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olivetti



Instructions

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Olivetti Tecnost, S.p.A.
Direzione @ Home/Office
Via Jervis, 77 - 10015 IVREA (Italy)

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

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

The manufacturers declare under their own responsibility that this product complies with provisions laid down by the directive 1999/05/CE. Conformance is certified by the application of the  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.
-

WARNING: THIS EQUIPMENT MUST BE EARTHED.













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.











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QUICK REFERENCE GUIDE

CHANGING DATE AND TIME

Procedure	DISPLAY
1 Press the FUNCTION key until the display shows --->.	FAX SET-UP (F) /  / 
2 Press the START key.	DATE AND TIME (F) /  / 
3 Press the START key.	FORMAT: DD/MM/YY  /  /  / 
4 Press the START key.	FORMAT: 24 H  /  /  / 
5 Press the START key.	DD/MM/YY HH:MM 26-02-99 16:30
6 Type new date and time then press START to confirm and STOP to restore the fax machine to the initial waiting mode.	DD/MM/YY HH:MM 01-03-99 08:00

ENTERING YOUR NAME AND FAX NUMBER

Procedure	DISPLAY
1 Press the FUNCTION key until the display shows --->.	INSTALLATION (F) /  / 
2 Press the START key.	TEL. LINE SET-UP (F) /  / 
3 Press the FUNCTION key until the display shows --->.	STATION NAME (F) /  / 
4 Press the START key.	TYPE YOUR NAME —
You can set up to 16 characters, selecting them, one at a time, with the numeric keys.	
5 Press the START key.	PHONE NUMBER (F) /  / 
6 Press the START key.	TYPE YOUR NUMBER —
7 Enter your fax number (max 20 digits) e.g.: 230023, then press START to confirm and STOP to restore the fax machine to the initial waiting mode.	TYPE YOUR NUMBER 230023

TRANSMITTING A DOCUMENT

Procedure	DISPLAY
1 Insert the document in ADF.	DOCUMENT READY ↓ NORMAL
2 Dial the remote party number (max. 52 digits) directly on the fax keypad.	TYPE NUMBER 02 489078
3 Press the START key to start the transmission.	



QUICK REFERENCE GUIDE

TO MAKE ONE OR MORE COPIES

Procedure	DISPLAY
1 Insert the document in ADF and press the key.	100% TEXT NORMAL 1
2 Choose, using on the , and keys, the type of contrast (LIGHT, DARK and NORMAL), of resolution (TEXT and PHOTO) and the zoom value (100%, 70% and 140%).	100% TEXT NORMAL 1
3 Press the key directly if you wish to make a single copy, otherwise enter the number of copies you require (max 9) before pressing the key.	100% TEXT NORMAL 5

TO PRINT OUT THE TRANSMISSION, ACTIVITY AND BROADCASTING REPORTS

Procedure	DISPLAY
1 Press the FUNCTION key (several times).	PRINT OUT REPORT (F) / /
2 Press the START key.	LAST TX REPORT / /
3 Press the / keys to display the other two options available "ACTIVITY REPORT" and "PRINT: ID LIST (in the example: "LAST BROAD. REPORT")".	LAST BROAD. REPORT / /
4 Press the START key to confirm your selection. The fax machine automatically returns to the initial waiting mode.	AUTOMATIC RX 02-03-99 10:48

ACTIVATING THE ANSWERING MACHINE (MODEL WITH INTERNAL ANSWERING MACHINE)

Procedure	DISPLAY
1 Press the FUNCTION key until the display shows --->.	TAD SET-UP (F) / /
2 Press the START key and the FUNCTION key until the display shows --->.	RECORD OGM #1 (F) / /
3 Press the START key.	LIFT HANDSET PRESS
4 Pick up the handset.	TO RECORD /
5 Press the START key and start recording the message.	RECORDING 20 /



READ THESE IMPORTANT RECOMMENDATIONS FIRST ...

The fax machine you have purchased is a high quality product satisfying all **CE** requirements.

For its best use you should follow the general recommendations indicated hereafter.

LOCATION ...

- Place the fax machine on a stable, flat surface with no vibrations, in order to avoid it falling, thus causing injury to people or damage to the product.
- Keep the fax away from water or steam sources, excessive heat sources and dusty rooms. Also, do not expose it to direct sunlight.
- Keep the fax away from other electrical or electronic appliances which may generate interference, e.g. radio, television, etc.
- Do not surround the fax with books, documents or objects which reduce the space necessary for air circulation. Ideal environmental conditions for its location are from 5°C to 35°C with a humidity rate between 15% and 85%.
- Leave enough room in front of the outlet slot for originals, received or copied documents, so they will not fall onto the floor.

CONNECTION TO THE ELECTRICAL POWER SUPPLY ...

- The fax machine is provided with a power cable with a grounded plug. If your wall power socket does not allow plug insertion or if it does not have a ground, get in touch with a qualified electrician to update your electrical mains outlet to the current standards.
- Make sure that the power cable is easily accessible without obstructing the passage, avoiding treading on, or tripping over it.
- Make sure that power voltage and frequency of the electrical outlet correspond to the power voltage and frequency values indicated on the rear plate of the fax machine.
- Never connect the fax to a multiple plug or to an extension cable to which another appliance is already connected: poor electrical contact may cause overheating and originate fire or electrical shocks.

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

CONNECTION TO THE TELEPHONE LINE ...

Since the connection of the fax machine, telephone, answering machine and other devices to a telephone line is subject to national standards, please refer to the current regulations in your own country.

INSTALLATION AND SET-UP PARAMETERS ...

At national level, the settings and set-up parameters for each installation may change according to the requirements or individual user needs. Therefore, these settings and those indicated in the manual may not always be the same: it is suggested that you print them out before making any modifications.

MAINTENANCE ...

- When cleaning the fax, first disconnect it from the electrical power supply. Use only a dampened cloth. Do not use corrosive substances, such as solvents, alcohol, petrol or abrasive components.
- Never introduce foreign bodies (liquids included) into the fax machine: their accidental contact with powered parts may cause a fire or electric shocks.

REPAIRS ...

- Never try to repair the fax if you do not have the necessary competence: by removing the outer casing, you may risk electrical shocks or other injury. Always call a qualified service technician.
- When replacing components (accessories included), make sure that you use only original material approved by the manufacturer. Use of other material might compromise the safety features, as well as causing fire and electrical shocks.
- Disconnect the fax from the power supply and contact a qualified service technician, if any of the following conditions occur:
 - the power cable, or its plug are damaged or worn
 - the outer casing is damaged
 - liquid has been poured inside by accident (rain included!)

FOR CORRECT USE ...

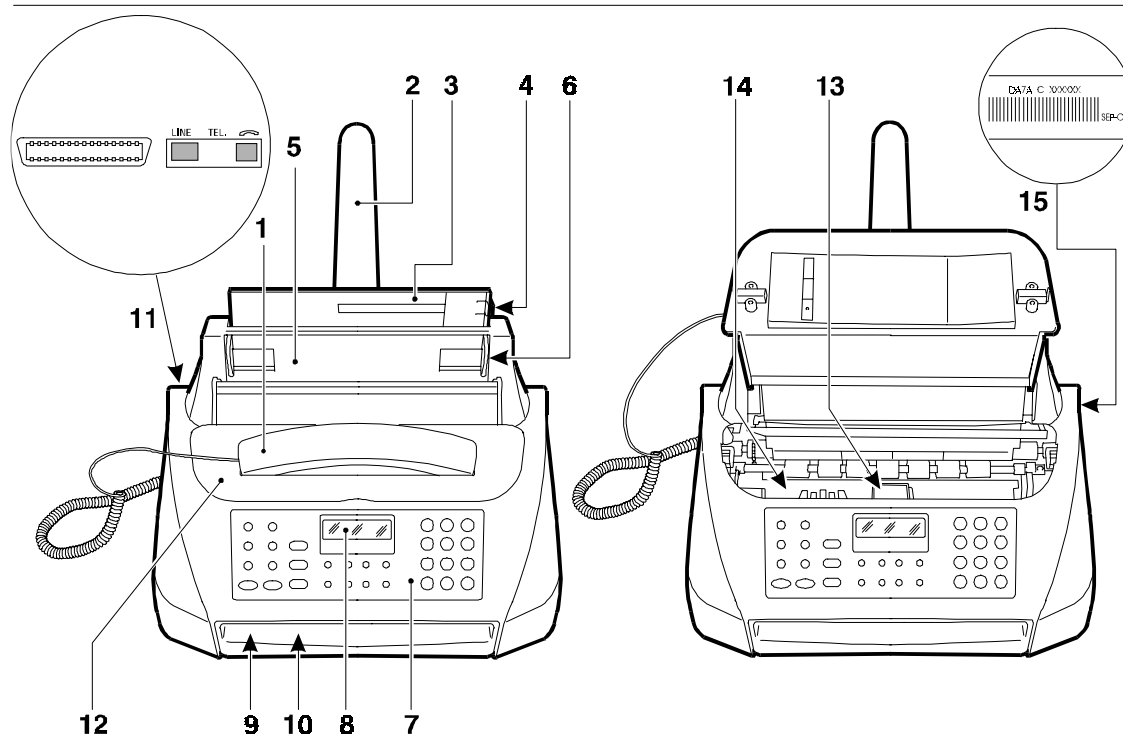
- Before using your fax machine, read carefully the instructions contained in this manual. Keep the manual for further consultation.
- The fax machine has already been set for operation according to the standards of the telephone network within your country.
- If you do not use the fax machine for long periods it should be disconnected from the power supply to avoid damage from power surges and peaks.

THE HANDSET...

- In case of voltage drop or interruption in the power supply, you can neither make nor receive telephone calls the keypad is disabled.
- However, if you absolutely need the fax machine to make a call, you have to use an emergency phone, a type certified by the network manager, which you can connect directly to the fax machine.

CONSULTING THIS MANUAL ...

There are **three different models** described in this manual: the **basic** model, the model **with internal answering machine** and the **multi-use** model which can be connected to a PC and allows the use of a colour print head (for this model, refer to the documentation you find inside the packaging). Whenever it is necessary to differentiate between the models they will be described as "**model without answering machine**", **model with internal answering machine**", or "**multi-use model**".



The above figures show **the external parts which the three models have in common, except for the second row of keys on the left-hand side of the console (only on the model with internal answering machine) and the parallel interface (only on the multi-use model).**

1. Enclosed handset.
2. Paper support extension.
3. Sheet feeder (ASF) adjustable according to the following paper formats: A4, Letter and Legal. Maximum capacity: 80 sheets (80 gr/m²).
4. Paper feeder adjustment lever.
5. Automatic feeder for documents to be transmitted and copied (ADF). Maximum capacity: 15 A4, A5, Letter and Legal sheets.
6. Paper guides. Adjustable according to the width of the document to be transmitted or copied.
7. Operator console.
8. Display.
9. Outlet for the originals and for received or copied documents.
10. Loudspeaker.
11. Connection sockets.
12. Print head compartment cover.
13. Print head compartment.
14. Optical scanner.
15. Serial number label (see the bottom casing)



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CONSOLE (Fold-out)





INSTALLATION


PACKAGE CONTENTS...

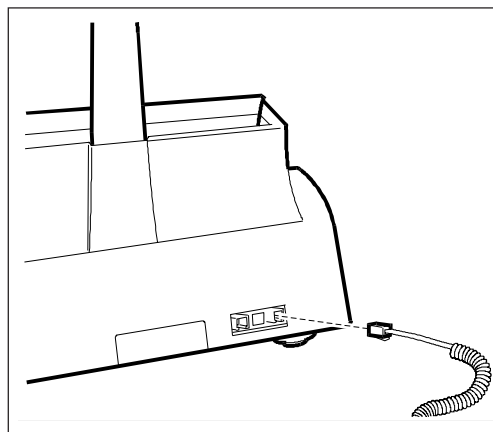
In addition to the machine with its power cord and this manual, in the package you will find:

- Telephone connection cord
- An extension plug
- The package containing a print head (Starter Cartridge)
- The handset
- The support for feeder paper
- Nationalized template for operator panel.

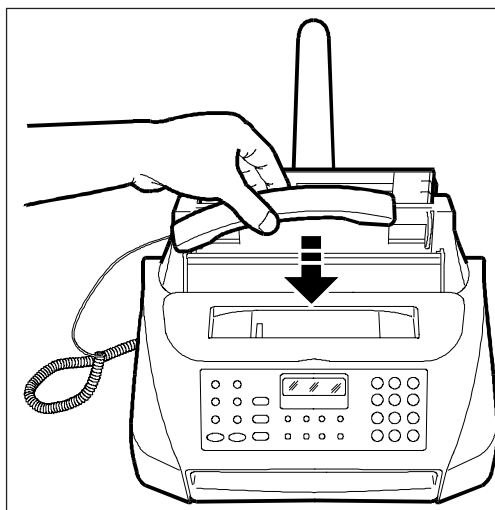
In the packaging of the **multi-use model**, you will find the following:

- Parallel cable for connecting to your PC
- The CD containing the installation software of the "LinkFax 10 Plus/Linkfax Color Printer" module
- Promotional leaflet
- Print head container.

2. Insert the handset cord connector into the socket marked with the symbol  on the rear of the fax machine.

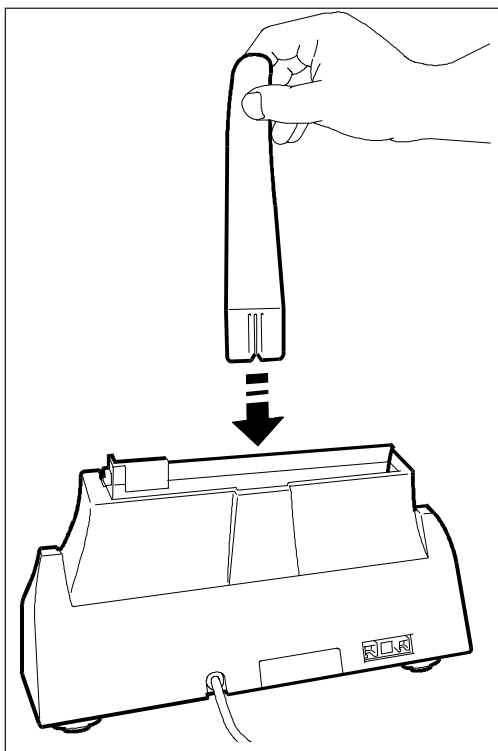


3. Place the handset in its cradle.



INSTALLING...

1. Insert the paper support in the appropriate slot, pushing it until it clicks into position.



CONNECTING TO THE ELECTRICAL POWER SUPPLY AND TO THE TELEPHONE LINE...

Connecting to the electrical power supply...

1. Plug the power cord into the wall power socket. The fax machine automatically performs a quick self-test procedure to check that its components operate properly, the display will then show the following messages: "AUTOMATIC RX" on the top line and "CHECK PRINT HEAD" on the bottom line. For the **model with internal answering machine**, apart from the "AUTOMATIC RX" message on the top line, the **total number of messages received** will also be displayed.

As soon as the fax machine has completed the autodiagnostic test, press the **STOP**, **#**, **#** keys in that order. The name of the currently selected COUNTRY appears on the display. Press **START** if the COUNTRY displayed is your country. Press the **</>** keys to select your country if it is not the one currently displayed; then press **START**. The fax machine returns automatically to the initial standby mode.

The fax machine **will be connected permanently**, ready to receive and transmit documents 24 hours a day.

If you want to **switch it off**, you must **unplug the power cable** from the wall power socket as the fax machine has no on-off switch.

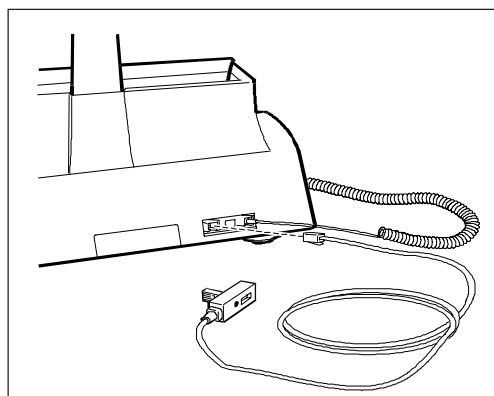
If the messages still do not appear in the language of your choice, select the "**LANGUAGE**" you want from those available by pressing the following keys in the order indicated:

FUNCTION until "INSTALLATION" is displayed, **START**, **FUNCTION**, **START**, **</>** until the desired language can be selected, then **START** and finally **STOP**.

Connecting to the telephone line...

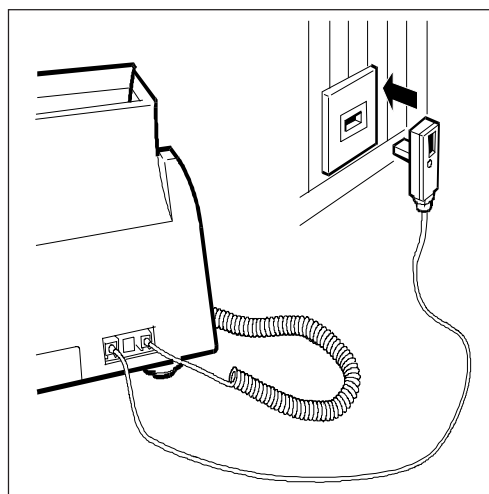
Connect the fax machine with the telephone line **using only the provided cord**. Do not use other cords, otherwise the fax machine may not work properly.

1. Insert the miniature connector (which is small and transparent) of the telephone line connection cord into the "LINE" socket on the rear of the fax machine. A click indicates that it has been inserted correctly.



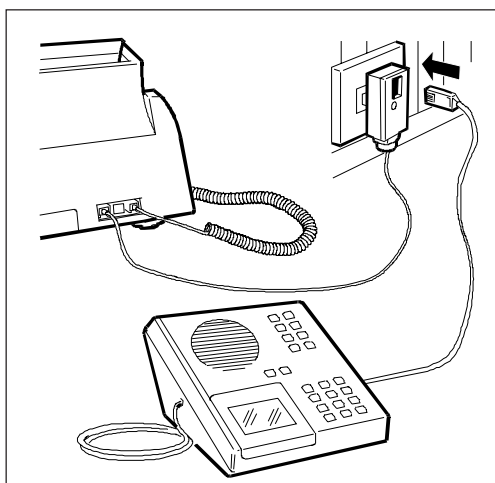
2. Insert the extension plug at the other end of the cord into the telephone line wall socket.

If the network to which the fax machine is connected has **more than one socket connected in series**, you must connect the fax machine to the **primary socket**.



Connecting a possible emergency telephone or other equipment ...

1. Plug the telephone cord or the answering machine cord (**only for model without answering machine**) into the socket on the extension plug.



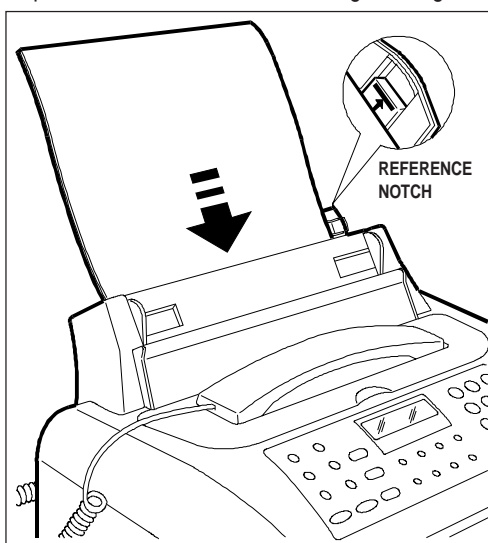
In some countries, answering machines, telephones or other equipment can be connected via socket TEL on the rear of the fax machine (covered by a tear-off flap). For further information refer to the standards in your country.

If the network to which the fax machine is connected has **more than one socket connected in series**, you must use an **approved telephone model**.

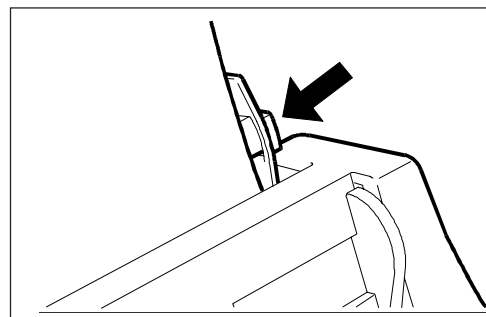
LOADING PAPER ...

The sheet feeder tray (ASF) can contain a quantity of sheets not exceeding the reference notch (usually, **80 sheets** of 80 gr/m²) which are used to print received documents or to photocopy any type of original. The tray can accommodate paper sizes **A4** (210 x 297), **US Letter** (216 x 279 mm), and **US Legal** (216 x 356 mm), of weights ranging from 70 gr/m² to 90 gr/m².

1. Pick up the sheets and, holding them by the top edge, drop them into the cassette without folding or forcing them.



2. Push the sheets against the left side of the cassette using the adjustment lever on the right.



If you add more sheets into the sheet feeder, make sure care to insert the fresh sheets **under** and not over the remaining ones.

