User's Reference
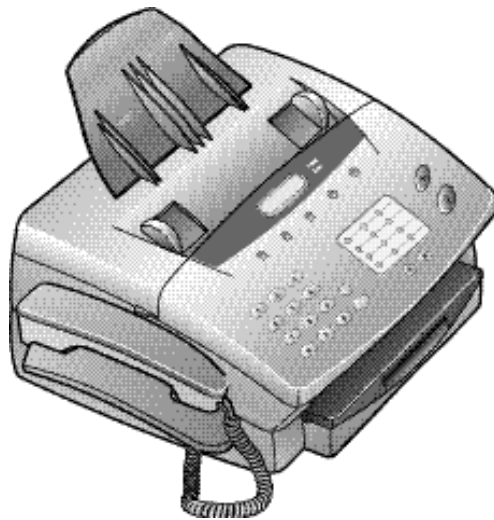
FCC

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Caution : Any changes or modifications in construction of this device which are not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment
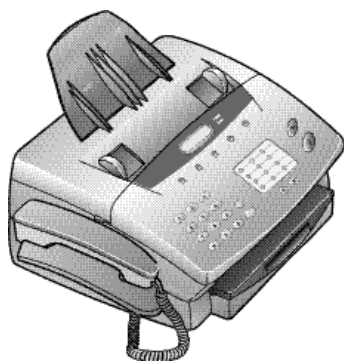
Note : This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation This equipment generates, uses and can radiate 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 radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate 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.

Chapter

1

Product Installation

1.2 Familiarizing Yourself with the Product

Document Feeder
You can place the original manuscript to be sent or copied. Allows up to 15 sheets.

Document Feeder Tray

Document Guide
Adjust cording to the manuscript width.

Control Panel
• You can set or change functions.
• For more information about each button, see page **1-4**.

Top Cover

Document Exit Tray
• Sent or copied manuscripts are output here.

Paper Exit Tray
• Copied sheets are distributed and piled up here.
• You can pull it out or push it in.
• When pulling out the tray, hold the paper cassette by hand.

Top Cover Grip
When opening the upper cover, use the trips on both sides.

Paper Cassette Cover

Paper Cassette
You can place about 125 sheets.

AC Power Cord
220V Use Only.

Line Jack
Connect the telephone line.

Toner Cartridge

Printer Cable Connector Port
· Connect the computer.

Grip for Removing Jammed Paper

LCD Display

Function
This button is used to set a variety of functions.

Alpha Dial
Names and Phone numbers are stored in Alpha Dial. To dial, it searches for the stored name by using the alphabet in order to dial.

Resolution
When you copy or send documents, resolution control is optional. Documents with thin and narrow letter or lines can be printed dimly, so proper mode selection is required for better condition.

RCV Mode
It is used when you choose the reception mode (TEL/FAX/AUTO/TAM).

Memory
It is used when you used the functions related with memory(Memory Sending, Consecutive Transmission, Deleting of Memory).

Keypad (10 key 0 - 9, ∗ , #)
You can use to dial numbers manually, input letters for registration, or choose items on the MENU mode.

Redial/Pause
This button is used to re-dial one of 5 phone numbers used recently. You can also use it by inserting a pause if the machine is connected to PABX. (Also used to stop dialing for a little while)

Phone
Use to dial the telephone or fax number without picking up the handset. Also with this button, you can make a voice call after sending or receiving documents.
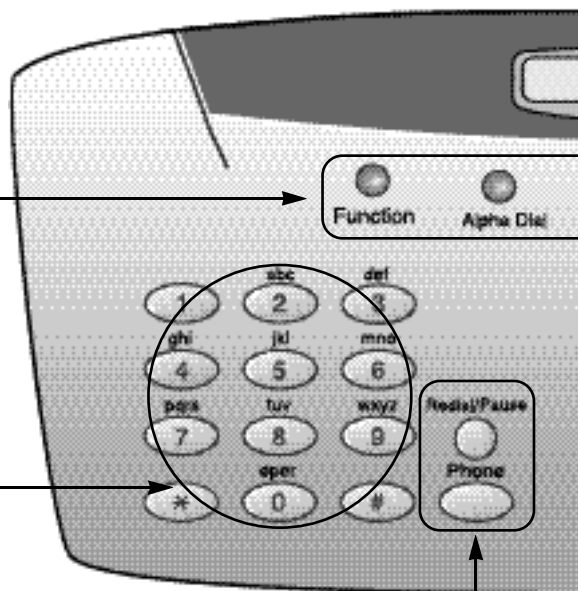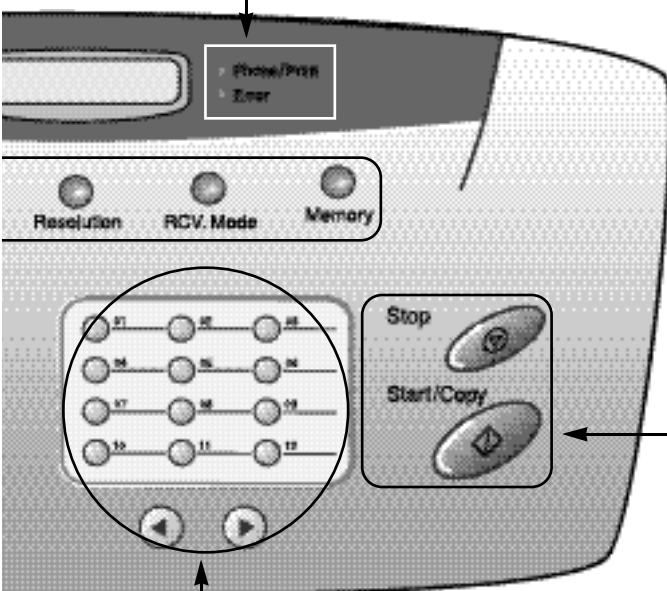
Phone/Print LED

When using the telephone function or pressing the Voice Request Button during transmission, this lamp lights.
When used as PC Printer, it flickers.

Error LED

This flickers when the machine has a problem. In such cases, check the error message on the LCD. (No Paper, Document Jam, Transmission Error, etc.)

Phone/Print
Error

Resolution   RCV. Mode   Memory

Stop

Start/Copy

Stop

Use to stop an operation being processed, or cancel the function being set.

Start / Copy

This button is used to start receiving, sending and copying documents after dialing.
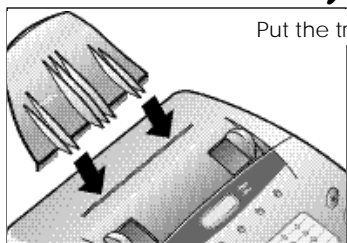
One-Touch Dial

Use to call most frequently used numbers with one button.

In the register mode Use to move the cursor right or left, or go to the next step. Also you can use it to control the volume of the speaker.
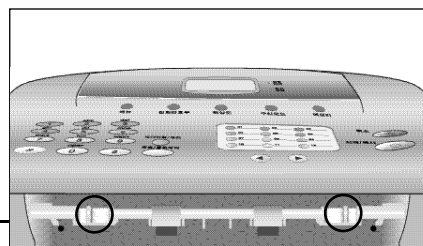
1.3 Inserting Accessories
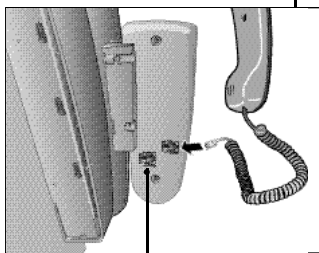
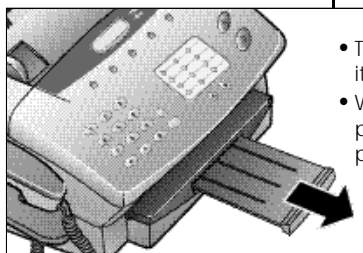## Document Feeder Tray

Put the tray in.

Document Exit Tray

- First put in one end of the tray, and then put in the other by slightly bending the tray.
- If documents are long, pull out the extension tray.

Handset

- You can connect the telephone and the modem of computer.

Paper Exit Tray

- This Tray is fixed to the cassette. Pull it out during printing or copying.
- When pulling out the tray, hold the paper cassette by one hand, and pull it out by the other hand.

Adjusting the paper size setting

1 Press **[Function]** **[2]** **[2]** **[5.<None>]**

2 5 PAPER SIZE

2 Press **[Start/Copy]**.

SIZE : A4

3 Choose the paper size by pressing the number keypad (1-3) or [ ] [ ]

SIZE : LETTER
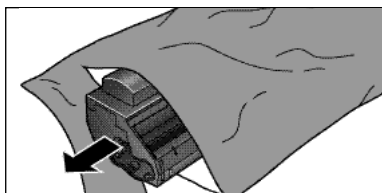
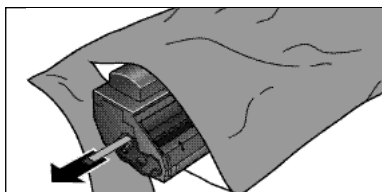| *Reference*	A4 : 210× 297mm Letter : 216× 297mm Legal : 216× 356mm

4 To finish setting up and to return to STANDBY mode, press **[Start/Copy]**, and then press **[Stop] twice**.

1.6 Inserting the Toner Cartridge

**1** Pull out the toner cartridge from the protective bag.

2 (After removing the paper attached on the Toner Cartridge) Pull the tape on the left side slowly, to separate it from the cartridge.

> ⚠️ Do not make the toner cartridge stand, but pull the tape in the state shown in the left figure. If you pull it with erecting the toner cartridge, the toner may leak out.
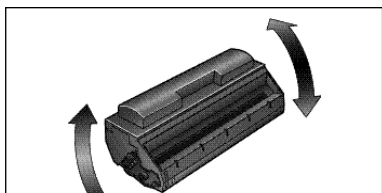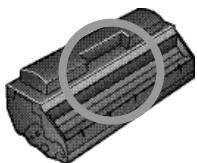
3 Shake the toner cartridge five or six times as shown in the figure so that the toner inside it can spread evenly.
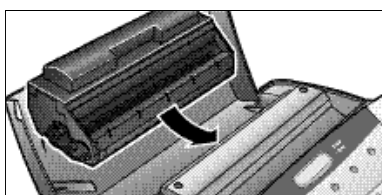
4 Open the top cover, place the toner cartridge until it fits in completely, and close the top cover.

When the toner cartridge is kept separately from the machine, make sure to preserve it properly as follows : Otherwise, it causes to leak out.

