ **Press [OK].**

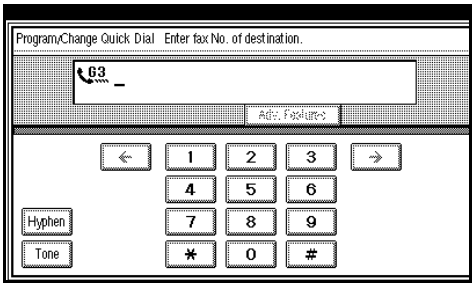
Note

❒ To stamp the standard message at the second or third line, proceed from step ❸.

❻ **Press [OK].**

❺ **Press [OK].**

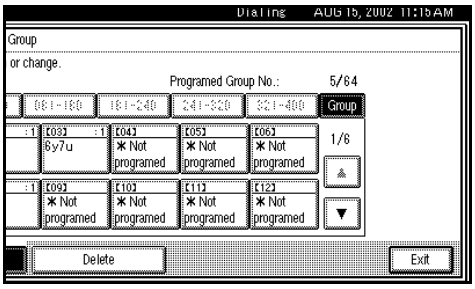
The destination information changes.



Note

❒ If you press **[Cancel]**, no changes are made. The display appears as in step ❸.

❻ **Press [Exit] .**



❼ **Press [Exit].**

The machine will return to standby mode.

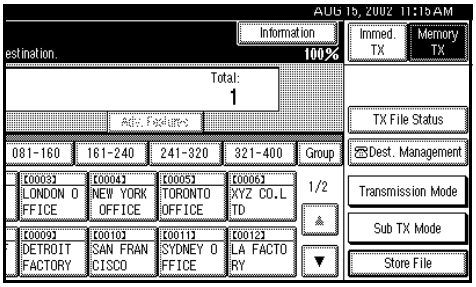
Deleting Quick Dials

This procedure describes how to find a programmed Quick Dial and delete it.

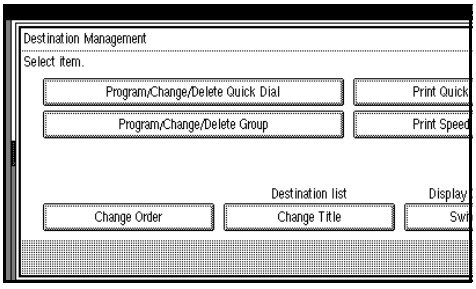
Limitation

- ❒ When you try to delete a Quick Dial key that is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot delete the destination for this key at this time.

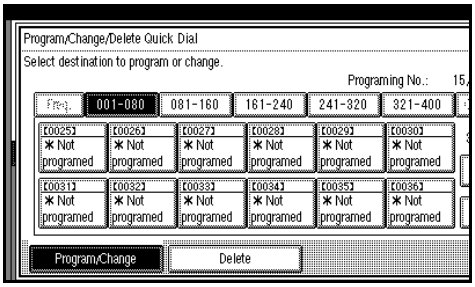
1 **Press [Dest. Management].**



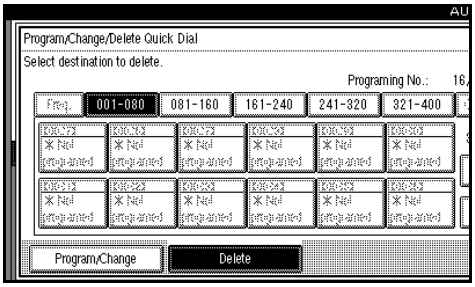
2 **Select [Program/Change/Delete Quick Dial].**



3 **Press [Delete].**



4 **Select a destination key to be deleted.**

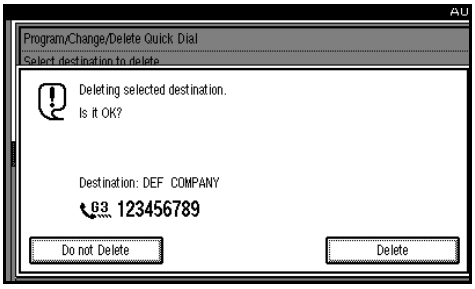


The information for the destination key is shown.

Note

- ❒ If the destination key you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ Press **[Change Title]** to display another title.

5 **Press [Delete].**

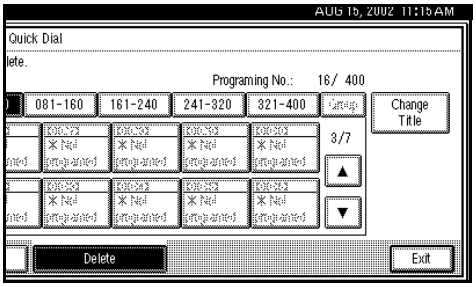


The destination has been deleted.

Note

- ❒ If you press **[Do not Delete]**, the destination is not deleted. The display appears as in step **4**.

6 **Press [Exit] .**



7 **Press [Exit] .**

The machine will return to standby mode.

Groups

Programming Groups

If you send the same message to several destinations at the same time on a regular basis, program these destination numbers as a Group. This allows you to dial these destinations with a single key press.

