

Xerox MRP Family
4215/MRP, 4219/MRP, 4220/MRP, 4230/MRP
Fax Modem for MS-DOS
Operator Guide

Xerox Corporation
701 S. Aviation Boulevard
El Segundo, CA 90245

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

This document was created on the Xerox 6085 Professional Computer System using VP software. The typeface is Optima.

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

Safety



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

U.S.A.

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

Canada

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

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

Europe: 50 Hz, 220 to 240 V equipment

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

Laser safety

Your printer complies with appropriate safety standards.

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



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

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

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

AVOID DIRECT EXPOSURE TO
BEAM

Instructions for safe service are
in SERVICE MANUAL.

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

Operational safety

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

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

Do this

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



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

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

Always have your qualified service representative move or relocate the equipment.

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



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

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

Use caution when installing or modifying telephone lines.

Do not do this

Never use an extension cord with the ELCI/RCD.

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

U.S. configuration of ELCI/RCD

- 1 **Window**
- 2 **Reset button**

International configuration of ELCI/RCD

- 1 **Window**
- 2 **Reset button**

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

1. Locate the safety device, using the U.S. or International Configuration (above).
2. Check to see if a red flag displays in the window of the safety device.
3. If the red flag does not display, press and release the black Reset button.

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

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

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This guide describes the optional fax software for Your Xerox laser printer, how to install it on your IBM-compatible personal computer (PC) to run under MS-DOS or Microsoft Windows, and how to use it on your printer.

About this guide

The procedures presented in this guide were written with the assumption that the reader is familiar with basic MS-DOS and PC operations and terminology.

This guide assumes you are familiar with basic MS-DOS operations and terminology. For complete instructions on how to use MS-DOS and Windows, please refer to your MS-DOS and Windows reference manuals.

Conventions

Text conventions

This guide uses the text conventions listed below.

italics

Italics are used for document and library names (for example, the *Xerox MRP Family Printer Language Reference for PCL5 and PostScript*).



CAUTION: Cautions are associated with equipment safety.



WARNING: Warnings are associated with the safety of people.

N **Notes** are hints that help you perform a task or understand the text.

MB Megabyte.

KB Kilobyte.

gsm Grams per one square meter of paper.

Print language mode One of the two print languages: PCL 5 or PostScript Level 2.

Procedure conventions—printer

Printer control panel procedures and conventions

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

- Off-Line/o
- Main Menu/M
- Last Page/L
- Enter/L
- Clear/C
- Pause/P
- Reset/R
- Test Mode/T

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

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

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

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

Procedure conventions—MS-DOS

Keyboard key	A keyboard key name is boldface with downstyle capitalization. For example: Press the Tab key.
Key+key	A plus sign used between two key names indicates that these keys must be pressed at the same time. For example: Press the Alt+A means that you should press and hold down the Alt key while you press the A key.
<i>FILENAMES</i>	Names of files are displayed in uppercase italics, for example: <i>PSFAXQ.COM</i> .
COMMANDS, DIRECTORY NAMES, AND DRIVE NAMES	These are always in uppercase, for example: Type A:INSTALL.
Windows, menus, and dialog boxes	These always have downstyle capitalization, for example: Click on Delay Until.
Type	When instructed to type information, do so without pressing the Enter key.
Enter	When instructed to enter information, type the information and press the Enter key.
Window messages	References to window messages appear in text like this: PSFAX.COM could not be unloaded

Each time you print within your MS-DOS or Windows applications that support PostScript, the laser printer fax utility gives you the capability to send your document as a high-quality fax directly from MS-DOS or Windows applications to compatible fax machines or fax printers anywhere in the world.

Fax printer utility

The fax printer utility (supplied on a floppy disk) provides configuration support for the fax modem option and must be installed on your computer hard disk. The fax printer utility allows you to do the following:

- Update your Fax Phonebook
- Configure the printer to receive faxes and set the date and time of the printer calendar and clock
- Send documents containing text, line art, and graphic images directly from your PC. Scanning is unnecessary.
- Send high-quality (standard or fine print resolution) documents to any fax machine or fax printer compatible with CCITT Group III
- Send documents (at the resolution of the receiving fax printer) in unmodified PostScript format if both the sending and receiving machines are PostScript Fax printers
- Send a fax to all members of a distribution list with one command
- Delay transmitting your fax document until a time you choose within the next 24 hours
- Set up parameters for receiving and sending faxes, such as setting the number of rings before answering and setting the send resolution.



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

Hardware and software requirements

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

- An IBM Personal Computer (PC, AT), Personal System/2, or 100-percent compatible computer with a hard disk.
- One high-density, 5.25-inch, 1.2 MB disk drive, or one 3.5-inch, 720 KB disk drive.
- MS-DOS 3.1 or higher operating system, or a compatible operating system, and at least 640 KB of computer memory.
- Optional Microsoft Windows 3.0 or 3.1 environments, and a minimum 1 MB of computer memory (2 MB are recommended).
- Fax software package for MS-DOS that contains the following:
 - Program Disk
 - *Xerox MRP Family FAX Modem for MS-DOS Operator Guide.*

The following options, if installed on your printer, may increase performance when faxing and printing at the same time, or when sending and receiving complex faxes:

- A minimum of 8 MB RAM must be installed on your printer. 20 MB of RAM is recommended for better performance and for handling large documents.
- A high capacity hard disk drive to allow the spooling of fax jobs.

Before you begin installation

Follow these steps before beginning installation:

1. Make a backup copy of the program disk. Store the original disk in a safe place and use the backup copy.
2. Determine the hard disk drive on which to load the fax software files. The default is drive C.
3. Select a name for the hard disk directory where the files load, and make a directory (MS-DOS command: MD C:\PSFAX). The default directory name is \PSFAX.
4. Identify the port that your printer is physically connected to (LPT1, LPT2, COM1, and so forth).
5. Make sure you have approximately 354 KB available on your hard disk to store the fax software files.
6. Be certain your printer is connected to the PC and on-line.
7. Determine if simultaneously pressing **Alt+F1**, the hot-key combination used by the fax software, is used in any other software you use. If so, you can select another hot-key combination for the fax software during installation.
8. Make sure your MS-DOS or Windows applications have a PostScript printer driver installed.

9. If you are using a fax printer connected to a network, read "Installing fax software on a network" at the end of this chapter before proceeding with the installation procedure.

Installation procedure

Fax software runs under MS-DOS or Microsoft Windows environment.

- N **Note:** In either case, run the installation program from the MS-DOS prompt, not from the MS-DOS prompt within Windows.

Complete the following sections to install the fax software files:

- Selecting the hard disk and directory
- Printer port selection
- User's Fax "From" Information screen
- Telephone Settings screen
- Test Fax Printer Option screen
- Windows Installation screen
- Fax Pop-up Menu for DOS Applications
- Automatic Loading Option screen
- Readme File Options screen.

- N **Note:** You must complete each section in the order given.

Selecting the hard disk and directory

Follow the steps below to select a hard disk and create a directory where your fax software will reside:

1. Insert the program disk into Drive A (or any available floppy drive).
2. Type **A:INSTALL** (or correct drive letter), and press **Enter**.
The installation program displays a welcome message and lists the information required to complete the installation.
3. Press **Enter** to continue.
The Hard Drive Selection screen appears.
4. To select the hard drive on which the software files will copy, do one of the following:
 - Press **Enter** to accept the C drive.
 - If you prefer a different drive, type the letter you want to use, and press **Enter**.The Hard Drive Directory Selection screen appears.
5. To establish the directory which will contain the fax software files, do one of the following:
 - Press **Enter** to accept \PSFAX as the default directory name.
 - Type the directory name you want to use, and press **Enter**.A confirmation message displays.

6. Press **Enter** to continue.

The install program begins copying the fax software files to the hard disk and displays a message when the copy process is complete.

7. Press **Enter** to continue.

Printer port selection

After you have established the hard disk and directory path for installation, the Printer Port Selection screen displays:

Follow these steps to select a printer port:

1. Use the arrow keys to choose the port to which your printer is attached. If your printer is installed on a network, select the network capture port as the fax software printer port.
2. Press **Enter** to continue.

User's Fax "From" Information screen

After you have established the printer port selection, the User's Fax "From" Information screen appears:

The information you provide in this screen appears on the cover page of each fax you send, if you use a cover page. Fields may be left blank. The fax telephone number you specify does not have to be the same as the number you use to send faxes.

Follow these steps to create a fax cover page:

1. Type your name and press **Enter**.
2. Type your company name, and press **Enter**.
3. Type the fax telephone number for any responses you may receive, and press **Enter** to continue.

Telephone Settings screen

After you have established your User's Fax "From" Information, the Telephone Settings screen appears:

Use the Telephone Settings screen to supply any access codes required to place outside calls from your telephone system, and to establish pulse or tone dialing. You may specify up to nine characters. The codes you specify are added before the fax telephone number when you send a fax.

The fax software recognizes the following characters for access codes:

Code	Function
0 through 9	Dialing numbers
* and #	Sounds the tones corresponding to these keys on tone telephones
W	Wait for dial tone
, (comma)	2 second pause
[]	Square brackets protect internal accounting codes, credit card numbers, and so forth. Any number placed within the square brackets gets dialed, but does not appear on the fax cover sheet or header.

Complete these steps to supply access codes for outside calls:

1. Do one of the following:
 - Enter the access code, and press **Enter** to move to the next field.

or

 - Press **Enter** from the blank field if you do not need any outside access codes. (If you only need to use variable outside access codes for certain calls, you may leave this field blank and specify the code number when you send the fax. At that time you can also override any default access code.)

A second field appears on the Telephone Settings screen, asking you to specify whether your telephone system uses tone or pulse dialing.

2. Press **Enter** to continue.

A menu appears that lets you select tone or pulse dialing. The default is tone dialing.

3. Select the correct dialing method and press **Enter**.

2. Contact the recipient to verify if the fax was received.

If the test fax was not received, check the following items:

- The receiving fax machine is working and not busy.
- The fax printer is properly installed, on-line, and connected to an outside line.
- You have supplied the required outside access codes on the Telephone Settings screen.
- You specified the correct printer port.

Windows Installation screen

After you have completed or skipped the Test Fax Printer Option screen, the Windows Installation screen appears:

If you are not running Windows, or you do not want to install the fax software for Windows, complete the following steps:

1. Use the arrow keys to select Skip this step without changing windows, and press **Enter**.
2. Skip to the "Fax Pop-up Menu for DOS Applications" section.

If you want to send faxes from Windows applications, complete this procedure:

1. Select Install the Fax Software into Windows and press **Enter**.

The program displays the directory in which Windows resides, such as C:\WINDOWS, C:\WIN, or whatever your Windows directory is named.

A confirmation messages displays, asking you to accept or change the Windows directory location.

2. Do one of the following:
 - Press **Enter** to accept the displayed directory.

or

- Type in an alternate directory name, and press **Enter**.

