Fax-Lab 210/Fax-Lab 210P
Fax-Lab 260/Fax-Lab 260P

INSTRUCTIONS

olivetti

The manufacturer reserves the right to make any changes to the machine described in this manual, at any time, and without prior warning.

This machine has been approved, under the terms of Council Decision 98/482/EC, for Europe-wide connection as a single terminal to an analogue Public Switched Telephone System (PSTN) system. However, due to differences between individual PSTNs in the various countries, the approval does not unconditionally guarantee success operation of every PSTN termination point.
If you encounter any problems, you should contact your supplier immediately.

> The manufacturers declare under their own responsibility that this product complies with provisions laid down by the directive 1999/05/CE.
>
> Conformance is certified by the application of the $C\epsilon$ mark to the product.

Network compatibility declaration
This product has been designed and developed to operate in the networks of all European Community countries, and in those of Switzerland and Norway.
Full compatibility with the networks of individual countries will depend on specific national software parameters which can be set in the product. If you encounter problems with non EC PSTN networks, contact your national technical support service.

Your attention is drawn to the following conditions that could compromise the conformity attested above as well as the machine's characteristics:

- incorrect electrical supply;
- incorrect installation, erroneous or improper use, or any use that differs from what is indicated in the User Manual supplied with the machine;
- replacement of components or original parts using other types, not approved by the manufacturer, or where carried out by unauthorized persons.

The electrical socket must be near to hand and easily accessible. To disconnect the machine from the electrical power supply, unplug it from the supply socket.

FIRST SECTION

TABLE OF CONTENTS

SECOND SECTION

CONSULTING THE MANUAL

This manual describes **four models** of fax machine: the **base** model, the model **with a built-in telephone answering device**, and then the **multifunctional models** (**base model** and **model with built-in telephone answering device**) which **can be connected to a PC and use a colour print head** (for the latter two models, see also the documentation provided inside the packaging). In the description that follows, whenever a distinction is to be made between models, the following indications will be given:

Models with a built-in TAD: refers to the "model with a built-in telephone answering device" and "multifunctional model with built-in telephone answering device".

Multifunctional models: refers to the "multifunctional base model" and "multifunctional model with a built-in telephone answering device".

Base model: refers to the "base model" only.

This manual has been divided into **two sections**: the first section "**About the fax machine**" and "**How to start at once**" provide a summary of the description of the fax machine, **allowing you to install it and use it immediately**, even if it is only with its minimum capabilities.

After this initial phase, the **second section** of the manual can be consulted. In it you will find a **detailed description of the fax machine and its many capabilities**.

⚠ OPERATING PRECAUTIONS

• Never attempt to repair the fax machine yourself. If you remove the outer casing, you could get an electric shock or suffer some other kind of injury. Repairs should be carried out by qualified technical staff only.

• If you are to leave the fax machine unused for a long period of time, you should disconnect it from the power supply: in this way, it will be protected against the risk of damage due to interference or power surges.

• **During storms we recommend you unplug the device from both the power outlet and the telephone line so as to eliminate all risk of damage.**

• In case of a voltage drop or power failure, it will not be possible to make or receive telephone calls as the keypad will be disabled.
If it is essential that you make a call in this situation, you must use an emergency telephone approved by the telephone company and connected directly to the fax machine.

⚠ INSTALLATION PRECAUTIONS

• Place the fax machine on a stable, flat surface free of vibrations, to prevent it from falling and getting damaged or causing injury to people.

• Keep the fax machine in a dust-free place away from sources of water, steam or excessive heat. Do not expose it to direct sunlight.

• Keep the fax machine away from other electrical or electronic appliances which may generate interference, e.g. radio, television, etc.

• Ensure that no books, documents, or other objects obstruct normal ventilation in any way. Ideally this fax machine should be operated in an environment with a temperature of between 5°C and 35°C and a relative humidity of between 15% and 85%.

• Leave enough room in front of the outlet for the unloading of originals and received/copied documents, so that they do not fall on the floor.

ABOUT THE INSTALLATION AND SETUP PARAMETERS

As the country default values for each installation and setup parameter may change due to certification requirements or specific customers' needs, these values do not always correspond to those indicated in the manual: it is therefore advisable to print them before changing them.

PACKAGE CONTENTS

In addition to the fax machine and this manual, you will find the following elements in the package:

• The cable for connecting the fax machine to the telephone line.
• The telephone plug (if applicable).
• The box containing the monochrome print head provided with the machine (**non rechargeable**).
• The telephone handset.
• The paper support.
• The template for nationalizing the central part of the operator console.
• The list of Olivetti customer assistance centres (**Olivetti Customer Service**).

For multifunctional models only
• The Linkfax software installation CD (to use the fax machine as a printer).
• The print head box.

N O T E

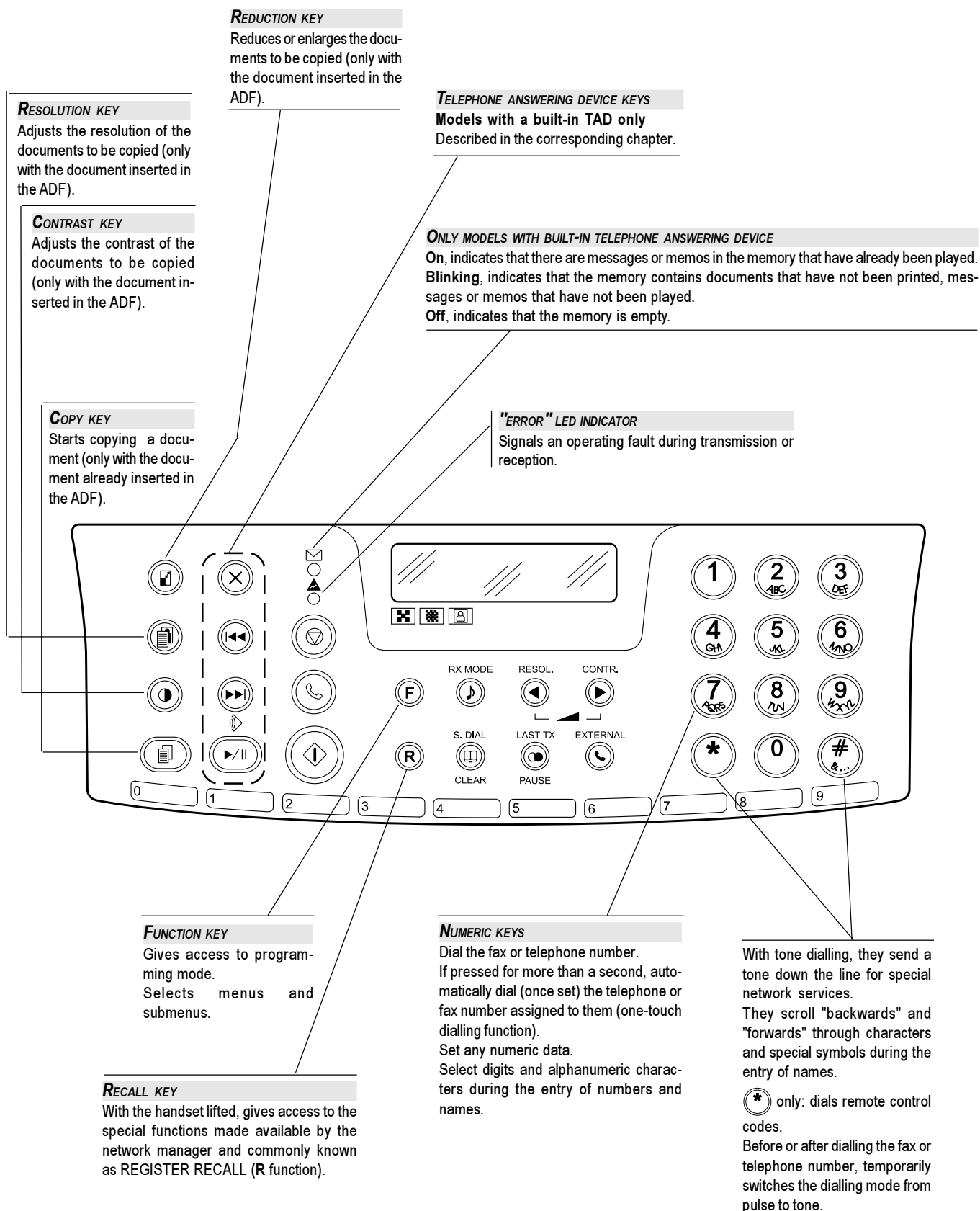**For multifunctional models only**
The colour printhead, necessary for the use of the fax machine as a colour printer, **is not provided with the fax machine** (To buy it, see its code written at the end of the manual).
The parallel cable, necessary for connecting the fax machine to the PC, **is not provided with the fax machine**.
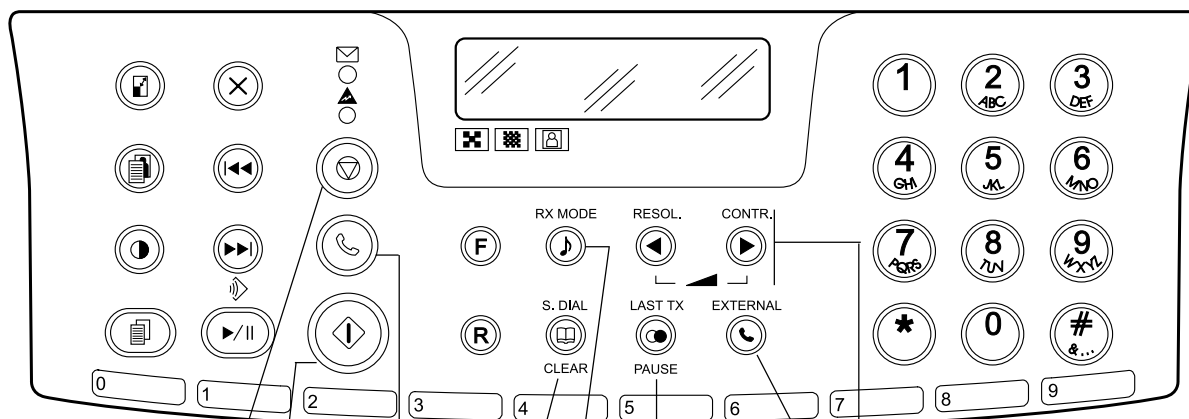
ABOUT THE FAX MACHINE

CONSOLE

The figure shows the operator console of the **models with a built-in TAD**. The keys on the second row on the left and the LED ✉ concern the **telephone answering device and are described in the relevant section**.

REDUCTION KEY
Reduces or enlarges the documents to be copied (only with the document inserted in the ADF).

RESOLUTION KEY
Adjusts the resolution of the documents to be copied (only with the document inserted in the ADF).

CONTRAST KEY
Adjusts the contrast of the documents to be copied (only with the document inserted in the ADF).

COPY KEY
Starts copying a document (only with the document already inserted in the ADF).

TELEPHONE ANSWERING DEVICE KEYS
Models with a built-in TAD only
Described in the corresponding chapter.

ONLY MODELS WITH BUILT-IN TELEPHONE ANSWERING DEVICE
On, indicates that there are messages or memos in the memory that have already been played.
Blinking, indicates that the memory contains documents that have not been printed, messages or memos that have not been played.
Off, indicates that the memory is empty.

"ERROR" LED INDICATOR
Signals an operating fault during transmission or reception.

FUNCTION KEY
Gives access to programming mode.
Selects menus and submenus.

RECALL KEY
With the handset lifted, gives access to the special functions made available by the network manager and commonly known as REGISTER RECALL (**R** function).

NUMERIC KEYS
Dial the fax or telephone number.
If pressed for more than a second, automatically dial (once set) the telephone or fax number assigned to them (one-touch dialling function).
Set any numeric data.
Select digits and alphanumeric characters during the entry of numbers and names.

With tone dialling, they send a tone down the line for special network services.
They scroll "backwards" and "forwards" through characters and special symbols during the entry of names.

(*) only: dials remote control codes.
Before or after dialling the fax or telephone number, temporarily switches the dialling mode from pulse to tone.

CONSOLE

STOP KEY

Unloads a document from the ADF.

Turns off the "○" LED indicator.

Returns the fax machine to the stand-by mode.
Stops the programming, transmission, reception or copying operation in progress.

START KEY

Starts receiving a document.
After the fax number has been dialled, starts sending a document (only with the document already inserted in the ADF)
Confirms the selection of menus, submenus, parameters and their values and moves on to the next condition.

HOOK KEY

Accesses the line: it is equivalent to lifting the receiver.

RX MODE/HOLD KEY

Selects the various reception methods.

Puts a call on hold during a telephone conversation.

SPEED DIAL/CLEAR KEY

After two numeric keys (01-32) have been pressed, automatically dials (once set) the telephone or fax number associated with them.
Cancels incorrect settings.

LAST TX /PAUSE KEY

When pressed twice, redials the last fax number (only with document inserted in the ADF) or the last telephone number dialled.
Inserts a pause during the dialling of the telephone or fax number.

EXTERNAL KEY

With the fax machine connected to a private exchange:
When pressed before dialling the telephone or fax number gives access to the public line.

CONTRAST KEY

Adjusts the contrast of the documents to be sent (only with the document inserted in the ADF).
Scrolls "forwards" through the settings of a parameter.
Moves the cursor to the "right" during the entry of numbers and names.
Increases the speaker volume after pressing the

key.

RESOLUTION KEY

Adjusts the resolution of the documents to be sent (only with the document inserted in the ADF).
Scrolls "backwards" through the settings of a parameter.
Moves the cursor to the "left" during the entry of numbers and names.
Decreases the speaker volume after pressing the key.

ABOUT THE FAX MACHINE

COMPONENTS

The figure shows the external and internal parts common to the **four** models of fax machine. The **second row of keys** shown on the **left-hand side of the console** is only present on **models with a built-in telephone answering device**. **The parallel interface** is only present on the **multifunctional models**.

CONNECTION SOCKETS AND (ONLY ON THE MULTIFUNCTIONAL MODELS) PARALLEL PORT

PLAIN PAPER FEED COMPARTMENT **(ASF)**
Adjustable to the following paper sizes: A4, Letter and Legal.
Maximum capacity: 40 sheets (80gr/m^2).

PAPER SUPPORT EXTENSION

PAPER ADJUSTING LEVER

PAPER GUIDES

DISPLAY
The display consists of two lines of 16 characters each. It shows the date and time, menu items, error messages, resolution and contrast values and, for the **model with a built-in telephone answering device**, the total number of messages received.

BUILT-IN TELEPHONE HANDSET

PRINT HEAD COMPARTMENT COVER

AUTOMATIC FEEDER FOR ORIGINAL DOCUMENTS TO BE SENT AND COPIED **(ADF)**
Maximum capacity: 5 sheets of A4, Letter and Legal.
1 sheet of A5.

SPEAKER

OPERATOR CONSOLE

RECEIVED OR COPIED DOCUMENT OUTPUT

OPTICAL READER

MACHINE SERIAL NUMBER PLATE (SEE BASE)

PRINT HEAD COMPARTMENT

This section provides a **basic description** of the fax machine, by explaining its installation procedures and those regarding its basic and immediate use, even if only with its minimum capabilities. For a **more comprehensive use** of the fax machine, **see the corresponding section**. As this section has been especially designed so as to guide you to **a gradual and systematic approach of the fax machine**, it is advisable to read the topics in the order in which they are presented.

INSTALLATION CONDITIONS

Place the fax machine on a stable, flat surface. Make sure there is enough room for ventilation.
Keep the fax machine in a dust-free place away from sources of excessive heat or humidity. Do not expose it to direct sunlight.

CONNECTION TO THE TELEPHONE LINE AND POWER SUPPLY

1 *Connect the fax machine to the telephone line*
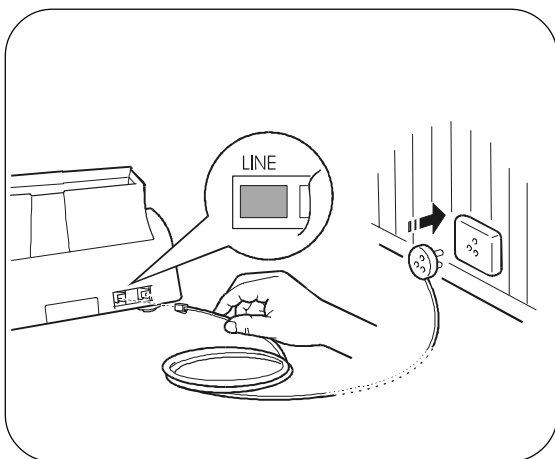
IMPORTANT

The fax machine is **set up** to be connected to the **public telephone line**. If you want to connect it to a **private line** and you want to use it on a public line see "**To set it up for the telephone line**" section "**Installation**".
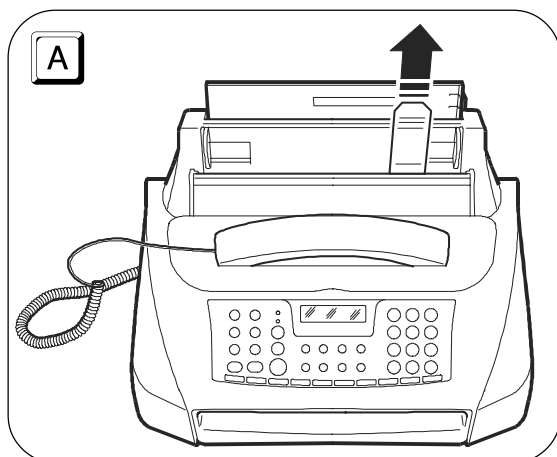
2 *Connect the telephone handset*
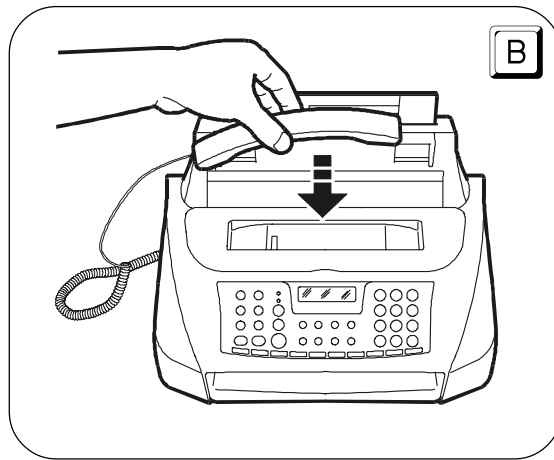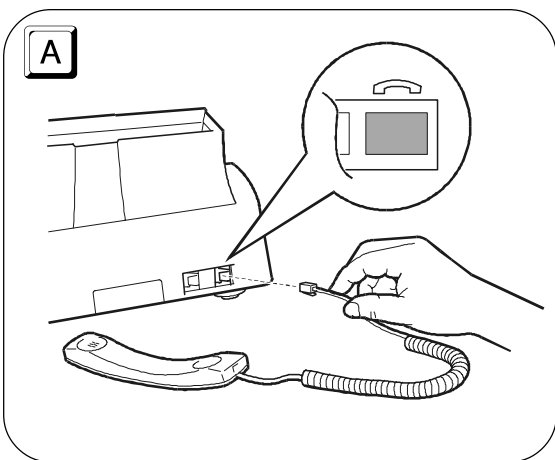
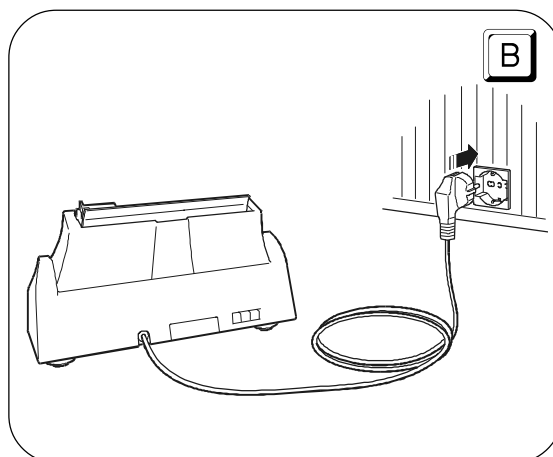**3** *Connect the fax machine to the power supply*

IMPORTANT

Before connecting it, **remove the band** that blocks the print head carriage by pulling the flap upwards (see picture below).

