OKI

Oki Data Corporation
Takasaki Campus
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FCC PART 15, WARNINGS
INFORMATION TO USER

WARNING:

THIS EQUIPMENT HAS BEEN TESTED AND FOUND TO COMPLY WITH
THE LIMITS FOR CLASS B DIGITAL DEVICE, PURSUANT TO PART 15
OF FCC RULES. THESE LIMITS ARE DESIGNED TO PROVIDE REASONABLE
PROTECTION AGAINST HARMFUL INTERFERENCE IN A RESIDENTIAL
INSTALLATION.
THIS EQUIPMENT GENERATES, USES AND CAN RADIATE RADIO
FREQUENCY ENERGY AND, IF NOT INSTALLED AND USED IN ACCORDANCE
WITH THE INSTRUCTIONS, MAY CAUSE HARMFUL INTERFERENCE TO
RADIO COMMUNICATIONS.
HOWEVER, THERE IS NO GUARANTEE THAT INTERFERENCE WILL NOT
OCCUR IN A PARTICULAR INSTALLATION.
IF THIS EQUIPMENT DOES CAUSE HARMFUL INTERFERENCE TO EQUIPMENT
OFF AND ON, THE USER IS ENCOURAGED TO TRY TO CORRECT THE
INTERFERENCE BY ONE OR MORE OF THE FOLLOWING MEASURERS :
REORIENT OR RELOCATED THE RECEIVING ANTENNA.
INCREASE THE SEPARATION BETWEEN THE EQUIPMENT AND RECEIVER.
CONNECT THE EQUIPMENT INTO AN OUTLET ON A CIRCUIT DIFFERENT
FROM THAT TO WHICH THE RECEIVER IS CONNECTED.
CONSULT THE DEALER OR AN EXPERIENCED RADIO / TV TECHNICIAN
FOR HELP.

CAUTION :

CHANGES OR MODIFICATION NOT EXPRESSLY APPROVED BY Okidata
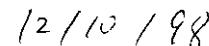COULD VOID THE USER'S AUTHORITY TO OPERATE THE EQUIPMENT.

A. Kumonaka   12 / 10 / 98

Akinori Kumonaka
Manager
Quality Assurance Department
Oki Data Corporation

OKIFAX 5700/5900

Handbook

**OKI**
People to People Technology

Draft

FCC ID: BDBF21011A
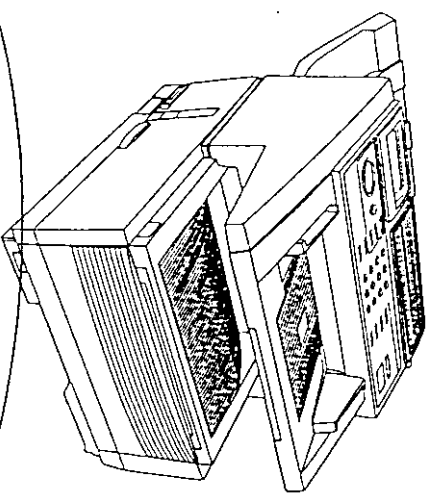
Every effort has been made to ensure that the information in this document is complete, accurate and up-to-date. The manufacturer shall assume no responsibility for the results of errors beyond its control, and cannot at any time guarantee that changes made to products by any other manufacturer and referred to in this handbook will not affect the applicability of the information provided herein. The information in this handbook is subject to change without notification.

For your protection, and to obtain the most effective use out of this product, please read all of the safety, installation, operation and maintenance information before using the facsimile machine.

This product complies with, but is not limited to, the requirements of the following agencies: UL, FCC and OSHA in the USA; CSA and IC in Canada; and VDE, IEC, BABT, CEPT, CISPR and applicable regulations of PTT. The ODA version for the USA and Canadian meets ITU-T G3 recommendations and operates on 120VAC. The OEL-INT version meets ITU-T G3/ITU-T G4 (option) recommendations and operates on 230VAC.

OKI and OKIFAX are registered trademarks of OKI Electric Industry Co., Ltd.
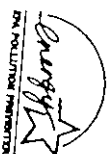
As an Energy Star Partner, OKI has determined that this product meets the Energy Star guidelines for energy efficiency.

FCC ID:BDBF21011A

Safety

Installation Hints

✔ Install the machine in a dust-free location away from direct sunlight.

✔ Place the machine near an electrical outlet that is easily accessible.

✔ Do not plug the machine into a power source shared by items that produce electric noise (e.g., air conditioner, etc.).

✔ The design of this machine requires electrical grounding, and is thus supplied with a three-wire grounded power cord. For your safety as well as others who may operate the machine, please do not attempt to alter the power cord by modifying the grounding prong.

✔ The Line jack is for connecting the machine to a standard telephone line. To avoid damage to telephone systems and/or the facsimile machine, do not plug the machine into anything other than a standard RJ-11C jack.

✔ The TEL jacks on the back of the machine are only suitable for two-wire devices. Some standard telephones may not respond to incoming signals when connected to an extension socket.

✔ The machine may not necessarily provide the effective transfer of a call from a telephone connected to the same line.

✔ The operation of this machine on the same line as that of a telephone or other devices equipped with an audible warning device or automatic call detector may result in bell vibration (sporadic ringing) or false tripping of the call detector. If such a problem occurs, the user is requested to NOT contact the telephone company.

✔ Adjustment of the electrical/electronic components in the machine requires an authorized service technician. Do not attempt to make adjustments yourself. Any alterations made by an individual other than an authorized service technician may be cause for nullification of the product warranty.

Operation and Maintenance

✓ Aside from the instructions specifically stipulated in the handbook, do not attempt to disassemble or service this machine, including the lubrication of moving parts. Please contact an authorized service center for assistance.

✓ Use a soft dry cloth to clean the control panel and main body of the unit. Do not apply any cleanser to the cloth or surface of the machine.

✓ Remove the power cord from the wall socket before trying to recover any object(s) that may have fallen into the machine.

✓ If physically damaged, immediately disconnect the machine and arrange for its repair or disposal.

✓ When moving the machine, always disconnect the telephone line before disconnecting the power cord. Accordingly, reconnect the power cord before reconnecting the telephone line.

✓ This machine is not intended for use in parallel with any other telephone devices.

Toner Cartridge and Image Drum Unit

Warning: This OKI facsimile machine will not operate if any toner cartridge other than that specified by OKI is installed. Please be sure to read the labeling on the toner package to ensure that you have purchased the correct cartridge. The installation of any other toner cartridge will cause the toner system to lock, and the operations panel will display an error.

✓ Leave unused toner cartridges and image drum units sealed in their packaging until needed. When replacing a toner cartridge or image unit, re-use the packaging to dispose of the old toner cartridge or image drum unit.

✓ Do not expose interior components of the facsimile machine to light for more than five minutes. Never expose the green drum (located inside the image drum unit) to direct sunlight.

✓ Please be careful when handling the image drum unit and only touch it at the ends (never in the middle). Never touch the green drum inside the image drum unit.

✓ Please be careful when removing the toner cartridge. Do not let it come in contact with clothing or porous materials. (The toner powder will cause permanent staining.)

✓ Small amounts of toner that come in contact with skin or clothing can be readily removed with soap and cold water if attended to immediately. The use of hot water will make removal of the stain much more difficult.

Emergency First Aid

✔ IF TONER IS SWALLOWED: Dilute by giving two glasses of water and induce vomiting by administering Syrup of Ipecac (follow manufacturer's instructions). Seek medical attention immediately. Never attempt to induce vomiting or give anything by mouth to a person who is unconscious.

✔ IF TONER IS INHALED: Take person to an open area for fresh air. Seek medical attention immediately.

✔ IF TONER GETS IN THE EYES: Flush eyes with large quantities of cool water for 15 minutes, keeping eyelids open with fingers. Seek medical attention immediately.

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Introduction

Thank you for purchasing one of the many fine products manufactured by OKI Data Corporation. OKIFAX 5700/5900 desktop, plain-paper facsimile machines utilize advanced light-emitting diode (LED) technology for quick and trouble-free transmission/reception of data and images. In addition to the abundant standard features common to OKI analog facsimile machines, we now offer a number of optional devices that expand machine functions and further support your communications needs. These include MFP software to interface the Bi-Centro board (provided as standard equipment), an OkiHSP-10/100 network interface card (NIC) Ethernet adapter, and an ISDN G4 board.

Although the ISDN G4 board is an optional feature, it must be ordered pre-installed by the factory and cannot be installed by the user. If mounted in the delivered product, most parameters have been factory set to ensure simplified operation. There are, however, a few items that must be set by the user in accordance to the region of product use and user specifications: ISDN TID, ISDN Sub No., ISDN Dial Mode, and Speech Receive.

Features

The following is a summarized list of the many standard features offered by OKIFAX 5700/5900 analog facsimile machines:

✔ Newly designed control panel. Special programming keys, 40-key plate for pre-programmed telephone numbers, 10-key pad for standard dialing and programming, and more.

✔ New 80-character LCD (4 rows (20 characters). Easy to read display for operation guidance, clock display, function information, etc.

✔ Automatic Document Feeder (A.D.F). Capacity of up to 50 sheets of recommended letter/A4 paper.

✔ Speed dialing. Set up to 40 (Model 5700) or 80 (Model 5900) pre-programmed telephone numbers for automatic one-touch faxing, as well as an additional 100 (model 5700) and 150 (model 5900) numbers for 2 or 3-digit entry faxing.

✔ Group dialing. Create as many as 20 groups of telephone numbers and send documents to multiple locations with a single selection (broadcast faxing).

- ✓ Automatic alternate call. Dials a second (alternative) telephone number if the number originally dialed is busy.

- ✓ Alphanumeric telephone directory. Search for programmed telephone numbers by name.

- ✓ 33.6Kbps transmission rate. Fast, efficient communications.

- ✓ Large-capacity memory. 2.5 and 4.5Mbyte for models 5700 and 5900, respectively.

- ✓ Half-tone transmission. Half-tone area of the document is processed with 64-scale gradation.

- ✓ Advanced transmission and reception functions. Includes delayed transmission, broadcasting (multi-location transmission), confidential message transmission/reception, relay broadcasting, polling, etc.

- ✓ Automatic redial and page re-transmission. Ensures document transmission when a telephone number is busy or a problem occurs in the communications process.

- ✓ Advanced memory transmission/reception features. A number of convenient features including automatic reception into memory without printing (e.g., ideal for reception of confidential communications).

- ✓ Dual-access operations. Allows two tasks to be conducted at once (e.g., scan and prepare a document for transmission while another document is being received).

- ✓ Power savings. New power supply unit realizes energy savings through lower power consumption (only 0.5V in standby state). (Not available for ODA model.)

- ✓ Automatic answering mode detection. Distinguishes between incoming fax and voice communications thus allowing the use of an answering machine on the same telephone line.

- ✓ Closed network. Prevents the reception of unsolicited communications.

- ✓ Fax forwarding. Document can be forwarded to a designated location after being store in memory (setting can also be used to forward a document when the local machine is out of toner or paper).

- ✓ P-ERR fax reception. Allows continued reception of documents when toner or paper run out by storing data not yet printed in the built-in memory.

- ✓ Polling. Allows the transmission/reception of documents from remote facsimile machines with polling capabilities.

- ✓ Copier function. Make up to 99 copies of a document at one time.

- ✓ Progress reports. Enable tracking of transmission status, and machine operations, settings and maintenance requirements.
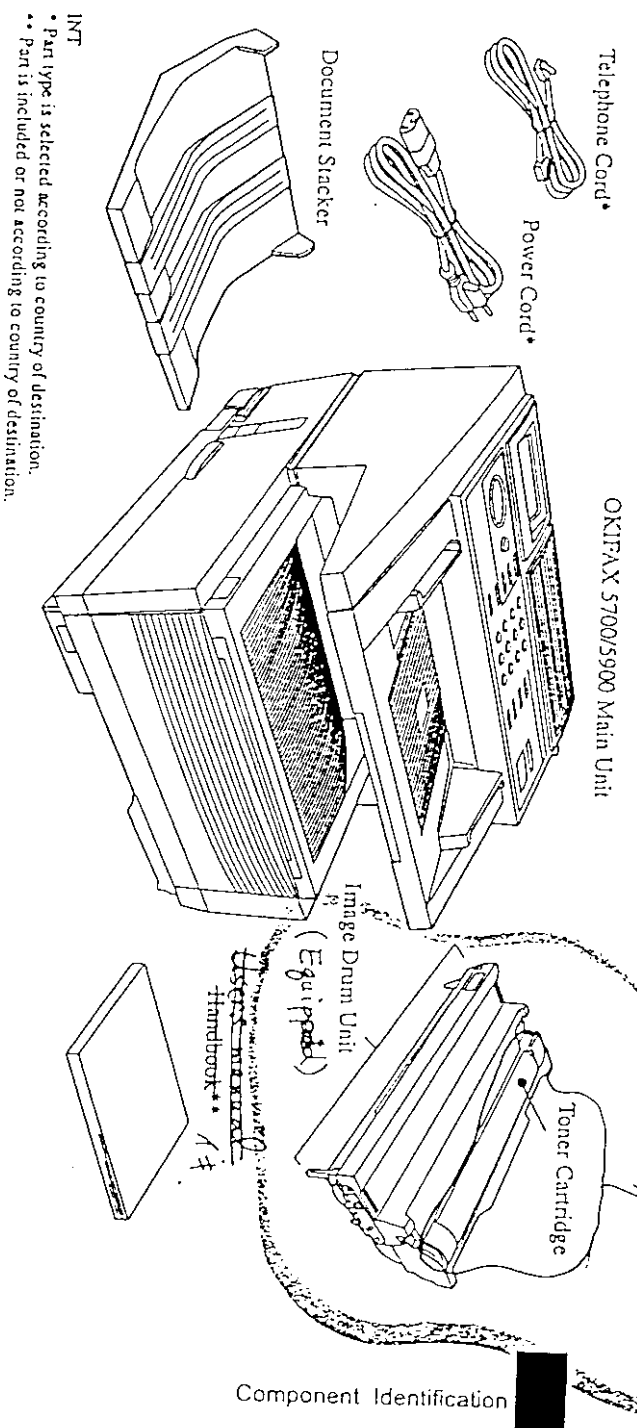
Product Options

The following are optional devices that can be purchased to expand the functions of OKIFAX 5700/5900 facsimile machines:

✔ **Second Paper Tray.** Increases paper holding capacity to 500 sheets (universal size: legal, letter, A4).

✔ **Expanded Memory.** Adds more memory to increase storage capacity. Available in either 2.0 or 4.0-Mbyte boards.

✔ **Telephone Handset.** Connects directly to the machine and operates like a standard telephone.

✔ **MFP PC Interface Kit.** Installation of Bi-Centro software (hardware provided as standard feature) enables a machine to operate as a multi-function peripheral (MFP) providing printer, scanner and FaxModem capabilities when connected to a personal computer. (For further details, please refer to Appendix A.)

✔ **OkiHSP-10/100 Network Interface Card (NIC) Ethernet Adapter.** Gives the option of utilizing the Network Print Service. (For further details, please refer to Appendix B.)

✔ **ISDN G4 Board.** Enables machine to operate over ISDN circuits in G4 mode at ITU-T G4 specifications while maintaining communications capability with G3 facsimile machines. This option is manufacturer installed, and must be ordered prior to shipment of the machine. (For further details, please refer to Appendix C.)

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Component Identification

What You Should Receive

OKIFAX 5700/5900 Main Unit

Telephone Cord*

Power Cord*

Document Stacker

Image Drum Unit

(Equipped)

User manual
Handbook** は

Toner Cartridge

別冊 に なる
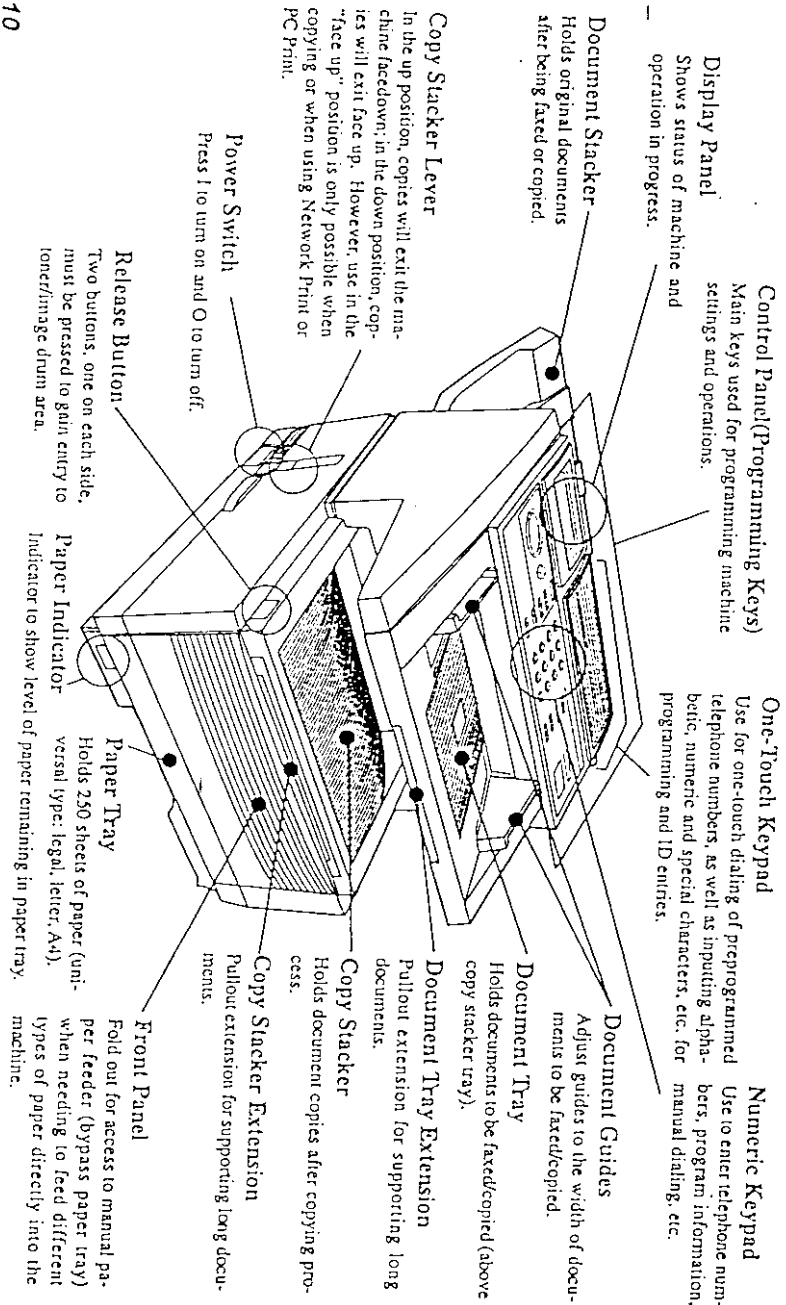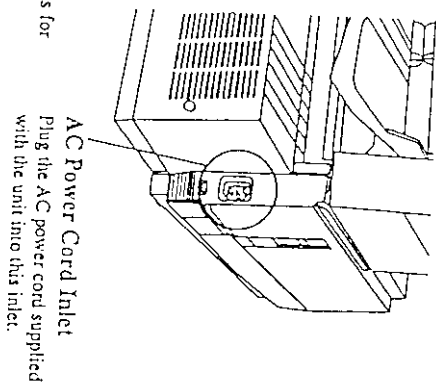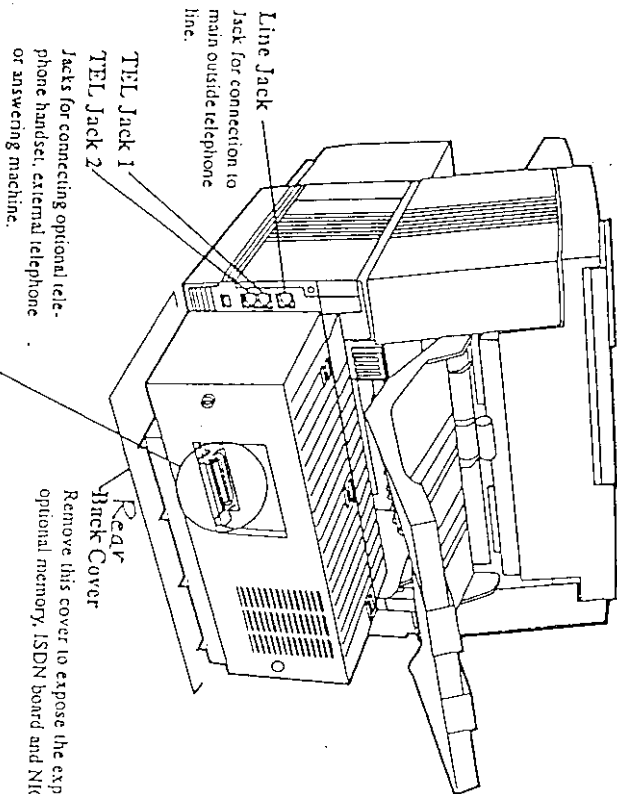
INT
- Part type is selected according to country of destination.
- Part is included or not according to country of destination.

