

# Fax Guide

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## Warnings, Cautions, and Notes

Follow these guidelines as you read your instructions:

-  **Warning:** Warnings must be followed carefully to avoid bodily injury.
-  **Caution:** Cautions must be observed to avoid damage to your equipment.
- Note:** Notes contain important information about the printer.
- Tip:** Tips contain hints for using the printer.

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# Setting Up Your Fax

This product lets you send faxes by entering fax numbers or selecting entries from a speed dial/group dial list. You can customize the fax header information, and select various report printing and send/receive settings. You can also set up the product to automatically receive faxes or set it to ask for confirmation before receiving a fax.

## Introducing FAX Utility (Windows Only)

FAX Utility is a software application with functions such as fax transmission, addressee information management, and printer (product) fax settings.

### Note:

For more details, see the online help for Fax Utility.

## Power Supply Information

### Turning off the Power

When the power is turned off, the following data stored in the product's temporary memory is erased.

- Fax reception data
- Data stored in **Delayed Fax**
- Data being redialed

Also, when the power is left off for extended periods of time, the clock may be reset causing irregularities. Check the clock when you turn the power on.

### Power saving function

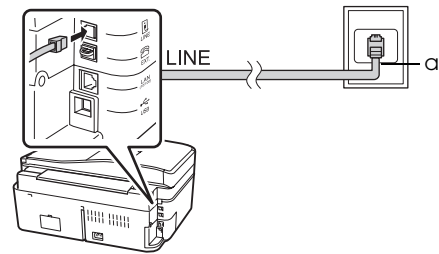
After 13 minutes of inactivity, the screen turns black to save energy.

Press any button (except **On**) to return the screen to its previous state.

Also, see "Restarting Automatically After a Power Failure" in the *Basic Operation Guide*.

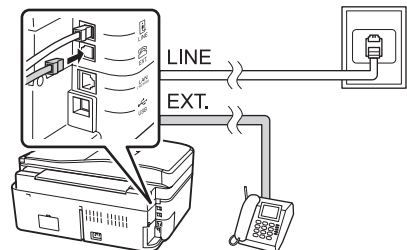
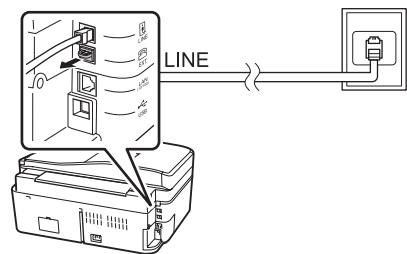
## Connecting a Phone or Answering Machine

1. Connect the phone cable leading from the telephone wall jack to the **LINE** port on the back of the product.



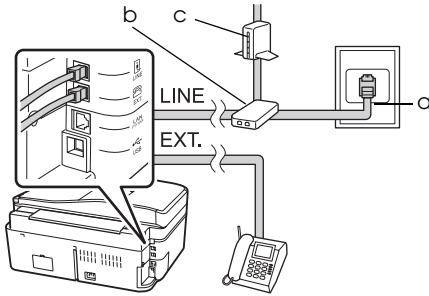
a	Telephone wall jack
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2. Remove the connector cap from the **EXT.** port before connecting a phone or answering machine.



## Other ways of connecting a phone or answering machine

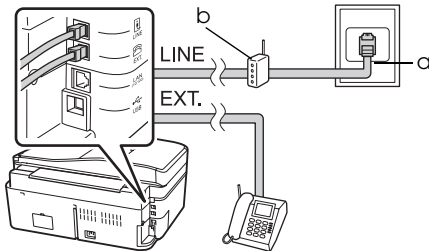
### Connecting DSL



a	Telephone wall jack
b	Splitter
c	DSL modem

See the documentation that came with your DSL modem.

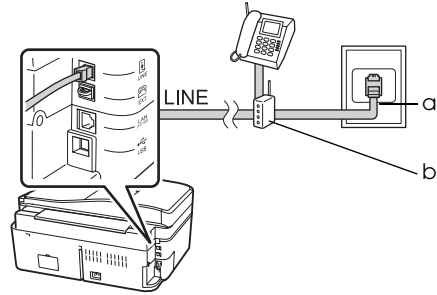
### Connecting ISDN (one telephone number)



a	ISDN wall jack
b	Terminal adapter or ISDN router

See the documentation that came with your terminal adapter or ISDN router.

## Connecting ISDN (two telephone numbers)



a	ISDN wall jack
b	Terminal adapter or ISDN router

See the documentation that came with your terminal adapter or ISDN router.

## Checking Your Fax Connection

The **Check Fax Connection** menu allows you to check the status of your fax connection.

1. Load A4-size plain paper into the sheet feeder.
2. Press **◀**, **▶**, **▲**, or **▼** to select **Setup**, and then press **OK**.



