
How this manual is set up for easy use

To make it as simple as possible to install, program and use your fax machine, we have divided the manual into three main parts:

I ESSENTIALS

Here you find everything which is necessary to quickly install and use your fax machine. You learn about the proper location, the important settings and the basic functions which are available.

II FUNCTIONS

In this part you find the whole range of special functions your fax machine offers. These are advanced functions of the telephone, fax and answering device as well as additional possibilities.

III APPENDIX

Here you find a table of errors and problems that may arise and how to solve them. Further there is technical information, the address of the customer hotline, the index and a glossary, which explains some technical terms.

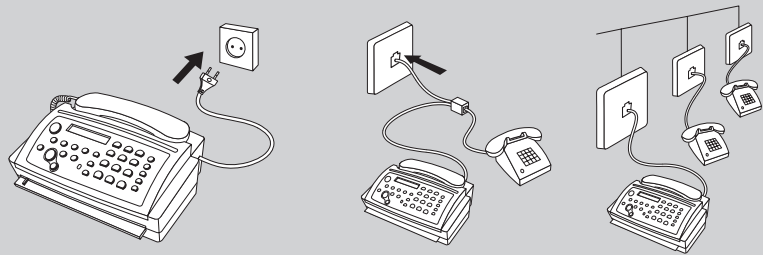


Lightning protection: To protect your machine from possible damage, we recommend to disconnect the machine from the mains and from the telephone line during thunder storms.

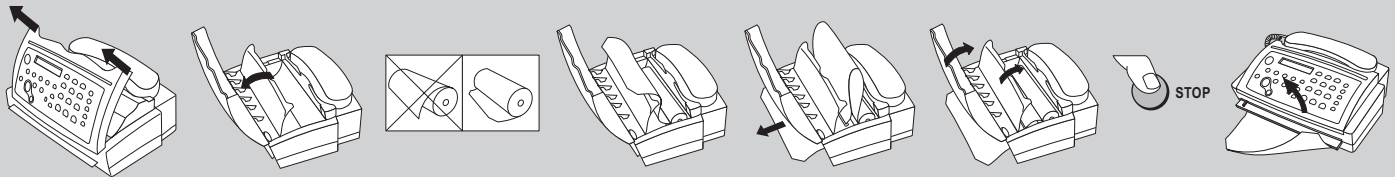
This equipment is not designed for making telephony calls when the power fails. Alternative arrangements should be made for access to emergency services.

STARTING UP

Connecting to the power supply and to the telephone



Loading the thermal paper

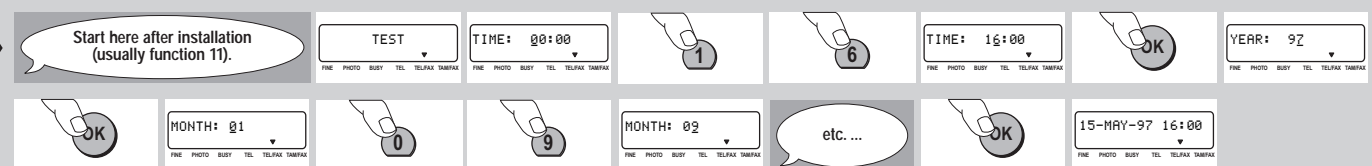


IMPORTANT SETTINGS

Language of the display (function 15)



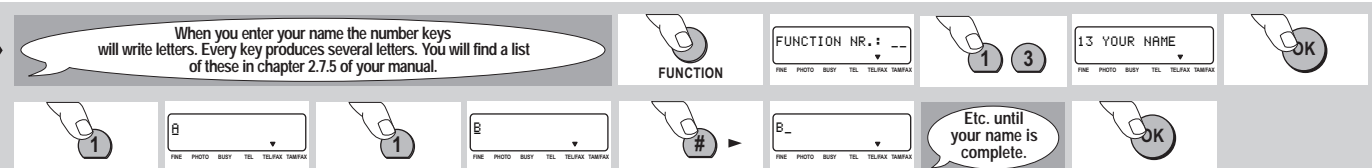
Setting the time and date (function 11)



Entering your number (Function 12)



Entering your name (Function 13)



FUNCTIONS

1 SET UP

- 11 Set date and time Setting date and time
- 12 Your telephone number Enter your telephone number
- 13 Your name Enter your name
- 14 Dial mode Setting the dial mode and for operation on an extension
- 15 Set language Select the language of the display text
- 16 Page Header Header on/off
- 17 Usage Code Blocks the fax machine from unauthorised use (not available in all countries)

2 COMMUNICATION

- 21 Slow (4800 bps) Setting for half-speed transmission
- 22 Polled reception You can call up fax messages
- 23 Fax reception Setting selective fax reception
- 27 Mercury Enables you to make use of Mercury services (only available in UK)

3 FAX SWITCH

- 31 Mode Setting the mode
- 32 Ring count Setting the ring count

- 33 External telephone Setting additional devices

4 OTHERS








- 41 Remote operation Remote diagnostics and service (not available in all countries)
- 42 Transmission report Automatic print out of transmission protocols
- 43 Dialling list Print out of stored numbers
- 44 Ringer types Selection between four ringer types

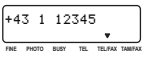





5 ANSWERING DEVICE

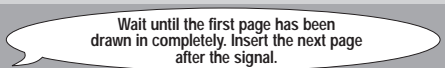

- 51 Recording time Setting for recording duration of calls
- 52 Access code Setting the code for the remote control of the answering machine and for message forwarding
- 53 Breakthrough code Authorised callers can override the answering device
- 54 Memo mode Outgoing message without recording a call; internal message
- 55 Forwarding Messages forwarded to another telephone number

SENDING AND RECEIVING FAXES










Sending faxes





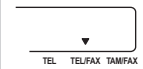
























Receiving faxes




































THE ANSWERING MACHINE




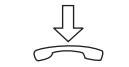

Switching on the answering machine

Recording the outgoing message

Listening to messages









Deleting messages
















COPYING





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ESSENTIALS



1 Introduction

This chapter gives basic information about your fax machine - the fax technology in general, the use of the user manual, the operating elements and the functions.

1.1 Preface

We are very glad that you have selected our fax machine. Congratulations on your decision. In your new machine the most advanced technology has been applied to meet the highest quality levels. Furthermore, our engineers have combined a wide range of functions with the easiest possible use.

Your fax machine opens the door to the world of private telecommunications in a simple and fast way. At the same time additional telecommunications devices can be connected. Furthermore your fax machine provides you with a lot of functions of a feature telephone.

Enjoy your new fax machine!

1.2 Conventions

italic References, function names and announcements

bold Important information

 *italic* Additional information



bold and italic

Decisive information regarding security and proper operation

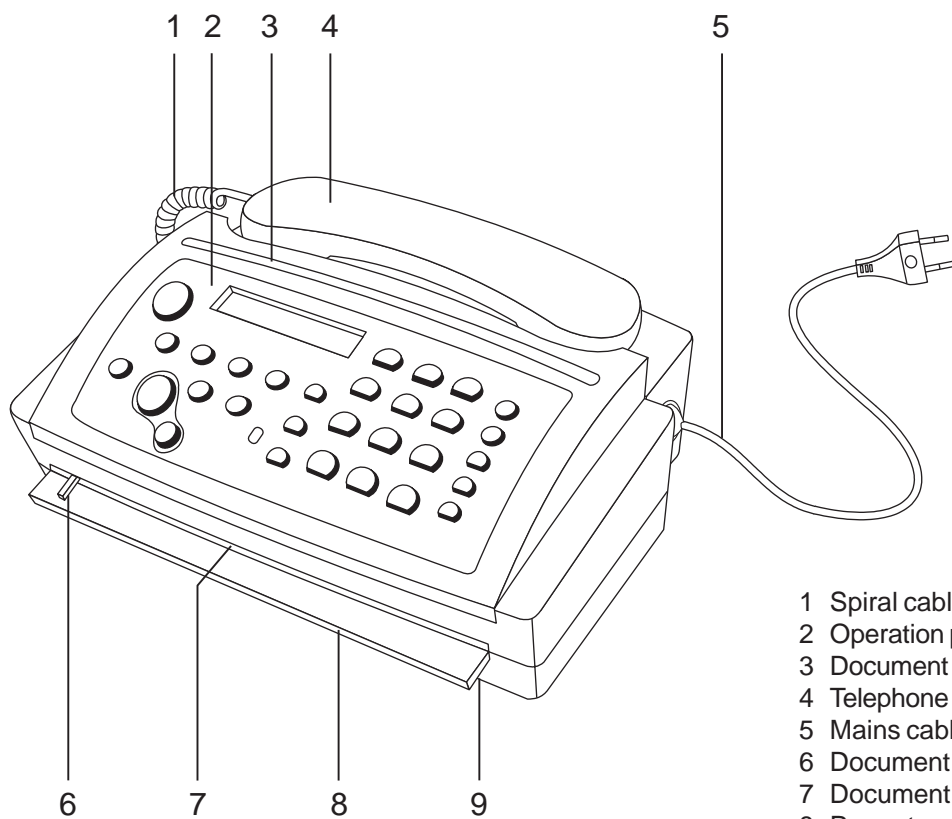
CAPITAL LETTERS

Display texts and key names

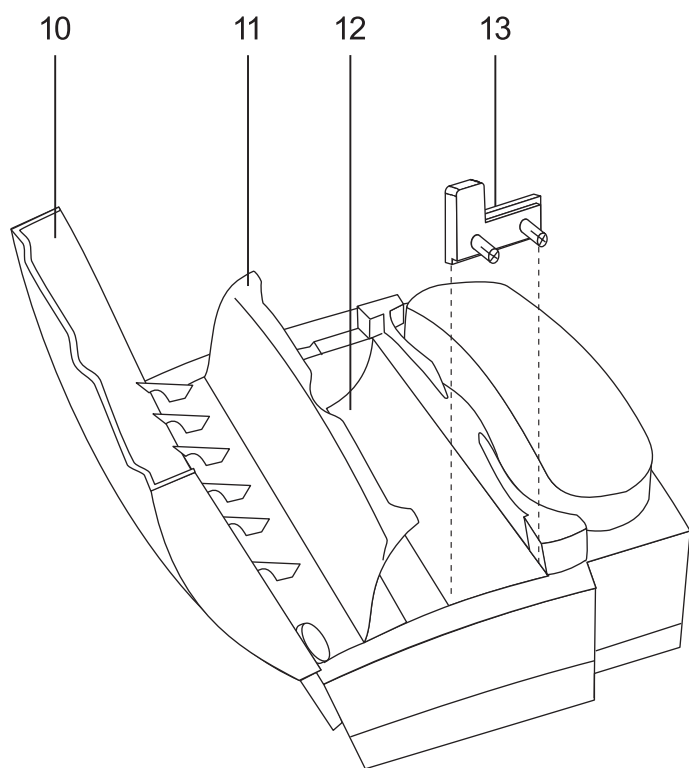
1.3 Description

Check that the following items are included in the packaging:

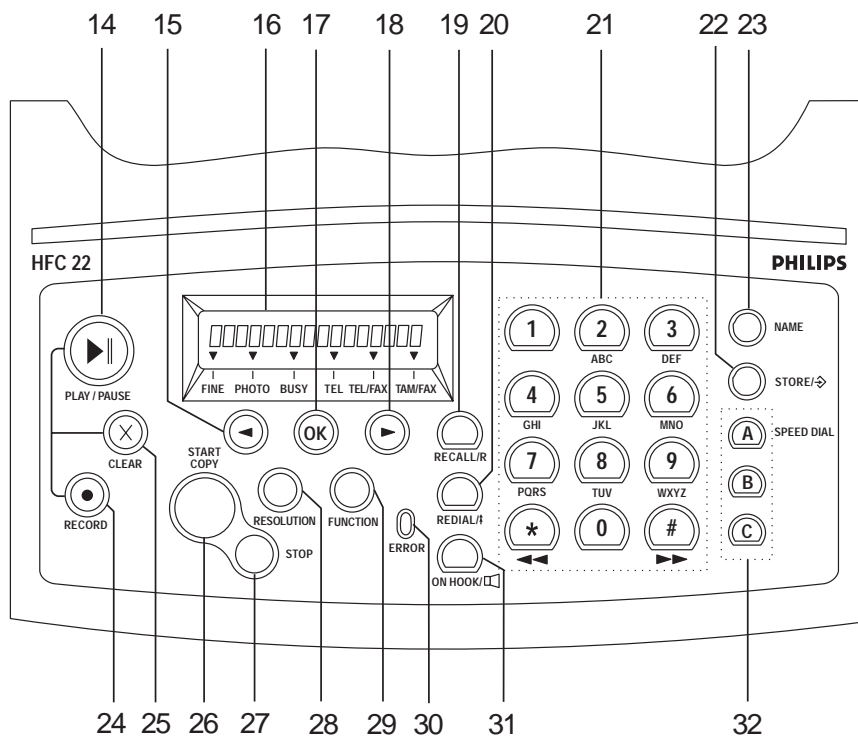
- Fax machine
- Telephone handset with spiral cable
- Telephone cable with plug
- Thermal paper
- Paper adjustment part (built-in)
- User manual
- Remote access card for the answering machine
- Guarantee booklet