The install program copies the necessary program files and edits your Windows system files. Confirmation of Windows Directory screen appears.

The install program tells you when it has completed installing Windows.

3. Press **Enter** to continue.

Fax Pop-up Menu for DOS Applications

After you have completed or skipped the Windows Installation screen, the Pop-up Menu for DOS Applications screen appears:

- N **Note:** If you are only going to send faxes from Windows applications, do not enable the Fax Pop-up menu. This saves about 35 KB of MS-DOS conventional memory.

Follow this procedure to install the Fax Pop-up menu:

1. Do one of the following:
 - Do not enable the Fax Pop-up menu if you are only going to send faxes from Windows applications. Skip to the "Automatic Loading Option screen" section.
 - Enable the Fax Pop-up menu, press **Enter**.
The Pop-Up Menu Hot Key Selection screen appears.

2. Do one of the following:
 - Press **Enter** to accept **Alt+F1** as the default hot-key combination to display the Fax Pop-up menu.
 - If you want to use another hot-key combination, do not try to edit the characters highlighted on the screen. To change the hot-key combination, press the desired key combination, and then press **Enter**. You may also use triple combinations such as **Ctrl+Alt+F1**, **Shift+Alt+X**, or **Shift+Alt+Y**.

Automatic Loading Option screen

After you have completed or skipped the Fax Pop-up Menu for DOS Applications procedure, the Automatic Loading Option screen appears:

Use this screen to specify whether you want to modify your AUTOEXEC.BAT file to load the fax software automatically when you start your computer.

If you did not accept the default path name C:\PSFAX, skip this step. You may edit the AUTOEXEC.BAT file later to add the fax software load commands.

Do one of the following:

- Select "Update the AUTOEXEC.BAT File" to load PSFAX automatically. Do not select Automatic Loading if you are installing the software for a network connected printer. Refer to "Installing fax software on a network" later in this chapter.
- To remove PSFAX from the AUTOEXEC.BAT, select "Skip This Step Without Changing the AUTOEXEC.BAT File" and press **Enter** to continue.

README File Options screen

After you have completed or skipped the Automatic Loading Option screen, the README File Options screen appears:

The README file contains information updates available after this operator guide was printed. It is a good idea to read it to see if it contains information pertinent to your current activity.

Follow these steps to complete the README File Options screen:

1. Do one of the following:
 - To print the README file, select "Print the README File," and press **Enter**.
 - If you do not want to print or read the file, select "Skip the README File and Continue with the Next Screen," and press **Enter**. You may read the README file later with a text editor, or by running the installation program again from your hard disk, as described in "Changing the fax software basic settings," in the "Administering the fax software" chapter.

The last screen to appear informs you that the installation is complete and provides instructions on how to activate the fax software.

2. Press **Enter** to return to the MS-DOS prompt.

Initial settings

Certain steps (dependent upon the hardware configurations of your system and the type of software you are using) need to be taken to enable the operation of your software.

Serial port printer connections

Some programs send data directly to the serial port when the software is set to print to a serial (COM) port. Your fax cannot be sent from this type of program. You must first set the program to print to a file and use the filename COM1.PRN. This filename is recognized by the fax software, and treats this file as a port from which it can intercept. During the install program, specify COM1 as the printer port.

If your program does not have the ability to print to a file, use the fax software redirection feature along with a MS-DOS command to fax with a serial port. Configure your programs to print to LPT1. During the install program, select COM1 as the printer port. Use the fax software redirection feature to select LPT1 as the redirection port (see "Setting advanced options with INSTALL/A" in the "Administering the fax software" chapter). Use a MS-DOS mode command to set up communication settings for the serial port. Consult your MS-DOS manual for information regarding mode commands.

Do not use a MS-DOS mode redirection command such as LPT1=COM1.

Windows installations

If you have installed the fax software to use in the Windows environment, the fax software loads automatically when you start Windows. The Fax or Print dialog box appears when you execute a Windows application print command.

The Fax or Print dialog box allows you to select between faxing and printing your document. You can prevent the Fax or Print

dialog box from appearing when you print if you install the optional Fax Control Panel icon in one of the Windows program groups. You can then click on the icon to access the Fax Control Panel and turn the fax software on or off in Windows.

To install the Fax Control Panel in Windows, follow this procedure:

1. Run Windows and open the Windows Applications group (or other program group in which you want the Fax Control Panel icon to appear).
2. Select NEW from the File menu.
3. Select Program Item in the New Program Object window and then click on OK.
4. Enter the name you want to see under the icon in the Description field of the Program Item Properties window.
5. Enter the complete path to the PSFAXCTL.EXE program located in the fax software directory, into the command Line field, and click on OK. The complete path is usually C:\PSFAX\PSFAXCTL.EXE.

The Fax Control Panel icon now appears in the Windows Applications group, or other group you chose.

6. Double click on this icon to access the Fax Control Panel.

Some systems may require you to press **Alt+Esc** prior to double-clicking on the Fax Control Panel icon, or it will not open.

7. Select the appropriate Fax Control Panel option:

ON Enables the Fax or Print Dialog box in Windows.

OFF Prevents the Fax or Print Dialog box from appearing when you execute a Windows print command.

Changing the Windows Installation

If you want to remove the fax software from the Windows environment, follow the procedures in the "Administering the fax software" chapter.

Do not attempt to undo the changes the install program made to your Windows files.

Do not delete the fax software files from the Windows directory.

Loading the fax software in MS-DOS

The fax software must be enabled and loaded into memory before using it to send a fax from MS-DOS applications. Selecting the Automatic Loading Feature during the install program changes the AUTOEXEC.BAT file to automatically load the fax software when you reboot your computer. In order to use the software after installation, reboot your computer.

To load the fax software manually from the MS-DOS prompt, follow the steps below. If you did not install the software in the C:\PSFAX directory, use the correct drive and directory name.

1. Type: C:\PSFAX\PSFAXQ and press **Enter**.

The PSFAXQ program uses approximately 10 KB of MS-DOS memory and must be loaded prior to PSFAX in order to use the fax software delayed or broadcast features. If you do not need these features, omit step 1.

2. Type: C:\PSFAX\PSFAX and press **Enter**.

Unloading fax software from system memory

There are two ways to unload the fax software. Each depends on the way the software was initially loaded.

If PSFAXQ.COM and PSFAX.COM were the last two memory resident programs loaded in the computer memory, use the following fax software unload command to unload them:

1. Type C:\PSFAX\PSFAX\U and press **Enter**.
2. Type C:\PSFAX\PSFAXQ/U and press **Enter**.

You will see a message informing you that PSFAX.COM was successfully unloaded. If the message says:

PSFAX.COM could not be unloaded

Continue with step 3.

3. If the fax software was not the most recently loaded memory-resident software in the computer memory, remove the load commands for PSFAXQ.COM and PSFAX.COM from your AUTOEXEC.BAT file, then reboot your computer. Refer to the section, "Changing automatic loading and Windows installation with INSTALL/U," in the "Administering the fax software" chapter.

Installing fax software on a network

To use the fax software on a network with a fax printer installed as a network printer, load the fax software on a local workstation. The procedure for sending a fax is the same as if the printer were installed locally. The following procedure defines the installation procedures that are necessary for this configuration.

Load order

In order for the fax software to send data to the network, the command to load the software must be issued after the command to load the network spooler or capture utility.

- N **Note:** Do not use the Automatic Loading option offered in the install program. Use a text editor to place the commands to load PSFAXQ and PSFAX after the command that runs the network spooler or capture utility.

If the network capture or spooler command is run from a batch file instead of the AUTOEXEC.BAT file, modify the batch file to include the PSFAX command after the network capture or spooler command.

Timeout settings

The job end timeout setting determines how long the fax software waits without receiving data from your applications before it terminates the fax job. The fax software job end timeout setting must be less than the network timeout. The default job end timeout is 20 seconds, which is less than most network timeout settings. Refer to the section, "Setting advanced options with INSTALL/A," in the "Administering the fax software" chapter.

- N **Note:** Only change the job end timeout if some of your jobs terminate before they are completed. If you increase the fax software job end timeout, you will need to increase the network timeout setting, also. In that case, contact the network administrator.

Printer port

If you installed the fax software to work with a network, select the network capture port as your printer port during installation. In order to fax successfully, set the application to output to the printer port (the same as the network capture port).

- N **Note:** Do not set your application to print directly to the network queue, if it has that capability.

This chapter explains how to use the fax utility to send faxes from an MS-DOS based personal computer (PC) or Microsoft Windows environment. Instructions include how to do the following:

- Use the options provided in the Fax Destinations window
- Fax a document directly from the application software
- Add an optional cover page
- Send a fax to multiple locations (broadcast fax) using your phonebook
- Create a Group Phonebook for wide distribution
- Specify a time for a delayed fax transmission
- Edit fax options.

Using the Fax Pop-up menu

Fax software works in background mode in the MS-DOS environment. Use a Fax Pop-up menu to inform the system that a print job should be treated as a fax. When you select to print a file within your application software, the fax software tells the fax printer the job should be faxed rather than printed. If you select to print a document without first using the Fax Pop-up menu, the document is printed as a normal print job.

The following rules apply to using the Fax Pop-up menu:

- A PostScript printer driver must be selected in the MS-DOS application software to enable the fax software to fax from the MS-DOS environment. Refer to your application software to select a printer driver.
- The Fax Pop-up menu can be displayed from the MS-DOS prompt or from MS-DOS application software, by pressing the hot-key combination you chose during the installation. The default hot-key combination is **Alt+F1**.
- To have the Fax Pop-up menu accessible over a graphics screen, your PC must have a Hercules monochrome graphics adapter. Any software that requires a unique keyboard cannot be used with the Fax Pop-up menu.

Table 2-1 describes the special use of keys within the Fax Pop-up menu.

Table 2-1. **Pop-up Menu keys**

Key	Purpose
Arrow keys	Move between fields, or choose within a field.
Enter	Click on highlighted option, and move to the next field or screen.
Spacebar and Ctrl+Enter	Click on multiple items from a list.
F10	Indicate completion of current screen and request next screen.
Esc	Move back to previous screen. Continual pressing exits from the Fax Pop-up Menu.

Other keys with special uses are identified at the bottom of individual screens.

Sending a fax from a MS-DOS application

N **Note:** If your document to be faxed in PostScript resolution does not contain the same fonts available on the receiving fax printer, the printer substitutes your selected font and reformats the document. To avoid this, be certain that the document you are faxing contains fonts from the base font list of 35 fonts available to all PostScript fax printers.

Follow these steps to transmit your document as a fax from MS-DOS:

1. Begin your MS-DOS application from where you wish to send a document as a fax and prepare your document as if you were going to print it. Be certain the PostScript printer driver is selected within the application.
2. Press **Alt+F1** or the hot-key combination you selected during software installation to display the Fax Pop-up menu.
3. This step is optional. Type the fax recipient name and press **Enter**. The name you type appears on the fax cover page and on the fax confirmation screen.