IMPORTANT

The plug of the power supply cable may vary from country to country.

SETTING SOME PARAMETERS (INDISPENSABLE FOR CORRECT FUNCTIONING)

Once the fax is connected to the power supply, it automatically carries out a short test to check the functions of its components, therefore, the following messages (usually in English) appear on the display.

On the upper line:

AUTOMATIC RX

or, in the models with built-in telephone answering device, the total number of messages received, in this case,"00".

AUTOMATIC RX 00

and alternating on the lower line:

CHECK PRINT HEAD

SET DATE/TIME

IMPORTANT

You need to set your language and your country **for the fax machine to work appropriately**.

TO SET THE LANGUAGE AND THE COUNTRY OF DESTINATION

(F)+(1) The display shows the language in which the messages are displayed. For example:

ITALIANO

(◄)/(►) To select the desired language. For example:

ENGLISH

(◊) To confirm the setting. The display shows a country of destination. For example:

EUROPE

(◄)/(►) To select the desired country. For example:

U.K.

If your country is not present among those shown on the display, see the table below:

COUNTRY	COUNTRY TO BE SELECTED
Argentina	AMERICA LATINA
Australia	NZL/AUSTRALIA
Austria	ÖSTERREICH
Belgium	BELGIUM
Brazil	BRASIL
Chile	AMERICA LATINA
China	CHINA
Colombia	AMERICA LATINA
Denmark	DANMARK
Finland	FINLAND
France	FRANCE
Germany	DEUTSCHLAND
Greece	INTERNATIONAL
Holland	HOLLAND
Hong Kong	SINGAPORE
India	INDIA
Israel	ISRAEL
Italy	ITALIA
Luxembourg	BELGIUM
Mexico	AMERICA LATINA
New Zealand	NZL/AUSTRALIA
Norway	NORGE
Peru	AMERICA LATINA
Portugal	PORTUGAL
Rest of world	INTERNATIONAL
Singapore	SINGAPORE
South Africa	S. AFRICA
Spain	ESPAÑA
Sweden	SVERIGE
Switzerland	SCHWEIZ
Taiwan	TAIWAN
UK	U.K.
Uruguay	AMERICA LATINA
Venezuela	AMERICA LATINA

To confirm the setting.

To complete the procedure.

TO SET THE DATE AND TIME

The **first time** that you **connect** the fax machine **to the power supply** and every time there is **a voltage drop**, you need to set the date and time as described below.

Once they have been set, they can be modified, see "**To change the date and time**", section "**Installation**".

(F) The display shows:

DATE AND TIME

The display shows:

FORMAT: DD/MM/YY

RESOL. CONTR. If you want to select a different format from the one displayed, press the ◀/▶ keys.

The display shows:

FORMAT: 24 H

RESOL. CONTR. If you want to select the other time format (12-hour), press the ◀/▶ keys.

The display shows:

DD/MM/YY   HH:MM
25-07-02   11:23

(0)/(9) Enter the new date and time (e.g. 26-07-02; 12:00). As each digit is entered, the cursor will move to the next one.

DD/MM/YY   HH:MM
26-07-02   12:00

RESOL. CONTR. If you only want to change a few digits, move the cursor to them using the ◀/▶ keys and overwrite them with the correct digits.

To confirm the setting. The procedure for setting the date and time is complete. The new date and time will be updated automatically and will be printed on each page sent.

To return the fax machine to the initial stand-by mode.

NOTE

If you have chosen the 12-hour time format, the display will show the letter "p" (post meridiem) or the letter "a" (ante meridiem). To switch from one letter to another, move the cursor to the letter to be changed, using the ◀/▶ keys, and press the (F) key.

If a mistake has been made or you wish to interrupt the procedure, press the ⊘ key.
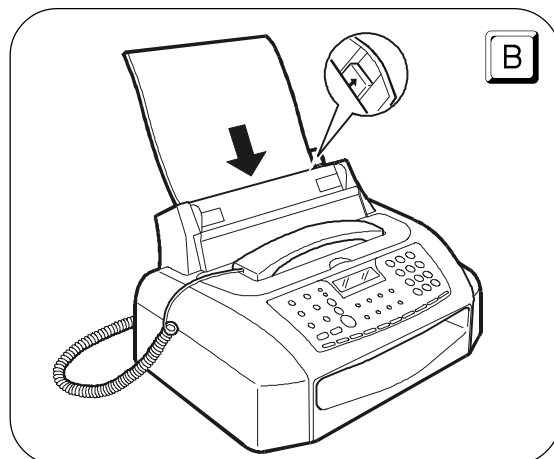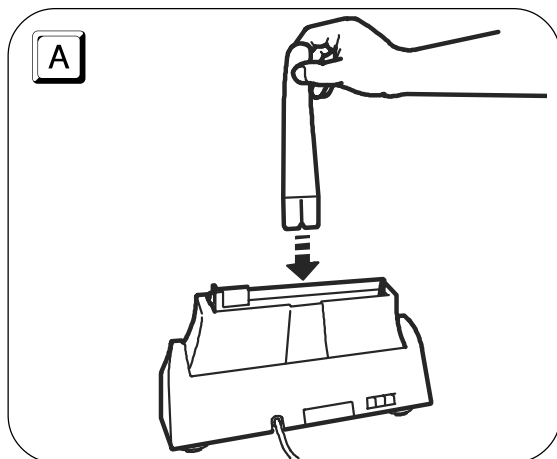
NOTE

Remember that the stand-by mode is the status in which it is idle and that it is the mode from which the machine can be programmed.
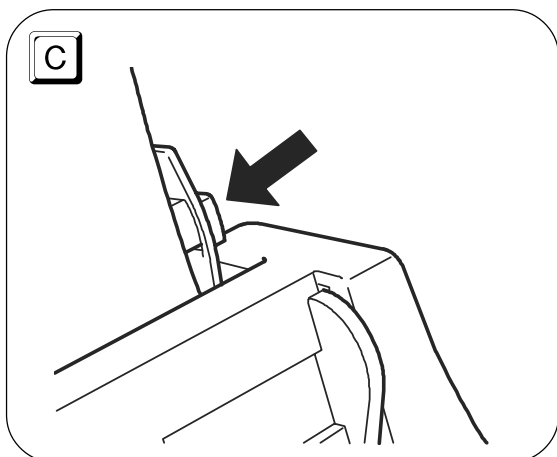
HOW TO START AT ONCE

SETTING UP THE FAX MACHINE

1 *Feed the print paper into the machine*

IMPORTANT

By means of the adjusting lever (see picture below) push the sheets until they adhere to the left and right side of the paper feed compartment.

2 Insert the print head

IMPORTANT

The print head **provided with the machine** allows you to **print up to 80 pages***, whereas the **spare print heads**, with a greater capacity, allow you to **print up to 500 pages***.
* Based on Test Chart ITU-TS n.1 (black coverage = 3,8%).

IMPORTANT

Remember that, in order to telephone, the original document must not be inserted in the automatic feeder for original documents (ADF).
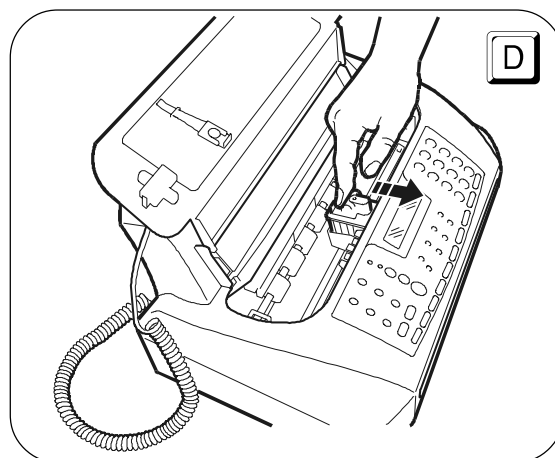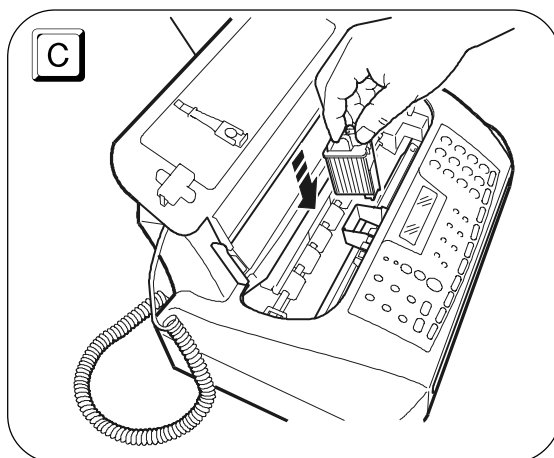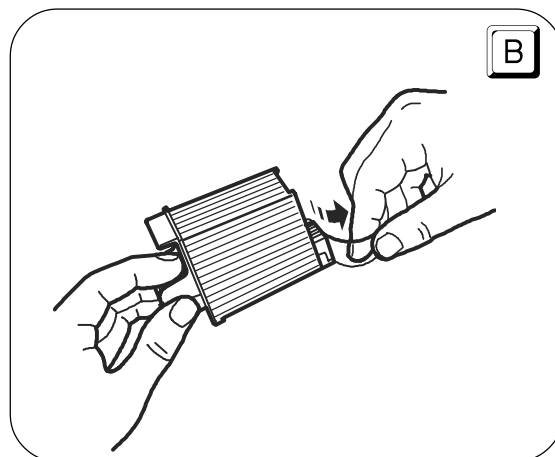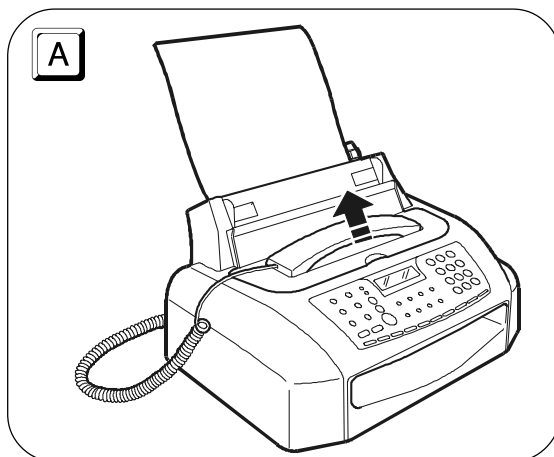
IMPORTANT

Remember to use, once you have run out of the print head provided with the machine, **only non-recharge-able print heads** (single-block).

IMPORTANT

If, after the print head has been installed, the "CHECK PRINT HEAD" message appears again, try removing it and then reinserting it, pressing it more firmly into position. If the message remains on the display, remove the print head and clean the electrical contacts of the print head and the carriage, see "**To clean the electrical contacts of the print head**", section "**Maintenance operations**".

NOTE

Once the print head has been inserted, the fax machine starts the **nozzle cleaning and checking procedure**, which is completed by:
- the **printing**, on the sheet loaded automatically, of a diagnostic test sheet containing:
  - a **numbered scale**, for checking the flow of ink and the electrical circuits of the print head nozzles.
  - a group of **graphics and text**, so that the printing quality may be evaluated.
- the display shows the message: "CHECK PRINT OUT", "1 = EXIT 0 = REPEAT".

Examine the print test sheet as follows:

HOW TO START AT ONCE

- Check that the numbered scale **is not interrupted at any point** and that the black areas **do not present any horizontal white lines**: if these conditions, which confirm that the print head has been inserted correctly and is working properly, are respected, set the value **1**. The fax machine returns to its initial stand-by status and is ready for use. The display shows the message:

  AUTOMATIC RX   00
  25-07-02   11:23

- On the other hand, if there are any **interruptions or white lines** present, set **0** to clean the nozzles again: if the new print test continues to be unsatisfactory, repeat the procedure another time. Then, if the printing quality does still not meet your expectations, clean the electrical contacts and the nozzles as indicated in "**To clean the electrical contacts of the print head**" and "**To clean the nozzles of the print head**", section "**Maintenance operations**".

IMPORTANT

When the print head is about to run out of ink, the display shows:

INK LOW

At the same time the fax machine automatically prints a page to warn you that the ink is running out and you will have to replace the print head soon.
When there is no more ink, the display shows:

OUT OF INK

To replace the print head, see the section "**Maintenance operations**".

To buy new print heads, see the **corresponding codes at the end of the manual**.

For any further information about the **correct use of the print heads**, see "**Precautions about the use of print heads**", section "**Installation**".

TRANSMISSION

If you follow the procedures described below, you can **immediately use the fax machine to carry out simple transmission operations**. In any case, do not forget that there are other procedures for dialling the number of the correspondent (one-touch and speed dialling, etc.) and that the fax machine can function in other transmission modes (delayed transmission, broadcast transmission, transmission from memory, etc.) for which you need an adequate setting (see "**To set one-touch and speed dialling**" and "**To send a document**", section "**Basic transmission and reception operations**").

IMPORTANT

For any type of transmission **it is necessary to place the original document in the automatic feeder for original documents** (ADF). Therefore, before starting a transmission, remember to place the document, without forcing, on the automatic document feeder (ADF) with the side to be sent face down.

TO TRANSMIT AN ORIGINAL DOCUMENT

If these diagrams are not enough:

read the following instructions:

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ▦ (standard), respectively.

To change contrast and resolution values, see "**To adjust the contrast and resolution**", section "**Basic transmission and reception operations**".

On the numeric keypad type the number of the correspondent to whom you want to send the document (max. 32 digits).

◇ To start sending.

If the document is sent correctly, once this operation has been completed, the display will show the message "TX COMPLETED" for a few seconds and then the initial stand-by status.

NOTE

If you have entered any incorrect digits: position the cursor, using the ◀/▶ keys, to the incorrect digit and overwrite it with the correct one; if you want to delete the number altogether, press the ⊕ key.

NOTE

If you want **to abort the transmission in progress**, press the ◎ key. The fax machine unloads the document from the ADF and returns to the initial stand-by mode.
If the document to be removed consists of more than one sheet, before pressing ◎ to unload the first, **remove** all the others **by hand**.

TO HEAR THE DIALLING TONE WHEN SENDING A DOCUMENT

If these diagrams are not enough:
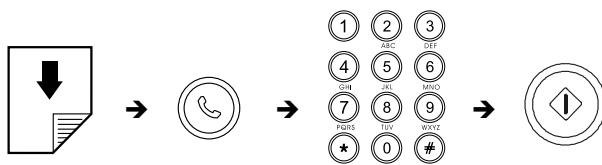
read the following instructions:

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ▓ (standard), respectively.
To change contrast and resolution values, see "**To adjust the contrast and resolution**", section "**Basic transmission and reception operations**".

To hear the dialling tones. The display shows:

TYPE NUMBER

On the numeric keypad type the number of the correspondent to whom you want to send the document (max. 32 digits).

◇ To start sending as soon as you hear the correspondent's fax machine tone.

If the document is sent correctly, once this operation has been completed, the display will show the message "TX COMPLETED" for a few seconds.

TO SEND A DOCUMENT WITH THE RECEIVER RAISED

If these diagrams are not enough:
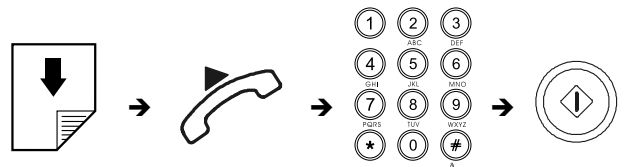
read the following instructions:

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ▓ (standard), respectively.
To change contrast and resolution values, see "**To adjust the contrast and resolution**", section "**Basic transmission and reception operations**".

Lift the receiver to engage the line. The display shows:

TEL CALL

On the numeric keypad type the number of the correspondent to whom you want to send the document (max. 32 digits).
If your correspondent's fax machine is set up for **automatic reception**, you will hear the **fax machine signal**.
If it is set up for **manual reception**, the correspondent himself will answer so you can ask him to press the **start key** on his fax machine, after which you will hear the **fax machine signal**.

◇ To start sending.

If the document is sent correctly, once this operation has been completed, the display will show the message "TX COMPLETED" for a few seconds and then the initial stand-by status.

NOTE

If you forget to hang up after completing the transaction, the fax machine will emit a beep to prompt you to hang up.

HOW TO START AT ONCE

RECEPTION

You can set up the fax machine to receive the documents sent by your correspondents in **four separate modes**, that you may access by pressing the ♪ key: **manual reception**, **automatic reception**, **automatic reception in the "PHONE/FAX" mode** and **reception with telephone answering device**.

MANUAL RECEPTION

For all occasions in which you are **present** and you can therefore answer the calls yourself.

If these diagrams are not enough:
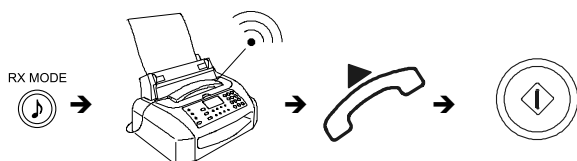
read the following instructions:

RX MODE ♪ Until the display shows:

MANUAL RX 00

☎ When the telephone rings, lift the handset to engage the line. The display shows:

TEL CALL

◇ As soon as you hear the fax machine signal or if the correspondent asks you to receive a document. The display shows:

CONNECTING

☎▾ Hang up.

The fax machine starts to receive and the display shows some information about the reception in progress, including the your correspondent's fax number or, if programmed, his name.

Once the document has been received, the display shows the message "RX COMPLETED" for a few seconds and then the stand-by mode.

Ⓝ Ⓞ Ⓣ Ⓔ

Any kind of reception may be stopped by pressing the ⊚ key. The fax machine then returns to the initial stand-by mode.

AUTOMATIC RECEPTION

For all occasions in which you are **out** but want to receive documents anyway. This is the mode originally set on your fax machine; should it not be set in this way, press the RX MODE ♪ key until the display shows:
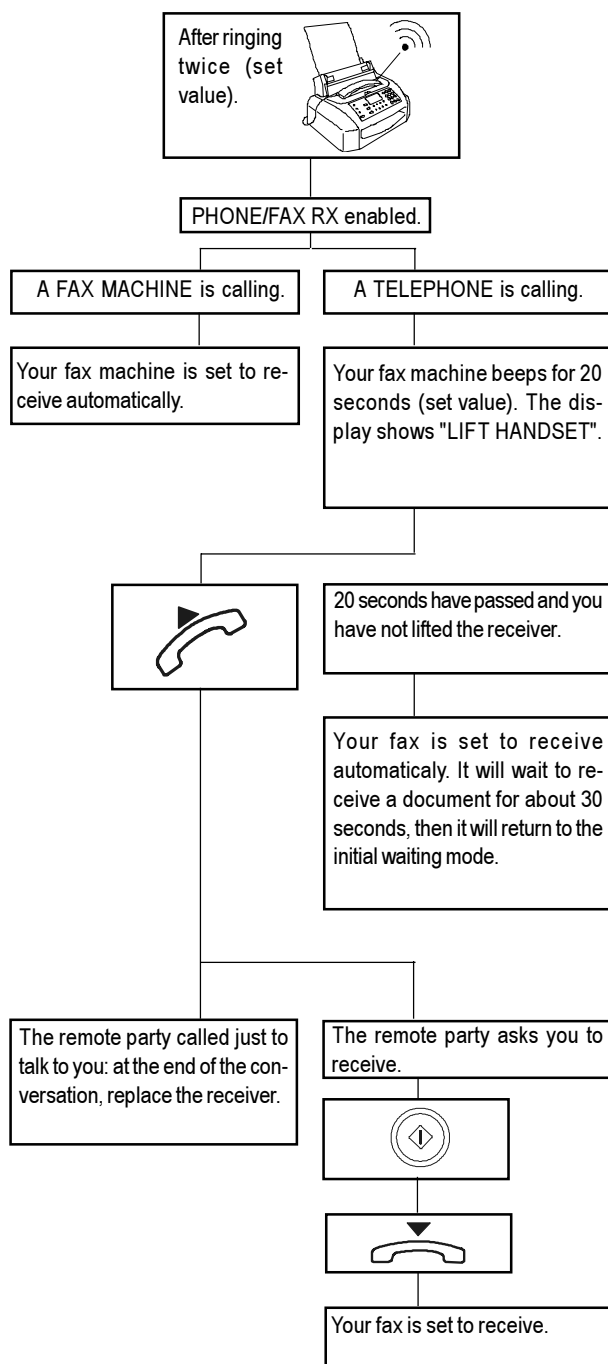
AUTOMATIC RX 00

RECEPTION IN THE "PHONE/FAX" MODE

RX MODE ♪ Until the display shows:

PHONE/FAX RX 00

You have set up the fax machine for the **phone/fax mode**. The behaviour of the fax machine in this mode depends on **who calls** and on **your presence/absence** when receiving the fax. The following diagram will help you:

After ringing twice (set value).

