

SHARP®

MODEL

AR-FX7

AR-M256

AR-M316

FACSIMILE EXPANSION KIT

OPERATION MANUAL

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This equipment has been tested according to the pan-European TBR 21 regulation. It will operate on all analogue telephone networks which comply with the TBR 21.

Please contact your dealer or network operator, if you are not sure whether your network operates according to TBR 21.

- This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This equipment complies with the requirements of Directive 1999/5/EC.

Dieses Gerät entspricht den Anforderungen der EU-Richtlinie 1999/5/EG.

Cet appareil est conforme aux exigences de la directive 1999/5/CE.

Este aparato satisface las exigencias de la Directiva 1999/5/CE.

Quest'apparecchio è conforme ai requisiti della direttiva 1999/5/CE.

Dit apparaat voldoet aan de eisen van de richtlijn 1999/5/EG.

Este equipamento obedece às exigências da directiva 1999/5/CE.

Denna utrustning uppfyller kraven enligt direktiv 1999/5/EC.

Dette udstyr overholder kravene i direktiv 1999/5/EF.

Dette produktet oppfyller kravene i direktiv 1999/5/EC.

Tämä laite täyttää direktiivi 1999/5/EY.

Ο εξοπλισμός αυτός πληρούει τις πρόνοιες της Οδηγίας 1999/5/ΕΕ του Ευρωπαϊκού Κοινοβουλίου και του Συμβουλίου.

Bu cihaz Avrupa Parlamentosu ve Konseyi Direktifi 1999/5/EC 'nin gerekliliklerine uygundur.

Toto zařízení je v souladu s požadavky směrnice rady 1999/5/EC.

Seade vastab direktiivi 1999/5/EÜ nõuetele.

Ez a berendezés megfelel az 1999/5/EK Irányelvnek.

Ši ierice atbilst tehniskam prasibam pec 1999/5/EC direktivas.

Šis prietaisas atitinka direktyvos 1999/5/EC reikalavimus.

To urządzenie spełnia wymagania dyrektywy 1999/5/EC.

Tento přístroj je v súlade s požiadavkami smernice rady 1999/5/EC.

Ta oprema je v skladu z zahtevami Direktive 1999/5/EC.

Acest echipament se conformată cerințelor Directivei 1999/5/CE.

Това оборудване отговаря на изискванията на Директива 1999/5/EO.



Important safety information

- If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.
- The AC power outlet shall be installed near the equipment and shall be easily accessible.
- Never install telephone wiring during a lightning storms.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not install or use the machine near water, or when you are wet. Take care not to spill any liquids on the machine.

The Declaration of Conformity can be viewed at the following URL address.

<http://www.sharp.de/doc/AR-FX7.pdf>

Note

- This operation manual (fax function) describes the AR-M236/AR-M276 model with optional reversing single pass feeder (AR-RP7), optional job separator tray kit (AR-TR3), and optional facsimile expansion kit (AR-FX7) installed. Depending on the model you have and on the options installed, some of the illustrations in this manual may be different, however, the basic operations are the same.
- This manual (fax function) refers to the Reversing Single Pass Feeder as the "RSPF".

TO USERS OF THE AR-M256/AR-M316

Thank you for purchasing the facsimile expansion kit. The Operation Manual (for facsimile) primarily explains the fax function on the AR-M230/M270 Series. Although the appearance of the operation panel and touch panel may be slightly different on your model, the procedures for using the fax function are the same. Please refer to this guide along with the Operation Manual (for facsimile) to use the fax function of the machine.

ADDITION OF DESTINATION STORING FUNCTION TO THE WEB PAGE

A feature for storing fax destinations in the Web page has been added.
(when the PRINTER EXPANSION KIT is installed)

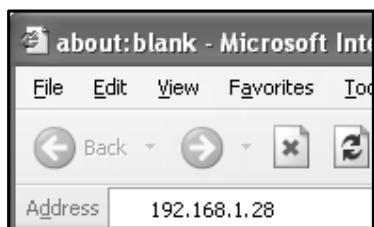
[Accessing Web pages]

1 Open the Web browser on your computer.

Supported browsers: Internet Explorer 6.0 or later (Windows)
Netscape Navigator 7.0 or later
Safari 1.2 or later (Macintosh)

2 In the "Address" field of your Web browser, enter the IP address of the machine as a URL.

Example:



When the connection is established, the Web page will appear in your browser.

3 Store fax destinations in "Destination" under "Image Send Management" in the Web page menu frame.

ADDITION TO THE KEY OPERATOR PROGRAMS

The following program has been added to the "FAX DEFAULT SETTINGS".

DISABLE OF FAX NUMBER DIRECT ENTRY

When the fax function is enabled, this program is used to prohibit dialing of a destination fax number by direct entry with the numeric keys. To prohibit dialing by direct entry with the numeric keys, touch the checkbox to select it. When this is done, faxes can only be sent to destinations that have been stored, and thus this program can be used to restrict fax destinations and prevent accidental transmission to an incorrect number. The following operations are also prohibited:

- Storing rapid dial keys
- Storing relay groups
- Direct entry of fax numbers when storing a group
- Direct entry of fax numbers when storing programs
- Editing and deleting of stored rapid dial keys
- Editing and deleting of stored relay groups
- Direct entry of fax numbers when editing stored groups
- Direct entry of fax numbers when editing stored programs
- Direct entry of a fax number for received fax forwarding

OTHER CHANGES

If you are using the fax function on the AR-M256/AR-M316, please make the following substitutions in the Operation Manual (for facsimile).

page	Changes	Text in the Operation Manual (for facsimile)	When using the fax function on the AR-M256/AR-M316
19	Note	When using job build mode, the number of originals scanned will appear in the display. When the count reaches 256 pages, it will reset to 0 and further scanned pages will be counted from 1.	When using job build mode, the number of originals scanned will appear in the display.

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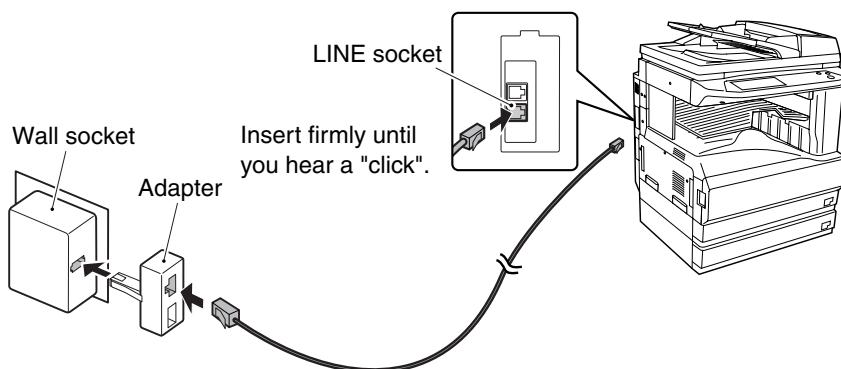
TO USE THIS PRODUCT CORRECTLY AS A FACSIMILE

Several points must be kept in mind when using this product as a facsimile.
Please note the following:

Connecting the telephone line cord

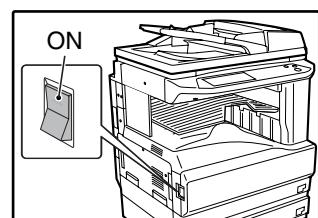
Use only the provided telephone line cord to connect the machine to the wall telephone socket. As shown in the illustration, insert the end of the cord with the core into the LINE socket on the side of the machine as shown in the illustration. Insert the other end (without the core) into the adapter and insert the adapter into the wall telephone socket. For more information, contact your nearest Sharp service center.

Please note that the adapter is not necessary for Nordic countries.



Power switch

Keep the machine's power switch turned on at all times.
Faxes cannot be received if the power is turned off.



Lithium battery

A lithium battery inside the unit keeps settings and programmed information in memory.

- When the battery dies, settings and programmed information will be lost. Be sure to keep a written record of the settings and programmed information. ("PRINTING PROGRAMMED INFORMATION" (p.80))
- Battery power is consumed when the machine's power switch is turned off. (Power is consumed even if no settings or information are stored in the machine.) When the machine's power switch is turned on, almost no battery power is consumed.
- The life of the lithium battery is approximately 5 years if the power switch are kept continually off.
- In the unlikely event that the battery expires, a message will appear in the display and the unit will not operate correctly. If this should occur please contact your authorised service representative.

Other information

- If a thunderstorm occurs, we recommend that you unplug the power cord from the power outlet. Information will be retained in memory even if the power cord is unplugged.

This chapter contains basic information about using the fax function of this product. Please read this chapter before using the unit as a fax machine.

SETTINGS REQUIRED FOR THE FAX FUNCTION

Before using the unit as a fax machine, make sure that the following information has been programmed correctly.

Make sure the correct date and time have been set

Make sure the correct date and time have been programmed in the unit (refer to "CUSTOM SETTINGS" of operation manual for copier). If the date and time are wrong, please correct.

It is important to set the correct date and time because they are used for such features as Timer Transmission (p.30).

Daylight Saving Time Setting

Enable this setting to have the internal clock automatically move forward and backward at the beginning and end of Daylight Saving Time. The clock will move forward and backward as follows:

The last Sunday in March: 1:00 A.M. → 2:00 A.M.

The last Sunday in October: 1:00 A.M. → 0:00 A.M.

Follow these steps to enable Daylight Saving Time.

- 1 Press the [CUSTOM SETTINGS] key.
- 2 Touch the [CLOCK] key.
- 3 Select the [DAYLIGHT SAVING TIME SETTING] checkbox.
- 4 Touch the [OK] key.

Program the sender's name and sender's number

Refer to "OWN NUMBER AND NAME SET" (p.98) to program the name and fax number of the user of this product using the key operator programs. The programmed name and number are printed at the top of each transmitted fax page. The sender's number is also used as an identification number when you use the Polling function to request transmission from another fax machine ("USING THE POLLING FUNCTION" (p.33)).

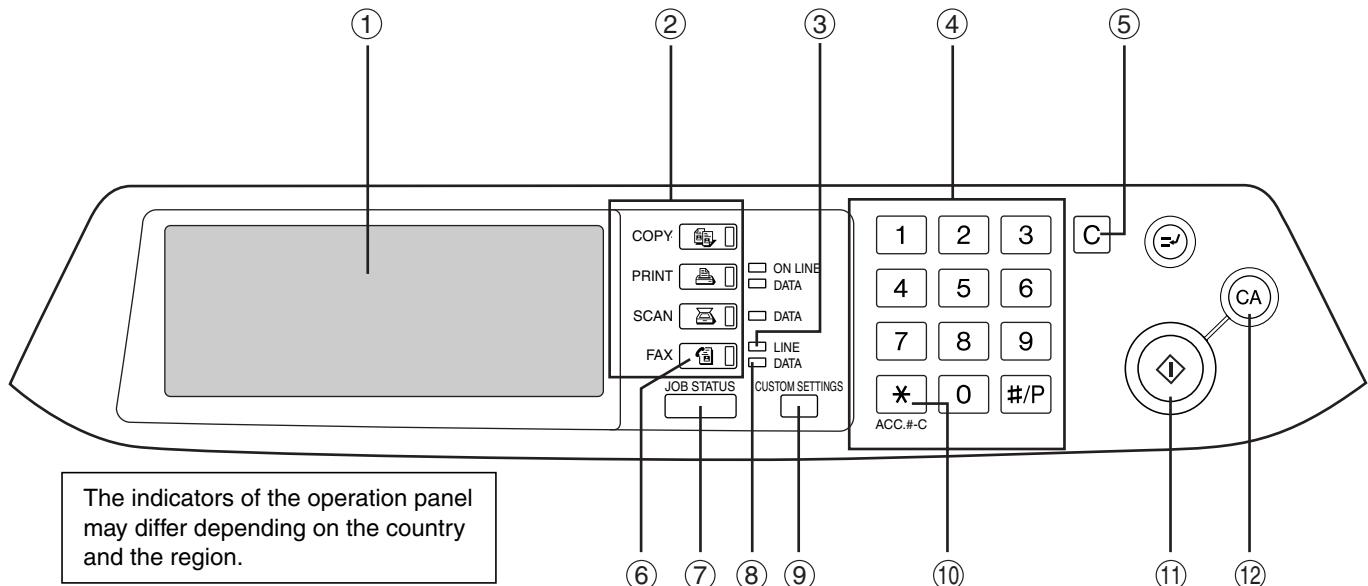


You can check your programmed name and number by printing out the Sender List. ("PRINTING REPORTS" (p.86))

PART NAMES AND FUNCTIONS

OPERATION PANEL

Operation panel keys and keys displayed on the touch panel that are used for fax are explained here.



① Touch panel (p.7)

- Messages and keys appears in the touch panel. A key can be touched to select or enter a setting.
- When you touch a key, a beep sounds and the key is highlighted to indicate that it has been selected.
- Keys that cannot be selected in a screen are grayed out. If a grayed out key is touched, a double beep will sound to indicate that the key cannot be selected.

② Mode select keys

Use to select the basic modes of the machine.

③ LINE light

This lights while a fax is being sent or received.

④ Numeric keys

Use for settings that require the entry of numbers.

⑤ [CLEAR] key (C)

This is used to clear a mistake when entering a number. One digit is cleared each time the key is pressed. The key is also used to cancel scanning of an original.

⑥ [FAX] key (p.7)

Press to switch to fax mode. The initial screen of fax mode will appear in the touch panel display.

⑦ [JOB STATUS] key (p.23)

Use to check the status of a job.

⑧ DATA light

This light blinks when a fax has been received to memory.

The light stays on constantly when a fax is waiting in memory for transmission.

⑨ [CUSTOM SETTINGS] key

Use to customize the machine settings to better suit your needs. See "CUSTOM SETTINGS" in the operation manual for copier. When using the fax function, destinations can be stored (p.66) and settings for fax reception (p.63) and fax forwarding (p.29) can be selected.

⑩ [ACC. #-C] key (*)

Press to use the fax function when auditing mode is enabled. (See "AUDITING MODE" in operation manual for copier.) This key can also be used to issue tone signals when the machine is connected to a pulse dial line.

⑪ [START] key (①) (p.13)

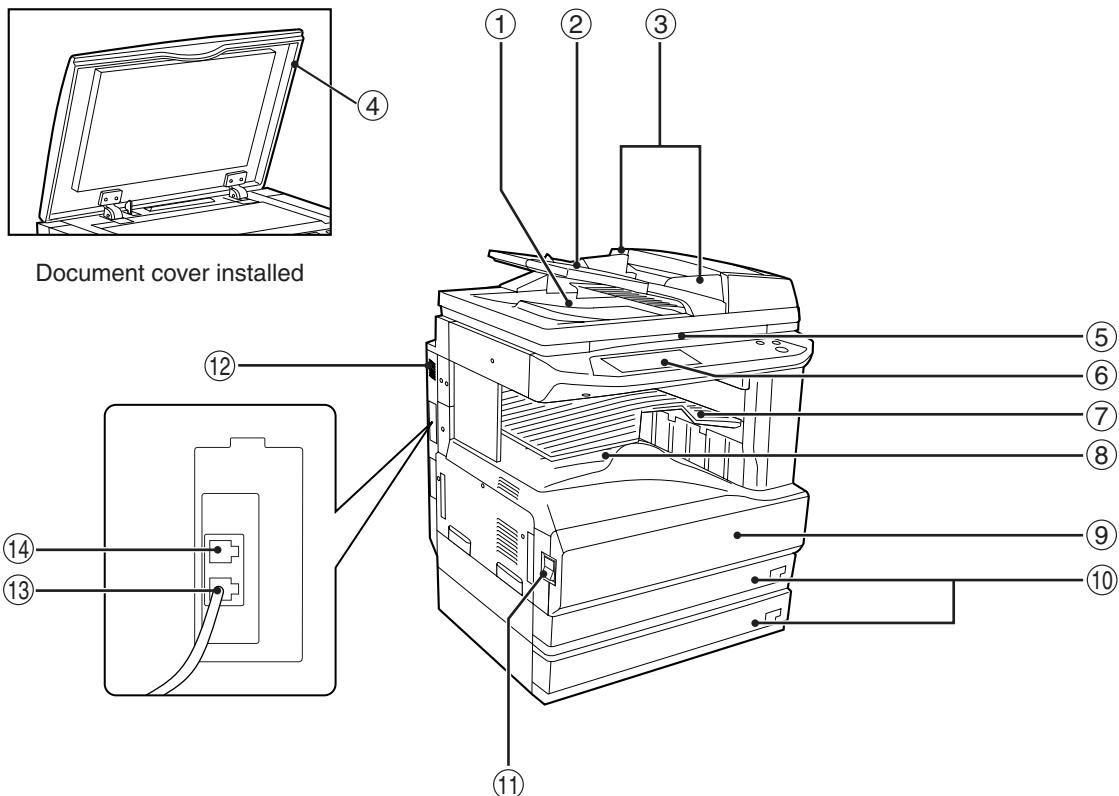
Press to begin scanning an original for fax transmission.

⑫ [CLEAR ALL] key (CA)

Use to cancel a transmission or programming operation. When the key is pressed, the operation is cancelled and you return to the initial screen (p.7).

When sending a fax, this key is also used to cancel an image setting, paper size setting, or special function.

PARTS OF THE MACHINE



① Exit area

The original exits here after transmission or scanning into memory.

② Document feeder tray

Place the original face-up in this tray for transmission.(p.10)

③ Original guides

Adjust these guides to match the width of the original.(p.10)

④ Document cover

Close this cover to flatten the original on the document glass.

⑤ Document glass

Books and other originals that cannot be inserted into the RSPF can be placed here.(p.10)

⑥ Operation panel (p.5)

⑦ Job separator tray

Received faxes are delivered to this tray. Fax function lists are also delivered here after printing.

*The job separator tray cannot be used when a finisher is installed. Also, the output tray can be changed using a key operator program for the copy function. See "OUTPUT TRAYS" in the key operator's guide.

⑧ Centre tray

The output tray for received faxes can be changed to the centre tray using the key operator programs for the copy function.

⑨ Front cover

Open this cover to remove a misfeed. (See the operation manual for copier.)

⑩ Paper trays

These hold the paper that is used for fax reception and copying. Each tray holds approximately 500 sheets of paper. (See the operation manual for copier.)

⑪ Power switch

Turns the power on and off.(p.3)

⑫ Speaker

The line can be heard through the speaker during on-hook dialling, as well as the beep that signals the completion of a fax transmission.

⑬ LINE Socket

Insert the telephone line cord here.(p.3)

⑭ TEL Socket

Connect an extension telephone here.

The method of connecting an extension telephone varies by country. For more information, see page 61.



For parts of the machine that are related to both faxing and copying (parts related to removing misfeeds, loading paper, etc.), see "PART NAMES AND FUNCTIONS" in the operation manual for copier.

FAX MODE (CONDITION SETTING SCREEN)

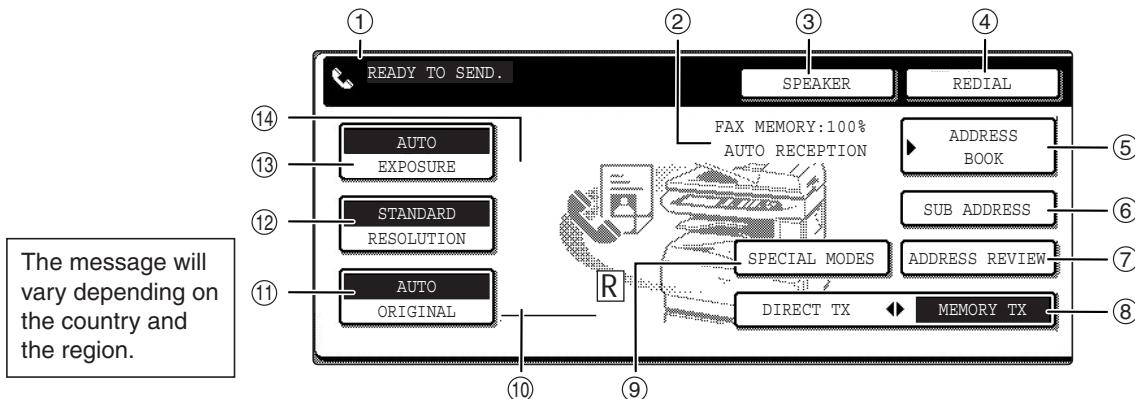
The condition setting screen of fax mode is displayed by pressing the [FAX] key while the print mode, copy mode, or job status screen appears in the touch panel. In the explanations that follow, it is assumed that the initial screen that appears after pressing the [FAX] key is the condition setting screen (shown below). If you have set the display to show the address directory (p.8) when the [FAX] key is pressed, touch the [CONDITION SETTINGS] key in the address directory to display the condition setting screen.

A key operator program can be used to set the display to show either the condition setting screen (shown below) or the address directory screen (p.8) when the [FAX] key is pressed ("DEFAULT DISPLAY SETTINGS" (p.97)).

Condition setting screen

The display is initially set (factory setting) to show the following screen when the [FAX] key is pressed.

1



① Message display

Messages appear here to indicate the current status of the machine. When the machine is ready to send, an icon appears to the left.

② Memory and reception mode display

This shows the amount of fax memory that is free and the currently selected reception mode.

③ [SPEAKER] key (p.11)

This key is used for dialling with the speaker. During dialling it changes into the [PAUSE] key, and after pressing the [SUB ADDRESS] key it changes into the [SPACE] key.

④ [REDIAL] key (p.11)

Touch this key to redial the most recently dialled number. After dialling, this key changes into the [NEXT ADDRESS] key.

⑤ [ADDRESS BOOK] key (p.16)

This displays the Address Directory screen (p.8). Touch this key when you want to use an auto-dial number (rapid dialling or group dialling).

⑥ [SUB ADDRESS] key (p.53)

Touch this key to enter a sub-address or passcode.

⑦ [ADDRESS REVIEW] key (p.27)

When performing a broadcast transmission, touch this key to check your selected destinations. A list of your selected destinations will appear, and destinations can be deleted from the list.

⑧ [DIRECT TX ⇄ MEMORY TX] key (p.14)

Touch this key to switch from memory transmission mode to direct transmission mode. The selected mode is highlighted.

⑨ [SPECIAL MODES] key

Touch this key to select one of the following special functions:

- Timer transmission (p.30) • Polling (p.33)
- Slow scan mode (p.39) • Dual page scan (p.40)
- Program (p.41) • Memory box (p.48)
- Cover sheet (p.42) • TX message (p.43)
- Sending options (p.47 and p.50)
- Own passcode select (p.45)

For information about the "R" key, refer to page 100. (Not available for UK)

⑩ Original settings icon display

When two-sided scanning (p.17) or job build mode (p.18) is selected (touch the [ORIGINAL] key to select these functions), an icon will appear in this display.

The icon can be touched to open the original settings screen.

⑪ [ORIGINAL] key (p.20)

Touch this key to manually set the original size or select two-sided scanning.

⑫ [RESOLUTION] key (p.21)

Touch this key to change the resolution setting when scanning an original. The selected resolution setting will be highlighted above the key. The initial factory setting is [STANDARD].

⑬ [EXPOSURE] key (p.22)

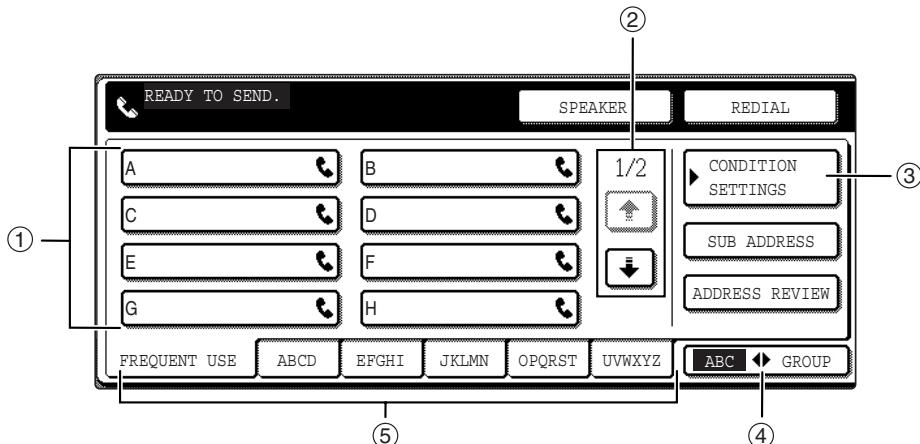
Touch this key to change the scanning exposure. The selected exposure is highlighted above the key. The initial factory setting is [AUTO].

⑭ Special function icon display

When a special function such as polling or dual page scan is selected, the special function icon appears here.

Address directory screen (alphabetically ordered)

If "DEFAULT DISPLAY SETTINGS" (p.97) is set to address directory, the following screen will be the initial screen that appears when the [FAX] key is pressed.



① Rapid key display

This shows the rapid keys that have been stored on the selected "index card". The display is initially set to show 8 keys. This can be changed to 6 or 12 using a key operator program. ("THE NUMBER OF DIRECT ADDRESS KEYS DISPLAYED SETTING" (p.97))

② Display switching keys

In cases where the rapid keys cannot all be displayed on one screen, this shows how many screens are left. Touch the \uparrow \downarrow keys to move through the screens.

③ [CONDITION SETTINGS] key

This displays the condition setting screen (p.7), which is used to set various conditions.

④ [ABC \blacktriangleleft GROUP] key

Touch this key to switch between the alphabetical index and the group index.

⑤ Index keys (p.79)

Destinations programmed in auto-dialling are stored in indexes. In the alphabetical index, the destinations appear in alphabetical order. In the group indexes, the destinations appear in the order of their control numbers. Touch the [ABC \blacktriangleleft GROUP] key to switch between indexes.

The group indexes can be used as follows:

- For storing destinations in groups. (p.68)
- A name can be assigned to each index. (p.79)



The screen showed above is the alphabetical address book. If desired, the initial screen can be set to the group address book. ("DEFAULT DISPLAY SETTINGS" (p.97))

ORIGINALS

ORIGINALS THAT CAN BE FAXED

Original sizes

	Minimum original size	Maximum original size
Using the RSPF	210 mm (width) x 148 mm (length) (8-1/2" (width) x 5-1/2" (length)) 148 mm (width) x 210 mm (length) (5-1/2" (width) x 8-1/2" (length))	297 mm (width) x 1000 mm (length) (11" (width) x 39.3"** (length)) * Long originals can be loaded.
Using the document glass		297 mm (width) x 420 mm (length) (11" (width) x 17" (length))



- Originals that are not a standard size (p.20) can also be faxed.
- There are restrictions on originals that can be scanned using the RSPF. See "POINTS TO NOTE WHEN MAKING COPIES" in the operation manual for copier.

*Long originals

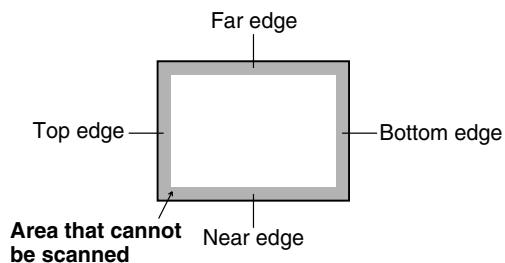
Depending on the resolution setting and the width of the original, there may not be sufficient space in memory to hold a long original. In this case, refer to the following table and select a lower resolution setting and/or shorten the original.

	A3 wide 297 mm (11")	B4 wide 257 mm (10")	A4 wide 215 mm (8-1/2")
Standard	1000 mm (39.3")	1000 mm (39.3")	1000 mm (39.3")
Fine	1000 mm (39.3")	1000 mm (39.3")	1000 mm (39.3")
Super fine	1000 mm (39.3")	1000 mm (39.3")	1000 mm (39.3")
Ultra fine	880 mm (34.6")	1000 mm (39.3")	1000 mm (39.3")

Scanning area of original

Note that the edges of an original cannot be scanned.

Area that cannot be scanned : 5 mm (0.2") or less at top edge
and 5 mm (0.2") or less at bottom edge
: Near edge + far edge = 6 mm (0.24") or less



Automatic reduction of faxed document

If the width of the faxed document is greater than the receiving machine's maximum receivable width, the document will be automatically reduced.

Faxed document width	Receiving machine's paper width	Reduced size	Ratio
A3 (11" x 17")	B4 (8-1/2" x 14")	B4 (8-1/2" x 14")	1 : 0.70 (Area ratio)
A3 (11" x 17")	A4 (8-1/2" x 11")	A4R (8-1/2" x 11"R)	1 : 0.5 (Area ratio)
B4 (8-1/2" x 14")	A4 (8-1/2" x 11")	A4R (8-1/2" x 11"R)	1 : 0.64 (Area ratio)

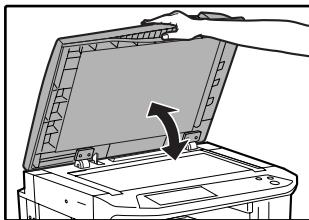
A document can also be faxed without reducing its size. In this case, the left and right edges will not be transmitted. ("AUTO RECEIVE REDUCE SETTING" (p.102))

LOADING AN ORIGINAL

An original can be loaded in the RSPF or placed on the document glass. Load multi-page sheet originals in the RSPF. Place books and other originals that cannot be loaded in the RSPF on the document glass.

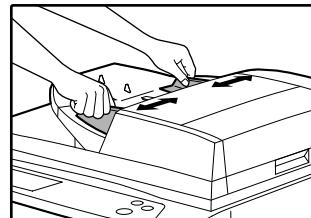
USING THE RSPF

- 1 Lift the document cover/RSPF and make sure an original is not placed on the document glass. Gently close the document cover/RSPF.

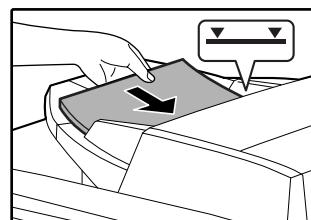


If originals are placed both in the RSPF and on the document glass, only the original in the RSPF will be scanned.

- 2 Adjust the original guides on the RSPF to the width of the original.



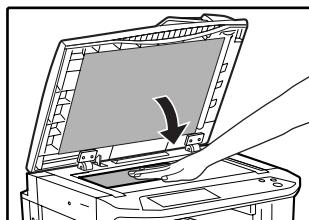
- 3 Align the edges of the original pages and then insert the pages face up in the document feeder tray.



Insert the stack into the document feeder tray until it stops. The stack should not be higher than the indicator line (maximum 100 pages).

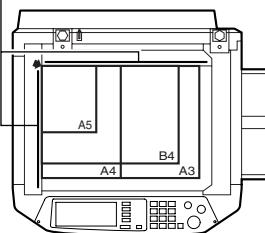
USING THE DOCUMENT GLASS

- 1 Open the document cover/RSPF, place the original face down on the document glass, and close the document cover/RSPF.

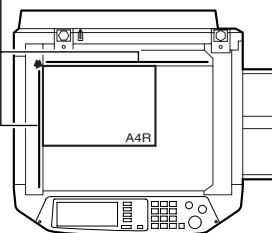


Regardless of the size of the original, place the original in the far left corner of the document glass. (Align the upper left-hand corner of the original with the tip of the  mark.)

Document glass scale



Document glass scale



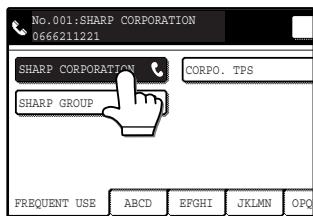
CONVENIENT DIALLING METHODS

AUTO-DIALLING

This product includes an auto-dialling feature to make dialling easier. By programming frequently dialled numbers, you can call and send documents to these locations by means of a simple dialling operation (p.16). There are two types of auto-dialling: rapid dialling and group dialling. To program auto-dial numbers, refer to pages p.68, p.72.

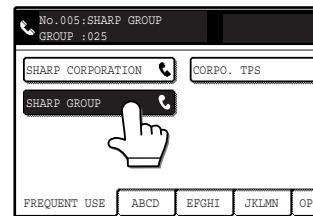
Rapid dialling

Simply press a rapid key and then press the [START] key (①) to dial the programmed location. When using F-code transmission, a sub-address and passcode can also be programmed (p.52).



Touch the [ADDRESS BOOK] key in the initial screen to display the above screen.

- A total of 500 rapid dial and group dial keys can be programmed. (p.66)
- Programmed rapid keys and group dial keys are stored on "index cards". A key can be accessed by touching its card. (p.8)



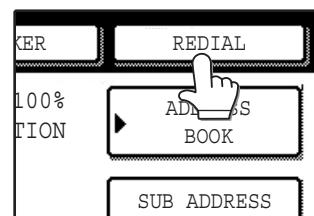
Touch the [ADDRESS BOOK] key in the initial screen to display the above screen.

Caution To prevent calling or sending a fax to a wrong number, look carefully at the touch panel and make sure that you enter the correct number when programming an auto-dial number. You can also check programmed numbers by printing out an address list or group list after programming (p.80).

REDIALING

The last number dialled can be redialed by simply pressing the [REDIAL] key. The machine keeps the last number dialled with a rapid key or the numeric keys in memory. However, when an F-code transmission is performed, the machine only retains the fax number; it does not retain the sub-address or passcode.

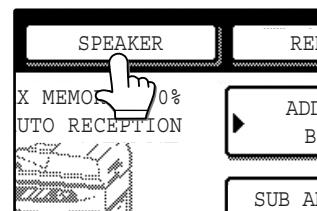
- If numeric keys were pressed during a phone conversation, the [REDIAL] key may not dial the correct number.
- The number is not retained when the following special operations are performed (the last number that was dialled before the special operation is retained):
 - Broadcast transmission
 - Serial polling
 - Timer transmission
 - Group dialling



ON-HOOK DIALLING

This feature allows you to dial without lifting an extension phone connected to the machine. Touch the [SPEAKER] key, listen for the dial tone through the speaker, and then dial.

- Faxes must be sent manually when using on-hook dialling. (p.62)
- A number that includes a sub-address or passcode cannot be dialled by on-hook dialling.



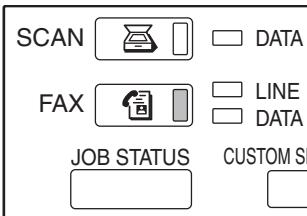
This chapter explains the basic procedures for sending and receiving faxes.

SENDING A FAX

BASIC PROCEDURE FOR SENDING FAXES

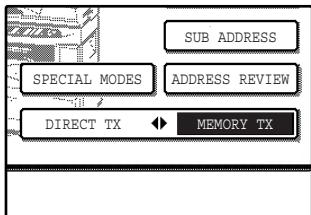
The procedure for sending a fax in memory transmission mode (p.14) is explained in the following.

1 Make sure that the machine is in fax mode.



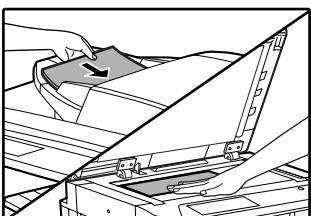
When the [FAX] key light is on, the machine is in fax mode. If the light is not on, press the [FAX] key.

2 Make sure that memory transmission mode is selected.



Memory transmission mode is selected when "MEMORY TX" is highlighted in the [DIRECT TX ↔ MEMORY TX] key. If "DIRECT TX" is highlighted, touch the [DIRECT TX ↔ MEMORY TX] key.

