Xerox MRP Family
4215/MRP, 4219/MRP, 4220/MRP, 4230/MRP

Fax Modem for Macintosh
Operator Guide

Notices

Your optional fax board must be installed by a qualified service representative.

Safety

🚫 **CAUTION:** This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the installation requirements, may cause radio interference to radio communications.

U.S.A.

Your printer has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference. In such cases, the user at his or her own expense is required to correct the interference.

Canada

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the radio interference regulations of the Canadian department of communications.

Les present appareil numerique n'emet pas de bruits radioelectriques depassant les limites applicables aux appareils de Classe A prescitees dans le reglement sur le brouillage radioelectrique edicte par les ministre des communications du Canada.

Europe: 50 Hz, 220 to 240 V equipment

This equipment has been tested and certified in conformance with European commission directive 82/499/ECC and VDE 0871/0875, Class A, relating to radio frequency interference.

Laser safety

Your printer complies with appropriate safety standards.

Specifically regarding lasers, the equipment complies with laser product performance standards set by governmental, international and national agencies as a Class 1 laser product. It does not emit hazardous light; the beam is totally enclosed during all phases of customer operation and maintenance.

WARNING: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Be aware of all labels that warn you against removing panels or covers. See the example below of a label located behind the front cover, below the on/off switch.

DANGER - Invisible laser radiation when open and interlock defeated for service.

AVOID DIRECT EXPOSURE TO BEAM

Instructions for safe service are in SERVICE MANUAL.

These laser warning labels are placed on panels that cover areas that are not operator serviceable. These panels are not to be removed.

Operational safety

Your Xerox equipment and supplies are designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Attention to the following notes ensures the continued safe operation of your equipment.

Do this

Always connect equipment to a properly grounded power source receptacle. If in doubt, have the receptacle checked by a qualified electrician.

WARNING: Improper connection of the equipment grounding conductor can result in electrical shock.

Always place equipment on a floor with adequate strength for the weight of the machine.

Always have your service representative move or relocate the equipment.

Always use materials and supplies specifically designed for your Xerox equipment.

⚠

WARNING: Use of unsuitable materials may result in poor performance and can possibly create a hazardous condition.

Always use a Xerox specified cordset with the Equipment Leakage Circuit Interrupter/Residual Current Device (ELCI/RCD).

Use caution when installing or modifying telephone lines.

Do not do this

Never use an extension cord with the ELCI/RCD.

Never use the ELCI/RCD where water may enter the casing.

Never attempt any maintenance function that is not specifically described in this document.

Never remove any covers or guards that are fastened with screws unless otherwise instructed. There are no operator-serviceable areas within these covers.

Never override or "cheat" electrical or mechanical devices.

Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the power source receptacle and call your service representative to correct the problem.

Never install telephone wiring during a lightening storm.

Never install telephone jacks in a wet location unless specifically designated for wet locations.

Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electrical shock from lightening.

Never use a telephone to report a gas leak in the vicinity of the leak.

U.S. only: If you need any additional safety information concerning the equipment or Xerox supplied materials, call the following toll-free number: **1-800-828-6571**.

Approvals and certification

60 Hz, 115 V Listed by Underwriters Laboratories, UL1950 (UL). Meets CSA standards, C22.2 NO 950 (CSA).

50 Hz, 220 to 240 V Meets the British Standards Institution, IEC950 (BSI).

Safety feature

Your printer is equipped with an Equipment Leakage Circuit Interrupter/Residual Current Device (ELCI/RCD). This safety device protects you if an electric outlet supplying power to the printer is improperly wired.

U.S. configuration of ELCI/RCD

1   Window
2   Reset button

International configuration of ELCI/RCD

1   Window
2   Reset button

If power is interrupted to the printer, follow these steps:

1. Locate the safety device, using the U.S. or International Configuration (above).

2. Check to see if a red flag displays in the window of the safety device.

3. If the red flag does not display, press and release the black Reset button.

   The red flag displays and power is restored to the system.

If power is not restored by this procedure or if the device interrupts power to the printer again, call your service representative.

Table of contents

Introduction

This guide is intended to be an information reference for the Macintosh fax modem option for your printer.

About this guide

The procedures presented in this guide were written with the assumption that the reader is a network administrator familiar with installing printers on networks, and is familiar with basic Macintosh operations and terminology.

Conventions

This manual uses conventions in text and procedures.

Text conventions

This manual uses the following conventions throughout.

italics	Italics are used for document and library names.
⊘	**CAUTION:** Cautions are associated with equipment safety.
⚠	**WARNING:** Warnings are associated with the safety of people.
N	**Notes** are hints that help you perform a task or understand the text.
MB	Stands for megabyte.
KB	Stands for kilobyte.
gsm	Stands for grams per one square meter of paper.
Print language mode	Refers to one of the two print languages: PCL 5 or PostScript Level 2.

Procedure conventions

This guide uses the following conventions within printer control panel procedures.

A function key, when referred to in the main text of this guide, is identified by the function key name, a slash (/), and then the function key icon:

- Off-Line/O
- Main Menu/M
- Last Page/L
- Enter/L

- Clear/**C**
- Pause/P
- Reset/R
- Test Mode/T

A function key, specified in a numbered step-by-step example of control panel procedures, is identified by the icon in the left margin and the associated key name in the text of the numbered step. For example:

L   1. Press the **Enter** key.

Reference to messages displayed at the control panel appear in text like this:

> **READY TO PRINT**
> **DRY INK IS LOW--REPLACE SOON.**

Procedure conventions—Macintosh personal computer

This guide uses the following conventions within procedures performed on your Macintosh.

Menu buttons   Menu buttons displayed on the Macintosh screen are identified by their name in square brackets. For example:

Click on the [OK] button.

Keyboard keys   A keyboard key name is boldface with downstyle capitalization. For example:

Press the **Tab** key.

1.   Installation

Each time you print with your Macintosh, the printer fax utility gives you the capability to send your document as a high-quality fax directly from your Macintosh to compatible fax machines or fax printers anywhere in the world.

Macintosh fax utility software package

The Macintosh fax utility software package is comprised of a program disk with the following items:

*   Build Fax Driver
*   Fax Printer Utility
*   Teach Text document.

The fax utility software allows you to do the following:

*   Send PostScript documents containing text, line art, and graphic images directly from your Macintosh. Scanning is unnecessary.

*   Send high-quality (standard or fine print resolution) documents to any fax machine or fax printer compatible with CCITT Group III.

*   Send documents (at the resolution of the receiving fax printer) in unmodified PostScript format if both the sending and receiving machines are PostScript fax printers.

*   Send a fax to all members of a distribution list with one command.

*   Delay transmitting your fax document until a time you select within the next 24 hours.

*   Set up parameters for receiving and sending faxes, such as setting the number of rings before answering and setting the send resolution.

Hardware and software requirements

In addition to the printer that is installed with the fax modem, you need the following hardware and software:

*   Macintosh with a hard disk drive. A minimum of 373 KB of free disk space is needed to store the fax utility.

*   Macintosh System 6 or higher operating system

*   Xerox AppleTalk interface installed in your printer

*   AppleTalk interface utility (Xerox Printer Support

*   Software for Macintosh) installed on the Macintosh computer

- Fax Utility for Macintosh disk that contains the following files:
  — Build Fax Driver
  — Fax Printer Utility.

The following options, if installed on your printer, can increase performance when you fax and print at the same time, or when you send and receive complex faxes:

- 20 MB of RAM installed on your printer

- A high-capacity hard drive (to allow the spooling of fax jobs).

Fax printer driver

When you build the fax printer driver from your LaserWriter printer driver, a Print Dialog window is created. This window is the tool used to send a file as a fax, or to print the file locally. A fax button in the Print Dialog window brings up the main Fax Destinations window, and the appropriate fax information is added to control and manage the fax transmission.

Fax printer utility

The fax printer utility does the following:

- Provides configuration support for the internal fax modem option

- Allows you to update your Fax Phonebook

- Allows you to configure your printer to receive faxes and set the date and time of the printer calendar/clock.

- Allows you to print and clear a fax Activity Report.

The fax utility software is provided on the Fax Utility for Macintosh disk, and must be installed on your hard disk.

CAUTION: Do not copy the fax utility software files directly to your hard disk and then attempt to use the driver. You must use the install program with the fax utility and follow the instructions provided in this chapter.

