










Erasing received messages

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



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

Recording memos

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

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

Recording phone conversations

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

Optional Answering System Settings

Setting ICM time

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

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

Display:

T.A.D. SETTING 

2 Press **▶** once and **▼** once.

RECORDINGTIME  

3 Press **▶**.

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

1 15 seconds

3 60 seconds

2 30 seconds

4 4 minutes

The display briefly shows your selection, then:

REMOTE CODE 

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

Fax reception on TAD failure

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

- ◆ Automatic fax reception NO: The machine will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the machine from a remote location, you can wait until it answers, listen to your messages, and then erase them (see *Remote Operations* on page 55).

- ◆ Automatic fax reception YES: The reception mode will switch to FAX mode, allowing the machine to continue to receive faxes automatically. With this setting, you can still use the remote commands to listen to your messages and then erase them (see *Remote Operations* on page 55).

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



1 Press FUNCTION once and ▼ once.	Display: T.A.D. SETTING ↕
2 Press ▶ once and ▲ twice.	ON TAD FAILURE ↕
3 Press ▶ .	1=YES, 2=NO
4 Press ① to turn on automatic fax reception, or ② to turn it off.	The display briefly shows your selection, then: OGM ONLY MODE ↕
5 Press STOP to return to the date and time display.	

OGM only mode

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

1 Press FUNCTION once and ▼ once.	Display: T.A.D. SETTING ↕
2 Press ▶ once and ▲ once.	OGM ONLY MODE ↕

3 Press .

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

The display briefly shows
your selection, then:

TOLL SAVER 

5 Press  to return to the date and time display.

Transfer Function



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

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

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


Programming the transfer number

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

1 Press  once and  once.

Display:

T.A.D. SETTING 


2 Press  once and  4 times.



TRANSFER TEL # 

3 Press .

ENTER TEL #

4 Press the number keys to enter the transfer number.

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

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

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

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

Note: Do not lift the handset until Step 3 below.

1 Press  once and  twice.

Display:

OGM2(TRANSFER)  **2 Press  once.**

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



3 Lift the handset.

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

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



5 When finished, replace the handset or press  .

Checking or erasing the transfer message

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



Turning the Transfer function on and off

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

1 Press  once and  once.

Display:



T.A.D. SETTING 

2 Press  once and  3 times.

TRANSFER FUNC 


3 Press  .

1=YES, 2=NO

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

The display briefly shows your selection, then:

ON TAD FAILURE 

5 Press  to return to the date and time display.

6 Each time the machine receives an incoming message, it will call your programmed transfer number. When you answer, you will hear your recorded message telling you that the call is a transfer call. On the dial pad of your phone, enter **#**, your remote code number (see page 55), and **#**. The machine will play back your messages.

- You can also perform any of the remote operations described in *Remote Operations* later in this chapter (see page 55).

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

Override Ringing

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

Note: When the Override Ringing function is used, only the fax machine will make a special ringing sound. The cordless handset will not ring.

Programming the override code

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



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

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

Display:

T.A.D. SETTING



2 Press  once and  3 times.

OVERRIDE CODE 


3 Press .

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


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

Overriding the answering machine

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

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

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

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

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

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

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

Remote Operations

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

Remote code number

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

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

Display:

T.A.D. SETTING 

2 Press **▶** once and **▼** twice.

REMOTE CODE 

3 Press **▶**.

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

5 Press **START/MEMORY** to store the remote number, and then **STOP** to return to the date and time display.

Toll Saver

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

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

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the machine will answer after the number of rings set with the NUMBER OF RINGS setting (see *Changing the number of rings* on page 87).

1 Press FUNCTION once and ▼ once.	Display: T.A.D. SETTING ↕
2 Press ▶ once.	TOLL SAVER ↕
3 Press ▶ once.	1=YES, 2=NO
4 Press 1 to turn on the Toll Saver function, or 2 to turn it off.	The display briefly shows your selection, then: RECORDINGTIME ↕
5 Press STOP to return to the date and time display.	

Retrieving your messages

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

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

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

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

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

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

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

Comments:

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

Other remote operations

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

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

Changing the fax reception mode

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

◆ **TAD mode:** **8**, **1**, and **#**.