3. Press **◀** or **▶** to select **Fax Setting**, and then press **OK**.
4. Press **▲** or **▼** to select **Check Fax Connection**, and then press **OK**.
5. Press **◇ Start** to print the report.
6. Press **Home** to return to the first screen.

## Setting Up Your Fax Features

Before sending or receiving faxes, you may want to create a fax header, select your fax preferences, and set up a speed dial/group dial list of frequently used fax numbers.

### Checking your selected region

Before using the product, you need to select the region where you are using the product.

1. Press **◀**, **▶**, **▲**, or **▼** to select **Setup**, and then press **OK**.



2. Press **◀** or **▶** to select **Printer Setup** and then press **OK**.



3. Press **▲** or **▼** to select **Country/Region**, and then press **OK**.
4. If you need to change the region, use **▲** or **▼** to select your region.
5. Press **OK**. An information screen is displayed.
6. Select **Yes** to change the region, and then press **OK**.

#### Note:

- To cancel changing the region, select **No** and then press **OK**.
  - When you change the region, the fax settings are restored to their defaults.
7. Press **Home** to return to the first screen.

## Setting up Automatic Fax Reception

When an answering machine is connected, make sure the answer time for the answering machine and the product are set correctly. If your answering machine is set to pick up on the fourth ring, you should set the product to pick up on the fifth ring or later.

#### Note:

**Rings to Answer** may be unavailable or the range of values may differ depending on the region.

1. Press **◀**, **▶**, **▲**, or **▼** to select **Setup** and then press **OK**.
2. Press **◀** or **▶** to select **Fax Setting**, and then press **OK**.
3. Press **▲** or **▼** to select **Communication**, then press **OK**.
4. Press **▲** or **▼** to select **Rings to Answer**, then press **▶**.
5. Press **▲** or **▼** to select the number of rings, then press **OK**. Select more than the number of rings needed for the answering machine to pick up.
6. See your telephone's documentation for the setup method.
7. Press **Auto** [Auto Answer/Space], and turn on Auto Answer mode.
8. Press **OK**.
9. Press **Home** to return to the first screen.

When you receive a call, if the other party is a fax and you pick up the phone or the answering machine answers, the product automatically begins receiving the transmission. If the other party is a caller, the phone can be used as normal or a message can be left on the answering machine.




#### Note:


When Auto Answer mode is set to Off, you can receive the fax manually by lifting the handset. (➔ "Receiving faxes manually" on page 13)

## Using control panel buttons in fax mode

Use the following guidelines to enter numbers and characters.






- To move the cursor, add a space, or delete a character

	Moves the cursor to the left or right.
 [Auto Answer/Space]	Inserts a space or moves the cursor one character to the right.
 [Speed Dial/Group Dial/Backspace]	Deletes a character or moves the cursor one space to the left.





- To enter a fax number, use the numeric keypad. Press  [Redial/Pause] to insert a pause symbol (-) when a brief pause is required during dialing. Use the # button to type the + symbol when entering a phone number in international dialing format.
- To enter characters, press a keypad number repeatedly to switch between uppercase, lowercase, or numbers. Press **1 symb** to enter these characters: ! # % & ' ( ) \* + , - . / : ; = ? @ \_ ~

## Creating header information



Before sending or receiving faxes, you can create a fax header by adding information such as a phone number or name.

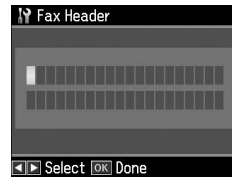
- Press , , , or  to select  **Setup** and then press **OK**.





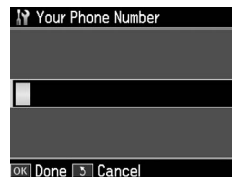
- Press , , , or  to select **Fax Setting**, and then press **OK**.




- Press  or  to select **Header**, and then press **OK**.
- Select **Fax Header**, then press **OK**. You see the header information input screen.




- Use the numeric keypad with other buttons on the control panel to enter the header information ( "Using control panel buttons in fax mode" on page 6). You can enter up to 40 characters.
- Press **OK**. You return to **Fax Header**.
- Press  once to select **Your Phone Number**, and then press **OK**. You see the phone number input screen.



- Use the numeric keypad with other buttons on the control panel to enter your phone number ( "Using control panel buttons in fax mode" on page 6). You can enter up to 20 digits.

### Note:

When entering your phone number, the "\*" and  [Redial/Pause] buttons do not work, and the "#" button functions as a "+" (international phone calls) button.

