olivetti

Ink Jet Fax
Fax-Lab 460/480

INSTRUCTIONS

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

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

> The manufacturers declare under their own responsibility that this product complies with provisions laid down by the directive 1999/05/CE (a copy of the certificate is included at the end of the manual).
> Conformance is certified by the application of the mark $C\epsilon$ to the product.

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

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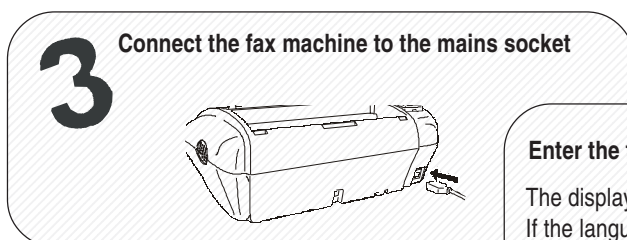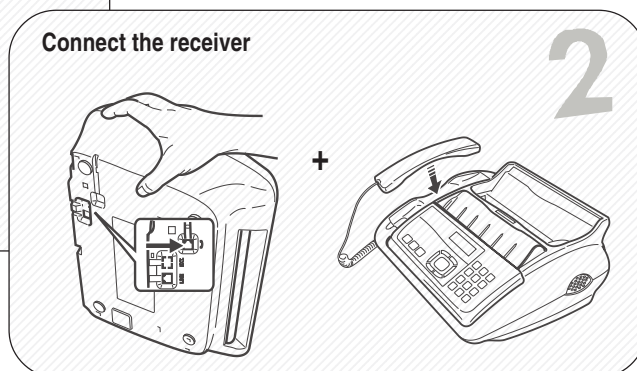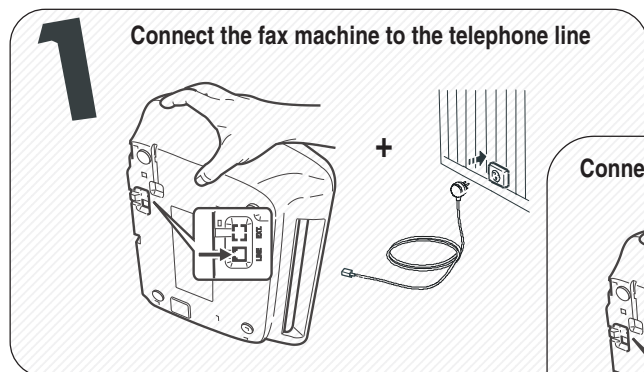
• incorrect electrical supply;

• incorrect installation, erroneous or improper use, or any use that differs from what is indicated in the user manual supplied with the machine;

• replacement of components or original parts using other types not approved by the manufacturer, or where carried out by unauthorized persons.

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

This chapter contains a simplified description of the installation, transmission, reception and copying procedures. For more detailed instructions, see the relevant sections.

*I*NSTALLATION

For further details, see the "**Delivery contents, connecting up and first-time operation**" chapter.

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

Connect the receiver **2**

3 **Connect the fax machine to the mains socket**

Enter the fax machine's country settings **4**

The display shows the language in which the messages will be displayed.
If the language displayed is not the desired one, press ◄/► to change it, then

⬦ to confirm the setting. The display shows "CHOOSE COUNTRY".

⬦ to confirm the setting. The display shows a country of destination.

If the country displayed is not the desired one, press ◄/► to change it, then

⬦ to confirm the setting. Press ⊘ to complete the procedure.

5 **Insert printing paper**

Insert the print cartridge **6**
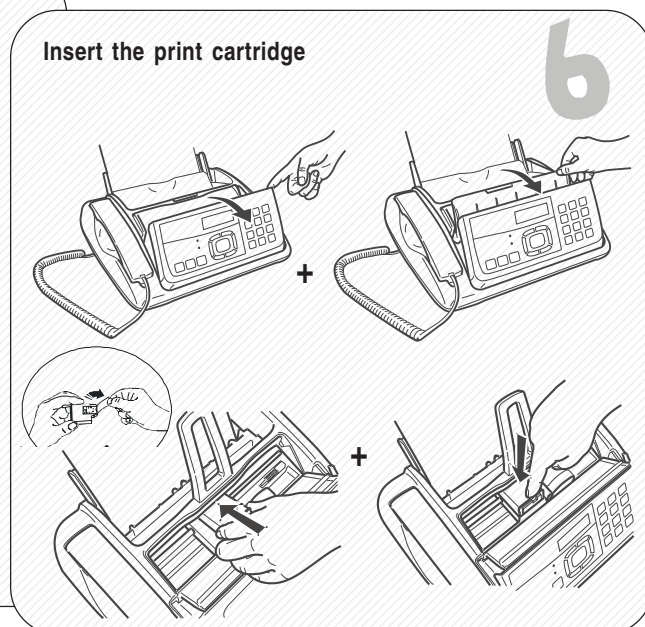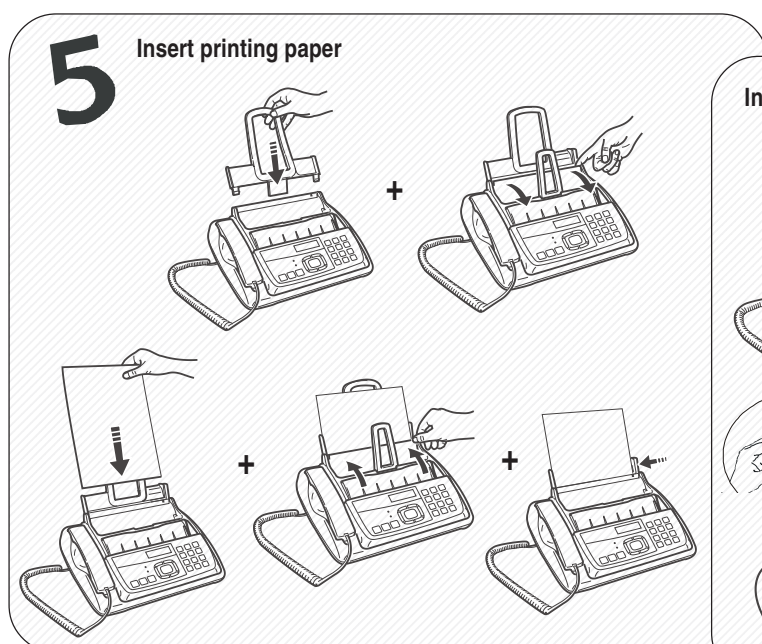
SHORT GUIDE

TRANSMITTING

For further details, see "**Transmitting a document**" in the "**Basic transmission and reception operations**" chapter.

1 Prepare the document support

2 Place the document on the document tray (ADF). The side to be sent must be face up.

3 Enter the recipient's number (maximum of 64 digits)

RECEIVING

For further details, see "**Receiving a document**" in the "**Basic transmission and reception operations**" chapter.

1 Press the [M] key until the display shows "RECEPTION MODE" and then press the [◇] button again to confirm the setting. The display shows "AUTOMATIC". Press the ◀/▶ keys until the display shows "MANUAL" and then press the [◇] button again to confirm the setting.

2 When the telephone rings, lift the to engage the line.

3 As soon as you hear the dialling tone, press [◇].

COPYING

For further details, see the "**Making a copy**" chapter.

1 Place the document on the ADF. The side to be copied must be face up. and then press [◇].

2 Press [◇] to make a single copy or type the desired number of copies (max 9) and then press [◇]. To change the contrast, resolution and reduction values shown on the display, see the "**Making a copy**" section.

CONTENTS

CONTENTS

Consulting the manual

This manual describes two models of fax machine which differ from one another in whether or not they have a built-in telephone answering device.

In the description that follows, whenever a distinction is to be made between the two models, reference will be made to: "**Base model**" and "**Model with a built-in TAD**".

Environmental recycling

The cardboard box, the plastic present in the package and the various parts of the fax machine may be recycled in accordance with the recycling regulations in force in your country.

Information about Directive 2002/96/CE on the treatment, collection, recycling and disposal of electric and electronic devices and their components.

1. For countries in the european union (EU)

The disposal of electric and electronic devices as solid urban waste is strictly prohibited: it must be collected separately.
The dumping of these devices at unequipped and unauthorized places may have hazardous effects on health and the environment.
Offenders will be subjected to the penalties and measures laid down by the law.

To dispose of our devices correctly:
a) Contact the Local Authorities, who will give you the practical information you need and the instructions for handling the waste correctly, for example: location and times of the waste collection centres, etc.

b) When you purchase a new device of ours, give a used device similar to the one purchased to our dealer for disposal.

The crossed dustbin symbol on the device means that:

- when it to be disposed of, the device is to be taken to the equipped waste collection centres and is to be handled separately from urban waste;
- Olivetti guarantees the activation of the treatment, collection, recycling and disposal procedures in accordance with Directive 2002/96/CE (and subsequent amendments).

2. For other countries (not in the EU)

The treatment, collection, recycling and disposal of electric and electronic devices will be carried out in accordance with the laws in force in the country in question.

⚠ Safety precautions

Risk of an electric shock

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

Risk of suffocation

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

Risk of fire

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

Risk of accident

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

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

IMPROPER USE

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

ABOUT THE INSTALLATION AND SETUP PARAMETERS

As the country default values for each installation and setup parameter may change due to certification requirements or specific customers' needs, these values do not always correspond to those indicated in the manual: it is therefore advisable to print them before changing them (see "**Printing reports and lists**", chapter "**Basic transmission and reception operations**").

Package contents

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

- The telephone line connection cable.
- The power cable.
- The telephone plug (if applicable).
- The box containing a free monochrome print cartridge provided with the machine.
- The telephone handset.
- The document support.
- The printing paper support.
- List of freephone numbers for servicing and warranty enquiries.

Connecting telephone line

The fax machine **telephone line connection**, additional telephone or other devices **are regulated by national standards.** These norms vary from country to country. **The following diagrams illustrate several connections**. However, if the connection to the telephone line is different in your country is different from those shown in the diagrams, respect the regulations in force in your country.

The fax machine is set up for **connection to the public telephone line**. If you want to connect it to a **private line** and you also want to use it on a public line, see "**Setting up according to line characteristics**".

Connecting fax machine

1. Lay the fax machine on its right side.
2. Insert one end of the telephone line cable into the "**LINE**" socket on the base of the fax machine (see example).
3. Insert the plug on the other end of the cable into the wall telephone line socket (see example).

Connecting the external answering device (base model only) and an emergency telephone

(Connection example)
1. Insert the plug of the additional device into the wall telephone line socket.
2. Note connection example.

ATTENTION
The additional connection socket **EXT** hidden in the base must not be used for Germany and Austria. This **EXT** socket must not be used.

Connection (u.k./ireland)	Cord	Wall sockets for connection to telephone line
Fax **Connection sockets**		
External answering device (base model only) or emergency telephone		
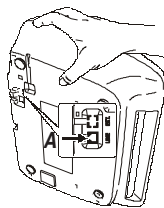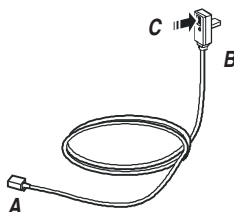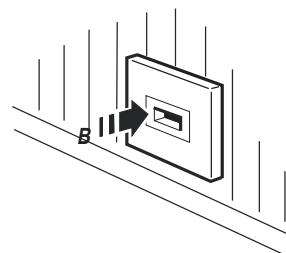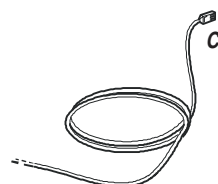
Connecting handset
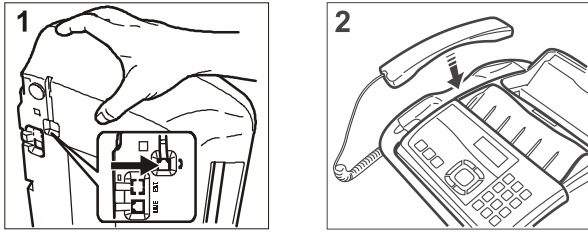
1. Lay the fax machine on its right side.
2. Insert the plug of the handset into the socket on the fax machine with the symbol ⌒.
3. Fix the handset cable into the groove made for this purpose.
4. Replace the fax machine in its normal position.
5. Move it into its designated position.

Mains connection
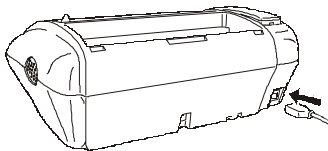
1. Insert the connector of the power cable into the socket on the rear of the fax machine.
2. Insert the mains plug into the mains wall socket.

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**, **pull out** the **power cable plug** from the wall socket as the fax machine has no power switch.

Making important predetermined settings

For the fax machine to work properly, set your language and your country.
Once the fax is connected to the mains, it automatically runs a short function test to check that its components are working and the language in which the messages will appear is shown on the display.