Before you begin installation

Follow these steps before you begin the installation procedure:

1. In order to use the fax utility on a Macintosh system, you need to set the AppleTalk Print Language to the PostScript mode (AppleTalk) from the printer control panel.

The fax utility does not function correctly in any other setting, because this utility sends PostScript queries to the printer and feed back is returned only in the AppleTalk PostScript mode.

2. Make a backup copy of the program disk. Store the original disk in a safe place and use the backup copy.

3. Make sure you have at least 373 KB available on your hard disk to store the fax utility software.

4. On your hard disk, create a new folder for the fax utility software. You may name it anything you wish.

5. Copy these files from the backup disk into the folder you just created:

    — Build Fax Driver
    — Fax Printer Utility.

Installation procedure

Follow these steps to install the fax utility software files:

1. Open the folder that you created for the fax utility and double-click on the Build Fax Driver icon/file name.

    A message displays in the Dialog box informing you that this application builds a fax printer driver from the LaserWriter driver currently installed. At this point you may continue, or click on the [Cancel] button to abort the installation.

2. Click on the [Build] button to continue with the installation.

    A message displays indicating that the fax printer driver is being built.

    If the installation is successful, a file named Fax Printer is created and placed in your System folder (if you are running System 6) or the Extensions folder within your System folder (if you are running System 7).

    If the installation is not successful, the partially built driver is deleted. If installation is not successful because your virus checker prevents the build program from modifying your printer driver, refer to the documentation that came with your virus checker for information on removing or disabling the program. Then repeat the steps above.

    N   **Note**: If you have a virus checker such as SAM_Intercept, the system may display a message prompting you to Allow, Deny, or Learn the changes that are about to occur to your system. Click on [Allow] as many times as necessary to continue installation.

    When the installation is complete, a message displays that the fax printer driver has been successfully built and may be selected using the Chooser.

3. Click on the [OK] button.

4. Select Chooser from the Apple menu.

    The Chooser window displays.

5.   Click on Fax Printer to change the printer driver to the required printer. Make sure your printer is selected in the Select LaserWriter window.

6.   Click on Continue if the system prompts you to select Page Setup and confirm the settings. This is necessary for the application to format documents correctly for the fax printer.

7.   In order to spool one or more faxes to the Print Monitor queue and to continue working on your Macintosh computer during fax transmission, the Background Printing should be set to ON. If Background Printing is set to OFF, you are not able to delay fax transmissions (as explained in the "Operation" chapter).

8.   Verify that AppleTalk is active.

9.   Close the Chooser window.

You do not have to restart your system. Fax Printer is now the default driver. If other software on your system is installed to use another driver (for example, LaserWriter), select the appropriate driver (through the Chooser) to print from those applications.

10. Click on Continue if the system prompts you to choose Page Setup and confirm the settings. This is necessary for the application to format documents correctly for the fax printer.

11. Pull down the File menu from the desktop menu bar and select Print Directory..., Print Desktop... or Print Window..., in order to verify that you have successfully installed the fax printer driver. The Print Dialog window should include a Destination field with three radio buttons: [Printer], [Fax], and [PostScript File].

12. Click on the Destination: [Fax] radio button.

The [Print] button in the top right corner of the window changes to a [Fax] button.

N   **Note**: Destination: [Printer] is always the default setting. If you do not see Destination options at the base of the window, repeat the installation procedure.

At this point you may continue with "Initial configuration options" to set up the fax utility software for your environment, or click on [Cancel] and perform the basic configuration later.

Initial configuration settings

Follow these steps to set up the fax utility software for your work environment:

1.   If the Print Dialog window is not currently open on your desktop, select Print Directory..., Print Desktop..., or Print Window... from the File menu. Click on the Destination: [Fax] radio button.

2.   Click on the [Fax...] button in the upper right corner of the Print Dialog window.

The Fax Destinations window displays.

3. Click on the [Options] radio button.

The Fax Options window displays.

> N   **Note**: Clicking the [Help] button at any point gives you advice and information about the current window.

4. Complete the fields in the Fax Options window. Refer to table 1-1.

5. Click on the [OK] button after you complete the entries in the Fax Options window.

The Fax Destinations window displays.

6. Click on [Cancel] to complete the installation.

> N   **Note**: You can also access the Fax Setup menu through the control panel on your printer to change the Fax send configuration settings. Refer to the "Fax Setup menu" chapter for these procedures.

Table 1-1 lists the fax utility software fields and their descriptions.

Table 1-1.   **Fax Options window field descriptions**

Field/Button	Description
Outside Line Prefix	Enter any access codes required to obtain an outside line (for example, some phone systems require you to dial 9 to get an outside line). You can specify up to 9 characters for an outside line prefix; the fax utility automatically adds these codes before dialing the fax telephone number. The fax utility recognizes the following characters: **Code** — **Function** 0 through 9 — Dialing numbers * and # — Sounds the tones corresponding to these keys on tone telephones W — Waits for a dial tone , (comma) — Two second pause [ ] — To protect internal account codes, credit card numbers, or calling card access numbers, any part of the telephone number placed within brackets is dialed but is not reported on the FAX cover page or the FAX header. For example, an outside line prefix of "9," dials the number 9, then waits for two seconds before dialing a fax number. You may override the prefix set in this window when you send a fax. If you need an outside line prefix for certain calls only (as when accessing a particular long-distance carrier), leave this field blank and specify the required prefix when you send a fax. If this field does not apply to your telephone system, leave it blank.

Table 1-1.   **Fax Options window field descriptions**
(continued)

Field/Button	Description
[Tone Dialing] [Pulse Dialing]	These radio buttons enable you to specify whether your phone system uses tone dialing or pulse dialing. [Tone dialing] is the default setting.
Long Distance Prefix	Enter the prefix you must dial when calling outside your local calling area (for example, you may need to dial a "1" before dialing the long distance area code and number). If this does not apply to your calling area, leave this field blank.
Current Area Code	Enter your local area code in this field, being consistent in the way you enter area codes and phone numbers. For example, if you placed parentheses around the area code in the Current Area Code field, you must use parentheses when entering area codes in your Fax Phonebook. If you enter an area code in this field, you must also include area codes with every phone number that you add to your phonebook. If you do not complete this field, you must include the area code and long distance prefix of every long distance phone number, excluding local numbers, that you add to your phonebook.
Maximum number of retries	Enter the maximum number of times you want the fax software to try dialing a number if it cannot connect the first time. This number must be between 0 and 100. The default is **0**.
Minutes to wait before retrying	If you enter a number in the Maximum number of retries field, this entry is required. Enter the number of minutes you want the fax software to wait before trying the number again. This number must be between 1 and 60.
Resolution	This option is used only when manually entering a fax number.
Fax PostScript password	This option is used only when manually entering a fax number.
Confirmation Pages	When the Confirmation Pages checkbox is selected, the fax utility automatically prints a page (Transmission Status Report) confirming the time and number of pages it transmitted during a fax job. If you do not want a confirmation page, click on once in the Confirmation Pages checkbox to deselect the box (remove the "X").
Page Caption	When the Page Caption checkbox is selected, the fax utility automatically prints the date, time, and page number at the top of each page being transmitted. To disable this feature, click on one to deselect the Page Caption checkbox.

Refer to the "Editing fax options" section in the "Operation" chapter if you want to modify the initial configuration settings.

Removing the fax utility

If you want to remove the fax utility software from your Macintosh hard disk, perform the following:

- Drag the fax printer driver and Fax Phonebook files from your Extensions/System folder to the Trash icon.

- Drag the folder that contains the fax utility software files to the Trash icon.

2.   Operation

This chapter explains how to use the fax utility to send faxes from any Macintosh that supports printing. You learn how to perform the following tasks:

- Use the options provided in the Fax Destinations window

- Fax a document directly from your Macintosh applications

- Add an optional cover page

- Transmit a PostScript file

- Send a fax to multiple locations (broadcast fax) using your phonebook

- Specify a time for a delayed fax transmission

- Edit fax options.

Fax Destinations window

The Fax Destinations window allows you to designate to whom your fax is transmitted.

From within any application that supports printing, you can follow the steps below to display and use this window:

1. Select the option that enables you to print (for example, select Print... from the File menu).

2. Specify print options, for example:

    - The page numbers you wish to fax
    - The number of copies to be sent.

