




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

7 Press .

SELECT SEARCH
 ▲: COMMON
 ▼: PRIVATE



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

Dialing an auto-dial number

1 Press  **once**.



Cordless handset display:

SELECT SEARCH
 ▲: COMMON
 ▼: PRIVATE



2 Press  to select the **Common book**,
 or  to select the **Private book**.

Example: Common book selected

COMMON DIAL
 ▲▼: SEARCH
 FUNCTION: ENTRY

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

4 Press .

- If “WHICH LINE?” appears in the display, press  to select line 1 or  to select line 2.
- 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.



Cordless handset display:

SELECT SEARCH
▲: COMMON
▼: PRIVATE

2 Press  to select the **Common book**,
or  to select the **Private book**.



Example: Common book selected

COMMON DIAL
▲▼: SEARCH
FUNCTION: ENTRY

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

4 Press  .

5 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 6.

6 Press  .

7 Press the number keys to enter the new name (see Step 6 on page 48).

- If you do not wish to change the name, go directly to Step 8.

8 Press  .

SELECT SEARCH
▲: COMMON
▼: PRIVATE

9 Press  to exit.



Clearing an auto-dial number

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

1 Press  SEARCH once.


Cordless handset display:

SELECT SEARCH
▲: COMMON
▼: PRIVATE

2 Press  to select the Common book,
or  to select the Private book.

Example: Common book selected

COMMON DIAL
▲▼: SEARCH
FUNCTION: ENTRY

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

4 Press .

ERASE?
PRESS START KEY

5 Press .

SELECT SEARCH
▲: COMMON
▼: PRIVATE


6 Press  to exit.

Redial



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

Note: The machine and cordless handsets each retain their own separate redial numbers. Note that the cordless handset redial numbers will be lost if the fax machine is unplugged or an interruption occurs in the power supply.

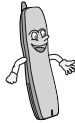
1 Press .

- 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 .

- If “WHICH LINE?” appears in the display, press  to select line 1 or  to select line 2.
- The number is automatically dialed.

Using the Intercom Feature



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

- ◆ When using the Intercom feature, you will not hear your voice through the handset receiver when you speak.
- ◆ It may not be possible to page another cordless handset or the fax machine when other cordless handsets or the fax machine are already in use.


Paging the fax machine from a cordless handset

- 1** Press  on the cordless handset.

The numbers and names of the other cordless handsets appear (even the numbers of cordless handsets that are not registered) →

Cordless handset display example:

```
INTERCOM ▲ ▼
2: BILL
3: SUE
```

- 2** Press  on the cordless handset to select the fax machine.

Cordless handset display:

```
INTERCOM
0: BASE STATION
```


- 3** The fax machine rings.

Number and name of calling handset →

Fax machine display:

```
INTERCOM
1: BOB
```

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

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

Paging a cordless handset from another cordless handset

- 1** Press  on the cordless handset.

The numbers and names of the other cordless handsets appear (even the numbers of cordless handsets that are not registered)

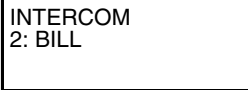
Cordless handset display example:



INTERCOM ▲ ▼
2: BILL
3: SUE

- 2** Enter the number of the cordless handset that you wish to page.

Example: 



INTERCOM
2: BILL


- 3** The selected cordless handset rings.


Number and name of calling handset

Display of paged handset:



INTERCOM
1: BOB

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

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

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

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

1 Pick up the fax machine handset.

- If you wish to use the speakerphone, skip this step (the speaker will activate automatically in Step 2 below).

2 Press on the fax machine, and enter the number of the cordless handset that you wish to page.

Example: 

Fax machine display:

INTERCOM
3: SUE

3 The selected cordless handset rings.

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

Display of selected cordless handset:

INTERCOM
0: BASE STATION

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


5 Talk with the other person (if you use the speakerphone, speak toward "MIC" on the operation panel). When you are ready to end the conversation, replace the handset or press as appropriate.

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 and Making Conference Calls

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

You can make a 3-person conference call with one outside person and two people using cordless handsets (or the machine handset).


