

# OFX 180

## INSTRUCTIONS



**olivetti**

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

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

If you encounter any problems, you should contact your supplier immediately.

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

**Network compatibility declaration**

This product has been designed and developed to operate in the networks of all European Community countries, and in those of Switzerland and Norway.

Full compatibility with the networks of individual countries will depend on specific national software parameters which can be set in the product. If you encounter problems with non EC PSTN networks, contact your national technical support service.

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

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

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

**FIRST SECTION**

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## CONSULTING THE MANUAL

This manual has been divided into **two sections**: the first section "**About the fax machine**" and "**How to start at once**" provide a summary of the description of the fax machine, **allowing you to install it and use it immediately**, even if it is only with its minimum capabilities.

After this initial phase, the **second section** of the manual can be consulted. In it you will find a **detailed description of the fax machine and its many capabilities**.

## OPERATING PRECAUTIONS

- Never attempt to repair the fax machine yourself. If you remove the outer casing, you could get an electric shock or suffer some other kind of injury. Repairs should be carried out by qualified technical staff only.
- If you are to leave the fax machine unused for a long period of time, you should disconnect it from the power supply: in this way, it will be protected against the risk of damage due to interference or power surges.
- **During storms we recommend you unplug the device from both the power outlet and the telephone line so as to eliminate all risk of damage.**
- In case of a voltage drop or power failure, it will not be possible to make or receive telephone calls as the keypad will be disabled. If it is essential that you make a call in this situation, you must use an emergency telephone approved by the telephone company and connected directly to the fax machine.

## INSTALLATION PRECAUTIONS

- Place the fax machine on a stable, flat surface free of vibrations, to prevent it from falling and getting damaged or causing injury to people.
- Keep the fax machine in a dust-free place away from sources of water, steam or excessive heat. Do not expose it to direct sunlight.
- Keep the fax machine away from other electrical or electronic appliances which may generate interference, e.g. radio, television, etc.
- Ensure that no books, documents, or other objects obstruct normal ventilation in any way. Ideally this fax machine should be operated in an environment with a temperature of between 5°C and 35°C and a relative humidity of between 15% and 85%.
- Leave enough room in front of the outlet for the unloading of originals and received/copied documents, so that they do not fall on the floor.

## ABOUT THE INSTALLATION AND SETUP PARAMETERS

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

## PACKAGE CONTENTS

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

- The cable for connecting the fax machine to the telephone line.
- The telephone plug (if applicable).
- The box containing the monochrome print head provided with the machine (**non rechargeable**).
- The telephone handset.
- The paper support.
- The template for nationalizing the central part of the operator console.
- The list of Olivetti customer assistance centres (**Olivetti Customer Service**).

# ABOUT THE FAX MACHINE

## CONSOLE

### RESOLUTION KEY

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

### CONTRAST KEY

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

### COPY KEY

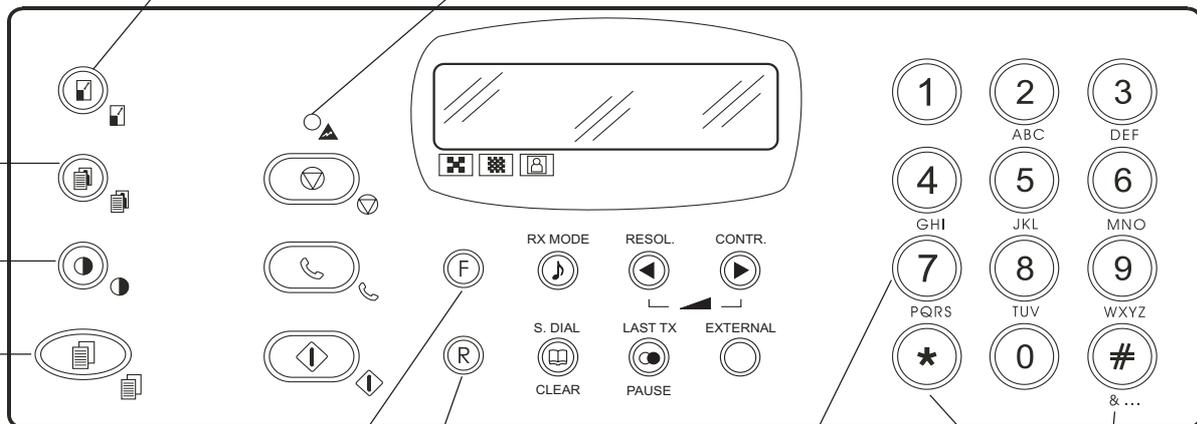
Starts copying a document (only with the document already inserted in the ADF).

### REDUCTION KEY

Reduces or enlarges the documents to be copied (only with the document inserted in the ADF).

### "ERROR" LED INDICATOR

Signals an operating fault during transmission or reception.



### FUNCTION KEY

Gives access to programming mode. Selects menus and submenus.

### RECALL KEY

With the handset lifted, gives access to the special functions made available by the network manager and commonly known as REGISTER RECALL (R function).

### NUMERIC KEYS

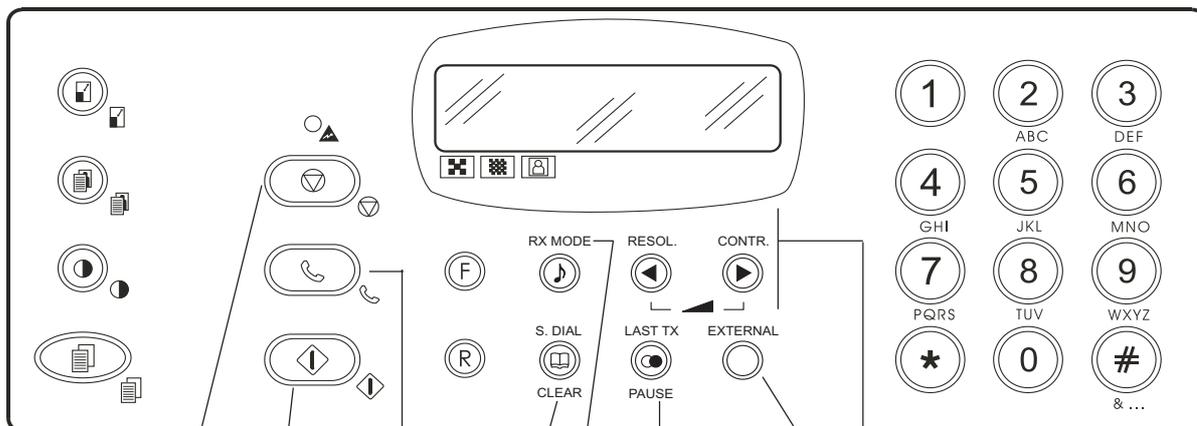
Dial the fax or telephone number. If pressed for more than a second, automatically dial (once set) the telephone or fax number assigned to them (one-touch dialling function). Set any numeric data. Select digits and alphanumeric characters during the entry of numbers and names.

With tone dialling, they send a tone down the line for special network services. They scroll "backwards" and "forwards" through characters and special symbols during the entry of names.

\* only: dials remote control codes.

Before or after dialling the fax or telephone number, temporarily switches the dialling mode from pulse to tone.

## CONSOLE



### STOP KEY

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

### HOOK KEY

Accesses the line: it is equivalent to lifting the receiver.

### LAST TX / PAUSE KEY

When pressed twice, redials the last fax number (only with document inserted in the ADF) or the last telephone number dialled.  
Inserts a pause during the dialling of the telephone or fax number.

### CONTRAST KEY

Adjusts the contrast of the documents to be sent (only with the document inserted in the ADF).  
Scrolls "forwards" through the settings of a parameter.  
Moves the cursor to the "right" during the entry of numbers and names.  
Increases the speaker volume after pressing the  key.

### START KEY

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

### RX MODE/HOLD KEY

Selects the various reception methods.  
 Puts a call on hold during a telephone conversation.

### RESOLUTION KEY

Adjusts the resolution of the documents to be sent (only with the document inserted in the ADF).  
Scrolls "backwards" through the settings of a parameter.  
Moves the cursor to the "left" during the entry of numbers and names.  
Decreases the speaker volume after pressing the  key.

### SPEED DIAL/CLEAR KEY

After two numeric keys (01-32) have been pressed, automatically dials (once set) the telephone or fax number associated with them.  
Cancels incorrect settings.

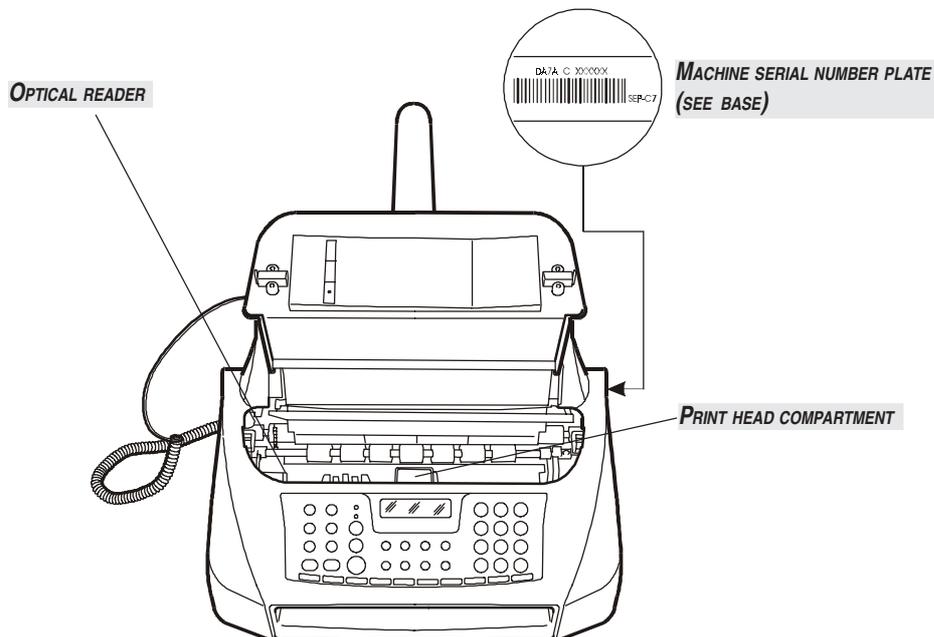
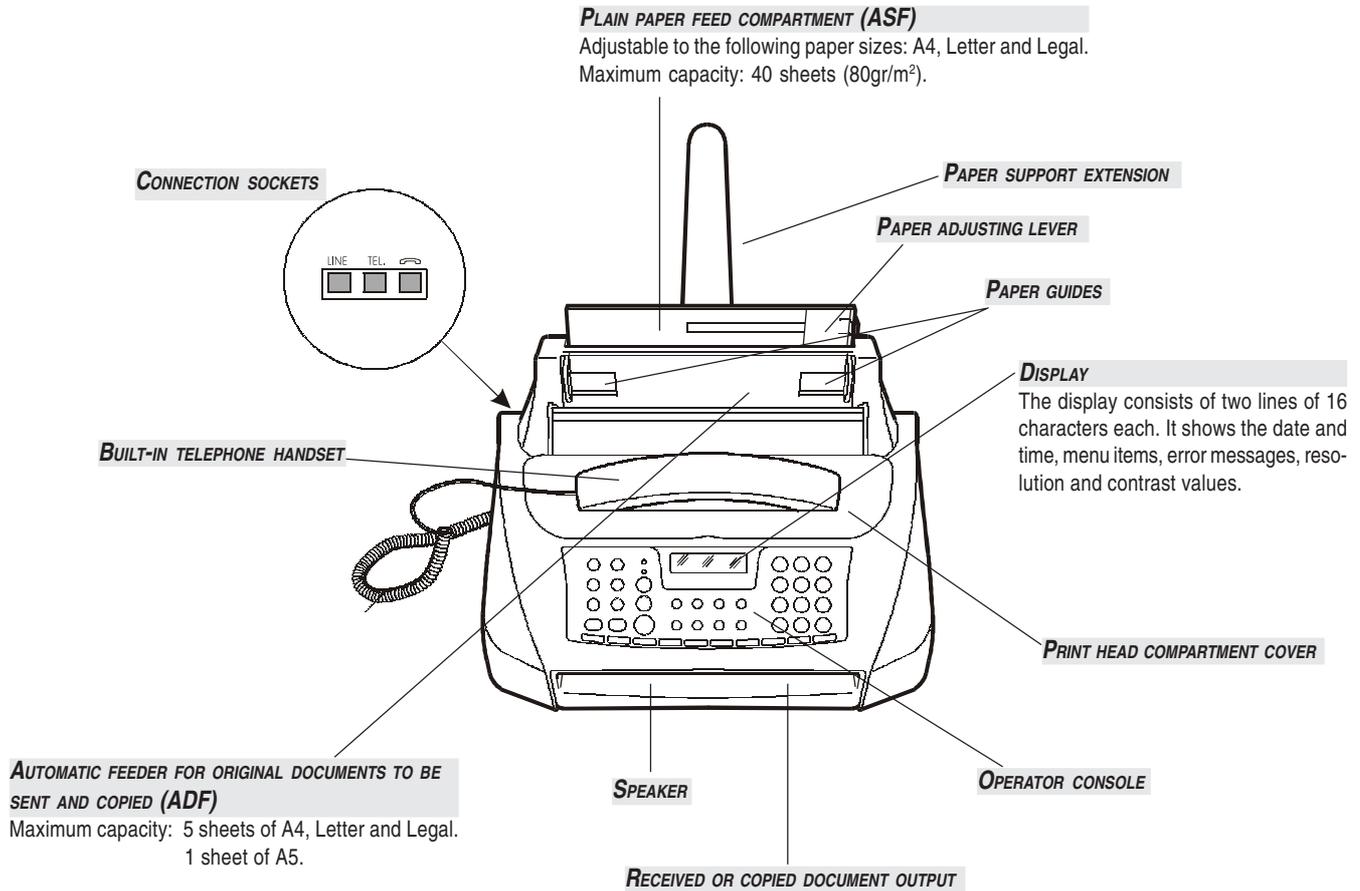
### EXTERNAL KEY

**With the fax machine connected to a private exchange:**  
When pressed before dialling the telephone or fax number gives access to the public line.