Component Identification
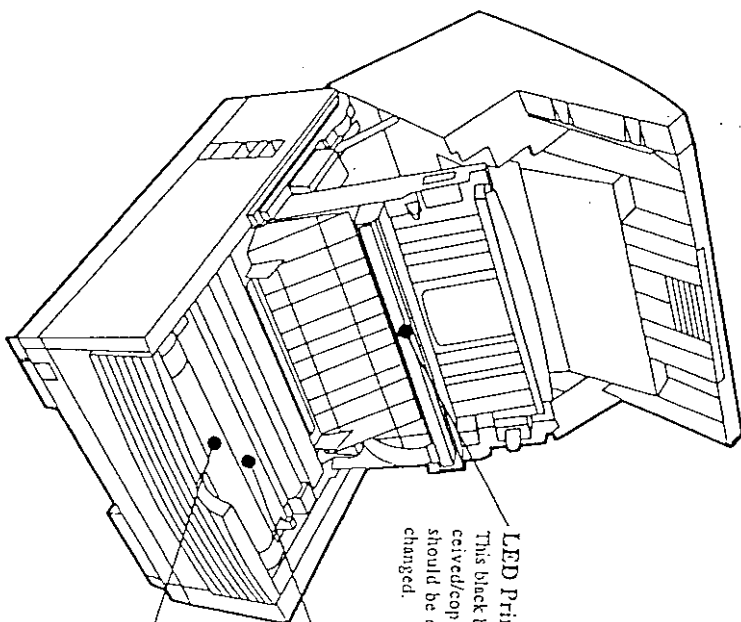
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Components

Control Panel(Programming Keys)
Main keys used for programming machine settings and operations.

Display Panel
Shows status of machine and operation in progress.

Document Stacker
Holds original documents after being faxed or copied.

Copy Stacker Lever
In the up position, copies will exit the machine facedown; in the down position, copies will exit face up. However, use in the "face up" position is only possible when copying or when using Network Print or PC Print.

Power Switch
Press I to turn on and O to turn off.

Release Button
Two buttons, one on each side, must be pressed to gain entry to toner/image drum area.

Paper Indicator
Indicator to show level of paper remaining in paper tray.

Paper Tray
Holds 250 sheets of paper (universal type: legal, letter, A+4).

Front Panel
Fold out for access to manual paper feeder (bypass paper tray) when needing to feed different types of paper directly into the machine.

Copy Stacker Extension
Pullout extension for supporting long documents.

Copy Stacker
Holds document copies after copying process.

Document Tray Extension
Pullout extension for supporting long documents.

Document Tray
Holds documents to be faxed/copied (above copy stacker tray).

Document Guides
Adjust guides to the width of documents to be faxed/copied.

One-Touch Keypad
Use for one-touch dialing of preprogrammed telephone numbers, as well as inputting alphabetic, numeric and special characters, etc. for programming and ID entries.

Numeric Keypad
Use to enter telephone numbers, program information, for manual dialing, etc.

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Line Jack
Jack for connection to main outside telephone line.

TEL Jack 1
TEL Jack 2
Jacks for connecting optional telephone handset, external telephone or answering machine.

Bi-Centro

RS232C Connector (Bi-Centro Board)
Standard hardware for connection to personal computer and operation of MFP features.

Rear Back Cover
Remove this cover to expose the expansion slots for optional memory, ISDN board and NIC board.

AC Power Cord Inlet
Plug the AC power cord supplied with the unit into this inlet.
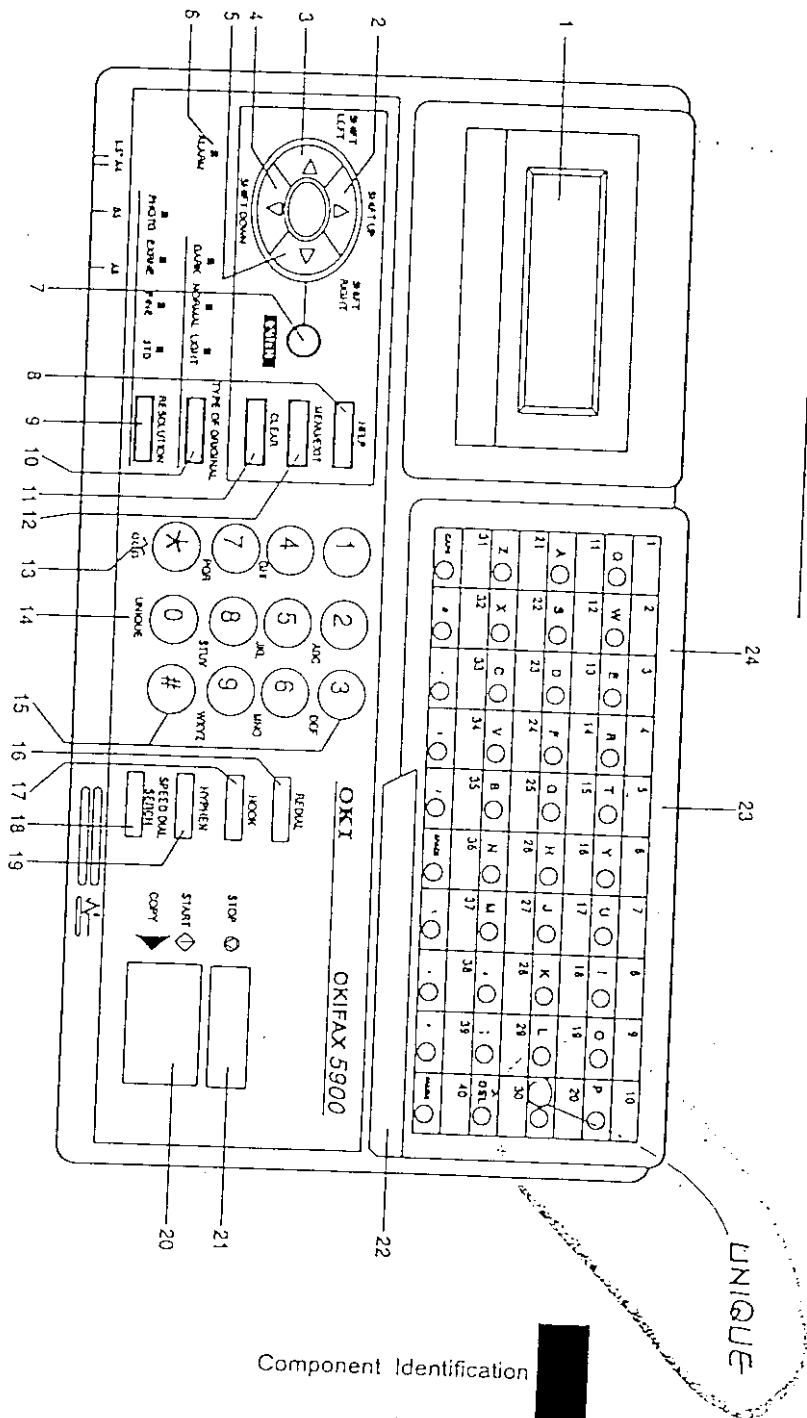
Component Identification

LED Print Head

This black bar is the transfer mechanism that writes received/copied information to the image drum. Bar should be cleaned each time the toner cartridge is changed.

Image Drum Unit

The image drum unit contains a photosensitive drum (green in color) which receives information from the LED print head and transfers it to the printing paper.

Toner Cartridge

This black cylinder, installed on the upper section of the image drum unit, contains the black powder used as the machine's ink for printing data. Install a new toner cartridge* when the "Replace Toner Cart" message appears on the display panel. (*Only toner cartridges specified for use in this machine by Oki should be installed.)

Control Panel

OKI OKIFAX 5900

UNIQUE

Component Identification

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Control Panel Keys and Indicators

1 LCD Panel: Refer to this display for instructions and information while the machine is performing operations, or when entering information or changing settings.

2 Shift Up (△)Key: Use this key to move to the previously selected option in the same operational layer when programming the machine, or to move to the upper row from the lower row when data such as telephone numbers is listed in two rows.

3 Shift Left (▽) Key: Use this key to return to previous operational layers in the programming of the machine, as well as move the cursor to the left during normal operation.

4 Shift Down (◁) Key: Use this key to move to the next option in the same operational layer when programming the machine, or to move to the lower row from the upper row when data such as telephone numbers is listed in two rows.

5 Shift Right (▷) Key: Use this key to move to the next operational layer in the programming of the machine, determine/register a menu option or setting, or move the cursor to the right during normal operation.

6 Alarm Indicator: This indicator light will flash and an alarm will sound to notify of problems that occur. To turn off the alarm indicator, press the Stop key and correct the problem.

7 Enter Key: Use this key to determine/register a menu option or setting, determine the location of a broadcast operation, display the results of a transmission or printout a Message Confirmation Report when the machine is in the standby mode with no document set in the document tray.

8 Help Key: Press this key to print out a function list.

9 Resolution Key (Photo, Exfine, Fine, STD indicator lights): Use this key to set the desired resolution of the fax/copy after loading the document. Use the Photo setting when the original document includes half-tone images.

10 Type of Original Key (Dark, Normal, Light indicator lights): Use this key to set the contrast after loading the document. Use Light for originals that are too light, Normal for originals with good contrast, and Dark for originals that are too dark.

11 Clear Key: Use this key to cancel ID, telephone number and programming entries.

12 Menu/Exit: Use this key when the machine is in standby state to activate the Menu mode. When Menu mode is activated, press this key to Exit the mode and return to standby state.

13 */Tone Key: If the machine is set for pulse dialing, pressing this key will switch from pulse to tone dialing during the current call. This key can also be used during programming to create numbers with mixed pulse-tone operation.

14

14 0/Unique Key: Use this key as "0" when dialing telephone numbers. When programming the Sender ID, Location ID, etc. use this key to enter unique characters: Symbols (! # & ' ( ) * + , - . / : ; = ? ( ), Umlaut characters (ÄßÑÖÜ), and Norwegian characters (ÆÅØæåø).

15 Numeric Keypad: These 12 keys work like the keypad on a standard telephone when dialing a telephone number. They are also used to move to another operation mode, enter numbers, letters and other characters when programming the machine, and input speed dial numbers after pressing the Speed Dial key. After pressing the Search key, it is also possible to use these keys to make an alphabetical search for names of telephone numbers previously programmed. The "#" key is used for the creation of groups of telephone numbers for batch transmission. After a document is loaded, this key can also be used to select previously programmed groups of telephone numbers for faxing.

16 Redial Key: Press this key to automatically redial the last telephone number dialed on the machine.

17 Hook Key: Use this key to open the telephone line for manual dialing with the numeric keypad or external telephone handset. After pressing the key, it will be possible to hear the dial tone and dialing code through the machine's speaker.

18 Speed Dial/Search Key: After loading a document for faxing, press this key and then enter the programmed Speed Dial (One-Touch or 2 or 3-digit) number for the location. The speed dialing function will automatically dial all the telephone number and transmit the fax. After loading a document and pressing the Search key, it is possible to search corresponding location IDs when alphanumeric characters are entered.

19 Hyphen Key: Use this key as the "-" character when programming ID or, when entering telephone numbers for Speed Dial (One-Touch and 2 or 3-digit) functions, to tell the machine to pause briefly before dialing the rest of the number. It is also used to type the "+" when entering TSI/CSI numbers.

20 Start/Copy Key: Use this key to initiate transmission of a document after loading the document and selecting the location, start manual fax transmission or reception, return the machine to normal operation from the Power Save mode, or start the copying function.

21 Stop Key: Use this key to cancel the operation shown on the display, cancel the transmission of a fax (press twice within 3sec) or to cancel an alarm (Alarm indicator light will illuminate). After loading paper or installing a new toner cartridge/impact drum unit, press this key to cancel the alarm condition. It can also be used to return to higher operational layers when programming the machine.

Component Identification

22 One-Touch Keypad Latch to Second Panel (model 5900): Lifting on this latch, the primary label plate for the One-Touch keypad rotates on hinges to reveal a second panel.

23 One-Touch Keypad: For a detailed description of the One-Touch Keypad functions, please refer to the next section, One-Touch Keypad.

24 One-Touch Labels: After programming a telephone number into a One-Touch key, write the name of the location on the label for the One-Touch key. (Remove the plastic covering the label, write the name using a pencil, and then replace the cover.)
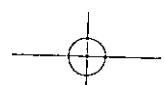
One-Touch Keypad

The One-Touch keypad is the facsimile machine's most convenient tool. Use these keys for quick, one-touch dialing and the programming of other machine operations. In addition to the ability to assign telephone numbers (up to 40 digits each) to a One-Touch key, alphanumeric names of up to 15 characters in length can be registered (Telephone Directory).

Using One-Touch Keys for Dialing

To use One-Touch keys for dialing, after the telephone number(s) for the key have been programmed (procedure explained in Dial Directories), simply load the document to be faxed and press the key of the location where the fax is to be sent. Two telephone numbers can be programmed for each One-Touch key, a primary number that is always dialed first, and an alternate number that is automatically dialed if the first number is busy or the call is not answered.

Using One-Touch Keys for Programming

The One-Touch keys are also useful in the programming of names and telephone numbers in the machine memory. In addition to the alphanumeric keys, a number of special keys are provided for programming convenience:
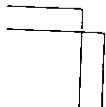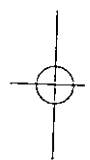
Unique Key (One-Touch key#20): Use the same as the "0" of a 10-keypad, and for entering symbols (! # & ' ( ) * + , . / : ; = ? ( )). Umlaut characters (ÄßÑÖÜ), and Norwegian characters (ÆٟÅØæٟå).

Del Key (One-Touch key #30): Use this key to delete characters at the position of the cursor in the display panel when entering ID, telephone numbers or programming functions.

Caps Key (One-Touch key #31): Use this key to switch between uppercase and lowercase when entering alphanumeric characters.

Space Key (One-Touch key #36): Use this key to enter spaces when programming the machine. Unlike the Pause key, spaces provide easier reading only and have no effect on dialing characteristics.

Plus Key (One-Touch Key #39): Each fax number entered or programmed into the machine can be up to 40 digits long. If there is a need to dial a number longer than 40 digits, it is possible to dial the number using any combination of Speed Dial numbers or the numeric keypad. To enter a chain dial number into a Speed Dial number, press the Plus key at the 40th position of the first part of the number to indicate it is a chain dial number, then complete the process by following the procedures required for inputting another Speed Dial number (in which the second part of the number should be entered).

Pause Key (One-Touch key #40): Use this key to enter automatic 3sec pauses in dialing when programming telephone numbers. For example, use this key to tell the machine to wait for an outside or international line to open. (Pauses in a telephone number dialing sequence are indicated by a "P".)

Other: Special character keys (. , ; @ _ : / \ . +).

Accessing Second Panel of One-Touch Keys (model 5900)
To access the second panel of One-Touch keys (41-80 for model 5900) grasp the latch at the bottom of the keypad and lift up on the main panel, swinging it up and to the right. After pressing the desired key(s), close the main panel.

Component Identification

Signal Tones

The OKIFAX 5700/5900 machines emit a number of sounds to inform the user of specific conditions.

Key Select Tone: This is a short beep that is emitted each time a key is pressed.

Error Tone: If an inappropriate key is pressed, the machine will emit three short beeps. If there is a problem with operations during communications, the machine will emit five long beeps. Press the Stop key to turn the error tone off, and then print a Message Confirmation Report to check the source of the problem ? to do this, press the Copy key twice in succession with no documents loaded.

End of Session Tone: At the end of each successful faxing session, the machine will emit a long beep to confirm that there were no errors or problems in the communication.

Off-Hook Alarm Tone: If the machine is equipped with a telephone handset, and if the receiver of the handset is left out of the cradle when not in use, the machine will emit an intermittent warbling sound. To turn off the sound, return the receiver to its cradle or press the Stop key.

Facsimile Functions

The programming keys on the left side of the control panel of the OKIFAX 5700/5900 have been newly installed to provide simplified operation of the numerous functions provided by the machine. The following offers a brief explanation of how to uses these keys.

Navigating Operational Layers

Depending on the function type, there is a maximum of four operational layers. The Menu/Exit, Enter, Shift Up (△), Shift Down (▽), Shift Right (▷) and Shift Left (◁) keys allow navigation through these levels for selecting functions and their settings.
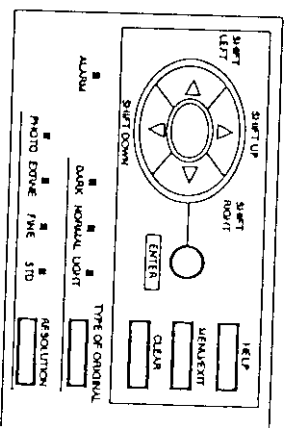
The type of functions displayed in the menus of the operational layers depends on whether or not a document is loaded in the document feeder. If there is no document loaded, menus of functions for operations not related to the actual sending of documents are shown. (Pressing △ will switch to menus of functions for operations related to the actual sending documents). Accordingly, if a document is loaded in the document feeder, menus of functions for operations related to the actual sending documents are shown. (Pressing ▽ will switch to menus of functions for operations not related to the actual sending of documents.)