- ◆ To make a conference call, first call the outside person (or have the outside person call you), then transfer the call to the third person, and then press the **INTERCOM/CONFERENCE** key (see the appropriate transfer procedure below depending on whether you are using a cordless handset or the machine handset).

Transferring a call from a cordless handset to the fax machine or to another cordless handset (conference call)


- 1** During the call, press  on the cordless handset.

The numbers and names of the other cordless handsets appear →

Cordless handset display example:



TRANSFER ▲ ▼
2: BILL
3: SUE


- 2** To transfer the call to the machine, press .


To transfer the call to a cordless handset, enter the number of the handset.

- 3** The selected cordless handset (or the machine) rings.


- 4** The other person answers on the cordless handset or machine. Tell the other person that you are transferring the call, or that you are starting a conference call.

- If nobody answers, press  to return to the initial caller.

- 5** If you are transferring the call, press  to hang up.

If you are making a conference call, press  and begin the call.

Transferring a call from the machine to a cordless handset (conference call)

- 1** During the call, press  on the machine.

Machine display:

PRESS HANDSET #
1: JOHN

The numbers and names of the cordless handsets alternately appear

- 2** Enter the number of the cordless handset to which you wish to transfer the call.


Example: .

- 3** The selected cordless handset rings.

- 4** The other person answers on the cordless handset. Tell the other person that you are transferring the call, or that you are starting a conference call.

- If nobody answers, press  to return to the initial caller.

- 5** If you are transferring the call, replace the handset.


If you are making a conference call, press  and begin the call.

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: TEL mode

RECEPTION
TEL

3 Press  or  to exit REMOTE MODE.

Locking the cordless handset

You can lock the cordless handset to prevent accidental operation. Hold down  on the cordless handset until “LOCK” appears in the display next to the cordless handset name. When this is done, pressing the keys on the cordless handset will have no effect. To unlock the cordless handset, hold down  again until “LOCK” no longer appears.

Making Phone Calls at the Machine



You can make and receive calls using the machine's handset or the speakerphone.

- ◆ If calls come in on both lines simultaneously and you answer with the machine's handset, the call that came in first will be answered.

Making a phone call

1 Pick up the handset or press  .

2 If the display at right appears, press


 to select line 1 or  to select line 2.


(If the display at right does not appear, go directly to Step 3.)

WHICH LINE?
PRESS 1 OR 2


The above display will appear if the dialing line setting is set to MANUAL (page 36) and the line 2 invalid setting is set to NO (page 37).

3 Wait until you hear the dial tone and then dial the number.

- If you pressed  , speak toward "MIC" on the operation panel to talk with the other party.

4 When you are ready to end the call, replace the handset. If you used the speakerphone, press  to hang up.

Putting a call on hold



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

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



the cradle, press  again to resume conversation.

Using an auto-dial number

If the number that you wish to dial has been stored in the Common book in the machine (see page 90), you can dial it automatically.

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


2 Lift the handset or press  .

- If “WHICH LINE?” appears in the display, press  to select line 1 or  to select line 2.
- The number is automatically dialed.



Redial

You can automatically redial the last number dialed on the machine.

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

1 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.

2 Lift the handset or press  .

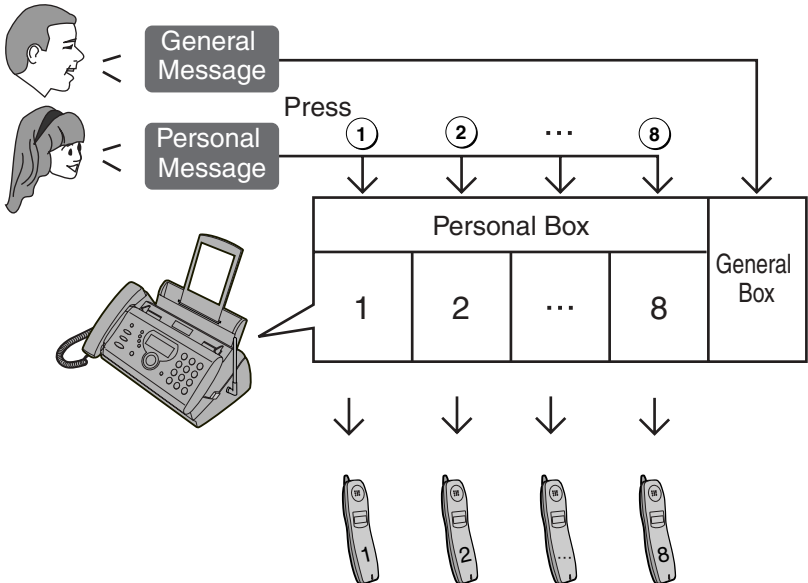
- If “WHICH LINE?” appears in the display, press  to select line 1 or  to select line 2.
- The number is automatically dialed.

