2

Operation

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Using the Control Panel

LCD Display
The display shows the current status of your machine and guides you through various tasks using a menu system for each operation.

Busy Lamp
Flickers while receiving print data from the computer or uploading scanned data to the computer.

Alarm Lamp
Lights when something is wrong.

Cartridge
Use when replacing the print cartridge. The button permits you to position the print cartridge carrier so that you may easily remove or replace the print cartridge.

Form Feed
Use to eject paper from the printer if the paper is not fed out after printing is completed. Also, use to load paper in place when the paper has run out while PC printing.
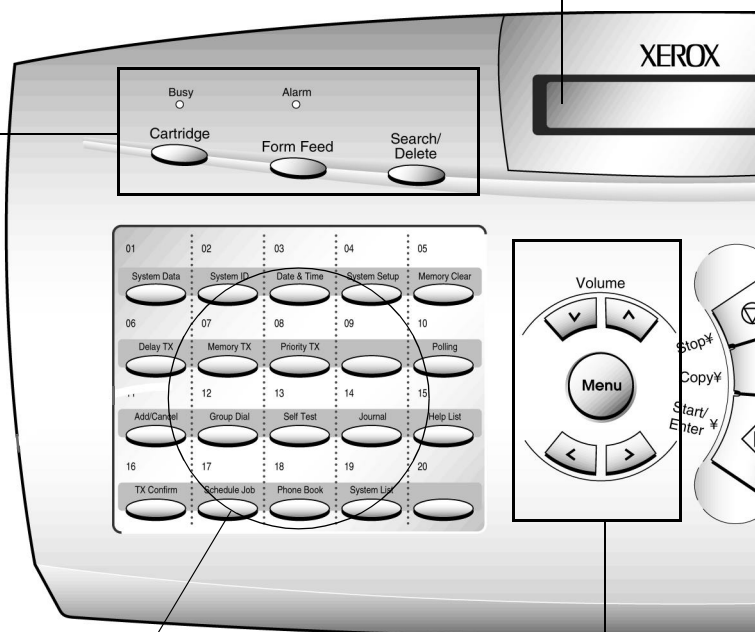
Search/Delete
Use to search for numbers in memory (For details, see page 2.50). Or use to delete digits in the edit mode.

One-Touch Dial and Special Function Buttons
Use to dial numbers with one button (See page 2.45 for information on how to store numbers). Also, use these buttons with Menu button to set up special functions or print lists.

⇓ and ⇑ (Volume)
Use to display the next or last menu item. Also, use to adjust audible volume.

Menu
Use to choose special functions.

⇐ and ⇒
Use to move the cursor left or right through the display.

Stop
Use to stop an operation at any time.

Copy
Use to copy a document.

Start/Enter
Use to start a job. Also use to activate the selection shown in the display.

Rcv.Mode (Receive Mode) and Lamps
Use to choose the receive mode you want to use. See page 2.20. The lamps will light to show which setting you have chosen. When both lamps light, you are in Ans/Fax mode. When no lamps are showing, you are in Tel mode.

Resolution Button and Lamps
Use to choose the resolution. Fine is preset at factory. See page 2.9. The lamps will light to show which setting you have chosen. When both lamps light, you are in EXPRESS mode.
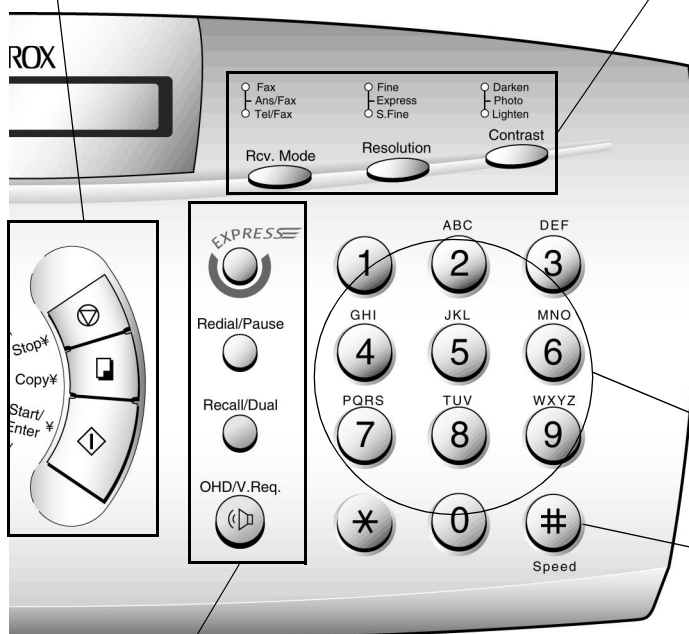
Contrast Button and Lamps
Use to choose the contrast when sending or copying documents. See page 2.9. The lamps will light to show which setting you have chosen. When both lamps light, you are in Photo.

Number Keypad
Use to dial numbers manually or to enter letters. See page 2.5.

Speed
Use to dial calls and send fax documents by entering a 2-digit number. See page 2.47 for information on how to store numbers.

EXPRESS
Use to quick scan documents to copy or send. See page 2.10.

Redial/Pause
Use to redial one of the last 10 phone numbers called. See page 2.51. You can also use it to add a pause when storing a number in memory. See page 2.7.

Recall/Dual
Use to perform a switch-hook operation such as call waiting. Also use to switch the LCD while performing dual jobs. See page 2.52.

OHD (On-Hook Dial) and V.Req. (Voice Request)
Use to dial numbers without picking up the handset. Also use it to make a voice call after sending or receiving a fax. See page 2.14.

Using the Number Keypad

As you perform various tasks, you will need to enter names and numbers. For example, when you set up your machine you enter your name (or your company's name) and telephone number. When you use the one-touch dial or speed dial, you enter the names and telephone numbers.

When the display asks you to enter a name, the LCD display reads:

```
NAME:
```

You can then use the procedures described below to enter up to 20 letters and special characters, numerals, or spaces.

Entering Letters and Special Characters

You can include special characters (space, plus sign, etc.) in the name by using 0 key. See `KEYPAD CHARACTER ASSIGNMENTS' on page 2.6.

1. Locate the button labeled with the letter you want, then press the button repeatedly until the correct letter appears in the display.

For example, to enter an O, press **6** (labeled MNO). Each time you press **6** the display shows a different letter-first M, then N, and O, and finally 6.

The letter appears in the display.

```
NAME:O
```

2. When the letter you want appears in the display, press another number key labeled with the next letter you want.

   If the next letter is printed on the same number button, move the cursor by pressing ⇒ then press the button.

   The blinking cursor moves right and the next letter appears in the display.

```
NAME:OP
```
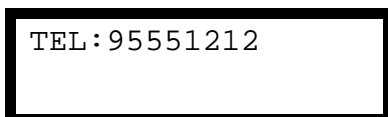
KEYPAD CHARACTER ASSIGNMENTS

Key	Assigned numbers, letters, or characters
1	Space 1
2	A B C 2
3	D E F 3
4	G H I 4
5	J K L 5
6	M N O 6
7	P Q R S 7
8	T U V 8
9	W X Y Z 9
0	+ - , . ' / * # & 0

Entering Numbers

You can enter the number of the remote fax machine manually by using the number keypad. The number you pressed appears in the display.

```
TEL:95551212
```

When the display asks you to enter a number, you can also use a one-touch dial button (including Group dial) and 2-digit speed dial number.

To enter speed number, press **Speed**, 2-digit speed dial number, then **Enter**.

Your machine lets you send the same document to more than one location. When you enter a fax number, if the display reads 'ANOTHER FAX NO?' you are allowed to enter another fax number. To enter ANOTHER FAX NO, you can enter the number manually, or use one-touch or 2-digit speed dial number. Note that you can not use Group dial button for ANOTHER FAX NO.

Editing Numbers or Name

If you make a mistake while entering a number or name, move the cursor under the wrong digit by using $\Leftarrow$ or $\Rightarrow$. Then press the correct number to change, or press Delete to delete the number.

Inserting a Pause

When some private telephone systems, you must dial an access code (9, for example) and listen for a second dial tone before dialling an outside number. In such cases, you must insert a pause in the number. Insert a pause in a number when you are setting up a One-Touch or Speed Dial number, or when you dial a number without lifting the handset.

To insert a pause, press **Pause** while entering the number.

When you dial a number, the dialling process pauses for about 4 seconds at the point where you pressed **Pause**.

If you require a longer pause time, press **Pause** twice.

Sending a Fax

Preparing Documents for Faxing or Copying

You can use the machine to fax, or copy documents that are printed on standard letter, legal, or A4 size paper. Follow these guidelines to prepare your documents.

- Do not attempt to feed the following types of documents into the machine:

  - wrinkled or creased paper
  - curled or rolled paper
  - torn paper
  - carbon-paper or carbon-backed paper
  - coated paper
  - onion skin or thin paper

- Remove all staples, paper clips, and the like before feeding the document.

- Make sure any glue, ink, or correction fluid on the paper is completely dry before feeding the document.

- Make a photocopy of any document that will not feed into the DWC 365c. You can then feed the copy.

- Do not feed documents with pages that are different sizes or of different thicknesses.