You can program the following items in a Group:

- Destination fax numbers (up to 500 numbers for each group or 2,200 numbers with optional Fax Function Upgrade Unit, up to 254 digits for each number)
- Group name (up to 20 characters)
- Key Display
  You can program the Key Display shown on the display (up to 16 characters). The Group name (up to 16 characters of the group name) will be programmed as the Key Display automatically if you do not program a Key Display.

You can edit destinations which are programmed in a group.

Programming Groups

Preparation

All destinations to be programmed should be selected using the Quick Dial table or entered using the number keys. You can use a combination of the Quick Dial table and number keys.

Important

❒ It is recommended that you print and keep the Group Dial list when you program or change destinations. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

Limitation

❒ When a programmed group is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destinations for this Group at this time.

Note

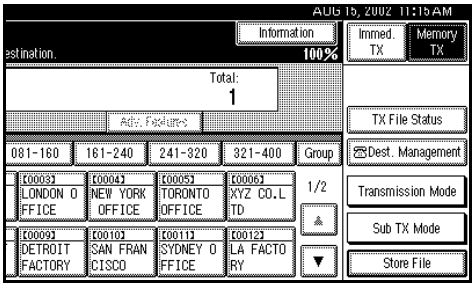
❒ The maximum number of distinations that can be programmed in total is 500 (2,200 with optional Fax Function Upgrade Unit). With Quick Dial table: 400 (1,200 with optional Fax Function Upgrade Unit) With number keys: 100 (1,000 with optional Fax Function Upgrade Unit)

❒ The theoretical maximum number of destinations you can store in a Group [*1] is 500 [*2] (2,200 with optional Fax Function Upgrade Unit installed) .

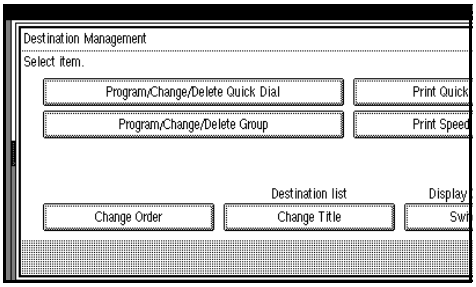
*1 If the same distination number is programmed in several Groups, it will only be counted as a single item.

*2 A maximum of 400 numbers can be stored with the Quick Dial table and 100 numbers with the number keys.

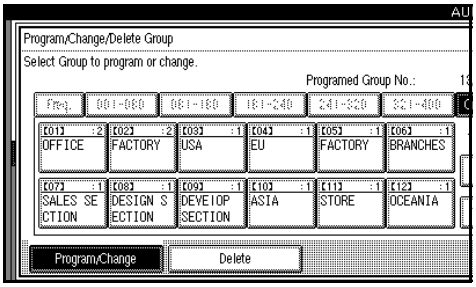
1 Press [Dest. Management].



2 **Press [Program/Change/Delete Group].**



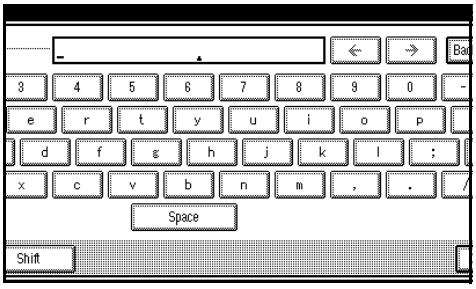
3 **Select the group key you want to program.**



Note

- ❒ If the group key has not been programmed, **[*Not programed]** is shown.
- ❒ If the destination key you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.

4 **Enter the name of the group.**



Note

- ❒ You should program the group name.

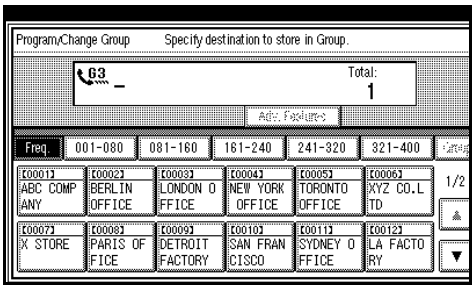
Reference

⇒ p.72 "Entering Text"

5 **Press [OK].**

The name has been programmed.

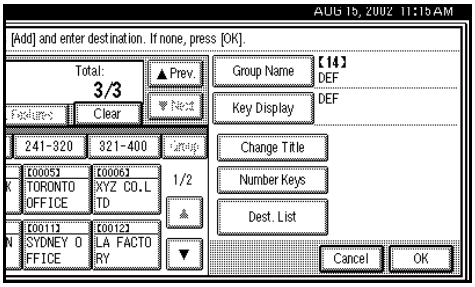
6 **Specify the destinations to be programmed in the Group.**



Note

- ❒ You should program facsimile numbers using the number keys or Quick Dial table.
- ❒ If you make a mistake, press the **【Clear/Stop】** key or **[Clear]** and enter again.
- ❒ If the destination key you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ Press **[Change Title]** to display another title.
- ❒ When you specify multiple destinations using the number keys, press **[Add]**.
- ❒ Press **[Dest. List]** to confirm the destinations programmed in the group.

