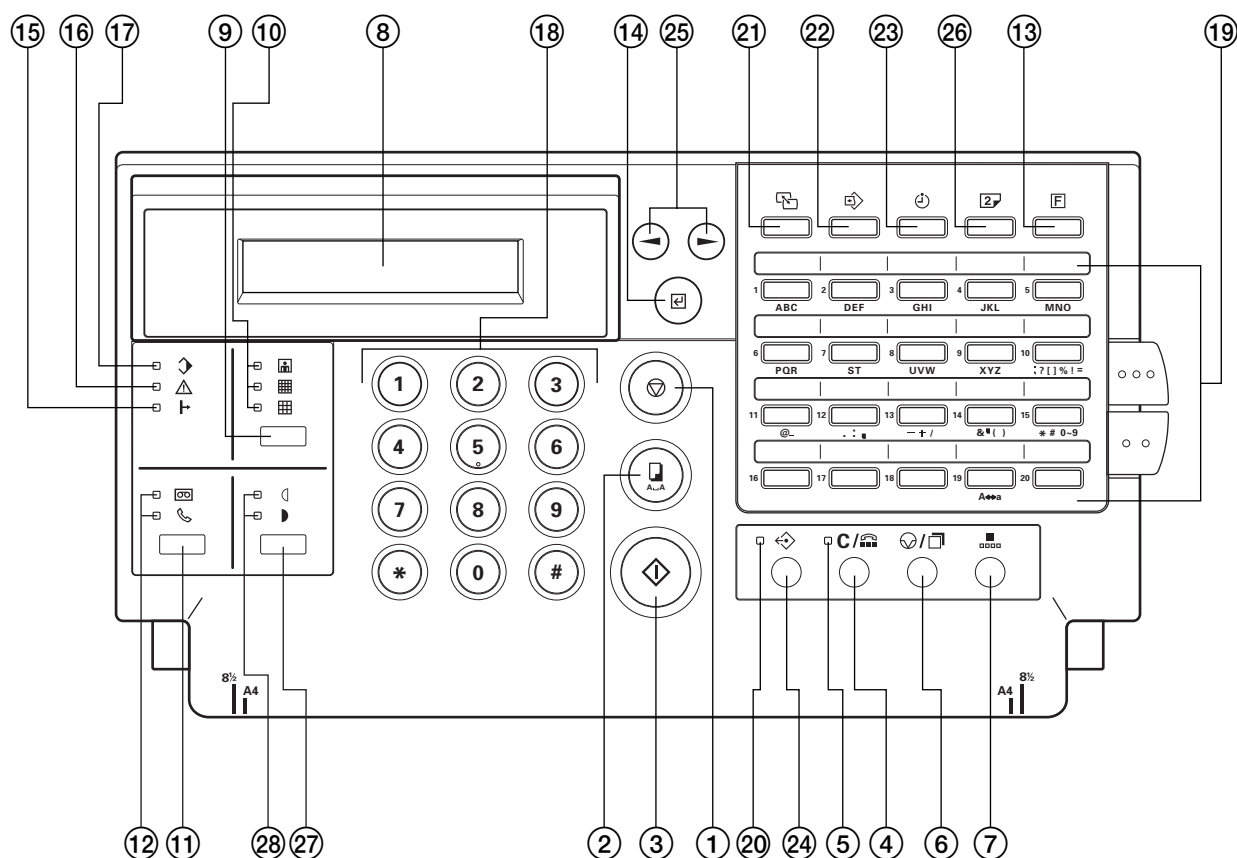**Section 2   Fax Operation (Basic)**

(2) Operation Panel

With both cover plates down

① **STOP key**…Press to stop operations in progress, revert to the initial mode, or eject documents from the ADF (Automatic Document Feeder).

② **COPY/SPACE key**…Press in order to make copies or to change a character into a space during input of the other party's name or fax number.

③ **START key**…Press to start fax transmission, manual fax reception or other operations.

④ **CLEAR/ON-HOOK key**…Press to erase a registered fax number or other data when registering and cancelling data under a given function or to dial without the need to pick up the telephone receiver.

⑤ **ON-HOOK indicator**…Lit when the CLEAR/ON-HOOK key has been pressed while the telephone receiver is still "on the hook".