# ABOUT THE FAX MACHINE

## COMPONENTS

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



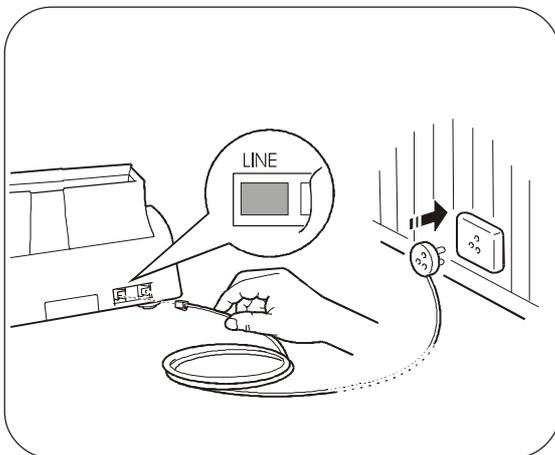
This section provides a **basic description** of the fax machine, by explaining its installation procedures and those regarding its basic and immediate use, even if only with its minimum capabilities. For a **more comprehensive use** of the fax machine, **see the corresponding section**. As this section has been especially designed so as to guide you to a **gradual and systematic approach of the fax machine**, it is advisable to read the topics in the order in which they are presented.

## INSTALLATION CONDITIONS

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

## CONNECTION TO THE TELEPHONE LINE AND POWER SUPPLY

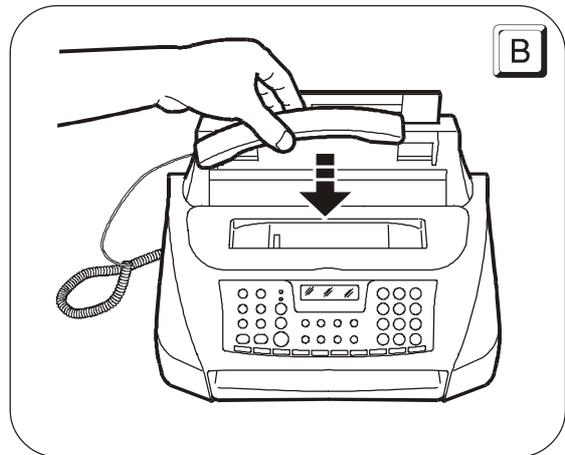
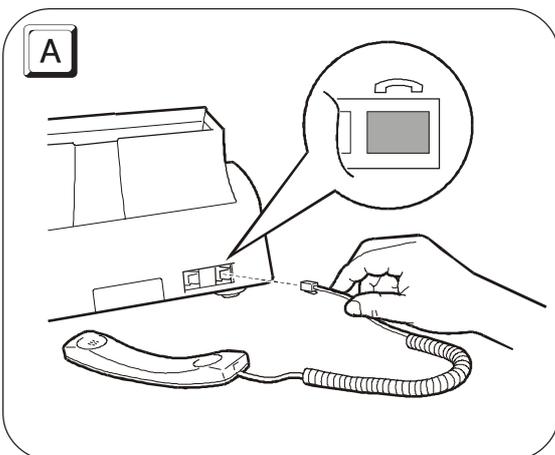
### 1 Connect the fax machine to the telephone line



#### IMPORTANT

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

### 2 Connect the telephone handset

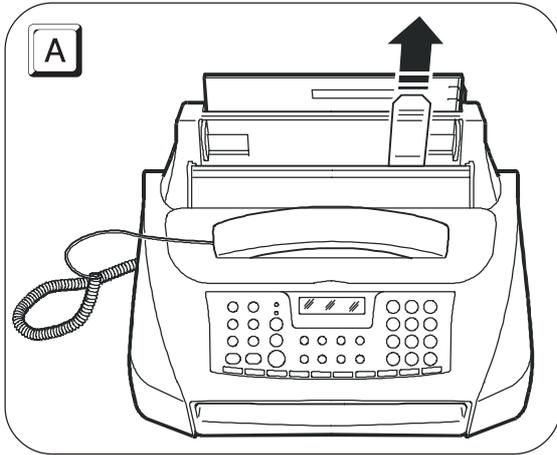


## HOW TO START AT ONCE

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

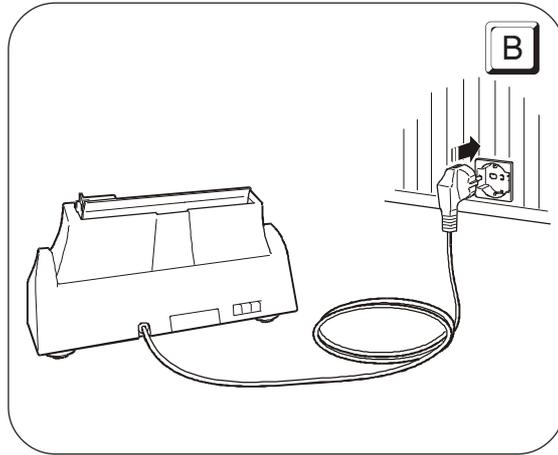
#### IMPORTANT

Before connecting it, **remove the band** that blocks the print head carriage by pulling the flap upwards (see picture below).



#### IMPORTANT

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



## SETTING SOME PARAMETERS (INDISPENSABLE FOR CORRECT FUNCTIONING)

Once the fax is connected to the power supply, it automatically carries out a short test to check the functions of its components, therefore, the following messages (usually in English) appear on the display.

On the upper line:

*AUTOMATIC RX*

and alternating on the lower line:

*CHECK PRINT HEAD*

*SET DATE/TIME*

#### IMPORTANT

You need to set your language and your country for the fax machine to work appropriately.

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

**F**+**1** The display shows the language in which the messages are displayed. For example:

*ITALIANO*



To select the desired language. For example:

*ENGLISH*



To confirm the setting. The display shows a country of destination. For example:

*EUROPE*



To select the desired country. For example:

*U.K.*

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

COUNTRY	COUNTRY TO BE SELECTED
Argentina	AMERICA LATINA
Australia	NZL/AUSTRALIA
Austria	ÖSTERREICH
Belgium	BELGIUM
Brazil	BRASIL
Chile	AMERICA LATINA
China	CHINA
Colombia	AMERICA LATINA
Denmark	DANMARK
Finland	FINLAND
France	FRANCE
Germany	DEUTSCHLAND
Greece	INTERNATIONAL
Holland	HOLLAND
Hong Kong	SINGAPORE
India	INDIA
Israel	ISRAEL
Italy	ITALIA
Luxembourg	BELGIUM
Mexico	AMERICA LATINA
New Zealand	NZL/AUSTRALIA
Norway	NORGE
Peru	AMERICA LATINA
Portugal	PORTUGAL
Rest of world	INTERNATIONAL
Singapore	SINGAPORE
South Africa	S. AFRICA
Spain	ESPAÑA
Sweden	SVERIGE
Switzerland	SCHWEIZ
Taiwan	TAIWAN
UK	U.K.
Uruguay	AMERICA LATINA
Venezuela	AMERICA LATINA



To confirm the setting.



To complete the procedure.

## TO SET THE DATE AND TIME

The **first time** that you **connect** the fax machine to the **power supply** and every time there is a **voltage drop**, you need to set the date and time as described below.

Once they have been set, they can be modified, see "**To change the date and time**", section "**Installation**".



The display shows:

*DATE AND TIME*



The display shows:

*FORMAT: DD/MM/YY*



If you want to select a different format from the one displayed, press the **RESOL/CONTR** keys.



The display shows:

*FORMAT: 24 H*



If you want to select the other time format (12-hour), press the **RESOL/CONTR** keys.



The display shows:

*DD/MM/YY HH:MM*

*25-07-03 11:23*



Enter the new date and time (e.g. 26-07-03; 12:00). As each digit is entered, the cursor will move to the next one.

*DD/MM/YY HH:MM*

*26-07-03 12:00*



If you only want to change a few digits, move the cursor to them using the **RESOL/CONTR** keys and overwrite them with the correct digits.



To confirm the setting. The procedure for setting the date and time is complete. The new date and time will be updated automatically and will be printed on each page sent.



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

### NOTE

If you have chosen the 12-hour time format, the display will show the letter "p" (post meridiem) or the letter "a" (ante meridiem). To switch from one letter to another, move the cursor to the letter to be changed, using the **RESOL/CONTR** keys, and press the **F** key.

If a mistake has been made or you wish to interrupt the procedure, press the **0/9** key.

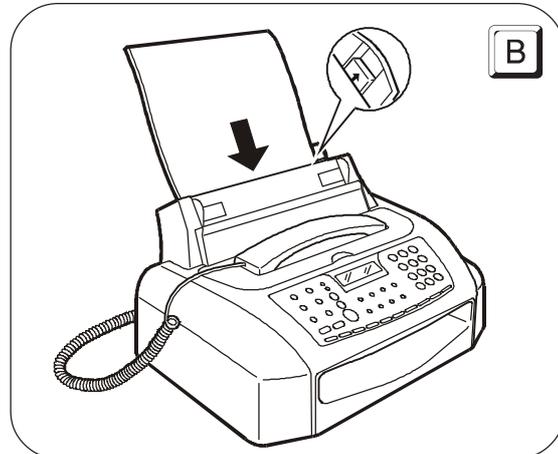
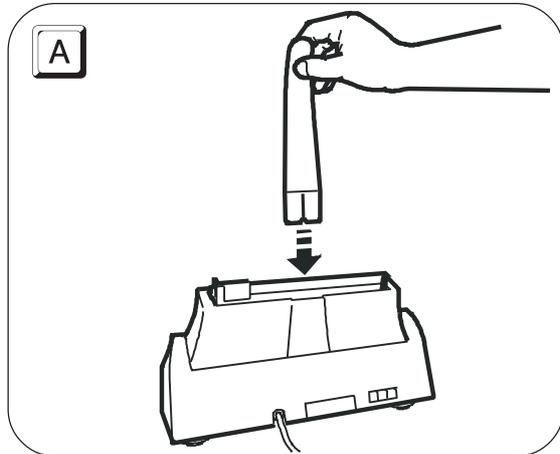
### NOTE

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

# HOW TO START AT ONCE

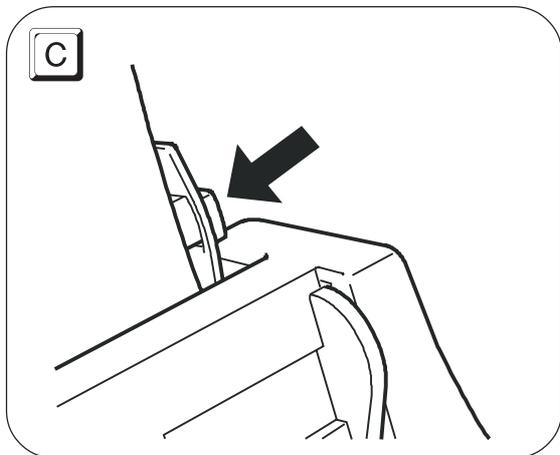
## SETTING UP THE FAX MACHINE

### 1 Feed the print paper into the machine



### IMPORTANT

By means of the adjusting lever (see picture below) push the sheets until they adhere to the left and right side of the paper feed compartment.

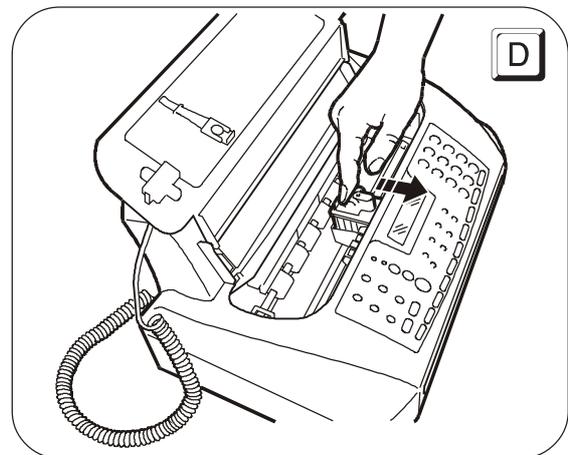
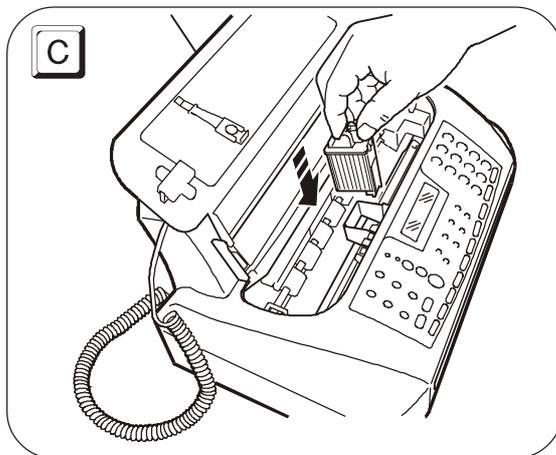
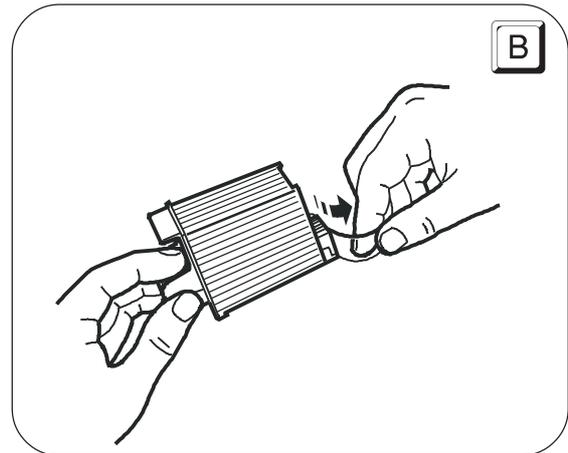
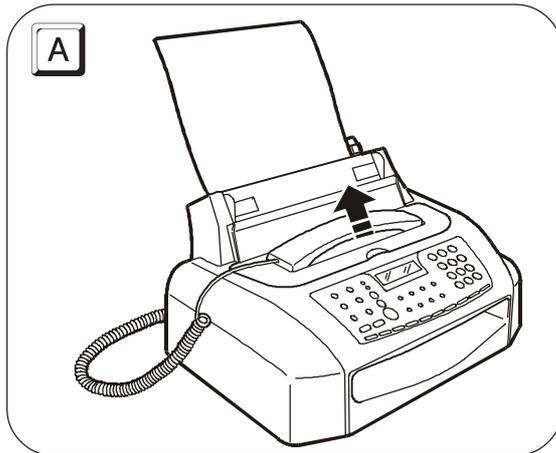


## 2 Insert the print head

### IMPORTANT

The print head **provided with the machine** allows you to **print up to 80 pages\***, whereas the **spare print heads**, with a greater capacity, allow you to **print up to 500 pages\***.

