

XEROX®

FaxCentre 2121/2121L

User Guide



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Prepared by:

Xerox
GKLS European Operations
Bessemer Road
Welwyn Garden City
Hertfordshire
AL7 1BU
ENGLAND

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Changes, technical inaccuracies and typographical errors will be corrected in subsequent editions.

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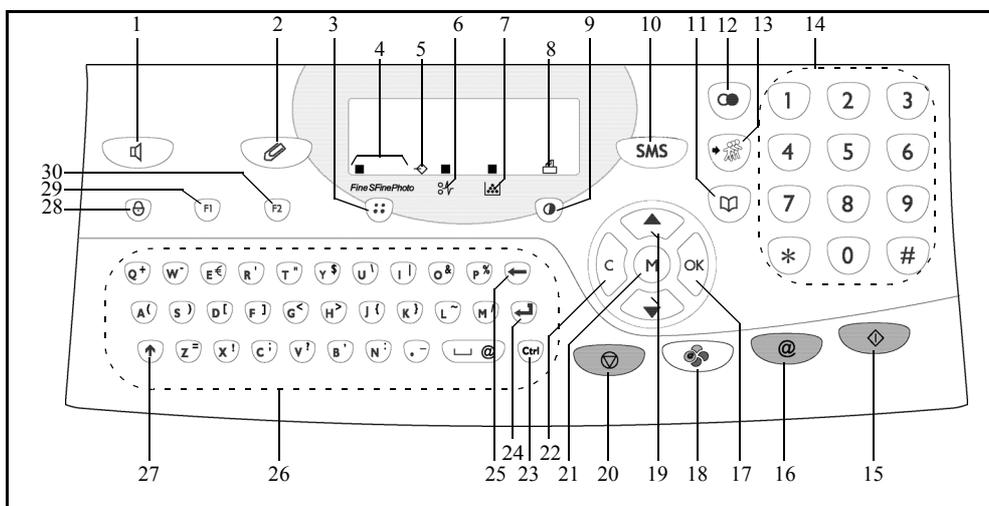
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Control Panel Overview

- 1 key: manual line taking, tone monitoring during fax transmission
- 2 key: attachment to a typed-in mail
- 3 key: scanning resolution during transmission or copy
- 4 Scanning resolution during fax transmission (Fine, SFine, Photo)
- 5 "Line" icon:
On: communication in progress,
Blinking: communication being established
- 6 Printer Paper Jam indicator
- 7 "Toner" icon:
On: toner empty
Blinking: toner near end, toner low
- 8 Fax reception icon:
* On: reception enabled
* Blinking: unprinted document(s) in memory or being received
* Off: reception disabled
- 9 key: contrast adjustment
- 10 SMS key: SMS transmission
- 11 key: access to directory and quick-dial numbers
- 12 key: access to the last dialled numbers, or to the last entered E-mail addresses after pressing the @ key
- 13 key: broadcast transmission (fax, E-mail or SMS)
- 14 Numerical keypad
- 15 key: fax transmission or black & white local copy
- 16 @ key: scan to E-mail (Internet fax transmission)
- 17 **OK** key: confirm displayed selection
- 18 key: color document transmission over the Internet
- 19 and keys: navigation keys
- 20 key: stop current operation
- 21 **MENU** key: access to the different functions (MENU)
- 22 **C** key: return to previous menu and correct data entry
- 23 **Ctrl** key: access to special characters
- 24 key: enter or go to next line
- 25 key: erase character before cursor
- 26 Alphabetical keypad
- 27 key: Shift key
- 28 key: Charge code masking key
- 29 F1: Pause
- 30 F2 keys records a key combination
See p. 6-18 if key needs reprogramming
Default setting: F2: Scan¹

1. Depending on model.



1 Safety & Environment

Read these safety notes carefully before using this product to ensure you operate the equipment safely.

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include Safety Agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

The safety testing and performance of this product have been verified using XEROX materials only.

Follow all warnings and instructions marked on, or supplied with the product.



This WARNING mark alerts users to the possibility of personal injury.



This WARNING mark alerts users to heated surfaces.



CAUTION: This product must be connected to a protective earthing circuit.

Operator Accessible Areas

This equipment has been designed to provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove these covers or guards.

Maintenance

Any operator maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance on this product that is not described in the customer documentation.

- This product is equipped with a 3-wire type plug, provided with a protective earthing pin. This plug will fit only into an earthed power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use an earthed adapter plug to connect the product to a power source receptacle that lacks an earth connection terminal.
- This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company.
- Do not allow anything to rest on the power cable. Do not locate the product where persons will step or trip on the cable.
- Use of an extension cable with this product is not recommended or authorized. Users should check building codes and insurance requirements if a properly earthed extension cable is to be used. Ensure that the total ampere ratings of the products plugged into the extension cable do not exceed the extension cable ampere rating. Also, ensure that the total amperage of all products plugged into the wall outlets does not exceed the outlet rating.
- Disconnect Device for this product is the power cable. To remove all electrical power to the product, disconnect the power cable from the power receptacle.
- Your equipment is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.
- Unplug this product from the wall outlet before cleaning. Always use materials specifically designated for this product. Use of other materials may result in poor performance and could create a hazardous situation.
- **Do not** use aerosol cleaners. Follow the instructions in this User Guide for proper cleaning methods.
- **Never** use supplies or cleaning materials for purposes other than those for which they were intended. Keep all supplies and materials out of reach of children.
- **Do not** use this product near water, wet locations, or outdoors.
- **Do not** place this product on an unstable cart, stand or table. The product may fall, causing personal injury or serious damage to the product.
- Slots and Openings in the cabinet and in the back and sides of the product are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The product should never be located near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.

- **Never** push objects of any kind into the slots of the product as they may touch dangerous voltage points or short out parts which could result in a fire or electric shock.
- **Never** spill liquid of any kind on the product.
- **Never** remove covers or guards that require a tool for removal, unless directed to do so in a Xerox approved maintenance kit.
- **Never** defeat interlock switches. Machines are designed to restrict operator access to unsafe areas. Covers, guards and interlock switches are provided to ensure that the machine will not operate with covers opened.
- **Do not** put your hands into the fuser area, located just inside the exit tray area, as you may be burned.
- This equipment is to be used on an appropriate branch circuit/electrical outlet. If this machine needs to be moved to a different location, contact a Xerox service representative or your authorized local representative or service support organisation.
- If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cable from the electrical outlet. Call an authorized local service representative to correct the problem.
 - The equipment emits unusual noise or odours.
 - The power cable is damaged or frayed.
 - A wall panel circuit breaker, fuse, or other safety device has been tripped.
 - Liquid is spilled into the copier/printer.
 - The equipment is exposed to water.
 - Any part of the equipment is damaged.

Quality Standards: The product is manufactured under a registered ISO9002 Quality system.

If you need additional safety information concerning this XEROX product or XEROX supplied materials you may call the following number:

EUROPE: **+44 (0) 1707 353434**

USA/CANADA: **1 800 928 6571**

Safety Standards

EUROPE: This XEROX product is certified by the following Agency using the Safety Standards listed.

Agency: TUV Rheinland

Standard: IEC60950

USA/CANADA: This XEROX product is certified by the following Agency using the Safety Standards listed.

Agency: UNDERWRITERS LABORATORIES INC.

Standard: UL60950-1, 2003 Edition. Certification is based on reciprocity agreements, which include requirements for Canada.

Laser Safety Information



CAUTION: Use of controls, adjustments or performance of procedure other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the equipment complies with performance standards for laser product set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Ozone Safety Information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider.

For Consumables

Store all consumables in accordance with the instructions given on the package or container.

- Keep all consumables away from the reach of children.
- Never throw toner, toner cartridges or toner containers into an open flame.

Radio Frequency Emissions

United States, Canada, Europe:

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States.

CE Mark

The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995:

Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996:

Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999:

Council Directive 99/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your authorized local dealer.

In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.

Shielded interface cables must be used with this product to maintain compliance with Council Directive 89/336/EEC.

Regulatory Information

ICES-003

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

US Regulatory Information for the Fax Kit option

Model Number: XRX-FAXK IT

Fax Send Header Requirements: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) The country location, telephone number identifying the machine, the header text information (business name), the send and receive behaviour and dial type must be entered when installing the Embedded Fax kit option. For further information on installing Embedded Fax, refer to the System Administration CD.

Fax Kit Information: This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cable and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant.



WARNING: Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cable (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (or REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g, 03 is a REN of 0.3).

For earlier products, the REN is separately shown on the label.

If this Xerox equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the Xerox Welcome Center telephone number 800-821-2797.

If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine and fax kit should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty

period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Canadian Regulatory Information for the Fax Kit option

**Model
Number:
XRX-FAXK
IT**

This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The REN value may be found on the label located on the rear of the equipment.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.



CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician, as appropriate.

European Regulatory Information for the Fax Kit option

Certification to 1999/5/EC Radio Equipment & Telecommunications Terminal Equipment Directive

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	France	Italy	Romania
Belgium	Germany	Luxembourg	Spain
Bulgaria	Greece	Netherlands	Sweden
Czech Republic	Hungary	Norway	Switzerland
Denmark	Iceland	Poland	United Kingdom
Finland	Ireland	Portugal	

In the event of problems, you should contact your local Xerox representative in the first instance.

This product has been tested to and is compliant with TBR21, a technical specification for terminal equipment for use on analogue switched telephone networks in the European Economic Area.

This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network.

NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signalling it is recommended that it is set to use DTMF signalling. DTMF signalling provides reliable and faster call setup.

Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Illegal Copying

Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such copies.

- Obligations or Securities of the United States Government, such as:
 - Certificates of Indebtedness
 - Coupons from Bonds
 - Silver Certificates
 - United States Bonds
 - Federal Reserve Notes

Certificates of Deposit

National Bank currency

Federal Reserve Bank Notes

Gold Certificates

Treasure Notes

Fractional Notes

Paper money

Bonds and obligations of certain agencies of the government, such as FHA

Bonds (US Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps (If it is necessary to copy a legal document on which there is a cancelled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, cancelled or uncanceled (For philatelic purposes, postage stamps may be photographed provided the reproduction is black and white and less than 3/4 or more than 1 1/2 times the linear dimensions of the original).

Postal Money Orders

Bills, checks, or drafts for money drawn by or on authorized officers of the United States

Stamps and other representatives of value, of whatever denomination, which may be or have been issued under any Act of Congress

- Adjusted compensation Certificates for veterans of the World Wars.
- Obligations or Securities of any foreign government, bank, or corporation.
- Copyrighted material (unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction provisions of the copyright law). Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, DC 20559 (circular R21).
- Certificates of Citizenship or Naturalization (foreign naturalization certificates may be photographed).
- Passports (foreign passports may be photographed).
- Immigration papers.
- Draft Registration cards.
- Selective Service Induction papers which bear any of the following information:
 - Registrant's earnings or income
 - Registrant's dependency status
 - Registrant's court record
 - Registrant's previous military service
 - Registrant's physical or mental condition

NOTE: **Exception:** US Army and Navy discharge certificates may be photographed.

- Badges, identification cards, passes or insignias carried by military or Naval personnel, or by members of the various Federal Departments and Bureaus, such as the FBI and Treasury (unless the photograph is ordered by the head of such Department or Bureau).



CAUTION: Copying of the following is also prohibited in certain states: automobile licences, driver's licenses, and automobile Certificates of Title. This list is not all-inclusive. In case of doubt, consult your attorney.

Cyprus	Hungary	Lithuania	Slovakia
Czech Republic	Italy	Malta	Slovenia
Estonia	Latvia	Poland	Spain

Environmental Compliance

USA

Energy Star



As an ENERGY STAR partner, Xerox Corporation has determined that (the basic configuration of) this product meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multi function machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory to enter a "low power" state and/or shut off completely after a specified period of use. These energy-saving features can reduce product energy consumption in half when compared to conventional equipment.

Canada



Environmental Choice

Terra Choice Environmental Serviced, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.

As a participant in the Environmental Choice program, Xerox Corporation has determined that this product meets the Environmental Choice guidelines for energy efficiency.

Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and

exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products.

Product Recycling and Disposal

European Union (WEEE Directive 2002/96/EC)

Some equipment may be used in both a domestic/household and a professional/business application.

If you are managing the disposal of your Xerox product, please note that the product contains lead, mercury, and other materials whose disposal may be regulated due to environmental considerations in certain countries or states. The presence of lead and mercury is fully consistent with global regulations applicable at the time that the product was placed on the market.

Domestic/Household Environment



Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment



Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local dealer or Xerox representative for end of life take back information.

North America

Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.

If you are managing the disposal of your Xerox product, please note that the product may contain, lead, mercury, perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of perchlorate is fully consistent with regulations applicable at the time that the product was placed on the market. For disposal information, contact your local authorities.

Perchlorate Material – This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

Mercury Safety



LAMP(S) INSIDE THIS PRODUCT CONTAINS MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS. For details see www.lamprecycle.org, www.eiae.org.

Other Countries

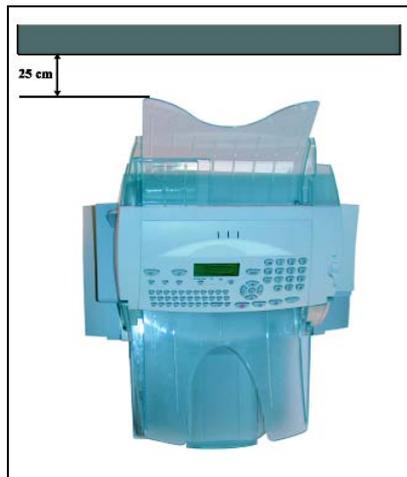
Please contact your local waste authorities and request disposal guidance.

2 Installing your machine

Installation requirements

The correct location helps to ensure that your machine provides you with the long service life for which it is designed. Check to make sure that the location you select has the following characteristics:

- well ventilated to avoid build up of ammonia or other organic gasses;
- has a minimum distance between the wall and the upper edge of the stacker of at least 10 inches (25 centimetres) for easier opening of the upper cover;



- close to a grounded power outlet (refer to the safety instructions in the **Safety & Environment** chapter);
- is not exposed to direct sunlight;
- is not in the direct airflow of air conditioners, heaters, or ventilators and areas subject to temperature and humidity extremes;
- has a sturdy, level surface where the machine will not be exposed to strong vibrations;
- away from any objects that might block the heat vents;
- away from curtains or other combustible objects;

- has no possibility of the machine being splashed with water or other liquids;
- is clean, dry, and free from dust.

Operational precautions

Note the following important precautions when using the machine.

Operating environment

The following describes the operating environment required when using the machine:

- Temperature:
10°C to 35°C (50°F to 95°F) with a fluctuation of 10°C (18°F) per hour.
- Humidity:
20% to 80% (no condensation) with a fluctuation of 20% per hour.

Machine

The following describes precautions for using the machine:

- Never turn the machine off or open any of the covers during a print operation.
- Never place flammable gasses, liquids or objects that generate magnetic forces near the machine.
- Unplug the power cable, by the plug and never by the cable. A damaged cable may cause a fire or electrical shock.
- Never touch the power cable when your hands are wet. Doing so may cause an electrical shock.
- Always unplug the power cable before moving the machine. Failure to do so can damage the power cable and may cause a fire or electrical shock.
- Always unplug the power cable if you do not plan to use the machine for a long time.
- Never try to remove any secured panels or covers. There is a danger of electrical shock from high-voltage circuits.
- Never try to modify the machine. Doing so may cause fire or electrical shock.
- Never place any heavy objects on the power cable. Do not pull or bend the power cable. Doing so may cause fire or electrical shock.
- Always make sure the machine is not placed on the electrical cable or the communications cables of any other electrical equipment. Make sure that cords and cables do not get into the machine's mechanism. Any of these conditions may cause machine failure or fire.
- Always take care that paper clips, staples, or other small pieces of metal do not get into the machine through the vents or other openings. Such objects may cause fire or electrical shock.

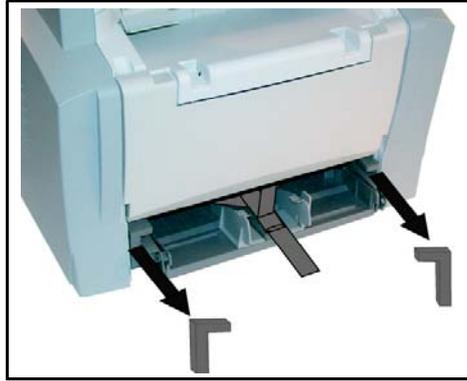
- Do not allow water or other liquids to spill on or near the machine. Fire or electrical shock can occur should water or liquid come into contact with the machine.
- Should liquid or any piece of metal accidentally get inside the machine, immediately power off the machine, unplug the power cable, and contact your dealer. Failure to take this immediate action may cause fire or electrical shock.
- Should the machine emit unusually high amounts of heat, smoke, an unusual odour, or noise, immediately power off, unplug it, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- Do not reload paper as the ink or toner deposited on that paper might damage the printing system of your machine.

Unpacking the machine parts

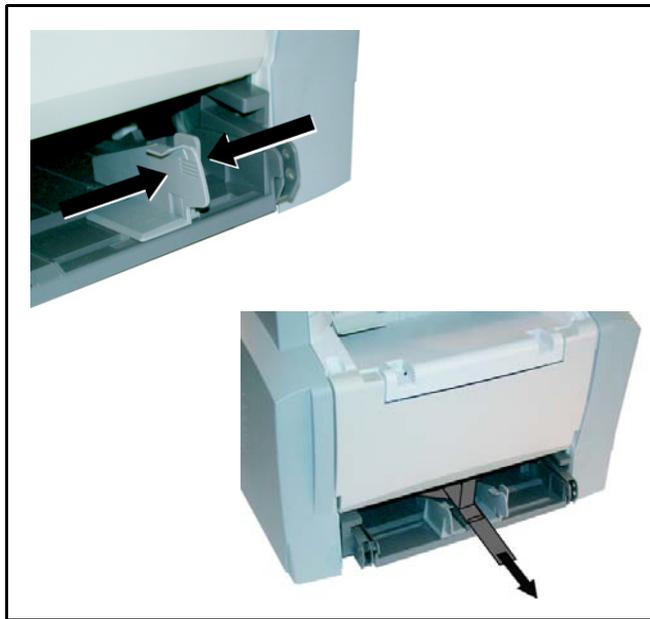
- Remove the packing materials and check for the parts shown below.



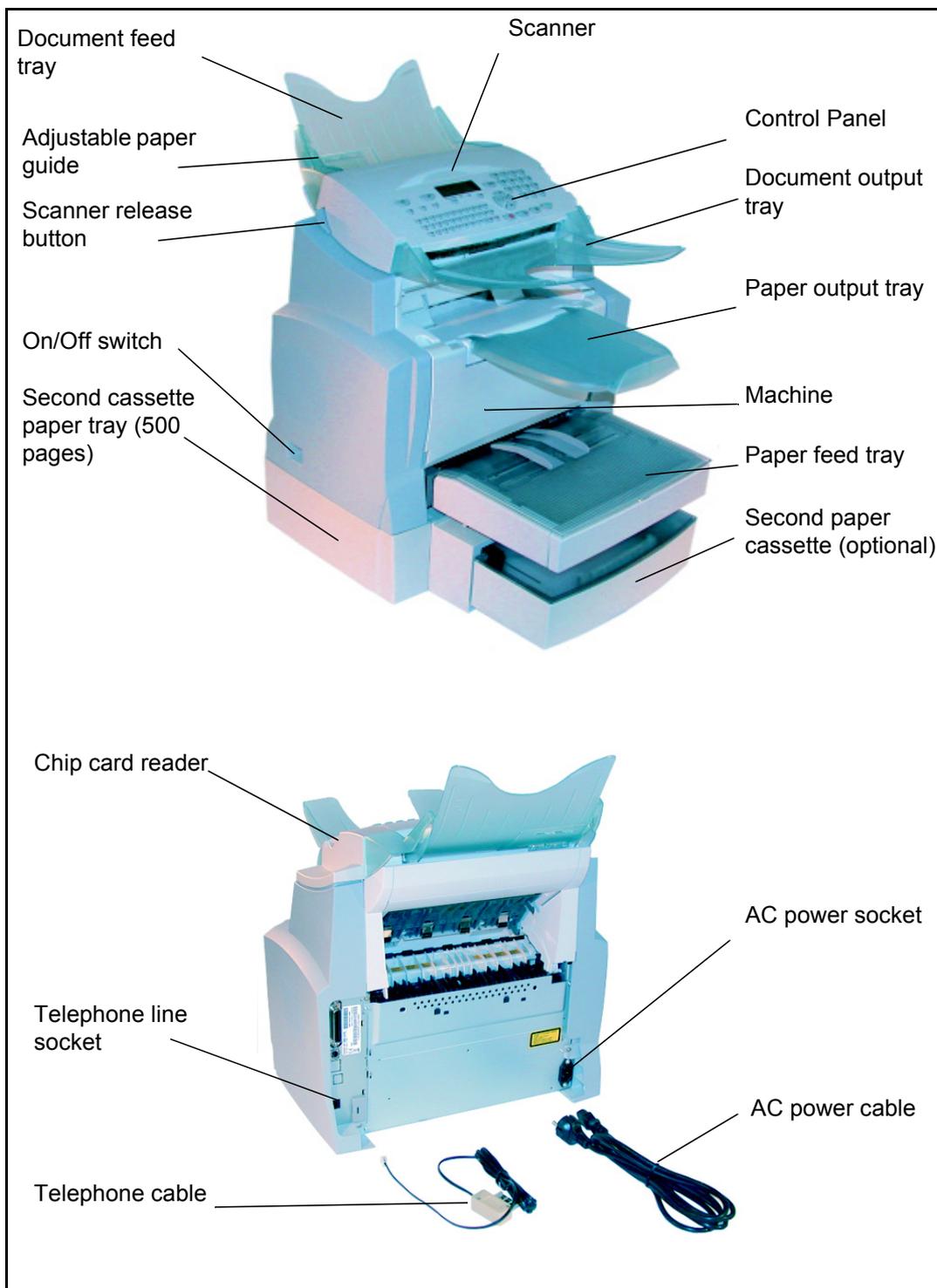
- Pull out the two pads from the paper feed inlet.