3. Using the Answering System

The answering system allows you to receive both voice messages and faxes while you are out.

The answering system has one general box and eight personal boxes for callers to leave messages.

To use the answering system, you must record a greeting for the general box, and a greeting for each personal box you wish to use.



Each cordless handset can be used to listen to the messages in its corresponding personal box (the personal box with the same number as the cordless handset).
(A personal box can still be used even if you do not have the corresponding accessory cordless handset.)

Recording an Outgoing Message

The outgoing message (OGM) is the greeting that the system plays after answering a call to inform callers that they can leave a message or send a fax. Follow the steps below to record an outgoing message for the general box, and an outgoing message for each personal box that you wish to use.

Example of general outgoing message:

“Hello. You've reached _____. No one is available to take your call right now. If you would like to leave a general message, please speak after the beep. If you would like to leave a personal message, press **1** for Susan, **2** for Bob, **3** for George, **4** for Ann, **5** for Ed, **6** for Mary, **7** for Betty, or **8** for Jim now. To send a fax, please press your facsimile Start key now. Thank you for calling.”


Example of personal outgoing message:

“This is Susan's personal box. Please leave a message after the beep.”

1 Press  .

Display:

FEB-20 10:30
MEMO RECORDING ⇄

2 Press  until the message that you wish to record appears in the display (“OGM (GENERAL)” for the general box, “OGM (BOX 1)” for personal box 1, “OGM (BOX 2) for personal box 2, etc.).

Note: MEMO RECORDING is for recording a memo (page 68), OGM (TRANSFER) is for the Transfer function (page 74), and OGM (ATTENDANT) is for Auto Attendant mode (page 45).

FEB-20 10:30
MEMO RECORDING ⇄

FEB-20 10:30
OGM (GENERAL) ⇄

FEB-20 10:30
OGM (BOX1) ⇄


FEB-20 10:30
OGM (BOX8) ⇄

FEB-20 10:30
OGM (TRANSFER) ⇄

FEB-20 10:30
AUTO ATTENDANT ⇄

3 Press  once.



FEB-20 10:30
START: RECORD

4 Press  and speak facing “MIC” on the operation panel to record the message.

- While recording, the display will show the time left to record.

5 When finished, press  .

To delete or check an outgoing message


To delete or check an outgoing message, follow Steps 1 through 3 of the above procedure to select the message, and then press  to delete or  to check. Note that the general outgoing message cannot be deleted. If you need to change it, simply repeat the recording procedure.

Note: If a passcode has been set for a personal box as explained below, deleting the OGM of the personal box will also clear its passcode.

Setting a Passcode for a Personal Box



You can set a 3-digit passcode for each personal box. When this is done, the passcode must be entered to listen to messages in a personal box at the fax machine. (Note: When listening to the messages in a personal box from its corresponding cordless handset, it is not necessary to enter the passcode.)


- ◆ An outgoing message must be recorded for a personal box before a passcode can be set.

1 Press  once and  once.

Display:

T.A.D. SETTING 



2 Press  once and  once.

BOX PASSCODE 


Setting a Passcode for a Personal Box

3 Press  once.

BOX PASSCODE
1=SET, 2=CLEAR

4 Press  to set a passcode.
(To clear a previously set passcode,
press .)

ENTER BOX # (1-8)
1=BOX-1


5 Enter the number of the personal box
for which you wish to set a passcode.
Example:  for Box 1
(If you are clearing a passcode, enter
the number of the box and go to Step
7.)

