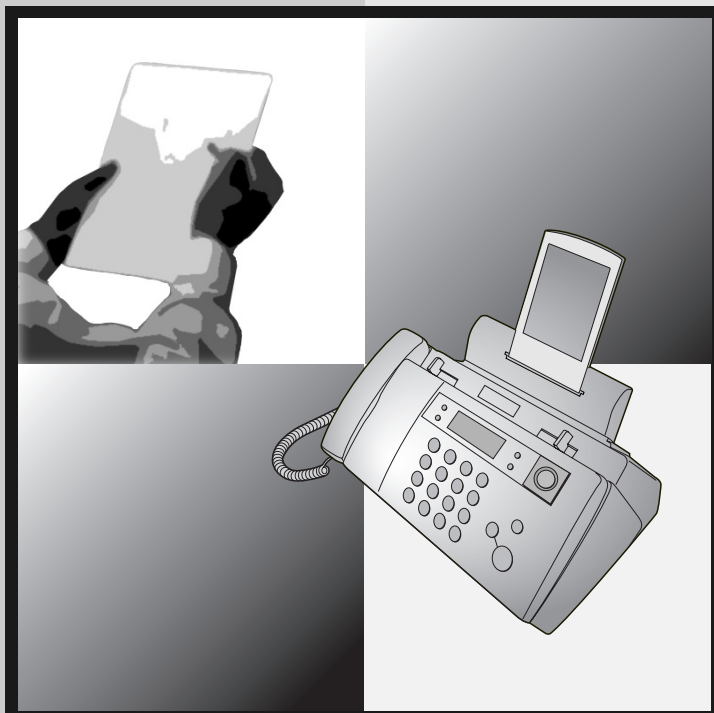


SHARP®

MODEL UX-BS60



FACSIMILE OPERATION MANUAL

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

IMPORTANT

PLEASE KEEP THE EXTERNAL & INTERNAL PACKAGING SAFE.

PLEASE DO NOT THROW IT AWAY.

IN THE UNLIKELY EVENT OF A HARDWARE FAILURE, OUR REPAIR CENTRE WILL ASK YOU TO PUT YOUR SHARP FACSIMILE IN THIS BOX.

THANK YOU FOR YOUR ASSISTANCE.

MAINS PLUG WIRING INSTRUCTIONS

This equipment is fitted with a moulded type mains plug which incorporates a detachable fuse cover, under no circumstances should the plug be used without the fuse cover fitted. In the unlikely event of the socket outlet in your home not being compatible with the plug supplied, cut off the mains plug and fit an appropriate type observing the wiring code below.

DANGER: The fuse from the cut-off plug should be removed and the plug should be disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted into a socket outlet as a serious electric shock may occur.

If you are not sure how to do this, get help from a qualified electrician.

IMPORTANT

The wires in this mains lead are coloured in accordance with the following code:

| | |
|--------------------------|----------------|
| GREEN-AND-YELLOW: | Earth |
| BLUE: | Neutral |
| BROWN: | Live |

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows: The wire which is coloured **GREEN-AND-YELLOW** must be connected to the terminal in the plug which is marked by the letter **E**, or by the safety earth symbol \perp or coloured green or green-and-yellow. The wire which is coloured **BLUE** must be connected to the terminal which is marked with the letter **N** or coloured black. The wire which is coloured **BROWN** must be connected to the terminal which is marked with the letter **L** or coloured red.

This apparatus must be protected by a 13A fuse in the mains plug or distribution board.

"WARNING: THIS APPARATUS MUST BE EARTHED"

This equipment complies with the requirements of Directive 1999/5/EC.

Dieses Gerät entspricht den Anforderungen der EU-Richtlinie 1999/5/EG.

Cet appareil est conforme aux exigences de la directive 1999/5/CE.

Este aparato satisface las exigencias de las Directiva 1999/5/CE.

Quest'apparecchio è conforme ai requisiti delle direttiva 1999/5/CE.

Dit apparaat voldoet aan de eisen van de richtlijn 1999/5/EG.

Este equipamento obedece às exigências da directiva 1999/5/CE.

Η συσκευή αυτή ανταποκρίνεται στις απαιτήσεις των οδηγία 1999/5/ΕΚ.

Denna utrustning uppfyller kraven enligt direktiv 1999/5/EC.

Dette udstyr overholder kravene i direktiv 1999/5/EF.

Dette produktet oppfyller kravene i direktiv 1999/5/EC.

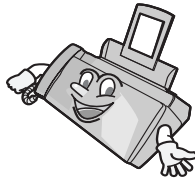
Tämä laite täyttää direktiivi 1999/5/EY.

This is a facsimile product operating in British and Irish analogue public switched telephone networks which follow the TBR21 Standard.

The Declaration of Conformity can be viewed at the following URL address.

<http://www.sharp.de/doc/UX-BS60.pdf>

Introduction



Welcome, and thank you for choosing a SHARP inkjet fax machine! The features and specifications of your inkjet fax are shown below.

This Sharp fax supports SMS messaging. To use this feature, see page 35.

| | |
|--|--|
| Print cartridge yield* (at 4% coverage**) | Initial cartridge Quality mode OFF: Approx. 300 A4 pages Quality mode ON: Approx. 200 A4 pages Replacement cartridge: SHARP UX-C70B Quality mode OFF: Approx. 600 A4 pages Quality mode ON: Approx. 400 A4 pages |
| Paper tray capacity | Approx. 50 A4-size sheets (at room temperature; maximum stack height should not be higher than the line on the tray) |
| Recording system | Thermal inkjet |
| Print resolution | 600 × 600 dpi |
| Effective printing width | 203 mm max. |
| Memory size** | 448 KB (approx. 24 average pages with ECM turned off; 20 minutes of voice messages (including OGMs)) |
| Modem speed | 14,400 bps with auto fallback to lower speeds. |
| Transmission time** | Approx. 6 seconds (only when ECM is on) |
| Compatibility | ITU-T (CCITT) G3 mode |
| Compression scheme | MR, MH, MMR |

*Quality mode is initially turned off. To turn on Quality mode, see page 21.

**Based on Sharp Standard Chart at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only).

| | |
|---|---|
| Automatic dialling | 30 numbers |
| Telephone function | Yes (cannot be used if power fails) |
| Applicable telephone line | Public switched telephone network (TBR21) / PBX |
| Reception modes | TEL/FAX, TEL, FAX, A.M. |
| Automatic document feeder | 10 sheets max. (A4, 80 g/m ² paper) |
| Input document size | Automatic feeding: Width: 148 to 216 mm Length: 140 to 297 mm Manual feeding: Width: 148 to 216 mm Length: 140 to 600 mm |
| Effective scanning width | 210 mm max. |
| Scanning Resolution | Horizontal: 8 lines/mm Vertical: Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm |
| Halftone (grayscale) | 64 levels |
| Contrast control | Automatic/Dark selectable |
| Copy function | Single/Multi/Sort (99 copies/page) |
| Display | 16-digit LCD display, 2 lines |
| Power requirements | 230 V AC, 50 Hz |
| Power consumption | Standby: 5.6 W Maximum: 35 W |
| Operating temperature | 15 - 32°C |
| Humidity | 25 - 80% RH |
| Dimensions (without attachments) | Width: 354 mm Depth: 247 mm Height: 138 mm |
| Weight (without attachments) | Approx. 3.2 kg |

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

Important:

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

The fax machine is not compatible with digital telephone systems.

Important safety information

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

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

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

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

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

This machine must only be connected to a 230 V, 50 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine.

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

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

Never install telephone wiring during a lightning storm.

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

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

Use caution when installing or modifying telephone lines.

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

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

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

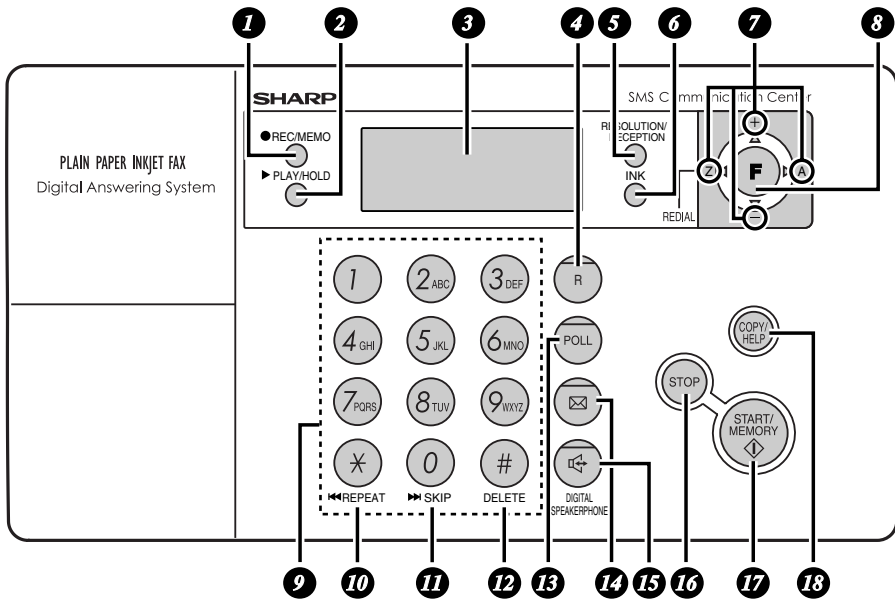
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A Look at the Operation Panel



- 1 REC/MEMO key**
Press this key to record an outgoing message, phone conversation, or memo.
- 2 PLAY/HOLD key**
Press this key to play recorded messages (page 51). During a phone call, press this key to put the call on hold (page 92).
- 3 Display**
This displays messages and prompts to help you operate the machine.
- 4 R key**
If you are on a Flash-type PBX, use this key to dial out (first press the **R** key and then dial the number; page 72).
- 5 RESOLUTION/RECEPTION key**
When a document is in the feeder, press this key to adjust the resolution for faxing or copying (page 70). At any other time, press this key to select the reception mode (the selected reception mode will appear in the display; page 29).
- 6 INK key**
Press this key before installing or replacing the print cartridge to move the print cartridge holder to the cartridge replacement position (page 17).

- 7 Arrow keys**
Use these keys to scroll through and select settings, and to search for auto-dial numbers (page 77).
- 8 FUNCTION key**
Press this key followed by the arrow keys to select special functions and settings.
- 9 Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.
- 10 REPEAT key**
Press this key while listening to a message to play it again.
- 11 SKIP key**
Press this key while listening to a message to skip to the next message.
- 12 DELETE key**
Press this key to erase recorded messages.
- 13 POLL key**
Press this key after dialling another fax machine to receive a document (previously loaded in the other machine's feeder) without assistance from the operator of the other machine (page 105).
- 14 SMS key**
Press this key to send an SMS message, check received SMS messages, and access SMS settings (page 35).
- 15 DIGITAL SPEAKERPHONE key**
Press this key to talk with the other party through the speakerphone during a call (speak facing the operation panel at a distance of about 50 cm to 1m). This key can also be used to listen to the line and fax tones through the speaker when faxing a document (page 72). This key also functions as a delete key when composing an SMS message.
- 16 STOP key**
Press this key to cancel an operation before it is completed.
- 17 START/MEMORY key**
Press this key after dialling to begin fax transmission (page 73). Press this key before dialling to send a fax through memory (page 84). The key can also be pressed in the date and time display to show the percentage of memory currently used.

18**COPY/HELP key**

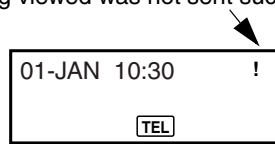
When a document is in the feeder, press this key to make a copy of the document (page 97). At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine.

Icons in the display

The envelope icon appears while an SMS message is being received.



The exclamation point icon appears when the inbox is full. When checking the messages in your outbox, this appears if the message being viewed was not sent successfully.

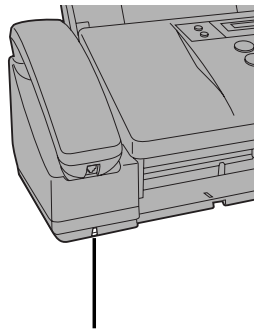


This appears when the reception mode is set to TEL.

This appears when the reception mode is set to A.M. (the answering system is turned on).

This appears when the reception mode is set to FAX.

Note: Both the TEL and FAX icons appear when the reception mode is set to TEL/FAX.

Microphone location

The microphone is located here. Speak facing this location when using the speakerphone.

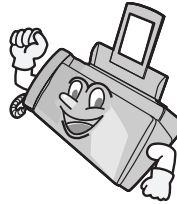
1. Installation

Unpacking Checklist

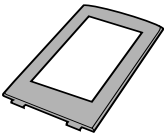
Before setting up, make sure you have all of the following items.



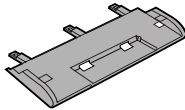
If any are missing, contact your dealer or retailer.



Paper tray extension



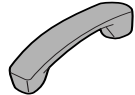
Paper tray



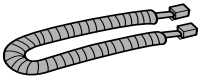
Print cartridge



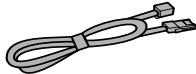
Handset



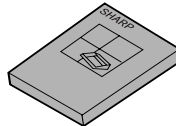
Handset cord



Telephone line cord

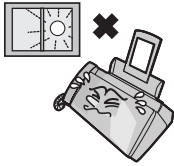


Operation manual

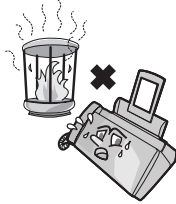


Attachments

Points to keep in mind when setting up



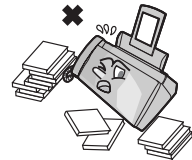
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



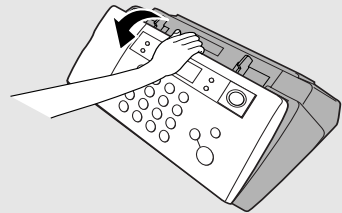
Keep the area around the machine clear.

About condensation

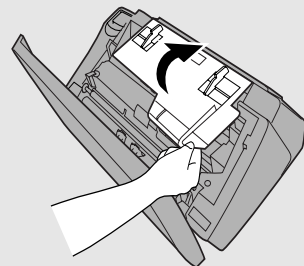
If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

Removing the packing tape

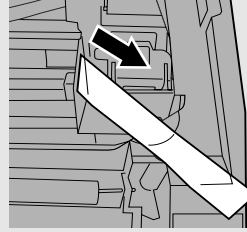
- 1 Open the operation panel.



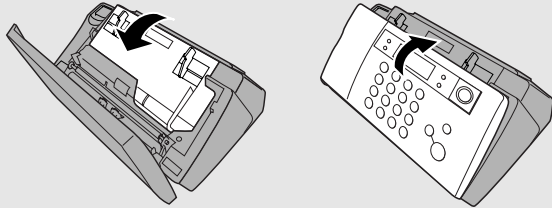
- 2 Open the print compartment cover.