Setting Document Resolution and Contrast

We recommend sending documents printed using a typewriter, felt tip pen, black ink, or laser printers. The paper should be white or very light, and of normal weight. Do not use cardboard. Blue lines on a ruled pad will not fax well.

When you send normal documents, you need not adjust the resolution and the contrast.

If you send documents with unusual contrast characteristics, including photographs, you can adjust the resolution and contrast to send a high-quality transmission of the documents.

Resolution

Press the **Resolution** button to increase sharpness and clarity. The Resolution is preset to Fine at factory, but if you press the **Resolution** button repeatedly after loading a document you can change between Standard, Fine, and Super Fine modes.

Fine is good for documents containing small characters or thin lines, or printing from a dot-matrix printer. When Fine is selected, the Fine lamp lights.

Super Fine works well for documents containing extremely fine detail. When Super Fine is selected, the S.Fine lamp lights. Super Fine works only if the remote machine also has the Super Fine feature.

Contrast

Press Contrast button to compensate for the brightness or darkness of your faxed document. By pressing Contrast button repeatedly after loading a document, you can choose between Normal, Darken, Lighten, or Photo (Quick speed photo).

Darken works with light print or faint pencil markings. When Darken is selected, the Darken lamp lights.

Lighten works with dark print. When Lighten is selected, the Lighten lamp lights.

Photo is used when faxing photographs or other documents containing colour or shades of grey. Although your machine won't transmit colour, it will print and send up to 64 shades of grey. When Photo is selected, both Darken and Lighten lamps light.

You can set the resolution and contrast home position The lamp of the selected mode will light when a document is loaded. For details on how to set the home position for resolution and contrast, see page 1.14.

Using EXPRESS Mode

If you want to copy or send a document quickly, you can activate EXPRESS mode. In EXPRESS mode, it quickly scans the document to be sent or copied.
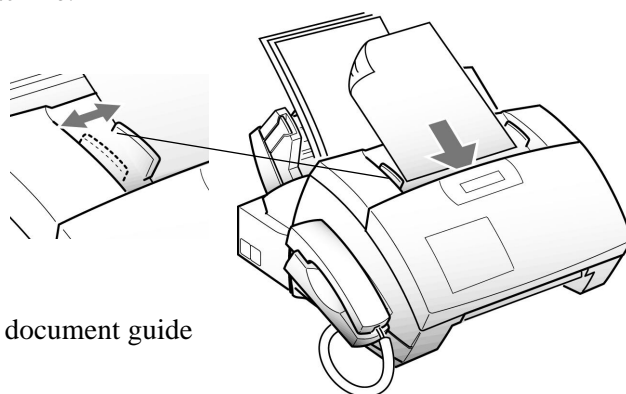
Press the EXPRESS button after loading documents. Fine and S.Fine resolution lamps light to indicate the EXPRESS mode.

If EXPRESS mode activates, Fine or S.Fine resolution mode will be disabled.

Loading a Document

1. Turn the page face down.

2. Adjust the document guides to match the width of the document.

3. Slide the sheet down into the document tray until it's gripped by the machine.

document guide

The machine beeps, and the automatic document feeder seizes and pulls in the page. The display indicates 'DOCUMENT READY'.

You can insert up to 30 sheets at a time. If you insert more than one sheet, make sure the bottom sheet enters first. Stagger the leading edge of the sheets slightly, and insert the sheets with a slight push to ensure smooth feeding.

To add pages while the fax is sending, insert them into the loading slot on top of the already loaded sheets.

If you're loading pages that are unusually thick or thin, feed one sheet at a time.

4. The resolution and contrast lamps are lit up according to the home position mode. For information on how to set the home position for **resolution** and **contrast**, see page 1.14.

   If necessary, use the **Resolution** button to change the resolution and the **Contrast** button to change the contrast (see page 2.9).

5. If you want to activate EXPRESS mode to scan quickly, press **EXPRESS**. Fine or S.Fine resolution mode will be disabled.

Sending a Fax Automatically

1. After loading a document, enter the number of the remote fax machine using the number keypad.

   You can store one-touch or speed dial numbers so that you can dial your most frequently used numbers with one touch of a button or 2-digit speed dial number. For information on storing and using numbers in memory, see page 2.47.

   If you make a mistake while entering a number, move the cursor under the wrong digit by using ⇐ or ⇒ and correct the number of press **Delete**.

2. Press Start when the number appears correctly in the display. The machine dials the number and begins to transmit.

Sending a Fax after Talking

1. After loading a document, pick up the handset. Or, press OHD for hands-off operation. The displays shows 'PHONE.'

2. Using the number keypad, enter the number of the remote fax machine. The display shows the number you are dialling.

3. Press Start when you hear the fax tone. The machine dials the number and begins to transmit.

4. Replace the handset.

Canceling a Transmission

Press **Stop** any time during the transmission.

Confirming a Transmission

When the last page of your document has been sent successfully, the machine beeps and returns to Standby Mode.

If something went wrong during your fax transmission, an error message appears in the display. For a listing of error messages and their meanings, see page 3.7.

If you receive an error message, press **Stop** to clear the message and try to send the document again.

You can set your machine to print out a confirmation report automatically each time sending is completed. For more information, see `User Options' on 2.54.

Automatic Redial

When you send a fax, if the number you have dialed is busy or there is no answer, the machine hangs up, waits for the specified retry term and redials the number. If after the specified number of retry attempts (retry count), the machine fails to connect, the machine returns to Standby mode.

While the machine is redialing, the display shows 'BUSY! REDIAL?.' If you want to redial the number immediately, press Start. To stop redialing, press Stop.

You can select the number of retry and the retry term between each redial attempt. See 'User Options' on page 2.54.

Voice Request

If you're sending or receiving a document and need to speak to the other person during the same phone call, use Voice Request to alert the person at the remote site. You can also respond to a Voice Request made by the person at the remote end.

Sending a Voice Request

1. Press **V.Req** while a document is being sent or received. Voice Request signal is stored and then sent to the remote fax machine after the document has been sent or received.

2. When the phone rings, pick up the handset and answer it. You can cancel a Voice Request by pressing V.Req again while you are sending or receiving a document.

Answering a Voice Request

When the phone rings after sending or receiving a fax, pick up the handset and answer it.

If you don't answer the Voice Request, the machine prints out the number that made the Voice Request, and the time and date the request was made.

Delayed Transmission

You can set your machine to send a fax at a later time when you will not be present. A maximum of 10 transmission jobs can be reserved in your machine.

1. Load the document face down. If necessary, use **Resolution**, **Contrast**, or **EXPRESS** button. For details, see pages 2.9 and 2.10.

2. Press **Menu**, then press **Delay TX** on the one-touch keypad.

3. Enter the number of the remote machine (up to 34 digits), then press **Enter**.

    To enter the number, you can also press a one-touch button including Group dial button. Otherwise, press **Speed**, enter a 2-digit speed dial number, then press **Enter**. The stored number (and name) appears in the display. Press **Enter** to confirm the number.

4. The display asks you to enter another fax number to send the document to another location.

```
ANOTHER FAX NO.?
1.YES   2. NO
```

5. If you want to send to more than one location, press 1 and enter the fax number using the number keypad, one-touch dial, or 2-digit speed dial number. Note that you cannot use Group dial number for this second number.

   OR

   To send to one location or when you complete the last fax number setting, press **2**.

6. The display asks you to enter a name. If you want to assign a name to the transmission, enter the name. If not, skip over this step.

   For details on how to enter letters using the number keypad, see page 2.5.

7. Press **Enter**. The display shows the current time on the upper line and asks you to enter the time in the bottom line when the fax is to be sent.

```
CURRENT  [12:30]
TO SEND  [12:30]
```

8. Enter the time by using the number keypad, then press **Enter**.

   Enter the time in 24-hour format. For example, enter 2230 for 10:30 P.M. If you set a time earlier than the current time, the document will be sent at that time on the following day.

```
20-06-1998 SAT
DELAYED   22:30
```

9. The machine returns to Standby mode and the display shows a reminder that a Delayed Transmission is set.

If you want to cancel the Delayed Transmission, see 'Canceling a Standby Operation' on page 2.19.

Memory Transmission (Broadcasting)

With Memory Transmission, documents are automatically stored in memory
and sent to a remote station. Use this feature to send your documents to
multiple locations. After sending, the documents are automatically erased from
memory.

1. Load the document face down. If necessary, use the **Resolution**, **Contrast**,
   or **EXPRESS** button. For details, see pages 2.9 and 2.10.

2. Press **Menu**, then press **Memory TX** on the one-touch keypad.

3. Enter the number of the remote machine (up to 34 digits), then press
   Enter.

   To enter the number, you can also press a one-touch button including
   group dial button. Otherwise, press **Speed**, enter a 2-digit speed dial
   number, then press **Enter**. The stored number (and name) appears in the
   display. Press **Enter** to confirm the number.

4. The display asks you to enter another fax number to send the document to
   another location.

   ```
   ANOTHER FAX NO.?

   1.YES   2.NO
   ```

5. If you want to send to more than one location, press 1 and enter the fax
   number using the number keypad, one-touch dial, or 2-digit speed dial
   number. Note that you cannot use Group dial number for this second
   number.