ENTER PASSCODE
1DIGIT: 0,9

6 Enter a 3-digit number for the passcode. The first digit of the number
must be 0 or 9.

7 Press **START/MEMORY**  .

ENTER BOX # (1-8)
1=BOX-1

8 Return to Step 5 to set another passcode, or press **STOP**  to return to
the date and time display.

Note: If you wish to change a passcode, clear the passcode and then enter a new passcode. If you forget a passcode, clear it and enter a new passcode.

Operating the Answering System


Activating the answering system

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



until  appears in the display (this selects TAD mode).



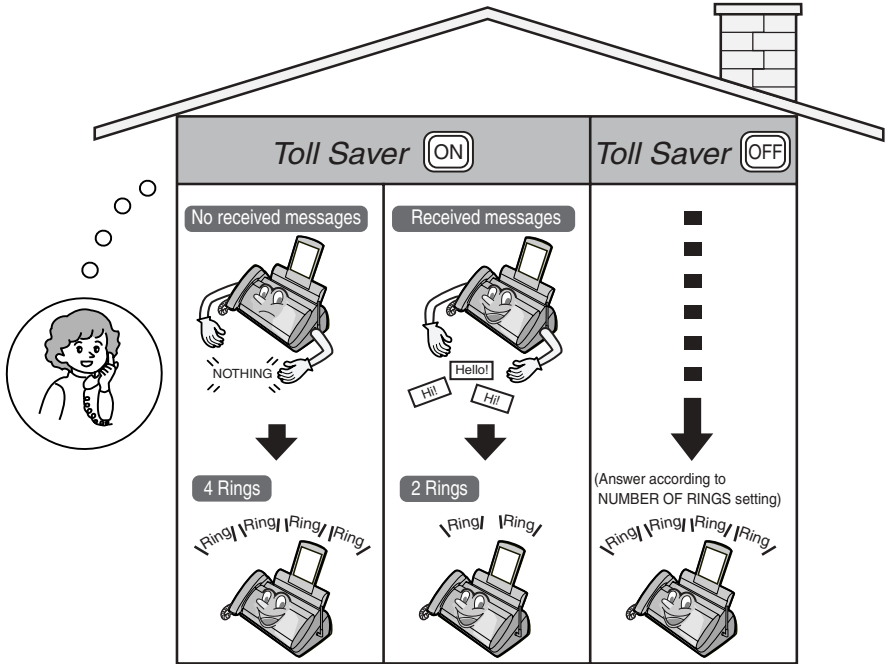
- ◆ It will not be possible to set the reception mode to TAD mode () if a general outgoing message has not been recorded.

Note: In TAD mode, the machine will automatically switch to fax reception if it detects 6 seconds of silence after answering a call. For this reason, if a caller pauses for this length of time while leaving a message, they will be cut off.

Number of rings in TAD mode (Toll Saver function)

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

- ◆ The Toll Saver function is initially turned on.



To turn off the Toll Saver function, see page 78.

To adjust the NUMBER OF RINGS setting, see page 101.

Listening to received messages (at the fax machine)

When you return, the fax machine display will show the number of messages recorded in each box. Follow the steps below to listen to your messages.

1 Press .

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






2 If you wish to listen to the messages in a personal box, press the number of the box.


Example:  for Box 1

3 If the personal box has a passcode, enter the passcode.

Example:   

4 The messages will play.

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

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

- ◆ You can print out a list of your received messages that shows the date and time that each was received. See page 117.

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 in the general box:** To erase all messages in the

general box, press , , and then  .


- ◆ **Erasing all messages in a personal box:** To erase all messages in a


personal box, press , , enter the number of the box, and then enter the passcode if needed.


- ◆ **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 are recorded in the general box, and will be played back together with incoming messages when the  key is pressed.

1 Press  once and  once.

2 Press  and speak facing “MIC” on the operation panel.

3 When you have finished speaking, press .

Recording phone conversations (2-way recording)

To record a phone conversation, hold down the **REC/MEMO** key during the conversation that you wish to record. When you are finished, release the key. The conversation is recorded in the general box and will be played back when the **PLAY/HOLD** key is pressed.

