# olivetti

# Ink Jet Fax

**Fax-Lab 100/120**
**Fax-Lab M100**
**Fax-Lab S100/S120**

INSTRUCTIONS

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

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

> The manufacturers declare under their own responsibility that this product complies with provisions laid down by the directive 1999/05/CE (the full declaration can be found at the www.olivettioffice.com site, by choosing "support", "Certifications" and then the product name).
>
> Conformance is certified by the application of the $C\epsilon$ mark to the product.

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

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

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

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

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## CONSULTING THE MANUAL

This manual describes various models of fax machine of which some have a built-in telephone answering device and others do not.
In the description that follows, whenever a distinction is to be made between these models, reference will be made to: "**Base models**" and "**Models with a built-in TAD**".

This manual is divided into **two sections**: the first section "**About the fax machine**" and "**How to get started quickly**" provide a summary of the fax machine's features, **allowing you to install it and get started immediately**, using its basic functions only.
After this initial phase, the **second section** of the manual can be consulted. In it you will find a **detailed description of the fax machine and its many functions**.

## ENVIRONMENTAL RECYCLING

Never throw the fax machine away with ordinary household waste. Find out how it is to be disposed of from your local authorities and make sure you respect all regulations in force.
The cardboard box, the plastic present in the package and the various parts of the fax machine may be recycled in accordance with the recycling regulations in force in your country.

## ⚠ SAFETY PRECAUTIONS

### RISK OF AN ELECTRIC SHOCK

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

### RISK OF SUFFOCATION

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

### RISK OF FIRE

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

### RISK OF ACCIDENT

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

### OPERATING PRECAUTIONS

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

### IMPROPER USE

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

## ABOUT THE INSTALLATION AND SETUP PARAMETERS

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

# ABOUT THE FAX MACHINE

## CONSOLE

The specific keys of the models with TAD are described under the item "*MODELS WITH A BUILT-IN TAD ONLY*".

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

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

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

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

• Dial the fax or telephone number.
• If pressed for more than a second, they automatically dial (once set) the telephone or fax number assigned to them (one-touch dialling function).
• Enter numeric data.
• Select digits and alphanumeric characters during the entry of numbers and names.
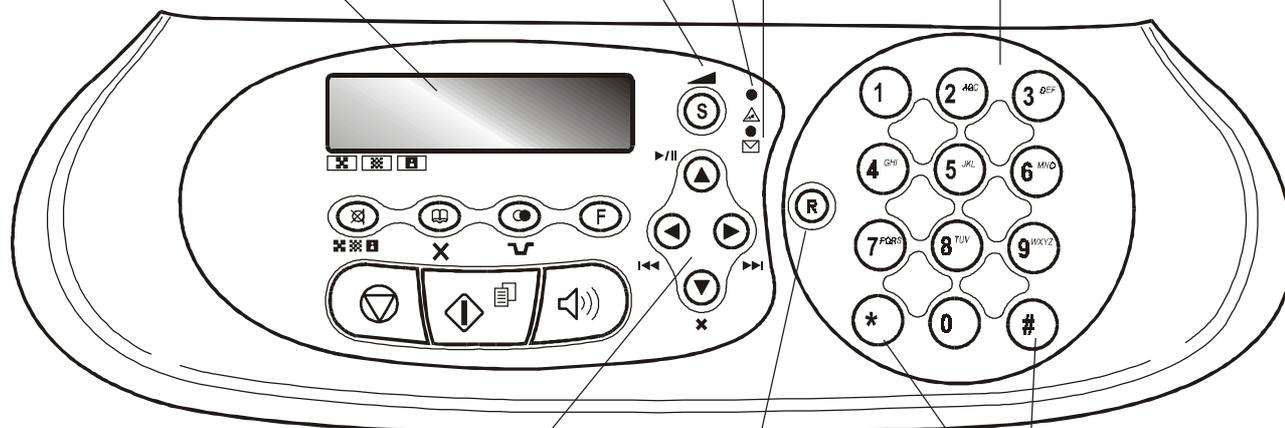
**Display**
A two-line liquid crystal display with a capacity of 16 characters per line.
Shows operator prompts and error messages.

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

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

• With tone dialling, they send a tone down the line for special network services.
• They scroll "backwards" and "forwards" through characters and special symbols during the entry of names.
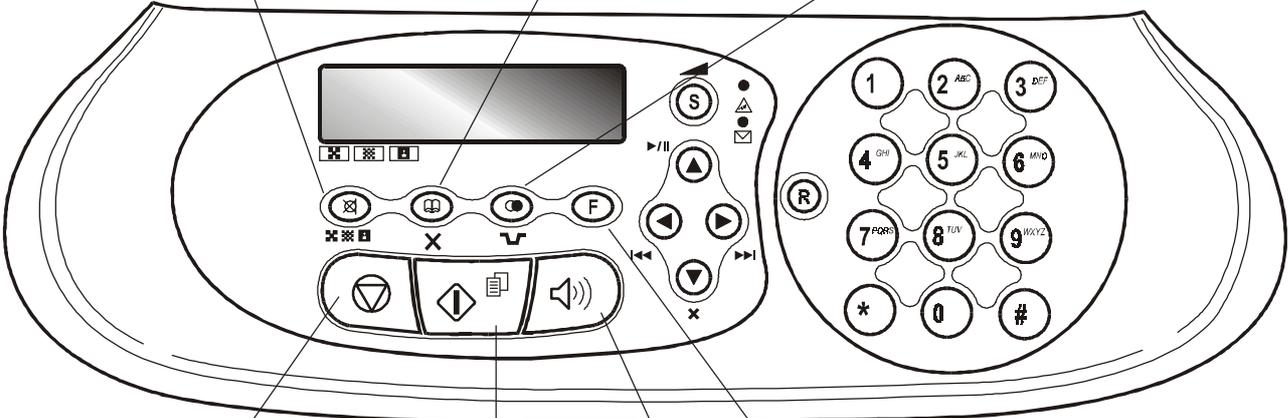
With the handset lifted, gives access to the special functions made available by the network manager and commonly known as REGISTER RECALL (**R** function).

## CONSOLE

- Adjusts the resolution of the documents to be sent and copied (only with the document inserted in the ADF or manual document feeder).
- Puts the line on hold during a telephone conversation (with the handset raised).

- After two numeric keys (01-50) have been pressed, automatically dials (once set) the telephone or fax number associated with them.
- Cancels incorrect settings.

- Inserts a pause during the dialling of the telephone or fax number.
- Displays a list of the last 10 fax or telephone numbers dialled (**outgoing calls**) or the last 20 numbers from which calls have been received and not answered (**incoming calls**), irrespective of whether or not a document was present in the ADF or manual feeder.



- Unloads a document from the ADF or manual document feeder.
- Turns off the "⚠" LED indicator.
- Returns the fax machine to the stand-by mode.
- Stops the programming, transmission, reception or copying operation in progress.

- Gives access to programming mode.
- Selects menus and submenus.
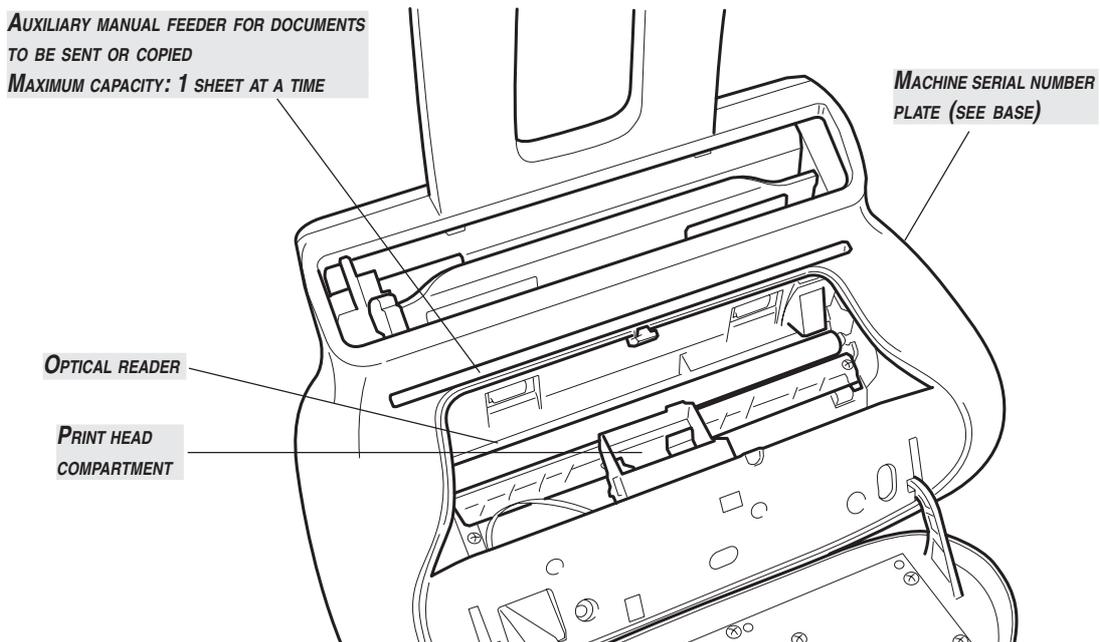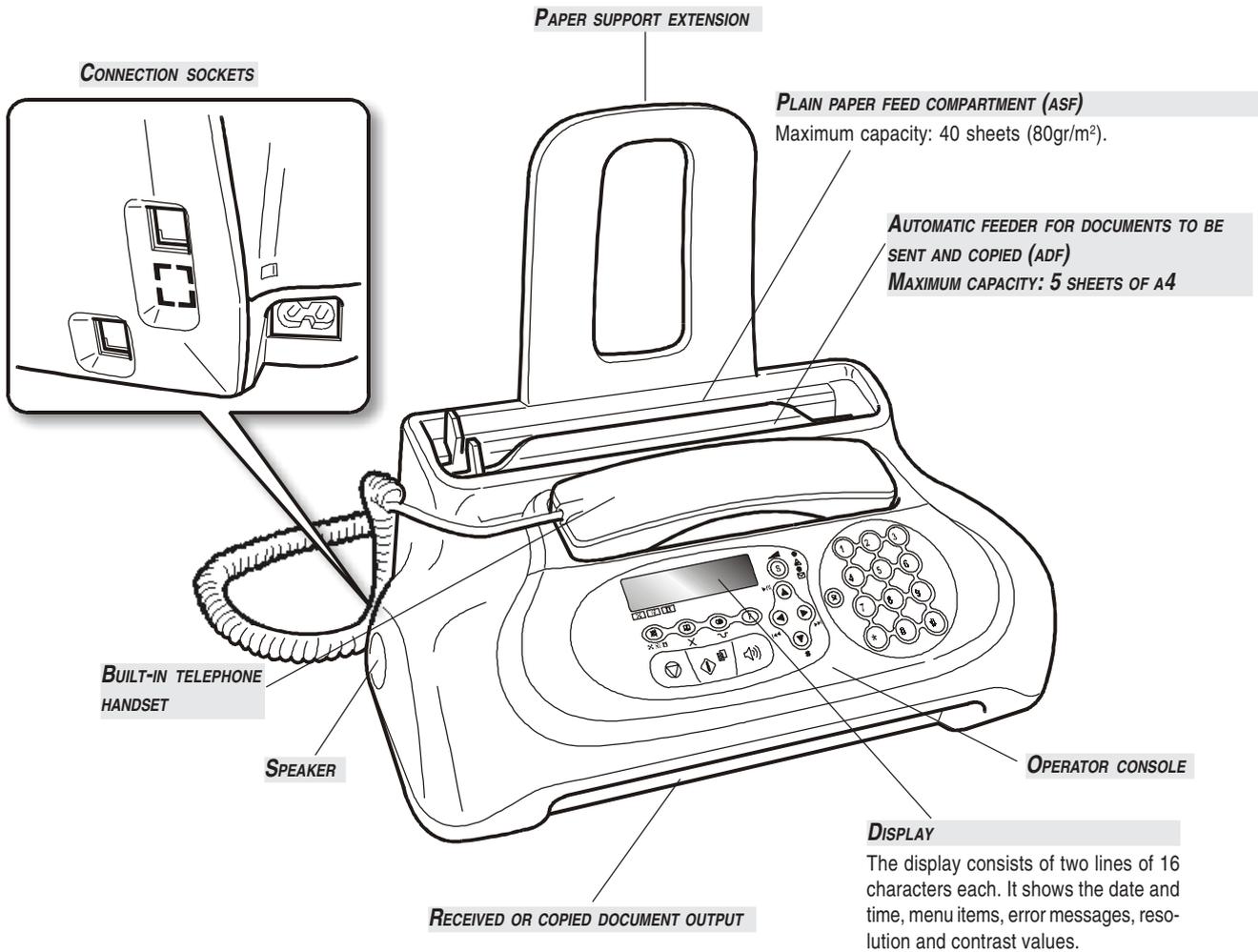
Used to dial a telephone or fax number without lifting the telephone handset.

