olivetti

Ink Jet Fax
Fax-Lab 450
Jet-Lab 490

INSTRUCTIONS

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.
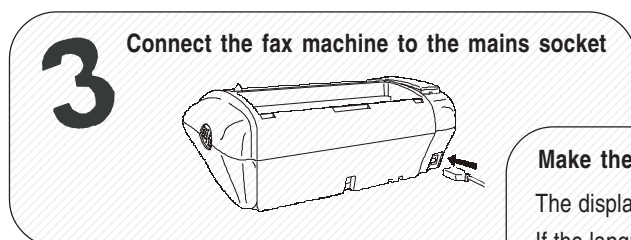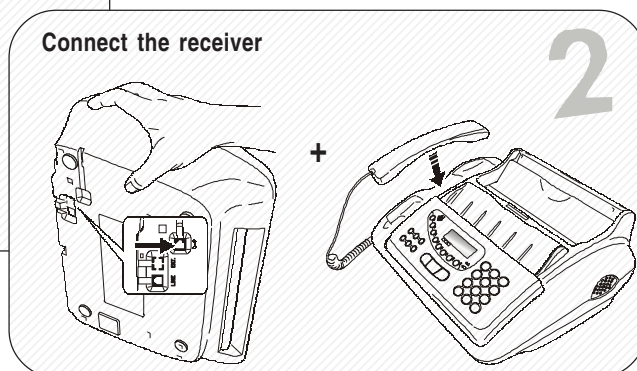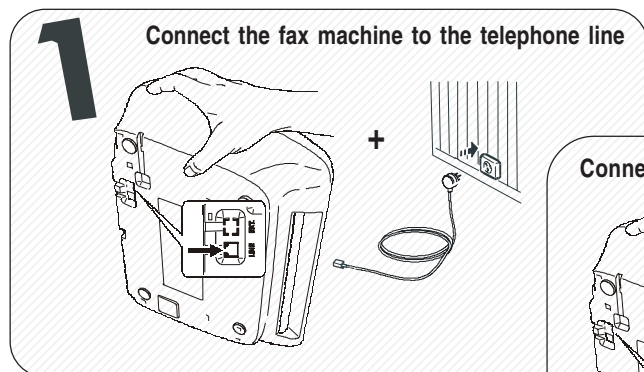

The electrical socket must be near to hand and easily accessible. To disconnect the machine from the electrical power supply, unplug it from the supply socket.

This chapter contains a simplified description of the installation, transmission, reception and copying procedures. For more detailed instructions, see the relevant sections.

INSTALLATION

For further details, see the "**Operations essential for correct operation**" chapter.

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

+

Connect the receiver **2**

+

3 **Connect the fax machine to the mains socket**

Make the fax machine's country settings **4**

The display shows the language in which the messages will be displayed.
If the language displayed is not the desired one, press ◀/▶ to change it.

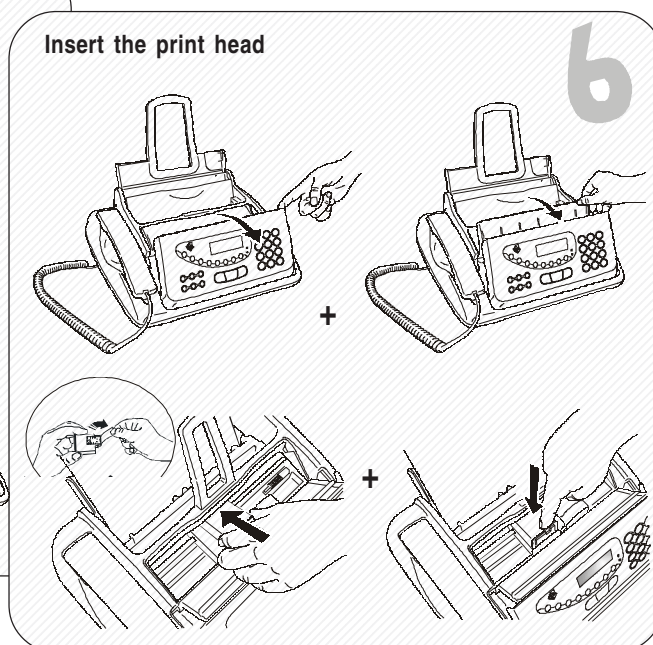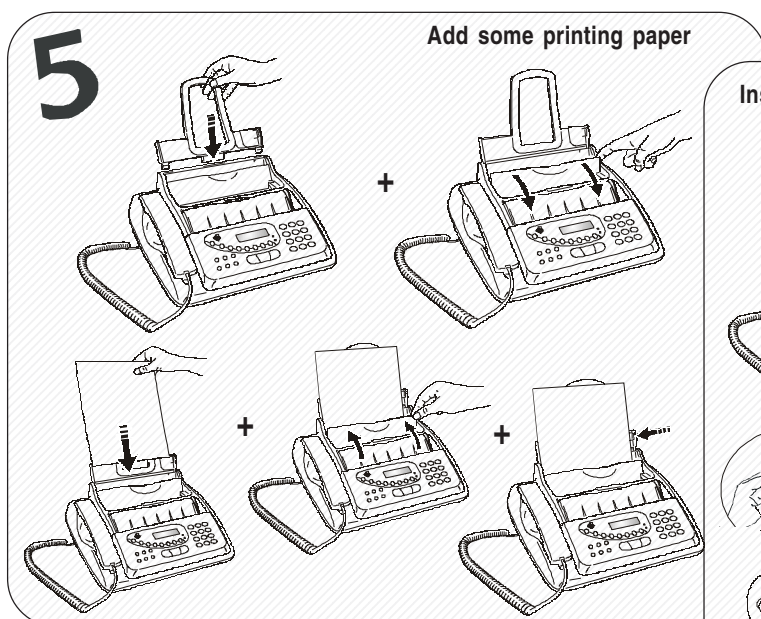◇ To confirm the setting. The display shows "CHOOSE COUNTRY".

◇ To confirm the setting. The display shows the name of the country.

If the country displayed is not the desired one, press ◀/▶ to change it.
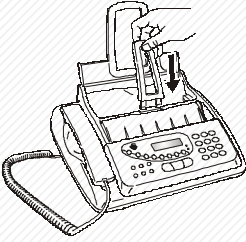
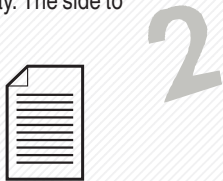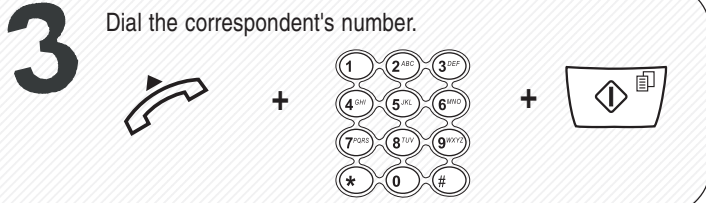◇ To confirm the setting and complete the procedure.

5 **Add some printing paper**

+

+ +

Insert the print head **6**

+

+

TRANSMISSION

For further details, see "**To send a document**" in the "**Basic transmission and reception operations**" chapter.

**1** Prepare the document support

2 Place the document on the document tray. The side to be sent must be face up.

3 Dial the correspondent's number.

RECEPTION

For further details, see "**To receive a document**" in the "**Basic transmission and reception operations**" chapter.

1 Press the (F) button until the display shows "RECEPTION MODE". Press the button to confirm the setting. The display shows "AUTOMATIC". Press the ◀/▶ buttons until the display shows "MANUAL" and then press the button again to confirm the setting.

2 When the telephone rings, lift the to engage the line.

3 As soon as you hear the dialling tone, press .

COPYING

For further details, see the "**To make a copy**" chapter.

1 Place the document on the document tray. The side to be copied must be face up. and then press .

2 Press to make a single copy or type the desired number of copies (max 9) and then press . To change the contrast, resolution and reduction values shown on the display, see the "**To make a copy**" section.

TABLE OF CONTENTS

CONSULTING THE MANUAL

This manual describes **two models** of fax machine: the **base model** and the **multifunctional model** which **can be connected to a PC and use a colour print head**. In the description that follows, whenever a distinction is to be made between models, the following indications will be given: "**base model**" and "**multifunctional model**".

ENVIRONMENTAL RECYCLING

The cardboard box, the plastic present in the package and the parts that make up the fax machine may be recycled in accordance with the recycling regulations in force in your country.

⚠ 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.
• Make sure 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 (if the colour print head is used, between 15° 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.

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 power cable.
• The telephone plug (if applicable).
• The box containing the monochrome print head provided with the machine.
• The telephone handset.
• Aftersales support information.