Listening to messages from a cordless handset

You can use your cordless handset to listen to messages received in your personal box (the personal box with the same number as your cordless handset), or messages received in the general box.

- ◆ When you have received new messages in your personal box, NEW MESSAGES appears in your cordless handset display.

1 Press **REMOTE /FLASH**.

Cordless handset display:


REMOTE MODE

2 If you wish to listen to messages in the general box, press **0**.
(Otherwise, go directly to Step 3.)

3 Press **7^{FOR}PLAY** to listen to all messages in the box, or **8^{NEW}PLAY NEW** to listen to only new messages.

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

- **Repeat:** To repeat a message, press ***REPEAT**.
- **Skip:** To skip forward, press **0SKIP**.
- **Delete:** To delete the message you are currently listening to, press **#DELETE**.

- **Stop:** To stop playback, press  .

5 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 standby display.

Deleting all messages from a cordless handset

You can use your cordless handset to delete all messages in your personal box, or all messages in the general box.

1 Press  .

(Note: This step is not necessary if you are already in **REMOTE MODE**.)

Cordless handset display:

REMOTE MODE

2 If you wish to delete all messages in the general box, press  .
(Otherwise, go directly to Step 3.)

3 Press  .

Personal box:

BOX
DELETE ALL?
PRESS START KEY

General box:

GENERAL
DELETE ALL?
PRESS START KEY

4 Press  to delete the messages, and then  or  to exit.

- To cancel, press  ,  , or  .

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.

RECORDING TIME 

3 Press **▶** once.

RECORDING TIME
1=15 SECONDS

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

1 : 15 seconds

2^{ABC} : 30 seconds

3^{DEF} : 60 seconds

4^{GHI} : 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 select whether or not the machine will switch to automatic fax reception when this happens:

- ◆ Automatic fax reception YES: The machine will 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 77).

Optional Answering System Settings








- ◆ 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 77).



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

| | |
|--|--|
| 1 Press  once and  once. | Display: T.A.D. SETTING  |
| 2 Press  once and  4 times. | ON TAD FAILURE  |
| 3 Press  once. | ON TAD FAILURE 1=YES, 2=NO |
| 4 Press  to select YES (turn on automatic fax reception), or  to select NO. | The display briefly shows your selection, then: OGM ONLY MODE  |
| 5 Press  to return to the date and time display. | |

OGM only mode


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

| | |
|--|--|
| 1 Press  once and  once. | Display: T.A.D. SETTING  |
| 2 Press  once and  3 times. | OGM ONLY MODE  |
| 3 Press  once. | OGM ONLY MODE 1=YES, 2=NO |

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


The display briefly shows your selection, then:

CPC DETECTION 



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

CPC Detection

When a caller hangs up, the central telephone exchange issues a CPC (Calling Party Control) signal. When the answering system detects this signal, it stops recording so that periods of silence are not recorded. In addition, a cordless handset in TALK mode will break the connection (hang up) if it



detects a CPC signal, so that even if you forget to press  to hang up after using the cordless handset, the cordless handset will hang up automatically.

However, if you subscribe to special services such as Call Waiting or Call Forwarding, signals used by these services may be mistaken for a CPC signal, causing the answering system or cordless handset to hang up during a call. If you experience this problem, follow these steps to turn off CPC Detection.

- 1** Press  once and  once.

Display:



T.A.D. SETTING 

- 2** Press  once and  twice.


CPC DETECTION 


- 3** Press  once.

CPC DETECTION
1=YES, 2=NO

- 4** Press  to turn on CPC Detection,
or  to turn it off.