⑥ **PAUSE/REDIAL key**…Press to redial the last number dialled. Press also while registering a fax number under an abbreviated number or one-touch key in order to insert a pause of a few seconds at that point in dialling.

⑦ **ABBR./DIRECTORY key**…Press to dial with abbreviated numbers or to search the directory for names that are registered under abbreviated numbers.

⑧ **Message display**…Displays the present date, time, operation procedures and trouble, etc.

⑨ **Resolution select key**…Press to select the degree of resolution most suitable to the documents being transmitted or the originals being copied.

⑩ **Resolution indicators**…The uppermost indicator (PHOTO MODE) is for the photograph mode, the middle indicator (SUPER FINE) is for the Super Fine mode, and the lowermost indicator (FINE) is for the Fine mode. Press the resolution select key to light the resolution indicator corresponding to the desired mode. When all of the indicators are out, the fax is in the Normal mode. (Refer to page 2-13.)

⑪ **Reception mode select key**…Press to select the desired reception mode.

⑫ **Reception mode indicators**…The uppermost indicator (MESSAGE TEL.) is for the TAD (message telephone) reception mode. The bottom indicator (MANUAL RX.) is for the Manual fax reception mode. When using a separately purchased telephone with message telephone capabilities in conjunction with the fax, press the reception mode select key until the MESSAGE TEL. indicator lights. The Auto fax reception mode is the default setting in this fax and, in this case, both indicators are out. When using the Manual fax reception mode with a separately purchased telephone connected to the facsimile, make sure the MANUAL RX. indicator is lit.

⑬ **FUNCTION key**…Press to select one of the facsimile's functions or registration procedures.

⑭ **ENTER FUNCTION key**…Press during registration and setting procedures to register the currently entered data under a given function.

⑮ **ON LINE indicator**…Lit when the facsimile is to be used as a printer or scanner.

⑯ **ERROR indicator**…Lit when a communications error or mechanical problem has occurred.

⑰ **MEMORY indicator**…Lit when there are documents stored in memory.