3. Click on the [Fax] radio button, then click on the [Fax] button in the Destination field, found in the upper right corner of the Print Dialog window.

4. Do any of the following actions:

    - Enter a fax number

    - Choose a group or individual name to receive your fax

    - Click on [Phonebook_] to add to or edit the names in your Fax Phonebook

    - Click on [Options] to verify or change the current fax configuration settings.

Table 2-1 lists and defines each of the options available from the Fax Destinations window.

Table 2-1. **Fax Destinations window options**

Field/Button	Description
Fax Number	Enter the phone number of the destination fax. If more than one individual (or one or more groups) is selected in the scrolling list, the Fax Number field displays the word "Group" and you are unable to edit the field.
Scrolling List	As you add individuals and groups to your Fax Phonebook, the entries appear in this rectangular area. Use the scroll bar to move through the list of entries. Sort entries by company name or by the last name of the individual.
[Send Fax] button	Begins the fax transmission once you have entered a fax number manually or selected a recipient from the list. If you select the Cover Page checkbox, the [Send Fax] button label changes to [Fax].
[Fax...] button	Displays the Fax Cover Page window so you can enter cover page information.
[Cancel] button	Closes the Fax Destinations window and returns you to the Print Dialog window.
[Phonebook_] button	Displays the Fax Phonebook Editor window, where you can add or edit individual or group names in your Fax phonebook.
Cover Page checkbox	Toggles between including and not including a cover page with your fax. A mark in the checkbox indicates you want to include a cover page. When you click on the [Fax] button, the Fax Cover Page window displays and enables you to enter the appropriate information.
[Options_] button	Displays the Fax Options window, where you can set up or edit Fax transmission configuration options.
Sort By: Company Name	Sorts and displays the contents of your phonebook by company or individual names (sorted contents display in the scrolling list described above). The filled circle indicates which option is currently active.

Sending a fax

Follow these steps to manually enter a fax number and then transmit your document as a fax:

N   **Note**: Information on how to enter and select names from the phonebook, is found in "Using the Fax Phonebook Editor window" in the "Phonebook" chapter.

1. Display the Fax Destinations window as described in the previous section.

2. Enter the phone number for the fax destination in the Fax Number field.

    The number you enter is dialed after the outside line prefix you optionally specified when you installed the fax utility software.

3. Click on the [Options] button, and make sure the current Fax Options configuration settings are appropriate for this fax transmission.

    For a description of the fax option settings, refer to table 1-1.

    If you wish to override any of the settings you specified during installation, simply change the setting and continue with this procedure.

    Change the Resolution setting to PostScript only if the receiving fax can support PostScript. If you choose PostScript, enter the password of the receiving PostScript fax printer. The fax recipient must provide you with this password.

    For information about PostScript file transmission, refer to "Transmitting a PostScript file" later in this chapter.

4. Click on the [OK] button to return to the Fax Destinations window, and do one of the following:

    •   If the Cover Page checkbox contains an "X," refer to the next section, "Creating a cover page."

    •   If the checkbox is empty, proceed to step 5.

5. Click on the [Send Fax] button to begin the fax transmission.

Creating a cover page

Follow steps 1 through 4 in the "Sending a fax" section. Make sure the Cover Page checkbox in the Fax Destinations window is selected. The [Send Fax] button changes to [Fax].

Follow these steps to create the cover page:

1. Click on the [Fax] button.

    The Fax Cover Page window displays. If you entered a fax number or selected an individual or group from the Fax Destinations window, the information is automatically displayed in the appropriate fields of the Fax Cover Page window.

2. Enter the name, the company name, and the fax number associated with the receiving fax printer in the To: fields, using the following rules:

    •   To: Fax Number is the only required entry; all others are optional.

    •   You must use the same area code, prefix, and suffix conventions as those specified when the initial configuration options were set (for example, if you entered an area code in parentheses, make sure the area code you now enter is enclosed in parentheses).

    •   The total number of characters entered in the Name and Company fields cannot exceed 125.

    N   **Note:** However, because of the physical page size limitations, characters can truncate on the Fax Cover Page (and Transmission Status Sheet) when you use more than 40 characters in each of these fields.

3. Enter your name, your company name, and your fax number in the From: fields.

4. Enter the phone number where you can be reached in the Voice Phone field.

5. Enter any comments that you wish to include on the cover page.

6. Click on the [Add To Phonebook...] button if you wish to add this recipient to the phonebook.

   Refer to "Creating your Fax Phonebook" in the "Phonebook" chapter.

7. Click on the [Send Fax] button to begin transmitting your fax and fax cover page.

Transmitting a PostScript file

PostScript language files are ASCII text files, similar to what your Macintosh sends to your PostScript printer. CCITT Group III files are compressed 200 dots per inch (dpi) binary images, which is the standard for facsimile transmission.

The benefits of transmitting PostScript files include the following:

- Higher-quality documents received by PostScript fax printers because documents do not have to be turned into standard Group III bitmapped file

- Lower phone costs due to shorter transmission time for most documents.

The following special conditions must be considered when transmitting PostScript files:

- Both sending and receiving devices must be PostScript fax printers

- PostScript fax printers can be set with a password, so only users provided with the password can transmit PostScript files to the protected fax printer

- Failed PostScript file transmissions are automatically retried in Group III format to ensure that the document is at least transmitted in the lower-quality image format

- Transmitting a document using fonts that are not resident in the receiving PostScript fax printer results in font substitution, along with document reformatting. This may produce undesirable results.

  N **Note**: If sufficient memory is not available in the printer to transmit a file as Resolution PostScript, the printer defaults to sending the fax job at 200 dpi, the resolution of a Group III fax. The Fax Activity Log reports the resolution at which the job was sent.

Refer to the "Performance enhancements" appendix for additional information on transmitting PostScript files.

Delaying fax transmissions

The fax utility gives you the option to delay transmission of a fax to selected individuals or groups. For example, you may choose to use this option to send a fax after business hours when the cost of telephone calls is lower.

Follow these steps to delay sending your fax job:

1. Check the Chooser to see if Background Printing is on.

    This option allows your system to spool selected fax jobs to the print spool.

2. Disable your print option to stop printing.

    This also disables faxing. For instructions on how to disable your print spooler, refer the spooler reference guide.

3. Follow the instructions in the "Broadcasting a fax" section of this chapter.

4. Return to the print spool utility to set the desired time for fax transmission.

    Most print spool utilities let you schedule a print (or fax) job to any time within the next 24 hours.

5. Enable the print option again so the system can send the fax at the designated time.

Use the following steps if you are using the Macintosh Print Monitor:

1. Find and open the Print Monitor.

2. Select Stop Printing from the File menu.

3. Go to your application.

4. Select the file (document) to be transmitted as a fax document.

5. Fax the document from the Fax Print window.

    The Print Monitor window displays.

6. Select the file you want to transmit as a fax document.

7. Click on Set Print Time.

8. Set the delayed send time.

9. Click on the [OK] button.

10. Select Resume Printing from the File menu.

Editing fax options

The "Installation" chapter provides instructions on setting initial fax configuration options. This section explains how to modify these settings, or to override them for an individual fax job.

Follow these steps to edit existing fax configuration settings:

1. Click on the [Options...] button on the Fax Destinations window.

   The Fax Options window displays.

2. Make any necessary changes.

   For an explanation of the fields included in this window, refer to "Initial configuration settings" in the "Installation" chapter.

3. Click on the [OK] button to save changes.

4. Click on [Cancel] to go back to your previous work when you return to the Fax Destinations window, or select another option from the window.

   Refer to Table 2-1 for Fax Destinations window options.

3. Phonebook

This chapter contains instructions on how to to create, edit, use, and maintain your Fax Phonebook.

Creating your Fax Phonebook

There are three options for creating and adding names and phone numbers to your phonebook. They are:

- Phonebook option in the Fax Destinations window
- Add To Phonebook option in the Fax Cover Page window
- Fax Phonebook option in the Fax Printer Configuration menu.

The sections that follow give instructions on how to create your phonebook from the Fax Destinations window and the Fax Cover Page window. The Fax Printer Configuration menu of the fax utility is discussed in the "Additional configuration options" chapter.

Starting from the Fax Destinations window

If you are starting from the Fax Destinations window, use the following procedure:

1. Click on the [Phonebook_] button.

   The Fax Phonebook Editor window displays.