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



### IMPORTANT

Remember to use, once you have run out of the print head provided with the machine, **only non-rechargeable print heads** (single-block).

### IMPORTANT

If, after the print head has been installed, the "CHECK PRINT HEAD" message appears again, try removing it and then reinserting it, pressing it more firmly into position. If the message remains on the display, remove the print head and clean the electrical contacts of the print head and the carriage, see "**To clean the electrical contacts of the print head**", section "**Maintenance operations**".

### NOTE

**Once the print head has been inserted**, the fax machine starts the **nozzle cleaning and checking procedure**, which is completed by:

- the **printing**, on the sheet loaded automatically, of a diagnostic test sheet containing:
  - a **numbered scale**, for checking the flow of ink and the electrical circuits of the print head nozzles.
  - a group of **graphics and text**, so that the printing quality may be evaluated.
- the display shows the message: "CHECK PRINT OUT", "1 = EXIT 0 = REPEAT".

Examine the print test sheet as follows:

## HOW TO START AT ONCE

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

AUTOMATIC RX  
25-07-03 11:23

- On the other hand, if there are any **interruptions or white lines** present, set **0** to clean the nozzles again: if the new print test continues to be unsatisfactory, repeat the procedure another time. Then, if the printing quality does still not meet your expectations, clean the electrical contacts and the nozzles as indicated in "**To clean the electrical contacts of the print head**" and "**To clean the nozzles of the print head**", section "**Maintenance operations**".

### IMPORTANT

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

*INK LOW*

At the same time the fax machine automatically prints a page to warn you that the ink is running out and you will have to replace the print head soon.

When there is no more ink, the display shows:

*OUT OF INK*

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

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

For any further information about the **correct use of the print heads**, see "**Precautions about the use of print heads**", section "**Installation**".

## TRANSMISSION

If you follow the procedures described below, you can **immediately use the fax machine to carry out simple transmission operations**. In any case, do not forget that there are other procedures for dialling the number of the correspondent (one-touch and speed dialling, etc.) and that the fax machine can function in other transmission modes (delayed transmission, broadcast transmission, transmission from memory, etc.) for which you need an adequate setting (see "**To set one-touch and speed dialling**" and "**To send a document**", section "**Basic transmission and reception operations**").

### IMPORTANT

For any type of transmission it is **necessary to place the original document in the automatic feeder for original documents (ADF)**. Therefore, before starting a transmission, remember to place the document, without forcing, on the automatic document feeder (ADF) with the side to be sent face down.

### TO TRANSMIT AN ORIGINAL DOCUMENT

If these diagrams are not enough:



read the following instructions:

Place the document in the ADF. The display shows the default contrast and resolution values: **NORMAL** and , respectively.

To change contrast and resolution values, see "**To adjust the contrast and resolution**", section "**Basic transmission and reception operations**".

 /  On the numeric keypad type the number of the correspondent to whom you want to send the document (max. 32 digits).



To start sending.

If the document is sent correctly, once this operation has been completed, the display will show the message "TX COMPLETED" for a few seconds and then the initial stand-by status.

## NOTE

If you have entered any incorrect digits: position the cursor, using the  $\leftarrow/\rightarrow$  keys, to the incorrect digit and overwrite it with the correct one; if you want to delete the number altogether,

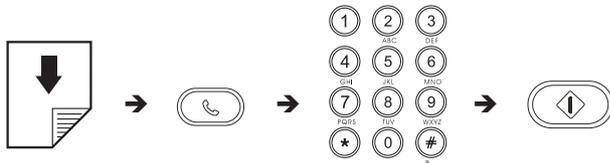
press the key.

## NOTE

If you want to **abort the transmission in progress**, press the key. The fax machine unloads the document from the ADF and returns to the initial stand-by mode. If the document to be removed consists of more than one sheet, before pressing to unload the first, **remove** all the others **by hand**.

## TO HEAR THE DIALLING TONE WHEN SENDING A DOCUMENT

If these diagrams are not enough:



read the following instructions:

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and (standard), respectively.

To change contrast and resolution values, see "To adjust the contrast and resolution", section "Basic transmission and reception operations".



To hear the dialling tones. The display shows:

### TYPE NUMBER



On the numeric keypad type the number of the correspondent to whom you want to send the document (max. 32 digits).

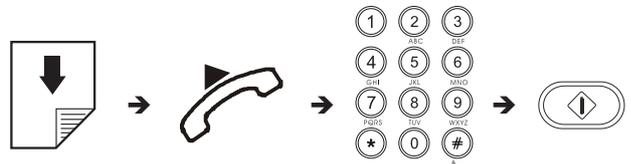


To start sending as soon as you hear the correspondent's fax machine tone.

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

## TO SEND A DOCUMENT WITH THE RECEIVER RAISED

If these diagrams are not enough:



read the following instructions:

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and (standard), respectively.

To change contrast and resolution values, see "To adjust the contrast and resolution", section "Basic transmission and reception operations".



Lift the receiver to engage the line. The display shows:

### TEL CALL



On the numeric keypad type the number of the correspondent to whom you want to send the document (max. 32 digits).

If your correspondent's fax machine is set up for **automatic reception**, you will hear the **fax machine signal**.

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



To start sending.

If the document is sent correctly, once this operation has been completed, the display will show the message "TX COMPLETED" for a few seconds and then the initial stand-by status.

## NOTE

If you forget to hang up after completing the transaction, the fax machine will emit a beep to prompt you to hang up.

# HOW TO START AT ONCE

## RECEPTION

You can set up the fax machine to receive the documents sent by your correspondents in **three separate modes**, that you may access by pressing the <sup>RX MODE</sup> key: **manual reception**, **automatic reception** and **automatic reception in the "PHONE/FAX" mode**.

### MANUAL RECEPTION

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

If these diagrams are not enough:



read the following instructions:



Until the display shows:

**MANUAL RX**



When the telephone rings, lift the handset to engage the line. The display shows:

**TEL CALL**



As soon as you hear the fax machine signal or if the correspondent asks you to receive a document. The display shows:

**CONNECTING**



Hang up.

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

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

**NOTE**

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

### AUTOMATIC RECEPTION

For all occasions in which you are **out** but want to receive documents anyway. This is the mode originally set on your fax machine; should it not be set in this way, press the <sup>RX MODE</sup> key until the display shows:

**AUTOMATIC RX**

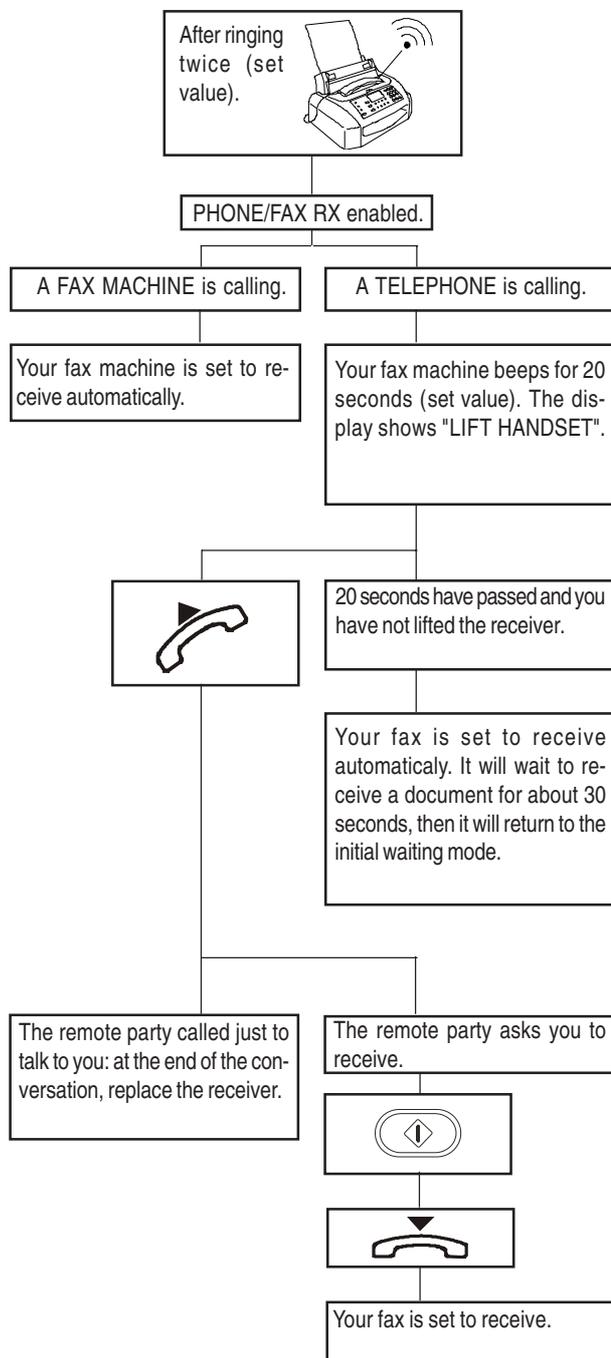
### RECEPTION IN THE "PHONE/FAX" MODE



Until the display shows:

**PHONE/FAX RX**

You have set up the fax machine for the **phone/fax mode**. The behaviour of the fax machine in this mode depends on **who calls** and on **your presence/absence** when receiving the fax. The following diagram will help you:



## USING THE TELEPHONE

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

These also include the **R** function (REGISTER RECALL, activated by pressing the  key, **with previous setting** see "**To set it up for the telephone line**", section "**Installation**") which provides access to the special services made available by the company that manages the telephone network.

You can also use the following functions:

- Call the correspondent using the fast dialling procedures set, see "**To telephone with one-touch dialling**" and "**To telephone with speed dialling**", section "**To make a call**".
- **Momentarily hold a telephone call** by pressing the  (HOLD) key. The call is resumed as soon as the same key is pressed again.

## MAKING COPIES

### TO MAKE ONE OR MORE COPIES

As mentioned previously, you can also use the fax machine as a **photocopier**. The printing quality obtained depends on the **contrast** and **resolution** values that you select, using the  and  keys, before activating the copying function.

Insert the document in the ADF.

 The display shows the default contrast, resolution and copy size settings: NORMAL, TEXT and 100%, respectively.

 To choose the desired contrast setting: "LIGHT", "DARK" or "NORMAL".

 To choose the desired resolution setting: "TEXT" or "FOTO".



To choose the desired copy size setting: "100%", "140%" or "70%".

Press the  key if you want to make one copy only, otherwise, enter the desired number of copies (max. 9) before pressing the  key. The fax machine saves the pages of the document one by one, before making the copies.

### NOTE

If you want to abort the copy in progress, press the  key twice: the first time to unload the document from the ADF and the second time to return the fax machine to the initial stand-by mode.

If the document to be removed has more than one sheet, before pressing  to unload the first, remove all the other sheets.



## TO CONNECT IT TO THE TELEPHONE LINE

As the **connection** to the telephone line of the fax machine is **regulated by national standards** that vary from one country to another, **the diagrams that follow show some examples of connections**. However, if the connection to the telephone line is different in your country from those shown in the diagrams, respect the regulations in force in your country.

### CONNECTING THE FAX MACHINE

1. Insert the connector of the cable for connecting it to the telephone line into the "LINE" socket on the fax machine (see diagrams "case 1", "case 2" or "case 3").
2. Insert the connector or the plug (if applicable) at the other end of the cable into the wall telephone line socket (see diagrams "case 1", "case 2" or "case 3").

### CONNECTING AN EMERGENCY TELEPHONE

#### (Case 1 connection)

1. Remove, if present, the cover of the "TEL" socket for connecting the machine to the telephone line on the fax machine, then insert the connector on the telephone cable of the addition device into this socket (see diagram).

If the telephone system has more than one socket, you can connect the additional telephones to any of the free sockets providing your system's sockets are handled in parallel, that is: if you can still hear the dialling tone when the receivers of the telephones already present are off the hook.

If you cannot hear the dialling tone when you raise the receivers of the additional telephones, this means that your sockets are connected in series. In this case, connect the fax machine to the last socket in the series.

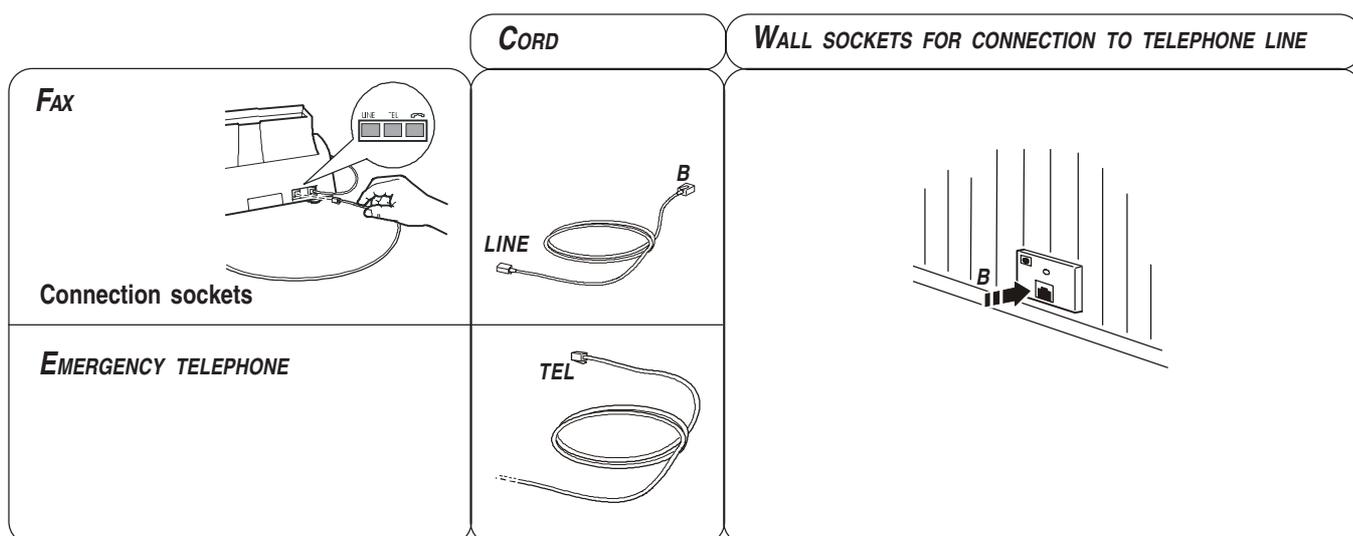
#### (Case 2 connection)

1. Insert the connector or plug (which varies from one country to another) of the additional device into the plug-socket (see diagram).

