olivetti

Ink Jet Fax

Fax_Lab 610/630

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 (the full declaration can be found at the end of this manual).
> 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.

CONSULTING THE MANUAL

This manual describes two models of fax machine, the only difference between them being that one is equipped with a built-in telephone answering device and the other is not.
In the description that follows, whenever a distinction is to be made between these two models, reference will be made to: "**Base model**" and "**Model with a built-in TAD**".
This manual is divided into **two main parts**: the first part provides a short description of the fax machine, **explaining how to install it and get started immediately**, using its basic functions only.
After this initial phase, you can consult the **second part** of the manual. In it you will find a **detailed description of the fax machine and its many functions**.

ENVIRONMENTAL RECYCLING

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

Information about Directive 2002/96/CE on the treatment, collection, recycling and disposal of electric and electronic devices and their components.

1. FOR COUNTRIES IN THE EUROPEAN UNION (EU)

The disposal of electric and electronic devices as solid urban waste is strictly prohibited: it must be collected separately.
The dumping of these devices at unequipped and unauthorized places may have hazardous effects on health and the environment.
Offenders will be subjected to the penalties and measures laid down by the law.

To dispose of our devices correctly:
a) Contact the Local Authorities, who will give you the practical information you need and the instructions for handling the waste correctly, for example: location and times of the waste collection centres, etc.

b) When you purchase a new device of ours, give a used device similar to the one purchased to our dealer for disposal.

The crossed dustbin symbol on the device means that:

- when it to be disposed of, the device is to be taken to the equipped waste collection centres and is to be handled separately from urban waste;
- Olivetti guarantees the activation of the treatment, collection, recycling and disposal procedures in accordance with Directive 2002/96/CE (and subsequent amendments).

2. FOR OTHER COUNTRIES (NOT IN THE EU)

The treatment, collection, recycling and disposal of electric and electronic devices will be carried out in accordance with the laws in force in the country in question.

⚠ SAFETY PRECAUTIONS

RISK OF AN ELECTRIC SHOCK

- Never attempt to repair the fax machine yourself. If you remove the casing, you risk getting an electric shock or suffering some other kind of injury. Repairs should be carried out by qualified technical staff only.
- **During storms we recommend you unplug the device from both the power outlet and the telephone line so as to eliminate the risk of it being damaged by lightning.**
- Never pour liquids on the fax machine and avoid exposing it to the damp.
  If liquids seep inside it, unplug it immediately from the mains power supply and the telephone line. Before using it again, have it repaired by qualified, technical staff.
- Do not use the fax machine outside in bad weather.
- Connect the fax machine exclusively to a certified wall power socket.
- To unplug the power cable from the wall power socket, remove the plug and refrain from yanking the cable.
- Never touch the power cable or plug with wet hands.
- Do not fold or squash the power cable. Keep it away from heat sources.
- Before cleaning the fax machine, unplug it from the wall power socket.
- Before using the fax machine, check that it has not been damaged or dropped. If it has, have it checked by a qualified engineer.

RISK OF SUFFOCATION

- The fax machine and its accessories are wrapped in plastic so do not let children play with the packaging material.

RISK OF FIRE

- 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.

RISK OF ACCIDENT

- Place it on a stable, flat surface free of all vibrations so as to avoid drops that could cause damage to the machine and injury to persons.
- Lay the power cable so that it cannot be trodden on or tripped over.
- Never let children use or play with the fax machine.

- Keep the fax machine in a dust-free place away from sources of water, steam and excessive heat. Do not expose it to direct sunlight.
- Ensure that no books, documents, or other objects obstruct normal ventilation in any way.
- Use the fax machine exclusively at a temperature of between 5°C and 35°C and a relative humidity of between 15% and 85%.
- Keep the fax machine away from other electrical and electronic appliances that may cause interference, e.g. radios, televisions, etc.
- If a voltage drop or power failure occurs, it will not be possible to make or receive telephone calls as the keypad will be disabled.
- In an emergency, if you wish to make a call, you must use a telephone certified by the telephone company, connecting it directly to the fax machine (in countries where this is allowed) or directly to the telephone wall socket.
- Leave enough room in front of the outlet from which documents and received/copied documents are unloaded, so that they do not fall on the floor.

IMPROPER USE

The fax machine was designed to send and receive documents and to copy paper documents. The machine may also be used as a telephone. All other uses are to be considered improper. In particular, it is never to be connected directly to an ISDN line and, if it is, the guarantee becomes null and void.

ABOUT THE INSTALLATION AND SETUP PARAMETERS

As the country default values for each installation and setup parameter may change due to certification requirements or specific customers' needs, these values do not always correspond to those indicated in the manual: it is therefore advisable to print them before changing them (see "**To print reports and lists**", chapter "**Transmission and reception operations**").

CONSOLE

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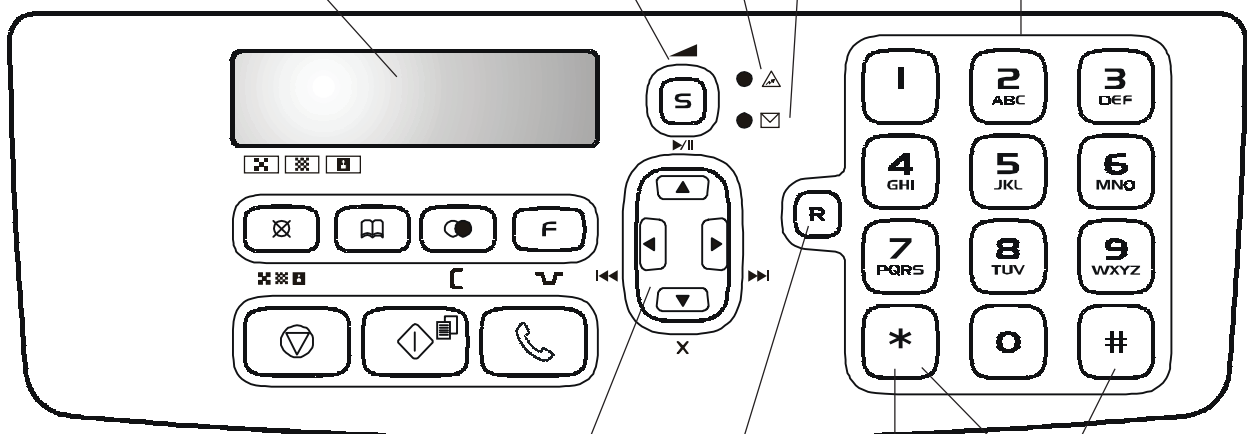**Off**, indicates that the memory is empty.

On, indicates that there are messages or memos in the memory that have already been played.
Blinking, indicates that the memory contains documents that have not been printed, messages or memos that have not been played.
Off, indicates that the memory is empty.

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

- After the ⟨☎⟩ button has been pressed, it turns the speaker volume "up" or "down".

- Dial the fax or telephone number.

- If held down for more than one second, they automatically dial (once set) the telephone number or fax number assigned to them.

- Enter numeric data.

- Select digits and alphanumeric characters during the entry of numbers and names.

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

- They scroll cyclically forwards or backwards through the functions and related parameters on the menu.

- Move the cursor to the "right" and to the "left" while entering numbers and names.

MODEL WITH A BUILT-IN TAD ONLY
- Used to perform TAD functions. Described in the corresponding chapter.

- 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.

With the handset lifted, gives access to the special functions made available by the network manager and commonly known as REGISTER RECALL (**R** function).
With the fax machine connected to a private exchange:
When pressed before the telephone or fax number is dialled, it enables a call to be made on the public line (if the output mode is Flash and if the fax machine was programmed correctly).

When pressed before dialling a number, it enables you to switch from pulse dialling to tone dialling.

- 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).

- Gives access to the Phone book.

- Deletes incorrect settings from the display.
- During the function programming phase, it moves one function back.
- 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 and not answered (**incoming calls**), irrespective of whether or not a document was present in the ADF.
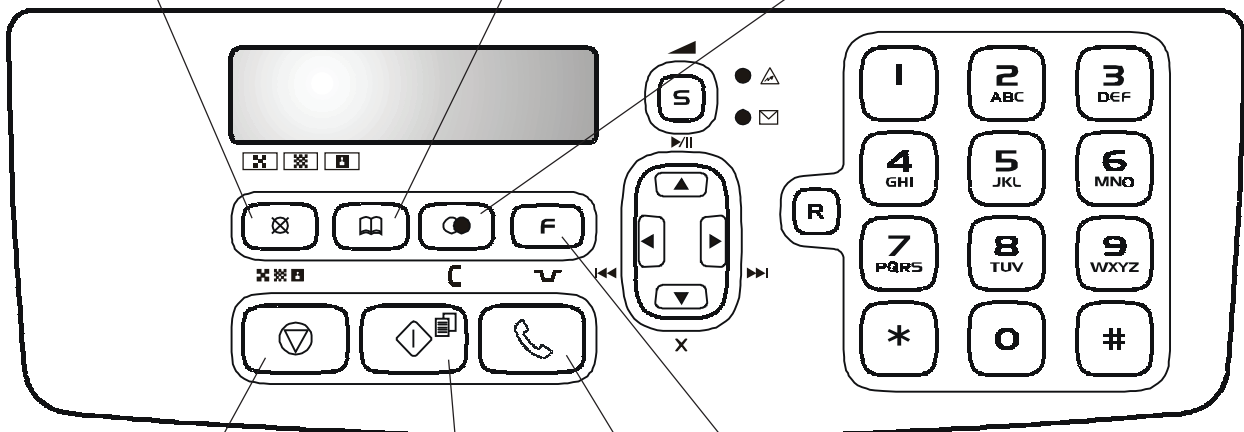
- Unloads a document from the ADF.
- Turns off the "● ▲" LED indicator.
- Returns the fax machine to the stand-by mode.
- Stops the programming, transmission, reception or copying operation in progress.

- Gives access to the menu and its functions.
- Inserts a pause during the dialling of the telephone or fax number.

Used to dial a telephone or fax number without lifting the telephone handset.

- In "MANUAL" and "PHONE/FAX" reception modes starts receiving a document.
- After the fax number has been dialled, starts sending a document (only with the document 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 inserted in the ADF).

COMPONENTS

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

PAPER SUPPORT EXTENSION

CONNECTION SOCKETS

LINE

EXT.

PLAIN PAPER FEED COMPARTMENT (ASF)
Maximum capacity: 40 sheets (80gr/m²).

AUTOMATIC FEEDER FOR DOCUMENTS TO BE SENT AND COPIED (ADF)
Maximum capacity: 10 sheets of A4 (80gr/m²).

SPEAKER

BUILT-IN TELEPHONE HANDSET

OPERATOR CONSOLE

DISPLAY
The display consists of two lines of 16 characters each. It shows the date and time, menu items, error messages, resolution and contrast values.

RECEIVED OR COPIED DOCUMENT OUTPUT

MACHINE SERIAL NUMBER PLATE (SEE BASE)

OPTICAL READER

CARTRIDGE COMPARTMENT

How to get started quickly

This section provides a **basic description** of the fax machine, explaining how to install it and get started quickly, using its basic functions only. For a **more comprehensive use** of the fax machine, **see the corresponding section**.
As this section is designed to give you **a gradual and systematic approach to the fax machine**, we recommend you read the topics in the order in which they are presented.

Package contents

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

• The paper support extension.
• The cable for connecting the fax machine to the telephone line.
• The power cable.
• The telephone plug (if applicable).
• The box containing a free monochrome print cartridge provided with the machine.
• The telephone handset.
• Aftersales support information.

IMPORTANT

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

Installation conditions

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

Connecting to the telephone line and power supply

Connect the fax machine to the telephone line
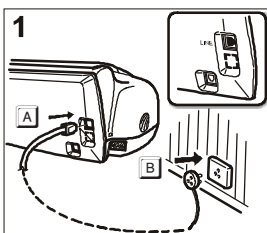
1. Insert the plug on the cable for connecting it to the telephone line into the "**LINE**" socket on the rear of the fax machine (A).

   Insert the connector or the plug (if applicable) at the other end of the cable into the wall telephone line socket (B).
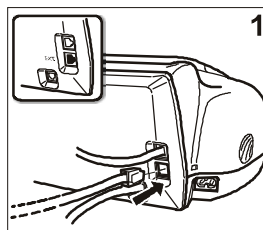
Connect the telephone handset
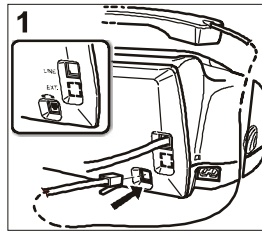
1. Insert the connector of the handset cable into the socket marked with the symbol ☎ on the fax machine.
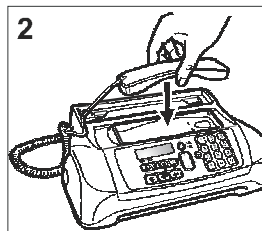
2. Place the handset in its seat.

If a voltage drop or power failure occurs connect an emergency telephone


1. To connect the emergency telephone directly to the fax machine, remove the cover from the socket for connecting to the external line and then insert the plug of the emergency telephone in this socket.

IMPORTANT

In countries where this kind of connection is not allowed (for example, Germany and Austria), connect the emergency telephone directly to the telephone wall socket.
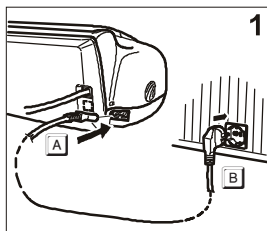
1. Insert the female connector at one end of the power cable into the male connector on the rear of the fax machine (A).

   Then insert the plug at the other end of the cable into the wall power socket (B).

I M P O R T A N T

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

SETTING SOME PARAMETERS

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 message "AUTOMATIC   00" ("AUTOMATIC" in the **base model**) and, alternating on the second line, the messages "SET DATE/TIME" and "CHECK CARTRIDGE".

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:

    LINGUA

    ITALIANO   ♦

1. To select the desired language, press the keys:

The display shows, for example:

    LINGUA

    ENGLISH   ♦

2. To confirm the setting, press the key:

The display shows a country of destination, for example:

    CHOOSE COUNTRY

    ITALIA   ♦

3. To select the desired country, press the keys:

The display shows, for example:

    CHOOSE COUNTRY

    U.K.   ♦

To select a different country, see the table below:

COUNTRY	COUNTRY TO BE SELECTED
Argentina	AMERICA LATINA
Australia	AUSTRALIA
Austria	ÖSTERREICH
Belgium	BELGIUM
Brazil	BRASIL
Chile	AMERICA LATINA
China	CHINA
Colombia	AMERICA LATINA
Denmark	DANMARK
Finland	SUOMI
France	FRANCE
Germany	DEUTSCHLAND
Holland	NEDERLAND
India	INDIA
Italy	ITALIA
Luxembourg	BELGIUM
Mexico	AMERICA LATINA
New Zealand	AUSTRALIA
Norway	NORGE
Peru	AMERICA LATINA
Portugal	PORTUGAL
Rest of world	INTERNATIONAL
Spain	ESPAÑA
Sweden	SVERIGE
Switzerland	SWITZERLAND
UK/Ireland	U.K.
Uruguay	AMERICA LATINA
Venezuela	AMERICA LATINA

4. To confirm the setting, press the key:

The fax machine automatically returns to its initial stand-by mode.

I M P O R T A N T

The fax machine may not be on sale in all of the countries listed above.

TO CHANGE THE LANGUAGE AND THE COUNTRY OF DESTINATION

Press [F] + [I] and repeat the procedure "**To set the language and the country of destination**" from the start, remembering always to confirm the settings made by pressing the [◊] button.