Language and country setting

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

DEUTSCH

1. If the language displayed is not the desired one, press the key:

◄/►

For example:

ENGLISH

2. To confirm the setting, press the key:

The display shows:

CHOOSE COUNTRY

3. To confirm the setting, press the key:

The display shows the name of the country. For example:

DEUTSCHLAND

4. If the country displayed is not the desired one, press the key:

◄/►

For example:

U.K./IRELAND

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

COUNTRY	COUNTRY TO BE SELECTED
Argentina	AMERICA LATINA
Chile	AMERICA LATINA
Colombia	AMERICA LATINA
Luxembourg	BELGIUM
Mexico	AMERICA LATINA
Peru	AMERICA LATINA
Rest of world	INTERNATIONAL
Uruguay	AMERICA LATINA
Venezuela	AMERICA LATINA

5. To confirm the setting, press the key:

6. To exit settings, press the key:

NOTE

You can change the entries at any time.

1. Press the [M] + [I] key.

2. Repeat setting the language and the country of destination

3. To confirm the settings made, press the key.

Having set the language and the country, the following messages will appear on the display:

AUTOMATIC

or, in the models with built-in telephone answering device, the total number of messages received, in this case, "00" is displayed.

AUTOMATIC   00

and alternating on the lower line:

SET DATE AND TIME

CHECK CARTRIDGE

ENTERING THE DATE AND TIME

You must enter the date and time
- when you connect the fax machine **for the first time** to the **mains**
- after every **power failure.**

The date and time can be changed at any time, see the "**Changing the date and time**" section.

1. Press the key:

The display shows:

DATE AND TIME

2. Press the key:

The display shows:

FORMAT: DD/MM/YY

3. If you want to set another date format, press the key:

4. Press the key:

The display shows:

TIME FORMAT: 24 H

5. If you want to set another time format (12 hours), press the key:

6. Press the key:

The display shows:

DD/MM/YY   HH:MM

25-06-06   11:23 AM

7. To enter the new date and time
(e.g. 26-06-06, 12:00 AM), press the key:

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

DD/MM/YY   HH:MM

26-06-06   12:00 AM

8. You can also change single digits by positioning the cursor at the desired position.
To do so, press the key:

9. To overwrite the position to be changed, press the key:

10. To confirm the setting, press the key:

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

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

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.

N O T E

If you have chosen the 12-hour time format, the display will show the letter "P" (post meridian) or the letter "A" (ante meridian). The time format can be changed in this way

1. Press the cursor keys ◄/►, to position the cursor under the character to be changed.

2. Press the key [M].

The setting is changed.

3. Press the key [⊘] if you have made a mistake or the procedure was interrupted.

INSERTING PAPER
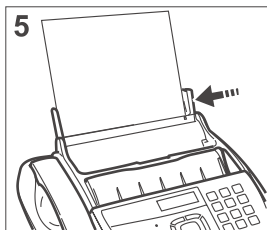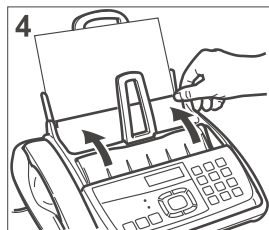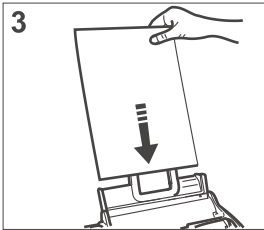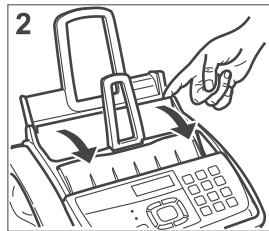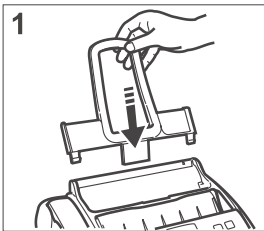
1. Push the paper support into the slots on the unit (1).
2. Push it until it clicks into position.
3. Open the automatic sheet feeder (ASF) panel as indicated by the arrow (2).
4. Grip the sheets you want to insert by the upper edge (3).
5. Let them drop loosely into the ASF without bending them.
6. Close the ASF panel as indicated by the arrow (4).
7. Push the sheets against the left side of the ASF using the adjusting lever (5).

N O T E

When refilling the ASF, place new sheets **under** and not on top of sheets already present.

CHECKING STANDARD PRINTING FORMAT ON FAX MACHINE

Check the printing format set matches the format of the paper to be used. If this is not so, correct performance of the fax machine is not guaranteed.

1. Press the key

until the display shows:

FAX SET-UP

2. Press the key:

The display shows:

DATE AND TIME

3. Press the key

until the display shows:

PRINTER PARAMET.

4. Press the key:

The display shows:

SIZE: A4

5. Press the key

until the desired paper format appears on the display.

6. To confirm the setting, press the key:

7. Press the key:

The display shows:

AUTOMATIC

CHECK CARTRIDGE

INSTALLING THE PRINT CARTRIDGE

NOTE

Once the cartridge provided with the machine has run out, remember **only** to use **original cartridges** (**see code printed at the end of the manual**).
The use of non-original or refilled cartridges makes the product's guarantee null and void.
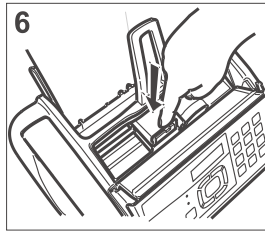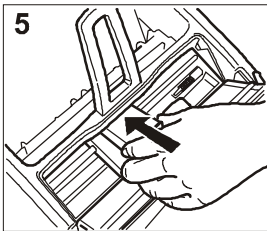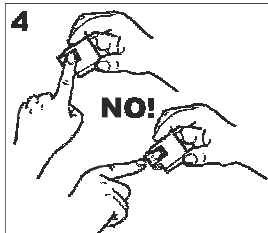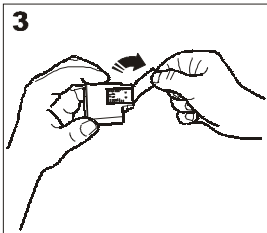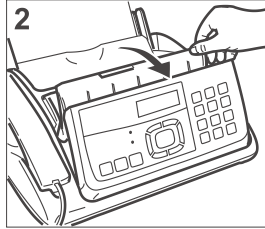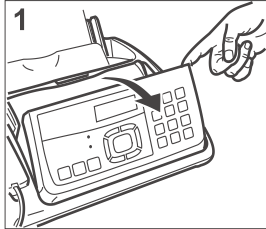
1. Flip the operating panel forwards as indicated by the arrow.
2. Lift the print cartridge compartment cover using the lever, as shown in the figure.
3. Remove the print cartridge from its packing.

Attention:
Avoid touching the nozzles and the electrical contacts.

4. Pick up the print cartridge by its sides.
5. Remove the protective foil from the nozzles.
6. Turn the print cartridge so that the electrical contacts face downwards.
7. Push the print cartridge into its housing.
8. Push the print cartridge until it audibly clicks into position.
9. Close the print cartridge compartment cover and the operating panel.

NOTE

If, after the cartridge has been installed, the "CHECK CARTRIDGE" 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 cartridge and clean the electrical contacts of the cartridge and the carriage, see "**Cleaning print cartridge electrical contacts**", section "**Maintenance operations**".

NOTE

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

REACTIVATING THE PRINT CARTRIDGE AND TESTING THE NOZZLES

Once the print cartridge has been inserted, the fax machine starts the print cartridge reactivation and nozzle check procedure. This concludes with:

- 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 cartridge 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".

Print the test sheet as follows:
Check that the numeric scale **is not broken at any point** and that the black areas **do not** present any horizontal white lines: only under these conditions is the print cartridge inserted correctly and is working properly.

1. Enter the value **1** if this is the case. The fax machine automatically returns to its stand-by mode.
2. If breaks or white lines are found, enter the value **0**. Reactivating the print cartridge and testing the nozzles is then repeated.
3. If the new print test continues to be unsatisfactory, repeat the procedure again.
4. If the print test result is satisfactory, press the [⊘] key to exit from the procedure.

The fax machine returns to its stand-by mode.

IMPORTANT

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

CARTRIDGE 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 cartridge soon.
When there is no more ink, the display shows:

CHANGE CARTRIDGE

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

When buying new print cartridges, **refer to the corresponding codes at the end of the manual.**

CHANGING THE DATE AND TIME

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

1. Press the key

   [M]

   until the display shows:

   FAX SET-UP

2. To confirm the setting, press the key:

   [◇]

   The display shows:

   DATE AND TIME

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

ENTERING NAME AND FAX NUMBER

Name (**max. 16 letters**) and number (**max. 20 digits**) will remain unchanged until they are intentionally changed and will be printed on each page received by your correspondent's fax machine.

1. Press the key

until the display shows:

INSTALLATION

2. Press the key:

The display shows:
TEL. LINE SET-UP

3. Press the key

until the display shows:

STATION NAME

4. Press the key:

The display shows:
TYPE YOUR NAME

You have the following ways of entering a name or logo: You can enter letters and digits.

5. To do so, press the keys:

Press the corresponding key until the desired character appears. After you have released the key, the cursor automatically jumps to the position to allow you to enter the next character.

6. To enter a space, press the key:

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

7. To do so, press the keys:

You can also change wrong characters by positioning the cursor under the corresponding character.

8. To do so, press the key:

Now enter the correct character.

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

Example:
To enter the name "LARA", press the keys:

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".

10. To confirm the name, press the key:

The display shows:
PHONE NUMBER

Now enter the fax number as indicated below:

ENTERING YOUR FAX NUMBER

1. Press the key:

The display shows:
TYPE YOUR NUMBER

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

3. To enter a space, press the key:

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

If you are entering a country code, press the * key instead of zeros. The + character appears on the display.

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

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

NAME AND FAX NUMBER PRINTING POSITION

You can put information in the header of the original document to be sent. This can be your name/logo, your fax number, date/time and number of pages. This information is received at the top of the page, outside the actual fax contents or inside the text area, slightly lower down than in the previous case.

Your fax machine is set up as default to send this information within the text area.

Changing the position

1. Press the key

until the display shows:

FAX SET-UP

2. Press the key:

The display shows:
DATE AND TIME

3. Press the key:

The display shows:
VARIOUS SETTINGS

4. Press the key

[key icon] until the display shows:

HEADER INSIDE

5. To select the other parameters, press the key:

[◄/► key icon]

The display shows:

HEADER OUTSIDE

6. To confirm the setting, press the key:

[key icon]

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

[stop key icon]

SETTING UP FOR LINE CHARACTERISTICS

CONNECTING TO A PUBLIC LINE

The fax machine is already set up to be connected to a public line. Check, however, the following points:
- The "**PUBL.LINE (PSTN)**" parameter is selected.
- The dialling mode parameter (**tone** or **pulse**) is compatible with the public telephone exchange line to which you have connected the fax machine. If in doubt about the choice to be made, ask your public telephone company.

1. Press the key

[M key icon] until the display shows:

INSTALLATION

2. Press the key:

[key icon]

The display shows:

TEL. LINE SET-UP

3. Press the key:

[key icon]

The display shows:

PUBL.LINE (PSTN)

If the fax machine is set up for connection to a private line, select the "Private Line" connection setting.

4. To do so, press the key:

[◄/► key icon]

5. To confirm the selection, press the key:

[key icon]

The display shows:

PSTN DIAL:TONE

6. To view the other dialling mode (in countries where it is available), press the key:

[◄/► key icon]

PSTN DIAL:PULSE

7. To confirm the selection, press the key:

[key icon]

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

[stop key icon]

CONNECTING TO A PRIVATE LINE (PBX)

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

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

1. Press the key

[M key icon] until the display shows:

INSTALLATION

2. Press the key:

[key icon]

The display shows:

TEL. LINE SET-UP

3. Press the key:

[key icon]

The display shows:

PUBL.LINE (PSTN)

4. To select the other options, press the key:

[◄/► key icon]

PRIV.LINE (PBX)

5. Press the key:

[key icon]

The display shows:

PSTN DIAL:TONE

6. To select the other dialling mode, press the key:

[◄/► key icon]

PSTN DIAL:PULSE

7. To confirm the selection, press the key:

[key icon]

The display shows:

EXT.LINE:PREFIX

8. To select the other "EXT.LINE:FLASH" option, press the key:

[◄/► key icon]

9. To confirm the selection, press the key:

[⊗] key icon

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).

10. Press the key:

[⊗] key icon

The display shows:

PSTN DIAL:TONE

11. To select the other dialling mode, press the key:

◀/▶

PSTN DIAL:PULSE

12. To confirm the setting, press the key:

[⊗] key icon

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

[⊘] key icon

N O T E

Having confirmed the dialling mode to be used by the fax machine to connect to the public line, simply press the ⟨ s ⟩ EXT. key, before dialling the correspondent's fax or telephone number, to gain access to it. An "**E**" appears on the display.

SIMULTANEOUS CHANGING OF DIALLING MODE

You can change the dialling mode for a single dialling operation without having to change the setup.

1. Press the [∗] key, before entering the fax or telephone number.

The fax machine now changes the dialling mode for this dialling operation. At the end of transmission, the fax machine always restores the dialling mode set up on it.

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

Plain paper automatic sheet feeder (ASF)
Adjustable to the following paper sizes: A4, Letter and Legal.
Maximum capacity: 100 sheets (80gr/m^2).

