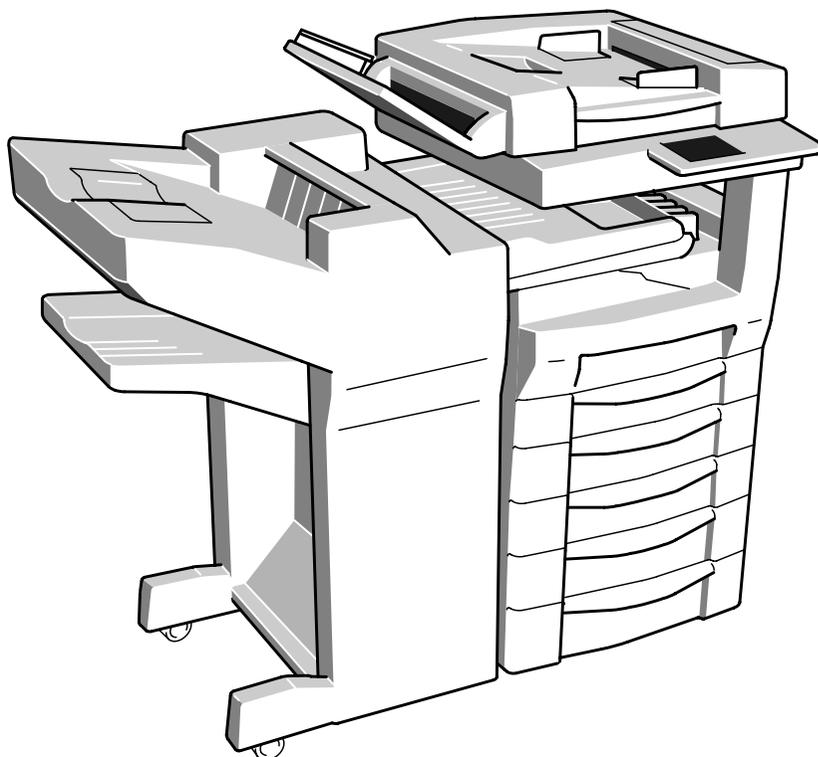




# Di250f/Di350f

## Operator's Manual





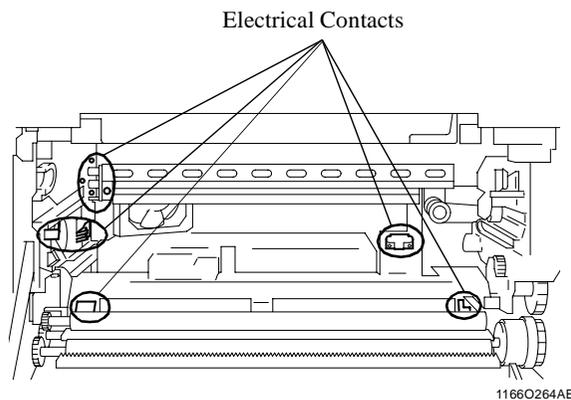
## Using the Copier Properly

---

To ensure the optimum performance of the copier, follow the precautions listed below.

- Never place a heavy object on the copier.
- Never subject the copier to shocks.
- Never open any doors or turn the copier off while the copier is making copies.
- Never bring any magnetized object near the copier.
- Never use flammable sprays, liquids or gases near the copier.
- Never modify the copier, as a fire or electrical shock could result.
- Never remove any panel or cover which is secured. The copier contains high voltage components which can cause electrical shock.
- Never tamper with the laser mechanism in laser-equipped models, as blindness or other injury may result.
- Never drop paper clips, staples or other small pieces of metal through the vents or other openings in the copier, as a fire or electrical shock can result.
- Never place containers of liquid on the copier. If liquids get inside the copier, they can cause fire or electrical shock. If a piece of metal or any liquid gets inside the copier, immediately turn the copier off, unplug the power cord and call your technical representative. A fire or electrical shock can result if the copier remains plugged in or is operated after metal or liquid gets inside.
- Never leave the copier running if it becomes unusually hot, or if smoke or an unusual odor or noise is detected. Should any of these conditions occur, immediately turn the copier off, unplug the power cord and call your technical representative. A fire or electrical shock can result if the copier remains plugged in under any of these conditions.
- Always insert the power plug all the way into the outlet.
- Always make sure that the outlet is visible, clear of the copier or copier cabinet.
- Always provide good ventilation when making a large number of continuous copies.
- Never pull on the power cord, and always hold the plug when unplugging the power cord. A damaged cord could result in a fire or cause an electrical shock.
- Never unplug the power cord with a wet hand, as it could cause an electrical shock.
- Always unplug the power cord before moving the copier. Moving the copier with the power cord plugged in can damage the cord resulting in a fire or causing an electrical shock.
- Always unplug the power cord when the copier is not going to be used for a long time.
- Never place a heavy object on the power cord, or pull or bend it, as a fire or electrical shock can result.
- Always ensure that the copier does not sit on or roll onto the power cord or communications cable of other electrical equipment, as malfunctioning equipment or a fire could result.
- Always ensure that the power cord or communications cable of other electrical equipment does not become wedged into the copier mechanism, as malfunctioning equipment or a fire could result.
- Always use the correct power voltage, as improper voltage can cause a fire or electrical shock.

- Never use a multiple outlet adapter, as a fire or electrical shock can result.
- Should the power cord become damaged, immediately turn the copier off, unplug the power cord and call your technical representative. A damaged cord can result in a fire or cause an electric shock.
- If an extension cord is needed, use one with a greater rated capacity than the maximum power requirements of the copier. The use of an extension cord that falls short of supporting the maximum power requirements can result in overheating or a fire.
- Always unplug the copier whenever anything unusual is observed during operation. Make sure that the outlet is nearby and clear of the copier and furniture.
- Never touch the electrical contacts inside the right door and underneath the Imaging Unit, as an electrostatic discharge may damage the copier.



=Locate the Copier in a Well Ventilated Room=

A negligible amount of ozone is generated during normal operation of this copier. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive copier operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

=Placer le copieur dans une pièce largement ventilée=

Une quantité d'ozone négligeable est dégagée pendant le fonctionnement du copieur quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsqu'une utilisation prolongée du copieur est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve le copieur.



As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.



11490133AA

## What is an Energy Star Machine?

Energy Star machines have a feature that allows them to automatically turn off or “go to sleep” after a period of inactivity, ensuring night and weekend shut off. This auto-feature can reduce a machine’s annual electricity costs by over 60 percent. In addition, high speed machines will be set to automatically make double sided copies. An organization’s paper costs can be reduced and the volume of paper sent into the waste stream will decline. It takes 10 times more energy to produce a piece of paper than it does to make a single copy on a machine. Therefore, using less paper also means decreased national energy consumption.

## Recycled Paper (USA market only)

Your Minolta machine has been designed to use the following Recycled Paper

Minolta Recycled Bond      Item No. 8925 701  
20% Post Consumer Waste



MINOLTA



Thank you for choosing Minolta quality. For over 30 years Minolta has been a leader on the forefront of office equipment technology and service. Our desire has always been to bring you highly reliable products. We pledge to continue to provide you, our customer, with our state of the art equipment, as well as full customer service for all our products. We look forward to a long healthy relationship with you and our company. If you have any questions or comments about Minolta, our product or service, please let us know. Our fax number is 800-237-8087 (for the U.S.A. and Canada). Thank you again.

This operator's manual explains how to operate the copier and replenish its supplies. It also gives some troubleshooting tips as well as general precautions to be observed when operating the copier.

To ensure the best performance and effective use of your copier, read this manual carefully until you familiarize yourself thoroughly with the copier's operation and features. After you have read through the manual, keep it ready for reference.

Please use this manual as a quick and handy reference tool for immediately clarifying any questions which may arise.

MC-F01

**WARNING**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

The design and production of this unit conforms to FCC Regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

FCC-F01

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

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

IC-F03

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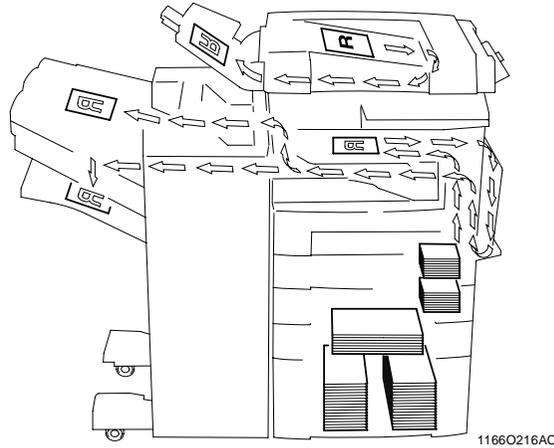
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## Terms and Symbols for the Type of Originals and Copy Paper

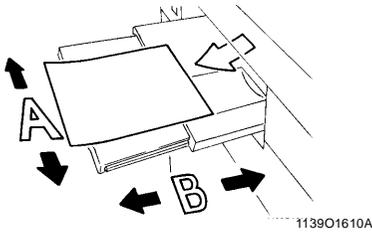
A few special terms and symbols are used in this manual to designate types of originals and copy paper. This page explains about these terms and symbols.

### Feeding Direction (copy paper path)

In this copier system, copy paper is taken up from the right-hand side of the copier, fed through the copier toward the left-hand side, and ejected face down onto the Copy Tray. In the figure below, the direction in which the copy paper is fed, as indicated by the arrow, is called the “feeding direction.”



### “Width” and “Length”

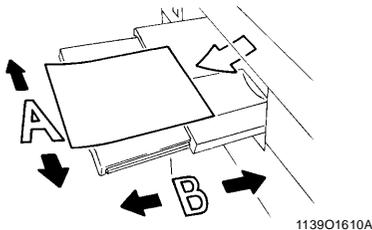


When we talk about the size of the original or copy, we call side A “width” and side B “length.”

A: Width

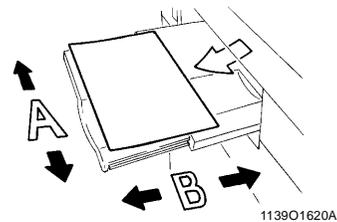
B: Length

### Terms and Symbols Used



<Lengthwise  >

When the original or copy has a “length” longer than its “width,” we call it “lengthwise” and use symbol “L” or “.



<Crosswise  >

When the original or copy has a “length” shorter than its “width,” we call it “crosswise” and use symbol “C” or “.

## Safety Information

---

### FCC PART 68-TELECOMMUNICATION DEVICES

This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information, the FCC registration number and Ringer Equivalence Number (REN) for this equipment. If requested, provide this information to your telephone company.

**This equipment uses THE FOLLOWING USOC JACKS: RJ11C.**

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If your telephone equipment causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice isn't practical, you will be notified as soon as possible. You will be advised of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so as to give you an opportunity to maintain uninterrupted service.

**If you experience trouble with this equipment, please contact:**

**Minolta Corporation  
101 Williams Drive Ramsey.  
New Jersey 07446  
U.S.A.**

The telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. (Contact your state public utility commission or corporation commission for information.)

### CUSTOMER INFORMATION FOR PRIVATELY OWNED COIN PHONES

To comply with state tariffs, the telephone company must be given notification prior to connection.

In some states, prior approval of connection must be obtained from the state Public Utility Commission, Public Service Commission or state Corporation Commission.

### WARNING FOR THE SETTING OF HEADER AND FOOTER

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the following steps. (Refer to Chapter 9 and Chapter 10 Advance Operation page 9-5, 9-22 and 10-7)

## USER INSTRUCTIONS (For Canada Users)

### IC CS-03-TELECOMMUNICATION DEVICE

**NOTICE:**

Industry Canada (IC) label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. IC does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

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

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

**CAUTION:**

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

**NOTICE:**

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

**If you experience trouble with this equipment, please contact:**

**Minolta Business Equipment (Canada), Ltd.**

**369 Britannia Road E.**

**Mississauga, Ontario L4Z 2H5**

**Tel: (905)890-6600**

## Laser Safety

This is a digital machine which operates by means of a laser. There is no possibility of danger from the laser, provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product. This means the machine does not produce hazardous laser radiation.

## Internal Laser Radiation

Maximum Average Radiant Power: 36.7 ( $\mu$ W) at the laser aperture of the print head unit.

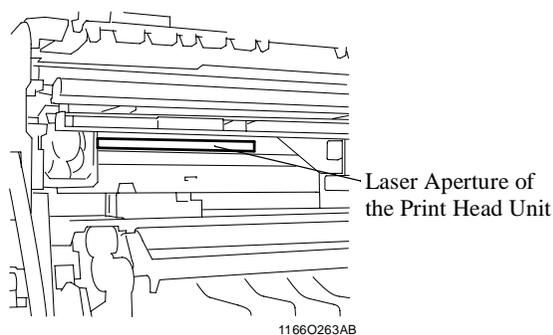
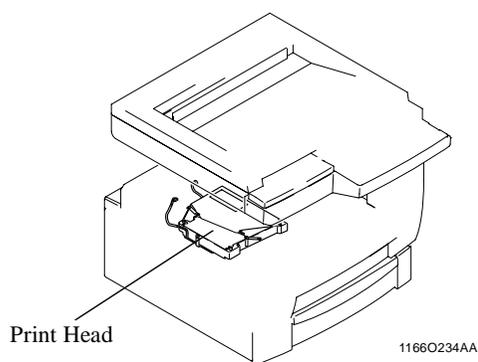
Wavelength: 770-810 nm

This product employs a Class IIIb Laser Diode that emits an invisible laser beam.

The Laser Diode and Scanning Polygon Mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM.

Therefore, the print head unit should not be opened under any circumstances.



This figure shows the view inside the Right Door with the Imaging Unit removed.

## For the United States

### CDRH regulation

This copier is certified as a Class 1 Laser product under the Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U. S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page xii indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

**CAUTION:** Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5mW and the wavelength is 770-810nm.



## Installing the Copier

### Installation Site

To ensure utmost safety and prevent possible malfunctions of the copier, install it in a location which meets the following requirements.

- ◆ A place away from a curtain or the like that may catch fire and burn easily.
- ◆ An area where there is no possibility of being splashed with water or other types of liquid.
- ◆ An area free from direct sunlight.
- ◆ A place out of the direct air stream of an air conditioner, heater, or ventilator.
- ◆ A well-ventilated place.
- ◆ A dry place.
- ◆ A dust-free location.
- ◆ An area not subject to undue vibration.
- ◆ A stable and level location.
- ◆ A place where ammonia or other organic gas is not generated.
- ◆ A place which does not put the operator in the direct stream of exhaust from the copier.
- ◆ A place which is not near any kind of heating device.

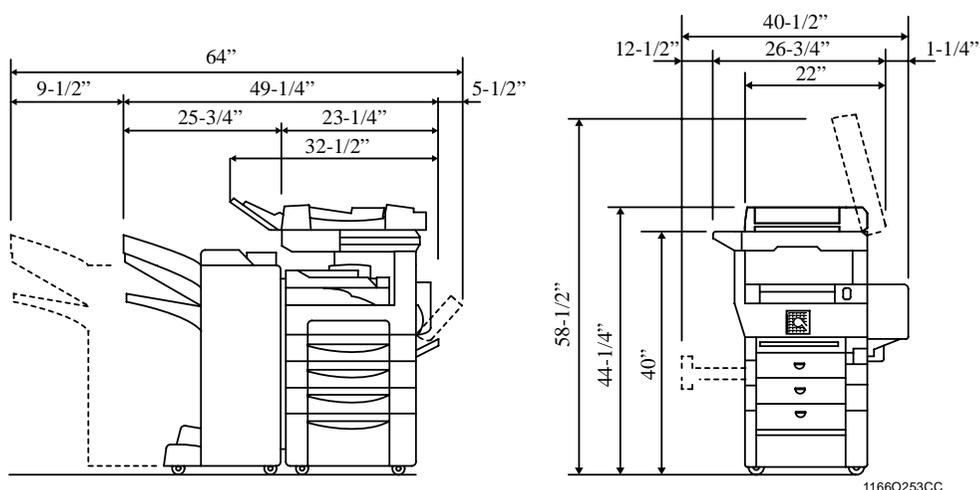
### Power Source

The power source voltage requirements are as follows:

- ◆ Use a power source with little voltage fluctuation.
  - Voltage Fluctuation : Within  $\pm 10\%$
  - Frequency Fluctuation : Within  $\pm 0.3\%$

### Space Requirements

To ensure easy copier operation, supply replacements, and service maintenance, adhere to the recommended space requirements detailed below. Allow a clearance of 6" or more at the back of the copier as there is a ventilation duct.



<With AFR-14, FN-100, PF-108, PF-110 and AD-10 mounted>

Unit: Inch

## Precautions for Use

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### Operating Environment

The operating environmental requirements of the copier are as follows.

Temperature : 10°C to 32°C (50°F to 89.6°F) with a fluctuation of 10°C (18°F) per hour.

Humidity : 15% to 85% with a fluctuation of 20% per hour.

### Using the Copier Properly

To ensure the optimum performance of the copier, follow the precautions listed below.

- ◆ NEVER place a heavy object on the copier or subject the copier to shocks.
- ◆ NEVER open any doors, or turn OFF the copier while the copier is making copies.
- ◆ NEVER bring any magnetized object or use flammable sprays near the copier.
- ◆ NEVER remodel the copier as a fire or electrical shock could result.
- ◆ ALWAYS insert the power plug all the way into the outlet.
- ◆ ALWAYS make sure that the outlet is visible, clear of the copier or copier cabinet.
- ◆ ALWAYS provide good ventilation, especially during extensive operation.

---

#### **NOTE**

= *Locate the Copier in a Well Ventilated Room* =

*A negligible amount of ozone is generated during normal operation of this copier. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive copier operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated.*

---

#### **REMARQUE**

= *Placer le copieur dans une pièce largement ventilée* =

*Une quantité d'ozone négligeable est dégagée pendant le fonctionnement du copieur quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée du copieur est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve le copieur.*

---

### Moving the Copier

If you need to transport the copier over a long distance, consult your Technical Representative.

### Care of Copier Supplies

Use the following precautions when handling the copier supplies (toner, paper, etc.).

- ◆ Store the paper, toner, and other supplies in a place free from direct sunlight and away from any heating apparatus. Keep them in a dry, cool, clean environment.
- ◆ Store paper, which has been removed from its wrapper but not loaded into the drawer, in a sealed plastic bag in a cool, dark place.
- ◆ Keep supplies out of the reach of children.
- ◆ If your hands become soiled with toner, wash them with soap and water immediately.

## Note on making multiple copies

If you make smaller than Legal size copies during a multi-copy cycle, there is a possibility that the copying speed will be reduced due to a rise in fusing temperature. The copying speed will automatically return to normal when the optimum fusing temperature is re-established.

## Legal Restrictions on Copying

Certain types of documents must never be copied by the copier for the purpose or with the intent to pass copies of such documents off as the original. The following is not a complete list but is meant to be used as a guide to responsible copying.

### Financial Instruments

- Personal Checks
- Travelers Checks
- Money Orders
- Certificates of Deposit
- Bonds or other Certificates of Indebtedness
- Stock Certificates

### Legal Documents

- Food Stamps
- Postage Stamps (canceled or uncanceled)
- Checks or Drafts drawn by Government Agencies
- Internal Revenue Stamps (canceled or uncanceled)
- Passports
- Immigration Papers
- Motor Vehicle Licenses and Titles
- House and Property Titles and Deeds

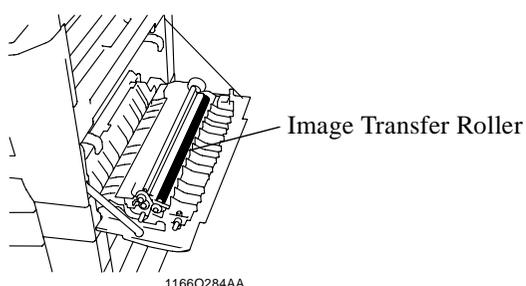
### General

- Identification Cards, Badges, or Insignias
- Copyrighted Works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies or Works of Art without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.

## Precaution for Opening/Closing the Right Door



When opening or closing the Right Door, use care not to touch the Image Transfer Roller, as a malfunction could result.

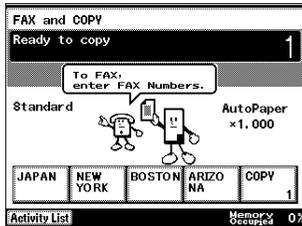
# Product Features

## Copy Functions

### Easy copy operations

#### Auto-mode screen ⇨ p. 1-14

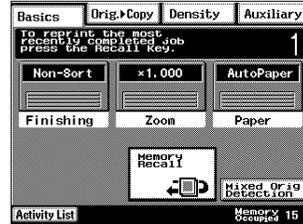
By inputting the number of pages to be copied or the destination's fax number, the unit will automatically select the Copy or Fax mode. Copying and sending a facsimile is possible without switching between Copy and FAX menu screens.



1171P001EB

#### Memory Recall ⇨ p. 2-2

The copy settings and the scanned image are saved in the memory for repeated copying.



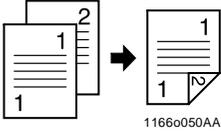
1171P002EA

### Saving paper

#### 2-Sided Copying ⇨ p. 4-10

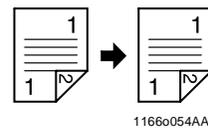
2-Sided Copying can be made for 1-Sided, 2-Sided, and booklet documents.

1-Sided document



1166o050AA

2-Sided document



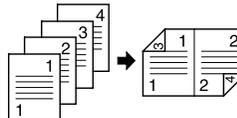
1166o054AA

#### 2-to-1 Copying ⇨ p. 4-11

#### 4-to-1 Copying ⇨ p. 4-11

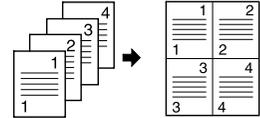
Multiple pages of a document can be copied onto a single sheet of paper.

1-Sided document



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1-Sided document

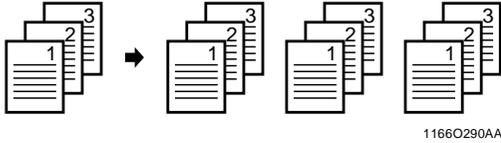


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## Other copying functions

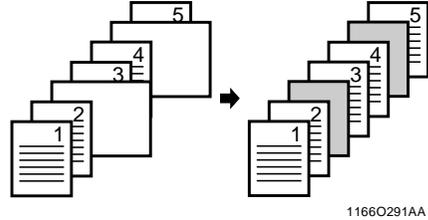
### Sort, Group p. 4-2

This function is useful when making two or more sets of copies. Each set can be printed out in the order of the original document (sort), or the same page can be printed out the required number of times (group).



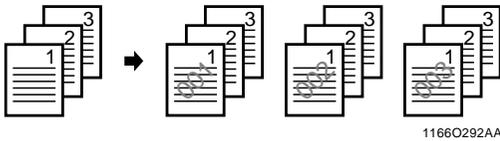
### Page Insertion p. 4-21

A different type of paper, such as colored paper, can be inserted into the copy set.



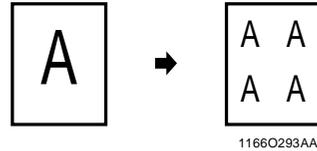
### Distribution p. 4-30

A reference number can be printed in the background on each copy set.



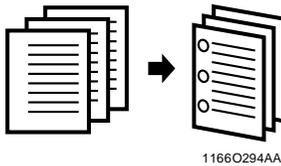
### Image Repeat p. 4-28

The image of a document can be repeatedly copied onto one sheet of copy paper.



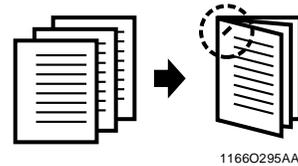
### Hole Punching p. 4-6

The copies that are sorted by the sort or group function can be hole punched for filing.



### Stapling p. 4-4

The copies that are sorted by the sort or group function can be stapled.



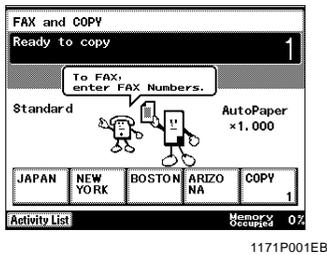
Product Features

Fax Functions

Easy Fax operations

Auto-mode screen ☞ p. 1-14

By inputting the number of pages to be copied or the destination's fax number, the unit will automatically select the Copy or Fax mode. Copying and sending a facsimile is possible without switching between Copy and FAX menu screens.



1171P001EB

One-Touch Dialing ☞ p. 3-7

Abbreviated Dialing ☞ p. 3-8

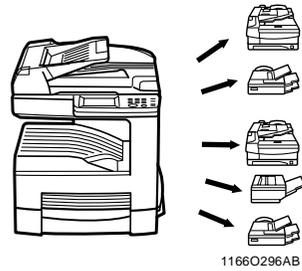
By registering a frequently used destination's number, it is possible to transmit a facsimile successfully with an easy operation.



1171P003EA

Serial Broadcast Transmission ☞ p. 5-6

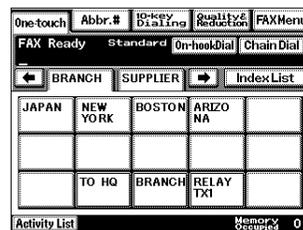
Serial broadcast transmission allows you to send a document to up to 210 recipients at the same time.



1166O296AB

Facsimile Program Dialing ☞ p. 3-9

Various functions and destinations that are used frequently can be registered in a facsimile program key in advance. By just pressing these keys, multiple functions can be set at the same time.



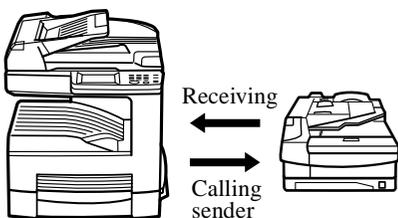
1171P004EA

Offering/Receiving Information service

Polling Transmission ☞ p. 5-25

Polling Reception ☞ p. 6-4

The recipient can operate the facsimile of the sender to receive a document transmitted by the sender.

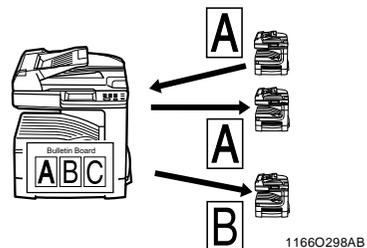


1166O297AB

Bulletin Board ☞ p. 5-30

Retrieve ☞ p. 6-5

Documents can be made available to anyone by establishing a mailbox with a particular theme in the facsimile.

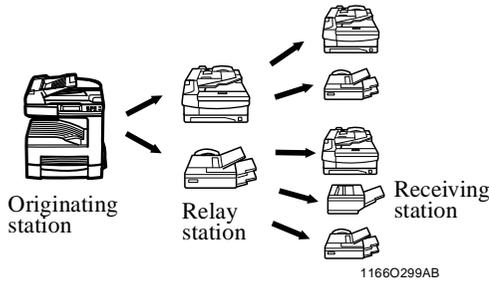


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## Reducing Communication Cost

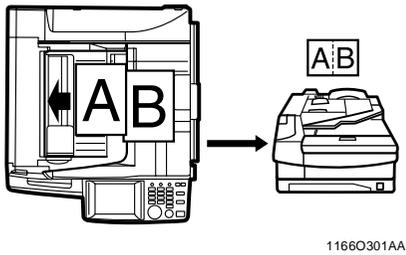
### Relay Transmission ☞ p. 5-9

Your facsimile (acting as the relay controller) can send a document first to another facsimile (acting as a relay station), which in turn sends the document to the facsimiles of multiple recipients (acting as receiving stations).



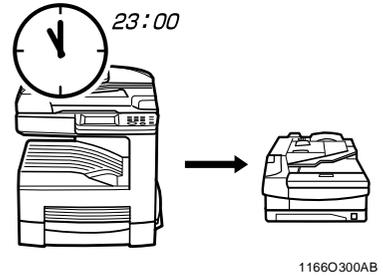
### 2-to-1 Transmission ☞ p. 5-14

Two pages of a document can be sent as one page.



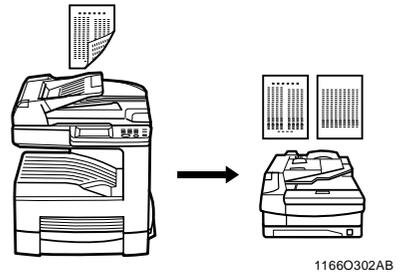
### Timer Transmission ☞ p. 5-13

The timer transmission allows automatic transmission by specifying a time late in the night when the call charge is lower.



### 2-Sided Transmission ☞ p. 5-15

A 2-Sided document can be sent as is. It is not necessary to transmit the document two times by transmitting the front face and back face separately.



## Terms and Definitions

Terms	Definition
Automatic Document Feeder	Automatically feeds and scans multiple pages of a document one by one when placed on the feeder.
Auto-Redialing	Automatically redials when the line is busy. When the other documents are saved in the memory, the next document is transmitted in order until the redialing starts.
Batch Transmission	<p>A mailing post to which recipients and time for transmission are registered. When a mailing post is established in the memory by registering recipients and time for transmission, a document can be sent from the post at the registered time. The document can be transmitted to the recipients at a time late in the night when the call charge is lower, or transmitted to the overseas sales offices just-in-time.</p> <p>By using this function the sender can save time and money for transmission. This is because the sender does not have to do a setting and resetting for every transmission when there are a number of recipients. ☞p.11-12</p>
Booklet Document	Bound documents such as books or catalogs. To transmit or copy these documents, use the book scanner.
Book Scanner	Scans bound documents such as books or catalogs, etc.
Bulletin Board	When a mail box is established in the memory and information is assigned, the information can be disclosed to anyone who wants to read it. ☞p. 5-30, 6-5, 11-22
Dialing with 10-Key Pad	Input numbers directly by using the 10-Key Pad.
F CODE	F CODE provides a mailbox function using codes such as Sub-Address (SUB), Selective Polling (SEP), and Password (PWD) defined in the G3 standard of the International Telecommunications Union (ITU-T). F CODE enables confidential transmission and bulletin board communications between facsimiles that support F CODE.
G3 communications	Communications in conformance with the G3 standard, an International Standard for facsimile communications via an analog line (general subscriber line).
G3 Multi-Port	<p>Allows simultaneous communication (transmission and reception) on both lines.</p> <p>Example: Transmission/Transmission  Transmission/Reception  Reception/Reception</p>

Terms	Definition
General subscriber line	Analog telephone lines (Public network)
JBIG coding method	New method of data compression/decompression standardized by the Joint Bi-level Image Expert Working Group, a subcommittee of the International Telecommunications Union (ITU-T). Effective for transferring large and high resolution image data such as GSR.
Manual reception	Receiving a document after talking on the telephone.
Manual transmission	Transmitting a document after talking on the telephone.
Memory	Stores fax and copy image data. By installing expanded memory, much more image data can be stored in the memory.
Memory reception	When the paper runs out during a facsimile reception, the data is automatically stored in the memory, and printed out after print paper is loaded. Even if the paper runs out when a recipient is out or late in the night, the facsimile receives a document successfully.
On-hook Dialing	Dials without picking up a hand set. Touch <b>On-hook Dial</b> to use this function.
PBX	PBX is an abbreviation of private branch exchange. Exchange equipment is installed in a company or a plant to connect a number of telephone sets with multiple station lines to enable telecommunications between the telephone sets.
Push button signal	A signal used on the telephone line. It is used when calling on the push button line or using push button services. By touching <b>Tone</b> , the touch-tone (PB) line becomes available even if a dial phone line (DP10pps, DP20pps) is connected.
Quick memory transmission	Immediately transmits a document by quickly scanning and storing it in the memory when transmission is possible. ☞ p. 3-2
Super G3	High speed facsimile transmission mode via analog line recommended by the International Telecommunications Union (ITU-T). Using the V.34 facsimile modem and the JBIG coding method, it is possible to transmit in 2 seconds or under 3 seconds. (When an A4 size document on which approx. 700 characters are printed is transmitted in the standard image quality, 3.85 line/mm.)



# Chapter 1

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## Introduction

# 1. Names and Functions of Parts

This section provides the names and explains the basic functions of various parts of the product. For a description of the operation and touch panels, refer to “Using the Control Panel” ☞ p.1-10 and “Using the Touch Panel” ☞ p.1-12.

## Overview

### <Principal Parts>

**Automatic Document Feeder**

**Document Guide Plate**

Adjustable to the width of the document

**Document Feeder Cover**

**Print Lamp**

Green during printing, red if a print alarm is generated.

**Touch Panel**

**Exit Tray**

Paper is fed out here.

**Power Switch**

**Paper Drawer**

**Document Feed Tray**

To hold the document. Removable.

**Extension Guide**

Can be pulled out for large documents.

**Document Cover**

To be opened when using the book scanner.

**Stopper**

Lift this up when scanning large documents.

**Cover (for Toner Bottle)**

**Document Exit Tray**

Scanned documents are fed out here.

**Control Panel**

**Side Cover**

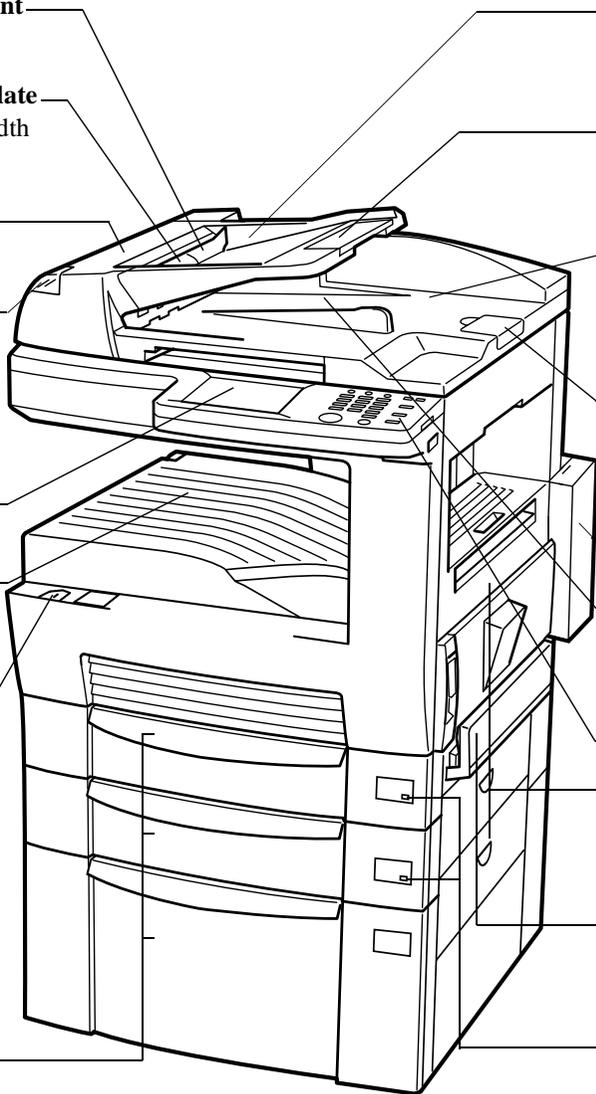
Can be opened to remove misfed paper.

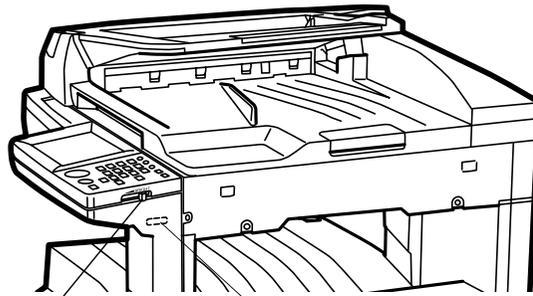
**Manual Bypass Tray**

Can be opened for manual paper feeding.

**No Paper Lamp**

Turns on when paper runs out.





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**Brightness Control**  
To control the contrast of the touch panel.

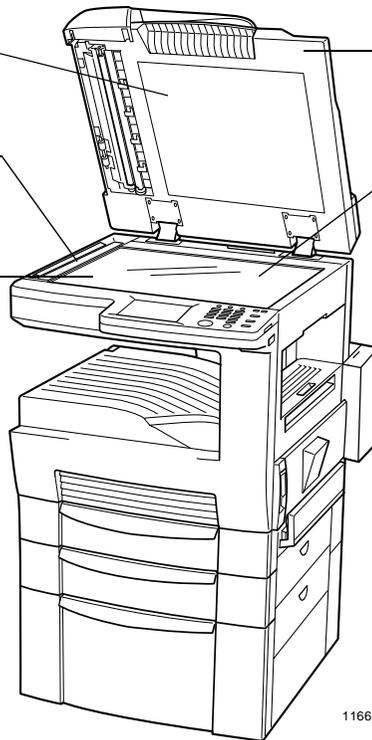
**Total Counter**  
Shows the total number of copies made so far.

<When the Document Cover is Open>

**Document Pad** \_\_\_\_\_ **Document Cover**

**Document Scanning Area** \_\_\_\_\_ **Glass Surface**

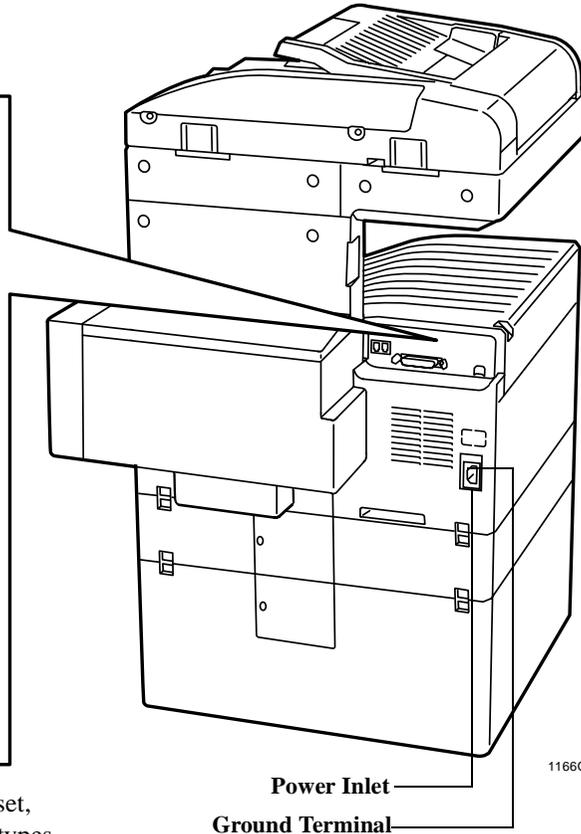
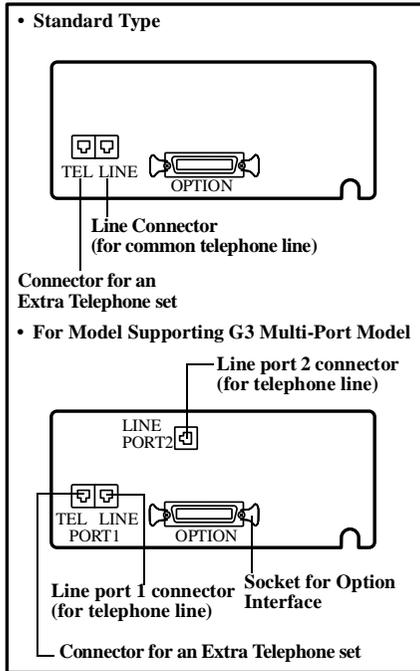
**Book Scanner** \_\_\_\_\_  
With the document cover opened, you can see the glass surface on which a document can be placed for transmission or copying.



1166O305AB

# 1. Names and Functions of Parts

## <Back View>



1166O306AE

Before connecting an extra telephone set, check the type of line to be met. Some types of telephone sets may be unusable. For details, contact your Minolta service representative.

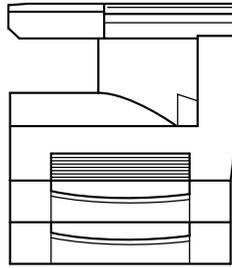
## Detachment of the Document Feed Tray

- Swing upright before lifting up to remove the Document Feed Tray.
- Follow the same procedure in reverse to reattach.



11660307AB

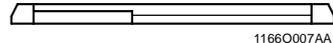
## 1. Names and Functions of Parts

**Di250f and Options**

1166O016AA

**Original Cover <Option>**

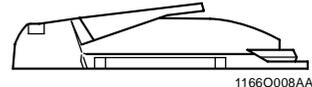
Holds the original in position on the Original Glass.



1166O007AA

**Automatic Document Feeder AF-6 <Option>**

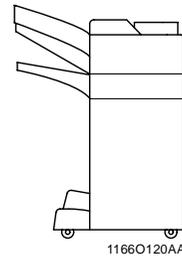
Performs automatic feeding of multiple originals.



1166O008AA

**Finisher FN-100 <Option>**

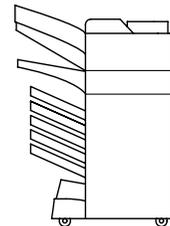
Permits sorting, grouping, punching or sort-stapling of copies.



1166O120AA

**Mailbin Finisher FN-500 <Option>**

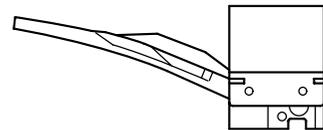
In addition to the functions of the FN-100, it can sort or group output into 5 bins. Bin assignment is available from the PC.



1166O121AA

**Shift Tray (OT-100) <Option>**

Performs sorting and grouping of copies.

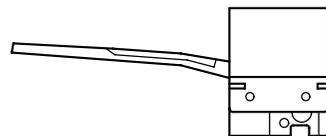


1166O011AA

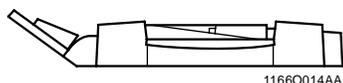
**Job Tray (JS-200) <Option>**

Performs sorting and grouping of copies.

You can select the bins for output according to the application in User's Choice.



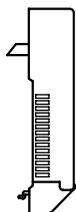
1166O012AA



1166O014AA

**Duplexing Document Feeder AFR-14 <Option>**

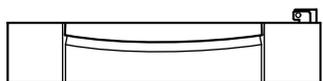
In addition to the automatic feeding of multiple originals, it can automatically turn over 2-sided originals for making copies of both sides.



1166O015AA

**Duplex Unit AD-10 <Option>**

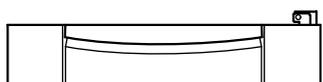
Automatically turns over 1-sided copies to make 2-sided copies.



1166O009AA

**Paper Feed Unit PF-108 <Option>**

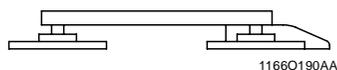
Holds up to 500 sheets of paper.



1166O009AA

**Paper Feed Unit PF-110 <Option>**

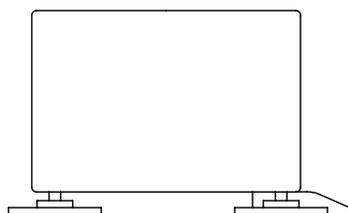
Holds up to 250 sheets of paper and easily adjusts to different paper sizes.



1166O190AA

**Copy Table CT-1 <Option>**

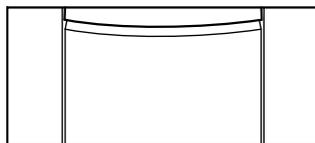
Adjusts the height of the copier.



1166O191AB

**Copy Desk CD-1M <Option>**

Adjusts the height of the copier.



1166O010AA

**Large Capacity Cabinet PF-106 <Option>**

Holds up to 2,500 sheets of paper.

**16MB Memory, 32MB Memory <Option>**

Expands the memory capacity of the copier.

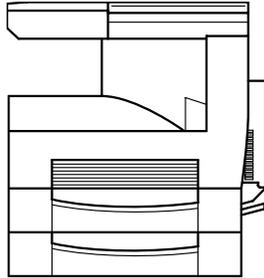
**TX Marker <Option>**

Select the TX Marker function to confirm that each page of your document has been successfully scanned.

**G3 Multi-Port <Option>**

Concurrently using two lines for communication.

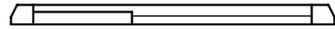
## Di350f and Options



1166O206AA

### Original Cover <Option>

Holds the original in position on the Original Glass.



1166O007AA

### Automatic Document Feeder AF-7 <Option>

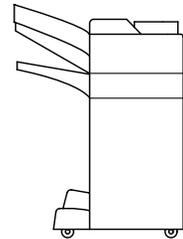
Performs automatic feeding of multiple originals.



1166O008AA

### Finisher FN-100 <Option>

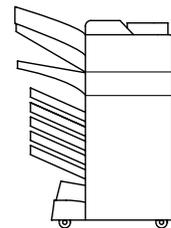
Permits sorting, grouping, punching or sort-stapling of copies.



1166O120AA

### Mailbin Finisher FN-500 <Option>

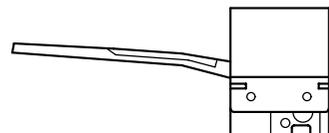
In addition to the function of the FN-100, it can sort or group output into 5 bins. Bin assignment is available from the PC.



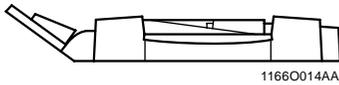
1166O121AA

### Job Tray (JS-200) <Option>

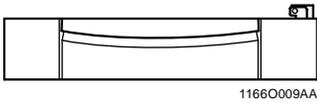
Performs sorting and grouping of copies. You can select the bins for output according to the application in User's Choice.



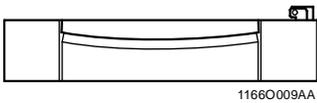
1166O012AA

**Duplexing Document Feeder AFR-14 <Option>**

In addition to the automatic feeding of multiple originals, it can automatically turn over 2-sided originals for making copies of both sides.

**Paper Feed Unit PF-108 <Option>**

Holds up to 500 sheets of paper.

**Paper Feed Unit PF-110 <Option>**

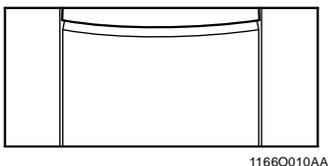
Holds up to 250 sheets of paper and easily adjusts to different paper sizes.

**Copy Table CT-1 <Option>**

Adjusts the height of the copier.

**Copy Desk CD-1M <Option>**

Adjusts the height of the copier.

**Large Capacity Cabinet PF-106 <Option>**

Holds up to 2,500 sheets of paper.

**16MB Memory, 32MB Memory <Option>**

Expands the memory capacity of the copier.

**TX Marker <Option>**

Select the TX Marker function to confirm that each page of your document has been successfully scanned.

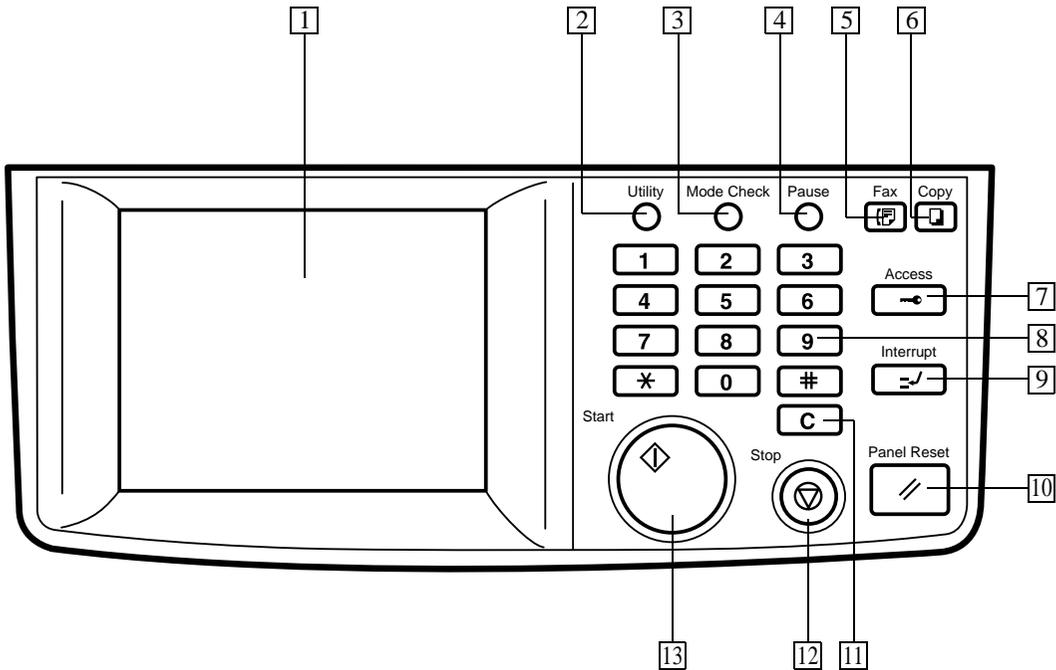
**G3 Multi-Port <Option>**

Concurrently using two lines for communication.

## 2. Using the Control Panel

### Name and description of control panel components

The control panel is used to operate this product. See “Using the Touch Panel” p.1-12.



1166O339AB

- 1 Touch Panel**  
Shows various screens and messages. p.1-12
- 2 Utility Key**  
Press this key for registration and settings.
- 3 Mode Check Key**  
Press this key to confirm the setting status of each function.
- 4 Pause Key**  
Press this key for a preset pause of about three seconds when dialing. It is useful to provide dial waiting periods, such as when accessing public lines from an extension line or receiving information services. A pause may also be inserted when registering a telephone number in a one-touch key and abbreviated dialing.
- 5 Fax Key**  
Press this key to send a facsimile. When the lamp is lit, the facsimile function is available for use.
- 6 Copy Key**  
Press this key to copy. When the lamp is lit, the copy function is available for use.
- 7 Access Key**  
Press this key for the user management mode.
- 8 10-key Pad**  
Press these keys to enter a facsimile number, the number of copies, or any other figures to be registered.
- 9 Interrupt Key**  
Press this key to interrupt a copy cycle. The lamp is lit during interruption.

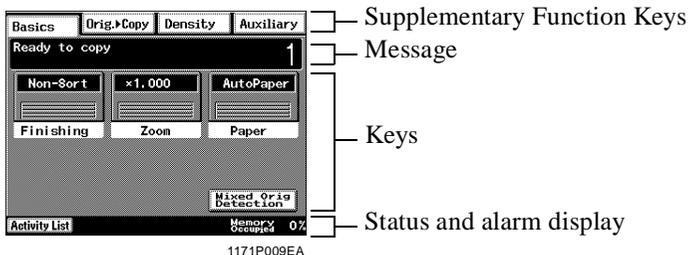
- 10 Panel Reset Key**  
Press this key to reset the touch panel settings.
- 11 Clear Key**  
If this key is pressed while the copy menu is displayed, the number of copies is reset to '1'. If this key is pressed while entering facsimile numbers or registering figures, it clears the details that have been entered.
- 12 Stop Key**  
Press this key to stop operations, such as transmission or copying.
- 13 Start Key**  
Press this key to copy, or start transmission or reception after talking. When the power is turned on, the lamp on this button is lit. Copy and transmission are available while the lamp is green. Copy and transmission are unavailable if the lamp is orange. In this case, please wait until it changes to green.

### 3. Using the Touch Panel

The touch panel is used to specify the functions of the copier and facsimile, and is used to register various functions.

Examples of touch panel displays shown in this operator's manual may differ from the actual panel display.

#### Name and function of touch panel components



• **Keys / Tabs**

Keys and tabs such as **FAX Menu** and **Orig. Copy** are used to select operations. By touching different keys and tabs you can select different copy and transmission/reception functions from menus and register various information. There are two types of keys. One type of keys changes the screen when touched. The other type of keys selects a function. In the latter case, the key changes from normal (dark letters on a white background) to highlighted (white letters on a dark background) when touched.

• **Message**

A message explaining an operational procedure, e.g. "Ready to copy", is displayed.

• **Status display zone**

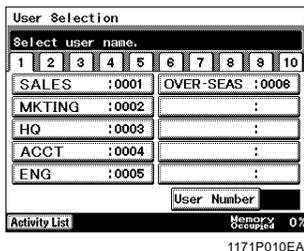
Displays icons to indicate the occupied volume of the memory and the equipment status.

• **Alarm display zone**

Displays icons to warn of a lack of paper or a paper misfeed.

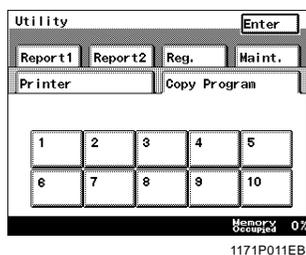
#### Details of Main Screens

<User Selection>



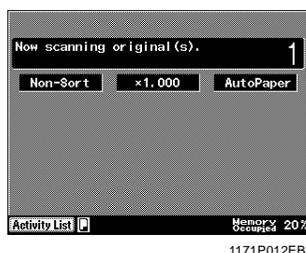
This screen is displayed to manage information on individual users (when the user management mode has been set to **Limited**). Please select a user before starting operations.

## &lt;Utility&gt;



This screen is used to set various options and to output reports.

## &lt;Status Display&gt;



While the equipment is running, its operational status is indicated by icons at the bottom of the touch panel. The main icons that are shown during normal usage are described below. For information about icons other than these, refer to “If the Following Icons and Alarm Messages Are Displayed” on page 14-2.

Icons		Meaning
	Dialing	Now dialing
	Dial Wait	Waiting to re-dial
	Copying	Now copying
	Scanning	Now scanning a facsimile document
	Receiving	Now receiving a facsimile
	Sending	Now sending a facsimile

**Automatically returning to initial screen**

If a selected screen, such as a menu screen, is left open, the touch panel automatically returns to the initial screen after a certain period of time has passed. “Settings for Saving Power” [p. 9-37](#)

Either facsimile or copier screen can be set as the initial screen. “Setting the Initial Screen to be Displayed” [p. 9-8](#)

**Automatic back light**

The touch panel automatically turns off to save power if it has not been used for a while. If it turns off, it will light if the panel or a key is touched. “Settings for Saving Power” [p. 9-37](#)

## 4. Initial Screen

### Auto-mode Screen, FAX Screen, and Copy Screen

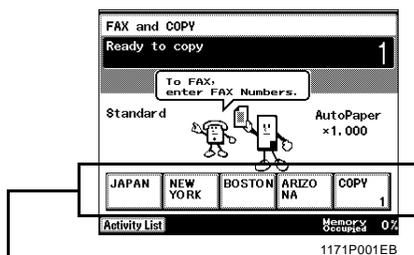
The screen which is displayed when the equipment is ready to begin operations for copying, facsimile transmission and reception, and registration / setting is called the initial screen. The initial screen can be selected from three types to suit the way you normally use the equipment.

#### Useful Tips

- The initial screen can be selected from three types, namely, “Auto-mode screen”, “FAX screen”, and “Copy screen”, to suit the way you normally use the equipment. “Setting the Initial Screen to be Displayed” ☞ p.9-8
- “Auto-mode screen” has been set at the factory.

### Auto-mode Screen

This screen can be used for both facsimiles and copying without specifying which function is used.

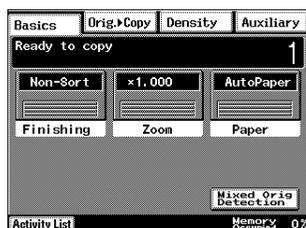


Facsimile numbers registered for one-touch keys 1 to 4 and copy program 1 are displayed.

- When the 10-key Pad is used to enter a figure of four digits or more, or a figure starting with '0', and then the Start key is pressed, the equipment automatically determines it to be a facsimile number and starts transmission. When a three-digit number or less (other than numbers starting with '0') is entered, the equipment determines that to be the number of copies required and starts copying. (This describes the Di350f. For the Di250f it is “3 or more” and “2 or less” respectively.)
- When the Copy key on the control panel is pressed, the copy menu screen is displayed. To select the copy function, please press the Copy key.
- When the Fax key on the control panel is pressed, the facsimile menu screen is displayed. To select the facsimile function, please press the Fax key.
- When the Auto-mode screen has been selected as the priority screen, pressing the Panel Reset key twice on the copy or facsimile menu screens will return to the Auto-mode screen.

## Copy Screen

This screen is used to select various copying functions. If this equipment is mainly used as a copier, this screen can be set as the initial screen.



When the Fax key on the control panel is pressed, the facsimile menu screen is displayed. To select the facsimile function, please press the Fax key.

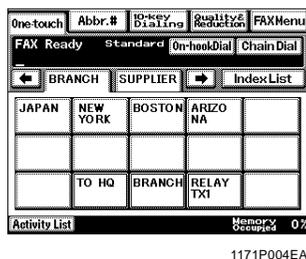
## FAX Screen

This screen is used to select various facsimile functions. If the equipment is mainly used to send facsimiles, it may be convenient to set this screen as the initial screen.

The facsimile number selection screen displayed first can be selected from **One-touch**, **Abbr.#**, **10-key Dialing** or **Index List** screens. The **One-touch** screen is preselected when the equipment is shipped. “Setting the Initial Destination Specification Screen to be Displayed” ☞ p. 9-10

### <One-touch Screen>

This displays facsimile numbers that are set for one-touch dialing.

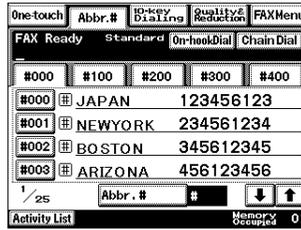


- There are 20 one-touch screens in total, and up to 300 numbers can be registered (15 numbers per screen × 20).
- When the Copy key on the control panel is pressed, the copy menu screen is displayed. Press the Copy key to select the copy function.
- When **Abbr.#** is touched, the abbreviated dialing screen is displayed.
- When **10-key Dialing** is touched, the dial input screen is displayed.
- When **Quality & Reduction** is touched, the screen to set the Image Quality, Contrast, and Reduction functions for facsimile transmissions is displayed.
- When **FAX Menu** is touched, the screen to set the various communication functions is displayed.

## 4. Initial Screen

## &lt;Abbreviated Dialing Screen&gt;

This screen displays the facsimile numbers that are set for abbreviated dialing.

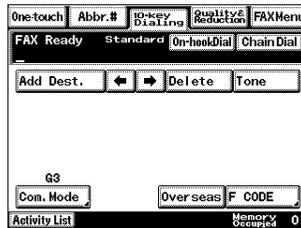


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- Up to 500 numbers can be registered (including the 300 one-touch dial destinations).
- When the Copy key on the control panel is pressed, the copy menu screen is displayed. Press the Copy key to select the copy function.
- When **One-touch** is touched, the One-touch screen is displayed.
- When **10-key Dialing** is touched, the dial input screen is displayed.
- When **Quality & Reduction** is touched, the screen to set the Image Quality, Contrast, and Reduction functions for facsimile transmissions is displayed.
- When **FAX Menu** is touched, the screen to set the various communication functions is displayed.

## &lt;10-Key Dialing Screen&gt;

Use this screen to enter a facsimile number by using the 10-key Pad.



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- When the Copy key is pressed on the control panel, the copy menu screen is displayed. Press the Copy key to select the copy function.
- When **One-touch** is touched, the One-touch screen is displayed.
- When **Abbr.#** is touched, the abbreviated dial screen is displayed.
- When **Quality & Reduction** is touched, the screen to set the Image Quality, Contrast, and Reduction functions for facsimile transmissions is displayed.
- When **FAX Menu** is touched, the screen to set the various communication functions is displayed.

**<Index List Screen>**

This screen displays an index list for classifying the one-touch keys.

One-touch	Abbr.#	10-key Dialing	Quality/Reduction	FAX Menu
Index List				Enter
BRANCH	SUPPLIER			

Activity List Memory Occupied 0%

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- There are 20 index keys in total, and up to 15 one-touch keys can be registered per index key.
- When the Copy key is pressed on the control panel, the copy menu screen is displayed. Press the Copy key to select the copy function.
- When **Enter** is touched, the One-touch screen is displayed.
- When **Abbr.#** is touched, the abbreviated dial screen is displayed.
- When **10-key Dialing** is touched, the dial input screen is displayed.
- When **Quality&Reduction** is touched, the screen to set the Image Quality, Contrast, and Reduction functions for facsimile transmissions is displayed.

## 5. Users and User Management Mode

Different settings can be saved for each user of the equipment, and unauthorized use can be prevented by pre-registering approved users.

- Those who are registered in the equipment are called 'users'. Users can use the mailbox or any other functions that have been specified for the user once they are registered. "F CODE" ☞p. 5-27
- The usage status for each user can be confirmed. Unauthorized use of the equipment can be prevented by registering a password for each user. "Registering Users" ☞p. 9-18

### Useful Tips

- Users are registered using the Administrator Maintenance Screen. "Registering Users" ☞p. 9-18
- Registered user data can be amended by the users. "Amending User Data" ☞p. 10-2

### When users are to be restricted

Please set up and operate as follows.

	Registration / Settings Before Use			Operation When Used	
	User Management Mode	User Registration	User Registration	User Selection Operation	Password Input
When users are restricted by passwords	Limited	Required	Yes	Required	Required
When users are not restricted by passwords	Limited	Required	No	Required	Not required

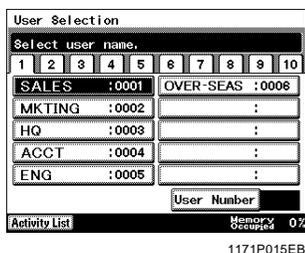
### When users are not restricted

Please set up and operate as follows.

		Registration / Setting Before Use			Operation When Used	
		User Management Mode	User Registration	User Registration	User Selection Operation	Password Input
When used with common settings		Open	Not required	-	Not required	Not required
When used with individual settings	When users are not restricted by passwords	Open	Required	No	Required	Not required
	When users are restricted by passwords	Open	Required	Yes	Required	Required

## User Selection

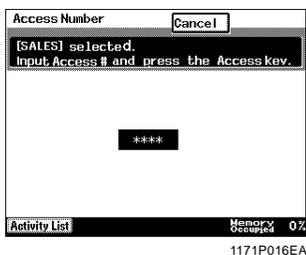
- 1 Press the Access key.
- 2 Select user.



### Useful Tip

When specified by user number, touch **User Number** and use the 10-key Pad to enter the user number.

- 3 Use the 10-key Pad to enter the (four-digit) Access Number.



### NOTE

When no access number is registered, the initial screen is displayed instead.

- 4 Press the Access key.

The initial screen is displayed.

### NOTES

- When users are restricted, the Access key must be pressed once the task is finished to prevent unauthorized usage after completing copying or transmission.
- When the Access key is pressed, all settings for copy and facsimile functions are reset, and the screen returns to the user selection screen.

## 6. Handling Documents

This section explains how to place a document for transmission or copying. A document can be inserted in two different ways. Please read this before starting to transmit or copy a document. “Notes on Handling Documents” ⇨ p.1-22

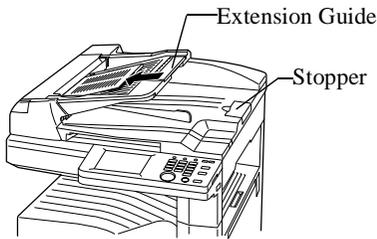
### Usefull Tips

- The Automatic Document Feeder automatically feeds a document page by page for transmission or copying.
- The Book Scanner is used when transmitting or copying documents that cannot be handled by the Automatic Document Feeder, such as books or catalogues.

### Loading a Document in the Document Feeder

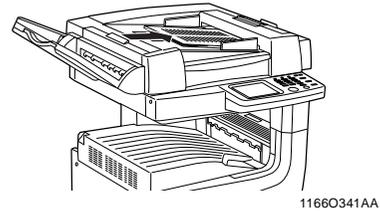
#### <Automatic Document Feeder>

Place the document to be transmitted or copied face up.



#### <Duplexing Document Feeder>

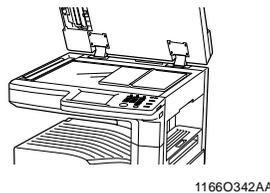
Place the document to be transmitted or copied face up.



1. Place the document with the side to be transmitted or copied facing up at the left of the Document Feed Tray (right for the Duplexing Document Feeder). The documents will be sent in order from the top of the pile.
2. Position the document firmly against the left in the document tray (right for the Duplexing Document Feeder) and adjust the Document Guide Plate(s) to the width of the document. Pull out the Extension Guide and lift the stopper for a large document.
3. Insert the document gently until it reaches the edge.

### Loading a Document on the Book Scanner

Place the document in the top right-hand corner.

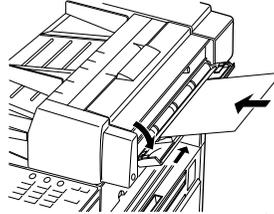


1. Open the Document Cover and place the document with transmission or copying side facing down and flush with the glass surface.
2. Position the document in the top right-hand corner of the glass surface.
3. For transmission, the document should be placed with its longer side against the back edge of the glass surface. If placed with the shorter side against the back, the whole document may be reduced when transmitted.
4. When **Book** under **Orig. ▶ Copy** is used, adjust the center of the document to the  mark on the Book Scanner.
5. Close the Document Cover if possible, otherwise leave the Cover open.

## Placing a Document in the Single Feed Tray

- A document can be inserted into the automatic Duplexing Document Feeder one sheet at a time.
- The following functions cannot be used while the Single Feed Tray is in use:  
2-Sided documents, 2-to-1 Document, Book, Sorting, Grouping, Stapling, Cover Sheet, Page Insertion, Distribution, Copying with the Bypass Tray, Direction of Original, and Margin.

Place the document to be transmitted or copied face down.



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1. Open the Single Feed Tray.
2. Adjust the document guide to the width of the document.
3. Check that the lamp on the Start key is green.
4. Insert the document gently with the copying side facing down so that it is flush with the edge.

## 7. Notes on Handling Documents

There are a number of points to note when handling documents.

### Points to note when the documents are placed in the Document Feeder

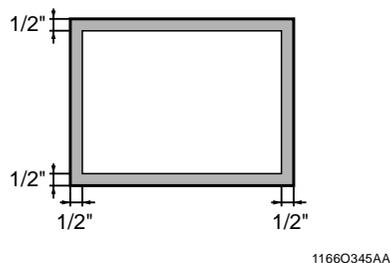
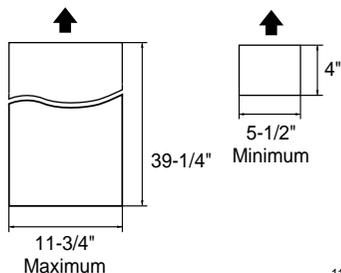
- Adjust the Document Guide Plates to the width of the document.  
The document may be fed in askew if incorrectly adjusted.
- Remove any paper clips or staples from the documents.
- When the document is glued or tape flags are attached, place the document on the glass. Do not load the document in the document feeder. Glue or tape flags may cause misfeed or affect scanning Image Quality when it remains on the scanning area.
- Ensure that any correction fluid or ink has completely dried before inserting the document.
- If the Document Feed Cover is opened while using the Automatic Document Feeder to transmit or copy, the scanning operation will be suspended.
- Do not open the Document Feed Cover while scanning or copying.
- Ensure that no documents are left on the Book Scanner.  
Documents must be removed, otherwise the scanner may not operate correctly.

### Points to note when the documents are placed on the Book Scanner

- Ensure that any correction fluid or ink has completely dried before placing the document.
- When scanning a thick document, do not attempt to force the document cover closed. Excessive force may cause damage.
- Ensure that no documents are left in the Automatic Document Feeder. If any documents are left in the feeder, they must be removed.
- The size of a document may not be detected in the case of the types of document listed below. In this case, select the size before use. For transmission, "Selecting the Area of the Document to be Scanned and Transmitted" ☞ p. 3-16. For copying, "Selecting the Copy Paper Size" ☞ p. 2-5.
  - Dark documents.
  - Transparencies, such as OHP Paper and tracing paper.
  - Unusually shaped or long documents.
  - Documents with raised (embossed) characters.
  - Unusually shaped documents (those other than rectangular).
  - Documents smaller than Letter  (8-1/2" × 11") or Letter  (11" × 8-1/2").
  - Documents bigger than Ledger  (11" × 17").
- When used with the Document Cover open.
- If the document paper is thin, marks on the Document Cover may be scanned. In this case, place a blank sheet that is the same size as the document paper on top of the document.
- If the document is not a regular size (such as letter or legal), the copier selects the nearest regular size as the document size.
- When placing a document on the glass, open the document cover to an angle of at least 15° to ensure the document size is correctly detected. Failure to open the document cover by at least 15° may result in the document size not being detected correctly.
- Do not place anything heavier than 6.6lbs. on the glass surface.
- Do not press the document down too hard when placing a book or similar document on the glass, as this may damage the equipment.
- A very bright light is emitted while scanning. Do not look directly at the glass surface while scanning.

