

Dear Customer,

Below you will find some of the most important functions:

SENDING FAX MESSAGES

To send a fax message longer than one page you can place one page at a time in the document feeder.

USE OF ADDITIONAL (CORDLESS) TELEPHONES

Your fax machine will support other additional devices including corded and cordless telephones. You can either use your existing cordless telephone, or any new modern type suitable for use with the standard PTT network.

HELP KEY

To benefit easily from all functions and features, your fax machine also offers a dedicated INSTALL/HELP key. When pressed, the machine prints an overview of all the basic operations of the fax machine. This allows you to use more complicated functions without having to search for them in this user guide.

EASY INSTALL



The INSTALL/HELP key will also guide you through the installation of your fax machine. When pressed for more than 2 seconds, you will automatically start the "EASY INSTALL" function. A sheet will be printed out and together with the display this printout will help you to set up your fax machine. Press and hold the INSTALL/HELP key for 2 seconds and answer the questions in the display.

After you've gone through the steps of installation, your fax machine will automatically configure itself. You can verify this configuration by printing out the function list (three times OK key). How to change these settings is explained in this user guide.



On first installation of your fax machine please use the sheet "EASY INSTALL" enclosed to your packaging!

SAFETY INSTRUCTIONS

Important information for safe installation:

- Never connect your fax machine to the power supply or telephone socket during a thunderstorm.
- Never connect the telephone in damp rooms unless the wall sockets are specially designed for humid conditions.
- Never touch uninsulated telephone or power cables unless the telephone cable is disconnected from the telephone line and/or the power cable is disconnected from the power line.
- Never install the fax machine close to radiators or air conditioners.
- Place the fax machine on a flat surface and ensure a minimum clearance of 15 cm between the fax machine and other machines and objects.
- Make sure that your fax machine is stable and rests squarely on the supporting surface. Any fall can cause severe damage to the fax machine and/or injury to people, especially small children.
- Make sure that air circulates freely around the fax machine. Do not operate the fax machine in closed boxes, cupboards, cabinets etc. Leave a clear space of 10 cm around the ventilation grilles of the fax machine. Never cover the fax machine (tablecloths, paper, folders etc.). Do not place the fax machine on beds, tablecloths, cushions, sofas, carpets or other soft underlays due to the danger of overheating and subsequent fire.
- Ensure safe cable laying (danger of stumbling, damage to the cable or the fax machine).

Important information for safe operation:



Never expose your fax machine to rain or any other form of moisture, in order to prevent the risk of electric shock or fire.

In a thunderstorm, disconnect the fax machine from both the mains and the telephone line. If you are unable to disconnect the fax machine, do not use it and do not telephone due to the danger of lightning strike and/or damage to the device. The exception to this rule is the cordless telephone detached from its base station.

To prevent the risk of electric shock it is not allowed to open the flap on the bottom of the paper compartment. Opening the flap is strictly reserved to authorised service personal.

- Please read all warning notices and instructions and follow them precisely.
- Avoid operating the fax machine in direct sunlight.
- Disconnect the fax machine from the mains and telephone line before cleaning the surface of the machine. Never use liquid or gaseous cleaning agents (sprays, scouring agents, polishes etc.).
- Never touch the power plug/socket or telephone socket with wet hands.
- Do not allow any liquid to enter the fax machine. Otherwise there is a risk of electric shock or other injury to people and severe damage to the fax machine. If any liquid does enter the fax machine, immediately remove the power plug and have the fax machine professionally inspected.
- Do not place any heavy object on the fax machine.
- Never block the ventilation openings of the fax machine.
- If the display breaks, a mildly corrosive liquid may leak out. Avoid contact with skin and eyes.
- In case of any damage caused to the housing of your fax machine in particular to power cables please remove the mains plug and call your service repair centre. The housing of your fax machine may only be opened by authorised service personnel.

Other instructions:

- If you have not connected your fax machine to the mains, it will not function at all—even for making telephone calls.
- If you notice a change in the performance of your fax machine or the quality of its functions, please call your service agent.



1 INTRODUCTION



2 INSTALLATION



3 BASIC FUNCTIONS



4 THE FAX SWITCH (Operating modes, additional phones and answering devices)



5 THE TELEPHONE



6 THE FAX



7 TROUBLESHOOTING



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1 Introduction

Important information

Connection of your fax machine to the telephone line: your fax machine has been tested to conform with standards UL 1950, EN 60950 and IEC 950 and may only be operated on networks conforming to these standards.

Suppression: We hereby certify that the fax machine complies with EN 55022 VDE Part 1 Class B interference suppression.



This equipment is not designed for making telephony calls when the power fails. Alternative arrangements should be made for access to emergency services.

Keep the power plug free and easily accessible. The machine has no power on/off switch, so the plug is used to switch off the power.

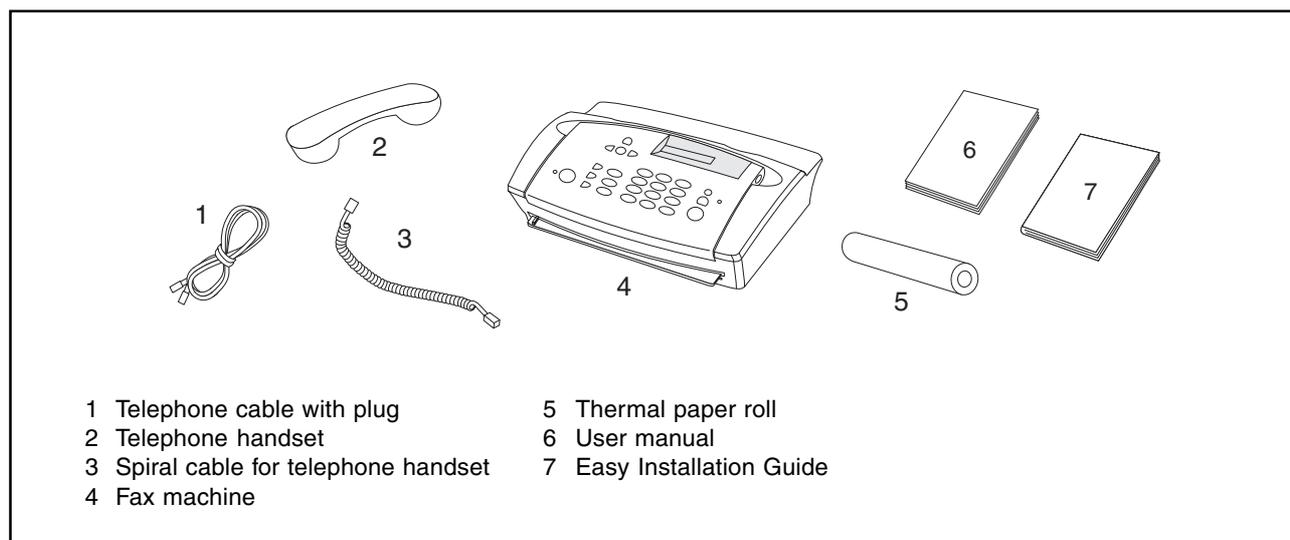
The fax machine has been built exclusively for operation in the country of purchase. It complies to local telephone company regulations and will not function correctly in other countries.

