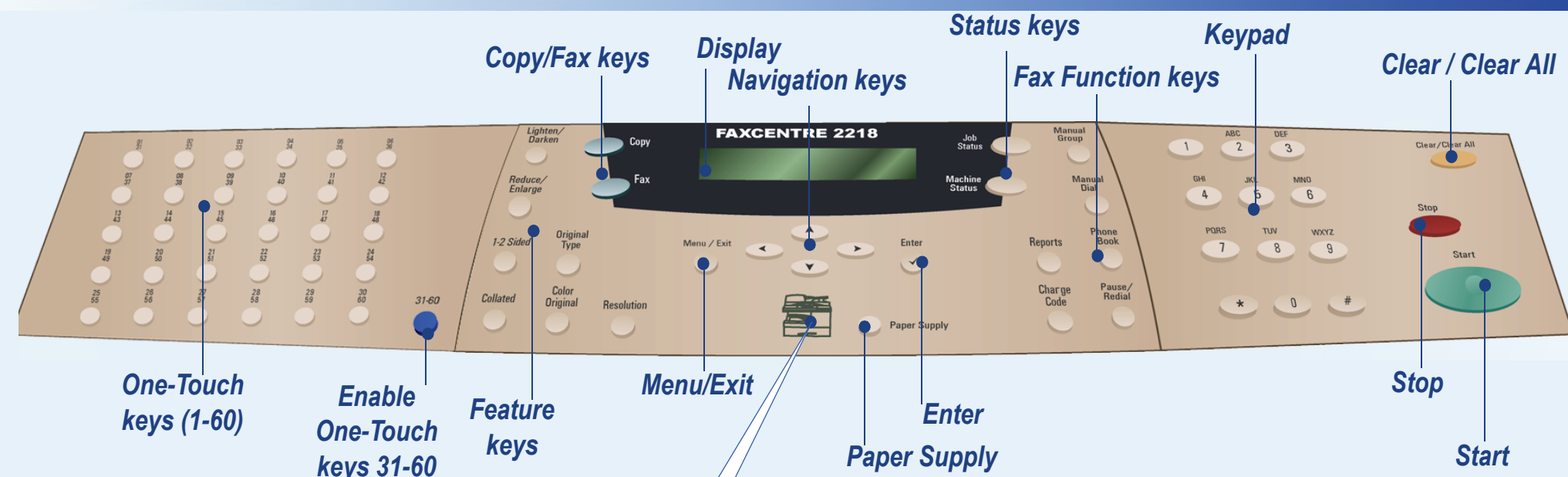


# FaxCentre 2218

## Quick Reference

### OVERVIEW

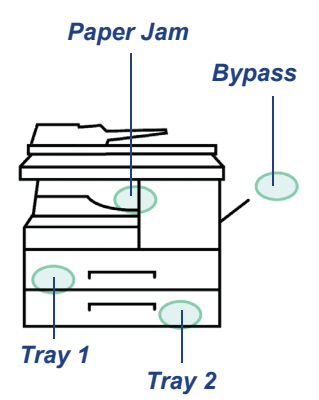
#### FAXCENTRE 2218 CONTROL PANEL



#### Status Map

Used to identify the status of the paper trays and if an error has occurred.

- **Green light** - indicates selected tray
- **Multiple lights** - switches to a different tray if the current tray runs out
- **Flashing light** - tray is empty
- **Red light** - an error has occurred



### GENERAL SETUP

#### Setting the Paper Size

1. Press **Machine Status**, select **Machine Setup** using the navigation keys and press **Enter**.
2. Select **Tray 1 Size** and press **Enter**.
3. Select the size of paper loaded in Tray 1 and press **Enter**.
4. Repeat for Tray 2 (optional) and the Bypass Tray.

#### Setting Power Save Mode

1. Press **Machine Status**, select **Machine Setup** using the navigation keys and press **Enter**.
2. Select **Power Save** and press **Enter**.
3. Select **On** and press **Enter**. Select the period of time the machine waits before entering Power Save mode, either **15, 30, 60** or **120** minutes. Press **Enter**.

#### Help List

The Help List contains information about the features and settings available on the machine.