For multifunctional model only
• The Linkfax Pro Lite software installation CD (to use the fax machine as a printer and scanner).
• The print head box.

N O T E

For multifunctional model 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 USB interface cable, necessary for connecting the fax machine to the PC, **is not provided with the fax machine**.

I M P O R T A N T

The use of non-original print heads makes the product's guarantee null and void.

OPERATIONS ESSENTIAL FOR CORRECT OPERATION

TO CONNECT IT TO THE TELEPHONE LINE

As the **connection** to the telephone line of the fax machine, external answering machine, emergency telephone or other devices **is regulated by national standards** that vary from one country to another, **the diagrams that follow should therefore be taken simply as examples of these 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.

The fax machine is **set up** for connection to the **public telephone line**. If you want to connect it to a **private line** and you also want to use it on a public line, see "**To set it up for the telephone line**".

CONNECTING THE FAX MACHINE

1. Place the fax machine on its right side and insert the plug on the cable for connecting it to the telephone line into the "**LINE**" socket on the base of 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 THE EXTERNAL ANSWERING MACHINE AND EMERGENCY TELEPHONE

(Case 1 connection)

1. Place the fax machine on its right side and, if present, remove the cover of the "**EXT**" socket for connecting the machine to the telephone line on the fax machine, then insert the plug of the external answering machine or emergency telephone cable into this socket (see corresponding diagram).
   If you cannot connect the external answering machine or emergency telephone directly to the "**EXT**" socket, use the relevant adapter (which varies from one country to another).

(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 "**EXT**" socket for connection to the telephone line on the fax machine.

CASE 1 CONNECTION
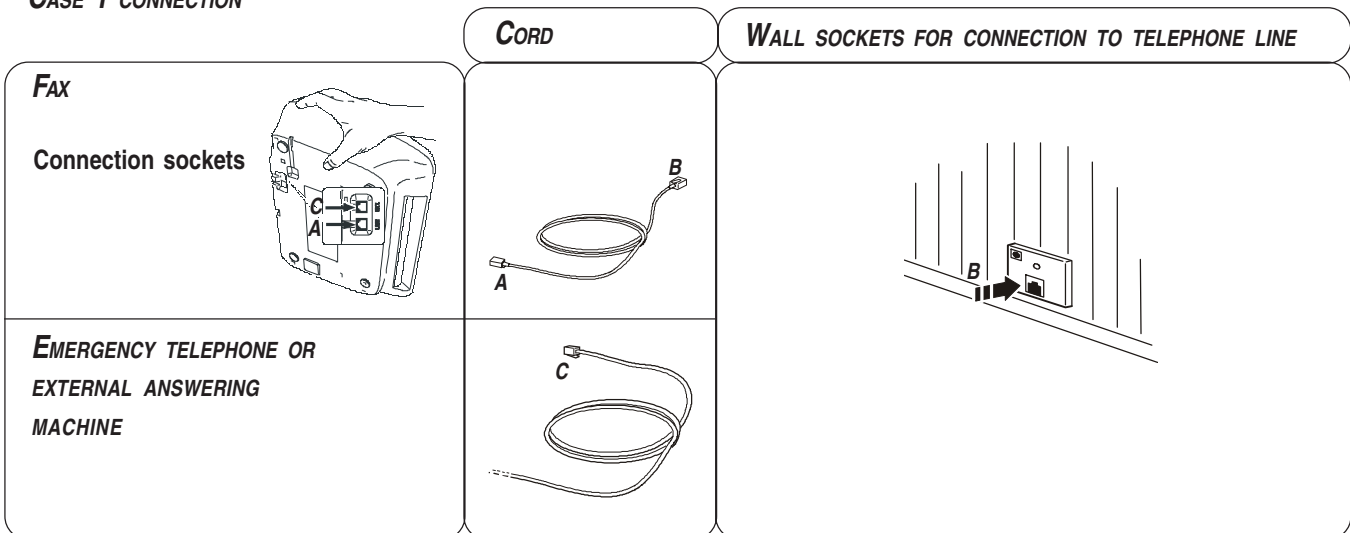
FAX	CORD	WALL SOCKETS FOR CONNECTION TO TELEPHONE LINE
Connection sockets	B / A	B
EMERGENCY TELEPHONE OR EXTERNAL ANSWERING MACHINE	C	

CASE 2 CONNECTION

FAX Connection sockets	CORD	WALL SOCKETS FOR CONNECTION TO TELEPHONE LINE
A	C B A	B
EMERGENCY TELEPHONE OR EXTERNAL ANSWERING MACHINE	C	
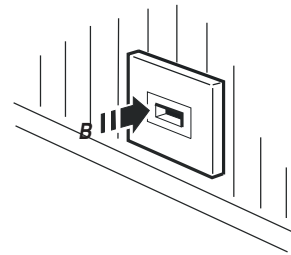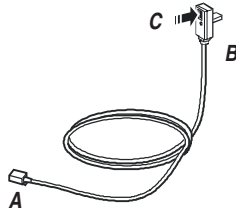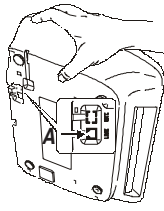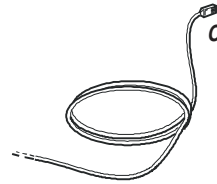
CASE 3 CONNECTION (GERMANY)

FAX Connection sockets	CORD	WALL SOCKETS FOR CONNECTION TO TELEPHONE LINE
A	B A	B C D
EMERGENCY TELEPHONE OR EXTERNAL ANSWERING MACHINE	C	
OTHER DEVICES	D	
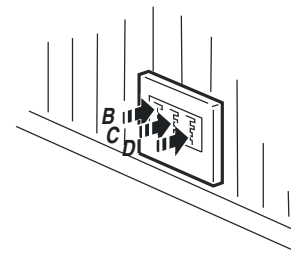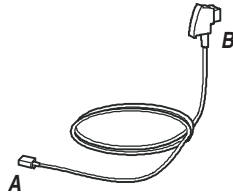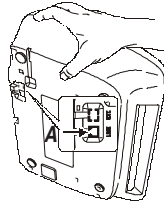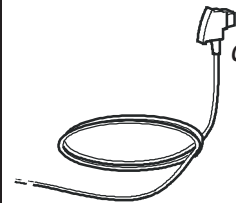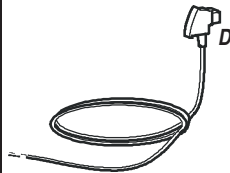
CASE 3 CONNECTION (AUSTRIA)

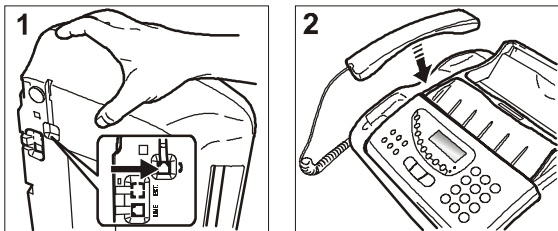| FAX Connection sockets	CORD	WALL SOCKETS FOR CONNECTION TO TELEPHONE LINE
A	B A	B C D
EMERGENCY TELEPHONE OR EXTERNAL ANSWERING MACHINE	C	
OTHER DEVICES	D	
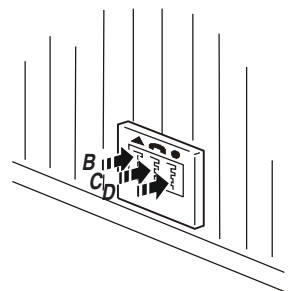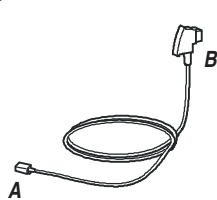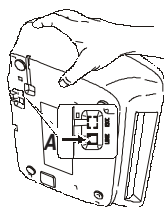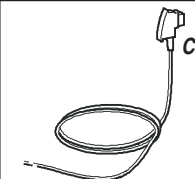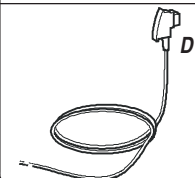
TO CONNECT THE TELEPHONE HANDSET

1. Place the fax machine on its right side, insert the connector of the handset cable into the socket marked with the symbol ☎ on the fax machine and fix the cable into its groove.
2. Return the fax machine to its normal position and place the handset in its seat.

TO CONNECT IT TO THE POWER SUPPLY
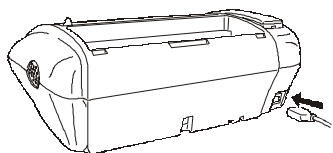
1. Insert the female connector at one end of the power cable into the male connector on the rear of the fax machine.
2. Then insert the plug at the other end of the cable into the wall power socket.

N O T E

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.