The display briefly shows your selection, then:

BOX PASSCODE 

- 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 in a specified box. 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  3 times. | TRANSFER TEL #  |
| 3 Press  once. | ENTER TEL # |
| 4 Press the number keys to enter the transfer number. <ul style="list-style-type: none">To insert a pause between any two digits of the number, press . | |
| 5 Press  . | TRANSFER FUNC  |
| 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. The following is an example:

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


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

Display:


FEB-20 10:30
OGM (TRANSFER) 

2 Press  **once.**



FEB-20 10:30
START: RECORD

3 Press  **and speak facing “MIC” on the operation panel 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.



4 When finished, 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  4 times.

TRANSFER FUNC 


3 Press  once.


TRANSFER FUNC
1=YES, 2=NO



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

5 Press the number of the box for which you want the Transfer function to operate (for the general box, press ).





The display briefly shows your selection, then:

ON TAD FAILURE 

6 Press  to return to the date and time display.

7 Each time the answering system receives a message in the selected box, 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 77) if the general box or a personal box without a passcode was selected in Step 5, or the box passcode number if a personal box with a passcode was selected, and then . Your messages will play.

- You can also perform any of the remote operations described in *Remote Operations* later in this chapter (see page 77).

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 hanging up during message playback, first enter  and  to stop playback, then enter  twice).











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

After calling the machine, you must enter your remote code number to listen to messages in the general box, or to messages in a personal box that does not have a passcode (page 79).

The remote code number has been set to "001" at the factory. To change the number, follow the steps below.





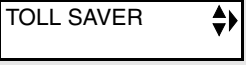

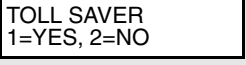


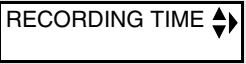

- | | |
|--|--|
| 1 Press  once and  once. | Display: T.A.D. SETTING  |
| 2 Press  once and  twice. | REMOTE CODE  |
| 3 Press  once. | REMOTE CODE= SELECT 3 DIGITS |
| 4 Press the number keys to enter a 3-digit remote code number. | |
| 5 Press  to store the remote number. | TRANSFER TEL #  |
| 6 Press  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 in any of the boxes, 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 101).

| | |
|--|---|
| 1 Press  once and  once. | Display:  |
| 2 Press  once. |  |
| 3 Press  once. |  |
| 4 Press  to turn on the Toll Saver function, or  to turn it off. | The display briefly shows your selection, then:  |
| 5 Press  to return to the date and time display. | |

Retrieving your messages

Note: You can only access one box per call. If you wish to access more than one box, you must make a separate call for each box.

1 Call the machine from a touch-tone telephone. When the general outgoing message begins, press **#** on the telephone.

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

2 If you wish to listen to the messages in a personal box, enter the number of that box (otherwise, go directly to Step 3).

Example: **1** for Box 1

3 If you are accessing the general box, enter your remote code. If you are accessing a personal box, enter the passcode of the box (if the box does not have a passcode, enter your remote code).

When finished, press **#**.

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

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

- **Repeat:** To listen to a message a second time, press **2^{ABC}** and **#** on the telephone before that message ends. To move back to the previous message, press **2^{ABC}** and **#** during the first 3 seconds of the current message.
- **Skip forward:** To skip forward to the next message, press **5^{JKL}** 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^{MNO}** and **#**.
- **Erase a message:** To erase the message you are currently listening to, press **3^{DEF}** and **#** before it ends.

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

- **Erase all messages:** Press **3^{DEF}**, **3^{DEF}**, and **#**.
- **Repeat playback:** Press **7^{PQRS}** 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 Auto Attendant, or TEL mode if you call your line 2 number (unless the number of rings is set to 0). In this case, when you call the machine, press **(#)** immediately after it answers (press **(#)** before you hear the fax tone in TEL mode on line 2), 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 reception mode

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

- ◆ **TAD mode:** **(8^{TUV})**, **(1)**, and **(#)**.
- ◆ **Auto Attendant mode:** **(8^{TUV})**, **(2^{ABC})**, and **(#)**.
- ◆ **TEL mode:** **(8^{TUV})**, **(3^{DEF})**, and **(#)**.

Note: If TEL mode is selected, you will only be able to access the machine for remote operation if you call your line 2 number and the number of rings is not set to 0.

Recording a new outgoing message

Note: You can only record a new outgoing message for the box you accessed at the beginning of the call.

