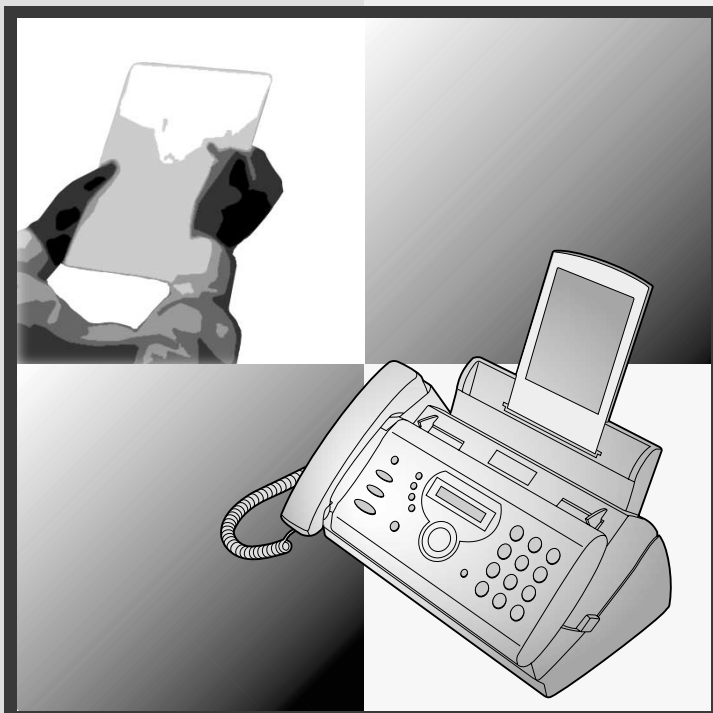


# SHARP®

## MODEL UX-A260



## **FACSIMILE** OPERATION MANUAL

1. Installation
2. Using the Answering System
3. Sending Faxes
4. Receiving Faxes
5. Making Copies
6. Special Functions
7. Printing Lists
8. Maintenance
9. Troubleshooting

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COME SHARP PRODUCTS™



**GENUINE SUPPLIES**

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**[www.SharpPlace.com](http://www.SharpPlace.com)**

**visit SharpPlace** to enter periodic contests and drawings!

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Design and specifications are subject to change without notice.

**WARNING** - FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

**Note:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

#### **ABOUT THE TELEPHONE CONSUMER PROTECTION ACT OF 1991**

"The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission the following information:

- (1) The date and time of transmission.
- (2) Identification of either the business, business entity or individual sending the message.
- (3) Telephone number of either the sending machine, business, business entity or individual.

In order to program this information into your facsimile machine, please refer to the appropriate instructions in the operation manual."



As an ENERGY STAR® partner, SHARP has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

#### **FOR YOUR RECORDS**

Please record the model number and serial number below, for easy reference, in case of loss or theft. These numbers are located on the rear side of the unit. Space is also provided for other relevant information.

Model Number UX-A260

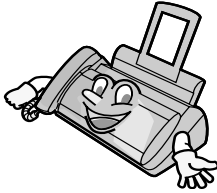
Serial Number \_\_\_\_\_

Date of Purchase \_\_\_\_\_

Place of Purchase \_\_\_\_\_

---

# Introduction



Welcome, and thank you for choosing a Sharp fax machine! The features and specifications of your new Sharp fax are shown below.

<b>Automatic dialing</b>	40 numbers
<b>Imaging film</b>	<b>Initial starter roll</b> (included with machine): 32 ft. (10 m) (approx. 30 letter-size pages) <b>Replacement roll</b> (not included): <b>UX-5CR</b> 164 ft. (50 m) (one roll yields approx. 150 letter-size pages)
<b>Memory size*</b>	448 KB (approx. 24 average pages with no voice messages recorded, or 20 minutes of voice messages (including OGMs) with no documents in memory)
<b>Modem speed</b>	14,400 bps with automatic fallback to lower speeds.
<b>Transmission time*</b>	Approx. 6 seconds (only when ECM is on)
<b>Resolution</b>	<b>Horizontal:</b> 203 pels/inch (8 pels/mm) <b>Vertical:</b> Standard: 98 lines/inch (3.85 lines/mm) Fine /Halftone: 196 lines/inch (7.7 lines/mm) Super fine: 391 lines/inch (15.4 lines/mm)
<b>Automatic document feeder</b>	10 pages max. (letter/A4 size, 20 lb paper)
<b>Recording system</b>	Thermal transfer recording
<b>Halftone (grayscale)</b>	64 levels
<b>Compression scheme</b>	MR, MH, MMR

\*Based on Sharp Standard No. 1 Chart at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

<b>Display</b>	16-digit LCD display
<b>Applicable telephone line</b>	Public switched telephone network
<b>Paper tray capacity</b>	Letter: Approx. 50 sheets (20-lb. copier paper at room temperature; maximum stack height should not be higher than the line on the tray) Legal: 5 sheets Recommended paper weight is 20-lb. Copy Bond
<b>Compatibility</b>	ITU-T (CCITT) G3 mode
<b>Input document size</b>	<b>Automatic feeding:</b> Width: 5.8 to 8.5" (148 to 216 mm) Length: 5.5 to 11" (140 to 279 mm) <b>Manual feeding:</b> Width: 5.8 to 8.5" (148 to 216 mm) Length: 5.5 to 23.6" (140 to 600 mm)
<b>Effective scanning width</b>	8.3" (210 mm) max.
<b>Effective printing width</b>	8.3" (210 mm) max.
<b>Contrast control</b>	Automatic/Dark selectable
<b>Reception modes</b>	TEL/FAX/TAD
<b>Copy function</b>	Single / Multi (99 copies/page)
<b>Telephone function</b>	Yes (cannot be used if power fails)
<b>Power requirements</b>	120 V AC, 60 Hz
<b>Operating temperature</b>	41 - 95°F (5 - 35°C)
<b>Humidity</b>	25 - 85% RH
<b>Power consumption</b>	Standby: 3.6 W Maximum: 100 W
<b>Dimensions</b> (without attachments)	Width: 12.9" (327 mm) Depth: 7.6" (193 mm) Height: 6.4" (163 mm)
<b>Weight</b> (without attachments)	Approx. 6.2 lbs. (2.8 kg)

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

## ***Important safety information***

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

Unplug the machine from the power outlet and telephone jack and consult a qualified service representative if any of the following situations occur:

- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 120 V, 60 Hz, grounded (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.

Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

The power outlet must be installed near the equipment and must be easily accessible.

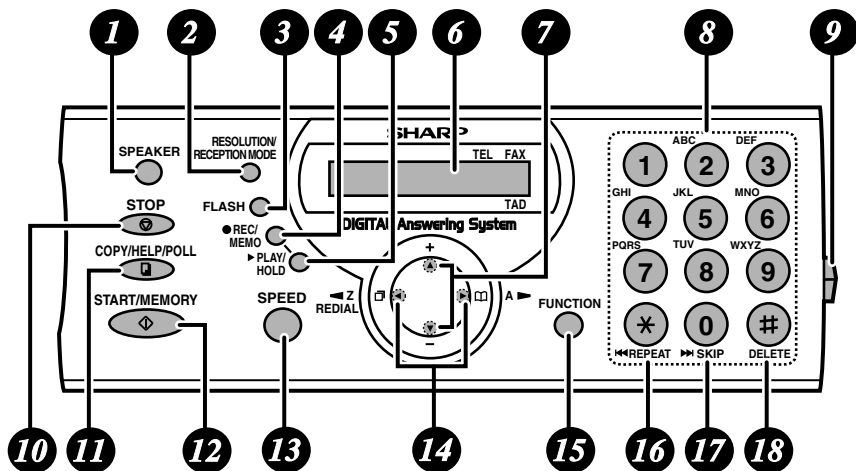
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# A Look at the Operation Panel



- 1 SPEAKER key**  
Press this key to listen to the line and fax tones through the speaker when faxing a document (page 47).  
Note: **This is not a speakerphone.** You must pick up the handset to talk with the other party.
- 2 RESOLUTION / RECEPTION MODE key**  
When a document is in the feeder, press this key to adjust the resolution for faxing or copying (page 45). At any other time, press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode; page 21).
- 3 FLASH key**  
This key is used for Call Waiting and other special services that require subscription from your phone company. Your phone company will provide you with details on how to use the key.
- 4 REC/MEMO key**  
Press this key to record an outgoing message, phone conversation, or memo (pages 24 and 28).
- 5 PLAY/HOLD key**  
Press this key to play recorded messages (page 27). At any other time, press this key to put the other party on hold during a phone conversation (page 62).
- 6 Display**  
This displays messages and prompts to help you operate the machine.



- 7 UP and DOWN arrow keys**  
**Enlarge/reduce setting:** When making a copy of a document, press these keys to select an enlarge/reduce setting (page 65).  
**Volume setting:** When a document is not in the feeder, press these keys to change the handset volume when the handset is lifted, the speaker volume when the **SPEAKER** key has been pressed, or the ringer volume at any other time (page 22).  
**FUNCTION key settings:** Press these keys after pressing the **FUNCTION** key to scroll through the FUNCTION MODE settings.
- 8 Number keys**  
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.
- 9 Panel release**  
Press this release to open the operation panel.
- 10 STOP key**  
Press this key to cancel an operation before it is completed.
- 11 COPY/HELP/POLL key**  
When a document is in the feeder, press this key to make a copy of a document (page 65). When a document is not in the feeder, press this key to print out the Help List, a quick reference guide to the operation of your fax machine. This key is also used after dialling to poll (request fax transmission from) another machine (page 74).
- 12 START/MEMORY key**  
Press this key after dialling to begin fax transmission (page 47). Press this key before dialling to send a fax through memory (page 58). The key can also be pressed in the date and time display to show the percentage of memory currently used.
- 13 SPEED key**  
Press this key to dial a fax or voice number using an abbreviated 2-digit Speed Dial number (pages 48 and 52).
- 14 Left and right arrow keys**  
**Auto-dial numbers:** When sending a fax or making a phone call, press these keys to scroll through your auto-dial numbers (page 53), the "REVIEW CALLS" list (only available if you have Caller ID; page 69), and the last number dialed (redial; page 55).  
**FUNCTION key settings:** Press the right arrow key after scrolling with the up and down arrow keys to select a **FUNCTION** key setting.
- 15 FUNCTION key**  
Press this key followed by the arrow keys to select special functions and settings.

**16**

**REPEAT key**

Press this key while listening to a message to play it again (page 27).

**17**

**SKIP key**

Press this key while listening to a message to skip to the next message (page 27).

**18**

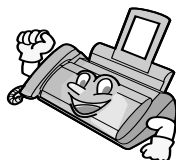
**DELETE key**

Press this key to erase recorded messages (page 28).

# 1. Installation

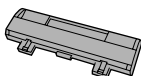
## Unpacking Checklist

Before setting up, make sure you have all of the following items.



If any are missing, contact your dealer or retailer.

Paper tray



Paper tray extension



Operation manual



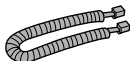
Gears (2)



Handset



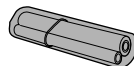
Handset cord



Telephone line cord



Imaging film (initial starter roll)



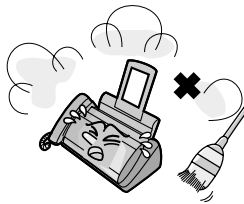
## Points to keep in mind when setting up



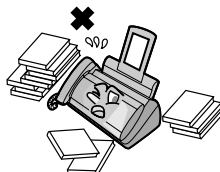
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

### About condensation

If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

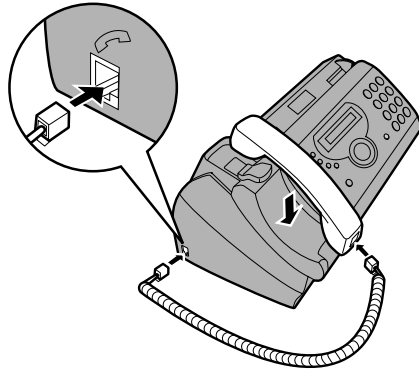
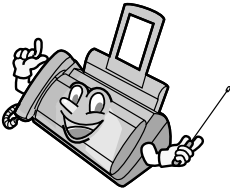
## Connections

### Connecting the handset

Connect the handset as shown and place it on the handset rest.

- ◆ The ends of the handset cord are identical, so they will go into either jack.

Make sure the handset cord goes into the jack marked with a handset symbol on the side of the machine!



Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

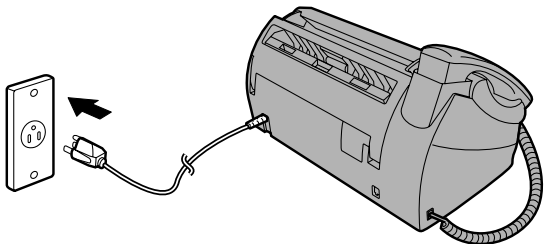
### Connecting the power cord

Plug the power cord into a 120 V, 60 Hz, grounded AC (3-prong) outlet.

#### Caution!

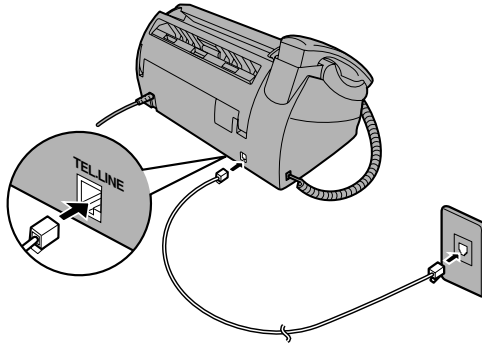
Do not plug the power cord into any other kind of outlet. This will damage the machine and is not covered under the warranty.

The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.



## Connecting the telephone line cord

Insert one end of the line cord into the jack on the back of the machine marked **TEL. LINE**. Insert the other end into a standard (RJ11C) single-line wall telephone jack.



### Setting the dial mode:

The fax machine is set for tone dialing. If you are on a pulse dial line, you must set the fax machine for pulse dialing. Press the keys on the operation panel as follows:

**1** Press **FUNCTION** once and **▲** once.

Display:

OPTION SETTING ◀▶

**2** Press **▶** once and **▼** twice.

DIAL MODE ◀▶

**3** Press **▶** once.

1=TONE, 2=PULSE

**4** Select the dial mode:

TONE: (1) PULSE: (2)

The display briefly shows your selection, then:

DISTINCTIVE ◀▶

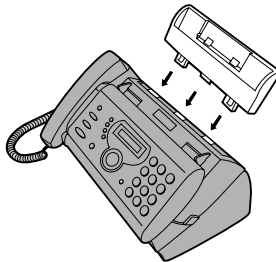
**5** Press **STOP** to exit.

### Comments:

- ◆ The fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- ◆ The fax machine is not compatible with digital telephone systems.
- ◆ If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

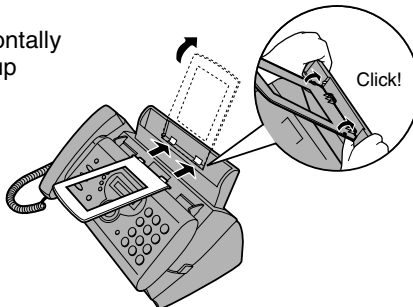
## ***Attach the paper tray and paper tray extension***

Attach the paper tray.



Attach the paper tray extension.

Insert horizontally  
and rotate up



**Note:** The paper tray extension has a top side and a bottom side. If you cannot insert the tabs into the holes, turn the support over.

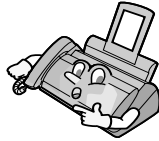
## Loading the Imaging Film

Your fax uses a roll of imaging film to create printed text and images. The print head in the fax applies heat to the imaging film to transfer ink to the paper. Follow the steps below to load or replace the film.

The initial starter roll of imaging film included with your fax can print about 30 letter-size pages.