PHONE/FAX RX enabled.

A FAX MACHINE is calling.	A TELEPHONE is calling.
Your fax machine is set to receive automatically.	Your fax machine beeps for 20 seconds (set value). The display shows "LIFT HANDSET".

☎▶

20 seconds have passed and you have not lifted the receiver.

Your fax is set to receive automaticaly. It will wait to receive a document for about 30 seconds, then it will return to the initial waiting mode.

The remote party called just to talk to you: at the end of the conversation, replace the receiver.	The remote party asks you to receive.

◇

☎▾

Your fax is set to receive.

Reception with telephone answering device

In this reception mode, the TAD receives the calls, records any messages left by the correspondent and, if he wants to send you a document, enables the fax machine to receive it.

RX MODE
🎵   Until the display shows:

TAD/FAX RX   00

On the models with a **built-in telephone answering device**, this message is only displayed if you have **stored outgoing message 1** (see section "**The telephone answering device**").

If you connect an **external telephone answering device**, make sure that the number of rings after which the answering device is activated is less than the one set on the fax machine (see "**To change the number of rings**", section "**More sophisticated operations**").

Using the telephone

When you engage the line by **lifting the telephone handset**, you may use all the telephone functions available on ordinary telephones sold on the market.

These also include the **R** function (REGISTER RECALL, activated by pressing the Ⓡ key, **with previous setting** see "**To set it up for the telephone line**", section "**Installation**") which provides access to the special services made available by the company that manages the telephone network.

You can also use the following functions:

• Call the correspondent using the fast dialling procedures set, see "**To telephone with one-touch dialling**" and "**To telephone with speed dialling**", section "**To make a call**".

• **Momentarily hold a telephone call** by pressing the 🎵 (HOLD) key. The call is resumed as soon as the same key is pressed again.

Making copies

To make one or more copies

As mentioned previously, you can also use the fax machine as a **photocopier**. The printing quality obtained depends on the **contrast** and **resolution** values that you select, using the ◑ and 📠 keys, before activating the copying function.

Insert the document in the ADF.

📠   The display shows the default contrast, resolution and copy size settings: NORMAL, TEXT and 100%, respectively.

◑   To choose the desired contrast setting: "LIGHT", "DARK" or "NORMAL".

📠   To choose the desired resolution setting: "TEXT" or "FOTO".

⬈   To choose the desired copy size setting: "100%", "140%" or "70%".

Press the 📠 key if you want to make one copy only, otherwise, enter the desired number of copies (max. 9) before pressing the 📠 key. The fax machine saves the pages of the document one by one, before making the copies.

NOTE

If you want to abort the copy in progress, press the ⊘ key twice: the first time to unload the document from the ADF and the second time to return the fax machine to the initial standby mode.
If the document to be removed has more than one sheet, before pressing ⊘ to unload the first, remove all the other sheets.

To CONNECT IT TO THE TELEPHONE LINE

As the **connection** to the telephone line of the fax machine, external answering machine, additional telephone or other devices **is regulated by national standards** that vary from one country to another, **the diagrams that follow show some examples of connections**. However, if the connection to the telephone line is different in your country from those shown in the diagrams, respect the regulations in force in your country.

CONNECTING THE FAX MACHINE

1. Insert the connector of the cable for connecting it to the telephone line into the "**LINE**" socket on the fax machine (see diagrams "**case 1**", "**case 2**" or "**case 3**").
2. Insert the connector or the plug (if applicable) at the other end of the cable into the wall telephone line socket (see diagrams "**case 1**", "**case 2**" or "**case 3**").

CONNECTING OTHER DEVICES (ANSWERING MACHINE, EMERGENCY TELEPHONE, ETC.)

(Case 1 connection)

1. Remove, if present, the cover of the "**TEL**" socket for connecting the machine to the telephone line on the fax machine, then insert the connector on the telephone cable of the addition device into this socket (see diagram).

If you cannot connect the additional device directly into the "**TEL**" socket, use the relevant adapter (which varies from one country to another).

If the system to which the fax machine is connected is a system with **several sockets in series**, you must connect the fax machine to the **primary socket**.

(Case 2 connection)

1. Insert the connector or plug (which varies from one country to another) of the additional device into the plug-socket (see diagram).

(Case 3 connection)

1. Insert the plug of the additional device into the wall telephone line socket (see diagram).

If you want, using the relevant adapter (as for the case 1 connection), you can connect another device to the "**TEL**" socket for connection to the telephone line on the fax machine.

CASE 1 CONNECTION
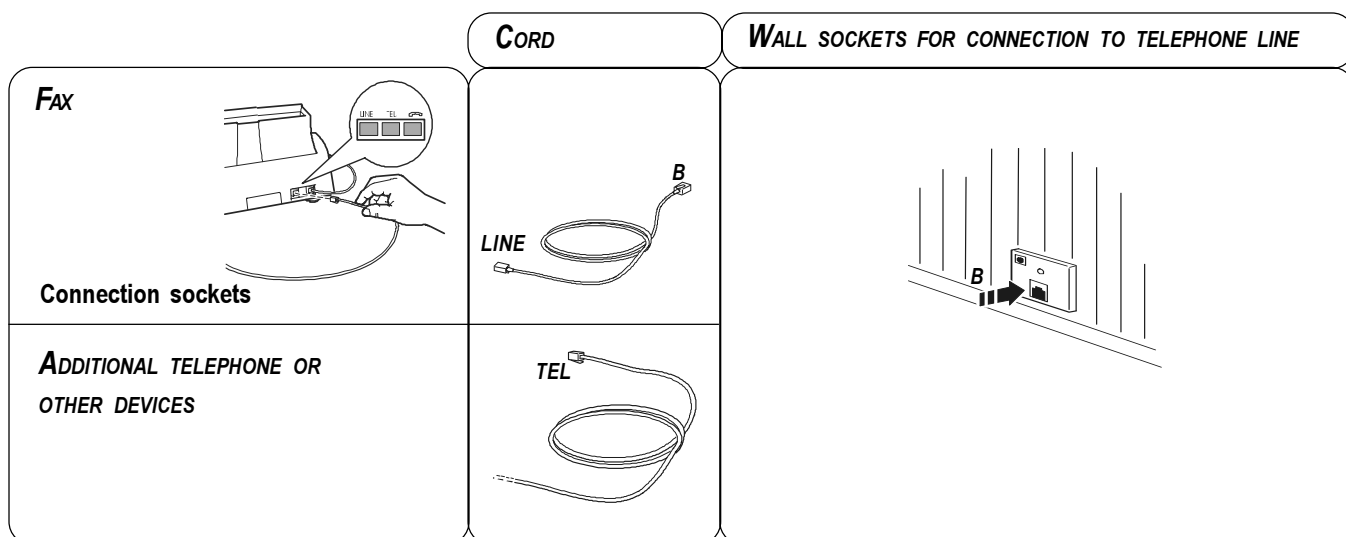
FAX	*CORD*	*WALL SOCKETS FOR CONNECTION TO TELEPHONE LINE*
Connection sockets	*LINE* **B**	**B**
ADDITIONAL TELEPHONE OR OTHER DEVICES	*TEL*	

CASE 2 CONNECTION

FAX

Connection sockets

ADDITIONAL TELEPHONE OR OTHER DEVICES

CORD

C → B

LINE

TEL

WALL SOCKETS FOR CONNECTION TO TELEPHONE LINE

B →
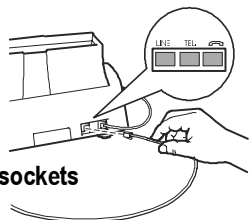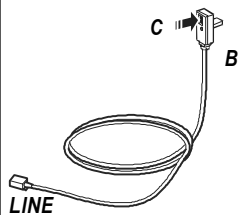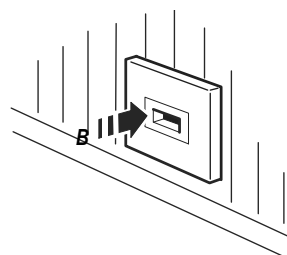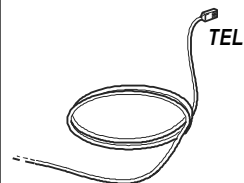
CASE 3 CONNECTION (GERMANY)
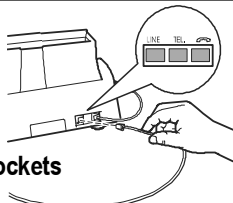
FAX

Connection sockets

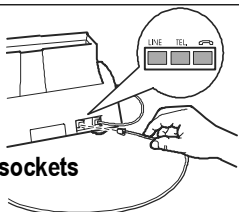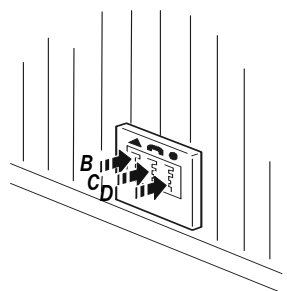### ADDITIONAL TELEPHONE OR OTHER DEVICES

OTHER DEVICES

CORD

B

LINE

C

D

WALL SOCKETS FOR CONNECTION TO TELEPHONE LINE

B
C
D
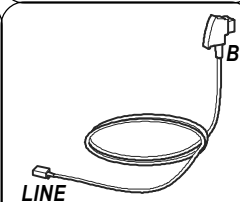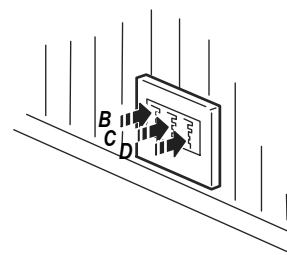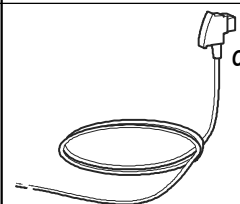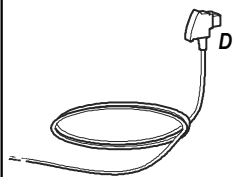
CASE 3 CONNECTION (AUSTRIA)

FAX

Connection sockets

ADDITIONAL TELEPHONE OR OTHER DEVICES

OTHER DEVICES

CORD

B

LINE

C

D

WALL SOCKETS FOR CONNECTION TO TELEPHONE LINE

B
C
D
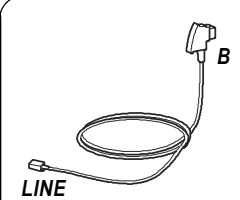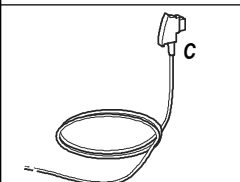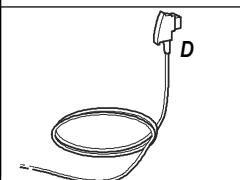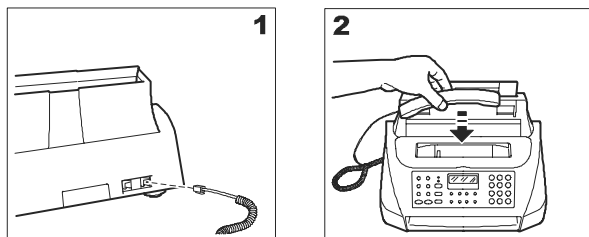
1. Insert the connector of the handset cable into the socket marked with the symbol ⌒ on the fax machine.
2. Place the handset in its seat.

TO CONNECT IT TO THE POWER SUPPLY

NOTE

Before **connecting the fax machine** to the mains, you need to **remove the band that blocks the print head carriage** by pulling the flap that comes out of the automatic feeder for original documents.

1. Insert the plug of the power cable into the wall power socket.

The fax machine automatically runs a short test to check that its components are working and then the display shows:

AUTOMATIC RX

CHECK PRINT HEAD

For **models with a built-in TAD**, the display will also show the **total number of messages received**, in this case "**00**" beside the message "AUTOMATIC RX":

AUTOMATIC RX   00

CHECK PRINT HEAD

NOTE

The fax machine will remain **permanently connected**, ready to receive and send documents **24 hours** a day.
If you want to **turn it off**, **detach the plug** of the power cable from the wall socket as the fax machine has no on/off switch.

NOTE

If the messages do not appear in the language spoken in your country, choose the "**LANGUAGE**" from those available by pressing the following keys in the order indicated:

(F) + (1) The display shows the language in which the messages will be displayed.

(◀) / (▶) To select the desired language.

(◇) To confirm the setting.

(◎) To complete the procedure.

TO ADD PAPER
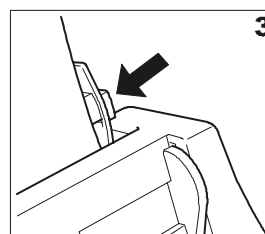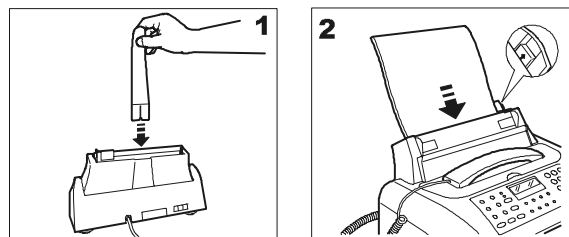
1. Insert the paper support extension in its slit until it clicks into place.
2. Holding the sheets by their upper edge, insert them by letting them "drop" into the ASF without folding or forcing them.
3. Push the sheets against the left side of the ASF using the adjusting lever.

NOTE

If you add sheets to the ASF, make sure you place them **under** and not on top of those already present.

NOTE

The fax machine has a **memory** that enables it to **receive** up to **21 pages** even if you do **not add any paper**.

TO CHECK THE PRINT FORMAT SET ON THE FAX MACHINE

Once you have manually adjusted the automatic sheet feeder (ASF), to **ensure that the fax machine works properly**, check that the **printing format** set on the fax machine **corresponds** to the **size of paper** you intend to use.

(F) Until the display shows:

FAX SET-UP

(◇) The display shows:

DATE AND TIME

(F) Until the display shows:

PRINTER PARAMET.

(◇) The display shows:

FORMAT:A4

(◀)/(▶) Press ◀/▶ until the desired paper format is displayed.

AUTOMATIC RX

CHECK PRINT HEAD
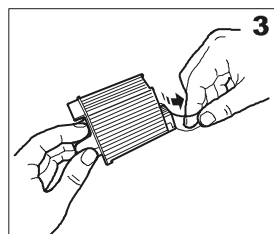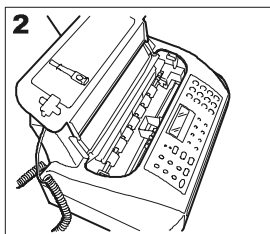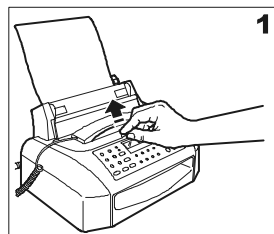
TO INSTALL THE PRINT HEAD
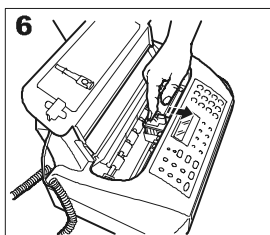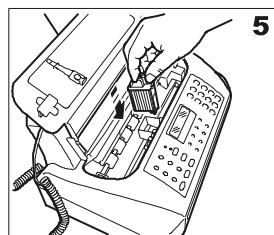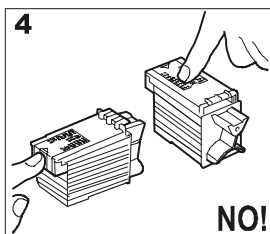
1-2 Lift the print head compartment cover by putting your finger in the notch at its centre, as shown in the figure.
3. Remove the print head from its package and, holding it by the grip, peel off the film covering the nozzles.
4. Avoid touching the nozzles and the electrical contacts with your fingers.
5. Place the print head in its seat with the electrical contacts facing towards the front of the fax machine.
6. Push the print head in the direction indicated by the arrow until it clicks into place and close the print head compartment cover.

NOTE

If, after the print head has been installed, the "CHECK PRINT HEAD" message appears again, try removing it and then reinserting it, pressing it more firmly into position. If the message remains on the display, remove the print head and clean the electrical contacts of the print head and the carriage, see "**To clean the electrical contacts of the print head**", section "**Maintenance operations**".

NOTE

To replace the print head, see the section "**Maintenance operations**".

AUTOMATIC PRINT HEAD NOZZLE CLEANING AND TESTING PROCEDURE

Once the print head has been inserted, the fax machine starts the **nozzle cleaning and checking procedure**, which is completed by:
  • the **printing**, on the sheet loaded automatically, of a diagnostic test sheet containing:
    - a **numbered scale**, for checking the flow of ink and the electrical circuits of the print head nozzles.
    - a group of **graphics and text**, so that the printing quality may be evaluated.
  • the display shows the message: "CHECK PRINT OUT", "1 = EXIT 0 = REPEAT".

Examine the print test sheet as follows:
  • Check that the numbered scale **is not interrupted at any point** and that the black areas **do not present any horizontal white lines**: if these conditions, which confirm that the print head has been inserted correctly and is working properly, are respected, set the value **1**. The fax machine returns to its initial stand-by status and is ready for use. The display shows the message:

AUTOMATIC RX   00

25-07-02   11:23

  • On the other hand, if there are any **interruptions or white lines** present, set **0** to clean the nozzles again: if the new print test continues to be unsatisfactory, repeat the procedure another time. Then, if the printing quality does still not meet your expectations, clean the electrical contacts and the nozzles as indicated in "**To clean the electrical contacts of the print head**" and "**To clean the nozzles of the print head**", section "**Maintenance operations**".

PRECAUTIONS ABOUT THE USE OF PRINT HEADS

For **base models** you can **only** use **monochrome print heads** (black), whereas for **multifunctional models** you can use **monochrome** or **colour print heads**. Howeuer, remember that in both cases you can **only** use **single-block print heads** (**non rechargeable**).

  • **Monochrome**, for use with the **facsimile**, or the **printer** in **black and white** mode.

 • **Colour**, for use with the **printer** in **colour** mode.

NOTE

For multifunctional models only
When the colour print head is installed, the documents received will **not be printed straight away**, but stored in the memory of the facsimile machine. Once the memory is full, the facsimile will no longer be able to receive documents, so **always remember** to replace the monochrome print head each time the facsimile is reset.

Since it will be necessary to change the print head regularly, depending on what the facsimile is to be used for, take note of the following precautions:

- **do not touch**, **or stand** the print head on the **ink jets** or the **contacts**;

- **never try to re-load** the print head, as this could damage the print head or the facsimile;

- always **place** the **print head not in use** in the special container:
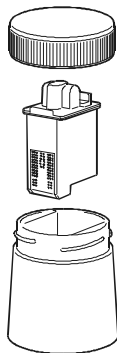
This will ensure long life and efficiency of the print head and a high print quality.

TO CHANGE THE DATE AND TIME

If the date and time shown on the display are not correct, you can change them at any time.

(F) Until the display shows:

FAX SET-UP

From this point follow the procedure previously described in "**To set the date and time**", section "**How to start at once**".