2. Click on the [Add] button in the Fax Phonebook Editor window.

   The Fax Phonebook Entry Editor window displays.

3. Enter the name of the receiving individual, the company name, and the fax number, using the following rules:

   - The maximum number of characters entered in these fields cannot exceed a total of 125.

     N **Note**:   However, because of the physical page size limitations, characters can truncate on the Fax Cover Page (and Transmission Status Sheet) when you use more than 40 character in each of these fields.

   - You must use the same conventions as those specified when you set the initial configuration options (for example, if you enclosed an area code in parentheses, then all area codes you enter must be in parentheses).

   - Until you enter information in each field, the [Add] button on the Entry Editor screen is dimmed.

4. If the destination is a fax printer (that is, it can receive faxes in PostScript format), refer to the "Transmitting a PostScript file" section in the "Operation" chapter for special conditions and considerations.

   Select the Can Receive PostScript checkbox to enable the PostScript Password field.

   For the destination fax printer, enter the PostScript password. The receiving party must provide the password to you.

5. Click on the [Add] button (or click on [Cancel] if you do not want to add this individual).

   This returns you to the Fax Phonebook Editor window.

6. At this point, continue with one of the following actions:

   • Click on the [OK] button to add this individual and return to the Fax Destinations window.

   • Click on [Add] to add another individual or a group to the phonebook.

   • To modify an entry, refer to "Editing phonebook entries."

   • To remove an entry, refer to "Deleting phonebook entries."

   • To find out how to use the [Save As Group...] button, refer to "Adding groups to the phonebook."

Starting from the Fax Cover Page window

If you have entered the to or from information in the Fax Cover Page window and want to add the destination information to your Fax Phonebook, use the following procedure:

1. Select the Add To Phonebook... window after you complete the required information in the Fax Cover Page window.

   The Fax Phonebook Entry Editor window displays with the input you provided in the Fax Cover Page window.

2. Verify that the information displayed in this window is correct or make any necessary corrections and go to step 3.

3. If PostScript format is supported by the destination fax:

   • Select the Can Receive PostScript checkbox which enables the PostScript Password field.

   • Enter the destination fax printer PostScript password. (This password must be provided to you by the receiving party.)

   Special conditions and considerations related to PostScript file transmission are described in the "Transmitting a PostScript file" section in the "Operation" chapter.

4. Click on the [Add] button to return to the Fax Cover Page window.

5. Do one of the following actions:

   • Click on the [Send Fax] button to begin fax transmission.

   • Click on the [Cancel] button to return to the Fax Destination window.

Using the Fax Phonebook Editor window

When the Fax Phonebook Editor window is first displayed, a blank, rectangular area and a scroll bar is seen in the window. This rectangular area is for Fax Phonebook entries. The Fax Phonebook Editor window automatically displays the names associated with your entries (as you add entries in the Fax Destinations or Fax Cover Page windows).

How to add entries to the phonebook is explained in the "Adding individuals to the phonebook" and "Adding groups to the phonebook" sections of this chapter.

Displaying phonebook entries

Group names which have previously been added appear first. They are separated from the individual names by a blank line. Use the scroll bar to scroll through the list if the phonebook contains more entries than can be displayed simultaneously in the window.

An ellipsis (...) appears when an individual name is so long that it overlaps or is too close to a company name, or if an individual has no company name but his or her name is wider than the scrolling list box, or if a group name is wider than the list box.

Selecting and deselecting entries

Click on the first selection, then hold down the **Command** key and click on another name or group in the list to select more than one item from the list.

To select a contiguous list between two entries, use the **Shift** key. For example, click on the first name in the list that starts with C, then hold down the **Shift** key and click on the last name in the list that starts with F. This selects all names between C and F.

Press the **Command** key while clicking on the entry, or click on a blank line in the list to deselect an entry.

Sorting phonebook entries

Click on the appropriate [Sort By] button to sort entries by company name or individual name. Individual names are sorted by last name.

Editing phonebook entries

Follow these steps to edit the Fax Phonebook entries:

1. Click on the individual name or group that you wish to edit in the Fax Phonebook Editor window.

2. Click on the [Edit_] button for either the Fax Phonebook Entry Editor window or the Fax Group Editor window.

3. Edit the information as necessary.

4. Click on the [Replace] button to update an entry or click on the [Add] button to create a new entry in the phonebook.

When creating entries that share information (such as numerous individuals at the same company or the same fax number), the Add option is useful. Make the necessary changes to one entry and save it with a new name to save time.

Deleting phonebook entries

Follow these steps to delete Fax Phonebook entries:

1. Click on the names you wish to delete in the Fax Phonebook Editor window.

2. Click on the [Delete] button to delete the items you selected.

   N   **Note**: Only the group name is deleted from the list when a group is selected. All information about one or more members of a group remains in the phonebook until you delete the individual members.

3. Click on the [OK] button when the message "Are you sure you want to delete all selections?" displays.

Options

The options available from the Fax Phonebook Editor window are defined in table 3-1.

Table 3-1.   **Fax Phonebook Editor window options**

Button	Description
[OK]	Saves any changes or additions and returns to the Fax Destinations window.
Sort By: [Company Name]	Sorts and displays phonebook entries by company name or individual last name. The option currently selected is indicated by a filled circle. Group names display first and are followed by individual entries.
[Add_]	Displays the Fax Phonebook Entry Editor window to add individual names.
[Delete]	Prompts for verification and then deletes selected entries. This only deletes a group name. Members of the group must be deleted individually. An entry must be selected in the scrolling list to activate this button.
[Edit_]	Displays the Fax Phonebook Entry Editor window and displays fields with information about the selected individual or group. An entry must be selected in the scrolling list to activate this button.
[Save As Group...]	Displays the Fax Group Editor window to assign a unique group name for a selected individual. One or more entries must be selected in the scrolling list to activate this button.

   N   **Note**: Changes to the Fax Phonebook are automatically saved. An erroneous entry is corrected or replaced by the Edit... option in the Fax Phonebook Editor window.

Adding individuals to the phonebook

The procedures outlined in "Creating your Fax Phonebook" are also used to add names and fax numbers to your phonebook. Individuals and groups you add are displayed in the Fax Phonebook Editor window (previously blank). For more information, refer to the "Using the Fax Phonebook Editor window" and "Creating your Fax Phonebook" sections of this chapter.

Adding groups to the phonebook

The fax utility software defines a group as a collection of selected individuals which can be added to your Fax Phonebook (similar to a distribution list). You create a document (follow the procedure outlined in the "Sending a fax" section in the "Operation" chapter) and identify the group to which you want to fax your document. Each individual that belongs to the group you identified automatically receives your fax.

Use the following procedure to identify individuals as members of a group. Refer to the "Broadcasting a fax" section of the "Operation" chapter to send your document to each member of the group in a single job transaction.

1. Verify that each member of the group has been added to the phonebook.

2. Select the individual names that comprise your desired group and click on them.

3. Click on the [Save As Group...] button. This displays the fax Group Editor window in the Fax Phonebook Editor window.

4. Enter a unique name for this group in the Group Name field.

5. Click on [Add] to add the group to the phonebook.

6. Refer to the "Broadcasting a fax" section of the "Operation" chapter to broadcast a fax to the individuals within the group.

Broadcasting a fax

If you choose a group name as your fax destination, the fax utility automatically broadcasts the fax to every member of the group. This means you follow the "Sending a fax" procedure once, rather than as many times as you have individual destinations. These multiple fax jobs are placed in the Print Monitor queue and are sent sequentially to the local (sending) fax printer and then to the receiving fax machine.

Background printing must be set to ON, and you must be running System 7 or MultiFinder with System 6 to activate background printing.

Checking the current broadcast setting

Follow the steps below to check the current setting:

1. Pull down the Apple menu.
2. Open the Chooser window.
3. Select Fax Printer.

Broadcasting a fax

Follow the steps below to broadcast a fax:

1. Click on the individual or group names that you want to send your fax to in the Fax Destination window.
2. Do one of the following:
   - Click on the [Send Fax] button to begin the fax transmission.
   - If the Cover Page checkbox is selected, click Fax to display the Fax Cover Page dialog window, then complete steps 3 and 4.
3. Complete the desired fields in this window.
4. Click on the [Send Fax] button.

4. Additional configuration options

The fax printer utility allows you to configure the settings for the following fax options:

- Fax Phonebook
- Incoming Fax Settings
- Fax Printer Calendar
- Print Activity Report
- Clear Activity Report.