When replacing the film, use a roll of Sharp **UX-5CR** imaging film. One roll can print about 150 letter-size pages.

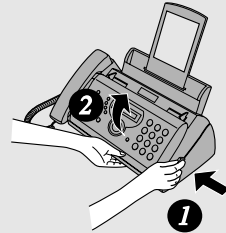


Use only Sharp Genuine Supplies with this logo:

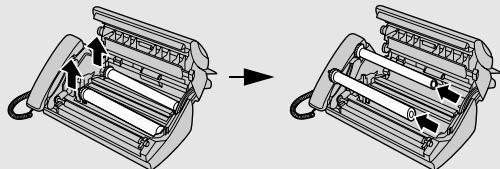


- 1 Remove the paper from the paper tray and open the operation panel (press **1**).

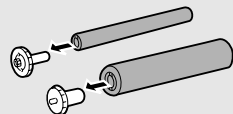
If you are loading the imaging film for the first time, go to Step 4.



- 2 Remove the used film and empty spool.

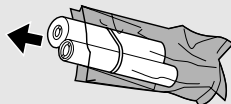


- 3 Remove the two green gears from the spools. **DO NOT DISCARD THE TWO GREEN GEARS!**



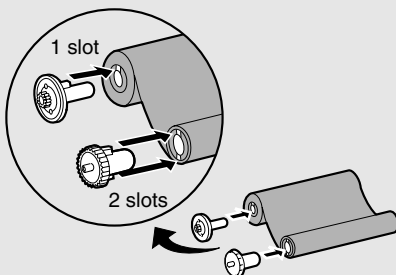
## 4 Remove the new roll of imaging film from its packaging.

- Cut the band that holds the rolls together.



## 5 Insert the green gears.

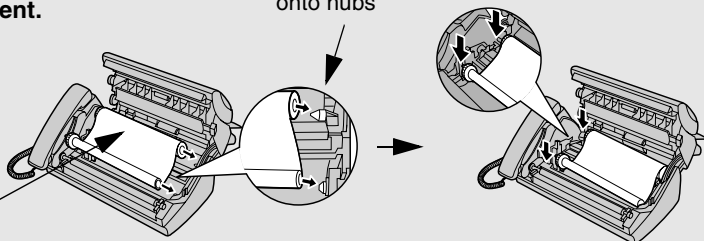
Make sure the gears fit into the slots in the ends of the rolls.



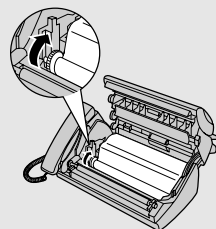
## 6 Insert the film into the print compartment.

Fit ends of rolls onto hubs

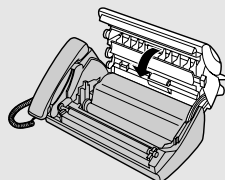
Thick roll to rear



## 7 Rotate the front gear as shown until the film is taut.



## 8 Close the operation panel (press down on both sides to make sure it clicks into place).





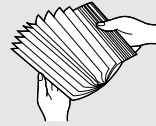
# Loading Printing Paper

You can load letter or legal size paper in the paper tray. Recommended paper weight is 20-lb. Copy Bond. The maximum number of sheets is as follows:

**Letter size:** Approx. 50 sheets (20-lb. copier paper at room temperature; maximum stack height should not be higher than the line on the tray)

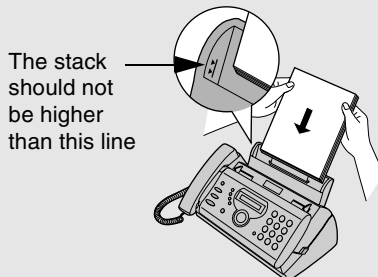
**Legal size:** 5 sheets

- 1 Fan the paper, and then tap the edge against a flat surface to even the stack. Make sure the stack edges are even.**



- 2 Insert the stack of paper into the tray, *PRINT SIDE DOWN*.**

- If paper remains in the tray, take it out and combine it into a single stack with the new paper.
- Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side may result in poor print quality.
- **GENTLY LOAD PAPER INTO THE PAPER TRAY.**
- **DO NOT FORCE IT DOWN INTO THE FEED SLOT.**



**Note:** Do not use paper that has already been printed on, or paper that is curled.

**Note:** If at any time the display shows the alternating messages at right, check the printing paper. If the tray is empty, add paper. If there is paper in the tray, take it out and then reinsert it.

When you are finished, press **START/MEMORY**.







ADD PAPER &






PRESS START KEY

## Setting the paper size



The fax has been set at the factory to scale received faxes to letter size paper. If you loaded legal paper, you must change the paper size setting to LEGAL.


**1** Press  once and  once. Display: OPTION SETTING  

**2** Press  once and  twice. PAPER SIZE SET  

**3** Press  once. 1=LETTER,2=LEGAL





**4** Select the paper size:  
LETTER: 1    LEGAL: 2


The display briefly shows your selection, then: COPY CUT-OFF  


**5** Press  to return to the date and time display.

## Print contrast setting



Your fax has been set at the factory to print at normal contrast. If desired, you can change the print contrast setting to LIGHT.


**1** Press  once and  once. Display: OPTION SETTING  

**2** Press  once and  3 times. PRINT CONTRAST  

**3** Press  once. 1:NORMAL

**4** Select the print contrast:  
NORMAL: 1    LIGHT: 2

The display briefly shows your selection, then: PAPER SIZE SET  

**5** Press  to return to the date and time display.

# Entering Your Name and Fax Number

Before you can begin sending faxes, you must enter your name and fax (telephone) number. You also need to set the date and time.

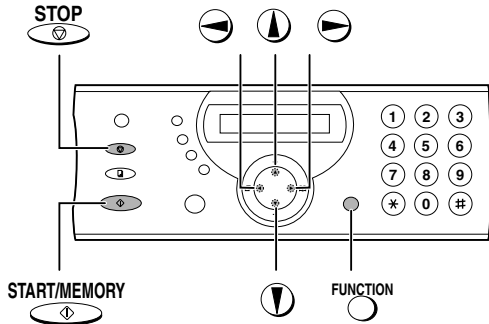


Once you enter this information, it will automatically appear at the top of each fax page you send.



**Important!**

FCC regulations require that your name, telephone/fax number, and the date and time appear on each fax message you send. Enter your name and fax number here and set the date and time as explained in the following section to have the fax machine include this information automatically at the top of your fax messages.



**1** Press **FUNCTION** once and **▲** 3 times.

Display:

ENTRY MODE

**2** Press **▶** once.

OWN NUMBER SET

**3** Press **▶** once.

ENTER FAX #

**4** Enter your fax number by pressing the number keys (max. 20 digits).

- To insert a space between digits, press **#**. To enter a "+", press **\***
- To clear a mistake, press **SPEAKER**.

**5** Press **START/MEMORY** to enter the fax number in memory.

**6** Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.

Example: SHARP = 7777 44 2 777 **▶** 7

SPACE = <b>1</b>	G = <b>4</b>	N = <b>6 6</b>	U = <b>8 8</b>
A = <b>2</b>	H = <b>4 4</b>	O = <b>6 6 6</b>	V = <b>8 8 8</b>
B = <b>2 2</b>	I = <b>4 4 4</b>	P = <b>7</b>	W = <b>9</b>
C = <b>2 2 2</b>	J = <b>5</b>	Q = <b>7 7</b>	X = <b>9 9</b>
D = <b>3</b>	K = <b>5 5</b>	R = <b>7 7 7</b>	Y = <b>9 9 9</b>
E = <b>3 3</b>	L = <b>5 5 5</b>	S = <b>7 7 7 7</b>	Z = <b>9 9 9 9</b>
F = <b>3 3 3</b>	M = <b>6</b>	T = <b>8</b>	

- ◆ To enter two letters in succession that require the same key, press **▶** after entering the first letter.
- ◆ To clear a mistake, press **SPEAKER**.
- ◆ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press **#** or **\*** repeatedly: . / ! " # \$ % & ' ( ) \* + , - : ; < = > ? @ [ ¥ ] ^ \_ ' { | } → ←

**7** Press **START/MEMORY**.

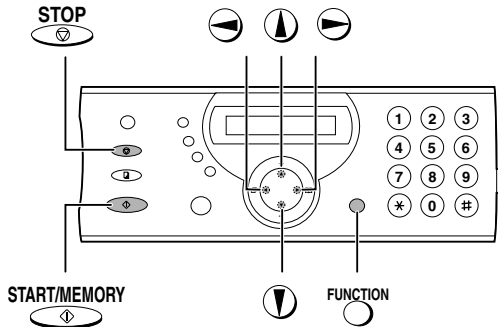
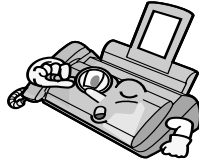
Display:

**DATE&TIME SET** **▶▶**

**8** Press **STOP** to return to the date and time display.

## Setting the Date and Time

The date and time appear in the display and are printed at the top of every page you fax. Set the date and time as shown below.



**1** Press **FUNCTION** once and **▲** 3 times. Display: **ENTRY MODE** **↕**

**2** Press **▶** once and **▼** once. **DATE&TIME SET** **↕**

**3** Press **▶**. The currently set date appears (example): **DATE 08-15-2003**

**4** Enter a two-digit number for the month ("01" for January, "02" for February, "12" for December, etc.).

Example: January **0** **1** → **DATE 01-15-2003**

- To correct a mistake, press **◀** to move the cursor back to the mistake and then enter the correct number.

**5** Enter a two-digit number for the day ("01" to "31").

Example: the 5<sup>th</sup> **0** **5** → **DATE 01-05-2003**

## Setting the Date and Time

### 6 Enter the year (four digits).

Example: 2003    2   0   0   3    →

The currently set time appears (example):

TIME 12:19 PM

### 7 Enter a two-digit number for the hour ("01" to "12") and a two-digit number for the minute ("00" to "59").

Example: 9:25    0   9   2   5    →

TIME 09:25 PM

### 8 Press \* to select A.M. or # to select P.M.

### 9 Press to start the clock.    →

ANTI JUNK #    ↕

### 10 Press to return to the date and time display.

## Daylight Saving Time

If desired, you can set the clock to move forward and backward automatically at the beginning and end of Daylight Saving Time. Follow these steps:

### 1 Press once and once.

OPTION SETTING    ↕

### 2 Press once and 5 times.

DAY LIGHT SAVE    ↕

### 3 Press once.

1=YES, 2=NO

### 4 Press to select YES, or to select NO.

RECEIVE RATIO    ↕

### 5 Press to return to the date and time display.

## Setting the Reception Mode

Your fax has three modes for receiving incoming faxes:

### FAX mode:

Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls on four rings and receive incoming faxes.

### TEL mode:

Select this mode when you want to receive both phone calls and faxes on the line connected to the fax machine. **All calls, including faxes, must be answered by picking up the fax machine's handset** or an extension phone connected to the same line.

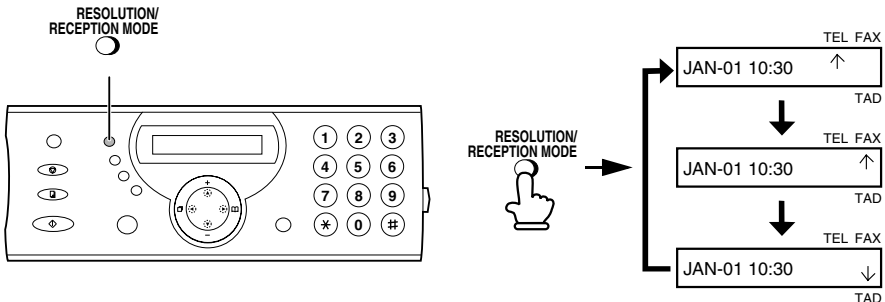
### TAD mode:

Select this mode when you go out and want the built-in answering system to answer all calls. Voice messages will be recorded, and fax messages will be received automatically ("TAD" stands for "Telephone Answering Device").

## Setting the reception mode

Make sure a document *is not loaded in the document feeder*, and then

press **RESOLUTION/RECEPTION MODE** until the arrow in the display points to the desired mode.

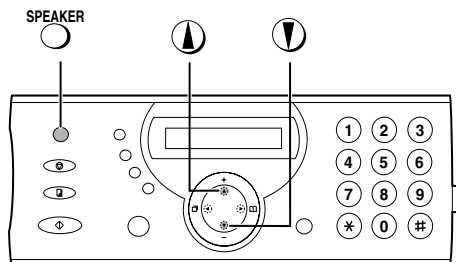


**Note:** TAD mode cannot be selected unless a general outgoing message has been recorded as explained on page 24.

For more information on receiving faxes in FAX and TEL modes, see Chapter 4, *Receiving Faxes*. For more information on using TAD mode, see Chapter 2, *Using the Answering System*.

## Volume Adjustment


You can adjust the volume of the speaker, handset, and ringer using the up and down arrow keys.



### Speaker



**1** Press  .

**2** Press  or  until the display shows the desired volume level.

- Press  again to turn off the speaker.

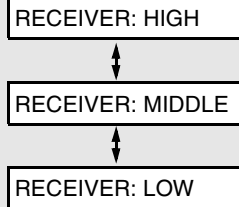


## Handset

- 1** When talking through the handset, press  or  until the display shows the desired volume level.

- **Note:** The volume reverts to MIDDLE each time you replace the handset.

Display:



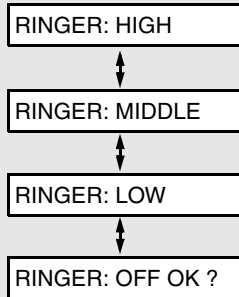
## Ringer

- 1** Press  or .

(Make sure  has not been pressed, the handset is not lifted, and a document is not loaded in the feeder.)

- The ringer will ring once at the selected level, then the date and time will reappear in the display.

Display:



- 2** If you selected RINGER: OFF OK ?, press .

## 2. Using the Answering System

The built-in answering system allows you to receive both voice messages and faxes while you are out.



To use the answering system, you will first need to record an outgoing message. When you go out, turn on the answering system by setting the reception mode to TAD.

### Recording an Outgoing Message

The outgoing message (OGM) is the greeting that the machine plays after answering a call to inform callers that they can leave a message or send a fax. Follow the steps below to record a message.

#### Example:

"Hello. You've reached \_\_\_\_\_. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

**1** Press  once and  once.

Display:

OGM1(GENERAL) 


**2** Press  once.

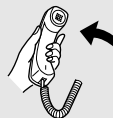
LIFT HANDSET OR



PLAY: PLAYBACK

**3** Lift the handset.

(If you have already recorded a message, you can press  to listen to the message.)




**4** Press **START/MEMORY**  and speak into the handset to record a message.

- The outgoing message can be up to 60 seconds long. While recording, the display will show the time left to record.

**5** When finished, replace the handset or press **STOP**  .


### To listen to the outgoing message

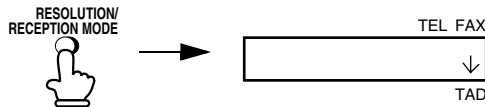
To listen to the outgoing message, follow Steps 1 and 2 of the above procedure and then press **▶PLAY/HOLD**  . Note that the general outgoing message cannot be erased. If you need to change it, simply repeat the recording procedure.

## Operating the Answering System

### Activating the answering system

To turn on the answering system so that callers can leave messages, press

**RESOLUTION/RECEPTION MODE**  until the arrow in the display points to TAD. (TAD stands for “Telephone Answering Device”.)