First Operational Layer

When turned on for operation, the machine will wait in standby mode, showing the time, machine mode and amount of memory available. By pressing Menu/Exit, the machine will enter the first operational layer (Menu mode).

To navigate this layer:

△ or ▽   Move cursor up or down to the desired function

◁ or Stop   Return to the standby mode

Enter or ▷   Enter second operational layer for the function indicated by the blinking cursor (>, ⋯, ▮)
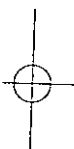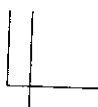
Second Operational Layer

The selected menu in the second operational layer is left justified on the display, aligned with the titles of the function options listed below. If there is a number to the left of the function title, the function can be accessed by a shortcut entry (Speed Access, described later in this chapter).

To navigate this layer:

△ or ▽   Move cursor up or down to the desired function
◁ or Stop   Return to the first operational layer
Enter or ▷   Enter third operational layer for the function indicated by the blinking cursor (>,‹--›,▌)

Third Operational Layer

The selected menu in the third operational layer is also left justified on the display, aligned with the titles of the function options listed below. If there is a number to the left of the function title, the function can be accessed by a shortcut entry (Speed Access, described later in this chapter).

To navigate this layer:

△ or ▽   Move cursor up or down to the desired function
◁ or Stop   Return to the second operational layer
Enter or ▷   Enter fourth operational layer for the function indicated by the blinking cursor (>,‹--›,▌)

Fourth Operational Layer

The selected menu in fourth (last) operational layer is also left justified on the display, aligned with the titles of the function options listed below. If there is a number to the left of the function title, the function can be accessed by a shortcut entry (Speed Access, described later in this chapter).

To navigate this layer:

△ or ▽   Move cursor up or down to the desired function
◁ or Stop   Return to the third operational layer
Enter or ▷   Determines or registers the function indicated by the blinking cursor (>,‹--›,▌) and returns to the menu options in the third operational layer or to standby mode

Notes:

1) Pressing the Stop key at any time will result in returning to the preceding operational layer.
2) Pressing Menu/Exit at any time during the programming process will result in returning to the standby mode irrespective of the current operational mode.
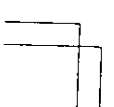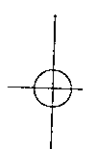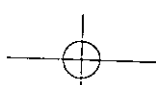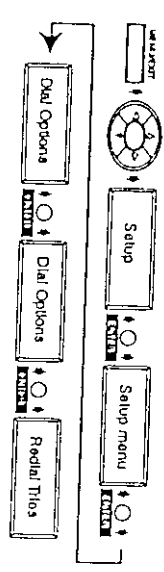
Accessing Functions

There are two methods for accessing functions: step access and direct (speed) access.

Step Access

To access functions in a stepwise manner, the procedure is like that described for navigating the operational layers. Begin from pressing Menu/Exit, and then use the programming keys to locate, enter and set the desired function.

For example, to set the number of times the machine is to redial a number, from standby mode with no document loaded, more than 10 keys must be pressed for the Redial Tries display to appear.

1 Press Menu/Exit.
2 Press (three times to select Setup.
3 Press Enter or R to enter Setup menu.
4 Press (to select Dial Options.
5 Press Enter or R to enter Dial Options.
6 Press Enter or R to enter Redial Tries.

Dial Options → Setup → Dial Options → Setup menu → Redial Tries

Speed Access

If the function is assigned a speed access number, typing this number in at the menu display prompt in the first operational layer will bring up the setting or registration display in the fourth operational layer for direct access.

Notes:

1) Speed access numbers are only assigned to Set Up menu functions (fourth operational layer.)
2) Speed access can only be initiated from the first operational layer.
3) Speed access numbers must be entered in two-digit form (i.e., 00-99)
4) Speed access numbers are set at the factory and cannot be changed. Some numbers are not operational depending on the country in which a machine is purchased and whether or not the machine is equipped with the proper option(s).

Example
43 Dial Tone Detect is skipped.

Dial Options
42 Auto Start
44 Busy Tone Detect
45 MF/DP

Facsimile Functions

In the following example of speed access, from the standby mode with no document loaded, only three keys must be pressed before the Redial Tries display appears.

1 Press Menu/Exit.

2 Press "4" key.

3 Press "0" key.

4 Wait, Redial Tries display appears.

The following are the speed access numbers and their assigned user functions.

00 Clock Adjustment	01 TSI/CSI	02 Sender ID	03 Personal Box
04 Memory Password	05 Restrict ID	06 ISDN TID	07 ISDN Sub. No.
10 Auto Answer Mode	11 Monitor Volume	12 Buzzer Volume	13 User Language
14 Remote Diagnosis	15 TX Mode Default	16 No Toner Memory Receive	17 Memory Full Save
18 Instant Dial	19 Restrict Access	20 ECM Function	21 Closed Network
22 Tone Save	23 Sender ID	24 1'ST Paper Size	25 2'ND Paper Size
26 Power Save Mode	27 ISDN Dial Mode	28 Speech Receive	40 Redial Tries
41 Redial Interval	42 Auto Start	43 Dial Tone Detect	44 Busy Tone Detect
45 MF/DP	46 Pulse Dial Rate	47 Pulse Make Ratio	48 Pulse Dial Type
49 MF Tone Duration	50 PBX Line	51 Flash/Earth/Normal	52 Dial Prefix
60 Incoming Ring	61 Remote Receive	62 T/F Timer Program	63 Continuous Tone
64 PC/FAX Switch	65 CNG Count	66 Ring Response	67 Distinctive Ring
70 MCF (Single Loc.)	71 MCF (Multiple Loc.)	72 Image in MCF	73 Error Report (MCF)
80 Auto Tray Switch	81 Paper Size Check	82 LAN Print Timeout	83 IP Address
84 Subnet Mask	85 Default Gateway		

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Installation

Getting Started

To install the OKIFAX 5700/5900, please thoroughly read and follow the instructions provided in this chapter. There are a number of initial machine settings that should be made before the machine can operate properly. Please complete these steps before using the machine.

If you have purchased an option package with the machine, please refer to the documentation received with that option as well as to the appendices of this handbook.

Where to Install Machine

✓ Place the machine in a dust-free location out of the path of direct sunlight.

✓ Allow sufficient space on each side of the machine to ensure adequate ventilation.

✓ Make sure that both power and telephone outlets are nearby and easily accessible.

✓ Choose a location where relative humidity remains between 20-80% and temperature between 10-32°C (50-90°F).

Unpacking

Before beginning to set up the machine, confirm that all of the items listed below were included in the facsimile carton. Remove the contents and place the items on a sturdy, clean surface.
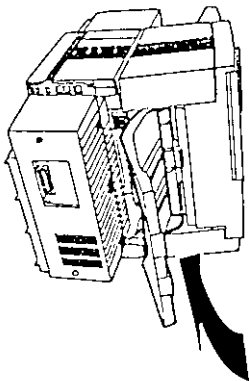
✓ Facsimile unit

✓ Toner cartridge

✓ Image drum unit (inside facsimile unit)

✓ AC power cord

✓ Telephone cord

✓ Document Stacker

✓ This handbook

Please refer to the illustration in Component Identification chapter.

Note: If there is any item missing, immediately contact the nearest dealership.

Installation

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Set Up

Attaching Document Stacker

Attach the document stacker at the document exit on the back of the machine using the latching mechanism provided.

Inserting Toner Cartridge

1. Remove the document stacker from the backside of the machine.

2. Using both hands, carefully lift up on the document tray until it reaches a semi-upright position. (The top half of the facsimile unit moves upward and back on hinges to expose the copy stacker.)
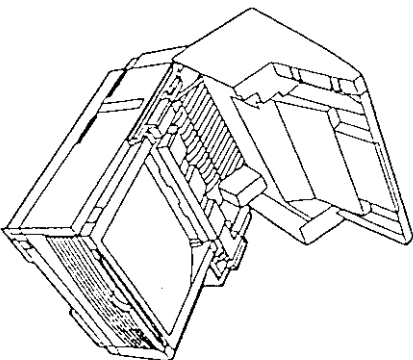
3 To open the image drum/toner cartridge compartment, firmly press on the release buttons located on both sides of the copy stacker, releasing the compartment latch. Open the compartment by lifting up on the copy stacker section.
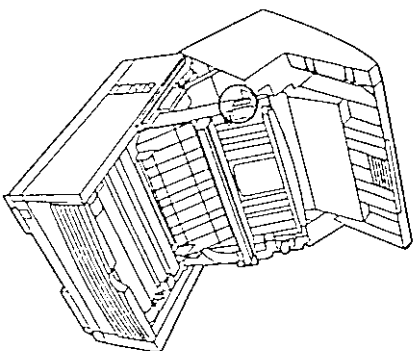
4 Only touching the image drum unit at the ends, carefully lift it out of the compartment. Set the unit on a clean, dry surface out of direct sunlight.
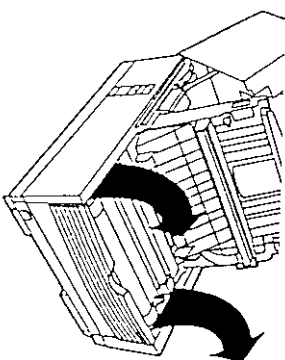
5 Remove the protective sheet from the image drum unit, and the packing material from the toner well.

6 Place the image drum unit back into the machine. Press down firmly on the locations marked "Push" (immediately above the toner well) until the image drum snaps into place.

Warning: Never expose the image drum unit for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum in the image drum unit.

Installation

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7   Before removing the toner cartridge from its packaging, check to confirm that it is the correct cartridge for the machine. After confirming it is the correct toner cartridge, remove it from the packaging and gently shake it from side to side to evenly distribute the toner powder. *Warning*·This machine will only operate using toner cartridges specified by OKI for this facsimile machine. The use of any other toner will result in machine malfunction, and the display of an operation error.
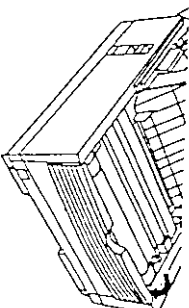
8   Carefully peel the white plastic seal away from the bottom of the toner cartridge. With the ridged side facing up and gray lever on the right, insert the toner cartridge into the toner well left end first.
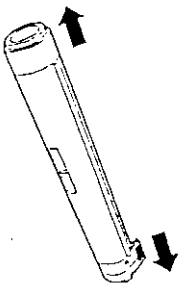
Note: Please be certain that the cartridge is not inserted backwards.
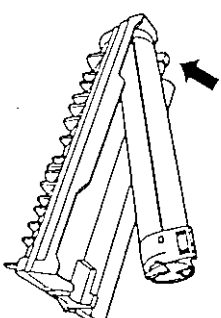
9   With the cartridge in place, push the gray lever forward to secure it and release the toner.
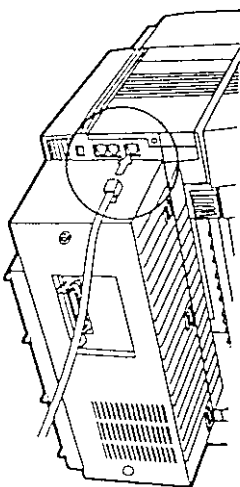
10 Close the compartment latching the cover securely, and return the upper section of the machine to operational position, and reattach the document stacker to the backside of the machine.
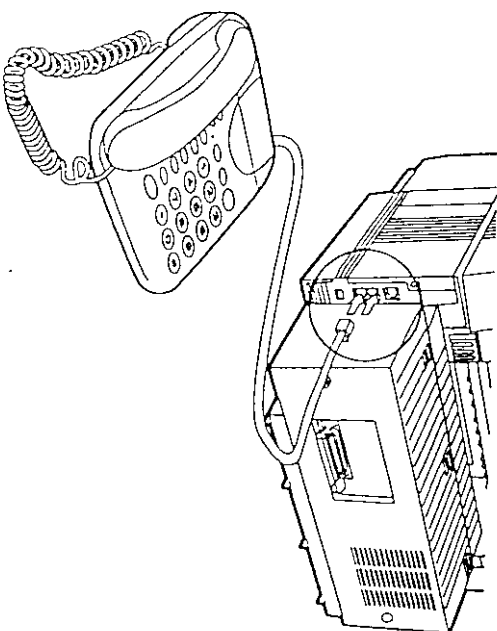
Connecting Telephone Line

1   Plug one end of the telephone cord into the Line jack (uppermost telephone jack) on the back side of the machine.

2   Plug the other end of the cord into the wall telephone jack.
    Tip: Be sure to connect this line before connecting external telephone or optional handset to the machine.

Connecting External Telephone/Answering Machine

1   Plug one end of the telephone cord into the TEL jack (jack located immediately below the Line jack) on the back of the machine.

Installation

Installation

2 Plug the other end of the cord into the jack on the external device.

Tip: If connecting both a telephone and answering machine, first connect the answering machine to the facsimile machine, and then use an additional telephone cord to connect the external telephone and answering machine.

Note: The TAD mode must be set in the "ON" position for an answering machine to work with this facsimile machine. Please refer to "Dialing/Incoming Call Modes" in this chapter.

Connecting Power Cord

Warning: Before connecting the power cord, please ensure that the power switch is in the OFF position (0 is depressed).

1 Plug the corresponding end of the power cord into the power inlet on the back of the machine.
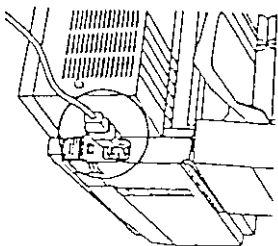
2 Plug the three-pronged end of the power cord into a grounded AC power outlet.

Warning: Check to confirm that the voltage of the power outlet is compatible with the operating voltage of the machine. Insufficient or excessive voltage currents will damage the machine and may be hazardous to the machine operator as well.

3 Turn the power switch to the ON position (1 is depressed). After the machine has finished its warm-up cycle, the time and current answering mode will be shown on the display. The machine is now in the standby mode, and is ready to send and receive faxes.

Loading Paper

The standard paper tray can hold up to 250 sheets of standard-weight (20lb) paper. For best results, use paper specifically made for laser printers or photocopiers. The machine is set for universal adjustment, allowing the use of A4, letter or legal sized paper. The machine automatically reduces the vertical length of the paper images it receives to fit on the paper loaded in it.

Note: Reduction down to 75% of the size of the original; e.g., if the paper tray is loaded with A4 or letter-sized paper, a document sent on legal paper will be reduced to fit on the paper loaded in the machine.

Tip: Factory setting is for A4 paper. If another paper size will be used, change the 1'ST Paper Size setting of the user functions to match the appropriate paper size.

1   Remove the paper tray from the machine.

2   Adjust the paper guides to the width of the paper to be loaded.
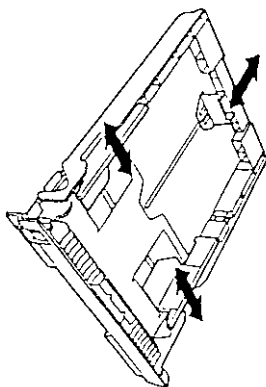
3   Lift up on the paper length adjustment guide and set it to the length of the paper. (If using legal paper, remove the extension at the backside of the tray.)

4   Load the paper into the tray print side down (up to 250 sheets).

5   Return the paper tray to its slot, and push it in until it latches in place.

Tip: Be sure the paper fits under the tabs at both edges of the tray. Do not fill past the Paper Full marker.

Clock Adjustment

This function allows setting of the date (mm/dd/yyyy or dd/mm/yyyy format set by product region) and time (00:00-23:59). Speed access no. 00.

To Set Clock/Time

1   Press Menu/Exit to enter Menu.

2   Input speed access no. (00), wait. This will be displayed.

3   Input current date (xx/xx/xxxx) and time (hh:mm) using numeric keys (0-9), press Enter.

4   Press Menu/Exit to return to standby mode.

Note: The input of invalid data will render the Enter key ineffective.

Installation

Facsimile ID

The machine will use the information input under this function to identify itself during communications. In most countries the programming of this information into the machine before use is a legal requirement.

TSI/CSI: The telephone number assigned to this machine. It will be printed on the top of faxes sent and appear on the displays and reports of other facsimile machines communicated with. A TSI/CSI can be up to 20 characters long. Speed access no. 01.

Sender ID: A descriptive title (usually the machine location or name of company or office). This information will be printed at the top of every fax sent. Up to 32 characters can be entered; the first 16 characters of the Sender ID are also assigned as Personal ID, which may appear on the displays or reports of other facsimile machines communicated with. Speed access no. 02.

To Set TSI/CSI and Sender ID

1 Press Menu/Exit to enter Menu.

2 Input speed access no. 01 (TSI/CSI), wait.

3 Input up to 20 numbers and characters (0-9/Hyphen/ Space/+), press Enter.

4 Press △ to select Sender ID, press Enter or ▷. *

5 Input up to 32 numbers and characters (0-9/*/#/a-z/A-Z/ Pause/Hyphen/Space/+), press Enter.

6 Press Menu/Exit to return to standby mode.

* Sender ID can also be accessed from the main menu by entering its speed access code, 02.

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Machine Settings

Answering Modes

The machine has a number of answering modes that determine how incoming calls (both fax and voice) are handled. The current answering mode is shown on the display when the machine is in standby mode. The most appropriate mode varies depending on how the machine is used and the external telephone devices connected to it. Review the answering modes listed below, and then program the machine to the mode best fitting the desired requirements. Speed access no. 10.

Auto Receive Mode (FAX): This is the best mode if the machine is connected to a telephone line dedicated to fax communications. The machine will assume that all incoming calls are faxes and automatically process them as such.

Manual Receive Mode (TEL): This is the best mode if the same telephone line is used for voice and fax communications and the majority of incoming calls are voice oriented. Each time someone calls, the machine will emit a ring like a telephone (ring disabled if ISDN board is installed). The calls can be taken using the optional external telephone connected to the machine. If a fax tone is heard when the receiver is picked up, simply press the Start key to receive the fax. How-

ever, if someone is trying to send you a fax and the call goes unanswered, the machine will not accept the fax transmission.

Telephone/Fax Automatic Switch Mode (T/F)*: The best mode if incoming calls are a mixture of fax and voice communications. In this mode, the fax detects whether or not the incoming call is fax or voice oriented. If the call is from another facsimile machine, the machine switches to FAX and receives the message. If the call is voice oriented, the machine will emit a ring like a telephone, and if the call is not answered it will switch to the FAX to allow the calling party to send a fax manually. This mode can only be chosen when the TEL/FAX switch is set to ON. (This mode automatically switches to FAX when the TEL/FAX switch is set to OFF.)

Telephone Answering Device/Fax Automatic Switch Mode (TAD)*: This mode should be used if an answering machine is connected to the facsimile machine. Like T/F, TAD detects whether or not the incoming call is fax or voice oriented. If it is a fax, the machine will receive the message without activating the answering machine. If the incoming call is a voice communication, the machine will ring as it does when in TEL. If the call goes unanswered, the machine transfers the call to the answering machine, allowing the calling party to leave a message. If the caller decides to send a fax, the machine will automatically switch modes to receive the fax. This mode can be selected except when TAD is set to

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OFF: (This mode automatically switches to FAX when TAF is set to OFF.)