4. Enter the fax destination telephone number in the Fax Number field and press **Enter**.

The number you enter is dialed after the outside line prefix you optionally specified during fax utility software installation. You may add outside access codes before the phone number if you want to use them for this fax only, or if they were not specified at installation.

The fax software recognizes the following characters as access codes:

Code	Function
0 through 9	Dialing numbers
* and #	Sound the tones corresponding to these keys on tone telephones
W	Wait for dial tone
, (comma)	2 second pause
[]	Square brackets protect internal accounting codes, credit card numbers, and so forth. Any number placed within the square brackets gets dialed, but does not appear on the fax cover sheet or header.

Note: You can enter other numbers from the Advanced Fax Options menu to override the numbers entered during the installation program.

5. You can select whether or not to send a cover page. If you want to exclude the cover page, press **F10** and skip to step 11. If you wish to send a cover page, select **Yes** in the Cover Page field and press **Enter**.

The Fax Cover Page screen appears:

6. If you entered the recipient name of the in step 3, the name appears in the To Name field on the cover page. You may enter a name now, or change a name. To edit the name, press the arrow keys and type over the characters. Press **Backspace** or **Delete** to delete the text.
7. The From Name and Company Name fields are inserted on the cover page automatically, based on the information input during installation. You may change that information by entering it again. Press **Enter** after completing each field.
8. The Subject field is optional. Enter information and press **Enter** to move to the next field.
9. The Message field is also optional. This field holds up to eight lines of text. Use **Tab** to move to a new line.
10. Press **F10** to exit the Fax Cover Page Screen.

The next screen is the Fax Confirmation screen. This screen informs you that the next print job is faxed to the recipient you selected.

11. Press **Enter** to confirm and send the fax.
12. If you want to return to the Fax Pop-up menu, press **Esc**. Press **Esc** again if you decide not to fax the next print job.

You are now returned to your document where you may issue the command you normally use to print your document. If you have completed the previous menu, the fax transmission begins. When the transmission completes, your printer prints out a time-stamped confirmation report indicating the success or failure of the transmission. If the receiving printer was busy, your transmission may fail. In such a case, try faxing the job again at a later time.

Using the Phonebook in MS-DOS

You may use the Phonebook to store up to 1,000 names, company names, and fax numbers to which you frequently send faxes. The Phonebook fills in several of the fields within the Fax Pop-up menu and cover page, and saves you time when transmitting a fax. The Phonebook is used also to send a fax to multiple recipients at the same time. This is called a Broadcast fax.

Access the Phonebook from the Pop-up menu.

Adding Phonebook entries

Follow this procedure to add entries to the Phonebook:

1. Press **F2** from the Fax Pop-up menu to display the Fax Phonebook.
2. Press **Insert** to display the Phonebook Edit screen.
3. Enter the name, company name, and fax number of the recipient you are adding to the Phonebook. The fax number can contain any access codes needed for this recipient.
4. Select the transmission type suitable for the recipient fax machine from the Resolution field:
 - Fine or standard are used for standard fax machines.
 - PostScript is used if the recipient has a fax printer.
5. Each fax printer has a password. Passwords are limited to 30 characters or less. If you select PostScript for the Resolution field, the Fax Password screen displays. Ask your recipient for their password, and enter it in this screen.
6. To save this entry in the Phonebook, press **F10**.

Using the Phonebook to send a fax

Follow this procedure to use the Phonebook:

1. Press **F2** from the Fax Pop-up menu to display the Fax Phonebook screen.
2. Use the arrow keys to highlight the entry required and press **Enter**. The Fax Pop-up menu now displays the name and fax number of the recipient you chose. If you elected to use a cover page, the names and fax number fields are filled in. Send the fax.

Editing a Phonebook entry

Follow this procedure to edit a Phonebook entry:

1. Press **F2** from the Fax Pop-up menu to display the Phonebook.
2. Highlight the entry you want to edit and press **F2**.
The Phonebook Edit screen appears with the fields filled in.
3. Use the arrow keys to move through the entries and overtype the characters you want to change. If you change

the PostScript resolution, enter a new password (limited to 30 characters or less) for the receiving fax printer.

4. Press **F10** for the Phonebook to activate your changes.

Deleting a Phonebook entry

Follow this procedure to delete an entry:

1. Use the arrow keys to highlight the entry to delete.
2. Press **Delete**.
A confirmation screen appears.
3. Do one of the following:
 - Press **Enter** to verify deletion of this entry.
 - Press **Esc** to cancel the deletion and return to the Fax Phonebook screen.

Broadcast fax

A broadcast fax allows you to send a fax to multiple recipients in your Phonebook. The fax software offers two ways to send a broadcast fax:

- Select an individual entry in the Phonebook
- Use the Group Phonebook.

N **Note:** To use this feature, a memory-resident PSFAXQ.COM program must be loaded before loading PSFAX. If you chose automatic loading during installation, PSFAXQ.COM loads automatically before PSFAX.COM at the time your computer boots. If you did not chose automatic loading, you must run PSFAXQ.COM before PSFAX.COM in order to use the fax software broadcast features.

Using the Phonebook to broadcast a fax

Follow this procedure to use the phonebook to send a broadcast fax:

1. Press **F2** from the Fax Pop-up menu to display the Phonebook.
2. Highlight the entry you want to include in the broadcast fax and press the **Spacebar** or **Ctrl+Enter** to select the entry. A triangular mark appears to the left of each entry selected.
To deselect a marked entry, highlight the entry and press **Spacebar** or **Ctrl+Enter**.
3. When all the recipients are selected for the broadcast fax, press **F10** to return to the Fax Pop-up menu.
A message appears indicating the number of recipients you selected.
4. End the fax. A fax copy is delivered to each recipient selected.

Using the Group Phonebook to broadcast a fax

Use the Group Phonebook to specify recipient groups frequently sent a broadcast fax. Create a Group Phonebook by selecting a number of recipients from the Phonebook and assigning a group name.

To send a group broadcast, select the group name from the Group Phonebook.

Creating a Group Phonebook entry

1. Press **F2** from the Fax Pop-up menu to access the Fax Phonebook screen.
2. Press **F3** to display the Group Phonebook screen.
3. Press **Insert** to display the Change Group Members screen.
4. Highlight the entry you want included in the group and press **Spacebar** to select it. If you decide to deselect it, press the same keys again.
5. Press **F10** to display the Enter Group Name screen.
6. Enter a group name and press **F10**. This name can contain a maximum of 32 characters. The Group Phonebook screen appears with the new group name on the list.

Using the Group Phonebook for a broadcast message

1. Press **F2** from the Fax Pop-up menu to access the Phonebook.
2. Press **F3** to access the Group Phonebook screen. This screen lists the groups you have defined.
3. Click on the group name to send a broadcast fax to and press **Enter**. Select more than one group by using **Spacebar** or **Ctrl+Enter**. Press **Enter** when your selections are made.

The Fax Phonebook screen appears with the members you selected. You may add additional recipients from your Phonebook.
4. When all the recipients are selected, press **F10**. The Fax Pop-up menu appears and you may begin your fax.

Editing the Group Phonebook entry

1. Press **F2** on the Fax Pop-up menu to access the Phonebook.
2. Press **F3** to access the Group Phonebook.
3. Highlight the group you wish to edit and press **F2**.

The Change Group Members screen appears with the selected members.
4. Highlight the name to be added to the group and press **Spacebar**.

To deselect a member, highlight the selected entry and press **Spacebar**.

5. When all changes are made, press **F10**.

Using advanced fax options in MS-DOS

Several features in the fax software are accessed through the Advanced Fax Options screen. These features include:

- Delaying fax transmission until a specified time within the next 24 hours
- Choosing the fax job resolution.
- Overriding the outside access codes specified during the software install

Accessing the Advanced Fax Options screen

1. Press **Alt+F1** or the hot-key combination selected during the software installation to display the Fax Pop-up menu.
2. Press **F3** to display the Advanced Fax Options screen.

Each of the advanced fax options is described below.

Delaying a fax transmission

The fax software lets you delay transmitting your fax document until a specific time within the next 24 hours. When you specify a delayed transmission, prepare your fax as usual. The job is put into a queue file from which it is faxed at the specified time.

Delayed transmission can be combined with the fax software broadcast features. This allows you to schedule a delayed transmission to several individuals in your Phonebook, or to groups in your Group Phonebook.

If you change your mind about a delayed transmission, access the fax queue using the Fax Manager utility as described later in this chapter. For further information, refer to the "Canceling or rescheduling a delayed fax transmission" section in the "Administering the fax software" chapter.

The Fax Manager allows you to perform the following:

- Change the transmission time of any job
- Send the job immediately
- Remove the job from the queue.

Note: To use the delayed transmission capability, the memory-resident PSFAXQ.COM program must be loaded

before loading PSFAX.COM. If you chose automatic loading during installation, PSFAXQ.COM is loaded correctly. If you did not use automatic loading, you must be sure to run PSFAXQ.COM before PSFAX.COM in order to use the delayed transmission feature of the fax software.

Follow this procedure to send a delayed fax:

1. Press the hot-key combination to display the Fax Pop-up menu.
2. Press **F3** to display the Advanced Fax Options screen.
3. Press the arrow keys to highlight the Delay option in the Time to Send field.
4. Press **Enter** to display the Delayed Fax screen.

5. Type the exact time to send the fax and press **Enter**.
6. Press the arrow keys to highlight AM or PM.
7. Press **Enter** when the desired time is set.
The Advanced Fax Options screen displays.
8. Select the fax resolution or add any outside access codes needed for this fax recipient from the Advanced Fax Options screen.
9. Press **F10**.
The Fax Pop-up menu displays.
10. On the Fax Pop-up menu, specify the Fax Number and Cover Page as you would for a normal (non-delayed) fax transmission. You can use your Phonebook or the Group Phonebook to set up a broadcast fax for delayed transmission.
11. When finished setting up the fax job, press **F10**.
12. Press **Enter** to confirm the fax.
13. Print the job in your application. The job is faxed at the time you set for the delayed fax.

Note: For the delayed fax transmission to be sent, your computer and fax printer must both be on, and both PSFAXQ.COM and PSFAX.COM must be loaded at the time for the delayed transmission. When it is time for the delayed fax transmission, your fax printer is temporarily busy if you try to print.

Fax job resolution

The fax printer is capable of sending faxes at the following three different resolutions:

- Standard (203 horizontal by 98 vertical dots per inch, or dpi)
- Fine (203 horizontal by 196 vertical dpi)
- PostScript (at least 300 dpi, depending on the resolution of the receiving fax printer).

The resolution normally used for fax transmissions is set to Fine by default. If you use the Phonebook to specify a recipient for a job, the fax software uses the resolution set in the Phonebook. You can use the Resolution field of the Advanced Fax Options screen to change the resolution used for the next fax transmission.