SETTING SOME PARAMETERS (INDISPENSABLE FOR CORRECT FUNCTIONING)

Once the fax is connected to the power supply, it automatically runs a short test to check that its components are working and the display may show:
the language in which the messages will be displayed or the word "AUTOMATIC" and, alternating on the second line, the messages "SET DATE/TIME" and "CHECK PRINT HEAD".
In the first case, to enable the fax machine to work properly, you must set the language and country in which it is to be used as described in the procedure below.
In the second case, you can move on to set the date and time directly.

TO SET THE LANGUAGE AND THE COUNTRY OF DESTINATION

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:

CHOOSE COUNTRY

⬦ To confirm the setting. The display shows a country of destination. For example:

ITALIA

◀/▶ 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	GREECE
Holland	HOLLAND
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
South Africa	S. AFRICA
Spain	ESPAÑA
Sweden	SVERIGE
Switzerland	SCHWEIZ
Taiwan	TAIWAN
UK	U.K.
Uruguay	AMERICA LATINA
Venezuela	AMERICA LATINA
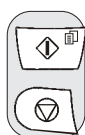
⬦ To confirm the setting.

⬗ To complete the procedure.

N O T E

If you subsequently want to change these settings, press Ⓕ + ① and repeat the procedure from the start, remembering always to confirm the settings made by pressing the ⬦ button.

Having set the language and the country, the following message will appear on the display:

AUTOMATIC

and alternating on the lower line:

SET DATE/TIME

CHECK PRINT HEAD

TO SET THE DATE AND TIME

The **first time** you **connect** the fax machine to the **power supply** or whenever there is a **power failure** you must set the date and time as described below.

Once set, the date and time can be changed at any time, see the "**To change the date and time**" section.

(F) The display shows:

DATE AND TIME

The display shows:

FORMAT: DD/MM/YY

◀/▶ If you want to select a different format from the one displayed.

The display shows:

FORMAT: 24 H

◀/▶ If you want to select the other time format (12-hour).

The display shows:

DD/MM/YY   HH:MM

25-03-04   11:23

(0)–(9) Enter the new date and time (e.g. 26-03-04; 12:00). As each digit is entered, the cursor will move to the next one.

DD/MM/YY   HH:MM

26-03-04   12:00

◀/▶ 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 date and time setting procedure has been completed. 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. 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.

N O T E

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 you think you have made a mistake or want to abort the procedure in progress for any reason, press the (⊘) key.

TO ADD PAPER
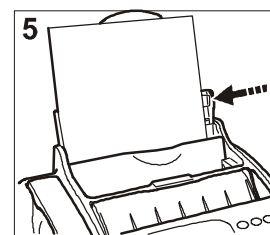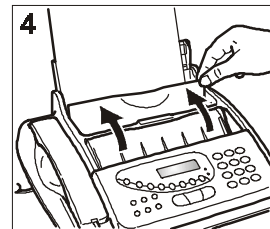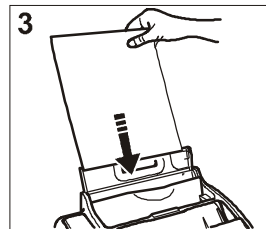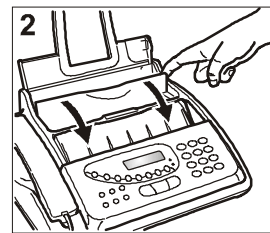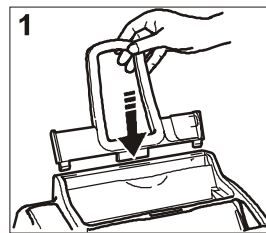
1. Push the Automatic Sheet Feeder (ASF) into the slots until it clicks into position.
2. Open the panel of the automatic sheet feeder, as indicated by the arrow.
3. Holding the sheets by their upper edge, insert them by letting them "drop" into the ASF without folding or forcing them.
4. Close the panel of the automatic sheet feeder, as indicated by the arrow.
5. Push the sheets against the left side of the ASF using the adjusting lever.

N O T E

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

N O T E

The fax machine has a **memory** that enables it to **receive** up to **50 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.

5

⬦▯ The display shows:

FORMAT:A4

◀/▶ Until the desired paper format is displayed.

⬦▯ To confirm the setting.

◯ The display shows:

AUTOMATIC

CHECK PRINT HEAD

TO INSTALL THE PRINT HEAD

The print head **provided with the machine** allows you to **print up to 80 pages***, whereas the **print heads** that you will buy subsequently have a greater capacity and will thus allow you to **print up to 450 pages***.

* Based on Test Chart ITU-TS n.1 (black coverage = 3,8%).
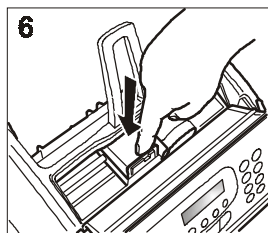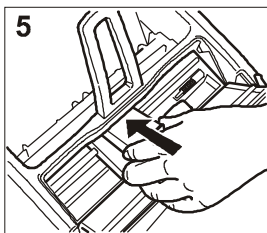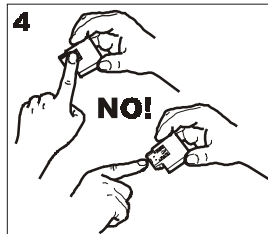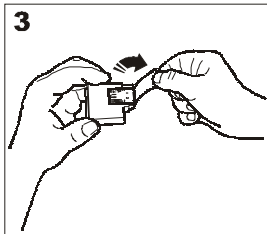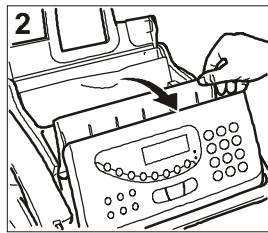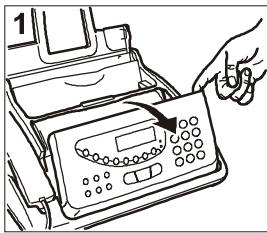
1. Open the operator console, as indicated by the arrow, until you hear a click.
2. Lift the print head compartment cover using the lever, as shown in the figure.
3. Remove the print head from its package and, holding it on both sides, peel off the film covering the nozzles.
4. Avoid touching the nozzles and the electrical contacts.
5. Place the print head in its compartment with the electrical contacts facing downwards.
6. Push the print head until it clicks into place and close the print head compartment cover and the operator console.

N O T E

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

N O T E

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**", chapter "**Maintenance operations**".

N O T E

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 numeric scale **is not interrupted at any point** and that the black areas **do not present any horizontal white lines**: in these conditions, which confirm that the print head has been inserted correctly and is working properly, set the value **1**. At the end of the procedure, the fax machine will return automatically to the initial stand-by status.

AUTOMATIC

25-03-04   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.
 - If the print test result is satisfactory, press the (1) button to exit from the procedure and return the fax machine to its initial stand-by status.

IMPORTANT

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

INK LOW

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**.

PRINT HEAD PRECAUTIONS

For the **base model** you can **only** use **monochrome print heads** (black), whereas for the **multifunctional model** you can use **monochrome** or **colour print heads**.

- **monochrome**, for use as a **fax machine** or **black & white printer**;
- **color**, for use as a **color printer**.

N O T E

For multifunctional model only
If you have installed the color print head, the documents received **will not be printed immediately** but saved in the memory of the fax machine. As, once its memory is full, the fax machine will not receive any more documents, **always remember** to reinstall the monochrome print head whenever current use of the fax machine is restored.

As you will change the print head frequently according to the current use of the fax machine, take the following precautions:

- **avoid touching or resting** the print head on its nozzles or electrical contacts;
- **do not try to refill** the print head: you could damage the print head or the fax machine;
- always **put the print head that is not being used back** in its **box**;

in this way, you will prolong the life of the print head and get lasting printing 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

To confirm the setting. The display shows:

DATE AND TIME

From this point follow the procedure previously described in "**To set the date and time**".

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

2ABC-**9WXYZ** | To select the characters of each key cyclically.

◀/▶ | To leave a space.

∗-**#** | 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.

⊗ × | To delete the name completely.

For example, to enter the name "LARA":

5JKL | Until you have selected the letter "L".

2ABC | Until you have selected the letter "A".

7PQRS | Until you have selected the letter "R".

2ABC | 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-**9WXYZ** | Enter your fax number.

◀/▶ | To enter a space.

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

The display shows:

VARIOUS SETTINGS

Until the display shows:

HEADER INSIDE

◀/▶ 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

◀/▶ To view the other dialling mode (in countries where it is available):

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)

◀/▶ To view the other available option:

PRIV.LINE (PBX)

The display shows:

PBX DIAL:TONE

◀/▶ To view the other dialling mode:

PBX DIAL:PULSE

To confirm your choice.