3 Remove the tape.



4 Close the print compartment cover and then the operation panel.

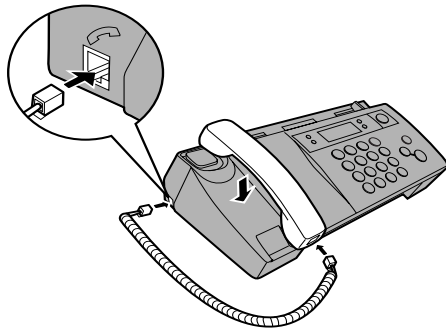
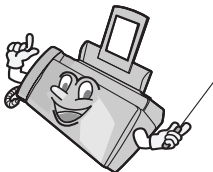


Connecting the handset

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

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

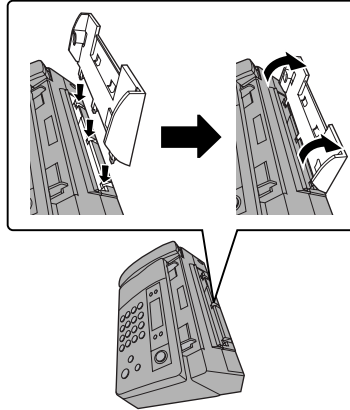
Make sure the handset cord goes into the socket marked with a handset symbol on the side of the machine!



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

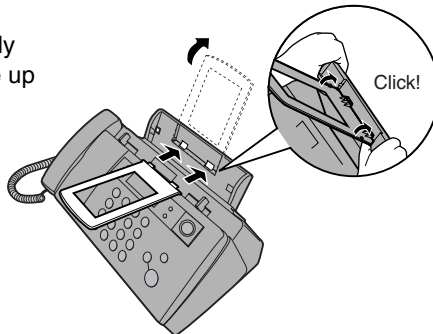
Attaching the paper tray

Attach the paper tray.



Attach the paper tray extension.

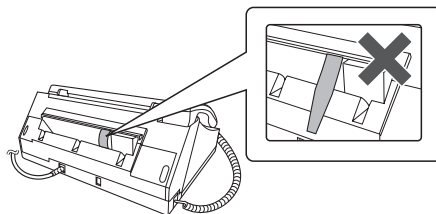
Insert
horizontally
and rotate up



Note: The paper tray extension has a top side and a bottom side. If the tabs do not go into the holes, turn the support over.

Caution!

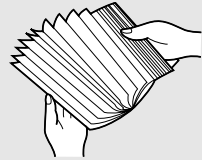
Do not pull out the black plastic strip shown below. If the strip is pulled out, paper will not feed correctly.



Loading Printing Paper

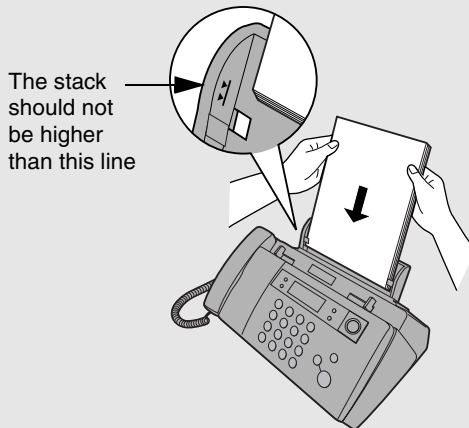
You can load up to 50 sheets of A4-size paper (60 - 80 g/m²) in the paper tray (at room temperature; maximum stack height should not be higher than the line on the tray).

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



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

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



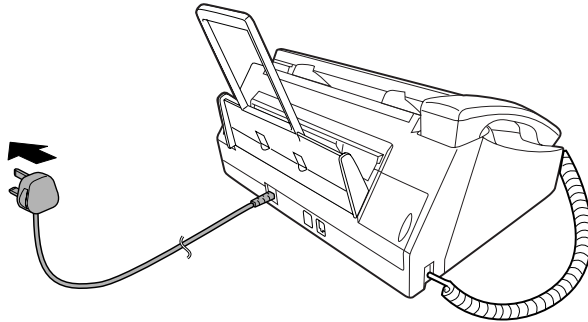
Note: Do not use paper that has already been printed on, or paper that is curled.

Connecting the Power Cord

Plug the power cord into a 230 V, 50 Hz, earthed AC (3-prong) outlet.

Caution!

- ◆ **Make sure you have removed all of the packing tape before plugging in the power cord** (see page 11). Plugging in the power cord without doing so may damage the machine.
- ◆ The power outlet must be installed near the equipment and must be easily accessible.



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



“CHECK CARTRIDGE” normally appears in the display the first time you plug in the machine. This message appears until you install the print cartridge.

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

Installing the Print Cartridge

Follow these steps to install or replace the print cartridge.

- ◆ When replacing the print cartridge, be sure to use a **SHARP UX-C70B** cartridge.

Print cartridge yield (at 4% coverage)

Initial cartridge

Quality mode OFF: Approx. 300 A4 pages

Quality mode ON: Approx. 200 A4 pages

Replacement cartridge (SHARP UX-C70B)

Quality mode OFF: Approx. 600 A4 pages

Quality mode ON: Approx. 400 A4 pages

Quality mode is initially turned off. To turn on Quality mode, see page 21.

Caution!

Do not open the print compartment cover or insert your hand in the machine while it is printing.

Note: Keep print cartridges sealed in their packages until you are ready to install them. It is recommended that you do not use a cartridge that has been left unused for a long time after opening, as the print quality may be considerably degraded.

- ◆ Make sure the machine's power cord is plugged in and paper is loaded before installing or replacing the print cartridge.
- ◆ If a document is inserted in the feeder, remove the document before installing or replacing the print cartridge (see page 68).


If **PRINTER ERROR** or **PRINTER ERROR/CHECK PAPER** appears...

In the event that the display shows either of the above messages, you must clear the error before installing the print cartridge. The error can usually be cleared by pressing



, or if a paper jam has occurred, by removing the paper jam (see page 129).

1 Press .

- Make sure the handset is on its cradle. If the handset is not on the cradle, pressing  will have no effect.
- The print cartridge holder moves to the cartridge replacement position.

Display:

29-MAY 12:00
REPLACE INK &

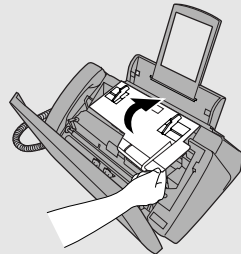


29-MAY 12:00
PRESS INK KEY

2 Open the operation panel.

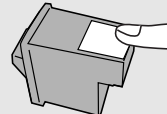
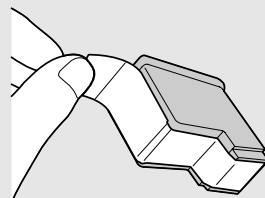


3 Open the print compartment cover.



4 Remove *only* the tape from the new cartridge.


- **Important:** Make sure you remove all of the tape.
- **CAUTION! DO NOT** touch the gold contact area on the cartridge.

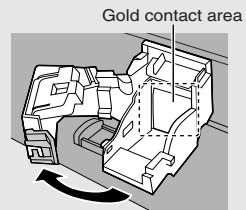
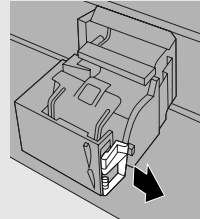
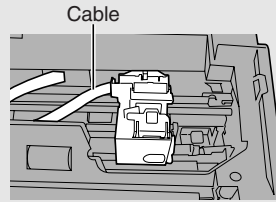


5 Make sure the cartridge holder has moved slightly away from the right side of the compartment, and then pull the green lever and open the cartridge holder cover.

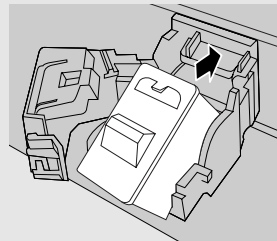
- If you are replacing the cartridge, remove the old cartridge. If you are going to use the old cartridge again, place it in an air-tight container.
- **CAUTION! DO NOT** touch the contact area inside the cartridge holder, or pull on the cable that is connected to the cartridge holder.

Note: If the print compartment cover is left open for approximately 30 minutes with a cartridge installed, the cartridge will automatically return to its home position. To make the cartridge return to the cartridge replacement position

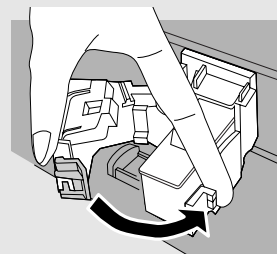
when this has happened, press  .



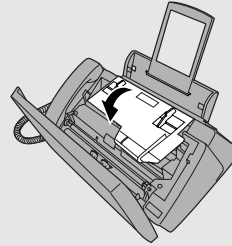
6 Insert the new print cartridge into the cartridge holder.



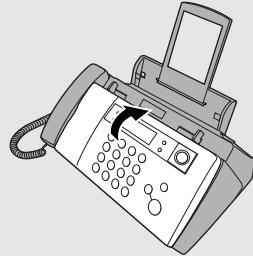
7 Place your index finger on the tab as shown and close the cartridge holder cover with your thumb. Make sure the cover clicks into place.



8 Close the print compartment cover.




9 Close the operation panel, pressing down firmly to make sure it clicks into place.



Display:

29-MAY 12:00
REPLACE INK &


29-MAY 12:00
PRESS INK KEY

10 Press  to make the print cartridge holder return to its home position.

29-MAY 12:00
CHANGE CARTRIDGE

29-MAY 12:00
1=NEW, 2=OLD

11 Press  (NEW) if the cartridge you installed is new.

Press  (OLD) if the cartridge you installed is old.

Display when "NEW"
is selected:

29-MAY 12:00
NEW CART. OK?

29-MAY 12:00
OK: PRESS START

12 Press .

If you selected “OLD” in the previous step, this completes the installation procedure. (Note: If you find that print quality is not satisfactory after reinstalling the old cartridge, align the cartridge as explained on page 114.)



If you selected “NEW”, the display will show the alternating messages at right. Continue with the following steps to align the print cartridge.

Display when “NEW” is selected:

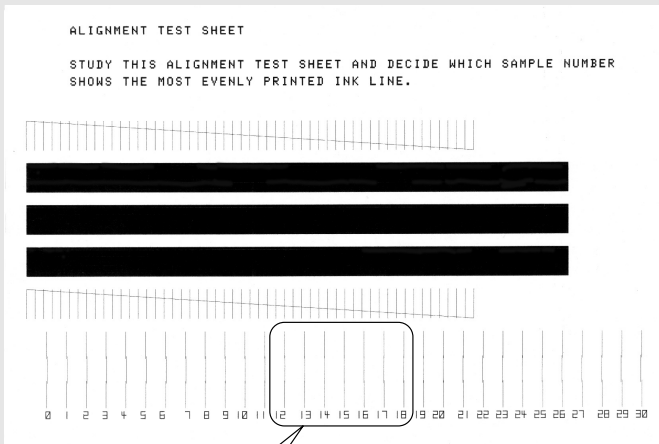
29-MAY 12:00
ALIGN CARTRIDGE



29-MAY 12:00
1=PRINT, 2=SET

13 Press  to print an alignment page. (To enter an alignment value without printing an alignment page, press .)

14 In the alignment page that the machine prints, locate the line that comes closest to forming a completely straight line.



In this example, “15” comes closest to forming a straight line.

After the alignment page is printed, the display shows:

29-MAY 12:00
ENTER (0-30) 15


15 Press the number keys to enter the number of the straightest line.**Example:**  

- If you make a mistake, press  and then repeat the entry.

16 Press .

- This completes the alignment procedure.

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

When you are finished, press .

29-MAY 12:00
ADD PAPER &











29-MAY 12:00
PRESS START KEY

Quality mode (using more/less ink)

If you prefer a higher quality image when printing faxes and copies, turn on Quality mode. If you wish to use less ink or speed up ink drying time, turn off Quality mode.


- ◆ Quality mode is initially turned off.

1 Press  once and  twice.Display: **2** Press  once and  twice.QUALITY MODE **3** Press  once.QUALITY MODE
1=ON, 2=OFF

- 4** Press  to turn on Quality mode, or  to turn it off.

The display briefly shows your selection, then:

HQ FAX PRINT 

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



High-quality fax print setting (fast/slow printing of faxes)


The high-quality fax print setting controls the speed at which faxes are printed. If you prefer a higher quality image at a slower printing speed, turn on this setting. If you prefer a faster printing speed over image quality, turn off the setting.



Important: This setting is only effective when Quality mode (page 21) is turned on.

Note: This setting only affects the printing speed. It does not affect the amount of ink used.

- ◆ The high-quality fax print setting is initially turned on.

- 1** Press  once and  twice.



Display: PRINT SET-UP 

- 2** Press  once and  3 times.

HQ FAX PRINT 


- 3** Press  once.

HQ FAX PRINT
1=YES, 2=NO

- 4** Press  to turn on high quality fax print, or  to turn it off.

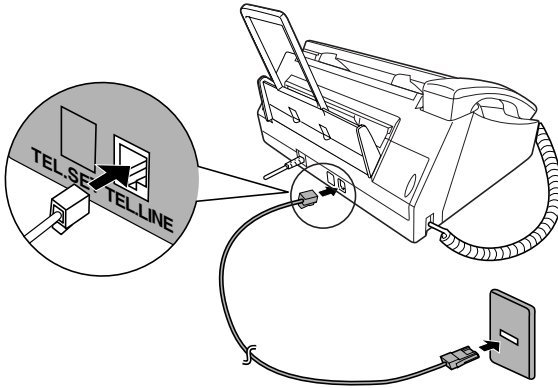
The display briefly shows your selection, then:

HQ COPY 

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

Connecting the Telephone Line Cord

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

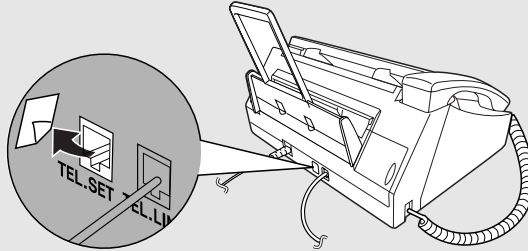


Be sure to insert the line into the **TEL. LINE** socket. **Do not** insert it into the **TEL. SET** socket!

Extension phone (optional)

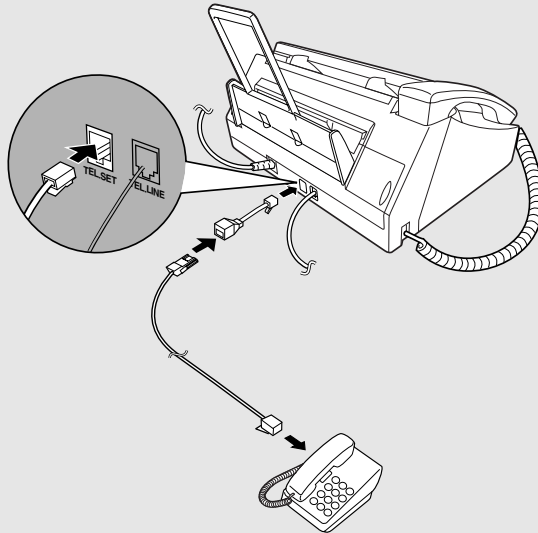
If desired, you can connect an extension phone to the **TEL. SET** socket on the fax machine.