Follow this procedure to set the resolution for the next fax transmission:

1. From the Fax Pop-up menu, press **F3** to access the Advanced Fax Options screen.
2. Use the arrow keys to highlight the Resolution field you want to use, and press **Enter**.

If you specify PostScript as the resolution, the Fax Password screen appears.

3. Type the password (limited to 30 characters or less) for the fax printer to which you are faxing (get the password from the recipient), and press **Enter**.

N Note: If the password entered does not match that present in the recipient, the PostScript transmission is not successful, but a second transmission automatically takes place. The second transmission is a group 3 fax (e.g. fine or standard).

Setting outside access codes

When you ran the install program, you were asked to specify any outside access codes required by your telephone system. You can use the Advanced Fax Options screen to override the codes you specified for a particular fax job.

Follow these steps to override codes previously specified for a particular fax job:

1. From the Fax Pop-up menu, press **F3** to access the Advanced Fax Options screen.
2. Use the arrow keys to highlight the Access Code field. The access code you specified when you ran the install program is displayed in the field.

3. Edit the Access Code field as needed for the next fax transmission. The fax software recognizes the following characters:

Code	Function
0 through 9	Dialing numbers
* and #	Sound the tones corresponding to these keys on tone telephones
W	Wait for dial tone
, (comma)	2 second pause
[]	Square brackets protect internal accounting codes, credit card numbers, and so forth. Any number placed within the square brackets gets dialed, but does not appear on the fax cover sheet or header.

4. Press **Enter** when finished.

This access code is used for the next fax transmission.

Using fax software in Windows

To send a fax in the Windows environment, use the Fax or Print dialog box to set up the fax. The Fax or Print dialog box appears each time you issue the PRINT command in a Windows application.

A PostScript printer driver is required as the active Windows printer driver to send a fax. Refer to your Windows documentation for information on how to select a printer driver. If you are using a Windows application that uses non-Windows printer drivers, be sure a PostScript printer driver is selected in the application.

As described in "Windows installations" section in the "Installation" chapter, you can install the Fax Control Panel icon to turn the Fax or Print dialog box on or off.

Making choices in the fax software dialog boxes

The fax software dialog boxes follow standard Windows procedures for making choices and supplying information. Use either a mouse or your keyboard to make selections. To select an item with a mouse, click on the item with the left mouse button. Items in dialog boxes can also be selected by pressing **Alt** and the underscored letter in the item name. When choosing multiple items from a list, pressing the **Spacebar** has the same effect as clicking items.

Sending a fax from a Windows application

Follow these steps to send a fax from a Windows application:

1. Within your Windows application, open the file to fax and select the PRINT command.

If you are faxing in PostScript resolution to another fax printer, it is important that your documents use only those fonts.

Note: To avoid font substitution and undesired document reformatting, documents faxed to other fax printers should use only the 35 base fonts available to all PostScript fax printers. This note does not apply to documents sent to ordinary fax machines.

2. Make choices in the Print dialog box of the application. Select the entire document, the current page, or a range of pages to fax.
3. Click on OK.

After a moment, the Fax or Print dialog box appears.

4. You have the option of selecting the To Name box and typing the recipient name. This name is inserted on the Fax Confirmation dialog box and cover page if you use one.
5. Click on the Fax Number box and type the destination fax number. Include any special access codes needed to dial the fax number. These are added to the outside access codes (if any) you specified during installation.
6. To use a cover page, select the Cover Page check box. An "X" in the check box indicates that a cover page is used.

7. Click on Send Fax. If you are not using a cover page, skip to step 11. If using a cover page, the Cover Page Settings dialog box appears.

8. If desired, type the name and company name of the recipient in the To Name and To Company fields. If these fields are blank or do not contain the desired information, type your name and company name in these fields.
9. Do one of the following:
 - Type the subject of your fax in the Regarding: field.
 - Leave the Regarding: field blank.
10. Type a message of up to seven lines in the Cover Note area, or leave it blank. Press the **Tab** key in the Cover Note area to move down one line.
11. Click on Send Fax to begin transmission.

As transmission begins, you hear dialing sounds and the ringing of the telephone line at the fax printer, if this feature is enabled.

After transmission is complete, the printer prints out a time-stamped confirmation report indicating whether the transmission was successful. If the transmission did not succeed (because of a busy signal, for example), try faxing again at a later time by following the steps above.

Printing a fax from a Windows application

Follow these steps to print a document instead of sending a fax:

1. Issue the PRINT command in your Windows application.
2. Select Print on the Fax or Print dialog box.

Your job prints.

Using the Phonebook in Windows

The Phonebook feature is available in both the MS-DOS and Windows environments to simplify faxing. The Phonebook database includes the same data whether you are in MS-DOS or Windows.

The Phonebook is available to you from both the Fax or Print dialog box and the Cover Page Settings dialog box.

Adding a Phonebook entry

1. Click on Phonebook to display the Fax Phonebook dialog box from either the Fax, Print or Cover Page Settings dialog box.

2. Click on New to display the Add a New Phonebook Entry dialog box.

3. Enter the name, company name, and the fax number of the recipient being added to the Phonebook. To move between fields, press the **Tab** key or use the mouse.

Using the Phonebook for broadcast fax

PSFAXQ.COM must be loaded before starting Windows to send a broadcast fax.

1. Prepare the document to be faxed from your Windows application. When the document is ready to be faxed, issue the PRINT command in the Windows application.
2. Click on Phonebook from the Fax or Print dialog box.
The Phonebook dialog box displays.
3. Do one of the following:
 - Select recipients from your Phonebook by clicking on each one.
 - Highlight each entry you want to select with the arrow key, and press **Spacebar** to select it.
4. Click OK after you have selected all broadcast fax recipients.
The broadcast fax starts immediately if you have not chosen to use a cover page.
If you have chosen to use a cover page, the Cover Page dialog box appears.
5. Fill in the fields as desired.
6. Click Start Fax.

Each broadcast fax recipient receives the same cover page with the appropriate name and company name filled in.

Creating a Group Phonebook

Use the Group Phonebook feature in Windows to specify groups of people frequently included in broadcast fax transmissions. Create Group Phonebook entries by selecting entries from your Phonebook and entering a group name. Then, you can send a broadcast fax by simply selecting the group name from the Group Phonebook.

There are two methods of adding groups to the Group Phonebook.

Method 1

1. Click on Phonebook in the Fax or Print dialog box.
2. Select individuals you want to group from the Phonebook dialog box by clicking on each one.
3. Click Save as Group.
The Enter Group Name dialog box appears.
4. Type the new group name. Select OK.

Method 2

1. Click Phonebook in the Fax or Print dialog box.
2. Click Group in the Phonebook dialog box.
The Group Phonebook dialog box displays, listing any groups previously created.
3. Click New.
4. Select individuals from the Phonebook to be in the new group by clicking on each one.
5. Click Save.
6. Enter the new group name in the Enter Group Name dialog box and select OK.
The Phonebook dialog box displays..
7. Click OK when finished.

Using the Group Phonebook for a broadcast fax

1. Click on the groups to receive the broadcast fax from the Group Phonebook dialog box.
More than one group may be selected for the broadcast by clicking each group required.
2. Click OK.
The Phonebook dialog box displays with members of your chosen groups tagged. If there is no further need to modify the group list, go to step 5.
3. To add other individuals to the broadcast, select them.
4. To deselect any individual entry that is tagged, select it.
5. Click OK.
The Cover Page dialog box displays (if you have chosen to use a cover page), or the Fax or Print dialog box.
6. Click Send Fax.

Fax options in the Windows environment

The following features are available from the Options dialog box:

- Changing outside access codes for one time only for the next fax.
- Delaying fax transmission until a specified time. (within 24 hours)
- Choosing the resolution for a fax job.

Each option is described below.

Delaying fax transmissions

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

If you change your mind about a delayed transmission, access the fax queue using the Fax Manager utility in MS-DOS. With the Fax Manager, you can change the transmission time of any job, send it immediately, or remove it from the queue. For additional information, see "Canceling or rescheduling a delayed fax transmission" section in the "Administering the fax software" chapter.

You can schedule a delayed transmission to several individuals in your Phonebook, or to groups using the Group Phonebook.

Your computer and fax printer must be running at the time selected for the delayed transmission.

The PSFAXQ.COM program must be loaded. Windows does not need to be running to complete the transmission if PSFAX.COM is loaded.

Note: If you try to print at the time of the delayed transmission, the printer is busy until the fax is sent.

Follow these steps to send a delayed fax:

1. Click Options from the Fax or Print dialog box.
The Fax Options dialog box appears.

2. Click Delay Until.

The current system time is entered in the time field.

3. Do one of the following:

- Click on the hour, minute, or second field. Click on the up or down arrow to change the settings for the field. Click on AM or PM.
- Click on the hour, minute, or second field by holding down the left mouse button and dragging over it, type in the desired value, then click on AM or PM.

4. Click OK or press **Enter** when the time is correct.
5. Specify the To Name, Fax Number, and Cover Page choice as you would for a normal (non-delayed) fax transmission in the Fax or Print dialog box.

Use your Phonebook or Group Phonebook to set up a broadcast fax for delayed transmission.

Setting the fax job resolution

Your printer can send faxes at three different resolutions:

- Standard—203 horizontal by 98 vertical dpi
- Fine—203 horizontal by 196 vertical dpi (default)
- PostScript (at least 300 dpi, depending on the resolution of the receiving fax printer).

The fax software defaults to the resolution set for that recipient in the Phonebook, unless you choose a different resolution in the Options dialog box.

Follow these steps to change the resolution for the next fax transmission:

1. Click on Options in the Fax or Print dialog box.
2. Select the desired resolution.
3. If PostScript is selected, click on the Recipient's Fax Password box, then type the password (30 characters or less).
4. Click OK.

Changing the outside access code

During the install program, you were asked to specify any outside access codes required by your telephone system. You can use the Advanced Fax Options screen to override the codes specified for a particular fax job.

Follow these steps to change outside access codes:

1. Click Options from the Fax or Print dialog box.
2. Click the Access Codes box.

The access code you specified during the install program appears in the Access Code field.

3. Edit the Access Code field as needed for the next fax transmission. The fax software recognizes the following characters:

Code	Function
0 through 9	Dialing numbers
* and #	Sound the tones corresponding to these keys on tone telephones
W	Wait for dial tone
, (comma)	2 second pause
[]	Square brackets protect internal accounting codes, credit card numbers, and so forth. Any number placed within the square brackets gets dialed, but does not appear on the fax cover sheet or header.

4. Click on OK or press **Enter** when finished.

This access code is used for the next fax transmission.

N **Note:** Run the install program again from your hard disk to change the outside access code for all fax jobs. Refer to the "Administering the fax software" chapter for further information.