TO CHANGE THE COUNTRY ONLY

1. Press the key:

[F] The display shows:

        MENU

        RECEPT. SET-UP ♦

2. Press the keys

▲▼ until the display shows:

> MENU
> INSTALLATION ◆

3. Press the key:

◊▣ The display shows:

> INSTALLATION
> STATION NAME ◆

4. Press the keys

▲▼ until the display shows:

> INSTALLATION
> COUNTRY SET-UP ◆

5. Press the key:

◊▣ The display shows the default country, for example:

> COUNTRY SET-UP
> U.K. ◆

6. To display the other available countries, press the keys:

▲▼

7. To confirm your choice, press the key:

◊▣

8. To return the fax machine to its initial stand-by mode, press the key:

◎

9. If you want to move back one function, press the key:

◉ C

1. Press the key:

F The display shows:

> MENU
> RECEPT. SET-UP ◆

2. Press the keys

▲▼ until the display shows:

> MENU
> INSTALLATION ◆

3. Press the key:

◊▣ The display shows:

> INSTALLATION
> STATION NAME ◆

4. Press the keys

▲▼ until the display shows:

> INSTALLATION
> LANGUAGE ◆

5. Press the key:

◊▣ The display shows the default language, for example:

> LANGUAGE
> ENGLISH ◆

6. To display the other available languages, press the keys:

▲▼

7. To confirm your choice, press the key:

◊▣

8. To return the fax machine to its initial stand-by mode, press the key:

◎

9. If you want to move back one function, press the key:

◉ C

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.

The date and time will be printed at the top of all documents sent and will be shown on the display when the fax is in stand-by mode.

Once set, the date and time can be changed at any time. You can also modify the format in which they are shown on the display, see "**To change the date and time**".

The display shows "AUTOMATIC 00" ("AUTOMATIC" in the **base model**) on the first line and "SET DATE/TIME" on the second line.

1. Press the key:

F The display shows:

> MENU
> SET DATE/TIME ◆

2. Press the key:

◊▣ The display shows:

> SET DATE/TIME
> XX-XX-XX XX:XX

"XX-XX-XX XX:XX" indicate the date and time shown on the display for the first time having connected the fax machine.

3. To enter the new date and time (e.g. 10-05-07; 12:25), press the keys:

[0]-[9 WXYZ] As each digit is entered, the cursor will move to the next one.

4. If you wish to move the cursor to digits to be modified, press the keys:

◀/▶

5. Then overwrite the digits with the correct ones, by pressing the keys:

[0]-[9 WXYZ]

6. To confirm the setting, press the key:

The fax machine automatically returns to its initial stand-by mode.

N O T E

Stand-by mode is the status in which the fax machine is idle and is the mode in which the machine can be programmed. Stand-by mode will be shown on the display as follows:
• Without the original document inserted in the ADF.
   For the model with a built-in TAD:

   AUTOMATIC   00
   10-May-07 12:25

   For the base model:

   AUTOMATIC
   10-May-07 12:25
• With the original document inserted in the ADF.

   DOCUMENT READY

   NORMAL

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.

Bear in mind that if you have the caller ID function enabled, the date and time will be automatically brought up to date whenever you receive a call.

1. Press the key:

F   The display shows:

   MENU

   RECEPT. SET-UP ▲▼

2. Press the keys

▲▼ until the display shows:

   MENU

   FAX SET-UP   ▲▼

3. Press the key:

The display shows:

   FAX SET-UP

   DATE AND TIME ▲▼

4. Press the key:

The display shows:

   DATE AND TIME

   SET DATE/TIME ▲▼

5. At this point, you can choose between the following options:

"SET DATE/TIME" - To modify the date and time set previously.

"DATE FORMAT" - To choose the date format that will be shown on the display.

"HOUR FORMAT" - To choose the time format that will be shown on the display.

6. Press the key:

The display shows:

   SET DATE/TIME

   XX-XX-XX XX:XX

"XX-XX-XX XX:XX" indicate the current date and time.

7. To display one of the options listed above, press the keys:

▲
▼

8. To confirm the setting, press the key:

9. If you have made a mistake or wish to abort the procedure in progress, press the key:

N O T E

If you have chosen the "**SET DATE/TIME**" option, proceed as follows:
1. Enter the new date and time (e.g. 13-05-07; 18:00), by pressing the keys: 0 - 9. As each digit is entered, the cursor will move to the next one.
2. If you wish to move the cursor to digits to be modified, press the keys: ◀/▶.
3. Then overwrite the digits with the correct ones, by pressing the keys: 0 - 9.
4. To confirm the setting, press the key:
5. To return the fax machine to its initial stand-by mode, press the key:
6. If you want to move back one function, press the key: C.

If you have chosen the "**DATE FORMAT**" option, proceed as follows:
1. The display shows: "DATE FORMAT" and "DD/MM/YY".
2. If you want to select a different format from the one displayed, press the keys: ▲▼.
3. To confirm the setting, press the key:
4. To return the fax machine to its initial stand-by mode, press the key:
5. If you want to move back one function, press the key: C.

If you have chosen the "**HOUR FORMAT**" option, proceed as follows:
1. The display shows: "HOUR FORMAT" and "24 HOURS".
2. If you want to select a different format from the one displayed, press the keys: ▲▼.
3. To confirm the setting, press the key:
4. To return the fax machine to its initial stand-by mode, press the key:
5. If you want to move back one function, press the key: C.

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 format to the other:

1. Repeat the procedure until the message "DATE AND TIME - SET DATE/TIME" appears and then press the [◇▣] key.

2. Position the cursor, using the ◀/▶ keys, below the letter to be modified.

3. Press the keys ▲▼.

### TO SWITCH FROM A PUBLIC LINE TO A PRIVATE LINE (PBX)

The fax machine is set up for connection to a public line but you can connect it to a private line and use it on a public line, too. To do this, proceed as follows:

• Select the "**PRIVATE(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.

To switch from the public line to the private line:

1. Press the key:

[F]   The display shows:

MENU
RECEPT. SET-UP ▼

2. Press the keys

▲▼   until the display shows:

MENU
INSTALLATION ▼

3. Press the key:

[◇▣]   The display shows:

INSTALLATION
STATION NAME ▼

4. Press the keys

▲▼   until the display shows:

INSTALLATION
TEL.LINE SETUP ▼

5. Press the key:

[◇▣]   The display shows:

TEL.LINE SETUP
LINE TYPE ▼

6. Press the key:

[◇▣]   The display shows:

LINE TYPE
PUBLIC(PSTN) ▼

7. To choose the other option, "LINE TYPE - PRIVATE (PBX)", press the keys:

▲
▼

8. To confirm the setting, press the key:

[◇▣]

9. To return the fax machine to its initial stand-by mode, press the key:

[◎]

10. If you want to move back one function, press the key:

[◉]
C

To modify the dialling mode:
This function is only enabled in some countries.

1. Press the key:

[F]   The display shows:

MENU
RECEPT. SET-UP ▼

2. Press the keys

▲▼   until the display shows:

MENU
INSTALLATION ▼

3. Press the key:

[◇▣]   The display shows:

INSTALLATION
STATION NAME ▼

4. Press the keys

▲▼   until the display shows:

INSTALLATION
TEL.LINE SETUP ▼

5. Press the key:

[◇▣]   The display shows:

TEL.LINE SETUP
LINE TYPE ▼

6. Press the keys

▲▼   until the display shows:

TEL.LINE SETUP
DIAL MODE ▼

7. Press the key:

[◇▣]   The display shows:

DIAL MODE
TONE ▼

8. To choose the other option, "DIAL MODE - PULSE", press the keys:

▲
▼

9. To confirm the setting, press the key:

[key: ◇⧉]

10. To return the fax machine to its initial stand-by mode, press the key:

[key: ▽]

11. If you want to move back one function, press the key:

[key: ◉ C]

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.

1. Press the key:

[key: F]

The display shows:

> *MENU*
>
> *RECEPT. SET-UP* ⬍

2. Press the keys

[key: ▲▼]

until the display shows:

> *MENU*
>
> *INSTALLATION* ⬍

3. Press the key:

[key: ◇⧉]

The display shows:

> *INSTALLATION*
>
> *STATION NAME* ⬍

4. Press the key:

[key: ◇⧉]

The display shows:

> *STATION NAME*
>
> —

5. To select the characters of each key cyclically, press the keys:

[key: 2 ABC] – [key: 9 WXYZ]

6. To leave a space, press the keys:

[key: ◄/►]

7. To move the cursor under the first character of the name, press the key:

[key: ▲]

8. To move the cursor after the last character in the name, press the key:

[key: ▼]

9. To include a variety of special symbols, e.g. &, in your name, press the keys:

[key: *] – [key: #]

---

10. To insert a character in the name, move the cursor to the point where you want to insert the new character, by pressing the keys:

[key: ◄/►]

11. Then type the character you want to add.

12. To delete incorrect characters, move the cursor to the right of the incorrect character by pressing the keys:

[key: ◄/►]

13. Then press the key:

[key: ◉ C]

14. To delete the whole name, hold down the key:

[key: ◉ C]

For example, to enter the name "LARA":

[key: 5 JKL] Until you have selected the letter "L".

[key: 2 ABC] Until you have selected the letter "A".

[key: 7 PQRS] Until you have selected the letter "R".

[key: 2 ABC] Until you have selected the letter "A".

15. To confirm the name, press the key:

[key: ◇⧉] The display shows:

> *INSTALLATION*
>
> *STATION NAME* ⬍

Now enter the fax number as indicated below:

To set your fax number:

1. Press the keys:

[key: ▲▼] The display shows:

> *INSTALLATION*
>
> *STATION NUMBER* ⬍

2. Press the key:

[key: ◇⧉] The display shows:

> *STATION NUMBER*
>
> —

3. To enter your fax number, press the keys:

[key: 0] – [key: 9 WXYZ]

4. To leave a space, press the keys:

[key: ◄/►]

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 "+".

5. To confirm the fax number, press the key:

[key: ◇⧉]

6. To return the fax machine to its initial stand-by mode, press the key:

[⊘]

7. If you want to move back one function, press the key:

[◉] C

Position of your name and fax number:

The information at the top 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:

1. Press the key:

[F] The display shows:

MENU

RECEPT. SET-UP ⬍

2. Press the keys

[⬍] until the display shows:

MENU

FAX SET-UP ⬍

3. Press the key:

[◈] The display shows:

FAX SET-UP

DATE AND TIME ⬍

4. Press the keys:

[⬍] The display shows:

FAX SET-UP

VARIOUS SETT. ⬍

5. Press the key:

[◈] The display shows:

VARIOUS SETT.

ECM ⬍

6. Press the keys

[⬍] until the display shows:

VARIOUS SETT.

FAX HEADER ⬍

7. Press the key:

[◈] The display shows:

FAX HEADER

INSIDE ⬍

8. To select the alternative parameter, press the keys:

[⬍] The display shows:

FAX HEADER

OUTSIDE ⬍

9. To confirm the setting, press the key:

[◈]

10. To return the fax machine to its initial stand-by mode, press the key:
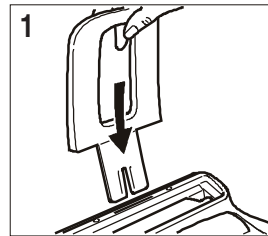
[⊘]

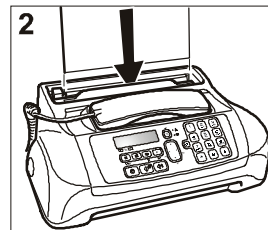**11.** If you want to move back one function, press the key:

[◉] C

SETTING UP THE FAX MACHINE

FEED THE PRINT PAPER INTO THE MACHINE

1. Push the paper support extension in the slot until it clicks into position.

2. Holding the sheets by their upper edge, insert them by letting them "drop" into the ASF without folding or forcing them.

I M P O R T A N T

If you add sheets (max. 40) to the ASF, make sure you place them **under** and not on top of those already present.

The fax machine has a **memory** that enables it to **receive** up to **50 pages** (**base model only**) even if you do not add any paper; **for the model with a built-in telephone answering device only**, the capacity may be less than 50 pages according to the duration of the messages recorded on the telephone answering device.
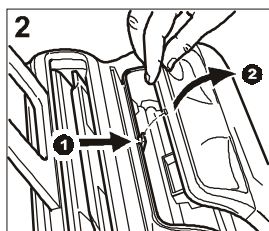
INSERT THE PRINT CARTRIDGE

I M P O R T A N T

The fax machine comes with a free starter cartridge, which may however only be used once. If you reinsert it after the ink out message has been displayed, the following message will appear: "BEWARE! CARTRIDGE ALREADY USED! THE CARTRIDGE MAY ONLY BE USED ONCE". Remember only to use original cartridges (see code printed at the end of the manual). Non-original or refilled cartridges are not to be used. The use of such cartridges makes the product's guarantee null and void.

If, after the cartridge has been installed, the "CHECK CAR-TRIDGE" 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 cartridge and clean the electrical contacts of the cartridge and the carriage, see "**To clean the electrical contacts of the print cartridge**", section "**Maintenance operations**".
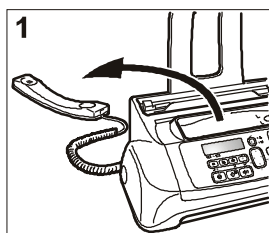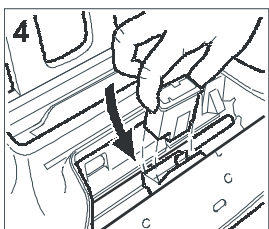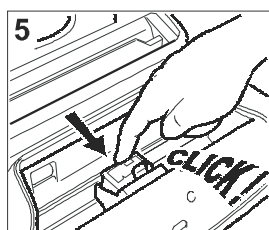

1. Lower the handset and place it on a stable surface.

2. Open and lift the operator console as indicated by the arrows.
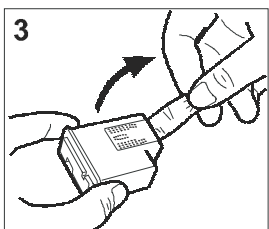
3. Take the cartridge out of its package and, holding it on both sides, peel off the film covering the nozzles.

4. Insert the cartridge in its compartment with the electrical contacts facing towards the print cartridge compartment.

5. Push the cartridge until it clicks into place.

ⒾⓂ Ⓟ Ⓞ Ⓡ Ⓣ Ⓐ Ⓝ Ⓣ

The **free cartridge provided with the machine** allows you to **print up to 80 pages***, whereas the **cartridges 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%).

Once the cartridge has been inserted, **the operator console closed and the handset replaced**, 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 cartridge 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:
1. Check that the numbered scale **is not broken at any point** and that the black areas **do not present any horizontal white lines**: if these conditions, which confirm that the cartridge has been inserted correctly and is working properly, are respected, set the value **1**. The fax machine returns to its initial stand-by mode and is ready for use. The display shows "AUTOMATIC   00" ("AUTOMATIC" on the **base model**) on the first line and the current date and time on the second line.
2. On the other hand, if there are any **breaks 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. At this point:
   • if the printing quality still does not meet your expectations, clean the electrical contacts as indicated in the "**To clean the electrical contacts of the print cartridge**" section of the "**Maintenance operations**" chapter.
   • if the printing quality is satisfactory, set the value **1**. The fax machine returns to its initial stand-by mode and is ready for use.

ⒾⓂ Ⓟ Ⓞ Ⓡ Ⓣ Ⓐ Ⓝ Ⓣ

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

CARTRIDGE LOW

and the fax machine **prints**, on a sheet loaded automatically, the indication that **the ink is about to run out**.
When there is no ink left, the display shows:

CHANGE CARTRIDGE

To replace the cartridge, see the section "**Maintenance operations**".
To buy new print cartridges, see the **corresponding code at the end of the manual**.

TO PRINT THE MENU AND ITS FUNCTIONS

As it is always useful to have the menu structure and its functions close at hand, we recommend you print it out.
1. Press the key:

[F] The display shows:

MENU

RECEPT. SET-UP ⬍

2. Press the keys

⬍ until the display shows:

MENU

PRINT FUNC.LIST ⬍

3. To confirm the setting, press the key:

Having printed the report, the fax machine automatically returns to its initial stand-by mode.

TRANSMISSION

If you follow the procedures described below, you can **immediately use the fax machine to carry out simple transmission operations**. In any case, if these procedures are not enough for you, see the "**Transmission and reception operations**" chapter, which provides a detailed description of all the transmission modes and how to program the phone book.

WHAT DOCUMENTS MAY BE USED

For any type of tansmission, **the document has to be placed in the ADF**.