### Maximum and Minimum Document Sizes

- Document sizes from 5-1/2" × 4" to 11-3/4" × 39-1/4" can be copied or transmitted using the Automatic Document Feeder. If a document is of an irregular size, the size limits that can be scanned are shown below.



- It may not be possible to scan the outer 1/2" of a document.
- Any size of document up to Ledger (11" × 17") can be copied or transmitted using the Book Scanner.

### Number of Concurrently Loadable Pages

Up to 70 pages of a document can be loaded in the Automatic Document Feeder at a time (or 50 pages when the automatic Duplexing Document Feeder is used). (Fine quality paper is defined as that weighing between 14lbs. and 22lbs. in the duodecimo system of measurement.)  
 When placing a document, make sure that the document does not exceed the ▼ mark.

### Transmitting Ledger size Documents

When a ledger sized document is transmitted, it will automatically be reduced according to the paper size of the facsimile it is being sent to. To send ledger sized documents in their original size, select nonreduced transmission. "Sending Documents in their Original Size Irrespective of the Recipient's Paper Size" p. 3-14

Original paper size Destination facsimile' paper size	Ledger (11" × 17")	Legal
Ledger (11" × 17")	Original size	Original size
Legal	Reduced to legal size	Original size
Letter	Reduced to letter size	Reduced to letter size

## Handling Difficult Documents

### <Using the Book Scanner or Document Carrier Sheet>

The types of documents listed below may become jammed or result in a distorted image when transmitted or copied using the automatic document feeder. The book scanner or the optional carrier sheet should be used to handle these documents. It may be better to copy such documents prior to transmission.

- Chemically processed or coated documents such as thermal paper and carbon-coated paper
- Torn, wrinkled or folded documents
- Documents coated on the front or back
- Thin documents (11lbs. or less)
- Unusually shaped documents (those other than rectangular)

### <Using the Book Scanner>

The book scanner must be used to copy or transmit the following types of documents.

- Bound documents such as books
- Thick paper documents (22lbs. or more)
- Taped or glued documents

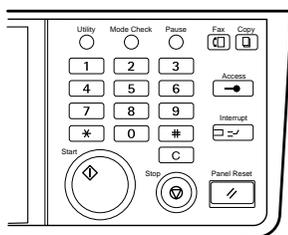
## 8. Quitting an Operation

This section describes how to quit an operation.

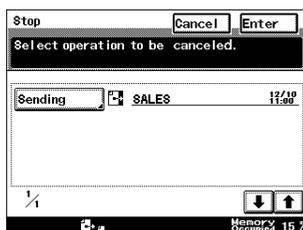
### Press the Stop key

Press the Stop key to quit when setting functions or registering information. When the equipment is operating, the function that is currently being used is displayed on the touch panel, so touch the key for the function that you want to stop. After selecting the operation that you want to stop, the operation stops. If either the Stop key or **Cancel** is pressed once again without selecting the function to be suspended, the operation returns to the original status.

If the Stop key is pressed while copying, operation is halted. When halted, copying can be resumed by pressing the Start key.



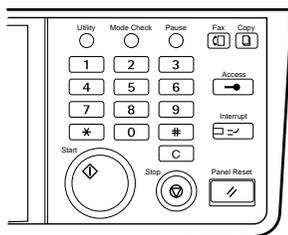
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### Press the Panel Reset key

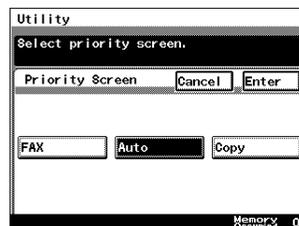
When the Panel Reset key is pressed, all settings for copy and facsimile functions are cleared.



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### Touch Cancel

The registration or setting screen can be cancelled by touching **Cancel** when **Cancel** is displayed on either screen.



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## 9. Interruption

### Interrupt key

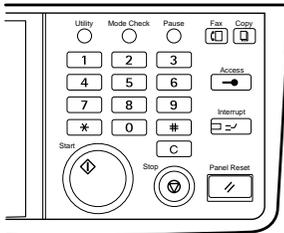
Copying or printing operations can be suspended to allow other documents to be copied or transmitted.

#### NOTES

- Interruption is impossible while scanning a document for facsimile transmission.
- When a facsimile is received while operation is interrupted, the received data is stored in the memory without being printed.  
For instructions on how to print the data out, refer to “Confirming the Communications Status” [p. 5-2](#).
- Sorting, grouping, stapling, and hole punching cannot be done when an operation is interrupted.
- The lamp on the Interrupt key is lit while an operation is being interrupted.

### How to Interrupt an Operation

- 1 Press the Interrupt key.



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#### Useful Tip

To cancel the interruption, press the Interrupt key once again.

- 2 Copy or transmit the document.

#### Useful Tips

- To copy a document press the Copy key.  
“Copying a Document” [p. 2-2](#)
- To send a facsimile press the Fax key.  
“Sending a Document” [p. 3-2](#)

- 3 Press the Interrupt key again.

The copier returns to pre-interruption status.

#### Useful Tip

The interrupted operation can be continued.

## 10. Confirming the Settings

### Mode Check Key

The settings for communication or copying functions can be confirmed before transmission or copying.

#### Useful Tips

- The Mode Check key on the control panel is used to confirm the settings. The screens for confirming settings are classified as follows:

#### FAX:

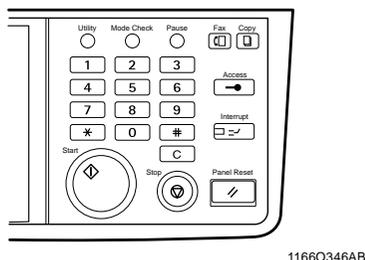
- **Destination confirmation screen**  
The specified destination can be confirmed. The destination of the call or facsimile can also be modified or added.
- **Quality/Reduction confirmation screen**  
The settings for image quality, density, reduction, and scanning area can be confirmed. The settings can also be amended.
- **FAX Menu confirmation screen**  
The settings for facsimile functions that have been set in the FAX menu can be confirmed. The settings can also be cancelled or reset.

#### Copying:

- **Settings confirmation screen**  
The copy functions that have been set can be confirmed. The settings can also be cancelled or reset. Functions that have been set can be registered in a copy program as well. "Registering Copy Programs" p. 11-25

### Confirming the Settings of the Facsimile

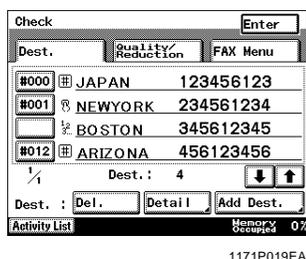
- 1 Press the Mode Check key on the FAX screen.



- 2 Confirm the settings.

<Check the Destination confirmation screen.>

- Touch **Dest.** to confirm the number.



#### NOTE

When the Mode Check key is pressed, this screen is displayed initially.

#### Useful Tips

- **Description of the screen**

: Indicates a number selected by one-touch dialing.

: Indicates a number entered using abbreviated dialing.

: Indicates a number entered using the 10-key Pad.

- **When multiple destinations are selected;**

Up to four numbers can be displayed at a time.

If some numbers are not displayed, touch to check them.

- **To add destinations**

Touch **Add Dest.** to select numbers

- **To delete a destination**

Select the key for the number to be deleted, and touch **Del.**.

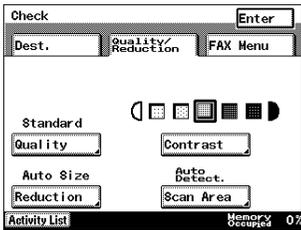
- **To confirm the communications mode, etc.**

Select the key for the number to be confirmed, and touch **Detail.**

## 10. Confirming the Settings

### <Confirming settings on the Quality/Reduction Confirmation Screen>

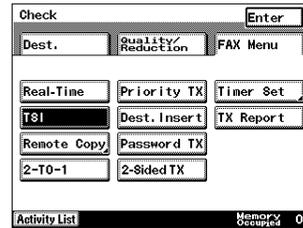
- Touch **Quality/Reduction** to confirm settings.



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### <Confirming settings on the FAX menu Confirmation Screen>

- Touch **FAX Menu** to confirm settings.



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#### Useful Tips

##### • Confirming settings

The current settings are displayed above each key.

##### • To modify settings:

Touch the key for the function to be modified and change the setting. See the explanations of each function in this manual for instructions on the settings.

#### NOTE

The TSI is required on all facsimile transmissions. It is unlawful to turn this feature off. ☞ p.ix

#### Useful Tips

##### • Confirming settings:

The key for a function that has been selected is highlighted.

##### • To cancel settings:

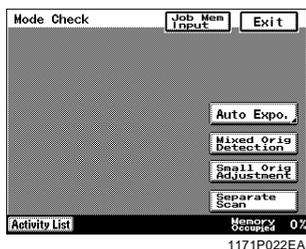
Touch the key for the function to be canceled. The appearance of the key returns to normal.

### 3 Touch **Enter**.

The FAX screen returns.

## Confirming Settings for Copying

- 1 Press the Mode Check key on the Copy screen.
- 2 Confirm settings.



### *Useful Tip*

#### *To register a copy program:*

Touch **Job Mem Input** to register the functions that have been selected in a copy program. “Registering Copy Programs”  
p. 11-25

- 3 Touch **Exit**.

The Copy screen returns.

**10. Confirming the Settings**

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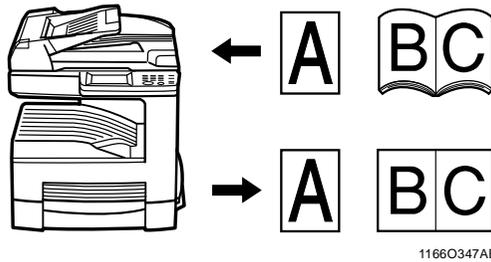
# Chapter 2

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## Copying a Document

# 1. Copying a Document

There are two ways to copy - one using the Document Feeder, and the other using the Book Scanner. Multiple documents can be copied at a time when the Document Feeder is used. The Book Scanner is used to copy documents that cannot be run through the Document Feeder, such as books and catalogues.



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## Auto-mode Screen:

- It is ready to copy whenever this screen is displayed.
- If a four digit (three-digits for the Di250f) or longer number, or a number beginning with '0' (facsimile number), is input, it automatically switches to facsimile transmission mode.

## Copy Screen:

- It is ready to copy whenever this screen is displayed.

## FAX Screen:

- When this screen is displayed, press the Copy key to copy.

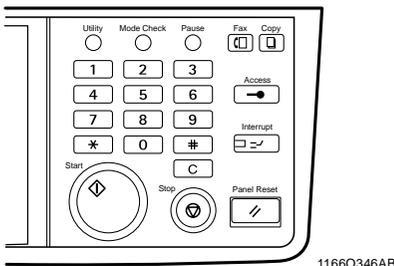
## Memory Recall Function:

- This product first scans the documents and then stores them in the memory before starting to copy them. The image data of the document stored in the memory can be saved after copying and copied repeatedly. This function is called memory recall.
- Use of the Memory Recall function must be set in advance. "Settings for Copying" ⇨ p. 9-31

## Copying with the Document Feeder

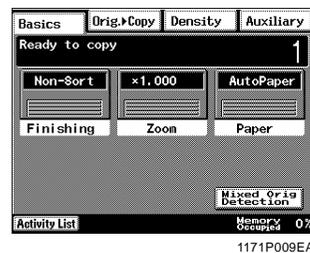
- 1 Load the document in the Automatic Document Feeder.  
"Handling Documents" ⇨ p. 1-20

- 2 Press the Copy key.



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- 3 Use the 10-key Pad to enter the desired number of copies.



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## Useful Tips

- To change the number of copies, press the **C** key.
- Up to 999 copies can be set for Di350f. For Di250f, up to 99 copies can be set.

- 4** Press the Start key.

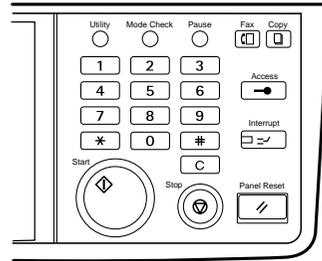
Copying starts.

### Useful Tips

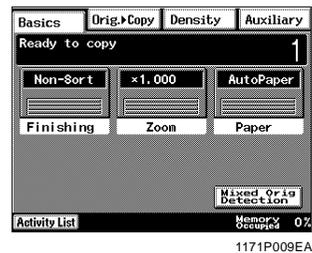
- Press the Stop key to stop copying. Press the Panel Reset key repeatedly to return to the initial screen.
- If the Memory is full, retry the copying function a short while later if the facsimile is being used. If the paper has run out, restock the paper drawer. "Loading Paper"  p. 13-2

## Copying with the Book Scanner

- 1** Open the Document Cover and place the document on the Glass Surface. "Handling Documents"  p.1-20
- 2** Close the Document Cover.
- 3** Press the Copy key.



- 4** Use the 10-key Pad to enter the desired number of copies.



### Useful Tips

- To change the number of copies, press the  key.
- Up to 999 copies can be set for Di350f. For Di250f, up to 99 copies can be set.

- 5** Press the Start key.

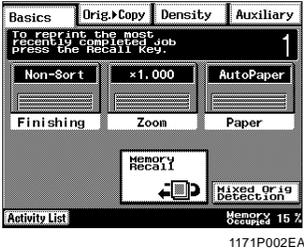
Copying starts.

### Useful Tip

Press the Stop key to stop copying. Press the Panel Reset key repeatedly to return to the initial screen.

## Repeat Copying of the Same Document (Memory Recall)

1 Touch **Memory Recall** .



### NOTES

- **Memory Recall** is displayed only when the memory recall function is available.
- The memory recall function is not available in the following cases.
  - When the power is turned off
  - When a new document is scanned (when the Start key is pressed)
  - When the Access key or the Interrupt key is pressed
  - When the Panel Reset key is pressed while printing is suspended
  - When the Auto-mode screen is used for copying

2 Press the Start key.



Copying starts.

### NOTE

It is recommended that the Panel Reset key be pressed to delete confidential document data after copying.

## 2. Selecting the Copy Paper Size for Copying

### Copy Paper Size

When two or more types of papers are loaded, the paper size can automatically be selected in accordance with the document size. It can also be selected manually.

The copier automatically reduces or enlarges the copied image size in accordance with the copy paper size if Auto Size is selected as the zoom ratio when printing on a different size paper to the original document. “Selecting the Zoom Ratio for Copying” [p. 2-9](#)

Automatic Paper Selection Function automatically selects the paper in accordance with the document size, direction, and zoom ratio. The automatic paper selection function has been preset in the factory. It can also be set to select a determined copy paper drawer as a priority. “Settings for Copying” [p. 9-31](#)

If an irregularly sized document is set (any size other than Letter or Legal), the document size may not be detected correctly, and may be copied on the wrong size paper or not at all. In this case, manually select the copy paper drawer.

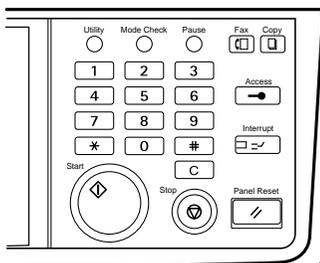
#### Useful Tips

- When the Automatic Document Feeder is used for copying, the copy size will be determined by the first page of the document, and it will continue to copy on the same size paper as the first page for the remainder. (This does not apply to the case when the 'Mixed Original Detection' setting has been selected.)
- When Letter size paper is selected for copying, even if the document and paper direction differ, the direction of the paper can automatically be rotated by 90° for copying. (This function cannot be used when the Book Scanner is used for copying after selecting the paper.)

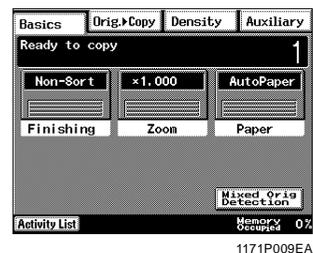
### Using the Paper Drawer

**1** Load the document in the unit.  
“Handling Documents” [p. 1-20](#)

**2** Press the Copy key.

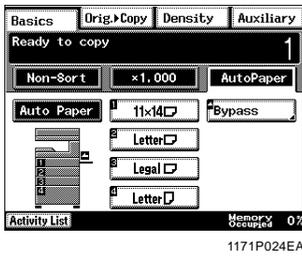


**3** Select **Basics**, and touch **Paper**.



2. Selecting the Copy Paper Size for Copying

4 Select the Paper Drawer.



When the automatic paper selection function has been selected by touching the **Auto Paper** key, paper will automatically be selected in accordance with the document size and zoom ratio.

**Useful Tip**

The paper size and direction are displayed on the keys that show the paper drawers. Select the paper drawer in accordance with the document size and direction.

- |                     |                             |
|---------------------|-----------------------------|
| <b>1</b> 1st Drawer | <b>4</b> 4th Drawer         |
| <b>2</b> 2nd Drawer | <b>↙</b> Manual Bypass Tray |
| <b>3</b> 3rd Drawer |                             |

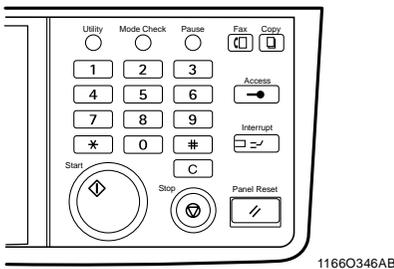
5 Press the Start key.

Copying starts.

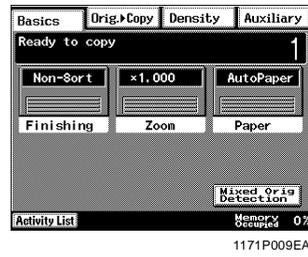
**Copying with the Manual Bypass Tray**

1 Load the document in the unit.  
“Handling Documents” p. 1-20

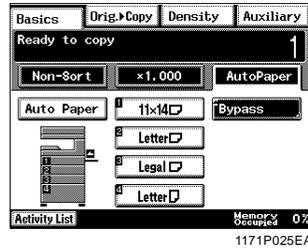
2 Press the Copy key.



3 Select **Basics**, and touch **Paper**.



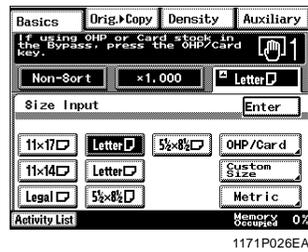
4 Touch **Bypass**.



**NOTES**

- The screen of step 5 is shown if paper is loaded onto the Manual Bypass Tray without touching **Bypass**.
- Only one set can be copied when using the Manual Bypass Tray.

5 Select the paper size and type.



<Regular Size (Letter or Legal sized)>

- Touch the paper size.

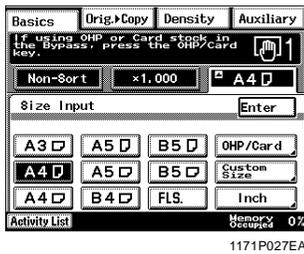
**NOTE**

Selection should be made in accordance with the paper size and direction.

## 2. Selecting the Copy Paper Size for Copying

### <Metric Size Paper>

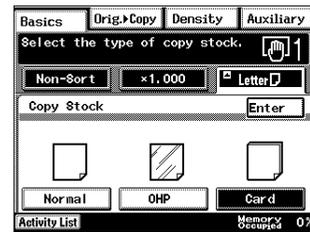
- Touch **Metric** .
- Select the paper size, and touch **Enter** .



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### <Copying on OHP film or Card>

- Touch **OHP/Card** .
- Select the paper type and touch **Enter** .



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### NOTE

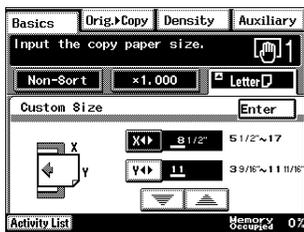
Selection should be made in accordance with the paper size and direction.

### NOTES

- OHP film or Card can be used for copying when loaded in the 1st Drawer.
- The Card setting should be selected when printing postcards or labels.

### <Irregular Size Paper>

- Touch **Custom Size** .
- Touch **▼** or **▲** and enter a horizontal length (X) and vertical length (Y) and touch **Enter** .



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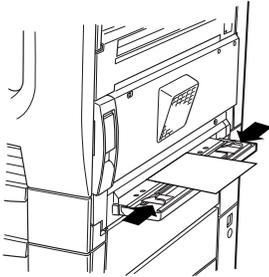
- 6 Touch **Enter** .

### Useful Tips

- To select, touch **X ◀▶** and **Y ◀▶** to move the cursor.
- Enter the sizes (inch) after touching **X ◀▶** or **Y ◀▶** , lengths of between 5-1/2" to 17" can be selected for "X" and between 3-9/16" to 11-11/16" can be selected for "Y".

## 2. Selecting the Copy Paper Size for Copying

- 7 Load a sheet of paper onto the Manual Bypass Tray.



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- Open the Manual Bypass Tray.
- Place a sheet of paper on the tray.
- Adjust the guides to the paper width.
- Insert the paper until the paper hits the stop.

### NOTES

- Set the document with the side to be copied face down.
- Set the document in accordance with the size and direction of the selected paper.
- Load a single sheet of paper at once.
- Do not use wrinkled, folded, or damp paper and paper that is already printed on one side to avoid a paper misfeed.
- Try to insert the paper slightly deeper once the paper hits the stop.
- If a large sheet of paper is used, support the loose end by hand so that it does not bend down.
- When a postcard or thick paper is used, straighten out the shape before inserting.
- When thick paper, OHP film, postcards, or labels are used for copying, do not select any of the 2-Sided copying, Booklet, Stapling, or Hole punching functions.

Copying starts.

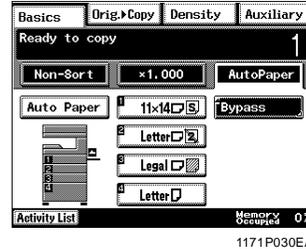
### Useful Tip

To copy two or more sheets, consecutive copying is possible by setting the appropriate amount of paper on the Manual Bypass Tray.

## Special Paper Mode

When , , or  is displayed on the paper size selection key, the special paper mode is set for the paper drawer.

“Settings for Printing”  p. 9-35



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There are three types of special paper modes as follows.

: Recycled paper

If this mode has been set, the paper drawer in which recycled paper has been loaded is not selected when the automatic paper selection function is selected. For example, if both normal and recycled paper are loaded in separate paper drawers and the normal paper is mainly used, the normal paper is selected in priority when copying by setting this mode for recycled paper.

: 2-Sided copying is impossible  
2-Sided copying is impossible by setting this mode.

: Special paper  
If this mode has been set, the paper is not selected automatically. Erroneous usage of colored paper that is intended for use as cover sheets or separators can be avoided by setting this mode.

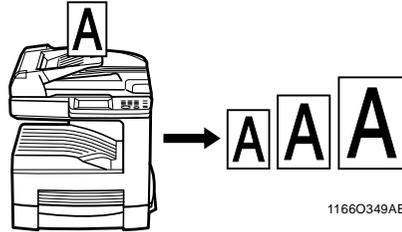
### Useful Tips

- When the Special Paper Mode is set, installing the same size paper in two drawers or more allows the copier to automatically switch between paper drawers to continue copying if paper in the first drawer runs out during copying.
- The paper size selection is reset by touching the Panel Reset key or will be reset once the Auto-Reset period has expired. “Settings for Saving Power”  p. 9-37 “Settings for Copying”  p. 9-31

# 3. Selecting the Zoom Ratio for Copying

## Zoom

The copier can reduce or enlarge the size of copies. The zoom ratio can be set automatically in accordance with the copy paper size to be copied, or can be set at any size.



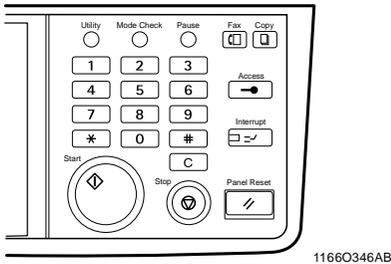
The zoom ratio can be selected in the following ways.

- **Full-Size** : The document is copied in the same size as the original regardless of the copy paper size.
- **Auto-Size** : The optimal zoom ratio is automatically selected in accordance with the size of the document that has been set and the selected paper.
- **Fixed Zoom (Letter, Legal, etc.)** : Zoom ratios for copying regular-size documents onto regular-size copy paper have already been set in touch panel keys.
- **Zoom Up/Zoom Down** : The desired zoom ratio can be set in increments of 0.1%.
- **Slightly Smaller Image** : The document can be copied at a slightly smaller size than the original by simply touching the **Minimal** key. This is useful when copying documents with writing at the very edge of the paper. The zoom ratio can also be changed.
- **Custom Zoom** : The desired zoom ratio can be set using the 10-key Pad.
- **X/Y Zoom** : These zoom ratios can be set for the document length and width when copying.
- **Zoom Memory Input** : Up to two most-frequently-used zoom ratios can be registered.

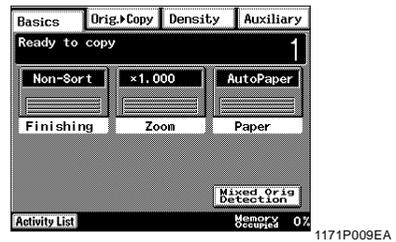
### Selecting the Zoom

**1** Load the document in the unit.  
“Handling Documents” p. 1-20

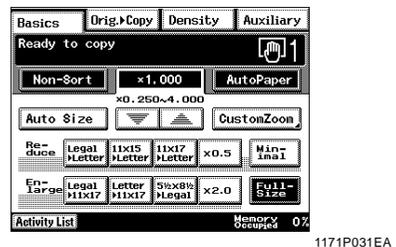
**2** Press the Copy key.



**3** Select **Basics**, and touch **Zoom**.



**4** Select the zoom ratio.



### 3. Selecting the Zoom Ratio for Copying

#### <Setting the Full-Size>

- Touch **Full-Size**.

#### <Setting the Automatic Zoom Ratio>

- Touch **Auto Size**.

#### NOTE

Irregular size documents (any size other than Letter or Legal) may be copied with an inappropriate zoom ratio. In this case, the appropriate zoom ratio should be selected manually.

#### <Setting the Fixed Zoom Ratio>

- Select either an enlargement or a reduction key for the desired zoom ratio.

#### NOTE

Select the key in accordance with the document and copy paper sizes.

#### <Using the Zoom Up/Zoom Down key>

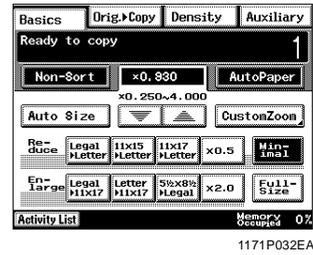
- Use **▼** or **▲** to select the zoom ratio.

#### Useful Tips

- Every time **▼** is touched, the zoom ratio decreases by 0.001 (0.1%).
- Every time **▲** is touched, the zoom ratio increases by 0.001 (0.1%).
- The zoom ratio can be changed more quickly by holding down the key.

#### <Slightly Smaller Image Copies>

- Touch **Minimal**.

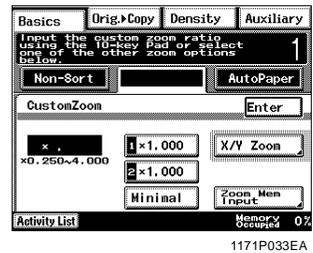


#### Useful Tips

- The zoom ratio for slightly reduced copies can be changed. "Registering the Zoom ratio" *p. 2-11*
- The factory setting is 93%.

#### <Custom Zoom Ratio>

- Touch **Custom Zoom**.
- Use the 10-key Pad to enter the zoom ratio and touch **Enter**.



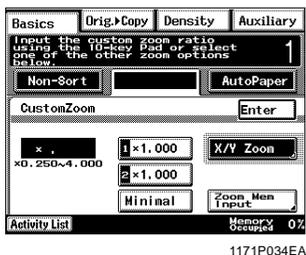
#### Useful Tips

- Figures ranging from 0.250 (25%) to 4.000 (400%) can be selected as the zoom ratio. For example, for 0.645 (64.5%), press <0>, <6>, <4> and <5> in that order on the 10-key Pad.
- Press the **C** key to clear the figure.

## 3. Selecting the Zoom Ratio for Copying

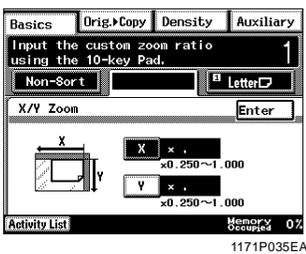
## &lt;Setting the X/Y Zoom&gt;

- Touch **Custom Zoom**.
- Touch **X/Y Zoom**.



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- Use the 10-key Pad to enter the zoom ratio for width **X** and length **Y**, and touch **Enter**.



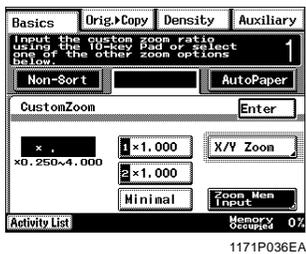
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**Useful Tips**

- Enter figures after touching **X** or **Y**.
- Figures ranging from 0.250 (25%) to 1.000 (100%) can be selected as the zoom ratio. For example, for 0.645 (64.5%), press <0>, <6>, <4> and <5> in that order on the 10-key Pad.
- Press the **C** key to clear the figures.

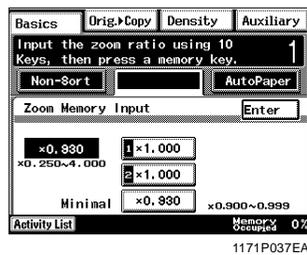
## &lt;Registering the Zoom ratio&gt;

- Touch **Custom Zoom**.
- Touch **Zoom Mem Input**.



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- Use the 10-key Pad to enter the zoom ratio before selecting **1**, **2**, or **Minimal**, and touch **Enter**.



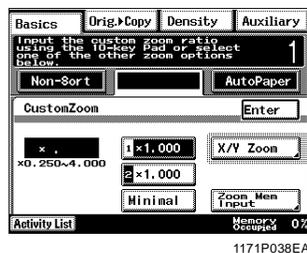
1171P037EA

**Useful Tips**

- When touching **1**, **2**, or **Minimal** after entering the zoom ratio, the zoom ratio is registered on the selected key.
- Figures ranging from 0.250 (25%) to 4.000 (400%) can be selected as the zoom ratio for **1** or **2**, and figures ranging from 0.900 (90%) to 0.999 (99.9%) for **Minimal**. For example, for 0.645 (64.5%), press <0>, <6>, <4> and <5> in that order on the 10-key Pad.
- Press the **C** key to clear the figures.

## &lt;Using the Registered Zoom ratio for Copying&gt;

- Touch **Custom Zoom**.
- Select **1** or **2** and touch **Enter**.



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**Useful Tip**

The zoom ratio that has been registered in **1** or **2** is set.

- 5 Press the Start key.

Copying starts.

### 3. Selecting the Zoom Ratio for Copying

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***Useful Tip***

*The zoom ratio selection is reset by pressing the Panel Reset key or will be reset after the Auto-Reset period has expired.*

*“Settings for Saving Power”* ⇨ p. 9-37

*“Settings for Copying”* ⇨ p. 9-31

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# 4. Adjusting the Density for Copying

## Density

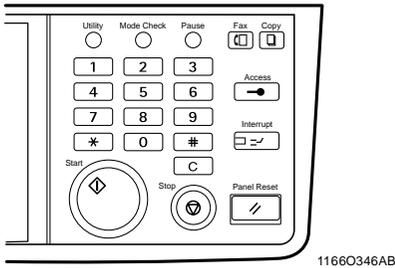
The density can be adjusted to suit the darkness of the text and the background of the document being copied. For example, if the document is printed on dark colored paper, adjust the density so that the text is clearly printed.

Density can be adjusted in the following ways. The document is copied in the same size as the original regardless of the copy paper size.

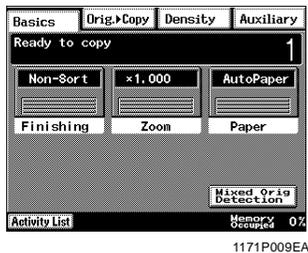
- **Automatic density:** Determines the density of the document, and automatically selects the optimal density for printing.
- **Manual density:** If the desired density is not realized by the automatic density function, the density can be manually set at a 9 different levels.

### Ajusting the Density

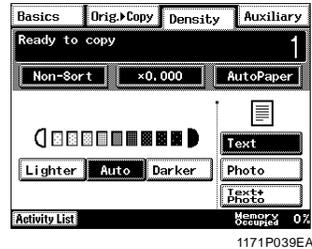
- 1 Load the document in the unit. "Handling Documents" p.1-20
- 2 Press the Copy key.



- 3 Touch **Density**.



- 4 Touch **Auto**, **Lighter**, or **Darker** to select the density.



**NOTE**

When **Photo** is selected for the image quality, the automatic density function cannot be used. Touch **Lighter** or **Darker** to adjust the density manually.

**Useful Tips**

- **Auto** is highlighted when selected.
- Every time **Lighter** is touched, the printing is lightened, whereas touching **Darker** darkens it.

- 5 Press the Start key.  
Copying starts.

**4. Adjusting the Density for Copying**

**Useful Tips**

- *Select as follows in accordance with the document type:*

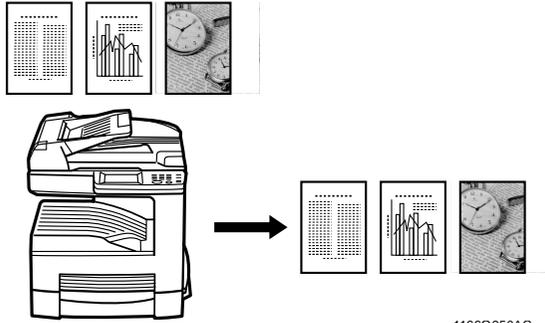
Density		Document Type
Lighter ▲ Normal ▼ Darker		Darker document (such as a newspaper or blueprint) ▲ Normal ▼ Text is light or printed in color

- *The density selection is reset by pressing the Panel Reset key or will be reset after the Auto-Reset period has expired. “Settings for Saving Power” p. 9-37 “Settings for Copying” p. 9-31*

# 5. Copying Figures and Photos

## Image Quality

Documents to be copied may include text, drawings and/or photographs. The copier allows you to select an appropriate Image Quality function for clear copying.



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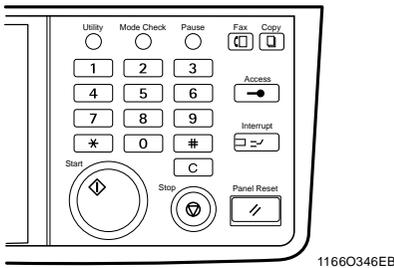
Select the Image Quality function in accordance with the document type by touching the following keys.

- **Text:** To be selected when copying documents mainly consisting of text.
- **Photo:** To be selected when copying documents with photos, or lighter and darker parts.
- **Text+Photo:** To be selected when copying documents with roughly equal portions of text and photos.

### Setting the Image Quality

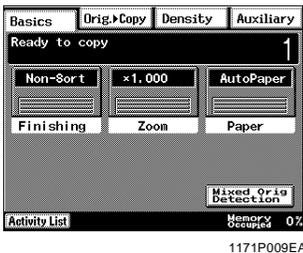
**1** Load the document in the unit. “Handling Documents” *p.*1-20

**2** Press the Copy key.



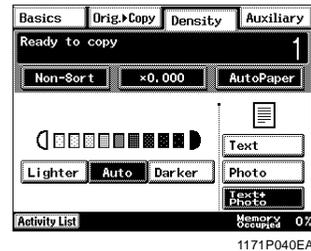
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**3** Touch **Density**.



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**4** Select the desired image quality from **Text**, **Photo**, and **Text+Photo**.



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**NOTE**  
When **Photo** is selected, the automatic density function cannot be used.

**5** Press the Start key.

Copying starts.

**Useful Tip**  
The image quality selection is reset by pressing the Panel Reset key or will be reset after the Auto-Reset period has expired.  
“Settings for Saving Power” *p.* 9-37  
“Settings for Copying” *p.* 9-31



# Chapter 3

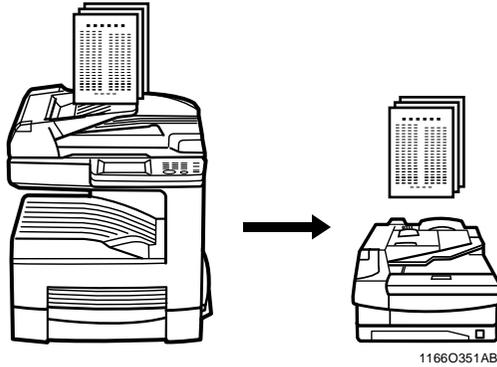
---

## Sending and Receiving Documents

# 1. Sending a Document

## Quick Memory Transmission

The Quick Memory Transmission sends a document by quickly scanning and storing it in memory. You can start to send the next document even while the previous document is being sent. The scanned documents can be retrieved immediately, so there is no need to wait for them to be transmitted.



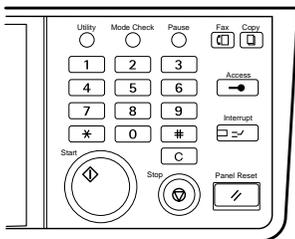
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### Useful Tips

- The type of telephone line may need to be set in accordance with the type being used.  
“Setting the Line Type” ☞ p. 9-6
- **Using the Auto-mode Screen:**  
Transmission is possible from this screen just by entering a number with four digits or more for Di350f and three digits for Di250f, or a number starting with "0" (facsimile numbers).
- **Using the FAX Screen:**  
Transmission is possible directly from this screen.
- **Using the Copy Screen:**  
Press the Fax key before transmission.

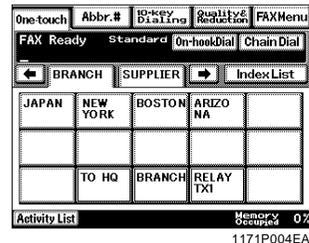
## Using the Automatic Document Feeder

- 1 Load the document in the unit.  
“Handing Documents” ☞ p.1-20
- 2 Press the Fax key.



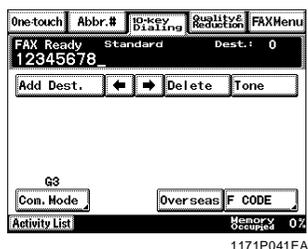
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- 3 Touch **10-key Dialing**.



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- 4 Use the 10-key Pad to enter the facsimile number of the destination.



### Useful Tip

If a wrong number has been entered, press the **C** key and re-enter from the beginning.

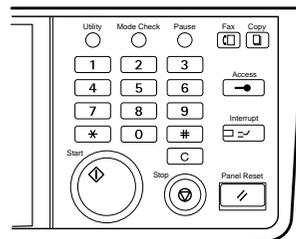
- 5 Press the Start key.  
Transmission starts.

### Useful Tips

- To quit transmission, press the Stop key and select the action to be suspended.  
“Quitting an Operation” p. 1-25
- When the memory is full, re-try transmission after waiting for a while.

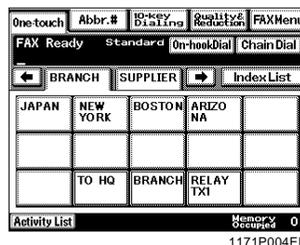
## Using the Book Scanner

- 1 Open the Document Cover to place the document on the Glass Surface.  
“Handling Documents” p.1-20
- 2 Close the Document Cover.
- 3 Press the Fax key.

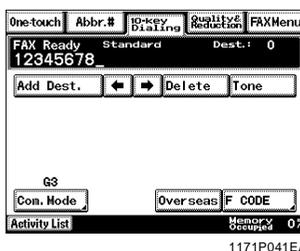


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- 4 Touch **10-key Dialing**.



- 5 Use the 10-key Pad to enter the facsimile number of the destination.



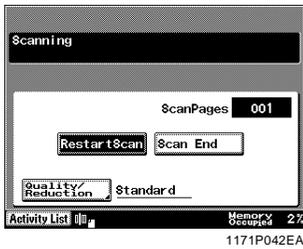
1171P041EA

### Useful Tip

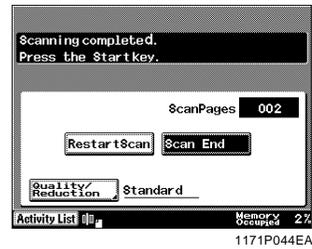
If a wrong number has been entered, press the **C** key and re-enter from the beginning.

## 1. Sending a Document

6 Press the Start key.



8 Press the Start key.



Transmission starts.

### Useful Tip

When the memory is full, re-try transmission after waiting for a while.

### Useful Tip

To suspend transmission, press the Stop key, and select the action to be suspended. “Quitting an Operation” p. 1-25

7 Touch **Scan End** after scanning all documents to be sent.



### Useful Tip

When scanning multiple documents, place the next document on the Glass Surface and press the Start key while the screen indicates **Restart Scan** to continue scanning.

### Calling the destination and transmitting the document

#### • Using the Automatic Document Feeder:

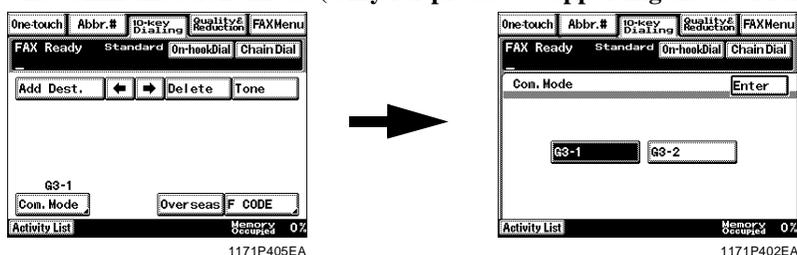
When this machine is not transmitting or receiving any documents other than yours, it starts to call the destination as soon as the first page of the document has been scanned, and begins transmission. If this machine is transmitting or receiving another document, it scans all of your documents, and only calls the recipient's number after the preceding transmission or reception has finished, to transmit your document.

#### • Using the Book Scanner:

Press the Start key after scanning all the pages of the document. This machine will start to call the destination's number and transmit your document.

- Up to 64 documents can be stored in the memory. If 64 documents have already been stored or the memory is full, no more documents can be stored.

### How to select the communications mode (Only for products supporting the G3 Multi-Port model.)



- Select a communication mode as follows. When a key is highlighted, the mode is enabled.

G3-1	When sending to a G3 facsimile using a telephone line via Port 1.
G3-2	When sending to a G3 facsimile using a telephone line via Port 2.

- Communications mode returns to the original setting after each transmission. “Setting for Transmission” ⇨ p. 9-22

### To Confirm the Destination

- While transmitting a document or a line is busy, you can confirm whether the destination's number is correct. “Confirming the Settings” ⇨ p.1-27

### When the Memory is full

- When a large number of documents are stored in the memory (when the occupied volume of the memory is nearly 100%), transmission may become impossible. In this case, wait until memory becomes available.
- If a document could not be transmitted, the document is stored in the memory for retransmission. It can be erased to free up memory. “Confirming the Settings” ⇨ p.1-27

1. Sending a Document

Using Direct Dialing to communicate with Overseas Destinations

- If the country code and destination's number are entered after the international code, you may hear a busy tone during dialing and transmission may not be possible. In this case, to insert a six-second pause, press the Pause key twice after entering the international code, and enter the rest of the number. "Sending a Document after Talking on the Telephone" p. 5-8

F Code Communication

- Communication using F CODE is possible. "F CODE" p. 5-27

If Transmission is Unsuccessful

- A non-transmission report is printed whenever a document cannot be transmitted due to the recipient's facsimile being busy or other factors. Non-transmission reports contain part of the first page of the document that could not be sent. However, this may not apply to unsaved transmissions. If non-transmission reports are not required, change the setting. "Settings for Report Printing" p. 9-29

TSI

P.1

**The following document has not been transmitted. Try to retransmit.**

(THU) JUL 15 1999 11:32  
CHICAGO

USER NAME :SALES	DOCUMENT# :5114316-761
DESTINATION :NEW YORK	TIME STORED :11:10, 7/15
DEST. TEL# :123451234	TIME SENT :11:10, 7/15
F CODE :12345	DURATION :
	MODE :
PAGES :0 sheets	
RESULT :BUSY	

IMAGE

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Result	Details of Communications Status
BUSY	•Destination is engaged. •The line is busy.
NO ANS	•The destination is unable to receive. •The destination does not answer the telephone.
INTERR	•Communications are suspended.
F.MEM	•The memory is full.
NG	•Communications with all destinations were unsuccessful.

Data and time of printing the report

Transmission details

- If a document could not be transmitted, it can be re-send. To re-send, touch **Activity List** and then touch **TX** to identify the document that could not be sent.
- If either the **Re-TX** key or **Dest. chng** key is displayed on the touch panel, re-transmission is possible without resetting the document. Transmission to the same recipient is possible by pressing **Re-TX**. When **Dest. chng** is pressed, the recipient can be changed for re-transmission.

## 2. Using One-Touch Dialing for Transmission

### One-Touch Dialing

If the destination's number is registered in advance, the desired number can be selected by just pressing the appropriate One-Touch key.

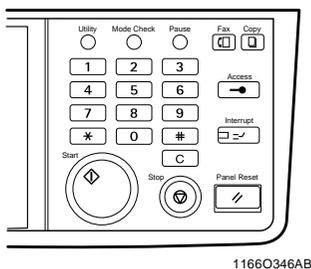
#### Useful Tips

- The destination's number must be registered as a One-touch key in advance.  
There are 20 screens for One-touch dialing, and up to 300 numbers can be registered (15 numbers per screen × 20 screens). “Registering a Number for One-Touch Key” ⇨ p. 11-2
- If One-touch keys are categorized into branch offices or clients, or by region such as U.S.A. and Japan, for example, it is easier to find the desired one-touch key by using the index keys.  
“Registering an Index for One-Touch Keys” ⇨ p. 11-11

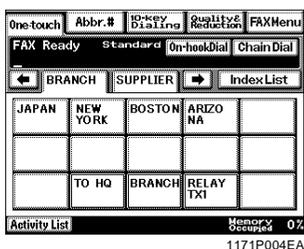
### Using One - Touch Key for Transmission

**1** Load the document in the unit.  
“Handling Documents” ⇨ p.1-20

**2** Press the Fax key.



**3** Touch the One-touch key for the desired destination.



#### Useful Tip

How to use the index: the first index screen is automatically displayed. Touch the index tabs,  , or **Index List** to find the desired one-touch key.

#### Useful Tips

- To select multiple destinations, touch all the desired destination keys. The keys of the selected destinations are highlighted.
- To correct an entry, an entry can be cancelled by touching the same key again. Then touch the correct destination key.

**4** Press the Start key.

**5** Touch **Enter** after confirming the destination and the document number, etc.



Transmission starts.

#### NOTE

The screen automatically returns to the original screen even if you don't touch **Enter**.

### 3. Using Abbreviated Dialing for Transmission

#### Abbreviated Dialing

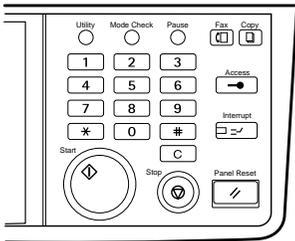
Transmission is possible by selecting a destination using Abbreviated Dialing. It is easier to find the destination's number if the abbreviated dialing numbers are categorized, such as using numbers from 100 to 199 for clients and 200 to 299 for branch offices, when registering numbers in One-touch Dialing or Abbreviated Dialing.

**Useful Tip**

The destination's number must be registered as a One-touch or Abbreviated Dialing number in advance. Up to 500 numbers can be registered (including the 300 numbers for One-touch Dialing). "Registering a Number for One-Touch Key" ☞ p. 11-2  
 "Registering a Number for Abbreviated Dialing" ☞ p. 11-7

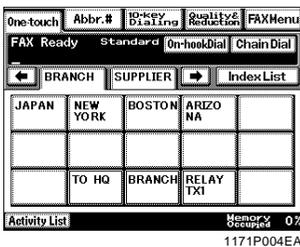
#### Using Abbreviated Dialing for transmission

- 1 Load the document in the unit. "Handling Documents" ☞ p.1-20
- 2 Press the Fax key.



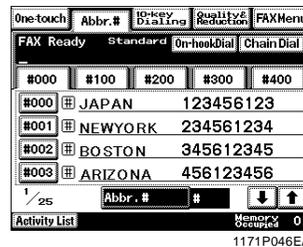
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- 3 Touch **Abbr.#**.



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- 4 Use the 10-key Pad to enter the three-digit Abbreviated Dialing number.



**Useful Tip**

Use **#000** to **#400** and **↓** **↑** to find the desired number, and then touch the key for the selected recipient. The 10-key Pad can be used to enter abbreviated dialing numbers (000 to 499) after touching **#** on the 10-key Dialing Screen.

- 5 Press the Start key.  
Transmission starts.

## 4. Using Facsimile Program Dialing for Transmission

### Facsimile Program Dialing

If the various functions that can be used for communications (such as Image Quality settings and 2-to-1 Transmission) are registered as a facsimile program key in advance, just touching these keys will start transmission without having to select the communications functions each time. It is easy to set up a multiple transmission by registering multiple recipients in a single facsimile program key, and to set up a transmission to be sent at the same time every day by registering the transmission time.

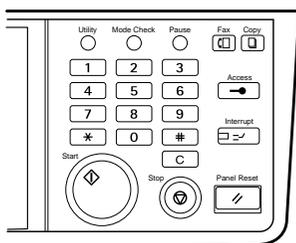
#### Useful Tip

Destination numbers and communications function must be registered as Facsimile Program keys in advance. Up to 30 numbers can be registered as program keys. However, the total registered number of Facsimile Program keys and One-touch keys cannot exceed 300.

“Registering Communication Conditions in Facsimile Program Keys” p. 11-12

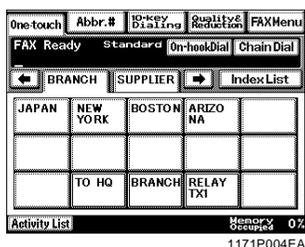
### Using a Facsimile Program for Transmission

- 1 Load the document in the unit.  
“Handling Documents” p.1-20
- 2 Press the Fax key.



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- 3 Touch the Facsimile Program key to be used.



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- 4 Press the Start key.  
Transmission starts.

#### NOTE

If a time specification has been registered, the document is stored in the memory and transmission starts at the specified time.

#### Useful Tips

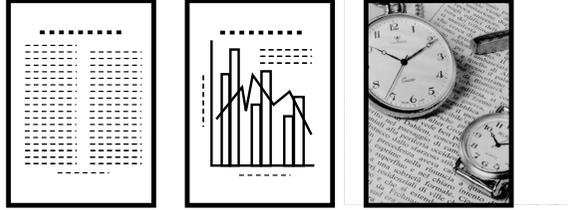
- Facsimile Program keys are those with borders.
- The first index screen is automatically displayed.

Touch the index tabs, or **Index List** to find the desired Facsimile program key.

# 5. Sending Fine Print and Photos

## Image Quality

Documents to be transmitted may include very fine print, detailed drawings, and photographs. Selecting the appropriate Image Quality for the document type ensures the document is transmitted clearly.

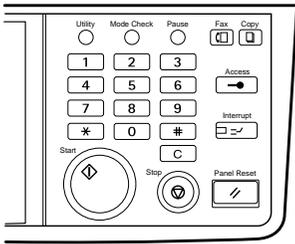


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### Setting the Image Quality

**1** Load the document in the unit. “Handling Documents” p.1-20

**2** Press the Fax key.



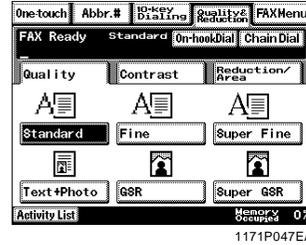
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**3** Touch **Quality&Reduction**.



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**4** Touch **Quality** and select the Image Quality.



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**5** Select the destination. “Sending a Document” p. 3-2  
 “Using One-Touch Dialing for Transmission” p. 3-7  
 “Using Abbreviated Dialing for Transmission” p. 3-8

**6** Press the Start key.

Transmission starts.

---

**Select the Image Quality to suit the document type**

Document Type	Image Quality Setting
Normal sized characters (handwriting, etc.)	Standard
Fine print (newspaper, etc.) or detailed drawings	Fine Super Fine
Halftone (photos, etc.) and text	Text + Photo
Halftone (photos, etc.)	GSR Super GSR

- If the destination's facsimile does not support Super Fine, Super GSR, or Text + Photo, then the document is transmitted in Fine or GSR.
- When GSR, Super GSR or Text + Photo is selected, the Image Quality may deteriorate depending on the quality and the paper size of the destination's facsimile.
- Transmission of the document with a photo(s) included may produce stripes across the photo(s), depending on the original, but the stripes are not the result of trouble. If the stripes are too distinctive, select GSR or Super GSR when sending the document.

---

**Useful Tip**

*Settings for image quality return to the original setting after each transmission.*

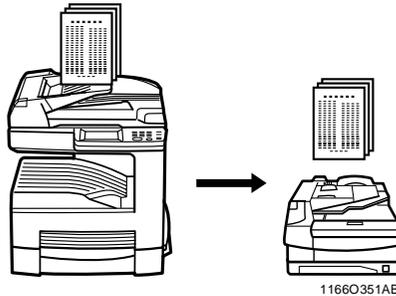
*"Settings for Transmission" ☞ p. 9-22*

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## 6. Adjusting Contrast for Transmission

### Contrast

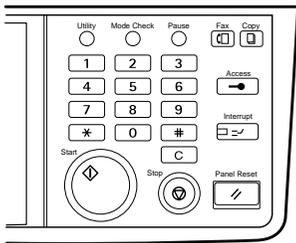
You can adjust the contrast to suit the darkness of the characters and paper used when sending a document. For example, if the characters are printed on colored paper, adjust the contrast so that the transmitted document is printed clearly.



### Adjusting Contrast

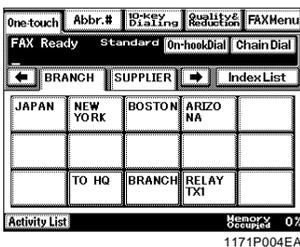
1 Load the document in the unit.  
“Handling Documents” ☞ p.1-20

2 Press the Fax key.



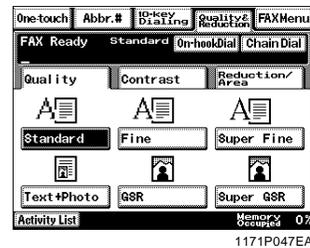
1166O346AB

3 Touch **Quality&Reduction**.



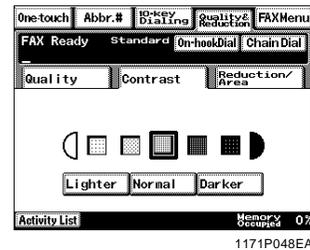
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4 Touch **Contrast**.



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5 Select the Contrast.



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#### Useful Tip

Five contrast levels are available. The transmitted document gets lighter each time **Lighter** is touched (used for dark paper), and it gets darker each time **Darker** is touched (when characters are faint or printed in color).

6 Select the destination.  
“Sending a Document” ☞ p. 3-2  
“Using One-Touch Dialing for Transmission” ☞ p. 3-7  
“Using Abbreviated Dialing for Transmission” ☞ p. 3-8

**7** Press the Start key.

Transmission starts.

---

**Useful Tips**

- “Adjusting Contrast According to Document Type”

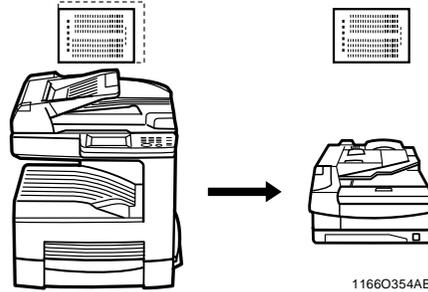
Contrast	Document Type
 Lighter	For dark paper (newspaper or blueprints, etc.)
 ▲	▲
 Normal	For normal documents
 ▼	▼
 Darker	For faint or colored print

- *The contrast selection automatically returns to its original status after each transmission.*  
“Settings for Transmission” ⇨ p. 9-22
-

## 7. Sending Documents in their Original Size Irrespective of the Recipient's Paper Size

### Reduction

When a document smaller than ledger (11" × 17") is sent, it is normally sent in its original size. Otherwise, the document is automatically reduced to the paper size of recipient's facsimile (automatic size reduction). If automatic size reduction is not required or the document must be sent in its original size, select the nonreduction mode. The area of the scanned document that matches the paper size of the recipient's facsimile is sent.

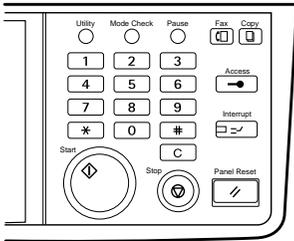


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### Setting the Nonreduction Mode

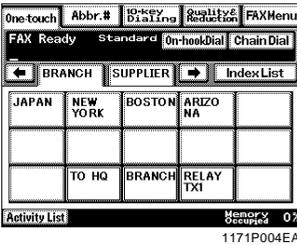
**1** Load the document in the unit.  
“Handling Documents” p.1-20

**2** Press the Fax key.



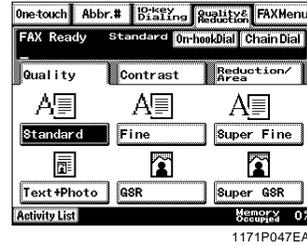
11660346AB

**3** Touch **Quality&Reduction**.



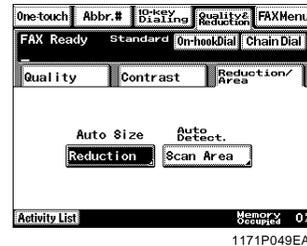
1171P004EA

**4** Touch **Reduction/Area**.



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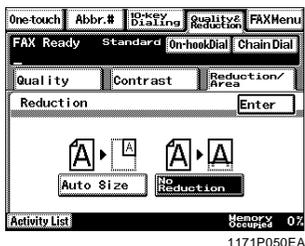
**5** Touch **Reduction**.



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## 7. Sending Documents in their Original Size Irrespective of the Recipient's Paper Size

- 6 Touch **No Reduction**, and then touch **Enter**.

**Useful Tip**

When **Auto Size** is selected, this equipment automatically adjusts the size of the document to that of the paper used by the recipient when transmitting. When **No Reduction** is selected, the area of the document that will fit on the paper used by the recipient's facsimile will be sent at its original size.

- 7 Select the destination.  
 “Sending a Document” ⇨ p. 3-2  
 “Using One-Touch Dialing for Transmission” ⇨ p. 3-7  
 “Using Abbreviated Dialing for Transmission” ⇨ p. 3-8

- 8 Press the Start key.  
 Transmission starts.

**Useful Tip**

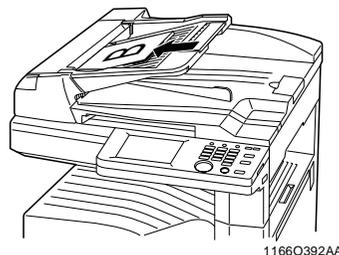
The setting for size reduction returns to **Auto Size** after each transmission.

**Scanning the Document when Nonreduction Mode is Selected**

When nonreduction mode is selected, transmission is as follows.

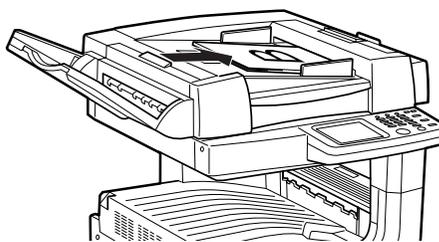
**<Direction of Document Insertion>**

- When using the Automatic Document Feeder.



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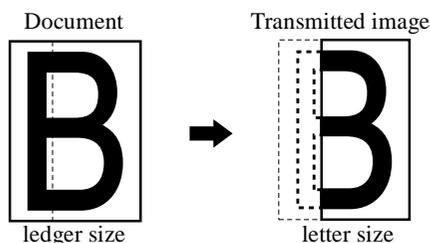
- When using the Duplexing Document Feeder.



1166O355AA

**<How the Document is Transmitted>**

- When a ledger-size document is sent in nonreduction mode and received on letter size paper.



ledger size

letter size

1166O356AA

**NOTES**

- After transmission, the document may be reduced in size when printed depending on the model of the destination's facsimile.
- Note that when transmitting to the same model on this machine, the reduction mode may be set at the receiver side due to the factory default setting.

## 8. Selecting the Area of the Document to be Scanned and Transmitted

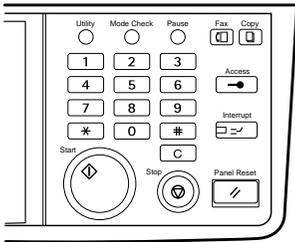
### Scan Area

The area of the document to be scanned can be specified. Part of a large document can be sent, or irregular-size documents (sizes other than letter or ledger) can be sent at regular size.

#### Selecting the Scan Area

1 Load the document in the unit.  
“Handling Documents” ☞ p.1-20

2 Press the Fax key.



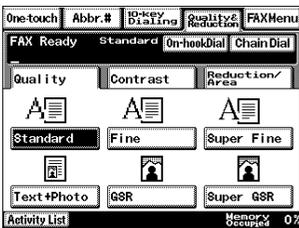
11660346AB

3 Touch **Quality&Reduction**.



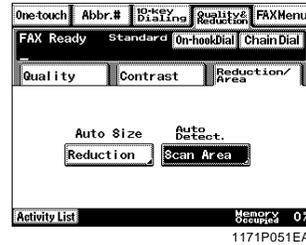
1171P004EA

4 Touch **Reduction/Area**.



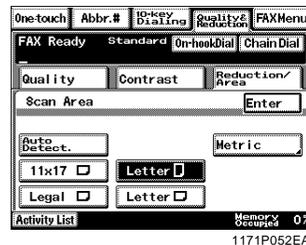
1171P047EA

5 Touch **Scan Area**.



1171P051EA

6 Select the area to be scanned and touch **Enter**.



1171P052EA

#### Useful Tip

Touch a key to adjust the size and direction of the area of the document to be scanned.

When **Auto Detect.** is touched, the scanned area that most closely matches the document size is automatically set.

7 Select the destination.  
“Sending a Document” ☞ p. 3-2  
“Using One-Touch Dialing for Transmission” ☞ p. 3-7  
“Using Abbreviated Dialing for Transmission” ☞ p. 3-8

8 Press the Start key.

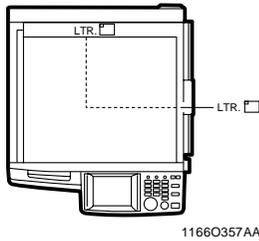
Transmission starts.

## 8. Selecting the Area of the Document to be Scanned and Transmitted

---

### **Useful Tips**

- *The area scanned by the book scanner should be checked against the mark on the periphery of the glass surface. For example, when letter (8-1/2" × 11") is selected, the part of the document within the dotted area shown in the following diagram is sent.*



- *The setting for the scanned area returns to **Auto Detect.** after each transmission.*
-

# 9. Combining One-Touch Key and Dialed Input for Transmission

## Chain Dialing

Multiple One-touch keys can be used together to call a destination. This is called a Chain Dialing function. For example, pre-registered switchboard and extension numbers for a destination on separate One-touch keys can be combined for dialing.

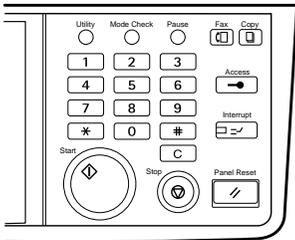
### Useful Tips

- Chain Dialing is possible by using the 10-key Pad input or abbreviated dialing in combination with a One-touch key.
- Numbers up to 192 digits long can be dialed when chain dialing is used for transmission. (Numbers of up to 40 digits long are displayed on the touch panel.)

### Using Chain Dialing for Transmission

**1** Load the document in the unit.  
“Handling Documents” p.1-20

**2** Press the Fax key.



1166O346AB

**3** Touch **Chain Dial**.



1171P004EA

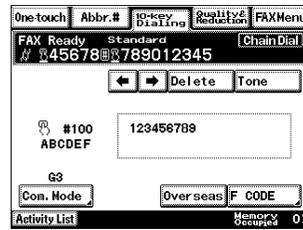
**4** Select the destination.

### <When a One-touch key is Used>

- Touch the One-touch key.  
“Using One-Touch Dialing for Transmission”  
 p. 3-7

### Useful Tips

- When a One-touch key is touched, is displayed.
- To confirm the Number, when the cursor is moved to after **10-key Dialing** is touched, the number that has been registered in the one-touch key is displayed. Use to move the cursor.



1171P053EA

- To continue the number, touch the next One-touch key to select the next part of the number.

**<Using Abbreviated Dialing>**

- Touch **Abbr.#** and enter the Abbreviated Dialing number.  
“Using Abbreviated Dialing for Transmission” ☞ p. 3-8

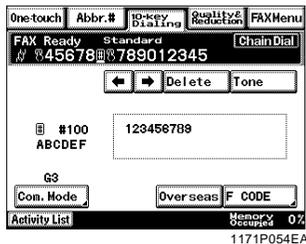
**5** Press the Start key.

Transmission starts.

**Useful Tips**

- When the abbreviated dialing number is entered, **#** is displayed.
- To confirm the number, when the cursor is moved to **#** after **10-key Dialing** is touched, the number that has been registered in the Abbreviated Dialing number key is displayed.

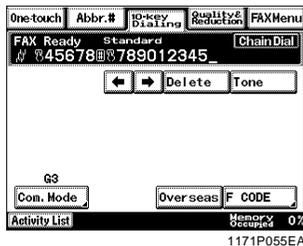
Use **←** **→** to move the cursor.



- To continue the number, enter the next Abbreviated Dialing number to select the next part of the number.

**<Using the 10-key Pad>**

- Touch **10-key Dialing** and use the 10-key Pad to enter the number.  
“Sending a Document” ☞ p. 3-2

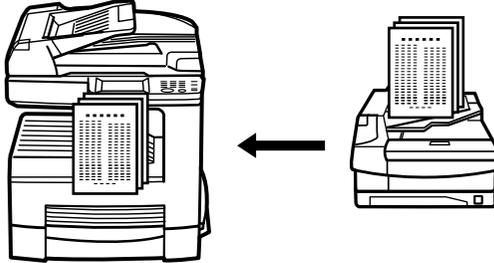
**Useful Tip**

To re-enter the number, use **←** **→** to move the cursor and re-enter individual digits, or press the **C** key and re-enter the whole number. When **Delete** is touched, the character above the cursor is deleted.

## 10. Receiving a Document

### Automatic Reception

If the copier is in Automatic Reception mode, documents will be received automatically without any operation. This section explains the size of documents that can be received and what this system does if the paper runs out.



1166O358AA

#### Useful Tips

- There are basically two ways to receive a document - namely Automatic Reception and Manual Reception. With Manual Reception, the document is only received after the handset is lifted to accept the call. The factory setting is Automatic Reception.  
For Automatic Reception, “Setting the Reception Mode” ☞ p. 9-25  
For Manual Reception, “Receiving a Document after Talking on the Telephone” ☞ p. 6-2
- While receiving a document, the touch panel displays the receiving indicator.

One-touch	Abbr.#	Brkey Dial Lng	Reg Ltry & Reduction	FAX Menu
FAX Ready	Standard	On-hook Dial	Chain Dial	
←	BRANCH	SUPPLIER	→	Index List
JAPAN	NEW YORK	BOSTON	ARIZONA	
	TO HQ	BRANCH	RELAY TXI	
Activity List			Memory Occupied	0%

1171P056EA

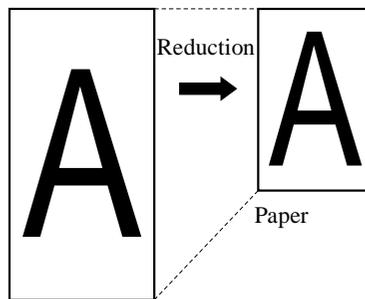
- When reception is complete, the machine beeps.  
“Confirming the Communication Status” ☞ p. 5-2
- When the paper runs out, the touch panel displays an alarm to indicate the lack of paper and the “no paper” red lamp on the Paper Drawer Lights.  
(When the paper is running low, the light flashes red [Except for the Large Capacity Cabinet].)
- The received document is stored in the memory and is automatically printed once the appropriate size paper is installed.
- If the memory becomes full during reception, the remaining portion of the document cannot be received.
- Once the memory is full, no further documents can be received.