3. Administering the fax software

You can change the fax software settings to suit your working environment and needs. This chapter explains the following:

- Run the install program from your hard disk to change your fax software basic settings
- Use INSTALL/A to change fax printer settings and advanced fax software settings
- Use INSTALL/U to:
 - Install the fax software in AUTOEXEC.BAT file or windows
 - Expunge the fax software
- Use the Fax Manager program to:
 - Display and control the Fax Queue
 - Print a Fax Activity Log
 - Import or export Phonebook data.

Changing the fax software basic settings

Change any of the settings specified during the initial installation by running the install program from your hard disk (and not from the original floppy disk).

The settings that can be changed are as follows:

- Printer port selection
- "From" information such as the Sender name, Company name, and Fax number.
- Telephone settings, including specifying tone or pulse dialing and outside access codes
- Enabling or disabling the Fax Pop-up menu
- Hot-key combination used to display the Fax Pop-up menu
- Displaying or printing the README file
- Windows installation or expunging Windows (see the following note)
- Automatic loading (see the following note).

N **Note:** It is quicker to change Windows installation and automatic loading with the INSTALL/U program. Please refer to the section, "Changing automatic loading and Windows installation with INSTALL/U" later in this chapter.

Changing the basic settings with the install program

1. Type **C:\PSFAX\INSTALL** at the MS-DOS prompt. (This assumes that you accepted the default directory during the original installation; otherwise, use the appropriate path name.)
2. Press **Enter**.
3. Continue pressing **Enter** to accept the current values and until you reach a screen you want to change.
4. Make the changes you want.
5. Press **Enter** until you return to the MS-DOS prompt.

You can change the basic settings with the install program whether the fax software is loaded or not. The change you make takes effect the next time you start the fax software. This occurs by either rebooting your computer or issuing the PSFAX LOAD command.

The following examples illustrate how to change the fax software basic settings.

Enabling the Fax Pop-up menu

If you did not enable the Fax Pop-up menu when you ran the install program, you can enable it by running the install program from your hard disk.

1. Continue with the install program until you get to the Pop-up Menu for MS-DOS Applications screen.
2. Select Enable Fax Pop-up menu for MS-DOS applications and press **Enter**.
3. Press **Enter** until the program exits to MS-DOS.
4. Do one of the following:
 - If you use automatic loading, reboot the computer to load the fax software with the new settings.
 - or
 - If you do not use automatic loading, reboot to unload the software and type **\PSFAX\PSFAX** from the MS-DOS prompt to load it your new settings.

Changing the hot-key combination example

This example shows you how to change the hot-key combination for displaying the Fax Pop-up menu.

1. Continue with the install program until you get to the Fax Pop-up Menu Hot Key Selection screen.
2. Press the new hot-key combination you want to use, then press **Enter**.
3. Press **Enter** until the program exits to MS-DOS.

4. Do one of the following:
 - If you use automatic loading, reboot the computer to load the fax software with the new settings.
 - or
 - If you do not use automatic loading, reboot to unload the software and type \PSFAX\PSFAX from the MS-DOS prompt to load your new settings.

Setting advanced options with INSTALL/A

The advanced install program (INSTALL/A) is used to change some of the internal settings for the fax printer, as well as some of the advanced settings for the fax software.

INSTALL/A can do the following:

- Print fax printer settings
- Edit fax printer settings
- Edit timeout settings
- Edit printer port redirection
- Edit fax printer password.

Running the INSTALL/A program

At the MS-DOS c: command prompt, type \PSFAX\INSTALL/A (or use the appropriate path for your fax software installation).

The Advanced Installation Options screen appears:

Printing and editing internal settings

The printer has a number of internal settings that are stored in its non-volatile RAM memory (NVRAM). You can use INSTALL/A to do the following:

- Produce a Fax Settings Page showing your current settings
- Change the current settings.

Follow these steps to print a settings page:

1. Make sure your printer is on and on-line.

2. Select the Print Fax Printer Settings Page on the Advanced Installation Options screen.
3. Press **Enter**.
The Fax Printer Settings Page (showing your current settings) prints from the default input tray and paper size.

Follow these steps to change the internal fax printer settings:

1. Select Edit Fax Printer Settings on the Advanced Installation Options screen and press **Enter**.
The Edit Fax Printer Settings screen appears.

2. Select the fax printer settings to change.
On the bottom left side of the screen a message appears telling you how to change the highlighted setting. Some settings require that you enter in a new value, while others request you to press **Enter** to display a menu of choices.
3. Press **F10** when you are finished changing fax printer settings.

The following sections provide information on each of the fax printer settings.

Number of rings before answer (1-5)

The default setting for the Number of Rings Before Answer is 2, (two rings). You can enter a number from 1 to 5 to change this setting.

If the line is for fax only, make this value small. If you are using a telephone on the same line for voice communication, set this value higher so that you have time to pick up the line before the printer does so.

- N** **Note:** The fax utility cannot set the number of rings before answering to more than 5. However, the printer control panel allows you to set this figure from 1 through 10. If you need to set the number of rings before answering to more than 5, follow the procedure in the "Receive Setup" section in the "Fax Setup menu" chapter.

Fax machine identification

Across the top edge of each page of every fax is a line of small print that includes a time stamp and the identification of the sending machine. Although it is not required to use a fax machine identification, it is a good idea to do so in case the recipient needs to identify the the fax origin. You can type a name and telephone number in the machine identification field, up to 20 characters.

Transmission Status Reports

The default value for Transmission Status Reports is set to Always. This setting forces the fax software to print a report from the default input tray and paper size each time a fax transmission is attempted. If Transmission Status Reports are not required, change this setting to Never.

Transmission Status Reports are important because they tell you whether your fax jobs were sent successfully.

N Note: Change Transmission Status Reports to Never only if you have a compelling reason (such as security) to do so.

Number of retries (0-99)

By default, the printer does not attempt to retry a fax transmission if it cannot complete the transmission on the first try as a result of a busy signal or other problem. You can change this setting to a maximum of 99 times to complete a fax transmission.

N Notes:

- The fax utility cannot set the number of rings before answering higher than 99. However, the printer control panel allows you to set this figure from 0 through 100. If you need to set the number of retries to 100, then follow the procedure in the "Receive Setup" section in the "Fax Setup Menu" chapter.
- Each time the printer attempts to complete a fax transmission, the printer is busy and you are unable to print.

Retry interval (1-60)

This specifies how long the printer waits between retry attempts if retries have been enabled. Specify the number of minutes between retries from 1 to 60.

Fax speaker on (Y/N)

This determines whether the printer speaker is turned on or off. The speaker emits audible tones when you dial, and allows you to hear whether a fax connection is made. You may turn the speaker off by selecting N in this field if your prefer not to hear the audible tones.

Automatic Activity Report (Y/N)

The printer generates a log of recent fax activity every time the buffer to hold activity information gets full. This log is useful for confirming that broadcast fax and delayed fax transmissions have been completed. Use this setting to turn the Activity Report feature on or off.

Timestamp each fax (Y/N)

By default, the printer includes a timestamp at the top of each fax page. This small line of text indicates the time the fax was sent (in the local time zone from which it was sent). You may turn this timestamp off by selecting N in this field.

Set fax clock (Time/Data)

The fax printer includes its own clock, which is supported by a long-life battery when the printer is off. In general, it should not be necessary to set the clock except at initial installation, or to change to or from Daylight Savings Time.

To set the fax clock, type the time (hours, minutes, and seconds) and the date (month, date, and year) in the indicated positions in the field. Alternatively, you may insert your computer system time by pressing **F2**. The time and date reported by the internal clock of the computer is inserted in the field for use by the fax printer.

Editing fax timeout settings

The fax software has the following timeout settings:

- Fax Job Start Timeout
- Fax Job End Timeout.

These settings are explained below.

Follow these steps to change the settings:

1. Highlight Edit timeout settings on the Advanced Installation Options screen.

2. Press **Enter**.

The Edit Timeout Settings screen appears.

Specifying the fax job start timeout

If you set the Fax Pop-up menu for a fax and then do not send the fax within 120 seconds, the fax software reverts to "off" (that is, it lets the next print job print instead of delaying for the fax). This acts as a precaution against accidentally sending a fax. The following procedure changes the length of this timeout.

Follow these steps to change the fax start timeout:

1. On the Edit Timeout Settings screen, press the arrow keys to highlight the Fax Job Must Start Within field.
2. Type the number of seconds (0 to 999) that you want for timeout.
3. Press **F10** to return to the Advanced Installation Options screen.
4. Select Exit and press **Enter**.

Specifying the fax job end timeout

If the printer stops receiving fax input for 20 seconds in the course of a job, it considers the job to be over. If you find that faxes that you send are being terminated prematurely, you may need to change this value to a higher number. This might happen if you are faxing from a graphics or database application that pauses to process more data while in the middle of printing.

ⓘ **Note:** If the printer is installed as a network printer, your Fax End Timeout setting must be less than your network timeout setting.

Follow these steps to change the fax end timeout:

1. Press the arrow keys to highlight the Fax Job Ends When Idle For field on the Edit Timeout Settings screen.
2. Type the number of seconds (from 0 to 999) that you want for the timeout.
3. Press **F10** to return to the Advanced Installation Options screen.

4. Select Exit and press **Enter**.

Editing printer port redirection

Usually fax software captures data from, and sends data to, the same port. This is the port you specified as the printer port when you ran the install program. If needed, you can change this setting, so that the fax software captures data from a different port than the printer port.

Follow these steps to edit printer port redirection:

1. Choose Edit Printer Port Redirection from the Advanced Installation Options screen.

The Printer Port Redirection screen appears.

2. Select the port you want and press **Enter**.

Note: If you edit Printer Port Redirection, you must make sure that all the MS-DOS software you want to fax from is set to output to the new capture port you select.

Editing the fax printer password

The fax password allows others with fax printers to send documents to your printer in PostScript format. The fax printer password can be up to 44 characters long.

Follow these steps to change your fax printer password:

1. Select Edit Fax Printer Password from the Advanced Installation Options screen.

The Edit Fax Printer Password screen appears.

2. Select Enter a New Fax Password, and press **Enter**.
3. Type in the new password (30 characters or less), or edit your old password by overtyping, and press **Enter**.
A confirmation message appears.
4. Click on Y to confirm that you want to change the password.

Changing automatic loading and Windows installation with INSTALL/U

INSTALL/U can be used to add or remove automatic loading, and to add or remove the fax software from Windows.

Follow these steps to use the INSTALL/U command:

1. Type `\PSFAX\INSTALL/U` at the MS-DOS prompt.
2. Press **Enter**.

The two examples below show you how to remove automatic loading and Windows installation (assuming these features were chosen when you ran the install program).

Follow these steps to remove the fax software from your AUTOEXEC.BAT file:

1. Select Remove the Fax Software from the Autoexec file.
2. Press **Enter**.

A confirmation message displays.