#### (Case 3 connection)

1. Insert the plug of the additional device into the wall telephone line socket (see diagram).

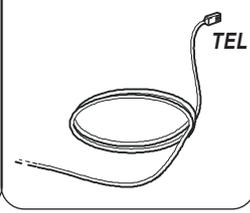
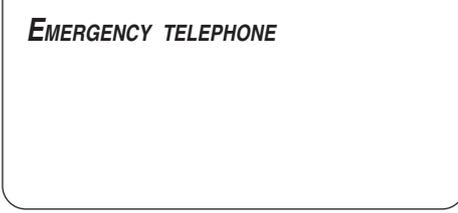
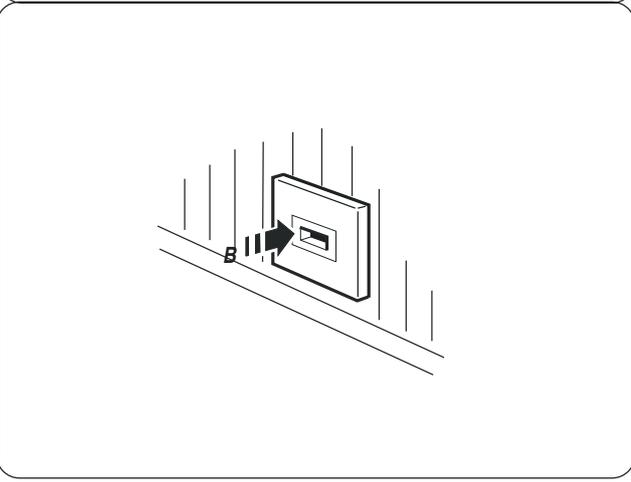
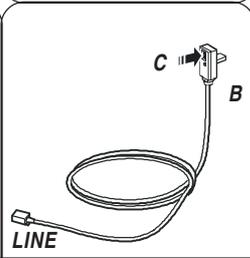
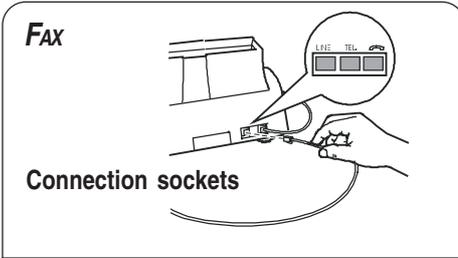
## CASE 1 CONNECTION



**CASE 2 CONNECTION**

**CORD**

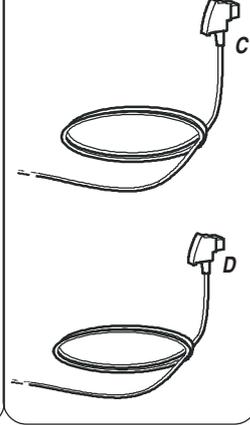
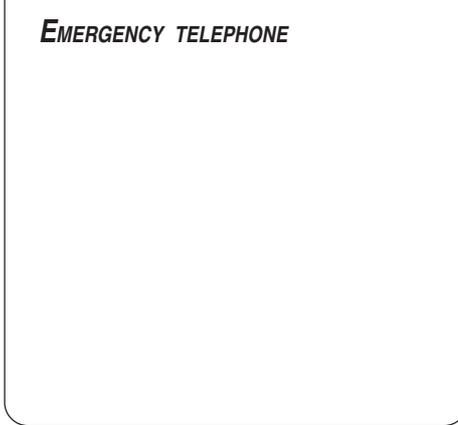
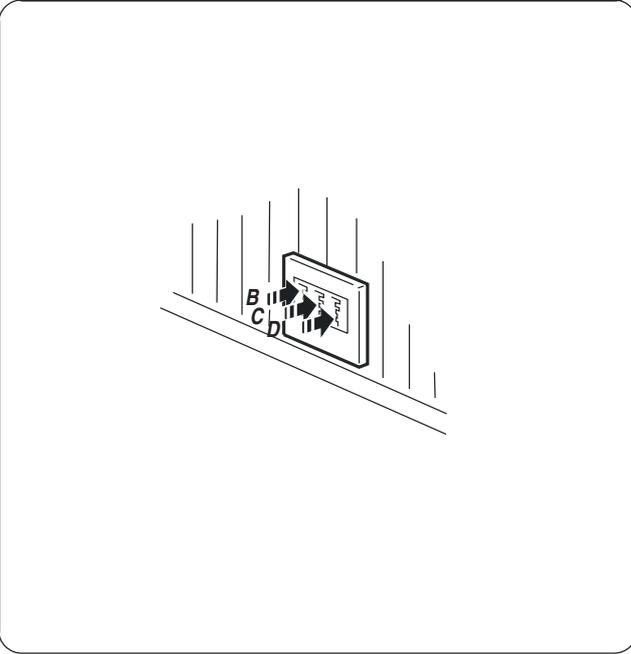
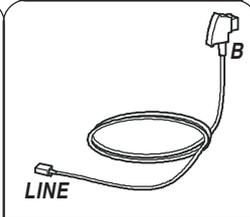
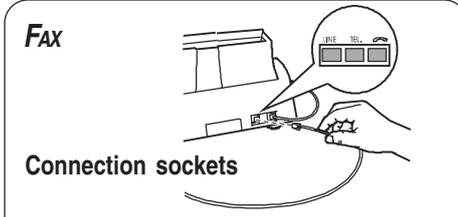
**WALL SOCKETS FOR CONNECTION TO TELEPHONE LINE**



**CASE 3 CONNECTION (GERMANY)**

**CORD**

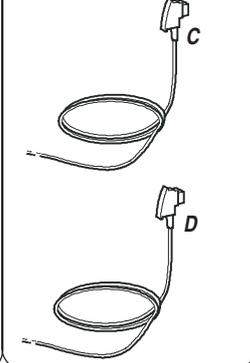
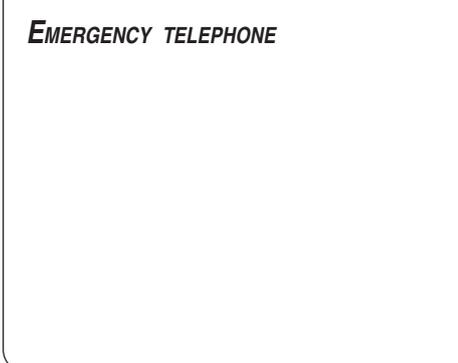
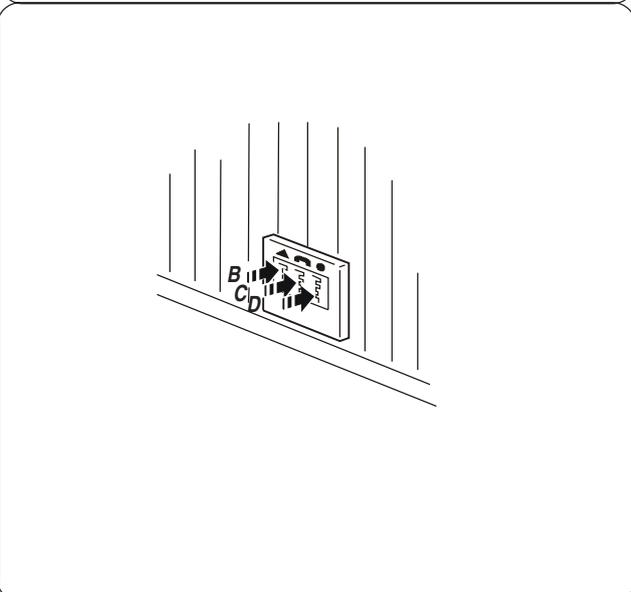
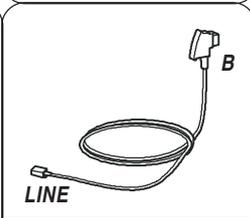
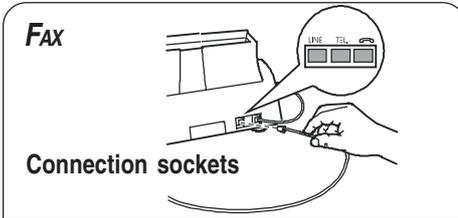
**WALL SOCKETS FOR CONNECTION TO TELEPHONE LINE**



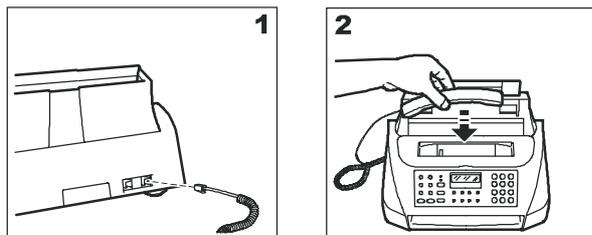
**CASE 3 CONNECTION (AUSTRIA)**

**CORD**

**WALL SOCKETS FOR CONNECTION TO TELEPHONE LINE**



## To connect the telephone handset



1. Insert the connector of the handset cable into the socket marked with the symbol  on the fax machine.
2. Place the handset in its seat.

## To connect it to the power supply

### NOTE

Before **connecting the fax machine** to the mains, you need to **remove the band that blocks the print head carriage** by pulling the flap that comes out of the automatic feeder for original documents.

1. Insert the plug of the power cable into the wall power socket.

The fax machine automatically runs a short test to check that its components are working and then the display shows:

*AUTOMATIC RX*  
*CHECK PRINT HEAD*

### NOTE

The fax machine will remain **permanently connected**, ready to receive and send documents **24 hours** a day. If you want to **turn it off**, **detach the plug** of the power cable from the wall socket as the fax machine has no on/off switch.

### NOTE

If the messages do not appear in the language spoken in your country, choose the **"LANGUAGE"** from those available by pressing the following keys in the order indicated:

**(F)** + **(1)** The display shows the language in which the messages will be displayed.

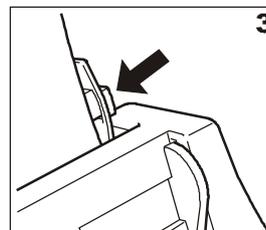
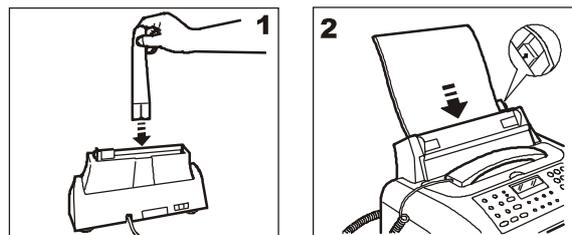
RESOL. CONTR.

**(◀)** / **(▶)** To select the desired language.

**(↓)** To confirm the setting.

**(⏏)** To complete the procedure.

## To add paper



1. Insert the paper support extension in its slit until it clicks into place.
2. Holding the sheets by their upper edge, insert them by letting them "drop" into the ASF without folding or forcing them.
3. Push the sheets against the left side of the ASF using the adjusting lever.

### NOTE

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

### NOTE

The fax machine has a **memory** that enables it to **receive up to 21 pages** even if you do **not add any paper**.

## To check the print format set on the fax machine

Once you have manually adjusted the automatic sheet feeder (ASF), to **ensure that the fax machine works properly**, check that the **printing format** set on the fax machine **corresponds** to the **size of paper** you intend to use.

**(F)** Until the display shows:

*FAX SET-UP*

**(↓)** The display shows:

*DATE AND TIME*

**(F)** Until the display shows:

*PRINTER PARAMET.*

**(↓)** The display shows:

*FORMAT:A4*

RESOL. CONTR.

**(◀)** / **(▶)** Press **(◀)** / **(▶)** until the desired paper format is displayed.

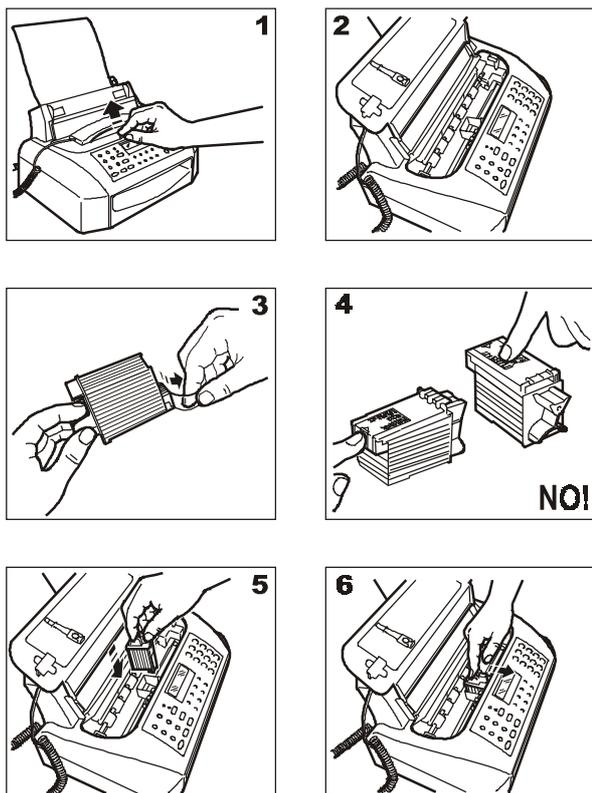
**(↓)** To confirm the setting.