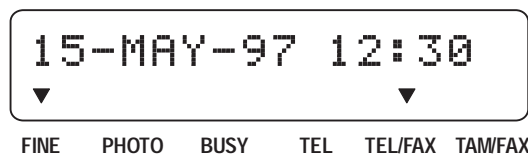
- 1 Spiral cable for the telephone handset
- 2 Operation panel
- 3 Document outlet
- 4 Telephone handset
- 5 Mains cable with power plug
- 6 Document guide
- 7 Document feed slot
- 8 Paper tear strip
- 9 Thermal paper outlet



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



- 14 PLAY/PAUSE key: to play back messages. This key flashes when new messages have been recorded
- 15 CURSOR LEFT: to move the cursor, to select options, to adjust the volume and to delete entries
- 16 Display (Remove the protection foil before use.)
- 17 OK key: to confirm entries
- 18 CURSOR RIGHT: to move the cursor, to select options and to adjust the volume
- 19 R key: for the use with a private branch exchange (PABX) or for advanced telephone company services
- 20 REDIAL key: to repeat the last number you have dialled, or to make a dialling pause
- 21 Dial pad for entering numbers and names
- 22 STORE key: to store names and numbers
- 23 NAME key: press to call up name directories
- 24 RECORD key: to record your outgoing messages and memos
- 25 CLEAR key: to delete messages and entries
- 26 START/COPY key: to start transmission or to copy
- 27 STOP key: interrupts procedures
- 28 RESOLUTION key: to send and copy with higher resolution
- 29 FUNCTION key: to call up functions
- 30 ERROR indicator lamp
- 31 ON HOOK key: for on-hook dialling and to switch on the loudspeaker
- 32 SPEED DIAL keys: to select a telephone number at the touch of one button



The pointers on the display indicate different modes:

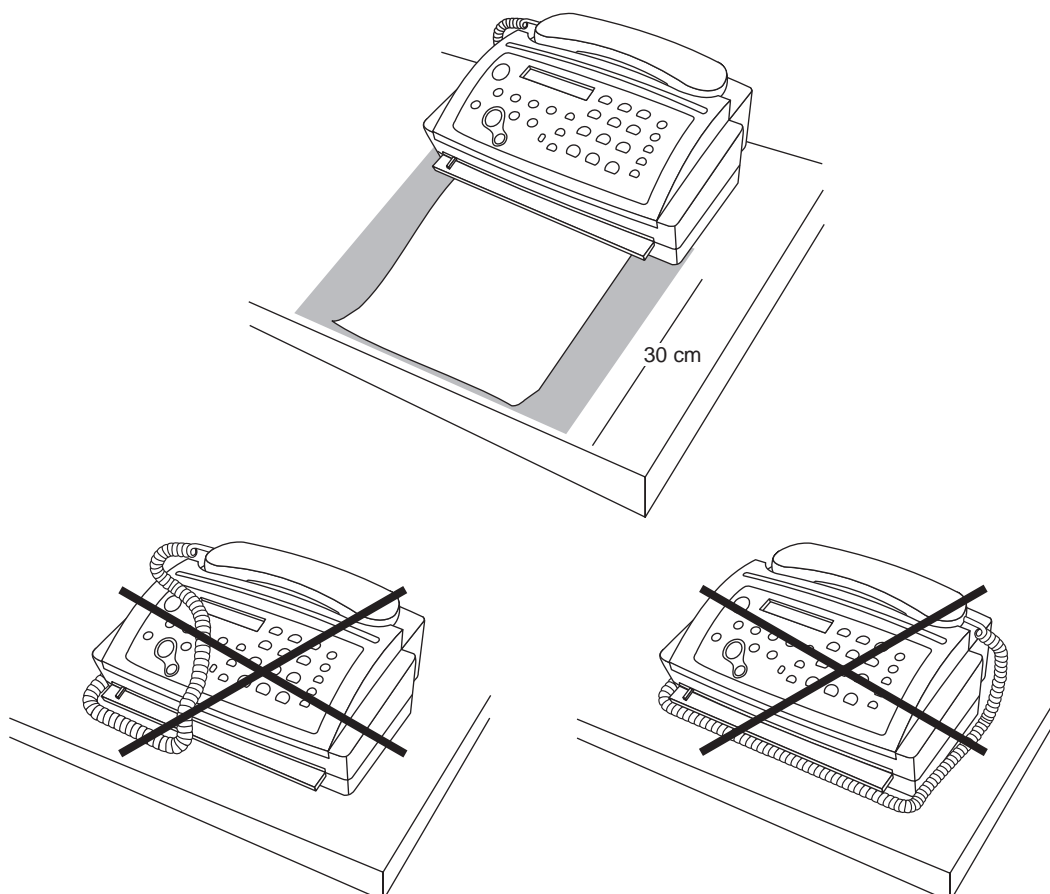
- FINE/PHOTO** indicate whether you send or copy with a higher resolution or with grey tones. If none of the two is visible, the standard resolution is selected. To change the resolution use the RESOLUTION - key.
- BUSY** is visible if you are calling on an external phone on the same telephone line.
- TEL, TEL/FAX, TAM/FAX** are three different modes to operate your fax machine. You can choose between the modes with function 31. See details in chapter 3.3.



2 Installation

This chapter explains the correct installation of your fax machine.

2.1 The proper location



Your fax should be positioned near the telephone socket and near a mains socket. Make sure it is placed in a safe and stable position on a flat and horizontal surface. Do not locate your fax in direct sunlight, near radiators or air conditioning and do not expose it to dust, water or chemicals.



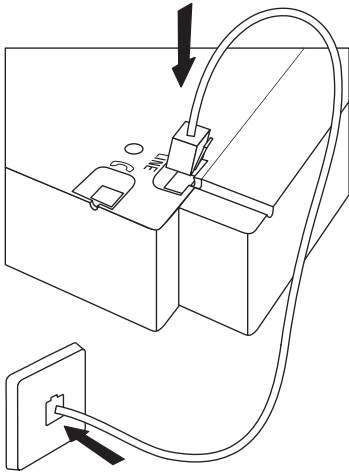
Since the paper outlet is at the front, do not place any objects in front of the machine. In order to avoid a paper jam, make sure that the surface close to the paper outlet is smooth. Rubber-like surfaces are not suitable.



The fax machine heats up during operation. Avoid heat build-up by ensuring that the machine is not covered. Place the fax in such a way as to ensure free circulation of air around it.

2.2 Connection

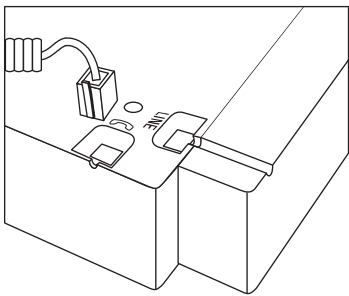
Connecting to the telephone socket (without additional devices)



Turn the machine bottom up. Connect the telephone cable to the fax machine by inserting it in the socket on the bottom of the machine identified with LINE.

Then insert the telephone plug into the telephone line socket. Insert the cable in the groove provided.

Connecting the handset to the fax machine



Remove the handset and the spiral cable from its wrapping.

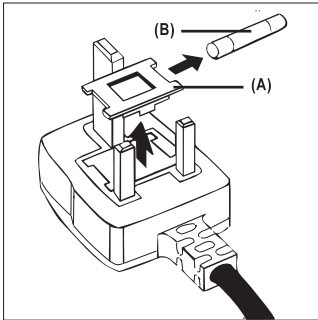
Insert the one end of the spiral cable into the socket identified with a handset symbol on the bottom of the machine.



This appliance must be earthed (information for UK only).

How to change a fuse:

This apparatus is supplied with an approved moulded 13A plug. To change a fuse in this type of plug proceed as follows:



1. Remove fuse cover and fuse.
2. Fit new fuse which should be a BS 1362 5A, A.S.T.A. or BSI approved type.
3. Refit the fuse cover.

If the fitted plug is not suitable for your socket outlets, it should be cut off and an appropriate 3-pin plug fitted in its place.

If the mains plug contains a fuse, this should have a value of 5A. If a plug without a fuse is used, the fuse at the distribution board should not be greater than 5A.



The severed plug must be destroyed to avoid a possible shock hazard should it be inserted into a 13A socket elsewhere.

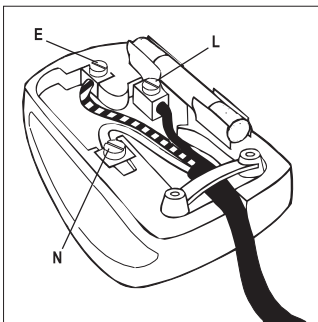
How to connect a plug:

The wires in the mains lead are coloured in accordance with the following code:

BLUE - "NEUTRAL" ("N")

BROWN - "LIVE" ("L")

GREEN & YELLOW - "EARTH" ("E")




1. The GREEN & YELLOW wire must be connected to the terminal in the plug which is marked with the letter "E" or by the Earth symbol or coloured GREEN AND YELLOW.
2. The BLUE wire must be connected to the terminal which is marked with the letter "N" or coloured BLACK.
3. The BROWN wire must be connected to the terminal which is marked with the letter "L" or coloured RED.

Before replacing plug cover, make certain that the cord grip is clamped over the sheath of the lead - not simply over the three wires.


Connecting to the power supply

Plug the mains cable into the wall socket. The machine will carry out an internal test.

Afterwards you need to **enter the current time and date** (see below).

 *If there is no thermal paper in the machine the error lamp flashes and the display will read:*

Insert a new paper roll (see 2.6)

 *If you do not enter the time and date, after 40 seconds or after you press STOP the display will read as follows:*



Use the dial pad to enter the correct time
(e.g. ① ② ③ ④ for 12:30).



Press the OK key.



Enter the correct year.



Press the OK key.



Enter the correct month.



Press the OK key.



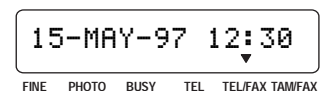
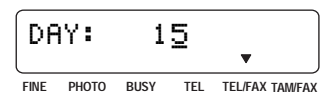
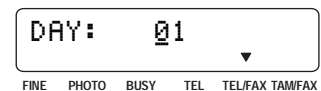
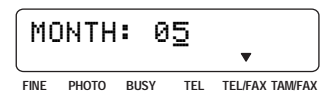
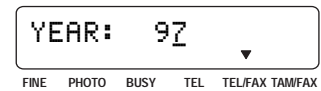
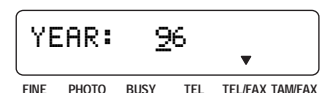
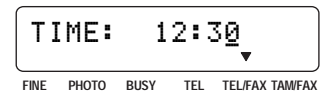
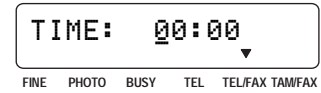
Enter the correct day.



Press the OK key.

 *You can correct your entries any time you want (see 2.7.6).*

 *If desired you can change the language on the display with function 15 (see page 20).*





In the event of a power failure, you can no longer operate the telephone or fax facility. If switched on again you have to re-enter the current time.



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.