EXT.LINE:PREFIX

◀/▶ To view the other available option, "EXT.LINE:FLASH". If you want to confirm the output mode "EXT.LINE:PREFIX", skip to the next step.

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

◀/▶ 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 ◯ EXT. key, before dialling the correspondent's fax or telephone number, to gain access to it. The display will show the letter "**E**" (external).

YOU 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 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.

The figure shows the external and **internal parts** of fax machine.

Plain paper feed compartment (ASF)
Adjustable to the following paper sizes: A4, Letter and Legal. Maximum
capacity: 100 sheets (80gr/m^2).

Paper support

**Connection sockets
(see base)**

Paper adjusting lever

Document support

**Received or copied
document output**

Speaker

Paper references

**Built-in telephone
handset**

Operator console

**Sent or copied document
output**

Display
The display consists of two lines of 16
characters each. It shows the date and
time, menu items, error messages, reso-
lution and contrast values.

**Automatic feeder for original docu-
ments to be sent and copied (ADF)**
Maximum capacity: 20 sheets A4 (80gr/m^2).

Print head compartment

For multifunctional model only
USB port (see rear)

**Print head compartment
cover**

Optical reader

**Machine serial number
plate (see base)**

- Inserts a pause during the dialling of the telephone or fax number.

- After two numeric keys (01-52) have been pressed, automatically dials (once set) the telephone or fax number associated with them.

- Adjusts the resolution of the documents to be sent and copied (only with the document inserted in the ADF).

- Puts the line on hold during a telephone conversation (with the handset raised).

- Cancels incorrect settings.

- Turns off the microphone, during a "handsfree" telephone call, so that the correspondent cannot hear what is said at your end of the line.

- Gives access to programming mode.
- Selects menus and submenus.

- After the ⏴ⁿ button has been pressed, they turn the speaker volume "up" or "down".

- (◯₁ - ◯⁸) If pressed for more than a second, automatically dial (once set) the telephone or fax number assigned to them (one-touch dialling function).
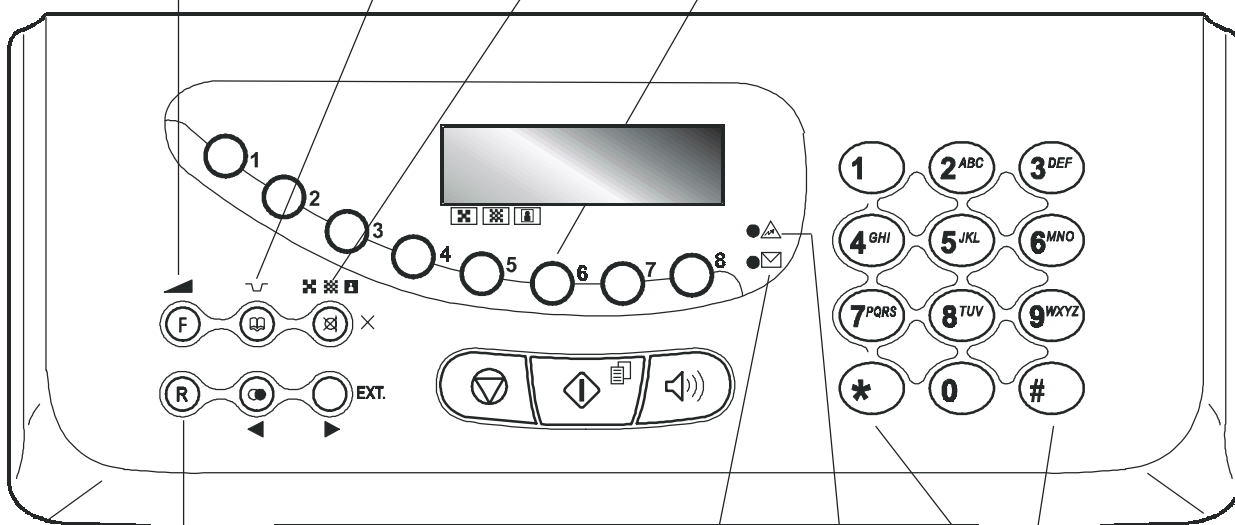
With the handset lifted, gives access to the special functions made available by the network manager and commonly known as REGISTER RECALL (**R** function).

Blinking, indicates that the memory contains documents that have not been printed. **Off**, indicates that the memory is empty.

- 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.

"Error" LED indicator
Signals an operating fault during transmission or reception.

Display
A two-line liquid crystal display with a capacity of 16 characters per line.
Shows operator prompts and error messages.

- Dial the fax or telephone number.
- Set any numeric data.
- Select digits and alphanumeric characters during the entry of numbers and names.
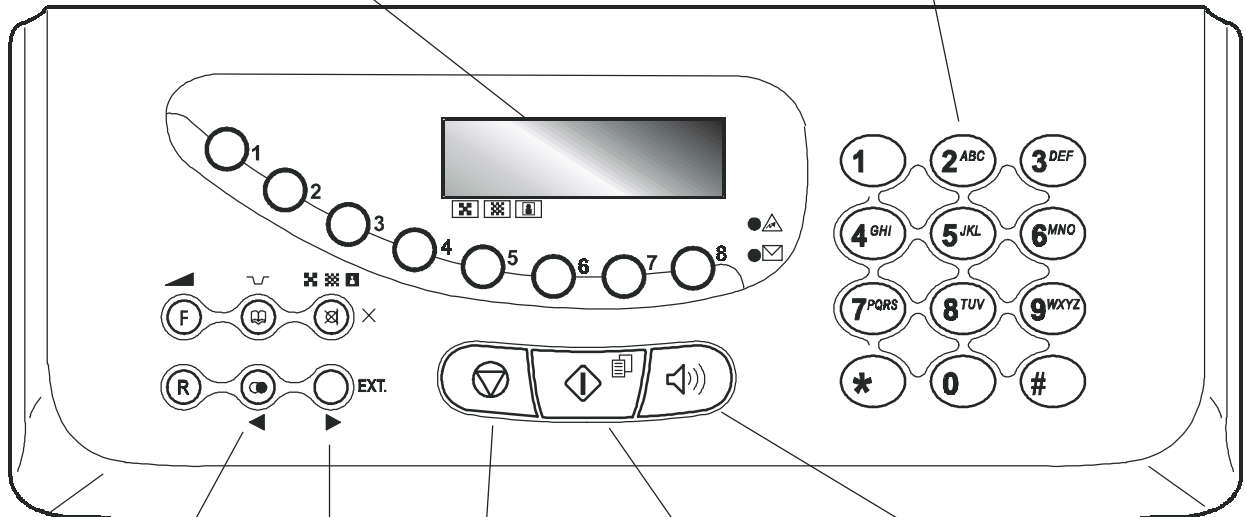
- Displays a list of the last 10 fax or telephone numbers dialled (**outgoing calls**) or the last 20 numbers from which calls have been received (**incoming calls**), irrespective of whether or not a document was present in the ADF.
- Scroll "backwards" through the values of a parameter.
- Move the cursor to the "left" while entering numbers and names.

- 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.

- Used to dial a telephone or fax number without lifting the telephone handset.
- Also activates the handsfree function.

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

- Scroll "forwards" through the values of a parameter.
- Move the cursor to the "right" while entering numbers and names.

With the fax machine connected to a private exchange:

- Before dialling the telephone or fax number, it provides access to the public line. When pressed twice, it provides access to the programmed network manager.

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 chapter "**To make a call**")

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

TO SEND A DOCUMENT

WHAT DOCUMENTS MAY BE USED

Dimensions
- Width   min. 210 mm - max. 216 mm

- Length   min. 148 mm - max. 600 mm

Thickness
from: 80 gr/m^2 (max. 20 sheets)
         60 - 90 gr/m^2 (max. 10 sheets)
         50 - 140 gr/m^2 (1 sheet at a time)

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

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.

TO PLACE THE DOCUMENT IN THE ADF
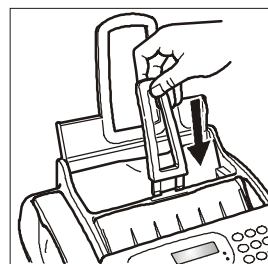
1. Insert the automatic document feeder in the slot until it clicks into position.
   Insert the document, **without forcing**, in the ADF (automatic document feeder) with the side to be sent facing upwards. The bottom edge of the original is fed into the ADF and the display shows on the top line:

   DOCUMENT READY

   and on the bottom line, the default contrast value: NORMAL.