**Useful Tips**

- The sizes of documents that can be received are ledger (11"×17"), legal (8-1/2"×14"), letter  and letter .
- If paper that is not the same size as the original document is installed in the copier, one size larger paper is used or the document image is automatically reduced.  
For example, if a ledger-size document is received by the copier where only letter-sized paper is loaded, the document is reduced to the size of letter.  
“Settings of Handling the Received Documents” ☞ p. 9-12
- When letter size documents are received, they are automatically rotated by 90° and can be printed even though the documents were inserted in a different direction to the paper (Rotation Print).
- A received document cannot be printed on paper from the Manual Bypass Tray.

**When Receiving Long Documents**

When a document is received that is longer than the normal paper sizes (letter or ledger (11"×17")), the document image is reduced as shown below. In this case, the optimal reduction ratio is automatically selected to fit the image onto the paper.



Received document (original size)

1166O359AA

**Useful Tip**

If the received document is too long to be printed on the paper even when reduced by 60%, the image is divided and printed on more than one page. In this case, the transition area (where the image is divided) is printed on both pages. (If larger paper is installed, the image will be printed on it without being divided.) The maximum reduction ratio can be changed. The “Cut off” mode can also be selected, in which case the excess area is ignored when printing. When “Cut off” mode is selected, the maximum length to be cut off can be set.

“Setting the Reception Mode” ☞ p. 9-25

# 11. Making and Receiving a Telephone Call

This machine can be used to make and receive telephone calls. This section provides instructions on how to use this machine as a telephone.

### Useful Tips

- An extra telephone set is required to use the telephone function.
- Push button services are available even if using a Dial Pulse Line. Touch **Tone** after calling the destination to send Touch Tone Line (PB) signals.

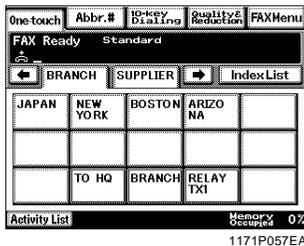
## Making a Call

- 1 Press the Fax key.
- 2 Pick up the handset.

### NOTE

Make sure that you hear the dial tone from the handset.

- 3 Select the number to dial.

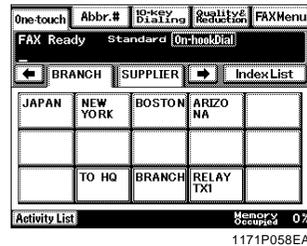


The ringing tone should be heard.  
 “Sending a Document” ☞ p. 3-2  
 “Using One-Touch Dialing for Transmission” ☞ p. 3-7  
 “Using Abbreviated Dialing for Transmission” ☞ p. 3-8

- 4 If the call is answered, talk.
- 5 Hang up the handset after talking.

## Making a Call with the Handset in Place

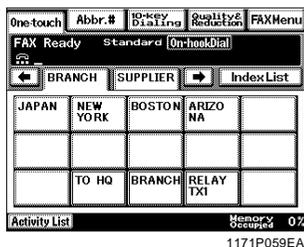
- 1 Press the Fax key.
- 2 Touch **On-hook Dial**.



### NOTE

Make sure that you can hear the dial tone from the monitor speaker.

- 3 Select the destination.



The ring tone should be heard from the Monitor Speaker.

“Sending a Document” ☞ p. 3-2

“Using One-Touch Dialing for Transmission” ☞ p. 3-7

“Using Abbreviated Dialing for Transmission” ☞ p. 3-8

- 4 When you hear your call being answered, pick up the handset and talk.

#### *Useful Tip*

*To send a document, you can send a facsimile simply by inserting the document and pressing the Start key.*

- 5 Hang up the handset after talking.

## Receiving a Telephone Call

- 1 Pick up the handset when the telephone rings.  
“Setting the Reception Mode” ☞ p. 9-25

#### **NOTE**

*If you are expecting a telephone call, change the setting to manual reception in advance.*

- 2 Hang up the handset after talking.

**11. Making and Receiving a Telephone Call**

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# Chapter 4

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## Advanced Copying Procedures

# 1. Using the Sort Mode while Copying

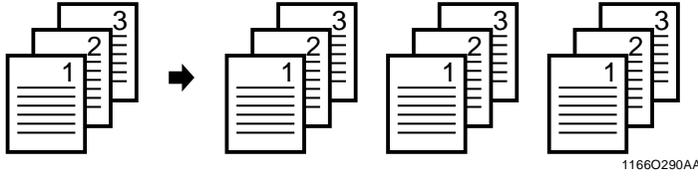
## Sort, Group

This function is useful when making two or more sets of copies. Each set can be printed out in the order of the original document (Sort), or the same page can be printed out the required number of times (Group). When many pages of documents need to be loaded for multiple sets, such as documents for meetings, they can easily be sorted using this function.

**NOTE**

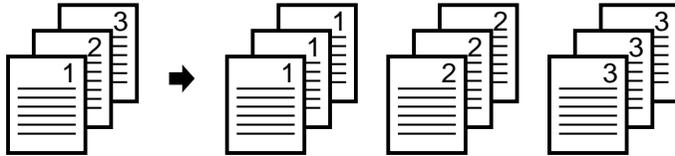
To make copies using the sort mode, the same sized copy paper should be loaded in separate paper drawers in different directions, or the optional Shift Tray, Finisher or Mail-bin Finisher is required.

- **Sort** : The documents are copied and sorted in the same page order as that of the original document per set.



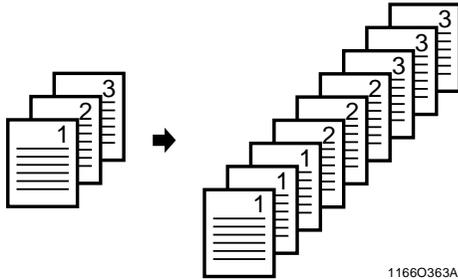
1166O290AA

- **Group** : Each page of the document is copied separately the required number of times and grouped.



1166O362AA

- **Non-Sort** : The required number of pages is copied in the same order as that of the original document without being sorted or grouped.

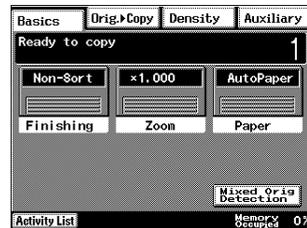


1166O363AA

### Sorting Procedure

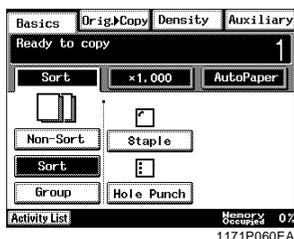
- 1 Load the document in the unit.  
“Handling Documents” p. 1-20
- 2 Press the Copy key.

- 3 Touch **Finishing**.



1171P009EA

#### 4 Select the sorting option.



#### NOTE

When 1-Sided to 1-Sided copying is done using the Book Scanner, the sorting functions (group, sort) cannot be used.

#### 5 Use the 10-key pad to enter the required number of copies.

#### 6 Press the Start key.

Copying starts.

#### Useful Tips

When **Sort** or **Group** is selected, the copying depends on the optional parts as follows.

Select sort or group	When the finisher, Mail-bin Finisher or Shift Tray is installed.	When the same size paper is loaded in the separate paper drawers in different directions.
Sort	Each set of copies is sorted by shifting.	Each set is sorted in a different direction.
Group	Copies are sorted by shifting in accordance with each page of the document.	Copies are sorted in a different direction in accordance with each page of the document.

- The sorting selection (Sort, Non-Sort, or Group) is reset by pressing the Panel Reset key or will be reset after the Auto-Reset period has expired.

“Settings for Saving Power” ☞ p. 9-37

“Settings for Copying” ☞ p. 9-31

## 2. Stapled Binding

### Stapling

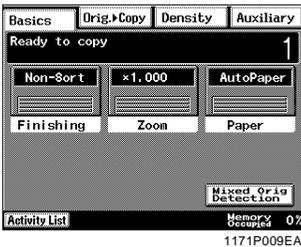
The sorted copies can be stapled.

#### NOTES

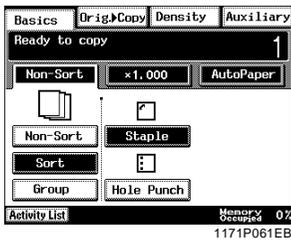
- The optional Finisher or Mail-bin Finisher is required to use this function.
- The stapling position can be changed in accordance with the document and the direction of the copy paper.
- Up to 50 pages can be stapled together.
- Do not use this function with thick paper or OHP film.
- The staple cartridge must be replaced when the message "Replace the staple cartridge" is displayed on the touch panel. "Adding Staples" ☞ p. 13-13

### Stapling

- 1 Load the document in the unit.  
"Handling Documents" ☞ p. 1-20
- 2 Press the Copy key.
- 3 Select **Basics** and touch **Finishing**.



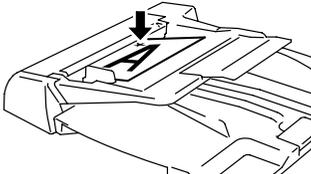
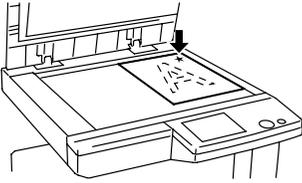
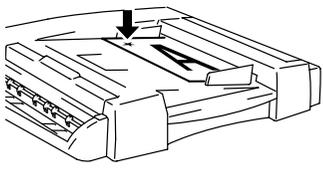
- 4 Touch **Staple**.



- 5 Use the 10-key Pad to enter the number of copies required.
- 6 Press the Start key.  
Copying starts.

## Handling Documents

Care must be taken with the direction in which the document is set when the stapling function is used.

Automatic Document Feeder	Book Scanner	Duplexing Document Feeder
Stapling position	Stapling position	Stapling position
 1166O41AB	 1166O037AB	 1166O040AA

## Points to Note When Stapling

When copies are made using the stapling function, the stapled copy sets may not be neatly stacked on the tray or may even fall off the tray unless certain conditions are met regarding the number of copiers to be stapled and the number of copy sets to be made. Use the following table as a guide when making copies.

	When Finisher is Mounted	When Mail-bin Finisher is Mounted
Number of sheets to be stapled	Copy Set Capacity	
2	200 sets	200 sets
3 to 5	150 sets	150 sets
6 to 10	100 sets	100 sets
11 to 20	70 sets	50 sets
21 to 30	53 sets	33 sets
31 to 40	45 sets	25 sets
41 to 50	40 sets	20 sets

## 3. Hole Punching for Filing

### Hole Punching

The copies can be hole punched for filing purposes using this function.

#### NOTES

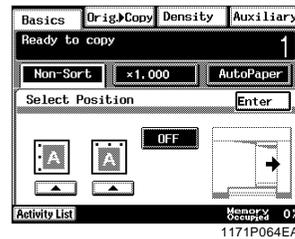
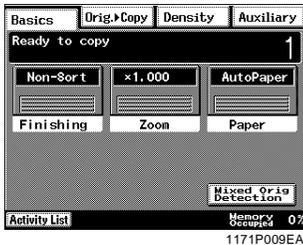
- The optional Finisher or Mail-bin Finisher is required to use this function.
- The hole punching position can be changed in accordance with the document and direction of the copy paper.
- Do not use this function with thick paper or OHP paper.

### Hole Punching

- 1 Place the document in the unit.  
“Handling Documents” p. 1-20
- 2 Press the Copy key.
- 3 Select **Basics** and touch **Finishing**.
- 6 Select the position for Hole Punching, and touch **Enter**.

- 2 Press the Copy key.

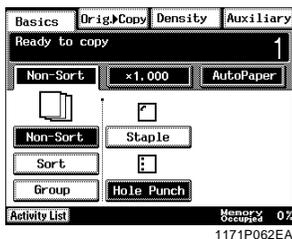
- 3 Select **Basics** and touch **Finishing**.



#### Useful Tip

Touch the displayed key for the position to be selected.

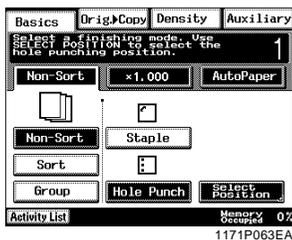
- 4 Touch **Hole Punch**.



- 7 Press the Start key.

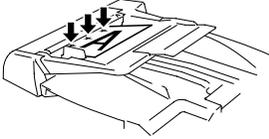
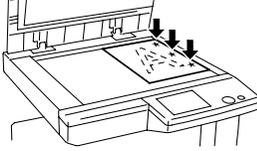
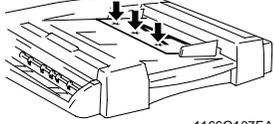
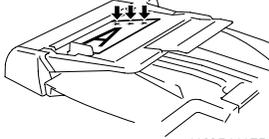
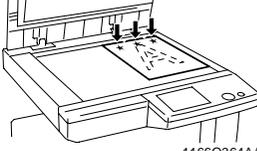
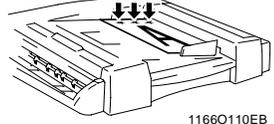
Copying starts.

- 5 Touch **Select Position**.



**Handling Documents**

Care must be taken with the direction in which the document is set when the hole punching function is used.

Screens	Automatic Document Feeder	Book Scanner	Duplexing Document Feeder
 <p>1170P097EA</p>	<p>Hole punching position</p>  <p>1166O108EB</p>	<p>Hole punching position</p>  <p>1166O109EB</p>	<p>Hole punching position</p>  <p>1166O107EA</p>
 <p>1170P098EA</p>	<p>Hole punching position</p>  <p>1166O111EB</p>	<p>Hole punching position</p>  <p>1166O364AA</p>	<p>Hole punching position</p>  <p>1166O110EB</p>

**NOTE**

 cannot be selected when Ledger (11"×17") or Legal (8-1/2"×14") size paper is used for copying.

## 4. Single Setting for Mixed Sized Documents

### Mixed Original Detection

Copy paper can be selected in accordance with the size of each document when using the Document Feeder for copying.

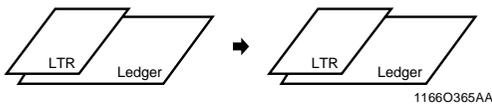
#### NOTES

- Documents must be set in the Document Feeder to use this function. Up to 50 sheets of documents can be set at once.
- The copy speed is slightly slower since the size of each document is detected prior to copying.
- If documents of different lengths are inserted without setting this function, the copy paper is selected on the basis of the first page of the document, and the same size paper as the first page will be used for the remainder (when used together with the automatic paper selection function).
- Stapling may not be possible when the automatic paper selection function is used together with this function.
- When using the Automatic Document Feeder, only documents with the same width should be set.
- Make sure the document hits the stop when they are set.
- Adjust the document guides to the document.

#### <Examples of Copying Mixed Documents>

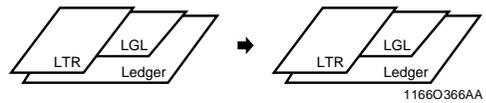
When using the Automatic Document Feeder, copy paper can be selected in accordance with the length of each document.

- When the automatic size is used

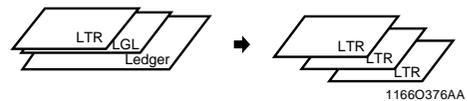


When using the Duplexing Document Feeder, copy paper can be selected in accordance with the both length and width of each document.

- When automatic paper selection is used:



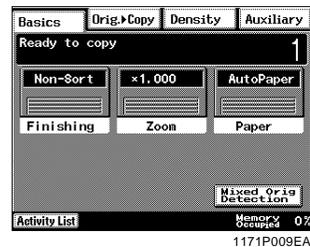
- When automatic size is used to select Letter sized paper:



### Selecting Mixed Original Detection

- 1 Place the document in the Automatic Document Feeder.  
“Handling Documents” p. 1-20
- 2 Press the Copy key.

- 3 Select the **Basics** menu, and touch **Mixed Orig Detection**.



#### NOTE

**Mixed Orig Detection** can be selected only when **1-Sided** is selected in both the document and copy menus on the **Orig. ► Copy** screen, and the Duplex Unit is mounted.

**4** Press the Start key.

Copying starts.

---

***Useful Tip***

*Mixed Original Detection is reset by pressing the Panel Reset key or will be reset after the machine is left untouched for a while.*

*“Settings for Copying”  p. 9-31*

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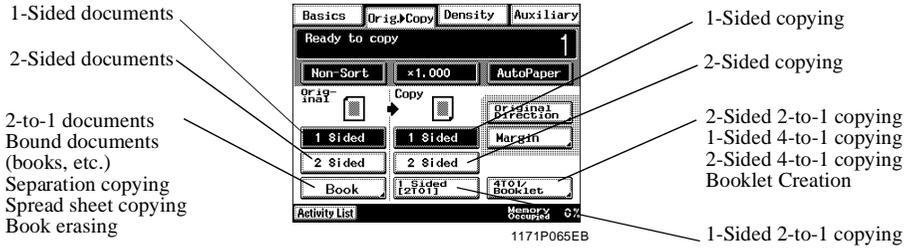
# 5. Selecting the Document and Copy Format

## Orig. ▶ Copy Screen

Various ways of copying can be selected by combining the document and copy formats. This function enables 2-Sided copying, Separation copying for documents on two facing pages, and copying multiple documents on one paper altogether.

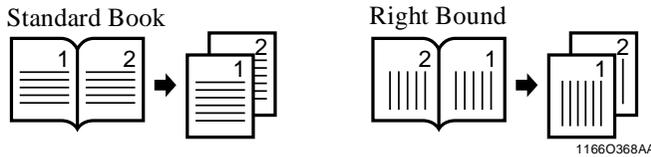
### Orig. ▶ Copy Screen.

- Use the **Orig. ▶ Copy** function to select the document and copy formats.



### Document Format

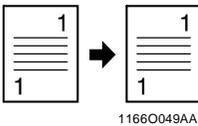
- 1-Sided documents (☞ p. 4-14)  
To be used when a 1-Sided document is copied.
- 2-Sided documents (☞ p. 4-14)  
To be used when a 2-Sided document is copied.  
An optional Dplexing Document Feeder is required.
- 2-to-1 documents (☞ p. 4-14)  
To be used when copying two pages of a document onto one page.  
The Duplexing Document Feeder is required.
- Bound documents (☞ p. 4-15)  
To be used when Spread sheet copying, such as in a book. The document should be set on the Book Scanner when a bound document is copied. Select **Standard Book** or **Right Bound** in accordance with the side of the bound document.



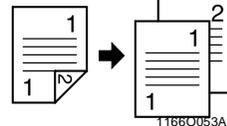
### Copy Format

- 1-Sided copying (☞ p. 4-16)  
Copying onto a single side of the paper.

1-sided document

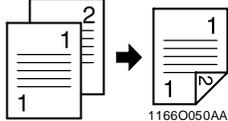


2-sided document <With Document Feeder>

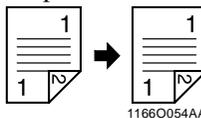


- 2-Sided copying (☞ p. 4-16)  
Copying onto both sides of the paper.

Standard Book <With Duplex Unit>



Right Bound <With Document Feeder and Duplex Unit>

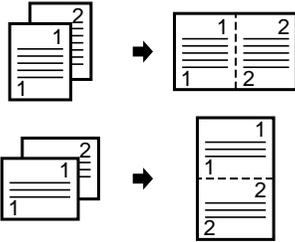


**Copy Format**

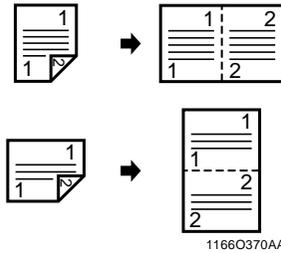
- 1-Sided 2-to-1 copying (☞ p. 4-16)

Two sheets of a document are copied onto a single side of the copy paper.

1-sided document <With Document Feeder>



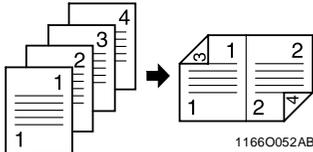
2-sided document <With Document Feeder>



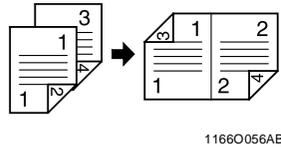
- 2-Sided 2-to-1 copying (☞ p. 4-16)

A total of four pages of a document are copied onto both sides of a single sheet of copy paper.

1-sided document <With Document Feeder and Duplex Unit>



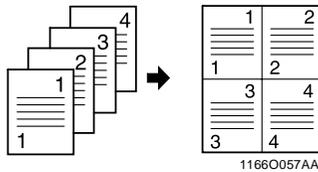
2-sided document <With Document Feeder and Duplex Unit>



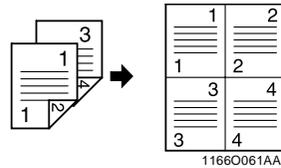
- 1-Sided 4-to-1 copying (☞ p. 4-16)

A total of four pages of a document are copied onto a single side of the copy paper.

1-sided document <With Document Feeder>



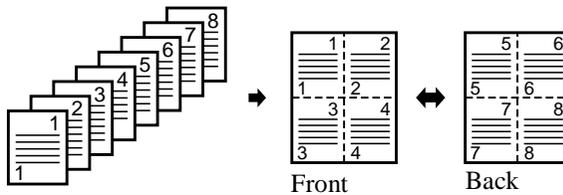
2-sided document <Only for Di350f with Document Feeder>



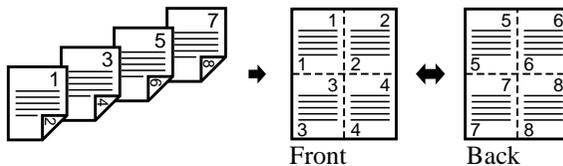
- 2-Sided 4-to-1 copying (☞ p. 4-17)

A total of eight pages of a document are copied onto both sides of a single sheet of copy paper.

1-sided document <Only for Di350f with Document Feeder>



2-sided document <Only for Di350f with Document Feeder>

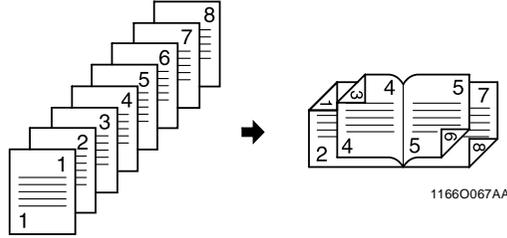


### 5. Selecting the Document and Copy Format

• Booklet Creation (☞ p. 4-17)

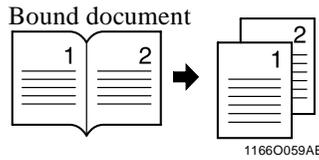
Copying onto both sides of the copy paper in book page order as illustrated below. Folding the paper down the center can make magazine-type booklets.

1-sided document <With Document Feeder and Duplex Unit>



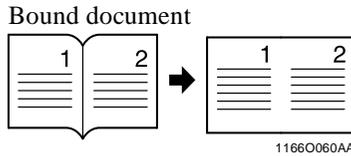
• Book/Separation Copy (☞ p. 4-15)

This function can be used for copying Bound documents (books). It copies the Bound documents into individual pages.



• Book/Spread sheet Copy (☞ p. 4-15)

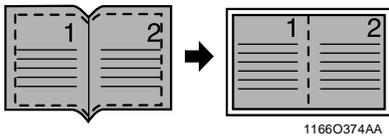
This format can be used to copy Bound documents. Two facing pages can be copied onto a single sheet of paper without being divided into two sheets.



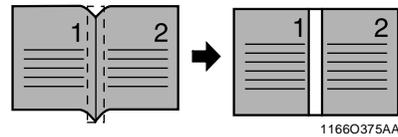
• Book Erase (☞ p. 4-15)

This format can be used to copy two pages facing each other in a book. The edge of the document can be erased (frame erasing) or the gutter of the book can be erased (center erasing) when copying. The frame and center erasing functions can be selected simultaneously.

• Frame Erase  
Bound document



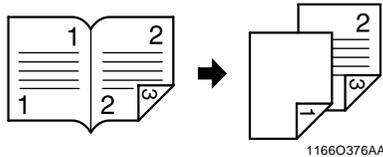
• Center Erase  
Bound document



• In book page order (☞ p. 4-17)

This setting can be used to carry out 2-Sided copying of a Bound document. Copying is divided into individual pages, and 2-Sided copying is carried out in the book page order.

Bound document <With Duplex Unit>

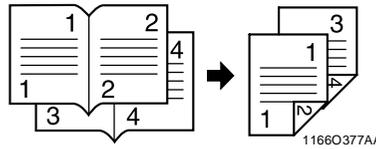


### Setting for copying Bound Document in Page Order

- Copying facing pages in a book onto both sides of a sheet of paper (☞ p. 4-17)

This setting can be used to carry out 2-Sided copying of a Bound document. Copying is divided into individual pages, and two facing pages are copied onto both sides of a single sheet of paper.

Bound document <With Duplex Unit>



### Setting for Loading a Document (☞ p. 4-18)

- Selects the document direction (long side placed vertically or horizontally) and document installation direction (placing vertically or horizontally) when carrying out 2-Sided copying, 2-to-1 copying, 4-to-1 copying, or copying a 2-Sided document.

The optional Duplexing Document Feeder is required. Failure to select the document direction and document installation direction may result in the wrong page order and copying direction for the front and back of the document being copied when carrying out 2-Sided copying, 2-to-1 copying, 4-to-1 copying, or copying a 2-Sided document.

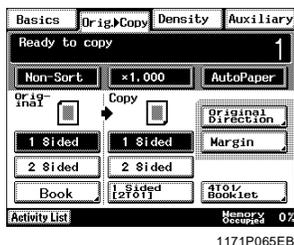
### Setting for the Margin of a Document (☞ P. 4-18)

- When a 1-Sided document with a margin is copied onto both sides of a sheet of paper, or 2-Sided documents with margins are copied onto a single side of the paper, the position of the margin can be adjusted when they are copied.



## Accessing the Orig. ► Copy Screen

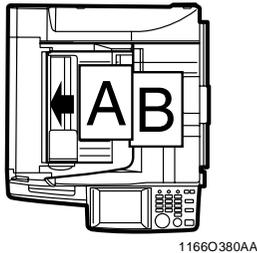
- 1 Press the Copy key.
- 2 Touch **Orig. ► Copy**.



- 3 Select the document and copy formats.
  - “Setting for 1-Sided Documents” ☞ p. 4-14
  - “Setting for 2-Sided Documents” ☞ p. 4-14
  - “Setting for 2-to-1 Documents” ☞ p. 4-14
  - “Setting for Bound Documents (Separation copying, Spread-Sheet copying, Book Erasing)” ☞ p. 4-15
  - “Setting for 1-Sided Copying” ☞ p. 4-16
  - “Setting for 2-Sided Copying” ☞ p. 4-16
  - “Setting for 1-sided 2-to-1 copying” ☞ p. 4-16
  - “Setting for 2-sided 2-to-1 copying” ☞ p. 4-16
  - “Setting for 1-sided 4-to-1 copying” ☞ p. 4-16
  - “Setting for 2-sided 4-to-1 copying” ☞ p. 4-17
  - “Setting for Booklet Creation” ☞ p. 4-17

5. Selecting the Document and Copy Format

- 4 Load the document and copy. "Handling Documents" p.1-20



**Settings for 1-Sided Documents**

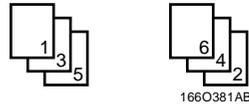
- 1 Touch **1 Sided** on the left of the **Orig. ► Copy** screen.

**Setting for 2 Sided Documents**

- 1 Touch **2 Sided** on the left of the **Orig. ► Copy** screen.

*Useful Tips*

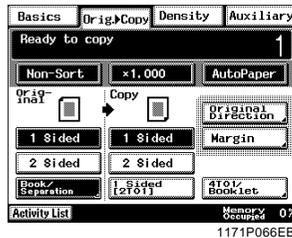
- When using the Automatic Document Feeder, make sure to scan first all the front pages (odd-numbered pages) of the document, and then place the document with the back pages (even-numbered pages) facing up.
- All the pages are scanned and automatically copied in the document page order.



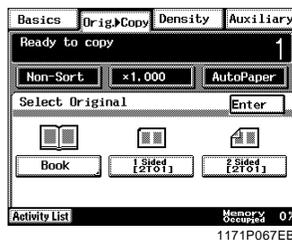
- When the Duplexing Document Feeder is mounted, each sheet of the document is automatically turned over and scanned.

**Setting for 2-to-1 Documents**

- 1 Touch **Book/Separation** on the **Orig. ► Copy** screen.

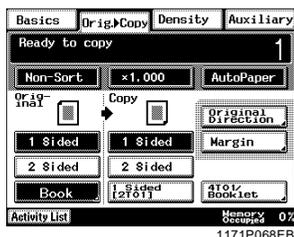


- 2 Select **1 Sided [2TO1]** or **2 Sided [2TO1]**, and touch **Enter**.



## Setting for Bound Documents (Book/ Separation copy, Book/Spread-sheet Copy, Book Erase)

- 1 Adjust the center of the document to the  mark on the Book Scanner.
- 2 Touch **Book** on the **Orig. ► Copy** screen.



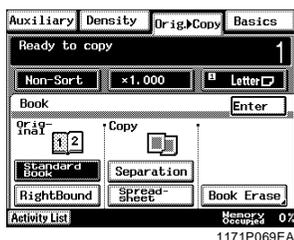
### NOTE

2-to-1 copying, 4-to-1 copying, and Booklet Creation cannot be carried out when **Book** is selected.

### Useful Tip

You can select whether to copy in the same order as the pages in the book, or to copy two facing pages onto both sides of a sheet of paper. "Setting for Copying Bound Documents in Page Order"  p. 4-17

- 3 Touch **Standard Book** or **Right Bound**.



### Useful Tips

- When **Standard Book** is touched, copying is carried out from the left page to the right.
- When **Right Bound** is touched, copying is carried out from the right page to the left page.

- 4 Select the copy format.

### <Copying Two Facing Pages Individually (Book/Separation Copy)>

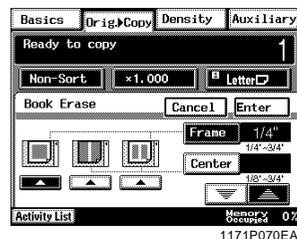
- Select **Separation**, and touch **Enter**.

### <Copying Two Facing Pages onto a single sheet of paper (Book/Spread-sheet copy)>

- Select **Spread-sheet**, and touch **Enter**.

### <Erasing the Edge and Margin of the Document when copying (Book Erase)>

- Touch **Book Erase**.
- Select the position that the Book Erase function will apply to.
- Select **Frame** or **Center** and use  or  to set the area to be erased when copying.
- Touch **Enter**.



### Useful Tips

- Touch  under the following displays to set the position to be erased.



(To erase the edge of the document)



(To erase the gutter)



(To erase the edge and gutter of the document)

- Figures ranging from 1/4 to 3/4 inch can be set as the frame erasing.
- Figures ranging from 1/8 to 3/4 inch can be set as the center erasing.
- Every time  is touched, the set value is decreased by 1/16 inch.
- Every time  is touched, the set value is increased by 1/16 inch.

## 5. Selecting the Document and Copy Format

### Setting for 1-Sided Copying

- 1 Touch **1 Sided** on the right of the **Orig. ► Copy** screen.

### Setting for 2-Sided Copying

- 1 Touch **2 Sided** on the right of the **Orig. ► Copy** screen.

#### NOTE

When the Duplex Unit is used for 2-Sided copying, set the same number of documents for the front and back.

#### Useful Tip

You can select whether to copy a book in the same order as the pages in the book, or to copy two facing pages onto both sides of a sheet of paper.

“Setting for Copying Bound Documents in Page Order” ☞ p.4-17

### Setting for 1-Sided 2-to-1 Copying

- 1 Touch **1 Sided [2TO1]** on the right of the **Orig. ► Copy** screen.

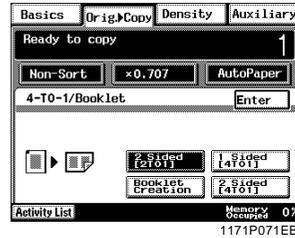
#### Useful Tip

When 2-to-1 copying is selected, it has already been set that the scaling factor will be automatically selected for copying. The automatic scaling factor can be overridden if you prefer to set a different scaling factor for copying.

“Settings for Copying” ☞ p. 9-31

### Setting for 2-Sided 2-to-1 Copying

- 1 Touch **4TO1/Booklet** on the right of the **Orig. ► Copy** screen.
- 2 Select **2 Sided [2TO1]** and touch **Enter**.



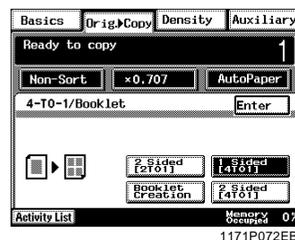
#### Useful Tip

When 2-to-1 copying is selected, it has already been set that the scaling factor will be automatically selected for copying. The automatic scaling factor can be overridden if you prefer to set a different scaling factor for copying.

“Settings for Copying” ☞ p. 9-31

### Setting for 1-Sided 4-to-1 Copying

- 1 Touch **4TO1/Booklet** on the **Orig. ► Copy** screen.
- 2 Select **1 Sided [4TO1]** and touch **Enter**.



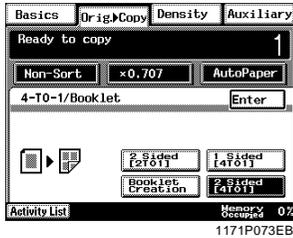
#### Useful Tips

- When 4-to-1 copying is selected, it has already been set that the scaling factor will be automatically selected for copying. The automatic scaling factor can be overridden if you prefer to set a different scaling factor for copying.
- The order of the pages for 4-to-1 copying can be changed.

“Settings for Copying” ☞ p. 9-31

## Setting for 2-Sided 4-to-1 Copying

- 1 Touch **4TO1/Booklet** on the **Orig. ► Copy** screen.
- 2 Select **2 Sided [4TO1]** and touch **Enter**.

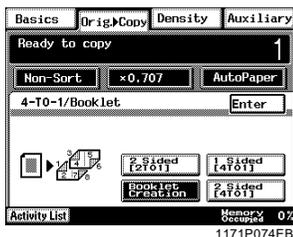


### Useful Tips

- When 4-to-1 copying is selected, it has already been set that the scaling factor will be automatically selected for copying. The automatic scaling factor can be overridden if you prefer to set a different scaling factor for copying.
- The order of the pages for 4-to-1 copying can be changed.  
“Settings for Copying” p. 9-31

## Settings for Booklet Creation

- 1 Touch **4TO1/Booklet** on the **Orig. ► Copy** screen.
- 2 Select **Booklet Creation** and touch **Enter**.



### Useful Tip

- When 4-to-1 copying is selected, it has already been set that the scaling factor will be automatically selected for copying. The automatic scaling factor can be overridden if you prefer to set a different scaling factor for copying.

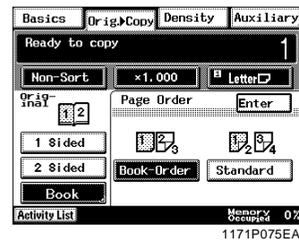
## Setting for Copying Bound Documents in Page Order

- 1 Adjust the center of the document to the mark on the Book Scanner.
- 2 Touch **Book** on the **Orig. ► Copy** screen and touch **Enter**.
- 3 Touch **Page Order**.

### NOTE

Setting for Copying Bound Documents in Page Order is available only when 2-Sided copying of a Bound document is carried out.

- 4 Touch **Book-Order** or **Standard**, and touch **Enter**.



### Useful Tip

When **Book-Order** is touched, the book is copied in the same order as the pages in it.  
When **Standard** is touched, two facing pages are copied onto both sides of a single sheet of paper.

5. Selecting the Document and Copy Format

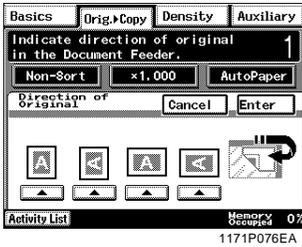
**Setting for Loading a Document**

- 1 Touch **Original Direction** on the **Orig. ► Copy** screen.

**NOTE**

*This setting is only available when the copier is equipped with the Duplexing Document Feeder.*

- 2 Select the direction of the document, and touch **Enter**.



**Useful Tip**

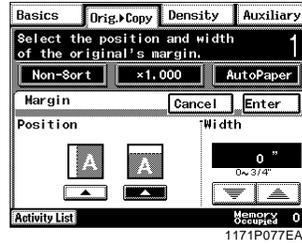
Loading a long document lengthways    Loading a wide document sideways    Loading a wide document lengthways    Loading a long document sideways



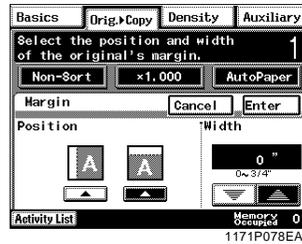
11660382AA

**Setting for Margin of a Document**

- 1 Touch **Margin** on the **Orig. ► Copy** screen.
- 2 Select the position for the document margin (left or top).



- 3 Use **▼** or **▲** to adjust the width of the margin, and touch **Enter**.



**Useful Tips**

- Figures ranging from 0 to 3/4 inch can be set.
- Everytime **▼** is touched, the set value is decreased 1/16 inch.
- Everytime **▲** is touched, the set value is increased by 1/16 inch.

# 6. Attaching Cover Sheets

## Cover Sheets

Different types of paper, such as colored paper, can be used for cover sheets when a document is copied.

### NOTES

- When attaching a cover sheet, the document should be set in the Document Feeder. A cover sheet cannot be attached if the document is loaded on the Book Scanner.
- Paper for the cover sheets should be inserted in a different paper drawer to the one for the main contents (the paper to be copied separately from the cover sheet).
- Paper of the same size and loaded in the same direction as the paper for the main contents should be used for the cover sheet.

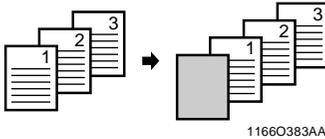
### Useful Tips

- Both front and back cover sheets can be attached.
- Copying is possible on the cover sheet paper.

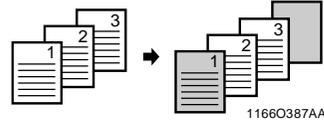
### Styles of Attaching Cover Sheets

There are six variations for attaching cover sheets as follows.

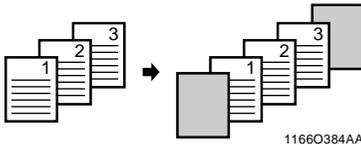
- Front cover sheet (not copied on), back cover sheet (none)



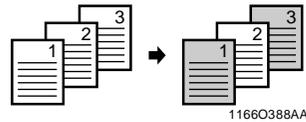
- Front cover sheet (copied on), back cover sheet (not copied on)



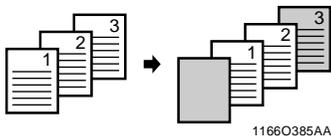
- Front cover sheet (not copied on), back cover sheet (not copied on)



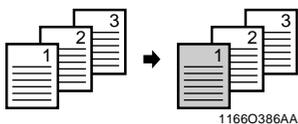
- Front cover sheet (copied on), back cover sheet (copied on)



- Front cover sheet (not copied on), back cover sheet (copied on)



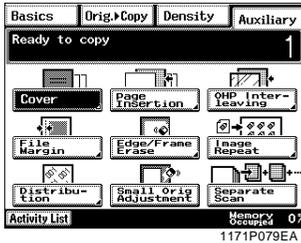
- Front cover sheet (copied on), back cover sheet (none)



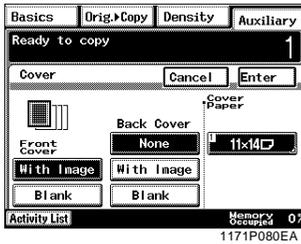
## 6. Attaching Cover Sheets

### Attaching Cover Sheets

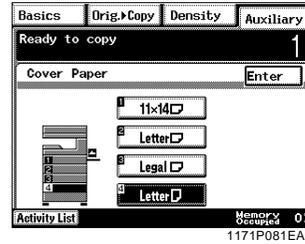
- 1 Load the document in the Document Feeder. “Handling Documents” p.1-20
- 2 Press the Copy key.
- 3 Select **Auxiliary**, and touch **Cover**.



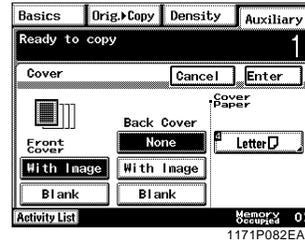
- 4 Select the method of attaching the Front (and Back) Cover sheet, and touch the key for the cover sheet paper.



- 5 Touch the key for the paper drawer in which the cover sheet paper is loaded, and touch **Enter**.



- 6 Touch **Enter**.



- 7 Press the Start key.  
Copying starts.

#### NOTE

When the paper drawer in which the cover sheet paper is loaded is displayed, touch **Enter** instead of the key for cover sheet paper.

#### Useful Tip

Touch the keys for attaching the front and back cover sheets separately.

## 7. Inserting Separators

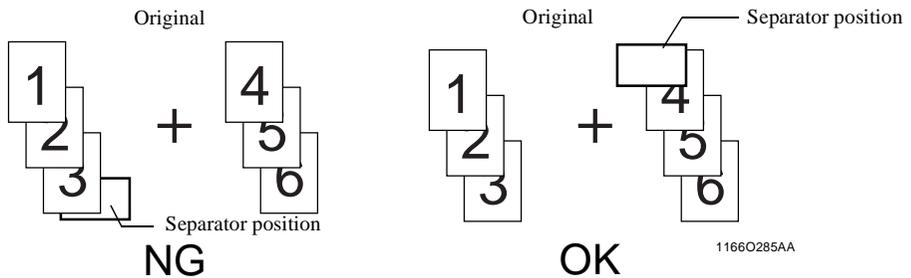
### Page Insertion

<Only for Di350f with Duplexing Document Feeder>

A different type of paper, such as colored paper, can be inserted into the document set.

#### NOTES

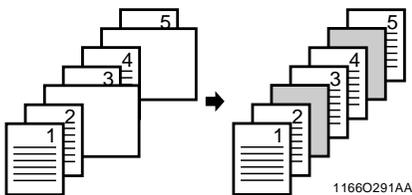
- This function may not be available depending on the model.
- The Duplexing Document Feeder is required for page insertion.
- The document should be inserted into the Duplexing Document Feeder when a separator is required. A separator cannot be inserted if the document is loaded on the Book Scanner.
- Paper of a different size or direction should be inserted into the document at the required position for the separator (to mark the position for insertion).
- Paper for the separator should be loaded in a different paper drawer to the one used for the main contents (the paper to be copied separately from the cover sheet).
- Paper of the same size and loaded in the same direction as the main contents should be used for the separators.
- Copying is possible on the paper for the separator sheet.
- This function can be used together with the cover sheet function.
- This function cannot be used together with Booklet Creation or mixed documents.
- For combined use of the Page Insertion and Separate Scan modes, make sure that the page which specifies the separator position is not inserted as the last page of the divided original.



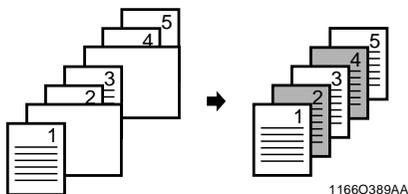
#### Styles of Inserting Separators

Separators are inserted into the copy wherever paper of a different size or direction is found in the document during copying.

- Non-Copied Inserts



- Copied Inserts



7. Inserting Separators

**Inserting the separators**

1 Load the document in the Document Feeder.

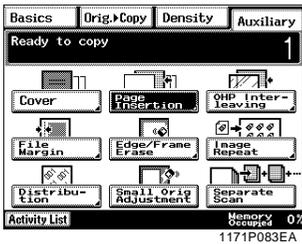
**NOTE**

Insert different sized paper to the original document in the positions that the separators should be inserted.

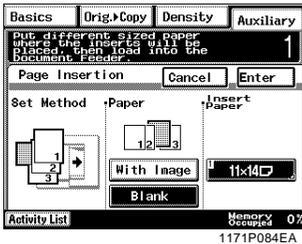
“Handling Documents” p.1-20

2 Press the Copy key.

3 Select **Auxiliary**, and touch **Page Insertion**.



4 Select **With Image** or **Blank** on the separator, and touch the key for the separator paper.

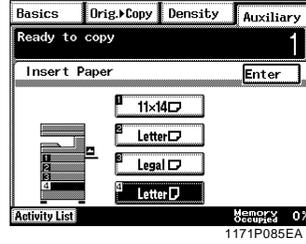


**NOTE**

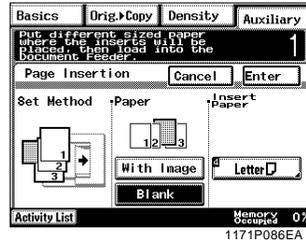
If the paper drawer in which the separator paper is loaded is displayed, touch

**Enter** instead of the key for the separator paper.

5 Touch the key of the paper drawer in which the separator paper is loaded, and touch **Enter**.



6 Touch **Enter**.



7 Press the Start key.  
Copying starts.

# 8. Copying on OHP Interleaving

## OHP Interleaving

Separators can be inserted between the OHP copies when they are printed.

**NOTES**

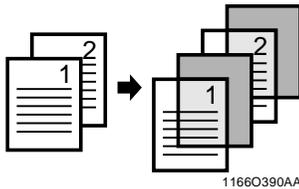
- Paper for the separators should be loaded in a different paper drawer to the one used for the OHP film.
- Paper the same size and loaded in the same direction as the OHP film should be used for the separator.

**Useful Tip**

Copying is possible on the Interleaves.

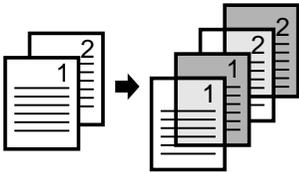
### Styles of Inserting Separators between OHP copies

- Non-Copied Interleaves



1166O390AA

- Copied Interleaves

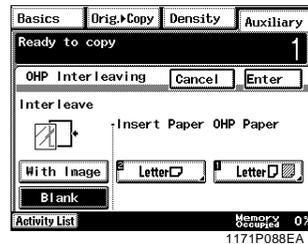
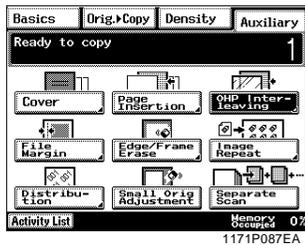


1166O391AA

## Inserting OHP Interleaves

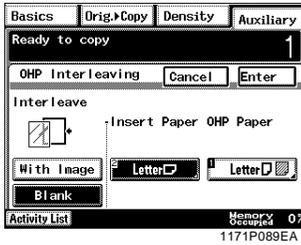
- 1 Load the document in the unit.  
“Handling Documents” p.1-20
- 2 Press the Copy key.
- 3 Select **Auxiliary**, and touch **OHP Interleaving**.

- 4 Select **With Image** or **Blank** on the OHP Interleaving.



8. Copying on OHP Interleaving

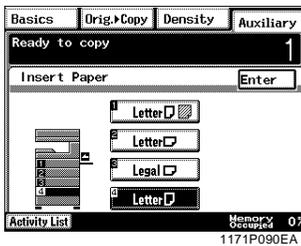
5 Touch the key for the Insert paper.



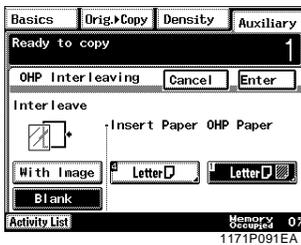
**NOTE**

If the paper drawer in which the OHP Interleaving paper is loaded is displayed, this operation is not required.

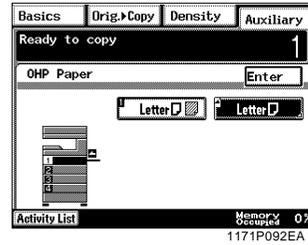
6 Touch the key for the Paper Drawer in which the OHP Interleaving papers is loaded, and touch **Enter**.



7 Touch the key for the OHP film.

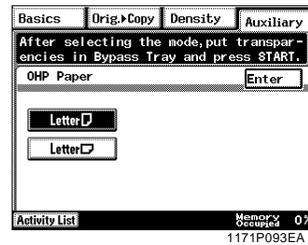


8 Select the Paper Drawer in which the OHP film is loaded, and touch **Enter**.



**<Setting OHP Paper into the Manual Bypass Tray>**

- Touch the key for the Manual Bypass Tray.
- Select the OHP film size key and touch **Enter**.



- Touch **Enter**.
- Copying starts when an OHP film is inserted into the Manual Bypass Tray.

**<Inserting OHP paper into the copy paper Cassette (1st Drawer)>**

- Touch the key for the copy paper drawer in which the OHP paper is loaded, and touch **Enter**.

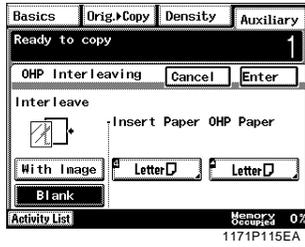
**NOTE**

Select the paper type when OHP film is loaded in the 1st Drawer.

“Selecting the Copy Paper Size for Copying”

☞ p. 2-5

9 Touch **Enter**.



10 Press the Start key.

Copying starts.

# 9. Setting up File Margins

## File Margin

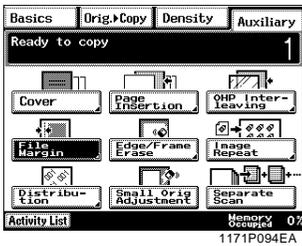
Margins for binding a file can be set up by shifting the image while still including all the image area. The position of the binder margin can be selected either at the left of the paper or at the top of the paper, and its width can also be selected.

### Setting up File Margins

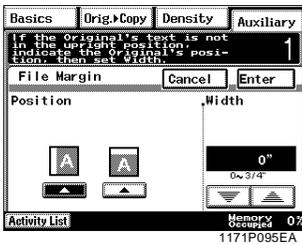
1 Load the document in the unit.  
 “Handling Documents” p.1-20

2 Press the Copy key.

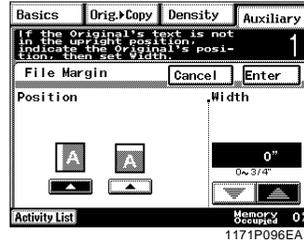
3 Select **Auxiliary**, and touch **File Margin**.



4 Touch **▲** to set the file margin position (at the left or at the top).



5 Use **▼** or **▲** to select the file margin width, and touch **Enter**.



**NOTE**

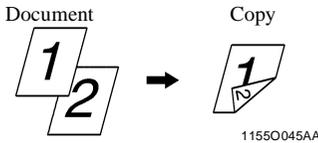
The copy image may be lost if the file margin width is set larger than is necessary. An appropriate size must be set for the file margin width.

**Useful Tips**

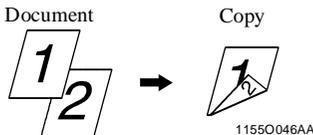
- Figures ranging from 0 to 3/4 inch can be set.
- Every time **▼** is touched, the set value is decreased by 1/16 inch. Every time **▲** is touched, the set value is increased by 1/16 inch.

**Useful Tips**

- When Left is selected for the file margin position, both the front and back of the document are copied in the same direction as the original document.



- When Top is selected for the file margin position, the back of the document is copied upside down to the original document.



6 Press the Start key.

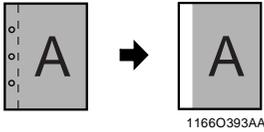
Copying starts.

# 10. Erasing Some Parts of the Document for Copying

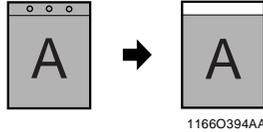
## Edge/Frame Erase

Some parts of the document can be erased when copying to avoid any unwanted marks such as those left by hole punching. It is also convenient for erasing header data from facsimiles that have been received, such as the date of receipt or sender's name.

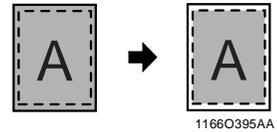
• Left edge erasing mode



• Top edge erasing mode

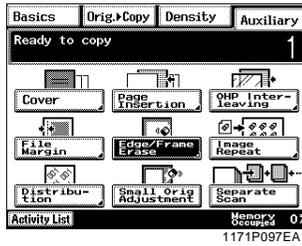


• Frame erasing mode

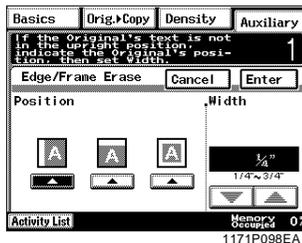


### Erasing

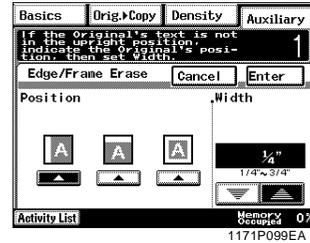
- 1 Load the document in the unit. "Handling Documents" p.1-20
- 2 Press the Copy key.
- 3 Select **Auxiliary**, and touch **Edge/Frame Erase**.



- 4 Touch to set the position erased. (Left Edge Erase, Top Edge Erase, Frame Erase)



- 5 Touch or to select the width to be erased, and touch **Enter**.



#### NOTE

The width to be erased in each erasing mode is the width to be erased from the original document. Therefore, care must be taken when making enlargements or reductions.

#### Useful Tips

- Figures ranging from 1/4 to 3/4 inch can be set.
- Every time is touched, the set value is decreased by 1/16 inch. Every time is touched, the set value is increased by 1/16 inch.

- 6 Press the Start key.  
Copying starts.

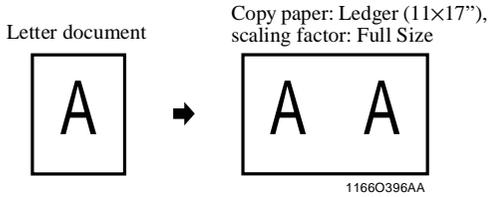
# 11. Multi-Copying of a Document on One Sheet of Copy Paper

## Image Repeating

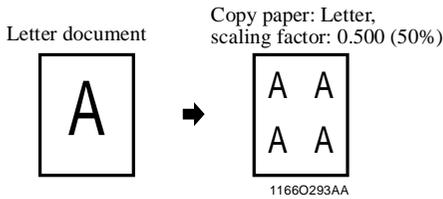
The image on a document can be repeatedly copied onto one sheet of copy paper.

### Examples of Image Repeating

- When Ledger (11" × 17") is selected as the copy paper size, and Full Size is set as the zoom ratio to copy a Letter-size document:

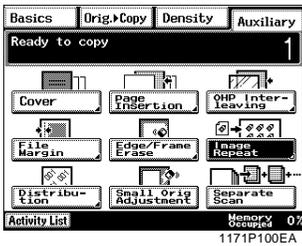


- When Letter (8-1/2" × 11") is selected as the copy paper size and 0.500 (50%) is set as the zoom ratio to copy a Letter-size document:



## Image Repeating

- 1 Load the document in the unit. "Handling Documents" p.1-20
- 2 Press the Copy key.
- 3 Select **Auxiliary**, and touch **Image Repeat**.

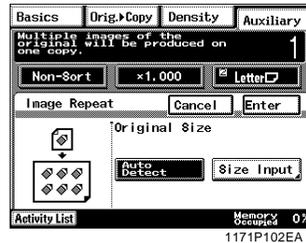


- 4 Select the document size.



### <Automatic detection>

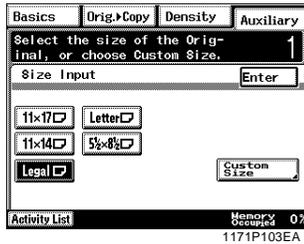
- Touch **Auto Detect**, and touch **Enter**.



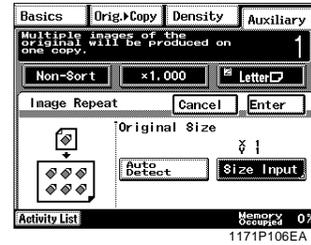
## 11. Multi-Copying of a Document on One Sheet of Copy Paper

<Regular size (such as Letter and Legal)>

- Touch **Size Input**.
- Select the document size, and touch **Enter**.



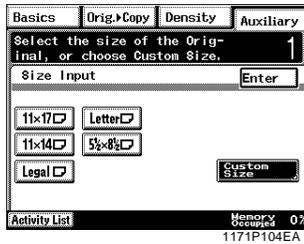
5 Touch **Enter**.



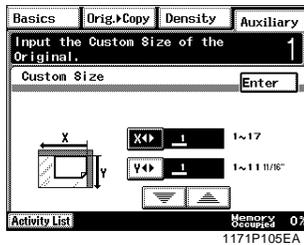
6 Press the Start key.  
Copying starts.

<Irregular size (any other than Letter and Legal)>

- Touch **Size Input**.
- Then select **Custom Size**.



- Touch **▼** or **▲** and enter a horizontal length (X) and vertical length (Y) and touch **Enter**.



### Useful Tips

- Touch **X◀▶** and **Y◀▶** to move the cursor.
- When selecting the dimensions, enter the size after touching **X◀▶** or **Y◀▶**. Width (X) can be set ranging from 1 to 17 inches. Length (Y) can be set ranging from 1 to 11-11/16 inches.

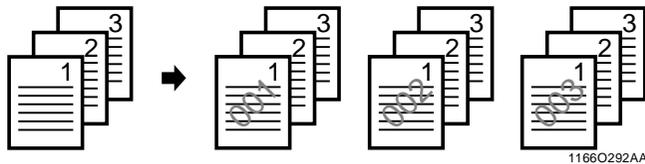
## 12. Numbering the Copy Paper per Set of Copies

### Distribution

Numbering per set is possible on the background of the copy paper. This is useful to confirm the number of sets of copies printed, or when handling confidential documents.

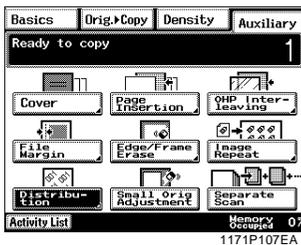
#### Useful Tips

- Numbers are printed on the background of the copy paper for each set of copies.
- When the Distribution function is set, 'sort' is automatically selected as the finishing setting.
- Whether to number all pages or just the first page can be selected.
- Three levels of contrast can be selected for numbering.
- When numbering reaches 999, it returns to 000.
- The initial number can be selected.

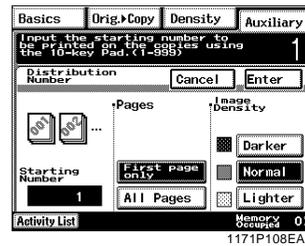


### Setting for the Numbering Function

- 1 Load the document in the unit.  
“Handling Documents” p.1-20
- 2 Press the Copy key.
- 3 Select **Auxiliary**, and touch **Distribution**.



- 4 Select the Distribution function.



#### <Selecting the Initial Number for Printing>

- Use the 10-key Pad to enter the initial number.

#### Useful Tip

Figures can be set ranging from 000 to 999. If you would like to start from 003, enter '3'. If no number is selected, numbering starts from 001.

#### <Selecting the Pages to be Numbered>

- Touch **First page only** or **All Pages**.

#### Useful Tips

- When **First page only** is touched, only the first page of each set is numbered.
- When **All Pages** is touched, all pages of each set are numbered.

## &lt;Selecting the Contrast for Text&gt;

- Select the desired contrast from **Darker**, **Normal**, and **lighter**.

**5** Touch **Enter**.

**6** Press the Start key.

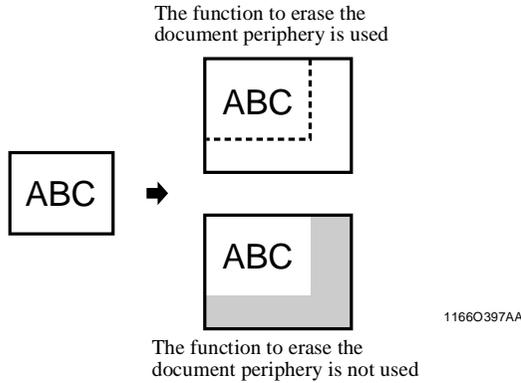
Copying starts.

# 13. Erasing the Peripheral Area around a Document

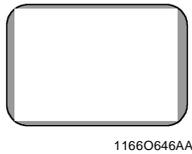
## Small Original Adjustment

When using copy paper that is larger than the original document, or making reductions, the periphery around the document may come out darker. In this case, use this function to avoid such shadowing by erasing the peripheral area.

- When setting the function to erase the document periphery, the document is copied as follows.

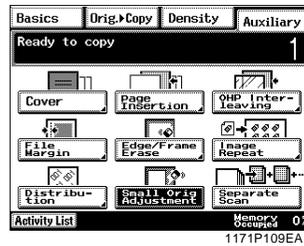


- The size and positions of the following documents may not be correctly detected, so they might not be properly copied even though they are within the printable area.
  - Colored paper documents
  - Documents with text printed right to the edge
  - Any irregularly shaped document other than a rectangle
  - Even if a document is irregularly shaped, the erasing function only works on a rectangular basis.



## Using the Document Periphery Erasing Function

- 1 Load the document in the Unit. "Handling Documents" p.1-20
- 2 Press the Copy key.
- 3 Select **Auxiliary** and touch **Small Orig Adjustment**.



- 4 Press the Start key.  
Copying starts.

## 14. Scanning a Large Partitioned Document for Copying

### Separate Scanning

When a document set is too large to load the entire thing on the document feeder at one time, the set can be divided into smaller parts and copied with paging and function (such as distribution numbering) continuity preserved.

#### NOTE

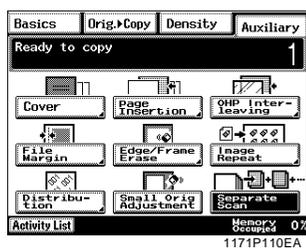
- The Book Scanner or the Duplexing Document Feeder is required to use this function.
- Scanning is suspended when the memory is full. In this case, press the Start key to print that part of the document already in memory. Then continue scanning.

### Using the Book Scanner

- 1 Place the document on the Book Scanner one page at a time starting with the first page. “Handling Documents” p.1-20
- 5 After scanning is complete, load the next part of the document page by page, and press the Start key.

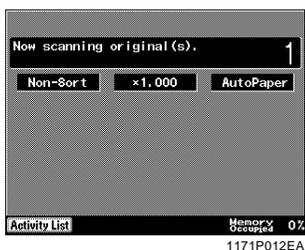
- 2 Press the Copy key.

- 3 Select **Auxiliary**, and touch **Separate scan**.



- 4 Press the Start key.

Scan the first part of the document.

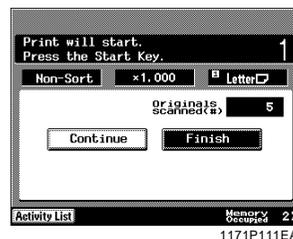


Scan the document.

#### Useful Tip

Repeat this operation until the whole document is completely scanned.

- 6 Touch **Finish** when scanning is complete.



#### Useful Tip

To add documents to be scanned, touch **Continue** to re-start scanning.

Add the document and press the Start key.

- 7 Press the Start key.

Copying starts.

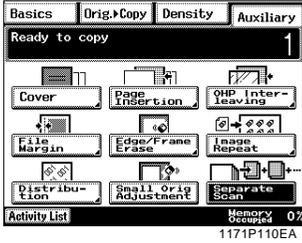
14. Scanning a Large Partitioned Document for Copying

**Using the Duplexing Document Feeder**

1 Load the first part of the document in the Duplexing Document Feeder.  
 “Handling Documents” p.1-20

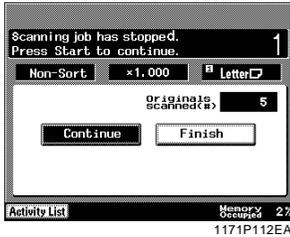
2 Press the Copy key.

3 Select **Auxiliary**, and touch **Separate scan**.



4 Press the Start key.

Scan the document.



**Useful Tips**

- To suspend scanning, press the Stop key.
- When **Finish** is touched during scanning, copying starts.

5 After scanning is complete, load the next part of the document, and press the Start key.

Scan the document.

**Useful Tip**

Repeat this operation until the whole document is completely scanned.

6 Press **Finish** when scanning is complete.



7 Press the Start key.

Copying starts.

## 15. Using Copy Programs

### Copy Program

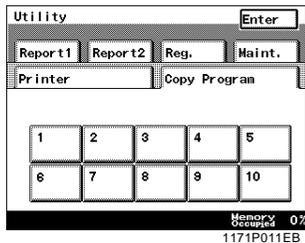
Copying functions frequently used can be registered and accessed as necessary. You do not need to reset the zoom and density each time if you regularly use the same settings to copy documents.

#### Useful Tips

- Registration is required in advance. “Registering Copy Programs” (☞ p. 11-25)
- The following functions can be registered in combination as copy programs.
  - Number of Copies (☞ p. 2-2)
  - Zoom (☞ p. 2-9)
  - Sort (☞ p. 4-2)
  - Cover Sheets (☞ p. 4-19)
  - OHP Interleaving (☞ p. 4-23)
  - Edge/Frame Erase (☞ p. 4-27)
  - Distribution (☞ p. 4-30)
  - Separate Scanning (☞ p. 4-33)
  - Copy Paper Size (☞ p. 2-5)
  - Density (☞ p. 2-13)
  - Mixed Original Detection (☞ p. 4-8)
  - Page Insertion (☞ p. 4-21)
  - File Margin (☞ p. 4-26)
  - Image Repeating (☞ p. 4-28)
  - Small Original Adjustment (☞ p. 4-32)

### Using the Copy Programs

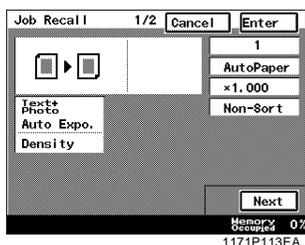
- 1 Press the Utility key.
- 2 Select the program to be used.



#### Useful Tip

Only keys on which copy programs are registered are displayed. Touch the key in which the copy program to be used is registered.

- 3 Load the document and copy.