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

# ABOUT THE FAX MACHINE

## COMPONENTS

**The figure shows the external** and **internal parts** common to the various models of fax machine.

**PAPER SUPPORT EXTENSION**

**CONNECTION SOCKETS**

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

**AUTOMATIC FEEDER FOR DOCUMENTS TO BE SENT AND COPIED (ADF)**
**MAXIMUM CAPACITY: 5 SHEETS OF A4**

**BUILT-IN TELEPHONE HANDSET**

**SPEAKER**

**OPERATOR CONSOLE**

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

**RECEIVED OR COPIED DOCUMENT OUTPUT**

**AUXILIARY MANUAL FEEDER FOR DOCUMENTS TO BE SENT OR COPIED**
**MAXIMUM CAPACITY: 1 SHEET AT A TIME**

**MACHINE SERIAL NUMBER PLATE (SEE BASE)**

**OPTICAL READER**

**PRINT HEAD COMPARTMENT**

This section provides a **basic description** of the fax machine, explaining how to install it and get started quickly, using its basic functions only. For a **more comprehensive use** of the fax machine, **see the corresponding section**.

As this section is designed to give you **a gradual and systematic approach to the fax machine**, we recommend you read the topics in the order in which they are presented.

## PACKAGE CONTENTS

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

- The paper support extension
- The cable for connecting the fax machine to the telephone line.
- The power cable.
- The telephone plug (if applicable).
- The box containing the monochrome print head provided with the machine.

- The telephone handset.
- Aftersales support information.

### I M P O R T A N T

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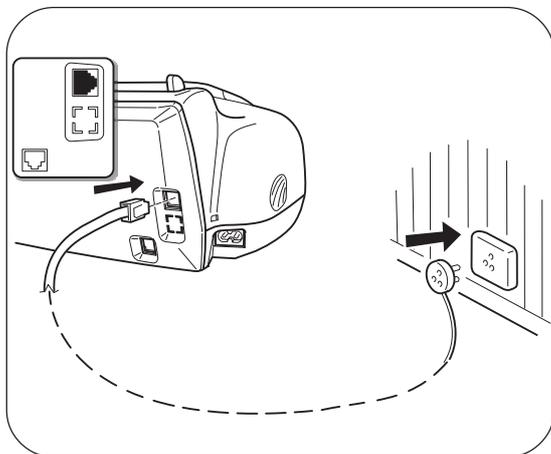
## INSTALLATION CONDITIONS

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

## CONNECTING TO THE TELEPHONE LINE AND POWER SUPPLY
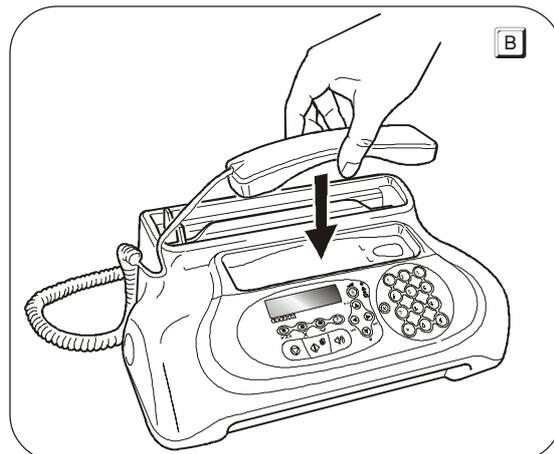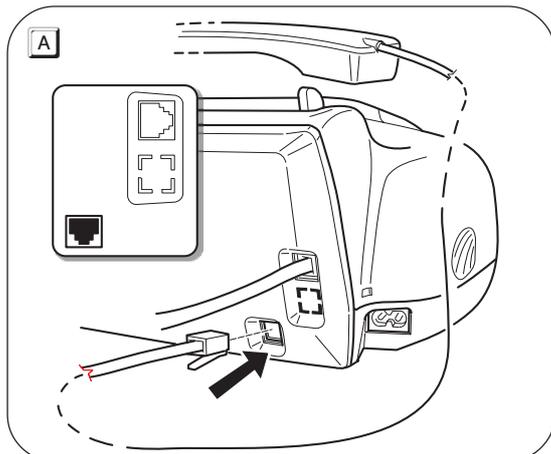
### 1 *Connect the fax machine to the telephone line*



### IMPORTANT
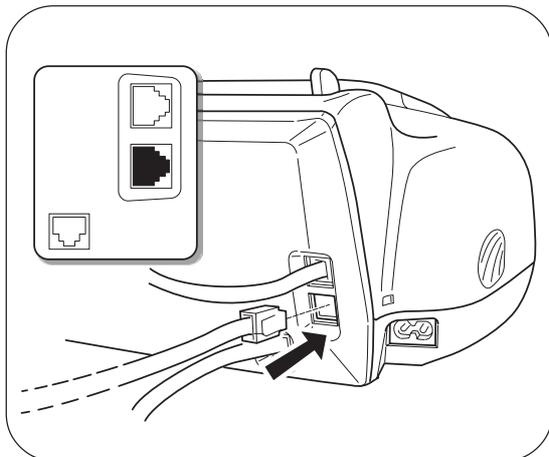
The fax machine is **set up** to be connected to the **public telephone line**. If you want to connect it to a **private line** see section "**To set it up for the telephone line**".

### 2 *Connect the telephone handset*

*If a voltage drop or power failure occurs, it may be useful to use an emergency telephone.*
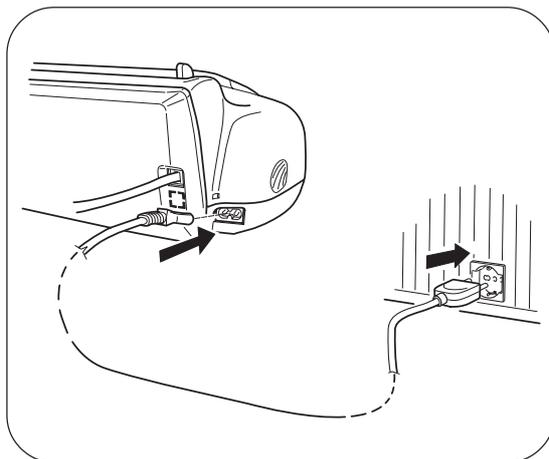


**IMPORTANT**

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

In countries where this kind of connection is not allowed (for example, Germany and Austria), connect the emergency telephone directly to the telephone wall socket.

**3** *Connect the fax machine to the power supply*



**IMPORTANT**

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

**IMPORTANT**

**Do not** insert the print head **before** connecting the fax machine to the power supply socket.

## SETTING SOME PARAMETERS (INDISPENSABLE FOR CORRECT FUNCTIONING)

Once the fax is connected to the power supply, it automatically runs a short test to check that its components are working and the display may show:

- the language in which the messages will be displayed

  or

- the message "AUTOMATIC   00" ("AUTOMATIC" in the **base models**) and, alternating on the second line, the messages "SET DATE/TIME" and "CHECK PRINT HEAD".

In the first case, to enable the fax machine to work properly, you must set the language and country in which it is to be used as described in the procedure below.

In the second case, you can move on to set the date and time directly.

**TO SET THE LANGUAGE AND THE COUNTRY OF DESTINATION**

The display shows the language in which the messages are displayed. For  example:

*ITALIANO*

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

◀/▶  The display shows, for example:

*ENGLISH*

2. To confirm the setting, press the key:

⬙  The display shows:

*CHOOSE COUNTRY*

**3.** To confirm the setting, press the key:

The display shows a country of destination, for example:

*ITALIA*

**4.** To select the desired country, press the keys:

The display shows, for example:

*U.K./IRELAND*

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

| COUNTRY | COUNTRY TO BE SELECTED |
|---|---|
| Argentina | AMERICA LATINA |
| Australia | NZL/AUSTRALIA |
| Austria | ÖSTERREICH |
| Belgium | BELGIUM |
| Brazil | BRASIL |
| Chile | AMERICA LATINA |
| China | CHINA |
| Colombia | AMERICA LATINA |
| Czech Republic | CZECH |
| Denmark | DANMARK |
| Finland | FINLAND |
| France | FRANCE |
| Germany | DEUTSCHLAND |
| Greece | GREECE |
| Holland | HOLLAND |
| Ireland | U.K./IRELAND |
| Israel | ISRAEL |
| Italy | ITALIA |
| Luxembourg | BELGIUM |
| Mexico | AMERICA LATINA |
| New Zealand | NZL/AUSTRALIA |
| Norway | NORGE |
| Peru | AMERICA LATINA |
| Portugal | PORTUGAL |
| Rest of world | INTERNATIONAL |
| South Africa | S. AFRICA |
| Spain | ESPAÑA |
| Sweden | SVERIGE |
| Switzerland | SCHWEIZ |
| Turkey | TURKEY |
| UK | U.K./IRELAND |
| Uruguay | AMERICA LATINA |
| Venezuela | AMERICA LATINA |

**5.** To confirm the setting, press the key:

**6.** To complete the procedure, press the key:

N O T E

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

## To set the date and time

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

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

**1.** Press the key:

(F) The display shows:

*DATE AND TIME*

**2.** Press the key:

The display shows:

*FORMAT: DD/MM/YY*

**3.** If you want to select a different format from the one displayed, press the keys:

**4.** Press the key:

The display shows:

*FORMAT: 24 H*

**5.** To select the other time format (12 hours), press the keys:

The display shows:

*FORMAT: 12 H*

**6.** Press the key:

The display shows:

*DD/MM/YY  HH:MM*
*25-10-04    11:23*

**7.** To enter the new date and time (e.g. 26-10-04; 12:00), press the keys:

As each digit is entered, the cursor will move to the next one.

*DD/MM/YY  HH:MM*
*26-10-04    12:00*

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

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

**10.** To confirm the setting, press the key:

The date and time setting procedure has been completed. The new date and time will be updated automatically and will be printed on each page sent.

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

The display shows in the **models with built-in telephone answering device**:

> AUTOMATIC    00

In the **base models**:

> AUTOMATIC

and alternating on the lower line:

> 30-10-04 12:02 - CHECK PRINT HEAD

Remember that the **stand-by mode** is the status in which the fax machine is idle and that it is the mode from which the machine can be programmed.

## NOTE

If you have chosen the 12-hour time format, the display will show the letter "p" (post meridiem) or the letter "a" (ante meridiem). To switch from one format to the other:

1. Position the cursor, using the ◀/▶ keys, below the letter to be modified.
2. Press the **F** key.
3. If you think you have made a mistake and want to abort the procedure in progress, press the ⊘ key.

## TO CHANGE THE DATE AND TIME

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

1. Press the key

   **F**  until the display shows:

   > FAX SET-UP

2. To confirm the setting, press the key:

   The display shows:

   > DATE AND TIME

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

## ALL THAT IS MISSING NOW IS YOUR NAME AND FAX NUMBER

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

1. Press the key

   **F**  until the display shows:

   > INSTALLATION

2. Press the key:

   The display shows:

   > TEL. LINE SET-UP

3. Press the key

   **F**  until the display shows:

   > STATION NAME

4. Press the key:

   The display shows:

   > TYPE YOUR NAME

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

   **2** – **9**

6. To leave a space, press the keys:

   ◀/▶

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

   ***** – **#**

8. If there are any wrong characters, move the cursor to the wrong character, by pressing the keys:

   ◀/▶

9. Then overwrite the character with the correct one, by pressing the keys:

   **2** – **9**

10. To delete the name completely, press the key:

    ✕

    **For example, to enter the name "LARA":**

    **5**  Until you have selected the letter "L".

    **2**  Until you have selected the letter "A".

    **7**  Until you have selected the letter "R".

    **2**  Until you have selected the letter "A".

11. To confirm the name, press the key:

    The display shows:

    > PHONE NUMBER

Now enter the fax number as indicated below:

## TO SET YOUR FAX NUMBER

**1.** Press the key:

The display shows:

> *TYPE YOUR NUMBER*

**2.** To enter your fax number, press the keys:

**3.** To leave a space, press the keys:

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

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

**4.** To confirm the fax number, press the key:

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

## POSITION OF YOUR NAME AND FAX NUMBER

The information at the top of the document to be sent (name, fax number, date and time and number of pages) may be received by your correspondent's fax machine:

- outside the text area immediately below the top edge of the sheet;

  or

- inside the text area, slightly lower down than in the previous case.

