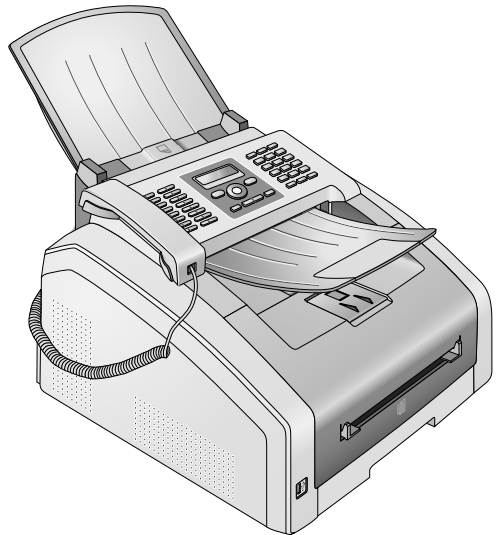


# **USER MANUAL**



# Introduction

EN

## Dear Customer

You use the power and toner saving functions to save electricity and toner, by switching the device to power saving mode or printing in toner saving mode. Use the **ECO**-button to make toner saving copies quickly and simply.

For printing purposes, your device utilises the most up-to-date laser printing technology. A starter cartridge is provided with the device. This starter cartridge is already installed; however you must remove the packaging used for transportation before you can use the device.

You can insert a supply of paper into the paper tray of up to 250 sheets. You can insert special paper formats, envelopes, slides, sheets of labels or printed documents into the manual paper feed.

In the telephone book of your device, you can save entries with multiple numbers and collect multiple entries into groups. You can assign various ring tones to the entries.

You have many functions available to you for fax transmission, for example, different resolutions or the timer function. You can secure your fax reception with a code. In that case, incoming faxes are not printed out, but rather are stored in the fax memory. With the fax polling function, you can retrieve faxes that lie ready in the dialled device.

With the broadcasting key (= Broadcasting) you can add further numbers during the dialing process and send a message quickly and simply to several recipients.

Five fax templates, which you can use, are stored in your device. With these templates you can quickly create, for example, a short fax note or an invitation.

With fax reception onto a USB storage medium, the device saves incoming faxes onto a connected USB storage medium. Fax messages are saved as TIFF files with receipt date and time.

The selection menu for USB storage media appears on the display as soon as you connect a USB storage medium (USB stick, external hard drive etc.) to the USB host port on the front of the device. You can print a list of all saved documents or individual documents as well as delete files. Save scanned documents or incoming faxes on to the USB storage medium.

Your device prints a weekly overview as a calendar page for you – for the current week, the coming week or a freely selectable week.

If you want, your device can print Sudoku puzzles in four different difficulty levels with solution.

We hope you enjoy your device and its many functions!

## About this User Manual

With the installation guide on the following pages, you can start using your device quickly and easily. Detailed descriptions can be found in the following sections of this user manual.

Read the entire user manual carefully. Follow all safety instructions in order to ensure proper operation of your device. The manufacturer accepts no liability if these instructions are not followed.

Multiple models of this device series are described in this user manual. Please note that some functions are only available with specific models.

## Symbols Used

### Notice



### Troubleshooting

This symbol designates tips that will help you to use your device more effectively and easily.

### CAUTION!



### Damage to the Device or Loss of Data!

This symbol gives warning of damage to the device and possible loss of data. These damages can result from improper handling.

### DANGER!



### Danger to Persons!

This symbol gives warning of danger to persons. Physical injury or damage can result from improper handling.

### DANGER—HEAT!



### Heat risk!

This symbol in the user manual or inside the device indicates a danger of hot surfaces. Physical injury or damage can result from improper handling.

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# 1 General Safety Information

Your device has been tested in conformity with standards EN 60950-1 and IEC 60950-1 and should only be operated with telephone systems and power equipment that meet these standards. The device was built exclusively for use in the indicated sales region.

Do not make any changes or settings that are not described in this user manual. Physical injury or damage to the device or loss of data can result from improper handling. Take note of all warning and safety notes indicated.

## Setting Up the Device

The device should rest securely on a stable, flat surface. If the device should fall, it can be damaged or can cause injury to people, especially small children. Position all cables in such a way that no one will stumble on them, thus avoiding possible injuries to persons or damage to the device itself. If the device is dropped it should be inspected by a technical service center.

The distance between the device and other devices or objects must be at least 15 centimetres; this also applies to the use of additional cordless telephones. Do not place the device in the vicinity of radios or televisions.

Protect the device against direct sunlight, heat, large temperature fluctuations and moisture. Do not place the device in the vicinity of heaters or air conditioners. Observe the information on temperature and humidity in the technical data.

The device must have sufficient ventilation and may not be covered. Do not put your device in closed cabinets or boxes. Do not place the machine on soft surfaces such as tablecloths or carpets and do not cover the ventilation slits. Otherwise, the device can overheat and catch on fire.

The area in which you operate the device must be adequately ventilated, especially if the device is used frequently. Set up your device in such a way that the flow of the exhaust air stream points away from the work station.

In the event that the device becomes too hot, or if you see smoke coming from the device, you must immediately pull the power cable out of the power socket. Have your device examined by trained professionals at a technical service location. To prevent the spread of fire, open flames should be kept away from the device.

Do not plug in the device in moist rooms. Never touch the mains cable, the mains connection or the telephone socket with wet hands.

Do not allow liquids to enter into the device. Disconnect the device from the electrical power source and from the telephone network, if liquids or foreign objects have entered the device and have your device examined by trained professionals at a technical service location.

Do not allow children to handle the device without supervision. The packing materials should be kept out of the hands of children.

The telephone handset of the device is magnetic. Caution, small metallic objects (paper clips) may be retained if placed near or on the telephone handset.

## Power Supply/Telephone Line

Check whether the mains voltage of your device (indicated on the type label) matches the mains voltage available at the setup location.

This device complies with EN 55022 Class B. Use only the power and telephone cables supplied. Before you use the device make sure that you connected the telephone cable supplied as described.

Never touch the power or telephone cable if the insulation is damaged. Replace damaged wires immediately. Use suitable cables only; if necessary please contact our technical customer service or your retailer.

Disconnect your device from the mains and telephone network during an electrical storm in order to avoid electrical surge damage. If this is not possible, do not use the device during an electrical storm.

Before cleaning the surface of your device, disconnect it from the power and telephone networks. Use a soft, lint-free cloth. Never use liquid, gaseous or easily flammable cleansers (sprays, abrasives, polishes, alcohol). Do not allow any moisture to reach the interior of the device.

Only clean the display with a dry, soft cloth. If the display breaks, a mildly corrosive liquid may escape. Avoid all contact with your skin and eyes.

In the event of a power failure, your device will not function; saved data is retained.

## USB Storage Media

Only use storage media that are compatible with the device. Ensure that the power of a USB device does not exceed the permitted amp limit of the USB connection. You can only connect **one** high power device (USB 2.0) to each USB connection. Do not connect additional devices—such as batteries, fans, charging devices—to your machine. The device only recognises storage media which are formatted with **FAT16** or **FAT32**. **NTFS** is not supported.

Never pull out the storage medium while the device is accessing it. This could cause data to be damaged or lost.

The firmware running on the device is partly licensed under GPL. If you have any questions about the licensing of a specific part of the firmware, feel free to contact the manufacturer. We can send you a CD containing the relevant source code for the cost of production.

## Consumable Materials

Use only original consumable materials. These are available from a specialised retailer or through our order service (see back side of this user manual). Other consumable materials could damage the device or shorten its service life.

Dispose of old consumable materials according to the waste regulations of your country.

**Caution when Handling Toner Powder:**

If you breathe in toner powder, go into the fresh air immediately. Call a doctor immediately!

If you get toner powder in your eyes, rinse them with a lot of water for at least 15 minutes. Call a doctor immediately!

If you have swallowed toner powder, drink small amounts of water. Try **NOT** to vomit. Call a doctor immediately!

Never open a toner cartridge. Store both new and used cartridges in a place where they will not come into the hands of children.

In case of a paper jam, remove the paper carefully out of the device. Throw the paper away carefully: It is possible that the toner may not be completely set on the print-out, and toner dust could be released into the air.

If toner dust is released into the air, you should avoid allowing it to contact your skin and eyes. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set. Never remove loose toner dust with a vacuum cleaner.

## Repairs

The fuser unit and its surroundings inside the device become hot during operation. Do not touch these parts if you have opened the device. Proceed with care when you are removing a paper jam for instance.


Should disruptions occur, follow the instructions on the display and on the error report.

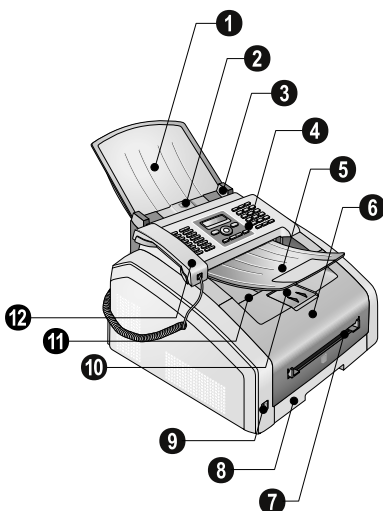
Do not make any repairs to the device yourself. Improper maintenance can result in injuries or damage to the device. Only have your device repaired by an authorised service centre.

Do not remove the type label from your device; this would void the warranty.

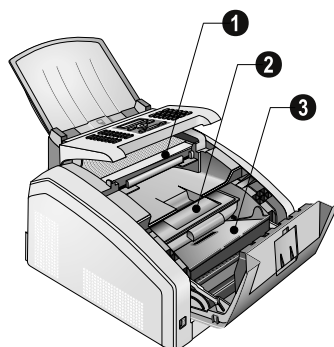
# 2 Overview

## Device Overview





- ❶ Document support
- ❷ Document feed slot
- ❸ Document guide
- ❹ Panel with display
- ❺ Document outlet tray
- ❻ Device cover
- ❼ Manual paper feed
- ❽ Paper tray
- ❾  Socket—USB Host connection for storage medium
- ❿ Printer output tray
- ⓫ Print output
- ⓬ Telephone handset with spiral cable (model dependent)

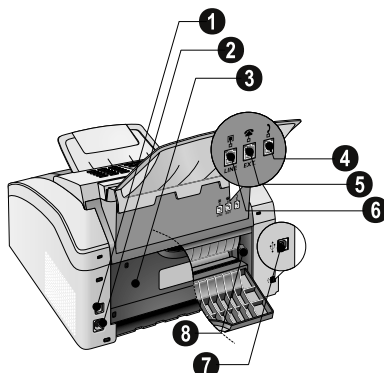


- ❶ Scanner glass
- ❷ Toner cartridge
- ❸ Paper jam door (print unit)



## Connections on the Rear Side

- ❶ On/Off switch
- ❷ Mains cable socket
- ❸ Paper jam door (fuser unit)
- ❹  socket—Connection socket for the telephone (model dependent)
- ❺  socket—Connection socket for additional devices
- ❻  socket—Connection socket for telephone cable
- ❼  socket—USB connection for the computer (model dependent)
- ❽ Tension lever of the fixer unit (**Two levers!**)



## Panel with Display

Keys **(A—Z)**—Telephone book register: Calling up telephone book entries / entering letters.

**@...**—Entering special characters (punctuation marks and symbols). Select the entries with **▲/▼**. Confirm with **OK**.

**â...**—Entering language specific special characters (special letters). Select the entries with **▲/▼**. Confirm with **OK**.

**⏏**—Shift key: entering capital letters / in combination with other keys: calling additional functions

**A-Z** —Calls up telephone book functions

Red lamp —If the lamp flashes or is lit, please read what is indicated on the display

Green Lamp —The green lamp on the panel will be lit whenever there is a fax present in the memory.

—Function abort / return to the starting mode

**C**—Returning to the previous menu level / deleting individual digits

**▲/▼**—Calling the menu functions / navigation within the menu / selecting options / moving the cursor

**OK**—Calling the menu functions / confirming input

—Starting transmission of message / starting action

**FAX**—Start a fax transmission or fax reception

**COPY**—Press twice: making copies automatically. Press once: adjusting copies

—Setting higher resolution for faxes and copying (**DEFAULT, FINE, SFINE, PHOTO**)

**i**—Print lists: Function list / fax journal / telephone book / jobs list / calendar / fax templates / settings

—Broadcasting: You can send one fax to multiple recipients in succession.

**ECO**—Set up power saving and toner saving functions / make a copy using the toner saving function

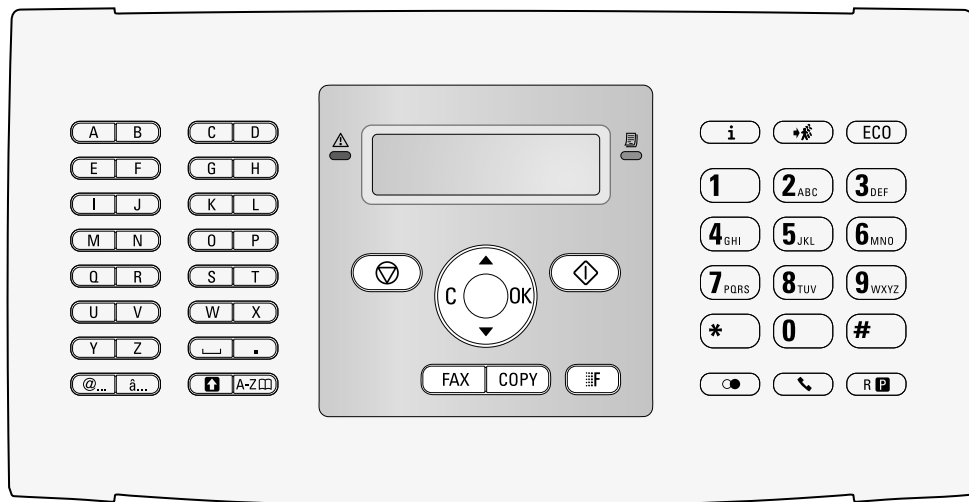
Numeric keys (**0**—**9**)—Entering digits

—Redial / caller list: The redial / caller list contains the last numbers dialed and the last calls received ( indicates the numbers dialed, the calls received and the calls missed).

—Listening while the connection is established / Dialing with the handset replaced (model dependent)

**RP**—Insert short line interruption (Hook Flash) as office index on PABX or for calling special functions in the public telephone network (PSTN)

**⏏** and **RP**—Inserting dialling pause



# Overview of the Menu Functions

The following functions are available on your device. There are two ways in which you can call functions.

**Navigating in the Menu:** Press **OK** or one of the two arrow keys **▲/▼**, to open the function menu. Page through **▲/▼** menu entries. Use **OK** to select a menu function. Press **C** to return to the previous menu level. Press **⏻** to close the menu and return to the starting mode.

**Calling Functions Directly:** You can call a menu function directly using the function number. Press **OK** and enter the appropriate function number using the numeric keypad. Confirm with **OK**. You will find the function number in the following list.

## 0 Settings

<b>0 0 2</b> Set up power saving and toner saving functions.....	page 40
<b>0 0 7</b> Deactivating the Button Tones.....	page 41
<b>0 1 1</b> Entering the date and time .....	page 40
<b>0 1 2</b> Set the time zone .....	page 40
<b>0 2 1</b> Entering name .....	page 41
<b>0 2 2</b> Entering number .....	page 41
<b>0 3 1</b> Setting the Country .....	page 40
<b>0 3 2</b> Set the telephone network* .....	page 47
<b>0 3 3</b> Setting the Language .....	page 40
<b>0 4 1</b> Setting the fax reception mode.....	page 43
<b>0 4 2</b> Set the number of ring tones for fax reception .....	page 41
<b>0 5 1</b> Switch PABX operation on/off .....	page 47
<b>0 5 2 2</b> Enter a dialling code for the PABX operation .....	page 47
<b>0 5 3</b> Set the dialling mode (tone/pulse dialling)* .....	page 47
<b>0 5 4</b> Selecting the Ring Tone.....	page 41
<b>0 5 5</b> Setting the ring volume.....	page 41

\* Function is not supported in all countries and networks

## 1 Copier

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<b>1 1</b> Make copies using standard settings.....	page 34
<b>1 2</b> Make copies using the second profile .....	page 34
<b>1 3</b> Make enlarged or compressed copies.....	page 35
<b>1 4</b> Copy several documents on one page (= Mosaic-copy).....	page 35

## 2 Printer

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<b>2 1 1</b> Print a list of available documents on USB storage medium .....	page 38
<b>2 1 2</b> Print document from USB storage medium .....	page 38

## 3 Scanner

<b>3 0</b> Configure scanner settings.....	page 43
<b>3 2</b> Scan document and save onto a USB storage medium .....	page 37

## 4 Fax

<b>4 0 1</b> Set fax transmission.....	page 44
<b>4 0 2</b> Set fax reception.....	page 44
<b>4 0 3</b> Setting Protected Fax Reception .....	page 30
<b>4 1</b> Sending a Fax.....	page 27
<b>4 2</b> Poll faxes .....	page 31
<b>4 4</b> Receiving faxes onto USB storage medium .....	page 30
<b>4 5</b> Printing the Fax Templates .....	page 29

## 5 Telephone Book

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<b>5 1 2</b> Saving Entry .....	page 18
<b>5 1 3</b> Creating group.....	page 20
<b>5 1 4</b> Edit Entry .....	page 19
<b>5 1 5</b> Deleting an Entry .....	page 19
<b>5 1 6</b> Printing the telephone book.....	page 19
<b>5 1 7</b> Load telephone book from USB storage medium .....	page 21
<b>5 1 8</b> Saving telephone book onto USB storage medium .....	page 20

## 7 Jobs

<b>7 1</b> Immediate job execution .....	page 31
<b>7 2</b> Changing a job.....	page 31
<b>7 3</b> Deleting a job.....	page 31
<b>7 4</b> Printing a job .....	page 31
<b>7 5</b> Printing the jobs list .....	page 32



8 Lists and Reports

[8][0] Printing list of settings .....page 46

[8][1] Printing the List of Available Functions .page 46

[8][2] Printing fax journal/call log (model dependent) .....page 46

[8][3] Printing the telephone book.....page 46

[8][5] Print Calendar .....page 25

[8][6] Sudoku: printing a game .....page 25

[8][7] Printing the Fax Templates .....page 29

9 USB Storage Medium

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[9][1][2] Print document from USB storage medium .....page 38

[9][1][3] Scan document and save onto a USB storage medium.....page 37

[9][1][4] Receiving faxes onto USB storage medium .....page 30

[9][1][5] Delete files on USB storage medium page 39

9 Miscellaneous

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[9][3][1] Calibrating the Scanner .....page 56

[9][3][3] Using service codes .....page 57

[9][3][4] Checking the firmware version .....page 49

[9][4] Query the counter levels.....page 49

[9][4][6] Displaying the Toner Level.....page 49

Print Lists and Reports

Printing the Functions List

You can also print the function list by pressing **i**. Using **▲/▼** select **FUNCTION LIST**. Confirm with **OK**.

Printing the Telephone Book

You can also print the telephone book by pressing **i**. Using **▲/▼** select **PHONEBOOK**. Confirm with **OK**.

Printing the Fax Templates

You can also print the fax template by pressing **i**. Using **▲/▼** select **FAX-TEMPLATES**. Confirm with **OK**.

Printing Fax Journal/Call Log

You can also print the fax journal and the call log (model dependent) by pressing **i**. Select with **▲/▼LOGS**. Confirm with **OK**.

Printing the Job List

You can also obtain a print jobs list by pressing **i**. Select with **▲/▼COMMAND LIST**. Confirm with **OK**.

Print Calendar

You can also print the calendar by pressing **i**. Using **▲/▼** select **CALENDAR**. Confirm with **OK**.

Sudoku: Printing a Game

You can also print a new Sudoku by pressing **i**. Using **▲/▼** select **SUDOKU**. Confirm with **OK**.

Prints the List of Settings

You can also obtain a list of all the settings by pressing **i**. Using **▲/▼** select **SETTINGS**. Confirm with **OK**.