Paper support

*Connection sockets
(see base)*

Paper adjusting lever

Document support

*Received or copied document
output*

Speaker

Notes about paper

Console

Built-in telephone handset

Sent or copied document output

Display
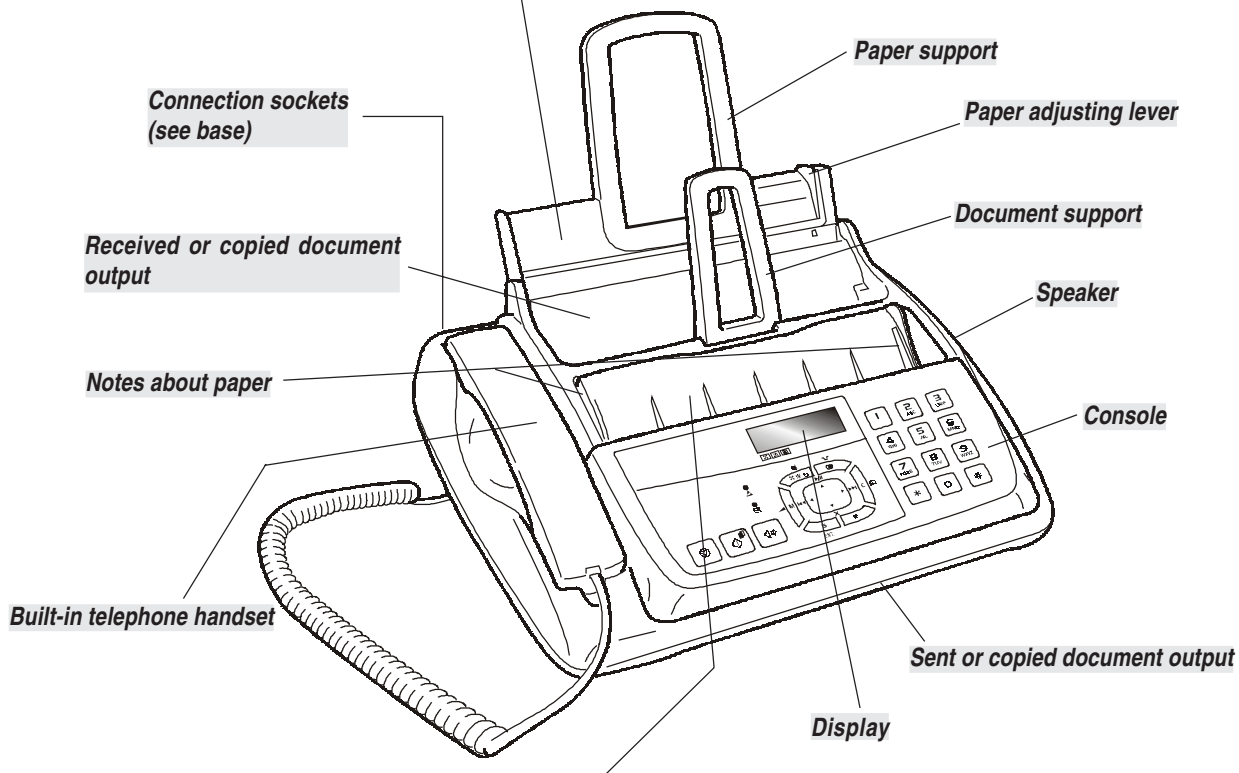
*Automatic feeder for original documents to
be sent and copied (ADF)*
Maximum capacity: 20 sheets A4 (80gr/m^2).

Print cartridge compartment

Print cartridge compartment cover

Optical reader

*Machine serial number plate
(see base)*
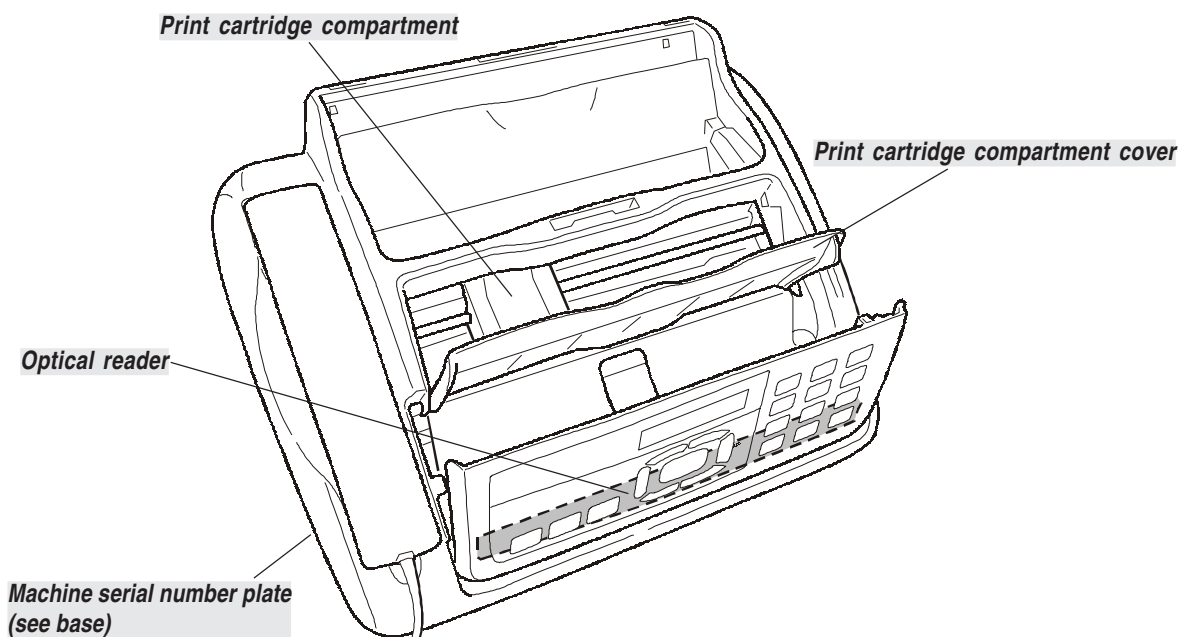
- Adjusts the resolution of the documents to be sent and copied (only with the document inserted in the ADF).
- Puts the line on hold during a telephone conversation (with the handset off the hook).
- Turns off the microphone, during a "handsfree" telephone call, so that the correspondent cannot hear what is said at your end of the line.

- Dials the fax or telephone number.
- If pressed for more than a second, (once set) the telephone or fax number assigned assigned to the key is automatically dialled (one-touch dialling function).
- Sets any numeric data.
- Selects digits and alphanumeric characters during the entry of numbers and names.

- Gives access to programming mode.
- Selects menus and submenus.
- After the [◁»] button has been pressed, the speaker volume is turned up to maximum and then recommences at the lowest volume.

- They scroll cyclically forwards or backwards through the functions and related parameters on the menu.
- Move the cursor to the "right" and to the "left" while entering numbers and names.

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

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

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

- With tone dialling, a tone is sent down the line for special network services.
- Selects characters and special symbols during the entry of names by scrolling backwards and forwards.

Blinking, indicates that the memory contains documents that have not been printed.
Off, indicates that the memory is empty.
MODEL WITH A BUILT-IN TAD ONLY
On, indicates that there are messages or memos in the memory that have already been played.
Blinking, indicates that the memory contains documents that have not been printed, messages or memos that have not been played.
Off, indicates that the memory is empty.

- 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.

- Used to dial a telephone or fax number without lifting the telephone handset.
- Also activates the handsfree function.

Display
The display consists of two lines of 16 characters each. It shows the date and time, menu items, error messages, resolution and contrast values and the total number of messages received.
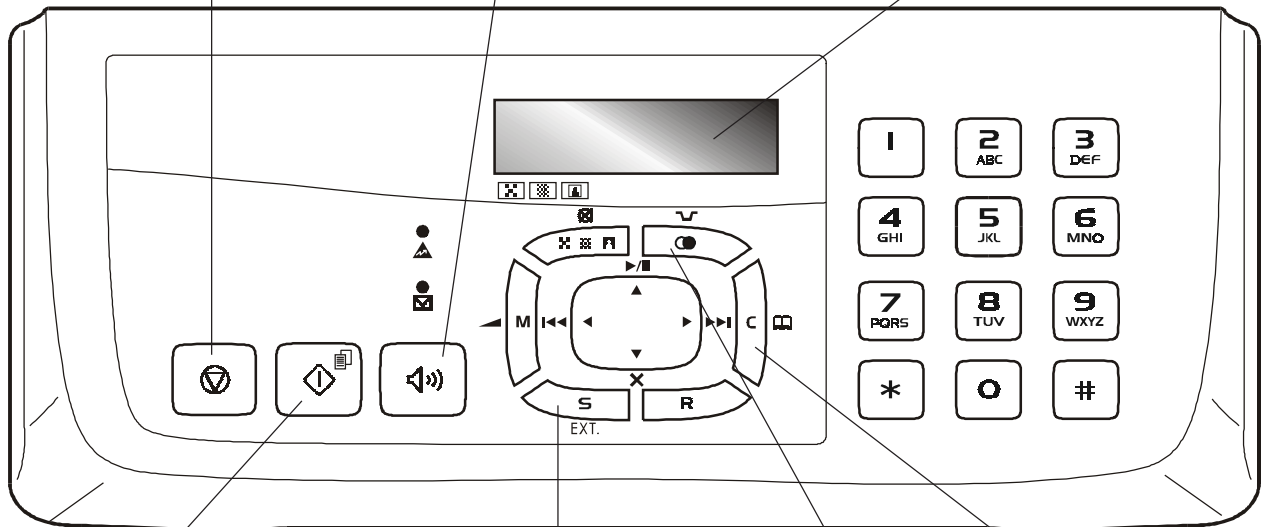
- Starts receiving a document.
- After the fax number has been dialled, starts sending a document (only with the document already inserted in the ADF).
- Confirms the selection of menus, submenus, parameters and their values and moves on to the next procedure.
- Starts copying a document (only with the document already inserted in the ADF).

With the fax machine connected to a private exchange:
- When pressed once before dialling the telephone or fax number, access to the public line is provided. When pressed twice, it provides access to the programmed network operator.

With the fax machine connected to the public line:
- When pressed before dialling the telephone or fax number, access to the programmed network operator is provided.

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

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

13

BASIC TRANSMISSION AND RECEPTION OPERATIONS

Now that your fax machine has a name and number, it is ready to operate and be used for the following functions:

• **Transmitting** documents (also in broadcast mode, from the memory, or by polling)

• **Receiving** documents (also by polling)

• **Making telephone calls** (see the chapter "**Making a call**")

• **Copying** documents (see chapter "**Making a copy**").

TRANSMITTING A DOCUMENT

WHAT DOCUMENTS CAN BE TRANSMITTED

Sizes
• Breadth   min. 148 mm - max. 216 mm

• Length   min. 216 mm - max. 600 mm

Sheet thickness
80 g/m^2 (max. 20 sheets)
60 - 90 g/m^2 (max. 10 sheets)
50 - 140 gr/m^2 (1 sheet at a time)

NEVER USE

• *rolled paper*
• *excessively thin paper*
• *torn paper*
• *damp or wet paper*
• *excessively small paper format*
• *crumpled paper*
• *carbon paper*

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

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

In all such cases, photocopy the document and transmit the copy.

PLACE THE DOCUMENT IN THE ADF

1. Insert the automatic document feeder (ADF) in the openings provided for this purpose.
2. Push in the ADF until it clicks into position.

Attention:
You must not force the original.

3. Insert the document with the side to be transmitted facing upwards (automatic document feed).

The bottom edge of the original is fed into the ADF and the display shows on the top line:

<div align="center">DOCUMENT READY</div>

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

SETTING CONTRAST AND RESOLUTION

Before transmitting a document you can make some **adjustments** to **optimise** the printing quality.

SETTING THE CONTRAST

1. Press the key

until the display shows:

<div align="center">FAX SET-UP</div>

2. Press the key:

The display shows:

<div align="center">DATE AND TIME</div>

3. Press the key:

The display shows:

<div align="center">VARIOUS SETTINGS</div>

4. Press the key

until the display shows:

<div align="center">CONTRAST:NORMAL</div>

5. Press the key

until the other available options "DARK" and "LIGHT" are shown.

6. To confirm the selection, press the key:

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

Choose the type of 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 excessively **dark**. LIGHT appears on the bottom line of the display.
- **DARK**, if the document is excessively **light**. DARK appears on the bottom line of the display.

To set the resolution

1. Press the key:
   until the desired value appears on the display.

   Choose the resolution on the basis of the following criteria:
   - **STD (STANDARD)** if the original contains **easily readable characters**. An arrow appears on the bottom line of the display in line with the "☒" symbol on the console.
   - **FINE** if the original contains v**ery small characters or diagrams**. An arrow appears on the bottom line of the display in line with the "▦" symbol 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.

Transmitting an original

1. Place the original document in the ADF.
   The display shows on the top line:
   DOCUMENT READY
   and on the bottom line, the default contrast value: NORMAL.
   The initial resolution value (even if not shown on the display) is: "☒" (standard).
   If desired, change the contrast and resolution values as described previously.

2. To select the recipient number, press the keys:

   The recipient's number may contain a maximum of 64 digits.
3. To start transmitting, press the key:

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

NOTE
If you want you can dial the recipient's number using the quick dialling procedures, see "**Setting one-touch and speed dialling**", "**Sending with one-touch dialling**" and "**Sending with speed dialling**".

