User's Guide

Quick Reference Guide

Sending Faxes

Automatic Transmission

1. If it is not illuminated in blue, press

   [**Fax**] (**Fax**).

2. Load your document.

3. Enter the fax number using One-Touch, Speed-Dial, Search or the dial pad.

4. Press **Black Start**.

Storing numbers

Storing One-Touch Dial numbers

1. Press **Menu/Set**, **2**, **3**, **1**.

2. Press the One-Touch key where you want to store the number.

📝 **Note**

To access One-Touch numbers 9 to 16, hold down **Shift** as you press the One-Touch key.

3. Select Fax/Tel.

   Press **Menu/Set**.

4. Enter the number (up to 20 digits).

   Press **Menu/Set**.

5. Enter the name up to 15 characters (or leave it blank).

   Press **Menu/Set**.

6. Press **Stop/Exit**.

Storing Speed-Dial numbers

1. Press **Menu/Set**, **2**, **3**, **2**.

2. Using the dial pad, enter a three-digit Speed-Dial location number.

   Press **Menu/Set**.

3. Select Fax/Tel.

   Press **Menu/Set**.

4. Enter the number (up to 20 digits).

   Press **Menu/Set**.

5. Enter the name up to 15 characters (or leave it blank).

   Press **Menu/Set**.

6. Press **Stop/Exit**.

Dialing operations

One-Touch Dialing / Speed-Dialing

1. If it is not illuminated in blue, press

   [**Fax**] (**Fax**).

2. Load your document.

3. Press the One-Touch key of the number you want to call.

📝 **Note**

To dial One-Touch numbers 9 to 16, hold down **Shift** as you press the One-Touch key.

—**OR**—

Press **Search/Speed Dial**, press **#**. Press the three-digit Speed-Dial number.

4. Press **Black Start**.

Using Search

1️⃣ If it is not illuminated in blue, press

▢ (**Fax**).

2️⃣ Load your document.

3️⃣ Press **Search/Speed Dial**, and then enter the first letter of the name you're looking for.

4️⃣ Press ◄ or ► to search the memory.

5️⃣ Press **Black Start**.

Making copies

Single copy

1️⃣ Press ▢ (**Copy**) to illuminate it in blue.

2️⃣ Load your document.

3️⃣ Press **Black Start** or **Color Start**.

Sorting copies using the ADF

1️⃣ Press ▢ (**Copy**) to illuminate it in blue.

2️⃣ Load your document.

3️⃣ Use the dial pad to enter the number of copies you want (up to 99).

4️⃣ Press **Options** and ▲ or ▼ to select Stack/Sort.

Press **Menu/Set**.

5️⃣ Press ▲ or ▼ to select Sort.

Press **Menu/Set**.

6️⃣ Press **Black Start** or **Color Start**.

Table of Contents

Section I - General

1   General Information

2   Loading paper and documents

3   Setup

4   Security features

Section II - Fax & Telephone

5   Sending a fax

6 Receiving a fax

7 Dialing and phone options

8 Remote Fax Options

Section III - Copy

11   Making copies

Section IV - Software and Network Features

Section V - Appendixes

A   Important information

B Menu and Features

C Troubleshooting and routine maintenance

D Optional accessories

E Specifications

F Glossary

G Index

Section I

General

1. **General Information**
2. **Loading paper and documents**
3. **Setup**
4. **Security features**

1 General Information

Using this Guide

Finding information

All the chapter headings and subheadings are listed in the Table of Contents. You will be able to find information about a specific feature or operation by checking the Index at the back of this Guide.

Symbols used in this Guide

Throughout this Guide you will see special symbols alerting you to important warnings, notes and actions. Special fonts identify keys you should press, messages that appear on the LCD, and important points or related topics.

Bold Bold typeface identifies specific keys on the machine's control panel.

Italics Italicized typeface emphasizes an important point or refers you to a related topic.

Courier Courier type face identifies the messages on the LCD of the machine.

Warnings or cautions tell you what to do to prevent possible personal injury.

Electrical Hazard icons alert you to a possible electrical shock.

Hot Surface icons warn you not to touch machine parts that are hot.

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Improper Setup icons alerts you to devices and operations that are not compatible with the machine.

Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.

1

How to access the complete User's Guide

This User's Guide does not contain all the information about the machine such as how to use the advanced features of the Fax, Printer, Scanner, PC Fax and Network. When you are ready to learn detailed information about these operations, read the complete User's Guide located in the 'Documentation' section of the CD-ROM.

To view Documentation

1. Turn on your PC. Insert the CD-ROM into your CD-ROM drive.

2. If the model name screen appears, click your model name.

3. If the language screen appears, click your language.

   The CD-ROM main menu will appear.
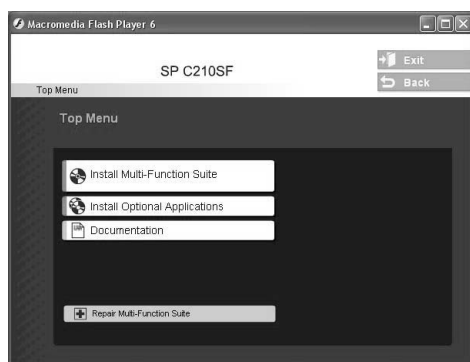
Note

If this window does not appear, use Windows® Explorer to run the setup.exe program from the root directory of the CD-ROM.

4. Click **Documentation**.

5. Click the documentation you want to read.

   • **Quick Setup Guide:** Setup and Software Installation Instructions

   • **User's Guide (3 manuals):** User's Guide for stand-alone operations, Software User's Guide and Network User's Guide

   • **PaperPort® User's Guide:** Document Management Software

How to find Scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

Software User's Guide:

■ *Scanning* in Chapter 2

   (For Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0)

■ *ControlCenter2* in Chapter 3

   (For Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0)

■ *Network Scanning* in Chapter 4

PaperPort® User's Guide

■ Instructions for scanning directly from ScanSoft® PaperPort®

Control panel overview
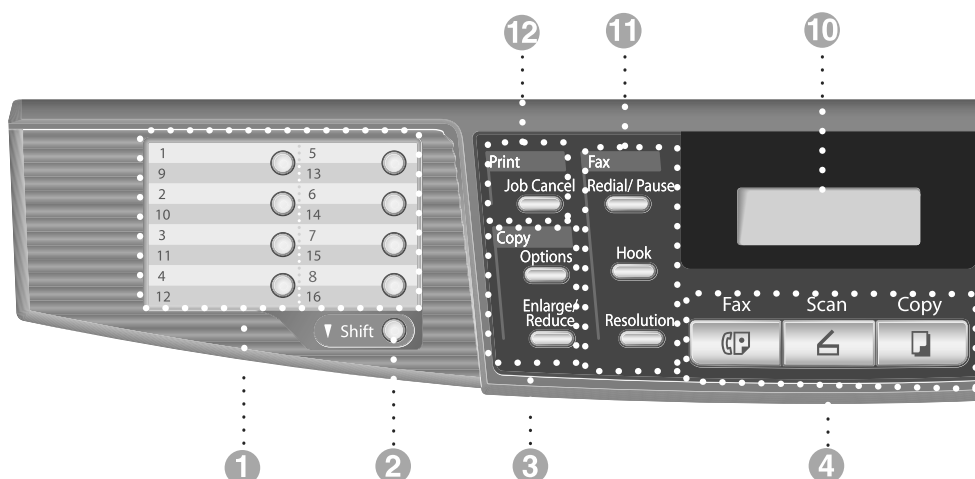
1 **One-Touch Keys**

These 8 keys give you instant access to 16 previously stored numbers.

2 **Shift**

To access One-Touch numbers 9 to 16, hold down **Shift** as you press the One-Touch key.

3 **Copy keys (Temporary settings):**

Enlarge/Reduce

Lets you reduce or enlarge copies depending upon the ratio you select.

Options

You can quickly and easily select temporary settings for copying.

4 **Mode keys:**

Fax

Lets you access Fax mode.

Scan

Lets you access Scan mode.

Copy

Lets you access Copy mode.

5 **Menu keys:**

Menu/Set

The same key is used for Menu and Set operations.

Lets you access the Menu to program and store your settings in the machine.

Volume keys

◀ ▶

When listening to the speaker in Fax mode or on standby, you can press these keys to adjust the volume.

▼ Search/Speed Dial

Lets you look up numbers that are stored in the dialing memory. It also lets you dial stored numbers by pressing **#** and a three-digit number.

◀ ▶

Press to scroll forward or backward to a menu selection.

▲ or ▼

Press to scroll through the menus and options.

1
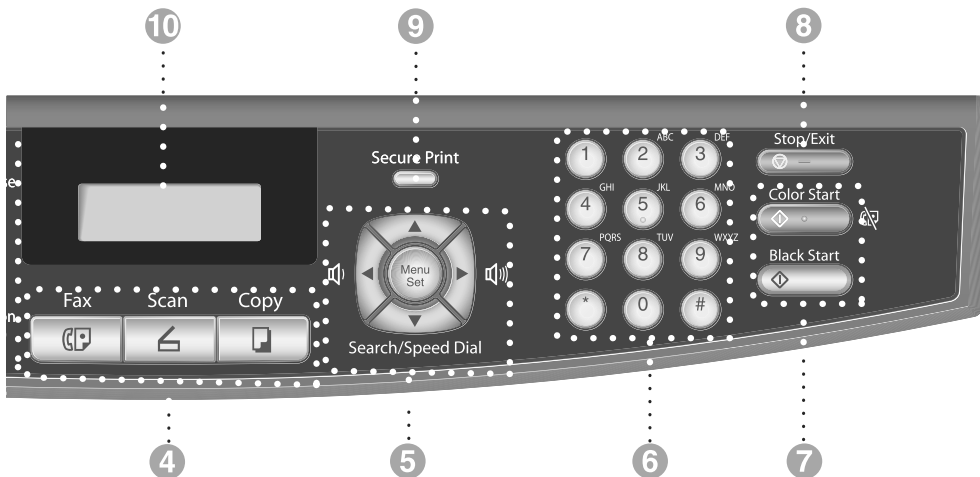
6 Dial Pad

Use these keys to dial telephone or fax numbers and as a keyboard for entering information into the machine.

The **#** key lets you temporarily switch the dialing mode during a telephone call from Pulse to Tone.

7 Black Start

Lets you start sending faxes or making copies in black & white.

Color Start

Lets you start making copies in full color.

8 Stop/Exit

Stops an operation or exits from the menu.

9 Secure Print

Lets you print secured print data saved in the machine's memory if you enter the four-digit password. (For details about using this feature, see Chapter 1 in the Software User's Guide on the CD-ROM.)

10 Liquid Crystal Display (LCD)

Displays messages on the screen to help you set up and use your machine.

11 Fax and telephone keys:

Redial/Pause

Redials the last number you called. It also inserts a pause in quick dial numbers.

Hook

Press before dialing if you want to make sure a fax machine will answer, and then press **Black Start**. Also, press this key after picking up the handset of an external telephone during the F/T double/pseudo-ring.

Resolution

Sets the resolution when you send a fax.

12 Print key:

Job Cancel

You can cancel a print job and clear the machine's memory.

About fax machines

Custom features

Do you have Voice Mail on the phone line?

If you have Voice Mail on the phone line where you will install your new machine, *there is a strong possibility that Voice Mail and the machine may conflict with each other while receiving incoming calls*.

Why should there be problems?

Since both the machine and Voice Mail will pick up the call, after the number of rings you have set, each of them has the ability to keep the other from receiving calls.

For example, if Voice Mail is set to answer after two rings and your machine is set to answer after four, Voice Mail will stop your machine from receiving faxes.

If you set Voice Mail and the machine to answer after the same number of rings, there is no way of knowing which one will answer first. It is important to remember that neither Voice Mail nor the machine can pass the call back to the other after the call has been answered.

How can you avoid possible problems?

A very good way to avoid problems like the one mentioned, *is to get a second phone number on your present phone line*.

Many people with Voice Mail choose an alternative service, which is called "Distinctive Ring", and they are very satisfied with it.
(See *Distinctive Ring* on page 7-6.)

Another way to avoid possible problems is to replace Voice Mail with an answering machine. Your machine is designed to work with an answering machine or TAD (telephone answering device).
(See *Connecting an external telephone answering device (TAD)* on page 3-5.)

Fax tones and handshake

When someone is sending a fax, the fax machine sends fax calling tones (CNG tones). These are quiet, intermittent beeps every 4-seconds. You'll hear them after you dial and press **Black Start** and they will continue for about 60 seconds after dialing. During that time, the sending machine must begin the "handshake" or connection with the receiving machine.

Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You will soon learn to listen for these quiet beeps each time you answer a phone on your fax line, so you will know if you are receiving a fax message.

The receiving fax responds with fax receiving tones, which are loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the LCD shows Receiving.

If your machine is set to the Fax Only mode, it will answer every call automatically with fax receiving tones. If the other person hangs up, your machine will continue to send the "chirps" for about 40 seconds, and the LCD continues to show Receiving. To cancel receiving, press **Stop/Exit**.

The fax 'handshake' is the time in which the sending machine's CNG tones and the receiving machine's "chirps" overlap. This must be for at least 2 to 4 seconds, so both machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 60 seconds after the number is dialed. So it is important for the receiving machine to answer the call in as few rings as possible.

ECM (Error Correction Mode)

The Error Correction Mode (ECM) is a way for the machine to check a fax transmission while it is in progress. If the machine detects errors during fax transmission, it resends the pages of the fax that had an error. ECM transmissions are only possible between fax machines that both have this feature. If they do, you may send and receive fax messages that are continuously being checked by the machine.

If this feature stops working, delete your faxes from the memory.

1

2 Loading paper and documents

Acceptable paper and other media

Recommended paper

■ To get the best output quality and to avoid any damage, use smooth white paper.

■ Before you buy a lot of paper, please test some to make sure that the paper is suitable.

■ Use neutral paper. Do not use acidic or alkaline paper.

■ Print quality will vary depending on the paper being used.

> **❗ IMPORTANT**
>
> Do not load envelopes, transparencies, labels or thick paper (more than 28 lb or 105 g/m^2) into the optional lower tray unit. It may cause paper jams.

Type and size of paper

The machine loads paper from the installed standard paper tray or optional lower tray.

Standard paper tray

Since the standard paper tray is a universal type, you can use any of the paper types and sizes (one paper type and size at a time) listed in the table in *Paper capacity of the paper trays* on page 2-2. The tray can hold up to 250 sheets of paper (20 lb or 80 g/m^2) or up to 15 envelopes (paper can be loaded up to the top line of the maximum paper mark on the sliding paper width guide).

Optional lower tray (Paper Feed Unit Type 1000)

The optional lower tray can hold up to 530 sheets of Letter/A4 paper (20 lb or 80 g/m^2). The maximum capacity is 1.76 in. (44 mm) paper height.

The names for the paper trays in the machine driver and this Guide are as follows:

Tray and optional unit	Name
Standard paper tray	Tray 1
Optional lower tray	Tray 2

Paper capacity of the paper trays

		Standard Paper Tray (Tray 1)	Optional lower tray (Tray 2)
Paper size		A4, Letter, B5 (JIS/ISO), Executive, A5, COM10, DL, 4.1 x 8.3 in. to 8.5 x 11.7 in. (104.8 x 210 mm to 215.9 x 297 mm)	A4, Letter, B5 (JIS/ISO), Executive
Number of sheets	Plain paper	Up to 250 sheets (20 lb or 80 g/m^2)	Up to 530 sheets (20 lb or 80 g/m^2)
	Thick/Thicker paper	Up to 40 sheets (44 lb or 165 g/m^2)	Up to 1.76 in. (44 mm) loading height
	Transparencies	Up to 50 sheets	N/A
	Labels	Up to 80 sheets	N/A
	Envelopes	Up to 15 sheets or 7 sheets for H/H* condition.	N/A

* H/H = High temperature/High humidity

Recommended paper specifications

The following paper specifications are suitable for this machine.

Basis weight (lb (g/m^2))	16-24 (75-90)
Thickness (μm)	80-110
Roughness (sec.)	Higher than 20
Stiffness (cm^3/100)	90-150
Grain direction	Long grain
Volume resistivity (ohm)	10e^9-10e^{11}
Surface resistivity (ohm-cm)	10e^{10}-10e^{12}
Filler	CaCO$_3$ (Neutral)
Ash content (wt%)	Below 23
Brightness (%)	Higher than 80
Opacity (%)	Higher than 85

Handling and using special paper

The machine is designed to work well with most types of xerographic and bond paper. However, some paper variables may have an effect on print quality or handling reliability. Always test samples of paper before purchasing to ensure desirable performance. Some important guidelines when selecting paper are:

■ Supplier should be informed that the paper or envelopes will be used in a color laser machine.

■ Preprinted paper must use inks that can withstand the temperature of the machine's fusing process (392 degrees Fahrenheit or 200 degrees centigrade for a period of 0.1 seconds).

■ If you have selected a cotton bond paper, paper having a rough surface, such as cockle or laid finished paper or paper that is wrinkled or puckered, the paper may exhibit degraded performance.

Types of paper to avoid

> **❗ IMPORTANT**
>
> Some types of paper may not perform well or may cause damage to your machine.
>
> Do not use paper:
>
> ■ that is highly textured
>
> ■ that is extremely smooth or shiny
>
> ■ that is curled or warped
>
> ■ that is coated or has a chemical finish
>
> ■ that is damaged, creased or folded
>
> ■ that exceeds the recommended weight specification in this guide
>
> ■ with tabs and staples
>
> ■ with letterheads using low temperature dyes or thermography
>
> ■ that is multipart or carbonless
>
> ■ that is designed for inkjet printing
>
> If you use any of the types of paper listed above, they may damage your machine. This damage is not covered under any our warranty or service agreement.

Envelopes

Most envelopes will be suitable for your machine. However, some envelopes will have feed and print-quality problems because of the way they have been made. A suitable envelope should have edges with straight, well-creased folds and the leading edge should not be thicker than two pieces of paper. The envelope should lie flat and not be of baggy or flimsy construction. You should buy quality envelopes from a supplier who understands that you will be using the envelopes in a laser machine.

Envelopes can only be fed from Tray#1.

Note

We will not recommend a particular envelope because envelope manufacturers may change the envelope specifications. You are responsible for the quality and performance of the envelopes you use.

Before you put envelopes in the tray, check the following:

- Envelopes should have a lengthwise sealing flap.
- The sealing flaps should be folded crisply and correctly (irregularly cut or folded envelopes may cause paper jams).
- Envelopes should consist of two layers of paper in the area circled in Figure 1.

Feeding direction

Figure 1

Note

- Before you print envelopes, you must 'fan' the stack to avoid paper jams and misfeeds.
- Before you print a lot of envelopes, test one to make sure that the print results are what you want.
- Envelope joints that are sealed by the manufacturer should be secure.
- Do not put different types of paper in the paper tray at the same time because it may cause paper jams or misfeeds.
- For proper printing, you must choose the same paper size from your software application as the paper in the tray.
- We recommend that you do not print within 0.6 in. (15 mm) of the edges of envelopes.
- See *Acceptable paper and other media* on page 2-1.

Types of envelopes to avoid

> ⚠ **IMPORTANT**
>
> Do not use envelopes:
>
> - that are damaged, curled, wrinkled, or an unusual shape
> - that are extremely shiny or textured
> - with clasps, snaps or tie strings
> - with self-adhesive closures
> - that are of a baggy construction
> - that are not sharply creased
> - that are embossed (have raised writing on them)
> - that were previously printed by a laser machine
> - that are pre-printed on the inside
> - that cannot be arranged neatly when stacked
> - that are made of paper that weighs more than the paper weight specifications for the machine
> - with edges that are not straight or consistently square
> - with windows, holes, cut-outs or perforations
> - with sealing flaps that have not been folded at purchase
> - with sealing flaps as shown in Figure 2
> - with each side folded as shown in Figure 3
>
> If you use any of the types of envelopes listed above, they may damage your machine. This damage is not covered under any our warranty or service agreement.
>
> **Figure 2** **Figure 3**
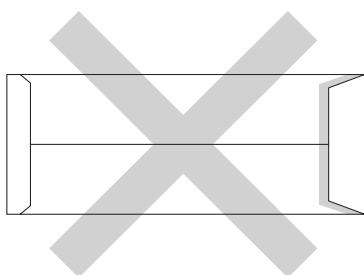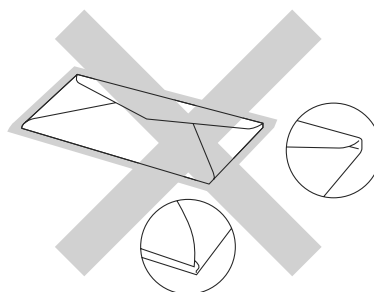
Labels and transparencies

The machine will print on most types of labels and transparencies designed for use with a laser machine. Labels should have an adhesive that is acrylic-based since such material is more stable at the high temperatures in the fusing unit. Adhesives should not come in contact with any part of the machine, because the label stock may stick to the OPC belt or rollers and cause jams and print quality problems. No adhesive should be exposed between the labels. Labels should be arranged so that they cover the entire length and width of the sheet. Using labels with spaces may result in labels peeling off and causing serious jams or print problems.

All labels and transparencies used in this machine must be able to withstand a temperature of 392 degrees Fahrenheit (200 degrees centigrade) for a period of 0.1 seconds.

Label and transparency sheets should not exceed the paper weight specifications described in this User's Guide. Labels and transparencies exceeding this specification may not feed or print properly and may cause damage to your machine.

Transparencies and labels can be fed from Tray 1 only.

Types of labels and transparencies to avoid

Do not use labels or transparencies that are damaged, curled, wrinkled or an unusual shape.
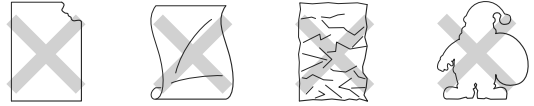
❗ IMPORTANT

- Avoid feeding labels with the carrier sheet exposed because your machine will be damaged.

- When feeding transparencies, use the recommended type for *laser* machines. For detailed information on the specification of the proper transparencies to purchase, call your dealer or Customer Service.

Printable area

The edges of the paper that cannot be printed on are shown below.

Portrait
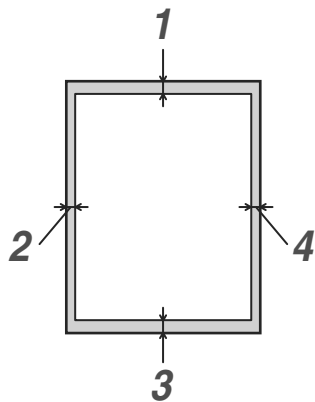
	For all available paper sizes
1	0.17 in. (4.2 mm)
2	0.17 in. (4.2 mm)
3	0.17 in. (4.2 mm)
4	0.17 in. (4.2 mm)

Landscape
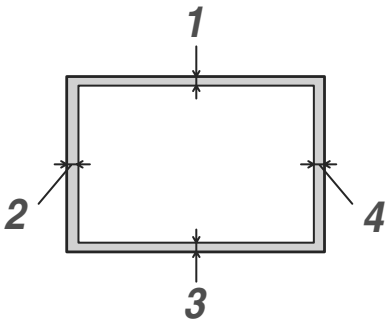
	For all available paper sizes
1	0.17 in. (4.2 mm)
2	0.17 in. (4.2 mm)
3	0.17 in. (4.2 mm)
4	0.17 in. (4.2 mm)

✎ Note

We recommend that you do not print within 0.6 in. (15 mm) of the edges of envelopes.

Loading paper and envelopes

The machine can feed paper from the standard paper tray or optional lower tray.

When you put paper into the paper tray, note the following:

■ The machine detects standard paper sizes in the paper trays. If you load small size paper or envelopes, you will need to manually set the paper size in the Small Paper setting. (See *Paper Size* on page 3-9.)

■ If your application software supports paper size selection on the print menu, you can select it through the software. If your application software does not support it, you can set the paper size in the printer driver or by using the control panel buttons.

■ Before using paper that has holes in it, such as organizer sheets, you must 'fan' the stack to avoid paper jams and misfeeds.

To load paper or other media in the paper tray

1 Pull the paper tray completely out of the machine.
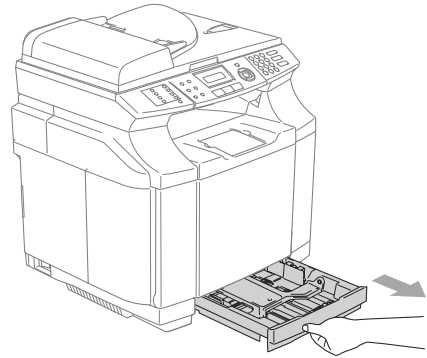
2 While pressing the paper guide release lever, slide the adjusters to fit the paper size. Check that the guides are firmly in the slots.
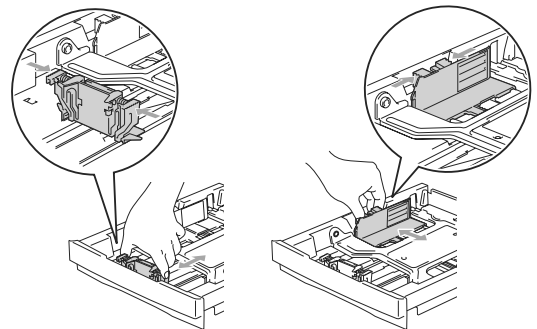
3 Fan the stack of paper well to avoid paper jams and mis-feeds.
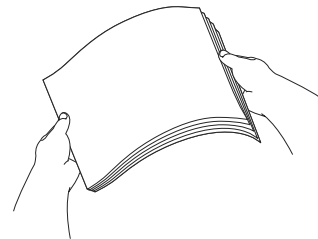
④ Put paper in the paper tray.
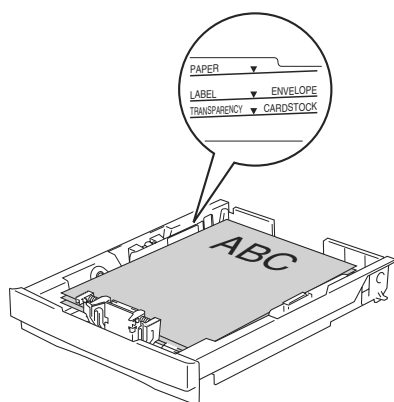
⑤ Put the paper tray firmly back in the machine and unfold the output paper tray support flap before you use the machine.

Output paper tray support flap
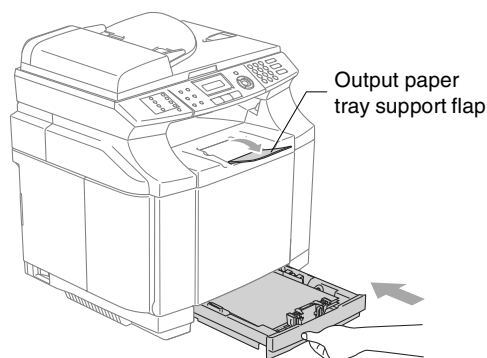
Note

When you put paper in the paper tray, please remember the following:

■ Check that the paper is flat in the tray and below the maximum paper mark, and that the paper guides are touching the sides of the paper stack.

■ The side to be printed on must be face up.

Printing on envelopes

Adjust the paper length and width guides to fit the envelopes that are going to be used.

You can load envelopes into the standard paper tray only.
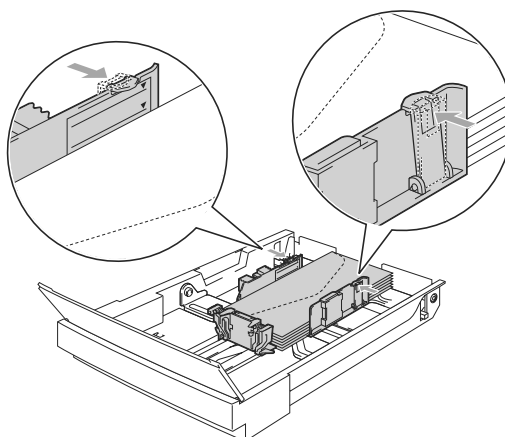
Loading documents

You can send a fax, make copies, and scan from the ADF (automatic document feeder) and from the scanner glass.

Using the ADF (automatic document feeder)

The ADF can hold up to 35 pages and feeds each sheet individually. Use standard 20 lb (80 g/m^2) paper and always fan the pages before putting them in the ADF.

! IMPORTANT

■ **DO NOT** leave thick documents on the scanner glass. If you do this, the ADF may jam.

■ **DO NOT** use paper that is curled, wrinkled, folded, ripped, stapled, paper-clipped, pasted or taped.

■ **DO NOT** use cardboard, newspaper or fabric.

■ Make sure documents written with ink are completely dry.

■ Documents to be faxed must be from 5.8 to 8.5 in. (147.3 to 215.9 mm) wide and 5.8 to 14 in. (147.3 to 356 mm) long.

❶ Fan the pages well. Make sure you put the documents **face up, top edge first** in the ADF until you feel them touch the feed roller.

❷ Adjust the paper guides to fit the width of your documents.
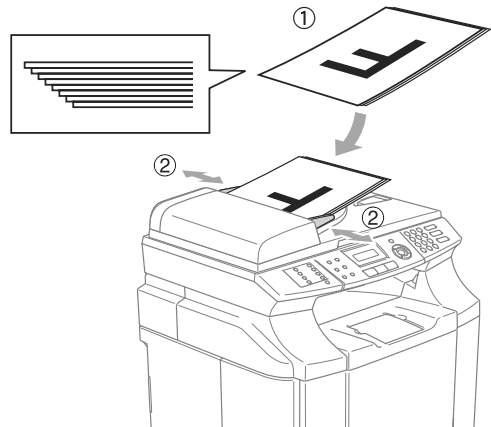
❸ Unfold the ADF document output support flap.
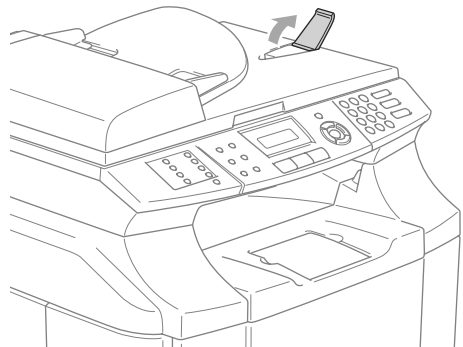
! IMPORTANT

DO NOT pull on the document while it is feeding.

Using the scanner glass

You can use the scanner glass to fax, copy or scan pages of a book or one page at a time. Documents can be up to 8.5 in. (215.9 mm) wide and 11 in. (297 mm) long.

Note

To use the scanner glass, the ADF must be empty.

1 Lift the document cover.

2 Using the document guidelines on the left, center the document face down on the scanner glass.

Place documents Face Down on the scanner glass.
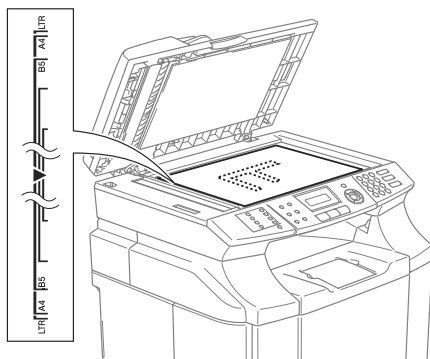
3 Close the document cover.

! IMPORTANT

If the document is a book or is thick, do not slam the cover or press on it.