- ◆ The outgoing message will play (you can stop playback by pressing

**STOP**  ).

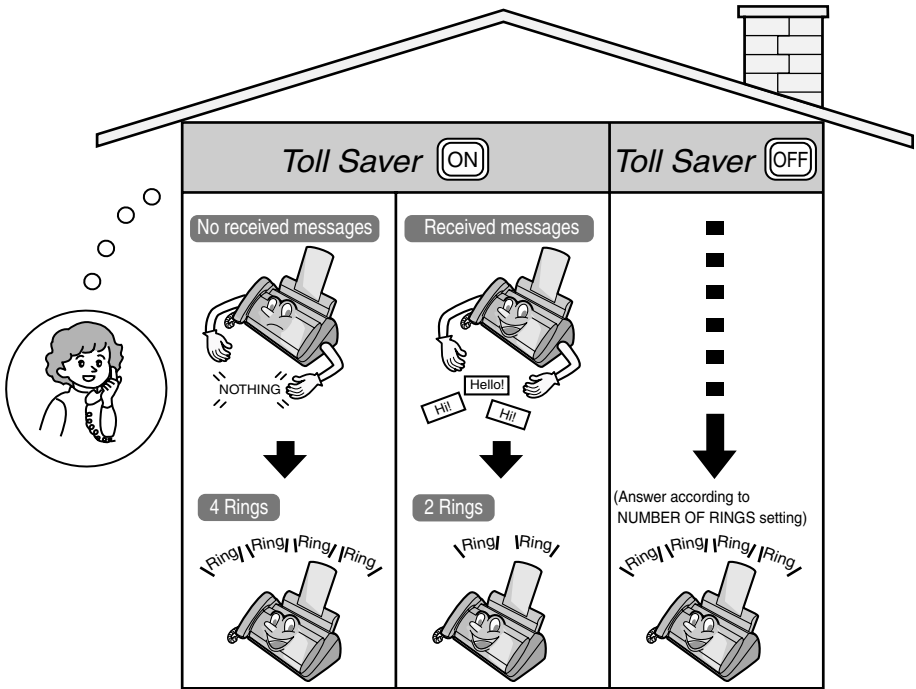
- ◆ It will not be possible to set the reception mode to TAD if an outgoing message has not been recorded.

**Note:** In TAD mode, the machine will automatically switch to fax reception if it detects six seconds of silence after answering a call. For this reason, if a caller pauses for this length of time while leaving a message, they will be cut off.

### **Number of rings in TAD mode (Toll Saver function)**

The number of rings on which the machine answers incoming calls in TAD mode depends on whether the Toll Saver function is turned on, and if it is on, whether you have messages.

- ◆ The Toll Saver function is initially turned on.



To turn off the Toll Saver function, see page 37.

To adjust the NUMBER OF RINGS setting, see page 59.




## Listening to received messages


When you return, the display will show the number of messages recorded. Follow the steps below to listen to your messages.

### 1 Press .

- If you only want to listen to new messages (messages not previously listened to), continue to hold  down for at least two seconds.

### 2 The messages will play.







- As each message plays, the date and time of recording will appear briefly in the display. If no messages were received, NO MESSAGES will appear.
- **Repeat:** To listen to a message a second time, press  before playback of that message ends. To move back to the previous message, press  within 3 seconds of the beginning of the current message.
- **Skip:** To skip forward to the next message, press .

**Note:** Playback will stop if you receive a call, lift the handset, or press .


- ◆ You can print out a list of your received messages that shows the date and time that each was received. See page 75.





## Erasing received messages

It is important to erase received messages after you listen to them to ensure that the memory does not become full.



- ◆ **Erasing all messages:** To erase all messages, press , , and , then .
- ◆ **Erasing a single message:** To erase a single message, press , , while the message is being played.

## Recording memos

You can record memos for yourself and other users of the machine. These will be played back together with incoming messages when the  key is pressed.

- 1** Press  once and  once.
- 2** Pick up the handset, press , and speak into the handset.
- 3** When you have finished speaking, replace the handset or press .

## Recording phone conversations (2-way recording)

To record a phone conversation, hold down the  key during the conversation you want to record. When you are finished, release the key. The conversation will be played back when the  key is pressed.

# Optional Answering System Settings



## Setting ICM time

Incoming messages (ICMs) are the messages which callers leave for you on the built-in answering system. The answering system is set at the factory to allow each caller a maximum of 4 minutes to leave a message. If desired, you can change this setting to 15, 30, or 60 seconds.

**1** Press  **once** and  **once.**

Display:

T.A.D. SETTING 

**2** Press  **once** and  **once.**

RECORDING TIME 

**3** Press .

**4** Press a number from 1 to 4 to select the desired ICM recording time.

**1** 15 seconds


**3** 60 seconds

**2** 30 seconds

**4** 4 minutes

The display briefly shows your selection, then:

REMOTE CODE 

**5** Press  **to return to the date and time display.**

## FAX mode on TAD failure








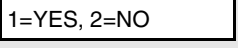




If the memory for recording incoming messages becomes full while you are out, the answering system will no longer be able to record messages. The ON TAD FAILURE setting is used to select whether or not the reception mode will switch to FAX mode when this happens:

- ◆ YES (switch to FAX mode): The reception mode will switch to FAX mode, allowing the machine to continue to receive faxes automatically. With this setting, you can still use the remote commands to listen to your messages and then erase them (see *Remote Operations* on page 37).

## Optional Answering System Settings







- ◆ **NO** (do not switch to FAX mode): The machine will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the machine from a remote location, you can wait until it answers, listen to your messages, and then erase them (see *Remote Operations* on page 64).

The initial setting is **NO**. If you want to change the setting to **YES**, press the panel keys as follows:

<b>1</b> Press  once and  once.	Display: 
<b>2</b> Press  once and  3 times.	
<b>3</b> Press  .	
<b>4</b> Press  to select <b>YES</b> (switch to FAX mode), or  to select <b>NO</b> .	The display briefly shows your selection, then: 
<b>5</b> Press  to return to the date and time display.	



### ***OGM only mode***

If needed, you can turn off recording of incoming messages. In this case, your outgoing message will play, but callers will not be able to leave a message. (The machine will still receive faxes sent by automatic dialing.)

<b>1</b> Press  once and  once.	Display: 
<b>2</b> Press  once and  twice.	




**3** Press .

**4** Press  to turn on OGM only mode,  
or  to turn it off.

The display briefly shows your selection, then:



CPC DETECTION 

**5** Press  to return to the date and time display.

## CPC Detection



When a caller hangs up, the central telephone exchange issues a CPC (Calling Party Control) signal. When the answering system detects this signal, it stops recording so that periods of silence are not recorded.

However, if you subscribe to special services such as Call Waiting or Call Forwarding, signals used by these services may be mistaken for a CPC signal, causing the answering system to hang up during a call. If you experience this problem, follow these steps to turn off CPC Detection.

**1** Press  once and  once.

Display:



T.A.D. SETTING 

**2** Press  once and  once.

CPC DETECTION 


**3** Press .

1=YES, 2=NO

**4** Press  to turn on CPC Detection,  
or  to turn it off.

The display briefly shows your selection, then:

TOLL SAVER 

**5** Press  to return to the date and time display.

## Transfer Function



The Transfer function is used to have the machine automatically call you at a specified number every time it receives an incoming message. This lets you hear your messages immediately after they come in, even when you are at a remote location.

To use the Transfer function, you must first program the number that you wish the machine to call (the transfer number), and record the transfer message that plays when you answer the phone at the remote location.

When you go out and wish to use the transfer function, turn it on. When you return and no longer wish to use the transfer function, turn it off.


### Programming the transfer number

To use the Transfer function, you must first give the machine the number to call (the transfer number).

**1** Press  once and  once.

Display:

T.A.D. SETTING 


**2** Press  once and  4 times.

TRANSFER TEL # 


**3** Press  .

ENTER TEL #

**4** Press the number keys to enter the transfer number.

- To insert a pause between any two digits of the number, press  .

**5** Press  .

**6** Press  to return to the date and time display.

## Recording the transfer message

The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. It can be up to 15 seconds long. To record a transfer message, follow the steps below. The following is an example:

“Hello. This is a transfer call for (YOUR NAME). Enter your remote code number now.”

**1** Press **REC/MEMO** once and **▼** twice.

Display:

OGM2(TRANSFER) ⇄

**2** Press **▶** once.

**3** Lift the handset.

(If you have already recorded a message, you can press **▶/PLAY/HOLD** to

listen to the message, or press **#** **DELETE** to delete the message.)



**4** Press **START/MEMORY** and speak into the handset to record the message.

- The transfer message can be up to 15 seconds long. While recording, the display will show the time left to record.

**5** When finished, replace the handset or press **STOP** **▼**.

## Checking or erasing the transfer message

To check or erase the transfer message, follow Steps 1 and 2 of the above procedure, and then press **▶PLAY/HOLD** to check the message, or **#** **DELETE** to erase the message.

## Turning the Transfer function on and off

When you go out and wish to use the Transfer function, turn it on as follows:

**1** Press **FUNCTION** once and **▼** once.

Display:

T.A.D. SETTING **↕**

**2** Press **▶** once and **▲** 4 times.

TRANSFER FUNC **↕**

**3** Press **▶**.

1=YES, 2=NO

**4** Press **1** to turn on the Transfer function.  
(Press **2** to turn the function off.)

The display briefly shows your selection, then:

ON TAD FAILURE **↕**

**5** Press **STOP** to return to the date and time display.

**6** Each time the machine receives an incoming message, it will call your programmed transfer number. When you answer, you will hear your recorded message telling you that the call is a transfer call. On the dial pad of your phone, enter **#**, your remote code number (see page 37), and **#**. The machine will play back your messages.

- You can also perform any of the remote operations described in *Remote Operations* later in this chapter (see page 37).

**Note:** When you hang up after a transfer call, the machine will not immediately resume normal operation. If you want the machine to accept calls immediately after a transfer call, enter **\*** twice before hanging up (if you want to hang up during message playback, first enter **0** and **#** to stop playback, then enter **\*** twice).

## Override Ringing

This function allows selected callers using a touch-tone telephone to override the answering system's outgoing message and cause the machine to make a special ringing sound, alerting you that they are calling. This is useful when you are near the machine but only want to talk with certain callers, taking all other calls on the answering system.

### Programming the override code



To override the answering system, your callers must enter a 3-digit override code from their telephone. This code has been set to "009" at the factory. If you wish to change the code, press the panel keys as shown below.

**Important!** Make sure the override code is different from the remote code used for remote operations.

**1** Press **FUNCTION** once and **▼** once.

Display:



T.A.D. SETTING **↕**

**2** Press  once and  3 times.

OVERRIDE CODE 


**3** Press .

**4** Press the number keys to enter a 3-digit override code.


**5** Press  to store the override code, and then  to return to the date and time display.

### *Overriding the answering system*

Your callers should follow the steps below to override the answering system.

**1** The caller calls your machine from a touch-tone telephone. When the outgoing message begins, they should press the  key on their telephone.

- The caller will hear a short beep, and the outgoing message will stop.

**2** The caller should enter the override code and  by pressing the appropriate keys on their telephone.

- If an incorrect code is entered, the caller will hear four beeps. He or she must re-enter the correct code within 10 seconds or the line will be disconnected.

**3** Your machine will make a special ringing sound. Pick up the handset to answer the call.










- If you do not answer within 30 seconds, the outgoing message will play again and the caller can leave a message.

## Remote Operations

When you are out, you can call the machine from any touch-tone telephone and play back your messages using the remote commands. You can also use these commands to change the reception mode and other settings.

### Remote code number

To access the machine to perform remote operations, you must first enter your remote code number. The remote code number has been set to "001" at the factory. If you wish to use a different number, follow these steps:







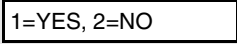




- |  |   |
|--|---|
| <p><b>1</b> Press  once and  once.</p>   | <p>Display:</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">T.A.D. SETTING </div> |
| <p><b>2</b> Press  once and  twice.</p>  | <div style="border: 1px solid black; padding: 2px; display: inline-block;">REMOTE CODE </div>                    |
| <p><b>3</b> Press .</p>   |   |
| <p><b>4</b> Press the number keys to enter a 3-digit remote code number.</p>   |   |
| <p><b>5</b> Press  to store the remote number, and then  to return to the date and time display.</p> |   |

### Toll Saver



When you call the machine to listen to your messages, it will answer after two rings if it has received at least one message, or after four rings if it has not received any messages.

This allows you to save money on telephone charges, particularly if you are calling long distance. If the machine does not answer after the second ring, you can simply hang up before it answers, saving yourself the cost of that call.

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the machine will answer after the number of rings set with the NUMBER OF RINGS setting (see *Changing the number of rings* on page 59).

<b>1</b> Press  once and  once.	Display: 
<b>2</b> Press  once.	
<b>3</b> Press  once.	
<b>4</b> Press  to turn on the Toll Saver function, or  to turn it off.	The display briefly shows your selection, then: 
<b>5</b> Press  to return to the date and time display.	

## Retrieving your messages

<b>1</b> Call the machine from a touch-tone telephone. When your outgoing message begins, press  on the telephone. <ul style="list-style-type: none"><li>You will hear a short beep, and the outgoing message will stop.</li></ul>
<b>2</b> Enter your remote code number and then press  . <ul style="list-style-type: none"><li>You will hear a series of beeps equal to the number of messages recorded, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.</li><li>If no messages have been received, you will hear a short beep. You can either hang up, or perform any of the operations described in the following section, <i>Other remote operations</i>.</li></ul>



### 3 While the messages are playing, you can do any of the following:

- **Repeat:** To listen to a message a second time, press **2** and **#** on the telephone before that message ends. To move back to the previous message, press **2** and **#** during the first 3 seconds of the current message.
- **Skip forward:** To skip forward to the next message, press **5** and **#** on the telephone.
- **Stop:** To stop playback, press **0** and **#** on the telephone. After this, you can enter any of the commands described in the following section, *Other remote operations*.
- **Play new messages:** To listen to only your new messages, first stop playback by pressing **0** and **#**, and then press **6** and **#**.
- **Erase a message:** To erase the message you are currently listening to, press **3** and **#** before it ends.

### 4 When you have finished listening to your messages, you can do any of the following:

- **Erase all messages:** Press **3**, **3**, and **#**.
- **Repeat playback:** Press **7** and **#**.
- **Perform other operations:** You can enter any of the commands described in the following section, *Other remote operations*.
- **Hang up:** If you do not erase your messages first, they will be saved and any new messages will be recorded after them. If you want the machine to resume normal operation immediately, press **\*** twice before hanging up (in some cases, particularly when the Transfer function is used, the machine may not accept new calls for one or two minutes after you hang up unless you press **\*** twice).

**Note:** You can also call the machine and perform remote operations when the reception mode is set to FAX. In this case, when you call the machine, press

Ⓝ immediately after it answers (before you hear the fax tone), and then continue from Step 2 above.

### Comments:

- ◆ When a remote command is accepted by the machine, you will hear one beep. If an incorrect command is entered, you will hear four beeps. In the latter case, re-enter the correct command.
- ◆ When entering a command, do not pause longer than 10 seconds between each digit. If you do, you will hear a 4-beep error signal and the digits entered up to that point will be cleared. In this case, re-enter the command from the beginning.
- ◆ If you pause for longer than 10 seconds before entering a command, or make two errors while entering your remote code number, the line will be disconnected. (This prevents unauthorized people from attempting to guess your remote code number.)

## Other remote operations

After listening to your messages, you can perform any of the following operations by pressing the appropriate keys on the telephone.

**Note:** The following commands cannot be entered while messages are being played back. If you do not want to wait until playback ends to enter a command, first stop playback by pressing ⓪ and Ⓝ, and then enter the command.

## Changing the fax reception mode

Select a new reception mode by pressing the keys as follows:

◆ **TAD mode:** Ⓢ, Ⓛ, and Ⓝ.

◆ **FAX mode:** Ⓢ, Ⓜ, and Ⓝ.

◆ **TEL mode:** Ⓢ, Ⓝ, and Ⓝ.

**Caution:** If you select TEL mode, you will not be able to change the reception mode again.

## ***Recording a new outgoing message***

**1** Press **4** and **\*** on the telephone.

**2** When you hear a short beep, speak into the telephone to record the new message.

- The message can be up to 15 seconds long. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back.