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



- 2** Connect the extension phone line to the **TEL. SET** socket using the appropriate adapter (please purchase an adapter separately).

- **Eire:** Insert the extension phone line directly into the **TEL. SET** socket.

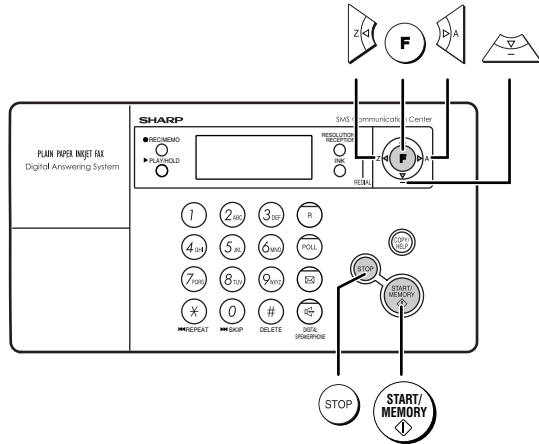


Entering Your Name and Fax Number

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



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



1 Press **F** once and 3 times.

Display: ENTRY MODE

2 Press once.

OWN NUMBER SET

3 Press once.

ENTER TEL/FAX #

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

- To insert a space between digits, press . To enter “+”, press .
- To clear a mistake, press .



5 Press .

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

Example: SHARP = 7777 44 2 777 7

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

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

7 Press .

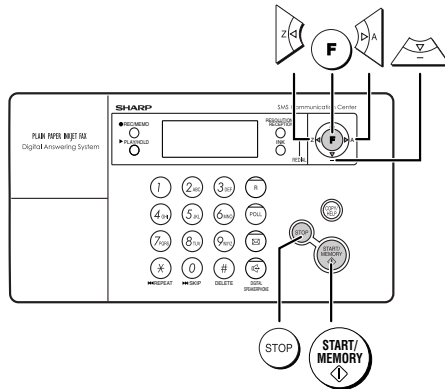
Display: DATE&TIME SET

8 Press to return to the date and time display.

Setting the Date and Time





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



1 Press **F** once and  3 times.

Display: ENTRY MODE

2 Press  once and  once.

DATE&TIME SET

3 Press  once.


The currently set date appears (example):

DATE&TIME SET
DATE 15-08-2005

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

Example: the 5th 0 5

→ DATE&TIME SET
DATE 05-08-2005

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

Setting the Date and Time

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

Example: January 0 1



DATE&TIME SET
DATE 05-01-2005

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

Example: 2005 2 0 0 5



The currently set time
appears (example):

DATE & TIME SET
TIME 12:19

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

Example: 9:25 0 9 2 5



05-JAN 09:25
PRESS START KEY

- 8** Press  to start the clock.



ANTI JUNK # 

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

Setting the Reception Mode

The machine has four modes for receiving incoming faxes.

Note: SMS messages can be received in any of the reception modes.

FAX mode:

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

TEL mode:

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

TEL/FAX mode:


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

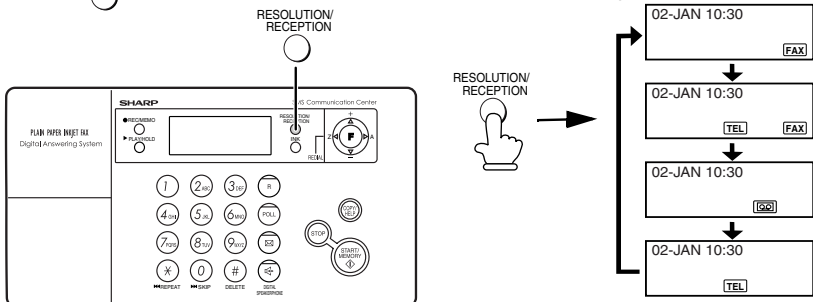
A.M. (00) mode:

Select this mode when you go out and want the built-in answering machine to answer all calls. Voice messages will be recorded, and fax messages will be received automatically. (Note: A.M. mode cannot be selected unless an outgoing message has been recorded as explained on page 48.)

Setting the reception mode

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

press  until the desired mode appears in the display.





For more information on receiving faxes in FAX, TEL and TEL/FAX modes, see Chapter 5. For more information on using A.M. mode, see Chapter 3.



Flash Select Setting for PBX


Note: This setting is normally only used in Germany. In other countries, you can try changing the setting if you encounter difficulty with the default setting.

If your fax machine is connected to a PBX and the PBX uses the “Flash” method to connect to an outside line, you must select the appropriate Flash Select setting depending on whether your PBX line is a normal telephone line or a high-speed line.

1 Press  once and  3 times.

Display: OPTION SETTING 


2 Press  once and  5 times.

FLASH SELECT 


3 Press  once.

FLASH SELECT
1: SHORT TIME

4 Select  (SHORT TIME) if your PBX line is a normal telephone line.

Select  (LONG TIME) if your PBX line is a high-speed line.

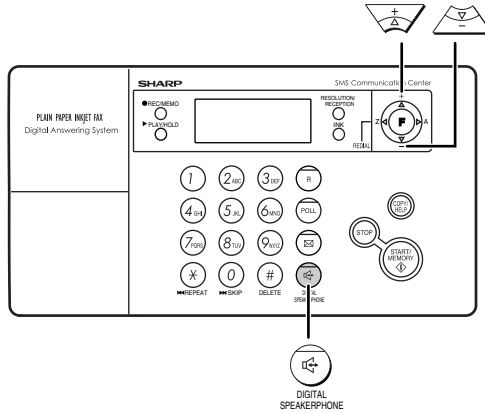
The display briefly shows your selection, then:

FAX SIGNAL RX 

5 Press  to return to the date and time display.



Volume Adjustment

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





Speaker


1 Press  .

2 Press  or  to select the desired volume level.

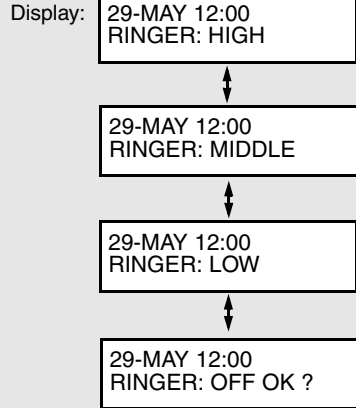
- Press  again to turn off the speaker.

Ringer


1 Press  or  to select the desired volume level.

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

- The ringer will ring once at the selected level.











2 If you selected **RINGER: OFF OK ?** to

turn off the ringer, press .

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





Error beep off

The machine normally sounds three beeps to alert you when an error occurs during transmission, reception, or copying. The machine also sounds a double-beep when you press an invalid key on the operation panel. If you wish to turn off the error beep, follow the steps below.

- | | |
|---|--|
| 1 Press  once and  3 times. | Display: <input type="text" value="OPTION SETTING"/> |
| 2 Press  once and  3 times. | <input type="text" value="ERROR BEEP"/> |
| 3 Press  once. | <input type="text" value="ERROR BEEP 1=YES, 2=NO"/> |
| 4 Press  to turn on the error beep or  to turn off the error beep. | The display briefly shows your selection, then: <input type="text" value="END BEEP"/> |
| 5 Press  to return to the date and time display. | |



End beep off

The fax machine normally sounds one long beep when transmission, reception, or copying ends normally (for an SMS message, the end beep only sounds when a message is received, not when a message is sent). If you wish to turn off the end beep, follow the steps below.


- | | |
|--|--|
| 1 Press  once and  3 times. | Display: <input type="text" value="OPTION SETTING"/> |
| 2 Press  once and  twice. | <input type="text" value="END BEEP"/> |

3 Press  once.

END BEEP
1=YES, 2=NO

4 Press  to turn on the end beep or
 to turn off the end beep.


The display briefly shows
your selection, then:

KEY TONE 



5 Press  to return to the date and time display.


Key tone off

The fax machine normally sounds a beep (key tone) each time you press a key on the operation panel. If you wish to turn off the key tone, follow the steps below.

1 Press  once and  3 times.



Display: OPTION SETTING 

2 Press  once and  once.

KEY TONE 

3 Press  once.

KEY TONE
1=YES, 2=NO

4 Press  to turn on the key tone or
 to turn off the key tone.

The display briefly shows
your selection, then:

FINE PRIORITY 

5 Press  to return to the date and time display.

2. SMS Text Messaging

Your fax machine can be used to send and receive SMS (Short Message Service) text messages.

Requirements:

To use this feature, you must:

- ◆ Subscribe to British Telecom SMS service. The telephone number of the British Telecom SMS Center has been preset in the machine. To subscribe, simply send an SMS message and you will be automatically registered for SMS service. For further information regarding the BT SMS service, please refer to the BT website at www.bt.com/text.

Note: Registration for SMS service is free of charge.

Note: As the British Telecom service requires recognition of your telephone number to provide the SMS service, 1470 (release number withheld) is automatically dialled before the number programmed into the Center Outbox. You can still withhold your number for normal telephone or fax calls.



- ◆ Have Caller ID service activated on your telephone line.

Important:

This machine is designed for use with British Telecom SMS service and may not operate correctly with other services. As of the printing of this manual, this machine is not capable of sending or receiving e-mail over the Internet.

Note: SMS Messaging cannot be used from within a PBX.

Printing the SMS Quick Reference Sheet



For a quick reference to the SMS functions, press  and  to print the SMS Quick Reference Sheet.

Sending an SMS Message


This section explains how to write and send an SMS message. A maximum of 160 characters can be entered in one message.


- ◆ When sending a message, you can manually enter the full phone number of the recipient, or select the number from your list of auto-dial numbers.

Sending an SMS message (entering the number manually)

1 Press  once and  twice.

Display:

WRITE MESSAGE 

- **Note:** If you have an unread received message, the message will appear when you press . Read the message first (see page 41) and then perform this procedure.

2 Press .

ENTER #
MANUAL DIAL 

3 Press .

ENTER #

4 Enter the number of the recipient. Up to 20 digits can be entered. (Note that a space cannot be entered.)
Important: The number must include the area code.


























































- To clear a mistake, press .
DIGITAL
SPEAKERPHONE
- If a pause is required between any of the digits, press . The pause appears as a hyphen. Several pauses can be entered in a row.


5 Press .

6 Enter the message by pressing number keys for each letter as shown in the following chart.


Example:



I WILL COME. = 444 1 9 444 555  555 1 222 666  6 33 

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



◆ To enter two letters in succession that require the same key, press  after entering the first letter.


◆ You can move the cursor with the arrow keys (up, down, left, and right).


Note that if you press  when the cursor is at the very first character of the message, you will return to Step 4.

◆ To clear a mistake, press  . You can also move the cursor to a mistake and then enter the correct character. The new character will replace the mistake. If you wish to insert a character between characters, press  first and then enter the character you wish to insert.

◆ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.

◆ To enter one of the following symbols, press  or  repeatedly:
 . / ! " # \$ % & ' () * + , - : ; < = > ? @ [\] ^ _ { | } € £

◆ When you have finished entering your message, you can check it by pressing  to print it out.



7 When you are ready to send the message, press . The fax machine will automatically call your SMS center and send the message.

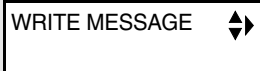
- After the message is sent, it is placed in the outbox. If the message was not sent successfully, the fax machine will make 3 attempts at 5-minute intervals to resend the message (see page 80), and an exclamation point (!) will appear with the message when you view it in the outbox (see page 43). No exclamation point will appear if the message was sent successfully.


Sending an SMS message using an auto-dial number



If the number of the recipient has been stored as an auto-dial number, you can use the auto-dial number to send an SMS message.

- ◆ The procedure for storing auto-dial numbers is explained on page 73.

1 Press  once and  twice.

Display: 

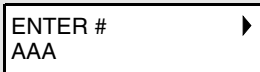
- **Note:** If you have an unread received message, the message will appear when you press . Read the message first (see page 41) and then perform this procedure.



2 Press  once and  once.



3 Press .

Your first auto-dial number appears here →






























4 Press  (or ) until the desired recipient appears in the display (if no name was stored, the number will appear).
Important: The stored number must include the area code.


5 Press 

6 Enter the message by pressing number keys for each letter as shown in the following chart.


Example:



I WILL COME. = 444 1 9 444 555  555 1 222 666  6 33 #

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



◆ To enter two letters in succession that require the same key, press  after entering the first letter.


◆ You can move the cursor with the arrow keys (up, down, left, and right).


Note that if you press  when the cursor is at the very first character of the message, you will return to Step 4.

◆ To clear a mistake, press  . You can also move the cursor to a mistake and then enter the correct character. The new character will replace the mistake. If you wish to insert a character between characters, press  first and then enter the character you wish to insert.

◆ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.


◆ To enter one of the following symbols, press  or  repeatedly:
 . / ! " # \$ % & ' () * + , - : ; < = > ? @ [\] ^ _ { | } € £

- ◆ When you have finished entering your message, you can check it by pressing  to print it out.

7 When you are ready to send the message, press . The fax machine will automatically call your SMS center and send the message.

- After the message is sent, it is placed in the outbox. If the message was not sent successfully, the fax machine will make 3 attempts at 5-minute intervals to resend the message (see page 80), and an exclamation point (!) will appear with the message when you view it in the outbox (see page 43). No exclamation point will appear if the message was sent successfully.

If a message is cancelled before being sent...

If a message is cancelled due to interruption by fax reception or because you pressed  before sending it, the text that was entered prior to cancellation will appear again the next time you write a message.

Receiving SMS Messages

Each time you receive an SMS message, your SMS center will call the fax machine and send the message. The envelope in the display appears while the message is being received.



← The envelope appears while a message is being received

Viewing unread messages

When you have unread messages, you can go directly to the most recent unread message by pressing once. To read the message, press .

(Note that when there are no unread messages, pressing once displays the SMS menu.)

- ◆ For more information on viewing messages in the inbox, see the following procedure.

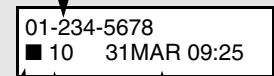
Viewing messages in the inbox

Follow the steps below to view messages in the inbox.

1 Press . Your most recently received unread message appears in the display.

- If you have no unread messages, the display will show INBOX. Press to show your most recently received message.

Example display
Number of sender



A black square appears if the message is unread



Message number

Date and time message was received







2 Press  or  until the message you wish to read appears in the display.

- You can press  and then  to delete a message when it appears in the display, or press  to print the message.

3 To read the message, press . The text of the message appears in the display.

- Press  or  as needed to scroll through the message.

4 When you have finished reading the message, you can do any of the following:

- **Reply:** To reply to the sender, press  twice. The number of the sender appears in the display. Continue from Step 5 on page 36.
- **Delete:** To delete the message, press  and then .
- **Print:** To print the message, press .
- **Read other messages:** To return to the message list, press .
- **Exit:** To return to the date and time display, press .