TO ADJUST THE CONTRAST AND RESOLUTION

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

TO REGULATE THE CONTRAST

F Until the display shows:

FAX SET-UP

◊ The display shows:

DATE AND TIME

F The display shows:

VARIOUS SETTINGS

◊ Until the display shows:

CONTRAST: NORMAL

◄/► To view the other available options: "DARK" and "LIGHT".

◊ To confirm your choice.

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

The contrast should be regulated 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.

TO REGULATE THE RESOLUTION

Until the desired resolution value appears on the display.

The resolution should be regulated 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 on the top line:

DOCUMENT READY

and on the bottom line, the default contrast value: NORMAL.

The initial resolution value is: "▨" (standard).

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

Dial your correspondent's number in any of the available methods: directly on the numeric keypad or using the one-touch keys (○₁-○⁸) or speed dialling codes (see "**To set one-touch and speed dialling**").

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.

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 on the top line:

DOCUMENT READY

and on the bottom line, the default contrast value: NORMAL.

The initial resolution value is: "▨" (standard).

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

To hear the dialling tones. The display shows:

OFF HOOK

And the length of the transmission in minutes and seconds in the top right-hand corner.

Dial your correspondent's number in any of the available methods: directly on the numeric keypad or using the one-touch keys (○₁-○⁸) or speed dialling codes (see "**To set one-touch and speed dialling**").

As soon as you hear the tone of your correspondent's fax

machine, press ◇ to start sending the document. The message "CONNECTING" appears on the display.

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 on the top line:

DOCUMENT READY

and on the bottom line, the default contrast value: NORMAL.

The initial resolution value is: "▨" (standard).

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

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

OFF HOOK

And the length of the transmission in minutes and seconds in the top right-hand corner.

Dial your correspondent's number in any of the available methods: directly on the numeric keypad or using the one-touch keys (○₁-○⁸) or speed dialling codes (see "**To set one-touch and speed dialling**").

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.

If no connection is established due to line errors or because the correspondent's number is busy, the fax machine **automatically redials** the number of times laid down by the legislation in your country.

TO SEND A DOCUMENT AT A PRESET TIME (DELAYED 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 on the top line:

DOCUMENT READY

and on the bottom line, the default contrast value: NORMAL.

The initial resolution value is: "▦" (standard).

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

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

The display shows:

TYPE FAX NUMBER
NUM/TOUCH/SPEED

Dial your correspondent's number in any of the available methods: directly on the numeric keypad or using the one-touch keys (◯₁-◯⁸) or speed dialling codes (see "**To set one-touch and speed dialling**").

To confirm the setting. The display shows "TX SET" for a few seconds and then:

AUTOMATIC
TX AT   16:50

NOTE

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

NOTE

If there is **a power failure**, **the broadcast transmission will be cancelled**.

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

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 ⊗ × key, the ◇ key and take the following step.

Overwrite with the new number and confirm the setting by pressing the ◇ key

or

press the ⊗ × key, type 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:

AUTOMATIC
TX AT   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**".

Place the document in the ADF. The display shows on the top line:

DOCUMENT READY

and on the bottom line, the default contrast value: NOR-MAL.

The initial resolution value is: "▦" (standard).

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

F Until 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/TOUCH/SPEED

0 - 9 Dial your correspondent's number in any of the available methods: directly on the numeric keypad or using the one-touch keys (○₁-○₈) 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/TOUCH/SPEED

If you want to send the document to more than one correspondent, 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

MEMORY TX

N O T E

If there is **a power failure**, the transmission from the memory will be cancelled.

F Until the display shows:

MEMORY TX

The display shows:

ALREADY ENTERED

The display shows:

PRINT SETTING?

◄/► 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 machine returns automatically to its initial status.

CANCEL SETTING? – To clear the setting. The fax machine 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**".

To receive a document

You can set up the fax machine to receive the documents sent by your correspondents in **four separate modes**:

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

Ⓕ Until the display shows:

RECEPTION MODE

The display shows:

AUTOMATIC

◀/▶ To view the other available options: "MANUAL", "PHONE/ FAX" and "TAD/FAX".

To confirm the setting.

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

TO RECEIVE DOCUMENTS IN THE VARIOUS RECEPTION MODES

MANUAL RECEPTION

When the telephone rings, lift the handset to engage the line.

The display shows:

OFF HOOK

And the length of the connection in minutes and seconds in the top right-hand corner.

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.

AUTOMATIC RECEPTION

After two rings, the fax machine prepares to receive a document. The document is received as in manual reception mode.

AUTOMATIC RECEPTION WITH RECOGNITION OF THE TYPE OF CALL (PHONE/FAX)

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 (TAD/FAX)

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**", chapter "**More sophisticated operations**").

Ⓝ Ⓞ Ⓣ Ⓔ

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 8 one-touch keys, under the display (◯₁-◯₈), a **fax number** or a **telephone number** and a **name** which will be dialled automatically when you press this key for more than a second.

Ⓕ Until the display shows:

FAX SET-UP

The display shows:

DATE AND TIME

Ⓕ Until the display shows:

ONE TOUCH DIAL

The display shows:

TYPE ONE TOUCH

KEY: 1-8

◯₁-◯₈ Press the one-touch key to which you want to assign the telephone number or the fax number (for example, ◯₁). The display shows:

1:TEL NO.

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

⓪-⑨ Dial your correspondent's telephone or fax number (max. 64 digits) directly on the numeric keypad.

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

⊗ × To delete the number completely.

If your fax machine is connected to a private line, access the public line by pressing the ◯ **EXT.** 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.

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**", chapter "**Operations essential for correct operation**").

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

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 key** by pressing the key and repeating the procedure from the steps in which the correspondent's number and name are entered.

SPEED DIALLING

Using **codes (01-52)** 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.

(01-52):

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

01:TEL NO.

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

N O T E

If you want, you can print the information saved on the **8 one-touch dialling keys** and **52 speed dialling codes** (see chapter "**To print reports and lists**").

TO CHANGE 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:TEL NO.

- **For speed dialling**

01:TEL NO.

Overwrite with the new telephone number or fax number (max. 64 digits) directly on the numeric keypad or press the × key and dial the new number.

To confirm the setting. The display shows:

1:NAME

or

01:NAME

Overwrite with the new name (max. 16 characters) or press the × key and enter the new name.

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 on the top line:

DOCUMENT READY

and on the bottom line, the default contrast value: NORMAL.

The initial resolution value is: "▣" (standard).

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

Press the desired one-touch key, for example ◯₁, for more than one second. The display shows 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.

Place the document in the ADF. The display shows on the top line:

DOCUMENT READY

and on the bottom line, the default contrast value: NOR-MAL.

The initial resolution value is: "▦" (standard).

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

The display shows:

ADDRESS BOOK

CODE OR < >

Dial the desired speed dialling code, for example ⓪①. 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.

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 on the top line:

DOCUMENT READY

and on the bottom line, the default contrast value: NOR-MAL.

The initial resolution value is: "▦" (standard).

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

The display shows:

ADDRESS BOOK

CODE OR < >

To locate the fax number or name of the correspondent to whom you wish to send your document.

To start sending.

Place the document in the ADF. The display shows on the top line:

DOCUMENT READY

and on the bottom line, the default contrast value: NOR-MAL.

The initial resolution value is: "▦" (standard).

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

The display shows:

INCOMING CALLS

To view the other available option: "OUTGOING CALLS".

To confirm your choice.

Press ◄/► to find the fax number or name of the correspondent to whom you wish to send the document on the list of the last 20 incoming calls or on the list of the last 10 outgoing calls.

To start sending.

*T*o *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 **always** and **automatically** printed after a **power failure, if there are documents in the memory**.

  Once the operating conditions have been restored, the fax machine will automatically print a report indicating the number of pages in the memory up to that time that you have lost. In this case, it is advisable to print the activity report to track down the number of name of the persons who sent you the documents that were lost.

- **Activity report**: contains information about the **last 42 transactions** carried out (transmission and reception operations), which the fax machine keeps in its memory and is **printed automatically** after the thirty-second 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 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.

• Act. N.	Progressive number of the transactions (transmission/reception) carried out.
• Doc.N	Reference number of document stored, assigned directly by the fax machine.
• Type	Type of transaction: TX, TX POLLING for transmission. RX, RX POLLING for reception.
• Dialled Number	Fax number of the correspondent that you selected.
• Name	Name of the correspondent you called. Only displayed if you have saved it on the one-touch dialling keys or in the speed dialling codes. This field is not printed on the activity report.
• Received Id	Number (and, sometimes, name) of the selected 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**", chapter "**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

◀/▶   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

◇   The display shows:

DATE AND TIME

F   The display shows:

VARIOUS SETTINGS

◇   Until the display shows:

BROADC. REP.:ON

◀/▶   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 DELAYED 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

◀/▶   To view the other available option: "DELAY LIST: OFF".