ALL THAT IS MISSING NOW IS YOUR NAME AND FAX NUMBER

Once set, the name (**max. 16 characters**) and number (**max. 20 digits**) will remain unchanged until they are intentionally changed and will be printed on each page received by your correspondent's fax machine.

(F) Until the display shows:

INSTALLATION

(◊) The display shows:

TEL. LINE SET-UP

(F) Until the display shows:

STATION NAME

(◊) The display shows:

TYPE YOUR NAME

(2)(9) To select the characters of each key cyclically.

(◄)(►) To leave a space, press ◄/►.

(*)/(#) To include a variety of special symbols, e.g. &, in your name.

(◄)/(►) If there are any incorrect characters: position the cursor on the incorrect character using the ◄/► keys and overwrite it with the correct character.

S. DIAL
(▢)
CLEAR To delete the name completely.

For example, to enter the name "LARA":

(5) Until you have selected the letter "L".

(2) Until you have selected the letter "A".

(7) Until you have selected the letter "R".

(2) Until you have selected the letter "A".

(◊) To confirm the name. The display shows:

PHONE NUMBER

Now enter the fax number as indicated below:

TO SET YOUR FAX NUMBER

(◊) The display shows:

TYPE YOUR NUMBER

(0)/(9) Enter your fax number.

(◄)/(►) To enter a space, press ◄/►.

If you make any typing errors, correct them in the same way as for your name.

If you want to include the international code in your number, instead of the zeros, press the * key; the display will show the symbol +.

(◊) To confirm the fax number.

(▽) To return the fax machine to the initial stand-by mode.

POSITION OF YOUR NAME AND FAX NUMBER

The information in the heading of the document to be sent (name, fax number, date and time and number of pages) may be received by your correspondent's fax machine outside the text area immediately below the top edge of the sheet or inside the text area, slightly lower down than in the previous case.

Your fax machine is designed to send this information inside the text area.

To change the position:

(F) Until the display shows:

FAX SET-UP

(◊) The display shows:

DATE AND TIME

(F) The display shows:

VARIOUS SETTINGS

(◊) Until the display shows:

HEADER INSIDE

(◄/►) Press ◄/► to select the alternative parameter.

HEADER OUTSIDE

(◊) To confirm the setting.

(◎) To return the fax machine to the initial stand-by mode.

TO SET IT UP FOR THE TELEPHONE LINE

TO CONNECT IT TO A PUBLIC LINE

The fax machine is set up to be connected to a public line. In any case, it is a good idea to check that:

- The "**PUBL.LINE (PSTN)**" parameter is selected.
- The dialling mode (**tone** or **pulse**) is compatible with the public telephone exchange that manages the line to which you have connected the fax machine. If in doubt about the choice to be made, ask your public telephone company.

(F) Until the display shows:

INSTALLATION

(◊) The display shows:

TEL. LINE SET-UP

(◊) The display shows:

PUBL.LINE (PSTN)

(◄/►) If the fax machine is set up for connection to the "Private line", press the ◄/► keys to select connection to the "public" line.

(◊) To confirm your choice. The display shows:

PSTN DIAL: TONE

(◄/►) Press the ◄/► keys to view the other dialling mode:

PSTN DIAL:PULSE

(◊) To confirm your choice.

(◎) To return the fax machine to the initial stand-by mode.

TO CONNECT IT TO A PRIVATE LINE (PBX)

To connect the fax machine to a private line and be able to use it also on a public line, proceed as follows:

- Select the "**PRIV.LINE (PBX)**" parameter.
- Set the same dialling mode (**tone** or **pulse**) as the one used by the private telephone exchange that manages the line to which you have connected the fax machine. If in doubt about the choice to be made, ask the company that manages your private telephone network.
- Set the output mode (**area code** or **flash**) to access the public telephone network from the private telephone network.
- Set the same dialling mode (**tone** or **pulse**) as the one used by the public telephone exchange.

(F) Until the display shows:

INSTALLATION

(◊) The display shows:

TEL. LINE SET-UP

(◊) The display shows:

PUBL.LINE (PSTN)

(◄/►) Press ◄/► to view the other available option:

PRIV.LINE (PBX)

(◊) The display shows:

PBX DIAL:TONE

(◄/►) Press ◄/► to view the other dialling mode:

PBX DIAL:PULSE

(◊) To confirm your choice.

EXT.LINE:PREFIX

(◄/►) If you want to confirm the output mode "EXT.LINE:PREFIX", skip to the next step or press ◄/► to view the other available option, "EXT.LINE:FLASH".

If you confirmed, by pressing the key (◊), the "EXT.LINE:PREFIX" mode, the fax machine prompts you to enter the number corresponding to the area code (max. 3 digits).

(◊) The display shows:

PSTN DIAL:TONE

(◄/►) Press ◄/► to view the other dialling mode:

PSTN DIAL:PULSE

(◊) To confirm the setting.

(◎) To return the fax machine to the initial stand-by mode.

⊡N⊡ ⊡O⊡ ⊡T⊡ ⊡E⊡

Having confirmed the dialling mode to be used by the fax machine to connect to the public line, simply press the ⓒ EXTERNAL key, before dialling the correspondent's fax or telephone number, to gain access to it. The display will show the letter "**E**" (external).

⌒ Y*OU WANT TO CHANGE THE DIALLING MODE TEMPORARILY* ⌒

If the fax machine is set up for pulse dialling (decadic) and you want to change it to tone dialling (multifrequency):

Press the (✱) key, before or while dialling the fax or telephone number, to change the dialing mode temporarily.
At the end of transmission, the fax machine always restores the dialling mode set up on it.

BASIC TRANSMISSION AND RECEPTION OPERATIONS

Now that your fax machine has a name and number, you can use it to:

- **send** documents (also in broadcast mode, from the memory, or by polling)

- **receive** documents (also by polling)

- **make telephone calls** (see the section "**To make a call**")

- **copy** documents (see section "**To make a copy**").

TO SEND A DOCUMENT

WHAT DOCUMENTS MAY BE USED

Dimensions
- Width   min. 148 mm - max. 216 mm

- Length   min. 105 mm - max. 600 mm

Thickness
from: 60 - 90 gr/m² (max. 5 sheets)
         50 - 140 gr/m² (1 sheet at a time)

For **documents of a different size from those specified**, you can use a transparency with rear sheet.

NEVER USE

- *curled paper*

- *excessively thin paper*

- *torn paper*

- *damp or set paper*

- *excessively small paper*

- *crumpled paper*

- *carbon paper*

In addition, in order to avoid damaging your fax machine and invalidating your guarantee, make sure that the documents you are to use do not contain:

- *staples*
- *paper clips*
- *adhesive tape*
- *correcting liquid or glue that has not yet dried.*

For all these cases, photocopy the document and send the copy or use a transparency with a rear sheet as a document folder.

TO PLACE THE DOCUMENT IN THE ADF

Place the document, without forcing, on the automatic document feeder (ADF) with the side to be sent face down and then fit the cheeks against either side of it.
The display shows:

> DOCUMENT READY
>
> ↕   NORMAL

TO ADJUST THE CONTRAST AND RESOLUTION

Before sending a document you can make some **adjustments** so as to **optimize** the printing quality.

CONTR.
To choose the **contrast** on the basis of the following criteria:

- **NORMAL**, if the document **is neither too light nor too dark**. "NORMAL" appears on the bottom line of the display.
- **LIGHT**, if the document is **dark**. "LIGHT" appears on the bottom line of the display.
- **DARK**, if the document is **light**. "DARK" appears on the bottom line of the display.

RESOL.
To choose the **resolution** on the basis of the following criteria:

- **STD** (STANDARD), if the document contains **easily legible characters**. An "arrow" appears on the bottom line of the display in line with the "▦" symbol printed on the console.
- **FINE**, if the document contains **very small characters or drawings**. An "arrow" appears on the bottom line of the display in line with the "▦" symbol printed on the console.
- **HALF TONES**, if the document contains **shaded areas**. An "arrow" in line with the "▨" symbol and an arrow in line with the "▦" symbol printed on the console appear on the bottom line of the display.

TO SEND A DOCUMENT

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ▦ (standard), respectively.

If you want, change the contrast and resolution values as described previously.

On the numeric keypad type the number of the correspondent to whom you want to send the document (max. 32 digits).

To start sending the document.

If the document is sent correctly, once this operation has been completed, the display will show the message "TX COMPLETED" for a few seconds and then the initial stand-by status.

N O T E

If you have entered any incorrect digits: position the cursor, using the ◀/▶ keys, to the incorrect digit and overwrite it with the correct one; if you want to delete the number altogether, press the ⊚ key.

N O T E

If you want you can dial the correspondent's number using the quick dialling procedures, see "**To set one-touch and speed dialling**", "**To send a document with one-touch dialling**" and "**To send a document with speed dialling**".

N O T E

If you want **to abort the transmission in progress**, press the ⊚ key. The fax machine unloads the document from the ADF and returns to the initial stand-by mode.
If the document to be removed consists of more than one sheet, before pressing ⊚ to unload the first, **remove** all the others **by hand**.

To hear the dialling tone when sending a document

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ▦ (standard), respectively.

If you want, change the contrast and resolution values as described previously.

To hear the dialling tones. The display shows:

TYPE NUMBER

On the numeric keypad type the number of the correspondent to whom you want to send the document (max. 32 digits).

As soon as you hear the tone of your correspondent's fax machine, press ⊚ to start sending the document.

If the document is sent correctly, once this operation has been completed, the display will show the message "TX COMPLETED" for a few seconds.

To send a document with the receiver raised

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ▦ (standard), respectively.

If you want, change the contrast and resolution values as described previously.

Lift the receiver to engage the line. The display shows:

TEL CALL

On the numeric keypad type the number of the correspondent to whom you want to send the document (max. 32 digits).

If your correspondent's fax machine is set up for **automatic reception**, you will hear the **fax machine signal**. If it is set up for **manual reception**, the correspondent himself will answer so you can ask him to press the **start key** on his fax machine, after which you will hear the **fax machine signal**.

To start sending.

If the document is sent correctly, once this operation has been completed, the display will show the message "TX COMPLETED" for a few seconds and then the initial stand-by status.

N O T E

If you forget to hang up after completing the transaction, the fax machine will emit a beep to prompt you to hang up.

Automatic redial

If no connection is established due to line errors or because the correspondent's number is busy, the fax machine **automatically redials** the number up to three times.

To call the correspondent again without having to dial his number manually

The fax machine always saves the last number dialled, which you may therefore redial by pressing the ⊚ key twice.

To dial a frequently used code automatically

The fax machine will allow you to store a frequently used code such as an area code or a code for access to an alternative telephone operator.

Until the display shows:

INSTALLATION

Until the display shows:

OTHER CARR.:ON

The display shows:

ENTER NAME:

Enter the name that identifies the area of the code or the name of the alternative telephone operator and then press the ⊚ key or confirm the one set by pressing the ⊚ key directly. The display shows:

TYPE PREFIX:
(0 - 9):

Enter the new code (max. 6 digits) and then press the ⊚ key or confirm the one set by pressing the ⊚ key directly. The display shows:

ENTER ACRONYM
(A - Z):

Enter the acronym to be used to identify the code on the display (1 character) and then press the ⬙ key or confirm the one set by pressing the ⬙ directly.

To return the fax machine to the initial stand-by mode.

⬒ N O T E

Automatic code dialling is activated by pressing the EXTERNAL 🕻 key before dialling the correspondent's number.
If the fax machine is connected to a private line (PBX), the EXTERNAL 🕻 key is to be pressed twice before dialling the correspondent's number.

To send a document at a preset time (broadcast transmission)

This function enables you to **solve time zone problems** if your correspondent is located thousands of kilometres away and to **avoid paying high prices** by choosing time bands when there is less traffic on the telephone lines.

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ▦ (standard), respectively.

If you want, change the contrast and resolution values as described previously.

F   Until the display shows:

DELAYED TX

⬙   The display shows:

TYPE TIME
HH:MM

⓿/❾   Enter the time at which you want to send the document. For exemple "16:50".

⬙   The display shows:

TYPE FAX NUMBER
NUM/TOUCH/SPEED

⓿/❾   Dial your correspondent's number in any of the available methods: directly on the numeric keypad or using the one-touch keys or speed dialling codes (see "**To set one-touch and speed dialling**").

⬙   To confirm the setting. The display shows:

AUTOMATIC RX 00
TX AT   16:50

⬒ N O T E

You can delete the "broadcast transmission" setting by removing the document from the ADF or pressing the ⬙ key.

To change/delete a broadcast transmission that is already set

F   Until the display shows:

DELAYED TX

⬙   The display shows:

ALREADY ENTERED

⬙   The display shows:

CHANGE PARAM.?

If you want to delete the transmission set, press the ◀/▶ keys: the display shows the message "CANCEL SETTING?", then press ⬙ to confirm deletion. The fax machine automatically returns to the initial stand-by mode.

If you want to change the time at which the document is to be sent or the number of the correspondent to whom you want to send the document, take the following steps:

⬙   The display shows:

TYPE TIME
16:50

⓿/❾   Overwrite with the new time and then confirm the setting by pressing the ⬙ key or confirm the existing time by pressing the ⬙ key. The display shows:

TYPE NUMBER

If you want to restore the current time, press the S. DIAL 🔘 CLEAR key, the ⬙ key straight away.

⓿/❾   Overwrite with the new number and confirm the setting by pressing the ⬙ key or confirm the existing one by pressing the ⬙ key straight away. The display shows:

RX AUTOMATICA 00
TX ORE   18:00

To send a document to several correspondents

The fax machine's **memory** allows you to **send a document** (even at a preset time: "Delayed transmission") **to several correspondents** (max. 10): "Broadcast transmission". See "**To send a document from the memory**".

To send a document from the memory

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ▦ (standard), respectively.

If you want, change the contrast and resolution values as described previously.

(F) The display shows:

TX FROM MEMORY

(◇) The fax machine starts to save the document. Once saved, the display shows the message "DOC.N. XXXX" and then:

TYPE TIME

HH:MM

(0)/(9) Enter the time at which you want to send the document , for exemple "16:50", then press the **(◇)** key or press the

(◇) key straight away to confirm the current time. The display shows:

TYPE FAX NUMBER

NUM/◇/▼

(0)/(9) Dial your correspondent's number in any of the available methods: directly on the numeric keypad or using the one-touch keys or speed dialling codes (see "**To set one-touch and speed dialling**").

(◇) The fax machine prompt you to enter another number:

TYPE FAX NUMBER

NUM/◇/▼

If you want to send the document to more than one corre-spondent, repeat the previous two steps the necessary

number of times and then press the **(◇)** key to terminate the procedure.

If you want to send the document to one correspondent

only, press the **(◇)** key without entering any numbers.

Once the procedure has been completed, the display shows:

AUTOMATIC RX 00

MEMORY TX

NOTE

The fax machine enables you to set **one** broadcast transmis-sion from the memory at a time.

NOTE

The fax machine automatically **deletes** all the transmissions **completed successfully** from memory.

TO CHANGE/REPEAT/DELETE A TRANSMISSION FROM THE MEMORY THAT IS ALREADY SET

(F) The display shows:

MEMORY TX

(◇) The display shows:

ALREADY ENTERED

(◇) The display shows:

PRINT SETTING?

(◀)/(▶) Press ◀/▶ to view the other available options: "CHANGE PARAM.?" or "CANCEL SETTING?".

(◇) To confirm your choice.

PRINT SETTING? – To print the memory transmission parameters only. When it has finished printing, the fax ma-chine returns automatically to its initial status.

CANCEL SETTING? – To clear the setting. The fax ma-chine returns to its initial standby status.

CHANGE PARAM.? – To change the correspondent's number or the time at which you want to send the document. The display shows:

TYPE TIME

HH:MM

From this point on, proceed as indicated in the last three steps of the procedure in "**To send a document from the memory**".

NOTE

If the transmission from the memory **is already in progress**, the display will show the message "TRANSMITTING..."; in this case, as mentioned previously, **you cannot change it**.

TO RECEIVE

You can set up the fax machine to receive the documents sent by your correspondents in **four separate modes**, that you may access by pressing the **(RX MODE)** key.

- **Manual reception**, for all occasions in which you are **present** and you can therefore answer the calls yourself.

(RX MODE) Until the display shows:

MANUAL RX 00

(☎) When the telephone rings, lift the handset to engage the line. The display shows:

TEL CALL

(◇) As soon as you hear the fax machine signal or if the corre-spondent asks you to receive a document. The display shows:

CONNECTING

(☎) Hang up.

The fax machine starts to receive and the display shows some information about the reception in progress, including the your correspondent's fax number or, if programmed, his name.

Once the document has been received, the display shows the message "RX COMPLETED" for a few seconds and then the stand-by mode.

- **Automatic reception**, for all occasions in which you are **out** but want to receive documents anyway. This is the mode originally set on your fax machine; should it not be set in this way, press the **(RX MODE)** key until the display shows "AUTOMATIC RX 00".

The document is received as in manual reception mode.

RX MODE ♪

- **Automatic reception with recognition of the type of call**. In this reception mode, after a given number of rings (default setting: 2 rings), the fax machine connects to the telephone line and is capable of recognizing whether the incoming call is a fax call or a telephone call.

Until the display shows:

PHONE/FAX RX   00

The action taken by the fax machine in this reception mode depends on who is calling:

- If the caller is another fax machine, after two rings your fax machine automatically prepares to receive a document.

- If the caller is a telephone, after two rings, the fax machine emits an acoustic signal for about 20 seconds and the display shows "LIFT HANDSET". If you do not lift the receiver within 20 seconds, the fax machine automatically prepares to receive a document.

If you lift the receiver before the fax machine connects to the telephone line and you hear the dialling tone, press the

⟨◇⟩ key and then hang up.

- Reception with **telephone answering device**. In this reception mode, the TAD receives the calls, records any messages left by the correspondent and, if he wants to send you a document, enables the fax machine to receive it.
For the models with a **built-in telephone answering device**, see the relevant section.
If you connect an **external telephone answering device**, make sure that the number of rings after which the answering device is activated is less than the one set on the fax machine (see "**To change the number of rings**", section "**More sophisticated operations**").

RX MODE ♪

Until the display shows:

TAD/FAX RX   00

On the models with a **built-in telephone answering device**, this message is only displayed if you have **stored outgoing message 1**.

N O T E

Any kind of reception may be stopped by pressing the ⟨◎⟩ key. The fax machine then returns to the initial stand-by mode.

TO SET ONE-TOUCH AND SPEED DIALLING

The fax machine is also capable of carrying out **quick dialling** procedures, such as **one-touch dialling** and **speed dialling**, but these functions must be duly set.

ONE-TOUCH DIALLING

You can **assign** each of the 10 numeric keys (**0 - 9**) a **fax number**, a **telephone number** and a **name** which will be dialled automatically when you press this key for more than a second.

To associate a fax number with a name:

F Until the display shows:

FAX SET-UP

⟨◇⟩ The display shows:

DATE AND TIME

F Until the display shows:

ONE TOUCH DIAL

⟨◇⟩ The display shows:

TYPE ONE TOUCH
KEY: 0-9

⓪ / ⑨ Press the numeric key to which you want to assign the fax number (for example, ①). The display shows:

FAX NO.

⟨◇⟩ The display shows:

1:FAX NO.

If fax number has already been saved, the display will show it.

⓪ / ⑨ Dial your correspondent's fax number (max. 32 digits) directly on the numeric keypad.

RESOL. ◀ / **CONTR.** ▶ If there are any incorrect numbers, position the cursor on the incorrect number using the ◀/▶ keys and overwrite it with the correct number.

S. DIAL / **CLEAR** To delete the number completely.

If your fax machine is connected to a private line, access the public line by pressing the ⟨**EXTERNAL** ◎⟩ key before dialling the number. A letter "**E**" (external) appears on the display.

⟨◇⟩ To confirm the setting. The display shows:

1:NAME

If a name has already been saved, the display will show it.

② / ⑨ Enter the correspondent's name (max. 16 characters) as you did for your name (see "**All that is missing now is your name and fax number**", section "**Installation**").