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Section 2   Fax Operation (Basic)
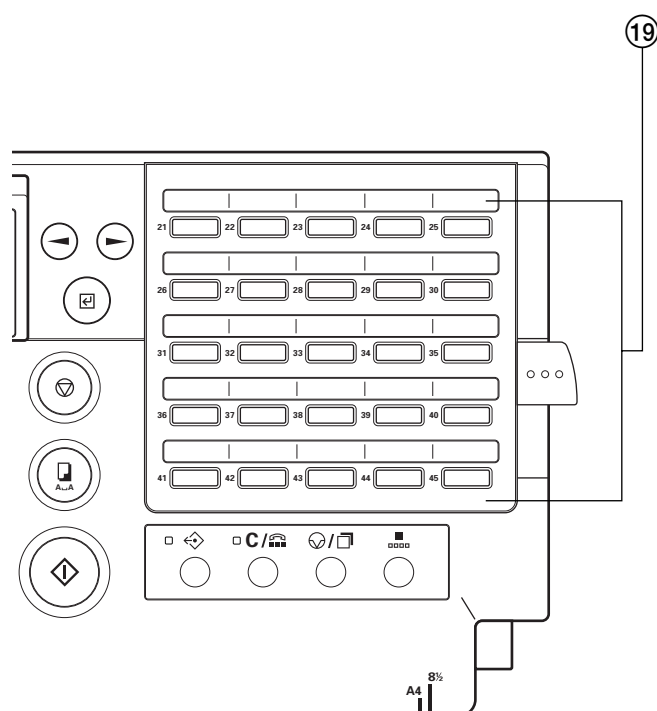
With one cover plate up
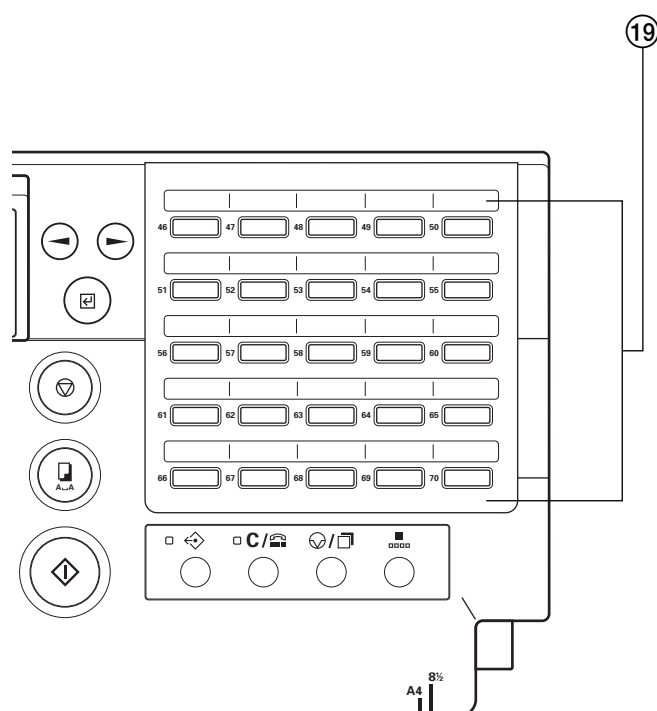
⑱ **Keypad**…Use to enter fax numbers.
  * Even if your telephone service is for pulse dialling, press the
    " ✳ " key after connecting to the other party and any key pressed
    on the keypad after that will transmit the related tone signal.
⑲ **One-touch keys (No. 1 - 70)**…Press to dial the fax number
  registered under the corresponding one-touch key, as well as to
  enter one of the characters marked under that key. Each of these
  keys can be designated to function as either a one-touch key, a
  program key, a group dial key or a chain dial key.
  Flip both cover plates down to access one-touch keys No. 1 - 20,
  flip the top plate up to access one-touch keys No. 21 - 45 and flip
  both plates up to access one-touch keys No. 46 - 70. When
  entering characters, flip both cover plates down and press the
  one-touch key (No. 1 - 15) marked with the desired character.
  One-touch key No. 19 serves as the CAPS LOCK key. (Refer to
  "● Entering Characters", page 2-21.)
⑳ **MEMORY TX. indicator**…Lit in the Memory transmission mode.
  When this indicator is out, the fax is in the Direct Feed
  transmission mode.
㉑ **ALTERNATE DISPLAY key**…When carrying out 2 operations
  simultaneously (Dual access function) the display can be switched
  for the duration this key is held down to allow monitoring of the
  background operation currently in progress. If the STOP key is
  pressed while this key is held down it is possible to cancel that
  background operation.
㉒ **PRINT REPORTS key**…Press to print out a desired report or list.
㉓ **DELAYED TX. key**…Press to perform procedures for
  communications which use the timer.
㉔ **MEMORY TX. key**…Press to select between the Memory
  transmission and Direct Feed transmission modes.

With both cover plates up

㉕ **Cursor keys (◄) (►)**…Press to scroll through the message
  display and select the desired function and/or setting. When
  entering characters, the (►) cursor key is also used to register the
  selected character.
㉖ **DUPLEX key**…Press this key when transmitting 2-sided
  documents or making Duplex (2-sided) copies.
㉗ **Contrast select key**…Press to select the level of contrast most
  suitable to the documents being transmitted or the originals being
  copied.
㉘ **Contrast indicators**…Press the contrast select key to light the
  contrast indicator corresponding to the desired mode. When both
  of the indicators are out, the fax is in the Normal mode. Make sure
  the "DARKER" indicator is lit in order to increase the contrast of
  lighter documents and the "LIGHTER" indicator in order to reduce
  the contrast of darker documents.

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Section 2 **Fax Operation (Basic)**

Preparation

Prior to using this facsimile for the first time BE SURE to read "(1) Cautions On Moving the Fax Unit" first. Then perform the steps listed in procedures "(2) Attaching the Included Seals" through "(5) Warm Up" in order.

(1) Cautions On Moving the Fax Unit

* DO NOT throw the packing material away as it should be used any time the facsimile is moved to another location.

CAUTION

Observe the following points of caution when picking up or moving the facsimile to avoid dropping it as there is a danger of personal injury or damage to the unit.

• This facsimile should ALWAYS be picked up or moved by two or more people.

• Get a firm hold on the fax moving handles located on both sides of the facsimile whenever picking it up or moving it.