◇   To confirm your choice.

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

F Until the display shows:

PRINT OUT REPORT

The display shows:

LAST TX REPORT

◀/▶ 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 INSTALL.

◀/▶ To view the other available options: "PRINT:BLACK LIST" and "MENU EXIT".

To confirm your choice.

N O T E
If you chose "PRINT INSTALL." or "PRINT:BLACK LIST", when the fax machine has finished printing, it returns automatically to the initial stand-by mode. If you have chosen "MENU 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

◀/▶ To view the other available options: "PRINT: ONE TOUCH", "PRINT:SPEED DIAL" and "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 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 (R) 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.

• Activate the "**handsfree**" function, by pressing the (◁») key before or during a telephone call. This function is useful if you want other persons at your end to take part in the conversation.

• **Stop the correspondent from listening to a conversation at your end of the line**, during a "**handsfree**" **telephone call**. Simply press the (⊠) key during the conversation. To enable the correspondent to listen again, simply press the same key again.

*T*O TELEPHONE WITH ONE-TOUCH DIALLING

CASE 1

Do not place the document in the ADF.

Press the desired one-touch key, for example ◯₁, for more than one second. The display shows the digits of the telephone number that you associated with it (see "**To set one-touch and speed dialling**", chapter "**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. The display shows the length of the call in minutes and seconds in the top right-hand corner.

NOTE

If you want to activate the "handsfree" function, having raised the handset, press the (◁») key. The display shows:

REPLACE HANDSET

CASE 2

Do not place the document in the ADF.

Lift the handset to engage the line or press the (◁») key to activate the handsfree function. The display shows:

OFF HOOK   00:00

And the length of the call in minutes and seconds in the top right-hand corner.

Press the desired one-touch key, for example ◯₁. The display shows the digits of the telephone number that you associated with it (see "**To set one-touch and speed dialling**", chapter "**Basic transmission and reception operations**"). If you also associated a name with it, the display will show this, too.

*T*O TELEPHONE WITH SPEED DIALLING

Do not place the document in the ADF.

Lift the handset to engage the line or press the (◁») key to activate the handsfree function. The display shows:

OFF HOOK   00:00

And the length of the call in minutes and seconds in the top right-hand corner.

The display shows:

TEL CALL

CODE OR < >

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**", chapter "**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.

*T*O TELEPHONE BY RUNNING A SEARCH IN THE PHONE BOOK

Do not place the document in the ADF.

Lift the handset to engage the line or press the (◁») key to activate the handsfree function. The display shows:

OFF HOOK   00:00

And the length of the call in minutes and seconds in the top right-hand corner.

The display shows:

TEL CALL

CODE OR < >

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.

Do not place the document in the ADF.

Lift the handset to engage the line or press the ⟨◁⟩⟩ key to activate the handsfree function. The display shows:

OFF HOOK   00:00

And the length of the call in minutes and seconds in the top right-hand corner.

The display shows:

INCOMING CALLS

◀/▶   To display the other available option: "OUTGOING CALLS".

To confirm your choice.

◀/▶   To find the telephone number or name of the correspondent you wish to call on the list of the last 20 incoming calls or on the list of the last 10 outgoing calls.

To start dialling.

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

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 type of copy you want to obtain "**Normal copy**" or "**Quality copy**" and the **contrast** and **resolution** values that you select before starting 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 on the top line:

DOCUMENT READY

and on the bottom line, the default contrast value: NOR-MAL.

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

The display shows:

COPY: HIGH QUAL.

◄/► To view the other available option: "COPY: NORMAL".

To confirm your choice. The display shows:

ZOOM: 100%

◄/► To choose the desired copy size setting: "140%", "70%" or "50%".

To confirm your choice. The display shows:

CONTRAST: NORMAL

◄/► To display the other two types of contrast available: "CON-TRAST: LIGHT" or "CONTRAST: DARK".

To confirm your choice. The display shows the values that you have just selected. At this point, simply choose the resolution you want and set the number of copies you want to make:

To choose the desired resolution setting: "TEXT" or "PHOTO".

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 is made up of more than one sheet, before pressing ◎ to unload the first, open the operator console and remove all the other sheets by hand.

MORE SOPHISTICATED OPERATIONS

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%

◀/▶ — 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

◀/▶ — 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/DISABLE SILENT RECEPTION

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

⬦ — The display shows:

TEL. LINE SET-UP

F — The display shows:

ENHANCED FEATUR.

⬦ — Until the display shows:

SILENT RX: NEVER

◀/▶ — To select one of the other available options: "SILENT RX:ALWAYS" and "SILENT RX: DAILY".

⬦ — To confirm your choice.

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

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 before answering the call.

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.

The fax machine is **already set up** to **display the caller ID**. You may however set it up not to display it, as follows:

F   Until the display shows:

INSTALLATION

◊▣   The display shows:

TEL. LINE SETU-UP

F   The display shows:

ENHANCED FEATUR.

◊▣   Until the display shows:

CALLER ID: ON

◀/▶   To view the other available option: "CALLER ID: OFF".

◊▣   To confirm your choice.

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

N O T E

With this function enabled, if a power failure occurs and the date and time are lost, they will be restored when the next call is received.

This function is only enabled in some countries.

If set in "**PHONE/FAX**" or "**TAD/FAX**" 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

◊▣   Until the display shows:

RING COUNT:02

◀/▶   To view the other available values: "01", "04", "06", "07" and "08". For example: "04".

◊▣   To confirm your choice.

⊘   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   The display shows:

VARIOUS SETTINGS

◊▣   Until the display shows:

RING VOLUME:HIGH

◀/▶   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.

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**" and "**TAD/FAX**" 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.

We recommend you **disconnect** the TAD before carrying out the recognition procedure.

F   Until the display shows:

INSTALLATION

The display shows:

TEL. LINE SET-UP

F   Until the display shows:

ENHANCED FEATUR.

Until the display shows:

DISTINC.RING:OFF

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.

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

Until the display shows:

FAX/TEL TIMER:20

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.

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

Until the display shows:

SILENCE LAPSE.: 6

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.

If the fax machine is connected to an **extension** that operates in **tone dialling mode** and is set up for **manual reception**, 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 the line to which the fax machine was set to be connected, for example:

PUBL.LINE (PSTN)

⬦ Until the display shows:

REMOTE START:ON

⬦ The display shows the code you set previously, for example:

TYPE CODE
CODE(0/9,*) *8

(0)-(9) Type the new code, for example: "*9".

⬦ To confirm your choice.

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

N O T E

If you want to disable this function, after the fourth step, press the ◄/► keys to display: "REMOTE START:OFF", then press the ⬦ key to confirm and the ⊘ key to return the fax machine to the initial stand-by mode.

N O T E

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

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

◄/► To select the alternative parameter.

HEADER OUTSIDE

⬦ To confirm the setting.

⊘ 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) The display shows:

VARIOUS SETTINGS

⬦ Until the display shows:

RETRANS.DOC.:OFF

◄/► To view the other available option: "RETRANS. DOC.: ON".

⬦ To confirm your choice.

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

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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:

(F) Until the display shows:

INSTALLATION

Until the display shows:

LINE MONITOR:OFF

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

To confirm your choice.

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

If the volume of the dialling tones and connection signals is **too low** or **too high**, regulate it using the (F) key.

The display shows:

OFF HOOK   00:00

(F) To raise or lower the volume of the speaker. The display shows the volume level set in the top right-hand corner.

(F) Until the display shows:

FAX SET-UP

The display shows:

DATE AND TIME

(F) The display shows:

VARIOUS SETTINGS

Until the display shows:

BUZZER VOL.:LOW

◀/▶ 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 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.

(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 14.4

◀/▶ To view the other available values: "TX SPEED 9.6" or "TX SPEED 4.8". For exemple: "TX SPEED 9.6".

To confirm your choice.

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

The **ECM** (**E**rror **C**orrection **M**ode) 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

◀/▶ 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

The display shows:

> TYPE TIME
> HH:MM

To confirm the current time or overwrite with the new one,

for example "18:20" and then press the ⟨◇▤⟩. The display shows:

> TYPE FAX NUMBER
> NUM/TOUCH/SPEED

Dial the correspondent's number using any of the available methods: directly on the numeric keypad or using the one-touch keys (○₁ - ○⁸) or speed dialling codes.

To confirm the setting. The fax machine shows the message "POLL SET" for a few seconds and then returns automatically to the initial stand-by status. The second line of the display shows: "POLL. RX: 18:20".

N O T E

You can cancel the polling reception setting by pressing the

⟨◯⟩ button.

TO CHANGE/DELETE A POLLING RECEPTION THAT HAS BEEN SET

F — Until the display shows:

> POLLING RX

The display shows:

> ALREADY ENTERED

The display shows:

> CHANGE PARAM.?