**(⏏)** The display shows:

*AUTOMATIC RX*

*CHECK PRINT HEAD*

## TO INSTALL THE PRINT HEAD



- 1-2 Lift the print head compartment cover by putting your finger in the notch at its centre, as shown in the figure.
3. Remove the print head from its package and, holding it by the grip, peel off the film covering the nozzles.
4. Avoid touching the nozzles and the electrical contacts with your fingers.
5. Place the print head in its seat with the electrical contacts facing towards the front of the fax machine.
6. Push the print head in the direction indicated by the arrow until it clicks into place and close the print head compartment cover.

### NOTE

If, after the print head has been installed, the "CHECK PRINT HEAD" message appears again, try removing it and then reinserting it, pressing it more firmly into position. If the message remains on the display, remove the print head and clean the electrical contacts of the print head and the carriage, see "To clean the electrical contacts of the print head", section "Maintenance operations".

### NOTE

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

## AUTOMATIC PRINT HEAD NOZZLE CLEANING AND TESTING PROCEDURE

Once the print head has been inserted, the fax machine starts the nozzle cleaning and checking procedure, which is completed by:

- the **printing**, on the sheet loaded automatically, of a diagnostic test sheet containing:
  - a **numbered scale**, for checking the flow of ink and the electrical circuits of the print head nozzles.
  - a group of **graphics and text**, so that the printing quality may be evaluated.
- the display shows the message: "CHECK PRINT OUT", "1 = EXIT 0 = REPEAT".

Examine the print test sheet as follows:

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

AUTOMATIC RX  
25-07-03 11:23

- On the other hand, if there are any **interruptions or white lines** present, set **0** to clean the nozzles again: if the new print test continues to be unsatisfactory, repeat the procedure another time. Then, if the printing quality does still not meet your expectations, clean the electrical contacts and the nozzles as indicated in "To clean the electrical contacts of the print head" and "To clean the nozzles of the print head", section "Maintenance operations".

## PRECAUTIONS ABOUT THE USE OF PRINT HEADS

On this model of fax machine you can **only** use **monochrome print heads** (black). In addition, remember that you can **only** use **single-block print heads** (non rechargeable).

When you need to change the print head, take note of the following precautions:

- **do not touch, or stand** the print head on the **ink jets** or the **contacts**;
- **never try to re-load** the print head, as this could damage the print head or the facsimile.

This will ensure long life and efficiency of the print head and a high print quality.

## TO CHANGE THE DATE AND TIME

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

 Until the display shows:

*FAX SET-UP*

From this point follow the procedure previously described in "To set the date and time", section "How to start at once".

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

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

 Until the display shows:

*INSTALLATION*

 The display shows:

*TEL. LINE SET-UP*

 Until the display shows:

*STATION NAME*

 The display shows:

*TYPE YOUR NAME*

 To select the characters of each key cyclically.

 To leave a space, press  .

 To include a variety of special symbols, e.g. &, in your name.

 If there are any incorrect characters: position the cursor on the incorrect character using the   keys and overwrite it with the correct character.

 To delete the name completely.

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

 Until you have selected the letter "L".

 Until you have selected the letter "A".

 Until you have selected the letter "R".

 Until you have selected the letter "A".

 To confirm the name. The display shows:

*PHONE NUMBER*

## TO SET YOUR FAX NUMBER

 The display shows:

*TYPE YOUR NUMBER*

 Enter your fax number.

 To enter a space, press  .

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

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

 To confirm the fax number.

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

## POSITION OF YOUR NAME AND FAX NUMBER

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

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

**To change the position:**

 Until the display shows:

*FAX SET-UP*

 The display shows:

*DATE AND TIME*

 The display shows:

*VARIOUS SETTINGS*

 Until the display shows:

*HEADER INSIDE*

 Press   to select the alternative parameter.

*HEADER OUTSIDE*

 To confirm the setting.

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

Now enter the fax number as indicated below:

## To set it up for the telephone line

### To connect it to a public line

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

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

 Until the display shows:

*INSTALLATION*

 The display shows:

*TEL. LINE SET-UP*

 The display shows:

*PUBL.LINE (PSTN)*

 If the fax machine is set up for connection to the "Private line", press the   keys to select connection to the "public" line.

 To confirm your choice. The display shows:

*PSTN DIAL: TONE*

 Press the   keys to view the other dialling mode:

*PSTN DIAL:PULSE*

 To confirm your choice.

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

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

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

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

 Until the display shows:

*INSTALLATION*

 The display shows:

*TEL. LINE SET-UP*

 The display shows:

*PUBL.LINE (PSTN)*

 Press   to view the other available option:

*PRIV.LINE (PBX)*

 The display shows:

*PBX DIAL:TONE*

 Press   to view the other dialling mode:

*PBX DIAL:PULSE*

 To confirm your choice.

*EXT.LINE:PREFIX*

 If you want to confirm the output mode "EXT.LINE:PREFIX", skip to the next step or press   to view the other available option, "EXT.LINE:FLASH".

If you confirmed, by pressing the key , the "EXT. LINE: PREFIX" mode, the fax machine prompts you to enter the number corresponding to the area code (max. 3 digits).

 The display shows:

*PSTN DIAL:TONE*

 Press   to view the other dialling mode:

*PSTN DIAL:PULSE*

 To confirm the setting.

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

## NOTE

Having confirmed the dialling mode to be used by the fax machine to connect to the public line, simply press the  key, before dialling the correspondent's fax or telephone number, to gain access to it. The display will show the letter "E" (external).

### You want to change the dialling mode temporarily

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

Press the  key, before or while dialling the fax or telephone number, to change the dialling mode temporarily.

At the end of transmission, the fax machine always restores the dialling mode set up on it.

# BASIC TRANSMISSION AND RECEPTION OPERATIONS

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

- **send** documents (also in broadcast mode, from the memory, or by polling)
- **receive** documents (also by polling)
- **make telephone calls** (see the section "To make a call")
- **copy** documents (see section "To make a copy").

## To SEND A DOCUMENT

### WHAT DOCUMENTS MAY BE USED

#### Dimensions

- Width min. 148 mm - max. 216 mm
- Length min. 105 mm - max. 600 mm

#### Thickness

from: 60 - 90 gr/m<sup>2</sup> (max. 5 sheets)  
50 - 140 gr/m<sup>2</sup> (1 sheet at a time)

For **documents of a different size from those specified**, you can use a transparency with rear sheet.

### NEVER USE

- *curled paper*
- *excessively thin paper*
- *torn paper*
- *damp or set paper*
- *excessively small paper*
- *crumpled paper*
- *carbon paper*

In addition, in order to avoid damaging your fax machine and invalidating your guarantee, make sure that the documents you are to use do not contain:

- *staples*
- *paper clips*
- *adhesive tape*
- *correcting liquid or glue that has not yet dried.*

For all these cases, photocopy the document and send the copy or use a transparency with a rear sheet as a document folder.

## To PLACE THE DOCUMENT IN THE ADF

Place the document, without forcing, on the automatic document feeder (ADF) with the side to be sent face down and then fit the cheeks against either side of it.

The display shows:

DOCUMENT READY  
↓ NORMAL

## To ADJUST THE CONTRAST AND RESOLUTION

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

CONTR.



To choose the **contrast** on the basis of the following criteria:

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

RESOL.



To choose the **resolution** on the basis of the following criteria:

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

## To SEND A DOCUMENT

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and ☒ (standard), respectively.

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



On the numeric keypad type the number of the correspondent to whom you want to send the document (max. 32 digits).



To start sending the document.

If the document is sent correctly, once this operation has been completed, the display will show the message "TX COMPLETED" for a few seconds and then the initial stand-by status.

## NOTE

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

## NOTE

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

## NOTE

If you want to **abort the transmission in progress**, press the  key. The fax machine unloads the document from the ADF and returns to the initial stand-by mode. If the document to be removed consists of more than one sheet, before pressing  to unload the first, **remove** all the others **by hand**.

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

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and  (standard), respectively.

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



To hear the dialling tones. The display shows:

*TYPE NUMBER*



On the numeric keypad type the number of the correspondent to whom you want to send the document (max. 32 digits).

As soon as you hear the tone of your correspondent's fax machine, press  to start sending the document.

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

### To SEND A DOCUMENT WITH THE RECEIVER RAISED

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and  (standard), respectively.

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



Lift the receiver to engage the line. The display shows:

*TEL CALL*



On the numeric keypad type the number of the correspondent to whom you want to send the document (max. 32 digits).

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



To start sending.

If the document is sent correctly, once this operation has been completed, the display will show the message "TX COMPLETED" for a few seconds and then the initial stand-by status.

## NOTE

If you forget to hang up after completing the transaction, the fax machine will emit a beep to prompt you to hang up.

### AUTOMATIC REDIAL

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

### To CALL THE CORRESPONDENT AGAIN WITHOUT HAVING TO DIAL HIS NUMBER MANUALLY

The fax machine always saves the last number dialled, which you may therefore redial by pressing the  key twice.

### To DIAL A FREQUENTLY USED CODE AUTOMATICALLY

The fax machine will allow you to store a frequently used code such as an area code or a code for access to an alternative telephone operator.



Until the display shows:

*INSTALLATION*



Until the display shows:

*OTHER CARR.:DN*



The display shows:

*ENTER NAME:*



Enter the name that identifies the area of the code or the name of the alternative telephone operator and then press the  key or confirm the one set by pressing the  key directly. The display shows:

*TYPE PREFIX:*

*{0 - 9}:*



Enter the new code (max. 6 digits) and then press the  key or confirm the one set by pressing the  key directly. The display shows:

*ENTER ACRONYM*

*{A - Z}:*



Enter the acronym to be used to identify the code on the display (1 character) and then press the  key or confirm the one set by pressing the  key directly.



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

## NOTE

Automatic code dialling is activated by pressing the  key before dialling the correspondent's number. If the fax machine is connected to a private line (PBX), the  key is to be pressed twice before dialling the correspondent's number.

### To SEND A DOCUMENT AT A PRESET TIME (BROADCAST TRANSMISSION)

This function enables you to **solve time zone problems** if your correspondent is located thousands of kilometres away and to **avoid paying high prices** by choosing time bands when there is less traffic on the telephone lines.

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and  (standard), respectively.

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

 Until the display shows:

*DELAYED TX*

 The display shows:

*TYPE TIME*  
*HH:MM*

 /  Enter the time at which you want to send the document. For example "16:50".

 The display shows:

*TYPE FAX NUMBER*  
*NUM/TOUCH/SPEED*

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

 To confirm the setting. The display shows:

*AUTOMATIC RX*  
*TX AT 16:50*

## NOTE

You can delete the "broadcast transmission" setting by removing the document from the ADF or pressing the  key.

### To CHANGE/DELETE A BROADCAST TRANSMISSION THAT IS ALREADY SET

 Until the display shows:

*DELAYED TX*

 The display shows:

*ALREADY ENTERED*

 The display shows:

*CHANGE PARAM.?*

If you want to delete the transmission set, press the  /  keys: the display shows the message "CANCEL SETTING?", then press  to confirm deletion. The fax machine automatically returns to the initial stand-by mode.

If you want to change the time at which the document is to be sent or the number of the correspondent to whom you want to send the document, take the following steps:

 The display shows:

*TYPE TIME*  
*16:50*

 /  Overwrite with the new time and then confirm the setting by pressing the  key or confirm the existing time by pressing the  key. The display shows:

*TYPE NUMBER*

If you want to restore the current time, press the  key, the  key straight away.

 /  Overwrite with the new number and confirm the setting by pressing the  key or confirm the existing one by pressing the  key straight away. The display shows:

*AUTOMATIC RX*  
*TX AT 18:00*

### To SEND A DOCUMENT TO SEVERAL CORRESPONDENTS

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

### To SEND A DOCUMENT FROM THE MEMORY

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and  (standard), respectively.

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

 The display shows:

*TX FROM MEMORY*



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

*TYPE TIME*  
*HH:MM*



Enter the time at which you want to send the document, for example "16:50", then press the key or press the key straight away to confirm the current time. The display shows:

*TYPE FAX NUMBER*  
*NUM / < / >*



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



The fax machine prompts you to enter another number:

*TYPE FAX NUMBER*  
*NUM / < / >*

If you want to send the document to more than one correspondent, repeat the previous two steps the necessary number of times and then press the key to terminate the procedure.

If you want to send the document to one correspondent only, press the key without entering any numbers. Once the procedure has been completed, the display shows:

*AUTOMATIC RX*  
*MEMORY TX*

**N O T E**

The fax machine enables you to set **one** broadcast transmission from the memory at a time.

**N O T E**

The fax machine automatically **deletes** all the transmissions **completed successfully** from memory.

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



The display shows:

*MEMORY TX*



The display shows:

*ALREADY ENTERED*



The display shows:

*PRINT SETTING?*



Press / to view the other available options: "CHANGE PARAM.?" or "CANCEL SETTING?".



To confirm your choice.

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

CANCEL SETTING? – To clear the setting. The fax machine returns to its initial standby status.

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

*TYPE TIME*  
*HH:MM*

From this point on, proceed as indicated in the last three steps of the procedure in "To send a document from the memory".

**N O T E**

If the transmission from the memory **is already in progress**, the display will show the message "TRANSMITTING..."; in this case, as mentioned previously, **you cannot change it**.

**TO RECEIVE**

You can set up the fax machine to receive the documents sent by your correspondents in **three separate modes**, that you may access by pressing the key.

- **Manual reception**, for all occasions in which you are **present** and you can therefore answer the calls yourself.



Until the display shows:

*MANUAL RX*



When the telephone rings, lift the handset to engage the line. The display shows:

*TEL CALL*



As soon as you hear the fax machine signal or if the correspondent asks you to receive a document. The display shows:

*CONNECTING*



Hang up.

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

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

- **Automatic reception**, for all occasions in which you are **out** but want to receive documents anyway. This is the mode originally set on your fax machine; should it not be set in this way, press the key until the display shows "AUTOMATIC RX".

The document is received as in manual reception mode.

- **Automatic reception with recognition of the type of call**. In this reception mode, after a given number of rings (default setting: 2 rings), the fax machine connects to the telephone line and is capable of recognizing whether the incoming call is a fax call or a telephone call.