RESOL. ◀ / **CONTR.** ▶ If there are any incorrect characters, position the cursor on the incorrect character using the ◀/▶ keys and overwrite it with the correct character.

S. DIAL / **CLEAR** To delete the name completely.

⟨◇⟩ To confirm the setting. The display shows:

EDIT ANOTHER YES

At this point, you can **abort** the procedure by pressing the ⟨◎⟩ key or you can **program** another **one-touch dialling numeric key** by pressing the ⟨◇⟩ key and repeating the procedure from step 5 or you can **associate** (①) **a telephone number** to the same numeric key as indicated below:

To associate a telephone number:

The display shows:

> **TYPE ONE TOUCH**
>
> **KEY: 0-9**

Press the numeric key (**1**) again and then press the ◀/▶ keys. The display shows:

> **TEL NO.**

The display shows:

> **1:TEL NO.**

If a telephone number has already been stored, the display will show it.

Dial your correspondent's telephone number (max. 32 digits) directly on the numeric keypad of the fax machine and press the ⟨⟨◇⟩⟩ key to confirm the setting. The display shows:

> **1:NAME**

At this point, as the other information remains unchanged, press the ⟨⟨◇⟩⟩ key to return the fax machine to its initial standby status.

To associate a telephone number only without having to store a fax number first:

Follow the procedure to associate a fax number and a name until the display shows:

> **TYPE ONE TOUCH**
>
> **KEY: 0-9**

Press the numeric key to which you want to assign the telephone number (for exemple (**1**)). The display shows:

> **FAX NO.**

Press ◀/▶ to view the other available option:

> **TEL NO.**

Dial the correspondent's telephone number (max. 32 digits) directly on the numeric keypad of the fax machine and press the ⟨⟨◇⟩⟩ key to confirm its setting. From this point on, the procedure continues in the ordinary way.

SPEED DIALLING

Using **codes (01-32)** you can assign other **fax numbers, telephone numbers** and **names** which will be automatically dialled by pressing the ⟨▣⟩ key and typing the code.

Follow the first two steps of the **one-touch dialling** procedure, then:

Until the display shows:

> **CODED SPEED DIAL**

The display shows:

> **TYPE SPEED NO.**
>
> **(01-32):**

Dial the code with which you want to associate the fax number (for exemple, (**0**)(**1**)). The display shows:

> **FAX NO.**

From here on, follow the **one-touch dialling** procedure starting from the steps in which the fax number, name and telephone number of the correspondent are set.

NOTE

If you want, you can print the information saved on the **10 one-touch dialling keys** and **32 speed dialling codes** (see section "**To print reports and lists**").

TO CHANGE/DELETE A ONE-TOUCH DIALLING KEY OR SPEED DIALLING CODE

Follow the one-touch dialling or speed dialling procedure until the display shows:

- **For one-touch dialling**

> **1:FAX NO.**

or

> **1:TEL NO.**

- **For speed dialling**

> **01:FAX NO.**

or

> **01:TEL NO.**

Overwrite the new telephone number or fax number (max. 32 digits) directly on the numeric keypad or press the ⟨▣⟩ key.

To confirm the setting. The display shows:

> **1:NAME**

or

> **01:NAME**

Overwrite with the new name (max. 16 characters) or press the ⟨▣⟩ key.

To confirm the setting.

To return the fax machine to the initial stand-by mode.

TO SEND A DOCUMENT WITH ONE-TOUCH DIALLING

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ▣ (standard), respectively.

If necessary, change the contrast and resolution values as described in "**To adjust the contrast and resolution**".

Press the desired numeric key, for example (**1**), for more than one second. The display shows "FAX CALL" and then the digits of the fax number that you associated with it. If the name has also been saved, the display shows the latter.

Once the number has been dialled, transmission continues in the ordinary way.

TO SEND A DOCUMENT WITH SPEED DIALLING

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ⊞ (standard), respectively.

If necessary, change the contrast and resolution values as described in "**To adjust the contrast and resolution**".

The display shows:

> FAX CALL
>
> CODE OR < >

Dial the desired speed dialling code, for example (0)(1). The display shows the digits in the fax number that you assigned to it. If the name has also been saved, the display shows the latter.

Once the number has been dialled, transmission continues in the ordinary way.

TO SEND A DOCUMENT WITH ONE-TOUCH OR SPEED DIALLING FROM THE PHONE BOOK

If **you do not remember** the one-touch dialling key or speed dialling code to which you assigned a given fax number, **you can start sending the document** from the phone book, as follows:

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ⊞ (standard), respectively.

If necessary, change the contrast and resolution values as described in "**To adjust the contrast and resolution**".

The display shows:

> FAX CALL
>
> CODE OR < >

Press the ◀/▶ keys to locate the fax number or name of the correspondent to whom you wish to send your document.

To start sending.

TO PRINT REPORTS AND LISTS

REPORTS

By printing out reports, the fax machine enables you to check the result of all the transactions carried out (transmission and reception), the volume of documents handled and a lot of other useful information.

The fax machine prints the following reports:

- **Power failure report**: it is printed **always** and **automatically** after a **power failure**.

  - If a power failure occurs **while a document is being sent or received**, when power is restored, the fax machine will automatically print a report containing information about the current transmission or reception transaction.

  - If the power failed **during or after the transmission or reception of a document in the memory**, when power is restored, the fax machine will automatically print a report indicating the total number of pages (sent and received) cleared from the memory.

- **Activity report**: contains information about the **last 25 transactions** carried out (transmission and reception operations), which the fax machine keeps in its memory and is **printed automatically after the fifteenth transaction** or **on request**.

- **Last transmission report**: contains information about the **last transmission** and can be **printed**, once programmed, **always and automatically** after each transmission or **on request** at the desired moment.

- **Failed transmission report**: also contains information about the **last transmission** but is **printed automatically only when the transmission has failed**. The fax machine is set by default to print this kind of report always and automatically, if you want to disable it, see the relevant paragraph.

- **Last broadcast transmission report**: contains information about **the last broadcast transmission** and may be **printed**, once programmed, **always and automatically after each broadcast transmission** or **on request** at the desired moment.

- **Caller ID report**: will only be printed on your request and contains the following information:

  - **Caller name**
  - Name of correspondent that called you (if provided by service)

  or

  - PRIVATE: if the correspondent has chosen not to reveal his identity to you;

  or

  - NOT AVAILABLE: if the correspondent is connected to a telephone exchange that does not support this service.

  - **Caller number**
  - Number of correspondent that called you

  or

  - PRIVATE: if the correspondent has chosen not to reveal his identity to you;

  or

  - NOT AVAILABLE: if the correspondent is connected to a telephone exchange that does not support this service.

HOW TO READ THE REPORTS

• Act. N.	Progressive number of the transactions (transmission/reception) carried out.
• Type	Type of transaction: TX, TX ECM, TX POLLING or TX POLL ING ECM for transmission RX, RX ECM, RX POLLING or RX POLL ING ECM for reception.
• Doc.N	Reference number of the saved document. This number will be used to associate the document to each transmission (single or broadcast) from the memory.
• Dialled Number	Fax number of the correspondent that you selected.

• Received Id	Number (and, sometimes, name) of theselected correspondent. This number corresponds to the number you dialled, only if the correspondent set his own fax number correctly. Otherwise, it may be different or not be present at all.
• Date/Time	Date and time at which the transaction was carried out.
• Duration	Length of transaction (in minutes and seconds).
• Pages	Total number of pages sent/received.
• Result	Result of the transaction: - OK: if the transaction was completed successfully - ERROR CODE XX: if the transaction was not completed due to the cause indicated by the error code (see "**Error codes**", section "**Troubleshooting guide**").

To ENABLE/DISABLE THE AUTOMATIC PRINTING OF THE TRANSMISSION AND FAILED TRANSMISSION REPORT

(F)   Until the display shows:

       FAX SET-UP

(◊)   The display shows:

       DATE AND TIME

(F)   The display shows:

       VARIOUS SETTINGS

(◊)   Until the display shows:

       FAILED TX REPORT

RESOL. CONTR.
(◄)/(►)   Press the ◄/► keys to view the other available options: "TX REPORT:ALWAYS" and "TX REPORT: OFF".

FAILED TX REPORT - the fax machine will automatically print a report only after each failed transmission.

TX REPORT:ALWAYS - the fax machine will automatically print a report after each transmission irrespective of the result.

TX REPORT: OFF - the fax machine will not print any report.

(◊)   To confirm your choice.

(◎)   To return the fax machine to the initial stand-by mode.

To ENABLE/DISABLE THE AUTOMATIC PRINTING OF THE BROADCAST TRANSMISSION REPORT

(F)   Until the display shows:

       FAX SET-UP

(◊)   Until the display shows:

       BROADC. REP.:ON

RESOL. CONTR.
(◄)/(►)   Press ◄/► to view the other available option: "BROADC. REP.:OFF".

(◊)   To confirm your choice.

(◎)   To return the fax machine to the initial stand-by mode.

To ENABLE/DISABLE THE AUTOMATIC PRINTING OF THE BROADCAST TRANSMISSION DATA

(F)   Until the display shows:

       FAX SET-UP

(◊)   The display shows:

       DATE AND TIME

(F)   The display shows:

       VARIOUS SETTINGS

(◊)   Until the display shows:

       DELAY LIST: ON

RESOL. CONTR.
(◄)/(►)   Press ◄/► to view the other available option: "DELAY LIST: OFF".

(◊)   To confirm your choice.

(◎)   To return the fax machine to the initial stand-by mode.

To PRINT THE TRANSMISSION, ACTIVITY, BROADCAST TRANSMISSION AND CALLER ID REPORTS ON REQUEST

(F)   Until the display shows:

       PRINT OUT REPORT

(◊)   The display shows:

       LAST TX REPORT

RESOL. CONTR.
(◄)/(►)   Press the ◄/► keys to view the other available options: "LAST BROAD. REP.", "ACTIVITY REPORT", "PRINT: ID LIST", "PRINT OUT:EXIT".

⬦ To confirm your choice.

Having printed the report, the fax machine automatically returns to its initial standby status.

◻N◻ ◻O◻ ◻T◻ ◻E◻

If you chose "PRINT OUT:EXIT", press the ⊚ key to return the fax machine to the initial stand-by mode.

LISTS

At any time, you can **print complete lists of the installation and setup parameters** and **print** the **data saved** in the **one-touch dialling keys** and **speed dialling codes**.
By printing out the lists of installation and setup parameters, you will obtain an up to date report of the default values and those that you have set to adapt it to your operating requirements.

(F) Until the display shows:

INSTALLATION

⬦ The display shows:

TEL. LINE SET-UP

(F) Until the display shows:

PRINT INSTALL.

⬦ The display shows:

PRINT OUT: ◇

⊙/⊙ Press ◀/▶ to view the other available option: "PRINT OUT: EXIT".
RESOL. CONTR.

⬦ To confirm your choice.

◻N◻ ◻O◻ ◻T◻ ◻E◻

If you chose "PRINT OUT: ◇" when the fax machine has finished printing, it returns automatically to the initial stand-by mode. If you have chosen "PRINT OUT: EXIT", press the

⊚ key to return the fax machine to the initial stand-by mode.

(F) Until the display shows:

FAX SET-UP

⬦ The display shows:

DATE AND TIME

(F) Until the display shows:

PRINT OUT SET-UP

⬦ The display shows:

PRINT SETTINGS

⊙/⊙ Press the ◀/▶ keys to view the other available options: "PRINT: ONE TOUCH", "PRINT:SPEED DIAL" and "PRINT OUT: EXIT".
RESOL. CONTR.

⬦ To confirm your choice.

Having printed the report, the fax machine automatically returns to its initial standby status.

◻N◻ ◻O◻ ◻T◻ ◻E◻

If you have chosen "PRINT OUT: EXIT", press the ⊚ key to return the fax machine to the initial stand-by mode.

When you engage the line by **lifting the telephone handset**, you may use all the telephone functions available on ordinary telephones sold on the market.

These also include the **R** function (REGISTER RECALL, activated by pressing the ⓡ key) which provides access to the special services made available by the company that manages the telephone network.

You can also use the following functions:

• Call the correspondent using the fast dialling procedures set, see "**To telephone with one-touch dialling**" and "**To telephone with speed dialling**".

• **Momentarily hold a telephone call** by pressing the ⓓ (HOLD) key. The call is resumed as soon as the same key is pressed again.

TO TELEPHONE WITH ONE-TOUCH DIALLING

Do not place the document in the ADF.

⓪ / ⑨ Press the desired numeric key, for example ①, for more than one second. The display shows "TEL CALL" and then the digits of the telephone number that you associated with it (see "**To set one-touch and speed dialling**", section "**Basic transmission and reception operations**"). If you also associated a name with it, the display will show this, too.

☎ Once the number has been dialled, if the correspondent is free, you can start talking.

TO TELEPHONE WITH SPEED DIALLING

Do not place the document in the ADF.

☎ Lift the handset to engage the line. The display shows:

> *TEL CALL*

S. DIAL / CLEAR The display shows:

> *TEL CALL*
> *CODE OR < >*

⓪ / ⑨ Type the desired speed dialling code, for example ⓪①. The display shows the digits of the telephone number that you associated with it (see "**To set one-touch and speed dialling**", section "**Basic transmission and reception operations**"). If a name was also associated with it, the display will show this, too.

Once the number has been dialled, if the correspondent is free, you can start talking.

TO TELEPHONE BY RUNNING A SEARCH IN THE PHONE BOOK

Do not place the document in the ADF.

☎ Lift the handset to engage the line. The display shows:

> *TEL CALL*

The display shows:

> *TEL CALL*
> *CODE OR < >*

◄/► Press ◄/► to locate the telephone number or name of the correspondent you want to call.

◈ To start dialling.

Once the number has been dialled, if the correspondent is free, you can start talking.

TO MAKE A COPY

WHAT DOCUMENTS CAN BE COPIED

Before making a copy, make sure that the document respects the characteristics described in "**What documents may be used**", section "**To send a document**", chapter "**Basic transmission and reception operations**".

TO MAKE A COPY

As mentioned previously, you can also use the fax machine as a **photocopier**. The printing quality obtained depends on the **contrast** and **resolution** values that you select, using the (◑) and (▤) keys, before activating the copying function.

Choose the type of **contrast** on the basis of the following criteria:

- **NORMAL**, if the document **is neither too light or too dark**.
- **LIGHT**, if the document **is too dark**.
- **DARK**, if the document **is too light**.

Choose the type of **resolution** on the basis of the following criteria:

- **TEXT**, if the document contains **easily legible text** or **simple graphics**.
- **PHOTO**, if the document contains **shaded areas**.

Insert the document in the ADF.

(▤) The display shows the default contrast, resolution and copy size settings: NORMAL, TEXT and 100%, respectively.

(◑) To choose the desired contrast setting: "LIGHT", "DARK" or "NORMAL".

(▤) To choose the desired resolution setting: "TEXT" or "FOTO".

(▤) To choose the desired copy size setting: "100%", "140%", or "70%".

Press the (▤) key if you want to make one copy only, otherwise, enter the desired number of copies (max. 9) before pressing the (▤) key. The fax machine saves the pages of the document one by one, before making the copies.

NOTE

If you want to abort the copy in progress, press the (◎) key twice: the first time to unload the document from the ADF and the second time to return the fax machine to the initial stand-by mode.
If the document to be removed has more than one sheet, before pressing (◎) to unload the first, remove all the other sheets.

TO GET COPIES OF AN EXCELLENT QUALITY

To obtain a **copy of a high quality** of a document containing **shaded areas**, as well as setting the **PHOTO** resolution, make sure that the **HIGH QUALITY** parameter on the fax machine **is enabled**. If it is not, proceed as follows:

(F) Until the display shows:

FAX SET-UP

(◈) The display shows:

DATE AND TIME

(F) Until the display shows:

PRINTER PARAMET.

(◈) Until the display shows:

COPY: NORMAL

(◀)/(▶) Press ◀/▶ to view the other available option:

COPY: HIGH QUAL.

(◈) To confirm the setting.

(◎) To return the fax machine to the initial stand-by mode.

If you have purchased the model of fax equipped with an **integrated telephone answering device** you can perform the same functions as those performed by external telephone answering devices.
You can therefore:

- **record outgoing messages** which will be **played automatically** when you're out, to request callers to leave a message or call back later;

- **record memos**;

- **listen to the outgoing messages and memos**;

- **change the outgoing messages and memos**;

- **record the messages** left by callers when you're out, to ensure that your **calls** do not get lost;

- **listen to the messages recorded**;

- **delete the messages recorded**;

- **transfer messages to a remote telephone**;

- **control the TAD from a remote location**.

The TAD's **recording capacity** depends on the size of the memory available (15 minutes). The **length of the messages is programmable** and may be **30 or 60 seconds**, see "**To set the length of memos and incoming messages**".

N O T E

In TAD/FAX RX reception mode, the fax machine automatically prepares to receive when it is called by another fax machine, to prevent documents sent to you from getting lost.

N O T E

In addition, to **prevent** subscribers from **operating the TAD from a remote location** without your authorization (except to leave messages), access has been protected by a four-digit numeric code (**set by default to "1234"**) which you can change or delete at any time, see "**To change or delete the TAD access code** " later in this chapter.

N O T E

The telephone answering device cannot be activated until the OGM 1 has been recorded.

THE TAD CONSOLE

Keys only present on models with a telephone answering device:

(►/II) (►►|) (|◄◄) (✕)
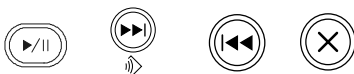
(►/II) To start playing new messages and memos. Momentarily to stop playing messages and memos. When pressed again, resumes the play function.

(►►|) To start recording personal memos.

To move, while playing messages and memos, to the start of the next message or memo.

(|◄◄) **(MEMO)**

To return, while playing messages and memos, to the previous message or memo.

(✕) **(DELETE)**

To delete messages and memos that have already been played.

✉ **INDICATOR LED (MESSAGES)**

On, to indicate that there are **messages** or **memos that have already been played** in the memory.

Blinking, to indicate that there are **new messages** or **memos** in the memory.

Off, to indicate that there are **no messages** or **memos** in the memory.

Keys required to use the telephone answering device:

(F) To provide access to the TAD configuration menu. To select submenus.

(◆) To start recording or playing.

To confirm the selection of the menus for setting up the TAD, submenus, parameters and settings, and to switch to the next condition.

(◎) To stop recording or playing.

To abort the current programming function.

To return the fax machine to the initial stand-by mode.

TO CHANGE OR DELETE THE TAD ACCESS CODE

(F) Until the display shows:

TAD SET-UP

Press the (◆) key and then the (F) key until the display shows:

ACCESS CODE

(◆) The display shows the default code:

TYPE CODE

(0 - 9): 1234

(0)/(9) Enter the new code, for example, "0001" to change the current one and then press the (◆) key or press the ⊞ S. DIAL CLEAR key and then the (◎) key to delete it.

The display shows:

PLAY UNLOCK

To return the fax machine to the initial stand-by mode.

The TAD access code may also be used to:

- prevent unauthorized subscribers from playing the messages sent to you, in locale mode.
- prevent unauthorized subscribers from modifying the TAD configuration parameters that you have set.
Follow the procedure described in "**To change or delete the TAD access code**" until the display shows "PLAY UNLOCK" and then proceed as follows:

Press the ◀/▶ keys to stop unauthorized users from playing the messages received on the telephone answering device.

PLAY LOCK

To confirm your choice. The display shows:

SET-UP UNLOCK

Press the ◀/▶ keys to stop unauthorized users programming the telephone answering device without your permission.

SET-UP LOCK

To confirm your choice.

To return the fax machine to the initial stand-by mode.

OUTGOING MESSAGES

You can record **several different types of outgoing messages**:

- **OGM 1**, which has a maximum length of 20 seconds, prompting the caller to leave a message on the TAD, for example:
"You have called the telephone number ..... I'm out at the moment. You can leave a message after the beep or press the Start button on your fax machine if you want to send a fax. Thanks".