Memory Reception Mode (MEM): Data from incoming fax communications is stored in memory even if there is paper loaded in the machine. The Print Operation function is used to print out the data stored in memory when the machine is in MEM.

Note: If a memory password has been set (refer to Programming Memory Password in Customizing OKIFAX 5700/5900), this mode cannot be changed to another mode without first entering the password. After entering the password and switching between modes, there is no need to enter the password again when printing data from memory without returning to the standby mode.

Forwarding Mode (FWD): When set to this mode the machine will receive all fax communications into memory, and then automatically send the messages to the telephone number programmed into the Call Forwarding function (refer to Call Forwarding in Advanced Operations).

PC Mode (PC, optional): This mode is only available when the machine is connected to a personal computer via the optional MFP software. When activated, the machine does not respond to the signal and forwards it directly to the computer. Fax reception by the computer is enabled upon receiving the call signal.

Notes:

1) The optional MFP driver must be installed in the computer to use this function.

2) This mode can only be selected when MFPUNLOCK (hidden setting) is set to ON.

Tip: TAD is normally not activated. To have it activated, please contact the local dealership.

• When the ISDN G4 board is installed and G4 mode activated, neither T/F nor TAD can be selected.

To Set Answering Mode

1 Press Menu/Exit to enter Menu.

2 Input speed access no. 10 (Auto Answer), wait

3 Press ▽ or △ to select the desired mode, press Enter.

4 Press Menu/Exit to return to standby mode.

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Dial/Incoming Call Parameter Settings

OKIFAX 5700/5900 machines offer a multitude of functions that reduce the time required for manual operation and make fax communications more efficient. Setting the following options before beginning use of the machine will ensure that it will perform according to expectations during actual operation.

Dial Parameters

Redialing Tries: Redialing tries are set in one-try steps, the number of which is adjusted to meet the regulations of the country where the machine is installed (France, 1-5 tries; Other countries, 0-10 tries). Speed access no. 40.

Redial Interval: The time interval (in 1min units) before redialing is set to meet the regulations of the country where the machine is installed (France, 1-12min; Other countries, 1-6min). Speed access no. 41.

Auto Start: With this function set to ON, the machine will automatically begin dialing as soon as a location is selected by pressing a One-Touch key or entering another Speed Dial number. There is no need to press the Start key. Available settings are ON and OFF. Speed access no. 42.

Dial Tone Detect*: This function allows the machine to wait for and detect a dial tone before dialing. A dial tone is to be detected if set to ON, and need not be detected if set to OFF. Speed access no. 43.

Busy Tone Detect*: This function allows the machine to detect a busy tone when sending a fax. The available settings are ON and OFF. Speed access no. 44.

Tone/Pulse (MF/DP)*: This function controls the dialing method of the machine. There are two common dialing methods; dialing with monotone pulses (pulse dialing, DP) and dialing with different tones (tone or multiple frequency (MF) dialing). Available settings are MF and DP. Speed access no. 45

MF (Tone) Duration*: If the machine is set to MF, this function controls the duration of the tones used for dialing (tone duration varies by country). Available settings are 75, 85 and 100ms. Speed access no. 49.

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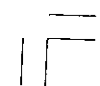
PBX Line*: This function must be turned on if the machine is connected to a PBX. When the function is activated and the access digit function programmed, the machine will recognize the access digit in the PBX to obtain an outside line. After dialing the access digit, the machine will pause to wait for an outside line before dialing the remainder of the telephone number. Available settings are ON an OFF. Speed access no. 50.

Flash/Earth/Normal*: If the machine is connected to a PBX, this function sets the method of switching between the flash and earth modes for PBX lines. Available settings are Normal, Flash and Earth. Speed access no. 51.

Dial Prefix*: If the machine is connected to a PBX, this function is used to inform the machine the access number to use for obtaining an outside line from the PBX. Up to four digits can be input for the prefix number. Speed access no. 52.

* Choice cannot be made when ISDN G4 board is installed.

Incoming Call Parameters

Incoming Ring: This function offers a soft ringing sound through the machine's built-in speaker when a call is received. If the function is set to OFF, the machine will not emit a ringing sound during incoming calls. If the function is set to ON, the machine will only emit a ringing sound when the machine is set to TEL (manual receive mode) or Ring Response is set to 5-20sec (except 1 ring). When set to DRC, the machine will emit a ringing sound for each incoming call with the same tone even if the Distinctive Ring parameter is set to ON. Available settings are ON, OFF and DRC. Speed access no. 60.

Remote Receive: This function allows switching from telephone to fax mode to receive and incoming fax. Use the keypad of the optional handset or external telephone to enter the remote receive number programmed into the machine. Available setting, one of the following: OFF, 00, 11, 22, 33, 44, 55, 66, 77, 88, 99, ** or ##. Speed access no. 61.

Continuous Tone: When this function is set to ON, it is possible to choose for a completion tone at the end of receiving a fax. Pressing the Stop key turns off the tone. Speed access no. 63.

PC/FAX Switch: This function determines whether or not the machine will automatically switch to FAX when fax reception by a connected personal computer is not possible. When set to ON, the machine will automatically switch to FAX. Fax reception is disabled with set to OFF. Available settings are ON and OFF. Speed access no. 64.

Other Basic Parameters

Monitor Volume: The machine is equipped with a speaker for monitoring operations. This function provides a 5-level audio adjustment of the speaker (OFF, Low, Mid, High-Mid, High). Speed access no. 11.

Buzzer Volume: The machine is equipped with a buzzer that sounds when a fax communication ends or, if an external telephone is connected, when the receiver is not properly returned to its cradle after use. The settings are Low, Middle and High. Speed access no. 12.

User Language: Two language variations were installed in the machine at the factory. The language programmed will be used for showing captions on the display as well as for the printing of reports. Speed access no. 13.
Tip: The local dealership may be able to provide additional languages for installation.

Paper-Size Setting

The machine is capable of supporting two different paper settings (when the 2nd-Tray option is installed).

1'ST Paper Size: Use this function to set the size of the paper primarily used in the machine. Speed access no. 24.

2'ND Paper Size*: Use this function to set a secondary paper size. Speed access no. 25.

* Setting cannot be made unless 2nd-Tray option is installed.

Message Confirmation Report Options

The Message Confirmation Report (MCF) is a very convenient feature that is often used on a daily basis to ensure that faxes were sent or arrived at the proper destinations. The following functions are for setting MCF parameters.

MCF (Single-Loc): Set in the ON state, a MCF will be printed out automatically for single location transmissions. When set to OFF, no report will be printed out. Speed access no. 70.

MCF (Multi-Loc): Set in the ON state, a MCF will be printed out automatically for multiple location transmissions. When set to OFF, no report will be printed out. Speed access no. 71.

Image in MCF : Set in the ON state, a portion of the first page of the fax transmitted will be printed in the MCF. When set to OFF, no image will be printed in the report. Speed access no. 72.

Err. Report (MCF): Set in the ON state, an error report is automatically printed if a fax communication does not end with the service code 0000. When set to OFF, the report is not printed out automatically. Speed access no. 73.

ISDN G4 Options

If the machine comes installed with an ISDN G4 board, the following parameters must be set prior to beginning fax operations. Additionally, the incorporation of the ISDN board also disables a number of the parameters set for analog operations (comments provided were parameters are listed).

ISDN Dial Mode: This mode is for setting the overall communication parameters of the machine when in ISDN mode. Set in the G3 state, communications with G3 machines and 10-key dialing are possible. When set to G4, only automated G4 operations are possible. Speed access no. 27.

Speech Receive: Set to ON, this parameter enables the reception of voice communications from remote locations. When set to OFF, all voice communication signals are rejected automatically. Speed access no. 28.

ISDN Terminal ID (TID): ISDN TID requires the input of up to 3 numeric digits for the country code, 20 numeric digits for the ISDN subscriber number, and 10 lowercase alphabet characters for the ISDN ID (subscriber code). Speed access no. 06.

Note: At least one of these three items must be input for this parameter.

ISDN Sub No. (optional): The ISDN Sub No. requires the input of 19 numeric digits for the sub address of the machine when in ISDN mode. Speed access no. 07

To Set Dial, Incoming Call and Other Basic Parameters, as well as MCF and ISDN G4 Options

1 Press Menu/Exit to enter Menu.

2 Input the speed access number of the parameter to be changed, wait.

3 When the display for the desired parameter is shown, press ▽ or △ to select the setting (or input data where required), press Enter.

4 Press Menu/Exit to return to standby mode.

5 Repeat steps 1-4 until finished setting parameters.

Connecting to a PBX

Private Branch Exchanges (PBXs) are private telephone systems used to route calls internally, for example, in a company. When dialing a telephone number, if a prefix (access) number is required to open an outside line, the line is connected to a PBX. If this machine is going to be connected to a PBX, please make the following changes to enable the machine to recognize the prefix digits in the telephone numbers used to obtain access to the outside line. After dialing the prefix digits, the machine will wait until the outside line is available before dialing the rest of the number.

Note: Service assistance may be required to make changes in some countries. Also, some PBX systems may require additional adjustments to the machine. If there is any problem with fax communications after changing parameters, please contact the nearest dealership for assistance.

To Set PBX Parameters

1. Press Menu/Exit to enter Menu.
2. Input speed access no. 50 (PBX Line), wait.
3. Press ∇ or Δ keys to select ON or OFF setting, press Enter.
4. Press Δ to select Dial Prefix, press Enter or ▷.∗
5. Input the digit(s) normally dialed to obtain an outside

line from the PBX, press Enter.

6. Press Menu/Exit to return to standby mode.

* Dial Prefix can also be accessed from the main menu by entering its speed access code, 51.

Tips: Keep in mind that all of the outside telephone numbers programmed into the machine must begin with the dial prefix of the PBX.

To cancel these parameters at a later date, follow the above instructions but set the PBX Line parameter to OFF.

MFP PC Interface Kit

If the machine is equipped with a MFP PC Interface Kit, please refer to Appendix A for information regarding functions. For more detailed information, refer to the documentation received with the PC interface product.

OkiHSP-10/100 Network Interface Card (NIC) Ethernet Adapter

If the machine is equipped with an NIC Ethernet Adapter, please refer to Appendix B for information regarding Network Print Service functions and specifications. For more detailed information, refer to the documentation received with the NIC adapter.

ISDN G4 Board

If the machine is equipped with an ISDN G4 board, please refer to Appendix C for information regarding the features and specifications of the machine after board installation. For more detailed information, refer to the documentation received with the ISDN board.

Directories/Basic Operations

Programming Dialing Directories

This OKIFAX facsimile transceiver is equipped with 40 keys for rapid one-touch dialing (model 5900 is equipped with a second hidden panel for an equivalence of 80 keys). Up to two 40-digit numbers can be programmed to each One-Touch Key, a primary number and an alternative number that is used if the primary number is busy or goes unanswered. It is also possible to enter a 15 alphanumeric location ID (name) for each key. Once programmed, these keys provide unparalleled convenience and savings in time required for daily faxing operations.

Speed Dial Numbers

This function enables the automatic sending of faxes. The machine is equipped with features that allow the transmission of faxes with the push of a single key (One-Touch faxing), 2 and 3-digit ID speed dialing, and speed dialing of groups of telephone numbers.

OKIFAX 5700 140 programmed Speed Dial numbers (1-40 assigned to One-Touch keys)
OKIFAX 5900 230 programmed Speed Dial numbers (1-80 assigned to One-Touch keys)

The information for programming a Speed Dial number includes a name (Name), a primary location Number (LOC#), an alternate number (ALT#), communications speed, Echo protection and G3/G4 selection.

Entry	No. of Characters	Type of Input
NAME	15 characters (max)	Ten-keypad 0-9/*/#/alphabetic characters (uppercase, lowercase)/special characters/Pause/Hyphen/Space/+
LOC#/ALT#	40 characters each (max)	Ten-keypad 0-9/*/#/ Pause/ Hyphen/Space/ +
Comm. Speed	Parameter selection	33.6/28.8/14.4/9.6/4.8
Echo Protection	Parameter selection	ON/OFF
G3/G4 Selection*	Parameter selection	G3 mode/G4 mode

Other keys used in the programming process include Menu/Exit, Shift keys, Enter, Capital (CAPS), Clear, and Delete (DEL).

To Program Speed Dial Numbers

1 Press Menu/Exit to enter Menu.

2 Press ∇ to select Location Program, press Enter or ∇.

3 Press Enter to select Speed Dial.

4 Input Speed Dial number to be programmed (OT, 2-digit, 3-digit).

5 Input LOC # (telephone number), press Enter.

6 Input Name, press Enter.

7 Input ALT# (telephone number), press Enter.

8 Press ∇ or △ to select Communication Speed, press Enter.

9 Press ∇ or △ to select Echo Protection, press Enter.

10 Press ∇ or △ keys to select mode (G4 or G3), press Enter.*

11 Repeat the above process from Step 3 until finished programming. When finished, press Menu/Exit to return the machine to standby mode.

12 When finished with the programming of One-Touch keys, lift the plastic cover protecting the One-Touch labels and (using a pencil) write the names corresponding to the newly programmed keys on their respective labels. Then replace the cover.

Tips: To find Speed Dial locations (including One-Touch keys) that are not yet programmed, press the Search key repeatedly. Switch the Echo Protection setting to OFF when changing the location of a One-Touch key.

* This step required only if ISDN G4 board is installed. However, this setting is specific to each Speed Dial number and is not affected by the overall machine ISDN setting (speed access no. 27).

Repeat from step 3
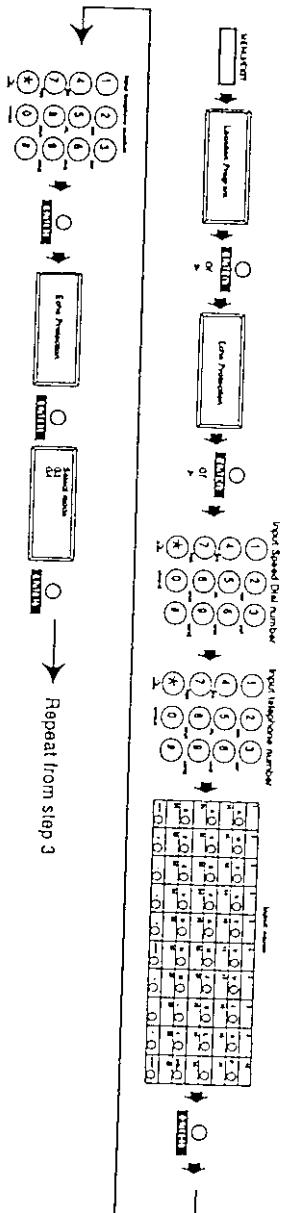
Chain Dialing

Even though the telephone number for each One-Touch key can be up to 40 digits long, there may be a need to dial numbers with more digits. This function is provided for that purpose. To create a chain dial number, program the first 39 digits into a Speed Dial number, press the Plus (+) key (One-Touch key #39), and then program the rest of the number as if programming another Speed Dial entry.

To dial the number:

1 Select the first Speed Dial number programmed.

2 When prompted by the display, enter the second Speed Dial number.

3 Press the Start to begin faxing.

Note: The remaining part of the number not programmed in the first Speed Dial number can also be input manually using the numeric keypad when prompted by the display (step 2).

Group Dialing

This function enables the faxing of documents to multiple locations. Once Speed Dial numbers have been programmed into the machine, this function can be used to group numbers together for simultaneous faxing of a document. As many as 20 different groups of telephone numbers can be stored in memory, each group having a maximum limit of 140 locations. Each group is registered by a group dial number, and can also be assigned a name for alphabetic search as well. Group Speed Dial numbers are to be assigned to One-Touch keys 31-40.

Note: The same listing of characters as that for naming Speed Dial numbers applies.

To Program Groups

1 Press Menu/Exit to enter Menu.

2 Press ▽ to select Location Program, press Enter or ▷.

3 Press ▽ to select Group, press Enter or ▷.

4 Input group Speed Dial number (OT31-40), wait 20sec, press Enter.

5 At "Select Location(s)," press Speed Dial.

6 Enter characters of the location name or Speed Dial number of the telephone number you want to add to the group. Wait. The information for the telephone number to be added will appear.

7 If the information is correct, press Enter. (Location is now registered in that group.)

8 Repeat steps 5-7 until all telephone numbers for the group have been registered.

9 Press Menu/Exit to return to standby mode.

To Delete an Entry

1 Follow the above directions, but at "Select Location(s)," press Enter.

2 Press ∇ or Δ to select entry to be deleted, press Clear or Enter. Information for entry will be shown.

3 Press Clear. Entry is now deleted from group.

4 When finished, press Menu/Exit to return to standby mode.

Basic Operations

Preparing Documents

✔ Try to use good quality documents for transmissions. Documents that are typed or written in dark felt-tip ink on white (or light-colored) paper work best.

✔ Do not send documents that are not rectangular in shape.

✔ Never try to send or copy documents that have wet or sticky surfaces, wrinkles, staples or paper clips.

✔ If uncertain of how well a document will fax, first try making a copy of it.

✔ If a document is in extremely poor condition (creasing, torn, etc.), first make a copy using a photocopying machine, and then send the copy.

Document Size

For the machine to operate properly, all documents must be at least 148mm (5.8") in width and 128mm (5.6") in length. Maximum width and length are 216mm (8.5") and 356mm (14"), respectively.

Multiple-Page Documents

This machine can scan paper with a base weight of 50-105g/m2 (13-28lb). It can hold up to 50 sheets of standard 80g/m2 (20lb) paper (e.g., photocopier paper) in the document tray. If documents are printed on heavier or lighter paper, up to 15 sheets can be loaded. For extremely heavy paper, load and send one page at a time.

When loading multiple-page documents, do not fax documents printed on paper that is thinner than 0.08mm (0.003") or thicker than 0.13mm (0.005"). For single-page documents, do not load paper thinner than 0.06mm (0.002") or thicker than 0.15mm (0.006").

Loading Documents

In order to prevent paper jams and problems during scanning, neatly stack and align the edges of documents before loading them into the document tray. Do not load documents of different sizes at the same time.

Tips: A document can be loaded and prepared for transmission while the machine is sending or receiving another message (as long as the document tray is empty). To do this, load the document, select the location and press the Start key. The document will be sent after completion of the current operation.

1 Adjust the document guides to the width of the documents being sent.

2 Neatly stack the documents, and then insert them, face down into the document tray. Readjust the document guides.

3 The machine will grip the documents and pull them in for transmission, beginning with the bottom page first.

4 If necessary, adjust the resolution (Resolution key) and contrast (Type of Original) to provide the best possible quality.