   OR

   To send to one location or when you complete the last fax number setting,
   press **2**.

6. The document will be scanned into memory before transmission. The
   display shows the memory capacity and the number of pages, then the
   machine begins sending the document.

Priority Transmission

When priority transmission is enabled, a high priority document can be transmitted ahead of reserved operations. The document is scanned into memory, then transmitted when the current operation concludes. In addition, a priority transmission will interrupt a broadcast operation between stations (for example, when transmission to station A ends, before transmission to station B begins) or between redial attempts.

You can set the priority transmission up to three times in succession. In this case, if the first priority number is busy or no answer, the next priority number will be dialed. The machine automatically redials the number previously busy or not answered up to the attempt times you specified under 'User Options.'

1. Load the document face down. If necessary, use the **Resolution**, **Contrast**, or **EXPRESS** button. For details, see pages 2.9 and 2.10.

2. Press **Menu**, then press **Priority TX** on the one-touch keypad.

3. Enter the number of the remote machine (up to 34 digits), then press **Enter**.

    To enter the number you can also press a one-touch button. Otherwise, press **Speed**, enter a 2-digit speed dial number, then press **Enter.** The stored number (and name) appears in the display. Press **Enter** to confirm the number. Note that you can not use Group dial button.

4. The display asks you to enter a name. If you want to assign a name to the transmission, enter the name. If not, skip over this step.

    For details on how to enter letters using the number keypad, see page 2.5.

5. Press **Enter.** The display shows the number being dialled, then the machine begins sending the document.
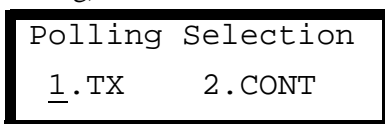
Polling Transmission

What is Polling?

Polling is when one fax machine requests another to send a document. This is useful when the person with the original document to be sent is not in the office. The person who wants to receive the document calls the machine holding the original and requests that the document be sent. In other words, it "polls" the machine holding the original.
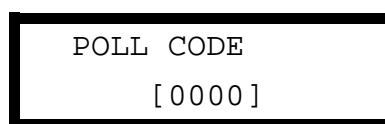
Being Polled By a Remote Machine

You can program your fax machine to send documents in your absence when polled by a remote fax machine. It is possible to use a Poll code to prevent unauthorized polling of your fax machine. When you secure your machine in this manner, only those who know the Poll code can poll your machine.

1. Load the document face down. If necessary, use the **Resolution**, **Contrast**, or **EXPRESS** button. For details, see pages 2.9 and 2.10.

2. Press **Menu**, then press **Polling** on the one-touch keypad. The display asks you to choose the polling options; TX (Transmission Polling) and CONT (Continuous Polling).

```
 Polling Selection

 1.TX     2.CONT
```

3. Press **Enter** to confirm '1.TX.' The display asks you to enter a 4-digit poll code. The poll code is preset to 0000 at the factory, which represents no Poll code.

```
   POLL CODE

     [0000]
```

4. If you want to use a Poll code, enter the desired 4-digit code (except for 0000), then press **Enter**.

    Or

    If you do not want to secure the transmission with a Poll code, press **Enter** when the display shows 0000 for TX-POLL CODE.
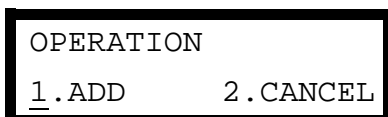
5. The machine stores the document in memory. The display counts the number of pages being stored in memory and the memory capacity remaining.

    The machine returns to Standby mode and the display shows a reminder that a Polling Transmission is set. The machine automatically switches to Fax mode (automatic receiving) when set to be polled.
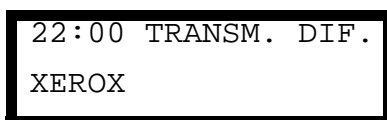
Adding Documents to a Standby Operation

You can add documents to a Delayed, or Polling Transmission previously reserved in your machine's memory.

1. Load the document face down. If necessary, use the **Resolution**, **Contrast**, or **EXPRESS** button. For details, see pages 2.9 and 2.10.

2. Press **Menu**, then press **Add/Cancel** on the one-touch keypad. The display asks you to select 'ADD' or 'CANCEL'.

```
OPERATION
1.ADD     2.CANCEL
```

3. Press **Enter** to confirm 'ADD'. The display shows operation currently reserved in memory.

```
22:00 TRANSM. DIF.
XEROX
```

(e.g., Delay transmission is scheduled to be sent at 22:00)

4. Press ⇑ or ⇓ repeatedly until you find the operation to which you want to add documents, then press **Enter**.

   The machine automatically stores the documents in memory, and displays the number of total pages and added pages, then returns to Standby mode.

Canceling a Standby Operation

1. Press **Menu**, then press **Add/Cancel** on the one-touch keypad. The display asks you to select 'ADD' or 'CANCEL'.

2. Press **2** to choose 'CANCEL'. The display shows operation currently reserved in memory.

3. Press ⇑ or ⇓ repeatedly until you find the operation you want to cancel, then press **Enter** when you find the operation.

Receiving a Fax

Receiving a Fax

Your multi-function machine has four reception modes:

- In **Fax mode**, the machine answers an incoming call and immediately goes into receive mode, waiting for a fax to be sent.

- In **Tel/Fax mode**, the machine answers an incoming call expecting to receive a fax. If the machine does not sense a fax signal, it will continue to sound the ringing tone to tell you it is a phone call. If you do not lift the handset during the ringing, the machine will switch to automatic fax reception mode.

- In **Ans/Fax mode**, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches over to the fax machine. To use the Ans/Fax mode, you have to attach an answering machine to the EXT socket on your fax machine (see page 1.7).

- In **Tel mode**, automatic fax reception is turned off. You can receive a fax only by manually picking up the handset and pressing Start.

The lamps located above the **Rcv. Mode** button also indicate the selected reception mode.

If you seldom use the fax line for voice conversations, set the fax machine to receive a fax automatically by selecting either Fax mode or Tel/Fax mode.

While you print a PC file with this machine, an incoming fax will be received and stored in memory. If you have a lot of pages to print, we recommend stopping PC printing to prevent memory from becoming full.

Receiving Automatically in Fax Mode

1. Press **Rcv.Mode** until the Fax lamp lights.

2. When you get a call, the machine answers the call on the second ring and receives a fax automatically. You can change the number of rings. See 'ANSWER ON RING' on page 2.57.

   To adjust ringer volume, press **Menu**, **System Setup** on the one-touch keypad, **Start** to access the ringer volume mode, then use $\Downarrow$ or $\Uparrow$ to choose the desired loudness.

Receiving Automatically in Tel/Fax Mode

1. Press **Rcv.Mode** until the Tel/Fax lamp lights.

2. When you get a call, the machine answers the call on the second ring and receives a fax signal automatically. You can change the number of rings. See page 2.57.

3. If the machine does not sense a fax signal, your machine will give another ringing tone to tell you it is a phone call.

4. Lift the handset to answer the call. If you do not pick up the handset within a specified time, the machine will switch to automatic fax reception mode.

Receiving Automatically in Ans/Fax Mode

To use this mode, you have to attach an answering machine to the EXT jack on your fax machine (see page 1.7).

1. Press **Rcv.Mode** until both Fax and Tel/Fax lamps light.

2. When you get a call, the answering machine answers it. If the caller leaves a message, the answering machine stores the message normally. If your machine hears a fax tone on the line, it starts to receive a fax.

    • *If you have set your machine to Ans/Fax and your answering machine is switched off, or no answering machine is connected to your fax machine, your machine will automatically go into fax receive mode after 10 rings.*

    • *If your answering machine has a 'user-selectable ring counter', set the machine to answer incoming calls within 1 ring.*

    • *If you are in Tel mode (manual reception) when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.*

Receiving Manually in Tel Mode

1. Press **Rcv.Mode** until both Fax and Tel/Fax lamps are off.

2. When the telephone rings, pick up the handset and answer it.

3. If you hear a fax tone, or if the person on the other end asks you to receive a document, press **Start**.

4. Replace the handset. The machine begins receiving and returns to Standby mode when reception is complete.

Receiving a Fax into Memory

If your machine is set to receive a fax automatically and the recording paper has run out, a paper jam has occurred, the top cover has been opened, or you are making a copy or printing a list, the incoming documents are automatically stored in the fax machine's memory. After receiving documents, the machine displays 'MEMORY RECEIVED' and the cause, 'PAPER EMPTY', for example.

You must clear the problem by loading new paper, closing the cover, or clearing the jam. Then your machine will automatically print the fax stored in memory.

It is necessary to have a black toner cartridge in the machine to print faxes.

If you clear the problem while the machine is receiving documents into memory, it will print the stored document immediately after you clear the problem.

Receiving Using an Extension Telephone

This feature is available only when you use an extension telephone connected to the EXT jack on the back of the machine. You can receive a fax from someone you are talking to on the extension telephone without having to go to the fax machine.

1. If you receive a call on the extension phone and hear fax tones, press the buttons ' * **9** * ' (star-nine-star) on the extension telephone (' * 9 * ' is the remote receive start code preset at the factory).

    Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing ' * 9 * ' once again. The first and the last asterisks are fixed, but you can change the middle character to whatever you choose.

2. The machine receives the document. Replace the handset of the extension telephone.

Polling Reception

Your machine has the capability to Poll for documents which may be stored in a remote fax machine. Polling reception allows the machine to call remote fax machine that is set up for polling and retrieve documents from it. You may want to talk with the remote operator to make sure the remote fax machine is prepared to be polled before performing this procedure

Polling a Remote Machine

Your machine polls a remote fax machine and retrieves a document, which it stores in memory and then prints. The method lets you perform polling reception when telephone-line rates are at their lowest.

1. Lift the handset or press **OHD**, and enter the number of the remote machine.

2. When you hear a fax tone from the remote machine, press **Menu,** then press Polling on the one-touch keypad.

    The display asks you to enter a 4-digit poll code. Poll code is preset to 0000 at factory. 0000 represents no code.

```
  POLL CODE
      [0000]
```

3. If the remote machine is secured with a Poll code, you must enter the correct code, then press **Enter**.

    OR

    If the remote machine is not secured with a Poll code, just press **Enter** to accept [0000] which represents no code.

    Your machine starts to receive the document from the remote machine.

Continuous Polling

You can set your fax machine to automatically poll one or more unattended remote fax machines daily and as many times a day as you like at regular intervals.

1. Press **Menu**, then press **Polling** on the one-touch keypad. The display shows the polling options; TX (Transmission Polling) and CONT (Continuous Polling).

    ```
    POLLING OPTIONS
    1.TX  2.CONT
    ```

2. Press **2** to choose 'CONT.'. You can also or to choose, then press **Enter**.

3. Enter the number of the remote fax machine, then press **Enter**.

    You can press a one-touch button including Group dial button. Otherwise, press **Speed**, enter a 2-digit speed dial number, then press **Enter**. The stored number (and name) appears in the display. You can use only one Group number at the polling job. Press **Enter** when the number appears correctly in the display.

4. The display asks you to enter another fax number to receive documents from another location.

    ```
    ANOTHER FAX NO.?
    1.YES    2.NO
    ```

    To poll more than one location, press **1** to choose 'YES' and repeat steps 3-4.

    OR

    To poll one location or when you enter all locations, press **2**.

5. The display asks you to enter a 4-digit code. Poll code '0000' represents no code.

    ```
    POLL CODE
    [0000]
    ```

If the remote machine is secured with a Poll code, you must enter the correct code, and press Enter.

OR

If the remote machine is not secured with a Poll code, press Enter to accept [0000] which represents no code.

6. The display asks you to enter the START and END times. Enter the time your machine starts and ends polling everyday. Enter the time in 24-hour format. For example, enter 2030 for 8:30 P.M.

```
[      START-END    ]
   20:30  -> 23:30
```

Your machine will poll the remote machine(s) regularly between the start and end times at the interval you specified at step 8.

7. Press Enter when the time appears correctly in the display. The display asks you to enter the length of time to wait before attempting the next polling.

8. Enter the time interval, then press Enter. For example, to set your machine to poll the remote machine at 30-minute intervals, enter 0030.

```
        INTERVAL
        [00:30]
```

9. The machine returns to Standby mode and the display shows a reminder that a Continuous Polling is set.
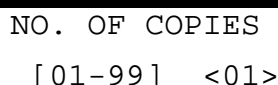
```
15-07-1998 MIE
CONT. POLLING
```

After Continuous Polling ends, a multi-communication report will be printed to show the result if you had enabled this feature through 'User Options.' See page 2.54.

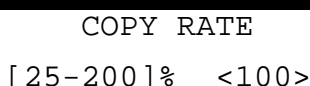# *Making a Copy*

Making a Copy

The resolution is automatically set to 'S.Fine' when copying begins. If you want to make a copy quickly with normal resolution, you can use EXPRESS button. You can make reduce or expand the image size by 1% increments from 25% to 200%.

1. Load a document face down. If necessary, use Contrast button to change the contrast. For details on setting Contrast, see page 2.9.

2. If you want to make a copy quickly with normal resolution, press EXPRESS. Both FINE and S.FINE lamps light.

3. Press Copy. The display asks you to enter the number of copies (1 to 99).

```
    NO. OF COPIES
   [01-99]  <01>
```

4. If you need two or more copies, enter the desired number using the dial keypad, then press Enter. The display shows the next option; copy rate menu.

```
     COPY RATE
  [25-200]%  <100>
```

The number in the right corner of the bottom line shows the status you choose. To enter number between 25 and 99, precede with 0. For example, press 050 for 50% reduction.

5. To reduce or expand the size of the document, enter the number of desired copy rate, then press Enter. The machine scans the document into memory, and copying begins.

    •   If you enable the feature "Direct Copying," the machine makes only one copy at 1:1 size. The Number of Pages and Copy Size options will not appear.

- If you enable the Express mode, the Copy Size option will not appear. With the Direct Copying feature enabled, your machine makes only one copy at 100% size. The Number of Pages and Copy Size options will not appear. Use this feature when you are making a copy that normally requires a large amount of memory (for example, a photo).

- Press 1 to enable this feature.

- Press 2 to enable this feature.

Printing

Printing a Document

This procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to your software application's documentation for the exact printing procedure.

1. Start the program you are using to create the document, and open the document you want to print.

2. Choose **Print** or **Print Setup** from the **File** menu. Make sure the SF4500 Series printer is selected as your default printer.

3. Click on the **Properties** or **Setup** button if you want to make any adjustments as appropriate for printing your document. (See 'Printer Settings' on page 2.30.)

4. Select **OK** to close the Properties dialogue box.

5. After making any necessary changes to the printing parameters, select **OK** to start the print job.

Printer Settings

You can use your machine with all your Windows 95 or Windows 3.x applications. Be sure to set the Document WorkCentre 365c as the default printer for all your Windows operations.

Most Windows software applications allow you to make changes to the printer settings. This includes settings that determine how a print job looks, such as page size, paper orientation, and margins. Settings changed in the software application will usually override settings made in the printer driver.

The printer driver includes many of the settings mentioned above (in case your software application does not include them). It also includes all settings that determine how your printer will operate.

Accessing Print Settings

In Windows 95

From within any Windows application, you can select the Print or Print Setup command.

From the Printers folder, you can select the printer and then select the Properties command from the File menu.
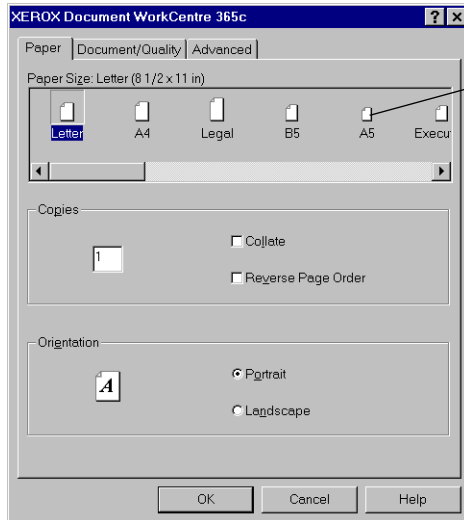
From the Printers folder, you can select the printer, click the right mouse button, and then select Properties from the drop down list.

In Windows 3.x

You can access the printing options from the Printers dialogue box in the Control Panel, or you can select the Print Setup option available from the File menu of most applications that run in Windows.

Using the Paper Tab

This tab allows you to specify paper size, number of copies, page collation, sequence of the pages, and page orientation.

Selects the paper size loaded.

Using the Document/Quality Tab

This tab allows you to specify the document type, paper type, and print quality.
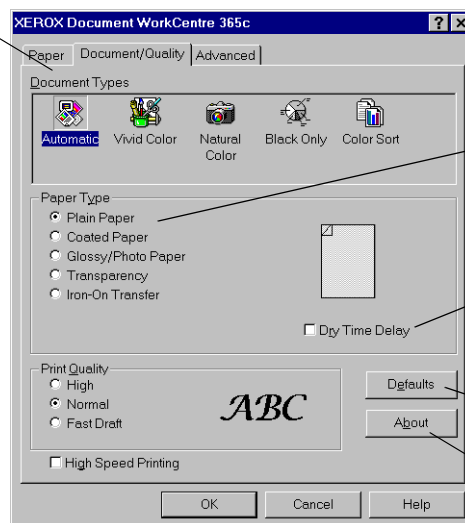
Selects the document type to use:

Automatic
Automatically produces quality printing.

Vivid Color
Produces enhanced color printing.

Natural Color
Produces photo-realistic natural color printing.

Black Only
Optimizes B&W printing.

Color Sort
Sorts color and B&W pages, then prints either one of them according to the type of cartridge installed and prints another after you change the cartridge.

For more information on paper types, refer to "Selecting Paper Types' on page 2.33.