Note: If a received message uses fonts or image formats not supported by the fax machine, those characters or images will appear as blanks.

If the inbox is full...

The inbox can hold a maximum of 10 messages. When the inbox is full, an exclamation point will appear in the date and time display.



“!” appears when the inbox is full.

When you press , the following message briefly appears:



INBOX IS FULL
DELETE MESSAGE

While the inbox is full, you will not be able to receive any new messages. Delete one or more messages as explained in the preceding procedure, or delete all messages as explained on page 45.

Viewing the Outbox


You can view the most recent 10 messages that you have sent in the outbox.

- ◆ If a message appears in the outbox with an exclamation point (!), it was not sent successfully and will need to be resent.

1 Press  once and  once.

Display:

OUTBOX 

2 Press . Your most recently sent message appears in the display.



Example display





Number of recipient


01-234-5678
10 31MAR 09:25



Message
number

Date and time
message was
sent







3 Press  or  to scroll through your sent messages.

- If an exclamation point (!) appears with a message, the message was not sent successfully. If you press , UNSENT appears followed by E0 or FE. E0 indicates that there was no Caller ID service. FE indicates that an error occurred during transmission. The fax machine will make 3 attempts at 5-minute intervals to resend the message.
- You can press  and then  to delete a message when it appears in the display, or press  to print the message.

4 If you wish to read or resend a message that appears in the display, press . The text of the message appears.

- Press  or  as needed to scroll through the message.








5 When you have finished reading the message, you can do any of the following:

- **Edit/resend:** To resend (and edit if needed) the message, press  twice. The number of the recipient appears in the display. Continue from Step 5 on page 36.
- **Delete:** To delete the message, press  and then .
- **Print:** To print the message, press .
- **Read other messages:** To return to the message list, press .
- **Exit:** To return to the date and time display, press .

Printing or Deleting all Messages








Printing all messages

Follow these steps to print all messages in the inbox or outbox.

- | | |
|---|---|
| <p>1 Press  once and  3 times.</p> | <p>Display: ALL PRINT </p> |
| <p>2 Press .</p> | <p>1:INBOX 2:OUTBOX</p> |
| <p>3 Press  to print all messages in the inbox, or  to print all messages in the outbox.</p> | <p>ALL PRINT OK ?</p> |
| <p>4 Press .</p> | |

Deleting all messages

Follow these steps to delete all messages from the inbox or outbox.



- | | |
|---|--|
| <p>1 Press  once and  twice.</p> | <p>Display: ALL DELETE </p> |
| <p>2 Press .</p> | <p>1:INBOX 2:OUTBOX</p> |
| <p>3 Press  to delete all messages from the inbox, or  to delete all messages from the outbox.</p> | <p>ALL DELETE OK ?</p> |
| <p>4 Press .</p> | |

SMS Settings

The following settings have been preset at the factory to allow you to use British Telecom SMS service. Normally the settings do not need to be changed.



SMS Receive function

The SMS Receive function allows you to receive SMS messages. This function is initially turned on. If you wish to refuse reception of all SMS messages, you can turn this function off. (Note: Turning off this setting only turns off SMS message reception. SMS message transmission is still possible.)

1 Press  once and  once.

Display:

SMS SETTING 

2 Press  once and  once.

SMS RECEIVE 

3 Press .

SMS RECEIVE
1=ON, 2=OFF

4 Press  to select ON.

(To turn off the function, press .)

The display briefly shows your selection, then:

SMS CENTER # 

5 Press  to return to the date and time display.

SMS center numbers

The numbers for the British Telecom SMS center have been pre-stored in your fax machine. Normally these numbers do not need to be changed. In the event that a change is necessary, use the following procedure. Two numbers must be entered:

- ◆ **Outgoing number:** This number is used to send SMS messages. Your fax machine automatically dials this number when sending an SMS message.
- ◆ **Incoming number:** This number is used to receive SMS messages. When your SMS center calls your fax machine to send an SMS message, your fax machine checks the caller's number (transmitted to your fax machine by Caller ID) against this stored number. This allows your fax machine to verify that the SMS center is sending a message.

1 Press  and .



Display: SMS SETTING 

2 Press .

SMS CENTER # 

3 Press .

SMS CENTER #
1=OUT,2=IN

4 Press  to enter the outgoing number, or  to enter the incoming number.

5 Enter the number (maximum of 32 digits).

- To clear a mistake, press  .
DIGITAL SPEAKERPHONE
- To enter a pause between any of the digits, press  . The pause appears as a hyphen.

6 Press .

SMS RECEIVE 

7 Press  to exit.

3. Using the Answering Machine

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





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

Recording an Outgoing Message


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

Example:

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

1 Press  once and  once.

Display:

01-JAN 10:30
OGM1(GENERAL) 

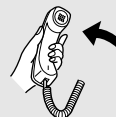
2 Press  once.

01-JAN 10:30
LIFT HANDSET OR



01-JAN 10:30
PLAY: PLAYBACK

3 Lift the handset.




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

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

5 When finished, replace the handset or press .


To listen to the outgoing message

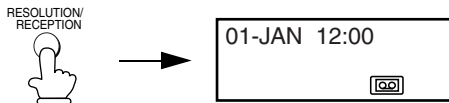
To listen to the outgoing message, follow Steps 1 and 2 of the above procedure and then press . Note that the general outgoing message cannot be erased. If you need to change it, simply repeat the recording procedure.

Operating the Answering Machine

Activating the answering machine

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

 until  appears in the display.



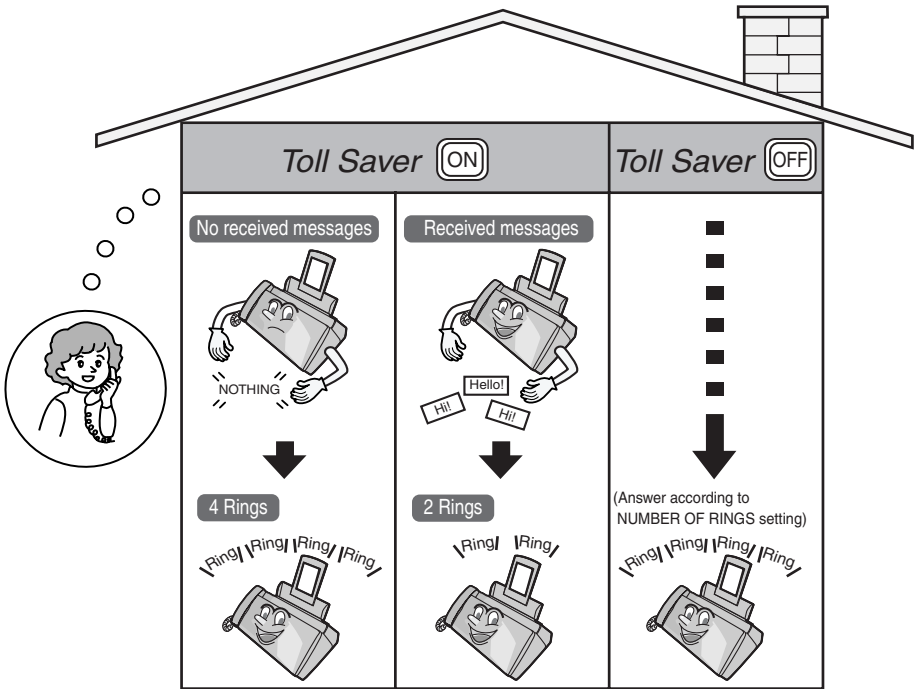
- ◆ It will not be possible to set the reception mode to A.M. if an outgoing message has not been recorded.

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

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

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

- ◆ The Toll Saver function is initially turned on.




To turn off the Toll Saver function, see page 60.

To adjust the NUMBER OF RINGS setting, see page 89.




Listening to received messages


If you have received messages, the display will show the number of messages received. Follow the steps below to listen to your messages.

1 Press  .

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

2 The messages will play.





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

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


- ◆ You can print out a list of your received messages that shows the date and time that each was received. See page 107.

Erasing received messages

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

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


Recording memos

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



1 Press  once and  once.

- The machine begins beeping.

2 Pick up the handset, press  (the machine stops beeping), and then speak into the handset.

3 When you have finished speaking, replace the handset or press .














Recording phone conversations (2-way recording)

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

Optional Answering Machine Settings

Setting ICM time

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

| | |
|---|---|
| 1 Press  once and  once. | Display: A.M. SETTING  |
| 2 Press  once and  once. | RECORDING TIME  |
| 3 Press  . | RECORDING TIME 1=15 SECONDS |
| 4 Press a number from 1 to 4 to select the desired ICM recording time | |
|  15 seconds |  60 seconds |
|  30 seconds |  4 minutes |
| The display briefly shows your selection, then: | |
| REMOTE CODE  | |
| 5 Press  to return to the date and time display. | |

FAX mode on A.M. failure












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

- ◆ YES (switch to FAX mode): The reception mode will switch to FAX mode, allowing the machine to continue to receive faxes automatically. With this setting, you can still use the remote commands to listen to your messages and then erase them (see *Remote Operations* on page 60).

Optional Answering Machine Settings







- ◆ **NO** (do not switch to FAX mode): The machine will answer after 19 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the machine from a remote location, you can wait until it answers, listen to your messages, and then erase them (see *Remote Operations* on page 60).

The initial setting is NO. If you want to change the setting to YES, press the panel keys as follows:

| | | |
|---|---|--|
| 1 Press  once and  once. | Display: | A.M. SETTING  |
| 2 Press  once and  twice. | | ON A.M.FAILURE  |
| 3 Press  . | | ON A.M.FAILURE 1=YES, 2=NO |
| 4 Press  to select YES (switch to FAX mode), or  to select NO. | The display briefly shows your selection, then: | OGM ONLY MODE  |
| 5 Press  to return to the date and time display. | | |



OGM only mode

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

| | | |
|---|----------|---|
| 1 Press  once and  once. | Display: | A.M. SETTING  |
| 2 Press  once and  once. | | OGM ONLY MODE  |

3 Press .

OGM ONLY MODE
1=YES, 2=NO

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

The display briefly shows
your selection, then:

TOLL SAVER 

5 Press  to return to the date and time display.

Transfer Function



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

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

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



Programming the transfer number

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

1 Press  once and  once.

Display:

A.M. SETTING 


2 Press  once and  4 times.

TRANSFER TEL # 

3 Press .

ENTER TEL #

4 Press the number keys to enter the transfer number.

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

5 Press .





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

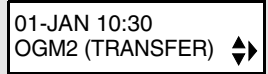
Recording the transfer message

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

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

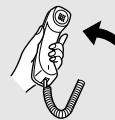
1 Press  **once and**  **twice.**


Display:



2 Press  **once.**

3 Lift the handset.





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

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












5 When finished, replace the handset or press .

Checking or erasing the transfer message

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

Turning the Transfer function on and off

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

- | | |
|---|---|
| <p>1 Press  once and  once.</p> | <p>Display: A.M. SETTING </p> |
| <p>2 Press  once and  3 times.</p> | <p>TRANSFER FUNC </p> |
| <p>3 Press .</p> | <p>TRANSFER FUNC 1=YES, 2=NO</p> |
| <p>4 Press  to turn on the Transfer function. (Press  to turn the function off.)</p> | <p>The display briefly shows your selection, then: ON A.M.FAILURE </p> |
| <p>5 Press  to return to the date and time display.</p> | |

6 Each time the machine receives an incoming message, it will call your programmed transfer number. When you answer, you will hear your recorded message telling you that the call is a transfer call. On the dial pad of your phone, enter **#**, your remote code number (see page 60), and **#**. The machine will play back your messages.

- You can also perform any of the remote operations described in *Remote Operations* later in this chapter (see page 60).

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


Override Ringing

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

Programming the override code

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



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

1 Press **F** once and  once.

Display:

A.M. SETTING



2 Press  once and  3 times.

OVERRIDE CODE 


3 Press .

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

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

Overriding the answering machine

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

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

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

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

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

3 Your machine will make a special ringing sound. Pick up the handset to answer the call.










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

Remote Operations

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

Remote code number

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


| | |
|---|---|
| 1 Press  once and  once. | Display: A.M. SETTING  |
| 2 Press  once and  twice. | REMOTE CODE  |
| 3 Press  . | REMOTE CODE= SELECT 3 DIGITS |
| 4 Press the number keys to enter a 3-digit remote code number. | |
| 5 Press  to store the remote number, and then  to return to the date and time display. | |

Toll Saver

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

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


If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the machine will answer after the number of rings set with the NUMBER OF RINGS setting (see *Changing the number of rings* on page 89).

1 Press **F** once and  once.

Display:

A.M. SETTING 

2 Press  once.

TOLL SAVER 

3 Press  once.

TOLL SAVER
1=YES, 2=NO

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

The display briefly shows your selection, then:

RECORDINGTIME 

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

Retrieving your messages

1 Call the machine from a tone dial telephone. When your outgoing message begins, press **#** on the telephone.

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

2 Enter your remote code number and then press **#**.

- You will hear a series of beeps equal to the number of messages recorded, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.
- If no messages have been received, you will hear a short beep. You can either hang up, or perform any of the operations described in the following section, *Other remote operations*.

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

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

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

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

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

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

Comments:

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

Other remote operations

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

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

Changing the fax reception mode

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

◆ **A.M. mode:** Ⓢ, Ⓛ, and Ⓢ.

◆ **FAX mode:** Ⓢ, Ⓜ, and Ⓢ.

◆ **TEL mode:** Ⓢ, Ⓝ, and Ⓢ.

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

◆ **TEL/FAX mode:** Ⓢ, Ⓞ, and Ⓢ.

Recording a new outgoing message

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

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

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

Turning the Transfer function on or off

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

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

Changing the transfer telephone number

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

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

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

Recording a new transfer message

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

Recording a memo

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

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

OGM only mode

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

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

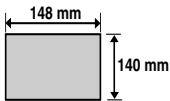
4. Sending Faxes

Transmittable Documents

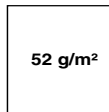
Size and weight

Minimum document size:

Minimum size



Minimum weight



Maximum document size:

The maximum size and weight of documents that you can load in the document feeder depend on how many sheets you load.

10 sheets at once:

Size: A4

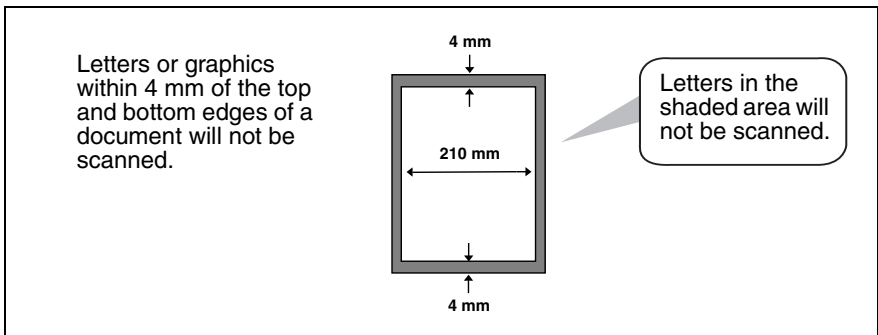
(210 x 297 mm)

Weight: 80 g/m²

1 sheet at a time (manual feeding):

Size: 210 x 600 mm

Weight: 157 g/m²



Other restrictions

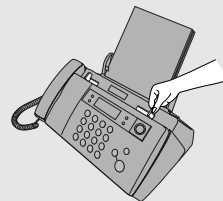
- ◆ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- ◆ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ◆ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed,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

Loading the Document

Up to 10 A4-size sheets can be placed in the feeder at once. The sheets will automatically feed into the machine starting from the bottom sheet.