CHARACTERISTICS OF THE ORIGINAL

- Width   210 mm
- Length   min. 105 mm - max. 600 mm
- Unit weight   70 - 90 gr/m^2 (max. 10 sheets)

For documents of different sizes from those specified above, photocopy the original onto A4 sheets or another supported format and send the copy.
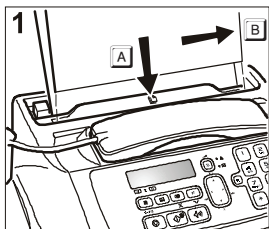
1. Place the document in the automatic document feeder (ADF) with the side to be sent face down (A).

   Place the document against the right-hand side of the feeder (B): see the mark printed on the fax machine's casing.

Once the document has been inserted in the automatic document feeder (ADF), the display shows on the top line:

DOCUMENT READY

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

IMPORTANT

If you do not perform any operation within about two minutes of inserting the document in the automatic document feeder (ADF), the fax machine will automatically unload the document from the feeder.
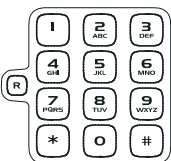
TO SEND A DOCUMENT

1. If these diagrams are not enough, see "**To send a document**", section "**Transmission and reception operations**".

TO HEAR THE DIALLING TONE WHEN SENDING A DOCUMENT
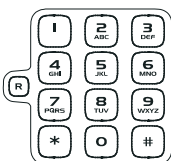
1. If these diagrams are not enough, see "**To send a document**", section "**Transmission and reception operations**".

TO SEND A DOCUMENT WITH THE RECEIVER RAISED

1. If these diagrams are not enough, see "**To send a document**", section "**Transmission and reception operations**".

You can set up the fax machine to receive the documents sent by your correspondents in **four different modes**, that you may access by carrying out the procedure described below. These modes are: manual reception, automatic reception, automatic reception with recognition of the type of call and reception with telephone answering device (**only model with a built-in telephone answering device**).

TO CHOOSE THE RECEPTION MODE

1. Press the key:

[F] The display shows:

> *MENU*
> *RECEPT. SET-UP* ⬍

2. Press the key:

The display shows:

> *RECEPT. SET-UP*
> *RECEPTION MODE* ⬍

3. Press the key:

The display shows:

> *RECEPTION MODE*
> *AUTOMATIC* ⬍

4. To view the other available options, "RECEPTION MODE - MANUAL", "RECEPTION MODE - PHONE/ FAX" and "RECEPTION MODE - TAD/FAX" (**only model with a built-in telephone answering device**), press the keys:

⬆
⬇

5. To confirm the setting, press the key:

6. To return the fax machine to its initial stand-by mode, press the key:

⬇

7. If you want to move back one function, press the key:

⬤
C

Ⓝ Ⓞ Ⓣ Ⓔ

To activate reception with TAD mode, you must first **record the OUTGOING MESSAGE 1** (see "**The Telephone Answering Device**").

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

1. If these diagrams are not enough, see "**To receive a document**", section "**Transmission and reception operations**".

For all occasions in which you are **out** but want to receive documents anyway. This is the mode originally set on your fax machine.

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. This reception mode is only available for the **model with a built-in telephone answering device**.

The behaviour of the fax machine in this mode depends on **who is calling** and whether **you are in or not** when the fax is received. The following diagram will help you:

After the programmed number of rings.

↓

PHONE/FAX enabled.

↓

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

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

Your fax is set to receive automaticaly. It will wait to receive a document for about 30 seconds, then it will return to its initial stand-by mode.

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

Your fax is set to receive.

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 phone book, see "**To telephone by searching through the phone book**" and "**To telephone using the quickest method**".

- **Momentarily hold a telephone call** by pressing the $(\boxtimes)$ (HOLD) key. The call is resumed as soon as the same key is pressed again.

TO TELEPHONE BY SEARCHING THROUGH THE PHONE BOOK

Do not place the document in the ADF.

1. Lift the handset to engage the line.

The display shows:

ON LINE

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

2. Press the key:

The display shows the fax number or telephone number and, if set, the name associated with the first of the 100 available positions (00-99) saved previously (see "**To program the phone book**", chapter "**Transmission and reception operations**").

3. To find the telephone number or name of the person you wish to call, you can:

   1. Press the keys ▲▼ until the desired number or name appears on the display.

   or

   2. Press the key bearing the first letter of the name you are looking for. The fax machine will search for the name in alphabetical order.

4. To start dialling, press the key:

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

Do not place the document in the ADF.

1. Press and hold down for more than one second the number key (0-9) under which you saved previously the telephone number you wish to call, for example, $\boxed{\overset{4}{GHI}}$:

$\boxed{0}$ - $\boxed{\overset{9}{WXYZ}}$ The display shows the digits of the telephone number that you associated with it (see "**To program the phone book**", chapter "**Transmission and reception operations**"). If you also associated a name with it, the display will show this, too.

2. Having dialled the number, if the correspondent is free, lift the handset to talk.

The display shows the length of the call in minutes and seconds in the top right-hand corner.

Do not place the document in the ADF.

1. Lift the handset to engage the line.

The display shows:

ON LINE

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

2. Press the key:

$\boxed{\circledbullet}$
C

The display shows:

INCOMING CALLS ↑

OUTGOING CALLS ↓

3. To select the list of incoming calls, press the key:

▲

4. To select the list of outgoing calls, press the key:

▼

5. To find the telephone number or name of the correspondent you wish to call on the list of the last 20 unanswered incoming calls or on the list of the last 10 outgoing calls, press the keys:

▲
▼

6. To start dialling, press the key:

$\boxed{\diamondsuit\text{\tiny{▤}}}$ Once the number has been dialled, if the correspondent is free, you can start talking.

As for transmission, **copying requires the document to be inserted in the automatic document feeder (ADF)**. Before making a copy, make sure that the document is correctly inserted in the feeder and that it respects the characteristics described previously (see the "**Transmission**" section).

Bear in mind however that for the **copying function you can only insert one sheet at a time** in the automatic document feeder (ADF). In addition, if no copies are made within about two minutes, the fax will automatically unload the original and return to stand-by mode.

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.

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

• **NORMAL**, if the document **is neither very light nor very dark**.

• **LIGHT**, if the document **is very dark**.

• **DARK**, if the document **is very light**.

2. 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**.

3. Insert the document in the ADF.

The display shows on the top line:

DOCUMENT READY

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

4. Press the key:

$\boxed{\diamondsuit\text{\tiny{▤}}}$ The display shows the default copy size, contrast and resolution settings: 100%, NORMAL and TEXT, respectively. It also shows the number of copies set (1).

5. If you want to confirm these values, press the key:

$\boxed{\diamondsuit\text{\tiny{▤}}}$ Otherwise skip to step **6**.

6. Press the key:

$\boxed{F}$ The display shows:

QUALITY

HIGH ↕

7. To view the other available option, "QUALITY - NORMAL", press the keys:

▲
▼

8. To confirm your choice, press the key:

The display shows:

ZOOM 100%

9. To choose the desired copy size setting, "200%", "140%", "70%" or "50%", press the keys:

10. To confirm your choice, press the key:

The display shows:

CONTRAST
NORMAL ↕

11. To display the other two types of contrast available, "CONTRAST - LIGHT" or "CONTRAST - DARK", press the keys:

12. To confirm your choice, press the key:

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:

13. To choose the desired resolution setting, "TEXT" or "PHOTO", press the key:

14. If you want to make more than one copy (max. 9), enter the desired number by pressing the keys:

15. If you only want to make one copy, skip to the next step.

16. To make the copy, press the key:

The fax machine starts to save the document. Having done this, the fax machine starts copying.

N O T E

If you want to abort the copy in progress, press the ⊘ key. The fax machine will stop copying, unload the document from the ADF and return to its initial stand-by mode, displaying the message "COPY INTERRUPTED". Press the ⊘ key to clear the message from the display.

N O T E

To make enlarged or reduced copies of the document, remember to place the document against the right-hand side of the feeder (see the mark printed on the fax machine's casing). The maximum printing width is 210 mm and the maximum length is 282 mm. The maximum unprintable margins are: 4 mm on the left and right sides, 3 mm at the top and 14 mm at the bottom.

TABLE OF CONTENTS - SECOND SECTION

TO SEND A DOCUMENT

WHAT DOCUMENTS MAY BE USED

Dimensions

- Width   210 mm
- Length   min. 105 mm - max. 600 mm
- Unit weight   70 - 90 gr/m^2 (max. 10 sheets)

For documents of different sizes from those specified above, photocopy the original onto A4 sheets or another supported format and send the copy.

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.*

In all these cases, photocopy the document and send the copy.

TO PLACE THE DOCUMENT IN THE ADF
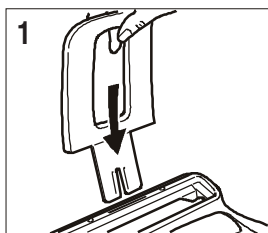
1. Push the paper support extension in the slot until it clicks into position.
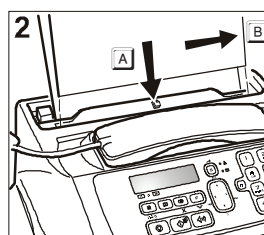
2. Place the document in the automatic document feeder (ADF) with the side to be sent face down (A).

   Place the document against the right-hand side of the feeder (B): see the mark printed on the fax machine's casing.

3. Once the document has been inserted in the automatic document feeder (ADF), the display shows on the top line:

   DOCUMENT READY

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

IMPORTANT

If you do not perform any operation within about two minutes of inserting the document in the automatic document feeder (ADF), the fax machine will automatically unload the document from the feeder.

TO ADJUST THE CONTRAST AND RESOLUTION

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

TO ADJUST THE CONTRAST

1. Press the key:

   The display shows:

   MENU

   RECEPT. SET-UP

2. Press the keys

   until the display shows:

   MENU

   FAX SET-UP

3. Press the key:

   The display shows:

   FAX SET-UP

   DATE AND TIME

4. Press the keys

   until the display shows:

   FAX SET-UP

   VARIOUS SETT.

5. Press the key:

   The display shows:

   VARIOUS SETT.

   ECM

6. Press the keys

▲ ▼ until the display shows:

> *VARIOUS SETT.*
>
> *CONTRAST* ↕

7. Press the key:

The display shows:

> *CONTRAST*
>
> *NORMAL* ↕

8. To view the other available options, "CONTRAST - DARK" and "CONTRAST - LIGHT", press the keys:

▲ ▼

9. To confirm your choice, press the key:

10. To return the fax machine to its initial stand-by mode, press the key:

11. If you want to move back one function, press the key:

The contrast should be regulated on the basis of the following criteria:

- **NORMAL**, if the document **is neither very light nor very 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 adjust the resolution

The document must be present in the automatic document feeder (ADF).

1. Press the key

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

1. Insert the document in the automatic document feeder (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.

2. To dial the number of the correspondent to whom you wish to send the document, press the keys:

3. To start sending the document, press the key:

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

N O T E

To delete an incorrect digit, move the cursor, using the ◀/▶ keys, to the right of the incorrect digit and press the ⊙ key;

if you want to delete the whole number, hold down the ⊙ key for a few seconds.

N O T E

If you want, you can dial the correspondent's number from the phone book, see "**To program the phone book**" and "**To send a document using the quickest method**".

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 its 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

1. Insert the document in the automatic document feeder (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.

2. To hear the dialling tones, press the key:

The display shows:

ON LINE

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

3. To dial the number of the correspondent to whom you wish to send the document, press the keys:

4. As soon as you hear the tone of your correspondent's fax machine, press the key:

Transmission is started. 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 moment.

1. Insert the document in the automatic document feeder (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.

2. Lift the receiver to engage the line.

The display shows:

ON LINE

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

3. To dial the number of the correspondent to whom you wish to send the document, press the keys:

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**.

4. To start sending, press the key:

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 moment.

AUTOMATIC REDIAL

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

TO SEND A DOCUMENT TO SEVERAL CORRESPONDENTS

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

TO SEND A DOCUMENT FROM THE MEMORY

1. Insert the document in the automatic document feeder (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.

2. Press the key:

The display shows:

MENU

RECEPT. SET-UP ↕

3. Press the keys

until the display shows:

MENU

TX FROM MEMORY ↕

4. Press the key:

The display shows:

TX FROM MEMORY

NEW SETTING ↕

5. Press the key:

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

TYPE TIME

HH:MM

6. To type the time at which you wish to send the document, for example "16:50", press the keys:

7. To confirm both the current time and the time set in step **6**, press the key:

The display shows:

> TYPE NUMBER

8. Type your correspondent's number directly on the numeric keypad, by pressing the keys:

9. If you like, you can find your correspondent's number in the phone book (see "**To program the phone book**").

To do this:

1. Press the key.

2. Press the keys ▲▼ to find the desired number.

   or

1. Press the key bearing the first letter of the name you are looking for. The fax machine will search for the name in alphabetical order.

10. Press the key:

The fax machine prompts you to enter another number:

> TYPE NUMBER

If you want to send the document to more than one correspondent, repeat the previous two steps once for each correspondent.

If you want to send the document to one correspondent only, move straight on to the next step without typing any numbers.

11. Press the key:

The display shows:

> PRINT SETTINGS
>
> NO   ↕

12. To choose the other option, "PRINT SETTINGS - YES", press the keys:

13. To confirm your choice, press the key:

In either case, the display shows:

> CONFIRM SETTINGS
>
> YES   ↕

14. To choose the other option, "CONFIRM SETTINGS - NO", press the keys:

15. To confirm your choice, press the key:

If you chose "CONFIRM SETTINGS - YES", the fax ends the procedure and the display shows the messages "AUTOMATIC   00" on the first line ("AUTOMATIC" **on the base model**) and "TX FROM MEMORY" on the second line.

If you chose "CONFIRM SETTINGS - NO", the fax allows you to modify the previous settings, for example: the correspondent's number or the time at which you want to send the document.

N O T E

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

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

1. Press the key:

The display shows:

> MENU
>
> RECEPT. SET-UP ↕

2. Press the keys

until the display shows:

> MENU
>
> TX FROM MEMORY ↕

3. Press the key:

The display shows:

> TX FROM MEMORY
>
> NEW SETTING   ↕

4. Press the keys

until the display shows:

> TX FROM MEMORY
>
> EDIT   ↕

You can choose any of the following options:

TX FROM MEMORY - EDIT - To change the correspondent's number or the time at which you want to send the document.

TX FROM MEMORY - PRINT - To print the memory transmission parameters only. When it has finished printing, the fax machine returns automatically to its initial stand-by mode.

TX FROM MEMORY - DELETE - To clear the setting. The fax machine returns to its initial stand-by mode.

5. To view the other available options, press the keys:

6. To confirm your choice, press the key:

If you chose "TX FROM MEMORY - EDIT", the display shows:

> TYPE TIME
>
> HH:MM

From this point on, follow the procedure described in "**To send a document from the memory**" from step **6**.

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** (**only model with a built-in 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. See "**The Telephone Answering Device**".

TO CHOOSE THE RECEPTION MODE

1. Press the key:

   [F]   The display shows:

   MENU

   RECEPT. SET-UP ▲▼

2. Press the key:

   The display shows:

   RECEPT. SET-UP

   RECEPTION MODE ▲▼

3. Press the key:

   The display shows:

   RECEPTION MODE

   AUTOMATIC ▲▼

4. To view the other available options, "RECEPTION MODE - MANUAL", "RECEPTION MODE - PHONE/FAX" and "RECEPTION MODE - TAD/FAX" (**only model with a built-in telephone answering device**), press the keys:

   ▲
   ▼

5. To confirm the setting, press the key:

6. To return the fax machine to its initial stand-by mode, press the key:

   [⊘]

7. If you want to move back one function, press the key:

   [◉]
   C

To activate reception with TAD mode, you must first **record the OUTGOING MESSAGE 1** (see "**The Telephone Answering Device**").