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

**To change the position:**

**1.** Press the key

until the display shows:

> *FAX SET-UP*

**2.** Press the key:

The display shows:

> *DATE AND TIME*

**3.** Press the key:

The display shows:

> *VARIOUS SETTINGS*

**4.** Press the key

until the display shows:

> *HEADER INSIDE*

**5.** To select the alternative parameter, press the keys:

The display shows:

> *HEADER OUTSIDE*

**6.** To confirm the setting, press the key:

**7.** To return the fax machine to its initial stand-by mode, press the key:
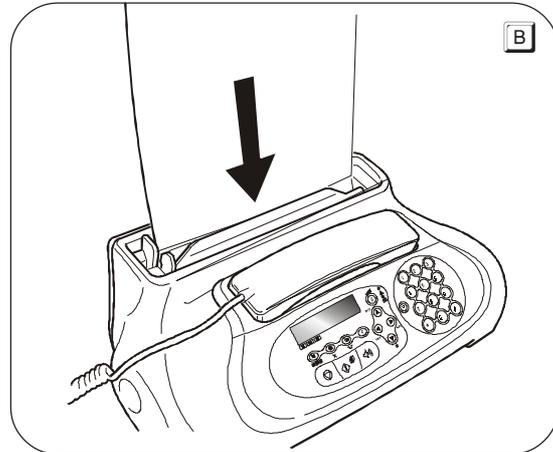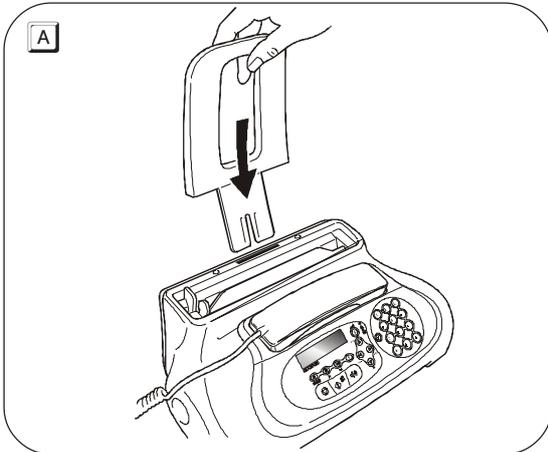
# HOW TO GET STARTED QUICKLY

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## SETTING UP THE FAX MACHINE

**1** **Feed the print paper into the machine**

### IMPORTANT

If you add sheets (max. 40) to the ASF, make sure you place them **under** and not on top of those already present.
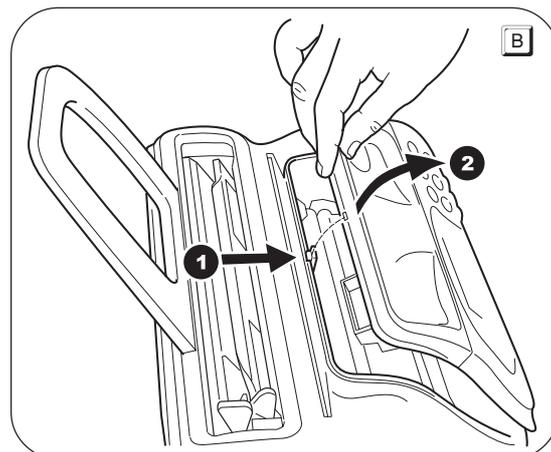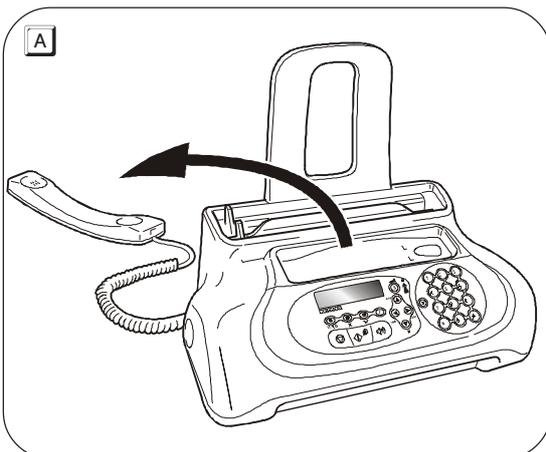
The fax machine has a **memory** that enables it to **receive** up to **19 pages** even if you do **not add any paper**.
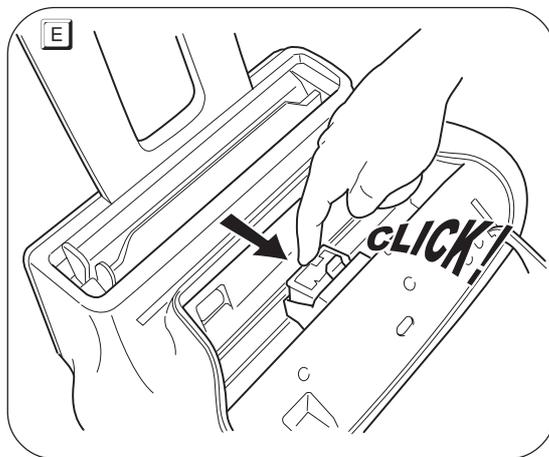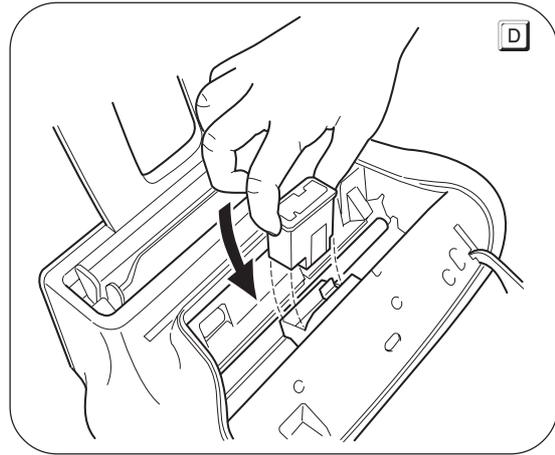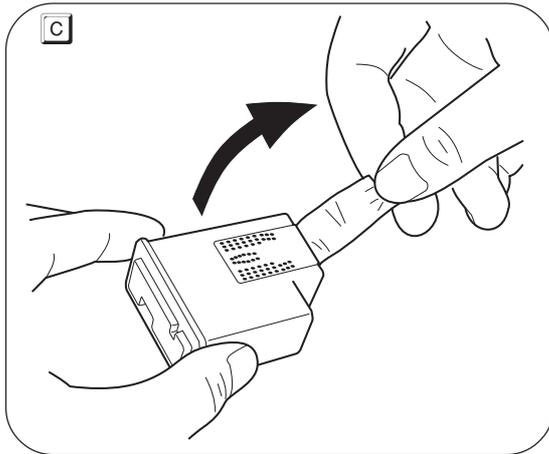
**2** **Insert the print head**

### IMPORTANT

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

\* Based on Test Chart ITU-TS n.1 (black coverage = 3,8%).

**IMPORTANT**

Once the print head provided with the machine is worn, remember **only** to use **original print heads (see code printed at the end of the manual)**.
If, after the print head has been installed, the "CHECK PRINT HEAD" message appears again, try removing it and then reinserting it, pressing it more firmly into position. If the message remains on the display, remove the print head and clean the electrical contacts of the print head and the carriage, see "**To clean the electrical contacts of the print head**", section "**Maintenance operations**".

**Once the print head has been inserted**, **the operator console closed and the handset replaced**, the fax machine shows the message: "NEW PRINT HEAD?", "1 = YES, 0 = NO". Set the value **1**; the fax machine starts the **nozzle cleaning and checking procedure**, which is completed by:
• the **printing**, on the sheet loaded automatically, of a diagnostic test sheet containing:
  - a **numbered scale**, for checking the flow of ink and the electrical circuits of the print head nozzles.
  - a group of **graphics and text**, so that the printing quality may be evaluated.
• the display shows the message: "CHECK PRINT OUT", "1 = EXIT   0 = REPEAT".

Examine the print test sheet as follows:

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

*AUTOMATIC 00*

*25-10-04 11:23*

**2.** On the other hand, if there are any **breaks or white lines** present, set **0** to clean the nozzles again: if the new print test continues to be unsatisfactory, repeat the procedure another time. At this point:
• if the printing quality still does not meet your expectations, clean the electrical contacts and the nozzles as indicated in the "**To clean the electrical contacts of the print head**" section of the "**Maintenance operations**" chapter.
• if the printing quality is satisfactory, set the value **1**. The fax machine returns to its initial stand-by mode and is ready for use.

**IMPORTANT**

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

*INK LOW*

When there is no ink left, the display shows:

*OUT OF INK*

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

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

## Transmission

If you follow the procedures described below, you can **immediately use the fax machine to carry out simple transmission operations**. In any case, if these procedures are not enough for you, see the "**Transmission and reception operations**" chapter, which provides a detailed description of all the transmission modes and other dialling procedures (one-touch and speed dialling, etc.) for which the fax machine has to be set up (see "**To set one-touch and speed dialling**").
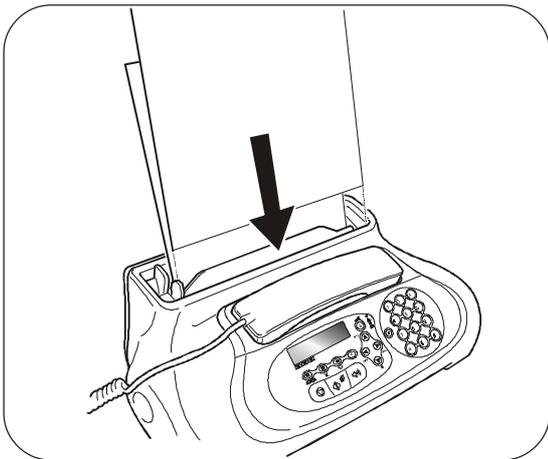
### What documents may be used

For any type of transmission, **the document has to be placed in the ADF or manual document feeder**.

#### IN THE AUTOMATIC DOCUMENT FEEDER (ADF)

- Width          210 mm
- Length         105 mm - 600 mm
- Unit weight    70 - 90 gr/m$^2$ (max. 5 sheets)

Place the document in the automatic document feeder (ADF) with the side to be sent face down.
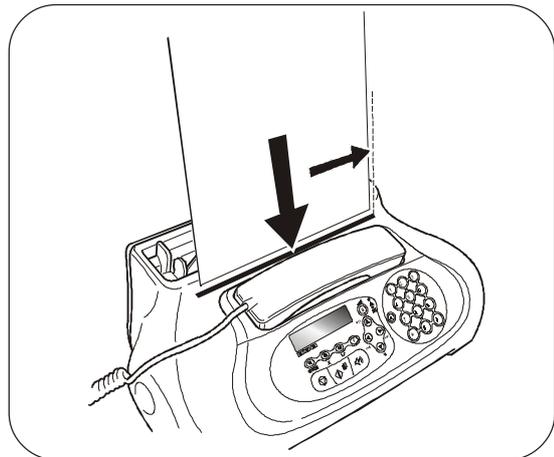


#### IN THE AUXILIARY MANUAL DOCUMENT FEEDER

- Width          148 mm - 216 mm
- Length         105 mm - 600 mm
- Unit weight    70 - 110  gr/m$^2$ (1 sheet at a time)

Insert the document as follows:

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

2. Make sure that the document has been fed at least three centimetres into the feeder as this indicates that it is correctly inserted. If this is not the case, remove the document manually or press the key and repeat the operation.
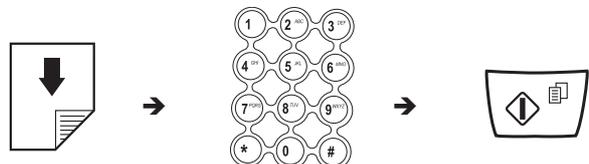


### IMPORTANT

If you do not perform any operation within about one and half minutes of inserting the document in either of the feeders, the fax machine will automatically unload the document from the feeder.

### To send a document
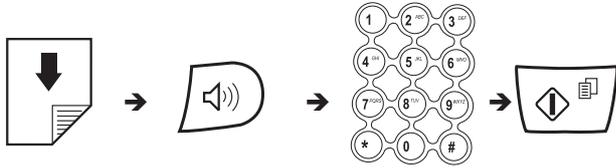
If these diagrams are not enough:

## TO HEAR THE DIALLING TONE WHEN SENDING A DOCUMENT
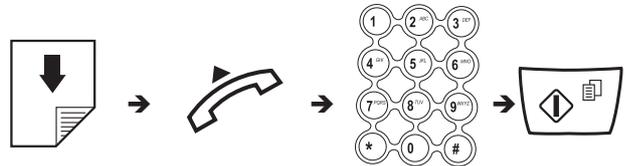
If these diagrams are not enough:

see "**To send a document**", section "**Transmission and reception operations**".