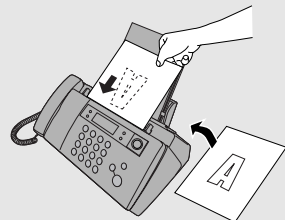
- ◆ If you need to send or copy more than the maximum number of sheets, place the additional sheets gently and carefully in the feeder just before the last sheet is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ◆ If your document consists of several large or thick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

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



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

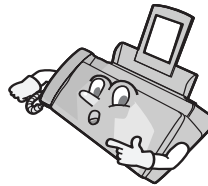
- READY TO SEND will appear in the display.



- 3 Adjust the resolution and/or contrast settings as explained on page 69, then dial the receiving machine as explained on page 72.**

Removing a document from the feeder

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



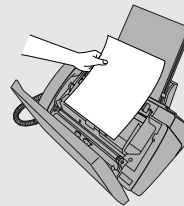
Important!

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

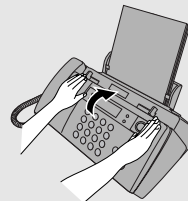
- 1 Open the operation panel.**



- 2 Remove the document.**



- 3 Close the operation panel, pressing down firmly on both front corners to make sure it clicks into place.**



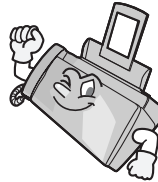
Adjusting the Resolution and Contrast

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

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



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



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

Resolution settings

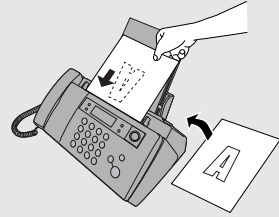
| | |
|------------|---|
| STANDARD | Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission. |
| FINE | Use FINE for documents containing small letters or fine drawings. |
| SUPER FINE | Use SUPER FINE for documents containing very small letters or very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


Contrast settings

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

1 Load the document(s).

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



2 Press  **one or more times until the desired resolution and contrast settings appear in the display.**

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

Display:

29-MAY 12:00
STANDARD :AUTO

29-MAY 12:00
FINE :AUTO

29-MAY 12:00
SUPER FINE :AUTO

29-MAY 12:00
HALF TONE :AUTO



29-MAY 12:00
STANDARD :DARK



29-MAY 12:00
HALF TONE :DARK


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


Changing the default resolution

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

1 Press **F** once and  **3** times. Display: **OPTION SETTING** 


2 Press  **once**. **FINE PRIORITY** 

3 Press  **once**. **FINE PRIORITY**
1=YES, 2=NO

4 Press **1** to set the default resolution to FINE, or **2** to set it to STANDARD. The display briefly shows your selection, then: **NUMBER OF RING** 


5 Press  to return to the date and time display.

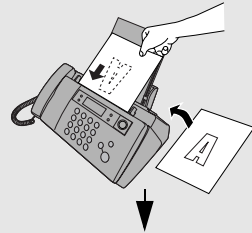
Sending a Fax by Normal Dialling

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

- ◆ If a person answers, you can talk with them before sending the fax.
- ◆ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 Load the document(s).

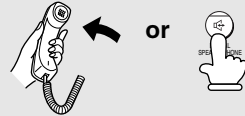
- If desired, press  to set the resolution and/or contrast.




29-MAY 12:00
READY TO SEND

2 Pick up the handset or press

Listen for the dial tone.




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

- If you are on a Flash-type PBX and are dialing out, press  , wait for the connection to the outside line, and then dial the number.



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

- If the other person answers, ask them to press their Start key (if you pressed , speak facing the operation panel at a distance of about 50 cm to 1m). This causes the receiving machine to issue a fax tone.

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



- **Important:** Remove the document as soon as it exits the machine. Otherwise, ink from received faxes and copies may soil the document.
- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 109).

Note: If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 128. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

4. Sending Faxes


Sending a Fax by Automatic Dialling

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

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

Storing fax, phone, and SMS numbers for auto dialling







1 Press  once and  once.

Display: <NEW NUMBER> 

2 Press  once.


ENTER TEL/FAX #

3 Enter the fax or phone number by pressing the number keys. Up to 32 digits can be entered (only 20 digits can be stored for an SMS number). (Note: A space cannot be entered.)
Important: An SMS number must include the area code.




- To clear a mistake, press  .
- If a pause is required between any of the digits to access a special service or an outside line, press  . The pause appears as a hyphen. Several pauses can be entered in a row.
- If you are on a Flash-type PBX and are storing a number for an outside line, press  , press  to insert a pause, and then enter the fax or voice number. (When you dial the auto-dial number, you will automatically dial out without the need to press the  key.)
- If you are on a PBX that requires dialing a number to dial out and are storing a number for an outside line, enter the number, press  to insert a pause, and then enter the number of the receiving machine. (When you dial the auto-dial number, you will automatically dial out without the need to dial the number for an outside line.)

4 Press  .


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


Example: SHARP = 7777 44 2 777  7

| | | | |
|---|---|---|---|
| SPACE = 1 | G = 4 ^{GH} | N = 6 ^{NO} 6 ^{NG} | U = 8 ^{UN} 8 ^{UN} |
| A = 2 ^{AB} | H = 4 ^{GH} 4 ^{GH} | O = 6 ^{NO} 6 ^{NO} 6 ^{NO} | V = 8 ^{UN} 8 ^{UN} 8 ^{UN} |
| B = 2 ^{AB} 2 ^{BC} | I = 4 ^{GH} 4 ^{GH} 4 ^{GH} | P = 7 ^{PO} | W = 9 ^{UN} |
| C = 2 ^{AB} 2 ^{BC} 2 ^{BC} | J = 5 ^{JK} | Q = 7 ^{PO} 7 ^{PO} | X = 9 ^{UN} 9 ^{UN} |
| D = 3 ^{DE} | K = 5 ^{JK} 5 ^{JK} | R = 7 ^{PO} 7 ^{PO} 7 ^{PO} | Y = 9 ^{UN} 9 ^{UN} 9 ^{UN} |
| E = 3 ^{DE} 3 ^{DE} | L = 5 ^{JK} 5 ^{JK} 5 ^{JK} | S = 7 ^{PO} 7 ^{PO} 7 ^{PO} 7 ^{PO} | Z = 9 ^{UN} 9 ^{UN} 9 ^{UN} 9 ^{UN} |
| F = 3 ^{DE} 3 ^{DE} 3 ^{DE} | M = 6 ^{NO} | T = 8 ^{UN} | |

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

6 Press  .

Display: <NEW NUMBER> 


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



- To confirm that an auto-dial number has been stored correctly, print out the Telephone Number List as explained on page 107.

Editing and clearing auto-dial numbers


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

1 Press  once and  once.

Display: <NEW NUMBER> 

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

3 Press .



The selected name (or number) appears here. 

SHARP
1=EDIT, 2=CLEAR

4 Press  for EDIT or  for CLEAR.



- If you selected CLEAR, go to Step 8.

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

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

6 Press .

7 Make the desired changes to the name.

- Press  or  to move the cursor to the letter or letters you wish to change, and then press the appropriate number key repeatedly until the desired letter appears (see Step 5 on page 75). The new letter will replace the old letter.
- If you do not wish to change the name, go directly to Step 8.

8 Press .

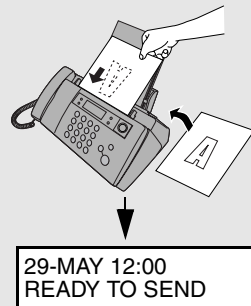
9 Return to Step 2 to edit or clear another number, or press to return to the date and time display.



Using an auto-dial number

Once you have stored a fax or phone number, you can use it to send a fax or make a phone call. (To use an auto-dial number to send an SMS message, see page 38.)

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


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




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

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


- **Important:** Remove the document as soon as it exits the machine. Otherwise, ink from received faxes and copies may soil the document.
- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 109).

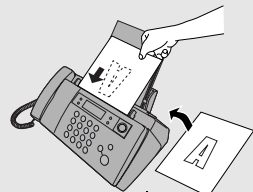
If you are making a phone call, lift the handset. Dialling begins. (If you lifted the handset before searching for the number, press  to begin dialling.)

Sending a fax by Direct Keypad Dialling

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





1 Load the document(s).

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



29-MAY 12:00
READY TO SEND

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

- If a pause is required between any of the digits to access a special service or an outside line, press . The pause will appear as a hyphen. Several pauses can be entered in a row.
- If you are on a Flash-type PBX and are dialing out, press , press  to insert a pause, and then enter the number of the receiving machine.
- If you are on a PBX and must dial a number to dial out, enter the number, press  to insert a pause, and then enter the number of the receiving machine.

3 Check the display. If the number of the receiving machine shown is


correct, press .

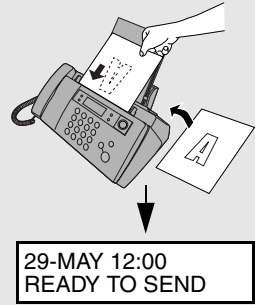
- If the number is not correct, press  to backspace and clear one digit at a time, and then re-enter the correct digit(s).


Redial


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

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

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



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


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

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

Note: If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 128. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

Automatic redialling












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

- ◆ You can press  to clear the message and stop automatic redialling.
- ◆ Under certain conditions (for example if a person answers the call on a telephone), automatic redialling may stop before three redialling attempts are made.

Error Correction Mode

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

When there is considerable noise on the line, you may find that transmission with ECM turned on takes longer than normal. If you prefer a faster transmission time, you can try turning ECM off.





- | | |
|---|---|
| <p>1 Press  once and  3 times.</p> | <p>Display: OPTION SETTING </p> |
| <p>2 Press  once and  4 times.</p> | <p>ECM MODE </p> |
| <p>3 Press  once.</p> | <p>ECM MODE 1=YES, 2=NO</p> |
| <p>4 Press  to select YES, or  to select NO.</p> | <p>The display briefly shows your selection, then: ERROR BEEP </p> |
| <p>5 Press  to return to the date and time display.</p> | |

Using the Speakerphone to Make a Phone Call

You can use the speakerphone to make a phone call.

1 Press  .
DIGITAL
SPEAKERPHONE

2 Dial using one of the following methods:

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

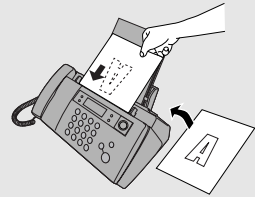
3 When the other party answers, speak facing the operation panel at a distance of about 50 cm to 1m.

4 When you are ready to end the call, press  .
DIGITAL
SPEAKERPHONE

Batch Page Numbering

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

1 Load the document(s).



2 Press **F** once and once.

Display:

PAGE COUNTER 

3 Press once.


PAGE COUNTER
ENTER # (01 - 99)

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

Example: 5 pages  

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

6 Dial the receiving machine and send the fax.

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

Sending a Fax From Memory

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


Note: If a power failure occurs while sending a fax from memory, you will need to repeat the operation.

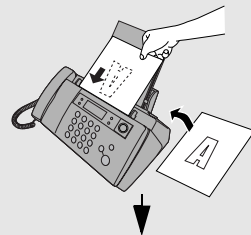
Broadcasting (sending a fax to multiple destinations)

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

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

1 Load the document(s).

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





29-MAY 12:00
READY TO SEND

2 Press .

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

4 Press to store the destination.

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


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






6 When you are ready to begin transmission, press .

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

Memory transmission


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


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

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

If the memory becomes full...

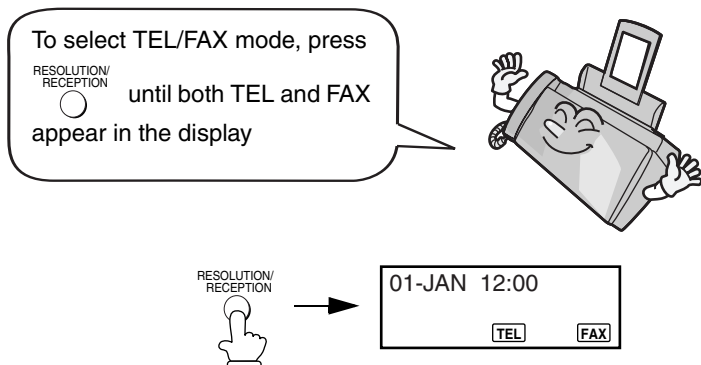
If the memory becomes full while the document is being scanned, FAX MEMORY FULL will appear in the display.

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

- ◆ Press  if you want to cancel the entire transmission.

5. Receiving Faxes

Using TEL/FAX Mode



When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on one ring (the number of rings can be changed as explained on page 89). After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

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



Note: Only the fax will alert you to voice calls or manually dialed faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been established. The handset of a parallel extension telephone can, however, be picked up to answer the call. If pseudo ringing does not stop when the handset is lifted, press **#** on the dial pad of the phone (this is only possible from a tone dial phone). If pseudo ringing is not cancelled in this way, the fax machine will send fax tones down the line, rendering conversation impossible.

Pseudo Ring Duration for Tel/Fax Mode

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

1 Press  once and  3 times.

Display: OPTION SETTING 





2 Press  once and  4 times.

PSEUDO RING 


3 Press  once.

PSEUDO RING
1=15 SECONDS

4 Enter a number as follows for the desired duration:

-  15 seconds
-  30 seconds
-  60 seconds
-  120 seconds

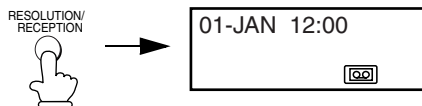
The display briefly shows your selection, then:

FLASH SELECT 

5 Press  to return to the date and time display.

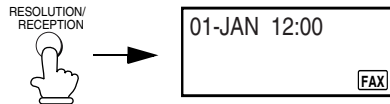
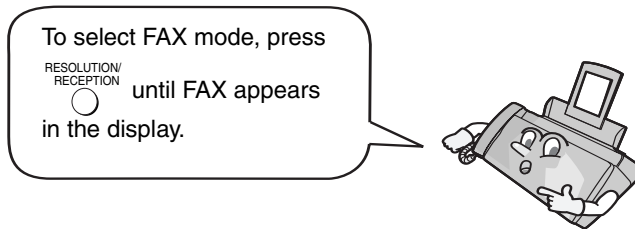
Using A.M. Mode

To select A.M. mode, press  until  appears in the display.

