

XEROX

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# Xerox 7042 Laser Facsimile Reference Manual

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## Notes

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## Quick Reference Guide

This guide is for users familiar with the 7042. It is in the front of the manual for your convenience.

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### TRANSMIT

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1. Load the document.
2. Dial the telephone number using one of the methods below.

#### Keypad Dialing

3. Dial the number to call.
4. Press the **START** key.

#### One-Touch Dialing

3. Press the one-touch key.

#### Speed Dialing

3. Press the **SPEED DIAL** key.
4. Enter the two-digit code.

#### Group Dialing

3. Press the group key.

#### Alphabetical Dialing

3. Press the **ALPHA DIAL** key.
4. Press the keypad number for the first letter of the name.
5. Press the **REDIAL/↑** key to scroll through the entries.
6. Press the **START** key.

#### Redialing

3. Press the **REDIAL/↑** key.

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### MANUAL BROADCAST

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1. Load the document.
2. Press the **MANUAL BROADCAST** key.
3. Press the one-touch key, OR  
press the **SPEED DIAL** key and enter the two-digit code, OR  
use the control panel keypad to dial the number.
4. Press the **START** key.
5. Repeat steps 3 and 4 for each number to call.
6. Press the **START**.

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### RECEIVE

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#### Manual Receive

1. When you receive a call, lift the handset.
2. If you hear a facsimile tone, press the **START** key and place the handset on the cradle.

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### CLEAR JOBS

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Print the Pending Jobs Report to determine the job number.

1. Press the **CLEAR** key.
2. Press the **REDIAL/↑** key to scroll through the jobs.
3. Press the **START** key.
4. Enter the job number.
5. Press the **START** key.

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### PRINT REPORTS

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1. Press the **REPORT** key.
2. Press the **REDIAL/↑** key to scroll through the reports.
3. Press the **START** key.

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### COPY

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#### Single Copies

1. Load the document.
2. Press the **COPY** key.

#### Multiple Copies

1. Load the document.
2. Press the **MULTI-COPY** key.
3. Enter the number of copies.
4. Press the **START** key.

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### MEMORY FILES

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#### Delete Files in a Mailbox

1. Press the **MEMORY PRINT / DELETE** key.
2. Press the **REDIAL/↑** key.
3. Press the **START** key.
4. Enter the file number.
5. Press the **START** key.
6. Enter the mailbox number.
7. Press the **START** key.

#### Print Documents in Memory

1. Press the **MEMORY PRINT / DELETE** key.
2. Press the **START** key twice.
3. Enter the file number.
4. Press the **START** key.
5. Enter the mailbox number.
6. Press the **START** key.

#### Store Documents in Memory

1. Load the document.
2. Press the **LOAD MAILBOX** key.
3. Press the **START** key.
4. Enter the mailbox number.
5. Press the **START** key.

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### CLEARING JAMS

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#### Document Jam

1. Open the scanner cover.
2. Remove the document.
3. Close the scanner cover.

#### Paper Jam

1. Open the printer cover.
2. Remove the developer assembly.
3. Pull up on the paper feed release lever and remove the paper.
4. Install the developer assembly.
5. Close the printer cover.

# Quick Reference Guide

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## PROGRAMMING

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### User Option List

#### No. Option

- 00 Activity report
- 02 Transmission report
- 03 Listen to ring
- 04 Auto answer
- 05 Auto rcv in man mode
- 06 Man mode rcv delay
- 07 Resolution default
- 08 Copy resolution
- 10 Header print
- 11 Number of redials
- 15 Secure transmission
- 16 Junk mail eliminator
- 19 Delete rcv documents
- 20 Resend on error
- 21 Dial method
- 22 Document length
- 23 Print reduction
- 24 Calendar format
- 25 Month indication
- 26 Receive interval
- 27 ECM mode
- 28 Language
- 29 Clock display
- 31 Auto reduce copies

### Programming User Options

1. Press the **PROGRAM** key.
2. Press the **REDIAL/↑** key.
3. Press the **START** key.
4. Enter the option number from the User Option List.
5. Use the **# (→)** key to change the value of the option.
6. Press the **START** key.
7. Press the **STOP** key.

### Calendar (Date and Time)

1. Press the **PROGRAM** key.
2. Press the **PAUSE/↓** key five times.
3. Press the **START** key.
4. Enter the date and time.
5. Press the **START** key.

### One-touch keys

1. Press the **PROGRAM** key.
2. Press the **START** key.
3. Press a one-touch key.
4. Enter the number to call.
5. Press the **START** key.
6. Press the **PAUSE/↓** key.
7. Enter the name.
8. Press the **START** key.
9. Press the **STOP** key.

### Speed dial codes

1. Press the **PROGRAM** key.
2. Press the **PAUSE/↓** key.
3. Press the **START** key.
4. Press the **SPEED DIAL** key.
5. Enter the two-digit code.
6. Enter the number to call.
7. Press the **START** key.
8. Enter the name.
9. Press the **START** key.
10. Press the **STOP** key.

### Group keys

1. Press the **PROGRAM** key.
2. Press the **PAUSE/↓** key twice.
3. Press the **START** key.
4. Press the group key.
5. Press a one-touch key, or press the **SPEED DIAL** key and enter the two-digit code.
6. Press the **START** key.
7. Repeat steps 5 and 6 for each number to call.
8. Press the **START** key.
9. Enter the name.
10. Press the **START** key.
11. Press the **STOP** key.

### Terminal ID

1. Press the **PROGRAM** key.
2. Press the **PAUSE/↓** key three times.
3. Press the **START** key.
4. Enter the ID number.
5. Press the **START** key.

### Logo (ID Name)

1. Press the **PROGRAM** key.
2. Press the **PAUSE/↓** key four times.
3. Press the **START** key.
4. Enter the logo.
5. Press the **START** key.

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## POLL

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### Poll

1. Remove all documents.
2. Press the **POLL/STORE FOR POLLING** key.
3. Dial the number to call.

### Store for Polling

1. Load the document.
2. Press the **POLL/STORE FOR POLLING** key.
3. Press the **START** key.

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## DELAYED START

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1. Load the document.
2. Press the **DELAYED START** key.
3. Press the **START** key.
4. Enter the transmit time.
5. Press the **START** key.
6. Dial the number to call.

## Notes

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# 1-2-3 . . . GO

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The user documentation for the 7042 laser facsimile is designed for the user to best understand and get the most out of the machine. Setting up and understanding the machine is as easy as 1-2-3.

## **Install the Machine**

The *XEROX 7042 Laser Facsimile Installation Guide* provides information on the site requirements and instructs how to unpack and how to install the machine.

## **Get Started on the Machine**

The *XEROX 7042 Laser Facsimile Getting Started* manual is a guide to get the user started with the machine. This manual instructs how to operate the commonly-used features of the machine. For detailed information about the features and for information about additional features, refer to the Reference Manual.

## **UNDERSTAND THE FEATURES OF THE MACHINE**

This document, the *XEROX 7042 Laser Facsimile Reference Manual*, provides detailed information on and procedures to use the 7042 features. Use the reference manual to supplement the Getting Started manual.

## **How to Use This Manual**

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This manual provides information about the XEROX 7042 laser facsimile. The manual instructs how to program the unit; how to copy, to transmit, and to receive a document; and how to maintain the machine. To ensure proper operation, please become familiar with the contents of this manual before you use the machine.

## Organization

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This reference manual contains the following sections:

- **Quick Reference Guide** – Briefly instructs how to operate the commonly-used features of the machine.
- **Features** – Describes the hardware features of the machine and provides an overview of how the machine operates. Also describes the control panel function keys.
- **Copying** – Instructs how to copy documents.
- **Programming the Machine** – Includes procedures to program the calendar, the logo, the terminal ID, and the user options.
- **Programming the Dial Directory** – Instructs how to program the one-touch keys, the speed dial codes, and the group keys.
- **Transmitting** – Describes the transmission features and instructs how to transmit a document. The methods to transmit include the following:
  - Control panel keypad dialing
  - One-touch, speed dial, alphabetical, group, and manual broadcast dialing
  - Direct send
  - Delayed transmission
  - Redialing
  - Security and mailbox communication
- **Receiving** – Describes how the machine receives a document from a remote machine.
- **Polling – Retrieving Remote Documents** – Instructs how to retrieve a document from a remote machine.
- **Memory** – Describes how to work with the memory files and includes the following:
  - Store documents in the memory
  - Transmit a document from the memory
  - Receive a document into the memory
  - Poll a document in a remote mailbox
  - Print a document from the memory
  - Delete a file from the memory

- **Reports** — Describes the fields of and instructs how to print each report.
- **Maintenance Procedures** — Guides the user through problem solving and provides a list of error codes. Also includes procedures to clear a document jam or a paper jam and to clean the machine.
- **Supplies and Accessories** — Provides information on and part numbers for the supplies and optional accessories. Instructs how to replace the supplies.
- **Reference** — Provides the machine specifications, and data coupler and Canadian certification information.

## Terminology

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When procedures in this manual instruct you to enter data, press the keys on the control panel keypad to enter the characters. When a procedure instructs you to press a specific key, that key is called out in bold, capital letters. For example, a procedure step may instruct you to “Press the **START** key.”

Some programming steps instruct you to use the **REDIAL**/↑ key or the **PAUSE**/↓ key to scroll through entries. In most cases, you can use either key to scroll through the items.

## Text displays

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The Liquid Crystal Display (LCD) displays information for the user. This manual presents information that the LCD displays in capital letters or a graphic display is provided. The following is an example of an LCD display:

MAY-05 12:00P M100% R
LOAD ORIGINALS

The LCD displays several common symbols. The following table lists the symbols as they are represented in this document and their meanings. Refer to the *Features* chapter for more information on the LCD.

**Table 1:  
Symbols**

Symbol	Meaning
↓ ↑	These arrows are shown on the <b>REDIAL/↑</b> key and the <b>PAUSE/↓</b> key. Use these keys to scroll through the items.
→ ←	These arrows are shown on the <b>#</b> key and the <b>★</b> key. Use these keys to move across the display.
<>	This symbol represents the <b>START</b> key. The display shows this symbol with a vertical line in the center.
—	This symbol represents the column at which the user enters the data.

## Notes, Cautions, and Warnings

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This manual uses notes, cautions, and warnings to emphasize any information the reader needs. Notes contain information that supplements the text. Notes are emphasized with italics. The following is an example of a note:

**NOTE:** *Notes contain information that supplements the text.*

The following are examples of a caution and a warning.

### **CAUTION**

Do not touch the green drum surface. Touching the drum could lower the print quality.

### **WARNING**

Do not touch the heater unit inside the machine. The heater unit is extremely hot while the machine is operating.

# Features

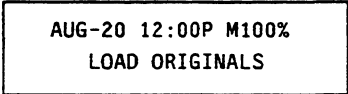
---

This chapter provides an overview of how the machine operates and describes the hardware features of the machine. It also describes the control panel and defines each of the function keys on the control panel. The chapter finishes with a description of what information the LCD provides for each operating mode.

## System Overview

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The machine allows the user to send, to receive, and to copy documents. When you switch on the power and the system has warmed up, the machine is in the standby, or idle mode and the machine is ready to use. When an action completes successfully, the machine returns to the standby mode and displays the following on the LCD:



AUG-20 12:00P M100%  
LOAD ORIGINALS

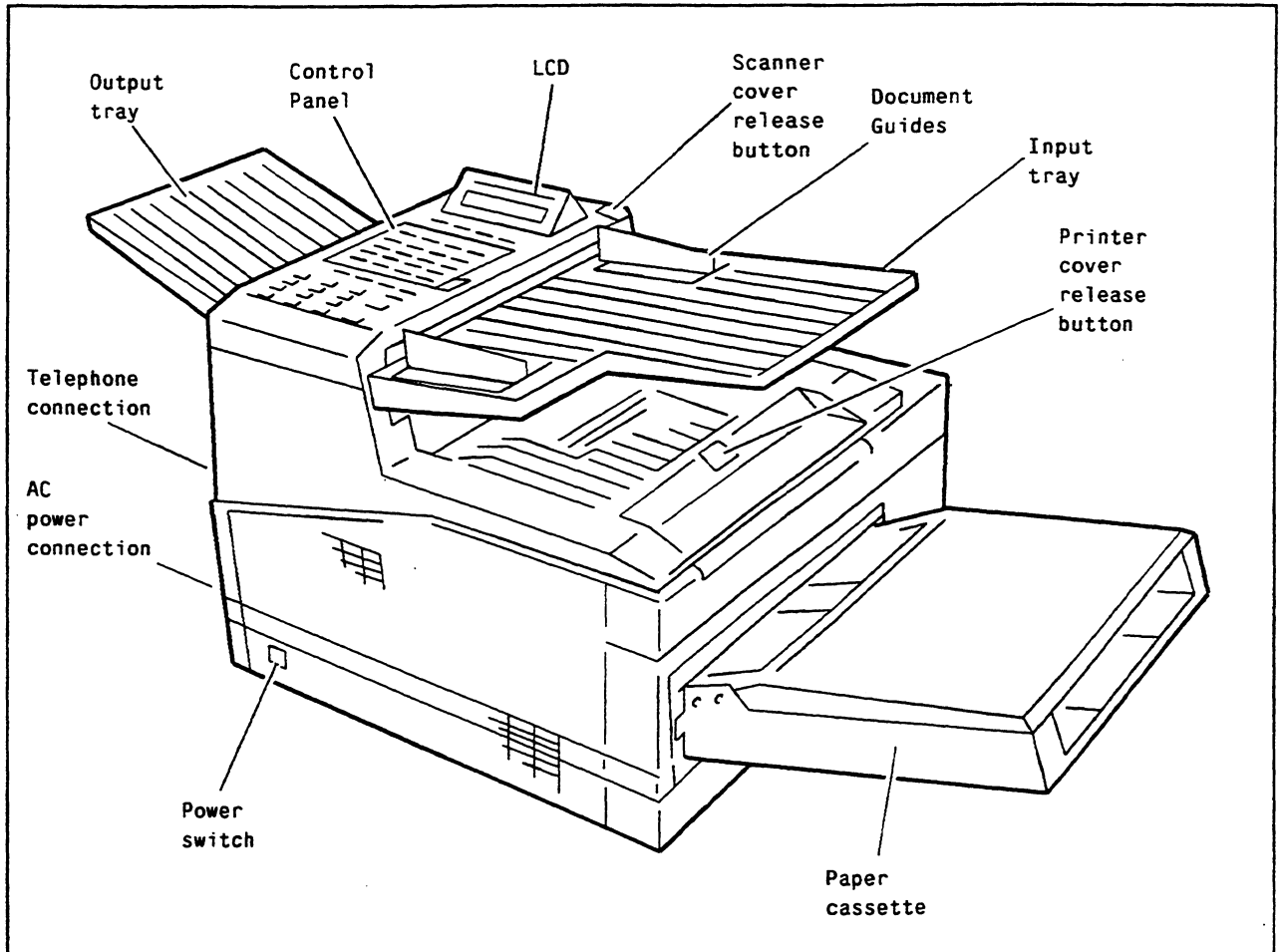
The machine has standard settings and optional features which allow you to customize the machine. Refer to the *Programming the Machine* chapter for information on the items you can program to customize the machine.

The machine can be left powered on 24 hours a day. While the machine is powered on, it recharges the internal battery.

The battery retains the options you set if the machine loses power. However, any documents in the memory are deleted when the power switch is set to the OFF position or if the machine loses power.

## Hardware Features

The following figure shows the hardware features of the machine. Refer to the *Maintenance Procedures* chapter for information on the internal hardware of the machine.





The following lists the hardware features of the machine:

- **Output tray** — Accumulates the document after the machine copies or transmits it. Includes a tray extender which turns out to support larger documents.
- **Control panel** — Contains keys to operate the features.
- **LCD** — Displays the current status of the machine.
- **Scanner cover release button** — Releases the scanner cover.
- **Document guides** — Guide the pages so they do not skew in the scanner.
- **Input tray** — Provides an area to load documents.
- **Printer cover release button** — Releases the top cover to access the printer.
- **Paper cassette** — Supplies cut sheet paper to the machine.
- **Power switch** — Controls AC power to the machine.
- **AC power connection** — Accepts a grounded AC cord.
- **Telephone connection** — Provides a standard RJ-11C modular jack for a telephone line from a wall jack.

## Tones

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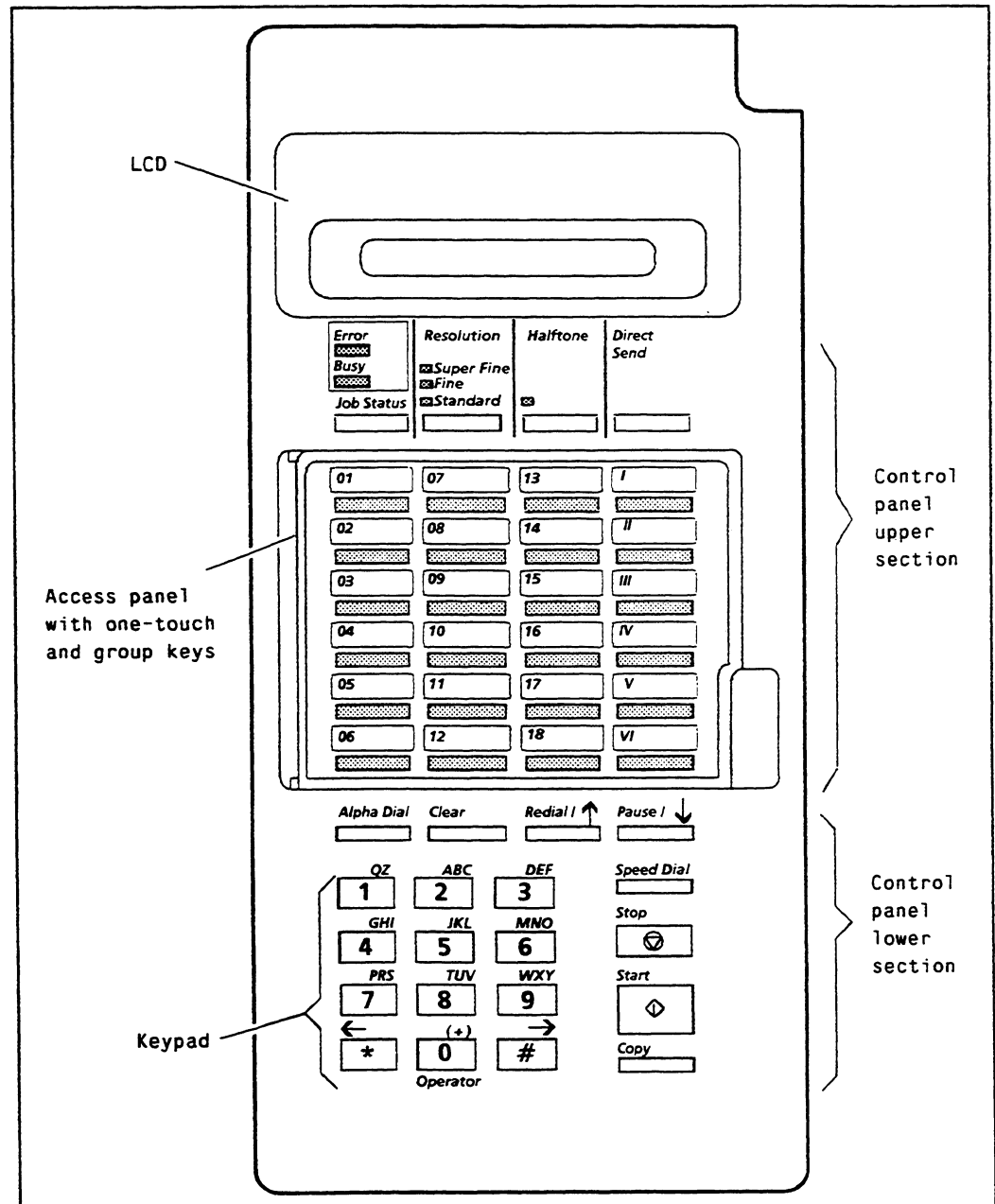
The machine generates tones to indicate the operational status of the machine.

**Single short tone** — A confirmation tone. A short tone sounds when a key is pressed or when an action completes.

**Extended tone** — An unsuccessful alarm. An extended tone (four to five seconds) occurs when a transaction does not complete normally. The user must perform an action to continue a process. Refer to the LCD messages for actions to take.

## Control Panel

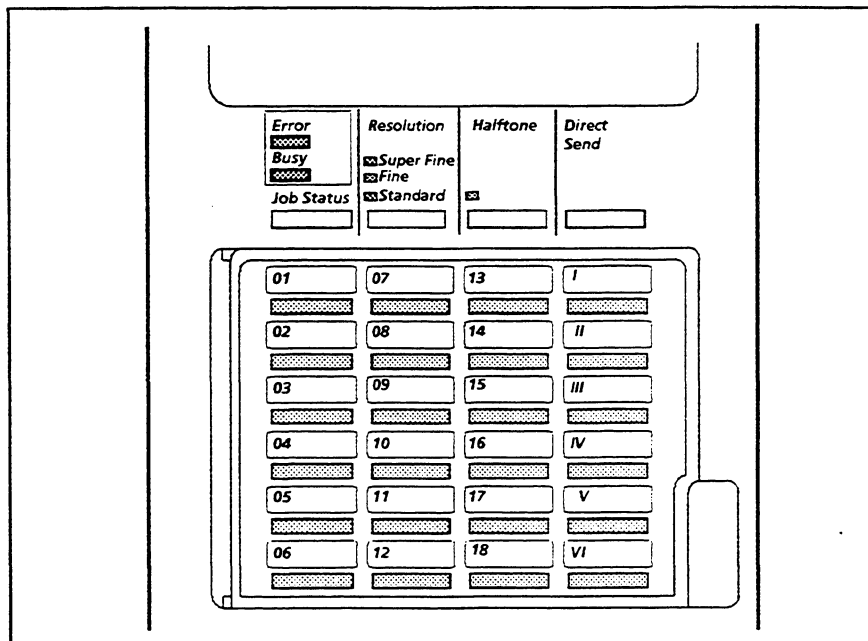
The control panel contains function keys, an alphanumeric keypad, and an access panel. The control panel function keys are divided into an upper section and a lower section. The access panel, when closed, enables 18 one-touch keys (01-18) and six group dial keys (I-VI). When the access panel is open, the function keys are enabled. Use the control panel to program the machine settings and to communicate with a remote machine. The following figure illustrates the control panel:



## Control Panel Function Keys

The following illustrations and tables display and describe the function keys on the control panel. Refer to the following sections for more information on the keys.

The following figure shows the keys of the upper section:

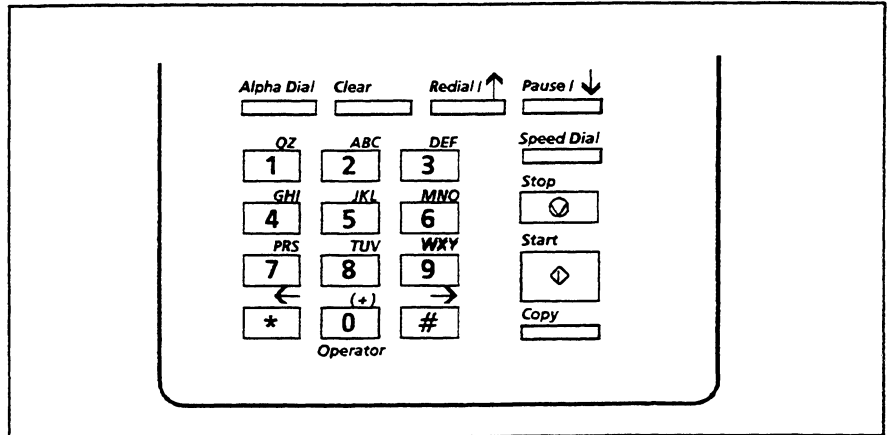


The following table briefly describes the keys on the control panel upper section:

**Table 1-1: Control Panel Upper Section**

Key	Function
Job Status	Displays the status of a communication occurring as a background job.
Resolution	Selects the scanning resolution.
Halftone	Selects the scanning contrast. Improves the scanned image of a picture or photograph.
Direct Send	Used to transmit a document without scanning the document into a memory file.
18 one-touch keys (01-18)	Transmits to a number assigned to the one touch key.
6 group keys (I-VI)	Transmits to a group of numbers assigned to a group key.

The following figure shows the keys of the control panel lower section:



The following table briefly describes the keys on the lower section of the control panel:

**Table 1-2: Control Panel Lower Section**

Key	Function
Alpha Dial	Enables you to select an alphabetical entry in the dial directory.
Clear	Cancels a broadcast operation or deletes programmed data.
Redial/ ↑	Dials the last number dialed. Also scrolls through menu items.
Pause/ ↓	Scrolls through menu items. Also used to add a pause when you dial.
Keypad	Used to dial a number. Also used to enter alphanumeric characters.
Speed Dial	Transmits to a number you assigned to a two-digit speed dial code.
Stop	Stops an operation or cancels programming.
Start	Starts a communication or completes programming.
Copy	Begins a single copy operation.
← (*) and → (#)	Moves the cursor to the left or right. Also scrolls through the option values.

## JOB STATUS

---

The **JOB STATUS** key causes the machine to display the status of a communication that is occurring as a background job. The message indicates if the machine is dialing, connecting or communicating with the remote machine. The LCD also displays the ID of the remote machine, the communication mode, and the number of pages transmitted or received.

The display appears for a set interval then returns to the standby display. If you press the **JOB STATUS** key while the machine is not executing a background communication, the LCD displays the message NO JOB IN PROGRESS.

## RESOLUTION

---

The **RESOLUTION** key selects the scan mode for copying, for transmitting, or for storing a document in the memory. For a normal document, set the resolution to STANDARD; for a document with fine details, set the resolution to FINE or SUPER FINE. Three LEDs on the control panel indicate the resolution.

The resolution can be changed per page during a transaction. To select the resolution of the first page, press the **RESOLUTION** key before you scan the document. To change the mode for subsequent pages, press the key while a page is scanning.

If you are copying a document and the Copy Resolution user option (No. 08) is set to a value, you can not use the **RESOLUTION** key to override that value. Refer to the *Programming the Machine* chapter for more information on the user option.

**NOTE:** *If you select the halftone mode, the machine automatically sets the resolution to FINE.*

## HALFTONE

---

The **HALFTONE** key sets the contrast for copying, for transmitting, or for storing a document in the memory. When you select the halftone mode, the machine automatically changes the resolution setting to FINE. When the machine is in the halftone mode, the LED above the **HALFTONE** key is lit.

The halftone mode, like the resolution, can be changed per page. To select the mode of the first page, press the **HALFTONE** key before you scan the document. To change the mode, you can press the key to switch modes while a page is scanning; the machine prints the next page with the contrast you select.

The machine reverts to its default halftone mode, OFF, at the end of each transaction; this value can not be changed.

## DIRECT SEND

---

Use the **DIRECT SEND** key to transmit a document without scanning the document into the memory. The machine dials the telephone number, scans the document, then transmits the image. The machine does not retransmit the document if the call does not complete successfully.

## ALPHA DIAL

---

Use the **ALPHA DIAL** key to search through the dial directory. The entries are listed by alphabetical name. You can select a number to dial based on the name associated with the number.

## CLEAR

---

Use the **CLEAR** key to delete any operations that are programmed but have not occurred. You can use this key to cancel a delayed communication, a broadcast operation, or a polling operation. This key also allows you to cancel a transmission that is stored in the memory for a background job.

When you cancel an operation, the machine erases the pending job. Using the **CLEAR** key cancels a single transaction; repeat the procedure to cancel multiple transactions. Use the **STOP** key to cancel a direct send communication.