N **Note:** If your printer is connected to an AppleTalk network, check with your system administrator before changing fax printer settings.

The fax printer utility also provides the Print Activity Report and Clear Activity Report options which can help you with troubleshooting.

Accessing the fax printer utility

To access the fax printer utility, double-click on the Fax Printer Utility icon which is located in the folder you created during installation of the fax utility software. The menu bar in the header area of your desktop includes the Apple menu icon and the Fax Printer Configuration menu title.

Accessing the Fax Phonebook option

To access this option, pull down the Fax Printer Configuration menu and choose Fax Phonebook. This displays the Fax Phonebook Editor window, where you may add, delete, or edit names in your phonebook. For more information, refer to the "Phonebook" chapter.

Incoming fax settings

This option allows you to set up your printer so it can receive faxes through your fax utility software. You can also access the Fax Setup menu through the control panel at your printer to change incoming settings (fax receive). Refer to the "Fax Setup menu" chapter for these procedures.

N **Note:** Be sure your printer is turned on and initialized before you begin this procedure.

Follow the steps below to change incoming fax settings from your Macintosh:

1. Pull down the Fax Printer Configuration menu and select Incoming Fax Settings.

   The Fax Configuration window displays.

2. Enter the number of times the phone should ring, from 1 to 10 rings, before the fax printer answers the call in the Rings Before Answering field.

3. Enter the ID you wish to send to other fax machines in the Fax Machine ID field. The Fax Machine ID can be your company name, department name or fax number, to a maximum of 20 characters.

4. Enter the PostScript password for your fax printer in the Fax PostScript Password field. You give this password to people who want to send you faxes in the PostScript format.

5. Select the Automatic Printing of Activity Report checkbox, if you want the fax software to periodically generate a Fax Activity Log. You can also request (at any time) an activity report of all transmitted and received faxes, as described in the "Print Activity Report" section later in this chapter.

6. Click the [OFF] radio button to deactivate the speaker on your Macintosh when dialing a number.

7. Do one of the following:

   • Click on the [OK] button to save the additions and changes made to the incoming fax settings.

   • Select Quit from the Fax Printer Configuration menu to exit the fax utility without saving changes.

Fax Printer Calendar

This option is used to set or change the current date and time. You can also access the Fax Setup menu through the control panel at your printer to change the current date and time settings (clock setup). Refer to the "Fax Setup menu" chapter for these procedures.

N   **Note:** Be sure your printer is turned on and initialized before you begin this procedure.

Follow the steps below to set the current date and time on your Macintosh:

1. Pull down the Fax Printer Configuration menu and select Fax Printer Calendar.

   The Fax Printer Calendar Editor window displays.

2. Click on the [Current Time] button to view the current date and time settings on your Macintosh.

3. Make the appropriate changes to the current settings.

   Table 4-1 lists and defines the date and time parameters.

Table 4-1.   **Fax Printer Calendar Editor date and time parameters**

Field	Parameters
Month	Enter a number between 1 and 12 to represent the current month, where 1 equals January, 5 equals May, and 12 equals December.
Day	Enter a number between 1 and 31 to represent the current day of the month.
Year	Enter a two- or four-digit number to represent the current year (for example, 93 or 1993).
Hour	Enter a number between 0 and 23, where 0 represents midnight and 12 represents noon.
Minute	Enter a number between 0 and 59.
Second	Enter a number between 0 and 59.

4. Click on the [OK] button to save the additions and changes made to the calendar.

   N   **Note**: To exit the fax utility without saving changes, choose Quit from the Fax Printer Configuration menu.

Print Activity Report

The Print Activity Report option allows you to print an activity log of all faxes that have been transmitted or received by the attached fax printer. The Activity Report prints to the default output tray of the attached fax printer.

Follow the steps below to print an Activity Report:

1. Pull down the Fax Printer Configuration menu.

2. Select Print Activity Report.

   The Activity Report prints.

Clear Activity Report

The Clear Activity Report option allows you to reset the activity log, clearing the information on the Activity Report, of all previously transmitted or received faxes by the attached fax printer.

Follow the steps below to clear the Activity Report:

1. Pull down the Fax Printer Configuration menu.

2. Select Clear Activity Report.

   All information on the Activity Report is deleted.

5 .   Fax Setup menu

This chapter provides the following information:

- Fax Setup menu maps and item descriptions for your printer

- Examples of how to use the printer control panel to change fax settings.

Fax Setup menu

The Fax Setup menu on your printer control panel provides four separate headings with options that allow you to configure the settings of the fax modem. This section explains the parameters that can be set within the Fax Setup menu.

The menu maps in figures 5-1 and 5-2 follow the conventions listed below:

- The headings and options are shown in the order in which they appear when the printer is set to factory defaults.

- A vertical arrow illustrates a move made with the Scroll Previous/1 or Scroll Next/2 keys.

- A horizontal arrow illustrates a move made with the Enter/L key to a lower level heading or option.

- An asterisk (*) following the menu option indicates that this setting is the default. Default settings are printed in italicized boldface type.

For instructions on how to make menu selections, refer to the *Xerox MRP Family 4220/MRP, 4230/MRP System Administrator Guide.*
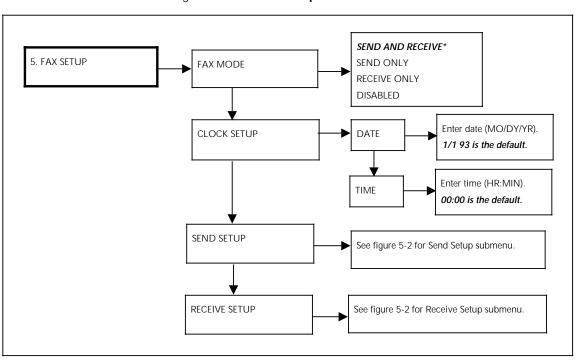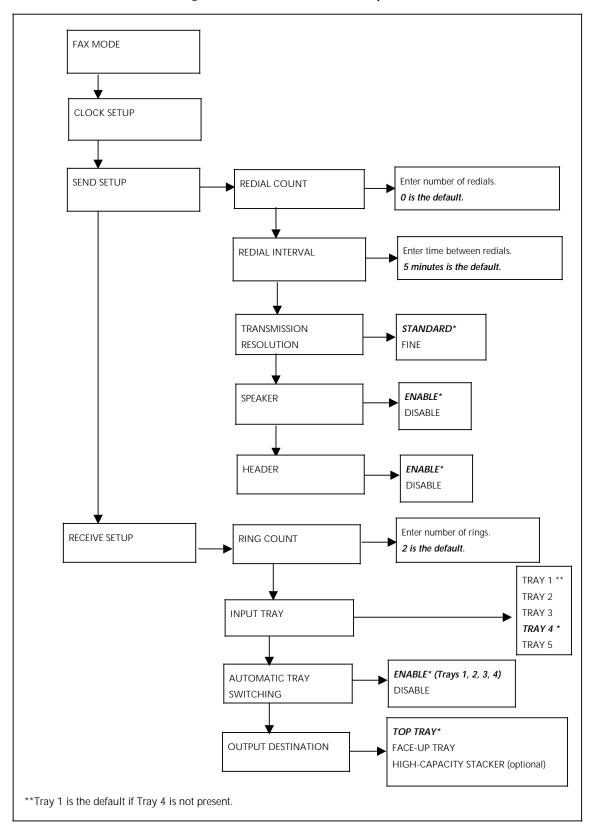
Figure 5-1. **Fax Setup menu**