16. Combining Copy Functions

Set Last Functions		Copying										Finishing				Auxiliary					Utilities											
		1-Sided copying	2-Sided copying	1-Sided 2-to-1 copying	2-Sided 2-to-1 copying	1-Sided 4-to-1 copying	2-Sided 4-to-1 copying	Booklet Creation copying	Mixed original	Original direction	Margin	Single Feed ray	Non-sort	Sort	Group	Staple	Hole punch	File Margin	Edge/Frame Erase	Page Insertion	Cover Sheets	OHP Interleaving	Image Repeating	Small Original Adjustment	Separate Scanning	Distribution	Toner Replenishment	Registering copy programs	Accessing copy programs	Interrupting		
Set First Functions																																
		Paper	Automatic paper	O	O	C	C	C	C	O	F	F	O	O	O	O	O	O	O	O	O	O	O	X	X	F	O	O	O	O	O	O
Drawer selection (fixed, universal)	O		O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	X	X	O	O	O	O	O	O	O	O	
1st Drawer (OHP, Card)	O		-	O	-	O	-	-	F	F	O	O	O	O	O	O	O	O	O	O	O	X	X	O	O	F	O	O	O	O	O	
1st Drawer (normal paper)	O		O	O	-	O	-	-	O	F	F	O	O	O	O	O	O	O	O	O	O	X	X	O	O	F	O	O	O	O	O	
Manual Bypass Tray (OHP, Card)	O		-	-	-	-	-	-	-	F	F	X	O	-	-	-	-	-	-	-	-	-	-	-	O	O	-	-	-	-	O	O
Manual Bypass Tray (normal paper)	O		-	-	-	-	-	-	-	F	F	X	O	-	-	-	-	-	-	-	-	-	-	-	O	O	-	-	-	-	O	O
Paper unsuited to 2-Sided printing	O	-	O	-	O	-	-	-	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O	O		
Zoom	Automatic Size	O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	X	X	O	O	F	O	O	O	O	O		
	Fixed Zoom ratio	O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	X	X	O	O	F	O	O	O	O		
	Custom Zoom	O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O	O		
	X/Y Zoom	O	O	C	C	C	C	C	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O	O		
Density/ Image Quality	Automatic density	O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O	O		
	Manual density	O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O	O		
	Text	O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O	O		
	Text+Photo	O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O	O		
	Photo	O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O	O		
Documents	1-Sided document	O	O	O	O	O	O	▲	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O	O		
	2-Sided document	O	O	O	O	O	O	X	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O	F		
	Bound document	O	O	X	X	X	X	X	E	-	-	X	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O		
	1-Sided 2-to-1 document	O	X	X	X	X	X	X	-	-	-	X	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O		
	2-Sided 2-to-1 document	O	X	X	X	X	X	X	-	-	-	X	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O		
	1-Sided copying	X	X	X	X	X	X	X	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O		
Copying	2-Sided copying	X	X	X	X	X	X	▲	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O			
	1-Sided 2-to-1 copying	X	X	X	X	X	X	-	F	F	X	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O			
	2-Sided 2-to-1 copying	X	X	X	X	X	X	-	F	F	X	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O			
	1-Sided 4-to-1 copying	X	X	X	X	X	X	-	F	F	X	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O			
	2-Sided 4-to-1 copying	X	X	X	X	X	X	-	F	F	X	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O			
	Booklet Creation copying	X	X	X	X	X	X	-	F	F	X	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O			
	Mixed Original Detection	O	▲	-	-	-	-	-	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O			
	Original direction	G	G	G	G	G	G	G	G	F	G	G	G	G	G	G	G	G	G	G	G	G	G	G	F	G	G	G	G			
	Margin	G	G	G	G	G	G	G	G	F	G	G	G	G	G	G	G	G	G	G	G	G	G	G	F	G	G	G	G			
	Finishing	Single Feed Tray	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Non-sort		O	O	O	O	O	O	O	F	F	O	X	X	B	O	O	O	O	O	O	O	O	O	O	F	B	O	O	O			
Sort		O	O	O	O	O	O	O	F	F	X	X	X	O	O	O	O	O	O	O	O	O	O	O	F	B	O	O	O			
Group		O	O	O	O	O	O	O	F	F	X	X	X	O	O	O	O	O	O	O	O	O	O	O	F	B	O	O	O			
Staple		O	O	O	O	O	O	O	F	F	X	X	X	O	O	O	O	O	O	O	O	O	O	O	F	B	O	O	O			
Hole punch		O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O			
File Margin		O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O			
Auxiliary	Edge/Frame Erase	O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O			
	Page Insertion	O	O	O	O	O	O	O	F	F	X	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O			
	Cover Sheets	O	O	O	O	O	O	O	F	F	X	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O			
	OHP Interleaving	O	-	-	-	-	-	-	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O		
	Image Repeating	O	-	-	-	-	-	-	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O			
	Small Original Adjustment	O	-	-	-	-	-	-	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O			
	Separate Scanning	G	G	G	G	G	G	G	G	F	G	G	G	G	G	G	G	G	G	G	G	G	G	G	F	G	G	G	G			
	Distribution	O	O	O	O	O	O	O	O	F	F	X	-	-	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	X		
Utilities	Toner Replenishment	O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	O			
	Registering copy programs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X			
	Accessing copy programs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X			
	Interrupting	O	O	O	O	O	O	O	F	F	O	O	O	O	O	O	O	O	O	O	O	O	O	O	F	O	O	O	X			

## 16. Combining Copy Functions

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- : Can be used in combination.
- : Cannot be used in combination. (The function set first takes priority.)
- × : Cannot be used in combination. (The function set last takes priority.)
- ▲ : Cannot be used when '1-Sided document → 2-Sided copying' is done. (The function set first takes priority.)
- A : The Manual Bypass Tray cannot be used.
- B : Automatically uses the sorting mode.
- C : The originally set scaling factor is adopted.
- D : The function set first is not adopted.
- E : The function set last is not adopted.
- F : Cannot be used with the Automatic Document Feeder. (The function set first takes priority.)
- G : Cannot be used with the Automatic Document Feeder. (The function set last takes priority.)
- H : Changes to the originally set status.
- : Has no bearing.

# Chapter 5

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## Transmission Methods

# 1. Confirming the Communications Status

Data about the current communications status—such as data on stored documents awaiting transmission, documents being transmitted, transmitted documents, and received documents—is stored in memory. You can check the communications status using the touch panel.

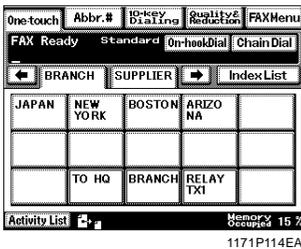
Use **Activity List** to check the communications status.

Data about the communications status is classified into five categories as follows.

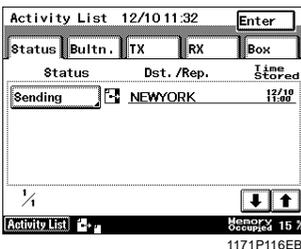
- **Status**: Stored documents awaiting transmission and active functions are displayed.
- **TX**: Documents that are currently being transmitted, stored documents awaiting transmission, and transmitted documents are displayed. Up to 64 documents that are either saved or being sent and a maximum of 96 transmitted documents can be displayed.
- **RX**: Documents that are currently being received, waiting to be printed, or having been received are displayed. Up to 200 documents that are currently being received or waiting to be printed and a maximum of 256 received documents can be displayed.
- **Bultn.**: Documents that have been registered on the Bulletin Board are displayed. Such documents can be printed or deleted.
- **Box**: Documents can be stored in mail boxes that have been set up for each user. These documents can be printed or deleted.

## Confirming the Active Functions

1 Touch **Activity List**.

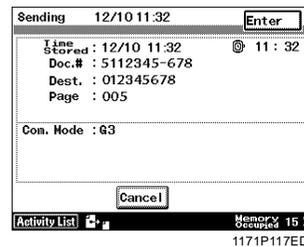


2 Confirm the active function.



<Confirming the Operational Details>

- Touch the function that you want to confirm.
- Confirm the details of the function and touch **Enter**.



3 Touch **Enter**.  
Returns to the initial screen.

### Useful Tip

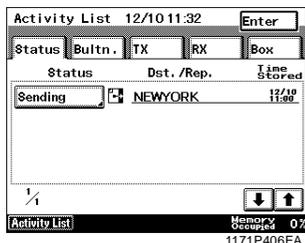
Up to four functions are displayed at a time. If the desired function is not displayed, touch

↓ and ↑ to locate it.

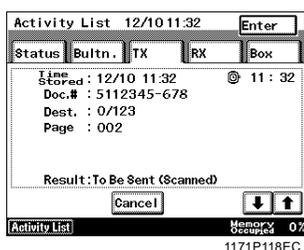
## Confirming the Transmission Status

1 Touch **Activity List**.

2 Press **TX**.



3 Confirm the transmission status.



### Useful Tips

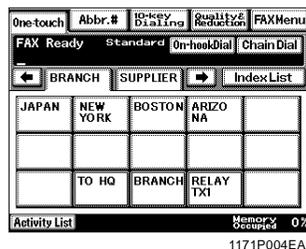
- Touch **↓** and **↑** to retrieve the desired document and confirm the transmission status.
- If **Interim Rep.** is touched while a document is being scanned or transmitted, an interim transmission report is printed.
- If **Del.** is touched when there is a document awaiting transmission, transmission is cancelled.
- If **Intrp** is touched while the document is being scanned or transmitted, the action is suspended.
- If a timer transmission has been set, **⌚** is displayed to the right of the reception date and time.

4 Touch **Enter**.

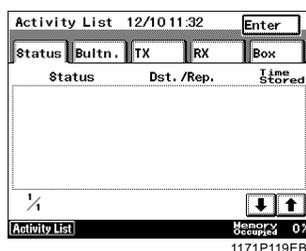
The initial screen returns.

## Confirming the Reception Status

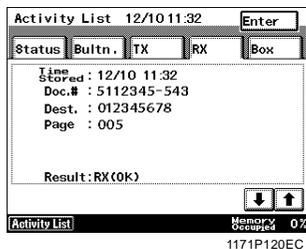
1 Touch **Activity List**.



2 Press **RX**.



3 Confirm the reception status.



### Useful Tips

- Touch **↓** and **↑** to retrieve the desired document and confirm the reception status.
- When waiting for polling reception, and **Retry** is touched, dialing starts immediately.
- When the document needs to be deleted, touch **Del.**
- When the document needs to be transferred, touch **Forwrd**.

4 Touch **Enter**.

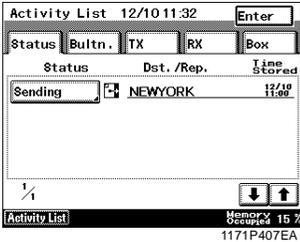
The initial screen returns.

1. Confirming the Communications Status

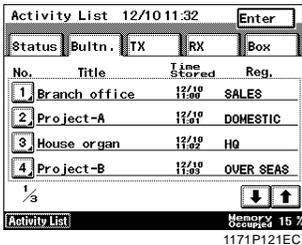
**Confirming the Documents on the Bulletin Board**

1 Touch **Activity List**.

2 Touch **Bultn.**.



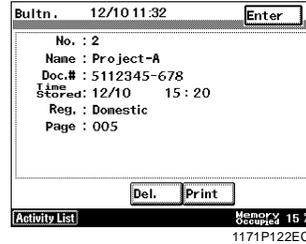
3 Select the document to be confirmed.



*Useful Tips*

- Touch **↓** and **↑** to retrieve the desired document and confirm the registered document.
- When a number key is touched, details about the document are displayed on the screen.

4 Confirm the details of the document.



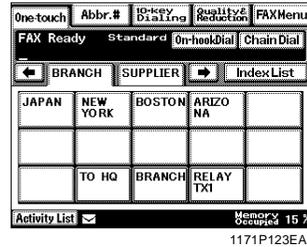
*Useful Tips*

- When the document needs to be printed, touch **Print**.
- When the document needs to be deleted, touch **Del.**.

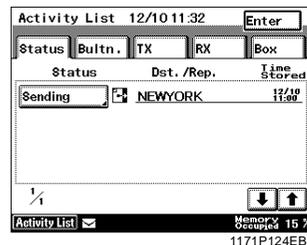
5 Touch **Enter** until the initial screen appears.

**Confirming the Documents that are Stored in the Box**

1 Touch **Activity List**.



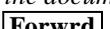
2 Touch **Box**.



### 3 Confirm the documents stored in the box.



#### *Useful Tips*

- Touch  and  to retrieve the desired document and confirm the document stored in the box.
- When the document needs to be printed, touch .
- When the document needs to be deleted, touch .
- When the document needs to be transferred, touch .

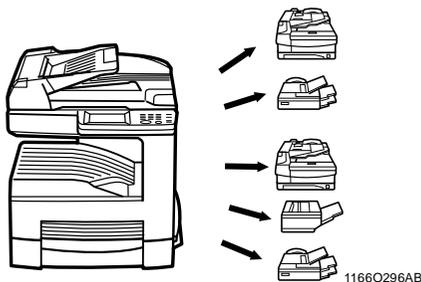
### 4 Touch .

The initial screen returns.

## 2. Sending a Document to Multiple Destinations

### Serial Broadcast Transmission

Serial broadcast transmissions allow you to send a document to multiple destinations all at the same time.



#### NOTE

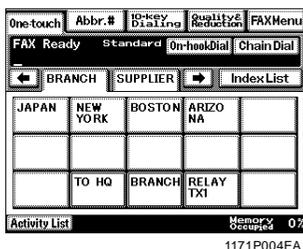
Facsimile numbers of destinations must be registered in advance. “Registering a Number for One-Touch Key” ⇨ p. 11-2 “Registering a Number for Abbreviated Dialing” ⇨ p. 11-7

#### Useful Tips

- Up to 210 destinations can be selected simultaneously for each transmission. However, only up to 5 destinations can be selected when using the 10-key Pad to dial the number.
- More than one number can be registered in a facsimile program key. “Registering Communications Conditions in Facsimile Program Keys” ⇨ p. 11-12

### Procedure for Serial Broadcast Transmissions

- 1 Load the document in the unit.  
“Handling Documents” ⇨ p.1-20
- 2 Press the Fax key.
- 3 Select all the destinations that the document is to be sent to.



#### <Selecting with One-touch keys>

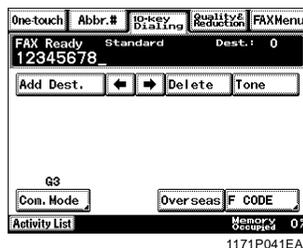
- On the One-touch screen, select all the keys for the destinations that the document is to be sent to.  
“Using One-Touch Dialing for Transmission” ⇨ p. 3-7

#### <Selecting with Abbreviated Dialing>

- On the abbreviated dialing screen, select all the keys for the destinations that the document is to be sent to.  
“Using Abbreviated Dialing for Transmission” ⇨ p. 3-8

#### <Selecting with the 10-key Pad>

- Enter the number of the destination’s facsimile on the 10-key Dialing screen.
- Touch **Add Dest.**



- Enter the next number.
- Repeat the above until all the numbers are input.

## &lt;Selecting with a Facsimile Program&gt;

- Touch the Facsimile program key on the One-touch screen.

4 Press the Start key.

Transmission starts.

## Confirming the Status of the Serial Broadcast Transmission

Whether or not the document was transmitted to all the destinations can be confirmed by checking the Serial Broadcast Report. “Settings for Report Printing”  p. 9-29

TSI

SERIAL BROADCAST REPORT

P.1

(THU) JUL 15 1999 11:32  
CHICAGO

USER NAME :SALES  
TOTAL DST. :8stations  
PAGES :5sheets

DOCUMENT# :5114376-760  
TIME STORED :11:10, 7/15  
TIME SENT :11:10, 7/15  
DURATION :4min, 30sec

FIN. :7station

ABBR#	DESTINATION	RESULT	ABBR#	DESTINATION	RESULT	ABBR#	DESTINATION	RESULT
#000	AA	OK	#001	BB	OK	#002	CC	OK
#003	DD	OK	#004	EE	OK	#005	FF	OK

DESTINATION (FULLDIAL)	F CODE	RESULT
12345678	12345	OK

T.B.S. :1station

ABBR#	DESTINATION	RESULT
#006	GG	BUSY

Result	Details of Communications Status
BUSY	•Destination is engaged. •The line is busy.
NO ANS	•The destination is unable to receive. •The destination does not answer the telephone.
INTERR	•Communications are suspended.
F.MEM	•The memory is full.
NG	•Communications with all destinations were unsuccessful.
PT.DEL	•Some communications were unsuccessful.

Destinations to which transmission could not be completed

Destinations to which transmission was completed normally

Data and time of printing the report

## 3. Sending a Document after Talking on the Telephone

### Manual Transmission

After talking with the destination, you can send a document without hanging up and re-dialing the number. This function is used to inform the destination that the document is transmitted.

#### NOTES

- An extra telephone set is required for Manual Transmission.
- Use the Document Feeder for transmission after talking on the telephone.
- When Automatic Reception is selected on the recipient's facsimile, a 'beep' sound is heard immediately instead of the phone being answered. In this case, you cannot speak to the recipient.

### Manual Transmission

- 1 Press the Fax key.
- 2 Load the document in the Document Feeder. "Handling Documents" ☞ p.1-20
- 3 Pick up the handset.
- 6 Press the Start key.  
Transmission starts.
- 7 Hang up the handset.

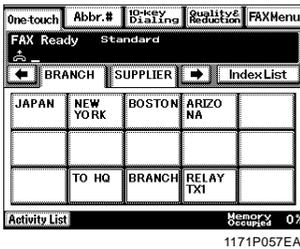
#### NOTE

Make sure that you can hear the dial tone through the handset.

#### Usefull Tip

If the handsets at both the receiving and sending ends are left off the hook, you can continue talking with the recipient after transmission.

- 4 Select the number.



#### Useful Tip

"Sending a Document" ☞ p. 3-2 "Using One-Touch Dialing for Transmission" ☞ p. 3-7  
"Using Abbreviated Dialing for Transmission" ☞ p. 3-8

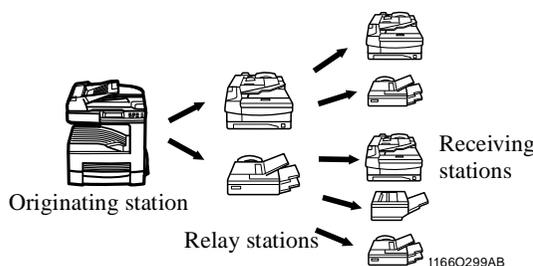
- 5 After talking, the recipient must press the facsimile button (or start button) on their facsimile machine.

A 'beep' is heard when the recipient's facsimile is ready to receive transmission.

## 4. Relaying a Document via Another Facsimile

### Relay Transmission

Your facsimile (acting as an originating station) can send a document first to another facsimile (acting as a relay station), which in turn sends the document to the facsimiles of multiple recipients (acting as receiving stations). When you send documents to distant recipients, to use a facsimile closer to the receiving stations as the relay station reduces the number of transmissions and the communication cost for your facsimile.



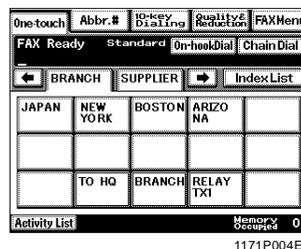
#### NOTES

- This machine can be used as a relay station.
- Some models of facsimile are unavailable to use as a relay station.
- Up to five relay stations and five receiving groups can be selected.  
If this machine is used as a relay station, Relay Transmission is possible for up to a total of 210 receiving stations in selected groups.
- Relay Transmission and Password Transmission cannot be used simultaneously.
- **At the originating station:**
  - Use the Facsimile Program key to select Relay Transmission. Register the relay stations and receiving stations (final recipients) in a Facsimile Program key. “Registering Communications Conditions in Facsimile Program Keys” ☞ p. 11-12
  - A self Abbreviated Dialing Number must be registered in your facsimile to receive a Relay Status Report from a relay station. “Registering an Abbreviated Number for Receiving a Relay Status Report” ☞ p. 11-21
- **At the Relay Stations:**
  - Relay group numbers that have been registered in the relay stations are used to select the receiving stations. Relay group numbers must be registered in advance. Refer to “Registering Relay Groups” ☞ p. 11-20
  - An abbreviated dialing number needs to be registered for the relay controller in order to receive a relay status report.
  - The document can be printed out at the relay station. “Settings for Transmission” ☞ p. 9-22

### Relay Transmission Procedure

- 1 Load the document in the unit.  
“Handling Documents” ☞ p.1-20
- 3 Touch the Facsimile Program key in which the Relay Program is registered.

- 2 Press the Fax key.



#### 4. Relaying a Document via Another Facsimile

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**Useful Tip**

The first index screen is automatically displayed. Touch the index tabs,  , or **Index list** to find the desired facsimile program key.

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**4** Press the Start key.

Transmission starts.

## 5. Sending a Document without Storing It in Memory

### Real Time Transmission

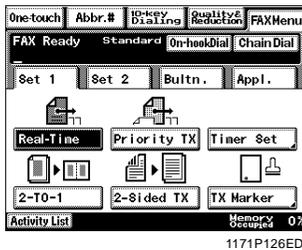
You can use the Real Time Transmission function to send a document one page at a time in accordance with the transmission status. This function can be used to ensure accurate transmission of large documents.

#### NOTES

- Use the Automatic Document Feeder when Real Time Transmission mode is selected. Neither the Book Scanner nor the Duplexing Document Feeder can be used for this type of transmission.
- Real Time Transmission function cannot be used while another document is being sent or received.
- Real Time Transmission function can only be used to send to one recipient at a time.
- Timer Transmission function cannot be used simultaneously with Real Time Transmission function.

### Sending while Scanning a Document

- 1 Load the document in the Automatic Document Feeder.  
“Handling Documents” ☞ p.1-20
- 2 Press the Fax key.
- 3 Select **Set 1** from **FAX Menu**, and touch **Real-Time**.

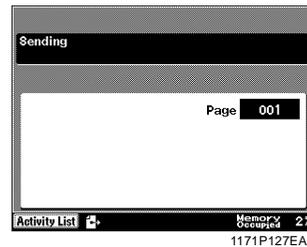


- 4 Select the destination.

#### Useful Tip

“Sending a Document” ☞ p. 3-2 “Using One-Touch Dialing for Transmission” ☞ p. 3-7  
“Using Abbreviated Dialing for Transmission” ☞ p. 3-8

- 5 Press the Start key.  
Transmission starts.



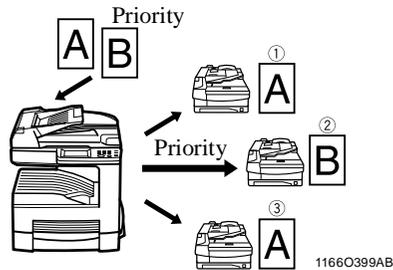
#### Useful Tip

The Real Time Transmission setting is automatically returned to the initial status after each transmission. The initial status can be set for each user. “Settings for Transmission” ☞ p. 9-22 “Amending User Data” ☞ p. 10-2

## 6. Sending a Document while a Stored Document is Waiting to be Sent

### Priority Transmission

You can transmit an urgent document while a stored document is waiting to be sent. For example, when the facsimile is carrying out a serial broadcast transmission to multiple destinations, you can interrupt it to perform the priority transmission after completing the current transmission but before it goes on to the next one.



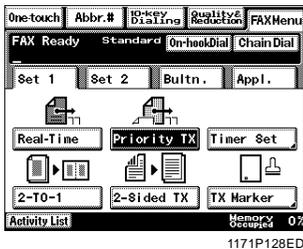
1166O399AB

#### NOTES

- Only one recipient can be dialed for Priority Transmission.
- The Timer Transmission function cannot be used simultaneously with the Priority Transmission function.

### Procedure for Priority Transmission

- 1 Load the document in the unit.  
“Handling Documents” [p.1-20](#)
- 2 Press the Fax key.
- 3 Select **Set 1** from **FAX Menu**, and touch **Priority TX**.
- 5 Press the Start key.  
Scanning of the document starts.



1171P128ED

- 4 Select the destination.

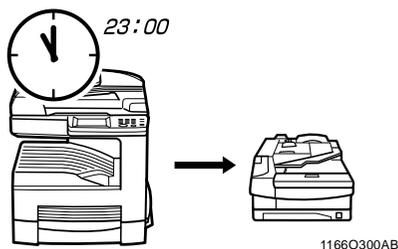
#### Useful Tip

“Sending a Document” [p. 3-2](#) “Using One-Touch Dialing for Transmission” [p. 3-7](#)  
 “Using Abbreviated Dialing for Transmission” [p. 3-8](#)

## 7. Sending a Document at a Specified Time

### Timer Transmission

The Timer Transmission function allows Automatic Transmission of pre-scanned documents at a specified time. For example, large documents can be transmitted late at night when call charges are lower.

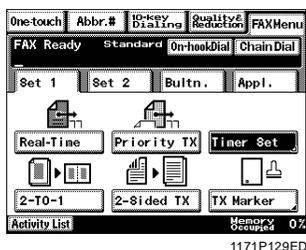


#### NOTES

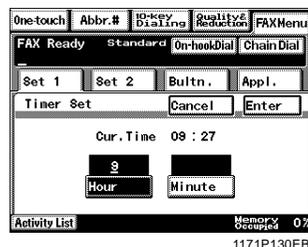
- Use the 24-hour clock to set the time. If the current time is not set accurately, the document will not be transmitted at the right time. “Setting the Date and Time” ⇨ p. 8-2
- The timer setting will be reset after each transmission.
- Up to 64 documents can be stored for Timer Transmission.
- Real Time Transmission and Priority Transmission functions cannot be performed when this function is selected.

### Setting the Timer

- 1 Load the document in the unit.  
“Handling Documents” ⇨ p.1-20
- 2 Press the Fax key.
- 3 Select **Set 1** from **FAX Menu**, and touch **Timer Set**.



- 4 Use the 10-key Pad to enter the desired transmission time, and touch **Enter**.



#### Useful Tip

Touch **Hour** or **Minute** and use the 10-key Pad to enter the time. The numbers can be cleared by touching the **C** key.

- 5 Select the destination.

#### Useful Tip

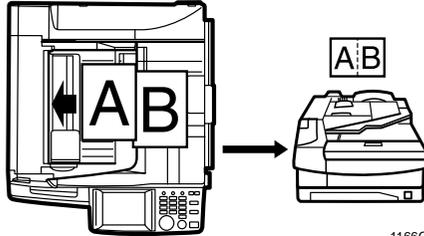
“Sending a Document” ⇨ p. 3-2 “Using One-Touch Dialing for Transmission” ⇨ p. 3-7  
“Using Abbreviated Dialing for Transmission” ⇨ p. 3-8

- 6 Press the Start key.  
The document stored in the memory will be transmitted at the specified time.

## 8. Sending Two Pages as One

### 2-to-1 Transmission

Two consecutive pages of a document can be sent as one page with this function. This feature is convenient when you want to send two letter sized documents by reducing and combining them into one letter sized document.



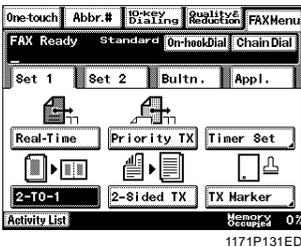
1166O301AA

#### NOTES

- Use the Automatic Document Feeder when selecting 2-to-1 Transmission. Neither the Book Scanner nor the Duplexing Document Feeder can be used for this type of transmission.
- Only Letter  size documents can be used with 2-to-1 Transmission.
- The 2-to-1 Transmission setting is reset after each transmission.

#### Procedure for 2-to-1 Transmission

- 1 Load the document in the Automatic Document Feeder.
- 2 Press the Fax key.
- 3 Select **Set 1** from **FAX Menu**, and touch **2-TO-1**.
- 5 Press the Start key.  
Transmission starts.



- 4 Select the destination.

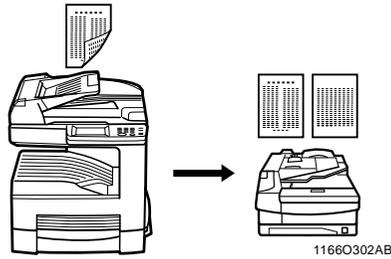
#### Useful Tip

“Sending a Document”  p. 3-2 “Using One-Touch Dialing for Transmission”  p. 3-7  
 “Using Abbreviated Dialing for Transmission”  
 p. 3-8

## 9. Sending a 2-Sided Document

### 2-Sided Transmission

2-Sided documents can be transmitted.

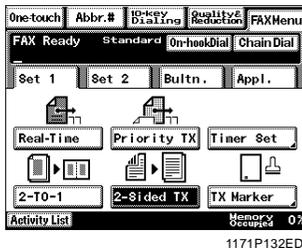


#### NOTES

- A Duplexing Document Feeder is required for automatic feeding of 2-Sided documents.
- Any document sent by using 2-Sided Transmission function can only be printed on one side of the paper at the recipient's facsimile.
- The 2-Sided Transmission and Real Time Transmission function cannot be used simultaneously.
- The 2-Sided Transmission setting is reset after each transmission.

#### Procedure for 2-Sided Transmission

- 1 Load the document in the unit with the front side facing up.  
“Handling Documents” ⇨ p.1-20
- 2 Press the Fax key.
- 3 Select **Set 1** from **FAX Menu**, and touch **2-Sided TX**.

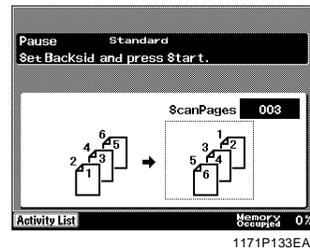


- 4 Select the destination.

#### Useful Tip

“Sending a Document” ⇨ p. 3-2  
 “Using One-Touch Dialing for Transmission” ⇨ p. 3-7  
 “Using Abbreviated Dialing for Transmission” ⇨ p. 3-8

- 5 Press the Start key.  
Scanning is displayed.
- 6 Place the document in the unit with the reverse side facing up.



#### NOTE

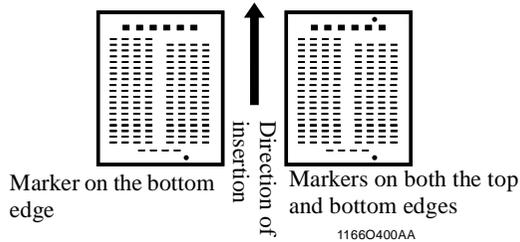
This screen is not displayed if the Duplexing Document Feeder is used.

- 7 Press the Start key.  
Transmission starts.

## 10. Printing a TX Marker

### TX Marker

Select the TX Marker function to confirm that each page of your document has been successfully scanned. Any page that is not marked should be re-transmitted.



#### NOTES

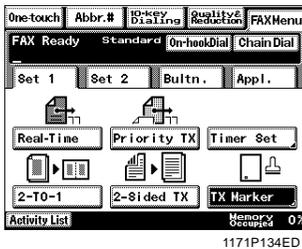
- An optional TX Marker is required for this function to be used.
- Replace the TX Marker when it is not printing clearly. “Replacing the TX Marker Stamp” [p. 13-12](#)
- The TX Marker cannot be used with the copy functions.
- TX Marker cannot be used in conjunction with the Duplexing Document Feeder.

### Procedure for using the TX Marker

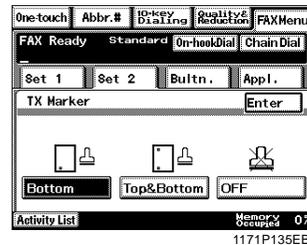
- 1 Load the document in the unit.  
“Handling Documents” [p.1-20](#)

- 2 Press the Fax key.

- 3 Select **Set 1** from **FAX Menu**, and touch **TX Marker**.



- 4 Select the marking position, and touch **Enter**.



#### Useful Tip

To set the position, select **Bottom**, **Top&Bottom**, or **OFF**.

- 5 Select the destination.

#### Useful Tip

“Sending a Document” [p. 3-2](#) “Using One-Touch Dialing for Transmission” [p. 3-7](#)  
“Using Abbreviated Dialing for Transmission” [p. 3-8](#)

- 6 Press the Start key.

Transmission starts.

**Useful Tips**

- *The marking setting returns to the initial status after each transmission. The initial status can be set for each user. “Settings for transmission” p. 9-22 “Registering Users” ☞p. 9-18 “Amending User Data” ☞p. 10-2*
  - **When either the Real Time Transmission or Manual Transmission function is selected:**  
*Markers are only printed on pages that have been successfully transmitted to the destination.*
  - **When the Quick Memory Transmission function is selected:**  
*Markers are printed on the pages that have been successfully stored in the memory.*
  - *You can set the markers to be printed on both the top and bottom edges, or the bottom edge only.*  
*“Settings for Transmission” ☞p. 9-22*  
*“Amending User Data” ☞p. 10-2*
-



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**Useful Tip**

The TSI setting returns to the initial status after each transmission. The initial status can be set for each user. “Settings for transmission”

☞p. 9-22 “Registering Users” ☞p. 9-18

“Amending User Data” ☞p. 10-2

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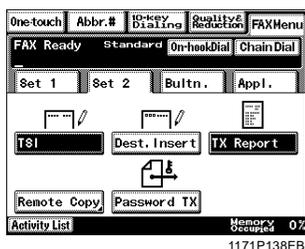
## 13. Printing a Transmission Report

### Transmission Report

A Transmission Report can be printed using this function. A Transmission Report can be set to be printed, not to be printed, or to be printed only when the transmission is unsuccessful. Individual settings can be selected for each user. The report printing procedure for each transmission is described in this section.

#### Printing the Transmission Report

- 1 Load the document in the unit.  
“Handling Documents” ☞ p.1-20
- 2 Press the Fax key.
- 3 Select **Set 2** from **FAX Menu**, and touch **TX Report**.



#### NOTE

**TX Report** is not highlighted if a transmission report is set to be printed only when the transmission is unsuccessful.

- 4 Select the destination.

#### Useful Tip

“Sending a Document” ☞ p. 3-2  
 “Using One-Touch Dialing for Transmission” ☞ p. 3-7  
 “Using Abbreviated Dialing for Transmission” ☞ p. 3-8

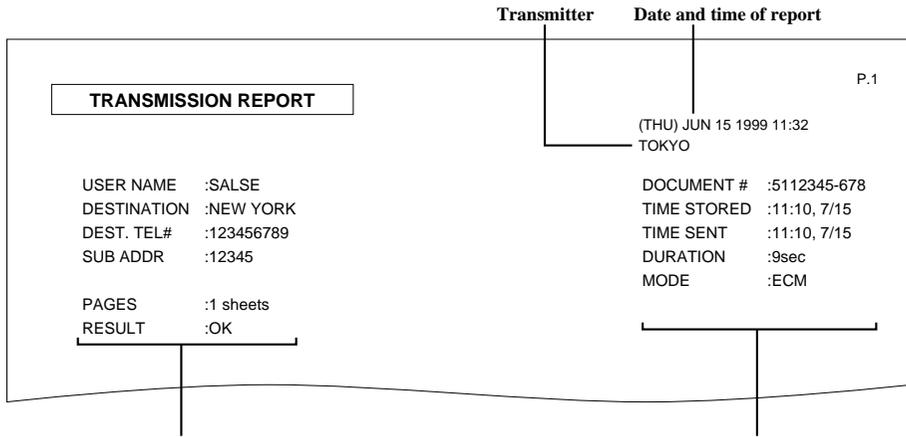
- 5 Press the Start key.  
Transmission starts.  
A transmission report is printed.

#### Useful Tip

The transmission report setting returns to the initial status after each transmission. The initial status can be set for each user. “Settings for transmission” ☞ p. 9-22  
 “Amending User Data” ☞ p. 10-2

13. Printing a Transmission Report

**Example of a Transmission Report**



Result	Details of Communications Status
BUSY	<ul style="list-style-type: none"> <li>• The recipient's facsimile was engaged.</li> <li>• The line was busy.</li> </ul>
NO ANS	<ul style="list-style-type: none"> <li>• The recipient's facsimile was not able to receive.</li> <li>• The recipient's facsimile did not answer the call.</li> </ul>
INTERR	<ul style="list-style-type: none"> <li>• Communications were suspended.</li> </ul>
F.MEM	<ul style="list-style-type: none"> <li>• The memory is completely full.</li> </ul>
NG	<ul style="list-style-type: none"> <li>• Communication was not successful.</li> </ul>

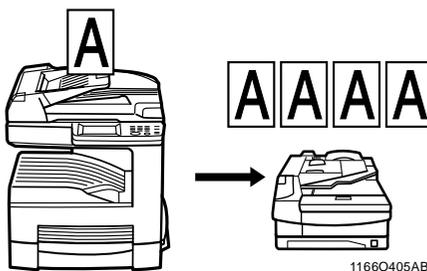
**Details of the time of transmission**

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## 14. Printing a Specified Number of Copies at the Receiving Side

### Remote Copying

This function enables you to instruct the facsimile at the receiving end to print a specified number of copies of the document you transmitted.

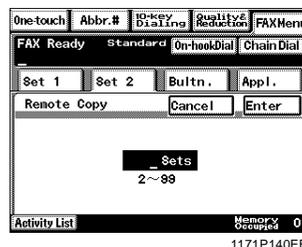
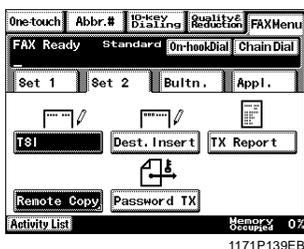


#### NOTES

- Up to 99 copies can be specified for Remote Copying.
- This function can only be used if the facsimile at the receiving end has a Remote Copying function using F CODE, otherwise Remote Copying cannot be selected. (It would result in an unsuccessful transmission.)
- The Remote Copying setting is reset after each transmission.

### Procedure for Remote Copying

- 1 Load the document in the unit.  
“Handling Documents” ⇨ p.1-20
- 2 Press the Fax key.
- 3 Select **Set 2** from **FAX Menu**, and touch **Remote Copy**.
- 4 Use the 10-key Pad to enter the number of copies to be printed, and touch **Enter**.



- NOTE**  
Up to 99 copies can be selected.

- 5 Select the destination.

#### Useful Tip

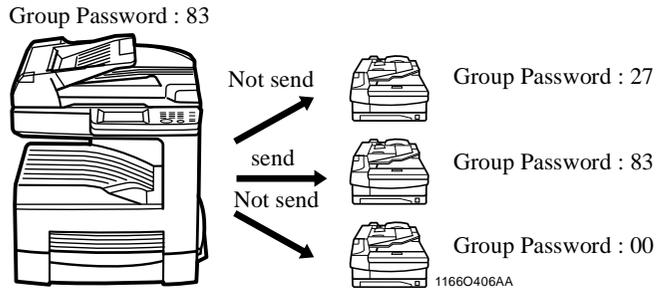
“Sending a Document” ⇨ p. 3-2 “Using One-Touch Dialing for Transmission” ⇨ p. 3-7  
“Using Abbreviated Dialing for Transmission” ⇨ p. 3-8

- 6 Press the Start key.  
Transmission starts.

## 15. Using Password for Transmission

### Password Transmission

This facsimile can be set to transmit your document only when the destination's facsimile has the same group password as yours. You can use this function when you want to transmit a very important document only to the desired destination.

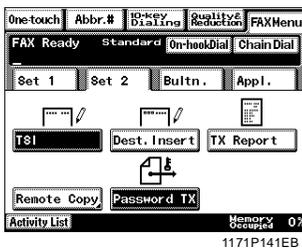


#### NOTES

- The same group password must be registered at both the sender and receiver ends before transmission. “Registering the Password for Password Communications” ⇨ p. 9-16
- Password Transmission may not be received depending on the type of recipient’s facsimile.

### Procedure for Password Transmission

- 1 Load the document in the unit.  
“Handling Documents” ⇨ p.1-20
- 2 Press the Fax key.
- 3 Select **Set 2** from **FAX Menu**, and touch **Password TX**.



- 4 Select the destination.

#### Useful Tip

“Sending a Document” ⇨ p. 3-2 “Using One-Touch Dialing for Transmission” ⇨ p. 3-7  
“Using Abbreviated Dialing for Transmission” ⇨ p. 3-8

- 5 Press the Start key.

Transmission starts.

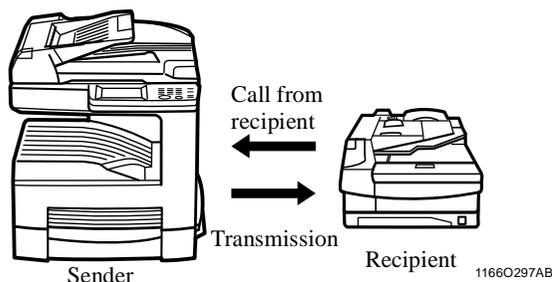
#### Useful Tips

- Password Transmission setting returns to the initial status after each transmission. “Setting for Transmission” ⇨ p. 9-22
- For Password Reception, “Using a Password to receive a Document” ⇨ p. 6-3.

## 16. Allowing the Recipient to Control Transmission of Your Document

### Polling Transmission

This function allows a recipient to automatically begin transmission of documents stored in the memory of your facsimile.

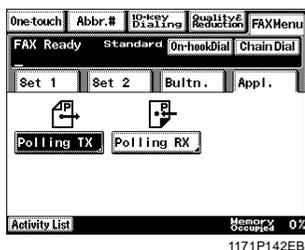


#### NOTES

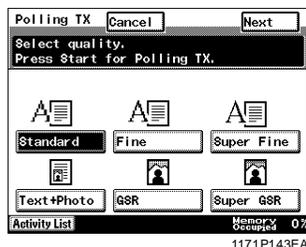
- The document stored in the memory is deleted after transmission.
- The Polling Transmission function cannot be used when the memory is full.
- This function can be used to transmit at the recipient's expense.
- Only one document can be selected for Polling Transmission. This function cannot be used if there is another document already selected to be transmitted.
- The Polling Transmission setting is reset after each transmission.

### Procedure for Polling Transmission

- 1 Load the document in the unit.  
"Handling Documents" ↗ p.1-20
- 2 Press the Fax key.
- 3 Select **Appl.** from **FAX Menu**, and touch **Polling TX**.



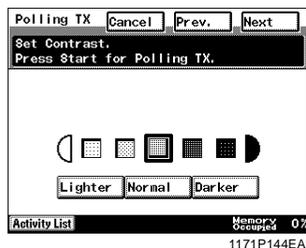
- 4 Select the Image Quality and touch **Next**.



#### Useful Tip

"Sending Fine Print and Photos" ↗ p. 3-10

- 5 Select the Contrast setting and touch **Next**.

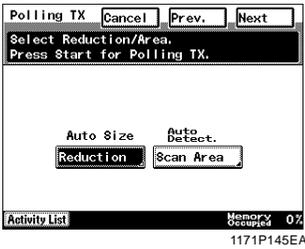


#### Useful Tip

"Adjusting Contrast for Transmission" ↗ p. 3-12

## 16. Allowing the Recipient to Control Transmission of Your Document

- 6 Select the reduction and scanning area, and touch **Next**.

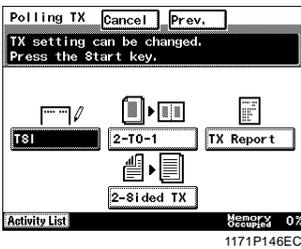


### Useful Tip

“Sending Documents in their Original Size Irrespective of the Recipient’s Paper Size”

☞ p. 3-14 “Selecting the Area of the Document to be Scanned and Transmitted” ☞ p. 3-16

- 7 Select the transmission setting.



### Useful Tip

“Sending Two Pages as One” ☞ p. 5-14

“Sending a 2-Sided Document” ☞ p. 5-15

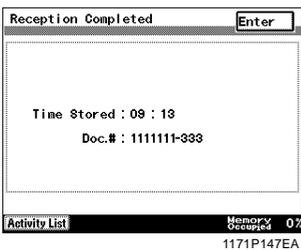
“Printing TSI Information” ☞ p. 5-18

“Printing a Transmission Report” ☞ p. 5-21

- 8 Press the Start key.

The document is scanned.

- 9 Touch **Enter**.



## 17. F CODE

This product supports F CODE communications. This section describes the communication functions that make use of F CODE.

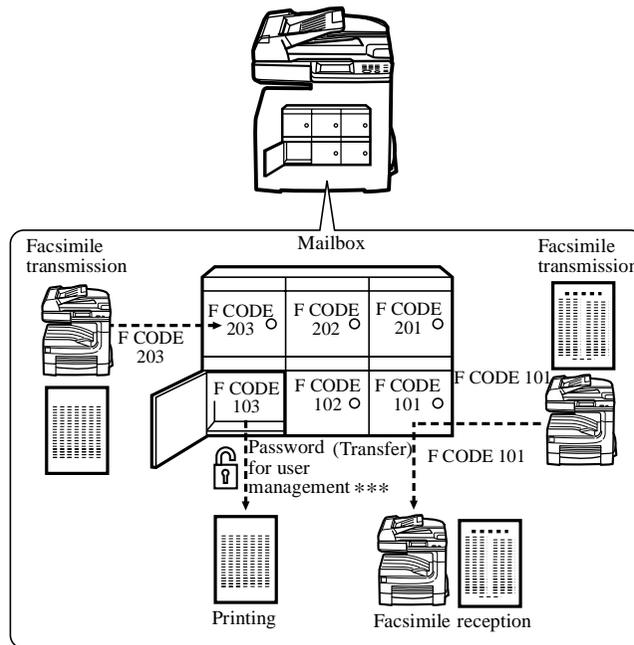
F CODE provides a mailbox function using codes such as Sub-Address (SUB), Selective Polling (SEP), and Password (PWD) defined in the G3 standard of the International Telecommunications Union (ITU-T). F CODE enables confidential transmission and bulletin board communications between facsimiles that support F CODE. The 0 to 9, \*, and # keys on the 10-key Pad are used to specify an F CODE.

- **SUB** : Specified when transmitting using F CODE.
- **SEP** : Specified to retrieve a document stored on a facsimile at the transmitting end by calling up that facsimile (polling reception).
- **SID/PWD** : Specified when the called facsimile is password-protected.

### NOTE

When an F CODE is entered using the 10-key Pad, F CODE transmission can only be used for one recipient per transmission. Note that F CODE cannot be specified for individual recipients when documents are transmitted to multiple recipients simultaneously (serial broadcast transmission). When an F CODE is registered in a One-touch key or as an Abbreviated Dialing key in advance, F CODE transmission to individual recipients is possible.

## Mailbox



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### Creating a Mailbox

If an F CODE is registered when registering a user, a mailbox can be used. The F CODE registered at this stage will be the mailbox number. “Registering Users” [p. 9-18](#)

### Using the Mailbox

Depending on the settings, documents received in the mailbox can be printed immediately after reception, transferred to another facsimile, and so on. If the transfer function is used, even if the recipient is out, the sender can be sure the recipient will receive the document by just sending the document to the mailbox. “Registering Users” [p. 9-18](#)

## 17. F CODE

## Confidential F CODE Transmission

Individual mailboxes are created in the facsimile by registering an individual F CODE for each user. A password is required to download the received document, so confidential documents can be sent between facsimile machines in safety.

### Procedure for Confidential F CODE Transmission

Select **F CODE (SUB)** when facsimile transmission is used.

One-touch Abbr.# 10-key Dialing Quality Reduction FAX Menu  
 FAX Ready Standard Dest.: 0  
 12345678  
 Add Dest. ← → Delete Tone  
 g3  
 Con. Mode Overseas **F CODE**  
 Activity List Memory Occupied 0%  
 1171P041EA



One-touch Abbr.# 10-key Dialing Quality Reduction FAX Menu  
 FAX Ready Standard Dest.: 0  
 12345678  
 F CODE Enter  
 F CODE (SUB) 12345  
 F CODE (SEP)  
 F CODE p/w (SID/PWD)  
 Activity List Memory Occupied 0%  
 1171P148EA

### NOTE

When an F CODE is entered using the number keys, F CODE transmission can only be used for one destination per transmission. Note that an F CODE cannot be specified for an individual destination when documents are transmitted to multiple destinations simultaneously (serial broadcast transmission). When an F CODE is registered in a One-touch key or as an Abbreviated Dialing key in advance, F CODE transmission to individual destinations is possible.

### Useful Tip

When an F CODE password is required, select the F CODE password (SID/PWD).

F CODE can be registered in a One-touch key or as an Abbreviated Dialing key in advance. “Registering a Number for One-Touch Key” [p. 11-2](#) “Registering a Number for Abbreviated Dialing” [p. 11-7](#)

### To print Confidential F Code Documents

Press **Activity List** to print the document from the **Box** confirmation screen. “Confirming the Communications Status” [p. 5-2](#)

## Bulletin Boards

Documents can be disclosed to anyone who wants to access them by using an F CODE to establish a Bulletin Board. Documents on a Bulletin Board can be downloaded to your facsimile by inputting the F CODE registered for the Bulletin Board.

### Establishing a Bulletin Board

“Establishing a Bulletin Board” ☞ p. 11-22

### Sending a document to a Bulletin Board

“Registering a Document on a Bulletin Board” ☞ p. 5-30

### Downloading a Registered Document from a Bulletin Board

“Downloading a Document from a Bulletin Board” ☞ p. 6-5

## Remote Multi Copying

The sender can specify the number of copies to be printed at the receiving end of a transmission.

### Procedure for Remote Multi Copying

Specify the F CODE (SUB) as follows.

\*02\*05

\_\_\_\_\_ Specifies the desired number of copies to be printed at the receiving side.

\_\_\_\_\_ Function code:  
Specify '02' for the remote multi copying function.

## F CODE Password Transmissions

Only receives transmissions when the F CODE password matches. An F CODE password can be registered for each mailbox.

### F CODE Password Reception

Set “Remote input check” to “On” when registering users. “Registering Users” ☞ p. 9-18

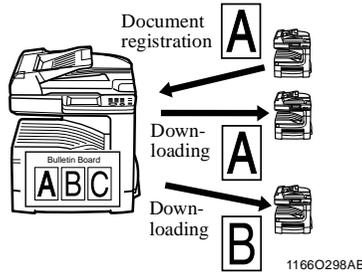
## Points to Note when Setting an F CODE

When this facsimile receives an F CODE, it first searches for the F CODE of the Bulletin Board (1 to 10), and if there is no appropriate F CODE, it goes on to search the mailboxes (1 to 100) that have been set for each user. Thus, if the same F CODE has been set for a mailbox and a Bulletin Board, the Bulletin Board takes priority, and any documents that have been sent to the user mailbox are registered on the Bulletin Board. In this case, not only are the documents not received at the mailbox, but also the documents already registered on the Bulletin Board are replaced.

Thus, it is important to ensure that when an F CODE is selected for each mailbox, it does not duplicate one already assigned to a bulletin board.

# 18. Registering a Document on a Bulletin Board

Documents can be made available to anyone by establishing a mail box with a particular theme in the facsimile. Those who know the password can register a document on the Bulletin Board in that facsimile from another facsimile.

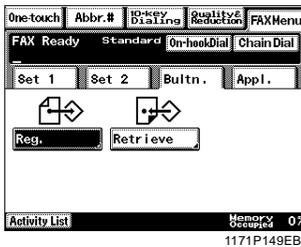


### NOTES

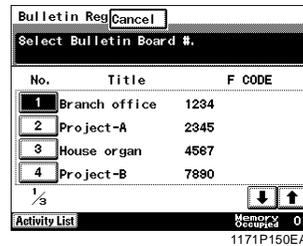
- Before registering a document on a Bulletin Board, the Bulletin Board must be established so that F CODE passwords can be registered. "Establishing a Bulletin Board" ☞ p. 11-22
- When documents are registered on a Bulletin Board from another facsimile, the F CODE and F CODE password registered for each Bulletin Board need to be specified. If the F CODE and F CODE password do not match, the document cannot be registered on the Bulletin Board. "F CODE" ☞ p. 5-27
- Up to 10 Bulletin Boards can be established. Only one document can be registered per Bulletin Board.
- If a new document is registered on a Bulletin Board where another one is already registered, the previously registered document is deleted and is replaced by the new one.

## Registering a Document on the Bulletin Board

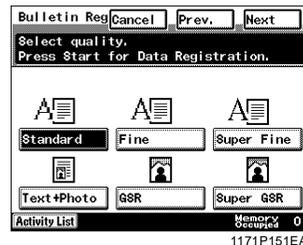
- 1 Load the document in the unit. "Handling Documents" ☞ p.1-20
- 2 Press the Fax key.
- 3 Select **Bultn.** from **FAX Menu**, and touch **Reg.**.



- 4 Touch the Bulletin Board number to register the document.



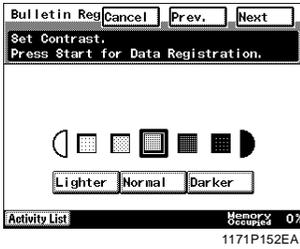
- 5 Select the Image Quality and touch **Next**.



### Useful Tip

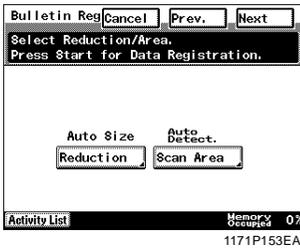
"Sending Fine Print and Photos" ☞ p. 3-10

6 Select Contrast and touch **Next**.



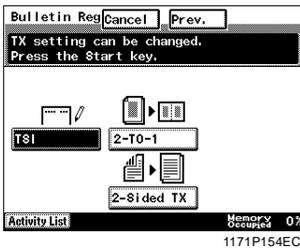
**Useful Tip**  
 “Adjusting Contrast for Transmission”  
 ⇨ p. 3-12

7 Select the Reduction and Scan Area, and touch **Next**.



**Useful Tip**  
 “Sending Documents in their Original Size Irrespective of the Recipient’s Paper Size”  
 ⇨ p. 3-14 “Selecting the Area of the Document to be Scanned and Transmitted” ⇨ p. 3-16

8 Select the transmission function.



**Useful Tip**  
 “Sending Two Pages as One” ⇨ p. 5-14  
 “Printing TSI Information” ⇨ p. 5-18

9 Press the Start key.

The document is transmitted.

10 Touch **Enter**.



## 18. Registering a Document on a Bulletin Board

---

### Registering a Document on the Bulletin Board from Another Facsimile

Documents cannot be registered from facsimiles that do not have the F CODE function. For details, please refer to the instruction manual for the facsimile to be used.

- 1** Place the document in the unit.
- 2** Set the transmission functions such as Image Quality and Contrast.
- 3** Enter 'SUB' for the F CODE of the Bulletin Board to register the document.
- 4** Enter 'SID/PWD' for the password of the Bulletin Board (F CODE password) to register the document.
- 5** Dial the facsimile number.
- 6** Press the facsimile button (or Start button).  
  
The document is registered on the Bulletin Board.

---

#### **NOTE**

*If there is a document already registered on the selected Bulletin Board, it is replaced with the new one.*

---

#### **Useful Tip**

*For downloading and canceling a document on a Bulletin Board, refer to "Downloading a Document from a Bulletin Board" ☞ p. 6-5  
"Confirming the Communications Status"  
☞ p. 5-2*

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# Chapter 6

---

## Reception Methods

# 1. Receiving a Document after Talking on the Telephone

## Manual Reception

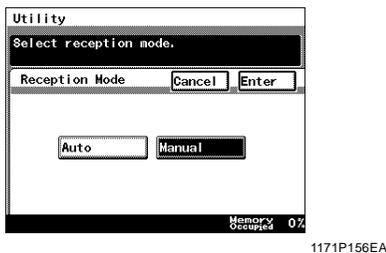
This facsimile normally receives a document automatically (automatic reception), but you can also receive a document after talking on the telephone without disconnecting the line (manual reception).

### NOTES

- An extra telephone set is required for manual reception.
- If the icon indicates that automatic reception is not active (  ) on the display of the Fax Menu screen, manual reception is possible. If it is not displayed, the equipment is in automatic reception mode.

### Switching to Manual Reception

- 1 Touch **Manual** on the reception mode setting screen.



1171P156EA

### Useful Tip

This operation is not required if **Manual** has already been selected.

### <How to Access the Reception Mode Setting Screen>

- Press the Utility key.
- Select **Maint.**, and touch **Administ.**.
- Touch **RX Setting**.
- Select **RX 1**, and touch **Reception Mode**.

“Setting the Reception Mode”  p. 9-25

- 2 Touch **Enter** until the screen returns to the initial screen.

### Manual Reception Procedure

- 1 When the phone rings, press the Fax key and then pick up the handset to speak to the sender.
- 2 After talking, press the Start key when you hear a tone through the handset.  
  
Reception starts.
- 3 Replace the handset.

A 'beep' sound is heard when reception is completed.

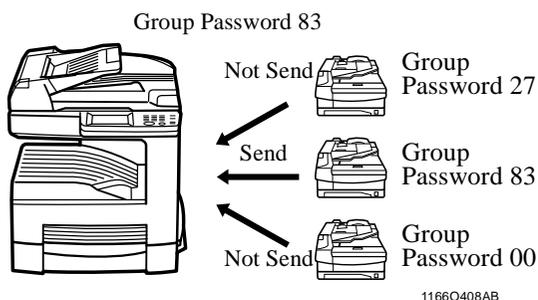
### Useful Tip

You can resume talking to the sender after reception is completed if both sides leave their handsets off the hook.

## 2. Using a Password to Receive a Document

### Password Reception

The facsimile receives a document only when the sender's facsimile has the same group password. For example, this function can be used to screen out junk facsimile mail.



#### NOTE

- The group password must be registered in advance. "Registering the Password for Password Communications" [p. 9-16](#)
- The sender's facsimile must be registered with the same group password as registered on your facsimile. Depending on the sender's model of facsimile, communications may not be possible.

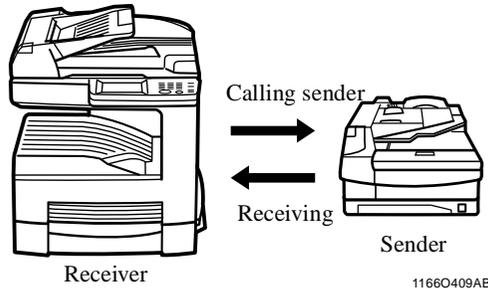
#### Useful Tips

- About password transmission, refer to "Using Password for Transmission" on page 5-24.
- About selecting Password Reception, refer to "Setting the Reception Mode" on page 9-25.

## 3. Controlling the Sender's Facsimile to Retrieve a Document

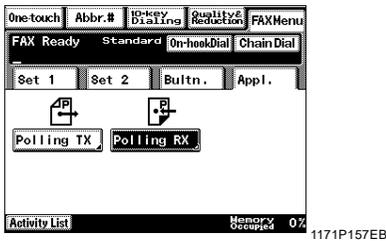
### Polling Reception and Start Timer

If Polling Reception is selected, you can retrieve a stored document by controlling the sender's facsimile using the Polling Transmission and facsimile data service. The reception time can be specified for Polling Reception. This function can be used when using polling reception to retrieve large documents or to retrieve a document late in the evening when the charges are lower in the case of long-distance Polling Reception.

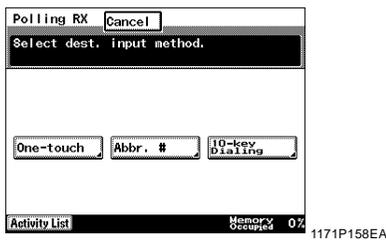


### Polling Reception Procedure

- 1 Press the Fax key.
- 2 Select **Appl.** from **FAX Menu** and touch **Polling RX**.



- 3 Select the destination input method.

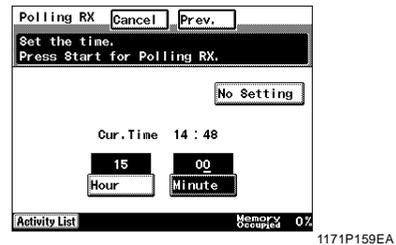


#### Useful Tip

“Sending a Document” [p. 3-2](#), “Using One-Touch Dialing for Transmission” [p. 3-7](#)  
 “Using Abbreviated Dialing for Transmission” [p. 3-8](#)

- 4 Select the sender's number and touch **Next**.

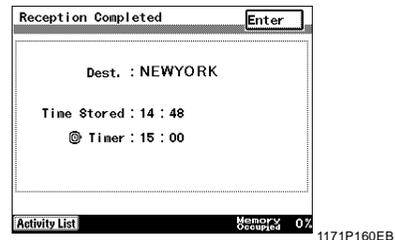
- 5 Select the reception time.



#### Useful Tips

- Touch **Hour** or **Minute** and use the 10-key Pad to enter the time. The figures can be cleared by pressing the **C** key.
- When reception time is not selected, touch **No Setting**.

- 6 Press the Start key.



- 7 Touch **Enter**.

Reception starts at the specified time.

## 4. Downloading a Document from a Bulletin Board

### Retrieve

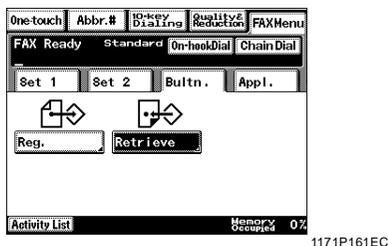
A document that has been registered on another facsimile's Bulletin Board can be downloaded.

#### NOTES

- Use an F CODE to select the Bulletin Board. The F CODE that has been registered for each Bulletin Board number must be confirmed with the other party in advance.
- If access to the Bulletin Board is password-restricted by the other party's facsimile, the F CODE password also needs to be confirmed.
- Different operations must be used to download documents registered on your own facsimile's Bulletin Board. "Confirming the Communications Status" ⇨ p. 5-2

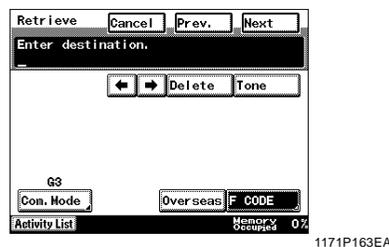
### Downloading Documents Registered on Another Facsimile's Bulletin Board

- 1 Press the Fax key.
- 2 Select **Bultn.** from **FAX Menu** and touch **Retrieve**.

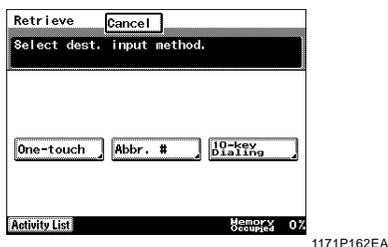


#### <Using the 10-key Pad to select>

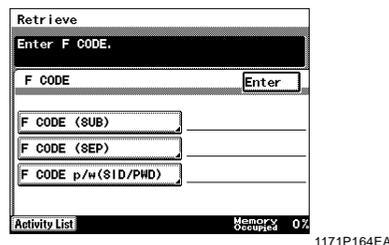
- Use the 10-key Pad to enter the facsimile number, and touch **F CODE**.



- 3 Select the destination input method.



- Touch **F CODE (SEP)**.



#### NOTE

When using *One-touch Dialing* or *Abbreviated Dialing* to select the destination, the F CODE must be registered in advance.

#### Useful Tip

"Sending a Document" ⇨ p. 3-2 "Using One-Touch Dialing for Transmission" ⇨ p. 3-7  
 "Using Abbreviated Dialing for Transmission" ⇨ p. 3-8

#### Useful Tip

Inputting the F CODE password, touch **F CODE p/w (SID/PWD)** in the same way, and enter the F CODE password.

#### 4. Downloading a Document from a Bulletin Board

- Use the 10-key Pad to enter the F CODE of the Bulletin Board, and touch **Enter** .



- Touch **Enter** .
- Touch **Next** .

- 4** Select the reception time.



#### Useful Tips

- Touch **Hour** or **Minute** and use the 10-key Pad to enter the time. The figures can be cleared by pressing the **C** key.
- When reception time is not selected, touch **No Setting** .

- 5** Press the Start key.



- 6** Touch **Enter** .

Reception starts at the specified time.

#### Useful Tip

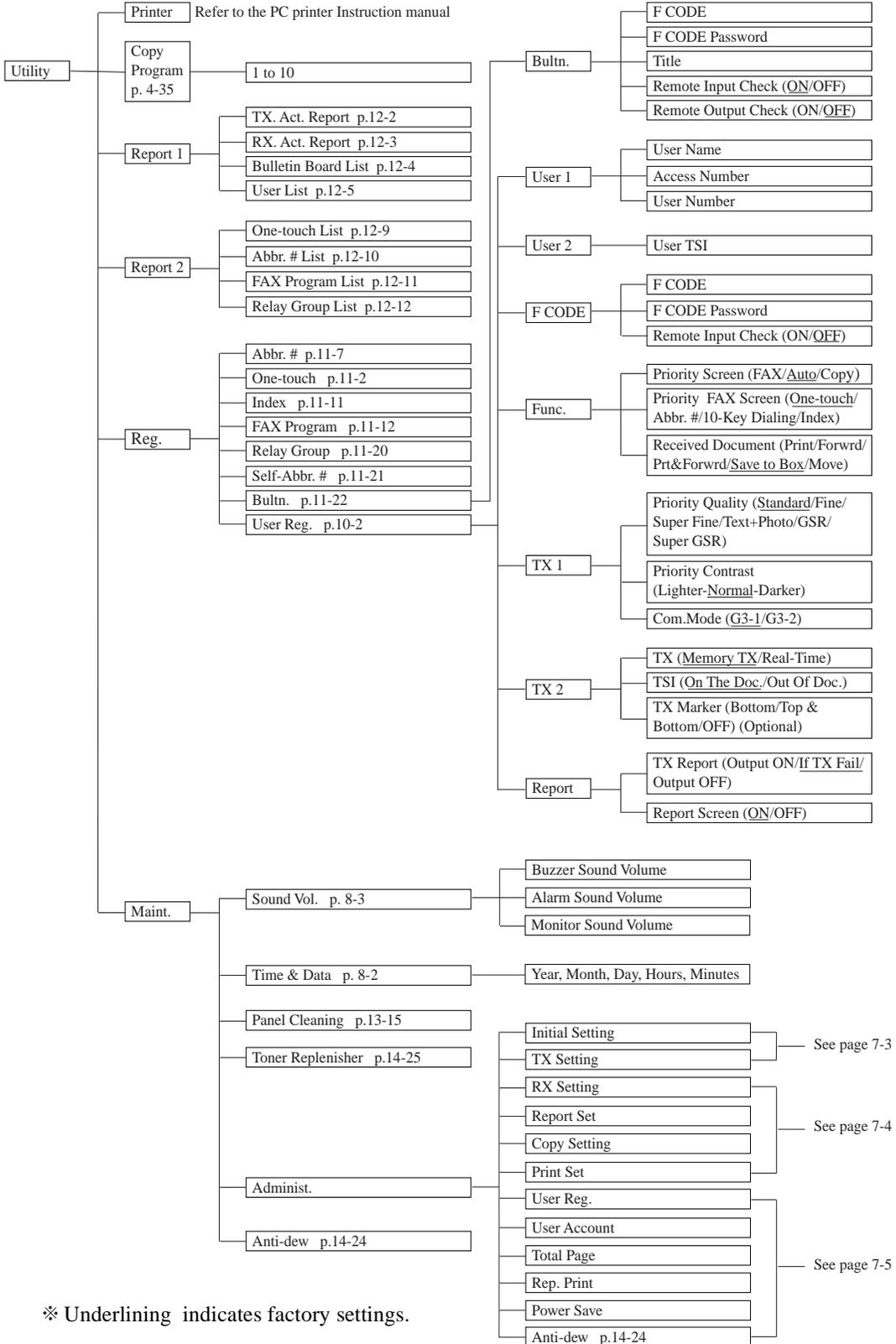
Registering a document on the bulletin board, refer to “Registering a Document on a Bulletin Board” [p. 5-30](#).

# Chapter 7

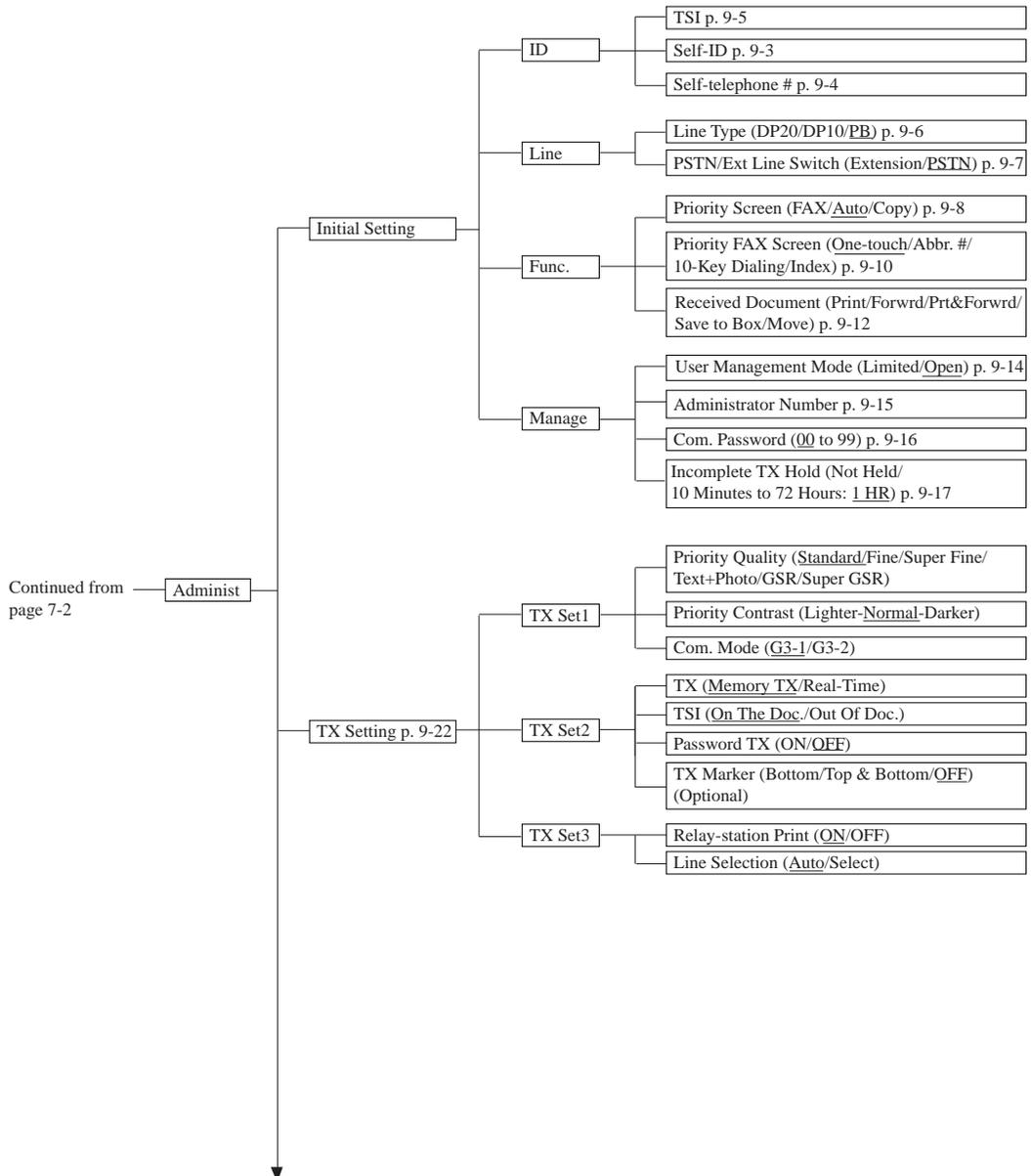
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## Before Registration and Setting

# 1. Registration/Settings List

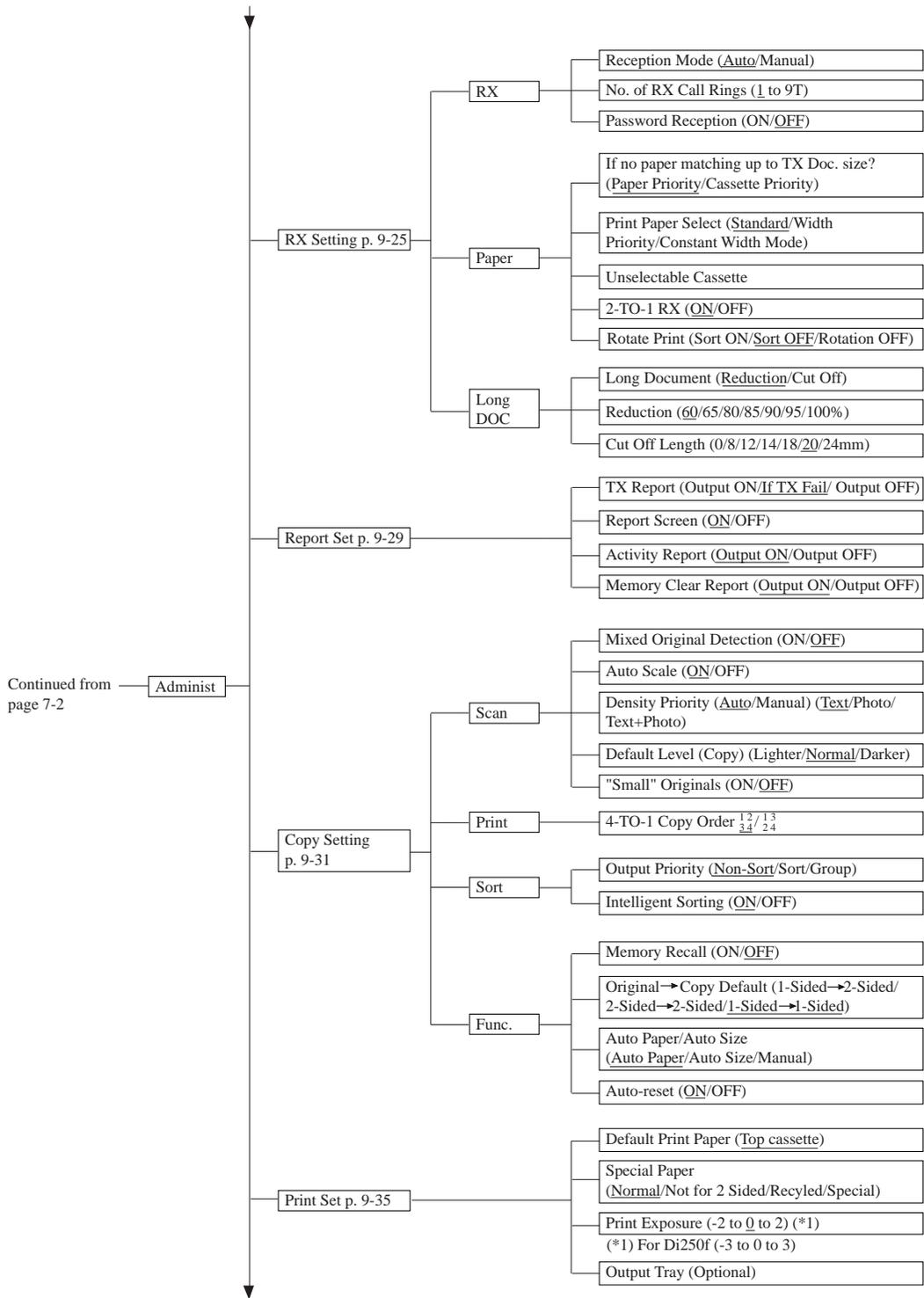


※ Underlining indicates factory settings.