## ***Turning the Transfer function on or off***

To turn Transfer on: Press **9**, **1**, and **#** on the telephone.

To turn Transfer off: Press **9**, **2**, and **#** on the telephone.

## ***Changing the transfer telephone number***

**1** Press **9**, **0**, and **#** on the telephone.

**2** After you hear a short beep, enter the new telephone number. When finished, press **#**.

- To insert a pause between any two digits of the number, press **\***.

## ***Recording a new transfer message***

- 1** Press **9**, **3**, and **#** on the telephone.

---

- 2** When you hear a short beep, speak into the telephone to record the new message.
  - The time for the transfer message is fixed at 15 seconds. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

## ***Recording a "Memo"***

You can record a "memo" for yourself or other users of the machine. The memo will be played back when incoming messages are listened to.

- 1** Press **\*** and **#** on the telephone.

---

- 2** When you hear a short beep, speak into the telephone to record the memo.

---

- 3** When you are finished, press **0** and **#** on the telephone.
  - If the machine detects silence, it will stop recording automatically.

## ***OGM only mode***

**To turn on OGM only mode:** Press **1**, **1**, and **#** on the telephone.  
(Your outgoing message will play, but callers will not be able to record a message. Faxes sent by automatic dialling will be received)

**To turn off OGM only mode:** Press **1**, **2**, and **#** on the telephone.

# 3. Sending Faxes

## Transmittable Documents

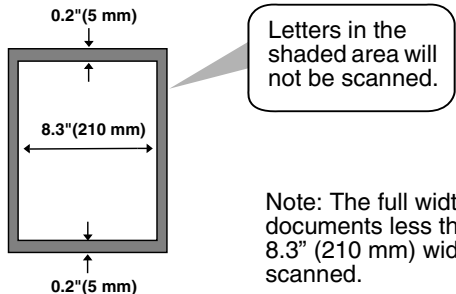
### Size and weight

The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:		Loading up to 10 pages at once:	
Minimum size	Maximum size	Minimum size	Maximum size
Minimum weight	Maximum weight	Minimum weight	Maximum weight
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>14 lbs.</b>  <b>(52 g/m<sup>2</sup>)</b> </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>42 lbs.</b>  <b>(157 g/m<sup>2</sup>)</b> </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>14 lbs.</b>  <b>(52 g/m<sup>2</sup>)</b> </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>21.5 lbs.</b>  <b>(80 g/m<sup>2</sup>)</b> </div>

3. Sending Faxes

**Note:** Letters or graphics on the edges of a document will not be scanned.



### ***Other restrictions***

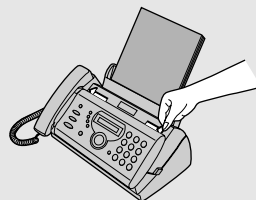
- ◆ The scanner cannot recognize yellow, greenish yellow, or light blue ink.
- ◆ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ◆ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- ◆ Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slippery coated surface should be photocopied, and the copy loaded in the feeder.

### ***Loading the Document***

Up to 10 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

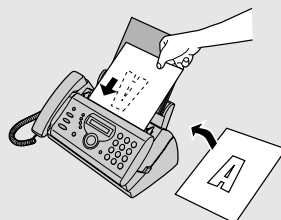
- ◆ If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ◆ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

- 1 Adjust the document guides to the width of your document.**



- 2 Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.**

- READY TO SEND will appear in the display.



- 3** Adjust the resolution and/or contrast settings as explained in *Resolution and Contrast* below, then dial the receiving machine as explained on page 46.

## Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.

The default resolution setting is STANDARD and the default contrast setting is AUTO.



You must adjust the settings each time you don't want to use the default settings.



**Note:** The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

### Resolution settings

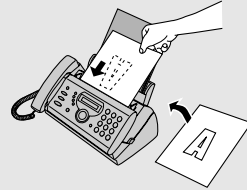
STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

## Contrast settings

- |      |                                |
|------|--------------------------------|
| AUTO | Use AUTO for normal documents. |
| DARK | Use DARK for faint documents.  |

### 1 Load the document(s).

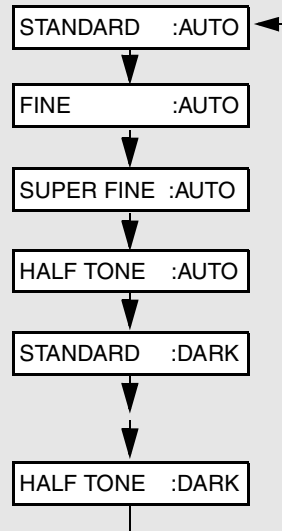
- The document must be loaded before the resolution and contrast can be adjusted.



### 2 Press **RESOLUTION/RECEPTION MODE** one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.


Display:




**Note:** In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.




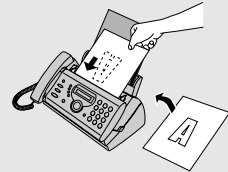
## Sending a Fax by Normal Dialing

With Normal Dialing, you pick up the handset (or press ) and dial by pressing the number keys.

- ◆ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed , you must pick up the handset to talk.)
- ◆ Normal Dialing allows you to listen to the line and make sure the other fax machine is responding.

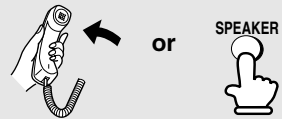
### 1 Load the document(s).

- If desired, press  to set the resolution and/or contrast.



READY TO SEND


### 2 Pick up the handset or press . Listen for the dial tone.



### 3 Dial the number of the receiving machine by pressing the number keys.



### 4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax tone or the other person will answer.

- If the other party answers, ask them to press their Start key (if you pressed , pick up the handset to speak with them). This causes the receiving machine to issue a fax tone.






**5** When you hear the fax tone, press  . Replace the handset.

- If the transmission is completed successfully, the fax will beep once.
- If an error occurs, the fax will beep three times and print a Transaction Report to inform you of the problem (see page 77).



**Note:** If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 89. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

## ***Sending a Fax by Automatic Dialing***

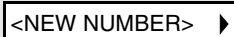
You can store up to 40 fax or phone numbers in the machine for automatic dialing. When you store a number, you select a two-digit Speed Dial number for it.

- ◆ Auto-dial numbers are dialed by pressing  , entering the two-digit Speed Dial number, and then pressing  .
- ◆ You can also search for an auto-dial number by pressing  or  until the desired number appears in the display, and then  to dial it.

## ***Storing fax and phone numbers for automatic dialing***

**1** Press  once and  once.

Display:



- 2** If you know the Speed Dial number that you want to use, enter that number (for example, press **0** **1** for Speed Dial 01).  
 Otherwise, press **▶** once.

ENTER FAX #

Any number from 01 to 40 can be selected as a Speed Dial number. The number must be 2 digits long (01, 02, 10, etc.).

- 3** Enter the fax or voice number by pressing the number keys.  
 (Note: A space cannot be entered.)

- To clear a mistake, press **SPEAKER**.
- If a pause is required between any of the digits to access a special service or an outside line, press **FUNCTION**. The pause appears as a hyphen (two seconds per pause). Several pauses can be entered in a row.

- 4** Press **START/MEMORY**.



- 5** Enter a name by pressing number keys for each letter as shown in the chart below. Up to 15 characters can be entered. (If you do not wish to enter a name, go directly to Step 6.)

Example: SHARP = 7777 44 2 777 **▶** 7

SPACE = <b>1</b>	G = <b>4</b>	N = <b>6 6</b>	U = <b>8 8</b>
A = <b>2</b>	H = <b>4 4</b>	O = <b>6 6 6</b>	V = <b>8 8 8</b>
B = <b>2 2</b>	I = <b>4 4 4</b>	P = <b>7</b>	W = <b>9</b>
C = <b>2 2 2</b>	J = <b>5</b>	Q = <b>7 7</b>	X = <b>9 9</b>
D = <b>3</b>	K = <b>5 5</b>	R = <b>7 7 7</b>	Y = <b>9 9 9</b>
E = <b>3 3</b>	L = <b>5 5 5</b>	S = <b>7 7 7 7</b>	Z = <b>9 9 9 9</b>
F = <b>3 3 3</b>	M = <b>6</b>	T = <b>8</b>	

- ◆ To enter two letters in succession that require the same key, press **▶** after entering the first letter.

## Sending a Fax by Automatic Dialing

- ◆ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press  or  repeatedly: . / ! " # \$ % & ' ( ) \* + , - : ; < = > ? @ [ ¥ ] ^ \_ ' { | } → ←

### 6 Press .

If you selected a Speed Dial number in Step 2, the display will briefly show **STORED**, and then **<NEW NUMBER>**. Go to Step 7.

If you did not select a Speed Dial number in Step 2, the display will show the next available Speed Dial number. If that number is acceptable,

press  and go to Step 7. If not, enter the desired two digit

number, press , and go to Step 7.

### 7 Return to Step 2 to store another number, or press to return to the date and time display.


**Note:** The fax machine uses a lithium battery to keep automatic dialing numbers and other programmed information in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

## Editing and clearing auto-dial numbers

If you need to make changes to a previously stored auto-dial number, or clear a number, follow these steps:

### 1 Press once and once.

Display:



**<NEW NUMBER>** 

### 2 Enter the 2-digit Speed Dial number that you wish to edit or clear (for example, press for Speed Dial 01), or press or until the number you wish to edit or clear appears in the display.

### 3 Press .



**1=EDIT, 2=CLEAR**

**4 Select EDIT or CLEAR:**

EDIT:  CLEAR: 



- If you selected CLEAR, go to Step 8.

**5 If you selected EDIT, make the desired changes to the number.**


- Press  or  to move the cursor to the digit or digits you wish to change, and then enter the new digit. The new digit will replace the old digit.
- If you do not wish to change the number, go directly to Step 6.

**6 Press  .**

**7 Make the desired changes to the name.**


- Press  or  to move the cursor to the letter or letters you wish to change, and then press the appropriate number key repeatedly until the desired letter appears (see Step 5 on page 49). The new letter will replace the old letter.
- If you do not wish to change the name, go directly to Step 8.

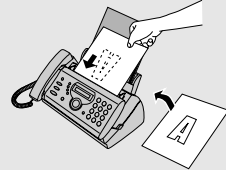
**8 Press  .**

**9 Return to Step 2 to edit or clear another number, or press  to return to the date and time display.**




## Dialing an auto-dial number with the SPEED key

**1** If you are sending a fax, load the document(s).

- If desired, press  to set the resolution and/or contrast.



READY TO SEND


**2** Press  and then enter the 2-digit Speed Dial number (for example, press  ).

**3** Check the display. If the name or number shown is correct, press

. (If not, press  and repeat Step 2.)

- If the transmission is completed successfully, the fax will beep once.
- If an error occurs, the fax will beep three times and print a Transaction Report to inform you of the problem (see page 77).


### Using a Speed Dial number for a voice call

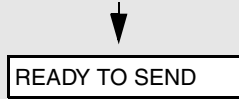
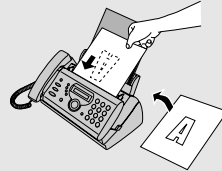
To use a Speed Dial number for a voice call, lift the handset, press  , and enter the Speed Dial number.

## Searching for an auto-dial number

If you don't remember the Speed Dial number in which you have stored a full fax or phone number, follow these steps to search for the number.

### 1 If you are sending a fax, load the document(s).

- If desired, press **RESOLUTION/RECEPTION MODE**  to set the resolution and/or contrast.




### 2 Press (or ) until the name of the other party appears in the display (if no name was stored, the number will appear).

### 3 If you are sending a fax, press **START/MEMORY** . Dialing and transmission begins.


- If the transmission is completed successfully, the fax will beep once.
- If an error occurs, the fax will beep three times and print a Transaction Report to inform you of the problem (see page 77).

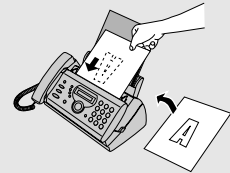
**If you are making a phone call, lift the handset. Dialing begins.**

## ***Sending a fax by Direct Keypad Dialing***

You can also enter a full number with the number keys and then press the **START/MEMORY**  key to begin dialing. You can use this method to dial a full number when you don't need to speak to the other party before faxing.


### **1 Load the document(s).**

- If desired, press **RESOLUTION/RECEPTION MODE**  to set the resolution and/or contrast.




**READY TO SEND**

### **2 Enter the number of the receiving machine by pressing the number keys.**

- If a pause is required between any of the digits to access a special service or an outside line, press **FUNCTION** . The pause will appear as a hyphen (two seconds per pause). Several pauses can be entered in a row.

### **3 Check the display. If the number of the receiving machine shown is correct, press **START/MEMORY** .**

- If the number is not correct, press **STOP**  to backspace and clear one digit at a time, and then re-enter the correct digit(s).

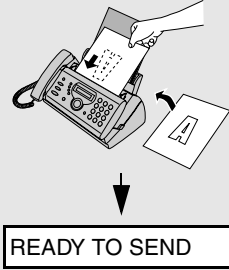


## Redial

You can automatically redial the last number dialed. This procedure can be used to send a fax or make a phone call.

### 1 If you are sending a fax, load the document(s).

- If desired, press **RESOLUTION/RECEPTION MODE** to set the resolution and/or contrast.



### 2 Press **◀** once. <REDIAL> appears in the display, followed by the last number dialed. Make sure the number that appears is the number you wish to dial.

### 3 If you are sending a fax, press **START/MEMORY**. Dialing and transmission begins.

If you are making a phone call, lift the handset. Dialing begins.


#### Note:

If a fax transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 89. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

## Automatic redialing

If you use automatic dialing (including Direct Keypad Dialing) to send a fax and the line is busy, the fax machine will automatically redial the number. The fax machine will make three redial attempts at an interval of five minutes. During this time, RECALLING will appear in the display, followed by a two-digit number assigned to the fax job. You will not be able to dial any other locations while the message appears.

## Sending a Fax by Automatic Dialing

- ◆ To stop automatic redialing, press  .
- ◆ Under certain conditions (for example if a person answers the call on a telephone), automatic redialing may stop before three redialing attempts are made.

## Error Correction Mode


The fax machine is set to automatically correct any distortions in a transmission due to noise on the telephone line before printing at the receiving end. This function is called Error Correction Mode (ECM). ECM is effective for both transmissions and receptions, and is only effective when the other fax machine has ECM as well.

When there is considerable noise on the line, you may find that transmission with ECM turned on takes longer than normal. If you prefer a faster transmission time, you can try turning ECM off.

**1** Press  once and  once.

Display:



OPTION SETTING 

**2** Press  once and  6 times.

ECM MODE 


**3** Press  once.

1=YES, 2=NO

**4** Press  to select YES, or  to select NO.

The display briefly shows your selection, then:

DAY LIGHT SAVE 

**5** Press  to return to the date and time display.

## Sending a Fax From Memory


You can scan a document into the fax's memory and send the document from memory. This increases transmission speed and allows you to send a fax to multiple destinations in a single operation. After transmission, the document is automatically cleared from memory.

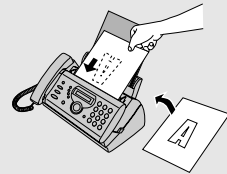
### Broadcasting (sending a fax to multiple destinations)

This function allows you to send the same fax to as many as 20 different locations in just one operation.

- ◆ When sending to multiple locations, only auto-dial numbers can be used to dial the numbers of the receiving machines.


#### 1 Load the document(s).



- If desired, press **RESOLUTION/RECEPTION MODE**  to set the resolution and/or contrast.



#### 2 Press **START/MEMORY** .



#### 3 Select a destination using one of the following methods:


Press **SPEED**  and enter a 2-digit Speed Dial number.

Press  (or ) until the name of the number appears in the display (if no name was stored, the number will appear).

#### 4 Press to select the number.

#### 5 Repeat Steps 3 and 4 for each of the other locations to which you wish to send the fax (maximum of 20).


- To check your selected locations, press  to scroll through them. To delete a location, scroll to the location and then press **STOP** .