- Move the paper size guides to one side and pull out the plastic tab and the shipping tape from the paper feed inlet.



Machine Overview

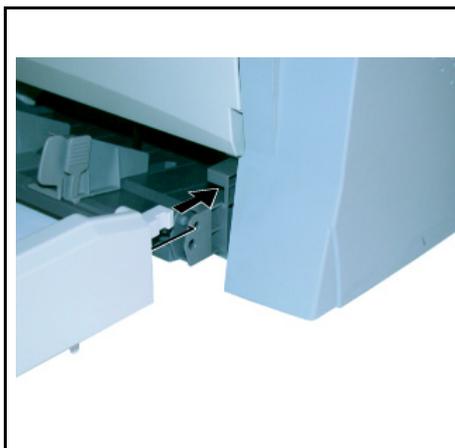


Installing the removable parts

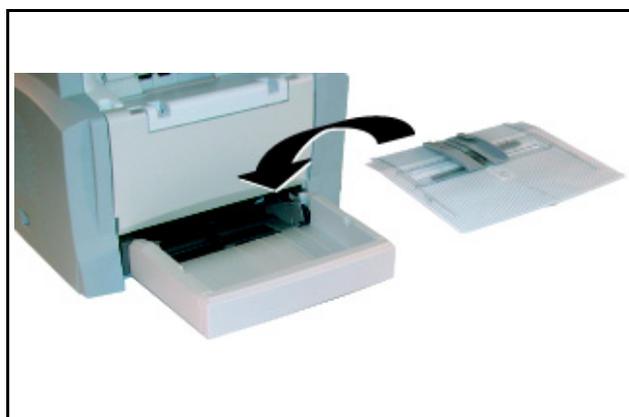
This section describes the installation of the machine's removable parts.

Installing the paper tray

- Line up the tray with the left and right guides and gently push the tray in until it stops (as illustrated below).



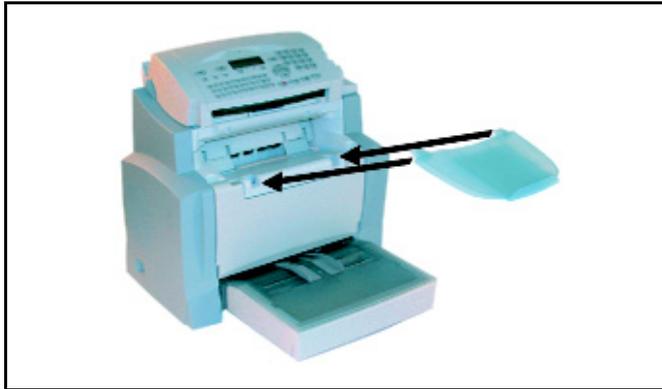
- Install the tray cover.



Installing the paper output tray

- With both hands, slightly bend the center part of the tray upwards in order to insert its clips into the slots located on the upper part of the machine.

- Release the tray so that it recovers its initial shape.



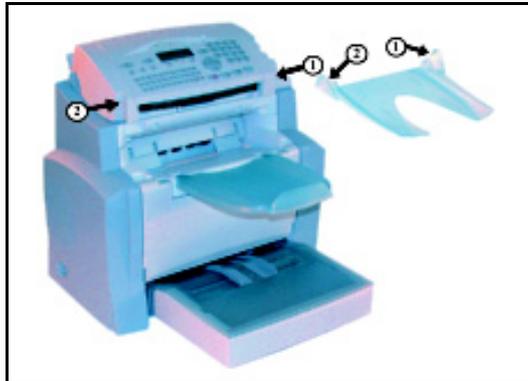
Installing the document feed tray

- Insert the base of the document feed tray into the two slots located behind the control panel on the back of the machine.



Installing the original document output tray

- Insert the document output tray into the two slots located just below the control panel on the front of the machine.



Loading paper

- Move the paper size guide to one side.



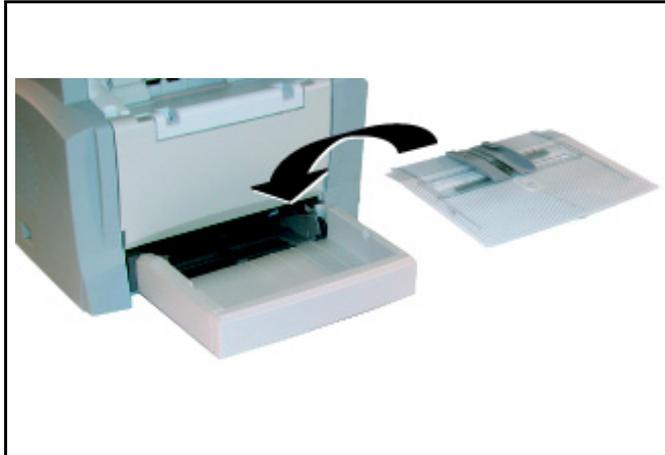
- Place a stack of paper into the tray. In case of letterhead paper, be sure to place the paper printed side up.
- Secure the stack of paper by pushing the paper size guides against the right and left edges of the stack.

Supported types of paper:

Auto-feed cassette 60 to 90 g/m² / 16 to 24 lb

Manual feed tray 60 to 160 g/m² / 16 to 43 lb

- Fit the paper tray cover into place.

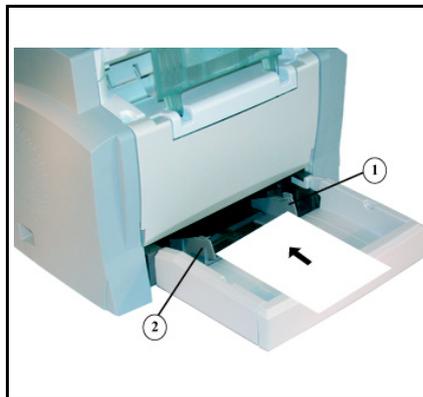


CAUTION: Do not load paper while the machine is printing.

Loading paper manually

When printing on special paper, such as 60 to 160 g/m² max. color paper or transparent film (laser printer compatible), load the paper manually, one sheet at a time:

- Adjust the paper size guides to their widest points.
- Insert the paper between the two paper size guides 1 and 2 located on the paper tray cover until it reaches the stop.
- Move the paper size guides as appropriate to secure the paper.



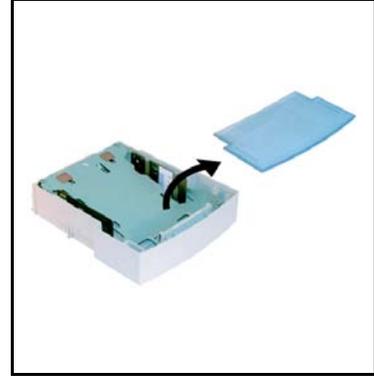
Installing the second paper cassette unit (optional)

- 1 Remove the second paper cassette unit and tray 2 from the packaging. Remove the protective tape used to hold the various components in place.

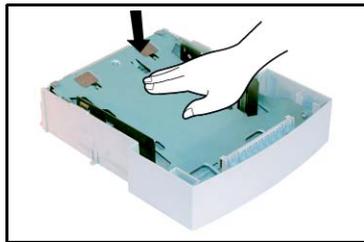
2 Place the machine on top of the base unit. Make sure to align the coupling pins of the base unit with the holes located underneath the machine.



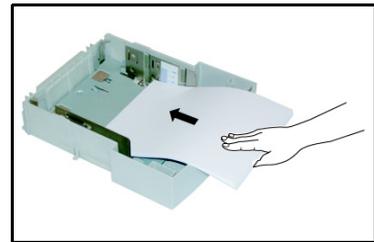
3 Remove the cover from tray 2.



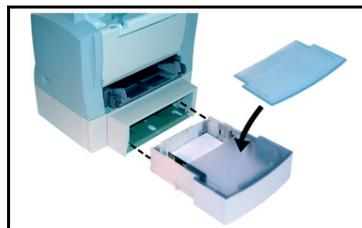
4 Press down on the paper lifting plate located inside of tray 2 until it locks.



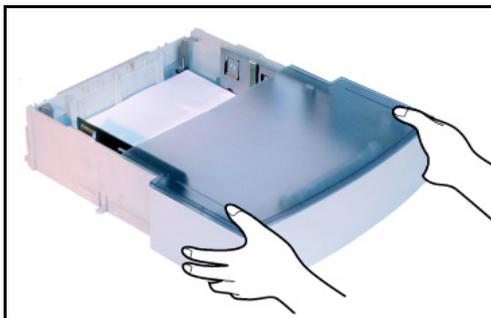
5 Place a stack of up to 500 sheets of paper into tray 2.



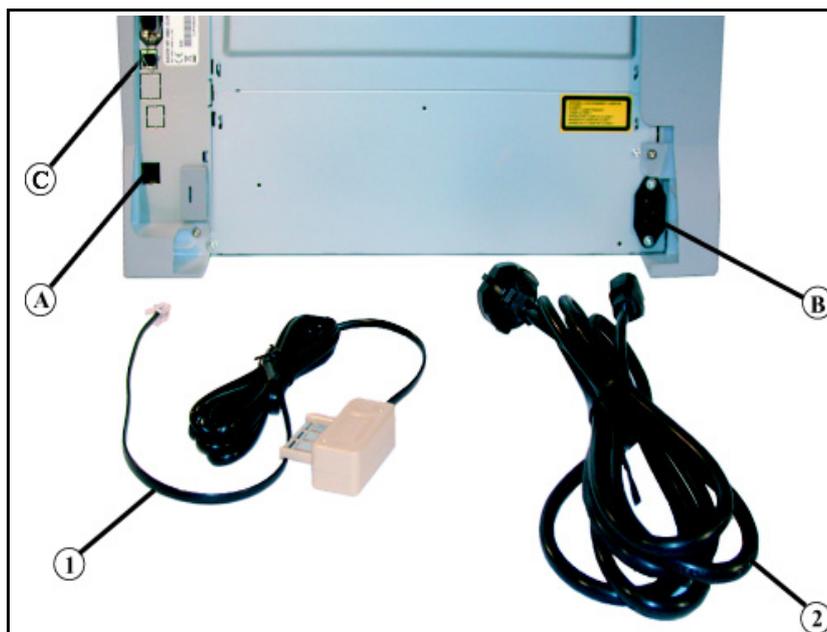
6 Replace the cassette cover and insert tray 2 into the second paper cassette unit.



CAUTION: Use both hands to remove or replace tray 2 to avoid damaging the cassette.



Connections



Key to the diagram:

A: Telephone line socket

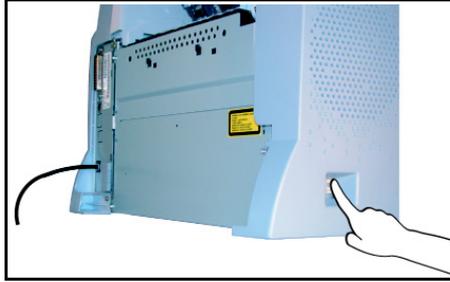
B: AC power socket

C: LAN socket

1: Phone cable (model depending on country)

2: AC power cable (model depending on country)

- Make sure the On/Off switch is set to 0 (Off).



Telephone and LAN connection

- Plug end of the telephone cable (1) into the telephone socket on the machine (A), and the other end into the wall telephone socket.
- LAN connection (depending on model). Plug one end of the LAN cable (as provided by your network administrator) into port (C) of your machine and the other end into the local network port dedicated to your machine.

Power line connection and switch-on

CAUTION: Refer to safety procedures in the Safety & Environment Chapter.

- Plug one end of the power cable (2) into the socket (B) on the machine, and the other end in the wall outlet.
- Set the On/Off switch to position 1 (On).

When the machine has warmed up, the date and time will appear.

To set the language and the time on the machine, refer to **Setting the machine** on page 4-1.

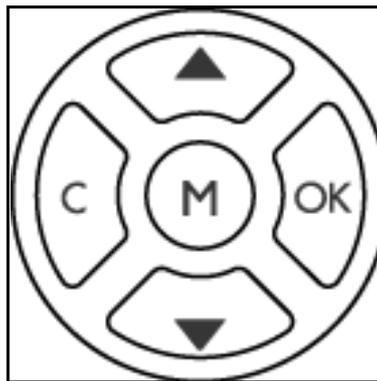
3 Getting started

Navigation methods

Presentation

The navigator provides access to the screen menus.

The navigator



Use the 5 keys on the navigator to move within the menus.

Menu Navigation

To	Use key	Symbol used
Enter the main menu.		M
Select the next line in a menu.		▼
Select the previous line in a menu.		▲
Confirm entry and go to the following menu.		OK
Return to the previous menu.		C
Confirm and exit from the current menu.		◇
Exit without confirming from the current menu.		◇

Data Entry Field Navigation

To	Use key	Symbol used
Move to the right.		▼
Move to the left.		▲
Confirm your entry		OK
Delete a character by moving the cursor to the left.		C
Confirm your entry and return to the initial screen.		◇

The display screen

The screen has two lines of 16 characters.

The cursor ► shows the line selected.

```
1 ► DIRECTORY
2  SETUP
```

For menus with more than two options, use the ▲ or ▼ navigator arrows to view more lines of the menu (3, 4, etc.).

Access to functions

You can access the functions in two ways.

- **Menu-driven access.**
- **Direct function access.**

Menu-driven access

Print the Functions List to find the number of a function.

- Press the M key, to display the functions menu.

```
1 ► DIRECTORY
2  SETUP
```

- Use the ▲ or ▼ navigator arrows to move the cursor ► in front of the required function.

```
4  SMS SERVICE
5 ► PRINT
```

- Press **OK** to confirm your selection.
- Use the ▲ or ▼ navigator arrows to move the cursor ► to the required sub-function.

```
51 ► FUNCTIONS LIST
52  LOGS
```

- Press **OK** to confirm your selection.

Direct access by number

Print the Functions List (**M 51 OK**) to find the number of a function.

From the stand-by mode:

- Press the M key and enter the number of the required function. Press **OK** to confirm your selection.

Functions list

Main menu 1: Directory

Functions		Function description	Page
M 11 OK	- NEW CONTACT	Enter a name in the directory	p. 5-2
M 12 OK	- NEW LIST	Enter a relay broadcast list	p. 5-3
M 13 OK	- MODIFY	Modify a record or a list	p. 5-5
M 14 OK	- DELETE	Delete a record or a list	p. 5-6
M 15 OK	- PRINT	Print the directory	p. 5-6
M 16 OK	- SAVE/LOAD	Store the directory to a chip card	
M 161 OK	<i>SAVE</i>	Save the directory to a chip card	p. 5-1
M 162 OK	<i>LOAD</i>	Load the directory from a chip card	p. 5-1
M 17 OK	- IMPORT	Enable directory importation by E-mail	p. 5-9
M 18 OK	- EXPORT	Export the directory by E-mail	p. 5-9

Main menu 2: Setup

Functions		Function description	Page
M 21 OK	- DATE/TIME	Date and time setting	p. 4-2
M 211 OK	<i>MODIFY</i>	Modify the date and time	p. 4-2
M 212 OK	<i>AM/PM</i>	AM or PM	p. 4-2
M 22 OK	- NUMBER/NAME	Enter your name and your number	p. 4-2
M 23 OK	- SEND	Transmission settings	
M 231 OK	<i>SEND REPORT</i>	Print the transmission report (see M 381 OK)	p. 4-4
M 232 OK	<i>MEMORY SEND</i>	Send from feeder or memory	p. 4-5
M 233 OK	<i>ECO PER.</i>	Set the economy period (see M 32 OK)	p. 4-5
M 24 OK	- RECEPTION	Reception settings	
M 241 OK	<i>REC. PAPER</i>	Accept reception without paper	p. 4-6
M 242 OK	<i>NBR OF COPIE</i>	Number of copies of received documents	p. 4-6

Main menu 2: Setup

Functions		Function description	Page
M 243 OK	<i>PC RECEPT.</i>	Choice for PC reception	p. 4-7
M 25 OK	- NETWORKS	Network settings	
M 251 OK	<i>TEL. NETWORK</i>	Telephone network settings	
M 2511 OK	<i>NETWORK TYPE</i>	Select the type of network	p. 4-2
M 252 OK	<i>PREFIX</i>	Activate the dialling prefix	p. 4-4
M 253 OK	<i>LOCAL NETWORK</i>	LAN settings	
M 2531 OK	<i>CONFIGURATION</i>	Select the configuration mode	p. 4-11
M 2532 OK	<i>IP ADDRESS</i>	IP address of the machine	p. 4-12
M 2533 OK	<i>SUBNET MASK</i>	Sub-network mask	p. 4-12
M 2534 OK	<i>GATEWAY</i>	Gateway address	p. 4-12
M 2535 OK	<i>IEEE ADDRESS</i>	IEEE address of the machine (view only)	p. 4-12
M 2536 OK	<i>NETBIOS 1 NAME</i>	NetBIOS name 1	p. 4-12
M 2537 OK	<i>NETBIOS 2 NAME</i>	NetBIOS name 2	p. 4-12
M 2538 OK	<i>WINS 1</i>	Address of the NetBIOS name server 1	p. 4-13
M 2539 OK	<i>WINS 2</i>	Address of the NetBIOS name server 2	p. 4-13
M 254 OK	<i>SNTP SERVER</i>	SNTP server configuration	p. 4-13
M 2541 OK	<i>ADDRESS</i>	SNTP server address	p. 4-13
M 2542 OK	<i>PORT</i>	SNTP server port	p. 4-13
M 2543 OK	<i>STATE</i>	SNTP server state	p. 4-13
M 2544 OK	<i>TIME ZONE</i>	Time zone	p. 4-13
M 2545 OK	<i>SUMMER TIME</i>	Summer time offset	p. 4-14
M 29 OK	- TECHNICALS	Technical parameters	p. 4-7
M 20 OK	- GEOGRAPHICAL	Geographical settings	p. 4-2
M 201 OK	<i>COUNTRY</i>	The country you select will determine the network, language and keyboard settings	p. 4-3
M 202 OK	<i>NETWORK</i>	Configure network settings	p. 4-3
M 203 OK	<i>LANGUAGE</i>	Set language	p. 4-3

Main menu 3: Fax

Functions		Function description	Page
M 31 OK	- TRANSMISSION	Single- and multiple-address transmission	p. 6-4
M 32 OK	- ECO TRANS.	Send a document during the economy period	p. 4-5
M 33 OK	- POLLING RX	Polling request	p. 6-20
M 34 OK	- POLLING TX	Deposit a document	p. 6-19
M 35 OK	- MBX SENDING	Send to a mailbox	p. 6-29
M 36 OK	- MBX POLLING	Poll a mailbox	p. 6-30
M 37 OK	- BROADCAST	Broadcast transmission	p. 4-7
M 38 OK	- FAX ANSW.	Control of fax answering machine	p. 4-5
M 381 OK	<i>PRINT</i>	Print fax messages stored in the memory	p. 4-6
M 382 OK	<i>ACTIVATION</i>	Activate or deactivate the answering machine	p. 4-6
M 383 OK	<i>ANSWER CODE</i>	Save an access code	p. 4-5
M 39 OK	- FAX FORWARD.	Fax forward function	
M 391 OK	<i>REROUTING</i>	Reroute received messages	p. 6-5
M 3911 OK	<i>ACTIVATION</i>	Rerouting activation	p. 6-5
M 3912 OK	<i>CALL NUMBER</i>	Choose destination	p. 6-6
M 3913 OK	<i>COPY</i>	Rerouted document for local printing	p. 6-6
M 392 OK	<i>TX FORWARD.</i>	Transmit forward function	p. 6-6
M 3921 OK	<i>ACTIVATION</i>	Transmit forward activation	p. 6-6
M 3922 OK	<i>CALL NUMBER</i>	Recipient selection	p. 6-6

Main menu 4: SMS service

Functions		Function description	Page
M 41 OK	- SEND SMS	Send SMS	p. 4-26
M 42 OK	- READ SMS	Read SMS	p. 4-28
M 43 OK	- DELETE SMS	Delete SMS	p. 4-27
M 431 OK	<i>SELECTION</i>	Select SMS to delete	p. 4-27
M 432 OK	<i>SMS READ</i>	Delete read SMS	p. 4-27