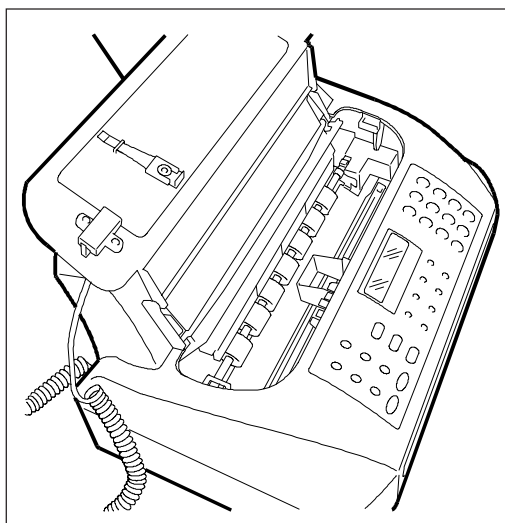
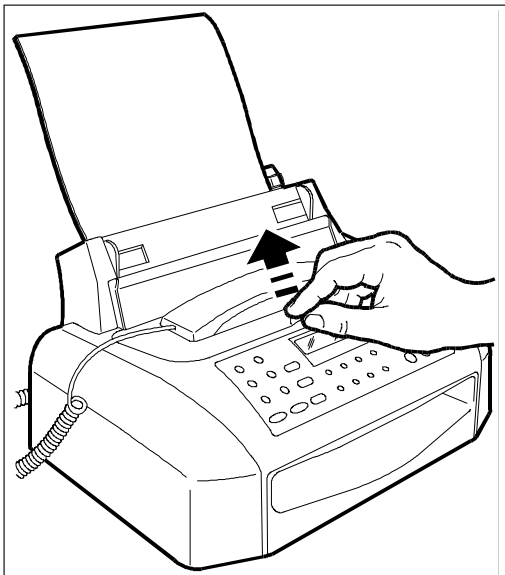
After manually adjusting the sheet feeder, to **ensure the proper operation of the fax machine**, you also have to check whether the **print format set** on the fax machine **coincides** with the **paper format** you want to use.

Procedure	DISPLAY
1 Press the FUNCTION key until the display shows --->	FAX SET-UP (F) / < / >
2 Press the START key.	DATE AND TIME (F) / < / >
3 Press the FUNCTION key key until the display shows --->	PRINTER PARAMET. (F) / < / >
4 Press the START key.	SIZE: A4 < / > / < / >
5 Press the keys < / > until the display shows the format you want to use, in the example "Letter".	SIZE: LETTER < / > / < / >
6 Press the START key to confirm the setting, then the STOP key.	AUTOMATIC RX CHECK PRINT HEAD

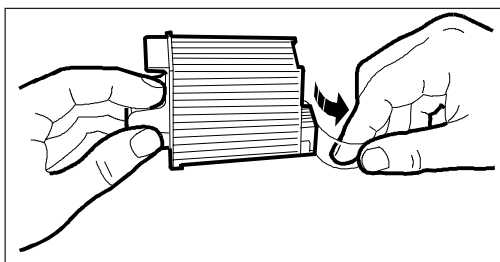


INSTALLING THE PRINT HEAD ...

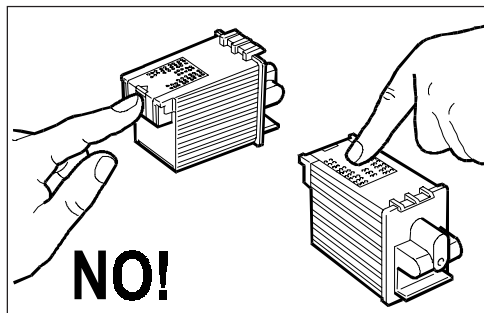
1. Lift the cover of the print head compartment, placing your finger in the centre recess.



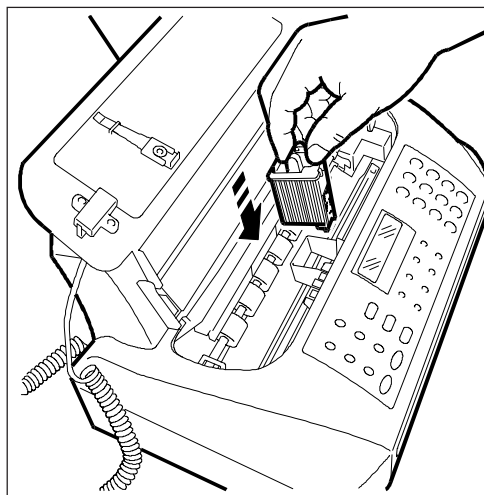
2. Remove the print head from its box and, holding it by its finger grip, remove the protective film from the print nozzles.



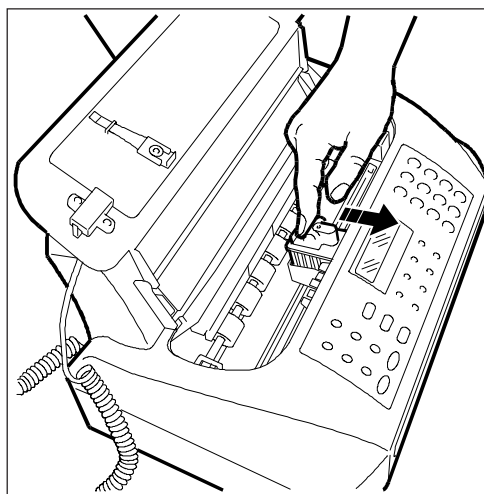
Avoid touching the nozzles and the electrical contacts.



3. Insert the print head in its housing with the electrical contacts towards the front part of the fax machine.



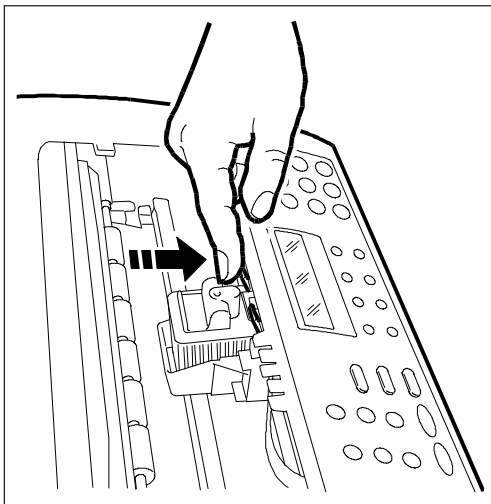
4. Push the print head in the direction of the arrow until you hear a click, confirming that it has been inserted properly, then close the print head compartment cover.





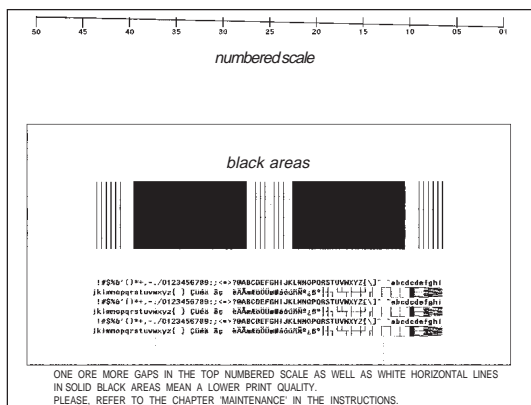
If, after installing the print head, the message “CHECK PRINT HEAD” is displayed again, try to remove and reinsert the print head pushing it harder. If the message persists, remove the print head and clean the electrical contacts of the print head and of the carriage, see “**Cleaning the electrical contacts of the print head**”, under the “**Maintenance**” chapter.

To release the print head, push the levers in the direction of the arrow.



5. The fax machine automatically feeds a sheet of paper and starts the **nozzles cleaning and checking procedure**, which ends with:

- printing, on the automatically fed sheet, the following diagnostic result



containing:

- a **numbered scale**, to check ink flow and the electrical circuits associated with the print head nozzles.
- a set of **graphics and text**, to assess print quality.
- displaying the message: “CHECK PRINT OUT, 1=EXIT 0=REPEAT”.

6. Examine the print sample as follows:





















- Check the numbered scale for **interruptions and the black areas for horizontal white lines**: if **none are present**, then the print head is installed properly and is operating normally. Set the value 1, and the fax machine will go back to its initial waiting mode and ready for use. The “AUTOMATIC RX” message will be displayed on the upper line and the “date and time” on the lower line.
- If, instead, you see **interruptions or white lines**, set **0** to repeat only the nozzle cleaning operation: if the new print sample continues to be unsatisfactory, repeat the procedure again.
- If, after repeating the procedure three times, print quality still fails to meet expectations, perform the following operations consecutively, stopping as soon as a satisfactory print sample is obtained:
 - Use the fax machine to make a copy of a document with the type of graphics or text you require and assess its quality.
 - Change paper type (the paper you are using may be very porous) and repeat the procedure again.
 - Remove and reinstall the print head.
 - Remove the print head and visually check for the presence of a particle on the print nozzle; if you find one, carefully remove it, taking care not to touch the electrical contacts; move the carriage against the left side, then clean the print head pad, see “**Cleaning the print head pad**” under the “**Maintenance**” chapter. Lastly, reinstall the print head.
 - Remove the print head and clean its electrical contacts and those of the print head carriage, see “**Cleaning the electrical contacts of the print head**” under the “**Maintenance**” chapter.
 - Reinstall the print head.
 - Call technical service.

Print head replacement

To replace the print head refer to the chapter “**Maintenance**”.

CHANGING DATE AND TIME ...

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

Procedure	DISPLAY
1 Press the FUNCTION key until the display shows --->	FAX SET-UP (F) /  / 
2 Press the START key.	DATE AND TIME (F) /  / 
If you think you have made a mistake, press STOP and repeat the procedure.	
3 Press the START key.	FORMAT: DD/MM/YY  /  /  / 
If you want to select a different format from the one displayed, press the  /  keys.	
4 Press the START key.	FORMAT: 24 H  /  /  / 
If you want to select the other time format (12 hour), press the  /  keys.	
5 Press the START key. The cursor blinks on the first digit of the date.	DD/MM/YY HH:MM 19-05-99 09:22
If you have selected the 12 hour time format, the letter "P" (p.m.) or the letter "A" (a.m.) will be displayed. To toggle from one letter to the other, press the FUNCTION key.	
6 Type the new date and time (e.g. 21-05-99, 10:30). Each time you enter a digit, the cursor moves on to the next one.	DD/MM/YY HH:MM 21-05-99 10:30
If you only want to change some digits, move the cursor on them using the  /  keys and type the correct digits over them.	
7 Press the START key. The procedure for changing date and time is now complete.	VARIOUS SETTINGS (F) /  / 
New date and time will automatically be updated and will be printed on every transmitted page.	
8 Press the STOP key to restore the fax machine to its initial waiting mode.	AUTOMATIC RX 21-05-99 10:32







If in any **operating phase** two minutes pass without you entering any data, the fax machine will automatically go back to its initial waiting mode.

Remember that the **waiting mode** indicates the conditions of **inactivity** the fax machine is in.

ONLY YOUR NAME AND YOUR FAX NUMBER ARE MISSING ...

Once set, the name and number (sender identification) will remain unchanged, unless modified, and both will appear on every fax page transmitted.

Setting your name ...

Procedure	DISPLAY
1 Press the FUNCTION key until the display shows --->	INSTALLATION (F) /  / 
2 Press the START key.	TEL. LINE SET-UP (F) /  / 
3 Press the FUNCTION key until the display shows --->	STATION NAME (F) /  / 
4 Press the START key.	TYPE YOUR NAME _

You can enter a maximum of 16 characters by selecting them, one by one, using the numeric keys. Each numeric key selects cyclically the characters present in its repertory (see on the right hand side of the console), starting from the numeric character and proposing the next character each time it is pressed. By pressing the keys * and # you can enter a variety of symbols in your name, e.g. &.

If you want to enter an empty space, simply move the cursor using the > key without entering any character.

For example, to enter the name "LARA":

Procedure	DISPLAY
5 Press the 5 key until the letter "L" has been selected.	TYPE YOUR NAME L
6 Press the > key. The cursor moves forward of one position.	TYPE YOUR NAME L_
7 Press the 2 key until the letter "A" is displayed.	TYPE YOUR NAME LA_



Continue in the same way until your name is completed, then check its correctness by scrolling the cursor (keys \leftarrow/\rightarrow) along the characters.

If there is an error, position the cursor on the wrong character and overwrite the correct character; if you want to cancel the name completely, press **CLEAR**.

8	Press the START key to confirm the name.	PHONE NUMBER (F) / \triangleleft / \triangleright
---	---	--

Setting the fax number ...

Procedure	DISPLAY
9 Press the START key.	TYPE YOUR NUMBER —
10 Enter your fax number (max. 20 digits), by pressing, one by one, all the numbers e.g.:620103. To enter a space, press the > key.	TYPE YOUR NUMBER 620103

If you make a mistake, correct it as described in "setting the name".

When setting the number, you want to enter the international code, instead of zeros, press the * key; the display shows the symbol +. This symbol will be printed before your fax number on each page transmitted.

















11	Press the START key to confirm the number.	DIAGNOSTICS (F) / \triangleleft / \triangleright
12	Press the STOP key to restore the fax to the initial waiting mode.	AUTOMATIC RX 21-05-99 10:32

Name and fax number position ...

The information in the heading of the document to be transmitted (name, fax number, date and time and number of pages) can be shown either outside the text area, just below the upper edge of the page, or inside the text area and slightly lower down.

Your fax machine has been set up to transmit this information within the text area.

Changing the position ...

Procedure	DISPLAY
1 Press the FUNCTION key until the display shows --->	FAX SET-UP (F) /  / 
2 Press the START key.	DATE AND TIME (F) /  / 
3 Press the FUNCTION key.	VARIOUS SETTINGS (F) /  / 
4 Press the START key until the display shows --->	HEADER INSIDE  /  / 
5 Press the  key to select the alternative parameter.	HEADER OUTSIDE  /  / 
6 Press the START key to confirm the setting.	RETRANS. DOC.: OFF  /  / 
7 Press the STOP key to restore the fax machine to its initial waiting mode.	AUTOMATIC RX 21-05-99 10:40

The fax machine may operate as an independent fax machine or telephone or as a photocopier; see "Configuring the fax to the telephone line" and subsequent paragraphs for a description of the operations that may be performed on it.

For the multi-use model ...

If you want to use the fax machine as a printer or scanner, you must connect it to a PC and install the relevant software. Continue to follow the instructions given in this paragraph.

TO CONNECT IT TO A PC ...

1. Make sure that the fax machine and the PC are both turned off and/or disconnected from the electrical power supply.
2. Plug the connector at one end of the interface cable to the parallel port on the rear of the fax machine.
3. Plug the connector at the other end of the cable to the parallel port of the PC.
4. Reconnect and/or turn on both the fax machine and the PC.



TO LOAD THE SOFTWARE ...

The fax machine comes with the software required to perform the printing function.

Minimum Requirements of the PC:

- For Windows 95 and Windows 98 first edition: Pentium 166 MHz, 32 MB of RAM.
- For Windows 98 second edition, Windows NT4, Windows ME and Windows 2000: Pentium 166 MHz, 64 MB of RAM.

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

TO INSTALL THE "LINKFAX" SOFTWARE ...

The installation CD contains a fax/PC interconnection program, a printer driver and the on-line documentation files containing other information about the functions performed by the fax machine in the PC environment.

The program, driver and documentation files copied to the hard disk of the PC during installation will take up about 20 MB of space on the hard disk.

WINDOWS 95/98/ME ENVIRONMENT ...

"Plug & Play" Installation ...

This kind of installation may **only** be performed **after connecting the fax machine to the PC and the power supply** (fax machine powered on).

1. Power on the PC and, while **Windows 95(*)/98** is being started, insert the **installation CD** supplied with the machine in the **CD ROM drive**.
2. Once **Windows 95/98** has been started, a dialog box appears indicating that a **new hardware component** has been detected and prompting you to select the related driver that is to be installed. **The driver on the disk provided by the hardware manufacturers** is selected by default. Confirm (**OK**).
3. The dialog box for **installation from the CD** appears on the screen. Confirm (**OK**).

(*) If the operating system on your computer is **Windows 95 version 4.00.950 B (OSR2)**, the "Plug & Play" installation procedure will be slightly different. In this case, follow carefully the instructions that appear on the PC screen and do not worry if an error message appears. Continue to the end and, in the "Copy file from:" box, type the name of the drive containing the CD (for example, **D:**).

4. The **LinkFax 10 Plus** installation procedure is started. Select your **mother language**, if it is not already selected and click on **OK** to confirm. A welcome message is displayed explaining how to continue (**Next >>**), or abort the installation procedure (**Exit Installation**).

WARNING

You can abort the installation procedure from any of the dialog boxes that appear from now on. If you decide to abort the procedure, the program will request confirmation (**Yes**) and then return to **Windows 95/98**.

If you abort the installation procedure, **none** of the items selected **will be installed**.

5. Select the **components** you wish to install.
6. Select the **port** to which the facsimile machine has been connected.
7. Select the folder in which you wish to install the **LinkFax 10 Plus** module from the **folder** list (the **Programs/LinkFax 10 Plus** folder is automatically selected).

WARNING

The **LinkFax 10 Plus** item is automatically inserted in the **Programs** menu within the **Start** menu.

8. You have now finished selecting what you wish to install. You can either return (**<< Back**) to the previous dialog boxes to check your settings, or you can continue.
9. **Start Installation**. A dialog box enables you to keep track (in %) of the files being installed from the CD to the hard disk together with some messages introducing you to the features of the **LinkFax 10 Plus** module.

WARNING

If you click on **Cancel** while the files are being loaded, this will interrupt the installation procedure and cause the system to restart.

10. A dialog box prompting you to restart the system appears.
11. Confirm (**OK**); the following message appears:
Restarting Windows ...
which remains until the end of the restart cycle.



12. Remove the CD and check that the **LinkFax 10 Plus** item has been added to the **Programs** menu, together with any components you have installed: **Scanner application**, **Uninstaller**, **Internet LinkFax**, **Printer**. **Specific guides** are displayed for each of the components installed (marked by a book icon). These include:
- the **User Guide** item, which supplies instructions for printing the **Instructions for use** of the **LinkFax 10 Plus** module.
 - the **Printer** item, which allows for the selection of the associated **Guide** and the **Status Monitor**.

The **installed components** of the **LinkFax 10 Plus** module are now **active** within **Windows 95/98** and are represented by **icons** which appear at the bottom of the screen: **Fax Manager** and **Internet LinkFax** icons for reception, plus an **Internet LinkFax** icon for transmission, which appears further up the screen. In addition, from this point on, whenever the system is restarted, the image presenting the **LinkFax 10 Plus** module will appear on the display for a few seconds.

WARNING

If no **E-mail** application has been installed (with **Simple MAPI** as its interface), the **Internet LinkFax** icon will not appear at the bottom of the screen and the icon that appears on the screen will not be active. Furthermore, each time the system is restarted, a message will appear to remind you that you do not have access to any E-mail applications.

The two **Internet LinkFax** icons are automatically reset following installation of an E-mail application.

To install an E-mail application **at this point**, proceed as follows:

In a **Windows 95** environment:

- Double click on the **Control Panel** of the **Computer Resources** icon.
- Double click on the **Application Installation** icon.
- Select the **Windows Installation** item.
- Select the **Windows Messaging** component (or **Microsoft Exchange**).
- Confirm the **Details** button.
- Select the **Windows Messaging** box (or **Microsoft Exchange**) and confirm (**OK**).
- Conclude by reconfirming **OK**.

In a **Windows 98** environment install the following files which you will find on the CD for installing **Windows 98**:

- tools\oldwin95\message\awfax.exe to install **Microsoft FAX**.
- tools\oldwin95\message\wms.exe to install **Microsoft Exchange**.

Read the textfile 'tools\oldwin95\message\wms-fax.txt' also, in order to have detailed information about the two applications.

"No Plug & Play" Installation ...

This kind of installation can be performed initially, as an alternative to Plug & Play, with the fax machine disconnected from the PC, or to **update the LinkFax 10 Plus**.

1. Power on the PC, wait for **Windows 95/98** to start and then insert the **CD in the CD ROM drive**.
2. From the **Start** menu, select **Run** and type **x:\setup**, where **x** is the name of the CD-ROM drive (for example, **d**), then click on **OK** to confirm.
3. The **LinkFax 10 Plus** installation procedure starts.

Now select **your language** and proceed with all other operations until the installation procedure is complete (see step 3 and following steps of the **"Plug & Play" Installation** section).

ON-LINE DOCUMENTATION ...

The software loaded onto the hard disk includes the on-line documentation files (HELP) that provide further information about the printing, scanning and modem characteristics and functions; see the on-line help, which is installed together with the LINKFAX program.

TO UNINSTALL THE LINKFAX SOFTWARE ...

If problems that cannot be solved using the normal procedures occur while printing, it could be necessary to uninstall the software.

See the uninstall LINKFAX topic in the on-line help to ensure that you remove all the files copied from the CD and/or created on the PC during the software installation procedure completely and correctly, and then reinstall them all (see **To install the "Linkfax" software**).

WINDOWS NT/2000 ENVIRONMENT ...

1. Make sure that your PC and fax machine are both turned off.
2. Connect the PC and the fax machine using the parallel interface cable.
3. Turn on the PC and wait for Windows NT or 2000 to be started. Once the Windows desktop has appeared on the screen, turn on the fax machine.
4. Insert the CD in the CD-ROM drive, open the **Start** menu, select **Run** and type **x:\setup**, where **x** is the name of the CD-ROM drive (for example, **d**) and confirm (**OK**).
5. The **Linkfax 10 Color Printer** installation procedure is started.
6. Now **select your language** and proceed as requested by following the instructions that appear on your PC screen until you reach the end of the installation procedure.
7. Once you have completed the installation procedure, restart your PC.
8. Once the installation procedure has been completed, the **Linkfax 10 Color Printer** icon will be added to the **Printers** folder. The Printer group in **Programs** will also contain the on-line documentation and the program for uninstalling the software.

TO UNINSTALL THE LINKFAX SOFTWARE ...

For further information on how to uninstall the software, see the NT/2000 documentation (standard uninstallation procedure).



CONFIGURING THE FAX TO THE TELEPHONE LINE

CONNECTING TO A PUBLIC LINE ...

The fax machine is already set to be connected to a public line. In any case, check that:

- the "**PUBLIC LINE**" parameter is selected
- the dialling mode selected (**pulse = decadic or tone = multifrequency**) corresponds to that of the public telephone exchange managing the line to which the fax machine has been connected. If in doubt about the selection to be made, ask the public telephone network manager.