5 Document is ready for faxing or copying

Document Type	Resolution
Normal	Standard (STD)
Small type/fine details	Fine/Ex. Fine
Photos or many shades of gray	Photo

Document Type	Contrast
Normal contrast	Normal
Contrast is too light	Light
Contrast is too dark	Dark

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Faxing to a Single Location

1   Load the document(s).

2   Select a location (refer to the following chart).
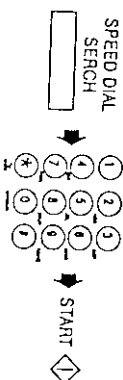
To Dial Using	Do This
One-Touch key	Press the One-Touch key

2 or 3-digit dial

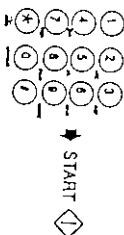Press Speed Dial key, then enter Speed Dial number using the numeric keypad.

SPEED DIAL
SERCH

→ START ◇

Numeric keypad

Dial as if using a telephone. If a mistake is made, press the DEL button to move the cursor back and re-enter the correct number. Press Start key when finished.

→ START ◇

External telephone

Pick up the receiver from its cradle and dial the number. If the receiving machine is in automatic reception mode, a high-pitched tone will be heard. If someone answers, request that they press the Start key on their machine.

3   If necessary, press the Start key to begin transmission.

The following messages may be shown on the displayduring a typical fax transmission.

(location): Identity of the remote location such Personal ID, TSI/ CSI, Location ID or telephone number programmed into the machine.

Dialing: Machine is dialing a telephone number.

Calling: The line is ringing.

Sending: Machine is transmitting a fax.

Result - OK: Fax was transmitted successfully.

Commun. Error: If this or another error message appears, a problem occurred during the communication. Try resending the fax. Refer to "Troubleshooting" for assistance.

Search Key Dialing

If not sure which Speed Dial key is programmed with a certain location, use the Search key to look through the alphabetical telephone directory of location IDs. After loading the document(s):

1. Press the Search key, the display will show "Enter 1'st Char."
2. Enter the first letter of the name of the desired location.
3. Repeatedly press the letter key to scroll through the list of location IDs beginning with that letter.
4. When the correct location is found, press the Start key to begin faxing.

Real-Time Dialing

The machine normally dials the entire telephone number of a location at one time. However, telephone numbers can also be dialed in real time (one digit at a time). To dial from the machine itself, press the Hook key, and dial using the numeric keypad on the machine's control panel. Another way to dial in real time is when an external telephone is connected. Pick up the handset and dial using the keypad on the telephone.

Redialing

If a line is busy or there is no answer, the machine will wait and then automatically redial the number. Additionally, if the machine is transmitting from memory and a communication error occurs, it will automatically redial the number and send the fax again. Manual redialing of the last telephone number called is also possible at any time by pressing the Redial key on the control panel.

Message Confirmation Report (MCF)

The machine can be set to print out a MCF automatically after single and/or multiple-location transmissions. If not set in the automatic mode, MCFs can still be printed at a later time. Please refer to the chapter Reports for more detailed information.

Cancelling Transmission

If there is a need to stop a transmission while still in progress, do the following:

1. Press the Stop key twice in succession.
2. The display will show "Stopped".
3. If a document is stuck partly in the feeder entrance or elsewhere in the machine, a "Reload Document" message may be displayed. If so, press the Stop key one more time. The machine will feed the document through the process to the document stacker.

Manual Receive Mode

Do the following to receive faxes when the machine is set to TEL.

1 When the machine rings announcing a phone call, pick up the handset of the external phone. (If a person is on the line, normal voice communication is possible.)

2 If a signal from a remote facsimile machine is heard or the party wishes to send a fax after finishing a conversation, press the Start key.

3 When the message "Receiving" appears on the display, hang up the handset.

4 The machine will emit a tone following line disconnection, informing the transmission status (i.e., successful or unsuccessful tones).

Receiving to Memory

Memory Reception Mode (MEM)   When set to MEM, the machine will automatically receive messages into memory and store them even when there is paper loaded for printing. Data stored in memory can be printed out using the Print from Memory function.

To Print from Memory

1 Press Menu/Exit to enter Menu.

2 Press ∇ to select Print from Memory, press Enter or ∇.

3 Press ∇ to select Print Memory Msg., press Enter or ∇.

4 If a password is not required, data in memory will be printed out. If a password is required, enter 4-digit password*, press Enter.

5 Data in memory will be printed out.

* Password is only required when previously programmed and machine answering mode is set to MEM (see Memory Password).
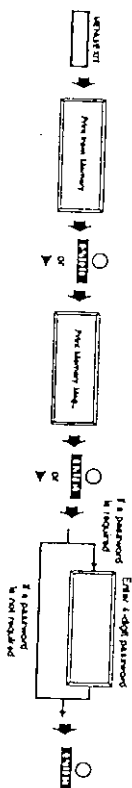
No Paper Reception

If the machine runs out of paper when receiving a fax, the message "No paper, replace paper" will be displayed and the data not yet printed stored in memory automatically for printing out later. (The machine will print the data stored in memory automatically after paper is added to the paper tray.)

No Toner Reception

If the machine is running low on toner, the message "Toner low, Replace toner cart." will be displayed and incoming faxes stored in memory automatically for printing later (rather than risk printing illegible messages). If the machine receives a message to memory because the toner level is low, "Message in memory" will be displayed.

Speed access no. 16.

Tips: When the "Toner low" message is shown, it is possible to use the Print from Memory function to print the faxes stored in memory, but the quality of the print cannot be guaranteed. Replace the toner cartridge as soon as possible.

Cancelling Messages Stored in Memory

It is possible to erase messages stored in memory without printing them.

To Cancel Messages in Memory

1 Follow the same instructions as for Print from Memory.

2 When the display shows "Print MemoryMsg.", press the Stop key.

3 Next, "Print Memory Msg. Memory Cancel?" will be displayed.

4 To erase the message without printing it, press Enter key.

Unsolicited Fax Rejection

The machine provides a closed network option that allows the refusal of unsolicited faxes. If activated, when there is an incoming call the machine will compare the TSN (CIG) with the last four digits of the programmed Speed Dial numbers. If there is no match, the incoming call will be refused automatically, thus eliminating unsolicited faxes such as advertising. The machine can also be set to neither send nor receive faxes from locations whose telephone numbers are not programmed into the Speed Dial memory. The available settings are limited reception (RX), limited transmission and reception (T/R), and no limitations (OFF). Speed access no. 21.

To Set Closed Network

1   Press Menu/Exit to enter Menu.

2   Input speed access no. 21 (Closed Network), wait.

3   When Closed Network display appears, press ∇ or Δ to select setting, press Enter.

4   Press Menu/Exit to return to standby mode.

Power Failures and Memory

The OKIFAX 5700/5900 is equipped with a battery to prevent the loss of data stored in memory at the time of a power outage. The typical memory-backup time with a fully charged battery is 72hr. If data is still held in memory at the time of power restoration, the machine will continue operations from the point when power was lost (e.g., delayed transmission, redial waiting conditions, etc. resume from point of power failure). If the data in memory has been lost at the time of power restoration, the machine will print out a Power Outage Report. Please refer to the chapter Reports for more information.

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Making Copies

The machine is capable of making up to 99 copies at one time. When loaded with the recommended paper, the copy stacker capacity is 200 and 10 sheets each for facedown and face-up stacking, respectively. Documents fed through the automatic document feeder (A.D.F.) will be printed at a resolution of 600 dpi x 3.85 lines/mm (154 lines/in.).

To Make Copies Using A.D.F.

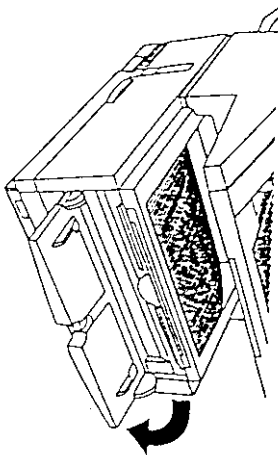1 Load the document(s) in the document tray.

2 Press Copy. The display will show "Number of Copies [ ]".
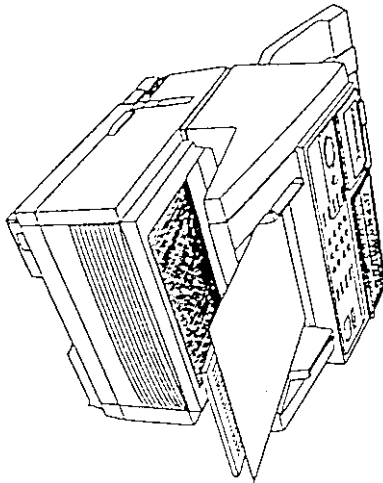
3 If only one copy is required, wait and the machine will begin copying momentarily.

3' To make multiple copies, enter the number of copies required using the numeric keypad.

4 Press Copy again, the machine will begin making multiple copies.

Manual Paper Feeder

There is manual paper feeder tray built-in immediately above the paper tray. To make a copy on paper different than that loaded in the paper tray, fold down the manual paper feeder tray and manually insert the paper.

To Make Copies Using Manual Paper Feeder

1 Load the document(s) in the document tray.

2 Fold down the manual paper feeder tray.

handwritten notes:

250
1=秒

STD ていけ だけ く
FiNE, EX-FiNE, PHOTO
モードを 見ながら 入れる。

Directories/Basic Operations

3 Insert a sheet of paper (face up) into the tray, and push into the slot until the machine takes hold of the paper.

4 Press Copy (see instructions above).

Note: If making more than one copy, paper must be continually fed one sheet at a time.

Counters

A number of different counters are provided for keeping track of machine operations and maintenance needs. Counters available for user viewing include the Print counter, for tracking how many times recording paper has been printed, and the Scan counter, for tracking how many times a document has been passed through the A.D.F. (Scan).

To Access Print/Scan Counters

1 Press Menu/Exit to enter Menu.

2 Press ∇ to select Counter, press Enter or ▷.

3 Press ∇ or △ keys to select counter , press Enter or ▷.

4 Press Enter to return to third operational layer.

5 Press Menu/Exit to return to standby mode.

There is also an image drum counter (Drum) that the user can reset after changing the image drum.*

* Message "Change Drum Soon" will be displayed when service life of drum has expired. Reset the Drum counter only after replacing the image drum.

To Reset Image Drum Counter

1 Press Menu/Exit to enter Menu.

2 Press ∇ to select Counter, press Enter or ▷.

3 Press Enter or ▷ to enter Drum Count.

4 Press Clear to delete the count.

5 Display "Press Clear to Delete" will be shown. To clear counter, press Enter.

6 Press Menu/Exit to return to standby mode.

Printer Cleaning

A printer cleaning function has been incorporated to clean the residual toner off of the charge rollers. Perform printer cleaning periodically to prevent the accumulation of toner on the charge rolls. (Build up may cause unwanted marks and blurring in printed faxes or copies.)

To Perform Printer Cleaning

1 Press Menu/Exit to enter Menu.

2 Press ∇ to select Printer Cleaning, press Enter or ▷.

Advanced Operations

Delaying Fax Transmissions

Delayed Transmission

The Delayed Transmission feature enables the automatic transmission of faxes at a specified time and date. By scanning the document and storing the data in memory, the OKIFAX 5700 and 5900 machines can now send documents at up to 20 and 30 different specified times (within 72hr), respectively.

To Send a Delayed Fax

1 Load the document(s).

2 Press Menu/Exit to enter Menu.

3 Press Enter or ▷ to enter Delayed TX.

4 Press ∇ or △ to move between date and time settings, and ▷ or △ to move between columns.

5 Input the desired date and time, press Enter key.

6 Delayed TX display will show "Select Location(s)".

7 Input desired location using either Speed Dial numbers or numeric keypad.

8 Press Start key. The machine will scan the document(s) into memory, and wait until the time programmed to begin transmission.

9 Above process can be repeated up to 20 (5700) or 30 (5900) times when memory is available.

10 After all memory is used, one more transmission is possible by setting documents in the document tray and setting the machine as instructed in steps 2-7.

Tips:
Dates and times are to be input using numeric keypad (0-9). Times are to be input following the format of 0000-2359.

Input Date and Time

Date Time

Select Location

Input location

START

Delayed Batch Transmission

The Delayed Batch feature enables the delayed transmission of multiple communications scanned into memory at a time programmed into the machine. Locations planned for use with this function must be programmed into Speed Dial numbers 31-40.

Before inputting the following session(s), you must first access the Batch TX Time function in the Location Program menu and set the transmission time against one of the Speed Dial numbers 31-40.

To Send a Delayed Batch Fax (One Session)

1 Load the document(s).

2 Press Menu/Exit key to enter Menu.

3 Press ∇ to select Delayed Batch TX.

4 Input Speed Dial number of desired location (input number or press Enter or ∇.
ber or press number matching OT number).

5 Input desired time of transmission.

6 Press Start key.

7 The machine will scan the document(s) into memory, and wait until the time programmed to begin transmission.

8 Repeat above steps 1-8 to prepare multiple sessions.

Tips:

Only locations programmed into Speed Dial numbers 31-40 are applicable.

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Time must be input following the format of 0000-2359.
There is no limitation to the number of batch transmission sessions to set using Speed Dial numbers (31-40), however, no more sessions will be accepted once memory is filled.

Canceling Delayed Transmissions

Follow the instructions provided below to cancel a delayed transmission before it has been sent.

1 Press Stop.

2 The display will show Cancel Communication.

3 The display shows Location ID and Tel. No. of delayed transmissions currently programmed in the machine.

4 Press ∇ or ∆ to select transmission to cancel. Press Enter.

5 The Location ID and Tel. No. of the selected transmission will be displayed. After confirmation, press the Clear key.

6 Selected transmission will be canceled.

7 For a delayed transmission from the document tray, press Stop again to remove the document.

8 Press Menu/Exit to return to standby mode.

Priority Transmission

When there is a need to ensure that a document is transmitted immediately, the document(s) loaded and scanned under this feature hold priority over previously scanned documents or the processing of messages received in dual access or standby modes.

To Send a Priority TX

1. Load the document(s).
2. Press Menu/Exit to enter Menu.
3. Press ▽ to select Priority TX, press Enter or ▷.
4. Input desired location using Speed Dial number or numeric keypad.
5. Press Start key.
6. The machine will scan the document(s) into memory and assign first priority for transmission.
7. If all memory is used, the display will show "Memory Overflow", "Send Scanned Pages?"
8. To send scanned pages, press Enter.

Confidential Faxes

Facsimile machines are often located in open areas where passersby can look through the messages received. If a remote machine is compatible with OKIFAX products or is equipped with a sub-address transmission function, this machine can send confidential faxes to it.

Sending Confidential Faxes

When a confidential fax is sent, it is received to a personal mailbox (or sub-address number) that is only accessible using an access number (password) for that mailbox. However, the address of the mailbox to which the fax is to be directed must be known beforehand. (Ask the person who will receive the fax to provide their mailbox address.) This machine can send messages to up to 64 predesignated mailboxes in remote machines.

To Send a Confidential Fax

1. Load the document(s).
2. Press Menu/Exit to enter Menu.
3. Press ▽ to select Confidential TX, press Enter or ▷.
4. Input the address* of the confidential mailbox using the numeric keypad, press Enter.
5. Input desired location using Speed Dial number or numeric keypad.

6 Press Start key.

- The address can consist of up to 20 characters (0-9,Space, * ,#).
  The machine will dial the number and begin the faxing process.

Receiving Confidential Faxes

As with sending, this machine can receive confidential faxes only from machines compatible with OKIFAX or machines equipped with a sub-addressing function. Additionally, at least one confidential mailbox must be set up before a confidential transmission can be received. After setting up the mailbox, give the person who is to send the fax the mailbox address. When a message is sent to that address, it will be stored in memory and cannot be printed until the proper password is input for retrieval.

Programming Personal (Confidential) Mailboxes

The OKIFAX 5700/5900 machines are programmed for the creation and management of 16 personal mailboxes. When set up, each mailbox is opened as a Confidential or Bulletin Polling box (the latter to be discussed later on). Once a mailbox for receiving confidential messages has been created, none of the messages sent to it can be printed until the password for that box is correctly entered in the retrieval (printing) sequence. Speed access no. 03.

To Create a Personal (Confidential) Mailbox

1 Press Menu/Exit key to enter Menu.

2 Input speed access no. 03, wait.

3 Enter personal box number (1-16).

4 Press ∇ or ∆ to select Confidential, press Enter.

5 Input 4-digit numeric password (0000-9999), press Enter.

6 Repeat steps 3-5 until the desired number of confidential mailboxes has been created (up to 16).

7 Press Menu/Exit to return to standby mode.
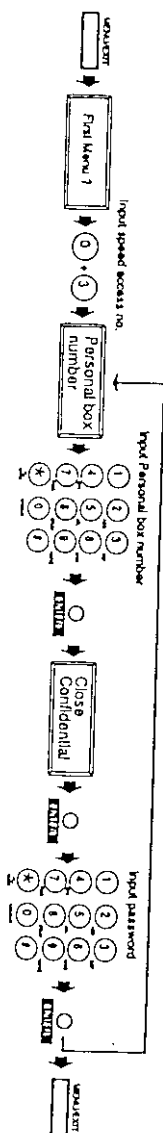
Changing Password/Closing Mailbox

If there is a need change the 4-digit password that is assigned to a confidential box or a mailbox is to be closed for some reason, do as instructed in the following. Speed access no. 03.

Note: A mailbox must be empty before it can be modified or closed.

To Change Password/Close Mailbox

1 Press Menu/Exit to enter Menu.
2 Input speed access no. 03, wait.
3 Enter the number of the personal mailbox to be modified/deleted, press Enter.

Change Password	Close Mailbox
4 Press Enter to select Confidential.	4' Press ∇ to select Close, press Enter.
5 Input 4-digit numeric password, press Enter.	5' At "Delete Box?", press Enter.
6 Input new 4-digit numeric password, press Enter.	6' Press Menu/Exit to return to standby mode.
7 Press Menu/Exit to return to standby mode.	

Tip: If the message "Illegal Operation" is displayed during either process, the mailbox selected contains one or more messages and must be emptied before changes to the mailbox can be made.

Printing Confidential Faxes

Each time the machine receives a confidential fax it will print a Confidential Reception Report automatically which lists the mailbox number(s) that received fax(es).

To Print Confidential Messages

1 Press Menu/Exit to enter Menu.
2 Press ∇ to select Print from Memory, press Enter or ∇.
3 Press ∇ to select Print Personal Box, press Enter or ∇.
4 Input personal mailbox number (1-16) holding message, press Enter.
5 Input 4-digit password for mailbox, press Enter.
6 Message will be printed, and machine will return to standby.

Tips:
1) If no message is stored in the personal mailbox, "No Data in Memory" will be displayed.
2) If wanting to delete message without printing, when "Box No. =XX (Conf) Printing" is displayed, press Stop. "Print Personal Box Memory Cancel?" will be displayed. Press Enter and memory will be canceled without printing.

Relay Broadcasting

Relay broadcasting allows one facsimile machine to send a document to another, which then re-sends (broadcasts) the document to a number of other locations. Although this machine is capable of initiating a relay broadcast, it will not function as a key relay station. (Key relay stations must be OXIFAX OF-27, OF-38 or 2600 model products.)