3 Place the original.

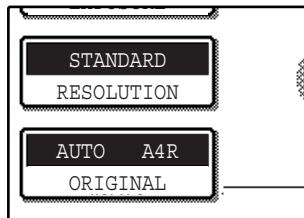


For originals that can be sent, see "ORIGINALS" on page 9.
If you are sending multiple pages, scan the pages in order beginning from the first page.



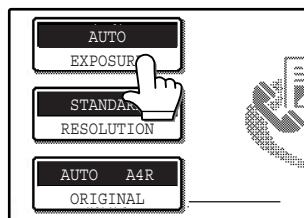
You cannot place originals in both the RSPF and on the document glass and send them in a single fax transmission.

4 Check the original size.



If the address directory screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (p.7). If you loaded a non-standard size original or the original size was not correctly detected, touch the [ORIGINAL] key and set the original size. ("MANUALLY SETTING THE SCANNING SIZE" (p.20))

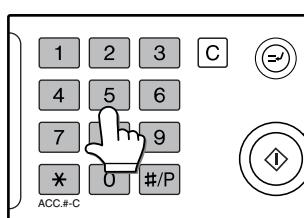
5 If needed, adjust the resolution and exposure settings.



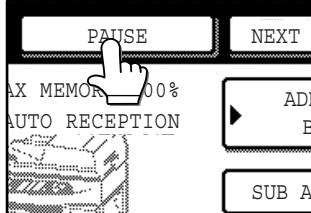
Resolution: Page 21
Exposure: Page 22

If needed, select the sender's name. (p.45)

6 Enter the fax number.



The number that you entered appears in the message display ("Condition Setting screen" (p.7 ①)). If it is not correct, press the [CLEAR] key ([C]) and re-enter the number. You can also use the REDIAL key (p.11) or an auto-dial number (p.11).

Entering a pause.

If you need to insert a pause between digits to access an outside line or dial an international number, touch the [PAUSE] key in the upper right-hand corner of the screen.

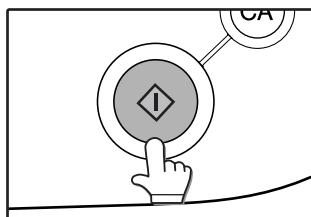
Each time you touch the [PAUSE] key, a hyphen ("-") appears and a 2-second pause* is inserted.

After entering a number, you can also touch the [PAUSE] key to enter a hyphen, and then enter another number using the numeric keys or a rapid key. This connects the numbers together (Chain dialling).

*The duration of each pause can be changed with the key operator program. ("PAUSE TIME SETTING" (p.98))



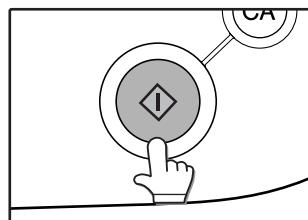
Group keys cannot be used for chain dialling.

Using the RSPF**7 Press the [START] key (◎).**

Scanning begins. If a job is not in progress and the telephone line is not being used, the destination is dialled while the original is being scanned. (This is called "Quick on-line"; see page 14). If there is a

previously stored job or a job is in progress, or if the line is being used, all pages of the document are scanned into memory and stored as a transmission job. (This is called memory transmission: the destination is automatically called and the document transmitted after previously stored jobs are completed.)

If scanning is completed normally, a beep sounds to inform you that the transmission job is stored and "JOB STORED." appears in the message display.

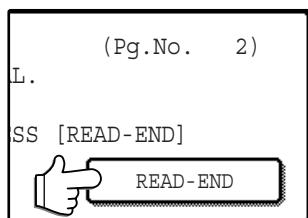
Using the document glass**7 Press the [START] key (◎).**

The original is scanned and the [READ-END] key appears.

8 If you have another page to scan, change pages and then press the [START] key (◎).

Repeat this sequence until all pages have been scanned. You can change the original size, resolution, and exposure settings as needed for each page.

If no action is taken for one minute (the [START] key (◎) is not pressed), scanning automatically ends and the transmission job is stored.

9 After the final page is scanned, touch the [READ-END] key.

A beep sounds to inform you that the transmission job is stored and "JOB STORED." appears in the message display. (The destination is automatically called and the document transmitted after previously stored jobs are completed.) Open the RSPF and remove the document.

**Cancelling transmission**

To cancel transmission while "SCANNING ORIGINAL" appears in the display or before the [READ-END] key is pressed, press the [CLEAR] key (C) or the [CLEAR ALL] key (CA). To cancel a transmission job that is already stored, press the [JOB STATUS] key and cancel the job as explained on page 24.



- If the machine sounds two beeps during or at the end of transmission and an error message appears in the touch panel, refer to "WHEN AN ALARM SOUNDS AND A WARNING MESSAGE IS DISPLAYED" (p.87) to fix the problem.
- If the power is turned off or there is an interruption in the power supply while an original is being scanned using the RSPF, scanning will stop and a misfeed will occur. After the power is restored, remove the misfed original as explained in "MISFEED REMOVAL" in the operation manual for copier.

Memory transmission mode

When memory transmission mode is selected, the original is scanned into memory and then sent to the destination. When the RSPF is used for transmission, transmission of the first scanned page begins while the remaining pages are scanned. (See "Quick On-line transmission" below.)

If Quick On-line transmission is not enabled, or if the document glass is used for scanning, all pages of the original are scanned into memory before the destination is dialled and transmission begins.

The number of pages that can be held in memory varies depending on the content of the pages, the transmission settings, and the amount of memory installed (p.109).



When On-hook dialling is used, direct transmission mode is automatically selected (memory transmission mode cannot be used).

Quick On-line

When the RSPF is used for memory transmission and there are no previously stored jobs waiting or in progress (and the line is not being used), the machine dials the destination and begins transmitting scanned pages while the remaining pages are scanned. This transmission method is called Quick On-line. The messages "SCANNING ORIGINAL." and "CONNECTING." both appear until scanning of the final page is completed.

If the receiving party is busy when a Quick On-line transmission is attempted, the transmission will be automatically reattempted at a later time. (See "If the receiving party is busy" on page 15.)



- The machine is initially set (factory setting) to perform Quick On-line transmission. If desired, you can turn off this function in the key operator programs (see "QUICK ON LINE SENDING" (p.101)).
- When an original is transmitted using the following methods, the job will be stored in memory (Quick On-line transmission will not be performed):
 - Sending from the document glass
 - Broadcast transmission (p.26)
 - Timer transmission (p.30)
 - F-code transmission (Chapter 4)

Direct transmission mode

When direct transmission mode is selected, the document is directly transmitted after the destination is dialled.

Direct transmission mode does not use memory, and thus transmission is possible even when the memory is full.



- A subsequent transmission cannot be stored when direct transmission mode is selected.
- When the document glass is used, only one page can be faxed in direct transmission mode.
- The following functions cannot be used when direct transmission mode is selected:
 - image rotation (p.15), Broadcasting (p.26) and other functions for transmission to multiple destinations, timer transmission (p.30), two-sided original scanning (p.17), divided page transmission (p.40), and job build (p.18).

Storing transmission jobs (memory transmission)

If a transmission is performed in memory transmission mode while the machine is already sending or receiving a fax, the document will be scanned into memory and then automatically transmitted after the previous job is completed (this is called storing a transmission). Up to 50 jobs can be stored in memory at once, not including the job currently being executed. After transmission, the scanned document data is cleared from memory.



- You can check transmission jobs stored in memory in the job status screen. (See "PART NAMES AND FUNCTIONS" in the operation manual for copier.)
- If the memory becomes full while a document is being scanned, a message will appear in the display. You can cancel the scanning by touching the [CANCEL] key, or send only the pages already scanned by touching the [SEND] key. The page that was being scanned when the memory became full will be cleared from memory. If the memory becomes full while scanning the first page of a document, the transmission job is automatically cancelled.
- The number of jobs that can be stored will depend on the number of pages in each job and the transmission conditions. The number of storable jobs will increase if the optional expansion memory (8 MB) is installed.

If the receiving party is busy

If the receiving party is busy, the transmission is temporarily cancelled and then automatically re-attempted after a brief interval (two attempts are made at an interval of 3 minutes*). If you do not want the machine to re-attempt the transmission, touch the [JOB STATUS] key and cancel the transmission. (p.24)

* This setting can be changed in the key operator programs ("RECALL IN CASE OF LINE BUSY" (p.101)).

The settings may vary in some regions.

If a transmission error occurs

The machine will automatically re-attempt transmission (once at an interval of one minute*¹) if transmission does not end normally due to a line error or other reason, or if the other machine does not begin reception within 60 seconds*² after the connection is established. To cancel automatic retransmission, touch the [JOB STATUS] key and cancel the transmission. (p.24)

*¹This setting can be changed in the key operator programs. ("RECALL IN CASE OF COMMUNICATION ERROR" (p.101))

The settings may vary in some regions.

*²This setting can be changed in the key operator programs. ("CALL TIMER AT MEMORY SENDING" (p.101))

The settings may vary in some regions.

Image rotation

The machine is initially set to rotate a vertically-placed (□) document 90 degrees so that it is oriented horizontally (□) before transmission (A4 (8-1/2" x 11") originals are rotated to A4R (8-1/2" x 11"R), A5R(5-1/2" x 8-1/2"R) originals are rotated to A5 (5-1/2" x 8-1/2") and 8-1/2" x 11" (A4) originals are rotated to 8-1/2" x 11"R (A4R)). (A4R (8-1/2" x 11"R) originals, A5 (5-1/2" x 8-1/2") originals and 8-1/2" x 11"R (A4R) originals are not rotated.) If desired, you can turn this function off with the key operator program as explained on page 101.

In Taiwan, the machine is set to rotate an A4 (8-1/2" x 11") original to A4R (8-1/2" x 11"R), a B5R original to B5, an A5R (5-1/2" x 8-1/2"R) original to A5 (5-1/2" x 8-1/2"), and an 8-1/2" x 11" (A4) original to 8-1/2" x 11"R (A4R) before transmission.



When a A5 (5-1/2" x 8-1/2") or A5R (5-1/2" x 8-1/2"R) original is faxed from the RSPF, the original size will be automatically detected. However, when the document glass is used, the size of a A5R (5-1/2" x 8-1/2"R) original will not automatically be detected. When faxing a A5R (5-1/2" x 8-1/2"R) original from the document glass, you must manually set the original size. ("MANUALLY SETTING THE SCANNING SIZE" (p.20))

Error Correction Mode (ECM)

Noise on the line can sometimes cause distortions in a transmitted fax image. When this happens, the ECM function automatically resends the part of the image that was distorted.

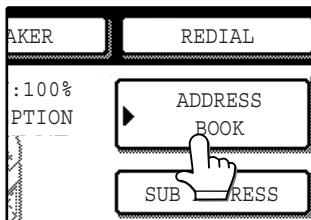
- When this function is turned on, transmission will take slightly longer than normal.
- In order for ECM to operate, the other machine must also have the ECM function.

TRANSMISSION BY AUTO-DIALLING (RAPID DIALLING AND GROUP DIALLING)

To send a document by auto-dialling (rapid dialling or group dialling), follow the steps below. To use an auto-dial destination, you must first program the full fax number and name of the destination. Refer to page 11 for information on auto-dialling and pages 68 and 72 for information on programming auto-dial destinations.

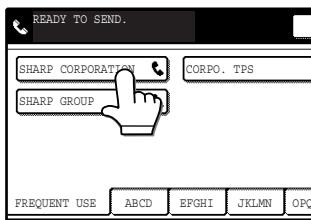
1 Perform steps 1 through 6 of "BASIC PROCEDURE FOR SENDING FAXES" (p.12).

2 Touch the [ADDRESS BOOK] key.



The address directory screen appears. This step is not necessary if the address directory screen already appears (go directly to step 3).

3 Touch the rapid key for the desired destination.



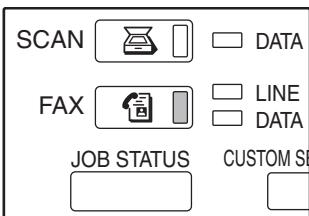
See page 8 for information on using the address directory screen. The key you touched is highlighted. If you touch the wrong key, touch the key again to cancel the selection.

4 Continue from step 7 of "BASIC PROCEDURE FOR SENDING FAXES" (p.13).

TRANSMITTING A TWO-SIDED DOCUMENT

The RSPF can be used to automatically fax both sides of two-sided document by memory transmission.

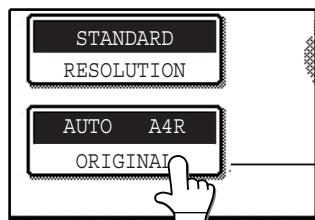
1 Make sure that the machine is in fax mode.



When the [FAX] key light is on, the machine is in fax mode. If the light is not on, press the [FAX] key.

2 Place the original. (p.10)

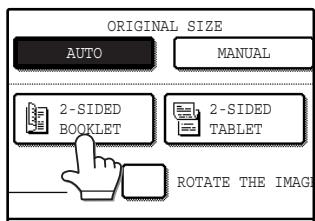
3 Touch the [ORIGINAL] key.



If the address directory screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (p.7). After touching the [ORIGINAL] key, check

the original size displayed in the key. If the original size was not correctly detected, set the correct original size. ("MANUALLY SETTING THE SCANNING SIZE" (p.20))

4 Touch the [2-SIDED BOOKLET] key or the [2-SIDED TABLET] key as appropriate for the original you loaded.



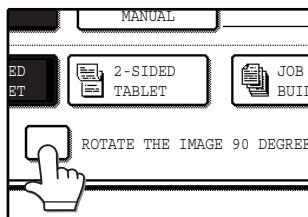
Booklets and tablets

Two-sided originals that are bound at the side are booklets, and two-sided originals that are bound at the top are tablets.

Two-sided scanning turns off after the document is stored in memory. Two-sided scanning can be cancelled by pressing the [CLEAR ALL] key (CA).

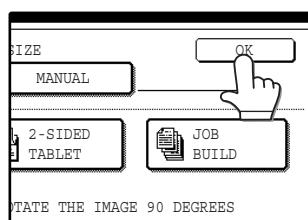


5 Select the [ROTATE THE IMAGE 90 DEGREES] checkbox.



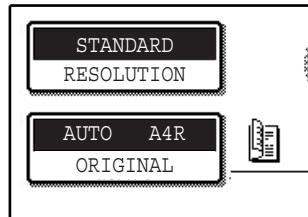
This step is only necessary if you placed the original so that it is oriented horizontally (the top of the original is on the right or left side). Otherwise, go directly to step 6.

6 Touch the [OK] key.



You will return to the initial screen.

A two-sided original icon appears next to the [ORIGINAL] key.



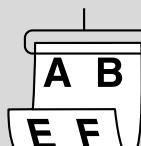
Example: The icon that appears when the [2-SIDED BOOKLET] key is touched.

7 Continue from step 5 of "BASIC PROCEDURE FOR SENDING FAXES" (p.12).

Booklet



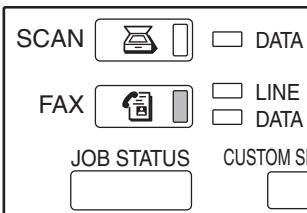
Tablet



FAXING A LARGE NUMBER OF PAGES

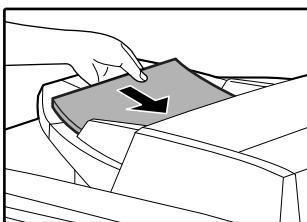
When you have a large number of pages to fax, scan the pages in batches using the RSPF. A maximum of 100 pages can be placed in the RSPF at once; however, placing pages in batches allows you to scan in more than 100 pages and send them in a single transmission. Note that the number of pages that can be scanned may vary depending on the content of the pages and how much memory is being used.

1 Make sure that the machine is in fax mode



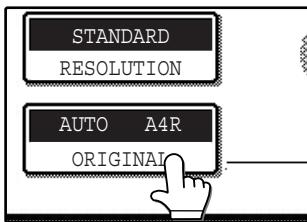
When the [FAX] key light is on, the machine is in fax mode. If the light is not on, press the [FAX] key.

2 Place the original. (p.10)



Place the first pages that you wish to scan.

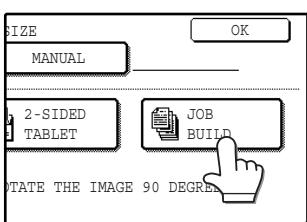
3 Touch the [ORIGINAL] key.



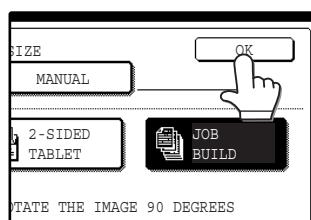
If the address directory screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (p.7). After touching the [ORIGINAL] key, check the original size displayed in the key. If the original size was not correctly detected, set the correct original size. ("MANUALLY SETTING THE SCANNING SIZE" (p.20))

the original size displayed in the key. If the original size was not correctly detected, set the correct original size. ("MANUALLY SETTING THE SCANNING SIZE" (p.20))

4 Touch the [JOB BUILD] key.

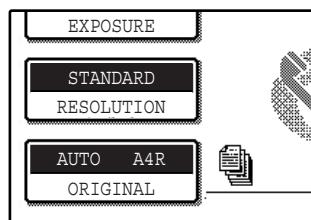


5 Touch the [OK] key.



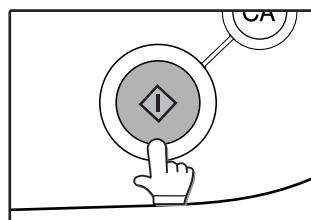
You will return to the initial screen.

The many originals icon appears next to the [ORIGINAL] key.



6 Perform steps 4 to 6 of "BASIC PROCEDURE FOR SENDING FAXES" (p.12).

7 Press the [START] key (◎).

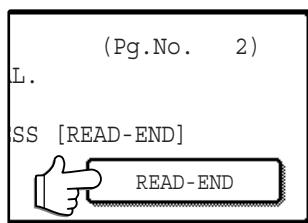


Scanning of the originals begins. When scanning is finished, the [READ-END] key appears in the touch panel.

8 Place the next set of original pages and press the [START] key (①).

Repeat this step until all pages have been scanned. You can change the original size, resolution, and exposure settings as needed for each page. If you take no action for about 1 minute (you do not press the [START] key (①)), scanning automatically ends and the job is stored for transmission.

9 When the last original page has been scanned, touch the [READ-END] key.



A beep sounds to inform you that the job has been stored for transmission. [JOB STORED.] appears in the message display. (Dialing and transmission begin automatically when any previously stored jobs are completed.)



If you do not touch the [READ-END] key to complete the procedure, the screen will automatically revert to the initial screen after 60 seconds. If desired, you can disable automatic return to the initial screen by changing a setting in the key operator programs. (See "DISABLE DISPLAY TIMEOUT" in the key operator's guide.) When the screen reverts to the initial screen, the scanned originals will be transmitted.

2



- If the memory becomes full while originals are being scanned, a message will appear and scanning will stop. The page that was being scanned when the memory became full will be cleared. To transmit only the originals that have already been scanned, touch the [SEND] key. To cancel the transmission, touch the [CANCEL] key.
- Depending on the content of the originals, the memory may become full before 100 pages are scanned.
- When using job build mode, the number of originals scanned will appear in the display. When the count reaches 256 pages, it will reset to 0 and further scanned pages will be counted from 1.
- When using job build mode, the original size can be changed between originals.
- When scanning the first set of originals, the [ROTATE THE IMAGE 90 DEGREES] checkbox can be selected, however, from the second set of originals on, the selection cannot be changed until scanning is finished (the checkbox will be grayed out).
- Direct transmission is not possible when using job build mode. A job build transmission takes place as a memory transmission even if Quick Online is enabled (transmission does not begin until all originals are scanned).

MANUALLY SETTING THE SCANNING SIZE

If you load an original that is not a standard size (such as an INCH size), or if the size is not detected correctly, you must touch the [ORIGINAL] key and set the original size manually. Perform the following steps after placing the document in the RSPF or on the document glass.

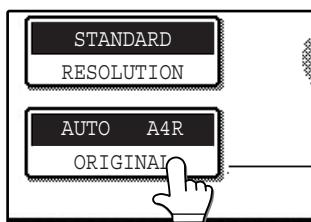
***Standard sizes:**

Standard original sizes are sizes that can be correctly detected when the original is placed.

Standard sizes	
Using the RSPF	A3, B4, A4, A4R, A5, A5R
Using the document glass	A3, B4, A4, A4R, A5

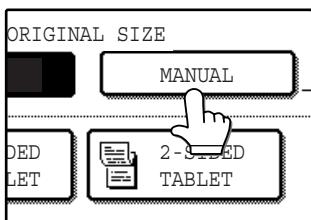
If a non-standard size original is loaded (including special sizes), the closest standard size may be displayed, or the original size may not appear.

1 Touch the [ORIGINAL] key.



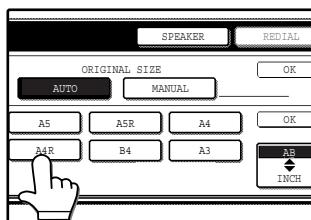
If the address directory screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7)

2 Touch the [MANUAL] key.



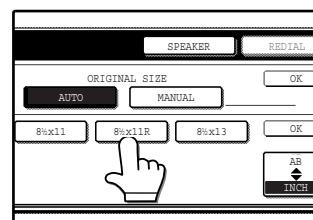
The sizes that can be selected are displayed.

3 Touch the desired original size key.



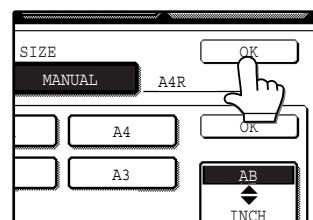
The [AUTO] key is no longer highlighted. The [MANUAL] key and the selected original size key are highlighted.

If you wish to select an INCH size, touch the [AB ⇨ INCH] key and then touch the desired original size key.



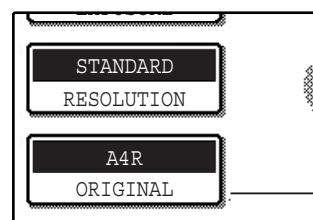
"INCH" is highlighted and INCH size keys are displayed. To return to the AB palette, touch the [AB ⇨ INCH] key once again.

4 Touch the outer [OK] key.



You will return to the initial screen. (Pressing the inner [OK] key in the step above returns you to step 2.)

5 The selected size appears in the top half of the [ORIGINAL] key.



SELECTING RESOLUTION AND EXPOSURE SETTINGS

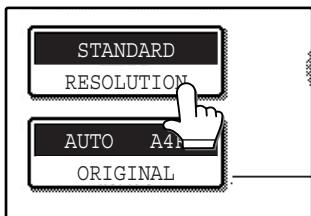
After placing an original, you can adjust the resolution and exposure settings as needed for the original, such as for small or faint characters or for a photo. Place the original with the machine in fax mode (p.12), and then adjust the settings as explained below.

SELECTING THE RESOLUTION

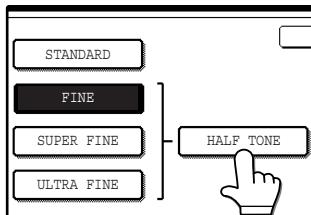
The initial resolution setting is STANDARD. To change the setting, follow these steps:

Changing the resolution

1 Touch the [RESOLUTION] key.

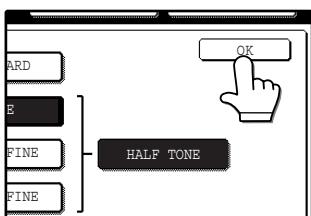


2 Touch the desired resolution key.



The selected key is highlighted. If you selected FINE, SUPER FINE, or ULTRA FINE, you can also touch the [HALF TONE] key to select halftone.

3 Touch the [OK] key.



You will return to the initial screen. The selected resolution will appear in the top half of the [RESOLUTION] key.

Resolution settings

Standard	Touch this key if your original consists of normal-sized characters (like those in this manual).
Fine	Touch this key if your original has small characters or diagrams. The original will be scanned at twice the resolution of the Standard setting.
Super fine	Touch this key if your original has intricate pictures or diagrams. A higher-quality image will be produced than with the Fine setting.
Ultra fine	Touch this key if your original has intricate pictures or diagrams. This setting gives the best image quality, however, transmission will take longer than with the other settings.

Half tone	Touch this key if your original is a photograph or has gradations of colour (such as a colour original). This setting will produce a clearer image than Fine, Super fine, or Ultra fine used alone. Half tone cannot be selected if Standard has been selected.
------------------	---



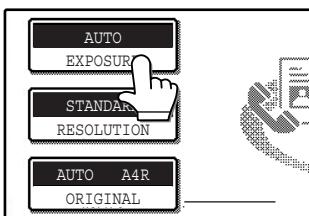
- The default resolution setting is Standard. If desired, you can change the default setting to a different setting in the key operator programs. ("INITIAL RESOLUTION SETTING" (p.98))
- When using the RSPF, the resolution setting cannot be changed once scanning has begun.
- Even if you send a document using Fine, Super fine, or Ultra fine resolution, some receiving fax machines may not be able to print the document at the same resolution.

SELECTING THE EXPOSURE

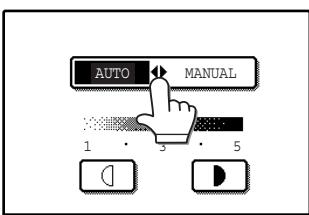
The initial exposure setting is AUTO. To change the setting, follow these steps:

Changing the exposure

1 Touch the [EXPOSURE] key.

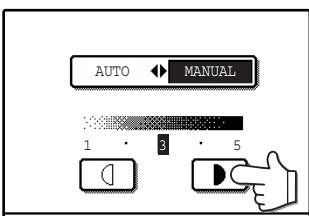


2 Touch the [AUTO↔MANUAL] key.



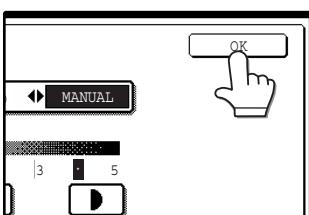
"MANUAL" is highlighted.

3 Touch the [◀] key or the [▶] key to select the desired exposure level.



The exposure can be set to 5 levels. For a darker image, touch the [▶] key. For a lighter image touch the [◀] key.

4 Touch the [OK] key.



You will return to the initial screen. The selected exposure will appear in the top half of the [EXPOSURE] key.

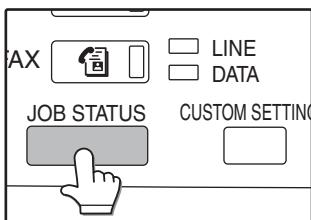


- When using the document glass to scan a multi-page original, the original size, resolution, and exposure settings can be changed each time you change pages. When using the RSPF, the exposure setting cannot be changed once scanning has begun.
- The default exposure setting is AUTO. If desired, you can change the default setting to a different setting in the key operator programs. ("INITIAL EXPOSURE SETTING" (p.98))

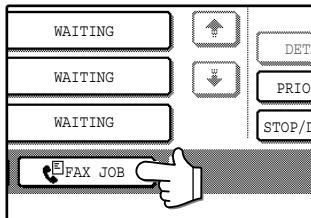
PRIORITY TRANSMISSION OF A STORED JOB

If you have an urgent transmission job and multiple transmission jobs have already been stored, you can give priority to the urgent job so that it will be transmitted immediately after the job currently being transmitted. This is done in the job status screen. For details on using the job status screen, refer to operation manual for copier.

1 Press the [JOB STATUS] key.



2 Touch the [FAX JOB] key.



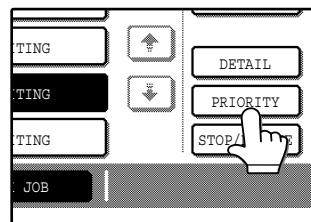
3 Touch the job key of the transmission job to which you wish to give priority.

The selected key is highlighted.



The job status is indicated as follows:
CONNECTING ... The job currently in progress
WAITING Stored job waiting to be executed
T XXX XX:XX Job stored with a timer setting
RETRY MODE ... Job waiting to be recalled

4 Touch the [PRIORITY] key.



The selected job moves to the position immediately following the job currently being transmitted. Transmission of the priority job will begin when the current job finishes.

If a job key for a broadcast-type transmission is selected, the name or number of the destination to which the fax is currently being transmitted appears. If the job has not yet begun, the name or number of the first destination to which the fax will be transmitted appears. To return to the job status screen, touch the [DETAIL] key again or touch the \uparrow or \downarrow key.

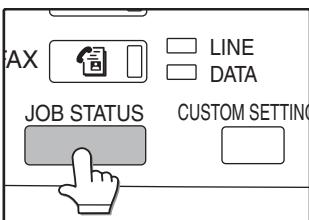


The [PRIORITY] key appears when there are at least two stored jobs in addition to the job in progress.

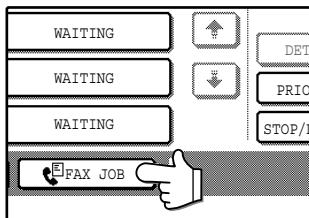
CANCELLING A FAX TRANSMISSION

You can cancel a transmission job that is in progress or that has been stored. This is done in the fax job status screen.

1 Press the [JOB STATUS] key.



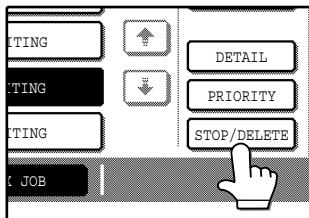
2 Touch the [FAX JOB] key.



3 Touch the job key of the transmission job that you wish to cancel.

The selected key is highlighted.

4 Touch the [STOP/DELETE] key.



A message appears to confirm the cancellation. Touch the [YES] key to delete the selected job key and cancel the transmission.

If a job key for a broadcast-type transmission is selected, the name or number of the destination to which the fax is currently being transmitted appears. If the job has not yet begun, the name or number of the first destination to which the fax will be transmitted appears. To return to the job status screen, touch the [DETAIL] key again or touch the \uparrow or \downarrow key.



If you do not wish to cancel the transmission...

touch the [NO] key.

"CANCEL" will appear by a cancelled transmission job in the transaction report.

RECEIVING FAXES

When another fax machine sends a fax to your machine, your machine will ring*, automatically receive the fax, and begin printing (automatic reception).



- You can store a transmission job while fax reception is in progress. ("Storing transmission jobs (memory transmission)" (p.15))
- To print received fax pages on both sides of the paper, enable "DUPLEX RECEPTION SETTING" in the key operator programs. (p.102)



To receive faxes, sufficient paper must be loaded in the paper tray. Refer to "LOADING PAPER" in operation manual for copier to load appropriate paper. Incoming A4 (8-1/2" x 11") and B5 (5-1/2" x 8-1/2")size faxes will be automatically adjusted to the orientation of the printing paper, so there is no need to load each size of paper both horizontally (両面) and vertically (単面).

However, if you receive a fax that is smaller than A4 (8-1/2" x 11") size, the paper size used to print the fax will depend on how the original was oriented (vertically or horizontally) in the sending fax machine.

2

RECEIVING A FAX

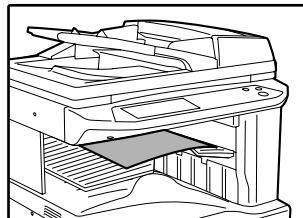
1 The machine will ring* and reception will automatically begin.

*Number of rings

The machine has been set to ring twice before beginning automatic reception. The number of rings can be set to any number from 0 to 9* in the key operator programs. ("NUMBER OF CALLS IN AUTO RECEPTION" (p.103)) If the number of rings is set to 0, the machine will receive faxes without ringing.

* The number of rings may vary in some regions.

2 Reception ends.



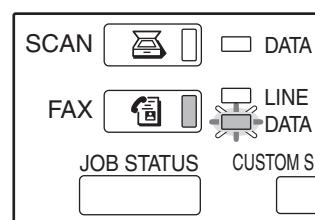
When reception ends, a beep sounds.



If the machine has multiple output trays, the output tray for fax reception can be selected in the key operator programs. See "OUTPUT TRAYS" in the key operator's guide.

If received faxes cannot be printed

If the machine runs out of paper or toner, or a paper jam occurs, or if the machine is printing a print or copy job, received faxes will be held in memory until printing becomes possible. The received fax are automatically printed when printing becomes possible. When received faxes are held in memory, the data light next to the [FAX] key blinks. You can also use the transfer function to have another fax machine print the received faxes. ("FORWARDING RECEIVED FAXES TO ANOTHER MACHINE WHEN PRINTING IS NOT POSSIBLE" (p.28))



If a double beep sounds during reception or at the end of reception and an error message appears in the touch panel, clear the error as explained in "WHEN AN ALARM SOUNDS AND A WARNING MESSAGE IS DISPLAYED" (p.87).

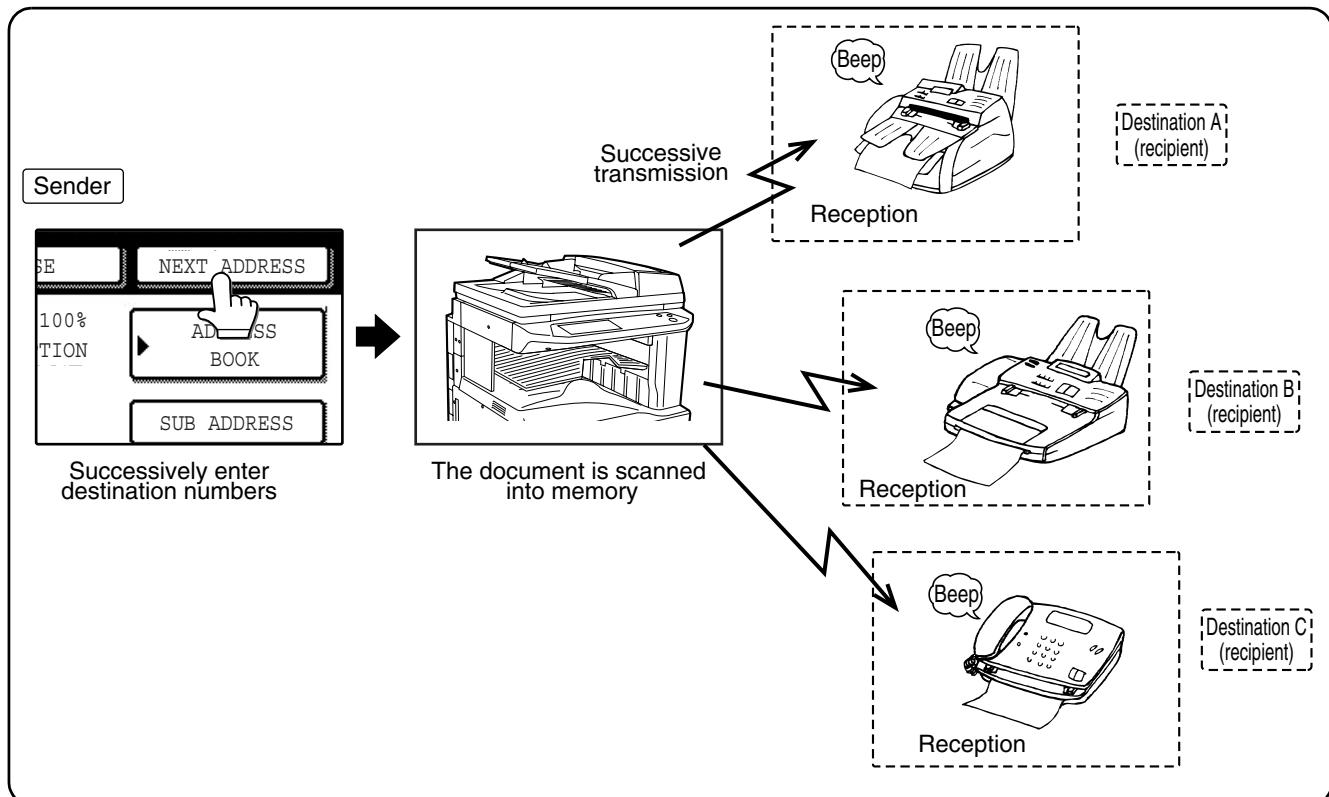
This chapter explains advanced fax features for special situations and purposes.