NOTE
To **abort the current transmission,** press the key ⊘. The fax machine ejects the document from the ADF and returns to the stand-by mode.
If the document to be removed consists of more than one sheet, before pressing ⊘ to eject the first, remove all the others by **hand**.

To transmit and hear the dialling tones

1. Place the original document in the ADF.
   The display shows on the top line:
   DOCUMENT READY
   and on the bottom line, the default contrast value: NORMAL.
   The initial resolution value (even if it is not shown on the display) is: "☒" (standard).
   If you want, change the contrast and resolution values as described previously.

2. If you want to hear the dialling tone, press the key:

   The display shows:

   ON LINE

   And the length of the transmission in minutes and seconds in the top right-hand corner.
3. To select the recipient number, press the keys:

   The recipient's number may contain a maximum of 64 digits.
4. As soon as you hear the tone of the recipient's fax machine, press the key:

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

1. Place the original document in the ADF.
   The display shows on the top line:

   DOCUMENT READY

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

   The initial resolution value (even if it is not shown on the display) is: "▥" (standard).

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

2. Lift the handset to engage the line.

   The display shows:

   ON LINE

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

3. To select the recipient number, press the keys:

   The recipient's number may contain a maximum of 64 digits.

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

4. To start sending, press the key:

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

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

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.

1. Place the original document in the ADF. On the upper line, the display shows:

   DOCUMENT READY

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

   The initial resolution value (even if it is not shown on the display) is: "▥" (standard).

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

2. Press the key

   until the display shows:

   DELAYED TX

3. Press the key:

   The display shows:

   TYPE TIME

   HH:MM

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

4. To do so, press the keys:

5. Press the key:

   The display shows:

   TYPE FAX NUMBER

   NUM/TOUCH/SPEED

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

6. Press the keys:

7. To confirm the entry, press the key:

   The display shows "TX SET." for a few seconds and then:

   AUTOMATIC   00

   TX AT   16:50

N O T E

You can cancel the "delayed transmission" setting. Do so by removing the document from the ADF or by pressing the ⊘ key.

N O T E

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

1. Press the key

until the display shows:

DELAYED TX

2. Press the key:

The display shows:

ALREADY ENTERED

3. Press the key:

The display shows:

CHANGE PARAM.?

If you want to delete the previously set up transmission setting, press the keys ◀/▶. The message "CANCEL SETTING?" appears on the display.

4. To confirm the deletion, press the key:

The fax machine automatically returns to the stand-by mode. If you want to change the time at which the document is to be sent or the number of the recipient to whom you want to send the document, take the following steps:

5. Press the key:

The display shows:

TYPE TIME

16:50

You can overwrite the displayed time with the new time.

6. To do so, press the keys:

Confirm the entry or the existing time.

7. To do so, press the key:

The display shows:

TYPE FAX NUMBER

8. If you want to set the current time, press the key:

9. To continue with the next steps, press the key:

You can overwrite the displayed number with the new number.

10. To do so, press the keys:

Confirm the entry or the existing number displayed.

11. To do so, press the key:

The display shows:

AUTOMATIC   00

TX AT   18:00

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

1. Place the original document in the ADF.
   The display shows on the top line:

   DOCUMENT READY

   and on the bottom line, the default contrast value: NORMAL.
   The initial resolution value (even if it is not shown on the display) is: "▦" (standard).
   If you want, change the contrast and resolution values as described previously.

2. Press the key

   until the display shows:

   TX FROM MEMORY

3. Press the key:

   The fax machine starts to store the original document. Once saved, the display shows the message "DOC.N. XXXX" for several seconds.

   TYPE TIME

   HH:MM

   For example "16:50".

4. To do so, press the keys:

   Confirm the entry or the current time.

5. To do so, press the key:

The display shows:

TYPE FAX NUMBER
NUM/TOUCH/SPEED

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

6. To do so, press the keys:

7. Press the key:

The fax machine prompts you to enter another number:

TYPE FAX NUMBER
NUM/TOUCH/SPEED

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

8. To terminate the procedure, press the key:

9. If you want to send the document to one correspondent only, simply press the key:

Once the procedure has been completed, the display shows:

AUTOMATIC 00
MEMORY TX

N O T E

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

---

1. Press the key:

until the display shows:

MEMORY TX

2. Press the key:

The display shows:

ALREADY ENTERED

3. Press the key:

The display shows:

PRINT SETTING?

You can choose the following options:
PRINT SETTING? – To print the memory transmission parameters only. When it has finished printing, the fax machine returns automatically to its stand-by status.
CANCEL SETTING? - To cancel the setting. The fax machine returns to its initial stand-by status.
CHANGE PARAM.? – To change the recipient's number or the desired transmission time.

4. To select the other options, press the key:

5. To confirm the selection, press the key:

The display shows:

TYPE TIME
HH:MM

From this point on, proceed from Point No. 3 onwards of the procedure in "**Transmitting a document from the memory**".

Receiving a document

You can set up the fax machine in **four separate reception modes**:

- **Manual reception** . For all occasions in which the user is present and can answer the calls personally.
- **Automatic reception**. Automatic reception, for all occasions in which the user is **not present** but wants to receive documents anyway. This is the standard mode of your fax machine.
- **Automatic reception with call type recognition.** In this reception mode, after a given number of rings (default setting: 2 rings), the fax machine connects to the telephone line and is capable of recognizing whether the incoming call is a fax call or a telephone call.
- **Reception with an answering device (TAD)** (**Model with a built-in TAD and Base model with an external answering device)**. In this reception mode, the TAD receives the calls, records any messages left by the correspondent and, if he wants to send you a document, enables the fax machine to receive it.

Choosing reception mode

1. Press the key

   until the display shows:

   RECEPTION MODE

2. Press the key:

   The display shows:

   AUTOMATIC

   You may also view the other available options: "MANUAL", "PHONE/FAX" and "TAD/FAX". This message is only displayed if you have recorded outgoing message 1 (see "**The telephone answering device**").

3. To do so, press the key:

   ◀▶

4. To confirm the entry, press the key:

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

Procedure for the various reception modes

Manual reception

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

   The display shows:

   ON LINE

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

   The display shows:

   CONNECTING

3. then hang up.

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

   Once the document has been received, the display shows the message "RX COMPLETED" for a few seconds. The fax machine then returns to the stand-by mode.

Automatic reception

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

Automatic reception with call type recognition (phone/fax)

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 these 20 seconds, the fax machine automatically prepares to receive a document.

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

1. Press the key

2. then hang up.

Reception with an answering device (TAD)

See the corresponding chapter.

N O T E

You can break off the reception in progress.

1. Press the 🚫 key.

The fax machine returns to its stand-by status.

Setting one-touch and speed dialling

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

One-touch dialling

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

1. Press the key

   until the display shows:

   FAX SET-UP

2. Press the key:

The display shows:
> ### DATE AND TIME

3. Press the key

until the display shows:
> ### ONE TOUCH DIAL

4. Press the key:

The display shows:
> ### TYPE ONE TOUCH
> ### KEY: 0-9

5. Press the numeric key to which you want to assign the telephone number or the fax number:

The display shows:
> ### 1:NUM. FAX/TEL

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

Enter the recipient's telephone or fax number (max. 64 digits).

6. Press the keys:

If you want to correct a digit, set the cursor under the digit to be changed.

7. To do so, press the key:

You can now overwrite the wrong digit.

8. If you want to delete the complete number, press the key:

If your fax machine is connected to a private line, access the public line by pressing the key before dialling the number.

9. To do so, press the key:

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

10. To confirm the entry, press the key:

The display shows:
> ### 1: NAME

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

Enter the recipient name (max. 16 characters) as you did for your name (see "**Entering name and fax number**", chapter "**Delivery contents, connecting up and first-time operation**").

11. To do so, press the keys:

If you want to correct a character, place the cursor under the character to be changed.

12. To do so, press the key:

You can now overwrite the wrong character.

13. To delete the entire name, press the key:

14. To confirm the entry, press the key:

The display shows:
> ### EDIT ANOTHER YES

You can **terminate** the procedure at this point or **program another one-touch dialling key.**

15. To interrupt the procedure, press the key:

16. To program another one-touch dialling key, press the key:

To set up, repeat the corresponding steps for recipient number and name entry.

SPEED DIALLING

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

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

1. Press the key

until the display shows:
> ### CODED SPEED DIAL

2. Press the key:

The display shows:
> ### TYPE SPEED NO.
> ### (01-50):

Select the code with which you want to associate the telephone or fax number (for example).

3. Press the keys:

The display shows:
> ### 01:NUM. FAX/TEL

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

N O T E

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

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

     1:NUM. FAX/TEL
   - **For speed dialling**

     01:NUM. FAX/TEL
2. To delete the display, press the key:

   Enter the new telephone or fax number (max. 64 digits).
3. To do so, press the keys:

4. To confirm the entry, press the key:

   The display shows:

   1: NAME

   or

   01: NAME
5. To delete the display, press the key:

6. Enter the new name (max. 16 characters).
7. To confirm the entry, press the key:

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

SENDING WITH ONE-TOUCH DIALING

1. Place the original document in the ADF.
   The display shows on the top line:

   DOCUMENT READY

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

   The initial resolution value (even if it is not shown on the display) is: "▨" (standard).

   If necessary, change the contrast and resolution values as described in "**Setting contrast and resolution**".
2. Pressing the desired numeric key for more than one second:

   The display shows the fax number stored under it. If the name has also been saved, the display shows the latter.

   Transmission then continues in the normal way.

SENDING WITH SPEED DIALING

1. Place the original document in the ADF.
   The display shows on the top line:

   DOCUMENT READY

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

   The initial resolution value (even if it is not shown on the display) is: "▨" (standard).

   If necessary, change the contrast and resolution values as described in "**Setting contrast and resolution**".
2. Press the key:

   The display shows:

   ADDRESS BOOK

   CODE OR < >

   Type the desired speed dialling code, for example:

   .
3. To do so, press the keys:

   The display shows the stored fax number. If the name has also been saved, the display shows the latter.

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

TRANSMITTING WITH ONE-TOUCH OR SPEED DIALLING BY SEARCHING 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:

1. Place the original document in the ADF.
   The display shows on the top line:

   DOCUMENT READY

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

   The initial resolution value (even if it is not shown on the display) is: "▨" (standard).

   If necessary, change the contrast and resolution values as described in "**Setting contrast and resolution**".
2. Press the key:

   The display shows:

   ADDRESS BOOK

   CODE OR < >

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

4. To start transmission, press the key:

1. Place the original document in the ADF. On the upper line, the display shows:

   DOCUMENT READY

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

   The initial resolution value (even if it is not shown on the display) is: "▦" (standard).

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

2. Press the key:

   The display shows:

   INCOMING CALLS

3. To program the other "OUTGOING CALLS" option, press the key:

4. To confirm the selection, press the key

   You can now select the fax number or name of the recipient to whom you wish to send the document on the list of the last 20 incoming calls or on the list of the last 10 outgoing calls.

5. To do so, press the key:

6. To start sending, press the key:

PRINTING 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 much other useful information.

The fax machine prints the following reports:

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

  Once the operating conditions have been restored, the fax machine will automatically print a report indicating the number of pages in the memory up to that time that you have lost. In this case, we recommend that you print out an activity report to be able to recognize the number or name that sent the lost document.

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

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

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

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

INTERPRETING THE REPORTS

• Act. N.	Progressive number of the transactions (transmission/reception) carried out.
• Type	Activity: TX, TX POLLING, TX ECM for transmission. RX, RX POLLING, RX ECM for reception.
• Dialled Number	Fax number of the correspondent that you selected.
• Name	Name of recipient dialled. Only displayed if you have saved it on the one-touch dialling keys or in the speed dialling codes. This field is not printed on the activity report.
• Received Id	Contains number (and possibly) name of recipient dialled. 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 transmission was faulty. The cause is indicated by the error code (see "**Error codes**", chapter "**Troubleshooting guide**").

1. Press the key

   until the display shows:

   FAX SET-UP

2. Press the key:

   The display shows:

   DATE AND TIME

3. Press the key:

   The display shows:

   VARIOUS SETTINGS

4. Press the key

   until the display shows:

   FAILED TX REPORT

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

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

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

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

5. To select one of the options, press the key:

6. To confirm the selection, press the key:

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

ENABLING AND DISABLING AUTOMATIC PRINTING OF BROADCAST TRANSMISSION REPORTS

1. Press the key

   until the display shows:

   FAX SET-UP

2. Press the key:

   The display shows:

   DATE AND TIME

3. Press the key:

   The display shows:

   VARIOUS SETTINGS

4. Press the key

   until the display shows:

   BROADC. REP.:ON

5. To select the "BROADC. REP.:OFF" option, press the key:

6. To confirm the selection, press the key:

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

ENABLING AND DISABLING AUTOMATIC PRINTING DELAYED TRANSMISSION DATA

1. Press the key

   until the display shows:

   FAX SET-UP

2. Press the key:

   The display shows:

   DATE AND TIME

3. Press the key:

   The display shows:

   VARIOUS SETTINGS

4. Press the key

   until the display shows:

   DELAY LIST: ON

5. To select the "DELAY LIST: OFF" option, press the key:

6. To confirm the selection, press the key:

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

1. Press the key

   until the display shows:

   PRINT OUT REPORT

2. Press the key:

   The display shows:

   LAST TX REPORT

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

3. To select one of the options, press the key:

4. To confirm the selection, press the key:

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

N O T E

If you have chosen "PRINT OUT:EXIT", press the [⊘] key to return the fax machine to the 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.