3 Setup

Date and Time

When the machine is not in use it will display the date and time. If you set up the Station ID the date and time displayed by your machine will be printed on every fax you send. If there is a power failure, you may have to reset the date and time. No other settings will be affected.

1. Press **Menu/Set**, **0**, **2**.

   ```
   Initial Setup
   2.Date/Time
   ```

2. Enter the last two digits of the year.

   Press **Menu/Set**.

3. Enter two digits for the month.

   Press **Menu/Set**.

   (For example, enter 09 for September, or 10 for October.)

4. Enter two digits for the day.

   Press **Menu/Set**.

   (For example, enter 06 for 6th.)

5. Enter the time in 24-Hour format.

   Press **Menu/Set**.

   (For example, enter 15:25 for 3:25 P.M.)

6. Press **Stop/Exit**.

   The LCD now shows the date and time whenever the machine is idle and in Fax mode.

   When the machine is in Sleep mode, the LCD shows Sleep. (See *Sleep Time* on page 3-8.)

Automatic Daylight Savings Time

You can set the machine to change automatically for Daylight Savings Time. It will reset itself forward one hour in the Spring and backward one hour in the Fall. Make sure you have set the correct date and time in the Date/Time setting.

1. Press **Menu/Set**, **1**, **5**.

   ```
   General Setup
   5.Auto Daylight
   ```

2. Press ▲ or ▼ to select On (or Off).

   Press **Menu/Set**.

3. Press **Stop/Exit**.

Station ID

You should store your name or company name and fax number so they print on all fax pages you send.

1️⃣ Press **Menu/Set**, **0**, **3**.

```
Initial Setup
3.Station ID
```

2️⃣ Enter your fax number (up to 20 digits).

Press **Menu/Set**.

3️⃣ Enter your telephone number (up to 20 digits).

Press **Menu/Set**.

(If the telephone number and fax number are the same, enter the same number again.)

📝 **Note**

■ You cannot enter a hyphen in the number. To enter a space press ▶ once between numbers.

■ The telephone number you enter is only used for Cover Page features. (See *Composing the electronic Cover Page* on page 5-9.)

4️⃣ Use the dial pad to enter your name (up to 20 characters).
(See *Entering Text* on page B-15).

Press **Menu/Set**.

5️⃣ Press **Stop/Exit**.

📝 **Note**

If the Station ID has already been programmed, the LCD will ask you to press **1** to make a change or **2** to exit without changing.

NOTICE (For USA)

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual.

To program this information into your machine, see *Date and Time* on page 3-1 and *Station ID* on page 3-2.

LCD Contrast

You can change the contrast to help the LCD look lighter or darker.

1️⃣ Press **Menu/Set**, **1**, **7**.

```
General Setup
7.LCD Contrast
```

2️⃣ Press ▲ to increase the contrast.

—OR—

Press ▼ to decrease the contrast.

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

Phone line settings

Tone and Pulse dialing mode

Your machine comes set for Tone dialing service. If you have Pulse dialing service (rotary), you need to change the dialing mode.

1️⃣ Press **Menu/Set**, **0**, **4**.

```
Initial Setup
4.Tone/Pulse
```

2️⃣ Press ▲ or ▼ to select Pulse (or Tone).

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

Roll over phone lines

A roll over phone system is a group of two or more separate telephone lines that pass incoming calls to each other if they are busy. The calls are usually passed down or "rolled over" to the next available phone line in a preset order.

Your machine can work in a roll over system as long as it is the last number in the sequence, so the call cannot roll away. Do not put the machine on any of the other numbers; when the other lines are busy and a second fax call is received, the fax call would be transferred to a line that does not have a fax machine. **Your machine will work best on a dedicated line.**

Two-line phone system

A two-line phone system is nothing more than two separate phone numbers on the same wall outlet. The two phone numbers can be on separate jacks (RJ11) or combined into one jack (RJ14). Your machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green, yellow). To test the type of jack, plug in a two-line phone and see if it can access both lines. If it can, you must separate the line for your machine. (See *Easy Receive* on page 6-5.)

3

Converting telephone wall outlets

There are three ways to convert to an RJ11 jack. The first two ways may require assistance from the telephone company. You can change the wall outlets from one RJ14 jack to two RJ11 jacks. Or, you can have an RJ11 wall outlet installed and slave or jump one of the phone numbers to it.

The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). If your machine is on Line 1, plug the machine into L1 of the triplex adapter. If your machine is on Line 2, plug it into L2 of the triple adapter.

Triplex Adapter
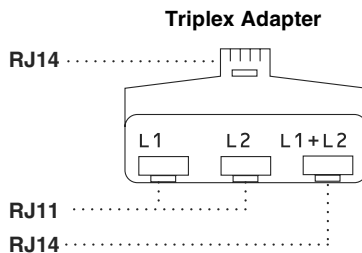
Installing machine, external two-line TAD and two-line telephone

When you are installing an external two-line telephone answering device (TAD) and a two-line telephone, your machine must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the machine on Line 2, which is explained in the following steps. The back of the two-line TAD must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords, the one that came with your machine and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

1 Place the two-line TAD and the two-line telephone next to your machine.

2 Plug one end of the telephone line cord for your machine into the L2 jack of the triplex adapter. Plug the other end into the LINE jack on the back of the machine.

3 Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.

4 Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the EXT. jack on the left side of the machine.
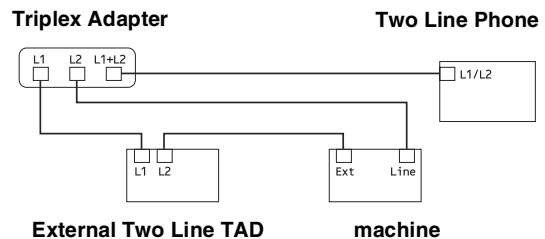
You can keep two-line telephones on other wall outlets as always. There are two ways to add a two-line telephone to the machine's wall outlet. You can plug the telephone line cord from the two-line telephone into the L1+L2 jack of the triplex adapter. Or, you can plug the two-line telephone into the TEL jack of the two-line TAD.

Multi-line connections (PBX)

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the machine for you. It is advisable to have a separate line for the machine.

If the machine is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This prevents the unit from being activated each time a telephone call is received.

If you are installing the machine to work with a PBX

1 It is not guaranteed that the unit will operate properly under all circumstances with a PBX. Any cases of difficulty should be reported first to the company that handles your PBX.

2 If all incoming calls will be answered by a switchboard operator, it is recommended that the Receive Mode be set to Manual. All incoming calls should initially be regarded as telephone calls.

Connecting an external or extension telephone

You can connect a separate telephone to your machine as shown in the diagram below.

Connect the telephone line cord to the jack labeled EXT. in the left of the machine.
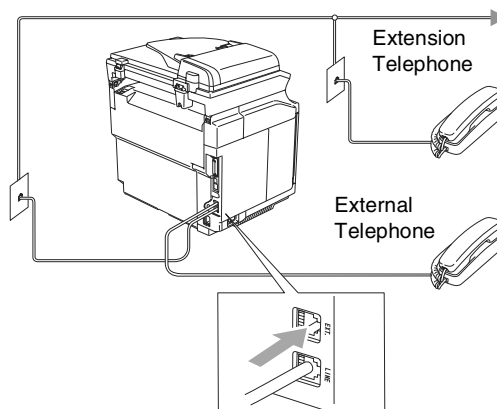
When you are using an external phone, the LCD shows Telephone.

Connecting an external telephone answering device (TAD)

Sequence

You may choose to connect an external answering device. However, when you have an **external** TAD on the same telephone line as the machine, the TAD answers all calls and the machine "listens" for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it does not hear CNG tones, the machine lets the TAD continue playing your outgoing message so your caller can leave you a voice message.

3

The TAD must answer within four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax "handshake". Make sure you carefully follow the instructions in this guide for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds five rings.

📝 **Note**

■ If you do not receive all your faxes, reduce the Ring Delay setting on your external TAD.

■ *If You Subscribe to your Telephone Company's Distinctive Ring Service:*
You may connect an external TAD to a separate wall jack only if you subscribe to your telephone company's Distinctive Ring service, have registered the distinctive ring pattern on your machine, and use that number as a fax number. The recommended setting is at least four rings on the external TAD when you have the telephone company's Distinctive Ring Service. You cannot use the Toll Saver setting.

■ *If You Do Not Subscribe to Distinctive Ring Service:*
You must plug your TAD into the EXT. jack of your machine. If your TAD is plugged into a wall jack, both your machine and the TAD will try to control the phone line. (See illustration shown next.)

🚫 **Improper Setup**

Unless you are using Distinctive Ring, do not connect a TAD elsewhere on the same phone line.
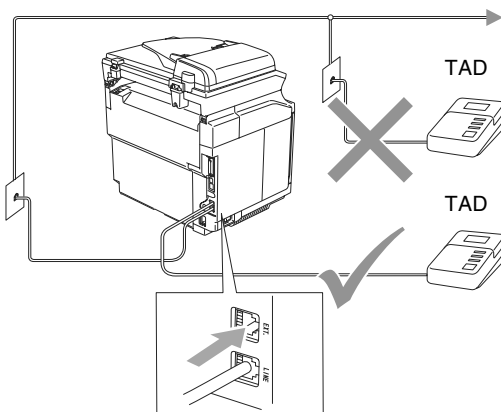
When the TAD answers a call, the LCD shows Telephone.

Connections

The external TAD must be plugged into the back of the machine, into the jack labeled EXT. Your machine cannot work properly if you plug the TAD into a wall jack (unless you are using Distinctive Ring).

❶ Plug the telephone line cord from the telephone wall jack into the back of the machine, in the jack labeled LINE.

❷ Plug the telephone line cord from your external TAD into the back of the machine, in the jack labeled EXT. (Make sure this cord is connected to the TAD at the TAD's telephone *line* jack, and not its handset jack.)

❸ Set your external TAD to four rings or less. (The machine's Ring Delay setting does not apply.)

❹ Record the outgoing message on your external TAD.

5 Set the TAD to answer calls.

6 Set the Receive Mode to
External TAD.
(See *Receive Mode* on page 6-1.)

Recording outgoing message (OGM) on an external TAD

Timing is important in recording this message.

1 Record 5 seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)

2 Limit your speaking to 20 seconds.

3 End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: *"After the beep, leave a message or send a fax by pressing* ✱*51 and Start."*

Note

We recommend beginning your OGM with an initial 5-second silence because the machine cannot hear fax tones over a resonant or loud voice. You may try omitting this pause, but if your machine has trouble receiving, then you must re-record the OGM to include it.

Ecology features

Toner Save

You can conserve toner using this feature. When you set Toner Save to On, print appears lighter. The default setting is Off.

1 Press **Menu/Set**, **1**, **6**, **1**.

```
Ecology
1.Toner Save
```

2 Press ▲ or ▼ to select On (or Off).

Press **Menu/Set**.

3 Press **Stop/Exit**.

Note

We do not recommend Toner Save for printing photo or gray scale images.

Sleep Time

Setting the Sleep Time reduces power consumption by turning off the fuser inside the machine while it is idle. You can choose how long the machine is idle (from 00 to 99 minutes) before it goes into sleep mode. The timer is automatically reset when the machine receives a Fax or PC data or makes a copy. The factory setting is 30 minutes. While the machine is in sleep mode you will see Sleep on the LCD. If you try to print or copy in sleep mode, there will be a short delay while the fuser warms up to its working temperature.

1 Press **Menu/Set**, **1**, **6**, **2**.

```
Ecology
2.Sleep Time
```

2 Use the dial pad to enter the length of time the machine is idle before it goes into sleep mode (00 to 99).

Press **Menu/Set**.

3 Press **Stop/Exit**.

Note

■ If you want to turn off sleep mode, press **Start** (either **Black** or **Color**) and **Options** simultaneously in Step 2.

■ If the machine is in Sleep Mode when you change the Sleep Time, the new setting will take effect the next time the machine copies, prints or is turned off and on.

Mode Timer

The machine has three temporary mode keys on the control panel: Fax, Scan and Copy. You can change the number of seconds or minutes the machine takes after the last Scan or Copy operation before it returns to Fax mode. If you select Off, the machine stays in the mode you used last.

1 Press **Menu/Set**, **1**, **1**.

```
General Setup
1.Mode Timer
```

2 Press ▲ or ▼ to select 0 Sec, 30 Secs, 1 Min, 2 Mins, 5 Mins or Off.

Press **Menu/Set**.

3 Press **Stop/Exit**.

Paper settings

Paper Type

To get the best print quality, set the machine for the type of paper you are using.

1️⃣ Press **Menu/Set**, **1**, **2**.

```
General Setup
2.Paper Type
```

—**OR**—

If you have the optional paper tray, Press **Menu/Set**, **1**, **2**, **1** to set the paper type for Tray#1 or **Menu/Set**, **1**, **2**, **2** to set the paper type for Tray#2.

2️⃣ Press ▲ or ▼ to select Thin, Plain, Thick, Thicker or Recycled Paper.

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

📝 **Note**

The machine ejects paper with printed surfaces face down onto the output paper tray in the front of the machine. When you use transparencies or labels, remove each sheet immediately to prevent smudging or paper jams.

Paper Size

In the standard paper tray, you can use seven sizes of paper for printing copies: Letter, A4, B5, JISB5, Executive, Com10 and DL and two sizes for printing faxes: Letter and A4. The machine automatically detects A4, Letter and Executive paper size that is in the paper tray. However, if you load paper that is B5 or smaller sizes in the paper tray, you will need to change the Small Paper setting at the same time so your machine can print a reduced copy on the page.

1️⃣ Press **Menu/Set**, **1**, **3**.

```
General Setup
3.Small Paper
```

—**OR**—

If you have the optional paper tray, press **Menu/Set**, **1**, **3**, **1** to set the paper size for Tray#1 or **Menu/Set**, **1**, **3**, **2** to set the paper size for Tray#2.

2️⃣ Press ▲ or ▼ to select B5, DL, Com10 or JISB5.

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

📝 **Note**

If you select Tray#2 in Step 1️⃣, you can only select B5 or JISB5.

3

Volume Settings

Ring Volume

You can turn the ring Off or you can select the ring volume level.

1️⃣ Press **Menu/Set**, **1**, **4**, **1**.

```
Volume
1.Ring
```

2️⃣ Press ▲ or ▼ to select Low, Med, High or Off.

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

—**OR**—

You can adjust the ring volume when your machine is idle (not being used).

In 📠 mode (Fax), press 🔊 ◀ or ▶ 🔊 to adjust the volume level. Every time you press these keys, the machine will ring so you can hear the active setting as the LCD shows it. The volume changes with each key press. The new setting will stay until you change it again.

Beeper Volume

You can change the beeper volume. The default setting is Med. When the beeper is on, the machine will beep when you press a key, make a mistake, or after you have sent or received a fax.

1️⃣ Press **Menu/Set**, **1**, **4**, **2**.

```
Volume
2.Beeper
```

2️⃣ Press ▲ or ▼ to select Low, Med, High or Off.

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

Speaker Volume

You can adjust the machine's one-way speaker volume.

1️⃣ Press **Menu/Set**, **1**, **4**, **3**.

```
Volume
3.Speaker
```

2️⃣ Press ▲ or ▼ to select Low, Med, High or Off.

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

—**OR**—

In Fax mode 📠 , you can adjust the speaker volume by pressing **Hook**, and then selecting a speaker volume level.

Press 🔊 ◀ or ▶ 🔊 to adjust the volume level. The LCD shows the setting you are choosing. Each key press changes the volume to the next setting. The new setting will remain until you change it again.

4 Security features

You can set up your machine with multiple levels of security using Setting Lock and Memory Security.

Setting Lock

Setting Lock lets you prevent unauthorized access to the machine settings.

While Setting Lock is On, the following operations are NOT available without a password:

- Date & Time
- Station ID
- Set Quick-Dial (One-Touch Dial, Speed-Dial and Setup Groups)
- Mode Timer
- Paper Type
- Small Paper
- Volume
- Auto Daylight
- Ecology
- LCD Contrast
- Memory Security

Setting up the password

Note

- If you have already set the password, you will not need to set it, again.
- If you forget the Setting Lock password, please call Customer Service.

1 Press **Menu/Set**, **1**, **8**, **2**.

```
Security
2.Setting Lock
```

2 Enter a four-digit number for the password.

Press **Menu/Set**.

The LCD shows Verify:

3 Re-enter the password.

Press **Menu/Set**.

4 Press **Stop/Exit**.

Changing the Setting Lock password

1 Press **Menu/Set**, **1**, **8**, **2**.

2 Press ▲ or ▼ to select Set Password.

Press **Menu/Set**.

3 Enter the registered four-digit password.

Press **Menu/Set**.

4 Enter a four-digit number for the new password.

Press **Menu/Set**.

5 If the LCD shows Verify:, re-enter the new password.

Press **Menu/Set**.

6 Press **Stop/Exit**.

Turning Setting Lock on

1 Press **Menu/Set**, **1**, **8**, **2**.

```
Security
2.Setting Lock
```

2 Press ▲ or ▼ to select On.

Press **Menu/Set**.

3 Enter the registered four-digit password.

Press **Menu/Set**.

4 Press **Stop/Exit**.

Turning Setting Lock off

1 Press **Menu/Set**, **1**, **8**, **2**.

```
Security
2.Setting Lock
```

2 Enter the registered four-digit password.

Press **Menu/Set** twice.

3 Press **Stop/Exit**.

Note

If you enter the wrong Password, the LCD shows Wrong Password. The machine will stay in Setting Lock mode until the registered password is entered.

Memory Security

Memory Security lets you prevent unauthorized access to the machine. You will not be able to continue to schedule Delayed Faxes or Polling jobs. However, any pre-scheduled Delayed Faxes will be sent even if you turn on Memory Security, so they won't be lost.

While Memory Security is on, the following operations are available:

- Receiving faxes into memory (limited by memory capacity)
- Fax Forwarding (if Fax Forwarding was already on)
- Paging (if Paging was already on)
- Remote Retrieval (if Fax Storage was already on)

While Memory Security is on, the following operations are NOT available:

- Printing received faxes
- Sending faxes
- Copying
- PC printing
- Scanning
- PC Fax Receive

Note

- To print the faxes in memory, turn off Memory Security.
- You must turn off PC Fax Receive before you can turn on Memory Security. (See *Turning off Remote Fax Options* on page 8-4.)

Setting up the password

Note

- If you have already set the password, you will not need to set it, again.
- If you forget the Memory Security password, please call Customer Service.

1 Press **Menu/Set**, **1**, **8**, **1**.

```
Security
1.Mem Security
```

2 Enter a four-digit number for the password.

   Press **Menu/Set**.

   The LCD shows Verify:

3 Re-enter the password.

   Press **Menu/Set**.

4 Press **Stop/Exit**.

4

Changing the Memory Security password

1 Press **Menu/Set**, **1**, **8**, **1**.

2 Press ▲ or ▼ to select Set Password.

Press **Menu/Set**.

3 Enter the registered four-digit password.

Press **Menu/Set**.

4 Enter a four-digit number for the new password.

Press **Menu/Set**.

5 If the LCD shows Verify:, re-enter the new password.

Press **Menu/Set**.

6 Press **Stop/Exit**.

Turning Memory Security on

1 Press **Menu/Set**, **1**, **8**, **1**.

```
Security
1.Mem Security
```

2 Press ▲ or ▼ to select Set Security.

Press **Menu/Set**.

3 Enter the registered four-digit password.

Press **Menu/Set**.

The machine goes offline and the LCD shows Secure Mode.

📝 **Note**

If there is a power failure the data will stay in memory for up to 60 hours.

Turning Memory Security off

1 Press **Menu/Set**.

Enter the registered four-digit password.

2 Press **Menu/Set**.

Memory Security is automatically turned off and the LCD shows the date and time.

📝 **Note**

If you enter the wrong password, the LCD shows Wrong Password and stays offline. The machine will stay in Secure Mode until the registered password is entered.

Section II

Fax & Telephone

Sending a fax

How to Fax

Entering Fax mode

Before sending faxes or changing fax send or receiving settings, make sure ⬛ (**Fax**) is illuminated in blue. If it is not, press ⬛ (**Fax**) to enter Fax mode. The default setting is Fax mode.
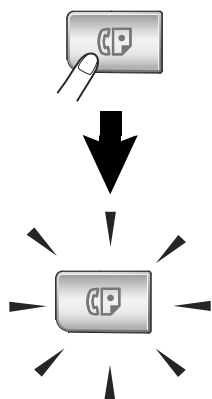
Sending a fax from the ADF

This is the easiest way to send a fax.

1 If it is not illuminated in blue, press ⬛ (**Fax**).

2 Put the document face up in the ADF.

3 Dial the fax number.

Press **Black Start**.

■ If you press **Black Start**, the machine starts scanning the first page.

Note

If the memory is full, the document will be sent in real time.

Sending a fax from the scanner glass

You can use the scanner glass to fax pages of a book. The documents can be up to Letter/A4 size. Put the document face down on the scanner glass.

Note

■ Since you can only scan one page at a time, it is easier to use the ADF if you are sending a multiple page document.

■ Press **Stop/Exit** at anytime to cancel.

1 If it is not illuminated in blue, press ⬛ (**Fax**).

2 Place the first page on the scanner glass.

3 Dial the fax number.

Press **Black Start**.

■ If you press **Black Start**, the machine starts scanning the first page.

4 To send more than one page, press **1** and go to Step 5.

```
Next Page?
1.Yes 2.No(Send)
```

—**OR**—

To send a single page, press **2** (or press **Black Start** again).

The machine starts sending the document.

5 Place the next page on the scanner glass.

```
Set Next Page
Then Press Set
```

Press **Menu/Set**.

The machine starts scanning the page. (Repeat Steps 4 and 5 for each additional page.)

Note

If the memory is full and you are faxing a single page, it will be sent in real time.

Canceling a fax in progress

If you want to cancel a fax, while the machine is scanning, dialing or sending it, press **Stop/Exit**.

Dual Access

You can dial a number and begin scanning a fax into memory—even when the machine is sending from memory, receiving faxes, or printing PC data. The LCD shows the new job number.

Note

If you get an Out of Memory message while scanning the first page of a fax, press **Stop/Exit** to cancel scanning. If you get an Out of Memory message while scanning a subsequent page, you can press **Black Start** to send the pages scanned so far, or press **Stop/Exit** to cancel the operation.

Sending a fax manually

Manual transmission

Manual transmission lets you hear the dialing, ringing and fax-receiving tones while sending a fax.

1 If it is not illuminated in blue, press

   ⏹ (**Fax**).

2 Load your document.

3 Pick up the handset of the external phone and listen for a dial tone.

   —**OR**—

   Press **Hook** and listen for a dial tone. On the external phone, dial the fax number you want to call. If you pressed **Hook**, dial using the machine dial pad.

4 When you hear the fax tone, press **Black Start**.

5 If you picked up the handset of an external phone, replace it.

Sending a fax at the end of a conversation

At the end of a conversation you can send a fax to the other party before you both hang up.

1 Ask the other party to wait for fax tones (beeps) and then to press Start or Send key before hanging up.

2 If it is not illuminated in blue, press

   ⏹ (**Fax**).

3 Load your document.

   Press **Black Start**.

4 Replace the external phone's handset.

Out of Memory message

If you get an Out of Memory message while scanning the first page of a fax, press **Stop/Exit** to cancel the fax.

If you get an Out of Memory message while scanning a subsequent page, you will have the option to press **Black Start** to send the pages scanned so far, or to press **Stop/Exit** to cancel the operation.

✎ **Note**

If you get an Out of Memory message while faxing and you do not want to delete your stored faxes to clear the memory, you can send the fax in real time. (See *Real Time Transmission* on page 5-6.)

Broadcasting

Broadcasting is when the same fax message is automatically sent to more than one fax number. You can include Groups, One-Touch, Speed-Dial numbers and up to 50 manually dialed numbers in the same broadcast.

Press **Menu/Set** between each of the numbers. Use **Search/Speed Dial** to help you choose the numbers easily. (To set up Group dial numbers, see *Setting up Groups for Broadcasting* on page 7-5.)

After the broadcast is finished, a Broadcast Report will be printed to let you know the results.

1 If it is not illuminated in blue, press

   ⬚ (**Fax**).

2 Load your document.

3 Enter a number using One-Touch, Speed-Dial, a Group number, Search or manual dialing using the dial pad.

   Press **Menu/Set** after each number.

4 After you have entered all the fax numbers, press **Black Start**.

✎ Note

■ If you did not use up any of the numbers for Groups, access codes or credit card numbers, you can 'broadcast' faxes to as many as 266 different numbers.

■ The available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use Dual Access and Delayed fax.

■ Enter the long dialing sequence numbers as you would normally, but remember that each One-Touch and Speed-Dial number counts as one number, so the number of locations you can store becomes limited. (See *Access codes and credit card numbers* on page 7-6.)

■ If the memory is full, press **Stop/Exit** to stop the job or if more than one page has been scanned, press **Black Start** to send the portion that is in the memory.

To stop a broadcast in progress

1 Press **Menu/Set**, **2**, **6**.

   The LCD will display the name, if you stored it, or the fax number being dialed.

2 Press **Menu/Set**.

   The LCD will display:

   ```
   XXXXXXXX
   1.Clear  2.Exit
   ```

3 Press **1** to Clear.

   The LCD will then display the Broadcast job number and 1.Clear 2.Exit.

4 To cancel the Broadcast, press **1**.

5 Press **Stop/Exit**.

Additional Sending Operations

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: cover page, contrast, resolution, overseas mode, delayed fax timer, polling transmission or real time transmission.

1 If it is not illuminated in blue, press

(**Fax**).

After each setting is accepted, the LCD will ask if you want to enter more settings:

```
Other Settings
1.Yes 2.No
```

2 Press **1** to select more settings. The LCD will return to the Setup Send menu.

—**OR**—

Press **2** if you have finished choosing settings and go to the next step.

Contrast

If your document is very light or very dark, you may want to change the contrast.

Use Light to send a light document.

Use Dark to send a dark document.

1 If it is not illuminated in blue, press

(**Fax**).

2 Load your document.

3 Press **Menu/Set**, **2**, **2**, **1**.

```
Setup Send
1.Contrast
```

4 Press ▲ or ▼ to select Auto, Light or Dark.

Press **Menu/Set**.

Changing fax Resolution

After you load the document, you can use **Resolution** to change the setting temporarily (for this fax only). In Fax mode , press **Resolution** and ▲ or ▼ to select the setting you want, and then press **Menu/Set**.

—**OR**—

You can change the default setting.

1 If it is not illuminated in blue, press

(**Fax**).

2 Press **Menu/Set**, **2**, **2**, **2**.

```
Setup Send
2.Fax Resolution
```

③ Press ▲ or ▼ to select the resolution you want.

Press **Menu/Set**.

📝 **Note**

You can choose four different resolution settings for black & white faxes.

Standard	Suitable for most typed documents.
Fine	Good for small print and transmits a little slower than Standard resolution.
S.Fine	Good for small print or artwork and transmits slower than Fine resolution.
Photo	Use when the document has varying shades of gray or is a photograph. This has the slowest transmission time.

Real Time Transmission

When you are sending a fax, the machine will scan the documents into the memory before sending. Then, as soon as the phone line is free, the machine will start dialing and sending.

If the memory is full, the machine will send the document in real time (even if Real Time TX is set to Off).

Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can set Real Time TX to On for all documents or Next Fax:On for the next fax only.

Sending in real time for all faxes

1 If it is not illuminated in blue, press

[📠] (**Fax**).

2 Press **Menu/Set**, **2**, **2**, **5**.

```
Setup Send
5.Real Time TX
```

3 Press ▲ or ▼ to select On (or Off).

Press **Menu/Set**.

Sending in real time for the next fax only

1 If it is not illuminated in blue, press

   📠 (**Fax**).

2 Press **Menu/Set**, **2**, **2**, **5**.

```
Setup Send
5.Real Time TX
```

3 Press ▲ or ▼ to select Next Fax:On
   (or Next Fax:Off).

   Press **Menu/Set**.

📝 **Note**

In Real Time Transmission, the automatic redial feature does not work when using the scanner glass.

Overseas Mode

If you are having difficulty sending a fax overseas due to possible interference on the phone line, we recommend that you turn on the Overseas Mode. After you send a fax using this feature, the feature will turn itself off.

1 If it is not illuminated in blue, press

   📠 (**Fax**).

2 Load your document.

3 Press **Menu/Set**, **2**, **2**, **9**.

```
Setup Send
9.Overseas Mode
```

4 Press ▲ or ▼ to select On (or Off).

   Press **Menu/Set**.

Delayed Faxing

During the day you can store up to 50 faxes in the memory to be sent within 24 hours. These faxes will be sent at the time of day you enter in Step ❹.

❶ If it is not illuminated in blue, press

⌨ (**Fax**).

❷ Load your document.

❸ Press **Menu/Set**, **2**, **2**, **3**.

```
Setup Send
3.Delayed Fax
```

❹ Press **Menu/Set** to accept the displayed time.

—**OR**—

Enter the time you want the fax to be sent (in 24-hour format).

(For example, enter 19:45 for 7:45 PM.)

Press **Menu/Set**.

📝 **Note**

The number of pages you can scan into the memory depends on the amount of data that is printed on each page and the amount of data already stored in the memory.

Delayed Batch Transmission

Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time. All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time.

❶ If it is not illuminated in blue, press

⌨ (**Fax**).

❷ Press **Menu/Set**, **2**, **2**, **4**.

```
Setup Send
4.Batch TX
```

❸ Press ▲ or ▼ to select On (or Off).

Press **Menu/Set**.

❹ Press **Stop/Exit**.

5

Checking job status and canceling a waiting job

Check which jobs are still waiting in the memory to be sent. (If there are no jobs, the LCD shows No Jobs Waiting.) You can cancel a fax job that is stored and waiting in the memory.

1 Press **Menu/Set**, **2**, **6**.

```
Fax
6.Remaining Jobs
```

2 If you have more than one job waiting, press ▲ or ▼ to select the job you want to cancel.

Press **Menu/Set**.

—**OR**—

If you only have one job waiting, go to Step **3**.

3 Press **1** to cancel.

To cancel another job waiting, go to Step **2**.

—**OR**—

Press **2** to exit without canceling.

4 Press **Stop/Exit**.

Composing the electronic Cover Page

When you send a fax, you can send a cover page with your fax message. The Cover Page is sent to the receiving party's machine. Your Cover Page includes the name or number stored in the One-Touch or Speed-Dial memory. If you are dialing manually, the name is not shown on the Cover Page.

The Cover Page shows your Station ID and the number of pages you are sending. (See *Station ID* on page 3-2.) If you have Cover Page set to On for all faxes (**Menu/Set**, **2**, **2**, **7**), the number of pages is not shown on the cover page.

You can select a comment to include on your Cover Page.

1.Comment Off

2.Please Call

3.Urgent

4.Confidential

Instead of using one of the preset comments, you can enter two personal messages of your own, up to 27 characters long. Use the chart on B-15 for help entering characters. (See *Composing your own comments* on page 5-10.)

5.(User Defined)

6.(User Defined)

Most of the Setup Send settings are temporary to allow you to make changes for each fax you send. However, when you set up your Cover Page and Cover Page Comments, you are changing the default settings so they will be available while faxing.

Composing your own comments

You can set up two comments of your own.

1 If it is not illuminated in blue, press

   (**Fax**).

2 Press **Menu/Set**, **2**, **2**, **8**.

```
Setup Send
8.Coverpage Msg
```

3 Press ▲ or ▼ to choose 5 or 6 for your own comment.

   Press **Menu/Set**.