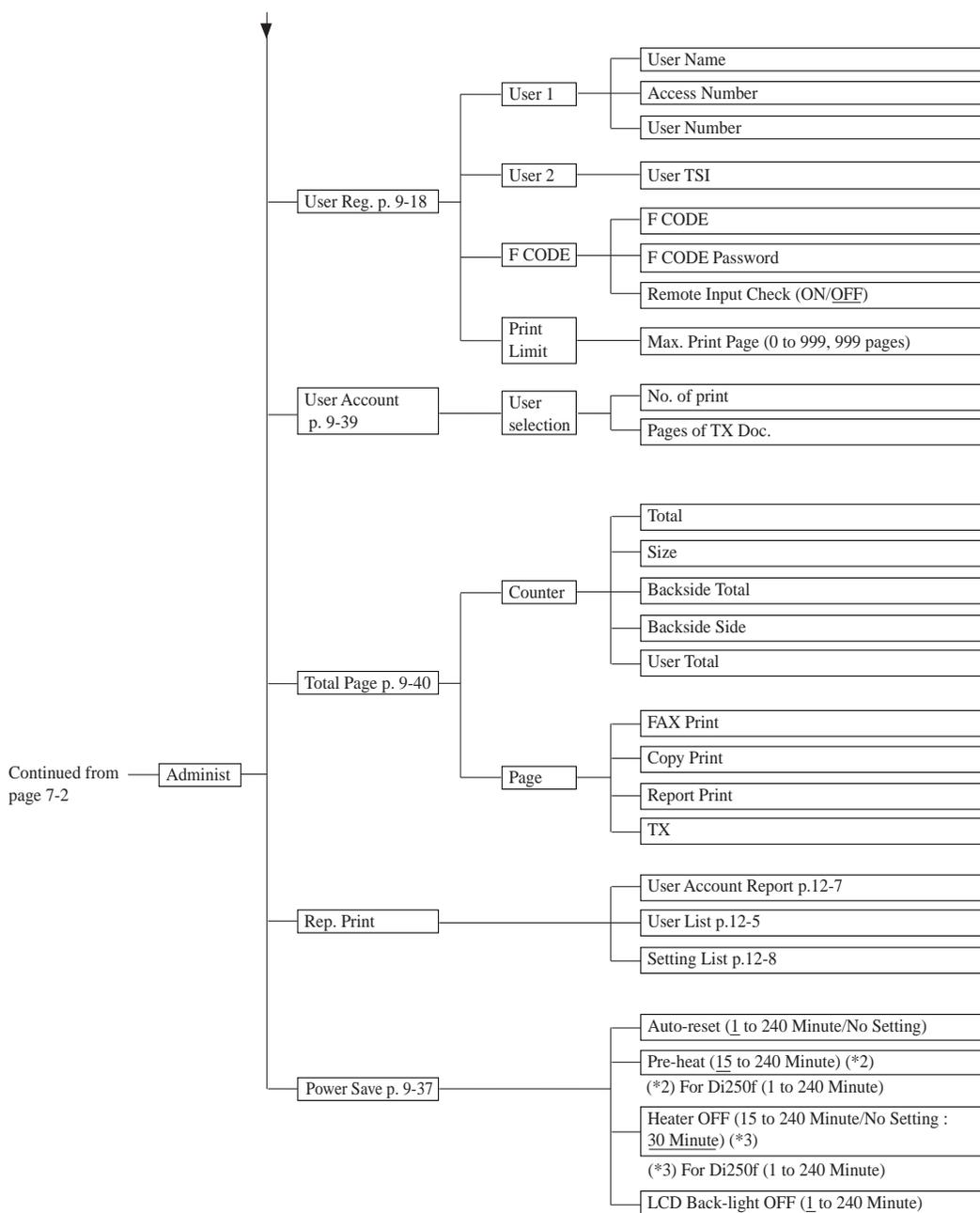
※Underlining indicates factory settings.

1. Registration/Settings List



\* Underlining indicates factory settings.

## 1. Registration/Settings List



※ Underlining indicates factory settings.

**1. Registration/Settings List**

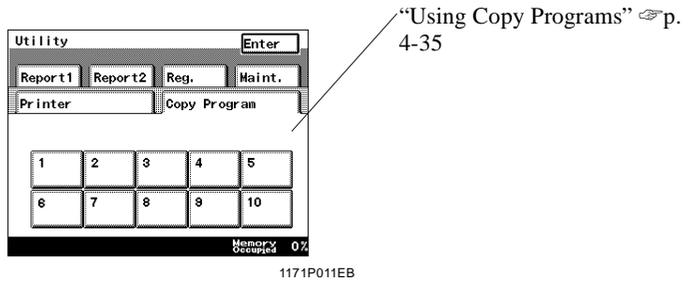
**Registration / Setting Screen**

Press the Utility key to register or set. The main registration and setting screens are introduced in this section.

※ Some screen examples include keys that are displayed only when optional items are installed.

**<Copy Program Access Screen>**

This screen is used to access the copy programs.

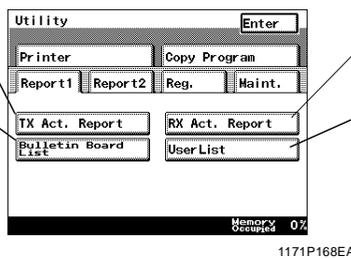


**<Report 1 Screen>**

This screen is used to output the Activity Report (TX), Activity Report (RX), Bulletin Board List, and User List.

"Confirming the Transmission Status" p.12-2

"Confirming the Documents Registered on the Bulletin Board" p.12-4



"Confirming Reception Status" p.12-3

"Confirming the Setting Status per User" p.12-5

**<Report 2 Screen>**

This screen is used to output the One-Touch Dialing Number List, Abbreviated Dialing Number List, Facsimile Program List, and Relay Group List.

“Confirming the Registered Details in One-Touch Dialing” ☞ p.12-9

“Confirming the Registered Details in the Facsimile Program” ☞ p.12-11



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“Confirming the Registered Details in Abbreviated Dialing” ☞ p.12-10

“Confirming the Registered Details in the Relay Group” ☞ p.12-12

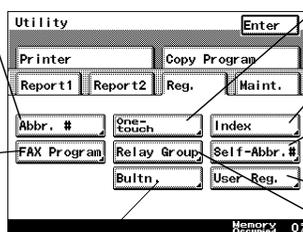
**<Registration Screen>**

This screen is used for information needed to use various functions.

“Registering a Number for Abbreviated Dialing” ☞ p.11-7

“Registering Communications Conditions in a Facsimile Program Key” ☞ p.11-12

“Establishing a Bulletin Board” ☞ p.11-22



1171P170EB

“Registering a Number for One-Touch Key” ☞ p.11-2

“Registering an Index for One-Touch Key” ☞ p.11-11

“Registering an Abbreviated Number for Receiving a Relay Status Report” ☞ p.11-21

“Amending User Data” ☞ p.10-2

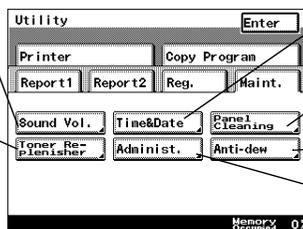
“Registering Relay Groups” ☞ p.11-20

**<Maintenance Screen>**

This screen is used for the various settings needed to use this equipment correctly and safety.

“Setting the Monitor Speaker and The Buzzer Volume” ☞ p. 8-3

“When the Print is Faint” ☞ p. 14-25



1171P171EA

“Setting the Date and Time” ☞ p. 8-2

“Cleaning” ☞ p. 13-15

“Condensation” ☞ p. 14-24

Refer to “Administrator Management Screen” as follows.

**1. Registration/Settings List**

**<Administrator Management Screen>**

This screen is used to register and set items that are restricted by the Administrator number.

“Settings for Transmission” p. 9-22

Refer to “Default Setting Screen” below.

“Settings for Report Printing” p. 9-29

“Registering Users” p. 9-18

Refer to Chapter 12 “Reports and Lists”.

“Dewfall” p. 14-24

“Settings for Copying” p. 9-31

“Setting the Reception Mode” p. 9-25

“Settings for Printing” p. 9-35

“Confirming the Accumulated Number of Pages” p. 9-40

“Confirming the Usage Status of Each User on the Screen” p. 9-39

“Settings for Saving Power” p. 9-37

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**<Default Setting Screen>**

This screen is used for registrations and settings made prior to using this product. It comprises four screens, namely ID, Line, Function, and Management.

**◆ID Screen**

“Registering Names” p. 9-5

“Registering Self-ID to be Printed or Displayed at the Destination.” p. 9-3

“Registering a Telephone Number” p. 9-4

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**◆Line Screen**

“Setting the Line Type” p. 9-6

“Selecting Either an Extension or External Line” p. 9-7

1171P174A

### ◆Function Screen

“Setting the Initial Screen to be Displayed” ☞ p. 9-8

“Setting the Initial Destination Specification Screen to be Displayed” ☞ p. 9-10

“Settings of Handling the Received Documents” ☞ p. 9-12

Initial Setting		Cancel	Enter
ID	Line	Func.	Manage
Priority Screen		Auto	
Priority FAX Screen		One-touch	
Received Document		Print	

Memory Occupied 0%

1171P175EA

### ◆Management Screen

“Setting the Management Mode” ☞ p. 9-14

“Registering the Administrator Number” ☞ p. 9-15

“Registering the Password for Password Communications” ☞ p. 9-16

“Setting the Time to Save Documents that could not be Sent” ☞ p. 9-17

Initial Setting		Cancel	Enter
ID	Line	Func.	Manage
User Management Mode		Open	
Administrator Number			
Com. Password		00	
Incomplete TX Hold		1HR	

Memory Occupied 0%

1171P176EA

## 2. Required Initial Registration/Settings and Confirmation

In order to take full advantage of this product, it is recommended that various information, such as the current time, One-touch key number, etc., is registered in advance.

Various settings including settings for printing styles of reports have already been set at the factory before shipment, and those settings can be changed according to your own convenience. So, please check these settings before starting operations.

### Necessary Information

The following items must be registered before use.

- Time&Date ☞p. 8-2
- Self-Telephone Number (for your general subscriber telephone lines) ☞p. 9-4
- Self-ID (your name and facsimile number) ☞p. 9-3

It is recommended that the following items be registered to effectively use this equipment.

- One-touch Dialing ☞p.11-2
- Abbreviated Dialing ☞p.11-7
- Index ☞p.11-11
- Facsimile Program ☞p.11-12

### Checking the Initial Settings

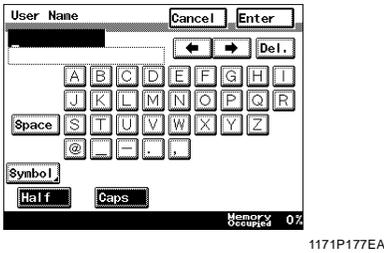
Report printing and function settings have already been set at the factory. Check the factory settings, and change them as necessary to suit your own needs.



### 3. Entering Characters

## Entering Alphabetic Characters and Symbols

**1** Touch a character key to enter the character.



#### Usefull Tips

- To enter capital (uppercase) characters, touch **Caps** before entering the uppercase characters.
- To enter small characters, touch **Half** before entering the small characters.
- To enter symbols, touch **Symbol** to display the symbol key.
- To delete characters, move the cursor over the character to be deleted and touch **Del.**. Touch **←** **→** to move the cursor.
- To clear all characters, press the **C** key.

**2** Touch **Enter**.

The characters are registered.

# Chapter 8

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## Basic Settings

# 1. Setting the Date and Time

## Time & Date

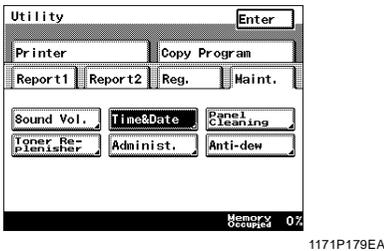
Before starting to use this equipment, the current time and date must be registered. These are required to print the correct time on reports, and to transmit or to receive documents at a specified time.

### NOTES

- Enter the calendar year in the four-digit format.
- Enter the time in the 24-hour digital format.
- If the date and time become inaccurate, use the same procedure to correct them.

## Setting the Clock

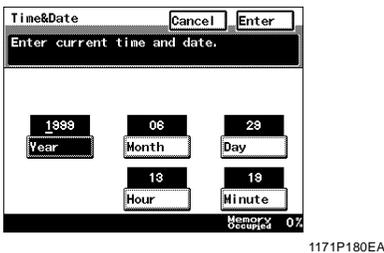
- 1 Press the Utility key.
- 2 Select **Maint.** and touch **Time & Date**.



- 3 Setting the date and time.

### <Setting the Year>

- Touch **Year** and use the 10-key Pad to enter the year.



### <Setting the Month>

- Touch **Month**.
- Use the 10-key Pad to enter the month.

### <Setting the Date>

- Touch **Day**.
- Use the 10-key Pad to enter the date.

### <Setting the hours>

- Touch **Hour**.
- Use the 10-key Pad to enter the hours.

### <Setting the Minutes>

- Touch **Minute**.
- Use the 10-key Pad to enter the minutes.

- 4 Confirm the year, month, date, hours and minutes, and then touch **Enter**.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

### Useful Tips

- Select the desired setting from **Year**, **Month**, **Day**, **Hour**, **Minute**, and touch it. The selected key is highlighted.
- To Modify the Date and Time, Press the **C** key and re-enter.

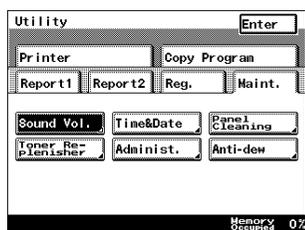
## 2. Setting the Monitor Speaker and the Buzzer Volume

### Sound Volume

You can adjust the volume of the monitor sounds (ringer tone, calling tone, etc.) as well as that of the buzzer (beeps, etc.).

#### Setting the Volume

- 1 Press the Utility key.
- 2 Select **Maint.** and touch **Sound Vol.**.



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- 3 Select the key for the sound to be adjusted.

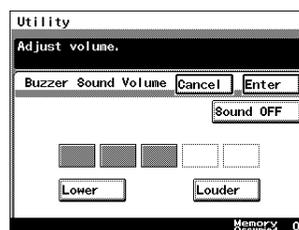


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#### Useful Tips

- Touch **Buzzer Sound Volume** to set the volume of the buzzer sound, such as a beep heard when reception is complete.
- Touch **Alarm Sound Volume** to set the alarm volume, which is heard whenever there is a paper misfeed and so on.
- Touch **Monitor Sound Volume** to set the volume of the monitor speaker heard when **On-hook Dial** is touched, for instance.

- 4 Touch **Lower** or **Louder** to select the volume, and touch **Enter**.



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#### Useful Tips

- Five volume levels can be set. The sound gets louder the more boxes are shaded.
- Touch **Sound OFF** to turn off the sound.

- 5 Once the screen returns to the same as in step 3, confirm the registered details. Touch **Enter** if they are correct.

#### Useful Tip

To modify the setting, touch the volume key that you want to change, and reset it.

- 6 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 2. Setting the Monitor Speaker and the Buzzer Volume

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# Chapter 9

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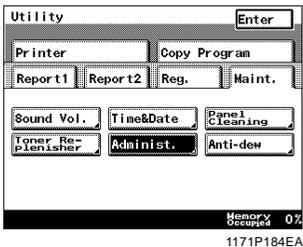
## Registration and Setting Operations

# 1. Accessing the Administrator Management Screen

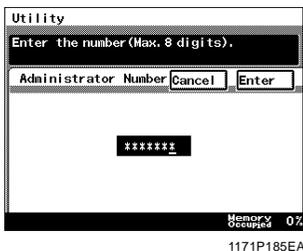
This section describes how to access the Administrator Management screen for the registration and setting of administrator items.

## Accessing the Administrator Management Screen

- 1 Press the Utility key.
- 2 Select **Maint.** and touch **Administ.**.
- 5 After completing registration or setting, touch **Enter** repeatedly until the screen returns to the initial screen.



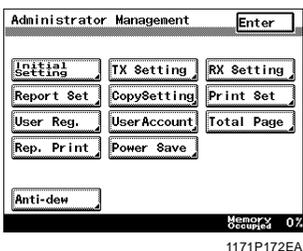
- 3 Use the 10-key Pad to enter the Administrator Number (up to eight digits), and touch **Enter**.  
 “Registering the Administrator Number”  
 ☞ p. 9-15



### Useful Tip

*This screen is not displayed unless an Administrator Number has been registered.*

- 4 Select the registration/setting function from the Administrator Management screen.



## 2. Registering Self-ID to be Printed or Displayed at the Destination

### Self-ID

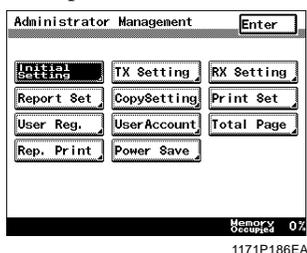
If your name and facsimile number are registered as the ID in advance, that ID is printed on the management report or displayed on the display panel at the destination's facsimile. It is convenient for allowing the destination to confirm who sent a document.

#### Useful Tips

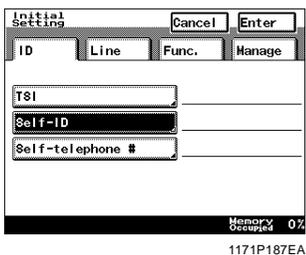
- Up to 12 alphanumeric characters and symbols can be used to register the ID.
- The same procedure can be used to change the registered ID.
- It may not be possible to display Self-ID at the destination depending on its facsimile. In this case, Self-Telephone Number is displayed.

### Before Starting Operations

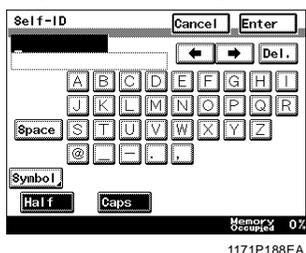
- 1 Touch **Initial Setting** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” p. 9-2



- 2 Select **ID**, and touch **Self-ID**.



- 3 Enter Self-ID and touch **Enter**.  
“Entering Characters” p. 7-11



- 4 Confirm the registered details when the screen returns to the same one as in step 2.  
Touch **Enter** if they are correct.

#### Useful Tip

To modify, touch **Self-ID** to re-register.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 3. Registering a Telephone Number

### Self-Telephone Number

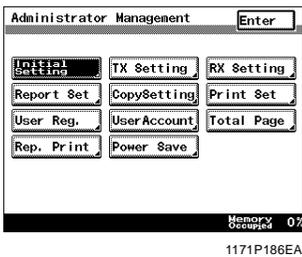
This section describes instructions on registering your telephone (facsimile) number. This function is used to notify the destination of your telephone number.

#### Useful Tips

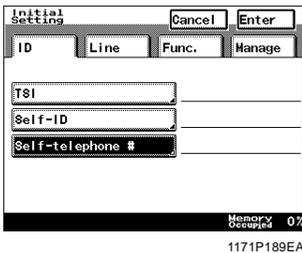
- A number of up to 20 digits can be entered to register Self-Telephone number.
- Your facsimile number may be printed on the report at the destination. It is therefore recommended that you register your number with the area code as well for the destination person's information.
- The same procedure can be used to change the registered facsimile number.

### Registration and Modification

- 1 Touch **Initial Setting** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” p. 9-2



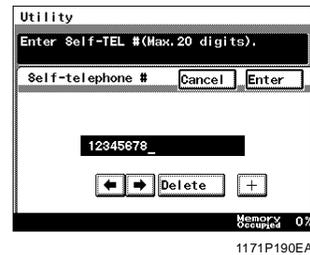
- 2 Select **ID**, and touch **Self-telephone #**.



#### Useful Tips

- When the optional G3 Multi-Port model is used, two different general subscriber lines can be used.
- Touch **Self-telephone #1** or **Self-telephone #2** to register each facsimile number.

- 3 Use the 10-key Pad to enter your facsimile number, and touch **Enter**.



#### Useful Tips

- To re-enter the number, use **←** or **→** to move the cursor and re-enter the number, or press the **C** key to re-enter it.  
When **Delete** is touched, the character on the cursor is deleted.  
When **Cancel** is touched, it returns to the previous screen.
- To use international codes, touch **+** to register the international code, and enter '1' as the country code for the United States of America.

- 4 Confirm the registered details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

#### Useful Tip

To modify, touch **Self-telephone #** to re-register.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 4. Registering Names

### TSI Information

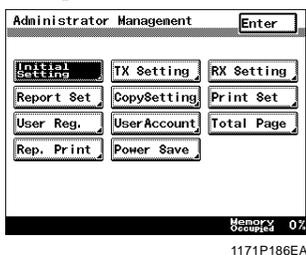
This section describes instructions on registering your name. This function is used to notify the destination of your name.

#### Useful Tips

- The TSI is required on all facsimile transmissions. It is unlawful to turn this feature off. *☞* p. ix
- Up to 40 characters can be used to register your name.
- Your name is printed at the top edge of the documents transmitted. The first 20 characters of your name are printed when the user selection function is used for transmission.
- The same procedure can be used to change the registered name.

### Registration or Modification

- 1 Touch **Initial Setting** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” *☞* p. 9-2

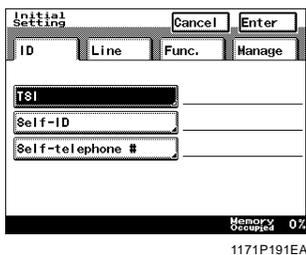


- 4 Confirm the registered details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

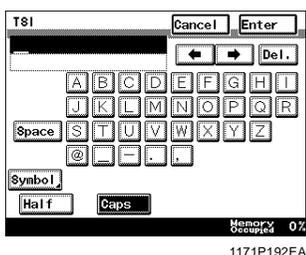
#### Useful Tip

To modify, touch **TSI** to re-register.

- 2 Select **ID**, and touch **TSI**.



- 3 Enter your name, and touch **Enter**.  
“Entering Characters” *☞* p. 7-11



## 5. Setting the Line Type

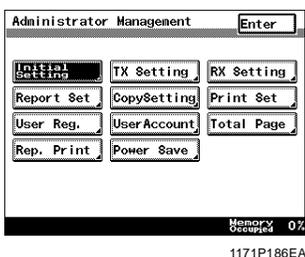
There are two types of telephone lines – Touch-tone lines (PB) and Dial Phone lines (DP10, DP20). Transmission is impossible unless the type of telephone line and the setting for this product are in agreement. Set the Line Type to be used for the facsimile after confirming the telephone line type that is currently used.

### Useful Tip

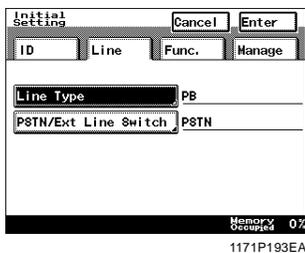
'PB' has been set at the factory.

## Setting

- 1 Touch **Initial Setting** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” p. 9-2



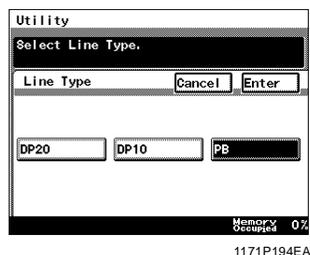
- 2 Select **Line**, and touch **Line Type**.



### Useful Tips

- When the optional G3 Multi-Port model is used, two different general subscriber lines can be used.
- Touch **Line Type (1)** or **Line Type (2)** to set each line type.

- 3 Select the key for the telephone line type currently used, and touch **Enter**.



### Useful Tips

- **DP20:**  
Touch this when a 20pps-dial line is used.
- **DP10:**  
Touch this when a 10pps-dial line is used.
- **PB:**  
Touch this when a Touch-tone line is used.

- 4 Confirm the setting details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

### Useful Tip

To modify, touch **Line Type** to change the setting.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 6. Selecting Either an Extension or External Line

### PSTN/Extension Line Switch

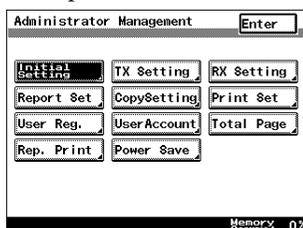
When a PBX (Private Branch Exchange) is connected, this product may not correctly execute facsimile communications as is. This section describes instructions for when a general subscriber line is used via a PBX.

#### Useful Tip

The factory setting is for use on an external line (not set to connect with PBX).

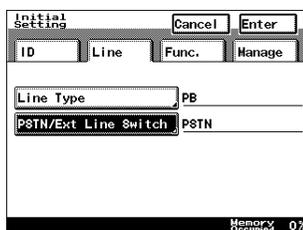
### Setting

- 1 Touch **Initial Setting** on the Administrator Management screen. "Accessing the Administrator Management Screen" p. 9-2



1171P186EA

- 2 Select **Line**, and touch **PSTN/Ext Line Switch**.

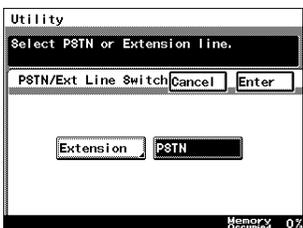


1171P195EA

#### Useful Tips

- When the optional G3 Multi-Port Model is used, two different general subscriber lines can be used.
- Touch **PSTN/Ext Switch1** or **PSTN/Ext Switch2** to select PSTN or external line for each of them.

- 3 Select **Extension** or **PSTN**.



1171P196EA

#### Useful Tips

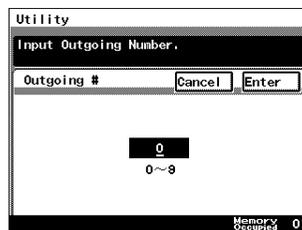
- Touch **PSTN** to connect directly to a general subscriber line.
- Touch **Extension** to connect to the general subscriber line via a PBX.

<To select **PSTN** >

- Touch **PSTN**, and **Enter**.

<To select **Extension** >

- Touch **Extension**.
- Enter the code number to connect to the external line, and touch **Enter**.



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- Touch **Enter**.

- 4 Confirm the setting details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

#### Useful Tip

To modify, touch **PSTN/Ext Line Switch** to change the setting.

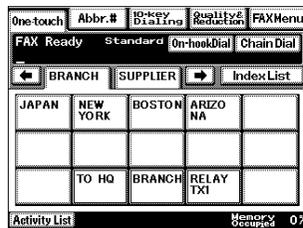
- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 7. Setting the Initial Screen to be Displayed

### Priority Screen

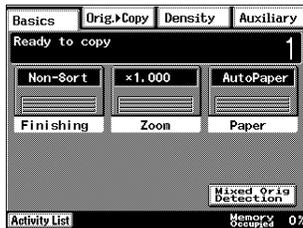
The screen displayed before starting operations, or the screen that appears again after a facsimile communication or a copying operation is complete, is called the initial screen. Your preferred screen of the FAX Screen, Copy Screen, or Auto-mode screen can be selected as the initial screen in accordance with your type of usage.

- FAX Screen** : This is recommended when this machine is mainly used for sending facsimiles.  
 The **Priority FAX Screen** can also be set.  
 For details, refer to “Setting the Initial Destination Specification Screen to be Displayed” on page p. 9-10



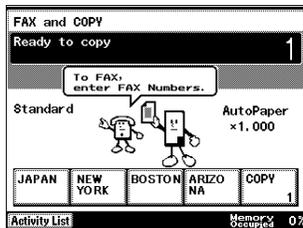
1171P004EA

- Copy Screen** : This is recommended when this machine is mainly used as a copier.



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- Auto-mode Screen:** This screen can be used for both copying and sending facsimiles without further special setting.



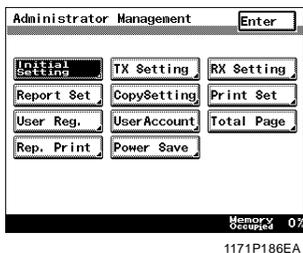
171P001EB

#### Useful Tips

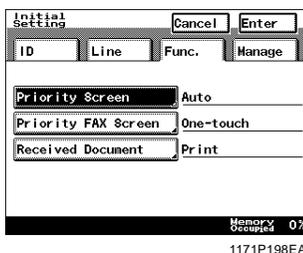
- The factory setting is the Auto-mode screen.
- When the priority screen is changed, the screen will be switched after executing 'Auto-Reset'.

## Setting

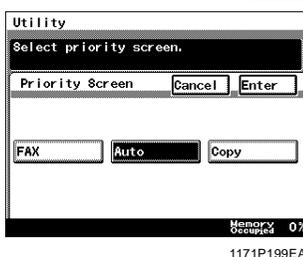
- 1 Touch **Initial Setting** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” ➔ p. 9-2



- 2 Select **Func.**, and touch **Priority Screen**.



- 3 Select the key for the screen that should be displayed at first, and touch **Enter**.



### Useful Tips

- **Fax:**  
Touch this to display the FAX Screen at first.
- **Auto:**  
Touch this to display the Auto-mode screen at first.
- **Copy:**  
Touch this to display the Copy Screen at first.

- 4 Confirm the setting details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

### Useful Tip

To modify, touch **Priority Screen** to change the setting.

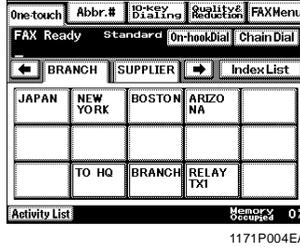
- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 8. Setting the Initial Destination Specification Screen to be Displayed

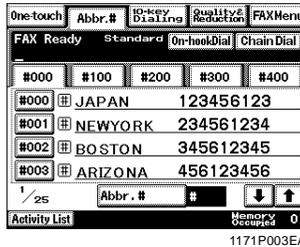
### Priority Facsimile Screen

The screen to be displayed at first when the Fax key is touched can be selected from the one-touch key screen, abbreviated dialing number screen, dialing input screen, or index screen in accordance with the type of usage.

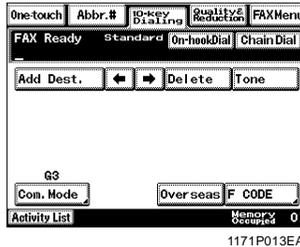
- **One-touch Screen** : The One-touch screen is displayed at first when the Fax key is pressed.



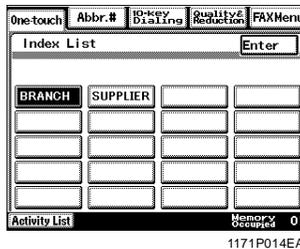
- **Abbreviated Dialing Screen** : The Abbreviated Dialing screen is displayed at first when the Fax key is pressed.



- **10-Key Dialing** : The screen to select the destination using the 10-key Pad is displayed at first when the Fax key is pressed.



- **Index Screen** : The screen showing the index list is displayed when the Fax key is pressed.



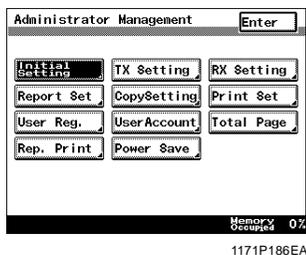
#### Useful Tips

- The factory setting is **One-touch**.
- When the priority facsimile screen is changed, the screen will be switched after executing 'Auto-Reset' or pressing the Panel Reset key.

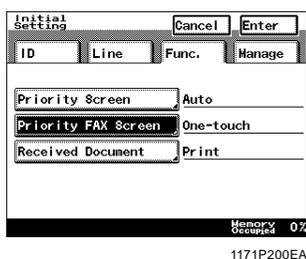
## 8. Setting the Initial Destination Specification Screen to be Displayed

## Setting

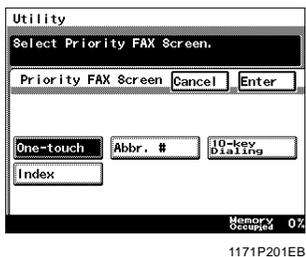
- 1 Touch **Initial Setting** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” p. 9-2



- 2 Select **Func.**, and touch **Priority FAX Screen**.



- 3 Select the key for the screen that should be displayed at first, and touch **Enter**.



## Useful Tips

• **One-touch:**

Touch this to display the one-touch key screen at first.

• **Abbr.#:**

Touch this to display the abbreviated dialing number screen at first.

• **10-key Dialing:**

Touch this to display the 10-key dialing input screen at first.

• **Index:**

Touch this to display the index list screen at first.

- 4 Confirm the setting details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

## Useful Tip

To modify, touch **Priority FAX Screen** to change the setting.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

# 9. Settings for Handling the Received Documents

## Settings for Received Documents

This function is used to set how to handle a document when received by facsimile. As well as being printed out immediately, the received documents can be forwarded to other facsimiles, or stored in a mailbox that is established in advance for each user (reception box).

### Types of Handling for Received Documents

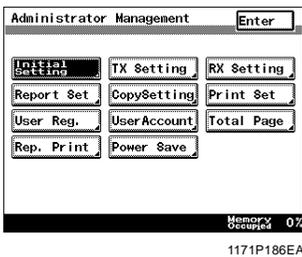
- **Print** : Prints the document as soon as it is received.
- **Forward** : Forwards the received document to another facsimile.
- **Print and Forward**: Prints the document as soon as it is received, and also forwards it to another facsimile.
- **Save to Box** : Saves the received document in a mailbox that is established in advance for each user without printing it.
- **Move** : Moves the received document to another user’s mailbox.

#### Useful Tips

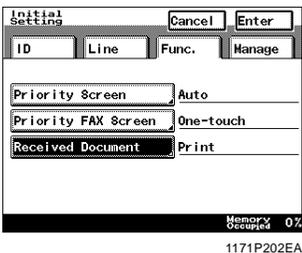
- This facsimile is set at the factory to print a document immediately after receiving it.
- When this product receives a remote copy facsimile, it prints a received document irrespective of its current setting.

### Settings

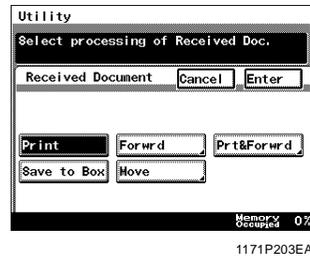
**1** Touch **Initial Setting** on the Administrator Management screen.  
 “Accessing the Administrator Management Screen” p. 9-2



**2** Select **Func.**, and touch **Received Document**.



**3** Select the handling mode for documents received by facsimile.



#### Useful Tip

Select a desired item by touching the **Print**, **Forwrd**, **Prt&Forwrd**, **Save to Box**, or **Move** key.

**<To print the received document immediately>**

- Touch **Print**, and touch **Enter**.

## 9. Settings for Handling the Received Documents

## &lt;To forward the received document to another facsimile&gt;

- Touch **Forwrd**.
- Select the destination to which the received document is forwarded.

**Useful Tips**

- Using the **One-touch** key to select a destination:

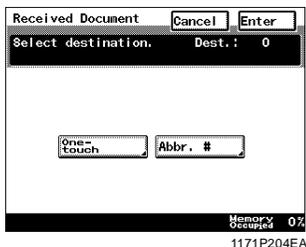
Touch **One-touch**, and touch the **One-touch** key for the destination to which the received document is transferred, and then touch **Enter**.

- Using the abbreviated dialing number to select a destination:

Touch **Abbr.#** to select the destination to which the received document is transferred.

## &lt;To print the received document and forward it to another facsimile&gt;

- Touch **Prt&Forwrd**.
- Select the destination to which the received document is forwarded.

**Useful Tips**

- Using the **One-touch** key to select a destination: Touch **One-touch**, and touch the **One-touch** key of the destination to which the received document is transferred, and then touch **Enter**.
- Using the abbreviated dialing number to select a destination: Touch **Abbr.#** to select the destination to which the received document is transferred.

## &lt;To save the received document in a mailbox&gt;

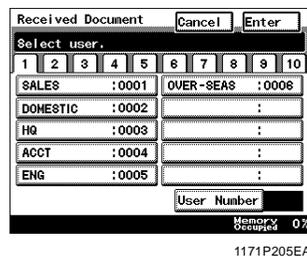
- Touch **Save to Box**, and touch **Enter**.  
“Confirming the Communications Status”  
☞ p. 5-2

**Useful Tip**

To print the document, retrieve the received document via the Activity List screen and touch **Print**.

## &lt;To move the received document to another user's mailbox&gt;

- Touch **Move**.
- Select the user to which the received document is moved.  
“Confirming the Communications Status”  
☞ p. 5-2

**Useful Tips**

- Touch the key for the user to whom the received document is moved, or touch **User Number** to select the user's number.
- To print, retrieve the received document via the Activity List screen, and touch **Print**.

- 4 Confirm the setting details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

**Useful Tip**

To modify, Touch **Received Document** to change the setting.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 10. Setting the Management Mode

### User Management Mode

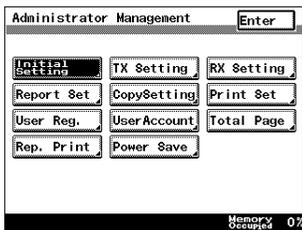
Unauthorized use of the machine can be prohibited or the number of documents to be copied can be restricted for each user by setting passwords for each department or individual users.

#### NOTES

- When **Limited** is set, this machine cannot be used without selecting the user (department or individual user). “Registering Users” ⇨ p. 9-18
- The factory setting is **Open**.

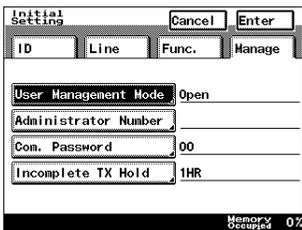
#### Setting

- 1 Touch **Initial Setting** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” ⇨ p. 9-2



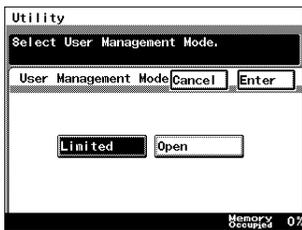
1171P186EA

- 2 Select **Manage**, and touch **User Management Mode**.



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- 3 Select **Limited** or **Open**, and touch **Enter**.



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- 4 Confirm the setting details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

#### Useful Tip

To modify, touch **User Management Mode** to change the setting.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

# 11. Registering the Administrator Number

## Administrator Number

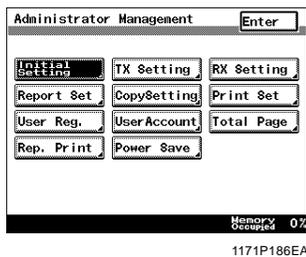
With regard to this product, the person who manages the registration of individual users and settings for the entire machine is called the administrator. This section describes instructions for setting the number required to display the administrator management mode screen for the administrator.

### NOTE

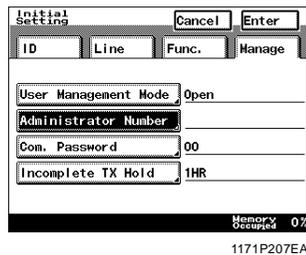
If an administrator number is not registered, the administrator management menu for the administrator can be opened without entering a number.

### Setting

- 1 Touch **Initial Setting** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” p. 9-2



- 2 Select **Manage**, and touch **Administrator Number**.



- 3 Use the 10-key Pad to enter the password of the administrator (up to eight digits), and touch **Enter**.



### Useful Tip

To re-enter the number, use **←** or **→** to move the cursor and re-enter the number, or press the **C** key to re-enter it.

When **Delete** is touched, the character on the cursor is deleted.

When **Cancel** is touched, it returns to the previous screen.

- 4 Confirm the registered details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

### Useful Tip

To modify, touch **Administrator Number** to re-register.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 12. Registering the Password for Password Communications

### Communication Password

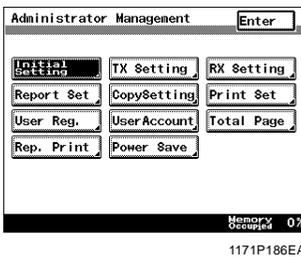
The function in which facsimile transmission and reception is carried out only when passwords that have been pre-registered at both the transmission and recipient sites are met, is called password communications (Password Transmission and Password Reception). This section describes instructions on setting the password that is required to carry out password communications.

#### Useful Tips

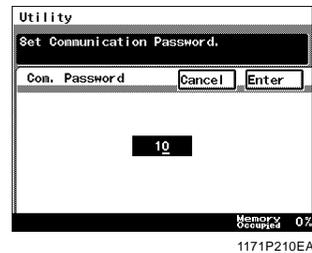
- A communication Password is used for Password Transmission or Reception.
- The password-protected transmission setting is reset upon completion of each transmission.  
“Checking Password before Transmission” ☞ p. 5-24 “Settings for Transmission” ☞ p. 9-22
- The factory setting is 'password not required for reception' (communication password: 00).  
“Using a Password to Receive a Document” ☞ p. 6-3 “Setting the Reception Mode” ☞ p. 9-25

### Registration

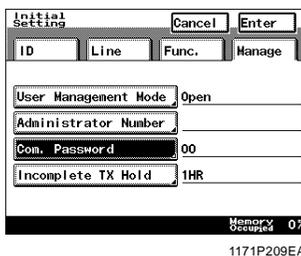
- 1 Touch **Initial Setting** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” ☞ p. 9-2



- 3 Use the 10-key Pad to enter the communication password (2 digits), and touch **Enter**.



- 2 Select **Manage**, and touch **Com.Password**.



#### Useful Tip

To re-enter the number, press the **C** key and re-enter. When **Cancel** is touched, it returns to the initial status.

- 4 Confirm the registered details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

#### Useful Tip

To modify, touch **Com.Password** to re-register.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

# 13. Setting the Time to Save Documents that could not be Sent

## Memory Holding Timer

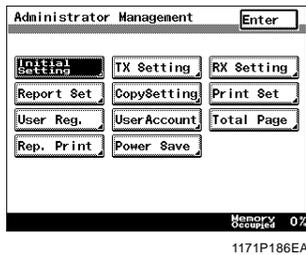
Documents that could not be sent due to the line to the destination being busy, etc. can be saved in the memory for a certain period of time. This section describes instructions on setting the duration to hold such documents in the memory.

### Useful Tip

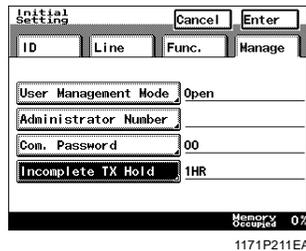
The factory setting is one hour to hold the image data of a document that is not transmitted.

## Settings

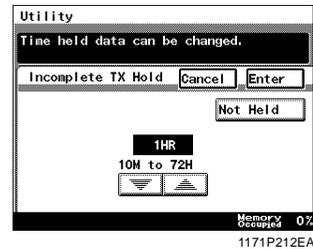
- 1 Touch **Initial Setting** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” p. 9-2



- 2 Select **Manage**, and touch **Incomplete TX Hold**.



- 3 Touch **▼** or **▲** to set the time, and touch **Enter**.



### Useful Tip

Times from 10 minutes to 72 hours can be set as the memory holding time. (10, 20, 30, 40, or 50 minutes, and 1, 2, 4, 8, 12, 24, or 72 hours)  
Every time **▼** is touched, the memory holding time is shortened.

Every time **▲** is touched, the memory holding time is extended.

When **Not Held** is touched, any document that could not be sent is immediately deleted.

When **Cancel** is touched, it returns to the previous screen.

- 4 Confirm the setting details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

### Useful Tip

To modify, touch **Incomplete TX Hold** to change the setting.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 14. Registering Users

### User Registration

If user registration is carried out for individual users or departments in the company, each user can use the machine with his/her own settings or set his/her own mailbox. Unauthorized use of the machine can be avoided by registering a password for each user.

#### Useful Tip

Up to 100 users can be registered.

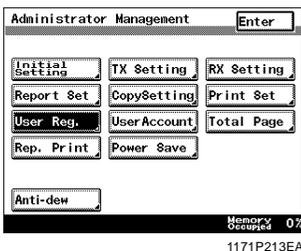
- **User Name:**  
User's (department or individual user) name is registered. Up to 12 characters can be registered.
- **Access Number:**  
Register an Access Number to restrict the users.
- **User Number:**  
Register a number for each user.
- **User TSI:**  
The TSI information to be printed on any transmitted document can be registered per user.  
Up to 20 characters can be registered.
- **F CODE:**  
The F CODE is registered to select the mailbox that can be used per user. Up to 20 numeric digits, containing numbers from 0 to 9 and symbols (\*, #), can be registered. "F CODE" ⇨ p. 5-27
- **F CODE Password:**  
Register passwords on the mailbox. Up to 20 numeric digits, containing numbers from 0 to 9 and symbols (\*, #), can be registered.
- **Remote Input Check:**  
Set whether a password is used or not to restrict reception of documents into mailboxes from other facsimiles. The factory setting is 'No remote check on input'.
- **Maximum Print Page:**  
This is used to restrict the number of pages that can be printed per user. Figures from 0 to 999,999 can be registered.

#### Useful Tip

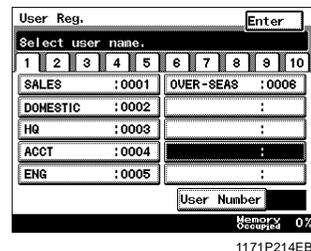
The user information can be changed for each user after registration by the administrator.  
"Amending User Data" ⇨ p. 10-2

### Registration

- 1 Touch **User Reg.** on the Administrator Management screen.  
"Accessing the Administrator Management Screen" ⇨ p. 9-2



- 2 Touch the key that has not been registered.

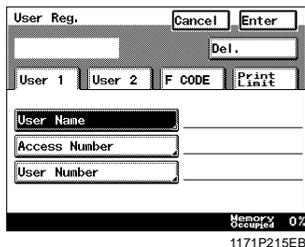


**Useful Tip**

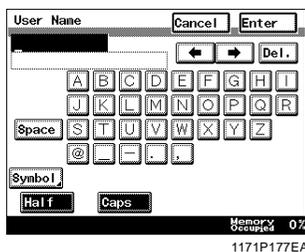
The registered information can be changed in a the key to which some information is already registered.

**3** Registering user information.**<Registration of User's Name>**

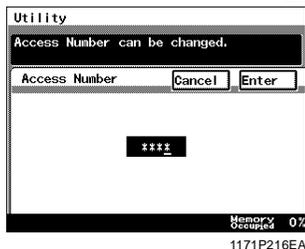
- Select **User 1**, and touch **User Name**.



- Enter the User Name and touch **Enter**.  
“Entering Characters” p. 7-11

**<Registration of an Access Number>**

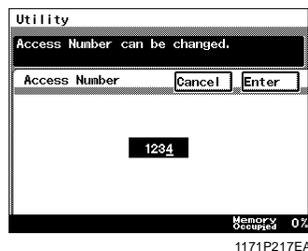
- Select **User 1**, and touch **Access Number**.
- Use the 10-key Pad to enter the Access Number (4 digits), and touch **Enter**.

**Useful Tips**

- When an Access Number has not been registered, the user selection screen can be used without entering an Access Number.
- To re-enter the number, press the **C** key to re-enter the number.  
When **Cancel** is touched, it returns to the previous screen.

**<Registration of User's Number>**

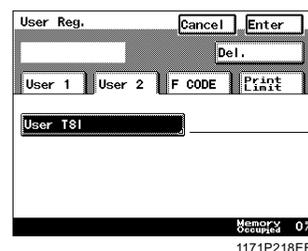
- Select **User 1**, and touch **User Number**.
- Use the 10-key Pad to enter the User Number (4 digits), and touch **Enter**.

**Useful Tip**

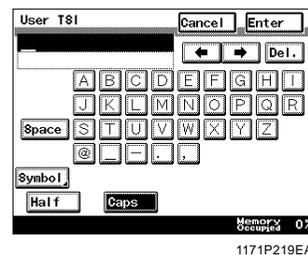
To re-enter the number, press the **C** key to re-enter the number.

**<Registration of User TSI Information>**

- Select **User 2**, and touch **User TSI**.



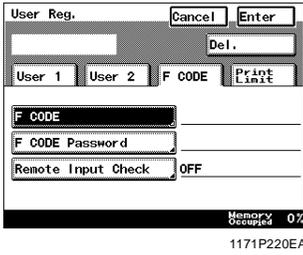
- Enter the User TSI Information and touch **Enter**.  
“Entering Characters” p. 7-11



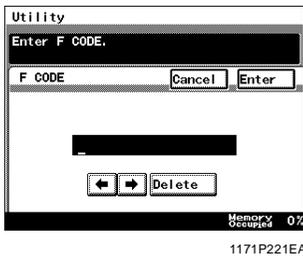
14. Registering Users

<Registration of F CODE>

- Select **F CODE** menu, and touch **F CODE**. “F CODE“ p. 5-27

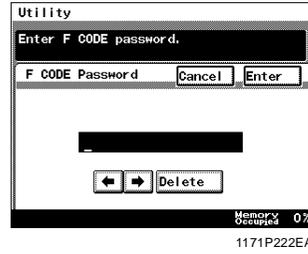


- Use the 10-key Pad to enter the F CODE, and touch **Enter**.



<Registration of an F CODE password>

- Select **F CODE**, and touch **F CODE Password**.
- Use the 10-key Pad to enter the F CODE password, and touch **Enter**.



**Useful Tip**

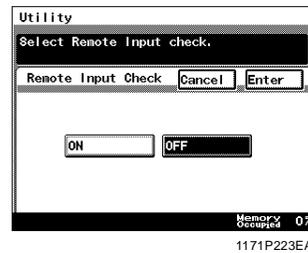
To re-enter the number, use **←** or **→** to move the cursor and re-enter the number, or press the **C** key to re-enter it. When **Delete** is touched, the character on the cursor is deleted. When **Cancel** is touched, it returns to the previous screen.

**NOTE**

Make sure that F CODE are not duplicated for the mailboxes and bulletin boards when they are set.

<Registration of Remote Input Checking>

- Select **F CODE**, and touch **Remote Input Check**.
- Select **ON** or **OFF** for remote input checking, and touch **Enter**.

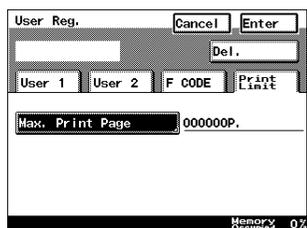


**Useful Tip**

To re-enter the number, use **←** or **→** to move the cursor and re-enter the number, or press the **C** key to re-enter it. When **Delete** is touched, the character on the cursor is deleted. When **Cancel** is touched, it returns to the previous screen.

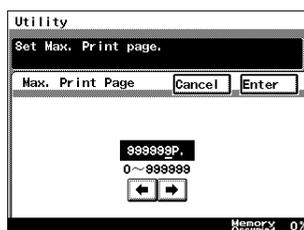
### <Registration of the Maximum Print Page>

- Select **Print Limit**, and touch **Max. Print Page**.



1171P224EA

- Use the 10-key Pad to enter the maximum number of sheets to be printed, and touch **Enter**.



1171P225EA

#### Useful Tips

- When there is no restriction, enter '0'.
  - To re-enter the number, use **←** or **→** to move the cursor and re-enter the number, or press the **C** key to re-enter it.
- When **Cancel** is touched, it returns to the previous screen.

- 4 Confirm the registered details when the screen returns to the same one as in step 3. Touch **Enter** if they are correct.

#### Useful Tip

Touch the key for the item to be modified and re-register for it.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

# 15. Settings for Transmission

## Transmission Settings

This section describes instructions for setting the transmission functions to be carried out by the administrator.

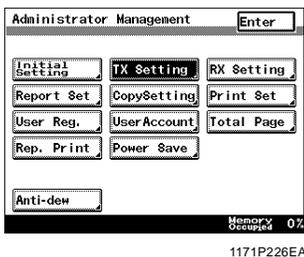
- **Priority Image Quality:**  
Sets the initial Image Quality. The factory setting is 'Standard'.
- **Priority Contrast:**  
Sets the initial the contrast. The factory setting is 'Normal'.
- **Communications Mode:** (Only for products that support the G3 Multi-Port model.)  
Sets the initial value for the communications mode that is returned to after the operation is completed. The factory setting is 'G3-1'.
- **Initial Status of the Transmission Mode:**  
Sets either Memory Transmission or Real Time Transmission as the initial setting. The factory setting is 'Memory TX'.
- **TSI Information:**  
Sets the style of the TSI Information to be printed on the transmitted document. The factory setting is 'On The Doc.'. The TSI is required on all facsimile transmissions. **It is unlawful to turn this feature off.** ☞ p. ix
- **Password Transmission:**  
Sets whether initial password protection for transmission is performed or not. The factory setting is 'OFF'.
- **TX Marker:**  
Sets the TX Marker for completed transmissions. The factory setting is 'OFF'.
- **Printing Instruction for Relay Station:**  
Sets whether a document is to be printed at the relay station or not when Relay Transmission is performed. The factory setting is 'ON'.
- **Line Selection:** (Only for products that support the G3 Multi-Port model.)  
Sets whether a line is to be selected automatically or manually. The factory setting is 'Auto'.

### Useful Tip

Priority Image Quality, Priority Contrast, communications mode, and initial status of the transmission method, can be set by individual users. "Amending User Data" ☞ p. 10-2

## Setting

- 1 Touch **TX Setting** on the Administrator Management screen.  
"Accessing the Administrator Management Screen" ☞ p. 9-2

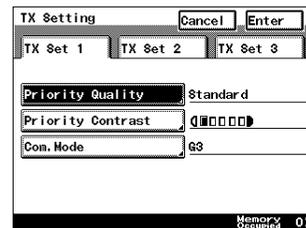


1171P226EA

- 2 Set the functions for transmission.

### <Setting for the Priority Image Quality>

- Select **TX Set 1**, and touch **Priority Quality**.



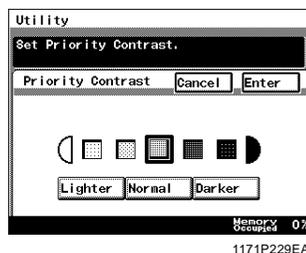
1171P227EB

- Select the key for the initial Image Quality setting, and touch **Enter**.  
“Sending Fine Print and Photos” ☞ p. 3-10



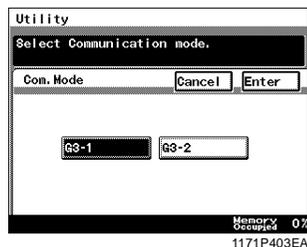
#### <Setting for the Priority Contrast>

- Select **TX Set 1**, and touch **Priority Contrast**.
- Select the initial Contrast, and touch **Enter**.  
“Adjusting Contrast for Transmission” ☞ p. 3-12



#### <Setting for the Communications Mode>

- Select **TX Set 1**, and touch **Com. Mode**.
- Select the key for the communications mode to be set as the initial value, and touch **Enter**.

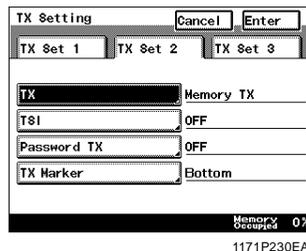


#### NOTE

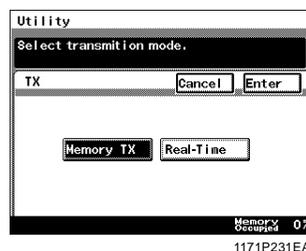
**Com. Mode** is displayed only when a product that supports the G3 Multi-Port Model is used.

#### <Setting the Initial Status for the Transmission Mode>

- Select **TX Set 2**, and touch **TX**.

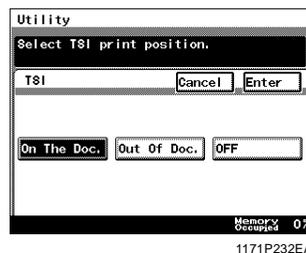


- Select the key for the initial transmission mode, and touch **Enter**.



#### <Setting for attaching the TSI Information>

- Select **TX Set 2**, and touch **TSI**.
- Select the key for attaching the TSI initial information style and touch **Enter**.



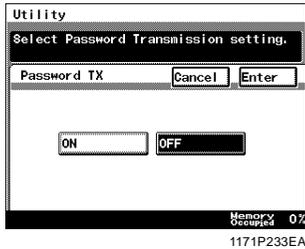
#### NOTE

The TSI is required on all facsimile transmissions. It is unlawful to turn this feature off. ☞ p. ix

## 15. Settings for Transmission

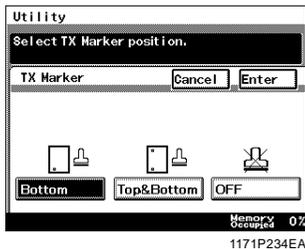
### <Setting for Password Transmission>

- Select **TX Set 2**, and touch **Password TX**.
- Select **ON** or **OFF** for the Password Transmission, and touch **Enter**.



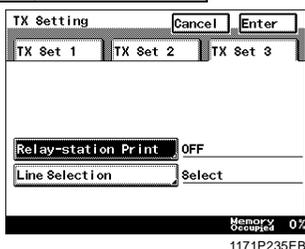
### <Setting for the TX Marker (optional)>

- Select **TX Set 2**, and touch **TX Marker**.
- The **TX Marker** key is displayed only when the optional TX Marker is used.
- Touch the key for the initial marking style, and touch **Enter**.
- “Printing a TX Marker” ↗ p. 5-16

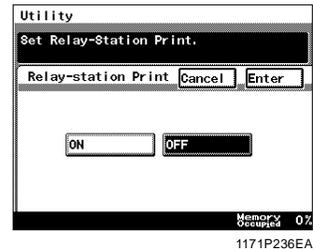


### <Setting for Printing at the Relay Station>

- Select **TX Set 3**, and touch **Relay-station Print**.

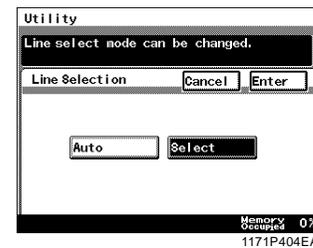


- Select **ON** or **OFF** for printing at the relay station function, and touch **Enter**. “Relaying a Document via Another Facsimile” ↗ p. 5-9



### <Setting for Line Selection>

- Select **TX Set 3**, and touch **Line Selection**.
- Select the selection method for the line (**Auto** or **Select**), and touch **Enter**.



### NOTE

**Line Selection** is displayed only when a product that supports the G3 Multi-Port Model is used.

### Useful Tip

When **Select** is selected, select the line to be used for each transmission. “How to Select the Communications Mode” ↗ p. 3-5

- 3 Confirm the setting details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

### Useful Tip

Touch the key for the items to be modified to change the setting.

- 4 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 16. Setting the Reception Mode

### Reception Settings

This section describes settings for the reception functions carried out by the administrator.

- **Reception mode:**

Sets the reception mode for the facsimile. The factory setting is 'automatic reception'.

- **Number of rings prior to automatic reception:**

Sets the number of times the telephone rings before automatic reception is activated. The factory setting is '1T'.

- **Password Reception:**

Sets whether password reception is used or not. The factory setting is 'OFF'.

- **If no paper matching TX document size?:**

Sets the method to detect paper. The factory setting is 'Paper Priority'.

- **Paper Select:**

Sets how to select the paper size when a facsimile receives a document. The factory setting is 'Standard'.

- **Unselectable Cassette:**

Sets the paper cassette(drawer) to be excluded from the possible choices, such as the cassette(drawer) containing OHP sheets or recycled paper when this product is set to select an appropriate paper cassette(drawer) automatically. When this setting is used, a message "Matching paper size in not available" may appear even if appropriate paper is loaded.

- **2-to-1 Reception:**

Sets whether 2-to-1 reception is used or not. The factory setting is 'ON'.

- **Rotation Print:**

Sets whether print rotation is used or not, and if so, whether the document is to be sorted or not. The factory setting is 'Sort OFF'.

- **Handling of Long Documents:**

Sets whether the document is to be reduced or rounded-off when receiving a document longer than the paper. The factory setting is 'Reduction'.

- **Reduction Ratio when Handling Long Documents:**

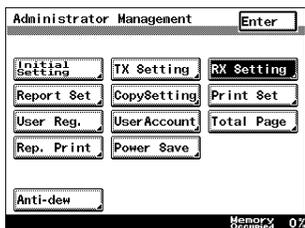
Sets the reduction ratio for handling long documents when reduction is selected. The factory setting is '60%'.

- **Length to be Cut Off when Handling Long Documents:**

Sets the cut-off length for long documents when Cut-Off is selected. The factory setting is '20mm'.

### Settings

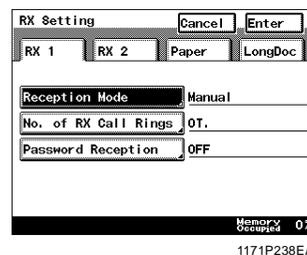
- 1 Touch **RX Setting** on the Administrator Management screen.  
"Accessing the Administrator Management Screen" ☞ p. 9-2



- 2 Setting the reception functions.

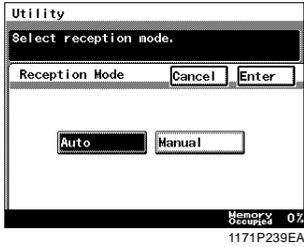
#### <Setting for the Reception Mode>

- Select **RX 1**, and touch **Reception Mode**.



16. Setting the Reception Mode

- Select the initial reception mode and touch **Enter**.  
 “Receiving a Document” ☞ p. 3-20  
 “Sending a Document after Talking on the Telephone” ☞ p. 5-8

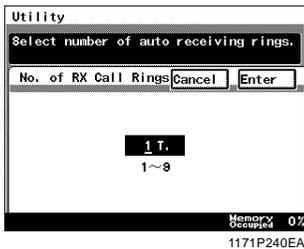


Useful Tips

- **Auto:**  
 Touch this to set automatic reception.
- **Manual:**  
 Touch this to set manual reception.

<Setting for the Number of Rings Prior to Automatic Reception>

- Select **RX 1** and touch **No. of RX Call Rings**.
- Use the 10-key Pad to enter the number of times the telephone rings before automatic reception is activated, and touch **Enter**.



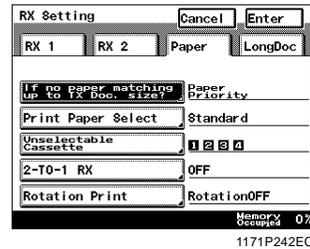
<Setting for Password Reception>

- Select **RX 1** and touch **Password Reception**.
- Select **ON** or **OFF** for the initial password reception setting, and touch **Enter**.

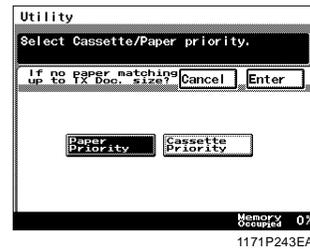


<Setting when No Paper Matches TX Document Size>

- Select **Paper** and touch **If no paper matching up to TX Doc. size?**.



- Select the method when no paper matches the transmission document size, and touch **Enter**.

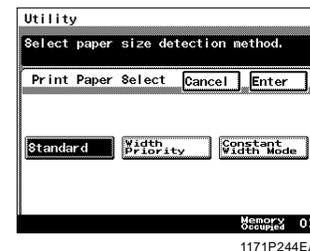


Useful Tips

- **Paper Priority:**  
 Touch this to use papers in any cassette(drawer) depending on the size.
- **Cassette Priority:**  
 Touch this to use only paper in the cassette(drawer) which matches the transmission document size.

<Setting for the Paper Select>

- Select **Paper**, and touch **Print Paper Select**.
- Select the paper selection method, and touch **Enter**.



**Useful Tips**• **Standard:**

Touch this to select the appropriate paper by judging the length and width of the received document.

• **Width Priority:**

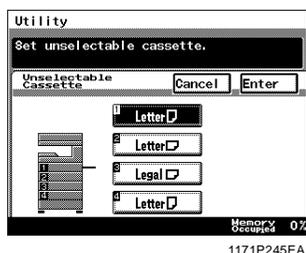
Touch this to select paper that is not wider than the received document.

• **Constant Width Mode:**

Touch this to only select paper with the same width as the received document.

**<Setting for the Unselectable Cassette>**

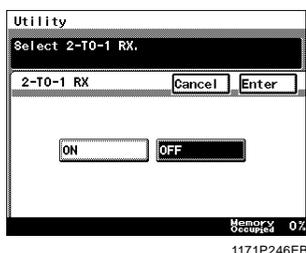
- Select **Paper**, and touch **Unselectable Cassette**.
- Select the cassette(drawer) to be excluded when using automatic paper selection, and touch **Enter**.

**NOTE**

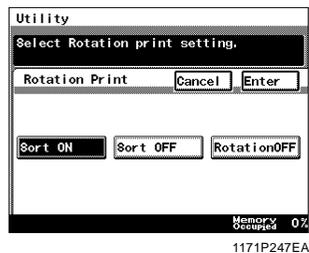
When a paper cassette(drawer) in which recycled paper or special paper is loaded (Special Paper Settings on page 9-35), the paper cassette(drawer) is not used in facsimile reception. In this case, the paper cassette(drawer) does not need to be set to “forbidden to use” additionally.