When copying or sending fax messages or during a long telephone conversation on an external telephone, the handset on the fax machine may become slightly warm. This is normal as the machine will not be in standby and will be consuming more energy.

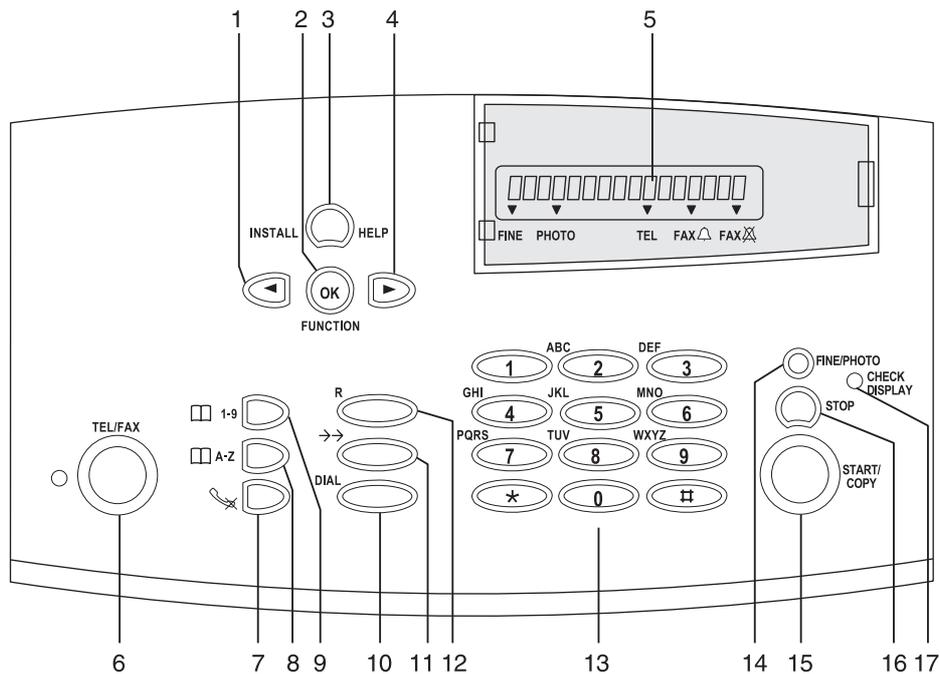
In standby mode (the display shows time and date) your fax machine is automatically in energy saving mode!

Overview of the machine

Check that the following items are included in the packaging:



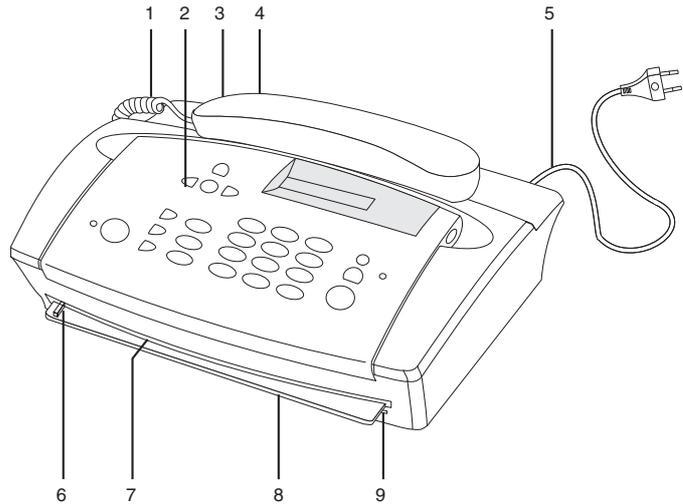
Location of controls



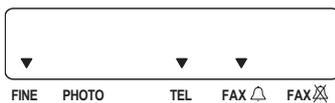
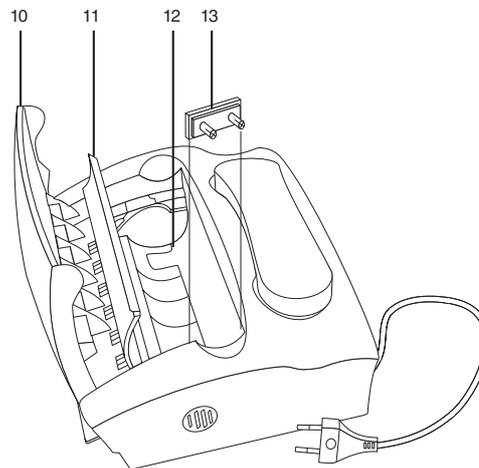
- 1 CURSOR LEFT key:
Press **briefly**: to select options/to adjust the volume/to delete a character
Press and **hold** (at least for two seconds): to delete a complete line
- 2 FUNCTION key/OK key: for calling up functions/to confirm entries/for rapid access to fax reports
- 3 INSTALL/HELP key: Press **briefly**: printout of operating instructions for the most important functions
Press and **hold** (at least for two seconds): printout of an Easy Install guidance
- 4 CURSOR RIGHT key: to select options/to adjust the volume/to insert a space when entering a name
- 5 Display: see chapter **1 Introduction**/Description of the machine
- 6 TEL/FAX key: to select the different operation modes
- 7 MUTE key: if this key is pressed during a call, the microphone will be temporarily muted
- 8 TELEPHONE BOOK key: Press **briefly**: to call up a name entry
Press and **hold** (at least for two seconds): to store a name entry
- 9 SHORT DIAL 1–9: Press **briefly**: to select a telephone number quickly
Press and **hold** (at least for two seconds): to store a telephone number
- 10 DIAL key: for dialling without lifting the handset
- 11 REDIAL key: Press **briefly**: to repeat the last five numbers you have dialled/to make a dialling pause between two digits
- 12 R key: for special functions e.g.: for use with a private branch exchange (on a modern connection, for switching to another call) and for using various functions provided by your service provider (call waiting etc.)
- 13 Dial pad for entering numbers and names
- 14 FINE/PHOTO key: to select a higher resolution when copying or sending (FINE—for text and graphics; PHOTO—for photographs)
- 15 START/COPY key: to start transmission or to copy
- 16 STOP key: stops procedures
- 17 Indicator lamp CHECK DISPLAY: if this lamp flashes, please read the message on the display

Description of the machine

- 1 Spiral cable for the telephone handset
- 2 Operation panel
- 3 Document outlet
- 4 Telephone handset
- 5 Mains cable with power plug
- 6 Document guide
- 7 Document feed slot
- 8 Paper tear strip
- 9 Thermal paper outlet



- 10 Operation panel
- 11 Inner paper cover
- 12 Paper compartment
- 13 Paper adjustment part
(for 210 mm thermal paper rolls)



The pointers on the display indicate different modes:

FINE / PHOTO

indicates whether you are sending or copying with a higher picture quality or with grey tones. If neither are highlighted, then the standard resolution will be used. To change the resolution use the FINE/PHOTO key.