Tone or pulse dialling

Your phone can dial in two different ways. Older telephone systems usually work with pulse dialling, whilst modern, digital systems use tone dialling. You can change the dialling mode of your fax machine. If you do not know which method your line uses, contact your telephone company.



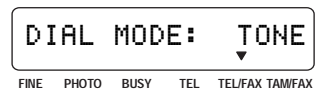
Only for UK: Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.



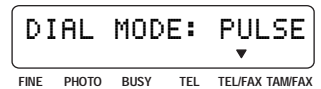
Select function 14 by pressing the function key and then choosing number 14.



Press the OK key.



Press the CURSOR LEFT or CURSOR RIGHT key.



Press the OK key.



Press the OK key again if you are operating your fax machine on a regular PTT line (for connection to a private branch exchange see 2.5).



Sometimes it is necessary to send tone dial signals to make use of certain services. If your telephone system works on pulse dialling, you can still send tone signals by pressing the (*) or (#) 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.

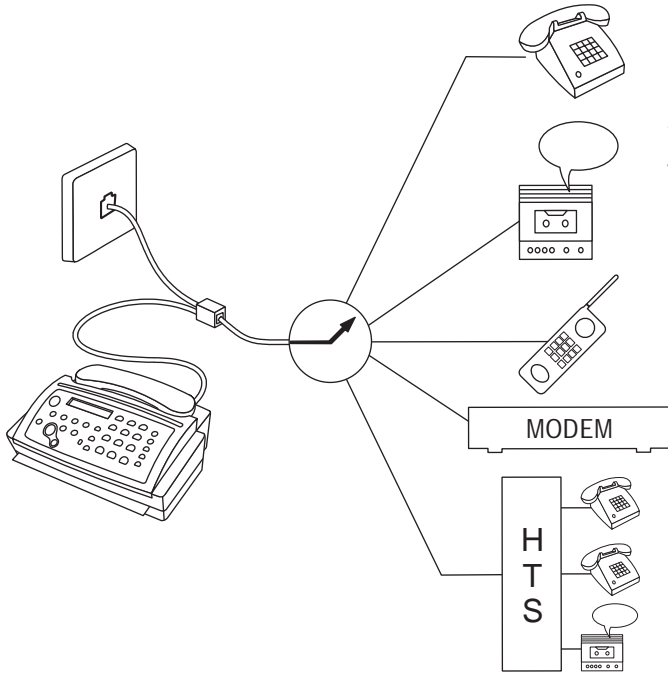
2.3 Connecting additional devices

In addition to your fax machine, you can also connect other devices, such as additional telephones, an answering machine or a modem to a single telephone line. **(for UK: So long as the Ringer Equivalenz Number (REN value) on the line doesn't exceed 4. The REN value on the fax is 1)**The factory setting of your fax machine allows the connection and instant use of other such devices.



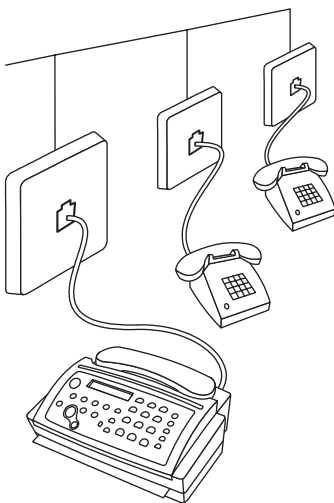
If you have connected an answering machine, make sure that the number of rings programmed on the answering machine is at least two rings less than the one on your fax.

To the same socket (not in all countries)



You can connect additional devices to the same telephone plug.

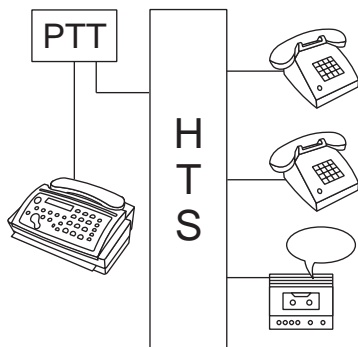
To separate sockets (not in all countries)



You can connect additional devices to separate sockets on the same line even if they are located in different rooms. Make sure that the fax machine is the first device connected to the line.

2.4 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) as the second.

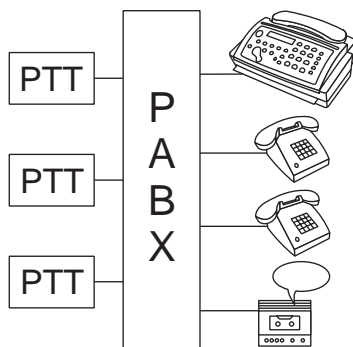
In order to operate your fax machine on a home telephone system, in function 33 the option EXTERNAL PHONE must be set to YES (see chapter 3.3.4).



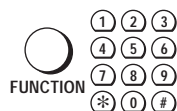
There are no regulations for home telephone systems. Therefore we cannot provide you with generally valid operating rules. Refer to the operating instructions provided by the manufacturer.

2.5 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 14.



Select function 14 by pressing the function key and then choosing number 14.



Press the OK key.



Press the OK key.



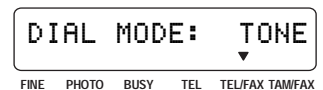
Press the CURSOR LEFT or CURSOR RIGHT key in order to switch to operation on a PABX extension.



Press the OK key.



FINE PHOTO BUSY TEL TEL/FAX TAM/FAX



FINE PHOTO BUSY TEL TEL/FAX TAM/FAX



FINE PHOTO BUSY TEL TEL/FAX TAM/FAX



FINE PHOTO BUSY TEL TEL/FAX TAM/FAX



FINE PHOTO BUSY TEL TEL/FAX TAM/FAX



Now enter the key that has to be pressed to obtain an outside line (outside line access code). This is either 0, the R key or another number.



Press OK.



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

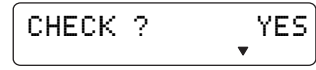
If the check is successful, the following message will appear briefly in the display:

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

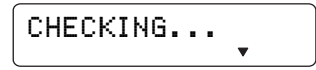
You will be asked to repeat the entry. Change either the dial mode or the key for obtaining an outside line.



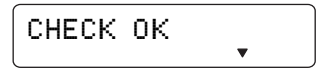
FINE PHOTO BUSY TEL TEL/FAX TAM/FA



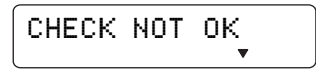
FINE PHOTO BUSY TEL TEL/FAX TAM/FA



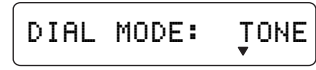
FINE PHOTO BUSY TEL TEL/FAX TAM/FA



FINE PHOTO BUSY TEL TEL/FAX TAM/FA



FINE PHOTO BUSY TEL TEL/FAX TAM/FA



FINE PHOTO BUSY TEL TEL/FAX TAM/FA

2.6 Loading or removing the thermal paper

Loading the thermal paper

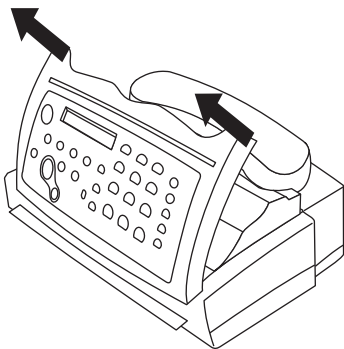
Before you can receive or copy documents you must first load thermal paper into your fax machine. For this, your fax machine needs to be connected to the power supply.

If the paper is finished or about to finish or if no paper roll is in your fax machine, the display will read:

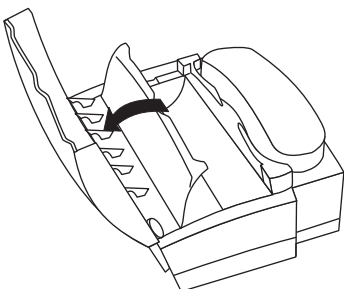
You should remove any remaining paper roll and insert a new one.



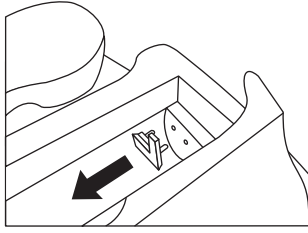
FINE PHOTO BUSY TEL TEL/FAX TAM/FA



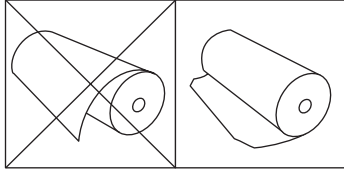
Open the operation panel by gripping the edges on either side.



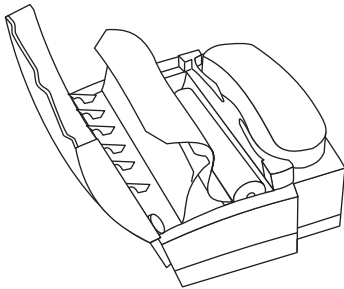
Then lift up the inner paper cover until it clicks into place.



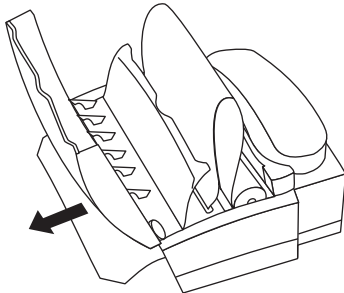
The paper compartment is set to a paper width of 210 mm. If you want to use paper rolls with a width of 216 mm, remove the paper adjustment part.



Unwrap the new paper roll. Cut the leading edge of the thermal paper, so that any sticker is totally removed. Cut it in a straight line and cut the edges as indicated on the picture, this will make feeding the paper easier. Hold it so that the paper unrolls in the direction away from you when you pull the paper upwards.



Place the paper roll in the compartment as illustrated. Pull out approximately 15 cm of paper.



Slide the leading edge of the paper into the paper feed slot until it protrudes from the front of the machine.



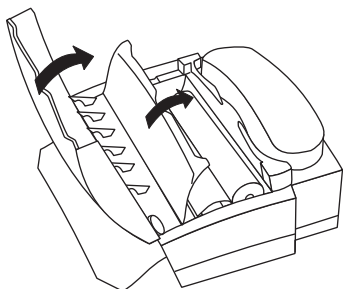
If your local copy or received faxes are blank, the document or the thermal paper are inserted the wrong way.

Help for feeding in the thermal paper:

If you have problems feeding in the paper (for example because there is not much fax paper left and it is curling):



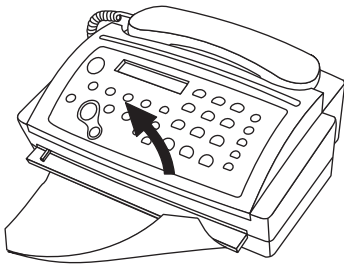
Press the start key. The rubber roller inside the machine starts turning. Now insert the paper as normally. The turning roller will help you feed the paper through the machine. The roller will turn for about 30 seconds and will then stop automatically.



Close the inner paper cover and the operation panel.



Press the STOP key. The thermal paper is now pressed against the transport roll inside the machine and is ready for being transported.



Tear off the paper protruding from the machine, by tearing it along the paper tear strip, starting at one side of the paper.



If you do not press STOP, the machine will automatically bring the thermal paper into the correct position to be fed through the machine when you copy, send or receive for the first time.



At the end of a fax reception wait at least 5 seconds before tearing off the fax received, just to be sure that the fax transmission has finished.



Press the START key to feed the paper through; it will be feed through as long as you keep the key pressed.

Removing fax paper during use

If you want to remove the thermal paper, for example because you want to insert a new roll or there is a paper jam, follow these steps:



Press STOP for 3 seconds. A confirmation signal will sound. Now the thermal paper roll is free and the paper can be easily removed. To load thermal paper, proceed as described above.



If you do not follow these steps you might damage your fax machine!



The black stripe at the end of the paper roll indicates to the fax machine that the paper is about to run out. As soon as the stripe is visible, the fax currently being received will be completed but no more faxes will be received.

2.7 Important settings



If you press a wrong key by mistake, press the STOP key once or twice. This will return you to the original position and you can repeat the procedure.



If you want to keep a note of the factory settings on your machine for later, we recommend printing out a function list before you change any of the settings.

2.7.1 Available functions

Printing a list of all functions

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



Press the FUNCTION key twice.