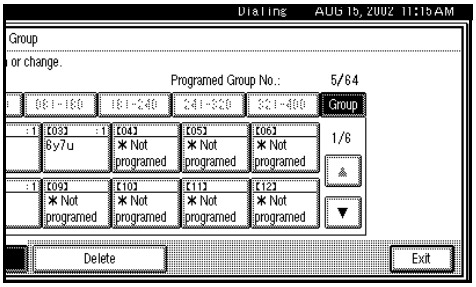
7 **Press [OK].**



Note

- ❒ If you press **[Cancel]**, the group is not programmed. The display appears as in step **3**.

8 **Press [Exit].**



9 **Press [Exit].**

The machine will return to standby mode.

Programming the Group as a Transfer Station of a Multi-Step Transfer

A Group can be programmed as a Transfer Station of a Multi-Step Transfer. You should program the receiving stations when you program the group as a Transfer Station.

For more information, contact your service representative.

Limitation

- ❒ If you want to program a group which has been programmed as a Transfer Station as a normal group, delete the group and program again.
- ❒ Only one group can be programmed as a Transfer Station.

① Follow step **1** to **6** in "Programming Groups".

② Press **[Adv. Features]**.

③ Press **[Transfer Req.]**.

④ Press **[Receiving Station]**.

⑤ Specify the receiving station.

Note

- ❒ When you specify the receiving station with Quick Dial, press **[Quick Dial]** and enter the Group Dial number using the number keys.
- ❒ When you specify the receiving station with Group Dial, press **[Group Dial]** and enter the Group Dial number using the number keys.

⑥ After specifying all of the receiving stations, press **[OK]**.

⑦ Press **[OK]**.

⑧ Press **[Exit]** twice.

Reference

⇒ Chapter 5, “Reception Functions” in the Advanced Features manual

3

Editing Groups

Change the Groups already programmed. Use this procedure to cancel a transmission after the original has been scanned.

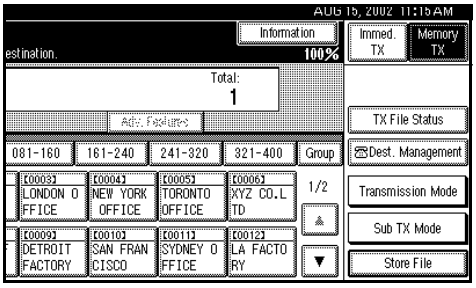
Limitation

- ❒ When a Group to be changed is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destinations for this key at this time.

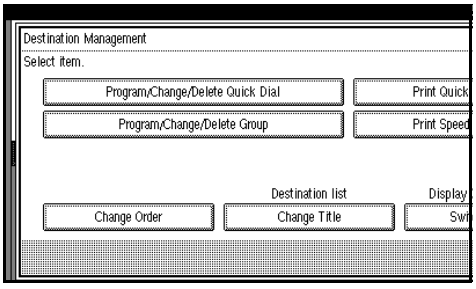
Note

- ❒ You can change the Groups also in "Program/Delete Menu" in "The Facsimile Features".

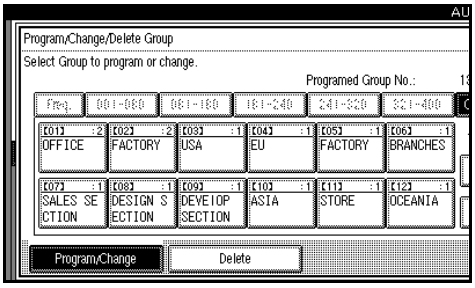
1 **Press [Dest. Management].**



2 **Select [Program/Change/Delete Group].**



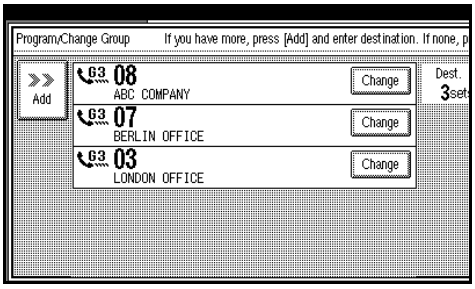
3 **Select the key for the group you want to change.**



Note

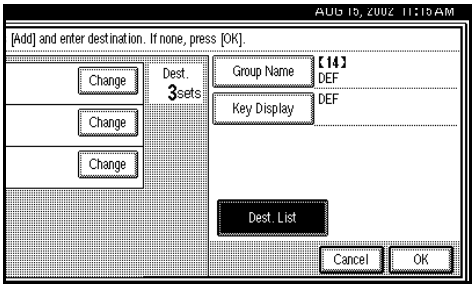
- ❒ If the group key you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.