SENDING THE SAME DOCUMENT TO MULTIPLE DESTINATIONS IN A SINGLE OPERATION (BROADCAST TRANSMISSION)

This feature is used to send a fax to multiple destinations in a single operation. The document to be transmitted is scanned into memory and then successively transmitted to the selected destinations. This feature is convenient for such purposes as distributing a report to company branches in different locations. Up to 200 destinations can be selected. When transmission to all destinations has been completed, the document is automatically cleared from memory.



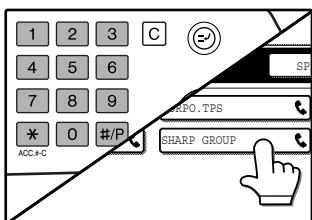
- If you frequently use broadcasting to send faxes to the same group of destinations, it is convenient to program those destinations into a group key. A group key is a rapid key in which multiple destinations are programmed. The procedure for programming group keys is explained on page 72.
- When using a group key to send a fax, the destinations programmed in the group key are counted as broadcasting destinations. For example, if five destinations are programmed in a group key and the key is touched for a broadcast transmission, the broadcast transmission will have five destinations.



USING BROADCAST TRANSMISSION

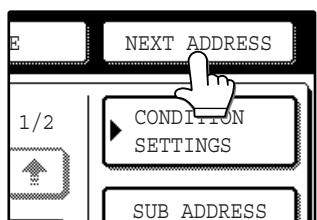
1 Follow steps 1 through 6 of "BASIC PROCEDURE FOR SENDING FAXES" (p.12).

2 Enter the fax number of the first destination or touch an auto-dial key (rapid key or group key) (p.16).



If the Condition Setting screen appears, touch the [ADDRESS BOOK] key to display the address book screen. (p.8)
When selected, an auto-dial key is highlighted.

3 Touch the [NEXT ADDRESS] key and then enter the fax number of the next destination or touch an auto-dial key.



Repeat this step for each of the remaining destinations.

If you enter an incorrect number

If you make a mistake while entering a number, press the [CLEAR] key (C) and then re-enter the correct digit(s).

If you have already completed entry of a fax number, you can delete the number using steps 4 and 5.

If you select an incorrect auto-dial key

Simply touch the incorrect key one more time to cancel the selection.

The [NEXT ADDRESS] key only needs to be pressed when successively entering full fax numbers with the numeric keys.

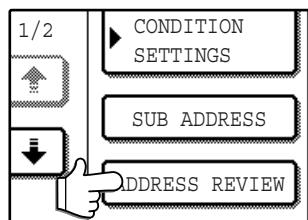
Example:

XXXX (NEXT ADDRESS) XXXX
Fax number ↑ Fax number
Cannot be omitted.

XXXX (NEXT ADDRESS) (rapid) (NEXT ADDRESS) (rapid)
Fax number ↑ ↑
Can be omitted Can be omitted

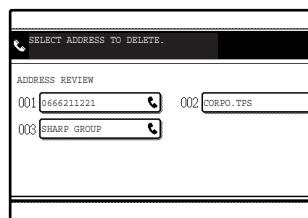
If desired, you can change a key operator program to require that the [NEXT ADDRESS] key always be pressed. ("MUST INPUT NEXT ADDRESS KEY AT BROADCAST SETTING" (p.97))

4 Touch the [ADDRESS REVIEW] key to display the destinations.

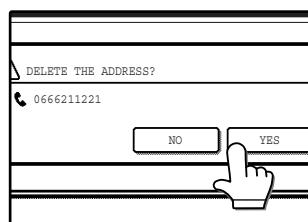


When the [ADDRESS REVIEW] key is pressed, a list of the entered and selected destinations is displayed.

5 Check the destinations.



When you have finished checking the destinations, touch the [OK] key to return to the screen of step 4.



If you wish to delete a destination, touch the displayed key of the destination. A message will appear to confirm the deletion. Touch [YES] key to delete the destination from the destination list. If you wish to cancel the deletion, touch [NO] key.

6 Continue from step 7 of the "BASIC PROCEDURE FOR SENDING FAXES" (p.13).



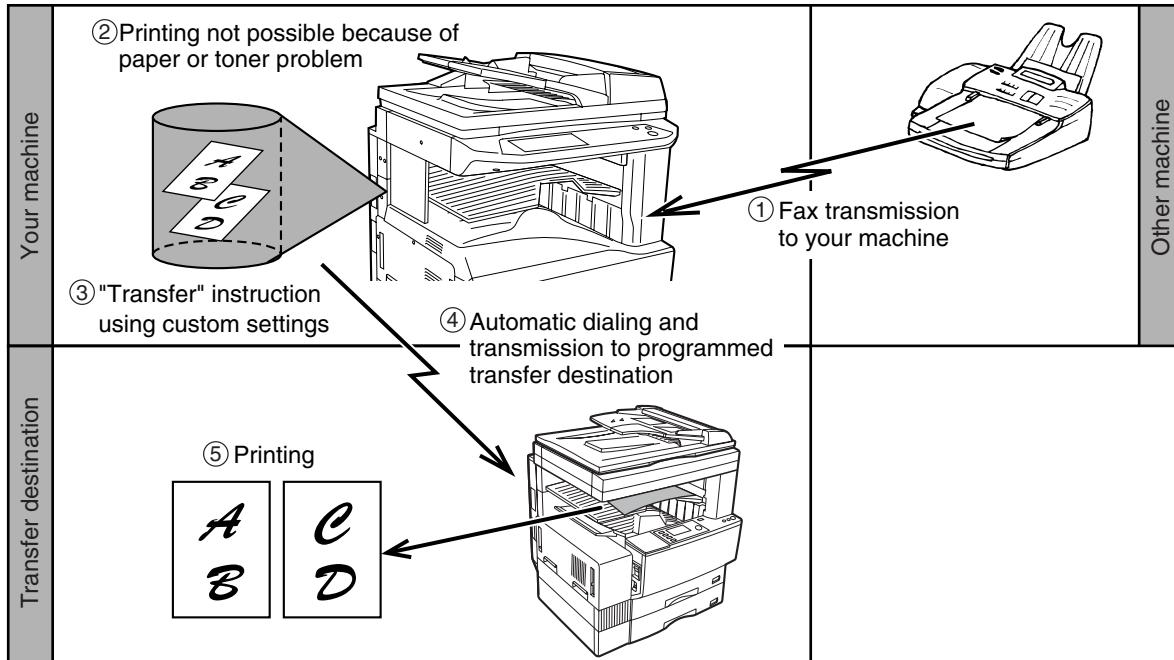
To cancel a broadcast transmission

To cancel a broadcast transmission when selecting destinations, press the [CLEAR ALL] key (CA). To cancel transmission after the above procedure has been completed, follow the procedure in "CANCELLING A FAX TRANSMISSION" (p.24).

3

FORWARDING RECEIVED FAXES TO ANOTHER MACHINE WHEN PRINTING IS NOT POSSIBLE

When printing is not possible because of a problem such as no paper or no toner, you can forward received faxes to another fax machine. This function can be conveniently used in an office or other workplace where there is another fax machine connected to a different phone line. When a fax has been received to memory, the data light to the right of the [FAX] key blinks (see "If received faxes cannot be printed" (p.25)).



- When fax forwarding is performed, all faxes that were received in memory to that point are forwarded. The page that was being printed when the problem occurred and all following pages will be forwarded.
- Faxes cannot be selected for forwarding. Faxes received to a confidential box ("SENDING AND RECEIVING CONFIDENTIAL FAXES" (p.46)) or a confidential memory box ("F-CODE CONFIDENTIAL TRANSMISSION" (p.57)) cannot be forwarded.
- The result of forwarding is indicated in an activity report ("VIEWING THE COMMUNICATION ACTIVITY REPORT" (p.86)).

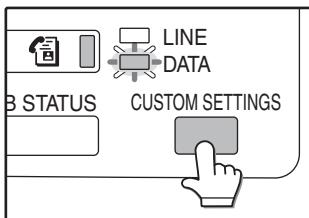
USING THE FAX FORWARD FUNCTION

Program the fax number of the forwarding destination

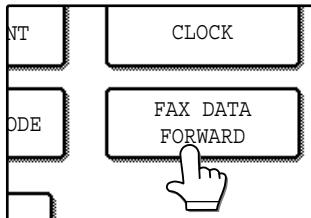
The number of the forwarding destination is programmed in the key operator programs ("SET THE TELEPHONE NUMBER FOR DATA FORWARDING" (p.103)). Only one fax number can be programmed, and a sub-address and passcode can be included in this number. If a forwarding number is not programmed, a fax can still be forwarded by manually entering the forwarding number. However, in this case a sub-address and passcode cannot be included.

Forwarding received data (When a forwarding number is programmed)

1 Press the [CUSTOM SETTINGS] key.

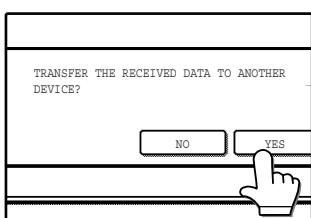


2 Touch the [FAX DATA FORWARD] key.



If there are no received faxes to forward, a message will appear.

3 Touch the [YES] key.



The machine automatically dials the forwarding number programmed in the key operator programs and begins forwarding the fax or faxes.

To cancel forwarding, touch the [NO] key.



To cancel forwarding after the above procedure is finished

Press the [JOB STATUS] key, and then cancel forwarding in the same way as a regular fax transmission. ("CANCELLING A FAX TRANSMISSION" (p.24))

The fax that was going to be forwarded will return to print standby status in your machine.

If forwarding is not possible because the line is busy or a transmission error occurs, the fax returns to print standby status in your machine.

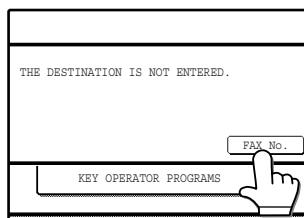
Forwarding received data (When a forwarding number is not programmed)

1 Press the [CUSTOM SETTINGS] key.

2 Touch the [FAX DATA FORWARD] key.

When a forwarding number is not programmed, "THE DESTINATION IS NOT ENTERED." will appear.

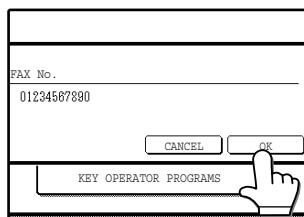
3 Touch the [FAX No.] key.



4 Press the numeric keys to enter the forwarding number.

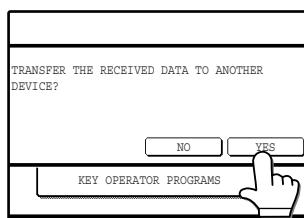
Enter the forwarding number with the numeric keys. Up to 50 digits can be entered. A sub-address and passcode cannot be entered.

5 Touch the [OK] key.



The entered forwarding number is stored. To cancel, touch the [CANCEL] key.

6 Touch the [YES] key.



The entered number is automatically dialed and forwarding begins. To cancel, touch the [NO] key.

3

AUTOMATIC TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION)

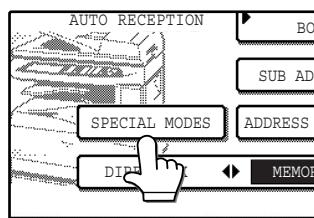
This feature enables you to set up a transmission or polling operation to be performed automatically at a specified time. The time can be specified up to a week in advance. This allows you to take advantage of off-peak phone rates without having to be there when the transmission is performed. A combined total of 50 timer transmission and memory transmission jobs can be stored.



- After a timer transmission is performed, the information (resolution setting, destination, etc.) is automatically cleared from memory.
- To perform a timer transmission, the document must be scanned into memory. It is not possible to place the document in the RSPF or on the document glass and have it scanned at the specified time of transmission.
- To set the date and time in the machine, refer to "CUSTOM SETTINGS" of operation manual for copier. You can check the machine's current time in the screens of steps 3 and 4.
- Only one polling timer operation can be set up at a time. If you wish to set up multiple timer polling operations, combine the machines to be polled into a serial polling operation with a timer setting. (p.32)

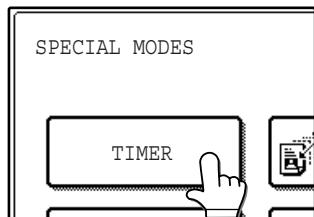
SETTING UP A TIMER TRANSMISSION

1 In fax mode, touch the [SPECIAL MODES] key.



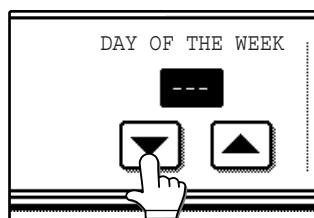
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7)

2 Touch the [TIMER] key.



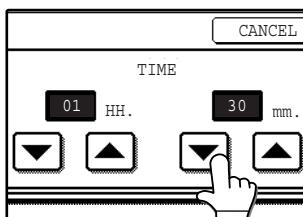
The timer transmission screen appears.

3 Select the day of the week. (Touch the key or the key until the desired day is selected.)



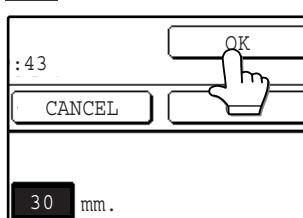
The initial factory setting is "---" (no selection). If you select this setting, the transmission will be performed as soon as the specified time arrives.

4 Select the time. (Touch the key or the key until the desired time appears.)



Select the time in 24-hour format. If you continue touching the keys, the numbers will change quickly. The current time appears at the top of the screen. If the current time is not correct, press the [CLEAR ALL] key (CA) to cancel the operation. Correct the date and time setting as explained in "CUSTOM SETTINGS" in operation manual for copier.

5 Touch the outer [OK] key.



You will return to the screen in step 1. A timer icon will appear in the touch panel. To cancel the timer transmission, touch the [CANCEL] key.

6 Perform the desired transmission operation.

The steps that follow will depend on the type of transmission. The following types of transmission can be performed in a timer transmission:

- Normal transmission (p.12)
- Broadcast transmission (p.26)
- Confidential transmission (p.47)
- Relay request transmission (p.50)
- Polling (p.32)
- Serial polling (p.32)
- F-code polling (p.54)
- F-code confidential transmission (p.57)
- F-code relay request transmission (p.59)



- Other operations can be performed after a timer transmission is set up. If another operation is in progress when the specified time arrives, the timer transmission will begin when the job in progress is completed.
- If a timer transmission job is given priority in the fax job status screen ("PRIORITY TRANSMISSION OF A STORED JOB" (p.23)), the timer setting will be cancelled and the job will be performed as soon as the current job is completed.

TRANSMISSION AND RECEPTION USING THE POLLING FUNCTION

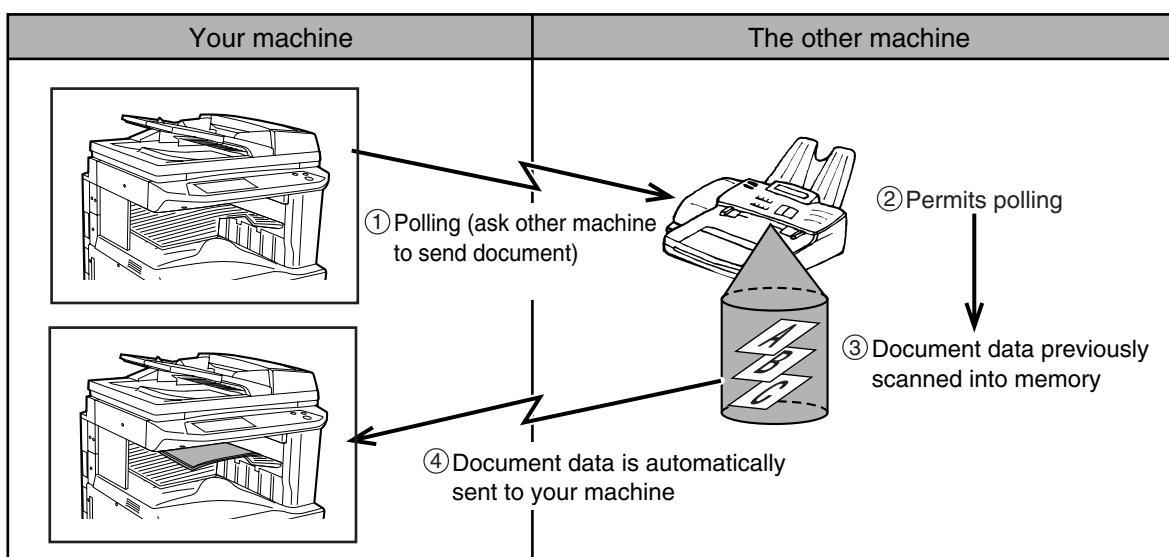
This function can only be used if the other machine is a Super G3 or G3 machine and supports the polling function. The polling function allows your machine to call a fax machine that has a document ready for transmission and initiate reception of the document. You can also perform the reverse operation: scan a document into the memory of your machine so that another machine can call your machine and initiate reception of the document. Calling the sending machine and asking the sending machine to fax a document is called "polling". Scanning a document into memory and automatically sending it when the receiving machine calls and "polls" your machine is called "polling memory".



For information on polling and polling memory using F-codes, refer to "F-CODE POLLING MEMORY" (p.54). This section only explains regular polling and regular polling memory.

Polling

This function allows your machine to call a sending machine and initiate reception of a document in that machine. A timer setting can also be established to have the operation take place at night or at another specified time. (p.30)



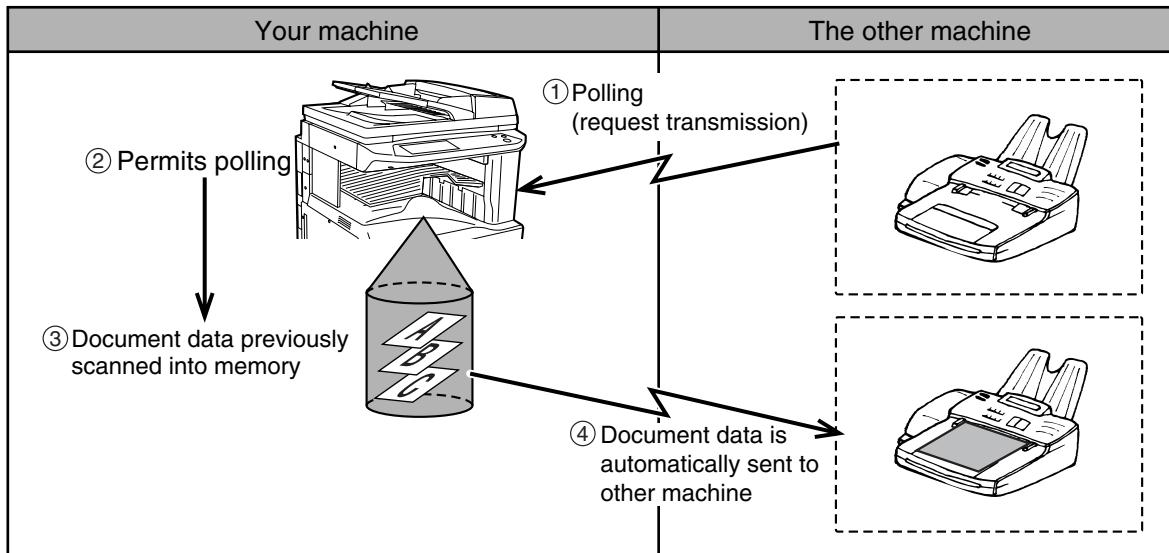
Group keys and the broadcast transmission function (p.26) can be used to successively poll multiple fax machines in a single operation (serial polling). Up to 200 machines can be polled. In this case, the sequence of operations in the above diagram is successively repeated for each sending machine selected.



The receiving machine bears the expense (phone charges) of polling transmission.

Polling memory

This feature allows your machine to automatically send a document previously scanned into memory when another machine calls and polls your machine.



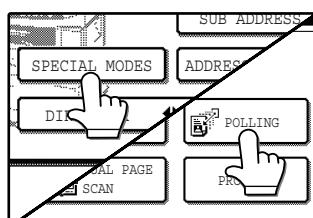
USING THE POLLING FUNCTION

A document should not be loaded in the machine when the following operation is performed. When used in conjunction with the timer transmission function, only one polling job can be stored.



- If the other machine has enabled a polling security function ("Restricting polling access (polling security)" (p.38)), make sure that your own fax number (sender's number) is programmed in the key operator programs ("OWN NUMBER AND NAME SET" (p.98)), and ask the operator of the other machine to program your fax number (the programmed sender's number with the lowest control number) appropriately in that machine.
- If the other fax machine is a Sharp machine (excluding some models), you may also need to program a system number in your machine ("SYSTEM NUMBER MODE" (p.104)) that matches a polling permission ID number programmed in the other machine.

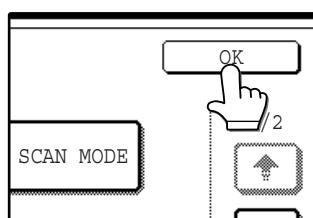
1 Touch the [SPECIAL MODES] key in fax mode, and then touch the [POLLING] key.



If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7) The [POLLING] key is highlighted and the polling icon appears.

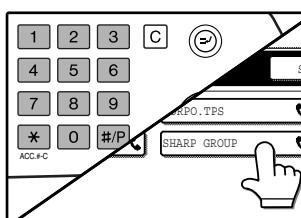
To cancel polling, touch the [POLLING] key once again to cancel the selection.

2 Touch the [OK] key.



You will return to the condition settings screen, and the polling icon will appear in the touch panel.

3 Enter the number of the other fax machine or touch an auto-dial key (rapid or group key) (p.16).

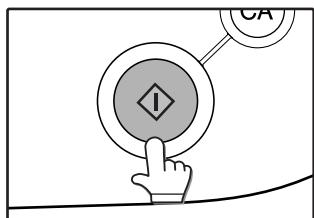


If the Condition Setting screen appears, touch the [ADDRESS BOOK] key to display the address book screen. (p.8) The selected auto-dial key is highlighted. If you are performing serial polling, touch the [NEXT ADDRESS] key and repeat this step. (p.27)



When performing serial polling, an auto-dial key that includes a sub-address or passcode (p.52) cannot be selected.

4 When you have finished entering the destination(s), press the [START] key(⑧).



"JOB STORED." appears in the screen.

Your machine prints the document following reception from the sending machine.



To cancel the operation

Press the [JOB STATUS] key and then cancel the operation as explained. ("CANCELLING A FAX TRANSMISSION" (p.24))

USING POLLING MEMORY

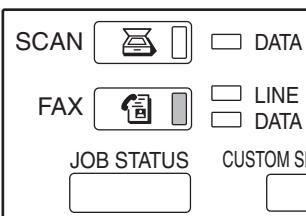
This function sends a document previously scanned into memory to a receiving machine when the receiving machine calls and polls your machine. The machine has "memory boxes", which are memory used for the regular polling memory function, F-code polling memory, F-code confidential transmission, and F-code relay transmission ("SENDING OPTIONS" (p.104)). The polling memory function explained here uses a memory box called the "PUBLIC BOX". If desired, you can restrict polling to fax machines whose fax number you have programmed in your machine, or use ID numbers to restrict polling ("MEMORY BOXES AND SUB-ADDRESSES/PASSCODES REQUIRED FOR F-CODE TRANSMISSION" (p.52)).

Caution When using the polling memory function, do not set the reception mode to MANUAL. (p.63)

Scanning a document into polling memory (the Public Box)

Follow this procedure to scan a document into the Public Box. If other documents have already been stored in the Public Box, the new document will be added to those documents. If the previously stored documents are no longer needed, delete them ("Deleting documents from the Public Box" (p.37)) before scanning in the new document.

1 Make sure that the machine is in fax mode.

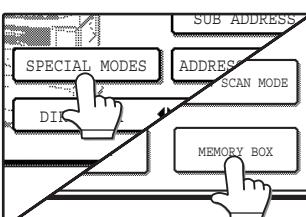


When the [FAX] key light is on, the machine is in fax mode. If the light is not on, press the [FAX] key.

2 Place the document in the RSPF or on the document glass. (p.10)

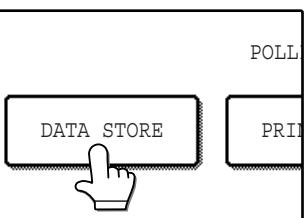
3 Select the original size, resolution, exposure, and other settings as needed ("MANUALLY SETTING THE SCANNING SIZE" (p.20)).

4 Touch the [SPECIAL MODES] key and then the [MEMORY BOX] key.

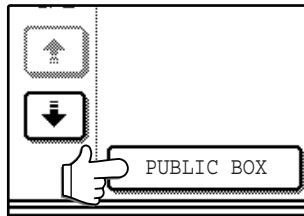


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7) To cancel the operation, touch the [CLEAR ALL] key (CA).

5 Touch the [DATA STORE] key.

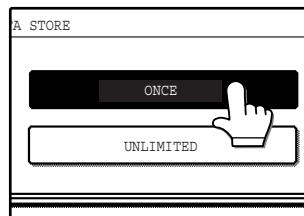


6 Touch the [PUBLIC BOX] key.



This specifies that the document will be scanned into the Public Box.

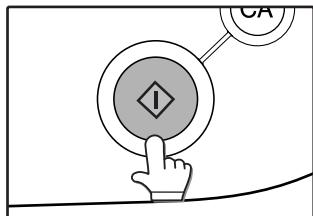
7 Select the number of transmissions.



Touch the [ONCE] key or the [UNLIMITED] key. When you scan the document into the memory box, you can select whether to have the scanned document automatically deleted after polling or left in the box to allow repeated polling.

8 Touch the [OK] key.

3

9 Press the [START] key (①).

The document is scanned. If other documents have previously been stored, the new document will be added to the previous documents.

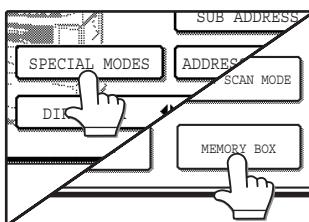
If you used the document glass and have another page to scan, change pages and then press the [START] key (①) again. Repeat this procedure until all pages have been scanned, and then press the [READ-END] key in the touch panel. "JOB STORED." will appear briefly in the touch panel and then you will return to the condition settings screen.

**To cancel scanning**

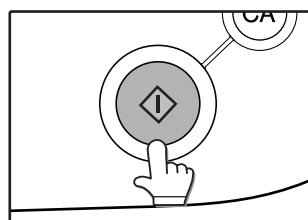
To cancel scanning of a document while scanning is in progress, press the [CLEAR] key (C). To erase the documents in the Public Box, see "Deleting documents from the Public Box" on page 37.

Printing documents in the Public Box

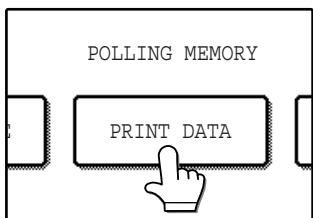
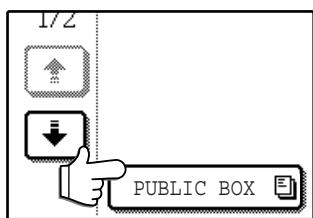
When documents are stored in the Public Box, an icon will appear to the right of the [PUBLIC BOX] key. To check the stored data, you can print it out.

1 Touch the [SPECIAL MODES] key in fax mode and then touch the [MEMORY BOX] key.

If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7)

4 Press the [START] key (①).

"PRINT JOB IN MEMORY. PLEASE WAIT UNTIL PRINT OUT." will appear and the documents will be printed.

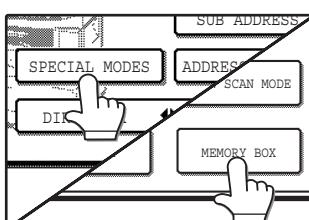
2 Touch the [PRINT DATA] key.**3 Touch the [PUBLIC BOX] key.**

Touching the [CANCEL] key will return you to the screen of step 2.

Deleting documents from the Public Box

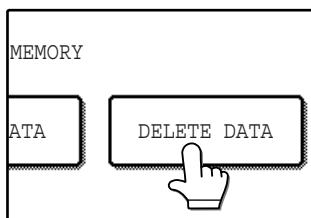
This procedure is used to delete documents from the Public Box when they are no longer needed.

1 Touch the [SPECIAL MODES] key in fax mode and then touch the [MEMORY BOX] key.

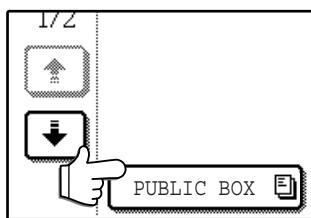


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7)

2 Touch the [DELETE DATA] key.

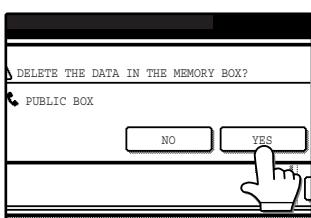


3 Touch the [PUBLIC BOX] key.



A message screen appears.

4 Touch the [YES] key.



All documents in the Public Box are deleted and you return to the screen of step 2. If you touch the [NO] key, you will return to the screen of step 3 without deleting the documents.

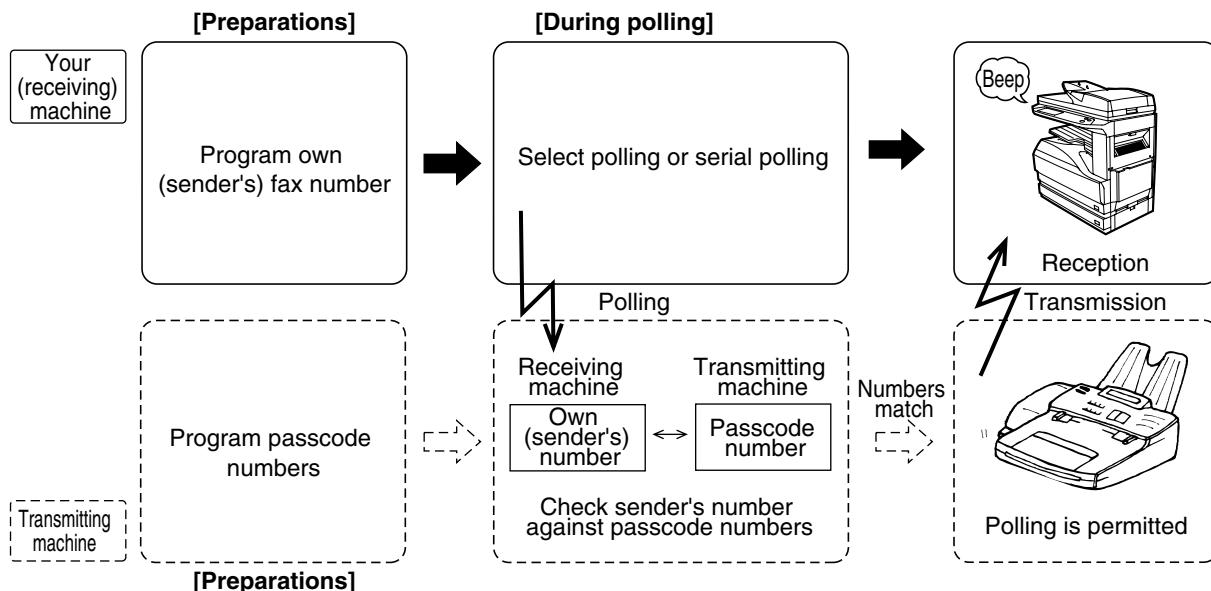
Restricting polling access (polling security)

If you wish to prevent unauthorized fax machines from polling your machine, enable the polling security function. When this function is enabled, polling permission will only be granted if the fax number of the polling machine (as programmed in that machine) matches one of the fax numbers that you have programmed in your machine as passcode numbers. Up to 10 fax numbers can be programmed as passcode numbers.

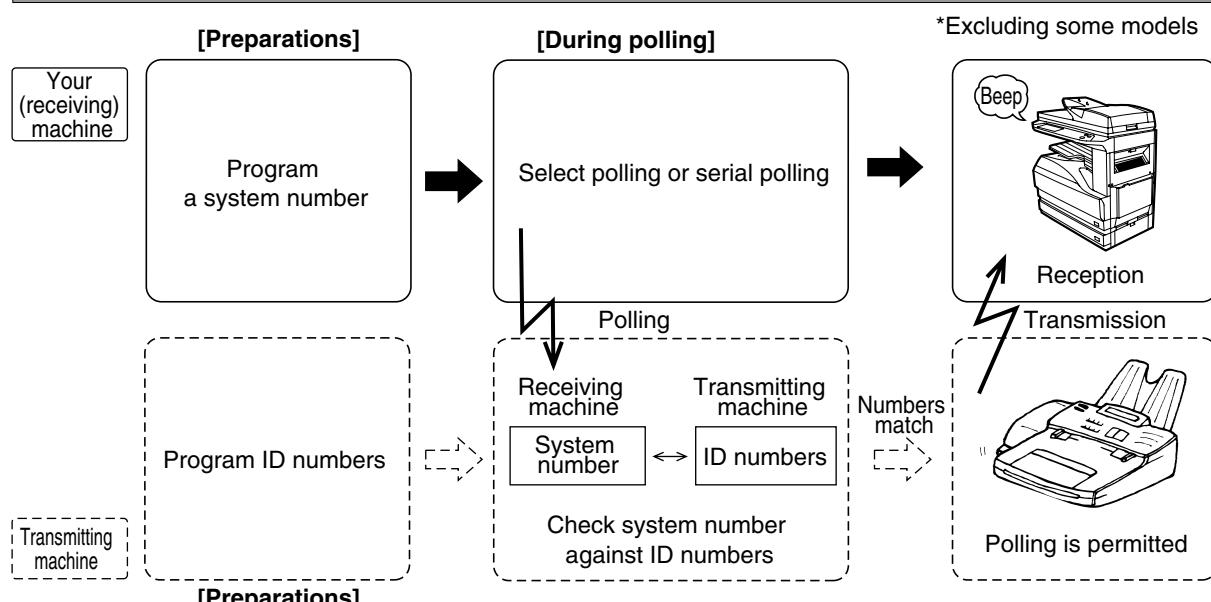
To turn on the polling security function and program passcode numbers, see "PASSCODE NUMBER SETTING" on page 104.

There are two types of polling security functions. Polling is permitted when the numbers of either type match.

① Checking the receiving machine's programmed sender's number against the transmitting machine's passcode numbers



② Checking the receiving machine's system number against the transmitting machine's ID numbers (Sharp machines only*)



- If you do not use the polling security function, the document will be sent to any fax machine that polls you.
- When using the polling memory function with polling security enabled, the fax number of the polling machine(s) must be programmed in your machine. The polling machine must also have its sender's number programmed.