TEL / FAX / FAX

three different display pointers indicate the current operating mode. You can select the desired operation mode with the TEL/FAX key.

General view of functions

To keep the use of functions as simple as possible, they are grouped logically. You can print out a list of all functions:



Press the FUNCTION key three times. Below please find an example of a function list:

FUNCTION LIST 15-MAY-99 12:30

| 1 INSTALLATION | 2 FAX | 3 FAXSWITCH | 4 OTHERS |
|--|----------------|--------------------------------|--|
| 11 SET LANGUAGE 12 SET TIME/DATE 15 DIAL MODE | 22 POLLED REC. | 31 RING COUNT 32 EXT. PHONE | 41 FAX JOURNAL 42 DIALLING LIST 43 TRANSM.REPORT 44 RINGER TYPES 45 SERVICE CODE |
| <p>CURRENT SETTINGS</p> <p>YOUR NAME:</p> <p>YOUR TEL. NO.:</p> <p>DIAL MODE: TONE</p> <p>PABX: NO</p> <p>FAXSWITCH: RING COUNT: 2</p> <p> FAX RECEPT.: *5</p> <p> REL. LINE: **</p> <p>ROM VERSION: U1.10 2A UK</p> | | | |

Below you will find a list of all functions with a short description. The settings of these functions are explained on the pages indicated.

| | | | |
|---------------------|------------------------|---|--------|
| 1 Setup | 11 Set language | Select the language of the display text | 10 |
| | 12 Set time and date | Setting time and date | 10 |
| | 15 Dial mode | Setting the dial mode and for operation on an extension | 9 |
| 2 Fax | 22 Polled reception | You can call up fax messages | 24 |
| 3 Fax switch | 31 Ring count | Setting the ring count | 14 |
| | 32 External phone | Setting of additional phones | 14, 15 |
| 4 Others | 41 Fax journal | Log of the last ten documents received and sent | 23 |
| | 42 Dialling list | Print out of stored names and numbers | 20 |
| | 43 Transmission report | Automatic print out of transmission protocols | 23 |
| | 44 Ringer types | Selection between five ringer types | 12 |
| | 45 Service code | Deleting personal settings | 28 |



2 Installation

This chapter contains specific information you might need during installation of your fax machine.

On the enclosed “**Quick and easy installation of your fax machine**” sheet you will find the basic installation elements, such as:

**Easy
Install**

- **the correct location**
- **connecting to the telephone socket**
- **connecting the spiral cable to the handset**
- **connecting the handset to the fax machine**
- **connecting to the power supply**
- **connecting additional devices**
- **loading and removing thermal paper**
- **the easy install function**



Please use the information from the “Easy Install” sheet to aid the installation of your machine!

HELP function

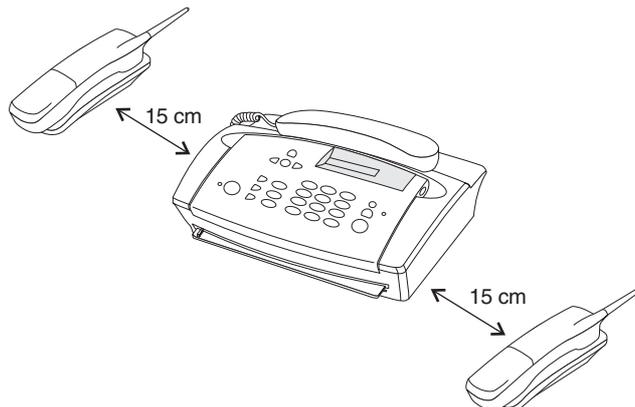


Briefly press the INSTALL/HELP key. You will receive a printout explaining how to use the most important functions.

PRINTING ...

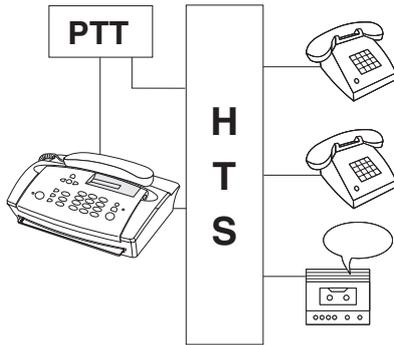
Location of the base station of a cordless telephone

If you attach a cordless phone to your fax machine you should place the base station at least 15 cm away from the machine. This should ensure that you do not experience any acoustic feedback from the handset.



Connecting to a home telephone system

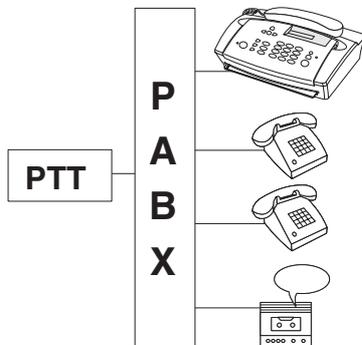
(one PTT line)



Connect the fax machine as the first device to the line and the home telephone system (HTS) like an additional device as second.

Connecting to a private branch exchange

(several PTT lines)



Connect the fax machine to an extension line of the Private branch exchange (PABX). In order to operate your fax machine on an extension, you need to enter the appropriate settings in function 15.

Your fax machine does not support private branch exchanges, which need the earth signal to obtain an outside line. Please refer to your PABX manual.

Tone or pulse dialling/PABX setting

In function 15 you can both select tone or pulse dialling, whether or not you are connected to a private branch exchange.

Tone or pulse dialling

Your phone can dial in two different ways. Older telephone networks usually work with pulse dialling whilst modern, digital systems use tone dialling, which is the fastest dialling mode.

You can change the dialling mode of your fax machine. If you do not know which mode is supported by your telephone line, contact your telephone company.



If you cannot establish the desired telephone/fax connection to the called party, select a different dialling mode.



There are no general regulations for home telephone systems. Therefore we cannot provide you with generally valid operating rules. Refer to the operating instructions provided by the manufacturer.



If your telephone network works on pulse dialling, you can still send tone signals by pressing the * key or the # key. All numbers are then transmitted in the tone dialling method. As soon as you replace the handset on the fax machine, your fax machine will switch back to pulse dialling.