4 **Change the contents of the group.**

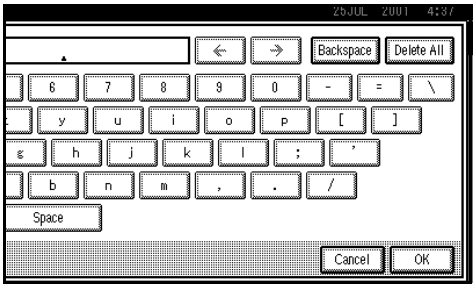


Editing a Group Name

❶ **Press [Group Name].**



❷ **Press [Backspace] and [Delete All], and then reenter the group name.**



Reference

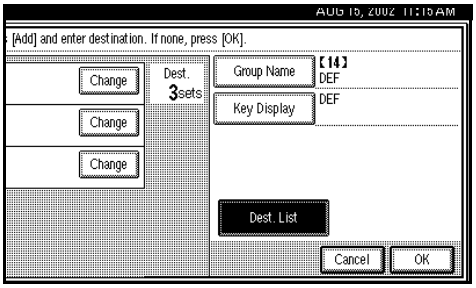
⇒ p.72 "Entering Text"

❸ **Press [OK].**

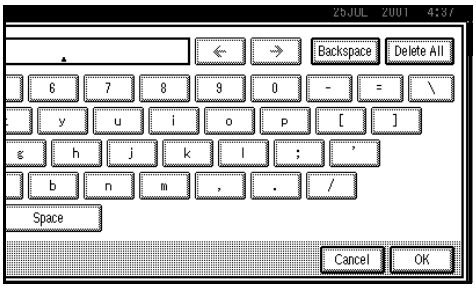
The display appears as in step ❹.

Editing Key Display

❶ **Press [Key Display].**



❷ **Press [Backspace] and [Delete All], and then reenter the Key Display.**



Reference

⇒ p.72 "Entering Text"

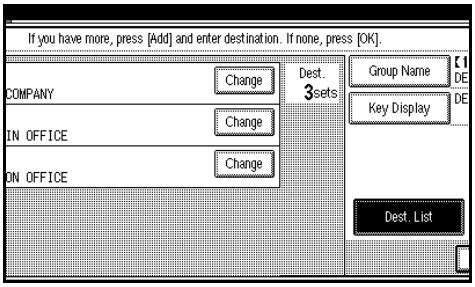
❸ **Press [OK].**

The display appears as in step ❹.

Editing a destination programmed in a Group

❶ **Press [Change] for the destination you want to edit.**

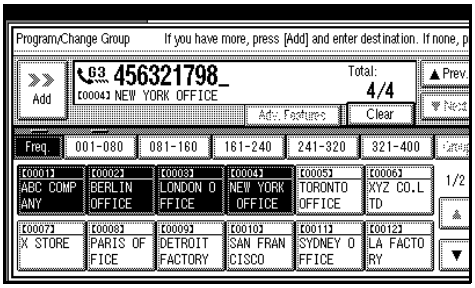
The name of the destination is displayed under the fax number if the destination is programmed with the Quick Dial table.



Note

❒ If the destination you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.

❷ **Edit the destination using the number keys or destination key.**

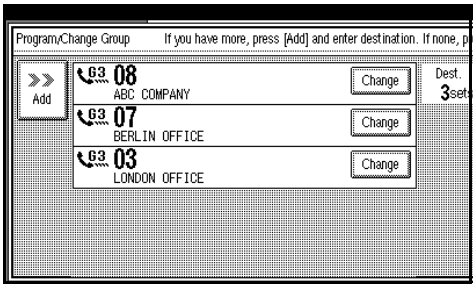


Note

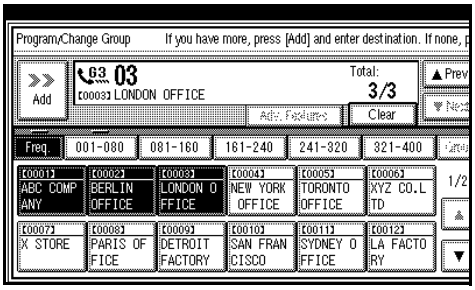
- ❒ If the destination is programmed with the number keys, press the **【Clear/Stop】** key or **[Clear]** and enter the fax number of the destination.
- ❒ If the destination is programmed with the Quick Dial table, press the **【Clear/Stop】** key or **[Clear]** to cancel programming, and then program with the destination key again. You can cancel programming also by pressing the destination key.
- ❒ Press **[Adv. Features]** to edit F code, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- ❒ You can select a line type for each destination when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed. Press **[Select Line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual
- ❒ To edit another destination, press **[Dest.List]** and proceed from step **4**.

Adding destinations

❶ Press [Add].



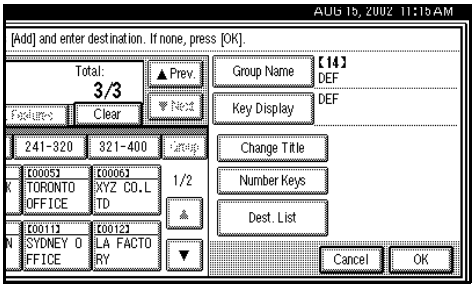
❷ Add the destination using the number keys or a destination key.