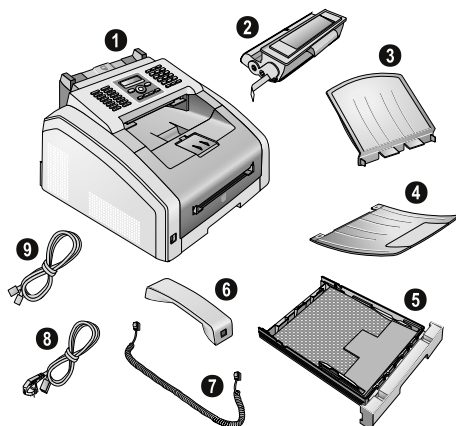
# 3 Initial Operation

## Packing Contents

- ① Device
- ② Starter cartridge (already installed)
- ③ Document support (in the paper tray)
- ④ Document outlet tray (in the paper tray)
- ⑤ Paper tray (already installed)
- ⑥ Telephone handset (model dependent)
- ⑦ Spiral cable for telephone handset (model dependent)
- ⑧ Mains cable with plug (country-specific)
- ⑨ Telephone cable with plug (country-specific)

User manual with installation guide (not depicted)

Installation-CD (not depicted)



### Notice



#### Missing Package Contents

If one of the parts is missing or damaged, please contact your retailer or our customer service.

## Removing Packaging Material

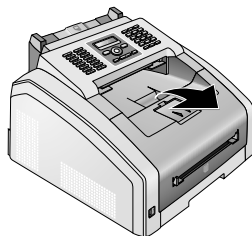
### Removing Packaging Material from the Device

Remove the existing tape used for transportation from the device.



### Remove the Packaging Material from the Toner Cartridge

- 1 Open the device by lifting the device cover forwards

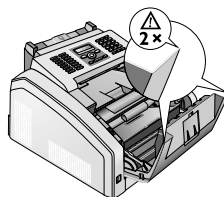


#### **DANGER!**

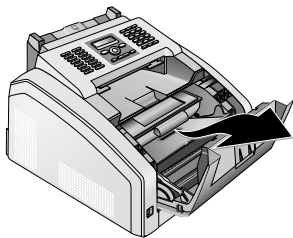


#### **Edges on the Device Cover!**

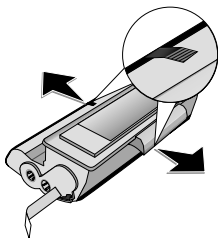
Take care of the edges on the device cover. You could injure yourself if you reach into the device from the side.



- 2 Remove the toner cartridge by gripping the handle in the middle and pulling it forwards out of the device



- 3 Remove the tape and protective paper, **but do not remove the protective strip from the cartridge yet**.



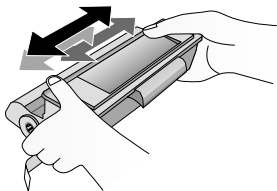
#### **DANGER!**



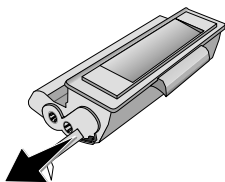
#### **Escaping Toner Dust!**

Never open a toner cartridge. If toner dust is released into the air, you should avoid allowing it to contact your skin and eyes. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set. Never remove loose toner dust with a vacuum cleaner.

- 4 Shake the new toner cartridge back and forth several times in order to distribute the toner evenly, thereby improving the print quality.



- 5 **Only after** completely pull off the protection strip located on the left side of the cartridge.



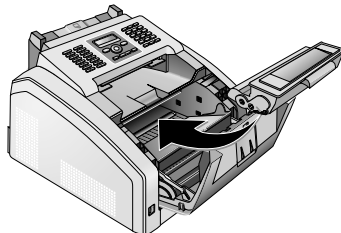
#### **DANGER!**



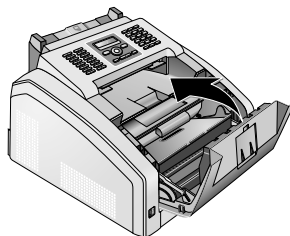
#### **Escaping Toner Dust!**

Once you have removed the protection strip, do not shake the toner cartridge any more. Otherwise, it is possible that toner dust will be released into the air.

- 6 Place the toner cartridge into your device. The cartridge should snap securely into position.



- 7 Close the device.



#### **CAUTION!**

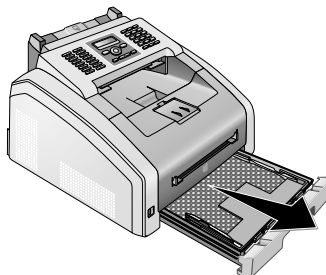


#### **Toner Cartridge Not Inserted Correctly!**

If the device cover would not close, the toner cartridge is not inserted correctly. Take the toner cartridge out and insert it again correctly.

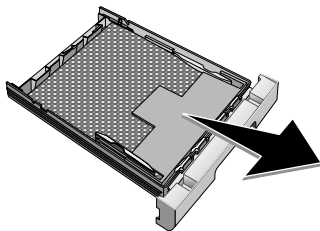
### **Remove the Packaging Material from the Paper Tray**

- 1 Pull the paper tray out of the device.

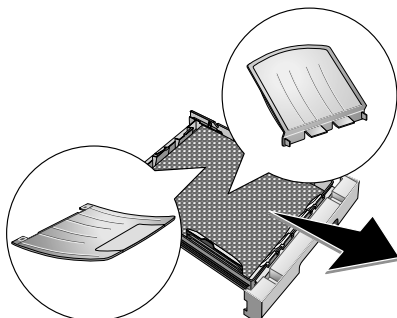




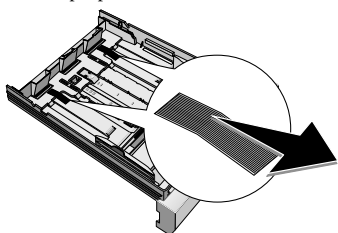
- 2 Please remove the protective cardboard from the paper tray before loading paper.



- 3 Remove the document support and the document outlet tray from the paper tray.



- 4 Removing the tape in the paper tray which was used for transportation purposes.



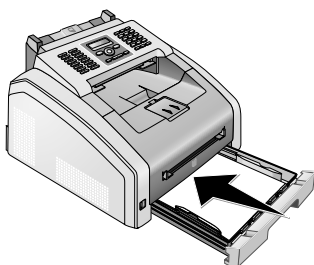
#### Notice



#### Loading Paper

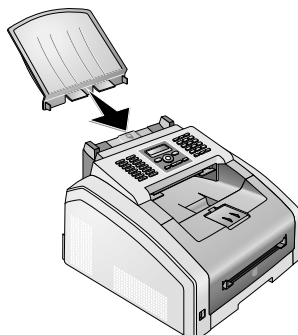
Adjust the paper tray to the paper and insert the paper (see also chapter *Printing Media*, page 22).

- 5 Push the paper tray into the device all the way to the stopping point.



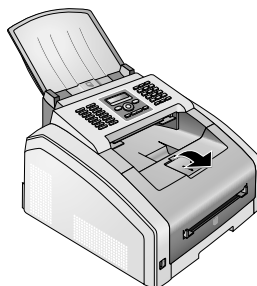
## Attaching the Document Support

Insert the document support into the two openings in the cover. The document support should snap securely into place.



## Fold Out the Print Out Support

- 1 Fold the additional printer output tray forward.



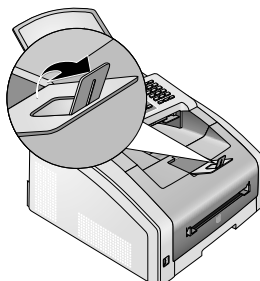
#### CAUTION!



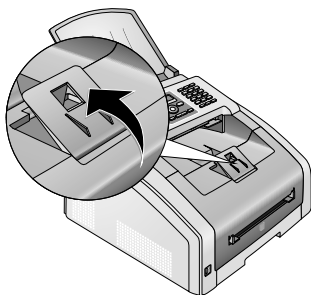
#### Do Not Use the Paper Stopper with Legal Paper!

Do not pull out the additional paper stopper on the print out support if you are printing on Legal paper.

- 2 **Printing on A4 Paper:** Pull out the additional paper stopper on the print out support.

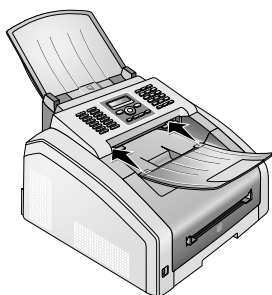


- 3 Printing on A5 Paper:** Fold the print out support with the pulled out paper stopper back again.




## Attaching the Document Outlet Tray

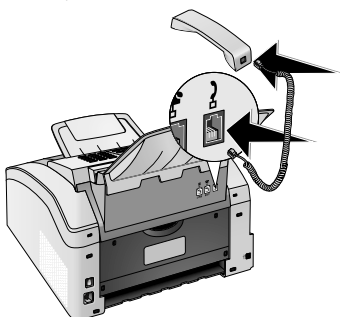
Insert the document outlet tray into the two openings under the operation panel.




## Connecting the Telephone Handset

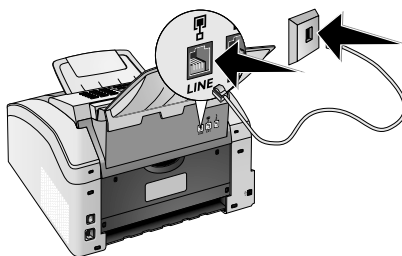
(model dependent)

Plug one end of the spiral cable into the socket on the telephone handset. Insert the other end into the socket designated with the  symbol.



## Connecting the Telephone Cable

Connect the telephone cable to the device by inserting it in the socket designated with /LINE (RJ-11-Connector). Insert the telephone plug into your PTT line socket.



### CAUTION!



#### Connection to an ISDN system!

You can not connect your devices directly to the digital output of the ISDN system. Details for ISDN connections can be found in the instructions provided with the terminal adapter or the dial-up router.

### Notice



#### Connection to Private Automatic Branch Exchange

If you connect your device as extension to a telephone system, you must set it for working as an extension (also see Chapter *Telephone connections and additional devices*, page 47).

## Connecting the Mains Cable

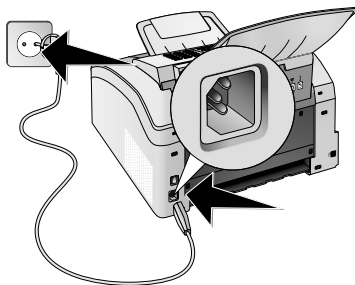
### CAUTION!



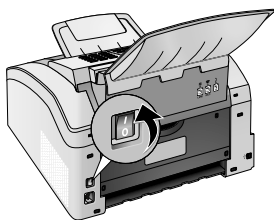
#### Mains Voltage at the Site of Installation!

Check whether the mains voltage of your device (indicated on the type label) matches the mains voltage available at the setup location.

- 1 Insert the mains cable into the connection located on the rear side of the device. Plug the power cable into the electrical outlet.



- 2 Switch the device on using the on/off switch on the rear.



## Initial Installation

After you connect your device to the mains voltage, the device starts. During the booting process, the lights flash. Wait until the initial installation process begins.

### Selecting the Language

- 1 Use **▲/▼** to select the desired display language.
- 2 Confirm with **OK**.

### Selecting the Country

#### CAUTION!



#### Setting the Country Correctly!

You must set the country in which you are operating the device. Otherwise your device is not adapted to the telephone network. If your country is not included in the list, you must select a different setting and use the correct telephone cable for the country. Consult your retailer.

- 1 Use **▲/▼** to select the country in which you are operating the device.
- 2 Confirm with **OK**.

### Set the Time Zone

**(Function is not supported in all countries and networks)**

In countries with several time zones, you can select from preset time zones or manually enter the deviance of your time zone from UTC (see also chapter on *setting the time zone*, page 40). In countries with one time zone, the setting is adjusted automatically if you set the country correctly.

- 1 Use **▲/▼** to select the time zone in which you are operating the device.
- 2 Confirm with **OK**.

#### Notice



#### Automatic Changeover Between Summer Time/Winter Time

With setting the country and time zone, the automatic changeover between summer and winter time is switched on. The automatic changeover is switched off if you enter the deviance from UTC manually using the time zones editor

EN

### Entering Name

Your name and number are added together with date, time and page number at the top edge of each fax transmission (= header).

- 1 Enter the name using the keys (**A—Z**).

#### Notice



#### Enter Letters

Enter capital letters by pressing and holding **⏏** key. You can enter space using **␣**.

To insert special characters and symbols, press **@...**. Press **â...** to insert language specific special characters. Select with **▲/▼**. Confirm with **OK**.

You can move the cursor using **▲/▼**. Use **C** to delete individual characters.

- 2 Confirm with **OK**.

### Entering Number

- 1 Enter your number.

#### Notice



#### Enter Special Characters and Symbols

To insert special characters and symbols, press **@...** . Select with **▲/▼**. Confirm with **OK**.

You can move the cursor using **▲/▼**. Use **C** to delete individual characters.

- 2 Confirm with **OK**.

### Entering the Date and Time

- 1 Enter the date (two digits for each field), for example **3****1****0****5****2****5** for May 31th, 2025.
- 2 Enter the time, e.g. **1****4****0****0** for 2 pm.
- 3 Confirm with **OK**.

# 4 Telephone Functions

## (model dependent)

For information on how to connect additional telephones and which functions are available to you, please refer the chapter on Telephone Connections and Additional Devices, Page 47.

## Placing a Call on the Device

Dial the desired number. There are several ways to do this: Then pick up the handset.

### Notice



#### Direct Dialling

You can also lift up the receiver first, then dial a number. The dialling process begins immediately.

**Manual Dialling:** Dial the desired number using the numeric keypad.

**Telephone book register:** with the keys (A—Z) you can access entries saved in the telephone book. Enter the initial letters or the name of the desired entry. Your device will show you the telephone book entries for the corresponding letters. Select an entry using ▲/▼.

### Notice



#### Using the Telephone Book

You can also call the telephone book entries by pressing A-Z and select using ▲/▼ BROWSE.

The function Search works even while you are conversing on the telephone.

If you are loading entries from the telephone book, it is possible to edit the numbers after you have loaded them. For example, you can add or delete prefixed numbers or direct dial numbers.

**Redial / caller list:** The redial / caller list contains the last numbers dialled and the last calls received (♦ indicates the numbers dialled, ► the calls received and \* the calls missed).

## Getting Outside Line

Private branch exchanges (PABX) are typical in many offices and some households. You must dial an outside line access code in order to get a connection to the public telephone network (PSTN) from a PABX.

Enter the outside line access code with which you reach the public telephone network before you enter the desired number or select a stored entry. The outside line access code is usually 0.

### Notice



#### Incorrect Outside Line Access Code

In rare cases, the outside line access code may be a different number or a two-digit number. For older telephone systems, the outside line access code can be R (= Flash). Press R to enter this outside line access code. If the connection to the public telephone network is not possible, contact your telephone system supplier.

### Notice



#### Connection to Private Automatic Branch Exchange

If you operate your device permanently on an extension, save the outside line access code (see also chapter on *setting Private Branch Exchange (PABX)*, page 47).

## Chain Dialling

You can combine and edit manually entered digits and saved entries, before the dialling process starts. If you have saved, for example, the telephone number prefix of an inexpensive telephone service provider (call-by-call) as a telephone book entry, select this entry and manually enter the subsequent telephone number or select another saved entry.

## Insert Dialling Pause

It may be necessary to insert a dial pause in telephone number, for example, for a direct-inward dialling number, a sub-address or in a long distance number. Press F and R. The second part of the number is dialled only after a short pause.

## Dialling with the Handset Replaced

- 1 Press to dial without lifting up the handset. You will hear the dial tone from the loudspeaker; the dialling process will commence immediately. Select the desired volume level using ▲/▼.
- 2 Pick up the hand-set when the subscriber accepts the call.

### Notice



#### No Hands-free Operation Possible

Hands-free operation is not possible with this function. You cannot answer if the subscriber picks up.

# Calling Line Identification (CLIP)

**(Function is not supported in all countries and networks)**

The number of an incoming call appears on the display. For this function to work, the Calling Line Identification Presentation (CLIP) must be activated for your telephone connection. Enquire with your telephone company. Caller Line Identification may be associated with a fee.

## Notice



### Setting the Country Correctly

If the Caller Line Identification does not work even though the function is activated for your telephone connection, check if you have set the correct country (also see Chapter *Settings*, page 40)

## Missed Calls

You can find reference to missed calls in the redial/caller list.

- 1 Press
- 2 Page through the dialled numbers, the calls received and calls missed in the list using ▲/▼ (▲ indicates the numbers dialled, ▼ the calls received and \* the calls missed).

## Notice



### Displaying Telephone Book Names

Your device displays the name with which you have saved the number in the telephone book. The number and name will not be shown if the caller suppresses his number.

- 3 To call back, pick up the handset.

# 5 Telephone Book of the Device

EN

Call the telephone book functions using **A-Z**: You can store new entries, search for entries as well as set and edit groups. You can save up to 250 entries in the telephone book of your device.

## Notice



### Navigating in the Editor

You can move the cursor using **▲/▼**. Use **C** to delete individual characters. Press **⌫** to close the menu and return to the starting mode.

## Looking up an Entry

**Telephone book register:** with the keys (**A—Z**) you can access entries saved in the telephone book. Enter the initial letters or the name of the desired entry. Your device will show you the telephone book entries for the corresponding letters. Select an entry using **▲/▼**.

- 1 Press **A-Z**.
- 2 Using **▲/▼** select **BROWSE**.
- 3 Confirm with **OK**.

## Notice



### Access Function

You can also search for an entry in the telephone book by pressing **OK**, **[5][1][1]** and **OK**.

- 4 Select an entry using **▲/▼**.

## Notice



### Help Button

Press **i** to display the information saved on this entry.

## Saving Entry

## Notice



### No Repeat Entries

You cannot save two entries under the same name.

- 1 Press **A-Z**.
- 2 Using **▲/▼** select **NEW ENTRY**.
- 3 Confirm with **OK**.

## Notice



### Access Function

You can also call the function by pressing **OK**, **[5][1][2]** and **OK**.

- 4 Enter the name using the keys (**A—Z**).

## Notice



### Enter Letters

Enter capital letters by pressing and holding **[A]** key. You can enter space using **[ ]**.

To insert special characters and symbols, press **@...** . Press **â...**  to insert language specific special characters. Select with **▲/▼**. Confirm with **OK**.

- 5 Confirm with **OK**.
- 6 Enter the number using the number pad.
- 7 Confirm with **OK**.

## Notice



### Number from the Last Number Redial List

You can retrieve a saved number from the list of the last numbers dialled and last calls received (redial/caller list). Press **☎**. Select an entry using **▲/▼**. Confirm with **OK**.

## Notice



### Outside Line Access Code

If you have set your device up to work on a public telephone network (see Private Branch Exchange) and entered the outside line access code, save the number without the outside line access code (see also chapter *Setting up outside line access code (PABX)*, page 47).

- 8 You can assign a ring tone to the number. Use **▲/▼** or the number buttons **[1]** to **[7]** to select a ring tone.
- 9 Confirm with **OK**.

## Notice



### Assigning the Standard Ring Tone

Select **[1]**, in order to assign the standard ring tone to the number.

- 10 Select the speed for fax transmissions to this recipient. Normally you can select the highest speed. Set a lower transmission speed if you are sending faxes into networks with poor line quality.
- 11 Confirm with **OK**. The entry is saved.

## Edit Entry

- 1 Press **A-Z**.
- 2 Using **▲/▼** select **MODIFY**.
- 3 Confirm with **OK**.

### Notice



#### Access Function

You can also call the function by pressing **OK**, **[5][1][4]** and **OK**.

- 4 Enter the initial letters or select the entry you would like to change with **▲/▼**.
- 5 Confirm with **OK**.
- 6 Edit the name.
- 7 Confirm with **OK**.
- 8 Edit the number.
- 9 Confirm with **OK**.
- 10 You can assign a ring tone to the number. Use **▲/▼** or the number buttons **[1]** to **[7]** to select a ring tone.
- 11 Confirm with **OK**.

### Notice



#### Assigning the Standard Ring Tone

Select **[1]**, in order to assign the standard ring tone to the number.