**6** When you are ready to begin transmission, press **START/MEMORY**  .

- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the locations are marked "Busy" or have a communication error code. If so, send the document to those locations again.

## ***Memory transmission***



You can also send a fax through memory when sending to a single location. This is convenient when sending to locations where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations.

To send a fax through memory, load the document, press **START/MEMORY** , and then dial using one of the following methods:

- ◆ Press the number keys to enter the fax number and then press **START/MEMORY** .
- ◆ Press **SPEED** , enter a 2-digit Speed Dial number, and press **START/MEMORY** .
- ◆ Press  repeatedly to select an auto-dial number and press **START/MEMORY** .
- ◆ Press  once to select the last number dialed and press **START/MEMORY** .

## ***If the memory becomes full...***

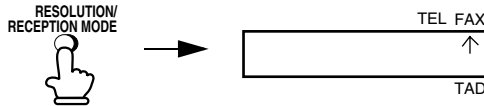
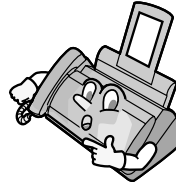
If the memory becomes full while the document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display.

- ◆ Press **START/MEMORY**  if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.
- ◆ Press **STOP**  if you want to cancel the entire transmission.

## 4. Receiving Faxes

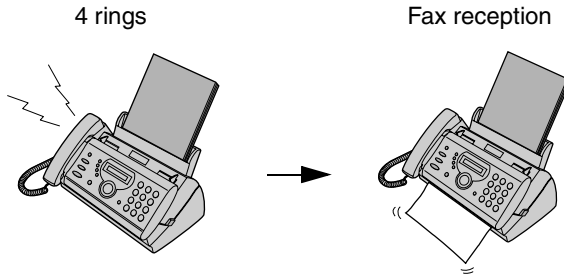
### Using FAX Mode

To select FAX mode, press  
RESOLUTION/  
RECEPTION MODE until the arrow  
in the display points to FAX.



When the reception mode is set to FAX, the fax machine will automatically answer all calls on four rings and receive incoming faxes.

- ◆ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 60.



### Changing the number of rings

If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX mode. Any number from 2 to 5 can be selected.

**1** Press once and once.

Display:

OPTION SETTING

**2** Press  once.


NUMBER OF RING 


**3** Press  once.


ENTER (2-5) (4)

**4** Enter the desired number of rings (any number from 2 to 5).

The display briefly shows your selection, then:

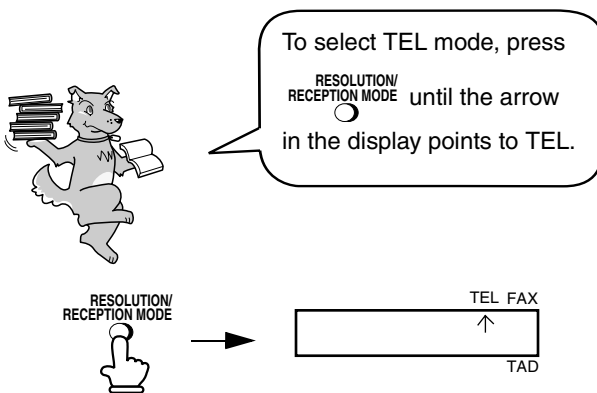
TRANSACTION 

Example: 3 rings 

**5** Press  to return to the date and time display.

Note: If you are using Distinctive Ring, the fax machine will answer calls after two rings regardless of the above setting.

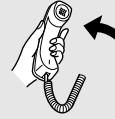
## Using TEL Mode



When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.

## Answering with the fax's handset

- 1** When the fax machine rings, pick up the handset.



- 2** If you hear a fax tone, wait until the display shows **RECEIVING** and then replace the handset.



**RECEIVING**

**Note:** If you have set the Fax Signal Receive setting to NO, press **START/MEMORY** to begin reception.



- 3** If the other party first speaks with you and then wants to send a fax, press **START/MEMORY** after speaking. (Press before the sender presses their Start key.)



**RECEIVING**



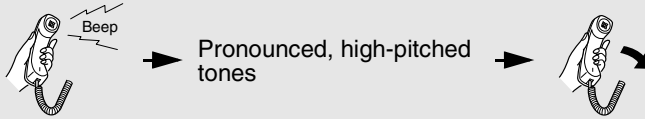
- When **RECEIVING** appears in the display, hang up.


## Answering on an extension phone connected to the same line

- 1** Answer the extension phone when it rings.





- 2** If you hear a soft fax tone, wait until your fax responds (you will hear pronounced, high-pitched tones), then hang up.



- 3** If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, set the phone done (do not hang up), walk over to the fax, lift the fax's handset, and press **START/MEMORY** .

- The above step is necessary if you have set the Fax Signal Receive setting to NO.

### ***Putting a call on hold***



To put the other party on hold during a phone conversation, press **▶PLAY/HOLD**  . When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with the other party again, pick up the handset. If you did not put the handset back in the cradle, press **▶PLAY/HOLD**  again to resume conversation.



## Optional Reception Settings



### Fax Signal Receive

Your fax will automatically begin reception if you hear a soft fax tone after answering a call on your fax or an extension phone. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.

**1** Press  **once** and  **once.**

Display:



OPTION SETTING 

**2** Press  **once** and  **4 times.**


FAX SIGNAL RX 


**3** Press  **once.**

1=YES, 2=NO

**4** Press  **to turn on the function, or**  
 **to turn it off.**

The display briefly shows your selection, then:

CALLER-ID 










**5** Press  **to return to the date and time display.**

### Reception Ratio

The fax has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.


- ◆ If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.
- ◆ Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

## Substitute Reception to Memory

<b>1</b> Press <b>FUNCTION</b>  <b>once</b> and  <b>once.</b>	Display: <b>OPTION SETTING</b> 
<b>2</b> Press  <b>once</b> and  <b>4 times.</b>	<b>RECEIVE RATIO</b> 
<b>3</b> Press  <b>once.</b>	<b>1=AUTO, 2=100%</b>
<b>4</b> Press <b>1</b> to select <b>AUTO</b> , or <b>2</b> to select <b>100%</b> .	The display briefly shows your selection, then: <b>PRINT CONTRAST</b> 
<b>5</b> Press <b>STOP</b>  to return to the date and time display.	

## *Substitute Reception to Memory*

In situations where printing is not possible, such as when your fax runs out of paper, the imaging film needs replacement, or the paper jams, incoming faxes will be received to memory.


When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with ADD PAPER & PRESS START KEY or CHECK FILM / CHECK COVER / CHECK PAPER JAM. When you add paper (and press **START/MEMORY** ), replace the imaging film, or clear the jam, the stored documents will automatically print out.

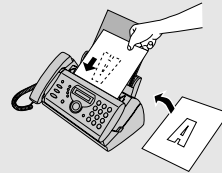
- ◆ If you received documents in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

## 5. Making Copies

Your fax machine can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as a convenience office copier.



### 1 Load the document(s) face down. (Maximum of 10 pages.)

- If desired, press  to set the resolution and/or contrast. (The default resolution setting for copying is FINE.)



READY TO SEND

### 2 If desired, select an enlarge/reduce setting, and/or select the number of copies per original:

- ENLARGE/REDUCE: Press  or  until the desired setting appears in the display. Settings are 100%, 125%, 135%, 50%, 73%, 88%, 94%, and AUTO. (The default setting is 100%.)

Example: Press  twice →

- Number of copies per original: Press the number keys to enter a number from 1 to 99. (The default setting is 1.)

Example: Press  for five copies →


### 3 When you are ready to begin copying, press .

#### If MEMORY IS FULL appears...


If the memory becomes full while a document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display and the document will automatically feed out. This may happen if the resolution is set to SUPER FINE, or if you selected an enlarge/reduce setting, or if you are making more than one copy per original. To avoid using memory, use STANDARD or FINE for the resolution, 100% for the enlarge/reduce setting, and make only one copy per original.



## Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The initial setting is YES (cut off the remainder). To change the setting, follow the steps below.

**1** Press  once and  once.

Display:



OPTION SETTING 

**2** Press  once and  once.

COPY CUT-OFF 


**3** Press  once.

1=YES, 2=NO

**4** Press  to set copy cut-off to YES (the remaining part of the document will not be printed), or  to set copy cut-off to NO (the remaining part will be printed on a second page).

The display briefly shows your selection, then:

NUMBER OF RING 

**5** Press  to return to the date and time display.

## 6. Special Functions

### Caller ID (Requires Subscription to Service)

If you subscribe to a caller identification service from your telephone company, you can set your fax machine to display the name and number of the caller while the fax rings.



**Important:**


- ◆ To use this function, you must subscribe to a caller identification service from your telephone company. Note that the machine may not be compatible with some caller identification services.
- ◆ **Area Code mode:** This step is needed if your telephone exchange cannot dial a local phone number (within your calling area code) when the area code is dialed with the phone number (see Step 5).

**1** Press  once and  once.

Display:



OPTION SETTING 

**2** Press  once and  5 times.

CALLER-ID 

**3** Press  once.



1=YES, 2=NO

**4** Press  (YES) to turn on Caller ID.  
(To turn off Caller ID, press  and go to Step 8.)

AREA CODE # MODE



1=SET, 2=CLEAR

**5** Press  to select SET.  
(To clear a previously set area code, press  and go to Step 8.)


ENTER AREA CODE

**Note:** Entering your area code in this step causes it to be automatically removed from local numbers in the Caller ID list (page 69). This is only required if you need to eliminate dialing of the area code when dialing a local number from the list. Example (using the area code "123"): If Step 5 is skipped, the Caller ID display will show 123-444-1234, and the number that will dial from the Caller ID list is 123-444-1234. If the area code 123 is entered in Step 5, the Caller ID display will show 444-1234, and the number that will dial from the Caller ID list is 444-1234.

**6** Enter the three digits of your area code.

**7** Press  to store your area code.

ECM MODE 

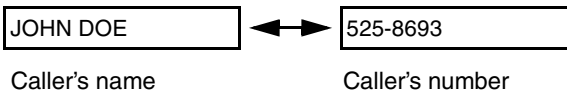
**8** Press  to return to the date and time display.

## How Caller ID operates

When you receive a call, the name and phone number of the caller will alternately appear in the display, beginning just before the second ring. The information will continue to be displayed until the line is disconnected.

**Note:** Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display example



Caller's name

Caller's number

## Display messages

One of the following messages will appear while the fax rings if caller information is not available.

**NO SERVICE** No caller information was received from your telephone company. Make sure that the telephone company has activated your service.

**CALLER-ID ERROR** Noise on the telephone line prevented reception of caller information.

**OUT OF AREA** The call was made from an area which does not have a caller identification service, or the caller's service is not compatible with that of your local phone company.

**PRIVATE CALL** Caller information was not provided by the telephone company at the caller's request.

## Viewing the Caller ID list



If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 30 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

- ◆ After you have received 30 calls, each new call will delete the oldest call.
- ◆ All calls will be erased if you unplug the fax or a power failure occurs.


Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears.

**1** Press  twice.

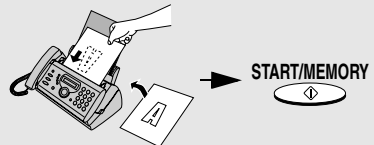
<REVIEW CALLS> 



**2** Press  or  to scroll through the list.

**3** If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.

- **Fax:** If you want to send a fax, load the document and then press . Dialing and transmission begin.


**Fax:**





- **Voice call:** If you want to make a voice call, pick up the handset (or press ). Dialing begins automatically. (If you pressed , pick up the handset when the other party answers.)

**Voice call:**



**4** Press  when you have finished viewing the list.

## To delete calls from the Caller ID list




If you want to delete a single call from the caller list, press  while the call appears in the display. If you want to delete all calls from the list, hold  down for at least 3 seconds while you are viewing any number in the list.


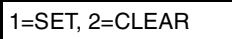
## Priority Call



With Caller ID turned on, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display.

To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).


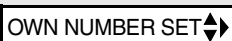
**1** Press  once and  3 times. Display: 


**2** Press  once and  once. 

**3** Press  once. 

**4** Press  to store a number.  
(To clear a previously stored number, press  and go to Step 6.)

**5** Enter the number by pressing the number keys (max. 20 digits).

**6** Press  to store (or clear) the number. 

**7** Press  to return to the date and time display.



## ***Blocking voice calls***

With Caller ID turned on, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to block voice calls as well as faxes from your specified Anti Junk Number.

In this case, when a voice call or a fax transmission comes in from the number you have specified as a "Junk Number", your fax will break the connection as soon as it receives the calling phone number from the caller ID service (before the second ring).

To use this function, enter the number that you wish to block as explained in *Blocking Reception of Unwanted Faxes* (see page 73). Only one number can be blocked.

**Note:** This function cannot be used if you are using the Distinctive Ring function.

## Distinctive Ring (Requires Subscription to Service)

**Important:**

- ◆ **To use distinctive ring, you must subscribe to a distinctive ring service from your local phone company.**
- ◆ Your fax machine may not be compatible with some distinctive ring services.



Distinctive ring is a service offered by some local telephone companies whereby they assign an additional second number to your regular single line. The second number rings differently from your normal number.

If you subscribe to a distinctive ring service, you can set the fax machine to automatically answer when your second number is called. This allows you to use the second number as an exclusive fax number. To have your fax automatically answer when your second number is called, follow the steps below:

**1** Press  **once** and  **once.**

Display:






OPTION SETTING 

**2** Press  **once** and  **3 times.**

DISTINCTIVE 


**3** Press  **once.**

**4** Press a number from 1 to 3 to select the ring pattern below that matches your second number's ring pattern. Or, press 4 to have your fax automatically answer your normal telephone number. Press 5 to turn off the distinctive ring function.

- |   |                |   |
|---|----------------|---|
|  | RING PATTERN 1 | Two short rings                         |
|  | RING PATTERN 2 | One short, one long, and one short ring |
|  | RING PATTERN 3 | Two short rings and one long ring       |
|  | STANDARD RING  | Your standard (normal) ring pattern     |
|  | OFF SETTING    | Turn distinctive ring off               |

The display briefly shows your selection, then:

FAX SIGNAL RX 

**5** Press  to return to the date and time display.

**6** Set the reception mode to FAX.

RESOLUTION/  
RECEPTION MODE





TEL FAX  
↑  
TAD



- ◆ When using distinctive ring, you must set the reception mode of your fax machine to FAX. When your designated fax number is dialed, your fax will automatically answer and begin reception after two rings. Note that other devices on the same line will also ring until your fax answers. If one of your other numbers is dialed, the fax will ring; however, it will not answer.

## Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from a party that you specify. This saves paper by not printing out unwanted "junk" faxes. To use this function, follow the steps below to enter the fax number from which you do not wish to receive faxes. One fax number can be entered.

**1** Press  once and  3 times.



Display: ENTRY MODE 

**2** Press  once and  twice.

ANTI JUNK # 

**3** Press  once.

1=SET, 2=CLEAR

**4** Press  to store an Anti Junk number, or  to clear a previously stored number (if you are clearing a number, go to Step 6).

**5** Enter the fax number by pressing the number keys (max. 20 digits).

**6** Press  and then press  to return to the date and time display.




# ***Polling (Requesting a Fax Transmission)***

Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without assistance from the operator of the other machine.

**Hint:** Polling is useful when you want the receiving fax machine, not the transmitting fax machine, to bear the cost of the call.

---

## **1 Dial the fax machine you want to poll using one of the following methods:**

- Enter the full number using the numeric keys.
- Pick up the handset (or press  ) and dial the full number. Wait for the fax answerback tone.
- If the number has been stored for automatic dialling, press  or  until the name (or number) of the other party appears in the display.

---

## **2 Press .**

- If you used the handset, replace it when POLLING appears in the display. Reception will begin.