Main menu 4: SMS service

Functions		Function description	Page
M 433 OK	<i>ALL</i>	Delete all SMS	p. 4-28
M 44 OK	- PRINT SMS	Print SMS received	p. 4-28
M 45 OK	- PARAMETERS	SMS service / SMS parameters	p. 4-26
M 451 OK	<i>AUTO PRINT</i>	Automatically print SMS	p. 4-26
M 452 OK	<i>BEEP SMS</i>	Beep on SMS reception mode	p. 4-26
M 453 OK	<i>SENDER NAME</i>	Show/hide sender name	p. 4-26
M 454 OK	<i>TERM. ADDR.</i>	Machine address	p. 4-26
M 46 OK	- SERVER	SMS servers settings	p. 4-29
M 461 OK	<i>SMS CENTRE 1</i>	Number of main SMS centre	p. 4-29
M 4611 OK	<i>SEND NO</i>	Transmission number	p. 4-29
M 4612 OK	<i>RECEIVE NO</i>	Reception number	p. 4-29
M 462 OK	<i>SMS CENTRE 2</i>	Number of secondary SMS centre	p. 4-29
M 4621 OK	<i>RECEIVE NO</i>	Reception number	p. 4-29

Main menu 5: Print

Functions		Function description	Page
M 51 OK	- FUNCTIONS LIST	Print the functions list	p. 6-17
M 52 OK	- LOGS	Print the transmission logs	p. 6-17
M 53 OK	- DIRECTORY	Print the directory	p. 5-6
M 54 OK	- SETUP	Print the settings list	p. 6-17
M 55 OK	- COMMANDS	Print the commands list (see M 65 OK)	p. 6-11
M 56 OK	- LISTE MBX	Print the MBX list (see M 75 OK)	p. 6-29
M 57 OK	- PCL FONTS	Print Internal PCL fonts	p. 6-18
M 58 OK	- SG SCRIPT FONTS	Print Internal SG Script fonts	p. 6-18
M 59 OK	- DEPART. CODES	Print department code list	p. 6-26

Main menu 6: Commands

Functions		Function description	Page
M 61 OK	- PERFORM	Execute a pending command	p. 6-10
M 62 OK	- MODIFY	Modify a pending command	p. 6-11
M 63 OK	- DELETE	Cancel a pending command	p. 6-11
M 64 OK	- PRINT	Print a pending document	p. 6-11
M 65 OK	- PRINT LIST	Print the commands list	p. 6-11

Main menu 7: Mailboxes

Functions		Function description	Page
M 71 OK	- CREATE MBX	Create and modify a mailbox (MBX)	p. 6-28
M 72 OK	- DEPOSIT MBX	Deposit a document into a MBX	p. 6-29
M 73 OK	- PRINT MBX	Print the contents of a MBX	p. 6-29
M 74 OK	- DELETE MBX	Delete an empty MBX	p. 6-29
M 75 OK	- PRT MBX LIST	Print the MBX list	p. 6-29

Main menu 8: Advanced Functions

Functions		Function description	Page
M 80 OK	- CALIBRATION	Scanner calibration	p. 7-15
M 81 OK	- LOCK	Activate an access limitation lock	p. 6-20
M 811 OK	<i>LOCKING CODE</i>	Locking code	p. 6-21
M 812 OK	<i>LOCK KEYBD</i>	Activate keyboard lock	p. 6-21
M 813 OK	<i>LOCK NUMBER</i>	Activate dialling lock	p. 6-21
M 814 OK	<i>LOCK PARAMET</i>	Activate Internet settings lock	p. 6-22
M 815 OK	<i>LOCK SMS</i>	Activate SMS lock	p. 6-22
M 82 OK	- COUNTERS	View the activity counters	p. 6-19
M 821 OK	<i>SENT PAGES</i>	Sent pages counter	p. 6-19
M 822 OK	<i>RECEIVED PG</i>	Received pages counter	p. 6-19
M 823 OK	<i>SCANNED PAGE</i>	Scanned pages counter	p. 6-19
M 824 OK	<i>PRINTED PG</i>	Printed pages counter	p. 6-19

Main menu 8: Advanced Functions

Functions		Function description	Page
M 84 OK	- SCAN. & PRINT	Scanner and printer settings	p. 6-14
M 841 OK	<i>SCANNER</i>	Scanner settings	p. 6-14
M 842 OK	<i>PRINTER</i>	Printer settings	p. 6-14
M 85 OK	- CONSUMABLES	Status of consumables	p. 7-2
M 87 OK	- SCAN TO	Scan To settings	
M 871 OK	<i>SCAN TO PC</i>	Scanned document send to PC application	p. 6-22
M 872 OK	<i>SCAN TO FTP</i>	Scanned document send to FTP server	p. 6-9
M 88 OK	- DEPT. CODES	Setting department codes	
M 881 OK	<i>ACTIVATION</i>	Change department code settings	p. 6-23
M 882 OK	<i>NEW DEPT.</i>	Create or modify a department code	p. 6-24
M 883 OK	<i>DELETE</i>	Delete a department code	p. 6-25
M 884 OK	<i>PRINT</i>	Print department code list	p. 6-25

Main menu 9: Internet

Functions		Function description	Page
M 91 OK	- SUPPLIER	Choose the service provider (ISP) (see p. 4-25 to deactivate)	p. 4-19
M 92 OK	- INIT PROVIDER	Initialize ISP provider ^A	
M 921 OK	<i>CONNECTION</i>	ISP parameters	p. 4-19
M 9211 OK	<i>CALL NUMB.</i>	ISP call number	
M 9212 OK	<i>IDENTIFIER</i>	ISP identifier	
M 9213 OK	<i>PASSWORD</i>	ISP password	
M 922 OK	<i>MESS. SERV</i>	Message service parameters	p. 4-19
M 9221 OK	<i>IDENTIFIER</i>	Message service identifier	
M 9222 OK	<i>PASSWORD</i>	Message service password	
M 9223 OK	<i>E-MAIL ADR</i>	Message service E-mail address	
M 923 OK	<i>SERVERS</i>	SMTP, POP3 and DNS parameters	p. 4-20
M 9231 OK	<i>SMTP</i>	SMTP server	
M 9232 OK	<i>POP3</i>	POP3 server	

Main menu 9: Internet

Functions		Function description	Page
M 9233 OK	<i>DNS 1</i>	Primary DNS	
M 9234 OK	<i>DNS 2</i>	Secondary DNS	
M 924 OK	<i>SMTP AUTHENT.</i>	SMTP authentication access parameters	p. 4-20
M 9241 OK	<i>ACTIVATION</i>	SMTP authentication activation	
M 93 OK	- IMMED ACCES	Immediate access to ISP ^A	p. 4-25
M 94 OK	- SETTINGS	Internet settings ^A	
M 941 OK	<i>CONNEC. TYPE</i>	Select connection type	p. 4-22
M 942 OK	<i>SEND TYPE</i>	Select transmission type	p. 4-23
M 943 OK	<i>PERIOD</i>	Select the period of connection	p. 4-22
M 944 OK	<i>DEPOSIT NOTI</i>	Select to print a deposit notice	p. 4-23
M 945 OK	<i>PRINT</i>	Print internet settings	p. 4-23
M 95 OK	- E-MAIL	Send an E-mail ^A	p. 6-8
M 96 OK	- SORT MESSAGES	Sort messages by storage method ^A	p. 4-23

A. These menus will appear only with valid ISPN settings.

4 Setting the machine

The parameters of the machine must be correctly set to obtain quality transmission and reception.

Set the parameters of the machine by browsing remotely, or through the machine menus. The parameters are set remotely through the embedded web server, via a PC registered in the network (depending on model).

Remote setting of parameters (depending on model)

Embedded web server

The same parameters can be set locally or remotely.

Prerequisites

The following is required to set the machine remotely:

- A Web browser (Internet Explorer version 4 or higher for optimum operation).
- Local network settings of the machine (IP address, sub-network mask, etc.). The network administrator will provide these settings. When you have this data, refer to **Local Area Network (LAN) settings** on page 4-11 in order to complete the necessary fields.

Access to the Web server

- Open a Web browser from a PC registered on the network.
- Enter the IP address of the machine in the address field.
- Press **Enter**. to confirm.
- The Welcome window is displayed. Select the interface language.
- Modify the settings on the screen and then confirm.

Main settings

At the first power on, set up the machine settings, such as date and time, the network type, and language.

Before transmission

Date/Time

Change the date and time on the machine at any time. The machine uses a 12 hour clock so you will need to set the time and either AM or PM.

To change the date and time:

M 211 OK - SETUP / DATE/TIME / MODIFY

- Enter the date and time, (for example **November 8 2006** at **9h33**, press **0 8 1 1 0 6 0 9 3 3**) and press **OK** to confirm.

To set AM or PM:

M 21 OK - SETUP / DATE/TIME / AM/PM

- Select AM or PM and press **OK** to confirm.

Your fax number/your name

Set the machine to **SENDING HEADER** (refer to **Technical parameters** on page 4-7) and enter your details to print your fax number on all outgoing documents.

To save your fax number and your name:

M 22 OK - SETUP / NUMBER/NAME

- Enter your fax number (20 digits max.) and press **OK** to confirm.
- Enter your name (20 characters max) and press **OK** to confirm.

Type of network

Connect the machine to either a PSTN or private network such as a private automatic branch exchange (PABX). The network selected must match the connected network.

To select the type of network:

M 2511 OK - SETUP / NETWORKS / TEL. NETWORK / NETWORK TYPE

- Select option **PABX** or **PSTN** then press **OK** to confirm.

Geographical settings

Use these settings to localise the machine.

Country

Choosing a country initializes:

- the settings for the public telephone network,
- the language by default.

To select the country:

M 201 OK - SETUP / GEOGRAPHICAL / COUNTRY

- Select the required option and press **OK** to confirm.

Network

This setting selects the type of public telephone network so that the machine can communicate over the public network of the country you have chosen in compliance with the applicable standards.

Note: These settings are different from the **NETWORK TYPE** (p. 4-2), which selects either a public or a private network.

To select the network:

M 202 OK - SETUP / GEOGRAPHICAL / NETWORK

- Select the required option and press **OK** to confirm.

Language

This setting selects a language other than that imposed by the **COUNTRY** setting.

To select the language:

M 203 OK - SETUP / GEOGRAPHICAL / LANGUAGE

- Select the required option and press **OK** to confirm.

Local prefix

This function is used when the machine is installed on a private network, behind a company's PABX. It allows you to program an additional automatic **local prefix** (to be defined) so the machine can automatically exit the company's telephone network system, but only when:

- the company's internal numbers, where a prefix is not required, is no longer than the **minimum length**,
- the external numbers requiring a prefix, are long numbers greater or equal to the **minimum length**.

Programming the fax with the local prefix consists of two steps:

- defining the **minimum length** of the company's external numbers,

- defining the outgoing **local prefix** of the company's telephone network. This prefix will automatically be added as soon as an external number is dialled.

CAUTION: Do not add a local prefix to the numbers stored in the directory, as the prefix will be automatically dialled with each number.

Defining the minimum length and the local prefix

M 252 OK - SETUP / NETWORKS / PREFIX

- Change the default value for the minimum length of the company's external numbers and press **OK** to confirm. The minimum length will range between 1 and 30.
- Enter the outgoing local prefix of the company's telephone network (maximum 5 characters) and press **OK** to confirm.

Transmission report

Print a transmission report for all communications over the telephone network (STN).

Choose the criteria for printing reports:

- **WITH:** Prints a report showing if this specific transmission completed successfully or failed,
- **WITHOUT:** No transmission report, although the machine logs all transmissions (refer to **Logs** on page 6-17),
- **ALWAYS:** a report is printed with every transmission,
- **ON ERROR:** a report is only printed if the transmission has failed or is abandoned.

With each transmission report from memory, a reduced version of the first page is automatically reproduced.

To select the report type:

M 231 OK - SETUP / SEND / SEND REPORT

- Select the required option **WITH, WITHOUT, ALWAYS** or **ON ERROR** and press **OK** to confirm your choice.

Document feed type

Choose the way to input the documents:

- from **memory**, transmission will take place only after the original is scanned into the machine memory. This quickly returns the originals and frees up the machine.
- from the **feeder** of the sheet-feed scanner (refer to **Document positioning** on page 6-1), This allows transmission of documents with file sizes larger than the memory capacity.

To select the way you want to feed the documents:

M 232 OK - SETUP / SEND / MEMORY SEND

- Select **MEMORY** or **FEEDER** and press **OK** to confirm your choice.

Note: In feeder mode, the reduced image will not appear on the transmission report.

Economy period

This function defers a fax transmission to "off-peak hours" and reduces the cost of the transmissions.

The **economy period**, via the telephone network (at off-peak hours), is preset by default from 7.00 pm to 7.30 am but can be changed.

Modifying the economy period:

M 233 OK - SETUP / SEND / ECO PER.

- Enter the hours of the new economy period and confirm the selection with **OK**.

Using the economy period:

M 32 OK - FAX / ECO TRANS.

- Enter the call number and press **OK** to confirm.

Before reception

Fax answering machine

The Fax answering machine stores confidential documents rather than printing them.

The "Message Fax" indicator light displays the status of the Fax answering machine:

- Light on: the answering machine is on.
- Blinking: the fax has documents in storage or is in the process of receiving faxes.
- Light off: memory full, the fax cannot receive any more documents.

Document confidentiality is assured by using the 4 digit access code. Once saved, access code is required to:

- **print** fax messages in memory,
- **activate or deactivate** the fax answering machine.

Saving an access code

M 383 OK - FAX / FAX ANSW. / ANSWER CODE

- Enter the code (4 digits) and press **OK** to confirm the code.

Activating or deactivating the answering machine

M 382 OK - FAX / FAX ANSW. / ACTIVATION

- Enter the access code if required and press **OK** to confirm.
- Select the required option **WITH** or **WITHOUT** answering machine and press **OK** to confirm.

Print fax messages stored in the memory

M 381 OK - FAX / FAX ANSW. / PRINT

- Enter the access code if required and press **OK**.

Documents received and stored in the memory are printed.

Reception without paper

The fax offers the possibility to either accept or refuse document reception if the printer is unavailable.

If the fax printer is unavailable, choose a reception mode:

- reception mode **WITHOUT PAPER**, saves the incoming messages in the fax memory,
- reception mode **WITH PAPER**, refuses all incoming faxes.

To select the reception mode:

M 241 OK - SETUP / RECEPTION / REC. PAPER

- Select the option **WITH PAPER** or **WITHOUT PAPER** and press **OK** to confirm.

Note: Paper out is indicated by a beep and a message on the screen. Received faxes are then stored in memory (icon "Message Fax" flashing) to be printed when paper is loaded into the feeder.

Number of copies

Print incoming documents more than once (1 to 99).

To set the number of prints:

M 242 OK - SETUP / RECEPTION / NBR OF COPIE

- Enter the number of prints and press **OK** to confirm.

When a document is received, the fax will print the number of copies requested.

Relay broadcast

The fax machine can transmit a document via a remote fax with a precise relay list. Both the fax and the remote fax must have the relay function.

Supply the remote fax with the document and the relay list number. The remote fax will then transmit this document to all numbers on the list.

Once the relay is activated by the fax and as soon as the document is received by the remote fax, the document is printed before relaying to all numbers on the list.

To activate relay from the fax machine:

- Insert the document to relay (refer to **Document positioning** on page 6-1).
- Select **M 37 OK - FAX / BROADCAST**.
- Enter the remote fax number to relay to or choose the dialling mode (refer to **Dialling** on page 6-2) and press **OK**.
- Enter the relay list number used by the remote fax and press **OK**.
- Enter the time to transmit the document next to the current time and press **OK**.
- To modify the document feed type, select one of the options **FEEDER** or **MEMORY**, then press **OK**.
- Enter the number of pages of the documents before transmitting.
- Activate relay by pressing key \diamond .

The document in the feeder will be relayed either immediately or at the specified time to the remote fax which will relay the document.

Fax or PC reception (depending on model)

M 243 OK - SETUP / RECEPTION / PC RECEPT.

This menu, combined with a software program installed on the PC (supplied or available as an option, depending on model) selects the machine to receive the documents:

- fax
- PC
- PC if available, fax otherwise.

For more details, please refer to the instruction manual provided with the software kit.

Technical parameters

The fax is preset by default. Reset the technical parameters to customize the settings.

To set the technical parameters:

M 29 OK - SETUP / TECHNICALS

- Select the desired parameter and press **OK** to confirm.

- With the keys ▲ or ▼, modify the parameter settings by following the table below and press **OK**.

Parameter	Setting	Description
1 - SCANNING MODE	1 - NORMAL 2 - FINE 3 - SFINE 4 - PHOTO	Default value of the scan mode resolution for the documents to be transmitted.
3 - TX SPEED	1 - 33600 2 - 14400 3 - 12000 4 - 9600 5 - 7200 6 - 4800 7 - 2400	Transmission speed for outgoing documents. To ensure line quality, select the maximum speed available. It may be necessary to restrict the transmission speed for some calls.
4 - ECHO PROTECT	1 - WITH 2 - WITHOUT	If this parameter is on, the on-line echo will be reduced during long distance calls.
6 - EPT MODE	1 - WITH 2 - WITHOUT	For some long distance calls (satellite), the on-line echo may disturb the call.
7 - COM. DISPLAY	1 - SPEED 2 - PAGE NUMBERS	Choose between displaying transmission speed or number of the page in progress.
8 - ECO ENERGY	1 - WITHOU 2 - DELAY 5 MIN 3 - DELAY 15 MIN 4 - DELAY 30 MIN 5 - STDBY PERIODS	Choose the machine standby delay: the machine will switch to standby after a period (in minutes) of inactivity.
10 - RX HEADER	1 - WITH 2 - WITHOUT	If this parameter is on, all documents received by the fax will include the sender's header with their name, number (if available) fax print date and the page number.
11 - RX SPEED	1 - 33600 2 - 14400 3 - 9600 4 - 4800 5 - 2400	Transmission speed for incoming documents. To ensure line quality, select the maximum speed available. It may be necessary to restrict the transmission speed for some calls.
12 - RINGS	2 to 5	Number of rings to automatically start the machine.
13 - DISCARD Size	1 - WITH 2 - WITHOUT	Defines the threshold beyond which the extra lines are printed on a second page. Below this threshold, extra lines are deleted.
20 - E.C.M.	1 - WITH 2 - WITHOUT	This parameter helps correct the calls made on bad telephone lines. It is used when the lines are weak or too noisy. Transmission times may be longer.

Parameter	Setting	Description
21 - RETRY DELAY	0 - 99	The time in minutes between sends and re-sends of a job. This affects Delayed Faxes, Scan to E-mail, etc.
22 - NO. RETRIES	0 - 99	The number of re-try attempts the machine will make before aborting the job.
68 - FTP PORT	21	
69 - SMTP PORT	25	
70 - NET VALID	06:01 to 21:59	This parameter lets you modify the period when the fax connects automatically to the Internet. This menu is available only if the connection type is set to PERIODIC (M 941) .
71 - NET ACTIVE	7 days / Week Mon to Fri	This parameter selects the days of the week when the fax connects automatically to the Internet. This menu is available only if the connection type is set to PERIODIC (M 941) .
72 - MODEM SPEED	1 - 56000 2 - 33600 3 - 14400 4 - 12000 5 - 9600 6 - 7200 7 - 4800 8 - 2400 9 - 1200 0 - 600	Choice of maximum Internet transmission speed. To ensure line quality, select the maximum speed available. It may be necessary to restrict the transmission speed for some Internet calls (bad line or incorrect ISP settings).
73 - IMPROVE REP @	1 - WITH 2 - WITHOUT	This parameter lets you automatically register the Internet address of your contact's fax during a call (if available).
74 - ERASE MAILBOX	1 - WITH	When the fax machine receives an E-mail with an attachment it cannot open, it erases the message from the ISP MBX. The machine transmits a fail message to the sender.
	2 - WITHOUT	When the fax machine receives an E-mail with an attachment it cannot open, it does not destroy the MBX message, but prints a fail message. Retrieve the message via the network. The memory capacity is limited, so empty the MBX on a regular basis to prevent new messages being blocked.

Parameter	Setting	Description
75 - TEXT ATTACHM.	1 - WITH 2 - WITHOUT	Print incoming transmissions WITH or WITHOUT text attachments.
76 - ATTACHMENT FORMAT^A	1 - IMAGE 2 - PDF	Default format of document sent on the Internet: IMAGE: monochrome (TIFF) or color (JPEG). PDF: monochrome or color.
77 - LAN SPEED^A	AUTOMATIC 100 FULL 100 HALF 10 FULL 10 HALF	Define the communication speed of the peripheral units in relation to the implemented Local Area Network (LAN).
78 - WINS-DNA RE	1 - WITH 2 - WITHOUT	
80 - TONER SAVE	1 - WITH 2 - WITHOUT	Makes printing lighter to save toner cartridge ink.
81 - FONT #	0	
82 - FORM LINES	60	
83 - FONT PITCH	10.00	
84 - PT SIZE	012.00	
85 - LINE TERM	0	
86 - ORIENTATION	1 - PORTRAIT 2 - LANDSCAPE	
90 - RAW PORT^A	9100	RAW network print port connection.
91 - PRINTER ERROR TIMEOUT^A	30 min	Time-out before document being printed is deleted following a print error in PC print mode.
92 - PRINTER WAIT TIMEOUT^A	15 seconds	Wait time-out for data from PC before the task is deleted in PC print.
93 - REPLACE FORMAT^A	1 - NO 2 - LETTER / A4	Page format change
94 - PRINT CLASS^A	1 - PC KIT ONLY 2 - PCL/PC KIT	Printing in GDI mode Printing in PCL/PostScript Mode
95 - SYMBOL SET	1 - CS1 2 - CS3	

A. Depending on model or option.

Local Area Network (LAN) settings (depending on model)

This is a new generation machine that will be part of the local network just like a PC. The built-in local network access card will enable you to send documents through an Simple Mail Transfer Protocol (SMTP) or Post Office Protocol (POP3) local message server (internally or externally, depending on the settings of the message server).