4 Use the dial pad to enter your customized comment.

   Press **Menu/Set**.

   (See *Entering Text* on page B-15.)

Cover page for the next fax only

If you have not yet set your Station ID this feature will not work. Make sure you have programmed the Station ID before continuing. (See *Station ID* on page 3-2.) If you only want to send a Cover Page with a particular fax, your machine will ask you to enter the number of pages you are sending so it can be printed on the Cover Page.

1 If it is not illuminated in blue, press

   (**Fax**).

2 Load your document.

3 Press **Menu/Set**, **2**, **2**, **7**.

```
Setup Send
7.Coverpg Setup
```

4 Press ▲ or ▼ to select Next Fax:On (or Next Fax:Off).

   Press **Menu/Set**.

5 Press ▲ or ▼ to select one of the standard or your own comments.

   Press **Menu/Set**.

6 Enter two digits to show the number of pages you are sending.

   Press **Menu/Set**.

   (For example, press **02** for 2 pages or enter **00** to leave the number of pages blank. If you make a mistake, press ◄ to back up and re-enter the number of pages.)

Send a cover page for all faxes

If you have not yet set your Station ID this feature will not work. Make sure you have programmed the Station ID before continuing. (See *Station ID* on page 3-2.)

The number of pages in your fax is not included when you use this setting.

1 If it is not illuminated in blue, press

   (**Fax**).

2 Press **Menu/Set**, **2**, **2**, **7**.

```
Setup Send
7.Coverpg Setup
```

3 Press ▲ or ▼ to select On (or Off).

   Press **Menu/Set**.

4 If you selected On, press ▲ or ▼ to select one of the standard or your own comments.

   Press **Menu/Set**.

Using a printed cover page

If you prefer to use a printed cover page that you can write on, you can print the sample page and attach it to your fax.

1. If it is not illuminated in blue, press

   `⌷` (**Fax**).

2. Press **Menu/Set**, **2**, **2**, **7**.

   ```
   Setup Send
   7.Coverpg Setup
   ```

3. Press ▲ or ▼ to select Print Sample.

   Press **Menu/Set**.

4. Press **Black Start**. Your machine prints a copy of your cover page.

6 Receiving a fax

Receive Mode

There are four different Receive Modes for your machine. You can choose the mode that best suits your needs.

LCD	How it works	When to use it
Fax Only (automatic receive)	The machine automatically answers every call as a fax.	For dedicated fax lines.
Fax/Tel (fax and telephone) (with an external or extension telephone only)	The machine controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (pseudo/double ring) for you to pick up the call.	Use this mode if you expect to receive lots of fax messages and few telephone calls. You cannot have an answering machine on the same line, even if it is on a separate telephone wall jack on the same line. You cannot use the telephone company's Voice Mail in this mode.
External TAD (with an external answering device only)	The external answering device (TAD) automatically answers every call. Voice messages are stored on the external TAD. If it is a fax call, the machine receives the fax.	Use this mode if you have connected an answering machine to the EXT jack of your machine. The External TAD setting works only with an external answering machine. Ring Delay does not work in this setting.
Manual (manual receive) (with an external or extension telephone only)	You control the phone line and must answer every call yourself unless you are using the Distinctive Ring feature.	Use this mode if you do not receive many fax messages, use Distinctive Ring, or if you are using a computer on the same line. If you answer and hear fax tones, wait until the machine takes over the call, then hang up. (See *Easy Receive* on page 6-5.)

To select or change your Receive Mode

1️⃣ Press **Menu/Set**, **0**, **1**.

```
Initial Setup
1.Receive Mode
```

2️⃣ Press ▲ or ▼ to select Fax Only, Fax/Tel, External TAD or Manual.

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

Current Receive Mode

```
12/10 11:53   Fax
```

Fax : Fax Only

F/T : Fax/Tel

TAD : External TAD

Mnl : Manual
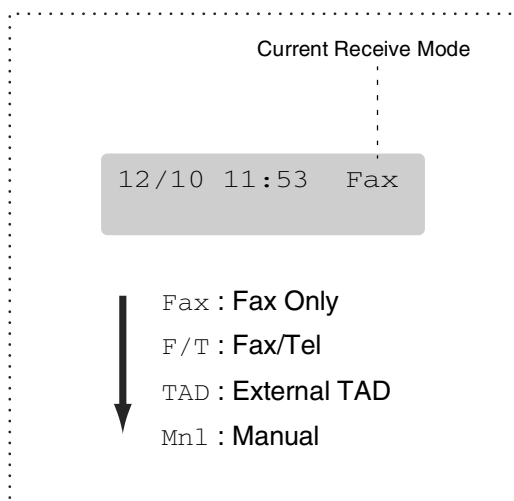
Fax Receive Settings

Ring Delay

The Ring Delay sets the number of times the machine rings before it answers in Fax Only or Fax/Tel mode. If you have extension phones on the same line as the machine or subscribe to the telephone company's Distinctive Ring service, keep the Ring Delay setting of 4.

1️⃣ If it is not illuminated in blue, press

(**Fax**).

2️⃣ Press **Menu/Set**, **2**, **1**, **1**.

```
Setup Receive
1.Ring Delay
```

3️⃣ Press ▲ or ▼ to select how many times the line rings before the machine answers (00 - 04).

Press **Menu/Set**.

(If you select 00, the line won't ring at all.)

4️⃣ Press **Stop/Exit**.

F/T Ring Time (Fax/Tel mode only)

If you set the Receive Mode to `Fax/Tel`, you'll need to decide how long the machine will signal you with its special pseudo/double-ring when you have a voice call. (If it's a fax call, the machine receives the fax.)

This pseudo/double-ring happens after the initial ringing from the phone company. Only the machine rings and no other phones on the same line will ring with the special pseudo/double-ring. However, you can still answer the call on any telephone on the same line as the machine. (See *For Fax/Tel mode only* on page 6-7.)

1 If it is not illuminated in blue, press

   (**Fax**).

2 Press **Menu/Set**, **2**, **1**, **2**.

```
Setup Receive
2.F/T Ring Time
```

3 Press ▲ or ▼ to select how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).

   Press **Menu/Set**.

4 Press **Stop/Exit**.

Note

Even if the caller hangs up during the pseudo/double-ringing, the machine will continue to ring for the set time.

Tray Use for Fax mode

If your machine does not have the optional tray #2, this setting is not available. The default setting of `Auto` allows your machine to choose the paper from the optional Tray #2 if Tray #1 is out of paper or if incoming faxes will fit best on the paper in Tray #2.

1 Press **Menu/Set**, **1**, **0**.

```
General Setup
0.Tray Use:Fax
```

2 Press ▲ or ▼ to select
   `Tray#1 Only`, `Tray#2 Only` or `Auto`.

   Press **Menu/Set**.

3 Press **Stop/Exit**.

6

Printing a reduced incoming fax (Auto Reduction)

If you choose On, the machine automatically reduces an incoming fax to fit on one page of Letter or A4 size paper. The machine calculates the reduction ratio by using the page size of the fax and size of the paper in your tray.

1. If it is not illuminated in blue, press

   [📠] (**Fax**).

2. Press **Menu/Set**, **2**, **1**, **5**.

   ```
   Setup Receive
   5.Auto Reduction
   ```

3. Use ▲ or ▼ to select On (or Off).

   Press **Menu/Set**.

4. Press **Stop/Exit**.

Note

- Turn on this setting if you receive faxes that are split onto two pages. However, if the document is too long the machine may still print on two pages.

- If left and right margins are cut off, turn on this setting.

- When this feature is set to On, the Letter faxes people send to you may appear slightly reduced even though your machine prints them on Letter or A4 paper. This is because the machine has to print the Station ID of the sending machine at the top of the page.

Receiving a fax at the end of a conversation

At the end of a conversation you can ask the other party to fax you information before you both hang up.

1. Ask the other party to place the document in their machine and to press Start or Send key.

2. When you hear the other machine's CNG tones (beeps), press **Black Start**.

3. Replace the external phone's handset.

Changing the remote codes

The preset Fax Receive Code is ✱**51**. The preset Telephone Answer Code is **#51**. If you want to, you can replace them with your own codes.

1️⃣ If it is not illuminated in blue, press

📠 (**Fax**).

2️⃣ Press **Menu/Set**, **2**, **1**, **4**.

```
Setup Receive
4.Remote Codes
```

3️⃣ Press ▲ or ▼ to select On (or Off).

Press **Menu/Set**.

4️⃣ Enter the new Fax Receive Code.

Press **Menu/Set**.

5️⃣ Enter the new Telephone Answer Code.

Press **Menu/Set**.

6️⃣ Press **Stop/Exit**.

✏️ **Note**

■ If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code and Telephone Answer Code to another three-digit code (such as **# # #** and **9 9 9**).

■ Remote Codes might not work with some telephone systems.

Easy Receive

When you use this feature you do not have to press **Black Start** or the Fax Receive Code ✱**51** when you answer a fax call. Selecting On allows the machine to receive fax calls automatically, even if you lift the handset of an extension or external phone. When you see Receiving on the LCD or when you hear 'chirps' through the handset of an extension phone connected to another telephone wall jack, just replace the handset and your machine will do the rest.

✏️ **Note**

■ If this feature is set to On, but your machine does not connect a fax call when you lift an extension or external phone handset, press the Fax Receive Code ✱**51**.

■ If you send faxes from a computer on the same phone line and the machine intercepts them, set Easy Receive to Off.

■ Selecting Off means you'll have to activate the machine yourself by lifting the handset of an external or extension phone, and then press **Black Start** on the machine.

—**OR**—

by pressing ✱**51** if you are not at your machine. (See *Operation from extension telephones* on page 6-6.)

1️⃣ If it is not illuminated in blue, press

📠 (**Fax**).

2️⃣ Press **Menu/Set**, **2**, **1**, **3**.

```
Setup Receive
3.Easy Receive
```

3️⃣ Use ▲ or ▼ to select On (or Off).

Press **Menu/Set**.

4️⃣ Press **Stop/Exit**.

6

Printing a fax from the memory

If you have selected Fax Storage (**Menu/Set**, **2**, **5**, **1**), you can still print a fax from the memory when you are at your machine. (See *Fax Storage* on page 8-2.)

1. Press **Menu/Set**, **2**, **5**, **3**.

   ```
   Remote Fax Opt
   3.Print Fax
   ```

2. Press **Black Start**.

Setting the Print Density

You can adjust print density, making your printed pages darker or lighter.

1. If it is not illuminated in blue, press

   (**Fax**).

2. Press **Menu/Set**, **2**, **1**, **6**.

   ```
   Setup Receive
   6.Print Density
   ```

3. Press ▲ to make the print darker.

   —**OR**—

   Press ▼ to make the print lighter.

   Press **Menu/Set**.

4. Press **Stop/Exit**.

Operation from extension telephones

If you answer a fax call on an extension telephone or an external telephone connected to the EXT. jack of the machine, you can make your machine take the call by using the Fax Receive Code. When you press the Fax Receive Code ✳**51**, the machine starts to receive the fax.

If the machine answers a voice call and pseudo/double-rings for you to take over, use the Telephone Answer Code **#51** to take the call at an extension phone. (See *F/T Ring Time (Fax/Tel mode only)* on page 6-3.)

If you answer a call and no one is on the line, you should assume that you're receiving a manual fax.

■ Press ✳**51** and wait for the chirp or until the machine's LCD displays Receiving, and then hang up.

You can also use the Easy Receive feature to make your machine automatically take the call. (See *Easy Receive* on page 6-5.)

Using a cordless external handset

If your cordless telephone is connected to the EXT. jack of the machine and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay. If you let the machine answer first, you will have to go to the machine so you can press **Hook** to transfer the call to the cordless handset.

For Fax/Tel mode only

When the machine is in Fax/Tel mode, it will use the F/T Ring Time (pseudo or double-ringing) to alert you to pick up a voice call.

Lift the external telephone's handset, and then press **Hook** to answer.

Using the remote codes

If you hear the fax machine double-ringing when you are at an extension phone, you'll need to lift the handset and then press the Telephone Answer Code (**#51**) between the pseudo/double rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing the Fax Receive Code (**✲51**).

6

7

Dialing and phone options

How to dial

You can dial in any of the following ways.

Manual dialing

Press all of the digits of the fax number.
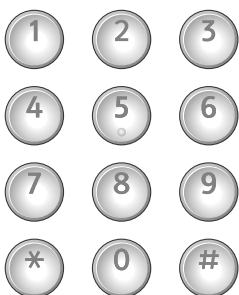
One-Touch Dialing

Press the One-Touch key of the location you want to call. (See *Storing One-Touch Dial numbers* on page 7-3.)

📝 **Note**

To dial One-Touch numbers 9 to 16 hold down **Shift** as you press the One-Touch key.

Speed-Dialing

Press **Search/Speed Dial**, **#**, and then the three-digit Speed-Dial number. (See *Storing Speed-Dial numbers* on page 7-4.)

Three-digit number

📝 **Note**

If the LCD shows Not Registered when you enter the One-Touch or Speed-Dial number, a number has not been stored at this location.

Search

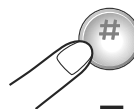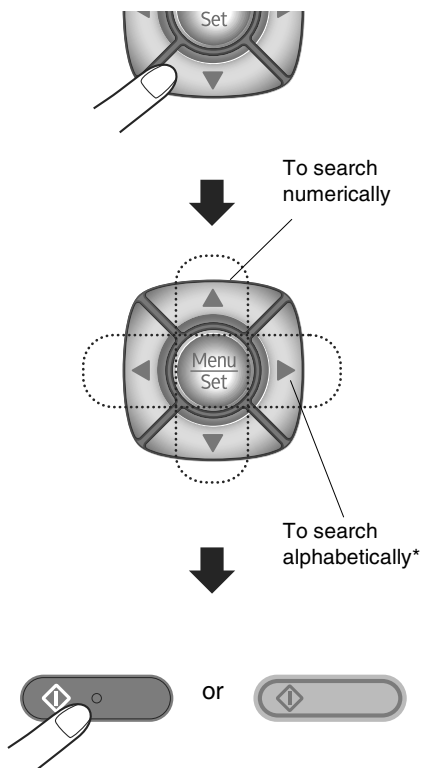You can search for names you have stored in the One-Touch and Speed-Dial memories. Press **Search/Speed Dial** and the menu keys to search. (See *Storing One-Touch Dial numbers* on page 7-3 and *Storing Speed-Dial numbers* on page 7-4.)

To search numerically

To search alphabetically*

or

* To search alphabetically, you can use the dial pad to enter the first letter of the name you are looking for.

Fax Redial

If you are sending a fax manually and the line is busy, press **Redial/Pause**, and then press **Black Start** to try again. If you want to make a second call to the last number dialed, you can save time by pressing **Redial/Pause** and **Black Start**.

Redial/Pause only works if you dialed from the control panel.

If you are sending a fax automatically and the line is busy, the machine will automatically redial one time after five minutes.

Note

In Real Time TX the automatic redial feature does not work when using the scanner glass.

7

Storing numbers

You can set up your machine to do following types of easy dialing: One-Touch, Speed-Dial and Groups for Broadcasting faxes. When you dial a quick-dial number, the LCD shows the number and the name, if you stored it.

📝 **Note**

If you lose electrical power, the quick-dial numbers that are in the memory will not be lost.

Storing a Pause

Press **Redial/Pause** to insert a 3.5-second pause between numbers. If you are dialing overseas, you can press **Redial/Pause** as many times as needed to increase the length of the pause.

Storing One-Touch Dial numbers

Your machine has 8 One-Touch keys where you can store 16 fax or phone numbers for automatic dialing. To access numbers 9 to 16, hold down **Shift** as you press the One-Touch key.

1 Press **Menu/Set**, **2**, **3**, **1**.

```
Set Quick-Dial
1.One-Touch Dial
```

2 Press the One-Touch key where you want to store a number.

3 Select Fax/Tel.

Press **Menu/Set**.

4 Enter the phone or fax number (up to 20 digits).

Press **Menu/Set**.

5 Use the dial pad to enter the name (up to 15 characters).

Press **Menu/Set**.

(You can use the chart on page B-15 to help you enter letters.)

—**OR**—

Press **Menu/Set** to store the number without a name.

6 Go to Step 2 to store another One-Touch number.

—**OR**—

Press **Stop/Exit**.

Storing Speed-Dial numbers

You can store Speed-Dial numbers, so that when you dial you will only have to press a few keys (**Search/Speed Dial**, **#**, the three-digit number, and **Black Start**). The machine can store 200 Speed-Dial numbers.

1 Press **Menu/Set**, **2**, **3**, **2**.

```
Set Quick-Dial
2.Speed-Dial
```

2 Use the dial pad to enter a three-digit Speed-Dial location number.
(001 - 200)

(For example, press **005**.)

Press **Menu/Set**.

3 Select Fax/Tel.

Press **Menu/Set**.

4 Enter the phone or fax number (up to 20 digits).

Press **Menu/Set**.

5 Use the dial pad to enter the name (up to 15 characters).

Press **Menu/Set**.

(You can use the chart on page B-15 to help you enter letters.)

—**OR**—

Press **Menu/Set** to store the number without a name.

6 Go to Step 2 to store another Speed-Dial number.

—**OR**—

Press **Stop/Exit**.

Changing One-Touch and Speed-Dial numbers

If you try to store a One-Touch or Speed-Dial number where a number has already been stored, the LCD will show the name that has been stored there (or number) and will ask you to do one of the following:

1 Press **1** to change the stored number.

—**OR**—

Press **2** to exit without making a change.

```
#005:MIKE
1.Change   2.Exit
```

How to change the stored number or name:

- If you want to change a character, use ◀ or ▶ to position the cursor under the character you want to change, and then type over it.

- If you want to erase the whole number or whole name, press **Stop/Exit** when the cursor is under the first digit or letter. The characters above and to the right of the cursor will be deleted.

2 Enter a new number.

Press **Menu/Set**.

3 Follow the directions beginning at Step 5 in Storing One-Touch Dial numbers and Storing Speed-Dial numbers. (See *Storing One-Touch Dial numbers* on page 7-3 and *Storing Speed-Dial numbers* on page 7-4.)

7

Setting up Groups for Broadcasting

Groups, which can be stored on a One-Touch key or a Speed-Dial location, allow you to send the same fax message to many fax numbers by pressing only a One-Touch key and **Black Start** or **Search/Speed Dial**, **#**, the three-digit location and **Black Start**.

First, you'll need to store each fax number as a One-Touch or Speed-Dial number. Then, you can combine them into a Group. Each Group uses up a One-Touch key or a Speed-Dial location. You can have up to eight Groups, or you can assign up to 215 numbers to one large Group.

(See *Storing One-Touch Dial numbers* on page 7-3 and *Storing Speed-Dial numbers* on page 7-4.)

1 Press **Menu/Set**, **2**, **3**, **3**.

```
Set Quick-Dial
3.Setup Groups
```

2 Decide where you wish to store the Group.

—**AND**—

Press a One-Touch key.

—**OR**—

Press **Search/Speed Dial** and enter the three-digit location, and then press **Menu/Set**.

(For example, press One-Touch key **2** for Group 1.)

3 Use the dial pad to enter the Group number (1 to 8).

```
Setup Groups
Setup Group:G01
```

Press **Menu/Set**.

(For example, press **1** for Group 1.)

4 To include One-Touch or Speed-Dial numbers in the Group, press them as follows:

For example, for One-Touch number 2, press One-Touch key **2**. The LCD shows ✱002. For Speed-Dial location 009, press **Search/Speed Dial**, and then **009** on the dial pad.

```
Setup Groups
G01:✱002#009
```

5 Press **Menu/Set** to accept the numbers for this Group.

6 Use the dial pad and the chart on page B-15 to enter a name for the Group.

Press **Menu/Set**.

(For example, type NEW CLIENTS).

7 Press **Stop/Exit**.

📝 Note

You can print a list of all One-Touch and Speed-Dial numbers. Group numbers will be marked in the GROUP column.
(See *Printing reports* on page 9-1.)

Access codes and credit card numbers

Sometimes you may want to choose from several long distance carriers when you make a call. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes or long-distance carriers and credit card numbers as One-Touch and Speed-Dial numbers. You can store these long dialing sequences by dividing them and setting them up on separate One-Touch and Speed Dial numbers in any combination. You can even include manual dialing using the dial pad. (See *Storing One-Touch Dial numbers* on page 7-3 and *Storing Speed-Dial numbers* on page 7-4.)

For example, perhaps you have stored '555' on One-Touch key **1** and '7000' on One-Touch key **2**. If you press One-Touch key **1**, One-Touch key **2**, and **Black Start**, you will dial '555-7000'.

To temporarily change a number, you can substitute part of the number with manual dialing using the dial pad.
For example, to change the number to 555-7001 you could press One-Touch key **1** and then press **7001** using the dial pad.

Tone or Pulse

If you have a Pulse dialing service, but need to send Tone signals (for example, for telephone banking), follow the instructions below. If you have Touch Tone service, you will not need this feature to send tone signals.

1 Lift the handset of the external phone and press **Hook** or the machine's control panel.

2 Press **#** on the machine's control panel. Any digits dialed after this will send tone signals.

When you hang up, the machine will return to the Pulse dialing service.

Phone line services

Your machine supports the Distinctive Ring and Caller ID subscriber telephone services that some telephone companies offer.

📝 Note

■ If you have Voice Mail, Call Waiting, Call Waiting/Caller ID, RingMaster, an answering service, an alarm system or other custom features on your telephone line, it may affect the way your machine works. (See *Custom features* on page 1-5 and *Custom features on a single line.* on page C-12.)

■ If you have Voice Mail on your phone line, please read the following carefully.

Distinctive Ring

We use the term 'Distinctive Ring' but different telephone companies have other names for this service such as SmartRing, RingMaster, Teen-Ring, Indent-a-Call or Indent-a-Ring.

What does your telephone company's 'Distinctive Ring' do?

Your telephone company's Distinctive Ring service allows you to have more than one number on the same phone line. **If you need more than one phone number, it is cheaper than paying for an extra line.** Each phone number has its own distinctive ring pattern, so you will know which phone number is ringing. This is one way you can have a separate phone number for your machine.

📝 Note

Please call your telephone company for availability and rates.

7

What does 'Distinctive Ring' do?

The machine has a Distinctive Ring feature that allows you to use your machine to take full advantage of the telephone company's Distinctive Ring service. The new phone number on your line can just receive faxes.

📝 Note

You must pay for your telephone company's Distinctive Ring service before you program the machine to work with it.

Do you have Voice Mail?

If you have Voice Mail on the phone line that you will install your new machine on, *there is a strong possibility that Voice Mail and the machine will conflict with each other while receiving incoming calls*. **However, the Distinctive Ring feature allows you to use more than one number on your line, so both Voice Mail and the machine can work together without any problems.** If each one has a separate phone number, neither will interfere with the other's operations.

If you decide to get the Distinctive Ring service from the telephone company, you will need to follow the directions on next page to 'register' the new Distinctive Ring pattern they give you. This is so your machine can recognize its incoming calls.

📝 Note

You can change or cancel the Distinctive Ring pattern at any time. You can switch it off temporarily, and turn it back on later. When you get a new fax number, make sure you reset this feature.

Before you choose the ring pattern to register

You can only register one Distinctive Ring pattern with the machine. Some ring patterns cannot be registered. The ring patterns below are supported by your machine. Register the one your telephone company gives you.

Ring Pattern	Rings	
1	long-long	
2	short-long-short	
3	short-short-long	
4	very long (normal pattern)	

📝 Note

If the ring pattern you received is not on this chart, **please call your telephone company and ask for one that is shown**.

■ The machine will only answer calls to its registered number.

■ The first two rings are silent on the machine. This is because the fax must «listen» to the ring pattern (to compare it to the pattern that was 'registered'). (Other telephones on the same line will ring.)

■ If you program the machine properly, it will recognize the registered ring pattern of the 'fax number' within 2 ring patterns and then answer with a fax tone. When the 'voice number' is called, the machine will not answer.

Registering the Distinctive Ring pattern

Very important!

After you have set the Distinctive Ring feature to ON, the receive mode is set to Manual automatically. Unless you have a TAD or Voice Mail set up on the Distinctive Ring number, Manual mode means you must answer all the calls yourself. You can not change the receive mode to another mode while the Distinctive Ring is set to on.

1️⃣ Press **Menu/Set**, **2**, **0**, **2**.

```
Miscellaneous
2.Distinctive
```

2️⃣ Press ▲ or ▼ to select Set.

Press **Menu/Set**.

3️⃣ Press ▲ or ▼ to select the stored ring pattern you want to use.

Press **Menu/Set**.

(You will hear each pattern as you scroll through the four patterns. Make sure you choose the pattern that the telephone company gave you.)

4️⃣ Press **Stop/Exit**. Distinctive Ring is now set to on.

Turning off Distinctive Ring

1️⃣ Press **Menu/Set**, **2**, **0**, **2**.

```
Miscellaneous
2.Distinctive
```

2️⃣ Press ▲ or ▼ to select Off.

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

✒️ **Note**

If you turn off Distinctive Ring, the machine will stay in Manual receive mode. You will need to set the Receive Mode again. (See *To select or change your Receive Mode* on page 6-2.)

Caller ID

✒️ **Note**

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. This service displays the telephone number, or name if it is available, of your caller as the line rings.

After a few rings, the LCD shows the telephone number of your caller (and name, if available). Once you pick up the external phone's handset, the Caller ID information disappears from the LCD, but the call information remains stored in the Caller ID memory.

■ You will see the first 16 characters of the number (or name).

■ Out of Area display means call originated outside your Caller ID service area.

■ Private Call display means the caller has intentionally blocked transmission of information.

You can print a list of Caller ID information received by your machine. (See *Printing Caller ID List* on page 7-9.)

Caller ID service varies with different carriers. Call your local telephone company to determine the kind of service available in your area.

7

Viewing Caller ID List

Caller ID memory stores information for up to thirty calls. When the thirty-first call comes in, information about the first call is erased. You can scroll through Caller ID information to review those calls made to your machine.

1 Press **Menu/Set**, **2**, **0**, **3**.

```
Miscellaneous
3.Caller ID
```

2 Press ▲ or ▼ to select `Display#`.

Press **Menu/Set**.

The caller ID of the last call will appear on the display. If no ID is stored, the beeper will sound and `No Caller ID` will appear on the display.

3 Press ▲ or ▼ to scroll through the Caller ID memory to select the Caller ID you want to view, and then press **Menu/Set**. The LCD shows the caller's number and the date and time of the call.

4 Press ◄ to return to the Caller ID listing.

—**OR**—

Press **Stop/Exit**.

Printing Caller ID List

1 Press **Menu/Set**, **2**, **0**, **3**.

```
Miscellaneous
3.Caller ID
```

2 Press ▲ or ▼ to select `Print Report`.

Press **Menu/Set**.

If no ID is stored, the beeper will sound and `No Caller ID` will appear on the display.

3 Press **Black Start** or **Color Start**.

4 After printing has finished, press **Stop/Exit**.

8 Remote Fax Options

Note

■ You can only use one remote fax option at a time:
Fax Forwarding—OR—Paging—OR—Fax Storage—OR—PC FAX Receive—OR—Off.)

■ If you change the remote fax option and received faxes are left in your machine's memory, an LCD message will appear. (See *Changing Remote Fax Options* on page 8-4.)

Fax Forwarding

When you select Fax Forward, your machine stores the received fax in the memory. The machine will then dial the fax number you have programmed and forward the fax message.

1 Press **Menu/Set**, **2**, **5**, **1**.

```
Remote Fax Opt
1.Fwd/Page/Store
```

2 Press ▲ or ▼ to select Fax Forward.

Press **Menu/Set**.

The LCD will ask you to enter the fax number to which faxes will be forwarded.

3 Enter the forwarding number (up to 20 digits).

Press **Menu/Set**.

4 Press ▲ or ▼ to select
Backup Print:On or
Backup Print:Off.

```
Fax Forward
Backup Print:On
```

Press **Menu/Set**.

Note

If you select Backup Print:On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine. The machine can store faxes up to 60 hours if there is a power failure.

5 Press **Stop/Exit**.

Programming your pager number

When Paging is selected, your machine dials the pager number you've programmed, and then dials your Personal Identification Number (PIN). This activates your pager so you will know that you have a fax message in the memory.

1️⃣ Press **Menu/Set**, **2**, **5**, **1**.

```
Remote Fax Opt
1.Fwd/Page/Store
```

2️⃣ Press ▲ or ▼ to select Paging.

Press **Menu/Set**.

3️⃣ Enter your pager phone number followed by # # (up to 20 digits).

Press **Menu/Set**.

Do not include the area code if it is the same as that of your machine.

For example, press:
1 8 0 0 5 5 5 1 2 3 4 # #.

4️⃣ If your pager needs a PIN, enter the PIN, press **#**, press **Redial/Pause**, enter your fax number followed by **# #**.

Press **Menu/Set**.

For example, press:
1 2 3 4 5 # Redial/Pause 1 8 0 0 5 5 5 6 7 8 9 # #

—**OR**—

If you do not need a PIN, press **Redial/Pause**, enter your fax number followed by **# #**.

Press **Menu/Set**.

For example, press:
Redial/Pause 1 8 0 0 5 5 5 6 7 8 9 # #

5️⃣ Press **Stop/Exit**.

📝 **Note**

- You cannot change a Paging number or PIN remotely.

- If you have set Paging, a backup copy of the received fax will automatically be printed at the machine.

Fax Storage

If you select Fax Storage, your machine stores the received fax in the memory. You will be able to retrieve fax messages from another location using the Remote Retrieval commands.

1️⃣ Press **Menu/Set**, **2**, **5**, **1**.

```
Remote Fax Opt
1.Fwd/Page/Store
```

2️⃣ Press ▲ or ▼ to select Fax Storage.

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

📝 **Note**

If you have set Fax Storage, a backup copy will automatically be printed at the machine.

PC Fax Receive

If you turn on the PC-Fax Receive feature your machine will store received faxes in memory and send them to your PC automatically. You can then use your PC to view and store these faxes.

Even if you have turned off your PC (at night or on the weekend, for example), your machine will receive and store your faxes in its memory. The LCD will show the number of stored faxes received, for example:
PC Fax Msg:001

When you start your PC and the PC-FAX Receiving software runs, your machine transfers your faxes to your PC automatically.

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. (For details, see *PC-FAX receiving* in the Software User's Guide on the CD-ROM.)

If you select Backup Print:On the machine will also print the fax.

1️⃣ Press **Menu/Set**, **2**, **5**, **1**.

```
Remote Fax Opt
1.Fwd/Page/Store
```

2️⃣ Press ▲ or ▼ to select
PC Fax Receive.

Press **Menu/Set**.

3️⃣ Press ▲ or ▼ to select
Backup Print:On or
Backup Print:Off.

```
PC Fax Receive
Backup Print:On
```

Press **Menu/Set**.

4️⃣ Press **Stop/Exit**.

📝 Note

■ When Backup Print is *off*, your fax messages are automatically erased from your machine's memory when they have been successfully sent to your PC. When Backup Print is *on*, your fax messages are erased when they have been successfully printed and sent to the PC.

■ In the event of a power failure, the machine will store your faxes in the memory for up to 60 hours. However, if you select Backup Print:On, the machine will print the fax, so you will have a copy if there is a power failure before it is sent to the PC.

■ If you get an error message and the machine cannot print the faxes in memory, you can use this setting to transfer your faxes to your PC. (For details, see *Error messages* on page C-1.)