When you program the machine, use the **CLEAR** key to erase data or to delete a character you entered.

## REDIAL/ ↑

---

Use the **REDIAL/↑** key to dial the previous number dialed. You can also use this key to scroll through the menu items, for example, when you program items or when you set the user parameters. This key also enters a space when you enter a telephone number. Refer to the appropriate section for information on how to use the **REDIAL/↑** key in each procedure.

## PAUSE/ ↓

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Use the **PAUSE/↓** key to scroll through the menu items when you program items or when you set the user options. This key also enters a pause when you program the terminal ID number or when you dial a number. The pause displays as a “+” symbol in the terminal ID number and it displays as a “-” symbol in a telephone number.

## Keypad

---

Use the keypad to enter a number when you dial a telephone number or program the machine. The keypad also enters text when you program the machine ID name. Refer to the *Programming the Dial Directory* chapter and the *Transmitting* chapter for more information.

## SPEED DIAL

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Use the **SPEED DIAL** key to assign a two-digit speed dial code to a telephone number. Press the key and enter a code to dial the number or to program the code into a group number or a delayed communication.

## STOP

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The **STOP** key cancels an operation that is currently executing. Use the **CLEAR** key to delete background jobs or pending jobs.

Use the **STOP** key to stop the following operations:

- Transmit a document using the direct send feature
- Receive a document
- Copy a document
- Store a document into the memory
- Print a report
- Program the machine

Once you press the **STOP** key, you can not resume the operation.

## START

---

The **START** key is used to complete each process. Other functions of the **START** key vary based on the operation and the telephone line conditions.

## COPY

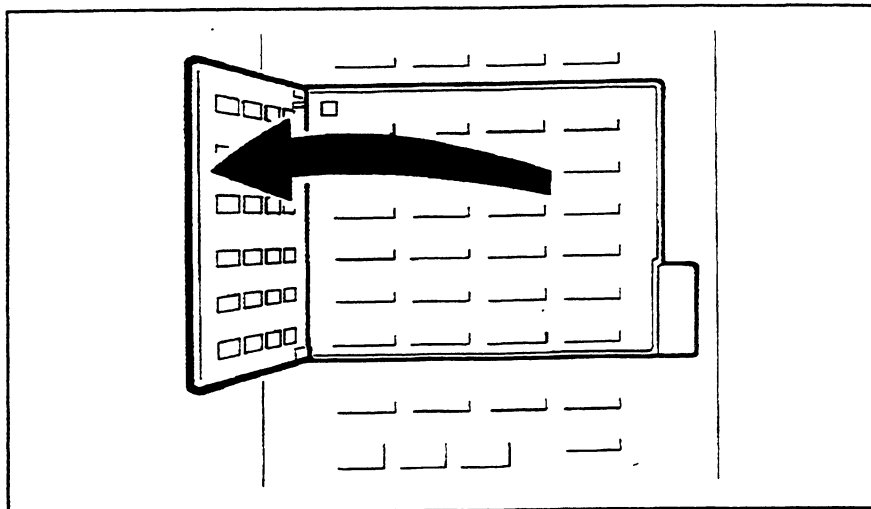
---

The **COPY** key is used to begin copying a document you loaded in the ADF. Use this key to create single copies of a document. Refer to the *Copying* chapter for information on how to create a single copy or multiple copies of a document.

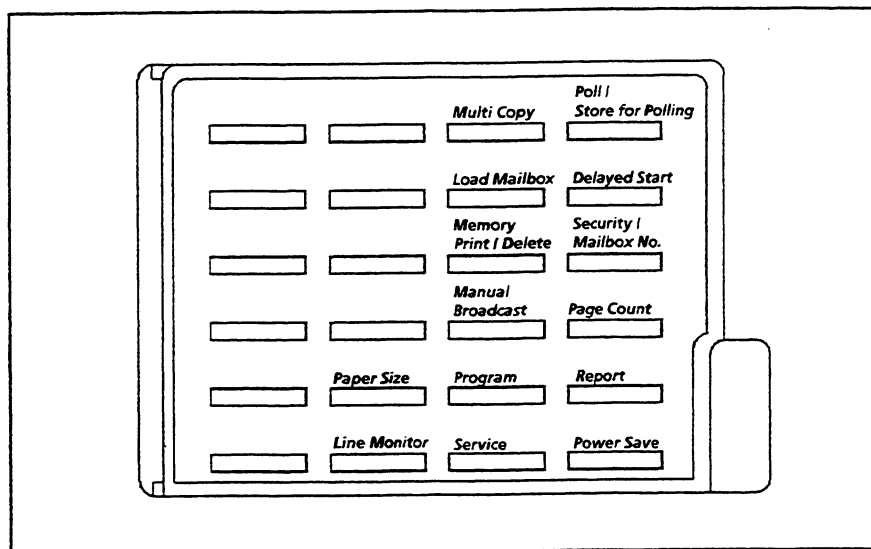


## Access Panel Function Keys

The machine has an access panel with 18 one-touch dial keys and six group dial keys for transmissions using one-touch dialing. When you lift the access panel, you disable the one-touch keys and enable the access panel function keys. The following figure shows how to enable the access panel function keys:



The following figure shows the function keys under the access panel:



The following table lists the keys under the access panel. The functions for these keys apply only when the access panel is open. For information on the functions, refer to the appropriate procedures.

**Table 1-3: Access Panel Function Keys**

Key	Function
Paper size	Used to select the recording paper size.
Line Monitor	Allows you to audibly monitor the telephone line during a communication. The monitor remains on while you press the key.
Multi Copy	Allows you to print several copies of one document.
Load Mailbox	Stores a document into a memory mailbox.
Memory Print/Delete	Prints or deletes a document in the memory.
Manual Broadcast	Used to transmit to several machines.
Program	Used to begin programming.
Service	Used by service personnel only.
Poll/Store for Polling	Used to select a polling method.
Delayed Start	Used to program a delayed transaction.
Security/Mailbox No.	Used to program the security or mailbox transactions.
Page Count	Defines the total number of pages in a document. This number prints in the header of the document as you transmit it.
Report	Used to select reports.
Power Save	Reduces power consumption when the machine is in the standby mode.

## Liquid Crystal Display (LCD)

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The LCD displays the machine status and instructions. The LCD provides information based on the current operation mode. The machine has the following operation modes: standby mode, communication mode, program mode, and copy mode.

### Standby mode

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When the machine is in the standby mode, the LCD displays the machine status, a prompt for the next operation, or an error message. The following information is displayed:

- **Date and time** — The month, day, and time (hour and minute) are displayed. Set the date display sequence and the time format with the user options.
- **Memory capacity** — The remaining memory available for storing documents displays as a percent. If no memory is used, M100% is displayed.

If a document is stored in each memory file — the maximum number of files is 96 — the display shows the message F-FULL.

- **R** — An indicator for reception in memory. When the machine receives a document into the memory, the LCD flashes an R in its upper right corner.
- **Paper size** — If no recording paper is loaded, the LCD displays a prompt to add paper. If the machine has an optional auxiliary paper tray installed, the LCD displays a message indicating which tray is empty.

### Communication mode

---

The LCD displays the communication mode status when the machine is dialing, connecting with, transmitting to, or receiving from a remote machine. When the machine is in this mode, the following information is displayed. Press the **JOB STATUS** key to display the information for a background communication.

- **Communication ready** — When you load a document in the automatic document feeder, the LCD displays information similar to the standby mode; however, DIAL OR COPY displays on the lower line of the LCD.

- **Job number** — The machine assigns a job number to each document to transmit.
- **Dialing** — Before the machine dials, the LCD displays PREPARING TO DIAL. When the machine is dialing a telephone number, the LCD displays DIALING.
- **Connecting** — When the machine is connecting with a remote machine, the LCD displays CONNECTING.
- **Transmission or reception** — After the machine connects with a remote machine, the LCD displays whether the machine is transmitting or receiving a document.
- **Communication mode** — Based on the line quality and the capabilities of the remote machine, the machine selects the most efficient mode to transmit data:

ECM modes

ECM	CCITT Group 3 machines with ECM
EMMR	CCITT Group 3 machines with ECM and MMR capabilities

Non-ECM modes

G3	CCITT Group 3 machines without ECM
----	------------------------------------

- **Page count** — The number of confirmed pages the machine transmitted or received during the current communication. The LCD displays Pnn in the upper right corner of the display, where nn is the page number.
- **ID name or number of the remote machine** — If a user at a remote machine programmed an ID name or number for that machine, the LCD displays that information.
- **Communication error code** — The result of an error in a communication. Refer to the *Maintenance* chapter for a list of the codes.

## Program mode

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The LCD displays prompts for programming when the machine is in the program mode. The following information is displayed:

- **Programming** — The LCD displays PROGRAMMING on the first line.
- **Item being programmed** — The option name, the dial directory entry, or the settings you are programming.
- **Operation instructions** — The LCD prompts you with instructions to program an operation. The following table shows the symbols that the machine uses to prompt you to enter information:

Table 1-4: Programming Symbols

Symbol	Meaning
↓ ↑	These arrows are shown on the <b>REDIAL/↑</b> key and the <b>PAUSE/↓</b> key. Use these keys to scroll through the menu items.
→ ←	These arrows are shown on the <b>#</b> key and the <b>*</b> key. Use these keys to move across the display.
< >	This symbol represents the <b>START</b> key. Use this key to enter information or select menu items.
—	This symbol represents the column at which the user enters the data.

## Copy mode

---

When the machine is in the copy mode, the LCD displays information about the machine status as the machine prints single or multiple copies of the document. When in the copy mode, the following information is displayed:

- **Single copies** — The LCD displays the following information:
  - The LCD displays COPY.
  - The page count. The number of pages the machine copied.

- **Multiple copies** – The LCD displays the following information:
  - The LCD displays STORING as the machine scans and stores each page into the memory.
  - The copy count. The number of copies the machine prints.

## Control Panel LEDs

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The control panel has LEDs which indicate the status of the machine. The control panel has the following LEDs:

- **Busy** – Blinks when the machine is online.
- **Error** – Indicates that the machine has a hardware error. For example, the LED is lit when a cover is open.
- **Halftone** – Indicates that the halftone mode is enabled.
- **Resolution** – Three LEDs indicate the resolution.

## Dual Access

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You can scan documents to the memory during the following operations: receiving a document to the printer, receiving a document to the memory, or transmitting a document from the memory.

These communications are performed as background jobs. When a background job is in progress, the Busy LED blinks. Press the **Job Status** key to access information for a background communication.

The machine reserves up to 10 transmissions as background communications. If you enter an 11th transmission, the machine begins automatic sending.

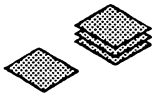
# Copying

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This chapter describes how to copy a document. The sections describe the machine features for copying a document and instruct how to make single and multiple copies of a document.

## Load a Document

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Load the documents face-down in the automatic document feeder (ADF). Adjust the paper guides to the width of the document so the pages do not skew as they feed through the scanner. The LCD displays that the machine is ready for you to dial a number or to copy the document.

The following features are available when you copy a document:

- Reduction
- Page size
- Resolution
- Halftone

### Reduction

---

The machine allows you to select whether to copy documents to the original size or to automatically reduce the document.

Set the Auto Reduce Copy user option (No. 31) to ON to reduce all copies. The machine determines the reduction based on the size of the original and the size of the recording paper. If the image does not fit on one page, the machine divides the image onto several pages.

If you set the option to OFF, the machine copies all documents to their original size.

### Page size

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You can load a document that is up to 279 mm (11 in) wide and up to 1 m (39.37 in) long. If the document length exceeds this default limit, the machine displays a document jam. Set the Document Length user option (No. 22) to increase the allowable length.

### Resolution

---

Documents can be copied with the standard or fine resolution selected. For a normal document, set the resolution to STANDARD; for a document with fine details, set the resolution to FINE.

**NOTE:** *If you select the super fine resolution, the machine prints the document with a fine resolution.*

If the Copy Resolution user option (No. 08) is set, all documents copy with the same resolution; you can not override the option for a single transaction. Also, if the option is set to STANDARD, the machine does not copy in the halftone mode. If the option is not selected, you can set the resolution for each item you copy.



## Halftone

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Documents can be copied in the halftone mode. When you copy a normal document, leave the halftone off. To copy photographs and figures with shading, select the halftone mode. When you use the halftone mode, the machine automatically selects FINE for the resolution and applies 64 levels of halftone as it scans the document.

**NOTE:** If the Copy Resolution user option (No. 08) is set to STANDARD, the machine does not copy in the halftone mode. If the option is set to FINE or NOT SELECTED, you can set the halftone and the resolution for each document you copy.

## Copy a Document

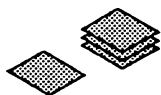
---

The machine can be used to print single or multiple copies of a document.

To print multiple copies, the machine first stores the document in the memory then prints the copies. If the memory becomes full and the machine can not store the document, use the procedure for printing single copies or delete any unnecessary files from the memory and begin again.

## Print single copies

---



Use the following procedure to make single copies.

1. Load the document face-down in the ADF.
2. If desired, set the resolution and the halftone.

**NOTE:** If you set the Copy Resolution user option (No. 08), you can not override the option. If the option is set to STANDARD, you also can not set the halftone.

3. Press the COPY key.

## Print multiple copies

---



When you make multiple copies, the machine automatically sorts the copies into collated sets. The LCD displays the number of copies started and the number you requested.

Use the following procedure to print multiple copies:

1. Load the document face-down in the ADF.
2. If desired, select the resolution and the halftone.
3. Open the access panel.
4. Press the **MULTI COPY** key and close the access panel. The LCD prompts you to enter the number of copies to print.
5. Enter the two-digit number of copies to print. If you want less than 10 copies, press **0** as the first digit. The LCD prompts you to verify the number you entered.
6. Verify the number of copies. To change the number of copies, press the **CLEAR** key and reenter the number.
7. Press the **START** key.

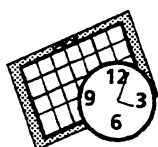
# Programming the Machine

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This chapter describes the information to program prior to operating the machine. The sections include procedures to program the initial settings and the user options.

## Calendar (Date and Time)

---



The machine allows you to set the calendar, which includes the date and time, with a menu item. The time can display with a 12-hour or a 24-hour format. You can also select how the date displays.

The time displays with either a 12-hour or 24-hour format. The Clock Display user option (No. 29) sets how the clock appears on the LCD. Whether you display in the 12-hour or in the 24-hour format, you must enter the hours in the 24-hour format.

The date displays the month as a numeric value or as an alphabetic value. Set the Month Indication user option (No. 25) and the Calendar Format user option (No. 24) to determine how the clock displays. Enter the month as a numeric value and enter the month, day, and year in the order you set with the user option.

Use the following procedure to set the date and time:

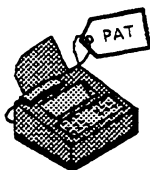
1. Open the access panel.
2. Press the **PROGRAM** key and close the access panel.
3. Press the **REDIAL/↑** key three times to display **CALENDAR**.
4. Press the **START** key. The LCD prompts you to enter the date and the time.

5. Enter the date and the time (24-hour format) using the keypad. Use the \* (←) key and the # (→) key to move the cursor after each digit.

**NOTE:** Whether you display in the 12-hour or the 24-hour format, enter the hours in the 24-hour format. Enter the month, day, and year in the order you set with the user options. Enter the numeric value for the month.

6. Press the **START** key.

## Logo (ID Name)



The logo, or ID name, identifies your machine to the remote machine when they communicate. The logo must identify the person or company that sends the documents. The logo contains up to 25 alphanumeric characters.

Each key on the control panel keypad corresponds to numeric and alphabetic characters. The following table lists the dial keys and the characters that correspond to each key:

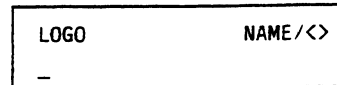
Table 3-1: Character Codes

Keypad Number	Characters Sequentially Accessed With Keys
1	Q Z 1 q z
2	A B C 2 Ä Å Æ Ç a b c ä å æ ç
3	D E F 3 d e f
4	G H I 4 g h i
5	J K L 5 j k l
6	M N O 6 Ñ Ö m n o ñ ö
7	P R S 7 p r s
8	T U V 8 Ü t u v ü
9	W X Y 9 w x y
0	. + ? - 0 / : * # % & ! ( ) " @ i ï

When you program the logo, refer to the Character Code Table for the list of the keys and their corresponding characters. The logo is not a user programmable option in some countries.

Use the following procedure to program the logo:

1. Open the access panel.
2. Press the **PROGRAM** key and close the access panel.
3. Press the **PAUSE/↓** key four times to display LOGO.
4. Press the **START** key. The LCD prompts you to enter the logo:



5. Complete the following steps to enter the text using the control panel keypad.

Refer to the Character Code table for the keypad and character assignments.

- a. Press the keypad number that corresponds to the character you desire. The first character displays.
  - b. Press the keypad number repeatedly until the correct character displays.
  - c. To move to the next position, press the # (→) key.
  - d. Perform steps a through c for each character in the name. You can enter up to 25 characters in the name.
  - e. Verify the name you entered. To change a character, use the \* (←) key and the # (→) key to move the cursor to that character. Reenter the character.
6. Press the **START** key.

## Terminal ID

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The terminal ID number must identify the telephone number of the machine or company. The ID prints on each transmitted page.

If you modify the terminal ID, you must enter the whole number; you can not change a single digit.

Use the following procedure to program the terminal ID:

1. Open the access panel.
2. Press the **PROGRAM** key and close the access panel.
3. Press the **PAUSE/↓** key three times to display **TERMINAL ID**.
4. Press the **START** key. The LCD prompts you to enter the ID number:

TERMINAL ID	NO./<>
—	

**NOTE:** The LCD on the German models prompts you to enter a four-digit code.

5. Enter the ID number using the control panel keypad. The cursor automatically moves to the next position. To enter the + character, press the **PAUSE/↓** key; to enter a space, press the **REDIAL/↑** key. You can enter up to 20 digits.

**NOTE:** When you enter the first digit, the LCD clears the previous number.

6. Verify the number you entered. To change the ID number, repeatedly press the **CLEAR** key to back up over and delete the numbers, then reenter the digits.
7. Press the **START** key to accept the ID number.

## Reduction Rates

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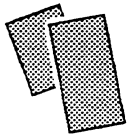
The machine provides the option of reducing an image it receives. The size of the recording paper and the size of the image also factor into the reduction rate for a document.

The machine can be set to automatically reduce an image on a single page. To reduce the documents the machine receives, set the Print Reduction user option (No. 23) to ON. If the option is set to OFF, the documents print at their original size.

If the user option is set to ON and the image does not fit on one page, the machine divides the image into several pages. The machine determines the reduction rate based on the recording paper size and the image size. Refer to the User Options section of this chapter for information on setting the option.

## Paper Size

---



The machine allows you to program the paper size and use letter or legal size recording paper in the paper cassette.

An optional auxiliary paper tray can be added to the machine to provide an additional supply of paper or a second choice of paper size. The auxiliary paper tray comes standard with a letter size cassette which is not adjustable to legal size. You may elect to purchase the optional legal size cassette.

Program the paper size to correspond with the size of the recording paper in each cassette. If your machine has an auxiliary paper tray, the machine uses the upper cassette as the first cassette and the auxiliary paper tray as the second cassette.

Since the auxiliary paper tray comes standard with a letter cassette, you may elect to load legal size paper in the upper cassette and letter size paper in the lower cassette.

Use the following procedure to program the paper size:

1. Open the access panel.
2. Press the **PAPER SIZE** key and close the access panel.
3. If your machine has an auxiliary paper tray, complete the following steps:

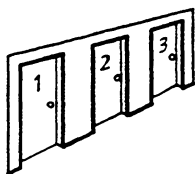
- a. Use the **REDIAL/↑** key to toggle between the cassettes.

**NOTE:** The first paper cassette is the upper tray.  
The second cassette is the lower tray.

- b. Press the **START** key to select the paper cassette.
4. Use the **REDIAL/↑** key to toggle between the paper sizes.
5. Press the **START** key to select the paper size.

## User Options

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The machine allows you to program optional settings, or parameters, which determine how the machine copies, transmits, and receives. Two types of parameters are available: service parameters and user options.

Service parameters are those that only the service personnel can set.

User options are those the operator can set. The following sections describe the options, the conditions, and the default values; the final section instructs how to set the parameters.



## User option descriptions

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The following list briefly describes each user option:

- **Activity report (No. 00)** — Determines whether the machine automatically prints an Activity Report after every 32 transactions. If this option is set to OFF, the machine does not automatically print the report; however, the report can be printed manually. This option is not available in some countries.
- **Transmission report (No. 02)** — Determines whether the machine automatically prints a Transmission Report after a transmission. If this option is set to ON, the machine prints the report after each transmission. If this option is set to OFF, the report does not print. If this option is set to ON ERROR, the report prints only when an error occurs during a transmission.
- **Listen to ring (No. 03)** — Determines if the machine sounds a ring for an incoming call.
- **Auto Answer (No. 04)** — Determines if the machine automatically answers incoming calls.
- **Auto rcv in man mode (No. 05)** — Selects whether the machine automatically answers a call when the machine is in manual answer mode. This option is not available or is a service parameter in some countries.
- **Man mode rcv delay (No. 06)** — Determines the number of rings (2-12) before the machine answers a call when the machine is in the manual answer mode. This option is not available in some countries.
- **Resolution default (No. 07)** — Sets the default resolution for transmissions.
- **Copy resolution (No. 08)** — Sets the resolution for copying.
- **Header print (No. 10)** — Sets the header location. If the header is turned OFF or if the logo or terminal ID are not programmed, you must transmit a cover letter with the document to identify your machine to the remote user. This option is not available in some countries.

- **Number of redials (No. 11)** – Selects the number of times the machine tries to redial a number if the line is busy or if a communication error occurs. Automatic redialing is subject to regulatory restrictions.
- **Secure transmission (No. 15)** – Determines whether to transmit all documents in the secure mode. This option is a service parameter in some countries.
- **Junk mail eliminator (No. 16)** – Determines whether to receive all documents in the secure mode. This option is a service parameter in some countries.
- **Delete rcv documents (No. 19)** – Determines how to delete a file after the machine receives a document with a private mailbox number. The options are to delete the file after the document is printed or to delete the document with the file delete feature.
- **Resend on errors (No. 20)** – Determines whether to retransmit a document from memory if a communication error occurred when the machine tried to send the document. The number of times the machine tries to redial the number is set with the Number of Redials user option.
- **Dial method (No. 21)** – Selects whether the machine uses a telephone pulse or a tone when it dials a number.
- **Document length (No. 22)** – Selects the maximum document page length, 1 m (39.37 in) or 10 m (393.7 in). If the document exceeds the limit, the machine displays a document jam.
- **Print reduction (No. 23)** – Determines whether to reduce all documents that the machine receives.
- **Calendar format (No. 24)** – Selects how the date displays and prints. The order of the day, month, and year can be set.

- **Month indication (No. 25)** — Selects how the month displays. The month can display alphabetically or numerically.
- **Receive interval (No. 26)** — Sets the time to wait after the machine dials four remote machines when you use group or manual broadcast dialing. This is a service parameter in some countries.
- **ECM mode (No. 27)** — Selects whether the machine transmits a document or receives a facsimile in the Error Correct Mode (ECM) communication mode.
- **Language (No. 28)** — Selects the language used in the LCD and on the reports. All systems are equipped with a primary language; some countries have secondary languages.
- **Clock display (No. 29)** — Selects whether the LCD displays the time in the 12-hour or the 24-hour format. The clock must always be set using the 24-hour format.
- **Auto reduce copies (No. 31)** — Determines if the machine copies all documents at their original size or if the machine automatically reduces all documents you copy.

User option conditions

The following table lists the user options in their numeric order. This is the order in which they display on the LCD. The table indicates the conditions and the default value for the options:

Table 3-2: User Options-Conditions and Default Values

Number <sup>1</sup>	LCD Message	Conditions
00 <sup>2</sup>	Activity report	On (default) Off
02	Transmission report	On (default) On error Off
03	Listen to ring <sup>3</sup>	On (default) Off
04	Auto answer	On (default) Off
05	Auto rcv in man mode	On (default) Off
06 <sup>2</sup>	Man mode rcv delay	2 - 12 times (6 times = default)
07	Resolution default	Standard (default) Fine
08	Copy resolution	Fine (default) Standard Not selected
10 <sup>2</sup>	Header print	Within data (default) Above data Off
11 <sup>2</sup>	Number of redials	0 - 10 times (5 = default)
15 <sup>2</sup>	Secure transmission	Off (default) On
16 <sup>2</sup>	Junk mail eliminator	Off (default) On

- 1 The table does not include numbers that are not used.
- 2 This option is not available or may be a service parameter in some countries.
- 3 This value does not display unless the option is valid for the country.
- 4 The default value can vary based on the country for the location.

**Table 3-2: User Options-  
Conditions and Default  
Values**

Number <sup>1</sup>	LCD Message	Conditions
19	Delete rcv documents	After print (default) By file delete
20	Resend on errors	On (default) Off
21	Dial method	Tone (default) Pulse 10PPS Pulse 20PPS <sup>3</sup> Pulse 16PPS <sup>3</sup>
22	Document length	1m (default) 10m
23	Print reduction	On (default) Off
24	Calendar format	MM-DD-YY (default) <sup>4</sup> YY-MM-DD DD-MM-YY
25	Month indication	Name (default) Numeric
26 <sup>2</sup>	Receive interval	0-5 minutes (5 minutes = default)
27	ECM mode	On (default) Off
28	Language	Primary (default) Secondary (optional)
29	Clock display	12 hour (default) <sup>4</sup> 24 hour
31	Auto reduce copies	Off (default) On

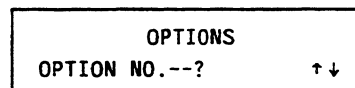
- 1 The table does not include numbers that are not used.
- 2 This option is not available or may be a service parameter in some countries.
- 3 This value does not display unless the option is valid for the country.
- 4 The default value can vary based on the country for the location.

## Set the user options

---

Use the following procedure to set the user options before using the machine. Refer to the User Option Conditions and Default Values table.

1. Open the access panel.
2. Press the **PROGRAM** key.
3. Press the **REDIAL/↑** key once to display **OPTIONS**.
4. Press the **START** key. The LCD prompts you to enter a option number.



5. Enter the two-digit option number. Refer to the User Option Conditions and Default Values table for a list of the option numbers.

**NOTE:** *Instead of entering the two-digit number, you can press the **REDIAL/↑** key or the **PAUSE/↓** key to scroll through the options.*

6. To change the option value that the LCD displays, press the \* (←) key or the # (→) key.
7. Press the **START** key to store the value of the option.
8. To change another option, perform steps 5 through 7.
9. Press the **REPORT** key to print the Options Report.
10. Verify the options you set.
11. Press the **STOP** key and close the access panel.

# Programming the Dial Directory

---

This chapter instructs how to program the dial directory numbers and names. The procedures include programming the one-touch keys, the speed dial codes, and the group keys.

## Dial Directory

---



The machine can maintain a dial directory of telephone numbers you frequently dial. The dial directory is a list of telephone numbers you program for automatic dialing. The dial directory includes numbers programmed as the one-touch keys and the speed dial numbers.

The dial directory contains 18 one-touch key locations and 100 (00–99) speed dial locations you can program. Each telephone number can contain up to 32 digits, spaces, or pauses.

Use the dial directory to save time and reduce the possibility of dialing a wrong number. Once a telephone number is programmed in the dial directory, you can easily dial that number or add that number to a group. Also, if a name is programmed for a number, you can dial that number by selecting the name in the directory.