To benefit from all the available network options, you should configure the following settings, described in the sections below:

- local network settings, to identify the fax machine to the local network,
- message service settings, allowing faxes and E-mails to be automatically managed by the message server.

Note: The system administrator can provide network information.

Local network settings

Automatic configuration

We recommend that you carry out a manual configuration of the machine. Automatic configuration of the local network settings can be performed, if the local network features a Dynamic Host Configuration Protocol (DHCP) or Bootstrap Protocol (BOOTP) server that can dynamically assign addresses to the peripheral devices present on the LAN.

To automatically configure the local network settings:

M 2531 OK - SETUP / NETWORKS / LOCAL NETWORK / CONFIGURATION

- Choose **AUTOMATIC** and press **OK** to confirm. The machine scans the local network for a DHCP or BOOTP server that can assign the settings dynamically (the message **SELF-CONF** is displayed).
- Once the message **SELF-CONF** has disappeared, check for the IP Address, Sub-network mask and Gateway address. If these are missing, carry out a manual configuration (see below).

Manual configuration

To configure the machine manually, you should obtain the usual information used to set a peripheral device (IP address, sub-network mask, network and gateway address).

To configure the local network setting manually:

M 2531 OK - SETUP / NETWORKS / LOCAL NETWORK / CONFIGURATION

- Choose **MANUAL**, and press **OK** to confirm.

IP address

M 2532 OK - SETUP / NETWORKS / LOCAL NETWORK / IP ADDRESS

- Enter the IP address of the machine and press **OK** to confirm.

Sub-network mask

M 2533 OK - SETUP / NETWORKS / LOCAL NETWORK / SUBNET MASK

- Enter the sub-network mask of the machine and press **OK** to confirm.

Gateway address

M 2534 OK - SETUP / NETWORKS / LOCAL NETWORK / GATEWAY

- Enter the IP address of the network gateway and press **OK** to confirm.

IEEE address (or Ethernet address) or MAC address

M 2535 OK - SETUP / NETWORKS / LOCAL NETWORK / IEEE ADDRESS

The Ethernet card of the machine already has a read-only IEEE address.

Netbios names

These names, which can be used with the network options, are used to identify the machine from a PC connected to a local network (for instance with the name "IMP-NETWORK-1").

M 2536 OK - SETUP / NETWORKS / LOCAL NETWORK / NETBIOS 1 NAME

M 2537 OK - SETUP / NETWORKS / LOCAL NETWORK / NETBIOS 2 NAME

- Enter the selected name (15 characters max) and press **OK** to confirm.

The WINS1 and WINS2 servers, used with the network options, allow access to machines on other sub-networks by means of their NetBIOS name.

These two addresses must be filled in for the Scan To Disk function.

M 2538 OK - SETUP / NETWORKS / LOCAL NETWORK / WINS 1

M 2539 OK - SETUP / NETWORKS / LOCAL NETWORK / WINS 2

- Enter the IP address of each server, then press **OK** to confirm.

SNTP server configuration

The machine can automatically update the date and time when connecting to an Simple Network Time Protocol (SNTP) server.

Server address

M 2541 OK - SETUP / NETWORKS / SNTP SERVER / ADDRESS

- Enter the name of the SNTP server, then press **OK** to confirm.

This name can be in the form of an IP address, a Domain Name Server (DNS) address or a NetBIOS name.

Server port

M 2542 OK - SETUP / NETWORKS / SNTP SERVER / PORT

- Enter the server port number, then press **OK** to confirm.

The port by default is port 123.

Activating the server access

M 2543 OK - SETUP / NETWORKS / SNTP SERVER / STATE

- To activate the SNTP server, select **WITH** using the **▲** and **▼** navigation keys, then press **OK** to confirm.

Time zone

M 2544 OK - SETUP / NETWORKS / SNTP SERVER / TIME ZONE

- Select the local time zone using the **▲** and **▼** navigation keys, then press **OK** to confirm.

Activating the automatic summer time management (**Menu 212**), automatically starts the TIME ZONE setting.

Summer time

M 2545 OK - SETUP / NETWORKS / SNTP SERVER / SUMMER TIME

- Select the appropriate time setting in the drop-down list: winter time, summer time +1 or summer time +2, then press **OK** to confirm.

Note: This menu is not displayed if menu 212 is activated.

L1 and L2 Line Network Configuration (2121L)

You can define different characteristics for each telephone line in relation to the network type: public or private.

Network type

The telephone lines to which your machine is connected may be connected either to the public network or to a private network (behind a private company exchange).

- To configure line 1 (L1) (2121L) of your machine on the private network (PABX), press keys **M 25111**.
- To configure line 1 (L1) (2121L) of your machine on the public network (PSTN), press keys **M 25112**.
- To configure line 2 (L2) (2121L) of your machine on the private network (PABX), press keys **M 25121**.
- To configure line 2 (L2) (2121L) of your machine on the public network (PSTN), press keys **M 25122**.

Line user mode

In transmission, your machine has the following 4 operating modes for both lines (depending on the model):

- **Automatic mode:** selection of the transmission line from those available
- **Manual mode:** selection of the transmission line by the operator in the different transmission notes
- **Line 1 transmission mode (L1) (2121):** all transmissions are made on line 1 (line 2 reserved for reception)
- **Line 2 transmission mode (L2) (2121L):** all transmissions are made on line 2 (line 1 reserved for reception)

- To configure your machine in automatic transmission line selection mode, press keys **M 2611**.
- To configure your machine in manual transmission line selection mode, press keys **M 2612**.
- To configure your machine in systematic line 1 (L1)(2121) transmission line selection mode, press keys **M 2613**.
- To configure your machine in systematic line 2 (L2)(2121L) transmission line selection mode, press keys **M 2614**.

Recording the line 2 number (2121L)

On your machine, the fax machine number defined by selecting **M 22** in the operator menu is allocated implicitly to line 1 (L1).

You can record the fax machine number that corresponds to line 2 (L2) on your machine. This number is sent to the people you call and may also appear on the header on each page of any documents you send to them.

- To record the number of line 2 (L2) on your machine, press keys **M 262**, then enter or modify the number.

Note: If the number for line 2 (L2) is not defined, by default it takes the value of line 1.

Selecting the manual transmission mode line

In manual transmission mode you must always select the line (L1 or L2) to be used. To do so there is an additional selection possible in the transmission note.

Selecting: >>LINE L1 selects the line to be used for the transmission. Pressing the ▲ and ▼ keys switches the LINE L1 (2121) selection to LINE 2 (2121L) and vice versa.

The additional selection of the line to be used is offered in the following transmission notes:

- Single or multi-recipient transmission
- Report requested
- Transmission to a mailbox
- Mailbox report
- Re-transmission

Note: The selection of the line to be used in the transmission notes is only offered if your machine is configured in manual transmission mode. If it is

not, the selection is not offered. The default transmission line offered is line 1 (L1).

Dialling prefix

Before each automatic call, your machine may add a prefix to the numbers you dial if they have a minimum length.

This function is especially useful when your machine is installed behind a company telephone exchange:

- The internal numbers, for which the prefix is not necessary, are short numbers (between 4 and 6 digits).
- The external numbers, for which the prefix is compulsory, are long numbers.

You may program your machine so that it adds the prefix "0" automatically to all the numbers dialed that have a minimum length.

To program the prefix

- Press the keys **M 2522**.
- Enter the dialling prefix associated with line L1 (2121)

Note: The dialling prefix may contain a maximum of 5 characters.

- Press the  key or the OK key to record it.

In the same way, you may define a numbering prefix for line L2 (2121L) of your machine.

- Press the keys **M 2523**.
- Enter the dialling prefix associated with the line L2 (2121L).
- Press the  key or the OK key to record it.

To modify the minimum length

- Press the keys **M 2521**.
- You may change the default value "10" to another value between 1 and 30.

This minimum value is common to lines L1 and L2.

Manual call pick-up without off-hooking

When a line is idle, you can pick up a line on it manually (L1 or L2) by pressing the  (loadspeaker) key:

- Press the  key.

- Select the line in question (L1 or L2) using the ▲ and ▼ keys.
- Press the  key again to confirm your selection.

Note: If a call is in progress on line L2 (2121L), only line L1 may be picked up manually. In this case, the operation requested is performed without using the menu described.

Call monitoring

If only one call is in progress on line 1 (L1)(2121) or line 2 (L2)(2121L), the following is displayed:

L1: called number
TRANS. P1

If 2 calls are in progress, the on-screen display switches back and forward between the following on the display's 2 lines:

L1: called number
TRANS. P1

and

L2: called number
TRANS. P1

Stopping a call in progress

If only one call is in progress on line L1 or line L2 (2121L):

- Press the  key.
- Confirm the stopping of the call in progress by pressing the  key again.

This screen remains displayed for a maximum of 5 seconds.

If 2 call are in progress on line L1 and line L2:

- Press the  key.
- Select the line in question (L1 or L2) using the ▲ and ▼ keys.
- Press the  key again to confirm.

This screen remains displayed for a maximum of 5 seconds.

Call reports and logs

In the transmission and reception reports, the number of the call line used is always indicated by Line 1 or Line 2.

In the call logs, the Note heading always contains the number of the line used: L1 for Line 1 and L2 for line 2.

Example of a log:

** LOGS **						
SID: Douglas		Number : 0987654321		Date:12-12-06 14:20		
Date / Time	Subscriber	Mode	Pages	Durat.	Status	Note
29-06 12;15	36495073	NORM	1	0'24"	Correct	L1
29-06 14;19	125649673	PHOTO	2	0'56"	Correct	L1
30-06 16;44	16/8578362	FINE	1	0'38"	Correct	L1
1	2	3	4	5	6	7

1 Date and time of the transmission or reception of the document.

2 Caller's telephone number

3 Transmission mode (Normal, Fine, Superfine or Photo)

4 Number of pages transmitted or received

5 Call time

6 Ok result when the transmission or reception is successful, or an information code for a specific call (report, manual call, etc.)

7 List faults example.

Note: For a complete list of error codes, refer to **Communication error codes** on page 7-16.

Message service and the Internet

The machine lets you send and receive documents and E-mails from numbers throughout the world over the Internet.

An E-mail is an electronic message sent via the Internet, to an E-mail address (which is a personal Internet mailbox).

Access to the Internet is through an Internet service provider (ISP). The provider allows connection to the Internet and the mailbox through a telephone line.

Before worldwide transmission, you must:

- **take out an Internet subscription** from an Internet Service Provider (ISP),
- check that all **initialization parameters correspond** to those provided by the ISP,
- apply the correct **settings**, if needed, for the Internet connection.

Connect to the Internet via the ISP to send and receive fax-Internet or E-mails. Both operations will be performed during an Internet connection.

Initialization parameters

Configure the settings needed to identify the machine on the Internet. The ISP will provide these settings.

The parameters are divided in four categories:

- **connection**, identifies the dial up number, the connection identifier and the connection password,
- **message service**, defines the message service identifier, the message service password and the E-Mail address,
- **servers**, identifies the name of the IP address of Internet SMTP providers (send) and POP3 (MBX reception) and the address of DNS 1 and DNS 2 servers. The server address is made up of 4 groups of 3 digits maximum, separated by dots,
- **SMTP Authentication**, used to activate the authentication protocol.

Access to connection and message service parameters

M 91 OK - INTERNET / SUPPLIER

- Select the Internet Service Provider (ISP) from the list **NO ACCESS, PROVIDER 1, PROVIDER 2, PROVIDER 3, PROVIDER 4, PROVIDER 5, PROVIDER 6** or **LOCAL NETWORK** and press **OK**.

Choosing **NO ACCESS** disables access to Internet functions.

M 921 OK - INTERNET / INIT PROVIDER / CONNECTION

- Enter the **CALL NUMB.**, press **OK**.
- Enter connection **IDENTIFIER**¹, press **OK**.
- Enter connection **PASSWORD**, press **OK**.

M 922 OK - INTERNET / INIT PROVIDER / MESS. SERV

- Enter Email **IDENTIFIER**, press **OK**.
- Enter Email **PASSWORD**, press **OK**.

1. If the identifier has more than 16 characters, the text will automatically slide over to the left.

- Enter **E-MAIL ADR**, press **OK**.

Access to servers parameters

M 923 OK - INTERNET / INIT PROVIDER / SERVERS

- Enter **SMTP**, press **OK**.
- Enter **POP3**, press **OK**.
- Enter **DNS 1** (primary), press **OK**.
- Enter **DNS 2** (secondary), press **OK**.

Access to the authentication SMTP parameters

M 924 OK - INTERNET / INIT PROVIDER / SMTP AUTHENT.

In the **ACTIVATION** menu, select **WITH** to activate SMTP authentication then press **OK** to confirm

In the **PARAMETERS** menu, select **ID. MESS. SERV** to keep the same identification parameters as the messaging service or **AUTHENT. SPEC.** to define other identification parameters, then validate by pressing **OK**. When you select **AUTHENT. SPEC.**, carry out the two following operations:

- Enter the **IDENTIFIER** then press **OK** to confirm.
- Enter the **PASSWORD** then press **OK** to confirm.

Sample Internet settings for the machine (56 kbps modem)

The ISP provides the following information:

CALL NUMBER:	08 60 00 10 00
CONNECTION IDENTIFIER:	sg048944@wn.net
CONNECTION PASSWORD:	*****
MESSAGE SERVICE IDENTIFIER:	demo jt12
MESSAGE SERVICE PASSWORD:	*****
E-MAIL ADDRESS:	demo2@gofornet.com
SERVER:	
SMTP	mail.gofornet.com
POP	mail.gofornet.com
DNS 1	103.195.014.001
DNS 2	103.195.014.002

Note: Non-functional data given by way of example.

Complete the following MENUS on the fax machine:

91	Supplier	Provider 1
----	----------	------------

Connection

9211	Call numb.	0860001000
9212	Identifier	sg048944@wn.net
9213	Password	*****

Message service

9221	Email ID	demo jt 12
9222	EMAIL PASSWORD	*****
9223	E-Mail adr	demo2@gofornet.com

Servers

9231	SMTP	mail.gofornet.com
9232	POP3	mail.gofornet.com
9233	DNS 1	103.195.014.001
9234	DNS 2	103.195.014.002

smtp authent.		
9241	activation	With or Without

The machine is now configured. Print the settings in order to check they have been acknowledged by pressing M, 9, 4, 5 and **OK**.

Settings

The settings are divided into two categories:

- the **standard settings** define the Internet connection type and transmission type for the documents,
- the **E-mail sorting** defines how received E-mails are stored.

Standard settings

The machine has settings that define:

- **the type and frequency of the connection** to the ISP.

SET TIMES	An Internet connection is established every day at 9:00 am, 12:30 am and 5:00 pm ^A
PERIODIC	An Internet connection is established every 3 hours. (default value)
ON DEMAND	An Internet connection is established when requested by IMMED. ACCESS (refer to Internet Connection on page 4-24)

A. Automatic connection occurs within 12 minutes of the selected time.

- **the type of transmission** over the Internet.

IMMEDIATE	Document transmission will occur immediately at each transmission request
DURING CONNECTIONS	Transmissions will only occur at programmed connections SET TIMES or PERIODIC TYPE

Print the machine status settings at any time.

Selecting the connection type

M 941 OK - INTERNET / SETTINGS / CONNEX. TYPE

- Select one of the connection options form **SET TIMES**, **PERIODIC** or **ON DEMAND** and press **OK** to confirm.

Changing the connection period (**PERIODIC** type)

M 943 OK - INTERNET / SETTINGS / PERIOD

- In **PERIODIC** mode, enter new connection times using means of the numerical keypad (between 00:01 am and 11:59 pm) and press **OK** to confirm.

An Internet connection will be established every three hours (default value).

Changing the connection times (**SET TIMES** type)

M 943 OK - INTERNET / SETTINGS / TIME

- With the **SET TIMES** mode selected, use the ▲ or ▼ key to place the cursor under the numeral you want to change. Enter the new connection time(s) by means of the numerical keypad (between 00:01 am and 11:59 pm) and press **OK** to confirm.

Selecting the transmission type

M 942 OK - INTERNET / SETTINGS / SEND TYPE

- Select one of the transmission options **IMMEDIATE** or **DURING CNX** and press **OK** to confirm.

Selecting the print mode for the deposit notice

M 944 OK - INTERNET / SETTINGS / DEPOSIT NOTI

- Select one of the deposit notice options **WITH**, **WITHOUT**, **ALWAYS** or **ON ERROR** and press **OK** to confirm.

Printing the Internet settings

M 945 OK - INTERNET / SETTINGS / PRINT

These settings may also be printed together with all the other settings of the machine (refer to **Printing the machine settings** on page 6-17).

Mail sorting

Select the storage mode for Internet documents in the mail box:

- **F@X ONLY**, polls and prints E-Mails.
- **PC ONLY**, stores E-Mails in the mailbox for later use (no E-Mail poll),
- **SHARE PC**
 - if your PC and fax have two different E-mail addresses, transfer all mail (or only those with attachments) to a PC,
 - if your PC and fax share the same E-mail address, use the fax as a printer for E-Mails for the PC.

M 96 OK - INTERNET / SORT MESSAGES

F@X Only mode

- Select option **F@X ONLY** and press **OK** to confirm.

All E-Mails are polled and printed.

PC Only mode

- Select option **PC ONLY** and press **OK** to confirm.

The E-mails are neither polled nor printed and they may be used with a computer.

At each connection, the number of E-mails in the mailbox is displayed on the screen.

Share PC mode

- Select option **SHARE PC** and press **OK** to confirm.

Transfer E-mails to a PC or use the fax as an E-mail printer.

To transfer the E-Mails to a PC:

- Select option **WITH PC TRANS.** and press **OK** to confirm.
- Enter the PC E-Mail address and press **OK** to confirm.
- Select the required option from the table below and press **OK** to confirm.

Menu	Description
SEND ALL MAILS	All E-Mails are sent to the PC.
UNUSABLE ATTAC	The fax machine polls and prints E-mails but transfers unrecognized attachments to the PC mailbox.

To use the fax as an E-Mail printer:

- Select option **W/O PC TRANS** and press **OK** to confirm.
- Select an option from the table below and press **OK** to confirm.

Menu	Description
DELETE MAILS	E-mails read by the fax (w/o attachment) are erased after the fax has printed.
SAVE MAILS	E-mails read by the fax are stored.

At each connection, the number of E-mails in the mailbox is displayed on the screen.

Internet Connection

An Internet connection is made with an ISP. It allows both document sending and reception while connected.

A connection takes place the following way:

- Send to one or more of your subscriber's Internet mailboxes, all fax-Internet documents waiting for transmission.
When sending to a computer, the transmitted fax will be received as an attachment to an E-Mail.
- Reception of all fax-Internet and E-Mails deposited in the personal Internet mailbox.

Connect either immediately or automatically depending on the time periods defined. The triggering of a programmed Internet connection depends on the standard settings of the machine.

Immediate connection to the Internet

There are two methods to immediately connect to the Internet:

Access through the menu:

M 93 OK - INTERNET / IMMEDIATE ACCESS

Direct access:

- Press the @ key twice.

Programmed connection

An automatic connection to the Internet depends on how the machine is programmed and on the standard settings (refer to **Standard settings** on page 4-21).

Deactivating the Internet function

To inhibit the Internet functions:

M 91 OK - INTERNET / SUPPLIER

- Select **NO ACCESS** in the ISP list and press **OK** to confirm.

SMS service

The SMS button can send a Short Message Service (SMS) message to numbers all over the world. SMS permits short written messages to be sent to mobile phones or other SMS-compatible devices.

The number of characters allowed per message is dependent upon the service provider and the country you are sending the SMS from (e.g. France 160 characters, Italy 640 characters).

The SMS service is dependent upon the country and the service provider.

Note: There is a special scale of charges for the SMS service.

SMS Parameters

This menu is used to set several options:

- automatic SMS print on reception,

- beep activated during SMS reception,
- send your details activated,
- the address of the machine.

The address is only modified if several machines are installed on the line. It is used to differentiate between two machines during SMS reception.

Send the line number and machine address to your SMS contacts.

If the contact does not add their machine address, the SMS is received with address 0.

M 45 OK - SMS SERVICE / PARAMETERS

- Automatic print of SMS received.

M 451 OK - SMS SERVICE / PARAMETERS / AUTO PRINT

- Select the option **WITH** or **WITHOUT** automatic print, then press **OK** to confirm.
- Beep activated on SMS reception.

M 452 OK - SMS SERVICE / PARAMETERS / BEEP SMS

- Select the option **WITH** or **WITHOUT** beep on reception, then press **OK** to confirm.
- Presentation of SMS sender.