Press the OK key. A function list will be printed.



FUNCTION LIST

1 SET UP	2 COMMUNICATION	3 FAXSWITCH	4 OTHERS	5 ANSWERING DEV.
11 SET DATE/TIME 12 YOUR TEL. NR. 13 YOUR NAME 14 DIAL MODE 15 SET LANGUAGE 16 PAGE HEADER 17 USAGE CODE	21 SLOW (4800BPS) 22 POLLED RECEP. 23 FAX RECEP. 27 MERCURY	31 MODE 32 RING COUNT 33 EXT. PHONE	41 REMOTE OPER. 42 TRANS. REP. 43 DIALLING LIST 44 RINGER TYPES	51 RECORD. TIME 52 ACCESS CODE 53 BREAK T. CODE 54 MEMO MODE 55 FORWARDING

CURRENT SETTINGS 15-MAY-97 12:30

```

YOUR NAME:
YOUR TEL. NR.:
DIAL MODE:      TONE
PABX?:          NO
RING COUNT:    TEL/FAX      TAM/FAX      EXTERNAL PHONE
                4            3            3
EXTERNAL PHONE NO
ROM VERSION:   V1.0 BB UK
  
```

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

1 Set Up

11 Set date and time	Setting date and time	23
12 Your telephone number	Enter your telephone number	23
13 Your name	Enter your name	24
14 Dial mode	Setting the dial mode and for operation on an extension	15, 17
15 Set language	Select the language of the display text	22
16 Page Header	Header on/off	48
17 Usage Code	Blocks the fax machine from unauthorised use (not available in all countries)	58

2 Communication

21 Slow (4800 bps)	Setting for half-speed transmission	48
22 Polled reception	You can call up fax messages	47
23 Fax reception	Setting selective fax reception	46
27 Mercury	Enables you to make use of Mercury services (only available in UK)	61

3 Fax switch

31 Mode	Setting the mode	29, 34
32 Ring count	Setting the ring count	32
33 External telephone	Setting additional devices	33

4 Others

41 Remote operation	Remote diagnostics and service (not available in all countries)	61
42 Transmission report	Automatic print out of transmission protocols	49
43 Dialling list	Print out of stored numbers	44
44 Ringer types	Selection between four ringer types	60

5 Answering device

51 Recording time	Setting for recording duration of calls	50
52 Access code	Setting the code for the remote control of the answering machine and for message forwarding	55
53 Breakthrough code	Authorised callers can override the answering device	52
54 Memo mode	Outgoing message without recording a call; internal message	53
55 Forwarding	Messages forwarded to another telephone number	50

2.7.2 Language of display and reports

You can select the language in which messages will be displayed and reports printed out. There is a choice of three languages.



Press the FUNCTION key.



Select function 15.



Press the OK key.





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



Press the OK key to confirm.



2.7.3 Entering date and time



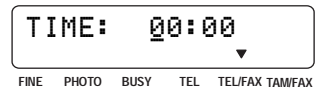
Press the FUNCTION key.



Enter function 11.



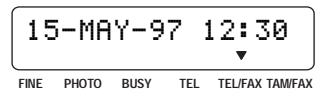
Press the OK key and make the entries (see chapter 2.2).



Press the OK key when finished.



Press STOP to return to the standby mode immediately.



2.7.4 Entering your number

Use the # key to enter the “+”, that is often used in international fax numbers in front of the country code, and the * key to enter a space. The maximum number of digits you can use for your number is 20.



Press the FUNCTION key.



Enter function 12.



Press the OK key.



Enter your telephone or fax number, for example:
#43*1*12345.



Press the OK key, and your number is now stored.



2.7.5 Entering your name

When you enter a 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.

①	②	③	④	⑤	⑥	⑦	⑧	⑨	
{Space}	1	A	D	G	J	M	P	T	W
.		B	E	H	K	N	Q	U	X
-		C	F	I	L	O	R	V	Y
0	2	a	3	4	5	6	7	8	Z
+		b	d	g	j	m	S	t	9
?		c	e	h	k	n	7	u	w
/		ç	f	i	l	o	p	v	x
:		À				ñ	q	Ü	y
*		Á				ö	r	ü	z
%		Æ					s		
!		Ç							
(ç							
)		ä							
[æ							
]		ç							
"									



With the ① key you can insert spaces.



Press the FUNCTION key.



Enter function 13.



Press the OK key.



Press the ② key, for example. The cursor will remain in the same position.



Press the ② key again. The key now enters the second letter marked on it.



Now press the ⑨ key. The cursor moves one place to the right. You can also do this using the CURSOR RIGHT key.

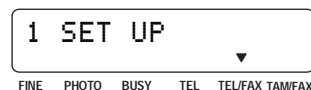




Now enter the second letter, e.g. with the 3 key.



Complete your entry by pressing the OK key. Your entry is now stored.



2.7.6 Correcting wrong entries

If you have entered a wrong letter or number, you can correct the mistake. This is possible during the entering procedure as well as later. If you want to make your corrections later, you have to select the functions for entering numbers or names once again.



Using the CURSOR RIGHT key, move the cursor to the right of the character you intend to correct. If the cursor has reached the end of the display, it will re-appear at its beginning.



Press the CURSOR LEFT key. The character left of the cursor is deleted.



Now enter the correct character (the 4 key, in this example). It will be inserted at the cursor position, and the character(s) to the right of the cursor will be moved one position to the right.



To confirm press the OK key.

2.7.7 Operating mode

Your fax machine is delivered in the operating mode TEL/FAX and with the setting External Phone: YES (function 33).

This means that fax messages will be received automatically. The internal answering device is not activated. You can use other telecommunication devices with your fax machine without doing any specific programming.

If you want to change the operation of your fax machine refer to chapter 3.3 Receiving faxes - different reception modes.



3 The basic functions

This chapter explains the elementary functions which are necessary to operate your fax machine.

3.1 Making a call



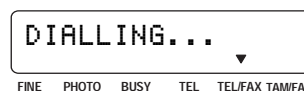
Dial the desired number.



If you have entered a wrong digit, delete it using the CURSOR LEFT key.



Lift the handset. The fax machine will dial.



If, after dialling, you hear the dial tone instead of a ringing tone, change the dial mode setting by selecting function 14 (see 2.2).

3.2 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:

Width: 148 mm
Length: 105 mm
Thickness: 0.05 mm
(60g paper)

Maximum size:

Width: 217 mm
Length: 600 mm
Thickness: 0.15 mm
(120g paper)

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



Documents shorter than specified risk getting stuck in the machine.



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



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.

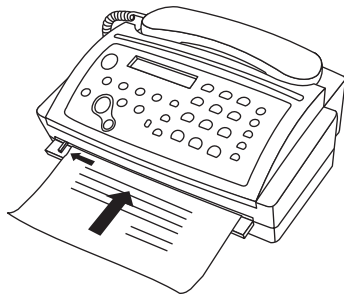


Pages joined with sticky tape or glue, with adhesive stickers such as Post-It notes, or pages which are too thin or too thick.



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

Feeding documents in



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.



Leave the upper part of your document free (approximately 4 mm). This part cannot be scanned in and therefore will not be sent.

Sending



Dial the number you require.



Insert the first page of your document face up into the paper feed slot.



You can select a higher resolution by pressing the RESOLUTION key. The corresponding pointer on the display will light up.



Press the START/COPY key.



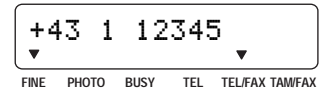
The machine is attempting a connection.





If the number you are calling is engaged or you cannot make a connection, your machine will automatically redial the number. If a connection is not made after the third attempt, the procedure will stop.

Transmission now begins. The recipient 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.

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



After a few seconds the display will read alternately:



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 have 5 seconds to 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.



A transmission report will be printed out at the end of each transmission (see 5.9) and the machine will return to stand-by.



If the transmission is not successful an error report will be printed out (see 5.9). During printing of the error report the error lamp flashes. Press STOP.



Do not insert a new document until the report is completely printed out. Otherwise the document will be misaligned for sending or copying.

3.3 Receiving faxes - different reception modes

You have no additional devices connected to your fax machine:

and you want to:	choose the mode:	see for details:
receive fax messages manually	TEL	3.3.2 manual reception
receive fax messages automatically	TEL/FAX	3.3.2 automatic reception without additional devices, answering device switched off
receive fax messages and telephone calls automatically	TAM/FAX	3.3.2 automatic reception without additional devices, answering device switched on

You have additional devices connected to your fax machine:

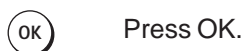
and you want to:	choose the mode:	see for details:
receive fax messages manually	TEL	3.3.2 manual reception
receive fax messages automatically	TEL/FAX or TAM/FAX	3.3.4 automatic reception with additional devices

All these options are explained in detail on the following pages.

3.3.1 Changing the mode



Select function 31.



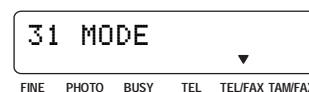
Press OK.



Select the desired mode with CURSOR LEFT or CURSOR RIGHT.



Press OK. The relevant pointer on the display will light up and the fax machine will be in the mode indicated.



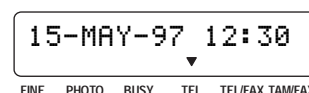
3.3.2 Manual reception



Change to TEL mode with function 31. The corresponding pointer on the display will light up.



Your fax machine will now operate just like a normal telephone.





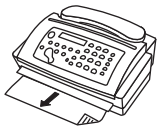
Lift the handset.



If you hear a whistling tone or silence when you answer the telephone, you are receiving a fax message. Just press the START button and replace the handset. The fax machine calling you will now send its identification, which will appear in the display on your machine.



If the machine calling you has no sender identification stored, the display will read:



The fax machine will now print out the message. The confirmation signal will sound at the end of the transmission.



After transmission tear off the paper protruding from the machine, by tearing it along the paper tear strip, starting at one side of the paper.

With additional telephones



If you answer the call on an additional telephone and recognize a fax signal, you can start the fax reception by pressing $\textcircled{*}$ and $\textcircled{5}$. This code, the so-called DTMF code, can be changed (function 33).



However this will work only if your additional telephone has tone dialling. On many pulse dialling telephones you can precede the code with a $\textcircled{}$ or a $\textcircled{\#}$ to transmit signals in tone dialling mode. Please see your telephone instructions for further information.*

3.3.3 Automatic reception without additional devices



If your fax machine is set to automatic reception, it will answer any call immediately. A caller then has to pay for the call, even though you decide not to answer it. To prevent this you can change to TEL-mode.

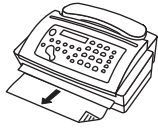
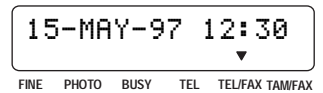


If the person sending you a fax has an older type of fax machine which does not transmit the usual recognition signals, your fax machine will ring when there is an incoming fax message. If you lift the handset and you recognise the fax signal or if there is silence, press START.

Answering device off



Change to TEL/FAX mode with function 31. The corresponding indicator on the display will light up.



Your fax machine detects incoming faxes and receives them automatically. If a fax message is sent, you will not hear the telephone ringing.



If the incoming call is a telephone call, you will hear the telephone ring. If you lift the handset, you can talk as usual. If you do not lift the handset, after a number of rings which you can select yourself, the caller will be connected to the fax machine, and has the opportunity to send you a fax message.

Answering device on



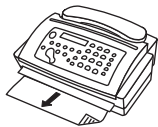
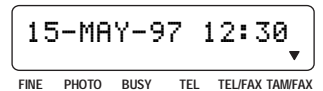
When you switch to TAM/FAX mode for the first time, the machine will prompt you to record an outgoing message (see chapter 3.4.2).



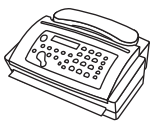
If the memory is full and there is no space for further messages, the machine will switch automatically to TEL/FAX mode. If the paper has run out, the machine will switch to TEL mode.



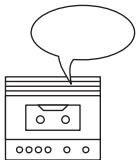
Change to TAM/FAX mode with function 31. This connects your built-in answering machine. The corresponding indicator on the display will light up.