## TO SEND A DOCUMENT WITH THE RECEIVER RAISED

If these diagrams are not enough:

see "**To send a document**", section "**Transmission and reception operations**".

---

# RECEPTION

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

## TO CHOOSE THE RECEPTION MODE

1. Press the key

   (F) until the display shows:

   RECEPTION MODE

2. Press the key:

   The display shows:

   AUTOMATIC 00

3. To view the other available options, "MANUAL" and "PHONE/FAX", press the keys:

4. To confirm the setting, press the key:

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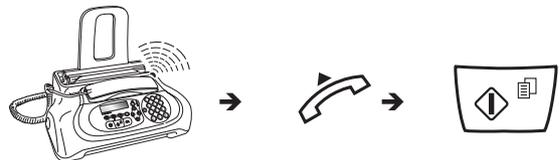
### NOTE

**To activate reception with TAD mode**, you must first **record the OUTGOING MESSAGE**, see "**The Telephone Answering Device**". Once you have recorded it, in step **3** of the procedure indicated above, you can view the option: "TAD/FAX" and then confirm by pressing the key.

## MANUAL RECEPTION

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

If these diagrams are not enough:

see "**To receive a document**", section "**Transmission and reception operations**".

## AUTOMATIC RECEPTION

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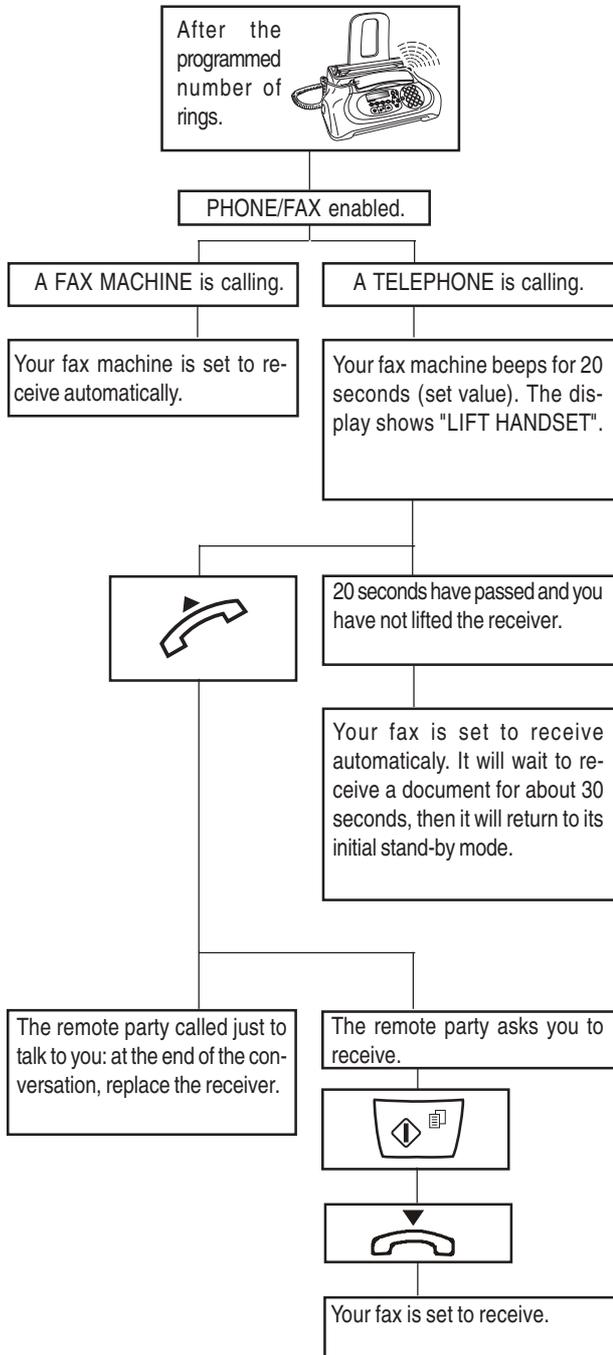
## RECEPTION WITH TELEPHONE ANSWERING DEVICE

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

# How to get started quickly

## Reception in "phone/fax" mode

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

After the programmed number of rings.

PHONE/FAX enabled.

A FAX MACHINE is calling.

A TELEPHONE is calling.

Your fax machine is set to receive automatically.

Your fax machine beeps for 20 seconds (set value). The display shows "LIFT HANDSET".

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

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

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

The remote party asks you to receive.

Your fax is set to receive.

## USING THE TELEPHONE

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

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

You can also use the following functions:

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

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

### TO TELEPHONE WITH ONE-TOUCH DIALLING

**Do not place the document in the ADF or the manual document feeder.**

1. Press the desired numeric key, for example ①, for more than one second.

⓪-⑨ The display shows the digits of the telephone number that you associated with it (see "**To set one-touch and speed dialling**", chapter "**Transmission and reception operations**"). If you also associated a name with it, the display will show this, too.

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

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

### TO TELEPHONE WITH SPEED DIALLING

**Do not place the document in the ADF or the manual document feeder.**

1. Lift the handset to engage the line.

📞 The display shows:

> OFF HOOK

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

2. Press the key:

📖 The display shows:

> TEL CALL
>
> CODE OR < >

3. To type the desired speed dialling code, for example ⓪ ①, press the keys:

⓪-⑨ The display shows the digits of the telephone number that you associated with it (see "**To set one-touch and speed dialling**", chapter "**Transmission and reception operations**"). If a name was also associated with it, the display will show this, too.

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

### TO TELEPHONE BY RUNNING A SEARCH IN THE PHONE BOOK

**Do not place the document in the ADF or the manual document feeder.**

1. Lift the handset to engage the line.

📞 The display shows:

> OFF HOOK

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

2. Press the key:

📖 The display shows:

> TEL CALL
>
> CODE OR < >

3. To locate the telephone number or name of the correspondent you want to call, press the keys:

◀/▶

4. To start dialling, press the key:

◇

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

## TO REDIAL ONE OF THE LAST 20 INCOMING NUMBERS OR ONE OF THE LAST 10 OUTGOING NUMBERS

**Do not place the document in the ADF or the manual document feeder.**

1. Lift the handset to engage the line.

The display shows:

*OFF HOOK*

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

2. Press the key:

The display shows:

*INCOMING CALLS*

3. To display the other available option, "OUTGOING CALLS", press the keys:

4. To confirm your choice, press the key:

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

6. To start dialling, press the key:

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

---

## MAKING COPIES

### WHAT DOCUMENTS CAN BE COPIED

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

Bear in mind however that for the **copying function you can only insert one sheet at a time** whether you are using the automatic document feeder (ADF) or the manual document feeder.

### TO MAKE A COPY

As mentioned previously, you can also use the fax machine as a **photocopier**. The printing quality obtained depends on the type of copy you want to obtain "**Normal copy**" or "**Quality copy**" and the **contrast** and **resolution** values that you select before starting the copying function.

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

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

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

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

3. Insert the document in the ADF or the manual document feeder.

The display shows on the top line:

*DOCUMENT READY*

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

4. Press the key:

The display shows the default copy size, contrast and resolution settings: 100%, NORMAL and TEXT, respectively. It also shows the number of copies set (1).

5. Press the key:

The display shows:

*COPY: HIGH QUAL.*

6. To view the other available option, "COPY: NORMAL", press the keys:

7. To confirm your choice, press the key:

The display shows:

*ZOOM: 100%*

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

**9.** To confirm your choice, press the key:

The display shows:

*CONTRAST:NORM.*

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

**11.** To confirm your choice, press the key:

The display shows the values that you have just selected.

At this point, simply choose the resolution you want and set the number of copies you want to make:

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

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

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

**15.** To make the copy, press the key:

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

N O T E

If you want to abort the copy in progress, press the ⊘ key twice:

the first time to unload the document from the ADF and the second time to return the fax machine to its initial stand-by mode.

# TABLE OF CONTENTS - SECOND SECTION

## To connect it to a public line

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

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

1. Press the key

F    until the display shows:

*INSTALLATION*

2. Press the key:

The display shows:

*TEL. LINE SET-UP*

3. Press the key:

The display shows:

*PUBL.LINE (PSTN)*

If the fax machine is set up for connection to the "PRIVATE LINE", press the ◀/▶ keys to select connection to the "PUBLIC" line. Otherwise, skip to step 4.

4. Press the key:

The display shows:

*PSTN DIAL: TONE*

Pulse dialling mode may only be selected in some countries, by pressing the ◀/▶ key. In this case, the display shows:

*PSTN DIAL:PULSE*

5. To confirm your choice, press the key:

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

## To connect it to a private line (PBX)

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

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

1. Press the key

F    until the display shows:

*INSTALLATION*

2. Press the key:

The display shows:

*TEL. LINE SET-UP*

3. Press the key:

The display shows:

*PUBL.LINE (PSTN)*

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

◀/▶    The display shows:

*PRIV.LINE (PBX)*

5. Press the key:

The display shows:

*PBX DIAL:TONE*

6. To view the other dialling mode, press the keys:

◀/▶    The display shows:

*PBX DIAL:PULSE*

7. To confirm your choice, press the key:

The display shows:

*EXT.LINE:PREFIX*

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

◀/▶    The display shows:

*EXT.LINE:FLASH*

9. To confirm your choice, press the key:

10. Press the key:

The display shows:

*PSTN DIAL:TONE*

11. To view the other dialling mode, press the keys:

◀/▶    The display shows:

*PSTN DIAL:PULSE*

12. To confirm the setting, press the key:

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

### N O T E

Having confirmed the "EXT.LINE:FLASH" dialling mode to connect to the public line, simply press the ⓡ key before dialling the correspondent's fax or telephone number. The display will show the letter "**E**" (external).

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

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

## TO SEND A DOCUMENT

### WHAT DOCUMENTS MAY BE USED

**Dimensions**

IN THE AUTOMATIC DOCUMENT FEEDER (ADF)
* Width            210 mm
* Length           105 mm - 600 mm
* Unit weight      70 - 90 gr/m$^2$ (max. 5 sheets)


IN THE AUXILIARY MANUAL DOCUMENT FEEDER
* Width            148 mm - 216 mm
* Length           105 mm - 600 mm
* Unit weight      70 - 110 gr/m$^2$ (1 sheet at a time)


### NEVER USE

* *curled paper*

* *excessively thin paper*

* *torn paper*

* *damp or set paper*

* *excessively small paper*

* *crumpled paper*

* *carbon paper*

In addition, in order to avoid damaging your fax machine and invalidating your guarantee, make sure that the documents you are to use do not contain:
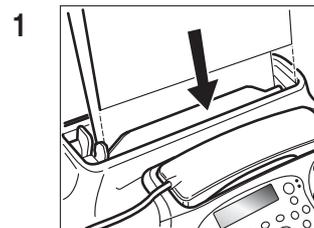
* *staples*
* *paper clips*
* *adhesive tape*
* *correcting liquid or glue that has not yet dried.*

In all these cases, photocopy the document and send the copy.
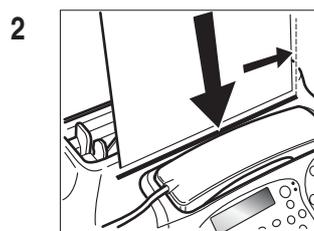
### TO PLACE THE DOCUMENT IN THE ADF OR MANUAL DOCUMENT FEEDER

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

**1**

or

**2**

2. Insert the document in the automatic document feeder (ADF - fig. 1) with the side to be sent facing downwards.

<p style="text-align:center">or</p>

Place the document in the auxiliary manual document feeder as follows:
* Place the document against the right-hand side of the feeder (fig. 2).
* Make sure that the document has been fed at least three centimetres into the feeder as this indicates that it is correctly inserted. If this is not the case, remove the document manually or press the key and repeat the operation.

3. Once the document has been inserted in either of the feeders, the display shows on the top line:

<p style="text-align:center"><em>DOCUMENT READY</em></p>

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

### TO ADJUST THE CONTRAST AND RESOLUTION

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

#### TO ADJUST THE CONTRAST

1. Press the key

until the display shows:

<p style="text-align:center"><em>FAX SET-UP</em></p>

2. Press the key:

The display shows:

<p style="text-align:center"><em>DATE AND TIME</em></p>

3. Press the key:

The display shows:

<p style="text-align:center"><em>VARIOUS SETTINGS</em></p>

**4.** Press the key

until the display shows:

*CONTRAST: NORMAL*

**5.** To view the other available options: "DARK" and "LIGHT", press the keys:

**6.** To confirm your choice, press the key:

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

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

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

### TO ADJUST THE RESOLUTION

**1.** Press the key

until the desired resolution value appears on the display.