M 453 OK - SMS SERVICE / PARAMETERS / SENDER NAME

- Select the option **WITH** or **WITHOUT** presentation of the sender, then press **OK** to confirm.
- Machine address.

M 454 OK - SMS SERVICE / PARAMETERS / TERM. ADDR.

- Enter the machine number, then press **OK** to confirm.

Sending an SMS

To send an SMS to any SMS-compatible devices:

- Press the *SMS* key.
- Write an SMS message using the control panel keypad.
 - for the **upper case letters**, use the **↑** key,
 - to **move** inside the data entry field, use the **▲** or **▼** keys,
 - to **move** in the text from one word to another, press the **CTRL** key and one of the navigator keys,
 - to **go** to the next line, use the **↵** key,
 - to **delete a character** (by moving the cursor to the left), use the **←** or **C** key.
- Press *SMS* to confirm the entry.

- Dial the number of the recipient (mobile phone or any other SMS-compatible device) in one of the following ways:
 - dial the number by means of the numerical keypad,
 - enter the first letters of the recipient name,
 - press the  key until the required name appears (names are classified in alphabetical order),
 - press the  key to display the required name. The screen displays the last person you have sent an SMS to, use the  or  keys to select a different number.
- The SMS may be sent to only one person or to several people. To send an SMS:
 - to only one person, press the *SMS* key to confirm,
 - to several people:
 - press the  key and enter the next person's name,
 - repeat the operations as many times as required (10 people max.). Press the *SMS* key to confirm.

SENDING SMS is displayed as the SMS is being sent.

Once **SENDING SMS** is no longer displayed, the SMS has been sent and the recipient number is saved ( key).

- If SMS appears, then the SMS has been put on hold and a further attempt will take place a couple of minutes later. To immediately execute or cancel transmission, refer to **Transmission waiting queue** on page 6-10.
- To check the SMS has been sent properly, print the transmission/reception log (**M 52 OK - PRINT / LOGS**, p. 3-7).

Erase an SMS

Proceed as follows to erase an SMS:

M 43 OK - SMS SERVICE / DELETE SMS

- Select the messages to erase.

M 431 OK - SMS SERVICE / DELETE SMS / SELECTION

- Select **SELECTION** using the  and  keys and press **OK** to confirm.
- Select a message using the  and  keys and press **OK** to confirm.
- Erases messages already read.

M 432 OK - SMS SERVICE / DELETE SMS / SMS READ

- Select **MESSAGES READ** using the  and  keys and press **OK** to confirm.
- Press **OK** to confirm.

- Erases all messages from memory.

M 433 OK - SMS SERVICE / DELETE SMS / ALL

- Select **ALL** using the ▲ and ▼ keys and press **OK** to confirm.
- Press **OK** to confirm.

SMS Reception

SMS messages received are automatically printed (you can modify this setting with **M 451 OK - Auto print**). If you disable automatic printing, the messages are automatically stored in the memory.

SMS read

- Access by menus:

M 42 OK - SMS SERVICE / READ SMS

Direct access:

- Press *SMS* key.
- Select **READ SMS** using keys ▲ and ▼ and press **OK** to confirm.
- Select a message using keys ▲ and ▼ and press **OK** to confirm.
- Scroll messages using keys ▲ and ▼.

Print an SMS

- Access by menus:

M 44 OK - SMS SERVICE / PRINT SMS

Direct access:

- Press *SMS* key.
- Select **PRINT SMS** using keys ▲ and ▼ and press **OK** to confirm.
- Select **SELECTION** (to choose messages to print), **NEW** (to print all unread messages) or **ALL** (to print all messages in memory) using keys ▲ and ▼ and press **OK** to confirm.
- Press **OK** to confirm.

SMS Server

This menu is used to set the transmission and reception numbers of your SMS centers. They will be provided by your access provider. You can define two SMS centres, one main and one secondary. The secondary centre may only be used for SMS reception.

Access to server mode:

M 46 OK - SMS SERVICE / SERVER

Define SMS Centre 1 numbers:

M 461 OK - SMS SERVICE / SERVER / SMS CENTRE 1

Define send number:

M 4611 OK - SMS SERVICE / SERVER / SMS CENTRE 1 / SEND NO

- Enter the send number of the main SMS centre, then press **OK** to confirm.

Define reception number:

M 4612 OK - SMS SERVICE / SERVER / SMS CENTRE 1 / RECEIVE NO

- Enter the reception number of the main SMS centre, then press **OK** to confirm.

Define SMS Centre 2 numbers:

M 462 OK - SMS SERVICE / SERVER / SMS CENTRE 2

Define reception number:

M 4621 OK - SMS SERVICE / SERVER / SMS CENTRE 2 / RECEIVE NO

- Enter the reception number of the secondary SMS centre, then press **OK** to confirm.

5 Directory

The fax lets you create a directory by storing **subscriber records** and **subscriber lists**.

- The machine can store up to **500 subscriber records** with names and phone numbers.
- The machine can group several names to build a subscriber list with up to **32 subscribers**.

A subscriber list is made from the subscriber records already stored.

For **all subscriber records or subscriber lists** the machine can:

- create
- consult
- modify contents
- delete
- print the directory

Creating subscriber records

For each subscriber record only name, tel or E-Mail address are **required**:

- **NAME** of your subscriber,
- **TEL**, and fax number of your subscriber,
- **E-MAIL** address, example: jones@address.com.

or

- FTP address, example: 134.1.22.9,
- To store data, enter an FTP address instead of an E-mail address,
- **FORMAT**: by default, the attachment is PDF or Image (.tiff or .jpeg),
- **RECORD NO**: this number is automatically assigned by the fax, and allows quick access to the answering machine,

- **RATE:** for each subscriber choose the fax transmission speed. The available rates are 2400, 4800, 7200, 9600, 12000, 14400 and 33600 bits per second (bps). With a good telephone connection, the highest rate of 33600 bps should be used.

If your subscriber number has both **TEL** and **E-MAIL** listed, the validation key (◇ or @) will determine if the document will be sent over the telephone network or Internet.

Adding a record

M 11 OK - DIRECTORY / NEW CONTACT

- Fill in the new record entering your subscriber's name. Press **OK** to confirm.

Note: You can stop the list creation at any time by pressing Ⓞ.

- Enter the person's fax number¹ and press **OK** to confirm.
- Enter the E-Mail address of your subscriber and press **OK** to confirm.
- Your subscriber's ID number will automatically appear on the screen. To change the number, select another free number and press **OK** to confirm.
- Select the option **WITH** assigned key if you want to assign a letter (shortcut key) to your subscriber. The first available letter appears by default. Scroll through the letters by means of the ▼ or ▲ keys, and press **OK** to confirm.
- If necessary, select the appropriate transmission speed to send faxes, and press **OK** to confirm.

or to associate an FTP address:

- Do not enter the E-mail address.
- Enter the FTP address of the contact, then press **OK** to confirm (for example: 134.1.22.9).
- Enter the FTP user name (for example: Jones).
- Enter the password of the FTP user.
- If necessary, enter the file destination directory (when this field is not completed, the files are stored directly under the root) of the FTP server (for example: server name / Jones).
- Define the attachment format (Image or PDF), then press **OK** to confirm.
- A number allocated to your contact will be automatically displayed on the screen. This number can be modified by entering another number, then validating with **OK**.

1. If the machine is connected to a PABX, you may need to insert a pause for dial tone (symbolized by the sign / in the number and entered by pressing the F1 key).

- Select the option **WITH** the associated key if you want to associate a letter (shortcut key) with your contact. The first letter free is displayed by default. If you want to modify this, scroll through the alphabet by using keys ▼ or ▲, then press **OK** to confirm.
- If necessary, select the appropriate fax send rate for your contact, then press **OK** to confirm.

Creating subscriber lists

A subscriber list is made from the subscriber records already stored.

For each list fill in the following lines:

- **NAME** of the list,
- **NUMBER ASSIGNED** to the list, this number is automatically assigned by the fax. It allows quick access to the answering machine,
- **LIST COMPOSITION**, lists the ID numbers assigned to the subscribers' records included in the list,
- **LIST NUMBER**, a number that identifies the list filed under (L).

A list may include both fax and internet numbers.

The same subscriber may be included in multiple lists.

Note: A subscriber list cannot be added to another subscriber list.

Adding a list

To add a list:

M 12 OK - DIRECTORY / NEW LIST

- Enter the name of the list and press **OK** to confirm.

Note: Cancel a list or record creation at any time by pressing ⏏. Save the list at any time by pressing ⏏.

The empty field **SUBSCRIBER 1** appears,

- Fill in the ID numbers assigned to the subscriber records included in this list.

- There are three ways detailed in the table below, to modify a list. Press **OK** to confirm.

From...	Procedure
subscriber name	➤ With the alphanumeric keypad enter the first letters of your subscriber's name and continue until the whole name is displayed on the screen.
subscriber ID number	➤ Enter the subscriber's ID number.
subscriber directory	➤ Press key  then select by means of the ▼ or ▲ keys.

- Repeat the above steps for every subscriber included in the list. Press **OK** to confirm.

Note: Cancel the record at any time by pressing .

- The list ID number will automatically appear on the screen. To change this number, select another free number and press **OK** to confirm.
- Press  to confirm your entry.

Adding or deleting a number from the list

M 13 OK - DIRECTORY / MODIFY

- Select the subscriber list (L) by means of the ▼ or ▲ keys and press **OK** to confirm.

- Press **OK** to display the **SUBSCRIBER 1** field, and add or delete the subscriber as shown in the table as follows:

To...	Procedure
add	<ul style="list-style-type: none"> ➤ Enter the subscriber ID number and confirm with OK. ➤ Repeat this step for each added subscriber to be added.
delete	<ul style="list-style-type: none"> ➤ Use the ▲ and ▼ keys, to select the number to be deleted. ➤ Press the C key to delete the number assigned to the list. ➤ Repeat these 2 steps for each subscriber to be deleted.

- Confirm the new list by pressing key ◇.

Consulting a record or a list

- Press the  key.

The directory appears in alphabetical order.

- Select the subscriber record or subscriber list (L) you want to view.

Modifying a record or a list

M 13 OK - DIRECTORY / MODIFY

The directory appears in alphabetical order.

- Use the ▲ or ▼ keys to select the subscriber list (L) you want to modify and press **OK** to confirm.
- Modify the line or lines in the subscriber record or subscriber list. Press **OK** to confirm each change.

Note: Confirm the change by pressing ◇ key, (this will exit the directory menu).

Deleting a record or a list

M 14 OK - DIRECTORY / DELETE

The directory appears in alphabetical order.

- Use the ▲ or ▼ keys to select the subscriber record or subscribers list (L) to be deleted and confirm with **OK**.
- Press **OK** again to delete.

The record or list is deleted from the directory.

Printing the directory

The machine can print all the numbers stored in the directory, including all the existing subscriber records or subscriber lists.

To print the directory:

M 15 OK - DIRECTORY / PRINT

The directory is printed in alphabetical order.

Importing a directory

The machine can import an existing directory of contacts as an electronic file. This file must be in a specific format and must not comprise more than 250 entries.

A directory is imported via electronic mail where the electronic file containing the directory is received and processed as an E-mail attachment.

Note: Importing a new directory completely overwrites any existing directory entries.

The file structure

The electronic file containing the data in the directory must be structured into lines or records separated by a line break (carriage return). Each line must comprise of five fields separated from one another by a unique character (a tab stop, a comma or a semi-colon).

Fields	Contents
Name	A unique identifier in the directory, up to 20 characters long. This field is mandatory; the name should not include the field separator character.
Fax number	Your contacts' fax number, without spaces or dots, can be up to 30 characters long (including any * and # characters). For contacts who only receive E-mails, this field may be left empty.
E-mail address	Your contacts' E-mail address. Can be up to 80 characters long, but must not include the field separator character. Any other characters may be used in this field, which can also be left blank.
Shortcut key	A capital letter (A to Z), unique to the directory, which is associated with a specific contact and enables quick selection. This field can be left blank.
Speed	The fax transmit speed over the PSTN. If you do not specify a value, the default speed is the maximum speed. This field may be left blank if all fax transmissions are handled by a fax server.

Note: Enter at least one value in the Fax number or E-mail address fields. To enter a blank line, key in four field separator characters in a row.

For example:

Smith;0123456789;jsmith@isp.co.uk;J;8

Jones;01987654321;@;8

O'Connor;0123469874;d.oconnor@hello.net;U;8

Note: @ alone is the indication that no associated key is assigned to the entry.

The rate is coded on a number, see the following board:

Rate	Code number
600	7
1200	6
2400	5
4800	4
7200	3
9600	2
12000	1
14400	0
33600	8

Note: Enter the field separator character, even if one or more of the fields are left blank. In the above example, which uses a semi-colon as a separator, the entry for « Jones » lacks both E-mail address and shortcut key.

Procedure

To import a directory:

M 17 OK - DIRECTORY / IMPORT

- Select **WITH** to authorize the importation of a directory.
- Create a directory on a PC in a file with a structure as set out above. In order to be recognized as a directory, the file name must include the word **directory** and must have a **.csv** extension. For example: **smithdirectory01.csv**, **jonesdirectory.csv**, or simply **directory.csv**.
- Create an E-mail addressed to the fax E-mail address, attach the file to it, and send the message via the mail server.
- The fax will receive the E-mail containing the directory when it connects to the mail server, and will automatically import the attached file into its directory.
- Repeat the procedure as many times as required, for instance to update all the LAN faxes on the network with the same directory.

Note: Importing a new directory completely overwrites any existing directory entries on the machine. Once the machine has a complete directory, disable the importing feature in order to protect the data already on the machine.

To disable importing:

M 17 OK - DIRECTORY / IMPORT

- Select **WITHOUT** to prevent users from importing a directory.

Exporting a directory

The machine may also export a directory as a text file, and send it to any mail client (be it PC or fax based), in the form of an E-mail attachment entitled **directoryxxx.csv**.

To export the directory:

M 18 OK - DIRECTORY / EXPORT

- Key in the E-mail address of the PC or other fax machine to receive the exported directory.
- Confirm by pressing **OK**.
- Repeat the procedure as many times as required, for instance to update all fax machines or send the same file to several PC users on the local network.

6 Operation

Sending

Faxes sent over the telephone network are sent from the machine's document feeder or from memory.

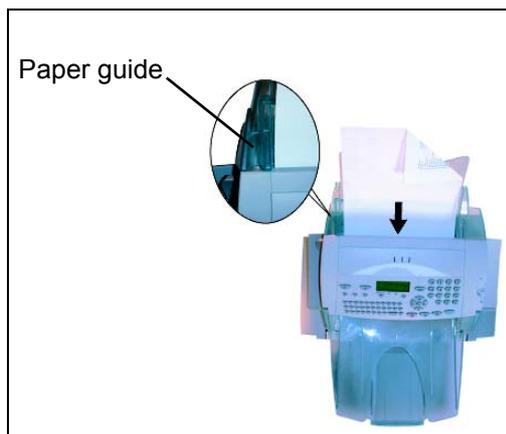
Documents sent over the Internet are first stored in memory and sent at the time of Internet connection.

Over the telephone network: all fax transmissions are in black and white.

Over the Internet: transmissions are either black and white documents (TIFF format) or color documents (JPEG format).

Document positioning

Scanner



- Place the original documents in the document feeder:
 - face down,
 - first page under the stack.
- Set the paper guide to the document width.
- When the original documents have been scanned, remove them from the document output tray.

Note: If you do not position the original documents face down, the addressee will receive a blank page.

Note: You can also dial the fax number before positioning the originals on the document feeder.

Choosing the resolution/contrast

Resolution

There are 4 modes for document transmission.

The mode choice depends on the type of document to be transmitted:

- **NORMAL** mode. To be used for good quality documents, without drawings or small details,
- **FINE** mode, symbolized by **FIN** at the bottom of the display screen. To be used for documents with drawings or small characters,
- **SUPER FINE** mode, symbolized by **SFIN** at the bottom of the display screen. To be used for documents with very fine or small character drawings,
- **PHOTO** mode symbolized by **PHOTO** at the bottom of the display screen. To be used for photographic documents.

To select the resolution mode:

- Press the **:::** key as many times as necessary to select the required mode. A **■** icon on the screen shows the current mode.

Note: Normal mode is assumed if no other mode is selected.

Contrast

Adjust the contrast if the document is too light or too dark. If the document is light, increase the contrast and if it is too dark, reduce the contrast.

To set the contrast:

- Press **⬇** as many times as necessary to adjust the contrast.

Dialling

From the directory

Dialling alphabetically

- Enter the subscriber's name with the alphanumeric keypad, until the name is complete.

Assigned number dialling

- Press key The machine lists the subscribers records and lists in the Directory in alphabetical order.

then

Use the ▲ and ▼ navigator keys to scroll through the subscribers available and choose the required subscriber or subscriber list.

or

- Press the  key.
- Press the letter assigned to the subscriber (refer to **M 11 OK - Directory / New contact** on page 5-2).
The screen displays the corresponding name.

or

- Enter the subscriber or subscriber list assigned number.
The screen displays the name of the subscriber or subscriber list assigned to this number.

From the redial key

The last ten numbers dialed are stored in memory.

For a fax number (Tel in the Directory)

- Press the  key.
The screen displays the last number called.
- Use the ▲ and ▼ navigator keys to select the desired number.

For an E-mail address

- Press the @ key and then .
The screen displays the last E-mail address used.
- Use the ▲ and ▼ navigator keys to select the desired E-mail address.

To multiple numbers

Send a document simultaneously to multiple call numbers.

Note: This may be achieved only if the machine is configured to send from the memory (refer to **Document feed type** on page 4-4).

- Enter the fax or E-mail address, or use the Directory or key **○●** (refer to above paragraphs).
- Press the **•☎** key and enter the number of the second subscriber or second subscriber list.
- Repeat this last step for all subscribers or subscriber lists (maximum 10 subscribers or subscriber lists).
- Press **OK**, **◇** or **@** to confirm the last addressee depending on the required operation.

Transmission over the Public Switched Telephone Network (PSTN)

Immediate transmission

- Position the document (refer to **Document positioning** on page 6-1).
- Enter the fax number or choose the dialling mode (refer to **Dialling** on page 6-2) then press **◇**.
The "Line" icon flashes during the call phase. When both faxes are in communication the "Line" icon remains lit.
- At the end of transmission the initial screen is displayed.

Delayed transmission

This function allows you to transmit a document at a later time.

To program a postponed transmission you need to identify the subscriber number, transmission time, feeder type and number of pages.

To delay the transmission time:

- Position the document (refer to **Document positioning** on page 6-1).
- Select **M 31 OK - FAX / TRANSMISSION**.
- Enter the fax number or choose the dialling mode (refer to **Dialling** on page 6-2) and confirm with **OK**.
- Enter the new time and confirm with **OK**.
- Adjust the contrast and confirm by pressing **OK**.
- Select the feed type, **FEEDER** or **MEMORY** and confirm with **OK** (refer to **Document feed type** on page 4-4).
- Enter the number of pages before transmission and confirm with **OK**.
- Confirm postponed transmission by pressing the **◇** key.

The document is stored and will be sent at the new time.

Transmission with auto redial

Monitor the dialling operation during a fax transmission. In this case, the maximum transmission rate will be 14400 bps.

This function allows the user for example:

- to listen if the subscriber's fax is engaged and if so, choose the moment when the line is clear to start the document transmission,
- to monitor the communication progress in case of uncertain numbers, etc.

To monitor the line manually:

- Place the document in the fax feeder.
- Press .
- If necessary, set the sound level with navigator  or  keys.
- If not already done, enter the fax number (or refer to **From the redial key** on page 6-3 to call back the last fax number).

When you hear the remote fax tone, the line is clear and you can start the transmission.

- Press  to start the document transmission.

If the machine is set to print a transmission report (refer to **Main settings** on page 4-2), the reduced copy of the document first page will not be printed and it notifies you that the communication is manual.

Rerouting

Reroute faxes received to a directory contact by setting and then activating the fax reroute address.

Activate rerouting

M 3911 OK - FAX / FAX FORWARD. / REROUTING / ACTIVATION

- Using the keys  or  within the navigator select option **3911 WITH**.
- Press **OK** to confirm.

Note: If the function **WITHOUT** is selected, menus **3912** and **3913** will not be included in the functions overview, when it is printed out.

Set the re-direction contact

M 3912 OK - FAX / FAX FORWARD. / REROUTING / CALL NUMBER

- Using the ▲ and ▼ navigator keys, select the fax number from the directory (if the directory is empty the display will show **DIRECTORY EMPTY**). Enter the fax number manually or store the name and related number in the directory (refer to **Adding a record** on page 5-2).

Note: Forward a fax to an E-mail address stored in the directory if the fax is not available. The Fax will then be sent as an attachment in the pre-defined file format (see p. 4-10 for the configuration of the attachment files format).

M 3913 OK - FAX / FAX FORWARD. / REROUTING / COPY

- Using the ▲ and ▼ navigator keys, select the **COPY** option (local printout of the information relayed to your system) either **WITH** or **WITHOUT**.
- Press **OK** to confirm.

Note: E-mails can only be relayed to E-mail addresses. Landlines can not relay E-mails to fax machines.

Tx forwarding

This function is used to configure the machine so that any document transmitted (by fax or to an E-mail address) is also sent to a third party. The recipient will be selected from the entries in the machine's directory. It may be a fax machine number, an E-mail address or an FTP address.