1 Press **4^{GHI}** 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^{WXYZ}**, **1**, and **#** on the telephone, followed by the number of the box for which you want the Transfer function to operate (press **0** for the general box) and **#**.

To turn Transfer off: Press **9^{WXYZ}**, **2^{ABC}**, and **#** on the telephone.

Changing the transfer telephone number

1 Press **9^{WXYZ}**, **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** (WXYZ), **3** (DEF), 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 recorded in the general box.

- 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. (Outgoing messages 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** (ABC), and **#** on the telephone.

4. Sending Faxes

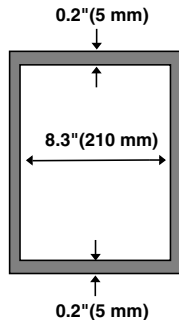
Transmittable Documents

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 |
| <div style="border: 1px solid black; padding: 5px; text-align: center;"> 14 lbs. (52 g/m²) </div> | <div style="border: 1px solid black; padding: 5px; text-align: center;"> 42 lbs. (157 g/m²) </div> | <div style="border: 1px solid black; padding: 5px; text-align: center;"> 14 lbs. (52 g/m²) </div> | <div style="border: 1px solid black; padding: 5px; text-align: center;"> 21.5 lbs. (80 g/m²) </div> |

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



Letters in the shaded area will not be scanned.

The illustration shows the scanning margins for letter-size documents. The scanning width is 8.3" (210 mm). The horizontal margins decrease for smaller-width documents.

Other restrictions

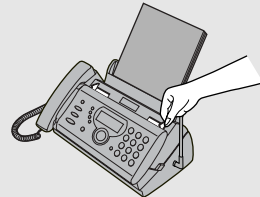
- ◆ The scanner cannot recognize yellow, greenish yellow, or light blue ink.
- ◆ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ◆ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed,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

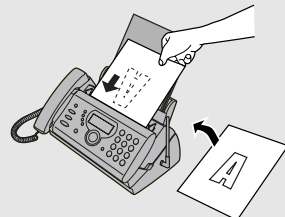
- ◆ If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ◆ If your document consists of several large or thick pages which must be 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 87.

Adjusting the Resolution and Contrast

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

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



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



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

Resolution settings

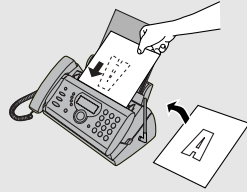
| | |
|------------|---|
| STANDARD | Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission. |
| FINE | Use FINE for documents containing small letters or fine drawings. |
| SUPER FINE | Use SUPER FINE for documents containing very small letters or very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

Contrast settings

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

1 Load the document(s).

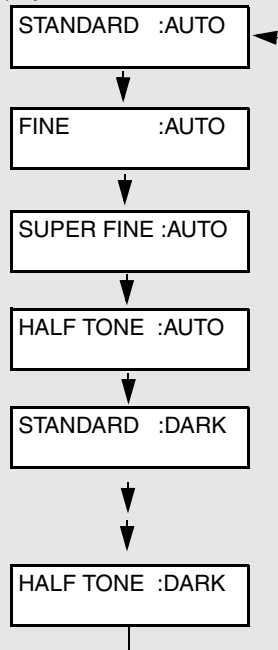
- The document must be loaded before the resolution and contrast can be adjusted.



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


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

Display:




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.

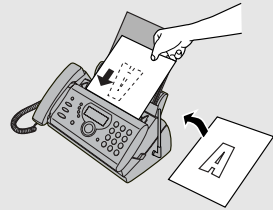
Sending a Fax by Normal Dialing

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

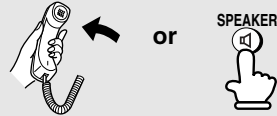
- ◆ If a person answers, you can talk with them before sending the fax.
- ◆ Normal Dialing allows you to listen to the line and make sure the other fax machine is responding.

1 Load the document(s).



- READY TO SEND will appear in the display.
- If desired, press **RESOLUTION/RECEPTION MODE**  to set the resolution and/or contrast.