1. Press **Menu/Exit**.
2. Select **Help List** using the navigation keys and press **Enter**.

#### Setting Machine Timeout

1. Press **Machine Status**, select **Machine Setup** and press **Enter**.
2. Select **Machine Timeout** and press **Enter**.
3. Select the period of time the machine waits before returning to default state - either **15, 30, 60, 180** seconds or **Off**. Press **Enter**.

### COPY

#### Basic Copying

1. Press **Copy** to enter Copy Mode.
2. Load originals using the Document Glass or Document Feeder (optional).
3. Select the basic copy features required using the Control Panel.
4. Select the required settings for each chosen feature using the navigation keys and press **Enter**.
5. Enter the quantity and press **Start**.

#### Selecting Paper

1. Press **Paper Supply** until the tray required is lit on the Status Map.
2. If Bypass Tray is selected the Paper Type option displays. Use the navigation keys to select the Paper Type being used and press **Enter**.

#### ID Card Copy

- ID Card Copy**
1. Load originals.
  2. Press **Menu/Exit**, select **Copy Features** and press **Enter**.
  3. Select **ID Card Copy** and press **Enter**. Press **S.1** displays.
  4. Place slide 1 of the identity card facedown on the Document Glass and press **Start**. Press **S.2** displays.
  5. Repeat for Side 2 of the identity card and press **Start**.

### BASIC FAX

#### Sending a Fax

1. Load originals.
2. Select the Basic Fax features required using the Control Panel.
3. Enter the destination fax number using one of the following methods:
  - Enter the fax number using the keypad.
  - Press **Manual Dial**. The dial tone is audible. Dial the fax number using the keypad.
  - Press the desired One-Touch key.
  - Press **Phone Book** and use the navigation keys to select the desired number.
4. Press **Start** to send the fax.
  - Enter a Speed/Group Dial via keypad, *holding the last location digit for 2 seconds*.

#### Cancelling a Fax

**During Scanning:**

1. Press the **Stop** key.

**After Job is Scanned:**

1. Press **Job Status**.
2. Select job to delete and press **Enter**.
3. Follow instructions on the display:
  - Device displays 'Cancel Job?' - press **Enter**.
  - Device displays 'Stop=Cancel Job' - press **Stop**.

#### Using Redial

1. Load originals.
2. Press **Pause/Redial**. The last number is dialed.
3. To access the last 10 dialed numbers, press **Pause/Redial** for 2 seconds. Use the navigation keys to select the number required and press **Enter**.

### FAX SETUP

#### Phone Book Setup

1. Press **Machine Status**, select **Fax Setup** using the navigation keys and press **Enter**.
2. Select **Phone Book Setup** and press **Enter**.

#### Speed Dials

1. Select **Speed Dials** and press **Enter**.
2. Select **New** and press **Enter**. Enter a Speed Dial number between 1 and 400 using the keypad and press **Enter**.
3. Enter the fax number to store and press **Enter**. Assign a name if required and press **Enter**.
4. Repeat for each Speed Dial required.

#### Group Dials

1. Select **Group Dials** and press **Enter**.
2. Select **New** and press **Enter**. Enter a Group number between 1 and 400 using the keypad and press **Enter**.
3. Enter a Speed Dial or One-Touch number to add to the Group and press **Enter** twice.
4. Continue entering numbers to the Group, then press **Menu/Exit**.
5. Assign a name if required and press **Enter**.

#### One-Touch Keys

1. Select **One-Touch** and press **Enter**.
2. Select **New** and press **Enter**. Enter a One-Touch number using navigation or One-Touch keys.
3. Enter the fax number to store and press **Enter**. Assign a name if required and press **Enter**.
4. Repeat for each One-Touch required.

#### Quick One-Touch Key Setup

1. Press desired One-Touch key location on hard panel and *hold for 2 seconds*.
2. Enter phone number and press **Enter**.
3. Enter ID (optional) and press **Enter**.

#### Creating a Mailbox

1. Press **Machine Status**.
2. Select **System Admin Tools** using the navigation keys and press **Enter**. If required, enter the passcode and press **Enter**.
3. Select **Mailbox Setup** and press **Enter**.
4. Select **Create** and press **Enter**.
5. Select **Set\_Conf\_MBX** (confidential) or **Set\_Bull\_MBX** (bulletin) and press **Enter**.
6. Enter the Mailbox Number using the keypad and press **Enter**.
7. To passcode protect the mailbox, select **Security Yes** and press **Enter**.
8. Enter the passcode required using the keypad and press **Enter**.
9. Enter the Mailbox ID using the keypad and press **Enter**.
  - To setup another mailbox, select **Another Yes** and press **Enter**.