1.7 Connecting the Phone Line, Power and the Computer

1 Connect the Phone Line
  • After connecting telephone line, connect the power code, pick up the handset and check the dial tone.
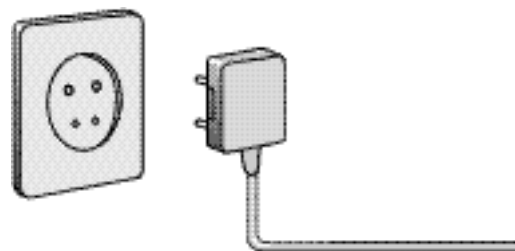
2 Connect the power cord to the outlet.
  • Make sure that this is for 220V only.
  • When the connection is completed, the LCD turns on.
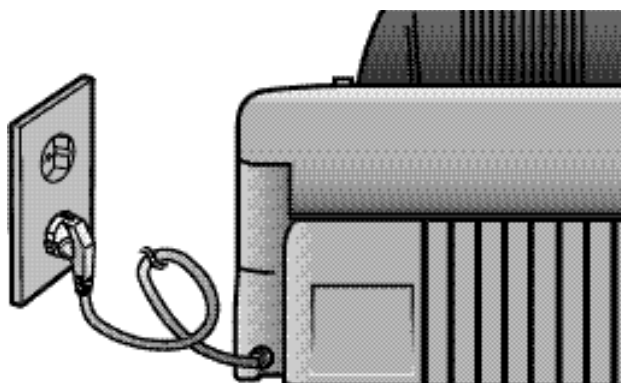
WARMING UP

12:01 APR.23 FAX

Time   Date   Receiving Mode

  • Refer to the **2.4 Setting the Time and Date**
  • Refer to the **4.1 FAX Receiving modes**

⚠️ • The protective earthing terminal shall be have a permanent connection to earth.

  • The socket-outlet shall installed near the equipment and shall be easily accessible.
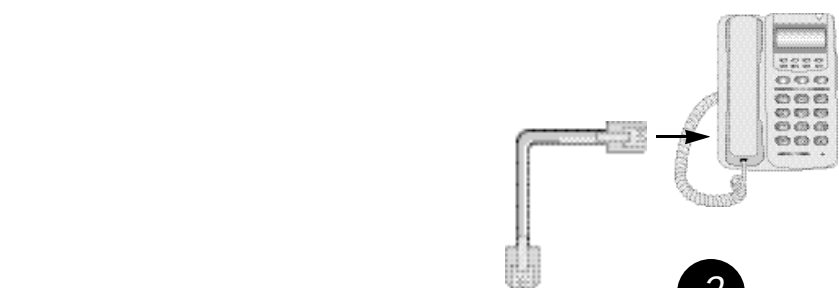
3 Connecting the Telephone or Computer Modem

• To connect the telephone or the answering machine at the same time, use the EXT. Jack. If the machine and the computer modem use the same telephone line, connect it to the LINE Jack.
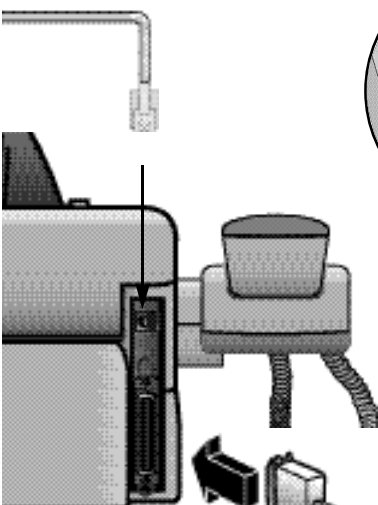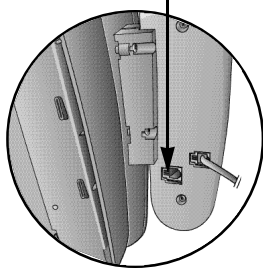
4 Connect the computer (For PX-820M only)

• Use the printer cable supplied for PX-820M.
• Connect it to the 36 pin-parallel connector of the computer.
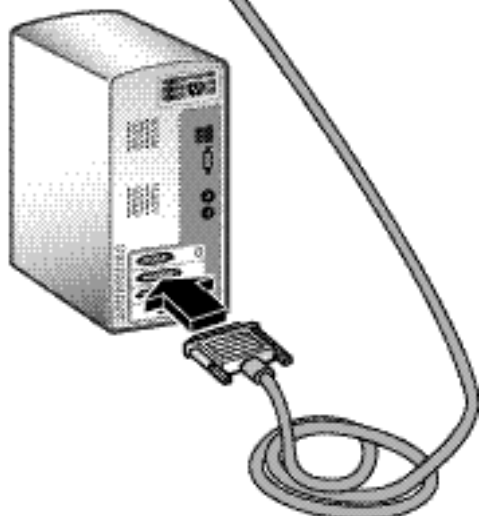
Note
• PX-820M is a multi-function machine. To use the printer and scanner, install the supplied driver diskette on your computer. **Refer to the Printer Scanner manual for PX-820M multi-function machine.**
• Refer to the Page **3-5** about the installation location.

Chapter

2

Installation and Setup
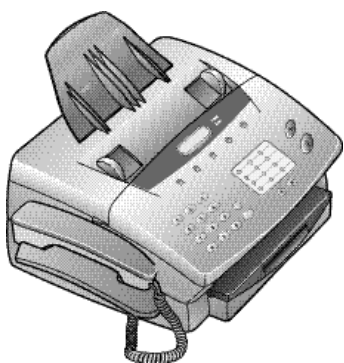
2.1 How to Set the Function

You can install and set up a variety of functions on this computer. Choose the convenient way in the following ones.

[░░░░░░░░] means LCD display and message for each step is showed on it.

Using the Number Keypad

1 Press **[Function]** **[2]** **[2]** **[5]**.

```
25 PAPER SIZE
```

2 Press **[Start/Copy]**.

```
SIZE:A4
```

3 Press **[2]**.

1 : A4
2 : LETTER
3 : LEGAL

```
SIZE:LETTER
```

4 Press **[Start/Copy]**, and then **[Stop] twice** to complete the installation and to return to the STANDBY mode.

Using the

1 Press **[Function]**.

Function

```
1 REG ISTERA TION
```

2 Press [ ] **once**.

```
2 G ENER AL OPT ION
```

3 Press **[Start/Copy]**.

Start/Copy

```
21 BEEPER  VO L.
```

4 Press [ ] **four times**.

```
25 PAPER SI ZE
```

5 Press **[Start/Copy]**.

Start/Copy

```
SIZE:A 4
```

6 Press [ ] or [ ]

SIZE:LETTER

7 Press **[Start/Copy]**, and then **[Stop] twice** to complete the installation and to return to the STANDBY mode.

2.2 Setting the User's Fax Number

You can enter the telephone number, which will be printed on the top of documents when you send them. It allows up to 20 digits.

1 Press **[Function]** **[1]** **[5]**.

15 LOCAL ID

2 Press **[Start/Copy]**.

REGISTER TEL NO.

3 Enter the fax number, using the number keypad.

82+2+34611602

Ex) When you enter the number 82+2+34611602

Press (8) (2) (Redial/Pause)

(2) (Redial/Pause)

(3) (4) (6) (1) (1) (6) (0) (2)
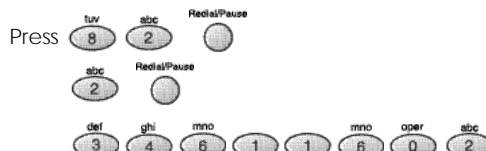
4 After entering all of the necessary numbers, press **[Start/Copy]** and then **[Stop] twice** to complete the installation and to return to the STANDBY mode.

Note

When you enter a wrong number

You can make a blank or move the cursor into the required position with the [ ] key. If you want to delete the previous letter, use [ ] key. And if you want to delete the whole letters at a time, press [Stop].

2.3 Setting the User's Fax Name

You can enter your name(ID), which will be printed on the top of documents and on the list. It allows up to 32 digits.

1 Press **[Function]**   **[1]**   **[6]**.

```
16 LOCAL NAME
```

2 Press **[Start/Copy]**.

```
REGISTER NAME
```

3 Enter up to 32 digits, using the number keypad. (Refer to 'the Keypad Character Assignments and Tips for Setting the Name'.)

[Ex] When you enter PRIX

pqrs (7)	P
pqrs (7) pqrs (7) pqrs (7)	P R
ghi (4) ghi (4) ghi (4)	P R I
wxyz (9) wxyz (9)	PRIX
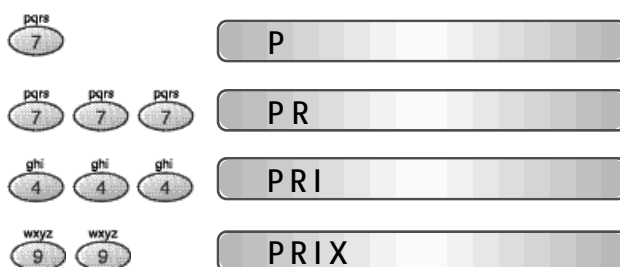
4 After entering the necessary letters, press **[Start/Copy]** and then **[Stop] twice** to complete the installation and to return to the STANDBY mode.

Note

When you enter a wrong number

You can make a blank or move the cursor into the required position with the [ ] key. If you want to delete the previous letter, use [ ] key. And if you want to delete the whole letters at a time, press [Stop].

Keypad Character Assignments

Key	The Number of Pressing the Keypad				
	Once	Twice	Three Times	Four Times	Five Times
0	-	,	.	/	0
1	+	(	)	!	1
2	A	B	C	@	2
3	D	E	F	#	3
4	G	H	I	$	4
5	J	K	L	%	5
6	M	N	O	^	6
7	P	Q	R	S	7
8	T	U	V	*	8
9	W	X	Y	Z	9

When entering the next letter with the same number key, like ABC
Move the cursor aside by pressing [   ] or by waiting for a while. Then press the same number key.
You can make a space in the same way.

Note

Tips for Setting the Name

Seeing the 'Keypad Character Assignments', enter the name with the keypad. Until the letter what you want appears in the LCD, press the key of the letter applicable to Keypad Character Assignments repeatedly. When the letter you want appears, press another key of the next letter or move the cursor aside by pressing [   ]. Also if you don't enter any letters for about 1 second, the letter currently appeared in the LCD is saved and the cursor moves aside automatically. You can make a space or move the cursor into the required position by pressing [   ]. If you want to delete the previous letter, use [   ] key. And if you want to delete the whole letters at a time, press [Stop].

[For example] When you press ② key repeatedly, the message on the LCD changes into [A]   [B]   [C]   [@]   [2].

Changing the name

The stored name can be changed as follows;

・ Press **[Stop]** to delete all entered letters.

・ Move the cursor onto the letter you want to change, using the ［　］key.

・ Press the ［　］ key to delete the previous letter.

・ Enter the new letter, using the number keypad.
　(The letter is reentered where the cursor was located.)

・ After changing letters, press **[Start/Copy]** and then **[Stop] twice** to complete
　the installation and to return to the STANDBY mode.

2.4 Setting the Time and Date

You can set the time and date shown on the LCD or on the documents. Also you can change 'Year/Month/Date/Time', when the power has not been offered for a long time or when it indicates the wrong time.

1 Press **[Function]** **[1]** **[7]**.
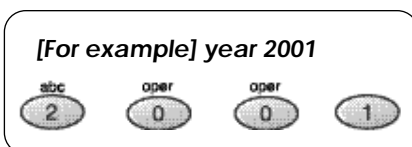
`17 DATE & TIME`

2 Press **[Start/Copy]**.

`YEAR:2001`

3 Input the year, using the number keypad.

- You can enter from 2000 to 2027.)
- You can move the cursor to the right or left side by pressing the [ ] or [ ] key.