**The resolution should be regulated on the basis of the following criteria:**

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

### TO SEND A DOCUMENT

**1.** Insert the document in the ADF or the manual document feeder.

The display shows on the top line:

*DOCUMENT READY*

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

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

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

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

Your correspondent's number may be made up of max. 64 digits.

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

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

### NOTE

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

### NOTE

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

### NOTE

If you want **to abort the transmission in progress**, press the ⊘ key. The fax machine unloads the document from the ADF and returns to its initial stand-by mode.

If the document to be removed consists of more than one sheet, before pressing ⊘ to unload the first, **remove** all the others **by hand**.

### TO HEAR THE DIALLING TONE WHEN SENDING A DOCUMENT

**1.** Insert the document in the ADF or the manual document feeder.

The display shows on the top line:

*DOCUMENT READY*

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

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

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

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

The display shows:

*OFF HOOK*

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

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

Your correspondent's number may be made up of max. 64 digits.

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

Transmission is started. The message "CONNECTING" appears on the display.

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

1. Insert the document in the ADF or the manual document feeder.

   The display shows on the top line:

   *DOCUMENT READY*

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

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

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

2. Lift the receiver to engage the line.

   The display shows:

   *OFF HOOK*

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

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

   Your correspondent's number may be made up of max. 64 digits.

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

4. To start sending, press the key:

   The message "CONNECTING" appears on the display.

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

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

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

1. Insert the document in the ADF or the manual document feeder.

   The display shows on the top line:

   *DOCUMENT READY*

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

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

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

2. Press the key

   until the display shows:

   *TX FROM MEMORY*

3. Press the key:

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

   *TYPE TIME*

   *HH:MM*

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

5. To confirm both the current time and the time set in step 4, press the key:

   The display shows:

   *TYPE FAX NUMBER*

   *NUM/TOUCH/SPEED*

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

   To do this, press the keys:

7. Press the key:

   The fax machine prompts you to enter another number:

   *TYPE FAX NUMBER*

   *NUM/TOUCH/SPEED*

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

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

8. To complete the procedure, press the key:

   Once the procedure has been completed, the display shows:

   *AUTOMATIC       00*

   *MEMORY TX*

Ⓝ Ⓞ Ⓣ Ⓔ

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

## To change/repeat/delete a transmission from the memory that is already set

**1.** Press the key

(F) until the display shows:

*MEMORY TX*

**2.** Press the key:

The display shows:

*ALREADY ENTERED*

**3.** Press the key:

The display shows:

*PRINT SETTING?*

You can choose any of the following options:

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

CANCEL SETTING? – To clear the setting. The fax machine returns to its initial stand-by mode.

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

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

(◄)(►)

**5.** To confirm your choice, press the key:

If you chose "CHANGE PARAM.?", the display shows:

*TYPE TIME*

*HH:MM*

From this point on, follow the procedure described in "**To send a document from the memory**" from step 4.

## To receive a document

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

- **Manual reception**, for all occasions in which you are **present** and you can therefore answer the calls yourself.
- **Automatic reception**, for all occasions in which you are **out** but want to receive documents anyway. This is the mode originally set on your fax machine.
- **Automatic reception with recognition of the type of call**. In this reception mode, after a given number of rings (default setting: 2 rings), the fax machine connects to the telephone line and is capable of recognizing whether the incoming call is a fax call or a telephone call.
- **Reception with telephone answering device**. In this reception mode, the TAD receives the calls, records any messages left by the correspondent and, if he wants to send you a document, enables the fax machine to receive it.

## To choose the reception mode

**1.** Press the key

(F) until the display shows:

*RECEPTION MODE*

**2.** Press the key:

The display shows:

*AUTOMATIC 00*

**3.** To view the other available options, "MANUAL", "PHONE/FAX" and "TAD/FAX", press the keys:

(◄)/(►)

**4.** To confirm the setting, press the key:

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

(⊘)

### N O T E

In step 3, the "TAD/FAX" option is only displayed if you have recorded outgoing message 1 (see "**The Telephone Answering Device**").

## To receive documents in the various reception modes

### Manual reception

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

The display shows:

*TEL CALL*

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

The display shows:

*CONNECTING*

**3.** Hang up.

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

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

### Automatic reception

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

### Automatic reception with recognition of the type of call

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

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

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

If you lift the receiver before the fax machine connects to the telephone line and you hear the dialling tone, proceed as follows:

**1.** Press the key:

**2.** Hang up.

### NOTE

Any kind of reception may be stopped by pressing the ⊘ key.

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

## TO SET ONE-TOUCH AND SPEED DIALLING

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

### ONE-TOUCH DIALLING

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

**1.** Press the key

(F) until the display shows:

*FAX SET-UP*

**2.** Press the key:

The display shows:

*DATE AND TIME*

**3.** Press the key

(F) until the display shows:

*ONE TOUCH DIAL*

**4.** Press the key:

The display shows:

*TYPE ONE TOUCH*

*KEY: 0-9*

**5.** Press the numeric key to which you want to assign the telephone number or the fax number (for example, (1) ).

To do this, press the keys:

(0) - (9) The display shows:

*1:TEL NO.*

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

**6.** Dial your correspondent's telephone or fax number (max. 64 digits).

To do this, press the keys:

(0) - (9)

**7.** If there are any incorrect numbers, move the cursor on the incorrect number.

To do this, press the keys:

(◄)/(►)

**8.** Then overwrite the number with the correct one.

To do this, press the keys:

(0) - (9)

**9.** To delete the number completely, press the key:

**10.** If your fax machine is connected to a private line and you have selected the "FLASH" dialling mode, access the public line, before dialling the number, by pressing the key:

(R) A letter "**E**" (external) appears on the display.

**11.** To confirm the setting, press the key:

The display shows:

*1:NAME*

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

**12.** Enter the correspondent's name (max. 16 characters) as you did for your name (see "**All that is missing now is your name and fax number**", chapter "**How to get started quickly**").

To do this, press the keys:

(2) - (9)

**13.** If there are any incorrect characters, move the cursor on the incorrect character.

To do this, press the keys:

(◄)/(►)

**14.** Then overwrite the character with the correct one.

To do this, press the keys:

(2) - (9)

**15.** To delete the name completely, press the key:

**16.** To confirm the setting, press the key:

The display shows:

*EDIT ANOTHER YES*

At this point, you can **abort** the procedure or you can **program** another **one-touch dialling key**.

**17.** To abort the procedure, press the key:

**18.** To set another one-touch dialling key, repeat the procedure from the steps in which the correspondent's number and name are entered.

## SPEED DIALLING

Using **codes (01-50)** you can assign other **fax numbers, telephone numbers** and **names** which will be automatically dialled by pressing the 🕮 key and typing the code.

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

1. Press the key

   Ⓕ

   until the display shows:

   *CODED SPEED DIAL*

2. Press the key:

   The display shows:

   *TYPE SPEED NO.*

   *(01-50):*

3. Dial the code with which you want to associate the fax number (for exemple, ⓪ ①).

   To do this, press the keys:

   ⓪ - ⑨

   The display shows:

   *01:TEL NO.*

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

### NOTE

If you want, you can print the information saved on the **10 one-touch dialling keys** and **50 speed dialling codes** (see chapter "**To print reports and lists**").

## TO CHANGE A ONE-TOUCH DIALLING KEY OR SPEED DIALLING CODE

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

   **- For one-touch dialling**

   *1:TEL NO.*

   **- For speed dialling**

   *01:TEL NO.*

2. To clear the entire number, press the key:

   🕮
   ✕

3. Enter the new telephone number or fax number (max. 64 digits).

   To do this, press the keys:

   ⓪ - ⑨

4. To confirm the setting, press the key:

   The display shows:

   *1:NAME*

   or

   *01:NAME*

5. To clear the entire name, press the key:

   🕮
   ✕

6. Enter the new name (max. 16 characters).

   To do this, press the keys:

   ② - ⑨

7. To confirm the setting, press the key:

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

   ⊘

## TO SEND A DOCUMENT WITH ONE-TOUCH DIALLING

1. Insert the document in the ADF or the manual document feeder. The display shows on the top line:

   *DOCUMENT READY*

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

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

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

2. Press the desired numeric key, for example ① for more than one second.

   The display shows the digits of the fax number that you associated with it. If the name has also been saved, the display shows this, too.

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

## TO SEND A DOCUMENT WITH SPEED DIALLING

1. Insert the document in the ADF or the manual document feeder. The display shows on the top line:

   *DOCUMENT READY*

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

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

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

2. Press the key:

   🕮

   The display shows:

   *ADDRESS BOOK*

   *CODE OR < >*

3. Dial the desired speed dialling code, for example ⓪ ①.

   To do this, press the keys:

   ⓪ - ⑨

   The display shows the digits in the fax number that you assigned to it. If the name has also been saved, the display shows this, too.

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

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

1. Insert the document in the ADF or the manual document feeder. The display shows on the top line:

   *DOCUMENT READY*

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

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

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

2. Press the key:

   The display shows:

   *ADDRESS BOOK*

   *CODE OR < >*

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

4. To start sending, press the key:

1. Insert the document in the ADF or the manual document feeder. The display shows on the top line:

   *DOCUMENT READY*

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

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

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

2. Press the key:

   The display shows:

   *INCOMING CALLS*

3. To view the other available option: "OUTGOING CALLS", press the keys:

4. To confirm your choice, press the key:

5. To find the fax number or name of the correspondent to whom you wish to send the document on the list of the last 20 incoming calls or on the list of the last 10 outgoing calls, press the keys:

6. To start sending, press the key:

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

The fax machine prints the following reports:

- **Power failure report**: it is **always** and **automatically** printed after a **power failure, if there are documents in the memory**.

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

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

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

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

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

## HOW TO READ THE REPORTS

| | |
|---|---|
| • Act. N. | Progressive number of the transactions (transmission/reception) carried out. |
| • Type | Type of transaction: TX for transmission. RX, RX POLLING for reception. |
| • Doc.N | Reference number of document stored, assigned directly by the fax machine. |
| • Dialled Number | Fax number of the correspondent you called. |
| • Name | Name of the correspondent you called. Only displayed if you have saved it on the one-touch dialling keys or in the speed dialling codes. This field is not printed on the activity report. |
| • Received Id | Number (and, sometimes, name) of the correspondent called. This number corresponds to the number you dialled, only if the correspondent set his own fax number correctly. Otherwise, it may be different or not be present at all. |
| • Date/Time | Date and time at which the transaction was carried out. |
| • Duration | Length of transaction (in minutes and seconds). |
| • Pages | Total number of pages sent/received. |
| • Result | Result of the transaction: - OK: if the transaction was completed successfully. - ERROR CODE XX: if the transaction was not completed due to the cause indicated by the error code (see "**Error codes**", chapter "**Troubleshooting guide**"). |

## TO ENABLE/DISABLE THE AUTOMATIC PRINTING OF THE TRANSMISSION AND FAILED TRANSMISSION REPORT

1. Press the key

   (F) until the display shows:

   *FAX SET-UP*

2. Press the key:

   The display shows:

   *DATE AND TIME*

3. Press the key:

   (F) The display shows:

   *VARIOUS SETTINGS*

4. Press the key

   until the display shows:

   *FAILED TX REPORT*

   You can choose any of the following options: "TX REPORT: ALWAYS" and "TX REPORT: OFF".

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

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

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

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

   (◄)/(►)

6. To confirm the setting, press the key:

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

## TO ENABLE/DISABLE THE AUTOMATIC PRINTING OF THE BROADCAST TRANSMISSION REPORT

1. Press the key

   (F) until the display shows:

   *FAX SET-UP*

2. Press the key:

   The display shows:

   *DATE AND TIME*

3. Press the key:

   (F) The display shows:

   *VARIOUS SETTINGS*

4. Press the key

   until the display shows:

   *BROADC. REP.:ON*

5. To view the other available option, "BROADC. REP.:OFF", press the keys:

   (◄)/(►)

6. To confirm your choice, press the key:

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

**1.** Press the key

(F) until the display shows:

*PRINT OUT REPORT*

**2.** Press the key:

The display shows:

*LAST TX REPORT*

You can choose any of the following options: "LAST BROAD. REP.", "ACTIVITY REPORT", "PRINT: ID LIST", "PRINT OUT: EXIT".