**<Setting for the 2-to-1 Reception>**

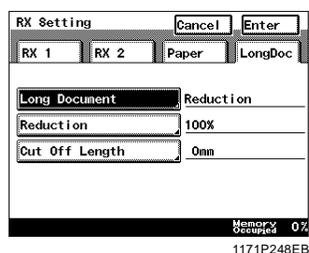
- Select **Paper**, and touch **2-TO-1 RX**.
- Select **ON** or **OFF** for the initial 2-to-1 Reception setting and touch **Enter**.

**<Setting for Rotation Print>**

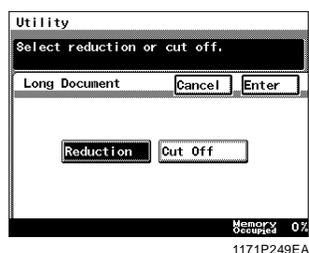
- Select **Paper**, and touch **Rotation Print**.
- Select **Sort ON**, **Sort OFF** or **Rotation OFF**, and touch **Enter**.

**<Setting for Handling the Long Documents>**

- Select **LongDoc**, and touch **Long Document**.



- Select the handling method for long documents, and touch **Enter**.

**Useful Tips**• **Reduction:**

Touch this to reduce the document in size when it is printed if the received document is longer than the paper.

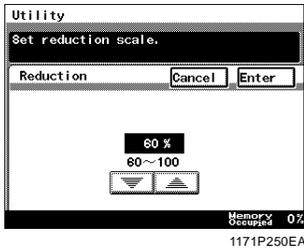
• **Cut Off:**

Touch this to cut off the edge of the document when it is printed if the received document is longer than the paper.

## 16. Setting the Reception Mode

### <Setting for the Reduction Ratio when Handling Long Documents>

- Select **LongDoc**, and touch **Reduction**.
- Use the 10-key Pad or touch **▼** and **▲** to enter the reduction ratio, and touch **Enter**.



#### NOTE

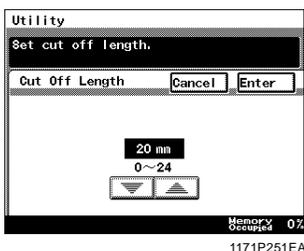
This setting is only effective when **Reduction** is selected in the “Setting for Handling the Long Documents” on p. 9-27.

#### Useful Tip

If 'Reduction' is selected in the “Setting for Handling the Long Documents”, the document is reduced in size when printed in accordance with the length of the paper if the received document is longer than the paper. The maximum reduction ratio should be set in this case. If the document is still longer than the paper when reduced by the maximum reduction ratio, it is divided when printed instead of being reduced.

### <Setting for the Length to be Cut Off when Handling Long Documents>

- Select **LongDoc**, and touch **Cut Off Length**.
- Use the 10-key Pad or touch **▼** and **▲** to enter the length to be cut off, and touch **Enter**.



#### NOTE

This setting is only effective when **Cut Off** is selected in the “Setting for Handling the Long Documents” on p. 9-27.

#### Useful Tip

If 'Cut Off' is selected in the “Setting for Handling the Long Documents”, the document is cut off and printed when receiving a document longer than the paper. The maximum length to be cut off should be set in this case. If the received document would still be longer than the paper even if the maximum length were cut off, it is divided when printed instead of being rounded off.

- 3 Confirm the setting details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

#### Useful Tip

Touch the key for the items to be modified to change the setting.

- 4 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 17. Settings for Report Printing

### Report Settings

Instructions for settings to print reports carried out by the administrator are described in this section.

- **Transmission Report:**

Sets the printing style of the report to confirm the facsimile transmission results. 'If TX Fail' is set at the factory, a report is printed when transmission is unsuccessful.

- **Document Image on Report:**

Sets whether a copy of the transmitted document is attached to the status report or not. The factory setting is 'ON' to attach a document image to the report.

- **Activity Report:**

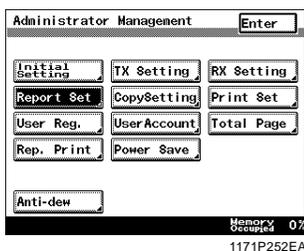
Sets whether the activity report is automatically printed every 50 communications or not. The factory setting is 'Output on' to print the report.

- **Memory Clear Report:**

Sets whether or not to print a report to notify that some documents have been cleared due to a power failure, etc. The factory setting is 'Output ON' to print the report.

### Setting

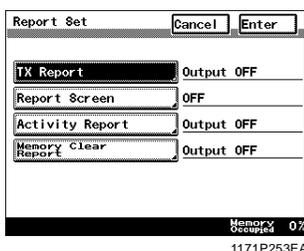
- 1 Touch **Report Set** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” p. 9-2



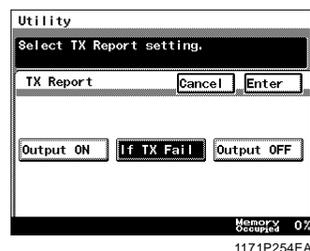
- 2 Setting functions for printing a report.

#### <Setting for the Transmission Report>

- Touch **TX Report**.



- Select the style for printing the status report, and touch **Enter**.



#### Useful Tips

- **Output ON:**

*Touch this to automatically print a transmission report for each transmission.*

- **If TX Fail:**

*Touch this to automatically print a transmission report only if a document could not be sent.*

- **Output OFF:**

*Touch this to deactivate printing of the status report automatically.*

## 17. Settings for Report Printing

### <Setting for the Document Image on Report>

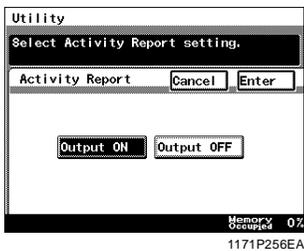
- Touch **Report Screen**.
- Select **ON** or **OFF** for the Document Image on the report, and touch **Enter**.



- 4 Touch **Enter** repeatedly until the screen returns to the initial screen.

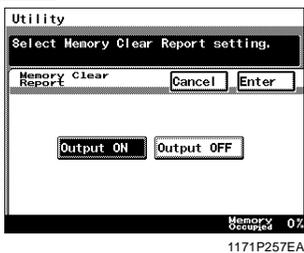
### <Setting for Activity Report>

- Touch **Activity Report**.
- Select **Output ON** or **Output OFF** for the Activity Report, and touch **Enter**.



### <Setting for the Memory Clear Report>

- Touch **Memory Clear Report**.
- Select **Output ON** or **Output OFF** for the Memory Clear Report, and touch **Enter**.



- 3 Confirm the setting details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

### Useful Tip

Touch the key for the items to be modified to change the setting.

## 18. Settings for Copying

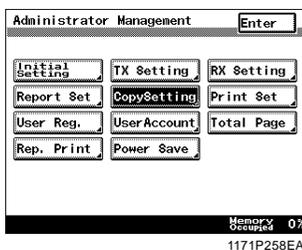
### Copy Settings

Instructions for setting the copy functions carried out by the administrator are described in this section.

- **Mixed Original Detection Priority:** (only for the machine equipped with the Duplexing Document Feeder):  
Sets whether or not the Mixed Original Detection mode is used as the initial setting. The factory setting is 'OFF'.
- **2-to-1/4-to-1 Copy Reduction:**  
Sets whether or not the automatic zoom ratio is used when carrying out 2-to-1 or 4-to-1 copying. The automatic zoom ratio is set to be used at the factory setting.
- **Density/Image Quality Priority:**  
Sets whether automatic or manual is used as the initial setting for density. The factory setting is 'Auto' for Density, and 'Text' for Image Quality.
- **Density Level Priority:**  
Sets the initial density. The factory setting is 'Normal'.
- **Small Original:**  
Sets whether or not a document can be copied if it is too small to be detected when automatic paper selection is used. The factory setting is 'OFF'.
- **4-to-1 Copy Order:**  
Sets the page order for 4-to-1 copying. The factory setting is  $\begin{matrix} 1 & 2 \\ 3 & 4 \end{matrix}$ .
- **Output Priority:**  
Sets the initial sorting. The factory setting is 'Non-sort'.
- **Intelligent Sorting:**  
Sets whether or not the machine does intelligent sorting or non-sorting in accordance with the number of pages in the document. The factory setting is 'ON'.
- **Memory Recall:**  
Sets whether memory recall (recalling the image data after the document is copied) is used or not. The factory setting is 'OFF'.
- **Priority Orig. ► Copy:**  
Sets the initial 'Orig. ► Copy'. The factory setting is '1-Sided ► 1-Sided'.
- **Automatic Function Priority:**  
Selects the initial setting from 'Auto paper', 'Auto- Size', or 'Manual'. The factory setting is 'Auto paper'.
- **Automatically reset settings when the user changes:**  
Sets whether or not each function setting is to be reset when the user changes. The factory setting is 'ON'.

### Settings

- I** Touch **Copy Setting** on the Administrator Management screen.  
“Accessing the Administrator Management Screen”  p. 9-2

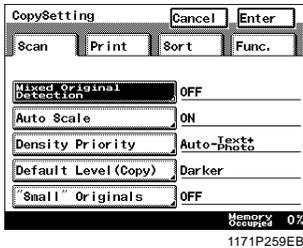


## 18. Settings for Copying

### 2 Set the functions for copying.

#### <Setting for the Mixed Original Detection Priority>

- Select **Scan**, and touch **Mixed Original Detection**.

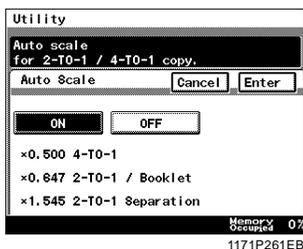


- Select **ON** or **OFF** for the initial Mixed Original Detection mode, and touch **Enter**.  
“Single Setting for Mixed Sized Documents” p. 4-8



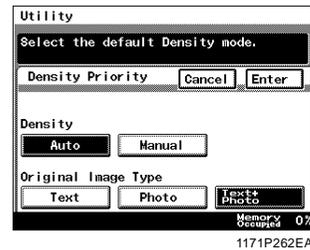
#### <Setting for 2-to-1/4-to-1 Copy Reduction>

- Select **Scan**, and touch **Auto Scale**.
- Select **ON** or **OFF** for the initial automatic scaling factor suited to the document and copy paper size when 2-to-1 or 4-to-1 copying is carried out, and touch **Enter**.  
“Selecting the Document and Copy Format” p. 4-10



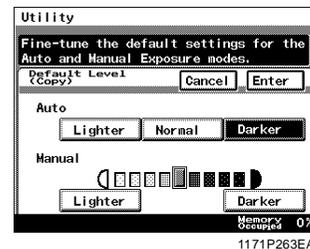
#### <Setting for the Density/Image Quality Priority>

- Select **Scan**, and touch **Density Priority**.
- Select the initial density setting method and image quality, and touch **Enter**.  
“Adjusting the Density for Copying”  
 p. 2-13 “Copying Figures and Photos”  
 p. 2-15



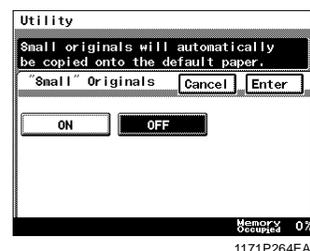
#### <Setting for the Density Level Priority>

- Select **Scan**, and touch **Default Level (Copy)**.
- Select the initial density level for the automatic setting and for the manual setting, and touch **Enter**.  
“Adjusting the Density for Copying”  
 p. 2-13



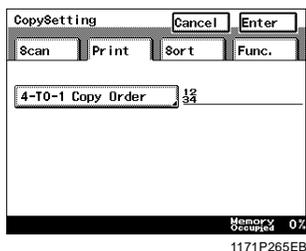
#### <Setting for Small Original>

- Select **Scan**, and touch **“Small” Originals**.
- Select **ON** or **OFF** if a document that is too small to be detected is placed when automatic paper selection is used, and touch **Enter**.

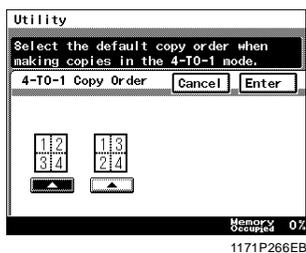


## &lt;Setting for 4-to-1 Copy Order&gt;

- Select **Print**, and touch **4-TO-1 Copy Order**.

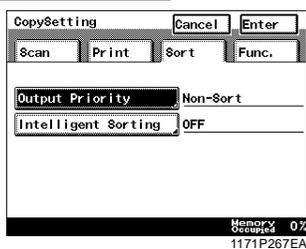


- Select the initial page order for 4-to-1 copying, and touch **Enter**.  
“Selecting the Document and Copy Format” p. 4-10

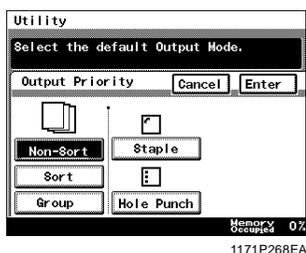


## &lt;Setting for the Output Priority&gt;

- Select **Sort**, and touch **Output Priority**.

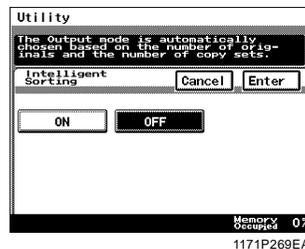


- Select the initial sorting method, and touch **Enter**.  
“Using the Sort Mode while Copying”  
 p. 4-2



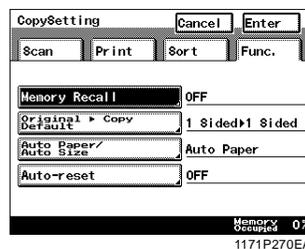
## &lt;Setting for Intelligent Sorting&gt;

- Select **Sort**, and touch **Intelligent Sorting**.
- Select **ON** or **OFF** for Intelligent Sorting, and touch **Enter**.  
“Using the Sort Mode while Copying”  
 p. 4-2

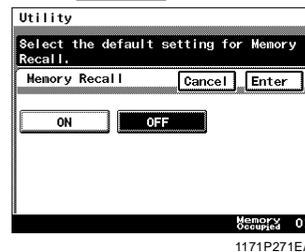


## &lt;Setting for Memory Recall&gt;

- Select **Func.**, and touch **Memory Recall**.



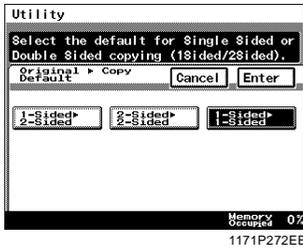
- Select **ON** or **OFF** for memory recall, and touch **Enter**.



## 18. Settings for Copying

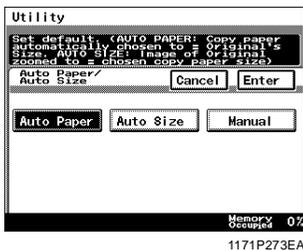
### <Setting for Original. ▶ Copy>

- Select **Func.**, and touch **Original ▶ Copy Default**.
- Select the initial document and copying method, and touch **Enter**.  
“Selecting the Document and Copy Format”  p. 4-10



### <Setting for Auto Paper/Auto Size Priority>

- Select **Func.**, and touch **Auto Paper/Auto Size**.
- Select **Auto Paper**, **Auto Size**, or **Manual** to be the initial setting, and touch **Enter**.  
“Selecting the Copy Paper Size for Copying”  p. 2-5  
“Selecting the Zoom Ratio for Copying”  p. 2-9



### <Setting for Auto-Reset When the User Changes>

- Select **Func.**, and touch **Auto-reset**.
- Select **ON** or **OFF** for the setting for each function when the user changes, and touch **Enter**.



- 3 Confirm the setting details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

#### *Useful Tip*

*Touch the key for the items to be modified to change the setting.*

- 4 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 19. Settings for Printing

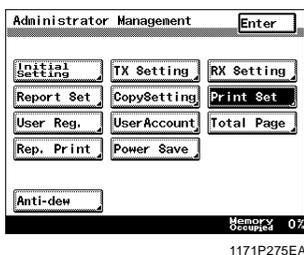
### Printing Settings

Instructions for setting the printing functions carried out by the administrator are described in this section.

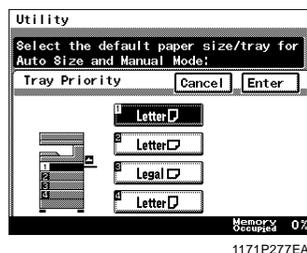
- **Default Paper** : Sets the initial setting for paper selection. The factory setting is '1st Drawer'.
- **Special Paper** : Sets the paper type for each paper feeding point (including paper drawer). The factory setting is 'normal paper'.
- **Print Exposure** : Sets the exposure for printing. The factory setting is '0'.
- **Output Tray** : Sets bin allocations for each copying or facsimile function.

### Settings

- 1 Touch **Print Set** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” ⇨ p. 9-2



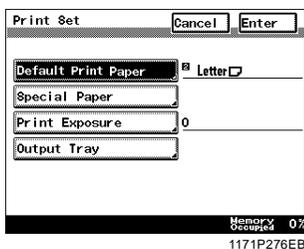
- Select the paper drawer for the paper to be used as the initial setting, and touch **Enter**.  
“Selecting the Copy Paper Size for Copying” ⇨ p. 2-5



- 2 Setting the printing functions.

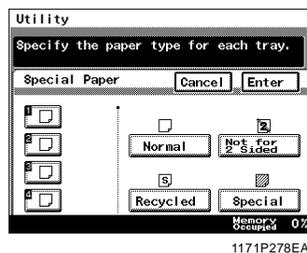
#### <Setting for the Default Paper>

- Touch **Default Print Paper**.



#### <Setting for Special Paper>

- Touch **Special Paper**.
- Select the key for the paper drawer before selecting the key for the paper type, and then touch **Enter**.



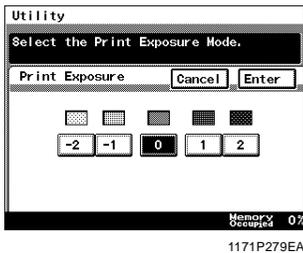
#### NOTE

If **Recycled** or **Special** is set, it is not used for facsimile reception.

## 19. Settings for Printing

### <Setting for the Print Exposure>

- Touch **Print Exposure**.
- Select the exposure for printing, and touch **Enter**.



- 3 Confirm the setting details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

#### Useful Tip

Touch the key for the items to be modified to change the setting.

- 4 Touch **Enter** repeatedly until the screen returns to the initial screen.

#### Useful Tip

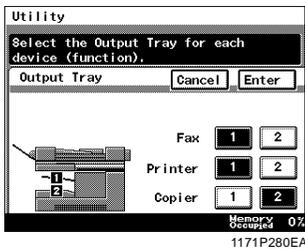
##### Setting for the Print Exposure:

Print Exposure ranges from -2 to 0 to 2 for Di350f. For Di250f, it ranges from -3 to 0 to 3.

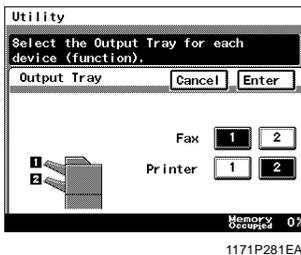
### <Setting for the Output Tray>

- Touch **Output Tray**.
- Select respective bins for facsimile, copy, and PC print outputs, and touch **Enter**.

This screen is shown when the Job Tray is used.



This screen is shown when a Finisher is used.



#### NOTES

- The **Output Tray** key is displayed only when the optional Job Tray or a Finisher is used.
- Printer sets the allocation of the bins when the PC printer function is used.

## 20. Settings for Saving Power

### Power Saving Settings

Power consumption can be reduced by automatically turning off the touch panel and suspending the preheating of the printer when the machine is not used for communications or copying for a certain period of time.

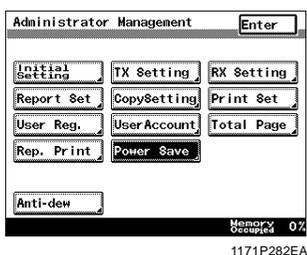
#### NOTE

If copying or facsimile function is performed during power saving mode, it takes around 1 minute to print since the machine requires a certain period of time for warming up the printer.

- **Auto-reset** : If there is no operation for a certain length of time while registering, setting, or selecting the destination, the screen automatically returns to the initial screen. This length of time before automatically returning to the initial screen should be set. The factory setting is '1 minute'.
- **Pre-heat** : Sets the length of time before it automatically switches to power saving mode when there is no operation for that certain length of time. The factory setting is '15 minutes'.
- **Heater OFF** : If there is no operation for a certain length of time, it automatically turns off the heater for the printer. The length of time before automatically turning off the heater should be set. The factory setting is '30 minutes'. The amount of power saved is greater than with the pre-heating function off, but it takes longer to print out.
- **LCD Backlight OFF** : If there is no operation for a certain length of time, the copier automatically turns off the Touch Panel. The length of time before automatically turning off the Touch Panel should be set. The factory setting is '1 minute'. If the Touch Panel is unlit, it can be lit by touching it or the 10-key pad.

### Saving Power

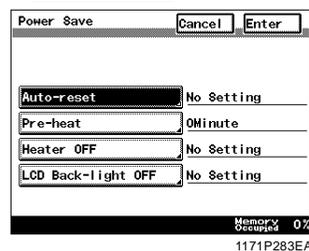
- 1 Touch **Power Save** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” p. 9-2



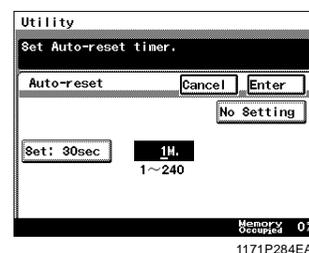
- 2 Setting the power saving function.

#### <Setting for the Auto-reset Function>

- Touch **Auto-reset**.



- Set the length of time before Auto-reset is activated, and touch **Enter**.



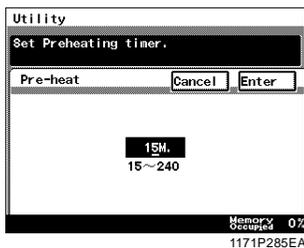
## 20. Settings for Saving Power

### Useful Tips

- Use the 10-key Pad to enter the rang from 1 to 240 minutes.  
When **Set: 30sec** is touched, 30 seconds is set.
- When Auto-reset is not used, touch **No Setting**.
- To change the setting, press the **C** key and re-enter.

### <Setting the Pre-heat Function>

- Touch **Pre-heat**.
- Enter the figure using the 10-key Pad, and touch **Enter**.

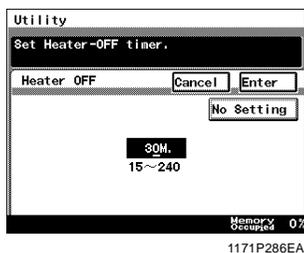


### Useful Tips

- **Setting for the time for Pre-heat:**  
Times ranging from 15 to 240 minutes can be set for Di350f. For Di250f, it ranges from 1 to 240 minutes.
- To change the setting, press the **C** key and re-enter.

### <Setting for the Heater OFF Function>

- Touch **Heater OFF**.
- Enter figures using the 10-key Pad, and touch **Enter**.

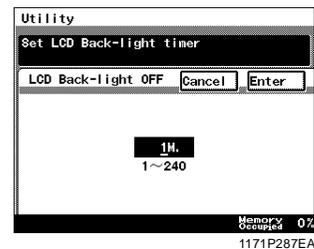


### Useful Tips

- **Setting for the time for Heater OFF:**  
Times ranging from 15 to 240 minutes can be set for Di350f. For Di250f, it ranges from 1 to 240 minutes.
- To change the setting, press the **C** key and re-enter.
- When the Heater OFF function is not used, touch **No Setting**.

### <Setting for the LCD Backlight OFF Function>

- Touch **LCD Back-light OFF**.
- Enter figures using the 10-key Pad, and touch **Enter**.



### NOTE

If the settings for the Pre-heat and Heater OFF functions are shorter than the LCD Back-light OFF function, it turns off immediately.

### Useful Tip

To change the setting, press the **C** key and re-enter.

- 3 Touch **Enter** repeatedly until the screen returns to the initial screen.

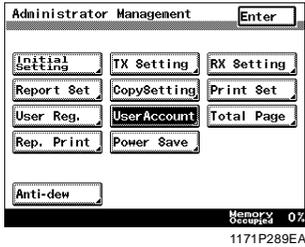
## 21. Confirming the Usage Status of Each User on the Screen

### Number of Sheets Printed and Transmitted

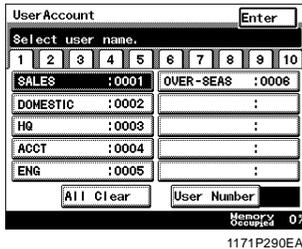
The usage status (number of sheets printed and transmitted) can be confirmed for each user.

#### Confirming

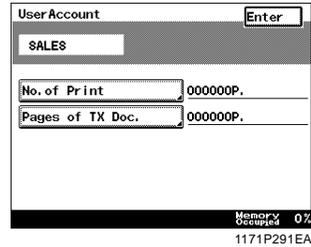
- 1 Touch **User Account** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” p. 9-2



- 2 Select the user.



- 3 Confirm the accumulated data and touch **Enter**.



- 4 Touch **Enter** repeatedly until the screen returns to the initial screen.

#### NOTE

When **All Clear** is touched, all accumulated user data is cleared.

#### Useful Tip

Touch the key for the user or touch **User Number** before selecting the user number.

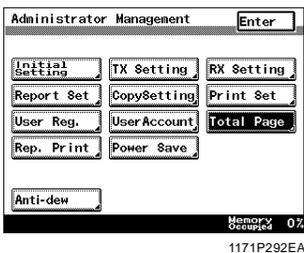
## 22. Confirming the Accumulated Number of Pages

The accumulated number of pages received, copied, reported and transmitted can be confirmed. The number of 2-sided printings and those controlled by the size counter can also be confirmed.

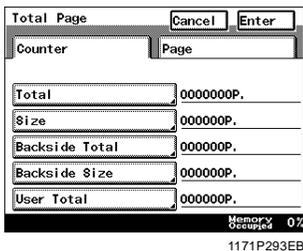
- **Total** : Indicates the total number of pages printed since the product was first set up.
- **Size** : Indicates the total number of printed pages on the paper size set as the size counter. (The service technician will set the specific paper size.)
- **Backside total** : Indicates the total number of 2-sided pages printed.
- **Backside size** : Indicates the total number of 2-sided prints on the paper size set in the size counter. (The number of 2-sided pages on the same paper as the size counter is indicated.)
- **User total** : Indicates the total number of pages printed per user.
- **FAX print** : Indicates the number of received facsimile pages printed.
- **Copy print** : Indicates the number of copies printed.
- **Report print** : Indicates the number of reports printed.
- **TX** : Indicates the number of pages transmitted by facsimile.

### Confirming

- 1 Touch **Total Page** on the Administrator Management screen.  
“Accessing the Administrator Management Screen”  p. 9-2



- 2 Confirm the accumulated data for **Counter** or **Page**, and touch **Enter**.



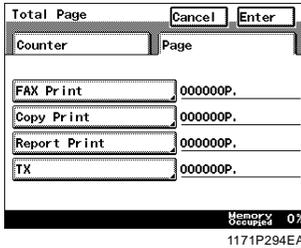
- 3 Touch **Enter** repeatedly until the screen returns to the initial screen.

#### Useful Tip

Another way to confirm the accumulated number of pages, touch **Report 1** after pressing the Utility key on the initial screen, and press the Mode Check key consecutively, then the screen for the accumulated number of pages is displayed.

## Modification

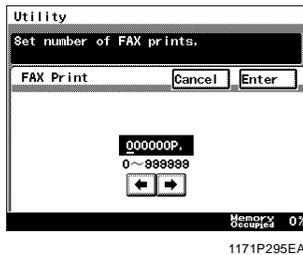
- 1 Follow the same steps as 1 and 2 under 'Confirming'.
- 2 Touch **Page**, and select the item to be changed.



### NOTE

The Counter cannot be changed.

- 3 Use the 10-key Pad to enter figures, and touch **Enter**.



### Useful Tip

To re-enter the number, use **←** or **→** to move the cursor and re-enter the number, or press the **C** key to re-enter it.

When **Cancel** is touched, it returns to the previous screen.

- 4 Confirm the registered details when the screen returns to the same one as in step 2. Touch **Enter** if they are correct.

### Useful Tip

Touch the key of the item to be modified, and re-register.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

**22. Confirming the Accumulated Number of Pages**

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# Chapter 10

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## Registrations and Settings for Each User

# 1. Amending User Data

The data and initial status of the machine as set by the administrator when user registration was carried out can be modified in accordance with the usage status for each user.

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## NOTE

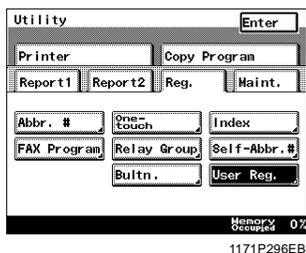
*The administrator must be registered as a user in advance. “Registering Users”* ☞p. 9-18

---

- **User Name:**  
Registers the name of the user (dept. or individuals).
- **Access Number:**  
Registers passwords to restrict the users.
- **User Number:**  
Registers a number for each user.
- **User TSI:**  
The TSI information to be printed on the transmitted document can be registered by the user.
- **F CODE:**  
Registers the F CODE to select the mailbox that can be used by each user. “F CODE” ☞p. 5-27
- **F CODE password:**  
Registers the password for the mailbox. “F CODE” ☞p. 5-27
- **Remote Input Check:**  
Sets whether or not a password is used to restrict reception of documents into mailboxes from other facsimiles. The factory setting is 'Off'.
- **Priority Screen:**  
Sets the initial screen. The factory setting is 'Auto-mode screen'.
- **Priority Facsimile screen:**  
Sets the initial destination specification screen used by the facsimile function. The factory setting is 'One-touch screen'.
- **Received documents:**  
Sets how to handle the document received in the mailbox. The factory setting is 'Save to Box'.
- **Priority Image Quality:**  
Sets the initial image quality. The factory setting is 'Standard'.
- **Priority Contrast:**  
Sets the initial density. The factory setting is 'Normal'.
- **Communications Mode:** (Only for products that support the G3 Multi-Port model.)  
Sets the initial value for the communications mode. The factory setting is 'G3-1'.
- **Initial Status of the Transmission Method:**  
Sets either Memory transmission or Real Time transmission as the initial setting. The factory setting is 'Memory TX'.
- **TSI:**  
Sets the TSI style to be printed on the transmitted document. The factory setting is 'On The Doc.'.
- **TX Marker:**  
Sets the TX Marker for transmitted documents. The factory setting is 'OFF'.
- **Transmission Report:**  
Sets the printing style for reports used to confirm the facsimile transmission results. The factory setting is 'If TX Fail'.
- **Document Image on Report:**  
Sets whether or not a copy of the transmitted document image is printed on the status report. The factory setting is 'ON'.

## Registering

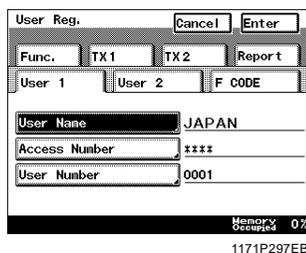
- 1 Select the user.  
“User Selection” p.1-19
- 2 Press the Utility key.
- 3 Select **Reg.** and touch **User Reg.** .



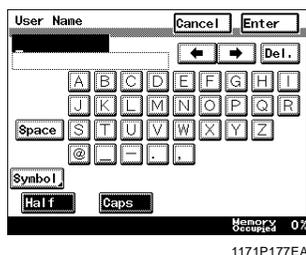
- 4 Registering User Data.

### <Registration of the User's Name>

- Select **User 1** and touch **User Name** .

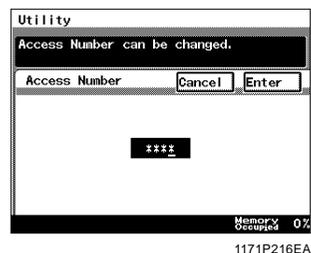


- Enter the user name and touch **Enter** .  
“Entering Characters” p. 7-11



### <Registration of the Access Number>

- Select **User 1** and touch **Access Number** .
- Enter the Access Number (four digits) and touch **Enter** .

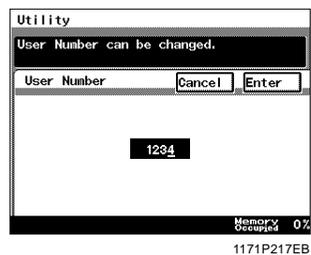


### Useful Tips

- If the Access Number has not been registered, the user selection screen can be used without entering a password.
- To re-enter the number, press the **C** key and re-enter it. When **Cancel** is touched, it returns to the previous screen.

### <Registration of the User's Number>

- Select **User 1** and touch **User Number** .
- Enter the user's number (4 digits) and touch **Enter** .



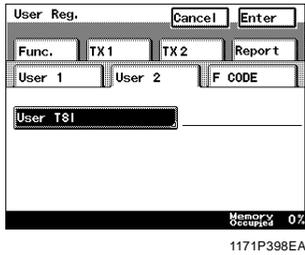
### Useful Tip

- To re-enter the number, press the **C** key and re-enter it. When **Cancel** is touched, it returns to the previous screen.

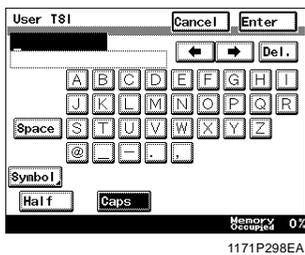
## 1. Amending User Data

## &lt;Registration of the User TSI&gt;

- Select **User 2** and touch **User TSI** .

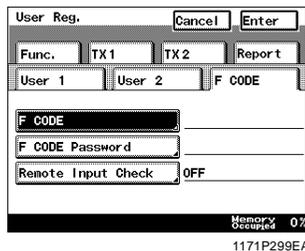


- Enter the user TSI and touch **Enter** .  
“Entering Characters” ⇨ p. 7-11

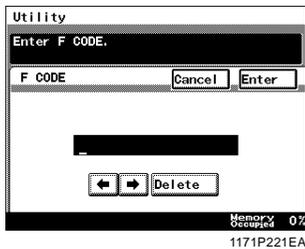


## &lt;Registration of the F CODE&gt;

- Select **F CODE** menu and touch **F CODE** .



- Enter the F CODE and touch **Enter** .  
“F CODE” ⇨ p. 5-27

**NOTE**

When setting an F CODE, make sure that it is not duplicated in the bulletin boards and mailboxes.

**Useful Tip**

To re-enter the number, use **←** or **→** to move the cursor and re-enter the number, or press the **C** key to re-enter it.

When **Delete** is touched, the character on the cursor is deleted. When **Cancel** is touched, it returns to the previous screen.

## &lt;Registration of the F CODE Password&gt;

- Select **F CODE** and touch **F CODE Password** .
- Enter the F CODE password and touch **Enter** .

**Useful Tip**

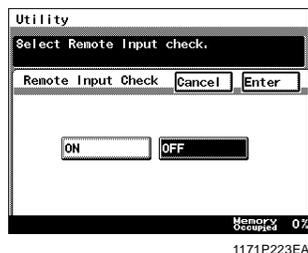
To re-enter the number, use **←** or **→** to move the cursor and re-enter the number, or press the **C** key to re-enter it.

When **Delete** is touched, the character on the cursor is deleted.

When **Cancel** is touched, it returns to the previous screen.

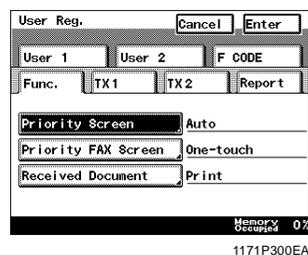
## &lt;Registration of the Remote Input Check&gt;

- Select **F CODE** and touch **Remote Input Check**.
- Select **ON** or **OFF** for the remote input check, and touch **Enter**.

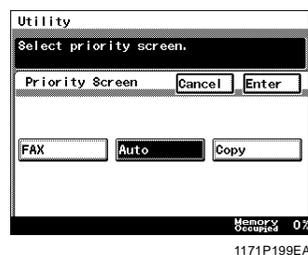


## &lt;Setting for the Priority Screen&gt;

- Select **Func.** and touch **Priority Screen**.



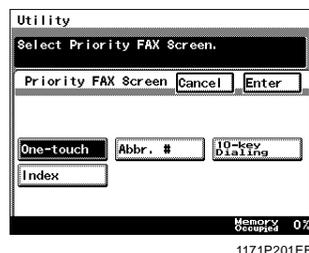
- Select the key for the screen to be displayed first and touch **Enter**.

**Useful Tips**

- **Fax:**  
Touch this to display the FAX Screen at first.
- **Auto:**  
Touch this to display the Auto-mode Screen at first.
- **Copy:**  
Touch this to display the Copy Screen at first.
- Switching the screen priority, the screen will be switched after resetting the user selection or Auto-reset.

## &lt;Setting for the Priority FAX Screen&gt;

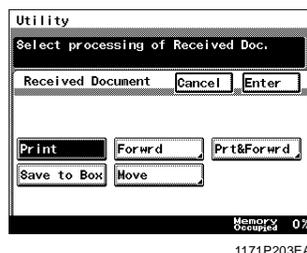
- Select **Func.** and touch **Priority FAX Screen**.
- Select the key for the screen to be displayed as the initial setting and touch **Enter**.

**Useful Tips**

- **One-touch:**  
Touch this to display the one-touch screen first.
- **Abbr.#:**  
Touch this to display the abbreviated dialing screen first.
- **10-key Dialing:**  
Touch this to display the 10-key dialing screen first.
- **Index:**  
Touch this to display the index list screen first.
- Switching the facsimile screen priority, the screen will be switched after resetting the user selection or the automatic clearing, or after pressing the Panel Reset key.

## &lt;Setting for the Received Documents&gt;

- Select **Func.** and touch **Received Document**.
- Select the handling method of the received document and touch **Enter**.  
“Setting of Handling the Received Documents” p. 9-12



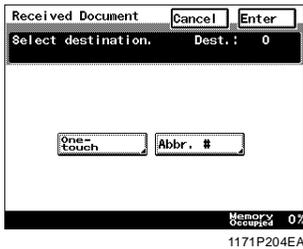
## 1. Amending User Data

**Useful Tips**• **Print:**

Touch this to print the received documents immediately.

• **Forwrd:**

Touch this to transfer the received documents to other facsimiles. Use One-touch Key or abbreviated dialing to select the destination.

• **Prt&Forwrd:**

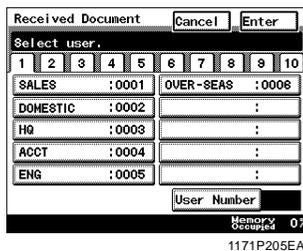
Touch this to transfer the received document to other facsimiles as well as printing it out immediately. Use One-touch key or abbreviated dialing to select the destination.

• **Save to Box:**

Touch this to save the received document in the box that has been set for each user.

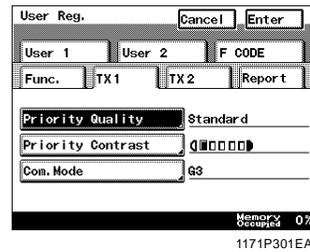
• **Move:**

Touch this to move the received document to another user's box.

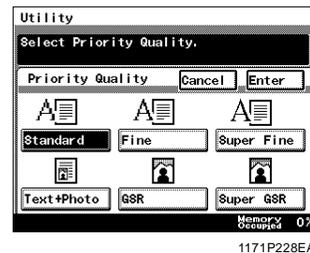


## &lt;Setting for the Priority Image Quality&gt;

- Select **TX 1** and touch **Priority Quality** .  
“Sending Fine Print and Photos” ⇨ p. 3-10

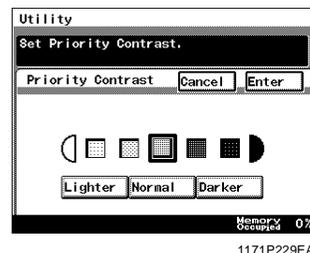


- Select the key for the quality to be set as the initial setting, and touch **Enter** .



## &lt;Setting for the Priority Contrast&gt;

- Select **TX 1** and touch **Priority Contrast** .
- Select the density to be set as the initial setting, and touch **Enter** .  
“Adjusting Contrast for Transmission” ⇨ p. 3-12



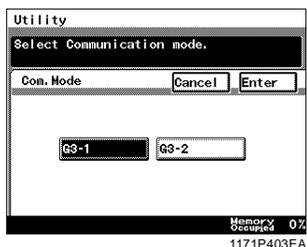
## &lt;Setting for the Communications Mode&gt;

- Select **TX 1** and touch **Com. Mode** .

**NOTE**

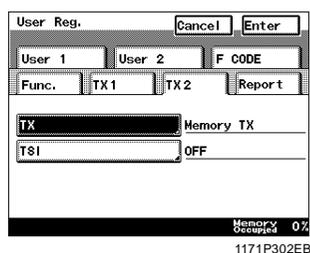
**Com. Mode** is displayed only when a product that supports the G3 Multi-Port Model is used.

- Select the key for the communications mode to be set as the initial value, and touch **Enter** .

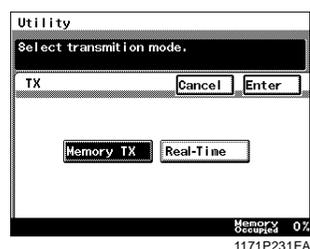


#### <Setting the Initial Status of the Transmission Method>

- Select **TX 2** and touch **TX** .

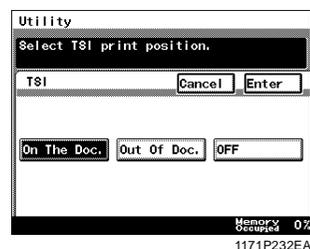


- Select the key for the transmission method to be the initial setting, and touch **Enter** .



#### <Setting for attaching the TSI Information>

- Select **TX 2** and touch **TSI** .
- Select the key for attaching the TSI information style to be the initial setting, and touch **Enter** .



#### NOTE

The TSI is required on all facsimile transmissions. It is unlawful to turn this feature off. *p.ix*

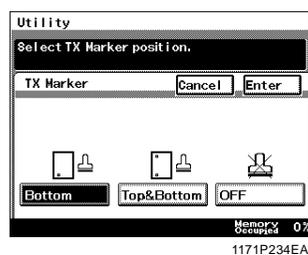
#### <Setting for the TX Marker>

- Select **TX 2** and touch **TX Marker** .

#### NOTE

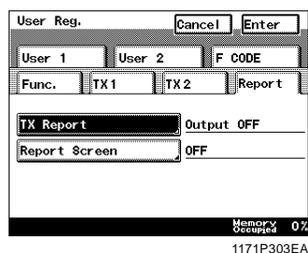
**TX Marker** is displayed only when the optional TX Marker for transmission is used.

- Select the key for the marking style to be the initial setting, and touch **Enter** .  
“Printing a TX Marker” *p. 5-16*

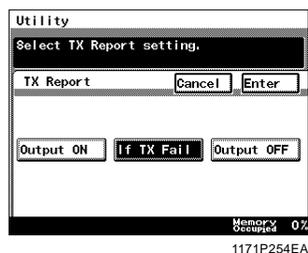


#### <Setting for the Transmission Report>

- Select **Report** and touch **TX Report** .



- Select the printing style for the transmission report, and touch **Enter** .



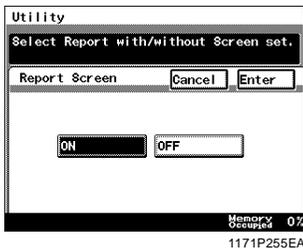
## 1. Amending User Data

### Useful Tips

- **Output ON:**  
Touch this to automatically print a transmission report for each transmission.
- **If TX Fail:**  
Touch this to automatically print a transmission report only if a document could be not sent.
- **Output OFF:**  
Touch this to deactivate printing of the transmission report automatically.

### <Setting for the Document Image on the Report>

- Select **Report** and touch **Report Screen**.
- Select **ON** or **OFF** for the document image on the report, and touch **Enter**.



- 5 Confirm the registered details once the screen has returned to the same one as in step 4. Touch **Enter** if they are correct.

### Useful Tip

Touch the key for the item to be modified, and re-register.

- 6 Touch **Enter** repeatedly until the screen returns to the initial screen.

# Chapter 11

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## Registrations and Settings for Convenient Usage

# 1. Registering a Number for One-Touch Key

## One-touch Dialing

If a destination's number is registered in a One-touch key in advance, the document can be transmitted easily and correctly without using the 10-key Pad to enter the facsimile number.

The following three items should be registered.

• **Name:**

The name can be registered using up to 12 characters.

• **Abbreviated number:**

Three digits (000 to 499).

• **Destination's number:**

Facsimile number (Up to 40 digits), communications mode, within country/abroad, F CODE.

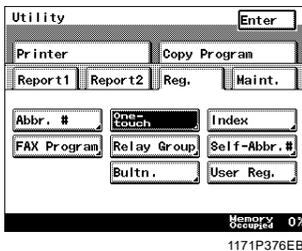
### Useful Tips

- There are 20 One-touch dial screens, and up to 300 destinations can be registered (15 destinations per screen × 20 screens).
- It is easier to retrieve the destinations by making an index to classify them when they are registered. "Registering an Index for One-Touch Keys" ☞ p. 11-11
- Make sure the facsimile number of the destination is registered correctly to avoid erroneous telephone calls and transmission.
- The registered details can be modified and deleted and the display position of the one-touch key can also be modified.
- Print out the One-Touch List. "Confirming the Registered Details in One-Touch Dialing" ☞ p. 12-9

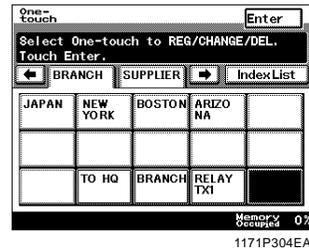
## Registering

1 Press the Utility key.

2 Select **Reg.**, and touch **One-touch**.



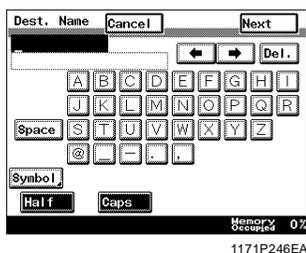
3 Select the desired One-touch key to be registered.



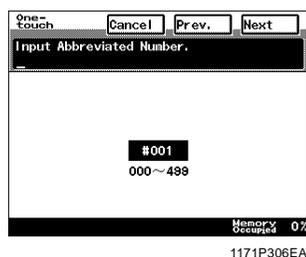
### Useful Tip

The initial screen for the index is automatically displayed. Touch **←**, **→**, **Index List**, or the tab for the index to search for the desired one-touch key.

- 4 Enter the destination's name to be displayed on the One-touch key, and touch **Next** .  
 “Entering Characters” ⇨ p. 7-11



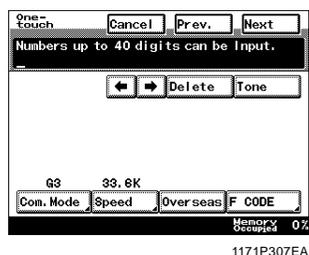
- 5 Enter the abbreviated number (3 digits), and touch **Next** .



#### Useful Tip

To re-enter the abbreviated number, press the **C** key and re-enter it.

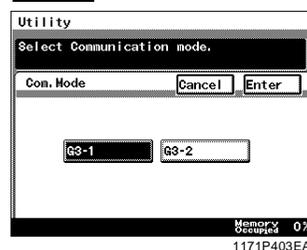
- 6 Use the 10-key Pad to enter the facsimile number of the destination, and touch **Com. Mode** . When the communications mode is not set, touch **Next** after entering the facsimile number, and go to step 10.



#### Useful Tips

- Use **←** or **→** to move the cursor and re-enter the number, or press the **C** key to re-enter it.
- When **Delete** is touched, the character on the cursor is deleted.
- When **Cancel** is touched, it returns to the Utility screen.
- Press the Pause key to input an interval of around 3 seconds.
- Even if a dialing line is used, touching **Tone** can transmit touch-tone line signals.
- Refer to the following as required “Overseas Transmission” ⇨ p. 11-4, “Registering the F CODE” ⇨ p. 11-4.

- 7 Select the communications mode, and touch **Enter** .



#### NOTE

This screen is displayed only when a product that supports the G3 Multi-Port Model is used.

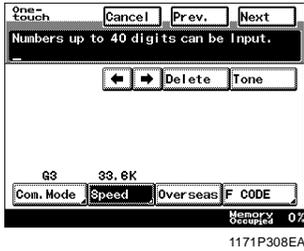
#### Useful Tip

To select **G3-1** or **G3-2**, touch one to transmit to G3-type facsimiles via general subscriber lines.

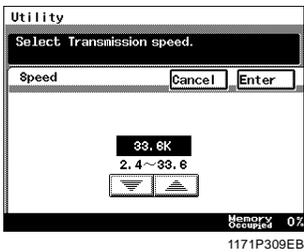
## 1. Registering a Number for One-Touch Key

### 8 Setting the communications speed.

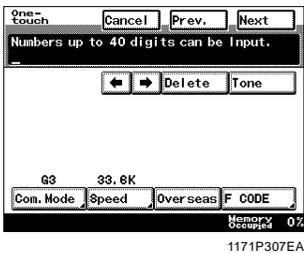
- Touch **Speed** .



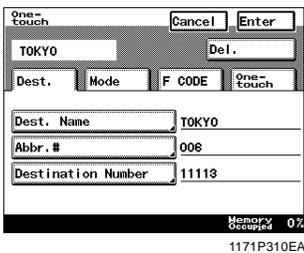
- Touch **▲** or **▼** to select the communications speed and touch **Enter** .



### 9 Touch **Next** .



### 10 Confirm the registered details. Touch **Enter** if they are correct.



#### *Useful Tip*

Select the item to be modified, and re-register it.

### 11 Touch **Enter** repeatedly until the screen returns to the initial screen.

#### *Useful Tip*

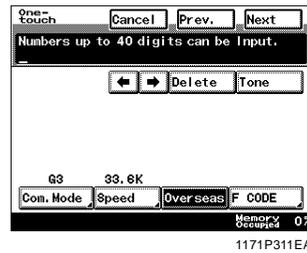
To register consecutively, repeat the steps from 3.

## Overseas Transmission

### 1 Perform the same steps as from 1 to 5 under 'Registering'.

“Registering” ⇨ p. 11-2

### 2 Use the 10-key Pad to enter the facsimile number of the destination, and touch **Overseas** .



### 3 Touch **Next** .

### 4 Confirm the registered details. Touch **Enter** if they are correct.

#### *Useful Tip*

Select the item to be modified, and re-register it.

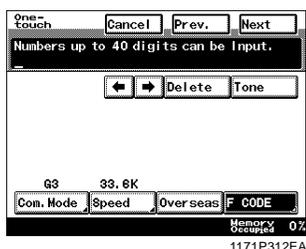
### 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

## Registering the F CODE

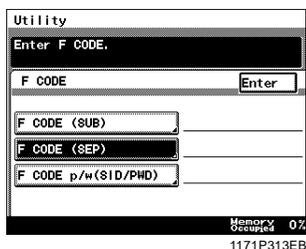
### 1 Perform the same steps as from 1 to 5 under 'Registering'.

“Registering” ⇨ p. 11-2

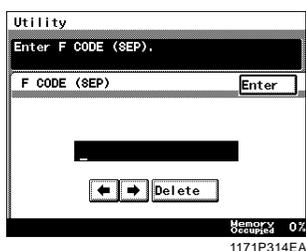
- 2 Use the 10-key Pad to enter the facsimile number of the destination, and touch **F CODE** .



- 3 Select the key for the item to be registered out of **F CODE (SUB)** , **F CODE (SEP)** , or **F CODE p/w (SID/PWD)** .  
“F CODE” ⇨ p. 5-27



- 4 Use the 10-key Pad to enter the F CODE and touch **Enter** .



- 5 Confirm the registered details. Touch **Enter** if they are correct.

#### Useful Tip

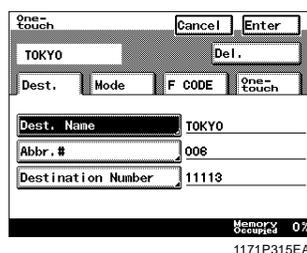
Select the item to be modified, and re-register it.

- 6 Touch **Next** .

- 7 Touch **Enter** repeatedly until the screen returns to the initial screen.

## Modifying and Deleting

- 1 Perform the same steps as in 1 and 2 under 'Registering'.  
“Registering” ⇨ p. 11-2
- 2 Touch the One-touch key to be modified.
- 3 Select the key for the item to be modified, and modify the registered details.



#### Useful Tips

- Select the key for the item to be modified out of the **Dest.** , **Mode** , and **F CODE** menus. For instructions on how to modify each item, refer to “Registering” ⇨ p. 11-2.
- Confirm the registered details, and touch **Del** to delete.

- 4 Confirm the registered details. Touch **Enter** if they are correct.

#### Useful Tip

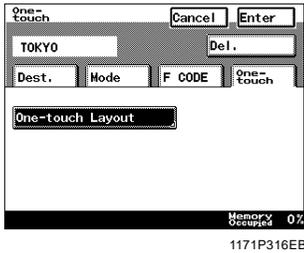
Select the item to be modified, and re-register it.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

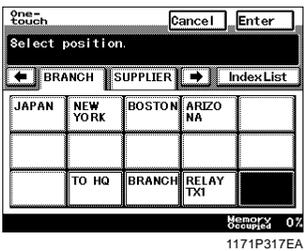
## 1. Registering a Number for One-Touch Key

## Moving the Display Position for One-Touch Keys

- 1 Perform the same steps as from 1 to 9 under 'Registering'.  
"Registering" ⇨ p. 11-2
- 2 Select **One-touch** and touch **One-touch Layout**.



- 3 Touch the One-touch key in the desired position.



- 4 Confirm that the One-touch key has moved.  
Touch **Enter** if it is correct.
- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 2. Registering a Number for Abbreviated Dialing

### Abbreviated Dialing

If the destination is registered in advance as an abbreviated dialing key in the same way as in one-touch dialing, the document can be transmitted easily and correctly without using the 10-key Pad to enter the facsimile number.

The following two items should be registered.

• **Name:**

The name can be registered using up to 12 characters.

• **Destination's number:**

Facsimile number (Up to 40 digits), communications mode, within country/abroad, F CODE.

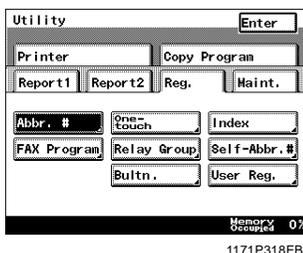
#### Useful Tips

- Up to 500 destinations can be registered (including 300 one-touch dial keys).
- Make sure the facsimile number of the destination is registered correctly to avoid erroneous telephone calls and transmissions.
- The registered details can be modified, deleted, or used by the One-touch keys.
- Print out the Abbreviated Dialing List. “Confirming the Registered Details as Abbreviated Dialing”  
p. 12-10

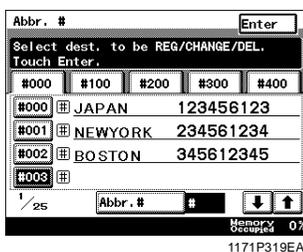
### Registering

1 Press the Utility key.

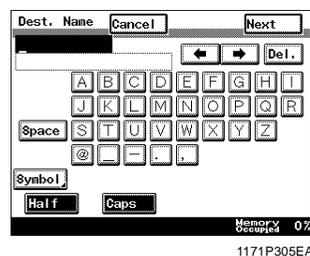
2 Select **Reg.**, and touch **Abbr.#**.



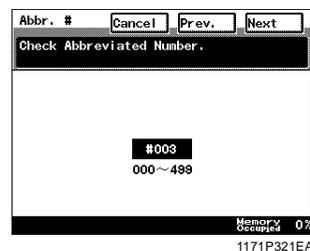
3 Select the abbreviated number to be registered.



4 Enter the destination's name and touch **Next**.  
“Entering Characters” p. 7-11



5 Confirm the abbreviated number (3 digits), and touch **Next**.

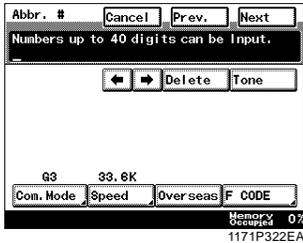


#### Useful Tip

Touch **#000** to **#400** and use **↑** or **↓** to select an unregistered number.

## 2. Registering a Number for Abbreviated Dialing

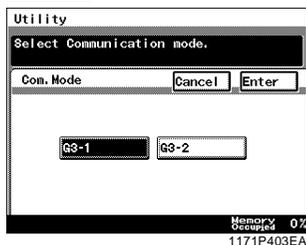
- 6 Use the 10-key Pad to enter the facsimile number of the destination, and touch **Com. Mode**. When the communications mode is not set, touch **Next** after entering the facsimile number, and go to step 10.



### Useful Tips

- Use **←** or **→** to move the cursor and re-enter the number, or press the **C** key to re-enter it.
- When the **Delete** is touched, the character on the cursor is deleted.
- When **Cancel** is touched, it returns to the Utility screen.
- Press the Pause key to input an interval of around 3 seconds.
- Even if a dialing line is used, touching **Tone** can transmit touch-tone line signals.
- Refer to the following as required. "Overseas Transmission" *p.* 11-9 "Registering the F CODE" *p.* 11-9

- 7 Select the communications mode, and touch **Enter**.



### NOTE

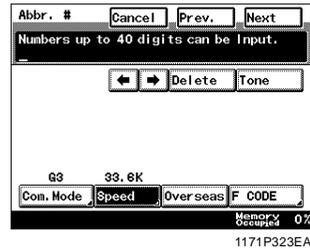
This screen is displayed only when a product that supports the G3 Multi-Port Model is used.

### Useful Tip

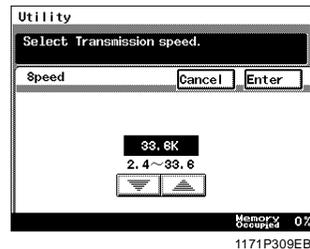
To select **G3-1** or **G3-2**, touch one to transmit to G3-type facsimiles via general subscriber lines.

- 8 Setting the communications speed.

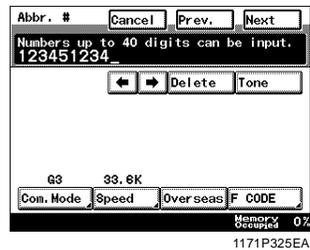
- Touch **Speed**.



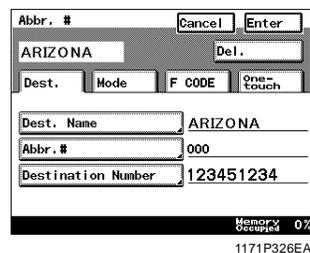
- Touch **▲** or **▼** to select the communications speed and touch **Enter**.



- 9 Touch **Next**.



- 10 Confirm the registered details. Touch **Enter** if they are correct.



### Useful Tip

Select the item to be modified, and re-register it.

## 2. Registering a Number for Abbreviated Dialing

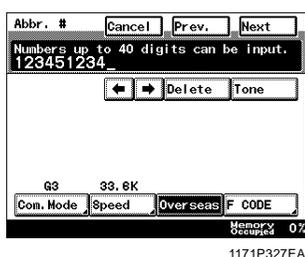
- 11 Touch **Enter** repeatedly until the screen returns to the initial screen.

### Useful Tip

To register consecutively, repeat the steps from 3.

## Overseas Transmission

- 1 Perform the same steps as from 1 to 5 under 'Registering'.  
"Registering" ⇨ p. 11-7
- 2 Use the 10-key Pad to enter the facsimile number of the destination, and touch **Overseas**.



- 3 Touch **Next**.
- 4 Confirm the registered details. Touch **Enter** if they are correct.

### Useful Tip

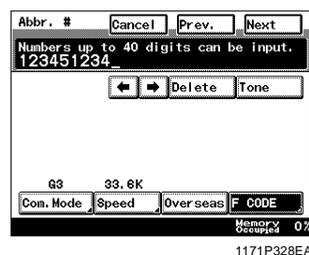
Select the item to be modified, and re-register it.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

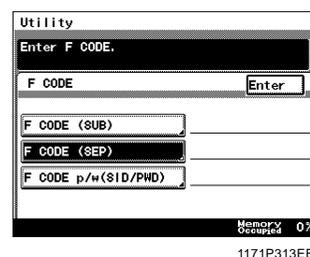
## Registering the F CODE

- 1 Perform the same steps as from 1 to 5 under 'Registering'.  
"Registering" ⇨ p. 11-7

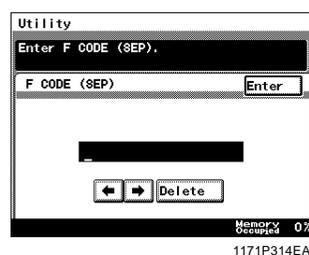
- 2 Use the 10-key Pad to enter the facsimile number of the destination, and touch **F CODE**.



- 3 Select the key for the item to be registered out of **F CODE (SUB)**, **F CODE (SEP)**, or **F CODE p/w (SID/PWD)**.  
"F CODE" ⇨ p. 5-27



- 4 Use the 10-key Pad to enter the F CODE and touch **Enter**.



- 5 Confirm the registered details. Touch **Enter** if they are correct.

### Useful Tip

Select the item to be modified, and re-register it.

- 6 Touch **Next**.
- 7 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 2. Registering a Number for Abbreviated Dialing

### Modifying and Deleting

- 1 Perform the same steps as in 1 and 2 under 'Registering'.  
"Registering" ⇨ p. 11-7
- 2 Touch the key for the destination to be modified.

#### Useful Tips

- Use **↑** or **↓** to find the destination, and touch the key for the abbreviated number (#xxx).
- Touch **Abbr.#**, and use the Ten-key Pad to enter the abbreviated number.

- 3 Select the key for the item to be modified, and modify the registered details.

Abbr. # [Cancel] [Enter]  
ARIZONA [Del.]  
Dest. Mode F CODE One-touch  
Dest. Name ARIZONA  
Abbr. # 000  
Destination Number 123451234  
Memory Occupied 0%  
1171P326EA

#### Useful Tips

- Select the key for the item to be modified out of the **Dest.**, **Mode**, and **F CODE** menus. For instructions on how to modify each item, refer to "Registering" ⇨ p. 11-7.
- Confirm the registered details, and touch **Del.** to delete.

- 4 Confirm the registered details. Touch **Enter** if they are correct.

#### Useful Tip

Select the item to be modified, and re-register it.

- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

### Registering the Registered Details in One-touch Key

- 1 Perform the same steps as from 1 to 9 under 'Registering'.  
"Registering" ⇨ p. 11-7
- 2 Select **One-touch** and touch **Register to One-touch**.

Abbr. # [Cancel] [Enter]  
ARIZONA [Del.]  
Dest. Mode F CODE One-touch  
Register to One-touch OFF  
Memory Occupied 0%  
1171P329EA

- 3 Touch the One-touch key to be registered.

Abbr. # [Cancel] [Enter]  
Select One-touch to be registered.  
← BRANCH SUPPLIER → IndexList  
JAPAN NEW YORK BOSTON ARIZONA  
NA  
TO HQ BRANCH RELAY TXI  
Memory Occupied 0%  
1171P330EA

#### Useful Tip

The initial screen for the index is automatically displayed. Touch **←**, **→**, **Index List**, or the tab for the index to search for the desired one-touch key.

- 4 Confirm the details that have been registered in the One-touch key. Touch **Enter** if they are correct.
- 5 Touch **Enter** repeatedly until the screen returns to the initial screen.

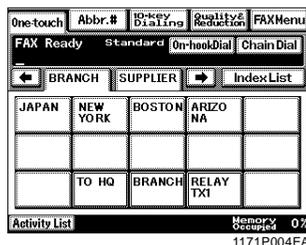
## 3. Registering an Index for One-Touch Keys

### Index

If the one-touch keys are classified, such as by branch, clients, or regions and the like using the index keys, it is easier to find the desired key.

#### Useful Tips

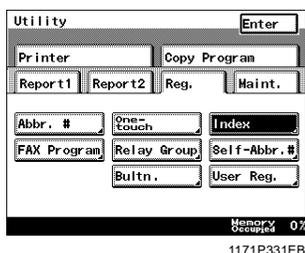
- The name of the index key can be registered using up to eight characters.
- There are 20 index keys, and up to 300 destinations can be registered (up to 15 destinations can be registered per index key).



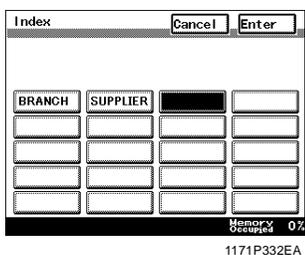
### Registering

1 Press the Utility key.

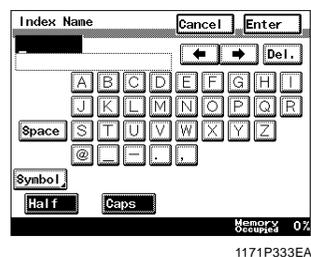
2 Select **Reg.** and touch **Index**.



3 Select the index key to be registered.



4 Enter the index name and touch **Enter**.  
“Entering Characters” p. 7-11



5 Touch **Enter** repeatedly until the screen returns to the initial screen.

#### Useful Tip

To register consecutively, repeat the steps from 3.

## 4. Registering Communication Conditions in Facsimile Program Keys

### Facsimile Program

If the functions that can be used for communications are registered (programmed) as well as the destination data, transmission and reception under the same communications conditions can be carried out simply by touching the program key. This is useful when documents are frequently sent to the same destination at the same time every day.

The following four types of programs can be registered, as well as destination data.

- **Transmission Program:**

Image Quality, Contrast, Reduction, Serial Broadcast Transmission, Real-Time Transmission, Priority Transmission, Timer Transmission, TSI, Destination Insertion, Transmission Report, Remote Copying, Password Transmission, 2-to-1 Transmission, 2-Sided Transmission, and optional TX Marker, can be registered in program keys.

- **Batch Program:**

Transmission of multiple documents at a determined time can be registered in a program key.

- **Polling Reception Program:**

The time for polling reception can be registered.

- **Relay Transmission Program:**

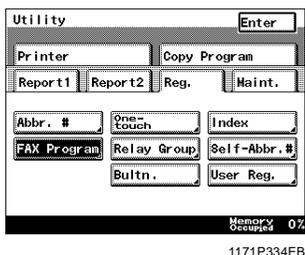
A program can be registered to transmit a document to another facsimile before transmitting it to other facsimiles.

#### Useful Tips

- Up to 30 facsimile program keys can be registered. However, there cannot be more than 300 facsimile and one-touch keys in total.
- The names of the facsimile program keys can be registered using up to 12 characters.
- Destinations must be pre-registered in one-touch dialing or as abbreviated dialing before being registered in a program. “Registering a Number for One-Touch Key” *☞* p. 11-2 “Registering a Number for Abbreviated Dialing” *☞* p. 11-7
- Make sure the facsimile number for the destination is registered correctly to avoid erroneous telephone calls and transmissions.
- The registered details can be modified or deleted.
- Print out the Facsimile Program List. “Confirming the Registered Details in the Facsimile Program” *☞* p. 12-11

### Registering the Transmission Program

- 1 Press the Utility key.
- 2 Select **Reg.**, and touch **FAX Program**.
- 3 Select the One-touch key to be registered.



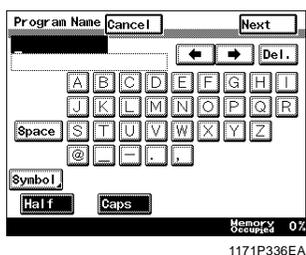
#### Useful Tip

The initial screen for the index is automatically displayed. Touch **←**, **→**, **Index List**, or the tab key for the index to search for the desired one-touch key.

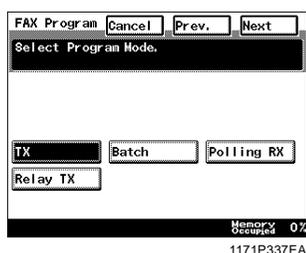
## 4. Registering Communication Conditions in Facsimile Program Keys

- 4 Enter the program name to be displayed on the facsimile program key, and touch **Next**.

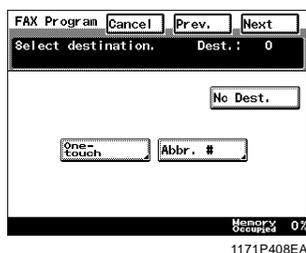
“Entering Characters”  p. 7-11



- 5 Select **TX** and touch **Next**.



- 6 Select the destination.