[For example] year 2001

4 Press **[Start/Copy]**.

`MONTH:05`

5 Enter the month, using the number keypad. (from "01" to "12")

[For Example] May

oper
0

jkl
5

6 Press **[Start/Copy]**.

Start/Copy

7 Enter the date, using the number keypad. (from 01 to 31)

[For Example] Seventh

oper
0

pqrs
7

DAY:07

8 Press **[Start/Copy]**.

Start/Copy

TIME : 00:00

9 Enter the time, using the number keypad. (You can enter the hour in the 24-hour format from '01' to '24', and the minute from 00 to 59.)

[For Example] 11:30 PM

abc
2

def
3

def
3

oper
0

TIME : 23:30

10 After entering the necessary numbers, press **[Start/Copy]** and then **[Stop] twice** to complete the installation and to return to the STANDBY mode.

Start/Copy   Stop   Stop

2.5 Controlling the Sound

There are 5 volumes (0-4) for the dial tone, speaker and keypad. Level 0 is the MUTE mode.

Controlling the Volume of Dial Tone

The volume of dial tone can be controlled by pressing the[   ] or [   ] key in the STANDBY mode.

1 Press the [   ] or [   ] key in the STANDBY mode.

  • *You can see the current status by initially pressing the[   ] or [   ] key.*

VOLUME:

2 Set the volume of dial tone by pressing the [   ] or [   ] button repeatedly.

When you press the[   ] key VOLUME:

When you press the [   ] key VOLUME:

> **Note** *If you set the volume for 0, you cannot hear the dial tone, although the machine is working normally.*

Controlling the Volume of the Speaker

After pressing ON-HOOK DIAL (in the ON-HOOK mode), the volume of the speaker can be controlled by pressing the [   ] or [   ] key.

1 Press **[Phone]**.

Phone

2 Control the volume of the speaker by pressing the [   ] or [   ] key.

3 If the line is connected, listen for the dial tone and check the volume.

4 Press **[Phone]** or **[Stop]** to return to the STANDBY mode.

Controlling the Volume of the Keypad

1 Press **[Function]** **[2]** **[2]**.

21BEEPER VOL.

2 Press **[Start/Copy]**.

BEEPER V OL.:1

3 Control the volume by pressing the [ ]or [ ]key.

BEEPER V OL.:2

4 After setting, press **[Start/Copy]** and then **[Stop] twice** to complete the installation and to return to the STANDBY mode.

2.6 Choosing the Language

This product offers 5 languages (English, German, French, Italian, Dutch). When you select a language, it will be displayed on LCD. The report and list is showed only in English.

1 Press **[Function]   [1]   [8]**.

18 LANGUAGE

2 Press **[Start/Copy]**.

ENGLISH

3 Choose the language by pressing the [ ][ ] key or the number keypad.
[For Example] When you choose German

or Number keypad

GERMAN

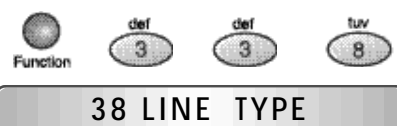**4** After setting, press **[Start/Copy]** and then **[Stop] twice** to complete the installation and to return to the STANDBY mode.

2.7 Setting the Connecting Line

According your telephone line connected with the fax machine, select PSTN or PABX.
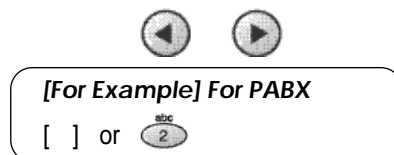If the fax is connected to PABX and it does not operate for dialing, set the line into the PABX as follows:.

1 Press **[Function]** [**3**] [**3**] **[8]**.

38 LINE TYPE

2 Press **[Start/Copy]**.

LINE TYPE:PST N

3 Choose the connecting line mode by pressing the[ ] [ ] key or the number keypad.

[For Example] For PABX
[ ] or ②

4 After setting, press **[Start/Copy]** and then **[Stop] twice** to complete the installation and to return to the STANDBY mode.

Note | *If the connecting line is set to the PABX, it will dial automatically, even though the DIAL CHECK mode is 'ON',*

2.8 Setting up the Dialing Mode

According to the operating system of telephone office, set up the dialing mode 90 of the fax machine into the 'PULSE' or 'TONE'. The default of the machine is 'TONE'. If the machine does not dial, change the operating system into 'PULSE' as follows;

1 1. Press **[Function]** [3] [9].

2 Press **[Start/Copy]**.

TONE

3 Select the dialing mode using **[ ]** or **[ ]** key.

TONE

: Default

When the operating system of telephone office is TONE, select it

PULSE

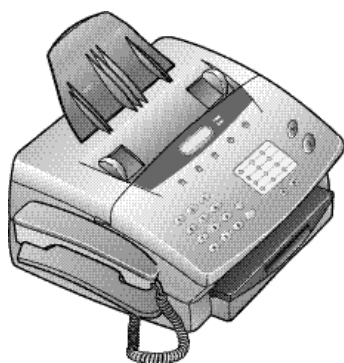: When the operating system of telephone office is PULSE, select it

4 To complete setting up and return the STANDBY mode, press **[START/COPY]** key and **[STOP]** key **twice**.

Chapter

3

Sending a Fax

3.1 How to Load Documents for Sending

You can insert up to 15 sheets at a time. If you want to send more than 15 sheets, insert the remaining sheets into the feeder before the last sheet sent is completed.
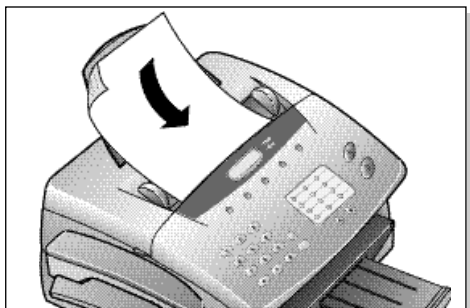
1 Turn the page face down and insert the document into the feeder.
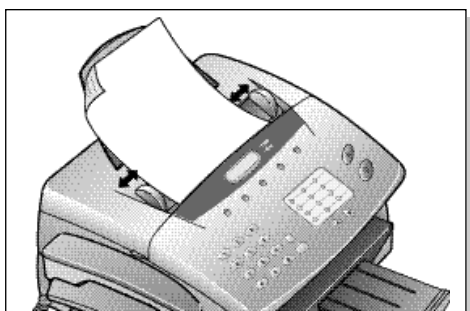
2 Adjust the document guides to match the width of the document.

3 Slide the sheet down into the document tray until it is gripped by the machine.

NOTE

The bottom sheet is read first.
If you want to add pages, insert them into the loading slot on top of the already loaded sheets after a scanned page comes out. Do not place more than 15 sheets into the feeder at a time, and put them on top of the exiting document.

Precautions for copying or sending the original document
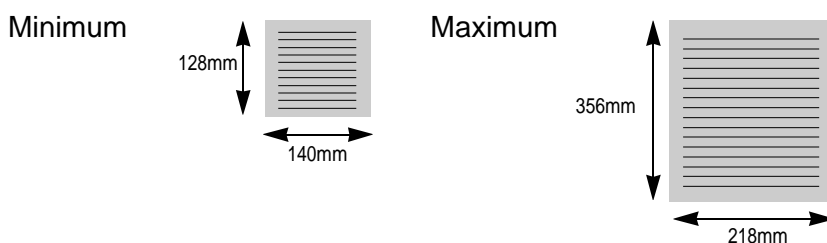
If you fail to use the paper according to the following standardd, it may jam, damage the machine, or smear the paper. For the best results, you should send the fine documents.

(Paper Size)

Minimum

128mm

140mm

Maximum

356mm

218mm

Thick paper may cause jamming, so insert a sheet at a time.

Don′ t use different types and sizes of papers at a time.

Transparent documents such as film and tracing paper

Thermal paper, Carbonized paper

Wrinkled or folded paper

Continuous form feed paper, coated paper

Too thin paper, or too thick paper such as clothes, metal, or photographic paper,

Documents pasted with adhesives,

Too big or small paper

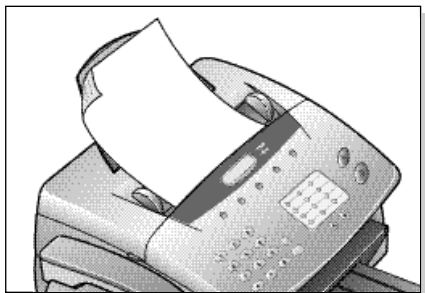In this case, copy it into the proper size, and then send the copied document.

If you use ink or correction pen on the paper, insert it after it dries.

Remove the clip or staple, before you insert the document.

3.2 Sending a Fax

3.2.1 Sending Manually (Sending a Fax after Talking)

Press **[Start/Copy]** to dial, talk and send a fax.

1 Turn the page facing down and insert up to 15 sheets into the feeder. Adjust the document guides to match the width of the document.
· If necessary, press **[Resolution]** to set document resolution and contrast.

2 Pick up the handset or press **[Phone]**, and listen for the dial tone.

**3** Press the telephone number using the number keypad.

4 When a person answers the telephone and you hear the beep', press **[Start/Copy]** and replace the handset on the machine.

5 After sending successfully, the machine beeps and returns to the STANDBY mode.
· If you want to add pages while the fax is sending, insert the remaining pages into the feeder before the last sheet sent is completed.

3.2.2 Automatic sending

You can dial and send a fax automatically without picking up the handset or pressing **[Phone]**.
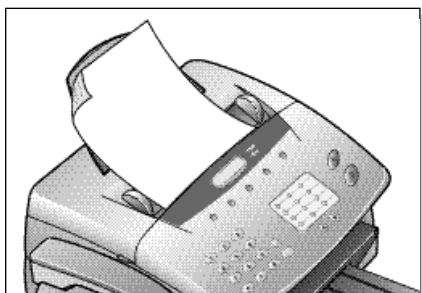
1 Turn the page facing down and insert up to 15 sheets into the feeder. Adjust the document guides to match the width of the document.

· If necessary, press **[Resolution]** to set document resolution and contrast.

2 Dial in the following procedure;
- Press the number by using the number keypad, and then press **[Start/Copy]**.
- Press the one-touch dial(1-12) already set
- Press **[Start/Copy]** after searching for the necessary name in the directory.
- Use the **[Redial/Pause]** key.

3 The machine dials and automatically begins to transmit. After sending successfully, the machine beeps and returns to the STANDBY mode.

3.2.3 Automatic Redial

If the number is busy or there is no answer, the machine returns to the STANBY mode, and after a appointed time, it automatically redial the number and try again to transmit the document. At this time, Automatic Redial status is showed on the LCD. After several unsuccessful attempts, if the number is still busy or there is no answer, the automatic redial will be canceled automatically. This function works for the Automatic Redial, Preset Time Transmission, Password Transmission, Memory Transmission, Multi-address Transmission and Polling Receiving.
Refer to the **6.7.3 Canceling the Automatic Redial for Document Sending** to cancel the reserved Automatic Redial.