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

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

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

Recording a new outgoing message

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

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

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

Turning the Transfer function on or off

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

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

Changing the transfer telephone number

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

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

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

Recording a new transfer message

- 1** Press **9**, **3**, and **#** on the telephone.

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

Recording a memo

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

- 1** Press ***** and **#** on the telephone.

- 2** When you hear a short beep, speak into the telephone to record the memo.

- 3** When you are finished, press **0** and **#** on the telephone.
 - If the machine detects silence, it will stop recording automatically.

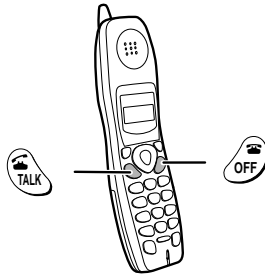
OGM only mode


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

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

4. Using the Cordless Handset

Making a Phone Call




- 1** Pick up the cordless handset and press  .

Cordless handset display:

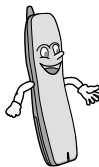
TALK

- 2** When you hear the dial tone, dial the number.



- 3** When you are ready to end the call, press  .


- You can also end the call by simply placing the cordless handset in the charger.






If the display shows FAX BUSY, you must wait until the fax machine is no longer in use to use the cordless handset.

Receiving a Phone Call




You can also dial by entering the phone number first and then pressing .


Check the number in the display before pressing . If there is a mistake, press  to clear the mistake and then enter the correct digits.

Note: If a pause is needed between any of the digits to access an outside line or a special service, press . The pause will appear as a hyphen (-).

Receiving a Phone Call



1 When the cordless handset rings, pick it up and press any key (except ) to answer. Talk to the other party.

- If the cordless handset is in the charger, simply pick it up to answer (you do not need to press a key).


2 When you are ready to end the call, press .

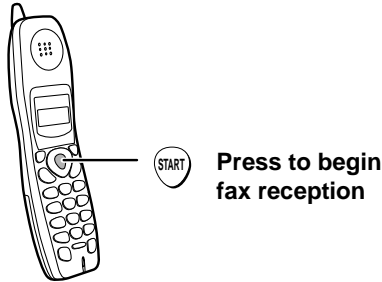
- You can also end the call by simply placing the cordless handset in the charger.

Putting a Call on Hold

To put the other party on hold during a call, press . The cordless handset will beep while the call is on hold. When you are ready to resume the call, press  once again. Note that placing the cordless handset in the charger will not break the connection while a call is on hold, and thus phone charges may continue to apply.

Receiving a Fax Using the Cordless Handset

If you hear a fax tone after answering a call on the cordless handset, or if the other party speaks to you and then wants to send a fax, press . This signals the fax machine to begin fax reception.



Note: If the fax machine detects a fax signal after you answer a call on the cordless handset, it will begin reception automatically.

Storing and Using Auto-Dial Numbers

You can store your most frequently dialed numbers for automatic dialing.

- ◆ Auto-dial numbers can be stored using either the cordless handset or the fax machine (to store a number using the fax machine, see page 78).
- ◆ The cordless handset and fax machine share the same auto-dial numbers. A total of 30 numbers can be stored.

1 Press  SEARCH .



Cordless handset display:

SEARCH DIAL
▲▼: SEARCH
FUNCTION: ENTRY

2 Press  .


ENTER TEL #


























































3 Enter the number by pressing the number keys.
(Note: A space cannot be entered.)


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


4 Press .

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

Example: SHARP = 7777 44 2 777  7

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

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

- ◆ To clear a mistake, press .


- ◆ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press

 or  repeatedly:

. / ! " # \$ % & ' () * + , - : ; < = > ? @ [\] ^ _ ' { | } → ←

6 Press  .


SEARCH DIAL
▲▼: SEARCH
FUNCTION: ENTRY

7 Return to Step 2 to store another number, or press  to exit.

Dialing an auto-dial number

1 Press  SEARCH once.

SEARCH DIAL
▲▼: SEARCH
FUNCTION: ENTRY

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

3 Press  .

- The number is automatically dialed.