- 12 Select the speed for fax transmissions to this recipient. Normally you can select the highest speed. Set a lower transmission speed if you are sending faxes into networks with poor line quality.
- 13 Confirm with **OK**. The entry is saved.

## Delete an Entry

- 1 Press **A-Z**.
- 2 Using **▲/▼** select **DELETE ENTRY**.
- 3 Confirm with **OK**.

### Notice



#### Access Function

You can also call the function by pressing **OK**, **[5][1][5]** and **OK**.

- 4 Using **▲/▼** select **DELETE: SINGLE**.
- 5 Confirm with **OK**.
- 6 Enter the initial letters or select the entry you would like to delete with **▲/▼**.
- 7 Confirm with **OK**.
- 8 Using **▲/▼** select **DELETE: YES**.
- 9 Confirm with **OK**.

### Notice



#### Groups

The entry is deleted from all the groups in which it is included.

## Delete all Entries

### CAUTION!



#### All Telephone Book Entries are Deleted!

This function deletes all entries and groups in your telephone book.

- 1 Press **A-Z**.
- 2 Using **▲/▼** select **DELETE ENTRY**.
- 3 Confirm with **OK**.

### Notice



#### Access Function

You can also call the function by pressing **OK**, **[5][1][5]** and **OK**.

- 4 Use **▲/▼** to select **DELETE: ALL**.
- 5 Confirm with **OK**.
- 6 Using **▲/▼** select **DELETE: YES**.
- 7 Confirm with **OK**.

## Printing the Telephone Book

### Printing List of all Entries

Press **OK**, **[8][3]** and **OK** to print a list of all saved entries and groups in the telephone book.

### Notice



#### Help Button

You can also print the telephone book by pressing **i**. Using **▲/▼** select **PHONEBOOK**. Confirm with **OK**.

### Printing an Individual Entry

- 1 **Telephone book register:** with the keys (**A—Z**) you can access entries saved in the telephone book. Enter the initial letters or the name of the desired entry. Your device will show you the telephone book entries for the corresponding letters. Select an entry using **▲/▼**.
- 2 Press **COPY**.

# Groups

You can create groups containing several numbers. A message is sent to all members of this group in succession. A group is displayed as an individual telephone book entry.

## Creating Group

- 1 Press **A-Z**□□.
- 2 Using **▲/▼** select **NEW GROUP**.
- 3 Confirm with **OK**.

### Notice



#### Access Function

You can also call the function by pressing **OK**, **[5]****[1]****[3]** and **OK**.

- 4 Enter a name for the group.
- 5 Confirm with **OK**.
- 6 Enter the initial letters or select the entry you would like to add to the group using **▲/▼**.
- 7 Entries which belong to the group are highlighted with a star (\*). Add other members to the group by selecting the entries and press **OK**. Remove group members by selecting the highlighted entry and press **OK**.
- 8 Using **▲/▼** select **ACCEPT GROUP** to complete the selection.
- 9 Confirm with **OK**.

## Edit Group

- 1 Press **A-Z**□□.
- 2 Using **▲/▼** select **MODIFY**.
- 3 Confirm with **OK**.

### Notice



#### Access Function

You can also call the function by pressing **OK**, **[5]****[1]****[4]** and **OK**.

- 4 Using **▲/▼** select the group you would like to edit.
- 5 Confirm with **OK**.
- 6 If necessary, enter a new name for the group.
- 7 Confirm with **OK**.
- 8 Entries which belong to the group are highlighted with a star (\*). Add other members to the group by selecting the entries and press **OK**. Remove group members by selecting the highlighted entry and press **OK**.
- 9 Using **▲/▼** select **ACCEPT GROUP** to complete the selection.
- 10 Confirm with **OK**.

# Deleting a Group

### Notice



#### Entries are Not Deleted

This function only deletes the group but not the telephone book entries contained in it.

- 1 Press **A-Z**□□.
- 2 Using **▲/▼** select **DELETE ENTRY**.
- 3 Confirm with **OK**.

### Notice



#### Access Function

You can also call the function by pressing **OK**, **[5]****[1]****[5]** and **OK**.

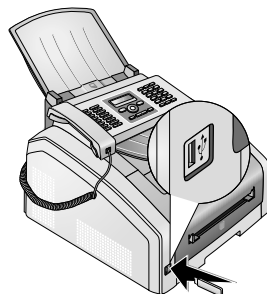
- 4 Using **▲/▼** select **DELETE: SINGLE**.
- 5 Confirm with **OK**.
- 6 Using **▲/▼** select the group you would like to delete.
- 7 Confirm with **OK**.
- 8 Using **▲/▼** select **DELETE: YES**.
- 9 Confirm with **OK**.

## Exporting/Importing the Telephone Book

You can save your telephone book entries onto a USB storage medium or import your entries from a USB storage medium.

## Saving Telephone Book onto USB Storage Medium

- 1 Make sure that a USB storage medium is connected to the USB host port on the front of the device. Connect a USB storage medium to the USB host port as required.



- 2 Press **OK**, **[5]****[1]****[8]** and **OK**. The telephone book is saved on the USB storage medium.



# Load Telephone Book from USB Storage Medium

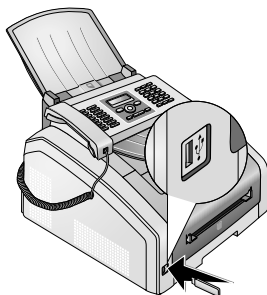
## Notice



### Data Format

The entries must be saved to the file „phone-book.csv“ in the root directory of the USB storage medium. The data in the file must be separated by semicolons „;“.

- 1 Make sure that a USB storage medium is connected to the USB host port on the front of the device. Connect a USB storage medium to the USB host port as required.



- 2 Press **OK**, **[5]** **[1]** **[7]** and **OK**. The entries are added to the existing entries. Current entries with the same name will not be overwritten.

# 6 Printer and Printing Media

EN

## Specifications for Print Media

You can insert normal printing paper or printed documents (forms) into the paper tray. You can insert special paper formats, envelopes, slides, sheets of labels or printed documents into the manual paper feed.

Paper Tray	
Paper Sizes	Size A4 · A5 · B5 (JIS) · Letter · Legal (13/14") · Exec
Weight	60–105 g/m <sup>2</sup>
Capacity	250 sheets

Manual Paper Feed	
Paper Sizes	Width: 98–216 mm Length: 148–356 mm
Weight	60–165 g/m <sup>2</sup>
Capacity	1 sheets

### CAUTION!



#### Unsuitable Paper!

Do not insert any sheets of paper into the paper tray ...

... are wet, have been edited with correction fluid, are soiled or have a coated surface.

... that are held together with office or notebook staples or with tape or glue. Use sheets of labels for use in laser printers.

... are pasted with note papers.

... are creased, crumpled or torn.

### CAUTION!



#### Forms from a Laser Printer!

Forms that have been printed out by a laser printer are not suitable for further printing.

## Pulling out Paper Stopper

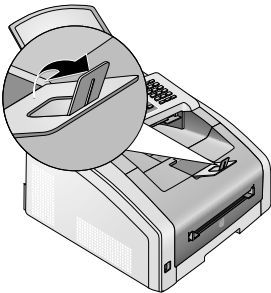
### CAUTION!



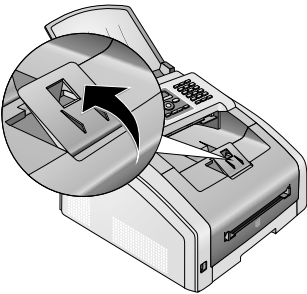
#### Do Not Use the Paper Stopper with Legal Paper!

Do not pull out the additional paper stopper on the print out support if you are printing on Legal paper.

- 1 **Printing on A4 Paper:** Pull out the additional paper stopper on the print out support.

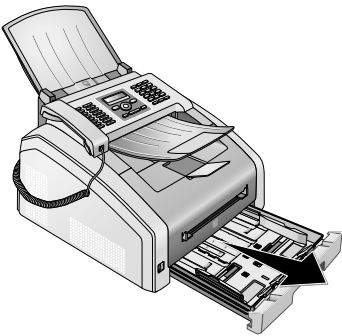


- 2 **Printing on A5 Paper:** Fold the print out support with the pulled out paper stopper back again.



## Insert Paper into the Paper Tray

- 1 Pull the paper tray out of the device.

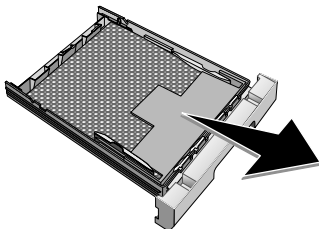


## CAUTION!

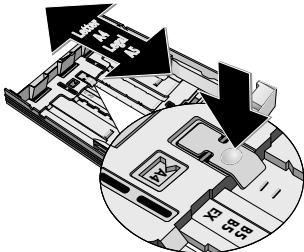


### Initial Operation!

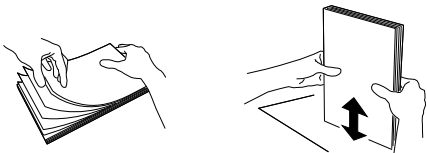
Please remove the protective cardboard from the paper tray before loading paper and replacing the paper tray into the device. Remove the document support and the document outlet tray from the paper tray.



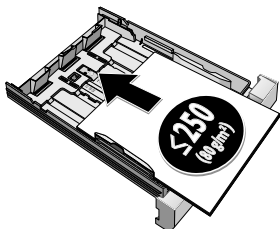
- 2 Adjust the length of the paper tray to the printer paper. Press the lock key on the base of the paper tray. Slide the rear panel until it snaps into the suitable marking: Legal = **LG**, A4 = **A4**, A5 = **A5**, Letter = **LE**, B5 = **B5**.



- 3 Separate the paper sheets by fanning them out, then align them by tapping edge of the stack lightly against a flat surface. This will prevent several sheets of paper from being drawn in all at once.



- 4 Insert the paper into the paper tray. You can load up to **250 sheets (80 g/m<sup>2</sup>)**.

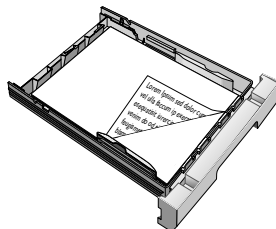


## Notice



### Loading Pre-printed Material

If you would like to print on an input sheet (for example, forms or stationery), place the input sheet face down in the paper tray, with the top of the page towards the front.



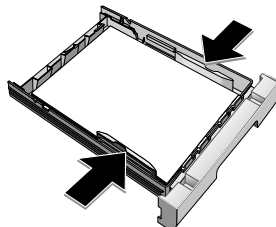
## CAUTION!



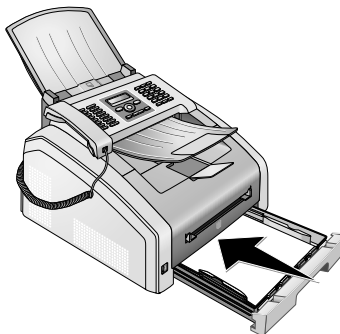
### Forms from a Laser Printer!

Forms that have been printed out by a laser printer are not suitable for further printing.

- 5 Enclose the paper with the two side paper guides. Be sure not to enclose it so tightly that it bends.

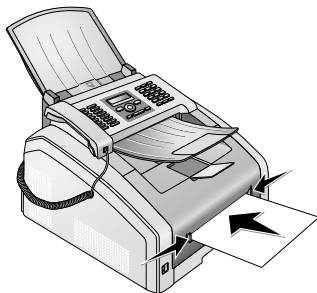


- 6 Push the paper tray into the device all the way to the stopping point.



## Load Paper into the Manual Paper Feed

- 1 Press **OK**, **2** **0** **2** and **OK**.
- 2 Select the manual paper feed using **▲/▼**.
- 3 Confirm with **OK**.
- 4 Load the paper into the manual paper feed on the front of the device.
- 5 Enclose the paper with the two side paper guides. Be sure not to enclose it so tightly that it bends.



### CAUTION!



#### Reset Settings

Reset the standard setting again after the print job so that the paper feed from the paper tray is guaranteed for incoming fax transmissions.

## Loading Pre-printed Material

### CAUTION!

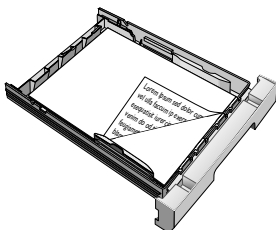


#### Forms from a Laser Printer!

Forms that have been printed out by a laser printer are not suitable for further printing.

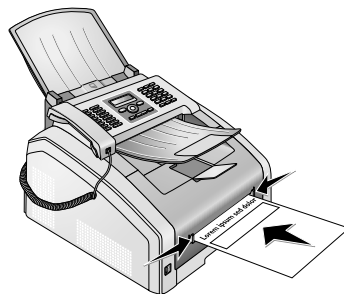
## Insert the Template into the Paper Tray

If you would like to print on an input sheet (for example, forms or stationery), place the input sheet face down in the paper tray, with the top of the page towards the front.



## Load Templates into the Manual Paper Feed

If you would like to print on an input sheet (for example, forms or stationery), place the input sheet face up with the top of the page facing forwards (towards the device) into the manual paper feed.



## Inserting Slides and Labels

Use slides which are designed for copiers and laser printers as they must stand up to high temperatures and printing. The printing side is usually somewhat rougher than the reverse side.

You can insert slides and sheets of labels into the paper tray and into the manual paper feed. It is preferable to use the manual paper feed for printing on this print media (see also chapter on *Load Paper into the Manual Paper Feed*, page 24).

### CAUTION!



#### Unsuitable Slides and Labels!

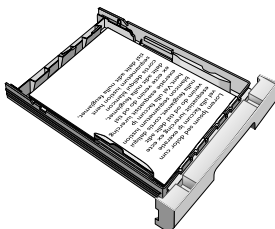
Do not use slides which are designed for manual inscription or for an overhead projector. These slides can melt in the device and damage it.

Use sheets of labels for use in laser printers. The labels must cover the entire sheet otherwise they could peel off in the device.

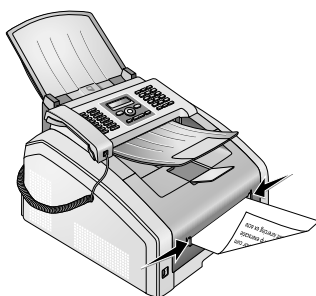
## Printing on Both Sides (Manual Duplex Printing)

You can print a sheet of paper on one side and feed it back into the device in order to print the back side.

- 1 Print the front side of your document.
- 2 **Manual Duplex Printing from the Paper Tray:** Place the input sheet face up in the paper tray, with the top of the page towards the front.



- 3 **Manual Duplex Printing with Manual Paper Feed:** Place the input sheet face down with the top of the page facing forwards (towards the device) into the manual paper feed.



- 4 Print the back side of your document.

## Print Calendar

Your device prints a weekly overview as a calendar page for you – for the current week, the coming week or a freely selectable week.

- 1 Press **OK**, **[8]** **[5]** and **OK**.
- 2 Using **▲/▼**, select whether you would like to print a calendar page of the current week, the coming week or a freely selectable week.
- 3 Confirm with **OK**.
- 4 **User-Defined Week:** Enter the year and the week (two digits for each field) for which you would like to print a calendar page for example **[2]** **[5]** **[4]** **[0]** for the year 2025, week 40.
- 5 Confirm with **OK**.

## Sudoku: Printing a Game

### Notice



### Help Button

You can also print a new Sudoku by pressing **i**. Using **▲/▼** select **SUDOKU**. Confirm with **OK**.

EN

Sudoku is a Japanese number puzzle. The game has  $3 \times 3$  squares divided into  $3 \times 3$  fields. Depending on the difficulty level, lesser or more digits are already given at the beginning of the game. The aim of the game is to fill digits from 1 to 9 in the game field in such a way that each digit appears only once in a row, a column and each of the nine blocks. There is only one solution.

## Printing a Game

- 1 Press **OK**, **[8]** **[6]** **[1]** and **OK**.
- 2 Using **▲/▼** select the difficulty level.
- 3 Confirm with **OK**.
- 4 Enter, how many copies of the Sudoku you would like to print (maximum 9 copies).
- 5 Confirm with **OK**.
- 6 Using **▲/▼** select if you would like to print the solution.
- 7 Confirm with **OK**.

## Printing the Last Game Again

- 1 Press **OK**, **[8]** **[6]** **[2]** and **OK**.
- 2 Enter, how many copies of the Sudoku you would like to print (maximum 9 copies).
- 3 Confirm with **OK**.
- 4 Using **▲/▼** select if you would like to print the solution.
- 5 Confirm with **OK**.

## Printing the Solution

### Notice



### Last Solution Available

The solution of the last printed game is saved. The solutions of earlier games are no longer available.

Press **OK**, **[8]** **[6]** **[3]** and **OK**.

## Sudoku for Every Day

You can have a new Sudoku automatically printed each day.

- 1 Press **OK**, **[8]** **[6]** **[4]** and **OK**.
- 2 Enter the time, e.g. **[1]** **[4]** **[0]** **[0]** for 2 pm.
- 3 Confirm with **OK**.
- 4 Using **▲/▼** select the difficulty level.
- 5 Confirm with **OK**.

- 6 Enter, how many copies of the Sudoku you would like to print (maximum 9 copies).
- 7 Confirm with **OK**.
- 8 Using **▲/▼** select if you would like to print the solution.
- 9 Confirm with **OK**.
- 10 Using **▲/▼** indicate whether you would like to turn printing on or off.
- 11 Confirm with **OK**.


**Notice****Switching Off Function**

You can turn off the daily Sudoku print by selecting the function as described above and by switching off the automatic printing under point 10.

# 7 Fax

## Send a Fax Using Standard Settings



Your fax message will be sent using the standard settings. If you would like to adjust the settings yourself (for example resolution or contrast) for a fax transmission use function *Send Fax Later*, page 28).

- 1 Insert the document.
- 2 Enter the desired number using the numeric keypad or select a saved entry.
- 3 Press **FAX** or .

### Notice




#### Call Up Function Immediately

You can also call the function by pressing **OK**,   and **OK**.

### Notice




#### Send Fax Immediately

You can also enter the desired number first or dial a saved entry and then press **FAX** or . The dialling process begins immediately.

### Notice



#### Automatic Redial

If the subscriber is busy, the device dials the number again after some time. Press , in order to cancel the transmission process. After the transmission, the device prints out a transmission report depending on the settings.

## Loading Documents

Specifications for Documents	
Width of Documents	140 – 218 mm
Length of Documents	128 – 600 mm
Paper Weight of the Documents	60 - 90 g/m <sup>2</sup>
Capacity	30 page (80 g/m <sup>2</sup> )
Manufacturer's Recommendation for Optimum Operation	A4 · A5 · Letter · Legal (80 g/m <sup>2</sup> )

### CAUTION!



#### Unsuitable Documents!

- Do not insert any documents into the device that ...
- ... are wet, have been edited with correction fluid, are soiled or have a coated surface.
- ... that are written on with a soft pencil, with paint, chalk or charcoal.
- ... originate from newspapers or magazines (printing ink).
- ... that are held together with office or notebook staples or with tape or glue.
- ... are pasted with note papers.
- ... are creased, crumpled or torn.

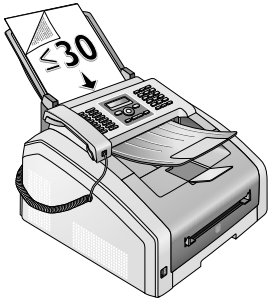
### Notice



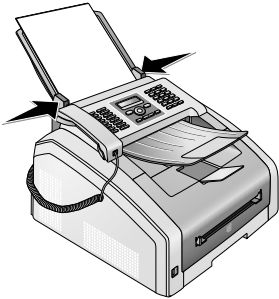
#### Set Fax Transmission from the Memory

You can set whether you would like to scan and send documents immediately or whether you would like to send the documents from the cache memory (see also chapter on *setting up fax transmission from the memory*, page 44).

- 1 Insert the documents face down into the document feeder. The lower most document will be fed first. You can insert up to **30 documents (80 g/m<sup>2</sup>)** at a time.



- 2 Push the document guide inwards, so that it lies level on the documents.