Your fax machine detects incoming faxes and receives them automatically. If a fax message is received, you will not hear the telephone ringing.




If the incoming call is a telephone call, you will hear the telephone ring. If you lift the handset, you can talk as usual.




If you do not lift the handset, after a number of rings which you can select yourself, the answering device will be activated. The caller will hear your outgoing message and can leave a message after the tone.

If the caller does not want to leave a voice message he can also send you a fax. Your fax machine will detect the fax signals and will start receiving. The caller will be connected to the fax machine, and has the opportunity to send you a fax message.

Setting the number of rings, after which the machine switches to fax reception or activates the answering machine.

 By setting function 33 External phone to Yes and configuring it according to your wishes, the settings for the TEL/FAX mode previously entered are overruled. Fax reception without ringing is then not possible.

 If your fax machine has difficulty recognising old fax machines not using the usual recognition signals, reduce the number of rings.



Press the FUNCTION key.



Enter function 32.



Press the OK key.



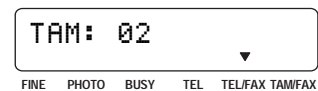
With the CURSOR LEFT and CURSOR RIGHT key, you can now choose the number of rings on your fax machine before it switches to fax reception in TEL/FAX mode.



Press the OK key.



With the CURSOR LEFT and CURSOR RIGHT key, you can now select the number of rings on your fax machine before the built-in answering machine is activated in TAM/FAX mode.



Press the OK key.



3.3.4 Automatic reception with additional devices

You can use additional devices with your fax machine in all reception modes.

indication on the display	reception mode	description
TEL	manual reception	Additional telephones ring on each call.
TEL/FAX	automatic reception - answering device off	Additional telephones as well as your fax machine ring on each call for the number of rings you have set. Your fax machine then switches to fax reception and additional telephones are disconnected.
TAM/FAX	automatic reception - answering device on	Additional telephones as well as your fax machine ring on each call for the number of rings you have set. The built-in answering machine then cuts in. If the call is a fax message, the machine switches to fax reception. Additional telephones are disconnected.



If you answer the call on an additional telephone in time and recognise that it is a fax call, you can start the fax machine by pressing ***** and **5**. You can alter this code if necessary.



However this will only work if your additional telephone has tone dialling. On many pulse dialling telephones you can precede the code with a ***** or a **#** to transmit signals in tone dialling mode. Please see your telephone instructions for further information.

In order to run additional telephones and other devices you need to enter function 33 External Phone. In doing so the features of the operating modes of the fax switch are changed to give you the possibility to fully benefit from your additional devices.

Setting additional devices



Press the FUNCTION key.



Enter function number 33.



Press the OK key.



If using additional telephones, you must select YES with CURSOR LEFT or CURSOR RIGHT.



Press the OK key.

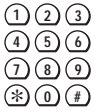




Use the CURSOR LEFT and CURSOR RIGHT keys to select the number of rings on the additional telephone and on the fax machine before the fax machine switches to fax reception. **The number of rings programmed in function 32 for the TEL/FAX mode will be overridden.**



Press the OK key.



This code (the DTMF code) is used to start your fax machine from an additional telephone. You can also change the predefined code.



Press the OK key.



3.4 The answering device

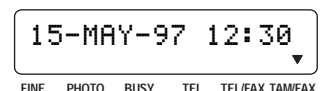
Your fax machine is equipped with a digital telephone answering machine. All recorded messages are stored in a solid-state electronic memory, which has a recording capacity of about 10 minutes. There is neither a magnetic tape nor a cassette.

In order to switch the answering machine on, change to the TAM/FAX mode. Before using your answering machine, an outgoing message must be recorded. A closing message can also be recorded. The number of rings after which the machine starts to record can be set. In addition to the recording of messages the answering machine offers you various comfort functions.

3.4.1 Switching on your answering machine



Change to TAM/FAX mode with function 31. The corresponding indicator on the display will light up.



If you have not yet recorded your outgoing message (OGM), a warning signal will sound and the following message will appear in the display:



Record your message as described in chapter 3.4.2.

After the programmed number of rings the answering machine will answer the call automatically (see chapter 3.3.3). The caller will then hear the first outgoing message followed by a short beep. The machine will then switch to record and the caller can leave a message. At the end of the message time the caller will hear the closing message. The machine then switches itself off. You can adjust the message duration with function 51.



When an incoming message has been recorded the PLAY/PAUSE key will start to flash. You can see on the display how many messages have been received.



If the incoming call is a fax call, the built-in answering device answers first, but then your machine will recognise the fax signal and the fax message will be received.

3.4.2 Recording your outgoing message

You must record an outgoing message before you can use your answering machine. The caller will hear this message when your machine answers the call. You can ask the caller to leave a message, in which case the message you record will be something like:

"Hello, this is Berger and Company. We are sorry there is nobody available to take your call at present, but if you leave your name and telephone number, we will get back to you as soon as possible. Please speak after the tone. If you want to send a fax, press START."

When the programmed recording time has lapsed the caller will hear a closing message, e.g.:

"Thank you for calling. Goodbye."

The answering machine then switches itself off. Read the following procedure through completely and then record your outgoing messages. It is advisable to write your messages down first.

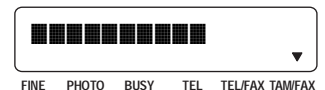


Press the RECORD key.



Lift the handset.

Wait until you hear the confirmation tone. Now start to record your message. Speak as in a normal conversation. A black bar will move across the display to indicate how much memory is available for the outgoing message. When it has moved right across the display, the machine will switch itself off, in which case you can omit the next step.



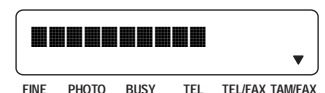
Press the STOP key as soon as you have finished recording your message.



If you want to record only the first outgoing message, press the (#) key (SKIP FORWARD) after you have recorded it.



Press the RECORD key again. Wait until you hear the confirmation tone. Now start recording your closing message. The black bar will again indicate how much memory is available.



Stop recording by pressing the STOP key. You do not need to do this if the machine has switched itself off automatically.



After a short time the two outgoing messages will be played back automatically. You can adjust the volume with the keys CURSOR LEFT and CURSOR RIGHT (see chapter 7.4). The duration of each message is shown on the display, e.g.:





RECORD



PLAY/PAUSE

If you want to play back previously recorded outgoing messages, press the RECORD key only once and then the PLAY/PAUSE key. If you wish to record the outgoing messages again, repeat the entire procedure.



Speak slowly and clearly and avoid long gaps in the message.



If you want to record only the first outgoing message again, press the (#) key (SKIP FORWARD) after you have recorded it.



If you want to record only the closing message again, press the RECORD key and then the (#) key (SKIP FORWARD). You can then record the closing message by pressing the RECORD key. To end the recording press the STOP key.

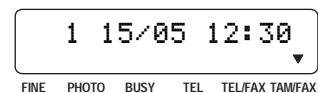
3.4.3 Listening to messages

Let us say your fax machine has received four messages.



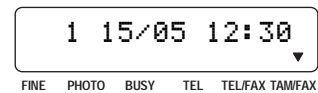
PLAY/PAUSE

Press the PLAY/PAUSE key. The first new message will be played back. The date and time the message was received will be displayed at the display.

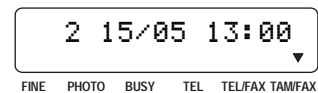


PLAY/PAUSE

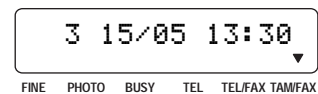
If you want to interrupt this message press the PLAY/PAUSE key. When you want to continue with the messages, press the PLAY/PAUSE key again.



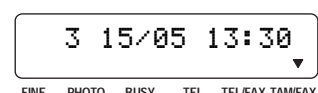
After the first message has been played, the machine will automatically begin to play back the second message.



Press the (#) key (SKIP FORWARD) if you do not want to listen to the whole of the message. The next message will be played.



Press the (*) key (SKIP BACK) if you want to hear the message again. The message will be repeated immediately.

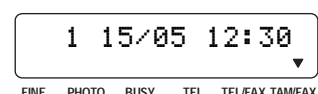


When all the messages have been played, the machine will revert to its original state. The display will read:



PLAY/PAUSE

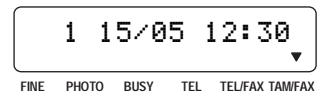
If you press the PLAY/PAUSE key again, before any new messages are recorded, the machine will play back all the old messages. Moving forwards or backwards is done in exactly the same way as for new messages.



3.4.4 Deleting messages



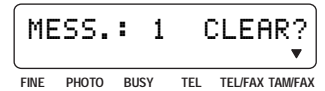
Press the PLAY/PAUSE key. You will hear the first message.



You can delete single messages while you are listening to them.



If you want to delete the message which is currently being played, press the CLEAR key. You will be asked on the display if you really want to delete this message.



Press CLEAR again to confirm. A confirmation tone will sound and the display will indicate that the message has been deleted.



You can delete all messages at once provided that you have already listened to them.



Press the CLEAR key.



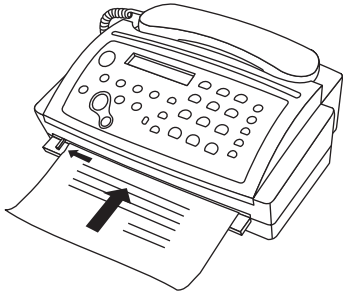
Press the CLEAR key again, and all messages will be deleted.



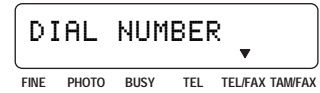
If you press the STOP key within a period of 3 seconds with the display still at DELETED, you can interrupt the delete process. This only applies to DELETE ALL MESSAGES.

3.5 Copying

You can use your fax machine to make thermal paper copies of an original. When copying your fax machine switches automatically to resolution FINE.



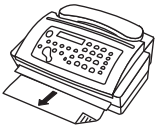
Hold the first page of your document face up.
Insert it into the paper feed slot as far as it will go.



Pressing the RESOLUTION key before copying, you can choose between FINE and PHOTO resolution.



Press the START/COPY key.



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



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.



If your local copy or received faxes are blank, the document or the thermal paper are inserted the wrong way.

//

FUNCTIONS



4 The telephone

This chapter describes all functions of the feature telephone which are integrated into your fax machine. These are the different rapid dialling methods, on-hook dialling or listening in.

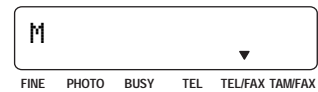
4.1 Redial

You can redial the last number you dialled simply by pressing one key.

Redialling in UK (only if the Mercury function is activated):



Press the REDIAL key. The mercury function is indicated on the display.

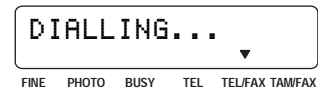


Press the REDIAL key again.



Lift the handset.

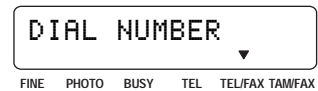
Your machine will automatically dial the last number entered.



Redialling in all other countries (and UK BT subscribers):



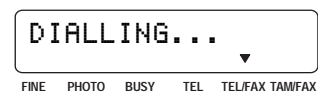
Lift the handset.



Press the REDIAL key.



Your machine will automatically dial the last number entered.



You can only redial a number which has already been dialled. Numbers you enter with the handset down and delete before having dialled them as well as numbers you enter after pressing the R key for forwarding to an extension cannot be redialled using the REDIAL key.

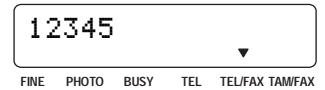
4.2 Speed dial

There are three speed dialling keys available which you can use to store numbers you dial frequently. You can recall them by pressing one key.

4.2.1 Storing a speed dial number and name




Enter a telephone number.




 STORE / ⇨ Press the STORE key.



 Press one of the SPEED DIAL keys.




 STORE / ⇨ Press the STORE key.



Enter a name (see also chapter 2.7.6). Press the STORE key if you do not want to enter a name.



 STORE / ⇨ Press the STORE key. A brief confirmation will appear in the display.