TO RECEIVE DOCUMENTS IN THE VARIOUS RECEPTION MODES

MANUAL RECEPTION

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

   The display shows:

   ON LINE

2. As soon as you hear the fax machine signal or if the correspondent asks you to receive a document, press the key:

   The display shows:

   CONNECTING

3. Hang up.

   The fax machine starts to receive and the display shows some information about the reception in progress, including 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 initial 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

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, proceed as follows:

1. Press the key:

2. Hang up.

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

PHONE BOOK

The fax can also **store several numbers** and associate a name to them, thus creating an **electronic diary** which not only saves time but also eliminates the risk of making mistakes in dialling numbers.

Each number in the phone book may be assigned one of the 4 ring tunes to make it even easier to recognize the caller (for all new numbers added, the default ring tune is number 1).

In addition, the telephone number or fax number that you associated with each of the **10 numeric keys** (**0 - 9**) may be **dialled quickly** simply by pressing and holding down the relevant key for more than a second.

TO PROGRAM THE PHONE BOOK

1. Press the key:

F

The display shows:

MENU

RECEPT. SET-UP ↕

2. Press the keys

↕

until the display shows:

MENU

PHONE BOOK ↕

3. Press the key:

The display shows:

PHONE BOOK

NEW NUMBER ↕

4. Press the key:

The display shows:

TYPE POSITION

(00-99) 00

5. Choose the position where you want to save the telephone number or fax number, for example: 01.

To do this, press the keys:

6. To confirm the setting, press the key:

The display shows:

01:TYPE NUMBER

_

If a number has already been saved in position 01, the fax machine will display "ALREADY PROGRAM.".

7. Dial your correspondent's telephone number or fax number.

To do this, press the keys:

8. To leave a space, to correct typing mistakes or to enter characters or special symbols, proceed as explained in "**All that is missing now is your name and fax number**", chapter "**How to get started quickly**".

9. To confirm the setting, press the key:

The display shows:

01:TYPE NAME

_

10. 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 "**How to get started quickly**").

11. To confirm the setting, press the key:

The display shows:

RING TYPE

RING TYPE 1 ↕

12. To view the other available ring types, "RING TYPE 2", "RING TYPE 3" and "RING TYPE 4", press the keys:

↕

When switching from one ring tune to another, the fax machine plays the first few seconds of the tune.

13. To confirm the setting, press the key:

The display shows:

PHONE BOOK

NEW NUMBER ↕

At this point, you can **terminate** the procedure or you can **program** another **number**.

14. To abort the procedure, press the key:

⊘

15. To program other numbers, repeat the procedure from step **4**.

16. If you want to move back one function, press the key:

C

TO MODIFY A NUMBER FROM THE PHONE BOOK

1. Press the key:

F

The display shows:

MENU

RECEPT. SET-UP ↕

2. Press the keys

↕

until the display shows:

MENU

PHONE BOOK ↕

3. Press the key:

The display shows:

PHONE BOOK

NEW NUMBER ↕

4. Press the keys

until the display shows:

> PHONE BOOK
>
> EDIT

5. To confirm the setting, press the key:

The display shows the number and the name associated with the first of the 100 available positions (00-99) saved previously.

6. To find the telephone number or name you want to modify, you can:

1. Press the keys ⬍ until the desired number or name appears on the display.

or

2. Press the key bearing the first letter of the name you are looking for. The fax machine will search for the name in alphabetical order.

7. To confirm the setting, press the key:

From this step on, to modify the number, repeat the procedure "**To program the phone book**" from step **7**.

TO DELETE A NUMBER FROM THE PHONE BOOK

1. Press the key:

The display shows:

> MENU
>
> RECEPT. SET-UP

2. Press the keys

until the display shows:

> MENU
>
> PHONE BOOK

3. Press the key:

The display shows:

> PHONE BOOK
>
> NEW NUMBER

4. Press the keys

until the display shows:

> PHONE BOOK
>
> DELETE

5. To confirm the setting, press the key:

The display shows the number and the name associated with the first of the 100 available positions (00-99) saved previously.

6. To find the telephone number or name you want to delete, you can:

1. Press the keys ⬍ until the desired number or name appears on the display.

or

2. Press the key bearing the first letter of the name you are looking for. The fax machine will search for the name in alphabetical order.

7. Press the key:

The display shows:

> DELETE?
>
> NO

8. To choose the other option, "DELETE? - YES", press the keys:

9. To confirm the setting and delete the number, press the key:

The display shows:

> PHONE BOOK
>
> DELETE

At this point, you can terminate the procedure or delete another number.

10. To abort the procedure, press the key:

11. To delete other numbers, repeat the procedure from step **5**.

12. If you want to move back one function, press the key:

C

TO PRINT DATA FROM THE PHONE BOOK

1. Press the key:

The display shows:

> MENU
>
> RECEPT. SET-UP

2. Press the keys

until the display shows:

> MENU
>
> PHONE BOOK

3. Press the key:

The display shows:

> PHONE BOOK
>
> NEW NUMBER

4. Press the keys

until the display shows:

> PHONE BOOK
>
> PRINT PHONE B.

5. To confirm the setting, press the key:

Having printed the report, the fax machine automatically returns to its initial stand-by mode.

If you can't remember the position with which you asso-
ciated a given number, you can send the document
from the phone book as follows:

1. Insert the document in the automatic document feeder
   (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.

2. Press the key:

   The display shows the fax number or telephone number
   and the name associated with the first of the 100 avail-
   able positions (00-99) saved previously.

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

   1. Press the keys ▲▼ until the desired number or name
      appears on the display.

      or

   2. Press the key bearing the first letter of the name you
      are looking for. The fax machine will search for the
      name in alphabetical order.

4. To start sending, press the key:

1. Insert the document in the automatic document feeder
   (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.

2. Press the number key (0-9) under which you previ-
   ously saved the fax number to which you want to send
   the document, for example, ④, for more than one
   second:

   The display shows the digits in the fax number that you
   assigned to it (see "**To program the phone book**"). If
   the name has also been saved, the display shows this,
   too.

3. Once the number has been dialled, transmission con-
   tinues in the ordinary way.

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 provides 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 normal 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 or name of the persons who sent you
  the documents that were lost.

- **Activity report**: contains information about the **last 42 trans-
  actions** 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 re-
  quest**.

- **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
  always and automatically after each broadcast trans-
  mission** or **on request** at the desired moment.

• Act.N.	Progressive number of the transactions (transmission/reception) carried out.
• Type	Type of transaction: TX or TX ECM for transmission. RX, RX ECM or RX POLLING for reception.
• Doc.N	Reference number of document stored, assigned directly by the fax machine.
• Dialled Number	Fax number of the correspondent you called.
• Name	Name of the correspondent you called. Only displayed if you have saved it in the phone book. This field is not printed on the activity report.

• Remote Id	Number (and, sometimes, name) of the correspondent called. 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

1. Press the key:

   F The display shows:

   > *MENU*
   > *RECEPT. SET-UP* ⬍

2. Press the keys

   ⬍ until the display shows:

   > *MENU*
   > *FAX SET-UP* ⬍

3. Press the key:

   ◇▣ The display shows:

   > *FAX SET-UP*
   > *DATE AND TIME* ⬍

4. Press the keys

   ⬍ until the display shows:

   > *FAX SET-UP*
   > *VARIOUS SETT.* ⬍

5. Press the key:

   ◇▣ The display shows:

   > *VARIOUS SETT.*
   > *ECM* ⬍

6. Press the keys

   ⬍ until the display shows:

   > *VARIOUS SETT.*
   > *TX REPORT* ⬍

7. Press the key:

   ◇▣ The display shows:

   > *TX REPORT*
   > *FOR FAILED TX* ⬍

   You can choose any of the following options: "TX REPORT - ALWAYS" and "TX REPORT - NO".

   TX REPORT - FOR FAILED TX - 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 - NO - the fax machine will not print any report.

8. To view the other available options, press the keys:

   ▲
   ▼

9. To confirm the setting, press the key:

   ◇▣

10. To return the fax machine to its initial stand-by mode, press the key:

    ◎

11. If you want to move back one function, press the key:

    ◉
    C

To print the transmission, activity, broadcast transmission and caller id reports on request

1. Press the key:

   F The display shows:

   > *MENU*
   > *RECEPT. SET-UP* ⬍

2. Press the keys

   ⬍ until the display shows:

   > *MENU*
   > *PRINT REPORT* ⬍

3. Press the key:

   ◇▣ The display shows:

   > *PRINT REPORT*
   > *LAST TX REPORT* ⬍

   You can choose any of the following options: "PRINT REPORT - LAST BROADCAST", "PRINT REPORT - ACTIVITY REPORT" and "PRINT REPORT - CALLER ID LIST".

4. To view the other available options, press the keys:

   ▲
   ▼

5. To confirm the setting, press the key:

   ◇▣ Having printed the report, the fax machine automatically returns to its initial stand-by mode.

At any time, you can **print a complete list of the installation parameters, set-up parameters and disabled numbers** as well as **print** the **data saved in the phone book**. 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.

TO PRINT THE LIST OF INSTALLATION PARAMETERS

1. Press the key:

The display shows:

> MENU
> RECEPT. SET-UP ▲▼

2. Press the keys

until the display shows:

> MENU
> INSTALLATION ▲▼

3. Press the key:

The display shows:

> INSTALLATION
> STATION NAME ▲▼

4. Press the keys

until the display shows:

> INSTALLATION
> PRINT INSTALL. ▲▼

5. To confirm the setting, press the key:

Having printed the report, the fax machine automatically returns to its initial stand-by mode.

TO PRINT THE LIST OF SETUP PARAMETERS

1. Press the key:

The display shows:

> MENU
> RECEPT. SET-UP ▲▼

2. Press the keys

until the display shows:

> MENU
> FAX SET-UP ▲▼

3. Press the key:

The display shows:

> FAX SET-UP
> DATE AND TIME ▲▼

4. Press the keys

until the display shows:

> FAX SET-UP
> PRINT CONFIG. ▲▼

5. To confirm the setting, press the key:

Having printed the report, the fax machine automatically returns to its initial stand-by mode.

TO PRINT THE LIST OF RECEPTION SETUP PARAMETERS

1. Press the key:

The display shows:

> MENU
> RECEPT. SET-UP ▲▼

2. Press the key:

The display shows:

> RECEPT. SET-UP
> RECEPTION MODE ▲▼

3. Press the keys

until the display shows:

> RECEPT. SET-UP
> PRINT CONFIG. ▲▼

4. To confirm the setting, press the key:

Having printed the report, the fax machine automatically returns to its initial stand-by mode.

TO PRINT THE BLACK LIST NUMBERS

Once programmed (see "**To set the black list**", chapter "**More sophisticated operations**"), the fax machine can disable a series of correspondents from whom you do not wish to receive any documents whatsoever. This function is useful to avoid receiving undesired documents such as: advertisements, propaganda, etc. All you have to do is save the undesired numbers on a list. Having done this you will not receive any documents from the correspondents whose numbers appear on the list (see "**To print the black list**", chapter "**More sophisticated operations**").

TO PRINT THE DATA SAVED IN THE PHONE BOOK

As described previously, you can print a list of the telephone numbers and fax numbers that you have saved in the phone book, see "**To program the phone book**" and "**To print data from the phone book**".

If you have purchased the model of fax equipped with a built-in **telephone answering device** you can perform the same functions as those performed by external telephone answering devices.

You can therefore:

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

- **record memos**;

- **listen to the outgoing messages**;

- **change the outgoing messages**;

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

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

- **delete the messages and memos recorded**;

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

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

The TAD's **recording capacity** depends on the size of the memory available (18 minutes), which may be less according to the number of pages in the memory. The **length of the messages is programmable** and may be **30 or 60 seconds**, see "**To set the length of memos and incoming messages**".

TO TURN ON THE TAD

The answering machine may only be activated after recording outgoing message 1. See "**Outgoing messages and memos**", and, in particular, "**To record outgoing message 1**".

In addition, **the fax must be set to "TAD/FAX" reception mode**. See the "**To choose the reception mode**" procedure of the "**Reception**" section in the first part of the manual.

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

THE TAD CONSOLE

Keys only present on model with a telephone answering device:
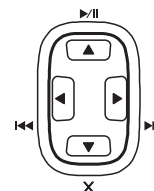
▶/‖   To start playing new messages and memos. If there are any messages or memos that you have not heard, start with the memos from the first one you have not heard.

Momentarily to stop playing messages and memos. When pressed again, resumes the play function.

▶▶‖   To start recording "**MEMOS**" (personal memos).

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

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

✗   **(DELETE)**

To delete messages and memos that have already been played.

✉   **INDICATOR LED (MESSAGES)**

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

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

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

Keys required to use the telephone answering device:

⬜F   To provide access to the TAD configuration menu.

⬆⬇   To select submenus.

To select the available options of a parameter.

◇▤   To start recording or playing.

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

▽   To stop recording or playing.

To abort the current programming function.

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

⬤ C   To remove an incorrect setting from the display.

To move one function back during the programming phase.

SECURITY AND ACCESS FUNCTIONS

To operate the TAD from a remote location (except to leave messages), you must set a four-digit **numeric code** which you can change or delete at any time (see "**To change/delete the TAD access code**").

The same code may also be used to:
• **prevent** unauthorized subscribers **from playing the messages left for you** and **from modifying the set-up parameters** you have set on the telephone answering device **in local mode** (see "**To enable/disable access to the telephone answering device in local mode**").

TO SET THE TAD ACCESS CODE

1. Press the key:

[F] The display shows:

MENU
RECEPT. SET-UP ↕

2. Press the keys

▲▼ until the display shows:

MENU
TAD SET-UP ↕

3. Press the key:

[◇▤] The display shows:

TAD SET-UP
ICM ON SPEAKER ↕

4. Press the keys

▲▼ until the display shows:

TAD SET-UP
SECURITY ↕

5. Press the key:

[◇▤] The display shows:

SECURITY
SET ACCESS CODE ↕

6. Press the key:

[◇▤] The display shows:

SET ACCESS CODE
(0-9):

7. Enter the code, for example "0001", pressing the keys:

[0]-[9 wxyz] The display shows:

SET ACCESS CODE
(0-9): 0001

8. To confirm the setting, press the key:

[◇▤]

9. To return the fax machine to the initial stand-by mode, press the key:

[⊘]

10. If you want to move back one function, press the key:

[● C]

TO CHANGE/DELETE THE TAD ACCESS CODE

1. Press the key:

[F] The display shows:

MENU
RECEPT. SET-UP ↕

2. Press the keys

▲▼ until the display shows:

MENU
TAD SET-UP ↕

3. Press the key:

[◇▤] The display shows:

TAD SET-UP
ICM ON SPEAKER ↕

4. Press the keys

▲▼ until the display shows:

TAD SET-UP
SECURITY ↕

5. Press the key:

[◇▤] The display shows:

SECURITY
SET ACCESS CODE ↕

6. Press the key:

[◇▤] The display shows the code set previously, for example "1234":

SET ACCESS CODE
(0-9): 1234

7. To change the code, press the following key once for each digit you have to replace:

[● C] and then type in the new digit.

8. If you like, you can delete the entire code by holding down the key:

[● C] The display shows:

SET ACCESS CODE
(0-9):

9. To confirm the setting, press the key:

[◇▤]

10. To return the fax machine to the initial stand-by mode, press the key:

[⊘]

11. If you want to move back one function, press the key:

⬤
C

Follow the procedure described in "**To set the TAD access code**" to step **5**, then carry out the procedure indicated here below:

1. Press the keys

▲
▼ until the display shows:

SECURITY

ACCESS LOCK ⬍

2. Press the key:

◇▣ The display shows:

ACCESS LOCK

NO ⬍

3. To stop unauthorized users from playing the messages received on the telephone answering device, press the keys:

▲
▼ The display shows:

ACCESS LOCK

YES ⬍

4. To confirm the setting, press the key:

◇▣

5. To return the fax machine to the initial stand-by mode, press the key:

⬤

6. If you want to move back one function, press the key:

⬤
C

OUTGOING MESSAGES AND MEMOS

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

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

- **OGM 2**, which has a maximum **length** of **10 seconds**, may be recorded:
  - if you are **out** and have selected the "**TAD/FAX**" reception mode, to inform the caller that the answering device cannot receive messages because its memory is full, for example: *"I'm sorry but I can only receive faxes at the moment. If you need to speak to me, please call back later";*
  - if you are in but have selected "**PHONE/FAX**" mode, to tell the caller not to hang up, for example: *"Please wait".*

- **CALL TRANSFER MESSAGE**, which has a maximum **length** of **10 seconds**, to inform you on a **remote telephone that there are new messages for you** on the telephone answering device. To actually transfer the new messages, you must:
  - have set up the telephone answering device correctly (see "**To transfer messages and memos to a remote telephone**" later in this chapter).
  - activate the functions that enable you to operate the telephone answering device from a remote location (see "**To operate the telephone answering device from a remote location**").