Click to activate a delay between pages to allow inks to dry.
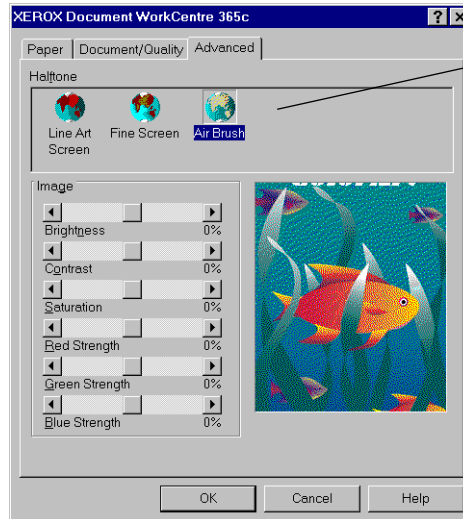
Restores the factory default settings.

Displays the copyright and version information.

Using the Advanced Tab

This tab allows you to specify the halftone type, and adjust the image brightness, shadow, and color.

What is Halftone?

Grey-scale objects (such as photographs) whose gray dots have been converted to a pattern of groups of black dots. These groups, which are of various sizes, along with the white dots (pixels turned off), create the illusion of gray shadings: larger groups make the image appear black or dark gray, while smaller groups make the image appear light gray.

Selects the style of half-toning to use.

Line Art Screen
Generally the best choice for printed text or pen-and-ink drawings.

Fine screen
Produces fine quality printing.

Air Brush
Produces air brush image printing.

Specifying Your Printing Options

Be sure to use your on-line help to find out about the settings available for each printing option.

- To move between the Windows tabs, click on any of the tabs.

- To select the settings and exit, click the OK button.

- To cancel your setting selection on a tab, click the Cancel button.

- To access the Help file, click the Help button.

- When you move the mouse cursor over one of the printing options, a help message appears at the bottom of the tab.

Paper Handling

One of the most important things you can do to assure the best possible printing performance of your machine is to select the correct paper. Your machine produces letter quality print on most plain bond papers, including cotton bond and photocopying papers; it does not require special ink jet papers. However, the print quality varies with different paper types. Be sure to test a type of paper before you purchase a large quantity.

Selecting Paper Types

Plain Paper
The machine supports paper sizes of letter, legal, and A4 in portrait orientation. You can use regular copier paper, cotton bond papers, and typical letterhead. Always use paper without curls, folds, staples, or damaged edges.

Coated Paper
The coated paper has been developed for high quality printing with minimal or no smearing or running when in contact with water or damp surfaces, making it a good choice for damp or rainy environments.

Glossy Photo Paper
Glossy photo paper is a high gloss, thicker paper that produces the look and feel of a photograph. Use this paper to produce photo-realistic prints from your printer.

Transparency
The transparencies produce excellent contrast, sharpness, and color.

Iron-on Transfer
Use T-shirt transfers to create and personalize T-shirts, sweatshirts, aprons, tablecloths, napkins, tote bags, and anything else your imagination allows! Use on any cotton or cotton/poly blend fabric. Your image is printed in mirror image so when you iron it onto the T-shirt, the image is viewed correctly.

Greeting Card Stock
Get the most out of card making software with Greeting Cards. These cards give your unique, personalized cards the look and feel of professional cards. You can create cards, invitations, announcements, and more.

Special Paper Guidelines

- Be sure to read any instructions that come with your special paper. These instructions provide important information regarding how to achieve the highest print quality with these papers.

- It is recommended to feed one sheet at a time for special paper types.

- For transparency film, and glossy photo paper, follow these guidelines:

  - Let the printed sheets of film or paper dry completely before storing them.

  - When a sheet of film has dried completely, cover the printed side with sheet of plain (not coated) paper before storing it; this is recommended even if you place the sheets of film in a clear file or plastic holder.

  - Do not leave the film in the paper tray for long periods of time. Dust and dirt may accumulate on the film resulting in spotty printing.

  - To avoid smudging caused by fingerprints, use a pair of thin cloth gloves while loading and handling the film.

  - To avoid fading, do not expose the printed film to prolonged sunlight.

  - Store unused papers and films flat. Do not remove papers from their protective packaging until you are ready to use them.

  - Store unused film at temperatures between 59ºF to 86ºF (15ºC to 30ºC). The relative humidity should be between 10% and 70%.

- If the print density of your page is very high, light paper stock may curl slightly due to the large amount of ink. If you need to print dense graphics, try printing on heavier stock.

- Do not use thicker paper than meets the specifications for this machine. Printing with a paper that is thick enough to come in contact with the print head nozzles may damage the cartridge.
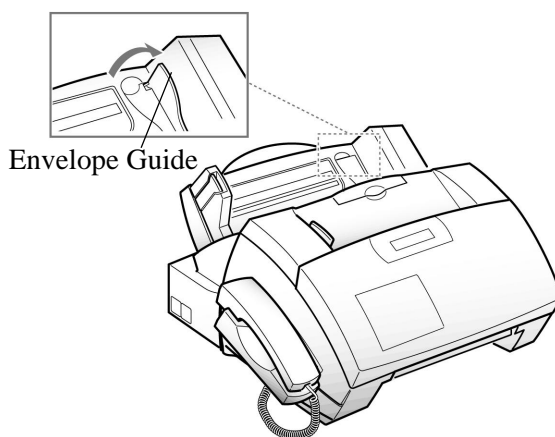
Loading Envelopes

To print on envelopes, use the envelope guide to load envelopes in the paper bin.

The following envelopes are not recommended because they may cause jams or smears, or may damage your printer.
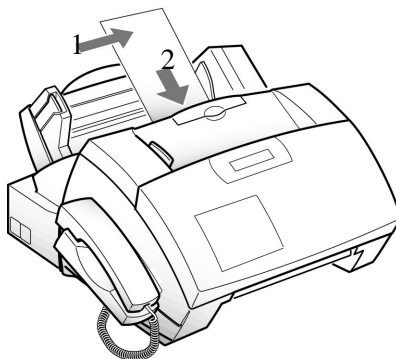
•   Envelopes with windows, holes, perforations, cutouts, and double flaps.

•   Envelopes made with special coated paper or deeply embossed paper.

•   Envelopes using peel-off sealing strips.

•   Envelopes in which letters have been enclosed.

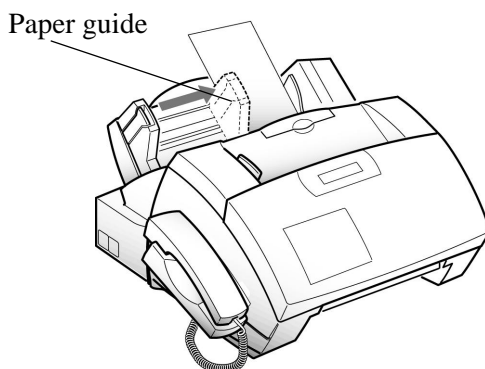When you are ready to print on envelopes, follow these steps to feed envelopes in the paper bin.

1.   Turn the envelope guide upright.

Envelope Guide

2.   Load the envelope with the address side facing you and the stamp edge down and move it to the far right (1). Then push it slightly down (2). The right edge of the envelope must align with the raised edge of the envelope guide.

3. Squeeze the left paper guide and move it to the right to match the width of the envelope.

Paper guide

You must change the Paper Size menu in the Print Settings to the envelope size you loaded. See page 2.30.

Printing Speed Versus Color

The Document WorkCentre 365c Printer Driver for Windows can interpret and translate the full spectrum of colors, up to 16.7 million colors. When printing in color, there is a significant increase in the amount of information that the driver has to interpret and translate. When printing black ink only, the driver has only one color to interpret.

By decreasing the amount of colors that the printer driver has to interpret, you can significantly decrease the time needed to translate the information.This will speed up the overall printing process.

For Quick Color Printing

In the Document WorkCentre 365c Printer Driver for Windows, choose the following print options. These selections allow the printer driver to interpret and translate 256 colours, which will increase your printing speed. However, your print quality will not be optimized.

• Paper Type - Plain Paper

• Print Quality - Fast Draft

For High Quality Color Printing

For the Document WorkCentre 365c, select the print options shown below to allow the printer driver to interpret and translate up to 16.7 million colors. Keep in mind that your print speed will be slower than with other setting combinations.

- Paper Type - Glossy/Photo Paper

- Print Quality - High

For Monochrome Printing

Use the black cartridge to optimize the printer's performance when you are printing black text and graphics only. In the printer driver, choose the following print options to tell your machine to print using black ink only.

- Paper Type - Plain Paper

- Print Quality - Normal

- Document Type - Black Only

Setting Other Utilities Using the Document Work Centre Control Program

The Document WorkCentre 365c Control Program contains setup options that define the operation of your machine.

It includes:

- Status - Displays the current status

- Options - Set up options

- Cartridge - Installs, clean, or align the cartridge

- About - Displays the program version

Starting the Document WorkCentre 365c Control Program

In Windows 95

1. Click the Start button and choose Programs.

2. Choose the Document WorkCentre 365c Series Printer from the Programs menu.

3. Choose the Control Program on LPT1.

4. The Document WorkCentre 365c Control Program on LPT1 window appears.

In Windows 3.x

1. From the Program Manager, double click the Document WorkCentre 365c Printer icon.

2. In the Document WorkCentre 365c Printer window, double click the Control Program on LPT1.

3. The Document WorkCentre 365c Control Program on LPT1 window appears.

Document WorkCentre 365c Control Program Window

When the Document WorkCentre 365c Control Program on LPT1 window appears, click the appropriate tab for the options you want to display. On the appropriate tab, specify your changes.