**3.** To view the other available options, press the keys:

(◄)/(►)

**4.** To confirm your choice, press the key:

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

## N O T E

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

## L**ISTS**

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

**1.** Press the key

(F) until the display shows:

*INSTALLATION*

**2.** Press the key:

The display shows:

*TEL. LINE SET-UP*

**3.** Press the key

(F) until the display shows:

*PRINT INSTALL.*

**4.** Press the key:

The display shows:

*PRINT INSTALL.*

**5.** To view the other available options, "PRINT:BLACK LIST" and "MENU EXIT", press the keys:

(◄)/(►)

**6.** To confirm your choice, press the key:

## N O T E

If you chose "PRINT INSTALL." or "PRINT:BLACK LIST", when the fax machine has finished printing, it returns automatically to its initial stand-by mode. If you have chosen "MENU EXIT", press the (⊘) key to return the fax machine to its initial stand-by mode.

**1.** Press the key

(F) until the display shows:

*FAX SET-UP*

**2.** Press the key:

The display shows:

*DATE AND TIME*

**3.** Press the key

(F) until the display shows:

*PRINT OUT SET-UP*

**4.** Press the key:

The display shows:

*PRINT SETTINGS*

**5.** To view the other available options, "PRINT: ONE TOUCH", "PRINT:SPEED DIAL" and "PRINT OUT: EXIT", press the keys:

(◄)/(►)

**6.** To confirm your choice, press the key:

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

## N O T E

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

# THE TELEPHONE ANSWERING DEVICE

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

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

- **record memos**;

- **listen to the outgoing messages**;

- **change the outgoing messages**;

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

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

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

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

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

The TAD's **recording capacity** depends on the size of the memory available (14 minutes). The **length of the messages is programmable** and may be **30 or 60 seconds**, see "**To set the length of memos and incoming messages**".

## TO TURN ON THE TAD

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

In addition, **the fax must be set to "TAD/FAX" reception mode**. See the "**To choose the reception mode**" procedure of the "**Reception**" section in the first part of the manual.
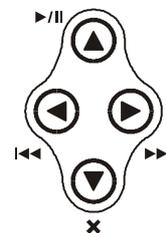
In "TAD/FAX" reception mode, the fax machine automatically prepares to receive when it is called by another fax machine, to prevent documents sent to you from getting lost.

### N O T E

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

## THE TAD CONSOLE

**Keys only present on model with a telephone answering device:**



▶/II ▲   To start playing new messages and memos. If there are any messages or memos that you have not heard, start with the memos from the first one you have not heard.
Momentarily to stop playing messages and memos. When pressed again, resumes the play function.

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

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

◀   To return to a previous message or memo having played all messages and memos.

▼ **(DELETE)**

To delete messages and memos that have already been played.

● ✉ **INDICATOR LED (MESSAGES)**

**On**, to indicate that there are **messages** or **memos that have already been played** in the memory.
**Blinking**, to indicate that there are **new messages** or **memos** in the memory.
**Off**, to indicate that there are **no messages** or **memos** in the memory.

**Keys required to use the telephone answering device:**

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

◀/▶   To select the available options of a parameter.

To start recording or playing.

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

To stop recording or playing.
To abort the current programming function.
To return the fax machine to the initial stand-by mode.

1. Press the key

   **F** until the display shows:

   *TAD SET-UP*

2. To confirm the setting, press the key:

   The display shows:

   *ICM ON SPEAKER*

3. Press the key

   **F** until the display shows:

   *ACCESS CODE*

4. Press the key:

   The display shows the default code:

   *TYPE CODE*

   *(0 - 9): 1234*

   You can now change the existing code (steps 7 and 8 of the procedure) or clear it completely (steps 5 and 6 of the procedure).

   **To delete the code:**

5. Press the key:

   The display shows:

   *TYPE CODE*

   *(0 - 9):*

6. To confirm the deleting, press the key:

   The display shows:

   *TOLL SAVER*

   **To change the code:**

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

   **0** – **9** The display shows:

   *TYPE CODE*

   *(0 - 9): 0001*

8. To confirm the setting, press the key:

   The display shows:

   *PLAY UNLOCK*

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

The TAD access code may also be used to:

• prevent unauthorized subscribers from playing the messages sent to you, in locale mode.

• prevent unauthorized subscribers from modifying the TAD configuration parameters that you have set.

Follow the procedure described in "**To change or delete the TAD access code**" until the display shows "PLAY UNLOCK" and then proceed as follows:

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

   ◀/▶ The display shows:

   *PLAY LOCK*

2. To confirm your choice, press the key:

   The display shows:

   *SET-UP UNLOCK*

3. To stop unauthorized users programming the telephone answering device without your permission, press the keys:

   ◀/▶ The display shows:

   *SET-UP LOCK*

4. To confirm your choice, press the key:

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

## OUTGOING MESSAGES AND MEMOS

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

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

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

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

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

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

**1.** Press the key

F until the display shows:

TAD SET-UP

**2.** To confirm the setting, press the key:

The display shows:

ICM ON SPEAKER

**3.** Press the key

F until the display shows:

RECORD OGM1!

**4.** Press the key:

The display shows:

LIFT HANDSET

**5.** Lift the handset.

The display shows:

◇ TO RECORD

**6.** To start recording the message, press the key:

The display shows:

RECORDING 19

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

- if the message lasts **less than 20 seconds**, when you reach the end of the message hang up or press the key or the key. If you press the key, the fax machine will not automatically play back the message that you have recorded.

- if **the time available runs out**, the fax machine emits a brief beep and automatically plays back the message you have recorded.

Then hang up.

In both cases, to return the fax machine to the initial stand-by mode, press the key.

N O T E

If the **volume** of the message is **too low** or **too high** you can

regulate it, during playback, using the (S) key. The display shows the volume level set in the top right-hand corner.

**1.** Press the key

F until the display shows:

TAD SET-UP

**2.** To confirm the setting, press the key:

The display shows:

ICM ON SPEAKER

**3.** Press the key

F until the display shows:

PLAY OGM #1

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

The display shows:

PLAYING

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

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

Record outgoing message 2 as you recorded outgoing message 1, modifying the **step 3** as follows:

Press the F key until the display shows:

RECORD OGM #2

N O T E

Bear in mind however that you only have 10 seconds.

Play back outgoing message 2 as you played back OUTGOING MESSAGE 1 modifying the **step 3** as follows:

Press the F key until the display shows:

PLAY OGM #2

Record the transfer message as you recorded outgoing messages 1 and 2 modifying the **step 3** as follows:

Press the F key until the display shows:

REC.FORW.ANNOUNC

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

**1.** Press the key:

The display shows:

> *LIFT HANDSET*

**2.** Lift the handset.

The display shows:

> *REC.MEMO MSG?*

**3.** To start recording, press the key:

The display shows:

> *RECORDING 30*

### N O T E

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

## TO SET THE LENGTH OF MEMOS AND INCOMING MESSAGES

**1.** Press the key

until the display shows:

> *TAD SET-UP*

**2.** To confirm the setting, press the key:

The display shows:

> *ICM ON SPEAKER*

**3.** Press the key

until the display shows:

> *ICM REC.TIME*

**4.** Press the key:

The display shows:

> *REC.TIME:30 SECS*

**5.** To view the other available value: "REC.TIME:60 SECS", press the keys:

**6.** To confirm your choice, press the key:

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

## TO LISTEN TO INCOMING MESSAGES AND MEMOS

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

> *TAD/FAX     03*
> *01-03-04    10:32*

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

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

To do this, press the key:

You can also listen to the messages without anyone else hearing.
To do this:

**1.** Press the key:

**2.** Lift the handset.

Having played back the last message, the fax machine emits two short beeps and returns automatically to the initial stand-by mode.

The (MESSAGES) indicator LED stops blinking and will remain on steady.

## TO DELETE MESSAGES AND MEMOS YOU HAVE ALREADY LISTENED TO

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

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

▶/❚❚ ▲

The display shows:

PLAY MSG 01 03

30-03-04    10:47

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

▼
×

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

PLAY MSG 01 02

30-03-04    10 :47

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

▼
×

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

N O T E

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

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

**1.** Press the key:

▼
×

The display shows:

DELETE OLD MSG?

CANCEL/▼

**2.** To delete the messages you have already heard, press the key:

▼
×

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

N O T E

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

If you wish, **you can program the TAD to call you on a remote telephone** at a given time to let you know that there are new messages on the telephone answering device.

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

**1.** Press the key

F

until the display shows:

TAD SET-UP

**2.** To confirm the setting, press the key:

◇ ▯

The display shows:

ICM ON SPEAKER

**3.** Press the key

F

until the display shows:

FORWARD MESSAGES

**4.** To confirm the setting, press the key:

◇ ▯

The display shows:

FORWARDING OFF

**5.** To view the other two options available: "FORWARD.ONE TIME" or "FORWARD. DAILY", press the keys:

◀/▶

**6.** To confirm your choice, press the key:

◇ ▯

The display shows:

TYPE TIME

HH:MM

**7.** Type the time at which you want the messages to be transferred, for example: "11:45". To do this, press the keys:

0 - 9

**8.** To confirm the setting, press the key:

◇ ▯

The display shows:

TYPE TEL. NUMBER

**9.** Type the telephone number where you want to be called, for example: "02 614456". To do this, press the keys:

0 - 9

**10.** To confirm the setting, press the key:

◇ ▯

The display shows:

REC.FORW.ANNOUNC

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

N O T E

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

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

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

## TO OPERATE THE TELEPHONE ANSWERING DEVICE FROM A REMOTE LOCATION

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

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

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

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

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

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

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

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

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

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

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

The TAD confirms the operation by emitting a beep.

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

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

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

## SPECIAL FUNCTIONS OF THE TELEPHONE ANSWERING DEVICE

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

• TOLL SAVER
• OUTGOING MESSAGE ONLY
• SILENT RECEPTION OF INCOMING MESSAGES

### TOLL SAVER

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

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

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

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

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

1. Press the key

   F until the display shows:

   TAD SET-UP

2. To confirm the setting, press the key:

   The display shows:

   ICM ON SPEAKER

3. Press the key

   F until the display shows:

   TOLL SAVER

4. To confirm the setting, press the key:

   The display shows:

   ON

5. To view the other available option: "OFF", press the keys:

   ◀/▶

6. To confirm your choice, press the key:

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

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

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

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

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

1. Press the key

   (F) until the display shows:

   TAD SET-UP

2. To confirm the setting, press the key:

   The display shows:

   ICM ON SPEAKER

3. Press the key

   (F) until the display shows:

   ANNOUNCE ONLY

4. To confirm the setting, press the key:

   The display shows:

   ANNOUNC.ONLY:OFF

5. To view the other available option: "ANNOUNC.ONLY:ON"", press the keys:

   (◄)/(►)

6. To confirm your choice, press the key:

   The display shows:

   LIFT HANDSET

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

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

7. To change the outgoing message recorded previously or to record a new one.

   The display shows:

   ◇ TO RECORD

8. To start recording, press the key:

   The display shows:

   RECORDING 20

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

1. Press the key

   (F) until the display shows:

   TAD SET-UP

2. To confirm the setting, press the key:

   The display shows:

   ICM ON SPEAKER

3. To confirm the setting, press the key:

   The display shows:

   ICM SPEAKER:OFF

4. To view the other available option: "ICM SPEAKER:ON", press the keys:

   (◄)/(►)

5. To confirm your choice, press the key:

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

   (⊘)

## TO PRINT THE TAD CONFIGURATION PARAMETERS

1. Press the key

   (F) until the display shows:

   TAD SET-UP

2. To confirm the setting, press the key:

   The display shows:

   ICM ON SPEAKER

3. Press the key

   (F) until the display shows:

   PRINT TAD SET-UP

4. To confirm the setting, press the key:

   The display shows:

   PRINT OUT: ◇

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

   (◄)/(►)

6. To start printing, press the key:

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

## OTHER USEFUL RECEPTION SETTINGS

### TO REDUCE THE PRINTING AREA OF A DOCUMENT RECEIVED

**1.** Press the key

**F**  until the display shows:

> FAX SET-UP

**2.** Press the key:

The display shows:

> DATE AND TIME

**3.** Press the key

**F**  until the display shows:

> PRINTER PARAMET.

**4.** Press the key

until the display shows:

> REDUCTION:94%

**5.** To choose one of the available reduction ratios, "80%", "76%", "70%" and "OFF", press the keys:

**6.** To confirm your choice, press the key:

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

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

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

**1.** Press the key

**F**  until the display shows:

> FAX SET-UP

**2.** Press the key:

The display shows:

> DATE AND TIME

**3.** Press the key

**F**  until the display shows:

> PRINTER PARAMET.

**4.** Press the key

until the display shows:

> SURPLUS:AUTO

**5.** To choose one of the other available settings, "SURPLUS:OFF" or "SURPLUS:ON", press the keys:

**6.** To confirm your choice, press the key:

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

### NOTE

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

### TO ENABLE/DISABLE SILENT RECEPTION

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

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

- in "**AUTOMATIC**" and "**TAD/FAX**" modes, the fax machine **will never ring** when an incoming call is received;
- in "**PHONE/FAX**" mode, when an incoming call is received, the fax machine **will only not ring if the caller is another fax machine**. If the call is a **telephone call**, the fax machine will emit an **acoustic signal**, in place of the ring, to prompt you to lift the handset.