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

TO RECORD OUTGOING MESSAGE 1

1. Press the key:

F The display shows:

MENU

RECEPT. SET-UP ⬍

2. Press the keys

▲
▼ until the display shows:

MENU

TAD SET-UP ⬍

3. Press the key:

◇▣ The display shows:

TAD SET-UP

ICM ON SPEAKER ⬍

4. Press the keys

▲
▼ until the display shows:

TAD SET-UP

OGM 1 ⬍

5. Press the key:

The display shows:

> OGM 1
> PLAY ⬍

6. Press the keys

until the display shows:

> OGM 1
> RECORD ⬍

7. Press the key:

The display shows:

> LIFT HANDSET

8. Lift the handset.

The display shows:

> <|> TO RECORD

9. To start recording the message, press the key:

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

- if the message lasts **less than 20 seconds**, when you reach the end of the message hang up or press the ⬇ key or the ✗ key.
- the fax machine automatically plays back the message you have recorded.

N O T E

If the **volume** of the message is **too low** or **too high** you can regulate it, during playback, using the Ⓢ key. The display shows the volume level set on the bottom line.

TO LISTEN TO OUTGOING MESSAGE 1

1. Press the key:

The display shows:

> MENU
> RECEPT. SET-UP ⬍

2. Press the keys

until the display shows:

> MENU
> TAD SET-UP ⬍

3. Press the key:

The display shows:

> TAD SET-UP
> ICM ON SPEAKER ⬍

4. Press the keys

until the display shows:

> TAD SET-UP
> OGM 1 ⬍

5. Press the key:

The display shows:

> OGM 1
> PLAY ⬍

6. To listen to message 1 recorded previously, press the key:

The display shows:

> PLAYING

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

7. To return the fax machine to the initial stand-by mode, press the key:

8. If you want to move back one function, press the key:

C

TO RECORD OUTGOING MESSAGE 2

Record outgoing message 2 as you recorded OUTGOING MESSAGE 1, modifying the **step 4** as follows:

Press the ⬍ keys until the display shows:

> TAD SET-UP
> OGM 2 ⬍

N O T E

Bear in mind however that you only have 10 seconds.

TO LISTEN TO OUTGOING MESSAGE 2

Play back outgoing message 2 as you played back OUTGOING MESSAGE 1, modifying the **step 4** as follows:

Press the ⬍ keys until the display shows:

> TAD SET-UP
> OGM 2 ⬍

TO ERASE OUTGOING MESSAGE 2

1. Press the key:

The display shows:

> MENU
> RECEPT. SET-UP ⬍

2. Press the keys

until the display shows:

> MENU
> TAD SET-UP ⬍

3. Press the key:

The display shows:

> TAD SET-UP
>
> ICM ON SPEAKER ⬍

4. Press the keys

until the display shows:

> TAD SET-UP
>
> OGM 2 ⬍

5. Press the key:

The display shows:

> OGM 2
>
> PLAY ⬍

6. Press the keys

until the display shows:

> OGM 2
>
> DELETE ⬍

7. To erase outgoing message 2 recorded previously, press the key:

The display shows:

> DELETE
>
> NO ⬍

8. To view the other available option, "DELETE - YES", press the keys:

9. To confirm the setting, press the key:

10. To return the fax machine to the initial stand-by mode, press the key:

Record the transfer message as you recorded OUTGOING MESSAGE 1, modifying the **step 4** as follows:

Press the ⬍ keys until the display shows:

> TAD SET-UP
>
> OGM 3 ⬍

N O T E

Bear in mind however that you only have 10 seconds.

Play back the transfer message as you played back OUTGOING MESSAGE 1, modifying the **step 4** as follows:

Press the ⬍ keys until the display shows:

> TAD SET-UP
>
> OGM 3 ⬍

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

1. Press the key:

The display shows:

> RECORD MEMO MSG
>
> LIFT HANDSET

2. Lift the handset.

The display shows:

> RECORD MEMO MSG
>
> <|> TO RECORD

3. To start recording, press the key:

The display shows:

> RECORDING 30

N O T E

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

1. Press the key:

The display shows:

> MENU
>
> RECEPT. SET-UP ⬍

2. Press the keys

until the display shows:

> MENU
>
> TAD SET-UP ⬍

3. Press the key:

The display shows:

> TAD SET-UP
>
> ICM ON SPEAKER ⬍

4. Press the keys

until the display shows:

> *TAD SET-UP*
> *ICM REC.TIME* ⬍

5. Press the key:

The display shows:

> *ICM REC.TIME*
> *30 SECS* ⬍

6. To view the other available value, "ICM REC.TIME - 60 SECS", press the keys:

7. To confirm the setting, press the key:

8. To return the fax machine to the initial stand-by mode, press the key:

9. If you want to move back one function, press the key:

C

TO LISTEN TO INCOMING MESSAGES AND MEMOS

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

> *TAD/FAX   03*
> 01-May-07   10:32

At this point, you can listen to all the messages (through the speaker or the handset), including the memos - which are recorded in the memory and numbered progressively up to a maximum of 49 - starting from the first that you have not yet played. Whenever a message is played, the display shows the day and time at which the message was received.

You can listen to the messages **through the speaker** of the fax machine, which plays them in sequence, separating them by a brief audible signal.

To do this, press the key:

►/II

You can also listen to the messages without anyone else hearing.

To do this:

1. Press the key:

►/II

2. Lift the handset.

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

TO DELETE MESSAGES AND MEMOS YOU HAVE ALREADY LISTENED TO

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

TO DELETE THE MESSAGE OR MEMO YOU ARE LISTENING TO

1. To start listening to the messages or memos, press the key:

►/II The display shows:

> *PLAY MSG   01 03*
> 01-May-07   10:32

2. To delete the message you are listening, press the key:

✕ The TAD moves to the next message and the display shows:

> *PLAY MSG   01 02*
> 01-May-07   10:32

3. To delete the next message, press the key:

✕

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

Ⓝ Ⓞ Ⓣ Ⓔ

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

TO DELETE ALL MESSAGES ALREADY PLAYED

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

1. Press the key:

✕ The display shows:

> *DELETE OLD MSG?*
> *NO*   ⬍

2. To view the other available value, "DELETE OLD MSG? - YES", press the keys:

3. To confirm the setting, press the key:

The display shows the initial stand-by status and the number of messages remaining after deletion. In this case, 3.

Ⓝ Ⓞ Ⓣ Ⓔ

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

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

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

1. Press the key:

[F] The display shows:

   MENU

   RECEPT. SET-UP ⬍

2. Press the keys

⬍ until the display shows:

   MENU

   TAD SET-UP ⬍

3. Press the key:

[◇] The display shows:

   TAD SET-UP

   ICM ON SPEAKER ⬍

4. Press the keys

⬍ until the display shows:

   TAD SET-UP

   FORWARD MSG ⬍

5. Press the key:

[◇] The display shows:

   FORWARD MSG

   NEW SETTING ⬍

6. To view the other available modes, "FORWARD MSG - DELETE" and "FORWARD MSG - CHANGE", press the keys:

⬍ FORWARD MSG - DELETE - To cancel the transfer of incoming messages and memos to a remote telephone.

FORWARD MSG - CHANGE - To modify the parameters of a transfer already set: transfer time, frequency and telephone number to be called.

7. To confirm the setting, press the key:

[◇] The display shows:

   FORWARD MSG

   NO ⬍

8. To view the other available modes, "FORWARD MSG - ONE TIME" and "FORWARD MSG - DAILY", press the keys:

⬍ FORWARD MSG - ONE TIME - To transfer incoming messages and memos to a remote telephone once only.

FORWARD MSG - DAILY - To transfer incoming messages and memos every day at the same time.

9. To confirm the setting, press the key:

[◇] The display shows:

   TYPE TIME

   HH:MM

10. Type the time at which you want the messages to be transferred, for example: "11:45", by pressing the keys:

[0]–[9 WXYZ]

11. To confirm the setting, press the key:

[◇] The display shows:

   TYPE NUMBER

12. Type the telephone number at which you want to be called, by pressing the keys:

[0]–[9 WXYZ]

13. To confirm the setting, press the key:

[◇] If you haven't recorded the transfer message yet, see "**To record the transfer message**". If you have recorded it, the fax machine will return to stand-by mode.

N O T E

The message transfer setting is **cancelled by a power failure**.

N O T E

To change or replace the transfer message, see "**To record the transfer message**".

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

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

To operate the TAD from a remote location, you must set the fax machine in "**TAD/FAX**" or "**PHONE/FAX**" reception mode and, **once the fax has answered the call**, you must also **type in the access code set previously** (see "**To set the TAD access code**").

The remote functions available are activated by another numeric code consisting of one or two digits (see the table below). **If the code has two digits, it is advisable to wait for the confirmation signal between one digit and the other.**

CODE	OPERATING FUNCTION
1	Plays new messages.
2	Plays all messages.
3	Stops playing current message and returns to previous message.
4	Stops playing current message and skips to next message.
5	Playing outgoing message 1.
6 + 6	Deletes all played messages.

CODE	PROGRAMMING FUNCTION
# 1	Disables the "**TAD/FAX**" reception mode and enables the "**AUTOMATIC**" reception mode.
# 2	Sets up the fax machine for "**TAD/FAX**" reception mode.
# 3	Enables the OUTGOING MESSAGE 1 to be recorded.
# 4	Enables the OUTGOING MESSAGE ONLY to be played.
# 5	Disables the transfer of messages and memos to a remote telephone.

Typing **0** after an operating sequence **from 1 to 6** aborts the function in progress.

Typing **0** after a programming sequence **from #1 to #5** aborts the programming function in progress and returns to the operating functions. In this case, to resume the programming phase, press **#** again.

If any code is typed during the recording of outgoing message 1 (programming **#3**), the TAD will stop immediately and confirm the recording.

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

• Dial the fax number on the remote telephone. The TAD will answer the call and play OUTGOING MESSAGE 1.

• Type the access code on the remote telephone keypad.

• If the code is correct, the TAD will confirm the operation by emitting a beep.

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

  The TAD confirms the operation by emitting a beep.

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

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

• TOLL SAVER

• OUTGOING MESSAGE ONLY

• SILENT RECEPTION OF INCOMING MESSAGES

*T*OLL SAVER

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

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

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

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

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

1. Press the key:

 F   The display shows:

  MENU
  RECEPT. SET-UP ♦

2. Press the keys

 ♦ until the display shows:

  MENU
  TAD SET-UP ♦

3. Press the key:

 ◇▣ The display shows:

  TAD SET-UP
  ICM ON SPEAKER ♦

4. Press the keys

 ♦ until the display shows:

  TAD SET-UP
  TOLL SAVER ♦

5. To confirm the setting, press the key:

 ◇▣ The display shows:

  TOLL SAVER
  NO ♦

6. To view the other available option, "TOLL SAVER - YES", press the keys:

 ♦

7. To confirm the setting, press the key:

8. To return the fax machine to the initial stand-by mode, press the key:

9. If you want to move back one function, press the key:

C

OUTGOING MESSAGE ONLY

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

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

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

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

1. Press the key:

F   The display shows:

> MENU
> RECEPT. SET-UP ⬍

2. Press the keys

⬍ until the display shows:

> MENU
> TAD SET-UP ⬍

3. Press the key:

The display shows:

> TAD SET-UP
> ICM ON SPEAKER ⬍

4. Press the keys

⬍ until the display shows:

> TAD SET-UP
> ANNOUNCE ONLY ⬍

5. To confirm the setting, press the key:

The display shows:

> ANNOUNCE ONLY
> NO ⬍

6. To view the other available option, "ANNOUNCE ONLY - YES", press the keys:

⬍

7. To confirm the setting, press the key:

The display shows:

> OGM 1
> RECORD ⬍

8. To confirm the setting, press the key:

The display shows:

> RECORD OGM 1
> LIFT HANDSET

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

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

9. To change the outgoing message recorded previously or to record a new one, lift the handset.

The display shows:

> RECORD OGM 1
> <|> TO RECORD

10. To start recording, press the key:

The display shows:

> RECORDING 20

SILENT RECEPTION OF INCOMING MESSAGES

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

1. Press the key:

F   The display shows:

> MENU
> RECEPT. SET-UP ⬍

2. Press the keys

⬍ until the display shows:

> MENU
> TAD SET-UP ⬍

3. Press the key:

The display shows:

> TAD SET-UP
> ICM ON SPEAKER ⬍

4. Press the key:

The display shows:

> ICM ON SPEAKER
> NO ⬍

5. To view the other available option, "ICM ON SPEAKER - YES", press the keys:

⬍

6. To confirm the setting, press the key:

7. To return the fax machine to the initial stand-by mode, press the key:

8. If you want to move back one function, press the key:

TO PRINT THE TAD CONFIGURATION PARAMETERS

1. Press the key:

The display shows:

> *MENU*
>
> *RECEPT. SET-UP* ⬍

2. Press the keys

until the display shows:

> *MENU*
>
> *TAD SET-UP* ⬍

3. Press the key:

The display shows:

> *TAD SET-UP*
>
> *ICM ON SPEAKER* ⬍

4. Press the keys

until the display shows:

> *TAD SET-UP*
>
> *PRINT SET-UP* ⬍

5. To start printing, press the key:

Once this operation has been completed, the fax machine automatically returns to its initial stand-by status.

OTHER USEFUL RECEPTION SETTINGS

TO REDUCE THE AREA OF A DOCUMENT RECEIVED

1. Press the key:

   `F`   The display shows:

   > MENU
   >
   > RECEPT. SET-UP ✦

2. Press the keys

   ✦ until the display shows:

   > MENU
   >
   > FAX SET-UP ✦

3. Press the key:

   The display shows:

   > FAX SET-UP
   >
   > DATE AND TIME ✦

4. Press the keys

   ✦ until the display shows:

   > FAX SET-UP
   >
   > PRINTER PARAM. ✦

5. Press the key:

   The display shows:

   > PRINTER PARAM.
   >
   > REDUCTION ✦

6. Press the key:

   The display shows:

   > REDUCTION
   >
   > 94% ✦

7. To choose one of the available reduction ratios, "80%", "76%", "70%" and "NO", press the keys:

   ✦

8. To confirm your choice, press the key:

9. To return the fax machine to its initial stand-by mode, press the key:

   ⊘

10. If you want to move back one function, press the key:

    C

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.

1. Press the key:

   `F`   The display shows:

   > MENU
   >
   > RECEPT. SET-UP ✦

2. Press the keys

   ✦ until the display shows:

   > MENU
   >
   > FAX SET-UP ✦

3. Press the key:

   The display shows:

   > FAX SET-UP
   >
   > DATE AND TIME ✦

4. Press the keys

   ✦ until the display shows:

   > FAX SET-UP
   >
   > PRINTER PARAM. ✦

5. Press the key:

   The display shows:

   > PRINTER PARAM.
   >
   > REDUCTION ✦

6. Press the keys

   ✦ until the display shows:

   > PRINTER PARAM.
   >
   > SURPLUS ✦

7. Press the key:

   The display shows:

   > SURPLUS
   >
   > AUTOMATIC ✦

8. To choose one of the other available settings, "SURPLUS - NO" or "SURPLUS - YES", press the keys:

   ✦

9. To confirm your choice, press the key:

10. To return the fax machine to its initial stand-by mode, press the key:

    ⊘

11. If you want to move back one function, press the key:

N O T E

If you choose the "SURPLUS - AUTOMATIC" setting, the fax machine will print the surplus text on another sheet providing the surplus exceeds 8 mm.
If you choose the "SURPLUS - YES" setting, the fax machine will always print the surplus text on another sheet.
If you choose the "SURPLUS - NO" 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.