1. Press the key

   until the display shows:

   INSTALLATION

2. Press the key:

   The display shows:

   TEL. LINE SET-UP

3. Press the key

   until the display shows:

   PRINT INSTALL.

4. Press the key:

   The display shows:

   PRINT: INSTALL

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

6. To confirm the selection, press the key:

N O T E

If you chose "PRINT: INSTALL" or "PRINT:BLACK LIST", when the fax machine has finished printing, it returns automatically to the stand-by mode.

If you have chosen "MENU EXIT", press the [⊘] key to return the fax machine to the stand-by mode.

1. Press the key

   until the display shows:

   FAX SET-UP

2. Press the key:

   The display shows:

   DATE AND TIME

3. Press the key

   until the display shows:

   PRINT OUT SET-UP

4. Press the key:

   The display shows:

   PRINT SETTINGS

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

6. To confirm the selection, press the key:

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

N O T E

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

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

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

You can also use the following functions:

- Call the correspondent using the fast dialling procedures set, see "**Telephoning with one-touch dialling**" and "**Telephoning with speed dialling**".

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

- Activate the "**handsfree**" function, by pressing the key before or during a telephone call. This function is useful if you want other persons at your end to take part in the conversation.

T*ELEPHONING WITH ONE-TOUCH DIALLING*

CASE 1
Do not place the original document in the ADF.

1. Press the desired numeric key, for example, for more than one second (in example):

The display shows the associated telephone number that you stored (see "**Setting one-touch and speed dialling**", chapter "**Basic transmission and reception operations**"). If a name was also associated with it, the display will show this, too.

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

or

to activate the handsfree function, press the key:

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

CASE 2
Do not place the original document in the ADF.

1. To activate the handsfree function, press the key:

The display shows:

  ON LINE   00:00

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

2. Press the desired numeric key (in example):

The display shows the associated telephone number that you stored. If you also associated a name with it, the display will show this, too.

T*ELEPHONING WITH SPEED DIALLING*

CASE 1
Do not place the original document in the ADF.

1. Lift the handset to engage the line.

or

to activate the handsfree function, press the key:

The display shows:

  ON LINE   00:00

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

2. Press the key:

The display shows:

  TEL CALL

  CODE OR < >

3. Type the desired speed dialling code, for example . To do so, press the keys:

The display shows the stored telephone number (see "**Setting one-touch and speed dialling**", chapter "**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.

4. To start the dialling procedure, press the key:

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

CASE 2
Do not place the original document in the ADF.

1. Press the key:

The display shows:

  ADDRESS BOOK

  CODE OR < >

2. Type the desired speed dialling code, for example . To do so, press the keys:

The display shows the stored telephone number. If a name was also associated with it, the display will show this, too.

3. To start the dialling procedure, press the key:

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

or

to activate the handsfree function, press the key:

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

TELEPHONING WITH THE HELP OF THE PHONE BOOK

CASE 1

Do not place the original document in the ADF.

1. Lift the handset to engage the line.

   or

   to activate the handsfree function, press the key:

   The display shows:

   > ON LINE   00:00

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

2. Press the key:

   The display shows:

   > TEL CALL
   > CODE OR < >

   Select the telephone number or name of the correspondent you want to call.

3. To do so, press the key:

4. To start the dialling procedure, press the key:

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

CASE 2

Do not place the original document in the ADF.

1. Press the key:

   The display shows:

   > ADDRESS BOOK
   > CODE OR < >

   Select the telephone number or name of the correspondent you want to call.

2. To do so, press the key:

3. To start the dialling procedure, press the key:

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

   or

   to activate the handsfree function, press the key:

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

REDIALLING ONE OF THE LAST 20 INCOMING NUMBERS OR ONE OF THE LAST 10 OUTGOING NUMBERS

CASE 1

Do not place the original document in the ADF.

1. Lift the handset to engage the line.

   or

   to activate the handsfree function, press the key:

   The display shows:

   > ON LINE   00:00

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

2. Press the key:

   The display shows:

   > INCOMING CALLS

3. To program the other "OUTGOING CALLS" option, press the key:

4. To confirm the selection, press the key:

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

6. To start the dialling procedure, press the key:

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

CASE 2

Do not place the original document in the ADF.

1. Press the key:

   The display shows:

   > INCOMING CALLS

2. To program the other "OUTGOING CALLS" option, press the key:

3. To confirm the selection, press the key:

4. You can find the telephone number or name of the correspondent you wish to call on the list of the last 20 incoming calls or on the list of the last 10 outgoing calls. To do so, press the key:

5. To start the dialling procedure, press the key:

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

   or

   to activate the handsfree function, press the key:

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

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 "**Transmitting a document**", chapter "**Basic transmission and reception operations**".

Copying

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

1. Choose the type of **contrast** on the basis of the following criteria:
   - **NORMAL**, if the document **is neither too light nor too dark**.
   - **LIGHT**, if the document **is too dark**.
   - **DARK**, if the document **is too light**.
   Choose the **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**.

2. Place the original document in the ADF.
   The display shows on the top line:

   DOCUMENT READY

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

3. Press the key:

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

4. Press the key:

   The display shows:

   COPY: HIGH QUAL.

5. To select the other "COPY:NORMAL" option, press the key:

6. To confirm the selection, press the key:

   The display shows:

   ZOOM: 100%

7. To select the other available options: "140%", "70%" or "50%", press the key:

8. To confirm the selection, press the key:

   The display shows:

   CONTRAST:NORMAL

9. To display the other two types of contrast available: "CONTRAST: LIGHT" or "CONTRAST: DARK", press the key:

10. To confirm the selection, press the key:

    The display shows the values that you have just selected. At this point, simply choose the resolution you want and set the number of copies you want to make:

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

12. To make a single copy, press the key:

13. To make multiple copies (max. 9), enter the desired number. To do so, press the key:

14. To start the copying procedure, press the key:

    The fax machine saves the pages of the document one by one before making the copies.

N O T E

You can break off the copying in progress. If the document consists of more than one sheet, remove all the sheets behind the first sheet manually. Then press the ⊘ key to eject the first sheet.

1. To eject the first sheet from the ADF, press the ⊘ key.

2. To return the fax machine to the stand-by mode, press the ⊘ key.

N O T E

If you want to make enlargements or reductions, lay the original in the centre in a lengthwise direction. Use the middle step in the sheet feeder as an orientation aid.

The maximum printing width is 204 mm and the maximum printing
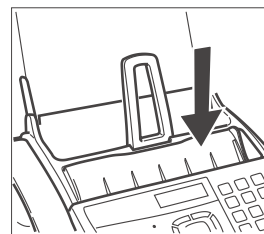
length is 282 mm. The maximum non-printing area is: right and left 4 mm, top 3 mm and bottom 14 mm.

THE TELEPHONE ANSWERING DEVICE (TAD)

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

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

• **record memos**;

• **listen to outgoing messages**;

• **change outgoing messages**;

• **record messages** left by callers when you are out, to ensure that your **calls** do not get lost;

• **listen to recorded messages and memos**;

• **delete recorded messages and memos**;

• **forward messages to a remote telephone**;

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

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

I M P O R T A N T

The TAD can only be enabled after recording outgoing message 1. See "**Outgoing messages and memos**", and, in particular, "**Recording outgoing message 1**".

N O T E

In TAD/FAX reception mode, the fax machine automatically prepares to receive when it is called by another fax machine, to prevent documents sent to you from getting lost.

N O T E

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

THE TAD CONSOLE

▶/❙❙
▲
❙◀◀ ◀ ▶ ▶▶❙
▼
✕
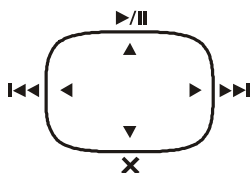
▶/❙❙   This key starts playing new messages and memos. If there are any messages or memos that you have not heard, the procedure starts with the first unheard memo. In addition, by pressing this key you can momentarily stop playing messages and memos. By pressing the key again, you resume listening.

▶▶❙   This key starts recording a **memo**.
Press the key to move, while playing messages and memos, to the start of the next message or memo.

❙◀◀   Press this key to return to a previous message or memo while playing messages and memos. You must first have listened to all messages or memos.

✕   By pressing the key again, you delete messages and memos already listened to.

📧   **INDICATOR LED (MESSAGES)**

On, to indicate that there are messages or memos in the memory that have already been played.

Blinking, to indicate that there are messages or memos in the memory that have not yet been played.

Off, to indicate that there are no messages or memos in the memory.

Keys required to use the TAD:

M   This key provides access to the TAD configuration menu and selection of various sub-menus.

◀/▶   By pressing this key you can select the available options for a particular value or parameter.

◇   This key starts recording and playing. In addition, it has the following functions: selecting the menu for configuring the TAD, sub-menu selection, parameter and setting confirmation, and switching to the next condition.

⊘   This key interrupts recording and playing. It additionally breaks off the current programming activity and returns the fax machine to its stand-by status.

CHANGING, DELETING AND ACTIVATING THE ACCESS CODE

Use of an access code prevents
• other people from listening to your personal messages;
• and modifying the TAD configuration parameters that you have set.

1. Press the key

M

until the display shows:

TAD SET-UP

2. To confirm the entry, press the key:

◇

3. Press the key

M

until the display shows:

ACCESS CODE

4. Press the key:

The display shows the default code "1234":

> TYPE CODE
>
> (0 - 9):   1234

Enter the new code, for example, "0001" to change or delete the current code.

5. To enter a new code or change the existing one, press the keys:

6. To delete the code, press the key:

7. Press the key

The display shows:

> PLAY UNLOCK

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

To protect the TAD with an access code, carry out the above steps until the display shows "PLAY UNLOCK". Then proceed as follows:

You can allow only persons who know the access code to listen to messages.

1. To do so, press the key:

The display shows:

> PLAY LOCK

2. To confirm the selection, press the key:

The display shows:

> SET-UP UNLOCK

You can allow only persons who know the access code to program the TAD.

3. To do so, press the key:

The display shows:

> SET-UP LOCK

4. To confirm the selection, press the key:

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

OUTGOING MESSAGES AND MEMOS

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

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

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

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

- To transfer unheard messages, proceed as follows:
  - The TAD must first be set up correctly (see "**Transferring messages and memos to a remote telephone**").
  - The functions that enable you to operate the TAD from a remote location must be enabled (see "**Operating the telephone answering device from a remote location**").

- **MEMOS (Voice)**, which have a **length that may be programmed** to **30 or 60 seconds**, for personal memos (as reminders, for example). This message is not played when an incoming call is received.

Recording outgoing message 1

1. Press the key

until the display shows:

> TAD SET-UP

2. Press the key:

3. Press the key

until the display shows:

> RECORD OGM #1

4. Press the key:

The display shows:

> LIFT HANDSET

5. Lift the handset:

The display shows:

> ◇ TO RECORD

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

The display shows:

RECORDING 19

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

if the message lasts **less than 20 seconds**, there are three ways of ending the recording.

The recording was completed

- as soon as you stop speaking and hang up the handset,
- by pressing the [⬦] key,
- by pressing the [⊘] key.

  If you press the [⊘] key to stop recording, the fax machine does not automatically play the recorded message.

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

7. Then hang up.
8. To return the fax machine to the stand-by mode, press the key:

If the **volume** of the message is **too low** or **too high** you can regulate it during playback, using the ⊣ᴹ key. The display shows the volume level set in the top right-hand corner.

PLAYING OUTGOING MESSAGE 1

1. Press the key

   until the display shows:

   TRD SET-UP

2. Press the key:

3. Press the key

   until the display shows:

   PLAY OGM #1

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

   The display shows:

   PLAYING

When it plays to the end of the message, the fax machine automatically prepares to record a new outgoing message 1. In this case, if you like, you can change or replace the message recorded previously by repeating the recording procedure. To do so, you must repeat the recording procedure.

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

RECORDING OUTGOING MESSAGE 2

1. Press the key

   until the display shows:

   TRD SET-UP

2. Press the key:

3. Press the key

   until the display shows:

   RECORD OGM #2

From this point on, proceed as described in Point No. 4 of "**Recording outgoing message 1**".

N O T E

Bear in mind however that you only have 10 seconds.

LISTENING TO OUTGOING MESSAGE 2

1. Press the key

   until the display shows:

   TRD SET-UP

2. Press the key:

3. Press the key

   until the display shows:

   PLAY OGM #2

From this point on, proceed as described in Point No. 4 of "**Playing outgoing message 1**" onwards.

RECORDING A TRANSFER MESSAGE

1. Press the key

   until the display shows:

   TRD SET-UP

2. Press the key:

3. Press the key

   until the display shows:

   REC.FORW.ANNOUNC

From this point on, proceed as described in Point No. 4 of "**Recording outgoing message 1**".