PABX setting

PABX systems are common in large companies. They provide a kind of internal telephone network. In order to connect to the public network you must first dial an outside line.



Select function 15 by pressing the FUNCTION key and then choosing number 15.

15 DIAL MODE



Press the OK key.

DIAL MODE: TONE



Press the CURSOR LEFT or CURSOR RIGHT key to select TONE or PULSE.

DIAL MODE: PULSE



Press the OK key.

PABX: NO



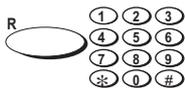
Press the CURSOR LEFT or CURSOR RIGHT key in order to switch to operation on a PABX extension or regular line.

PABX: YES



Press the OK key.

OUTSIDE LINE: 0



Now enter the key that has to be pressed to obtain an outside line (outside line access code). This is either **R**, the R key or another number. Some PABXs need this entry to be deleted with the CURSOR LEFT key ().

OUTSIDE LINE: R



Press the OK key.

CHECK: YES



Press OK. Your machine will then check that the outside line can be obtained.

CHECKING...

... if the check is successful, the following message will appear briefly in the display:

CHECK OK

... if the check is unsuccessful, the following message will appear briefly in the display:

CHECK NOT OK

In this instance you will be asked to repeat the entry. Change either the dial mode or check the key for obtaining an outside line. However, if you have chosen the correct dial mode as well as the correct key and this message still appears, delete the key for obtaining the outside line by pressing the CURSOR LEFT key ().



3 Basic functions



If you press a wrong key by mistake, press the STOP key as often as necessary to return to the original position.

Print out a function list before you change any of the settings (press the FUNCTION key three times) to keep a note of the factory settings.

Language of display and reports

You can select the language in which messages are displayed and reports are printed.



Select function 11 by pressing the FUNCTION key and then enter number 11.

11 SET LANGUAGE



Press the OK key.

LANGUAGE: ENGLISH



Select the **language required** using the CURSOR LEFT or CURSOR RIGHT key.

SPRACHE: DEUTSCH



Press the OK key to confirm.

15-MAY-99 12:30

Entering time and date

You can enter the current time and date. At the turn of the millennium your fax machine will switch automatically from 99 to 00.



Select function 12 by pressing the FUNCTION key and then enter number 12.

12 SET TIME/DATE



Press the OK key.

TIME: 00:00



Use the dial pad to enter time and date (e.g. 1 2 3 0 for 12:30).

TIME: 12:30



Press the OK key. Enter the correct year, month and day. Confirm each entry with OK (e.g. 9 9 OK 0 5 OK 1 5 OK).

15-MAY-99 12:30



If you want to delete your individual settings, select function 45 "Service code" (see chapter 7 Troubleshooting/Service code).

Entering your number and name

If you send a fax “your name” and “your telephone number” will be transmitted at the top of each page (the first 4 mm) together with the date, time and page number.



If you want to enter or change “your name” and “your number”, press the HELP key for at least two seconds and do the Easy Install procedure again.

When you **enter your number** a maximum of 20 digits can be used. Use the key ⊛ or the key ⊜ to enter the “+”, that is often used in international fax numbers in front of the country code, and the CURSOR RIGHT key (▶) to enter a space.

When you **enter your name** (maximum 32 digits), the number keys are used to enter letters. Every key has a number of different characters. The following table shows which characters are entered by which key. Every time you press a particular key you will call up the next character. After the last character the sequence starts again from the beginning.

| press | 1x | 2x | 3x | 4x | 5x | 6x | 7x | 8x | 9x | 10x | 11x | 12x | 13x | 14x | 15x | 16x |
|------------|-------|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|
| ⓪ | space | . | - | 0 | + | ? | / | : | * | % | ! | (|) | [|] | '' |
| ① | 1 | | | | | | | | | | | | | | | |
| ② | A | B | C | 2 | a | b | c | Ä | Å | Æ | Ç | ä | å | æ | ç | |
| ③ | D | E | F | 3 | d | e | f | | | | | | | | | |
| ④ | G | H | I | 4 | g | h | i | | | | | | | | | |
| ⑤ | J | K | L | 5 | j | k | l | | | | | | | | | |
| ⑥ | M | N | O | 6 | m | n | o | Ñ | Ö | ñ | ö | | | | | |
| ⑦ | P | Q | R | S | 7 | p | q | r | s | | | | | | | |
| ⑧ | T | U | V | 8 | t | u | v | Ü | ü | | | | | | | |
| ⑨ | W | X | Y | Z | 9 | w | x | y | z | | | | | | | |

Ringer selection

You can choose between five different ring signals.



Enter function 44.

44 RINGER TYPES



Press the OK key.

RINGER TYPE: 1

Select using the keys ① to ⑤. You will hear the signal you have selected.

RINGER TYPE: 3



Confirm your entry by pressing OK.

15-MAY-99 12:30

Volume of the ringer

You can adjust the volume of the ringer when the fax machine is in standby mode or if it is just ringing.



Press the CURSOR LEFT or CURSOR RIGHT key. The display shows the current setting for about three seconds.

RINGER: ■■



Change the volume by pressing the CURSOR LEFT or CURSOR RIGHT key until the desired volume is achieved.

RINGER: ■■■

Volume of the loudspeaker

You can adjust the volume at any time after having pressed the DIAL key.



Press the DIAL key.

DIAL NUMBER



Press the CURSOR LEFT or CURSOR RIGHT key. The display shows the current setting.

SPEAKER: ■■



If you wish to adjust the displayed value, press the CURSOR LEFT and CURSOR RIGHT keys until the desired volume is achieved.

SPEAKER: ■■■



Finish your entry by pressing STOP.

15-MAY-99 12:30

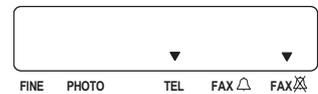


4 The fax switch

Operating modes

Your fax machine has three different operating modes. It is set to TEL/FAX mode by default which allows both automatic fax reception as well as the operation of an external answering machine and external telephones. Use the TEL/FAX key to switch between the following operating modes:

- **TELEPHONE**
- **TELEPHONE/FAX**
- **TELEPHONE/SILENT FAX RECEPTION**



TEL mode



Press the TEL/FAX key repeatedly until the TEL arrow appears on the display.



In TEL mode your fax machine will act like a normal telephone. On receiving a fax call (lift the handset of your fax machine and you'll hear a tone or silence) press the START key to start fax reception manually.

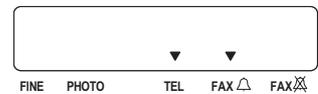


External telephones will continue to ring until either the fax machine picks up or the handset is lifted at any of the external telephones. An external answering machine can be operated in this mode, but automatic fax reception is not possible.

TEL/FAX mode



Press the TEL/FAX key repeatedly until the TEL and FAX  arrows appear on the display.