Before sending documents in a broadcast operation, the 4-digit relay password of the relay station and 2-digit identification numbers of the remote stations (or groups of remote stations) must be obtained. After making a relay transmission, the key relay station can send a report confirming the completion of the broadcast. This report is sent to the location specified by the telephone number programmed in the Relay Report No. function. For this machine to receive the report, program its telephone number as the relay report number.

Initiating a Relay Broadcast

1 Load the document(s).

2 Press Menu/Exit to enter Menu.

3 Press ▽ to select Relay initiate TX, press Enter or ▷.

4 Input password (4-digit number) of key relay station, Enter.

5 Input two-digit numbers of remote stations, Enter.

6 Input desired location using the Speed Dial number or numeric keypad, press Start.

7 The machine will scan the document(s) into memory and begin faxing to the key relay station.

8 If all memory is used, the display will show "Memory Overflow", "Send Scanned Pages?"

9 To send scanned pages, press Enter.

To Set the Relay Report No.

1 Press Menu/Exit to enter Menu.

2 Press ▽ to select Location Program, press Enter or ▷.

3 Press ▽ to select Relay Report No., press Enter or ▷.

4 Input telephone number of desired location using numeric keypad (40 characters max.), press Enter.

5 Press Menu/Exit to return to standby mode.

Polling Transmission/Reception

Polling is a process in which documents are loaded into a machine, and the machine is then set to wait for a call from a remote location before faxing. If the local machine is set to hold data in memory for transmission to a remote machine when contacted, the procedure is called polling transmission. Similarly, if the machine calls a remote machine and receives a fax from it, the procedure is called polling reception. Bulletin Polling (Box) This feature enables remote machines to contact this machine and poll data from specified personal mailboxes until all the documents stored have been retrieved. Before bulletin polling can be conducted, personal mailboxes must be opened for storage of the documents to be scanned. The following procedures explain the opening of personal mailboxes and how to set the machine for bulletin polling, respectively.

To Create a Personal (Bulletin Polling) Mailbox

1 Press Menu/Exit key to enter Menu.
2 Input speed access no. 03, wait.
3 Enter personal box number (1-16), press Enter.
4 Press ∇ or Δ to select Bulletin Polling, press Enter.
5 Repeat steps 3 and 4 until the desired number of bulleting polling mailboxes has been created (up to 16).
6 Press Menu/Exit to return to standby mode.

To Set Bulletin Polling

1 Press Menu/Exit to enter Menu.
2 Press Δ to select Polling TX/RX, press Enter or ▷
3 Press Enter to select Polling TX.
4 Press Enter to select Bulletin Poll (Box).
5 Input personal mailbox numbers (1-16), press Enter after inputting each mailbox number.
6 When finished inputting mailbox numbers, load the document(s). 7 Document(s) will be scanned and stored in memory, and display will show "Bulletin Msg. in Mem".

Printing Documents Scanned into Memory for Bulletin Polling
If there is a need to print out the document(s) scanned into memory for bulletin polling, the following procedure allows the data stored in personal mailboxes to be printed.

To Print from Personal (Bulleting Polling) Mailboxes

1 Press Menu/Exit to enter Menu.
2 Press ∇ to select Print from Memory, press Enter or ▷.
3 Press ∇ to select Print Personal Box, press Enter or ▷.
4 Input personal mailbox number (1-16) holding document, press Enter.
5 Message will be printed, and machine will return to standby.

Tips:

1) If no message is stored in the personal mailbox, "No Data in Memory" will be displayed.

2) If wanting to delete message without printing, when "Box No. =XX (Conf) Printing" is displayed, press Stop. "Print Personal Box Memory Cancel?" will be displayed. Press Enter and memory will be canceled without printing.

Memory Polling

This feature enables remote machines to contact this machine and poll data directly from memory.

To Set Memory Polling

1. Press Menu/Exit to enter Menu.
2. Press Δ to select Polling TX/RX.
3. Press Enter to select Polling TX.
4. Press ∇ to select Memory Poll, press Enter.
5. Load the document(s).
6. Document(s) will be scanned and stored in memory, and display will show "Waiting to be Polled". Memory Polling (Bulletin)

To Set Memory Polling (Bulletin)

1. Press Menu/Exit to enter Menu.
2. Press Δ to select Polling TX/RX.
3. Press Enter to select Polling TX.
4. Press ∇ to select Memory Poll (Bull), press Enter
5. Load the document(s).
6. Document(s) will be scanned and stored in memory, and display will show "Waiting to be Polled"

Document Tray Polling

This feature enables remote machines to poll the documents set in the document tray (A.D.F.).

To Set Feeder Polling

1. Press Menu/Exit to enter Menu.
2. Press Δ to select Polling TX/RX.
3. Press Enter to select Polling TX.
4. Press ∇ to select Feeder Poll, press Enter.
5. Load the document(s).
6. Display will show "Waiting to be Polled".

This feature enables remote machines to contact this machine and poll data directly from memory until all of the stored documents have been retrieved.

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Polling Reception

This machine is capable of polling documents from remote machines, however, the programming of polling reception is limited to only one machine at a time. After a polling operation has been completed, the polling of another machine is possible.

1 Press Menu/Exit to enter Menu.
2 Press Δ to select Polling TX/RX, press Enter.
3 Press ▽ to select Polling RX, press Enter.
4 Input mailbox numbers, maximum of 20 characters (0-9,space, *, #), press Enter.
5 Input desired location using Speed Dial or numeric keypad.
6 Press Start to begin polling.

Printing of Faxes Polled into Memory

This feature enables the retrieval of faxes stored in memory after the polling of documents from remote machines. The feature can also be used to print out documents scanned into the machine for Memory Polling and Memory Polling (Bulletin) communications.

To Print or Cancel Polled Faxes in Memory

1 Press Menu/Exit to enter Menu.
2 Press Enter to select Print from Memory.
3 Press ▽ to select Print Memory Poll, press Enter or ▷.

To Print
4 Faxes stored in memory are printed, and machine returns to standby mode.

To Cancle
4' Press Stop.
5' Display shows "Memory Cancel?"
6' Press Enter to cancel memory.
7' Machine returns to standby mode.

Call Forwarding

The OKIFAX 5700/5900 machines have been equipped with call forwarding to increase faxing convenience and reliability.

Forwarding No.

If a forwarding number has been input, by setting the Auto Answer mode to FWD, incoming calls will be forwarded to the number specified. One number of up to 40 characters (0-9/*/#/+/Pause/Hyphen/Space) can be entered.

To Set Forwarding No.

1 Press Menu/Exit to enter Menu.
2 Press ▽ to select Location Program, press Enter or ▷.
3 Press ▽ to select Forwarding No., press Enter or ▷.
4 Input telephone number, press Enter.
5 Press Menu/Exit to return to standby mode.

Forward on P-ERR

When the machine is operating under any of the answering modes except FWD, TEL or MEM and this function is activated, there is a reliable backup against the problems of paper or toner shortages. If the machine detects no more paper or insufficient toner, it will forward incoming faxes to a predetermined location automatically. One number of up to 40 characters (0-9/*/#/+/Pause/

Hyphen/Space) can be entered.

To Set Forwarding No.

1 Press Menu/Exit to enter Menu.
2 Press ▽ or △ to select Location Program, press Enter or ▷.
3 Press ▽ to select Forwarding P-ERR, press Enter or ▷.
4 Input telephone number, press Enter.
5 Press Menu/Exit to return to standby mode.
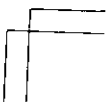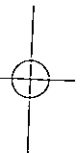
Dual Access

A number of tasks can be performed simultaneously as the result of the unique dual-access feature of this machine. This capability reduces the waiting time previously required between operations, and thus improves productivity.

During Fax Transmission

After a document has been scanned into memory and transmission has begun, it is possible to:

✔ Load another document and prepare it for transmission. This document will be scanned into memory when the preceding document is being transmitted. Transmission settings can be single or multiple location or even delayed. Additional documents can be loaded, scanned and set for transmission as long as memory is available. After each transmission is completed, the next set of documents loaded will be processed automatically.

✔ Register Speed Dial or group telephone numbers.

✔ Make local copies.

✔ Continue operations in no paper/no toner status, with messages printed automatically after replenishing the paper or toner.
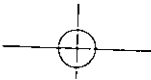
During Fax Reception

When receiving a fax, it is possible to:

✔ Load another document and prepare it for transmission. A document can be scanned into memory while a fax is being received. Transmission settings can be for single or multiple location or even delayed. Additional documents can be loaded, scanned and set for transmission as long as memory is available. After the initial fax has been received and connection disconnected, the machine will begin transmitting the documents loaded automatically.

✔ Register Speed Dial or group telephone numbers.

When Making Copies

When making copies, it is possible to:

✔ Receive faxes while copies are being printed (if the machine is set to receive faxes into memory).
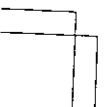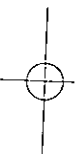
Customizing OKIFAX 5700/5900

Many of the OKIFAX 5700/5900 features and settings can be altered to suit diversified needs. In this chapter we list a number of user changeable functions that can be used to customize machine operations.

Viewing Current Settings

Before making changes, it is helpful to print out a list of current settings as an aid to determine features and functions that need to be changed. The Configuration Report is best for this purpose.

To Print Configuration Report

1. Press Menu/Exit to enter Menu.
2. Press ∇ to select Report Print, press Enter or ▷.
3. Press ∇ to select Configuration, press Enter or ▷.
4. Report will print out.
5. If print out of report is not desired, press Stop.
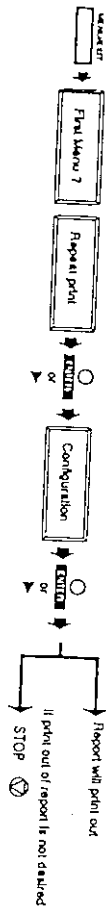
Operation Functions

Remote Diagnosis

The remote diagnostics feature allows service personnel to remotely dial and service the machine. Available settings are ON and OFF. Speed access no. 14.

Transmission (TX) Mode Default

This function allows the machine's default settings for original document condition and transmission scanning resolution (Type of Original and Resolution keys, respectively) to be changed. The factory default settings are standard (STD) and normal (Normal). If faxes that require some other combination are often sent or received, use these function settings to adjust machine operations to best fit the situation. During the programming sequence,
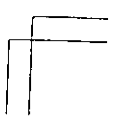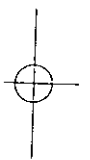
the new default combination will be indicated on the control panel. Speed access no. 15.

Memory Full Save

With features like group dialing, "call origination" starts after an entire document or set of documents is read into memory. If during this process, memory becomes full and an operator time-out seems likely, a message to that effect is shown on the display if this function is set to ON. If it is set to OFF, data not read into memory is deleted automatically. Available settings are ON and OFF. Speed access no. 17.

Instant Dial

In the ON state, the document is scanned into memory and dialing starts immediately. Although the function relies on memory availability, connection to the remote location is confirmed and the document transmitted faster when memory is available. If it is set to OFF, the machine first confirms contact with the remote location and then transmits the document reading from the document tray (without scanning into memory). Speed access no. 18.

Restrict Access

This function controls whether or not machine operation is restricted or not. In the ON state, if restriction ID have been programmed, users must enter a password before being allowed access to the machine's functions. Set to OFF, no password is required even if restriction ID have been programmed. Speed access no. 19.

ECM Function:

The error correction mode (ECM) function is provided to improve communications in areas where telephone line conditions are very poor. Available settings are ON and OFF. Speed access no. 20.

Sender ID (ON/OFF)

This function determines of the Sender ID is to be printed on the transmitted fax. Available settings are ON and OFF: set to ON, the ID is included on the fax. Speed access no. 23.

Power Save Mode

When this function is set to ON, the machine will automatically switch to a low-energy use mode after being idle for 10min. Available settings are ON and OFF. Speed access no. 26.
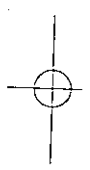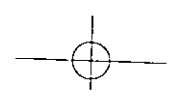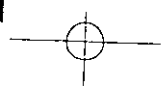
Pulse Dial Rate*

If the machine is set to DP, this function controls the rate of the dialing pulses (which vary by country). Available settings are 10, 16 and 20pps. Speed access no. 46.

Pulse Make Ratio*

If the machine is set to DP, this function controls the make rate of the dialing pulses. Available settings are 33, 39 and 40%. Speed access no. 47.

Pulse Dial Type*

If the machine is set to DP, this function controls the type of pulse dialing it uses (types of pulse dialing vary by country). Available settings are N, 10-N and N+1. Speed access no. 48.

T/F Timer Prg.

When set to T/F, the machine will automatically distinguish between incoming voice and fax communications. The T/F timer controls how long the machine waits for the call to be answered before switching to FAX mode. Available settings are 20 and —35sec. Speed access no. 62.

CNG Count

When set either in the T/F or TAB modes or operating with parallel pickup, the machine detects the type of signal (calling tone, CNG) sent from the remote location and initiates fax reception if required. This function sets the CNG detection number. The available setting is 1-5 times (numeric keypad input). Speed access no. 65.

Ring Response:

This function controls how long the machine waits before answering an incoming call. The available settings are 1 ring, 5, 10, 15 and 20sec. Speed access no. 66.

Distinctive Ring

Distinctive ringing is a service offered by some telephone companies that allow different telephone numbers to be assigned to a single line, each number being assigned a distinctive ring. When an incoming call is received, it is possible to identify the number being call by the assigned ringing pattern. When set to ON, fax reception begins only after a programmed ring pattern is detected. If no ring pattern has been programmed, the ring pattern defined for each country is used for detection as the default setting. Available settings are ON (detected), OFF (not detected) and SET (programmed). Speed access no. 67.

Note: The default setting (factory setting) is ON for the following countries only: USA, AUS, NZL, SEN and HNG. All other countries must learn the ring pattern using SET before being able to set the machine to ON.

To Change Operation Functions

1. Press Menu/Exit to enter Menu.
2. Input the speed access number of the parameter to be changed, wait.
3. When the display for the desired parameter is shown, press ∇ or Δ to select the setting (or input data where required), press Enter.
4. Press Menu/Exit to return to standby mode.
5. Repeat steps 1-4 until finished setting parameters.
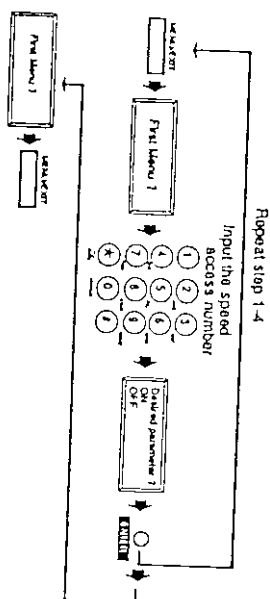
Memory Password

This is a 4-digit numeric password used when the machine is operating in the Memory Only Reception Mode (MEM). Persons who don't know the password cannot make changes to or print memory data when the machine is in this mode. Registration of only one password is possible. Speed access no. 04.

To Set Memory Password

1. Press Menu/Exit to enter Menu.
2. Input speed dial access no. 04, wait.
3. Input 4-digit numeric password (0000-9999) using numeric keypad, press Enter.

To Set (not registered)	To Set (not registered)
4. Input 4-digit password (000-999) using numeric keypad, press Enter.	4' Input 4-digit password using numeric keypad, press Enter.
5. Press Menu/Exit to return to standby mode.	5' If password matches registered number, display will show "Password Close?" If numbers do not match, display will show "Invalid Password".

6' At "Password Close"
press Enter to confirm
password cancellation.

7' Press Menu/Exit to re
turn to standby mode.

Restricted Access ID

This is a 4-digit numeric password that is must be input to gain
access to machine operations when the machine is set in the Re-
strict Access mode. Up to 24 restriction ID passwords can be
registered at one time. Speed access no. 05

To Set (or Cancel) Restricted Access ID

1   Press Menu/Exit to enter Menu.

2   Input speed access no. 05, wait.

3   Input department number (1-24), press Enter.

<u>To Set (not registered)</u>

4   Input 4-digit password
    (000-999)

4' To Set (not registered)

4' Input 4-digit password
    using numeric keypad,
    press Enter.

    using numeric keypad.

5   If number is already
    registered, display will
    show "Already Exist".

6   Input another 4-digit ID
    number, press Enter.

7   Repeat steps 3-6 until all
    desired ID numbers
    have been registered.

8   Press Menu/Exit to return
    to standby mode.

5' If ID matches registered
    number, display will
    show "ID Close?"
    If no match with
    registered number,
    display will show
    "Invalid ID".

6' At "ID Close", press Enter
    to confirm ID cancellation.

7' Press Menu/Exit to return
    to standby mode.
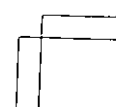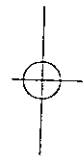
Service Function Settings

In many instances, the settings of service functions can affect the way a facsimile machine operates. If there is a need to have any of the following settings changed, please contact the nearest OKIFAX dealer and request service.

Long Document Scanning/Transmission (Long Doc. Scan)

Normally the machine will not scan documents longer than 356mm (14in.). With this function set to ON, the machine is capable of scanning and transmitting documents of any length for up to one hour.

MYD/DMY

This setting controls how the machine displays and prints the date (mm/dd/yy or dd/mm/yy).

Time/Date Print

This setting controls if and how the time and date are printed on faxes transmitted by the machine. The machine can be set to print/not print time and date, print time and date at the top of the first page only, or print time and date at the top of every page.

TSI Print

With this setting in the ON state, the telephone number of the remote machine is printed at the top of each page of the fax received.

Options

MFP PC Interface Kit

The MFP PC Interface Kit is basically a software package that allows OKIFAX 5700/5900 machines to interface with a computer connected via an RS232C cable. Once the software is installed in the computer and an RS232C cable attached to connect the two devices, the OKIFAX can provide fax/modem, printer and scanner operations. (For further details, please refer to Appendix A.)

OkiHSP-10/100 Network Interface Card (NIC) Ethernet Adapter

The NIC Ethernet Adapter gives the OKIFAX the compatibility to operate in conjunction a variety of LAN systems and protocols including Novell, Microsoft, UNIX (TCP/IP), Ethertalk, LAN Manager/Server and DEC. Presently installation of the NIC enables the option of utilizing Network Print Service; 10-page/min, 600dpi printing with OkiHiper-W print emulation. Additional
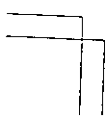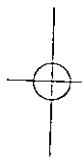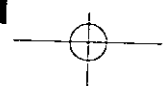
network services are planned for introduction in the future. (For further details, please refer to Appendix B.)

ISDN G4 Board

The ISDN G4 Board raises the OKIFAX 5700/5900 machine operability to ITU-T G4 classification with digital communications at 64Kbps. Although PSTN settings are deactivated when installed, the system is equipped with a setting to activate an automatic fallback function that enables communications in either G3 or G4 mode, depending on the classification of the remote machine. A special function has been installed to enable voice communications as well. This option is manufacturer installed, and must be ordered prior to shipment of the machine. (For further details, please refer to Appendix C.)