• BE SURE to maintain the facsimile in a horizontal position whenever picking it up or moving it.

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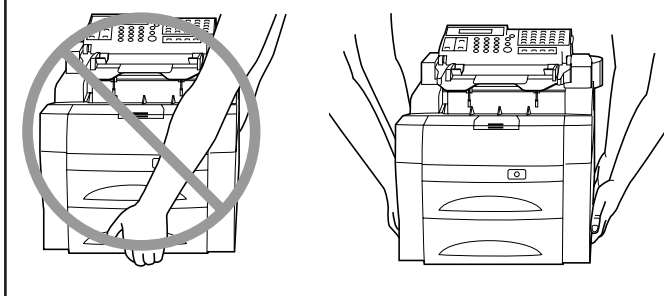
(2) Attaching the Included Seals

Included with this fax are label seals (one-touch key seals, a special characters seal and key-indicator seal) and one-touch key label sheets.

• Each one-touch key seal should be marked with the appropriate information and placed above the corresponding one-touch key No. 1 - 20 and, with the cover plate up, over one-touch keys No. 21 - 45 in order to indicate the information registered under that key. The one-touch key label sheet should be marked with the corresponding information and, with both cover plates up, placed over one-touch keys No. 46 - 70.

• The special characters seal should be attached to the top of the cover plate, directly under one-touch key No. 10.

• The key-indicator seal indicates the meanings of the symbols shown on the operation panel and should be attached to a location on the fax that makes it easy for the user to refer to.
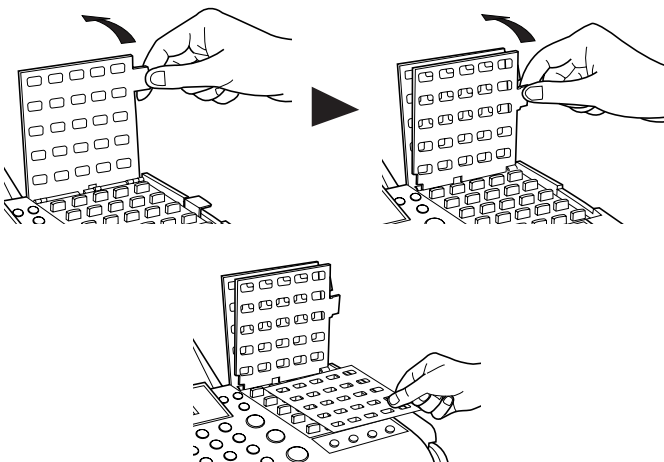
(3) Setting Paper

Up to 500 sheets of plain paper (75 g/m^2 - 80 g/m^2) can be set in the paper cassette at any one time. Use only A4 or Folio size paper.

When this facsimile is to be used for the first time, when changing to a different size of paper after that or when simply replenishing paper, carry out the following procedure in order to set paper into the paper cassette.

The size of paper set in the cassette must be registered in the operation panel as well. When changing the size of the paper in the paper cassette, be sure to change the paper size registered in the operation panel. (Refer to "Setting the Paper Size", page 9-8.)
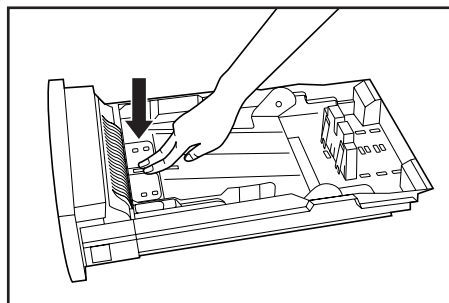
1

1. Pull the paper cassette straight out towards you. After pulling it out as far as it will go, lift up slightly on the paper cassette and remove it from the facsimile.
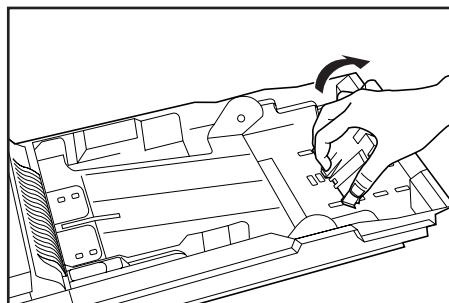   * Hold the cassette with both hands when drawing it out.
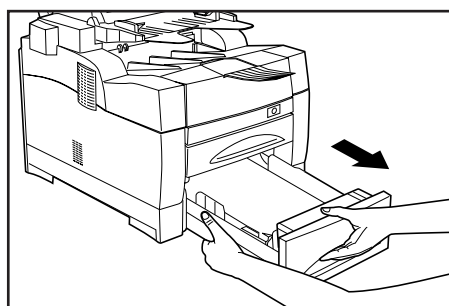
2