**1.** Press the key

**F**  until the display shows:

> INSTALLATION

**2.** Press the key:

The display shows:

> TEL. LINE SET-UP

**3.** Press the key:

**F**  The display shows:

> ENHANCED FEATUR.

**4.** Press the key

until the display shows:

> SILENT RX: NEVER

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

**6.** To confirm your choice, press the key:

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

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

### TO DISPLAY THE CALLER ID

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

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

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

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

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

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

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

**1.** Press the key

until the display shows:

*INSTALLATION*

**2.** Press the key:

The display shows:

*TEL. LINE SETU-UP*

**3.** Press the key:

The display shows:

*ENHANCED FEATUR.*

**4.** Press the key

until the display shows:

*CALLER ID: ON*

**5.** To view the other available option, "CALLER ID: OFF", press the keys:

**6.** To confirm your choice, press the key:

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

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

### TO CHANGE THE NUMBER OF RINGS

*This function is only enabled in some countries.*

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

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

**1.** Press the key

until the display shows:

*INSTALLATION*

**2.** Press the key

until the display shows:

*RING COUNT:02*

**3.** To view the other available values, "01", "03", "04", "05", "06", "07" and "08", press the keys:

**4.** To confirm your choice, press the key:

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

### TO CHANGE THE RING VOLUME

**1.** Press the key

until the display shows:

*FAX SET-UP*

**2.** Press the key:

The display shows:

*DATE AND TIME*

**3.** Press the key:

The display shows:

*VARIOUS SETTINGS*

**4.** Press the key

until the display shows:

*RING VOLUME:HIGH*

**5.** To view the other available options, "RING VOLUME:LOW", "RING VOLUME: MED" and "RING VOLUME:OFF", press the keys:

**6.** To confirm your choice, press the key:

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

---

**6.** To confirm your choice, press the key:

The display shows:

*AUTODETECT. RING*

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

The display shows:

*RING DETECTED*

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

---

N O T E

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

---

*To enable/disable recognition of the ring frequency*

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

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

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

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

**1.** Press the key

until the display shows:

*INSTALLATION*

**2.** Press the key:

The display shows:

*TEL. LINE SET-UP*

**3.** Press the key:

The display shows:

*ENHANCED FEATUR.*

**4.** Press the key

until the display shows:

*DISTINC.RING:OFF*

**5.** Press the keys

until the display shows:

*CHANGE PATTERN*

---

*To change the length of the acoustic signal*

*This function is only enabled in some countries.*

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

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

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

**1.** Press the key

until the display shows:

*INSTALLATION*

**2.** Press the key

until the display shows:

*FAX/TEL TIMER:20*

**3.** To view the other available values, "15", "30" or "40", press the keys:

**4.** To confirm your choice, press the key:

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

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

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

1. Press the key

   (F) until the display shows:

   INSTALLATION

2. Press the key:

   The display shows:

   TEL. LINE SET-UP

3. Press the key

   The display shows the line to which the fax machine was set to be connected, for example:

   PUBL.LINE (PSTN)

4. Press the key

   until the display shows:

   REMOTE START:ON

5. Press the key:

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

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

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

   (0) (9)

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

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

---

### N O T E

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

### N O T E

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

---

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

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

**To change the position**

1. Press the key

   (F) until the display shows:

   FAX SET-UP

2. Press the key:

   The display shows:

   DATE AND TIME

3. Press the key:

   (F) The display shows:

   VARIOUS SETTINGS

4. Press the key

   until the display shows:

   HEADER INSIDE

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

   ◀/▶ The display shows:

   HEADER OUTSIDE

6. To confirm the setting, press the key:

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

---

1. Press the key

   (F) until the display shows:

   FAX SET-UP

2. Press the key:

   The display shows:

   DATE AND TIME

3. Press the key:

   (F) The display shows:

   VARIOUS SETTINGS

---

**4.** Press the key

until the display shows:

*RETRANS.DOC.:OFF*

**5.** To view the other available option, "RETRANS. DOC.: ON", press the keys:

**6.** To confirm your choice, press the key:

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

---

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

**1.** Press the key

until the display shows:

*INSTALLATION*

**2.** Press the key

until the display shows:

*LINE MONITOR:OFF*

**3.** To view the other available option, "LINE MONITOR:ON", press the keys:

**4.** To confirm your choice, press the key:

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

---

**To regulate the speaker volume**

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

**1.** Press the key:

The display shows:

*OFF HOOK*

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

The display shows the volume level set in the top right-hand corner.

---

**To regulate the buzzer volume**

The buzzer indicates particular operating conditions and faults or errors.

The volume of the buzzer may be set to three levels, "High", "Medium" and "Low", or may be turned off altogether.

**1.** Press the key

until the display shows:

*FAX SET-UP*

**2.** Press the key:

The display shows:

*DATE AND TIME*

**3.** Press the key:

The display shows:

*VARIOUS SETTINGS*

**4.** Press the key

until the display shows:

*BUZZER VOL.:LOW*

**5.** To view the other available options, "BUZZER VOL.:HIGH", "BUZZER VOL.:MED" and "BUZZER VOL.:OFF", press the keys:

**6.** To confirm your choice, press the key:

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

---

**To reduce the transmission speed**

**The fax machine models with a built-in TAD transmit regularly at a speed of 14400 bps (b**its **p**er **s**econd**), while the base models transmit at a speed of 9600 bps**. Lower transmission speeds are recommended on disturbed telephone lines.

**1.** Press the key

until the display shows:

*FAX SET-UP*

**2.** Press the key:

The display shows:

*DATE AND TIME*

**3.** Press the key:

The display shows:

*VARIOUS SETTINGS*

**4.** Press the key

until the display shows:

*TX SPEED 14.4*

**5.** To view the other available values, "TX SPEED 9.6" and "TX SPEED 4.8", press the keys:

**6.** To confirm your choice, press the key:

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

## To enable/disable ecm

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

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

**1.** Press the key

(F) until the display shows:

*FAX SET-UP*

**2.** Press the key:

The display shows:

*DATE AND TIME*

**3.** Press the key:

(F) The display shows:

*VARIOUS SETTINGS*

**4.** Press the key:

The display shows:

*ECM: ON*

**5.** To view the other available option: "ECM: OFF", press the keys:

**6.** To confirm your choice, press the key:

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

## RECEIVING A DOCUMENT IN POLLING MODE

### First of all, what polling is

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

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

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

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

### To make a transmission request (polling reception)

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

**1.** Press the key

(F) until the display shows:

*POLLING RX*

**2.** Press the key:

The display shows:

*TYPE TIME*

*HH:MM*

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

**3.** To overwrite the new time, press the keys:

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

The display shows:

*TYPE FAX NUMBER*

*NUM/TOUCH/SPEED*

**5.** Dial the correspondent's number using any of the available methods: directly on the numeric keypad or using the one-touch dialling keys or speed dialling codes.

To do this, press the keys:

**6.** To confirm the setting, press the key:

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

You can cancel the polling reception setting by pressing the ⊘ button.

**To change/delete a polling reception that has been set**

1. Press the key

   Ⓕ until the display shows:

   *POLLING RX*

2. Press the key:

   The display shows:

   *ALREADY ENTERED*

3. Press the key:

   The display shows:

   *CHANGE PARAM.?*

   You can choose any of the following options:

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

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

4. To view the other available option, "CANCEL SETTING?", press the keys:

   ◀/▶

5. To confirm your choice, press the key:

   If you chose "CHANGE PARAM.?", the display shows:

   *TYPE TIME*
   *HH:MM*

   From this point on, follow the procedure described in "**To make a transmission request**" from step 3.

# TROUBLESHOOTING GUIDE

## WHAT HAPPENS IF THERE IS A POWER FAILURE

If there is a power failure, the fax machine keeps the **following data in the memory**: **the numbers set for one-touch and speed dialling** and **the reports**, while the documents present in the memory will be lost.

The date and time will also be lost so they will have to be reset by carrying out the procedure described in the "**To set the date and time**" section of the "**How to get started quickly**" chapter.

## WHAT HAPPENS IF THE PAPER OR INK HAS RUN OUT

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

## IF THE TRANSMISSION IS UNSUCCESSFUL

Sometimes, due to line problems such as excessively heavy telephone traffic or any other kind of interference, the document sent is received badly by the correspondent, who will ask you to send it to him again.

In these cases, it is advisable to send the document again at a **slower speed**. The fax machine transmits at a speed of **14400 bps** (**models with a built-in TAD**) or **9600 bps** (**base models**). To reduce the speed, follow the procedure described in "**To reduce the transmission speed**", chapter "**More sophisticated operations**".

If **transmission is not completed** due to errors on the line or fax machine, the error LED "⚠" lights up and a short beep is emitted; in this case, the fax machine automatically prints **the transmission report** (see "**To print reports and lists**", chapter "**Transmission and reception operations**"), on which an **error code** indicates the cause of the error (you will find a list of all the error codes later).

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

If you place a document on any of the trays of the document feeder while the fax machine is making a copy, printing a report or printing a document being received, the fax machine behaves as follows:

- **if it is making a copy**, the fax machine displays some messages to prompt you to abort the copying process and return to its initial stand-by mode;

- **if it is printing a report**, the fax machine displays some messages to prompt you to abort the printing process and return to its initial stand-by mode;
- **if it is receiving a document**:
  - it stops printing and starts to save the document. The display shows the message "RX IN MEMORY".

Having saved the document, the display shows the message "DOC. IN MEMORY".

At this point, the fax machine will prompt you to remove the document from the document feeder. The fax machine will then print the saved document.

## FOR MINOR PROBLEMS

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

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

### NOTE

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

## ERROR CODES

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

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

## SIGNALS AND MESSAGES

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

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

### ACOUSTIC ERROR SIGNALS

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

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

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

N O T E

To **turn off** the ERROR LED "⚠" indicator, press the ⊘ key.

### ERROR MESSAGES ON THE DISPLAY

#### AUTOREDIAL NNN

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

#### CHECK DOCUMENT, PRESS ▼

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

#### CHECK PAPER, PRESS ▼

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

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

#### CHECK PRINT HEAD

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

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

#### COPY INTERRUPTED

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

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

#### COVER OPEN

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

#### DOC IN MEMORY

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

#### MEMORY FULL

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

#### NOT PROGRAMMED

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

#### OUT OF INK

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

#### PAPER ERROR, PRESS ▼

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

#### POLL.RETRY NNN

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

#### REMOVE DOCUMENT, PRESS ▼

• A document jammed while the document was being copied or sent: press the ⊘ key then, if the document is not unloaded automatically, remove the jammed document by hand (see "**To remove jammed documents**", chapter "**Maintenance operations**").

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

#### RX ERROR

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

#### RX IN MEMORY

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

### SYSTEM ERROR NN

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

### TX ERROR

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

## OTHER ACOUSTIC SIGNALS

**Short 1-second signal**
• Transaction carried out successfully.

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

## OTHER MESSAGES ON THE DISPLAY

### CHECK PRINT OUT
### 1=EXIT   0=REPEAT

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

### CONNECTING

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

### DIALLING

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

### DOCUMENT READY

You have inserted the document in the ADF correctly.

### LIFT HANDSET

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

### LINE ON HOLD, PRESS HOLD

You have put a telephone call on hold by pressing the ⊠ key: press the ⊠ key again to resume the conversation with the correspondent.

### MEMORY TX

You have set transmission from the memory.

### NEW PRINT HEAD?, 1=YES   0=NO

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

### OFF HOOK

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

### POLL RX:  HH:MM

You have made a transmission request (Polling reception).

### PRINTING

The fax machine is printing a report or a list.

### RX COMPLETED

The document was received correctly.

### RX INTERRUPTED

You aborted reception by pressing the ⊝ key.

### STORING

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

### TRANSMITTING

A document is being sent.

### TRANSMITTING....

A document is being sent.