■ You cannot turn on Memory Security if PC-Fax Receive is on.

■ PC Fax Receive is not supported when the machine is connected on a network.

8

Changing Remote Fax Options

If received faxes are left in your machine's memory when you change to another remote fax option, the LCD will ask you the following message:

```
Erase All Fax?
1.Yes 2.No
```

—**OR**—

```
Print All Fax?
1.Yes 2.No
```

- If you press **1**, faxes in the memory will be erased or printed before the setting changes. If a backup copy has already been printed it will not be printed again.

- If you press **2**, faxes in the memory will not be erased or printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change *to* PC Fax Receive from another remote fax option (Fax Forward, Paging or Fax Storage), the LCD will ask you the following message:

```
Send Fax to PC?
1.Yes 2.No
```

- If you press **1**, faxes in the memory will be sent to your PC before the setting changes.

- If you press **2**, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

Turning off Remote Fax Options

1️⃣ Press **Menu/Set**, **2**, **5**, **1**.

```
Remote Fax Opt
1.Fwd/Page/Store
```

2️⃣ Press ▲ or ▼ to select Off.

Press **Menu/Set**.

📝 **Note**

The LCD will give you options if there are received faxes still in your machine's memory. (See *Changing Remote Fax Options* on page 8-4.)

3️⃣ Press **Stop/Exit**.

Remote Retrieval

You can call your machine from any touch tone telephone or fax machine, then use the Remote Access Code and remote commands to retrieve fax messages stored in the memory. Be sure to cut out the Remote Retrieval Access Card on the last page and keep it with you at all times.

Setting the Remote Access Code

The remote access code lets you access the Remote Retrieval features when you are away from your machine. Before you use the remote access and retrieval features, you have to set up your own code. The default code is inactive code (---✶).

1 Press **Menu/Set**, **2**, **5**, **2**.

```
Remote Fax Opt
2.Remote Access
```

2 Enter a three-digit code using numbers **0-9**, ✶ or #.

Press **Menu/Set**. (The preset '✶' cannot be changed.)

Note

Do not use the same code as your Fax Receive Code (✶**51**) or Telephone Answer Code (**#51**).
(See *Operation from extension telephones* on page A-5.)

3 Press **Stop/Exit**.

Note

You can change your code at any time by entering a new one. If you want to make your code inactive, press **Stop/Exit** in Step 2 to restore the inactive setting (---✶) and press **Menu/Set**.

Using your Remote Access Code

1 Dial your fax number from a telephone or another fax machine using touch tone.

2 When your machine answers, immediately enter your Remote Access Code (3 digits followed by ✶).

3 The machine signals if it has received fax messages:

1 long beep — Fax messages

No beeps — No messages

4 The machine gives two short beeps to tell you to enter a command. The machine will hang up if you wait longer than 30 seconds to enter a command. The machine will beep three times, if you enter an invalid command.

5 Press **9 0** to reset the machine when you've finished.

6 Hang up.

Note

If your machine is set to Manual mode and you want to use the remote retrieval features, you can access your machine by waiting about 2 minutes after it starts ringing, and then entering the Remote Access Code within 30 seconds.

Remote commands

Follow the commands below to access features when you are away from the machine. When you call the machine and enter your Remote Access Code (3 digits followed by $*$), the system will give two short beeps and you must enter a remote command.

Remote commands		Operation details
95	**Change the Fax Forwarding, Paging or Fax Storage settings**	
	1 OFF	You can select Off after you have retrieved or erased all your messages.
	2 Fax Forwarding	If you hear one long beep, the change has been accepted. If you hear three short beeps, you cannot change it because something has not been set up (for example, perhaps a Fax Forwarding or Paging number had not been registered). You can register your Fax Forwarding number by entering 4. (See *Changing the Fax Forwarding number* on page 8-7.) Once you have registered the number, Fax Forwarding will work. You can select Off after you have retrieved or erased all your messages.
	3 Paging	
	4 Fax Forwarding number	
	6 Fax Storage	
96	**Retrieve a fax**	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax message(s). (See page 8-7.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	**Check the receiving status**	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	**Change the Receive Mode**	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	**Exit**	Press **9 0** to exit Remote Retrieval. Wait for the long beep, then replace the handset.

Retrieving fax messages

You can call your machine from any touch tone telephone or fax machine and have your fax messages sent to a fax machine.

1️⃣ Dial your fax number.

2️⃣ When your machine answers, immediately enter your Remote Access Code (3 digits followed by ✳). If you hear one long beep, you have messages.

3️⃣ When you hear two short beeps, use the dial pad to press **9 6 2**.

4️⃣ Wait for the long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent followed by **##** (up to 20 digits).

📝 **Note**

You cannot use ✳ and **#** as dial numbers. However, press **#** if you want to store a pause.

5️⃣ Press **9 0** to reset the machine when you've finished.

6️⃣ Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages.

Changing the Fax Forwarding number

You can change the default setting of your fax forwarding number from another telephone or fax machine using touch tone.

1️⃣ Dial your fax number.

2️⃣ When your machine answers, immediately enter your Remote Access Code (3 digits followed by ✳). If you hear one long beep, you have messages.

3️⃣ When you hear two short beeps, use the dial pad to press **9 5 4**.

4️⃣ Wait for the long beep, and then use the dial pad to enter the new number of the remote fax machine where you want your fax messages forwarded followed by **##** (up to 20 digits).

📝 **Note**

You cannot use ✳ and **#** as dial numbers. However, press **#** if you want to store a pause.

5️⃣ Press **9 0** to reset the machine when you've finished.

6️⃣ Hang up after you hear your machine beep.

8

Printing reports

Fax reports

Fax reports (Transmission Verification and Fax Journal) can be printed automatically and manually.

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. This report lists the time and date of transmission and whether the transmission was successful (OK). If you select On or On+Image, the report will print for every fax you send.

If you send a lot of faxes to the same place, you may need more than the job numbers to know which faxes you must send again. Selecting On+Image or Off+Image will print a section of the fax's first page on the report to help you remember.

✎ **Note**

When the Transmission Verification Report is turned Off or Off+Image, the Report will only print if there is a transmission error, with NG in the RESULT column.

1️⃣ Press **Menu/Set**, **2**, **4**, **1**.

```
Report Setting
1.Transmission
```

2️⃣ Press ▲ or ▼ to select On, On+Image, Off or Off+Image.

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

Fax Journal (Activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to Off, you can print the report by following the steps on Additional reports.

The default setting is Every 50 Faxes.

1️⃣ Press **Menu/Set**, **2**, **4**, **2**.

```
Report Setting
2.Journal Period
```

2️⃣ Press ▲ or ▼ to choose an interval.

Press **Menu/Set**.

(If you choose 7 days, the LCD will ask you to choose a day on which to begin the 7-day countdown.)

3️⃣ Enter the time to begin printing in 24-hour format.

Press **Menu/Set**.

(For example: enter 19:45 for 7:45 PM.)

4️⃣ Press **Stop/Exit**.

✎ **Note**

■ If you select 6, 12, 24 hours, 2 or 7 days, the machine will print the report at the selected time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you selected has passed, the machine will print the Journal early and then erase all jobs from memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from memory.

■ If you select Every 50 Faxes, the machine will print the Journal when the machine has stored 50 jobs.

Additional reports

Following reports are available:

1. `Transmission`
   Prints a Transmission Verification Report for your last transmission.

2. `Help List`
   Prints the Help List so you can see at-a-glance how to quickly program your machine.

3. `Quick-Dial`
   Lists names and numbers stored in the One-Touch and Speed-Dial memory, in numerical order.

4. `Fax Journal`
   Lists information about the last incoming and outgoing faxes.
   (TX means Transmit.)
   (RX means Receive.)

5. `User Settings`
   Lists your settings.

6. `Network Config`
   Lists your Network settings.

How to print a report

1 Press **Menu/Set**, **5**.

2 Press ▲ or ▼ to select the report you want.

Press **Menu/Set**.

—**OR**—

Enter the number of the report you want to print.

For example, press **2** to print the Help List.

3 Press **Black Start** or **Color Start**.

10 Polling

Polling Operation

Polling is the process of retrieving faxes from another fax machine. You can use your machine to 'poll' other machines, or you can have someone poll your machine.

Everyone who is involved in Polling needs to set up their fax machines for Polling. When someone polls your machine to receive a fax, they pay for the call. If you poll someone's fax machine to receive a fax, you pay for the call.

Note

Some fax machines do not respond to the Polling feature.

Polling Receive

Polling Receive is when you call another fax machine to receive a fax from it.

Set up to receive polling

1. If it is not illuminated in blue, press
   📠 (**Fax**).

2. Press **Menu/Set**, **2**, **1**, **7**.

   ```
   Setup Receive
   7.Polling RX
   ```

3. Enter the fax number you are polling.

4. Press **Black Start**.

   The LCD shows Dialing.

Sequential Polling

Your machine can ask for faxes from several fax units in a single operation (Sequential Polling Receive). Afterwards, a Sequential Polling Report will be printed.

1. If it is not illuminated in blue, press
   📠 (**Fax**).

2. Press **Menu/Set**, **2**, **1**, **7**.

   ```
   Setup Receive
   7.Polling RX
   ```

3. Enter the fax machines you want to poll using One-Touch, Speed-Dial, a Group or the dial pad. You must press **Menu/Set** between each fax number.

4. Press **Black Start**. Your machine will poll each number or Group number in turn to receive a fax.

To stop a sequential polling in progress

1. Press **Menu/Set**, **2**, **6**.

   The LCD will display the name, if you stored it, or the fax number being dialed.

2. Press **Menu/Set**.

   The LCD will display:

   ```
   XXXXXXXX
   1.Clear   2.Exit
   ```

3. Press **1** to Clear.

   The LCD will then display the sequential polling job number and 1.Clear 2.Exit.

4. To cancel the sequential polling, press **1**.

5. Press **Stop/Exit**.

Polled Transmit

Polled Transmit is when you set up your machine to wait with a document so another fax machine can call and retrieve it.

Setup for Polled Transmit

1. If it is not illuminated in blue, press

   ⊞ (**Fax**).

2. Load your document.

3. Press **Menu/Set**, **2**, **2**, **6**.

   ```
   Setup Send
   6.Polled TX
   ```

4. Press ▲ or ▼ to select On (or Off).

   Press **Menu/Set**.

5. The LCD shows:

   ```
   Other Settings
   1.Yes 2.No
   ```

6. Press **2** and press **Black Start**.

✎ **Note**

The document will be stored and can be retrieved from any other fax machine until you delete the fax from memory by using the Canceling a Job menu setting. (See *Checking job status and canceling a waiting job* on page 5-9.)

10

Section III

Copy

11. Making copies

11 Making copies

How to copy

You can use your machine as a copier, making up to 99 copies at a time.

Entering Copy mode

Before making copies, make sure that

(**Copy**) is illuminated in blue. If it is not,

press (**Copy**) to enter **Copy** mode. The default setting is Fax mode. You can change the number of seconds or minutes that the machine stays in **Copy** mode. (See *Mode Timer* on page 3-8.)
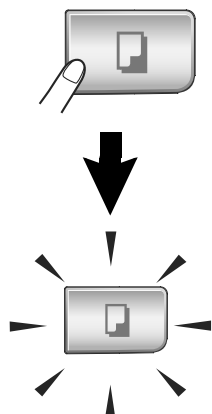
The LCD shows the default copy setting

```
Stack  Copies:01
100%  □□■□□ Auto
```

Stack/Sort   No. of Copies

    Copy Ratio   Quality

         Contrast
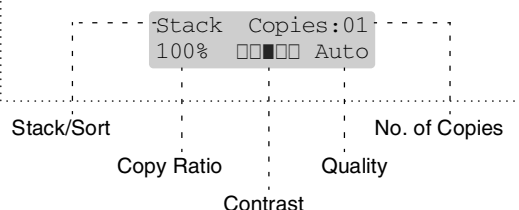
Printable Area

The printable area of your machine begins at approximately 0.12 in. (3 mm) from both sides and 0.16 in. (4 mm) from the top or bottom of the paper.

0.12" (3 mm)

Unprintable area

0.16" (4 mm)
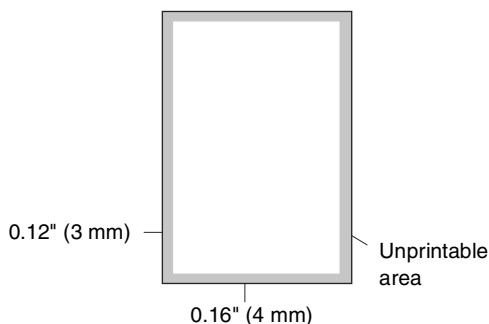
Making a single copy

1. Press (**Copy**) to illuminate it in blue.

2. Load your document.
   (See *Loading documents* on page 2-10.)

3. Press **Black Start** or **Color Start**.

Note

To stop copying, press **Stop/Exit**.

Making multiple copies

❶ Press ▢ (**Copy**) to illuminate it in blue.

❷ Load your document.

❸ Use the dial pad to enter the number of copies you want (up to 99).

❹ Press **Black Start** or **Color Start**.

📝 **Note**

To sort the copies, press **Options** and ▲ or ▼ to select Stack/Sort. (See *Sorting copies using the ADF* on page 11-7.)

Tray Use for Copy mode

If your machine does not have the optional Tray#2, this setting is not available. You can change the tray that will be used for next copy only. Normally, the machine uses the paper in Tray#1 first.

❶ Press ▢ (**Copy**) to illuminate it in blue.

❷ Load your document.

❸ Use the dial pad to enter the number of copies you want (up to 99).

❹ Press **Options** and ▲ or ▼ to select Tray Select.

❺ Press ▲ or ▼ to select Auto, #1(xxx) or #2(xxx).

Press **Menu/Set**.

The 'xxx' is the paper size detected by the tray or the small size you set in the **Menu/Set**, **1**, **3**.

❻ Press **Black Start** or **Color Start**.

■ If both trays are using paper that is the same size, Auto will allow your machine to take paper from Tray #2 if Tray #1 is out of paper.

To change the default setting follow the instructions below:

Auto allows your machine to choose the paper from the optional Tray#2 when paper is out in Tray#1[1] or when the size of the document will fit best on the paper in Tray#2.

❶ Press **Menu/Set**, **1**, **9**.

```
General Setup
9.Tray Use:Copy
```

❷ Press ▲ or ▼ to select Tray#1 Only, Tray#2 Only or Auto.

Press **Menu/Set**.

❸ Press **Stop/Exit**.

📝 **Note**

[1] Copies will automatically be printed from Tray#2 only if the Paper in Tray#1 was the same size.

Cancel copying

To stop copying, press **Stop/Exit**.

11

Copy options

When you want to quickly change the copy settings temporarily for the next copy, use the Copy Options keys. You can use different combinations.

Note

■ These settings are temporary, and the machine returns to its default settings 60 seconds after copying, unless you have set the Mode Timer to 30 seconds or less. (See *Mode Timer* on page 3-8.)

■ You can save some of the copy settings you use most often by setting them as default.

Increasing copy quality

You can select the copy quality. The default setting is Auto.

Auto	Suitable for documents that contain both text and photographs.
Text	Suitable for documents containing only text.
Photo	Suitable for copying photographs. Speed is reduced during color copying.

1️⃣ Press ▯ (**Copy**) to illuminate it in blue.

2️⃣ Load your document.

3️⃣ Use the dial pad to enter the number of copies you want (up to 99).

4️⃣ Press **Options** and ▲ or ▼ to select Quality.

Press **Menu/Set**.

5️⃣ Press ▲ or ▼ to select the copy quality you want (Auto, Text or Photo).

Press **Menu/Set**.

6️⃣ Press **Black Start** or **Color Start**.

To change the default setting follow the instructions below:

1️⃣ Press **Menu/Set**, **3**, **1**.
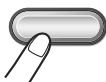
```
Copy
1.Quality
```

2️⃣ Press ▲ or ▼ to select Auto, Text or Photo.

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

Enlarging or reducing the image copied

You can select the following enlargement or reduction ratios.

Custom(25-400%) allows you to enter a ratio from 25% to 400%.

Press Enlarge/Reduce	100%
	104% EXE→ LTR
	141% A5→ A4
	200%
	Custom(25-400%)
	50%
	70%
	78% LGL→ LTR
	83% LGL→ A4
	85% LTR→ EXE
	91% Full Page
	94% A4→ LTR
	97% LTR→ A4

1 Press (**Copy**) to illuminate it in blue.

2 Load your document.

3 Press **Enlarge/Reduce**.

4 Press ▲ or ▼ to select the enlargement or reduction ratio you want.

Press **Menu/Set**.

—**OR**—

Use the dial pad to enter an enlargement or reduction ratio from 25% to 400%.

Press **Menu/Set**.

(For example, press **5 3** to enter 53%.)

5 Press **Black Start** or **Color Start**.

—**OR**—

Press the **Options** key for more settings.

✎ **Note**

■ Page Layout Options 2 in 1 (P), 2 in 1 (L), 4 in 1 (P), 4 in 1 (L) or Poster(3 x 3) are not available with **Enlarge/Reduce**.

■ After you choose your settings by pressing **Menu/Set**, the LCD shows Set temporarily.

11 - 4

Making N in 1 copies or a poster (page layout)

You can reduce the amount of copies by using the N in 1 copy feature. This allows you to copy two or four pages onto one page, allowing you to save paper. It is also possible to create a poster. When you use the Poster feature your machine divides your document into sections, then enlarges the sections so you can assemble them into a poster. If you want to print a poster, use the scanner glass.

📝 **Note**

- Please make sure paper size is set to Letter, Legal or A4.
- You can use N in 1 copy and poster feature with 100% copy size only.
- (P) means Portrait and (L) means Landscape.
- For Poster copies, you cannot make more than one copy.

1️⃣ Press ⬛ (**Copy**) to illuminate it in blue.

2️⃣ Load your document.

3️⃣ Use the dial pad to enter the number of copies you want (up to 99).

4️⃣ Press **Options** and ▲ or ▼ to select Page Layout.

Press **Menu/Set**.

5️⃣ Press ▲ or ▼ to select 2 in 1 (P), 2 in 1 (L), 4 in 1 (P), 4 in 1 (L), Poster(3 x 3) or Off(1 in 1).

Press **Menu/Set**.

6️⃣ Press **Black Start** or **Color Start** to scan the document.

If you are making a poster or placed the document in the ADF, the machine scans the document and starts printing.

If you are using the scanner glass:

7️⃣ After the machine scans the page, the LCD shows:

```
Next Page?
1.Yes 2.No
```

Press **1** to scan the next page.

8️⃣ Place the next page on the scanner glass. The LCD shows:

```
Set Next Page
Then Press Set
```

Press **Menu/Set**.

9️⃣ Repeat Steps 7️⃣ and 8️⃣ for each page of the layout.

🔟 After all the pages of the document have been scanned, press **2** in Step 7️⃣ to end.

When using the ADF, insert document *face up* in the direction shown below.
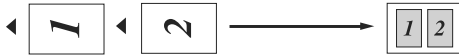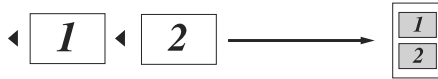
2 in 1 (P)
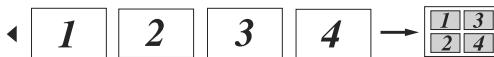
2 in 1 (L)

4 in 1 (P)

4 in 1 (L)

When using the scanner glass, place document *face down* in the direction shown below.
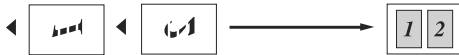
2 in 1 (P)

2 in 1 (L)
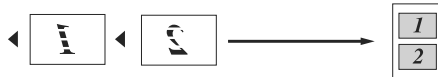
4 in 1 (P)

4 in 1 (L)

Poster(3 x 3)

You can make a poster size copy of a photograph.
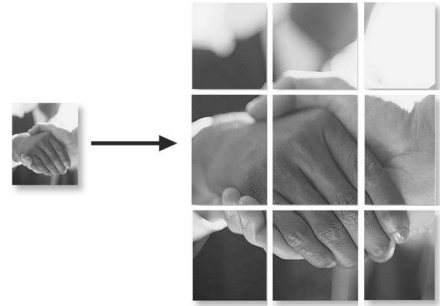
Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order (1 2 3), (1 2 3) and so on.
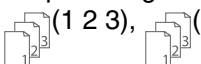
1️⃣ Press ⬛ (**Copy**) to illuminate it in blue.

2️⃣ Load your document.

3️⃣ Use the dial pad to enter the number of copies you want (up to 99).

4️⃣ Press **Options** and ▲ or ▼ to select Stack/Sort.

Press **Menu/Set**.

5️⃣ Press ▲ or ▼ to select Sort.

Press **Menu/Set**.

6️⃣ Press **Black Start** or **Color Start**.

—**OR**—

Press the **Options** key for more settings.

Adjusting Brightness, Contrast and Color

Brightness

You can adjust the copy brightness to make copies darker or lighter.

1️⃣ Press ⬛ (**Copy**) to illuminate it in blue.

2️⃣ Load your document.

3️⃣ Use the dial pad to enter the number of copies you want (up to 99).

4️⃣ Press **Options** and ▲ or ▼ to select Brightness.

Press **Menu/Set**.

5️⃣ Press ▲ to make a lighter copy.

—**OR**—

Press ▼ to make a darker copy.

Press **Menu/Set**.

6️⃣ Press **Black Start** or **Color Start**.

To change the default setting follow the instructions below:

1️⃣ Press **Menu/Set**, **3**, **2**.

```
Copy
2.Brightness
```

2️⃣ Press ▲ to make a lighter copy.

—**OR**—

Press ▼ to make a darker copy.

Press **Menu/Set**.

3️⃣ Press **Stop/Exit**.

Contrast

You can adjust copy contrast to make copies with more or less contrast.

1 Press ▢ (**Copy**) to illuminate it in blue.

2 Load your document.

3 Use the dial pad to enter the number of copies you want (up to 99).

4 Press **Options** and ▲ or ▼ to select Contrast.

Press **Menu/Set**.

5 Press ▲ to increase the contrast.

—**OR**—

Press ▼ to decrease the contrast.

Press **Menu/Set**.

6 Press **Black Start** or **Color Start**.

To change the default setting follow the instructions below:

1 Press **Menu/Set**, **3**, **3**.

```
Copy
3.Contrast
```

2 Press ▲ to increase the contrast.

—**OR**—

Press ▼ to decrease the contrast.

Press **Menu/Set**.

3 Press **Stop/Exit**.

Color saturation

You can only change the default setting for Color saturation.

1 Press **Menu/Set**, **3**, **4**.

```
Copy
4.Color Adjust
```

2 Press ▲ or ▼ to select 1.Red, 2.Green or 3.Blue.

Press **Menu/Set**.

3 Press ▲ to increase the color saturation.

—**OR**—

Press ▼ to decrease the color saturation.

Press **Menu/Set**.

4 Return to Step 2 to select the next color.

—**OR**—

Press **Stop/Exit**.

11

Out of Memory message

If the memory becomes full while you are making copies, the LCD message will guide you through the next step.

If you get an `Out of Memory` message while scanning a subsequent page, you will have the option to press **Black Start** or **Color Start** to copy the pages scanned so far, or to press **Stop/Exit** to cancel the operation.

Note

To gain extra memory, you can turn off Fax Storage.
(See *Turning off Remote Fax Options* on page 8-4.)

—**OR**—

Print the faxes that are in the memory.
(See *Printing a fax from the memory* on page 6-6.)

When you get an `Out of Memory` message, you may be able to make copies if you first print incoming faxes in the memory to restore the memory to 100%.

Legal limitations

Color reproductions of certain documents are illegal and may result in either criminal or civil liability. This memorandum is intended to be a guide rather than a complete listing of every possible prohibition. In case of doubt, we suggest that you check with counsel as to any particular questionable documents.

The following documents issued by the United States/Canadian Government or any of its Agencies may not be copied:

■ Money
■ Bonds or other certificates of indebtedness
■ Certificates of Deposit
■ Internal Revenue Stamps (canceled or uncanceled)
■ Selective Service or draft papers
■ Passports
■ United States/Canadian Postage Stamps (canceled or uncanceled)
■ Food Stamps
■ Immigration Papers
■ Checks or drafts drawn by Governmental agencies
■ Identifying badges or insignias

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Section IV

Software and Network Features

The User's Guide on the CD-ROM includes the Software and Network User's Guides for features available when connected to a computer (for example, Printing and Scanning).

- ■ **Printing**
  (For Windows®, see Chapter 1 in the Software User's Guide on the CD-ROM.)
- ■ **Scanning**
  (For Windows®, see Chapter 2 in the Software User's Guide on the CD-ROM.)
- ■ **ControlCenter2**
  (For Windows®, see Chapter 3 in the Software User's Guide on the CD-ROM.)
- ■ **Remote Setup**
  (For Windows®, see Chapter 5 in the Software User's Guide on the CD-ROM.)
- ■ **PC-FAX software**
  (For Windows®, see Chapter 6 in the Software User's Guide on the CD-ROM.)
- ■ **Network Scanning**
  (For Windows®, see Chapter 4 in the Software User's Guide on the CD-ROM.)
- ■ **Network Printing**
  (For Windows®, see Chapter 4 in the Network User's Guide on the CD-ROM.)

Note

See *How to access the complete User's Guide* on page 1-2.

Section V

Appendixes

A. Important information

B. Menu and Features

C. Troubleshooting and routine maintenance

D. Optional accessories

E. Specifications

F. Glossary

A Important information

Standard telephone and FCC Notices
These notices are in effect on models sold and used in the United States only.

When programming emergency numbers or making test calls to emergency numbers:

■ Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.

■ Perform these activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the backside of this equipment is a label that contains, among other information, a product identifier in the format US: AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

You may safely connect this equipment to the telephone line by means of a standard modular jack, USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX.The digits represented by ## are the REN without a decimal point (e.g., 06 is a REN of 0.6). For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact Customer Service. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, call your telephone company or a qualified installer.

If you are not able to solve a problem with your machine, call Customer Service.

⚠ WARNING

- For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

- This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.

- We cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.

- This machine has been certified to comply with FCC standards, which are applied to the USA only. A grounded plug should be plugged into a grounded AC power outlet after checking the rating of the local power supply for the machine to operate properly and safely.

Federal Communications Commission (FCC) Declaration of Conformity (USA only)

Responsible Party:

Ricoh Corporation
Address: 5 Dedrick Place, West Caldwell, NJ 07006
Telephone number: 973-882-2000

declares, that the products

Product Name: SP C210SF

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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

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

Caution

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

Important - about the interface cable

A shielded interface cable should be used to ensure compliance with the limits for a Class B digital device.

A

Industry Canada Compliance Statement (Canada only)

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

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

For your safety

To ensure safe operation the supplied three-pin plug must be inserted only into a standard three-pin AC power outlet that is effectively grounded through the normal household or office wiring.

The fact that the equipment operates satisfactorily does not imply that the power is grounded and that the installation is completely safe. For your safety, if in any doubt about the effective grounding of the power, consult a qualified electrician.

Disconnect device

This product must be installed near an AC power outlet that is easily accessible. In case of emergencies, you must disconnect the power cord from the AC power outlet to shut off power completely.

LAN connection

> ⚠ **CAUTION**
>
> Do not connect this product to a LAN connection that is subject to over-voltages.

Laser safety

This equipment is certified as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the equipment does not produce hazardous laser radiation.

Since radiation emitted inside the equipment is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

FDA regulations

This laser product complies with FDA raguration performance standards, 21 CFR Subchapter J.HTJ.

RICOH COMPANY,LTD

3-6 Naka-magome 1-Chome Ohta-ku, Tokyo 143-8555 Japan

⚠ WARNING

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

Internal laser radiation

Max. Radiation Power	5 mW
Wave Length	780 - 800 nm
Laser Class	Class 3B

Important safety instructions

1. Read all of these instructions.

2. Save them for later reference.

3. Follow all warnings and instructions marked on the product.

4. Unplug this product from the wall outlet before cleaning inside of the machine. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

6. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.

7. This product should be connected to an AC power source within the range indicated on the rating label. Do NOT connect it to a DC power source. If you are not sure, contact a qualified electrician.

8. This product is equipped with a 3-wire grounded plug. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounded plug.

9. Use only the power cord supplied with this machine.

A

⑩ Do not place anything on top of the power cord including this machine. Do not allow the power cord to be stepped on.

⑪ If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the AC power outlet does not exceed 15 amperes (USA only).

⑫ Do not place anything in front of the machine that will block received faxes. Do not place anything in the path of received faxes.

⑬ Wait until pages have exited the machine before picking them up.

⑭ Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product. Do not attempt to service this product yourself because opening or removing covers may expose you to dangerous voltage points and other risks and may void your warranty. Refer all servicing to customer service.

⑮ Unplug this product from the AC power outlet and refer all servicing to Service Personnel authorized by us under the following conditions:

- When the power cord is damaged or frayed.
- If liquid has been spilled into the product.
- If the product has been exposed to rain or water.
- If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- If the product has been dropped or the cabinet has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.

⑯ To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

⑰ To reduce the risk of fire, electric shock and injury to people, note the following:

- Do not use this product near appliances that use water, a swimming pool or in a wet basement.
- Do not use the machine during an electrical storm (there is the remote possibility of an electrical shock) or to report a gas leak in the vicinity of the leak.
- Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

⑱ Caution - To reduce the risk of fire, use only a No.26 AWG or larger telecommunication line cord.

Choosing a location

Place your machine on a flat, stable surface that is free of vibration and shocks. Put the machine near a telephone wall jack and a standard, grounded AC power outlet. Choose a location where the temperature remains between 50°F and 90.5°F (10°C and 32.5°C) and the humidity is between 20% to 80% (without condensation).

> **❶ IMPORTANT**
>
> ■ Avoid placing your machine in a high-traffic area.
>
> ■ Do not place the machine near heaters, air conditioners, refrigerators, water, chemicals or devices that contain magnets or generate magnetic fields.
>
> ■ Do not expose the machine to direct sunlight, excessive heat, open flames, salty or corrosive gasses, moisture, or dust.
>
> ■ Do not connect your machine to an AC power outlet controlled by wall switches or automatic timers.
>
> ■ Disruption of power can wipe out information in the machine's memory.
>
> ■ Do not connect your machine to an AC power outlet on the same circuit as large appliances or other equipment that might disrupt the power supply.
>
> ■ Avoid interference sources, such as speakers or the base units of cordless phones.
>
> ■ Do not put objects on top of the machine.
>
>
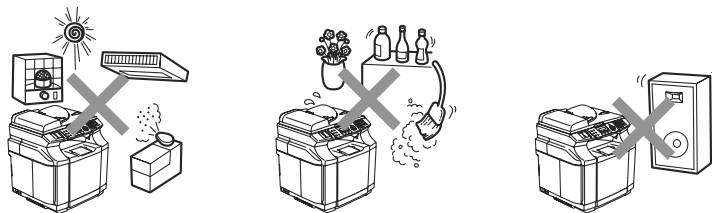
The following figure details the recommended area around the machine for proper ventilation, operation and maintenance.
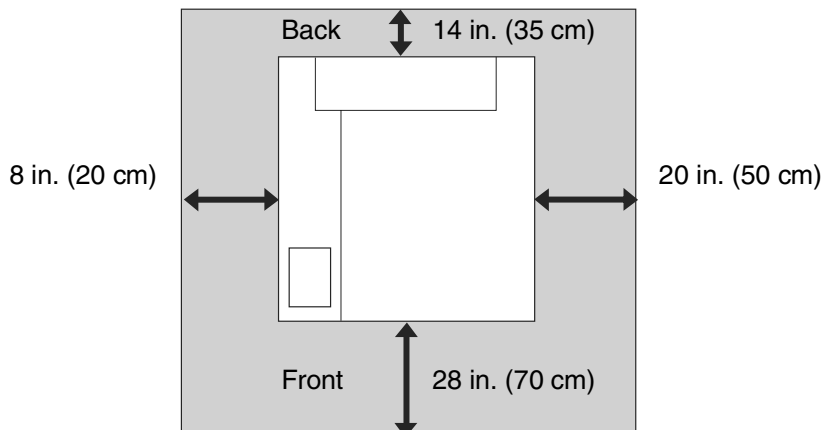
To use the machine safely

Please keep these instructions for later reference and read them before attempting any maintenance.