Status
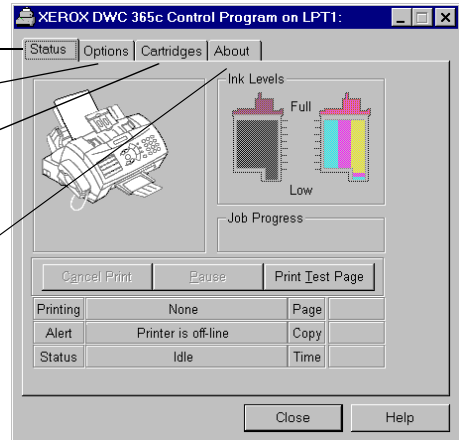Displays the printer status and the ink level

Options
Control program options

Cartridges
Installs or cleans the cartridge

About
Displays information on the program version.

Using the Status Tab

This tab shows the current printer status.

Using the Options Tab

This tab allows you to specify the control program setup options.
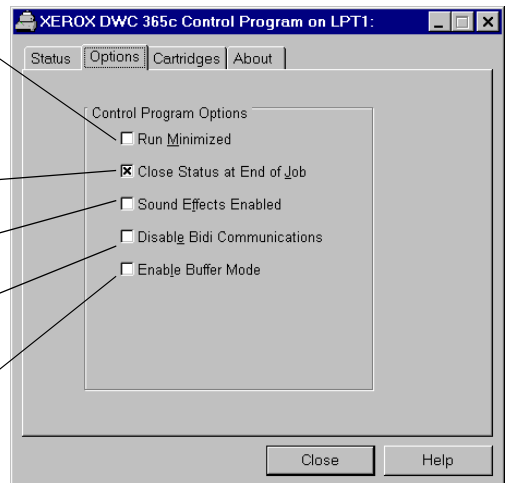
Displays the status monitor as a button (Windows 95) or icon (Windows 3.x) on the Windows desktop.

Closes the status monitor automatically at the end of job.

Enables sound effect

Disables bidirectional communication. (Check this box for network printer)
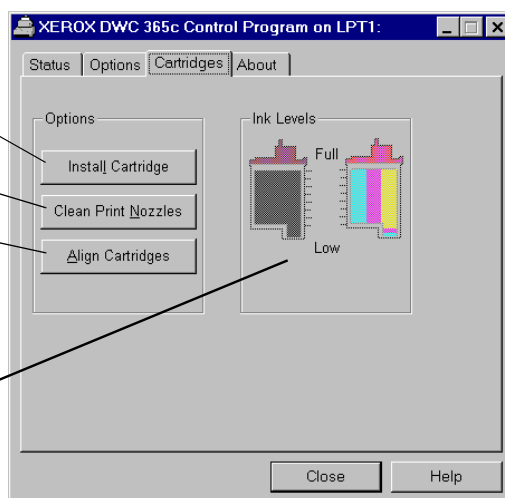
Enables buffer mode

Using the Cartridge Tab

This tab allows you to choose cartridge options.

Allows you to clean the print nozzles

Aligns the cartridge

Displays the ink level Use to install or replace the cartridge

XEROX DWC 365c Control Program on LPT1:

Status | Options | Cartridges | About

Options

Install Cartridge

Clean Print Nozzles

Align Cartridges

Ink Levels

Full

Low

Close | Help

To maintain the best possible print quality, you need to clean the cartridge print head from time to time. Your machine is equipped with a print head cleaning function. If you notice some degradation in the print quality, click the Clean Print Nozzles tab, to perform the print nozzle cleaning. Repeat cleaning if necessary.

Scanning

Overview

The Pagis SE Scanning Software eliminates the need for maintaining paper copies of photographs and documents. With Pagis SE, you can easily scan documents and photographs into your computer and maintain them as electronic documents. You can also use Pagis SE to quickly transmit scanned documents by fax or electronic mail, or to print a copy on your printer. You can also use Pagis SE to OCR (Optical Character Recognition), that is, to change a scanned text document back into editable text.

Before scanning documents or photographs, make sure that the Pagis SE software provided with your Document WorkCentre 365c Scanner have been installed in your computer. See page 1.20.
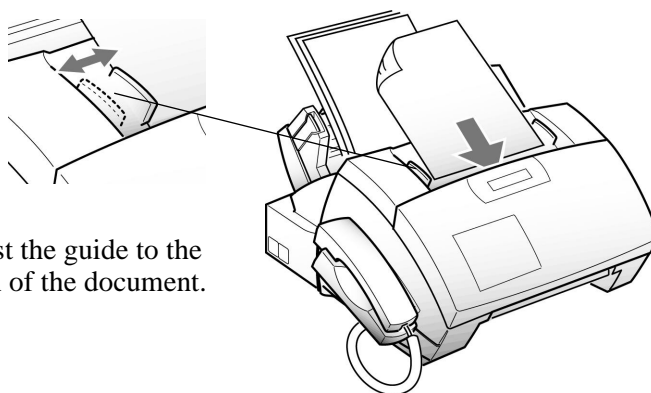
Please refer to the Pagis SE documentation furnished with your Document WorkCentre 365c to use your machine as a scanner.

Your Document WorkCentre 365c machine is a mono (white and black) scanner.

Scanning a Document or Photograph

1. If you have Windows 95 and a CD-ROM drive, please refer to the included Pagis SE User Guide for program set up and operation. Pagis SE can scan, manage documents and perform OCR.

2. If you have Windows 3.1x and a CD-ROM drive, you can use TextBridge Pro 3.0 in your scanning and OCR operations.

3. When scanning, place the document to be scanned into your machine per the illustration below. Place the top edge of the document into the machine with the printed side facing down.

Adjust the guide to the width of the document.

4. When selecting **Acquire** while using programs such as Pagis SE or TextBridge, the scanning window of the Document Center 365c will appear. This window allows you to select many options related to the way your document will be scanned.

The scanner of the Document Center 365c can only scan one page at a time.

5. From the File menu (Scan menu for Windows 3.1x) choose Select Origin. The Select Origin dialog window will appear.
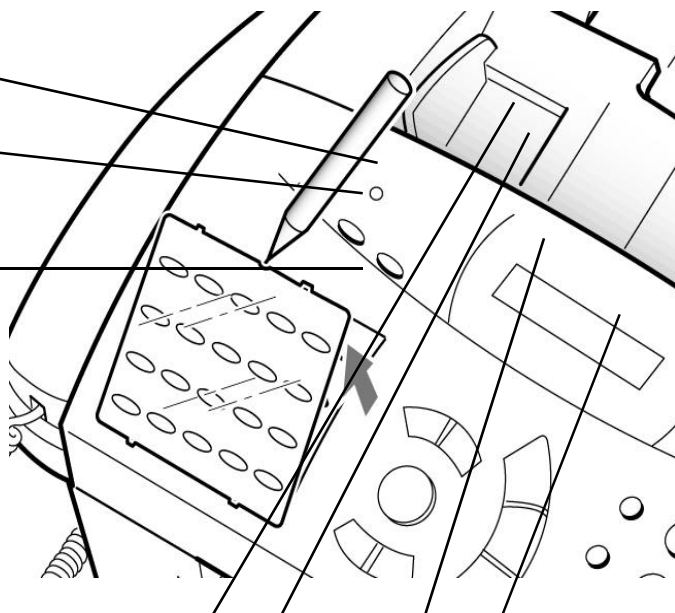
Resolution
Determines the amount of information the scanner will capture on one scanned image.

% Enlarge/Reduce
Enlarges or reduces an image when scanned.

Grid
Allows the reduction of Moire patterns that may show on your image when exploring images with half tones, etc.

Scanning Origin

Scanning Mode
Allows you to select the mode in which your image will be scanned. 256 gray scale, B/W half tones, or B/W line art.

Filter
Can smooth or sharpen the border or outline of an image.

Highlighting, Shadowing, Gamma Adjusting
Allows adjustment of the lighten and darken settings within the selection frame.

Automatic Dialling

For your convenience, you can save frequently used numbers in the machine's memory.

One-Touch Dialling

One-Touch dialling lets you use any one of the 20 One-touch buttons located on the left of the machine's control panel to automatically dial a telephone or fax number.

Storing a number for one-touch dialling

1. Press and hold the one-touch button (01 through 20) for 2 seconds that you want to assign. The display shows `Txx:`, where `xx` is the selected one-touch button.

2. Enter the number you want to store by using the number keypad (up to 34 digits), then press **Enter**.

    To insert a pause between numbers, press **Redial/Pause**; a 'P' appears in the display.

    If you make a mistake while entering a number, to use $\Leftarrow$ or $\Rightarrow$ to move the cursor under the wrong digit, then enter the correct digit, or press Delete. For your convenience, you can store the frequently used telephone numbers in the machine's memory.

4. The display asks you to enter a name. Enter the desired name (up to 20 digits). For information on how to enter a name, see page 2.5.