- 3 Set the desired resolution. You can choose between: **DEFAULT** (for documents without special features), **FINE** (for documents with small print or drawings), **SFINE** (for documents with many details) and **PHOTO** (for photos). Press . The configured resolution appears on the display. Press again to change the resolution.

**Notice**

**Set Resolution**  
You can select the default resolution setting (also see chapter *Set Resolution*, page 42).

# Dialling a Number

Dial the desired number. There are several ways to do this:

**Manual Dialling:** Dial the desired number using the numeric keypad.

**Telephone book register:** with the keys (**A—Z**) you can access entries saved in the telephone book. Enter the initial letters or the name of the desired entry. Your device will show you the telephone book entries for the corresponding letters. Select an entry using .

**Notice**

**Using the Telephone Book**  
You can also call the telephone book entries by pressing **A-Z** and select using **BROWSE**.  
The function Search works even while you are conversing on the telephone.  
If you are loading entries from the telephone book, it is possible to edit the numbers after you have loaded them. For example, you can add or delete prefixed numbers or direct dial numbers.

**Redial / caller list:** The redial / caller list contains the last numbers dialled and the last calls received ( indicates the numbers dialled, the calls received and the calls missed).

# Getting Outside Line

Private branch exchanges (PABX) are typical in many offices and some households. You must dial an outside line access code in order to get a connection to the public telephone network (PSTN) from a PABX.

Enter the outside line access code with which you reach the public telephone network before you enter the desired number or select a stored entry. The outside line access code is usually .

**Notice**

**Incorrect Outside Line Access Code**  
In rare cases, the outside line access code may be a different number or a two-digit number. For older telephone systems, the outside line access code can be R (= Flash). Press **R** to enter this outside line access code. If the connection to the public telephone network is not possible, contact your telephone system supplier.

**Notice**

**Connection to Private Automatic Branch Exchange**  
If you operate your device permanently on an extension, save the outside line access code (see also chapter on *setting Private Branch Exchange (PABX)*, page 47).

# Sending Fax Later (= Timer Function)

This function is only available if you have set up your device in such a way that fax messages are sent from the memory (see also chapter on *setting up fax messages from the memory*, page 44).

If you would like to make use of the lower telephone tariffs or if the recipient can be reached at some specific time only, you can send the fax at a later time—within 24 hours.

**Notice**

**Starting Transmission**  
You can start the transmission at any time, by pressing **FAX** or .

- 1 Insert the document.
- 2 Enter the desired number using the numeric keypad or select a saved entry.
- 3 Confirm with **OK**.
- 4 Enter the time, at which the document should be transmitted, e.g. for 2 pm.
- 5 Confirm with **OK**.
- 6 Select the desired resolution using :  
**DEFAULT**—For documents without special features  
**FINE**—For texts with small print or drawings  
**SFINE**—For documents with many details  
**PHOTO**—For photos
- 7 Confirm with **OK**.
- 8 Set the desired contrast using .  
/1—Reduces the contrast / typeface appears lighter  
4 (Factory settings)—Optimized adaptation for all documents  
/7—Increases the contrast / typeface appears darker (for example, documents with faint print)
- 9 Confirm with **OK**.
- 10 After a short warm up phase, the device will read the document into the memory and will send out the fax at the specified time.

**Notice**

**Deleting a Job**  
To cancel a scheduled fax transmission, simply delete the document from the jobs list (also see chapter *Jobs*, page 31).



## Manually Sending a Fax

- 1 Insert the document.
- 2 Press or pick up the handset.
- 3 Enter the desired number using the numeric keypad or select a saved entry.
- 4 Press **FAX** or .

### Notice



#### Start Fax Reception from Additional Telephone

You can start the fax reception from an additional telephone that is connected to the device by pressing :

## Chain Dialling

You can combine and edit manually entered digits and saved entries, before the dialling process starts. If you have saved, for example, the telephone number prefix of an inexpensive telephone service provider (call-by-call) as a telephone book entry, select this entry and manually enter the subsequent telephone number or select another saved entry.

## Eavesdropping while Connection is Established

You can listen while a connection is established, for example if a fax transmission constantly fails.

Enter the desired number using the numeric keypad or select a saved entry. Press .

### Notice



#### No Hands-free Operation Possible

Hands-free operation is not possible with this function. You cannot answer if the subscriber picks up.

## Sending to Multiple Recipients (= Broadcasting)

You can send one fax to multiple recipients in succession.

This function is only available if you have set up your device in such a way that fax messages are sent from the memory (see also chapter on *setting up fax messages from the memory*, page 44).

- 1 Insert the document.
- 2 Enter the desired number using the numeric keypad or select a saved entry.
- 3 Press .
- 4 Enter the next telephone numbers. Between the individual recipients, press . You can enter up to 20 recipients.

### Notice



#### Sending a Fax to a Group

A group from the telephone book is an entry in the list of recipients.

If a number appears in the list of recipients several times, (for example, is saved in different groups), the message is sent to this number several times.

- 5 Press **FAX** or . The device transmits the fax message successively to all recipients.

### Notice



#### Cancel Process

You can interrupt the process at any time, by pressing .

### Notice



#### Transmission to Multiple Recipients

If your device cannot reach a recipient, the fax message is sent to the other recipients. After the device has called all recipients, it once again dials the numbers that previously could not be reached.

## Using Fax Templates

Five fax templates, which you can use, are stored in your device. With these templates you can quickly create, for example, a short fax note or an invitation.

- 1 Press **OK**, and **OK**.
- 2 Use / to select the template you would like to print.
- 3 Confirm with **OK**. The device prints the template.
- 4 Fill the template and send it to the desired recipient per fax.

## Fax Reception

### Notice



#### Receiving Fax Manually

If you pick up the handset on the device and hear a whistling tone or silence, you are receiving a fax call. In order to receive the fax press .

If you have not changed the factory settings, received faxes will be printed out automatically. If there is no paper or toner in your device, the device will store incoming fax transmissions in its memory. The green lamp on the panel will be lit whenever there is a fax present in the memory. After you have loaded paper into the device or inserted a new toner cartridge, the saved messages are printed.

## Notice



### Abort fax reception

After receiving the first page of a fax message, you can abort the transmission at any time by pressing **⏏**.

The fax memory can store up to 600 pages. Follow the specifications in the technical data.

## CAUTION!



### Message Memory Full!

If the message memory is full, no additional messages can be received.

## Notice



### Delete Fax Messages Sent

If there are problems with printing out saved fax messages, a service code is available (see also chapter on *using service codes*, page 57).

## Receiving Fax Manually

Select manual fax reception under fax reception mode (see also chapter on *Setting the Fax Reception Mode*, Page 43). The device will not receive faxes on its own. This setting is useful, when you want to receive faxes via a modem connected to a computer. You can start fax reception manually, by pressing **⏏**.

## Receive Faxes Silently

Set the number of rings **0** (see also chapter *setting the number of rings*, page 41) and set the fax reception mode to fax mode (see also chapter *setting the fax reception mode*, page 43), in order to receive faxes without your device ringing.

## Receiving Faxes onto USB Storage Medium

With fax reception onto a USB storage medium, the device saves incoming faxes onto a connected USB storage medium. Fax messages are saved as TIFF files with receipt date and time.

Use the *Print Document from USB Storage Medium* function to print the saved fax messages (see also chapter on *Printing Document from USB Storage Medium*, page 38).

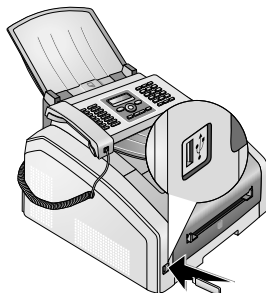
## Notice



### Function not available

The function is switched off if you remove the USB storage medium. You cannot use the *Protected Fax Reception* and *Receive Fax on USB Storage Medium* functions at the same time.

- 1 Make sure that a USB storage medium is connected to the USB host port on the front of the device. Connect a USB storage medium to the USB host port as required.



- 2 Press **OK**, **9** **1** **4** and **OK**.

## Notice



### Access Function

You can also call the function by pressing **OK**, **4** **4** and **OK**.

- 3 Use **▲/▼** to select whether you would like to turn the function on or off.
- 4 Confirm with **OK**.

## Setting Protected Fax Reception

You can secure your fax reception with a code. In that case, incoming faxes are not printed out, but rather are stored in the fax memory. Only after entering a PIN code can you print out these fax transmissions.

## Notice



### Function not available

You cannot use the *Protected Fax Reception* and *Receive Fax on USB Storage Medium* functions at the same time.

## Entering the PIN Code

## Notice



### Default Access Code

The function is switched off with the factory-installed access code (**0000**). Change the access code to switch on the function. If you want to switch the function off enter the factory-installed code **0000** again.

- 1 Press **OK**, **4** **0** **3** **3** and **OK**.

## Notice



### Entering the PIN Code

If you have already saved a code, the device will ask you to provide the old code first before you can enter a new code.

- 2 Enter a four-digit PIN code.
- 3 Confirm with **OK**.
- 4 Enter the code again for confirmation purposes.
- 5 Confirm with **OK**.

## Switching On and Off

- 1 Press **OK**, **4** **0** **3** **2** and **OK**.
- 2 Enter the four-digit PIN code.
- 3 Confirm with **OK**.
- 4 Use **▲/▼** to select whether you would like to turn the function on or off.
- 5 Confirm with **OK**.

## Printing Out Fax Transmissions

- 1 Press **OK**, **4** **0** **3** **1** and **OK**.
- 2 Enter the four-digit PIN code.
- 3 Confirm with **OK**. The stored fax transmissions are printed out and deleted from the memory.

## Polling Faxes

With the fax polling function, you can retrieve faxes that lie ready in the dialled device.

### Polling Faxes Directly

- 1 Press **OK**, **4** **2** and **OK**.
- 2 Enter the desired number using the numeric keypad or select a saved entry.
- 3 Press **◇**.

### Time-Deferred Polling

- 1 Press **OK**, **4** **2** and **OK**.
- 2 Enter the desired number using the numeric keypad or select a saved entry.
- 3 Confirm with **OK**.
- 4 Enter the time, at which the document should be polled, e.g. **1** **4** **0** **0** for 2 pm.
- 5 Confirm with **OK**.
- 6 The device is now in standby mode. You can continue to carry on telephone conversations or send other fax transmissions during this time.

#### Notice



#### Deleting a Job

To terminate the polling readiness, simply delete the document from the jobs list (also see chapter *Jobs*, page 31).

## Jobs

#### Notice



#### Help Button

You can also obtain a print jobs list by pressing **i**. Select with **▲/▼** **COMMAND LIST**. Confirm with **OK**.

All messages that have just been sent, that have been prepared for polling or that are to be sent or polled at a later time are present in the jobs list.

Jobs appear in the display one-at-a-time. After the job number and job status indicator, you will find the fax number to which a fax is to be sent or from which it is to be polled. Documents on the jobs list can fall into the following categories with regard to their status:

**TX**—Time-Deferred Sending

**POL**—Time-delayed Fax Polling

**TR**—Job in progress

#### Notice



#### Navigating in the Menu

Press **⏻** to close the menu and return to the starting mode.

## Immediate Job Execution

- 1 Press **OK**, **7** **1** and **OK**.
- 2 Using **▲/▼** select the job that you would like to execute immediately.
- 3 Confirm with **OK**. The transmission or polling will commence immediately.

## Changing a Job

- 1 Press **OK**, **7** **2** and **OK**.
- 2 Using **▲/▼** select the job that you would like to modify.
- 3 Confirm with **OK**.
- 4 Enter the desired changes and confirm by pressing **OK**.

## Deleting a Job

- 1 Press **OK**, **7** **3** and **OK**.
- 2 Using **▲/▼** select the job that you would like to delete.
- 3 Confirm with **OK**.
- 4 Confirm the deletion with **OK**.

## Printing a Job

- 1 Press **OK**, **7** **4** and **OK**.
- 2 Using **▲/▼** select the job that you would like to print out.
- 3 Confirm with **OK**.

## Printing the Job List

Press **OK**, **7** **5** and **OK**. The device will print out a list of all pending jobs.

### Notice



#### Help Button

You can also obtain a print jobs list by pressing **i**. Select with **▲/▼** **COMMAND LIST**. Confirm with **OK**.

# 8 Copier

## Loading Documents

Specifications for Documents	
Width of Documents	140 – 218 mm
Length of Documents	128 – 600 mm
Paper Weight of the Documents	60 - 90 g/m <sup>2</sup>
Capacity	30 page (80 g/m <sup>2</sup> )
Manufacturer's Recommendation for Optimum Operation	A4 · A5 · Letter · Legal (80 g/m <sup>2</sup> )

### CAUTION!



#### Unsuitable Documents!

Do not insert any documents into the device that ...

... are wet, have been edited with correction fluid, are soiled or have a coated surface.

... that are written on with a soft pencil, with paint, chalk or charcoal.

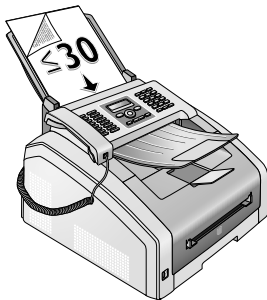
... originate from newspapers or magazines (printing ink).

... that are held together with office or notebook staples or with tape or glue.

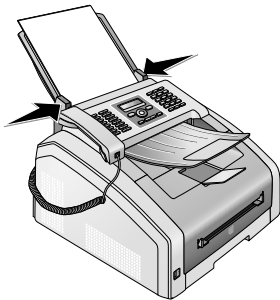
... are pasted with note papers.

... are creased, crumpled or torn.

- 1 Insert the documents face down into the document feeder. The lower most document will be fed first. You can insert up to **30 documents (80 g/m<sup>2</sup>)** at a time.



- 2 Push the document guide inwards, so that it lies level on the documents.



- 3 Set the desired resolution. You can choose between: **DEFAULT** (for documents without special features), **FINE** (for documents with small print or drawings), **SFINE** (for documents with many details) and **PHOTO** (for photos). Press **F**. The configured resolution appears on the display. Press **F** again to change the resolution.

### Notice



#### Setting the Resolution for the Copier

There are different levels of resolution available for copying documents. Select the function *Make Copy Using User-Defined Settings*, in order to set the resolution level, (see also chapter *Make Copy Using User-Defined Settings*, page 34).

### Notice



#### Set Resolution

You can select the default resolution setting (also see chapter *Set Resolution*, page 42).

# Make Copies Using Standard Settings

## Make a Copy Using Standard Settings

- 1 Insert the document.
- 2 Press **COPY** twice. The document is copied using standard settings.

### Notice



#### Access Function

You can also call the function by pressing **OK**, **[1][1]** and **OK**.

## Make Several Copies Using Standard Settings

- 1 Insert the document.
- 2 Enter the number of times you would like to copy the document (maximum of **[9][9]** copies).
- 3 Press **COPY** twice. The document is copied using standard settings.

### Notice



#### ECO button

Press **COPY** and **ECO** to make a copy using the toner saving function.

## Make Copies Using the Second Profile

Save settings which you would like to use frequently in a second profile, for example in order to copy a frequently used document type (see also chapter on *configure settings for the second profile*, page 35).

## Make Copy Using the Second Profile

- 1 Insert the document.
- 2 Press **COPY**.
- 3 Select the second profile using **▲/▼**.

### Notice



#### Access Function

You can also call the function by pressing **OK**, **[1][2]** and **OK**.

- 4 Press **COPY**.

## Make Several Copies Using the Second Profile

- 1 Insert the document.
- 2 Enter the number of times you would like to copy the document (maximum of **[9][9]** copies).
- 3 Press **COPY**.
- 4 Select the second profile using **▲/▼**.

### Notice



#### Access Function

You can also call the function by pressing **OK**, **[1][2]** and **OK**.

- 5 Press **COPY**.

### Notice



#### ECO button

Press **COPY** and **ECO** to make a copy using the toner saving function.

## Make Copies Using User-Defined Settings

### Notice



#### Make Copies

You can start the copying process at any time, by pressing **COPY**. Press **ECO** to make a copy using the toner saving function.

- 1 Insert the document.
- 2 Press **COPY**.
- 3 Use **▲/▼** to select the desired profile.
- 4 Enter the number of times you would like to copy the document (maximum of **[9][9]** copies).
- 5 Confirm with **OK**.
- 6 Using **▲/▼** select the paper source.
- 7 Confirm with **OK**.
- 8 **For Paper in the Manual Paper Feed:** Use **▲/▼** to select the desired paper format.
- 9 Confirm with **OK**.
- 10 **For Paper in the Manual Paper Feed:** Use **▲/▼** to select the weight of the inserted paper.
- 11 Confirm with **OK**.
- 12 Select the desired resolution using **▲/▼**:
  - AUTO**—Optimised adjustment for all types of documents
  - TEXT**—For texts with small print or drawings
  - QUALITY**—For documents with many details
  - PHOTO**—For the highest resolution
- 13 Confirm with **OK**.

- 14 Set the desired contrast using ▲/▼.
- /1—Reduces the contrast / typeface appears lighter
  - 4 (Factory settings)—Optimized adaptation for all documents
  - +/7—Increases the contrast / typeface appears darker (for example, documents with faint print)
- 15 Confirm with **OK**.
- 16 Using ▲/▼, select the desired level of brightness:
- /1—Reproduction is lighter
  - 4 (Factory settings)—Optimized adaptation for all documents
  - +/7—Reproduction is darker
- 17 Press **COPY**.

## Make Enlarged or Compressed Copies

### Notice



#### Make Copies

You can start the copying process at any time, by pressing **COPY**. Press **ECO** to make a copy using the toner saving function.

- 1 Insert the document.
- 2 Press **COPY**.
- 3 Use ▲/▼ to select **ZOOM**.
- 4 Confirm with **OK**.

### Notice



#### Access Function

You can also call the function by pressing **OK**, **[1][3]** and **OK**.

- 5 Enter the number of times you would like to copy the document (maximum of **[9][9]** copies).
- 6 Confirm with **OK**.
- 7 You can make copies of the document that are enlarged or that are compressed in size. Size compression is possible down to 25 percent of the size of the original, and enlargements of up to 400 percent can be made. Enter the desired value using the numeric keypad.

### Notice



#### Select the Preset Values

Using ▲/▼ select from the preset values. Standard values are saved, for example, for compressing A4 to A5 or for adjusting the European DIN formats to American letter and legal formats

- 8 Press **COPY**, to start the copying process or **OK**, to configure further settings (see also chapter on *make copies using adjusted settings*, page 34).

## Copying Several Documents onto one Page (= Mosaic Copy)

### Notice



#### Make Copies

You can start the copying process at any time, by pressing **COPY**. Press **ECO** to make a copy using the toner saving function.

You can copy several documents onto one page to save paper. The documents are adjusted automatically during the copying process.

- 1 Insert the document.
- 2 Press **COPY**.
- 3 Using ▲/▼ select **MOSAIC 2>1** or **MOSAIC 4>1**.
- 4 Confirm with **OK**.

### Notice

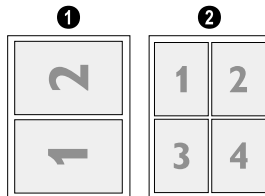


#### Access Function

You can also access the function via the menu:

- a. Press **OK**, **[1][4]** and **OK**.
- b. Use ▲/▼ to select the desired layout.

- 1 Two documents on one page.
- 2 Four documents on one page.



- 5 Press **COPY**, to start the copying process or **OK**, to configure further settings (see also chapter on *make copies using adjusted settings*, page 34).

## Configure Settings for Second Profile

### Set Resolution

- 1 Press **OK**, **[1][0][6][3]** and **OK**.
- 2 Select the desired resolution using ▲/▼:
  - AUTO**—Optimised adjustment for all types of documents
  - TEXT**—For texts with small print or drawings
  - QUALITY**—For documents with many details
  - PHOTO**—For the highest resolution
- 3 Confirm with **OK**.

## Setting the Contrast

- 1 Press **OK**, **[1][0][6][4]** and **OK**.
- 2 Set the desired contrast using **▲/▼**.
  - /1—Reduces the contrast / typeface appears lighter
  - 4 (Factory settings)—Optimized adaptation for all documents
  - +/7—Increases the contrast / typeface appears darker (for example, documents with faint print)
- 3 Confirm with **OK**.