FAXING A THIN-SHEET DOCUMENT USING THE RSPF

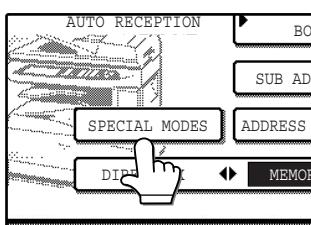
Thin-sheet documents can be faxed using the RSPF.

When the thin-sheet scanning function is used, the RSPF scans the document at a slower speed. Follow these steps to enable or disable the thin-sheet scanning function.



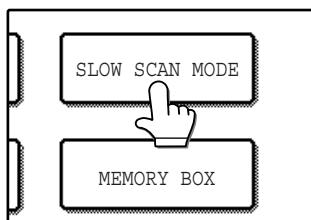
A document that is extremely thin or which has folds or wrinkles may misfeed in the RSPF. In this case, scan the document from the document glass.

1 Touch the [SPECIAL MODES] key in fax mode.



If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7)

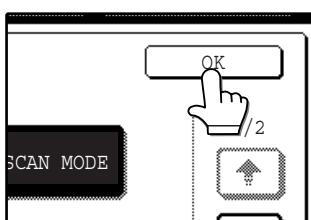
2 Touch the [SLOW SCAN MODE] key.



The [SLOW SCAN MODE] key is highlighted. If the [SLOW SCAN MODE] key is already highlighted, the function has already been enabled.

To disable the function, touch the [SLOW SCAN MODE] key so that the key is no longer highlighted.

3 Touch the [OK] key.



You will return to the condition settings screen.

4 Place the document in the RSPF. (p.10)

5 Fax the document. (p.12)



- The two-sided scanning function cannot be used.
- When using the thin-sheet scanning function, the resolution cannot be set to STANDARD.
- The thin-sheet scanning function can be enabled permanently. ("SLOW SCAN MODE" (p.102))

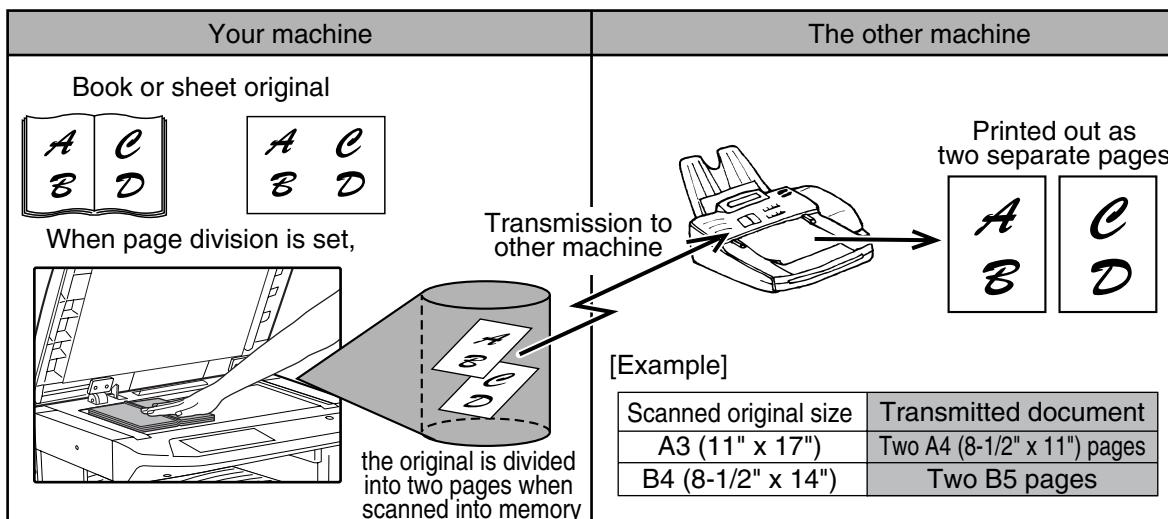
FAXING A DIVIDED ORIGINAL (DUAL PAGE SCAN)

When faxing a book or other bound document, you can use this function to divide the two open pages of the book into two separate fax pages.

This function can only be used when the original is scanned using the document glass.

The original on the right side of the document glass is scanned first as page 1, and then the original on the left side as page 2.

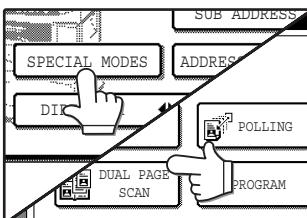
Dual page scan is only possible when the original size is A3, B4 or A4R (11" x 17", 8-1/2" x 14" or 8-1/2" x 11R").



Selecting Dual Page Scan

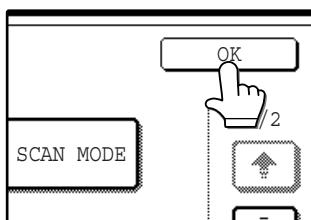
Follow the steps below to select Dual Page Scan and then perform the transmission operation.

1 Touch the [SPECIAL MODES] key in fax mode and then touch the [DUAL PAGE SCAN] key.



If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7)

2 Touch the [OK] key.



You will return to the main screen and the dual page scan icon will appear.

3 Place the original on the document glass (p.10), and perform the transmission operation.

If you have more originals to scan after pressing the [START] key (④) and scanning the first original, change originals and repeat scanning until all originals have been scanned. When finished, touch the [READ-END] key in the touch panel. ("Using the document glass" (p.13))



To cancel Dual Page Scan...
Press the [CLEAR ALL] key (⑤).

PROGRAMMING FREQUENTLY USED OPERATIONS

This function allows you to store the steps of an operation, including the destination and scanning settings, into a program. When you want to send a document to that destination, you can simply press the appropriate program key and the steps will be performed automatically. This function is convenient when you frequently send documents such as a daily report to the same destination. Up to eight programs can be stored.



- A program differs from a timer transmission (p.30) in that it is not cleared from memory after transmission takes place. A program thus allows you to repeatedly perform the same type of transmission. Note, however, that programs do not allow you to establish a timer setting for transmission.
- With the exception of polling, reception operations cannot be stored in a program.

Programs can be stored using the custom settings, and a name up to 36 characters long can be assigned. For information on storing, editing, and deleting programs, see "STORING A PROGRAM" on page 74. The following settings can be stored in a program:

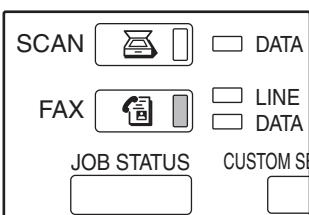
- Destination fax number
- POLLING
- SLOW SCAN MODE
- DUAL PAGE SCAN
- COVER SHEET
- TX MESSAGE
- OWN PASSCODE SELECT
- Confidential transmission
- RELAY BROADCAST
- RESOLUTION and EXPOSURE

Auto-dial keys (rapid or group keys) can be used to store the destination fax number, or a full number can be entered using the numeric keys. When storing a broadcast transmission or serial polling operation in a program, up to 200 destination fax numbers can be stored.

3

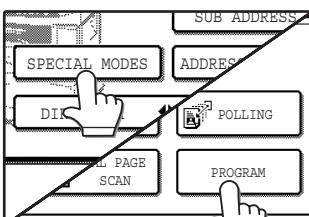
USING A PROGRAM

1 In fax mode, load the document. (p.10)



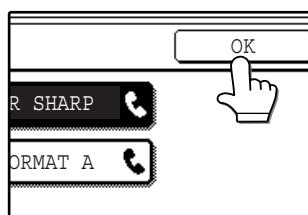
Do not load a document if you are performing a polling operation. If you are going to use Dual Page Scan (p.40), place the document on the document glass.

2 Touch the [SPECIAL MODES] key and then the [PROGRAM] key.



If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7) The program selection screen appears.

3 Touch the program key that you wish to execute. Make sure that the key is highlighted and then touch the [OK] key.



The program key you touched is selected and you return to the screen of step 2. The [PROGRAM] key and the keys of the functions stored in the program are highlighted.

4 Touch the [OK] key.

You will return to the condition settings screen.

5 If needed, select the original size and other settings, and then press the [START] key (①).

Transmission takes place according to the program.



The following settings, which cannot be stored in a program, can be selected before pressing the [START] key (①) in step 5.

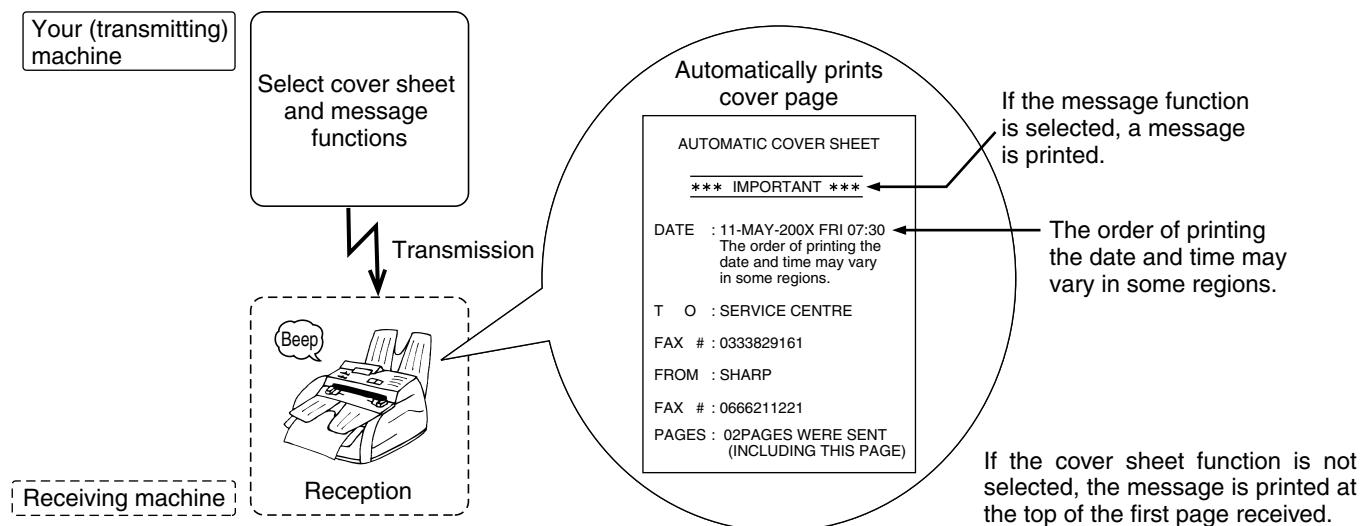
- Original size setting (p.21)
- Two-sided scanning (p.17)
- Job build mode (p.18)
- Timer setting (p.30)

Note that if the dual page function is stored in the program to be executed, two-sided scanning and the job build mode cannot be selected.

ADDING A COVER SHEET TO A FAX TRANSMISSION

An A4 (8-1/2" x 11") cover sheet can be attached to a fax transmission. The cover sheet is generated automatically and shows the date, time, recipient, fax number, sender, sender's fax number, and number of pages transmitted (cover sheet function).

A message can also be added to the top of the first page of a transmitted fax (message function). When used together with the cover sheet function, the message is added to the top of the cover sheet.



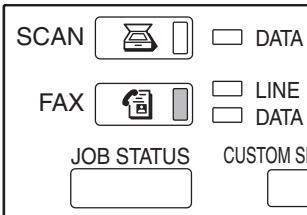
ADDING A COVER SHEET

The cover sheet selection is effective for one transmission. The number of transmitted pages indicated on the cover sheet includes the cover sheet.

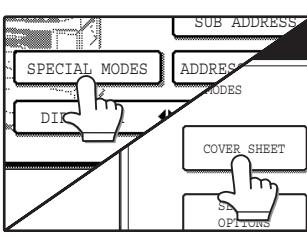


- To appear on the cover sheet, your sender's name and number must be programmed. ("OWN NUMBER AND NAME SET" (p.98))
- A key operator program can be enabled to have a cover sheet added to every fax transmission. ("AUTO COVER SHEET" (p.102))
- The cover sheet function cannot be used with F-code polling memory (p.54), relay request transmission (p.50), or polling memory (p.35).

1 In fax mode, place the original. (p.10)

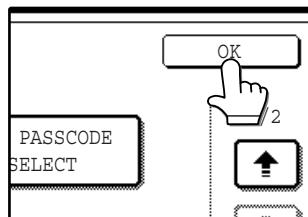


2 Touch the [SPECIAL MODES] key, the key, and then the [COVER SHEET] key.



If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7) The [COVER SHEET] key is highlighted.

3 Touch the [OK] key.



You will return to the condition settings screen.

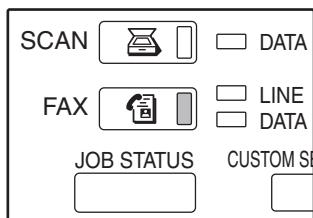
4 Perform the fax transmission. (p.12)

ADDING A MESSAGE

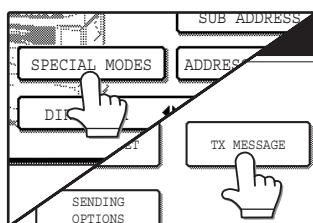
This function adds a message to the top of the first received fax page. Message selection is only effective for one transmission.

One the following messages can be selected: CONFIDENTIAL, URGENT, IMPORTANT, PLEASE DISTRIBUTE, PLEASE CALL BACK

1 In fax mode, place the original. (p.10)



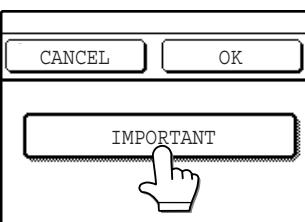
2 Touch the [SPECIAL MODES] key, the key, and then the [TX MESSAGE] key.



If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7)

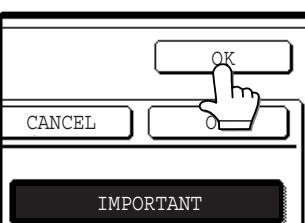
3

3 Touch the key of the message that you wish to add.



The selected key is highlighted.

4 Touch the [OK] key.



You will return to the condition settings screen.

5 Perform the fax transmission. (p.12)

OWN NUMBER SENDING

This function prints the date, time, your programmed sender's name, your programmed sender's fax number, and the page number at the top center of each page that you fax.

You can program multiple senders to enable the use of different sender names (maximum of 20).

To program a sender, see "OWN NUMBER AND NAME SET" on page 98.

Example of fax page printed out by the receiving machine

11-MAY-200X-FRI 03:00	SHARP PLANNING DIV.	FAX No.0666211221	P.001/001
(1)	(2)	(3)	(4)

(1) Date and time: programmed in the custom settings (See "CUSTOM SETTINGS" in operation manual for copier).

The order of printing the date and time may vary in some regions.

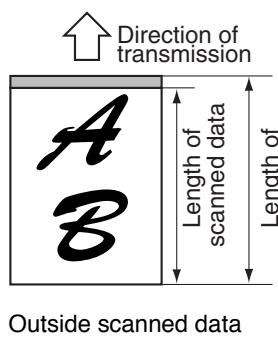
(2) Sender's name: programmed in the key operator programs. ("OWN NUMBER AND NAME SET" (p.98))

(3) Sender's fax number: programmed in the key operator programs. ("OWN NUMBER AND NAME SET" (p.98))

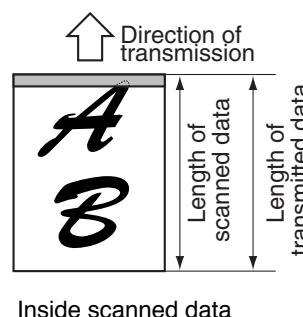
(4) Page number: 3-digit number appearing in the format, "page number/total pages" (only the page number appears if you use manual transmission or Quick On-Line transmission). If desired, you can use a key operator program to have the page number omitted. ("PRINTING PAGE NUMBER AT RECEIVER" (p.100))

Position of sender's information

You can select whether the sender's information is added outside the printed fax image or inside the image in the key operator programs ("DATE/OWN NUMBER PRINT POSITION SETTING" (p.100)). The initial factory setting is outside the image.



None of the transmitted image is cut off; however, the transmitted image is longer than the scanned image, and thus when both the sender and the receiver use the same size of paper, the printed fax may either be reduced or split up and printed on two pages.



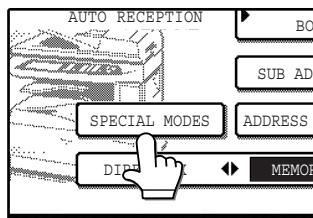
The top edge of the scanned image will be cut off by the sender's information; however, when both the sender and the receiver use the same size of paper, the printed fax will neither be reduced nor split up and printed on two pages.

SELECTING THE SENDER INFORMATION THAT APPEARS ON A FAX TRANSMISSION

Follow the steps below to select a sender from among the programmed senders.

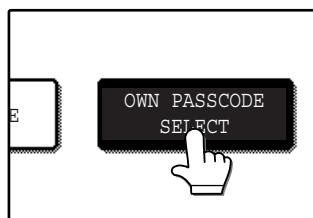
This function is convenient when you wish to use a different sender's name for different destinations.

1 In fax mode, touch the [SPECIAL MODES] key.



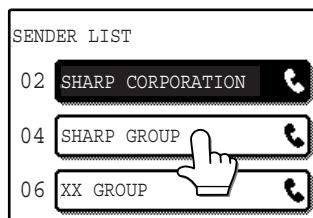
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7)

2 Touch the key and then the [OWN PASSCODE SELECT] key.



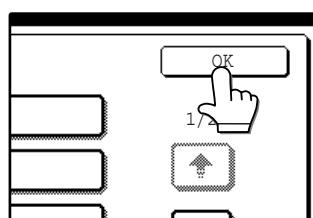
The list of programmed senders appears.

3 Touch the desired sender key in the list.



If multiple senders have been programmed and a sender is not selected, the sender with the lowest control number is automatically selected.

4 Touch the [OK] key.



You will return to the screen of step 2.

5 Touch the [OK] key.

You will return to the condition settings screen.

6 Perform the fax transmission. (p.12)

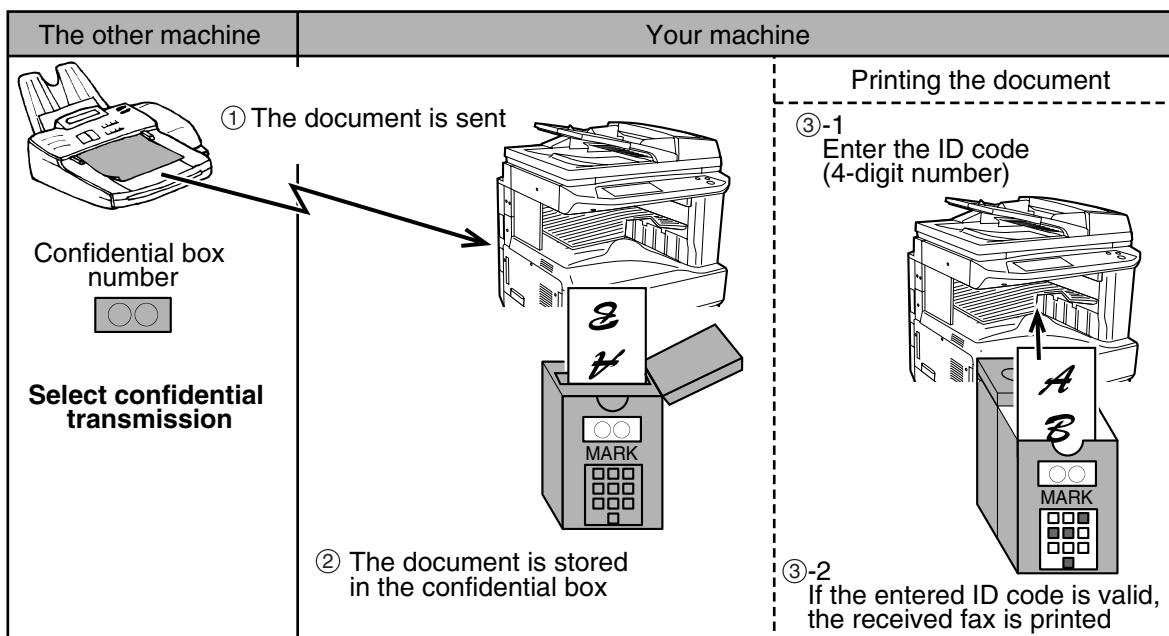
3

SENDING AND RECEIVING CONFIDENTIAL FAXES

The confidential function allows you to send and receive confidential faxes. When a fax is sent by confidential transmission, it is held in the memory (confidential box) of the receiving machine instead of being printed out. The fax can only be printed out when the recipient enters a confidential ID code.

This function is convenient when you need to send or receive sensitive documents, or when several departments share the same fax machine.

To receive confidential faxes, a confidential box number and an ID code must be programmed. ("CONFIDENTIAL CODE SET" (p.104))



As shown above, receiving a fax in a confidential box is called confidential reception, and sending a fax to a confidential box in the receiving machine is called confidential transmission.



- The confidential function can only be used when the other fax machine is a Sharp model that has the confidential fax function. For more information, consult your dealer.
- To use the confidential function, the sender's number must be programmed in the sending machine and a confidential box number and an ID code must be programmed in the receiving machine.



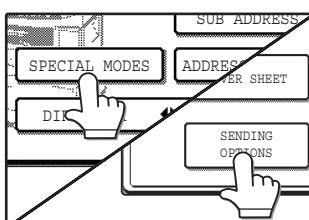
Take care not to forget your confidential ID code. In the event that you forget it, print out the confidential ID list. ("LIST PRINT" (p.107))

CONFIDENTIAL TRANSMISSION

Before sending a confidential fax, make sure that the receiving machine has the confidential reception function and that it is programmed appropriately to receive confidential faxes.

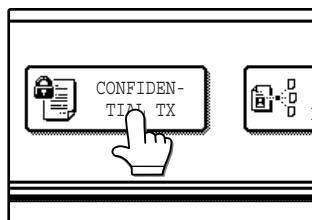
If the receiving machine has more than one box for confidential reception, you will need to contact the receiving party in advance for the appropriate box number.

1 Touch the [SPECIAL MODES] key, the  key, and then the [SENDING OPTIONS] key.

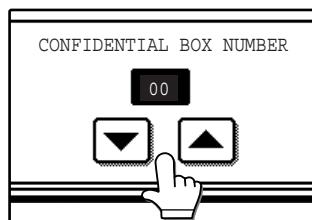


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7)

2 Touch the [CONFIDENTIAL TX] key.

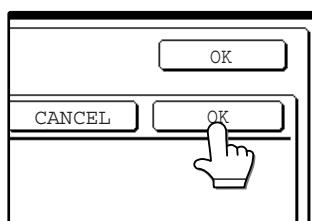


3 Touch the  or  key to specify the confidential box number of the recipient.



A number from "00" to "99" can be selected.

4 Touch the inner [OK] key.



You will return to the sending options screen. The [CONFIDENTIAL TX] key is highlighted and the confidential transmission icon appears.

5 Touch the outer [OK] key.

You will return to the condition settings screen.

6 Perform the fax transmission. (p.12)

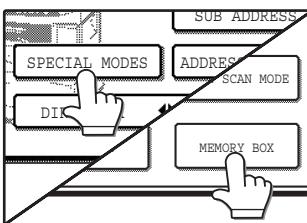
PRINTING A FAX RECEIVED IN A CONFIDENTIAL BOX

To print a fax received in a confidential box, you must enter the ID code (a 4-digit number from 0000 to 9999) that was programmed when the confidential box was created.



- When a fax is received in a confidential box, a transaction report is printed to inform you. To set print conditions for transaction reports, see "TRANSACTION REPORT PRINT SELECT SETTING" on page 99.
- Faxes are automatically erased from the confidential box after being printed.
- Multiple faxes can be received in a confidential box.

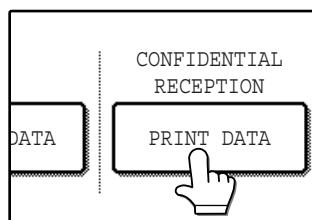
1 Touch the [SPECIAL MODES] key and then the [MEMORY BOX] key.



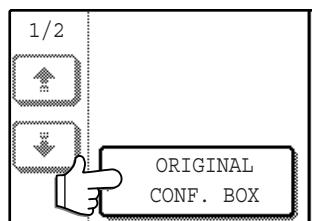
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7) The memory box menu appears.

To cancel, touch the [CANCEL] key.

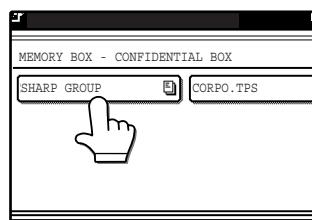
2 Touch the [PRINT DATA] key.



3 Touch the [ORIGINAL CONF. BOX] key.

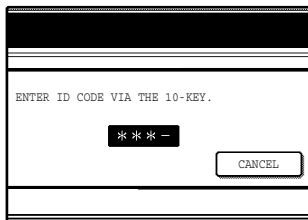


4 Touch the appropriate memory box key.



"" appears next to memory boxes that have received faxes.

5 Press the numeric keys to enter your ID code (4 digits).



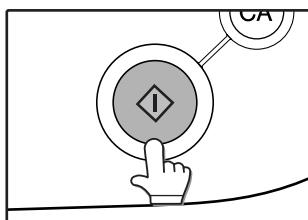
As you enter each digit, the hyphen "-" that marks the digit changes to an asterisk "*".

If the ID code you entered is correct, "PRESS [START] TO PRINT DATA." will appear.

If the ID code is not correct, the message "ID CODE IS NOT VERIFIED." appears and you will return to the screen of step 4.

To return to the screen of step 4, touch the [CANCEL] key.

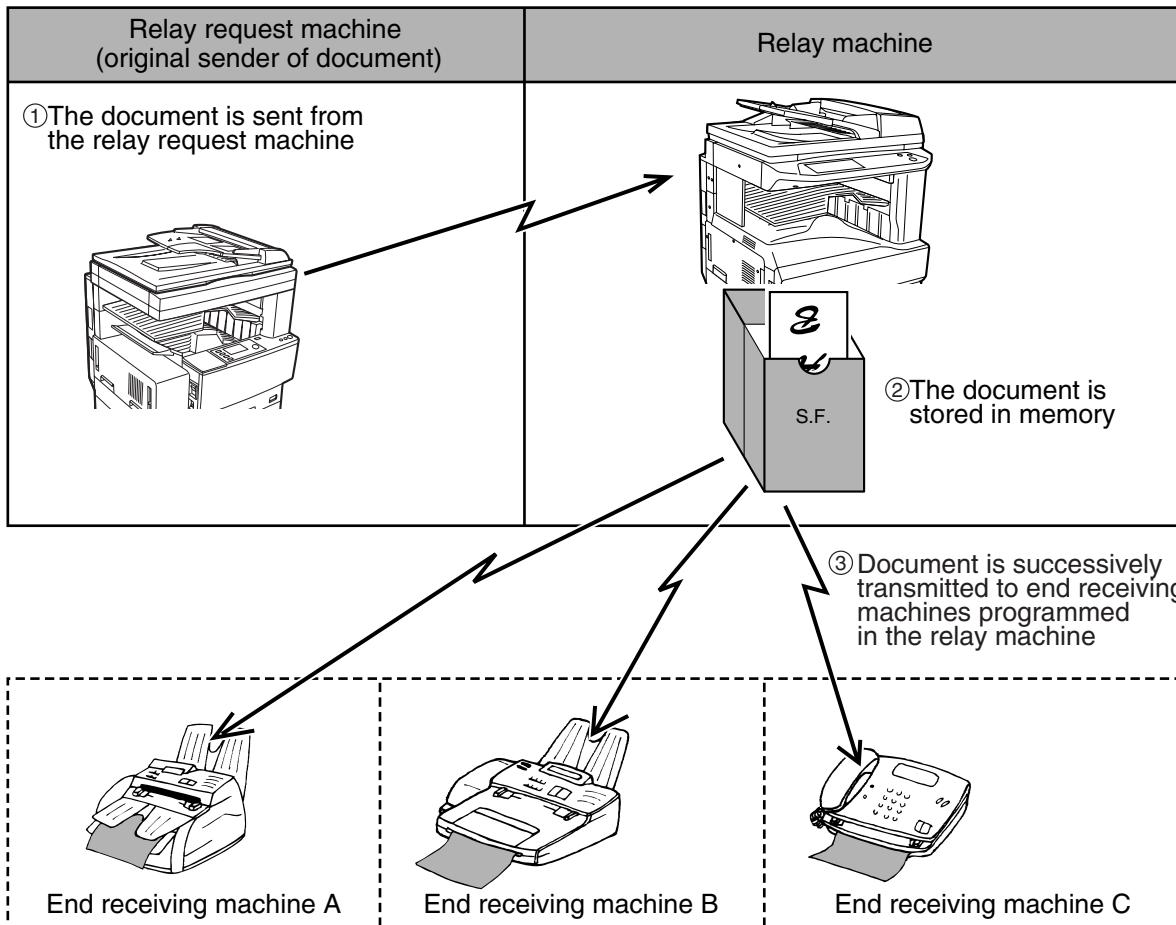
6 Press the [START] key (①).



Printing begins. If other jobs are waiting to be printed, the confidential fax(es) will be printed ahead of the other jobs, after the current job is finished.

SENDING FAXES USING THE RELAY REQUEST FUNCTION

The relay request function is used to send a fax to a relay fax machine, and then have the relay fax machine send the fax to multiple end receiving machines.



The fax machine that originally sends the fax is called the relay request machine, and then relays it to the programmed end machines is called the relay machine.

The fax is printed out by the relay machine as well as by the end receiving machines.

The relay request function is useful when the relay machine is sufficiently close to the end receiving machines that the overall cost of transmission is less than if you sent the fax directly to the end receiving machines using the broadcast function. If used together with a timer setting to take advantage of off-peak rates, the cost of transmission can be reduced even more.

Sending a fax to a relay machine and requesting relay transmission is called the relay request function. Receiving a fax and broadcasting it to a group of end receiving machines is called the relay broadcast function.

- This function can only be used when the relay machine is a Sharp model that has the relay broadcast function. For more information, consult your authorised service representative.
- To allow a relay request to take place, the fax number of the relay request machine (the programmed sender's number) must be programmed in the relay machine as a relay ID code ("ID NUMBER MODE" (p.104)).
- To make a relay request, the relay group (the number of the relay machine and the numbers of the end receiving machines) must be programmed. ("STORING RELAY GROUPS" (p.76))
- The relay request machine only bears the cost of sending the fax to the relay machine. The relay machine bears the cost of sending the fax to each of the end receiving machines.

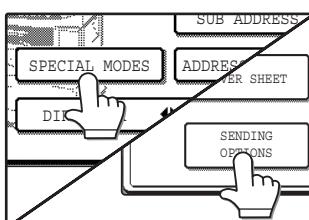
USING THE RELAY REQUEST FUNCTION

A relay request transmission is performed by specifying the relay group and then performing a regular fax transmission.

Only one relay group can be specified.

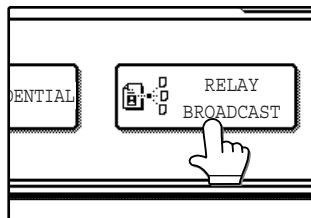
A relay request will be refused if an end receiving machine is specified that is not stored in the relay machine.

1 Touch the [SPECIAL MODES] key, the  key, and then the [SENDING OPTIONS] key.

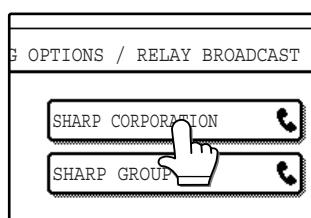


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7)

2 Touch the [RELAY BROADCAST] key.

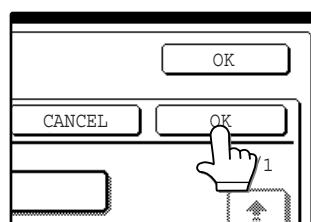


3 Touch the key of the relay group that you wish to use.



The selected relay group key is highlighted.

4 Touch the inner [OK] key.



You will return to the special transmission screen. The [RELAY BROADCAST] key is highlighted and a relay request icon appears.

5 Touch the outer [OK] key.

You will return to the condition settings screen.

6 Perform the fax transmission. (p.12)

This chapter explains F-code transmission, which gives you a convenient means of performing advanced operations such as relay broadcast transmission and confidential transmission. Normally these functions require that the other fax machine be a similar Sharp machine; however, F-code transmission enables these functions to be performed with any other machine that supports F-code transmission.

TRANSMISSION BETWEEN MACHINES SUPPORTING F-CODES

This machine supports the "**F-code**" standard as established by the ITU-T*.

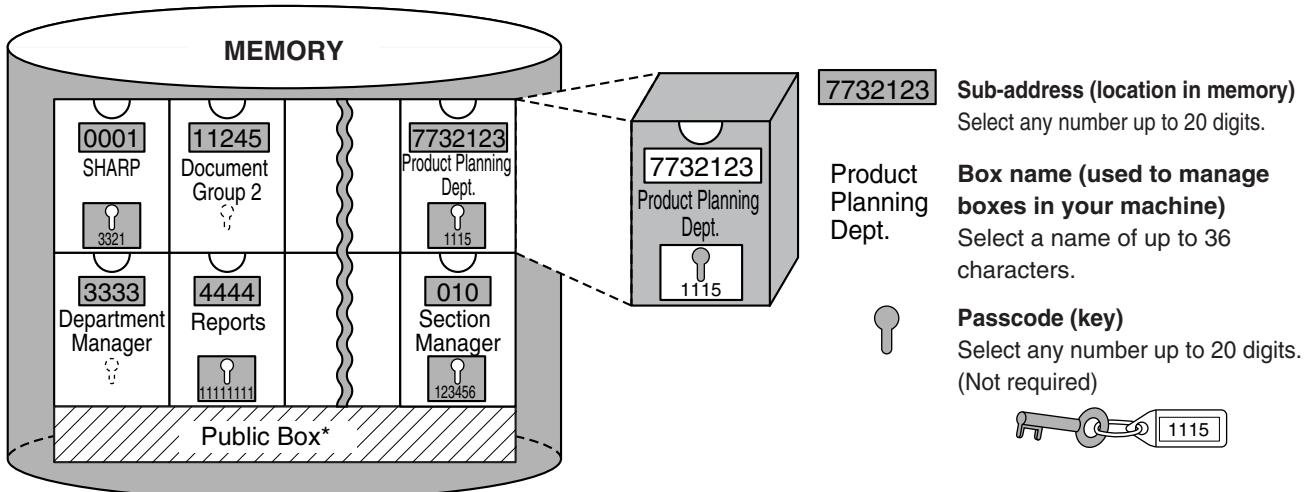
The F-code standard makes it possible to perform special operations such as relay broadcast and confidential transmission, which previously could only be performed with another similar Sharp machine, with any other machine that also supports F-codes.

Before using any of the functions explained in this chapter, verify that the other fax machine supports F-codes and the function that you wish to use (the other machine may use a different name for the function).

* The ITU-T is a United Nations organization that establishes communications standards. It is a department of the International Telecommunication Union (ITU), which coordinates global telecommunications networks and services.

MEMORY BOXES AND SUB-ADDRESSES/PASSCODES REQUIRED FOR F-CODE TRANSMISSION

Fax machines that support F-code transmission enable the creation of a "memory box" in the unit's memory. The memory box is used to store documents received from another fax machine or documents to be sent when another machine polls that machine. Up to 10 memory boxes can be created for each operation type, and a name can be assigned to each box. A "sub-address" that indicates the box's location in memory must be programmed, and if desired, a **passcode** can also be programmed to control access to the box.