#### Fax Duplex Printing

1. Press **Machine Status**, select **Fax Setup** using the navigation keys and press **Enter**.
2. Select **Fax Duplex** using the navigation keys and press **Enter**.
3. Select **Long Edge** or **Short Edge** to print all incoming fax jobs duplex or **Off** to print all incoming fax jobs simplex.
4. Press **Enter**.

#### Fax Confirmation Page

1. Press **Machine Status**, select **Fax Setup** using the navigation keys and press **Enter**.
2. Select **MSG Confirm** and press **Enter**.
3. Select **On** to print a confirmation page after each transmission or **On-Err** to print a confirmation page only if an error occurs or **Off** to never print a confirmation page. Press **Enter**.

### ADVANCED FAX FEATURES

#### Secure Receive

If Secure Receive is enabled, a passcode is required to print all received faxes.

**Enabling**

1. Press **Machine Status**, select **Fax Setup** using the navigation keys and press **Enter**.
2. Select **Secure Receive** and press **Enter**.
3. To enable Secure Receive all the time, select **On** and press **Enter**. Enter and confirm the required passcode using the keypad and press **Enter** after each entry.
4. To enable Secure Receive for specific days and/or times, select **Time Secure Rx** and press **Enter**. Enter and confirm the required passcode using the keypad and press **Enter** after each entry. Select **Set Default** and enter the start and end time Secure Receive will be enabled and press **Enter**. Select **Set Time** to change the default time for a specific day and press **Enter**.

**Using**

1. Press **Menu/Exit**, select **Fax Features** and press **Enter**.
2. Select **Secure Receive** and press **Enter**.
3. Select **Print** and press **Enter**.
4. Enter the passcode and press **Enter**.

#### Charge Code

1. Enter a phone number using one of the dialing options (e.g. keypad, Manual Dial, etc.).
2. Press **Charge Code**.
3. Enter the passcode required to send the fax.
4. Press **Start**.

#### Phone Book Search

**Alpha Search**

1. Press **Phone Book**, select **Alpha Search** and press **Enter**.
2. Enter the first letter of the desired name using the numeric keyboard and press **Enter**.
3. Select the desired fax recipient using the navigation keys and press **Enter**.

**Speed/Group Dial Search**

1. Press **Phone Book**, select **Speed/Group Dials** and press **Enter**.
2. Enter the desired Speed/Group Dial number and press **Enter**.
3. Select the highlighted Speed/Group Dial number by pressing **Enter** or use the navigation keys to locate the desired recipient and press **Enter**.

**One-Touch Key Search**

1. Press **Phone Book**, select **One-Touch Keys** and press **Enter**.
2. Enter the desired One-Touch Key number and press **Enter**.
3. Select the highlighted One-Touch Key by pressing **Enter** or use the navigation keys to locate the desired recipient and press **Enter**.

#### Priority Fax

1. Load originals.
2. Press **Menu/Exit**, select **Fax Features** and press **Enter**.
3. Select **Priority Fax** and press **Enter**.
4. Enter fax number and press **Enter**. Repeat as required.
5. Enter a name if required and press **Enter**.
6. Enter the desired fax send time and press **Enter**. The fax job will be sent ahead of other queued fax jobs.

#### Delay Fax

1. Load Originals.
2. Press **Menu/Exit**, select **Fax Features** and press **Enter**.
3. Select **Delay Fax** and press **Enter**.
4. Enter fax number and press **Enter**. Repeat as required.
5. Enter a name if required and press **Enter**.
6. Enter the desired fax send time and press **Enter**. The job will be sent at the defined time.

#### Printing or Deleting Mailbox Documents

1. Press **Menu/Exit**.
  2. Select **Mailbox** and press **Enter**.
  3. Select **Delete** or **Print** and press **Enter**.
  4. Enter the Box Number for the mailbox and press **Enter**. If required, enter the Passcode and press **Enter**.
- The contents of the mailbox are deleted or printed and deleted.