## Setting the Brightness

- 1 Press **OK**, **[1][0][6][5]** and **OK**.
- 2 Using **▲/▼**, select the desired level of brightness:
  - /1—Reproduction is lighter
  - 4 (Factory settings)—Optimized adaptation for all documents
  - +/7—Reproduction is darker
- 3 Confirm with **OK**.



# 9 USB Storage Media

## CAUTION!



### Compatible USB Storage Media!

Ensure that the power of a USB device does not exceed the permitted amp limit of the USB connection. You can only connect **one** high power device (USB 2.0) to each USB connection. Do not connect additional devices—such as batteries, fans, charging devices—to your machine. The device only recognises storage media which are formatted with **FAT16** or **FAT32**. **NTFS** is not supported.

## CAUTION!



### Removing USB Storage Media!


Never pull out the storage medium while the device is accessing it. This could cause data to be damaged or lost.

The selection menu for USB storage media appears on the display as soon as you connect a USB storage medium (USB stick, external hard drive etc.) to the USB host port on the front of the device. You can print a list of all saved documents or individual documents as well as delete files. Save scanned documents or incoming faxes on to the USB storage medium.

## Notice



### Analysing USB Storage Medium

If a lot of documents are saved on the USB storage medium, it can take a while for the USB storage medium to be analysed. You can interrupt the process at any time, by pressing .

## Scan Document and Save onto a USB Storage Medium

You can scan documents with your device and save them as JPG-, PDF-, or TIFF-files on a connected USB storage medium.

## Notice

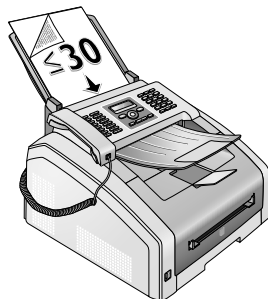


### Folder Destination

The files will be stored in the folder **\\device name\\Scan** on the USB storage medium. If this folder does not exist, then it will be created.

- 1 Insert the documents face down into the document feeder. The lower most document will be fed in first.

You can insert up to **30 documents (80 g/m<sup>2</sup>)** at a time.



EN

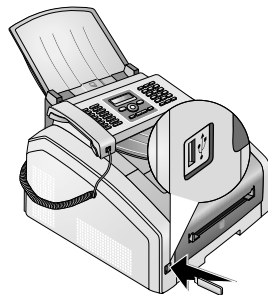
## CAUTION!





### Unsuitable Documents!

Note the specifications for documents and/or the notes on unsuitable documents (see also chapter on *Loading Documents*, page 27).

- 2 Make sure that a USB storage medium is connected to the USB host port on the front of the device. Connect a USB storage medium to the USB host port as required.



- 3 Using /  **SCAN TO USB** select from the menu or press **OK**, **[9]** **[1]** **[3]** and **OK**.

## Notice



### Access Function

You can also call the function by pressing **OK**, **[3]** **[2]** and **OK**.

- 4 Enter a name for the file.

## Notice



### Enter Letters

Enter capital letters by pressing and holding **f** key. You can enter space using **␣**.

To insert special characters and symbols, press **@...␣**. Press **â...␣** to insert language specific special characters. Select with **▲▼**. Confirm with **OK**.

You can move the cursor using **▲▼**. Use **C** to delete individual characters.

- 5 Confirm with **OK**.
- 6 Using **▲▼**, select whether you would like to save the file as an image file or as a PDF file.

## Notice



### Select the File Format

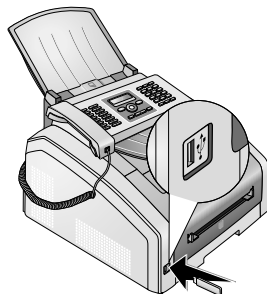
For an image file, you can select whether you would like to save the file in TIFF or JPEG format (see also chapter on *Selecting File Format*, page 43).

- 7 Confirm with **OK**.
- 8 Select the desired resolution using **▲▼**:
  - DRAFT**—Greyscale scan with low resolution, for instance, for using on the Internet.
  - TEXT**—Black and white scan with medium resolution for text documents
  - GRAY**—Greyscale scan with medium resolution
  - PHOTO**—Greyscale scan with high resolution, for instance, for photographs
- 9 Confirm with **OK**.
- 10 Set the desired contrast using **▲▼**.
  - /1**—Reduces the contrast / typeface appears lighter
  - 4** (Factory settings)—Optimized adaptation for all documents
  - +/-**—Increases the contrast / typeface appears darker (for example, documents with faint print)
- 11 Confirm with **OK**.
- 12 Using **▲▼**, select the desired level of brightness:
  - /1**—Reproduction is lighter
  - 4** (Factory settings)—Optimized adaptation for all documents
  - +/-**—Reproduction is darker
- 13 Confirm with **OK**. The document is scanned and saved on the USB storage medium.

## Print a List of Available Documents on USB Storage Medium

You can print a list of all the TXT-, JPEG-, and TIFF files on the connected USB storage medium.

- 1 Make sure that a USB storage medium is connected to the USB host port on the front of the device. Connect a USB storage medium to the USB host port as required.



- 2 Using **▲▼** **PRINT LIST** select from the menu or press **OK**, **9** **1** **1** and **OK**. The list is printed.

## Notice

### Access Function

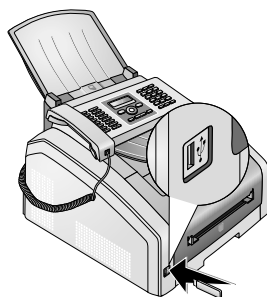


You can also call the function by pressing **OK**, **2** **1** **1** and **OK**.

## Print Document from USB Storage Medium

You can print one or more of the TXT-, JPEG-, and TIFF files on the connected USB storage medium.

- 1 Make sure that a USB storage medium is connected to the USB host port on the front of the device. Connect a USB storage medium to the USB host port as required.



- 2 Using **▲▼** **PRINT FILE** select from the menu or press **OK**, **9** **1** **2** and **OK**.

## Notice



### Access Function

You can also call the function by pressing **OK**, **2** **1** **2** and **OK**.

## Notice



### Navigating within the Directory

Press **OK** to open a folder in the directory.  
Use **C** to return to the next upper level directory.

- 3 Enter the initial letters or select the file you would like to print **▲/▼**.
- 4 Press **OK** to highlight the file. Files to be printed are flagged with a star (\*).
- 5 To add more files, select the file using the arrow keys and press **OK**. You can only select files from the same directory.

## Notice



### Select Files Using the Arrow Keys

You can select multiple successive files. Press **I** and **OK** to switch the function on/off. Highlight the desired files using **▲/▼**. Once files have been selected, they cannot be removed from the selection.

- 6 Press **◇** to complete the selection.

## Notice



### Navigating in the Menu

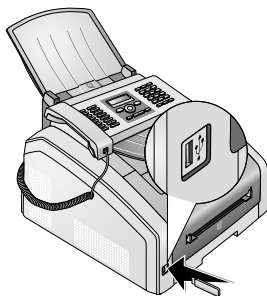
Press **⏏** to close the menu and return to the starting mode.

- 7 Enter the number of times you would like to copy the document (maximum of **9** **9** copies).
- 8 Confirm with **OK**.
- 9 Using **▲/▼** select the weight of the inserted paper.
- 10 Press **◇** to start the printing process.

## Delete Files on USB Storage Medium

You can delete files from the connected USB storage medium.

- 1 Make sure that a USB storage medium is connected to the USB host port on the front of the device. Connect a USB storage medium to the USB host port as required.



- 2 Using **▲/▼** **DELETE** select from the menu or press **OK**, **9** **1** **5** and **OK**.

## Notice



### Navigating within the Directory

Press **OK** to open a folder in the directory.  
Use **C** to return to the next upper level directory.

- 3 Enter the initial letters or select the file you would like to delete **▲/▼**.
- 4 Press **OK** to highlight the file. Files that are to be deleted are flagged with a star (\*).
- 5 To add more files, select the file using the arrow keys and press **OK**. You can only select files from the same directory.

## Notice



### Select Files Using the Arrow Keys

You can select multiple successive files. Press **I** and **OK** to switch the function on/off. Highlight the desired files using **▲/▼**. Once files have been selected, they cannot be removed from the selection.

- 6 Press **◇** to complete the selection.

## Notice



### Navigating in the Menu

Press **⏏** to close the menu and return to the starting mode.

- 7 Confirm the deletion with **OK**.

## CAUTION!



### Delete Files!

You cannot interrupt the deleting process.  
Deleted files cannot be restored.

# 10 Settings

## Notice



### Modifying the Basic Settings

The changed settings are stored as new default settings. If you select a special function for a one-time process, take care to restore the default settings or factory settings after that.

## Notice



### Navigating in the Menu

You can move the cursor using ▲/▼. Press **C** to return to the previous menu level. Press **⏻** to close the menu and return to the starting mode.

## Notice



### Help Button

You can also obtain a list of all the settings by pressing **1**. Using ▲/▼ select **SETTINGS**. Confirm with **OK**.

## Set Up Power Saving Function

You use this function to set after what period of time the device switches to power saving mode following the print job. Whenever you receive a fax or if you would like to print or make a copy, your device will automatically switch back from its energy saving mode to its operating mode.

- 1 Press **ECO**.
- 2 Using ▲/▼ select **POWER SAVE**.
- 3 Confirm with **OK**.

## Notice



### Access Function

You can also call the function by pressing **OK**, **0** **0** **0** **2** **1** and **OK**.

- 4 Select the time (in minutes) after which the device should switch to power saving mode using ▲/▼. Select **0** if the device should switch to the power saving function immediately after a print job.
- 5 Confirm with **OK**.

## Set Up Toner Saving Function

You use this function to switch on the toner saving function. The print appears a little paler, thereby increasing the number of pages that you are able to print with one toner cartridge.

- 1 Press **ECO**.
- 2 Using ▲/▼ select **TONER SAVE**.
- 3 Confirm with **OK**.

## Notice



### Access Function

You can also call the function by pressing **OK**, **0** **0** **0** **2** **2** and **OK**.

- 4 Use ▲/▼ to select whether you would like to turn the function on or off.
- 5 Confirm with **OK**.

## Selecting the Country

### CAUTION!



### Setting the Country Correctly!

You must set the country in which you are operating the device. Otherwise your device is not adapted to the telephone network. If your country is not included in the list, you must select a different setting and use the correct telephone cable for the country. Consult your retailer.

- 1 Press **OK**, **0** **3** **1** and **OK**.
- 2 Use ▲/▼ to select the country in which you are operating the device.
- 3 Confirm with **OK**.

## Selecting the Language

- 1 Press **OK**, **0** **3** **3** and **OK**.
- 2 Use ▲/▼ to select the desired display language.
- 3 Confirm with **OK**.

## Entering the Date and Time

- 1 Press **OK**, **0** **1** **1** and **OK**.
- 2 Enter the date (two digits for each field), for example **3** **1** **0** **5** **2** **5** for May 31th, 2025.
- 3 Enter the time, e.g. **1** **4** **0** **0** for 2 pm.
- 4 Confirm with **OK**.

## Set the Time Zone

Coordinated Universal Time (UTC) is the current standardised universal time format used. Starting from Greenwich in London (Zero Meridian), the world is split into time zones. These time zones are indicated with a deviance from UTC (in hours) for instance UTC+1 for Central European Time (CET)

In countries with several time zones, you can select from preset time zones or enter the deviance of your time zone from UTC. In countries with one time zone, the setting is automatically adjusted if you set country correctly (see also chapter *Selecting the Country*, page 40).

- 1 Press **OK**, **[0][1][2]** and **OK**.
- 2 Use **▲/▼** to select the time zone in which you are operating the device.
- 3 **Enter the Deviance from UTC Manually:** Enter the deviance (in hours) using the numeric keypad, for example, **[1]** for UTC+1. The display shows the time zone editor.

#### Notice



#### Time Zone Editor

Press **▲/▼** to change the sign (+/-). You can also enter values under an hour, example, 0.15 (or 0.25) for a quarter of an hour, 0.30 (or 0.50) for half an hour or 0.45 (or 0.75) for three quarters of an hour.

- 4 Confirm with **OK**.

#### Notice



#### Automatic Changeover Between Summer Time/Winter Time

With setting the country and time zone, the automatic changeover between summer and winter time is switched on. The automatic changeover is switched off if you enter the deviance from UTC manually using the time zones editor

## Entering Your Telephone Number and Name

Your name and number are added together with date, time and page number at the top edge of each fax transmission (= header).

#### Notice



#### Enter Letters

Enter capital letters by pressing and holding **[A]** key. You can enter space using **[ ]**.

To insert special characters and symbols, press **@... Press a...** to insert language specific special characters. Select with **▲/▼**. Confirm with **OK**.

You can move the cursor using **▲/▼**. Use **C** to delete individual characters.

## Entering Name

- 1 Press **OK**, **[0][2][1]** and **OK**.
- 2 Enter the name using the keys (**A—Z**).
- 3 Confirm with **OK**.

## Entering Number

- 1 Press **OK**, **[0][2][2]** and **OK**.
- 2 Enter your number.
- 3 Confirm with **OK**.

## Setting the Ring Tones

### Selecting the Ring Tone

You can use this function to select the standard ring tone. You can assign a separate ring tone to entries in the telephone book (see also chapter on *saving an entry*, page 18).

- 1 Press **OK**, **[0][5][4]** and **OK**.
- 2 Select the desired ring tone using **▲/▼**.
- 3 Confirm with **OK**.

### Adjusting Volume Level

- 1 Press **OK**, **[0][5][5]** and **OK**.
- 2 Select the desired volume level using **▲/▼**.
- 3 Confirm with **OK**.

### Setting the Number of Rings

You can use this function to set the number of rings for the fax reception mode. After the selected number of rings, the device switches to fax reception in the fax mode. Select **Ø** to switch off the ring tone completely (see also chapter on *silent fax reception*, page 43).

- 1 Press **OK**, **[0][4][2]** and **OK**.
- 2 Select the desired number of rings using **▲/▼**.
- 3 Confirm with **OK**.

## Deactivating the Button Tones

Every key press is accompanied by a sound. You can switch off the key tones on your device.

- 1 Press **OK**, **[0][0][7]** and **OK**.
- 2 Use **▲/▼** to select whether you would like to turn the function on or off.
- 3 Confirm with **OK**.

## Configure Paper Settings

#### Notice



#### Modifying the Basic Settings

The changed settings are stored as new default settings. If you select a special function for a one-time process, take care to restore the default settings or factory settings after that.

### Set Paper Weight

- 1 Press **OK**, **[2][0][1]** and **OK**.
- 2 Using **▲/▼** select the weight of the inserted paper.
- 3 Confirm with **OK**.

## Set Paper Source

You can insert normal printing paper or printed documents (forms) into the paper tray. You can insert special paper formats, envelopes, slides, sheets of labels or printed documents into the manual paper feed.

- 1 Press **OK**, **[2][0][2]** and **OK**.
- 2 Using **▲/▼** select the paper source.
- 3 Confirm with **OK**.

## Setting the Paper Format

- 1 Press **OK**, **[2][0][3]** and **OK**.
- 2 Using **▲/▼** select whether you would like to configure the paper format for the paper tray or whether you would like to use the manual feed.
- 3 Confirm with **OK**.
- 4 Use **▲/▼** to select the desired paper format. Follow the specifications in the technical data.
- 5 Confirm with **OK**.

## Set Resolution

### Setting the Resolution for Scanning

- 1 Press **OK**, **[3][0][3]** and **OK**.
- 2 Select the desired resolution using **▲/▼**:  
**DRAFT**—Greyscale scan with low resolution, for instance, for using on the Internet.  
**TEXT**—Black and white scan with medium resolution for text documents  
**GRAY**—Greyscale scan with medium resolution  
**PHOTO**—Greyscale scan with high resolution, for instance, for photographs
- 3 Confirm with **OK**.

### Set Resolution for Fax Transmission

- 1 Press **OK**, **[4][0][1][3]** and **OK**.
- 2 Select the desired resolution using **▲/▼**:  
**DEFAULT**—For documents without special features  
**FINE**—For texts with small print or drawings  
**SFINE**—For documents with many details  
**PHOTO**—For photos
- 3 Confirm with **OK**.

## Setting the Resolution for the Copier

- 1 Press **OK**, **[1][0][3]** and **OK**.
- 2 Select the desired resolution using **▲/▼**:  
**AUTO**—Optimised adjustment for all types of documents  
**TEXT**—For texts with small print or drawings  
**QUALITY**—For documents with many details  
**PHOTO**—For the highest resolution
- 3 Confirm with **OK**.

## Setting the Contrast

### Setting the Contrast for the Scanner

- 1 Press **OK**, **[3][0][4]** and **OK**.
- 2 Set the desired contrast using **▲/▼**:  
**-/1**—Reduces the contrast / typeface appears lighter  
**4** (Factory settings)—Optimized adaptation for all documents  
**+/7**—Increases the contrast / typeface appears darker (for example, documents with faint print)
- 3 Confirm with **OK**.

### Set the Contrast for Faxes and Copying

- 1 Press **OK**, **[1][0][4]** and **OK**.
- 2 Set the desired contrast using **▲/▼**:  
**-/1**—Reduces the contrast / typeface appears lighter  
**4** (Factory settings)—Optimized adaptation for all documents  
**+/7**—Increases the contrast / typeface appears darker (for example, documents with faint print)
- 3 Confirm with **OK**.

## Setting the Brightness

### Set the Level of Brightness for Scanning

- 1 Press **OK**, **[3][0][5]** and **OK**.
- 2 Using **▲/▼**, select the desired level of brightness:  
**-/1**—Reproduction is lighter  
**4** (Factory settings)—Optimized adaptation for all documents  
**+/7**—Reproduction is darker
- 3 Confirm with **OK**.

## Set the Level of Brightness for the Copier

- 1 Press **OK**, **[1][0][5]** and **OK**.
- 2 Using **▲/▼**, select the desired level of brightness:
  - /1—Reproduction is lighter
  - 4 (Factory settings)—Optimized adaptation for all documents
  - +/7—Reproduction is darker
- 3 Confirm with **OK**.

## Additional Scanner Options

### Select the File Format

Using this function, select the file format that should be used as default for scanning documents.

- 1 Press **OK**, **[3][0][7]** and **OK**.
- 2 Use **▲/▼** to select the desired file format.
- 3 Confirm with **OK**.

## Setting the Fax Reception Mode

The built-in fax switch of your device distinguishes between fax messages and telephone calls. Faxes are automatically received, telephone calls can be received—even on additionally connected devices. While the device is checking the call, it continues to ring.

You have the following options available. The selected fax reception mode appears on the display.

- 1 Press **OK**, **[0][4][1]** and **OK**.
- 2 Select the desired option using **▲/▼**.

#### Notice



#### Fax Reception Mode with Additional Devices

You should set the device to EXT/Answering machine device, Fax or Manual Mode if you have additional devices connected to the **ⓧ/EXT.** socket of your device.

- 3 Confirm with **OK**.

### Manual Mode

The device will not receive faxes on its own. You can start fax reception manually, by pressing **ⓧ**. This setting is useful, when you want to receive faxes via a modem connected to a computer.

### Fax Mode

In the fax mode, the device will ring for as many times as you have set with function 042 (also see chapter *Setting the Number of Rings*, page 41). Then the fax reception switches on. You should select this mode if you primarily receive faxes at your device.

## EXT/Answering Machine Mode

You should set the device to this mode if you have additional devices connected to the **ⓧ/EXT.** socket of your device. If an additionally connected answering machine receives a call, your device will check to determine whether or not the incoming call is a fax transmission. If the device recognises a fax signal, it will automatically receive the fax transmission.

If you do not have an answering machine connected or if a connected answering machine does not accept the call, the device will take over the call after a predetermined number of rings and automatically receive any possible fax transmission being sent.

#### Notice



#### Fax at Additional Telephone

If you pick up at an additional device and hear that you are receiving a fax (whistling tone or silence), you can start the fax reception by pressing **[\*][5]** on the additional telephone or pressing **ⓧ** on the device. To use this function, additional telephones must be set to the tone dialling mode (DTMF/MFV tones) (for this purpose see the operating manual of your additional telephone).