Editing an auto-dial number

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



1 Press  SEARCH once.

SEARCH DIAL
▲▼: SEARCH
FUNCTION: ENTRY

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

3 Press  once.

4 Press the number keys to enter the new number.

- To clear a mistake, press . If a pause is required between any of the digits to access a special service or an outside line, press  ..
- If you do not wish to change the number, go directly to Step 5.

5 Press .

6 Press the number keys to enter the new name (see Step 5 on page 64).

- If you do not wish to change the name, go directly to Step 7.

7 Press .

SEARCH DIAL
▲▼: SEARCH
FUNCTION: ENTRY

8 Press to exit.

Clearing an auto-dial number

If you need to clear an auto-dial number, follow these steps:

1 Press SEARCH once.

SEARCH DIAL
▲▼: SEARCH
FUNCTION: ENTRY

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

3 Press  .

ERASE?
PRESS START KEY

4 Press  .

SEARCH DIAL
▲▼: SEARCH
FUNCTION: ENTRY


5 Press  to exit.

Redial



You can automatically redial the last number dialed on the cordless handset.

Note: The fax machine and the cordless handset each retain their own separate redial numbers.

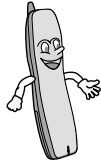
1 Press  .

- Check the display to make sure the number that appears is the number you wish to dial. (If the wrong number appears, press  to clear it.)

2 Press  . The number is automatically dialed.

Note: You can also redial by pressing  first and then  . Note that this method does not allow you to check the number before dialing begins.



Using the Intercom Feature



You can use the cordless handset and the fax machine handset as an intercom.

Note: When using the Intercom feature, you will not hear your voice through the handset receiver when you speak.

Paging the fax machine from the cordless handset

- 1** Press  and then  on the cordless handset.

Cordless handset display:


INTERCOM

- 2** The fax machine makes a special ringing sound.

Fax machine display:


INTERCOM

- 3** The other person picks up the fax machine handset to answer.

- 4** Talk with the other person. When you are ready to end the conversation, press .

Paging the cordless handset from the fax machine (cordless handset locator)

You can use this procedure to page the cordless handset, or locate the handset in the event that you misplace it.

- 1** Press  on the fax machine, and then pick up the handset.

Fax machine display:

INTERCOM

2 The cordless handset makes a special ringing sound.

- This allows you to locate the cordless handset if you have misplaced it.

Cordless handset display:

INTERCOM

3 The other person presses any key (except) on the cordless handset to answer.


4 Talk with the other person. When you are ready to end the conversation, replace the handset.

If a call comes in while the Intercom feature is being used

If an outside call comes in while you are using the Intercom feature, the person who wishes to take the call should first stop the Intercom call (press



on the cordless handset or replace the fax machine handset), and then

answer the outside call (press any key except ) on the cordless handset or pick up the fax machine handset).

Transferring Calls

You can transfer a call from the cordless handset to the fax machine, or from the fax machine to the cordless handset.

Transferring a call from the cordless handset to the fax machine

1 During the call, press on the cordless handset.

Cordless handset display:


INTERCOM



2 The fax machine makes a special ringing sound.

Fax machine display:


INTERCOM

3 The other person picks up the fax machine handset to answer.

4 Tell the person who answers that you are transferring the call, and then press .

- Note that if you press  before the other person answers on the fax machine, the call will be disconnected.
- If no one answers when you page the fax machine, press  once again to return to the initial caller.

Transferring a call from the fax machine to the cordless handset

1 During the call, press  on the fax machine.


Fax machine display:

INTERCOM


2 The cordless handset makes a special ringing sound.

Cordless handset display:

INTERCOM

3 The other person presses any key (except ) on the cordless handset to answer.

4 Tell the person who answers that you are transferring the call, and then replace the fax machine's handset.

- Note that if you replace the handset before the other person answers on the cordless handset, the call will be disconnected.
- If no one answers when you page the cordless handset, press  once again to return to the initial caller.

Using REMOTE MODE


You can use the cordless handset to change the reception mode on the fax machine, and listen to messages received in the answering system.