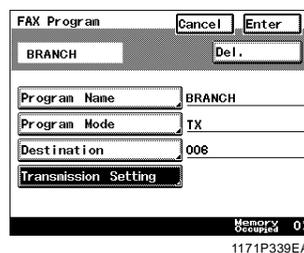


### Useful Tips

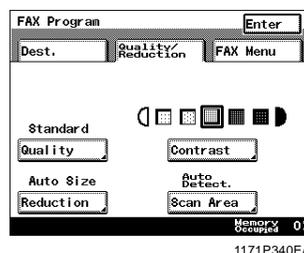
- Touch **One-touch**, touch the one-touch key for the destination, and touch **Enter**.
- Using Abbreviated Dialing, touch **Abbr.#** to select the destination. Touch **Enter** after selecting the destination.
- Using Serial Broadcast Transmission, select all destinations to be transmitted.
- When the destination is not registered, touch **No dest.**.

- 7 Touch **Next**.

- 8 Touch **Transmission Setting**.



- 9 Select the functions to be registered. Touch **Enter** after selecting all of them.



### NOTES

- *Timer and Real-Time Transmission cannot be selected concurrently.*
- *If two or more destinations are selected and the Real-Time Transmission is also used, the Real-Time Transmission setting is reset.*
- *When 2-to-1 Transmission is selected, **Auto Size** is selected as the zoom ratio.*

### Useful Tips

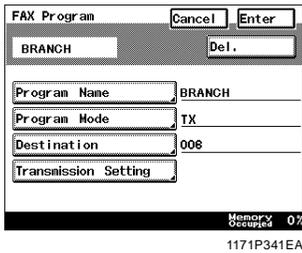
The Image Quality, Reduction, Contrast, and Scan Area can be selected on the

**Quality/Reduction** screen. When the **FAX Menu** is touched, the following functions can be selected.

- Real-Time Transmission
- Transmission Report
- Priority Transmission
- Remote Copying
- Timer Transmission
- Password Transmission
- TSI
- 2-to-1 Transmission
- Destination Insert
- 2-Sided Transmission
- TX Marker

#### 4. Registering Communication Conditions in Facsimile Program Keys

- 10** Confirm the details that have been registered on the program key. Touch **Enter** if they are correct.



#### Useful Tip

Select the item to be modified, and re-register it.

- 11** Touch **Enter** repeatedly until the screen returns to the initial screen.

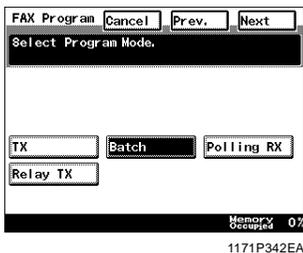
#### Useful Tip

To consecutively register, repeat the steps from 3.

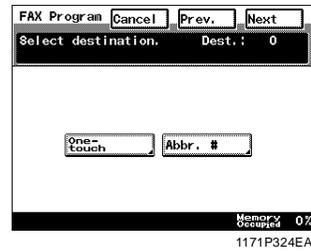
### Registering the Batch Program

- 1** Perform the same steps as from 1 to 4 under 'Registering the Transmission Program'.  
"Registering the Transmission Program"  
p. 11-12

- 2** Select **Batch**, and touch **Next**.



- 3** Select the destination.

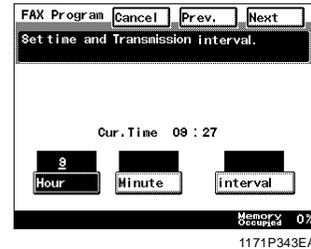


#### Useful Tips

- Touch the **One-touch** key, touch the **One-touch** key for the destination, and touch **Enter**.
- Touch **Abbr.#** to select the destination. Touch **Enter** after selecting the destination.

- 4** Touch **Next**.

- 5** Set the time and interval for transmission.



#### <Setting for Hours>

- Touch **Hour**.
- Enter the figures using the 10-key Pad.

#### Useful Tip

Enter the figures ranging from '0' to '23' as the setting.

#### <Setting for Minutes>

- Touch **Minute**.
- Enter the figures using the 10-key Pad.

#### Useful Tip

Enter the figures ranging from '00' to '59' as the setting.

## 4. Registering Communication Conditions in Facsimile Program Keys

## &lt;Setting for the Transmission Interval&gt;

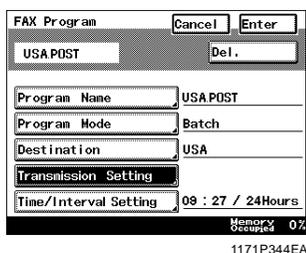
- Touch **Interval** .
- Enter the figures using the 10-key Pad.

**Useful Tip**

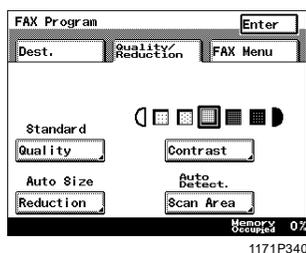
Set the length of time for the transmission interval.

6 Touch **Next** .

7 Touch **Transmission Setting** .



8 Select functions to be registered. Touch **Enter** after selecting all of them.

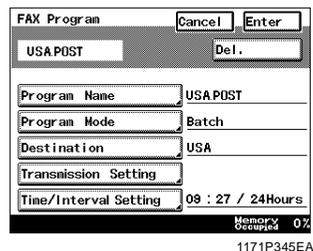
**NOTE**

When 2-to-1 Transmission is selected, **Auto-Size** is selected as the zoom ratio.

**Useful Tips**

- The Image Quality, Reduction, Contrast, and Scan Area can be selected on the **Quality/Reduction** screen.
- When the **FAX Menu** is touched, the following functions can be selected.
  - TSI
  - 2-to-1 Transmission
  - Destination Insert
  - 2-Sided Transmission
  - Transmission Report
  - Password Transmission
  - TX Marker

9 Confirm the details that have been registered in the program key. Touch **Enter** if they are correct.

**Useful Tip**

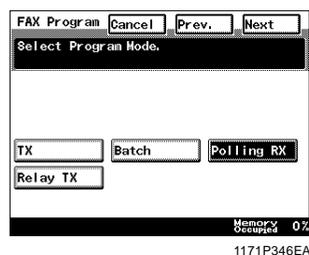
Select the item to be modified, and re-register it.

10 Touch **Enter** repeatedly until the screen returns to the initial screen.

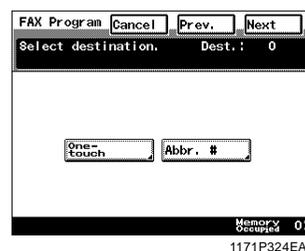
**Registering the Polling Reception Program**

1 Perform the same steps as from 1 to 4 under 'Registering the Transmission Program'.  
"Registering the Transmission Program"  
p. 11-12

2 Select **Polling RX** , and touch **Next** .



3 Select the destination.



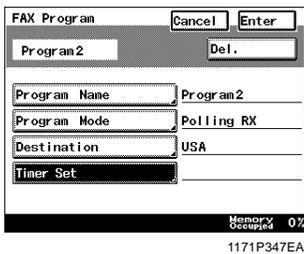
## 4. Registering Communication Conditions in Facsimile Program Keys

### Useful Tips

- Using a One-touch key, touch **One-touch** , touch the One-touch key for the destination, and touch **Enter** .
- Using abbreviated dialing, touch **Abbr.#** to select the destination. Touch **Enter** after selecting the destination

4 Touch **Next** .

5 Touch **Timer Set** .



6 Selecting the time for polling reception.

#### <Setting for Hours>

- Touch **Hour** .
- Enter the figures using the 10-key Pad.

### Useful Tip

Enter the figures ranging from '0' to '23' as the setting.

#### <Setting for Minutes>

- Touch **Minute** .
- Enter the figures using the 10-key Pad.

### Useful Tip

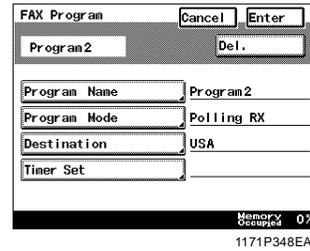
Enter the figures ranging from '00' to '59' as the setting.

#### <When the time is not selected>

- Touch **Timer OFF** .

7 Touch **Enter** .

8 Confirm the details that have been registered in the program key. Touch **Enter** if they are correct.



### Useful Tip

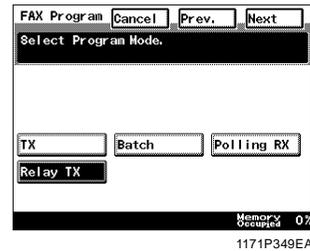
Select the item to be modified, and re-register it.

9 Touch **Enter** repeatedly until the screen returns to the initial screen.

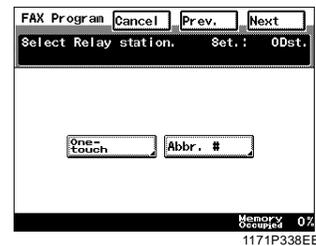
## Registering the Relay Transmission Program

1 Perform the same steps as from 1 to 4 under 'Registering the Transmission Program'. "Registering the Transmission Program" p. 11-12

2 Select **Relay TX** , and touch **Next** .



3 Select the relay station.

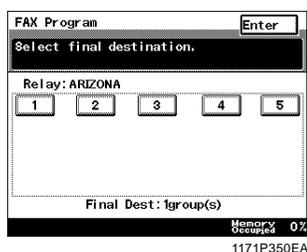


## 4. Registering Communication Conditions in Facsimile Program Keys

**Useful Tips**

- Up to 5 stations can be selected. Some models cannot be specified as relay stations.
- Using a One-touch key, touch **One-touch** and touch the One-touch key for the destination.
- Using abbreviated dialling, touch **Abbr.#** to select the destination.

- 4 Select the receiving station (final destination), and touch **Enter** .

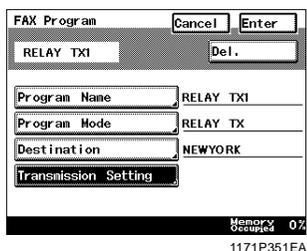
**Useful Tips**

- Select the number of relay groups registered as the relay station.
- Up to 5 groups can be selected.

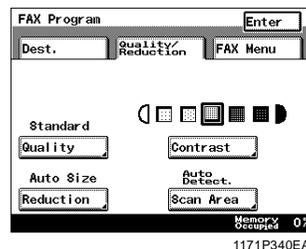
- 5 Touch **Enter** .

- 6 Touch **Next** .

- 7 Touch **Transmission Setting** .



- 8 Select functions to be registered. Touch **Enter** after selecting all of them.

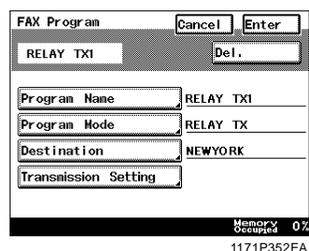
**NOTES**

- Timer and Real-Time Transmission cannot be selected concurrently.
- If two or more destinations are selected and the Real-Time Transmission is also selected, the Real-Time Transmission setting is reset.
- When 2-to-1 Transmission is selected, **Auto-Size** is selected as the zoom ratio.

**Useful Tips**

- The Image Quality, Reduction, Contrast, and Scan Area can be selected on the **Quality/Reduction** screen.
- When the **FAX Menu** is touched, the following functions can be selected.
  - Real-Time Transmission
  - TSI
  - Priority Transmission
  - Transmission Report
  - Timer Transmission
  - 2-to-1 Transmission
  - 2-Sided Transmission
  - TX Marker

- 9 Confirm the details that have been registered in the program key. Touch **Enter** if they are correct.



## 4. Registering Communication Conditions in Facsimile Program Keys

### Useful Tip

Select the item to be modified, and re-register it.

- 10** Touch **Enter** repeatedly until the screen returns to the initial screen.

### Modifying and Deleting

- 1** Perform the same steps as in 1 and 2 under 'Registering the Transmission Program'. "Registering the Transmission Program" ☞ p. 11-12
- 2** Touch the facsimile program key to be modified.
- 3** Touch the key for the item to be modified, and modify the registered details.

### NOTE

All registered details are cleared when the program type is modified.

#### <Transmission Program>

### Useful Tips

- Select the key for the item to be modified out of the **Program Name**, **Program Mode**, **Destination** and **Transmission Setting**. For instructions on how to modify each item, refer to "Registering the Transmission Program" ☞ p. 11-12.
- Confirm the registered details, and touch **Del.** to delete.

#### <Batch Program>

### Useful Tips

- Select the key for the item to be modified out of the **Program Name**, **Program Mode**, **Destination**, **Transmission Setting** and **Time/Interval Setting**. For instructions on how to modify each item, refer to "Registering the Batch Program" ☞ p. 11-14.
- Confirm the registered details, and touch **Del.** to delete.

#### <Polling Reception Program>

### Useful Tips

- Select the key for the item to be modified out of the **Program Name**, **Program Mode**, **Destination** and **Timer Set**. For instructions on how to modify each item, refer to "Registering the Polling Reception Program" ☞ p. 11-15.
- Confirm the registered details, and touch **Del.** to delete.

#### <Relay Transmission Program>

#### 4. Registering Communication Conditions in Facsimile Program Keys

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##### *Useful Tips*

- Select the key for the item to be modified out of the **Program Name**, **Program Mode**, **Destination** and **Transmission Setting**. For instructions on how to modify each item, refer to “Registering the Relay Transmission Program” *☞* p. 11-16.
  - Confirm the registered details, and touch **Del.** to delete.
- 

- 4** Confirm the registered details. Touch **Enter** if they are correct.
- 

##### *Useful Tip*

Select the item to be modified, and re-register it.

---

- 5** Touch **Enter** repeatedly until the screen returns to the initial screen.

## 5. Registering Relay Groups

Registering the receiving station (final destination) as a relay group is convenient when this facsimile is used as a relay station for relay transmissions. Instructions on registration of relay groups and how to modify them are described in this section.

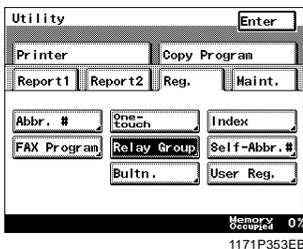
### Useful Tips

- Up to 5 relay groups can be registered. The group number can be selected as 1 to 5.
- Up to 200 receiving stations can be registered per group.
- Use abbreviated numbers to select destinations registered in a relay group. The destination to be registered as a relay group must be pre-registered as abbreviated dialing or in a one-touch key.
- The registered details can be modified or deleted.
- Print out the Relay Group List. “Confirming the Registered Details in the Relay Group” *p.* 12-12

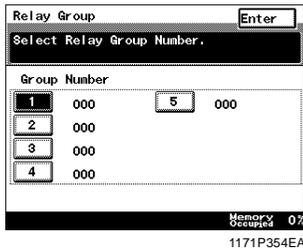
### Registering

1 Press the Utility key.

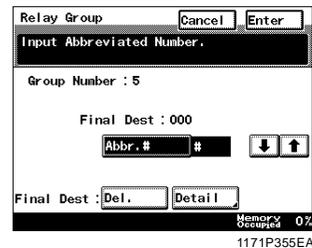
2 Select **Reg.** and touch **Relay Group**.



3 Touch the group key to be registered.



4 Enter the abbreviated number of the destination after touching **Abbr.#**, and touch **Enter**.



### Useful Tips

- Use the 10-key Pad to enter the abbreviated number registered as abbreviated dialing. If it is done, the final destination can be confirmed using **↑** or **↓**.
- Select the destination, and then touch **Abbr.#** to select the next one.
- To confirm the selected final destination, touch **Detail** and confirm. Touch **Del.** to delete the displayed destination.

5 Touch **Enter** repeatedly until the screen returns to the initial screen.

### Useful Tip

To register consecutively, repeat the steps from 3.

## 6. Registering an Abbreviated Number for Receiving a Relay Status Report

### Your Abbreviated Dialing

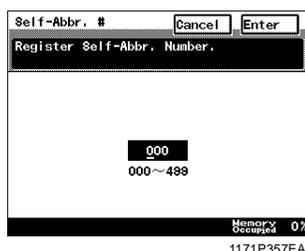
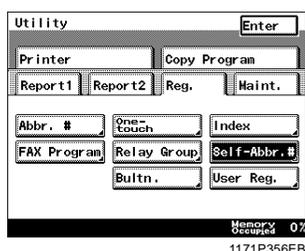
When this facsimile acts as an originating station to perform relay transmissions, the relay station sets an abbreviated dialing number for you to send a relay status report back to you. Instructions on registering an abbreviated dialing number required to receive a relay status report are described in this section.

#### Useful Tips

- The relay station must register the number of the originating station as abbreviated dialing before relay transmission is carried out. The originating station registers the same 'abbreviated number for the originating station' registered in the relay station as the local abbreviated dialing number. The relay station sends the relay status report back to the destination of the abbreviated number that has been selected by the relay station using the local abbreviated dialing number after relay transmission is complete.
- The same steps as registration can be used to modify the registered details.

### Registering

- 1 Press the Utility key.
- 2 Select **Reg.** and touch **Self-Abbr. #**.
- 3 Use the 10-key Pad to enter the local abbreviated dialing number and touch **Enter**.
- 4 Touch **Enter** repeatedly until the screen returns to the initial screen.



#### Useful Tips

- The same number as the 'abbreviated number for the originating station' registered in the relay station should be entered.
- Figures ranging from 000 to 499 can be selected.

## 7. Establishing a Bulletin Board

A bulletin board needs to be established before registering documents on it. Instructions on how to do this are described in this section.

The following six items must be registered.

- **Bulletin Board Number:**

Select the bulletin board number (1 to 10) to register the document. Up to 10 bulletin boards can be created.

- **F CODE:**

Register an F CODE to use the bulletin board functions for each board. Up to 20 numeric digits can be registered using numbers from 0 to 9 and the # and \* symbols.

- **F CODE password:**

A password can be registered to download a document from a bulletin board. The password can be set for each bulletin board. Up to 20 numeric digits can be registered using numbers from 0 to 9 and the # and \* symbols.

- **Title:**

Register a title for the bulletin board according to its number. Up to 16 characters, can be registered.

- **Remote Input Check:**

Set whether or not a password is required to register a document on the bulletin board. The factory setting is 'remote input check required'.

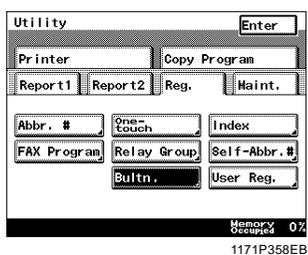
- **Remote Output Check:**

Set whether or not a password is required to download a document from the bulletin board. The factory setting is 'remote output check not required'.

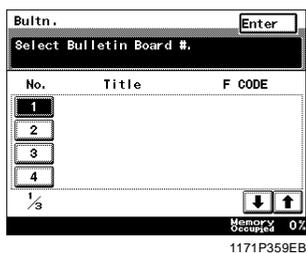
### Establishing a Bulletin Board

1 Press the Utility key.

2 Select **Reg.** and touch **Bultn.**.



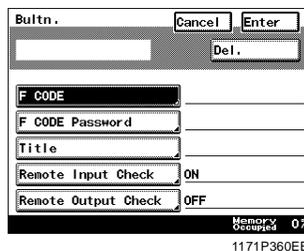
3 Select a bulletin board number.



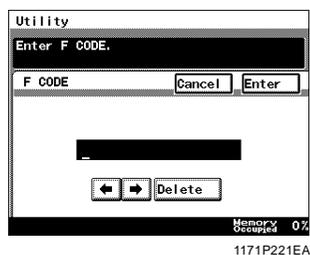
4 Register the items concerning the bulletin board.

#### <Registration of the F CODE>

- Touch **F CODE**.



- Enter the F CODE, and touch **Enter** .



### NOTE

Make sure not to duplicate the F Codes for the bulletin board and the mailbox when setting the F CODE. “F CODE” ⇨ p. 5-27

### Useful Tips

- Use **←** or **→** to move the cursor and re-enter the number, or press the **C** key to re-enter it.
- When the **Delete** key is touched, the character on the cursor is deleted.
- When the **Cancel** key is touched, it returns to the previous screen.

### <Registration of the F CODE Password>

- Touch **F CODE password** .
  - Enter the F CODE password, and touch **Enter** .
- “F CODE” ⇨ p. 5-27

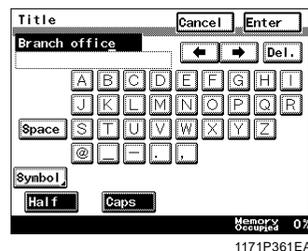


### Useful Tips

- Use **←** or **→** to move the cursor and re-enter the number, or press the **C** key to re-enter it.
- When the **Delete** key is touched, the character on the cursor is deleted.
- When the **Cancel** key is touched, it returns to the previous screen.

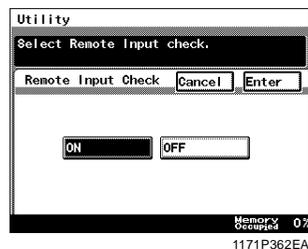
### <Registration of the Title>

- Touch **Title** .
  - Enter the title, and touch **Enter** .
- “Entering Characters” ⇨ p. 7-11



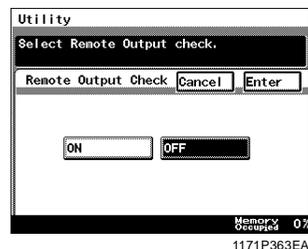
### <Setting for the Remote Input Check>

- Touch **Remote Input Check** .
- Select **ON** or **OFF** for the remote input check, and touch **Enter** .



### <Setting for the Remote Output Check>

- Touch **Remote Output Check** .
- Select **ON** or **OFF** for the remote output check, and touch **Enter** .



- 5 Confirm the registered details once the screen has returned to the same one as in step 4. Touch **Enter** if they are correct.

### Useful Tip

Touch the key for the item to be modified, and re-register.

## 7. Establishing a Bulletin Board

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- 6 Touch **Enter** repeatedly until the screen returns to the initial screen.

---

### *Useful Tip*

*To register consecutively, repeat the steps from 3.*

---

## 8. Registering Copy Programs

### Copy Programs

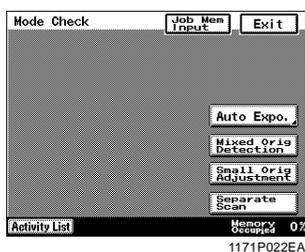
Copy functions frequently used can be registered in advance and accessed when necessary. This function can be used when documents are regularly copied with the same reduction rate and density setting without setting them each time.

#### Useful Tips

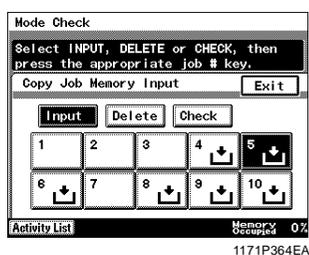
- Up to 10 copy programs can be registered.
- The following functions can be registered in combination with each other in copy programs. For the details of the setting instructions, refer to the page describing each function.  
Number of copies (☞p. 2-2), Copy Paper size (☞p. 2-5), Zoom (☞p. 2-9), Density (☞p. 2-13), Sort (☞p. 4-2), Mixed Original Detection (☞p. 4-8), Cover Sheets (☞p. 4-19), Page Insertion (☞p. 4-21), OHP Interleaving (☞p. 4-23), File Margins (☞p. 4-26), Edge/Frame Erase (☞p. 4-27), Image Repeating (☞p. 4-28), Distribution (☞p. 4-30), Small Original Adjustment (☞p. 4-32), Separate Scanning (☞p. 4-33)
- For instructions on copying with the copy programs, refer to “Using Copy Programs” ☞p. 4-35.

### Registering

- 1 Set the copy functions to be registered.
- 2 Press the Mode Check key.
- 3 Touch **Job Mem Input**.



- 4 Touch **Input**, and touch the key to register the program.



#### NOTE

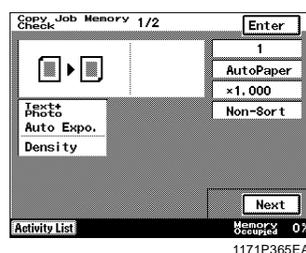
Programs have already been registered in keys with an arrow  mark. If a new program is registered in a key that has already been registered, the program previously registered is canceled.

#### Useful Tips

- To confirm the registered details, touch the key that has already been registered after touching **Check**.
- To cancel registration, touch the key that has already been registered after touching **Delete**.

- 5 Touch **Check**, and touch the key programmed.

- 6 Confirm the registered details. Touch **Enter** if they are correct.



## 8. Registering Copy Programs

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### **NOTE**

*There are two types of confirmation screens. When **Next** is touched, the screen changes to the second one. When **Back Up** is touched on the second screen, it returns to the first screen.*

---

- 7 Touch **Enter** repeatedly until the screen returns to the initial screen.

# Chapter 12

---

## Reports and Lists

# 1. Confirming the Transmission Status

## Activity Report (TX)

The Activity Report (TX) can be used to check the document number, time sent, duration, destination, communications mode, number of pages transmitted and result, etc.

TSI      Date and Time of Report

P.1

(THU) JUL 15 1999 11:32  
CHICAGO

DOCUMENT #	TIME SENT	DURATION	DESTINATION	MODE	PAGES	RESULT	USER NAME
5114316-763	20:32, 7/13	49"	123456789	ECM	1 2	F.MEM	SALES
5114316-764	21:00, 7/13	28"	NEW YORK	G3 B	1 1	OK	MKTING
5114316-765	9:18, 7/14	26"	123123123	ECM P	1 1	OK	SALES
5114316-766	9:55, 7/14	48"	BOSTON	ECM B	1 2	OK	SALES
5114316-767	10:03, 7/14	50"	987698765	G3	1 2	OK	HQ.
5114316-768	14:00, 7/14	25"	ARIZONA	ECM	1 1	OK	SALES

**Transmission Functions**  
 B: Batch  
 C: Confidential communications  
 P: Polling communications  
 Blank: General transmission (other than the above)

**Port Used**  
 1: When Port 1 is used  
 2: When Port 2 is used  
 Blank: Single port

**Communications Mode**  
 ECM: ECM mode  
 G3: G3 mode  
 RY BR: Relay broadcast transmission  
 BR: Broadcast transmission  
 RY TX: Relay transmission (single destination)

**Number of Pages Transmitted**  
 indicating the number of successfully transmitted documents

User's name used

Result	Details of Communications Status
BUSY	•Destination is engaged. •The line is busy.
NO ANS	•The destination is unable to receive. •The destination does not answer the telephone.
INTERR	•Communications are suspended.
F.MEM	•The memory is full.
NG	•Communications with all destinations were unsuccessful.
PT.DEL	•Some communications were unsuccessful.

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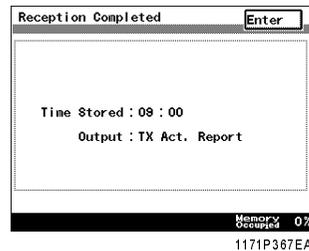
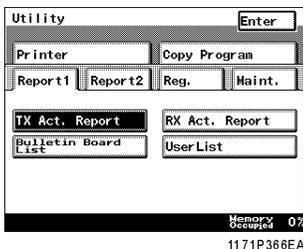
### Useful Tips

- This section describes how to print out the report manually.
- The factory setting for this report is 'Automatically printed out after each 50 transmissions'.  
 "Settings for Report Printing" ↗ p. 9-29

## Report Printing Procedure

**1** Press the Utility key. **3** Touch **Enter**.

**2** Select **Report1** and touch **TX Act. Report**.



The Activity Report (TX) is printed.

## 2. Confirming the Reception Status

### Activity Report (RX)

The Activity Report (RX) can be used to check the document number, time received, duration, destination, communications mode, number of pages printed and result, etc.

TSI      Date and Time of Report

P.1

(THU) JUL 15 1999 11:32  
CHICAGO

DOCUMENT #	TIME RCVD	DURATION	DESTINATION	MODE	PAGES	RESULT	USER NAME
3714316-753	20:32, 7/13	49"	NEW YORK	G3	1 2	F.MEN	
3502268-511	21:00, 7/13	28"	123451234	G3 P	1 1	OK	MKTING
3714316-753	9:18, 7/14	26"	BOSTON	ECM	1 1	OK	
3714316-756	9:55, 7/14	48"	987654321	ECM	1 2	OK	
6080361-236	10:03, 7/14	50"	987698765	G3	1 2	OK	
5114316-768	14:00, 7/14	25"	ABCDEF	ECM	1 1	OK	

**Communications Mode**  
ECM: ECM mode  
G3: G3 mode

**Reception Functions**  
C: Confidential communications  
P: Polling communications  
R: Relay instruction reception  
Blank: General reception  
(other than the above)

**Number of Pages Printed**  
Indicating the number of pages printed

**Port Used**  
1: When Port 1 is used  
2: When Port 2 is used  
Blank: Single port

**User's name used**

Result	Details of Communications Status
BUSY	•Destination is engaged. •The line is busy.
NO ANS	•The destination is unable to receive. •The destination does not answer the telephone.
INTERR	•Communications are suspended.
F.MEM	•The memory is full.
NG	•Communications with the destination was unsuccessful.
PT.DEL	•Some communications were unsuccessful.

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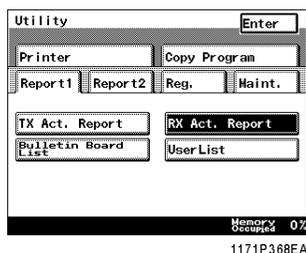
#### Useful Tips

- This section describes how to print out the report manually.
- This report can be set to print automatically. "Settings for Report Printing" p. 9-29

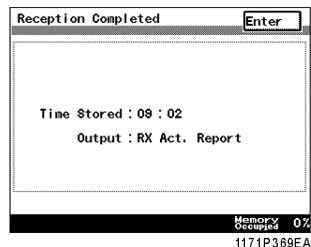
### Report Printing Procedure

1 Press the Utility key.

2 Select **Report1** and touch **RX Act. Report**.



3 Touch **Enter**.



The Activity Report (RX) is printed.

### 3. Confirming the Documents Registered on the Bulletin Board

#### Bulletin Board List

The list of documents registered on the Bulletin Board can be printed as a report.

TSI      Date and Time of Report  
 P.1  
 (THU) JUL 15 1999 11:32  
 CHICAGO

#	F CODE	TITLE	TIME STORED	PAGES	USER REGISTERED
1	1000	Project-A	18:30, 6/ 8	18	OVER_SEAS
2	2000	Proceeds of B/O	20:12, 6/30	5	SALES
3	3000	House organ	9:25, 7/ 5	2	HQ
4	4000	Project-B	19:10, 7/ 5	8	ACCT
5	5000	Proceeds	9:12, 7/ 7	4	ENG
6	6000	others	9:35, 7/10	1	NEW YORK

Title of the Registered Document

Date and Time of Document Registration

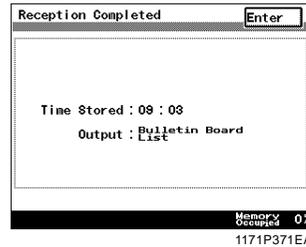
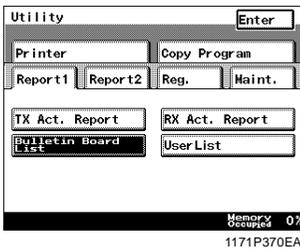
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#### Useful Tip

For details of the Bulletin Board, refer to “Registering a Document on a Bulletin Board” p. 5-30, “Downloading a Document from a Bulletin Board” p. 6-5, and “Establishing a Bulletin Board” p. 11-22

#### Printing out the Bulletin Board List

- 1 Press the Utility key.
- 2 Select **Report1** and touch **Bulletin Board**.
- 3 Touch **Enter**.



The Bulletin Board List is printed.

# 4. Confirming the Setting Status per User

## User List

User data, such as the user name and setting status for communications data, can be confirmed for each user.

<User>

**TSI**    **Date and Time of Report**  
 (THU) JUL 15 1999 11:32  
 CHICAGO

P.1

**USER LIST**

● **USER1**  
 USER NAME :SALES  
 ACCESS NUMBER :\*\*\*\*  
 USER NUMBER :0001

● **F CODE**  
 F CODE : 12345  
 F CODE PWD : \*\*\*\*\*  
 REMOTE INPUT CHK : OFF

● **TRANSMISSION1**  
 PRIORITY QUALITY :STANDARD  
 PRIORITY CONTRAST :     
 COMM MODE :G3

● **REPORT**  
 TX REPORT :OUTPUT ON  
 REPORT SCREEN :OFF

● **USER2**  
 USER TSI :SALES

● **FUNCTION**  
 PRIORITY SCREEN :AUTO  
 PRIORITY FAX SCREEN :ONE-TOUCH  
 RECEIVE DOCUMENT :SAVE TO BOX. ※1

● **TRANSMISSION2**  
 TRANSMISSION :MEMORY TX  
 TSI :ON THE DOC.  
 TX MAKER :OPTION

※1 DESTINATION TRANSFERRED

ABBR#	DESTINATION	ABBR#	DESTINATION	ABBR#	DESTINATION	ABBR#	DESTINATION
#005	BOSTON	#006	ALIZONA				

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※1 If one-touch dialing is used to select the destination to be transferred to, the destination printed on the User List is the abbreviated number selected when one-touch dialing was registered.

<Administrator>

**TSI**    **Date and Time of Report**  
 (THU) JUL 15 1999 11:32  
 CHICAGO

P.1

**USER MANAGEMENT LIST**

USER NAME	ACCESS#	USER#	USER TSI	F CODE	F CODE PWD	REMOTE INPUT CHECK	MAX# OF PRINT
SALES		0001	SALES	12345		OFF	999999
HQ		0002	HQ	23451		OFF	100000
MKTING		0003	MKTING	34512		OFF	999999

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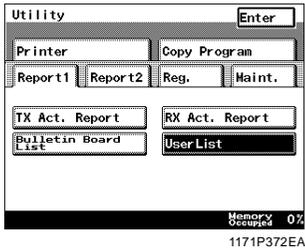
### Useful Tips

- Each user can only print out his/her own list.
- The administrator can print out all data registered for each user.

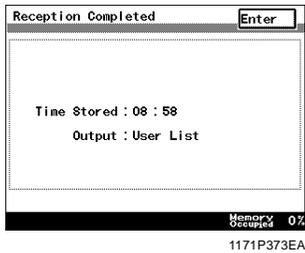
## 4. Confirming the Setting Status per User

**By Users**

- 1 Select the user.  
“User Selection” ⇨ p. 1-19
- 2 Press the Utility key.
- 3 Select **Report1** and touch **User List** .



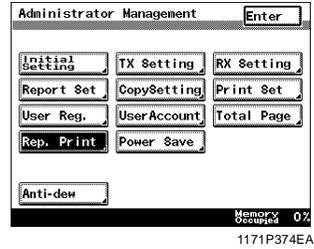
- 4 Touch **Enter** .



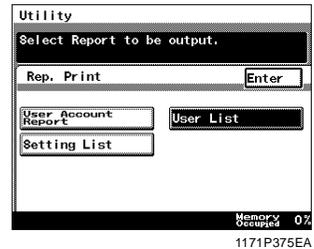
The User List is printed.

**By the Administrator**

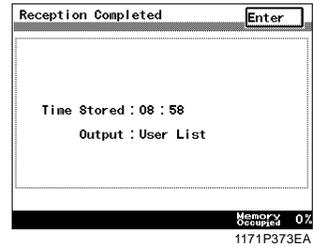
- 1 Touch **Rep.Print** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” ⇨ p. 9-2



- 2 Touch **User List** .



- 3 Touch **Enter** .



The User List is printed.

## 5. Confirming the Usage Status per User through Reports

### User Account Report

The total number of transmissions and prints accumulated per user can be confirmed.

USER ACCOUNT REPORT				Date and Time of Report			
USER NAME	TX	COPIES	MAX# OF PRINT	USER NAME	TX	COPIES	MAX# OF PRINT
SALES	70	120	999999	HQ	20	45	100000
MKTING	35	84	999999	ACCT	21	52	999999
ENG	10	25	999999				

TSI (THU) JUL 15 1999 11:32  
CHICAGO

P.1

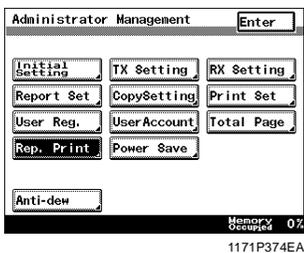
1166O415CA

#### NOTE

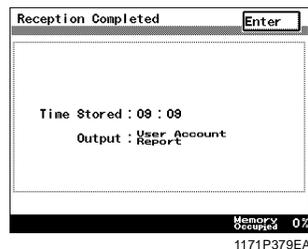
The administrator is the only person who can print out the user data report.

### Printing Out the User Account Report

- 1 Touch **Rep. Print** on the Administrator Management screen.  
“Accessing the Administrator Management Screen” p. 9-2

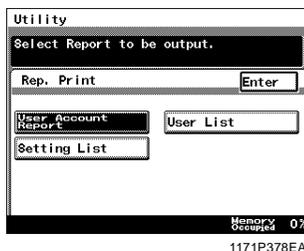


- 3 Touch **Enter**.



The User Account Report is printed.

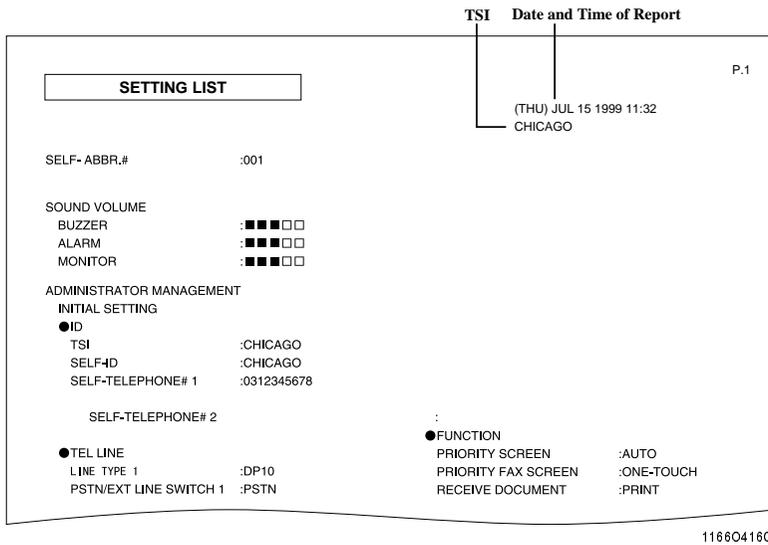
- 2 Touch **User Account Report**.



# 6. Confirming the Setting Status per Function

## Setting List

Data concerning the setting status of the machine is printed on the setting list.



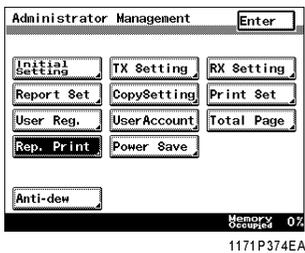
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**NOTE**

The administrator is the only person who can print out the setting list.

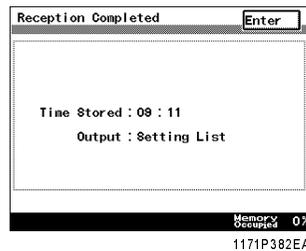
### Printing Out the Setting List

- 1 Touch **Rep.Print** on the Administrator Management screen. "Accessing the Administrator Management Screen" p. 9-2



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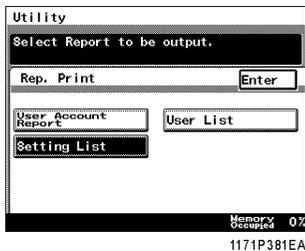
- 3 Touch **Enter**.



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The Setting List is printed.

- 2 Touch **Setting List**.



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# 7. Confirming the Registered Details in One-Touch Dialing

## One-Touch Dial# List

The destinations registered in the One-touch keys can be printed out on a list in key number order for confirmation.

**TSI**    **Date and Time of Report**

P.1  
 (THU) JUL 15 1999 11:32  
 CHICAGO

**ONE-TOUCH DIAL# LIST**

INDEX	ABBR #	DESTINATION	DEST. NUMBER	MODE
BRANCH	#000	JAPAN	TEL :123456789 SUB :12345 SEP :12345 SID/PWD :*****	G3
BRANCH	#001	NEW YORK	TEL :123451234 SUB :23456 SEP :23456 SID/PWD :*****	G3
BRANCH	#002	BOSTON	TEL :123123123 SUB :34567 SEP :34567 SID/PWD :*****	G3

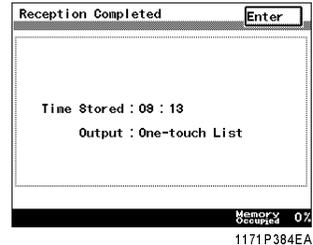
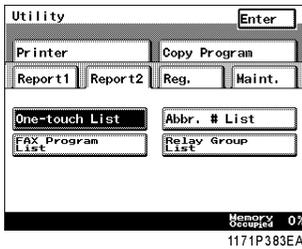
**Registered details of the One-Touch Keys**

**Communications Mode**  
 Used line type is displayed  
 G3 :Used for transmissions to G3 facsimiles  
 G3-1 :Used for transmissions to G3 facsimiles from port 1(optional)  
 G3-2 :Used for transmissions to G3 facsimiles from port 2(optional)

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## Printing out the One-Touch Dial# List

- 1 Press the Utility key.
- 2 Select **Report 2** and touch **One-touch List**.
- 3 Touch **Enter**.



The One-Touch Dial# List is printed.

# 8. Confirming the Registered Details in Abbreviated Dialing

## Abbr. Dial# List

The destinations registered as abbreviated dialing can be printed out on a list in numerical order for confirmation.

ABBR. DIAL# LIST

TSI Date and Time of Report

P.1

(THU) JUN 15 1999 11:32  
CHICAGO

ABBR.#	DESTINATION	DEST. NUMBER	MODE
#000	JAPAN	TEL :123456789	G3
		SUB :12345	
		SEP :12345	
		SID/PWD :*****	
#001	NEW YORK	TEL :123451234	G3
		SUB :23456	
		SEP :23456	
		SID/PWD :*****	
#002	BOSTON	TEL :123123123	G3
		SUB :34567	
		SEP :34567	
		SID/PWD :*****	

Registered details of abbreviated dialing

**Communications Mode**  
Used line type is displayed

G3 :Used for transmissions to G3 facsimiles 11680418CB

G3-1 :Used for transmissions to G3 facsimiles from port 1(optional)

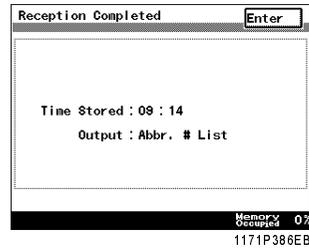
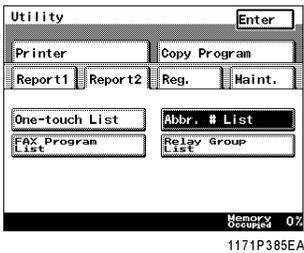
G3-2 :Used for transmissions to G3 facsimiles from port 2(optional)

**NOTE**

Unregistered abbreviated numbers are not printed.

### Printing out the Abbr. Dial# List

- 1 Press the Utility key.
- 2 Select **Report 2** and touch **Abbr. # List**.
- 3 Touch **Enter**.

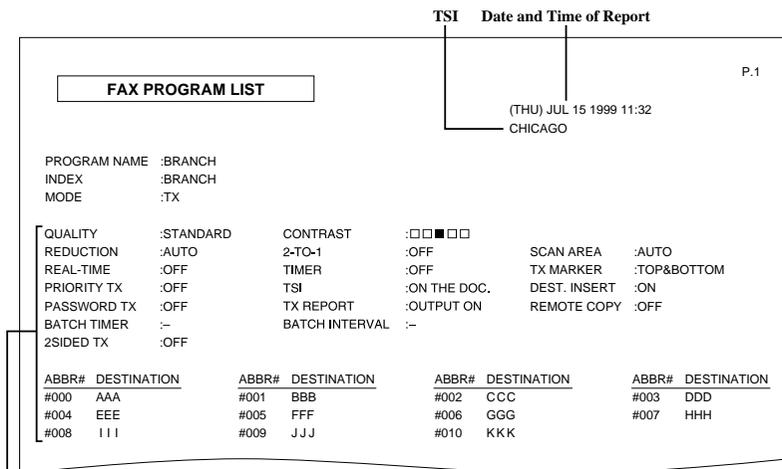


The Abbr. Dial# List is printed.

# 9. Confirming the Registered Details in the Facsimile Program

## FAX Program List

Details of communications settings (facsimile programs) registered in one-touch programs can be printed as a report.



Details of communications settings registered in the facsimile programs

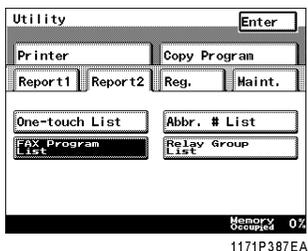
11660419CA

(※) Even if one-touch dialing is used to select the destination, the destination printed on the facsimile program list is the abbreviated number selected when one-touch dialing was registered.

## Printing out the FAX Program List

- 1 Press the Utility key.
- 3 Select the program key to be printed on the report.

- 2 Select **Report 2** and touch **FAX Program List**.

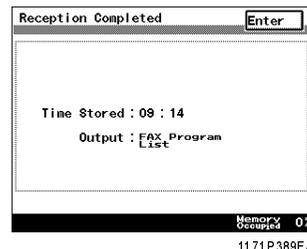


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1171P388EB

- 4 Touch **Enter**.



1171P389EA

The FAX Program List is printed.

# 10. Confirming the Registered Details in the Relay Group

## Relay Group List

Group details registered for Relay Broadcast Transmission can be printed as a report.

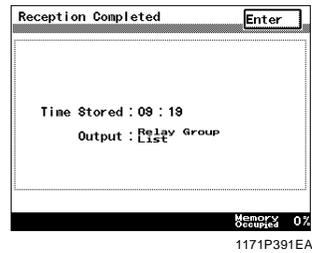
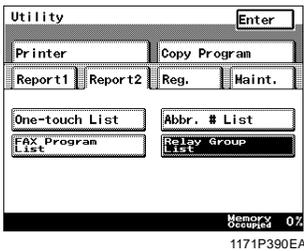
RELAY GROUP LIST		TSI	Date and Time of Report
			P.1
		(THU) JUL 15 1999 11:32	
		CHICAGO	
GROUP#	ABBR#		
01	#001 #002 #003 #004 #005 #006 #007 #008 #009 #010 #011 #012 #013 #014 #015 #016 #017 #018 #019 #020 #021 #022 #023 #024 #025 #026 #027 #028 #029 #030 #031 #032 #033 #034 #035 #036 #037 #038 #039 #040 #041 #042 #043 #044 #045 #046 #047 #048 #049 #050 #051 #052 #053 #054		
02	#100 #101 #102 #103 #104 #105 #106 #107 #108 #109 #110		
03	#150 #151 #152 #153 #154 #155 #156 #157 #158 #159 #160		

Abbreviated dialing registered in a group

11660420CA

### Printing out the Relay Group List

- 1 Press the Utility key.
- 2 Select **Report 2** and touch **Relay Group List**.
- 3 Touch **Enter**.



The Relay Group List is printed.

# Chapter 13

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## Routine Care

# 1. Loading Paper

This section describes the procedure for putting paper in the paper drawer and changing the paper size.

## Useful Tips

- Up to five paper drawers can be installed using additional drawers (optional).
- The following print sizes can be set.

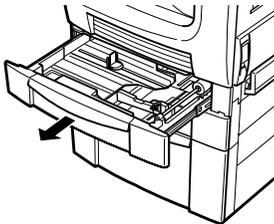
○=Available -=Not Available

	11x17 	11x14 	Legal 	Letter 	Letter 	51/2x81/2 	51/2x81/2 	User set	OHP	Metric
Multi-purpose cassette	○	○	○	○	○	○	○	○	○	○
Universal cassette	○	○	○	○	○	-	○	○	-	-
500-sheet cassette	○	○	○	○	○	-	-	-	-	○
Large Capacity Cabinet	-	-	-	-	○	-	-	-	-	-
Manual Bypass	○	○	○	○	○	○	○	○	○	○

- If there is no paper left for printing, the message “Add paper” is displayed on the touch panel. When the 1st Drawer, Paper feed unit PF-110, or Paper feed unit PF-108 is installed, and the paper runs out, a red lamp on the paper drawer tray lights. (When the paper is running low, the light flashes red.)
- Use only the recommended paper.
- Do not use wrinkled, folded, or damp paper or the reverse side of used paper as this may cause a paper misfeed.
- When the paper size of the drawer is changed, be sure to enter the new paper size through the Touch panel. (To change the paper size in Paper feed unit PF-108, contact your service center.)
- If the paper size is changed while the power is turned off, reset the paper size on the copy screen after turning the power on.

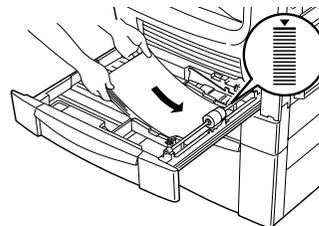
## Loading paper (1st Drawer)

- 1** Pull out the paper drawer.



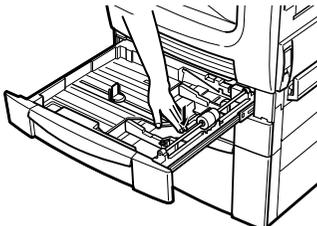
11660311AA

- 3** Load a neat sheaf of paper in the drawer, aligning with the guide.



11660313AA

- 2** Push down the paper support until it locks.

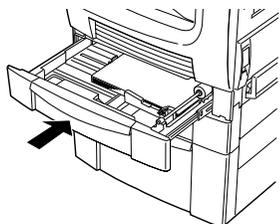


11660312AA

### NOTE

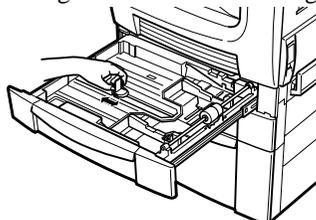
Ensure the paper stack does not exceed the ▼ mark, which indicates the maximum paper load.

- 4 Push the paper drawer back into place.



1166O311AA

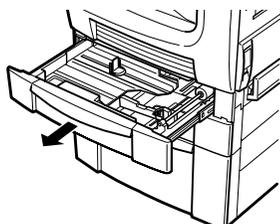
- 4 Holding the paper end guide with the fingers, slide the guide to the desired length.



1166O316AA

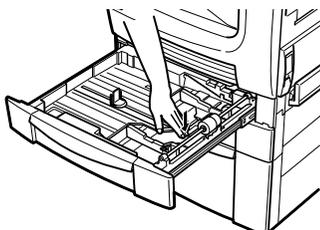
### Changing the Paper Size (1st Drawer)

- 1 Pull out the paper drawer.



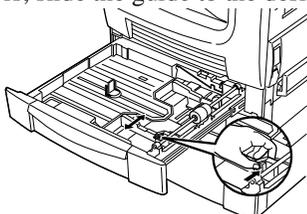
1166O311AA

- 2 Push down the paper support until it locks.



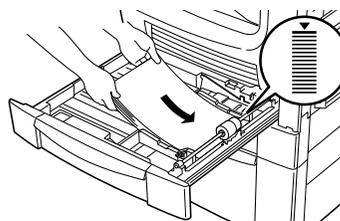
1166O312AA

- 3 Holding the paper width guide with the fingers, slide the guide to the desired width.



1166O315AA

- 5 Load a neat sheaf of paper in the drawer with care.

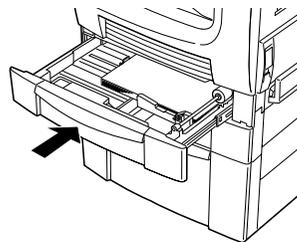


1166O313AA

#### NOTE

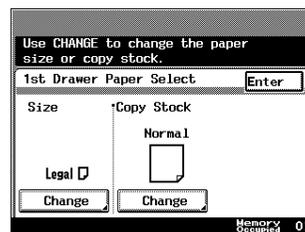
Ensure the paper stack does not exceed the ▼ mark, which indicates the maximum paper load.

- 6 Push the paper drawer back into place and replace the label that indicates the paper size currently installed.



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- 7 Touch **Enter**.



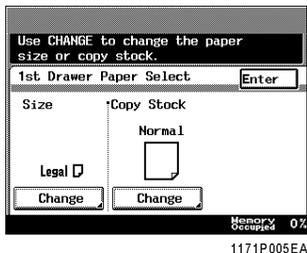
1171P005EA

## 1. Loading Paper

### NOTE

If the paper size or the type of paper has been changed, the following steps 8 through 10 should be carried out.

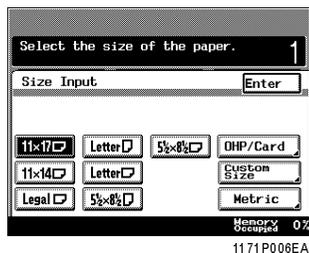
8 Touch **Change** .



9 Set the paper size and type with the touch panel.

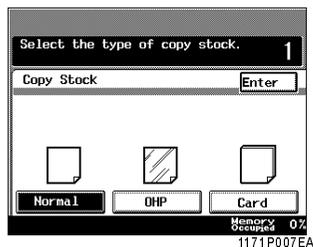
### <Setting Paper Size>

- Touch **Change** in the size column.
- Select the paper size and touch **Enter** .



### <Setting Paper Type>

- Touch **Change** in the type column.
- Select the paper type and touch **Enter** .



### NOTE

If **OHP** or **Card** is selected, hole-punching, stapling and 2-Sided copying cannot be performed.

10 Touch **Enter** repeatedly until the screen returns to the stand-by initial screen.

### Useful Tips

- Touch **Custom Size** to use irregular size paper.

Touch **X** or **Y** and select the size (in inches) or the free size screen.

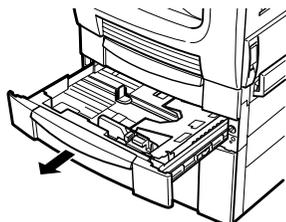
X can be set between 5-1/2 and 17 inches while Y can be set between 3-9/16 and 11-11/16 inches.

- If the maximum value 17 inches is set for X, Y can only be up to 11 inches.
- If the maximum value 11-11/16 inches is set for Y, X can only be up to 16-1/2 inches.

## Loading paper (Additional Drawers)

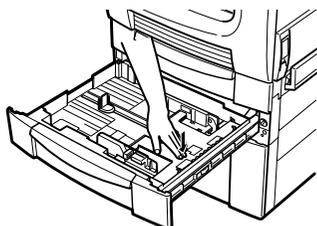
### <Paper Feed Unit PF-110>

- 1** Pull out the paper drawer.



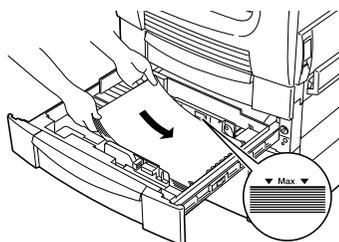
1166O317AA

- 2** Push down the paper support until it locks.



1166O318AA

- 3** Load a neat sheaf of paper in the drawer with care.

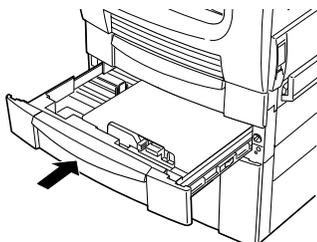


1166O319AA

#### NOTE

Ensure the paper stack does not exceed the **▼** Max. mark, which indicates the maximum paper load.

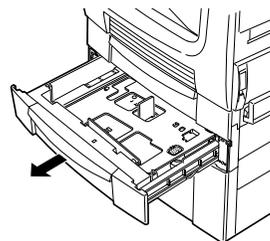
- 4** Push the paper drawer back into place.



1166O320AA

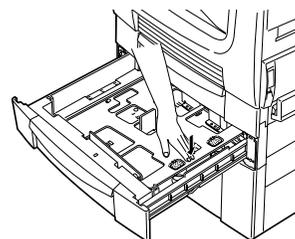
### <Paper Feed Unit PF-108>

- 1** Pull out the paper drawer.



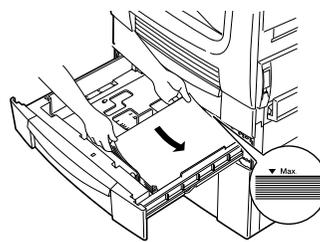
1166O321AA

- 2** Push down the paper support until it locks.



1166O322AA

- 3** Load a neat sheaf of paper in the drawer with care.

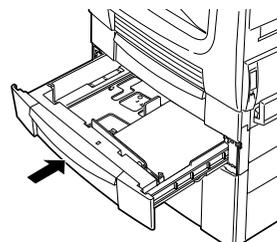


1166O323AA

#### NOTE

Ensure the paper stack does not exceed the **▼** Max. mark, which indicates the maximum paper load.

- 4** Push the paper drawer back into place.

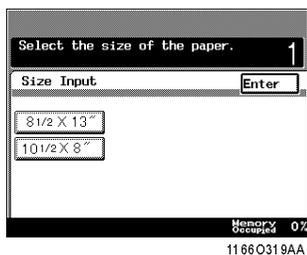


1166O324AA



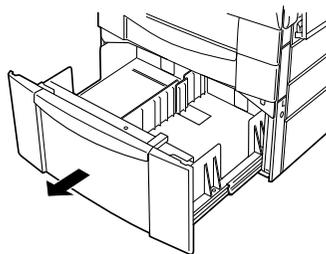
**NOTE**

Turning the Paper Setting Dial to “User set” accesses a screen from which you can choose an alternative paper size. Touch the desired paper size and then touch **Enter**.



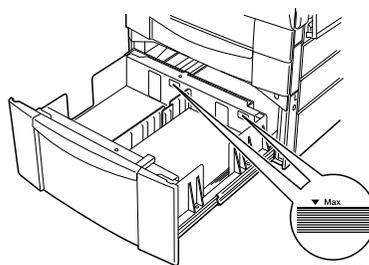
## Changing the paper size (Large Capacity Cabinet PF-106)

- 1 Pull out the paper drawer.



1166O328AA

- 2 Load a neat stack of paper into the right and left trays of the drawer. Press the leading edge of the paper stack against the outer side of the drawer.

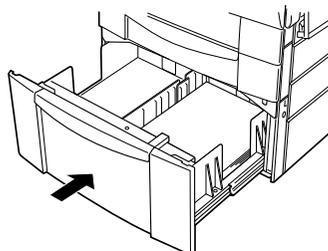


1166O329AA

**NOTE**

Ensure the paper stack does not exceed the ▼ Max. mark, which indicates the maximum paper load.

- 3 Push the paper drawer back into place.



1166O330AA

## 2. Replacing the Imaging Unit and Toner Bottle

This section illustrates how to replace the Imaging Unit and Toner Bottle. When the message “The Imaging Unit needs to be changed.” appears on the Touch Panel, replace the Imaging Unit immediately. When the message “Toner is low” appears on the Touch Panel, replace the Toner Bottle immediately.

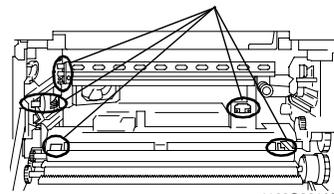
### NOTES

- Do not pull out the Imaging Unit unless the above message is displayed on the touch panel.
- Try to keep the Imaging Unit and Toner Bottle as level as possible while handling them.
- Only use the recommended Imaging Unit and Toner Bottles. Use of unauthorized parts may cause failure or have a detrimental effect on print quality.
- Do not drop or throw the Imaging Units and Toner Bottles.

### ⚠ CAUTION

Do not touch the copper terminals inside the side cover and the bottom of the imaging unit, or static electricity may cause failure.

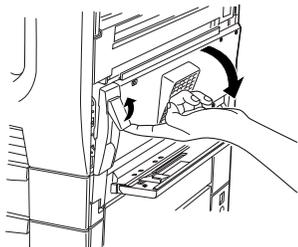
Terminals



1166O264AB

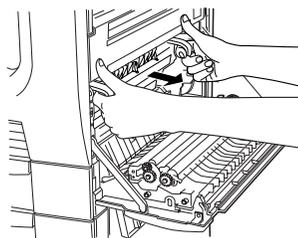
## Replacing the Imaging Unit

- 1** Pull the lever and open the side cover.



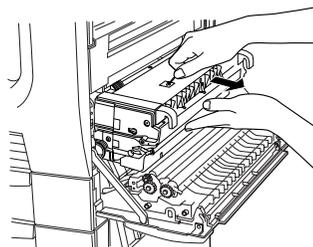
1166O331AA

- 2** Pull out the Imaging Unit by grasping the green levers and pushing against the main unit strongly with the thumbs.



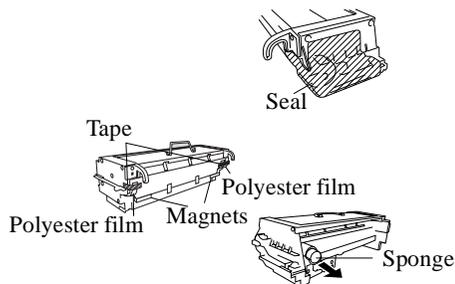
1166O421AA

- 3** Grasp the handle with one hand, and take the old Imaging Unit out of the machine.



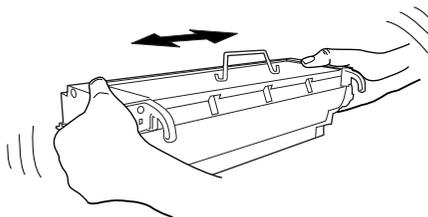
1166O422AA

- 4** Remove the seal, magnets, tape, polyester films, and sponge from the new Imaging Unit.



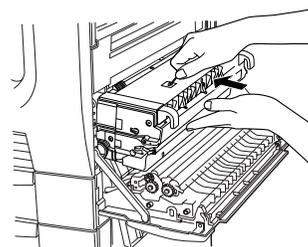
1166O332AA

- 5** Shake the new Imaging Unit 4-5 times horizontally.



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- 6** Set the new Imaging Unit on the rails in the machine and push it firmly into place.

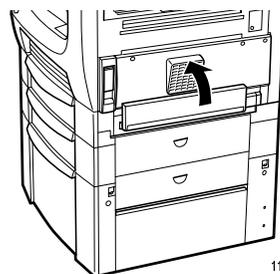


1166O333AA

### NOTE

*Push the Imaging Unit all the way into the machine until a click is heard.*

- 7** Close the side cover.

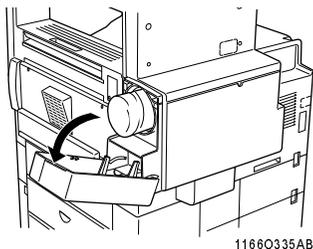


1166O334AA

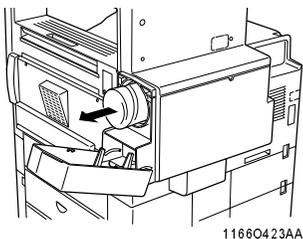
## 2. Replacing the Imaging Unit and Toner Bottle

### Replacing the Toner Bottle

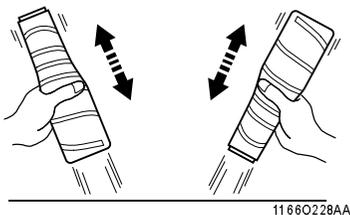
- 1** Pull the cover of the toner bottle housing area open.



- 2** Slowly pull out the toner bottle.



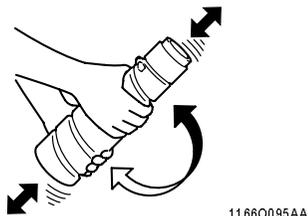
- 3** The new bottle of toner should be gently tapped four or five times at each end (top and bottom) on a desk or table.



**NOTE**

The toner may have settled, so it should be well loosened.

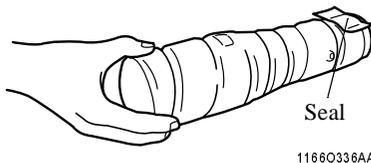
- 4** Shake the new toner bottle well.



**NOTE**

Turn it upside down about 5 times.

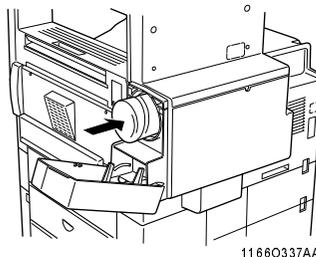
- 5** Carefully remove the seal on the toner bottle with the seal facing upwards.



**NOTE**

It should be removed slowly to prevent the toner from spilling out.

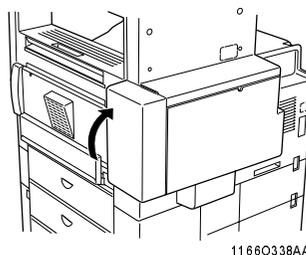
- 6** The "UP" mark on the toner bottle should be facing upwards when it is being installed.



**NOTE**

Insert the toner bottle up to the black line.

- 7** Close the cover.



**NOTES**

- It may be impossible to remove the toner bottle if the cover is opened while the toner bottle is turning. In this case, close the cover and try again a short while later.
- The toner is automatically supplied to the unit after the cover of the toner bottle housing is closed. Do not turn the power off, or open the cover while the toner is being supplied.

**Useful Tip**

*If the print is still faint immediately after replacement of the toner bottle, execute the toner replenishment procedure. “When the print is faint” ☞ p. 14-25*

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## 3. Replacing the TX Marker Stamp

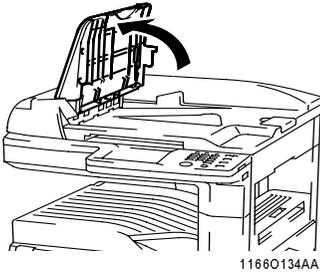
The following procedure describes how to replace the TX Marker stamp if the marking is faint.

### Useful Tips

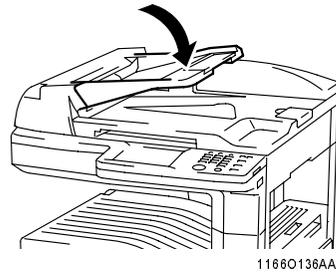
- An optional Marker stamp is required.
- The TX Marker stamp cannot be used with the Duplexing Document Feeder.
- The TX Marker stamp is a consumable item. Please purchase one at your nearest dealer or the service center where you bought this product.

### Replacing the Marker Stamp

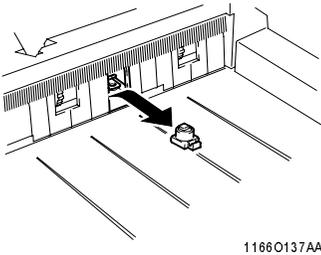
**1** Lift the Document Feed Tray upright.



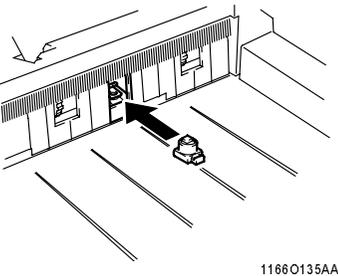
**4** Push down the Document Feed Tray.



**2** Pull out the used Marker.



**3** Insert a new Marker in place.



## 4. Adding Staples

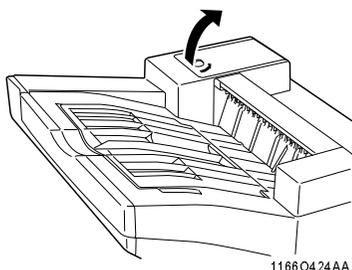
This section illustrates how to add staples. The following procedure should be used to replace the staple cartridge when the warning message “There are no staples. Replace the staple cartridge or reset the stapling function.” is displayed on the touch panel.

### NOTES

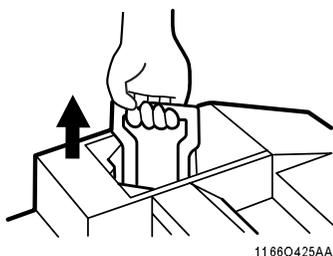
- The staple cartridge should only be replaced after the above message is displayed. Removing the staple cartridge before the message is displayed may cause failure.
- In case this machine is equipped with the Duplexing Document Feeder, separate the Finisher from the main body before replacing the staple cartridge.

### Replacing the Staple Cartridge

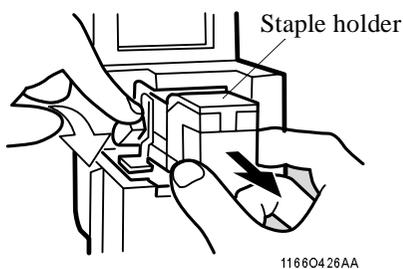
- 1** Pushdown and turn the knob to open the cover at the rear of the finisher.