In some countries the **pulse dialling mode = decadic is not available**. In this case, the fax machine will not show the messages given in steps 5 and 6 of the following procedure:

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 02-03-99 10:48
2 Press the FUNCTION key until the display shows --->.	INSTALLATION (F) / < / >
3 Press the START key.	TEL. LINE SET-UP (F) / < / >
4 Press the START key.	PUBL.LINE (PSTN) (F) / < / >
If the fax machine is set for connection to "private line", press the </> keys to select connection to "public line".	
5 Press the START key.	PSTN DIAL:TONE < / > / <- / ->
6 Press the </> keys to select the other dialling mode: "PSTN DIAL:PULSE".	PSTN DIAL:PULSE < / > / <- / ->
7 Press the START key to confirm the selection and then the STOP key to restore the initial waiting mode of the fax machine.	AUTOMATIC RX 02-03-99 10:48

CONNECTING TO A PRIVATE LINE (PBX) ...

To connect your fax machine to a private line and to be able to use it also on a public line, you have to:

- select the "**PRIVATE LINE**" parameter.
- set the dialling mode (**pulse = decadic or tone = multifrequency**) to the one used by the private telephone exchange (switchboard) managing the line to which the fax machine has been connected. If in doubt about the selection to be made, ask the private telephone network manager.
- set the output mode (**area code or flash**) to access the public telephone exchange from the private telephone exchange (switchboard).
- adjust the dialling type (pulse or tone) to the one used by the public telephone exchange.

In some countries the **pulse dialling mode = decadic is not available**. In this case, the fax machine will not show the messages given in steps 6, 7, 10 and 11 of the following procedure:

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 02-03-99 10:48
2 Press the FUNCTION key until the display shows --->	INSTALLATION (F) / ◀ / ▶
3 Press the START key.	TEL. LINE SET-UP (F) / ◀ / ▶
4 Press the START key.	PUBL.LINE (PSTN) ◀ / ▶ / ◀ / ▶
5 Press the ◀ / ▶ keys to show the other option available: " PRIV.LINE (PBX)".	PRIV.LINE (PBX) ◀ / ▶ / ◀ / ▶
6 Press the START key.	PBX DIAL:TONE ◀ / ▶ / ◀ / ▶
7 Press the ◀ / ▶ keys to show the other dialling mode: "PBX DIAL:PULSE"	PBX DIAL:PULSE ◀ / ▶ / ◀ / ▶
8 Press the START key to confirm your selection.	EXT. LINE: PREFIX ◀ / ▶ / ◀ / ▶
9 Press the ◀ / ▶ keys to show the other option "EXT.LINE:FLASH" or go directly to the next step if you want to confirm the "EXT.LINE:PREFIX" output mode.	EXT.LINE:FLASH ◀ / ▶ / ◀ / ▶
10 Press the START key.	PSTN DIAL:PULSE ◀ / ▶ / ◀ / ▶
11 Press the ◀ / ▶ keys to select the other dialling mode: "PSTN DIAL:TONE"	PSTN DIAL:TONE ◀ / ▶ / ◀ / ▶
12 Press the START key to confirm your selection and then the STOP key to restore the initial waiting mode of the fax machine.	AUTOMATIC RX 02-03-99 10:48

If you have confirmed the "EXT.LINE: PREFIX" output mode, the fax machine will ask you to dial the number corresponding to the prefix (max. 3 digits). Once the mode for the fax machine to access the public line has been confirmed; press the **EXTERNAL** key to access it.



FOR EVERYDAY USE

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

- **transmit** documents (also in delayed mode or using the polling method)
- **receive** documents (also using the polling method)
- **make phone calls** (see the "Using the fax machine as a telephone" chapter)
- **copy** documents (see the "Using the fax machine as a copier" chapter)

From now on, to simplify the procedures described, the following graphic representations will be used at the beginning of each procedure:



Press this key **once**.

X



Press this key **X times**.



Insert the document with the transmitting or copying side face down (max. fifteen 80 gr/m² sheets at a time).



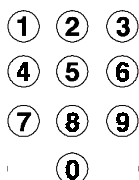
Lift the receiver.



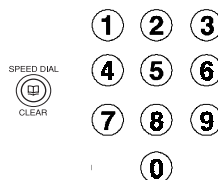
Replace the receiver.



Dial on the numeric keypad.



Press a numeric key for more than one second (one-touch dial key).



Press the **SPEED DIAL** key and enter a speed dialling code.



Incoming call.

WHICH DOCUMENTS YOU CAN USE ...

Dimensions

- Width min. 148 mm - max. 216 mm
- Length min. 216 mm - max. 600 mm

Thickness

From: 60 - 90 gr/m² (multisheet)
50 - 140 gr/m² (1 sheet at a time)
140 - 160 gr/m² (if using document holders)

For documents of a different size from those specified, a transparency with a rear sheet may be used as a document holder.

Recommendations

In order to avoid damage that could make your fax machine out of order and that could invalidate its guarantee, make sure that the documents you use **do not contain**:

- staples
- clips
- adhesive tape
- corrective ink or wet glue.



NEVER USE



rolled paper



paper that is too thin



torn paper



wet or moist paper



paper that is too small



crumpled paper



carbon paper

In all these cases you must photocopy the document and transmit the copy or use the appropriate document holder.

INSERTING THE DOCUMENT IN ADF ...

Insert the document face down, **without forcing it**, into the automatic feed slot for original documents (ADF), with the sheet to be transmitted facing downwards, then adjust the paper guides according to its width.

ADJUSTING THE CONTRAST AND RESOLUTION OF A DOCUMENT TO BE TRANSMITTED OR COPIED ...

Before transmitting or copying a document you can make some **adjustments** in order to **optimize** the print quality.

In particular, you can adjust the print contrast with the **CONTRAST** key for lighter or darker tones and the **RESOLUTION** key to adjust the resolution of the characters by setting higher or lower resolution values depending on the type of text or images in the document.

Select the type of **contrast** as follows:

- **NORMAL**, if the document is neither too light nor too dark. The upper row of display shows "DOCUMENT READY" and the lower "NORMAL".
- **LIGHT**, if the document is **particularly dark**. The upper row of display shows "DOCUMENT READY" and the lower, "LIGHT".
- **DARK**, if the document is **particularly light**. The upper row of display shows "DOCUMENT READY" and the lower, "DARK".

Select the type of **resolution** as follows:

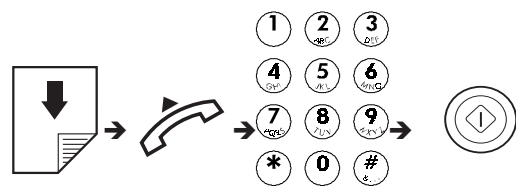
- **STD** (STANDARD), if the document is **easily readable**. The upper row of display shows "DOCUMENT READY" and the lower row, an arrow in correspondence with the indication "STD" on the console.
- **FINE**, if the document contains **very small characters or drawings**. The upper row of display shows "DOCUMENT READY" and the lower row, an arrow in correspondence with the indication "FINE" on the console.
- **HALF TONES**, if the document contains **shades**. The upper row of display shows "DOCUMENT READY" and the lower row, an arrow in correspondence with the indication "HALF TONES" on the console.

TRANSMITTING A DOCUMENT

A



B



**A**

Procedure	DISPLAY
1 Ensure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 21-03-99 10:50
2 Insert the document in ADF. The display shows the original values for contrast and resolution: NORMAL and STD (standard), respectively.	DOCUMENT READY ↓ NORMAL
If the document you are about to send is particularly light or dark, or contains very small characters or drawings, change the pre-set contrast and resolution values, using the CONTRAST and RESOLUTION keys.	
3 Dial the number (max. 52 digits) directly on the numeric keypad of your fax to select the remote party to whom you want to send your document.	TYPE NUMBER 125 230223
If you dial the wrong number: position the cursor using the </> keys, on the wrong number and overwrite with the correct number. If you want to delete the number completely, press the CLEAR key.	
4 "Press the START key. The fax machine starts transmitting. At the end, the message "TX COMPLETED" is displayed for a few seconds and then the initial waiting mode.	AUTOMATIC RX 21-03-99 10:51

B

Procedure	DISPLAY
1 Ensure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 21-03-99 10:50
2 Insert the document in ADF. The display shows the original values for contrast and resolution: NORMAL and STD (standard), respectively.	DOCUMENT READY ↓ NORMAL
3 Pick up the phone by lifting the handset.	TEL CALL
4 Dial the number (max. 52 digits) directly on the numeric keypad of your fax to select the remote party to whom you want to send your document.	
If the remote party's fax machine is set up for automatic reception , you will hear the fax machine's tone . If it is set up for manual reception , a person will pick up the phone. Ask them to press the start key on the fax machine, after which you will wait to hear the fax machine's tone .	
5 Press the START key to start transmitting and hang up the handset. At the end of the transmission, the message "TX COMPLETED" will be displayed and then the initial waiting mode.	AUTOMATIC RX 21-03-99 10:51
If, at the end of the transmission, you forgot to hang up the handset , the fax machine will emit an audible warning to remind you to hang up .	



In both cases, the fax machine will not print the **transmission report** (if enabled) once the transmission has been completed. See “**Reports and lists**” in this chapter for its interpretation.

You can **print** the transmission report **whenever you want**: see “**Reports and lists**” in this chapter.

If connection is not made because of line anomalies or because the remote party number is engaged, the fax machine **automatically redials** the number up to three times.

If you want to **interrupt the transmission in progress**, press the **STOP** key. The fax machine ejects the document from ADF and returns to its initial waiting mode.

If the document to be removed includes more than one sheet, before pressing **STOP** to eject the first one, **remove all other sheets manually**.

PARTICULAR DIALLING CASES ...

The procedure to dial the number described at step 3 (procedure A) and at step 4 (procedure B) changes, in the following cases:

1. **The fax machine is connected to a private line**
Connect to the public line by pressing the **EXTERNAL** key before dialling the number. The display will show an “**E**” (external).
If the mode required by your telephone exchange is different from the one set on your fax machine, program it according to the required external connection mode (see “**Connecting to a private line (PBX)**”, under the “**Configuring the fax to the telephone line**” chapter).
2. **To modify the dialling mode temporarily**
If the fax machine is set up for pulse dialling (see the “**Configuring the fax to the telephone line**” chapter) and you want to set it for tone (multifrequency) dialling:
 - temporarily modify your dialling mode by pressing the ***** key either before or while dialling the number.
 At the end of the transmission, the fax machine will always restore the preset dialling mode.

3. You want to call the remote party back without dialling his/her number again

The fax machine always stores the last number dialled, which can simply be called up again by pressing the **REDIAL** key twice. This feature is also useful when the transmission does not take place in spite of the automatic re-dialling attempts.

4. The remote party belongs to another area code

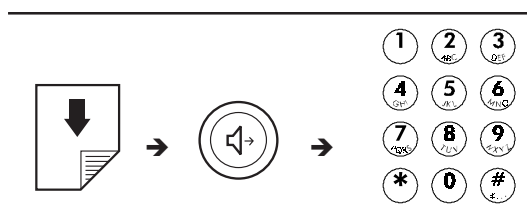
If the remote party belongs to another area code, when using pulse dialling, it is better to insert a pause (**PAUSE** key) between the international code, the area code and the remote party number. The display shows a “**P**” (pause).

5. The remote party is connected to a telephone exchange accessed by a second tone detection

To enable the dialled number to detect a second tone of the telephone exchange, press the **FUNCTION (F)** key while dialling the number. The display will show “**:**” (this feature is enabled only in some countries).

6. If you want to listen to the line tones while dialling without picking up the phone (handsfree)

The fax machine is **already programmed** in such a way that you can hear the dialling tone and connection signals. If this is not the case, proceed as follows or see “**Hearing the connection tones**” in the “**For a more sophisticated use**” chapter.





Procedure	DISPLAY
1 Press the HOOK key on your fax, to connect to the line.	TYPE NUMBER —
2 Dial the remote party number on the numeric keypad of your fax.	TYPE NUMBER 230087

7. If you want to use rapid dialling procedures

The fax machine also has rapid dial features: **one-touch dial** and **speed dialling**. To use these features, you must programme them as described in the section "**Programming one-touch dial and speed dialling**".

Once you have **programmed them**, it will be sufficient to press **one key** (one-touch dial) or a **key followed by a two-digit numeric code** (speed dialling) to **dial a number** (see "**Transmitting with one-touch dial**" and "**Transmitting with speed dialling**").

TRANSMITTING A DOCUMENT AT A PRESET TIME (DELAYED TRANSMISSION)...

This feature allows you to avoid time zone problems, if the remote party is thousands of miles away, and also to avoid paying high rates by selecting times with less traffic on the lines.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 22-03-99 15:10
2 Insert the document in ADF.	DOCUMENT READY ↓ NORMAL
3 Select the contrast and resolution you consider most appropriate.	
4 Press the FUNCTION key until the display shows --->	DELAYED TX (F) / ◀ / ▶
5 Press the START key. The display requests you to enter the time of transmission. e.g. "17:00".	TYPE TIME HH:MM
6 Press the START key.	TYPE FAX NUMBER NUM/TOUCH/SPEED
7 Dial the number of the remote party, using any one of the dialling procedures. For example, key-in the number directly on the numeric keypad of your fax.	TYPE NUMBER 011 233323
8 Press the START key to confirm the setting. If the fax machine is enabled, it will automatically print the parameters of the delayed transmission (see in this chapter " Reports and lists "), and "PRINT DELAY TX" is displayed. It then returns to its initial waiting mode.	AUTOMATIC RX TX AT 17:00

You can clear the setting for the delayed transmission by removing the document from ADF or by pressing the **STOP** key.

CHANGING/CLEARING A PRESET DELAYED TRANSMISSION...

Procedure	DISPLAY
1 Make sure that you have set a delayed transmission.	AUTOMATIC RX TX AT 17:00
2 Press the FUNCTION key until the display shows --->	DELAYED TX (F) / /
3 Press the START key.	ALREADY ENTERED /
4 Press the START key.	CHANGE PARAM.? / / /

If you want to clear the transmission you have set previously, press the > key : the display shows the message "CANCEL SETTING?", / / / then press **START** to confirm deletion.

The fax machine automatically returns to the initial waiting condition. If you wish to change the time of the transmission or the number of the recipient you wish to send the document to, follow the steps below.

5 Press the START key.	TYPE TIME HH:MM
-------------------------------	--------------------

If you wish to restore current time, press the **CLEAR** key, the **START** key, and follow the steps below.

6 Overwrite the new time, then confirm the setting with the START key or confirm the existing time by directly pressing the START key.	TYPE NUMBER 06 3361551
7 Overwrite the new number and confirm the setting with the START key or confirm the existing one by directly pressing the START key. The fax machine automatically returns to the initial waiting mode.	AUTOMATIC RX TX AT 18:00

TRANSMITTING A DOCUMENT FROM MEMORY ...

The fax machine has a **memory** which **allows you to send documents at a preset time** (delayed transmission) and to **transmit** a document to **several remote parties** (max. 10): broadcasting transmission.

The fax machine will only allow you to memorise one transmission at a time.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 22-03-99 15:10
2 Insert the document in ADF.	DOCUMENT READY ↓ NORMAL
3 Select the contrast and resolution type you consider most appropriate.	
4 Press the FUNCTION key.	TX FROM MEMORY (F) / /
5 Press the START key. The fax machine starts storing the document. When the storage is finished, the message "DOC. N. XXXX" is displayed for a few seconds and then --->	TYPE TIME HH:MM
6 Enter the transmission time, then press the START key or press immediately the START key to confirm the time displayed.	TYPE FAX NUMBER NUM/ /
7 Dial the number of the remote party using any one of the dialling procedures then press the START key. The fax machine asks you to enter another number.	TYPE FAX NUMBER NUM/ /

If you want to send the document to several remote parties, repeat step 7 as many times as necessary, then press the **START** key to end the procedure.

If you want to send the document to one remote party only, press the **START** key directly without entering other numbers.



When the transmission has terminated, if it has been enabled, the fax machine will automatically print out a broadcasting report (if the document was sent to several remote parties) or a transmission report (if the document was sent to one remote party). See the section "**Reports and Lists**" further on.

To interrupt the transmission, follow the procedure described in section "**Transmitting a Document**".

The fax machine automatically cancels all memorised transmissions after a successful transmission.

Once set, transmission from memory can be:

- modified only if it is not in progress,
- resent only if programmed to do so should transmission fail (see "**Enabling/disabling the re-transmission of a failed transmission from memory**" chapter "**For a more sophisticated use**"),
- cancelled at any time.

See procedure in the next section. You can also request the printout of the relative parameters. The parameter printout contains the following information:

- **Doc N.** Reference number of the stored document. This number associates a document to each transmission (single or broadcasting) operated from memory.
- **Pages** Total number of pages of the stored document.
- **Set for:** Date and time at which the transmission was stored in memory (single or broadcasting).
- **Act. N.** Progressive number of each transmission stored in memory. In case of broadcasting, the number increases for each single transmission associated with the broadcast.
- **Dialled Number** Fax number on the remote fax that you have called.

- **Date/Time** Date and time at which the transmission was carried out from memory. In case of broadcasting, it will indicate the date and time at which each transmission associated with the broadcasting has been carried out.
- **Status** Status of transmission from memory. In case of broadcasting transmission, the status of each single transmission associated with the broadcasting will be indicated.

Besides the above-mentioned parameters, the fax **prints** a small **portion of its text** to help you **identify** the **stored document**.

CHANGING/RESENDING/CLEARING A PRESET MEMORY TRANSMISSION ...

Procedure		DISPLAY
1	Make sure you have set a transmission from memory.	AUTOMATIC RX MEMORY TX
2	Press the FUNCTION key.	TX FROM MEMORY (F) / /
3	Press the START key.	ALREADY ENTERED /
4	Press the START key.	PRINT SETTING? / /

If you only want to print the relative parameters, press the **START** key. When the printout is completed the fax machine returns automatically to the initial waiting mode.

If you want to change, resend or clear the transmission set, proceed as follows:

5	Press the keys to show one of the two other options available: "CHANGE PARAM.?" or "CANCEL SETTING?" (In the example: "CHANGE PARAM.?" then press the START key to confirm your selection.	CHANGE PARAM.? / /
---	--	------------------------





If you select "CHANGE PARAM.?", continue as indicated in steps 6 and 7 of the procedure "**Transmitting a document from memory**".

If the transmission from memory has already started the message "TRANSMITTING..." will be displayed. In this case, as already stated, you cannot make any further modifications.

If you select "CANCEL SETTING?", the fax machine will clear the setting and then return automatically to the initial waiting mode.

IF THE TRANSMISSION IS NOT SUCCESSFUL ...

1. Sometimes, because problems such as overloaded telephone lines or other types of disturbance, the transmitted document received by the remote party is garbled, therefore retransmit it.
In this case, it is better to retransmit the document at a **lower speed**. The fax normally transmits at a speed of 14400 bps (**bit per second**), you can reduce the speed to (9600 or 4800 bps), by following the procedure described in the section "**Reducing the transmission speed**", chapter "**For a more sophisticated use**".
2. If the **transmission is not executed** because of line or fax anomalies, the ERROR led lights up and the fax beeps; in this case, the fax machine prints automatically the **transmission report** (see the section "**Printing reports and lists**"), in which the **error code** indicates the cause (you will find a list of all the error codes in chapter "**Maintenance**").
When the printout of the transmission report is completed, press the **STOP** key to eject the original document from ADF. If the document to be removed consists of more than one sheet, remove manually all the sheets except the one that has been already inserted in ADF, then press the **STOP** key to eject the first one.
If you have set a transmission from memory, you can try to resend it (see the previous section).
3. If you attempt to transmit a **document that is too long** (more than 600 mm) or if the **document is jammed** during the transmission, the fax machine interrupts automatically the transmission and **beeps to warn you**.

RECEIVING A DOCUMENT ...

You can set up the fax machine to receive documents sent by remote parties in **four distinct modes**, which you can access by pressing the **RX MODE** key.

- **Manual** reception, for situations in which you are **present** and thus you can answer calls personally.
- **Automatic** reception, for situations in which you are **absent** but you wish to receive faxes anyway (this is the mode your fax machine is set up for).
- **Automatic reception with call type recognition**.
With this reception mode the fax machine, after a certain number of rings, connects to the phone line and is able to recognise whether the incoming call is a fax or phone call.
- Reception with **answering machine**. In this reception mode, the answering machine receives the calls, records any messages from the remote party and if the latter intends to send you a document, lets the fax machine receive it.

Any on-going reception can be interrupted by pressing the **STOP** key. The fax machine returns to its initial waiting mode.

IF THE FAX MACHINE RUNS OUT OF PAPER OR INK OR IN THE CASE OF POWER FAILURE...

Thanks to its **memory**, the fax machine **will still be able to receive** even if:

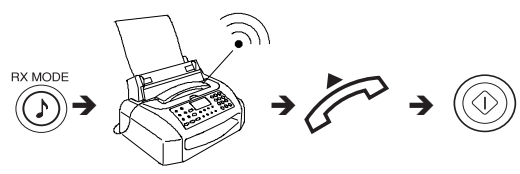
- there is no paper, ink, or print head
- the print head compartment cover is open.

In case of **power failure**, the fax machine will maintain in memory, date and time, programmed numbers for a one-touch dial and speed dialling and the reports. Documents still in the memory will be lost. In this case the fax machine will automatically print out a report which will show the total number of pages (in transmission or reception) cancelled from memory.

If during reception the **paper runs out** or **is jammed** or **the ink runs out**, or if **you open** the print head **compartment cover**, the print will be interrupted, the display shows the appropriate message and the document you are receiving will be **temporarily stored in the memory**. Once the anomaly has been restored, the facsimile will start printing again.