Your fax machine will ring both when a telephone and fax call is received. Fax reception will begin after a certain ring count when neither the handset is lifted nor a message is left on the connected answering machine.



External telephones will ring and calls can be taken there. If a handset is not lifted, fax reception will be activated and the external telephones will no longer ring. This mode is ideal for operation with an external answering machine (see subsection below on external answering machine).

TEL/SILENT FAX RECEPTION mode

TEL/FAX



Press the TEL/FAX key repeatedly until the TEL and FAX  arrows appear on the display.



When you receive a fax it is received automatically and your machine will not ring. The fax machine will perform a certain ring count when a telephone call is received. The fax machine will then activate fax reception.



External telephones will ring once and then be silent. An external answering device cannot be operated in this mode.

Ring count

Use this function to choose the number of ringing signals before your fax machine will automatically activate fax reception.



Choose function 31.

31 RING COUNT



Press the OK button.

RING COUNT: 02



Use CURSOR LEFT and CURSOR RIGHT to choose how often the device will ring in TEL/FAX and TEL/SILENT FAX RECEPTION mode, before fax reception will be started.

RING COUNT: 03



Confirm with OK.

15-MAY-99 12:30

External telephones

Response of external telephones in the operating modes

You can make calls from your external telephones in all three operating modes.



TEL Mode: When you receive a telephone call, all external telephones will ring until the handset is lifted either on one of the external telephones or on the fax machine itself.



TEL/FAX Mode: External telephones will ring. If you do not lift the handset within the set ring count, fax reception will start and external telephones will no longer ring.



TEL / SILENT FAX RECEPTION Mode: When you receive a telephone call external telephones will only ring once. The call must then be received on the fax machine.

Using external telephones

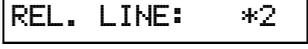
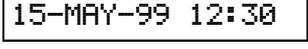
Lift the handset on an external telephone. When you hear that you are receiving a fax call (tone or silence) you can activate your fax machine by pressing the keys ***** and **5**. Should this fail to work press the START key of your fax machine.

When you've taken a call at one of the external phones and you hear in the background that the fax machine has already picked up, you can force the fax machine to hang up by pressing the ***** key twice. The call can then be continued without any disturbances.

If fax reception is activated during a call at an external telephone, you can stop the reception by pressing the STOP key on the fax machine itself.

External telephones settings

If you wish to change the above settings please follow the procedure below. Only change the following codes if absolutely necessary:

| | | |
|---|--|---|
|  | Select function 32. |  |
|  | Press OK key. |  |
|  | Enter two-digit code. First position should be a * or # character. |  |
|  | Press OK key. |  |
|  | Enter two-digit code. First position should be a * or # character. |  |
|  | Press OK key. |  |



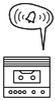
Please note that the two codes must be different. When you enter the same code several times, CODE NOT OK will be displayed.

To use this function you must set your external phone to tone dialling. If your telephone connection requires pulse dialling, you must reset your device briefly.

Many devices with pulse dialling allow prefixing a code with ***** or **#** in order to send signals in tone dialling. Please see the respective instruction manual for details.

External answering machine

Response of external answering machine in the operating modes



TEL mode—Your external answering machine will pick up after a specific number of ringing signals.



TEL/FAX mode—Your external answering machine will pick up after a specific number of ringing signals. If the answering machine does not pick up (e.g. no message is left), fax reception will be activated.



TEL/SILENT FAX RECEPTION mode—Operation of an external answering machine is not possible in this mode.

Setting the external answering machine

Please note that the ring count set in function 31 should at least be higher by two ring counts than the ring count of the answering machine (see example). Generally, the ring count of the answering machine should be as small as possible and the announcement texts as short as possible (maximum of ten seconds).

| Answering machine | Fax machine |
|-------------------|-------------|
| 1 x ring | 3 x rings |
| 2 x rings | 4 x rings |
| 3 x rings | 5 x rings |

Checklist for malfunctions

- 1) Ensure that the TEL or TEL/FAX mode has been set.
- 2) Set the ring count of your answering machine to two and that of your fax machine to four.
- 3) The announcement text of your answering machine should be shorter than ten seconds.
- 4) Avoid music in the announcement text.
- 5) If your fax machine has problems in recognizing older fax machines that do not transmit the currently common recognition signals, you should notify callers in the announcement text that the caller can start fax reception by pressing the and keys and then pressing the START key.
- 6) If your answering machine has a “save function” (i.e. a function where the ring count changes once a new message was left), you should preferably switch it off.



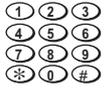
The answering machine may count the fax calls as well as received messages.

Please note that the code for starting the fax reception from external telephones (default and) is not identical to the one for remote query of new messages. If necessary, the code can be changed in function 32 (see subsection on the setting of external telephones).



5 The telephone

Making a call



Dial the desired number. If you enter a wrong digit, delete it using the CURSOR LEFT key (◀). Lift the handset. The fax machine will dial. During the call, the call duration appears on the display after about ten seconds.



If, after dialling, you hear the dial tone instead of a ringing tone, change the dial mode setting by selecting function 15.

Redial

You can redial the last 5 numbers dialled simply by pressing one button.

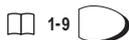


Press the REDIAL key repeatedly until the desired number is shown on the display. Lift the handset. Your machine will automatically dial the last number shown.

Short dial

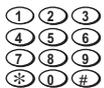
There are short dialling keys available which you can use to store numbers you dial frequently.

Storing a short dial number with name



Press the SHORT DIAL key for at least two seconds until you hear a confirmation tone.

CHOOSE 0-9



Choose a number from 0-9.

ENTER NAME



Enter a name. If you make an incorrect entry you can correct it by pressing the CURSOR LEFT key (◀).

BERGER



FUNCTION

Press the OK key (even if you do not wish to enter a name).

ENTER NUMBER



Enter a number. Using the REDIAL key you can enter a dialling pause. Confirm with OK.

12345_

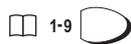
STORED



If you want to make a call and you lift the handset before dialling the desired telephone number you cannot correct wrong entries with the CURSOR LEFT key anymore.

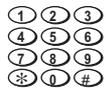
Using the short dial keys

You can use the short dial keys for telephone calls and for sending faxes.



Press the SHORT DIAL key. On the display appears:

CHOOSE 0-9



Select using the keys 0 to 9. The corresponding name will appear on the display. If you have not entered a name the telephone number will appear on the display.

1: 12345



Lift the handset or press the DIAL key. The fax machine will start to dial and the number is displayed (if necessary you can now add an extension number). If you would like to send a fax press the START key.

DIALLING...

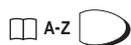
1: 12345

Telephone book

You can use the telephone book to select the number you wish to call by selecting the name. The number is then dialled automatically. All you have to do is to store the numbers with the corresponding names first.