3. Press **Enter**.
4. Select Skip This Step Without Changing Windows in the Windows Installation screen.
5. Press **Enter**.

Follow these steps to remove the fax software from Windows:

1. Select Skip This Step Without Changing the Autoexec File.
2. Press **Enter**.
3. Select Remove the fax software from Windows.
4. Press **Enter**.

A confirmation message displays.

5. Press **Enter**.

The Windows Installation menu displays confirming the removal of fax software.

6. Press **Enter**.

Using the Fax Manager utility

The Fax Manager utility program allows you to perform the following:

- Display and edit your fax queue
- Print a Fax Activity Log
- Import and export data from your Phonebook.

Follow these steps to use the Fax Manager:

1. Type **C:\PSFAX\FAXMGR** at the MS-DOS prompt.

The Fax Manager loads and its opening menu displays:

2. Use the arrow keys to choose among the listed functions.
3. Press **Enter**.
4. When you have made the changes you want, exit the Fax Manager by selecting the Exit option or by pressing **Esc**.

The Fax Manager options are described in the following sections.

Displaying and editing the fax queue

The fax queue includes broadcast fax jobs and jobs for which you specified delayed transmission. The fax queue also lists recent delayed and broadcast jobs that were not sent as scheduled (because the computer or printer was turned off, PSFAXQ.COM or PSFAX.COM was not loaded, and so forth). You can reschedule or delete jobs from the fax queue.

In the event broadcast fax jobs are delayed, you can see which individuals from your Phonebook are set to receive the fax. For each job in the fax queue, the following information is shown:

- To Name (for a broadcast fax, the number of recipients is shown)

- Job Status (Sent, Delay, or Failed, and the data and time for transmission).

Canceling or rescheduling a delayed fax transmission

To cancel or reschedule a delayed fax transmission, complete the following:

1. Select Display Fax Queue and press **Enter**.

The Fax Queue screen appears.

Jobs in the fax queue include jobs waiting to be sent and jobs that failed to be sent for any reason. "Failed" jobs can be rescheduled as described in step 2.

If the fax queue is empty, a dialog displays the message, "Fax queue is empty." Press **Enter** to proceed.

2. Do one of the following:
 - To cancel a fax job, select it and press **Delete**. Confirm you want to cancel the job by pressing **Y**, then press **Enter**.
 - To reschedule a fax job, select it and press **Enter**. If the job is not a broadcast fax, go to step 3. If the job is a broadcast fax, a menu appears asking whether you want to Reschedule or Display Broadcast List. Select Reschedule.
3. A menu appears on which you can set the Time to Send to either Now or Delay:
 - To send the fax job immediately, select Now and press **Enter**. The rescheduled fax job is sent immediately.
 - To set a new time for the delayed transmission, select Delay and press **Enter**.

A menu appears as follows:

4. Specify the time to send the fax job (during the next 24 hours) by selecting Hour and typing the desired value.
5. Repeat step 4 for the Minute value.
6. Press the down arrow key to highlight Time of Day (A/P) and press A for AM or P for PM.
7. When the correct time is set, press **Enter** to return to the Fax Queue screen.
8. Press **Esc** to return to the Fax Manager opening menu.

Viewing the list of recipients of a delayed broadcast fax job

Follow these steps to view the list of recipients of a delayed broadcast fax job:

1. Select the job on the Fax Queue screen.
2. Press **Enter**.
3. Select Display Broadcast Fax Job.
4. Press **Enter**.

A list of the recipients that have been selected to receive the broadcast fax appears.

If you want to change the list of recipients for a broadcast fax, delete the job from the fax queue and set up the broadcast again with the recipients you want included.

Printing an activity log

An activity log lists recent faxes sent by your printer.

Follow these steps to print an activity log:

1. Choose Print Fax Activity Report in the Fax Manager screen.
2. Press **Enter**.

The Fax Activity Log prints from the default tray and paper size.

Importing/Exporting Phonebook files

This option lets you import or export Phonebook data in ASCII comma delimited file format. You may also import data in the Intel CAS file format used by certain fax software.

The information in your Phonebook is stored in a file in your fax software directory called PSFAX.DIR. PSFAX.DIR cannot be edited or modified with a text editor or other program, so the Import/Export Phonebook files option must be used if you want to add data to your Phonebook from another program, or export Phonebook data to another program. Many other applications can import or export ASCII comma delimited files. Intel CAS file format can only be created or edited by certain fax software products.

Each record in the ASCII comma delimited file created when you export data from the PSFAX.DIR file has the following format:

"NAME", "COMPANY NAME", " FAX NUMBER", "RESOLUTION",
"PASSWORD" [Carriage Return]

The following rules apply to this file format:

- RESOLUTION is a single letter representing whether the fax resolution used is Fine (F), Standard (S), or PostScript (P)
- PASSWORD is the password used if the recipient has a fax printer
- If no Resolution code is present in the imported file, the fax software ignores the remainder of the fields until a carriage return occurs.

This format must also be followed when importing data in ASCII comma delimited files.

You can export your Phonebook data as an ASCII comma delimited file, use a text editor to sort or edit your data, and then import the resulting file back into the Phonebook. Before importing the data, be sure to rename or delete the existing PSFAX.DIR file because imported data is added to the end of that field if it is present.

Follow these steps to export Phonebook data in ASCII comma delimited format:

1. Select Import/Export Phonebook on the Fax Manager menu.
2. Press **Enter**.
The Import/Export Phonebook screen appears.
3. Select Export.
4. Press **Enter**.
5. Specify a filename for the file to be exported.
6. Press **Enter**.

Note: If you do not specify a path for the exported file, it is placed in the fax software directory.

Follow these steps to import data into the Phonebook in ASCII comma delimited or Intel CAS format. The Fax Manager automatically detects whether the imported file is in ASCII comma delimited or Intel CAS format.

1. Select Import/Export Phonebook on the Fax Manager menu.
2. Press **Enter**.
3. Select Import.
4. Press **Enter**.
5. Specify a filename for the file to be imported.
6. Press **Enter**.

Note: If the file is not in the fax software directory, specify the path to the file. The imported data is added to the end of your present Phonebook data if a PSFAX.DIR file is present in the \PSFAX directory.

This chapter includes the following:

- Fax Setup menu maps and item descriptions for your printer
- Examples of how to use the printer control panel to change fax settings.

Fax Setup menu

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

The menu maps in figures 4-1 and 4-2 follow the conventions listed below:

- The headings and options are shown in the order in which they appear when the printer is set to factory defaults.
- ↓ • A vertical arrow illustrates a move made with the Scroll Previous/1 or Scroll Next/2 keys.
- • A horizontal arrow illustrates a move made with the Enter/␣ key to a lower level heading or option.
- * • An asterisk (*) following the menu option indicates that this setting is the default. Default settings are printed in italicized boldface type.

For instructions on how to make menu selections, refer to the "Using the control panel" chapter in the *Xerox MRP Family 4220/MRP, 4230/MRP System Administrator Guide*.

Figure 4-1. Fax Setup menu

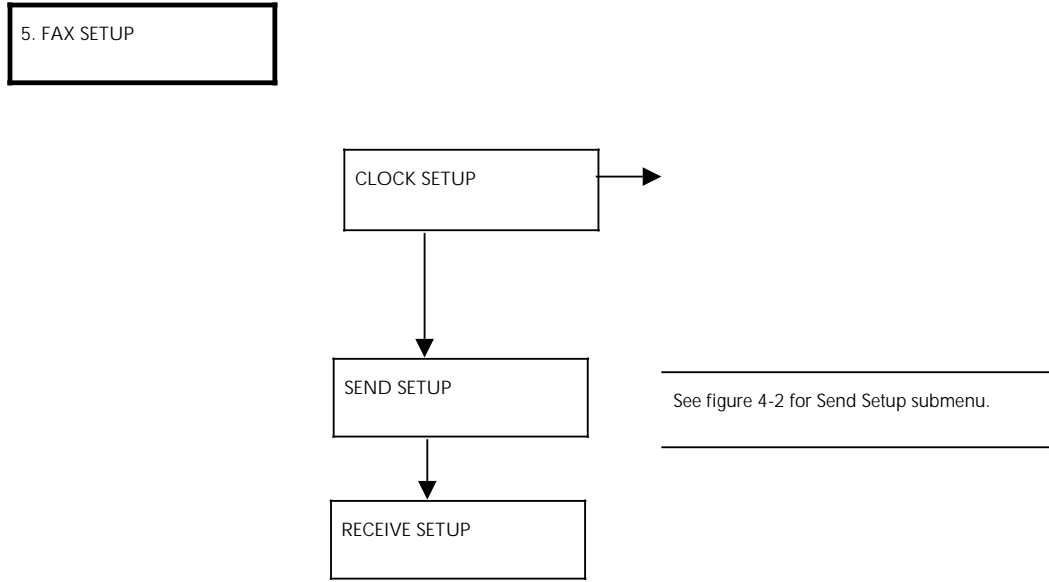
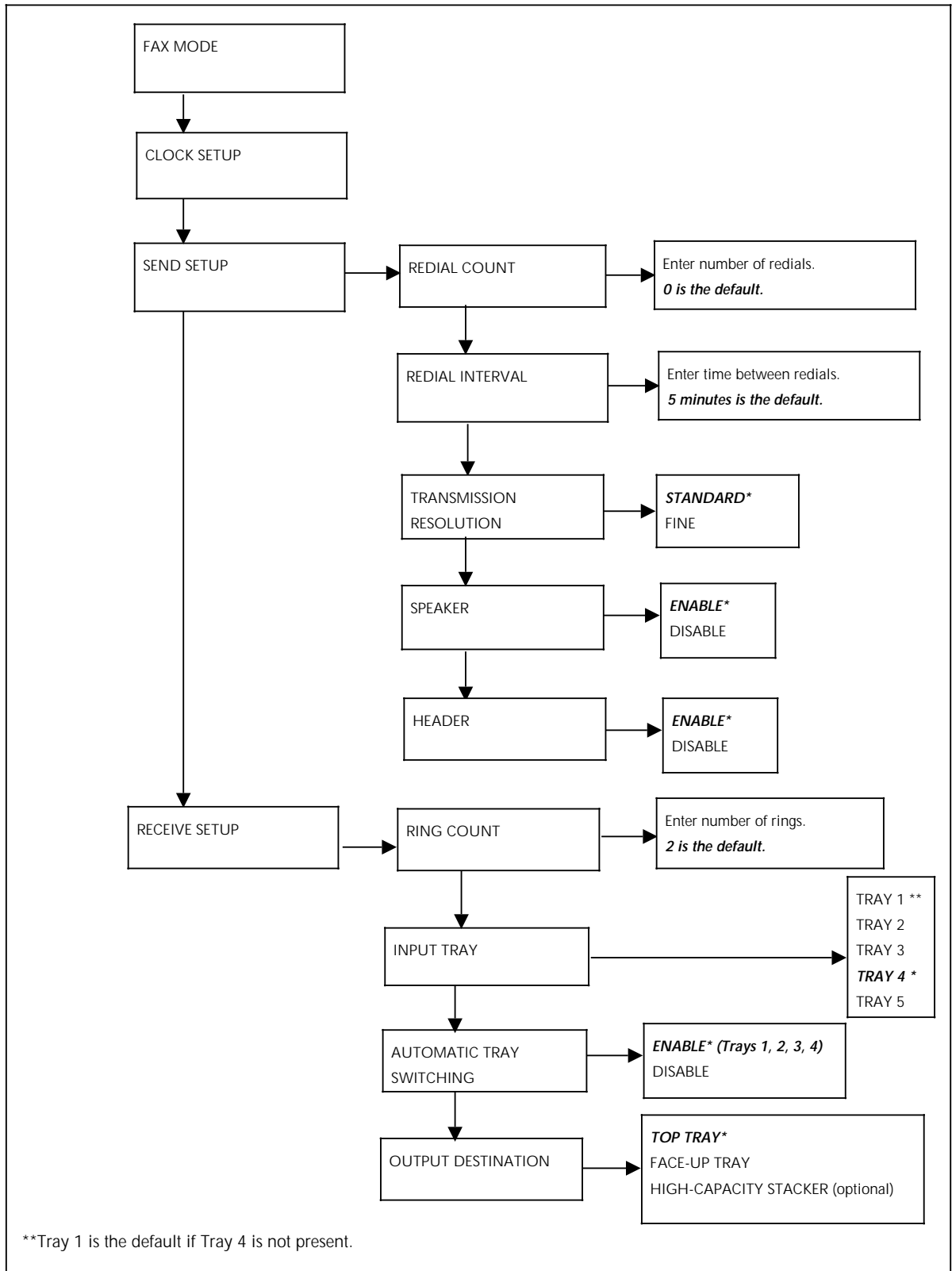