### TX AT:  HH:MM

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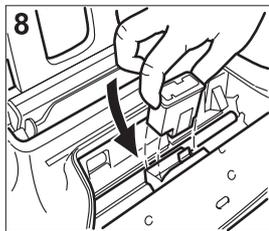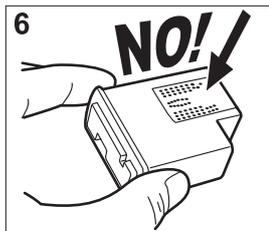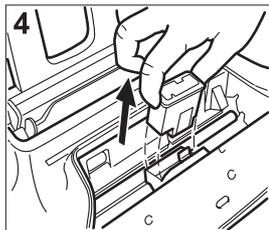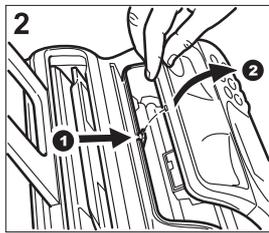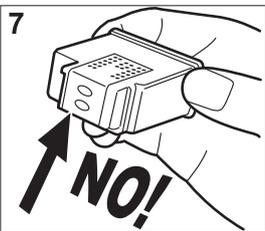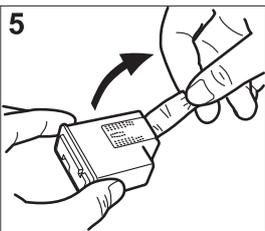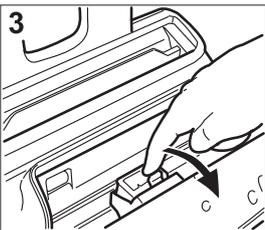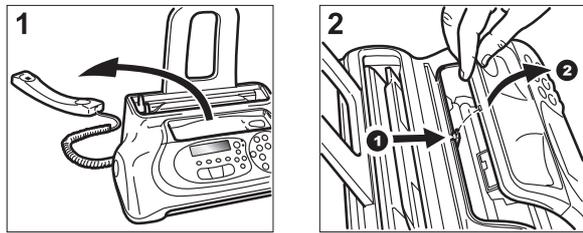
### TX COMPLETED

Transmission was completed successfully.

### TX INTERRUPTED

You aborted transmission by pressing the ⊝ key.

## To replace the print head



9. Push the print head until it clicks into place (fig. 9).
10. Close the operator console and put the handset back on its support.

### NOTE

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

At this point, the fax machine **automatically cleans the print head and tests the nozzles**, printing out the result of the diagnostic test. Examine the diagnostic test result with reference to "**Insert the print head**", chapter "**How to get started quickly**".

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

1. Press the key

   F  until the display shows:

   *HEAD MAINTENANCE*

2. Press the key:

   The display shows:

   *NEW HEAD: ON*

3. Press the key:

   The display shows:

   *CLEANING: ON*

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

   Examine the diagnostic test result and consult "**Insert the print head**", chapter "**How to get started quickly**".

---

## Cleaning the print head and testing the nozzles

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

1. Press the key

   F  until the display shows:

   *HEAD MAINTENANCE*

2. Press the key:

   The display shows:

   *NEW HEAD: ON*

3. To view the other available option: "NEW HEAD: OFF", press the keys:

   ◀/▶

4. To confirm your choice, press the key:

   The display shows:

   *CLEANING: ON*

1. Lower the handset and place it on a stable surface (fig. 1).
2. Open and lift the operator console as indicated by the arrows (fig. 2).
3. Release the print head by pressing the lever as indicated by the arrow (fig. 3).
4. Remove the used print head from its compartment (fig. 4).
5. Take the new print head out of its package and, holding it on both sides, peel off the film covering the nozzles (fig. 5).
   **Warning!**
6. *Avoid touching the nozzles (fig. 7).*
7. *Avoid touching the electrical contacts (fig. 6).*
8. Insert the new print head in its compartment with the electrical contacts facing towards the print head compartment (fig. 8).

5. To confirm the setting, press the key:

The display shows:

*CLEANING: ON*

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

Examine the diagnostic test result and consult "**Insert the print head**", chapter "**How to get started quickly**".

### N O T E

The procedure may be aborted at any time, if desired, by pressing the ⊘ key.
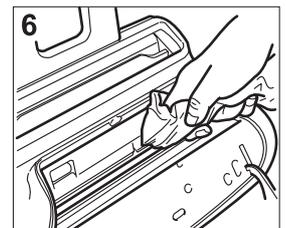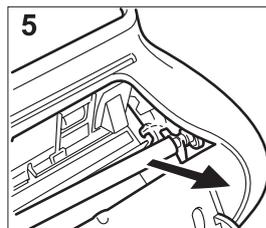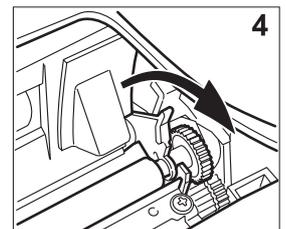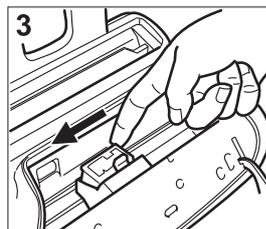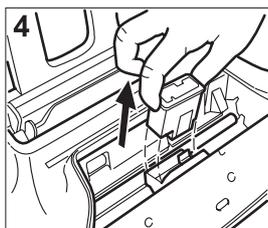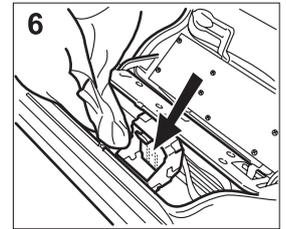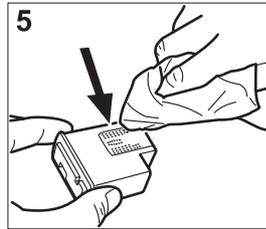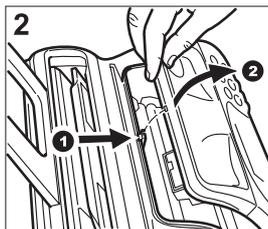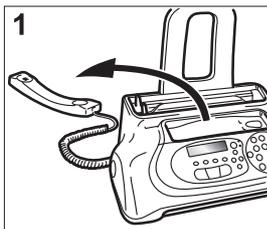
### N O T E

If the quality of the test result still fails to meet your expectations after carrying out the cleaning procedure, continue as follows, stopping when you get a satisfactory printing quality:

- Make a copy of a document with the desired type of graphics or text on the fax machine and evaluate its quality.

- Change the type of paper (the paper in use could be excessively porous) and repeat the procedure.

- Remove and reinsert the print head.

- Remove the print head and check that there are no foreign bodies on the print nozzles; if there are, remove them carefully, taking care not to touch the electrical contacts. Finally, reinstall the print head.

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

- Reinstall the print head.

- Call the engineering service.
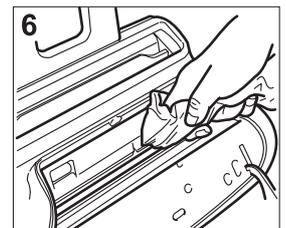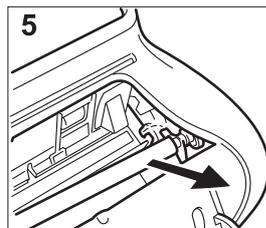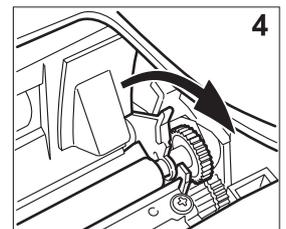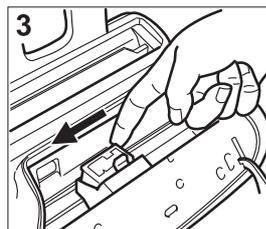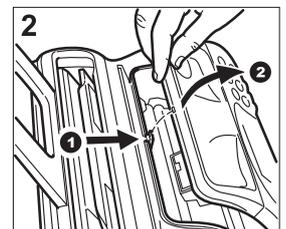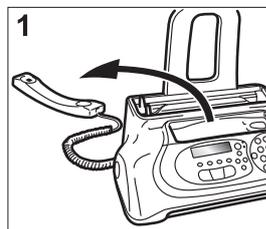
## TO CLEAN THE ELECTRICAL CONTACTS OF THE PRINT HEAD

With the fax machine **disconnected from the power socket**:



1. Lower the handset and place it on a stable surface (fig. 1).
2. Open and lift the operator console as indicated by the arrows (fig. 2).
3. Release the print head by pressing the lever as indicated by the arrow (fig. 3).
4. Take the print head out of its compartment (fig. 4).
5. Clean the electrical contacts using a slightly damp cloth (fig. 5).
   *Warning!*
   *Do not touch the nozzles.*
6. Clean the electrical contacts of the print carriage with a slightly damp cloth (fig. 6)
7. Insert the print head in its compartment with the electrical contacts facing towards the print head compartment.
8. Push the print head until it clicks into place.
9. Close the operator console and put the handset back on its support.

## TO CLEAN THE OPTICAL READER

Dust accumulating on the glass surface of the optical reader may cause problems in the scanning of documents. To avoid these problems, the glass should be cleaned every now and again as follows: With the fax machine **disconnected from the power socket**:

1.  Lower the handset and place it on a stable surface (fig. 1).
2.  Open and lift the operator console as indicated by the arrows (fig. 2).
3.  Move the print carriage to the left-hand edge of the fax machine (fig. 3).
4.  Release the paper feed roller by pressing the lever, as indicated by the arrow (fig. 4).
5.  Remove the roller from its compartment (fig. 5).
6.  Clean the glass surface of the optical reader with a **cloth dampened** with a product designed specifically for cleaning glass and then dry it thoroughly (fig. 6).
    *Warning!*
    *Do not pour or spray the cleaning product directly onto the glass surface.*
7.  Place one end of the roller on the pin situated on the left-hand side of the fax machine, as indicated by the arrow (fig. 7).
8.  Engage the roller by pressing the lever, as indicated by the arrow (fig. 8).
9.  Close the operator console and put the handset back on its support.

N O T E

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

## TO CLEAN THE CASING

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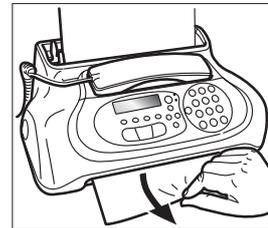
## TO REMOVE JAMMED DOCUMENTS

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

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



or



Remove the document, taking care not to tear it.
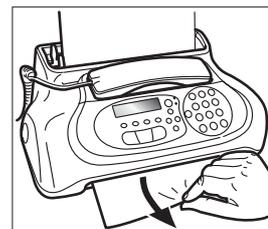
## TO REMOVE JAMMED SHEETS OF PAPER

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

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



or



Remove the sheet, taking care not to tear it.

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

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

# TECHNICAL DATA

## GENERAL CHARACTERISTICS

**Model** .......................... Desktop transceiver
Display .......................... LCD 16 + 16 char.
Capacity memory ......... 19 pages (*)
**Dimensions**
Width ............................ 340 mm
Depth ........................... 220 mm - 235 mm (**)
Height ........................... 133 mm - 272 mm (**)
Weight ........................... ca. 2.5 Kg

## COMMUNICATION CHARACTERISTICS

Telephone network ...... Public/private
Compatibility ................ ITU T30
Communication speed .......................... 14400 (**models with a built-in TAD** only) 9600-7200-4800-2400 (with automatic "fall back")
Compression method ........................... MH, MR, MMR

## POWER SUPPLY CHARACTERISTICS

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

## ENVIRONMENTAL CONDITIONS

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

## CHARACTERISTICS OF OPTICAL READER

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

## TRANSMISSION CHARACTERISTICS

Transmission speed .......................... **Models with a built-in TAD**
....................................................... ca. 7s (14400 bps)
....................................................... **Base models**
....................................................... ca. 11s (9600 bps)
Capacity of document feeders .......... **Automatic feeder (ADF):**
....................................................... 5 sheets A4 (70-90 gr/m$^2$)
....................................................... **Auxiliary manual feeder:**
....................................................... 1 sheet A4, Letter or Legal (70-110 gr/m$^2$)

## RECEPTION CHARACTERISTICS

Printing system ............. Printing on plain paper, bubble ink jet printer
Max. printing width ................................. 204 mm
Printing paper ......................................... A4 (210 x 297 mm)
Paper feed .................... Plain paper cassette (max 40 sheets of 80 gr/m$^2$)

## MODELS WITH A BUILT-IN TAD

## TELEPHONE ANSWERING DEVICE CHARACTERISTICS

- Recording capacity: ca. 14'
- Memo
- 2 Outgoing messages
- Outgoing messages only function
- "Toll saver" function
- Transfer message
- Fast access from console and remote location
- Access code
- Message recording
- Retention of messages in case of a power failure.

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

STANDARD FORM
CCITT R1

THE SLEREXE COMPANY LIMITED

SAPORS LANE · BOOLE · DORSET · BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 · TELEX 123456

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

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

Dear Pete,

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

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

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

Probably you have uses for this facility in your organisation.

Yours sincerely,

*Phil.*

P. J. CROSS
Group Leader – Facsimile Research

**Monochrome print head**
Model: FJ31
Code: B0336F

256595X