M 3921 OK - FAX / FAX FORWARD. / TX FORWARD. / ACTIVATION

- Using the ▲ and ▼ navigator keys, select **WITH** or **WITHOUT** and press **OK** to confirm.

Note: If you choose **WITHOUT**, menu **3922** won't be displayed.

M 3922 OK - FAX / FAX FORWARD. / TX FORWARD. / CALL NUMBER

- Select the recipient from the directory and confirm by pressing **OK**.
- The function is active and from now on any documents transmitted will have a copy sent to the selected recipient.
- The transmission mode to the copied recipient depends on the type of short numbers in the directory:

- If the short number is a telephone number or a mixed number (tel + E-mail or tel + FTP) the copy will be sent by fax to the recipient's telephone number.
- If the short number is an E-mail address or an FTP number, the copy will be sent in IP mode to the recipient's E-mail or FTP address.

Note: The Tx forwarding function does not operate in charger mode or in PC Kit mode.

Transmission over the Internet

Sending a black and white document to an E-Mail address

- Position the document (refer to **Document positioning** on page 6-1).
- Press the @ key and enter the recipient's E-mail address, or choose the dialling mode (refer to **Dialling** on page 6-2).
- Adjust the contrast and the resolution if necessary (refer to **Choosing the resolution/contrast** on page 6-2).
- Press the @ key. The document is scanned and stored in memory, it will be sent at the time of Internet connection.

For PC users, an E-mail will be received with the fax as an attachment in TIFF format.

If the receiver has an Internet fax, a paper fax is printed.

Sending a color document to an E-mail address

- Position the document (refer to **Document positioning** on page 6-1).
- Press the @ key and enter the addressee's E-mail address, or choose the dialling mode (refer to **Dialling** on page 6-2).
- Adjust the contrast and the resolution if necessary (refer to **Choosing the resolution/contrast** on page 6-2).
- Press the  key. The document is scanned and stored in memory, it will be sent at the time of Internet connection.

For PC users, an E-mail will be received with the fax as an attachment in JPEG format.

If the receiver has an Internet fax, a paper fax is printed.

Sending a typed message to an E-Mail address

Send a typed message to an E-mail mailbox and add a scanned document as an attachment.

Access through the menu:

M 95 OK - INTERNET / E-MAIL

Direct access:

- Press the @ key

Then, to send to E-mail address:

- Enter the addressee's E-mail address or choose the dialling mode (refer to **Dialling** on page 6-2).
- Enter the address to whom you want to send a copy of the document (CC:), and press **OK** to confirm.
- Enter the object for mail (80 characters max.) and press **OK**.
- Enter the text with the alphabetical keypad (100 lines of 80 characters) and press **OK** to confirm.

The keypad has the following editing features:

- for **capital letters**, use key Shift (key ↑),
- to **move** within the data entry field, use the ▼ or ▲ keys,
- to **erase a character** on the right of the cursor (without moving the cursor), use the ← or C key,
- to **move** through the text, press the **Ctrl** key and one of the navigator keys,
- to **go** to the next line, use the ↵ key.

Then, either:

- Send the typed mail directly. Press **OK**, the mail is stored in memory and will be sent at the next Internet connection.
The subscriber will receive an E-mail.
- Add an attachment (scanned document):
 - Place the document to be attached in the sheet-fed scanner (face down).
 - Press the  key.
 - Select **B&W SCAN** or **COLOR SCAN** by means of the ▲ or ▼ keys depending on the document and press **OK** to confirm.
 - If needed, set the contrast with the ▲ or ▼ keys and press **OK** to confirm.

The document is scanned and the mail is stored in memory. They will be sent at the next Internet connection. The recipient will receive an E-mail with an attached document.

Scan to FTP (depending on model)

Scan TIFF, JPEG and PDF files to an FTP server, for example, for archiving.

To connect to the FTP server, you must know the name of the FTP user and the password.

Note: This function is programmed by default on the **F2** key.

Deposit a file in an FTP server

- Position the document (refer to **Document positioning** on page 6-1).
- Select **M 872 OK - ADVANCED FUNCTIONS / SCAN TO / SCAN TO FTP** or press the **F2** key then press the **OK** key.

Note: The **F2** key is configured by default with the **Scan to** function. (See p. 6-18 if key needs reprogramming.)

- Enter the FTP address of the server or select it from the directory by pressing the **⏏** key.
- Enter the name of the FTP user (operation prohibited when the address is in the directory).
- Enter the password of the FTP user (operation prohibited when the address is in the directory).
- Press **OK** to confirm.
- Select **B&W SCAN** to send a document in black and white or **COLOR SCAN** to send a document in color. Press **OK** to confirm (this setting may be changed at any time during the send procedure with the color key).
- Enter the name of the attachment and press **OK** to confirm.
- If necessary, change the attachment format: **PDF** or **IMAGE** and press **OK** to confirm.

Multi-contact sending

For Multi-contact sending, create a group which only contains FTP addresses.

Follow the procedure for sending to a single address, but select the FTP address group in the directory.

Transmission waiting queue

Obtain a summary of all documents queuing, for transmission, including those in deposit or in delayed transmission, etc.

- **consult** or **modify** the waiting queue. In this waiting queue the documents are coded the following way:
Order number in the queue / document status / subscriber's telephone number.
Documents may have the following status:
 - **TX**: transmission,
 - **REL**: relay,
 - **DOC**: in deposit,
 - **POL**: polling,
 - **MBX**: send to mailbox,
 - **PMB**: mailbox polling,
 - **TR**: ongoing commands,
 - **CNX**: Internet connection,
 - **NET**: Internet transmission,
 - **SMS**: SMS transmission,
- **immediately perform** a transmission from the waiting queue,
- **print a document** in storage, waiting to be transmitted or in deposit,
- **print the waiting queue**, to get the status of each document in the queue, by either:
 - queue order number,
 - document name or number,
 - scheduled transmission time (fax),
 - operation type regarding the document: transmission from memory, delayed transmission, deposit,
 - number of pages of the document,
 - document size (percentage of space stored in memory),
- **cancel** a transmission request in the waiting queue.

Immediately perform transmission from the waiting queue

M 61 OK - COMMANDS / PERFORM

- Select the document in the waiting queue and press **OK** to confirm or **◊** to immediately perform the selected transmission.

View or modify the waiting queue

M 62 OK - COMMANDS / MODIFY

- Select the required document from the queue and press **OK** to confirm.
- Modify the document settings and press the **◇** key to confirm.

Deleting a transmission on hold

M 63 OK - COMMANDS / DELETE

- Select the required document from the queue and press **OK** to confirm.

Printing a document in waiting or in deposit

M 64 OK - COMMANDS / PRINT

- Select the required document from the queue and press **OK** to confirm.

Print the waiting queue

M 65 OK - COMMANDS / PRINT LIST

A document called **** COMMAND LIST **** is printed.

Cancelling a transmission in progress

Cancelling a transmission in progress is possible for both a single call number or a multi-call number.

- For a single call number transmission from memory, the document is erased from memory.
- For a multi-call number, only the call number in progress is erased from the transmission queue.

To cancel transmission in progress:

- Press the **⊖** key.
Press the **⊖** key a second time to confirm.
- Press the **⊖** key to confirm cancellation in progress.

If the machine is set to print a transmission report (refer to **Transmission report** on page 4-4), it will indicate that the communication was cancelled by the user (User Break).

Reception

Document reception **over the Internet** is automatic at each Internet connection.

Reception of all documents **over the telephone network** is done one at a time at fax reception.

Reception over the Public Switched Telephone Network (PSTN)

Fax reception depends on the parameter settings of the machine.

Reception over the Internet

Reception is automatic at each Internet connection.

Incoming documents other than fax files (Word processing files, CAD, etc.) can not be opened by the fax. These documents can be opened by the F@X to Fax subscription service, computer or automatic transfer (refer to **Mail sorting** on page 4-23).

Copying

The machine is able to print one or more copies of an original document with one or more pages.

Local copy

Standard copy

- Position the document face down (refer to **Document positioning** on page 6-1).
- Press the **◆** key twice.

"Enhanced" copy

- Position the document face down (refer to **Document positioning** on page 6-1).
- Press the **◆** key.
- Enter the desired number of copies and press **OK** to confirm.
- Choose **U. FAST, FAST, QUALITY** or **PHOTO** resolution with the **▲** or **▼** keys, then press **OK** to confirm.
- Set the desired zoom value **25% TO 400%** with the **▲** or **▼** keys and the numerical keypad, then press **OK** to confirm.
- Choose the copy output type between **COPY ASSEMBLED** or **NOT ASSEMBLED** and press **OK** to confirm.
- Set the required origin values with the **▲** or **▼** keys the numerical keypad and press **OK** to confirm.
- Set the required contrast value with the **▲** or **▼** keys and press **OK** to confirm.
- Set the required luminosity (brightness) value with the **▲** or **▼** keys and press **OK** to confirm.
- Choose the type of paper **NORMAL, THICK** with the **▲** or **▼** keys and press **OK** to confirm.
- Choose the paper tray, **AUTOMATIC, UPPER** or **LOWER** with the **▲** or **▼** keys and press **OK** to confirm.

Specific copy settings

If necessary, perform a scanner recalibration. To do so, refer to **Scanner calibration** on page 7-15.

Improve print quality with the following settings:

Scanner settings:

- **RESOLUTION** to set the photocopy resolution.
- **ZOOM** settings to reduce or magnify any portion of a document by choosing the origin and value of the zoom to apply to that portion.
- The assembly parameter to choose between **ASSEMBLED** or **NOT ASSEMBLED** copies.
- The **ORIGIN** parameter to choose the document orientation.
- **CONTRAST** to choose the photocopy contrast.
- **LUMINOSITY (BRIGHTNESS)** is used to make the original document lighter or darker.
- **L/R MARGINS** to shift the margins of the original document to the left or to the right.

Printer settings:

- **PAPER** is used to tell the machine what type of paper you use by default.
- **TRAY** is used to tell the machine which paper tray should be used by default.
- **L/R MARGINS** to shift the margins of the document to the left or to the right.

Note: All the settings performed through this menu will become the machine's default settings.

To access the settings:

M 84 OK - ADVANCED FUNCTIONS / SCAN. & PRINT

- Select the **SCANNER** or the **PRINTER** to be set and press **OK** to confirm.
- Use the ▲ or ▼ navigator keys to scroll through the following settings:

Scanner settings

Resolution

- Set the desired resolution, **1 BLANK**, **2 FAST**, **3 QUALITY** or **4 PHOTO** with the ▲ or ▼ keys.
- Press **OK** to confirm the settings.

Zoom

The machine can reduce or magnify a specific part of a document from 25% to 400%.

- Enter the desired zoom value with the numerical keypad.
- Press **OK** to confirm the settings.

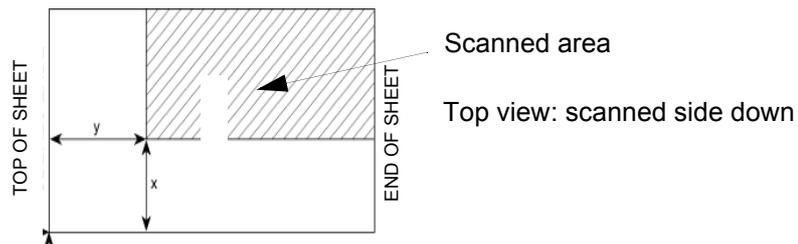
Assembly

- Choose the copy type between **ASSEMBLED** or **NOT ASSEMBLED**.
- Press **OK** to confirm.

Origin

Change the orientation of the scanner.

Enter new values of X and Y given in mm ($X < 210$ and $Y < 286$) to move the scanning zone as shown on the figure below:



- Select the X and Y coordinates with the \blacktriangle or \blacktriangledown keys.
- Set the required coordinates with the numeric keypad or \blacktriangle or \blacktriangledown .
- Press **OK** to confirm the settings.

Contrast

- Set the desired contrast with \blacktriangle or \blacktriangledown .
- Press **OK** to confirm the settings.

Brightness

- Set the desired brightness with \blacktriangle or \blacktriangledown .
- Press **OK** to confirm the settings.

Margins

Shift the side margins of the document to the left or to the right:

- Adjust the left / right margins shift (in steps of 0.5 mm) with \blacktriangle or \blacktriangledown .
- Press **OK** to confirm the settings.

Paper Size

- Select the paper size in the tray to be used (A4, LETTER, LEGAL) using the ▲ or ▼ keys.
- Press **OK** to confirm.

Printer settings

Paper

- Select the type of paper **NORMAL** or **THICK** with ▲ or ▼.
- Press **OK** to confirm the settings.

Note: When the **THICK** type of paper is selected, the printing speed is slowed down. Use the manual feeder for paper over 90 g/m².

Paper tray

- Select the paper tray to be used (**AUTOMATIC**, **LOWER** or **UPPER**) using ▲ or ▼.
- Press **OK** to confirm the settings.

Margins

Shift the side margins of the document to the left or to the right:

- Adjust the left / right margin shift (in steps of 0.5 mm) using the ▲ or ▼ keys.
- Press **OK** to confirm.

Other functions

Logs

The incoming and outgoing logs list the last 30 transmissions.

An automatic print out will take place after every 30 transmissions. You can request a print out at any time.

Each log (incoming or outgoing) contains a table with the following information:

- date and time of the incoming or outgoing document,
- subscriber's number or E-mail address,
- transmission mode (Norm, Fine, SFine or Photo),
- number of pages sent or received,
- call duration,
- incoming or outgoing results: noted **CORRECT** if properly transmitted,
or
information codes for special calls (polling, manual subscribers, etc.),
- reason for call error (example: the subscriber does not answer).

To print the logs:

M 52 OK - PRINT / LOGS

The incoming and outgoing logs are printed on the same page.

Printing the functions list

Print the functions list of the machine at any time.

To print the functions list:

M 51 OK - PRINT / FUNCTIONS LIST

Printing the machine settings

Print the list of the machine settings to view any changes made to the default settings.

Printing the machine settings:

M 54 OK - PRINT / SETUP

The machine prints the list of stored parameters.

Short Dial

The machine can memorize a sequence of keys (for example, to send a fax directly to one or multiple subscribers, to call a subscriber or to get access to a specific menu, etc.).

This sequence is registered to the **F2** key.

Press this key to execute the registered sequence.

Note: By default, the Scan function is programmed on the **F2** key.

To register a sequence (e.g. key F2 preset)

- Press key MENU, then **F2** to enter the menu option.

From this moment, all the key selections are recorded to **F2** key.

- From the menu, press **F2** key to record the sequence. The sequence memorizing is automatic if you have already exited the menu.

Example: to record sending a fax to multiple subscribers to the **F2** key:

- Press MENU then **F2**.
- Press **3, 1** then **OK**.
- Enter the subscriber fax number.
- Press **♦** and enter the second subscriber fax number or subscribers list.
- Repeat this last step for all subscribers or subscribers lists.
- Press **F2** to end the recording.

To send a fax directly to the subscriber (key F2 preset)

- Press **F2**.
- Position the document (refer to **Document positioning** on page 6-1).
- Press the key **◇**.

Font printing (depending on model)

Print the list of fonts installed on the machine.

To print PCL fonts:

M 57 OK - PRINT / PCL FONTS

To print SG Script fonts:

M 58 OK - PRINT / SG SCRIPT FONTS

The machine prints the list of fonts.

Counters

View the activity counters on the machine.

To get access to the counters of the machine:

M 82 OK - ADVANCED FUNCTIONS / COUNTERS

These counters indicate the number of:

- sent pages,

M 821 OK - ADVANCED FUNCTIONS / COUNTERS / SENT PAGES

- received pages,

M 822 OK - ADVANCED FUNCTIONS / COUNTERS / RECEIVED PG

- scanned pages,

M 823 OK - ADVANCED FUNCTIONS / COUNTERS / SCANNED PAGE

- printed pages.

M 824 OK - ADVANCED FUNCTIONS / COUNTERS / PRINTED PG

Deposit and polling

Deposit a document in the machine and keep it available to one or more subscribers who can obtain a print of this document with the **POLL** function.

Setting the machine for document deposits,

Define the type:

- **SIMPLE**- it may be polled only once from the memory or feeder,
- **MULTIPLE**- it may be polled as many times as necessary from the memory.

Setting the machine for polled documents,

Define the poll number, then depending on the type of poll:

- launch an **immediate poll**,
- program a **delayed** poll with a chosen time,
- launch a **multi-poll**, either immediately or later.

Placing a document in deposit

- Insert the document to deposit in the feeder.
- Select **M 34 OK - FAX / POLLING TX** and confirm with **OK**.

- Choose the type, according to the table below:

Menu	Procedure
SIMPLE	<ul style="list-style-type: none"> ➤ Select FEEDER or MEMORY. ➤ If necessary, adjust the contrast and press OK to confirm. ➤ Enter the number of pages that you wish to deposit.
MULTIPLE	<ul style="list-style-type: none"> ➤ If necessary, adjust the contrast and press OK to confirm. ➤ Enter the number of pages that you wish to deposit.

- Press **OK** to confirm.

Polling a deposited document

M 33 OK - FAX / POLLING RX

- Enter the document poll number or choose the dialing mode (refer to **Dialling** on page 6-2).

Note: You can poll several documents using the *#* key.

- Depending on the type of poll you should:

Choice	Procedure
Immediate poll	➤ Press ◇ .
Delayed poll	<ul style="list-style-type: none"> ➤ Press OK. ➤ Next to the current time, enter the time you wish to poll the document and press ◇.

Lock/Secure Access

Control machine usage by:

- locking the printing of received documents (refer to **Fax answering machine** on page 4-5),
- locking the keyboard,
- locking the numbers,
- locking the Internet settings,
- Lock the access to the SMS transmission function.

Entering the locking code

The operator access settings are protected by a four-digit lock code.

To access the locking code:

M 811 OK - ADVANCED FUNCTIONS / LOCK / LOCKING CODE

- Enter the four-digit lock code on the keypad.
- Press **OK** to confirm.
- Confirm the lock code by entering the code one more time.
- Press **OK** to confirm.

Note: Create a new code by modifying the existing one.

Locking the keyboard

This function prevents access by non-authorized persons. An access code must be entered each time a person wants to use the machine.

To access the keypad locking menu:

M 812 OK - ADVANCED FUNCTIONS / LOCK / LOCK KEYBD

- Enter the four-digit lock code.
- Press **OK** to confirm.
- With the ▲ or ▼ navigator keys, select the option **WITH**.
- Press **OK** to confirm.

Note: After each operation, the machine locks automatically.

Locking the numbers

This function locks dialling and the numerical keypad is disabled. Transmissions are only possible from numbers included in the directory.

You can still send E-mails by typing in the recipient's address as long as there no numbers.

To access the number locking option:

M 813 OK - ADVANCED FUNCTIONS / LOCK / LOCK NUMBER

- Enter the four-digit lock code with the keypad.
- Press **OK** to confirm.
- With keys ▲ or ▼ of the navigator, select the option **ONLY DIRECT**.
- Press **OK** to confirm.

Locking the Internet settings

This function prevents access to all the Internet settings of menu 9.

Changes to these settings may lead to repeated connection failures. The machine can still send documents to an E-mail address (M 95) and connect to the Internet (M 93).

To access the Internet settings locking menu:

M 814 OK - ADVANCED FUNCTIONS / LOCK / LOCK PARAMET

- Enter the four-digit locking code with the numerical keypad.
- Press **OK** to confirm.
- With the **▲** or **▼** keys, select the option **WITH**.
- Press **OK** to confirm.

Locking the SMS service

This function prevents access to the SMS service.

To access the SMS service locking menu:

M 815 OK - ADVANCED FUNCTIONS / LOCK / LOCK SMS

- Enter the four-digit locking code with the numerical keypad.
- Press **OK** to confirm.
- Confirm the lockout code by entering the code a second time.
- Press **OK** to confirm.

Note: Create a new code by modifying the existing one.

Scan to PC (depending on model)

Send notice of a scan function to a PC connected to the machine (with the Companion Suite Pro kit). For more information, refer to the User Manual provided with the PC Kit (Companion Suite Pro).

M 871 OK - ADVANCED FUNCTIONS / SCAN TO / SCAN TO PC

Note: This function is programmed by default on the **F2** key.

Department code

Control Use of the machine to authorized personnel only within each department by setting up a master department code and individual department codes. Assign one master code and up to 98 department codes. The machine can monitor the usage for each department. The master department code is used to setup and modify the department code information.

During the setup procedure, enter a 4-digit master department code. This code is the supervisory master key required to perform any modifications. The master code department number is preset to **00** by the machine.

Individual department codes are used to access and operate the machine. During the setup procedure, assign department numbers from 1-98. Enter a 4-digit department code for each department. As each department enters their assigned department code to access and operate the machine, the usage for each department is recorded on the department code report.

Function management by the administrator

By default, the "Department Code" function is deactivated when the machine is first put into service.

Activating the department code

M 881 OK - ADVANCED FUNCTIONS / DEPT. CODES / ACTIVATION

- Using the browser ▲ or ▼ keys, select **WITH**.
- Press **OK** to confirm; the function is activated.

Deactivating the department code

M 881 OK - ADVANCED FUNCTIONS / DEPT. CODES / ACTIVATION

- Using the browser ▲ or ▼ keys, select **WITHOUT**.
- Press **OK** to confirm; the function is deactivated.