9. Press **OK**. You return to **Your Phone Number**.
10. Press **Home** to return to the first screen.

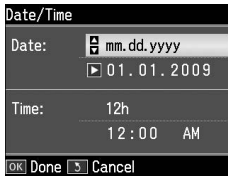
## Setting up date and time

If you have not yet set the date or time, or if the clock is wrong, you can adjust it using the **Printer Setup** menu.

1. Press **◀**, **▶**, **▲**, or **▼** to select **Setup**, and then press **OK**.
2. Press **◀** or **▶** to select **Printer Setup** and then press **OK**.



3. Press **▲** or **▼** to select **Date/Time**, and then press **OK**.



4. Use **▲** or **▼** to select the type of date display, and then press **▶**.
5. Use the numeric keypad to change the date.
6. Use **▲** or **▼** to select a 12-hour or 24-hour display, and then press **▶**.
7. Use the numeric keypad to change the time.
8. If you selected 12h, use **▲** or **▼** to select AM or PM.
9. Press **OK**. You return to **Date/Time**.

### Note:

To select daylight saving time, set **Daylight Saving Time to On**.

10. Press **Home** to return to the first screen.

## Setting up your speed dial list

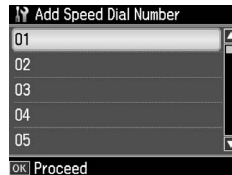
You can create a speed dial list of up to 60 fax numbers so you can quickly select them for faxing. You can also add names to identify the recipients and print the speed dial list.

### Creating a new speed dial list

1. Press **◀**, **▶**, **▲**, or **▼** to select **Setup** and then press **OK**.
2. Press **◀** or **▶** to select **Fax Setting**, and then press **OK**.



3. Press **OK** to select **Speed Dial Setup**.
4. Select **Create**, then press **OK**. You see the available speed dial entry numbers.

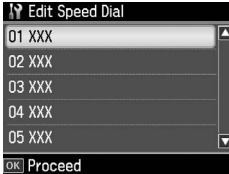


5. Select or type the speed dial entry number that you want to register. You can register up to 60 entries.
6. Press **OK**.
7. Use the numeric keypad with other buttons on the control panel to enter a phone number (➔ "Using control panel buttons in fax mode" on page 6). You can enter up to 64 digits.
8. Press **OK**.
9. Use the numeric keypad with the other buttons on the control panel to enter a name to identify the speed dial entry (➔ "Using control panel buttons in fax mode" on page 6). You can enter up to 30 characters.
10. Press **OK**. You return to **Create**.

- If you want to add another speed dial entry, press **OK** and repeat steps 5 through 10.
- Press **Home** to return to the first screen.

## Editing a speed dial entry

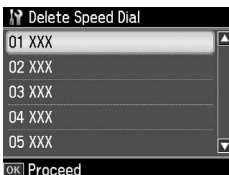
- Select **Edit** from the Speed Dial Setup menu, then press **OK**. You see the registered speed dial entry numbers.



- Select or type the speed dial entry number that you want to edit, then press **OK**.
- Use the numeric keypad with other buttons on the control panel to edit the phone number (➔ "Using control panel buttons in fax mode" on page 6).
- Press **OK**.
- Use the numeric keypad with the other buttons on the control panel to edit the name for the speed dial (➔ "Using control panel buttons in fax mode" on page 6).
- Press **OK**. You return to **Edit**.
- Press **Home** to return to the first screen.

## Deleting a speed dial entry

- Select **Delete** from the Speed Dial Setup menu, then press **OK**. You see the registered speed dial entry numbers.



- Select or type the speed dial entry number that you want to delete, then press **OK**.

- You see a confirmation message. Select **Yes** to delete the entry, and then press **OK**.

### Note:

To cancel deleting the entry, select **No** and then press **OK**.

- Press **Home** to return to the first screen.

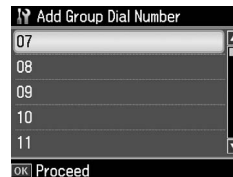
## Setting up your group dial list

The group dial list allows you to easily send the same fax message to many fax numbers.

Before creating a group dial entry, you need to register a fax number as a speed dial entry. You can register up to 60 entries combined with speed dial entries and group dial entries.

## Creating a new group dial list

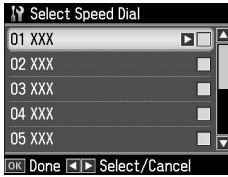
- Press **◀**, **▶**, **▲**, or **▼** to select **Setup** and then press **OK**.
- Press **◀** or **▶** to select **Fax Setting**, and then press **OK**.
- Press **▼** to select **Group Dial Setup**, and then press **OK**.
- Select **Create**, and then press **OK**. You see the available group dial entry numbers.