- **OGM 2**, which has a maximum **length** of **10 seconds**, may be recorded:

  - if you are **out** and have selected the "**TAD/FAX RX**" reception mode, to inform the caller that the answering device cannot receive messages because its memory is full, for example:
  "I'm sorry but I can only receive faxes at the moment. If you need to speak to me, please call back later";
  - if you are in but have selected "**PHONE/FAX RX**" mode, to tell the caller not to hang up, for example:
  "Please wait".

- **MEMOS (Voice)**, which have a **length that may be programmed** to **30 or 60 seconds**, for personal memos. This message is never played when an incoming call is received.

- **CALL TRANSFER MESSAGE**, which has a maximum **length** of **10 seconds**, to inform you on a **remote telephone that there are new messages for you** on the telephone answering device.

- To actually transfer the new messages, you must:

  - have set up the telephone answering device correctly (see "**To transfer messages and memos to a remote telephone**" later in this chapter).
  - activate the functions that enable you to operate the telephone answering device from a remote location (see "**To operate the telephone answering device from a remote location**").

TO RECORD OUTGOING MESSAGE 1

Until the display shows:

TAD SET-UP

Press the ⊕ key and then the F key until the display shows:

RECORD OGM #1

The display shows:

LIFT HANDSET

Lift the handset. The display shows:

◇ *TO RECORD*

To start recording the message. The display shows:

RECORDING   19

You have 20 seconds (counted on the display from 19 to 00) to record your message:

- if the message lasts **less than 20 seconds**, when you reach the end of the message hang up or press the ⊕ key or the ⊚ key. If you press the ⊚ key, the fax machine will not automatically play back the message that you have recorded.
- if **the time available runs out**, the fax machine emits a brief beep and automatically plays back the message you have recorded.
Then hang up. In both cases, to return the fax machine to the initial stand-by mode, press the ⊚ key.

N O T E

If the **volume** of the message is **too low** or **too high** you can regulate it, during playback, using the ◀ and ▶ keys.

TO LISTEN TO OUTGOING MESSAGE 1

Until the display shows:

TAD SET-UP

Press the ⊕ key and then the F key until the display shows:

PLAY OGM #1

Press the (⏺) key or press the (⏺) key and lift the handset to listen to message 1 recorded previously. The display shows:

PLAYING

When it gets to the end of the message, the fax machine automatically prepares to record a new OUTGOING MESSAGE 1. In this case, if you like, you can change or replace the message recorded previously by repeating the recording procedure.

If the telephone answering device **has no recorded outgoing messages**, the fax machine shows the message "OGM NOT RECORDED" and automatically prepares to record one.

To return the fax machine to the initial stand-by mode.

TO RECORD OUTGOING MESSAGE 2

Record outgoing message 2 as you recorded outgoing message 1, modifying the second step as follows:

Press the (⏺) key and then the (F) key until the display shows:

RECORD OGM #2

N O T E
Bear in mind however that you only have 10 seconds.

TO LISTEN TO OUTGOING MESSAGE 2

Play back outgoing message 2 as you played back OUTGOING MESSAGE 1 modifying the second step as follows:

Press the (⏺) key and then the (F) key until the display shows:

PLAY OGM #2

TO RECORD THE TRANSFER MESSAGE

Record the transfer message as you recorded outgoing messages 1 and 2 modifying the second step as follows:

Press the (⏺) key and then the (F) key until the display shows:

REC.FORW.ANNOUNC

TO RECORD MEMOS

As mentioned previously, the telephone answering device may be used to record one or more memos, which are handled in the same way as incoming messages.

The display shows:

LIFT HANDSET
PRESS ▼

Lift the handset. The display shows:

REC.MEMO MSG?

To start recording. The display shows:

RECORDING 29

or

RECORDING 59

N O T E
You have **30 or 60 seconds** at your disposal (see "**To set the length of memos and incoming messages**") to record your memo in the same way as OUTGOING MESSAGES 1 and 2.

TO SET THE LENGTH OF MEMOS AND INCOMING MESSAGES

Until the display shows:

TAD SET-UP

Press the (⏺) key and then the (F) key until the display shows:

ICM REC.TIME

The display shows:

REC.TIME:30 SECS

Press ◀/▶ to view the other available value: "REC.TIME:60 SECS".

To confirm your choice.

To return the fax machine to the initial stand-by mode.

TO LISTEN TO INCOMING MESSAGES AND MEMOS

If there is one or more incoming messages or memos in the memory of the telephone answering device that have not yet been played back, the ✉ (MESSAGES) LED indicator blinks and the display shows the total number of messages recorded (including the memos), for example, 03:

"TAD/FAX RX   03"
"01-08-02   10:32"

At this point, you can listen to all the messages (through the speaker or the handset), including the memos – which are recorded in the memory and numbered progressively up to a maximum of 49 – starting from the first, which is 01.

To listen to the messages through the speaker of the fax machine, which plays them in sequence, separating them by a brief audible signal or, if you want to listen to the messages in private, after pressing the ⏯ key, lift the telephone handset.

Having played back the last message, the fax machine emits two short beeps and returns automatically to the initial stand-by mode. The ✉ (MESSAGES) indicator LED stops blinking and will remain on steady.

You cannot **delete** a message or a memo **until you have started listening to it**.
Incoming messages or memos that have not been played back cannot be deleted. The memory cannot therefore be completely cleared until all the messages and memos present in it have been played back.

TO DELETE THE MESSAGE OR MEMO YOU ARE LISTENING TO

⏯ To start listening to the messages or memos. The display shows:

PLAY MSG   01 03
08-08-02   10:47

✕ To delete the message you are listening. The TAD moves to the next message and the display shows:

PLAY MSG   02 02
08-08-02   10:47

✕ To delete the next message.

Proceed in the same way for all the messages you want to delete.

N O T E

If you do not want to delete any messages, press the ⊘ key.

TO DELETE ALL MESSAGES ALREADY PLAYED

✕ Let's suppose there are 6 messages on the TAD of which 3 have already been played back:

The display shows:

DELETE OLD MSG?
CANCEL/▼

✕ To delete the messages you have already heard. The display shows the initial stand-by status and the number of messages remaining after deletion. In this case, 3.

N O T E

If you do not want to delete any messages, press the ⊘ key.

TO TRANSFER MESSAGES AND MEMOS TO A REMOTE TELEPHONE

If you wish, **you can program the TAD to call you on a remote telephone** at a given time to let you listen to any new messages received.

In addition to the time and number at which you wish to be called, **you can program** the way in which **the transfer** is to be made (**once only or once a day**).

F Until the display shows:

TAD SET-UP

Press the ⟨◇⟩ key and then the F key until the display shows:

FORWARD MESSAGES

⟨◇⟩ The display shows:

FORWARDING OFF

◄/► Press ◄/► to view the other two options available: "FORWARD.ONE TIME" or "FORWARD. DAILY".

⟨◇⟩ To confirm your choice. The display shows:

TYPE TIME
HH:MM

⓪/⑨ Type the time at which you want the messages to be transferred, for example: "11:45".

⟨◇⟩ To confirm. The display shows:

TYPE TEL. NUMBER

⓪/⑨ Type the telephone number where you want to be called, for example: "02 614456".

⟨◇⟩ To confirm. The display shows:

REC.FORW.ANNOUNC

At this point, you may proceed to record the transfer message (see "**To record the transfer message**") or abort the procedure by pressing the ⊘ key.

N O T E

If you have already recorded a transfer message, the display will show the message "PLAYING" and the TAD will play it back to you. To change it for another one, see "**To record the transfer message**".

Now that you have programmed the TAD to transfer new messages to a remote location, you can listen to them by operating the TAD in the same way as in the "**To operate the telephone answering device from a remote location**" section below.

TO OPERATE THE TELEPHONE ANSWERING DEVICE FROM A REMOTE LOCATION

You can operate the TAD not only directly using specific keys on the operator console of the fax machine, but also from any other location providing the telephone used operates in **tone** mode, **for example: a mobile phone**.

To operate the TAD from a distance, you must set the fax machine in the "TAD/FAX RX" reception mode and you must also, **type in the access code** (default value: "1234"), **after listening to OUTGO-ING MESSAGE 1**.

The remote functions available are activated by another numeric code consisting of one or two digits (see the table below).

If the code has two digits, it is advisable to wait for the confirmation signal between one digit and the other.

CODE	OPERATING FUNCTION
1	Plays new messages.
2	Plays all messages.
3	Repeats current message or returns to previous message.
4	Stops playing current message and skips to next message.
5 + 5	Deletes all played messages.

CODE	OPERATING FUNCTION
# 1	Disables the TAD/FAX RX reception mode and enables the AUTOMATIC RX reception mode.
# 2	Sets up the fax machine for TAD/FAX RX reception mode.
# 3	Enables the OUTGOING MESSAGE 1 to be recorded.
# 4	Terminates and confirms the recording of OUTGOING MESSAGE 1.
# 5	Disables the transfer of messages and memos to a remote telephone.
# 6	Enables only the OUTGOING MESSAGE to be played.

Typing **0** after an operating sequence **from 1 to 5** aborts the function in progress.

Typing **0** after a programming sequence **from #1 to #6** aborts the programming function in progress and returns to the operating functions. In this case, to resume the programming phase, press **#** again.

To perform both the remote playback and programming functions, you must:

- Dial the fax number from the remote telephone. The TAD will answer by playing OUTGOING MESSAGE 1.

- Choose the function that you want to perform and type its code with reference to the table above.

  The TAD confirms the operation by emitting a beep.

If you have set the TAD **access code**, at the end of OUTGOING MESSAGE 1, type in the code:

- if the code is correct, you will hear a short beep after which you may enter the code for the remote function;

- if the code is wrong, you will hear two short beeps. In this case, holding each key pressed for at least a second, enter the correct code again.

Terminate communication using the method applicable to the telephone you are using.

SPECIAL FUNCTIONS OF THE TELEPHONE ANSWERING DEVICE

You can set up the TAD for the following special functions:

- TOLL SAVER
- OUTGOING MESSAGE ONLY
- SILENT RECEPTION OF INCOMING MESSAGES
- ABREVIATED MESSAGES

TOLL SAVER

Using this function, when you access the TAD from a remote location to listen to any messages, the fax machine will answer as follows:

- if **there are no new messages**, it will answer the call **two rings after** the number preset;

- if **there are some new messages**, it will answer the call **after the preset number of rings** (See "**To change the number of rings**", section "**More sophisticated operations**").

Therefore, if you hear **one ring more** than the preset number, you will know that **there are no new messages** and you can **hang up before** the fax machine answers the call.

This function may only be enabled by the customer engineering service and is not available in all countries.

(F) Until the display shows:

> TAD SET-UP

Press the (◊) key and then the (F) key until the display shows:

> TOLL SAVER

(◊) To confirm. The display shows:

> OFF

(◄)/(►) Press ◄/► to view the other available option: "ON".

(◊) To confirm your choice.

(◊) To return the fax machine to the initial stand-by mode.

OUTGOING MESSAGE ONLY

Using this function, whenever an incoming call is received, the TAD plays the OGM 1 but does not record any incoming messages.

You can use this function when you expect to be away for a long time and it would not be possible to record all messages received in your absence.

In this case, in place of the ordinary outgoing message, it is advisable to record a different one, for example:

"From 22nd June to 19th September only faxes will be accepted. No incoming messages will be recorded".

F Until the display shows:

TAD SET-UP

Press the ⊕ key and then the **F** key until the display shows:

ANNOUNCE ONLY

⊕ To confirm. The display shows:

ANNOUNC.ONLY:OFF

◀/▶ Press ◀/▶ to view the other available option: "ANNOUNC. ONLY:ON".

⊕ To confirm your choice. The display shows:

LIFT HANDSET
PRESS ▼

If you have already recorded OGM 1, the display will show the message "PLAYING" and the TAD will play it back.

If you have not recorded it, the display will show the message "NOT RECORDED".

To change the outgoing message recorded previously or to record a new one. The display shows:

◇ TO RECORD

⊕ To start recording. The display shows:

RECORDING 19

SILENT RECEPTION OF INCOMING MESSAGES

Using this function you can receive messages confidentially. In other words, the TAD receives messages without playing them over the speaker so that any other persons present cannot hear your messages.

F Until the display shows:

TAD SET-UP

⊕ The display shows:

ICM ON SPEAKER

⊕ The display shows:

ICM SPEAKER:ON

◀/▶ Press ◀/▶ to view the other available option: "ICM SPEAKER:OFF".

⊕ To confirm your choice.

⊘ To return the fax machine to the initial stand-by mode.

ABBREVIATED MESSAGES

The abbreviated messages are "standard" messages and are always present in the TAD's memory. There are 5 of these messages, and they are in English only:

N.	Message in English	Meaning
1	You have nn messages	Indicates the number of messages received by the TAD (nn = from 1 to 49).
2	Monday, Tuesday, etc.	Indicates the day on which the message was received.
3	0/12 AM or Pm	Indicates the time at which the message was received (from 0 to 12 plus the abbreviation AM or PM).
4	End of messages	Indicates that the machine has finished playing back the messages received.
5	You have no messages	Indicates that there are no messages present.

TO ACTIVATE THE ABBREVIATED MESSAGES

F Until the display shows:

TAD SET-UP

Press the ⊕ key and then the **F** key until the display shows:

SYNTH.ANNOUNCE

⊕ To confirm. The display shows:

OFF

◀/▶ Press ◀/▶ to view the other available option: "ON".

⊕ To confirm your choice. The display shows:

DAY OF THE WEEK

⊕ To confirm. The display shows:

SUNDAY

◀/▶ Press ◀/▶ to choose the current day. For example: "MONDAY".

⊕ To confirm your choice.

⊘ To return the fax machine to the initial stand-by mode.

N O T E

Once the synthesized message feature is enabled, simply press the ▶/ⅠⅠ key to play them.

To PRINT THE TAD CONFIGURATION PARAMETERS

(F)   Until the display shows:

　　　　　TAD SET-UP

Press the (◇) key and then the (F) key until the display shows:

　　　　　PRINT TAD SET-UP

(◇)   To confirm. The display shows:

　　　　　PRINT OUT: ◇

If the display shows: "PRINT OUT:EXIT", press the ◀/▶ keys to display the option: "PRINT OUT: ◇".

(◇)   To start printing. Once this operation has been completed, the fax machine automatically returns to its initial stand-by status.

OTHER USEFUL RECEPTION SETTINGS

TO REDUCE THE PRINTING AREA OF A DOCUMENT RECEIVED

F Until the display shows:

FAX SET-UP

◇ The display shows:

DATE AND TIME

F Until the display shows:

PRINTER PARAMET.

◇ Until the display shows:

REDUCTION:94%

◀/▶ Press ◀/▶ to choose one of the available reduction ratios: "80%", "76%", "70%" and "OFF".

◇ To confirm your choice.

◎ To return the fax machine to the initial stand-by mode.

TO RECEIVE A DOCUMENT THAT IS LONGER THAN THE PAPER SIZE USED

If you receive a document that is longer than the paper size used, you can have the surplus text printed by your fax machine on another sheet.

F Until the display shows:

FAX SET-UP

◇ The display shows:

DATE AND TIME

F Until the display shows:

PRINTER PARAMET.

◇ Until the display shows:

SURPLUS:AUTO

◀/▶ Press ◀/▶ to choose one of the other available settings: "SURPLUS:OFF" or "SURPLUS:ON".

◇ To confirm your choice.

◎ To return the fax machine to the initial stand-by mode.

NOTE

If you choose the "SURPLUS:AUTO" setting, the fax machine will print the surplus text on another sheet providing the surplus exceeds 12 mm.
If you choose the "SURPLUS:ON" setting, the fax machine will always print the surplus text on another sheet.
If you choose the "SURPLUS:OFF" setting, the fax machine will not print the surplus text.

TO ENABLE SILENT RECEPTION

In the "**AUTOMATIC RX**", "**PHONE/FAX RX**" and "**TAD/ FAX RX**" reception modes, you can set up the fax machine to **receive documents without any rings being emitted when an incoming call is received**.

When this function is enabled, the behaviour of the fax machine depends on the reception mode selected and the caller:

- in "**AUTOMATIC RX**" and "**TAD/FAX RX**" modes, the fax machine **will never ring** when an incoming call is received;

- in "**PHONE/FAX RX**" mode, when an incoming call is received, the fax machine **will only not ring if the caller is another fax machine**. If the call is a **telephone call**, the fax machine will emit an **acoustic signal**, in place of the ring, to prompt you to lift the handset.

F Until the display shows:

INSTALLATION

◇ Until the display shows:

SILENT RX:OFF

◀/▶ Press ◀/▶ to view the other available option: "SILENT RX:ON".

◇ To confirm your choice.

◎ To return the fax machine to the initial stand-by mode. The message "SILENT RX" will blink on the second line of the display.

TO DISPLAY THE CALLER ID

This function, which may be activated by the telephone company on request by the user, **is only available in some countries** and **conforms** to the **ETSI ETS 300 778-1 standard**.

This function **tells you immediately who is calling**. In this way, you will be able to decide whether to answer the call or not.

When this function is enabled, if the fax machine is in **stand-by mode**, whenever a call is received, it **always shows one of the following items of information**:

• **number or name of the correspondent** who called you;
• **PRIVATE**: if the correspondent has chosen not to reveal his identity to you;
• **NOT AVAILABLE**: if the correspondent is connected to a telephone exchange that does not support this service.

If you are **programming** your fax machine and, when an incoming call is received, want to **know who is calling you**, **you must press** the ⊘ key.

It may however happen, if you are connected to a particular kind of telephone network, that the number of the caller is not displayed on the fax machine. If this happens, call your local customer engineering service centre.

TO CHANGE THE NUMBER OF RINGS

This function is only enabled in some countries.

If set in **PHONE/FAX RX** or **TAD/FAX RX** reception mode, when an incoming call is received, the fax machine automatically recognizes, after **two rings**, whether the call is being made from another fax machine (**FAX**) or a telephone (**TEL**).

If you want, you can change the number of rings, as follows:

(F)   Until the display shows:

INSTALLATION

(✧)   The display shows:

TEL. LINE SETU-UP

(✧)   Until the display shows:

RING COUNT: 02

◁/▷   Press ◁/▷ to view the other available values: "01", "03", "04", "05", "06", "07" and "08". For exemple: "04".

(✧)   To confirm your choice.

(⊘)   To return the fax machine to the initial stand-by mode.

TO CHANGE THE RING VOLUME

(F)   Until the display shows:

FAX SET-UP

(✧)   The display shows:

DATE AND TIME

(F)   The display shows:

VARIOUS SETTINGS

(✧)   Until the display shows:

RING VOLUME:HIGH

◁/▷   Press ◁/▷ to view the other available options: "RING VOLUME:LOW", "RING VOLUME: MED" and "RING VOLUME:OFF". For example: "RING VOLUME: MED".

(✧)   To confirm your choice.

(⊘)   To return the fax machine to the initial stand-by mode.

TO RECOGNIZE THE RING FREQUENCY

In some countries, local telephone companies offer the possibility of **assigning the same telephone line two or more numbers**, corresponding to different users. When an incoming call is received, a **different ring frequency** will indicate which user is to answer the call.

This function is extremely useful in the home or small offices, where the same telephone line is shared by more than one person.

Your fax machine is capable of "learning" one of these frequencies (see the procedure that follows). In this way, when a call with the specific ring frequency is received, the fax machine (in "**PHONE/FAX RX**" and "**TAD/FAX RX**" reception modes) prepares exclusively to receive a document.

This function is **particularly useful when associated with silent reception** in that the fax machine will only ring if the call is coming from a telephone.

If the fax machine is connected to an external answering machine, we recommend you **disconnect it** before activating the recognition procedure.

(F)   Until the display shows:

INSTALLATION

(✧)   The display shows:

TEL. LINE SETU-UP

(F)   Until the display shows:

ENHANCED FEATUR.