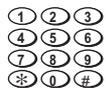
The telephone book function on your fax machine has spaces for up to about 50 numbers with their corresponding names. The exact figure depends on the length of each entry.

Storing numbers and names with the TELEPHONE BOOK key



Press the TELEPHONE BOOK key for at least two seconds until you hear a confirmation tone.

ENTER NAME



Enter a name. If you make an incorrect entry you can change it by pressing the CURSOR LEFT key (◀).

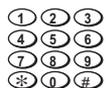
BERGER



FUNCTION

Press the OK key.

ENTER NUMBER



Enter the telephone number by using the dial pad. Using the REDIAL key you can enter a dialling pause.

12345_



FUNCTION

Press the OK key. A confirmation will appear briefly on the display.

STORED



You cannot store a short dial or telephone book entry when the memory is full. You will hear a warning signal and the display will indicate MEMORY FULL. You have to delete an entry before you can store a new one.

Please note that a maximum of 14 characters for names and 40 characters for numbers can be entered.

If you wish to store a number during a phone call press the TELEPHONE BOOK key for at least two seconds and continue as described above.

Using the telephone book



Press the TELEPHONE BOOK key. The display shows the first entry in your list of names.

BERGER

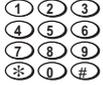


Using the CURSOR LEFT or CURSOR RIGHT key...



...or the TELEPHONE BOOK key

CHOMSKY



... or the letters of the dial pad you can search through the name list.



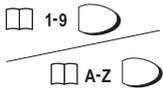
As soon as the display shows the desired name, you can pick up the handset or press the DIAL key. Now the fax machine will start to dial and the number is displayed (if necessary you can now add an extension number). If you want to send a fax, press the START key.

DIALLING...

12345_

Correcting and deleting stored short dial or telephone book entries

If you have entered a wrong letter or number in an entry of your short dial or telephone book directory you can correct the mistake. If you no longer need a number you have stored you can delete it from the memory.



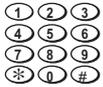
Press the SHORT DIAL key or the TELEPHONE BOOK key.

The display shows either

CHOOSE 0-9

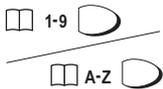
or the first name in the book.

BERGER



You can now search through the list using the dial pad.

CHOMSKY



Then press the SHORT DIAL or TELEPHONE BOOK key for at least two seconds.

CHOMSKY_



Press the CURSOR LEFT key until the entry is deleted and you hear a confirmation tone.

_

Now you have two possibilities:

Correcting an entry



Enter the correct name and number using the dialpad and confirm each entry with OK.

Deleting an entry



Press the OK key. Press the STOP key if you do not want to delete your entry.

DELETE: NO



With the CURSOR LEFT/CURSOR RIGHT keys, you can again choose whether you really wish to delete the entry.

DELETE: YES



Confirm with the OK key. The following message appears on the display for two seconds:

DELETED

Short dial and telephone book list

If you would like to print out a list of all stored short dial- and telephone book-numbers please proceed as follows:



Select function 42.

42 DIALLING LIST



Press the OK key. Your fax machine will then print out the list.

PRINTING ...

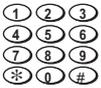
On-hook dialling

The DIAL key has the same effect as lifting the handset. You can enter a number and will hear the connection being made over the built-in loudspeaker.



Press the DIAL key.

DIAL NUMBER



Dial the number you require. Your machine will start to dial and you will hear the connection being made.

12345_



As soon as the other party answers, lift the handset and speak. The loudspeaker will be turned off automatically.

12345_

Muting the microphone

During the phone call you can mute your microphone in order to speak to someone in the same room without being heard at the other end of the line.



Press the MUTE key. Your microphone will be muted and the person at the other end of the line will not be able to hear you. When you wish to continue the phone call press the MUTE key again.



6 The fax

This chapter explains all the fax functions provided.

Sending faxes

Which documents to use

In order to avoid transmission errors you must use good quality, legible originals. Therefore, keep to the following guidelines:

| Minimum size: | | Maximum size: | |
|---------------|-------------------------|---------------|--------------------------|
| Width: | 148 mm | Width: | 217 mm |
| Length: | 105 mm | Length: | 600 mm |
| Thickness: | 0.05 mm (60 g paper) | Thickness: | 0.15 mm (120 g paper) |

Write clearly and legibly. Only use pens with dark ink (black/dark-blue, not yellow/orange/light green). Printed documents work best.



The following points are the most common causes of errors when sending faxes!

Don't send:



Pages from newspapers (printer's ink).



Stapled pages or pages held together with paper-clips. Remove all staples and clips before sending.



Creased or torn pages.



Wet pages or pages with corrections made with correction fluid; dirty pages or pages with a glossy or laminated surface.



Pages joined with sticky tape or glue, with adhesive stickers such as "post-it[®]" notes, or pages which are too thin or too thick.



Pages written in faint pencil, crayon, chalk or artist's charcoal.

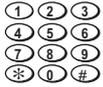


Take the first page of the document and place it **face up** as shown in the picture. Slide the document into the fax along the document guide on the left hand side of the feed slot until it stops. Wait for a moment: The document will now be slightly drawn in automatically by the feeding mechanism. Once the document has been drawn in by the feeding mechanism, it should not be pushed in any further, otherwise the top part will be missing when you make a copy or transmit a fax.



Documents shorter or smaller than specified risk getting stuck in the machine.

Sending



Dial the number you require.

12345_



Insert the first page of your document **face up** into the paper feed slot as described above.



FINE/PHOTO

Before attempting a connection you can select a higher resolution by pressing the FINE/PHOTO key. The corresponding pointer on the display will light up.



START/
COPY

Press the START key.

The machine will then attempt a connection.

DIALLING...

CONNECTING...

Transmission now begins. The receiving fax machine will now transmit its sender identification, which will appear in your display. You can now check again whether you have dialled the correct number. If necessary you can interrupt transmission by pressing the STOP key.

+43 1 12345

If the receiving machine has no sender identification stored, the display will show:

SENDING ...

After a few seconds the display will read alternately:

NEXT PAGE

PRESS START



START/
COPY

If you wish to send more pages press the START key while the first page is going through. As soon as it is through, you will hear a tone. Then insert the next page. For every new page you want to send, press the START key whilst the previous page is going through. When the last page has gone through, the display will indicate the number of pages transmitted.

02 PAGES SENT

Copying

You can use your fax machine to make copies of an original. When copying your fax machine switches automatically to FINE resolution. You may also choose PHOTO resolution when copying photographs or for an even finer definition.



Hold the first page of your document face up. Insert it into the document feed slot as far as it will go.