You can enter, modify, and clear a number in the dial directory at any time. To plan the directory, first identify the locations and the telephone numbers to program. Print the One-Touch Directory and the Speed Dial Directory reports to review and to select a directory location. The Directory provides all the dial directory entries by name. Once you select a directory location, enter the changes you desire and print a revised report. Use the report to verify the names and telephone numbers. Refer to the *Reports* chapter for information about the reports.

The machine allows you to enter an ID name for any telephone number you store in the dial directory or as a group key. Each name must be unique. A name in the dial directory can contain up to 15 characters. The following table lists the dial keys and the characters that correspond to each key:

Table 4-1: Character Codes

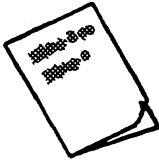
Keypad Number	Characters Sequentially Accessed With Keys
1	Q Z 1 q z
2	A B C 2 Ä Å Æ Ç a b c ä å æ ç
3	D E F 3 d e f
4	G H I 4 g h i
5	J K L 5 j k l
6	M N O 6 Ñ Ò m n o ñ ò
7	P R S 7 p r s
8	T U V 8 Ü t u v ü
9	W X Y 9 w x y
0	. + ? - 0 / : * # % & ! ( ) " @ i ç

When you are in a procedure that requires you to enter a name, refer to the Character Code table for the keypad and character assignments. Use the \* (←) key and the # (→) key to move the cursor.



## One-Touch Keys (01-18)

---



One-touch dialing allows you to select a preset key, rather than enter the telephone number each time. Set up one-touch dialing for numbers you dial frequently. The machine allows you to program up to 18 one-touch keys (01-18).

### Full program mode

---

As you program the one-touch keys, use the full-program mode to program the following items for each of the one-touch numbers. These functions are normally programmed for each transaction. If you leave the values as NOT FIXED, the machine uses the options settings or the settings on the control panel.

- **Resolution** — Selects the resolution for a transmission.
- **Security mode** — Selects whether to transmit with a password.
- **Mailbox number** — Selects whether to transmit a document to a mailbox.
- **International call** — Improves the communication quality for international calls that have frequent communication errors. Select ON to choose international or long distance; select OFF for domestic calls or short distance.
- **ECM mode** — Selects whether to transmit a document in the ECM mode.

If you use the full-program mode to program a one-touch key, the following restrictions apply:

- In a group broadcast, the machine uses the resolution you set for the group. It does not change to the resolution you programmed with the one-touch key.
- The machine ignores the secure mode if you poll the number using a one-touch key to dial.

## Program the one-touch keys

---

If you are modifying the entry for a one-touch key and press the **STOP** key before you press the **START** key to save the entry, the machine deletes the new data and retains the current data. If you are changing the telephone number, you must enter the complete number, rather than changing a single digit.

Use the following procedure to program the one-touch keys.

1. Open the access panel.
2. Press the **PROGRAM** key. The LCD displays the message ONE TOUCH DIAL.
3. Close the access panel and press the **START** key. The LCD prompts you to enter or to clear a one-touch key:

ONE TOUCH DIAL ENTER OT/CLEAR
----------------------------------

4. Press the one-touch key you want to program. The LCD prompts you to enter the telephone number.

5. Enter the telephone number using the control panel keypad. As you enter the digits, the cursor automatically moves to the next position. Press the **PAUSE/↓** key to enter a pause (displayed as a hyphen).
6. Verify the number you entered. To change a digit, press the **CLEAR** key to back up over and delete the numbers, then reenter the digits.
7. Press the **START** key. The LCD prompts you to select or to skip the full-program mode:

FULL PROGRAM  
↑ = SET   ↓ = CLEAR

8. To bypass the full-program mode or to delete the settings for a key you are modifying, press the **PAUSE/↓** key and continue with step 9. If you are modifying a one-touch key, the settings return to their default values.

To program the full-program items, complete the following:

- a. Press the **REDIAL/↑** key to select the full-program mode. The LCD displays the first full program item.
- b. Press the **REDIAL/↑** key to scroll through the function codes for the item.
- c. To select a code, press the **START** key.
- d. Perform steps b and c for each of the five items in the full program mode.

**NOTE:** If you select **ON** for the mailbox number, the LCD prompts you to enter a four-digit number. Once you enter the digits, the LCD prompts you to verify the mailbox number. Press the **START** key to continue.

When you complete all the items, the LCD prompts you to enter the dial directory name for the one-touch key.

9. Complete the following steps to enter a name. Refer to the Character Codes table for the character assignments.

**NOTE:** Each speed dial and one-touch key must have a unique name.

- a. Press the control panel keypad number that corresponds to the character you desire. The first character displays.
  - b. Press the keypad number repeatedly until the correct character displays.
  - c. To move to the next position, press the # (→) key.
  - d. Perform steps a through c for each character in the name. You can enter up to 15 characters.
  - e. Verify the directory name you entered. To change a character, move the cursor to that character, press the **CLEAR** key, and reenter the character.
10. Press the **START** key to save the entry.
  11. Perform steps 4 through 10 for each one-touch key you want to program.
  12. Open the access panel.
  13. Press the **REPORT** key to print the One Touch Dial Directory.
  14. Close the access panel.
  15. Verify the one-touch information you entered.
  16. Press the **STOP** key. The machine goes to the standby mode.

## Clear the one-touch keys

---

Use the following procedure to clear the one-touch keys:

1. Open the access panel.
2. Press the **PROGRAM** key. The LCD displays the message ONE TOUCH DIAL.
3. Close the access panel and press the **START** key. The LCD prompts you to enter or to clear a one-touch key:

ONE TOUCH DIAL  
ENTER OT/CLEAR

4. Press the **CLEAR** key. The LCD prompts you to press the one-touch key.
5. Press the one-touch key you want to clear. The LCD displays:

CLEAR OK? <>  
OT01:ID name

6. To verify the cancellation, press the **START** key. To return to step 4 without canceling a key, press the **CLEAR** key.
7. Perform steps 4 through 6 for each one-touch key to clear.
8. Press the **STOP** key. The machine goes to the standby mode.

## Speed Dial Codes (00-99)

---



Speed dialing associates two-digit codes with telephone numbers. To transmit to a speed dial number, you enter a two-digit speed dial code, rather than the telephone number. You can program up to 100 speed dial codes.

To print the Speed Dial Directory, press the **REPORT** key after you select to program a speed dial code. The report contains data that is current in the dial directory and does not include data you are entering with the procedure.

### Program a speed dial code

---

The machine allows you to program up to 100 speed dial codes (00 to 99 in the dial directory). If you change the telephone number, you must enter the complete number. However, if you modify a name, you can change single characters in the name.

Use the following procedure to program a speed dial code.

1. Open the access panel.
2. Press the **PROGRAM** key.
3. Press the **PAUSE/↓** key once to display **SPEED DIAL**.
4. Close the access panel and press the **START** key. The LCD prompts you to enter or to clear a speed dial code:

SPEED DIAL  
ENTER SD/CLEAR

5. Press the **SPEED DIAL** key. The LCD prompts you to enter the speed dial code:

ENTER SD No.  
SD: \_\_\_\_

6. Enter a two-digit speed dial code using the control panel keypad. For speed dial codes 00 through 09 you must enter 0 as the first digit. The LCD prompts you to enter the telephone number for the directory location.
7. Enter the telephone number using the control panel keypad.
8. Press the **START** key. The LCD prompts you to enter a name.
9. Complete the following steps to enter a name. Refer to the Character Codes table for the keypad and character assignments.

**NOTE:** Each speed dial and one-touch key must have a unique name.

- a. Press the control panel keypad number that corresponds to the character you desire. The first character displays.
  - b. Press the keypad number repeatedly until the correct character displays.
  - c. To move to the next position, press the # (■) key.
  - d. Perform steps a through c for each character in the name. You can enter up to 15 characters.
  - e. Verify the name you entered. To change a character, move the cursor to that character, press the **CLEAR** key, and reenter the character.
10. Press the **START** key to save the entry.
  11. Perform steps 5 through 10 for each speed dial code you want to program.
  12. Open the access panel.
  13. Press the **REPORT** key to print the Speed Dial Directory.
  14. Close the access panel.
  15. Verify the speed dial codes you entered.
  16. Press the **STOP** key. The machine goes to the standby mode.

## Clear a speed dial code

---

Use the following procedure to clear a speed dial code:

1. Open the access panel.
2. Press the **PROGRAM** key.
3. Press the **PAUSE/↓** key once to display SPEED DIAL.
4. Close the access panel and press the **START** key. The LCD prompts you to enter or to clear a speed dial code:

SPEED DIAL ENTER SD/CLEAR
------------------------------

5. Press the **CLEAR** key. The LCD prompts you to enter the speed dial code.
6. Enter the two-digit speed dial code you want to clear. The LCD displays:

CLEAR OK? <>
SD01: ID name

7. To verify the cancellation, press the **START** key. To return to step 5 without clearing the speed dial code, press the **CLEAR** key.
8. Perform steps 5 through 7 for each speed dial code you want to clear.
9. Press the **STOP** key. The machine goes to the standby mode.



## Group Keys (I-VI)



Group dialing allows you to program one-touch and speed dial numbers into a group. You can enter up to 50 numbers into a single group and you can create up to six groups (I-VI). Once you select a group key to program, you can press the **REPORT** key to print the Group Directory for that group.

### Program the group keys (I-VI)

Use the following procedure to program the group keys.

1. Open the access panel.
2. Press the **PROGRAM** key.
3. Press the **PAUSE/↓** key twice to display **GROUP DIAL**.
4. Close the access panel and press the **START** key. The LCD prompts you to enter or to clear a group key:

GROUP DIAL  
ENTER GR/CLEAR

5. Press the group key to program. The LCD prompts you to enter the one-touch or speed dial number you want to add to the group:

GRn                      OT/SD/↑ ↓ <>

6. Press the one-touch key to add to the group.

OR

Press the **SPEED DIAL** key and enter the speed dial code.

The LCD prompts you to verify the number you entered.

7. Verify the number you entered. To change the number, press the **CLEAR** key and reenter the one-touch or speed dial number.
8. Press the **START** key.
9. Perform steps 6 through 8 for each number to add. Use the **REDIAL/↑** key and the **PAUSE/↓** key to scroll through the group entries. Verify that the group contains all the one-touch and speed dial numbers you desire.
10. Press the **START** key. The LCD prompts you to enter a name for the group.
11. Complete the following steps to enter a name for the group. Refer to the Character Codes table for the keypad and character assignments.
  - a. Press the control panel keypad number that corresponds to the character you desire. The first character displays.
  - b. Press the keypad number repeatedly until the correct character displays.
  - c. To move to the next position, press the **# (→)** key.
  - d. Perform steps a through c for each character in the name. You can enter up to 15 characters.
  - e. Verify the name you entered. To change a character, move the cursor to that character, press the **CLEAR** key, and reenter the character.
12. Press the **START** key to save the entry.
13. Perform steps 5 through 11 for each group you want to program.
14. Open the access panel.
15. Press the **REPORT** key to print the Group Directory.
16. Close the access panel.
17. Verify the number you entered in the group.
18. Press the **STOP** key. The machine goes to the standby mode.

## Add numbers to a group key

---

Use the following procedure to add a one-touch number or a speed dial code to a group key:

1. Open the access panel.
2. Press the **PROGRAM** key.
3. Press the **PAUSE/↓** key twice to display GROUP DIAL.
4. Close the access panel and press the **START** key. The LCD prompts you to enter or to clear a group:

<p>GROUP DIAL ENTER GR/CLEAR</p>
--------------------------------------

5. Press the group key you want to modify. The LCD displays the first entry in the broadcast group.
6. Press the **REDIAL/↑** key and the **PAUSE/↓** key to scroll through the entries in the group. Select the position to enter the new number.

**NOTE:** *The machine positions the new number before the entry that the LCD displays. If the group has 50 entries, the machine ignores the new entry.*

7. Press the one-touch key to add to the group.

OR

Press the **SPEED DIAL** key and enter the speed dial code you want to add to the group.

The LCD prompts you to verify the number you entered.

8. Verify the number you entered. To change the number, press the **CLEAR** key and reenter the one-touch or speed dial number.

9. Press the **START** key.
10. Perform steps 6 through 9 for each number you want to add to the group.
11. Press the **START** key. The LCD displays the group name.
12. Complete the following steps to change the group name using the dial keys. Refer to the Character Codes table for the keypad and character assignments.

**NOTE:** *Each speed dial and one-touch key must have a unique name.*

- a. Press the control panel keypad number that corresponds to the character you desire. The first character displays.
  - b. Press the keypad number repeatedly until the correct character displays.
  - c. To move to the next position, press the # (→) key.
  - d. Perform steps a through c for each character in the name. You can enter up to 15 characters.
  - e. Verify the group name you entered. To change a character, move the cursor to that character, press the **CLEAR** key, and reenter the character.
13. Press the **START** key to save the changes to the group.
  14. Press the **STOP** key. The machine goes to the standby mode.

## Delete an entry in a group key

---

Use the following procedure to delete an entry in a group:

1. Open the access panel.
2. Press the **PROGRAM** key.
3. Press the **PAUSE/↓** key twice to display GROUP DIAL.
4. Close the access panel and press the **START** key. The LCD prompts you to enter or to clear a group number:

GROUP DIAL ENTER GR/CLEAR
------------------------------

5. Press the group key you want to modify. The LCD displays the first entry in the group.
6. Select the entry to delete from the group. Press the **REDIAL/↑** key and the **PAUSE/↓** key to scroll through the entries.
7. Press the **CLEAR** key. The LCD displays:

CLEAR OK?     <>
OT01:ID name

8. To verify the cancellation, press the **START** key. To return to step 6 without clearing the group entry, press the **CLEAR** key.
9. Perform steps 6 through 8 for each number to delete from the group.
10. Press the **START** key. The LCD displays the group name.
11. To change the group name, enter the name using the control panel keypad.
12. Press the **START** key to save the changes to the group.
13. Press the **STOP** key. The machine goes to the standby mode.

## Delete all entries in a group key

---

Use the following procedure to delete all entries in a group:

1. Open the access panel.
2. Press the **PROGRAM** key.
3. Press the **PAUSE/↓** key twice to display GROUP DIAL.
4. Close the access panel and press the **START** key. The LCD prompts you to enter or to clear a group number:

GROUP DIAL  
ENTER GR/CLEAR

5. Press the **CLEAR** key. The LCD prompts you to enter the group to cancel:

CLEAR GROUP  
ENTER GROUP BUTTON

6. Press the group key you want to clear. The LCD displays:

CLEAR OK?     <>  
GRn:ID name

7. To verify the cancellation, press the **START** key. To return to step 5 without clearing the group entry, press the **CLEAR** key.
8. Perform steps 5 through 7 for each group to clear.
9. Press the **STOP** key. The machine goes to the standby mode.

# Transmitting

---

This chapter describes how to transmit a document using the various dialing techniques.

## Load a Document

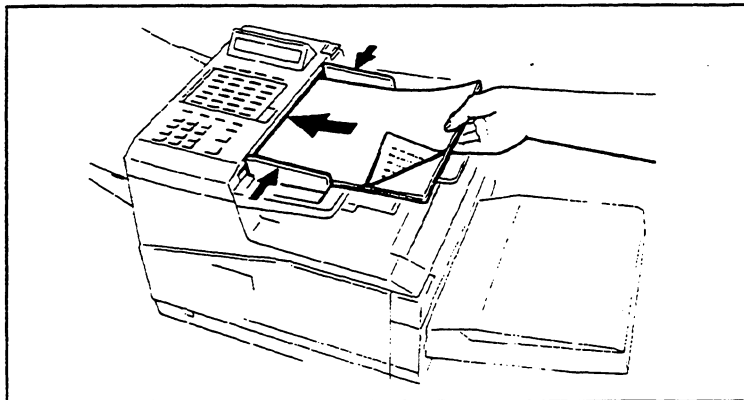
---

The document input tray holds up to 30 originals. Create a copy on a copier using bond paper if a document can not feed through the scanner. Use the copied image to transmit. Reproduce on bond paper the following types of originals:

- Undersized, lightweight, or heavy card stock
- Irregularly shaped or damaged pages
- Pages that are stapled, pasted up, or bound
- Carbon-backed copies

You can load a document that is up to 279 mm (11 in) wide and 1 m (39.37 in) long. If the document length exceeds this default limit, the LCD displays a document jam. Increase the allowable length by setting the Document Length user option (No. 22).

Load all documents face-down in the Automatic Document Feeder (ADF). Adjust the paper guides to the width of the document so the pages do not skew as they feed through the scanner. The following figure shows how to load a document:



## Transmission Features

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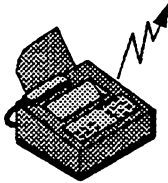
The machine provides optional communication features that can be programmed for each transmission. The following features may be used during an individual transmission:

- Resolution and halftone
- Page headers
- Page count
- ECM mode
- Automatic redial

The resolution and halftone can be controlled by keys on the control panel; the ECM mode and the page header are set with user options; the page count can be programmed with a key under the access panel.

### Resolution and halftone

---



Documents can be transmitted with the standard, fine, or super fine resolution selected. For a normal document, set the resolution to STANDARD; for a document with fine details, set the resolution to FINE or SUPER FINE. The machine reverts to its default resolution at the end of each transaction. Set the Resolution Default user option (No. 07) to change the default value.

When you transmit a normal document, leave the halftone off. To transmit photographs or figures with shading, select the halftone mode. When you select the halftone mode, the machine automatically selects FINE for the resolution and applies 64 levels of halftone as it scans the document.

**NOTE:** *The machine automatically adjusts the contrast to compensate for light or dark originals.*



## Page headers

---

When the machine transmits a document, it can include a header with the document. The header information includes the ID name or number of the machine, the time of the transmission, the page number, and the page count, if programmed. To comply with Federal Communications Commission (FCC) rules, the header must clearly identify the company or person sending the message including the local name and the telephone number.

Use the Header Print user option (No.10) to select whether the header prints above the scanned image or within the scanned image, or whether the header does not print. This option is not available in some countries.

## Page count

---

The page count feature allows you to print in the header the total number of pages you are transmitting. The header prints the page number and the total page count you entered. For example, the header for the first page of a ten page document displays 1/10; the second page displays 2/10.

The page count setting is effective for a single transaction; you must set this value with each transmission. Also, the communication can complete successfully even if you enter an incorrect number of pages.

Use the following procedure to set the page count:

1. Open the access panel.
2. Press the **PAGE COUNT** key and close the access panel.
3. Enter a two-digit number for the total number of pages. If you have less than 10 pages, press **0** as the first digit. The LCD prompts you to verify the number you entered.
4. Verify the number that you entered. To change the number, press the **CLEAR** key and reenter the number.
5. Press the **START** key.

## **ECM mode**

---

The machine can transmit documents using the ECM mode. Use the ECM Mode user option (No. 27) to determine whether the machine transmits a document in the ECM mode.

During an ECM communication, the machine stores and transmits a document by section, and monitors the transmit signals on the telephone line. If the machine detects an error, it can resend the section of the document that was transmitting during the error.

## **Automatic redialing**

---

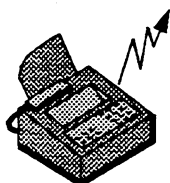
The machine redials a number if a communication does not complete successfully for one of the following reasons:

- The machine detects a busy signal at the remote machine. The machine enters a redial wait mode then redials.
- A communication error occurs during a transmission. The machine transmits the document beginning with the first page that did not transmit successfully.

The Number of Redials user option (No. 11) determines the number of times the machine tries to redial a number. This user option is subject to regulatory restrictions.

## Transmissions

---



Documents can be sent using several dialing methods. You can use these methods to send a document at a programmed time or to add security features to the transmission.

A basic transmission includes loading the document, dialing a number, and transmitting the document image. The dialing methods include the following:

- Control panel keypad dialing
- One-touch dialing
- Speed dialing
- Alphabetical dialing
- Group dialing
- Manual broadcast dialing
- Redialing

Once you enter a number, the machine scans the document and assigns a job number to the transmission. If the memory becomes full before the machine completes scanning, the LCD prompts you to select whether to transmit the scanned pages or to cancel the operation.

All documents are transmitted as background jobs unless you use the direct send feature. If no other jobs are pending, the machine begins dialing. When the line connects, the transmission begins. You can set the machine to redial up to ten times if it detects a busy signal.

If a communication error occurs during the transmission and the document is stored in the memory, the machine resends beginning with the first page that did not transmit successfully. When the transmission completes successfully, the machine disconnects and goes to the standby mode. If the communication does not complete successfully, the LCD displays an error code until the user presses the **STOP** key. Refer to the *Maintenance* chapter for a list of the error codes.

If you use the direct send feature, the machine transmits the document without storing the image in a memory file. If the call does not complete successfully, the machine does not retransmit the document.

If the Transmission Report user option (No. 02) is set to ON, the machine prints a Transmission Report after each transmission except group and manual broadcast transmissions. To discontinue printing the report, set the user option to OFF.

## On-hook and off-hook dialing

---

The machine allows two modes for dialing: on-hook dialing and off-hook dialing.

During the standby mode, the machine is in an on-hook mode if the handset is placed on the cradle. In this mode, you can select any of the dialing methods; however, in some countries, one-touch dialing is allowed only with off-hook dialing.

To initiate off-hook dialing, lift the handset from the cradle. If you lift the handset, dial the number and listen for a facsimile tone, then press the **START** key to initiate the transmission. You can perform all the dialing methods in this mode.

**NOTE:** *The handset is not available in some countries.*

## Keypad dialing

---

Use the following procedure to transmit a document using the control panel keypad to dial the number:

1. Load the document face-down in the ADF.
2. If desired, select the resolution and the halftone.
3. If desired, set the page count and press the **START** key.
4. Use the control panel keypad to dial the number.
5. Press the **START** key. The machine transmits the document.

## One-touch dialing

---

Use the following procedure to transmit a document using a one-touch key. To use this function, the one-touch key must be programmed in the dial directory. Refer to the *Programming the Dial Directory* chapter for information on how to program the one-touch keys.

1. Load the document face-down in the ADF.
2. If desired, select the resolution and the halftone.

**NOTE:** *The resolution may be programmed for the one-touch key.*

3. If desired, set the page count and press the **START** key.
4. Press the one-touch key associated with the number you want to dial.

## Speed dialing

---

Use the following procedure to transmit documents using a two-digit speed dial code. To use this function, the speed dial code must be programmed in the dial directory. Refer to *Programming the Dial Directory* for information on how to program the codes.

1. Load the document face-down in the ADF.
2. If desired, select the resolution and the halftone.
3. If desired, set the page count and press the **START** key.
4. Press the **SPEED DIAL** key.
5. Enter the two-digit speed dial code associated with the number you want to dial.

## Alphabetical dialing

---

Alphabetical dialing is similar to using a phone book. Use alphabetical dialing to locate a number in the dial directory if you do not know which one-touch key or speed dial code to use.

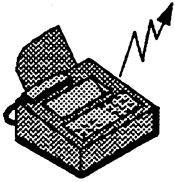
The alphabetic dialing feature allows you to select a number to dial based on the dial directory name associated with the number. To use this function, the name of the remote machine must be programmed in the dial directory for a one-touch key or a speed dial code. Refer to the *Programming the Dial Directory* chapter for information on how to program a name.

Use the following procedure to transmit a document using alphabetical dialing:

1. Load the document face-down in the ADF.
2. If desired, select the resolution and the halftone.
3. If desired, set page count and press the **START** key.
4. Press the **ALPHA DIAL** key. The LCD prompts you to enter the initial letter of the name.
5. Press the keypad number that corresponds to the first letter of the name you desire (e.g., press the 4 key for names that begin with G, H, or I). Press the key repeatedly until the LCD displays an entry with the same first character as the name.
6. Press the **REDIAL/↑** key to scroll through the entries that have the same first character.
7. To select an entry that displays, press the **START** key. The machine dials the entry you selected.

## Group dialing

---



The machine can send a document from the memory to a group of numbers. Group dialing transmits a document to several locations without scanning the document for each location. To use this function, the numbers must be programmed into a group. Refer to the *Programming the Dial Directory* chapter for information on programming a group.

When the machine begins transmitting the document to a number in the group, the LCD displays a standby message. If you display the job status, the LCD displays the dialing code and the name for the remote machine. If a number is busy, the machine continues dialing the rest of the numbers before returning to the busy number.

If the group contains more than four numbers, the machine pauses after every fourth successful number to receive any incoming calls. The Receive Interval user option (No. 26) determines the interval to wait before the machine dials the additional numbers.

Use the following procedure to transmit a document to a group:

1. Load the document face-down in the ADF.
2. If desired, select the resolution and the halftone.
3. If desired, set the page count and press the **START** key.
4. Press the group key for the group you want to dial. When the transaction completes, the machine prints a Broadcast Report.

## Manual broadcast dialing

---

The machine can send a document to up to 50 numbers you dial manually. You do not have to have the numbers programmed as a group for this procedure. Use the control panel keypad, the one-touch keys, or the speed dial codes to enter the numbers.

When the machine begins transmitting the document, the LCD displays a standby message. If you display the job status, the LCD then displays the dialing code and the name for each machine as it dials that number.

Use the following procedure to transmit a document to several numbers. Only one manual broadcast can be programmed at a time.

1. Load the document face-down in the ADF.
2. Open the access panel.
3. If desired, select the resolution and the halftone.
4. If desired, set the page count and press the **START** key.
5. Press the **MANUAL BROADCAST** key and close the access panel. The LCD prompts you to enter a one-touch key, a speed dial code, or the telephone number using the control panel keypad.
6. Dial a number you want to call.
7. Verify the number you entered. To change the number, press the **CLEAR** key and reenter the number.
8. Press the **START** key.
9. Perform steps 6 through 8 for each number to add to the manual broadcast group.
10. Press the **REPORT** key to print the Manual Broadcast List.
11. Verify the numbers you entered.
12. Press the **START** key. When the transaction completes, the machine prints a Manual Broadcast Report.



## Canceling a transmission

---

The machine allows you to cancel a pending transmission or a transmission in progress. You must know the job number of a pending transmission to cancel that transmission. Print a Memory List to identify the job number.

Use the **CLEAR** key to cancel a transmission from the memory. If you use the direct send feature, you must use the **STOP** key to end the transmission in progress.

Using the **CLEAR** key cancels a single transaction; repeat the procedure to cancel multiple transmissions.

Use the following procedure to cancel a group or manual broadcast transmission. To quit the cancel operation, press the **STOP** key.

1. Press the **CLEAR** key. The LCD displays the first programmed transaction.
2. Press the **REDIAL/↑** key to display TRANSMISSION.
3. Press the **START** key. The LCD prompts you to enter the job number.
4. Enter the three-digit job number.
5. Press the **START** key.

## Redialing the previous number

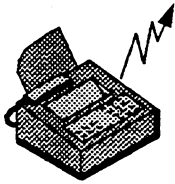
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The machine stores in the memory the last number that was dialed. Use the following procedure to transmit a document to the last number dialed:

1. Load the document face-down in the ADF.
2. If desired, select the resolution and the halftone.
3. If desired, set the page count and press the **START** key.
4. Press the **REDIAL/↑** key.

## Direct Send

---



The direct send feature provides a method to transmit a document without prescanning that document into the memory. During a normal transmission, the machine stores the document in the memory before dialing. When you use the direct send feature, the machine dials the number, scans the document, then transmits the document. If the communication does not complete successfully, the machine can not resend the information.