## Automatic Mode

### (model dependent)

If the Automatic Mode is active, the device will check to determine whether the incoming call is a fax transmission or a telephone call. The device will automatically receive fax transmissions. While the device is checking the call, it continues to ring. You can accept telephone calls at any time. After a predetermined number of rings, the device will take over the call and automatically receive a possible silent fax transmission.

## Silent Fax Reception

Set the number of rings **0** (see also chapter *setting the number of rings*, page 41) and set the fax reception mode to fax mode (see also chapter *setting the fax reception mode*, page 43), in order to receive faxes without your device ringing.

#### Notice



#### Manual Fax Reception

If your device is set to the manual reception mode, you can neither hear nor receive incoming fax calls (see also chapter *setting the fax reception mode*, , page 43).

## Additional Options for Fax Transmission

### Reducing Transmission Speed

The device adapts the transmission speed to the line quality. This may take some time, especially for overseas connections. Set a lower transmission speed if you are sending faxes into networks with poor line quality.

- 1 Press **OK**, **[4][0][1][5]** and **OK**.
- 2 Select the desired speed using **▲/▼**.
- 3 Confirm with **OK**.

### Configuring the Display

Configure which information should be shown on the display during transmission.

- 1 Press **OK**, **[4][0][1][6]** and **OK**.
- 2 Use **▲/▼**, to select whether the transmission speed should be displayed or current page number being transmitted should be displayed.
- 3 Confirm with **OK**.

### Set Fax Transmission from the Memory

You can set whether you would like to scan or send the documents immediately or whether you would like to send the documents from the cache memory. With direct transmission, the document is memorised during transmission. When sending from the memory, the document is read from the memory first and then the connection made with the recipient.

#### Notice



#### Message Memory Full

If the message memory is full, the documents are scanned and sent immediately.

- 1 Press **OK**, **[4][0][1][2]** and **OK**.
- 2 Select the desired setting using **▲/▼**.
- 3 Confirm with **OK**.

### Turning Page Header On/Off

Your name and number appear in the page header of each fax transmission. If you do not wish to send out your information, you can turn this function off.

- 1 Press **OK**, **[4][0][1][4]** and **OK**.
- 2 Use **▲/▼** to select whether you would like to turn the function on or off.
- 3 Confirm with **OK**.

## Switching Transmission Report On/Off

After every transmission, the device prints out a transmission report. Two different settings are available.

- 1 Press **OK**, **[4][0][1][1]** and **OK**.
- 2 Use **▲/▼** to select from the following settings:  
**ALWAYS**—The transmission report will be printed after each successful fax transfer as well as after interrupted transfers.  
**ON ERROR**—The transmission will only be printed if the fax transfer was not successfully completed or if it was terminated prematurely.
- 3 Confirm with **OK**.

## Additional Fax Reception Options

### Reducing the Reception Speed

The device adjusts the transmission speed to the line quality. Set a lower reception speed if this adjustment takes a long time or no connection is made.

- 1 Press **OK**, **[4][0][2][6]** and **OK**.
- 2 Select a reception speed using **▲/▼**.
- 3 Confirm with **OK**.

### Set Page Adjustment

Received faxes can automatically be adjusted to the paper format inserted. You can also enter a fixed value (percentage) for the paper adjustment

#### Notice



#### Setting the Paper Format

For automatic adjustment, the format of the inserted paper must be set correctly (see also chapter *Setting the Paper Format*, page 42).

- 1 Press **OK**, **[4][0][2][4]** and **OK**.
- 2 Use **▲/▼** to select automatic adjustment or whether you would like to enter a fixed value.
- 3 Confirm with **OK**.
- 4 **Enter a Fixed Value:** Enter a percentage for the compression between **[7][0]** and **[1][0][0]** percent.
- 5 Confirm with **OK**.



## Set a Threshold for Pagination

Some fax transmissions contain more lines than can be printed. Using the threshold for pagination, set from which value these lines are printed on the second page. All lines below this value are deleted.

- 1 Press **OK**, **[4][0][2][7]** and **OK**.
- 2 Use **▲/▼** to select from the following settings:  
**ON**—All lines which lie more than three centimetres outside the page are printed on a second page. All surplus lines below this value are deleted.  
**OFF**—All lines which lie more than one centimetre outside the page are printed on a second page. All surplus lines below this value are deleted.
- 3 Confirm with **OK**.

## Printing Multiple Copies

You can apply settings to your device whereby multiple copies of fax transmissions are printed out upon reception.

- 1 Press **OK**, **[4][0][2][2]** and **OK**.
- 2 Enter a value from **[1]** to **[9][9]**.
- 3 Confirm with **OK**.

## Locking the Device

With the locking function, you can prevent unauthorised persons from using your device. Only after entering of the correct code will it be possible to access functions or enter numbers. The lock will turn itself on again after each use of the device.

## Entering the PIN Code

### Notice



#### Default Access Code

The function is switched off with the factory-installed access code (0000). Change the access code to switch on the function. If you want to switch the function off enter the factory-installed code 0000 again.

- 1 Press **OK**, **[9][2][1]** and **OK**.

### Notice



#### Entering the PIN Code

If you have already saved a code, the device will ask you to provide the old code first before you can enter a new code.

- 2 Enter a four-digit PIN code.
- 3 Confirm with **OK**.
- 4 Enter the code again for confirmation purposes.
- 5 Confirm with **OK**.

## Locking the Keyboard

This function locks the entire keyboard of the device.

- 1 Press **OK**, **[9][2][2]** and **OK**.
- 2 Enter the four-digit PIN code.
- 3 Confirm with **OK**.
- 4 Use **▲/▼** to select whether you would like to turn the function on or off.
- 5 Confirm with **OK**.

## Blocking Manual Dialling

This function blocks the manual dialling of telephone numbers. Numbers from the telephone book can be called. Manual dialling of emergency number is **not** possible.

- 1 Press **OK**, **[9][2][3]** and **OK**.
- 2 Enter the four-digit PIN code.
- 3 Confirm with **OK**.
- 4 Using **▲/▼** select **ONLY DIRECT..**
- 5 Confirm with **OK**.

## Lock settings

This function blocks the changing of settings on your device.

- 1 Press **OK**, **[9][2][4]** and **OK**.
- 2 Enter the four-digit PIN code.
- 3 Confirm with **OK**.
- 4 Use **▲/▼** to select whether you would like to turn the function on or off.
- 5 Confirm with **OK**.

## Lock USB Storage Medium

You use this function to block access to a connected USB storage medium.

- 1 Press **OK**, **[9][2][5]** and **OK**.
- 2 Enter the four-digit PIN code.
- 3 Confirm with **OK**.
- 4 Use **▲/▼** to select whether you would like to turn the function on or off.
- 5 Confirm with **OK**.

# Print Lists and Reports

## Printing the Functions List

Press **OK**, **[8][1]** and **OK** to print a list of all functions of your device.

### Notice



#### Help Button

You can also print the function list by pressing **i**. Using **▲/▼** select **FUNCTION LIST**. Confirm with **OK**.

## Printing the Telephone Book

Press **OK**, **[8][3]** and **OK** to print a list of all saved entries and groups in the telephone book.

### Notice



#### Help Button

You can also print the telephone book by pressing **i**. Using **▲/▼** select **PHONEBOOK**. Confirm with **OK**.

## Printing Fax Journal/Call Log

The journal contains a list of the last 30 message transmissions. The fax journal is automatically printed after 30 transmissions. You can print out the fax journal at any time.

The redial / caller list (model dependent) contains the last 50 numbers dialled and the last calls received. The call log is not automatically printed with the fax journal.

Press **OK**, **[8][2]** and **OK**.

### Notice



#### Help Button

You can also print the fax journal by pressing **i**. Using **▲/▼** select **LOGS**. Confirm with **OK**.

## Printing the Job List

Press **OK**, **[8][4]** and **OK**. The device will print out a list of all pending jobs.

### Notice



#### Help Button

You can also obtain a print jobs list by pressing **i**. Select with **▲/▼** **COMMAND LIST**. Confirm with **OK**.

## Prints the List of Settings

Press **OK**, **[8][0]** and **OK** to print a list of all settings of your device.

### Notice



#### Help Button

You can also obtain a list of all the settings by pressing **i**. Using **▲/▼** select **SETTINGS**. Confirm with **OK**.

# 11 Telephone Lines and Additional Devices

## Selecting the Dialling Process

**(Function is not supported in all countries and networks)**

In some countries you can set the dialling mode to pulse dialling or tone dialling (DTMF tones).

### Notice



#### Selecting the Dialling Process

Only use pulse dialling if tone dialling is not yet activated for your telephone line.

- 1 Press **OK**, **[0][5][3]** and **OK**.
- 2 Use **▲/▼** to select the desired dialling process.
- 3 Confirm with **OK**.

## Set up the Public Switch Telephone Network (PSTN)

**(Function is not supported in all countries and networks)**

### Notice



#### Public Switch Telephone Network (PSTN)

You can use this function to set your device to connect to the Public Switch Telephone Network (PSTN). To connect to a Private Branch Exchange (PABX) see also chapter on *set up Private Branch Exchange (PABX)*, page 47.

Your device is automatically adjusted to the telephone network if you set the country correctly (see also chapter *Selecting the Country*, page 40). It is possible that further settings are required for the Public Switched Telephone Network (PSTN). Ask your retailer or the technical customer service department.

- 1 Press **OK**, **[0][3][2]** and **OK**.
- 2 Select the desired setting using **▲/▼**.
- 3 Confirm with **OK**.

## Set up Private Branch Exchange (PABX)

Private branch exchanges (PABX) are typical in many offices and some households. You must dial an outside line access code in order to get a connection to the public telephone network (PSTN) from a PABX.

### Notice



#### Additional Telephone No Extension

An additional telephone connected to the device on a telephone socket is not considered an extension.

You can set up your device for operation on an extension, indicate the length of the internal numbers (direct dial number) and save the code which must be selected in order to reach the Public Switched Telephone Network (PSTN) (= outside line access code).

### Notice



#### Outside Line Access Code is Automatically Dialed

Once these settings are in place, you will no longer need to prefix the outside line access code every time you enter an external number. The device will automatically add the outside line access code in front of numbers that are the same length or longer than the configured direct dial numbers.

## Set the connection type

- 1 Press **OK**, **[0][5][1]** and **OK**.
- 2 Use **▲/▼** to set whether you operate your device on an extension.
- 3 Confirm with **OK**.

## Set the outside line access code

### Enter the length of the direct dial number

- 1 Press **OK**, **[0][5][2][1]** and **OK**.
- 2 Enter the appropriate length for internal numbers. Use **C** to delete individual characters. Assume the longest internal number, then add one digit to that. If your direct dial numbers consist of four digits, then you should input **[5]**.
- 3 Confirm with **OK**.

### Enter the outside line access code

- 1 Press **OK**, **[0][5][2][2]** and **OK**.
- 2 Enter the outside line access code with which you reach the public telephone network. This is usually **[0]**.

### Notice



#### Incorrect Outside Line Access Code

In rare cases, the outside line access code may be a different number or a two-digit number. For older telephone systems, the outside line access code can be R (= Flash). Press **R** to enter this outside line access code. If the connection to the public telephone network is not possible, contact your telephone system supplier.

- 3 Confirm with **OK**.

## DSL Connection

In the event that you use a DSL modem: Connect the device to the slot intended for analogue telephones/fax machines! For additional information, please consult the operating manual of your DSL system. Ask your telephone or internet service provider if necessary.


## ISDN Connection

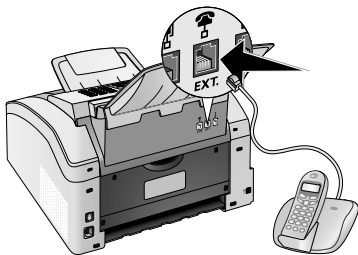
Your device is an analogue fax device (Group 3). It is not an ISDN device (Group 4), and therefore it cannot be operated directly on an ISDN connection. In order to do this, you need either an analogue adapter or a connection for analogue terminals. Details for ISDN connections can be found in the instructions provided with the terminal adapter or the dial-up router.

## Connecting Additional Devices

You can operate additional devices on a telephone line, such as cordless telephones, answering machines, modems or charge counters.

### Connection to the Device

You can connect additional devices directly to your device. Insert the telephone cable of the additional device into the /EXT. socket (RJ-11-connection) on the device.



### Connection to the Telephone Line

In order for the fax switch to function, the device must be first in the series if multiple devices are connected to the same telephone socket. Follow the correct order.

#### Notice






#### Connection to the First Telephone Socket

If you have multiple telephone sockets for the same telephone line, the device must be connected to the first telephone socket.

## Using Additional Telephones (Easylink)



With the Easylink function you can control your device with additional telephones. To use this function, additional telephones must be set to the tone dialling mode (DTMF/MFV tones) (for this purpose see the operating manual of your additional telephone).

### Starting Fax Reception

If you pick up at an additional device and hear that you are receiving a fax (whistling tone or silence), you can start the fax reception by pressing   on the additional telephone or pressing  on the device.


Hang up the additional telephone when the ring tone changes. The device has accepted the reception of the fax message.

### Taking Over the Line

If you pick up on an additional telephone and the device continues to ring or attempts to receive a fax, you can disconnect the device from the line. Press   on the additional telephone.

## Using an External Answering Machine

Your external answering machine must have parallel recognition for accepting incoming calls. Consult your retailer.

For the best operation, the answering machine must be connected to the /EXT. socket of the device. Select EXT/ answering machine mode as the fax reception mode (see also chapter on *Setting the Fax Reception Mode*, Page 43).

#### Notice



#### Length of Outgoing Message

The outgoing message must be shorter than ten seconds. Avoid music in your announcement. If the external answering machine has a “conserving function” (i.e. a function that changes the number of rings as soon as new messages have been recorded), deactivate this function.

#### Notice



#### Answering Machine Records Fax Signals

If the external answering machine records fax signals, but your device cannot receive faxes, inspect the connection of the external answering machine

# 12 Service

## Notice



### Troubleshooting

Should disruptions occur, follow the instructions on the display and on the error report.

## Display Counter Levels

You can display different counter levels of the device for your information.

### Display the Number of Fax Pages Sent

Press **OK**, **[9][4][1]** and **OK**. The number of fax pages sent is shown

### Display the Number of Fax Pages Received

Press **OK**, **[9][4][2]** and **OK**. The number of fax pages received is shown

### Display Number of Scanned Documents

Press **OK**, **[9][4][3]** and **OK**. The number of scanned documents is displayed.

### Display Number of Printed Pages

Press **OK**, **[9][4][4]** and **OK**. The number of printed pages is displayed.

### Display Number of Copied Pages

Press **OK**, **[9][4][5]** and **OK**. The number of copied pages is displayed.

## Displaying the Toner Level

Your device registers the extent of toner used for every print-out and calculates the toner level of the toner cartridge on that basis. The toner level is stored in each toner cartridge.

Press **OK**, **[9][4][6]** and **OK**. The toner level of the toner cartridge is indicated by a percentile value between 100 percent (full) and 0 percent (empty).

## Checking the Firmware Version

- 1 Press **OK**, **[9][3][4]** and twice **OK**.
- 2 The information on the firmware version of the device is displayed.
- 3 Confirm with **OK**.

## Changing the Toner Cartridge

Your device registers the extent of toner used for every print-out and calculates the toner level of the toner cartridge on that basis. The toner level is stored in each toner cartridge. You can use different toner cartridges as well as display the respective toner level of the toner cartridge.

### DANGER!



#### Escaping Toner Dust!

Never open a toner cartridge. If toner dust is released into the air, you should avoid allowing it to contact your skin and eyes. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set. Never remove loose toner dust with a vacuum cleaner.

### CAUTION!



#### Use Original Consumable Materials!

Use only original consumable materials. These are available from a specialised retailer or through our order service. Other consumable materials can cause damage to the device.

### CAUTION!



#### Observe Packaging Instructions

Follow the instructions on the packaging of the consumable materials.

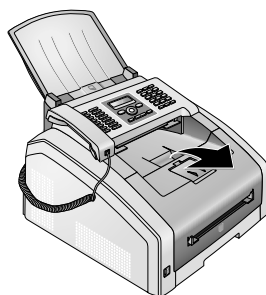
- 1 Open the device by lifting the device cover forwards

### CAUTION!



#### Do Not Open During a Print Job!

Never open the cover while the device is printing.

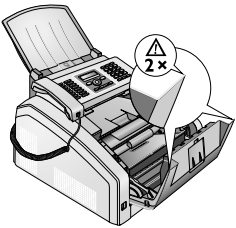


**DANGER!**

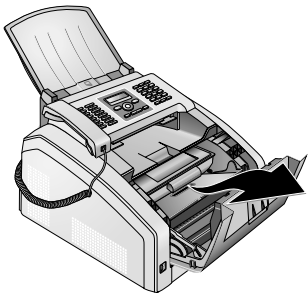


**Edges on the Device Cover!**

Take care of the edges on the device cover. You could injure yourself if you reach into the device from the side.



- 2 Remove the toner cartridge by gripping the handle in the middle and pulling it forwards out of the device



**DANGER!**



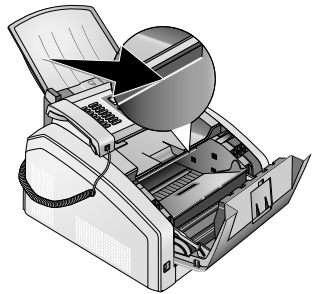
**Escaping Toner Dust!**

Carefully remove the toner cartridge from the device so that no toner dust spills out. Take care where you place the toner cartridge, escaping toner dust may soil the surface.

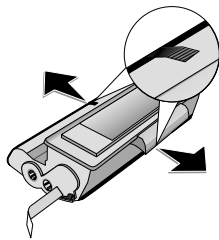
Store opened or used toner cartridges in their original packing or in a plastic bag in order to prevent toner dust from escaping. Dispose of old toner cartridges by turning them in at specialised shops or at a waste collection site. Never dispose of toner cartridges by throwing them into fire. Toner cartridges should never be allowed into the hands of children.

- 3 During every third change of toner cartridge you should clean the LED print head. Wipe over the

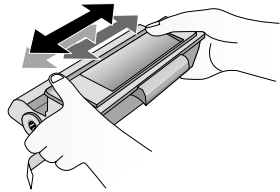
glass of the LED print head above the toner cartridge with a soft, dry and lint-free cloth.



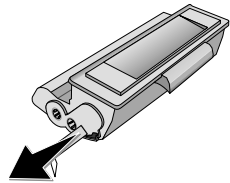
- 4 Take the new toner cartridge from the package.  
5 Remove the tape and black protective paper, **but do not remove the protective strip from the cartridge yet**.



- 6 Shake the new toner cartridge back and forth several times in order to distribute the toner evenly, thereby improving the print quality.



- 7 **Only after** completely pull off the protection strip located on the left side of the cartridge.



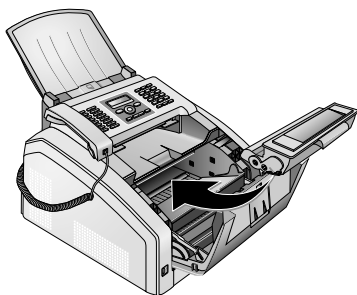
**DANGER!**



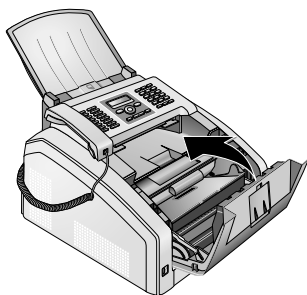
**Escaping Toner Dust!**

Once you have removed the protection strip, do not shake the toner cartridge any more. Otherwise, it is possible that toner dust will be released into the air.

- 8 Place the toner cartridge into your device. The cartridge should snap securely into position.



- 9 Close the device.



#### CAUTION!



#### Toner Cartridge Not Inserted Correctly!

If the device cover would not close, the toner cartridge is not inserted correctly. Take the toner cartridge out and insert it again correctly.

## Fixing a Paper Jam

Your device is equipped with sensors that quickly recognise a paper jam. If trouble of this sort arises, the feeding of the printer paper is stopped immediately. Check **all** the following three areas for jammed paper: Paper tray/paper feed, print unit and fuser unit (see also the help below).