- Select or type the group dial entry number that you want to register.
- Press **OK**. The screen displays **Enter Name**.
- Press the keys on the numeric keypad to enter a name for the group dial entry (up to 30 characters). Use the number keys to enter letters from A to Z (in upper case or lower case), numbers 0 to 9, and various symbols.
- Press **OK**.



- Press ▲ or ▼ to select the speed dial entry number that you want to register in the group dial list.



- Press ► to add the speed dial entry to the group dial.

**Note:**

Press ◀ to cancel adding the speed dial entry that you selected.

- Repeat step 9 to 10 to add other speed dial entries to the group dial list. You can register up to 30 speed dial entries in a group dial.
- Press **OK** to finish creating a group dial list.
- Press **Home** to return to the first screen.

### Editing a group dial entry

- Select **Edit** from the Group Dial Setup menu, and then press **OK**. You see the available group dial entry numbers.
- Select or type the group dial entry number that you want to edit.
- Repeat steps 6 through 13 in the previous section to edit the group dial list.

### Deleting a group dial entry

- Select **Delete** from the Group Dial Setup menu, and then press **OK**. You see the available group dial entry numbers.
- Select or type the group dial entry number that you want to delete, and then press **OK**.
- You see the confirmation message. Select **Yes** to delete the entry, and then press **OK**.

**Note:**

To cancel deleting the entry, select **No** and then press **OK**.

- Press **Home** to return to the first screen.

# Faxing Photos or Documents

## Handling Originals

When faxing, you can select the automatic document feeder or the document table. See "Placing Originals" in the *Basic Operation Guide*.

## Handling Paper

Before receiving faxes, make sure you load A4-size plain paper into the sheet feeder. See "Loading Paper" in the *Basic Operation Guide*. Also, make sure the Auto Reduction setting is set to **On** (➔ "Selecting Send/Receive Settings" on page 13).


### Note:

If the incoming fax pages are larger than A4-size, the fax size is reduced to fit or printed on multiple pages, depending on the Auto Reduction setting you select.

## Sending Faxes

Before sending a fax, place your original in the automatic document feeder or on the document table. Then send your fax by entering a fax number, redialing the previous fax number, or selecting an entry from your speed dial list.

### Entering or redialing a fax number

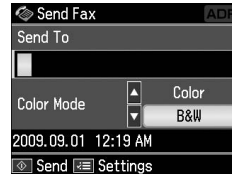
1. Press **Home** to select  **Fax**, and then press **OK**.


### Note:

If you place your original in the automatic document feeder, the  icon is displayed.










2. Use the keys on the numeric keypad to enter the fax number. You can enter up to a maximum of 64 digits.




If you want to redial the last fax number you used, press  **[Redial/Pause]** instead of entering a fax number. The last fax number is displayed on the LCD screen.

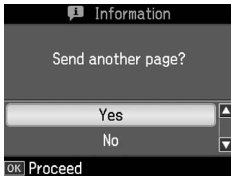
### Note:

- If you want to change Color Mode, press  or  to select **Color** or **B&W**.
  - If you want to change resolution or contrast, press  **Menu**, and then you see **Fax Send Settings** and press **OK**. Press  or  to select the item that you want to change, and then press . You can set or change these settings.
  - You can also set the time that you want to send your fax (➔ "Transmission timer" on page 12)
3. Press **OK**. You see the sending information screen.
  4. Press  **Start**.

### Note:

- Color faxes cannot be stored in memory, so the printer dials the fax number and faxes your document in real time.
- If the recipient's fax machine prints only in black and white, your fax data is automatically sent in black and white even if you select **Color** or **B&W**.
- If you need to cancel faxing at any time, press  **Stop/Clear**.

5. If you use the document table, you see this screen after your original is scanned.



If you need to fax another page, press ▲ or ▼ to select **Yes**, open the document cover, remove your first original, place your next original, and close the document cover. Then press **OK** to fax the next page. Repeat these steps to fax any other pages.

If you do not need to fax another page, press ▲ or ▼ to select **No**.

#### Note:

- ❑ If the fax number is busy or there is some other connection problem, you see a redialing information screen and the product redials the number after one minute. Wait for the redial, or press [Redial/Pause] during the redial countdown to redial immediately.
- ❑ Documents scanned up to this point will be transmitted after 20 seconds.

## Speed dialing/Group dialing fax numbers

1. Press **Home** to select **Fax**, and then press **OK**.



2. Press [Speed Dial/Group Dial/Backspace] to select **Speed Dial List** or **Group Dial List**.
3. Press ▲ or ▼ to select entry number that you want to send, then press **OK**. You see the sending information screen.
4. Repeat steps 4 to 5 in the previous section to fax.

#### Note:

If you use group dial list, only B&W is available.