Note

- ❒ To add another destination, press **[Dest.List]** and proceed from step **4**.
- ❒ You also can cancel programming also by pressing the destination key of the destination to be added.
- ❒ Press **[Adv. Features]** to program F code, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- ❒ You can select a line type for each destination when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed. Press **[Select Line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

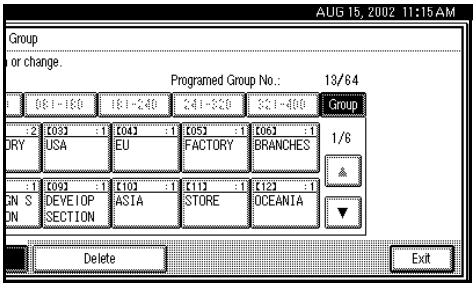
5 Press [OK].



Note

- ❒ If you press **[Cancel]**, the group is not changed. The display appears as in step **3**.

6 **Press [Exit] .**



7 **Press [Exit].**

The machine will return to standby mode.

Deleting Groups

Limitation

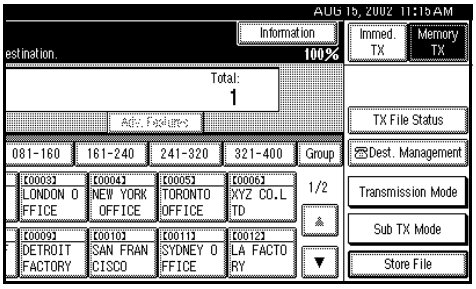
❒ When a Group to be deleted is being used for a Memory Transmission on standby, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot delete destinations for this Group at this time.

Note

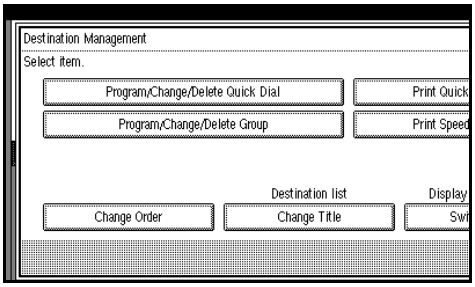
❒ You can delete the Groups also in "Program/Delete Menu" in "The Facsimile Features".

Deleting a destination programmed in a Group

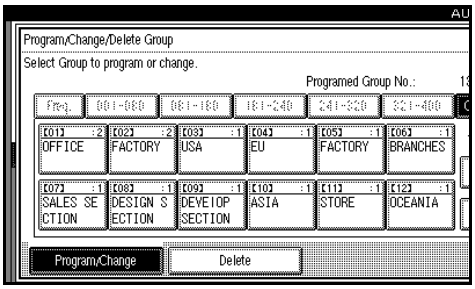
1 **Press [Dest. Management].**



2 **Select [Program/Change/Delete Group].**



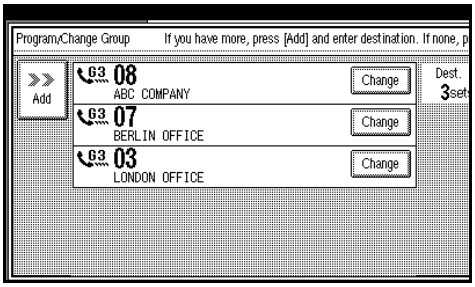
3 **Select the group key which contains the destination you want to delete.**



Note

❒ If the group key you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.

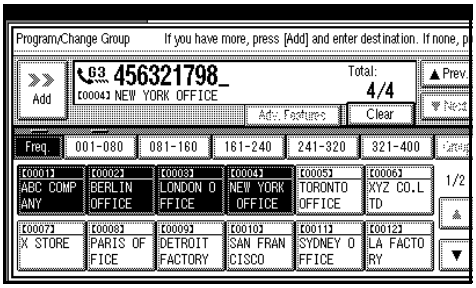
4 **Press [Change] for the destination you want to delete.**



3

5 **Press the 【Clear/Stop】 key or [Clear] to delete the facsimile number.**

If you programmed the destination with the number keys, the number will clear one digit at a time. If you programmed it with the Quick Dial table, the number will clear all at once.

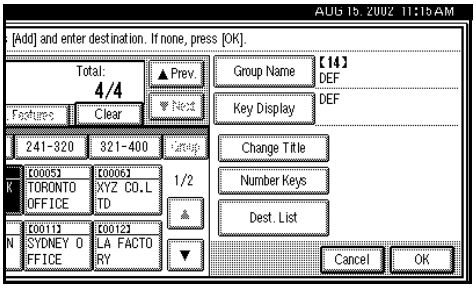


Note

- ❒ If the destination is programmed with the Quick Dial table, you also can delete the destination by pressing to highlight the destination key.
- ❒ If you want to delete another destination, press **[▲ Prev.]** or **[▼ Next]** to display it.

The programmed Group is shown on the display.