1. Press the key:

The display shows:

MENU

RECEPT. SET-UP ⬍

2. Press the key:

The display shows:

RECEPT. SET-UP

RECEPTION MODE ⬍

3. Press the keys

until the display shows:

RECEPT. SET-UP

SILENT RX ⬍

4. Press the key

until the display shows:

SILENT RX

NO ⬍

5. To select one of the other available options, "SILENT RX - DAILY" and "SILENT RX - YES", press the keys:

6. To confirm your choice, press the key:

---

7. To return the fax machine to its initial stand-by mode, press the key:

8. If you want to move back one function, press the key:

N O T E

If you have confirmed the option "SILENT RX - DAILY", the fax machine will prompt you to enter the time at which it is to start and end silent reception. Once you have set the time, press the key to confirm.

N O T E

The daily silent reception setting ("SILENT RX - DAILY") is **cancelled by a power failure**.

TO DISPLAY THE CALLER ID

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

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

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

- **number or name of the correspondent** who called you;
- **PRIVATE**: if the correspondent has chosen not to reveal his identity to you;
- **UNAVAILABLE**: 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:

1. Press the key:

The display shows:

MENU

RECEPT. SET-UP ⬍

2. Press the keys

until the display shows:

MENU

INSTALLATION ⬍

3. Press the key:

The display shows:

> INSTALLATION
>
> STATION NAME ⬍

4. Press the keys

until the display shows:

> INSTALLATION
>
> TEL.LINE SETUP ⬍

5. Press the key:

The display shows:

> TEL.LINE SETUP
>
> LINE TYPE ⬍

6. Press the keys

until the display shows:

> TEL.LINE SETUP
>
> CALLER ID ⬍

7. Press the key:

The display shows:

> CALLER ID
>
> YES ⬍

8. To view the other available option, "CALLER ID - NO", press the keys:

9. To confirm your choice, press the key:

10. To return the fax machine to its initial stand-by mode, press the key:

11. If you want to move back one function, press the key:

N O T E

With this function enabled, the date and time will be brought up to date whenever a call is received.

TO CHANGE THE NUMBER OF RINGS

This function is only enabled in some countries.

If set in "**AUTOMATIC**", "**PHONE/FAX**" or "**TAD/FAX**" reception mode, the fax machine automatically answers calls after a certain number of rings.

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

1. Press the key:

The display shows:

> MENU
>
> RECEPT. SET-UP ⬍

2. Press the key:

The display shows:

> RECEPT. SET-UP
>
> RECEPTION MODE ⬍

3. Press the keys

until the display shows:

> RECEPT. SET-UP
>
> RINGS NUMBER ⬍

4. Press the key:

The display shows:

> RINGS NUMBER
>
> 2 ⬍

5. To view the other available values, "RINGS NUMBER - 1", "RINGS NUMBER - 3", "RINGS NUMBER - 4", "RINGS NUMBER - 5", "RINGS NUMBER - 6", "RINGS NUMBER - 7" and "RINGS NUMBER - 8", press the keys:

6. To confirm your choice, press the key:

7. To return the fax machine to its initial stand-by mode, press the key:

8. If you want to move back one function, press the key:

TO CHANGE THE RING VOLUME

1. Press the key:

The display shows:

> MENU
>
> RECEPT. SET-UP ⬍

2. Press the key:

The display shows:

> RECEPT. SET-UP
>
> RECEPTION MODE ⬍

3. Press the keys

until the display shows:

> RECEPT. SET-UP
>
> RING VOLUME ⬍

4. Press the key:

The display shows the preset volume level, for example 4:

> RING VOLUME
>
> LEVEL 4 ⬍

5. To turn the volume up/down, press the keys:

6. To confirm your choice, press the key:

**7.** To return the fax machine to its initial stand-by mode, press the key:

8. If you want to move back one function, press the key:

TO ENABLE/DISABLE RECOGNITION OF THE RING FREQUENCY

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

This function is extremely useful at home or in 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.

1. Press the key:

The display shows:

> MENU
>
> RECEPT. SET-UP ⬍

2. Press the keys

until the display shows:

> MENU
>
> INSTALLATION ⬍

3. Press the key:

The display shows:

> INSTALLATION
>
> STATION NAME ⬍

4. Press the keys

until the display shows:

> INSTALLATION
>
> DISTINCT. RING ⬍

5. Press the key:

The display shows:

> DISTINCT. RING
>
> SET OPTION ⬍

6. To view the other available option, "DISTINCT. RING - SET PATTERN", press the keys:

7. To confirm the setting, press the key:

The display shows:

> AUTODETECT RING

8. Call the fax machine with the desired frequency so that the fax machine detects it.

The display shows:

> RING DETECTED

At this point you can enable the new ring frequency.

9. To enable the new ring frequency, return to the point at which the display shows:

> DISTINCT. RING
>
> SET OPTION ⬍

10. Press the key:

The display shows:

> SET OPTION
>
> NO ⬍

11. To view the other available option, "SET OPTION - YES", press the keys:

12. To confirm your choice, press the key:

13. To return the fax machine to its initial stand-by mode, press the key:

14. If you want to move back one function, press the key:

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:

1. Press the key:

The display shows:

> MENU
>
> RECEPT. SET-UP ↕

2. Press the keys

until the display shows:

> MENU
>
> INSTALLATION ↕

3. Press the key:

The display shows:

> INSTALLATION
>
> STATION NAME ↕

4. Press the keys

until the display shows:

> INSTALLATION
>
> TEL.LINE SETUP ↕

5. Press the key:

The display shows:

> TEL.LINE SETUP
>
> LINE TYPE ↕

6. Press the keys

until the display shows:

> TEL.LINE SETUP
>
> FAX/TEL TIMER ↕

7. Press the key:

The display shows:

> FAX/TEL TIMER
>
> 20 SECS ↕

8. To view the other available values, "FAX/TEL TIMER - 15 SECS", "FAX/TEL TIMER - 30 SECS" or "FAX/TEL TIMER - 40 SECS", press the keys:

9. To confirm your choice, press the key:

10. To return the fax machine to its initial stand-by mode, press the key:

11. If you want to move back one function, press the key:

When a call is received with the fax machine in "**TAD/FAX**" reception mode, if the TAD hears no answering message within the programmed time (silence lapse), it stops recording and returns to the initial stand-by mode.

1. Press the key:

The display shows:

> MENU
>
> RECEPT. SET-UP ↕

2. Press the keys

until the display shows:

> MENU
>
> INSTALLATION ↕

3. Press the key:

The display shows:

> INSTALLATION
>
> STATION NAME ↕

4. Press the keys

until the display shows:

> INSTALLATION
>
> TEL.LINE SETUP ↕

5. Press the key:

The display shows:

> TEL.LINE SETUP
>
> LINE TYPE ↕

6. Press the keys

until the display shows:

> TEL.LINE SETUP
>
> SILENCE LAPSE ↕

7. Press the key:

The display shows:

> SILENCE LAPSE
>
> 6 SECS ↕

8. To view the other available values, "SILENCE LAPSE - 3 SECS", "SILENCE LAPSE - 4 SECS", "SILENCE LAPSE - 8 SECS", "SILENCE LAPSE - 10 SECS" or "SILENCE LAPSE - NO", press the keys:

If you select "SILENCE LAPSE - NO", the fax machine will not interrupt the recording in any case.

9. To confirm your choice, press the key:

10. To return the fax machine to its initial stand-by mode, press the key:

11. If you want to move back one function, press the key:

TO CHANGE THE REMOTE CONTROL CODE

If the fax machine is connected to an **extension** that operates in **tone dialling mode** and is set up for **manual reception**, 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.

1. Press the key:

The display shows:

> MENU
> RECEPT. SET-UP ▲▼

2. Press the keys

until the display shows:

> MENU
> INSTALLATION ▲▼

3. Press the key:

The display shows:

> INSTALLATION
> STATION NAME ▲▼

4. Press the keys

until the display shows:

> INSTALLATION
> TEL.LINE SETUP ▲▼

5. Press the key:

The display shows:

> TEL.LINE SETUP
> LINE TYPE ▲▼

6. Press the keys

until the display shows:

> TEL.LINE SETUP
> REMOTE CONTROL ▲▼

7. Press the key:

The display shows:

> REMOTE CONTROL
> YES ▲▼

8. Press the key:

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

> SET ACCESS CODE
> (0-9,*) *8

9. To type the new code, press the keys:

10. To confirm the new code, press the key:

11. To return the fax machine to its initial stand-by mode, press the key:

12. If you want to move back one function, press the key:

N O T E

If you want to disable this function, after step **7**, press the ▲▼ keys to display "REMOTE CONTROL - NO", then press the ◇▣ key to confirm and the ⊘ key to return the fax machine to its initial stand-by mode.

TO SET THE BLACK LIST

As mentioned previously, you can save a series of unwanted numbers on a black list (max. 10) so as to avoid receiving documents from the correspondents on this list.

1. Press the key:

The display shows:

> MENU
> RECEPT. SET-UP ▲▼

2. Press the key:

The display shows:

> RECEPT. SET-UP
> RECEPTION MODE ▲▼

3. Press the keys

until the display shows:

> RECEPT. SET-UP
> BLACK LIST ▲▼

4. Press the key:

The display shows:

> BLACK LIST
> NEW NUMBER ▲▼

5. Press the key:

The display shows:

> O:TYPE NUMBER
>
> _

6. Dial the fax number you wish to inhibit.

To do this, press the keys:

7. To leave a space, to correct typing mistakes or to enter characters or special symbols, proceed as explained in "**All that is missing now is your name and fax number**", chapter "**How to get started quickly**".

8. To confirm the setting, press the key:

The display shows:

> BLACK LIST
>
> NEW NUMBER ⬍

At this point, you can abort the procedure or inhibit another number.

9. To abort the procedure, press the key:

10. To block another number, repeat the procedure from step **5**.

To modify the black list

1. Press the key:

The display shows:

> MENU
>
> RECEPT. SET-UP ⬍

2. Press the key:

The display shows:

> RECEPT. SET-UP
>
> RECEPTION MODE ⬍

3. Press the keys

until the display shows:

> RECEPT. SET-UP
>
> BLACK LIST ⬍

4. Press the key:

The display shows:

> BLACK LIST
>
> NEW NUMBER ⬍

5. Press the keys

until the display shows:

> BLACK LIST
>
> MODIFY NUMBER ⬍

6. To confirm the setting, press the key:

The display shows the first number on the black list.

---

7. To find the number you wish to modify, press the keys:

8. To confirm the setting, press the key:

From this point on, to change the number, repeat the "**To set the black list**" procedure from step **6**.

To delete the black list

1. Press the key:

The display shows:

> MENU
>
> RECEPT. SET-UP ⬍

2. Press the key:

The display shows:

> RECEPT. SET-UP
>
> RECEPTION MODE ⬍

3. Press the keys

until the display shows:

> RECEPT. SET-UP
>
> BLACK LIST ⬍

4. Press the key:

The display shows:

> BLACK LIST
>
> NEW NUMBER ⬍

5. Press the keys

until the display shows:

> BLACK LIST
>
> DELETE NUMBER ⬍

6. To confirm the setting, press the key:

The display shows the first number on the black list.

7. To find the number you wish to delete, press the keys:

8. To confirm the setting, press the key:

The display shows:

> DELETE?
>
> NO ⬍

9. To view the other available option, "DELETE? - YES", press the keys:

10. To confirm the setting, press the key:

The display shows:

> BLACK LIST
>
> DELETE NUMBER ⬍

11. From this point on, to delete other numbers from the list, repeat the procedure from step **6**.

1. Press the key:

[F] The display shows:

> MENU
> RECEPT. SET-UP ⬍

2. Press the key:

[◇⊞] The display shows:

> RECEPT. SET-UP
> RECEPTION MODE ⬍

3. Press the keys

⬍ until the display shows:

> RECEPT. SET-UP
> BLACK LIST ⬍

4. Press the key:

[◇⊞] The display shows:

> BLACK LIST
> NEW NUMBER ⬍

5. Press the keys

⬍ until the display shows:

> BLACK LIST
> PRINT LIST ⬍

6. To confirm the setting, press the key:

[◇⊞] Having printed the report, the fax machine automatically returns to its initial stand-by mode.

OTHER USEFUL TRANSMISSION SETTINGS

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

1. Press the key:

[F] The display shows:

> MENU
> RECEPT. SET-UP ⬍

2. Press the keys

⬍ until the display shows:

> MENU
> FAX SET-UP ⬍

3. Press the key:

[◇⊞] The display shows:

> FAX SET-UP
> DATE AND TIME ⬍

4. Press the keys:

⬍ The display shows:

> FAX SET-UP
> VARIOUS SETT. ⬍

5. Press the key:

[◇⊞] The display shows:

> VARIOUS SETT.
> ECM ⬍

6. Press the keys

⬍ until the display shows:

> VARIOUS SETT.
> FAX HEADER ⬍

7. Press the key:

[◇⊞] The display shows:

> FAX HEADER
> INSIDE ⬍

8. To select the alternative parameter, press the keys:

⬍ The display shows:

> FAX HEADER
> OUTSIDE ⬍

9. To confirm the setting, press the key:

[◇⊞]

10. To return the fax machine to its initial stand-by mode, press the key:

[◎]

11. If you want to move back one function, press the key:

[◉]
 C

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 you cannot hear them, program the function as follows:

1. Press the key:

The display shows:

> *MENU*
>
> *RECEPT. SET-UP* ⬍

2. Press the keys

until the display shows:

> *MENU*
>
> *INSTALLATION* ⬍

3. Press the key:

The display shows:

> *INSTALLATION*
>
> *STATION NAME* ⬍

4. Press the keys

until the display shows:

> *INSTALLATION*
>
> *TEL.LINE SETUP* ⬍

5. Press the key:

The display shows:

> *TEL.LINE SETUP*
>
> *LINE TYPE* ⬍

6. Press the keys

until the display shows:

> *TEL.LINE SETUP*
>
> *LINE MONITOR* ⬍

7. Press the key:

The display shows:

> *LINE MONITOR*
>
> *NO* ⬍

8. To view the other available option, "LINE MONITOR - YES", press the keys:

9. To confirm the setting, press the key:

10. To return the fax machine to its initial stand-by mode, press the key:

11. If you want to move back one function, press the key:

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

1. Press the key:

The display shows:

> *ON LINE*

2. To raise or lower the volume of the speaker, press the key:

The display shows the volume level set on the top line.

3. To return the fax machine to its initial stand-by mode, press the key:

The buzzer indicates particular operating conditions and faults or errors.

The volume of the buzzer may be set to eight levels, or may be turned off altogether.

1. Press the key:

The display shows:

> *MENU*
>
> *RECEPT. SET-UP* ⬍

2. Press the keys

until the display shows:

> *MENU*
>
> *FAX SET-UP* ⬍

3. Press the key:

The display shows:

> *FAX SET-UP*
>
> *DATE AND TIME* ⬍

4. Press the keys:

The display shows:

> *FAX SET-UP*
>
> *VARIOUS SETT.* ⬍

5. Press the key:

The display shows:

> *VARIOUS SETT.*
>
> *ECM* ⬍

6. Press the keys

until the display shows:

> *VARIOUS SETT.*
>
> *BUZZER VOLUME* ⬍

7. Press the key:

The display shows the preset volume level, for example 4:

> BUZZER VOLUME
>
> LEVEL 4 ⬍

8. To turn the volume up/down, press the keys:

▲
▼

9. To confirm your choice, press the key:

10. To return the fax machine to its initial stand-by mode, press the key:

11. If you want to move back one function, press the key:

C

TO ENABLE/DISABLE THE FLASH FUNCTION

If the fax machine is connected to a private branch exchange (PBX) with Flash pulse management, this function enables a call to be made on the public line.