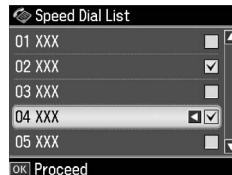
## Broadcast sending

Broadcast allows you to easily send the same fax message to many fax numbers using speed dial/group dial, or by entering a phone number. You can send up to 30 phone numbers.

1. Press **Home** to select **Fax**, and then press **OK**.
2. Press **Menu**.
3. Press to select **Broadcast Fax**, and then press **OK**. If you do not need to enter the phone number directly, go to Step 6.
4. Press to add phone numbers using the numeric keypad.
5. Press **OK**. If you want to add another phone number, press ▼ and then repeat steps 4 to 5.
6. Press [Speed Dial/Group Dial/Backspace] to select the Speed Dial List menu. If you do not need to use speed dial, go to Step 8.
7. Press ▲ or ▼ to select an entry number, and then press to add phone numbers. You see this screen. Repeat these steps to add another entry.

#### Note:

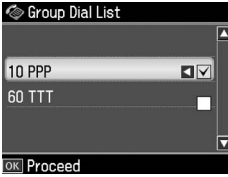
To cancel adding the entry, press .



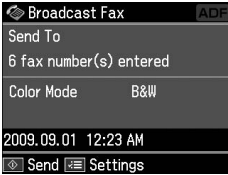
8. Press [Speed Dial/Group Dial/Backspace] to select the Group Dial List menu. If you do not need to use group dial, go to Step 10.
9. Press ▲ or ▼ to select an entry number, and then press to add phone numbers. You see this screen. Repeat these steps to add another entry.

**Note:**

To cancel adding an entry, press ◀.



- 10. Press **OK**. You see a confirmation message. If you want to change the entry number, press ⤴ **Back** and repeat steps 4 to 10.



**Note:**

You cannot change the color mode when using Broadcast sending.

- 11. Carry out steps 4 to 5 from "Entering or redialing a fax number" on page 10.

**Note:**

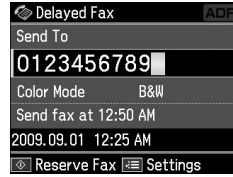
If you use broadcast sending, only B&W is available.

### Transmission timer

You can specify at what time you want to send your fax.

- 1. Carry out steps 1 to 2 from Entering or redialing a fax number (➡ "Entering or redialing a fax number" on page 10). You can also use speed dial or group dial lists to select fax numbers.
- 2. Press ⌘ **Menu** to display **Fax Send Settings**, and then press **OK**.
- 3. Press ▲ or ▼ to select **Delayed Fax** and then press ▶.
- 4. Press ▲ or ▼ to select **On**.
- 5. Set the time that you want to send the fax, and then press **OK**.

- 6. You return to **Delayed Fax**, and then press **OK**.



- 7. Press ⬠ **Start** to reserve Fax. Once it has been scanned, the fax is transmitted at the time you specified.

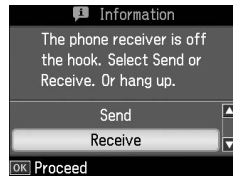
**Note:**

If you need to cancel faxing at the time you specified, press ⌘ **Stop/Clear**.

### Sending faxes from the connected phone

If your phone is connected to the product, you can send fax data after the connection is made.

- 1. Place your original in the automatic document feeder or on the document table.
- 2. Dial a number from the phone connected to the printer. You see this screen.



- 3. Select **Send**, then press **OK**.
- 4. Follow steps 4 to 5 from Sending a Fax (➡ "Entering or redialing a fax number" on page 10).
- 5. Put the phone down on the hook.

**Note:**

If you need to cancel faxing at any time, press ⌘ **Stop/Clear**.

## Receiving Faxes

There are three ways to receive faxes.

### Receiving faxes automatically

The product automatically receives and prints faxes in Auto Answer mode.

1. Load A4-size plain paper into the sheet feeder.
2. Press **Auto** [Auto Answer/Space], and turn on the Auto Answer mode.

### Receiving faxes manually

If your phone is connected to the product, and Auto Answer mode has been set to Off, you can receive fax data after the connection is made.

1. Load A4-size plain paper into the sheet feeder.
2. When the telephone rings, lift the phone connected to the printer. You see this screen.



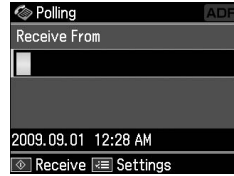
3. Select **Receive**, then press **OK**.
4. Press **Start** to receive the fax, and then put the phone back on the hook.
5. Press **OK** to print your faxes.

### Receiving faxes from fax information service (Poll to Receive)

This function is used to gather information stored on another party's fax machine to your product.

1. Load A4-size plain paper into the sheet feeder.
2. Press **Home** to select **Fax**, and then press **OK**.
3. Press **Menu**. You see **Fax Send Settings**.