Changing the reception mode on the fax machine

1 Press .

Cordless handset display:

REMOTE MODE

2 Press  until the desired reception mode appears in the display.

Example: FAX mode

RECEPTION
FAX

3 Press  or  to exit REMOTE MODE.

Listening to messages received in the answering system

You can use the cordless handset to listen to messages received in the answering system.

- ◆ The answering system is explained in detail in Chapter 3.
- ◆ When you have received new messages in the answering system, NEW MESSAGES appears in the cordless handset display.

1 Press .

Cordless handset display:

REMOTE MODE

2 Press  to listen to all your messages, or  to listen to only your new messages.

3 While listening to your messages, you can do any of the following:

- **Repeat:** To repeat a message, press .
- **Skip:** To skip forward, press .
- **Delete:** To delete the message you are currently listening to, press .
- **Stop:** To stop playback, press .

4 To return to the STAND-BY display, press or .

- If a call comes in while you are listening to your messages, playback will stop automatically. Press any key to answer.
- If you take no action for 60 seconds in REMOTE MODE, the cordless handset will automatically return to the STAND-BY display.

Deleting all messages from the answering system


- 1 Press .
(Note: This step is not necessary if you are already in REMOTE mode.)

Cordless handset display:

REMOTE MODE

- 2 Press .

REMOTE MODE
DELETE ALL?
PRESS START KEY

- 3 Press  to delete the messages, and then  or  to return to the STAND-BY display.

- To cancel, press , , or .

5. Sending Faxes

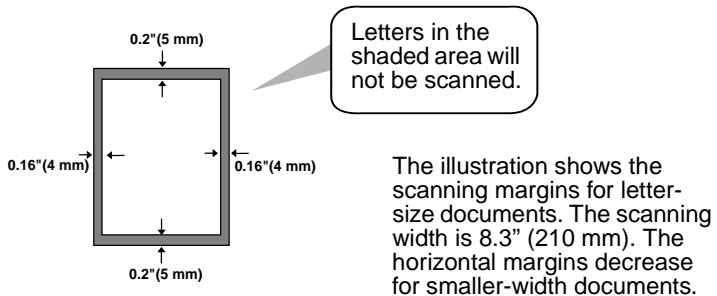
Transmittable Documents

Size and weight

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

Loading one page at a time:		Loading up to 10 pages at once:	
Minimum size	Maximum size	Minimum size	Maximum size
Minimum weight	Maximum weight	Minimum weight	Maximum weight

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



Other restrictions

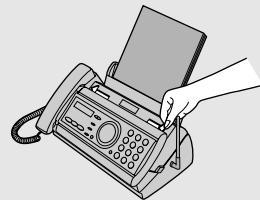
- ◆ The scanner cannot recognize yellow, greenish yellow, or light blue ink.
- ◆ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ◆ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed,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

Loading the Document

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

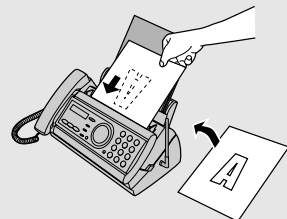
- ◆ If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ◆ If your document consists of several large or thick pages which must be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

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



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

- READY TO SEND will appear in the display.



- 3** Adjust the resolution and/or contrast settings as explained in *Resolution and Contrast* below, then dial the receiving machine as explained on page 76.

Adjusting the Resolution and Contrast

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

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



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



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

Resolution settings

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

Contrast settings

AUTO

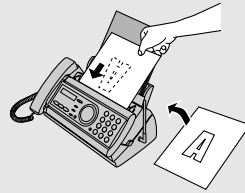
Use AUTO for normal documents.

DARK

Use DARK for faint documents.

1 Load the document(s).

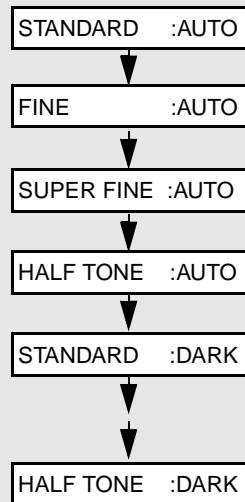
- The document must be loaded before the resolution and contrast can be adjusted.