You can also store a number whilst speaking on the telephone. Press the STORE key and proceed as described. This option can be used if, for example, you have dialled a number and the number does not answer or is engaged. You can now save the number you have dialled on a SPEED DIAL key, so that you can try at the touch of a key, leaving you free to make other calls in the meantime. A warning signal will sound if the SPEED DIAL key is already occupied. You can either press STOP and choose a different key or press the CLEAR key and record over the number.


You can also press the STORE key first, select between SPEED and NAME dialling and then enter the number.

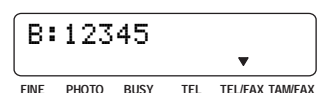
4.2.2 Using the speed dial keys

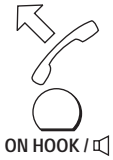
You can use the speed dial keys for telephone calls and for sending faxes.

 Press the SPEED DIAL key you require. The name of the party you wish to call appears in the display, or the number, if you have not stored the name.



 If you want to select a different speed dial number, press a different SPEED DIAL key. The name or number will appear in the display.





Lift the handset or press the ON HOOK key. Your fax will start to dial and the number is displayed.



You can also press the SPEED DIAL key after you lift the handset or press the ON HOOK key. If you select a number using SPEED DIAL and pick up the handset afterwards, you can also add an extension number.

4.3 Name dial

You can use name dialling 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 name dial function on your fax machine has spaces for up to about 40 numbers with their corresponding names. The exact figure depends on the length of each entry.

4.3.1 Storing names and numbers



STORE / ⇨ Press the STORE key.



NAME Press the NAME key.



Enter the telephone number by using the dial pad.



STORE / ⇨ Press the STORE key.



Enter the corresponding name.



STORE / ⇨ Press the STORE key. A confirmation will appear briefly in the display.



You can also enter a telephone number first and then press the STORE and NAME keys. Proceed as described above.


When the memory is full, a warning signal will sound and the display will indicate MEMORY FULL. You will have to delete an entry before you can store a new one.

If you wish to save a number during a telephone call, press the STORE key and proceed as described.


4.3.2 Using name dialling

 NAME Press the NAME key.




 Press the key with the letter with which the required name begins. For B press the key 2 twice. The first entry beginning with B will be displayed.




 Using the CURSOR LEFT or CURSOR RIGHT keys, you can search through the name list. For instance, if you press the CURSOR RIGHT key you will see the next entry in alphabetical order.




 When you see the name you require in the display, lift the handset or press the ON HOOK key. The fax machine will start to dial and the telephone number is displayed.




 If you select a number using NAME dialling you can also add an extension number.

4.3.3 Deleting stored entries


If you no longer need a number you have stored, you can delete it from the memory.

 NAME Press the NAME key.




 Press the key marked with the letter with which the name you want to delete begins. For B press the key 2 twice. The first entry beginning with B will be displayed.




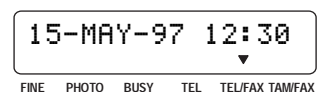
 Using the CURSOR LEFT or CURSOR RIGHT keys, you can search through the name list for the name you require. For instance, if you press the CURSOR RIGHT key you will see the next entry in alphabetical order.



 CLEAR Press the CLEAR key when the name of the entry you want to delete appears in the display.



 CLEAR To confirm press the CLEAR key again.



4.4 Speed and name dial list

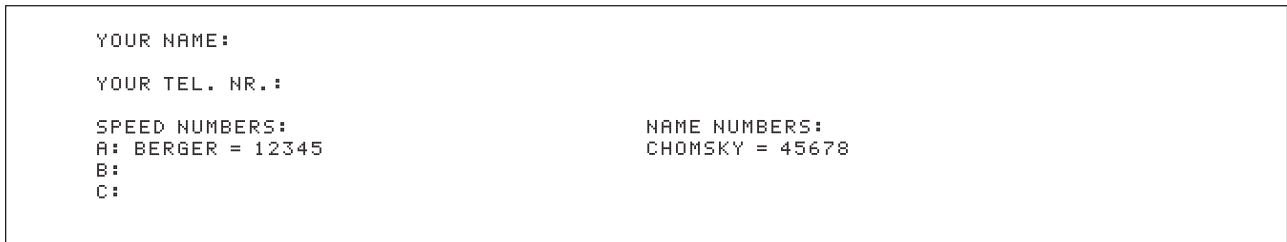
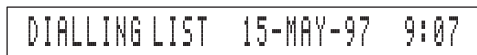
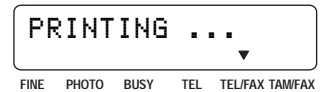
This function provides you with a list of the speed dial and name dial numbers you have stored.



Select function 43.



Press the OK key; the list will be printed out.

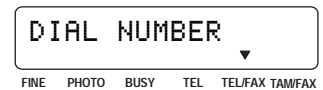


4.5 On-hook dialling

The ON HOOK 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. The other party will only be able to hear you once you lift the handset and speak.



Press the ON HOOK key.



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



As soon as the other party answers, lift the handset and speak.





5 The fax

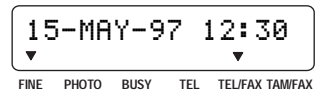
This chapter explains all fax functions provided.

5.1 Improved 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 in 16 grey scales.



If you want to increase the resolution, press the RESOLUTION key as often as needed 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.



Transmissions of documents will take longer in FINE or PHOTO resolution.



You can make copies in FINE or PHOTO mode only.

5.2 Sending a fax during a telephone call

You can send a fax at any time during a telephone call, if the other party also has a fax machine connected to his telephone line. During fax transmission the telephone call is interrupted.



Lift the handset.



Enter the number you wish to dial.



Now make your telephone call. Tell the other party that you wish to send a fax.



Insert the document and ask him to start fax reception on his fax machine.



Press the START key. The fax will now be sent.



After transmission the display will indicate the telephone number and you can continue your conversation.

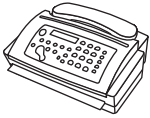


You can also insert the document first and then make the connection.

5.3 Speaking after fax transmission



Whilst sending a fax, lift the handset. The other party will hear a ringing signal at the end of the fax transmission and will then know that you wish to speak to him.



After a fax transmission the other party may wish to speak to you. In this case you will hear a ringing signal after the transmission.

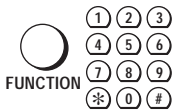


You can lift the handset and speak.



5.4 Selective fax reception

Selective reception means that only certain persons are authorized to send you a fax. These are persons whose telephone or fax numbers you have stored as speed dial or name dial numbers and to which you have sent a fax at least once. Using this prevents thermal paper wastage by junk faxes.



Select function 23.



Press the OK key.



Using the CURSOR LEFT and CURSOR RIGHT keys you can choose between normal and selective fax reception.



Press the OK key.



If you have chosen selective fax reception and you receive a fax call from an unauthorised party, a report is printed with the sender identification of the calling fax machine (see example below). You can then call back if necessary.

UNAUTHORISED CALL 15-MAY-97 9:09

FROM <OWNER>:

43 1 60101 12345

5.5 Polling

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



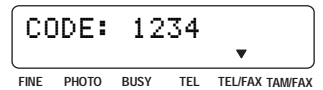
Select function 22.



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



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.



Press the OK key.



Enter the telephone number.



Press the START key.



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

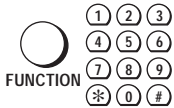
5.6 Faxing to sub-addresses

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. This can be up to 20 digits long and can contain spaces and „+“, which are entered by pressing (*) or (#).

5.7 Page header

The header contains your number and your name and is transmitted at the top edge of every page along with the date, time and page number. If you switch off the header, only the date, time and page number are transmitted. If the time is not set properly, e.g. after a power failure, only the page number is transmitted.

You can also choose whether a header appears inside or outside a document. Inside means that the header will overwrite the top 5 mm of your document. Most documents are empty at the top edge, so no information will be lost. However, if you want to send documents which do contain information along the top edge, select the outside position. The recipient will then receive a fax which is slightly longer than your message to compensate for the header.



Select function 16.



Press the OK key.



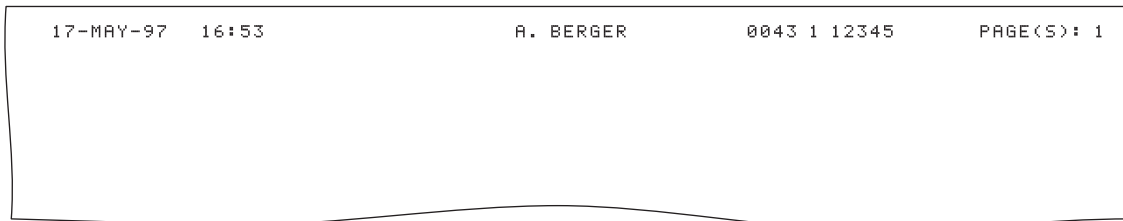
Select using CURSOR LEFT and CURSOR RIGHT key. Then press the OK key.



Select using CURSOR LEFT and CURSOR RIGHT. Confirm with OK.



Example for a page header:

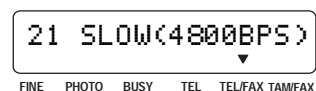


5.8 Half-speed transmission

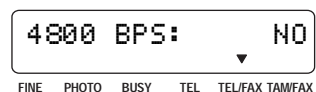
Your fax machine automatically adjusts its transmission speed to the quality of the telephone line. If the line quality is poor, the automatic adjustment will take more time. In case that the poor line quality is already known it is useful to set the machine at a slower speed from the very beginning. This will save time and money.



Select function 21.



Press the OK key.

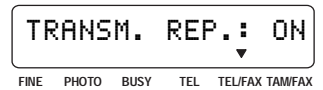
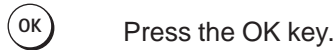


Make the desired adjustments with the CURSOR LEFT or CURSOR RIGHT key, then press the OK key.



5.9 Transmission 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.



Examples for transmission report and error report:

TRANSMISSION REPORT 15-MAY-97 9:07

```

FROM (OWNER):          43 1 60101 12345
TO:                    43 1 60101 54321
PAGE (S):              2
DURATION:              0,26"
RESOLUTION:            STANDARD
RESULT:                OK
    
```

ERROR REPORT 15-MAY-97 9:09

```

FROM (OWNER):          43 1 60101 12345
TO:                    43 1 60101 54321
PAGE (S):              2
DURATION:              0,21"
RESOLUTION:            STANDARD
ERROR ON PAGE (S)     1
    
```



6 The answering device

The built-in answering device offers you several additional features such as recording of memos and telephone conversations, forwarding messages, VIP access when the answering machine is activated and remote access.

6.1 Adjusting the recording time

You can adjust the stretch of time available for a caller's message. This function helps to save memory space.



Select function 51.



Press the OK key.



Press CURSOR LEFT and CURSOR RIGHT to choose between 30, 60, 120 seconds or the AUTO mode (unlimited recording time; not available in all countries). Now press the OK key.

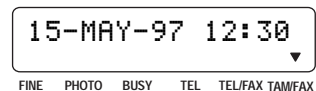


6.2 Automatic forwarding of messages

Your fax machine can automatically forward all incoming messages to another telephone number. Switch the forwarding function on and enter the telephone number to which you wish recorded calls to be forwarded. You can select the number of messages to be forwarded at the same time. Your fax machine will wait until the selected number of messages has been received and then calls the desired number automatically. A text announcing the call forwarding is transmitted when the connection is made. The party to which the calls are being forwarded needs to enter the **access code (see function 52)**. If the correct access code is not entered within 40 seconds or an incorrect code is entered 3 times, your fax machine will disconnect the call. An example of an announcement might be: "Hello, there are messages for Mrs Berger; please enter the access code."



Switch to TAM/FAX mode with function 31. The corresponding indicator on the display will light up.



Select function 55.



Press the OK key.

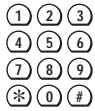
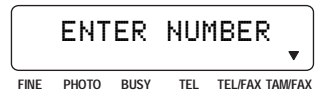


Press the CURSOR LEFT or CURSOR RIGHT key.





Press the OK key. You are prompted to enter the telephone number of the person to whom you want to route your message.



Enter the telephone number.



Press the OK key.



Enter the number of messages you want to be forwarded at one time. With the CURSOR LEFT or CURSOR RIGHT key you can choose the number.