2. Press down on the cassette bottom plate to lock it into place.

3

3. Apply pressure on the middle and on both ends of the paper stop plate that is set in the paper cassette, and lower it in the direction of the arrow shown in the illustration to remove the stop plate from the cassette.

Section 2 **Fax Operation (Basic)**

4

4. Insert the clip on one side of the paper stop plate into the appropriate hole in the paper cassette corresponding to the size of paper to be set, and then place the centre clip and the clip on the opposite side into their respective holes as well.
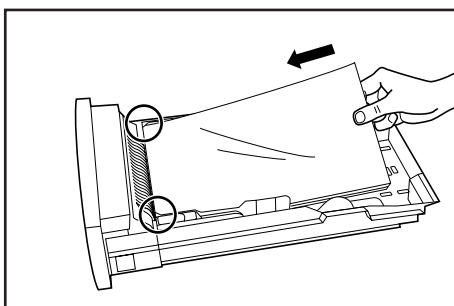   * MAKE SURE that the clips are properly inserted into the cassette and that the cassette stop plate is firmly in place.
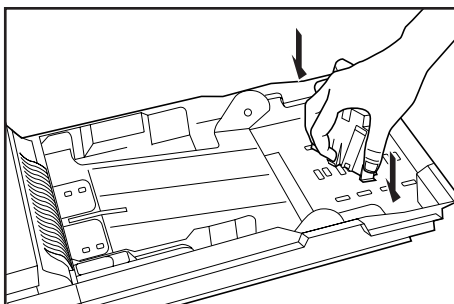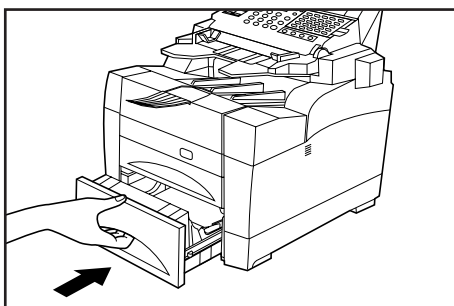

5

5. Set the paper in the paper cassette.
   * MAKE SURE that the paper is set under the claws located on both sides of the paper cassette.
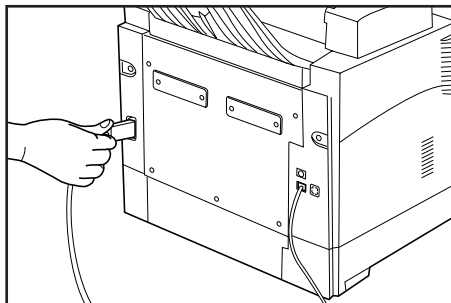

6

6. Reinsert the paper cassette in the facsimile.

(4) Connecting the Power Cord

Plug one end of the power cord into the power receptacle and the other end into the power outlet in the room.

(5) Warm Up

Once the power cord is connected to the facsimile and an outlet, the fax will begin to warm up.
Warm up normally requires less than 30 seconds.
Once the fax has warmed up, it will automatically enter the initial mode (waiting for operation).

```
09.10.'99 12:00
SET DOCUMENT
```

NOTE
Once warm up begins, a message will appear in the message display.
In order to change the language used in the message display and on printed reports and lists, refer to "Message Display and Report/Lists Language", page 9-4.

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Section 2   Fax Operation (Basic)

Functions and Features of this Facsimile

(1) Initial Mode

The initial mode refers to the operational status of this facsimile while it is waiting for some operation to begin. The message display will revert to this initial mode upon completion of each successful fax or copy operation. The message display will also revert to this initial mode if no action is carried out on the facsimile for 1 minute during any procedure or when the STOP key is pressed.