⚠ CAUTION

There are high voltage electrodes inside the machine. Before you clean the inside of the machine, make sure you have unplugged the telephone line cord first and then the power cord from the AC power outlet.
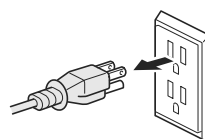
Do not handle the plug with wet hands. Doing this might cause an electrical shock.
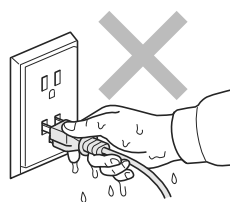
The fusing unit becomes extremely hot during operation. Wait until it has cooled down sufficiently before replacing consumable items.
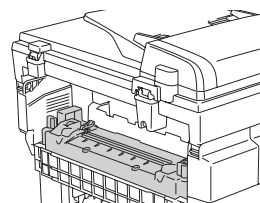
The fusing unit is marked with a caution label. Please do not remove or damage the label.
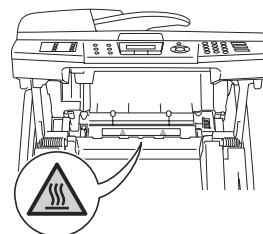
To prevent injuries, be careful not to put your hands on the edge of the machine under the document cover or scanner unit.
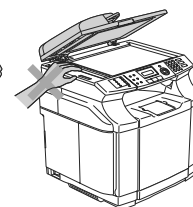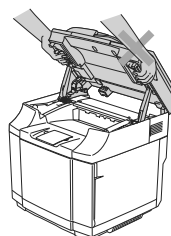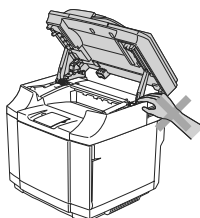
⚠ CAUTION

■ To prevent injuries, be careful not to put your fingers in the area shown in the illustrations.
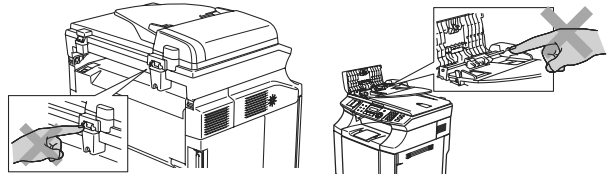
■ Do not use a vacuum cleaner to clean up scattered toner. Doing this might cause the toner dust to ignite inside the vacuum cleaner, potentially starting a fire. Please carefully clean the toner dust with a clean dry soft, lint-free cloth and dispose of it according to local regulations.

■ Do not use flammable substances near the machine. Doing this might cause a fire or electrical shock.

■ If the machine becomes hot, blows smoke, or generates obscure odor, immediately turn off the power switch and unplug the machine from the AC power outlet. Call your dealer or Customer Service.

■ If metal objects, water or other liquids get inside the machine, immediately turn off the power switch and unplug the machine from the AC power outlet. Call your dealer or Customer Service.

■ Do not put consumable items such as the toner cartridges and the waste toner pack into a fire. Some consumable items can be flammable under certain conditions.

■ Do not look directly at the laser beam light. It might cause damage to your eyesight. Do not remove or break open the machine's safety interlocks.

■ Do not run the machine with the inside cover, front cover and back covers open and the interlocks removed.

A

⚠ CAUTION

■ This machine is heavy and weighs approximately 76.7 lb (34.8 kg). To prevent injuries, use at least two people to lift the machine. Be careful not to trap your fingers when you set the machine back down.

■ When you lift the machine make sure you use the handholds at the bottom four corners of the machine. Keep the machine horizontal when you carry it.
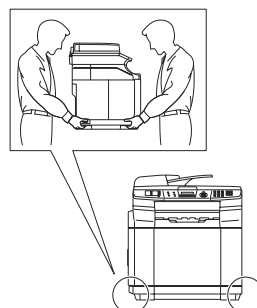
■ Use caution when installing or modifying telephone lines. Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the wall jack. Never install telephone wiring during a lightning storm. Never install a telephone wall jack in a wet location.

■ This product must be installed near an AC power outlet that is easily accessible. In case of an emergency, you must disconnect the power cord from the AC power outlet to shut off the power completely.

■ To reduce the risk of shock or fire, use only a No. 26 AWG or larger telecommunication line cord.

❗ IMPORTANT

Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line and on the telephone line, or unplug the cords during a lightning storm.

⚠ WARNING

IMPORTANT SAFETY INSTRUCTIONS

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

1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing machine, in a wet basement or near a swimming pool.

2. Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.

3. Do not use this product to report a gas leak in the vicinity of the leak.

4. Use only the power cord provided with the machine.

SAVE THESE INSTRUCTIONS

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A

B Menu and Features

On-screen programming

Your machine is designed to be easy to use with LCD on-screen programming using the menu keys. User-friendly programming helps you take full advantage of all the menu selections your machine has to offer.

Since your programming is done on the LCD, we have created step-by-step on-screen instructions to help you program your machine. All you need to do is follow the instructions as they guide you through the menu selections and programming options.

Menu table

The Menu table that begins on page B-3 will help you understand the menu selections and options that are found in the machine's programs. Once you become familiar with programming, you can use the Menu table as a quick reference when you want to change your settings.

📝 **Note**

You can program your machine by pressing **Menu/Set**, followed by the menu numbers. For example to set Beeper Volume to Low. Press **Menu/Set**, **1**, **4**, **2** and ▲ or ▼ to select Low.
Press **Menu/Set**.

Memory storage
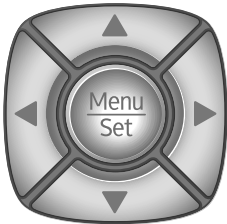
If there is a power failure, you will not lose your menu settings because they are stored permanently. Temporary settings (such as Contrast, Overseas Mode, and so on) will be lost. You may also have to reset the date and time.

📝 **Note**

Your machine can store the date and time up to 60 hours.

Menu keys

Menu Set	Access the menu Go to the next menu level Accept an option
▲ ▼	Scroll through the current menu level
◄ ►	Go back to the previous menu level or forward to the next menu level
⊘	Exit the menu

You can access the menu mode by pressing **Menu/Set**.

When you enter the menu, the LCD scrolls.

Press **1** for General Setup menu

```
Select ▲▼ & Set
1.General Setup
```

—**OR**—

Press **2** for Fax menu

```
Select ▲▼ & Set
2.Fax
```

—**OR**—

Press **3** for Copy menu

```
Select ▲▼ & Set
3.Copy
```

Press **0** for Initial Setup

```
Select ▲▼ & Set
0.Initial Setup
```

You can scroll more quickly through each menu level or to your next menu selection by pressing the ▲ or ▼ arrow key for the direction you want.

Select an option by pressing **Menu/Set** when that option appears on the LCD.

The LCD will then show the next menu level.

When you finish setting an option, the LCD shows Accepted.

B

Menu Table

Select & Set | Select & Set | to accept | to exit
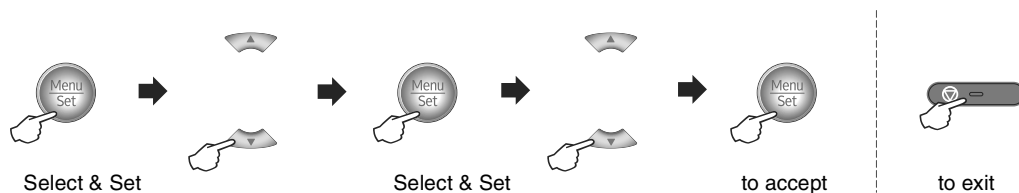
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup	1.Mode Timer	—	5 Mins **2 Mins** 1 Min 30 Secs 0 Sec Off	Sets the time to return to Fax mode.	3-8
	2.Paper Type	1.Tray#1 (This menu only appears when you have the optional tray #2)	Thin **Plain** Thick Thicker Recycled Paper	Sets the type of paper in the paper tray.	3-9
		2.Tray#2 (This menu only appears when you have the optional tray #2)	Thin **Plain** Thick Thicker Recycled Paper	Sets the type of paper in the paper tray.	3-9
	3.Small Paper	1.Tray#1 (This menu only appears when you have the optional tray #2)	**B5** DL Com10 JISB5	Sets the size of the paper in the paper tray.	3-9
		2.Tray#2 (This menu only appears when you have the optional tray #2)	**B5** JISB5	Sets the size of the paper in the paper tray.	3-9
	4.Volume	1.Ring	High **Med** Low Off	Adjusts the ring volume.	3-10
		2.Beeper	High **Med** Low Off	Adjusts the volume level of the beeper.	3-10
		3.Speaker	High **Med** Low Off	Adjusts the speaker volume.	3-10

Note
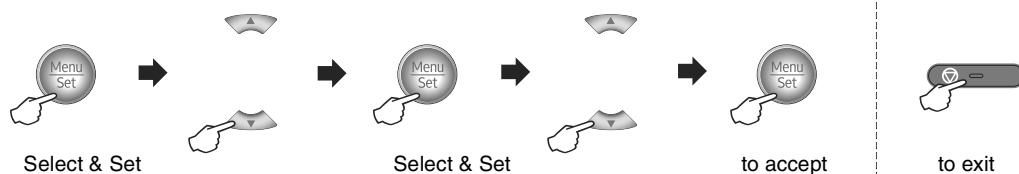
The factory settings are shown in Bold.

Select & Set   Select & Set   to accept   to exit
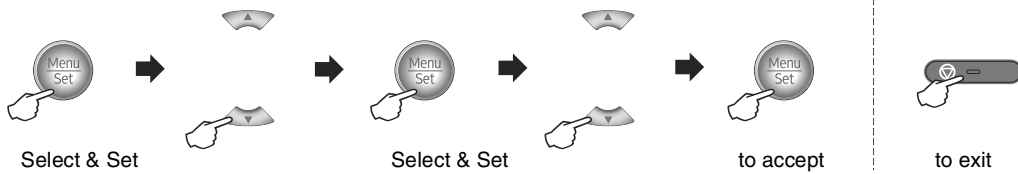
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1.General Setup (Continued)	5.Auto Daylight	—	On **Off**	Changes for Daylight Savings Time automatically.	3-1
	6.Ecology	1.Toner Save	On **Off**	Increases the page yield of the toner cartridge.	3-7
		2.Sleep Time	(0-99) **30 Min**	Conserves power.	3-8
	7.LCD Contrast	—	▼ -□□□□■+ ▲ ▼ -□□□■□+ ▲ ▼ -□□■□□+ ▲ ▼ -□■□□□+ ▲ ▼ -■□□□□+ ▲	Adjust the contrast of the LCD.	3-3
	8.Security	1.Mem Security		Prohibits most operations except receiving faxes into the memory.	4-3
		2.Setting Lock		Prohibits the settings for Date & Time, Station ID, Quick-Dial and General Setup.	4-1
	9.Tray Use: Copy (This setting only appears when you have the optional tray #2.)	—	Tray#1 Only Tray#2 Only **Auto**	Select the tray that will be used for copying.	11-2
	0.Tray Use: Fax (This setting only appears when you have the optional tray #2.)	—	Tray#1 Only Tray#2 Only **Auto**	Select the tray that will be used for faxing.	6-3

B

✎ **Note**

The factory settings are shown in Bold.

| Select & Set | Select & Set | to accept | to exit |

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax	**1.Setup Receive** (In Fax mode only)	**1.Ring Delay**	**04** 03 02 01 00	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	6-2
		2.F/T Ring Time	70 Secs 40 Secs 30 Secs **20 Secs**	Sets the pseudo/double-ring time in Fax/Tel mode.	6-3
		3.Easy Receive	**On** Off	Receives fax messages without pressing **Black Start**.	6-5
		4.Remote Codes	**On(✱51, #51)** Off	You can answer all calls at an extension or external phone and use codes to turn the machine on or off. You can personalize these codes.	6-5
		5.Auto Reduction	**On** Off	Reduces the size of incoming faxes.	6-4
		6.Print Density	▼ −□□□□■+ ▲ ▼ −□□□■□+ ▲ ▼ −□□■□□+ ▲ ▼ −□■□□□+ ▲ ▼ −■□□□□+ ▲	Makes printouts darker or lighter.	6-6
		7.Polling RX	—	Sets up your machine to poll another fax machine.	10-1
	2.Setup Send (In Fax mode only)	**1.Contrast**	**Auto** Light Dark	Changes the lightness or darkness of faxes you send.	5-5
		2.Fax Resolution	**Standard** Fine S.Fine Photo	Sets the default resolution for outgoing faxes.	5-5
		3.Delayed Fax	—	Sets the time of day in 24 hour format that the delayed faxes will be sent.	5-8

Note

The factory settings are shown in Bold.

Select & Set   Select & Set   to accept   to exit
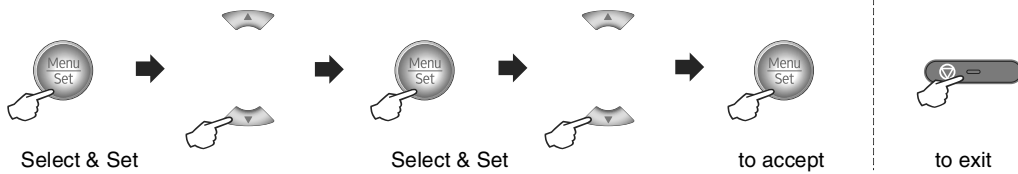
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	2.Setup Send (In Fax mode only) (Continued)	4.Batch TX	On **Off**	Combines delayed faxes to the same fax number at the same time of day into one transmission.	5-8
		5.Real Time TX	**Off** On Next Fax:On Next Fax:Off	You can send a fax without using the memory.	5-6
		6.Polled TX	On **Off**	Sets up your machine with a document to be retrieved by another fax machine.	10-2
		7.Coverpg Setup	**Off** On Next Fax:On Next Fax:Off Print Sample	Automatically sends a Cover Page you have programmed.	5-10
		8.Coverpage Msg	—	You can set up your own comments for fax Cover Page.	5-9
		9.Overseas Mode	On **Off**	If you are having difficulty sending faxes overseas, set this to On.	5-7
	3.Set Quick-Dial	1.One-Touch Dial	—	Stores One-Touch Dial numbers, so you can dial by pressing one key (and **Black Start**).	7-3
		2.Speed-Dial	—	Stores Speed-Dial numbers, so you can dial by pressing only a few keys (and **Black Start**).	7-4
		3.Setup Groups	—	Sets up a Group number for Broadcasting.	7-5

Note

The factory settings are shown in Bold.

B

| | Select & Set | | Select & Set | | to accept | to exit |

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.Fax (Continued)	**4.Report Setting**	**1.Transmission**	On On+Image **Off** Off+Image	Initial setup for Transmission Verification Report and Fax Journal.	9-1
		2.Journal Period	Every 7 Days Every 2 Days Every 24 Hours Every 12 Hours Every 6 Hours **Every 50 Faxes** Off		9-1
	5.Remote Fax Opt (Backup print for Fax Forward/PC Fax Receive)	**1.Fwd/Page/ Store**	**Off** Fax Forward Paging Fax Storage PC Fax Receive	Sets the machine to forward fax messages, to call your pager, to store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or to send faxes to your PC. If you selected Fax Forward or PC Fax Receive, you can turn on the safety feature Backup Print.	8-1 8-4
		2.Remote Access	---*	You must set your own code for Remote Retrieval.	8-5
		3.Print Fax	—	Prints incoming faxes stored in the memory.	6-6
	6.Remaining Jobs	—	—	Checks which jobs are in the memory and lets you cancel selected jobs.	5-9

Note

The factory settings are shown in Bold.

Select & Set   Select & Set   to accept   to exit
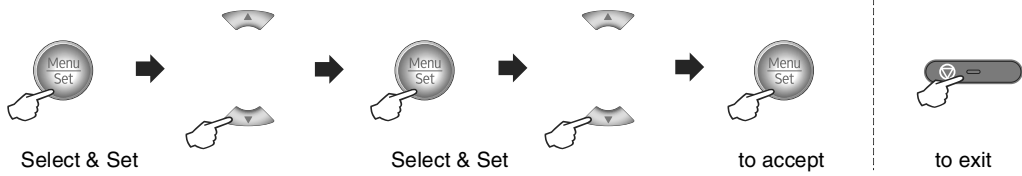
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2. Fax (Continued)	**0. Miscellaneous**	**1. Compatibility**	**High** Normal Basic	Adjusts the Equalization for transmission problems.	C-20
		2. Distinctive	**Off** Set (On)	Uses the Telephone Company's Distinctive Ring subscriber service to register the ring pattern with the machine.	7-8
		3. Caller ID	**Display#** Print Report	View or print a list of the last 30 Caller IDs stored in the memory.	7-8
3. Copy	**1. Quality**	—	Text **Auto** Photo	Selects the Copy resolution for your type of document.	11-3
	2. Brightness	—	▼ -□□□□■+ ▲ ▼ -□□□■□+ ▲ **▼ -□□■□□+ ▲** ▼ -□■□□□+ ▲ ▼ -■□□□□+ ▲	Adjusts the brightness for copies	11-7
	3. Contrast	—	▼ -□□□□■+ ▲ ▼ -□□□■□+ ▲ **▼ -□□■□□+ ▲** ▼ -□■□□□+ ▲ ▼ -■□□□□+ ▲	Adjusts the contrast for copies.	11-8
	4. Color Adjust	**1. Red**	R:-□□□□■+ R:-□□□■□+ **R:-□□■□□+** R:-□■□□□+ R:-■□□□□+	Adjusts the amount of Red in copies.	11-8
		2. Green	G:-□□□□■+ G:-□□□■□+ **G:-□□■□□+** G:-□■□□□+ G:-■□□□□+	Adjusts the amount of Green in copies.	11-8
		3. Blue	B:-□□□□■+ B:-□□□■□+ **B:-□□■□□+** B:-□■□□□+ B:-■□□□□+	Adjusts the amount of Blue in copies.	11-8

Note

The factory settings are shown in Bold.

B

	Select & Set		Select & Set		to accept	to exit
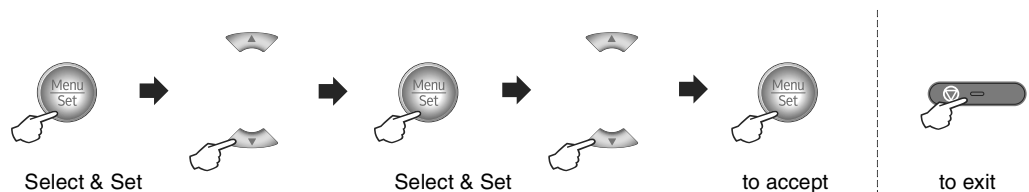
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
4.Printer	**1.Test Print**	—	—	Prints a test page.	See Software User's Guide on the CD-ROM
	2.Reset Printer	—	—	Returns the print settings to the original factory default settings.	
	3.Calibration	—	Calibrate Reset	Adjusts the color density or returns the color calibration to the factory setting.	
5.Print Reports	**1.Transmission**	—	—	You can print these lists and reports.	9-2
	2.Help List	—	—		
	3.Quick-Dial	—	—		
	4.Fax Journal	—	—		
	5.User Settings	—	—		
	6.Network Config	—	—		

✎ Note

The factory settings are shown in Bold.

Select & Set → Select & Set → to accept | to exit
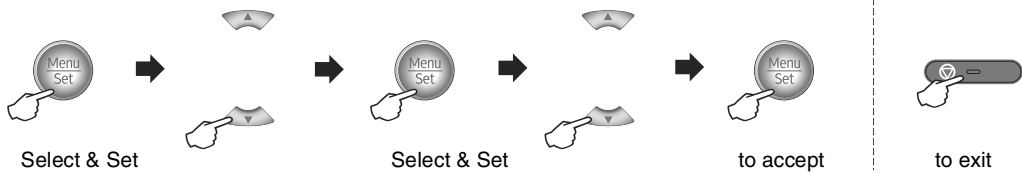
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
6. LAN	1. Setup TCP/IP	1. BOOT Method	**Auto** Static RARP BOOTP DHCP	You can choose the BOOT method that best suits your needs.	See Network User's Guide on the CD-ROM
		2. IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
		3. Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	
		4. Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
		5. Node Name	BRN_XXXXXX	Enter the Node name.	
		6. WINS Config	**Auto** Static	You can choose the WINS configuration mode.	
		7. WINS Server	(Primary) [000-255]. [000-255]. [000-255]. [000-255] (Secondary) [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary WINS server.	
		8. DNS Server	(Primary) [000-255]. [000-255]. [000-255]. [000-255] (Secondary) [000-255]. [000-255]. [000-255]. [000-255]	Specifies the IP address of the primary or secondary DNS server.	
		9. APIPA	**On** Off	Automatically allocates the IP address from the link-local address range.	

Note

The factory settings are shown in Bold.

Select & Set   Select & Set   to accept   to exit
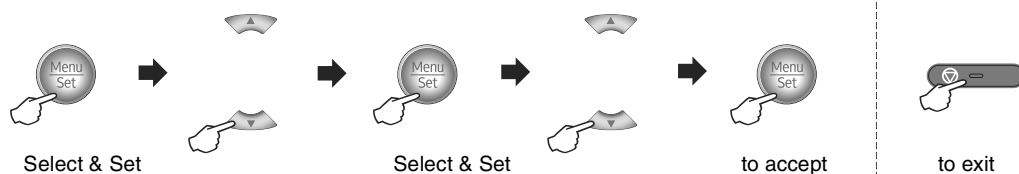
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
6.LAN (Continued)	2.Setup Internet	1.Mail Address	(60 characters)	Enter the mail address.	See Network User's Guide on the CD-ROM
		2.SMTP Server	[000-255].[000-255].[000-255].[000-255]	Enter the SMTP server address.	
		3.POP3 Server	[000-255].[000-255].[000-255].[000-255]	Enter the POP3 server address.	
		4.Mailbox Name	(Up to 20 characters)	Enter the mail box name.	
		5.Mailbox Pwd	Password: ******	Enter the password to login to the POP3 server.	
	3.Setup Mail RX	1.Auto Polling	**On** Off	Automatically checks the POP3 server for new messages.	
		2.Poll Frequency	(01-60) **10Min**	Sets the interval for checking for new messages on the POP3 server.	
		3.Header	All Subject+From+To **None**	Selects the contents of the mail header to be printed.	
		4.Del Error Mail	**On** Off	Deletes error mails automatically.	
		5.Notification	On MDN **Off**	Sends notification messages.	

Note

The factory settings are shown in Bold.

Select & Set   Select & Set   to accept   to exit
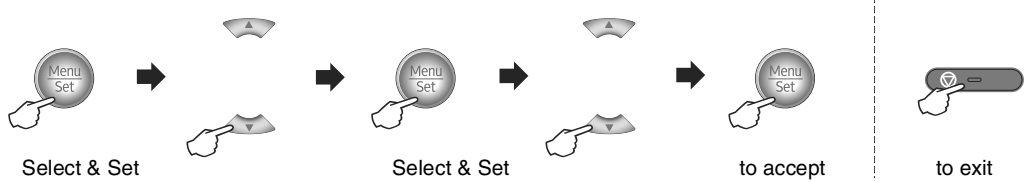
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
6. LAN (Continued)	**4.** Setup Mail TX	**1.** Sender Subject	—	Displays the subject that is attached to the Internet Fax data.	See Network User's Guide on the CD-ROM
		2. Size Limit	On **Off**	Displays a warning that the size of the E-mail document is larger than 1 MB. The document will not be sent.	
		3. Notification	On **Off**	Sends notification messages.	
	5. Setup Relay	**1.** Rly Broadcast	On **Off**	Relays a document to another fax machine.	
		2. Relay Domain	RelayXX: (Up to 30 characters)	Registers the Domain name.	
		3. Relay Report	On **Off**	Prints the Relay Broadcast Report.	
	6. Setup Misc.	**1.** Ethernet	**Auto** 100B-FD 100B-HD 10B-FD 10B-HD	Selects Ethernet link mode.	
		2. Time Zone	GMT-5:00	Sets the time zone for your country.	
	7. Scan to E-mail	**1.** B/W File Type	**TIFF** PDF	Selects the file type.	
		2. ColorFile Type	**JPEG** PDF		
	0. Factory Reset			Restores all Network settings to factory default.	

Note

The factory settings are shown in Bold.

Select & Set		Select & Set		to accept	to exit
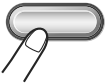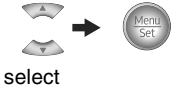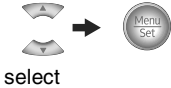
Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
7.Machine Info.	1.Serial No.	—	—	Lets you check the serial number of your machine.	C-35
	2.Page Counter	—	Total Copy Print List/Fax	Lets you check the number of total pages the machine has printed during its life.	C-35
	3.Parts Life	1.OPC Belt Life	OPC Belt Life Remaining:XXX%	You can check the percentage of unused (remaining) life for these parts.	C-35
		2.Fuser Life	Fuser Life Remaining:XXX%		
		3.120K Kit Life	120K Kit Life Remaining:XXX%		
		4.PF Kit2 Life	PF Kit2 Life Remaining:XXX%		
	4.Reset Menu		OPC Belt Fusing Unit 120K Kit PF Kit2	Reset the life counter when each part is replaced. These messages are displayed only when the errors occur.	C-34 C-35
0.Initial Setup	1.Receive Mode	—	**Fax Only** Fax/Tel External TAD Manual	You can choose the receive mode that best suits your needs.	6-1
	2.Date/Time	—	—	Puts the date and time on the LCD and in headings of faxes you send.	3-1
	3.Station ID	—	Fax: Tel: Name:	Program your name and fax number to appear on each page you fax.	3-2
	4.Tone/Pulse	—	**Tone** Pulse	Selects the dialing mode.	3-3
	5.Dial Tone	—	Detection **No Detection**	You can shorten the dial tone detect pause.	C-20
	0.Local Language	—	**English** French	Allows you to change the LCD language for your country.	See Quick Setup Guide

Note

The factory settings are shown in Bold.

Copy options key

Use the **Options** key to quickly set the following copy settings temporarily for the next copy. After you choose each setting by pressing **Menu/Set**, the LCD shows Set temporarily. Press **Black Start** or **Color Start** when you have finished choosing settings.

Press **Options**	**Menu Selections** select	**Options** select	**Page**
	Quality	**Auto** Text Photo	11-3
	Stack/Sort	**Stack** Sort	11-7
	Brightness	▼ -□□□□■+ ▲ ▼ -□□□■□+ ▲ ▼ -□□■□□+ ▲ ▼ -□■□□□+ ▲ ▼ -■□□□□+ ▲	11-7
	Contrast	▼ -□□□□■+ ▲ ▼ -□□□■□+ ▲ ▼ -□□■□□+ ▲ ▼ -□■□□□+ ▲ ▼ -■□□□□+ ▲	11-8
	Page Layout	**Off(1 in 1)** 2 in 1 (P) 2 in 1 (L) 4 in 1 (P) 4 in 1 (L) Poster(3 x 3)	11-5
	Tray Select (This menu only appears when you have the optional tray#2.)	**Auto** #1 (XXX)* #2 (XXX)*	11-2

* XXX is the paper size detected by the tray or the small paper size you set in **Menu/Set**, **1**, **3**.

Note

■ If both trays are using paper that is the same size, Auto will allow your machine to take paper from Tray#2 if Tray#1 is out of paper.

■ The factory settings are shown in Bold.

Entering Text

When you are setting certain menu selections, such as the Station ID, you may need to type text into the machine. Most number keys have three or four letters printed above the keys. The keys for **0**, **#** and ✳ do not have printed letters because they are used for special characters.

By pressing the appropriate number key repeatedly, you can access the character you want.

Press Key	one time	two times	three times	four times
2	A	B	C	2
3	D	E	F	3
4	G	H	I	4
5	J	K	L	5
6	M	N	O	6
7	P	Q	R	S
8	T	U	V	8
9	W	X	Y	Z

Inserting spaces

To enter a space in the fax number, press ▶ once between numbers. To enter a space in the name, press ▶ twice between characters.

Making corrections

If you entered a letter incorrectly and want to change it, press ◀ to move the cursor under the incorrect character. Then press **Stop/Exit**. All letters above and to the right of the cursor will be deleted. Re-enter the correct character. You can also back up and type over incorrect letters.

Repeating letters

If you need to enter a character that is on the same key as the previous character, press ▶ to move the cursor to the right before you press the key again.

Special characters and symbols

Press ✳, **#** or **0**, and then press ◀ or ▶ to move the cursor under the special character or symbol you want. Then press **Menu/Set** to select it.

Press ✳	for	(space) ! " # $ % & ' ( ) ✳ + , - . /€
Press **#**	for	: ; < = > ? @ [ ] ^ _
Press **0**	for	É À È Ê Î Ç Ë Ö 0

C Troubleshooting and routine maintenance

Troubleshooting

IMPORTANT
For technical help, you must call the country where you bought the machine. Calls must be made **from within** that country.

Error messages

As with any sophisticated office product, errors may occur. If this happens, your machine identifies the problem and displays an error message. The most common error messages are shown below.

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
`Calibrate` `Calibration` `Failed`	Toner is getting low.	Check that the toner cartridges are not low and try again.
`Check Tray#1` `Check Tray#2`	The indicated tray is not completely closed.	Close the indicated tray properly.
`Comm.Error`	Poor phone line quality caused a communication error.	Send the fax again or connect the machine to another telephone line. If the problem continues, call the telephone company and ask them to check your phone line.
`Connection Fail`	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
`Cover Open` `Close the back` `cover(3)`	The back cover is not completely closed.	Close the back cover of the machine.
`Cover Open` `Close the front` `cover(2)`	The front cover is not completely closed.	Close the front cover of the machine.
`Cover Open` `Close the inside` `cover(1)`	The inside cover is not completely closed.	Close the inside cover of the machine.