Expandable memory / 2MB / 4MB

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Reports

Understanding Reports

A number of useful reports are provided to show the machine's current settings, programming and operations. Refer to the following list of reports available to determine which of those is needed for a particular situation. Some reports print automatically after completion of operations, while others require retrieval by users. Please refer to Printing Reports for instructions on how to print those reports that are not output automatically.

Reports List

Message Confirmation Report

This report provides information about the last single-location fax transmission or polling transmission. Information in the report includes: Faxing date, amount of time to send or receive fax (S,R-Time), location ID or telephone number of the remote machine (Distant Station ID), communications mode, number of pages in communication, results of communication, and service codes.

• If an error occurred during communication, a portion of the page where the problem was had will be printed after the report.

Confidential Reception Report

This report is automatically printed each time the machine receives a confidential message into a mailbox. Information in this report includes: Faxed date, amount of time spent receiving the fax (S,R-Time), location ID or telephone number of the remote machine (Distant Station ID), number of the mailbox holding the fax, number of pages received, results of communication, and service codes.

Broadcast Confirmation Report

Each time a multiple-location transmission is programmed, the machine will give the option of printing this report to confirm location entries. Information in this report includes: Location ID of the Speed Dial numbers selected, and telephone numbers entered manually using the numeric keypad.
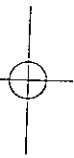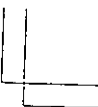
Reports

Broadcast Message Confirmation Report

This report can be used to confirm the results of multiple-location transmissions. Information provided in this report includes: Date and time the transmission started, amount of time required to complete the transmission, and the location ID, number of pages sent and results of the communication for each location.

Power Outage Report

If power to the machine is interrupted, the failure may interfere with operations such as delayed transmissions, messages received into memory, etc. As soon as power to the machine is restored, it prints out a report automatically to alert users of the power outage.

Function List

This report will print out a list of the user functions available for setting via the menu shown on the display panel. (User Function Tree)

Configuration

This is a list of the current operational settings of the machine. The information includes: current User Function settings (except for One-Touch key parameters, which appear in the Phone Directory), sender ID (ID=>), TSI/CSI (telephone number of machine), and dialing parameter settings.
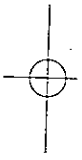
Telephone Directory

This report provides a complete listing of all of the telephone numbers programmed into the machine's Speed Dial numbers (One-Touch keys and two- and three-digit numbers). The information includes: Location ID and primary telephone number for each programmed One-Touch key and two- and three-digit Speed Dial number, the alternate (secondary) telephone number (OR) for each One-Touch key, parameter settings for each One-Touch key (PRM. ECHO).

Group Directory

This report provides a list of the telephone numbers programmed into groups assigned to Speed Dial numbers. Listing can be provided in alphabetical listings of the names of the groups. (This report is not capable of printing all groups, only the selected group will be printed.) The information includes: List title, date and time of list, sender ID, group number and ID, and telephone number.

Activity Report

This report provides a record of the last 30 communications made by the machine. The information provided includes: Respective amounts of time the machine spent sending and receiving faxes: date, time and duration (S.R-TIME) of each transmission or reception: name or telephone number of the remote machine com-

municated with (Distant Station ID); communication mode for each transmission or reception; number of pages in each communication, results of each communication, and service codes. If you were sending a fax, the telephone number or the Location ID will be printed. For faxes received, the personal ID or telephone number of the remote machine will be printed.
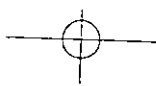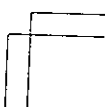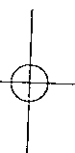
*Tip:* This report does not contain the results of messages received without errors or received into memory.

Active Memory Files

This report provides a list of all the messages stored in the machine's memory, including both documents waiting for transmission and documents received but not yet printed. The information provided in this report includes: Date and time a message was scanned into memory for transmission, name or telephone number of each remote location. * communication mode for each activity, and number of pages in each communication. For reception, the polling messages and the messages in personal boxes are printed separately.

* For transmissions, the telephone number of the remote location will be printed; for receptions, the number of entry and total pages are printed.

Tip: One use for this report is to help determine the session and message numbers of faxes stored in memory in the event there is a need to erase one.

Protocol Dump

This report is printed out in the event of incomplete communications, and can be helpful in determining the cause of communication interruption. Send the report to the dealership or service center if so requested.
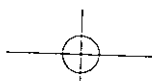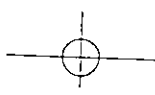
Reports
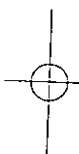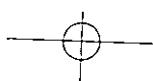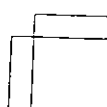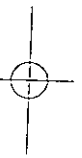
Printing Reports

After sending a fax, press Copy once (with no documents loaded) to see a report confirming the transmission on the display of the control panel. To obtain a printout of this report, press Copy one more time.

To Print Other Reports

1 Press Menu/Exit to enter Menu.

2 Press △ to select Report Print, press Enter or ▷.

3 Press ▽ or △ to select the report to be printed, press Enter or ▷.

4 Print out all reports required, then press Menu/Exit to return to standby mode.

Codes Used in Reports

Result Codes

Result codes indicate the results of communications.

| Code	Description
BUSY	The line of the remote location was busy or there was no answer.
CANCL	A confidential message was erased after being held in memory for 10 days.
COMP.	A multiple-location transmission was completed.
COVER	The machine's cover was opened during the communication.
NO	Transmission or reception failed due to a communications error.
OK	Transmission or reception was completed successfully.
P.UNIT	There is a problem with the printing unit. Contact service representative.
R_JAM	A paper jam occurred while receiving a fax, and the machine was unable to receive the entire message in memory.
S_JAM	A document jam occurred in the machine sending the fax.
STOP	Stop key was pressed, ending the session.

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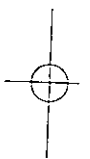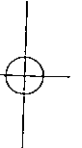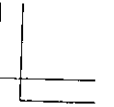
Communication Codes

Communication codes indicate the communications mode used for a communication.

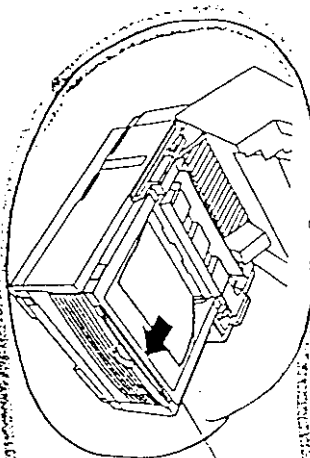| Code	Description
B.C.	Multiple-location transmission (broadcast).
CONF=(BOX NO.)	Fax received to a personal mailbox.
CALLING	A communication initiated by the local machine.
CALLED	A communication initiated at a remote location.
POLLED	Polling transmission initiated
POLLING	Polling reception by the local machine
FWD	Forwarding
BATCH	Batch transmission
POLL=(BOX NO.)	Bulletin polling
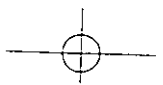
Reports
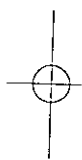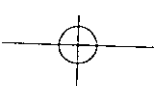
Troubleshooting

Clearing Document Jams

When a document becomes caught in the machine during a faxing or copying operation, the machine will beep and the display will show an error message. If the document looks to be positioned straight in the document tray, try pressing the Stop key to feed the document the rest of the way through the machine. If this fails, do as instructed in the following.

1 Turn off the power switch.

2 Grasping the control panel in the area above the document tray (between the document guides), pull up and swing it back on its hinges.

3 Pull out the jammed document.

4 Return the control panel to its original operating position, and push down on it until it locks in place.

5 Turn power switch back on.

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Clearing Paper Jams

If the machine shows a "Paper Jam" or "No Paper" message on the display the paper tray still contains paper, there may be one or more sheets of paper caught in the machine. To clear a paper jam, do as instructed in the following.

Note: If paper jams are experienced often, it may be due to the type of paper being used. A paper developed specifically for photocopying or laser printing should be used. Be sure to fan the paper before loading it into the paper tray.

Warning: Be careful of hot components marked by the caution sticker inside the machine. Do not touch under any circumstances.

1 Turn off the power switch.
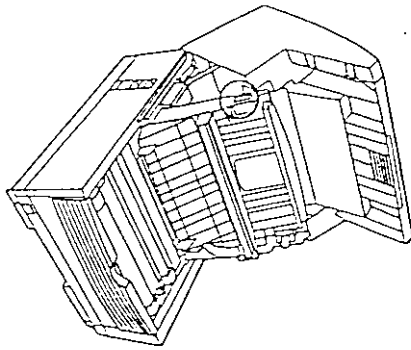Remove the document stacker from the backside of the machine.
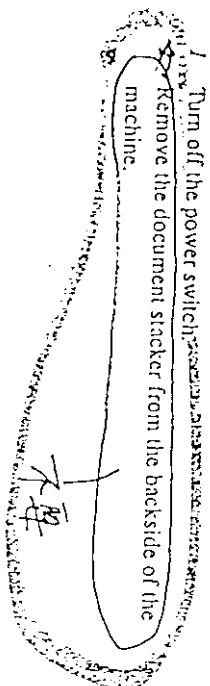
1 Grasp the document tray from the bottom and lift up.

*2* swinging the document tray up and back.

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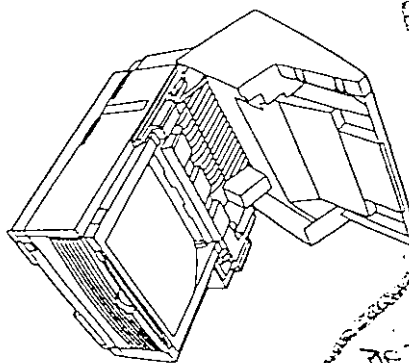
Troubleshooting

3 Press on the latches on both sides of the copier stacker until the cover of the image drum compartment is clearly released and pops up. Lift up and back, revealing the image drum unit.

4 Take hold of the image drum by the ends using both hands (one at each end) and lift it out of the machine. Set it aside on a clean, dry surface out of direct sunlight.

Warning: Never expose the drum to light for more than 5min. Do not touch the green surface of the drum.
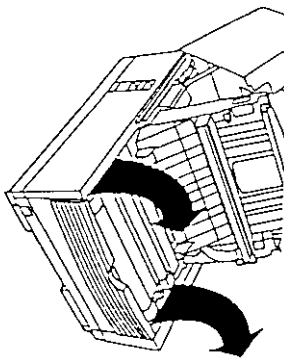
5 Pull out any paper caught inside the machine.
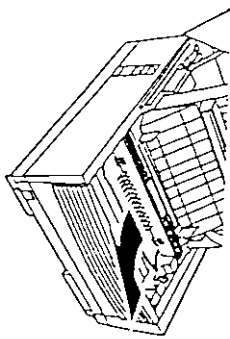
4. Pull out the paper tray. Remove any paper caught in the feeder and any damaged paper in the tray itself.
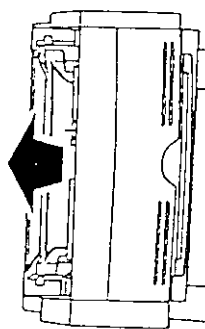
5. Load the paper tray to a sufficient level, pushing the paper down so that the plastic tabs at the corners are above the paper.

6. Slide the paper tray back into the machine until it latches in place.

7. Place the image drum unit back into the machine. Ensure that the tabs on both sides of the drum are inserted correctly as shown below.

8. Close the cover to the image drum compartment pushing down on it until both latches catch.

9. Return the document tray/control panel to working position.

10. Reattach the document stacker to the backside of the machine.

11. Turn power switch back on.

Toner Cartridge Replacement

The number of pages that can be printed with a toner cartridge varies depending on the type of documents received and copied. On average, one cartridge has enough toner for 1,250 pages (A4) of standard business communications at a typical print coverage of 4% (equivalent of CCITT No. 1 test chart). The first toner cartridge installed in a new image drum unit will yield a lower number of copies because the image drum unit itself has to be filled.

When the machine displays "Replace Toner Cart.", the toner cartridge should be replaced by a new cartridge immediately. However, if the print density is still very good, the cartridge can continue to be used until the density becomes noticeably poor. If the print density becomes low even before the machine displays the toner warning, gently wipe the lens surface of the LED array (see Step 6). If the print density does not improve, replace the toner cartridge.

Warning: Use only the toner cartridges specified for OKIFAX 5700/5900. Be sure to read toner packaging carefully before purchase and installation. Take care when handling the toner cartridge. Do not let toner spill on clothing or other porous materials. See the section on Safety at the beginning of this handbook.

Troubleshooting

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1   Turn off the power switch.

2   Remove the document stacker from the backside of the machine.

2/3 Grasp the document tray from the bottom and lift up, swinging the document tray and control panel up and ... back ...
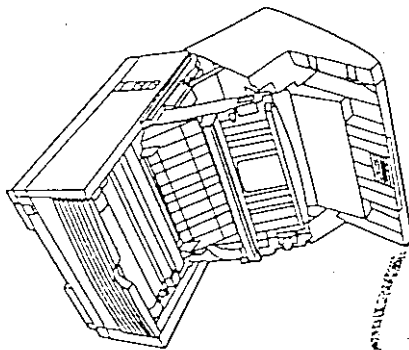
3   Press on the latches on both sides of the copier stacker until the cover of the image drum compartment is clearly released and pops up. Lift up and back, revealing the ... image drum unit.
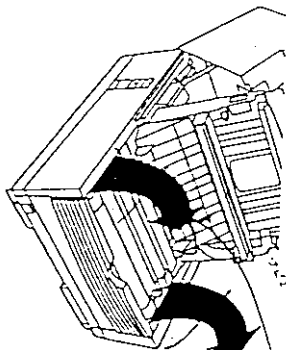
5   Pull back on the gray lever at the right end of the toner cartridge, bringing the lever up and all the way back. Carefully remove the old cartridge from the image drum unit, and set it aside on an old newspaper, magazine, etc.
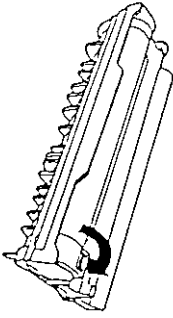
Remove the new toner cartridge from its packaging and shake gently to evenly distribute the toner. (Wrap the old toner cartridge in the packaging of the new cartridge before throwing it away.)
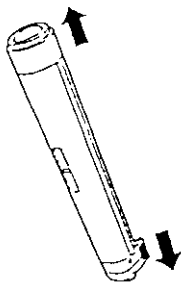
Carefully peel off the white plastic tape from the bottom of the cartridge. With the ridged side facing up and the gray lever to the right, insert the new cartridge into the image drum unit left side first.
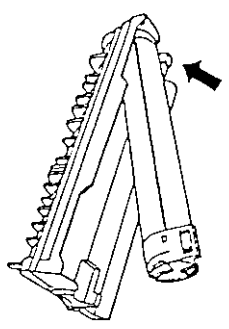
Once the cartridge is in place, push the gray lever forward and down, securing the cartridge and releasing the toner.
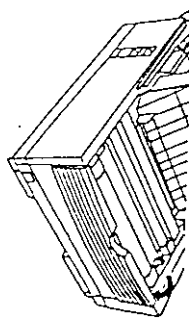
Using the cleaning wipe provided in the package with the new toner cartridge, gently wipe the full length of the machine's LED array.

Close the cover to the image drum compartment pushing down on it until both latches catch.

Return the document tray to working position.

Reattach the document stacker to the backside of the machine.

Turn power switch back on.

Troubleshooting
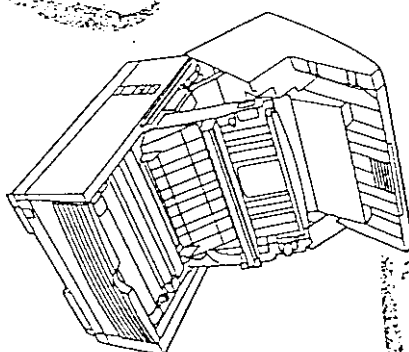
Image Drum Unit Replacement

If the faxes received become unusually light or have vertical streaks in them while there is sufficient toner remaining, or if the machine display shows "Change Drum Soon", the machine is most likely requires a new image drum unit.

The service life of an image drum depends on a number of factors including temperature and humidity, the type of paper used, and the number of pages per job. One image drum unit will print approximately 10,000 pages when printing continuously, up to 8,000 pages at 3 pages per task, and about 4,500 pages at 1 page per task. Contact the nearest dealership to order a new unit.

Warning: Always handle the image drum unit by the ends. Never expose the drum to light for more than 5min. Do not touch the green surface of the drum.
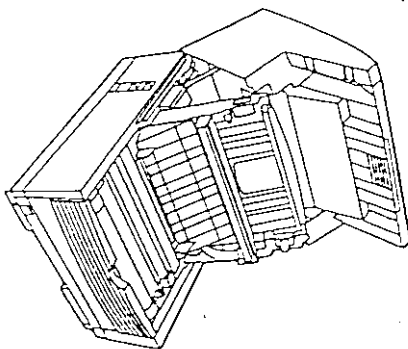
1. Turn off the power switch.

2. Remove the document stacker from the backside of the machine.

Grasp the document tray from the bottom and lift up, swinging the document tray and control panel up and back.

3. Press on the latches on both sides of the copier stacker until the cover of the image drum compartment is clearly released and pops up. Lift up and back, revealing the image drum unit.

4. Remove the old image drum unit (complete with toner), and set it aside on an old newspaper, magazine, etc.
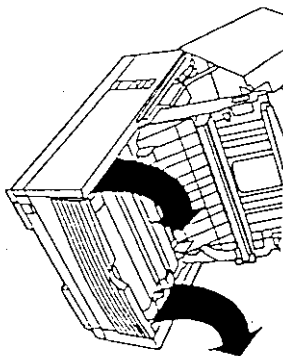
5. Remove the new image drum unit from its packaging and place it in the machine. (Wrap the old unit in the packaging of the new unit before throwing it away.)

6. To ensure that the image drum is positioned correctly, press down firmly on both locations of the image drum marked "Push".

7. Put in a new toner cartridge. (Follow steps 5-8 of Toner Cartridge Replacement.)

8. Close the cover to the image drum compartment pushing down on it until both latches catch.

9. Return the document tray compartment to working position.

10. Reattach the document stacker to the backside of the machine.

Troubleshooting

1 073 Turn power switch back on.

11 13 After power has been fully restored and the display is functioning, press Menu/Exit to enter Menu.

1 274 Press ▽ to select Counter settings, press Enter or ▷.

13 15 Press Enter or ▷ to select Drum Count, press Enter.

14 16 Press Clear to reset the drum counter.

15 17 Press Menu/Exit to return to standby mode.

Reading Counters

Three counters are accessible to machine operators: drum, printing and scanning. The first tracks drum usage and can be reset each time the image drum unit is replaced. The latter two keep track of the number of pages printed and scanned by the machine over its lifetime. If a problem is experienced with the machine, a service representative may ask for these counters to be checked (see Basic Operations).

Problem Checklist

This machine is a very complex device equipped with many features and functions that allow it to operate in different ways. Many problems that will be experienced with it may be due to improper programming. If a problem occurs, read through the list of problems and solutions before calling a service representative.