*The Public Box is used for normal serial polling. ("USING POLLING MEMORY" (p.35))

When communication occurs involving a memory box, the communication will only take place if the sub-address and passcode that the other machine sends match the sub-address and passcode programmed in your machine for that box. Therefore, to allow communication, you must inform the other party of the sub-address and passcode of the memory box. Likewise, to send a document to a memory box in another machine or use polling to retrieve a document from that memory box, you must know the sub-address and passcode of that memory box.

Memory boxes are managed in this machine not only by sub-addresses and passcodes (which are number sequences), but also by names. For example, for the memory box with the sub-address, "7732123", and the passcode, "1115", you could assign the name "Product Planning". Assigning names makes it easier to manage memory boxes. (Note that you do not need to inform the other party of a memory box name; the other party only needs to know the sub-address and passcode.)

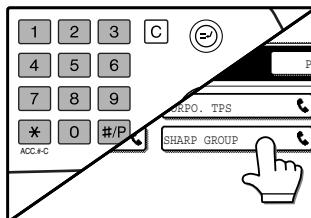
This machine uses the term "sub-address" for the location of the memory box and the term "passcode" for the password that allows communication; however, other fax machines of other manufacturers may use different terms. When asking the other party for a sub-address and passcode, you may find it useful to refer to the 3-character alphabetical terminology used by the ITU-T.

This machine	ITU-T		
	F-code polling memory box	F-code Confidential box	F-code Relay Broadcast Function
Sub-address	SEP	SUB	SUB
Passcode	PWD	SID	SID

ENTERING A SUB-ADDRESS AND PASSCODE FOR A MEMORY BOX IN THE OTHER MACHINE

When transmitting to a memory box in another fax machine, the sub-address and passcode must be entered after the other machine's fax number. Enter the other machine's fax number as explained for a normal transmission (p.12) or for a polling operation (p.33), and then enter the sub-address and passcode as follows:

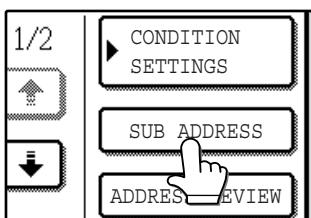
1 Dial the fax number of the other machine, or touch a rapid key.



If the condition settings screen appears, touch the [ADDRESS BOOK] key to display the address book screen. (p.8)

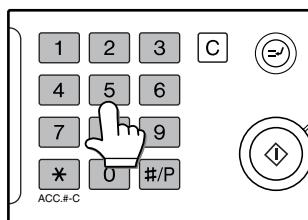
If the sub-address and passcode have been programmed into the rapid key, the following steps are not needed.

2 Touch the [SUB ADDRESS] key.



A slash "/" appears at the end of the fax number. If you make a mistake, press the [CLEAR] key (C) to clear the mistake.

3 Use the numeric keys to enter the sub-address of the other machine's memory box (max. 20 digits)



If you make a mistake, press the [CLEAR] key (C) and re-enter the correct digit(s).

4 Touch the [SUB ADDRESS] key once again.

A slash "/" appears at the end of the sub-address.

5 Use the numeric keys to enter the passcode of the other machine's memory box (max. 20 digits)

If a passcode has not been established for the other box, this step is not necessary.

4



- You can program a sub-address and passcode into a rapid dial key along with the fax number. (p.68)
- Manual transmission (p.62) using a sub-address and passcode is not possible.

CREATING A MEMORY BOX FOR F-CODE TRANSMISSION

F-code operations that use memory boxes include F-code polling memory (p.54), F-code confidential transmission (p.57), and F-code relay broadcast (p.59). Memory boxes must be created to perform any of these operations. A memory box can be created using the key operator programs. Memory boxes are created in the key operator programs. Up to 10 boxes for each operation type can be created. The method of creating up the box varies depending on the operation. To create, edit, or delete a memory box, see "F-CODE MEMORY BOX" on page 105. After you have created a box, be sure to inform the other party of the sub-address and passcode.

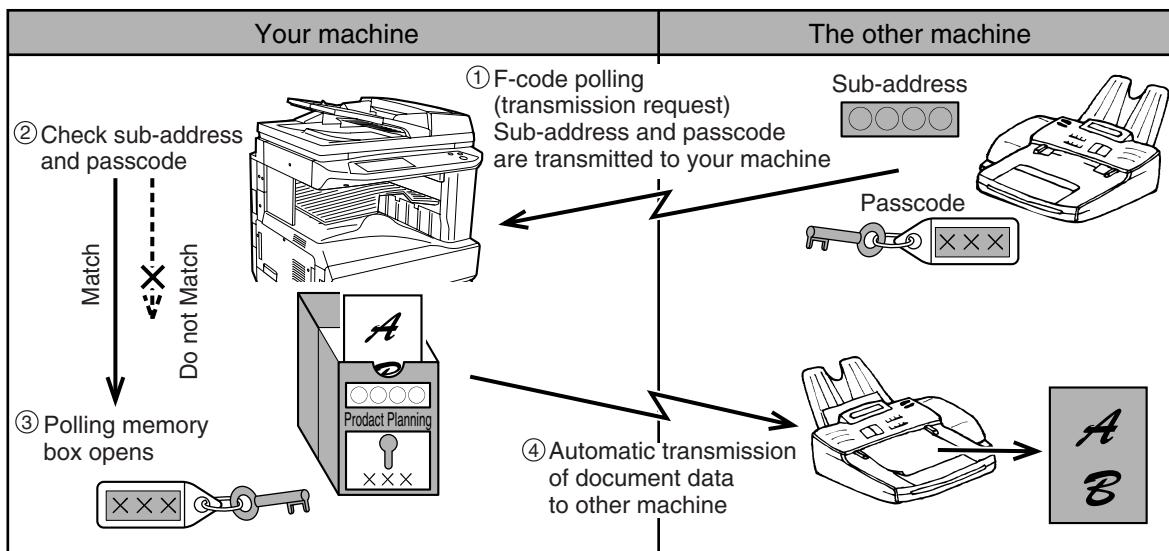


If you attempt to create a memory box when 10 memory boxes have already been created for that operation type, a message will appear to inform you that no more boxes can be created. Delete any unneeded memory boxes and then create the new box.

F-CODE POLLING MEMORY

F-code polling memory allows one fax machine to call another fax machine and initiate reception of a document that has been scanned into the other machine's F-code polling memory box. Calling another machine and initiating reception is called F-code polling, and scanning a document into a memory box for another machine to retrieve by polling is called F-code polling memory. This function is approximately the same as normal polling explained on page 32; however, the use of the F-code polling memory box means that security is provided by means of the sub-address and passcode.

How F-code polling memory works



F-code polling is when your machine calls another machine and retrieves a document that was scanned into the polling memory box of that machine (the reverse of the above diagram).



- To perform polling or polling memory without using an F-code, refer to page 32.
- To create an F-code memory box for polling memory, refer to page 105.
- Unlike normal polling, the other machine's fax number or system number is not programmed as a passcode for F-code polling memory. The sub-address and passcode of the polling memory box are used for polling security.
- The receiving machine bears the expense (phone charges) of the transmission.

USING F-CODE POLLING MEMORY

In order for another machine to retrieve a document from your machine, you must first scan the document into the F-code polling memory box.

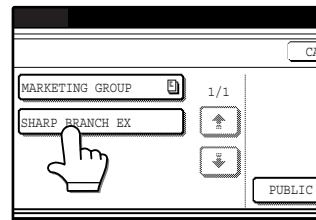
You can check the document in the memory polling box by printing it out.

Caution When using F-code polling memory, do not set the reception mode to manual reception.

Scanning a document into an F-code polling memory box

The procedure for scanning a document into an F-code polling memory box (p.105) is almost the same as the procedure for scanning a document into the PUBLIC BOX for normal polling memory. Instead of touching the [PUBLIC BOX] key in Step 6 of Scanning a document into polling memory (the Public Box) on page 35, touch the key of the memory box into which you wish to scan the document. If a document has already been stored in that box, the new document will be stored along with the existing document. If you no longer need the existing document, delete it as explained in "Checking and deleting a document in a memory box" below.

When you touch the memory box into which you wish to scan the document, the key is highlighted and selected as the scanning destination.



When you scan the document into the memory box, you can select whether to have the scanned document automatically deleted after polling or left in the box to allow repeated polling.

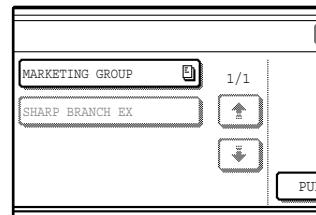
4

Checking and deleting a document in a memory box

The procedure for checking a document in an F-code polling memory box by printing it and the procedure for deleting a document from a box are almost the same as the procedures for printing and clearing document data from the Public Box. Instead of touching the [PUBLIC BOX] key in Step 3 of "Printing documents in the Public Box" on page 36 or "Deleting documents from the Public Box" on page 37, touch the memory box key that contains the document that you wish to print or clear.

If a document icon (✉) appears to the right of a memory box key, a document has been stored in that box and you can print it out.

Note that you cannot check or clear the contents of a memory box while it is being used for transmission.



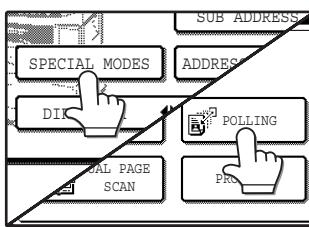
PROCEDURE FOR F-CODE POLLING

Make sure that a document has not been placed in the RSPF or on the document glass, and then follow the steps below.



- You must know the sub-address (SEP) and passcode (PWD) of the other machine's F-code polling memory box.
- Serial polling (selecting multiple fax machines to be polled using a group key or by touching the [NEXT ADDRESS] key) is not possible with F-code polling.

1 In fax mode, touch the [SPECIAL MODES] key and then the [POLLING] key.

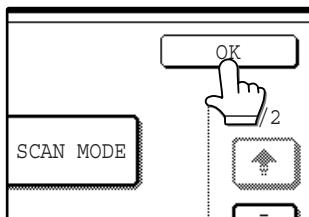


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7) The [POLLING] key is highlighted and the

polling icon is displayed.

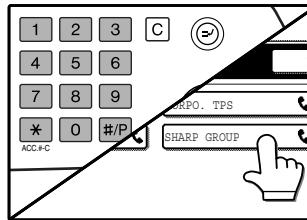
To cancel the polling selection, press the [POLLING] key once again so that it is no longer highlighted.

2 Touch the [OK] key.



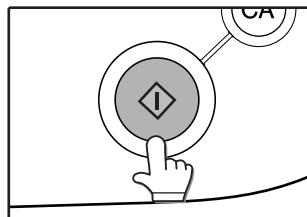
You will return to the condition settings screen.

3 Enter the fax number, sub-address, and passcode of the other fax machine.



To use a rapid key, touch the [ADDRESS BOOK] key to display the address book screen. See "ENTERING A SUB-ADDRESS AND PASSCODE FOR A MEMORY BOX IN THE OTHER MACHINE" on page 53 for the procedure for entering sub-addresses and passcodes.

4 Press the [START] key (◎).



"JOB STORED." appears on the screen. After communicating with the other machine, your machine prints the received document.



To cancel the operation

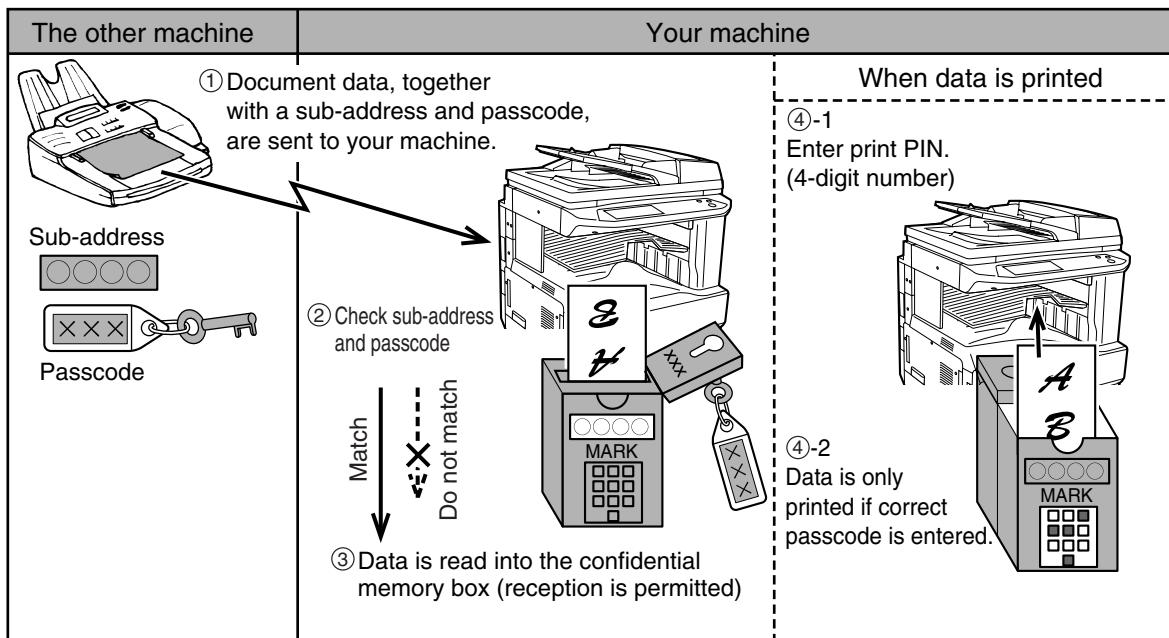
Press the [JOB STATUS] key and then cancel the operation as explained on page 24.

Only one F-code polling operation with a timer setting (p.30) can be stored.

F-CODE CONFIDENTIAL TRANSMISSION

This function is used to fax confidential documents. The sub-address and passcode programmed for a memory box restricts access to the box, and received data can only be printed by someone who knows the print PIN. (Personal Identification Number).

This function is convenient when faxing sensitive documents, or when multiple departments share a single fax machine.



As the above diagram shows, receiving a document to the machine's F-code confidential memory box is called F-code confidential reception, and sending a document to another machine's F-code confidential memory box is called F-code confidential transmission.

4

Note

- For Sharp's regular confidential transmission function, which uses the programmed sender's fax number and ID code, see "SENDING AND RECEIVING CONFIDENTIAL FAXES" on page 46.
- See "F-CODE MEMORY BOX" on page 105 for the procedures for creating, editing, and deleting F-code confidential memory boxes.

Caution Take care not to forget the print PIN that is programmed in the F-code confidential memory box. If you forget the passcode, print it out in the key operator programs. ("LIST PRINT" (p.107))

F-CODE CONFIDENTIAL TRANSMISSION

F-code confidential transmission is performed in the same way as a normal transmission (see chapter 2); however, you must enter the sub-address (SUB) and passcode (SID) after the fax number of the other machine. (Omit the passcode if the other machine does not use a passcode.)

For the procedure for entering sub-addresses and passcodes, see "ENTERING A SUB-ADDRESS AND PASSCODE FOR A MEMORY BOX IN THE OTHER MACHINE" on page 53.

F-code confidential reception is performed in the same way as normal reception (see chapter 2); however, you must inform the other party of the sub-address (SUB) and passcode (SID) of your confidential memory box. (Omit the passcode if a passcode is not programmed in the box.)

Note

- An F-code confidential transmission can be used in combination with the broadcast transmission function* (p.27) or the timer transmission function (p.30), and can be stored as a program (p.74).
*Only when the destinations are stored in rapid keys.
- F-code confidential transmission is not possible if the other machine does not support F-code transmission or does not have an F-code memory box programmed.
- Before performing an F-code confidential transmission, you will need to ask the operator of the other machine for the sub-address and passcode programmed in that machine. You can omit entry of the passcode if a passcode is not programmed in the other machine.
- A sub-address and passcode can be stored in a rapid key together with a fax number. To store rapid keys, see page 68.

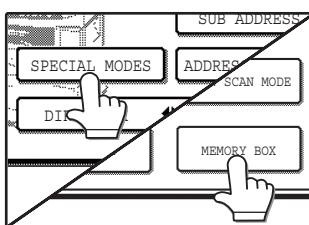
PRINTING A DOCUMENT RECEIVED TO AN F-CODE CONFIDENTIAL MEMORY BOX

A document received to an F-code confidential memory box can be printed by entering the print PIN (0000 to 9999) that was programmed when the memory box was created. Printing of the confidential document will take priority over any other jobs waiting to be printed.



- Make sure that a Transaction Report is set to print out in the key operator programs so that you will be informed when a confidential document is received. ("TRANSACTION REPORT PRINT SELECT SETTING" (p.99))
- A document received to an F-code confidential memory box is automatically cleared after printing.
- Multiple faxes can be received to an F-code confidential memory box.

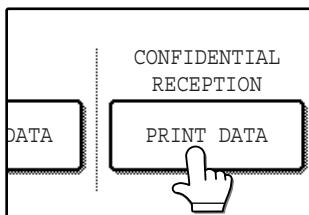
1 In fax mode, touch the [SPECIAL MODES] key and then touch the [MEMORY BOX] key.



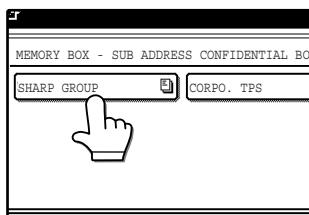
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen. (p.7) The memory box menu appears.

To cancel the operation, touch the [CANCEL] key.

2 Touch the [PRINT DATA] key.



3 Touch the memory box key containing the document that you wish to print.



A () mark appears to the right of memory boxes that have received documents. A memory box cannot be selected while it is being used for transmission.

4 Press the numeric keys to enter the 4-digit print PIN.

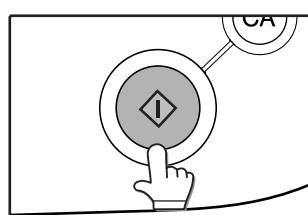


As each digit is entered, "-" changes to "*". If the print PIN you entered is correct, the message "PRESS [START] TO PRINT DATA" appears.

If the passcode is not correct, the message "PIN IS NOT VERIFIED." appears and you will return to the screen of step 3.

To return to the screen of step 3, touch the [CANCEL] key.

5 Press the [START] key ().



Printing begins. If another print job is already in progress, the confidential document is printed after that job is completed.

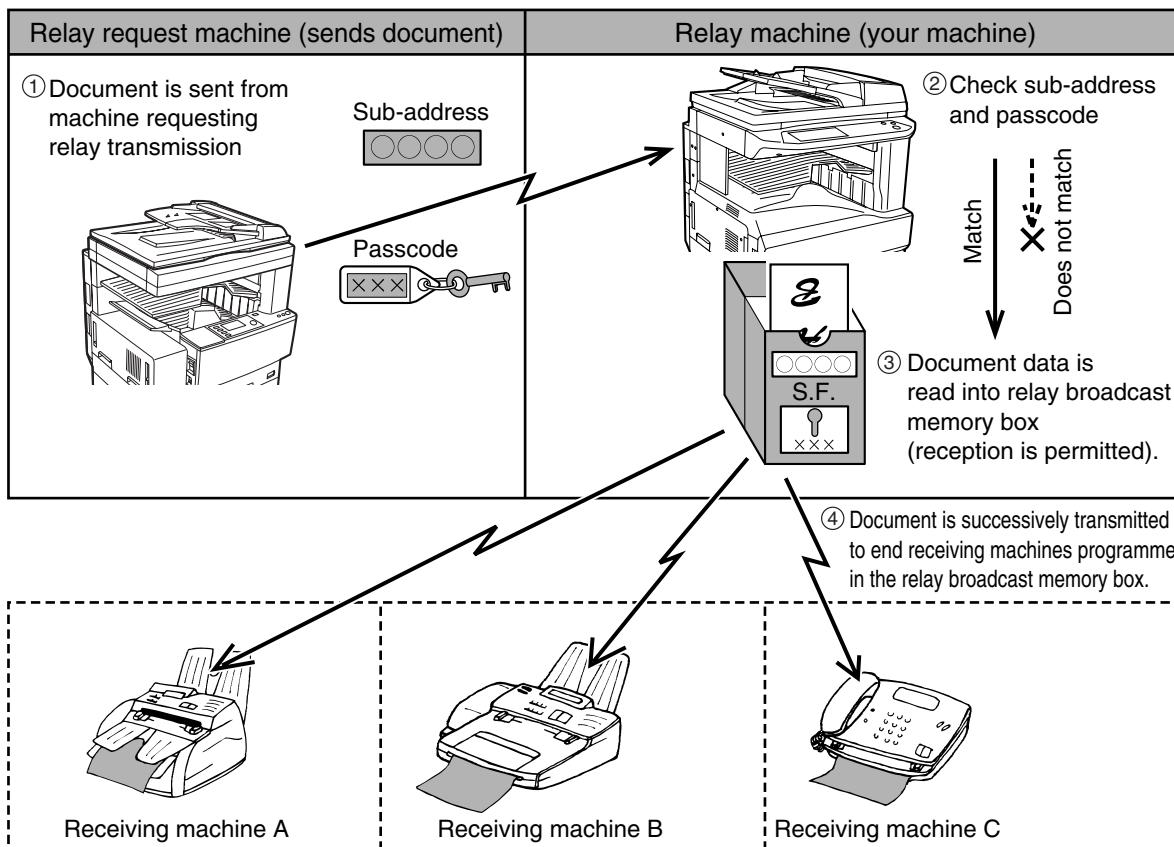


If a received document remains in an F-code confidential memory box, the memory box cannot be deleted.

F-CODE RELAY BROADCAST TRANSMISSION

The F-code relay broadcast function is used to have a relay request fax machine send a fax to a relay fax machine, and then have the relay fax machine send the fax to multiple end receiving machines. To use this function, the fax numbers of the end receiving machines must be stored in the relay machine.

The relay machine and the relay request machine (original sender of the fax) must both support F-codes; however, the end receiving machines do not need to support F-codes.



4

The machine that originally sends the document is called the relay request machine, and the machine that has a memory box containing the end receiving machines and which relays the received document to those machines is called the relay machine.

The document sent by the relay request machine is also printed by the relay machine.

For example, corporate headquarters in Seattle wants to send the same document to branch offices in San Francisco, Oakland, Berkeley, and San Jose. If the San Francisco office creates a relay broadcast memory box and programs the Oakland, Berkeley, and San Jose offices as end receiving destinations, the overall phone charges will be lower than if the Seattle office uses the regular broadcast transmission function (p.26). This function can also be combined with a timer setting (p.30) to take advantage of off-peak rates, allowing a further reduction in phone charges.

Transmission by the relay machine is called "F-code relay broadcast transmission", and transmission from the relay request machine to the relay machine is called "F-code relay request transmission".



- For information on Sharp's regular relay broadcast function, which uses the programmed sender's number and relay ID code, see "SENDING FAXES USING THE RELAY REQUEST FUNCTION" on page 49.
- To create an F-code relay broadcast memory box and program, edit, and delete end receiving machines, see "F-CODE MEMORY BOX" on page 105. When creating a box, a passcode (SID) can be omitted.
- The relay request machine only bears the expense of sending the document to the relay machine. The relay machine bears the expense of sending the document to each of the end receiving machines.

USING THE F-CODE RELAY BROADCAST FUNCTION

(your machine is the relay machine)

When a document is received from a relay request machine, the F-code relay broadcast function transmits the document to the end receiving machines using a memory box only if the sub-address and passcode sent by the relay request machine are correct.

Refer to "F-CODE MEMORY BOX" on page 105 for the procedures for creating, editing, and deleting memory boxes.

Up to 120 end receiving machines (rapid keys or group keys, and full fax numbers entered with the numeric keys) can be programmed in an F-code relay broadcast memory box.

A document received from a relay request machine is initially stored in the memory box of your machine. Your machine (the relay machine) also prints the document, thus the document is first stored as a print job and then as transmission jobs to each of the programmed end receiving machines. The document data is automatically cleared after transmission to all end receiving machines is finished.

USING THE F-CODE RELAY REQUEST FUNCTION

(your machine requests a relay broadcast)

First ask the operator of the other F-code machine to create an F-code relay broadcast memory box and program the end receiving machines in that box. Ask the operator of the other machine for the sub-address (SUB) and passcode (SID) of the memory box.

When you send the document to the relay machine, enter the sub-address and passcode after the fax number. The document will be stored in the memory box of the relay machine, and then transmitted from the relay machine to each of the programmed end receiving machines. A passcode (SID) need not be entered when dialling if a passcode was not programmed for the memory box.

Aside from the method of dialling the relay machine, the transmission procedure is the same as for a normal transmission (see chapter 2).

See "ENTERING A SUB-ADDRESS AND PASSCODE FOR A MEMORY BOX IN THE OTHER MACHINE" on page 53 for the procedure for entering a sub-address and passcode after the fax number of the other machine.

This chapter explains convenient features that can be used to send a document, as well as features that expand the range of use of the fax machine such as connecting an extension phone.

CONNECTING AN EXTENSION PHONE

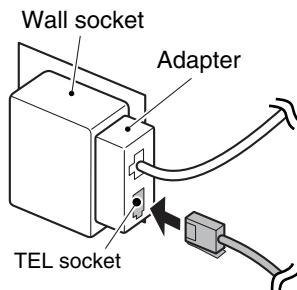
You can connect a telephone to the machine and use it as an extension phone to place and receive calls like any normal phone. You can also activate fax reception from the phone (remote operation).



- If you connect a combination telephone/answering machine to the machine, you will not be able to use the answering machine function.
- The extension phone must be directly connected to the machine's TEL socket as explained below.

CONNECTING AN EXTENSION PHONE

1 Insert the end of the extension phone cord into the adapter.

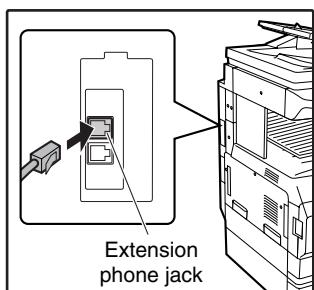


Make sure you hear a "click" sound indicating that the cord is securely connected.



For Nordic countries only, please follow the connection as mentioned below.

1 Insert the end of the extension phone cord into the extension phone jack on the rear of the machine.



Make sure you hear a "click" sound indicating that the cord is securely connected.

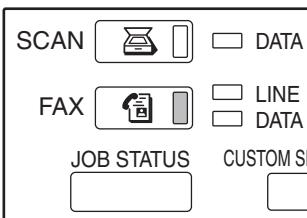
SENDING A FAX AFTER TALKING ON THE PHONE (MANUAL TRANSMISSION)

If the other fax machine is set to manual reception, you can talk to the other party and then send a fax without breaking the connection. This procedure is called manual transmission.



Automatic redialing ("If the receiving party is busy" (p.15)) will not take place if the line is busy.

1 Make sure that the machine is in fax mode.



When the [FAX] key light is on, the machine is in fax mode. If the light is not on, press the [FAX] key.

2 Place the original. (p.10)



If you have loaded the original on the document glass, you can only send one page by manual transmission.

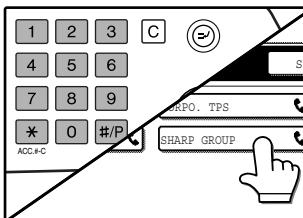
3 Select the original size, resolution, exposure, and other settings as needed.

- Manually setting the original size (p.20)
- Selecting the resolution (p.21)
- Selecting the exposure (p.22)

4 Lift the extension phone.

Or, you can press the [SPEAKER] key.
("ON-HOOK DIALLING" (p.11))

5 Dial the number of the other party or touch a rapid key.

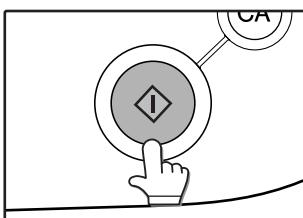


You can also dial using the keypad on the extension phone. You cannot use a group key or a rapid key that includes a sub-address and passcode.

6 Speak to the other party when they answer.

If you used the [SPEAKER] key to dial, lift the extension phone to talk.

7 After the other party switches to fax reception, press your [START] key (◎).



Transmission begins.

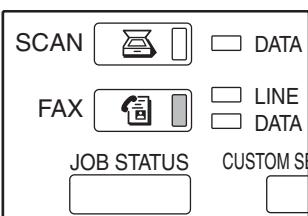
8 Replace the extension phone.

RECEIVING A FAX AFTER TALKING (MANUAL RECEPTION)

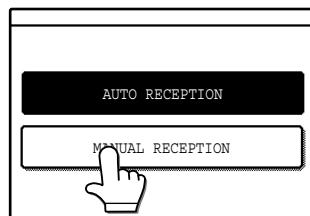
When an extension phone is connected to the machine and you have set the reception mode to MANUAL, you can talk to a person who wishes to send a fax manually and then begin fax reception without breaking the connection.

Changing the reception mode to MANUAL.

1 Press the [CUSTOM SETTINGS] key.

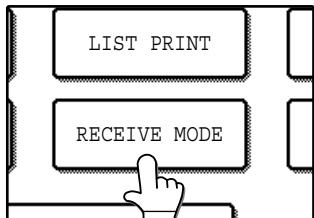


3 Touch the [MANUAL RECEPTION] key.

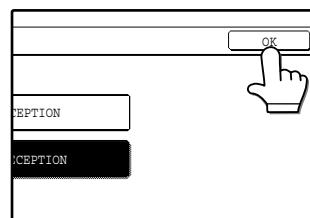


The [MANUAL RECEPTION] key is highlighted.

2 Touch the [RECEIVE MODE] key.



4 Touch the [OK] key.



The reception mode is set to MANUAL.



To return the reception mode to AUTO, touch the [AUTO RECEPTION] key in step 3 above.

Activating fax reception from an extension phone (remote reception)

After speaking on the extension phone, you can activate fax reception from the extension phone. This is called "remote reception". After speaking, or when you hear a fax tone through the extension phone, perform the following procedure with the extension phone still lifted.



This function cannot be used if you are on a pulse dial line and the extension phone cannot issue tone signals. To find out whether or not the extension telephone can issue tone signals, see the phone's manual.

1 If you are on a pulse dial line, set your phone to issue tone signals.

Refer to your phone's manual to set the phone to issue tone signals.

If your phone is already set to issue tone signals, proceed to the next step.

2 Press the "5" key on the extension phone's keypad, and then press the "＊" key twice.

Fax reception is activated.

3 Replace the extension phone.



The one-digit number that is used to activate fax reception from an extension phone (initially set to "5") is called the "remote reception number". You can change this number to any number from 0 to 9 in the key operator programs. ("REMOTE RECEPTION NUMBER SETTING" (p.100))

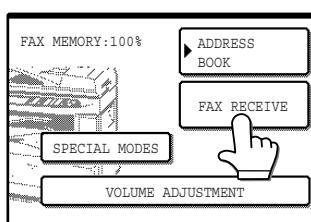
When the machine is in Fax mode

A fax can be received manually even when transmission is in progress.

1 When the machine rings, lift the extension phone and speak.

If you hear a fax tone through the extension phone, do not speak and proceed to the next step.

2 With the extension phone still lifted, touch the [FAX RECEIVE] key.



Reception begins when the other party begins transmission.

To adjust the receiver volume, touch the [VOLUME ADJUSTMENT] key. You will switch through 3

levels (low, medium, and high).

3 Replace the extension phone.

When reception is finished, you will hear a "beep" sound and the fax will be printed.



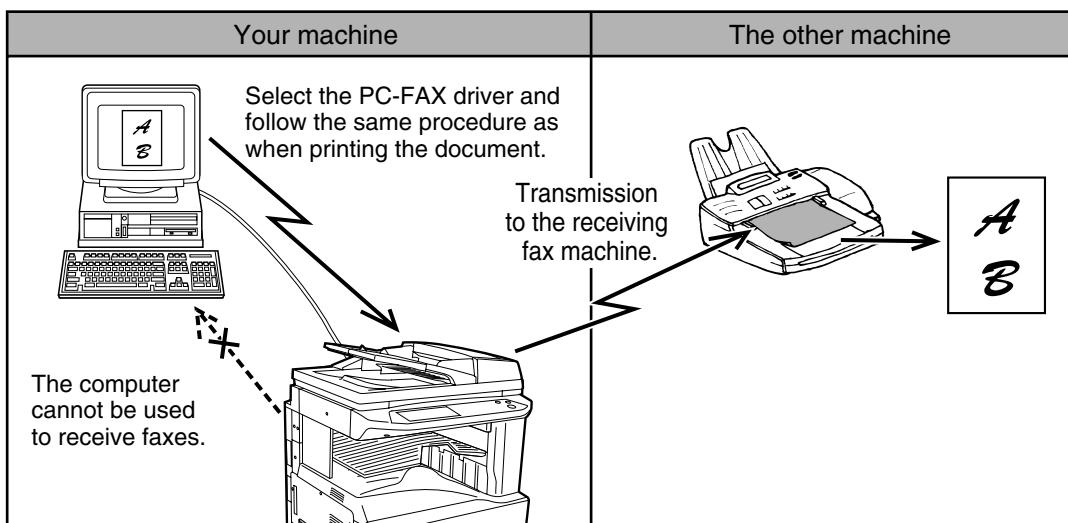
- If there are previously stored print jobs, the received fax will be printed after the previously stored jobs are finished.
- You can talk on the extension phone and manually receive a fax while the machine is copying.
- If the machine rings during copying, lift the extension phone and speak. To receive a fax, press the [FAX] key with the extension phone still lifted. When you hear a fax tone through the extension phone, touch the [FAX RECEIVE] key.

FAXING A DOCUMENT FROM A COMPUTER (PC-FAX)

If a computer is connected to the machine and the PC-FAX driver installed in the computer, a document created on the computer can be sent directly to a fax machine. There is no need to print the document and then scan it on the machine.



- This function can only be used for transmission. Faxes sent to the machine cannot be received by the computer.
- After sending a fax from your computer, check with the recipient to see if the fax was received. You can also check the result of transmission on a Activity report. (p.86)
- Regardless of the fax settings, this function only rotates A4 length (A3 width) originals before transmission.
- Originals less than A4 (8-1/2" x 11") width are transmitted as A4 (8-1/2" x 11") width documents.
- This function can only be used in a Windows environment.



5

USING PC-FAX TRANSMISSION

To fax a document using the PC-FAX function, use the same procedure as when you print the document from the application. First switch to the installed PC-FAX driver and then execute printing. Image data for fax transmission will be generated and the image sent as a fax.

For more information on using the PC-FAX function, see the "Operation manual" that is installed along with the PC-FAX driver. To open the manual, click the Windows Start button, select "All Programs" ("Programs" in operating systems other than Windows XP), "SHARP PC-FAX Driver", and then "Operation manual".

This chapter explains how to program auto dial keys (rapid and group keys), programs, relay groups, and user indexes. It also explains how to print out lists of stored settings.

PROGRAMMING

Auto dial keys (rapid and group keys), programs, relay groups, and user indexes are stored and edited using the operation panel of the machine.