#### DANGER!

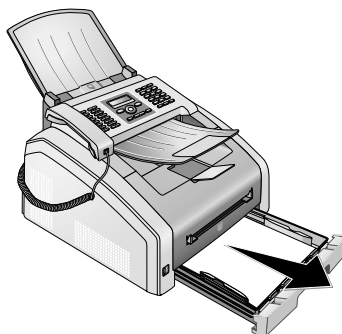


#### Escaping Toner Dust!

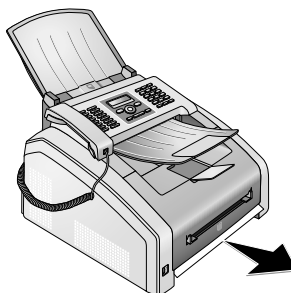
In case of a paper jam, do not forcefully remove the paper, but rather pull it gently out of the device and throw it away carefully. It is possible that the toner may not be completely set on the print-out, and toner dust could be released into the air. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set. Never remove loose toner dust with a vacuum cleaner.

## Clearing Paper Jam in Paper Tray/ Paper Feed

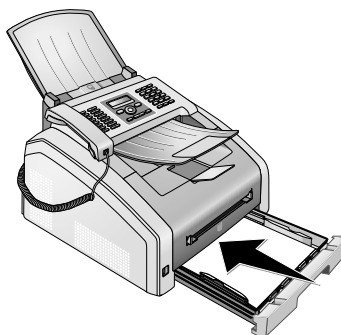
- 1 Pull the paper tray out of the device.



- 2 Carefully pull out the paper.

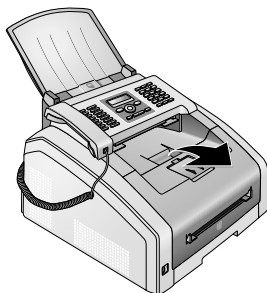


- 3 Push the paper tray into the device all the way to the stopping point.



## Clearing Paper Jam in the Print Unit

- 1 Open the device by lifting the device cover forwards

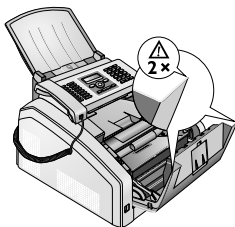


### DANGER!

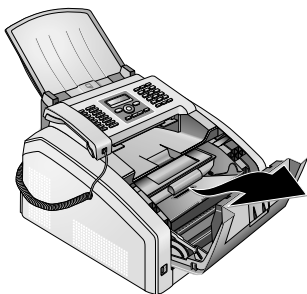


#### Edges on the Device Cover!

Take care of the edges on the device cover. You could injure yourself if you reach into the device from the side.



- 2 Remove the toner cartridge by gripping the handle in the middle and pulling it forwards out of the device



### DANGER!

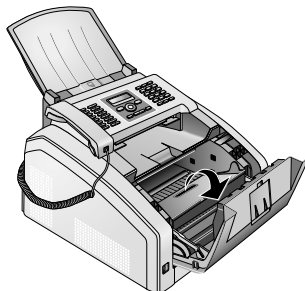


#### Escaping Toner Dust!

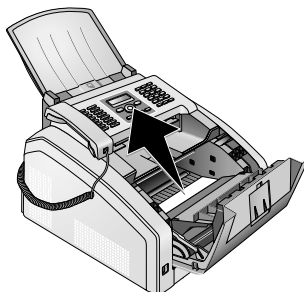
Carefully remove the toner cartridge from the device so that no toner dust spills out. Take care where you place the toner cartridge, escaping toner dust may soil the surface.

Never open a toner cartridge. If toner dust is released into the air, you should avoid allowing it to contact your skin and eyes. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set. Never remove loose toner dust with a vacuum cleaner.

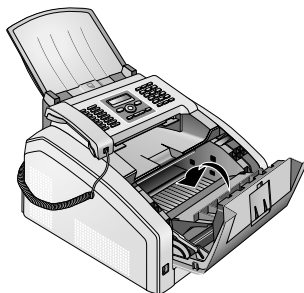
- 3 Open the paper jam flap.



- 4 Carefully pull out the paper.

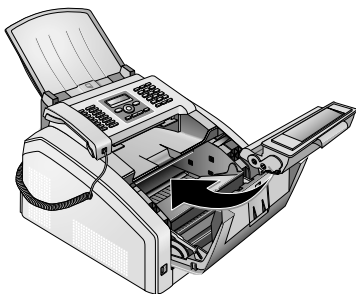


- 5 Close the paper jam flap.

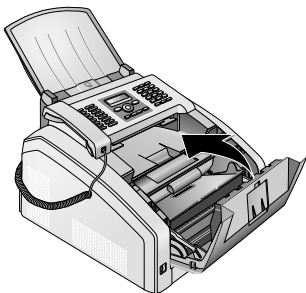




- 6 Place the toner cartridge into your device. The cartridge should snap securely into position.



- 7 Close the device.



#### CAUTION!

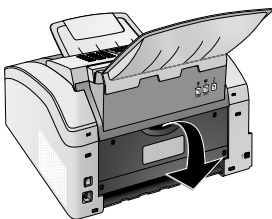


#### Toner Cartridge Not Inserted Correctly!

If the device cover would not close, the toner cartridge is not inserted correctly. Take the toner cartridge out and insert it again correctly.

## Clearing Paper Jam in the Fuser Unit

- 1 Open the paper jam flap on the reverse side of the device.



#### DANGER—HEAT!

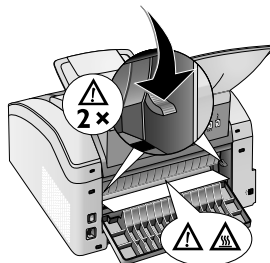


#### Device Parts are Hot!

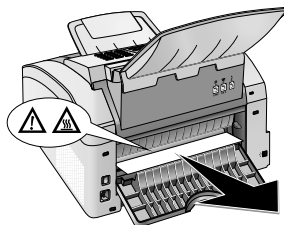
The fuser unit and its surroundings inside the device become hot during operation. Do not touch these parts if you have opened the device. Proceed with care when you are removing a paper jam for instance.

EN

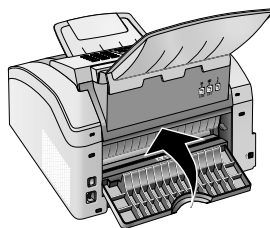
- 2 Remove the paper guide on the fixer unit by pressing the tension lever **on both sides** downwards.



- 3 Carefully pull out the paper.





- 4 Close the paper jam flap. The fuser levers will automatically fold into starting position when the paper jam cover is closed.



#### Notice



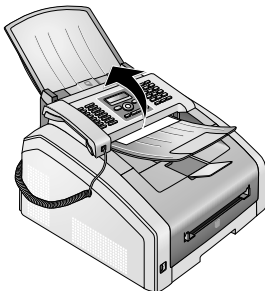
#### Continue Print Job

Press  once the fault has been rectified to continue the print job. Press  to suppress the error message.

## Fixing a Document Jam

If a document jam should occur in the front area:

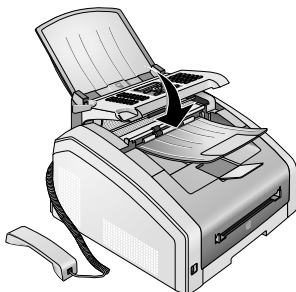
- 1 Lift the panel upwards until it snaps into position.



- 2 Carefully pull the paper or document forwards until it is released.



- 3 Close the panel.



## Cleaning

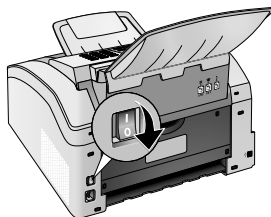
Switch the device off and disconnect from the power supply before you clean it.

### CAUTION!



#### Switching off the device!

Turn the device off using the on/off switch on the back before you remove the plug from the socket.



### CAUTION!



#### Recommissioning!

Plug the power cable into the electrical outlet. **Only after** switch the device on using the on/off switch on the rear.

### DANGER!



#### Instructions for Cleaning!


Use a soft, lint-free cloth. Never use liquid or easily flammable cleansers (sprays, abrasives, polishes, alcohol, etc.). Do not allow any moisture to reach the interior of the device.

Moisten the cloth **slightly** with cleaning alcohol in order to remove stubborn marks. The cloth must however, **never** be wet.

### Notice



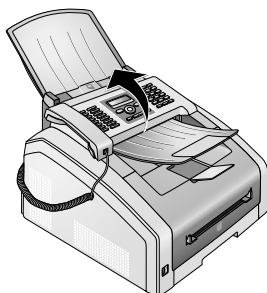
#### Fax Cleaning Sheets

Special fax cleaning sheets are available as accessories from our call centre. Insert a sheet into the document feeder. Press ; the page is ejected. Repeat this process at a few times.

## Clean scanner and document feeder

If lines appear on the printed pages or on the fax transmissions or documents are not properly fed, you should clean the scanner and the document feeder.

- 1 Lift the panel upwards until it snaps into position.



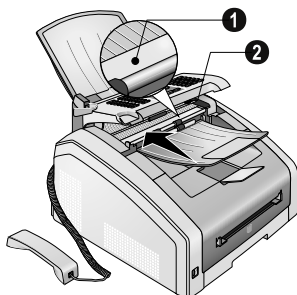
### **DANGER!**



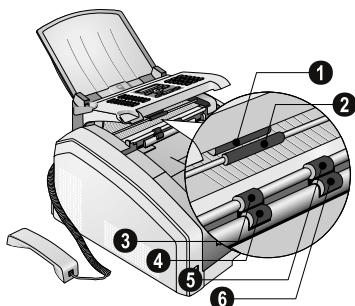
#### **Instructions for Cleaning!**

Follow the instructions for cleaning, page 54.

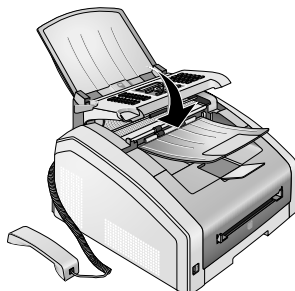
- 2 Clean the scanner glass on the underside (1) and the document guide/scanner film (=white plastic plate) on the upperside (2) lightly with a soft, lint-free cloth.



- 3 Clean the rubber roller of the document feeder (6x) with a soft lint-free cloth. Rotate the feed roller; You must clean the entire roller.



- 4 Close the panel.



## Cleaning the LED Print Head

If white lines appear on the printed pages or the print quality is blurred, you should clean the LED print head.

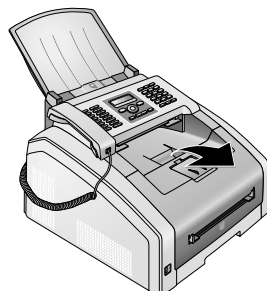
- 1 Open the device by lifting the device cover forwards

### **CAUTION!**



#### **Do Not Open During a Print Job!**

Never open the cover while the device is printing.

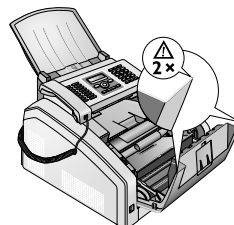


### **DANGER!**

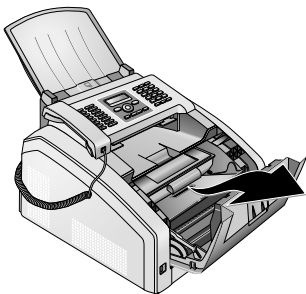


#### **Edges on the Device Cover!**

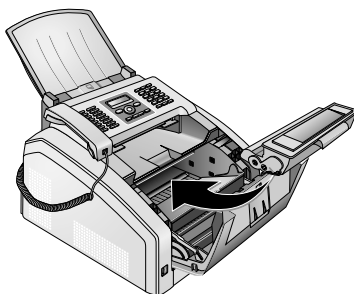
Take care of the edges on the device cover. You could injure yourself if you reach into the device from the side.



- 2 Remove the toner cartridge by gripping the handle in the middle and pulling it forwards out of the device



- 4 Place the toner cartridge into your device. The cartridge should snap securely into position.



#### **DANGER!**



##### **Escaping Toner Dust!**

Carefully remove the toner cartridge from the device so that no toner dust spills out. Take care where you place the toner cartridge, escaping toner dust may soil the surface.

Never open a toner cartridge. If toner dust is released into the air, you should avoid allowing it to contact your skin and eyes. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set. Never remove loose toner dust with a vacuum cleaner.

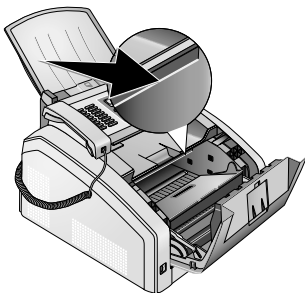
#### **DANGER!**



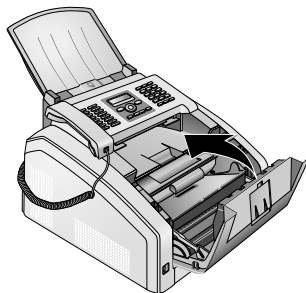
##### **Instructions for Cleaning!**

Follow the instructions for cleaning, page 54.

- 3 Wipe over the glass of the LED print head above the toner cartridge with a soft, dry and lint-free cloth.



- 5 Close the device.



#### **CAUTION!**



##### **Toner Cartridge Not Inserted Correctly!**

If the device cover would not close, the toner cartridge is not inserted correctly. Take the toner cartridge out and insert it again correctly.

## **Calibrating the Scanner**

If vertical lines appear on the printed pages or on the fax messages, it is possible the scanner needs to be calibrated.

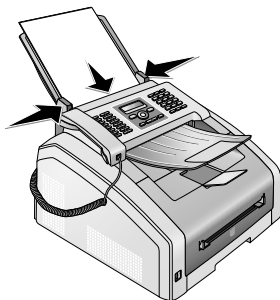
#### **CAUTION!**



##### **Instructions for Calibrating!**

The scanner is calibrated in the factory and normally no new calibration is needed. Do not use this function frequently. Clean the the scanner glass and the scanner film first before calibrating the scanner (see also chapter *Cleaning the Scanner and the Document feeder*, page 55).

- 1 Insert a white piece of paper into the document feeder.



- 2 Press **OK**, **[9][3][1]** and **OK**.
- 3 Confirm with **OK**.
- 4 Wait until calibration is completed and the device returns to starting mode.

## Using Service Codes

The service codes delete all the changed settings and your device is reset to factory settings. It may be possible that the device with the changed settings reacts differently than expected.

### CAUTION!



#### Settings will be Deleted!

Only use the service codes if this is absolutely necessary. Some service codes also delete saved messages and telephone book entries.

- 1 Press **OK**, **[9][3][3]** and **OK**.
- 2 Enter a service code:  
**[7][0][0][1][5]**—Deletes all changed settings. Saved data and telephone book entries remain intact.  
**[7][0][0][2][6]**—Deletes saved faxes, when there are problems with printing.
- 3 Confirm with **OK**.
- 4 Using **▲/▼** select **YES**.
- 5 Confirm with **OK**.

### Notice



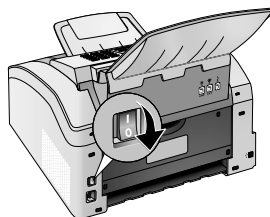
#### Cancelling Entry

If you have entered the incorrect code, you can cancel the entry with **HQ**.

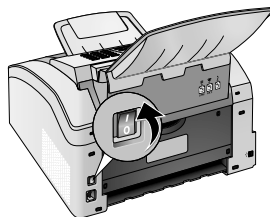
## Power Cycling

If a problem occurs that cannot be corrected with the instructions in this user manual (see also the help below), follow the steps given here.

- 1 Switch the device off using the on/off switch on the rear.



- 2 Wait at least ten seconds.
- 3 Switch the device on using the on/off switch on the rear.



- 4 Follow the instructions on the display. If the problems repeats, please contact our technical customer service or your retailer.

# Problems and Possible Causes

EN

General Information	Possible Cause(s)
The time and date flash on the display.	You must check the time and date after a short power failure. Confirm with <b>OK</b> .
No dial tone when lifting the headset No fax transmission	Check the installation of the device. Check that the device is connected to the mains voltage. Connect the telephone cable to the socket marked <b>☎/LINE</b> . Insert the telephone plug into your PTT line socket. If possible test your device in another telephone line before you contact technical customer services. Follow the instructions on the display.



Problems with Faxing	Possible Cause(s)
Fax transmissions are constantly interrupted.	Try to send the fax manually: Press <b>✉</b> and dial the number. If the recipient is using an answering machine, wait until you hear a whistling tone. Press <b>⏏</b> . It is possible that the recipient's device is not ready to receive.
Fax transmission to a fax number is not possible.	Call the number and check whether the number is a fax number and whether the connected fax device is ready to receive (whistling tone or silence). You can eavesdrop while the connection is establish (page 29).
Faxes sent are of poor quality.	Modify the resolution. Test the device by making a copy of the document. If the device is in order, the device of the recipient might be defective. Test the scanner by printing the functions list (press <b>OK</b> , <b>8</b> <b>1</b> and <b>OK</b> ). If the function list is printed perfectly, it is possible the scanner is dirty or defective. Clean the scanner.
Fax recipient receives an empty sheet.	Insert the documents face down into the document feeder.
No fax reception	Check whether the manual fax reception mode is set. The device will not receive faxes on its own (page 43).. It is possible that the fax reception speed needs reducing (page 44).
You hear a whistling tone or silence in the handset.	The call is a fax. Press <b>⏏</b> on the device. Press <b>* 5</b> on the additional telephone. Hang up.

Problems Printing or Copying	Possible Cause(s)
No printing Printing is interrupted.	Paper or document jam, no paper or toner cartridge. Follow the instructions on the display. There could be a small pause after printing several pages. The device continues printing automatically.
Copy is blank.	Insert the documents face down into the document feeder. No toner cartridge inserted.


Problems Printing or Copying	Possible Cause(s)
The device produces white lines when printing.	<p>Clean the toner drum with a soft cloth.</p> <p>Clean the LED print head above the toner cartridge (see also chapter <i>Cleaning the LED Print Head</i>, page 55)</p> <p>Clean the scanner and the document feeder (see also chapter <i>Clean Scanner and Document Feeder</i>, page 55).</p>
The device produces black lines when printing.	<p>Clean the scanner and the document feeder (see also chapter <i>Clean Scanner and Document Feeder</i>, page 55).</p> <p>The toner cartridge is damaged and must be replaced. Use only original consumable materials.</p>
The device produces vertical lines when printing.	It is possible that the scanner needs calibrating (see also chapter <i>Calibrating the Scanner</i> , page 56).
The device makes a noise during printing.	The toner cartridge is almost empty and must be replaced. Use only original consumable materials.
Received faxes and copies are too light.	<p>The sender's device is not set optimally.</p> <p>If the copy is also too light the toner is almost all gone and must be replaced. Use only original consumable materials.</p>
Print is out of focus	Clean the LED print head above the toner cartridge (see also chapter <i>Cleaning the LED Print Head</i> , page 55)

# Error Messages and Possible Causes



EN




General Error Messages	Possible Cause(s)
INSERT PAPER	Paper must be inserted into the manual paper feed (see also chapter <i>Load Paper into the Manual Paper Feed</i> , page 24).
MEMORY FULL	Fax memory full! If the fax memory is full, no fax messages can be received. Print the stored fax messages so that the device is ready to receive again.
REMOVE PAPER	A document jam has occurred: Remove all documents from the document feeder. Remove the document jam (also see chapter <i>Fixing a Document Jam</i> , page 54).
PAPER JAM	A paper jam occurred: Check <b>all</b> the following three areas for jammed paper: Paper tray/paper feed, print unit and fuser unit (see also chapter <i>Fixing a Paper Jam</i> , page 51). Clear the paper jam. Press  once the fault has been rectified to continue the print job. Press  to suppress the error message.
WRONG PAPER PAPER SIZE	Problem with the paper format inserted. Make sure that you are using the proper paper format. Repeat the print job or copy process. There is no paper in the paper tray or the paper is not loaded correctly. Check the paper tray.
TONER LOW	The toner cartridge is almost empty and must be replaced soon. Use only original consumable materials.
TONER EMPTY NON GENUINE TONER NOT INSTALLED TONER	Problems with the toner cartridge: Toner cartridge empty, damaged, incorrect or no toner cartridge in device. Check the toner cartridge (see also chapter <i>Changing Toner Cartridge</i> , page 49). The toner cartridge is empty and must be replaced. Use only original consumable materials.
DEFECT TONER	The toner cartridge is not inserted correctly or can not be detected. Remove the toner cartridge from the device and insert the toner cartridge again. If the error occurs again, the toner cartridge is damaged and must be replaced (see chapter <i>Changing the Toner Cartridge</i> , page 49). Use only original consumable materials.
PRINT JOB ERROR	Error when printing or copying. Print job is aborted. Repeat the print job or copy process.
COOLING PRINTER	There could be a small pause after printing several pages. The device continues printing automatically. If the problems repeats, please contact our technical customer service or your retailer.
PRINTER SYSTEM ERROR FUSER UNIT ERROR PAPER FEEDER ERROR LED ERROR SCANNER ERROR ROLLER DIRTY	Device error! Use the quick help (see also chapter <i>Power Cycling</i> , page 57). If the problems repeats, please contact our technical customer service or your retailer.