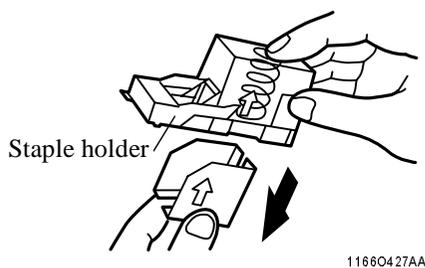
- 2** Pull out the stapling unit.



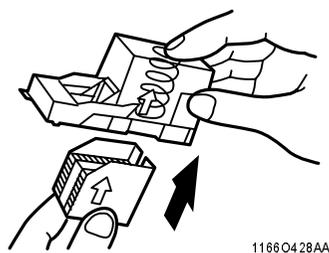
- 3** Push down the green lever to pull out the staple holder.



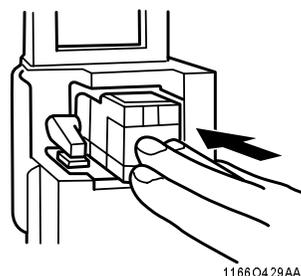
- 4** Pull out the empty staple cartridge from the staple holder.



- 5** Insert a new staple cartridge into the staple holder, and carefully remove the stopper seal.

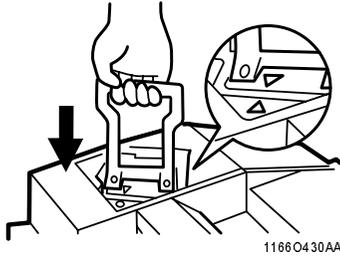


- 6** Insert the refilled staple holder into the stapling unit.

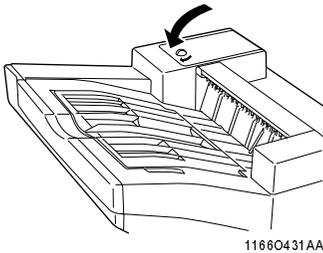


## 4. Adding Staples

- 7 Insert the stapling unit so that the arrows are aligned.

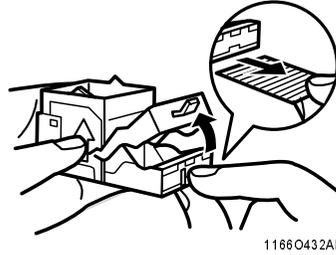


- 8 Turn the knob while pushing it down to lock the cover.



### In the Event that Staples become Stuck

- 1 Remove the staple holder.  
“Replacing the Staple Cartridge” p. 13-13
- 2 Push the guide on the staple holder up to remove the jammed sheet of staples.



- 3 Close the guide.

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#### NOTE

*After a staple jam has been cleared, stapling may fail a maximum of about 10 times until the sheet of staples is brought into position.*

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## 5. Cleaning

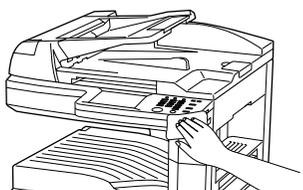
This section illustrates how to clean the exterior, Document Scanning Area, Document Feed Rollers, and Touch Panel of this machine.

### NOTES

- Use a soft cloth dampened with water or a mild detergent to clean the machine. Be sure to wring the cloth out thoroughly before hand. Using benzene or other solvents or strong cleansers may discolor or damage the finish.
- The panel-cleaning screen should be selected on the Touch Panel before cleaning the Touch Panel.
- The glass surface of the document scanning area and the document feed rollers should be cleaned often in order to maintain high image quality, because they tend to become covered with paper dust.

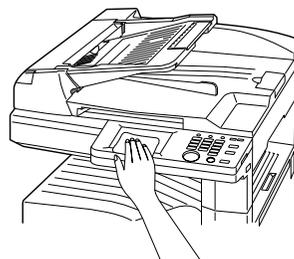
### Cleaning the Outside of the Product

Clean the surface of the product.



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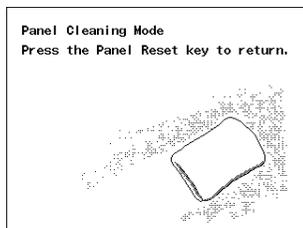
2 Clean the Touch Panel.



1166O434AA

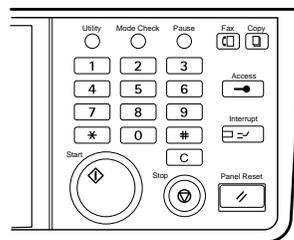
### Cleaning the Touch Panel

1 The panel-cleaning screen should be displayed.



1171P377EA

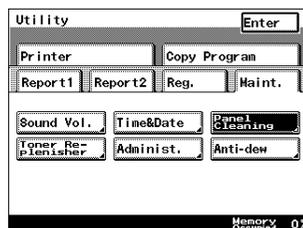
3 Press the panel reset key.



1166O346AB

#### <Accessing the Panel-Cleaning Screen>

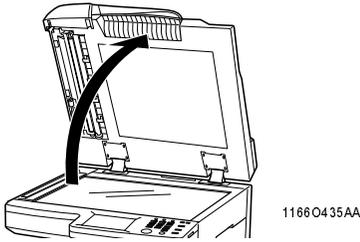
- Press the Utility key.
- Select **Main.**, and touch **Panel Cleaning**.



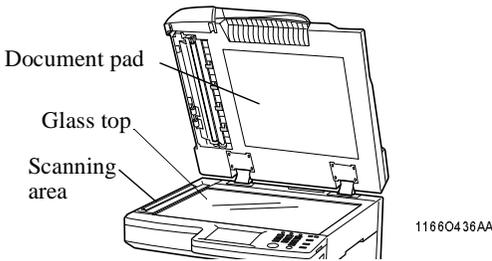
1171P392EA

**Cleaning the Document Scanning Area**

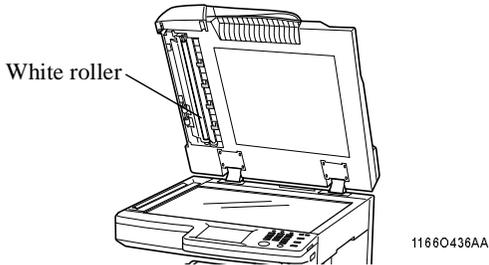
**1** Open the document cover.



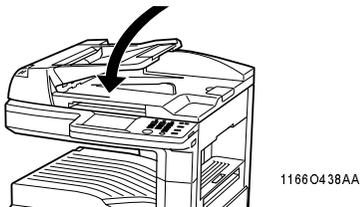
**2** Clean the document scanning area, glass top, and document pad.



**3** Clean the white rollers.

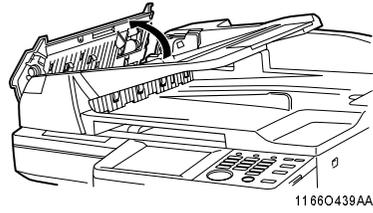


**4** Close the document cover.

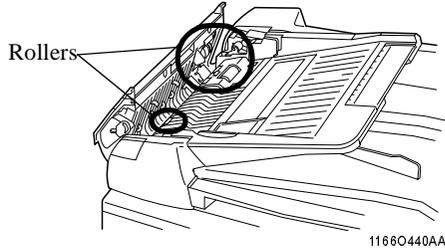


**Cleaning the Document Feed Rollers**

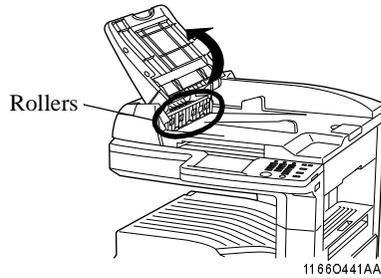
**1** Lift the feed cover.



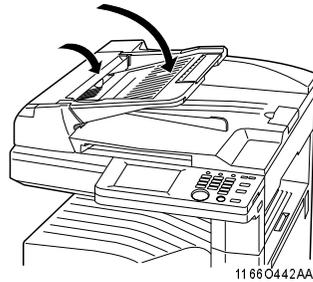
**2** Clean these six rollers.



**3** Lift the document tray as well and clean these four rollers.



**4** Close the feed cover and lower the document tray to its original position.



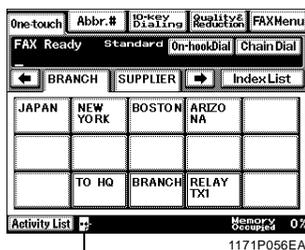
# Chapter 14

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## Troubleshooting

# 1. If the Following Icons and Alarm Messages Are Displayed

This section describes the icons that indicate the current status of machine operation, and alarm messages that are displayed whenever an abnormality occurs.



Icons are displayed here on the touch panel.

## Icons

Icons		Description
	Dialing	Now dialing
	Dial Wait	Waiting to re-dial
	Copying	Now copying
	Scanning	Now scanning a document to transmit by facsimile
	Receiving	Now receiving a facsimile
	Sending	Now sending a facsimile
	Waiting for polling	There is a document waiting for polling transmission.
	Bulletin board	A document is registered on the bulletin board.
	Received document	There is a received document in the mailbox.
	Automatic reception mode OFF	Manual reception mode is ON.
	Printing	Now printing
	Waiting to print	There is a document waiting to be printed.
	Receiving PC data	Now receiving data from the PC for the printer.
	PC data in memory	Data from the PC remains printer in memory.
	No print paper	Resupply copy paper. “Loading Paper” ☞ p. 13-2
	No toner	Replace the toner bottle. “Replacing the Toner Bottle” ☞ p. 13-10
	Replace drum	The drum (imaging unit) needs to be replaced. “Replacing the Imaging Unit” ☞ p. 13-9
	Periodic inspection	It is time for a periodic inspection of the product.

## 1. If the Following Icons and Alarm Messages Are Displayed

## Alarm Messages

Messages	Causes	Countermeasures
Malfunction detected. Call your technical representative and provide code:	There is a fault within the main unit.	Contact your nearest service center.
Close → Section properly.	A door of the main unit or an optional part is not closed correctly.	Close the door indicated by an arrow on the touch panel.
Misfeed detected. Remove misfeed at ●.	Paper or document is jammed.	Remove the paper or document from the part indicated on the touch panel.
Your account has reached its maximum copy allowance. Please call your administrator.	The number of pages copied has reached the maximum value set by the administrator.	<ul style="list-style-type: none"> <li>•Ask the administrator to clear the accumulated number of pages copied. “Confirming the Accumulated Number of Pages” ☞p. 9-40</li> <li>•Ask the administrator to change the setting for the maximum number of copied pages. “Registering Users” ☞p. 9-18</li> </ul>
The selected copy job will exceed the maximum copy allowance. Job cannot be processed. Call your administrator	Copying is impossible in the current mode, because the accumulated number of pages copied by the current user has reached the maximum number of pages to be copied preset by the administrator.	<ul style="list-style-type: none"> <li>•Retry copying after resetting the mode.</li> <li>•Ask the administrator to clear the accumulated number of copied pages. “Confirming the Accumulated Number of Pages” ☞p. 9-40</li> </ul>
Toner is low.	The toner is low.	Replace the Toner Bottle. “Replacing the Toner Bottle” ☞p. 13-10
Please add toner.	The toner has run out.	Replace the Toner Bottle. “Replacing the Toner Bottle” ☞p. 13-10
It is time to replace the drum.	The life of the drum (Imaging Unit) is coming to an end.	Replace the Imaging Unit. “Replacing the Imaging Unit” ☞p. 13-9
The Imaging Unit needs to be changed.	The life of the drum (Imaging Unit) has come to an end.	Replace the Imaging Unit. “Replacing the Imaging Unit” ☞p. 13-9
Install the Imaging Unit.	Drum (Imaging Unit) is not installed.	Replace the Imaging Unit. “Replacing the Imaging Unit” ☞p. 13-9
The Exit Tray has reached its capacity. Please remove all copies from → section tray.	The exit tray is full.	Remove all paper from the exit tray.

### 1. If the Following Icons and Alarm Messages Are Displayed

Messages	Causes	Countermeasures
Image data has caused memory overflow. Your copy job has been canceled.	Memory is full.	<ul style="list-style-type: none"> <li>•Retry copying after reducing the number of document pages.</li> <li>•If there are some documents waiting to be printed, print out first the documents already saved in the memory.</li> </ul>
Memory is full.	Memory is full.	<ul style="list-style-type: none"> <li>•Reserve for transmission after memory becomes available.</li> <li>•If there are some documents waiting to be printed, remove the documents in the memory.</li> </ul>
Original left on the glass.	A document remains on the glass surface (Book Scanner).	Remove the document from the glass surface (Book Scanner).
Matching paper size isn't available. Reselect paper size.	There is no appropriate paper size in the paper drawer that meets document size and scaling factor currently specified.	<ul style="list-style-type: none"> <li>•Select the paper. "Selecting the Copy Paper Size for Copying" ☞ p. 2-5</li> <li>•Load the paper. "Loading Paper" ☞ p. 13-2</li> </ul>
Matching paper size isn't available. Please set matching paper in the 1st Drawer.	The appropriate paper size is not installed in the 1st Drawer.	<ul style="list-style-type: none"> <li>•Load the indicated paper. "Loading Paper" ☞ p. 13-2</li> </ul>
Auto Size mode cannot be used with the selected paper size. Please select a zoom ratio.	The scaling factor calculated from the selected paper size and the document size is not within the possible range of 0.250 to 4.000.	<ul style="list-style-type: none"> <li>•Set the scaling factor. "Selecting the Zoom Ratios for Copying" ☞ p. 2-9</li> <li>•Reselect the paper. "Selecting the Copy Paper Size for Copying" ☞ p. 2-5</li> </ul>
Replenish paper.	There is no paper in the selected tray.	Load paper. "Loading Paper" ☞ p. 13-2
Please remove paper in Bypass Tray.	Paper remains on the Manual Bypass Tray.	Remove the paper from the Manual Bypass Tray.
This mode cannot be selected with the Interrupt mode.	A function that does not accept an interruption is selected.	Reset interruption or function currently selected.
This mode cannot be selected. Paper drawer has been designated as "Not for 2-sided Copies".	A paper drawer with paper that cannot be printed on both sides is selected for 2-Sided copying.	<ul style="list-style-type: none"> <li>•Reselect the paper. "Selecting the Copy Paper Size for Copying" ☞ p. 2-5</li> <li>•Cancel 2-Sided copying. ☞ p. 4-16</li> </ul>
This mode cannot be selected with the Duplex mode.	A paper drawer with paper that cannot be copied on both sides is selected after 2-Sided copying is selected.	<ul style="list-style-type: none"> <li>•Reselect the paper. "Selecting the Copy Paper Size for Copying" ☞ p. 2-5</li> <li>•Cancel 2-Sided copying. ☞ p. 4-16</li> </ul>

## 1. If the Following Icons and Alarm Messages Are Displayed

Messages	Causes	Countermeasures
This mode cannot be selected with the Exclusive Paper mode.	Stapling or 2-Sided copying is selected after a drawer with thick paper or OHP sheets is selected.	<ul style="list-style-type: none"> <li>•Cancel the stapling or 2-Sided copying function. ☞p. 4-4, 4-16</li> <li>•Reselect the paper. “Selecting the Copy Paper Size for Copying” ☞p. 2-5</li> </ul>
Please remove all copies in the non-sort tray.	The document tray cannot be selected as paper remains in the non-sort tray.	Remove all paper from the non-sort tray.
Please remove the original in the Document Feeder and place the original in the SADF.	The document is set on the Single Feed Tray while documents remain in the Automatic Document Feeder.	Place the document in the Single Feed Tray after removing the document from the Automatic Document Feeder.
This application cannot be changed now, select Interrupt mode to change the application.	The Fax key is pressed while the copying function is active.	Press the Interrupt key to stop copying, then press the Fax key.
Return the following number of originals to Document Feeder.	Paper misfeed has occurred while the Automatic Document Feeder is being used for copying.	Return indicated pages of the document to the Automatic Document Feeder.
Cannot interrupt this job: not enough free memory. Press Start to resume.	The Interrupt key is pressed while copying, but interruption is unavailable because the memory capacity is insufficient.	Press the Start key to restart copying operation prior to interruption.
Cannot interrupt this job: not enough free memory.	The Interrupt key is pressed, but interruption unavailable because the memory capacity is insufficient.	Please wait until sufficient memory becomes available.
Original’s size cannot be detected. Reselect the paper size.	The document size could not be detected with the automatic paper mode.	Select the paper size. “Selecting the Paper Size for Copying” ☞p. 2-5
Original’s size cannot be detected. Select Zoom.	The document size could not be detected with the automatic size mode.	<ul style="list-style-type: none"> <li>•Set the Zoom ratio. “Selecting the Zoom Ratio for Copying” ☞p. 2-9</li> <li>•Select a different size of paper. “Selecting the Copy Paper Size for Copying” ☞p. 2-5</li> </ul>
Original’s size cannot be detected. Select Original size.	The document size could not be detected.	<ul style="list-style-type: none"> <li>•Place the document again.</li> <li>•Reselect the document size.</li> <li>•Cancel the image repeating function. ☞p. 4-28</li> </ul>
Original’s size can’t be detected. Reposition the original or cancel following modes.	The document size could not be detected.	<ul style="list-style-type: none"> <li>•Place the document again.</li> <li>•Reselect the document size.</li> <li>•Cancel the indicated functions.</li> </ul>

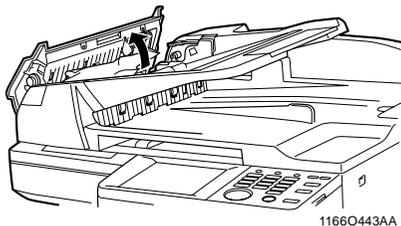
## 2. Document Misfeed

If a document misfeed occurs, use the following procedure to remove it.

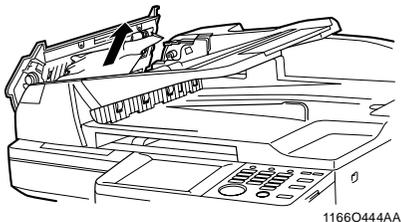
If the document becomes misfed, the touch panel displays a message, “Misfeed detected. Remove misfeed at ●.” and shows which cover needs to be opened to remove the misfed document. Open the cover indicated by the arrow, and remove the misfed document.

### If the Document is Misfed in the Feed Cover

- 1 Lift the feed cover.



- 2 Slowly withdraw the misfed document.



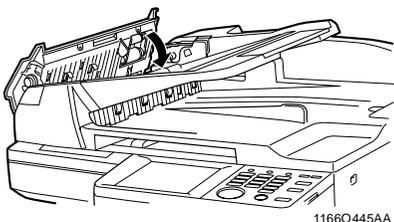
#### NOTE

*If the document is deeply wrapped around the roller. It should not be pulled forcibly.*

*Carefully withdraw the misfed document from the back side of the document feed.*

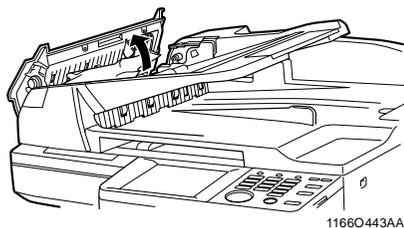
*☞ p. 14-7*

- 3 Close the feed cover.

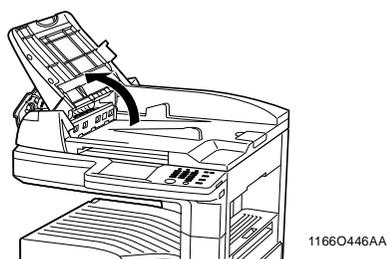


## If the Document is Misfed in the Document Feed Tray

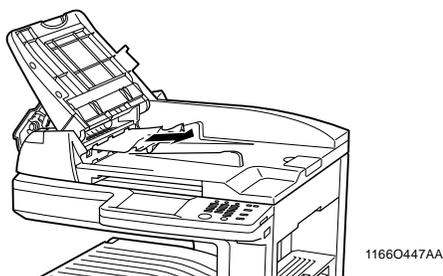
- 1 Lift the Document Feed Tray Cover.



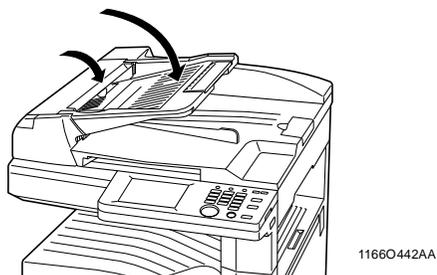
- 2 Lift the Document Feed Tray up.



- 3 Holding the Document Feed Tray by a hand, slowly withdraw the misfed document.



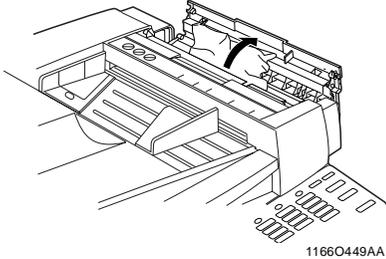
- 4 Lower the Document Feed Tray, and close the Document Feed Tray Cover.



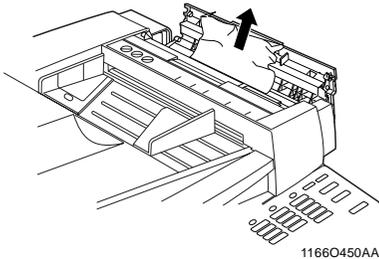
## Duplexing Document Feeder

<If a document is misfed in the **FN1** cover.>

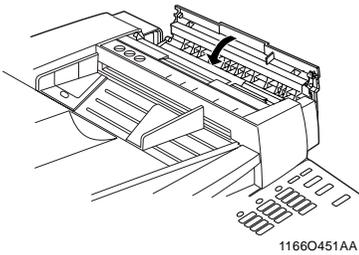
- 1 Open the **FN1** Document Feeder Cover.



- 2 Slowly withdraw the misfed document.

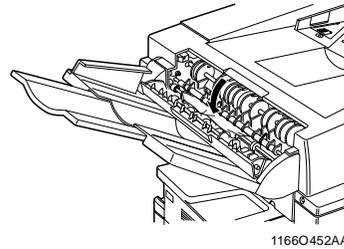


- 3 Close the **FN1** Document Feeder Cover.

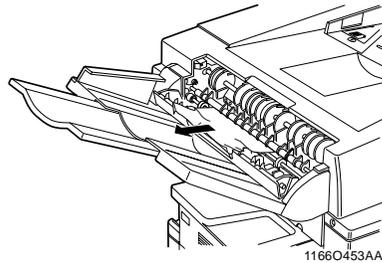


<If a document is misfed in the **FN2** cover.>

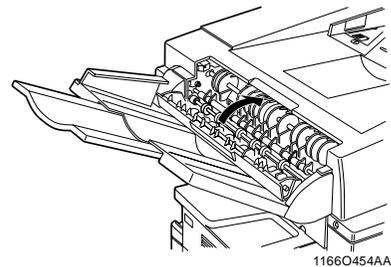
- 1 Open the **FN2** Document Feeder Cover.



- 2 Slowly withdraw the misfed document.



- 3 Close the **FN2** Document Feeder Cover.



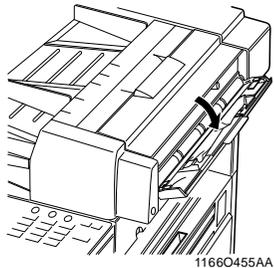
### Useful Tip

Open the Document Cover to remove the document from inside it if a document cannot be removed from the **FN1** or **FN2** Document Feeder Covers.

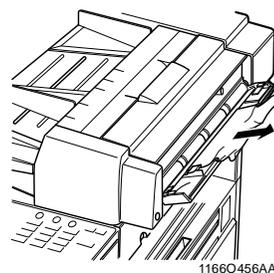
## Duplexing Document Feeder

<If a document is misfed in the single-feed tray.>

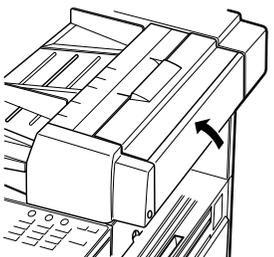
- 1 Open the single feed tray.



- 2 Slowly withdraw the misfed document.



- 3 Close the single-feed tray.



### 3. Paper Misfeed

If a paper misfeed occurs, use the following procedure to remove it.

If paper becomes misfed, the touch panel displays the message, “Misfeed detected. Remove misfeed at ●.” and indicates which cover needs to be opened to remove the misfed paper. Open the cover indicated by the arrow, and remove the misfed paper.

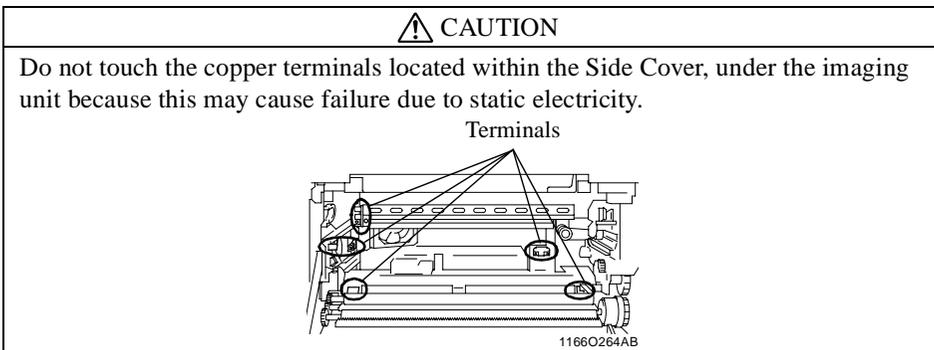
#### If the paper frequently misfeeds:

Confirm how to load paper, storage conditions, and the paper size, etc. “Loading Paper” ⇨ p. 13-2

If the multi-purpose or universal cassettes are used, the paper will misfeed if the paper size is incorrectly set.

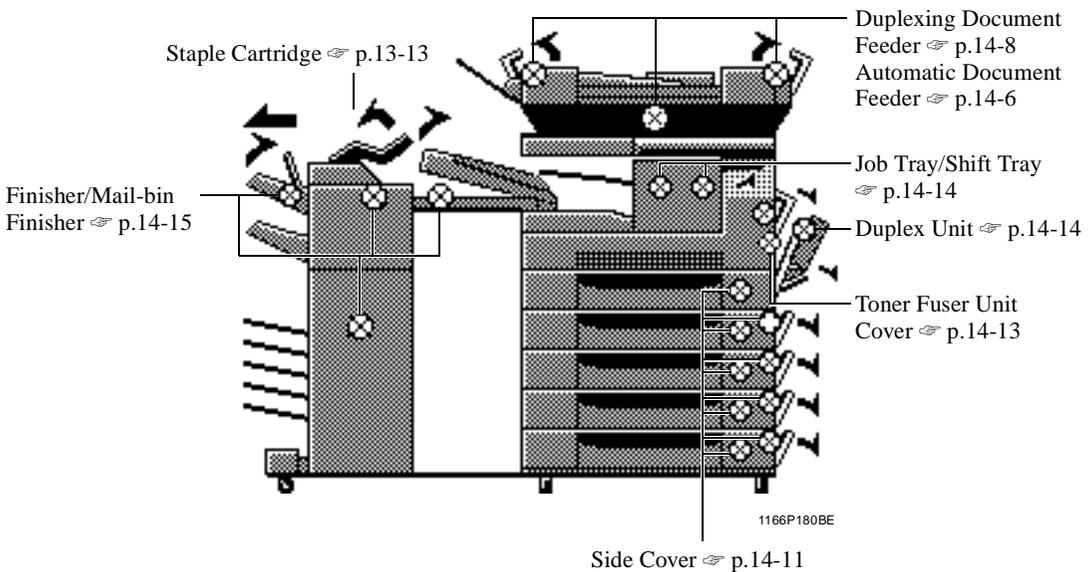
#### If the Side Cover is opened to remove paper:

As far as possible, try not to remove the imaging unit otherwise the toner may spill out. If the imaging unit must be removed to pull out the misfed paper, take care not to spill the toner.



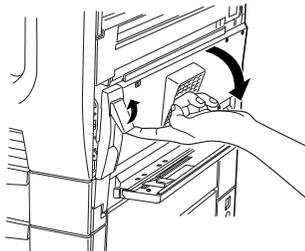
### Displays and Paper misfeed Positions

The handling procedure differs according to the position of the paper misfeed. Refer to the appropriate page for the indicated position of the paper misfeed, and remove the misfed paper in line with the instructions.



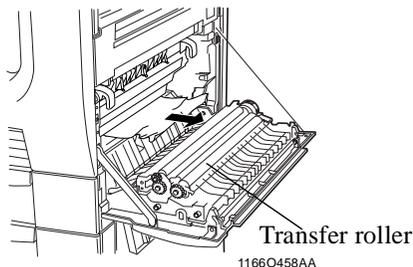
**Side Cover (main unit)**

- 1** Pull out the lever to open the Side Cover.



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- 2** Slowly withdraw the misfed paper. As far as possible, try not to remove the Imaging unit otherwise the toner may spill out. If the Imaging unit must be removed to pull out the misfed paper, take care not to spill the toner. Never touch the transfer roller (black roller), problems could develop.

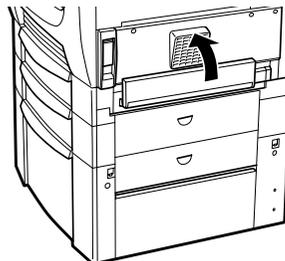


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**⚠ CAUTION**

The area around the Fusing Unit is very hot. Do not touch anything other than the misfed paper, otherwise you may burn your fingers.

- 3** Close the Side Cover.



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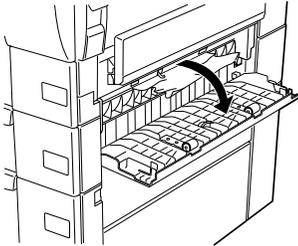
**Useful Tip**

*If the misfed paper cannot be removed from the Side Cover, pull out the paper drawer that was used, and remove the misfed paper on the drawer side.*

## 3. Paper Misfeed

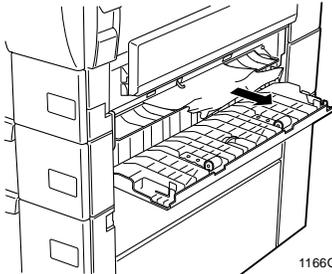
### Side Cover (1st Drawer) Paper feed unit PF-108

- 1** Open the Side Cover.



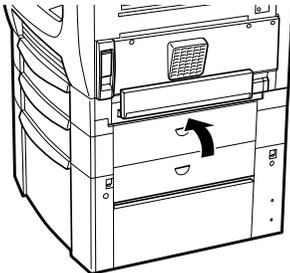
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- 2** Slowly withdraw the misfed paper.



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- 3** Close the Side Cover.



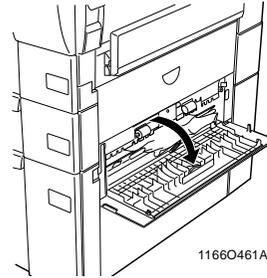
1166O460AA

#### Useful Tip

If the misfed paper cannot be removed from the Side Cover, pull out the 1st Drawer and remove the misfed paper on the drawer side.

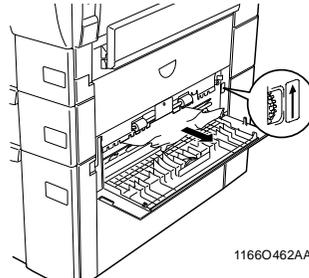
### Side Cover (Large Capacity Cabinet)

- 1** Open the Side Cover.



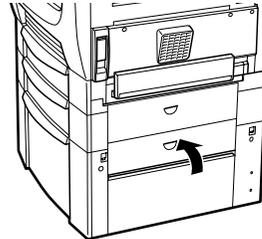
1166O461AA

- 2** Slowly withdraw the misfed paper while turning the gear in the direction of the arrow.



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- 3** Close the Side Cover.



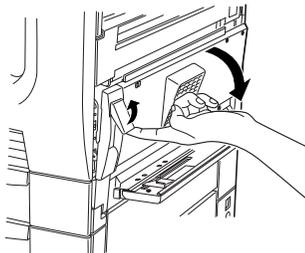
1166O463AA

#### Useful Tip

If the misfed paper cannot be removed from the Side Cover, pull out the Large Capacity Cabinet and remove the misfed paper on the drawer side.

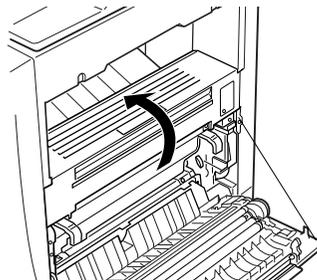
## Toner Fuser Unit Cover

- 1** Lift up the lever to open the Side Cover.



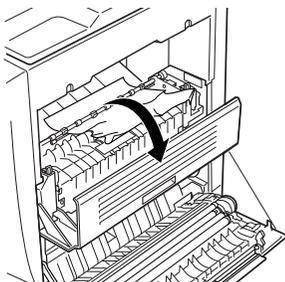
1166O331AA

- 5** Close the Fusing Unit Cover.



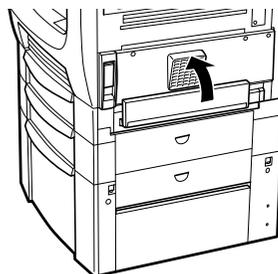
1166O467AA

- 2** Open the Fusing Unit Cover.



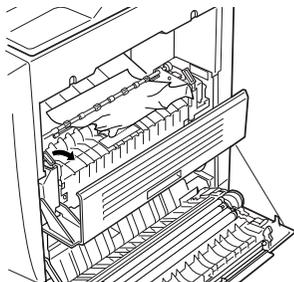
1166O464AA

- 6** Close the Side Cover.



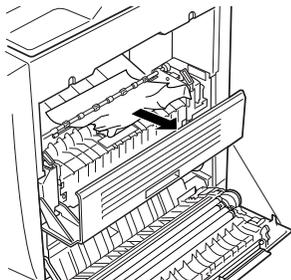
1166O334AA

- 3** Pull the lever up.



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- 4** Slowly withdraw the misfed paper.



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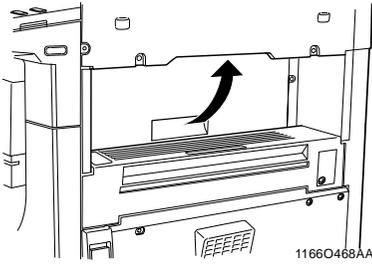
### ⚠ CAUTION

The area around the Fusing Unit is very hot. Do not touch anything other than the misfed paper, otherwise you may burn your fingers.

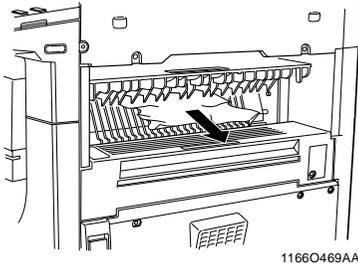
### 3. Paper Misfeed

#### Job Tray Unit/Shift Tray Unit

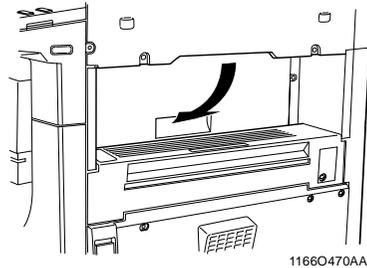
- 1 Open the Side Cover and open the Job Tray Cover.



- 2 Slowly withdraw the misfed paper.

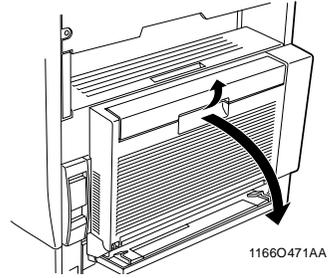


- 3 Close the Job Tray Cover.

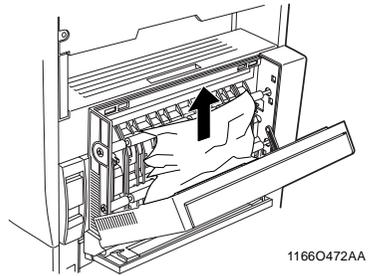


#### Duplex Unit

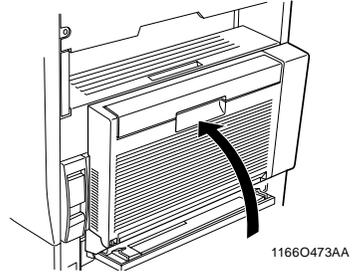
- 1 Open the cover of the Duplex Unit.



- 2 Slowly withdraw the misfed paper.

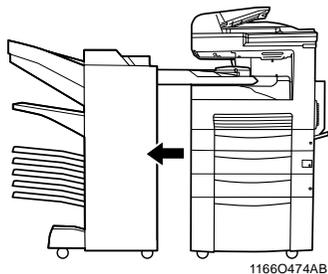


- 3 Close the cover of the Duplex Unit.

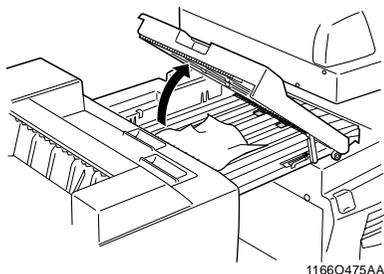


## Finisher/Mail-bin Finisher

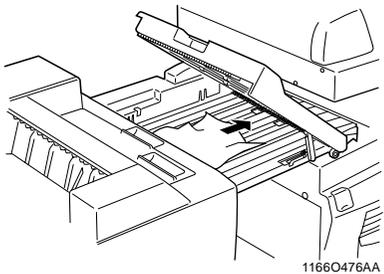
- 1** Disconnect the Finisher from the main unit.



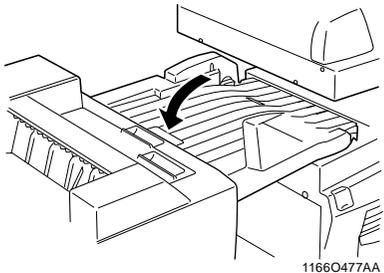
- 2** Open the horizontal conveyor cover.



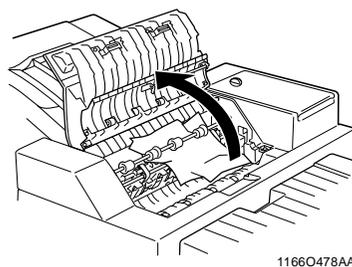
- 3** Slowly withdraw the misfed paper.



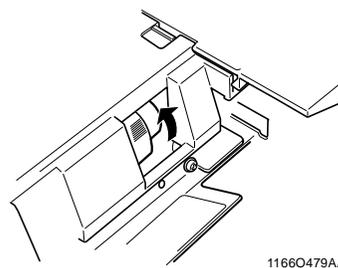
- 4** Close the horizontal conveyor cover.



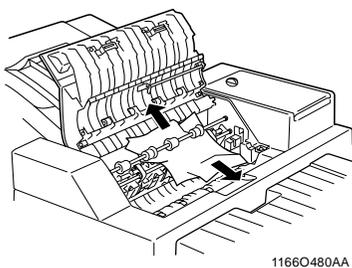
- 5** Open the **FN2** cover.



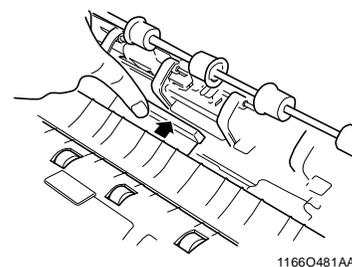
- 6** If hole punching is set, turn the dial for the hole-puncher upwards ten times.



- 7** Slowly withdraw the misfed paper.

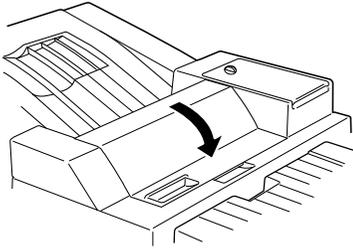


- 8** Open the **FN3** guide, and slowly withdraw the misfed paper.



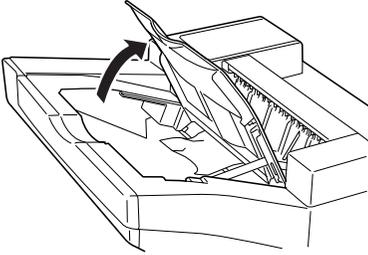
3. Paper Misfeed

9 Close the **FN3** guide, and close the **FN2** cover.



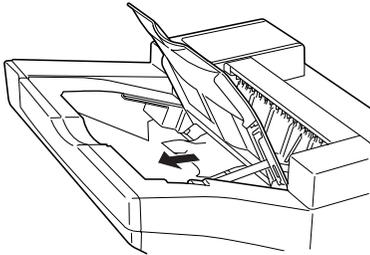
1166O482AA

10 Open the **FN1** first tray cover.



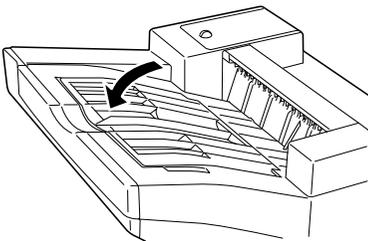
1166O483AA

11 Slowly withdraw the misfed paper.



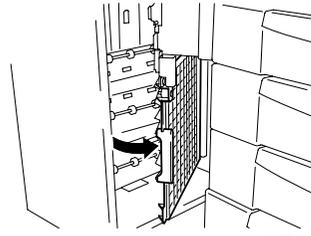
1166O484AA

12 Close the **FN1** first tray cover.



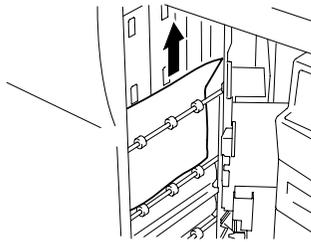
1166O485AA

13 If equipped with a Mail-bin Finisher, open **FN4** on the right-hand side.



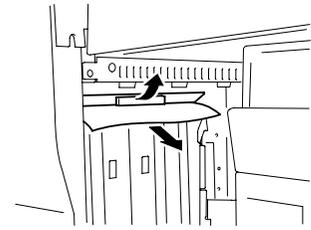
1166O183AA

14 Slowly withdraw the misfed paper, and close **FN4**.



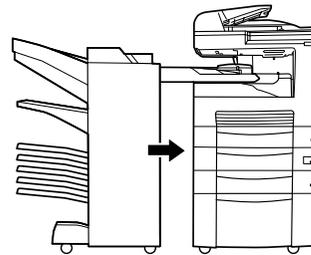
1166O184AA

15 Withdraw the paper while opening **FN5**.



1166O185AA

16 Reconnect the Finisher.



1166O486AB

## 4. Troubleshooting

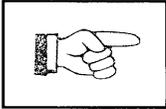
If you suspect some trouble, follow the appropriate instructions described in this section. If these measures fail to resolve the problem, contact your nearest service center.

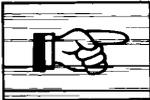
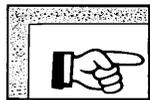
### During Stand-by Mode

Condition	Cause	Countermeasures	Reference page
Nothing displayed on the touch panel.	Power plug is disconnected at the wall outlet.	Connect the power plug correctly to the wall outlet.	1-4
	Power switch is turned off.	Turn on the power switch.	1-2
	Touch panel does not light.	Press any key on the control panel. It is also possible to set the period of time to turn off the LCD Back-light.	1-13 9-37
	The protector is activated due to excessive heat within the product, or electrical interference due to thunderstorms, etc.	Turn off the power switch and wait two or three seconds before turning it on again.	1-2
	The touch panel contrast is dark.	Use the knob to adjust the contrast.	1-3
Start key does not light green.	The user has not been selected (when user management mode is activated).	Select the user.	1-18
Power cannot be turned on.	Power plug is disconnected from the wall outlet.	Connect the power plug correctly to the wall outlet.	-
	The breaker (trip-switch) covering the position where this product is installed is off.	Reset the breaker (trip-switch).	-
	Slow reduction in voltage. Power failure occurs.	Turn off the power switch and wait about 90 seconds before turning it on again.	-

## 4. Troubleshooting

## Copying

Condition	Cause	Countermeasures	Reference page
The document is not scanned.	The document is too thick.	Use the book scanner for copying.	2-3
	The document is too thin or too small.	Use the book scanner for copying.	2-3
	Document scanning area is dirty.	Clean the document scanning area.	13-16
No power is supplied in spite of turning on the switch, or the power is cut off during copying.	Power plug is connected to a wall outlet that cannot provide the rated power for the product. (Multiple connections to a single outlet, etc.)	Connect the power plug to a wall outlet that is suitably rated for the product. Electrical installation work is required if no such wall outlet is available.	-
Copies are blank	The document is placed face down (when using the automatic document feeder).	Place the document face up, and retry the copy operation.	1-20
Copy is too faint.  1074O108	The copy density setting is inappropriate.	Adjust the copy density setting.	2-13
		Adjust the contrast priority level on the copy setting.	9-31
	Many photos and dark documents are copied consecutively.	Use the toner Replenisher key to replenish toner.	14-25
	Copy immediately after replacing the toner bottle.		
	Toner is running low.	Replace the toner bottle.	13-8
	Paper is damp.	Replace the paper.	13-2
Copy is too dark.  1074O109	The copy density setting is inappropriate.	Adjust the copy density setting.	2-13
		Adjust the density level priority on the copy setting.	9-31
	Document scanning area is dirty.	Clean the document scanning area.	13-16
	Document is not flush with the glass surface (when using the book scanner).	Reset the document as close to the glass as possible.	1-20

Condition	Cause	Countermeasures	Reference page
Streaky lines appear on the copies.  113901670A The copied document appears shaded.  10740111	The document scanning area or the document pad is dirty.	Clean the document scanning area and the document pad.	13-16
	Transparent documents, such as OHP or traced drawings, are set.	Place a sheet of white paper on the document when copying.	-
	A thin document with print on both sides is set.	When one side of such a thin document is copied, the other side may also be copied due to its transparency. Retry copying after reducing the density level.	2-13
The periphery of the copied area is shaded.  10470112	The document pad is dirty.	Clean the document pad.	13-16
	The paper selected is larger than the original document (when full size $\times 1.000$ is used for copying).	Manually select the same size paper as the document.	2-5
		Use the appropriate scaling factor to enlarge the document being copied to suit the paper size.	2-9
	The document size and paper direction are different (when full size $\times 1.000$ is used for copying).	Manually select the same size paper as the document.	2-5
		Reset the paper in the same direction as the document.	1-20
The appropriate reduction size for copying is not selected for the paper.	Use the appropriate reduction size for copying to suit the paper.	2-9	
The copied image is not balanced.  10740113	The document guide plate has not been adjusted to the document width (when the automatic document feeder is used).	Adjust the document guide plate to the document width.	1-20
	The document is not correctly placed.	Place the document correctly against the scale by the glass surface.	1-20
	Foreign material is stuck on the glass surface (when the automatic duplexing document feeder is used).	Clean the glass surface.	13-16
The copy function cannot be set.	The interrupt mode is on.	When the lamp for the interrupt key lights, the interrupt mode is on. Press the interrupt key again to reset the mode.	1-26

## 4. Troubleshooting

**Transmission**

Condition	Cause	Countermeasures	Reference page
The document is not scanned.	The document is too thick.	Use the book scanner for transmission.	3-3
	The document is too thin or too small.	Use the book scanner for transmission.	3-3
	Document scanning area is dirty.	Clean the document scanning area.	13-16
The document is scanned diagonally.	The document guide plate is not adjusted to the document width.	Adjust the document guide plate to the document width.	1-20
The image received at the destination is unclear.	The document is not set correctly.	Set the document correctly.	1-20
	The document scanning area is dirty.	Clean the document scanning area.	13-16
	The text on the original document is too faint.	Adjust the contrast for scanning.	3-12
	There is a problem with the condition of the line or the facsimile at the destination.	Check by using this machine to make a copy. If the copied image is clear, try sending it again.	-
A blank sheet is printed out at the destination.	The document was set face down (when the automatic document feeder was used).	Set the document face up and try resending it.	1-20
Automatic transmission is impossible.	The number is wrong.	Reconfirm the number.	-
	Calling a number dedicated to telephone use.	Reconfirm the number.	-
	There is a problem at the destination (such as running out of paper, the setting unable to use automatic reception mode or power turned off).	Contact the destination.	-
TX Marker is too faint.	The Marker is running out.	Replace the TX Marker.	13-11

## Reception

Condition	Cause	Countermeasures	Reference page
The received image is unclear.	The paper is damp.	Replace the paper.	13-2
	Toner has run out.	Replace the toner bottle.	13-8
	The toner bottle is not correctly set.	Reset the toner bottle correctly.	13-8
	There is a problem with the line condition or the facsimile at the destination.	Check by using this machine to make a copy. If the copied image is clear, try sending it again.	-
A blank sheet is printed on the reception paper.	Toner has run out.	Replace the toner bottle.	13-8
	The document was placed facing the wrong way by the sender.	Contact the sender.	-
Automatic reception is impossible.	Manual reception mode has been selected.	Set automatic reception mode.	9-25
	Memory is full.	If paper has run out, insert additional paper to print out the documents stored in the memory.	13-2
	An alarm is displayed.	Follow the instructions to reset the alarm.	14-3
Streaky lines appear on the received paper.	There is a problem with the condition of the line or the sender's facsimile.	Check by using this machine to make a copy. If the copied image does not show any streaky lines, ask the sender to re-send.	-

**4. Troubleshooting****Telephone**

Condition	Cause	Countermeasures	Reference page
Nothing is heard through the handset.	The extra telephone set cord is not connected to the main unit.	Connect the extra telephone set cord to the main unit.	1-4
	The line cord is not connected to the main unit.	Connect the line cord to the main unit.	1-4
	Line is engaged.	Try again once the line is free.	-
No ringer sound is heard after dialing.	The appropriate type of line is not set.	Reset the appropriate type of line.	9-7
It is difficult to hear when on-hook dialing is used.	The Monitor Sound Volume is set too low.	Increase the Monitor Sound Volume.	8-3

## 5. Power Failure

This section describes how to take action in case of power failure.

### Documents in the Memory are Stored for about Two Hours.

Transmitted and received documents stored in the memory are kept for around two hours in case of power failure (provided that the power to the product has been turned on for at least 24 hours prior to power failure). After two hours, such data may be lost. If some documents are lost due to power failure, a memory clearing report is automatically printed out once the power is restored. This can be used to confirm the number and destination of any lost documents.

DOCUMENT #	TIME STORED	MODE STORED	DESTINATION	PAGES	USER NAME
5114316-761	6:10, 7/15	TX	123456789	@ 3	MKTING
5114316-762	6:15, 7/15	TX	123451234	@ 2	
5114316-763	6:20, 7/15	RX	123123123	@ 4	
5114316-764	7:30, 7/15	POLL TX	987654321	@ 15	SALES
5114316-765	8:00, 7/15	POLL TX	987698765	@ 8	SALES

TSI Date and Time of Report  
 (THU) JUL 15 1999 11:32  
 CHICAGO

P.1

MEMORY CLEAR REPORT

Start time for memory storing

Communications functions that has been set when the document is stored in the memory

User's name used

1166O487CA

### Registered Details are Stored.

The details registered in preset keys are stored regardless of the period of power failure. Re-registration is unnecessary.

### Making a Telephone Call is not permitted.

- Telephone calls cannot be made in case of power failure and power-off.
- When it is equipped with an extra telephone set, calls can be received.
- If an extra telephone set that can be used even during power failure is connected, it can be used.

## 6. Condensation

### Anti-Condensation Procedure/Anti-Condensation Function

Condensation occurs around the document scanning area when subjected to rapid atmospheric temperature changes, such as when the room temperature rapidly rises by turning on the heater. When condensation occurs the copied (or transmitted) image may be distorted. This section describes the anti-condensation procedure, and how to set the anti-condensation function.

#### Anti-Condensation Procedure:

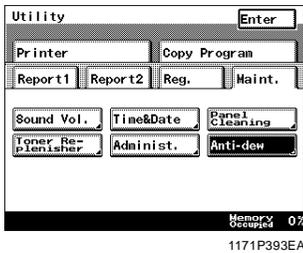
A lamp in the document scanning area lights for five minutes and evaporates any condensation.

#### Anti-Condensation Function:

This function can be set to automatically turn on at a predetermined time every day. Enter the time using the 24-hour clock.

#### Anti-Condensation Procedure

- 1 Press the Utility key.
- 2 Select **Maint.** and touch **Anti-dew**.

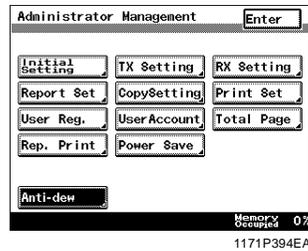


Starts to evaporate any condensation.

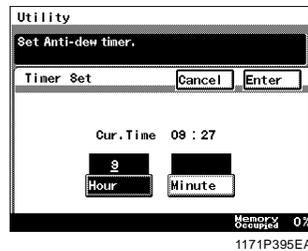
- 3 Touch **Enter** repeatedly until the screen returns to the initial screen.

#### Setting the Anti-Condensation Function

- 1 Touch **Anti-dew** on the Administrator Management screen. "Accessing the Administrator Management Screen" p. 9-2



- 2 Enter the start time to evaporate the condensation and touch **Enter**.



#### Useful Tips

- Touch **Hour** or **Minute**, and then enter the time using the 10-key Pad. When **Cancel** is touched, this function is deactivated.
- To re-enter, press the **C** key and re-enter.

- 3 Touch **Enter** repeatedly until the screen returns to the initial screen.

## 7. When the Print is Faint

### Toner Replenishment

Although there is plenty of toner in the bottle, copying can sometimes become temporarily fainter such as immediately after replacing the toner cartridge or after copying large volumes of dark documents. In this case, the toner can be manually replenished.

#### NOTES

- Do not turn off the power and open the side cover while the toner is being replenished.
- If the copies are clear enough, the toner should not be replenished.

### Toner Replenishing Procedure

- 1 Press the Utility key.
- 2 Select **Maint.** and touch **Toner Replenisher**.



Toner is replenished.

- 3 Touch **Enter** repeatedly until the screen returns to the initial screen.



# Chapter 15

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Miscellaneous

# 1. Specifications

## Machine

	Di250f	Di350f
Type	Console/Desk Top Copier	
Platen Type	Stationary	
Photo conductor	OPC	
Copying System	Electrostatic Dry Powdered Image Transfer to Plain Paper	
Developing System	Micro-Toning High-Grade System	
Fusing System	Lamp-Heated Roller	
Resolution	600dpi	
Types of Original	Sheets, Books and other three-dimensional objects Maximum Original Size : 11"×17"L    Maximum Original Weight : 6-1/2 lbs.	
Kinds of Paper	Plain Paper (16 lbs. to 24 lbs.), Recycled Paper Special Paper : Card (24-1/4 lbs. to 41-3/4 lbs.), OHP transparencies, Labels *Special Paper can only be used for the 1st Drawer and Manual Bypass Tray.	
Copy Paper Size	1st Drawer : 11"×17"L to 5-1/2"×8-1/2" Width : 3-1/2" to 11-3/4"    Length : 5-1/2" to 17" * When the maximum size (17") is set for <input type="checkbox"/> X, the maximum size that can be set for <input type="checkbox"/> Y becomes 11". When the maximum size (11-3/4") is set for <input type="checkbox"/> Y, the maximum size that can be set for <input type="checkbox"/> X becomes 16-1/2". 2nd Drawer : 11"×17"L to LetterC Manual Bypass Tray : Crosswise : 3-1/2" to 11-3/4"    Lengthwise : 5-1/2" to 17"	
Capacity	Plain Paper (21-1/4 lbs.), Recycled Paper : Max. Paper Size LetterL, 500 sheets, Max. Paper Size 11"×17"L, 250 sheets Special Paper, Card, OHP transparencies, Label : 20 sheets	
Paper Feeding System	1st Drawer Plain Paper (21-1/4 lbs.) : 250 sheets Card, OHP transparencies, Labels : 20 sheets 2nd Drawer Plain Paper (21-1/4 lbs.) : 500 sheets Manual Bypass Tray Plain Paper, Special Paper : 1 sheet	
Warm-Up Time	60sec. or less	70sec. or less
First Copy	LetterC = 5.9sec. or less (Using 1st Copier Drawer)	LetterC = 4.7sec. or less (Using 1st Copier Drawer)
Copy Speed (Approx. copies/minute)	11"×17"L : 14    LetterL : 20 8-1/2"×14"L : 17    LetterC : 25	11"×17"L : 20    LetterL : 28 8-1/2"×14"L : 23    LetterC : 35
Magnification Ratios	Fixed, Full size : 1:1±1%, Enlargement : ×1.214, ×1.294, ×1.545, ×2.000 Reduction : ×0.500, ×0.647, ×0.733, ×0.785, Minimal : ×0.930 Zoom : From ×0.250 to ×4.000 in ×0.001 increments	
Multiple Copies	1 to 99 copies	1 to 999 copies
Exposure Control	Auto Exposure Mode, Manual Exposure Mode, Text Mode, Photo Mode and Text/Photo Mode	
Lost Image	Leading Edge : 4mm (Approx. 1/4") Rear Edge : 4mm (Approx. 1/4")	Trailing Edge : 4mm (Approx. 1/4")
Power Requirements	AC120V : 50/60Hz	
Power Consumption	1000W	1200W
Acoustic Noise	Copy Cycle : 69dB (A) or less Stand by : 47dB (A) or less	Copy Cycle : 71dB (A) or less Stand by : 50dB (A) or less
Dimensions	Width : 22-1/4", Depth : 27-3/4", Height : 25"	Width : 24-1/4", Depth : 27-3/4", Height : 25"
Weight	121 lbs.	132 lbs.
DC resistance	330Ω	
Ni-cd battery for memory back-up	Voltage : 4.8V, Capacitance : 300mAh	
Standard memory	16 MB	

**Duplexing Document Feeder AFR-14**

Document Feeding System	Standard Mode : 1-sided original, 2-sided original Mixed Original Detection Mode : 1-sided Mixed Original Detection 2-sided Mixed Original Detection Single Feeding Mode : 1-sided original
Kinds of Original	Plain paper 1-sided original Mode : 13-1/4 to 29-1/4 lbs. 2-sided original Mode, Mixed Original Detection Mode: 16 to 24 lbs. Single Feeding Mode : 9-1/4 to 53-1/4 lbs.
Original Size	1-sided, 2-sided original, Single Feeding Mode: 11"×17"L to 5-1/2"×8-1/2"L Mixed original Detection Mode : 11"×17"L to Letter
Capacity of Document Feed Tray	Up to 50 sheets (20-1/4 lbs.)
Copy Productivity	100%
Power Source	Supplied from copier
Power Consumption	60W or less
Dimensions	Width : 23-3/4" Depth : 19-3/4" Height : 4-1/4"
Weight	26-1/2 lbs.

**Automatic Document Feeder**

	AF-6	AF-7
Document Feeding System	Standard Mode : 1-sided original	
Kinds of Original	Single Feeding : Plain Paper (10-3/4 to 21-3/4 lbs.) Multiple Feeding : Plain Paper (14 to 21-3/4 lbs.)	
Original Size	1-sided, 2-sided original Mode: 11"×17"L to 5-1/2"×8-1/2" Mixed Original Detection Mode: 11"×17"L to 5-1/2"×8-1/2"C	
Capacity of Document Feed Tray	1-sided, 2-sided original Mode: Up to 70 sheets (14 to 21-3/4 lbs.) Mixed Original Detection Mode: Up to 50 sheets (14 to 21-3/4 lbs.)	
Copy Productivity	100%	
Power Source	Supplied from copier	
Power Consumption	60W or less	
Dimensions	Width : 21-1/4" Depth : 19-1/2" Height : 3-3/4"	
Weight	13-1/4 lbs.	

**Large Capacity Cabinet PF-106**

Kinds of Paper	Plain paper (16 to 24 lbs.), Recycled paper
Paper Size	A4C, Letter C, B5C
Capacity	2,500 sheets (21-1/4 lbs.)
Power Source	Supplied from copier
Power Consumption	45W
Dimensions	Width : 21" Depth : 21-1/2" Height : 11-1/4"
Weight	36-3/4 lbs.

**1. Specifications****Paper Feed Unit**

	PF-108	PF-110
Kinds of Paper	Plain paper (16 to 24 lbs.), Recycled paper	
Paper Size	11"×17"L to Letter	11"×17" L to 5-1/2"×8-1/2"C
Capacity	500 sheets (21-1/4 lbs.)	250 sheets (21-1/4 lbs.)
Power Source	Supplied from copier	
Power Consumption	10W or less	
Dimensions	Width : 21"    Depth : 21-1/2"    Height : 5"	
Weight	15-1/4 lbs.	12 lbs.

**Duplex Unit AD-10**

Kinds of Paper	Plain paper (16 lbs. to 24 lbs.), Recycled paper
Copy Paper Size	11"×17"L to 5-1/2"×8-1/2"L
Power Source	Supplied from copier
Power Consumption	21W
Dimensions	Width : 2-1/4"    Depth : 16-1/4"    Height : 10"
Weight	4-1/2 lbs.

**Finisher FN-100**

Types of Trays	Top Offset Tray, Elevator Tray
Modes	Non-Sort Mode, Sort Mode, Group Mode, Staple Mode, Hole Punch Mode
Kinds of Paper	<p>&lt;Top Offset Tray&gt;</p> <p>Non-Sort Mode</p> <ul style="list-style-type: none"> <li>• Plain paper (16 to 24 lbs.), Recycled paper</li> <li>• Special paper Card (24-1/4 to 41-3/4 lbs.), OHP transparencies, Translucent paper, Envelope</li> </ul> <p>Hole Punch Mode</p> <ul style="list-style-type: none"> <li>• Plain paper (16 to 24 lbs.), Recycled paper</li> </ul> <p>&lt;Elevator Tray&gt;</p> <p>Staple Mode</p> <ul style="list-style-type: none"> <li>• Plain paper (16 to 21-1/4 lbs.), Recycled paper</li> </ul> <p>Hole Punch Mode</p> <ul style="list-style-type: none"> <li>• Plain paper (16 to 24 lbs.), Recycled paper</li> </ul>
Paper Size	<p>&lt;Top Offset Tray&gt;</p> <p>11"×17"L to 5-1/2"×8-1/2"</p> <p>&lt;Elevator Tray&gt;</p> <p>11"×17"L to Letter</p>
Capacity	<p>&lt;Top Offset Tray&gt;</p> <ul style="list-style-type: none"> <li>• Plain paper (21-1/4 lbs.), Recycled paper: Max. Paper Size 5-1/2"×8-1/2", 250 sheets, Max. Paper Size 11"×17"L to Letter, 500 sheets</li> <li>• Special paper : 20 Cards, 10 OHP transparencies</li> </ul> <p>&lt;Elevator Tray&gt;</p> <ul style="list-style-type: none"> <li>• Plain paper (21-1/4 lbs.), Recycled paper: LetterL or smaller, 2000 sheets Larger than LegalL, 1000sheets</li> </ul>
Stapling	<p>Acceptable paper size : 11"×17"L to Letter</p> <p>Acceptable Number of copies : 2 to 50 sheets</p>
Punching	<p>Acceptable paper size : 11"×17"L, LetterC</p> <p>Punch Hole : 3-Hole (2-Hole is an option)</p>
Power Source	Supplied from copier
Power Consumption	63W or less
Dimensions	Width : 25-3/4" Depth : 24-1/2" Height : 38-3/4"
Weight	Finisher : 88-1/4 lbs. Transport Unit : 6-1/4 lbs.
Accessories	Staple Cartridge, 5000 staples/cartridge ×1 piece

## 1. Specifications

**Mailbin Finisher FN-500**

Types of Trays	Top Offset Tray, Elevator Tray, Mailbins (5 bins)
Modes	Non-Sort Mode, Sort Mode, Group Mode, Staple Mode and Hole Punch Mode
Kinds of Paper	<p>&lt;Top Offset Tray&gt;  Non-Sort Mode</p> <ul style="list-style-type: none"> <li>• Plain paper (16 to 24 lbs.), Recycled paper</li> <li>• Special paper  Card (24-1/4 to 41-3/4 lbs.), OHP transparencies</li> </ul> <p>Hole Punch Mode</p> <ul style="list-style-type: none"> <li>• Plain paper (16 to 24 lbs.), Recycled paper</li> </ul> <p>&lt;Elevator Tray&gt;  Staple Mode</p> <ul style="list-style-type: none"> <li>• Plain paper (16 to 21-1/4 lbs.), Recycled paper</li> </ul> <p>Hole Punch Mode</p> <ul style="list-style-type: none"> <li>• Plain paper (16 to 24 lbs.), Recycled paper</li> </ul> <p>&lt;Mailbin&gt;  For Printing: Sort Mode, Group Mode and Hole Punch Mode</p> <ul style="list-style-type: none"> <li>• Plain paper (16 to 21-1/4 lbs.), Recycled paper</li> </ul>
Paper Size	<p>&lt;Top Offset Tray&gt; 11"×17"L to 5-1/2"×8-1/2"</p> <p>&lt;Elevator Tray&gt; 11"×17"L to Letter</p> <p>&lt;Mailbin&gt; 11"×17"L to LetterC</p>
Capacity	<p>&lt;Top Offset Tray&gt;</p> <ul style="list-style-type: none"> <li>• Plain paper (21-1/4 lbs.), Recycled paper:  Max. Paper Size 5-1/2"×8-1/2", 250 sheets,  Max. Paper Size 11"×17" L to Letter, 500 sheets</li> <li>• Special paper : 20 Cards, 10 OHP transparencies</li> </ul> <p>&lt;Elevator Tray&gt;</p> <ul style="list-style-type: none"> <li>• Plain paper (21-1/4 lbs.), Recycled paper:  LetterL or smaller, 1000 sheets  Larger than LegalL, 500sheets</li> </ul> <p>&lt;Mailbin&gt;</p> <ul style="list-style-type: none"> <li>• Plain paper (21-1/4 lbs.), Recycled paper : 200 sheets/bin</li> </ul>
Stapling	<p>Acceptable paper size : 11"×17"L, LetterC</p> <p>Acceptable Number of copies : 2 to 50 sheets</p>
Punching	<p>Acceptable paper size : 11"×17"L to 5-1/2"×8-1/2"</p> <p>Punch Hole : 3-Hole (2-Hole is an option)</p>
Power Source	Supplied from copier
Power Consumption	63W or less
Dimensions	Width : 25-3/4" Depth : 24-1/2" Height : 38-3/4"
Weight	Mailbin Finisher : 110-1/4 lbs. Transport Unit : 6-1/4 lbs.
Accessories	Staple Cartridge, 5000 staples/cartridge ×1 piece

**Job Tray JS-200**

Type	Stationary
Number of Trays	2 Trays : Job Tray is the 1st tray. Copier exit tray becomes the 2nd tray.
Mode	Non-Sort Mode, Sort Mode and Group Mode
Kinds of Paper	<First Tray> • Plain paper (16 to 24 lbs.) <Second Tray> • Plain paper (16 to 24 lbs.), Recycled paper • Special paper : Card (24-1/4 to 43-1/4 lbs.), OHP transparencies
Paper Size	Width : 3-1/2" to 11-3/4" Length : 5-1/2" to 17" (11"×17"L to 5-1/2"×8-1/2")
Capacity	<First Tray> • Plain paper (16 to 24 lbs.) : 100 sheets <Second Tray> • Plain paper (16 to 24 lbs.) : 250 sheets • Special paper, Card, OHP transparencies : 20 sheets
Power Source	Supplied from copier
Power Consumption	26W or less
Dimensions	Width : 19-1/4" Depth : 19-3/4" Height : 8"
Weight	10-1/4 lbs.

**Shift Tray OT-100**

Shifting System	Tray moved by a pulse motor
Shift Home Position	Rear of unit
Shift Position	40mm
Modes	Non-Sort Mode, Sort Mode and Group Mode
Kinds of Paper	<Non-Sort> • Plain paper : (16 to 24 lbs.) • Special paper : Card (24-1/4 to 43-1/4 lbs.), OHP transparencies <Sort, Group> • Plain paper (16 to 24 lbs.)
Paper Size	<Non-Sort> Width : 3-1/2" to 11-3/4" Length : 5-1/2" to 17" (11"×17"L to 5-1/2"×8-1/2") <Sort, Group> Width : 5-1/2" to 11-3/4" Length : 5-1/2" to 17" (11"×17"L to 5-1/2"×8-1/2")
Capacity	Plain paper (16 to 24 lbs.) : 250 sheets Special paper, Card, OHP transparencies : 20 sheets
Power Source	Supplied from copier
Power Consumption	26W or less
Dimensions	Width : 19-1/4" Depth : 22" Height : 8"
Weight	15 lbs.

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# MEMO

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