RECEPTION MODES ...

Manual reception ...



	Procedure	DISPLAY
1	Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 22-03-99 15:10
2	Press the RX MODE key until manual reception is selected.	MANUAL RX 22-03-99 15:10
3	When the telephone rings lift the receiver to connect to the LINE.	TEL CALL
4	As soon as you hear the fax tone or if the remote party asks you to receive, press the START key.	CONNECTING
5	Hang up the handset. The fax machine starts receiving and the display shows information on the reception in progress, including the remote party's fax number or, if programmed, his name.	
6	When reception is completed, the message "RX COMPLETED" is displayed for a few seconds and then the waiting mode.	MANUAL RX 22-03-99 15:10

If the remote party called **to talk only to you**, at the end of the conversation:



If your **telephone installation has several sockets** and the connected telephone is not near the fax machine, you can **enable** the latter for **remote reception**, as long as the telephone works with **tone dialling (multifrequency)**:

- Connect to the line by lifting the telephone receiver.
- Press the * key on the telephone, followed by the **remote control code**. Remember that the code digit must be the one you have already programmed (see "**Changing the remote control code**" chapter "**For a more sophisticated use**").

Automatic reception ...

The fax receives the documents automatically without any intervention.

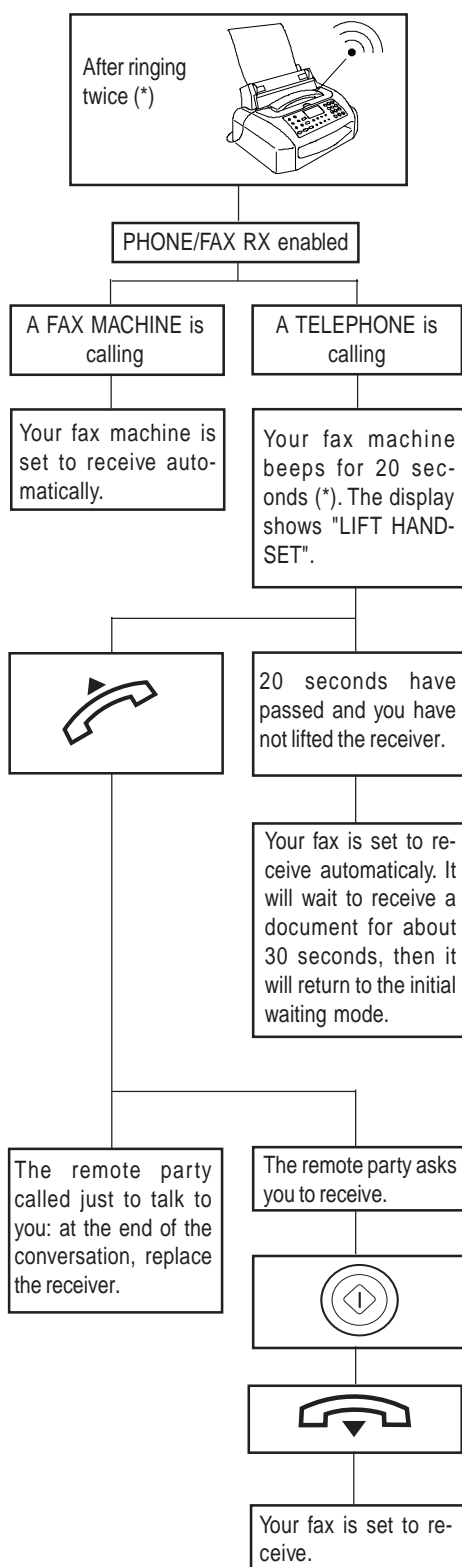
The fax machine is already programmed to receive the documents in automatic mode. Otherwise, press the **RX MODE** key until "AUTOMATIC RX" is displayed.

The reception procedure is explained in the previous section (Manual reception).

Automatic reception with call type recognition ...

You have programmed the fax machine, by pressing the **RX MODE** key, to receive with this mode ("PHONE/FAX RX" has to be displayed).

The behaviour of the fax machine in this reception mode will depend on the caller, as illustrated in the following diagram:



(*) You can **modify** both **ring number** and **volume**, as well as the **duration of the buzzer** emitted by the fax machine. In some countries, you can also **access the ring frequency recognition service** (see related procedures below).

If you **pick up the telephone receiver before the second ring** and hear the fax connection tone press the **START** button and hang up the receiver. Your fax machine is now ready to receive.

If your **telephone installation has several sockets**, you can **set your fax machine for remote reception as explained** in the "Manual Reception" section.

If your **telephone installation has several sockets**, you can **pick up the line** within 20 seconds, **even from a secondary set**, as long as it works with **tone dialling**.

- pick up the handset and press the keys * and # on the telephone (to get a line).

Receiving with an answering machine ...

For the model with internal answering machine

If your fax machine has an answering machine and, by pressing the **RX MODE**, you have set it to operate in this reception mode (the display must show "TAD/FAX RX"), make sure that:

- the message recorded in **OUTGOING MESSAGE 1** is not longer than 20 seconds. See "Recording Outgoing Message #1" in chapter "The Answering machine", for example:

"This is the answering machine of ... (name). I am not available right now. Please leave a message after the beep or press the start key on your fax machine if you want to send a fax. Thank you".

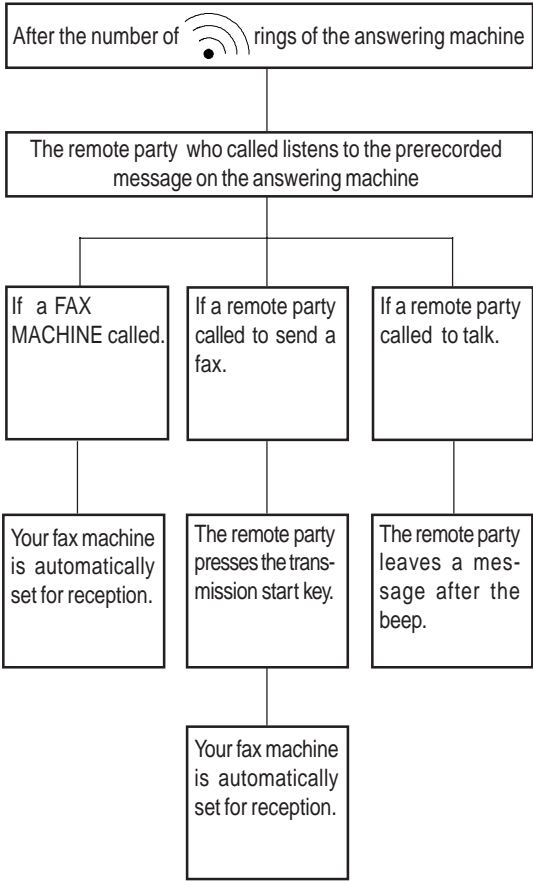
For the models without answering machine

If your fax machine has an external answering machine and, by pressing the **RX MODE**, you have set it to operate in this reception mode (the display must show "TAD/FAX RX"), make sure that:

- the answering machine is switched on.
- the answering machine will start working within 5 ringing tones.
- the **silence lapse** (the time after which the answering machine hangs up if it does not detect either a reply message or the connection tones) **set on the answering machine is longer than the one set on the fax machine** (the time set on your fax machine is 6 seconds; to change it, see "Changing the silence lapse" chapter "For a more sophisticated use").
- the message recorded in the answering machine does not exceed 15-20 seconds.

In the "TAD FAX/RX" reception mode, in some countries, you can also access the service for the recognition of the dial tone frequency. See chapter "For a more sophisticated use".

Either way, in this reception mode, the behaviour of your fax machine depends on the caller, as shown in the next diagram:



PROGRAMMING ONE-TOUCH DIAL AND SPEED DIALLING ...

As illustrated in "Particular dialling cases", you can program the fax machine to carry out the following rapid dialling procedures:

- One-touch dial
- Speed dialling

One-touch dial...

You can **associate** a **fax number**, a **name** and a **telephone number** to each of the 10 one-touch dial numeric keys (0 - 9). The **number/name** stored will be selected automatically when you press the corresponding key.

Associating a fax number:

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 26-03-99 17:45
2 Press the FUNCTION key until the display shows --->	FAX SET-UP (F) / < / >
3 Press the START key.	DATE AND TIME (F) / < / >
4 Press the FUNCTION key until the display shows --->	ONE TOUCH DIAL (F) / < / >
5 Press the START key.	TYPE ONE TOUCH KEY: 0-9
6 Press the one-touch dial numeric key to which you want to link a fax number (e.g. 1).	FAX NO. < / > / < / >
7 Press the START key.	1: FAX NO. -

If a fax number has already been stored under this key, it will be displayed.





- | | | |
|---|---|---------|
| 8 | Dial the remote party fax number (max. 52 digits) directly on the numeric keypad of your fax and press the START key to confirm the setting. | 1: NAME |
|---|---|---------|

If you entered a wrong number, position the cursor on the wrong number and overwrite the correct number; if you want to delete the number completely, press the **CLEAR** key.

If your fax machine is connected to a private line (PBX), connect to the public line by pressing the **EXTERNAL** key before dialling the number. The display shows the letter "e" (external). If the external connection mode requested by your telephone exchange is different from the one set on your fax, programme it according to the external connection mode requested (see "**Connecting to a private line**" chapter "**Configuring the fax to the telephone line**").

If the remote party belongs to another telephone area code, it is better to enter a pause (**PAUSE** key) between the international code, the area code and the remote party number.

Associating a telephone number:

- | | | |
|----|---|--------------------------------|
| 10 | Confirm with the START key to continue storing the telephone number. | TYPE ONE TOUCH
KEY: 0 - 9 |
| 11 | Re-enter the 1 one-touch dial key and press the </> keys. | TEL NO.
◁ / ▽ / ⇐ / ⇒ |
| 12 | Press the START key. | 1: TEL NO.
— |
| 13 | Dial the remote party number (max. 52 digits) directly on the numeric keypad of your fax machine and press the START key to confirm the setting. | 1: NAME
— |
| 14 | At this point, as the other information does not change, press the STOP key to return to the initial waiting mode of your fax. | AUTOMATIC RX
26-03-99 17:46 |

Associating a name:

The name has no effect on dialling but is useful for checking.
If a name has already been stored, it will be displayed.

- | | | |
|---|---|-----------------------------------|
| 9 | Enter your remote party name (max. 16 characters) as you did for your name and your fax number (see " Setting the name " under the " Installation " chapter) then confirm it with the START key. | EDIT ANOTHER YES
◁ / ▽ / ⇐ / ⇒ |
|---|---|-----------------------------------|

If there are some spelling mistakes, position the cursor under the incorrect letter and overwrite it with the correct letter. If instead you want to cancel the name completely press the **CLEAR** button.

At this point you can **continue** the procedure from step 10 or **programme another one-touch dial numeric key** by pressing the **START** button and repeating the procedure in step 6.

If you like, you can **associate only a telephone number** to a one-touch dial numeric key without storing a fax number.

Follow the "**Associating a fax number**" procedure to step 6, then proceed as follows:







Procedure	DISPLAY
1 Press the > key.	TEL NO. ◁ / ▽ / ⇐ / ⇒
2 Press the START key.	1: TEL NO. —
3 Dial the remote party telephone number directly on the numeric keypad of your fax and press the START key to confirm the setting. From this step on, the procedure continues in the same way as those described previously.	1: NAME —

Speed dialling ...

Using a series of **codes (01-32)** you can **store** more **fax and telephone numbers, and names** that will be automatically selected by pressing the **SPEED DIAL** key and the appropriate key code.

Associating a fax number:

Same procedure as for the one-touch dial with the following variations:





Procedure	DISPLAY
4 Press the FUNCTION key until the display shows --->	CODED SPEED DIAL (F) /  / 
5 Press START key.	TYPE SPEED NO. (01-32):
6 Enter the speed dialling code to which you want to associate the fax number (i.e. 01).	FAX NO.  /  /  / 

Associating a name:

Same procedure as for one-touch dial.





Associating a telephone number:

Same procedure as for one-touch dial with the following variations:

Procedure	DISPLAY
10 Confirm with the START key to continue storing the telephone number.	TYPE SPEED NO. (01-32):
11 Re-enter the 01 speed dialling code and press the </> keys.	TEL NO.  /  /  / 

As in one-touch dial, you can **associate** to a speed dialling code **only a telephone number** without storing a fax number.

Follow the procedure "**Associating a fax number**" for one-touch dial (taking into account the changes for speed dialling) until step **6**; then proceed as follows:

Procedure	DISPLAY
1 Press the > key.	TEL NO.  /  /  / 
2 Press the START key.	01: TEL NO. —
3 Dial your remote party telephone number directly on the numeric keypad of your fax and press the START key to confirm the setting. From this step on the procedure continues as described previously.	01: NAME —

If you want, you can print the information stored in the **10 one-touch dial numeric keys** and in the **32 speed dialling codes** (see the section "**Reports and Lists**" in this chapter). In this way, you can check the correctness of the stored numbers (fax and telephone) and the other information (remote party's name, transmission speed, etc.). You can also check which keys/codes have been programmed and which are still free.

TRANSMITTING WITH ONE-TOUCH DIAL ...

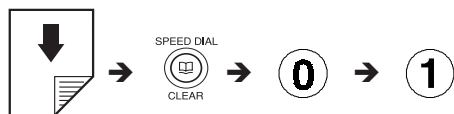


As in normal transmission (see "**Transmitting a document**"), you can set **contrast** and **resolution** before starting the transmission.

If you press the desired numeric key (in the example, **1**) for over a second, the associated fax number as well as the name, if stored, will be displayed.

Once the number has been dialled, transmission proceeds as described in the previous procedures.

TRANSMITTING WITH SPEED DIALLING ...



As in normal transmission (see "**Transmitting a document**"), you can set **contrast** and **resolution** before starting the transmission operation.

As soon as you have pressed the **SPEED DIAL** key followed by the speed dialling code (in the example 01), the associated fax number as well as the name, if stored, will be displayed.

Once the number has been dialled, transmission proceeds as described in the previous procedures.

TRANSMITTING WITH ONE-TOUCH DIAL OR SPEED DIALLING BY SEARCHING IN THE ASSOCIATED LISTS ...

If you cannot remember the one-touch dial numeric key or the speed dialling code you associated to a fax number, you can still start the transmission by looking it up in the associated lists, as follows:



Procedure	DISPLAY
1 Make sure the display shows the initial waiting mode with date and time.	AUTOMATIC RX 24-03-99 17:00
2 Insert the document in ADF. As in normal transmission (see " Transmitting a document "), you can set up contrast and resolution before starting the transmission.	DOCUMENT READY ↓ NORMAL
3 Press the SPEED DIAL key.	FAX CALL CODE OR ← →
4 Press the ↔ keys to find the fax number or name of the remote party you want to send your document to.	
5 Press the START key to start dialling. Once dialling is complete, the transmission continues in the known manner.	

REPORTS AND LISTS

The reports...

By printing reports, the fax machine allows you to check the outcome of all the operations executed (transmissions and receptions), the number of documents handled and other useful information. Some reports are **always** printed automatically.

Others can be programmed to be printed regularly and automatically or at your request when required.

The following list identifies the types of reports: for their printing and interpretation, see the corresponding paragraphs:



- **Power failure report: always printed automatically** if a power failure occurs during a reception or transmission operation.

When normal operating conditions are restored, the fax machine can behave in two different ways:

- If power failed **while the fax machine was transmitting or receiving**, it will automatically print a report with the data for that transmission or reception.
- If the power fails **during or after a transmission or memory reception**, a report will automatically be printed out showing the number of pages (in transmission or reception) cancelled from the memory after the power failure.
- **Activity report (journal):** contains the data referring to the last **32 transactions** (transmissions and receptions); the fax machine stores them and the report is **printed automatically** (after 32nd operation, with subsequent deletion of the stored data) or **upon your request**.
- **Last transmission report:** contains the data referring to the **last transmission**. **You can programme it to be printed automatically** after each transmission or **upon your request**.
- **Failed transmission report:** also contains the data referring to the last transmission but it is **printed automatically only after an unsuccessful transmission attempt**. The fax machine is set to print automatically this report; if you want to disable it, see the corresponding paragraph.
- **Last broadcasting transmission report:** it contains data on the **last broadcasting report**. This can be programmed to be printed **always** and **automatically** after every broadcasting transmission.
- **Caller's identification report:** this can only be printed out at your request and contains the following information:
 - **Caller's name.** The following can be displayed under this description:
 - Your caller's name or
 - PRIVATE: if the caller has chosen not to reveal his identity
 - NOT AVAILABLE: if the caller is connected to a telephone exchange which does not have this service.
 - **Caller's telephone number.** The following can be displayed under this description:
 - Your caller's telephone number, or
 - PRIVATE: if the caller has chosen not to reveal his identity
 - NOT AVAILABLE: if the caller is connected to a telephone exchange which does not provide this service.

- **Date/time**

- Date and time at which you have received the call.

Enabling/disabling automatic printing of transmission report and error report ...

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 02-03-99 10:48
2 Press the FUNCTION key until the display shows --->	FAX SET-UP (F) / < / >
3 Press the START key.	DATE AND TIME (F) / < / >
4 Press the FUNCTION key.	VARIOUS SETTINGS (F) / < / >
5 Press the START key until the display shows --->	FAILED TX REPORT < / > / <- / >-
6 Press the </> keys to show the other two options available: "TX REPORT:ALWAYS" and "TX REPORT:OFF" (in the example: "TX REPORT:ALWAYS").	TX REPORT:ALWAYS < / > / <- / >-

Selecting "FAILED TX REPORT", you set your fax to automatically print a report only after an unsuccessful transmission.

Selecting "TX REPORT: ALWAYS", you set your fax to automatically print a report after every transmission regardless of its outcome.

Selecting "TX REPORT: OFF", you set your fax not to print any reports.

7 Press the START key to confirm your choice then press the STOP key to restore your fax to the initial waiting mode.	AUTOMATIC RX 02-03-99 10:48
---	--------------------------------



Enabling/disabling automatic printing of broadcast report ...

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 02-03-99 10:48
2 Press the FUNCTION key until the display shows --->	FAX SET-UP (F) / /
3 Press the START key	DATE AND TIME (F) / /
4 Press the FUNCTION key.	VARIOUS SETTINGS (F) / /
5 Press the START key until the display shows --->	BROADC. REP.: OFF / / /
6 Press the / keys to show the other option available: "BROADC. REP.: OFF"	BROADC. REP.: ON / / /
7 Press the START key to confirm your choice then press the STOP key to restore your fax to the initial waiting mode.	AUTOMATIC RX 02-03-99 10:48

Enabling/disabling automatic printing of data about a delayed transmission ...

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 02-03-99 10:48
2 Press the FUNCTION key until the display shows --->	FAX SET-UP (F) / /
3 Press the START key	DATE AND TIME (F) / /
4 Press the FUNCTION key.	VARIOUS SETTINGS / / /
5 Press the START key until the display shows --->	DELAY LIST: ON / / /

6 Press the / keys to show the other option available: "DELAY LIST: OFF".	DELAY LIST: OFF / / /
7 Press the START key to confirm your choice then press the STOP key to restore your fax to the initial waiting mode.	AUTOMATIC RX 02-03-99 10:48

Printing on request the transmission report, the broadcasting report activity and the callers identification report ...

Procedure	DISPLAY
1 Make sure the display shows the initial waiting mode with date and time.	AUTOMATIC RX 02-03-99 10:48
2 Press the FUNCTION key until the display shows --->	PRINT OUT REPORT (F) / /
3 Press the START key.	LAST TX REPORT / / /
4 Press the / keys to show the other options available: "LAST BROAD. REP.", "PRINT: ID LIST" and "PRINT OUT: EXIT". (In the example: "ACTIVITY REPORT").	ACTIVITY REPORT / / /
5 Press the START key to confirm your choice. The fax returns automatically to the initial waiting mode.	AUTOMATIC RX 02-03-99 10:48

Interpreting the reports ...

The reports contain the following information:

- **Act. n.** Progressive number of transactions (transmissions/receptions).
- **Type** Type of operation:
 - TX , TX ECM, TX POLL or TX POLL ECM for transmission
 - RX , RX ECM, RX POLL or RX POLL ECM for reception.
- **Doc. N.** Reference number of memorised document. This number will be used to associate the document with each (single or broadcasting) transmission carried out by the memory.
- **Dialled Number** Fax number of the remote party you called.
- **Received Id** Number (and name if available) of the remote party you called.

This corresponds to the number you dialled, only if the remote party has set his/her fax number correctly. Otherwise, it may be different or even missing altogether.
- **Date/Time** Date and time of transaction.
- **Duration** Duration of transaction (in minutes and seconds).
- **Pages** Total number of transmitted/received pages.
- **Result** Result of transaction:
 - OK: if the transaction ended successfully
 - XX ERROR CODE: if the transaction was not executed/completed. For the meanings of the error codes (see "**Error codes**", chapter "**Maintenance**").

Lists...

You can obtain, at any time, **printout** of the **lists of the setup and configuration parameters** as well as a **print-out of data stored in the speed dialling codes** and in the **one-touch dial keys**.

















When you request the printout of the setup and configuration parameters, you can have an updated report of both the preset values and the values you have set according to your requirements.

Printing the setup parameters ...

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 02-03-99 10:48
2 Press the FUNCTION key until the display shows --->	INSTALLATION (F) / < / >
3 Press the START key.	TEL. LINE SET-UP (F) / < / >
4 Press the FUNCTION key until the display shows --->	PRINT INSTALL. < / > / <- / ->
5 Press the START key.	PRINT OUT: < < / > / <- / ->
With the </> keys you can display the other option available: "PRINT OUT: EXIT".	
6 Press the START key to confirm your selection.	