USB Storage Medium Error Messages	Possible Cause(s)
MEDIA FULL	No storage space is available on the inserted USB storage medium (USB stick, external hard drive, etc.). Purge the data media or delete files to create storage space.
MEDIA MISSING	There is no USB storage medium (USB stick, external hard drive) connected to the device. Check whether a USB storage medium is connected. Disconnect this and connect it again.
WRONG MEDIA	The inserted USB storage medium cannot be accessed (no read/write access). It is possible the USB storage medium is damaged or uses an unsupported file system. The device only recognises storage media which are formatted with <b>FAT16</b> or <b>FAT32</b> . <b>NTFS</b> is not supported.
USB OVERLOAD	<p>The power consumption is too high or a USB device is defective. All USB devices are deactivated.</p> <ol style="list-style-type: none"> <li>1 Remove all connected USB devices.</li> <li>2 Press .</li> <li>3 Insert another USB device into the device. Note with which USB device the error message occurs.</li> </ol> <p>You can only connect <b>one</b> high power device (USB 2.0) to each USB connection. Do not connect additional devices—such as batteries, fans, charging devices—to your machine.</p>

## Error Messages on the Transmission Report

Error Messages on the Transmission Report	Possible Cause(s)
<b>General scanner error</b>	During the scanning process, an error occurred, for example, a document jam (see also chapter on <i>Fixing a Document Jam</i> , page 54).
<b>User break</b>	The transmission process was interrupted by pressing the  -key on the transmitting unit.
<b>Busy or no fax answer</b> <b>Subscriber has disconnected</b>	<p>If the subscriber is busy, the device dials the number again after some time. After six attempts, the transmission process is cancelled. Try again at a later date.</p> <p>Call the number and check whether the number is a fax number and whether the connected fax device is ready to receive (whistling tone or silence). Press <b>FAX</b> or  to send the message manually.</p> <p>Ask the recipient whether the device is ready to receive.</p>
<b>Non programmed number</b>	The recipient's number is no longer stored in the device. This can occur, for example, if you have selected the telephone book entry as a recipient for a fax message which should be sent at a later time and delete the telephone book entry before the time of transmission.

Error Messages on the Transmission Report	Possible Cause(s)
<b>Disconnected</b> <b>Can't communicate</b> <b>Subscriber has stopped</b> <b>Check called number</b>	<p>The transmission process was interrupted. Repeat the transmission process.</p> <p>Call the number and check whether the number is a fax number and whether the connected fax device is ready to receive (whistling tone or silence). Press <b>FAX</b> or  to send the message manually.</p> <p>Ask the recipient whether the device is ready to receive.</p> <p>Repeat the transmission process with a lower transmission speed (see also chapter <i>Reducing Transmission Speed</i>, page 44).</p>
<b>Transmission failed</b>	<p><b>Fax Transmission:</b> Repeat the transmission process.</p> <p>Call the number and check whether the number is a fax number and whether the connected fax device is ready to receive (whistling tone or silence). Press <b>FAX</b> or  to send the message manually.</p> <p>Ask the recipient whether the device is ready to receive.</p> <p><b>Fax Reception:</b> Fax reception was interrupted. Ask the sender to send the fax message again.</p>
<b>Voice contact</b>	<p>Call the number and check whether the number is a fax number and whether the connected fax device is ready to receive (whistling tone or silence). Press <b>FAX</b> or  to send the message manually.</p>
<b>QUALITY</b>	<p>It is possible the error occurred because the recipient's number does not support the Error Correction Mode.</p> <p><b>Fax Transmission:</b> The fax message sent was not received properly. Ask the recipient whether the transmission process needs to be repeated.</p> <p><b>Fax Reception:</b> If the received fax message is illegible, ask the sender to send the fax message again.</p>
<b>Memory full</b>	<p>Fax memory full! If the fax memory is full, no fax messages can be received. Print the stored fax messages so that the device is ready to receive again.</p>
<b>Internal error</b>	<p>An error has occurred during printing of the received fax message.</p> <p>Check whether the device cover is open.</p> <p>Check whether the paper supply is empty (see also chapter <i>Insert Paper into the Paper Tray</i>, page 22).</p> <p>Check whether cartridge is empty (see also chapter <i>Displaying the Toner Level</i>, page 49 and <i>Changing the Toner Cartridge</i>, page 49).</p> <p>Check to see whether a paper jam has occurred (see also chapter <i>Fixing a Paper Jam</i>, page 51).</p>
<b>Received document error</b>	<p>The received fax message is possibly incomplete. Ask the sender to check the length of the fax message. It is possible the message is too long to be able to transmit in full.</p>
<b>No document to be polled</b>	<p>In selected devices, no documents lay ready which could be retrieved. Perhaps the sender's device is not ready or the document is no longer available.</p>

Error Messages on the Transmission Report	Possible Cause(s)
<i>Incompatible coding</i>	Fax transmission to mailbox: The mailbox number entered does not exist at the recipient's side.
<i>Unknown Mailbox number</i>	Fax polling from a mailbox: The mailbox number entered does not exist at the recipient's side.

# 13 Glossary

EN

## **Asymmetric Digital Subscriber Line (ADSL).**

See Digital Subscriber Line (DSL)

## **Broadcasting**

see Sending to Multiple Recipients

## **call hold**

See Call Toggling

## **Call Toggling**

You can switch back and forth between different telephone conversations by using the R key. The inactive telephone conversation is maintained in the interim, and the other party cannot listen in. This additional service must be enabled for your telephone line (see Call Waiting, see Flash Key).

## **Call Waiting**

If another caller places a call to you while you are having a telephone conversation, you will hear a tone. If additional services are enabled for your telephone connection, you can toggle back and forth between different telephone calls (see Flash Key; see Call Toggling).

## **Call-by-Call**

Selection of the telephone service provider for each telephone call. It is possible to place telephone calls through different private service providers. By placing prefixes in front of the actual telephone number, one can choose a different service provider for each telephone call without entering into a firm contract relationship.

## **Caller List**

The numbers of the last callers are stored in the caller list. This function requires that the caller identification function be enabled for your PTT line and that the caller not suppress the transmission of his or her telephone number (see Calling Line Identification).

## **Calling Line Identification (CLIP)**

There are two types of Calling Line Identification Presentation (CLIP). If someone calls you, your device will show the caller's telephone number on the display. If another caller places a call to you while you are having a telephone conversation, you will hear a tone. Your telephone company must offer both services and must enable them for your PTT line. The transmission of your telephone number can be turned on and off temporarily or it can be turned off permanently (Calling Line Identification Restriction, CLIR).

## **CCITT**

Comite Consultatif International Téléphonique et Télégraphique (predecessor of ITU)

## **CE**

Conformité Européenne

## **Chain Dialling**

see Combining Numbers

## **Chain Dialling**

Before the dialling process begins, you can freely combine and edit telephone book entries, manually entered digits, numbers from the redial list or numbers from the caller list. For example, if you have saved the telephone number prefix of an inexpensive telephone service-provider (see Call-by-Call) as a telephone book entry, select this entry and manually enter the desired telephone number or select another number from the telephone book, the redial list or the caller list.

## **CLIP**

Calling Line Identification Presentation (see Calling Line Identification)

## **CLIR**

Calling Line Identification Restriction (see Calling Line Identification)

## **CNG**

Calling Signal (see Fax Signal)

## **Dialling Pause**

Long-distance numbers or telephone numbers with sub-addresses/extensions sometimes require the insertion of a dialling pause to prevent the dialling from occurring too quickly and resulting in a loss of the connection. The second part of the number is dialled only after a short pause.

## **Digital Subscriber Line (DSL)**

Data connection for private households or companies with high transmission speeds (broadband connection) usually for connection to the Internet. Fixed network telephone lines can be used for the DSL connection. Due to the frequency range used, Internet use via DSL can be used simultaneously with the telephone connection. For private households, there are usually connections with different transmission speeds: Asymmetric Digital Subscriber Line (ADSL). A high download rate alongside a far lower upload speed.

## **Direct-Dial Number**

Number used to directly dial a specific extension of a private branch exchange.

## **DTMF**

Dual Tone Multi Frequency (see Tone Dialling)

## **Dual Tone Multi-Frequency (DTMF)**

see Tone Dialling

## **Easylink**

The Easylink function offers you additional options for managing external devices that are connected to the same telephone line as your device (starting fax reception, taking over the line, see Additional Devices). To use this function, additional telephones must be set to tone dialling (DTMF tones).

## **ECM**

Error Correction Mode

## Encoding

The data of your fax transmission are encoded and compressed for the transmission. The minimum standard is MH (Modified Huffman). Better encoding methods are MR (Modified Read) or MMR (Modified Modified Read).

## Error Correction Mode (ECM)

The ECM method reduces transmission errors that result, for example, from bad telephone lines, thereby reducing the duration of transmissions. Both of the connected fax machines must support ECM.

## Fax Groups

Fax machines are classified in terms of internationally standardised fax groups based on their transfer type and speed. Connections between two devices of different groups is possible; the lowest common transfer rate is selected. The determination of the speed takes place during the handshake (see Handshake). Fax groups 1 to 3 are analogue fax machines. Nowadays, groups 1 and 2 are hardly to be found any longer; fax machines of group 3—which have a transfer speed that ranges from 9,600 to 33,600 bps—are currently most standard. Group 4 fax machines are digital devices that function exclusively on ISDN systems. They have a maximum transfer speed of 64,000 bps.

## Fax Polling

With active fax polling, one can retrieve a document from another fax machine. For fax polling from a larger company offering several polling services, you can also enter sub-addresses / direct-dial numbers. In order to do this, you must insert a dialling pause between the fax number and the sub-address (see Dialling Pause).

## Fax Signal, CNG Tone (= Calling Signal)

The tone that a fax machine sends out to announce a fax transmission. When the CNG tone occurs, the fax switch of the device recognises an incoming fax call and starts the fax reception.

## Fax Switch

The fax switch checks incoming telephone calls and controls the ringing behaviour of the fax machine. According to the selected mode, fax transmissions will be received either automatically or manually.

## Flash Key (R-key)

With the flash key, you can make use of additional telephone services if these special functions are enabled for your telephone line. The R key has replaced the hook-flash function. (see Call Waiting, Call-toggling).

## Handshake

The handshake is the initial and final phase of a fax transmission. After establishing of the connection, fax machines check the group affiliation and features such as size compression or grey tones. After the fax transmission has been completed and before the connection is terminated, the receiving device confirms receipt of the transmission (see Fax Groups).

## Hook-Flash Function

See Flash Key

## ISDN

Integrated Services Digital Network

## ITU

International Telecommunications Union (UN organisation)

## LCD

Liquid Crystal Display

## Memory

If there is no paper or toner in your device, the device will store incoming fax transmissions in its memory.

## MH

Modified Huffman (encoding process for faxes, see Encoding)

## MMR

Modified Modified Read (encoding process for faxes, see Encoding)

## MR

Modified Read (encoding process for faxes, see Encoding)

## Outside Line Access Code

The outside line access code is the number or letter that must be dialled before the actual telephone number on a telephone of a private branch exchange in order to establish a connection to the public telephone network (see Private Branch Exchange).

## PABX/PBX

Private Automatic Branch Exchange

## Polling

see Fax Polling

## POTS

Plain Old Telephone Service

## Private Branch Exchange

Private branch exchanges are common in larger companies. Even private ISDN systems can be branch exchanges. To establish a connection to the public telephone network from a private branch exchange, one must dial a number or press a key before the actual telephone number; in most cases this is zero (see Outside Line Access Code).

## PSTN

Public Switched Telephone Network

## Pulse Dialling

A dialling process that is used in older telephone networks. You hear a clicking for each number dialled (see Tone Dialling).

## RJ-11

Registered Jack 11 (also called Western plug, standardised telephone plug)

## Scanning

The reading of a document into the fax memory or into the computer in order to send it, copy it or edit it.

## Sender Identification (= Header)

The telephone number and name of the sender as well as the date and time of the fax transmission appear in the upper margin of each received fax.

## Sending to Multiple Recipients (= Broadcasting)

With this function, you can send a fax message to multiple recipients.

## Telephone number suppression (CLIR)

If you call a subscriber, your number appears on the display of the person whom you are calling. You can switch off this function and suppress your number (Caller Line identification Restriction, CLIR).

## Time Stamp

The exact date and time of receipt appear in the page header of each received fax. A memory buffer guarantees that exact data are issued even after a power loss. In this way, you can verify exactly when a fax has reached you.

## Tone Dialling (= Dual Tone Multi-Frequency)

In many countries, tone dialling has replaced pulse dialling, in which each number was sent as a corresponding number of pulses. With tone dialling, a specific tone is assigned to each key (referred to as DTMF tones).

## Toner Level Memory

Your device registers the extent of toner used for every print-out and calculates the toner level of the toner cartridge on that basis. The toner level is stored in each toner cartridge. You can use different toner cartridges as well as display the respective toner level of the toner cartridge.

## Transfer Speed

CCITT/ITU has published international standards for the transmission of data over telephone lines. All short names begin with V, so these are also referred to as V standards. The most important transmission speeds for fax transmissions are: V.17—7.200 to 14.400 bps, V.21—max. 300 bps, V.22—max. 1.200 bps, V.22 bis—max. 2.400 bps, V.27 ter—max. 4.800 bps, V.29—max. 9.600 bps, V.32 bis—max. 14.400 bps, V.34—max. 33.600 bps

## TWAIN

(Tool Without an Interesting Name) With the TWAIN scanner driver you can access the device and scan documents from any application which supports this standard.

## USB

Universal Serial Bus (computer port)

## UTC

Coordinated Universal Time (UTC) Coordinated Universal Time is the current standardised universal time used. Starting from Greenwich in London (Zero Meridian), the world is split into time zones. These time zones are indicated with a deviance from UTC (in hours) for instance UTC+1 for Central European Time (CET)

## Warm-Up Phase

Normally, the device is in the energy saving mode (see Energy Saving Mode). In the warm-up phase, the device heats up the printing unit until it has reached the necessary operating temperature, after which the copy or fax can be printed out.

# 14 Appendix

## Technical Data

Dimensions (L × H × W) .....	390 × 291 × 390 mm
Weight .....	< 8,8 kg
Mains Connection .....	220–240 V - / 50–60 Hz
Power Consumption	
Stand-by Mode .....	< 4 W
Warm Up Phase .....	< 980 W
Transmission/receipt .....	< 15 W
Printing .....	< 560 W
Recommended Ambient .....	18–28 °C
Relative Humidity .....	30–70 % (non-condensing)
Connection Type .....	PSTN · PABX
Dialling Mode Tone / pulse dialling (country dependent)	

## Standards

Safety .....	EN 60950-1
Emissions .....	EN 55022 Class B
.....	EN 61000-3-2
.....	EN 61000-3-3
Immunity .....	EN 55024

## Scanner

Type .....	Black-and-White · 256 grey tones
Scan Width .....	216 mm
Resolution	
Draft .....	Grey tones · 100 dpi
Text .....	Black-and-White · 200 dpi
Grey Tones .....	Grey tones · 200 dpi
Photo .....	Grey tones · 400 dpi
Speed	
Standard .....	4,6 seconds/A4-page
Fine .....	4,6 seconds/A4-page
SFine .....	9,2 seconds/A4-page

## Printer

Type .....	LED print head
Emulation .....	GDI
Warm-Up Time .....	< 10 sec.
Width .....	211 mm
Resolution .....	600 × 600 dpi
.....	600 × 1200 dpi
Speed .....	24 pages/minute

## Memory

Redial / caller list .....	50 Entries
Telephone Book .....	250 Entries
Fax Messages	
.....	up to 600 pages (standard test letter)

## Paper (Paper Tray)

Capacity .....	250 sheets
Size .....	A4 · A5 · B5 (JIS) · Letter · Legal (13/14")
.....	Exec · Custom
Weight .....	60–105 g/m <sup>2</sup>

## Paper (Manual Paper Feed)

Capacity .....	1 sheets
Width .....	98–216 mm
Length .....	148–356 mm
Weight .....	60–165 g/m <sup>2</sup>

## Document Feed Slot

Capacity .....	30 sheets
Width .....	140–218 mm
Length .....	128–600 mm
Weight .....	60–90 g/m <sup>2</sup>

## Fax

Type .....	Group 3
Compatibility .....	ITU-T T.30
Data Compression .....	MH · MR · MMR · JBIG
Modulation .....	(model dependent)
.....	V.17, V.21, V.27ter, V.29
.....	V.17, V.21, V.27ter, V.29, V.34
Resolution	
Standard .....	100 dpi
Fine .....	200 dpi
Super Fine .....	400 dpi
Photo .....	400 dpi
Transfer Speed .....	(model dependent)
.....	14.400 bps
.....	33.600 bps

## Copier

Type .....	Black-and-White · 256 grey tones
Resolution	
Automatic .....	200 × 203 dpi
Text .....	200 × 203 dpi
Quality .....	400 × 203 dpi
Photo .....	400 × 203 dpi
Speed .....	up to 24 pages/minute
Multiple Copies .....	up to 99 pages

**Technical specifications subject to change without notice.**



The CE symbol confirms conformity with the EU directives that apply to the device.



**Packaging:** To facilitate packaging recycling, please conform to your local selective recycling rules.

**Batteries:** Old batteries have to be deposited in designated collection areas.



**Product:** The crossed out dustbin logo on your product signifies it is classified as Electrical and Electronic Equipment covered by special disposal regulations.

To enforce recycling, recovery of The Waste Electrical and Electronic Equipment (WEEE) and to protect the environment and human health, European regulations requires that you selectively collect waste equipment using one of the following options:

- Your retailer will take your equipment back if you are buying a replacement product.
- Waste equipment can also be deposited in designated collection areas.

The paper and cardboard packaging used can be disposed of as recyclable paper. Have the plastic wrapping and Styrofoam packaging recycled or dispose of it in the non-recyclable waste, depending on the requirements in your country.

The reproduction of certain documents (e.g. by scanning, printing, copying) is prohibited in many countries. The list of such documents below is not intended to be complete, it only offers a general overview. In case of doubt, consult your legal advisor.

- Passports (personal identification)
- Entrance and exit visa papers (immigration papers)
- Military service documents
- Bank notes, travel checks, payment orders
- Postage stamps, tax stamps (stamped or unstamped)
- Loan papers, certificates of deposit, bonds
- Documents protected by copyright

Follow the statutory regulations of your country with regard to the legal validity of fax transmissions—particularly in connection with the validity of signatures, meeting delivery deadlines or disadvantages resulting from the loss of quality in the transmission, etc.

Take care to maintain the statutory regulations of your country regarding telecommunications secrecy and data privacy.

This product is intended for use on an analogue public telecommunications network (PSTN) and in the country specified on the packaging. Use in other countries can result in faulty functioning.

For more information, please contact the technical service centre for your country. Should problems arise during use of your machine, please contact your retailer first.

This user manual is a document that does not represent a contract.

Errors, printing errors and changes are reserved.

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