Use the following procedure to transmit a document using the direct send feature:

1. Load the document face-down in the ADF.
2. If desired, select the resolution and the halftone.
3. If desired, set the page count and press the **START** key.
4. Press the **DIRECT SEND** key. The LCD prompts you to enter the telephone number.
5. Dial the number you want to call. You can use one touch dialing, speed dialing, or keypad dialing.
6. Press the **START** key.

## Delayed Transmission

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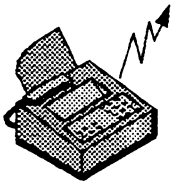
Transmitting a document at a programmed time is known as a delayed transmission.

You can program up to eight jobs to transmit on a delayed basis. A job can be a transmission to a single destination, a broadcast transmission, or a polling operation.

Use delayed transmissions to send documents during hours with the lowest telephone rates, such as evenings and weekends.

### Program a delayed transmission

---



Use the following procedure to program delayed transmission:

1. Load the document face-down in the ADF.
2. If desired, select the resolution and the halftone.
3. Open the access panel.
4. If desired, set the page count and press the **START** key.
5. Press the **DELAYED START** key. The LCD displays DELAYED START MODE.
6. Close the access panel and press the **START** key. The LCD prompts you to enter the delayed send time.
7. Enter the time (24-hour format) to transmit. The LCD prompts you to verify the time to transmit.
8. Press the **START** key. The LCD prompts you to dial the telephone number.
9. Dial the number you want to call.

## Cancel a delayed transmission

---

The machine allows you to cancel a delayed transmission. You must know the job number of the transmission. Print a Memory List to identify the job number. Use the following procedure to cancel a delayed transmission:

1. Press the **CLEAR** key. The LCD displays the first transaction type.
2. Press the **REDIAL/↑** key to page through the transaction types.
3. Press the **START** key. The LCD prompts you to enter the job number.
4. Enter the three-digit job number. The LCD prompts you to verify the number you entered.
5. Press the **START** key.

## Security Features

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The machine has several security features for transmitting. These features include the following:

- **Secure transmission** — Transmit to a 7041/7042 remote machine with the same password, or identification code, as on your machine.
- **Mailbox communication** — Transmits documents on a confidential basis to a mailbox at a remote machine. Only a user with the mailbox number can access the document. The mailbox can be used for a single transmission or for all transmissions.
- **Security access mode** — Allows you to control the use of the machine. Only users with the correct access code can transmit from the machine.

## Password

---

A password is a four-digit code used in the secure mode. The machine uses the password when it transmits or receives a document using the secure mode.

When the secure mode is selected, the machine compares the password with the password of the remote machine. If the passwords match, the machine proceeds with the transaction. If the passwords do not match, the machine cancels the operation and generates an error code.

**NOTE:** You can not combine the \* or # symbols with other digits in a password. If you enter \*\*\*\* as the password, the system automatically matches the password of the remote machine.

Use the following procedure to program a password:

1. Open the access panel.
2. Press the **PROGRAM** key and close the access panel.
3. Press the **REDIAL/↑** key twice to display **PASSWORD**.
4. Press the **START** key. The LCD prompts you to enter the password.
5. Enter the four-digit password. When you enter the first character, the LCD clears the previous password. The cursor moves automatically to the next position. The LCD prompts you to verify the password you entered:

PRESS <> PASSWORD=1234
---------------------------

**NOTE:** Press the **CLEAR** key to back over digits you enter. If you do not enter any digits, the machine does not respond to this key.

6. Verify the password you entered. To change the password, press the **CLEAR** key then reenter the four-digit number.
7. Press the **START** key.

## Secure mode

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To transmit a document using the secure mode, the remote unit must be a 7041/7042 machine. This feature is valid for all the transmission types (e.g., delayed send, broadcast transmissions, and direct dial). The secure mode, however, is not available for polling operations.

When you select a secure transmission, the machine compares the password you programmed to the password of the remote unit. If the passwords match, your machine transmits the document. If the passwords conflict, the communication is unsuccessful and your machine generates an error code.

To transmit only one document in the secure mode, use the **SECURITY/MAILBOX NO.** key to transmit the document. To transmit all documents in the security mode, set the Secure Transmission user option (No. 15) to ON. Refer to the *Programming the Machine* chapter for information on how to set the user option.

**NOTE:** *The one-touch keys may be programmed to transmit in the secure mode. The secure transmission mode does not affect how the machine receives a document.*

Use the following procedure to transmit using the security mode:

1. Load the document face-down in the ADF.
2. Open the access panel.
3. If desired, select the resolution and the halftone.
4. If desired, set the page count and press the **START** key.
5. Press the **SECURITY/MAILBOX NO.** key.
6. Press the **START** key.
7. Press the **REDIAL/↑** key to display SECURITY ON.
8. Close the access panel and press the **START** key. The machine goes to the standby mode for you to dial.
9. Dial the number you want to call.

## Transmitting to a remote mailbox

---

To send a document to a remote mailbox, the receiving machine must be a 7041/7042 machine.

**NOTE:** *The one-touch keys may be programmed to transmit to a remote mailbox.*

Use the following procedure to transmit a document to a remote mailbox:

1. Select a four-digit mailbox number and communicate the number to the remote user.
2. Load the document face-down in the ADF.
3. Open the access panel.
4. If desired, select the resolution and the halftone.
5. If desired, set the page count and press the **START** key.
6. Press the **SECURITY/MAILBOX NO.** key.
7. Close the access panel and press the **PAUSE/↓** key to display MAILBOX No.
8. Press the **START** key.
9. Press the **PAUSE/↓** key to display MAILBOX No. ON.
10. Press the **START** key. The LCD prompts you to enter the mailbox number.
11. Enter the selected four-digit mailbox number.
12. Verify the mailbox number you entered. To change the number, press the **CLEAR** key and reenter the four-digit number.
13. Press the **START** key. The machine goes to the standby mode.
14. Dial the number you want to call.

## Secure access mode

---

The secure access mode, also known as the Telephone Call Barrier (TCB) is a service parameter that allows you to disable dialing from the machine. Only users who know the secure access number can use the machine features that require the use of the telephone. However, any user can copy a document, print a report, or program the machine while it is in the secure access mode.

A service representative must enable or disable the secure access mode. If the secure access mode is enabled, you must enter the four-digit secure access number to place the machine in the standby mode. Once the machine is in the standby mode, you must begin a process in two minutes or the machine turns on the barrier. You can use any form of dialing once you enter the access number. The machine turns on the barrier once you complete a process.

**NOTE:** *The machine performs any delayed start communication you programmed before the secure access mode is enabled. Receive operations and polling operations are not affected by the secure access mode.*

When the machine is in secure access mode, the LCD displays the following:

OCT-15-92 10:35 M100%
ENTER ACCESS NUMBER

Use the following procedure to dial a number when the machine is in the secure access mode:

1. Enter the four-digit secure access number.
2. Press the **START** key. The machine goes to the standby mode.
3. Continue with the procedure you desire.



## DTMF

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The DTMF (Dual Tone Multi Frequency) feature provides mailbox transmissions, and relay send operations with a Xerox 7032/7033 facsimile.

### DTMF mailbox transmissions

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To use the DTMF feature to transmit a document to a mailbox at a remote 7032/7033 machine, you must know the mailbox number on that machine.

Use the following procedure to transmit to a mailbox at a Xerox 7032/7033 machine:

1. Load the document to transmit.
2. Perform off-hook dialing to a remote 7032/7033 machine. You will hear a facsimile tone sequence.
3. After the initial facsimile tone sequence completes, press the \* key. You will hear three confirmation tones.
4. After the confirmation tones complete, enter the three-digit mailbox number.
5. Press the # key twice.
6. Press the **START** key.
7. Place the handset on the cradle. The machine transmits the document.

## DTMF relay send

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You can use the DTMF feature to relay documents through a Xerox 7032/7033 machine. The 7032/7033 acts as a hub to remote machines that are listed in the dial directory of the machine.

One use of this feature is to transmit a document long distance to a 7032/7033 machine, which can then transmit the document to other machines that are not long distance to that machine.

To use the DTMF feature to relay a document to remote machines, each machine must be listed in the dial directory of the 7032/7033 machine. You must know each dial directory location, and you must know an account number, or password, on the 7032/7033.

Use the following procedure to relay a document through a Xerox 7032/7033 machine:

1. Load the document to transmit.
2. Perform off-hook dialing to a remote 7032/7033 machine. You will hear a facsimile tone sequence.
3. After the initial facsimile tone sequence completes, press the \* key. You will hear three confirmation tones.
4. After the confirmation tones complete, press the # key and enter the four-digit account number.
5. Press the # key and enter the three-digit dial directory entry for the remote machine. Repeat this step for each remote machine you want to add to the transmission.
6. Press the # key twice. You will hear three confirmation tones.
7. Press the **START** key.
8. Place the handset on the cradle. The machine transmits the document to the 7032/7033.

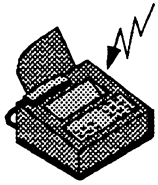
# Receiving

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The machine can receive documents automatically or manually. This chapter describes the features that affect how the machine receives documents.

## Automatic Reception

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The machine automatically answers the telephone when the machine is in the automatic answer mode. Use the automatic answer mode if you use a dedicated phone line for the machine. If you use the phone line for facsimile and voice communications, you can use the automatic answer mode for periods such as nights, weekends, and holidays.

Set the Auto Answer user option (No. 04) to ON to select the automatic answer mode. Set the option to OFF to select the manual answer mode.

## Manual Reception

---

Use the manual receive mode if you have a single line for facsimile and voice communications during normal business hours. The manual receive feature enables you to answer all incoming calls manually. When you answer an incoming call, if the call is from a facsimile machine you can transfer the call to your machine by pressing the **START** key and placing the handset on the cradle.

The Auto Rcv in Man Mode user option (No. 05) allows you to determine whether the unit should not answer incoming calls or if the machine should answer the telephone after a set number of rings if you do not answer manually. If the Auto Rcv in Man Mode user option (No. 05) is set to OFF and the manual receive mode is enabled, the machine does not answer any incoming calls. If you set the option to ON, the machine answers the call after a predetermined number of rings.

You can set the Man Mode Rcv Delay user option (No. 06) to change the number of rings the machine allows before it answers a call. You can answer the call at any time before the machine answers. Refer to the *Programming the Machine* chapter for information on the options.

**NOTE:** *The Auto Rcv in Man Mode option is not available in some countries.*

Use the following procedure to receive a document manually:

1. When you receive an incoming call, lift the handset.
2. If you hear a facsimile tone, press the **START** key and place the handset on the cradle.

**NOTE:** *If you place the handset on the cradle before you press the **START** key, the line disconnects.*

## Canceling an Incoming Call

---

To cancel an incoming call, you must know the job number. Print a Memory List to identify the job number. Use the following procedure to cancel an incoming call:

1. When you receive an incoming call, press the **CLEAR** key.
2. Press the **REDIAL/↑** key to select INCOMING CALL.
3. Press the **START** key. The LCD prompts you to verify the cancellation.
4. Press the **START** key.

## Substitute Receive to Memory

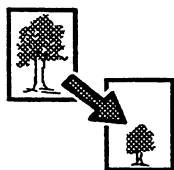
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If the machine receives a document while the printer is not available, the machine automatically performs a substitute receive to memory operation. The machine receives a document into the memory if the paper cassette is empty, the paper jammed, or the toner is empty. The machine prints the document automatically when the printer becomes available.

If the memory becomes full while the machine receives a document, the machine terminates the operation but retains the pages it received successfully. Once the memory is full, the machine does not accept additional documents.

## Reduction Rates on Documents Received

---



The machine can be set to automatically reduce an image onto a single page. Set the Print Reduction user option (No. 23) to reduce all documents the machine receives. If the option is set to OFF, the documents print at their original size. If the option is set to ON and the image does not fit on one page, the machine divides the image into several pages. Refer to the *Programming the Machine* chapter for more information on the user option.

## Secure Receive (Junk Mail Eliminator)

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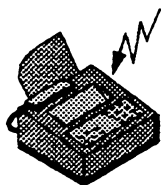
To receive a document using the secure receive mode, the remote machine must be a 7041/7042 machine.

When you receive a document in the secure mode, the machine compares the password you programmed with the password of the remote machine. If the passwords match, the machine accepts the document from the remote machine. If the passwords conflict, the operation is cancelled and the machine generates an error code.

To receive all documents in the secure mode, set the Junk Mail Eliminator user option (No. 16) to ON. This option prevents users from sending junk mail to your machine. Refer to the *Programming the Machine* chapter for information on how to set the user option.

## Power Save Mode

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The power save mode is a feature which disables the printer and reduces power consumption. When you use the power save mode, the machine stores in memory any document it receives. After the communication completes, the machine enters the warmup mode, prints the document, then disables the printer.

If the memory is almost full, you can not enter the power save mode. If the memory becomes full while the machine is receiving, the machine prints only the pages it received successfully.

Use the following procedure to enter or to exit from the power save mode:

1. Open the access panel.
2. Press the **POWER SAVE** key and close the access panel.
3. Press the **REDIAL/↑** key to toggle between the power save on mode and the power save off mode.
4. Press the **START** key to select the mode.

# Polling – Retrieving Remote Documents

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This chapter instructs how to retrieve documents from remote machines. It also instructs how to prepare your machine for a remote machine to retrieve a document.

## Polling Capabilities

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The machine allows you to retrieve a document from a remote machine when you contact that machine. This process is known as polling. You can also transmit a document to a remote machine when the machine contacts you. This process is known as being polled.

The machine has several polling capabilities. All polling operations except the send/poll operation occur as background jobs. The following table lists the capabilities:

**Table 7-1: Polling Capabilities**

<b>Polling Capabilities</b>	<b>Description</b>
Be polled	A remote machine retrieves a document from your machine.
Polling	Retrieve a document from a remote machine.
Send/Poll	Send a document and retrieve a document in one call.
Mailbox Polling	Retrieve a document from a mailbox in a remote machine.
Delayed Polling	Retrieve a document at a preset time.
Delayed Send/Poll	Send a document and retrieve a document in one call at a programmed time.
Delayed Mailbox Polling	Retrieve a document at a programmed time from a mailbox in a remote machine.
DTMF Mailbox Polling	Retrieve a document from a mailbox in a remote Xerox 7032/7033 machine.

## Features

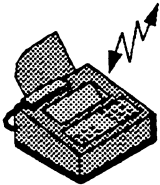
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Each polling method prompts you to enter selected features. If you are storing a document to be polled, you can choose to transmit in the secure mode. If you are polling, you can poll a mailbox in the remote machine.

The following procedures instruct you to enter only the options that their introductions describe. For example, the polling procedure does not provide a step to enter a mailbox number since the mailbox polling procedure describes that feature.

## Prepare to be Polled (Polling Standby Mode)

---



Before a remote machine can poll your machine, you must prepare your machine to be polled. You can program the machine to delete the document or retain the document after it is polled. Retain the document to allow several remote users to poll for the document. Once you store a document, the machine is in the polling standby mode.

The machine can store one document in the polling standby mode. For multiple documents, place the documents in mailboxes and request that the remote user retrieve the documents from the mailboxes. The remote user must know the mailbox number to retrieve a document. Contents in a private mailbox are deleted once the mailbox is polled; documents in a public mailbox are retained.

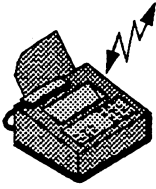
Use the following procedure to store a document to be polled:

1. Load the document face-down in the ADF.
2. If desired, select the resolution and the halftone.
3. Open the access panel.
4. If desired, set the page count and the secure mode and press the **START** key.
5. Press the **POLL/STORE FOR POLLING** key.
6. Press the **REDIAL/↑** key or the **PAUSE/↓** key and close the access panel.



## Polling

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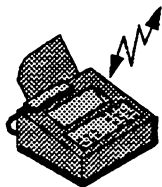
Polling occurs when you request a remote machine to send a document to your machine. The remote machine you dial must be ready to be polled and the ADF tray of your machine must be empty for polling to occur.

Use the following procedure to retrieve a document from a remote machine or a group of machines. Refer to the Mailbox Polling procedure if you desire to select the mailbox communication mode.

1. Check that no documents are loaded in the ADF.
2. Open the access panel.
3. Press the **POLL/STORE FOR POLLING** key. The LCD prompts you to select additional features or to dial the number.
4. Close the access panel and dial the number for the remote machine.

## Send/Poll

---



The send/poll feature performs two operations, transmit and poll, in a single operation. The operation allows you to transmit a document to a remote machine then poll that machine for a document. This operation is the only polling operation that does not occur as a background job.

You can use the send/poll function with only one machine at a time; you can not use group or broadcast dialing. Also, you can not use a mailbox number with this method of polling.

Use the following procedure to initiate send/poll with a remote machine that is in the polling standby mode:

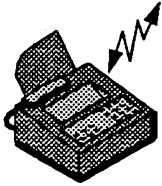
1. Load the document face-down in the ADF.
2. Select the resolution and the halftone.
3. Open the access panel.
4. Press the **POLL/STORE FOR POLLING** key.
5. Press the **REDIAL/↑** key once to display SEND/POLL.

**NOTE:** *If a document is stored to be polled, the LCD prompts you to select features or to dial.*

6. Press the **START** key. The LCD prompts you to select additional features or to dial the number.
7. If desired, set the page count and the secure mode.
8. Close the access panel and dial the number for the remote machine. Your machine transmits the document then retrieves and prints the remote document automatically.

## Mailbox Polling

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Mailbox polling is available only between 7041/7042 machines. To perform mailbox polling, the remote user must store a document in a mailbox and inform you of the mailbox number.

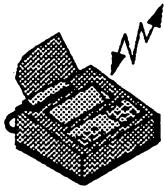
When you use mailbox polling, the machine polls the remote mailbox and prints the document. Refer to the *Memory* chapter for information on how to retrieve the document from the mailbox.

Use the following procedure to initiate mailbox polling:

1. Obtain the mailbox number from the remote user.
2. Check that no documents are loaded in the ADF.
3. Open the access panel.
4. Press the **POLL/STORE FOR POLLING** key. The LCD prompts you to select additional features or to dial the number.
5. Press the **SECURITY/MAILBOX NO.** key.
6. Press the **REDIAL/↑** key to display MAILBOX No.
7. Press the **START** key.
8. Press the **REDIAL/↑** key to display MAILBOX No ON.
9. Close the access panel and press the **START** key. The LCD prompts you to enter the mailbox number.
10. Enter the four-digit mailbox number. The LCD prompts you to verify the mailbox number.
11. Verify the number. To change the mailbox number, press the **CLEAR** key and reenter the number.
12. Press the **START** key.
13. Dial the number for the remote machine. The machine retrieves and prints the document.

## Delayed Polling

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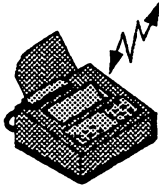
Delayed polling allows you to program the machine to request a document at a later time. When you use delayed polling to retrieve a document, the remote machine must be ready to be polled.

Use the following procedure to program a delayed polling transaction:

1. Open the access panel.
2. Press the **DELAYED START** key and close the access panel.
3. Press the **PAUSE/↓** key to display POLL.
4. Press the **START** key. The LCD prompts you for the time to poll the remote machine.
5. Enter the time (24-hour format) to retrieve the document. The LCD prompts you to verify the time to poll.
6. Verify the time to retrieve the document. To change the time, press the **CLEAR** key and reenter the time.
7. Press the **START** key. The LCD prompts you to dial the telephone number.
8. Dial the number for the remote machine.
9. Verify the telephone number. To change the number, press the **CLEAR** key and reenter the number or code.
10. Press the **START** key.

## Delayed Send/Poll

---



The machine can transmit a document at a programmed time then receive a document from the same machine. This transaction is called delayed send/poll.

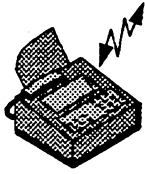
You can contact only one remote machine using the delayed send/poll feature; you can not use group or broadcast dialing. The machine you dial must be ready to be polled.

Use the following procedure to program a delayed send/poll transaction:

1. Load the document face-down in the ADF.
2. Open the access panel.
3. Press the **DELAYED START** key and close the access panel.
4. Press the **REDIAL/↑** to display SEND/POLL.
5. Press the **START** key. The LCD prompts you for the time to poll.
6. Enter the time to contact the remote machine. The LCD prompts you to verify the time.
7. Verify the time to poll. To change the time, press the **CLEAR** key and reenter the time.
8. Press the **START** key. The LCD prompts you to dial the number.
9. Dial the number for the remote machine.
10. Verify the telephone number. To change the number, press the **CLEAR** key and reenter the number or code.
11. Press the **START** key.

## Delayed Mailbox Polling

---



Delayed mailbox polling is available only between 7041/7042 machines. This method of polling occurs when the machine retrieves a remote document at a programmed time. The mailbox number you enter must match the remote mailbox number that is ready to be polled.

Use the following procedure to program a delayed mailbox polling transaction:

1. Obtain the mailbox number from the remote user.
2. Check that no document is loaded in the ADF.
3. Open the access panel.
4. Press the **DELAYED START** key.
5. Press the **PAUSE/↓** key once to display POLL.
6. Press the **START** key. The LCD prompts you for the time to retrieve the document.
7. Enter the time to retrieve the facsimile. The LCD prompts you to verify the time.
8. Verify the time to retrieve the document. To change the time, press the **CLEAR** key and reenter the time.
9. Press the **START** key. The LCD prompts you to dial the number.
10. Press the **SECURITY/MAILBOX No.** key and close the access panel.
11. Press the **PAUSE/↓** key to display MAILBOX No.
12. Press the **START** key.

13. Press the **PAUSE/↓** key to display MAILBOX No. ON.
14. Press the **START** key. The LCD prompts you to enter the mailbox number.
15. Enter the four-digit mailbox number. The LCD prompts you to verify the number.
16. Verify the mailbox number. To change the number, press the **CLEAR** key and reenter the four-digit number.
17. Press the **START** key. The LCD prompts you to dial the number.
18. Dial the number for the remote machine.

## **DTMF Mailbox Polling**

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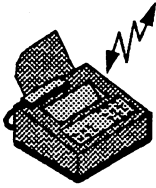
To use the DTMF feature to poll a mailbox on a 7032/7033 machine, you must know the account number, or password, for the mailbox.

Use the following procedure to poll a mailbox at a Xerox 7032/7033 machine:

1. Perform off-hook dialing to a remote 7032/7033 machine. You will hear a facsimile tone sequence.
2. After the initial facsimile tone sequence completes, press the **★** key. You will hear three confirmation tones.
3. After the confirmation tones complete, press the **#** key.
4. Enter the four-digit account number.
5. Press the **★** key twice.
6. Press the **START** key.
7. Place the handset on the cradle. The machine retrieves the document from the remote mailbox.

## Cancel a Polling Request

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The polling methods can be cancelled in one of two ways: use the **STOP** key or use the **CLEAR** key. To cancel send/poll requests, press the **STOP** key during the communication. Press the **CLEAR** key to cancel the programmed polling jobs that are pending.

Use the following procedure to cancel a polling transaction:

1. Press the **CLEAR** key. The LCD displays the first transaction type.
2. Press the **REDIAL/↑** key to scroll through the transaction types
3. Press the **START** key. The LCD prompts you to enter the job number.
4. Enter the three-digit job number.
5. Press the **START** key.



# Memory

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This chapter instructs how to store a document in the memory, to print a document from the memory, and to delete a file in the memory.

## Store a Document in a Memory File

---

The machine stores documents in a memory file for the following operations:

- Transmissions except direct send transmissions, including group and manual broadcast transmissions, and delayed send operations
- Documents the machine received to a mailbox
- Documents you store in a mailbox to be polled

When a document is stored in the memory, the machine assigns a job number to that document. The machine can store documents in up to 96 files with up to 99 pages per file. When the memory contains 96 files, the LCD displays F-FULL.

The machine cancels a receive operation when the memory is full. You must delete documents in the memory files before you can add any new files.

## Mailboxes

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Documents in mailboxes can be received from or polled from only a remote 7041/7042 machine. Memory files are used when documents are received to a mailbox or when documents are scanned locally to a mailbox. Mailboxes can be either private or public.

A document in a public mailbox remains in the mailbox until it is deleted by an operator using the file delete feature. A document in a private mailbox is deleted after the file is accessed with the correct mailbox number and printed or by using the file delete feature.

## Store a document in a mailbox

---

For a mailbox to be polled by a remote 7041/7042 machine, you must first scan a document into the mailbox. Several documents can be scanned into the same mailbox; the machine transmits all documents from the same mailbox in the same telephone call.

If the document jams in the scanner or if the memory becomes full while the machine scans the document, the machine deletes all pages of the document being scanned. Print and delete any unnecessary files.

Use the following procedure to store a document in the mailbox:

1. Load the document face-down in the ADF.
2. Open the access panel.
3. Press the **LOAD MAILBOX** key and close the access panel.
4. Press the **REDIAL/↑** key to toggle between the options for private and public mailboxes.
5. Press the **START** key to select the mailbox. The LCD prompts you to enter the mailbox number.
6. Enter the four-digit mailbox number. The LCD prompts you to verify the number.
7. Verify the mailbox number. To change the number, press the **CLEAR** key and reenter the four-digit number.
8. Press the **START** key. The machine stores the document and prints a Mailbox Receipt.
9. Verify the file number on the Mailbox Receipt.

## Append a document to a mailbox file

---

You can append a document to an existing mailbox file. If the document jams while the machine adds the document to the file, the new information is deleted and you must begin again.

Use the following procedure to add a document to a mailbox file:

1. Load the document face-down in the ADF.
2. Open the access panel.
3. Press the **LOAD MAILBOX** key and close the access panel.
4. Press the **REDIAL/↑** key to select APPEND FILE.
5. Press the **START** key. The LCD prompts you to enter the file number to which you want to append the document.
6. Enter the two-digit file number. The LCD displays:

APPEND FILE  
FILE No.=XX

7. Verify the file number. To change the number, press the **CLEAR** key and reenter the two-digit file number.
8. Press the **START** key. The LCD prompts you to enter the mailbox number for the file.
9. Enter the four-digit mailbox number. The LCD displays:

APPEND FILE  
MAILBOX No.=XXXX

10. Verify the mailbox number. To change the number, press the **CLEAR** key and reenter the four-digit number.
11. Press the **START** key. The machine stores the document and prints a Mailbox Receipt.
12. Verify the file number on the Mailbox Receipt.

## Transmit a Document from the Memory

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The machine scans and stores a document in the memory before sending the document unless you select the direct send feature. The machine automatically transmits all group and manual broadcast transmissions through the memory. The machine also stores in the memory any document for a delayed transmission, or for a transmission in the security mode or into a mailbox.

Refer to the *Transmission* chapter for more information.

## Receive a Document into the Memory

---

When a remote machine contacts your machine, your machine can print the document immediately or it can store the information. The machine receives a document in the memory if any of the following three conditions exist:

- **The printer is not available** – The machine performs substitute receive to memory. Refer to the *Receiving* chapter for more information.
- **The machine is in the power save mode** – Refer to the *Receiving* chapter for more information.
- **The machine receives a document to a mailbox** – Once the machine receives a document into the memory, the LCD flashes the letter R in the upper right corner. To retrieve the document, you must know the mailbox number.

## Poll for a Document in a Remote Mailbox

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The machine provides mailbox polling for you to retrieve a document from a remote mailbox. To retrieve the document, you must know the mailbox number where the document is stored. Refer to the *Polling – Retrieve a Remote Document* chapter for information on how to poll for a document in a remote mailbox.

## Print a Document in the Memory

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Each document you store in the memory is assigned a file number. Memory files for pending jobs without mailbox numbers must be printed by the file. Files with mailbox numbers can be printed individually by the file or grouped by the mailbox number. Print the Memory List to identify the file number and contents.