Figure 5-2.　**Send/Receive Setup submenus**

```
┌─────────────────┐
│ FAX MODE        │
└────────┬────────┘
         │
         ▼
┌─────────────────┐
│ CLOCK SETUP     │
└────────┬────────┘
         │
         ▼
┌─────────────────┐      ┌─────────────────┐      ┌──────────────────────────┐
│ SEND SETUP      │─────▶│ REDIAL COUNT    │─────▶│ Enter number of redials. │
└────────┬────────┘      └────────┬────────┘      │ 0 is the default.        │
         │                        │               └──────────────────────────┘
         │                        ▼
         │               ┌─────────────────┐      ┌──────────────────────────┐
         │               │ REDIAL INTERVAL │─────▶│ Enter time between redials.│
         │               └────────┬────────┘      │ 5 minutes is the default.│
         │                        │               └──────────────────────────┘
         │                        ▼
         │               ┌─────────────────┐      ┌──────────────┐
         │               │ TRANSMISSION    │─────▶│ STANDARD*    │
         │               │ RESOLUTION      │      │ FINE         │
         │               └────────┬────────┘      └──────────────┘
         │                        ▼
         │               ┌─────────────────┐      ┌──────────────┐
         │               │ SPEAKER         │─────▶│ ENABLE*      │
         │               └────────┬────────┘      │ DISABLE      │
         │                        ▼               └──────────────┘
         │               ┌─────────────────┐      ┌──────────────┐
         │               │ HEADER          │─────▶│ ENABLE*      │
         │               └─────────────────┘      │ DISABLE      │
         │                                         └──────────────┘
         ▼
┌─────────────────┐      ┌─────────────────┐      ┌──────────────────────────┐
│ RECEIVE SETUP   │─────▶│ RING COUNT      │─────▶│ Enter number of rings.   │
└─────────────────┘      └────────┬────────┘      │ 2 is the default.        │
                                  │               └──────────────────────────┘
                                  ▼
                         ┌─────────────────┐      ┌──────────────┐
                         │ INPUT TRAY      │─────▶│ TRAY 1 **    │
                         └────────┬────────┘      │ TRAY 2       │
                                  │               │ TRAY 3       │
                                  │               │ TRAY 4 *     │
                                  │               │ TRAY 5       │
                                  ▼               └──────────────┘
                         ┌─────────────────┐      ┌──────────────────────────┐
                         │ AUTOMATIC TRAY  │─────▶│ ENABLE* (Trays 1, 2, 3, 4)│
                         │ SWITCHING       │      │ DISABLE                  │
                         └────────┬────────┘      └──────────────────────────┘
                                  ▼
                         ┌─────────────────┐      ┌──────────────────────────────┐
                         │ OUTPUT DESTINATION│───▶│ TOP TRAY*                    │
                         └─────────────────┘      │ FACE-UP TRAY                 │
                                                  │ HIGH-CAPACITY STACKER (optional)│
                                                  └──────────────────────────────┘
```

**Tray 1 is the default if Tray 4 is not present.

Fax setup item descriptions

The following items and options are available through the Fax Setup menu:

- Fax Mode
- Clock Setup
- Send Setup
- Receive Setup.

The default settings for these items can be changed through the control panel.

The changes you make to these menu items become the default settings, in place each time the printer is powered up.

Fax Mode

The Fax Mode can be set to send and receive, to send only, to receive only, or to be completely disabled through this menu item. When disabled, the fax modem board is completely non-operational and does not answer any incoming phone calls or accept and fax modem jobs sent from the host computer. The factory default is **Send and Receive***.

Clock Setup

The time and date can be set to the current time and date with this menu item. The fax modem board uses the time and date to stamp the arrival of a fax on the printed page (if the Header option is enabled).

Date

The date is entered in the following format:

Date MO/DY/YR

Where:

MO is a one or two-digit number that represents the current month. For example, 01 = January, 07 = July, and 12 = December.

DY is a two-digit number (01 through 31) representing the current day of the month. For example, if today is May 4, it is entered as 04.

YR is a two-digit number representing the current year. For example, the number 95 represents the year 1995.

The factory default is set to *01/01/95*.

Time

The time is entered in the following format:

Time HR:**MIN**

Where:

> **HR** is a one or two-digit number (01 through 24) representing the current hour of the day, based on a 24 hour clock. For example, 01 = 1:00 a.m., 12 = 12:00 noon, 15 = 3:00 p.m., and 24 = 12:00 midnight.

> **MIN** is a two-digit number (00 through 60) representing the number of minutes past the current hour.

The factory default is set to *00:00*.

Send Setup

The Send Setup options allow you to make changes to the settings which affect the Fax Modem documents sent from your host computer through the Fax Modem board on your printer. The Send Setup options include:

*   Redial Count
*   Redial Interval
*   Transmission Resolution
*   Speaker
*   Header.

Redial Count

The Redial Count option sets the number of times a call is retried (redialed), if not successful on the first attempt, before the call is abandoned. The number of retry attempts is entered as 0 through 100. The retry count, set at this option, decreases by one each time the call is placed. When the count reaches zero, the call is abandoned. The factory default is *0**.

Redial Interval

The Redial Interval option sets the time interval between redials. The time interval is measured in minutes. The number of minutes allowed between redials is entered as one or two digits (1 through 60 minutes). The factory default is *5** minutes.

Transmission Resolution

The Transmission Resolution option sets the send resolution to either Standard (200 x 100 scans per inch) or Fine (200 x 200 scans per inch). The factory default is *Standard**.

Speaker

The Speaker option determines if the modem speaker on the fax modem is on or off. When the speaker is enabled, the speaker is on for the first 10 to 20 seconds of each transmission. The factory default is on, *Enable**.

Header

The Header option enables or disables the printing of a header on the sent fax document. The factory default is on, *Enable**.

Receive Setup

The Receive Setup options allow you to make changes to the settings which affect the incoming fax documents received at your printer. The Receive Setup options include:

- Ring Count
- Input Tray
- Automatic Tray Switching
- Output Destination.

Ring Count

The Ring Count option sets the number of rings the Fax Modem waits before answering the phone. The number of rings is entered as one or two digits (1 through 10). The factory default is *2**.

Input Tray

The Input Tray option determines the default input paper tray or trays to be utilized for a fax received.

Settings include:

- Tray 1
- Tray 2
- Tray 3
- *Tray 4**
- Tray 5.

N **Note**: If tray 4 is not installed, tray 1 becomes the default tray.

Automatic Tray Switching

The Automatic Tray Switching option determines if fax jobs feeding from a given tray switch to another tray of the same size when the first tray runs out of paper.

Settings include:

- *Enable**

    Allows fax jobs to switch to other trays containing the same paper size as the tray that has run out of paper.

- Disable

    Does not allow fax jobs to switch to other trays once the initial tray is out of paper.

Output Destination

The Output Destination option for fax received jobs determines to which output tray pages are sent.

Settings include:

- *Top Tray**
- Face-Up Tray
- High-Capacity Stacker (if installed).

Fax setup configuration examples

The examples provided in this section illustrate the step-by-step procedures for changing the fax configuration through the control panel. As you review these examples, keep the following points in mind:

- Each example assumes the printer is currently set to factory default configurations.

- Only one setting is changed to demonstrate the procedures for changing a specific default setting. However, when you make printer configuration changes through the Fax Setup menu, you can make one or many changes to the default settings before exiting the menu.

Setting tray 1 as the default input tray for fax received

This example shows you how to set tray 1 as the source of paper for printing incoming fax documents:

M   1.   Press the Main Menu key to enter the Main Menu.

```
    MAIN MENU
 1.  PRINT MODE
```

5   2.   Press the five key at the numeric keypad to direct scroll.

```
    MAIN MENU
 5.  FAX SETUP
```

L   3.   Press the Enter key to enter the Fax Setup Menu.

```
    FAX SETUP
 1.  FAX MODE
```

4   4.   Press the four key at the numeric keypad to direct scroll.

```
    FAX SETUP
 4.  RECEIVE SETUP
```

L   5.   Press the Enter key.

```
    FAX SETUP / RECEIVE SETUP
 1.  RING COUNT
```

22   6.   Press the Scroll Next key two times.

```
    FAX SETUP / RECEIVE SETUP
 2.  INPUT TRAY
```

L   7.   Press the Enter key.

       RECEIVE SETUP / INPUT TRAY:
     4.   TRAY 4   *****

1   8.   Press the one key at the numeric keypad to direct scroll.

       RECEIVE SETUP / INPUT TRAY:
     1.   TRAY 1

L   9.   Press the Enter key.

       RECEIVE SETUP / INPUT TRAY:
     1.   TRAY 1   *****

Followed by:

       FAX SETUP / RECEIVE SETUP
     2.   INPUT TRAY

Disabling automatic tray switching for fax received

This example shows how to disable automatic tray switching for fax received, immediately after setting the input tray.

2   1.   Press the Scroll Next key.

       FAX SETUP / RECEIVE SETUP
     3.   AUTOMATIC TRAY SWITCHING

L   2.   Press the Enter key.