STORING, EDITING, AND DELETING AUTO DIAL KEYS, PROGRAMS, AND RELAY GROUPS

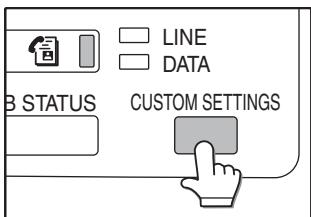
This section explains the procedures for storing, editing, and deleting auto-dial keys (rapid keys and group keys), programs, and relay groups. (The procedure for using rapid keys and group keys is explained in "TRANSMISSION BY AUTO-DIALLING (RAPID DIALLING AND GROUP DIALLING)" on page 16, the procedure for using programs is explained "PROGRAMMING FREQUENTLY USED OPERATIONS" on page 41, and the procedure for using relay groups is explained in "SENDING FAXES USING THE RELAY REQUEST FUNCTION" on page 49.) A combined total of 500 rapid keys and group keys can be stored. Eight programs and ten relay groups can also be stored. If you attempt to store more than these, a warning message will appear. In this case, delete any auto-dial keys, programs, or relay groups that are no longer needed (rapid keys: page 71, group keys: page 73, programs: page 75, relay groups: page 78), and then store the new auto-dial key, program, or relay group.



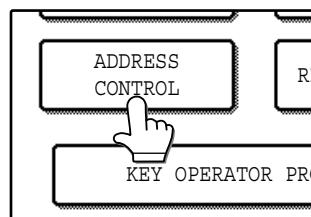
To cancel a storing, editing, or deleting procedure, press the [CLEAR ALL] key (CA). You will return to the condition settings screen.

To store, edit, or delete an auto-dial key, program, or group, first follow steps 1 through 4 below.

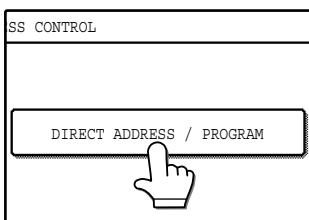
1 Press the [CUSTOM SETTINGS] key.



2 Touch the [ADDRESS CONTROL] key.



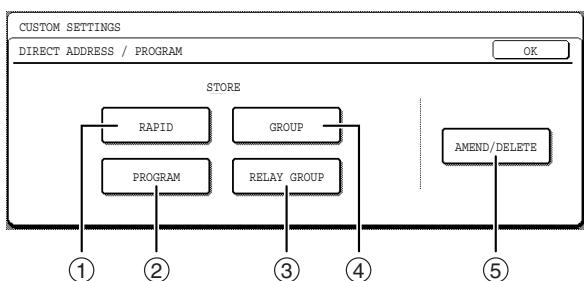
3 Touch the [DIRECT ADDRESS / PROGRAM] key.



The DIRECT ADDRESS / PROGRAM menu appears.

4 Touch the desired key and perform the programming operation.

See the pages indicated below for the operation you wish to perform.



① [RAPID] key

Storing a rapid dial key (p.68)

② [PROGRAM] key

Storing a program key (p.74)

③ [RELAY GROUP] key

Storing a relay group (p.76)

④ [GROUP] key

Storing a group key (p.72)

⑤ [AMEND/DELETE] key

- Rapid key (p.71)

- Group key (p.73)

- Program (p.75)

- Relay group (p.78)

6

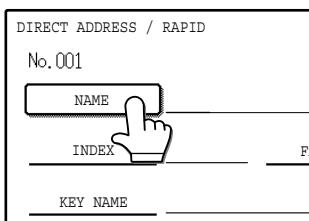


If no auto dial numbers (rapid keys or group keys), programs, or relay groups are stored, the [AMEND/DELETE] key will be grayed out.

STORING RAPID DIAL KEYS

To store a rapid key, follow steps 1 to 4 on pages 66 to 67 (touch the [RAPID] key in step 4), and then follow the steps below.

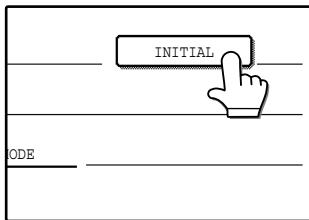
1 Touch the [NAME] key.



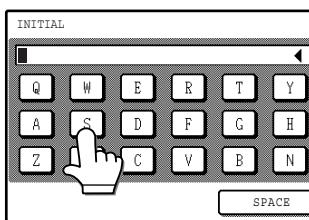
The "No." that automatically appears is the lowest number from 001 to 500 that has not yet been programmed. When the key is touched, the letter-entry screen appears. Enter up to 36 characters for the name.

Refer to page 81 for the procedure for entering letters.

2 Touch the [INITIAL] key.



3 Touch the desired letter key.

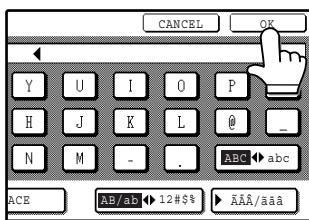


If the name entered in step 1 is in alphabetical letters, the first letter will be highlighted. The selected letter key is highlighted. If you select the wrong key, touch the correct key.

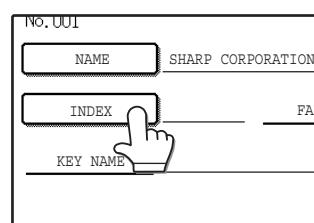


The initial you enter here determines the position of the rapid key in the ABC index. For information on the ABC index, see page 8.

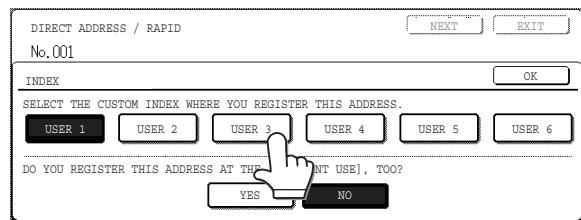
4 Touch the [OK] key.



5 Touch the [INDEX] key.



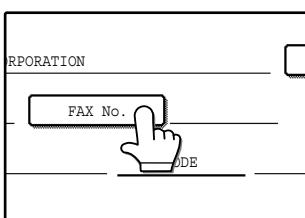
6 Touch the desired index key.



- Select one of the upper row of keys (USER 1 through USER 6) to determine the location of the rapid key when the GROUP index is displayed instead of the ABC index (p.79).
- The lower keys are for selecting whether or not to include the rapid key in the [FREQUENT USE] index.
- If you touch the wrong key, simply touch the correct key.

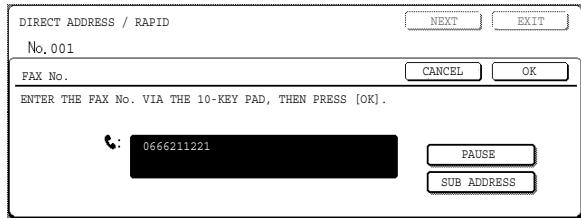
7 Touch the [OK] key.

8 Touch the [FAX No.] key.



The fax number entry screen appears.

9 Use the numeric keys to enter the fax number.

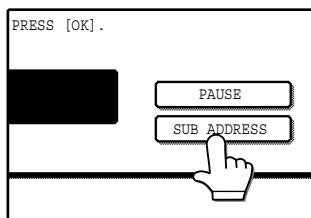


- To insert a pause between digits of the number, touch the [PAUSE] key. The pause appears as a hyphen "-". See page 98 to set the duration of the pause.
- If you make a mistake, press the [CLEAR] key (C) to clear one digit at a time, and then enter the correct digit(s).
- If you are not going to enter a sub-address and password after the fax number, go to step 12.

Note

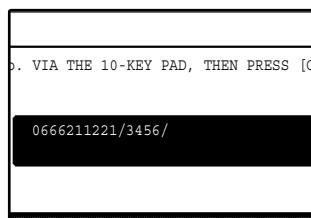
- For information on sub-addresses and passwords, see "TRANSMISSION BETWEEN MACHINES SUPPORTING F-CODES" on page 51.
- The maximum number of digits that can be entered is as follows:
When the destination does not include a sub-address and passcode, 50 digits including the fax number and any pauses (hyphens).
When the destination includes a sub-address and passcode, 92 digits including the fax number, any pauses (hyphens), and slashes "/" (to separate the sub-address and passcode).

10 If you need to enter a sub-address, touch the [SUB ADDRESS] key and then enter the sub-address with the numeric keys.



When you touch the [SUB ADDRESS] key, a slash is entered after the fax number. Enter the sub-address after the slash (max. 20 digits). If you do not wish to enter a passcode, go to step 12.

11 If you wish to enter a passcode, touch the [SUB ADDRESS] key once again and enter the passcode with the numeric keys.



When you touch the [SUB ADDRESS] key, a slash is entered after the sub-address. Enter the passcode after the slash (max. 20 digits).

12 Touch the [OK] key.

You will return to the rapid key programming screen.

"REGISTRATION IS COMPLETED." will appear highlighted to the right of "No.".

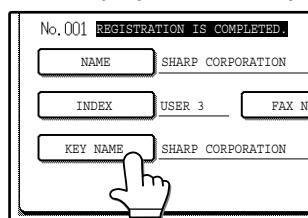


The "FAX No." line only shows 32 digits, regardless of the number of digits stored in the number.

13 Check the key name.

The characters appearing next to the [KEY NAME] key will be displayed in the key. Only the first 18 characters of the name entered in step 1 will be displayed.

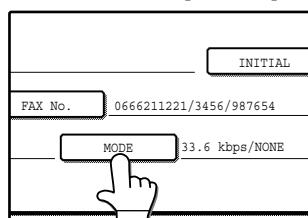
If you need to change the name that will be displayed in the key, touch the [KEY NAME] key



(If you do not wish to change the name, this step is not necessary). See page 81 for the procedure for entering characters.

14 Check the transmission settings

The initial transmission settings are "TRANSMISSION SPEED: 33.6 kbps" and "INTERNATIONAL CORRESPONDENCE MODE: NONE". To change either of the settings, touch the [MODE] key.



If you do not wish to change the settings, this step is not necessary. After touching the [MODE] key, you can change either of the two settings. When finished, touch the [OK] key.

Transmission speed

Speed selections are 33.6 kbps, 14.4 kbps, 9.6 kbps, and 4.8 bps. The higher the number, the faster the transmission speed.



Set the transmission speed only when you know what speed is most suitable, such as when you are sending a fax to a foreign country and telephone line conditions are bad. If you do not know the line condition, do not change this setting.

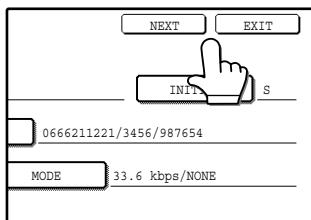
International correspondence mode

Selections are NONE, MODE 1, MODE 2, and MODE 3.



- When sending a fax to a foreign country, telephone line conditions can sometimes distort the fax or interrupt the transmission. Selecting the right international correspondence mode can help alleviate these problems.
- If errors frequently occur when sending a fax to a foreign country, try each of modes 1 to 3 and select the mode that enables the best transmission.

**15 If you have finished programming rapid keys, touch the [EXIT] key.
If you wish to program another rapid key, touch the [NEXT] key.**



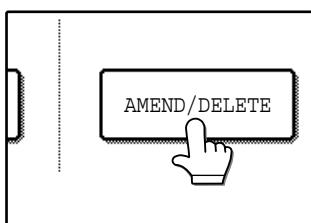
If you touch the [EXIT] key, you will return to the screen of step 4 on page 67.

If you touch the [NEXT] key, you will return to the screen of step 1 on page 68.

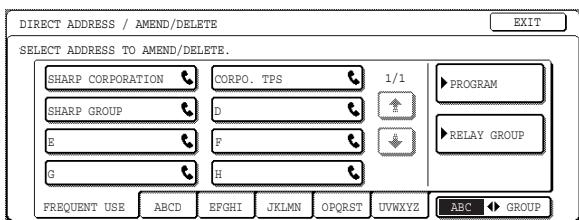
EDITING AND DELETING RAPID KEYS

If you wish to delete a rapid key or change the fax number, name, or other information programmed in a rapid key, follow steps 1 through 3 on pages 66 to 67 and then perform the following procedure.

1 Touch the [AMEND/DELETE] key.

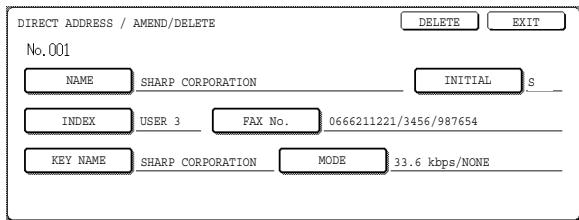


2 Touch the rapid key you wish to edit or delete.

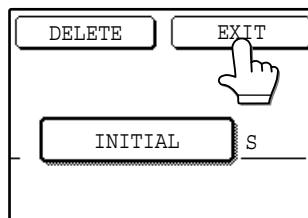


- To edit a rapid key, follow steps 3 and 4.
- To delete a rapid key, follow steps 5 and 6.
- When you have finished editing or deleting, touch the [EXIT] key.

3 Touch the key of the item that you wish to change (change the information in the same way as you stored the information on pages 68 to 70).

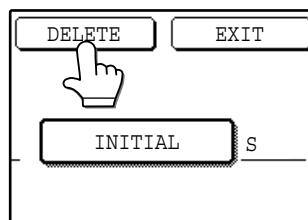


4 Make sure that your changes are correct, and then touch the [EXIT] key.

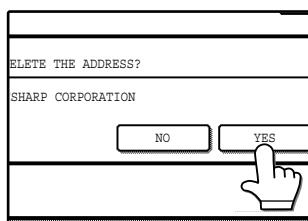


You will return to the screen of step 2. If you wish to change another rapid key, repeat steps 2 through 4.

5 Touch the [DELETE] key.



6 Touch the [YES] key.



You will return to the screen of step 2. If you wish to delete another rapid key, repeat steps 2, 5, and 6.

6

If you cannot edit or delete a rapid key

If you attempt to edit or delete a rapid key in the following situations, a warning message will appear and editing/deletion will not be possible.

- The rapid key you wish to edit or delete is currently being used for transmission or is used in a currently stored transmission job (including a timer transmission). ("CANCELLING A FAX TRANSMISSION" (p.24))
- The rapid key is included in a group key. ("EDITING AND DELETING GROUP KEYS" (p.73))
- The rapid key is included in a group of end receiving machines for an F-code relay broadcast operation. ("Editing or deleting a memory box" (p.107))
- The rapid key is included in a program. ("EDITING AND DELETING PROGRAMS" (p.75))

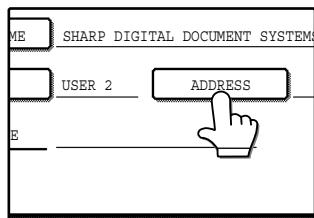
If the key is being used for a current transmission or currently stored transmission, cancel the transmission or wait until it is completed and then change or delete the key. If the key is included in one of the above groups, delete the key from the group and then change or delete the key.

PROGRAMMING A GROUP KEY

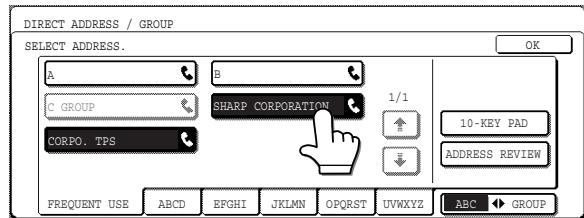
Up to 200 destinations can be stored in a group key. To program a group key, follow steps 1 through 4 on pages 66 and 67 (touch the [GROUP] key in step 4), and then perform the following procedure.

1 Follow steps 1 through 7 of "STORING RAPID DIAL KEYS" (p.68) to enter a GROUP NAME, INITIAL, and INDEX.

2 Touch the [ADDRESS] key.



3 Touch index keys and the \uparrow \downarrow keys as needed, and touch rapid keys of the destinations that you wish to store in the group.

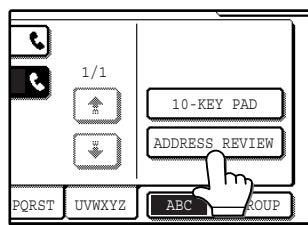


- Rapid keys that have been touched are highlighted.
- If you touch the wrong key, simply touch it again to cancel the highlighting and remove the destination from the group.
- You can also touch the [10-KEY PAD] key and enter a full fax number with the numeric keys. See steps 9 to 12 of "STORING RAPID DIAL KEYS" (p.69).



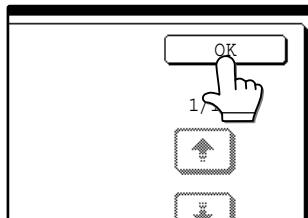
One group key cannot be stored in another group key. Group keys are grayed out and cannot be selected.

4 To check the destinations that you have stored in the group, touch the [ADDRESS REVIEW] key.



A list of your selected destinations is displayed. You can delete a destination by touching it. When a message appears asking if you want to delete the destination, touch the [YES] key.

5 Touch the outer [OK] key.



The number of destinations in the group appears to the right of the [ADDRESS] key.

6 Check the name of the key (see step 13 on page 69).

The characters appearing next to the [KEY NAME] key will be displayed in the group key. To change these characters, touch the [KEY NAME] key (this step is not necessary if you do not wish to change the characters).

The procedure for entering characters is explained on page 81.

7 If you have finished programming group keys, touch the [EXIT] key. If you wish to program another group key, touch the [NEXT] key.

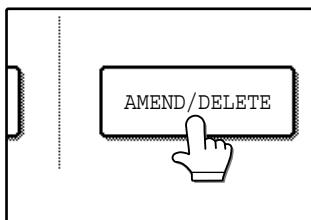
If you touch the [EXIT] key, you will return to the screen of step 4 on page 67.

If you touch the [NEXT] key, the screen for programming a new group key will appear.

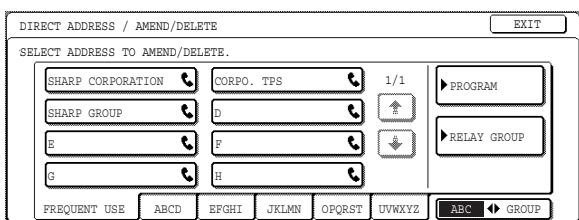
EDITING AND DELETING GROUP KEYS

If you need to edit or delete a group key, follow steps 1 through 3 on pages 66 and 67 and then perform the following procedure.

1 Touch the [AMEND/DELETE] key.

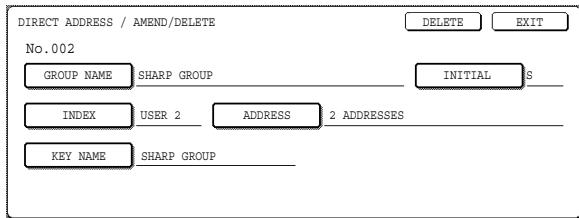


2 Touch the group key that you wish to edit or delete.

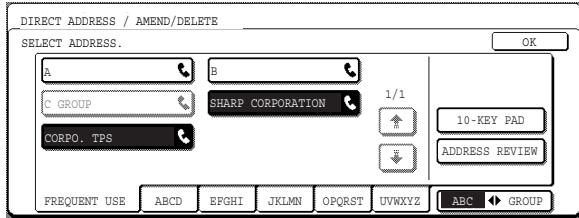


- To edit a group key, follow steps 3 and 4.
- To delete a group key, follow steps 5 and 6.
- When you have finished editing or deleting, touch the [EXIT] key.

3 Touch the key of the item you wish to change (to edit the item, follow the same steps as for rapid keys on pages 68 to 70).

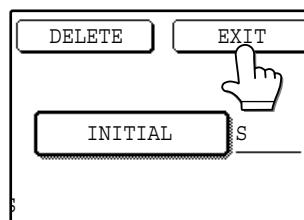


- To edit a destination stored in a group key, touch the [ADDRESS] key. The following screen appears.



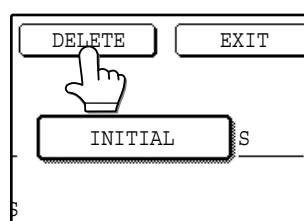
- The rapid keys stored in the group are highlighted. To add another rapid key to the group, touch the key to highlight it.
- To delete a rapid key from the group, touch the key so that it is no longer highlighted.
- To delete a destination that was entered with the numeric keys after touching the [10-KEY PAD] key, delete the destination from the broadcast list. See step 4 on page 74. Rapid dial keys can also be deleted from the broadcast list.
- When finished, touch the [OK] key.

4 Make sure that the edited information is correct, and then touch the [EXIT] key.



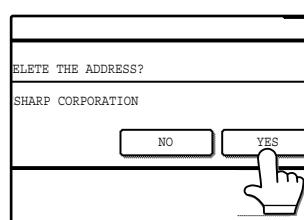
If you wish to edit another group key, repeat steps 2 through 4.

5 Touch the [DELETE] key.



6

6 Touch the [YES] key.



If you wish to delete another group key, repeat steps 2 and 5 through 6.

**If you cannot edit or delete a group key**

If you attempt to edit or delete a group key in the following situations, a warning message will appear and editing/deletion will not be possible.

- The rapid key you wish to change or delete is currently being used for transmission or is used in a currently stored transmission job (including a timer transmission). ("CANCELLING A FAX TRANSMISSION" (p.24))
- The group key is included in the end receiving machines for an F-code relay broadcast operation. ("Editing or deleting a memory box" (p.107))
- The group key is included in a program. ("EDITING AND DELETING PROGRAMS" (p.75))

If the key is being used for a current transmission or currently stored transmission, cancel the transmission or wait until it is completed and then edit or delete the key. If the key is included in a program or in the end receiving machines for an F-code relay broadcast operation, delete the key from the program or operation and then edit or delete the key.

STORING A PROGRAM

You can store the following numbers and functions in a program to enable easy transmission by simply executing the program.

- Destination fax number
- RESOLUTION and EXPOSURE settings
- POLLING
- SLOW SCAN MODE
- DUAL PAGE SCAN*
- COVER SHEET
- TX MESSAGE
- OWN PASSCODE SELECT
- SENDING OPTIONS (CONFIDENTIAL TX, RELAY BROADCAST)

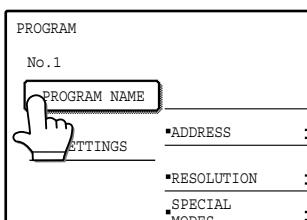
*The only settings that can be selected at the time of execution of a program that includes dual page scanning are an original size setting and a timer transmission setting.

To store a program, follow steps 1 through 4 on pages 66 to 67 (touch the [PROGRAM] key in step 4), and then perform the following procedure.



- A timer transmission setting (p.30) cannot be stored in a program.
- When executing a program, the following functions can be selected:
Timer transmission, original size setting, two-sided scanning, job build mode.

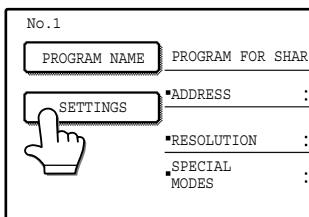
1 Touch the [PROGRAM NAME] key.



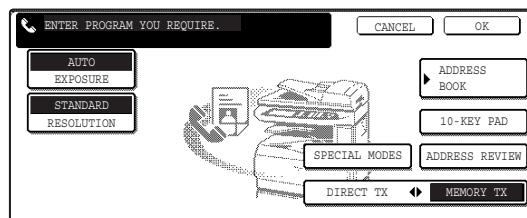
The "No." that automatically appears is the lowest number from 1 to 8 that has not yet been programmed. When the PROGRAM NAME key is touched, the letter-entry screen appears. Enter up to 36 characters for the name.

See page 81 for the procedure for entering letters.

2 Touch the [SETTINGS] key.



3 Touch the keys for the settings that you wish to store.



- The [10-KEY PAD] key can be touched to enter a number with the numeric keys.
- For more information on selecting the settings, see the following pages:
Exposure (p.22), Resolution (p.21), Address Book (p.16), Direct TX (p.7), Memory TX (p.7) Special modes
 - Polling (p.33)
 - Thin-page scanning (p.39)
 - Dual page scanning (p.40)
 - Cover sheet (p.42)
 - Transmission message (p.43)
 - Sender (p.45)
 - Confidential transmission (p.47)
 - Relay request transmission (p.50)

4 Touch the [OK] key.

5 Your settings are displayed. Make sure that they are correct.

PROGRAM
No.1 REGISTRATION IS COMPLETED.
PROGRAM NAME: PROGRAM FOR SHARP
SETTINGS: ADDRESS :2 ADDRESSES
RESOLUTION :STANDARD EXPOSURE :AUTO
SPECIAL MODES :POLLING

6 If you are finished storing programs, touch the [EXIT] key.

If you wish to store another program, touch the [NEXT] key.

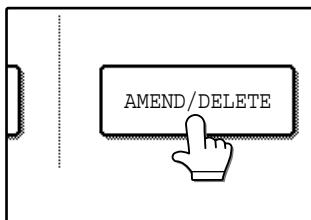
If you touch the [EXIT] key, you will return to the screen of step 4 on page 67.

If you touch the [NEXT] key, you will return to the screen of step 1.

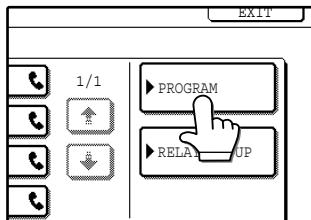
EDITING AND DELETING PROGRAMS

If you need to edit or delete a previously stored program, perform steps 1 through 3 on pages 66 and 67 and then perform the following procedure:

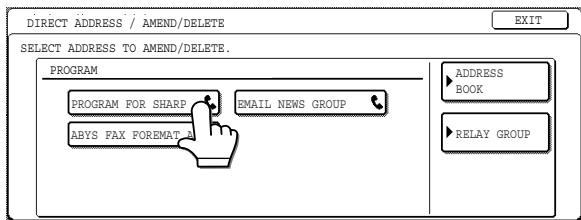
1 Touch the [AMEND/DELETE] key.



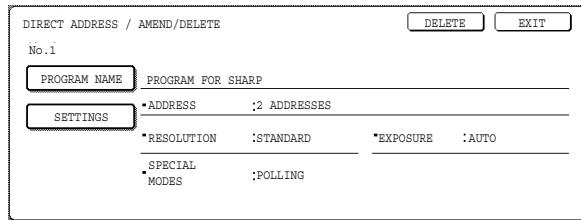
2 Touch the [PROGRAM] key.



3 Touch the program that you wish to edit or delete.



- When you touch the program name, the edit/delete screen for the selected program appears.
- Touching the [ADDRESS BOOK] key returns you to the screen of step 2.



4 To edit the program, follow the same procedure as for storing the program. To delete the program, touch the [DELETE] key and then touch the [YES] key in the confirmation screen that appears.

STORING RELAY GROUPS

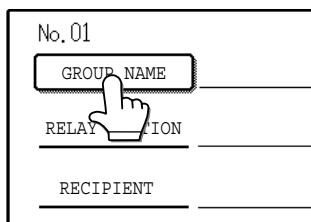
Use this procedure to store a relay group (relay machine and end receiving machines) for a relay request transmission (p.50). Up to 10 relay groups can be stored.

One relay machine is stored per group. The relay machine is specified by entering the fax number with the numeric keys.

Each end receiving machine is specified by entering the full fax number with the numeric keys, or by specifying a rapid number, speed dial number, or group number stored in the relay machine.

To store a relay group, follow steps 1 to 4 on pages 66 to 67 (touch the [RELAY GROUP] key in step 4), and then follow the steps below.

1 Touch the [GROUP NAME] key.



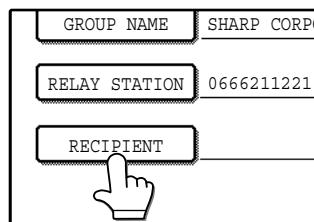
The "No." that automatically appears is the lowest number from 01 to 10 that has not yet been programmed. When the [GROUP NAME] key is touched, the letter-entry screen appears. Enter up to 36 characters for the name.

See page 81 for the procedure for entering letters.

4 Touch the [OK] key.

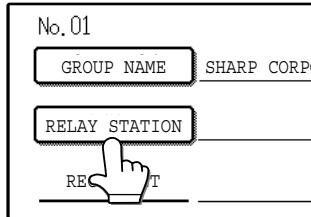
You will return to the relay group storing screen.

5 Touch the [RECIPIENT] key.



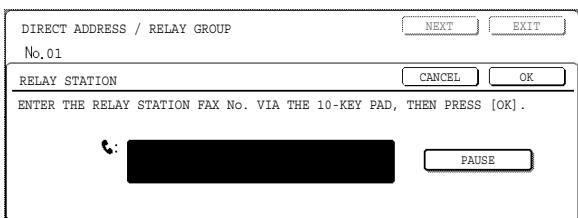
The screen for entering the numbers of the end receiving machines appears.

2 Touch the [RELAY STATION] key.



The number entry screen for the relay machine appears.

3 Press the numeric keys to enter the fax number of the relay machine.

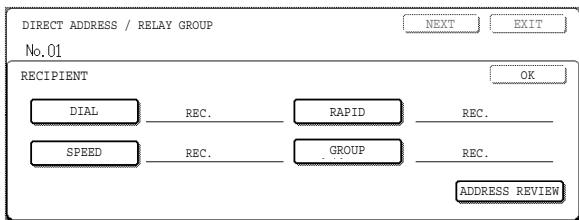


- To insert a pause between digits of the number, touch the [PAUSE] key. The pause appears as a hyphen "-". See page 98 to set the duration of the pause.
- If you make a mistake, press the [CLEAR] key (C) to clear one digit at a time, and then enter the correct digit(s).

6 Enter the numbers of the end receiving machines.

Touch a key and then enter the number of an end receiving machine as explained below.

After entering a number, touch the [NEXT ADDRESS] key to enter the number of the next end receiving machine.



[DIAL] key

Enter the fax number of the receiving machine with the numeric keys.

[RAPID] key

Touch this key to enter a rapid number from 01 to 99 that is stored in the relay machine. You can also enter a 3-digit rapid number from 001 to 099 (enter the lower two digits of the number).*

Touch the or key to enter the number.

Continuing to touch the key makes the number change quickly.

[SPEED] key

Touch this key to enter a speed dial number from 00 to 99 that is stored in the relay machine. You can also enter a 3-digit rapid number from 100 to 199 (enter the lower two digits of the number).*

Touch the or key to enter the number.

Continuing to touch the key makes the number change quickly.

[GROUP] key

Touch this key to enter a group key number from 01 to 99 that is stored in the relay machine.

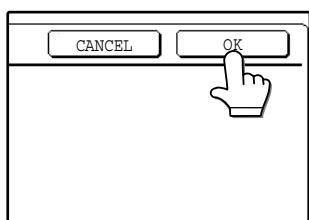
You can also enter a 3-digit rapid number from 201 to 299 (enter the lower two digits of the number).*

Touch the or key to enter the number.

Continuing to touch the key makes the number change quickly.

* The numbers entered will vary depending on the model used for the relay machine. For more information, consult your authorised service representative. (Also see the operation manual for copier.)

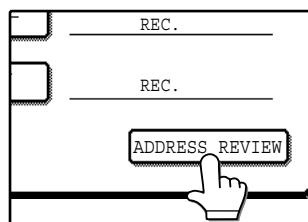
7 Touch the [OK] key.



The screen for entering the numbers of the end receiving machines appears.

8 Repeat steps 6 and 7 until all end receiving machines are entered.

9 To check the entered numbers of the end receiving machines, touch the [ADDRESS REVIEW] key.



A list of the entered end receiving machines is displayed.

You can delete a machine by touching it. When a message appears asking if you want to delete the destination, touch the [YES] key.

Touch each tab at the bottom of the list to show the numbers on that tab.

10 Touch the [OK] key.

The destination/relay group storing screen appears.

11 If you are finished storing relay groups, touch the [EXIT] key.

If you wish to store another relay group, touch the [NEXT] key.

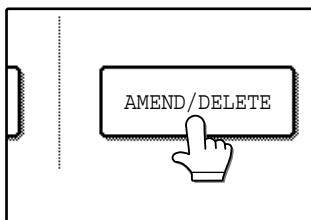
If you touch the [EXIT] key, you will return to the screen of step 4 on page 67.

If you touch the [NEXT] key, the screen for storing a new relay group appears.

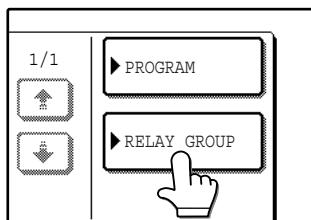
EDITING AND DELETING A RELAY GROUP

If you need to edit or delete a previously stored relay group, perform steps 1 through 3 on pages 66 and 67 and then perform the following procedure:

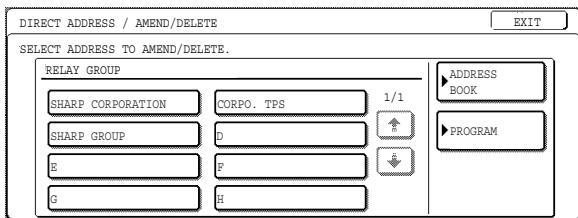
1 Touch the [AMEND/DELETE] key.



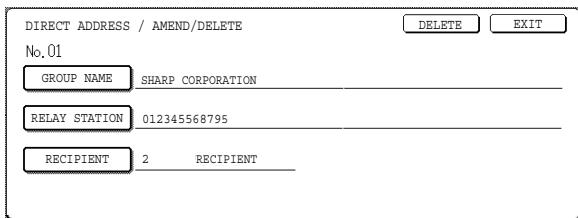
2 Touch the [RELAY GROUP] key.



3 Touch the relay group that you wish to edit or delete.



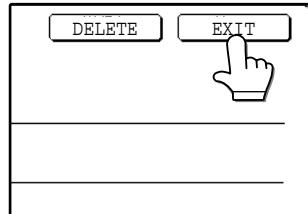
- If you need to return to the screen of step 2, touch the [ADDRESS BOOK] key.
- When the relay group is touched, the edit/delete screen for the group appears.
- To edit the relay group, follow steps 4 and 5.
- To delete the relay group, follow steps 6 and 7.



4 Touch the key of the item that you wish to edit (follow the same procedure (p.76) as for storing the relay group).

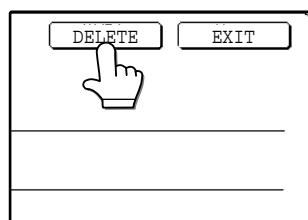
- To change the relay machine, first delete the current relay machine and then enter the new relay machine.

5 Make sure that your changes are correct, and then touch the [EXIT] key.

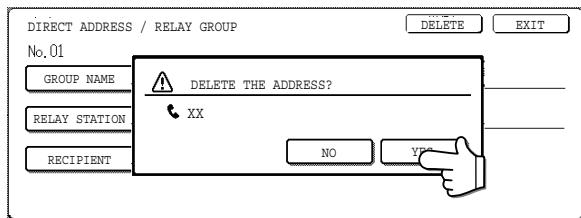


If you need to edit another relay group, repeat steps 3 through 5.

6 Touch the [DELETE] key.



7 Touch the [YES] key.



To delete another relay group, repeat steps 3, 6, and 7.



If you cannot edit or delete a relay group

If you attempt to edit or delete a relay group in the following situations, a warning message will appear and you will not be able to edit or delete the group.

The relay group is being used in a current transmission or currently stored transmission. Cancel the transmission or wait until it is completed and then edit or delete the relay group ("CANCELLING A FAX TRANSMISSION" (p.24)).

The relay group is included in a program. Delete the relay group from the program and then edit or delete the relay group ("EDITING AND DELETING PROGRAMS" (p.75)).

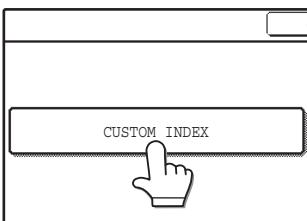
STORING A GROUP INDEX

Auto dial keys (rapid keys and group keys) are normally stored in the ABC index. To make auto dial keys more convenient to use, you can store a group of auto dial keys in a group index and assign a name to that index. When you switch to the group indexes, USER 1, USER 2, USER 3, USER 4, USER 5, and USER 6 appear. You can assign any name up to 6 characters long to each of the USER indexes.