3.3 Setting Document Resolution

You can adjust the resolution and contrast to send or copy the high-quality document. If you do not set the document resolution, it will be on the STANDARD mode when sending, and on the FINE mode when copying.

When document is inserted, if you press the **[Resolution]** key, resolution is selected in order of **Standard   Fine   Super Fine   Photo** on the LCD. After completing to send or copy, resolution returns into STANDARD mode.

1 Place the document into the feeder and choose the required status by pressing **[Resolution]** key.

| STANDARD | : Available for documents written with the general type letters.. |

| FINE | : Suitable for documents containing small or fine letters. |

| SUPER FINE | : Suitable for documents containing extremely fine detail. This is for copying only. Even though you send documents with this mode, you can just get the **FINE** resolution quality. |

| PHOTO | : Applicable to sending or copying a photographs or pictures. |

3.4 Storing a Number

To use an automatic dial (One-touch dialing, Speed dialing, Group Dialing), enter the desired number and name to be stored. The same process is used to store the phone numbers and names. To make a pause, press **[Redial/Pause]**.

3.4.1 Storing a One-Touch Dialing Number

It allows to store up to 12 keys and to enter up to 32 digits for each key. If you fail to input the phone number after having entered the name, a one-touch dialing number is not stored.

To delete the stored name and telephone number, clear them in the INPUT mode by pressing the **[Stop]** key. Press **[Start/Copy]**, and to change the name and phone number, reenter them and press **[Start/Copy]**.

1 Press **[Function]** **[1]**.

```
11 ON ETOUCH DIAL
```

2 Press **[Start/Copy]**.

```
ONE-TOUCH:01
```

3 Select the desired one-touch dialing number.
· Choose the one touch number by pressing **[ ][ ]**, number key or one touch key.
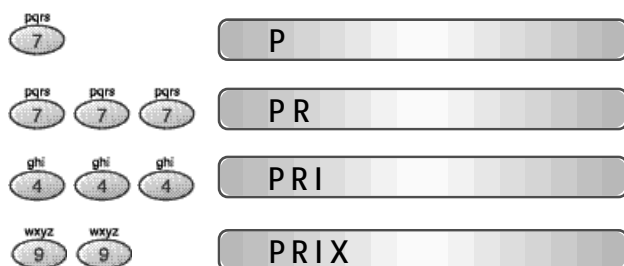
or One Touch No.

```
ONE-TOUCH:08
```

4 Press **[Start/Copy]**.

```
REGISTER  NAME
```

5 Enter up to 32 digits by using number keypad. (Refer to page 2-7 'Keypad Character Assignment' and Tips for Setting the Name'.)
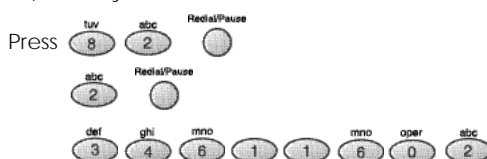
[For Example] To enter PRIX

pqrs 7		P
pqrs 7 pqrs 7 pqrs 7		P R
ghi 4 ghi 4 ghi 4		P R I
wxyz 9 wxyz 9		P R I X

6 Press **[Start/Copy]**.

REGIST ER TEL NO

7 Enter up to 32 digits by using the number keypad.

Ex) When you enter the number 82+2+34611602

Press tuv 8   abc 2   Redial/Pause

abc 2   Redial/Pause

def 3   ghi 4   mno 6   1   1   mno 6   oper 0   abc 2

8 After storing, press **[Start/Copy]**, and then press **[Stop] three times** to complete the installation and to return to the STANDBY mode.

3.4.2 Making a Directory

It allows to store up to 99 keys and to enter up to 32 digits for each key. If you fail to input the phone number or the name, it is not stored.

How to Make a Directory

1 Press **[Function]** **[1]** **[2]**.

12 ALPHA DIAL

2 Press **[Start/Copy]**.

ENTRY:NEW

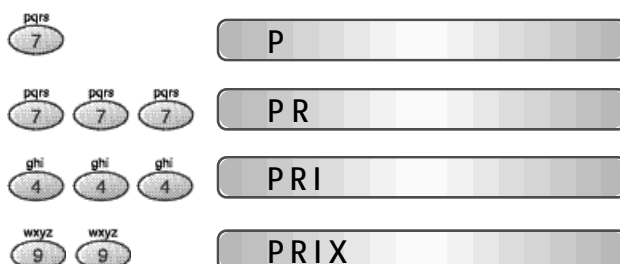**3** Press **[ ]** or **[ ]**, and select **"NEW"**.

ENTRY:NEW

4 Press **[Start/Copy]**.

REGISTER NAME

5 Enter up to 32 digits by using the number keypad. (Refer to page 2-7; Keypad Character Assignment' and ' Tips for Setting the Name' .)
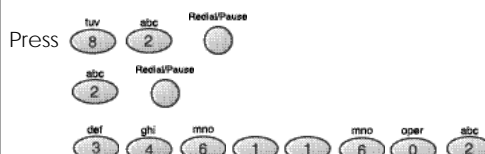
[For Example] To enter PRIX

pqrs 7	P
pqrs 7 pqrs 7 pqrs 7	P R
ghi 4 ghi 4 ghi 4	P R I
wxyz 9 wxyz 9	P R I X

6 Press **[Start/Copy]**.

REGISTER TEL NO.

7 Enter up to 32 digits by using the number keypad.

Ex) When you enter the number 82+2+34611602

Press tuv 8 abc 2 Redial/Pause

abc 2 Redial/Pause

def 3 ghi 4 mno 6 1 1 mno 6 oper 0 abc 2

8 Press **[Start/Copy]**, and then press **[Stop] three times** to complete the installation and to return to the STANDBY mode.

How to Change and Delete the Directory

1 Press **[Function]** **[1]** **[2]**.

12 ALPHA DIAL

2 Press **[Start/Copy]**.

ENTRY:NEW

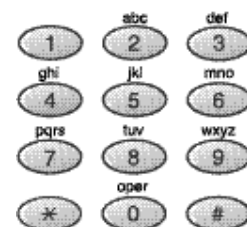**3** Press **[ ]** or **[ ]**, and select "**OLD**."

ENTRY:OLD

4 Press **[Start/Copy]**.

SEARCH NAME:_

5 Enter the initial letter of the name saved in the directory by using the number keypad.

· If you don't know the initial letter, press **[Start/Copy]** key without entering any letters.

SEARCH NAME:H

6 Press **[Start/Copy]**.

(If there are no stored names, the LCD displays "NOT EXIST")

HAN

7 If there are many names with the same first letter, press **[ ]** or **[ ]** to find the desired name.

Example: HOME

HOME

How to Change the Stored Directory

8 Press **[Start/Copy]**, and then change the name by using the number keypad.
(Refer to the procedure from Step 5 of **3.4.2 Making a Directory**)

Number key pad

HOKONG

9 Press **[Start/Copy]**, and then change the number by using the number keypad.
(Refer to the procedure from Step 7 of **3.4.2 Making a Directory**)

Number key pad

1234567890

10 After storing, press **[Start/Copy]** and then press **[Stop] twice** to complete the installation and to return to the STANDBY mode.

How to delete the stored Directory

1 Set up in order from Step 1 to Step 5 of page 3-11.

2 Press **[Stop].**

Stop

DELETED?(Y/N)

3 Press **[Start/Copy]**.

Start/Copy

DELETED...

4 Press **[Stop] twice** to return to the STANDBY mode.

Stop   Stop

NOTE

When electric power is not available, this product remember the stored phone numbers, names and other data, etc. by a backup battery. However, if the backup battery is consumed and electric power is not available, the stored data will be deleted. If you lose the stored data or have some technical problems, contact the dealer or service center and replace the backup battery.

Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacture's instructions.

3.4.3 Storing a Group Dialing Number

You can store 5 Group Dialing Numbers(10 numbers for each group, total 50 numbers)
and enter up to 32 digits for each number.

How to Set the Group Dialing Number
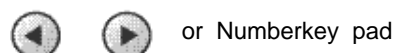
1 Press **[Function]** **[1]** **[3]**.

```
13 G RO UP DIAL
```

2 Press **[Start/Copy]**.

```
GRO UP NO .: G1
```

3 Select the Group Dialing Number by pressing **[ ]**, **[ ]** or the number keypad.

or Numberkey pad
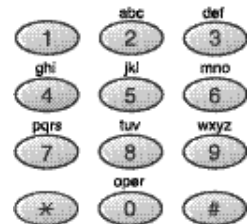
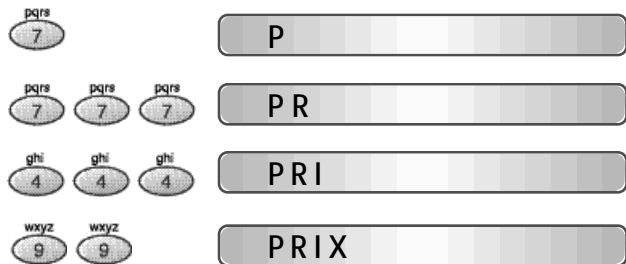**4** Press **[Start/Copy]**.

```
REGISTER NAME...
```

5 You can enter up to 32 digits by using the number keypad.
(Refer to page 2-7, "Keypad Character Assignment" and "Tips for Setting the Name".)

[For Example] To enter PRIX

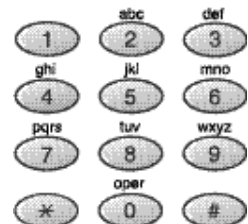|	
pqrs ⑦	P
pqrs ⑦ pqrs ⑦ pqrs ⑦	P R
ghi ④ ghi ④ ghi ④	P R I
wxyz ⑨ wxyz ⑨	P R I X

6 Press **[Start/Copy]**.

SUB NUM BER:01

7 Enter the phone number up to 32 digits by using the number keypad or the stored one-touch dialing key.
· If you press **[Start/Copy]** key, the data is saved up to the previous step and it goes to the STEP 6.

8 Press **[Stop] four times** to complete the installation and to return to the STANDBY mode.

How to change the stored Group Dialing Number
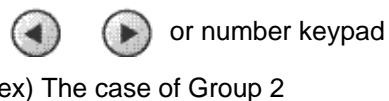
1 Press **[Function]** **[1]** **[3]**.

13 GRO UP D IAL

2 Press **[Start/Copy]**.

GRO UP NO .: G 1

3 Select the Group Dialing Number by pressing **[ ]** , **[ ]** or the number keypad.

or number keypad

ex) The case of Group 2

GRO UP NO .: G 2

4 Press **[Start/Copy]**.

ENTRY: NEW

5 Select "**OLD"** by pressing **[ ]** or **[ ]**.

ENTRY: OLD

6 Press **[Start/Copy]**, and then change the name by using the number keypad.
(Refer to the STEP 5 of **3.4.3 Storing a Group Dialing Number**.)

or number keypad

SAL ES TEA M

7 Press **[Start/Copy]**.

8 Select the SUB Number what you change.

SUB NU MBER:01

9 Press **[Start/Copy]**, and then change the number by using the number keypad.
(Refer to the STEP 7 of **3.4.3 Storing a Group Dialing Number**.)

or number keypad

1234567890

10 Press **[Start/Copy]**, and then press **[Stop] four times** to complete the installation and to return to the STANDBY mode.