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

1. Press the key:

▶▶❙

The display shows:

LIFT HANDSET

2. Lift the handset:

📞

The display shows:

REC.MEMO MSG?

3. To start recording, press the key:

The display shows:

RECORDING 30

NOTE

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

SETTING THE LENGTH OF MEMOS AND INCOMING MESSAGES

1. Press the key

until the display shows:

TAD SET-UP

2. Press the key:

3. Press the key

until the display shows:

ICM REC.TIME

4. Press the key:

The display shows:

REC.TIME:30 SECS

5. To select the other available "REC.TIME:60 SECS" option, press the key:

◀/▶

6. To confirm the selection, press the key:

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

PLAYING INCOMING MESSAGES AND MEMOS

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

TAD/FAX   03

01-06-06   10:32

At this point, you can listen to all the messages including the memos recorded in the memory. The messages not yet listened to are numbered progressively up to a maximum of 49. Whenever a message is played, the display shows the day and time at which the message was received.

You can listen to the message via the loudspeaker or, if it is for example confidential, on the handset only.

1. To start listening to the messages via the loudspeaker, press the key:

▶/❚❚

2. To listen to the messages via the handset, press the key:

▶/❚❚

3. Now lift the handset immediately:

📞

The fax machine plays the messages, separated by a short beep.

Having played back the last message, the fax machine emits two short beeps and returns automatically to the stand-by mode. The 📩 "MESSAGES" indicator LED stops blinking and remains on.

DELETING MESSAGES AND MEMOS ALREADY LISTENED TO

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

DELETING THE MESSAGE OR MEMO YOU ARE CURRENTLY LISTENING TO

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

▶/❚❚

The display shows:

PLAY MSG 01 03

30-06-06   10 :47

2. To delete the messages you are currently listening to, press the key:

✕

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

    PLAY MSG 01 02
    30-06-06   10 :47

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

✕

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

If you do not want to delete any messages, press the 🚫 key:

DELETING ALL MESSAGES ALREADY LISTENED TO

For example, there are 6 messages on the TAD of which 3 have already been played back:

1. Press the key:

✕

The display shows:

    DELETE OLD MSG?
    CANCEL/▾

2. To delete messages already listened to, press the key:

✕

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

N O T E

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

TRANSFERRING INCOMING MESSAGES AND MEMOS TO A REMOTE TELEPHONE

If you wish, you can program the TAD to call you on a remote telephone at a given time to let you listen to any new messages received.

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

1. Press the key

⌐ M

until the display shows:

    TAD SET-UP

2. Press the key:

◇▤

3. Press the key

⌐ M

until the display shows:

    FORWARD MESSAGES

4. Press the key:

◇▤

The display shows:

    FORWARDING OFF

---

5. To select the other "FORWARD.ONE TIME" or "FORWARD.DAILY" options, press the key:

◄►

6. To confirm the selection, press the key:

◇▤

The display shows:

    TYPE TIME
    HH:MM

Type the time at which you want the messages to be transferred, for example: "11:45".

7. To do so, press the keys:

⓪ - 9 WXYZ

8. To confirm the entry, press the key:

◇▤

The display shows:

    TYPE TEL. NUMBER

Type the telephone number where you want to be called, for example: "02 614456".

9. To do so, press the keys:

⓪ - 9 WXYZ

10. To confirm the entry, press the key:

◇▤

The display shows:

    REC.FORW.ANNOUNC

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

11. To terminate the procedure, press the key:

🚫

N O T E

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

N O T E

If you have already recorded a transfer message, the display will show the message "PLAYING" and the TAD will play the message back. Changing or replacing the message is described in "**Recording the transfer message**".

After you have programmed the TAD to transfer new messages to a remote location, you can listen to them by operating the TAD in the same way as in the "**Operating the TAD from a remote location**" section.

OPERATING THE TAD FROM A REMOTE LOCATION

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

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

The remote functions available are enabled by another numeric code consisting of one or two digits (see the table below). **If the code has two digits, it is advisable to wait for the confirmation signal between one digit and the other.**

CODE	OPERATING FUNCTION
1	Plays new messages.
2	Plays all messages.
3	Repeats current message or returns to previous message.
4	Stops playing current message and skips to next message.
5 + 5	Deletes all played messages.
CODE	**PROGRAMMING FUNCTION**
# 1	Disables the TAD/FAX reception mode and enables the AUTOMATIC reception mode.
# 2	Sets up the fax machine for TAD/FAX reception mode.
# 3	Enables the OUTGOING MESSAGE 1 to be recorded.
# 4	Terminates and confirms the recording of OUTGOING MESSAGE 1.
# 5	Disables the transfer of messages and memos to a remote telephone.
# 6	Enables only the OUTGOING MESSAGE to be played.

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

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

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

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

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

  The TAD confirms the operation by emitting a beep.

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

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

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

SPECIAL TAD FUNCTIONS

You can set up the TAD for the following special functions:
• TOLL SAVER
• ANNOUNCE ONLY
• SILENT RECEPTION OF INCOMING MESSAGES

TOLL SAVER

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

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

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

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

This function is not available in all countries.

1. Press the key

   until the display shows:

   > TAD SET-UP

2. Press the key:

3. Press the key

   until the display shows:

   > TOLL SAVER

4. To confirm, press the key:

   The display shows:

   > OFF

5. To select the other "ON" option, press the key:

6. To confirm the selection, press the key:

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

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

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

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

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

1. Press the key

   until the display shows:

   ### TAD SET-UP

2. Press the key:

3. Press the key

   until the display shows:

   ### ANNOUNCE ONLY

4. To confirm, press the key:

   The display shows:

   ### ANNOUNC.ONLY:OFF

5. To select the other "ANNOUNC.ONLY:ON" option, press the key:

6. To confirm the selection, press the key:

   The display shows:

   ### LIFT HANDSET

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

   If you have not yet recorded outgoing message 1, the display will show the message "NOT RECORDED".

7. To change the outgoing message recorded previously or to record a new one, lift the handset:

   The display shows:

   ### ◇ TO RECORD

8. To start recording, press the key:

   The display shows:

   ### RECORDING 20

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

1. Press the key

   until the display shows:

   ### TAD SET-UP

2. Press the key:

   The display shows:

   ### ICM ON SPEAKER

3. Press the key:

   The display shows:

   ### ICM SPEAKER:ON

4. To select the other "ICM SPEAKER:OFF" option, press the key:

5. To confirm the selection, press the key:

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

PRINTING THE TAD CONFIGURATION PARAMETERS

1. Press the key

   until the display shows:

   ### TAD SET-UP

2. Press the key:

3. Press the key

   until the display shows:

   ### PRINT TAD SET-UP

4. To confirm, press the key:

   The display shows:

   ### PRINT OUT: ◇

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

5. To start printing, press the key:

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

M

OTHER USEFUL RECEPTION SETTINGS

PRINTING AREA FOR A RECEIVED DOCUMENT REDUCING

1. Press the key

   until the display shows:

   FAX SET-UP

2. Press the key:

   The display shows:

   DATE AND TIME

3. Press the key

   until the display shows:

   PRINTER PARAMET.

4. Press the key

   until the display shows:

   REDUCTION:94%

   Choose one of the following reduction values: "80%", "76%", "70%" and "OFF".

5. To do so, press the key:

6. To confirm the selection, press the key:

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

TO RECEIVE AN OVERLONG DOCUMENT

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

1. Press the key

   until the display shows:

   FAX SET-UP

2. Press the key:

   The display shows:

   DATE AND TIME

3. Press the key

   until the display shows:

   PRINTER PARAMET.

4. Press the key

   until the display shows:

   SURPLUS:AUTO

   You can choose one of the other available settings: "SURPLUS:OFF" or "SURPLUS:ON".

5. To do so, press the key:

6. To confirm the selection, press the key:

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

NOTE

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

ENABLING AND DISABLING SILENT RECEPTION

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

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

- in **AUTOMATIC** and **TAD/FAX** modes, the fax machine **will never ring** when an incoming call is received;

- In **PHONE/FAX mode**, when an incoming call is received, the fax machine **will not ring if the caller is another fax machine**. If the call is a **telephone call**, the fax machine will emit an **acoustic signal**, in place of the ring, to prompt you to lift the handset.

1. Press the key

   until the display shows:

   INSTALLATION

2. Press the key:

   The display shows:

   TEL. LINE SET-UP

3. Press the key:

The display shows:

> ENHANCED FEATUR.

4. Press the key

until the display shows:

> SILENT RX: NEVER

You can choose the following options: "SILENT RX:ALWAYS" or "SILENT RX: DAILY".

5. To do so, press the key:

6. To confirm the selection, press the key:

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

N O T E

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

DISPLAYING 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 in advance whether to answer the call or not.

If the fax machine is in **stand-by mode**, whenever a call is received, **one of the following items of information id always shown when this function is enabled**:

• **Number or name of the caller**;
• **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 the fax machine isn't in **stand-by mode** and, when an incoming call is received, you want to **know who is calling you**, you must press the [🔊] key before answering the call.

It may however happen, if you are connected to a particular kind of telephone network, that the number of the caller is not displayed on the fax machine. If this occurs, contact technical support for your country.

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

1. Press the key

until the display shows:

> INSTALLATION

---

2. Press the key:

The display shows:

> TEL. LINE SET-UP

3. Press the key:

The display shows:

> ENHANCED FEATUR.

4. Press the key

until the display shows:

> CALLER ID: ON

5. To select the "CALLER ID: OFF" option, press the key:

6. To confirm the selection, press the key:

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

N O T E

If there is a power failure, the stored date and time are lost. if this function is enabled, the first incoming call restores the date and time.

CHANGING NUMBER OF RINGS

This function is only enabled in some countries.

You can change the number of rings as follows:

1. Press the key

until the display shows:

> INSTALLATION

2. Press the key

until the display shows:

> RING COUNT:02

You can choose between the following values: "01", "04", "06", "07" and "08".

3. To do so, press the key:

4. To confirm the selection, press the key:

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

N O T E

If you connect an **external telephone answering device**, make sure that the number of rings after which the answering device is activated is less than the one set on the fax machine.

RING VOLUME: CHANGING

1. Press the key

   [M]

   until the display shows:

   FAX SET-UP

2. Press the key:

   [◇]

   The display shows:

   DATE AND TIME

3. Press the key:

   [M]

   The display shows:

   VARIOUS SETTINGS

4. Press the key

   [◇]

   until the display shows:

   RING VOLUME:HIGH

   You can choose from three further options: "RING VOLUME:LOW", "RING VOLUME:MED", and "RING VOLUME:OFF". For example: "RING VOLUME: LOW".

5. To do so, press the key:

   ◀/▶

6. To confirm the selection, press the key:

   [◇]

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

   [◉]

ENABLING AND DISABLING RING FREQUENCY RECOGNITION

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** indicates which user is to answer the call.

N O T E

This function is not available in Germany.

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**" and "**TAD/FAX**" reception modes) prepares exclusively to receive a document.

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

We recommend you disconnect the TAD **from the power supply** before carrying out the recognition procedure.

1. Press the key

   [M]

   until the display shows:

   INSTALLATION

2. Press the key:

   [◇]

   The display shows:

   TEL. LINE SET-UP

3. Press the key

   [M]

   until the display shows:

   ENHANCED FEATUR.

4. Press the key

   [◇]

   Until the display shows:

   DISTINC.RING:OFF

5. Press the key

   ◀/▶

   until the display shows:

   CHANGE PATTERN

6. To confirm the selection, press the key:

   [◇]

   The display shows:

   AUTODETECT. RING

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

   RING DETECTED

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

   [◉]

N O T E

If the fax machine cannot detect that particular frequency, the display will show the message "RING NOT DETECT.".

1. At this point, press the [◉] key and **repeat the procedure**.

CHANGING ACOUSTIC SIGNAL LENGTH

This function is only enabled in some countries.

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

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

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

1. Press the key

   [M]

   until the display shows:

   INSTALLATION

2. Press the key

until the display shows:

FAX/TEL TIMER:20

You can choose one of the following reaction times: "15", "20", "30", "40",

3. To do so, repeatedly press the key:

4. To confirm the selection, press the key:

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

CHANGING THE SILENCE LAPSE

This function is only enabled in some countries.

If no message is received within the preset time, the fax machine automatically prepares to receive a document.

To change the preset silence lapse, proceed as follows:

1. Press the key

until the display shows:

INSTALLATION

2. Press the key

until the display shows:

SILENCE LAPSE: 6

You can choose the following silence lapses: "3", "4", "6", "8", "10" and "OFF"

3. To do so, repeatedly press the key:

4. To confirm the selection, press the key:

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

NOTE

If you connect an **external telephone answering device**, make sure that the silence lapse after which the answering device is activated is less than the one set on the fax machine.

CHANGING THE FAX MACHINE REMOTE OPERATION CODE

You can enable reception on the fax machine from a **remote telephone**. The fax machine must be set up for **manual reception** and the remote telephone must use **tone dialling**. Type in the code ** for remote fax operation on the remote 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.

1. Press the key

until the display shows:

INSTALLATION

2. Press the key:

The display shows:

TEL. LINE SET-UP

3. Press the key:

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

PUBL.LINE (PSTN)

4. Press the key

until the display shows:

REMOTE START:ON

5. Press the key:

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

TYPE CODE

CODE(0/9,*) *8

Enter the new code (e.g. "*9").