4. Press **Right Arrow** twice to select **Poll to Receive**, and then press **OK**.



5. Enter the other party's fax number. You can also use **Speed Dial** or **Redial** to enter fax numbers.
6. Press **Start** to start the transmission.

## Selecting Send/Receive Settings

### Note:

Specifications vary depending on the region and the values displayed on the screen may differ from the following list.

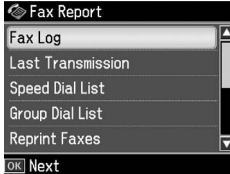
Setting and Options	Description
<b>Resolution</b>	<b>Standard, Fine, Photo</b>
	Sets the resolution when reading documents.
<b>Contrast</b>	<b>+4 to -4</b>
	Sets the contrast when reading documents.
<b>Auto Reduction</b>	<b>On, Off</b>
	Indicates whether large received faxes are reduced in size to fit on A4-size paper or printed at their original size on multiple sheets.

Setting and Options	Description
<b>Last Transmission Report</b>	<b>Off, On Error, On Send</b>
	Indicates whether or when the product prints a report for outgoing faxes. Select <b>Off</b> to turn off report printing, select <b>On Error</b> to print reports only when an error occurs, or select <b>On Send</b> to print reports for every fax you send.
<b>Dial Mode</b>	<b>Tone, Pulse</b> This setting may not be displayed depending on the region.
	Indicates the type of phone system to which you have connected the product.
<b>DRD</b>	<b>All, Single, Double, Triple, Double &amp; Triple</b> This option may be <b>On</b> or <b>Off</b> depending on the region.
	Indicates the type of answer ring pattern you want to use to receive faxes. You must have set up your phone system to use different ring patterns to select an option other than <b>All</b> (or <b>Off</b> ).
<b>ECM</b>	<b>On, Off</b>
	Indicates whether you use Error Correction Mode to automatically request retransmission of fax data that is received with detected errors.

Setting and Options	Description
<b>V.34</b>	<b>On, Off</b>
	Indicates the speed at which you transmit and receive faxes. <b>On</b> is 33.6 Kbps and <b>Off</b> 14.4 Kbps.
<b>Rings to Answer</b>	<b>1, 2, 3, 4, 5, 6, 7, 8, 9</b> The default value varies by region. This setting may not be displayed or the range of values may differ depending on the region.
	Indicates the number of rings that must occur before the product automatically receives a fax.
<b>Dial Tone Detection</b>	<b>On, Off</b>
	When this is set to <b>On</b> , the product dials automatically when it detects a dial tone. It may not be able to detect a dial tone when a PBX (Private Branch Exchange) or a TA (Terminal Adapter) is connected. In that case, set to <b>Off</b> .

## Printing Reports

1. Load plain paper into the sheet feeder.
2. Press **Home** to select **Fax** and then press **OK**.
3. Press **Menu**.
4. Press **Left** or **Right** to select **Fax Report** and then press **OK**.



5. Press **Up** or **Down** to select one of these options:
  - Fax Log
  - Last Transmission
  - Speed Dial List
  - Group Dial List
  - Reprint Faxes
  - Protocol Trace
6. Press **OK**.
7. If you select anything other than **Fax Log**, go to Step 8. Press **OK** to print the Fax Log.
 

**Note:**  
You can also check the Fax Log on the LCD Panel.  
Press **Down** to select **View**, and then press **OK**.  
Press **Left** or **Right** to flip between records.
8. Press **Start** to print the report you selected.
9. Press **Home** to return to the first screen.

# Solving Problems

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See your *Basic Operation Guide* or online *User's Guide* for help on using the printer with a computer.

## Error Messages

Error Messages	Solution
No Dial Tone Fax job incomplete.	Make sure the phone cable is connected correctly and the phone line works.

Use the **Check Fax Connection** menu to check the status of your fax connection (➔ "Checking Your Fax Connection" on page 4).

## Problems and Solutions

### Faxing problems

- If you have problems sending a fax, make sure the phone cable is connected correctly and verify that the phone line works by connecting a phone to it. Also make sure that your recipient's fax machine is turned on and working.
- If you have problems receiving a fax, make sure paper is loaded correctly, the phone cable is connected correctly, and the phone line works.
- If you connected the product to a DSL phone line, you must install a DSL filter to the line or you will not be able to fax. Contact your DSL provider for the necessary filter.
- If your phone line has static or other noise problems, turn off the **V.34** setting and try faxing again (➔ "Selecting Send/Receive Settings" on page 13). If problems still exist, turn off the **ECM** (Error Correction Mode) setting and try faxing again.