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
Data Remaining	Print data is left in the machine's memory.	Re-start printing from your computer.
	Print data is left in the machine's memory. The interface cable was unplugged while the computer was sending the data to the machine.	Press **Job Cancel**. The machine will cancel the job and clear it from the memory. Try to print again.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.
Document Jam	The document was not inserted or fed properly, or the document scanned from the ADF was too long.	See *Document jams* on page C-6. See *Using the ADF (automatic document feeder)* on page 2-10.
DR Mode in Use	The machine is set to Distinctive Ring mode. You can not change the Receive Mode from Manual to another mode.	Set Distinctive Ring to Off. See *Turning off Distinctive Ring* on page 7-8.
Near Waste Toner	The waste toner pack is nearly full.	Replace the waste toner pack. (See *Replacing the waste toner pack* on page C-32.)
No OPC Belt	The OPC belt cartridge is not installed.	Install the OPC belt cartridge. (See *Replacing the OPC belt cartridge (Photo Conductor Unit Type 140)* on page C-33.)
No Paper Fed	The machine is out of paper or paper is not properly loaded in the indicated paper tray.	Refill the paper in the paper tray. —**OR**— Remove the paper and load it again.
No Response/Busy	The number you dialed does not answer or is busy.	Verify the number and try again.
No Toner X X = C, M, Y, K (K: Black, C: Cyan, M: Magenta, Y: Yellow)	The toner cartridge is not installed properly.	Reinstall the X toner cartridge. (See *How to replace a toner cartridge* on page C-30 and follow the steps for properly taking out and inserting the cartridge.)
Not Registered	You tried to access a One-Touch or Speed Dial number that is not programmed.	Set up the One-Touch or Speed Dial number. (See *Storing One-Touch Dial numbers* on page 7-3 and *Storing Speed-Dial numbers* on page 7-4.)

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
Out of Memory	The machine's memory is full.	(Fax sending or copy operation in progress) Press **Black Start** or **Color Start** to send or copy the scanned pages. —**OR**— Press **Stop/Exit** and wait until the other operations in progress have finished and then try again. —**OR**— Clear the faxes from the memory. (See *Out of Memory message* on page 5-3.) (Printing operation in progress) Reduce print resolution. (See *Advanced tab* in the Software User's Guide on the CD-ROM.) —**OR**— Clear the faxes from the memory. (See *Out of Memory message* on page 5-3.) —**OR**— Add more memory. (See *Installing additional memory* on page D-3.)
Paper Jam A1 Paper Jam A2 Paper Jam B Paper Jam C	Remove the jammed paper. See the alphanumerical diagram to check on the location.	(See *Paper jams* on page C-7.)
Replace 120K Kit	It is time to replace the 120K kit.	Call Customer Service to replace the 120K kit.
Replace OPC Belt	It is time to replace the OPC belt cartridge.	Replace the OPC belt cartridge. (See *Replace OPC belt cartridge message* on page C-33.)
Replace PF Kit2	It is time to replace the PF kit2.	Call Customer Service to replace the PF kit2.
Stacker Full	The output tray is full of paper.	Remove the paper from the output tray.
Toner Empty X X = C, M, Y, K	The toner is used up and printing is not possible.	Replace the used toner cartridge with a new one. (See *Replacing a toner cartridge* on page C-29.)
Toner Error	The machine has detected an incompatible toner cartridge.	Use only our genuine toner cartridges.
Toner Low X X = C, M, Y, K	The indicated color toner is nearly empty.	Order a new toner cartridge now.

C

ERROR MESSAGES		
ERROR MESSAGE	**CAUSE**	**ACTION**
Unable to Init. (Initialize) Unable to Print Unable to Scan	The machine has a mechanical problem.	Turn off the machine's power switch and then turn it on again. If the error message continues leave the machine for several minutes and then try it again. (The machine can be turned off for up to 60 hours without losing faxes stored in the memory. If the machine will be off longer than 60 hours, you can save the faxes in your PC. See *Transferring faxes to your PC* on page C-5.)
Waste Toner Full	The waste toner pack is full.	Replace the waste toner pack. (See *Replacing the waste toner pack* on page C-32.)

Checking if the machine has faxes in its memory

1️⃣ Press **Menu/Set**, **9**, **0**, **1**.

2️⃣ If the LCD shows No Data, there are no faxes left in the machine's memory.

   —**OR**—

   If the LCD shows Enter Fax No. there are faxes in the machine's memory.

   • You can transfer the faxes to another fax machine. (See *Forwarding faxes to another fax machine*.)

   • You can transfer the faxes from the machine's memory to your PC. (See *Transferring faxes to your PC*.)

📝 **Note**

You can transfer the Fax Journal report to another fax machine by pressing **Menu/Set**, **9**, **0**, **2** in Step 1️⃣.

Forwarding faxes to another fax machine

If you have not set up your Station ID you cannot enter fax transfer mode.

1️⃣ Enter the fax number to which the faxes will be forwarded.

2️⃣ Press **Black Start**.

Transferring faxes to your PC

You can transfer the faxes from your machine's memory to your PC.

1️⃣ Press **Stop/Exit**.

2️⃣ Make sure you have installed **Multi-Function Suite** on your PC, and then turn on **PC Fax Receiving** on the PC. (For details about PC Fax Receive, see *PC-FAX software* in the Software User's Guide on the CD-ROM.)

3️⃣ Make sure you have set PC Fax Receive on the machine. (See *PC Fax Receive* on page 8-3.)

   During setup the LCD will ask if you want to transfer the faxes to your PC.

4️⃣ To transfer all faxes to your PC, press **1**.

   —**OR**—

   To exit and leave the faxes in the memory, press **2**.

📝 **Note**

If there is an error on the machine's LCD, after the faxes have been transferred disconnect the machine from the power source for several minutes, and then reconnect it.

C

Document jams

If the document is jammed, follow the steps below.

Document is jammed in the top of the ADF unit

1 Take out any paper from the ADF that is not jammed.

2 Open the ADF cover.

3 Pull the jammed document out to the left.

4 Close the ADF cover.

Press **Stop/Exit**.

Note

To avoid future document jams close the ADF cover properly by pushing it gently in the center.

Document is jammed under the document cover

1 Take out any paper from the ADF that is not jammed.

2 Lift the document cover.

3 Pull the jammed document out to the right.
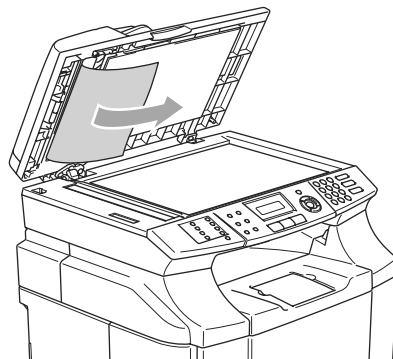
4 Close the document cover.

5 Press **Stop/Exit**.

Document is jammed at the output tray

1 Pull the jammed document out to the right.
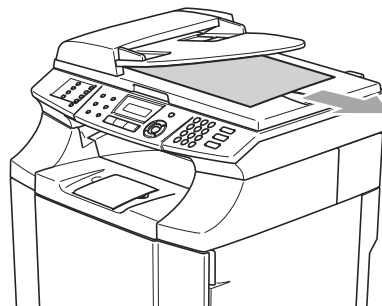
2 Press **Stop/Exit**.

Paper jams

If paper jams inside the machine, the machine will stop. One of the following LCD messages will appear to tell you where to find the jammed paper.
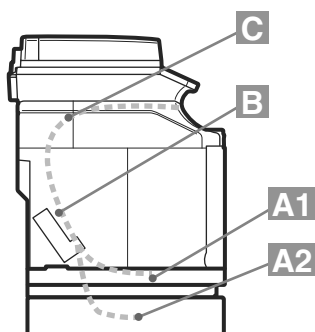

```
Paper Jam A1
```

Paper jam in the standard paper tray (TRAY1)

```
Paper Jam A2
```

Paper jam in the optional lower tray (TRAY2)

```
Paper Jam B
```

Paper jam inside the machine.

```
Paper Jam C
```

Paper jam where the paper comes out of the machine.

⚠ CAUTION

The fusing unit and the parts around it are *hot!* Never touch the shaded areas shown below.
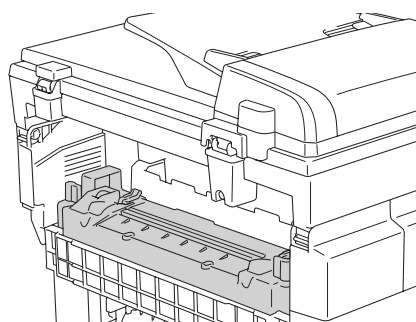
Paper may jam in the paper tray, inside the machine, at the back cover, or where the paper comes out of the machine. Check where the jam is and follow the instructions on the next few pages to remove the jammed paper.

If the error message still appears on the LCD after you remove the jammed paper, there may be more paper jammed somewhere else. Please check the machine thoroughly.

After you have followed the instructions, the machine will resume printing automatically.

After a paper jam has occurred, data usually stays in the machine's memory.

After removing the jammed paper, and the next printed page is stained with toner, print several test pages before restarting your print job.

C

⚠ **IMPORTANT**

- Do not touch the toner surface of the jammed paper. It might stain your hands or clothes.
- Remove the jammed paper carefully to prevent spreading toner.
- Take care not to stain your hands and clothes. Wash toner stains immediately with cold water.
- Never touch the transfer roller.
- If the paper in the paper tray is creased at the edges, paper jams can occur. To prevent this, please turn the paper over.

Note

Do not use the following paper:

- Bent/curled paper
- Moist paper
- Paper that does not meet specifications

Paper Jam A1 / Paper Jam A2

```
Paper Jam A1
```

```
Paper Jam A2
```

If there is a paper jam in the paper tray, follow these steps:

1. Pull out the paper tray.

2. Take out the jammed paper.
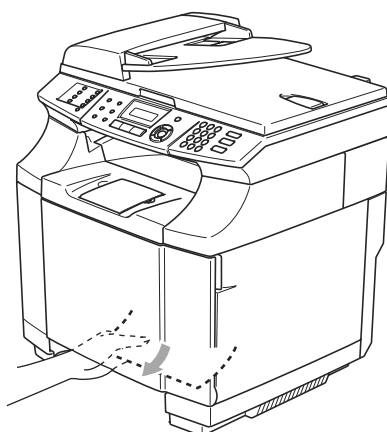
3. Put the paper tray back in the machine.

4. Open the back cover. If there is any jammed paper where the paper comes out, remove it.

5. Close the back cover.

Paper Jam B

```
Paper Jam B
```

If paper is caught inside the machine, follow these steps:

> ### ⚠ CAUTION
>
> These paper jams are near the fusing roller, which is extremely hot during operation. Remove the paper carefully.

1 Open the back cover.
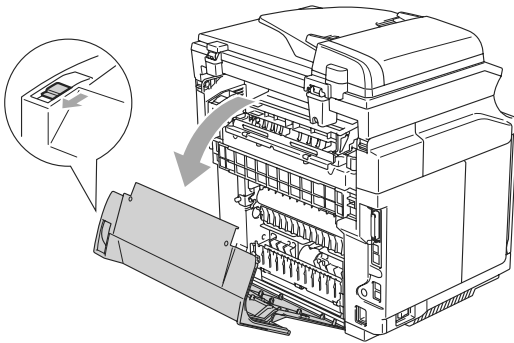
2 If the paper jammed while exiting the paper tray, remove the jammed paper by holding it with both hands and pulling it slowly toward you.
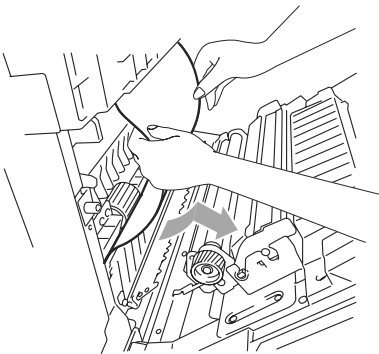
3 If the paper is caught in the registration roller (①), remove the jammed paper by holding it with both hands and pulling it slowly toward you.
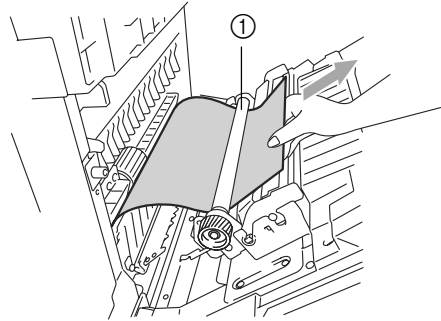
4 If the paper is caught in the fusing roller, release the fusing unit pressure release levers on both sides.
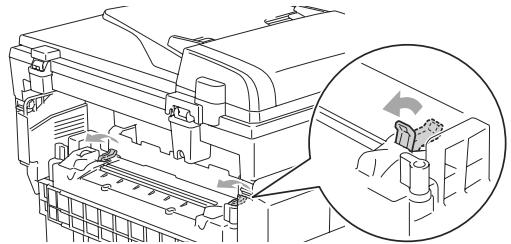
5 Remove the jammed paper at the back of the machine by holding it with both hands and pulling it slowly toward you.
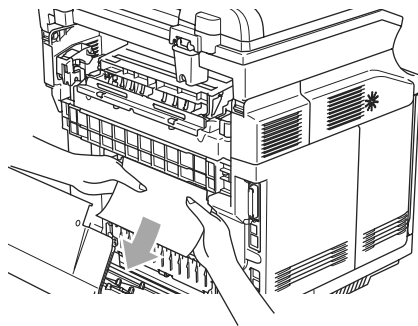
6 Lock the fusing unit pressure release levers.

7 Close the back cover.

Paper Jam C

```
Paper Jam C
```
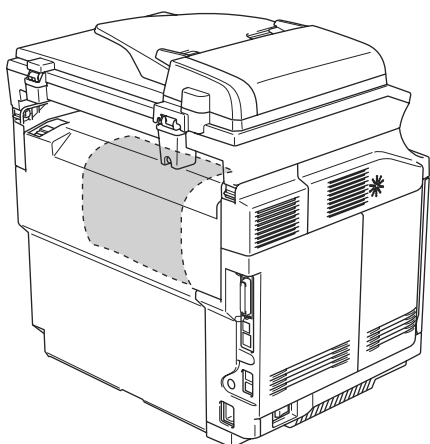
If paper has passed behind the back cover and there is a paper jam where the paper comes out, follow the steps below:

1 Open the back cover and release the fusing unit pressure release levers.
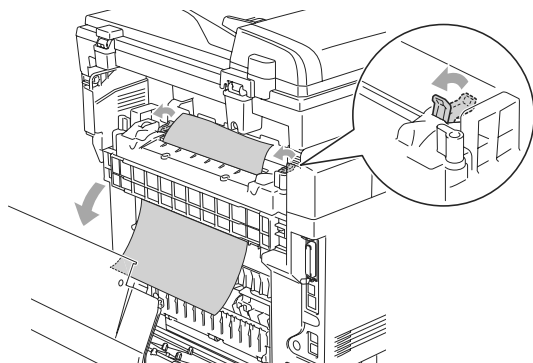
2 Remove the jammed paper by pulling it out slowly.
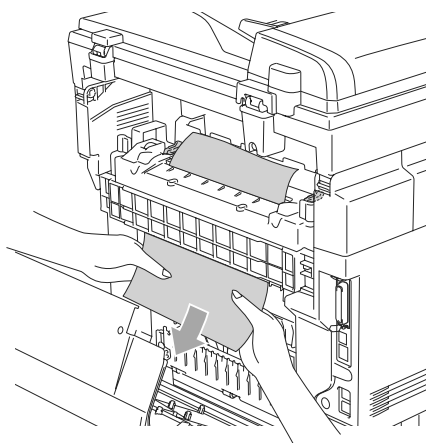
3 Reset the fusing unit pressure release levers.
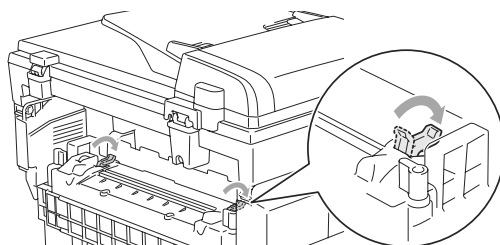
4 Close the back cover.
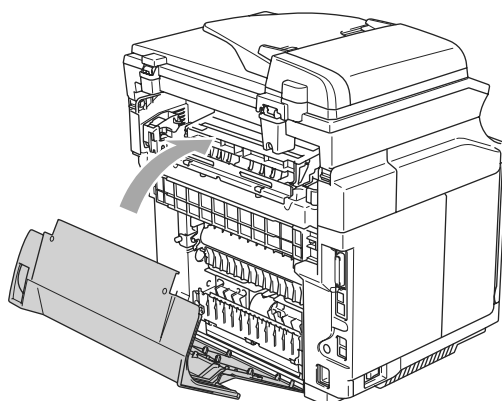
If you are having difficulty with your machine

If you think there is a problem with the way your faxes look, make a copy first. If the copy looks good, the problem is probably not your machine. Check the chart below and follow the troubleshooting tips.

DIFFICULTY	SUGGESTIONS
Printing or Receiving Faxes	
Condensed print and horizontal streaks or the top and bottom of sentences are cut off.	You probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Poor print quality	See *Improving the print quality* on page C-16.
Horizontal streaks; lines are missing.	You may get a fax with horizontal streaks or with missing lines. Usually this is caused by a poor telephone connection. Ask the other party to send the fax again.
Received faxes appear as split or blank pages.	If the received faxes are divided and printed on two pages or if you get an extra blank page, turn on the Auto Reduction menu setting. (See *Printing a reduced incoming fax (Auto Reduction)* on page 6-4.)
Phone Line or Connections	
Dialing does not work.	Check for a dial tone. Change Tone/Pulse setting. (See *Tone or Pulse* on page 7-6.) Check all line cord connections. Check power cord connection. Send a manual fax by pressing **Hook** or by lifting the handset of the external phone and dialing the number. Wait to hear fax receiving tones before pressing **Black Start**.
The machine does not answer when called.	Make sure the machine is in the correct receiving mode for your setup. (See *Receive Mode* on page 6-1.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your machine, ask your telephone company to check the line.

DIFFICULTY	SUGGESTIONS
Sending Faxes	
Poor fax send quality	Change your resolution to Fine or S.Fine. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See *Cleaning the scanner glass* on page C-22.)
Transmission Verification Report says 'RESULT:NG'.	There is probably temporary noise or static on the line. Try sending the fax again.
	If you send a PC FAX message and get 'RESULT:NG' on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Fax Storage, Paging or PC-FAX receive (see *Turning off Remote Fax Options* on page 8-4), print fax messages in memory (see *Printing a fax from the memory* on page 6-6) or cancel a Delayed Fax or Polling Job (see *Canceling a fax in progress* on page 5-2). If the problem continues, ask the telephone company to check your phone line.
	If you frequently get transmission errors due to possible interference on the phone line, try changing the Compatibility setting to Normal or Basic. (See *Compatibility* on page C-20.)
Vertical black lines when sending.	If the copy you made shows the same problem, your scanner is dirty. (See *Cleaning the scanner glass* on page C-22.)
Handling Incoming Calls	
Machine 'Hears' Voice as CNG Tone.	If Easy Receive is set to On, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a calling fax machine and respond with fax receiving tones. Deactivate the machine by pressing **Stop/Exit**. Try avoiding this problem by turning Easy Receive to Off. (See *Easy Receive* on page 6-5.)
Sending a Fax Call to the machine.	If you answered on an external or extension phone, press your Fax Receive Code (default setting is (✳51). When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, RingMaster, Voice Mail, an answering machine, an alarm system or other custom feature on a single phone line with your machine, it may create a problem sending or receiving faxes.
	For Example: Your machine handles the Caller ID subscriber service. However, if you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. The ECM feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.
Menu Setting Difficulties	
The machine beeps when you try to access the Setup Receive and Setup Send menus.	If the Fax 🔲 key is not illuminated, press it to turn on Fax mode. The Setup Receive setting (**Menu/Set**, **2**, **1**) and Setup Send setting (**Menu/Set**, **2**, **2**) are available only when the machine is in Fax mode.
Copy Quality Difficulties	
Vertical streaks appear in copies.	Sometimes you may see vertical streaks on your copies. The scanner glass may be dirty. (See *Cleaning the scanner glass* on page C-22.)
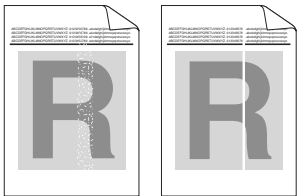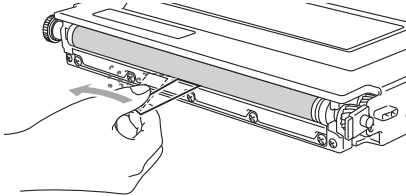
DIFFICULTY	SUGGESTIONS
Printing Difficulties	
The machine does not print.	Please make sure:
	• The machine is plugged in and the power switch is turned On.
	—**OR**—
	• The toner cartridge and the OPC belt cartridge are installed properly. (See *Replacing a toner cartridge* on page C-29 and *Replacing the OPC belt cartridge (Photo Conductor Unit Type 140)* on page C-33.)
	—**OR**—
	• The interface cable is securely connected between the machine and computer. (See the Quick Setup Guide).
	—**OR**—
	• The correct printer driver has been installed and selected.
	—**OR**—
	• Check to see if the LCD is showing an error message. (See *Error messages* on page C-1.)
	—**OR**—
	• The machine is online. Click **Start** and then **Printers and Faxes**. Select 'SP C210SF' and right-click. Make sure that "Use Printer Offline" is unchecked.
The machine prints unexpectedly or it prints garbage.	Turn off the machine's power switch and then turn it on again. If the error message continues leave the machine for several minutes and then try it again. (The machine can be turned off for up to 60 hours without losing faxes stored in the memory.) Check the settings in your application software to make sure it is set up to work with your machine
The machine prints first couple of pages correctly, then some pages have text missing.	Your computer is not recognizing the machine's input buffer full signal. Please make sure you connect the interface cable to the machine correctly. (See the Quick Setup Guide.)
The machine cannot print full pages of a document. Out of Memory message occurs.	Reduce the printing resolution. (See *Advanced tab* in the Software User's Guide on the CD-ROM.)
	Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application software.
	—**OR**—
	Add more memory. See *Installing additional memory* on page D-3.
My headers or footers appear when I view my document on the screen but do not appear when I print them.	There is an unprintable area on the top and bottom. Adjust the top and bottom margins in your document to allow for this.
Scanning Difficulties	
TWAIN errors appear while scanning.	Make sure the TWAIN driver is selected as the primary source. In PaperPort®, click Scan in the File menu and select the TWAIN driver.

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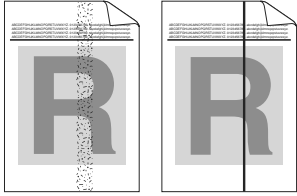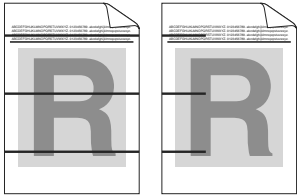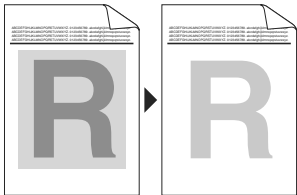
DIFFICULTY	SUGGESTIONS
Software Difficulties	
Cannot install software or print.	Run the **Repair Multi-Function Suite** program on the CD-ROM. This program will repair and reinstall the software.
Cannot perform '2 in 1' or '4 in 1' printing.	Check that the paper size setting in the application and in the printer driver are the same.
Machine does not print from Adobe Illustrator	Try to reduce the print resolution. (See *Advanced tab* in the Software User's Guide on the CD-ROM.) —**OR**— Add more memory. See *Installing additional memory* on page D-3.
When using ATM fonts, some characters are missing or some characters are printed in their place.	If you are using Windows® 98/98SE/Me, select 'Printer Settings' from the 'Start' menu. Select the properties of the 'SP C210SF'. Click 'Spool Setting' on the 'Details' tab. Select 'RAW' from 'Spool Data Format.'
'Unable to write to LPT1' or 'LPT1 already in use' Error Message appears. 'MFC is Busy' Error Message appears.	1. Make sure the machine is on (plugged into the AC power outlet and the power switch turned on) and that it is connected directly to the computer using the IEEE-1284 bi-directional parallel cable. The cable must not go through another peripheral device (such as a Zip Drive, External CD-ROM Drive, or Switch box). 2. Make sure the machine is not displaying an error message on the LCD Display. 3. Make sure no other device drivers, which also communicate through the parallel port, are running automatically when you boot up the computer (such as, drivers for Zip Drives, External CD-ROM Drive, etc.) Suggested areas to check: (*Load=, Run=command lines in the win.ini file or the Setup Group*) 4. Check with your computer manufacturer to confirm that the computer's parallel port settings in the BIOS are set to support a bi-directional machine; i.e. (Parallel Port Mode – ECP)
Paper Handling Difficulties	
The machine does not load paper. The LCD shows No Paper Fed or Paper Jam.	If there is no paper, load a new stack of paper into the paper tray. If there is paper in the paper tray, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the paper tray. Reduce the amount of paper in the paper tray, and then try again. If the LCD shows Paper Jam and you still have a problem, see *Paper jams* on page C-7.
How can I load envelopes?	You can only load envelopes into the standard paper tray. To check that you are loading them properly, see *Loading paper and envelopes* on page 2-8. Make sure your application software is set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your software. Please refer to the manual provided with your software application.
What paper can I use?	You can use plain paper, recycled paper, envelopes, transparencies and labels that are made for laser machines. (For information on paper you can use, see *Acceptable paper and other media* on page 2-1.)
How can I clear paper jams?	See *Paper jams* on page C-7.

DIFFICULTY	SUGGESTIONS
Print Quality Difficulties	
Printed pages are curled.	Low quality thin or thick paper can cause this problem. Make sure you select the Paper Type that suits the media type you use. (See *Acceptable paper and other media* on page 2-1.)
Printed pages are smeared.	The Paper Type setting may be incorrect for the type of print media you are using—**OR**—The print media may be too thick or have a rough surface. (See *Acceptable paper and other media* on page 2-1 and *Basic tab* in the Software User's Guide on the CD-ROM.)
Printouts are too light.	If this problem occurs when making copies or printing received faxes, turn off Toner Save mode in the machine's menu settings. (See *Toner Save* on page 3-7.) Set Toner Save mode to off in the Advanced tab in the printer driver. (See *Advanced tab* in the Software User's Guide on the CD-ROM.)
Network Difficulties	
I cannot print over the Network	See Printing Problems in the Network User's Guide on the CD-ROM —**OR**— 1. Make sure that your machine is powered on and is online and in Ready mode. 2. Print a Network Configuration list and check the current Network settings printed in this list. (See *Printing reports* on page 9-1.) 3. Reconnect the LAN cable to the hub to verify that the cabling and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. 4. Contact your Network Administrator to check if the settings are correct.
The network scanning feature does not work.	Firewall setting on your PC may be rejecting the necessary network connection. Follow the instructions below to disable the Firewall. If you are using a personal Firewall software, please refer to the User's Guide for your software or contact the software manufacturer. <Windows® XP SP2 users.> 1. Click the 'Start' button, 'Settings', 'Control Panel' and then 'Windows Firewall'. Make sure that Windows Firewall on the 'Basic' tab is set to On. 2. Click the 'Exceptions' tab and 'Add port' button. 3. Enter any name, port number (54295 for network scanning), select 'UDP' and click OK. 4. Make sure if the new setting is added and is checked, and then click OK. For Windows® XP SP1 users, contact your service representative.
Your computer cannot find your machine.	Firewall setting on your PC may be rejecting the necessary network connection. For detail, see the instruction above.

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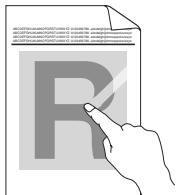
Improving the print quality

If you are having problems with print quality, please do a test print first (**Menu/Set**, **4**, **1**).
If the problem appears on the printout, then match it to one of the examples below and follow the recommendation. If the problem does not appear on the test print, please check driver settings and the interface cables as the problem may not lie with the machine.

Examples of poor print quality	Recommendation
White lines or bands or ribbing across the page	■ Check that the machine is on a solid level surface. ■ Check that the back cover is closed properly. ■ Check that the toner cartridges are installed properly. ■ Shake the toner cartridges gently. ■ Check that the transfer roller is installed properly.
Colors are light or unclear on the whole page	■ Check that the recommended paper was used. (See *Recommended paper* on page 2-1.) ■ Change the paper to freshly unpacked paper, and then check that the problem is solved. ■ Check that the back cover is closed properly. ■ Shake the toner cartridges gently. ■ Clean the laser glass. (See *Cleaning the laser glass* on page C-24.) ■ Turn off Toner Save. (See *Toner Save* on page 3-7.)
White streaks or bands down the page	Clean the laser glass. (See *Cleaning the laser glass* on page C-24.) Identify the missing color and replace that toner cartridge. (See *Replacing a toner cartridge* on page C-29.) The toner has probably reached the end of its life. However, when you see a white vertical line on the toner roller, try the following procedure. ■ Cut a sheet approx. 1.97 in. x 1.97 in. (50 mm x 50 mm) out of a transparency film. ■ Insert the film about 2.54 in. (10 mm) into the gap between the toner roller and the blade. ■ Slide the film and pull it out as shown below.

Examples of poor print quality	Recommendation
Colored streaks or bands down the page	■ Identify the color and replace that toner cartridge. (See *Replacing a toner cartridge* on page C-29.) ■ Replace the OPC belt cartridge. (See *Replacing the OPC belt cartridge (Photo Conductor Unit Type 140)* on page C-33.)
Colored lines across the page	■ Clean the registration roller, the paper pick-up roller, the transfer roller guide and the exit roller. (See *Cleaning to prevent paper jams* on page C-22.) ■ If the problem continues, identify the color and replace that toner cartridge. (See *Replacing a toner cartridge* on page C-29.)
White spots or hollow print	■ Change the paper to freshly unpacked paper. ■ Check that the recommended paper was used. (See *Recommended paper* on page 2-1.) ■ Check that the room temperature is higher than 50 °F (10 °C)
Completely blank or some colors are missing	■ Check that the back cover is closed properly. ■ Check that the front cover is closed properly. ■ Identify the missing color and check that the toner cartridge is installed properly. ■ Replace the toner cartridge. (See *Replacing a toner cartridge* on page C-29.) ■ Replace the OPC belt cartridge. (See *Replacing the OPC belt cartridge (Photo Conductor Unit Type 140)* on page C-33.)
Colored spots or Toner stain	■ Identify the color causing the problem and replace the toner cartridge. (See *Replacing a toner cartridge* on page C-29.)

Examples of poor print quality	Recommendation
Toner scatter or toner stain	■ Identify the color causing the problem and replace that toner cartridge. (See *Replacing a toner cartridge* on page C-29.) ■ Replace the OPC belt cartridge. (See *Replacing the OPC belt cartridge (Photo Conductor Unit Type 140)* on page C-33.)
The color of your printouts is not what you expected	■ Check that the toner cartridges are installed properly. ■ Check that the toner cartridges are not empty. (See *Toner empty message* on page C-29.) ■ Perform the calibration. (**Menu/Set**, **4**, **3**) ■ Adjust the color by using the custom setting in the driver. Colors the machine can print and colors you see on a monitor are different. The machine may not be able to reproduce the colors on your monitor. ■ Check to make sure the recommended paper was used. (See *Recommended paper* on page 2-1.)
All one color	Replace the OPC belt cartridge. (See *Replacing the OPC belt cartridge (Photo Conductor Unit Type 140)* on page C-33.)
Shade on the transparency	■ Change to the recommended type of transparency, and then check that the problem is solved. ■ Check that the media type mode is selected properly.
Color mis-registration	■ Check that the OPC belt cartridge is installed properly. ■ Check that the cleaning roller is installed properly. ■ Replace the OPC belt cartridge. (See *Replacing the OPC belt cartridge (Photo Conductor Unit Type 140)* on page C-33.)
Uneven density appears periodically across the page	■ Check that the toner cartridges are installed properly. ■ Check that the OPC belt cartridge is installed properly. ■ Check that the cleaning roller is installed properly. ■ Check that the back cover is closed properly. ■ Check that the fusing unit is installed properly. ■ Replace the OPC belt cartridge. (See *Replacing the OPC belt cartridge (Photo Conductor Unit Type 140)* on page C-33.)