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


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


Display:



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

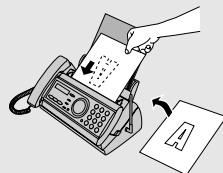
Sending a Fax by Normal Dialing

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

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

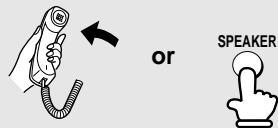
1 Load the document(s).

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



READY TO SEND


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



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



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

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

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

- If the transmission is completed successfully, the fax will beep once.
- If an error occurs, the fax will beep three times and print a Transaction Report to inform you of the problem (see page 105).

Note: If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 123. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

Sending a Fax by Automatic Dialing

You can store your most frequently dialed fax or phone numbers in the machine for automatic dialing.

- ◆ Auto-dial numbers can be stored using either the fax machine or the cordless handset (to store a number using the cordless handset, see page 63).
- ◆ The cordless handset and fax machine share the same auto-dial numbers. A total of 30 numbers can be stored.



Storing fax and phone numbers for automatic dialing

1 Press  once and  once.

Display:


2 Press  once.

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


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

4 Press  .



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

Example: SHARP = 7777 44 2 777  7

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

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


◆ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press

 or  repeatedly: . / ! " # \$ % & ' () * + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

6 Press  .

Display:




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


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



Editing and clearing auto-dial numbers

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

1 Press **FUNCTION** once and  once.

Display:

<NEW NUMBER> 

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



3 Press .

1=EDIT, 2=CLEAR

4 Press **1** for EDIT or **2** for CLEAR.



- If you selected CLEAR, go to Step 8.

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


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

6 Press **START/MEMORY** .

7 Make the desired changes to the name.

- Press  or  to move the cursor to the letter or letters you wish to change, and then press the appropriate number key repeatedly until the desired letter appears (see Step 5 on page 79). The new letter will replace the old letter.
- If you do not wish to change the name, go directly to Step 8.


8 Press **START/MEMORY** .

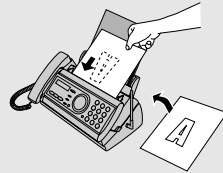
9 Return to Step 2 to edit or clear another number, or press **STOP**  to return to the date and time display.

Using an auto-dial number



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

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

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



READY TO SEND


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

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


- If the transmission is completed successfully, the fax will beep once.
- If an error occurs, the fax will beep three times and print a Transaction Report to inform you of the problem (see page 105).

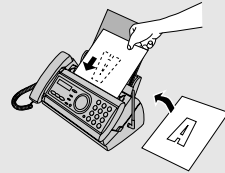
If you are making a phone call, lift the handset. Dialing begins.

Sending a fax by Direct Keypad Dialing

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


1 Load the document(s).

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




READY TO SEND

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

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

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


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

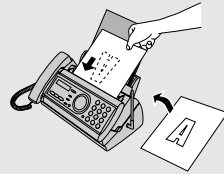
Redial

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

Note: The fax machine and the cordless handset each retain their own separate redial numbers.

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

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



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

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


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

Note: If a fax transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 123. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

Automatic redialing

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



Sending a Fax by Automatic Dialing

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



Error Correction Mode

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

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

1 Press  once and  twice.



OPTION SETTING 

2 Press  once and  6 times.

ECM MODE 


3 Press  once.

1=YES, 2=NO

4 Press  to select YES, or  to select NO.

The display briefly shows your selection, then:

DAY LIGHT SAVE 

5 Press  to return to the date and time display.

Sending a Fax From Memory

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

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

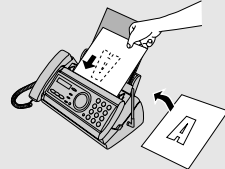
Broadcasting (sending a fax to multiple destinations)

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

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

1 Load the document(s).

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



2 Press **START/MEMORY**.

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

4 Press **▼** to select the destination.

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


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






6 When you are ready to begin transmission, press  .

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

Memory transmission



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

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

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

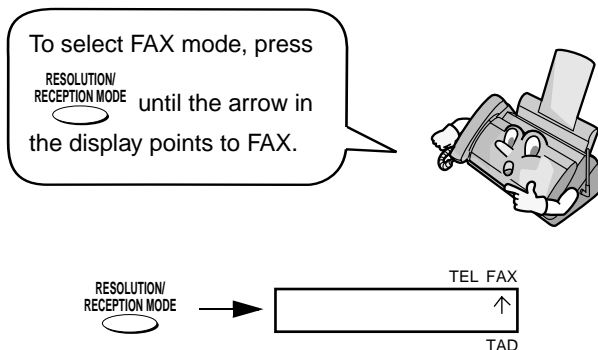
If the memory becomes full...