How to delete the stored Group Dialing Number

1 Press **[Function]** **[1]** **[3].**

13GRO UP DIAL

2 Press **[Start/Copy]**.

GROUP NO.:G1

3 Select the Group Dialing Number by pressing **[ ]**, **[ ]** or the number keypad.

◄   ►   or number keypad

4 Press **[Start/Copy]**.

ENTRY:NEW

5 Select "**DEL**" by pressing **[ ]**, **[ ]** or the number keypad.

◄   ►

ENTRY:DEL
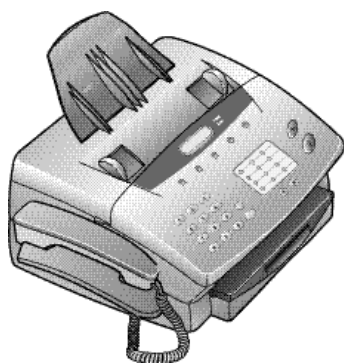
6 Press **[Start/Copy]**.

DELETE?(Y/N)

7 After deleting, press **[Start/Copy]**, and then press **[Stop] three times** to return to the STANDBY mode.

3-18

Chapter

4

Receiving a Fax

4.1 FAX Receiving Modes

This product has four RCV modes. Before selecting the RCV mode, keep each function in mind, and then select the proper RCV mode, because the ways to receive the fax are different according to eh RCV mode. Press the **[RCV Mode]** mode in order to select **[TEL]** **[FAX]** **[AUTO]** **[TAM]**.

NOTE

Upon the purchase of this machine, it is set to the FAX Mode only. The LCD showing time and date, displays the current Receiving mode.

12:01 APR.23 (FAX) ➤ Receiving mode

4.1.1 TEL Mode

In this mode, the fax may be used as a telephone function. When the telephone rings, you can answer the phone with a handset attached to the fax or the connected extension phone.

Receiving a fax after talking

Press **[Start/Copy]** without any papers in the feeder, when you pick up the handset attached to the fax machine.

If the remote receiving mode is set for the extension phone, press 3 digit remote code including" ✳ #" when picking up the extension phone. If not, wait until the fax is received by the fax tone. If the fax switches to the Receiving mode, replace the handset.

4.1.2 FAX Mode

This mode is useful to receive only the fax. After ringing twice, the machine receives document and prints it.

Press the **[RCV Mode]** key repeatedly until "**FAX**" is displayed on the
12:01 APR.23 FAX of the LCD.

4-2

4.1.3 TEL/FAX Mode (AUTO)

This mode is for receiving documents automatically. After the appointed number of rings, the machine answers the phone automatically. After answering the phone automatically with the message of " CHECKING ALL", it rings and switches to the FAX Receiving mode automatically after an appointed time. Also, the fax machine become the FAX Receiving mode automatically if the other side's user start to send documents. If you pick up the phone before it switches to FAX Receiving mode, it will remain in the TELEPHONE mode. Refer to the **7.1 Setting the Number of Rings for Automatic TEL/FAX Mode** to set up the number of rings.

Press the **[RCV Mode]** key until "**AUT**" is displayed on the `12:01 APR .23 AUT` of the LCD.

4.1.4 Automatic ANSWERING Mode (TAM)

This is used to answer the phone with the answering machine automatically. After the appointed number of rings, the answering machine works automatically. If the user picks up the phone before the answering machine works, it will remain in the TELEPHONE mode. Even though the machine is set into the TAM, if the other side's user sends a fax, it switches into the fax mode automatically. Also if it does not answer up to the appointed number of fax tones, it changes into the FAX mode automatically. Refer to the **7.2. Setting the Number of Rings for Automatic Answering Mode** to set up the number of rings.

NOTE

The number of rings in automatic Fax Mode should set more than the number of rings for the Answering Mode. If not, it will switch over to the FAX mode before the answering machine answers an incoming call. To use TAM mode, attach an answering machine to the EXT. Jack of the Handset Cradle.
If you turn off the answering machine or fail to connect it, it will switch to the FAX mode after ringing as many as the appointed numbers.

4.2 Remote Reception Using an External Telephone

When picking up the external telephone, you can receive a fax without pressing **[Start/Copy]**.

NOTE

· If Remote Receiving is in ON mode
When ringing the bell, pick up the external receiver and press 3 digit remote code including ✳ #". The fax will automatically switch to the Receiving mode and the connection to the external telephone will be disconnected.

· If Remote Receiving is in OFF mode
Wait until the call automatically switches over to the fax mode after the fax machine senses a fax tone on the line. When the fax switches to the Receiving mode, replace the handset. You cannot use this function with purse-telephone.

Setting the Remote Receiving Mode and Remote Code

1 Press **[Function]**　**[2]**　**[2]**　**[4]**.

24 REMOTE START

2 Press **[Start/Copy]**.

REMOTE START:OFF

3 Select the "**ON**" mode by pressing **[ ]** or **[ ]**.

REMOTE START:ON

4 Press **[Start/Copy]** in "ON" mode. Then enter the 1-digit remote code by pressing the number keypad.

Example : 7

REMOTE CO DE: ✳#7

5 Press **[Start/Copy]**, and then press **[Stop] twice** to complete the installation and to return to the STANDBY Mode.

4. 3 Setting the Reduction of Received Document

When receiving a document as long as or longer than the paper installed in your machine, the machine can reduce the data of the document to fit your recording paper size and save paper.

4.3.1 Setting the Automatic Reduction

When the received fax data exceeds the limited length of recording paper, data is reduced within the value assigned in the **4.3.3 Setting the Critical Data Area**.

1 Press **[Function]** **[3]** **[3]** **[4]**.

34 RX REDUCTION

2 Press **[Start / Copy]**.

1. AUTO REDUCTION

3 Press **[Start / Copy]**.

AUTO REDUC.:ON
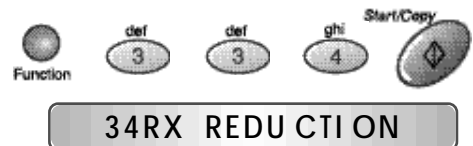
4 Select "ON" by using **[ ]** or **[ ]**.

5 Press **[Start/Copy]**, and then press **[Stop] three times** to complete the installation and to return to the STANDBY Mode.

4.3.2 Setting the Printing Bottom Area

When the received fax data exceeds the limited length of recording paper, data is printed in a page within the value assigned in the **4.3.3 Setting the Critical Data Area**, and the remaining data is discarded.

1 Press **[Function]** **[3]** **[3]** **[4]** **[Start/Copy]**.

34RX REDUCTION

2 Press **[3]**.

3.DISCARD

3 Press **[Start/Copy]**.

DISCARD:ON

4 Select "ON" by using **[ ]** or **[ ]**.

5 Press **[Start/Copy]**, and then **[Stop] twice** to complete the installation and to return to the STANDBY mode.

4.3.3 Setting the Critical Data Area

You can set the critical data area which is used in the AUTOMATIC REDUCTION mode and the **4.3.2 Setting the Critical Data Area** as follows

1 Press **[Function]**　**[3]**　**[3]**　**[4]**　**[Start/Copy]**.

34 RX REDUCTION

2 Press **[ ]** , **[ ]** or **[2]**.

2.THRESHOLD

3 Press **[Start/Copy]**.

THRESHOLD:15mm

4 Using **[ ]** , **[ ]** or number keys, select the critical data area for the automatic reduction and the printing bottom area.
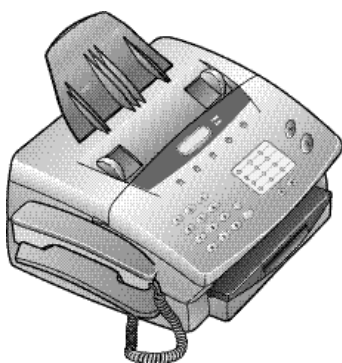(Critical Data Area is from 1 to 30 mm.)

5 Press **[Start/Copy]**, and then **[Stop] three times** to complete the installation and to return to the STANDBY mode.
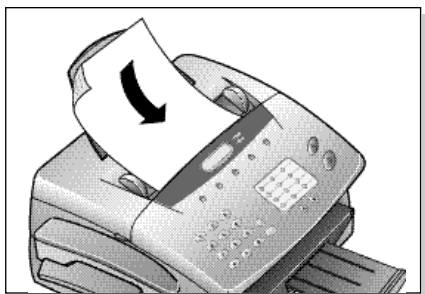
Chapter

5

Copier

5.1 Copy for a Sheet of Page

5.2 Copy for Multi Pages or the Reduction / Enlargement

5.1 Copy for a Sheet of Page

1 Place the document to be copied into the document feeder, in a way that the typed face is downward.

· If necessary, refer to the **3.3 Setting Document Resolution** and control the resolution.

2 Press **[Start/Copy] three times**.

· It starts to copy.

COPYING P.01

5. 2 Copy for Multi Pages or the Reduction / Enlargement

1 Place the document to be copied into the document feeder, in a way that the typed face is downward.

· If necessary, refer to the **3.3 Setting Document Resolution** and control the resolution.

2 Press **[Start/Copy]**.

COPY CO UNT : 01

3 Set the number of copies and press **[Start/Copy]**.

· Control the number of copies from 1 to 99 by pressingr Number key.

· If you don′ t want to make multi-page copy, press **[Start/Copy]** without entering the number of copies.

COPY CO UNT : 08

4 To enlarge or reduce document, select the Zoom-in/Zoom-out ratio and press **[Start/Copy]**.

· If you don′ t want to enlarge or reduce the document, just press **[Start/Copy]**.

· You can control Zoom-in/Zoom-out ratio using the number keypad or **[ ]** / **[ ]**.
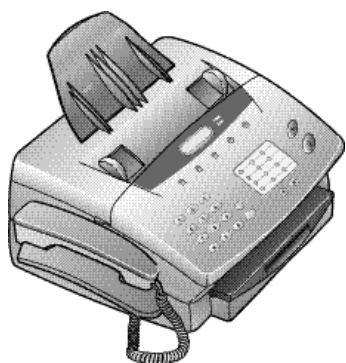
· Start copying.

COPY RA TIO : 100%

Refer to the following table to select the Zoom-in/Zoom-out ratio.

Document Size \ Recording Paper Size	A4	Latter	Legal
A4 (210× 297mm)	100%	94%	103%
Letter (216× 279mm)	97%	100%	100%
Legal (216× 356mm)	83%	78%	100%
A5 (148× 210mm)	141%	133%	145%
B5 (176× 250mm)	119%	112%	123%
B6 (125× 176mm)	168%	159%	173%

Chapter

6

Advanced Operations

6.1 Memory Transmission

Documents can be sent using memory function. Also when the machine has no recording papers or an error arises on the machine, you can receive later documents stored in memory.