Examples of poor print quality	Recommendation
Missing image at edge	■ Check that the toner cartridges are installed properly. ■ Check that the OPC belt cartridge is installed properly. ■ Identify the color causing the problem and replace the toner cartridge. (See *Replacing a toner cartridge* on page C-29.) ■ Replace the OPC belt cartridge. (See *Replacing the OPC belt cartridge (Photo Conductor Unit Type 140)* on page C-33.)
Wrinkle	■ Change to a recommended type of paper, and then check that the problem is solved. (See *Recommended paper* on page 2-1.) ■ Check that the back cover is closed properly. ■ Check that the transfer roller is installed properly. ■ Check that the fusing unit is installed properly.
Mixed color image	■ Check that the front cover is closed properly. ■ Check that the toner cartridges are installed properly. ■ Check that the transfer roller is installed properly. ■ Replace the toner cartridges. (See *Replacing a toner cartridge* on page C-29.)
Insufficient gloss	Check that the recommended paper is being used. (See *Recommended paper* on page 2-1.)
Offset image	Check that the recommended paper is being used. (See *Recommended paper* on page 2-1.)
Poor fixing	■ Check that the recommended paper is used. (See *Recommended paper* on page 2-1.) ■ Check that the media type mode is selected properly. ■ Check that the release lever of the fusing unit is set properly.
Poor fixing when printed on thick paper	Set the machine to thick paper mode through the control panel or the printer driver. (See the Software User's Guide on the CD-ROM.)

C

Setting Dial Tone Detection

Setting the dial tone to Detection will shorten the dial tone detect pause.

1 Press **Menu/Set**, **0**, **5**.

```
Initial Setup
5.Dial Tone
```

2 Press ▲ or ▼ to select Detection or No Detection.

Press **Menu/Set**.

3 Press **Stop/Exit**.

Compatibility

If you are having difficulty sending or receiving a fax due to possible interference on the phone line, we recommend that you adjust the Equalization for compatibility to reduce the modem speed for fax operations.

1 Press **Menu/Set**, **2**, **0**, **1**.

```
Miscellaneous
1.Compatibility
```

2 Press ▲ or ▼ to select Basic or Normal or High.

Press **Menu/Set**.

3 Press **Stop/Exit**.

Note

- Basic reduces the modem speed to 9600 bps. Unless interference is a recurring problem on your phone line, you may prefer to use it only when needed.

- Normal sets the modem speed at 14400 bps.

- High sets the modem speed at 33600 bps

- When you change the Compatibility to Basic, the ECM feature is not available.

Routine maintenance

⚠ IMPORTANT

If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

We recommend cleaning the following parts of the machine every 20,000 printed pages or every 12 months:

- Paper guides of the paper tray
- Registration roller
- Paper pick-up roller
- Transfer roller unit
- Transfer roller guide
- Exit roller
- Laser unit
- Laser glass

Cleaning the outside of the machine

⚠ IMPORTANT

- Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.
- Do not use cleaning materials that contain ammonia.
- Do not use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

Clean the outside of the machine as follows:

1 Pull the paper tray completely out of the machine.
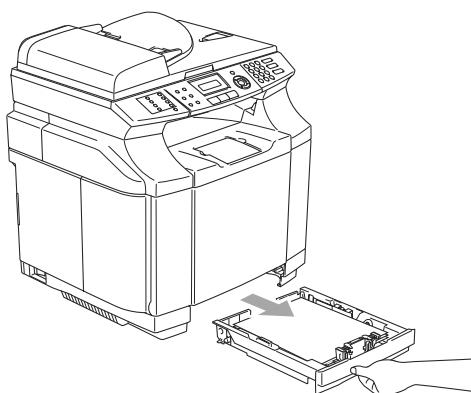
2 Wipe the outside of the machine with a soft cloth to remove dust.
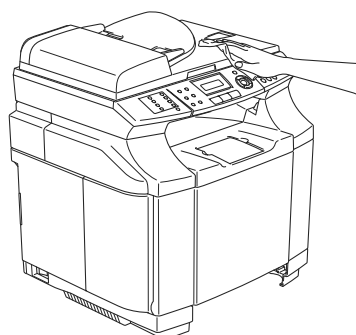
3 Remove any paper that is stuck inside the paper tray.

4 Wipe the inside and the outside of the paper tray with a soft cloth to remove dust.
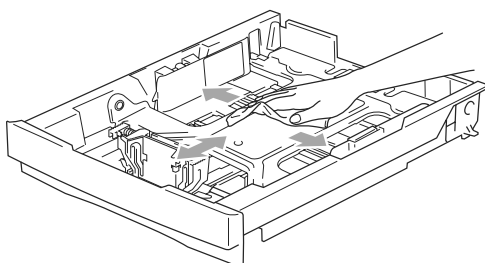
5 Re-load the paper and put the paper tray firmly back in the machine.

Cleaning the scanner glass

Lift the document cover. Clean the scanner glass and white plastic above it with isopropyl alcohol on a soft lint-free cloth.

Document Cover

White Plastic
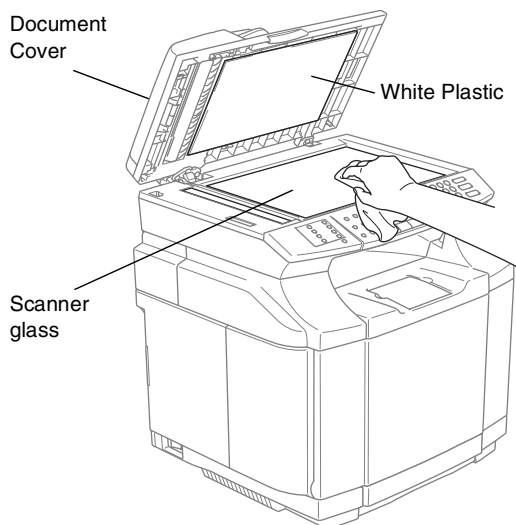
Scanner glass

In the ADF unit, clean the white plastic bar and the scanner glass strip under it with isopropyl alcohol on a lint-free cloth.

White Plastic Bar

Glass Strip
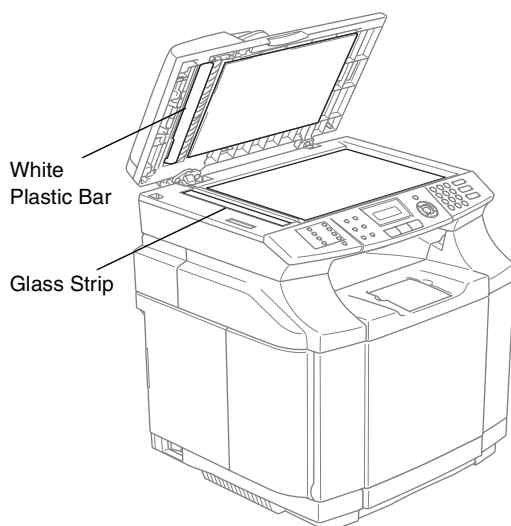
Cleaning to prevent paper jams

When you clean the inside of the machine, pay attention to the following:

⚠ CAUTION

■ The fusing unit and the parts around it are *hot!* Never touch the shaded areas shown below.
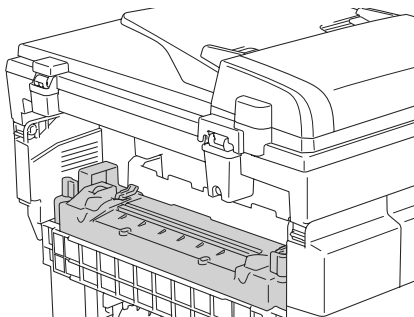
■ Be careful not to inhale the toner.

❗ IMPORTANT

■ When you clean parts inside the machine, use a clean, dry soft, lint-free cloth. Do not use Isopropyl alcohol.

■ If your clothes are smeared with toner, wipe off the toner with a dry cloth. Immediately wash your clothes in cold water to avoid stains.

■ Never touch or clean the transfer roller because print quality may be adversely affected.

1 Turn off the machine's power switch. Unplug the telephone line cord first, and then unplug the power cord from the AC power outlet. Open the back cover of the machine.
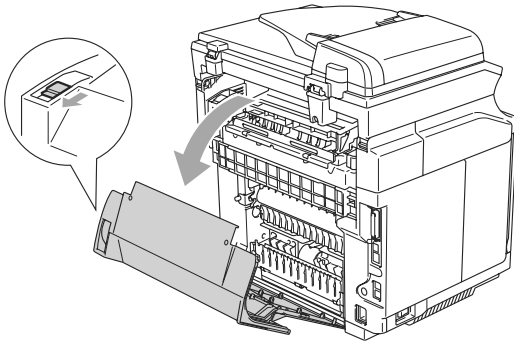
2 Clean the registration roller and the paper pick-up roller with a dry soft, lint-free cloth to prevent paper jams.
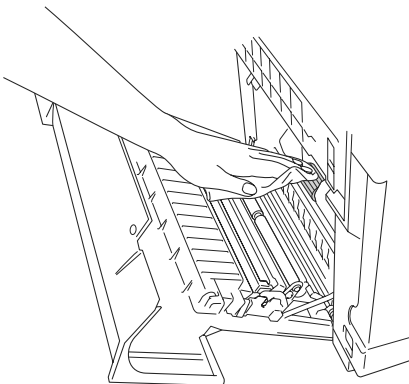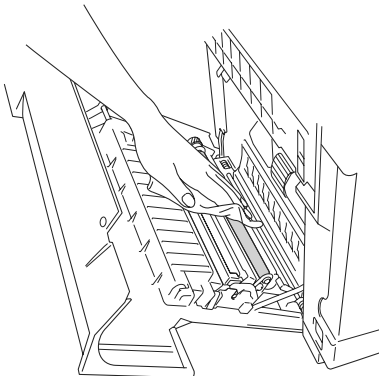
> ⚠ **CAUTION**
>
> ■ Be careful you do not break the actuator while cleaning the registration roller and paper pick-up roller.
>
> ■ Make sure you do not put too much pressure on the registration roller and paper pick-up roller. This could damage them and cause poor print quality.
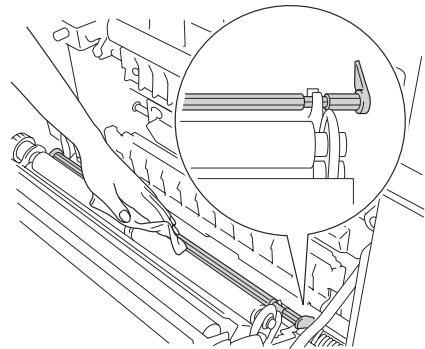
3 Clean the transfer roller unit and the transfer roller guide with a dry soft, lint-free cloth to prevent paper jams.

C
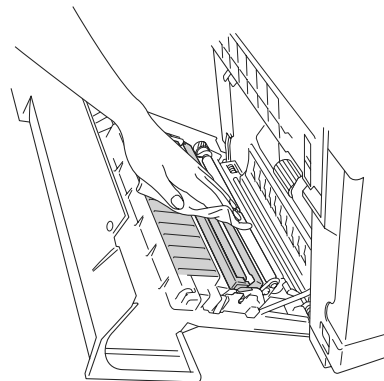
④ Clean the exit roller. This will help to prevent paper jams at the paper exit and dirt from appearing on your printouts.
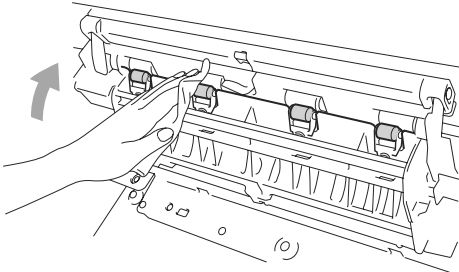
⑤ Close the back cover.

⑥ Plug the machine's power cord back into the AC power outlet first, and then plug in the telephone line cord. Turn on the machine's power switch.

Cleaning the laser glass

① Turn off the machine's power switch. Unplug the telephone line cord first, and then unplug the power cord from the AC power outlet.

② Open the scanner unit.
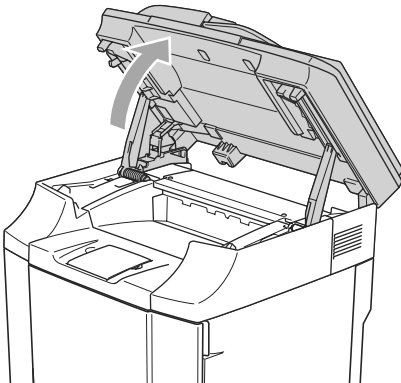
③ Open the inside cover so that it latches under the scanner unit.
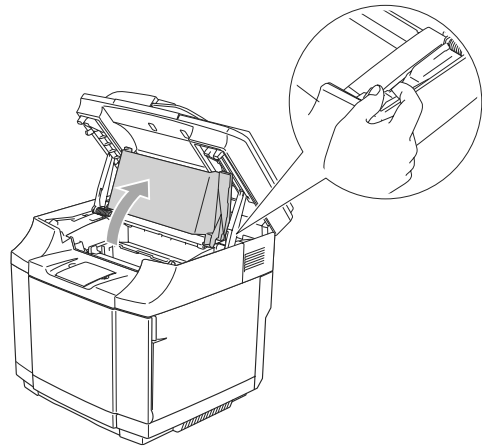
④ To release the lock, push the green belt cartridge lock levers that are on both sides inwards.
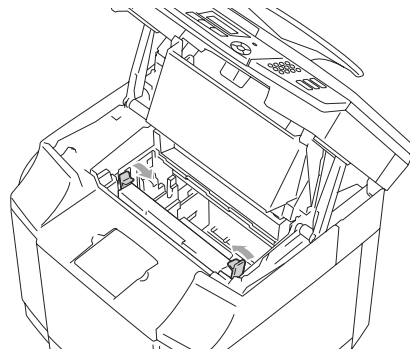
⑤ Remove the OPC belt cartridge from the machine.
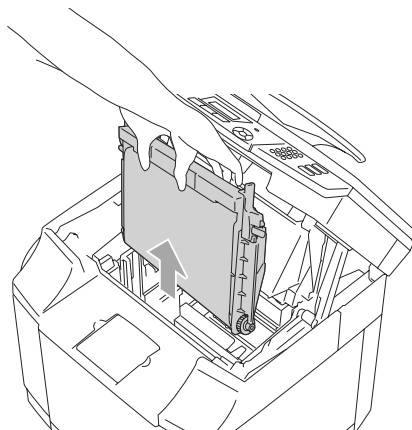
6 Place the OPC belt cartridge on a flat surface and cover the shiny green OPC belt with a piece of paper to prevent exposing it to light.

! IMPORTANT

■ Do not touch the OPC belt surface with your hands.

■ Do not expose the OPC belt cartridge to bright room light or sunlight (a light source of 74.3 footcandles or 800 lux) for more than two minutes to avoid damaging the belt.

7 Open the front cover of the machine.
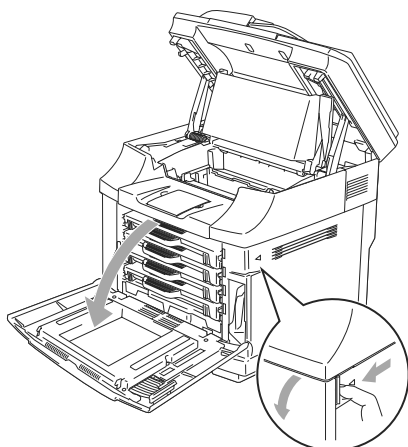
8 Take all the toner cartridges out of the machine.

9 Clean the surface of the laser unit with a dry soft, lint-free cloth.
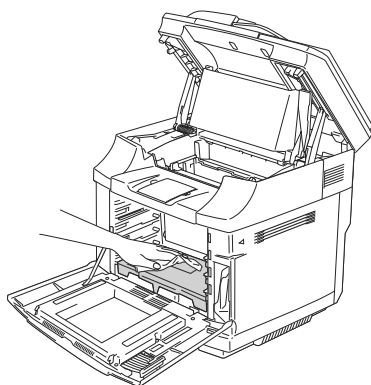
10 Open the laser glass cover.
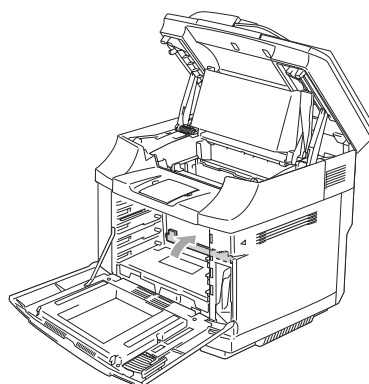
11 Clean the surface of the laser glass with a dry soft, lint-free cloth.
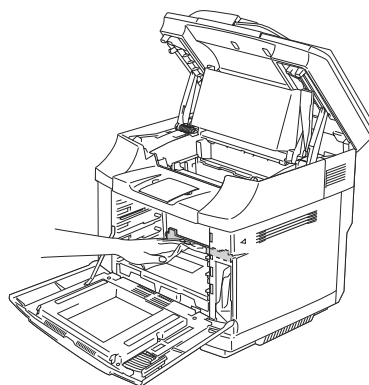
⚠ CAUTION

Do not use volatile liquids such as thinner or benzene for cleaning the laser glass. This might cause poor print quality.

12 Close the laser glass cover.

13 Put all the toner cartridges and the OPC belt cartridge back in the machine. Do not try to push or lock the new toner cartridge in. It must rest loosely in the guide rails.

14 Close the front cover and the inside cover, and then close the scanner unit.

15 Plug the machine's power cord back into the AC power outlet first, and then plug in the telephone line cord. Turn on the machine's power switch.

C

Replacing the consumable items

You will need to replace the following consumable items regularly. When the time comes to replace consumable items, the following messages will appear on the LCD.

The machine will stop printing when the following maintenance messages appear on the LCD.

LCD messages	Consumable item to replace	Approximate life[1]	How to replace	Order No.
Toner Empty X	Toner cartridge **X** = **C**, **M**, **Y**, **K** **C** = Cyan, **M** = Magenta, **Y** = Yellow, **K** = Black	■ Type 140 10,000 pages (Black)[2] 6,600 pages (Cyan, Magenta, Yellow)[2] ■ Type 140LY 5,000 pages (Black)[2] 3,000 pages (Cyan, Magenta, Yellow)[2]	See *Toner empty message* on page C-29.	
Waste Toner Full	Waste toner pack	12,000 images	See *Waste toner pack full message* on page C-31.	Waste Toner Bottle Type 140

The following are maintenance messages that appear on the LCD in the Ready mode. These messages provide advanced warnings to replace the consumable items before they run out. To avoid any inconvenience, you may wish to buy spare consumable items before the machine stops printing.

LCD message	Consumable part to replace	Approximate life[1]	How to replace	Order No.
Toner Low X	Toner cartridge **X** = **C**, **M**, **Y**, **K** **C** = Cyan, **M** = Magenta, **Y** = Yellow, **K** = Black	■ Type 140 10,000 pages (Black)[2] 6,600 pages (Cyan, Magenta, Yellow)[2] ■ Type 140LY 5,000 pages (Black)[2] 3,000 pages (Cyan, Magenta, Yellow)[2]	See *Toner nearly empty message* on page C-28.	

✎ **Note**

The toner cartridges that come supplied with this machine are starter toners.

Starter toners, are toner cartridges with approx. half the page yield of the standard toner cartridge, approx. 1,500 pages (Black) and approx. 1,500 pages (Cyan, Magenta and Yellow) at approximately 5% print coverage (Letter/A4 size).

The following are maintenance messages that appear alternatively with the normal message on the upper row of the LCD when the machine is in the Ready mode. These messages advise you that you will need to replace each of the consumable items as soon as possible, since the consumable item's end of life has been reached. The machine will continue printing when any of these messages appear on the LCD.

LCD messages	Consumable part to replace	Approximate life[1]	How to replace	Order No.
Near Waste Toner	Waste toner pack	12,000 Images	See C-31.	Waste Toner Bottle Type 140
Replace OPC Belt	OPC belt cartridge	60,000 images (Continuously printed)	See C-33.	Photo Conductor Unit Type 140
Replace 120K Kit	Transfer belt cleaner Transfer roller Paper pick-up roller Separator pad Transfer belt	120,000 pages[2]	Call Customer Service to replace the 120K kit.	
Replace PF Kit2	Paper feeding kit 2. (Paper pick-up roller Separator pad)		Call Customer Service to replace the paper feeding kit 2.	

[1] Definition of pages: actual output page number.
Definition of images:
If the image on a page contains only one color of either Cyan, Magenta, Yellow or Black =>1 image, two colors => 2 images, three colors => 3 images, four colors => 4 images.

[2] At 5% coverage print (Letter/A4 size).

C

Note

- Discard the used consumable item according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. Be sure to re-seal the consumable item tightly so that the material inside does not spill.

- We recommend placing used consumable items on a piece of paper or cloth to prevent accidentally spilling or scattering the material inside.

- If you use paper that is not a direct equivalent for the recommended paper, the life of consumable items and machine parts may be reduced.

- The projected life for each of the items listed is based on an average of 5% coverage of the printable area using any color toner cartridge. Frequency of replacement will vary depending on the complexity of printed pages, percentage of coverage and type of media used.

Toner cartridges

A new toner cartridge contains enough toner to print approx. 10,000 pages for Black and approx. 6,600 pages for Cyan, Magenta and Yellow Letter/A4-size single-sided pages at about 5% coverage.

Note

- The amount of toner used varies depending on how much print is on the page and the print density setting.

- If you change the print density setting for lighter or darker printing, the amount of toner that is used will change.

Toner nearly empty message

Check printed pages, page counter, and display messages regularly. If you see the message below, the machine has nearly run out of the indicated toner or the indicated toner is not evenly distributed inside the cartridge. Make sure you have a new toner cartridge ready for replacement.

```
Toner Low        X
```

X = C, M, Y, K

C stands for Cyan, M stands for Magenta and Y stands for Yellow, K stands for Black.

Although you can print approx. 300 (Black) and approx. 500 (Cyan, Magenta and Yellow) additional pages (at 5% coverage) after the Toner Low message first appears, you should replace the toner cartridge with a new one before it becomes completely empty.

Toner empty message

When the following message appears on the LCD and the machine stops printing, you need to replace the toner cartridge.

```
Toner Empty      X
```

Replacing a toner cartridge

The toner cartridge can print approx. 10,000 pages for Black, 6,600 pages for Cyan, Magenta and Yellow. When the toner cartridge is running low, the LCD show the below message. X shows the toner color that is nearly empty. (**C** = Cyan, **M** = Magenta, **Y** = Yellow, **K** = Black) When the toner becomes empty, this message will change to Toner Empty X.

```
Toner Low        X
```

Actual page count will vary depending on your average type of document (i.e., standard letter, detailed graphics).

> **!** **WARNING**
>
> Do not put the toner cartridge into a fire. It could explode.

> **!** **IMPORTANT**
>
> ■ We strongly recommend that you do not refill the toner cartridges provided with your machine. We also strongly recommend that you continue to use only our genuine replacement toner cartridges. Use or attempted use of potentially incompatible toner and/or cartridges in the machine may cause damage to the machine and/or may result in unsatisfactory print quality. Our warranty coverage does not apply to any problem that is caused by the use of unauthorized third party toner and/or cartridges. To protect your investment and obtain premium performance from the machine, we strongly recommend the use of our genuine supplies.
>
> ■ Printing with a third-party toner or third-party toner cartridges may reduce not only the print quality but also the quality and life of the machine itself. It may also cause serious damage to the performance and life of a OPC belt cartridge. Warranty coverage does not apply to problems caused by the use of third-party toner or third-party toner cartridges.
>
> ■ Wait to unpack the toner cartridge until immediately before you install it in the machine. If a toner cartridge is left unpacked for a long period of time, the toner life is shortened.

> **Note**
>
> We recommend that you clean the machine when you replace a toner cartridge.

C

How to replace a toner cartridge

1 Open the front cover of the machine.
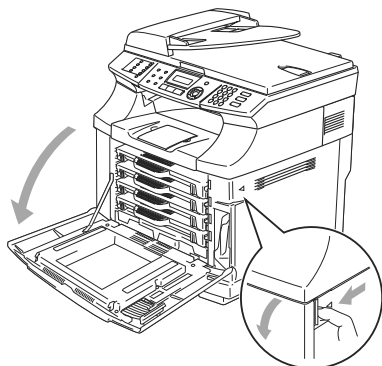
2 Pull out the used toner cartridge.

3 Take the new toner cartridge out of the box.

> **⚠ IMPORTANT**
>
> Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
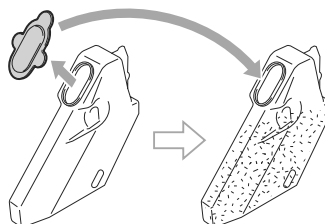
✎ Note

■ Discard the used toner cartridge according to local regulations, keeping it separate from domestic waste.

■ Be sure to seal the toner cartridge tightly so toner powder does not spill out of the cartridge. If you have questions, call your local waste disposal office.

4 Hold the cartridge level with both hands and gently rock it from side to side three to four times to spread the toner evenly inside the cartridge. Remove the tape labeled REMOVE and the orange protective cover from the new toner cartridge.
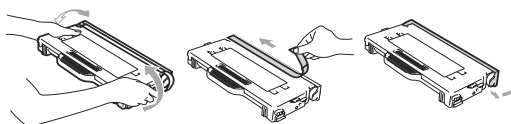
✎ Note

■ Wait to unpack the toner cartridge until immediately before you put it in the machine. If toner cartridges are left unpacked for a long time, the toner life will be shortened.

■ Put the toner cartridge into the machine immediately after you have removed the protective cover. To prevent degradation to the print quality, do not touch the shaded parts shown.
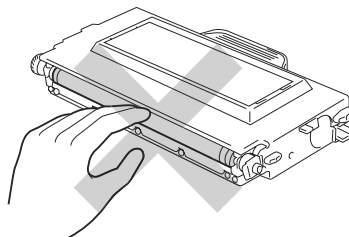
⑤ Put in the new toner cartridge by positioning it in the guide. Slide it gently into the machine. Do not try to push or lock the new toner cartridge in; it must rest loosely in the guide rails and will automatically be positioned properly when the front cover is closed. Note that each color cartridge is individually keyed to prevent improper installation. Match each cartridge color label to the same color label on the machine.
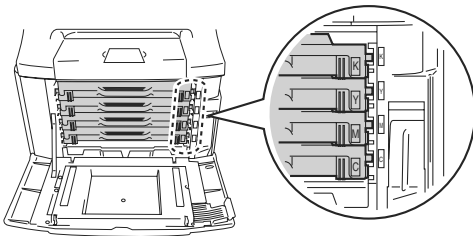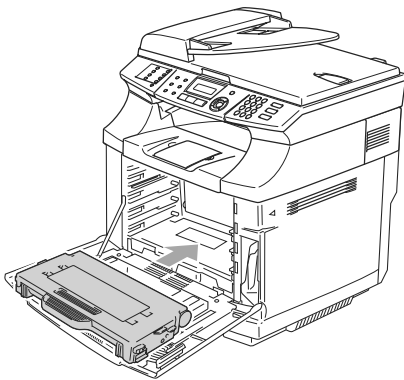
⑥ Close the front cover.

⚠ IMPORTANT

■ If you use consumable items other than our genuine supplies or if you use refilled toner cartridges, the machine could be damaged or might not work properly. This may void your warranty.

■ Do not stand a toner cartridge on its end or turn it upside down.

Waste toner pack

After you have printed approximately 12,000 images at 5% coverage, you must change the waste toner pack. When the waste toner pack is nearly full a warning message will be displayed.

```
Near Waste Toner
```

Waste toner pack full message

When the waste toner pack is full, the following message appears on the LCD and the machine will stop printing. When you see this message, you must replace the waste toner pack.

```
Waste Toner Full
```

⚠ CAUTION

■ Do not re-use the waste toner pack.

■ Do not put the waste toner pack into a fire. It could explode.

■ Be careful not to spill the toner. Do not inhale or allow it to get into your eyes.

C

Replacing the waste toner pack

> ⚠️ **IMPORTANT**
>
> Handle the waste toner pack carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.

1 Open the front cover of the machine.
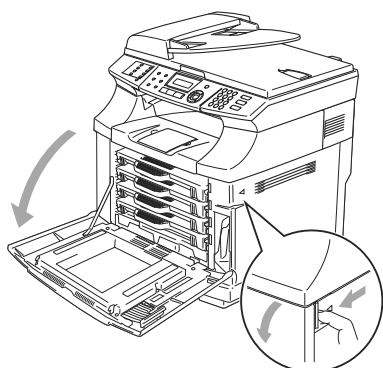
2 Remove the waste toner pack from the holder at the lower right hand side of the machine. Be careful not to spill the toner.
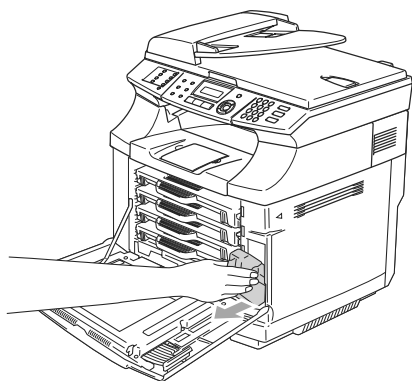
3 Take the cap off the new waste toner pack, and put the cap on the used waste toner pack.

📝 **Note**

■ When you discard the used waste toner pack, place it in the plastic bag included with the replacement waste toner pack.

■ Discard the used waste toner pack according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office.

4 Put the new waste toner pack into the waste toner pack holder.

5 Close the front cover.

OPC belt cartridge

Replace OPC belt cartridge message

When the OPC belt cartridge runs out, the following message appears on the LCD. When you see this message, you must replace the OPC belt cartridge:

```
Replace OPC Belt
```

⚠ IMPORTANT

■ Do not touch the green film of the OPC belt cartridge. If you touch it, it could degrade print quality.

■ Do not expose the OPC belt cartridge to bright room light or sunlight (a light source of 74.3 footcandles or 800 lux) for more than two minutes to avoid damaging the belt.

■ Damage caused by improper handling of the OPC belt cartridge may void your warranty.