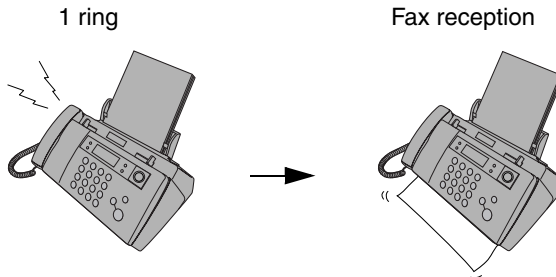


In A.M. mode, your fax machine will automatically receive voice messages and faxes. See Chapter 3 for more details.

Using FAX Mode



When the reception mode is set to FAX, the fax machine will automatically answer all calls on one ring (the number of rings can be changed as explained below) and receive incoming faxes.



- ◆ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 90.
- ◆ Make sure the operation panel is closed, or the paper may jam when received faxes are printed.



Changing the number of rings


If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX and TEL/FAX mode. Any number from 1 to 4 can be selected.

1 Press **F** once and  3 times.

Display:

OPTION SETTING 

2 Press  once and  once.


NUMBER OF RING 


3 Press  once.

NUMBER OF RING
ENTER (1-4) (1)

4 Enter the desired number of rings (any number from 1 to 4).

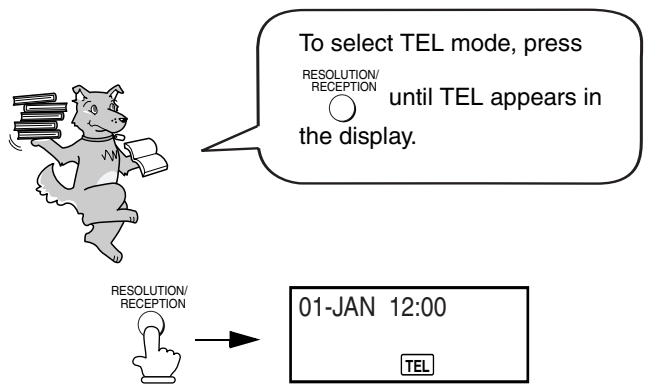
The display briefly shows your selection, then:

Example: 3 rings 

FAX REMOTE # 

5 Press  to return to the date and time display.

Using TEL Mode

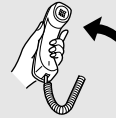


When the reception mode is set to TEL, you must answer all calls (even faxes) by picking up the fax machine's handset or an extension phone connected to the same line.

Answering with the fax's handset

Important: If a document is loaded in the machine's feeder, remove it before performing the steps below. (Fax reception is not possible when a document is in the feeder.)


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




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



FAX RECEIVING

If **FAX RECEIVING** does not appear (or if you have set the Fax Signal Receive setting to **NO**), press  to begin reception.

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



FAX RECEIVING



- When **FAX RECEIVING** appears in the display, hang up.

Answering on an extension phone connected to the same line

Important: If a document is loaded in the machine's feeder, remove it before performing the steps below. (Fax reception is not possible when a document is in the feeder.)

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





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




Phone goes dead




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

- The above step is necessary if you have set the Fax Signal Receive setting to NO.

Putting a call on hold

To put the other party on hold during a phone conversation, press  .








When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with the other party again, pick up the handset. If you did not put the handset back in

the cradle, press  again to resume conversation.

Optional Reception Settings


Fax Signal Receive

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



- 1** Press **F** once and  3 times. Display: OPTION SETTING 
- 2** Press  once and  6 times. FAX SIGNAL RX 
- 3** Press  once. FAX SIGNAL RX
1=YES, 2=NO
- 4** Press **1** to turn on the function, or **2** to turn it off. The display briefly shows your selection, then: CALLER-ID 
- 5** Press **STOP** to return to the date and time display.


Changing the number for remote fax activation

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

- 1** Press **F** once and  3 times. Display: OPTION SETTING 

Optional Reception Settings

2 Press  once and  twice.

FAX REMOTE # 

3 Press  once.

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

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

The display briefly shows your selection, then:

Example: 



TRANSACTION 


5 Press  to return to the date and time display.

Reception Ratio

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

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

1 Press  once and  twice.



Display: PRINT SET-UP 

2 Press  once.

RECEIVE RATIO 

3 Press  once.

RECEIVE RATIO
1=AUTO, 2=100%

4 Press  to select AUTO, or  to select 100%.

The display briefly shows your selection, then:

COPY CUT-OFF 

5 Press  to return to the date and time display.

Substitute Reception to Memory

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

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with ADD PAPER & PRESS START KEY, PAPER JAMMED, OUT OF INK, or PRINTER ERROR / CHECK PAPER.

When you add paper (and press ) , or clear the jam, or replace the print cartridge, the stored documents will automatically print out.

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


Caution!

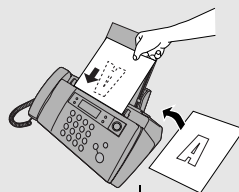
- ◆ When documents are stored in memory, do not turn the power off. This will erase all of the contents.

6. Making Copies

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



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

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



29-MAY 12:00
READY TO SEND

2 Select any of the following copy settings as needed:

- **Enlarge/reduce:** Press  or  until the desired setting appears in the display. Settings are 100%, 125%, 135%, 200%, 70%, 88%, 94%, and AUTO (automatic adjustment to match the size of the paper). The default setting is 100%.

Example: Press  twice →


29-MAY 12:00
COPY RATIO: 125%

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

Example: Press  for two copies →

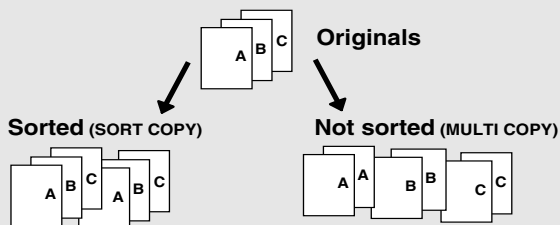
29-MAY 12:00
2


- **Sorted copies:** To sort the copies as shown below under “Sorted”, first set the number of copies per original (at least “2” copies must be set), and then

press .

29-MAY 12:00
2 [SORT]

Example: Two copies each of three originals



3 When you are ready to begin copying, press .

- **Important:** Remove the document as soon as it exits the machine. Otherwise, ink from the copy may soil the document.






If MEMORY IS FULL appears...



If you place a large number of originals in the feeder, the memory may become full before all pages can be scanned (the display will show FAX MEMORY FULL). If this happens, only the pages that were scanned will be copied and the remaining pages will automatically feed out. Repeat the copy procedure for the remaining pages, including the page that was being scanned when the memory became full.

Note: It may not be possible to make a copy of an original if a high resolution setting is used and/or the original contains so much detailed content that the memory becomes full before scanning finishes.

Copy Cut-off

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

- | | | |
|----------|--|---|
| 1 | Press  once and  twice. | Display: <input type="text" value="PRINT SET-UP"/> |
| 2 | Press  once and  once. | <input type="text" value="COPY CUT-OFF"/> |
| 3 | Press  once. | <input type="text" value="COPY CUT-OFF 1=YES, 2=NO"/> |

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

The display briefly shows your selection, then:

QUALITY MODE 

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


High-quality copy setting (fast/slow printing of copies)

The high-quality copy setting controls the speed at which copies are printed. If you prefer a higher quality image at a slower printing speed, turn on this setting. If you prefer a faster printing speed over image quality, turn off the setting.



Important: This setting is only effective when Quality mode (page 21) is turned on.

Note: This setting only affects the printing speed. It does not affect the amount of ink used.

- ◆ The high-quality copy setting is initially turned off.

- 1** Press  once and  twice.



Display: PRINT SET-UP 

- 2** Press  once and  3 times.

HQ COPY 

- 3** Press  once.

HQ COPY
1=YES, 2=NO

- 4** Press  to turn on high-quality copy, or  to turn it off.

The display briefly shows your selection, then:

ALIGN CART. 

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









7. Special Functions

Caller ID (Requires Subscription to Service)

If you subscribe to a caller identification service from your telephone company, you can have the fax machine display the name and number of the caller when you receive a call.

Important:

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

- | | |
|--|--|
| 1 Press  once and  3 times. | Display: <input type="text" value="OPTION SETTING"/> |
| 2 Press  once and  5 times. | <input type="text" value="CALLER-ID"/> |
| 3 Press  once. | <input type="text" value="CALLER-ID 1=YES, 2=NO"/> |
| 4 Press  (YES) to turn on Caller ID. (To turn off Caller ID, press  .) | <input type="text" value="ECM MODE"/> |
| 5 Press  to return to the date and time display. | |

How Caller ID operates

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

Display example

| | |
|----------|-----------------|
| 5258693 | Caller's number |
| JOHN DOE | Caller's name |

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

Display messages

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

| | |
|-----------------|--|
| NO SERVICE | No caller information was received from your telephone company. Make sure that the telephone company has activated your service. This message will also appear instead of Caller ID information if a call comes in while you are recording an OGM or memo, or are playing back recorded messages. If the call happens to be from your SMS center, SMS message reception will not be possible at this time. |
| CALLER-ID ERROR | Noise on the telephone line prevented reception of caller information. |
| OUT OF AREA | The call was made from an area which does not have a caller identification service, or the caller's service is not compatible with that of your local phone company. |
| WITHHELD | Caller information was not provided by the telephone company at the caller's request. |



Viewing the Caller ID list

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

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


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

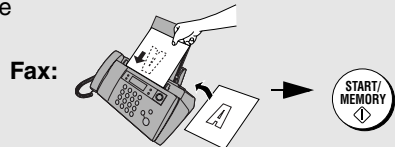
1 Press  twice.


29-MAY 12:00
 <REVIEW CALLS>
  

2 Press  or  to scroll through the list.

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

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





- **Voice call:** If you wish to make a voice call, pick up the handset (or press ). Dialling begins automatically.



(If you pressed , speak facing the operation panel at a distance of about 50 cm to 1 m when the other party answers.)

4 Press  when you have finished viewing the list.













To delete calls from the Caller ID list

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

Priority Call

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

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

- 1** Press  once and  3 times. Display: ENTRY MODE 
- 2** Press  once and  once. PRIORITY # 
- 3** Press  once. PRIORITY #
1=SET, 2=CLR
- 4** Press  to store a number.
(To clear a previously stored number, press  and go to Step 6.)
- 5** Enter the number by pressing the number keys (max. 20 digits).
- 6** Press  to store (or clear) the number. OWN NUMBER SET 
- 7** Press  to return to the date and time display.

Blocking voice calls

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


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



To use this function, enter the number that you wish to block as explained in *Blocking Reception of Unwanted Faxes* (see page 104). Only one number can be blocked.


Blocking Reception of Unwanted Faxes

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

1 Press  once and  3 times.



Display: ENTRY MODE 

2 Press  once and  twice.

ANTI JUNK # 

3 Press  once.

ANTI JUNK #
1=SET, 2=CLEAR

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

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

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




Polling (Requesting a Fax Transmission)

Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without assistance from the operator of the other machine.

Hint: Polling is useful when you want the receiving fax machine, not the transmitting fax machine, to bear the cost of the call.

- ◆ To use the polling function, the other machine must be capable of being polled.
- ◆ Before polling, make sure the other machine is set up to receive your polling request.
- ◆ Your machine is not capable of being polled.

1 Dial the fax machine that you wish to poll using one of the following methods:

- Enter the full number using the numeric keys.
- Pick up the handset (or press ) and dial the full number. Wait for the fax answerback tone.
- Press  or  until the name (or number) of the other party appears in the display.

2 Press .

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


PBX operations

If your fax is connected to a PBX, you can use it to perform the following operations:



Making enquiry calls: During a call, you can put the other party on hold, make a further call to a third party, and then go back to your original caller.

Transferring calls: You can transfer a call to another number on the same PBX without operator assistance.

Making enquiry calls



- 1** During the telephone conversation, press  . This puts the other party on hold.
- 2** When you hear the dial tone, dial the number of the third party for the enquiry call.
- 3** When you have finished the enquiry call, you will be automatically returned to the original caller as soon as the third party hangs up.


Transferring calls




- 1** During the telephone conversation, press  . This puts the other party on hold.
- 2** When you hear the dial tone, dial the number to which you want to transfer the call. When the other party answers, hang up, and the call will be transferred.
 - If the other party does not answer, press  again to return to the original caller.


8. Printing Lists

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

- 1** Press  once and  twice. Display:

| | |
|--------------|---|
| LISTING MODE | ↕ |
|--------------|---|
- 2** Press  once.

| | |
|------------|---|
| TEL # LIST | ↕ |
|------------|---|
- 3** Press  or  until the desired list appears in the display.
- 4** Press  once. Example:

| |
|-----------------|
| TEL # LIST |
| PRESS START KEY |
- 5** Press  to print the list.

Telephone Number List

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

Setup List

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


Message List

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

Caller-ID List

This list shows information on your 30 most recently received calls and faxes. (This list is only available if you are using the Caller ID function.)

Help List

This list provides a brief guide to the operation of the machine. Press  whilst no document is loaded in the feeder to print this list.



Transaction Report

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

- ◆ The Transaction report cannot be printed on demand.

Headings in the Transaction Report

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

START The time at which transmission/reception started.

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

PAGES Number of pages transmitted/received.

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

OK - Transmission/reception was successful.

P.FAIL - A power failure prevented the transaction.

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

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

COM.E-X - (Where "X" is a number.) A telephone line error prevented the transaction. See *Line error* on page 119.

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



Transaction Report print condition

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

1 Press **F** once and  3 times.

Display:

OPTION SETTING 

2 Press  once and  3 times.

TRANSACTION 

3 Press  once.

TRANSACTION
1:ALWAYS PRINT

(Selections appear alternately)

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

1 ALWAYS PRINT

A report will be printed after each transmission, reception, or error.

2 ERROR/MEMORY

A report will be printed after an error or a memory operation.

3 SEND ONLY

A report will be printed after each transmission.

4 ERROR ONLY

A report will be printed only when an error occurs.

5 NEVER PRINT

A report will never be printed.

The display briefly shows your selection, then:

PSEUDO RING 

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

9. Maintenance

Cleaning the Machine

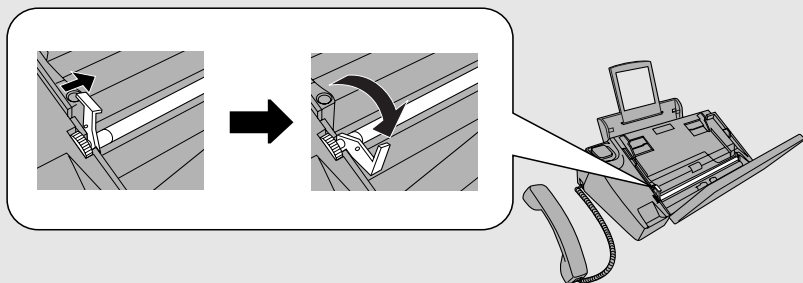
Cleaning the scanning glass and rollers

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

- 1 Open the operation panel.