6.1.1 Memory Receiving

The machine saves the received data in memory when it has some problem, such as when the recording paper runs out or is jammed, etc. If the received data is stored, the LCD shows " FAXES IN MEMORY" . When an error is repaired or the user wants to get the stored data, it can be printed. The printed data will be deleted.

Setting the Time to Print the Received Data in Memory

You can set the time to print the data received in memory. It can be printed immediately after an error is repaired or when the user desires.

1 Press **[Function]** **[3]** **[3]** **[3]**.

3 3   M E M .   P R T .   T I M E

2 Press **[Start/Copy]**.

I M M E D I AT E

3 Select "IMMEDIATE" or "LATER" by using **[ ]** or **[ ]**.

· IMMEDIATE: Automatically print as soon as an error is removed.

· LATER: Print when the user desires.

L AT E R

4 Press **[Start/Copy]** and **[Stop] twice** to complete the installation and to return to the STANDY Mode.

To Print the Data Received in Memory

1 Press **[Memory]** **[3]**.

2 Press **[Start/Copy]**.

3 When there is any data received in memory, the LCD shows "FAX PRINTING", and the machine starts to print. The printed data will be deleted.
· If there is no fax data received in memory, it shows the message of "NO DATA" with the ERROR tone.

NOTE

During printing, if you press the [Stop] key, the LCD shows "DELETE ? (Y/N)". At this time, press [Start/Copy] to delete the received data in print, and press [Stop] to stop printing and to save the data in memory.

To Delete All of the Data Stored in Memory

1 Press **[Memory]** **[4]**.

2 Press **[Start/Copy]**, and the LCD will show "ARE YOU SURE?"

3 Press **[Start/Copy]** to delete all of the stored data.
Press **[Stop]** not to delete the data.

4 Press **[Start/Copy]**, and the LCD will "ALL DELETED..." with a beep.
It will then return to the STANDBY Mode.

NOTE If there is no stored data, the LCD displays "NO DATA" and return to the STANDBY mode. In the case of a power failure, all stored data will be deleted.

6.1.2 Memory Sending

After scanning and saving the data in memory, it can be sent by fax. After sending, the data saved in memory is deleted.

1 Turn the page face down and insert up to 15 sheets into the feeder. Adjust the document guides to match the width of the document.

· If necessary, press **[Resolution]** to set the resolution and contrast.

○ Resolution

2 Press **[Memory]**.

○ Memory

` 1 . M E M O R Y   S E N D `

3 Press **[Start/Copy]**.

Start/Copy

` 1 . N O W   2 . D E L A Y E D `

4 Press **[1]**   **[Start/Copy]**.

Start/Copy

` I N P U T   D I A L   N O . `

5 After entering the telephone number with the number keypad, press **[Start/Copy]**.
(If necessary, press **[Redial/Pause]** to make a pause.)
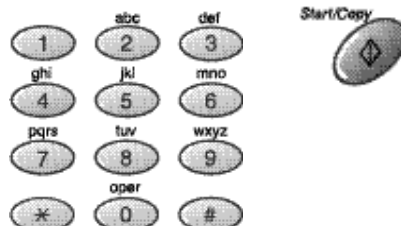
6 Data is scanned and stored in memory. After dialing, data is automatically sent by fax.

NOTE

When you scan or send documents, if you press [Stop] to cancel the memory sending, the stored data will be deleted automatically. When you scan for memory sending, if there is no stored data, the LCD shows " MEMORY FULL" and the machine cancel to send automatically. A power failure causes all stored data to be deleted.

When the memory sending at the preset time, the document sending at the preset time, the polling sending, or the automatic redial is set up, this feature cannot be used. If the line is busy or there is no answer while sending, automatic redial is set up.

Preset Time Memory Sending

After scanning and saving data, you can send the documents at a later time when there are fewer users on line or when the calling charges are at a lower rate.

1 Turn the page face down and insert up to 15 sheets into the feeder. Adjust the document guides to match the width of the document.

Resolution

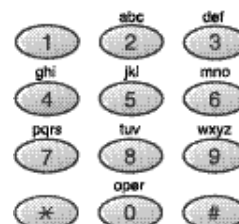· If necessary, press **[Resolution]** to set the resolution and contrast.

2 Press **[Memory]   [1]   [2]   [Start/Copy]**.
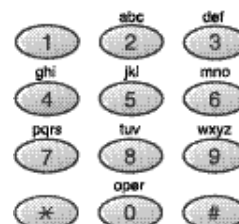
Memory   (1)   (2) abc   Start/Copy

3 Enter the sending time into a 24-hour format.

4 Press **[Start/Copy]** and enter the telephone number by using the number keypad.

5 Press **[Start/Copy]**.

6 After scanning and saving in memory, the machine returns to the STANDBY mode to send the document at the preset time.

7 If the time is up, the machine dials automatically to send a fax and returns to the STANDBY mode.

NOTE

If the line is busy or there is no answer while sending, automatic redial is set up. Refer to **6.7.1 Canceling the Preset Functions** to cancel the preset time memory sending. When the preset time sending, the preset time polling reception, the polling sending, preset memory sending, or the automatic redial for documents and memory is set up, this feature cannot be used.

6.1.3 Consecutive Transmission

After scanning a document and storing in memory, you can send it consecutively to many locations(A maximum of 50 numbers). Use GROUP DIALING to facilitate this procedure. After sending, the stored data will be deleted.
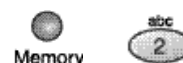
Consecutive Sending

1 Turn the page face down and insert up to 15 sheets into the feeder. Adjust the document guides to match the width of the document.

· If necessary, press **[Resolution]** to set the resolution and contrast.
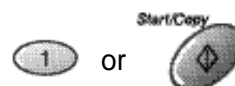
2 Press **[Memory]**   **[2]**.

2.B ROADCAST TX

3 Press **[Start/Copy]**.

1.NOW 2.DELA YED

4 Press **[1]** or **[Start/Copy]**
Refer to the way to use the Group Dialing or the phone number, and enter the phone number.

Using the Group Dialing

This function can be used when Group Dialing Number is already set. **(REFER TO 3.4.3 REGISTRATION OF THE GROUP DIALING NUMBER)**

6 After selecting "GROUP" by pressing **[ ]** or **[ ]**, press **[Start/Copy]**.

DIAL NUM:GROUP

7 Select GROUP DIALING NUMBER by pressing **[ ]**, **[ ]**, or Number key.

Number Keypad or

GROUP NO:G1

8 Press **[Start/Copy]**.

ANOTHER? (Y/N)

9 If you finish to enter the phone numbers for the consecutive sending, select "N" by pressing **[ ]** or **[ ]** and press **[Start/Copy]**.

· If you press [Start/Copy] after selecting "Y", it goes back to STEP 6 and can be added more telephone numbers. If you press [Stop], the consecutive sending is canceled.

10 After scanning and saving it in the memory, the machine dials the phone number and sends document automatically,

Using the Telephone

6 Select **"DIRECT"** by pressing **[ ]** or **[ ]**

◀ ▶

DIALNUM:DIRECT

---

7 Press **[Start/Copy]**.

Start/Copy

INPUT DILAL NO.

---

8 Press **[Start/Copy]** after entering up to 32-digits by using the number keypad.

Number Keypad

Start/Copy

ANOTHER?(Y/N)

---

9 If you finish to enter the phone numbers for the consecutive sending, select "N" by pressing **[ ]** or **[ ]** and press **[Start/Copy]**.

◀ ▶ Start/Copy

• If you press **[Start/Copy]** after selecting "Y", it goes back to STEP 6 and can be added more telephone numbers. If you press **[Stop]**, the consecutive sending is canceled.

---

10 After scanning and saving it in the memory, the machine dials the phone number and sends document automatically,

Preset Time Consecutive Sending

After scanning and saving data, you can send the documents to many numbers at a later time when there are fewer users on line or when the calling charges are at a lower rate.

1 Turn the page face down and insert up to 15 sheets into the feeder. Adjust the document guides to match the width of the document.

2 If necessary, press **[Resolution]** to set the resolution and contrast.

○ Resolution

3 Press **[Memory]** **[2]** **[2]** **[2]**.

○ Memory   abc ② abc ② abc ②

1.NOW 2. DELAYED

4 Press **[Start/Copy]**.

Start/Copy ◇

5 Enter the desired time in a 24-hour format, and press **[Start/Copy]**.

Number Keypad

6 Refer to the way to use the Group Dialing or the phone number, and enter the phone number.

7 Press **[Start/Copy]**.

ANOTHER?(Y/N)

8 If you finish to enter the phone numbers for the consecutive sending, select "N" by pressing **[ ]** or **[ ]** and press **[Start/Copy]**.
· If you press **[Start/Copy]** after selecting "Y", it goes back to STEP 6 and can be added more telephone numbers. If you press **[Stop]**, the consecutive sending is canceled.

ANOTHER?(Y/<u>N</u>)

9 After scanning and saving in memory, the machine returns to the STANDBY mode to send the document at the preset time.

10 If the time is up, the machine dials automatically to send a fax and returns to the STANDBY mode.

NOTE	If the line is busy or there is no answer while consecutive sending, the automatic redial is set up. Refer to the **6.7.6 Canceling the Consecutive Sending and Redial** to cancel the consecutive sending. When the preset time document sending, the polling sending, or the automatic redial is set up, this feature cannot be used.

6.2 Preset Time Transmission

This is for sending a fax at the preset time. You can send the documents at a later time when there are fewer users on line or when the calling charges are at a lower rate.

1 Turn the page face down and insert up to 15 sheets into the feeder. Adjust the document guides to match the width of the document.

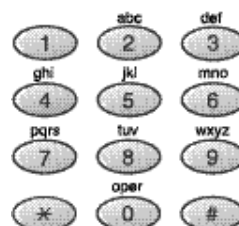***2*** If necessary, press **[Resolution]** to set the resolution and contrast.

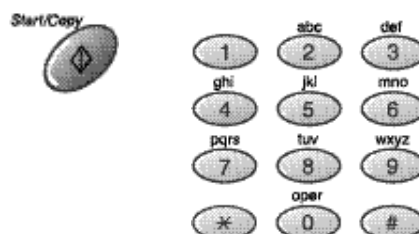***3*** Press **[Function]** **[4]** **[4]**.

4 Press **[Start/Copy]**.

5 Enter the desired time to send in a 24 hour format.

6 Press **[Start/Copy]** and enter the telephone number by using the number keypad

7 Press **[Start/Copy]**.

8 The machine returns to the STANDBY mode to send documents at the preset time.

D-TX RESERVED

9 If the time is up, the machine dials automatically, sends a fax, and then returns to the STANDBY mode.

NOTE

While removing documents, the PRESET TIME SENDING is canceled. Refer to the **6.7.1. Canceling the Preset Time** to cancel this function without removing documents. If the line is busy or there is no answer while sending, the automatic redial is set up. When the preset time memory sending, the preset time polling reception, the polling sending, or the automatic redial for document is set up, this feature cannot be used.

6.3 Password Sending

You need to enter a receiver′s password before sending.