Replacing the OPC belt cartridge (Photo Conductor Unit Type 140)

1 Turn off the machine's power switch.

2 Open the scanner unit.

3 Open the inside cover so that it latches under the scanner unit.
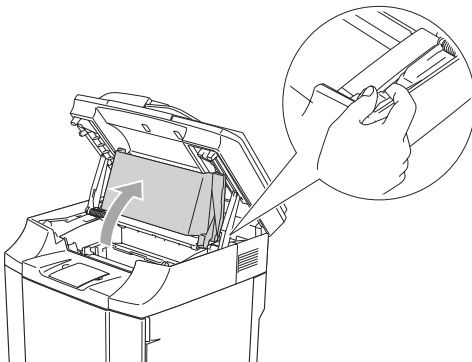
4 To release the lock, push the green belt cartridge lock levers on both sides inwards.
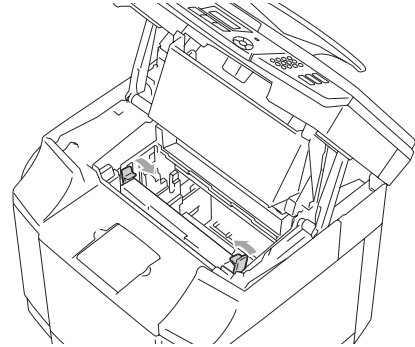
5 Remove the OPC belt cartridge from the machine.
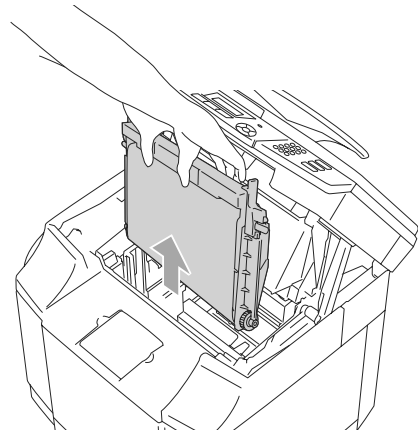
6 Remove the tension release pins from both sides of the new OPC belt cartridge.
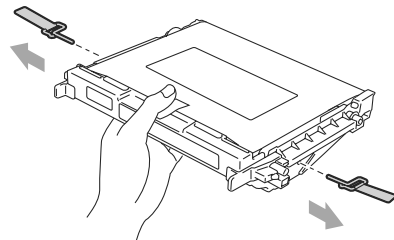
7 Remove the protective sheet from the new OPC belt cartridge. Do not touch the green part of the OPC belt cartridge.
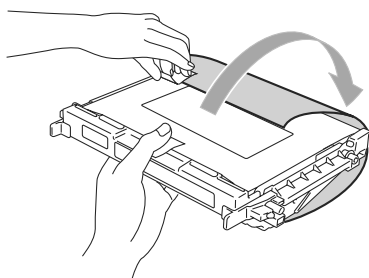
8 Put the new OPC belt cartridge into the machine guides with the flat side facing you.
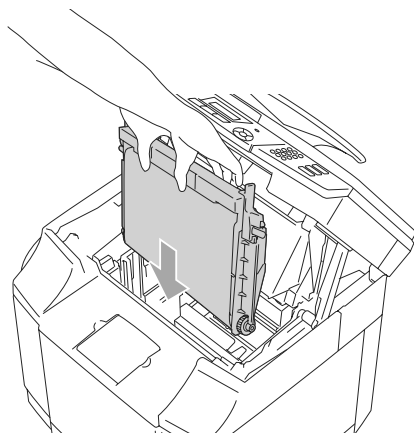
9 To lock the cartridge into the machine, push the belt cartridge lock levers that are on both sides of the OPC belt cartridge outwards.
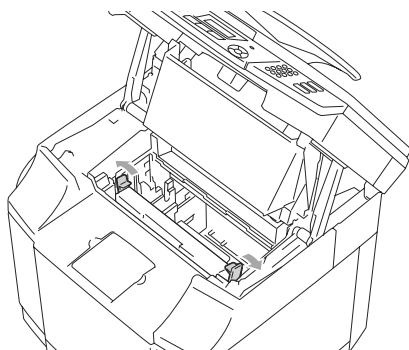
10 Close the inside cover, and then close the scanner unit.

11 Turn the machine's power switch back on.

Reset the OPC belt life counter

1 Press **Menu/Set**, **7**, **4**.

2 Press ▲ or ▼ to select OPC Belt

and press **Menu/Set**.

The confirmation message appears on the LCD.

```
OPC Belt
1.Reset 2.Exit
```

3 Press **1** to reset the life counter.

—**OR**—

Press **2** to cancel.

Machine Information

Checking the Serial Numbers

You can view the machine's serial number on the LCD.

1 Press **Menu/Set**, **7**, **1**.

```
Serial No.
XXXXXXXXX
```

2 Press **Stop/Exit**.

Checking the Page Counters

You can view the machine's page counters for copies, printed pages, reports and lists, faxes or a summary total.

1 Press **Menu/Set**, **7**, **2**.

```
Machine Info.
2.Page Counter
```

2 Press ▲ or ▼ to select Total, Copy, Print or List/Fax.

```
Page Counter
Total    :XXXXXX
```

```
Page Counter
Copy     :XXXXXX
```

```
Page Counter
Print    :XXXXXX
```

```
Page Counter
List/Fax :XXXXXX
```

3 Press **Stop/Exit**.

Checking remaining life of parts

You can view the remaining life of these parts on the LCD.

1 Press **Menu/Set**, **7**, **3**.

2 Press ▲ or ▼ to select
1.OPC Belt Life, 2.Fuser Life,
3.120K Kit Life or
4.PF KIT2 Life.

Press **Menu/Set**.

```
OPC Belt Life
Remaining:XXX%
```

3 Press **Stop/Exit**.

📝 **Note**

The life check of a part will be accurate only if you have reset that part's life counter when you installed a *new* part.
It will not be accurate if you have reset that part's life counter during the life of a *used* part.

C

D Optional accessories

Optional accessories

Lower tray unit (Paper Feed Unit Type 1000)

See *Lower tray unit (Paper Feed Unit Type 1000)* on page D-1.

SO-DIMM memory

See *Memory Unit Type C (64/128/256 MB)* on page D-3.

Lower tray unit (Paper Feed Unit Type 1000)

The lower tray unit (Tray 2) is an optional device that can hold up to 530 sheets of extra paper (20 lb (80 g/m^2)). You can put Letter, A4, B5 (JIS and ISO) or Executive size (176 x 250 to 215.9 x 297 mm) paper in this tray.

How to install the lower tray unit

> **⚠ CAUTION**
>
> ■ This machine is heavy and weighs approximately 76.7 lb (34.8 kg). To prevent injuries, use at least two people to lift the machine.
>
> ■ When you lift the machine make sure you use the handholds at the bottom four corners of the machine.
>
> ■ When placing the machine on top of the lower tray unit, be careful not to catch your fingers between them.
>
> ■ Do not carry the machine when the lower tray unit is attached.

> **❗ IMPORTANT**
>
> When moving or lifting this machine, keep the machine flat. To avoid spills, you must first remove the toner cartridges and waste toner pack.

1. Turn off the machine's power switch. Then, unplug the telephone line cord from the telephone wall jack.

2. Unplug the power cord from the AC power outlet. Disconnect the interface cable from the machine.

3. Place the lower tray unit on a flat table, and then remove the protective parts.
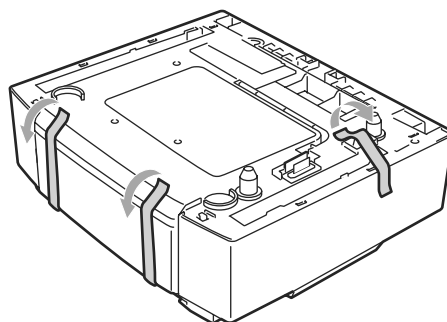

4. Remove the paper tray from the lower tray unit.
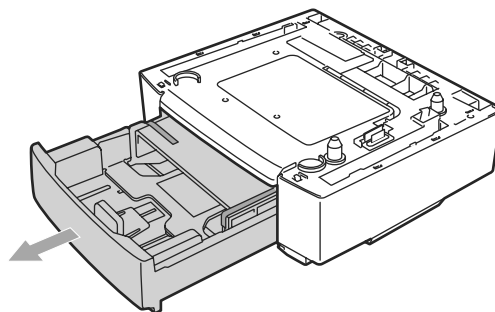
5 Remove the protective parts and then put the paper tray back in the lower tray unit.
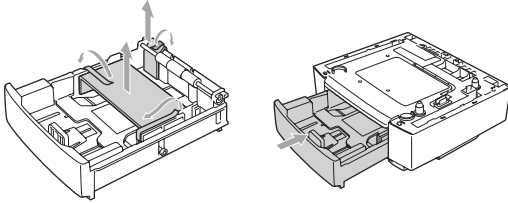
6 Check the two alignment pins on the lower tray unit. Use two people to lift the machine and place it on top of the lower tray unit. Make sure you use the handholds at the bottom four corners of the machine. Check that the pins are properly inserted into the machine. Check that the connector is inserted.
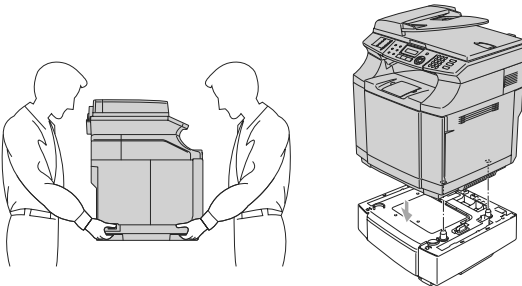
7 Install the two stopper fittings on the right and left hand sides of the lower tray unit.
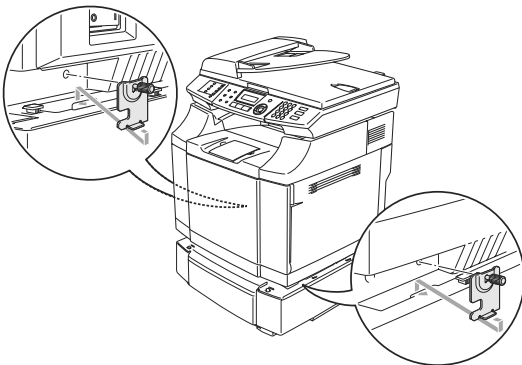
8 Cover the gap on the right hand side with the right-hand side cover by first inserting the hook at the back. Cover the gap on the left hand side with the left-hand side cover by first inserting the hook at the back.

Close both of the side covers by putting the notch over the hook of the lower tray unit.
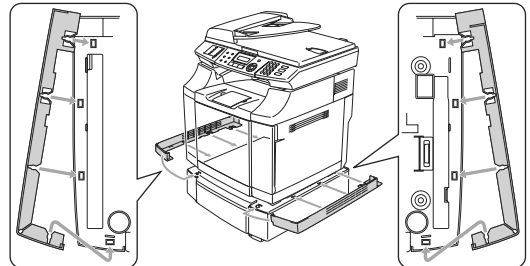
9 To level the machine, adjust the feet of the lower tray unit at the front and back on the right-hand side. Turn the feet to move them up or down until they touch the work surface and the tray unit is level.

Turn the lock screw on each foot to secure it.

D
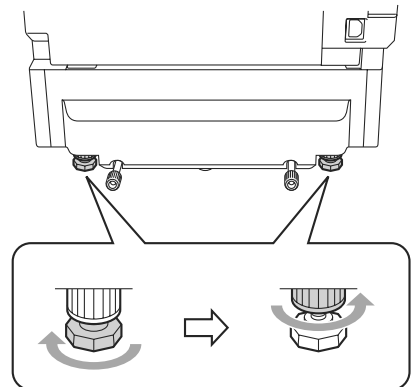
Putting paper in the lower tray unit

After you have installed the lower paper tray, you can put paper in it the same way you put paper in the upper paper tray.

> **⊘ Prohibit**
>
> Do not put transparencies, labels or envelopes in the paper tray of the optional lower tray unit. This might cause paper jams.

Memory Unit Type C (64/128/256 MB)

The memory board is installed on the main controller board inside the machine. When you add the optional memory board, it increases the performance for both copy and print operations.

The machine has 64 MB of standard memory and a slot for optional additional memory. The memory can be expanded by installing an optional memory (Memory Unit Type C (64/128/256 MB)).

You can expand the memory up to a total of 576 MB by installing memory modules.

The 512 MB memory module is not supplied by us. When you expand the total memory capacity to 576 MB, install the following type of memory module.

Module Type: SO-DIMM (Small Outline Dual-in-line Memory Module)

Memory Type: SDRAM (Synchronous Dynamic RAM)

Number of Pins: 144 pins

CAS latency: 2 or 3

Clock frequency: 100 MHz or more

Installing additional memory

1 Turn off the machine's power switch.

2 Unplug first the telephone line cord from the telephone wall jack, and then unplug the power cord from the AC power outlet.

> **⚠ CAUTION**
>
> Make sure you turn the machine OFF and unplug the machine before you install or remove the SO-DIMM. Installing optional accessories without unplugging the machine could result in electric shock hazard.
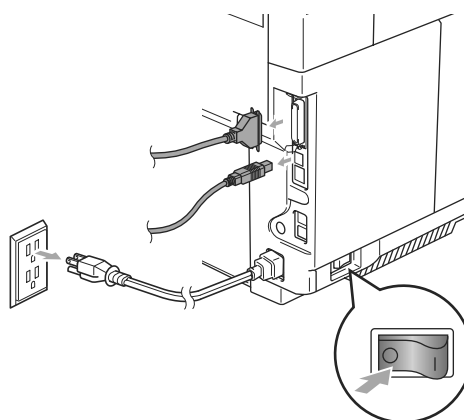
3️⃣ Unscrew the screw holding the side cover, and then slide the side cover to remove it.
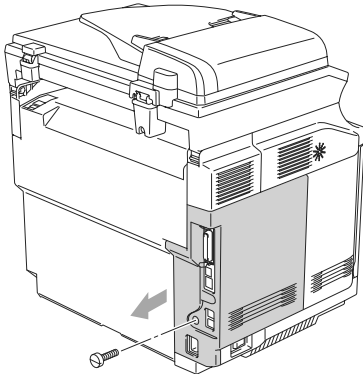
4️⃣ Unscrew the screw holding the metal shield plate, and then remove the metal shield plate.
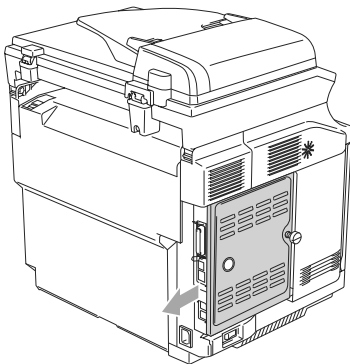
5️⃣ Unpack the SO-DIMM and hold it by the edges.

❗ IMPORTANT

SO-DIMM boards can be damaged by even a small amount of static electricity. Do not touch the memory chips or the board surface. Wear an antistatic wrist strap when you install or remove the board. If you do not have an antistatic wrist strap, keep touching the bare metal on the machine.

6️⃣ Hold the SO-DIMM with your fingers on the side edges and your thumb on the back edge. Align the notch on the SO-DIMM with the protrusions with the SO-DIMM slot. (Check that the locks on each side of the DIMM slot are open or facing outwards.)
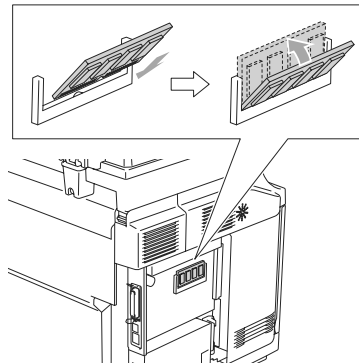
7️⃣ Press the SO-DIMM straight into the slot (press firmly). Make sure the locks on each side of the SO-DIMM click into place.

📝 Note

To remove the SO-DIMM, open the retaining clips on both sides of the SO-DIMM by pushing them outward, grasp both edges of the SO-DIMM and pull it out straight.

8️⃣ Secure the metal plate with the screw.

D

9️⃣ Put the side cover back on by sliding it into the guide rails, and then secure it with the screw.
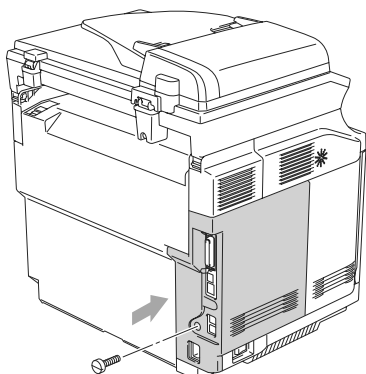
🔟 Reconnect the interface cable (machine cable) to your computer. Then, plug the machine's power cord back into the AC power outlet first, and then plug in the telephone line cord. Turn on the machine's power switch.

📝 **Note**

To check that you have installed the SO-DIMM properly, you can print the User Settings listing that shows the current memory size. To print the User Settings listing, see *How to print a report* on page 9-2.

E Specifications

Product description

General

Memory Capacity	64 MB (expandable to 576 MB)
ADF (automatic document feeder)	Up to 35 pages Temperature: 68°F - 86°F (20°C - 30°C) Humidity: 50% - 70% Paper: 20 lb (80 g/m^2) Letter
Paper Tray	250 Sheets (20 lb (80 g/m^2))
Printer Type	Laser
Print Method	Electrophotography by semiconductor laser beam scanning
LCD (Liquid Crystal Display)	16 characters x 2 lines
Power Source	120V AC 50/60Hz
Power Consumption	Copying: Average 615 W Sleep: Average 16 W Standby: Average 155 W
Dimensions	

19 in.
(482 mm)

21 in.
(534 mm)

17.4 in.
(437 mm)
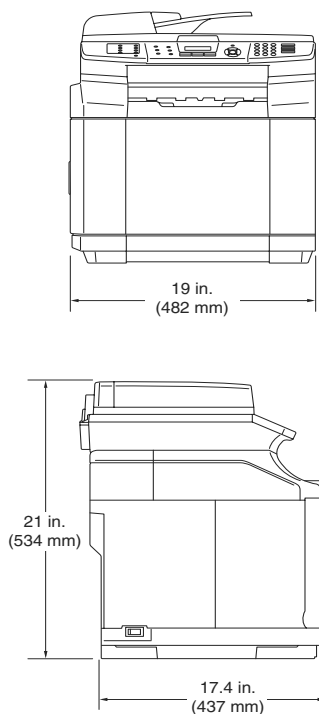
Weight	With OPC belt/Toner cartridges: 76.7 lb (34.8 kg)
Noise	Operating: LWAd = 6.7 bels or less
	Standby: LWAd = 5.4 bels or less
Temperature	Operating: 50°F - 90.5°F (10 - 32.5°C)
	Storage: 32°F - 104°F (0 - 40°C)
Humidity	Operating: 20 to 80% (without condensation)
	Storage: 10 to 90% (without condensation)

Print media

Paper Input   **Paper Tray**
- Paper type:
  Thin, Plain, Thick, Thicker, Recycled paper or Transparencies[1]
- Paper size:
  Letter/A4, Executive, A5, B5, COM10 and DL
  For more details, see *Acceptable paper and other media* on page 2-1.
- Paper Weight:
  16 - 55 lb (60 - 210 g/m^2)
  17 - 24 lb (64 - 90 g/m^2) for ADF
  Maximum paper tray capacity: Up to 250 sheets of 20 lb (80 g/m^2) plain paper or up to 50 transparencies

Paper Output   Up to 250 sheets of Letter/A4 size plain paper[2]
(Face down print delivery to the output paper tray)

---

[1] For transparencies and labels, we recommend removing printed pages from the output paper tray immediately after they exit the machine to avoid the possibility of smudging.

[2] Based on the Recommended paper on page 2-1. The number of pages will vary depending on the paper being used. Some paper can not be stacked up to 250 sheets.

Fax

Compatibility	ITU-T Group 3
Coding System	MH/MR/MMR
Modem Speed	Automatic Fallback: 33600 bps
Document Size	ADF Width: 5.8 to 8.5 in. (147.3 to 215.9 mm)
	ADF Height: 5.8 to 14 in. (147.3 to 356 mm)
	Scanner Glass Width: Max. 8.5 in. (215.9 mm)
	Scanner Glass Height: Max. 11.7 in. (297 mm)
Scanning Width	Max. 8.2 in. (208 mm)
Printing Width	Max. 8.2 in. (208 mm)
Gray Scale	256 levels
Polling Types	Standard, Sequential
Contrast Control	Automatic/Light/Dark (manual setting)
Resolution	• Horizontal 203 dot/inch (8 dot/mm)
	• Vertical
	Standard - 98 line/inch (3.85 line/mm) (Black)
	Fine - 196 line/inch (7.7 line/mm) (Black)
	Photo - 196 line/inch (7.7 line/mm) (Black)
	Superfine - 392 line/inch (15.4 line/mm) (Black)
One-Touch Dial	16 (8 x 2)
Speed-Dial	200 stations
Broadcasting	266 stations
Automatic Redial	1 time after 5 minutes
Auto Answer	0, 1, 2, 3 or 4 rings
Communication Source	Public switched telephone network.
Memory Transmission	Up to 500[1] /400[2] pages
Out of Paper Reception	Up to 500[1] /400[2] pages

[1] "Pages" refers to the "Standard Chart No. 1" (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

[2] "Pages" refers to the "ITU-T Test Chart #1" (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

E

Copier

Color/Black	Color/Black
Document Size	ADF Width: 5.8 to 8.5 in. (147.3 to 215.9 mm)
	ADF Height: 5.8 to 14 in. (147.3 to 356 mm)
	Scanner Glass Width: Max. 8.5 in. (215.9 mm)
	Scanner Glass Height: Max. 11.7 in. (297 mm)
Copy Speed	Color
	Up to 8 pages/minute (Letter/A4 paper)[1]
	Black
	Up to 31 pages/minute (Letter/A4 paper)[1]
First Copy	Approx. 20 seconds (Black)
	Approx. 30 seconds (Color)
Multiple Copies	Stacks or Sorts up to 99 pages
Reduce/Enlarge	25% to 400% (in increments of 1%)
Resolution	Scan: Up to 600 x 300 dpi (600 x 600 dpi or more in Photo mode)
	Print: Up to 600 x 600 dpi

[1] Does not include the warm up time for the 1st printed page.
Based on standard pattern. (Stack Copy)
Copy speeds vary with the complexity of the document.

Scanner

Color/Black	Color/Black
TWAIN Compliant	Yes (Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0)
WIA Compliant	Yes (Windows® XP)[1]
Color Depth	48 bit color processing (Input)
	24 bit color processing (Output)
Resolution	Up to 9600 x 9600 dpi (interpolated)
	Scanner glass: Up to 1200 x 2400 dpi (optical)
	ADF: Up to 1200 x 600 dpi (optical)
Document Size	ADF Width: 5.8 to 8.5 in. (147.3 to 215.9 mm)
	ADF Height: 5.8 to 14 in. (147.3 to 356 mm)
	Scanner Glass Width: Max. 8.5 in. (215.9 mm)
	Scanner Glass Height: Max. 11.7 in. (297 mm)
Scanning Width	Max. 8.5 in. (215.9 mm)
Gray Scale	256 levels

[1] Maximum 1200 x 1200 dpi scanning with Windows® XP (resolution up to 9600 x 9600 dpi can be selected by using the scanner utility)

Printer

Emulations	Printing System for Windows®
Printer Driver	Windows® 98/98SE/Me/2000 Professional/XP/Windows NT® Workstation Version 4.0 driver supporting native compression mode and bi-directional capability
Resolution	600 x 600 dpi (Max. 2400 dpi class)
Print Quality	Normal printing mode
	Economy printing mode (Toner Save mode)
Print Speed	Up to 31 pages/minute (Letter/A4 size) (Black)[1]
	Up to 8 pages/minute (Letter/A4 size) (Color)[1]
First Print	Average 13 seconds (Black)
	Average 19 seconds (Color)

[1] Based on standard pattern.

Does not include the warm up time for the 1st printed page.

Interfaces

Interface	Recommended Cable
Parallel	A bi-directional shielded parallel cable that is IEEE 1284 compliant and no longer than 6 feet (2.0 m).
USB	A USB 2.0 cable that is no longer than 6 feet (2.0 m).
	Your machine has a High-Speed USB 2.0 interface.
	The machine can also be connected to a computer that has a USB 1.1 interface.
LAN cable	Ethernet UTP cable category 5 or greater.

(Cables are not included.)

Computer requirements

Minimum System Requirements and Supported PC Software Functions								
Computer Platform & Operating System Version		Supported PC Software Functions	PC Interface	Minimum Processor	Minimum RAM	Recommended RAM	Available Hard Disk Space	
							for Drivers	for Applications
Windows® Operating System	98, 98SE	Printing, Scanning[1], PC Fax[2,3]	USB, Parallel, Ethernet	Pentium®II or equivalent	32 MB	128 MB	90 MB	130 MB
	Me		USB, Parallel, Ethernet					
	NT® Workstation 4.0		Parallel, Ethernet		64 MB	256 MB		
	2000 Professional		USB, Parallel, Ethernet					
	XP Home XP Professional		USB, Parallel, Ethernet		128 MB	256 MB	150 MB	220 MB
[1] Network Scanning not supported in Windows NT® Workstation 4.0. [2] PC Fax send only for network users. [3] PC Fax supports black & white faxing only.								
All registered trademarks referenced herein are the property of their respective companies.								

Consumable items

Toner Cartridge Life	**Starter Toner Cartridges**
	Black: Approx. 1,500 pages[1]
	Yellow, Cyan and Magenta: Approx. 1,500 pages[1,2]
	Replacement Toner Cartridges
	Black: Approx. 10,000 pages[1] (Type 140)
	Approx. 5,000 pages[1] (Type 140 LY)
	Yellow, Cyan and Magenta: Approx. 6,600 pages[1,2] (Type 140)
	Approx. 3,000 pages[1,2] (Type 140 LY)
Waste Toner Pack Life Expectancy (Waste Toner Bottle Type 140)	Up to 12,000 images[2]
OPC Belt Life Expectancy (Photo Conductor Unit Type 140)	Approx. 60,000 images by continuous printing[2]

[1] When printing on letter or Letter/A4 size paper at 5% print coverage

[2] Definition of pages: actual output page number.
Definition of images:
If the image on a page contains only one color of either Cyan, Magenta, Yellow or Black =>1 image,
two colors => 2 images, three colors => 3 images, four colors => 4 images.
There are many factors that determine the actual consumable items' life, such as temperature, humidity, type of paper, toner you use and the number of pages per print job.

Network (LAN)

LAN	You can connect your machine to a network for the Internet FAX, Network Printing, Network Scanning and PC Fax Send. Also included is the BRAdmin Professional Network Management software.
Support for	Windows® 98/98SE/Me/2000/XP/ Windows NT® Workstation Version 4.0[1] Ethernet 10/100 BASE-TX Auto Negotiation
Protocols	TCP/IP ARP, RARP, BOOTP, DHCP, APIPA (Auto IP), NetBIOS, WINS, DNS Resolver, LPR/LPD, Custom Raw Port/Port9100, POP3, SMTP Client, IPP, FTP Server, mDNS, TELNET, SNMP, HTTP, TFTP Included Utilities: BRAdmin Professional (Windows®)

📝 **Note**

SMTP/POP3 E-mail Services are required for Internet Fax.

---

[1] Network Scanning is not available for Windows NT® Workstation Version 4.0.

F Glossary

ADF (automatic document feeder)

The document can be placed in the ADF and scanned one page at a time automatically.

Auto Reduction

Reduces the size of incoming faxes.

Automatic fax transmission

Sending a fax without picking up the handset of an external phone.

Automatic Redial

A feature that enables your machine to redial the last fax number after five minutes if the fax did not go through because the line was busy.

Backup Print

Your machine prints a copy of every fax that is received and stored in memory. This is a safety feature so you will not lose messages during a power failure.

Batch Transmission

As a cost saving feature, all delayed faxes to the same fax number will be sent as one transmission.

Beeper Volume

Volume setting for the beep when you press a key or make an error.

Broadcasting

The ability to send the same fax message to more than one location.

Caller ID

A service purchased from the telephone company that lets you see the number (or name) of the party calling you.

Cancel Job

Cancels print jobs and programmed fax jobs, such as Delayed Fax or Polling, from the machine's memory.

CNG tones

The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that a fax machine is calling.

Coding method

Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JPEG, if the receiving machine has the same capability.

Communication error (or Comm. Error)

An error during fax sending or receiving, usually caused by line noise or static.

Compatibility group

The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast

Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker.

Delayed Fax

Sends your fax at a specified time later that day.

Distinctive Ring

A subscriber service purchased from the telephone company that gives you another phone number on an existing phone line. The machine uses the new number to simulate a dedicated fax line.

Dual Access

Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax from memory or receiving or printing an incoming fax.

Easy Receive

Enables your machine to respond to CNG tones if you interrupt a fax call by answering it.

ECM (Error Correction Mode)

Detects errors during fax transmission and resends the pages of the fax that had an error.

Extension phone

A telephone on the fax number that is plugged into a separate wall jack.

External phone

A telephone that is plugged into the EXT jack of your machine.

F/T Ring Time

The length of time that the machine rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

Fax Forwarding

Sends a fax received into the memory to another pre-programmed fax number.

Fax Journal

Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

Fax Receive Code

Press this code ($\ast$ **5 1**) when you answer a fax call on an extension or external phone.

Fax Storage

You can store received faxes in memory.

Fax tones

The signals sent by sending and receiving fax machines while communicating information.

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203 x 196 dpi. It is used for small print and graphs.

Gray scale

The shades of gray available for copying and faxing photographs.

Group number

A combination of One-Touch and Speed-Dial numbers that are stored in a One-Touch key or Speed-Dial location for Broadcasting.

Help list

A printout of the complete Menu table that you can use to program your machine when you do not have the User's Guide with you.

Journal Period

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

LCD (liquid crystal display)

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

Manual fax

When you lift the handset of your external telephone or press **Hook** so you can hear the receiving fax machine answer before you press **Black Start** to begin sending.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

The bundled ScanSoft® OmniPage® software application convert an image of text to text that you can edit.

F

One-Touch

Keys on the machine's control panel where you can store numbers for easy dialing.
You can store a second number on each key if you press **Shift** and the One-Touch key together.

Out of Paper Reception

Receives faxes into the machine's memory when the machine is out of paper.

Overseas Mode

Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

Paging

This feature enables your machine to call your pager when a fax is received into its memory.

Pause

Allows you to place a 3.5 second delay in the dialing sequence stored on One-Touch keys and Speed-Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

Photo resolution

A resolution setting that uses varying shades of gray for the best representation of photographs.

Polling

The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse

A form of rotary dialing on a telephone line.

Quick Dial List

A listing of names and numbers stored in One-Touch and Speed-Dial memory, in numerical order.

Real Time Transmission

When memory is full, you can send faxes in real time.

Remaining jobs

You can check which jobs are waiting in memory and cancel jobs individually.

Remote Access Code

Your own four-digit code (--- $\ast$) that allows you to call and access your machine from a remote location.

Remote Retrieval Access

The ability to access your machine remotely from a touch tone phone.

Resolution

The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine and Photo.

Ring Delay

The number of rings before the machine answers in Fax Only and Fax/Tel mode.

Ring Volume

Volume setting for the machine's ring.

Scanning

The process of sending an electronic image of a paper document into your computer.

Search

An electronic, alphabetical listing of stored One-Touch, Speed-Dial and Group numbers.

Speed-Dial

A pre-programmed number for easy dialing. You must press the **Search/Speed Dial** key, **#**, and the three-digit code, and **Black Start** to start the dialing process.

Standard resolution

203 x 97 dpi. It is used for regular size text and quickest transmission.

Station ID

The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

Super Fine resolution

203 x 392 dpi. Best for very small print and line art.

TAD (telephone answering device)

You can connect an external device or answering machine to the EXT. jack of your machine.

Telephone Answer Code (for Fax/Tel mode only)

When the machine answers a voice call, it pseudo/double-rings. You can pick up at an extension phone by pressing this code (**# 5 1**).

Temporary settings

You can select certain options for each fax transmission and copy without changing the default settings.

Tone

A form of dialing on the telephone line used for Touch Tone telephones.

Transmission

The process of sending faxes over the phone lines from your machine to the receiving fax machine.

Transmission Verification Report

A listing of each fax sent, that shows its date, time and number.

User Settings

A printed report that shows the current settings of the machine.

F

G Index

EQUIPMENT ATTACHMENT LIMITATIONS
(Canada only)

NOTICE

This product meets the applicable Industry Canada technical specifications.

NOTICE

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

User's Guide