2 Pick up the handset or press **SPEAKER** .



3 If the display at right appears, press

- 1**  to select line 1 or **2**  to select line 2.
(If the display at right does not appear, go directly to Step 4.)


WHICH LINE?
PRESS 1 OR 2

The above display will appear if the dialing line setting is set to MANUAL (page 36) and the line 2 invalid setting is set to NO (page 37).

4 Listen for the dial tone and then press the number keys to dial the number of the receiving machine.



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

- If the other party answers, ask them to press their Start key (if you pressed  , speak toward “**MIC**” on the operation panel). This causes the receiving machine to issue a fax tone.

6 When you hear the fax tone, press  . Replace the handset if you used it.

- 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 119).



Note: If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 138. (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 47).
- ◆ Numbers stored using the fax machine are stored in the Common book. A total of 99 numbers can be stored.

Storing fax and phone numbers for automatic dialing

1 Press  once and  once.



Display:

<NEW NUMBER> 

2 Press  once.


ENTER FAX #



























































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.)

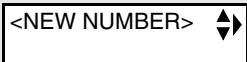
Example: SHARP = 7777 44 2 777  7


| | | | |
|---|---|---|---|
| SPACE =  | 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 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  once and  once.

Display:

<NEW NUMBER> 

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

3 Press  once.



Example

1234567890
1=EDIT, 2=CLEAR

4 Press  for EDIT or  for CLEAR.



- If you selected CLEAR, go to Step 8.

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


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

6 Press  .

7 Make the desired changes to the name.

- Press  or  to move the cursor to the letter or letters you wish to change, and then press the appropriate number key repeatedly until the desired letter appears (see Step 5 on page 91). 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.

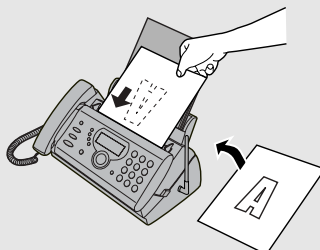
Using an auto-dial number



Once you have stored a fax number, you can use it to send a fax.


- ◆ When you send a fax by automatic dialing, the machine will normally use line 2. The machine will only use line 1 if line 2 is busy (or if line 2 is not connected or disabled).

1 Load the document(s).

- READY TO SEND will appear in the display.
- If desired, press **RESOLUTION/RECEPTION MODE**  to set the resolution and/or contrast.




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

3 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 119).

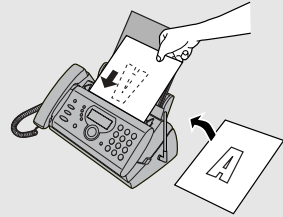
Sending a fax by Direct Keypad Dialing

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.


- ◆ When you send a fax by Direct Keypad Dialing, the machine will normally use line 2. The machine will only use line 1 if line 2 is busy (or if line 2 is not connected or disabled).

1 Load the document(s).


- **READY TO SEND** will appear in the display.
- If desired, press **RESOLUTION/RECEPTION MODE**  to set the resolution and/or contrast.



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).

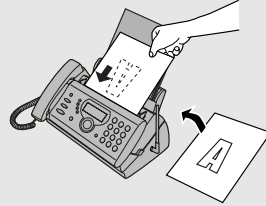
Redial

You can automatically redial the last number dialed on the fax machine.

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

1 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 Press . Dialing begins.

Note: If a fax transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 138. (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.


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

1 Press  once and  once.

Display:



OPTION SETTING 

2 Press  once and  9 times.

ECM MODE 


3 Press  once.

ECM MODE
1=YES, 2=NO

4 Press  to select YES, or  to select NO.

The display briefly shows your selection, then:

VOICE MAIL (L1) 

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.

- ◆ When you send a fax from memory, the machine will normally use line 2. The machine will only use line 1 if line 2 is busy (or if line 2 is not connected or disabled).


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

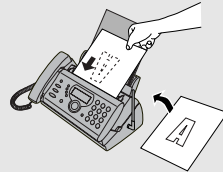
Broadcasting (sending a fax to multiple destinations)

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

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

1 Load the document(s).

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






2 Press .

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

4 Press to 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 .

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 .