Setting the department codes

The administrator must enter the department number to be created, between 01 and 98; the number 00 is reserved for the administrator to enter his or her own department code and department name before being able to record other codes for different users.

- Entering the master¹ code

M 882 OK - ADVANCED FUNCTIONS / DEPT. CODES / NEW DEPT.

The screen displays:

```
NEW DEPT.
00> FREE
```

- Using the browser ▼ key, select **00**.
- Press **OK** to confirm.

The screen displays:

```
8821>DEPT. CODE
8822 DEPT. NAME
```

- Press **OK** to confirm the line **8821>DEPT. CODE**.
- The screen displays **MASTERCODE** and ********.
- Using the ▼ key go to the ******** line and enter a 4-digit department code (remember this code).
- Press **OK** to confirm the code.
- Using the browser ▼ key, select **8822 DEPT. NAME** and press **OK**.
- Using the alphabetical keypad, enter the department name (maximum 20 characters).
- Press **OK** to confirm the department name.

Creating a department code

Only the administrator, using the mastercode, is able to set up other department codes.

- Enter the mastercode and press **OK** to confirm.

M 882 OK - ADVANCED FUNCTIONS / DEPT. CODES / NEW DEPT.

- Enter a number between **01** and **98** or select a free number using the ▲ or ▼ keys, as shown on the machine's display.
- Press **OK** to confirm the selection.

The screen displays:

```
8821>DEPT. CODE
8822 DEPT. NAME
```

1. Code assigned only to the administrator.

- Press **OK**; the screen displays:

```
DEPT. CODE
0 0 0 0
```

- Enter a 4-digit code (remember it); if this code is already used by another service, the machine displays "**CODE USED**". In this case, enter another code.
- Press **OK** to confirm the selection.

The machine gives the opportunity to modify the department name.

- Press **OK** and then the  key to return to the main menu.

Deleting a department code

The administrator can also delete a department code.

- Enter the administrator mastercode.

M 883 OK - ADVANCED FUNCTIONS / DEPT. CODES / DELETE

- Enter the number of the department code you want to delete or search for it using the  or  keys.
- Press **OK** to confirm selection. A confirmation screen is displayed. Press **OK** again to confirm the deletion. Once confirmed, the department code number becomes free again and the counters also associated with this number will be erased.

CAUTION: If the administrator deletes their own department code all the other department codes will also be deleted.

Printing a department code

The administrator can print reports for each department. These reports show the department number (between 01 and 98), its name, the associated access code and the number of pages transmitted and copied by this department.

- Enter the administrator mastercode.

M 884 OK - ADVANCED FUNCTIONS / DEPT. CODES / PRINT

- Enter the department number and press **OK** to confirm.

The machine begins printing the report, as shown in the illustration below:

```
*** DEPARTMENT CODES ***

SID : OPEL                               Number : XXX-XXX-XXXX           Date : 26-09-06 17:16
```

Dept.	Department Name	Dept. Code	Pages sent	Pages copied
00	Admin	1234	0	0
01	Finance	2222	0	0
02	Service	3333	0	0

Printing the department report

The administrator can print reports for all departments:

M 884 OK - ADVANCED FUNCTIONS / DEPT. CODES / PRINT

- Enter the administrator department number **00** and press **OK** to confirm. The machine prints the report, as shown in the illustration below:

** DEPARTMENT CODES **				
Name : Durand		Number : 0885654321		Date : 12-12-04 14:20
Dept.	Department Name	Dept. Code	Page sent	Pages copied
00	Master	1234	1258	3698
001	Office 44	6589	2596	1589
002	Office 85	2574	3561	4587
003	Office 47	1593	1897	5984

Use of the department codes by a department

To access the different machine functions, each department must enter its own access code as provided by the administrator. When the function **M 881 OK - DEPT. CODES** is activated, the screen displays:

THU 20 FEB 10:15
ENTER DEPT. CODE

- Use the numerical keypad only (pressing any other keys will sound a conflict tone).

The screen displays:

ENTER DEPT. CODE
*** * * ***

- Enter the department's access code (as provided by the administrator). Menu **88** is unavailable as this is reserved for the administrator. If the access code does not correspond to any services, the machine displays **WRONG CODE**.

Printing a user department code

Each department may print the data of its own department code.

- If the "Department Code" function is activated, enter the 4-digit numerical access code and confirm by pressing **OK**.

M 59 OK - PRINT / DEPART. CODES

Note: If the mastercode is entered, the machine prints a summary of the accounts.

Masking the charge code

Entering the masked charge code

The charge code is a number that is sent on-line after the correspondent's fax machine number. To add a charge code after entering the correspondent's number:

- Press the  key to insert the "+" symbol after the number.
- Type the charge code.

Example:

```
TO: 9738088444+****
```

The charge code will always be hidden.

The maximum length that can be entered is 24 characters. When dialing, only the digits are sent on the line. The "+" symbol inserted is not sent. In the example above, the number **97380884440123** is dialed.

If the equipment is connected to a private exchange (PABX), enter the prefix (number used by your PABX to access the telephone network, for example 0), followed by a "/" (or pause by pressing **F1** key).

When a charge code is used, the transmission reports and the machine log printout contains the correspondent's number followed by the charge code's "+" symbol.

Mail box (MBX FAX)

There are 32 mailboxes (MBX). Transmit documents in complete confidence using an access code (named code MBX), to all subscribers equipped with a compatible fax.

MBX 00 is public. It is handled directly by the machine to record the messages of the fax TAD as soon as this is enabled.

MBX's 01 to 31 are private. Each is password-protected. They can be used to receive documents confidentially.

The use and access to MBX 01 - 31 are conditioned by the **initialisation**, defined by a MBX code (if needed) and a mnemonic (its **S.I.D.**).

It is possible to:

- **modify** the features of an MBX,

- **print the contents** of an MBX, only possible if the MBX contains one or more documents (with a star next to the MBX). When the contents of an MBX have been printed it becomes empty,
- **delete** an MBX, only if the MBX is initialized and empty,
- **print the list** of the fax machine's MBX's.

Receive and send through an MBX with complete confidentiality. An access code is not needed to deposit documents into the MBX. All documents deposited in an MBX are added to the ones already present. In polling, the MBX are only accessible with an MBX code.

It is possible to perform MBX deposits or polls by:

- depositing a document in a fax MBX,
- depositing a document in a remote fax MBX,
- polling a document from a remote fax.

MBX management

Creating an MBX

M 71 OK - MAILBOXES / CREATE MBX

- Select a free MBX or directly enter the number of a free MBX and press **OK** to confirm.
- Select option **MAILBOX CODE** and press **OK**.

Value 0000 is always displayed.

- Enter a code, if needed, and press **OK**.
- Select option **MAILBOX NAME** and press **OK**.
- Enter this MBX's S.I.D. (20 characters max.) and press **OK**.

The MBX is initialized. Press C to create another MBX and repeat the above procedure.

- To exit the MBX, press **⊙**.

Modifying the features of an MBX

M 71 OK - MAILBOXES / CREATE MBX

- Select a free MBX, or enter the number of a free MBX directly (1-31).
- Enter the MBX code, if needed, and press **OK** to confirm.
- Select the menu **MAILBOX CODE** or **MAILBOX NAME**, then press **OK** to confirm the selection.
- Perform data modification of the menu and press **OK** to confirm.
- If needed, repeat the last two steps for the other menu.

Printing the contents of an MBX

M 73 OK - MAILBOXES / PRINT MBX

- Select a free MBX, or enter the number of a free MBX directly (1-31).
- Enter the MBX code, if needed, and press **OK** to confirm.

All documents found in the MBX are printed and the MBX is emptied.

Deleting an MBX

Before deleting an MBX, you need to make sure it is empty, by printing its content.

M 74 OK - MAILBOXES / DELETE MBX

- Select a free MBX, or enter the number of a free MBX directly (1-31).
- Enter the MBX code, if needed, and press **OK** to confirm.
- Press **◇** to confirm MBX deletion.

The MBX is deleted and will appear as a free MBX in the list.

Printing the MBX list

M 75 OK - MAILBOXES / PRT MBX LIST

The list gives the status of each MBX.

MBX deposit in your fax

- Insert the document in the machine's document feeder.
- Select **M 72 OK - MAILBOXES / DEPOSIT MBX** and press **OK** to confirm.
- Select a free MBX, or enter the number of a free MBX directly (1-31).

The document is stored in the selected MBX.

MBX deposit in a remote fax

- Insert the document in the machine document feeder.
- Select **M 35 OK - FAX / MBX SENDING** and press **OK** to confirm.
- Enter the subscriber's number for MBX deposit or choose the dialing mode (refer to **Dialling** on page 6-2) and press **OK** to confirm.
- Enter the subscriber's MBX number and press **OK** to confirm.
- To delay transmission, enter the new transmission time next to the current time and press **OK**.
- To modify the document feed type, select one of the options **FEEDER** or **MEMORY**, and press **OK**.
- Enter the number of pages of the document before transmitting.

- Confirm the transmission request to a remote MBX fax by pressing the \diamond key.

In the case of an immediate transmission, the document is sent immediately.

If the document is set for a postponed transmission the document will be stored in the memory and sent at the requested time.

MBX polling from a remote fax

M 36 OK - FAX / MBX POLLING

- Enter the subscriber's number for MBX polling or choose the dialing mode (refer to **Dialling** on page 6-2) and press **OK**.
- Enter the subscriber MBX number and press **OK**.
- Enter this MBX access code and press **OK**.
- If you wish to delay the poll time, enter the departure time next to the current time.
- Confirm the MBX poll request by pressing key \diamond .

As soon as the remote fax is engaged the document(s) in the remote fax MBX are received by your fax.

Note: Please check for remote fax compatibility.

7 Maintenance

Maintenance

General

To maintain the best operating conditions for your machine, ensure that you:

- Never leave the cover open unless required.
- Do not attempt to oil the machine.
- Always close the cover carefully and avoid vibrations.
- Do not open the cover while printing.
- Never try to dismantle the machine.
- Do not use paper that has been kept in the paper tray for a long time.
- Read the safety rules in the **Safety & Environment** chapter at the end of this booklet.

Consumables

There are 2 customer replaceable units in the machine:

- Toner Cartridge: - 006R01297
- Drum Cartridge - 013R00628

Toner Cartridge

The standard toner cartridge can produce up to 6000 pages (when printing on Letter paper with a 5% area coverage) or 10000 pages ITU No. 1 in normal mode.

The initial toner cartridge can produce up to 2000 pages (when printing on Letter paper with a 5% area coverage).

The service life of the toner cartridge mainly depends on the type of printed document and the average number of pages per print operation.

Drum Cartridge

The standard drum cartridge can produce up to 20000 pages.

The initial drum cartridge that comes with the machine can produce up to 4000 pages.

Various factors can influence the effective service life of the drum cartridge, namely the environment (temperature, humidity), the average number of pages per print operation and the type of paper used.

Replacing the consumables (toner and drum)

To check the remaining life expectancy of the consumables:

M 85 OK - ADVANCED FUNCTIONS / CONSUMABLES

New toner and drum cartridges come with a chip card to enable the new cartridge.

Confirm the new cartridge settings after installation.

Replacing cartridges

Replacing the toner cartridge

To replace the toner cartridge:

When the display shows:

**CHANGE TONER
<OK> TO CONFIRM**

- 1 - Open the printer cover.

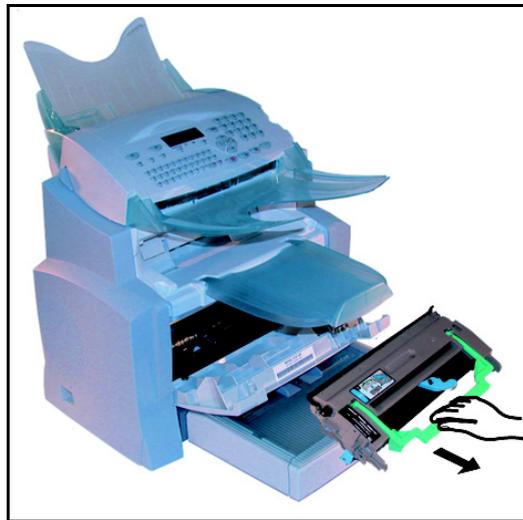


CAUTION: The fusing unit located inside the printer may become very hot during operation. To avoid injury - do not touch.

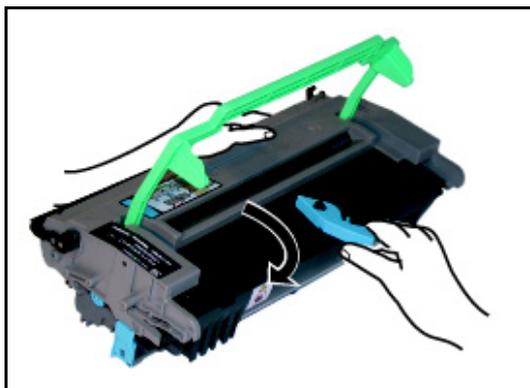


- 2 - Remove the drum/toner cartridge assembly.

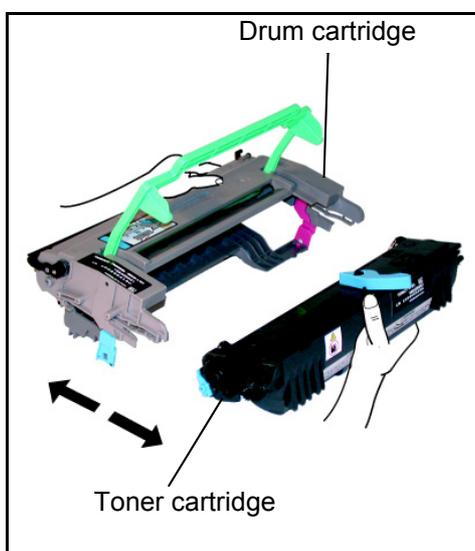
Note: In order to protect the environment, do not throw away the used toner cartridge. Used cartridges should be disposed of in accordance with local regulations concerning waste materials.



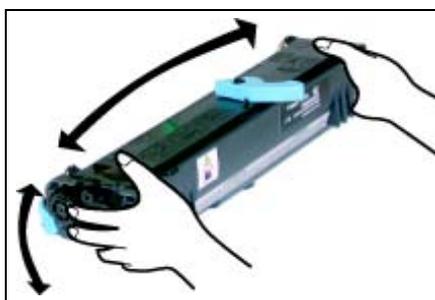
- 3 - Turn the blue clip as shown in the illustration below to unlock the toner cartridge.



- 4 - Separate the drum cartridge from the toner cartridge.

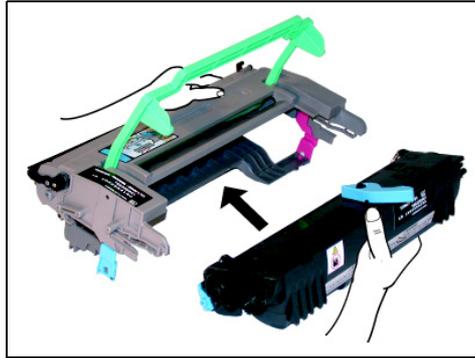


- 5 - Remove the new toner cartridge from its box, holding it firmly in both hands.
- 6 - Shake the toner cartridge alternately in the directions shown by the arrows in the illustration below.



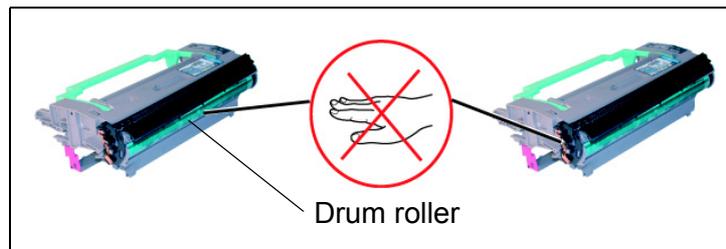
- 7 - Remove the protective plastic strip from the cartridge.

- 8 - Insert the new toner cartridge in the drum cartridge until locked in place.

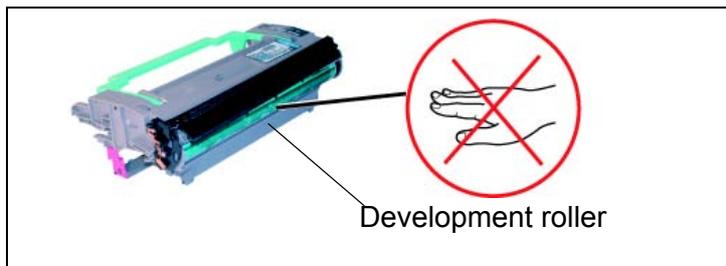


CAUTION: Do not touch the green drum roller located under the fold away flap of the drum cartridge. This will affect the print quality of your faxes and copies.

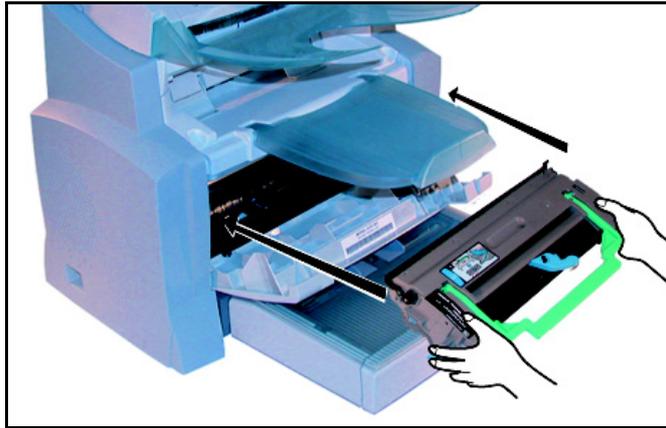
CAUTION: Do not touch the metal parts located on the side of the toner/drum cartridge set as shown below. This may cause static electricity discharges and damage your machine.



CAUTION: Do not touch the black development roller located in front of the toner cartridge. This will affect the print quality of your faxes and copies.



- 9 - Insert the toner/drum cartridge in the printer as shown below.



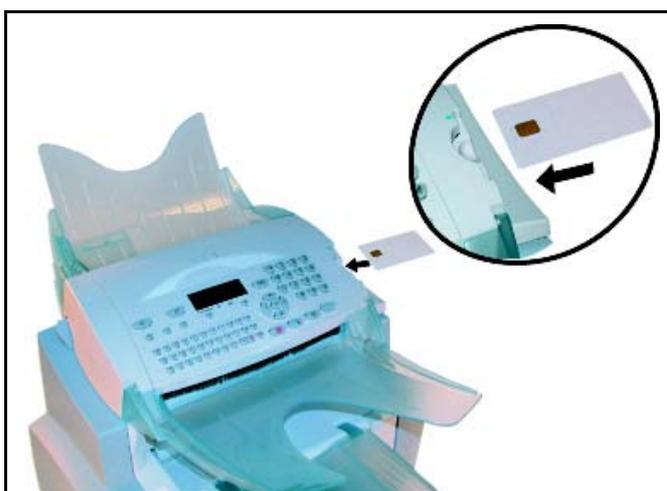
- 10 - Close the printer cover pressing it carefully but firmly until it clicks into position.



- Press **OK** on the scanner control panel. The display shows:

TUE 02 APR 13:39
INSERT GAUGE CARD

- Insert chip card (supplied with the toner cartridge) into the card reader ensuring that the chip is positioned as shown in the illustration below.



- The following message is displayed on the scanner control panel screen:

**CHANGE TONER?
YES = OK - NO = C**

- Press **OK**.
- Once the chip card has been read, the display shows:

**TONER OK
REMOVE CARD**

- Remove the card.

CAUTION: If the following message is displayed, check that you have inserted the chip card the right way up.

**CANNOT READ CARD
REMOVE CARD**

Replacing the drum cartridge

To replace the drum cartridge, proceed as shown below.

When the display shows:

**CHANGE DRUM
<OK> TO CONFIRM**

- 1 - Open the printer cover.



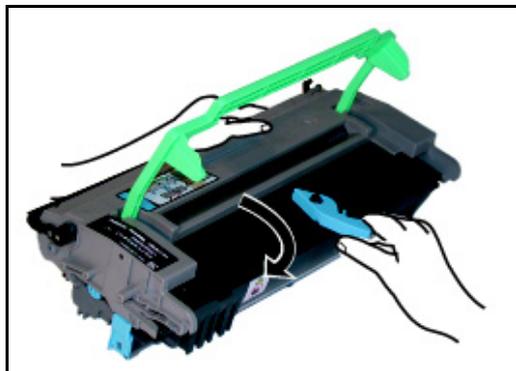
- 2 - Remove the drum/toner cartridge assembly.

Note: In order to protect the environment, do not throw away the used drum cartridge. Used cartridges should be disposed of in accordance with local regulations concerning waste materials.

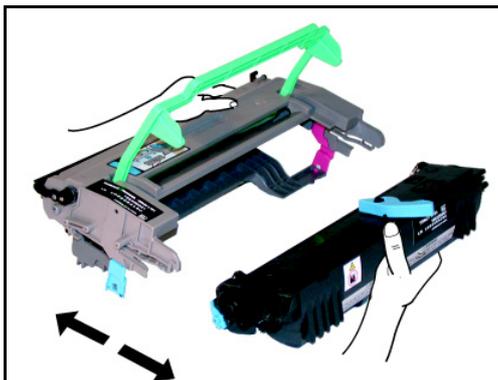


CAUTION: The fusing unit located inside and at the bottom of the printer may become very hot during operation. To avoid injury - do not touch.