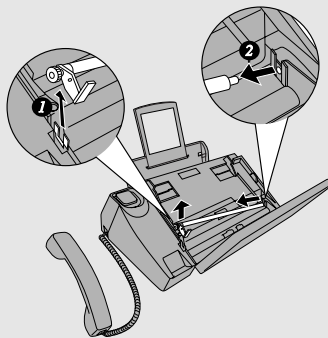


- 2 Push the green lever at the side of the white roller slightly to the right, and then pull it forward and down.



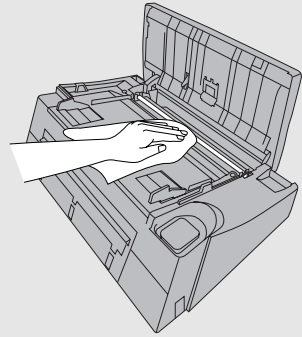
- 3 Pull the left side of the white roller up and then pull the roller to the left and out of the machine.

- Place the roller in a stable position where it will not accidentally fall to the ground.



4 Wipe the scanning glass (exposed by removing the white roller) and rollers with a clean cloth.

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

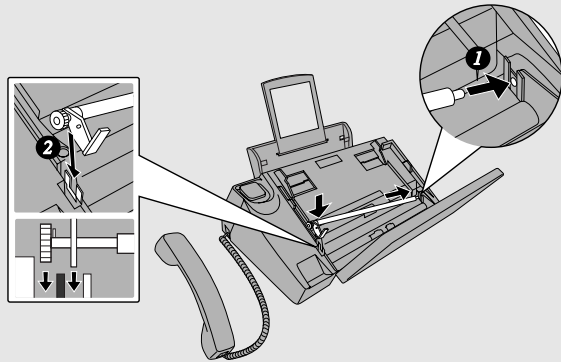


If the scanning glass is difficult to clean

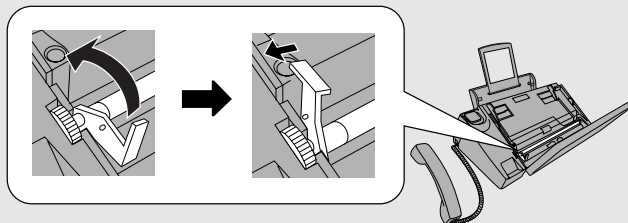
If you find it difficult to remove dirt from the scanning glass, you can try moistening the cloth with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.

5 Replace the white roller, inserting the right end first.

- When re-inserting the roller do not use excessive force to locate the right hand end. This may result in damage to the machine.



6 Push the green lever up and back. Make sure that the small knob on the lever goes into the hole on the side of the compartment.



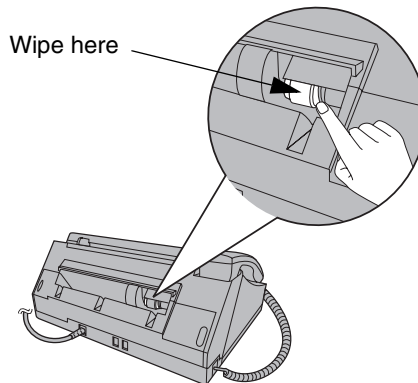
- 7** Close the operation panel, pressing down firmly to make sure it clicks into place.



Cleaning the paper feed roller

A dirty paper feed roller will prevent the paper from feeding correctly. To clean the roller, first remove the paper tray. The roller will be visible in the opening in the rear of the machine. Hold the roller by pressing down on the white part with your finger and wipe the black part with a clean, dry cloth. Rotate the roller as needed to wipe the entire surface of the black part.

- ◆ If you find it difficult to remove dirt from the roller, moisten the cloth with water and then wring it out thoroughly before wiping. **Do not** use alcohol, benzene, thinner, or other solvents.



Cleaning the housing

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

Caution!



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




Improving Print Quality


Aligning the print cartridge

If print quality is not satisfactory, first try aligning the print cartridge.

Note: Make sure that paper is loaded before beginning this procedure.

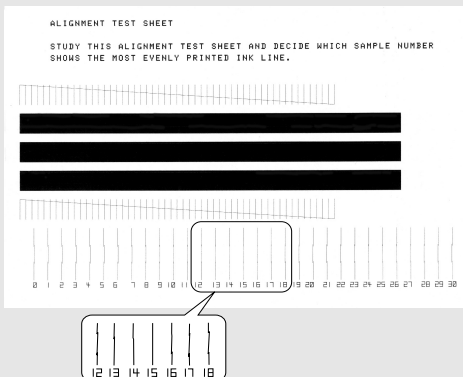
1 Press **F** once and  twice. Display: **PRINT SET-UP** 

2 Press  once and  twice. Display: **ALIGN CART.** 

3 Press  once. Display: **ALIGN CART.**
1=PRINT,2=SET

4 Press **1** to print an alignment page. (To enter an alignment value without printing an alignment page, press **2**.)

5 In the alignment page that the machine prints, locate the line that comes closest to forming a completely straight line.



In this example, “15” comes closest to forming a straight line.

After printing the alignment page the display shows:


29-MAY 12:00
ENTER (0-30) 15

6 Press the number keys to enter the number of the straightest line.

Example:  

- If you make a mistake, press  and then repeat the entry.



7 Press .

CLEAN NOZZLES 



8 Press  to return to the date and time display.


Cleaning the print cartridge nozzles

If print quality is still not satisfactory after aligning the print cartridge, follow these steps to clean the print cartridge nozzles.

1 Press  once and  twice.

Display: PRINT SET-UP 

2 Press  once and  once.

CLEAN NOZZLES 

3 Press  once.

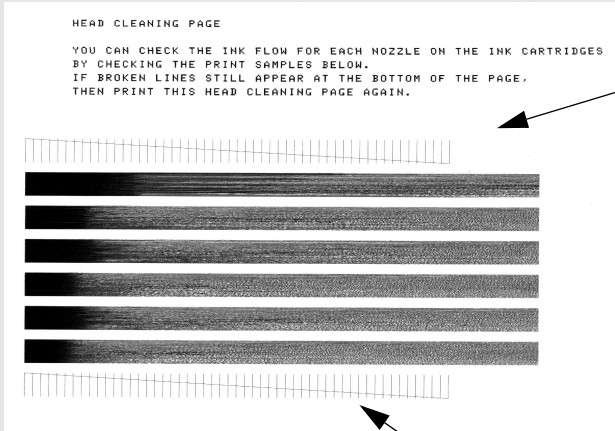
CLEAN NOZZLES
PRESS START KEY

4 Press .

- The machine prints a test pattern similar to the one shown in the following step.

5 Compare the diagonal line above the printed bars to the diagonal line below the printed bars.

- Look for a break in the diagonal line above the bars. A break indicates clogged nozzles.




Breaks in the diagonal line at the top of the page indicate clogged nozzles.

Unbroken lines at the bottom of the page indicate the nozzles were cleaned.

6 If the bottom diagonal line still has breaks, repeat Steps 1 through 4 to run the nozzle test again. Run the test a third time if necessary.


- If the print quality is satisfactory after running the nozzle test three times, the nozzles are clean.
- If the print quality is still not satisfactory after running the test a third time, continue with Step 7.

7 Press , open the operation panel, open the print compartment cover, and remove and then reinstall the print cartridge (see the procedure beginning on page 17).

8 Repeat the nozzle test. If the lines are still broken, wipe the nozzles as explained in the following section.

Wiping the print nozzles and contacts

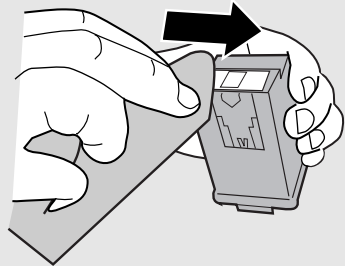
If you have cleaned the print nozzles as explained in the previous section at least three times and print quality is still not satisfactory, try wiping the print nozzles and contacts.

- 1 Press  **IN**K, open the operation panel, open the print compartment cover, and remove the print cartridge (see the procedure beginning on page 17).

- **CAUTION! DO NOT** touch the gold contact area of the cartridge or the contact area of the cartridge carriage with your fingers.

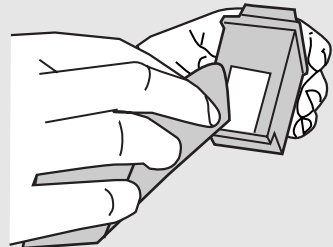
- 2 Dampen a clean cloth with water, and gently wipe the nozzles and the gold-coloured area around the nozzles. Wipe in one direction only.

- To dissolve dried ink, hold the damp cloth against the nozzles for about three seconds. Gently blot and wipe dry.
- When finished, allow the gold-coloured area to dry.





- 3 Dampen another section of clean cloth with water, and gently wipe the contacts and the gold-coloured area around the contacts.

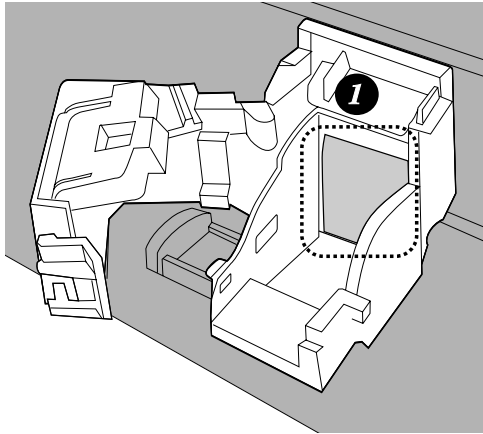
- To dissolve dried ink, hold the damp cloth against the contacts for about three seconds. Gently blot and wipe dry.
- When finished, allow the gold-coloured area to dry.



- 4 Reinstall the print cartridge and repeat the nozzle test as explained in the previous section.

Cleaning the cartridge holder

A dirty print cartridge holder may cause smudges on your printed pages. To clean the print cartridge holder, press  ^{INK}, open the operation panel, open the print compartment cover, and remove the print cartridge (see the procedure beginning on page 17). Wipe  on the holder with a damp cloth.



About the lithium battery:

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

10. Troubleshooting

Problems and Solutions

Line error

| Problem | Solution |
|------------------------------------|--|
| LINE ERROR appears in the display. | <p>A line error occurs when your fax machine cannot communicate correctly with the other fax machine. The error is usually due to a problem on the phone line.</p> <p>Try the transaction again. If the error persists, check the following:</p> <ul style="list-style-type: none">• Check the connection. The cord from the TEL. LINE socket to the wall socket should be no longer than two meters.• Make sure there are no modem devices sharing the same telephone line.• Check with the other party to make sure their fax machine is functioning properly.• Have your telephone line checked for line noise.• Try connecting the fax machine to a different telephone line.• If the problem still occurs, your fax machine may need service. |

Dialling and transmission problems

| Problem | Solution |
|--|--|
| <p>No dial tone when you pick up the handset or press the DIGITAL SPEAKERPHONE key.</p> | <ul style="list-style-type: none"> • Make sure the handset cord is connected to the correct socket. See <i>Connecting the handset</i> on page 12. • Make sure that the telephone line is properly connected to both the TEL. LINE socket and the wall socket (see page 23). • Make sure that the telephone line is good. |
| <p>Dialling is not possible.</p> | <ul style="list-style-type: none"> • Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the TEL. LINE socket and the wall socket (see page 23). |
| <p>The power is on, but no transmission takes place.</p> | <ul style="list-style-type: none"> • Make sure that the receiving machine has paper. • Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • Check the display for error messages. • Pick up the handset and check for a dial tone. Dial the receiving machine manually and make sure that it is responding (you should hear a fax tone). |
| <p>Nothing is printed at the receiving end.</p> | <ul style="list-style-type: none"> • Make sure that the document for transmission is placed face down in the feeder. |
| <p>A distorted image is received at the other end.</p> | <ul style="list-style-type: none"> • Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service. |

Reception and copying problems

| Problem | Solution |
|--|--|
| The power is on, but no reception takes place. | <ul style="list-style-type: none"> • Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket. |
| The printing paper comes out blank when you try to receive a document. | <ul style="list-style-type: none"> • Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine. |
| Print quality is poor. | <ul style="list-style-type: none"> • The print cartridge may need alignment or cleaning. See page 114. |
| The received document is faint. | <ul style="list-style-type: none"> • Ask the other party to send higher contrast documents. • The print cartridge may need replacement. Make a copy or print a report to check your machine's printing ability. |
| Received images are distorted. | <ul style="list-style-type: none"> • Noise on the telephone line may cause distortion. Have the other party try sending the document again. • Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service. |
| The quality of copies is poor and/or dark vertical lines appear. | <ul style="list-style-type: none"> • Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 111. |

General problems

| Problem | Solution |
|---|--|
| Nothing appears in the display. | <ul style="list-style-type: none">• Make sure the power cord is properly plugged into a power outlet.• Connect another electrical appliance to the outlet to see if it has power. |
| The machine does not respond when you press any of its keys. | <ul style="list-style-type: none">• If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later. |
| Automatic document feeding does not work for transmission or copying. | <ul style="list-style-type: none">• Check the size and weight of the document (see <i>Transmittable Documents</i> on page 66). |

SMS messaging problems



| Problem | Solution |
|---|--|
| You cannot send SMS messages. | <ul style="list-style-type: none"> • Have you registered for SMS service? • Make sure that the correct center number is entered (see page 47). |
| You cannot receive SMS messages. | <ul style="list-style-type: none"> • Make sure that the correct center number is entered (see page 47) . When your SMS center calls your fax machine, the machine checks to see if the SMS center number sent by Caller ID matches the center incoming number entered as explained on page 47. If the numbers don't match, the fax machine does not begin SMS reception and simply rings instead. If you have turned on the Caller ID function (see page 99), the correct center number sent by Caller ID will appear in the display (and in the Caller ID list). Check this number against your entered center number and correct the latter if needed. • To receive SMS messages, you must subscribe to a Caller ID service. • Is the inbox full? If so delete one or more messages (see page 45). • Is the SMS Receive function turned on? This function must be turned on to receive SMS messages (see page 46). |
| When sending an SMS message, OVER 20 DIGITS appears when you enter the number of the recipient. | <ul style="list-style-type: none"> • The maximum number of digits that can be entered for the number of an SMS message recipient is 20. A number longer than 20 digits cannot be used when redialing, using an auto-dial number, or using the Caller ID list. |
| OVER DIGITS appears while you are writing a message and no further characters can be entered. | <ul style="list-style-type: none"> • The maximum number of characters that can be entered when writing an SMS message is 160. Less characters can be entered if the message includes special symbols or characters that require more memory space. |

| | |
|--|--|
| <p>You receive a voice message from your SMS center.</p> | <ul style="list-style-type: none">• This may happen if you attempt to send an SMS message without subscribing to an SMS service.• If the sender selected an SMS to Voice function, you will receive the message by voice.• If your inbox is full, the SMS server will send a voice message after several attempts to send a text message. Delete one or more messages from your inbox to allow text messages to be received. |
|--|--|