## 7. Printing Lists

You can print lists showing settings and information entered in the fax machine. The lists are described below. To print a list, follow these steps.

**1** Press **FUNCTION** once and **▼** twice.

Display:

LISTING MODE 

**2** Press **▶** once.

TEL # LIST 

**3** Press **▲** or **▼** until the desired list appears in the display.

**4** Press **▶** once.

PRESS START KEY

**5** Press **START/MEMORY** to print the list.

## Telephone Number List

This list shows the fax and phone numbers that have been stored for automatic dialing.

## Setup List

This list shows your current selections for the **FUNCTION** key settings. The list also shows your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

```

                                SETUP LIST
                                SEP-19-2003 03:34 PM
FOR: SHARP-SHOP                794 8675
-----
***T.A.D. SETTING***
TOLL SAVER                      YES
RECORDING TIME                  4 MIN.
REMOTE CODE #                   001
OVERRIDE CODE #                 009
TRANSFER TELEPHONE #           1539-47036
TRANSFER TELEPHONE CALLING     YES
ON T.A.D. FAILURE              NO
(UNIT SETS TO AUTO FAX RCV.)
OGM ONLY MODE                  NO
CPC DETECTION                   YES
-----
***ENTRY MODE***
ANTI JUNK #
PRIORITY CALL #
SENDER'S NAME                   SHARP-SHOP
SENDER'S TELEPHONE #           794 8675
HEADER PRINT
SEP-19-2003 03:34 PM SHARP-SHOP 794 8675 P.01
-----
***OPTION SETTING***
NUMBER OF RINGS IN AUTO ANSWER MODE 4 RINGS
TRANSACTION PRINT SELECT         NEVER PRINT
DIAL MODE                        TONE
DISTINCTIVE RINGING              OFF
FAX SIGNAL RECEIVE               YES
CALLER-ID                        NO
ECH MODE                          YES
DAY LIGHT SAVING TIME            NO
RECEPTION RATIO                  AUTO
PRINT CONTRAST                   NORMAL
PAPER SIZE SET                   LETTER
COPY CUT OFF                     YES
-----
```

## Message List

This list shows information about the messages currently recorded in the answering system, including the date and time each messages was recorded, the length, and the type.

## Caller-ID List

This list shows information about your 30 most recent calls. (This list is only available if you are using the Caller ID function.)

## Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs.

- ◆ The Transaction report cannot be printed on demand.

### Headings in Transaction Report

<b>SENDER/ RECEIVER</b>	The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").
<b>START</b>	The time at which transmission/reception started.
<b>TX/RX TIME</b>	Total time taken for transmission/reception.
<b>PAGES</b>	Number of pages transmitted/received.
<b>NOTE</b>	(One of the following notes will appear under <b>NOTE</b> in the report to indicate whether the transaction was successful, and if not, the reason for the failure.) <p><b>OK</b> - Transmission/reception was successful.</p> <p><b>P.FAIL</b> - A power failure prevented the transaction.</p> <p><b>JAM</b> - The printing paper or document jammed, preventing the transaction.</p> <p><b>BUSY</b> - The fax was not sent because the line was busy.</p> <p><b>COM.E-X</b> - (Where "X" is a number.) A telephone line error prevented the transaction. See <i>Line error</i> on page 82.</p> <p><b>CANCEL</b> - The transaction was cancelled because the <b>STOP</b> key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.</p>



## Transaction Report print condition

You can change the condition under which a Transaction Report is printed out. Follow the steps below.

**1** Press **FUNCTION**  **once and**  **once.**

Display:

OPTION SETTING 

**2** Press  **once and**  **once.**






TRANSACTION 

**3** Press  **once.**

1:ALWAYS PRINT


(Selections appear alternately)

**4** Press a number from  **to**  **to select the condition for printing.**

- |  |  |
|--|--|
|  <b>1</b> ALWAYS PRINT  | A report will be printed after each transmission, reception, or error. |
|  <b>2</b> ERROR/MEMORY  | A report will be printed after an error or a memory operation.         |
|  <b>3</b> SEND ONLY     | A report will be printed after each transmission.                      |
|  <b>4</b> ERROR ONLY  | A report will be printed only when an error occurs.                    |
|  <b>5</b> NEVER PRINT | A report will never be printed.  |

The display briefly shows your selection, then:

DIAL MODE 

**5** Press **STOP**  **to return to the date and time display.**



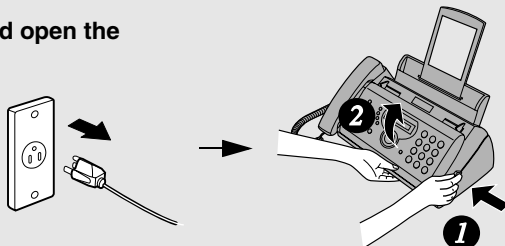
## 8. Maintenance

### Print head

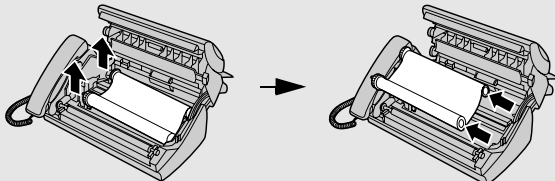
Clean the print head frequently to ensure optimum printing performance.

**Note:** Remove the paper from the paper tray before cleaning the print head.

- 1** Unplug the power cord, and open the operation panel (press **1**).



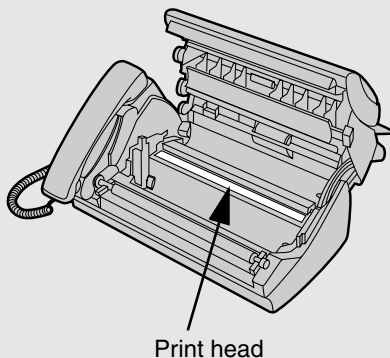
- 2** Take the imaging film out of the print compartment and place it on a sheet of paper.



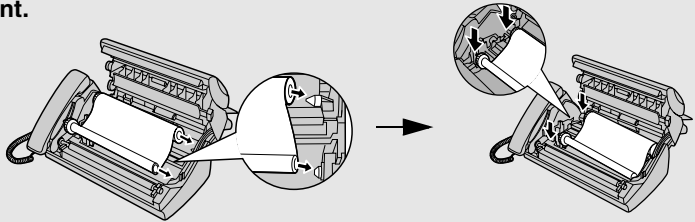
- 3** Wipe the print head with isopropyl alcohol or denatured alcohol.

#### Caution!

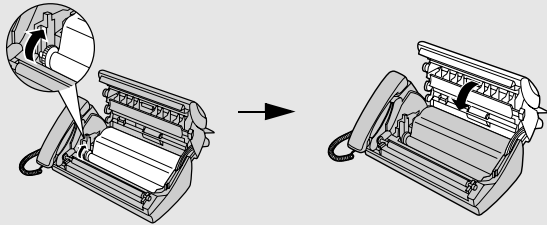
- Do not use benzene or thinner. Avoid touching the print head with hard objects.
- The print head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the print head to cool prior to cleaning.



- 4** Place the imaging film back in the print compartment.



- 5** Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).



## Scanning glass and rollers

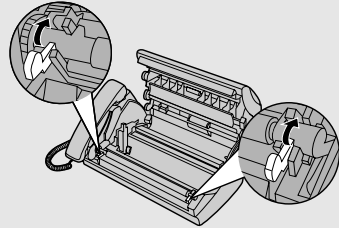
Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies.

**Note:** Remove the paper from the paper tray before cleaning the scanning glass and rollers.

- 1** Open the operation panel (press **1**).

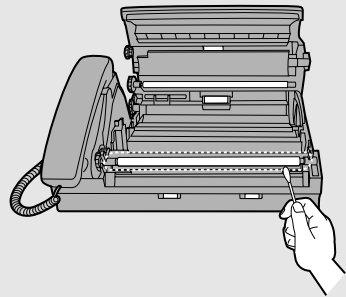


- 2** Flip up the green levers on each side of the white roller.



- 3** Wipe the scanning glass (under the white roller) and rollers with a cotton swab.

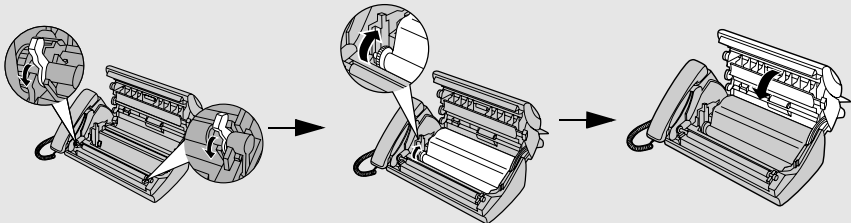
- Make sure that all dirt and stains (such as correcting fluid) are removed. Dirt and stains will cause vertical lines on transmitted images and copies.



**If the scanning glass is difficult to clean**

If you find it difficult to remove dirt from the scanning glass, you can try moistening the swab with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.

- 4** Flip down the green levers on each side of the white roller. Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).



## The housing

Wipe the external parts and surface of the machine with a dry cloth.

**Caution!**

Do not use benzene or thinner. These solvents may damage or discolor the machine.

---

# 9. Troubleshooting

## Problems and Solutions

If you have any problems with your fax, first refer to the following troubleshooting guide. If you cannot solve the problem, call Sharp's Customer Assistance Center at 1-800-BE SHARP.

### Line error

Problem	Solution
LINE ERROR appears in the display.	<p>Try the transaction again. If the error persists, check the following:</p> <ul style="list-style-type: none"><li>• Check the connection. The cord from the <b>TEL. LINE</b> jack to the wall jack should be no longer than six feet.</li><li>• Make sure there are no modem devices sharing the same telephone line.</li><li>• Check with the other party to make sure their fax machine is functioning properly.</li><li>• Have your telephone line checked for line noise.</li><li>• Try connecting the fax machine to a different telephone line.</li><li>• If the problem still occurs, your fax machine may need service.</li></ul>

**Dialing and transmission problems**

Problem	Solution
No dial tone when you pick up the handset or press the <b>SPEAKER</b> key.	<ul style="list-style-type: none"> <li>• Make sure the handset cord is connected to the correct jack. See <i>Connecting the handset</i> on page 10.</li> </ul>
Dialing is not possible.	<ul style="list-style-type: none"> <li>• Make sure the power cord is properly plugged into a power outlet.</li> <li>• Make sure that the telephone line is properly connected to both the <b>TEL. LINE</b> jack and the wall jack.</li> <li>• Make sure that the fax machine is set to the correct dialing mode for your telephone line. See <i>Dial mode</i> on page 11.</li> </ul>
The power is on, but no transmission takes place.	<ul style="list-style-type: none"> <li>• Make sure that the receiving machine has paper.</li> <li>• If the receiving machine is in manual mode with no attendant, reception will not be possible.</li> <li>• Check the display for error messages.</li> <li>• Pick up the handset and check for a dial tone.</li> </ul>
Nothing is printed at the receiving end.	<ul style="list-style-type: none"> <li>• Make sure that the document for transmission is placed face down in the feeder.</li> </ul>
A distorted image is received at the other end.	<ul style="list-style-type: none"> <li>• Noise on the telephone line may cause distortion. Try sending the document again.</li> <li>• Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.</li> </ul>

***Reception and copying problems***

<b>Problem</b>	<b>Solution</b>
<p>The fax machine doesn't receive documents automatically.</p>	<ul style="list-style-type: none"> <li>• Make sure that the reception mode is set to FAX. If you subscribe to a distinctive ring service, make sure that the Distinctive Ring function is set to the correct ring pattern. If you do not subscribe to a distinctive ring service, make sure that Distinctive Ring is set to OFF SETTING. (See <i>Distinctive Ring</i> on page 72.)</li> </ul>
<p>The printing paper comes out blank when you try to receive a document.</p>	<ul style="list-style-type: none"> <li>• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.</li> </ul>
<p>General print quality is poor.</p>	<ul style="list-style-type: none"> <li>• It is important to select a paper that is appropriate for the thermal transfer printer in your fax. We recommend using laser quality paper that has a very smooth finish. Copier paper will work, but it sometimes tends to yield a lighter print quality.</li> </ul>
<p>The received document is faint.</p>	<ul style="list-style-type: none"> <li>• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability.</li> </ul>
<p>Received images are distorted.</p>	<ul style="list-style-type: none"> <li>• Noise on the telephone line may cause distortion. Have the other party try sending the document again.</li> <li>• The print head may be dirty. See <i>Print head</i> on page 79.</li> <li>• Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.</li> </ul>
<p>A received document or copy prints out in strips.</p>	<ul style="list-style-type: none"> <li>• Make sure the operation panel is completely closed (press down on both sides of the panel).</li> </ul>

The quality of copies is poor and/or dark vertical lines appear.	<ul style="list-style-type: none"> <li>Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 80.</li> </ul>
Reception/copying is interrupted.	<ul style="list-style-type: none"> <li>If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down. If overheating frequently occurs, try changing the print contrast setting to LIGHT (see page 16).</li> </ul>
Dark vertical lines appear on copies and received faxes.	<ul style="list-style-type: none"> <li>Try changing the print contrast setting to LIGHT (see page 16).</li> </ul>

### General problems

Problem	Solution
Auto-dial numbers cannot be stored in the fax.	<ul style="list-style-type: none"> <li>Make sure the fax is plugged in and the imaging film has been loaded. (Auto-dial numbers cannot be stored if the imaging film has not been loaded.) See <i>Loading the Imaging Film</i> in Chapter 1.</li> </ul>
Nothing appears in the display.	<ul style="list-style-type: none"> <li>Make sure the power cord is properly plugged into a power outlet.</li> <li>Connect another electrical appliance to the outlet to see if it has power.</li> </ul>
The machine does not respond when you press any of its keys.	<ul style="list-style-type: none"> <li>If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.</li> </ul>
Automatic document feeding does not work for transmission or copying.	<ul style="list-style-type: none"> <li>Check the size and weight of the document (see <i>Transmittable Documents</i> on page 43).</li> </ul>

## Messages and Signals

### Display messages

**Note:** If you have turned on the Caller ID function, see page 68 for display messages related to Caller ID.

<p>ADD PAPER &amp; / PRESS START KEY (alternating messages)</p>	<p>Check the printing paper. If the tray is empty, add paper and then press the <b>START/MEMORY</b> key. If there is paper in the tray, make sure it is inserted correctly (take out the stack, align the edges evenly, and then reinsert it in the tray) and then press the <b>START/MEMORY</b> key.</p>
<p>CHECK FILM/ CHECK COVER/ CHECK PAPER JAM (alternating messages)</p>	<p>These alternating messages appear when there is a problem in the print compartment that prevents printing. Check to see if the imaging film is not loaded properly or if it has been used up and needs replacement. Make sure the operation panel is completely closed (press down on both sides). If a paper jam has occurred, clear the jam as explained in the following section, <i>Clearing Paper Jams</i>.</p>
<p>CHECK PAPER SIZE</p>	<p>The paper size setting is incorrect. Change the paper size setting as explained on page 16.</p>
<p>DOCUMENT JAMMED</p>	<p>The original document is jammed. See the following section, <i>Clearing Paper Jams</i>. Document jams will occur if you load more than 10 pages at once or load documents that are too thick (see page 43). The document may also jam if the receiving machine doesn't respond properly when you attempt to send a fax.</p>
<p>FAX RX IN MEMORY</p>	<p>A fax has been received in memory because the imaging film needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed.</p>
<p>FUNCTION MODE</p>	<p>The <b>FUNCTION</b> key has been pressed.</p>
<p>LINE ERROR</p>	<p>Transmission or reception was not successful. Press the <b>STOP</b> key to clear the message and then try again. If the error persists, see <i>Line Error</i> on page 82.</p>



MEMORY IS FULL/ SEE MANUAL (alternating messages)	The memory is full. You may have too many messages recorded in the answering system. To erase messages, see page 28. This message may also occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see <i>Substitute Reception to Memory</i> on page 64). If you are attempting to transmit from memory, see <i>If the memory becomes full</i> on page 58. If you are copying, see <i>If MEMORY IS FULL appears</i> on page 65.
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.
NO DATA	This appears if you attempt to search for an auto-dial number when none have been stored.
OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press the <b>STOP</b> key to clear the message.
ON HOOK DIAL	The <b>SPEAKER</b> key has been pressed and the fax machine is waiting for you to dial.
OVER HEAT	The print head has overheated. Operation can be continued after it cools. If overheating frequently occurs, try changing the print contrast setting to LIGHT (see page 16).
PRINT HEAD FAIL/ YOU NEED SERVICE (alternating messages)	The print head has failed and requires service.
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
RECALLING	This appears if you attempt to send a fax by automatic dialing and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See <i>Automatic redialing</i> on page 55.)