The Delete Rcv Documents user option (No. 19) determines whether the file is deleted after the machine prints the file. If you press the **STOP** key during the printing, the machine does not delete the document from the memory.

## Print all documents in a mailbox

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When you enter the mailbox number, all documents stored in the memory with the same mailbox number print. Documents in a private mailbox are deleted after they are printed. Documents in a public mailbox are retained after they are printed.

Use the following procedure to print all files in a mailbox:

1. Open the access panel.
2. Press the **MEMORY PRINT/DELETE** key and close the access panel. The LCD displays MEMORY FILE PRINT.
3. Press the **START** key.
4. Press the **REDIAL/↑** key to select MAILBOX FILES.
5. Press the **START** key. The LCD prompts you to enter the mailbox number.
6. Enter the four-digit mailbox number. The LCD displays:

MAILBOX FILES PRINT MAILBOX No. =XXXX
--

7. Verify the mailbox number. To change the number, press the **CLEAR** key and reenter the four-digit number.
8. Press the **START** key.

## Print a document in a memory file

---

The machine can print a single file, whether or not the file has a mailbox number associated with it. Documents stored for memory transmissions do not have a mailbox number associated with the file.

Use the following procedure to print a single memory file:

1. Open the access panel.
2. Press the **MEMORY PRINT/DELETE** key and close the access panel. The LCD displays MEMORY FILE PRINT.
3. Press the **START** key. The LCD displays FILE PRINT SINGLE FILE.
4. Press the **START** key. The LCD prompts you to enter the file number.
5. Enter the two-digit file number. The LCD displays:

SINGLE FILE PRINT FILE NO.=XX
----------------------------------

6. Verify the file number you entered. To change the number, press the **CLEAR** key and reenter the two-digit file number.
7. Press the **START** key. If the file does not have a mailbox number associated with it, this procedure is complete.

If the file has a mailbox number associated with it, the LCD prompts you to enter the mailbox number.

8. Enter the four-digit mailbox number. The LCD prompts you to verify the number.
9. Verify the mailbox number. To change the code, press the **CLEAR** key and reenter the four-digit mailbox number.
10. Press the **START** key.

## Delete a Document from a Mailbox

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Periodically, you must delete the documents from the memory to free space for new communications.

Documents in a public mailbox can be deleted only by using the file delete feature.

Documents that are stored in a private mailbox can be deleted after they are printed or by using the file delete feature. To save a document received to a private mailbox, change the default value for the Delete Rcv Documents user option (No. 19) to OFF; then you must use the **MEMORY PRINT/DELETE** key to delete all private mailbox files.

**NOTE:** Documents in a memory file that do not have a mailbox number associated with the file must be deleted using the **CLEAR** key. Refer to the Features chapter for information on using the **CLEAR** key.



Use the following procedure to delete a memory file:

1. Open the access panel.
2. Press the **MEMORY PRINT/DELETE** key.
3. Press the **REDIAL/↑** key to select **MEMORY FILE DELETE**.
4. Press the **START** key. The LCD prompts you to enter the document file number.
5. Enter the two-digit file number. The LCD displays:

FILE DELETE FILE No. =XX
-----------------------------

6. Verify the file number you entered. To change the file number, press the **CLEAR** key and reenter the number.
7. Press the **START** key. If the file does not have a mailbox number associated with it, this procedure is complete.

If the file has a mailbox number associated with it, the LCD prompts you to enter the mailbox number.

8. Enter the four-digit mailbox number. The LCD displays:

FILE DELETE MAILBOX No. =XXXX
----------------------------------

9. Verify the mailbox number. To change the number, press the **CLEAR** key and reenter the four-digit mailbox number.
10. Press the **START** key. The machine deletes the file and prints a Mailbox Receipt.

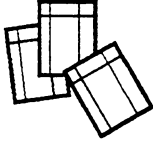
*Memory*

**Notes**

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# Reports

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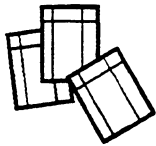
This chapter describes the reports the machine prints and instructs how to print them. The machine prints the following reports that provide information on the status of a transaction or information that is stored in the memory or the dial directory:

- **Activity Report** — Lists the previous 32 transactions
- **One Touch Dial Directory** — Lists the telephone numbers assigned to the one-touch keys
- **Speed Dial Directory** — Lists the telephone numbers assigned to the two-digit speed dial codes
- **Directory** — Lists by name the telephone number assigned to each one-touch key and speed dial key
- **Group Dial Directory** — Lists the telephone numbers assigned to the group keys
- **Transmission Report** — Prints the results of a transmission after the transmission completes
- **Pending Jobs Report** — Lists data about jobs stored in the memory
- **Memory List** — Prints data about all documents stored in the memory
- **Options Report** — Prints the user option settings
- **Broadcast Report** — Prints the results of a broadcast transmission
- **Manual Broadcast List** — Lists the telephone numbers and names for all the machines in a manual broadcast transmission
- **Manual Broadcast Report** — Prints the results of a manual broadcast transmission

- **Poll Report** — Prints the results of a group polling transaction
- **Mailbox Receipt** — Prints after a file is created or deleted from the memory, or when the memory is full
- **Power Failure Report** — Lists data about the memory files deleted due to a power failure

## Printing the Reports

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The machine prints reports automatically and manually.

The reports that print automatically include those that provide data about a transaction. The machine prints these reports when the transaction completes.

You can print reports manually while you are programming the machine. Use these reports to verify the information you are programming.

You can also print reports while the machine is in the standby mode. These reports provide information about the dial directory, the jobs that are programmed, the machine options, and the previous activities.

Use the following procedure to print the reports manually:

1. Open the access panel.
2. Press the **REPORT** key and close the access panel.
3. Press the **REDIAL/↑** key repeatedly to scroll to the correct report.
4. Press the **START** key to print the report.

**NOTE:** *If you are printing a Group Dial Directory, the LCD prompts you to select a group key.*

5. To print a report for each group key that is programmed, press **0** on the keypad. To print a report for a single group, press the group key (I-VI).

The following table lists each report and the methods you can use to print the report:

**Table 9-1: Methods to Print the Reports**

Name of the Report	Method to Print		
	Use the REPORT Key while in Standby	Use the REPORT Key while Programming	Prints Automatically
Activity Report	Yes	No	Yes <sup>1</sup>
One Touch Dial Directory	Yes	Yes	No
Speed Dial Directory	Yes	Yes	No
Directory	Yes	No	No
Group Dial Directory	Yes	Yes	No
Transmission Report	Yes	No	Yes <sup>1</sup>
Pending Jobs Report	Yes	No	No
Memory List	Yes	No	No
Options Report	Yes	Yes	No
Broadcast Report	No	No	Yes
Manual Broadcast List	No	Yes	No
Manual Broadcast Report	No	No	Yes
Poll Report	No	No	Yes
Mailbox Receipt	No	No	Yes
Power Failure Report	No	No	Yes

<sup>1</sup> This report prints automatically based on the setting of the user options.

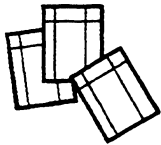
## Report Descriptions

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The following sections describe the contents of each report, providing an overview and a description of each field.

### Activity Report

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The Activity Report lists information about the previous 32 communications. This report prints automatically after 32 transactions if the Activity Report user option (No. 00) is set to ON. Refer to the *Programming the Machine* chapter for information on the user option.

The report provides the following information:

- **Grand Total Xmt Pages** — The total number of pages transmitted in all the transactions since the machine was installed.
- **Grand Total Rcv Pages** — The total number of pages received in all the transactions since the machine was installed.
- **Grand Total Print Pages** — The total number of pages printed since the machine was installed.
- **No.** — The number of the transaction, 1 through 32.
- **Date** — Transaction date.
- **Start** — Transaction start time.
- **Mode** — The communication mode (G3) and the type of communication. The codes for the communication types include the following:
  - P Poll a remote machine
  - PD Polled by a remote machine
  - R Reception
  - T Transmission

- **Identification** — The name or the number of the remote machine, if programmed.
- **Page** — The number of pages the machine processed in the transaction.
- **Time** — The length of the communication, in minutes and seconds.
- **Code** — Communication error code. Refer to the *Maintenance* chapter for a list of the codes.
- **Job No.** — The job number the machine assigned to the document.

## One Touch Dial Directory

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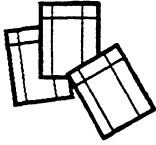
The machine can store 18 one-touch telephone numbers. The One Touch Dial Directory provides the full-program information for each of the one-touch keys. Refer to the *Programming the Dial Directory* chapter for information about the full-program mode.

You can print the report while you are programming a one-touch key or by scrolling through the reports listed by the **REPORT** key. The One Touch Dial List provides the following information:

- **No.** — The number of the one-touch key, 01 through 18.
- **Name** — The dial directory name that is associated with the one-touch key.
- **Tel No.** — The telephone number in the dial directory.
- **Doc.** — The resolution setting for the transmission. Refer to the *Features* chapter for information on the resolution.
- **Secure** — Whether the security mode is selected.
- **Mailbox** — Whether the mailbox communication is selected.
- **International** — Whether International communication is selected.
- **ECM** — Whether ECM communication is selected.

## Speed Dial Directory

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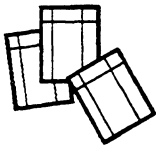
The machine can store 100 two-digit speed dial codes (00-99). The Speed Dial Directory is a two-page report which prints the speed dial codes and the telephone number associated with each code. All speed dial codes print, whether or not a telephone number is assigned to each two-digit code.

The Speed Dial Directory provides the following information:

- **No.** — The two-digit speed dial number.
- **Name** — The dial directory name that is associated with the speed dial number.
- **Telephone Number** — The telephone number in the dial directory.

## Directory

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The Directory lists all the numbers in the dial directory that have a name associated with the number. If you program a number in the dial directory without entering a name, that information does not print on this report. You can program up to 118 numbers in the dial directory: 18 one-touch numbers and 100 speed dial codes (00-99).

The Directory lists the telephone numbers alphabetically by the first character in the name. The numbers are then sorted by the one-touch keys and the speed dial codes in the dial directory. The report includes the following information:

- **Name** — The dial directory name that is associated with the telephone number.
- **Telephone Number** — The telephone number in the dial directory.
- **Entry** — The code and number which describes the dial directory location of the number. The codes for the locations are OT for a one-touch number and SD for a speed dial code.



## Group Dial Directory

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The Group Dial Directory prints information about the group keys. You can program up to 6 group keys with 50 numbers in each group.

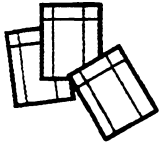
You can print the report while you are editing a group key or by scrolling through the reports listed by the **REPORT** key. If you print the report while you are editing a group key, the machine prints information for the key you are modifying.

The report provides the following information for each group:

- **Group** — The group key number. The name of the group prints to the right of the group number.
- **No.** — The dialing order in the group.
- **Name** — The dial directory name that is associated with the telephone number.
- **Telephone Number** — The telephone number in the dial directory.
- **Entry** — The code and number which describes the dial directory location of the number. The codes for the locations are OT for a one-touch number and SD for a speed dial number.

## Transmission Report

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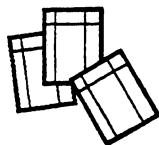
A Transmission Report prints automatically after each transmission if the Transmission Report user option (No. 02) is set to ON. You can also choose to print the report only if the communication does not complete successfully. Refer to the *Programming the Machine* chapter for information on the user option.

The report provides the following information:

- **Start Time** — The transaction start time.
- **Telephone Number** — The telephone number of the remote machine.
- **Name (ID Number)** — The name or the number of the remote machine, if programmed.
- **Transmission Mode** — The communication mode.
- **Resolution** — The resolution setting for the transmission.
- **Pages Transmitted** — The number of pages the machine transmitted.
- **Mailbox** — Whether the mailbox communication is selected.
- **Security** — Whether the security mode is selected.
- **Information Code** — The communication information code. Refer to the *Maintenance* chapter for a list of the codes.
- **Redialing Times** — The number of times the machine redialed if the line was busy.
- **Machine Engaged** — The length of time the machine communicated with the remote machine. If the time exceeds 99 minutes and 59 seconds, this field displays 99'99.
- **Image Error Pages** — Indicates whether an error occurred during the transmission.
- **Job No.** — The job number the machine assigned to the document.
- **Last Successful Page** — The number of the last page that transmitted successfully.

## Pending Jobs List

---



The Pending Jobs List provides information about the jobs in memory that have not occurred. The report is divided into reserved communications and time reservations.

Reserved communications are transmissions stored in the memory to be sent when the telephone line is available. Time reservations include jobs that are programmed to be sent at a specific time, such as a delayed send or a delayed polling operation.

The machine can contain up to 32 jobs with up to 99 pages per file. The machine accepts up to 10 transmissions (background jobs) and 8 delayed transactions in the memory.

The report contains the following information:

- **Job No.** — The job number the machine assigns to the document.
- **Contents** — The method by which the document was stored in the file. This field contains the name or the number of the machine that transmitted the document, if available, or one of the following codes:
  - **Transmission** — Documents in the memory as reserved communications
  - **Store for Polling** — Documents in memory for a remote machine to retrieve through polling
  - **Private Mailbox** — Documents in the private mailbox
  - **Public Mailbox** — Documents in the public mailbox
  - **Broadcast** — Documents to broadcast to a group
  - **Manual broadcast** — Documents to manually broadcast
  - **Timer (transmission)** — Documents for a delayed transmission
  - **Timer (broadcast)** — Documents for a delayed broadcast
  - **Timer (send/poll)** — Documents for a delayed send/poll

- **Remote Tel Number** — The telephone number or the code and number which describes the dial directory location. The codes for the locations are OT for a one-touch number and SD for a speed dial number.

If you used a group key for the transmission, this field displays the group key number. This field is blank if the machine received and stored data in a mailbox.

- **Name** — The name programmed for the remote machine if you dial a number in the dial directory.
- **Time** — The time to begin a delayed operation.

## Memory List

---

The Memory List provides information about all documents stored in the memory. This report contains the following fields:

- **F- No.** — The file number where the document is stored.
- **Page** — The number of pages in the document.
- **Storage Time** — The time to begin a delayed operation.
- **Contents** — How the document was stored. The name or the number of the machine that transmitted the document, if available, or one of the following:
  - **Transmission** — Documents for reserved communications
  - **Store for Polling** — Documents to be polled
  - **Private Mailbox** — Documents in the private mailbox
  - **Public Mailbox** — Documents in the public mailbox
  - **Broadcast** — Documents to broadcast to a group
  - **Manual broadcast** — Documents to manually broadcast
  - **Timer (transmission)** — Documents for a delayed transmission
  - **Timer (broadcast)** — Documents for a delayed broadcast
  - **Timer (send/poll)** — Documents for a delayed send/poll

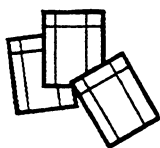
- **Remote Tel Number** — The telephone number or the code and number which describes a dial directory location. The codes for the locations are OT for a one-touch number and SD for a speed dial number.

If you used a group key for the transmission, this field displays the group key number. This field is blank if the machine received and stored data in a mailbox.

- **Job No.** — The job number assigned by the machine.

## Options Report

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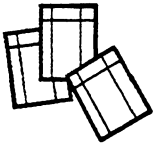
The Options Report provides the current settings for the user options. Refer to the *Programming the Machine* chapter for more information on the user options and their settings.

This report includes the following information:

- **No.** — The option number.
- **Parameter** — An abbreviated description of the user option. This description is the text that appears on the LCD display when you scroll through the user options.
- **Condition** — The current setting of the option.

## Broadcast Report

---



A Broadcast Report prints automatically after a transmission to a programmed group. All telephone numbers programmed for a group key print on the report; a group can contain up to 50 numbers. The report provides information about a group transmission once the transaction completes, and includes the following information:

- **Group** — The group key number. The name of the group displays to the right of the group number.
- **Job No.** — The job number the machine assigned to the document.
- **No.** — The dialing order in the group.
- **Name** — The dial directory name associated with the telephone number.
- **Telephone Number** — The telephone number in the dial directory.
- **Entry** — The code and number which describes the dial directory location of the number. The codes for the locations are OT for a one-touch number and SD for a speed dial number.
- **Result** — The communication information code. Refer to the *Maintenance* chapter for a list of the codes.

## Manual Broadcast List

---

The Manual Broadcast List lists the telephone number, the dial directory name, and the dial directory location of each party you programmed for a manual broadcast transaction. A group can contain up to 50 numbers.

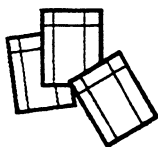
You can print the list only while you are programming a manual broadcast transmission. Once you have programmed the numbers for a manual broadcast transmission, press the **REPORTS** key to print the report.

The list provides the following information:

- **No.** — The dialing order in the manual broadcast group.
- **Name** — The dial directory name associated with the telephone number.
- **Telephone Number** — The telephone number of the remote machine.
- **Entry** — The code and number which describes the dial directory location of the number. The codes for the locations are OT for a one-touch number and SD for a speed dial number.

## Manual Broadcast Report

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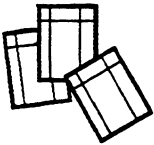
The Manual Broadcast Report prints automatically after each manual broadcast transmission. The report lists all the numbers you programmed for the broadcast group; a broadcast group can contain up to 50 numbers. The report provides the following information:

- **Job No.** — The job number the machine assigned to the document.
- **No.** — The dialing order in the manual broadcast group.
- **Name** — The dial directory name that is associated with a one-touch number or a speed dial number.

- **Telephone Number** — The telephone number of the remote machine.
- **Entry** — The code and number which describes the dial directory location of the number. The codes for the locations are OT for a one-touch number and SD for a speed dial number.
- **Result** — The code indicating whether the transmission completed or failed. A transaction that completed successfully displays OK. A failed communication displays NG.

## Poll Report

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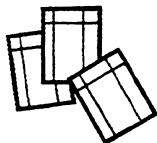
A Poll Report prints automatically every time you poll a group of remote machines using the **GROUP** key. The report provides information about a polling transaction once the transaction completes. The report includes the following information:

- **Group** — The group key number. The name of the group prints to the right of the group number.
- **No.** — The dialing order in the group.
- **Name** — The dial directory name that is associated with the telephone number.
- **Telephone Number** — The telephone number in the dial directory.
- **Entry** — The code and number which describes the dial directory location of the number. The codes for the locations are OT for a one-touch number and SD for a speed dial number.
- **Result** — The communication information code. Refer to *Maintenance* chapter for a list of the codes.



## Mailbox Receipt

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The Mailbox Receipt prints automatically after each transaction that involves the memory. The Mailbox Receipt provides information about each transaction that adds a document to or deletes a document from a mailbox. This report prints automatically in each of the following cases:

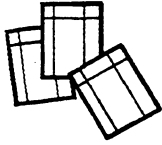
- A document is received in a mailbox
- A document is stored in a public or private mailbox
- A document is deleted from a mailbox
- The memory becomes full when the machine is attempting to store a document in a public or private mailbox

The Mailbox Receipt provides the following information:

- **File Contents** — Where the document originated. This field displays one of the following:
  - The name or the ID number of the machine that transmitted the document, if available. This field displays as RECEIVED FROM: name.
  - The memory location where the document is stored (public or private mailbox)
- **File Number** — The number of the file where the document is stored.
- **Document Pages** — The total number of pages of a document.
- **Resolution** — The resolution setting of the document.
- **Mailbox** — The mailbox number prints when a document with a mailbox number is received in or stored to the memory. If you erase a document in the memory, the report prints "xxxxxx" as the mailbox number.
- **Memory Free** — The percent of the available memory capacity.

## Power Failure Report

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The Power Failure Report lists information about documents that were deleted from the memory due to a power failure.

This report provides the following information about each deleted file:

- **F-No.** — The file number.
- **Page** — The total number of pages in a document.
- **Storage Time** — The date and time the document was stored in a file.
- **Contents** — The method by which the document was stored in the file. This field contains the name or the number of the machine that transmitted the document, if available, or one of the following codes:
  - **Transmission** — Documents for reserved communications
  - **Store for Polling** — Documents for polling standby
  - **Private Mailbox** — Documents stored in a private mailbox
  - **Public Mailbox** — Documents stored in a public mailbox
  - **Broadcast** — Documents to transmit to a group
  - **Manual Broadcast** — Documents to manually broadcast
  - **Timer (Transmission)** — Documents for a delayed transmission
  - **Timer (Broadcast)** — Documents for a delayed broadcast
  - **Timer (Send/poll)** — Documents for a delayed send/poll transaction
- **Remote Tel Number** — The telephone number or the dial directory location. The codes for the locations are OT for a one-touch number and SD for a speed dial number. If you used a group key for the transmission, the group key number is displayed. This field is blank if the machine received and stored a document in a public or private mailbox.
- **Job No.** — The job number the machine assigned to the document.

# Maintenance Procedures

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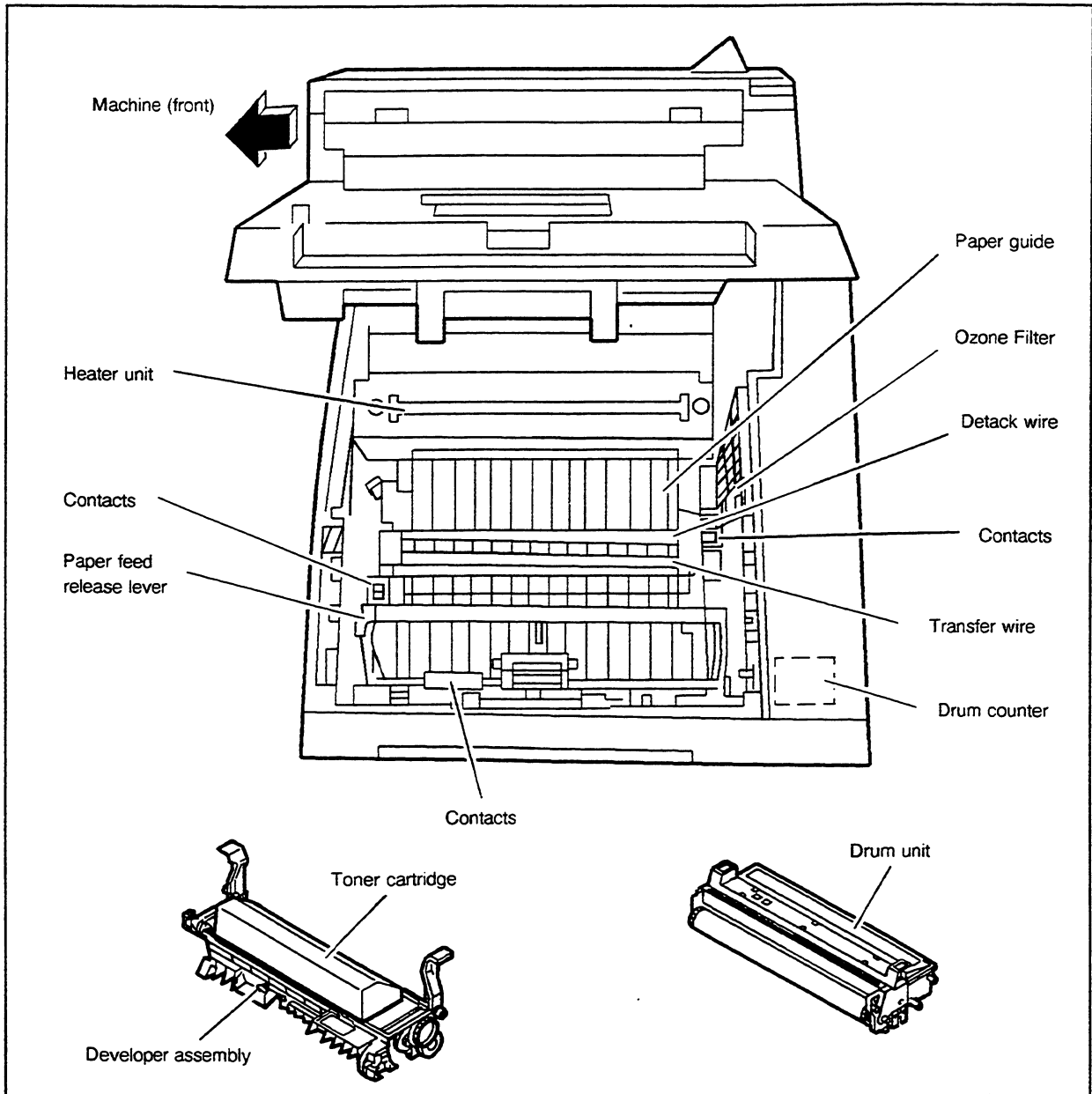
This chapter is a guide for troubleshooting any errors in the machine. It provides a list of error codes and items to check to correct the errors. This chapter also instructs how to perform cleaning procedures.

To easily follow the replacement procedures, you should become familiar with the hardware components of the machine.

## **WARNING**

**Use of control or adjustment procedures other than those specified herein may result in hazardous radiation exposure.**

The following figure shows the hardware components of the machine, with the developer assembly and the drum unit removed:



## Error Codes

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If the machine is not operating properly, compare the symptoms of the machine with the items in the following sections to determine if you can correct the problem. If the problem continues, contact the Xerox Facsimile Customer Support Center or your service representative.

If the machine does not operate properly, compare the operation with the conditions in the System Errors table. This table lists items you can use to verify that the machine is in the proper working order.

If the machine has trouble while it is transmitting or receiving a document, the LCD displays an error message and the machine emits a tone. Compare the display with the Error Conditions table to determine the cause of the trouble.

If the machine prints poor quality copies, refer to the Printer Errors section to determine how to improve the quality.

The machine provides communication information codes that list the results of each communication. The messages and the codes are either displayed in the LCD or they are printed in the lists and reports. Refer to the Error Codes table for a description of the codes and actions to take to correct any errors.

## Support Center

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If you have an error with the machine and can not correct the error using the tables or for further assistance, contact the Xerox Facsimile Customer Support Center. Have available the serial number of the machine and any messages the LCD displays. Contact the support center at the following telephone number:

- USA 1-800-527-0214
- Canada
  - Toronto 477-9912
  - Other 416 area codes 1-800-387-0448
  - Quebec 1-800-387-4300
  - Other than above 1-800-387-4311

System errors

The following table lists some items to check if the machine is not operating correctly:

Table 10-1:  
System  
Errors

Condition	Items to Check
The power does not turn on.	<p>Check that the power cord is properly installed.</p> <p>Check that the machine is receiving the correct voltage. Connect another appliance to the AC wall outlet to verify the voltage.</p>
The document does not feed.	<p>Check that no more than 30 pages are loaded in the ADF.</p> <p>Check if the paper is fully inserted in the ADF.</p> <p>Clean the scanner rollers and the ADF pad. Refer to the Cleaning Procedures section in this chapter for more information.</p>
A blank page is printed.	<p>Check if the document is loaded properly at the sending machine.</p> <p>Make a copy to test the machine operation.</p>
The communication finishes in an error.	<p>Check if the receiving machine has recording paper loaded in its paper cassette.</p> <p>Compare the error code with the information codes in this chapter.</p> <p>Retransmit the document at a later time.</p>
The machine does not answer an incoming call.	<p>Check whether the machine is in the automatic answer mode. Refer to the <i>Receiving</i> chapter for more information.</p> <p>Check whether the machine is in the standby mode or in the polling standby mode.</p>
The machine does not accept documents into the memory.	<p>Check the available memory capacity. If the memory is almost full, print and delete any files that are not necessary.</p>

## Error conditions

The following table lists error messages the LCD may display. Some hardware errors, such as the covers being open, also cause the Error LED to be lit.