Until the display shows:

*PHONE/FAX RX*

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

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

If you lift the receiver before the fax machine connects to the telephone line and you hear the dialling tone, press the  key and then hang up.

### NOTE

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

## TO SET ONE-TOUCH AND SPEED DIALLING

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

### ONE-TOUCH DIALLING

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

**To associate a fax number with a name:**

 Until the display shows:

*FAX SET-UP*

 The display shows:

*DATE AND TIME*

 Until the display shows:

*ONE TOUCH DIAL*

 The display shows:

*TYPE ONE TOUCH*

*KEY: 0-9*

 /  Press the numeric key to which you want to assign the fax number (for example, ). The display shows:

*FAX NO.*

 The display shows:

*1:FAX NO.*

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

 /  Dial your correspondent's fax number (max. 32 digits) directly on the numeric keypad.

  / 

If there are any incorrect numbers, position the cursor on the incorrect number using the  /  keys and overwrite it with the correct number.

To delete the number completely.

If your fax machine is connected to a private line, access the public line by pressing the  key before dialling the number. A letter "E" (external) appears on the display.

To confirm the setting. The display shows:

*1:NAME*

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

Enter the correspondent's name (max. 16 characters) as you did for your name (see "All that is missing now is your name and fax number", section "Installation").

If there are any incorrect characters, position the cursor on the incorrect character using the  /  keys and overwrite it with the correct character.

To delete the name completely.

To confirm the setting. The display shows:

*EDIT ANOTHER YES*

At this point, you can **abort** the procedure by pressing the  key or you can **program** another **one-touch dialling numeric key** by pressing the  key and repeating the procedure from step 5 or you can **associate**  a **telephone number** to the same numeric key as indicated below:

**To associate a telephone number:**

The display shows:

*TYPE ONE TOUCH*

*KEY: 0-9*

 / 

Press the numeric key  again and then press the  /  keys. The display shows:

*TEL NO.*



The display shows:

*1:TEL NO.*

If a telephone number has already been stored, the display will show it.

 / 

Dial your correspondent's telephone number (max. 32 digits) directly on the numeric keypad of the fax machine and press the  key to confirm the setting. The display shows:

*1:NAME*

At this point, as the other information remains unchanged, press the  key to return the fax machine to its initial standby status.

### To associate a telephone number only without having to store a fax number first:

Follow the procedure to associate a fax number and a name until the display shows:

TYPE ONE TOUCH

KEY: 0-9

 /  Press the numeric key to which you want to assign the telephone number (for example ). The display shows:

FAX NO.



Press  /  to view the other available option:

TEL NO.

 /  Dial the correspondent's telephone number (max. 32 digits) directly on the numeric keypad of the fax machine and press the  key to confirm its setting. From this point on, the procedure continues in the ordinary way.

### SPEED DIALLING

Using **codes (01-32)** you can assign other **fax numbers, telephone numbers and names** which will be automatically dialled by pressing the  key and typing the code.

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

 Until the display shows:

CODED SPEED DIAL

 The display shows:

TYPE SPEED NO.

{01-32}:

 /  Dial the code with which you want to associate the fax number (for example,  ). The display shows:

FAX NO.

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

### NOTE

If you want, you can print the information saved on the **10 one-touch dialling keys** and **32 speed dialling codes** (see section "To print reports and lists").

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

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

- For one-touch dialling

1:FAX NO.

or

1:TEL NO.

- For speed dialling

01:FAX NO.

or

01:TEL NO.

 /  Overwrite the new telephone number or fax number (max. 32 digits) directly on the numeric keypad or press the  key.

 To confirm the setting. The display shows:

1:NAME

or

01:NAME

Overwrite with the new name (max. 16 characters) or press the  key.

 To confirm the setting.

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

### TO SEND A DOCUMENT WITH ONE-TOUCH DIALLING

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and  (standard), respectively.

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

 /  Press the desired numeric key, for example , for more than one second. The display shows "FAX CALL" and then the digits of the fax number that you associated with it. If the name has also been saved, the display shows the latter. Once the number has been dialled, transmission continues in the ordinary way.

### TO SEND A DOCUMENT WITH SPEED DIALLING

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and  (standard), respectively.

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

The display shows:

FAX CALL  
CODE OR <>

 /  Dial the desired speed dialling code, for example  .

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

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

### TO SEND A DOCUMENT WITH ONE-TOUCH OR SPEED DIALLING FROM THE PHONE BOOK

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

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and  (standard), respectively.

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

The display shows:

FAX CALL  
CODE OR <>

 /  Press the  /  keys to locate the fax number or name of the correspondent to whom you wish to send your document.

 To start sending.

### TO PRINT REPORTS AND LISTS

#### REPORTS

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

The fax machine prints the following reports:

- **Power failure report:** it is printed **always** and **automatically** after a **power failure**.
  - If a power failure occurs **while a document is being sent or received**, when power is restored, the fax machine will automatically print a report containing information about the current transmission or reception transaction.

- If the power failed **during or after the transmission or reception of a document in the memory**, when power is restored, the fax machine will automatically print a report indicating the total number of pages (sent and received) cleared from the memory.
- **Activity report:** contains information about the **last 25 transactions** carried out (transmission and reception operations), which the fax machine keeps in its memory and is **printed automatically after the fifteenth transaction or on request**.
- **Last transmission report:** contains information about the **last transmission** and can be **printed**, once programmed, **always and automatically** after each transmission or **on request** at the desired moment.
- **Failed transmission report:** also contains information about the **last transmission** but is **printed automatically only when the transmission has failed**. The fax machine is set by default to print this kind of report always and automatically, if you want to disable it, see the relevant paragraph.
- **Last broadcast transmission report:** contains information about the **last broadcast transmission** and may be **printed**, once programmed, **always and automatically after each broadcast transmission or on request** at the desired moment.
- **Caller ID report:** will only be printed on your request and contains the following information:

- **Caller name**

- Name of correspondent that called you (if provided by service)

or

- PRIVATE: if the correspondent has chosen not to reveal his identity to you;

or

- NOT AVAILABLE: if the correspondent is connected to a telephone exchange that does not support this service.

- **Caller number**

- Number of correspondent that called you

or

- PRIVATE: if the correspondent has chosen not to reveal his identity to you;

or

- NOT AVAILABLE: if the correspondent is connected to a telephone exchange that does not support this service.

### HOW TO READ THE REPORTS

• Act. N.	Progressive number of the transactions (transmission/reception) carried out.
• Type	Type of transaction: TX, TX ECM, TX POLLING or TX POLLING ECM for transmission RX, RX ECM, RX POLLING or RX POLLING ECM for reception.
• Doc.N	Reference number of the saved document. This number will be used to associate the document to each transmission (single or broadcast) from the memory.
• Dialed Number	Fax number of the correspondent that you selected.

• Received Id	Number (and, sometimes, name) of theselected correspondent. This number corresponds to the number you dialled, only if the correspondent set his own fax number correctly. Otherwise, it may be different or not be present at all.
• Date/Time	Date and time at which the transaction was carried out.
• Duration	Length of transaction (in minutes and seconds).
• Pages	Total number of pages sent/received.
• Result	Result of the transaction: - OK: if the transaction was completed successfully - ERROR CODE XX: if the transaction was not completed due to the cause indicated by the error code (see "Error codes", section "Troubleshooting guide").

**To ENABLE/DISABLE THE AUTOMATIC PRINTING OF THE BROADCAST TRANSMISSION REPORT**

-  Until the display shows:  
*FAX SET-UP*
-  Until the display shows:  
*BROADC. REP.:ON*
-  Press  to view the other available option: "BROADC. REP.:OFF".
-  To confirm your choice.
-  To return the fax machine to the initial stand-by mode.

**To ENABLE/DISABLE THE AUTOMATIC PRINTING OF THE BROADCAST TRANSMISSION DATA**

-  Until the display shows:  
*FAX SET-UP*
-  The display shows:  
*DATE AND TIME*
-  The display shows:  
*VARIOUS SETTINGS*
-  Until the display shows:  
*DELAY LIST: ON*
-  Press  to view the other available option: "DELAY LIST: OFF".
-  To confirm your choice.
-  To return the fax machine to the initial stand-by mode.

**To ENABLE/DISABLE THE AUTOMATIC PRINTING OF THE TRANSMISSION AND FAILED TRANSMISSION REPORT**

-  Until the display shows:  
*FAX SET-UP*
-  The display shows:  
*DATE AND TIME*
-  The display shows:  
*VARIOUS SETTINGS*
-  Until the display shows:  
*FAILED TX REPORT*
-  Press the  keys to view the other available options: "TX REPORT:ALWAYS" and "TX REPORT: OFF".  
FAILED TX REPORT - the fax machine will automatically print a report only after each failed transmission.  
TX REPORT:ALWAYS - the fax machine will automatically print a report after each transmission irrespective of the result.  
TX REPORT: OFF - the fax machine will not print any report.
-  To confirm your choice.
-  To return the fax machine to the initial stand-by mode.

**To PRINT THE TRANSMISSION, ACTIVITY, BROADCAST TRANSMISSION AND CALLER ID REPORTS ON REQUEST**

-  Until the display shows:  
*PRINT OUT REPORT*
  -  The display shows:  
*LAST TX REPORT*
  -  Press the  keys to view the other available options: "LAST BROAD. REP.", "ACTIVITY REPORT", "PRINT: ID LIST", "PRINT OUT:EXIT".
  -  To confirm your choice.
- Having printed the report, the fax machine automatically returns to its initial standby status.

## NOTE

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

## LISTS

At any time, you can **print complete lists of the installation and setup parameters** and **print the data saved in the one-touch dialling keys** and **speed dialling codes**.

By printing out the lists of installation and setup parameters, you will obtain an up to date report of the default values and those that you have set to adapt it to your operating requirements.

### TO PRINT THE LIST OF INSTALLATION PARAMETERS

 Until the display shows:

*INSTALLATION*

 The display shows:

*TEL. LINE SET-UP*

 Until the display shows:

*PRINT INSTALL.*

 The display shows:

*PRINT OUT: <*

RESOL. CONTR.

  Press  to view the other available option: "PRINT OUT: EXIT".

 To confirm your choice.

## NOTE

If you chose "PRINT OUT: <" when the fax machine has finished printing, it returns automatically to the initial stand-by mode. If you have chosen "PRINT OUT: EXIT", press the  key to return the fax machine to the initial stand-by mode.

### TO PRINT THE SETUP PARAMETERS AND THE ONE-TOUCH DIALLING AND SPEED DIALLING SETTINGS

 Until the display shows:

*FAX SET-UP*

 The display shows:

*DATE AND TIME*

 Until the display shows:

*PRINT OUT SET-UP*

 The display shows:

*PRINT SETTINGS*

RESOL. CONTR.

  Press the  keys to view the other available options: "PRINT: ONE TOUCH", "PRINT:SPEED DIAL" and "PRINT OUT: EXIT".

 To confirm your choice.

Having printed the report, the fax machine automatically returns to its initial standby status.

## NOTE

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

## TO MAKE A CALL

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

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

You can also use the following functions:

- Call the correspondent using the fast dialling procedures set, see "To telephone with one-touch dialling" and "To telephone with speed dialling".
- **Momentarily hold a telephone call** by pressing the **RX MODE** (HOLD) key. The call is resumed as soon as the same key is pressed again.

### TO TELEPHONE WITH ONE-TOUCH DIALLING

**Do not place the document in the ADF.**

-  Press the desired numeric key, for example **1**, for more than one second. The display shows "TEL CALL" and then the digits of the telephone number that you associated with it (see "To set one-touch and speed dialling", section "Basic transmission and reception operations"). If you also associated a name with it, the display will show this, too.



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

### TO TELEPHONE WITH SPEED DIALLING

**Do not place the document in the ADF.**



Lift the handset to engage the line. The display shows:

*TEL CALL*

The display shows:

*TEL CALL*

*CODE OR < >*

-  Type the desired speed dialling code, for example **01**. The display shows the digits of the telephone number that you associated with it (see "To set one-touch and speed dialling", section "Basic transmission and reception operations"). If a name was also associated with it, the display will show this, too.

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

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

**Do not place the document in the ADF.**



Lift the handset to engage the line. The display shows:

*TEL CALL*

The display shows:

*TEL CALL*

*CODE OR < >*



Press **◀▶** to locate the telephone number or name of the correspondent you want to call.



To start dialling.

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

## WHAT DOCUMENTS CAN BE COPIED

Before making a copy, make sure that the document respects the characteristics described in "What documents may be used", section "To send a document", chapter "Basic transmission and reception operations".

## TO MAKE A COPY

As mentioned previously, you can also use the fax machine as a **photocopier**. The printing quality obtained depends on the **contrast** and **resolution** values that you select, using the  and  keys, before activating the copying function.

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

- **NORMAL**, if the document is **neither too light or too dark**.
- **LIGHT**, if the document is **too dark**.
- **DARK**, if the document is **too light**.

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

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

Insert the document in the ADF.

 The display shows the default contrast, resolution and copy size settings: NORMAL, TEXT and 100%, respectively.

 To choose the desired contrast setting: "LIGHT", "DARK" or "NORMAL".

 To choose the desired resolution setting: "TEXT" or "PHOTO".

 To choose the desired copy size setting: "100%", "140%", or "70%".

Press the  key if you want to make one copy only, otherwise, enter the desired number of copies (max. 9) before pressing the  key. The fax machine saves the pages of the document one by one, before making the copies.

## NOTE

If you want to abort the copy in progress, press the  key twice: the first time to unload the document from the ADF and the second time to return the fax machine to the initial stand-by mode.

If the document to be removed has more than one sheet, before pressing  to unload the first, remove all the other sheets.

## TO GET COPIES OF AN EXCELLENT QUALITY

To obtain a **copy of a high quality** of a document containing **shaded areas**, as well as setting the **PHOTO** resolution, make sure that the **HIGH QUALITY** parameter on the fax machine is **enabled**. If it is not, proceed as follows:

 Until the display shows:

*FAX SET-UP*

 The display shows:

*DATE AND TIME*

 Until the display shows:

*PRINTER PARAMET.*

 Until the display shows:

*COPY: NORMAL*

RESOL. CONTR.  
 