### Restore default settings

1. Press **◀**, **▶**, **▲**, or **▼** to select **⌘ Setup**, and then press **OK**.
2. Press **◀** to select **Restore Default Settings**, and then press **OK**.
3. Press **▲** or **▼** to select one of these options:
  - Reset Fax Send/Receive Settings
  - Reset Fax Data Settings
  - Reset Network Settings
  - Reset All except Network & Fax Settings
  - Reset All Settings
4. Press **OK** to restore the default settings you selected.
5. Press **▲** to select **Yes**, and then press **OK** to restore the default settings.  
**Note:**  
To cancel restoring the default settings, select **No** and then press **OK**.
6. Press **Home** to return to the first screen.



# Appendix

## Important Safety Instructions

Before using this printer, read and follow these safety instructions:

- ❑ Use only the power cord that comes with the printer. Use of another cord may cause fire or shock. Do not use the cord with any another equipment.
- ❑ Make sure the power cord meets all relevant local safety standards.
- ❑ Use only the type of power source indicated on the label.
- ❑ Place the printer near a wall outlet where the power cord can be easily unplugged.
- ❑ Do not let the power cord become damaged or frayed.
- ❑ Make sure the total ampere rating of the devices plugged into an extension cord or a wall outlet does not exceed the ampere rating limit.
- ❑ Avoid locations that are subject to rapid changes in heat or humidity, shocks or vibrations, dust, or direct sunlight.
- ❑ Do not block or cover openings in the case or insert objects through the slots.
- ❑ Place the printer on a flat, stable surface that extends beyond its base in all directions. It will not operate properly if it is tilted or at an angle. And make sure the back of the printer is at least 10 cm away from the wall for sufficient ventilation.
- ❑ Do not open the scanner unit while copying, printing, or scanning.
- ❑ Do not touch the white flat cable inside the printer.
- ❑ Do not spill liquid on the printer.

- ❑ Do not use aerosol products that contain flammable gases inside or around the printer. Doing so may cause fire.
- ❑ Except as specifically explained in your documentation, do not attempt to service the printer yourself.
- ❑ Unplug the printer and refer servicing to qualified service personnel under the following conditions: if the power cord or plug is damaged; if liquid has entered the printer; if the printer has been dropped or the case damaged; if the printer does not operate normally or exhibits a distinct change in performance.
- ❑ When storing or transporting the printer, do not tilt it, stand it on its side, or turn it upside down; otherwise ink may leak from the cartridge.
- ❑ Be careful not to trap your fingers when closing the scanner unit.
- ❑ Do not press too hard on the document table when placing the originals.
- ❑ Do not place anything except for originals in the automatic document feeder.

## Telephone Equipment Safety Instructions

When using telephone equipment, you should always follow basic safety precautions to reduce the risk of fire, electric shock, and personal injury, including the following:

- ❑ Do not use the product near water.
- ❑ Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- ❑ Do not use a telephone to report a gas leak in the vicinity of the leak.
- ❑ Keep this instruction manual handy for future reference.

### For New Zealand users:

#### General warning

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with the minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

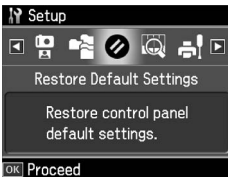
## Personal Information Stored in Memory

This product allows you to store names and telephone numbers in its memory which are saved even when the power is turned off.

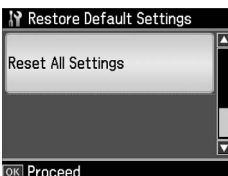
We recommend that you use the following procedure to erase the memory if you give the product to someone else or when you dispose of the product.

### *Erasing the memory*

1. Press ◀, ▶, ▲, or ▼ to select **Setup** and then press **OK**.
2. Press ◀ to select **Restore Default Settings** and then press **OK**.



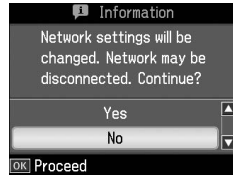
3. Press ▲ or ▼ to select **Reset All Settings**, and then press **OK**.



4. Press ▲ to select **Yes**, and then press **OK** to restore all settings.



5. Press ▲ to select **Yes**, and then press **OK** as a final confirmation.

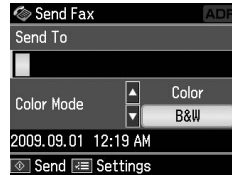


All data stored in the memory is erased.

## Fax mode Menu List

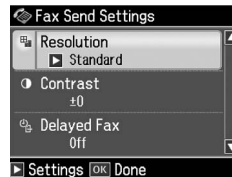
Fax menu for Fax mode and Fax Settings for Setup Mode.