**Table 10-2:  
Error  
Messages**

Message	Items to Check
Document jam	Remove the document from the scanner. Check the condition of the document. If necessary, copy the original on a copier. Check the scanner for obstructions.
Add paper <sup>1</sup>	Load the paper cassette.
Paper jam	Remove the sheet that jammed. Check the printer for obstructions. Check that the paper cassette is seated correctly in the machine. Change the paper supply.
Remove Document/ Stop	Remove the document from the scanner or press the <b>STOP</b> key to feed the document to the output tray.
Cannot do this now	The procedure you selected is not available. For example, you receive this message if you press the <b>REPORT</b> key when no paper is loaded.
Cover open	Close the scanner cover and the printer cover.
Comm. fail nnn <sup>2</sup>	Begin the communication again.
Memory full	Print and delete all unnecessary files.
F- full	Print and delete all unnecessary files.
No drum unit	Install the drum unit.
Drum near end	Replace the drum unit.
Change drum unit	Replace the drum unit.
Toner empty	Replace the toner cartridge.
No counter	Install the drum counter.
Warming up	Wait until the warmup process completes.
Maintenance	Contact the service representative for routine scheduled maintenance.
System error nnnn	Press the power switch OFF. Wait 30 seconds then press the power switch ON. If the message is repeated, call your service representative.

<sup>1</sup> The display may show NONE by the paper tray number if the machine has an auxiliary tray installed.

<sup>2</sup> nnn indicates an information code.

Printer errors

The following table lists some items to check if the machine is not operating correctly. Refer to the Cleaning Procedures section in this chapter for information on how to clean the internal components of the machine. If the machine continues to print poorly once you check all the items in the table, contact your service representative.

Table 10-3:  
Printer  
Errors

If the machine prints:	Point to Check
Vertical black lines	<p>If light enters the opening in the upper part of the control panel, move the machine to a new location.</p> <p>Check and clean the scanner platen glass.</p> <p>Replace the drum unit and the ozone filter.</p>
Horizontal black lines	<p>Clean the paper transport with a dry cloth.</p> <p>Replace the drum unit and the ozone filter.</p>
Vertical white lines	<p>Clean the transfer wire with a cotton swab.</p> <p>Clean the metering blade with the mylar scraper.</p> <p>Clean the laser beam window with a cotton swab or a dry cloth.</p> <p>If the recording paper is damp, replace the paper.</p>
Uneven print	<p>Check that the machine is placed in a level location.</p> <p>Clean the metering blade with the mylar scraper.</p>
Black or white dots	<p>Wipe the paper guides with a dry cloth.</p> <p>Replace the cleaning pad.</p> <p>If the dots have 94mm (3.70 in) intervals, replace the drum unit.</p> <p>If the recording paper is damp, replace the paper.</p>
Completely black	<p>Replace the drum unit and the ozone filter.</p>
Completely white	<p>Clean the machine contacts with a cotton swab.</p>



**Table 10-3:  
Printer  
Errors**

<b>If the machine prints:</b>	<b>Point to Check</b>
Blurred or missing characters	If the recording paper is damp, replace the paper.  Clean the charge wire with the charge cleaner.  Clean the laser beam window with a cotton swab or a dry cloth.  Check that the machine is placed in a level location.  Replace the drum unit and the ozone filter.
Streaks	Wipe the paper guides with a dry cloth.  Replace the cleaning pad, the drum unit, and the ozone filter.

## Error codes

The communication information code lists the results of each facsimile communication. The messages and the codes are either displayed in the LCD or they are printed in the lists and reports.

If a code is not in this table, begin the operation again. If the machine continues to display the error, contact your service representative.

**Table 10-4:**  
Communication Error Codes

Information Code	Mode <sup>1</sup>	Descriptions and Corrective Actions
OK		The communication ended normally.
STOP		Communication was stopped by pressing the <b>STOP</b> key.
ND	Transmit	No document was loaded to transmit. Load the document to transmit.
PE	G3/polling	The paper cassette was empty when the polling function was selected.
001		Communication disconnected because the cover was opened.
002	Transmit	The document jammed or the document length is greater than 1 m. Follow the steps to clear a document jam.
003	Receive	The recording paper is empty or jammed, or the memory is too full to receive the document.
005		Modem setting timed out or a modem error occurred. Begin the operation again.

<sup>1</sup> If the table does not list the communication mode, the code applies to any operation.

**Table 10-4:**  
**Communication Error Codes**

Information Code	Mode <sup>1</sup>	Descriptions and Corrective Actions
006		Hardware timeout error. Begin the operation again.
008		Telephone line error or a busy signal was detected. Begin the operation again.
009		The final redial was not successful. Begin the operation again.
010		Telephone line error. Begin the operation again.
014		An error occurred in the laser printer or scanner. Begin the procedure again.
015	Receive	The toner is empty or the drum unit should be replaced. Check the toner and the drum unit.
100	G3/Polling	Telephone line error. Begin the operation again.
101	G3/Transmit	Telephone line error. Begin the operation again.
102	G3/Receive	Telephone line error. Begin the operation again.
103	G3/Polling	Telephone line error. Begin the operation again.
104	G3	The other party did not have a document to transmit when the machine polled it. Check if the remote user has a document for you to poll.

<sup>1</sup> If the table does not list the communication mode, the code applies to any operation.

**Table 10-4:  
Communication Error Codes**

<b>Information Code</b>	<b>Mode<sup>1</sup></b>	<b>Descriptions and Corrective Actions</b>
105	G3	The other party did not have a document in the mailbox when the machine polled it. Confirm the mailbox number with the remote user.
106	G3/Polling	Passwords did not match when polling was requested. Confirm the password with the remote user.
107	G3/Transmit	Passwords did not match for a security transmission. Confirm the password with the remote user.
108	G3/Receive	Passwords did not match for a security reception. Confirm the password with the remote user.
111	G3/Transmit	The other machine did not have the memory reception feature for a mailbox transmission.
112 – 157		Communication error. Begin the operation again.

<sup>1</sup> If the table does not list the communication mode, the code applies to any operation.

## Problem Solving Procedures

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This section provides maintenance procedures that the machine may require during operation. The procedures instruct how to:

- Clear a recording paper jam
- Clear a document jam

### Clear a recording paper jam

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When a paper jam occurs, the LCD displays the message PAPER JAM. The paper on which the machine was recording jammed in the paper eject section, the paper transport section, or the paper feed section.

**NOTE:** *If the main paper cassette is not seated correctly in the machine, frequent paper jams may occur when the paper cassette is half full.*

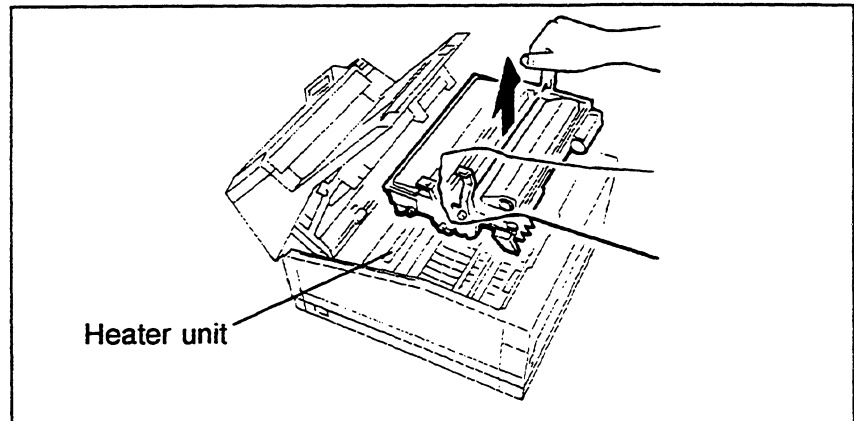
Use the following procedure to clear a paper jam:

1. Push the printer cover release button to open the printer cover.

#### **WARNING**

**Do not touch the heater unit inside the machine. The heater unit is extremely hot while the machine is operating.**

2. Remove the developer assembly from the machine. The following figure shows how to remove the developer assembly:



#### CAUTION

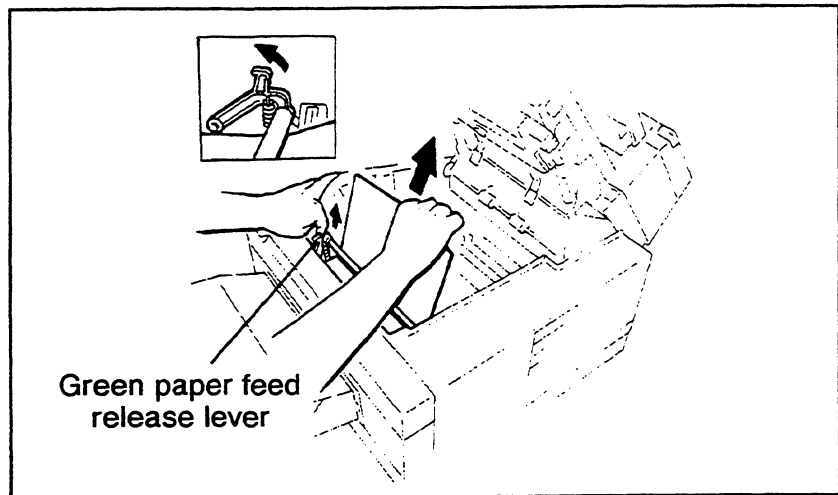
Always hold the developer assembly by the green handles. Do not touch the green drum area or the black roller. Do not leave the drum unit out of the machine for an extended period.

Touching the drum or exposing the drum unit to light could lower the print quality.

3. Place the developer assembly on a level surface. Cover the drum unit with a clean cloth to protect the unit from exposure to light.

4. To remove paper in the transport section or from the paper eject section, pull the paper from inside the machine.

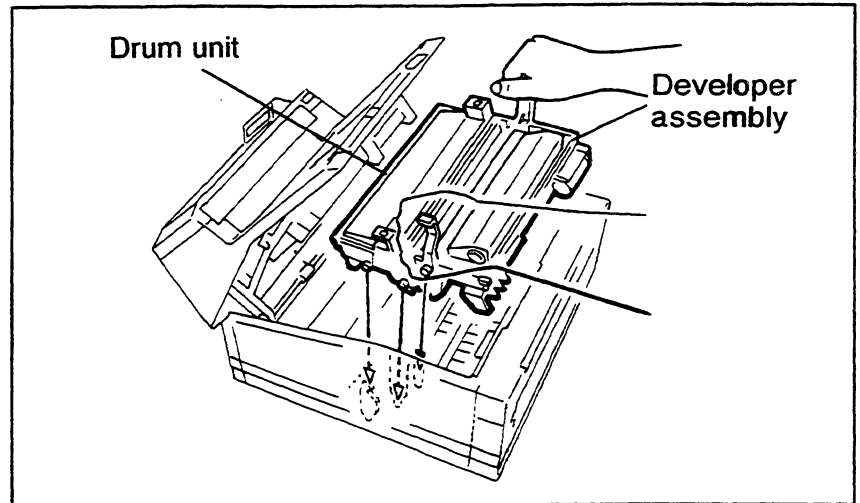
To remove paper in the paper feed section, pull up on the green paper feed release lever and remove the paper. The following figure shows the paper feed release lever:



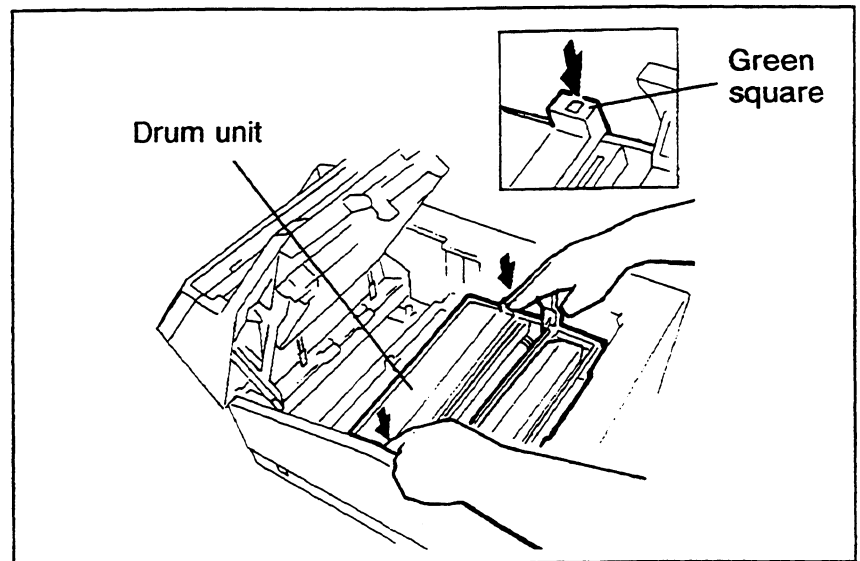
**NOTE:** Toner on the paper is not fused to the paper. Avoid touching the toner to your clothing since the toner can not be removed easily. If the toner sticks to your clothing, immediately rinse out the toner in cold water.

5. Holding the developer assembly by the green handles, align the three shafts on the developer assembly sides with the slots in the machine frame. The developer assembly handles align with the green arrow inside the machine. Lower the assembly into the machine. Lower the assembly into the machine.

The following figure shows how the shafts on the assembly align with the slots:



6. Press firmly on the green squares on the drum unit until the drum unit clicks into place. The following figure shows how to press the drum unit into place:



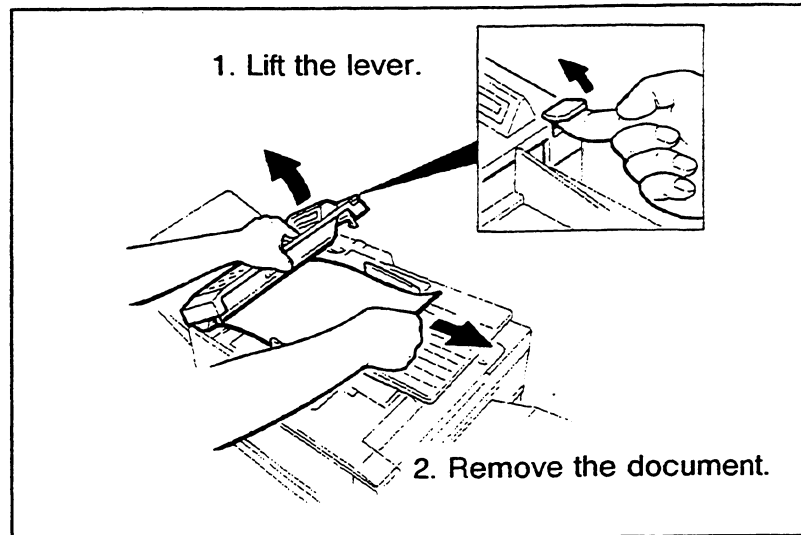
7. Press down on the center portion of the printer cover to close the cover.



## Clear a document jam

---

When a document jams in the scanner, the LCD displays the message DOCUMENT JAM. The following figure shows how to open the scanner cover to remove the document:



Use the following procedure to clear a document jam:

1. Lift the scanner release lever to open the scanner cover.
2. Remove the document.
3. Close the scanner cover.

## Cleaning procedures

To ensure optimum print quality at all times, you should regularly clean the inside of the machine. Refer to the Internal Hardware section of this chapter for an illustration of the components inside the machine.

The following table lists the items to clean and the cleaning intervals for cleaning each item:

**Table 10-4: Cleaning Intervals**

Item to clean	Cleaning interval
<ul style="list-style-type: none"> <li>● Developer assembly</li> <li>● Detack wire</li> <li>● Transfer wire</li> <li>● Paper guides</li> </ul>	When you replace the toner, the drum unit and the ozone filter (10,000 prints)
<ul style="list-style-type: none"> <li>● Charge wire</li> <li>● Laser beam window</li> </ul>	As needed or when you replace the drum unit and the ozone filter (10,000 prints)
<ul style="list-style-type: none"> <li>● Metering blade</li> <li>● Drum unit</li> <li>● Toner roller</li> <li>● Contacts</li> <li>● Scanner platen</li> <li>● Scanner roller</li> </ul>	As needed

## Clean the developer assembly and the surrounding parts

---

The period for cleaning all the parts associated with the developer assembly is every 1,500 to 2,000 pages and at 10,000 pages, or every 6 months. Clean the following parts of the machine when you replace the toner, the drum unit, or the ozone filter:

- **Detack wire and transfer wire** — The transfer wire and the detack wire are located under the developer assembly inside the machine.
- **Paper guide** — The paper guide is located under the developer assembly inside the machine.
- **Developer assembly** — The developer assembly has a mylar sheet below the toner roller.

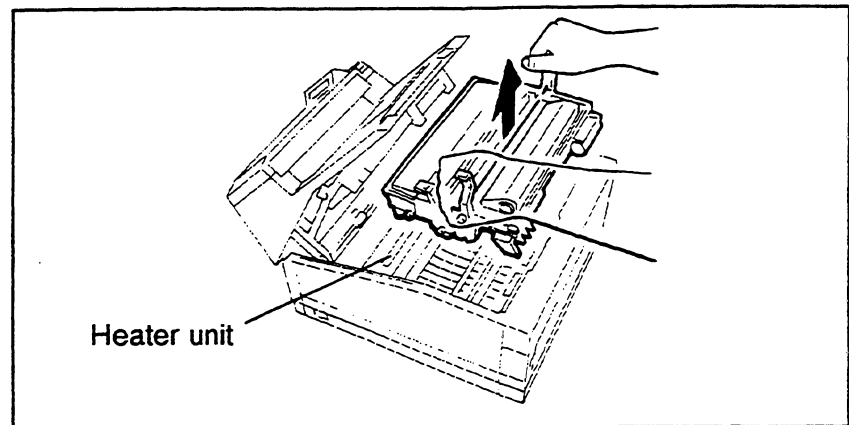
Use the following procedure to clean the developer assembly and the surrounding parts:

1. Push the printer cover release button to open the printer cover.

### **WARNING**

**Do not touch the heater unit inside the machine. The heater unit is extremely hot while the machine is operating.**

2. Remove the developer assembly from the machine. The following figure shows how to remove the developer assembly:



**CAUTION**

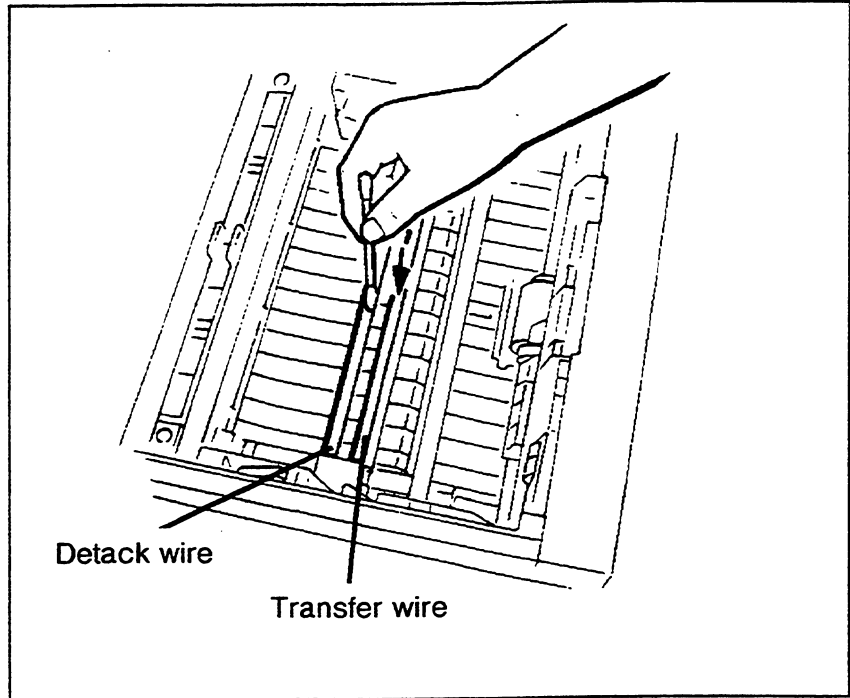
Always hold the developer assembly by the green handles. Do not touch the green drum area or the black roller. Do not leave the drum unit out of the machine for an extended period.

Touching the drum or exposing the drum unit to light could lower the print quality.

3. Place the developer assembly on a level surface. Cover the assembly with a clean cloth to protect the drum unit from exposure to light.

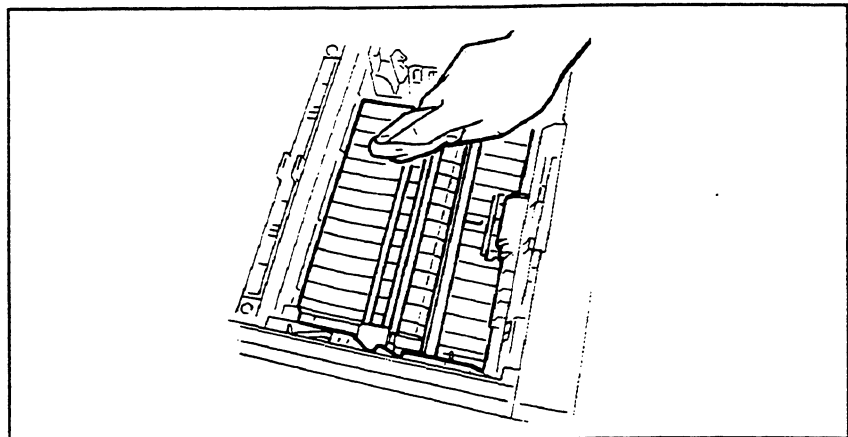
**Detack wire and transfer wire**

4. Clean the transfer wire and the detack wire with a cotton swab. The following figure shows how to clean the transfer wire and the detack wire:



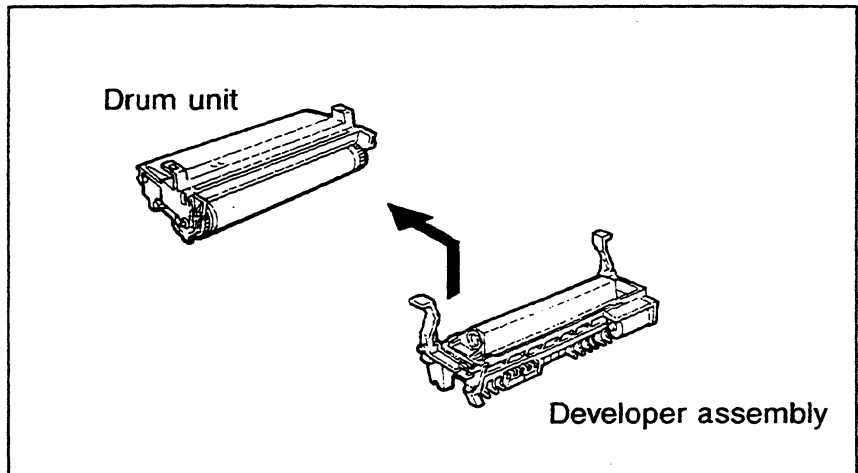
**Paper guide**

5. Wipe the paper guide with a dry cloth. The following figure shows how to clean the paper guide:

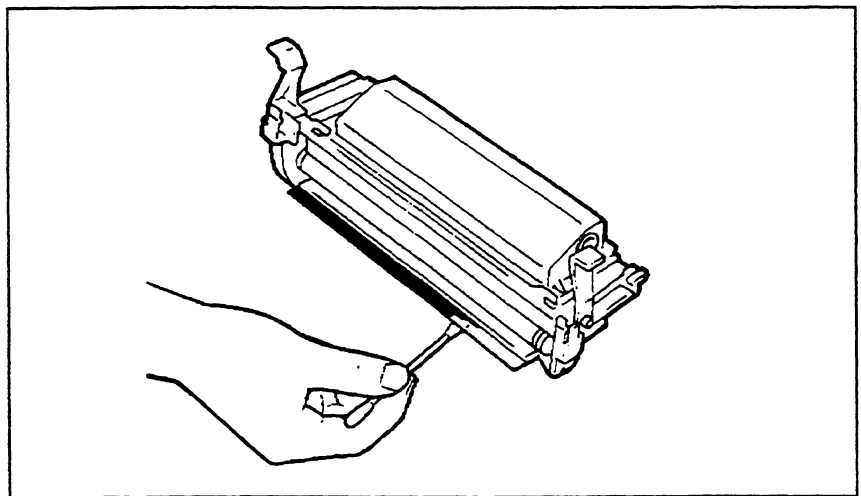


**Developer assembly**

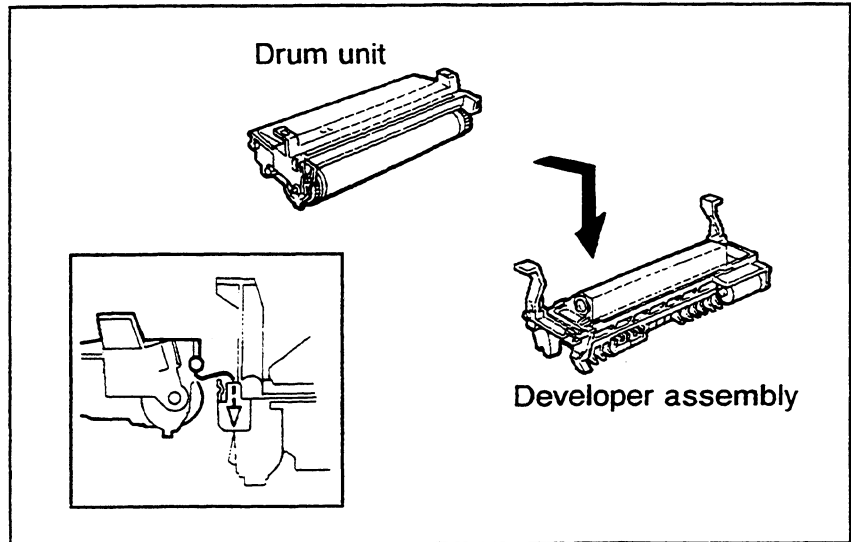
6. Separate the drum unit from the developer assembly. The following figure shows the drum unit and the developer assembly:



7. Cover the drum unit with a clean cloth to protect the unit from exposure to light.
8. Place the developer assembly over paper to protect the surface on which you are working.
9. Use a cotton swab to clean above the mylar sheet of the developer assembly. The following figure shows how to clean the mylar sheet:

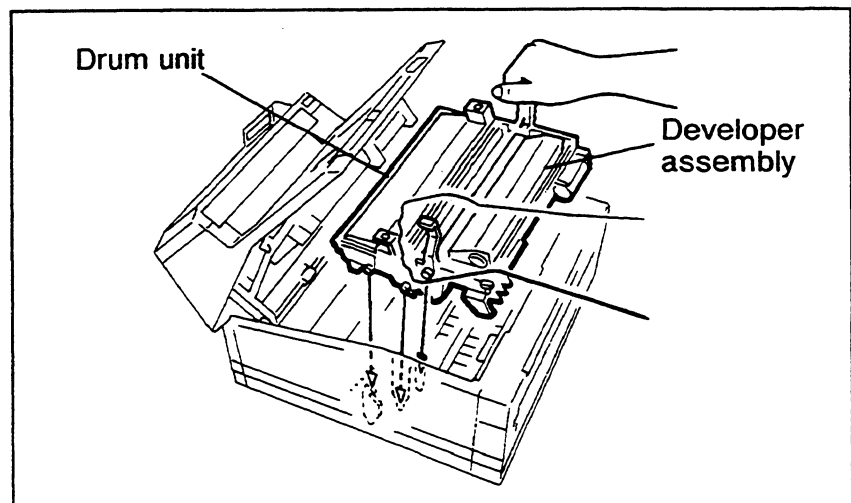


10. Position the drum unit with the green drum surface facing the black roller on the developer assembly. Without touching the green drum surface, hook the drum unit to the developer assembly. The following figure shows how to join the drum unit and the developer assembly:

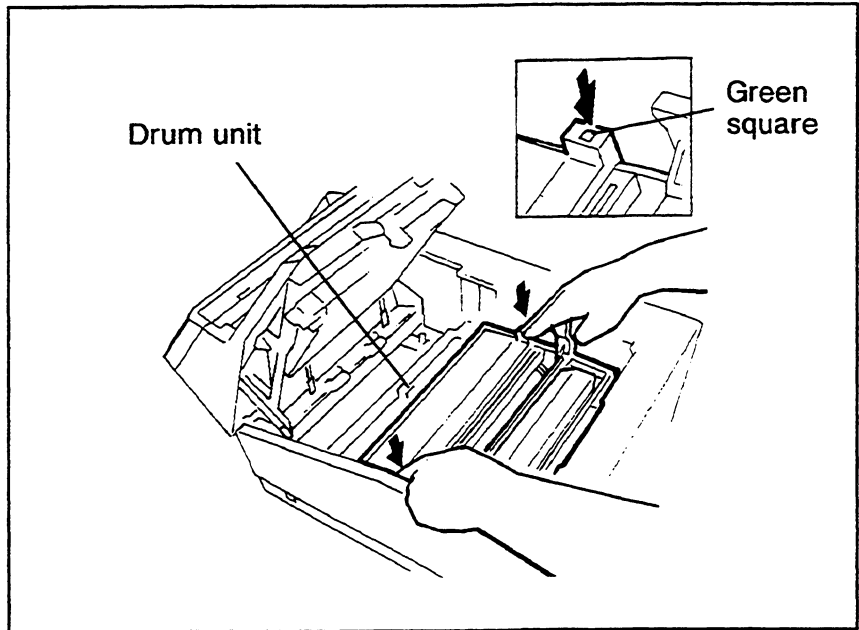


11. Holding the developer assembly by the green handles, align the three shafts on the developer assembly sides with the slots in the machine frame. The developer assembly handles align with the green arrow inside the machine. Lower the assembly into the machine.