◀/▶ — To view the other available option: "CANCEL SETTING?".

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**".

TO PREPARE THE DOCUMENT FOR TRANSMISSION (POLLING TRANSMISSION)

Place the document in the ADF. The display shows on the top line:

> DOCUMENT READY

and on the bottom line, the default contrast value: NORMAL.

The initial resolution value is: "▣" (standard).

If necessary, change the contrast and resolution values (see "**To adjust the contrast and resolution**", chapter "**Basic transmission and reception operations**").

F — Until the display shows:

> POLLING TX

Press the ⟨◇▤⟩ 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.

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WHAT HAPPENS IF THERE IS A POWER FAILURE

If there is 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**, while the documents present in the memory will be lost.
The date and time will also be lost so they will have to be reset by carrying out the procedure described in the "**To set the date and time**" section of the "**Operations essential for correct operation**" chapter.

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**, **the paper support is closed or the operator console is raised**, 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**. The fax machine transmits regularly at a speed of **14400** bps (**b**its **p**er **s**econd). To reduce the speed, follow the procedure described in the "**To reduce the transmission speed**" section of the "**More sophisticated operations**" chapter.
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**", chapter "**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).

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**", chapter "**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.	Place the document in the correct position with the side to be copied facing upwards.

N O T E

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**", chapter "**Basic transmission and reception operations**".

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

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**", chapter "**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**", chapter "**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**", chapter "**Maintenance operations**").

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 sheets of paper**", chapter "**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**", chapter "**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.

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.

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 ⊗ key: press the ⊗ 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.

OFF HOOK

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

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 or to be sent from memory.

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.

To replace the print head
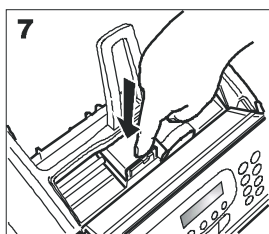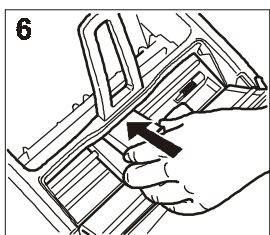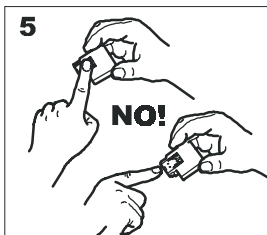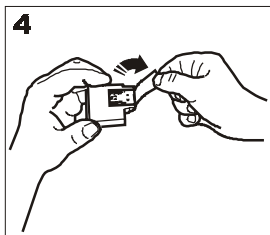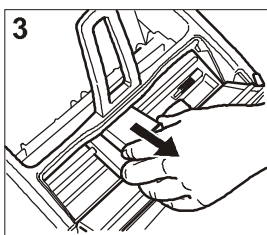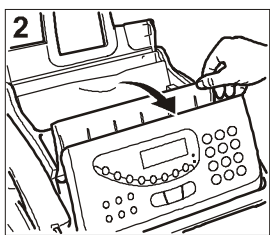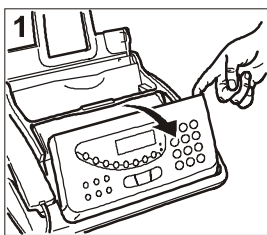
1. Open the operator console, as indicated by the arrow, until you hear a click, which means that it is fully open.
2. Lift the print head compartment cover using the lever, as shown in the figure.
3. Release the print head by pressing the levers and then remove it from its seat.
4. Take the print head out of its package and, holding it on both sides, peel off the film covering the nozzles.
5. Avoid touching both the nozzles and the electrical contacts.
6. Insert the print head in its compartment with the electrical contacts facing downwards.
7. Push the print head until it clicks into place and close the print head compartment cover and the operator console.

N O T E

If you have replaced the print head because **the ink ran out**, when the print head compartment cover and the operator console are 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**", chapter "**Operations essential for correct operation**".

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

F   Until the display shows:

HEAD MAINTENANCE

The display shows:

NEW HEAD: 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**", chapter "**Operations essential for correct operation**".

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

◀/▶   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**", chapter "**Operations essential for correct operation**".

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

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 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. Finally, reinstall the print head.
- Remove the print head and 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.
- 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**:
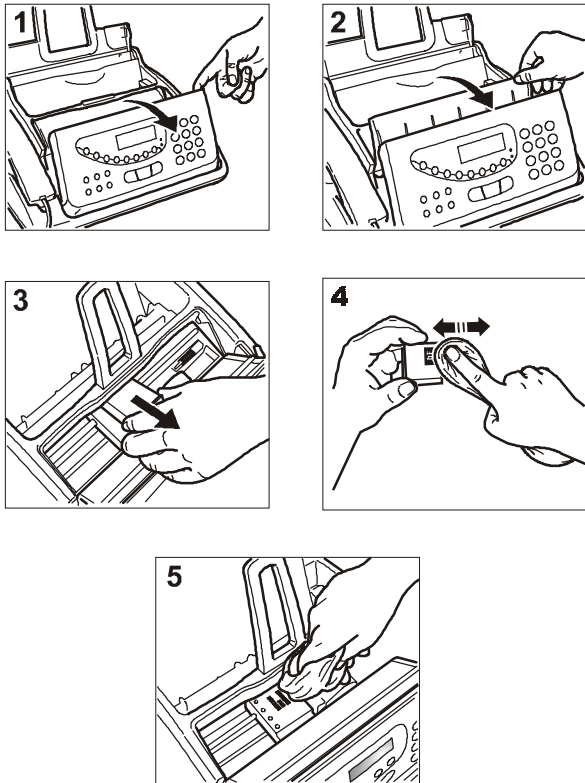
1. Open the operator console, as indicated by the arrow.
2. Lift the print head compartment cover using the lever, as shown in the figure.
3. Release the print head by pressing the levers and then remove it from its seat.
4. Clean the electrical contacts using a slightly damp cloth. **Do not touch** 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 and the operator console.

TO CLEAN THE NOZZLES OF THE PRINT HEAD

Only for monochrome print heads (black)

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 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**:
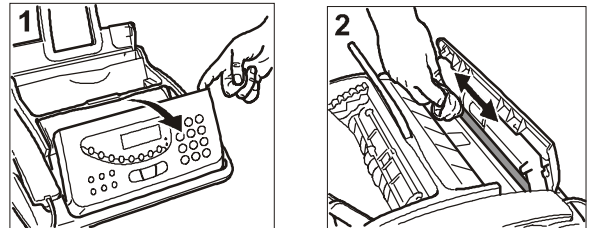
1. Open the operator console, as indicated by the arrow.
2. Clean the glass surface of the optical reader with a **cloth dampened** with a product designed specifically for cleaning glass and then dry it thoroughly. Do not pour or spray the cleaning product directly onto the glass surface.
3. Close the operator console.

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

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

Try to unload the document by pressing the ⬳ key. If the document is not unloaded, remove it manually as follows:
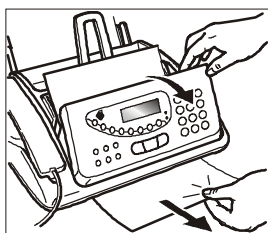
1. Open the operator console and remove the document from the ADF.
2. Close the operator console.

To remove jammed sheets of paper

If the paper used to print the documents received or to copy documents gets jammed, this condition is signalled on the display by the message "**PAPER ERROR**, **PRESS** ⬇".

Try to unload the sheet by pressing the ⬳ key. If the sheet is not unloaded, remove it manually as follows:

If the paper gets jammed in the ASF:

1. Open the panel of the automatic sheet feeder, as indicated by the arrow.
2. Remove the jammed sheet, taking care not to tear it.
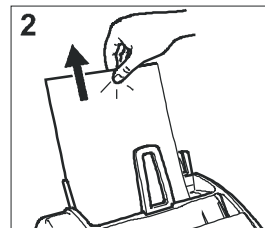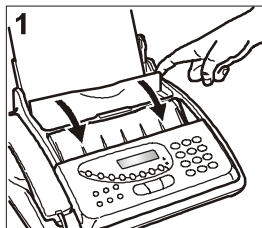
If the paper gets jammed in the received/copied document output:

1. Remove the jammed sheet, taking care not to tear it.
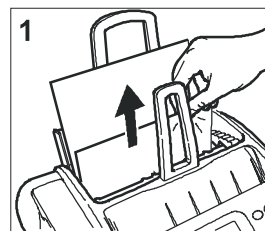
The **multifunctional** model can be **connected to a Personal Computer** on which specific communication software (**LinkFax Pro**) has been installed.