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

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

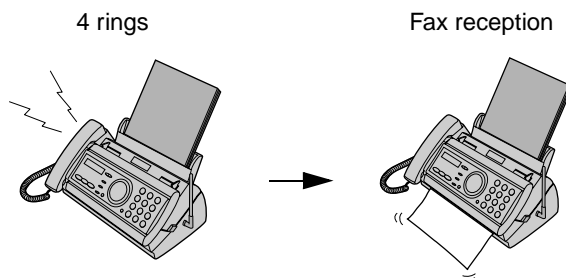
6. Receiving Faxes

Using FAX Mode



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

- ◆ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 88.



Changing the number of rings

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

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

Display:

OPTION SETTING **◀▶**

2 Press  once.


NUMBER OF RING 


3 Press  once.


ENTER (2-5) (4)

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

The display briefly shows your selection, then:

Example: 3 rings 


TRANSACTION 

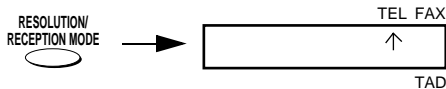
5 Press  to return to the date and time display.

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

Using TEL Mode



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



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

Answering with the fax's handset

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



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



RECEIVING

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



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

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



RECEIVING

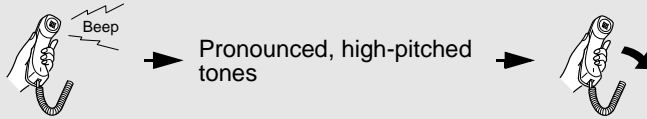



Answering on an extension phone connected to the same line

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



- 2** If you hear a soft fax tone, wait until your fax responds (you will hear pronounced, high-pitched tones), then hang up.



- 3** If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, set the phone down (do not hang up), walk over to the fax, lift the fax's handset, and press  .

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

Optional Reception Settings



Fax Signal Receive

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

- 1** Press  once and  twice.

Display:

OPTION SETTING 

- 2** Press  once and  4 times.


FAX SIGNAL RX 

- 3** Press  once.

1=YES, 2=NO

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

The display briefly shows your selection, then:

CALLER-ID 

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

Reception Ratio

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

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

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

Display:

OPTION SETTING 

- 2** Press **▶** once and **▲** 4 times.

RECEIVE RATIO 


- 3** Press **▶** once.

1=AUTO, 2=100%

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


The display briefly shows your selection, then:

PRINT CONTRAST 

5 Press  to return to the date and time display.

Substitute Reception to Memory

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

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with ADD PAPER & PRESS START KEY or CHECK FILM / CHECK COVER / CHECK PAPER JAM. When you add paper (and press ) , replace the imaging film, or clear the jam, the stored documents will automatically print out.

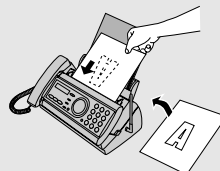
- ◆ If you received documents in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

7. Making Copies

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

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

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



READY TO SEND

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

- ENLARGE/REDUCE: Press **▲** or **▼** until the desired setting appears in the display. Settings are 100%, 125%, 135%, 50%, 73%, 88%, 94%, and AUTO (auto size adjustment to match the size of the paper). The default setting is 100%.

Example: Press **▲** twice → **RATIO: 125%**

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

Example: Press **5** for five copies → **5**


3 When you are ready to begin copying, press **COPY/HELP**.

If MEMORY IS FULL appears...

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



Copy Cut-off


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

1 Press **FUNCTION** once and  twice.

Display:

OPTION SETTING 

2 Press  once and  once.

COPY CUT-OFF 

3 Press  once.

1=YES, 2=NO

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

The display briefly shows your selection, then:

NUMBER OF RING 

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