To record a new announcement, press the OK key. *

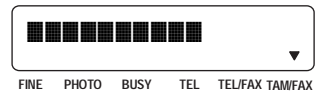


RECORD

Press the RECORD key.



Lift the handset. Wait briefly until the confirmation tone sounds. Start speaking into the microphone of the handset as in a normal conversation. A black bar will indicate how much memory is available.



Press the STOP key when you have finished. The announcement will be played back.



The fax machine is now switched to stand-by.



***If an announcement has already been recorded:**



Press the OK key.



If you have already recorded an announcement and wish to use this again, press CURSOR LEFT or CURSOR RIGHT and then the OK key. If you want to keep the old announcement, press only the OK key.



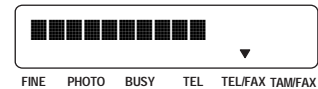
6.3 Recording a telephone conversation

(not in all countries)

You can record a telephone conversation with your fax machine.



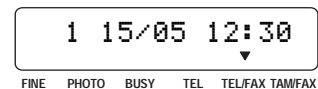
Press the RECORD key during the telephone conversation. The display will read:



Replace the handset or press the STOP key to stop recording.



The PLAY/PAUSE key flashes. Press the PLAY/PAUSE key to listen to the recorded conversation. The conversation can be deleted like a recorded message.



All the free space of the memory is available for this function. Existing messages will not be deleted. When the memory is full, a warning signal sounds and the ERROR lamp starts flashing.

6.4 Breakthrough

(Ringing despite switched on answering machine)

A caller can use a four-digit code to make the telephone ring after the answering machine has taken the call. This enables a person to whom you have given the code to reach you whilst all other calls are intercepted by the answering machine.

If you have activated the function you will hear no rings and any incoming call will be answered automatically. Only callers who, after dialling your number, dial the breakthrough code, can let your fax machine ring.

If you have not activated the function, you can nevertheless program a break through code. In this case your fax machine will always ring the number of rings you have programmed with function 31. If you hear more rings, it can only be a caller who knows your breakthrough code.



Select function 53.



Press the OK key.



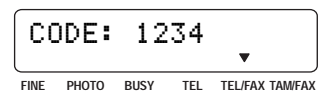
With CURSOR LEFT or CURSOR RIGHT you can activate the function.



Press the OK key. The display will show the last code you entered. Your fax machine has been supplied with the code 9999 preset.



Enter a new code.





Press the OK key.



Make sure the breakthrough code (function 53) is not the same as the access code (function 52) for your answering machine. If you try to enter the same code, the message CODE NOT OK appears in the display. You must then select another code.

6.5 Recording Memo's

The Memo function offers two applications:

External Memo

With this function, you can record a message which the caller can hear without being able to leave a message in return.

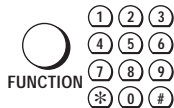
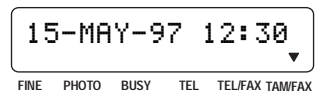
Internal Memo

You can record a personal message with this function. Your fax machine thus becomes a "note-pad" for you and the people around you. Messages can only be heard on the fax machine itself or by remote control from a telephone.

6.5.1 External Memo / message for the caller



Switch to TAM/FAX mode with function 31. The corresponding indicator on the display will light up.



Select function 54.



Press the OK key.



Press the CURSOR LEFT or CURSOR RIGHT key to switch to the external Memo mode.



Now press the OK key.*



RECORD

Press the RECORD key.



Lift up the handset. Wait briefly until the confirmation tone sounds. Start speaking into the microphone of the handset as in a normal conversation. A black bar will indicate how much memory is available.





Press the STOP key or replace the handset when you have finished. The message will be played back.



After playback the following messages will be displayed:



***If you have already recorded a Memo:**



If you have already recorded a Memo and want to use it again, press the OK key.



To record a new Memo, first make your selection with the CURSOR LEFT and CURSOR RIGHT keys then press the OK key. Continue as described above.



6.5.2 Internal Memo / "Note pad"



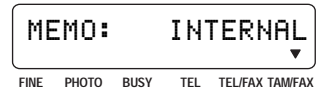
Select function 54.



Press the OK key.



Using the CURSOR LEFT and CURSOR RIGHT keys, select the internal Memo function.



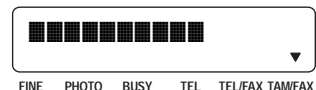
Then press the OK key.



Press the RECORD key.



Lift up the handset. Wait briefly until the confirmation tone sounds. Start speaking into the microphone of the handset as in a normal conversation. A black bar will indicate how much memory is available.



Press the STOP key or replace the handset when you have finished. The message will be played back.



After playback the following message will be displayed:



Internal Memos can be played back and deleted just like normal messages.



6.6 Remote access

You can also control the answering machine functions on your fax machine from any telephone. If the telephone you wish to use has tone dialling, you can use it directly. If you use a phone which only has pulse dialling, you need a dialling box. Consult your dealer in this case.

6.6.1 Preparing your fax machine for remote access

Before you can use the remote control or remote access facilities you have to enter an access code.

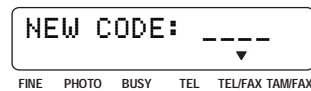
This code serves at the same time as access code for function 55 Forwarding.



Select function 52.



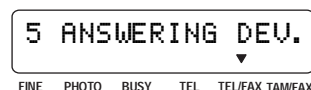
Press the OK key. You will be asked to enter your code.



Enter the four-digit code.



Press the OK key. The code is now stored.



To change the code



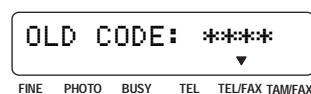
Select function 52.



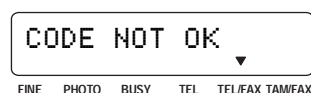
Press the OK key. You will be asked to enter your old code.

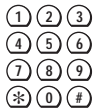


Enter the four digits of your old code.

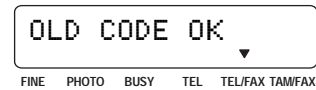


Press the OK key. If the number you have entered is not the same as the stored code, a warning signal will sound.





Enter the correct code.



After about 2 seconds the display will read:



Press the STOP key if you wish to keep the old code.



...OR



Enter a new 4-digit code.



Press the OK key. The new code is now stored.



Make a note of your code by incorporating it in a longer number, for example, so that it cannot be recognised by other people. If you forget your code, please contact After-Sales Service.



Ensure that the access code (function 52) is not the same as the breakthrough code (function 53) for your answering machine. If you still try to enter the same code, the message CODE NOT OK appears in the display. You must then select another code.

6.6.2 Remote access of the answering machine

You may wish to play back messages when you are away from home.

Call your fax machine and wait until you hear the outgoing message.

Enter your four-digit access code. The outgoing message is interrupted. You will hear a brief confirmation tone after every digit.

When you have entered the fourth digit, you will either hear two confirmation tones which means that the code is accepted or four short whistle tones which indicate that one or more of the four digits was wrong.

You have three attempts at entering the right code number, after which you will be disconnected.

Once you have entered all four digits correctly you will be able to listen to all new messages. If no new messages have been recorded you must wait for a second confirmation tone before entering further commands.

You can now enter more commands or you can replace the receiver to end remote access.

On the following page you find a table showing all functions which can be carried out remotely.



If the outgoing message does not stop playing after you have pressed the first key of the code, press the first key again. Enter the rest of the code only after the outgoing message has stopped playing.

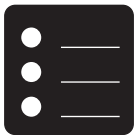


After you have switched off the answering machine by setting the option SWITCH TAM OFF (key 9), you can still check your answering machine for messages.



Having selected both TEL/FAX mode and function 33 External phone Yes, the remote control is not possible.

Function	Key	Description
STOP	0	The current command is interrupted.
PAUSE/PLAY	1	Playback is interrupted. If you re-enter this number, the message will be played back again from the very beginning.
SKIP FORWARD	2	Move to next message.
REPLAY INCOMING MESSAGE	3	Last message is repeated.
DELETE INCOMING MESSAGE	4	The message you have heard is deleted if you press this key again after hearing the confirmation tone twice.
DELETE ALL MESSAGES	5	All messages are deleted. Your fax machine will transmit 2 confirmation tones after receiving this command. You have to enter the command again within 10 seconds in order to delete all messages.
REPEAT ALL MESSAGES	6	Messages are played back again.
RECORD OUTGOING MESSAGE	8	After pressing button 8 your fax machine will transmit the old outgoing message and at the end three confirmation tones. Now record your new outgoing message. When you have finished, press 0. You will hear a confirmation tone. Your fax machine will transmit the old closing message and then three confirmation tones. Record your new closing message. When you have finished, press 0. You will hear a confirmation tone. Both texts will now be played back.
SWITCH ON/OFF TAM	9	The answering machine can be switched on and off. This means that you can change from TEL/FAX to TAM/FAX mode and vice versa. Switching the answering machine on, you will hear the outgoing message for confirmation. If the answering machine does not switch on, you will hear two confirmation tones. If you want to switch off, the command must be confirmed by pressing the key 9 once again. You will hear two confirmation tones.



7 Additional possibilities

This chapter explains additional possibilities and functions of your fax machine which you might want to use.

7.1 Call restriction -babysitter setting

(not available in all countries)

If you wish only authorised people to be able to use your fax machine, enter a usage code. Only those people who know the usage code can use the machine to telephone or transmit faxes. If the function is switched on and you enter the code, the fax machine will be unblocked for 5 minutes.



Select function 17.



Press the OK key.



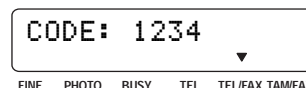
Press the CURSOR LEFT or CURSOR RIGHT key.



Press the OK key.



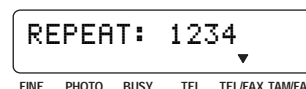
Enter the code. This must be a four digit number.



Press the OK key.



Enter the code again to verify.



Press the OK key.



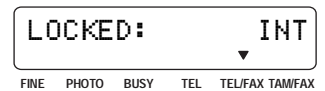
You can select from the following 3 settings using the CURSOR LEFT or CURSOR RIGHT key:

International calls blocked: INT setting

This setting will block the fax machine for calls outside the country. National calls may still be made.



Close with the OK key.

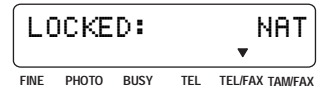


National calls blocked: NAT setting

This setting will only permit local calls to be made.



Close with the OK key.

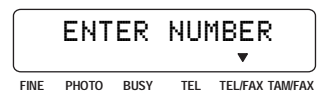


All calls blocked: TOTAL setting, "babysitter setting" (not available in UK)

If TOTAL is selected, no calls can be dialled from your fax machine except for one number which you can programme in.



Confirm your selection by pressing OK. You will then be asked to enter a telephone number of your choice (the so-called baby-sitter number).



Enter the telephone number of your choice and confirm with the OK key. The following message will then be displayed:



Programming is now completed and you are in babysitter mode.



The fax machine is blocked for all telephone numbers until you enter the usage code and press the OK key.

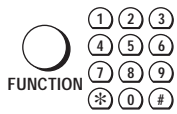


If the handset is nevertheless lifted and any dial key pressed, the fax machine will automatically call the number you have entered (babysitter setting).

To switch off the call restriction number, choose again function 17 and select USAGE CODE: OFF.

7.2 Type of ring signal

You can choose between four different ring signals.



Select function 44.



Press the OK key.

Select using the keys ① to ④. You will hear the signal you have selected.



Press the OK key.

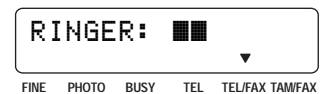


7.3 Volume of the ring signal

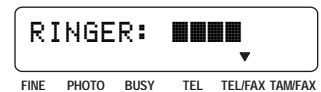
You can adjust the volume of the ring signal, if the machine is in standby mode or if it is just ringing.



Press the CURSOR LEFT or CURSOR RIGHT key. The display shows the current setting for about 3 seconds.



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



7.4 Volume of the loudspeaker

The volume can be adjusted during use for immediate control.



Press the ON HOOK key.