If you have selected "PRINT OUT: < ", once the printout is completed the fax machine returns automatically to its initial waiting mode. If not, you must press the **STOP** key to restore its waiting mode.

**Printing the configuration parameters list,
the data stored in the speed dialling codes
and the one-touch dial numeric keys ...**

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 02-03-99 10:48
2 Press the FUNCTION key until the display shows --->	FAX SET-UP (F) /  / 
3 Press the START key.	DATE AND TIME (F) /  / 
4 Press the FUNCTION key until the display shows --->	PRINT OUT SET-UP (F) /  / 
5 Press the START key.	PRINT SETTINGS  /  /  / 
6 Press the  /  keys to show the other three options available: "PRINT: ONE TOUCH", "PRINT:SPEED DIAL" and "PRINT OUT: EXIT". (In the example: "PRINT: ONE TOUCH".	PRINT: ONE TOUCH  /  /  / 
7 Press the START key to confirm your selection.	



USING THE FAX MACHINE AS A TELEPHONE

The fax machine is also a traditional **telephone set**. When you get the line **by lifting up the handset**, you have all common telephone features found in normal phone sets.

One feature is the **R (REGISTER RECALL)** function. Activated with the **R** key, it allows access to special services provided by the telephone network manager.

The following functions are also available:

- To call the remote party using the rapid dialling procedures programmed, see **“Calling with one-touch dial”** and **“Calling with speed dialling”** below.
- To suspend a phone call momentarily by pressing the **⏸ (HOLD)** key. The conversation is restored as soon as you press the same key again.

CALLING WITH ONE-TOUCH DIAL ...



If you press, for more than one second, the numeric key required (in the example, **1**), the telephone number (see **“Programming one-touch dial and speed dialling”**, under the **“For everyday use”** chapter) as well as the name, if stored, will be displayed.

If the remote party is free, as soon as he/she answers, pick up the handset to talk.

CALLING WITH SPEED DIALLING...



As soon as you press the **SPEED DIAL** key, followed by the speed dialling code (in the example, **01**), the telephone number (see **“Programming one-touch dial and speed dialling”**, under the **“For everyday use”** chapter) as well as the name, if stored, will be displayed. Once dialling is complete, you can talk if the remote party is free.

CALLING WITH ONE-TOUCH DIAL OR SPEED DIALLING BY SEARCHING IN THE ASSOCIATED LISTS...

If you cannot remember the one-touch dial numeric key or the speed dialling code associated to a fax number, you can still make the call by looking it up in the associated lists, proceeding as follows:



Procedure	DISPLAY
1 Make sure the display shows the initial waiting condition with date and time.	AUTOMATIC RX 24-03-99 17:00
2 Pick up the handset to get the line.	TEL CALL
3 Press the SPEED DIAL key.	TEL CALL CODE OR ← →
4 Press the </> keys to find the telephone number or the name of the remote party you want to call.	
5 Press the START key to start dialling.	





USING THE FAX MACHINE AS A COPIER

DOCUMENTS YOU CAN COPY...

Before making a copy, ensure that the original complies with the characteristics described in “**Which documents you can use**”, under the “**For everyday use**” chapter.

MAKING A COPY ...

As already mentioned, you can also use the fax machine as a **photocopier**. The copy functions are performed using the first column of keys on the left of the operator panel.


The quality of the copy obtained depends on the **contrast** and **resolution** values that, through the  and  keys, you will select before making the copy.

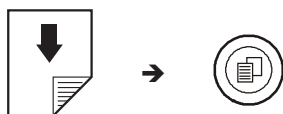
Choose contrast according to the following criteria:







- **NORMAL**, if the document is **neither too dark nor too light**.
- **LIGHT**, if the document is **particularly dark**.
- **DARK**, if the document is **particularly light**.

Choose resolution according to the following criteria:

- **TEXT**, if the document contains **text with good readability or simple graphics**.
- **PHOTO**, if the original contains **shades**.

The fax machine is able to make a **single copy** or **multiple copies** of the document, as well as to **reduce** and **enlarge** the copies ( key).



Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 22-03-99 15:10
2 Insert the document in ADF and press the  key. The display shows the initial values for contrast and resolution: NORMAL and TEXT, respectively.	100% TEXT NORMAL 1
3 Select, using  ,  and  keys, both contrast (LIGHT, DARK and NORMAL) and resolution (TEXT and PHOTO) as well as the enlarge vale (100%, 70% and 140%).	100% TEXT NORMAL 1
4 Press the  key directly if you only want to make a single copy, otherwise enter the number of copies you want (max. 9) before pressing the  key. The fax machine stores the pages of the document, one by one, before making the copies.	100% TEXT NORMAL 5

If you want to interrupt the copying operation, press the **STOP** key twice: the first time to eject the original from the ADF, the second time to restore the fax machine to its initial waiting mode.

If the document to be removed consists of more than one sheet, before pressing **STOP** to eject the first one, manually remove all other sheets.



To obtain an **excellent quality copy** of a document containing **shades**, in addition to setting the resolution value to **PHOTO**, ensure that the **HIGH QUALITY** setting on the fax is **active**. If it is not, proceed as follows:

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 22-03-99 09:00
2 Press the FUNCTION key until the display shows --->	FAX SET-UP (F) / ◀ / ▼
3 Press the START key.	DATE AND TIME (F) / ◀ / ▼
4 Press the FUNCTION key until the display shows --->	PRINTER PARAMET. (F) / ◀ / ▼
5 Press the START key until the display shows --->	COPY: NORMAL ◀ / ▼ / ← / →
6 Press the ◀ / ▶ keys to select the other value available	COPY: HIGH QUAL. ◀ / ▼ / ← / →
7 Press the START key to confirm the setting, then the STOP key to restore the fax machine to its initial waiting mode.	AUTOMATIC RX 22-03-99 09:00


CONNECTING TO OTHER NETWORK SERVICES

The fax machine allows a direct connection to the network of another telephone manager.

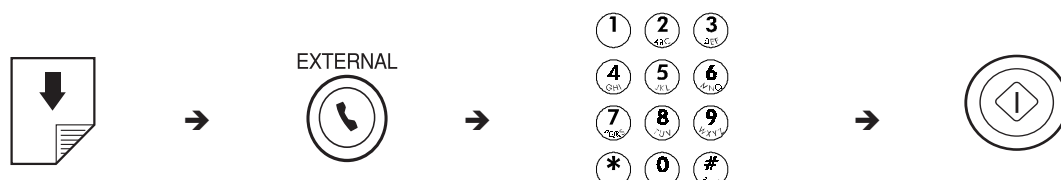
After adapting the fax machine to the line characteristics (see the “**Connecting the fax machine to a public network**” procedure or the “**Connecting the fax machine to a private line**” procedure in the “**Configuring the fax to the telephone line**” chapter), proceed as follows:

Procedure	Access to the 2nd Carrier
1 Press the START key.	OTHER CARRIER: ON ◊ / ▼ / ← / →
2 Press the START key.	ENTER NAME: _ XXXXX ...
3 Type the new name and press the START key or confirm the existing name by pressing the START key directly.	TYPE PREFIX: (0 - 9): XXXX
4 Type the new area code and press the START key or confirm the existing code by pressing the START key directly.	ENTER ACRONYM: (A - Z): XXXX
5 Type the new acronym and press the START key or confirm the existing acronym by pressing the START key directly. Press the STOP key to restore the fax machine to the initial waiting mode.	AUTOMATIC RX 02-03-99 10:48

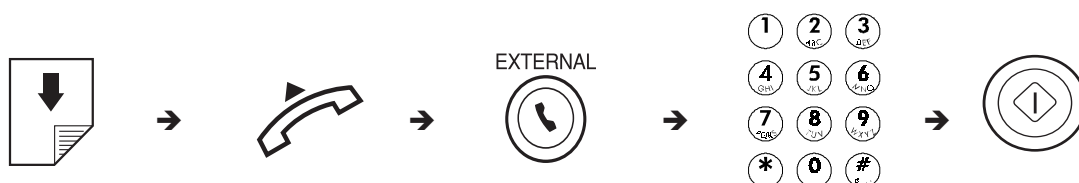


Once the connection is set for access, press the  key once if the fax machine is connected to a public line and twice if connected to a private line, before dialling the fax or phone number required. The “manager’s name” message is displayed for a few seconds, followed by the acronym you have memorized which will remain on display. The diagrams that follow should be used as a guide to make a fax transmission or a phone call in any dialling mode. Remember **not to insert the original into the ADF** for phone calls.

1 To dial the number directly from the numeric keypad




2 To dial the number from your phone set



3 To listen to dial tones when dialling without lifting the handset (handsfree)



In order to use the **quick dialling** procedures, such as **one-touch dialling** and **speed dialling**, it is necessary, when programming them, (see “**Programming one-touch and speed dialling**”, in the “**For everyday use**” chapter) to press the  key once if the fax machine is connected to a public line and twice if it is connected to a private line before dialling the number required.

THE ANSWERING MACHINE

If you have purchased the fax model equipped with an **internal answering machine**, you can use it to perform the functions of external answering machines. Thus you can:

- **record outgoing messages** to be **played automatically** when you are absent, to ask callers to leave a message or call back
- **record memoranda** (also known as MEMOs)
- **listen to outgoing messages and memos**
- **replace outgoing messages and memos**
- **record the messages** that callers leave when you are absent, to avoid missing important calls.

The **recording capacity** of the answering machine depends on available memory and never exceeds **50 messages** (including memos) handled by the answering machine as incoming messages. Their **duration is programmable** and it set to **30 or 60 seconds** (see "**Programming memo and incoming message duration**").

- **listen to recorded messages**
- **delete recorded messages**
- **transfer messages on a remote phone set**
- **control the answering machine remotely.**

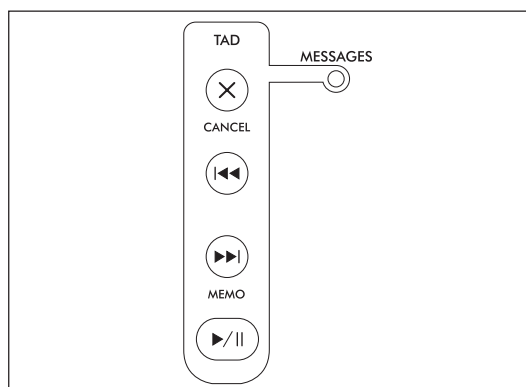
Remember that, in the TAD/FAX RX receive mode, the fax machine automatically goes into the receive mode when another fax machine calls it, thus avoiding the loss of documents addressed to you.

However, to prevent an unauthorised subscriber from operating remotely on your answering machine (apart from leaving messages), the access has been protected with a four digit numeric code (already preset as "1234"). It can be changed or deleted at any time. See "**Changing or deleting the answering machine access code**".

THE ANSWERING MACHINE CONSOLE ...

The keys illustrated and described below are **only the ones required to use the answering machine**.

The remaining keys are those illustrated and described in the flap.



F (FUNCTION)

- Provides access to the answering machine configuration menu.
- Selects the various submenus.

▶/||

- Starts playing back the messages and memos you have not listened to.
- Momentarily interrupts playing back the messages and memos. If you press it again, it resumes playing.

▶▶ (MEMO)

- Starts recording personal memos.
- When playing messages and memos, it skips to the start of the next message or memo.

◀◀

- When playing messages and memos, it goes back to the previous message or memo.

X (CANCEL)

- Deletes the messages and memos you have already listened to.

INDICATOR LIGHT (MESSAGES)

- **When lit**, it indicates that the memory contains messages or memos you have already played back.
- **When blinking**, it indicates that the memory contains messages or memos you have not yet played back.
- **When off**, it indicates that there are no messages or memos in the memory.

STOP

- Interrupts recording and playing back.
- Interrupts the on-going programming operation.
- It puts the fax machine back into the initial waiting mode.

START

- Starts recording and playing back.
- Confirms the selection of the answering machine configuration menu, of the submenus, parameters and their values and it moves to the next mode.

CHANGING OR DELETING THE ANSWERING MACHINE ACCESS CODE...

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 00 01-03-99 15:20
2 Press the FUNCTION key until the display shows --->.	TAD SET-UP (F) / < / >
3 Press the START key and then the FUNCTION key until the display shows --->.	ACCESS CODE (F) / < / >
4 Press the START key. The preset code "1234" is displayed.	TYPE CODE (0 - 9) : 1234
5 Set the new code, for example 0001, to change the existing code, then press START key or press the CLEAR key and then the START key to delete it.	PLAY UNLOCK < / > / <- / ->
6 Press the STOP key to restore the fax machine to the initial waiting mode.	TAD/FAX RX 00 01-03-99 15:20

The answering machine access code can also be used to:

- prevent other people from listening, in local, to your messages.
- prevent other people from changing the configuration parameters you have set on the answering machine.

Follow the procedure described in "**Changing or deleting the answering machine access code**" up to step 5, then proceed as follows:

Procedure	DISPLAY
1 Press </> keys to prevent other people from listening to the messages on the answering device.	PLAY LOCK < / > / <- / ->
2 Press the START key to confirm your choice.	SET-UP UNLOCK < / > / <- / ->
3 Press the </> keys to prevent other people from programming the answering device without your permission.	SET-UP LOCK < / > / <- / ->
6 Press the START key to confirm your choice and then the STOP key to restore the fax machine to the initial waiting mode.	TAD/FAX RX 00 01-03-99 15:20

If you have selected "**SET-UP LOCK**", every time you want to use the answering machine, the message "**TYPE CODE**" is displayed.

OUTGOING MESSAGES ...

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

- **OUTGOING MESSAGE #1**, up to 20 seconds long, to ask the caller to leave a message in the answering machine, for instance:
"This is the answering machine of (name). I am not available right now. Please leave a message after the beep or press the start key on your fax machine if you want to send a fax. Thank you."

The answering machine is only active once the outgoing message 1 has been recorded.

- **OUTGOING MESSAGE #2**, up to 10 seconds long, can be recorded:
 - **if you are absent** and hence you have selected the "TAD/FAX RX" receive mode, to notify the caller that the answering machine cannot receive any more messages because its memory is full, for instance:
I am only accepting faxes right now. If you want to speak with me, please call later.
 - **if you are present**, but you have selected the "FAX/TEL. RX" mode, to notify the caller not to hang up, for instance:
"Please hold".
- **MEMO**, with a **programmable duration of up to 30 or 60 seconds**, for personal notes (memoranda). This outgoing message is never played when a caller contacts you.
- **FORWARDING OUTGOING MESSAGE**, up to 10 seconds long, to notify you on a remote phone that the answering machine has messages for you that you have not listened to yet.
- For actually forwarding the messages you have not played back yet, you must:
 - have appropriately programmed the answering machine (see "Forwarding messages and memos on a remote phone set").
 - enable the functions that allow you to operate remotely on the answering machine (see "Remotely controlling the answering machine").

Recording OUTGOING MESSAGE #1...

Procedure		DISPLAY
1	Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 00 01-03-99 15:15
2	Press the FUNCTION key until the display shows --->.	TAD SET-UP (F) / < / >
3	Press the START key and then the FUNCTION key until the display shows --->.	RECORD OGM #1 (F) / < / >
4	Press the START key.	LIFT HANDSET PRESS >
5	Pick up the handset.	<, TO RECORD < / >
6	Press START , then start recording the announcement.	RECORDING 20 < / >

You have 20 seconds available (counted off on the display from 00 to 19) to dictate your outgoing message:

- if the outgoing message is **shorter than 20 seconds**, end the recording as soon as you finish talking by hanging up or pressing **START** or **STOP**. If you press **STOP**, the fax machine will not automatically play back the message you have recorded.
- if the **time available runs out**, the fax machine emits a short beep and automatically plays back the outgoing message you have recorded. Then hang up the handset. Press the **STOP** key, in both cases, to restore the fax machine to the initial waiting mode.

If the **volume** of the outgoing message is **too low** or **too high** you can regulate it, while you are listening to it, by using the </> keys.



Playing back OUTGOING MESSAGE #1 ...

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 00 01-03-99 15:15
2 Press the FUNCTION key until the display shows --->.	TAD SET-UP (F) / < / >
3 Press the START key and then the FUNCTION key until the display shows --->.	PLAY OGM #1 (F) / < / >
4 Press START or press START key and pick up the handset to play the OGM #1 you had recorded.	PLAYING < / >

When it is finished playing back, the fax machine automatically prompts you to record a new OGM #1. In this case, you can change or replace the previously recorded outgoing message by repeating the recording procedure.

If the answering machine **has not recorded outgoing messages**, the fax machine displays the "OGM NOT RECORDED" message and automatically prompts you to record one.

To bring the fax machine back to the initial waiting mode, press **STOP**.

Recording OUTGOING MESSAGE #2 ...

Record OGM #2 following the same procedure as for recording OGM #1 with the following variation. However, do not forget that you only have 10 seconds.

Procedure	DISPLAY
3 Press the START key and then the FUNCTION key until the display shows --->.	RECORD OGM #2 (F) / < / >

Playing back OUTGOING MESSAGE #2 ...

Listen to OGM #2 in the same way as for OGM #1, with the following variation:

Procedure	DISPLAY
3 Press the START key and then the FUNCTION key until the display shows --->.	PLAY OGM #2 (F) / < / >

Recording the FORWARDING ANNOUNCEMENT...

Record the FORWARDING ANNOUNCEMENT the same way you have recorded OGM #1 and #2 with the following variation:

Procedure	DISPLAY
3 Press the START key and then the FUNCTION key until the display shows --->.	REC.FORW.ANNOUNC (F) / < / >

Recording MEMOS ...

You can use the answering machine to record one or more personal memos, which are handled in the same way as incoming messages.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 00 01-03-99 15:15
2 Press the >> / MEMO key.	LIFT HANDSET PRESS >
3 Pick up the handset.	REC.MEMO MSG? < / >
4 Press START , then start recording.	RECORDING 30 >



You have **30 or 60 seconds available** (see "**Programming MEMO and incoming message duration**") to dictate your memo with the same procedures as for OGM #1 and #2.

When you are finished recording, the memo is not played back automatically but the "MESSAGES" indicator light blinks to remind you that there is a memo to play back. If the memory of the answering machine contains calls you have not played back yet, the "MESSAGES" indicator light is already blinking.

PROGRAMMING MEMO AND INCOMING MESSAGE DURATION ...

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 00 01-03-99 15:15
2 Press the FUNCTION key until the display shows --->.	TAD SET-UP (F) / < / >
3 Press the START key and then the FUNCTION key until the display shows --->.	ICM REC. TIME (F) / < / >
4 Press the START key.	REC. TIME: 30 SECS < / > / <- / ->
5 Press the </> keys to show the other value available: "60 sec."	REC. TIME: 60 SECS < / > / <- / ->
6 Press the START key to confirm your selection and then the STOP key to restore the initial waiting mode of the fax machine.	TAD/FAX RX 00 01-03-99 15:15

LISTENING TO INCOMING MESSAGES AND MEMOS ...

If the answering machine memory contains one or more incoming messages or one or more memos you have not played back yet, the "MESSAGES" indicator light blinks and the total number of recorded messages (including memos) is displayed, for instance, 03:

"TAD/FAX RX 03"
"04-12-98 10:32"

At this point, you can listen (using the speaker or picking up the handset) to all messages, including memos - which are stored in the memory with progressive numbering up to 50 - starting from one, 01.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 03 04-03-99 10:55
2 Press the > key to start listening, through the speaker, to the messages that the fax machine plays back in sequence, separated by a short beep or, if you want to listen to the messages confidentially, after pressing the > key immediately pick up the handset.	PLAY MSG 01 03 04-03-99 10:55

Once the last message has been played back, the fax machine emits two short beeps and automatically returns to the initial waiting mode. The "MESSAGES" indicator light stops blinking and remains permanently lit.

While listening, to fast forward to the **next message**, press the >>| (**MEMO**) key or to go back to the previous message, press the | << key.

If you want to interrupt the message play back momentarily, press the > / || key...

... to resume playing, press the > / || key.

If you want to stop listening altogether before the last call, press **STOP**.

DELETING THE MESSAGES AND MEMOS YOU HAVE ALREADY PLAYED BACK...

You can only **delete** a message or a memo **while it is playing back or after listening to it**.

The messages and memos you have not yet played back are not deleted. Therefore, clearing the memory is only allowed after all messages and memos have been played back.



Deleting the message or memo currently playing back...

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 00 04-03-99 10:55
2 Start playing back the messages or memos by pressing the > / key.	PLAY MSG 01 03 04-03-99 10:55
3 Delete the message you are playing back by pressing the CANCEL key.	PLAY MSG 02 02 04-03-99 10:55

If you do not wish to delete, press **STOP**.

The answering machine moves to the next message. If you want to delete it, press the **CANCEL** key again. Proceed in the same way for all messages you want to delete.

Deleting all played back messages ...

If the answering machine has 6 messages in the memory and you have already played 3 back:

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 06 04-03-99 10:55
2 Press CANCEL key.	DELETE OLD MSG? CANCEL/
3 Press CANCEL again. The display shows the initial waiting mode and the number of messages left after the deleting operation (in this case, 03).	AUTOMATIC RX 03 04-03-99 10:55

If you do not wish to delete, press **STOP**.

If all messages have been deleted, the "MESSAGES" indicator light switches off.



FORWARDING MESSAGES AND MEMOS ON A REMOTE PHONE SET ...

You can programme the answering machine to call you on a remote telephone and at a certain time, to let you listen to any message you have not yet played back. In addition to the time and number where you want to be reached, you can also programme the mode for the forwarding operation (once only or daily).