Press /  to view the other available option:

*COPY: HIGH QUAL.*

 To confirm the setting.

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

## MORE SOPHISTICATED OPERATIONS

### OTHER USEFUL RECEPTION SETTINGS

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

 Until the display shows:

*FAX SET-UP*

 The display shows:

*DATE AND TIME*

 Until the display shows:

*PRINTER PARAMET.*

 Until the display shows:

*REDUCTION:94%*

RESOL. CONTR.

 Press  to choose one of the available reduction ratios: "80%", "76%", "70%" and "OFF".

 To confirm your choice.

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

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

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

 Until the display shows:

*FAX SET-UP*

 The display shows:

*DATE AND TIME*

 Until the display shows:

*PRINTER PARAMET.*

 Until the display shows:

*SURPLUS:AUTO*

RESOL. CONTR.

 Press  to choose one of the other available settings: "SURPLUS:OFF" or "SURPLUS:ON".

 To confirm your choice.

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

### NOTE

If you choose the "SURPLUS:AUTO" setting, the fax machine will print the surplus text on another sheet providing the surplus exceeds 12 mm.

If you choose the "SURPLUS:ON" setting, the fax machine will always print the surplus text on another sheet.

If you choose the "SURPLUS:OFF" setting, the fax machine will not print the surplus text.

#### TO ENABLE SILENT RECEPTION

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

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

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

 Until the display shows:

*INSTALLATION*

 Until the display shows:

*SILENT RX:OFF*

RESOL. CONTR.

 Press  to view the other available option: "SILENT RX:ON".

 To confirm your choice.

 To return the fax machine to the initial stand-by mode. The message "SILENT RX" will blink on the second line of the display.

### To DISPLAY THE CALLER ID

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

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

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

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

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

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

### To CHANGE THE NUMBER OF RINGS

**This function is only enabled in some countries.**

If set in **PHONE/FAX RX** reception mode, when an incoming call is received, the fax machine automatically recognizes, after **two rings**, whether the call is being made from another fax machine (**FAX**) or a telephone (**TEL**).

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

 Until the display shows:

*INSTALLATION*

 The display shows:

*TEL. LINE SETU-UP*

 Until the display shows:

*RING COUNT: 02*

 Press  to view the other available values: "01", "03", "04", "05", "06", "07" and "08". For example: "04".

 To confirm your choice.

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

### To CHANGE THE RING VOLUME

 Until the display shows:

*FAX SET-UP*

 The display shows:

*DATE AND TIME*

 The display shows:

*VARIOUS SETTINGS*

 Until the display shows:

*RING VOLUME:HIGH*

 Press  to view the other available options: "RING VOLUME:LOW", "RING VOLUME: MED" and "RING VOLUME:OFF". For example: "RING VOLUME: MED".

 To confirm your choice.

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

### To RECOGNIZE THE RING FREQUENCY

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

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

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

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

 Until the display shows:

*INSTALLATION*

 The display shows:

*TEL. LINE SETU-UP*

 Until the display shows:

*ENHANCED FEATUR.*

 Until the display shows:

*DISTINC.RING:OFF*

 Press the  keys until the display shows:

*CHANGE PATTERN*

 To confirm your choice. The display shows:

*AUTODETECT. RING*

Call the fax machine with the desired frequency so that the fax machine detects it. The display shows:

*RING DETECTED*

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

### **N O T E**

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

### **To CHANGE THE LENGTH OF THE ACOUSTIC SIGNAL**

*This function is only enabled in some countries.*

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

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

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

 Until the display shows:

*INSTALLATION*

 The display shows:

*TEL. LINE SET-UP*

 Until the display shows:

*FAX/TEL TIMER:20*

 Press  to view the other available values: "15", "30" or "40". For example: "40".

 To confirm your choice.

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

### **To CHANGE THE SILENCE LAPSE**

*This function is only enabled in some countries.*

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

 Until the display shows:

*INSTALLATION*

 The display shows:

*TEL. LINE SET-UP*

 Until the display shows:

*SILENCE LAPSE.: 6*

 Press  to view the other available values: "3", "4", "8", "10" or "OFF". For example: "4".

 To confirm your choice.

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

### **To CHANGE THE REMOTE CONTROL CODE**

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

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

 Until the display shows:

*INSTALLATION*

 The display shows:

*TEL. LINE SET-UP*

 The display shows:

*PUBL.LINE (PSTN)*

 Until the display shows:

*REMOTE START-ON*

 The display shows:

*TYPE CODE*

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

 Type the new code, for example: "\*\*8".

 To confirm your choice.

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

### **N O T E**

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

## OTHER USEFUL TRANSMISSION SETTINGS

### TO ENABLE/DISABLE REPETITION OF A FAILED TRANSMISSION FROM THE MEMORY

-  Until the display shows:  
*FAX SET-UP*
-  The display shows:  
*DATE AND TIME*
-  The display shows:  
*VARIOUS SETTINGS*
-  Until the display shows:  
*RETRANS.DOC.:OFF*
-  Press  to view the other available option: "RETRANS. DOC.: ON".
-  To confirm your choice.
-  To return the fax machine to the initial stand-by mode.

### TO HEAR THE LINE SIGNALS

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

-  Until the display shows:  
*INSTALLATION*
-  The display shows:  
*TEL. LINE SET-UP*
-  Until the display shows:  
*DIAGNOSTICS*
-  Until the display shows:  
*LINE MONITOR:OFF*
-  Press  to view the other available option. "LINE MONITOR:ON".
-  To confirm your choice.
-  To return the fax machine to the initial stand-by mode.

## TO REGULATE THE SPEAKER VOLUME

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



The display shows:

*TYPE NUMBER*



Press  to raise or lower the volume of the speaker.

## TO REGULATE THE BUZZER VOLUME

-  Until the display shows:  
*FAX SET-UP*
-  The display shows:  
*DATE AND TIME*
-  The display shows:  
*VARIOUS SETTINGS*
-  Until the display shows:  
*BUZZER VOL.:LOW*
-  Press  to view the other available options: "BUZZER VOL.:HIGH", "BUZZER VOL.:MED" and "BUZZER VOL.:OFF". For example: "BUZZER VOL.:MED".
-  To confirm your choice.
-  To return the fax machine to the initial stand-by mode.

## TO REDUCE THE TRANSMISSION SPEED

The fax machine transmits regularly **at a speed of 9600 bps (bits per second)**. A transmission speed of 4800 bps is recommended on disturbed telephone lines.

-  Until the display shows:  
*FAX SET-UP*
-  The display shows:  
*DATE AND TIME*
-  The display shows:  
*VARIOUS SETTINGS*
-  Until the display shows:  
*TX SPEED 9.6*
-  Press  to view the other available value: "TX SPEED 4.8".
-  To confirm your choice.
-  To return the fax machine to the initial stand-by mode.

### TO SET UP THE AUTOMATIC RESOLUTION

If you do not select the type of resolution before sending a document, the fax machine will send it automatically with the default resolution setting (in this case: STANDARD).

If you like, you can set it up and have documents sent automatically with the FINE resolution, as follows:

-  Until the display shows:  
*FAX SET-UP*
-  The display shows:  
*DATE AND TIME*
-  The display shows:  
*VARIOUS SETTINGS*
-  Until the display shows:  
*TX RESOL. STD*
-  Press  to view the other available value: "TX RESOL. FINE".
-  To confirm your choice.
-  To return the fax machine to the initial stand-by mode.

### TO ENABLE/DISABLE ECM

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

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

-  Until the display shows:  
*FAX SET-UP*
-  The display shows:  
*DATE AND TIME*
-  The display shows:  
*VARIOUS SETTINGS*
-  The display shows:  
*ECM: ON*
-  Press  to view the other available option: "ECM: OFF".
-  To confirm your choice.
-  To return the fax machine to the initial stand-by mode.

### SENDING/RECEIVING A DOCUMENT IN POLLING MODE

#### FIRST OF ALL, WHAT POLLING IS

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

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

- **the user who is to receive the document requests transmission.** In other words, a user may connect to another fax machine and request it to send a document (specifically prepared) to him, even when the user at the other end of the line is out.
- **the transaction is paid for by the person who requested transmission** (that is, the user who receives the document) and not the person whose fax machine sends the document.

#### TO MAKE A TRANSMISSION REQUEST (POLLING RECEPTION)

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

-  Until the display shows:  
*POLLING RX*
-  The display shows:  
*TYPE TIME*  
*HH:MM*
-  To confirm the current time or overwrite with the new one, for example "18:20" and then press the . The display shows:  
*TYPE FAX NUMBER*  
*NUM/TOUCH/SPEED*
-  Dial the correspondent's number using any of the available methods: directly on the numeric keypad or using the one-touch dialling keys or speed dialling codes.
-  To confirm the setting. The fax machine returns automatically to the initial stand-by status. The second line of the display shows: "POLL. RX: 18:20".

**To CHANGE/DELETE A POLLING RECEPTION THAT HAS BEEN SET**

**F** Until the display shows:

*POLLING RX*

**◀▶** The display shows:

*ALREADY ENTERED*

**◀▶** The display shows:

*CHANGE PARAM.?*



Press **◀▶** to view the other available option: "CANCEL SETTING?".

**◀▶** To confirm your choice.

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

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

*TYPE TIME*

*HH:MM*

From here on, proceed as indicated in the last three steps of the procedure described in "To make a transmission request (polling reception)".

**To PREPARE THE DOCUMENT FOR TRANSMISSION (POLLING TRANSMISSION)**

Place the document in the ADF. The display shows the default contrast and resolution values: NORMAL and  (standard), respectively.

**F** Until the display shows:

*POLLING TX*

Press the **◀▶** key twice. The second line of the display shows: "POLLING TX SET".

**NOTE**

You can delete the polling transmission by removing the document from the ADF or by pressing the  key.

## WHAT HAPPENS IF THERE IS A POWER FAILURE

In the case of a **power failure**, the fax machine keeps the following data in the memory: the numbers set for one-touch and speed dialling and the reports. On the other hand, the following will be lost:

- the documents present in the memory. In this case, the fax machine will automatically print a report indicating the total number of pages (sent and received) cleared from the memory.
- the settings for the transmissions from memory, broadcast transmission, and the polling mode for sending and reception.
- the broadcast report.
- the list of caller ID.

The activity report will include the data corresponding to the last 15 transactions (instead of the last 25).

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

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

## IF THE TRANSMISSION IS UNSUCCESSFUL

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

In these cases, it is advisable to send the document again at a **slower speed**. **Reduce the speed to 4800 bps**, following the procedure described in the section "**To reduce the transmission speed**", section "**More sophisticated operations**". If **transmission is not completed** due to errors on the line or fax machine, the error LED "○▲" lights up and a short beep is emitted; in this case, the fax machine automatically prints **the transmission report** (see "**To print reports and lists**", section "**Basic transmission and reception operations**"), on which an **error code** indicates the cause of the error (you will find a list of all the error codes later).

Once the machine has finished printing, press the  key, turn off the ERROR LED "○▲" indicator and remove the document by hand from the ADF.

## FOR MINOR PROBLEMS

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

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

### NOTE

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

## ERROR CODES

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

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

## SIGNALS AND MESSAGES

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

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

### ACOUSTIC ERROR SIGNALS

#### Short 1-second signal

- You pressed an incorrect key during an operating phase.

#### Long 3 second signal plus error LED indicator on

- Transaction not carried out correctly.

#### Continuous signal

- Request to hang up if you forgot to do so after an operation that required the handset to be lifted.

### NOTE

To **turn off** the ERROR LED "○▲" indicator, press the

 key.

### ERROR MESSAGES ON THE DISPLAY

The messages are listed in alphabetical order and a solution for each error is provided.

#### AUTOREDIAL NNN

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

#### CHECK DOCUMENT, PRESS

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

#### CHECK PAPER, PRESS

- The paper in the feeder has run out: add some more and press  to clear the message from the display.
- The paper is not being fed correctly: replace the paper in the feeder and press the  key to restore the fax machine's normal operation.

#### CHECK PRINT HEAD

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

#### COPY INTERRUPTED

- You aborted the copy operation by pressing the  key.
- An error occurred during the document copying phase, preventing it from being printed: check the type of fault on the display and correct it.

#### COVER OPEN

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

#### DOC IN MEMORY

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

#### MEMORY FULL

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

#### NOT PROGRAMMED

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

#### OUT OF INK

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

#### PAPER ERROR, PRESS

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

#### POLL.RETRY NNN

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

#### REMOVE DOCUMENT, PRESS

- A document jammed while the document was being copied or sent: press the  key then, if the document is not unloaded automatically, remove the jammed document by hand (see "**To remove jammed documents and sheets of printing paper**", section "**Maintenance operations**").
- You aborted the document scanning phase by pressing the  key.

#### RX ERROR

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

### *RX IN MEMORY*

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

### *SYSTEM ERROR NN*

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

### *TX ERROR*

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

### *WRONG CODE, PRESS*

- The TAD access code is incorrect: press the  key and type the correct code.

## *OTHER ACOUSTIC SIGNALS*

### **Short 1-second signal**

- Transaction carried out successfully.

### **Intermittent 20-second signal**

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

## *OTHER MESSAGES ON THE DISPLAY*

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

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

### *CONNECTING*

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

### *DIALLING*

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

### *DOCUMENT READY*

You have inserted the document in the ADF correctly.

### *LAST TX OK*

The last transmission was completed successfully.

### *LIFT HANDSET*

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

### *LINE ON HOLD, PRESS HOLD*

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

### *MEMORY TX*

You have set transmission from the memory.

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

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

### *POLL RX: HH:MM*

You have made a transmission request (Polling reception).

### *PRINTING*

The fax machine is printing a report or a list.

### *REPLACE HANDSET*

You have activated the "handsfree" function. Hang up.

### *RX COMPLETED*

The document was received correctly.

### *RX INTERRUPTED*

You aborted reception by pressing the  key.

### *STORING*

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

### *TEL CALL*

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

### *TRANSMITTING*

A document is being sent.

### *TRANSMITTING....*

A document is being sent.

### *TX AT: HH:MM*

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

### *TX COMPLETED*

Transmission was completed successfully.