1 Turn the page face down and insert up to 15 sheets into the feeder. Adjust the document guides to match the width of the document.
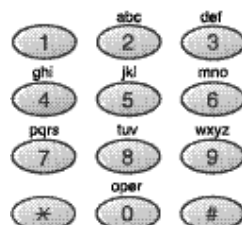
2 If necessary, press **[Resolution]** to set the resolution and contrast.
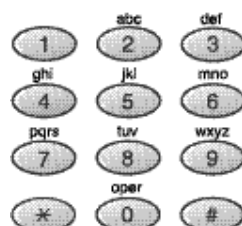
3 Press **[Function]** **[4]** **[4]** **[2]** **[Start/Copy]**.

4 Enter the password up to 20 digits (excluding "+") by using the number keypad.

5 Press **[Start/Copy]** and enter the telephone number by using the number keypad

6 Press **[Start/Copy]**. The machine dials automatically and sends documents.

7 After sending, the machine returns to the STANDBY mode.

NOTE
If the line is busy or there is no answer while sending, the automatic redial is set up. When the preset time document sending, the polling sending, or the automatic redial for document is set up, this feature cannot be used.

6.4 Password Receiving

If the PASSWORD RECEPTION is ON and the password is registered, you can block the unnecessary documents from the person who don't know your password. When receiving, check the password and block documents with wrong passwords.

1 Press **[Function]**   **[3]**   **[3]**   **[6]**.

36PASSWORD RX

2 Press **[Start/Copy]**.

PASSWORD: OFF

3 Select "ON" by using **[   ]** or **[   ]**
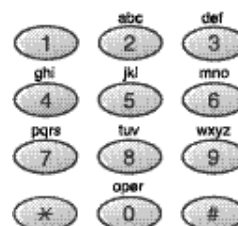
4 Press **[Start/Copy]**.

ENTER PASSWORD

5 Enter the password up to 20 digits (excluding "+") by using the number keypad.

6 Press **[Start/Copy]** and **[Stop] twice** to complete the installation and to return to the STANDBY mode.

6.5 Polling

Polling is the feature that the receiver dials the sender's number and can receive the document set already by sender. To receive documents by polling, the other side's fax machine also should have the polling feature. The document should be put on the sender's machine and should be set up already for polling.
The telephone charge for polling is paid by the receiver.

6.5.1 Polling Receiving

This feature can be used when the document is not loaded on the machine. Please check that the other side's fax machine is prepared for polling.

1 Press **[Function]** **[5]** **[5]** **[2]** continuously.
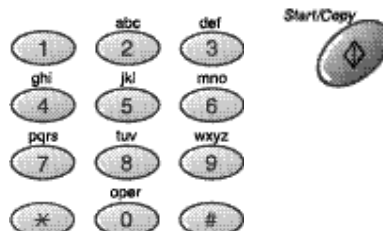
52 POLLING RX

2 Press **[Start/Copy]**.

POLL RX: FREE

3 Press **[Start/Copy]**.

INPUT DIAL NO.

4 Press **[Start/Copy]** and enter the telephone number using the number keypad.

5 After automatically dialing, the machine receives documents and returns to STANDBY mode.

NOTE If the line is busy or there is no answer, the automatic redial is set up. When the polling reception at the preset time, or the automatic polling redial is set up, this feature cannot be used.

Password Polling Receiving

If the other side's machine blocks sending documents to the person who don't know the password, the password(Maximum 20 digits) should be entered before receiving.
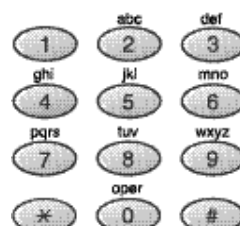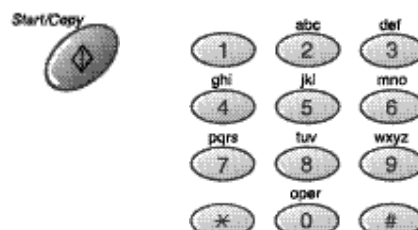
1 Press [Function] [5] [5] [2] [Start/Copy**]**.

2 Select **"PASSWORD"** by pressing **[   ]** or **[   ]**.

3 Press **[Start/Copy]** and enter the password up to 20 by digits using the number keypad

4 Press **[Start/Copy]** and enter the
telephone number using the number
keypad

5 If you press **[Start/Copy]** key After
automatically dialing, the machine
receives documents and returns to
STANDBY mode.

NOTE

If the line is busy or there is no answer, the automatic redial is set up. This feature is only available for transmitting with the machine adjusted to the revised International Telecommunications Standard(ITU-T T.30). (Refer to the **7.8. Setting up of the communication standard**) When the polling reception at the preset time, or the automatic polling redial is set up, this feature cannot be used.

Preset Time Polling Reception

Documents can be received at the preset time by the polling reception. You can send the documents at a later time when there are fewer users on line or when the calling charges are at a lower rate.
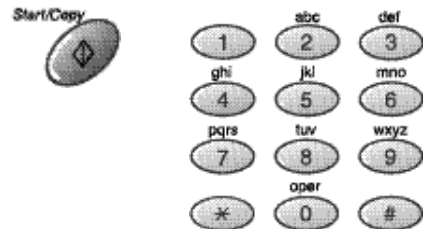
1 Press **[Function]** **[5]** **[5]** **[2]**
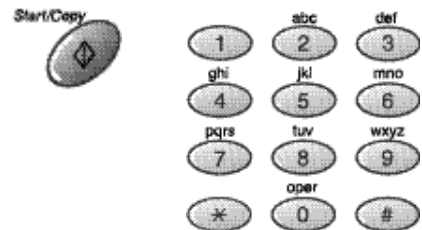**[Start/Copy]**.

2 Select **"DELAYED"** by pressing **[ ]** or
[ ].

3 Press **[Start/Copy]** and enter the desired
time in a 24-hour format using the
number keypad.

4 Press **[Start/Copy]** and enter the
telephone number using the number
keypad.

5 If you press **[Start/Copy]** key the machine returns to the
STANDBY mode to get a polling reception at the preset
time.

6 If the time is up, the machine gets a polling reception after automatically dialing
and returns to the STANDBY mode.

NOTE

If the line is busy or there is no answer, the automatic redial is set up. When the memory sending at
the preset time, the document sending at the preset time, or the automatic polling redial is set up,
this feature cannot be used. Refer to the **6.7.1. Canceling the Preset Time** to cancel the polling
reception at the preset time.

Password Polling Reception at the Preset Time

The sender can request a password to allow the other side′s polling reception at the preset time.

1 Press **[Function]** **[5]** **[5]** **[2]** **[Start/Copy]**.

2 Select **"D-PSWD"** by pressing **[ ]** or **[ ]**.

3 Press **[Start/Copy]** and enter the desired time in a 24-hour format by using the number keypad

4 Press **[Start/Copy]** and enter the password up to 20 digits.

5 Press **[Start/Copy]** and enter the telephone number by using the number keypad.
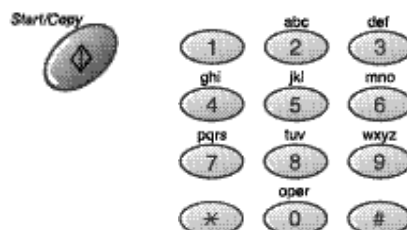
6 If you press **[Start/Copy]** key the machine returns to the STANDBY mode to get a password polling reception at the preset time.

7 If the time is up, the machine gets a password polling reception after automatically dialing, and returns to the STANDBY mode.

NOTE

If the line is busy or there is no answer, the automatic redial is set up. When the memory sending at the preset time, the document sending at the preset time, or the automatic polling redial is set up, this feature cannot be used. Refer to the **6.7.1. Canceling the Preset Time** to cancel the polling reception at the preset time.

6.5.2 Polling Sending

If the data to be sent is set up, the other side′s person calls directly and receive a fax. You can set a password (up to 20 digits) in order that the person who don′t know password cannot get a polling reception. For polling sending, automatic reception mode should be set.

1 Turn the page face down and insert up to 15 sheets into the feeder. Adjust the document guides to match the width of the document.

2 If necessary, press **[Resolution]** to set the resolution and contrast.

Resolution

---

3 Press **[Function]** **[5]** **[5]** continuously.

Function 5 5

```
51 POLLING TX
```

---

4 Press **[Start/Copy]**.

Start/Copy

```
POLL TX: FREE
```

---

5 Select **"FREE"** or **"PASSWORD"** by pressing **[ ]** or **[ ]**

```
POLL TX: FREE
```

When you select "FREE"

5 Press **[Start/Copy]**.

Start/Copy

```
POLL TX RESER VED
```

---

6 The machine returns to STANDBY mode to get a polling receiving. It works automatically when a polling sending is required.

When you select "PASSWORD"

5 Press **[Start/Copy]**.

Start/Copy

ENTER PASSWORD

6 Enter a password up to 20 digits using the number keypad.
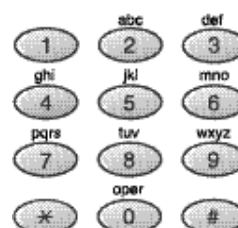
7 If you press **[Start/Copy]**, the LCD displays " POLL TX RESERVED". It returns to the STANDBY mode for polling sending. It works automatically when a polling sending is required.

Start/Copy

NOTE
If you remove documents, the reserved polling sending is canceled. Refer to the **6.7.2. Canceling the Reserved Polling Sending** to cancel this feature without removing documents.

6.6 Caller ID

If a telephone company offers Caller ID service, this feature is to display the sender's telephone number before answering the phone. The machine shows the Caller ID Number on the LCD and saves the received the received time and the sender's telephone number. They can be printed in a list format. The Caller ID information on the LCD has kept until you pick up the phone or the machine answers.

NOTE

When the telephone company fails to get the sender's information, the LCD shows "OUT OF AREA". If the Caller ID information is not open to the public, "PRIVATE CALL" is displayed.

6.6.1 Setting the Blacklisted Number

When Caller ID service is ON, you can set the phone or fax number what you don't want to receive. Caller ID feature is optional, and up to 5 blacklisted numbers are available. The machine automatically hangs up when the blacklisted number is called.

To Set the Blacklisted Number

1 Press **[Function]**   **[1]**   **[4]**.

2 Press **[Start/Copy]**.

3 Press **[ ]** or **[ ]** key, and select the desired numbers and then press **[Start/Copy].**

4 Enter the blacklisted number up to 20 digits using the number keypad.

· After pressing **[Menu]**, **[1]**, **[4]**, and **[Start/Copy]** continuously, press **[ ]** and **[Start/Copy]**. Then, if you select "Y" in the "PRIVATE NO?(Y/N)", you can′t turn down the reception of the number which rejects to show the Caller ID′s information and you can input the phone numbers from 1 to 5.

5 Press **[Start/Copy]** and **[Stop] three times** to complete the installation and to return to the STANDBY mode.

To Delete the Blacklisted Number

1 Press **[Function]** **[1]** **[4]**.

2 Press **[Start/Copy]**.

3 Press **[ ]** or **[ ]** key, and select the desired numbers and then press **[Start/Copy].**

4 Check that the registered number is right, and then press **[Stop]**, and press **[Start/Copy]**.

· After pressing **[Menu]**, **[1]**, **[4]**, and **[Start/Copy]** continuously, press **[ ]** and **[Start/Copy]**, if you choose "N" in the "PRIVATE NO?(Y/N)", you can blacklist the number to reject the indication of Caller ID. It is available for up to 1~5 numbers.