The display is blank.
Check the power cord to make sure that it is firmly plugged into the machine and wall socket. Check the wall socket outlet to make sure that it has power.

Nothing happens when control panel keys are pressed.
Turn the machine off, wait 10sec, then turn it on again.

"Paper Out" is shown on the display even though there is paper in the paper tray.
Make sure that the paper is firmly stacked in the tray. Check for a paper jam in the machine.

Documents jam.
Check documents for wrinkles, tears or other damage. Make sure there are no staples or paperclips attached to the document(s) and that the paper is clean and dry. Make sure the document width is within the paper width limits of the machine. Try making a copy of the document on a photocopier and faxing the copy.

The machine won't dial a telephone number.
Check the power cord and wall outlet. Make sure that the telephone line (not external telephone or handset) is connected to the Line jack on the back of the machine. If an external telephone is installed, lift the handset and check for a dial tone. If there is no dial tone, there may be a problem with the telephone line. If there is a dial tone, the machine may be using the wrong dialing method (pulse or tone) for the region. If alternating tones are heard instead of dialing pulses and the region uses pulse dialing, refer to the MF/DP user function setting in Dialing/Incoming Call Parameters.

The display shows a communications error.
This alarm indicates any of a number of problems. The machine may by incompatible with the remote machine, or the remote machine may not be able to perform the function requested of it such as polling or confidential faxing. The remote machine may also be out of paper or experiencing a paper jam.
Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure that the correct telephone number is being dialed. If a prefix number must be dialed to get an outside line, or if the call is to an international destination, a pause may need to be entered (use the Pause One-Touch Key) after the dial prefix or international dialing code to tell the machine to wait for a dial tone. If there are frequent problems communicating with a particular remote machine, try programming the telephone number into a One-Touch key, and then change the One-Touch parameters for that key (see Dialing/Incoming Call Parameters). Lastly, either the local or remote machine may require servicing. Try sending a fax to another location to check the local machine.

Faxing is possible but the image of the document printed by the remote machine is very poor.
If the faxed document has small type, complex illustrations, photos, or is very light or very dark, try changing the Transmit Resolution and Type of Original settings (see Loading Documents).
Copy the document on the machine to determine how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.

Troubleshooting
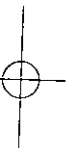
Unwanted reports are printed out.
Check the user function settings and turn off undesired reports (see Reports).

Fax sent but received message was completely blank.
Make sure that the document is loaded face down before faxing.

Image of received fax is very poor.
Contact the person sending the fax and ask them to change their Transmit Resolution, and Type of Original settings. Ask the person to make a copy of the document on their machine to ensure that it is working properly. Then ask them to send the fax again. If there is still a problem, try making a copy of a document on the local machine to make sure it is working properly.

Dialing was tried with a Speed Dial number but nothing happened.
Make sure that the Speed Dial number being used is programmed correctly. When dialing a two- or three-digit number, be sure to press Speed Dial before entering the number. Check to see if the Auto Start feature is turned off. If in the OFF state, Start must be pressed before dialing will commence.
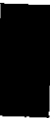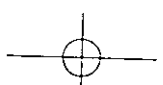
Local machine will not answer the telephone or receive faxes.
First check to see that the power cord is connected properly. Also check the reception mode setting of the machine. This machine will not receive faxes automatically in the manual answering mode [TEL] (see Machine Settings).

Documents received are light or have vertical streaks on them, and machine is not out of toner.
Gently wipe the lens surface of the machine's LED array, and then check to see if the machine is working properly (see Toner Cartridge Replacement). If the machine still does not work properly, remove the image drum unit (see Image Drum Unit Replacement), tap the toner cartridge, and slowly swing it 20-30 degrees vertically several times. Be careful not to let the toner leak from the cartridge. If this does not work, the image drum unit may need to be replaced. Contact a dealership to get a replacement.

Machine is set for delayed transmission but it did not send.
Check the display to make sure that the machine's clock is set to the correct time (see Clock Adjustment).

Machine will not poll a remote machine.
Call the person at the remote machine and make sure that they have loaded documents and set their machine to polling transmission mode.
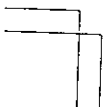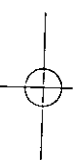
Machine is connected to a PBX but it's not possible to dial out.

Be certain that the dial prefix is entered before the telephone number for each number dialed or programmed into the machine. Additionally, the machine must be programmed for PBX operation before it will work with a PBX (see Connecting to a PBX).

Machine always answers before its possible to use the external telephone.

If an external telephone is connected, change the machine's ring response setting (see Customizing Operation Functions).

Faxes received sometimes look distorted.

If the document received is wider or longer than the paper loaded in the paper tray, the machine automatically reduces the width or length of the document so that it will fit on the paper. This type of problem could also be communication related.

Reception of unsolicited faxes (advertising).

Try using the closed network function (see Basic Operations).

Display Error Messages

Error	Display
DISPLAY IN STANDBY MODE	21:50 FAX / MEMORY FREE 100%
2ND TRAY TIMEOUT ERROR	PRINTER ALARM2
FAN MOTOR ERROR	PRINTER ALARM3
DEVICE ERROR	PRINTER ALARM4
LAN PORT MUPIS ERROR	HSP ERROR
WRONG TONER CARTRIDGE	INVALID TONER CART.
NEED TO CHANGE IMPACT DRUM	CHANGE DRUM SOON

Troubleshooting
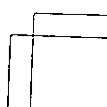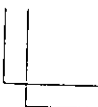
Packaging for Transport

If there is a need to transport the machine once it has been used, please follow the re-packaging procedure provided below.

1   Remove the image drum unit and toner cartridge from the machine.

2   Place the image drum unit with toner cartridge still attached into a (black) polyethylene plastic bag and store it in a

cool place away from direct sunlight.

3   Re-package the machine with the image drum unit removed.

Warning: DO NOT ship the machine with the image drum unit installed in it unless the machine has never been used.
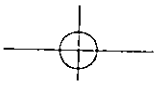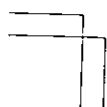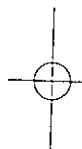
Specifications

Specifications

Category		Specification
Type/compatibility		Desktop transceiver/ITU-T G3, G4*
Applicable network		PSTN, PBX, ISDN*, LAN*
Transmission Speed		33.6kbps, 64kbps*
Communications		Automatic fall back
		Half duplex
		(Full duplex at V.34communication)
Coding scheme		MH/MR/MMR, JBIG (S900 model only)
Horizontal resolution		
	Scanning	300dpi
	Copying	600dpi
	Printing	600dpi
Vertical resolution		
	Scanning	300dpi
	Transmission	300 x 300dpi
	Printing	3.85-5.06line/mm (standard)
		7.7-10.13line/mm (fine)
		15.4-20.26line/mm
		(ex.fine, transmission, copying)
Halftone transmission		64 levels (gray scale)

Category		Specification
Document size		NA legal to ISO A5
Recording paper		Plain paper (A4, letter, legal)
Effective scan width (max.)		
	ISO A4	208 mm (8.2in.) for transmission
	NA letter	215.1mm (8.5in) for transmission
	Local copy	202.8mm (8in)
Weight (approx.)		14kg (6.36lb) (excluding paper)
Display		LCD panel, 4 rows x 20 characters
Dimensions (W/D/H)		360 x 472 x 352 (14.17 x 18.58 x 13.85)
		(excluding document tray)
Power		
	ODA	120VAC +6 to -15% (102-127V),
		50/60Hz ±2%
	INT	230VAC +15 to -15% (198-264V),
		50/60Hz ±2%
Operating conditions		
	Relative humidity	20-80% (non-condensing)
	Temperature	10 - 32°C

Specifications

Specifications

Category	Specification
Memory capacity	
5700	2.5Mbyte
5900	4.0Mbyte
Document feed (max.)	50 sheets (A4, 80g/m² (3.20lb))

Model number for approval 5700, F21011B; 5900, F21012B

• Installation of option(s) required.

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User Functions Tree

MENU

Speed access number precedes
the corresponding function.

Delayed TX
Delayed Batch TX
Priority TX
Confidential TX
Relayinitiate TX
Polling TX/RX
Polling TX
Bulletin Poll (BOX)
Memory Poll
Memory Poll(BULL)
Feeder Poll
Polling RX
Print from Memory
Print Memory Msg.
Print Personal Box
Print Memory Poll
Report Print
Function List
Configuration
Phone Directory
Group Directory
Activity Report

Active Mem. Files
Broadcast MCF.
Protocol Dump
ISDN G4 Board
NIC Configuration
Log Report
G4 Log. Report
Location Program
Speed Dial
Group
Batch TX Time
Forwarding No.
Forward On P-ERR.
Relay Report No.
Setup
Clock Adjustment
00 Clock Adjustment
ID/Password Prg.
01 TSI/CSI
02 Sender ID
03 Personal Box
04 Mem. Password
05 Restrict ID
(w/ISDN G4 Board)
06 ISDN TTID
07 ISDN Sub No.

Machine Settings
10 Auto Answer Mode
11 Monitor Volume
12 Buzzer Volume
13 User Language
14 Remote Diagnosis
15 TX Mode Default
16 No Toner Mem. RX
17 Mem. Full Save
18 Instant Dial
19 Restrict Access
20 ECM Function
21 Closed Network
22 Toner Save
23 Sender ID
24 1'ST Paper Size
25 2'ND Paper Size
26 Power Save Mode
(w/ISDN G4 Board)
27 ISDN Dial Mode
28 Speech Receive
Dial Options
40 Redial Tries
41 Redial Interval
42 Auto Start
43 Dial Tone Detect

Specifications

Appendix A MFP PC Interface Kit

The MFP Interface Kit is an optional package for OKIFAX 5700/5900 facsimile transceivers. After installing the software provided in the kit into a host computer and connecting the computer to a OKIFAX 5700/5900 machine, the machine will be capable of printer, scanner and FaxModem functions in addition to its normal operations. (All OKIFAX 5700/5900 machines are equipped with a Bi-Centro (RS232C) communications port pre-installed for quick, simple connectivity.

After loading the MFP software in a host computer and connecting the devices, the OKIFAX 5700/5900 is a...

PC Printer

Printer driver	HIPER-W	
Compression mode	ACC32	
Resolution	300dpi, True 600dpi	
Printing speed	10ppm	
1" tray paper size	A4, Letter, Legal, Executive, A5, A6	
2nd tray (option) paper size	A4, Letter, Legal, Executive, A5, A6, JIS B5	
Manual feed paper size	A4, Letter, Executive, A5, A6, JIS B5, Monarch, COM-10, DL, C5, COM-9	

Medium support	Manual feed for envelopes	
Paper weight	16-28lb	
Paper feed :Auto insert	250 sheets (1" tray)	
	500 sheets (2nd tray, option)	
:Manual	1 sheet	
:Eject	200 sheets (face down)	
	10 sheets (face up)	

PC Scanner

Scanner driver	TWAIN compatible	
Scanning mode	Line Art, 64-level error diffusion	
Scanning sensor	CSI 300dpi	
Scanning area (H x V, max.)	216 x 355.6mm (8.5 x 14in)	
Resolution (H x V)	8 dots x 3.85lines/mm (standard)	
	8 dots x 7.7lines/mm (fine)	
	8 dots x 15.4lines/mm (ex.fine)	
	300 x 300dpi x 600dpi interpolation	
Document size (W x L) Min.	148 x 100mm x 5.8 x 3.9in.)*	
Max.	216 x 355.6mm x 8.5 x 14in.)	

* Documents smaller than 148mm (5.8in.) must be scanned using a carrier sheet.

PC FaxModem

Command mode	Class 1 (EIA/TIA-578)
Transmission speed	14.4Kbps

—Dual Access/Multi-Tasking

A number of functions can be initiated simultaneously. Please refer to the chart provided below.

[input chart from page A-13]

Changes required in English

1st Act. -->	1st action
2nd Act. -->	2nd action
Feeder -->	DT
Oblique -->	\
PC Printing -->	PC printing

RS232C Connector

The 36-pin connector arrangement is as follows:

[input chart from page A-20]

For more detailed information and instructions on how to install and use the functions made available by MFP software, please refer to the handbook provided with the MFP PC Interface Kit.

Appendix B OkiHSP-10/100 Network Interface Card (NIC) Ethernet Adapter

The OkiHSP-10/100 NIC Ethernet Adapter is an optional package that enables OKIFAX facsimile transceivers to operate as a network printer via the Network Print Service. When the NIC is installed and the machine connected via Ethernet, computers in a network can use the OKIFAX 5700/5900 as a printer. (Additional services are planned for offering in the future.)

NIC Compatibility

The NIC provides open-system compatibility. The following network operating systems and protocols are supported:

Novell:Netware 3.x; Netware 4.0 and 4.11 (NDS); Nprinter and Qserver; Auto-attach/re-attach to File Server, Encrypted passwords.

Microsoft:Windows NT 4.0 (TCP/IP); Windows 95, 98; Windows for Workgroups 3.11; Lpr/Lpd.

NIC Printer Specifications

Printer driver	OkiHiper-W for Network
Network interface	10baseT/100 baseT (auto-sensing)
Resolution	True 600dpi, 300dpi
Printing speed	10ppm

Related OKIFAX 5700/5900 LAN Options

When the NIC is installed in the OKIFAX 5700/5900, the following functions will become activated and available for user access through the machine menu (LAN Options): Automatic tray switching, paper size check, LAN print timeout, IP address, subnet mask and default gateway. Additionally, a report of the current NIC configuration can be obtained by accessing NIC Configuration under Report Print.

For more detailed information and instructions on how to install the card and use the functions made available, please refer to the handbook provided with the OkiHSP-10/100 NIC Ethernet Adapter.

Appendix

Appendix C ISND G4 Board

The ISDN G4 Board is an optional package that enables the OKIFAX 5700/5900 to function as a digital facsimile machine conforming to Group 4 ITU-T recommendations. It is equipped with an automatic fallback feature that enables the machine to communicate in G3 mode when its G4 signal is rejected or a G3 signal is received.

Main Specifications

	G3 mode	G4 mode
Network compatibility	ISDN, Circuit switch mode(PSTN not available when activated)	
Network interface	ITU-TI.430, ETS 300 012 Basic rate interface (2B+D), S/T interface, RJ45	
Compatibility	ITU-T G3(auto-fallback G4/RG3)	ITU-T G4 Class 1
Transmission speed (max.)	33.6kbps	64kbps
Coding scheme	MH, MR, MMR(JBIG for 5900 only)	MMR
Resolution	8 dots x 3.85lines/mm	200 x 100 dots/inch
	8 dots x 7.7lines/mm	200 x 200 dots/inch
	8 dots x 15.4lines/mm	300 x 300 dots/inch
	300 x 300 dots/inch	
Transmission time	2.5sec	3sec
	(ITU-T No.1 chart,33.6kbps, JBIG, 8 dots x 3.85lines/mm)	(ITU-T No.1 chart, 64kbps, MMR, 200 x 200 dots/inch)
Error correction	ECM, page retransmission, redial	LAPB
CODEC	ITU-T G.711(auto-select by country code)	—
Network service		
Calling line ID (CLIP)	Yes	Yes
Sub-addressing (SUB)	Yes	Yes
Multi-Subscriber No. (MSN)	Yes	Yes
Options		
PC FAX (Bi-Centro I/F)	TIA/EIA Class 1(14,400kbps max.)	—

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Registration and Important Settings

Registration

ISDN Country Code*:This number is a terminal identifier (TID). Up to three numbers (the country code of the country in which the machine is being operated) can be registered.

ISDN No.*:This is the national subscriber number for the ISDN. Up to 20 numeric digits can be used. This number is used as a TID and for caller number information (CLIP) and checking MSN.

ISDN ID*:This number is a terminal identifier. Up to ten alphabetic characters (uppercase or lowercase) can be used.

ISDN SUB: This is the sub-addressing number for directing communications. Up to 19 numbers can be used.

Settings

ISDN Dial Mode (User Setting)
Set to G3 - The call originates in G3 mode when dialed from the numeric keypad. At the time, 3.1kHz analog transmission is requested to the network.
Set to G4* - The call originates in G4 mode when dialed from the numeric keypad. Non-restricted digital transmission is requested to the network.
ISDN Dial Mode (Communication Parameter)
Set to G3 - The call originates in the G3 mode when dialed from Speed Dial entry. At the time, 3.1kHz analog transmission is requested to the network.
Set to G4* - The call originates in G4 mode when dialed from Speed Dial entry. Non-restricted digital transmission is requested to the network.
Speech Receive (User Setting)
Set to OFF - Incoming voice transmissions from the network will not be answered.
Set to ON* - Incoming voice transmissions from the network will be answered.

* Default settings.

Other Related Functions

The following are a few related functions incorporated to enhance faxing operations.

Automatic Fallback:If the G4 signal transmitted from the machine is rejected by the remote location, the machine automatically retransmits the signal in G3 mode. Similarly, if a G3 signal is received for an incoming call, the machine will automatically switch to the G3 mode for the call.
Resolution Conversion:The resolution of a fax is converted according to that of the document and the capacity of the machine at the remote location.

Appendix

Coding Conversion: The coding scheme of the communication is converted according to that of the transmitting and receiving machines.

Call Origination: A number of ways are available for inputting and initiating transmissions, including manual and automatic.

Call Termination: This function provides immediate answering and the ability to select the type of termination setting (FAX, TEL, MEM, PC or FWD).

Direct Inward Dialing: A fax can be delivered directly to a specific terminal when multiple machines are connected to a single line.

Multiple Subscriber Number (MSN) Restriction: This function is used in combination with direct inward dialing to check if the number of the incoming call matches an MSN in the machine's database. If not, the call is rejected.

Sub-Address Service: Sub-addresses are most commonly used when faxing point-to-multipoint (P-MP). In addition to the telephone number of the remote location, the user must also know and input the sub-addresses of the terminals that the fax is directed to.

Display Message Examples (during call-in-progress)

During calling sequence

```
OKI TOKYO
033456 7890
        CALLING
```

During fax transmission

```
OKI SHIBAURA
SENDING    PAGE 001
           G4/64000
```

During automatic reception

```
AUTO REC. START
```

During remote diagnosis

```
REMOTE DIAGNOSIS
```

Explanation of Displayed Text

During calling sequence

```
OKI TOKYO
033456789O
```
→ If Speed Dial ID is played here.
→ Telephone num location (max. 40 characters)

```
CALLING
```
→ Displayed after calling sequence starts (PSTN/ISDN)

During fax transmission

```
OKI SHIBAURA
```
→ Personal ID, TSI/TID for ISDN G4),phone no. of remote characters for phone no.)

```
SENDING    PAGE 001
           G3/33.6K
```
→ TX/RX page
→ See following explanation for bottom line.

counter (000-999)

Bottom Line of Display (20 characters, left to right).

First 10 characters: Communication activity (e.g., sending, receiving, memory-receiving)

Second set of characters (2 characters): Communications mode (G3, G4)

Third set of characters (after /): Transmission rate (e.g., 33.6K, 64K, 28.8K)

For more detailed information and instructions on how to set/use a machine when the ISDN G4 Board is installed, please refer to the handbook provided with the ISDN G4 Board.

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Appendix