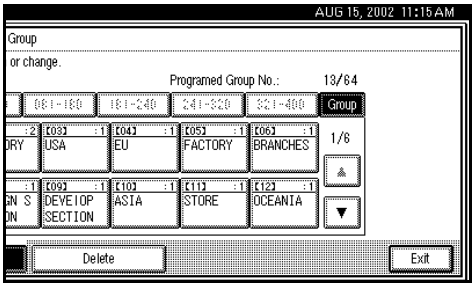
6 **Press [OK].**



Note

- ❒ If you press **[Cancel]**, the destination is not deleted. The display appears as in step **1**.

7 **Press [Exit].**

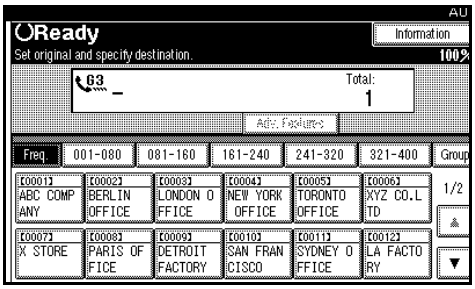


8 **Press [Exit].**

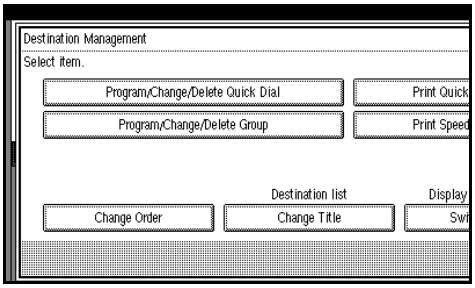
The machine will return to standby mode.

Deleting Groups

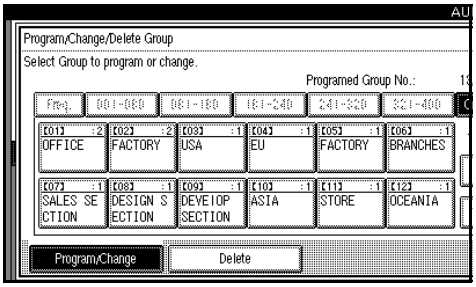
1 **Press [Dest. Management].**



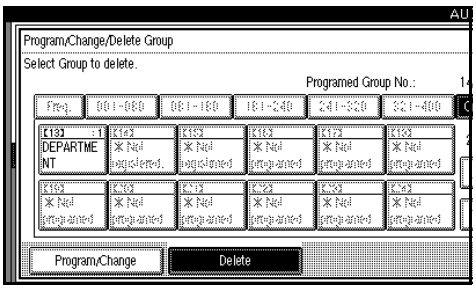
2 **Select [Program/Change/Delete Group].**



3 **Press [Delete].**



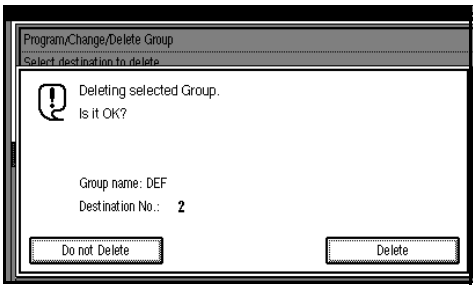
4 **Select the key for the group you want to delete.**



Note

- ❒ If a group key has not been programmed, **[*Not programed]** is shown.
- ❒ If the group key has been programmed, the group name or Key Display is shown.

5 **Press [Delete].**

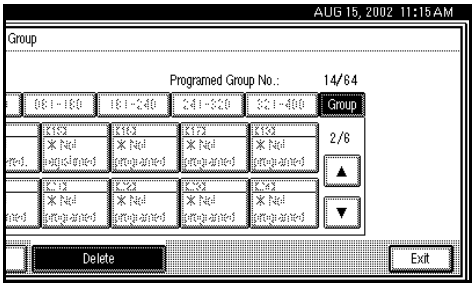


The group is deleted.

Note

- ❒ If you press **[Do not Delete]**, the display appears as in step **3**.

6 **Press [Exit] .**



7 **Press [Exit].**

The machine will return to standby mode.

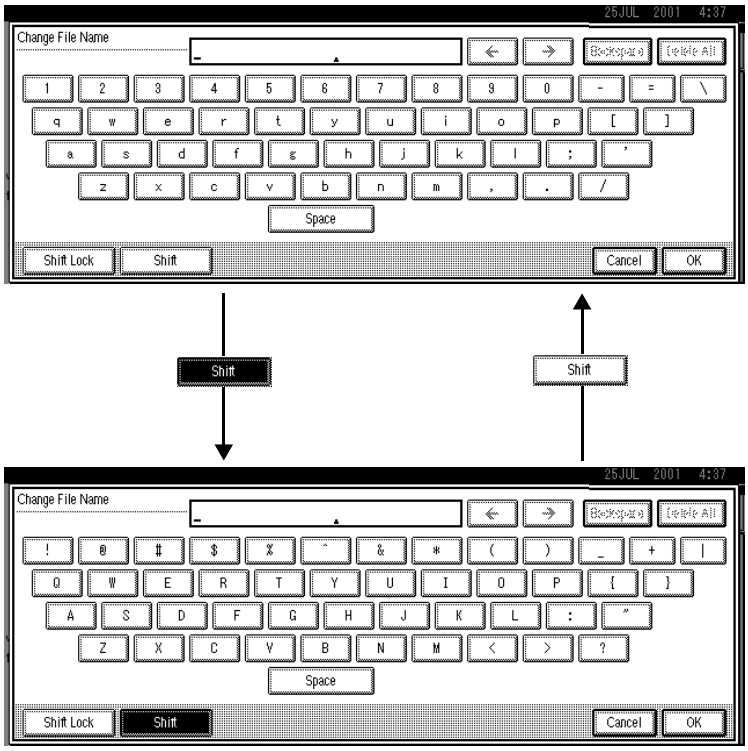
Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys



Note

❒ When entering uppercase or lowercase continuously, use the **[Shift Lock]** to lock the case.

How to Enter Text

Entering letters

1. Press [Shift] to switch between uppercase and lowercase.
2. Press the letter you want to enter.

Deleting characters

1. Press [Backspace] or [Delete All] to delete characters.

Adjusting Volume

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

❖ **On Hook**
Sounds when the 【On Hook Dial】 key is pressed.

❖ **Transmission**
Sounds when the machine sends a message.

❖ **Reception**
Sounds when the machine receives a message.

❖ **Dialing**
Sounds after pressing the 【Start】 key until the line connects to the destination.

❖ **Printing**
Sounds when a received message has been printed. ⇒ Chapter 5, "Print Completion Beep" in the Advanced Features manual

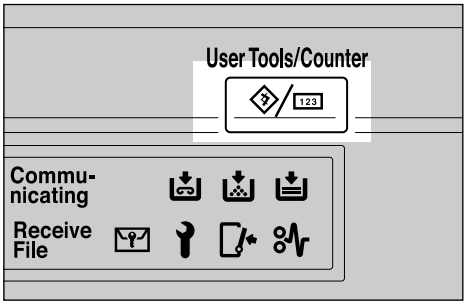
Limitation

❒ Adjusting Volume is not available with G4 on the optional Extra G3 Interface Unit.

Note

❒ You can adjust the On Hook volume when you press the 【On Hook Dial】 key. ⇒ Chapter 4, "On Hook Dial" in the Advanced Features manual

1 Press the 【User Tools/Counter】 key.



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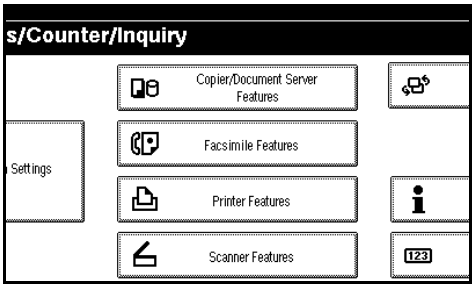
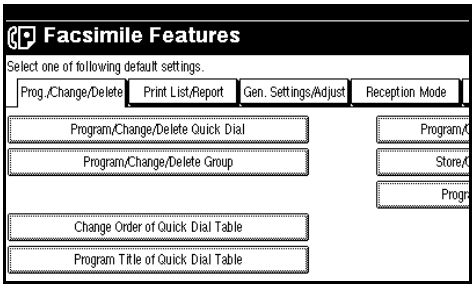
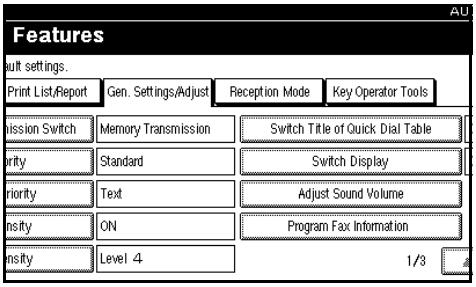
2 Press [Facsimile Features].



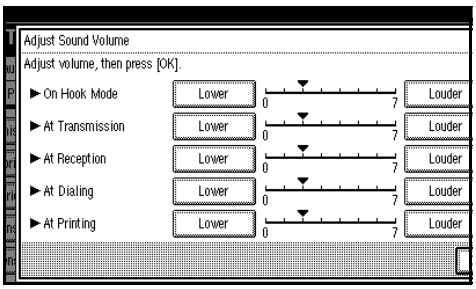
3 Select [Gen. Settings/Adjust].



4 **Select [Adjust Sound Volume].**



5 **Press [Lower] or [Louder] for each item.**



Note

❒ You can hear the actual volume by pressing **[Check]**.

6 **Press [OK].**

Note

❒ If you press **[Cancel]**, the volume setting is canceled. The display appears as in step **3**.

7 **Press [Exit].**

8 **Press the 【User Tools/Counter】 key.**

The machine will return to standby mode.