OR

If you don't want to assign a name, skip this step.

If you assign a name to the number, the name appears in the display when you press the one-touch button.

5. Press **Enter**.

6. To set another one-touch number, press the desired one-touch button and repeat steps 2 through 5.

OR

To return to Standby Mode, press **Stop**.

Dialling a one-touch number

1. Press the one-touch button (01 through 20) to which you stored a number. The number will be automatically dialed.

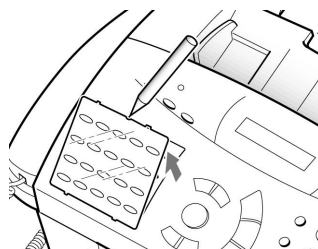2. If you are making a phone call, pick up the handset when the other person answers.

OR

If a document is loaded in the document tray, the document begins to transmit when the remote fax machine answers the phone.
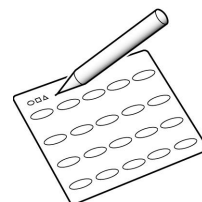
Using address labels

A One-Touch label sheet is included with your machine. As you store numbers in one-touch dial buttons, make a note of the numbers on the label to remind you which number is stored in each position.

1. Remove the clear cover and label using an instrument with a pointed end, as shown at right.

2. Write information on the label and replace the label and cover.

   You may want to use pencil in case you wish to change these numbers later.

Speed Dialling

You can store up to 50 fax or telephone speed-dial numbers using 2-digit numbers (01-50).

How to save speed-dial numbers

1. Press and hold **Speed** for 2 seconds.

2. Enter a 2-digit location number (01 through 50) to which you want to store a telephone or fax number, then press **Enter**.

   If a number is already stored in the location you chose, the display shows the number in the upper line and `1. RENEW 2. OTHER' in the bottom line. Press **1** to renew the location and continue storing the desired number, or **2** to start over with another one-touch number.

3. Enter the number you want to store (up to 34 digits), then press **Enter.**

4. To assign a name to the number, enter the desired name. For information on how to enter name, see page 2.5.

   OR

   If you don't want to assign a name, skip this step.

5. Press **Enter**.

6. To store more telephone numbers, repeat steps 2 through 5.

   OR

   To return to Standby, press **Stop**.

Dialling a speed number

1. Press Speed, then enter a 2-digit speed dial location number.

2. Press **Start** to dial the number. The number will be automatically dialed.

3. If you are making a phone call, pick up the handset when the other person answers.
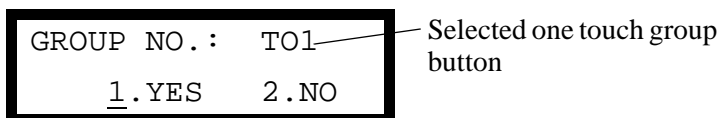
    OR

    If a document is loaded in the document tray, the document begins to transmit when the remote fax machine answers the phone.

Group Dialling (for multi-address transmission)

Numerous one-touch and speed dial numbers can be registered as a Group. By using the Group number, you can send a document to multiple parties in a single operation. Your machine will dial the remote numbers in stored sequence. If the number is busy, your machine will dial the next stored number and after dialling all of the stored numbers, will automatically redial any number previously busy. Before you can use this feature, you must coordinate and store the Group numbers desired.

Storing One-Touch or Speed Dial Numbers for Group Dialling

1. Press Menu, then press Group Dial on the one-touch keypad.

2. Press the one-touch button you want to use for group dial then press Enter.

```
GROUP NO.:   TO1          Selected one touch group
                          button
      1.YES   2.NO
```

3. Press **Enter** to confirm '1.YES.' The display asks you to press a one-touch button or enter a speed dial number you wish to include in the group.

4. Press a one-touch button in which a fax number you wish to include in the group.

   OR

   Press **Speed**, enter a 2-digit speed dial number in which a fax number you wish to include in the group stored.

5. Press **Enter.** Repeat steps 4 and 5 to enter more destination numbers into the selected group.

6. Press **Stop** when you have entered all the desired destinations. The display asks you to enter a name.

7. To assign a name to the Group, enter the desired name.

   OR

   If you don't want to assign a name, skip this procedure.

8. Press **Enter**. If you want to store another group dial number, repeat steps 2 through 7.

   OR

   To return to Standby Mode, press **Stop**.

Using group dialling (multi-address transmission)

You can use Group Dialling for Memory Transmission, Delayed Transmission, or Continuous Polling.

Follow the procedure of the desired operation (Memory Transmission - p. 2.16, Delayed Transmission - p. 2.14, Continuous Polling - p. 2.25). When you come to a step in which the display asks you to enter requests the remote fax number, press the one-touch button to which you stored the group number. You can use only one group number at one operation. Then continue the procedure to complete the desired operation.

Your machine automatically scans the document loaded in the document tray into memory, and the machine will dial each of the numbers included in the Group.

Searching for a Number in Memory (Directory Dialling)

There are two ways to search for a number in memory. You can either scan from A to Z sequentially, or you can search using the first letter of the name associated with the number.

Searching sequentially through memory

1. Press Search, then press ⇓ or ⇑ to move downward or upward through the directory until you find the number you want.

   Pressing ⇓ allows you to search downward through the entire memory in alphabetical order (from A to Z), and ⇑ allows you to search upward in reverse alphabetical order (from Z to A).

   Each time you press ⇓ or ⇑, the display shows the next number stored in memory.

   While searching through the machine's memory, you'll see that each entry is preceded by one of three letters: 'T' for one-touch dial, 'S' for speed, or 'G' for group dial number. These letters tell you how the number is stored.

2. When the number you want appears in the display, press Start to dial.

   If a document is loaded, the document begins to transmit when the remote fax machine answers the phone. Otherwise, your machine makes a phone call.

Looking for a particular first letter

1. Press Search, then press the button labeled with the letter you want to search for. A name beginning with the letter appears in the display.

   For example, if you want to find the name 'MOBILE,' press the '6' button, which is labeled with 'MNO.'

2. Press ⇓ to display the next in the list, or ⇑ to display the previous name.

3. When the name and number you want appear, press **Start** to dial.

Other functions

Using Function Buttons

Redial

To redial the last number called:

Press **Redial**. If a document is loaded in the document tray, the machine automatically begins to send.

Perform the following steps to search through redial memory:

1. Press and hold Redial for 2 seconds. The Redial memory in your machine retains the last 10 numbers called. If you have dialed the same number multiple times, the machine does not count the duplicates.

2. Press or to search through memory until you find the number you want.

3. When the number you want appears in the display, press **Start** to dial. If a document is loaded in the document tray, the machine automatically begins to send.

Tone

You may often need to use Touch Tone dial signals to perform special operations by phone. Bank-by-phone and voice mail are two examples of systems that require these signals. If you have pulse service, you can still send Touch Tone signals by following these steps.

1. Dial the number using pulse dialling.

2. When the remote phone answers, press *. Any numbers you now press will be sent as Touch tones for the remainder of the call.

3. Dial the remaining numbers required by the service. The machine returns to the pulse mode after you finish the call.

Recall

When a call comes in and you want to connect the caller to another person, you can transfer the call by pressing Recall and dialling the number of that other person. This is a timed-break recall facility only, and you may not be able to use it with some phone systems. Contact your phone supplier.

1. When you are on the phone and want the caller to be connected to another person, press Recall.

2. Enter the number of the other person.

*If you do not have a special service that uses the switch-hook signal, don't press **Recall** during a call. If you do, you could disconnect the line.*

Dual

Your machine can perform more than one of the many functions at the same time. For example, you can simultaneously:

•   Print a PC document while sending a fax.

•   Receive a fax into memory while making a copy.

•   Print an incoming fax document while scanning a document to the PC.

•   Receive a fax into memory while printing a PC document.

•   Store a fax document for later transmission while printing an incoming fax.

When the machine performs dual tasks, Press Dual to toggle the display between the current operation and new operation.

Printing Reports

Your fax machine can print reports containing useful information like Schedule Job, System Data, etc. The following reports are available:

Help List
This list shows the machine's basic functions and commands to use as a quick reference guide.

Message Confirmation Report
This report shows the fax number, the number of pages, elapsed time of the operation, the communication mode, and the communication results.

You can set up your machine to print the message confirmation report (see page 2.55):
- Automatically after each transmission [ON]
- Automatically only if an error occurs during transmission [ERR]
- No report printed at all [OFF]. You can print this report manually at any time you want.

Schedule Information List
This list shows the document currently stored for delayed transmission, priority transmission, memory transmission, continuous polling, and TX polling. The list shows the starting time, type of operation, etc.

Telephone Numbers List
This list shows all of the numbers currently stored in the fax machine's memory as One-Touch Dial numbers, Speed Dial numbers, and Group Dial numbers.

System Data List
This list shows the status of the user-selectable options. After you change any setting, print this list to confirm your changes.

Transmission or Reception Journal
This report shows information concerning transmission or reception activities. It can be printed on command, or if the machine is set to do so (see page 2.55). It will automatically print after every 40 transmissions or receptions.

Multi-Communication Report
This report is printed automatically after sending your document to more than one location.