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 00 01-03-99 15:15
2 Press the FUNCTION key until the display shows --->.	TAD SET-UP (F) / /
3 Press the START key and then the FUNCTION key until the display shows --->.	FORWARD MESSAGES (F) / /
4 Press the START key.	FORWARDING OFF / /
5 Press the / keys to show the other two options available: "FORWARD. ONE TIME" or "FORWARD. DAILY". In the example: "FORWARD. ONE TIME".	FORWARD. ONE TIME / /
6 Press the START key to confirm the option.	TYPE TIME 11:11
7 Type in the time when you want the messages to be forwarded, for example "11:45".	TYPE TIME 11:45





8	Press the START key.	TYPE TEL. NUMBER
9	Type the telephone number where you want to be reached, for example "528492".	TYPE TEL. NUMBER 528492
10	Press START . You can now start recording the forwarding announcement (See "Recording the forwarding announcement") or end the procedure by pressing STOP .	REC.FORW.ANNOUNC (F) /  / 

If you have previously recorded a forwarding announcement, the display shows the "PLAYING" message and the answering machine plays it back. To modify it or replace it, see "Recording the forwarding announcement".

Now that you have programmed the answering machine to forward the messages you have not yet played, you can listen to them by operating on the answering machine in the same way as described below in "Remotely controlling the answering machine".

REMOTELY CONTROLLING THE ANSWERING MACHINE ...

You can operate on the answering machine not only directly through specific keys of the fax machine operating console, but also from elsewhere as long as you use a tone phone set.

To operate remotely on the answering machine, you have to set the fax machine in the "TAD/FAX RX" receive mode and **after listening to OGM #1, key-in the access code** (preset as "1234").

Every time you remotely access the answering machine, the fax machine displays the "REMOTE ACCESS" message.

The functions available for remote control are activated by an additional one or two digit numeric code (see the table that follows). If the code has two digits, it is advisable to wait for the confirmation signal between the first digit and the second.

CODE	OPERATING FUNCTION
1	Play back messages you have not yet listened to
2	Play back all messages
3	Repeat the message currently playing back or return to previous message
4	Interrupt and move to next message
5	Delete all messages you have already listened to

Type # to access the programming functions

CODE	PROGRAMMING FUNCTION
# 1	Disable the TAD/FAX RX receive mode setting the AUTO RX receive mode
# 2	Set the fax machine in the TAD/FAX RX receive mode
# 3	Enable OGM #1 recording
# 4	Shuts off and confirms OGM #1 recording
# 5	Disable message transfers and the memos on the remote telephone.
# 6	Enable recording the ANNOUNCE ONLY

Type 0 after an operating sequence from 1 to 5 to interrupt the ongoing function.

Type 0 after a programming sequence from #1 to #6 to interrupt the ongoing programming operation and return to the operating functions. In this case, you need to type # again to resume programming.

To conduct both listening and programming operations remotely, you have to:

- dial the number of the fax machine from the remote phone set. The answering machine answers with OGM #1.
- choose the function you want to perform and type its code as shown in the above table.
The answering machine confirms the operation with a beep.

If you have **set the access code** for the answering machine, key-in the digits of the code once you have listened to OGM #1:

- if the code is correct, you will hear a short confirmation beep, after which you will be able to enter the additional code for the remote function
- if the code is incorrect, you will hear two short beeps. In this case, press each key for at least one second and re-insert the correct code.

Hang up according to the procedure for the phone you are using.

SPECIAL FUNCTIONS OF THE ANSWERING MACHINE ...

You can set the answering machine for the following special functions.

- TOLL SAVER
- ANNOUNCE ONLY
- SILENT RECEPTION OF INCOMING MESSAGES
- ACTIVATE SYNTHESISED MESSAGES

Toll saver ...

With this function, when accessing the answering machine remotely in order to listen to any messages, the fax machine will answer as follows:

- If there are no messages present on the answering machine, the fax machine will ring twice more than the preset number before starting communication.
- If there are messages present on the answering machine, the fax machine will ring the preset number of times before starting communication (see "Changing the number of ring" chapter "For a more sophisticated use").

Therefore if you hear one ring more than the present number, you will know immediately that there are no messages and thus can hang up before the fax starts communication. This function can only be enabled by technical assistance personnel and it is not available in all countries.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 00 04-03-99 13:00
2 Press the FUNCTION key until the display shows --->.	TAD SET-UP (F) / < / >
3 Press the START key and then the FUNCTION key until the display shows --->.	TOLL SAVER (F) / < / >
4 Press the START key.	ON < / > / < / >
5 Press START again to confirm the setting and then the STOP key to bring the fax machine back to the initial waiting mode or to disable the function press the following keys in sequence: </>, START and STOP .	TAD/FAX RX 00 04-03-99 13:00

Announce only...

With this function, every time someone calls, the answering machine plays OGM #1 but does not record any messages.

You can use this function whenever you plan to stay away for a long time, during which it would not be possible to memorise all messages.

In this case, instead of the usual message, it is best to record a different one, for instance:

"From 22 June to 19 September I will only accept faxes. Please leave no messages."

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 00 01-03-99 15:15
2 Press the FUNCTION key until the display shows --->.	TAD SET-UP (F) / < / >
3 Press the START key and then the FUNCTION key until the display shows --->.	ANNOUNCE ONLY (F) / < / >
4 Press the START key.	ANNOUNC. ONLY: OFF < / > / < / >
5 Press the </> keys to show the other option.	ANNOUNC. ONLY: ON < / > / < / >
6 Press START to confirm your selection. If you have already recorded OGM #1, the "PLAYING" message is displayed and the answering machine plays it back. If you have not recorded it yet, the "NOT RECORDED" message is displayed. Press START now.	LIFT HANDSET PRESS >
7 Pick up the handset.	< , TO RECORD < / >
8 Press START and start recording in the way you already know.	RECORDING 20 < / >



Silent reception of incoming messages ...

This function allows you to receive messages confidentially. In other words, the answering machine receives messages without playing them over the speaker to prevent others from listening to messages meant for you.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 00 01-03-99 15:15
2 Press the FUNCTION key until the display shows --->.	TAD SET-UP (F) / < / >
3 Press the START key.	ICM ON SPEAKER (F) / < / >
4 Press the START key.	ICM SPEAKER:ON < / > / <- / ->
5 Press the </> keys to show the other option.	ICM SPEAKER:OFF < / > / <- / ->
6 Press the START key to confirm your selection and then the STOP key to restore the initial waiting mode of the fax machine.	TAD/FAX RX 00 01-03-99 15:15

Synthesised messages ...

Synthesised messages are "standard" messages always present in the answering machine memory. There are 5 messages, in English only.

No.	Message in English	Meaning
1	You have nn messages	The number of messages received by the answering machine (nn = 1 through 49)
2	Monday, Tuesday, ecc.	Indicates the day the message was received
3	0/12 AM o PM	Indicates the time the message was received (0 to 12 plus AM or PM)
4	End of messages	Indicates that there are no other messages to play back
5	You have no messages	Indicates that there are no messages.

To enable the shortened messages play back, proceed as follows:

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 00 10-03-99 10:39
2 Press the FUNCTION key until the display shows --->.	TAD SET-UP (F) / < / >
3 Press the START key and then the FUNCTION key until the display shows --->.	SYNTH.ANNOUNCE (F) / < / >
4 Press the START key.	OFF < / > / <- / ->
5 Press the </> keys to show the other option.	ON < / > / <- / ->
6 Press the START key.	DAY OF THE WEEK (F) / < / >
7 Press the START key.	SUNDAY < / > / <- / ->
8 Press the </> keys to choose the current day. For instance, "Monday".	MONDAY < / > / <- / ->
9 Press the START key to confirm your selection and then the STOP key to restore the initial waiting mode of the fax machine.	TAD/FAX RX 00 10-03-99 10:39



Once you have enabled playing back synthesised messages, the answering machine will answer as described in the table above.

If, for instance, the answering machine memory contains three messages you have not yet played back, after starting to play back the messages (both on local and remote command), the answering machine will initially reply with synthesised message no. 1, followed by no. 2 and no. 3, followed in turn by the actual messages. After listening to all messages, you will hear synthesised message no. 4.

TO PRINT OUT THE ANSWERING MACHINE CONFIGURATION PARAMETERS...

You can print out the configuration parameters of the answering machine and therefore the programs carried out.

Procedure	DISPLAY
1 Ensure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 00 01-03-99 15:15
2 Press the FUNCTION key until the display shows --->	TAD SET-UP (F) / < / >
3 Press the START key and then the FUNCTION key until the display shows --->.	PRINT TAD SET-UP (F) / < / >
4 Press the START key.	PRINT OUT: < , < / > / <- / >-

However, with the </> keys you can see the other option available "PRINT OUT: EXIT".

- | | |
|---|---|
| 5 | Press the START key to confirm your selection. |
|---|---|

If you have selected "PRINT OUT: < ", the fax machine will return to its initial waiting mode at the end of the printout otherwise you have to press **STOP** to restore it to its initial waiting mode.

FOR A MORE SOPHISTICATED USE

OTHER USEFUL RECEPTION SETTINGS

Reducing the print area of a received document ...

The fax machine allows you to reduce the print area of a received document up to 70% of the original paper size. The reduction values available are 94%, 80%, 76% and 70%. The appropriate value to select depends on the paper size used: A4 = 94%, Letter = 80%, Legal = No (disabled).

The reduction value set-up on your fax machine is 94%.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 03-03-99 10:48
2 Press the FUNCTION key until the display shows --->	FAX SET-UP (F) / < / >
3 Press the START key.	DATE AND TIME (F) / < / >
4 Press the FUNCTION key until the display shows --->	PRINTER PARAMET. (F) / < / >
5 Press the START key until the display shows --->	REDUCTION 94% < / > / <=>
6 Press the </> keys to select one of reduction values available: 80%, 76%, 70% and OFF (no reduction) then confirm the selection with the START key and press the STOP key to restore the fax to its initial waiting mode.	AUTOMATIC RX 03-03-99 10:48

Receiving a document longer than the paper size ...

If you receive a document longer than the paper size in the fax, you can make your fax print the remaining text on another sheet.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 10-03-99 10:48
2 Press the FUNCTION key until the display shows --->	FAX SET-UP (F) / < / >
3 Press the START key.	DATE AND TIME (F) / < / >
4 Press the FUNCTION key until the display shows --->	PRINTER PARAMET. (F) / < / >
5 Press the START key until the display shows --->	SURPLUS: AUTO < / > / <=>
6 Press the </> keys to select one of the other two parameters available: "SURPLUS: OFF" or "SURPLUS: ON". (In the example: "SURPLUS: ON") then press the START key to confirm your selection.	SURPLUS: ON < / > / <=>
7 Press the STOP key to restore the fax to the initial waiting mode.	AUTOMATIC RX 10-03-99 10:48

If you select the parameter "SURPLUS: AUTO", the fax will print the remaining text on another sheet, provided that the remaining text fills at least 12 mm of the page. If you select the parameter "SURPLUS: ON", the fax will always print the remaining text on another sheet. If you select the parameter "SURPLUS: OFF", the fax machine will not print the remaining text.















Enabling silent reception ...

You can preset the fax machine **to receive documents without ringing** with the "AUTOMATIC RX", "FAX/TEL RX" and "TAD/FAX RX" reception modes. When this function is enabled, the behaviour of the fax machine depends on the reception mode selected or on who calls it:

- With the "AUTOMATIC RX" and "TAD/FAX RX" **modes** the fax machine **never rings** when receiving a call.
- With the "FAX/TEL RX" **mode** the fax machine **only rings**, when receiving a call, **if the caller is another fax machine**. If the incoming call is a **telephone call**, the fax machine will emit an **acoustic signal** instead of ringing, to remind you to lift up the handset.

In both cases, remember that if you are in programming mode, the fax machine, when receiving a call, will always ring independently of who calls and what reception mode is selected.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 14-03-99 16:41
2 Press the FUNCTION key until the display shows --->	INSTALLATION (F) /  / 
3 Press the START key until the display shows --->	SILENT RX: OFF  /  /  / 
4 Press the  /  keys to see the other option available: "SILENT RX: ON".	SILENT RX: ON  /  /  / 
5 Press the START key to confirm your selection and then the STOP key to restore the fax machine to the initial waiting mode.	AUTOMATIC RX SILENT RX

Showing the caller's identification

This function, enabled by a telephone network manager upon the user's request, **is only available in some countries** and it is compatible with the **ETSI ETS 300 778-1 norms**.

This function allows you **to know immediately who is calling you**. Therefore, you can decide whether to answer the call or not.

With this function, if the fax machine is in **waiting mode** it **always** automatically **shows**, for every call, **one of the following pieces of information**:

- Your **caller's name or number**
- **PRIVATE**: if the caller has chosen not to reveal his identity
- **NOT AVAILABLE**: if the caller is connected to a telephone exchange which does not provide this service.

Whereas if you are **programming** your fax machine and you want to **see the caller's name or number**, when receiving a call, you must press the **HOOK** key before answering the call.





However, it could happen that your caller's telephone number is not displayed on the fax machine because of some particularities of the telephone exchange you are connected to. If it happens, contact the technical assistance center of your country.

Changing the number of rings ...

This feature is enabled only in some countries.

If the fax machine is set to **automatic reception with call type recognition**, when there is an incoming call, the fax machine will recognise automatically after **ringing twice** whether the call comes from another fax machine (**FAX**) or from a telephone (**PHONE**).

If you wish you can change the number of times it rings as follows:

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	PHONE/FAX RX 30-03-99 12:55
2 Press the FUNCTION key until the display shows --->.	INSTALLATION (F) /  / 
3 Press the START key.	TEL. LINE SET-UP (F) /  / 





4	Press the START key until the display shows --->.	RING COUNT: 02 ◁ / ▽ / ⇐ / →
5	Press the </> keys to show the other values available: "01, 04, 08". (In the example: "04").	RING COUNT: 04 ◁ / ▽ / ⇐ / →
6	Press the START key to confirm your selection and then the STOP key to restore the fax initial waiting mode.	PHONE/FAX RX 30-03-99 12:55

To change ringing volume ...

You can also change the ringing volume as follows:

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	PHONE/FAX RX 30-03-99 12:55
2 Press the FUNCTION key until the display shows --->.	FAX SET-UP (F) / ▷ / ▽
3 Press the START key.	DATE AND TIME (F) / ▷ / ▽
4 Press the FUNCTION key.	VARIOUS SETTINGS (F) / ▷ / ▽
5 Press the START key until the display shows --->.	RING VOLUME: HIGH ◁ / ▽ / ⇐ / →
6 Press the </> keys to show the other options available: "RING VOLUME: LOW", "RING VOLUME: OFF", "RING VOLUME: MED". (In the example: "RING VOLUME: LOW").	RING VOLUME: LOW ◁ / ▽ / ⇐ / →
7 Press the START key to confirm your selection and then the STOP key to restore the fax initial waiting mode.	PHONE/FAX RX 30-03-99 12:55

Recognising the ringing pattern...

In some countries, local telephone network managers offer the possibility of assigning two or more telephone numbers to the same phone line corresponding to different users. At each call, different ringing patterns will indicate which user is to reply.

This function is very useful in domestic or small office environments, where the same telephone line is shared between several people.

Your fax machine is capable of accepting one of these patterns (see the following table). In "FAX/TEL RX" and "TAD/FAX RX" reception modes, the fax machine, when receiving a call with that specific dial tone, always prepares itself to receive a document. If the ringing pattern **is not recognised**, the fax machine will behave as already described in "Automatic reception with call type recognition" and "Receiving with an answering machine" chapter "For every day use".

This function **is particularly recommended is associated to silent reception** since the fax machine will only ring in the case of a telephone call.

For further information concerning access to this service, contact the telephone network manager.

For models with **internal answering machine**, it is advisable **to disconnect** the answering machine before activating the recognition procedure.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	PHONE/FAX RX 30-03-99 12:55
2 Press the FUNCTION key until the display shows --->.	INSTALLATION (F) / ▷ / ▽
3 Press the START key.	TEL. LINE SET-UP (F) / ▷ / ▽
4 Press the START key until the display shows --->.	DISTINC. RING: OFF ◁ / ▽ / ⇐ / →
5 Press the </> keys until the display shows --->	CHANGE PATTERN ◁ / ▽ / ⇐ / →
6 Press the START key to confirm your selection.	AUTODETECT. RING ▽



7	Call the fax machine with the required pattern so that it will accept it. The message "RING DETECTED" should be displayed.	
8	Press the STOP key to restore the fax machine to the initial waiting mode.	PHONE/FAX RX 19-03-99 12:55

If the fax machine does not succeed in accepting this specific pattern, the message "RING NOT DETECT." is displayed. At this point press the **STOP** key and repeat the procedure from the beginning.

Changing the beeper duration ...

This feature is enabled only in some countries.

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

- If a **fax** is calling, it will receive automatically after the set number of rings
- If a **telephone device** is calling, it will beep for 20 seconds, after which, if you still have not lifted up the receiver, it will receive automatically.

You can change the beeper duration as follows:

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	PHONE/FAX RX 30-03-99 12:55
2 Press the FUNCTION key until the display shows --->.	INSTALLATION (F) / < / >
3 Press the START key.	TEL. LINE SET-UP (F) / < / >
4 Press the START key until the display shows --->.	FAX/TEL TIMER: 20 < / > / <- / ->
5 Press the </> keys to show the other values available: "15", "30" e "40". (In the example: "15").	FAX/TEL TIMER: 15 < / > / <- / ->
6 Press the START key to confirm your selection, then the STOP key to restore the fax to the initial waiting mode.	PHONE/FAX RX 30-03-99 12:55

Changing the silence lapse ...

This feature is enabled only in some countries.

Remember that if the **silence lapse** set on the **external answering machine** is inferior to that set on your fax, the latter **will never** be able to function automatically in **reception** as the answering machine starts operating first and as the fax does not hear any answering message, within the set time lapse, it **interrupts** the connection.

You must **decrease** the value of the **silence lapse** on your **fax** so that it can connect to the line first.

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

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	TAD/FAX RX 30-03-99 12:55
2 Press the FUNCTION key until the display shows --->.	INSTALLATION (F) / < / >
3 Press the START key.	TEL. LINE SET-UP (F) / < / >
4 Press the START key until the display shows --->.	SILENCE LAPSE: 6 < / > / <- / ->
5 Press the </> keys to show the other values available: "3", "4", "8", "10" and "NO". (In the example: "4").	SILENCE LAPSE: 4 < / > / <- / ->
6 Press the START key to confirm your selection, then the STOP key to restore the fax to the initial waiting mode.	TAD/FAX RX 30-03-99 12:55

Changing the remote control code...

If the fax machine is connected to a **secondary telephone** operating in **tone dialling** and set for **manual reception** or for **automatic reception** with recognition of the call type, whenever a remote party calls to send a document, you can **control its reception** by entering the code ** on the same secondary telephone. This operation is similar to pressing the **START** key on your fax.

You can replace the second asterisk of this code with a digit from 0 to 9.

If your fax model **without answering machine** is connected to an **external answering machine**, you should use a digit different from the one used for the remote control of the answering machine.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	MANUAL RX 30-03-99 12:55
2 Press the FUNCTION key until the display shows --->.	INSTALLATION (F) / < / >
3 Press the START key.	TEL.LINE SET-UP (F) / < / >
4 Press the START key.	PUB.LINE (PSTN) < / > / <- / ->
5 Press the START key until the display shows --->.	REMOTE START: ON < / > / <- / ->
With the </> keys, you can show the other option available: "REMOTE START: OFF".	
6 Press the START key.	TYPE CODE CODE (0/9, *) **
7 Enter the new code, e.g.: "*8".	TYPE CODE CODE (0/9, *) *8
8 Press the START key to confirm the entered data, then the STOP key to restore the fax to the initial waiting mode.	MANUAL RX 30-03-99 12:55

If you are connected to a private line, follow the same procedure but after step 4, press the > key to show the option "PRIV.LINE (PBX)".

OTHER USEFUL TRANSMISSION SETTINGS...

Setting automatic resolution...

If you have not **selected** the resolution before transmitting or copying a document, the fax machine will **auto-matically** transmit or copy based on the preset value (in this case: **STANDARD**).

You can set the fax machine to transmit or copy **auto-matically** with **FINE** resolution using the following procedure:

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 22-03-99 12:15
2 Press the FUNCTION key until this appears on the display --->	FAX SET-UP (F) / < / >
3 Press the START key.	DATE AND TIME (F) / < / >
4 Press the FUNCTION key.	VARIOUS SETTINGS (F) / < / >
5 Press the START key until this appears on the display --->	TX RESOL. STD < / > / <- / ->
6 Press the </> keys to see the other values available "TX RESOL. FINE".	TX RESOL. FINE < / > / <- / ->
7 Press the START key to confirm your choice then the STOP key to return the fax machine to the initial waiting mode.	AUTOMATIC RX 22-03-99 12:15



Enabling/disabling the re-transmission of a failed transmission from memory...

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 05-03-99 16:10
2 Press the FUNCTION key until this appears on the display --->	FAX SET-UP (F) / < / >
3 Press the START key.	DATE AND TIME (F) / < / >
4 Press the FUNCTION key.	VARIOUS SETTINGS (F) / < / >
5 Press the START key until this appears on the display --->	RETRANS. DOC.: ON < / > / <- / ->
6 Press the </> keys to see the other values available: "RETRANS.DOC: OFF".	RETRANS. DOC.: OFF < / > / <- / ->
7 Press the START key to confirm your choice the fax machine return to the initial waiting mode.	AUTOMATIC RX 05-03-99 16:10

Hearing the connection tones ...