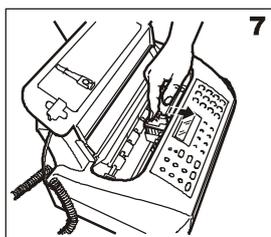
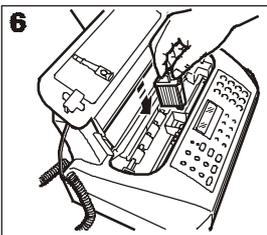
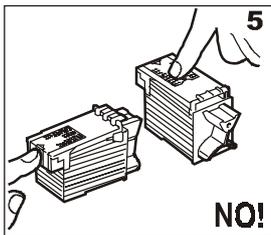
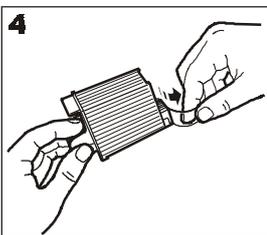
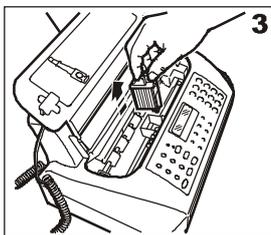
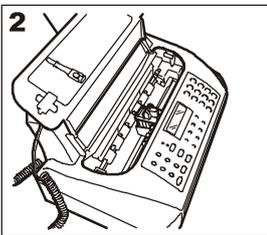
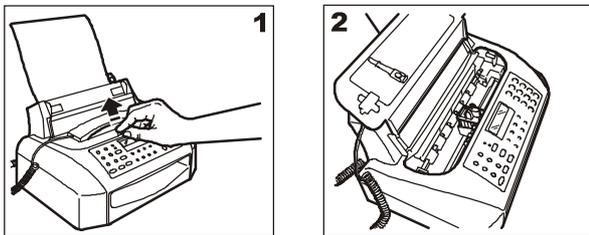
### *TX INTERRUPTED*

You aborted transmission by pressing the  key.

## TO REPLACE THE PRINT HEAD

### NOTE

Remember to use non-rechargeable print heads (single-block).



- 1-2 Lift the print head compartment cover by putting your finger in the notch at the centre as shown in the figure.
3. Release the print head by pressing the levers and then remove it from its seat.
4. Take the print head out of its box and, holding it by its grip, peel off the film covering the nozzles.
5. Avoid touching both the nozzles and the electrical contacts with your fingers.
6. Insert the print head in its seat with the electrical contacts facing towards the front of the fax machine.
7. Push the print head until it clicks into place and close the print head compartment cover.

### NOTE

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

At this point, the fax machine **automatically cleans the print head and tests the nozzles**, printing out the result of the diagnostic test. Examine the diagnostic test result with reference to "To install the print head", section "Installation".

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

## CLEANING THE PRINT HEAD AND TESTING THE NOZZLES

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



Until the display shows:

*HEAD MAINTENANCE*



The display shows:

*NEW HEAD: ON*



Press **◀/▶** to view the other available option: "NEW HEAD: OFF".



To confirm your choice. The display shows:

*CLEANING: ON*



The display shows:

*CLEANING: ON*

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

Examine the diagnostic test result and consult "To install the print head", section "Installation".

### NOTE

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

### NOTE

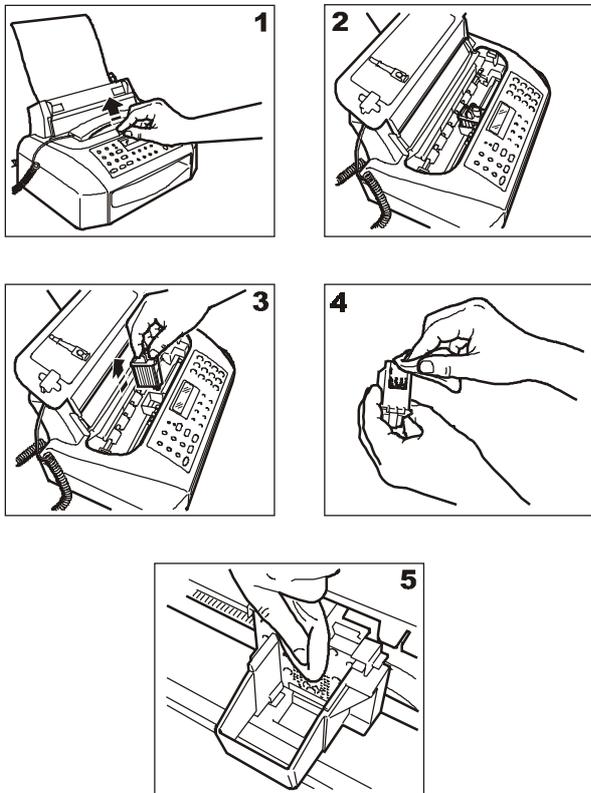
If the quality of the test result still fails to meet your expectations after carrying out the cleaning procedure, continue as follows, stopping when you get a satisfactory printing quality:

- Make a copy of a document with the desired type of graphics or text on the fax machine and evaluate its quality.
- Change the type of paper (the paper in use could be excessively porous) and repeat the procedure.
- Remove and reinsert the print head.

- Remove the print head and do the following operations:
  - check that there are no foreign bodies on the print nozzles; if there are, remove them carefully, taking care not to touch the electrical contacts;
  - clean the electrical contacts both on the print head and on the print head carriage, see "To clean the electrical contacts of the print head", below;
  - clean the nozzles as described in "To clean the nozzles of the print head".
- Reinstall the print head.
- Call the engineering service.

## TO CLEAN THE ELECTRICAL CONTACTS OF THE PRINT HEAD

With the fax machine disconnected from the power socket:



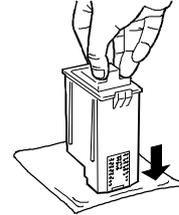
- 1-2 Lift the print head compartment cover by putting your finger in the notch at the centre as shown in the figure.
3. Release the print head by pressing the levers and then remove it from its seat.
4. Clean the electrical contacts using a slightly damp cloth. **Do not touch** the nozzles.
5. Clean the electrical contacts of the print head carriage with a slightly damp cloth and then, having reinserted the print head, close the print head compartment cover.

## TO CLEAN THE NOZZLES OF THE PRINT HEAD

### NOTE

This procedure is to be followed as a last resort, before replacing the print head completely.

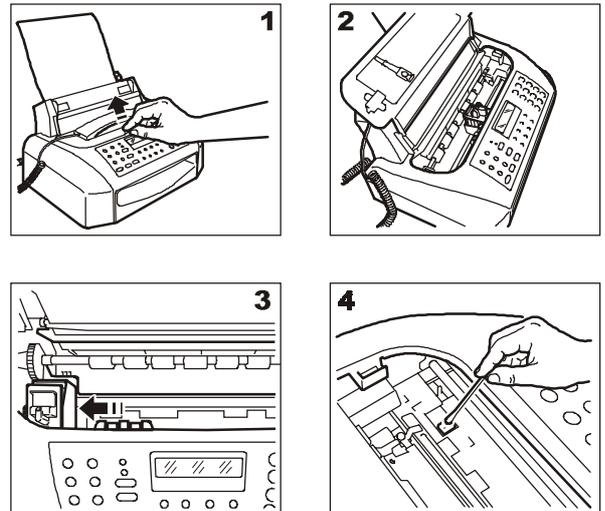
1. Damp a paper tissue with distilled water and then wring it out to eliminate any surplus liquid.
2. Remove the print head as described in the previous procedure.
3. Holding the print head with the nozzles facing downwards, tap it gently on the tissue as indicated in the figure.



4. Repeat the operation a few times, pressing the print head onto different points of the tissue to clean the nozzles thoroughly.
5. Insert the print head as indicated previously in "To replace the print head".

## TO CLEAN THE PRINT HEAD PAD

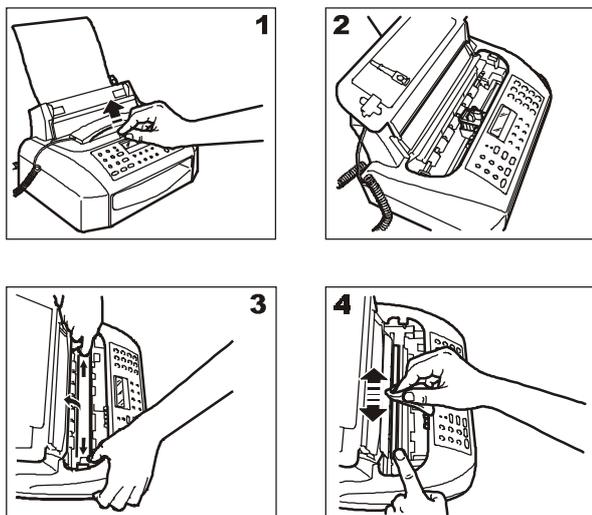
With the fax machine disconnected from the power socket:



- 1-2 Lift the print head compartment cover by putting your finger in the notch at the centre as shown in the figure.
3. Move the print head against the left-hand side as indicated in the figure.
4. Clean the print head pad with a dry cotton swab and close the print head compartment cover.

## TO CLEAN THE OPTICAL READER

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



- 1-2 Lift the print head compartment cover by putting your finger in the notch at the centre as shown in the figure.
3. Move the print head against the left-hand side and raise the optical reader cover by pressing the lever situated on the right-hand side of the fax machine.
4. Keeping the cover raised, clean the glass surface of the optical reader with a **cloth dampened** with a product designed specifically for cleaning glass and then dry it thoroughly. Do not pour or spray the cleaning product directly onto the glass surface.
5. Close the print head compartment cover.

### NOTE

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

## TO CLEAN THE CASING

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

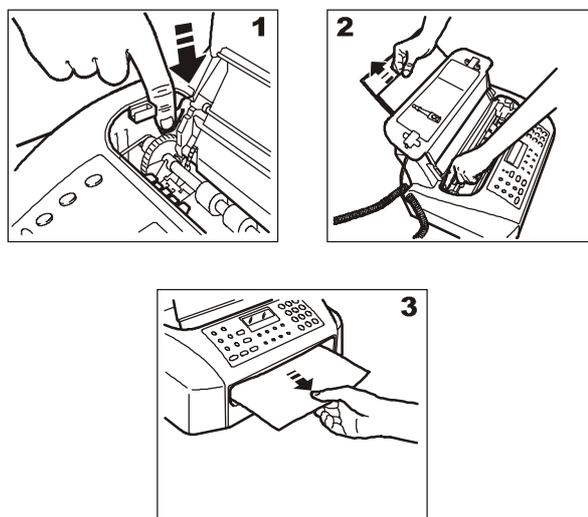
## TO REMOVE JAMMED DOCUMENTS AND SHEETS OF PRINTING PAPER

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

The paper used to print the documents received or to copy original documents may get jammed (this condition is signalled on the display by the message: "**PAPER ERROR, PRESS** "). In both cases, try to unload the document or sheet of paper by pressing the  key.

If the document or sheet of paper is not unloaded automatically, remove it manually as indicated below:

Lift the print head cover by putting your finger in the notch at its centre as described previously. If you have to remove a document consisting of more than one sheet, before raising the print head compartment cover, remove any sheets remaining on the document tray.



1. Press the lever situated on the left-hand side of the fax machine.
- 2-3. Keeping the lever pressed, remove the jammed document or jammed sheet of paper.

## GENERAL CHARACTERISTICS

Model ..... Desktop transceiver  
 Display ..... LCD 16 + 16 char.  
 Capacity memory ..... (\*) 21 pages

### Dimensions

Width ..... 359 mm  
 Depth ..... 234 mm + 84 mm  
 Height ..... 180 mm + 138 mm (\*\*)  
 Weight ..... ca. 4.7 Kg

## COMMUNICATION CHARACTERISTICS

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

## POWER SUPPLY CHARACTERISTICS

Voltage ..... 220-240 VAC or 110-240  
 VAC (data plate on base of  
 fax machine)  
 Frequency ..... 50-60Hz (data plate on base  
 of fax machine)  
 Power absorbed:  
 - in stand-by mode ..... <7W  
 - max. power ..... 35W

## ENVIRONMENTAL CONDITIONS

Temperature ..... from +5°C to +35°C (using the fax machine)  
 ..... from +15°C to +35°C (using the printer)  
 ..... from -15°C to +55°C (transport: with the prod-  
 uct packaged)  
 ..... from -5°C to +45°C (short and long-term stor-  
 age)  
 Relative humidity ..... 15%-85% (operating/short and long term  
 storage)  
 ..... 5%-95% (transport)

## CHARACTERISTICS OF OPTICAL READER

Scanning method ..... CIS  
 Scanning resolution:  
 - Horizontal ..... 8 pixel/mm  
 - Vertical STANDARD ..... 3,85 lines/mm  
 - Vertical FINE ..... 7,7 lines/mm

## TRANSMISSION CHARACTERISTICS

Transmission speed ..... 11s (9600 bps MMR)  
 ADF capacity ..... 5 sheets A4, Letter and Legal

## RECEPTION CHARACTERISTICS

Printing system ..... Printing on plain paper, bubble ink jet printer  
 Max. printing width ..... 208 mm  
 Printing paper ..... A4 (210 x 297 mm)  
 ..... US Letter (216 x 279 mm)  
 ..... US Legal (216 x 356 mm)  
 ..... unit weight: 70-90 gr/m<sup>2</sup>  
 Paper feed ..... Plain paper cassette (max 40 sheets of  
 80 gr/m<sup>2</sup>)

(\*) = ITU-TS format, Test Sheet no.1 (Slerexe Letter) with standard resolution and A4 format.

(\*\*) = With the paper support extension.



STANDARD FORM  
CERTIFIED

### THE SLEREXE COMPANY LIMITED

SAPORS LANE · BOOLE · DORSET · BH 25 8 ER  
 TELEPHONE: BOOLE (945 12) 5167 · TELEX 123456

Our Ref. 350/PJC/EAC

4th April, 1984

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

Dear Pete,

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

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

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

Probably you have uses for this facility in your organisation.

Yours sincerely,

*Phil.*

P. J. CROSS  
 Group Leader - Facsimile Research

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## **Monochrome print head part numbers**

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

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

293383Y