Call Back Message
This report is printed out automatically when you do not respond to a remote operator's Voice Request.

Power Failure Report
This report is printed out automatically when power is restored after a power failure. This report shows data (if any) erased by the power failure.

Perform the following steps to print the list:

1. Press **Menu**.

2. Press the desired list button on the one-touch keypad.

On the one-touch keypad, press **Journal** for transmission or reception journal, **Help List** for help list, **TX Confirm** for message confirmation report, **Schedule Job** for schedule information list, **Phone Book** for telephone numbers list, **System List** for system data list.

The selected list will be printed out.

User Options

Your fax machine has various user-selectable features. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System Data List. For more information on printing the list, see pages 2.53 and 2.54.

Setting an Option

1. Press Menu, then press System Data on the one-touch keypad. The display shows the first option menu.

2. Scroll to the options by pressing ⇓ or ⇑ repeatedly.

3. When the option you want appears in the display, enter the number for the desired status. Or,

    You can use the ⇓ or ⇑ button to select the desired status, then press **Enter** after choosing.

    You can exit from setup mode at any time by pressing **Stop**. When you press **Stop**, the machine stores the options you've already changed and returns to Standby mode.

Selectable Options

These instructions assume you've followed the steps above under 'Setting an Option' and the machine is prompting you to change one of the options listed here.

*   FAX PAPER SIZE-Select the paper size you will use for the recording paper.

*   Press 1 for letter (LTR), 2 for A4 size, or 3 to use legal (LGL) size paper.

- MESSAGE CONFIRM-A message confirmation report shows whether the transmission was successful or not, how many pages were sent, etc.

  Press **1** to print a confirmation report automatically each time you send a fax (ON).
  Press **2** to turn this feature off (OFF).
  Press **3** to print only when an error occurs and the transmission was not successful (ERR).

- AUTO JOURNAL-A journal shows specific information concerning transmission or reception activities, the time and dates of up to 40 of the most recent transmissions or receptions.

  Press **1** to print journal automatically after every 40 transmissions or receptions (ON).
  Press **2** to print journal manually (OFF).

- REMOTE RCV CODE-The remote receive code allows you to initiate fax receive from an extension phone plugged into the EXT jack. If you pick up the extension phone and hear fax tones, enter the remote receive code and the fax will start receiving. The password is preset to 9 at factory.

  Enter the desired code 0 to 9 on the number keypad.

- DIAL MODE-Select the type of dial system your fax machine is connected to.

  Press **1** if the fax machine is connected to a tone (Touch Tone) dial line.
  Press **2** if the fax machine is connected to a pulse (Rotary) dial line.

- ECM MODE (Error Correction Mode)-This mode compensates for poor line quality and ensures accurate, error-free transmission with any other ECM-equipped facsimile machine. If the line quality is poor, transmission time may be increased when ECM is enabled.

  Press **1** to turn on the Error Correction mode.
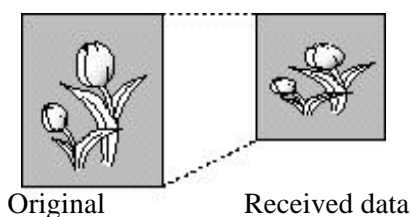 Press **2** to turn off the Error Correction mode.

- AUTO REDUCTION-When receiving a document as long as or longer than the paper installed in your machine, the machine can reduce the data in the document to fit into your recording paper size.

  Turn on this feature if you want to reduce an incoming page that may otherwise need to be divided into two pages with only a small portion on the second page. If the fax machine cannot reduce the data to fit into one page with the feature enabled, the data is divided and printed in actual size on two or more sheets if needed.
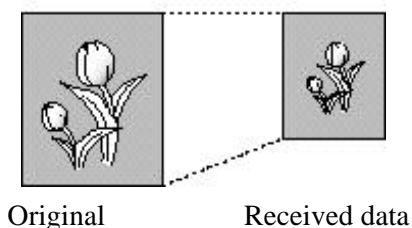
  Press **1** to turn this feature on.
  Press **2** to turn this feature off. The overflow data will be printed out on a second page.

- DRAFT.VERTICAL REDUC. (Reduction)-If you turn the automatic reduction feature on, you are allowed to select vertical reduction on or off. When you select vertical reduction to be on, the machine will reduce an incoming page contains overflow data only in vertical as shown below.

Original   Received data

If you want to reduce both in vertical and horizontal at the same rate in order to maintain height to width relationships, turn the vertical reduction feature off. If you turn off this feature, the machine reduces the data as shown below.

Original   Received data

Press **1** to turn this feature on.

Press **2** to turn this feature off.

- DISCARD SIZE-When receiving a document as long as, or longer than, the paper installed in your fax machine, you can set the fax machine to discard any excess image at the bottom of the page to fit into the recording paper size.

  If the received page is outside the margin you set, it will be printed on two sheets of paper at the actual size.

  If the data is within the margin, and the Auto Reduction feature is turned on, it will be reduced to fit into the appropriate size paper (Discard does not take place). If the Auto Reduction feature is turned OFF or fails, the data within the margin will be discarded.

  Enter the desired discard size using the number keypad, and press Enter.

- RETRY INTERVAL-Your fax machine can automatically redial a remote fax machine if it was busy or does not answer the first call.

  Enter the number of minutes (from 1 to 7) using the number keypad.

- RETRY COUNT-Enter the number of attempts (from 0 to 2) to redial the number before giving up.

  If you enter 0, the machine will not redial.

- ANSWER ON RING -You can select the number of times your machine rings before answering an incoming call. If you are using your machine as both a telephone and a fax machine, we suggest you set the ring count to at least 4 to give you time to answer.

  Enter a number from 1 through 7 on the number keypad.

- FORCE MEMORY TX-If you are annoyed that you have to wait until documents in the feeder are sent out when you try to send or reserve another fax, turn this feature on. This feature enables the automatic scanning to memory of all transmission documents immediately with later transmission.

  Press **1** to turn this feature on.

  Press **2** to turn this feature off.

- PRINT RTI (Receive Terminal Identification)-This feature allows the machine to automatically print the receive terminal ID (if registered), page number, reduction rate, and the date and time of the reception at the bottom of each page of a received document.

  Press **1** to turn this feature on.

  Press **2** to turn this feature off.

- CONT (Continuous) POLL REPORT-Every time continuous polling ends, a multi-communication report will be printed to show the result for each registered station.

  Press **1** to print the report automatically each time continuous polling ends.

  Press **2** to turn the feature off. The report will not be printed.

- FAX PRINT QUALITY-When you select LQ, the machine prints in low speed with high quality. When you select DRAFT, the machine prints in high speed with lower quality.

  Press **1** to select LQ.

  Press **2** to select DRAFT.

Ring Pattern Detection (RPD) Feature

☑ *[Presently only available on products for India and HongKong]*

"Distinctive Ring" is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. Different ring patterns, which consist of various combinations of long and short rings are used to identify which of your phone numbers has been called. This feature is often used by answering services who answer telephones for many different clients and need to know which number someone is calling in on to properly answer the phone. Using the RPD feature, your fax machine can "learn" the ring pattern you designate to be answered by the FAX machine. Unless you change it, this ringing pattern will continue to be recognized and answered as a FAX call, and all other ringing patterns will be answer by the TAD.

☑ *You can easily suspend or change RPD at any time.*

RPD Setup

Before using the RPD option, Distinctive Ring service must be installed on your telephone line by the telephone company. To setup RPD, you will need another telephone line at your location, or someone available to dial your FAX number from another phone line a different location.

To setup RPD, begin with the machine in Standby Mode:

1. Press **Menu**.

2. Press **3** on the number keypad, and **Start/Copy**.

3. Select "RPD MODE" using ⇧ or ⇩.

4. When the "RPD MODE" is displayed, press **Start/Copy.**

5. Select ON, OFF or SET using ⇧ or ⇩.

    •   Select ON to activate RPD. The LCD will show RPD MODE.

    •   *Note: The machine must have previously learned a ring pattern to activate RPD Mode. Otherwise, you can only proceed by selecting SET or OFF.*

    •   Select OFF to cancel RPD if it is currently active. All calls will be answered normally, depending on the RCV. Mode setting.

    •   Select SET to change or activate the RPD ringing pattern, and have someone call your FAX number. It is not necessary to place the call from a fax machine.

    •   *Note: RPD must be set up again if you re-assign your fax number or*

connect the machine to another telephone line.

6. Press **Start/Copy**.

- At this time, if you selected the SET option, the machine is prepared to learn the ring pattern. When the phone begins to ring, do not answer the call. The machine requires several rings to learn the pattern.

- *Note: If you need to terminate the setup process before completion, press STOP and the machine will return to Standby Mode and the previous RCV. Mode setting.*

- After several rings, the LCD will display END RPD [SETUP].

- At this point, the machine has completed the learning process.

With RPD active, the LCD shows both date and RPD. Any previously set RCV. Mode options are ignored.

Note: After RPD has been set up, have someone re-dial your fax number to verify that the machine answers with a fax tone. Then have a call placed to a different number assigned to that same line to be sure the TAD answers the phone.