The procedure for storing auto dial numbers in a group index is explained on page 68, and the procedure for switching between the ABC index and the group indexes is explained on page 8.

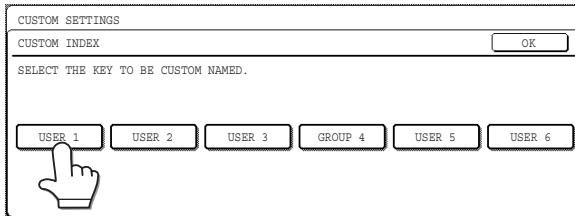
1 Press the [CUSTOM SETTINGS] key, and then touch the [ADDRESS CONTROL] key (see steps 1 and 2 on page 66).

2 Touch the [CUSTOM INDEX] key.

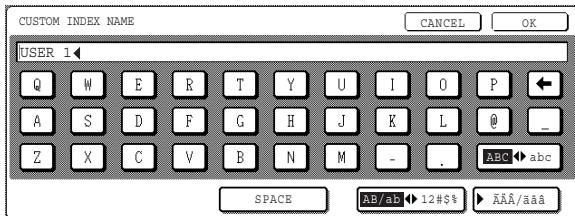


3 Touch an index key ([USER 1] to [USER 6]).

You can enter a name for the selected index.



When the index key is touched, the letter entry screen appears.



4 Enter a maximum of 6 characters for the index name.

Use the key to clear the displayed name and then enter the desired name. See page 81 for the procedure for entering characters.

When finished, touch the [OK] key. The new name appears in the screen of step 3.

5 If you wish to program another index name, repeat steps 3 and 4.

When finished, touch the [OK] key.

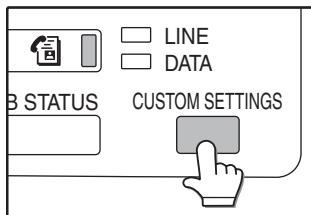
To change a user index name, re-enter the name as explained in steps 3 and 4.

6

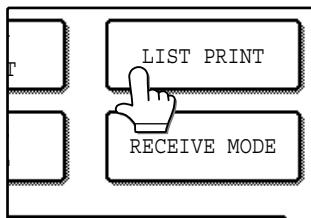
PRINTING PROGRAMMED INFORMATION

You can print out lists of the rapid keys, group keys, programs, and relay groups that have been stored in the machine.

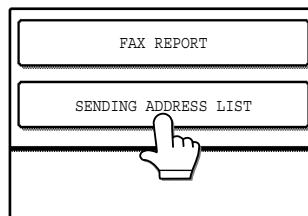
1 Press the [CUSTOM SETTINGS] key.



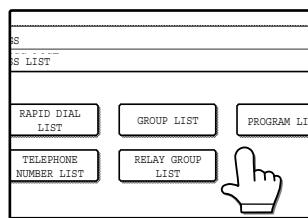
2 Touch the [LIST PRINT] key.



3 Touch the SENDING ADDRESS LIST key.



4 Touch the key of the list you wish to print.



"PRINT JOB IN MEMORY. PLEASE WAIT UNTIL PRINT OUT." appears in the message display and printing begins.



- The list is printed before other print jobs are printed.
- If you attempt to print a list when no data exists, a warning message will appear.

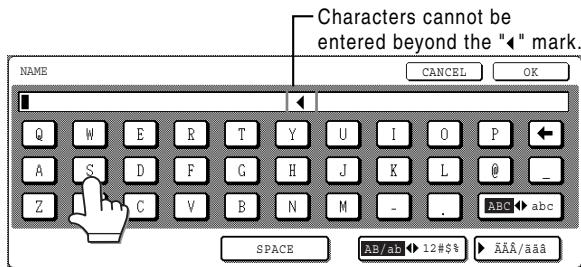
ENTERING CHARACTERS

To enter or edit characters in setting screens such as auto dial key programming screens, follow the steps below. Characters that can be entered are alphabetical characters, special characters, numbers, and symbols.

Entering alphabetical characters

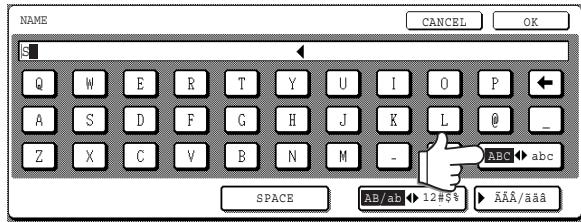
(Example: Sharp äÄ)

1 Touch the [S] key.

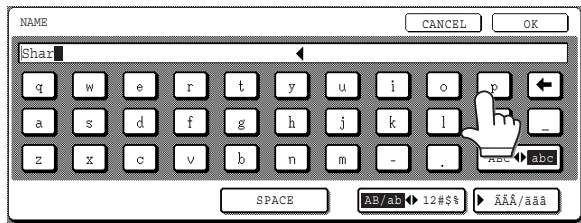


To switch between upper case and lower case, touch the [ABC ↔ abc] key. When ABC is highlighted, upper case letters are entered.

2 Touch the [ABC ↔ abc] key.

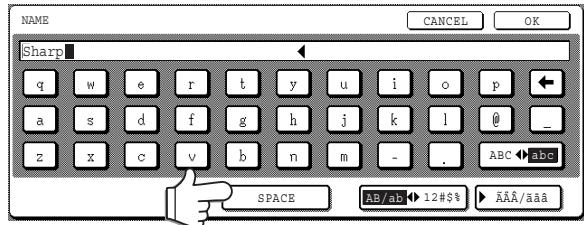


3 Touch the [h] key, [a] key, [r] key, and [p] key.



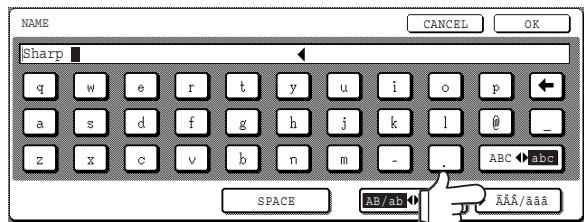
If you make a mistake, touch the [◀] key to move the cursor (█) back one space and then enter the correct character. You can also press the [AB/ab ↔ 12#\$%] key during entry to enter a number or symbol.

4 Touch the [SPACE] key.

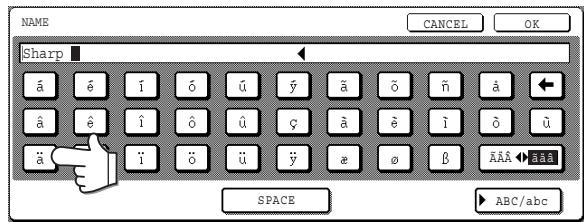


The cursor (█) moves forward and a space is entered.

5 Touch the [▶ ÄÄÄ/äää] key.

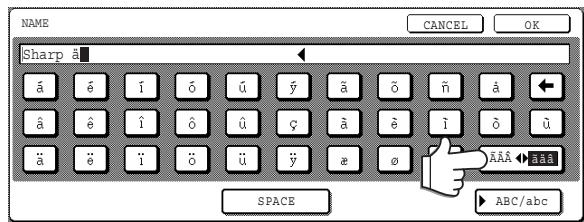


6 Touch the [ä] key.

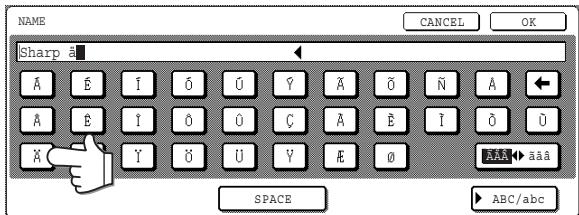


To switch between upper case and lower case,
highlighted, lower case letters are entered.

7 Touch the [ÄÄÄ ↔ ääää] key.

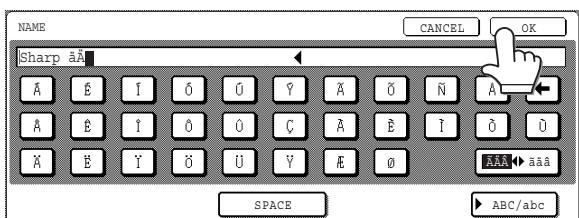


8 Touch the [Ä] key.



You can press the [ABC/abc] key during entry to return to alphabetical character entry. You can also enter numbers and symbols.

9 When finished, touch the [OK] key.



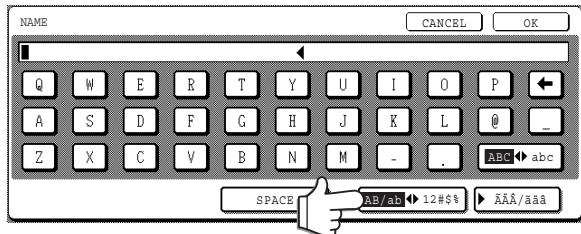
You will exit the character entry screen and return to the programming screen. If you touch the [CANCEL] key, you will return to the programming screen without storing the entered characters.



The layout of the letter keys can be changed in the custom settings. See "Keyboard select" in the operation manual for copier. (The above explanation assumes that "KEYBOARD 1" is selected.)

Entering numbers and symbols

1 Touch the [AB/ab \blacktriangleleft 12#\$%] key.

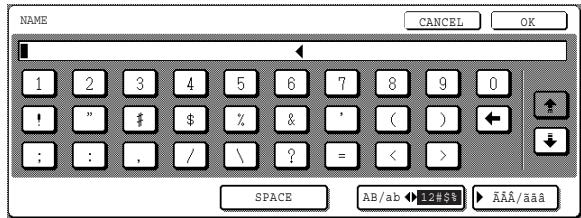


When the characters "12#\$%" are highlighted, number/symbol entry mode is selected.

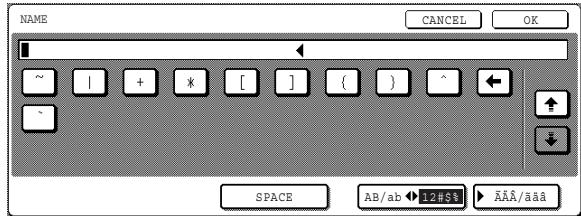
2 Enter the desired number or symbol.

Numbers and symbols that can be entered are as follows:

Screen 1/2



Screen 2/2



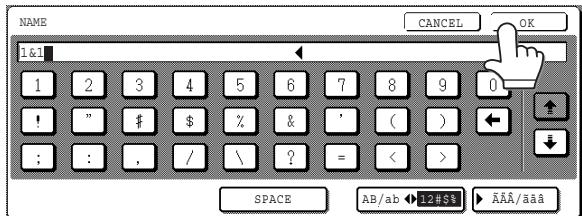
* Change screens by touching the \uparrow key or \downarrow key displayed in the screen. If you make a mistake, touch the \leftarrow key to move the cursor (■) back one space and then enter the correct character.

You can continue touching keys to enter characters. You can also touch another



or [AB/ab \blacktriangleleft 12#\$%] key) to enter characters other than numbers and symbols.

3 When you have finished entering characters, touch the [OK] key.



You will exit the character entry screen and return to the programming screen. If you touch the [CANCEL] key, you will return to the programming screen without storing the entered characters.



If you are going to use the Web page to edit or delete the stored name at a later time, do not use the characters ", <, or >. These characters cannot be displayed in the Web page.

This chapter contains information to help you make efficient use of the fax features of the machine, including solutions to common problems.

WHEN A TRANSACTION REPORT IS PRINTED

The machine has been set to automatically print a Transaction Report when a transmission is not successful or when the Broadcast transmission function is used. The Transaction Report informs you of the result of the operation. When the machine prints a Transaction Report, be sure to check the contents.

The initial settings (factory settings) for printing Transaction Reports are indicated by shading below. The settings can be changed in the key operator programs. ("TRANSACTION REPORT PRINT SELECT SETTING" (p.99))

- Single sending: PRINT OUT ALL REPORT / PRINT OUT ERROR REPORT ONLY / NO PRINTED REPORT
- Receiving: PRINT OUT ALL REPORT / PRINT OUT ERROR REPORT ONLY / **NO PRINTED REPORT**
- Broadcasting: **PRINT OUT ALL REPORT** /PRINT OUT ERROR REPORT ONLY /NO PRINTED REPORT
- Confidential reception: PRINT OUT NOTICE PAGE / NO PRINTED REPORT

The Transaction Report shows the date of transmission, the time transmission began, the other party's name, the duration of the operation, the number of pages, and the result.



- The list count appears in the "#" column of the Transaction Report and a serial number appears in the FILE column. (These numbers are not related to the transaction.)
- When a Transaction Report is printed for a regular transmission or broadcast transmission, a portion of the original document is printed along with the Transaction Report. You can set the machine to not print the original in the key operator programs. ("IMAGE MEMORY PRINT SELECT SETTING" (p.100))

Information appearing in the TYPE/NOTE column

Information such as the type of transmission and type of error appears in the TYPE/NOTE column of the Transaction Report. The following notes may appear.

Note	Explanation
OK	The transaction was completed normally.
G3	Communication took place in G3 mode.
ECM	Communication took place in G3 ECM mode.
SG3	Communication took place in Super G3 mode.
FW.	The received data was forwarded.
NO RESPONSE	No response from the receiving party.
BUSY	Transmission was not possible because the other party was already using the line.
CANCEL	A transmission was cancelled while in progress, or a stored transmission job was cancelled.
P. FAIL	A power failure occurred during the transaction.
MEMORY. FULL	The memory became full during reception.
LENGTH OVER	The transmitted document was over 59" long and therefore could not be received.
ORIG ERROR	Manual transmission was not successful because a jam occurred.
PASSCODE# E	The connection was broken because the polling passcode was not correct.
RX NO POLL	The machine that was polled does not have a polling function.
NO RX POLL	The other machine refused the polling operation, or your machine broke the connection when polled because no data was in polling memory.
SA POL TX ERR	The other machine refused an F-code polling operation.
SA POLL ERR	Your machine broke the connection because the other machine specified an F-code polling sub-address that does not exist in your machine.
NO SA POLLING	F-code polling was attempted, however, the other machine did not have an F-code polling memory box.
NO S ADD FUNC	F-code transmission was attempted, however, the other machine does not support F-code communication.
S ADD TX FAIL	An F-code transmission was refused by the other machine because of an incorrect sub-address or other reason.
ERROR xx xxxx	The communication handshake signals or image signals were distorted due to line conditions or other reasons, and communication was not successful. Codes for use by service technicians. For more information, consult your authorised service representative.

VIEWING THE COMMUNICATION ACTIVITY REPORT

Your machine keeps a record of the most recent 50 transactions (both transmissions and receptions) that were performed. The record includes the date of the transaction, the other party's name, the duration, and result. You can have the report automatically printed when the number of transactions exceeds 50, or at a specified time. This allows you to check the machine's activity at regular intervals.

The machine is initially set (factory setting) to never print the report. If you wish to print the report every 50 transactions or have it printed at a specified time, change the setting in the key operator programs. ("ACTIVITY REPORT PRINT SELECT SETTING" (p.99))



- The report can be printed repeatedly.
- Refer to the table in "When a Transaction Report is printed" on page 85 for the notes that appear in the TYPE/NOTE column.

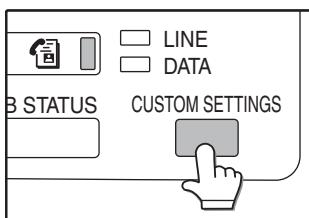
PRINTING REPORTS

Communication reports and settings can be printed as lists.

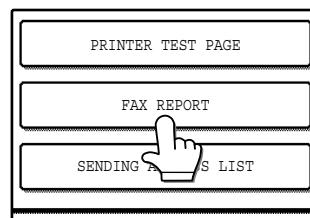
The following reports can be printed:

- ACTIVITY REPORT PRINT Communication times and sending/receiving parties.
- TIMER LIST Timer settings, stored transmission jobs, and recall jobs.
- MEM.POLLING LIST Documents scanned into polling memory and F-code polling memory.
- PASSCODE LIST Programmed sender information, relay request settings, and polling settings.
- CONFIDENTIAL RECEPTION LIST Confidential box numbers (Sharp mode and F-code boxes) that have received faxes and the number of pages.

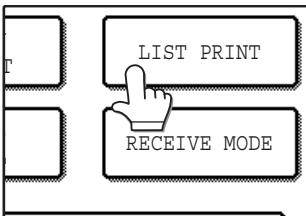
1 Press the [CUSTOM SETTINGS] key.



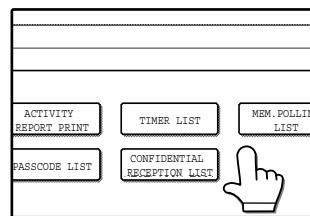
3 Touch the [FAX REPORT] key.



2 Touch the [LIST PRINT] key.



4 Touch the key of the report that you wish to print.



"PRINT JOB IN MEMORY.PLEASE WAIT UNTIL PRINT OUT." appears and printing begins.



- The report is printed before other print jobs are printed.

WHEN AN ALARM SOUNDS AND A WARNING MESSAGE IS DISPLAYED

Alarms and display messages alert you to the condition of the machine during operation. If one of the following messages appears, respond as indicated in the table.

Message screen (Alarm)	Cause and solution	Page
COMMUNICATION ERROR OCCURRED.FAX TRANSMISSION WAS SUSPENDED.	The transmission did not end normally due to a communication error and a Transaction Report was printed. → Check the Transaction Report and then try the transmission again.	-
(MAINTENANCE REQUIRED.)	Maintenance is required. → Contact your dealer.	-
PLEASE RETURN XX ORIGINALS TO THE DOCUMENT FEEDER, THEN PRESS [START].	A misfeed occurred in the RSPF while the original was being scanned. → Reload the indicated original pages.	-
OPEN TRAY X AND ADD XXX PAPER. (TYPE: XXXXX)	Printing cannot take place because the machine is out of suitable paper. → Add the indicated paper.	operation manual for copier
REMOVE PAPER FROM THE UPPER TRAY.	The job separator tray is full. → Remove the printed pages.	-
REMOVE PAPER FROM THE TOP TRAY.	The top tray is full (when a finisher is installed). → Remove the printed pages.	-
(TONER SUPPLY IS LOW.)	Little toner remains in the toner cartridge. → Replace the toner cartridge.	operation manual for copier
CHANGE THE TONER CARTRIDGE.	The toner cartridge is out of toner and the received document cannot be printed. → Replace the toner cartridge.	
THE MEMORY BECOMES FULL. (Pg.No.XX) SEND SCANNED DATA? OR CANCEL THE JOB?	The memory became full while the original was being scanned. → Send only the pages that were already scanned, or cancel the entire transmission.	15
POLLING IS NOT POSSIBLE WITH THE AVAILABLE MEMORY.	Polling is not possible because there is not enough space in memory. → Try polling again after currently stored jobs are completed.	33
MANUAL RECEIVE IS DISABLED. DUE TO OUT OF MEMORY.	Manual reception was not possible because there was not enough free space in memory. → Try manual reception again after currently stored jobs have been completed.	-
CLOSE THE XXXXX COVER.	The indicated cover is open. → Close the indicated cover.	-
CLOSE THE DOCUMENT FEEDER.		-
CALL FOR SERVICE. CODE:XX XX.	The self-diagnosis function has activated and automatically stopped operation. An error code appears in xx-xx. → Turn off the power and then turn it back on. If the same message still appears, contact your authorised service representative.	-

TROUBLESHOOTING

If the fax features do not operate normally, please check the following. If you are unable to solve the problem, see "TROUBLESHOOTING AND MAINTENANCE" in the operation manual for copier.

Fax problems

Trouble	Page
The machine does not operate correctly	
The machine does not operate.	89
Transmission problems	
Dialling is not possible.	
Transmission is not possible.	
The transmitted image prints out blank at the receiving side.	89
The transmitted image is distorted.	
Transmission does not take place at the specified time.	
White or black lines appear in the transmitted image.	
Reception problems	
Reception does not take place at the specified time.	
Printing does not take place after reception.	
A received image prints out blank.	90
The received image is faint.	
The received image is distorted.	
A ringing sound is not made.	
Telephone problems	
The line and dialing sounds cannot be heard clearly through the speaker.	
No ringing sound	99

FAX PROBLEMS

Problems that are related to the fax function are explained in the following.

For general machine problems, copier problems, printer problems, and network scanner problems, see the corresponding manual for the function.

The machine does not operate correctly

Problem	Cause and solution	Page
The machine does not operate.	The power switch is turned off. → Turn on the power switch.	3

Transmission problems

Problem	Cause and solution	Page
Dialling is not possible.	The correct dial mode is not set for your line. → Check your line and set the correct dial mode. The telephone line is not connected. → Check the connections. The power switch is turned off. → Turn on the power switch. The machine is not in fax mode. → Press the [FAX] key to set the machine to fax mode.	- 3 3 12
Transmission is not possible.	The receiving fax machine does not have paper. → Check with the operator of the receiving machine. The sub-address or passcode is not correct. → Check with the operator of the receiving machine. The receiving machine is using the line. → Check with the operator of the receiving machine. The size of the original was not correctly detected. → Check the original size.	-
The transmitted image prints out blank at the receiving side.	The original was placed so that the wrong side was scanned. → Make sure the original is placed so that the correct side is scanned. The receiving machine is using thermal paper and the thermal paper was loaded with the wrong side facing out. → Check with the operator of the other machine.	10 -
The transmitted image is distorted.	The line conditions were poor due to thunder or other reason. → Try the transmission again. The resolution and exposure settings were not suitable. → Check the resolution and exposure settings.	- 21
Transmission does not take place at the specified time.	The machine's clock is not set to the correct time. → Set the clock to the correct time.	operation manual for copier
White or black lines appear in the transmitted image.	The document glass is dirty. → Clean the document glass.	operation manual for copier

Reception problems

Problem	Cause and solution	Page
Reception does not take place at the specified time.	The machine's clock is not set to the correct time. → Set the clock to the correct time.	operation manual for copier
Printing does not take place after reception.	A message appears in the display instructing you to add toner or paper. → Restore printing capability as instructed by the display message. Printing will begin.	87
A received image prints out blank.	The wrong side of the original was scanned in the transmitting machine. → Check with the operator of the transmitting machine.	-
The received image is faint.	The original is faint. → Ask the other party to resend the document using a suitable exposure setting.	-
The received image is distorted.	The line conditions were poor due to thunder or other reason. → Ask the other party to send the document again.	-
A ringing sound is not made.	The ringer volume has been turned off. → Set the ringer volume to low, medium, or high.	99

Telephone problems

Problem	Cause and solution	Page
The line and dialing sounds cannot be heard clearly through the speaker.	The speaker volume is set to low. → Change the volume to medium or high.	99
No ringing sound	The ringer volume has been turned off. → Set the volume to low, medium, or high.	99

The key operator programs are used by the administrator of the machine to enable and disable certain functions of the machine.

This section explains key operator programs for the fax features of the machine. For key operator programs that are related to general operation, the copy function, the printer function, and the network scanner function, see the key operator's guide.

To access the key operator programs, the key operator code must be entered.

The key operator code is initially set to "00000" at the factory.

KEY OPERATOR PROGRAM LIST



You may not be able to use all of the programs in the key operator program list. Programs that you can use depend on what peripheral devices are installed on the machine.

KEY OPERATOR PROGRAMS FOR THE FAX FUNCTION

Program name	Factory default settings	Page	Program name	Factory default settings	Page
FAX SETTINGS					
FAX DEFAULT SETTINGS					
DEFAULT DISPLAY SETTINGS	CONDITION SETTINGS	97	TRANSACTION REPORT PRINT SELECT SETTING	• SINGLE SENDING: PRINT OUT ERROR REPORT ONLY	99
MUST INPUT NEXT ADDRESS KEY AT BROADCAST SETTING	Disabled	97		• BROADCASTING: PRINT OUT ALL REPORT	
THE NUMBER OF DIRECT ADDRESS KEYS DISPLAYED SETTING	8 (keys)	97		• RECEIVING: NO PRINTED REPORT	
INITIAL RESOLUTION SETTING	STANDARD	98		• CONFIDENTIAL RECEPTION: PRINT OUT NOTICE PAGE	
INITIAL EXPOSURE SETTING	AUTO	98	IMAGE MEMORY PRINT SELECT SETTING	PRINT OUT ERROR REPORT ONLY	100
OWN NUMBER AND NAME SET	Un-registering	98	REMOTE RECEPTION NUMBER SETTING	5	100
PAUSE TIME SETTING	2 (sec.)	98	EXTERNAL TELEPHONE SETTING	Enabled	100
SPEAKER VOLUME SETTING	<ul style="list-style-type: none"> • SPEAKER: Medium • RINGER VOLUME: Medium • LINE MONITOR : Medium • TRANSMISSION COMPLETE SOUND: Medium 	99	PBX SETTING (not available in UK)	Enabled	100
TRANSMISSION COMPLETE SOUND SETTING	PATTERN 2	99			
TRANSMISSION COMPLETE SOUND TIME SETTING	3.0 (sec.)	99			
ACTIVITY REPORT PRINT SELECT SETTING	<ul style="list-style-type: none"> • AUTO PRINT AT MEMORY FULL: Disabled • PRINT DAILY AT DESIGNATED TIME: Disabled 	99			

Program name	Factory default settings	Page
FAX SEND SETTINGS		
AUTO REDUCTION SENDING SETTING	Enabled	100
PRINTING PAGE NUMBER AT RECEIVER	Enabled	100
DATE/OWN NUMBER PRINT POSITION SETTING	OUTSIDE THE ORIGINAL IMAGE	100
ROTATION SENDING SETTING	Enabled	101
CALL TIMER AT MEMORY SENDING	45 (sec.)	101
RECALL IN CASE OF LINE BUSY	• NUMBER OF TIMES: 2 (times) • INTERVAL: 3 (min.)	101
RECALL IN CASE OF COMMUNICATION ERROR	• NUMBER OF TIMES: 1 (times) • INTERVAL: 1 (min.)	101
QUICK ON LINE SENDING	Enabled	101
DEFAULT SENDING MODE	MEMORY TX	102
AUTO COVER SHEET	Disabled	102
SLOW SCAN MODE	Disabled	102
FAX RECEIVE SETTINGS		
AUTO RECEIVE REDUCE SETTING	Enabled	102
DUPLEX RECEPTION SETTING	Disabled	102
PRINT STYLE SETTING	AUTO SIZE SELECT	102
NUMBER OF CALLS IN AUTO RECEPTION	2 (times)	103
SET THE TELEPHONE NUMBER FOR DATA FORWARDING	Un-registering	103
INDEX PRINT	Disabled	103
RECEIVED DATA PRINT CONDITION	Enabled	103
LETTER SIZE RX REDUCE PRINT	Disabled	103
ENTER JUNK FAX NUMBER	Un-registering	103
ANTI JUNK FAX	Disabled	103

Program name	Factory default settings	Page
SENDING OPTIONS		
PASSCODE NUMBER SETTING	Un-registering	104
POLLING SECURITY SETTING	Enabled	104
ID NUMBER MODE	Un-registering	104
SYSTEM NUMBER MODE	Un-registering	104
RELAY PASSCODE	Un-registering	104
CONFIDENTIAL CODE SET	Un-registering	104
F-CODE MEMORY BOX		
• POLLING MEMORY	Un-registering	105
• CONFIDENTIAL	Un-registering	105
• RELAY BROADCAST	Un-registering	105

LIST PRINT

KEY OPERATOR PROGRAM MENU

The key operator programs are arranged in the following menu.

Use this menu as a guide for accessing each of the programs.

*Some programs may contain an additional level (setting screen).

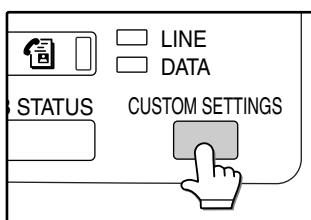
Level 1	Level 2	Level 3
FAX SETTINGS	FAX DEFAULT SETTINGS	DEFAULT DISPLAY SETTINGS MUST INPUT NEXT ADDRESS KEY AT BROADCAST SETTING THE NUMBER OF DIRECT ADDRESS KEYS DISPLAYED SETTING INITIAL RESOLUTION SETTING INITIAL EXPOSURE SETTING OWN NUMBER AND NAME SET PAUSE TIME SETTING SPEAKER VOLUME SETTING TRANSMISSION COMPLETE SOUND SETTING TRANSMISSION COMPLETE SOUND TIME SETTING ACTIVITY REPORT PRINT SELECT SETTING TRANSACTION REPORT PRINT SELECT SETTING IMAGE MEMORY PRINT SELECT SETTING REMOTE RECEPTION NUMBER SETTING EXTERNAL TELEPHONE SETTING PBX SETTING (not available in UK)
	FAX SEND SETTINGS	AUTO REDUCTION SENDING SETTING PRINTING PAGE NUMBER AT RECEIVER DATE/OWN NUMBER PRINT POSITION SETTING ROTATION SENDING SETTING CALL TIMER AT MEMORY SENDING RECALL IN CASE OF LINE BUSY RECALL IN CASE OF COMMUNICATION ERROR QUICK ON LINE SENDING DEFAULT SENDING MODE AUTO COVER SHEET SLOW SCAN MODE
	FAX RECEIVE SETTINGS	AUTO RECEIVE REDUCE SETTING DUPLEX RECEPTION SETTING PRINT STYLE SETTING NUMBER OF CALLS IN AUTO RECEPTION SET THE TELEPHONE NUMBER FOR DATA FORWARDING INDEX PRINT RECEIVED DATA PRINT CONDITION LETTER SIZE RX REDUCE PRINT ENTER JUNK FAX NUMBER ANTI JUNK FAX
	SENDING OPTIONS	PASSCODE NUMBER SETTING POLLING SECURITY SETTING ID NUMBER MODE SYSTEM NUMBER MODE RELAY PASSCODE CONFIDENTIAL CODE SET F-CODE MEMORY BOX
LIST PRINT		

USING THE KEY OPERATOR PROGRAMS

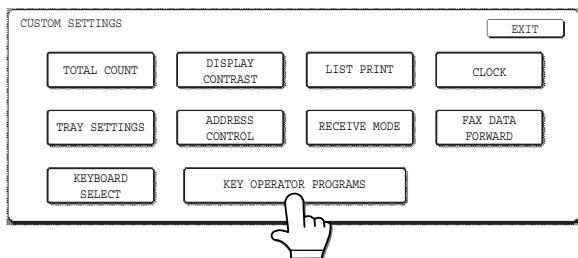


When using the key operator programs for the first time, change the factory default key operator code to a new code. (Step 3 to step 6)

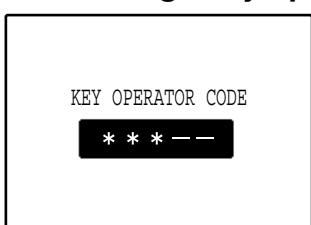
1 Press the [CUSTOM SETTINGS] key.



2 Touch the [KEY OPERATOR PROGRAMS] key.

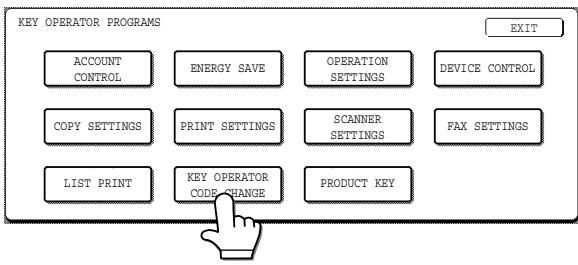


3 Use the numeric keys to enter the five-digit key operator code.



Each time a digit is entered, the dash (-) that indicates the digit will change to an asterisk (*). The factory default setting for the key operator code is 00000.

4 Touch a key to select the desired category of key operator programs.

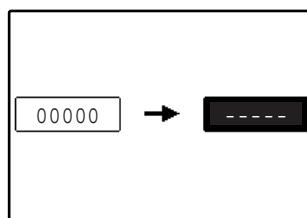


Example:

To change the key operator code, touch the [KEY OPERATOR CODE CHANGE] key.

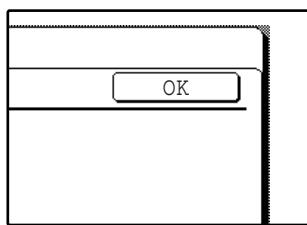
- Each time you need to configure a program, use this procedure to select the program.
- In the following steps, the setting screen for the selected program appears. Refer to the explanation of the program to select the desired setting (the explanations of the programs begin on page 97).

5 Use the numeric keys to enter the new 5-digit key operator code.



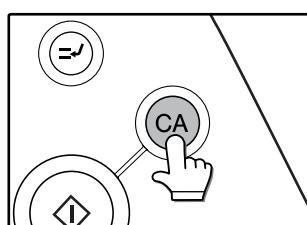
Use a number for the key operator code that has not been programmed as an account number for auditing mode (a number that has been programmed as an account number cannot be used). The entered number will be the new key operator code. Be sure to remember this number.

6 Touch the [OK] key. You will return to the screen of step 4.



This completes the procedure for changing the key operator code. If you wish to configure another program, touch the key of the desired program in the screen of step 4.

7 Press the [CLEAR ALL] key (CA) to exit the program.

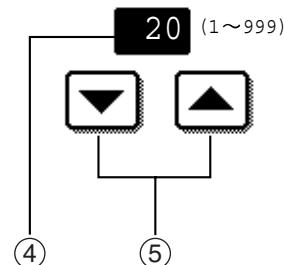
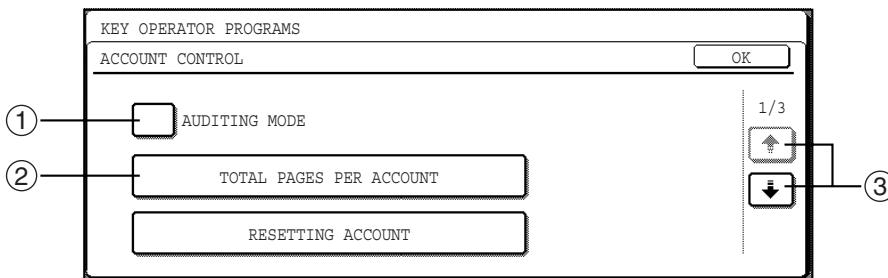


8

KEYS USED IN KEY OPERATOR PROGRAMS

Example: Auditing mode

The following keys appear in screens that require the entry of numerical values.



- ① When a checkbox (□) appears in front of a setting, a checkmark (☑) will appear when the checkbox is touched. This indicates that the setting is enabled. If a checkbox with a checkmark (☑) is touched, the checkmark is cleared (□) and the setting is disabled.
- ② When a key that appears in the form X X X is touched, the setting screen of that key will appear.
- ③ If the settings continue on the following screen(s), touch the ▲ and ▼ keys to move back and forth through the screens. To return to the category selection screen, touch the [OK] key.
- ④ The currently set numerical value is displayed.
- ⑤ Numerical values can be set by touching the ▲ and ▼ keys.

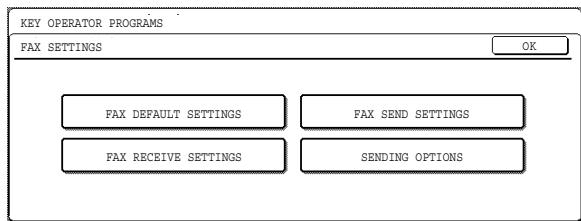
KEY OPERATOR PROGRAMS FOR THE FAX FUNCTION

This section explains key operator programs for the fax function of the machine. For key operator programs that are related to general operation, the copy function, the printer function, and the network scanner function, see the key operator's guide.