Press the CURSOR LEFT and CURSOR RIGHT keys. The display shows the current setting.



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






7.5 Remote diagnostics

(not available in all countries)


The remote diagnostics function is normally switched off. When it is switched on, our service department can access some of your fax machine's technical data over the telephone line, and can make changes to these if necessary. This is useful in the event of a breakdown and can bring rapid assistance. You will first have to switch the remote diagnostics on. After 24 hours remote diagnostics is automatically blocked again.



 Press the OK key.

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



 *The remote diagnostics is a very good tool to make changes in the programming of your fax machine. It is however not suitable for making any repairs concerning electrical or mechanical defects.*


7.6 Mercury


The two services of Mercury Communications Limited (MCL), the residential 132 and the Pin code service, can be accessed via most existing British Telecom (BT) lines. In case of any doubt ask MCL Customer Assistance (0500 500 194) which one is available at your location.

Before you can use the Mercury button, function 27 must be set according to the service you have access to.

7.6.1 Mercury Residential 132

In the factory-setting of your fax the Mercury residential 132 service is activated. If you have changed to Mercury Pin code service please see below how to activate Mercury residential 132 service.

 Press the Function key.

 Enter function number 27.

 Press the OK key.

 /  Press the CURSOR LEFT or CURSOR RIGHT key.

 Press the OK key.



7.6.2 Mercury Pin Code service

If you have subscribed to the MCL Pin code service, a Mercury pin code will have been sent to you. This code needs to be entered in function 27 after you have selected MERCURY: 131. Without this security code you cannot make use of the MCL Pin code service.



Press the Function key.



Enter function number 27.



Press the OK key.



Select with the CURSOR LEFT or CURSOR RIGHT key.



Press the OK key.



Enter the 10 digit Mercury pin code.



Press the OK key.



7.6.3 Changing the Mercury Pin Code



Enter Function 27.



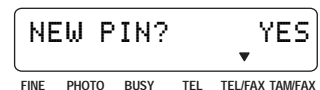
Press the OK key.



Confirm with OK.



Press the CURSOR LEFT or CURSOR RIGHT key.



Confirm with OK.





Enter the 10 digit Mercury pin code, part I followed by part II.



Press the OK key.



7.6.4 Deleting the Mercury Pin Code

To prevent illegal usage of your pin code, it is recommended to delete the code when your machine is sent for repair.



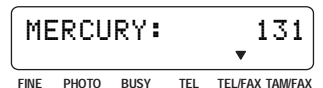
Press the Function key.



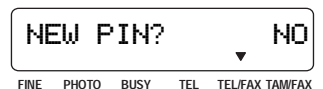
Enter function number 27.



Press the OK key.



Press the OK key.



Press the OK key.



Press the CURSOR LEFT or CURSOR RIGHT key.



Confirm with OK.



7.6.5 Using Cost Centre Codes

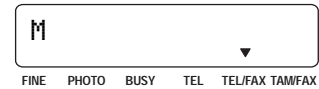
When you apply for access to the MCL service, you have the option to use a cost centre code. This code must be entered after pressing the Mercury key and before the long distance or international telephone number is entered. It identifies the department or person making the phone call.

7.6.6 Initiating a conversation via MCL service

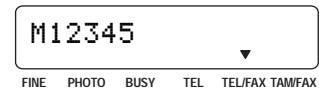
To initiate a telephone conversation via the MCL service, just enter the Mercury key before you enter the telephone number. When you press the Mercury key, an “M” is displayed and you can enter the desired telephone number.



Press the Mercury key.



Now enter the desired telephone number.



Lift the handset.



By pressing the Mercury/Redial key several times within 3 seconds you can toggle between the mercury and the redial function.

Operation on an extension of a PABX

If you operate your fax machine on an extension of a PABX and you want to make a dialling pause between the outside line access code and the desired telephone number, do the following:



Enter the outside line access code.



Press the MERCURY/REDIAL key twice within 3 seconds. This will insert a dialling pause. To confirm the pause, you have to wait at least 3 seconds. Now you can enter the desired telephone number with the Mercury “M” in front as usual.

7.6.7 Switching the Mercury function off



Enter Function 27.



Press the OK key.



Select using the CURSOR LEFT or CURSOR RIGHT key.



Confirm with OK.



III


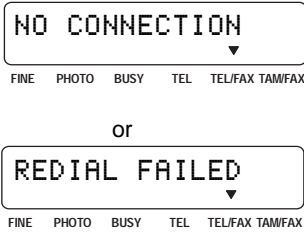


APPENDIX





8 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 on your own.

Errors	Possible cause	Remedy
<i>The faxes are of poor quality</i>		
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 correctly. Your fax correspondent must feed the document properly. Test the fax machine by making a copy. 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 settings. Check the document. Test the fax machine by making a copy. Call service if necessary.
Your fax or your recipients fax machine produces 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. Call the service centre if necessary.

Errors	Possible cause	Remedy
Problems when establishing a connection		
 <p>TRANSM. ERROR</p> <p>FINE PHOTO BUSY TEL TEL/FAX TAM/FAX</p> <p>ERROR</p> <p>Error report</p>	<p>The telephone connection was of poor quality.</p> <p>The recipient has a paper jam or has run out of paper.</p>	<p>Try again or send the fax at reduced speed (function 21).</p> <p>Call your fax partner.</p>
 <p>NO CONNECTION</p> <p>FINE PHOTO BUSY TEL TEL/FAX TAM/FAX</p> <p>or</p> <p>REDIAL FAILED</p> <p>FINE PHOTO BUSY TEL TEL/FAX TAM/FAX</p>	<p>Your fax partner's line is busy, does not answer or a different device answers.</p>	<p>Try later or call your fax partner by phone to check.</p>
 <p>NO LOOP CURRENT</p> <p>FINE PHOTO BUSY TEL TEL/FAX TAM/FAX</p>	<p>Your fax machine is not properly installed or not properly plugged in.</p>	<p>Check the installation of your fax machine.</p>
 <p>NO DIALTONE</p> <p>FINE PHOTO BUSY TEL TEL/FAX TAM/FAX</p>	<p>You are connected to a PABX system.</p>	<p>Check the settings in function 14.</p>
Additional telephones		
<p>Additional telephones ring only once.</p>	<p>You are not in the correct operating mode or the fax machine has not been set up properly.</p>	<p>Select function 33 and set option EXTERNAL PHONE to YES.</p>
<p>You lift the handset of an additional telephone and hear ring signals.</p>	<p>Your additional phone is connected in parallel.</p>	<p>Have the connection checked by your local PTT.</p>

Errors	Possible cause	Remedy
Other		
 <p>DIAL/INSERT DOC. FINE PHOTO BUSY TEL TEL/FAX TAM/FAX</p> <p>cannot be switched off.</p>	Date and time have not been entered or have been deleted.	Re-enter (function 11).
 <p>MEMORY FULL FINE PHOTO BUSY TEL TEL/FAX TAM/FAX</p>	Too many or too long speed dial and name dial entries or too many voice messages in memory.	Delete some entries or messages.
Remote control is not working.	<p>Wrong code.</p> <p>Messages have been played already and will not be replayed.</p> <p>The telephone you are using is set to pulse dialling rather than tone dialling.</p>	<p>Check the code and try again.</p> <p>If you want to hear them all again, press 6 (REPEAT ALL MESSAGES) after entering the access code.</p> <p>If possible switch to tone dialling. Otherwise you have to use a special remote control device.</p>
Call forwarding in connection with a private branch exchange is not working properly	The R key is associated with the wrong function.	Change the setting in function 14.
The printed documents do not protrude correctly from the front of the machine.	There is a thermal paper jam at the paper outlet on the underside of the machine.	Press the STOP key for three 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 (refer to chapter 2.6).



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



9 Important facts

In this chapter you will find important information for safe operation, an overview of the technical specification and the index.

9.1 Important information for safe operation

Battery: Inside the fax machine there is a lithium battery which backs up the power for the data memory (storing the names, telephone numbers and selected options). The battery should last at least five years. This battery may only be replaced by an authorised service engineer. Incorrect handling can cause serious damage to your fax machine. When disposing of the fax machine care should be taken with the lithium battery.

Lightning protection: To protect your machine from possible damage, we recommend to disconnect the machine from the mains and from the telephone line during thunderstorms.

Connecting your machine to the telephone line: Please note that the machine is only suitable for connection to telephone networks complying with EN41003.

In the event of damage: 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 center. The housing of your fax machine may only be opened by authorised service personnel.

Suppression: We hereby certify that the fax machine complies with EN 55022 VDE 0878 Part 1 Class B interference suppression.



If the display breaks, a mildly corrosive liquid may leak out. Avoid contact with skin and eyes.



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.



In the event of a power failure, you can no longer operate the telephone or fax facility. If switched on again you have to re-enter the current time.



When copying or sending fax messages or during a long telephone conversation on an external telephone, the receiver 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.



For optimum picture quality, we recommend High Sensitive Universal or Super High Sensitive thermal paper.

9.2 Technical specification

Compatibility	ITU Group 3
Type of connection	external line / extension
Size of document	width: 148 - 217 mm length: 105 - 600 mm thickness: 0.05 - 0.15 mm
Largest scanning width	216 mm ± 1 mm
Resolution	horizontal: 8 points/mm (200 dpi) vertical: standard 3.85 line/mm fine 7.7 line/mm
Photo mode	16 grey tones
Copying	fine and photo resolution
Transmission duration	22 sec (9600 bps, standard resolution for an ITU No. 1 test sheet, protocol time excluded)
Data compression	MH, MR
Modulation	V29, V27ter, V21
Transmission speeds	9600/7200/4800/2400bps
Sound power level	stand by mode: <20 dBA copy mode: 40 ± 2 dBA according to ISO 7779
Printing method	thermal paper printer
Thermal paper	210/216 mm x 15/30 m roll
Document feed	1 sheet
White balance	automatic
Fax switch	TEL/FAX/TAM
Contrast control	automatic
Dimensions	275 x 210 x 108 mm
Weight	2 kg
Power consumption	stand by = 2W transmission (of standard letter) = 18W
Power supply	230V / 50Hz
Speech recording time	max. 10 minutes
Speech output	yes

9.3 Customer information

For any further questions please contact our Customer Information Centre. You find the address and telephone number in the guarantee booklet packed with the machine.

9.4 Glossary

<i>additional device, additional telephone</i>	You can operate your fax machine together with additional devices such as telephones, an answering machine etc. on a single telephone line. You have to enter some specific settings.
<i>document</i>	The written note you want to send by fax to another party.
<i>DTMF</i>	Short for: Dual Tone Multiple Frequency. With this signal you can start fax reception from an additional telephone which has tone dialling.
<i>fax paper</i>	See thermal paper.
<i>fax switch, automatic and manual receive</i>	The fax switch analyses incoming calls and detects whether it is a normal call or a fax call. If you have chosen automatic receive a fax will be received automatically and silently. If you have chosen manual receive, the fax switch is not operating and faxes can only be received by pressing START.
<i>home telephone system (HTS)</i>	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.
<i>incoming message</i>	The message a caller can leave when your answering machine is switched on and he speaks after the beep tone.
<i>outgoing message (OGM)</i>	You have to record this message. When your answering machine is switched on the caller hears this message which is followed by a beep tone.
<i>polling</i>	You can collect documents which have been prepared for collection at a remote fax machine.
<i>private branch exchange (PABX), outside line access code</i>	Private branch exchange systems are common in all bigger enterprises. They provide a kind of internal telephone network. In order to connect to the public network you have to dial an outside line access code.
<i>pulse dialling</i>	The old dialling mode is pulse dialling. To every number key a specific number of pulses is assigned.
<i>sender identification</i>	On nearly any fax machine 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 partners' machine.
<i>TAM</i>	Abbreviation for Telephone Answering Machine.
<i>thermal paper</i>	Special paper, which turns black by heating it.
<i>tone dialling</i>	Tone dialling is the modern dialling mode. To every number key a different tone is assigned.

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UK

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The CE mark confirms that the machine corresponds to the relevant guide lines of the European Union.

This operation manual has been printed on chlorine - free, recycled paper, in line with the highest standards of environmental friendliness.

Technical changes and errors excepted.

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