・Message display in the initial mode

The message display in the initial mode differs according to whether Restricted access is turned ON or OFF. (Refer to "Restricted Access", page 7-25.) Even when Restricted access is turned OFF, the status of any operation in progress will be shown in the message display. MAKE SURE to check the message display PRIOR to performing any operation.

A: When restricted access is turned ON

* It is first necessary to enter a viable access code or the registered management password in order to use the facsimile.

```
ACCESS CODE    :****
```

B: When restricted access is turned OFF
(When there are no communications in progress)

```
09.10.'99 12:00
SET DOCUMENT
```

C: When restricted access is turned OFF
(When a communication is in progress)

```
COMMUNICATION
SET DOCUMENT
```

(2) File Number

For every communication which will be initiated by dialling from your fax, a distinct, 3-digit file number will appear in the message display at the end of the input procedure. The facsimile uses this file number for the purpose of managing each communication.

```
FILE-001/PAGE:01
STORED          90%
```

This number must be referred to and must be entered during the procedure for cancelling communications which use the timer.

In addition to being shown in the message display, the file number can be verified by printing out and checking the Confirmation report which contains information on communications which are in memory awaiting a scheduled start time. (Refer to "Confirmation Report", page 8-4.)

(3) F-Code Based Communication

This fax possesses F-Code based capabilities that enable F-Code based communication. This type of communication is possible to and from any fax that also possesses F-Code based capabilities, even if that fax is not one of our models. (Even if the other unit is one of our models, it must also possess F-Code based capabilities in order to enable F-Code based communication.)

This facsimile is equipped with the following F-Code based communication functions.

・F-Code based Confidential Polling communication (Refer to page 7-5.)
・F-Code based Confidential communication (Refer to page 7-7.)
・F-Code based Relay broadcast transmission (Refer to page 7-11.)

● F-Code commands

With F-Code communication, an imaginary "box" (Confidential box or Relay box) is created in the fax unit's memory. F-Code commands are used to specify the box that correspond to the communication and to specify the method of communication between the transmitting and receiving parties.

There are four different F-Code commands:
・Subaddress (SUB)
・Subaddress ID (SID)
・Selective polling address (SEP)
・F-Code password (PWD)

● Subaddress (SUB)

The SUB (subaddress) command is used by the transmitting party to specify the address (box number) of the desired box (Confidential box or Relay box), registered in advance in the receiving party's facsimile. Confidential reception or Relay broadcast transmission is then possible depending on whether the specified box has been registered as a Confidential box or a Relay box.

* This facsimile can transmit a SUB (subaddress) that is anywhere between 1 and 20 digits long and that subaddress may include any combination of the symbols "*" and "#", spaces, and numerals from 0 - 9. Since the number of characters that can be used for the SUB (subaddress) in the other party's fax varies depending upon their facsimile, the SUB (subaddress) you use must match theirs.
* When registering a SUB (subaddress) for a Confidential or Relay box in this facsimile, however, you should only enter a 4-digit address (0000 - 9999).

● Subaddress ID (SID)

The SID (subaddress ID) command is used to limit the number of people that can use the F-Code communication function. If a SID (subaddress ID) is registered along with the SUB (subaddress), then F-Code Communication will only be successful when the corresponding SIDs (subaddress ID) match as well.

* This facsimile can transmit a SID (subaddress ID) that is anywhere between 1 and 20 digits long and that subaddress may include any combination of the symbols "*" and "#", spaces, and numerals from 0 - 9. Since the number of characters that can be used for the SID (subaddress ID) in the other party's fax varies depending upon their facsimile, the SID (subaddress ID) you use must match theirs.
* When registering a SID (subaddress ID) for a Confidential or Relay box in this facsimile, however, you should only enter a 4-digit ID (0000 - 9999).

● Selective polling address (SEP)

The SEP (selective polling address) command is used in the same manner as the SUB (subaddress) to specify the address (box number) of the desired Confidential or Relay box. In Confidential polling communication, the registered SUB (subaddress) will be used as the SEP (selective polling address).

● F-Code password (PWD)

The PWD (F-Code password) command is used in the same manner as the SID (subaddress ID) to limit the number of people that can use the F-Code communication function. In Confidential polling communication, the registered SID (subaddress ID) will be used as the PWD (F-Code password).

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