Figure 4-2. Send/Receive Setup submenus



Fax setup item descriptions

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

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

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

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

Fax Mode

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

Clock Setup

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

Date

The date is entered in the following format:

Date MO/DY/YR

Where:

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

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

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

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

Time

The time is entered in the following format:

Time HR:MIN

Where:

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

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

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

Send Setup

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

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

Redial Count

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

Redial Interval

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

Transmission Resolution

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

Speaker

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

Header

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

Receive Setup

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

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

Ring Count

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

Input Tray

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

Settings include:

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

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

Automatic Tray Switching

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

Settings include:

- **Enable***
Allows fax jobs to switch to other trays containing the same paper size as the tray that is out of paper.
- Disable
Does not allow fax jobs to switch to other trays once the initial tray is out of paper.

Output Destination

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

Settings include:

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

Fax setup configuration examples

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

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

Setting tray 1 as the default input tray for fax received

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

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

MAIN MENU
1. PRINT MODE

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

MAIN MENU
5. FAX SETUP

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

FAX SETUP
1. FAX MODE

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

FAX SETUP
4. RECEIVE SETUP

- L 5. Press the Enter key.

FAX SETUP / RECEIVE SETUP
1. RING COUNT

- 22 6. Press the Scroll Next key two times.

FAX SETUP / RECEIVE SETUP
2. INPUT TRAY

- L 7. Press the Enter key.
 - RECEIVE SETUP / INPUT TRAY:
 - 4. TRAY 4 *
- 1 8. Press the one key at the numeric keypad to direct scroll.
 - RECEIVE SETUP / INPUT TRAY:
 - 1. TRAY 1
- L 9. Press the Enter key.
 - RECEIVE SETUP / INPUT TRAY:
 - 1. TRAY 1 *

Followed by:

 - FAX SETUP / RECEIVE SETUP
 - 2. INPUT TRAY

Disabling automatic tray switching for fax received

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

- 2 1. Press the Scroll Next key.
 - FAX SETUP / RECEIVE SETUP
 - 3. AUTOMATIC TRAY SWITCHING
- L 2. Press the Enter key.
 - RECEIVE SETUP / AUTO-TRAY SWITCHING:
 - 1. ENABLE (TRAYS 4, 1, 2, 3) *
- 2 3. Press the Scroll Next key.
 - RECEIVE SETUP / AUTO-TRAY SWITCHING:
 - 2. DISABLE
- L 4. Press the Enter key.
 - RECEIVE SETUP / AUTO-TRAY SWITCHING:
 - 2. DISABLE *

Followed by:

 - FAX SETUP / RECEIVE SETUP
 - 3. AUTOMATIC TRAY SWITCHING
- MM 5. Press the Main Menu key two times to return to the top of the Main Menu.
 - MAIN MENU
 - 1. PRINT MODE
- L 6. Press the Enter key to reenter print mode to begin printing.

Setting the date

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

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

MAIN MENU

1. **PRINT MODE**

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

MAIN MENU

5. **FAX SETUP**

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

FAX SETUP

1. **FAX MODE**

- 2 4. Press the Scroll Next key.

FAX SETUP

2. **CLOCK SETUP**

- L 5. Press the Enter key.

FAX SETUP / CLOCK SETUP

1. **DATE**

- L 6. Press the Enter key.

FAX SETUP / CLOCK SETUP:

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

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

FAX SETUP / CLOCK SETUP:

>> **ENTER DATE (MO/DY/YR): 00/00/01**

FAX SETUP / CLOCK SETUP:

>> **ENTER DATE (MO/DY/YR): 00/00/10**

FAX SETUP / CLOCK SETUP:

>> **ENTER DATE (MO/DY/YR): 00/01/00**

FAX SETUP / CLOCK SETUP:

>> **ENTER DATE (MO/DY/YR): 00/10/03**

FAX SETUP / CLOCK SETUP:

>> **ENTER DATE (MO/DY/YR): 01/00/39**

FAX SETUP / CLOCK SETUP:

>> **ENTER DATE (MO/DY/YR): 10/03/95**

- L 8. Press the Enter key.

FAX SETUP / CLOCK SETUP

1. **DATE**

Setting the time

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

- 2 1. Press the Scroll Next key.
 - FAX SETUP / CLOCK SETUP:
 - 2. TIME
- L 2. Press the Enter key.
 - FAX SETUP / CLOCK SETUP:
 - >> ENTER TIME (HR:MIN): 00:00
- 0 through 9 3. Use the numeric keypad to enter the time.
 - FAX SETUP / CLOCK SETUP:
 - >> ENTER TIME (HR:MIN): 00:01
 - FAX SETUP / CLOCK SETUP:
 - >> ENTER TIME (HR:MIN): 00:13
 - FAX SETUP / CLOCK SETUP:
 - >> ENTER TIME (HR:MIN): 01:31
 - FAX SETUP / CLOCK SETUP:
 - >> ENTER TIME (HR:MIN): 13:10
- L 4. Press the Enter key.
 - FAX SETUP / CLOCK SETUP:
 - 2. TIME
- MM 5. Press the Main Menu key two times to return to the top of the Main Menu.
 - MAIN MENU
 - 1. PRINT MODE
- L 6. Press the Enter key to reenter print mode to begin printing.

Setting the redial count for a send configuration

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

- M 1. Press the Main Menu key to enter the Main Menu.
 - MAIN MENU
 - 1. PRINT MODE
- 5 2. Press the five key at the numeric keypad to direct scroll.
 - MAIN MENU
 - 5. FAX SETUP

- L 3. Press the Enter key to enter the Fax Setup Menu.
- FAX SETUP**
1. **FAX MODE**
- 22 4. Press the Scroll Next key two times.
- FAX SETUP**
3. **SEND SETUP**
- L 5. Press the Enter key.
- FAX SETUP / SEND SETUP**
1. **REDIAL COUNT**
- L 6. Press the Enter key.
- SEND SETUP / REDIAL COUNT:**
>> **ENTER NUMBER OF REDIALS: 000**
- 5 7. Press the 5 key at the numeric keypad to enter the new redial count.
- SEND SETUP / REDIAL COUNT:**
>> **ENTER NUMBER OF REDIALS: 005**
- L 8. Press the Enter key.
- FAX SETUP / SEND SETUP**
1. **REDIAL COUNT**

Turning the speaker off for a send configuration

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

- 4 1. Press the four key at the numeric keypad to direct scroll.
- FAX SETUP / SEND SETUP**
4. **SPEAKER**
- L 2. Press the Enter key.
- SEND SETUP / SPEAKER:**
1. **ENABLE** *
- 2 3. Press the Scroll Next key.
- SEND SETUP / SPEAKER:**
2. **DISABLE**
- L 4. Press the Enter key to turn the speaker off.
- SEND SETUP / SPEAKER:**
2. **DISABLE** *

Followed by:

- FAX SETUP / SEND SETUP**
4. **SPEAKER**

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

MAIN MENU

- 1. PRINT MODE**

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

This chapter provides the following information:

- Error messages that may appear on your screen when you are loading or unloading the fax software
- Solutions to some problems you may encounter when you install and use the fax software
- Printer control panel error messages
- Procedures for printing a Fax Setup Report.

Fax software error messages

This section contains error messages that are displayed when an error occurs when loading or unloading any of the fax software components. Explanations of error messages are provided when the message is not self-explanatory.

Messages when loading PSFAX.COM program

PSFAS did not load.

PSFAX is already resident.

PSFAX requires DOS version 3.0 or later.

PSFAX cannot load, because the printer port does not exist.

Indicates you specified a printer port when you ran install that does not exist on your system.

PSFAX cannot load, because PrintCache is not already loaded.

Indicates you chose PrintCache as your printer port when you ran install, but that PrintCache was not loaded when you tried to load the fax software.

Messages when unloading PSFAX.COM program

Beginning to unload PSFAX...

PSFAX is not currently loaded.

You have tried to unload PSFAX.COM, but it was not loaded.

PSFAX is not the most recently installed memory resident program. Unload the most recently installed utility first.

PSFAX.COM must be the last memory resident program loaded in order to be unloaded using the PSFAX/U command. If not, try unloading more recently loaded programs (consult their manuals for information on unloading) and then try issuing the PSFAX/U command again. If you cannot unload more recently loaded

programs, you must reboot without the PSFAX command in your AUTOEXEC.BAT file to remove PSFAX.COM from memory.

PSFAX encountered an error releasing its memory segment while unloading.

The fax software was unable to unload. To unload, you will have to reboot.

PSFAX is unloaded.

Unrecognized command:

The PSFAX command line switches are:

```
/b use BIOS level data capture only
/e release environment space when loading PSFAX
/h show this help screen
/u unload the resident PSFAX
/K ENABLE FIX FOR KEYBOARD CTRL-LOCK
```

The message indicates you tried to use a command line switch that PSFAX.COM does not recognize. Only the above switches are recognized.