You can check key operator program settings for the fax function by printing them out. ("LIST PRINT" (p.107))

FAX SETTINGS



FAX DEFAULT SETTINGS

The default fax settings can be changed as necessary to meet your faxing needs.

The default fax settings are as follows:

- DEFAULT DISPLAY SETTINGS
- MUST INPUT NEXT ADDRESS KEY AT BROADCAST SETTING
- THE NUMBER OF DIRECT ADDRESS KEYS DISPLAYED SETTING
- INITIAL RESOLUTION SETTING
- INITIAL EXPOSURE SETTING
- OWN NUMBER AND NAME SET
- PAUSE TIME SETTING
- SPEAKER VOLUME SETTING
- TRANSMISSION COMPLETE SOUND SETTING
- TRANSMISSION COMPLETE SOUND TIME SETTING
- ACTIVITY REPORT PRINT SELECT SETTING
- TRANSACTION REPORT PRINT SELECT SETTING
- IMAGE MEMORY PRINT SELECT SETTING
- REMOTE RECEPTION NUMBER SETTING
- EXTERNAL TELEPHONE SETTING
- PBX SETTING (not available in UK)

DEFAULT DISPLAY SETTINGS

You can select the initial display that appears when you press the [FAX] key to change to fax mode or when you press the [CLEAR ALL] key (CA) in fax mode.

The following three selections are available:

- CONDITION SETTINGS
- ADDRESS BOOK (ABC)
- ADDRESS BOOK (GROUP)

When an address directory (ABC or Group) is selected, the address directory screen of the selected index is set as the initial screen.

MUST INPUT NEXT ADDRESS KEY AT BROADCAST SETTING

You can select whether or not the [NEXT ADDRESS] key must always be pressed before entering the next destination when performing a broadcast transmission (p.27). If this program is disabled, the [NEXT ADDRESS] key can be omitted except when the numeric keys are used to enter one full fax number after another full fax number.

Example: When invalid (factory setting)

XXXX (NEXT ADDRESS) rapid (NEXT ADDRESS) rapid
Fax number ↑ Fax number ↑

Can be omitted.

Can be omitted.

XXXX (NEXT ADDRESS) XXXX
Fax number ↑ Fax number
Cannot be omitted.

When this program is enabled, it will no longer be possible to omit the [NEXT ADDRESS] key as shown in the above example. Even when the next destination is a rapid key, the [NEXT ADDRESS] key must be touched before the rapid key can be touched. If the operator attempts to enter the next destination without touching the [NEXT ADDRESS] key, a double-beep will sound and the entry will be refused.

THE NUMBER OF DIRECT ADDRESS KEYS DISPLAYED SETTING

The number of rapid keys displayed in each address directory screen can be changed from 8 (the normal setting) to 6 or 12.

Touch 6, 8, or 12 to select the desired number.



For the name that appears in each rapid key, a maximum of 18 characters can appear when the number of rapid keys displayed is set to 6 or 8. A maximum of 10 characters can appear when the number of rapid keys displayed is set to 12.

INITIAL RESOLUTION SETTING

This setting is used to select the default resolution setting for fax mode. Selections are [STANDARD], [FINE], [SUPER FINE], and [ULTRA FINE]. When the resolution is set to [FINE], [SUPER FINE], or [ULTRA FINE], [HALF TONE] can also be selected. To select HALF TONE for the selected resolution setting, touch the [HALF TONE] key so that it is highlighted.



- HALF TONE cannot be selected for STANDARD resolution.
- For information on each of the resolution settings, see page 21.

INITIAL EXPOSURE SETTING

This program is used to set the default exposure for scanning in fax mode. [AUTO] or [MANUAL] can be selected for the exposure. When [MANUAL] is selected, the exposure can be adjusted to one of five levels. [1] is the lightest level and [5] is the darkest level.

OWN NUMBER AND NAME SET

Use this program to enter, edit, or delete the fax number of the machine and the sender's name. The entered name and number are printed at the top of each fax page that is sent. The number is also used as a passcode when performing polling reception. You can check your entries by printing out the Sender List in the custom settings. (p.86)

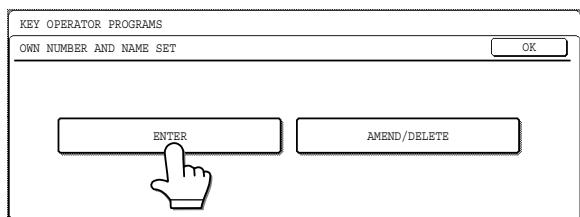


If multiple senders have been programmed and a sender is not selected, the sender with the lowest control number is automatically selected.

Entering the sender's name and number

1 Touch the [ENTER] key.

The new entry screen appears.



2 Touch the [NAME] key and enter the sender's name.

The sender's name entry screen appears.

Up to 20 sender's names can be entered.

A maximum of 22 characters can be entered for a sender's name.

To enter characters, see "ENTERING CHARACTERS" on page 81.



You can also program only a name or only a number as a sender.

3 Touch the [FAX No.] key and enter the fax number.

Enter up to 20 digits for the number using the numeric keys.

To enter a "+", press the "*" key.

To enter a hyphen, touch the [PAUSE] key. To enter a space, press the [SPACE] key.

If you make a mistake, press the [CLEAR] key (C) and re-enter the correct digit.

4 Touch the [OK] key.

5 To exit, touch the [EXIT] key.

- To enter another sender, touch the [NEXT] key.

Editing or deleting a sender

1 Touch the [AMEND/DELETE] key.

2 Touch the sender key that you wish to edit or delete.

3 Touch the keys that wish to edit or delete.

- To edit sender information, follow the same steps as when storing the sender.
- To delete a sender, touch the [DELETE] key in the upper right corner of the screen and then touch the [YES] key in the message screen that appears. (To cancel the deletion, touch the [NO] key.)

PAUSE TIME SETTING

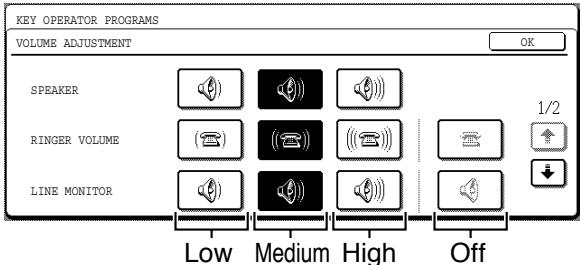
This setting is used to select the duration of the pause that is inserted in a destination fax number when the [PAUSE] key is pressed while dialling or storing the number.

Any number of seconds from 1 to 15 can be selected.

SPEAKER VOLUME SETTING

This setting is used to adjust the volume of the following four types of sounds heard through the speaker.

- SPEAKER • LINE MONITOR
- RINGER VOLUME • TRANSMISSION COMPLETE SOUND



To change a volume setting, touch the desired volume key.

TRANSMISSION COMPLETE SOUND SETTING

This program is used to select the beep pattern that signals the end of transmission or reception. Touch [PATTERN 1], [PATTERN 2], or [PATTERN 3]. To listen to beep pattern, touch the [CHECK] key.

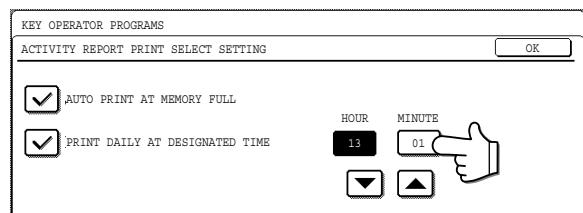
TRANSMISSION COMPLETE SOUND TIME SETTING

This program is used to select the length of the beep that signals the end of transmission or reception. Selections are [2.0 sec], [2.5 sec], [3.0 sec], [3.5 sec], and [4.0 sec].

ACTIVITY REPORT PRINT SELECT SETTING

This setting is used to have an activity report automatically printed at regular intervals.

To have the report automatically printed every 50 transactions (transmissions and receptions), select the [AUTO PRINT AT MEMORY FULL] checkbox. To have the report automatically printed at a specified time each day (only once a day), check the [PRINT DAILY AT DESIGNATED TIME] box and then select the time with the [HOUR] and [MINUTE] keys that appear.



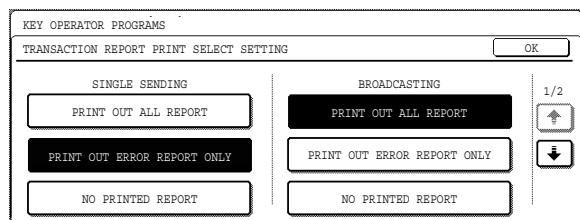
Touch the [HOUR] key and then set the hour by touching the \square and \triangle keys. Set the minute in the same way. [AUTO PRINT AT MEMORY FULL] and [PRINT DAILY AT DESIGNATED TIME] can be simultaneously selected.



- If you only select the PRINT DAILY AT DESIGNATED TIME setting and the number of recorded transactions exceeds 50 before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).
- The activity report can also be printed out on demand. ("PRINTING REPORTS" (p.86))

TRANSACTION REPORT PRINT SELECT SETTING

This setting is used to select the conditions for printing out Transaction Reports. Conditions can be selected for regular transmissions, broadcast transmissions, receptions, and confidential receptions.



Touch the \square key to display the next setting. Select the print conditions for receptions and confidential receptions.

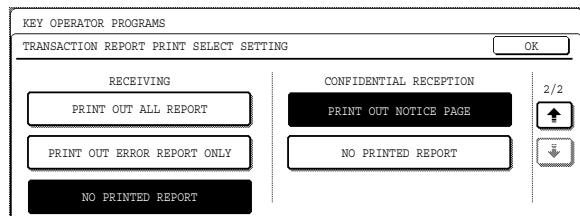


IMAGE MEMORY PRINT SELECT SETTING

This program is used to select the conditions for including a copy of part of the first page of the transmitted document on transaction reports. Selections are [PRINT OUT ALL REPORT], [PRINT OUT ERROR REPORT ONLY], and [NO PRINTED REPORT]. This program is used in combination with the "TRANSACTION REPORT PRINT SELECT SETTING", and is not effective if transaction reports are set to never print out.

REMOTE RECEPTION NUMBER SETTING

(only when an extension phone is connected)

Fax reception can be activated from an extension phone connected to the machine by entering a 1-digit number and pressing [*****] twice on the phone's keypad. This number is called the remote reception number, and you can set it to any number from "0" to "9".

EXTERNAL TELEPHONE SETTING

(only when an extension phone is connected)

Enable this setting when an extension phone is connected to the machine. If this setting is not enabled, it will not be possible to use an extension phone connected to the machine to manually receive faxes or place/receive phone calls.

PBX SETTING

(Not available in UK)

This program is used to have faxes routed to the outside line by default when the unit is connected to a private branch exchange. By default, this program is disabled.

To activate the program, touch the PBX CONNECTION checkbox to make a checkmark appear, and then select the method for connecting to an outside line by touching the "FLASH" key or the "ID" key.

If you connect to the outside line by making a register call, select "FLASH". If you connect to the outside line by dialing a number, select "ID". If you select "ID", enter the number that is dialed to connect to the outside line (maximum of 3 digits). The number is entered by touching the entry boxes for each of the digits and using the [**▼**, **▲**] keys to enter the appropriate digit in each box. Be sure to enter the number from the box on the left. Any digit from 0 to 9 can be entered in the left box, and digits 0 to 9 and "-" can be entered in the central and right boxes. If your external line number is two digits, enter "-" in the right box, and if your external line number is one digit, enter "-" in the central and right boxes.

When PBX CONNECTION is enabled, the "R" key appears in the base screen of fax mode (p.7). This key can be touched to switch to fax transmission inside your PBX. The "R" key also appears in the screens for

"STORING ONE-TOUCH DIAL KEYS (p.67) and the "Set the telephone number for data forwarding" key operator program (p.104). If the number you are storing in either of these screens is inside your PBX, touch the "R" key before entering the number to have the fax transmission automatically routed to the PBX when the number is dialed.



The "R" key is not available in Belgium and the Netherlands.

FAX SEND SETTINGS

The fax transmission settings allow you to adjust certain parameters for sending faxes to better suit your needs.

The fax send settings are as follows:

- AUTO REDUCTION SENDING SETTING
- PRINTING PAGE NUMBER AT RECEIVER
- DATE/OWN NUMBER PRINT POSITION SETTING
- ROTATION SENDING SETTING
- CALL TIMER AT MEMORY SENDING
- RECALL IN CASE OF LINE BUSY
- RECALL IN CASE OF COMMUNICATION ERROR
- QUICK ON LINE SENDING
- DEFAULT SENDING MODE
- AUTO COVER SHEET
- SLOW SCAN MODE

AUTO REDUCTION SENDING SETTING

This program is used to have transmitted documents automatically reduced to match the size of the other machine's printing paper. When this program is disabled, documents are sent in their original size, and because the size is not adjusted to match the size of the printing paper, part of the received document may be cut off.

PRINTING PAGE NUMBER AT RECEIVER

Enable this setting to have page numbers appear at the top of fax pages that you transmit.

DATE/OWN NUMBER PRINT POSITION SETTING

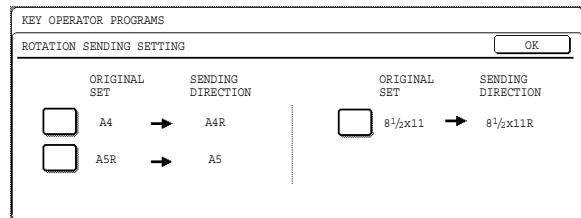
This setting lets you select the position (inside or outside the original image) of the sender's name and number that are printed at the top of each fax page you send. Select [OUTSIDE THE ORIGINAL IMAGE] or [INSIDE THE ORIGINAL IMAGE].

For more information these settings, see page 44.

ROTATION SENDING SETTING

This setting allows you to select whether or not a vertically placed A4 original is rotated to a horizontal orientation (A4R), an A5R original is rotated to A5, or an 8-1/2" x 11" original is rotated to 8-1/2" x 11"R before transmission. The image is rotated clockwise. (A4R and 8-1/2" x 11"R originals are not rotated.)

In Taiwan, select whether or not an A4 original is rotated to A4R, a B5R original is rotated to B5, an A5R original is rotated to A5, or an 8-1/2" x 11" original is rotated to 8-1/2" x 11"R before transmission.



Rotation settings can be established separately for different document sizes. To disable a rotation setting, touch the checkbox of the appropriate setting to remove the checkmark.

CALL TIMER AT MEMORY SENDING

When sending a fax by automatic transmission ("Storing transmission jobs (memory transmission)" (p.15)), this setting lets you select the amount of time that the machine waits before breaking the connection when the other machine does not respond to your machine's calling tone. If the other machine does not respond within this set time, your machine will automatically break the connection.

Time selections are [30 sec.], [45 sec.], and [60 sec.].

RECALL IN CASE OF LINE BUSY

When sending a document, this setting is used to select whether your machine will automatically re-attempt the call when the other machine fails to answer or the line is busy. The number of recall attempts can be set from 1 to 9, and the interval between attempts can be set from 1 to 15 minutes in increments of 1 minute. To disable automatic recalling, select the [NO RECALL] checkbox.



Even if this setting is enabled, your machine will not re-attempt the call when a document is sent by manual transmission.

RECALL IN CASE OF COMMUNICATION ERROR

When sending a document, this setting is used to select whether your machine will automatically re-attempt the call if the transmission fails due to a line error. One recall attempt or no recall attempts can be selected, and the interval until the attempt can be set from 0 to 15 minutes in increments of 1 minute.



Even if one attempt is selected, your machine will not re-attempt the call when a document is sent by manual transmission.

QUICK ON LINE SENDING

When this program is enabled and memory transmission is selected, the machine will call the receiving machine while the original pages are being scanned and begin transmission from pages that have finished scanning.

When the program is disabled, transmission will not begin until all pages have been scanned (with the exception of manual transmission and direct transmission). ("Quick On-line" (p.14))

DEFAULT SENDING MODE

This program is used to select [MEMORY TX] or [DIRECT TX] for the default transmission mode. For more information on these modes, see page 14.

AUTO COVER SHEET

When this program is enabled, a cover page is automatically generated and added to each fax transmission. The cover page shows the date, time, destination name, destination fax number, sender's name, sender's fax number, number of pages, and a message if the message function is selected. A cover sheet cannot be added when scanning a document into polling memory or F-code polling memory, or when performing polling, a relay broadcast transmission, or a manual transmission.

SLOW SCAN MODE

When this program is enabled, thin-sheet scanning is selected by default when an original is scanned using the RSPF.

Thin-sheet scanning uses a slower scanning speed to prevent thin originals from misfeeding. In addition, the resolution automatically changes to FINE if set to STANDARD.

FAX RECEIVE SETTINGS

The fax reception settings allow you to adjust certain parameters for receiving faxes to better suit your needs.

Settings that can be adjusted depend on the peripheral devices installed.

The fax receive settings are as follows:

- AUTO RECEIVE REDUCE SETTING
- DUPLEX RECEPTION SETTING
- PRINT STYLE SETTING
- NUMBER OF CALLS IN AUTO RECEPTION
- SET THE TELEPHONE NUMBER FOR DATA FORWARDING
- INDEX PRINT
- RECEIVED DATA PRINT CONDITION
- LETTER SIZE RX REDUCE PRINT
- ENTER JUNK FAX NUMBER
- ANTI JUNK FAX

AUTO RECEIVE REDUCE SETTING

When you receive a fax that includes the sender's name and number, the received image is slightly larger than the standard sizes*. This setting can be enabled to have the received image automatically reduced before printing to fit the standard paper sizes.



If you turn automatic reduction off, the overall printed image may be larger than the original and the excess portion may be cut off. However, the printed image will be the same size as the original and thus clearer.

* Standard paper sizes are sizes such as A4 (8-1/2" x 11") and B5 (5-1/2" x 8-1/2").

DUPLEX RECEPTION SETTING

When the duplex module is installed, this setting can be enabled to have received documents printed on both sides of the paper. When enabled, received faxes will be printed on both sides of the paper whenever the fax consists of two or more pages of the same size of paper.

PRINT STYLE SETTING

This setting determines the condition for selecting paper when printing received faxes. Select [PRINT ACTUAL SIZE CUT OFF ENABLED] or [AUTO SIZE SELECT].

- PRINT ACTUAL SIZE CUT OFF ENABLED
Each received image is printed at actual size. If necessary, the image is split onto multiple sheets of paper.
- AUTO SIZE SELECT
Each received image is printed at actual size when possible. When not possible, the image is automatically reduced before printing.

NUMBER OF CALLS IN AUTO RECEPTION

When the reception mode is set to auto, this program is used to select the number of rings on which the machine automatically receives a call and begins fax reception. ("RECEIVING A FAX" (p.25))

A number of rings from 0 to 9 can be selected.



If you select "0" for the number of rings, the machine will immediately answer and begin fax reception without ringing in auto reception mode.

SET THE TELEPHONE NUMBER FOR DATA FORWARDING

When a problem prevents the machine from printing a received fax, the fax forwarding function (p.28) can be used to forward the received fax to another fax machine. Use this setting to program the fax number of the destination fax machine. Only one fax number can be programmed (maximum of 50 digits).

If you wish to specify an F-code confidential memory box or an F-code relay broadcast memory box in the destination machine, touch the [SUB ADDRESS] key after entering the fax number to enter a slash "/", and then enter the sub-address and the passcode. ("STORING RAPID DIAL KEYS" (p.68))

INDEX PRINT

This program is used to have an index (black mark) printed at the top of received fax pages. The mark moves from left to right as pages are printed.

RECEIVED DATA PRINT CONDITION

When this program is enabled and a received fax is held in memory because there is a problem that prevents printing such as no suitable paper, any faxes received after that fax which can be printed will be given priority and printed.

LETTER SIZE RX REDUCE PRINT

Use this program to reduce received LetterR size faxes to A4R width before printing. When this program is enabled, A4R and Letter R are regarded as the same size and thus A4R size faxes are also reduced.

ENTER JUNK FAX NUMBER

This program is used to store fax numbers from which you wish to block reception. Up to 50 fax numbers can be stored (maximum of 20 digits each). To block reception from the stored numbers, you must also enable the "ANTI JUNK FAX" program.

ANTI JUNK FAX

Enable this program to block reception of faxes from fax numbers stored in the "ENTER JUNK FAX NUMBER" program.

SENDING OPTIONS

The following settings are contained in "SENDING OPTIONS":

- PASSCODE NUMBER SETTING
- POLLING SECURITY SETTING
- ID NUMBER MODE
- SYSTEM NUMBER MODE
- RELAY PASSCODE
- CONFIDENTIAL CODE SET
- F-CODE MEMORY BOX

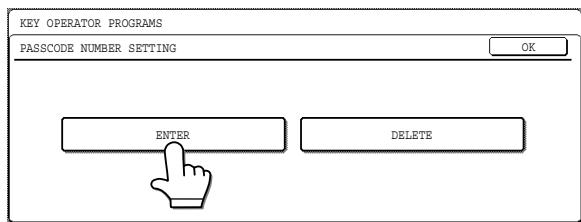
PASSCODE NUMBER SETTING

When polling security is enabled, use this program to program (or delete) the fax numbers of the machines that are allowed to poll your machine. Programmed fax numbers are called passcodes. Up to 10 fax numbers can be programmed.

Programming passcode numbers

1 Touch the [ENTER] key.

The passcode entry screen appears.



2 Press the numeric keys to store the fax number.

Up to 20 digits can be entered.

To enter a hyphen, touch the [PAUSE] key at the top of the screen.

To enter a space, touch the [SPACE] key. To enter a "+", press the "*" key.

If you make a mistake, press the [CLEAR] key (C) and enter the correct number.

3 Touch the [NEXT] key or the [OK] key.

- To enter another passcode number, touch the [NEXT] key.
- To exit, touch the [OK] key.

Deleting a passcode number

1 Touch the [DELETE] key.

The passcode delete screen appears.

2 Touch the key of the number you wish to delete.

Touch the [YES] key in the message that appears to delete the number. If you touch the [NO] key, you will return to the passcode delete screen without deleting the number.

POLLING SECURITY SETTING

When performing polling memory, enable this program to restrict polling to machines that have permission (p.38). To allow any machine to poll your machine, disable the program.



When polling security is enabled, store the fax numbers of machines to be granted polling permission in "PASSCODE NUMBER SETTING".

ID NUMBER MODE

This program is used to store ID numbers. ID numbers provide another means of granting polling permission when polling security is enabled. Polling will be allowed if the system number programmed in the polling machine matches one of your machine's programmed ID numbers. This method can only be used if the other machine is also a Sharp machine (excluding certain models). Up to 10 ID numbers can be programmed. To check the programmed ID numbers, print out the Passcode list in the custom settings. (p.86)

SYSTEM NUMBER MODE

This program is used to store a system number. Your system number provides another means of receiving permission to poll a machine. Polling will take place if your system number matches one of the other machine's ID numbers. This method can only be used if the other machine is also a Sharp machine (excluding certain models). Enter a system number from 0000 to 9999. To check the stored system number, print the passcode list in the user settings (p.86).

To check the programmed system number, print out the Passcode list in the custom settings.

RELAY PASSCODE

This program is used to enter the fax number (the programmed sender's number) of a machine that is to be allowed to perform relay request transmissions using your machine as a relay machine. The entered fax number is called a relay ID code. The other machine must be a Sharp machine (excluding certain models). Up to 10 relay ID codes can be programmed (maximum of 20 digits each).

To check the programmed numbers, print the Passcode list (p.86).

CONFIDENTIAL CODE SET

This program is used to program a confidential box for the reception of confidential faxes. The other machine must be a Sharp machine (excluding certain models). Enter a name for the box (up to 36 characters), a box number (00 to 99), and an ID code (0000 to 9999). Up to 10 boxes can be programmed. To check the programmed boxes, print the Confidential code list (p.107).

F-CODE MEMORY BOX

This program is used to program memory boxes for F-code communication. Three types of memory boxes can be programmed: F-code memory polling boxes, F-code confidential boxes, and F-code relay broadcast boxes. Follow the procedure below to program, edit, or delete a memory box.

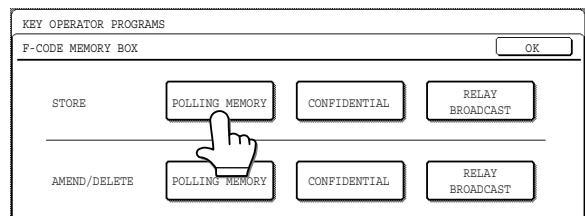
Programming an F-code memory box

A box name, sub-address, password, and specific functions are programmed in a memory box.



- When programming a memory box, the same sub-address as a previously programmed memory box cannot be used. However, the same passcode can be used.
- A passcode can be omitted.
- Up to 10 F-code memory boxes can be programmed. If you attempt to program a memory box when 10 boxes have already been programmed, a warning message will appear and programming will not be possible. Delete any unneeded F-code memory boxes (p.107) and then program the new box.

1 Touch the desired type of memory box ([POLLING MEMORY], [CONFIDENTIAL], or [RELAY BROADCAST]) in the upper row of keys.



(The following uses [POLLING MEMORY] as an example.)
The F-code memory box programming screen appears.

2 Touch the [BOX NAME] key.

- The lowest box number that has not yet been programmed will automatically appear in "No.".
- The character entry screen appears. Enter a name for the box (maximum of 36 characters).
- To enter characters, see "ENTERING CHARACTERS" on page 81.

3 Touch the [OK] key.

4 Touch the [SUB ADDRESS] key.

The sub-address/passcode entry screen appears.

5 Use the numeric keys to enter a sub-address (maximum of 20 digits).

- The characters * and # cannot be used in a sub-address.
- If you make a mistake, press the [CLEAR] key ([C]) and then enter the correct number.
- If you do not wish to enter a passcode after entering the sub-address, go directly to step 8.

6 To enter a passcode, touch the [PASS CODE] key.

A slash (/) appears after the sub-address.

If you make a mistake, press the [CLEAR] key ([C]) and then enter the correct number.

7 Use the numeric keys to enter a passcode (maximum of 20 digits).

- Numbers and "*" and "#" can be used in a passcode.
- If you make a mistake, press the [CLEAR] key ([C]) and then enter the correct number.

8 Touch the [OK] key.

You will return to the memory box programming screen. The entered sub-address and passcode will appear. "REGISTRATION IS COMPLETED." will appear next to the box "No.".

9 Touch the [NEXT] key or the [EXIT] key.

- To program another memory box, touch the [NEXT] key.
- To exit, touch the [EXIT] key.

Next, program specific functions of the memory box as indicated below:

- F-code confidential box (print passcode: page 106)
- F-code relay broadcast box
(end receiving machines: page 106)

● F-code confidential box (print passcode)

A print passcode must be programmed to permit printing of faxes received in the F-code confidential box.

- Enter a 4-digit number for the print passcode. The characters "*" and "#" cannot be used.
- The print passcode cannot be omitted.

Caution Take care not to forget the programmed print passcode. In the event that you forget it, print out the confidential ID list. ("LIST PRINT" (p.107))

1 Touch [CONFIDENTIAL] and program a box name and sub-address/passcode as explained in step 1 of "Programming an F-code memory box" (p.105).

2 Touch the [PRINT PIN] key.

3 Use the numeric keys to enter a 4-digit number.

- If you make a mistake, press the [CLEAR] key (C) and then enter the correct number.
- To cancel before completing entry of the number, touch the [CANCEL] key. You will return to the screen of step 2.

4 Touch the [OK] key.

You will return to the programming screen for F-code confidential boxes. The entered print passcode will appear, and "REGISTRATION IS COMPLETED." will appear next to the box number.

5 Touch the [NEXT] key or the [EXIT] key.

- To program another memory box, touch the [NEXT] key.
- To exit, touch the [EXIT] key.

● F-code relay broadcast memory box (end receiving machines)

Store the end receiving machines for a relay broadcast transmission when your machine is the relay machine and receives a fax in its F-code relay broadcast memory box.

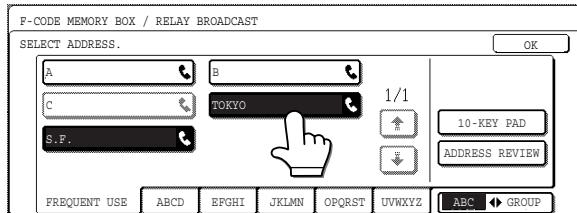
- A total of 120 end receiving machines can be stored in up to 10 groups. If you attempt to store more than this, a message will appear and storing will not be possible.
- Speed dial numbers and rapid numbers that include a sub-address cannot be stored.
- The same number cannot be stored twice in a group.

1 Touch [RELAY BROADCAST] and program a box name and sub-address/passcode as explained in step 1 of "Programming an F-code memory box" (p.105).

2 Touch the [RECIPIENT] key.

The address selection screen appears.

3 Select indexes as needed and touch rapid keys to select the end receiving machines. If needed, touch the **↑** or **↓** key to move through screens.



- The selected rapid keys are highlighted and stored as end receiving machines.
- If you touch an incorrect rapid key, touch it again so that it is not highlighted.
- You can also touch the [10-KEY PAD] key to enter full fax numbers with the numeric keys.

4 To check the stored end receiving machines, touch the [ADDRESS REVIEW] key.

A list of the selected destinations appears.

If you need to delete a destination from the list, touch it and then touch the [YES] key in the message that appears.

5 Touch the outer [OK] key.

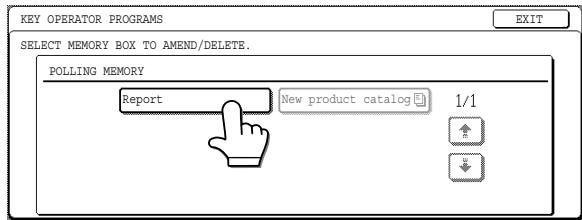
You will return to the programming screen for F-code relay broadcast memory boxes. The number of stored end receiving machines will appear, and "REGISTRATION IS COMPLETED." will appear next to the box number.

6 Touch the [NEXT] key or the [EXIT] key.

- To program another memory box, touch the [NEXT] key.
- To exit, touch the [EXIT] key.

Editing or deleting a memory box

- 1 Touch the desired type of memory box ([POLLING MEMORY], [CONFIDENTIAL], or [RELAY BROADCAST]) in the Edit/Delete row (lower row). (See step 1 on page 105.)
- 2 Touch the key of the memory box that you wish to edit or delete.

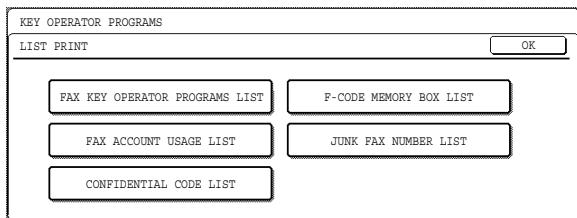


- The memory box edit/delete screen appears.
-  indicates that a memory box is holding a document.
- A memory box cannot be edited or deleted while it holds a document.

- 3 Touch the appropriate keys to edit or delete the box.

- Follow the same procedure to edit a box as to store a box.
- To delete a memory box, touch the [DELETE] key in the upper right corner of the screen. (A message will appear to confirm the deletion.)

LIST PRINT



This program is used to print lists of key operator programs related to the fax function.

The following five lists can be printed:

- FAX KEY OPERATOR PROGRAMS LIST
- FAX ACCOUNT USAGE LIST*
- CONFIDENTIAL CODE LIST
- F-CODE MEMORY BOX LIST
- JUNK FAX NUMBER LIST

* Only appears when AUDITING MODE is enabled in the key operator programs. The factory default setting for AUDITING MODE is disabled. (See the key operator's guide.)

To print a list or report, touch the key of the list or report that you wish to print and then touch the [CLEAR ALL] key (CA).

This chapter contains reference information regarding the fax features of the machine.

SPECIFICATIONS

For information on power requirements, power consumption, dimensions, weight, and other specifications that are common to all features of the machine, refer to operation manual for copier.

Applicable telephone line	Public switched telephone network, Private branch exchange (PBX)
Compression method	MH, MR, MMR,JBIG (MMR and JBIG during Super G3 transmission)
Transmission modes	Super G3, G3 (the machine can only send faxes to and receive faxes from machines that support G3 or Super G3)
Scanning method	CCD flatbed scanning
Scanning resolution (Supports ITU-T standards)	8 x 3.85 lines/mm (Standard) 8 x 7.7 lines/mm (Fine, Fine + Halftone) 8 x 15.4 lines/mm (Super Fine, Super Fine + Halftone) 16 x 15.4 lines/mm (Ultra Fine, Ultra Fine + Halftone)
Recording method	Laser, electrostatic charge method
Transmission speed	33.6 kbps → 2.4 kbps Automatic fallback
Transmission time*1	2 seconds (Super G3 mode / 33.6 kbps, JBIG), 6 seconds (G3 ECM mode / 14.4 kbps, MMR)
Paper sizes	A3(11" x 17"), B4(8-1/2" x 14"), A4(8-1/2" x 11"), A4R(8-1/2" x 11"R), B5, B5R, A5(5-1/2" x 8-1/2"), 8-1/2" x 11"(A4) , 8-1/2" x 11"R(A4R)
Effective print width	293 mm (11.5") max. (A3 (11" x 17") printing)
Input document size	A3(11" x 17"), B4(8-1/2" x 14"), A4(8-1/2" x 11"), A4R(8-1/2" x 11"R), B5*4, B5R*4, A5(5-1/2" x 8-1/2"), 8-1/2" x 13**5, 8-1/2" x 11"(A4), 8-1/2" x 11"R(A4R) (A5 (5-1/2" x 8-1/2") : Vertically-oriented feeding), Originals up to 1000 mm (39.3") in length*3 (using the RSPF); * Refer to pages 15 for transmission of A5 (5-1/2" x 8-1/2") size documents.
Effective scanning width	297 mm (11.7") maximum
Halftone transmission	Yes (256 levels)
Contrast adjustment	Automatic (manual; five levels)
Extension telephone connection	Possible (1 telephone)
Auto dialling	Combined total of 500 rapid and group keys, redialing (automatic)
Timer transmission	Yes
Program function	Yes (8 programs)
F-code support	Yes (can transmit and receive SUB/SEP (sub-address) and SID/PWD (passcode) signals)
Automatic document feeding	Yes (100 pages)
Image memory	2 MB*2
Error Correction Mode (ECM)	Yes

*1 Transmission speed is for an A4 (8-1/2" x 11") document with approximately 700 characters at standard resolution (8x3.85 lines/mm) sent in high speed mode (33.6 kbps (JBIG) or 14.4 kbps (MMR)). This is only the time required to transmit the image information; the time required to send protocol signals is not included. Actual transmission times will vary depending on the contents of the document, the receiving machine type, and telephone line conditions.

*2 Image memory can be expanded by installing the optional fax expansion memory (8 MB).

*3 The length varies depending on the scanning resolution and the width of the original. At "FINE" resolution, the maximum size is 297 mm (W) x 1000 mm (L) (11" (W) x 39.3" (L)). ("ORIGINALS" (p.9))

*4 Can only be used in Taiwan.

*5 Can only be used in Australia and New Zealand.

Some discrepancies may exist in the illustrations and content due to improvements to the machine.

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