Error Messages and Their Meanings

If there is an error, one of the following messages may appear on the display. It might just flash briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Problem and Solution
Put original back, check it and press [Start].	Original jammed during Memory Transmission. Place originals that have not been scanned again.
Error occurred, and transmission was canceled.	A document jam occurred during Immediate Transmission. Press **[OK]** and re-send the page which has no been sent.
	An error occurred during Immediate Transmission. Press **[OK]** and re-send the original. **Note** ❒ There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error re-occurs frequently, contact your service representative.
Cannot detect original size. Place original again, then press [Start].	The machine failed to detect the size of the original. Place originals again and press the **【Start】** key.
Call Service Functional problems with facsimile. Please call service.	There is a problem with the fax function. Record the code number shown in the display and contact your service representative. The copier function will still work normally.
Memory is full. Cannot scan more. Transmitting only scanned pages.	If you press **[OK]**, the machine returns to the standby mode and starts transmitting pages which has been scanned.

When the 【Facsimile】 Key is Lit in Red

If this key is lit, press the **[Facsimile]** key to enter the facsimile mode. Refer to the table below and take the appropriate action.

Problem	Solution
Paper has run out.	Add paper. ⇒ "Loading Paper" in the Copy Reference
The paper output tray is full.	Remove the paper from the tray.
The machine is in RDS (Remote Diagnostic System) mode.	Wait with the **Main Power** switch on. The machine will enter the standby mode after it exits from the RDS mode.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier will still function normally.
Toner is empty.	Replace the toner cartridge. ⇒ "Adding Toner" in the Copy Reference

Solving Problems

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Image background appears dirty when received at the other end.	Adjust the scan density.	⇒ p.38 “Image Density (Contrast)”
Printed or sent image contains spots.	The Document Feeder (ADF) or exposure glass is dirty. Clean them. ⇒ the Copy Reference manual Make sure that ink or correction fluid is dry before placing the original.	---
Received image is too light.	Request the sender to increase the image density.	---
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	⇒ Appendix, "Acceptable Types of Originals" in the Advanced Features manual
	When appears on the display, toner is beginning to run out. Replace the toner cartridge soon. ⇒ the Copy Reference manual	---
Message appears blank at the other end.	The original was placed upside down. Place it properly.	⇒ p.18 “Placing Originals”
You want to cancel a Memory Transmission.	If the original is being programmed, press the 【Clear/Stop】 key.	⇒ p.29 “Canceling a Memory Transmission”
	If the original is being sent, use "Change/Stop TX File" in the Information menu.	⇒ Chapter 2, "Checking and Canceling Transmission Files" in the Advanced Features manual
You want to cancel an Immediate Transmission.	Press the 【Clear/Stop】 key.	⇒ p.29 “Canceling a Memory Transmission”
You cannot add any destinations to a Group although the number of destinations has not reached the maximum.	100 destinations have been programmed with the number keys (1000 with the optional Expansion Memory). Program more numbers with Quick Dials.	⇒ p.41 “Dialing”

Problem	Solution	Refer to
Both transmission and receiving are impossible.	Make sure that the modular cord is correctly connected.	---
	If you connect the ISDN line or PBX, check the setting.	---
Transmission is possible, though receiving is impossible.	If you connect the ISDN line or PBX, check the setting.	---
Receiving is possible, though transmission is impossible.	If you connect the ISDN line or PBX, check the setting.	---

INDEX

A

Adjusting Volume, 75
Analog Line Connector, 5
Auto Reception, 46

B

Broadcasting, 25
Bypass Tray, 5

C

Canceling a Memory Transmission, 29
Canceling an Immediate Transmission, 35
Check Modes key, 6
Clear Modes key, 6
Clear/Stop key, 7
Communicating Indicator, 6
Components, 3
Confidential File Indicator, 6
Control Panel, 6
CSI→Own Fax Number, 47

D

Detail, 36
Dialing, 41
Display, 12
Document Feeder (ADF), 3

E

Energy Saver key, 7
Entering letters, 73
Entering Text, 72
Error Messages, 77
Exposure Glass, 3
Exposure Glass Cover, 3
External Telephone Connector, 5
Extra G3 Interface Unit Connector, 5

F

Facsimile Key, 78
Facsimile key, 7
Faxing, 17

G

Groups, 45, 63

I

Image density, 36
Image Density (Contrast), 38
Immediate Transmission, 15, 17, 32
Interrupt key, 7

L

LCD display, 6
letters, 73

M

Main Power Switch, 3
Manual Reception, 46
Memory Transmission, 15, 17, 25

N

Number keys, 7, 41

O

On Hook Dial key, 7
Operation Switch, 4
Original Type, 36, 37

P

Pause, 42
Pause/Redial key, 7
Photo, 37
Placing Originals, 18

Q

Quick Dial, 41, 44, 54

R

Receive File Indicator, 6
Reception, 46
Resolution, 36
RTI→Own Name, 47

S

Scan Settings, 36
Selecting the Reception Mode, 46
Setup, 47
Solving Problems, 79
Standard, 36
Start Manual RX key, 6
Super Fine, 36

T

Text, 37
Text·Photo, 37
Tonal Signals, 43
Tone, 43
Tone key, 7
Transmission Modes, 17
Troubleshooting, 75
TTI→Fax Header, 47

U

User Tools/Counter, 6

MEMO

MEMO