DIAL NUMBER



FINE/PHOTO

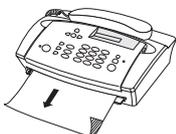
Choose the desired resolution by pressing the FINE/PHOTO key.



START/
COPY

Press the START/COPY key.

COPYING ...



The page will now be fed into the machine. It will appear at the front of the machine again. At the end of the copying process wait approximately three seconds until the copy is printed out completely. Then tear off the copy.

Improving the picture quality

Your fax machine normally operates with standard resolution. If you want to transmit detailed drawings or documents with very small print, use the FINE setting. If you want to fax a photograph, select the PHOTO setting. The original will be sent as a black and white illustration in grey scales.



If you want to increase the resolution press the FINE/PHOTO key until the desired pointer lights up.



After transmitting or, if there is no document in the feed slot, after 40 seconds the fax machine will automatically return to standard resolution.

Transmission report—error report

Every time you send a document your fax machine prints a transmission report. It is possible to switch this function off. If an error occurs during transmission you will be informed on the error report, which is printed out even if the transmission report function is switched off.



Select function 43.

43 TRANSM.REPORT



Press the OK key.

TRANSM. REP.: ON



Select using CURSOR LEFT and CURSOR RIGHT keys, then press the OK key.

15-MAY-99 12:30

Fax journal

The fax journal is a list of the last ten received and transmitted faxes. You can choose whether to print out the journal immediately or automatically after ten successful transmissions.



Select function 41.

41 FAX JOURNAL



Press the OK key.

JOURNAL: NO



Select with the CURSOR LEFT or CURSOR RIGHT key.

JOURNAL: YES



Press the OK key.

PRINT: NOW



Select with the CURSOR LEFT or CURSOR RIGHT key and confirm with OK.

PRINT: EVERY 10

15-MAY-99 12:30



If you try to send a fax but the number you are calling is engaged or you cannot make a connection, your machine will automatically redial the number after some time. A transmission report will be printed out at the end of each transmission and the machine will return to stand-by. If the transmission is not successful an error report will be printed out. During printing of the error report the CHECK DISPLAY lamp flashes. Press STOP. Only insert the next document after the report has been completely printed out. Otherwise it will be drawn in during printout!

Transmission of documents will take longer in FINE or PHOTO resolution. In PHOTO resolution mode, the texts become lighter and therefore less legible.

Polled reception

Polled reception means that your fax machine can retrieve fax messages which have been prepared for collection from another fax machine.

Quick polling



With this function you can download information simply and quickly by dialling a number using the dialpad **with the handset replaced** and confirm with the OK key.

Polling with code

Function 22—Polled reception is simple to operate and is very useful especially when the retrieved document is protected against unauthorised access by a code.



Select function 22.

22 POLLED REC.



Press the OK key. You will be asked for an authorisation code which will allow you to collect the document that is waiting.

CODE: _



If the fax machine you are calling has this facility and if the document has in fact been protected against unauthorised access with a code, enter the code and confirm by pressing OK. If you do not need a code, simply press the OK key.

CODE: 1234



Press the OK key.

ENTER NUMBER



Enter the telephone number.

12345_



Press the START key.

DIALLING...

CONNECTING...

Faxing to sub-addresses

If you want to send faxes to fax databases or if you want to poll from these, some databases have a sub-address which you can add to the telephone number. This will save you money in telephone charges. First enter the telephone number of the database and then press the R key. Then enter the required sub-address. If you are not sure whether your fax polling service supports sub-addresses, please contact your polling service operator.



Polling codes work in accordance with the international ITU standard. However, there are manufacturers who use other processes and whose machines are therefore not compatible.

If the polled reception does not work with a specific number, try to poll manually. Lift the handset, dial the required number and then press START.

If your local copies or received faxes are blank, the document was inserted the wrong way.

If you end the process of copying by pressing the STOP key wait until the document is totally ejected before tearing off the thermal paper copy.



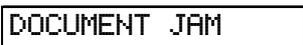
7 Troubleshooting

The following table contains an overview of the most frequent operating errors or problems and their possible causes and remedies.

Before calling our service desk, please consult this table which has been compiled by our service engineers. In most cases you will be able to solve the problem yourself.

| The faxes are of poor quality | | |
|--|---|--|
| Error | Possible cause | Remedy |
| You or your fax correspondent receive blank pages. | The thermal paper is not properly loaded. Your fax correspondent sends the wrong (blank) side of a document. The printer is faulty. | Load the thermal paper properly. Your fax correspondent must feed the document properly. Test the fax machine by making a copy. If your copy is faultless the correspondent's fax machine might be defective. Call service if necessary. |
| Faxes are of poor quality. | The document contains photographs or small print. The document lacks contrast. Your fax machine is faulty. | Change the resolution setting to FINE or PHOTO. Check the document. Test the fax machine by making a copy. If your copy is faultless the correspondent's fax machine might be defective. Call service if necessary. |
| Your fax or your recipients fax machine produces vertical black lines when printing. | There is paper in the sheet feeder or the scanner is dirty. Your fax machine is faulty. | Open the operation panel and remove the paper from the document feed slot. Test the fax machine by making a copy. If your copy is faultless the correspondent's fax machine might be defective. Call the service if necessary. |

| Problems when establishing a connection | | |
|---|---|---|
| Error | Possible cause | Remedy |
| You cannot phone or send faxes. | Wrong dialling mode selected. You are operating your fax machine on a private branch exchange and have not set it accordingly. | Change the dialling mode with function 15. In Function 15, select PABX: Yes. |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 10px;">TRANSM. ERROR</div>  <p>Error report</p> | <p>The telephone connection is of poor quality.</p> <p>The recipient has a paper jam or has run out of paper.</p> | <p>Try again.</p> <p>Call your fax correspondent.</p> |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 5px;">NO CONNECTION</div> <p style="text-align: center;">or</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">REDIAL FAILED</div> | Your fax correspondent's line is busy, does not answer or a different device answers. | Try later or draw your fax correspondents attention to a possible installation fault. |
| <div style="border: 1px solid black; padding: 2px; width: fit-content;">NO LOOP CURRENT</div> | Your fax machine is not properly installed or not properly plugged in. | Check the installation of your fax machine. |
| <div style="border: 1px solid black; padding: 2px; width: fit-content;">NO DIALTONE</div> | You are connected to a PABX system. | Check the settings in function 15. |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 10px;">BUSY</div> <p style="text-align: center;">or</p> <p>fax transmissions are constantly interrupted.</p> | Your fax correspondent has a fax machine that cannot receive the usual standard identifying signals. | Try to send the fax manually: press the DIAL key and dial the fax number. You will hear the call being established. If the receiver is using an automatic answering machine, wait until you hear a tone after the prerecorded message and then press the START key. |