       RECEIVE SETUP / AUTO-TRAY SWITCHING:
     1.   ENABLE (TRAYS 4, 1, 2, 3)   *****

2   3.   Press the Scroll Next key.

       RECEIVE SETUP / AUTO-TRAY SWITCHING:
     2.   DISABLE

L   4.   Press the Enter key.

       RECEIVE SETUP / AUTO-TRAY SWITCHING:
     2.   DISABLE   *****

Followed by:

       FAX SETUP / RECEIVE SETUP
     3.   AUTOMATIC TRAY SWITCHING

MM   5.   Press the Main Menu key two times to return to the top of the Main Menu.

       MAIN MENU
     1.   PRINT MODE

L   6.   Press the Enter key to reenter print mode to begin printing.

Setting the date

In this example, the date is set to October 3, 1995 (10/03/95):

M   1.   Press the Main Menu key to enter the Main Menu.

> **MAIN MENU**
> **1. PRINT MODE**

5   2.   Press the five key at the numeric keypad to direct scroll.

> **MAIN MENU**
> **5. FAX SETUP**

L   3.   Press the Enter key to enter the Fax Setup Menu.

> **FAX SETUP**
> **1. FAX MODE**

2   4.   Press the Scroll Next key.

> **FAX SETUP**
> **2. CLOCK SETUP**

L   5.   Press the Enter key.

> **FAX SETUP / CLOCK SETUP**
> **1. DATE**

L   6.   Press the Enter key.

> **FAX SETUP / CLOCK SETUP:**
> **>> ENTER DATE (MO/DY/YR): 01/01/95**

0 through **9**   7.   Use the numeric keypad to enter the date.

> **FAX SETUP / CLOCK SETUP:**
> **>> ENTER DATE (MO/DY/YR): 00/00/01**
>
> **FAX SETUP / CLOCK SETUP:**
> **>> ENTER DATE (MO/DY/YR): 00/00/10**
>
> **FAX SETUP / CLOCK SETUP:**
> **>> ENTER DATE (MO/DY/YR): 00/01/00**
>
> **FAX SETUP / CLOCK SETUP:**
> **>> ENTER DATE (MO/DY/YR): 00/10/03**
>
> **FAX SETUP / CLOCK SETUP:**
> **>> ENTER DATE (MO/DY/YR): 01/00/39**
>
> **FAX SETUP / CLOCK SETUP:**
> **>> ENTER DATE (MO/DY/YR): 10/03/95**

L   8.   Press the Enter key.

> **FAX SETUP / CLOCK SETUP**
> **1. DATE**

Setting the time

This example would be done immediately after setting the date, and sets the time to 1:10 p.m:

2   1. Press the Scroll Next key.

> **FAX SETUP / CLOCK SETUP:**
> **2. TIME**

L   2. Press the Enter key.

> **FAX SETUP / CLOCK SETUP:**
> **>> ENTER TIME (HR:MIN): 00:00**

0 through **9**   3. Use the numeric keypad to enter the time.

> **FAX SETUP / CLOCK SETUP:**
> **>> ENTER TIME (HR:MIN): 00:01**

> **FAX SETUP / CLOCK SETUP:**
> **>> ENTER TIME (HR:MIN): 00:13**

> **FAX SETUP / CLOCK SETUP:**
> **>> ENTER TIME (HR:MIN): 01:31**

> **FAX SETUP / CLOCK SETUP:**
> **>> ENTER TIME (HR:MIN): 13:10**

L   4. Press the Enter key.

> **FAX SETUP / CLOCK SETUP:**
> **2. TIME**

MM   5. Press the Main Menu key two times to return to the top of the Main Menu.

> **MAIN MENU**
> **1. PRINT MODE**

L   6. Press the Enter key to reenter print mode to begin printing.

Setting the redial count for a send configuration

In this example, the redial count is set to five:

M   1. Press the Main Menu key to enter the Main Menu.

> **MAIN MENU**
> **1. PRINT MODE**

5   2. Press the five key at the numeric keypad to direct scroll.

> **MAIN MENU**
> **5. FAX SETUP**

L   3. Press the Enter key to enter the Fax Setup Menu.

       FAX SETUP
   1. FAX MODE

22   4. Press the Scroll Next key two times.

       FAX SETUP
   3. SEND SETUP

L   5. Press the Enter key.

       FAX SETUP / SEND SETUP
   1. REDIAL COUNT

L   6. Press the Enter key.

       SEND SETUP / REDIAL COUNT:
   >> ENTER NUMBER OF REDIALS: 000

5   7. Press the 5 key at the numeric keypad to enter the new redial count.

       SEND SETUP / REDIAL COUNT:
   >> ENTER NUMBER OF REDIALS: 005

L   8. Press the Enter key.

       FAX SETUP / SEND SETUP
   1. REDIAL COUNT

Turning the speaker off for a send configuration

In this example, the speaker is turned off for a send configuration:

4   1. Press the four key at the numeric keypad to direct scroll.

       FAX SETUP / SEND SETUP
   4. SPEAKER

L   2. Press the Enter key.

       SEND SETUP / SPEAKER:
   1. ENABLE   *

2   3. Press the Scroll Next key.

       SEND SETUP / SPEAKER:
   2. DISABLE

L   4. Press the Enter key to turn the speaker off.

       SEND SETUP / SPEAKER:
   2. DISABLE   *

Followed by:

       FAX SETUP / SEND SETUP
   4. SPEAKER

MM 5. Press the Main Menu key two times to return to the top of the Main Menu.

```
    MAIN MENU
1.  PRINT MODE
```

L 6. Press the Enter key to reenter print mode to begin printing.

6.   Troubleshooting

This chapter lists error messages that may appear on the printer control panel. Instructions on how to print a Fax Setup Report are also included.

Fax Setup menu error messages

The following messages are associated with the Fax Setup menu. These messages appear on the printer control panel display when you are entering numbers.

Table 6-1.   **Fax Setup menu error messages**

Fax Setup menu error messages	Result/Reason	Action
`ILLEGAL NUMERIC INPUT--EXCEEDS 23 HOURS.` `TO RETURN PRESS <CLEAR>.`	Time / hour entry exceeds **23**:59 hours.	Press the Clear/**C** key at the control panel. Reenter the time; hour entry must be a number between 1 and 23.
`ILLEGAL NUMERIC INPUT--EXCEEDS 59` `MINUTES. TO RETURN PRESS <CLEAR>.`	Time / minute entry Input exceeds 23:**59** minutes.	Press the Clear/**C** key at the control panel. Reenter the time; minute entry must be a number between 1 and 59.
`ILLEGAL NUMERIC INPUT--EXCEEDS 12 MONTHS` `IN A YEAR.  TO RETURN PRESS <CLEAR>.`	Date / month entry exceeds **12**/31/99.	Press the Clear/**C** key at the control panel. Reenter the date; the month must be a number between 1 and 12.
`ILLEGAL NUMERIC INPUT--EXCEEDS XX DAYS` `IN THE MONTH.  TO RETURN PRESS <CLEAR>.`	Date / Day entry exceeds 12/**31**/99.	Press the Clear/**C** key at the control panel. Reenter the day; the date must be a number between 1 and 31. **Note**: Maximum Date / Day entry for April, June, September, and November is 30, and for February, 28 for a regular year or 29 for a leap year.
`ILLEGAL NUMERIC INPUT--EXCEEDS 100` `REDIALS.  TO RETURN PRESS <CLEAR>.`	Redial entry exceeds 100.	Press the Clear/**C** key at the control panel. Enter a number between 0 and 100.