1. Press the key:

F

The display shows:

> MENU
>
> RECEPT. SET-UP ⬍

2. Press the keys

▲
▼

until the display shows:

> MENU
>
> INSTALLATION ⬍

3. Press the key:

The display shows:

> INSTALLATION
>
> STATION NAME ⬍

4. Press the keys

▲
▼

until the display shows:

> INSTALLATION
>
> TEL.LINE SETUP ⬍

5. Press the key:

The display shows:

> TEL.LINE SETUP
>
> LINE TYPE ⬍

6. Press the keys

▲
▼

until the display shows:

> TEL.LINE SETUP
>
> PBX FLASH ⬍

---

7. Press the key:

The display shows:

> PBX FLASH
>
> NO ⬍

8. To view the other available option, "PBX FLASH - YES", press the keys:

▲
▼

9. To confirm your choice, press the key:

10. To return the fax machine to its initial stand-by mode, press the key:

11. If you want to move back one function, press the key:

C

N O T E

Having enabled the Flash function, to switch from the private branch exchange (PBX) to the public line, press the (R) key before dialling the telephone or fax number (the letter "E" appears on the display).

TO ENABLE/DISABLE ECM

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

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

1. Press the key:

F

The display shows:

> MENU
>
> RECEPT. SET-UP ⬍

2. Press the keys

▲
▼

until the display shows:

> MENU
>
> FAX SET-UP ⬍

3. Press the key:

The display shows:

> FAX SET-UP
>
> DATE AND TIME ⬍

4. Press the keys:

▲
▼

The display shows:

> FAX SET-UP
>
> VARIOUS SETT. ⬍

5. Press the key:

The display shows:

> *VARIOUS SETT.*
>
> *ECM* ↕

6. Press the key:

The display shows:

> *ECM*
>
> *YES* ↕

7. To view the other available option, "ECM - NO", press the keys:

▲
▼

8. To confirm your choice, press the key:

9. To return the fax machine to its initial stand-by mode, press the key:

10. If you want to move back one function, press the key:

C

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 (specially 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.

1. Press the key:

F

The display shows:

> *MENU*
>
> *RECEPT. SET-UP* ↕

2. Press the keys

▲
▼

until the display shows:

> *MENU*
>
> *POLLING RX* ↕

3. Press the key:

The display shows:

> *POLLING RX*
>
> *NEW SETTING* ↕

4. Press the key:

The display shows:

> *TYPE TIME*
>
> *HH:MM*

At this point, you can confirm the current time or overwrite the time with the correct one, for example "18:20".

5. To overwrite the new time, press the keys:

0 - 9 WXYZ

6. To confirm both the current time and the new time, press the key:

The display shows:

> *TYPE NUMBER*
>
> _

7. Type your correspondent's number directly on the numeric keypad.

To do this, press the keys:

0 - 9 WXYZ

8. If you like, you can find your correspondent's number in the phone book (see "**To program the phone book**").

To do this:

1. Press the key 📖 .

2. Press the keys ↕ to find the desired number.

   or

1. Press the key bearing the first letter of the name you are looking for. The fax machine will search for the name in alphabetical order.

9. To confirm the setting, press the key:

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

TO CHANGE A POLLING RECEPTION THAT HAS BEEN SET

1. Press the key:

The display shows:

⌐F⌐

> MENU
>
> RECEPT. SET-UP ⬍

2. Press the keys

until the display shows:

> MENU
>
> POLLING RX   ⬍

3. Press the key:

The display shows:

> POLLING RX
>
> NEW SETTING ⬍

4. Press the keys

until the display shows:

> POLLING RX
>
> CHANGE   ⬍

5. Press the key:

The display shows:

> TYPE TIME
>
> HH:MM

From this point on, follow the procedure described in "**To make a transmission request (polling reception)**" from step **5**.

TO DELETE A POLLING RECEPTION THAT HAS BEEN SET

1. Press the key:

The display shows:

⌐F⌐

> MENU
>
> RECEPT. SET-UP ⬍

2. Press the keys

until the display shows:

> MENU
>
> POLLING RX   ⬍

3. Press the key:

The display shows:

> POLLING RX
>
> NEW SETTING ⬍

4. Press the keys

until the display shows:

> POLLING RX
>
> DELETE   ⬍

5. Press the key:

The display shows:

> DELETE?
>
> NO   ⬍

6. To view the other available option, "DELETE? - YES", press the keys:

7. To confirm your choice, press the key:

Polling reception is cancelled automatically and the fax machine returns automatically to it initial stand-by status.

WHAT HAPPENS IF THERE IS A POWER FAILURE

If a power failure occurs, the fax machine **keeps the following data in the memory**: **the numbers set in the phone book 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 for the first time**" section of the "**How to get started quickly**" 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** 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

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 "**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).

WHAT HAPPENS WHEN A DOCUMENT IS PLACED IN THE AUTOMATIC DOCUMENT FEEDER WHILE THE FAX MACHINE IS PRINTING

If you place a document in the automatic document feeder while the fax machine is making a copy, printing a report or printing a document being received, the fax machine behaves as follows:
- **if it is making a copy**, the fax machine will stop printing and display a series of prompts to enable you to restore it to its initial stand-by mode;
- **if it is printing a report**, the fax machine will stop printing and display a series of prompts to enable you to restore it to its initial stand-by mode;
- **if it is receiving a document**:
  - it will stop printing and start to save the document received. The display will show the message "RX IN MEMORY".

Having saved the document, the display shows the message "DOC IN MEMORY".
At this point, the fax machine will prompt you to remove the document from the document feeder. The fax machine will then print the saved document.

FOR MINOR PROBLEMS

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

PROBLEM	SOLUTION
The fax machine displays no message at all.	Check that it is connected to the power outlet and the telephone socket.
The document is not fed in correctly.	Check that the document respects the recommendations listed in "**What documents may be used**", chapter "**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 face down.

NOTE

Incorrect transmission or reception by the fax machine may also depend on factors other than those listed above, which will be signalled in the form of **error codes** on the "**Transmission report**" and "**Activity report**", see "**To print reports and lists**", chapter "**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	OK	Operation performed successfully.	No action.
02	IMPOSSIBLE CONNECTION CHECK WITH OTHER PARTY	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:	An error occurred during transmission.	Resume transmission from the page indicated in the report.
05	ERR. WHILE TRANSMITTING RESEND PAGES:	The correspondent's fax machine found errors during reception.	Resume transmission of the pages indicated in the report.
06	LINE BUSY	The line is busy.	Retry when the line is free.
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.
01 and 08	CHECK THE DOCUMENT	The optical reader cannot read the document.	Remove the document from the ADF and reinsert it. Then try connecting again.
09	STOP PRESSED	You aborted transmission.	No action.
10	ERRORS WHILE RECEIVING CHECK WITH OTHER PARTY	An error occurred during reception.	Call the correspondent and ask him to send you the document again.
11	IMPOSSIBLE RECEPTION MEMORY FULL	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.
OK	OK?	The document was received but the printing quality is unsatisfactory.	Call the correspondent.
13	ERRORS WHILE POLLING CHECK WITH OTHER PARTY	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.

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

ALREADY ENTERED

You have already set a document transmission from the memory. You cannot set another at the same time.

ALREADY ENTERED

You have already set a polling reception. You cannot set another at the same time.

ALREADY PROGRAM.

You have chosen a position (00 - 99) in the phone book in which you have already stored a fax or telephone number: choose another position (see the "**To program the phone book**" section of the "**Transmission and reception operations**" chapter).

AUTOREDIAL NNN

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

CHANGE CARTRIDGE

The ink in the cartridge has run out: replace the print cartridge (see "**To replace the print cartridge** ", chapter "**Maintenance operations**").

CHECK CARTRIDGE

• The fax machine does not detect the presence of the print cartridge because you have forgotten to install it or you have installed it incorrectly: install/reinstall the print cartridge.
• Some of the print cartridge nozzles are damaged and are having a negative effect on the printing quality: clean the print cartridge (see "**Cleaning the print cartridge and testing the nozzles**", chapter "**Maintenance operations**").

CHECK DOCUMENT, PRESS <▽>

The document is not being fed correctly: replace 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.

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.

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, etc.) and correct the fault.

EMPTY

You have tried to print the last transmission report but the fax machine has not sent any documents.

EMPTY LIST

• You are trying to change/delete a document transmission from the memory without having set one previously.
• You have tried to print an activity report but the fax machine has not executed any transactions (transmission/reception).
• You are trying to view/print the list of incoming/outgoing calls but the fax has not received any calls.

FULL LIST

• You are trying to add a fax or telephone number to the black list but the list is full: delete at least one number from the list (see "**To delete the black list**" in the "**More sophisticated operations**" chapter).
• You are trying to send a document from the memory to more than 10 correspondents. The fax machine allows you to send a document from the memory to a maximum of 10 correspondents (see "**To send a document to several correspondents**", in the **Transmission and reception operations**" chapter).

ILLEGAL SETTING

The date and time have not been set correctly: see "**To set the date and time for the first time**" and "**To change the date and time**", in the "**How to get started quickly**" chapter.

INSERT DOCUMENT

You are setting a document transmission from the memory without having inserted the document in the automatic document feeder (ADF): insert the document in the ADF.

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, etc.) and correct it. The documents will be printed automatically thus freeing space in the memory.

NOT ALLOWED

You are trying to perform an operation that may not be performed on the fax machine.

NOT ENTERED

You are trying to delete/modify a document transmission from the memory without having set it previously.

NOT ENTERED

You are trying to delete/modify a polling reception without having set it previously.

NOT IDLE LINE

You are trying to carry out the ring frequency recognition procedure (see the "**To enable/disable recognition of the ring frequency**" section of the "**More sophisticated operations**" chapter) but the line is busy: try again later.

NOT PROGRAMMED

You have chosen a position (00 - 99) in the phone book in which you have not stored any fax or telephone number: choose another position or set the one you have just chosen (see "**To program the phone book**", "**Transmission and reception operations**" chapter).

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**").

PHONE BOOK EMPTY

You are trying to modify/delete a fax or telephone number from the phone book but the phone book is empty.

PHONE BOOK FULL

You are trying to store a fax or telephone number in the phone book but the phone book is full: delete at least one telephone or fax number from the phone book.

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 bottom line of the display and correct it.

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

CARTRIDGE LOW

The ink in the cartridge has almost run out.

CHECK PRINT OUT
1=EXIT 0=REPEAT

The fax machine has automatically tested the print cartridge 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.

COVER OPEN

The cover is raised.

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

DOC.N. XXXX
You have set a document transmission from the memory and the fax machine has just finished storing the document. "XXXX" corresponds to the number that identifies the document you have just stored.

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.

NEW PRINT CART.? 1=YES 0=NO
You have installed a disposable print cartridge for the first time or you have removed and reinstalled it: select the relevant answer. If you answer yes but the print cartridge is not new, the fax machine will not detect the out of ink condition.

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

PLEASE WAIT
The fax machine is carrying out a procedure.

POLL RX HH:MM
You have made a transmission request (Polling reception).

POLL SET
You have set a polling reception.

PRINTING
The fax machine is printing a report or a list.

PRINTING MEMORY
If the printing paper runs out or jams or the ink in the print cartridge runs out, the fax machine stores the documents received. Once the fax machine's normal operating conditions have been restored, it will print the documents present in the memory.

RX INTERRUPTED
You aborted reception by pressing the [▽] key.

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

TRANSMITTING
A document is being sent.

TRANSMITTING...
A document is being sent.

TX COMPLETED
Transmission was completed successfully.

TX FROM MEMORY
You have set transmission from the memory.

TX INTERRUPTED
You aborted transmission by pressing the [▽] key.

TX SET
You have set a document transmission from the memory.

To Replace the Print Cartridge

The print cartridge **must be replaced**, when **the ink runs out** (**used print cartridges cannot be used**) or when you notice a **deterioration in the print quality**.
In the former case, the fax machine automatically prints a sheet to remind you that the ink is about to run out and that you should replace it.
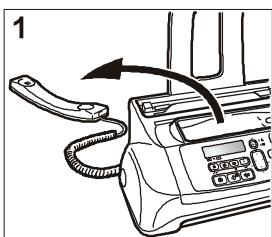
1. Lower the handset and place it on a stable surface.
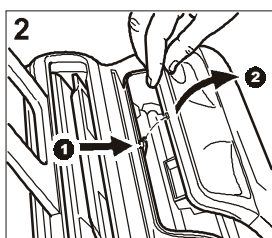
2. Open and lift the operator console as indicated by the arrows.
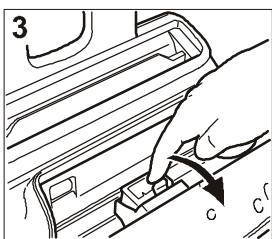
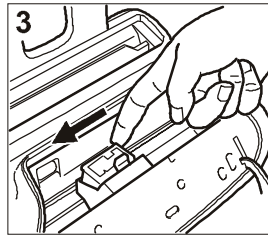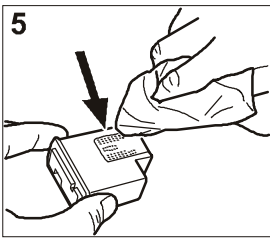3. Release the print cartridge by pressing the lever as indicated by the arrow.
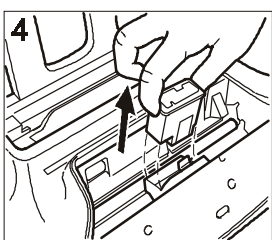
4. Remove the used print cartridge from its compartment.
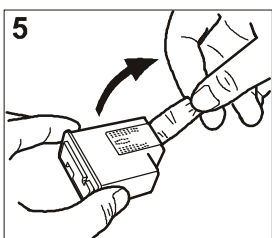
5. Take the new print cartridge out of its package and, holding it on both sides, peel off the film covering the nozzles.
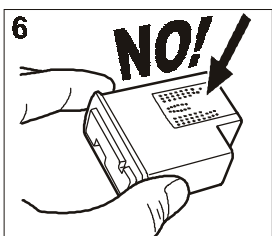
Warning!
6. Avoid touching the electrical contacts.
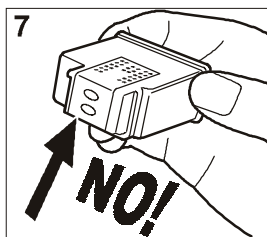
Warning!
7. Avoid touching the nozzles.
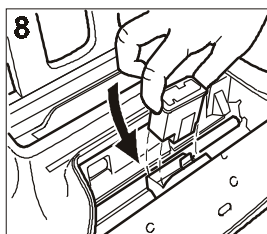
8. Insert the new print cartridge in its compartment with the electrical contacts facing towards the print cartridge compartment.
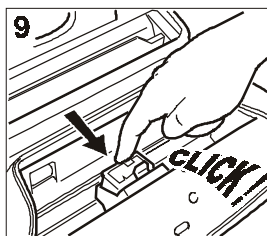
9. Push the print cartridge until it clicks into place.

10. Close the operator console and put the handset back on its support.

NOTE

If you have replaced the cartridge because **the ink ran out**, when the operator console is closed, the fax machine will automatically recognize t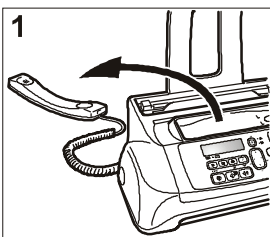hat the cartridge has been replaced and the **display will show** the message "NEW PRINT CART.? 1=YES 0=NO". Set the value **1**.
At this point, the fax machine **automatically resets the cartridge and tests the nozzles**, and prints out a numbered scale and a message indicating that the cartridge has been replaced correctly on a sheet that it has loaded automatically. If the print quality of the numbered scale is not satisfactory, see "**Insert the print cartridge**" in the "**How to get started quickly**" chapter.
If you replaced the cartridge because of a **deterioration in print quality**, proceed as follows:

1. Press the key

    [F]   until the display shows:

> MENU
>
> RECEPT. SET-UP ⬍

2. Press the keys

    ⬍   until the display shows:

> MENU
>
> CART. MAINTEN. ⬍

3. Press the key:

The display shows:

> CART. MAINTEN.
>
> NEW CARTRIDGE ⬍

4. Press the key:

The display shows:

> NEW CARTRIDGE
>
> NO ⬍

5. To view the other available option, "NEW CARTRIDGE - YES", press the keys:

⬆
⬇

6. Press the key:

The fax machine resets the cartridge and tests the nozzles, and then prints out the result of the diagnostic test.