6. To do so, press the key:

7. To confirm the selection, press the key:

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

NOTE

To disable this function
1. Press ◀/▶ after the fourth step to display "REMOTE START:OFF".

2. To confirm the entry, press the key.

3. Press the key.

The fax machine returns to the stand-by mode.

NOTE

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

CHANGING POSITION OF NAME AND FAX NUMBER

The information in the heading of the document to be sent (name/logo, fax number, date and time and number of pages) may be received by your correspondent's fax machine outside the text area or inside the text area.

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

To change the position:

1. Press the key

   until the display shows:

   FAX SET-UP

2. Press the key:

   The display shows:

   DATE AND TIME

3. Press the key:

   The display shows:

   VARIOUS SETTINGS

4. Press the key

   until the display shows:

   HEADER INSIDE

5. To select another parameter, press the key:

   The display shows:

   HEADER OUTSIDE

6. To confirm the selection, press the key:

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

ENABLING OR DISABLING NEW DOCUMENT TRANSMISSION FROM MEMORY

1. Press the key

   until the display shows:

   FAX SET-UP

2. Press the key:

   The display shows:

   DATE AND TIME

3. Press the key:

   The display shows:

   VARIOUS SETTINGS

4. Press the key

   until the display shows:

   RETRANS.DOC.:ON

5. To display the other "RETRANS.DOC:OFF" option, press the key:

6. To confirm the selection, press the key:

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

LINE MONITORING

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 the case, program the function as follows:

1. Press the key

   until the display shows:

   INSTALLATION

2. Press the key

   until the display shows:

   LINE MONITOR:OFF

3. To select the other "LINE MONITOR:ON" option, press the key:

4. To confirm the selection, press the key:

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

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

1. Press the key:

The display shows:

ON LINE

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

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

You can set the volume of the buzzer to "High", "Medium" or "Low" or switch it off.

1. Press the key

until the display shows:

FAX SET-UP

2. Press the key:

The display shows:

DATE AND TIME

3. Press the key:

The display shows:

VARIOUS SETTINGS

4. Press the key

until the display shows:

BUZZER VOL.:LOW

You can select the other available options: "BUZZER VOL.:HIGH", "BUZZER VOL.:MED" and "BUZZER VOL.:OFF".

5. To do so, press the key:

◀/▶

6. To confirm the selection, press the key:

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

The fax machine normally transmits **at a speed of 14400 bps** (**b**its **p**er **s**econd). A transmission speed of 9600 or 4800 bps is recommended on telephone lines with interference.

1. Press the key

until the display shows:

FAX SET-UP

2. Press the key:

The display shows:

DATE AND TIME

3. Press the key:

The display shows:

VARIOUS SETTINGS

4. Press the key

until the display shows:

TX SPEED 14,4

You can also choose the options: "TX SPEED 9.6" and "TX SPEED 4.8",

5. To do so, press the key:

◀/▶

6. To confirm the selection, press the key:

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

The **ECM mode** (**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. The display will show the letter "**E**".

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

1. Press the key

until the display shows:

FAX SET-UP

2. Press the key:

The display shows:

DATE AND TIME

3. Press the key:

The display shows:

VARIOUS SETTINGS

4. Press the key

until the display shows:

ECM: ON

5. To display the other "ECM:OFF" option, press the key:

6. To confirm the selection, press the key:

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

TRANSMITTING AND RECEIVING IN POLLING MODE

WHAT POLLING MEANS

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.

TRANSMITTING A DOCUMENT IN POLLING MODE (POLLING RECEPTION)

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

1. Press the key

until the display shows:

POLLING RX

2. Press the key:

The display shows:

TYPE TIME

HH:MM

You can confirm the current time or overwrite with a new one, for example "06:20 PM".

3. To overwrite the current time, press the keys:

4. To confirm the entry or the current time, press the key:

The display shows:

TYPE 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.

5. For one-touch dialling or speed dialling press the keys:

6. To confirm the entry, press the key:

The fax machine shows the message "POLL SET" for a few seconds and then returns automatically to the stand-by status. The second line of the display shows: "POLL. RX: 06:20 PM".

NOTE

You can cancel polling reception.

1. To do so, press the ⊘ key.

CHANGING OR DELETING AN ALREADY MADE POLLING RECEPTION SETTING

1. Press the key

until the display shows:

POLLING RX

2. Press the key:

The display shows:

ALREADY ENTERED

3. Press the key:

The display shows:

CHANGE PARAM.?

You can choose the following options:
CANCEL SETTING? - To cancel the setting. The fax machine returns to its 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.

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

5. To confirm the selection, press the key:

The display shows:

TYPE TIME

HH:MM

From here on, proceed as described in "**Transmitting a document in polling mode**".

PREPARING THE DOCUMENT FOR TRANSMISSION (POLLING TRANSMISSION)

1. Place the original document in the ADF.
   The display shows on the top line:

   DOCUMENT READY

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

   The initial resolution value (even if it is not shown on the display) is: "⊞" (standard).

   If necessary, change the contrast and resolution values (see "**Setting contrast and resolution**", chapter "**Basic transmission and reception operations**").

2. Press the key:

   until the display shows:

   POLLING TX

3. Twice press the key:

   The second line of the display shows: "POLLING TX SET".

N O T E

You can delete the polling operation that has been set up.
1. Do so by removing the document from the ADF or by pressing the
   key.

If there is a power failure

If there is a power failure, the fax machine keeps the **following data in the memory**: **the numbers set for one-touch and speed dialling** and **the reports**, while the documents present in the memory will be lost. The date and time are also lost. These will have to be reset by carrying out the procedure described in the "**Setting the date and time**" section of the "**Delivery contents, setting up and first-time operation**" chapter.

If the **Display caller ID** function **is enabled**, **the date and time will be restored when the next call is received**.

If paper or ink has run out

If, during reception, the **paper runs out** or **gets jammed**, **the ink runs out**, **the print cartridge compartment cover is open**, the **paper support is closed** or the **operator console is raised**, the machine stops printing. 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 transmission is unsuccessful

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

In these cases, it is advisable to send the document again at a **slower speed**. The fax machine transmits regularly at a speed of **14400** bps (**b**its **p**er **s**econd). To reduce the speed, follow the procedure described in the "**Reducing transmission speed**" section of the "**More sophisticated operations**" chapter.

If **transmission** is **unsuccessful** 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 "**Printing reports and lists**", chapter "**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 further on).

Minor problems

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

PROBLEM	SOLUTION
The fax machine is not working.	Ensure that it is connected to the mains power socket.
The document has not been fed in correctly.	Check that the document corresponds with the recommendations listed in the section "**What documents can be transmitted**" in chapter "**Basic transmission and reception operations**".
The fax machine is not transmitting.	Check whether the document is jammed.
	The line is busy: Wait until it is free, then repeat the transmission.
The fax machine is unable to receive automatically.	The fax machine is set to manual reception: Set to automatic reception.
The fax machine is unable to copy or receive.	Check whether the document or the print paper is jammed.
	The paper in use is unsuitable: check the paper characteristics in chapter "**Technical data**".
The fax machine prints white copies.	Place the document correctly with the printed side facing upwards

⃞N⃞O⃞T⃞E

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 "**Printing reports and lists**", chapter "**Basic transmission and reception operations**".

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 FAULT	REMEDY
OK	No message. Positive result.		No remedy.
02	IMPOSSIBLE CONNECTION	The fax machine does not receive a dialling tone, or the signals are irregular.	Check that the machine is correctly attached to the line and the handset is on the hook. Then attempt to make the connection again.
03	RECEIVER DOES NOT ANSWER	The correspondent does not answer or is not a fax machine.	Check the number of the correspondent.
04	ERR. WHILE TRANSMITTING RESEND FROM PAGE: nn	Transmission error. "nn" = number of page with transmission error.	Retransmission from the page listed in the transmission report onwards.
05	RESEND PAGES: nn, ... nn	The recipient fax machine found errors on several pages. "nn" = number of page with transmission error.	Retransmission of the pages listed in the transmission report.
07	DOCUMENT TOO LONG	The original document is too long. The transmission time exceeds the time allowed.	Split up the original document.
08	CHECK THE DOCUMENT	The optical reader cannot read the original document.	Remove the document from the ADF and place it in position again. Then repeat the transmission procedure.
09	STOP PRESSED	The user aborted the transmission.	No remedy.
10	No message	The fax machine found a reception error.	Inform the correspondent and ask him to resend the document.
11	No message	Printing error during reception. Reception continued in memory and this has become full before the end of transmission.	Remedy the error and wait until the document has been printed from the memory.
13	ERRORS WHILE POLLING	The correspondent has not set up his fax machine for polling and has not left a document in the ADF.	Inform the correspondent.
16	POWER FAILURE ON PAGE nn	Power failure during transmission or reception.	Retransmission from the page listed in the report onwards.
(OK)	No message	The document has been received but the print quality is not satisfactory.	Inform the correspondent.
OCC	LINE BUSY	The line is busy.	Try again 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** that do not indicate an error condition.

ACOUSTIC 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

AUTOREDIAL NNN

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

CHANGE CARTRIDGE

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

CHECK CARTRIDGE

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

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.

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 error on the display and correct it.

COVER OPEN

You forgot to close the print cartridge 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 error.

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 error (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 "**Setting one-touch and speed dialling**", chapter "**Basic transmission and reception operations**").

PAPER ERROR, PRESS ▼

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

POLL.RETRY NNN

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

REMOVE DOCUMENT, PRESS ▼

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

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

RX ERROR

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

RX IN MEMORY

Reception continues in the memory because an error occurred during the reception of a document, preventing it from being printed: check the type of error 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 last document was not sent correctly: to turn off the "⚠" LED indicator and clear the message from the display press the [⊘] key, 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 DISPLAY MESSAGES

CHECK PRINT OUT
1=EXIT   0=REPEAT

The fax machine has automatically tested the print cartridge 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 CART.?, 1=YES 0=NO
You have installed a disposable print cartridge for the first time or you have removed and reinstalled it: select the relevant answer. If you answer "yes" but the print cartridge 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.

REPLACING PRINT CARTRIDGE
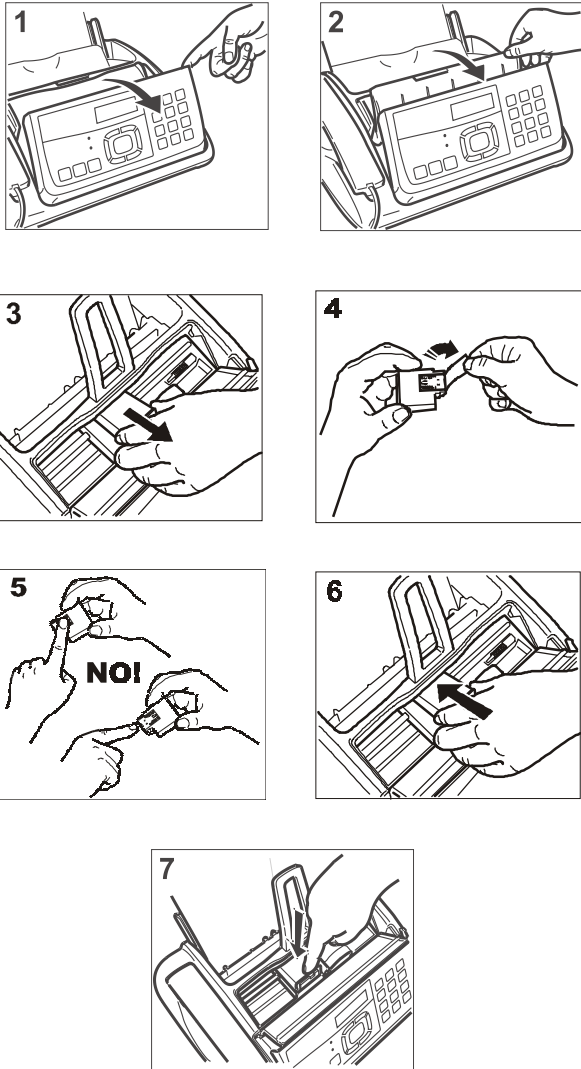
1. Flip open the console (1).
2. Lift the print cartridge compartment cover using the lever (2).
3. To release the print cartridge, loosen the strap.
4. Pull the print cartridge from its seat (3).
5. Remove the new print cartridge from its package and, holding it on both sides, peel off the film covering the nozzles (4).
   Attention!
   Do not touch the nozzles or electrical contacts (5)
6. Replace the print cartridge in its seat (6).
   Ensure that the electrical contacts face downwards.
7. Push the print cartridge until it clicks into place, confirming correct seating (7).
8. Close the print cartridge compartment cover and the console.

NOTE:

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

At this point, the fax machine **automatically cleans the print cartridge and tests the nozzles**, printing out the result of the diagnostic test. From this point on proceed as described in "**Delivery contents, connecting up and first-time operation**".

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

1. Press the key

   until the display shows:

   > CART. MAINTEN.

2. Press the key:

   The display shows:

   > NEW CARTRID: ON

3. Press the key:

   The display shows:

   > CLEANING: ON

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

   From this point on proceed as described in "**Installing the print cartridge**" in chapter "**Delivery contents, connecting up and first-time operation**".