PSFAX cannot locate the home directory. You can put the PSFAX directory in your PATH statement, or use the SET PSFAX command before loading PSFAX to solve this problem. For example:

```
SET PSFAX = C:\PSFAX
PSFAX
```

PSFAX can't load because the configuration file PSFAX.CFG is missing in the PSFAX directory. You can run INSTALL to create a new PSFAX.CGF file.

There is an error in the configuration file PSFAX.CFG at the XXX line.

Indicates a problem with the configuration file created when you ran the install program. Try running the install program again from the floppy to create a new .CFG file.

Could not find PSFAX Queue Control directory

Pop-up menu is enabled; press [the pop-up key] to pop up Group and delayed transmissions enabled.

Messages for PSFAXQ.COM program

Fax Queue did not load.

Fax Queue is already resident.

Fax Queue requires DOS version 2.0 or later.

Fax Queue cannot load, because the printer port does not exist.

Indicates you specified a printer port when you ran the install program that does not exist on your system.

Fax Queue cannot load, because PrintCache is not already loaded.

Indicates you chose PrintCache as your printer port when you ran the install program, but that PrintCache was not loaded when you tried to load PSFAXQ.COM.

Beginning to unload Fax Queue...

Fax Queue is not currently loaded.

Fax Queue is not the most recently installed memory resident program. Unload the most recently installed utility first.

PSFAXQ.COM must be the last memory resident program loaded in order to be unloaded using the PSFAXQ/U command. If not, try unloading more recently loaded programs and then try issuing the PSFAXQ/U command again. If you cannot unload more recently loaded programs, you must reboot without the PSFAXQ command in your AUTOEXEC.BAT file to remove PSFAXQ.COM from memory.

Fax Queue encountered an error releasing its memory segment while unloading.

You will need to reboot without PSFAXQ in your AUTOEXEC.BAT file if you need to unload PSFAXQ.

Fax Queue is unloaded.

Unrecognized command:

```
The Fax Queue command line switches are:
/e release environment space when loading Fax Queue
/h show this help screen
/u unload the resident Fax Queue
```

The message indicates you tried to use a command line switch that PSFAXQ.COM does not recognize. Only the above switches are recognized.

Fax Queue cannot locate the home directory. You can put the PSFAX directory in your PATH statement, or use the SET PSFAX= command before loading PSFAX to solve this problem.

```
For example:
SET PSFAX = C:\PSFAX
PSFAX
```

Fax Queue can't load because the configuration file PSFAX.CFG is missing in the PSFAX directory. You can run INSTALL to create a new PSFAX.CFG file.

There is an error in the configuration file PSFAX.CFG at the XXX line.

Could not find Fax Queue Control directory

```
There is XXX unsuccessful fax job in the fax queue.
Use FAXMGR to reschedule or delete it.
Press ENTER to continue...
```

```
There are XXX unsuccessful fax jobs in the fax queue.
Use FAXMGR to reschedule or delete them.
Press ENTER to continue...
```

Problems encountered when using the fax software

This program problem and solution is provided as a model for further troubleshooting information.

Problem: The printer fails when I try to send or receive a fax.

Solution: The printer may have inadequate memory to support the fax software. The printer must have a minimum of 8 MB of RAM to support the fax software. 20 MB of RAM is recommended for better performance and for faxing longer documents.

Fax Setup menu error messages

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

Table 6-1. Fax Setup menu error messages

Fax Setup menu error messages	Result/Reason	Action
ILLEGAL NUMERIC INPUT--EXCEEDS 23 HOURS. TO RETURN PRESS <CLEAR>.	Time / hour entry exceeds 23:59 hours.	Press the Clear/C key at the control panel. Reenter the time; hour entry must be a number between 1 and 23.
ILLEGAL NUMERIC INPUT--EXCEEDS 59 MINUTES. TO RETURN PRESS <CLEAR>.	Time / minute entry Input exceeds 23:59 minutes.	Press the Clear/C key at the control panel. Reenter the time; minute entry must be a number between 1 and 59.
ILLEGAL NUMERIC INPUT--EXCEEDS 12 MONTHS IN A YEAR. TO RETURN PRESS <CLEAR>.	Date / month entry exceeds 12/31/99.	Press the Clear/C key at the control panel. Reenter the date; the month must be a number between 1 and 12.
ILLEGAL NUMERIC INPUT--EXCEEDS XX DAYS IN THE MONTH. TO RETURN PRESS <CLEAR>.	Date / Day entry exceeds 12/31/99.	Press the Clear/C key at the control panel. Reenter the day; the date must be a number between 1 and 31. Note: Maximum Date / Day entry for April, June, September, and November is 30, and for February, 28 for a regular year or 29 for a leap year.
ILLEGAL NUMERIC INPUT--EXCEEDS 100 REDIALS. TO RETURN PRESS <CLEAR>.	Redial entry exceeds 100.	Press the Clear/C key at the control panel. Enter a number between 0 and 100.
ILLEGAL NUMERIC INPUT--EXCEEDS 60 MINUTES. TO RETURN PRESS <CLEAR>.	Redial interval entry exceeds 60.	Press the Clear/C key at the control panel. Enter a number between 1 and 60.
ILLEGAL NUMERIC INPUT--EXCEEDS 10 RINGS. TO RETURN PRESS <CLEAR>.	Ring count entry exceeds 10.	Press the Clear/C key at the control panel. Enter a number between 1 and 10.
ILLEGAL NUMERIC INPUT--LESS THAN 1 MONTH. TO RETURN PRESS <CLEAR>.	Date / month entry is less than 01/1/00.	Press the Clear/C key at the control panel. Enter a number between 1 and 12.

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

Fax Setup menu error messages	Result/Reason	Action
<p>ILLEGAL NUMERIC INPUT--LESS THAN 1 DAY. TO RETURN PRESS <CLEAR>.</p>	<p>Date / Day entry is less than 1/01/00.</p>	<p>Press the Clear/C key at the control panel. Enter a number between 1 and 31. Note: Maximum Date / Day entry for April, June, September, and November is 30, and for February, 28 for a regular year or 29 for a leap year.</p>
<p>ILLEGAL NUMERIC INPUT--LESS THAN 1 MINUTE. TO RETURN PRESS <CLEAR>.</p>	<p>Redial interval entry is less than 1.</p>	<p>Press the Clear/C key at the control panel. Enter a number between 1 and 60.</p>
<p>ILLEGAL NUMERIC INPUT--LESS THAN 1 RING. TO RETURN PRESS <CLEAR>.</p>	<p>Ring count entry is less than 1.</p>	<p>Press the Clear/C key at the control panel. Enter a number between 1 and 10.</p>
<p>INVALID WITH OUTPUT DESTINATION: 1. CONTINUE 0. EXIT TO PREVIOUS STEP</p>	<p>Tray 5 is selected as the default input tray which conflicts with the output destination selection (top tray or high-capacity stacker). or An input paper tray (Tray 1, 2, 3, or 4) is selected that will not feed to the current output destination due to the size of the paper in the input tray.</p>	<p>Use Scroll keys or direct scrolling to: [1] continue-- invalid entry is not changed. You can continue to make changes to the Fax Setup, but you must resolve this conflict before exiting the menu. [0] exit to the previous step to select another input tray that can be fed to the current output destination setting.</p>
<p>INVALID WITH TRAY 5 SELECTION: 1. CONTINUE 0. EXIT TO PREVIOUS STEP</p>	<p>An output destination is selected (top tray or high-capacity stacker) that conflicts with Tray 5 selection.</p>	<p>Use Scroll keys or direct scrolling to: [1] continue-- invalid entry is not changed. You can continue to make changes to the Fax Setup, but you must resolve this conflict before exiting the menu. [0] exit to the previous step to select another output destination that can accept the output from Tray 5.</p>

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

Fax Setup Menu error messages	Result/Reason	Action
<p>INVALID WITH PAPER SIZE IN TRAY n 1. CONTINUE 0. EXIT TO PREVIOUS STEP</p> <p>n = Input paper tray 1, 2, 3, or 4</p>	<p>An output destination is selected (high-capacity stacker) that cannot accept output from the input tray already selected.</p>	<p>Use Scroll keys or direct scrolling to: [1] continue-- invalid entry is not changed. You can continue to make changes to the Fax Setup, but you must resolve this conflict before exiting the menu.</p> <p>[0] exit to the previous step to select another output destination that can accept the output from the currently selected input paper tray.</p>
<p>INVALID--TRAY 5 WITH OUTPUT DESTINATION SELECTION. TO RETURN PRESS <CLEAR>.</p>	<p>You have attempted to exit the Main Menu without resolving the conflict between Tray 5 as the default input tray which conflicts with the output destination selection (top tray or high-capacity stacker).</p>	<p>Press the Clear/C key. You are returned to the top of the Fax Setup menu to select a different input paper tray or output destination.</p>
<p>INVALID--PAPER SIZE IN TRAY n WITH OUTPUT DESTINATION. TO RETURN <CLEAR>.</p> <p>n = Input paper tray 1, 2, 3, or 4</p>	<p>You have attempted to exit the Main Menu without resolving the conflict between the output destination selected (top tray or high-capacity stacker) that cannot accept the size from the input paper tray selected.</p>	<p>Press the Clear/C key. You are returned to the top of the Fax Setup menu to select a different input paper tray or output destination.</p>

Printer Configuration Report

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

- When the fax modem is installed and working properly, "Installed" is reported.
- When not installed, "Not Installed" is reported.
- If the fax modem has failed, "Failed" is reported.

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

Fax mode	Reports which mode is currently in place with the fax modem: send and receive, send only, receive only, disabled.
Clock setup	Reports the date and time currently set for fax reporting.
Send setup	Reports how a fax is to be sent. Redial count —Reports the number of redial attempts currently in place. Redial interval —Reports the time period between redial attempts currently in place. Transmission resolution —Reports if the resolution for outgoing faxes is set at fine or standard. Speaker —Reports if the speaker is enabled or disabled. Header —Reports if a header is printed on outgoing faxes.
Receive setup	Reports how a fax is to be received. Ring count —Reports the number of rings to allow before answering on incoming faxes. Input tray —Reports which paper tray is selected as the default input tray for incoming faxes. Automatic tray switching —If enabled, "Enable (Trays 4,1,2,3)" is reported. Output destination —Reports which default output tray is selected for incoming faxes. Note: If necessary, refer to the "Getting started" chapter in the <i>Xerox MRP Family 4220/MRP, 4230/MRP Operator Guide</i> for the procedures to print the report and a report example.

A. Performance enhancement

Adding memory

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

A maximum of 20 MB of memory may be installed in the printer. When faxing and printing at the same time, or when sending and receiving complex faxes, additional memory provides increased performance.

Adding a hard disk

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

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

B.

Related publications

Related publications

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

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

Xerox MRP Family publications

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

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

* Manuals are shipped with the options.

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

In RX, this manual is shipped with the printer.

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

* Manuals are shipped with the options.

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

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