The following figure shows how the shafts on the assembly align with the slots:



12. Press firmly on the green squares on the drum unit until the drum unit clicks into place. The following figure shows how to press the drum unit into place:



13. Press down on the center portion of the printer cover to close the cover.



## Clean the charge wire and the laser beam window

---

Clean the following parts of the machine when you replace the drum unit or the ozone filter. The period for cleaning is every 10,000 pages or every 6 months.

- **Laser beam window** – The laser beam window is located on the under side of the printer cover.
- **Charge wire** – The charge wire is located on the drum unit above the green drum roller.

Use the following procedure to clean the charge wire and the laser beam window:

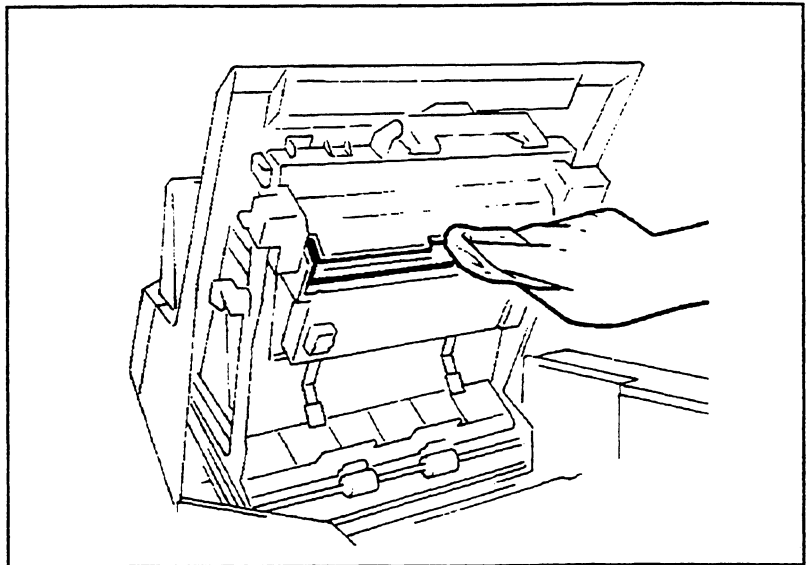
1. Push the printer cover release button to open the printer cover.

### **WARNING**

**Do not touch the heater unit inside the machine. The heater unit is extremely hot while the machine is operating.**

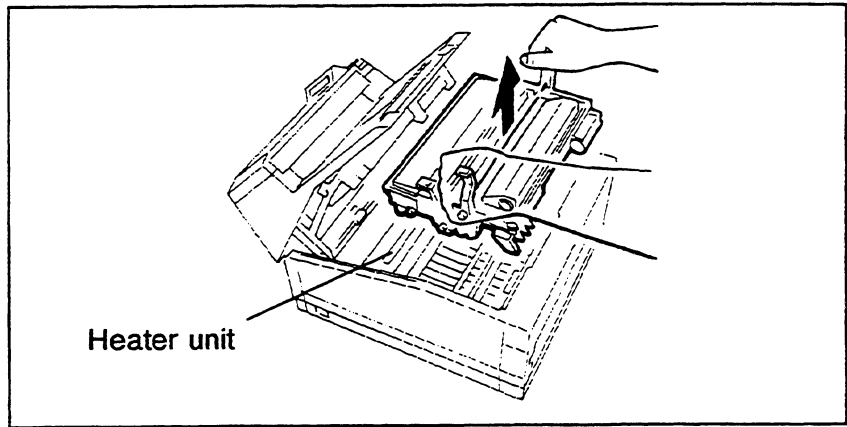
### **Laser beam window**

2. Wipe the laser beam window with a cotton swab or a dry cloth. The following figure shows how to wipe the laser beam window:



**Charge wire**

3. Remove the developer assembly from the machine. The following figure shows how to remove the developer assembly:



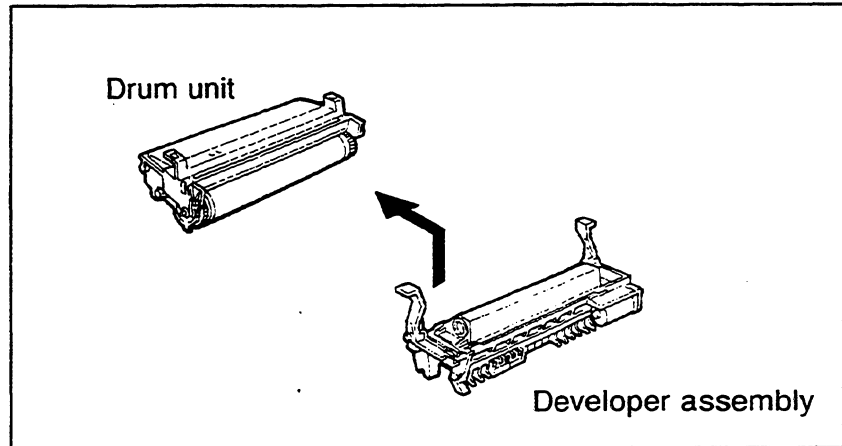
**CAUTION**

Always hold the developer assembly by the green handles. Do not touch the green drum area or the black roller. Do not leave the drum unit out of the machine for an extended period.

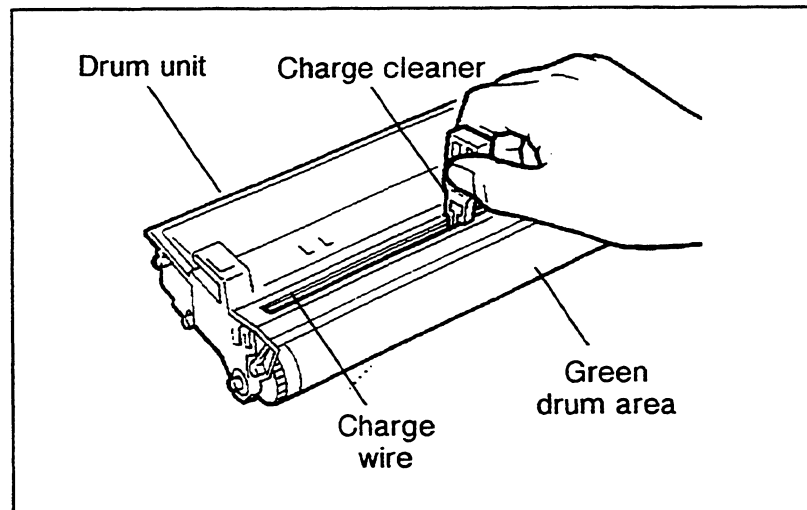
Touching the drum or exposing the drum unit to light could lower the print quality.

4. Place the developer assembly on a level surface.

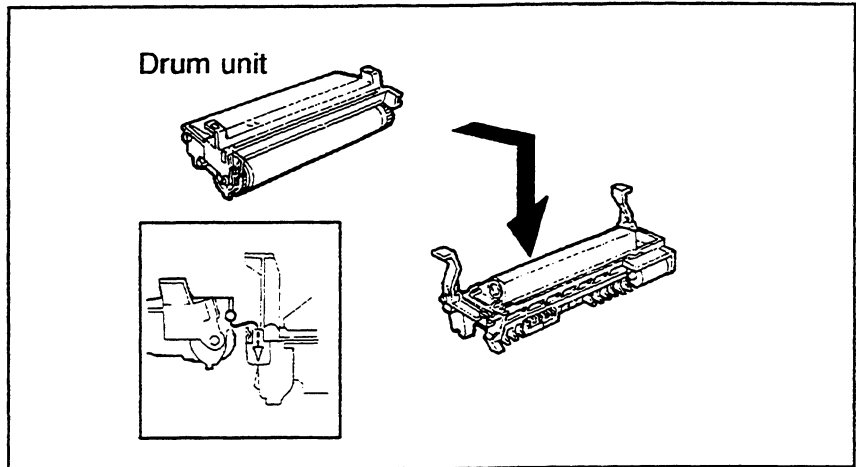
5. Separate the drum unit from the developer assembly. Place the drum unit on a level surface. The following figure shows the drum unit and the developer assembly:



6. Locate the charge wire on the drum unit.
7. Use the charge cleaner to lightly wipe the charge wire on the drum unit. The following figure shows how to clean the charge wire:

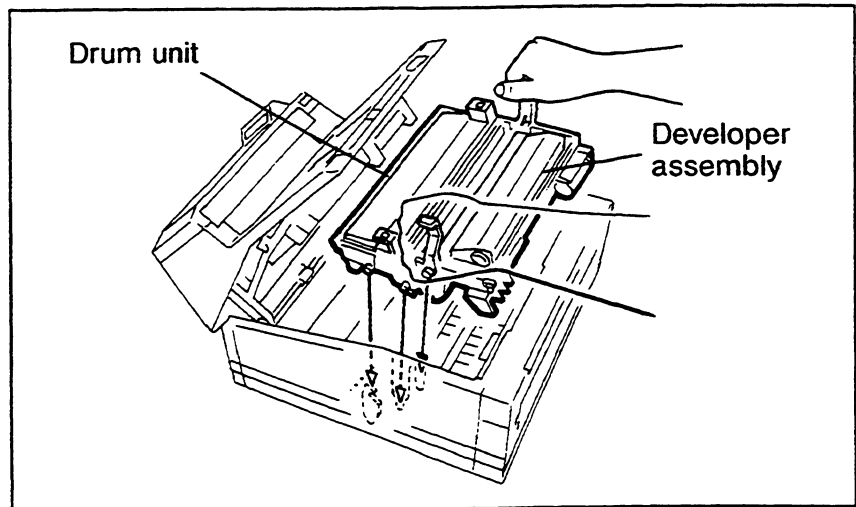


8. Position the drum unit with the green drum surface facing the black toner roller on the developer assembly. Without touching the green drum surface, hook the drum unit to the developer assembly. The following figure shows how to join the drum unit and the developer assembly:

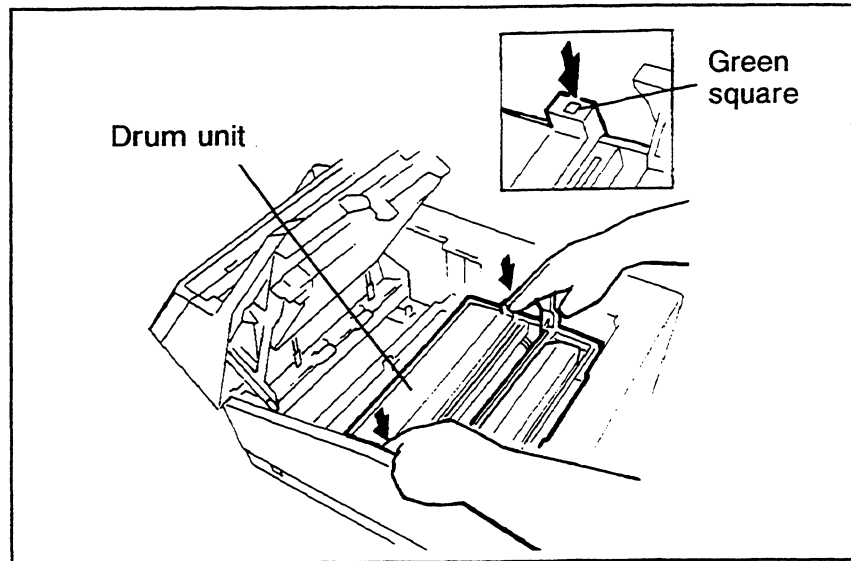


9. Holding the developer assembly by the green handles, align the three shafts on the developer assembly sides with the slots in the machine frame. The developer assembly handles align with the green arrow inside the machine. Lower the assembly into the machine.

The following figure shows how the shafts on the assembly align with the slots:



10. Press firmly on the green squares on the drum unit until the drum unit clicks into place. The following figure shows how to press the drum unit into place:



11. Press down on the center portion of the printer cover to close the cover.

## **Clean other components as needed**

---

Dirt and dust gather in the machine and can cause the machine to print incorrectly. The following lists the parts to clean and how the dirt can affect the print quality:

- **Contacts** — Three groups of contacts are located under the developer assembly. Dirt or dust on the contacts causes the printer to blur characters.
- **Metering blade** — The metering blade is located above the black toner roller on the developer assembly. Dirt between the magnet roller and the metering blade causes the machine to print vertical lines.
- **Scanner platen** — The scanner platen is located on the underside of the scanner cover.
- **Scanner rollers and ADF pad** — The scanner rollers and the ADF pad are part of the automatic document feeder inside the scanner.

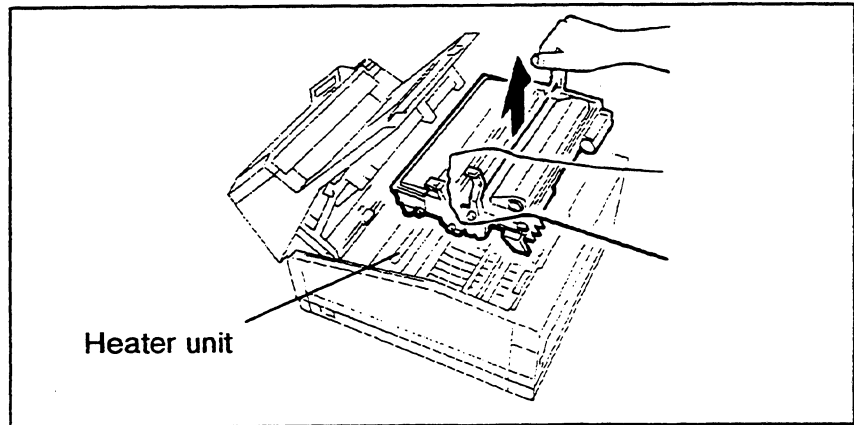
Use the following procedure to clean the additional components:

1. Push the printer cover release button to open the printer cover.

**WARNING**

**Do not touch the heater unit inside the machine. The heater unit is extremely hot while the machine is operating.**

2. Remove the developer assembly from the machine. The following figure shows how to remove the developer assembly:



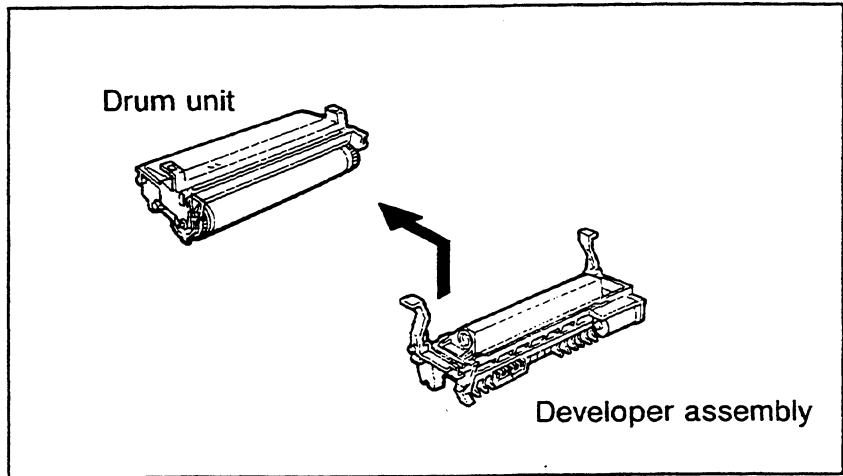
#### CAUTION

Always hold the developer assembly by the green handles. Do not touch the green drum area or the black roller. Do not leave the drum unit out of the machine for an extended period.

Touching the drum or exposing the drum unit to light could lower the print quality.

3. Place the developer assembly on a level surface.

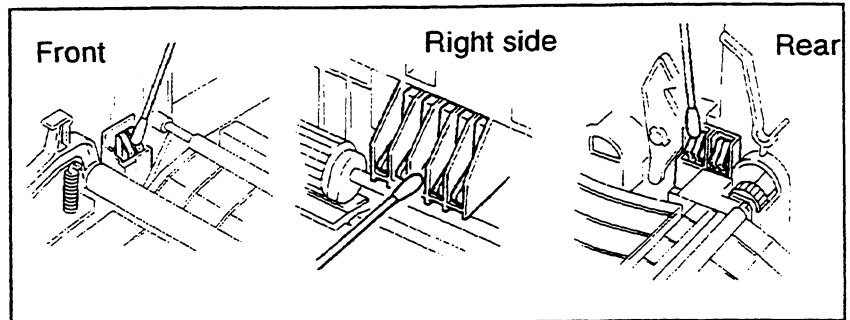
4. Separate the drum unit from the developer assembly. The following figure shows the drum unit and the developer assembly:



5. Place the drum unit on a level surface. Cover the drum unit with a clean cloth to protect the unit from exposure to light.

### Contacts

6. Use a cotton swab to clean the silver contacts in the machine. Contacts are located inside the chassis in the front, on the right, and in the rear. The following figure shows how to clean the contacts:





# Supplies and Accessories

---

This chapter lists supplies and optional items you can order for the machine, with the part number for each item. This chapter also instructs how to replace the supplies.

## Ordering Supplies and Accessories

---

To order supplies, contact the Xerox supplies center at the following number:

- USA
  - Supplies center 1-800-822-2200
  - Fax number 1-800-338-7020
  
- Canada
  - Toronto 733-9400
  - Montreal 939-7202
  - Quebec 1-800-668-0133
  - Other than above 1-800-668-0199

## Supplies

---

The following table lists parts you must periodically replace on the machine:

**Table 11-1: Supply Part Numbers**

Item	Part Number
Drum unit, includes the following: Drum Drum counter Ozone filter	13R73 <sup>1</sup>
Toner, includes the following: Double pack of toner Cleaning pad	6R287 <sup>1</sup>

<sup>1</sup> Order this item through the supplies center.

## Accessories

---

This section lists optional accessories you can order for the machine. Optional accessories include items to upgrade the machine, such as an auxiliary paper tray, and additional memory.

The auxiliary paper tray provides the machine with an additional paper supply. You can also order a second cassette for the auxiliary paper tray to allow a choice of paper sizes for the feeder.

The machine is equipped with 1 Mbyte of memory when it arrives at the site. The memory can be increased by 1.5 Mbyte.

The following table lists the part numbers for the auxiliary paper tray and the memory:

**Table 11-2: Accessory Part Numbers**

Item	Part Number
Auxiliary paper tray with letter cassette	97K12910
Letter cassette for auxiliary paper tray	9R89600 <sup>1</sup>
Legal cassette for auxiliary paper tray	9R89601 <sup>1</sup>
1.5 Mbyte Memory Option	97K17340

<sup>1</sup> Order this item through the supplies center.

## Replacing Supplies

---

This section describes how to replace items that the machine consumes. The procedures instruct how to do the following:

- Load the recording paper
- Replace the toner cartridge and the cleaning pad
- Replace the drum unit, the drum counter, and the ozone filter

### Load the recording paper in the main paper tray

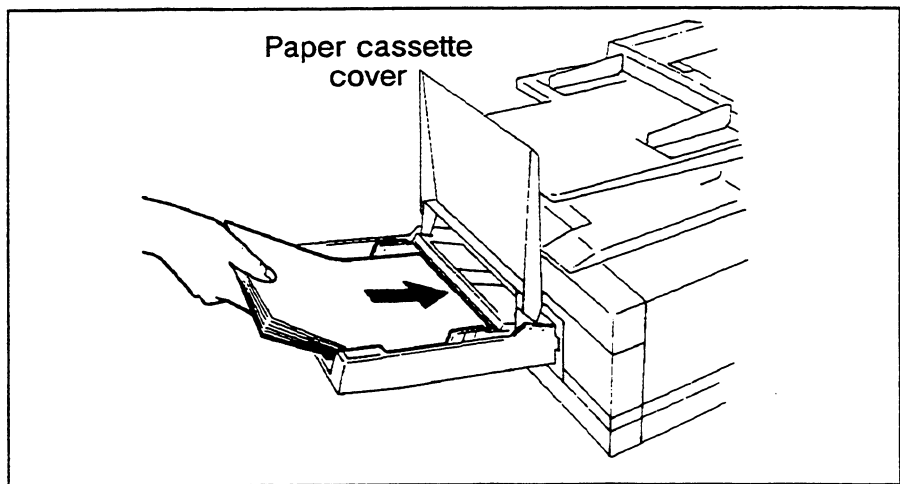
---

The paper cassette holds up to 250 sheets of recording paper.

If you use legal size paper, use the tray extenders to support the paper. Without the extender in the paper cassette, legal sheets can back out of the cassette. Without the extender on the printer cover, legal sheets can slide off the printer cover.

The following figures shows how to load the recording paper in the upper, or 1st paper cassette:

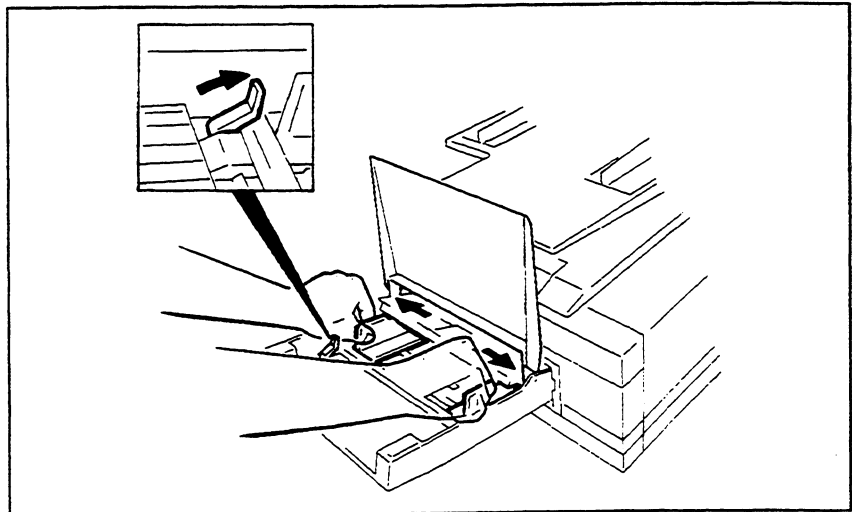
**NOTE:** The recording paper can be loaded in the main paper cassette without removing the cassette from the terminal.



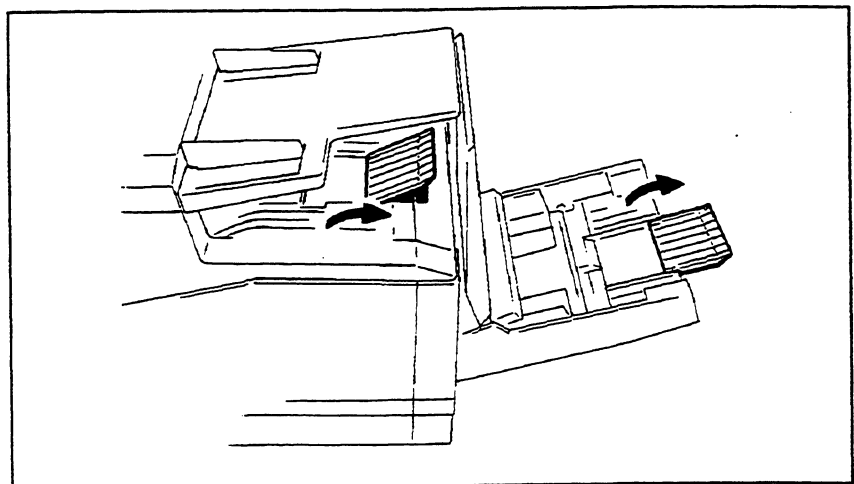
Use the following procedure to load the recording paper in the main paper cassette:

1. Check that the machine is in the standby mode.
2. Lift the cover of the paper cassette.
3. Press the paper locking lever forward to release the paper guides. Slide the paper guides to the sides of the tray.

The following figure shows the paper locking lever and the paper guides in the paper cassette:



4. If you are loading legal size paper, open the tray extenders in the paper cassette and on the printer cover. The following figure shows the tray extenders:



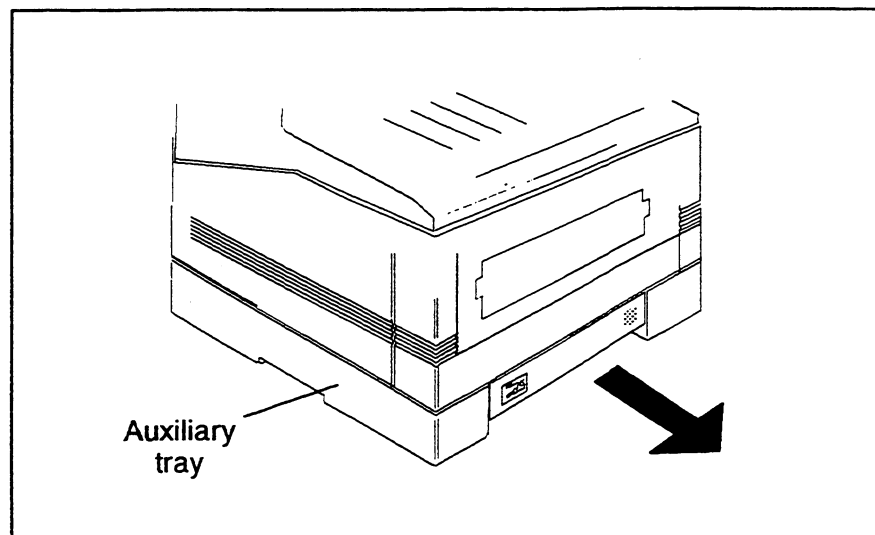
5. Load the paper in the cassette. Do not load paper above the guide line on the cassette plate.
6. Slide the paper guides together until they rest against the paper. Press the paper locking lever back to tighten the paper guides.
7. Close the cover of the paper cassette.
8. Check that both sides of the paper cassette are seated securely in the machine.
9. Check that the paper size setting is correct for the paper you loaded. Refer to the *Programming the Machine* chapter for information on how to select the paper size.