Messages and Signals



Display messages

Note: If you have turned on the Caller ID function, see page 100 for display messages related to Caller ID.

| | |
|---|---|
| <p>ADD PAPER & / PRESS START KEY (alternating messages)</p> | <p>Check the printing paper. If the tray is empty, add paper and then press . If there is paper in the tray, make sure it is inserted correctly (take out the stack, align the edges evenly, and then reinsert it in the tray) and then press .</p> |
| <p>A.M. MEMORY FULL</p> | <p>The answering machine's message memory is full. Erase recorded messages as explained on page 52.</p> |
| <p>A.M. TRANSFER</p> | <p>The answering machine's transfer function has been turned on (see page 55).</p> |
| <p>CHANGE CARTRIDGE</p> | <p>This message appears after you install or replace the print cartridge (see page 19).</p> |
| <p>CHECK CARTRIDGE</p> | <p>The print cartridge is missing and must be installed, or is not installed correctly.</p> |
| <p>DOCUMENT JAMMED</p> | <p>The original document is jammed. See the following section, <i>Clearing Paper Jams</i>. Document jams will occur if you load more than 10 pages at once or load documents that are too thick (see page 66). The document may also jam if the receiving machine doesn't respond properly when you attempt to send a fax.</p> |
| <p>FAX MEMORY FULL</p> | <p>The document memory is full. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see <i>Substitute Reception to Memory</i> on page 95). If you are attempting to transmit from memory, see <i>If the memory becomes full</i> on page 86. If you are copying, see <i>If MEMORY IS FULL appears</i> on page 97.</p> |

Messages and Signals

| | |
|------------------|---|
| FAX RX IN MEMORY | A fax has been received in memory because the print cartridge needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed. |
| FUNCTION MODE |  has been pressed. |
| INK NEAR EMPTY | The cartridge is nearly empty (approximately one eighth of the ink remains). |
| LINE ERROR | Transmission or reception was not successful. Press  to clear the message and then try again. If the error persists, see <i>Line error</i> on page 119. |
| LOW INK | The cartridge is low on ink (approximately one quarter of the ink remains). |
| MEMORY PRINTING | The fax is preparing to or printing out a document from memory. |
| MESSAGES RCVD:XX | This indicates that you have received messages in the answering machine. "XX" is the number of messages. |
| NO # STORED | This appears if you attempt to search for an auto-dial number when none have been stored. |
| OFF HOOK | This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press  to clear the message. |
| OUT OF INK | The cartridge is out of ink and must be replaced. Faxes will be received to memory. |
| PAPER JAMMED | The printing paper is jammed. See page 129. |
| PRINTER ERROR | A printer error has occurred. Open the printer compartment cover, make sure the print cartridge is installed correctly, and then close the cover. Press  to clear the message. |


| | |
|-------------------------------|--|
| PRINTER ERROR/ CHECK PAPER | A paper jam may have occurred. Follow the procedure on page 129 to clear the jam. |
| READY TO SEND | A document has been loaded and the fax machine is waiting for you to begin faxing or copying. |
| RECALLING | This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See <i>Automatic redialling</i> on page 80.) |
| SPEAKER PHONE |  has been pressed and the fax machine is waiting for you to dial. <small>DIGITAL SPEAKERPHONE</small> |
| TOTAL PAGE(S) 01 | Number of pages transmitted, received, or copied. |
| UNSENT E0/FE | When viewing messages in the outbox, this appears if you press  after scrolling to a message with an exclamation point next to it. E0 indicates that there was no Caller ID service. FE indicates that an error occurred during transmission. |

Audible signals

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

Clearing Paper Jams

Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing . If the document doesn't feed out, remove it as explained below.

Important:

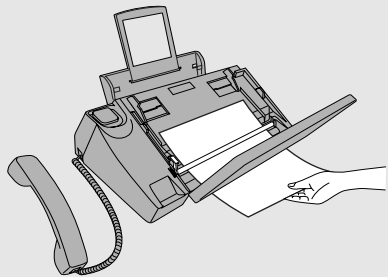
Do not try to remove a jammed document without releasing it as explained below. This may damage the feeder mechanism.

1 Open the operation panel.



2 Gently remove the document.

- Be careful not to tear the document.





3 Close the operation panel, pressing down firmly to make sure it clicks into place.

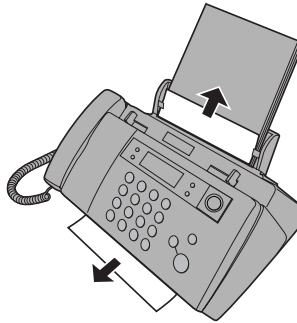


Clearing jammed printing paper

Gently pull the jammed paper out of the machine, taking care not to tear it.

After removing the jammed paper, press  to clear the error message (PAPER JAMMED) from the display.

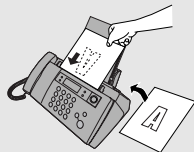
- ◆ Normal operation cannot be resumed until you press  to clear the error message.




Quick Reference Guide

Sending Faxes

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





Normal Dialling

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

4. Press  .


Automatic Dialling


1. Press  or  until the desired destination appears in the display.

2. Press  .


Recording an Outgoing Message

1. Press  ,  , and  .

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

3. When finished, press  .


Receiving Faxes

Press  until the desired reception mode appears in the display.




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



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


reception, press  .

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


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




























































Storing Auto Dial Numbers

1. Press  once and  twice.

2. Enter the fax number and press  .

4. Enter a name by pressing number keys. (To enter two letters in succession that

require the same key, press  after entering the first letter.)

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

5. Press  and then  .

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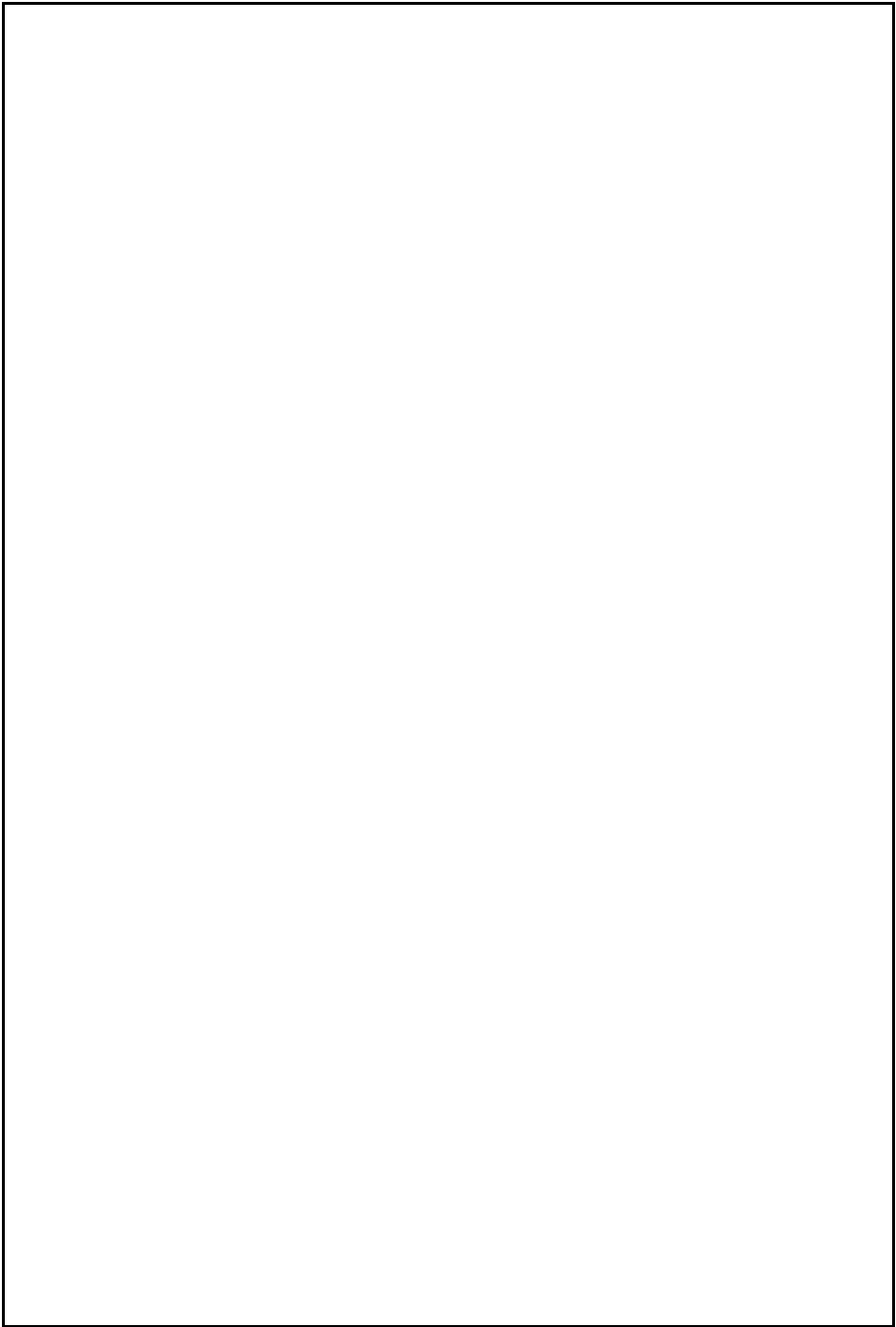
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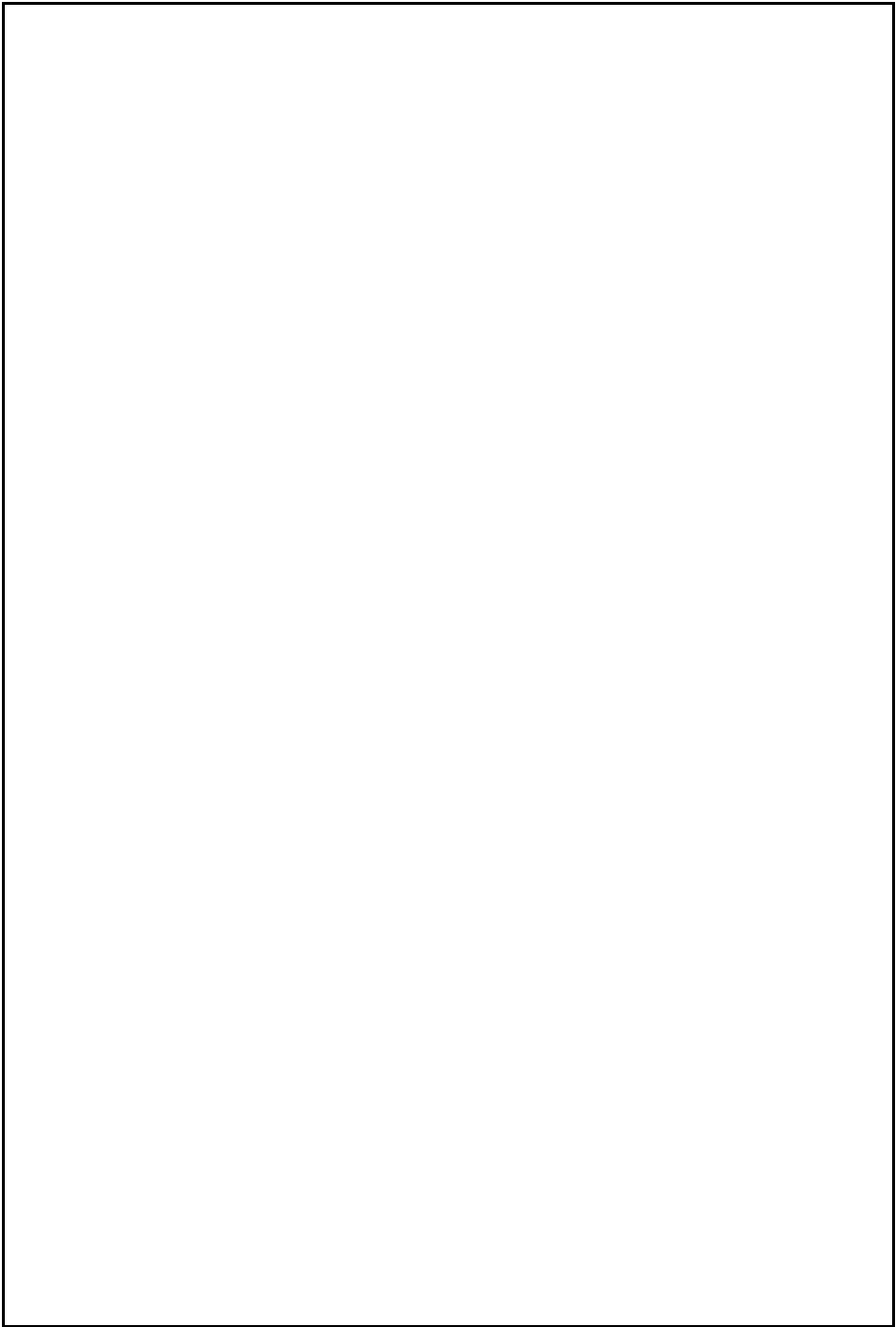
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REMOTE OPERATION CARD

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

Remote Operation Guide

SHARP[®]

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

A. Information on Disposal for Users (private households)

1. In the European Union

Attention: If you want to dispose of this equipment, please do not use the ordinary dust bin!

Used electrical and electronic equipment must be treated separately and in accordance with legislation that requires proper treatment, recovery and recycling of used electrical and electronic equipment.

Following the implementation by member states, private households within the EU states may return their used electrical and electronic equipment to designated collection facilities free of charge*. In some countries* your local retailer may also take back your old product free of charge if you purchase a similar new one.

*) Please contact your local authority for further details.

If your used electrical or electronic equipment has batteries or accumulators, please dispose of these separately beforehand according to local requirements.

By disposing of this product correctly you will help ensure that the waste undergoes the necessary treatment, recovery and recycling and thus prevent potential negative effects on the environment and human health which could otherwise arise due to inappropriate waste handling.

2. In other Countries outside the EU

If you wish to discard this product, please contact your local authorities and ask for the correct method of disposal.

For Switzerland: Used electrical or electronic equipment can be returned free of charge to the dealer, even if you don't purchase a new product. Further collection facilities are listed on the homepage of www.swico.ch or www.sens.ch.

B. Information on Disposal for Business Users.

1. In the European Union

If the product is used for business purposes and you want to discard it:

Please contact your SHARP dealer who will inform you about the take-back of the product. You might be charged for the costs arising from take-back and recycling. Small products (and small amounts) might be taken back by your local collection facilities.

For Spain: Please contact the established collection system or your local authority for take back of your used products.

2. In other Countries outside the EU

If you wish to discard of this product, please contact your local authorities and ask for the correct method of disposal.



Attention: Your product is marked with this symbol. It means that used electrical and electronic products should not be mixed with general household waste. There is a separate collection system for these products.



SHARP®

SHARP ELECTRONICS (UK) LTD.

Sharp House, Thorp Road, Newton Heath, Manchester, M40 5BE

SHARP CORPORATION

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