(✧)   Until the display shows:

DISTINC.RING:OFF

Press the ◀/▶ keys until the display shows:

CHANGE PATTERN

To confirm your choice. The display shows:

AUTODETECT. RING

Call the fax machine with the desired frequency so that the fax machine detects it. The display shows:

RING DETECTED

To return the fax machine to the initial stand-by mode.

N O T E

If the fax machine cannot detect that particular frequency, the display will show the message "RING NOT DETECT.". At this point, press the ⊚ key and repeat the procedure.

TO CHANGE THE LENGTH OF THE ACOUSTIC SIGNAL

This function is only enabled in some countries.

When the fax machine is set up for **automatic reception with recognition of the type of call**, it behaves as follows:

- if it is being called by a **fax machine**, it will automatically prepare to receive a document after the preset number of rings
- if it is being called by a **telephone**, it will emit an **acoustic signal** for a time of 20 seconds, after which, if you still have not lifted the handset, it will automatically prepare to receive a document.

If you want, you can change the length of the acoustic signal as follows:

(F) Until the display shows:

INSTALLATION

The display shows:

TEL. LINE SETU-UP

Until the display shows:

FAX/TEL TIMER:20

Press ◀/▶ to view the other available values: "15", "30" or "40". For exemple: "40".

To confirm your choice.

To return the fax machine to the initial stand-by mode.

TO CHANGE THE SILENCE LAPSE

This function is only enabled in some countries.

Remember that if the **silence lapse** set on the **external answering machine is shorter** than the one set on the fax machine, the latter will **never** be able to automatically prepare to **receive** a document in that the answering machine is activated first and, if no answering message is heard within the preset number of seconds, **it closes** the connection.

At this point, you must **reduce** the **silence lapse** set on your **fax machine** so that it connects to the line first.

To change the silence lapse set on your fax machine, proceed as follows:

(F) Until the display shows:

INSTALLATION

The display shows:

TEL. LINE SET-UP

Until the display shows:

SILENCE LAPSE.: 6

Press ◀/▶ to view the other available values: "3", "4", "8", "10" or "OFF". For exemple: "4".

To confirm your choice.

To return the fax machine to the initial stand-by mode.

TO CHANGE THE REMOTE CONTROL CODE

If the fax machine is connected to an **extension** that operates in **tone dialling mode** and is set up for **manual reception** or **automatic reception** with recognition of the type of call, whenever there is a call from a correspondent wishing to send you a document, you can **set it to receive** the document by typing the code **＊＊** on the extension. This operation has the same effect as pressing the ⊚ key on the fax machine.

You can replace the second "asterisk" of this code using digits from 0 to 9.

If the fax machine is connected to an **external answering machine**, we recommend you choose a different digit from the one used to control the machine from a remote location.

(F) Until the display shows:

INSTALLATION

The display shows:

TEL. LINE SET-UP

The display shows:

PUBL.LINE (PSTN)

Until the display shows:

REMOTE START:ON

The display shows:

TYPE CODE
CODE (0/9,) ***

Type the new code, for example: "*8".

To confirm your choice.

To return the fax machine to the initial stand-by mode.

NOTE

If you are connected to a private line, follow the same procedure until the display shows "PUBL.LINE (PSTN)", then press the ◀/▶ keys to display: "PRIV.LINE (PBX)" and then continue as indicated in the procedure.

OTHER USEFUL TRANSMISSION SETTINGS

TO ENABLE/DISABLE REPETITION OF A FAILED TRANSMISSION FROM THE MEMORY

Until the display shows:

FAX SET-UP

The display shows:

DATE AND TIME

The display shows:

VARIOUS SETTINGS

Until the display shows:

RETRANS.DOC.:OFF

Press ◀/▶ to view the other available option: "RETRANS. DOC.: ON".

To confirm your choice.

To return the fax machine to the initial stand-by mode.

TO HEAR THE LINE SIGNALS

The fax machine is set up so that you can hear the **dialling tones** during the dialling phases as well as the **connection signals** exchanged between your fax machine and your correspondent's fax machine. If this is not true, program the function as follows:

Until the display shows:

INSTALLATION

The display shows:

TEL. LINE SET-UP

Until the display shows:

DIAGNOSTICS

Until the display shows:

LINE MONITOR:OFF

Press ◀/▶ to view the other available option. "LINE MONITOR:ON".

To confirm your choice.

To return the fax machine to the initial stand-by mode.

TO REGULATE THE SPEAKER VOLUME

If the volume of the dialling tones and connection signals is **too low** or **too high**, regulate it using the RESOL. ◀ and CONTR. ▶ keys.

The display shows:

TYPE NUMBER

Press ◀/▶ to raise or lower the volume of the speaker.

TO REGULATE THE BUZZER VOLUME

Until the display shows:

FAX SET-UP

The display shows:

DATE AND TIME

The display shows:

VARIOUS SETTINGS

Until the display shows:

BUZZER VOL.:LOW

Press ◀/▶ to view the other available options: "BUZZER VOL.:HIGH", "BUZZER VOL.:MED" and "BUZZER VOL.:OFF". For exemple: "BUZZER VOL.:MED".

To confirm your choice.

To return the fax machine to the initial stand-by mode.

The fax machine (**model with built-in TAD**) transmits regularly **at a speed of 14400 bps** (**b**its **p**er **s**econd). A transmission speed of 9600 or 4800 bps is recommended on disturbed telephone lines.

The **base model transmits** regularly **at a speed of 9600 bps** which may be **reduced to 4800 bps**.

(F) Until the display shows:

FAX SET-UP

(◇) The display shows:

DATE AND TIME

(F) The display shows:

VARIOUS SETTINGS

(◇) Until the display shows:

TX SPEED 9.6

RESOL. CONTR.
(◀)/(▶) Press ◀/▶ to view the other available values: "TX SPEED 14.4" (**only for model with built-in TAD**) or "TX SPEED 4.8" (**for both models**).

(◇) To confirm your choice.

(◎) To return the fax machine to the initial stand-by mode.

If you do not select the type of resolution before sending a document, the fax machine will send it automatically with the default resolution setting (in this case: STANDARD).

If you like, you can set it up and have documents sent automatically with the FINE resolution, as follows:

(F) Until the display shows:

FAX SET-UP

(◇) The display shows:

DATE AND TIME

(F) The display shows:

VARIOUS SETTINGS

(◇) Until the display shows:

TX RESOL. STD

RESOL. CONTR.
(◀)/(▶) Press ◀/▶ to view the other available value: "TX RESOL. FINE".

(◇) To confirm your choice.

(◎) To return the fax machine to the initial stand-by mode.

The **ECM** (**Error Correction Mode**) is a system for correcting the errors caused by interference on the line. This function only has effect if it has been enabled both on your fax machine and on your correspondent's fax machine and is indicated by a letter "**E**" appearing on the display.

The fax machine is set up to send documents in this mode. However, you can set it up to send documents in normal mode, as follows:

(F) Until the display shows:

FAX SET-UP

(◇) The display shows:

DATE AND TIME

(F) The display shows:

VARIOUS SETTINGS

(◇) The display shows:

ECM: ON

RESOL. CONTR.
(◀)/(▶) Press ◀/▶ to view the other available option: "ECM: OFF".

(◇) To confirm your choice.

(◎) To return the fax machine to the initial stand-by mode.

SENDING/RECEIVING A DOCUMENT IN POLLING MODE

FIRST OF ALL, WHAT POLLING IS

It is a transmission request that a fax machine makes to another fax machine so that the latter sends the document requested automatically.

There are two main characteristics of communication using the polling method:

- **the user who is to receive the document requests transmission**. In other words, a user may connect to another fax machine and request it to send a document (specifically prepared) to him, even when the user at the other end of the line is out.

- **the transaction is paid for by the person who requested transmission** (that is, the user who receives the document) and not the person whose fax machine sends the document.

TO MAKE A TRANSMISSION REQUEST (POLLING RECEPTION)

Arrange with your correspondent the time at which you intend to make the transmission request so that he has time to put the document to be sent in his fax machine. Then set up your fax machine to receive the document, by programming the dialling mode to be used to call your correspondent and the time at which you wish to receive the document.

(F) Until the display shows:

POLLING RX

(①) The display shows:

TYPE TIME

HH:MM

(①) To confirm the current time or overwrite with the new one, for example "18:20" and then press the (①). The display shows:

TYPE FAX NUMBER

NUM/TOUCH/SPEED

(0)/(9) Dial the correspondent's number using any of the available methods: directly on the numeric keypad or using the one-touch dialling keys or speed dialling codes.

(①) To confirm the setting. The fax machine returns automatically to the initial stand-by status. The second line of the display shows: "POLL. RX: 18:20".

(F) Until the display shows:

POLLING RX

(①) The display shows:

ALREADY ENTERED

(①) The display shows:

CHANGE PARAM.?

(◄)/(►) Press ◄/► to view the other available option: "CANCEL SETTING?".

(①) To confirm your choice.

CANCEL SETTING? - To cancel the setting. The fax machine returns to its initial stand-by status.

CHANGE PARAM.? - To change the time at which the transmission request is to be made or the number of the correspondent from whom you want to receive the document. The display shows:

TYPE TIME

HH:MM

From here on, proceed as indicated in the last three steps of the procedure described in "**To make a transmission request (polling reception)**".

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ▦ (standard), respectively.

(F) Until the display shows:

POLLING TX

Press the (①) key twice. The second line of the display shows: "POLLING TX SET".

N O T E

You can delete the polling transmission by removing the document from the ADF or by pressing the (◎) key.

TROUBLESHOOTING GUIDE

WHAT HAPPENS IF THERE IS A POWER FAILURE

In the case of a **power failure**, the fax machine keeps the following data in the memory: the numbers set for one-touch and speed dialling and the reports. On the other hand, the following will be lost:
- the documents present in the memory. In this case, the fax machine will automatically print a report indicating the total number of pages (sent and received) cleared from the memory.
- the settings for the transmissions from memory, broadcast transmission, and the polling mode for sending and reception.
- the broadcast report.
- the list of caller ID.

The activity report will include the data corresponding to the last 15 transactions (instead of the last 25).

WHAT HAPPENS IF THE PAPER OR INK HAS RUN OUT

If, during reception, the **paper runs out** or **gets jammed**, **the ink runs out**, **the print head compartment cover is open and the paper support is closed**, the machine stops printing and the display shows the relevant message and the document you are receiving is **temporarily recorded in the memory**. Once the problem has been solved, the fax machine resumes printing.

IF THE TRANSMISSION IS UNSUCCESSFUL

Sometimes, due to line problems such as excessively heavy telephone traffic or any other kind of interference, the document sent is received badly by the correspondent, who will ask you to send it to him again.
In these cases, it is advisable to send the document again at a **slower speed**. For **models with built-in TAD**, which transmit regularly at a speed of **14400 bps**, **reduce** the speed **to 9600 bps or 4800 bps**, following the procedure described in the section "**To reduce the transmission speed**", section "**More sophisticated operations**".
For **base models**, which transmit regularly at a speed of **9600 bps**, you need to **reduce** it **to 4800 bps**.
If **transmission is not completed** due to errors on the line or fax machine, the error LED "○" lights up and a short beep is emitted; in this case, the fax machine automatically prints **the transmission report** (see "**To print reports and lists**", section "**Basic transmission and reception operations**"), on which an **error code** indicates the cause of the error (you will find a list of all the error codes later).

Once the machine has finished printing, press the ⊚ key,

turn off the ERROR LED "○" indicator and remove the document by hand from the ADF.

FOR MINOR PROBLEMS

The list below may be used as a guide to the solution of minor problems.

PROBLEM	SOLUTION
The fax machine gives no sign of life.	Check that it is connected to the power socket.
The document is not fed in correctly.	Check that the document respects the recommendations listed in "**What documents may be used**", section "**Basic transmission and reception operations**".
The fax machine will not send a document.	Check that the document is not jammed.
	The line is busy: wait until it is free and then try sending the document again.
The fax machine will not receive a document automatically.	It is set for manual reception: set it up for automatic reception.
The fax machine will not copy or receive documents.	Check that no documents or sheets of paper are jammed.
	You are using an unsuitable kind of paper: check the characteristics of the paper listed in the "**Technical data**".
The fax machine prints blank sheets.	Position the document correctly with the side to be copied facing downwards.

NOTE

Incorrect transmission or reception by the fax machine may also depend on factors other than those listed above, which will be signalled in the form of **error codes** on the "**Transmission report**" and "**Activity report**", see "**To print reports and lists**", section "**Basic transmission and reception operations**".

ERROR CODES

The error codes printed both on the transmission report and the activity report consist of **two digits** indicating the **cause** of the error. To save space, the two-digit code without any message is printed on the activity report.

CODE	MESSAGE	CAUSE OF ERROR	WHAT TO DO
OK	No message. Operation performed successfully.		No action.
02	IMPOSSIBLE CONNECTION	The fax machine does not detect any dialling tone or receives an irregular signal.	Check that the fax machine is correctly connected to the telephone line and that the handset is not off the hook. Then try connecting again.
03	RECEIVER DOES NOT ANSWER	The correspondent is not answering or is a fax machine.	Check that the correspondent's number is correct.
04	ERR. WHILE TRANSMITTING RESEND FROM PAGE: nn	An error occurred during transmission. "nn" = number of page on which the error was found.	Resume transmission from the page indicated in the report.
05	RESEND PAGES: nn, ... nn	The correspondent's fax machine found errors during reception. "nn" = number of page on which the error was found.	Resume transmission of the pages indicated in the report.
07	DOCUMENT TOO LONG	The document to be sent is too long. The time taken to send it exceeds the allowed limits.	Split up the document to be sent.
08	CHECK THE DOCUMENT	The optical reader cannot read the document.	Remove the document from the ADF and reinsert it when it tries to connect.
09	STOP PRESSED	You aborted transmission.	No action.
10	No message	An error occurred during reception.	Call the correspondent and ask him to send you the document again.
11	No message	During reception, a printing error occurred. Reception continued in the memory but the space left in the memory was filled before reception was completed.	Correct the fault and wait for the document in the memory to be printed.
13	ERRORS WHILE POLLING	The correspondent did not leave any document in the ADF and did not set up his fax machine for polling transmission.	Call back the correspondent.
16	POWER FAILURE ON PAGE nn	A power failure occurred during transmission or reception.	Resume transmission from the page indicated in the report.
(OK)	No message	The document was received but the printing quality is unsatisfactory.	Call the correspondent.
OCC	LINE BUSY	The line is busy.	Retry when the line is free.

SIGNALS AND MESSAGES

Any **problems** that may arise are generally indicated by **acoustic signals** (accompanied, in some cases, by **visual signals**: error LED "☐" indicator on) or by **error messages on the display**.

The fax machine also emits **acoustic signals** and shows **messages on the display**, which do **not indicate** an **error** condition.

ACOUSTIC ERROR SIGNALS

Short 1-second signal
• You pressed an incorrect key during an operating phase.

Long 3 second signal plus error LED indicator on
• Transaction not carried out correctly.

Continuous signal
• Request to hang up if you forgot to do so after an operation that required the handset to be lifted.

N O T E

To **turn off** the ERROR LED "☐" indicator, press the ⊚ key.

ERROR MESSAGES ON THE DISPLAY

The messages are listed in alphabetical order and a solution for each error is provided.

AUTOREDIAL NNN

No connection was established due to line errors or because the correspondent is busy: the fax machine prepares to redial automatically.

CHECK DOCUMENT, PRESS ▼

The document is not being fed correctly: reposition the document on the ADF and press the ⊚ key to restore the fax machine's normal operation.

CHECK PAPER, PRESS ▼

• The paper in the feeder has run out: add some more and press ⊚ to clear the message from the display.

• The paper is not being fed correctly: replace the paper in the feeder and press the ⊚ key to restore the fax machine's normal operation.

CHECK PRINT HEAD

• The fax machine does not detect the presence of the print head because you have forgotten to install it or you have installed it incorrectly: install/reinstall the print head.

• Some of the print head nozzles are damaged and are having a negative effect on the printing quality: clean the print head (see "**Cleaning the print head and testing the nozzles**", section "**Maintenance operations**").

COPY INTERRUPTED

• You aborted the copy operation by pressing the ⊚ key.

• An error occurred during the document copying phase, preventing it from being printed: check the type of fault on the display and correct it.

COVER OPEN

You forgot to close the print head compartment cover: close it.

DOC IN MEMORY

The document received was saved because an error occurred during the reception phase, preventing it from being printed immediately: check the type of error (paper out or jammed, ink out, cover open, etc.) and correct the fault.

MEMORY FULL

One or more documents received in the memory, due to an error that occurred during reception, have filled the memory: check the type of fault (missing or jammed paper, ink out, cover open, etc.) and correct it. The documents will be printed automatically thus freeing space in the memory.

NOT PROGRAMMED

You chose a one-touch dialling key or a speed dialling code that you have not set: program the key or the code (see "**To set one-touch and speed dialling**", section "**Basic transmission and reception operations**").

OUT OF INK

The ink in the cartridge has run out: replace the print head (see "**To replace the print head**").

PAPER ERROR, PRESS ▼

A sheet of printing paper got jammed during the copying or reception phase: press the ⊚ key and then, if the sheet is not unloaded automatically, check where it is jammed and remove it (see "**To remove jammed documents and sheets of printing paper**", section "**Maintenance operations**").

POLL.RETRY NNN

You set polling reception and the connection was not established due to line errors or because the correspondent is busy: the fax machine prepares to redial automatically.

REMOVE DOCUMENT, PRESS ▼

• A document jammed while the document was being copied or sent: press the ⊚ key then, if the document is not unloaded automatically, remove the jammed document by hand (see "**To remove jammed documents and sheets of printing paper**", section "**Maintenance operations**").

• You aborted the document scanning phase by pressing the ⊚ key.

RX ERROR

The document was not received correctly: press the ⊚ key to turn off the "☐" error LED indicator and clear the message from the display.

RX IN MEMORY

Reception continues in the memory because an error occurred during the reception of a document, preventing it from being printed: check the type of fault on the lower line of the display and correct it.

SYSTEM ERROR NN

A fatal error has occurred on the fax machine: turn the fax machine off and then on again. If the error persists, turn off the fax machine and call the Customer Engineering Service.

TX ERROR

The document was not sent correctly: press the ⊚ key to turn off the "⚠" error LED indicator and clear the message from the display, and then send it again.

WRONG CODE, PRESS ▼

• The TAD access code is incorrect: press the ⊚ key and type the correct code.

OTHER ACOUSTIC SIGNALS

Short 1-second signal
• Transaction carried out successfully.

Intermittent 20-second signal
• Prompt to lift the handset to answer a telephone call.

OTHER MESSAGES ON THE DISPLAY

CHECK PRINT OUT
1=EXIT   0=REPEAT

The fax machine has automatically tested the print head nozzles and printed out the test sheet: check whether the printing quality is acceptable and make your choice.

CONNECTING

The fax machine is connecting to your correspondent's fax machine.

DIALLING

The fax machine is dialling the number of the correspondent you called.

DOCUMENT READY

You have inserted the document in the ADF correctly.

LAST TX OK

The last transmission was completed successfully.

LIFT HANDSET

The correspondent has made a talk request: lift the handset to start the conversation.

LINE ON HOLD, PRESS HOLD

You have put a telephone call on hold by pressing the ♪ (RX MODE) key: press the ♪ (RX MODE) key again to resume the conversation with the correspondent.

MEMORY TX

You have set transmission from the memory.

NEW PRINT HEAD?, 1=YES 0=NO

You have installed a disposable print head for the first time or you have removed and reinstalled it: select the relevant answer. If you answer yes but the print head is not new, the fax machine will not detect the out of ink condition.

POLL RX: HH:MM

You have made a transmission request (Polling reception).

PRINTING

The fax machine is printing a report or a list.

REPLACE HANDSET

You have activated the "handsfree" function. Hang up.

RX COMPLETED

The document was received correctly.

RX INTERRUPTED

You aborted reception by pressing the ⊚ key.

STORING

The fax machine is saving the pages of the document to be copied.