| Other | | |
|--|---|--|
| Errors | Possible cause | Remedy |
| Copy is blank. | Document loaded the wrong way up. Thermal paper is not properly loaded. | Load the document with the printed side up. Load the thermal paper correctly. |
| On lifting the handset of your fax machine you hear a tone or silence. | The caller is trying to send a fax. | Press the START key. Then replace the handset. |
| On lifting the handset of an additional telephone you hear a tone or silence. | The caller is trying to send a fax. | You can start your fax machine by pressing keys  and  . |
| On lifting the handset of an additional telephone you hear in the background that your fax machine has already taken the line. | Your additional telephone is connected in parallel. | Press the  key twice to switch off the ringing tone. You can now make a call without interferences (see chapter Fax switch/Additional telephones). |
| Received documents do not appear as normal at the front of the fax machine. | There is a thermal paper jam at the paper outlet on the underside of the machine. | Press the STOP key for two seconds: Pull out the crumpled paper carefully from the front of the machine. In case you cannot remove the paper jam completely: Lift up the operation panel and the inner paper cover. Remove the jammed paper. Insert the paper once again. Close the machine and press STOP to press the thermal paper against the internal transport roll. |
| You have an additional answering machine and cannot receive any faxes. | The ring count of your answering machine is higher than the ones on your fax machine. You have background music. Your outgoing message is too long. | Set the ring count of your answering machine to 1-2. The ringing signals of the fax must be set higher than 2. Set them in Function 31. Record a message without music. Record a shorter announcement (no longer than 20 sec). |
|  | Your document was not drawn in straight. | Open the operation panel and pull the document carefully outwards in one direction. |
|  | You are now using an additional device. | Check the additional device! |



If you cannot rectify a fault using the instructions provided, please disconnect from the mains. Wait at least ten seconds and reconnect.



If the fault recurs, please contact your customer information centre. The number can be found at the back of this book.

Service code

Function 45 Service code is used to delete some or all of your changes to the factory settings. This function enables you to partially or fully reconfigure your machine. It is especially helpful if you have modified settings but find that your fax machine does not respond as expected.



Only use this function when absolutely necessary. If you are satisfied with the factory settings you should not use this function.

The following codes are available to you:

Code No. 7117

This code erases all your modifications to the factory settings. The fax machine will therefore react in exactly the same way as on first installation.

Code No. 7140

When you enter this code, all your entered settings and data will be erased, except for:

- stored short dial numbers
- stored telephone book numbers
- your name
- your telephone number

Example for using a service code:



Select function 45.

45 SERVICE CODE



Press the OK key.

CODE: _



Enter a code.

CODE: 7140



Press the OK key.

SURE: NO



With CURSOR LEFT/CURSOR RIGHT you can select whether you really want to delete your settings. Confirm with OK. Your fax machine will be reset to its original configuration.

SURE: YES

15-MAY-99 12:30



After deleting some or all of your custom settings please return on Easy Install.



8 Appendix

Technical specification

| | |
|-----------------------------------|--|
| Compatibility | ITU Group 3 |
| Type of connection | outside line (PSTN) / extension (PABX) |
| Flashtimes | outside line: 100 ms extension (PABX): 100 ms |
| Size of document | Width: 148–217 mm Length: 105–600 mm Thickness: 0.05–0.15 mm |
| Maximum scanning width | 216 mm ± 1 mm |
| Resolution | horizontal: 8 points/mm (200 dpi) vertical: standard 3.85 lines/mm FINE 7.7 lines/mm |
| Photo mode | 16 grey tones |
| Contrast control | automatic |
| Copying | fine and photo resolution |
| Data compression | MH, MR |
| Modulation | V29bis, V27ter, V21 |
| Transmission speeds | 9600/7200/4800/2400 bps |
| Sound power level | stand by mode: <20 dBA copy mode: <40 dBA |
| Printing method | thermal paper printer |
| Thermal paper | 210/216 mm x 15/30 m roll |
| Document feed | 1 sheet |
| Fax switch | TEL/FAX/SILENT FAX RECEPTION |
| Dimensions | 275 x 210 x 108 mm |
| Weight | about 2 kg |
| Power consumption | stand-by: about 3 W telephoning: about 5 W sending a standard letter: about 20 W receiving a standard letter: about 35 W |
| Power supply | 220–240 V / 50–60 Hz |
| Allowed operating environment | temperature: 5–40 °C relative humidity : 15–85 % RH not condensing |
| Recommended operating environment | in use: temperature: 17–28 °C relative humidity: 20–80 % RH not condensing in unplugged status (ready for operation with thermal paper loaded): temperature: 0–45 °C relative humidity: 15–85 % RH not condensing |

Glossary

| | |
|--|--|
| additional device, additional telephone | You can operate your fax machine together with additional devices such as (cordless) telephones, an answering machine etc. on a single telephone line. You may have to enter some specific settings to do this. |
| document | The written note you want to send by fax to another party. |
| DTMF | Short for: Dual Tone Multiple Frequency. With this signal you can start fax reception from an additional telephone which has tone dialling. |
| fax paper | see thermal paper |
| fax switch, automatic and manual receive | The fax switch analyses incoming calls and detects whether it is a normal call or a fax call. If you have chosen the mode TEL/SILENT FAX RECEPTION a fax will be received automatically and silently. If you have chosen the mode TEL, the fax switch will not operate and faxes can only be received by pressing START. |
| home telephone system (HTS) | Many private households have installed a home telephone system. Such a system offers the possibility of internal communication but operates on only one single telephone line. |
| incoming message | A message left by a caller when the answering machine is switched on. |
| outgoing message (OGM) | When an answering machine is switched on the caller hears this message which is followed by a beep tone. |
| parallel | Depending on the country more than one telecommunication device will be connected either serial or parallel to the telephone line. |
| polling | You can collect documents which have been prepared for collection at a remote fax machine. |
| private branch exchange (PABX), | Private branch exchange systems are common in most large companies. They provide a kind of internal telephone network. In order to connect to the public network you must first dial an outside line. |
| PTT | This is the term used for the network supplier e.g. B.T. |
| pulse dialling | The old dialling mode is pulse dialling. Every number key has a specific number of pulses assigned to it. |
| sender identification | On most fax machines the name and the number of the user can be entered. This so called sender identification will be printed on the fax receipt and will also appear on the display of the fax correspondents' machine. |
| serial | Depending on the country more than one telecommunication device will be connected either serial or parallel to the telephone line. |
| TAM | Abbreviation for Telephone Answering Machine. |
| thermal paper | Special paper, which turns black by heating it. |
| tone dialling | Tone dialling is the modern dialling mode. Every key has a different tone assigned to it. |

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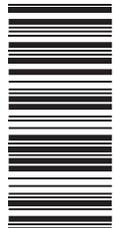
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