## Messages and Signals

T.A.D. TRANSFER	The answering system's transfer function has been turned on (see page 32).
TOTAL MSGS:XX	This indicates that you have received messages in the answering system. "XX" is the number of messages.
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

### ***Audible signals***

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

# Clearing Paper Jams

## Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing

START/MEMORY

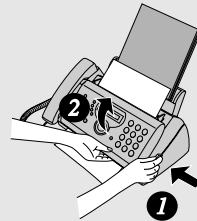


. If the document doesn't feed out, remove it as explained below.

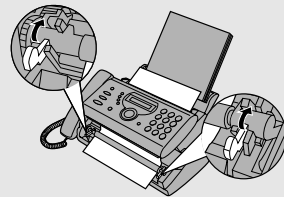
### Important:

Do not try to remove a jammed document without releasing it as explained below. This may damage the feeder mechanism.

- 1 Press **1** and slowly open the operation panel until it is half open.

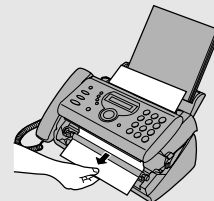


- 2 Flip up the green levers on each side of the white roller.

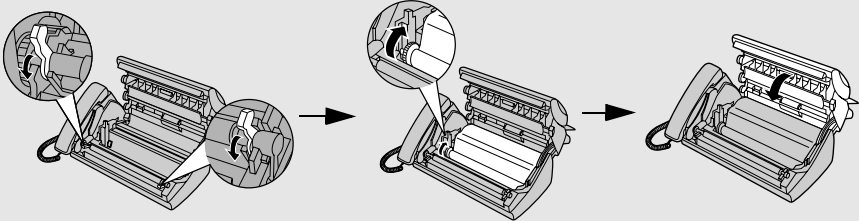


- 3 Gently and remove the document.

- Be careful not to tear the document.

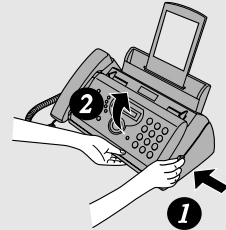


- 4** Flip down the green levers on each side of the white roller. Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).

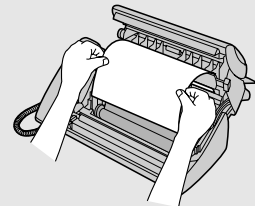


### Clearing jammed printing paper

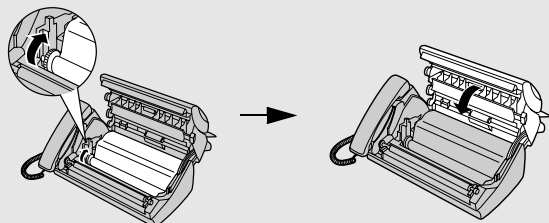
- 1** Open the operation panel (press ❶).



- 2** Gently pull the jammed paper out of the machine, making sure no torn pieces of paper remain in the print compartment or rollers.



- 3** Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).



## Ordering Parts

To order parts, contact the parts distribution center located nearest you. When ordering a part, use the part order number shown below.

Operation manual	TINSE4356XHTZ
Setup Guide	TCADZ3598XHZZ
Handset cord	QCNWG209BXHOW
Telephone line cord	QCNWG208BXHZZ
Hand set	DUNTK468BXHFV
Paper tray	CPLTP3183XHR7
Paper tray extension	LPLTP3184XHZZ
Gears	CGERH2566XH01 NGERH2568XHZZ

### Part distribution centers

Tritronics, Inc. 1306 Continental Drive Abingdon, MD 21009	Tel: 1-800-638-3328 Fax: 1-800-888-FAXD
--	--

Tritronics, Inc. 1015 NW 52nd Street Ft. Lauderdale, FL 33309	Tel:1-800-365-8030 Fax: 1-800-999-FAXD
---	---

Fox International, Ltd. 23600 Aurora Road Bedford Heights, OH 44146	Tel: 1-800-321-6993 Fax: 1-800-445-7991
---	--

Andrews Electronics 25158 Avenue Stanford Santa Clarita, CA 91355	Tel: 1-800-274-4666 Fax: 1-805-295-5126
---	--

Sharp Accessories and Supply Center 2130 Townline Road Peoria, IL 61615	Tel: 1-800-642-2122
--	---------------------

## ***FCC Regulatory Information***

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details. This equipment connects to the telephone network through a standard USOC RJ-11C network interface jack.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, or for repair or warranty information, please contact Sharp's Customer Assistance Center. The number is 1-877-794-8675. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment may not be used on coin service provided by the telephone company. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment ID does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

This equipment is hearing-aid compatible.

When programming and/or making test calls to emergency numbers:

- ◆ Remain on the line and briefly explain to the dispatcher the reason for the call.
- ◆ Perform such activities in the off-peak hours, such as early morning or late evening.

# S H A R P

Date Revised: \_\_\_\_\_

Date Issued : July. 3. 2001

## MATERIAL SAFETY DATA SHEET (1/2)

MSDS No. B-1026

### Section 1. Product and Company Identification

**Product Name :** IMAGING FILM UX-5CR**Supplier Identification :** Sharp Corporation

22-22 Nagaike-cho, Abeno-ku, Osaka, Japan

**Manufacturer :** DAINIPPON PRINTING CO. LTD.

591-2, Kamihirose, Higashikubo, Sayamashi, Saitama, 350-1321 JAPAN

**Emergency telephone number :** +81-42-952-9666

Local suppliers are listed below. Please contact the nearest supplier for additional information.

(Country)	(Name and Telephone Number)
U.S.A.	Sharp Electronics Corporation Telephone number for information: 1-800-237-4277
Canada	Sharp Electronics of Canada Ltd. Telephone number for information : 905-890-2100 Emergency telephone number : 1-800-255-3924

### Section 2. Ingredients

Ingredients	CAS No.	Proportion	OSHA PEL	ACGIH TLV	Other
Polyethylene terephthalate film	25038-59-9	47 ~ 52%	-	-	None

#### Coating layer substances

Carbon Black	1333-86-4	7 ~ 10%	3.5 mg/m <sup>3</sup>	3.5 mg/m <sup>3</sup>	None
Ester wax	8015-86-9	2 ~ 7%	-	-	None
Paraffin Wax	8002-74-2	10 ~ 14%	-	2.0 mg/m <sup>3</sup>	None
Microcrystalline wax	63231-60-7	16 ~ 22%	-	-	None
Ethylene Vinyl Acetate Copolymer	24937-78-8	1 ~ 5%	-	-	None
Others		1 ~ 6%	-	-	None

### Section 3. Hazardous Identification

<b>Route(s) of Entry:</b>	Inhalation?	Skin?	Ingestion?
	NO	NO	Possible but very unusual

**Signs and Symptoms of Exposure:** None**Medical Conditions Aggravated by Exposure:** None

#### POTENTIAL HEALTH EFFECTS:

**Inhalation:** None**Skin Contact:** None**Eye Contact:** None**Ingestion:** None

### Section 4. First-Aid Measures

Inhalation: No applicable

Skin Contact: In case of contact, usually special care is not necessary. If it dirties skin, clear with water and soap.

Eye Contact: In case of contact, immediately flush eyes with plenty of water. If necessary, then care for medical attention.

Ingestion: Immediately make vomit it and rinse mouth with water. If necessary, then care for medical attention.

### Section 5. Fire-Fighting Measures

**Flash Point:** about 250 °C for ink**Autoignition:** None**Flammability Limits:** Not applicable**Extinguishing Media:** CO<sub>2</sub>, Water, Dry chemicals, Foam**Firefighting:** None**Fire and Explosion Hazard:** None**Hazardous Combustion Products:** None

# S H A R P

Date Revised: \_\_\_\_\_

Date Issued :July. 3. 2001

## MATERIAL SAFETY DATA SHEET (2/2)

MSDS No. B-1026

### Section 6. Accidental Release Measures

Rumpling the product may cause the wax layer to peel off. Sweep up or vacuum. When sweeping, avoid raising film or dust. If a vacuum is used, motor should be rated as dust tight. Wash any residue off skin with soap and water. Garments may be washed or dry cleaned after removal of loose film or dust.

### Section 7. Handling and Storage

No special precautions for safety reason.  
Store in cool, dry place, avoid direct sunlight.

### Section 8. Exposure Control/Personal Protection

**Ventilation:** None  
**Eye Protection:** None  
**Protective Clothing:** None  
**Gloves:** None

### Section 9. Physical and Chemical Properties

**Description:** Not applicable  
**Melting Point:** 71 °C  
**Pressurized:** None  
**pH:** None  
**Evaporation Rate:** Negligible  
**Volatility:** None  
**Freezing Point:** None  
**Boiling Point:** None  
**Specific Gravity (H2O = 1):** about 1.2  
**Water Solubility:** Not applicable

### Section 10. Stability and Reactivity

**Stability:** Stable  
**Conditions to Avoid:** None  
**Incompatibility (Materials to Avoid):** None  
**Hazardous Decomposition or Byproducts:** CO, CO<sub>2</sub>, NO<sub>x</sub> and H<sub>2</sub>O  
**Hazardous Polymerization:** Will not occur

### Section 11. Toxicological Information

**Acute Toxicity:** None  
**Chronic Toxicity:** None

### Section 12. Ecological Information

No environmental effect at normal use.

### Section 13. Disposal Consideration

Dispose by the same method of ordinary plastic products in accordance with all applicable regulations. Any disposal practice must be in compliance with local, state and federal laws and regulations. If necessary, contact government office and ensure conformity with disposal regulations.

### Section 14. Transport Information

No specific precautionary transport measure for safety reasons.  
As to storage conditions, see section 7.

### Section 15. Regulatory Information

None

### Section 16. Other Information

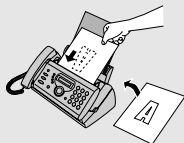
The information herein is given in good faith, but no warranty, if used any process.  
Final determination of suitability of any material is the sole responsibility of the user.  
Although certain information are described herein, we cannot guarantee, that these are the only hazard, which exist.  
Information on this data sheet represents our current data and best opinion as to the proper use in handling of this product under normal conditions.  
Restrictions: This information relates only to the specific material designated as supplied by the manufacturer. This information is supplied to us by the manufacturer and Sharp offers no warranties as to its accuracy and accepts no responsibilities for any typographical errors which may appear on these sheets. It is the responsibility of the user to determine the suitability of this product for each particular use.



# Quick Reference Guide

## Sending Faxes

Place your document (up to 10 pages) face down in the document feeder.



### Normal Dialing

1. Lift the handset or press .
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key).

4. Press .

### Search Dialing

1. Press or until the desired destination appears in the display.

2. Press .

### Speed Dialing

1. Press and enter the Speed Dial number.

2. Press .

## Recording an OGM

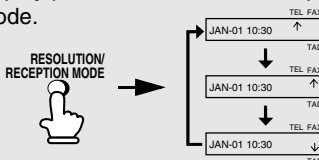
1. Press , , and .

2. Lift the handset, press , and speak into the handset.

3. When finished, press .

## Receiving Faxes

Press until the arrow in the display points to the desired reception mode.



**FAX mode:** The fax machine automatically answers and receives faxes.

**TEL mode:** Answer all calls (even faxes) by picking up the handset. To begin fax reception, press .

**TAD mode:** Select this mode when you go out to receive both voice messages and faxes.

## Storing Auto Dial Numbers

1. Press once and once.
2. Enter a 2-digit Speed Dial number (01 to 40).
3. Enter the fax number and press .
4. Enter a name by pressing number keys. (To enter two letters in succession that require the same key, press after entering the first letter.)

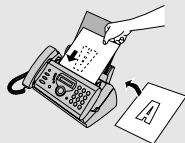
SPACE = 1	G = 4	N = 6 6	U = 9 9
A = 2	H = 4 4	O = 6 6 6	V = 8 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

5. Press and then .

# Guía de referencia rápida

## Transmisión de mensajes telefax

Coloque el original (hasta 10 páginas) cara abajo en el alimentador de documentos.



### Marcación normal

1. Levante el auricular u oprima: **SPEAKER** .
2. Marque el número de telefax.
3. Espere hasta escuchar el tono de recepción (si contestara una persona, pídale oprimir su tecla Start).
4. Oprima: **START/MEMORY** .

### Marcación automática

1. Oprima la tecla de flecha **▶** o **◀** hasta que en el visor aparezca el destino deseado.
2. Oprima: **START/MEMORY** .

### Marcación directa por teclado

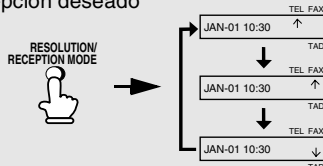
1. Marque el número de fax.
2. Oprima: **START/MEMORY** .

## Grabacion de un mensaje de bienvenida

1. Oprima la tecla **REC/MEMO** , tecla de flecha **▼**, y **▶** .
2. Levante el auricular, oprima la tecla **START/MEMORY** y hable en el microteléfono.
3. Oprima la tecla **STOP** cuando haya finalizado.

## Recepción de mensajes telefax

Oprima **RESOLUTION/RECEPTION MODE** hasta que la flecha que hay en el display señale hacia el número de recepción deseado



**Modo FAX:** El aparato telefax contesta y transmite automáticamente mensajes telefax.

**Modo TEL:** Responda a todas las llamadas (incluso mensajes de fax), levantando el auricular. Para iniciar la recepción de fax,

oprime **START/MEMORY** .

**Modo TAD:** Seleccione este modo cuando salga para recibir tanto mensajes hablados como telefax.

## Memorizar números marc. automática

1. Oprima **FUNCTION** una vez y **▶** una vez.
2. Introduzca un número de 2 dígitos de Marcación abreviada (01 a 30).
3. Introduzca el número de telefax y pulse **START/MEMORY** .
4. Ingrese el nombre oprimiendo las teclas numéricas. (Para ingresar sucesivamente dos letras que requieren la misma tecla, oprima **▶** después de ingresar la primera letra).