### Fax Mode



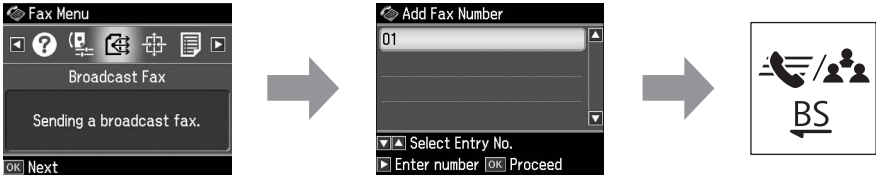
Menu	Setting item	Description
Send To	1, 2, 3, 4, 5, 6, 7, 8, 9, 0, *, #, -	Enter fax numbers.
Color Mode	Color, B&W	Select color or black and white faxing.

### Fax Send Settings for Fax mode



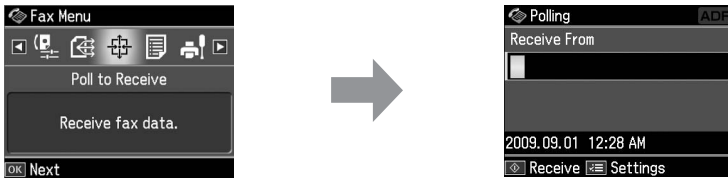
Menu	Setting item	Description
Resolution	Standard, Fine, Photo	Select this option to change the resolution for fax data you are sending.
Contrast	-4 to +4	Select this option to change the contrast for fax data you are sending.
Delayed Fax	Off, On (Time)	Select this option to set transmission reservations.

## Broadcast Fax for Fax mode



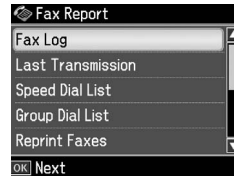
Menu	Setting item	Description
Add Fax number	▶ 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, *, #, -	Enter a fax number manually.
Speed Dial List	◀▶ ▲ ▼	Select this option to add a Speed Dial entry number.
Group Dial List	◀▶ ▲ ▼	Select this option to add a Group Dial entry number.

## Poll to Receive for Fax mode



Menu	Setting item	Description
Receive From	1, 2, 3, 4, 5, 6, 7, 8, 9, 0, *, #, -	Enter the other party's Fax number.

## Fax Report for Fax mode

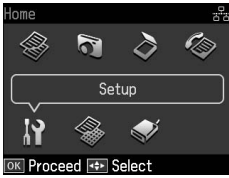


Menu	Setting item	Description
Fax Log	Print, View	Prints or views the communication log for all recorded communications.
Last Transaction	Prints the latest communication in the log (transmission and polling reception).	
Speed Dial List	Prints the speed dial list.	
Group Dial List	Prints the group dial list.	
Reprint Faxes	Reprints the faxes received so far.	
Protocol Trace	Prints the latest protocol trace for one communication.	

## Setup Mode

Setting Item	Description
Printer Setup	Please refer to the Basic Operation Guide.

## Fax Setting for Setup Mode

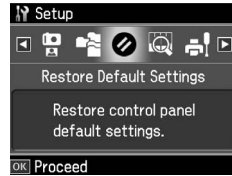
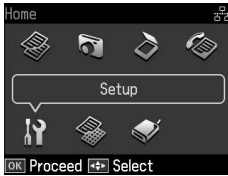


Menu	Setting and Options	
Speed Dial Setup	Create, Edit, Delete	
Group Dial Setup	Create, Edit, Delete	
Scan & Print Setup	Resolution	Standard, Fine, Photo
	Contrast	-4 to +4
	Auto Reduction	On, Off
	Last Transmission Report	Off, On Error, On Send
Communication	Dial Mode *1	Tone, Pulse
	DRD	All, Single, Double, Triple, Double&Triple *2
	ECM	On, Off
	V.34	On, Off
	Rings to Answer *1	1 to 9
	Dial Tone Detection	On, Off
Check Fax Connection	Check fax connection status	
Header	Fax Header	
	Your Phone Number	

\*1 This setting may not be displayed or the range of values may differ depending on the region.

\*2 This option varies On and Off by region.

## Restore Default Settings for Setup Mode



Menu	Description
Reset Fax Send/Receive Settings	Initializes the following items to the factory settings: Scan & Print Setup (Resolution/Contrast/Auto Reduction/Last Transmission Report), Communication (Dial Mode/DRD/ECM/V.34/Rings to Answer/Dial Tone Detection).
Reset Fax Data Settings	Initializes the following items to the factory settings: Speed Dial Setup, Group Dial Setup, Header (Fax Header/Your Phone Number), Fax Log.
Reset Network Settings	Initializes Network settings to the factory settings.
Reset All except Network & Fax Settings	Initializes All except Network & Fax settings to the factory settings.
Reset All Settings	Initializes all items to the factory default settings.

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