To interpret the diagnostic test result correctly, see "**Insert the print cartridge**" in the "**How to get started quickly**" chapter.

CLEANING THE PRINT CARTRIDGE AND TESTING THE NOZZLES

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

1. Press the key

F

until the display shows:

> MENU
>
> RECEPT. SET-UP ⬍

2. Press the keys

⬆
⬇

until the display shows:

> MENU
>
> CART. MAINTEN. ⬍

3. Press the key:

The display shows:

> CART. MAINTEN.
>
> NEW CARTRIDGE ⬍

4. Press the keys:

⬆
⬇

The display shows:

> CART. MAINTEN.
>
> CLEAN CARTRIDGE ⬍

5. To confirm your choice, press the key:

The display shows:

> CLEAN CARTRIDGE
>
> NO ⬍

6. To view the other available option, "CLEAN CARTRIDGE - YES", press the keys:

⬆
⬇

7. Press the key:

The fax machine resets the cartridge and tests the nozzles, and then prints out the result of the diagnostic test.

To interpret the diagnostic test result correctly, see "**Insert the print cartridge**" in the "**How to get started quickly**" chapter.

N O T E

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

N O T E

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 cartridge.

- Remove the print cartridge 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 cartridge.

- Remove the print cartridge and clean the electrical contacts both on the print cartridge and on the print cartridge carriage, see "**To clean the electrical contacts of the print cartridge**", below.

- Reinstall the print cartridge.

- Call the engineering service.

TO CLEAN THE ELECTRICAL CONTACTS OF THE PRINT CARTRIDGE

With the fax machine **disconnected from the power socket**:
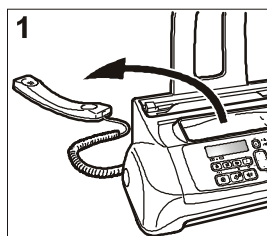
1. Lower the handset and place it on a stable surface.
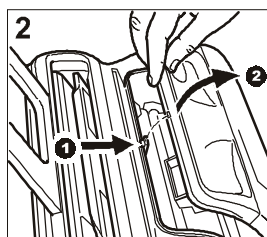
2. Open and lift the operator console as indicated by the arrows.

3

3. Release the print cartridge by pressing the lever as indicated by the arrow.

4
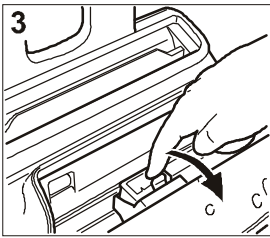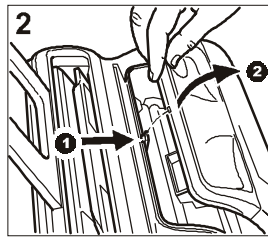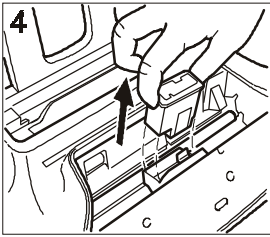
4. Take the print cartridge out of its compartment.

5

5. Clean the electrical contacts using a slightly damp cloth.
   Warning!
   Do not touch the nozzles!
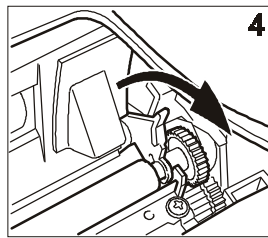
6
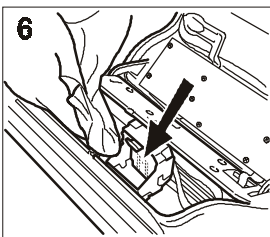
6. Clean the electrical contacts of the print cartridge carriage with a slightly damp cloth.
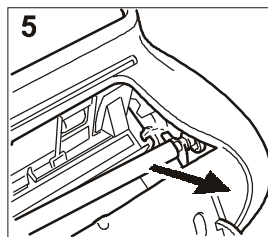
7. Insert the print cartridge in its compartment with the electrical contacts facing towards the print cartridge compartment.
8. Push the print cartridge until it clicks into place.
9. Close the operator console and put the handset back on its support.

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

1. Lower the handset and place it on a stable surface.

2

2. Open and lift the operator console as indicated by the arrows.

3

3. Move the print cartridge carriage to the left-hand edge of the fax machine.

4

4. Release the paper feed roller by pressing the lever, as indicated by the arrow.

5

5. Remove the roller from its compartment.

6

6. 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.
   Warning!
   Do not pour or spray the cleaning product directly onto the glass surface.

7
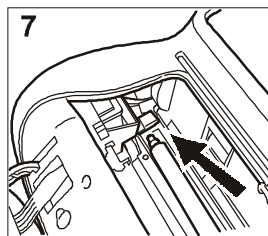
7. Place one end of the roller on the pin situated on the left-hand side of the fax machine, as indicated by the arrow.

8
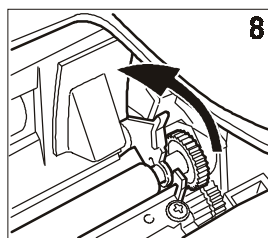
8. Engage the roller by pressing the lever, as indicated by the arrow.

9. Close the operator console and put the handset back on its support.

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 with water.

TO REMOVE JAMMED DOCUMENTS

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

Try to unload the document by pressing the ⊘ key. If the document is not unloaded, remove it manually as follows:
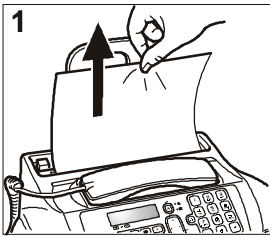
1. Pull the document upwards, taking care not to tear it.

or
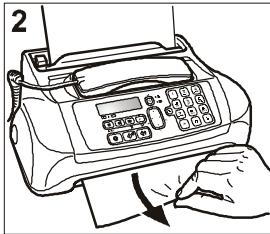
2. Pull the document downwards, taking care not to tear it.

Never use pointed objected to remove jammed documents.

TO REMOVE JAMMED SHEETS OF PAPER

If the paper used to print received documents or to copy documents gets jammed (this error 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:
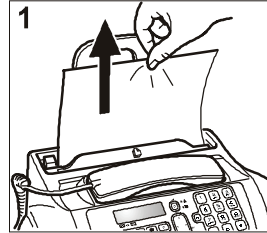
1. Pull the sheet upwards, taking care not to tear it.

or
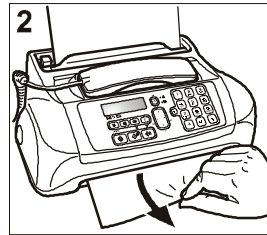
2. Pull the sheet downwards, taking care not to tear it.

Never use pointed objects to remove jammed sheets of paper.

If you cannot manage to remove the jammed document or sheet of paper after performing the removal operations, it may be trapped inside the fax machine. If this is the case, proceed as follows:

1. Lower the handset and place it on a stable surface (see fig. 1 of procedure "**To clean the optical reader**").
2. Open and lift the operator console (see fig. 2 of procedure "**To clean the optical reader**").
3. Move the print cartridge carriage to the left-hand edge of the fax machine (see fig. 3 of procedure "**To clean the optical reader**").
4. Release the paper feed roller by pressing the lever (see fig. 4 of procedure "**To clean the optical reader**").
5. Remove the roller from its compartment (see fig. 5 of procedure "**To clean the optical reader**").
6. Remove the jammed document or sheet of paper.
7. Place one end of the roller on the pin situated on the left-hand side of the fax machine (see fig. 7 of procedure "**To clean the optical reader**").
8. Engage the roller by pressing the lever (see fig. 8 of procedure "**To clean the optical reader**").
9. Close the operator console and put the handset back on its support.

MANUFACTURER AND CUSTOMER SERVICE

MANUFACTURER

Olivetti S.p.A. con unico azionista
Gruppo Telecom Italia
Direzione e coordinamento di Telecom Italia S.p.A.
Via Jervis, 77 - 10015 IVREA (TO)
ITALY

CUSTOMER SERVICE

If the fax machine is not working as it should, or you want to ask the manufacturers something, call the number indicated on the "Warranty Card".

GENERAL CHARACTERISTICS

Model .... Desktop transceiver
Display .... LCD 16 + 16 char.
Capacity memory .... max. 50 pages
Dimensions
Width .... 340 mm
Depth .... 220 mm - 235 mm (**)
Height .... 133 mm - 272 mm (**)
Weight .... ca. 2.5 Kg

COMMUNICATION CHARACTERISTICS

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

POWER SUPPLY CHARACTERISTICS

Voltage .... 220-240 VAC or 110-240 VAC (data plate on base of fax machine)
Frequency .... 50-60Hz (data plate on base of fax machine)
Power absorbed:
- in stand-by mode .... < 4 W
- max. power .... max. 25 W

ENVIRONMENTAL CONDITIONS

Temperature .... from +5°C to +35°C (operating)
.... from -15°C to +45°C (transport)
.... from 0°C to +45°C (short and long-term storage)
Relative humidity .... 15%-85% (operating/short and long term storage)
.... 5%-95% (transport)

CHARACTERISTICS OF OPTICAL READER

Scanning method .... CIS
Scanning resolution:
- Horizontal .... 8 pixel/mm
- Vertical STANDARD .... 3.85 lines/mm
- Vertical FINE .... 7.7 lines/mm

TRANSMISSION CHARACTERISTICS

Transmission speed .... ca. 7s (14400 bps) (*)
Capacity of document feeders .... **Automatic feeder (ADF):**
.... 10 sheets A4 (70-90 gr/m²)

RECEPTION CHARACTERISTICS

Printing system .... Printing on plain paper, bubble ink jet printer
Max. printing width .... 204 mm
Max. printing length .... 282 mm
Printing paper .... A4 (210 x 297 mm)
Paper feed .... Plain paper cassette (max 40 sheets of 80 gr/m²)

TELEPHONE ANSWERING DEVICE CHARACTERISTICS (ONLY MODEL WITH A BUILT-IN TELEPHONE ANSWERING DEVICE)

- Recording capacity: about 18 minutes
- Memo
- 2 Outgoing messages
- Outgoing messages only function
- "Toll saver" function
- Fast access from console and remote location
- Access code
- Message recording
- Retention of messages in case of a power failure.

(*) = Test Sheet Slerexe Letter with standard resolution, MMR compression.
(**) = With the paper support extension.

STANDARD FORM
CCITT R1

THE SLEREXE COMPANY LIMITED

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

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

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

Dear Pete,

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

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

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

Probably you have uses for this facility in your organisation.

Yours sincerely,

Phil.

P. J. CROSS
Group Leader – Facsimile Research

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olivetti

MANUFACTURER'S CE DECLARATION of CONFORMITY according to ISO/IEC 17050

OLIVETTI S.p.A.   Via Jervis, 77 - IVREA (TO) - ITALY

Declares under its sole responsibility that:

the product described in this guide

is IN COMPLIANCE with directive 99/5/EC dated 9th march 1999

fulfills the essential requirements of **Electromagnetic Compatibility and of Electrical Safety** as prescribed by the Directives:

89/336/EEC dated 3rd May 1989 with subsequent amendments (Directive 92/31/EEC dated 28th April 1992 and Directive 93/68/EEC dated 22nd July 1993);

2006/95/EC dated 27th December 2006;

since designed and manufactured in compliance with the following European Harmonized Standards:

EN 55022/A2 : 2003 (Limits and methods of measurements of radio interference characteristics of Information Technology Equipment) / Class B;
EN 61000-3-2/A1 : 2002 (Electromagnetic Compatibility (EMC) - Part 2: Limits - Section 2: Limits for harmonic current emissions (equipment input current ≤ 16 A per phase);
EN 61000-3-3/A1 : 2002 (Electromagnetic Compatibility (EMC) - Part 3: Limits - Section 3: Limitation of voltage fluctuations and flicker in low voltage supply systems for equipment with rated current up to and including 16A);
EN 55024/A1 : 2002 (Electromagnetic Compatibility - Information technology equipment - Immunity characteristics - Limits and methods of measurement);
EN 60950-1/A1 : 2004 (Safety of Information Technology Equipment, including electrical business equipment).

Moreover the product is in compliance with following Standards:

ETSI TBR 38: May 1998 (Requirements for a terminal equipment incorporating an analogue handset function capable of supporting the justified case service when connected to the analogue interface of the PSTN in Europe);
ETSI ES 203 021: January 2006 Access and Terminal (AT); Harmonized basic attachment requirements for Terminals for connection to analogue interfaces of the Telephone Networks.

Compliance with the above mentioned essential requirements is shown by affixing the **CE marking** on the product.

Scarmagno, 8th June 2007   Olivetti S.p.A.

Notes: 1)   CE Marking has been affixed in 2007.

2)   The Quality System is in compliance with the UNI EN ISO 9000 series of Standards.

OLIVETTI **ECO-FRIENDLY**
ORIGINAL CONSUMABLES
RESPECT YOUR HEALTH AND THE ENVIRONMENT

Olivetti continues in its pursuit to improve the environmental conditions and protect the environment in which it operates. It provides its customers with safe and reliable consumables in respect of the best operating conditions, and strives to ensure the full environmental compatibility of its technologies and production processes.
Olivetti bases its production aims on respect of the principles of environmental protection and the conservation of natural resources for future generations.

To this aim, Olivetti has adopted the following environmental policy measures:
to conform to the provisions of the national laws by taking the necessary steps to change its management policy towards the safeguarding of the environment, to take environmental aspects into consideration right from the decision-making processes involved in the design of consumables, to use materials that have a lighter impact on the environment, to avoid using raw materials containing excipients that are believed to cause cancer, to avoid manufacturing consumables that, during normal use, may cause harm to man or the environment, and to collaborate with organizations that promote the principles of environmental protection.
To implement a schedule of periodic checks of environmental performance, with the spirit of prevention that comes from the improvement achieved, such as:
− To reduce in the estimate and design phase the production of waste and pollutants, by carrying out incoming tests on the goods received;
− To use thermal, electrical and transformation energy with high efficiency, to save non-renewable natural resources;
− To choose processes and equipment with a low energy consumption both inside the company and towards suppliers;
− To recover and recycle the materials and consumables that permit effective, concrete collection processes: paper, cardboard, aluminium/iron, PET, glass, packaging wood.

All consumables are manufactured in such a way as to limit the environmental impact and conform to the regulations in force. Olivetti has banned the use of a number of hazardous substances (chromium, cadmium, mercury, lead and others) in the manufacture of its products.
Olivetti consumables conform to the CONTROL OF POLLUTION FROM ELECTRONIC INFORMATION PRODUCTS SJ/T11363-

2006 (CHINA RoHs) regulation in force since 1st March 2007 in the Republic of China and bear the ⊖ trademark "Free from hazardous substances".

In addition, Olivetti takes part in the process of implementation of the R.E.A.C.H. (Registration, Evaluation and Authorisation of Chemicals - CE 1907/2006) regulation, which establishes a single regulatory framework for the classification and registration of existing chemical substances and came into force on 1st June 2007 with a view to protecting health and the environment, using exclusively substances conforming to the regulation. The company:
− Requests suppliers to certify that the substances, preparations, consumables and packages conform to the general health and environmental protection specifications;
− Guarantees that no substances harmful for the ozone layer are used in the processes for the manufacture of consumables and packages;
− Reduces the quantity of material used, through efficient production processes;
− Prints cartridge installation instructions only in the machine's manual without adding leaflets to the cartridge packet, thus saving many tons of paper per year;
− Designs consumables and packages in such a way that they can be recycled easily.

In the pursuit of this policy, Olivetti has started to manufacture, also for its new fax machines, a new generation of ECO-FRIENDLY consumables, following the implementation of complete and constant improvements in its development and production processes. They meet environmental safety requirements and regulations right from the design phase, offering high levels of quality, performance and reliability, using fewer materials that are more efficient from the energy point of view and easy to recycle, and maximizing added value.

FJ63
THE ONLY CARTRIDGE TO BE USED
WITH YOUR FAX

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