SPACE = 1	G = 4	N = 6 6	U = 8 8
A = 2	H = 4 4	O = 6 6 6	V = 8 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

5. Oprima **START/MEMORY** y luego **STOP** .

---

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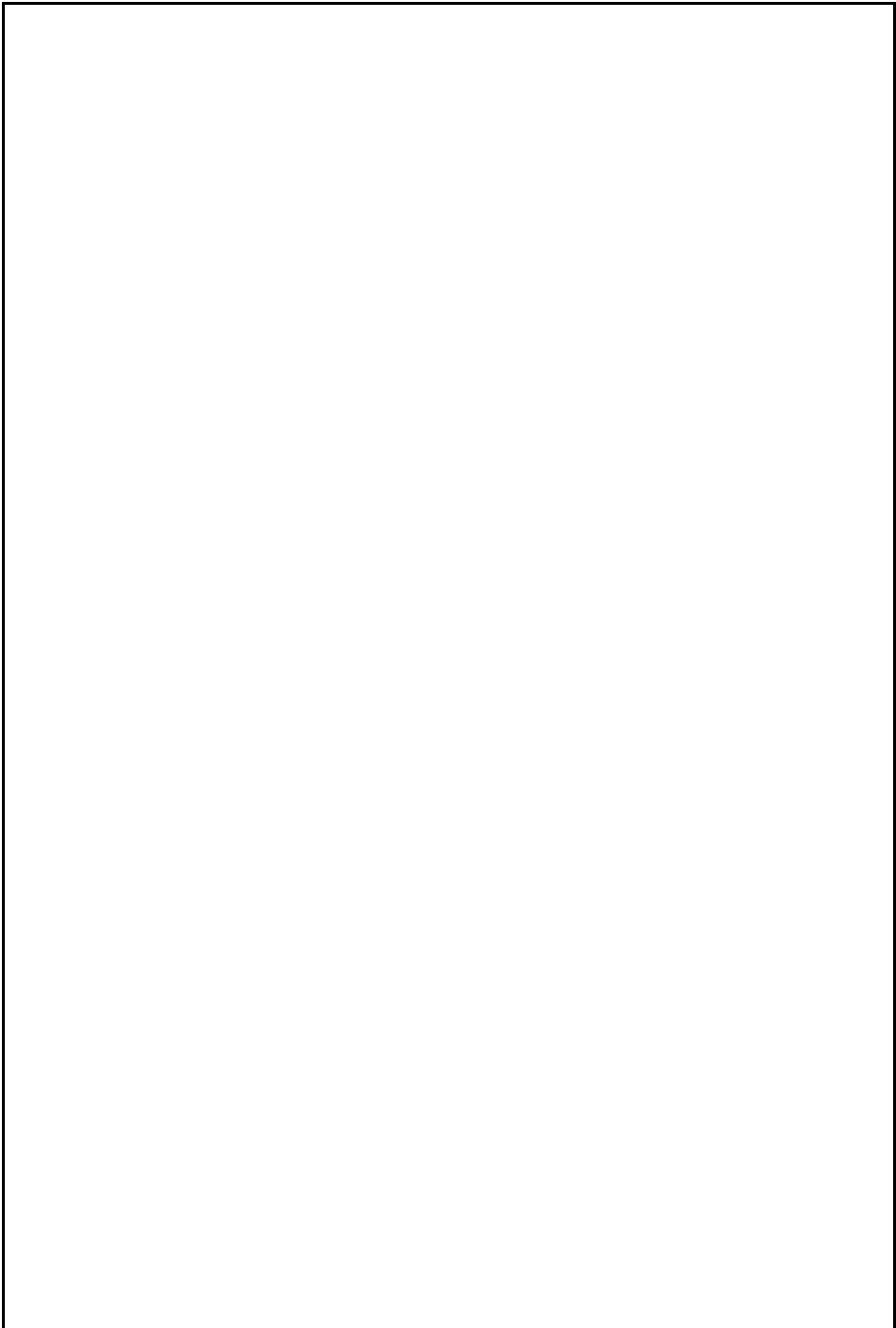
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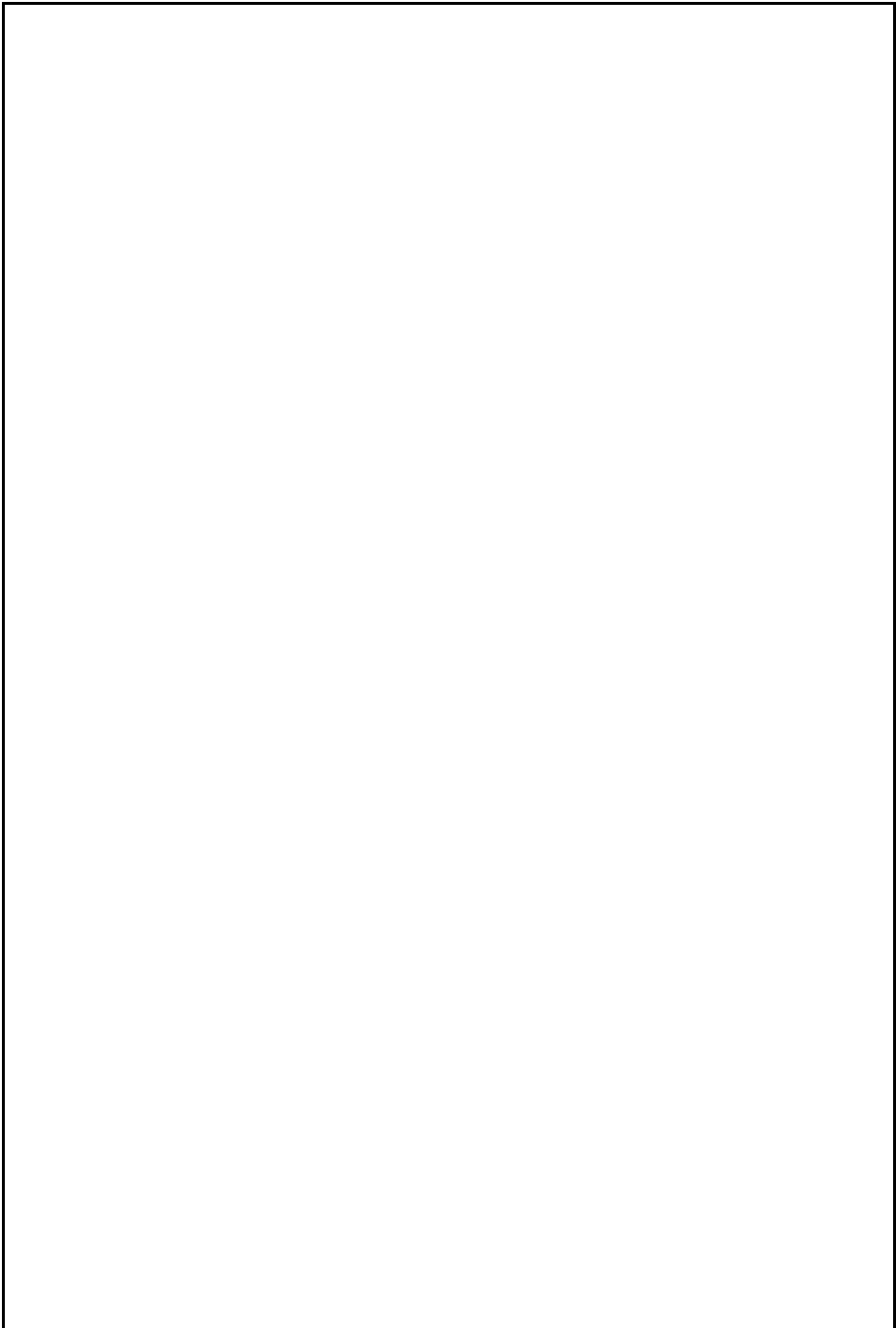
### S

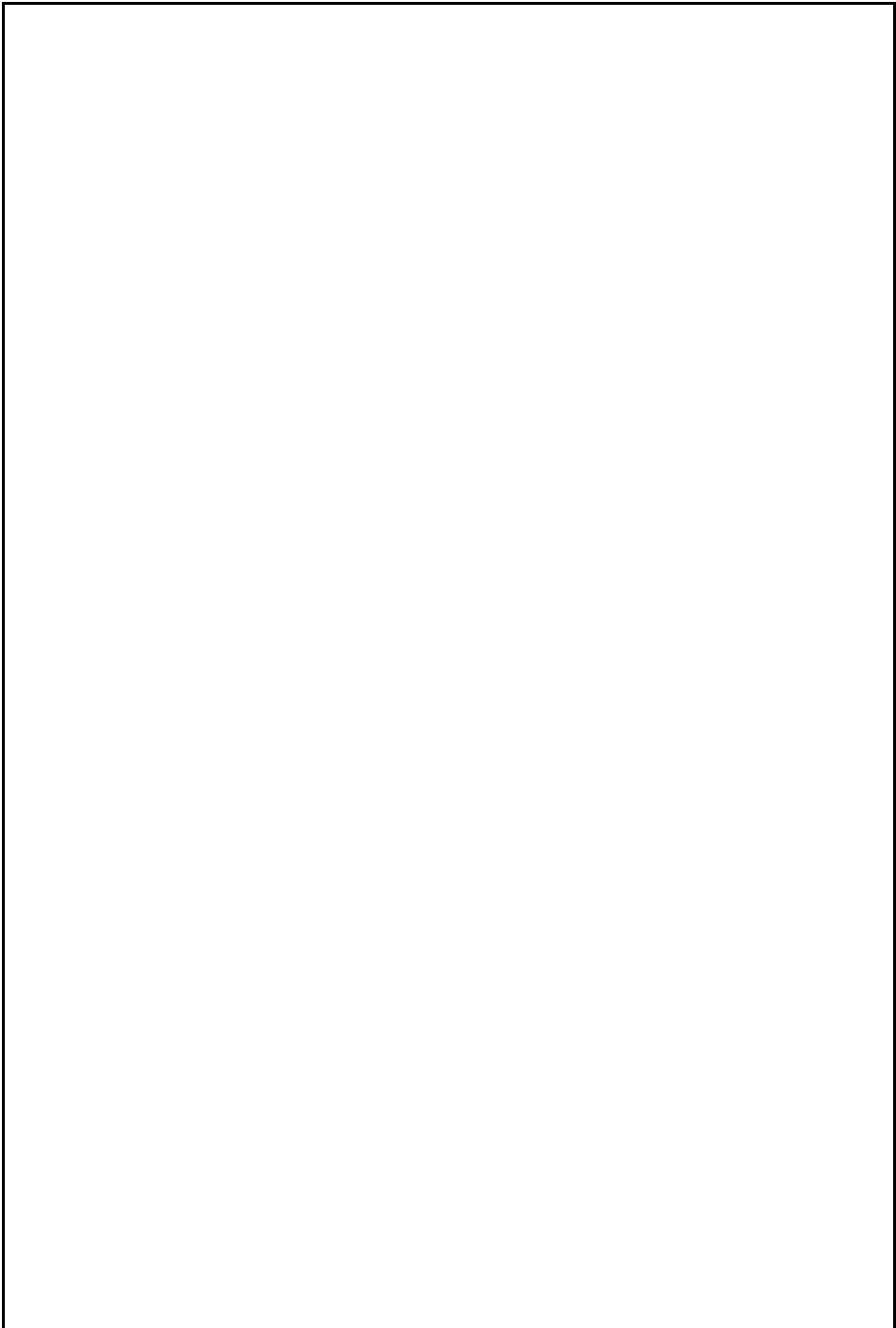
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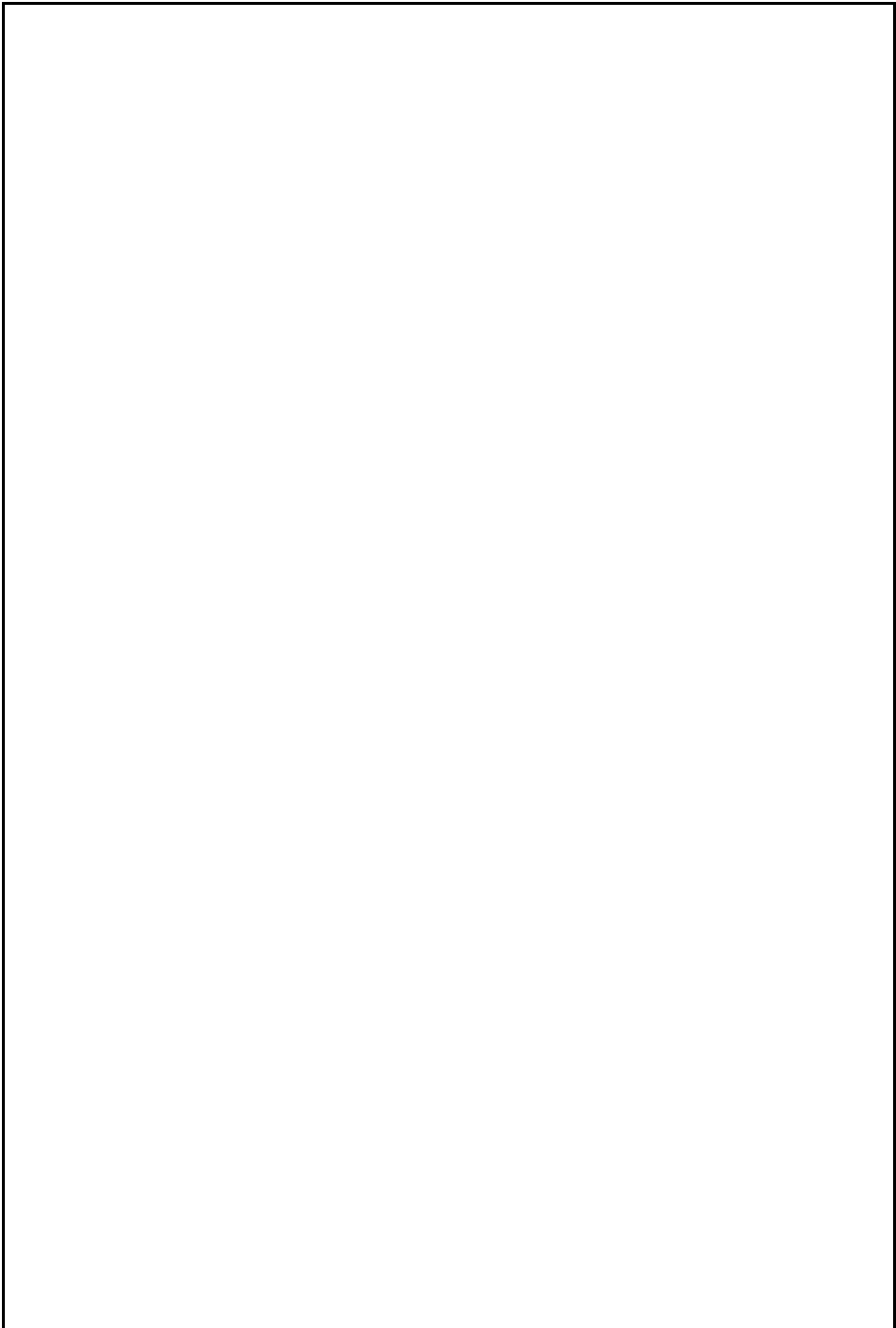
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## REMOTE OPERATION CARD

The card below is provided as a quick guide to remote operation. Cut it out and carry it with you when you go out.

### Remote Operation Guide

**SHARP®**

1. Call your fax from a touch-tone telephone, and press  when the outgoing message begins.
2. Enter your remote code:    .
3. Press  .
4. After listening to your messages, you can either hang up to save them, or enter one of the commands on the reverse side.



## LIMITED WARRANTY

SHARP ELECTRONICS CORPORATION warrants to the first end user purchaser that this Sharp brand product (the "Product"), when shipped in its original container, will be free from defective workmanship and materials, and agrees that it will, at its option, either repair the defect or replace the defective Product or part thereof with a new or remanufactured equivalent at no charge to the purchaser for parts or labor for the period(s) set forth below.

This warranty does not apply to any appearance items of the Product nor to the additional excluded item(s) set forth below nor to any product the exterior of which has been damaged or defaced, which has been subjected to misuse, abnormal service or handling, or which has been altered or modified in design or construction.

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Your Product:

Warranty Period for this Product:

Additional items excluded from warranty coverage:

Where to obtain service:

What to do to obtain service:

Personal Facsimile

Ninety (90) days parts and labor from date of purchase.

Any consumable items such as paper supplied with the Product.

At a Sharp Authorized Servicer located in the United States.

To find out the location of the nearest Sharp Authorized Servicer, call Sharp toll free at 1--800-BE-SHARP.

Ship (prepaid) or carry in your Product to a Sharp Authorized Servicer.

Be sure to have proof of purchase available. If you ship or mail the Product, be sure it is packaged carefully.

For product information or customer assistance, please visit <http://www.sharppusa.com> on the World Wide Web or call **1-800-BE SHARP**.

### SHARP ELECTRONICS CORPORATION

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