The fax machine has already been set so that you can hear the connection tones exchanged between your fax machine and the remote party, as well as the dialling tones during the dialling mode. If this is not the case, program it as follows:

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 02-03-99 10:48
2 Press the FUNCTION key until the display shows --->	INSTALLATION (F) / < / >
3 Press the START key.	TEL. LINE SET-UP (F) / < / >
4 Press the FUNCTION key until the display shows --->	DIAGNOSTICS (F) / < / >
5 Press the START key until the display shows --->	LINE MONITOR:OFF < / > / <- / ->
6 Press the </> keys until the display shows --->	LINE MONITOR:ON < / > / <- / ->
7 Press the START key to confirm the setting, then press the STOP key to restore the fax initial waiting mode.	AUTOMATIC RX 02-03-99 10:48

Adjusting the loudspeaker volume ...

If the volume of either the line tones or the connection signals seem **too low** or **too high** to you, just use the </> keys to modify it.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 02-03-99 10:48
2 Press the HOOK key.	TYPE NUMBER —
3 Press the < or > keys to increase or decrease the loudspeaker volume.	



Adjusting the volume of the buzzer ...

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 02-03-99 10:48
2 Press the FUNCTION key until the display shows --->	FAX SET-UP (F) / /
3 Press the START key.	DATE AND TIME (F) / /
4 Press the FUNCTION key.	VARIOUS SETTING (F) / /
5 Press the START key until the display shows --->	BUZZER VOL.:LOW / / /
6 Press the / keys to show the other values available: "BUZZER VOL.:HIGH", "BUZZER VOL.: MED" and "BUZZER VOL.: OFF". In the example: "BUZZER VOL.: HIGH".	BUZZER VOL.:HIGH / / /
7 Press the START key to confirm your selection then press the STOP key to restore the fax to the initial waiting mode.	AUTOMATIC RX 02-03-99 10:48

Reducing the speed transmission ...

The fax machine usually transmits at a speed of 14400 bps (bit per second). The transmission speed at 9600 and 4800 bps is advisable on disturbed telephone lines.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 02-03-99 10:48
2 Press the FUNCTION key until the display shows --->.	FAX SET-UP (F) / /

3 Press the START key.	DATE AND TIME (F) / /
4 Press the FUNCTION key.	VARIOUS SETTINGS (F) / /
5 Press the START key until the display shows --->	TX SPEED 14.4 / / /
6 Press the / keys to show the other value available: "TX SPEED 9.6 and 4.8". In the example "TX SPEED 4.8".	TX SPEED 4.8 / / /
7 Press the START key to confirm your selection then the STOP key to restore the fax to the initial waiting mode.	AUTOMATIC RX 02-03-99 10:48

Enabling/disabling the ECM mode ...

ECM (Error Correction Mode) is a system for correcting errors caused by line interference. This function is effective only if it has been enabled both on your fax and on that of the remote party. It is highlighted by a "E" on the display.

The fax machine is already set to transmit with this mode but you can set it to transmit normally as follows:

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 06-03-99 12:12
2 Press the FUNCTION key until the display shows.	FAX SET-UP (F) / /
3 Press the START key.	DATE AND TIME (F) / /
4 Press the FUNCTION key.	VARIOUS SETTINGS (F) / /
5 Press the START key.	ECM: ON / / /
6 Press the / keys until the display shows --->	ECM: OFF / / /
7 Press the START key to confirm the setting, then STOP key to restore the fax to the initial waiting mode.	AUTOMATIC RX 06-03-99 12:12

TRANSMITTING/RECEIVING A DOCUMENT WITH THE POLLING FACILITY ...

What is polling ...

It is a transmission request from one fax machine to another so that the latter transmits the requested document automatically.

The main characteristics of polling communications are:

- **the user receiving the document who requests the transmission.** This means that a user may connect to another fax machine and make it send him a document automatically (preset) even if there is no user at the other end of the line.
- **the transaction is charged to the party who requests the transmission** (i.e.: the user who receives the document and not to the sender).

Making the transmission request (polling for reception) ...

Agree with your remote party the time at which the document is to be polled so that he inserts the document to be transmitted. Then set your fax machine to receive the document, programming the dialling method to be used to call the remote party and the time at which the document is to be received.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 22-03-99 15:10
2 Press the FUNCTION key until the display shows --->	POLLING RX (F) / < / >
3 Press the START key. The display asks you the time you want to request the transmission, e.g. "17:15".	TYPE TIME HH:MM
4 Press the START key to confirm the current time, or enter the new time and then press the START key.	TYPE FAX NUMBER NUM/TOUCH/SPEED
5 Dial the number of the remote party in one of the modes allowed. For example, enter directly the number on the fax numeric key pad.	TYPE NUMBER 02 458629
6 Press the START key to confirm the setting. The fax machine returns automatically to the initial waiting mode.	AUTOMATIC RX POLL RX 17:15



Changing/deleting a previously set polling reception operation ...

Procedure	DISPLAY
1 Make sure you have set a polling reception.	AUTOMATIC RX POLL RX 17:15
2 Press the FUNCTION key until the display shows --->	POLLING RX (F) / < / >
3 Press the START key.	ALREADY ENTERED < / >
4 Press the START key.	CHANGE PARAM.? < / > / <- / ->

If you want to cancel a polling reception operation that has already been set, press the > key: the message "CANCEL SETTING?", < / > is displayed; then press **START** to confirm cancellation. The fax machine returns automatically to the initial waiting mode.

If you want to change the time at which the transmission request is to be made or the number of the remote party from whom you want to receive the document, proceed as follows:

5 Press the START key.	TYPE TIME HH:MM
6 Overwrite the new time and then confirm the setting with the START key or confirm the existing one by pressing directly the START key.	TYPE NUMBER 0125 45686
7 Overwrite the new number and confirm the setting with the START key or confirm the existing one by pressing directly the START key. The fax returns automatically to the initial waiting mode.	AUTOMATIC RX POLL RX 18:00

Programming the fax machine to poll a document (polling in transmission) ...

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	AUTOMATIC RX 22-03-99 15:10
2 Insert the document in ADF.	DOCUMENT READY ↓ NORMAL
3 Select the contrast and resolution type you consider most appropriate.	
4 Press the FUNCTION key until the display shows --->	POLLING TX (F) / < / >
5 Press the START key twice.	AUTOMATIC RX POLLING TX SET

You can cancel the polling setting during transmission, by removing the document from the ADF or pressing the **STOP** key.



MAINTENANCE

To ensure the correct functioning of your fax machine, refer to the **recommendations** at the beginning of this manual. These recommendations concern the **replacement** of accessories (print head) and the **periodical cleaning** of the following parts:

- **print head nozzles**
- **print head electric contacts**
- **print head pad**
- **optical reader**
- **casing**

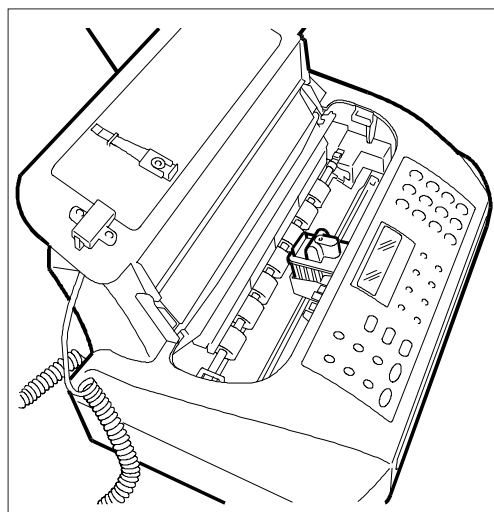
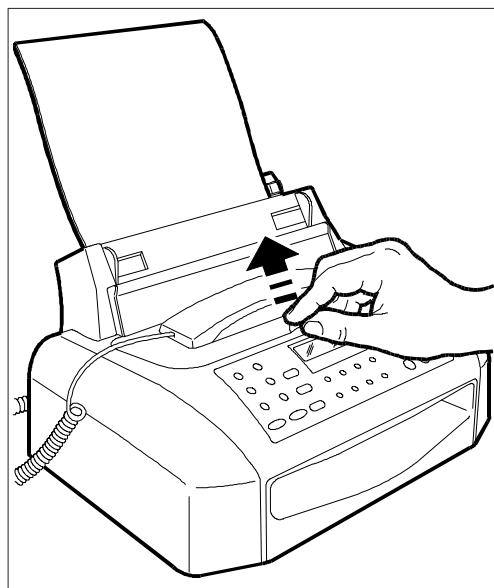
and the **removal** of both **jammed documents** and **jammed paper**.

For other problems mainly due to incorrect use, refer to the paragraph "**Solving small problems ...**"

REPLACING THE PRINT HEAD ...

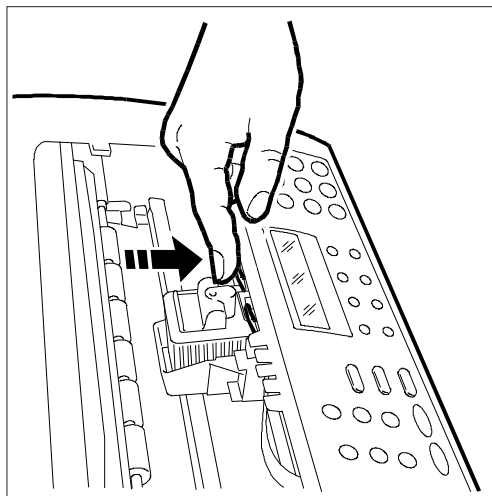
When **the ink** in the cartridge **runs out**, the display shows the message "**OUT OF INK**". At this point, you must replace the **print head**.

1. Lift the print head compartment cover, placing your finger in the centre recess.

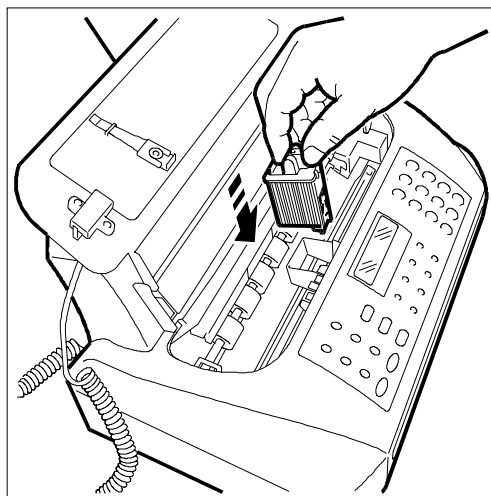




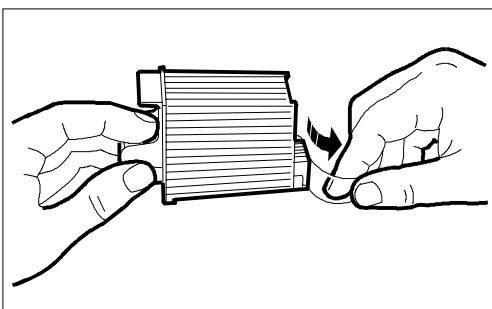
2. Release the print head acting on the levers, then remove it from its compartment.



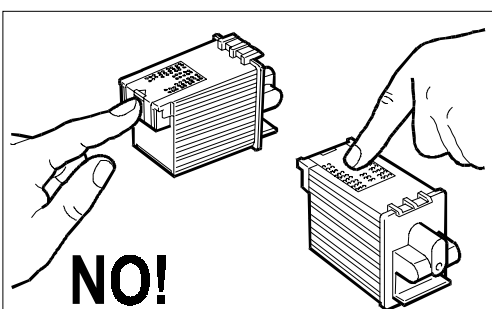
4. Insert the print head in its housing with the electrical contacts facing the front of the fax machine.



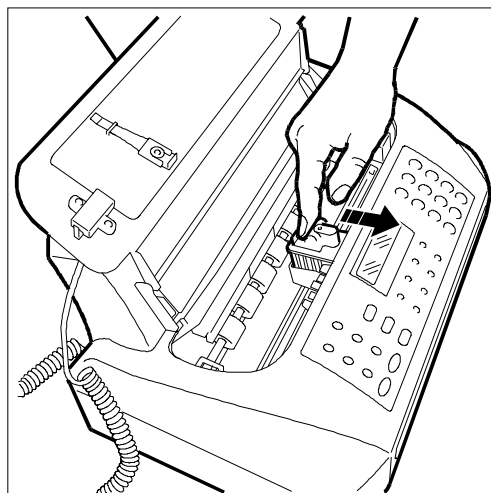
3. Remove the new print head from its package and, holding it by the grip, peel off the protective film.



Avoid touching the nozzles and the electrical contacts.



5. Push the print head in the direction of the arrow until you hear the click confirming its correct insertion, and close the print head compartment cover.



If you have replaced the **print head** because it ran **out of ink**, the fax machine automatically recognises the replacement and the **display** shows the following message "NEW HEAD? 1 = ON, 0 = OFF". Set the value 1.

If you have replaced the **print head** because the **printing quality** had deteriorated, follow the procedure "**Print head clearing and manual nozzle testing**", reported farther on in the manual.



Once you close the cover, the fax machine will **automatically** check the nozzles and perform a print test (already described in “**Installing the print head**”, under the “**Installation**” chapter).

PRINT HEAD CLEARING AND MANUAL NOZZLE TESTING ...

If the **printing quality deteriorates** you can quickly clear the print head and test the nozzles with a printout showing their condition.

Procedure	DISPLAY
1 Make sure that the display shows the initial waiting mode with date and time.	PHONE/FAX RX 10-03-99 12:55
2 Press the FUNCTION key until the display shows --->	HEAD MAINTENANCE (F) / ◁ / ▷
3 Press the START key.	NEW HEAD: ON ◁ / ▷ / ◁ / ▷

If the print head is new, press the **START** key. The fax machine automatically initiates the print head re-activation and nozzle testing operation, printing its diagnostic result.

If the print head is not new, follow the steps below.

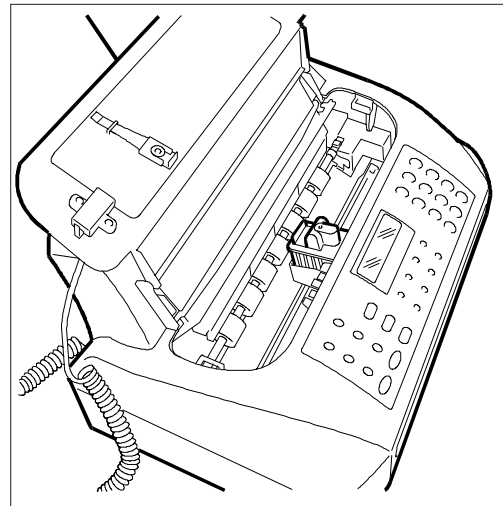
4 Press the ◁ / ▷ key to display the other available option: “NEW HEAD: OFF”.	NEW HEAD: OFF ◁ / ▷ / ◁ / ▷
5 Press the START key twice. The fax machine initiates the print head re-activation and nozzle testing operation, printing its diagnostic result.	CLEANING: ON ▷

By pressing the **STOP** key you bring the fax machine to the initial waiting mode.

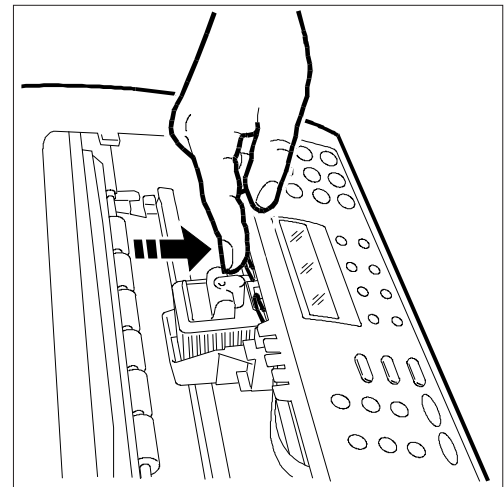
To interpret the diagnostic print, see the “**Installation**” chapter.

CLEANING THE ELECTRICAL CONTACTS OF THE PRINT HEAD ...

1. With the fax machine **switched off**, lift the head compartment cover, positioning your finger in the centre recess.

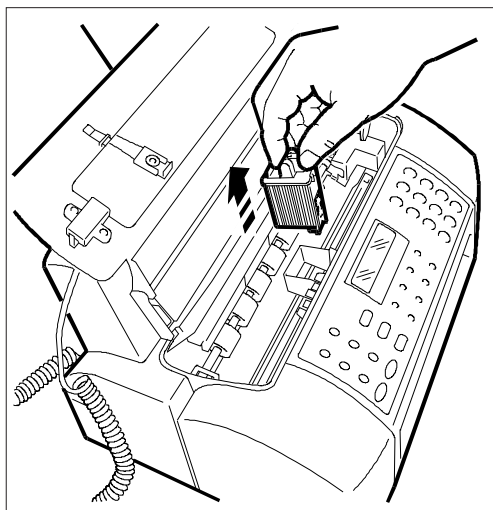


2. Release the print head using the levers.

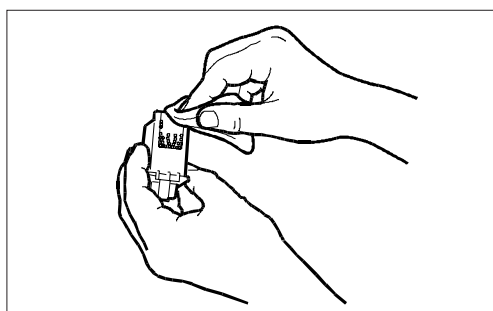




3. Remove the print head.

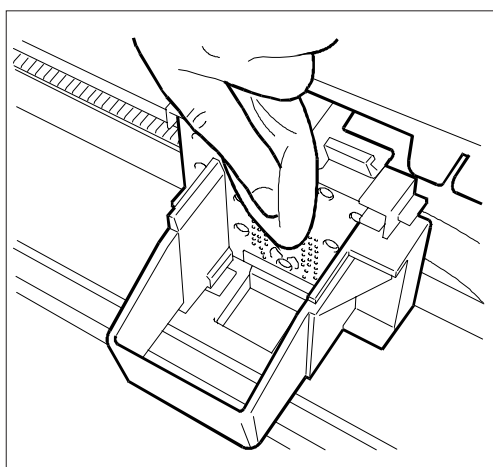


4. Clean the electrical contacts using a slightly damp cloth.



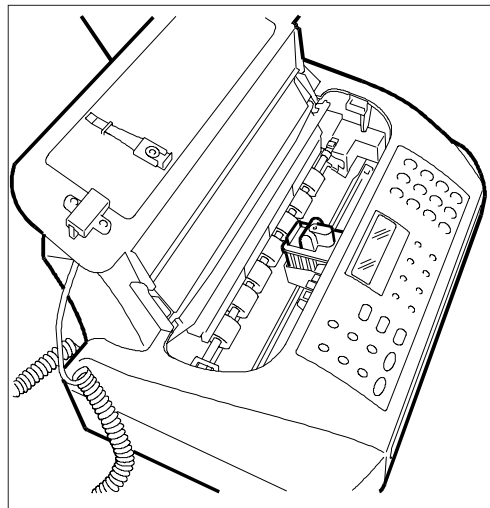
Do not touch the print head nozzles.

5. With a slightly damp cloth, also clean the electrical contacts of the print head carriage, then reinsert the print head and close the print head compartment cover.

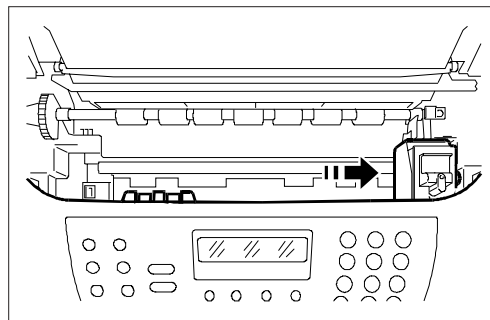


CLEANING THE PRINT HEAD PAD ...

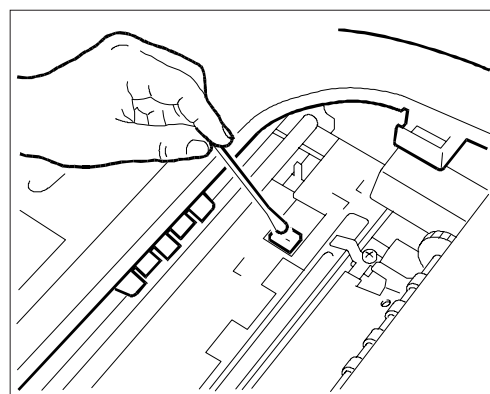
1. With the fax machine **switched off**, lift the print head compartment cover, placing your finger in the centre recess.



2. Move the print head carriage against the right-hand side as shown in the figure.



3. Clean the print head pad with a dry cotton swab, then close the print head compartment cover.

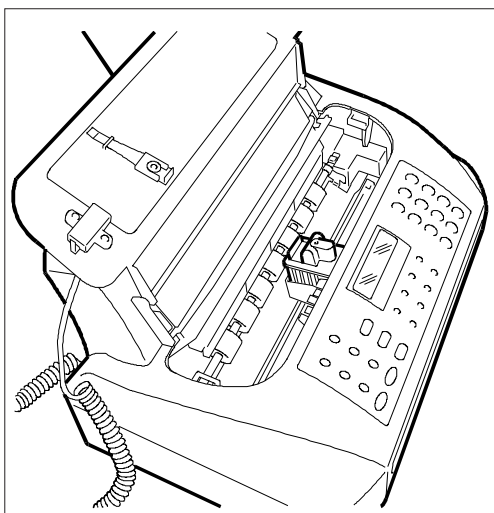




CLEANING THE OPTICAL READER ...