RE-ENABLING THE PRINT CARTRIDGE AND CHECKING THE NOZZLES

If, when using the fax machine normally, you notice a **deterioration in print quality**, you can quickly re-enable the print cartridge and test the nozzles by following a procedure that ends with printing out of the diagnostic test result.

1. Press the key

   until the display shows:

   > CART. MAINTEN.

2. Press the key:

   The display shows:

   > NEW CARTRID: ON

3. To program the other "NEW CARTRID: OFF" option, press the key:

4. To confirm the selection, press the key:

The display shows:

CLEANING: ON

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

Examine the diagnostic test result by consulting "**Installing the print cartridge**", chapter "**Delivery contents, connecting up and first-time operation**".

N O T E

You can interrupt the procedure at any time.

1. To do so, press the key.

N O T E

If the quality of the test result still fails to meet your expectations after carrying out the cleaning procedure, continue as follows, stopping when you achieve 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 re-insert the print cartridge.
- Remove the print cartridge and check if any foreign material is present on the nozzles. If this is the case, gently remove the foreign material without touching the electrical contacts. Finally, reinstall the print cartridge.
- Remove the print cartridge and clean the electrical contacts both on the print cartridge and on the print cartridge carriage, see "**Cleaning the print cartridge electrical contacts**". Finally, reinstall the print cartridge.
- Call the customer technical service.

CLEANING THE PRINT CARTRIDGE ELECTRICAL CONTACTS
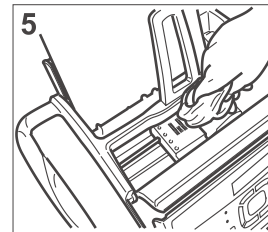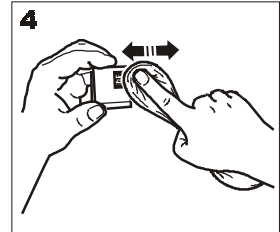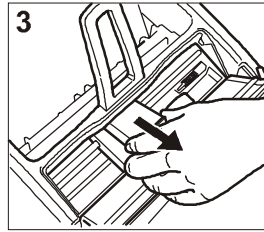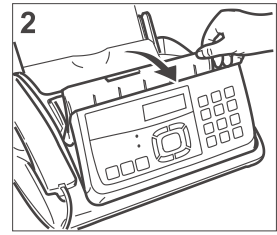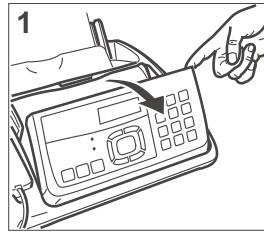
1. **Disconnect the fax machine from the power socket**.
2. Flip open the console (1).
3. Lift the print cartridge compartment cover using the lever (2).
4. To release the print cartridge, loosen the strap.
5. Pull the print cartridge from its seat (3).
6. Clean the electrical contacts using a slightly damp cloth (4).
   Attention!
   You must not touch the nozzles while doing so!
7. Also clean the print cartridge carriage using a slightly damp cloth (5).
8. Replace the print cartridge in its seat.
   Ensure that the electrical contacts face downwards.
9. Push the print cartridge until it clicks into place, confirming correct seating.
10. Close the print cartridge compartment cover and the console.

CLEANING OPTICAL READ HEAD

Dust accumulating on the glass surface of the optical read head may cause problems in the scanning of documents. To avoid these problems, the glass should be cleaned regularly. Proceed as follows:
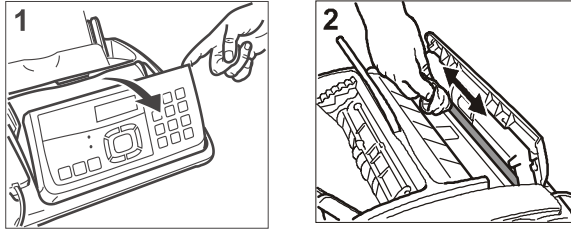
1. **Disconnect the fax machine from the power socket.**
2. Flip open the console (1).
3. Clean the optical read head glass.
   Use a cloth that has been **moistened** with a glass cleaner. Do not spray the cleaner directly onto the glass surface.
4. Carefully dry the glass.
5. Close the console

NOTE

To check whether the optical reader is clean, make a copy of a blank sheet. If any vertical lines appear on the copy but the optical reader looks perfectly clean, contact customer service.

CLEANING SEATING

1. **Disconnect the fax machine from the power socket.**
2. Use a soft, lint-free cloth.
   Moisten the cloth with a neutral detergent diluted in water.

CLEARING JAMMED DOCUMENTS

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

Try to eject the document by pressing the ⊘ key. If this does not happen, remove it manually. Proceed as follows:
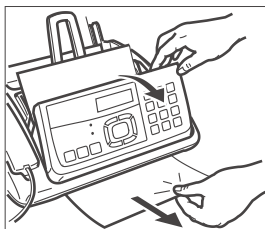
1. Flip open the console.
2. Remove the document from the ADF.
3. Close the console.

CLEARING PAPER JAMS

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

Try to eject the document by pressing the ⊘ key. If this does not happen, remove it manually. Proceed as follows:

If the paper gets jammed in the ASF:
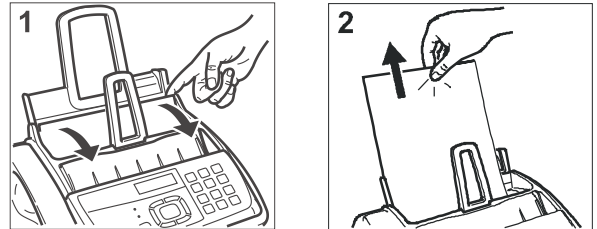
1. Open the ASF panel (1).
2. Remove the jammed sheet (2).
   Ensure that it does not tear.

If the paper gets jammed in the received/copied document output:
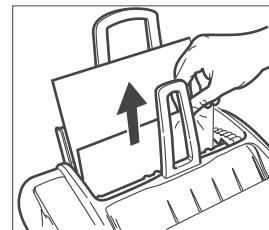
1. Remove the jammed sheet (1).
   Ensure that it does not tear.

MANUFACTURER AND SERVICE

MANUFACTURER

Olivetti, S.p.A. con unico azionista
Gruppo Telecom Italia
Direzione e coordinamento di Telecom Italia S.p.A.

CUSTOMER SERVICE

If the fax machine is not working as it should, or you want to ask the manufacturers something, call the number indicated on the "Warranty Card".

WARRANTY

Refer to the "Warranty Card" provided with the product.

GENERAL CHARACTERISTICS

Model .... Desktop fax machine
Display .... LCD 16 + 16 char.
Memory capacity .... 2 MB
Dimensions
Width .... 350 mm
Depth .... 280 mm (***)
Height .... 140 mm (**)
Weight .... ca. 4.7 Kg

COMMUNICATION SPECIFICATIONS

Telephone network ..... Public/private
Compatibility .... ITU
Communication speed 14400-12000-9600-7200-4800-2400
Data compression method .... MH, MR, MMR

ELECTRICAL CONNECTION SPECIFICATIONS

Voltage .... 220-240 VAC or 110-240 VAC (see data plate on base of fax machine)
Frequency .... 50-60Hz (see data plate on base of fax machine)
Power consumption:
- In stand-by mode .... ca. 4W
- Maximum 35W

AMBIENT CONDITIONS

Temperature .... from +5 ^{o}C to +35 ^{o}C (operating)
from -15 ^{o}C to +45 ^{o}C (transport)
from 0 ^{o}C to +45 ^{o}C (storage and stand-by)
Relative humidity .... 15% - 85% (operating/storage/stand-by)
5% - 95% (transport)

OPTICAL READER SPECIFICATIONS

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

TRANSMISSION SPECIFICATIONS

Transmission time .... ca. 7 secs (14400 bps) (*)
ADF capacity .... **Manual feeding:**
.... A4, Letter and Legal (50gr/m^2 - 140 gr/m^2)
.... **Automatic feeding:**
.... 20 sheets A4 (80 gr/m^2)
.... 10 sheets Letter and Legal (80 gr/m^2)

RECEIVING SPECIFICATIONS

Printing system .... Printing on plain paper, bubble ink jet printer
Max. printing width .... 204 mm
Printing paper .... A4 (210 x 297 mm)
US Letter (216 x 279 mm)
US Legal (216 x 356 mm)
Paper weight: 70-90 gr/m^2
Paper feed .... Plain paper cassette (max 100 sheets of 80 gr/m^2)

TELEPHONE ANSWERING DEVICE (TAD) (ONLY MODEL WITH A BUILT-IN TELEPHONE ANSWERING DEVICE)

- Recording capacity: ca. 14 mins.
- Memo store
- 2 outgoing messages
- "ANNOUNCE ONLY" function
- "TOLL SAVER" function
- Transfer message
- Fast access from console and remote location
- Access code
- Message recording
- Retention of messages if power failure.

(*) = ITU-TS format, Test Sheet no.1 (Slerexe Letter). Standard resolution and MH compression.
(**) = Height without paper support fitted.
(***) = Depth without paper support fitted.

INDEX

olivetti

MANUFACTURER'S CE DECLARATION of CONFORMITY according to EN 45014

OLIVETTI S.p.A   Via Jervis, 77 - IVREA (TO) - ITALY

Declares under its sole responsibility that:

this fax model distributed on the market under the Olivetti brand name

is IN COMPLIANCE with directive 99/5/EC dated 9th march 1999

fulfills   the essential requirements of **Electromagnetic Compatibility and of Electrical Safety** as prescribed by the Directives:

89/336/EEC dated 3rd May 1989 with subsequent amendments (Directive 92/31/EEC dated 28th April 1992 and Directive 93/68/EEC dated 22nd July 1993);

73/23/EEC dated 19th February 1973 with subsequent amendments (Directive 93/68/EEC dated 22nd July 1993),

since designed and manufactured in compliance with the following European Harmonized Standards:

EN 55022 : 1999 (Limits and methods of measurements of radio interference characteristics of Information Technology Equipment) / Class B;
EN 61000-3-2 (Electromagnetic Compatibility (EMC) - Part 2 : Limits - Section 2 : Limits for harmonic current emissions (equipment input current $\leq$ 16 A per phase);
EN 61000-3-3 (Electromagnetic Compatibility (EMC) - Part 3 : Limits - Section 3 : Limitation of voltage fluctuations and flicker in low voltage supply systems for equipment with rated current up to and including 16A);
EN 55024 : 1998 (Electromagnetic Compatibility – Information technology equipment – Immunity characteristics – Limits and methods of measurement);
EN 60950 –1 : 2001 (Safety of Information Technology Equipment, including electrical business equipment).

Moreover the product is in compliance with following Standards

ETSI TBR 38 : May 1998 (Requirements for a terminal equipment incorporating an analogue handset function capable of supporting the justified case service when connected to the analogue interface of the PSTN in Europe);
ETSI TBR 21 : January 1998 Requirements for pan-European approval for connection to the analogue Public Switched Telephone Networks (PSTN) of TE (excluding TE supporting the voice telephony service) in which network addressing, if provided, is by means of Dual Tone Multi Frequency (DTMF) signaling.

Compliance with the above mentioned essential requirements is shown by affixing the **CE marking** on the product.

Scarmagno, 15th June 2005   Olivetti S.p.A.

Notes: 1) CE Marking has been affixed in 2005

2) The Quality System is in compliance with the UNI EN ISO 9000 series of Standards

olivetti

ORIGINAL CONSUMABLES

Olivetti is the only European company with a proprietary ink-jet printing technology and the original ink-jet consumables are manufactured in its home plant in Italy.

The company also produces the non-toxic inks used in the cartridges, based on chemical formulas developed and tested in Olivetti laboratories.

The ink is one of the most critical elements in ink-jet printing. Its chemical properties are crucial, not only as regards printing quality, but also indetermining the characteristics of the ink-drop ejected from the print cartridge and the long-term reliability of the printing system.

The design of the print cartridge hydraulic circuit, which defines the characteristics of the ink drop, is based on the chemical and physical qualities of the ink (viscosity and surface tension).

The ink components are also important in the interaction with the media being printed, determining the dry time, colour density and dot quality. Besides, the ink/media combination has a huge influence on the image permanence.

Olivetti inks are water-based, with a 70% ultra-pure water content. Non–toxicity is a prime criterion in the choice of materials used to guarantee a very low pollution rate on printed documents. Olivetti certifies all its consumables as non-toxic and environment-friendly. It issue the Material Safety Data Sheet, an identity card describing components and providing full toxicological information, environmental data and indications concerning waste policy. Only if you buy an Original Olivetti Consumables you would be sure to have all above guarantees.

Look for the ORIGINAL SUPPLIES mark on the pack to be sure you are buying an original one. The Original Olivetti consumables are available in all the most important Mass Merchandising Distribution Chain present in you country, as well as Retailers and Dealers. You can easily know where to buy Olivetti cartridges just making a phone call to the number reported on the yellow sheet (available in the fax documentation envelope).

FJ31

IS THE UNIQUE CARTRIDGE THAT FITS IN YOUR FAX MACHINE

olivetti

www.olivetti.com

259732J