It will operate as a **black & white and color graphic printer**: documents such as letters, drawings or spreadsheets, created with standard Windows applications, can thus be printed on the fax machine. It can also be used as a **scanner** for acquiring images and documents on the PC.

Finally, if you have an e-mail application with a Simple MAPI interface, it supports the transmission and reception of documents as **e-mail attachments**, using the **Internet** channel.

SOFTWARE INSTALLATION REQUIREMENTS

The software installation program on the CD provided will display a series of windows to guide you through the procedure for installing what you need onto the hard disk of your PC. The installation CD also contains the on-line documentation files which contain more information about the software.

MINIMUM REQUIREMENTS OF THE PC

- For Windows 98 second edition, Windows ME and Windows 2000: Pentium 300 MHz, 64 MB of RAM (128 MB of free memory is recommended).
- For Windows XP: Pentium 500 MHz, 128 MB of RAM (256 MB of free memory is recommended).

All configurations must have at least a CD drive, a VGA monitor (24-bit colour monitor board) and a USB interface connection.

TO INSTALL THE "LINKFAX PRO" SOFTWARE

The software can be installed in **Windows 98 second edition/ME/2000/XP**.

INSTALLING THE SOFTWARE IN WINDOWS 98 SECOND EDITION AND WINDOWS ME

- Make sure that both the PC and the fax machine are turned off and disconnected from one another.
- Plug one end of the **USB** interface cable to the **USB** port on the rear of the fax machine.
- Connect the other end of the cable to the **USB** port on the PC.
- Connect the fax machine to the mains socket, turn it on and then turn on the PC.
  At the end of the **Windows** start-up phase, a dialog box indicating that **a new hardware component** has been detected will appear on the screen. At this point, follow the instructions that appear on the screen to install the USB driver.
  Check that the search for best device driver option is selected in one of the dialog boxes that appear and that only the CD ROM drive box is selected in another dialog box.

If the language selection dialog box does not appear at the end of the USB driver installation procedure, run the SETUP program on the CD.

- Then follow the indications that appear on the screen until you reach the end of the installation procedure.

Once the installation procedure has been completed, the components of the "**LinkFax Pro**" module will be active within the Windows environment and the **Internet Linkfax** icon will appear at the bottom of the screen.

NOTE

If you have not installed any **e-mail** application with a **Simple MAPI** interface, the **Internet LinkFax** icon will not appear at the bottom of the screen. In addition, whenever the system is restarted, a message will appear to inform you that there is no e-mail application installed.

The **Internet LinkFax** icon will be automatically restored once an e-mail application has been installed and set up.

INSTALLING THE SOFTWARE IN WINDOWS 2000 AND WINDOWS XP

- Make sure that both the PC and the fax machine are turned off and disconnected from one another.
- Turn on the PC and wait for the end of the Windows start-up phase.
- Insert the CD in the CD ROM drive. Then follow the indications that appear on the screen until you reach the end of the installation procedure.

NOTE

During the installation of the "**LinkFax Pro**" software, a dialog box indicating that the device has not passed the Windows Logo test will be displayed. At this point, select the option that enables you to continue the installation procedure.

- At the end of the "**LinkFax Pro**" software installation procedure, while the PC is restarting, plug in the connector on the **USB** cable to the **USB** port on the rear of the fax machine.
- Connect the other end of the cable to the **USB** port on the PC.
- Turn on the fax machine having connecting it to the mains socket.

  A dialog box indicating that **a new hardware component** has been detected and one indicating that the device has not passed the Windows Logo test will appear on the screen. At this point, select the option that enables you to continue installing the USB driver.

Once the installation procedure has been completed, the components of the "**LinkFax Pro**" module will be active within the Windows environment and the **Internet Linkfax** icon will appear at the bottom of the screen.

NOTE

If you have not installed any **e-mail** application with a **Simple MAPI** interface, the **Internet LinkFax** icon will not appear at the bottom of the screen. In addition, whenever the system is restarted, a message will appear to inform you that there is no e-mail application installed.
The **Internet LinkFax** icon will be automatically restored once an e-mail application has been installed and set up.

TO UNINSTALL THE "LINKFAX PRO" SOFTWARE

The uninstallation procedure (valid for all four Windows environments) described 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.

• Click on the Windows **START** button in the bottom left-hand corner of the screen.

• Select "**Settings**" and then "**Control Panel**".

• Double click on "**Add programs**".

• Select **LinkFax Pro** from the "**Add/Remove**" dialog box.

• Click on the "**Add/Remove**" button.

• Follow carefully the instructions that appear on the screen until the uninstallation procedure has been completed.

IMPORTANT

Before uninstalling the **LinkFax Pro** software, make sure that all the software applications are closed. To close the **Internet Linkfax** application, click the right mouse button on the **Internet Linkfax** icon in the bottom right-hand corner of the screen and select the "Exit" item.

NOTE

To uninstall the **LinkFax Pro** printer, never remove the device from the **Printers** folder of Windows **Control Panel**. Always carry out the uninstallation procedure described above.

TROUBLESHOOTING GUIDE

If problems arise during installation or use of the **LinkFax Pro** software, see the "readme.txt" file on the CD.

ACCESSING THE ON-LINE DOCUMENTATION

The installation procedure loads not only the software but also the **on-line documentation** files that provide further information about the multi-functional characteristics of the fax machine.

In all four Windows environments: 98 Second Edition/ME/ 2000/XP

To access the on-line documentation, click on the icon of the relevant function on the **Start/Programs/LinkFax Pro** menu.

PRINT HEAD PRECAUTIONS

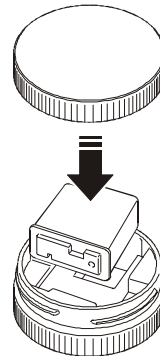This fax machine may use either a **monochrome** (black) or **color** print head:

• **monochrome**, for use as a **fax machine** or **black & white printer**;

• **color**, for use as a **color printer**.

NOTE

If you have installed the color print head, the documents received **will not be printed immediately** but saved in the memory of the fax machine. As, once its memory is full, the fax machine will not receive any more documents, **always remember** to reinstall the monochrome print head whenever current use of the fax machine is restored.

As you will change the print head frequently according to the current use of the fax machine, take the following precautions:

• **avoid touching or resting** the print head on its nozzles or electrical contacts;

• **do not try to refill** the print head: you could damage the print head or the fax machine;

• always **put the print head that is not being used back** in its **box**:

in this way, you will prolong the life of the print head and get lasting printing quality.

NOTE

The fax machine automatically recognizes the type of print head installed and controls ink consumption by means of a special internal mechanism, so that the **INK OUT** message will appear at the appropriate moment on the display.
To ensure that the ink level detected reflects the actual level in the print head, **never install the print heads of your fax machine onto other fax machines or an ink jet printer**.

GENERAL CHARACTERISTICS

Model .... Desktop transceiver
Display .... LCD 16 + 16 char.
Capacity memory .... 1 Mbyte
Dimensions
Width .... 345 mm
Depth .... 244 mm + 84 mm
Height .... 122 mm + 138 mm (**)
Weight .... ca. 4.7 Kg

COMMUNICATION CHARACTERISTICS

Telephone network ...... Public/private
Compatibility .... ITU
Communication speed .... 14400-12000-9600-7200-4800-2400 (with automatic "fall back")
Compression method .... MH, MR, MMR
Error correction mode .... ECM

POWER SUPPLY CHARACTERISTICS

Voltage .... 220-240 VAC or 110-240 VAC (data plate on base of fax machine)
Frequency .... 50-60Hz (data plate on base of fax machine)
Power absorbed:
- in stand-by mode .... ca. 4W
- max. power 35W

ENVIRONMENTAL CONDITIONS

Temperature .... *Operating*
.... from +5°C to +35°C or from +15°C to +35°C if the colour print head is used
.... *Transport*
.... from -15°C to +45°C
.... *Short and long-term storage*
.... from 0°C to +45°C
Relative humidity .... *Operating/short and long term storage*
.... 15%-85%
.... *Transport*
.... 5%-95%

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 ..... ca. 7s (14400 bps) (*)
ADF capacity .... **Manual feeding:**
.... A4, Letter and Legal (50gr/m^2 - 140 gr/m^2)
.... **Automatic feeding:**
.... 20 sheets A4 (80 gr/m^2)
.... 10 sheets Letter and Legal (80 gr/m^2)

RECEPTION CHARACTERISTICS

Printing system .... Printing on plain paper, bubble ink jet printer
Max. printing width .... 204 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/m^2
Paper feed .... Plain paper cassette (max 100 sheets of 80 gr/m^2)

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

Monochrome print head part number

Single-block print head: P/N **B0336F**

Colour print head part number

Single-block print head: P/N **B0380Q**

255933Y