Dust accumulating on the optical reader glass may cause document scanning problems. To avoid this problem, you must clean the glass frequently as described below:

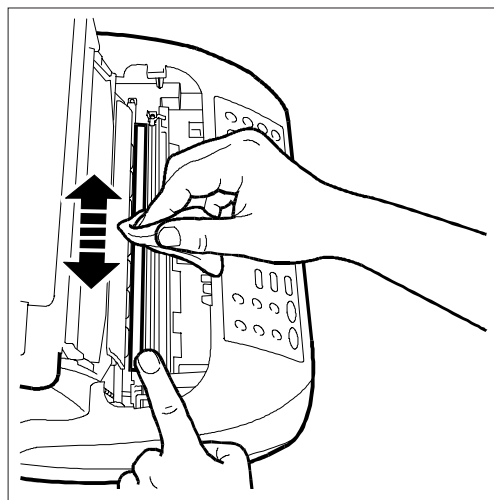
1. With the fax machine **switched off**, lift the printer head compartment cover placing your finger in the centre recess.



2. Move the print head against the left-hand side and lift the optical reader screen using the lever located on the right-hand side of the fax machine.



3. Clean the optical reader glass using a **cloth dampened** with a product specifically designed for cleaning glass, and then carefully wipe it dry. Do not pour or spray the cleaning product directly on the glass. Reinsert the roller and lower the operator console again.



To check if the optical reader is clean, make a copy with a blank page. If the copy presents vertical lines but the optical reader is found to be perfectly clean, contact a qualified technical service technician.

CLEANING THE CASING ...

1. Disconnect the fax machine from the power supply and from the telephone line socket.
2. Use only a soft lint-free cloth, dampened with diluted washing-up liquid.

REMOVING JAMMED DOCUMENTS AND SHEETS ...

During **transmission** or when **copying**, a document may become **jammed** (the message: "**REMOVE DOCUMENT, PRESS** ▼" is displayed to indicate this condition).

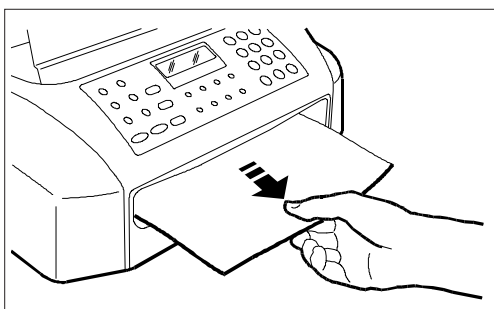
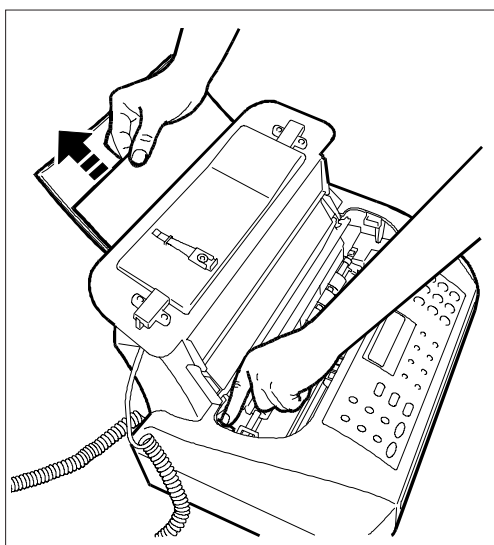
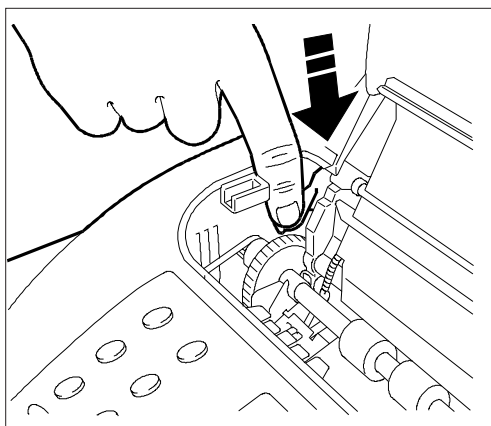
It is also possible that the **paper** used to **print received documents** or to **copy documents** can become **jammed** (the message: "**PAPER ERROR, PRESS** ▼" is displayed to indicate this condition).

In both cases, try to eject the document or the sheet of paper by pressing the **STOP** key.



If the document or the sheet do **not come out automatically**, remove them manually as described below:

1. Lift up the print head compartment cover placing your finger in the centre recess. (If you have to remove a document consisting of multiple sheets, before you lift the print head compartment cover, remove any sheets which may still be in the feeder).
2. Press the lever located on the left side of the fax machine and, by pressing down on it, remove the jammed document or sheet.



SOLVING SMALL PROBLEMS ...

The following list may be useful as a guide to solving small problems.

PROBLEM	SOLUTION
The fax machine does not switch on.	Check that the power cable is connected.
The document cannot be inserted correctly.	Check that the document corresponds to the recommendations indicated in the paragraph " Which documents you can use ", chapter " For everyday use ".
The fax machine cannot transmit a document.	Check that the document is not jammed inside the machine. The line is busy, wait until it is free, then retransmit.
The fax machine cannot receive in automatic mode.	You have set it for manual reception: reset it for automatic reception.
The fax machine can neither copy nor receive.	Check that the document or the printing paper are not jammed inside the machine. The type of paper that you are using is not correct: check paper characteristics indicated in the " Appendix ".
The fax machine prints out completely blank documents.	Position the document correctly with the side to be copied face down.

If the fax machine does not transmit or receive documents, this may also depend on other causes. They will be indicated with an **error code** in the "**Transmission report**" and in the "**Activity report**", see "**Printing lists and reports**", chapter "**For everyday use**".

ERROR CODES ...

The error codes are printed both on the transmission and activity reports and are represented **by two digits** indicating the **cause** of the error. On the activity report, due to lack of space only the code is indicated without any message.

CODE	MESSAGE	ERROR CAUSE	ACTION
OK	No message. Operation completed correctly.		No action.
02	IMPOSSIBLE CONNECTION	The fax machine does not detect any line tone or receives incorrect signals.	Check that the fax machine is connected correctly to the line and that the handset is on the hook. Retry the connection.
03	RECEIVER DOES NOT ANSWER	The remote party does not answer or is not a fax.	Retry.
04	ERR. WHILE TRANSMITTING RESEND FROM PAGE:	An anomaly has been detected during transmission. "nn" = page number on which error occurred.	Repeat the transmission starting from the page indicated in the report.
05	RESEND PAGES: nn, nn	The fax machine of the remote party detected errors during reception. "nn" = page number on which error occurred.	Repeat the transmission starting from the page indicated in the report.
07	DOCUMENT TOO LONG	The document to be transmitted is too long. Transmission time exceeds permitted limit.	Divide document to be transmitted.
08	CHECK THE DOCUMENT	Optical scanner unable to read document.	Remove document from ADF and re-insert it before repeating transmission.
09	STOP PRESSED	You have interrupted the transmission.	No action.
10	No message	Fax has detected anomaly during reception.	Contact sender and ask him to repeat the transmission.
11	No message	Printer anomaly during reception. Remainder of document stored in memory but memory capacity exceeded before end of procedure.	Correct printing problem, then wait until the stored document has been printed.
13	ERRORS WHILE POLLING	Remote fax has no document in ADF and was not set for polling transmission.	Contact sender.
16	POWER FAILURE ON PAGE	Power failure during transmission or reception.	Repeat transmission from the page indicated on the report.
(OK)	No message.	The document was received but the printing quality is not very good.	Contact sender.
OCC	LINE BUSY	The line is engaged.	Retry connection.

SIGNALS AND MESSAGES ...

Problems which may occur are normally indicated by **acoustic signals** (sometimes accompanied by visual signals: ERROR led on) or by **error messages on the display**.

In the **appendix** of this manual, you will find a list of the **acoustic signals** and **display messages**, which **do not indicate an error** condition.

Acoustic signals ...

1 second short tone

- You have pressed the wrong key during an operating procedure.

3 seconds continuous tone plus error led on

- Operation unsuccessful.

Permanent tone

- Handset off hook; you forgot to replace it after a previous operation.

To **switch off** the "ERROR" led, press the **STOP** key.

Error messages on display ...

The messages are listed in alphabetical order. Corrective action is indicated.

Message: "AUTOREDIAL nnn"

Connection could not be established due to line anomalies or because the receiver is engaged: the fax machine is waiting to carry out the automatic redialling attempts.

Message: "CHECK DOCUMENT, PRESS 

The document is not being fed properly: reposition the document in ADF and press the **STOP** key to restore the fax machine to its operating condition.

Message: "CHECK PAPER, PRESS 

- There is no paper in the tray: add paper and press **STOP** to clear the message from the display.
- The paper is not fed properly: reposition the paper in the tray and press **STOP** to restore the fax machine to its operating condition.

Message: "CHECK PRINT HEAD"

- The fax machine does not detect the presence of the print head because you forgot to insert it or because you installed it incorrectly: insert/reinsert the print head.
- Some print head nozzles are damaged, reducing print quality: perform the print head clearing procedure (see "Print head clearing and manual nozzle testing").

Message: "COPY INTERRUPTED"

- You interrupted the copying operation by pressing the **STOP** key.
- There was an anomaly while copying the document and it could not be printed: check the type of anomaly on the display and remove it.

Message: "COVER OPEN"

You forgot to close the print head compartment cover.

Message: "DOC IN MEMORY"

The received document was stored in the memory because an anomaly was present during the reception phase and it could not be printed right away: check the type of anomaly (no paper or jammed paper, no ink, cover open, etc.) and remove it.

Message: "LAST TX ERR. XX"

The last transmission was not completed correctly: you can press twice the **(REDIAL)** key to make another transmission attempt or you can press the **STOP** key to restore the fax machine to its initial waiting mode.



Message: **"MEMORY FULL"**

One or more documents received in the memory, due to an anomaly during reception, have filled up the memory: check the type of anomaly (no paper or jammed paper, no ink, cover open, etc.) and remove it. The documents will automatically be printed, clearing the memory.

Message: **"NOT PROGRAMMED"**

You have chosen a one-touch dial key or a speed-dialling code that you had not programmed: program the key or the code (see **"Programming one-touch dial and speed dialling"**, under the **"For everyday use"** chapter).

Message: **"OUT OF INK"**

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

Message: **"PAPER ERROR, PRESS ▼"**

The paper jammed while copying or receiving a document: press the **STOP** key and, if the sheet is not ejected automatically, check where it jammed and remove it (see **"Removing jammed documents and sheets"**).

Message: **"POLL. RETRY nnn"**

You have set a reception polling and the connection could not be established because of errors on the line or because the receiver was engaged: the fax machine is waiting to carry out the automatic redialling attempts.

Message: **"REMOVE DOCUMENT", "PRESS ▼"**

- A document jammed while copying or transmitting: press the **STOP** key and, if the document is not ejected automatically, remove it manually (see **"Removing jammed documents and sheets"**).
- You interrupted the document scanning operation by pressing the **STOP** key.

Message: **"RX ERROR"**

Reception was not completed correctly: press the **STOP** key to turn off the "ERROR" indicator light and to clear the message from the display.

Message: **"RX IN MEMORY"**

Reception continues in memory because an anomaly took place while receiving a document, which could not be printed: check, on the lower line of the display, the type of anomaly, and remove it.

Message: **"SYSTEM ERROR nn"**

An anomaly which blocked the fax machine has occurred: switch the fax machine off and on again. If the error persists, switch the fax off and call the technical support service.

Message: **"TX ERROR"**

Transmission was not completed correctly: press the **STOP** key to turn off the "ERROR" indicator light and to clear the message from the display, then repeat the transmission.

Message: **"WRONG CODE, PRESS ▼"**

- The answering machine access code is incorrect: press the **STOP** key and re-insert the correct code.

OTHER ACOUSTIC SIGNALS ...

1 second short tone

- Transaction was carried out correctly.

20 second intermittent tone

- Prompt to lift the receiver to answer a telephone call.

OTHER MESSAGES ON DISPLAY ...

Message: "**CHECK PRINT OUT**"
"**1=EXIT 0=REPEAT**"

The fax machine has automatically tested the print head nozzles with the subsequent print test: from the test, check whether print quality is acceptable and reply accordingly.

Message: "**CONNECTING**"
The fax is carrying out the connection with your remote party fax machine.

Message: "**DIALLING**"
The fax is dialling the remote party.

Message: "**DOCUMENT READY**"
You have correctly inserted the document in ADF.

Message: "**LAST TX OK**"
The last transmission was completed correctly.

Message: "**LIFT HANDSET**"
The remote party has booked a voice communication: lift the receiver to answer the call.

Message: "**LINE ON HOLD**", "**PRESS HOLD**"
You have temporarily "held" a telephone conversation by pressing the "**J**" (**HOLD**) key: press the "**J**" (**HOLD**) key to talk your remote party again.

Message: "**MEMORY tx**"
You have set a transmission from memory

Message: "**NEW PRINT HEAD ?**", "**1=YES 0=NO**"
You have inserted a print head for the first time or removed and then reinserted it: answer appropriately. If you answer "yes" but the print head is not new, the fax machine will not detect the end of ink condition.

Message: "**POLL RX HH:MM**"

You have carried out a transmission request (Polling reception).

Message: "**PRINTING REPORT**"
The fax machine is printing a report or a list.

Message: "**RECEIVING FAX**"
A reception is under way.

Message: "**RX COMPLETED**"
The reception was carried out successfully.

Message: "**RX INTERRUPTED**"
You interrupted the reception by pressing the **STOP** key.

Message: "**STORING**"
The fax machine is storing the pages making up the document to be copied.

Message: "**TEL CALL**"
You connected to the line by lifting the handset of the connected telephone.

Message: "**TRANSMITTING**"
A transmission is under way.

Message: "**TRANSMITTING...**"
A transmission is in progress.

Message: "**TX AT HH:MM**"
You have set a transmission for a preset time (delayed transmission).

Message: "**TX COMPLETED**"
The transmission was completed correctly.

Message: "**TX INTERRUPTED**"
You interrupted the transmission by pressing the **STOP** key.



TECHNICAL DATA

GENERAL FEATURES

- Model Desktop transceiver
- Display LCD 16 + 16 crt.
- Memory capacity (*) 21 pages

Dimensions:

- Width 359 mm
- Depth 234 mm + 84 mm (**)
- Height 180 mm + 138 mm (**)

Weight ~ 4.7 Kg

COMMUNICATION FEATURES

- Telephone network Public/private
- Compatibility ITU
- Communication speed 14400/12000/9600/
7200/4800/2400 bps
- Compression methode MH, MR, MMR

POWER FEATURES

- Power voltage 220-240 VAC or 110-120 VAC
(see the label on the back of the
fax machine)
- Frequency 50-60 Hz
(see the label on the back of the
fax machine)

Power consumption:

- Stand-by 7 W
- Power max. 35 W

ENVIRONMENTAL CONDITIONS

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

OPTICAL READER FEATURES

- Scanning method CIS

Reading resolution:

- horizontal 8 pixel/mm
- vertical STANDARD 3.85 lines/mm
- vertical FINE 7.7 lines/mm

TRANSMISSION FEATURES

- Transmission time 7 s (14400 bps)
- ADF Fifteen 80 gr/m² A4, Letter and
Legal sheets.

RECEPTION FEATURES

- Printing method Printing on plain paper with
ink jet printer
- Maximum
printing width 208 mm
- Printing paper A4 (210 mm x 297 mm),
Letter and Legal
US Letter (216 x 279 mm) and
US Legal (216 x 356 mm)
weight: 70 - 90 gr/m²
- Paper feed Plain paper cassette
(80 sheets 80 gr/m²)

ANSWERING MACHINE (internal answering machine model only)

- Recording capacity: 20'
- Memo
- 2 announcement messages
- Announcement function only
- "AVOID TRAFFIC" function
- Transfer announcement
- Console and remote control speed access
- Access code
- Vocal message recording
- Synthesised messages
- Maintaining messages in case of power failure

PC INTERFACE (only for multi-use models)

- Bidirectional parallel port
- ECP 1284 (NIBBLE MODE)

(*) ITU TS format, Test Sheet No. 1 (Slerexe Letter) in standard resolution with MH compression.

(**) With the paper support extension.



EXAMPLE STANDARD FORM ITU-TS TEST SHEET N°1 (SLEREXE LETTER)



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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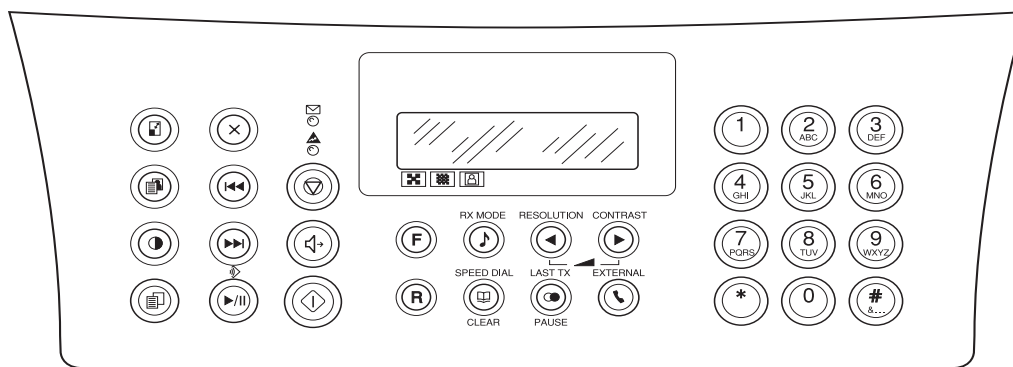
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CONSOLE



Some keys may perform several functions, depending on the operational setting of the fax machine:

- A** **Waiting** mode, when the fax machine is not active.
- P** **Programming** mode (access to various menus) after pressing the **FUNCTION** key.
- C** **Communication** mode, during transmission or reception operation.
- L** **Line** mode, after pressing the **HOOK** key or lifting the receiver.

The keys specific to the internal **answering machine** are described in the relative chapter.

DISPLAY

Displays on two 16-characters lines:

- Date and time
- Machine status, menu and sub-menu items, parameters and relative values
- Error messages
- Resolution and contrast values for document scanning.
- Total number of received messages (for the model with internal answering machine only)

NUMERIC KEYPAD (0-9)

- A-L** For dialling the fax machine or telephone number.
- A** If kept pressed for more than one second, they automatically selects (if programmed previously) the telephone or fax number they are associated with (one-touch dial feature).
- P** Sets any other numeric data.
Selects digits and alphanumeric characters during the setting of numbers and names.

KEY *

- P** Selects "next" special characters and symbols during the setting of names.
Dials remote control codes.
- A-L** With tone dialling, it transmits a tone down the line for special network services.

This feature is enabled only in some countries.

- L-A-P** Used for switching temporarily from pulse (decadic) to tone dialling (multifrequency).

KEY # / &

- A-L** With tone dialling, it transmits a tone down the line for special network services.
- P** "Back" selects special characters and symbols when setting names.

F (FUNCTION)

- A** Accesses to programming mode.
- P** Selects menus and sub-menus.
When setting the time, it changes (if you chose the 12-hour time format) the format from p.m. to a.m. and vice versa.

This feature is enabled only in some countries.

- A-L** Pressed while dialling the fax or telephone number, it associates with that number the ability to detect a second tone when dialling, in some telephone exchanges.
- P** It performs the same function for numbers programmed under one-touch dial and speed dialling.

RX MODE

- A** Selects reception methods.

♪ (HOLD)

- L** During a telephone conversation, puts the call on hold.

RESOLUTION

- A** Adjusts the resolution of the documents to be transmitted (only with the document inserted in ADF).



- ◀ (LEFT ARROW)
P Scrolls "backwards" through the options of a parameter.

CONTRAST

- A Adjusts the contrast of the documents to be transmitted/copied (only with the document inserted in ADF).
▶ (RIGHT ARROW)
P Scrolls "forwards" through the options of a parameter.
◀ (VOLUME REGULATION)
(LEFT AND RIGHT ARROWS TOGETHER)
L Regulates the speaker volume after the **HOOK** key has been pressed. The volume is regulated cyclically; once the maximum volume has been reached, it moves directly to the minimum value again.

R

- L With the handset lifted, to access special functions provided by the network operator and commonly known as REGISTER RECALL (R function).

SPEED DIAL

- A Followed by two alphanumeric keys (01-32), selects automatically (if it has been programmed) the telephone or the fax machine number associated to them.

CLEAR

- P Clears incorrect settings and programming errors.

LAST TX

- A If pressed once it displays the outcome of the last transmission.

(REDIAL)

- A If pressed twice, it redials the last fax number entered (only if the document is inserted in the ADF) or redials the last telephone number entered.

PAUSE

- A-L Sets a pause between the digits of the international code, the area code and the remote party number during the dialling of the telephone or fax machine number.
P Performs the same function for the numbers entered under the speed dialling and the one touch dialling.

EXTERNAL

With the fax machine connected to a private switchboard:

- A-L Pressed once, before dialling a telephone or a fax number, allows access to the public line. Pressed twice, before dialling a telephone or a fax number, allows access to the network manager programmed.

With the fax machine connected to a public line:

- A-L Pressed before dialling a telephone or a fax number, allows access to the network manager programmed.

- P Performs the same function for numbers programmed under one-touch dial and speed dialling.

"ERROR" LED

- Signals an operating anomaly occurring during transmission or reception.

STOP

- A Interrupts a copying operation. Ejects a document from ADF. Switches off the ERROR led.
P Restores the fax machine to the waiting mode. Interrupts a programming operation.
C Interrupts a transmission or reception operation.

HOOK

- A Line setting: equivalent to lifting the handset.

START

- L Starts reception.
A-L After dialling the fax number, it starts transmission (only with the document inserted in ADF).
P Confirms the selection of menus, sub-menus, parameters and related values and moves on to next procedure.



- A Reduces or enlarges the documents to be copied (only with the document inserted in ADF). Available reduction and enlargement values are respectively: 70% and 140%.



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



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



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



Monochrome print head part numbers

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

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

Colour print head code

Monoblock print head: P/N 84436 G (FPJ 26)