➤ 3 - Turn the blue clip as shown in the illustration below to unlock the toner cartridge.

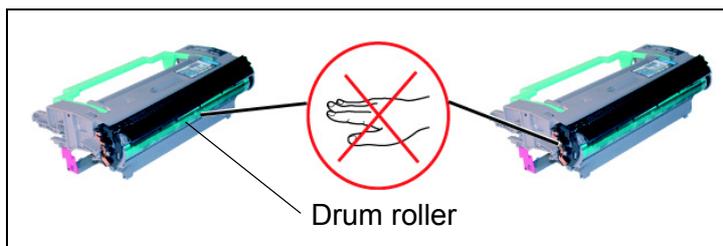


- 4 - Separate the drum cartridge from the toner cartridge.

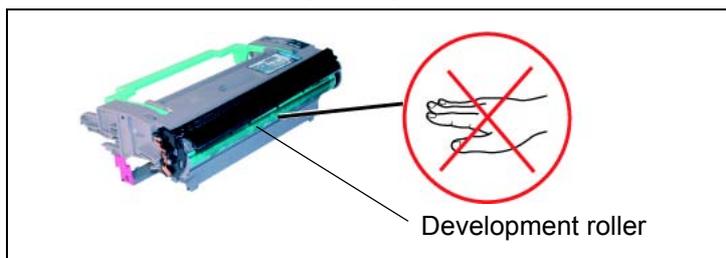


CAUTION: Do not touch the green drum roller located under the fold away flap of the drum cartridge. This will affect the print quality of your faxes and copies.

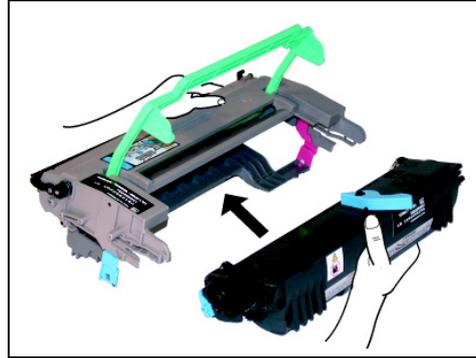
CAUTION: Do not touch the metal parts located on the side of the toner/drum cartridge set as shown below. This may cause static electricity discharges and damage your machine.



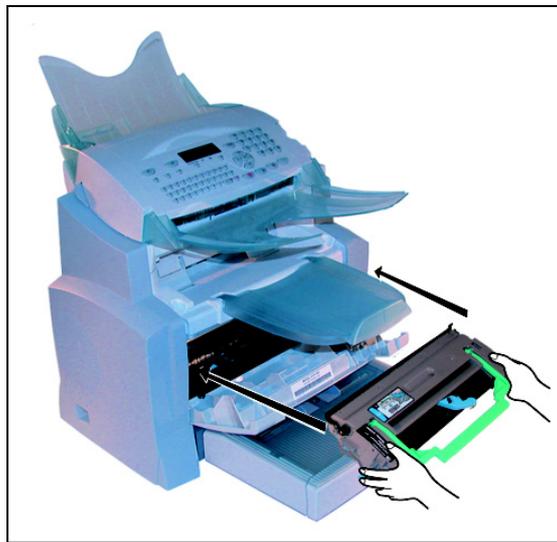
CAUTION: Do not touch the black development roller located in front of the toner cartridge. This will affect the print quality of your faxes and copies.



- 5 - Insert the new toner cartridge in the drum cartridge until locked in place.



- 6 - Insert the toner/drum cartridge in the printer as shown below.



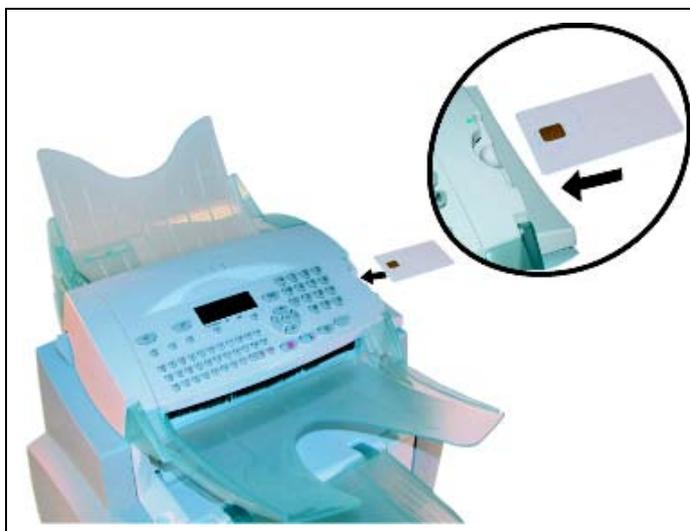
- 7 - Close the printer cover pressing it carefully but firmly until it clicks into position.



- Press **OK** on the scanner control panel. The display shows:

TUE 02 APR 13:39
INSERT GAUGE CARD

- Insert chip card (supplied with the drum cartridge) into the card reader ensuring that the chip is positioned as shown in the illustration below.



- The following is displayed on the scanner control panel screen:

CHANGE DRUM?
YES = OK - NO = C

- Press **OK**.

- Once the chip card has been read, the display shows:

**DRUM OK
REMOVE CARD**

- Remove the card.

CAUTION: If the following message is displayed, check that you have inserted the chip card the right way up.

**CANNOT READ CARD
REMOVE CARD**

Cleaning

Cleaning the printer

Dust, dirt and paper debris can affect printer performance. Clean the printer regularly.

CAUTION: Use a soft cloth to clean the printer. Never use abrasive or corrosive detergents.

CAUTION: The fusing unit can become very hot during operation. To avoid injury - do not touch. Wait for at least 10 minutes after the printer has been turned off and make sure that the fusing unit has cooled down before cleaning the inside of the printer.

Clean the outside of the printer with a soft cloth.

Cleaning the paper feed roller

- 1 - Turn off the printer and unplug the power cable.
- 2 - Remove the drum/toner cartridge set from the machine.



- 3 - Use a soft cloth to clean the paper feed roller located under the fusing unit.



- 4 - Replace the drum/toner cartridge (refer to **Replacing cartridges** on page 7-2).
- 5 - Close the printer cover, connect the power cable and turn on the machine.

CAUTION: The fusing unit located inside the printer above the paper supply roller may become burning hot during machine operation. To avoid injury - do not touch.

Service

For guaranteed performance of your machine, some maintenance work (replacing the fusing unit and the transfer roll) should be carried out approximately every 50,000 printed pages. Please contact your supplier for this operation.

Scanner calibration

Perform this operation if the quality of photocopied documents is no longer satisfactory.

M 80 OK - ADVANCED FUNCTIONS / CALIBRATION

- Confirm your choice by pressing the **OK** key.

Faults

Communication errors

If a fax communication fails, the following message is displayed:

Current time - - - - -	FRI 11 SEP 20:13
Time of next try - - - - -	0142685014 20:18

Transmission from the feeder

Override the automatic retry feature by:

- restarting the transmission immediately by pressing **⏏**,
- abandoning transmission by pressing **⏏**. To eject the document, press **⏏** again.

Transmission from memory

Override the automatic retry feature by:

- restarting the transmission using the transmission queue (refer to **Immediately perform transmission from the waiting queue** on page 6-10). For a document composed of several pages, the transmission will take place from the page where the error occurred,
- abandoning the transmission by deleting the corresponding command in the transmission queue (refer to **Cancelling a transmission in progress** on page 6-11).

The fax machine makes a maximum of 5 automatic redials. The non-transmitted document is automatically deleted from the memory and a transmission report is then printed together with an error code and the cause for transmission failure (see the communication error codes).

Communication error codes

The communication error codes appear in the logs and transmission reports.

General codes

Code 01 - Busy or no fax answer

This code appears after 6 failed attempts. Call later.

Code 03 - User break

A communication has been stopped by the user pressing the Ⓢ key.

Code 04 - Non programmed number

A number saved as a one-touch key or abbreviated number is not valid (example: a delayed transmission was programmed with a one-touch key and this key has been deleted in the meantime).

Code 05 - Scanning default

An incident occurred with the scanner, for example, the sheet is jammed.

Code 06 - Printer default

An incident occurred in the printer: no paper, paper jam, opened cover, etc. In the reception mode, this incident appears only if the reception setting is switched to **WITHOUT PAPER** (refer to **Reception without paper** on page 4-6).

Code 07 - Disconnected

The line has been cut (bad line). Check the number and try again.

Code 08 - Quality

The document you sent was not received. Contact your subscriber.

Code 0A - No document to be polled

You tried to poll a document from an empty mailbox or the password entered was incorrect.

Code 0B - Wrong number of pages

There is a difference between the number of pages indicated during preparation for the transmission and the number of pages sent; check the number of pages in the document.

Code 0C - Received document error

Ask the subscriber who called you to check the length of the document (it may be too long to be completely received).

Code 0D - Transmission failed

Ask the sender to resend the document.

Code 13 - Memory full

Your fax can no longer receive any new transmissions because the memory is full. Empty the fax memory by printing the received documents and deleting or transmitting the documents in the transmission queue.

Code 14 - Memory full

Received document memory full.

Code 15 - Unknown mailbox number

You have sent a document to an unrecognised subscriber's mailbox.

Code 16 - No Relay Bcst list Nr x

You requested a document relay from a remote fax but the fax has not programmed the list of subscribers requested.

Code 17 - Unknown mailbox number

You have sent a document to an unrecognised subscriber's mailbox.

Code 18 - Relay Bcst impossible

You have requested a document relay from a remote fax which does not have the relay broadcast function.

Code 19 - Subscriber has stopped

Transmission has been stopped by your subscriber.

Code 1A - Disconnected

The transmission has not started. The telephone line is busy.

Code 1B - Transmission failed

During transmission: start again.

During reception: ask your subscriber to resend the document.

Internet codes

Codes 40 and 41 - No reply from supplier

The modem cannot connect to the Internet service provider. If this error always occurs, check the supplier's dial-up number.

Code 42 - Cannot access supplier

The service provider refuses the connection, the service is temporarily unavailable. If this error always occurs, check the Internet connection settings.

Code 43 - Xmission server unavailable

Cannot connect to the SMTP server for sending mail, the service is temporarily unavailable. If the error always occurs, check the Internet E-mail and server settings.

Code 44 - Reception server unavailable

Cannot connect to the POP3 server for mail reception, the service is temporarily unavailable. If the error always occurs, check the Internet E-mail and server settings.

Code 45 - Supplier disconnected

The service is temporarily unavailable; try again later.

Code 46 - Xmission server disconnect

The SMTP server for sending mail is disconnected. The service is temporarily unavailable- try again later.

Code 47 - Reception server disconnect

The POP3 server for mail reception is disconnected. The service is temporarily unavailable- try again later.

Code 48 - Disconnection from Internet

The service is temporarily unavailable - try again later.

Code 49 - Cannot connect to Internet

Check the call number and eventually the associated prefix of the machine.

To check the Internet settings, print them by pressing in turn the keys **M**, 9, 4, 5 and **OK**.

Code 50 - Server error

Check the number of the parametered SMS or an error occurred when data were configured.

Printer errors

Error messages

If the printer has one of the problems described below, the corresponding message is displayed on the screen.

Message	Action
CHANGE TONER <OK> TO CONFIRM	Replace the toner cartridge. Proceed as described in paragraph Replacing the toner cartridge , page 7-2.
CHANGE DRUM <OK> TO CONFIRM	Replace the drum cartridge. Proceed as described in paragraph Replacing the drum cartridge , page 7-7.
CLOSE COVER PRINTER	Close the front cover of the printer.
CLOSE UPPER COVER PRINTER	Close the rear upper cover of the printer.
DRUM NEAR END	The drum cartridge is nearing its end of life (10% remaining).
TONER NEAR END	The toner cartridge is nearly empty (10% capacity left).
PAPER EMPTY	Install the paper tray. Fill the tray with paper in the required size.
PAPER JAM INSIDE	Open the tray. Remove the jammed sheet.
PAPER JAM EXTERNAL TRAY	Open the cover. Remove the jammed sheet from the print outlet.
PAPER JAM INTERNAL TRAY	Open the cover. Remove the jammed sheet from between the tray and the fusing unit.
PRINTER ERROR XX	Disconnect and reconnect the machine. If the problem persists, contact your supplier.
PAPER SIZE ERROR	Check paper size (A4, Letter, etc.)

Printer paper jam

Inside the printer

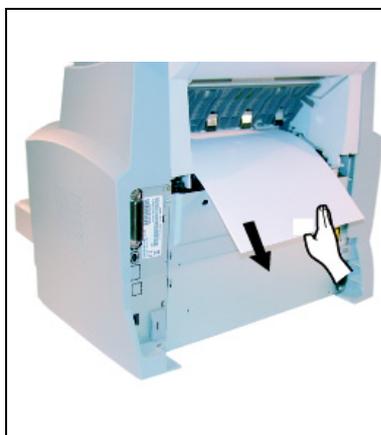
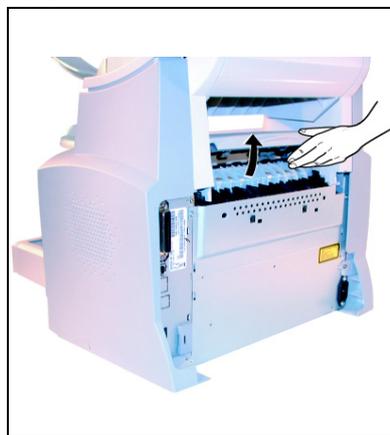
- Use the following procedure to remove any sheets of paper jammed inside the printer.

CAUTION: The fusing unit inside the printer can become very hot during operation. To avoid injury - do not touch.

- Open the front cover of the printer.
- Remove the toner/drum cartridge set from inside the printer.
- Remove any jammed sheets.



- Open the rear cover of the printer.
- Remove any jammed sheets.



- Reinstall the drum/toner cartridge set (refer to **Replacing cartridges** on page 7-2).
- Close the front and rear covers of the printer.

Paper jam at the feeders and trays

The figures below show different type of paper jam you might experience when using your machine.

- Remove any jammed sheets as shown by the arrow depending on where the paper jam occurs

At the printer output stacker



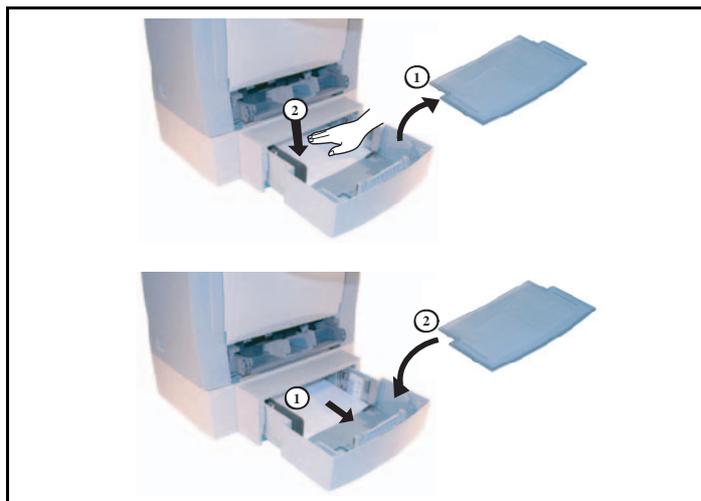
At the paper tray



At the manual feed tray



Second cassette unit and paper tray (option)



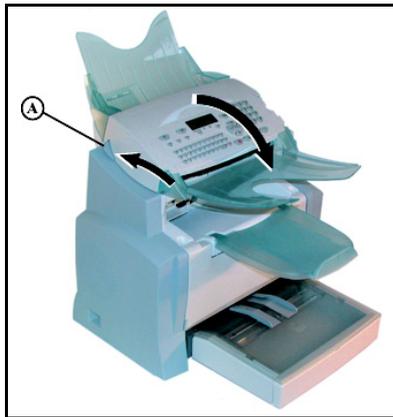
Scanner faults

Scanner paper jam

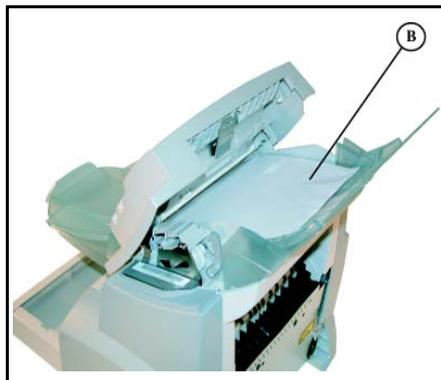
When a paper jam occurs, the message **REMOVE DOCUMENT** appears on the control panel screen.

If jams often occur, check, clean or repair the specific part of the unit.

- Open the scanner cover by pressing key (A).



- Remove the jammed paper (B) without tearing it.



- Close the scanner cover.

Miscellaneous faults

At power up nothing appears on screen

Check that the power cable is plugged in. Check the wall plug if necessary.

The fax does not detect the presence of the inserted document. The message **READY** does not appear on the screen

At the start and during scanning, **REMOVE DOCUMENT** appears on the screen

Remove the document or press the ⏏ key.

Check the thickness of the document (maximum 30 sheets of paper of 80 g/m²).

Remove wrinkles or creases from the document.

The machine does not receive any faxes

Check that the telephone line is correctly connected and that there is a tone signal on the telephone line by means of the \square key.

You receive a blank page

Make a photocopy of a document; if it prints correctly then your machine is functioning normally. Call the sender and have them resend the document.

You cannot send a fax

Check that the telephone line is correctly connected.

Check that there is a dial tone by pressing the \square key.

Check the prefix is correctly programmed and used.

Machine packing and transportation

Always use the original packaging when transporting the machine. Failure to do so could void the warranty.

- 1 - Disconnect the machine from the telephone network and the AC power socket.
- 2 - Close the front cover. Unplug the phone line cable and the AC power cable. Remove the document feed tray and the document output tray. Put them in their original packaging.
- 3 - Put the machine in the plastic bag and then in the original packaging, with all the original packing material.
- 4 - Close the shipping box with adhesive tape.

Specifications

Device type: Office fax machine, fast, operation with all Group 3 devices according to ITU-T recommendations.

Machine Specifications

Dimensions:	Width: 389 mm Depth: 460 mm Height: 390 mm (not including stacker)
Weight:	11 kg
Electric power supply:	110-120 VAC - 50/60 Hz - 9 A
Power consumption (max. values):	standby mode: less than 15 W wait mode: less than 75 W operation: 580 W during copy (850 W peak)
Operating temperature:	operation: +10°C to 35°C (50 to 95°F) with a maximum difference of 10°C per hour storage: 0°C to 40°C (32 to 104°F) with a maximum difference of 10°C per hour
Operating humidity:	Operation or storage: 20% to 80% RH (without condensation) with a maximum difference of 20% per hour
Original document size:	Width: 216 mm max. Height: 297 mm Thickness: 0.05 to 0.15 mm
Document feeder:	Max capacity: a normal capacity of 35 pages (80 g/m ²)
Reception size (A4 size):	Width: 210 mm Length: 297 mm
Reception paper:	Plain paper (copier type (80 g/m ²))
Paper tray 1 capacity:	250 pages (80 g/m ²)
Paper tray 2 capacity (option):	500 pages (80 g/m ²)
Paper sizes - Tray 1	A4, Legal, Letter
Paper sizes - Tray 2	A4, Letter
Paper sizes - Bypass tray	A4, Legal, Letter, A5, B5-JIS, Executive, #10 Envelope, Transparencies
Paper weight - Tray 1	60 to 90 g/m ² (16 lb to 24 lb)
Paper weight - Tray 2	60 to 90 g/m ² (16 lb to 24 lb)
Paper weight - Bypass tray	60 to 160 g/m ² (16 lb to 40 lb)
Transmission procedures:	In accordance with UIT-T recommendations for group 3 copiers
Possible phone line connections:	To all public switched telephone networks (or equivalent)

Scanned image resolution:	Scanner: 600 dpi
Reading system:	CIS optronics reading
Print type:	Laser printing process
Printer resolution:	600 x 600 dpi
Communication rate:	For group 3: 33600/14400/12000/9600/7200/4800/ 2400 bps
<p>The effective transmission time for an A4 page ranges between a few seconds to approximately one minute (depending on line quality, modem bit rate, the amount of information on the original document and the resolution) (*).</p> <p>(*) Not taking into account the exchange initialisation procedure.</p>	
Encoding type:	MH (Modified Huffman) MR (Modified Read) MMR (Modified Modified Read) JBIG
Internet (general specifications):	V90 modem (up to 56 kbps) TCP/IP/PPP protocols SMTP/POP3/MIME protocols for E-mails
File format:	Image: TIFF-F for black/white documents and JPEG for color documents PDF: monochrome and color
Printing (depending on model):	PCL® 5e and PCL® 6 emulation ^A SG Script (PostScript® level 2 language emulation and PostScript® level 3 language emulation with configuration file) ^B
Specifications may change for improvement without prior notice.	

A. PCL is a registered trademark by Hewlett Packard.

B. PostScript is a registered trademark by Adobe Systems Incorporated.

C

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