Table 6-1. **Fax Setup menu error messages** (continued)

Fax Setup menu error messages	Result/Reason	Action
`ILLEGAL NUMERIC INPUT--EXCEEDS 60 MINUTES.  TO RETURN PRESS <CLEAR>.`	Redial interval entry exceeds 60.	Press the Clear/**C** key at the control panel. Enter a number between 1 and 60.
`ILLEGAL NUMERIC INPUT--EXCEEDS 10 RINGS. TO RETURN PRESS <CLEAR>.`	Ring count entry exceeds 10.	Press the Clear/**C** key at the control panel. Enter a number between 1 and 10.
`ILLEGAL NUMERIC INPUT--LESS THAN 1 MONTH. TO RETURN PRESS <CLEAR>.`	Date / month entry is less than **01**/1/00.	Press the Clear/**C** key at the control panel. Enter a number between 1 and 12.
`ILLEGAL NUMERIC INPUT--LESS THAN 1 DAY. TO RETURN PRESS <CLEAR>.`	Date / Day entry is less than 1/**01**/00.	Press the Clear/**C** key at the control panel. Enter a number between 1 and 31. **Note**: Maximum Date / Day entry for April, June, September, and November is 30, and for February, 28 for a regular year or 29 for a leap year.
`ILLEGAL NUMERIC INPUT--LESS THAN 1 MINUTE.  TO RETURN PRESS <CLEAR>.`	Redial interval entry is less than 1.	Press the Clear/**C** key at the control panel. Enter a number between 1 and 60.
`ILLEGAL NUMERIC INPUT--LESS THAN 1 RING. TO RETURN PRESS <CLEAR>.`	Ring count entry is less than 1.	Press the Clear/**C** key at the control panel. Enter a number between 1 and 10.

`INVALID WITH OUTPUT DESTINATION:`
`1.   CONTINUE`
`0.   EXIT TO PREVIOUS STEP`
	Tray 5 is selected as the default input tray which conflicts with the output destination selection (top tray or high-capacity stacker).
	
	or
	
	An input paper tray (Tray 1, 2, 3, or 4) is selected that will not feed to the current output destination due to the size of the paper in the input tray.
		Use Scroll keys or direct scrolling to:
		[1] continue-- invalid entry is not changed. You can continue to make changes to the Fax Setup, but you must resolve this conflict before exiting the menu.
		
		[0] exit to the previous step to select another input tray that can be fed to the current output destination setting.

Table 6-1. **Fax Setup menu error messages** (continued)

Fax Setup Menu error messages	Result/Reason	Action

`INVALID WITH TRAY 5 SELECTION:`
`1.   CONTINUE`
`0.   EXIT TO PREVIOUS STEP`
	An output destination is selected (top tray or high-capacity stacker) that conflicts with Tray 5 selection.	Use Scroll keys or direct scrolling to:
		[1] continue-- invalid entry is not changed. You can continue to make changes to the Fax Setup, but you must resolve this conflict before exiting the menu.
		
		[0] exit to the previous step to select another output destination that can accept the output from Tray 5.

`INVALID WITH PAPER SIZE IN TRAY n`
`1.   CONTINUE`
`0.   EXIT TO PREVIOUS STEP`
 	
`n` = Input paper tray 1, 2, 3, or 4
	An output destination is selected (high-capacity stacker) that cannot accept output from the input tray already selected.	Use Scroll keys or direct scrolling to:
		[1] continue-- invalid entry is not changed. You can continue to make changes to the Fax Setup, but you must resolve this conflict before exiting the menu.
		
		[0] exit to the previous step to select another output destination that can accept the output from the currently selected input paper tray.

`INVALID--TRAY 5 WITH OUTPUT DESTINATION` `SELECTION.   TO RETURN PRESS <CLEAR>.`	You have attempted to exit the Main Menu without resolving the conflict between Tray 5 as the default input tray which conflicts with the output destination selection (top tray or high-capacity stacker).	Press the Clear/**C** key. You are returned to the top of the Fax Setup menu to select a different input paper tray or output destination.

`INVALID--PAPER SIZE IN TRAY n WITH`
`OUTPUT DESTINATION.   TO RETURN <CLEAR>.`
 	
`n` = Input paper tray 1, 2, 3, or 4
	You have attempted to exit the Main Menu without resolving the conflict between the output destination selected (top tray or high-capacity stacker) that cannot accept the size from the input paper tray selected.	Press the Clear/**C** key. You are returned to the top of the Fax Setup menu to select a different input paper tray or output destination.

Printer Configuration Report

The Hardware Status section of the Printer Configuration Report reports the following information on the status of the fax modem:

- When the fax modem is installed and working properly, "Installed" is reported.

- When not installed, "Not Installed" is reported.

- If the fax modem has failed, "Failed" is reported.

The Fax Setup section of the Printer Configuration Report reports the following default fax settings:

Fax mode   Reports which mode is currently in place with the fax modem: send and receive, send only, receive only, disabled.

Clock setup   Reports the date and time currently set for fax reporting.

Send setup   Reports how a fax is to be sent.

Redial count—Reports the number of redial attempts currently in place.

Redial interval—Reports the time period between redial attempts currently in place.

Transmission resolution—Reports if the resolution for outgoing faxes is set at fine or standard.

Speaker—Reports if the speaker is enabled or disabled.

Header—Reports if a header is printed on outgoing faxes.

Receive setup   Reports how a fax is to be received.

Ring count—Reports the number of rings to allow before answering on incoming faxes.

Input tray—Reports which paper tray is selected as the default input tray for incoming faxes.

Automatic tray switching—If enabled, "Enable (Trays 4,1,2,3)" is reported.

Output destination—Reports which default output tray is selected for incoming faxes.

Refer to the "Getting started" chapter in the *Xerox MRP Family 4220/MRP, 4230/MRP Operator Guide* for the procedures to print the report and a report example.

A.   Performance enhancement

Adding memory

For the fax modem option to take advantage of RAM added to your printer beyond the standard eight megabytes, a "Restore to factory defaults" should be preformed at the printer after additional RAM is installed. This is done by simultaneously pressing the Reset/R and Pause/P keys at the printer control panel.

A maximum of 20 MB of memory can be installed in your printer. When you fax and print at the same time, or when you send and receive complex faxes, additional memory provides increased performance.

N   **Note:** 4220/MRP and 4230/MRP standard base configuration is 20 MB RAM.

Adding a hard disk

To ensure a maximum amount of space for PostScript-to-PostScript file transmissions using the fax modem, a high-capacity hard disk can be added to your printer.

Installing a hard disk in the printer also allows you to spool fax jobs.

B. Related publications

Related publications

The following publications, as well as this manual, are available through the Xerox Documentation and Software Services (XDSS) (U.S. only). For additional details, see "XDSS ordering information" at the back of this manual.

N **Note:** Xerox Canada, Ltd. and Rank Xerox Ltd. publications are available through your local sales representative or analyst.

Xerox MRP Family publications

The Xerox 4220/MRP and 4230/MRP library sets includes the following manuals.

Publication	U.S. Number	International	
		Language	Number
4220/MRP, 4230/MRP Operator Guide	720P13940	French Spanish German Italian Danish	
4220/MRP, 4230/MRP System Administrator Guide	720P13950	French	
4215/MRP, 4219/MRP, 4220/MRP, 4230/MRP Twinax Command Reference*	720P12751		
4215/MRP, 4219/MRP, 4220/MRP, 4230/MRP Coax Command Reference*	720P12761		
4215/MRP, 4219/MRP, 4220/MRP, 4230/MRP Intelligent Printer Data Stream (IPDS) Configuration and Reference Guide*	720P12771		
4215/MRP, 4219/MRP, 4220/MRP, 4230/MRP PCL 5 and PostScript Printer Language Reference**	721P81071		

*   Manuals are shipped with the options.

** In the U.S., the Printer Language Reference for PCL 5 and PostScript is not shipped with the printer. To order this document, fill out and mail the Printer Language Reference Order Card found at the back of the *System Administrator Guide*. The manual is shipped at no charge to you.

In RX, this manual is shipped with the printer.

Publication	U.S. Number	International	
		Language	Number
4220/MRP, 4230/MRP Network Interface for Novell Operator Guide*	720P12302		
4215/MRP, 4219/MRP, 4220/MRP, 4230/MRP Fax Modem for Macintosh Operator Guide*	720P12321		
4215/MRP, 4219/MRP, 4220/MRP, 4230/MRP Fax Modem for MS-DOS Operator Guide*	720P12331		
4220/MRP, 4230/MRP AppleTalk Interface Operator Guide*	720P12312		
4220/MRP, 4230/MRP TCP/IP Operator Guide*	720P13721		
4220/MRP, 4230/MRP EtherTalk Operator Guide*	720P13731		
4220/MRP, 4230/MRP LAN Manager/LAN Server Operator Guide*	720P13701		
4220/MRP, 4230/MRP Windows NT Operator Guide*	720P13711		

* Manuals are shipped with the options.

For information about current Xerox training classes and workshops, refer to the *Xerox Customer Education: Printing Systems Catalog*, 610P30238 (U.S. only). In other locations, see your local representative for details.

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