5 Press **[Start/Copy]** and **[Stop] three times** to complete the installation and to return to the STANDBY mode.

NOTE | This function is available only when the Caller ID service is offered by the telephone company.

6.7 Canceling the Preset Functions

6.7.1 Canceling the Preset Time

It can be used when you cancel the document sending at the preset time, the memory sending at the preset time, the polling reception at the preset time.

1 Press **[Function]** [7] [7].

2 Press **[Start/Copy]**.
The LCD will display "ARE YOU SURE?"

3 Press **[Start/Copy]** to cancel the preset time.

4 After the LCD displays "CANCELED....", the machine returns to the STANDBY mode.

6.7.2 Canceling the Reserved Polling Sending

1 Press **[Function]** [7] [7] [2].

2 Press **[Start/Copy]**.
The LCD will display "ARE YOU SURE?".

3 Press **[Start/Copy]** to cancel the reserved polling sending.

4 After the LCD displays " CANCELED....", the machine returns to the STANDBY mode.

NOTE | You can cancel the reserved polling sending by removing documents.

6.7.3 Canceling the Automatic Redial for Document Sending

1 Press **[Function]** **[7]** **[7]** **[3]**.

2 Press **[Start/Copy]**.
The LCD will display " ARE YOU SURE?"

3 Press **[Start/Copy]** to cancel the reserved automatic redial for document sending.

4 After the LCD displays "CANCELED....", the machine returns to the STANDBY mode.

> **NOTE** You can cancel the Automatic Redial for Document Sending by removing documents.

6.7.4 Canceling the Automatic Redial for Memory Sending

1 Press **[Function]** [7] [7] [4].

2 Press **[Start/Copy]**.
The LCD will display "ARE YOU SURE?".

3 Press **[Start/Copy]** to cancel the automatic redial for memory sending.

4 After the LCD displays "CANCELED....", the machine returns to the STANDBY mode.

6.7.5 Canceling the Automatic Redial for Polling Reception

1 Press **[Function]** [7] [7] [5].

2 Press **[Start/Copy]**. The LCD display
" ARE YOU SURE?".

3 Press **[Start/Copy]** to cancel the
automatic redial for polling reception.

4 After the LCD displays" CANCELED....", the machine returns to the STANDBY
mode

6.7.6 Canceling the Consecutive Sending and Redial

1 Press **[Function]** [7] [7] [6].

2 Press **[Start/Copy]**.
The LCD will display" ARE YOU SURE?".

3 Press **[Start/Copy]** to cancel the
consecutive sending and redial.

4 After the LCD displays" CANCELED....", the machine returns to the STANDBY
mode

6.8 Voice Request during Sending or Receiving

If you need to speak to people or make further explanations about the document after having received or sent, you can make a phone call by pressing **[Phone]** and by using Voice Request.

6.8.1 Sending a Voice Request

1 Press **[Phone]** during sending or receiving, if you need to speak to people after transmitting. The lamp turns on, and a voice request is set up.

· If you press **[Phone]** again when the voice request is ON, the lamp turns off and this feature is canceled.

Phone

2 After transmitting, the signal informed that the voice request has been set is sent to a remote fax machine.

3 When the person at the remote fax machine answers, the LCD RAISE HANDSET" with a signal sound.

· If no one picks up the phone for some time, the machine returns to the STANDBY Mode.

4 At this time, if you pick up the phone, you can talk with a person.

NOTE | If you try to send documents again after talking, load the document in the feeder during talking. And both the sender and the receiver press [Start/Copy].

6.8.2 Answering a Voice Request

1 When you receive a voice request, the LCD shows" **RAISE HANDSET**" with a signal after transmitting.

2 If you pick up the handset at this time, you can talk with the person at the remote fax machine.

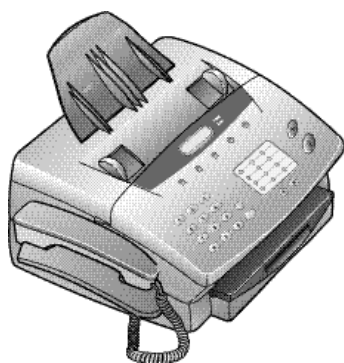**NOTE** After talking, if you want to send documents, load the document in the feeder and press [Start/Copy]. If you need to receive a fax, press [Start/Copy] without loading any document.

Chapter

7

Additional Functions

7.1 Setting the Number of Rings for Automatic TEL/FAX mode

In AUTO mode, you can set the number of rings until the fax automatically answers.

1 Press **[Function]** **[2]** **[2]** **[2]**.

2 Press **[Start/Copy]** and then enter the number of the desired rings.

3 Press **[Start/Copy]** and then press **[Stop]** **twice** to complete the installation and to return to the STANDBY mode.

7.2 Setting the number of rings for Answering Mode

You can should more the number of rings than the number for the connected Answering Machine. The number of rings can be set up from once to 7 times.

1 Press **[Function]** **[2**] **[2]** **[3]**.

2 Press **[Start/Copy]** and then enter the number of the desired rings.

3 Press **[Start/Copy]** and then press **[Stop] twice** to complete the installation and to return to the STANDBY mode.

7.3 Sending Speed

If the telephone circuit is not in a good condition while sending, an error may arise. In such case, try again after reducing the sending speed. In the low sending speed, it may take a long time to send. Therefore, make sure to return to the initial speed (14400 BPS) after finishing sending your documents..

1 Press **[Function]**   **[3]**   **[3]**.

2 Press **[Start/Copy]** and then select the desired sending speed ("14400 BPS", "9600 BPS", '4800 BPS", "2400 BPS") by using **[ ]** or **[ ]**.

3 Press **[Start/Copy]** and then press **[Stop] twice** to complete the installation and to return to the STANDBY mode.

7.4 Receiving Speed

If the telephone circuit is not in a good condition while receiving, an error may arise. In such case, try again after reducing the receiving speed. In the low receiving speed, it may take a long time. The stored speed has been kept until you change.

1 Press **[Function]** [3] [3] [2].

2 Press **[Start/Copy]** and then select the desired speed ("14400 BPS", "9600 BPS", "4800 BPS", "2400 BPS") by using **[ ]** or **[ ]**.

3 Press **[Start/Copy]** and then press **[Stop] twice** to complete the installation and to return to the STANDBY mode.

7.5 Sending Report

After fax sending, it is optional to print the sending report.

1 Press **[Function]** **[2]** **[2]** **[6]**.

2 Press **[Start/Copy]** and then select "ON", "OFF" or "ERROR" by using **[ ]** or **[ ]**.

· ON: Always print the sending report.

· OFF: Never print the sending report.

· ERROR: Print the report only when some error for sending arises.

3 Press **[Start/Copy]** and then press **[Stop] twice** to complete the installation and to return to the STANDBY mode.

7.6 Receiving Report

After fax receiving, it is optional to print the reception report.

1 Press **[Function]** [2] [2] [7].

2 Press **[Start/Copy]** and then select "ON", "OFF" or "ERROR" by using **[ ]** or **[ ]**.

· ON: Always print the report after receiving.

· OFF: Never print the report after receiving.

· ERROR: Print the report only when some error for receiving arises.

3 Press **[Start/Copy]** and then press **[Stop] twice** to complete the installation and to return to the STANDBY mode.

7.7 Automatic Print of the Report

7.7.1 Automatic Print of Transmission Report

It is optional for setting the automatic print of transmission report.

1 Press **[Function]** **[2]** **[2]** **[8]**.

2 Press **[Start/Copy]**.

3 Press **[Start/Copy]** and then select "ON" or "OFF" by using **[ ]** or **[ ]**.
· ON: Print automatically after the 40th transmission.
· OFF: Never print automatically after the 40th transmission.

4 Press **[Start/Copy]** and then press **[Stop] three times** to complete the installation and to return to the STANDBY mode.

7.7.2 Automatic Print of Caller ID List

It is optional to print the Caller ID List automatically.

1 Press **[Function]** **[2]** **[2]** **[8]** **[Start/Copy]**.

2 Press **[2]**.

3 Press **[Start/Copy]** and then select "ON" or "OFF" by using **[ ]** or **[ ]**.
- · ON: Print automatically after saving 20 Caller ID numbers.
- · OFF: Never print automatically after saving 20 Caller ID numbers.

4 Press **[Start/Copy]** and then press **[Stop] three times** to complete the installation and to return to the STANDBY mode.

7.7.3 Automatic Print of Consecutive Sending

It is optional to print automatically the consecutive sending report.

1 Press **[Function]** **[2]** **[2]** **[8]** **[Start/Copy]**.

2 Press **[3]**.

3 Press **[Start/Copy]** and then select "ON" or "OFF" by using **[ ]** or **[ ]**.
- · ON: Print automatically the report after the consecutive sending.
- · OFF: Never print automatically the report after the consecutive sending.

4 Press **[Start/Copy]** and then press **[Stop] three times** to complete the installation and to return to the STANDBY mode.

7.8 International Telecommunication Standard

This product supports both the revised International Telecommunications Standard (ITU-T T.30 since 1996) and the previous standard. Some functions of this product is restricted only to the revised standard. Make sure that this machine is adjusted to the revised International Telecommunications Standard when shipped.

1 Press **[Function]** **[3]** **[3]** **[5]**.

2 Press **[Start/Copy]** and then select "STD" or "OLD" by using **[ ]** or **[ ]**.

3 Press **[Start/Copy]** and then press **[Stop] twice** to complete the installation and to return to the STANDBY mode.

NOTE

Password Sending, Password Reception, Password Polling Reception and Password Polling Sending is available only for adapting the revised International Telecommunication Standard. Also the other side's fax machine should be adapted to the revised standard. If the revised International Telecommunication Standard is chosen, some errors can arise while transmitting with the machine that adapts to the earlier standard. In such case, change the standard into the OLD to transmit normally.

7.9 Save Mode

7.9.1 Setting the Power Save Mode

This machine has power save mode to keep from wasting electricity in the STANDBY mode.

1 Press **[Function]** **[3]** **[3]** **[7]** **[Start/Copy]**.

2 Press **[Start/Copy]**, and then select "OFF", "15M", "30M", or "60M" by using **[ ]** or **[ ]**.
OFF: Never work.
15M: Work in15 minutes
30M: Work in30 minutes
60M: Work in60 minutes

3 Press **[Start/Copy]** and then press **[Stop] three times** to complete the installation and to return to the STANDBY mode.

7.9.2 Setting the Toner Save Mode

1 Press **[Function]** **[3]** **[3]** **[7]** **[Start/Copy]**.

2 Press **[2]**.

3 Press **[Start/Copy]** and then select "ON" or "OFF" by using **[ ]** / **[ ]**
ON: Work the Toner Save Mode
OFF: Never work the Toner Save Mode

4 Press **[Start/Copy]** and then press **[Stop] three times** to complete the installation and to return to the STANDBY mode.