TEL CALL

You have engaged the line by lifting the handset of the telephone connected.

TRANSMITTING

A document is being sent.

TRANSMITTING....

A document is being sent.

TX AT: HH:MM

You have set transmission at a preset time (broadcast transmission).

TX COMPLETED
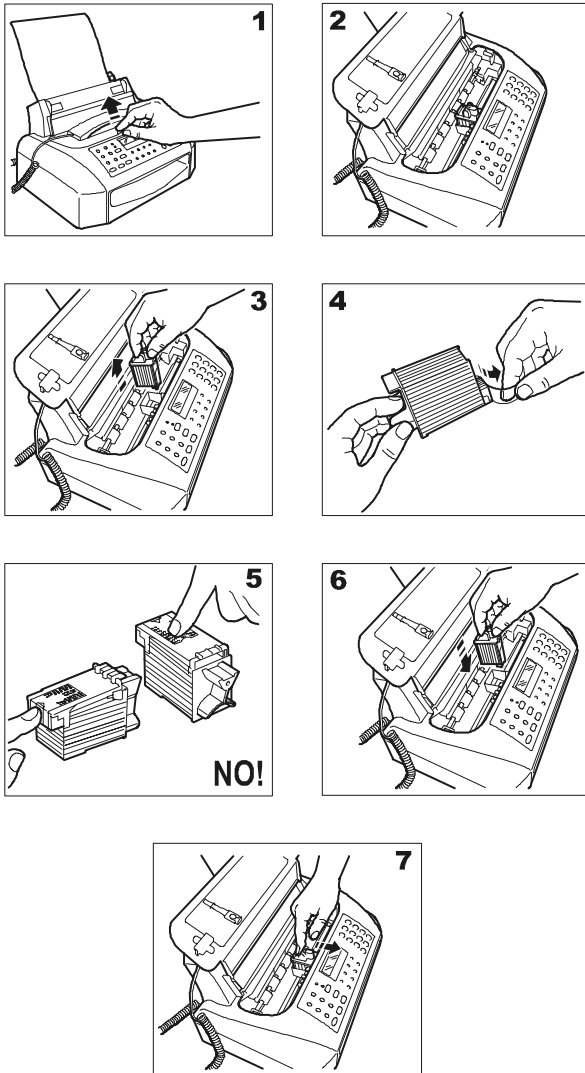
Transmission was completed successfully.

TX INTERRUPTED

You aborted transmission by pressing the ⊚ key.

MAINTENANCE OPERATIONS

TO REPLACE THE PRINT HEAD

NOTE

Remember to use non-rechargeable print heads (single-block).

1-2 Lift the print head compartment cover by putting your finger in the notch at the centre as shown in the figure.
3. Release the print head by pressing the levers and then remove it from its seat.
4. Take the print head out of its box and, holding it by its grip, peel off the film covering the nozzles.
5. Avoid touching both the nozzles and the electrical contacts with your fingers.
6. Insert the print head in its seat with the electrical contacts facing towards the front of the fax machine.
7. Push the print head until it clicks into place and close the print head compartment cover.

NOTE

If you have replaced the print head because **the ink ran out**, when the print head cover is closed, the fax machine will automatically recognize that the print head has been replaced and the **display will show** the message "NEW PRINT HEAD? 1 = YES, 0 = NO". Set the value **1**.

At this point, the fax machine **automatically cleans the print head and tests the nozzles**, printing out the result of the diagnostic test. Examine the diagnostic test result with reference to "**To install the print head**", section "**Installation**".

If you replaced the print head because of a **deterioration in printing quality**, proceed as follows:

CLEANING THE PRINT HEAD AND TESTING THE NOZZLES

If you notice a **deterioration in print quality**, you can quickly clean the print head and test the nozzles by following a procedure that ends by printing out the diagnostic test result with regard to its condition.

(F) Until the display shows:

HEAD MAINTENANCE

The display shows:

NEW HEAD: ON

RESOL. CONTR. Press ◀/▶ to view the other available option: "NEW HEAD: OFF".

To confirm your choice. The display shows:

CLEANING: ON

The display shows:

CLEANING: ON

The fax machine cleans the print head and tests the nozzles, printing out the result of the diagnostic test.

Examine the diagnostic test result and consult "**To install the print head**", section "**Installation**".

NOTE

The procedure may be aborted at any time, if desired, by pressing the ⊘ key.

NOTE

If the quality of the test result still fails to meet your expectations after carrying out the cleaning procedure, continue as follows, stopping when you get a satisfactory printing quality:
- Make a copy of a document with the desired type of graphics or text on the fax machine and evaluate its quality.
- Change the type of paper (the paper in use could be excessively porous) and repeat the procedure.
- Remove and reinsert the print head.

- Remove the print head and do the following operations:
  - check that there are no foreign bodies on the print nozzles; if there are, remove them carefully, taking care not to touch the electrical contacts;
  - clean the electrical contacts both on the print head and on the print head carriage, see "**To clean the electrical contacts of the print head**", below;
  - clean the nozzles as described in "**To clean the nozzles of the print head**".
- Reinstall the print head.
- Call the engineering service.

To clean the electrical contacts of the print head

With the fax machine **disconnected from the power socket**:
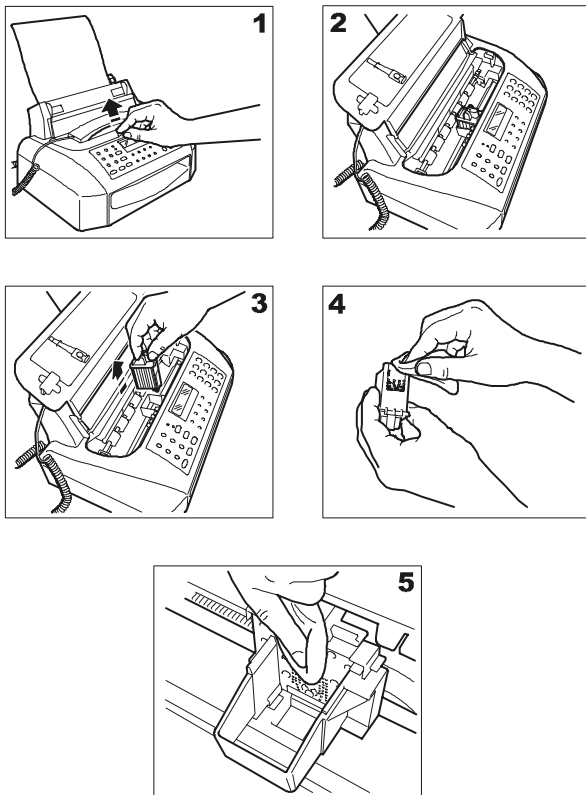
1-2 Lift the print head compartment cover by putting your finger in the notch at the centre as shown in the figure.
3. Release the print head by pressing the levers and then remove it from its seat.
4. Clean the electrical contacts using a slightly damp cloth. **Do not touch** the nozzles.
5. Clean the electrical contacts of the print head carriage with a slightly damp cloth and then, having reinserted the print head, close the print head compartment cover.

To clean the nozzles of the print head

N O T E

This procedure is to be followed as a last resort, before replacing the print head completely.

1. Damp a paper tissue with distilled water and then wring it out to eliminate any surplus liquid.
2. Remove the print head as described in the previous procedure.
3. Holding the print head with the nozzles facing downwards, tap it gently on the tissue as indicated in the figure.
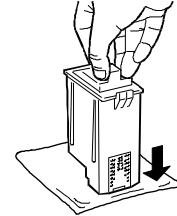
4. Repeat the operation a few times, pressing the print head onto different points of the tissue to clean the nozzles thoroughly.
5. Insert the print head as indicated previously in "**To replace the print head**".

To clean the print head pad

With the fax machine **disconnected from the power socket**:
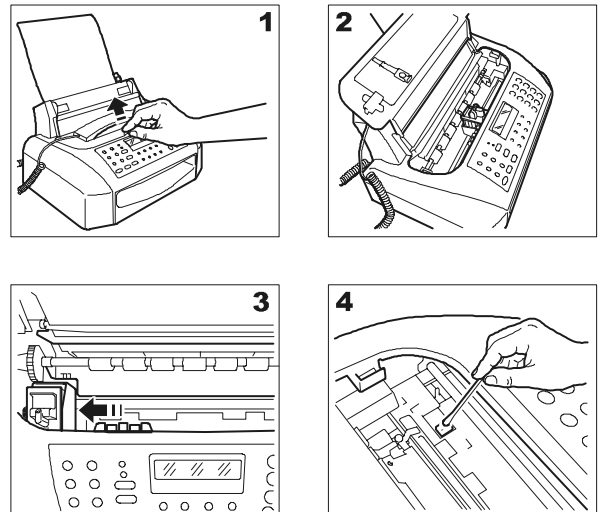
1-2 Lift the print head compartment cover by putting your finger in the notch at the centre as shown in the figure.
3. Move the print head against the left-hand side as indicated in the figure.
4. Clean the print head pad with a dry cotton swab and close the print head compartment cover.

TO CLEAN THE OPTICAL READER

Dust accumulating on the glass surface of the optical reader may cause problems in the scanning of documents. To avoid these problems, the glass should be cleaned every now and again as follows: With the fax machine **disconnected from the power socket**:
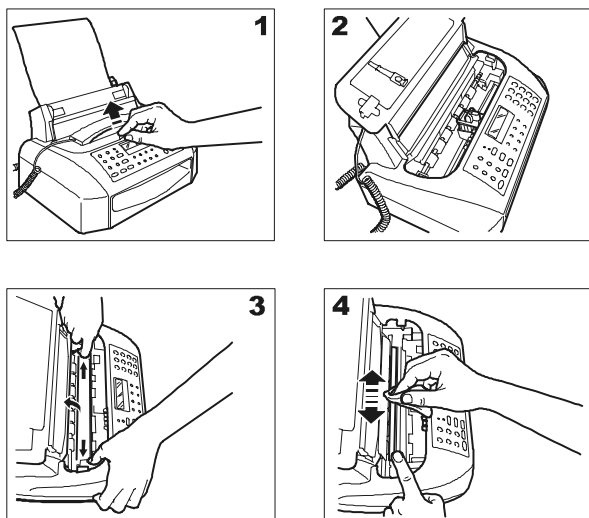
1-2 Lift the print head compartment cover by putting your finger in the notch at the centre as shown in the figure.
3. Move the print head against the left-hand side and raise the optical reader cover by pressing the lever situated on the right-hand side of the fax machine.
4. Keeping the cover raised, clean the glass surface of the optical reader with a **cloth dampened** with a product designed specifically for cleaning glass and then dry it thoroughly. Do not pour or spray the cleaning product directly onto the glass surface.
5. Close the print head compartment cover.

N O T E

To check whether the optical reader is clean, make a copy of a blank sheet. If any vertical lines appear on the copy and the optical reader looks perfectly clean, contact qualified technical staff.

TO CLEAN THE CASING

1. Unplug the fax machine from the power outlet and the telephone socket.
2. Use exclusively a soft, lint-free cloth dampened with a neutral detergent diluted in water.

## TO REMOVE JAMMED DOCUMENTS AND SHEETS OF PRINTING PAPER

During **transmission** or **copying**, a **document** could get **jammed** (this condition is signalled by the display showing the message: "**REMOVE DOCUMENT**, **PRESS** ▼").

The paper used to print the documents received or to copy original documents may get jammed (this condition is signalled on the display by the message: "**PAPER ERROR**, **PRESS** ▼").
In both cases, try to unload the document or sheet of paper by pressing the ⊚ key.

If the document or sheet of paper is not unloaded automatically, remove it manually as indicated below:

Lift the print head cover by putting your finger in the notch at its centre as described previously. If you have to remove a document consisting of more than one sheet, before raising the print head compartment cover, remove any sheets remaining on the document tray.
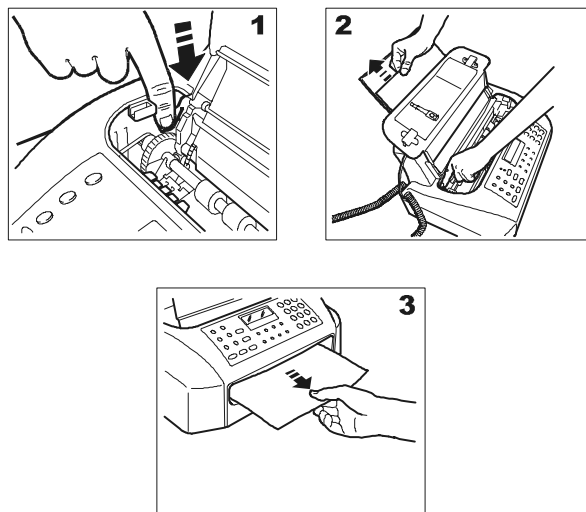
1. Press the lever situated on the left-hand side of the fax machine.
2-3. Keeping the lever pressed, remove the jammed document or jammed sheet of paper.

GENERAL CHARACTERISTICS

Model .... Desktop transceiver
Display .... LCD 16 + 16 char.
Capacity memory .... (*) 21 pages
Dimensions
Width .... 359 mm
Depth .... 234 mm + 84 mm
Height .... 180 mm + 138 mm (**)
Weight .... ca. 4.7 Kg

COMMUNICATION CHARACTERISTICS

Telephone network ...... Public/private
Compatibility .... ITU
Communication speed .... 14400 (**only for model with built-in TAD**)-9600-7200-4800-2400 (with automatic "fall back")
Compression method .... MH,MR, MMR

POWER SUPPLY CHARACTERISTICS

Voltage .... 220-240 VAC or 110-240 VAC (data pate on base of fax machine)
Frequency .... 50-60Hz (data pate on base of fax machine)
Power absorbed:
- in stand-by mode .... <7W
- max. power 35W

ENVIRONMENTAL CONDITIONS

Temperature .... from +5ºC to +35ºC (using the fax machine)
.... from +15ºC to +35ºC (using the printer)
.... from -15ºC to +55ºC (transport: with the product packaged)
.... from -5ºC to +45ºC (short and long-term storage)
Relative humidity .... 15%-85% (operating/short and long term storage)
.... 5%-95% (transport)

CHARACTERISTICS OF OPTICAL READER

Scanning method .... CIS
Scanning resolution:
- Horizontal .... 8 pixel/mm
- Vertical STANDARD .... 3,85 lines/mm
- Vertical FINE .... 7,7 lines/mm

TRANSMISSION CHARACTERISTICS

Transmission speed ..... **Model with built-in TAD**
7s (14400 bps MMR)
.... **Base model**
9s (9600 bps MMR)
ADF capacity .... 5 sheets A4, Letter and Legal

RECEPTION CHARACTERISTICS

Printing system .... Printing on plain paper, bubble ink jet printer
Max. printing width .... 208 mm
Printing paper .... A4 (210 x 297 mm)
.... US Letter (216 x 279 mm)
.... US Legal (216 x 356 mm)
.... unit weight: 70-90 gr/m²
Paper feed .... Plain paper cassette (max 40 sheets of 80 gr/m²)

TELEPHONE ANSWERING DEVICE (MODEL WITH BUILT-IN TAD)

- Recording capacity: 20'
- Memo
- 2 OUTGOING MESSAGES
- OUTGOING MESSAGE ONLY function
- "TOLL SAVER" function
- Transfer MESSAGE
- Fast access from console and remote location
- Access code
- Vocal message recording ("handsfree" function)
- Short messages
- Retention of messages in case of a power failure.

(*) = ITU-TS format, Test Sheet no.1 (Slerexe Letter) with standard resolution, MH compression and A4 format.
(**) = With the paper support extension.

THE SLEREXE COMPANY LIMITED

SAPORS LANE · BOOLE · DORSET · BH 25 8 ER
TELEPHONE BOOLE (945 13) 51617 · TELEX 123456

STANDARD FORM
CCITT R1

Our Ref. 350/PJC/EAC   4th April, 1984

Dr. P. N. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

Dear Pete,

Permit me to introduce you to the facility of facsimile transmission.

In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications link.

At the remote terminal, demodulation reconstructs the video signal, which is used to modulate the density of print produced by a printing device. This device is scanning in a raster scan synchronised with that at the transmitting terminal. As a result, a facsimile copy of the subject document is produced.

Probably you have uses for this facility in your organisation.

Yours sincerely,

Phil.

P. J. CROSS
Group Leader – Facsimile Research

TO USE IT AS A PRINTER

If you have purchased the **multifunctional** model of fax machine, you can also use it as a **printer** but you must first **connect it to a PC** and install the relevant software.

SOFTWARE INSTALLATION REQUIREMENTS

The fax machine comes with the software required to perform the printing functions.
The installation CD contains the printer driver and the on-line documentation files that contain more information on the printing functions of the fax machine connected to a PC.

MINIMUM REQUIREMENTS OF THE PC

- For Windows 95, Windows 98 first edition and Windows ME: Pentium 166 MHz, 32 MB of RAM.

- For Windows 98 second edition, Windows NT and Windows 2000: Pentium 166 MHz, 64 MB of RAM.

- For Windows XP: Pentium 300 MHz, 128 MB of RAM.

All configurations must have at least a CD reader, a VGA monitor (24-bit board for colour video) and IEEE 1284 Nibble Mode parallel interface connection.

TO INSTALL THE "LINKFAX" SOFTWARE

- Plug one interface cable connector to the parallel port on the rear of the fax machine, and plug the other connector of the same cable to the PC parallel port.

- Turn on the PC, wait for it to enter Windows **95/98/ME/NT/2000/XP**, and connect the fax machine to the power supply.

- Insert the CD in the CD ROM drive. The "**LinkFax**" installation procedure is started automatically.

- Now **select the desired language** and continue to follow the instructions that appear on the screen of your PC to the end of the installation procedure. Once installation has been completed, you will be prompted to restart your PC.

  Once restarted, the "**LinkFax**" icon will be added to the **Printers** menu.

TO UNINSTALL THE "LINKFAX" SOFTWARE

The uninstall procedures indicated below will enable you to completely and correctly remove all the files loaded from the CD and/or created on the PC during the software installation procedure, and then reinstall them.

In Windows 95/98/ME

- Select the Uninstall item from the **LinkFax** group on the **Programs** item of the **Start** menu.

In Windows 95/98/ME/NT/2000/XP

- Select the following items: **Start**, **Settings**, **Control Panel**, **Add Programs** then select the **LinkFax** item and confirm by clicking on the **Add/Remove** button.

ACCESSING THE ON-LINE DOCUMENTATION

The installation procedure loads not only the printer driver but also **on-line documentation files** that provide more information about its characteristics and the **printing functions**.

In Windows 95/98/ME

To access the on-line documentation, click on one of the three icons in the **Linkfax** group under the **Programs** item on the **Start** menu.

In Windows NT/2000/XP

In this case, the on-line documentation may be accessed from the printer's "**Status monitor**" or by selecting the **Properties** item of the "Linkfax printer" on the **Printers** menu.

NOTES ON HOW TO USE THE COMMUNICATION PORT

In Windows 95/98/ME only

When the **LinkFax** module has been installed, the port of the PC to which the fax machine is connected is selected *exclusively for managing bubble ink jet fax machines* (Fax port) supported by the module.

If you need to use this port for devices other than fax machines, you can **temporarily deselect** the port and then reselect it:

- Double click on the **Fax Manager** icon in the bottom right-hand corner of the screen.

- Select the **fax port** (normally, **LPT1**).

- Confirm the **Deselect port** button to enable the port for **standard operation** (Printer port).

- To reselect the Fax Port, you will have to confirm the **Select Port** button.

NOTE

If you change the operating system from *Windows 95* to *Windows 98/ME* after selecting the *port*, remember to reselect the **parallel port** as (Fax port) as *Windows 98/ME automatically selects the port for standard management* (Printer port).

Monochrome print head part numbers

Single-block print head: P/N 84431 W (FPJ 20)

Single-block print head with pigmented ink: P/N B0042 C (FPJ 22)

Colour print head part numbers

Single-block print head: P/N 84436 G (FPJ 26)

293308M