### Load the recording paper in the auxiliary tray

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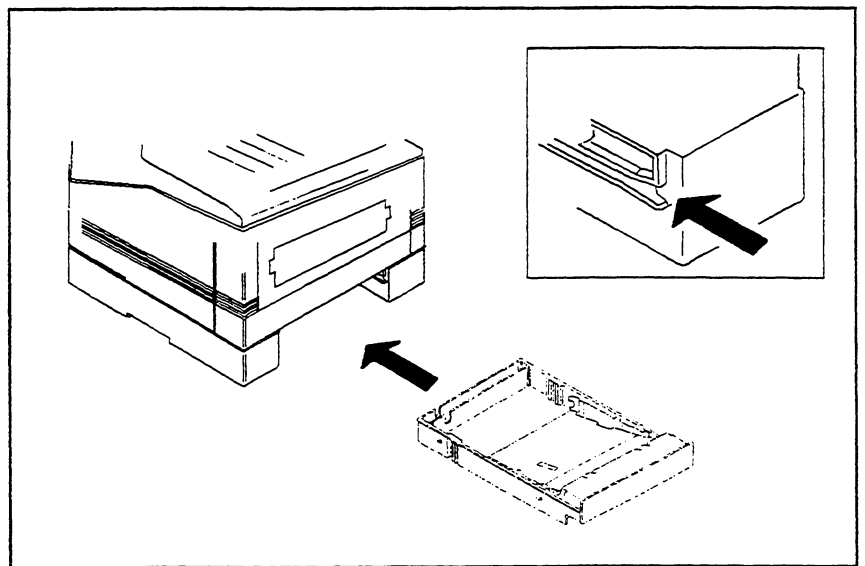
An auxiliary paper tray is available to provide a larger paper supply and, in some countries, to allow you a second choice of paper. The auxiliary paper cassette has a red indicator to show the user the approximate level of paper in the cassette.

The following figure shows how to remove the paper cassette from the auxiliary tray:



Use the following procedure to load the recording paper in the auxiliary paper tray:

1. Grasp under the edge of the paper cassette in the auxiliary tray.
2. Pull firmly on the cassette to remove the cassette from the auxiliary tray.
3. Load the paper in the cassette. The cassette allows for a single size of recording paper.
4. Align the edges of the paper cassette with the guides in the auxiliary tray. The following figure shows how to align the cassette with the tray:



5. Push firmly on the paper cassette to seat the cassette in the tray.
6. Program the paper size for the 1st or main paper tray and for the 2nd or auxiliary paper tray.

## Replace the toner cartridge

---

Replace the toner cartridge when the LCD displays TONER EMPTY. The interval for replacing the toner cartridge is 750 to 1,000 sheets for the initial cartridge and 1,500 to 2,000 sheets for a replacement cartridge. The replacement toner is packaged with a new cleaning pad that you must also replace.

When you replace the toner cartridge, clean the following components. Refer to the *Maintenance Procedures* chapter for procedures to clean the components.

- Transfer wire
- Detack wire
- Paper guides
- Developer assembly

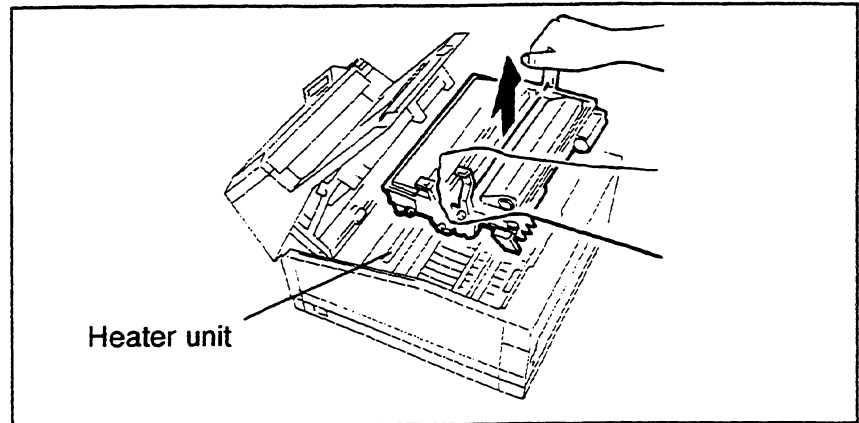
Use the following procedure to replace the toner cartridge:

1. Push the printer cover release button to open the printer cover.

### **WARNING**

**Do not touch the heater unit inside the machine. The heater unit is extremely hot while the machine is operating.**

2. Remove the developer assembly from the machine. The following figure shows how to remove the developer assembly:



**CAUTION**

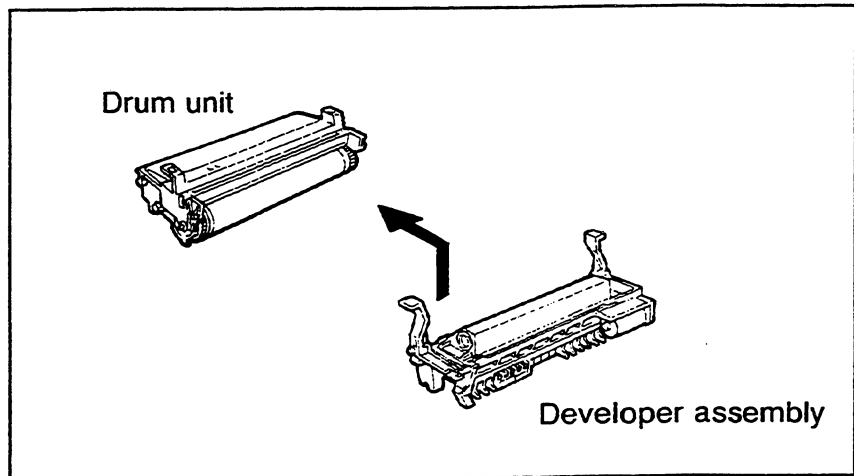
Always hold the developer assembly by the green handles. Do not touch the green drum area or the black toner roller. Do not leave the drum unit out of the machine for an extended period.

Touching the drum or exposing the drum unit to light could lower the print quality.

3. Place the developer assembly on a level surface.



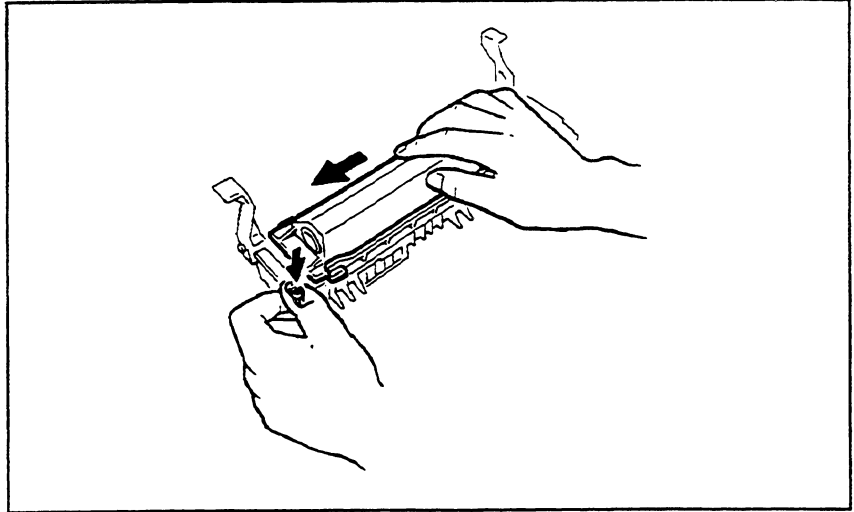
4. Separate the drum unit from the developer assembly. The following figure shows the drum unit and the developer assembly:



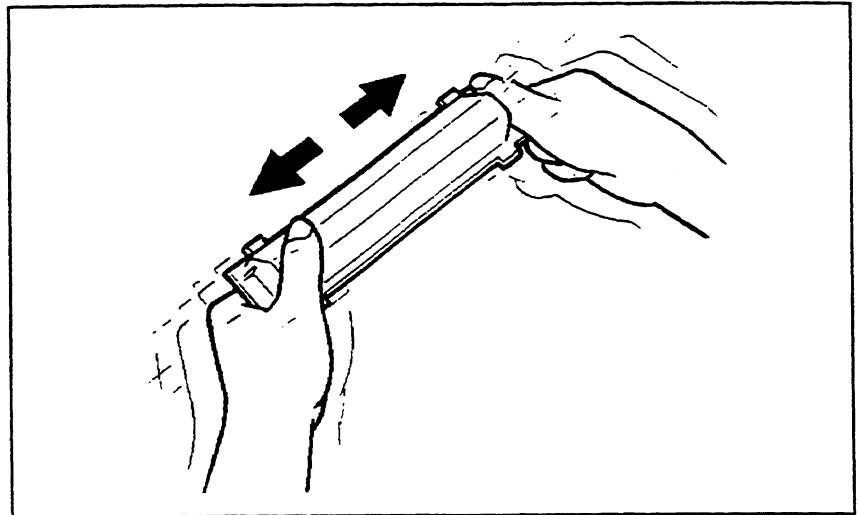
5. Place the drum unit on a level surface. Cover the drum unit with a clean cloth to protect the unit from exposure to light.
6. Place the developer assembly over paper to protect the surface on which you are working.
7. Tap the toner cartridge several times to make any remaining toner fall into the developer assembly.

**NOTE:** Avoid touching the toner to your clothing since the toner can not be removed easily. If the toner sticks to your clothing, immediately rinse out the toner with cold water.

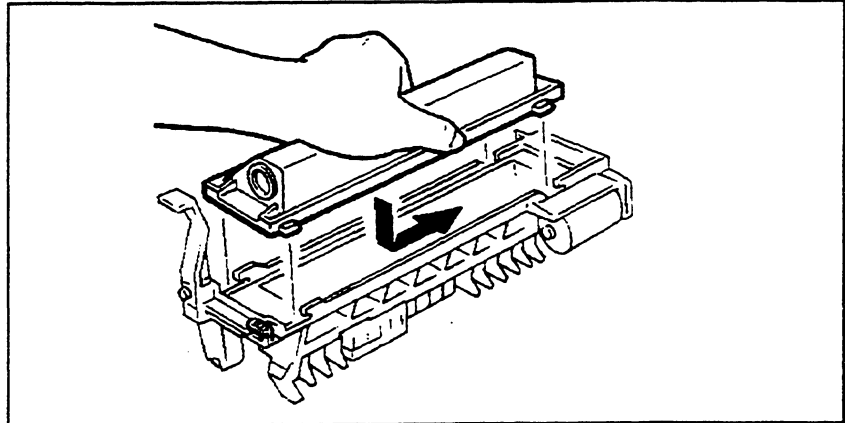
8. Press the green button on the left of the developer assembly and slide the toner cartridge to the left to disengage it from the developer assembly. The following figure shows how to remove the toner cartridge from the developer assembly:



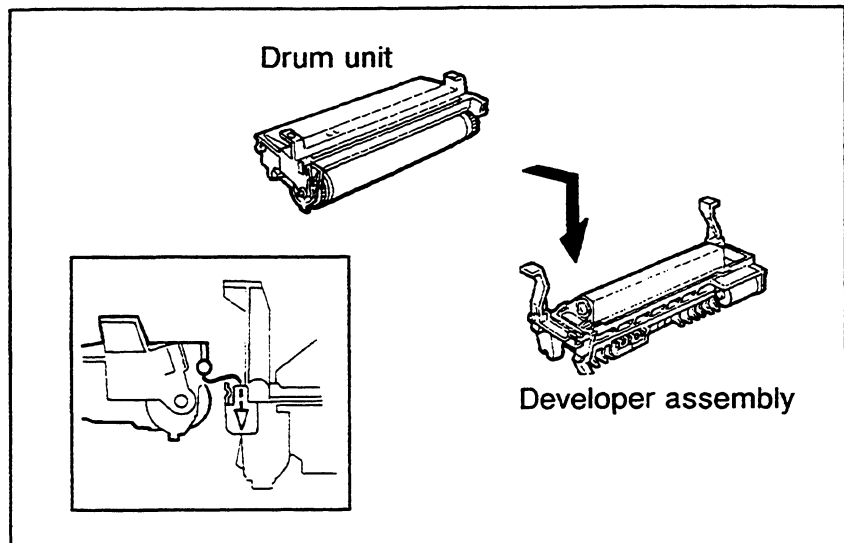
9. Lift the toner cartridge from the developer assembly. Dispose of the used toner cartridge properly.
10. Hold the new toner cartridge with both hands and shake the cartridge back and forth several times. The following figure shows how to hold the toner cartridge:



11. Align the four hooks on the new toner cartridge with the slots on the developer assembly. Fit the cartridge to the assembly. The following figure shows how the toner cartridge and the developer assembly connect:

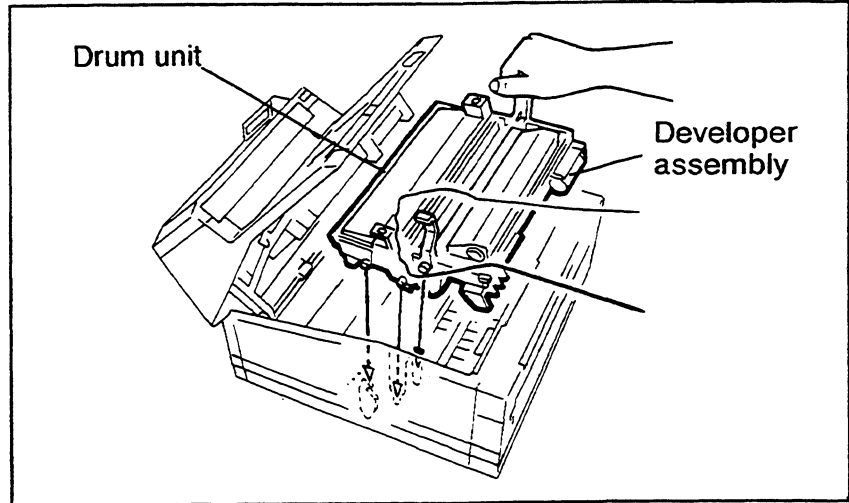


12. Move the cartridge to the right until the button on the left of the developer assembly clicks into place.
13. Holding the developer assembly with one hand, grasp the edge of the protective strip under the toner housing. Pull the strip firmly to completely remove it from the cartridge.
14. Position the drum unit with the green drum surface facing the black toner roller on the developer assembly. Without touching the green drum surface, hook the drum unit to the developer assembly. The following figure shows how to join the drum unit and the developer assembly:

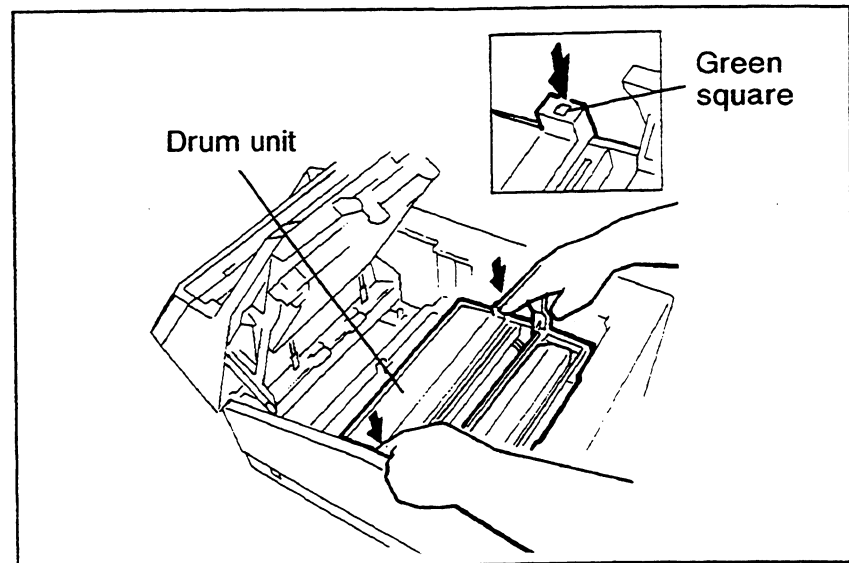


15. Holding the developer assembly by the green handles, align the three shafts on the developer assembly sides with the slots in the machine frame. The developer assembly handles align with the green arrow in the machine. Lower the assembly into the machine.

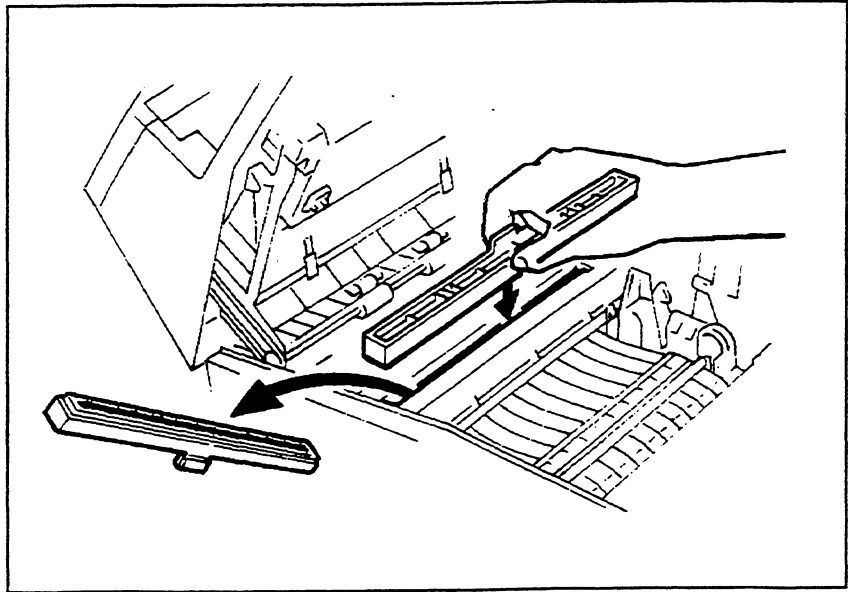
The following figure shows how the shafts on the assembly align with the slots:



16. Press firmly on the green squares on the drum unit until the drum unit clicks into place. The following figure shows how to press the drum unit into place:



17. Grasp the green tabs of the cleaning pad and remove the pad from the narrow slot in the top of the heater unit. Discard the cleaning pad properly. The following figure shows how to replace the cleaning pad:



18. Grasp the green tabs in the center of the new cleaning pad and place the cleaning pad in the top of the heater unit.
19. Press down on the center portion of the printer cover to close the cover.

## Replace the drum unit

---

When you replace the drum unit you must also replace the drum counter and the ozone filter. Change the drum unit every 10,000 printed pages. Order a new drum unit when the LCD displays the message DRUM NEAR END. Replace the drum unit when the LCD displays the message CHANGE DRUM UNIT.

When you replace the drum unit, clean the following components. Refer to the *Maintenance Procedures* chapter for information about cleaning the machine,

- Charge wire
- Transfer wire
- Detack wire
- Paper guides
- Developer assembly
- Laser beam window

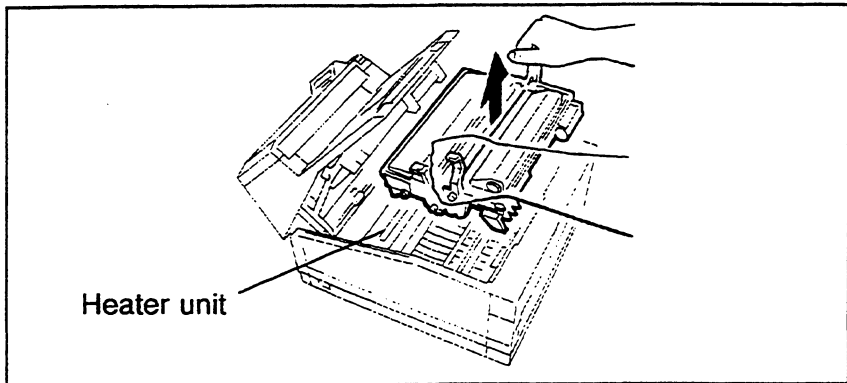
Use the following procedure to replace the drum unit:

1. Push the printer cover release button to open the printer cover.

**WARNING**

**Do not touch the heater unit inside the machine. The heater unit is extremely hot while the machine is operating.**

2. Remove the developer assembly from the machine. The following figure shows how to remove the developer assembly:

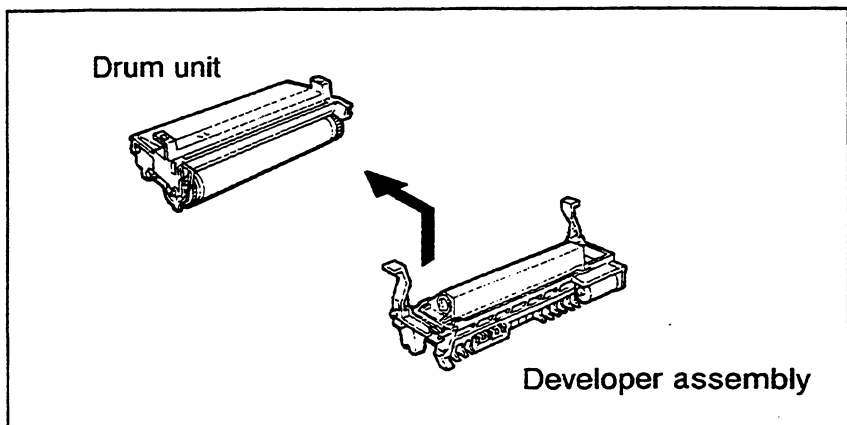


**CAUTION**

Always hold the developer assembly by the green handles. Do not touch the green drum area or the black toner roller. Do not leave the drum unit out of the machine for an extended period.

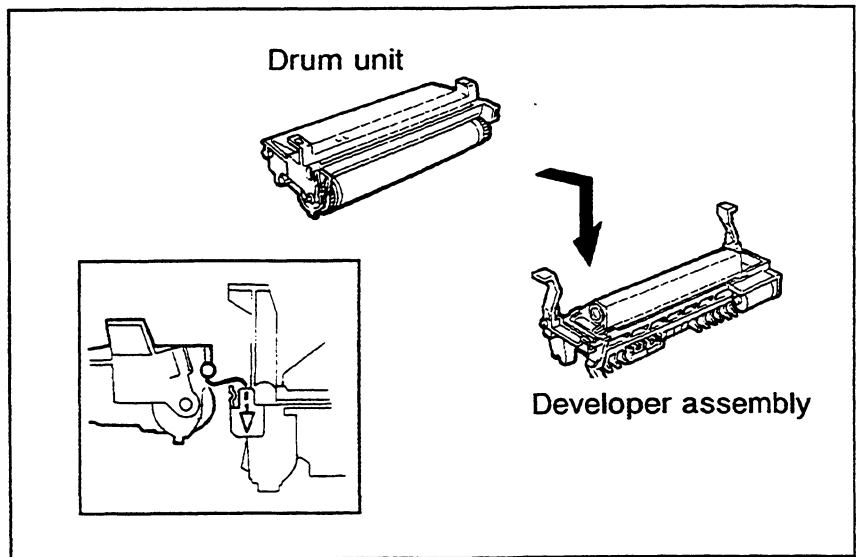
Touching the drum or exposing the drum unit to light could lower the print quality.

3. Separate the drum unit from the developer assembly. The following figure shows the drum unit and the developer assembly:



4. Place the developer assembly on a flat clean surface. Discard of the used drum unit properly.

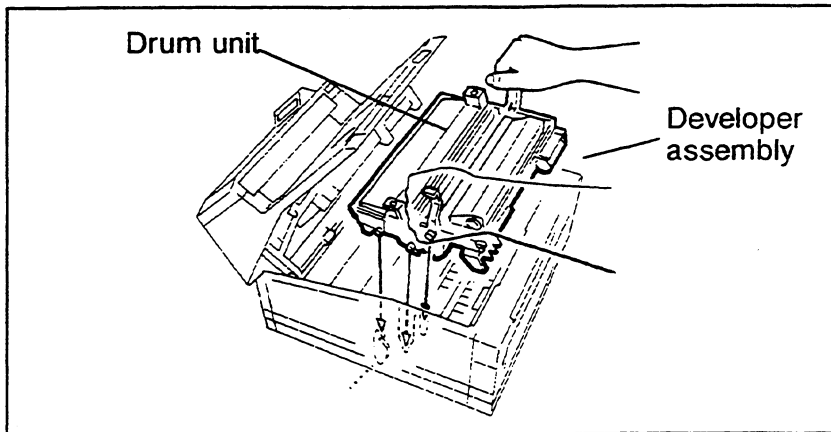
5. Position the new drum unit with the green drum surface facing the black toner roller on the developer assembly. Without touching the green drum surface, hook the drum unit to the developer assembly. The following figure shows how to join the drum unit and the developer assembly:



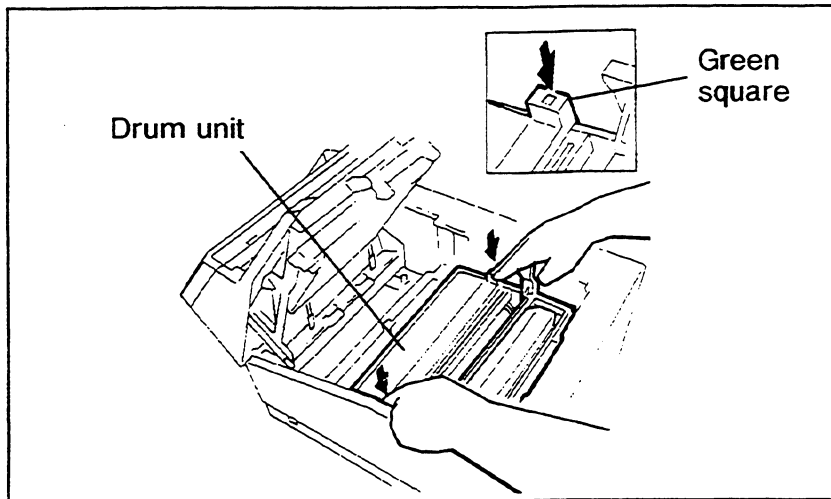


6. Holding the developer assembly by the green handles, align the three shafts on the developer assembly sides with the slots in the machine frame. The developer assembly handles align with the green arrow inside the machine. Lower the assembly into the machine.

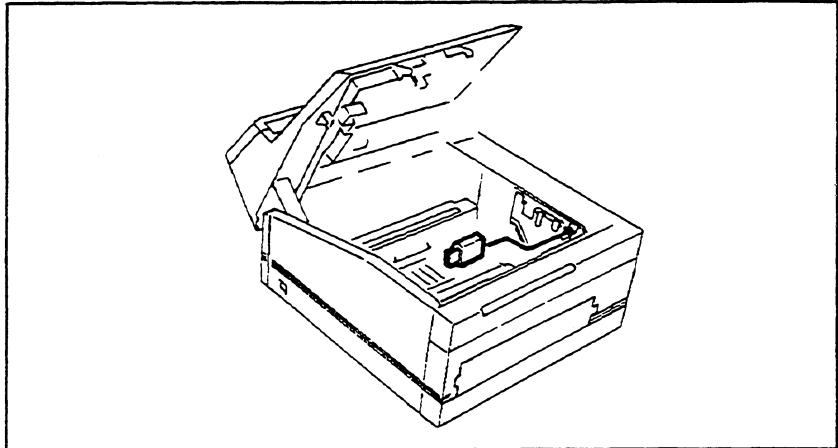
The following figure shows how the shafts on the assembly align with the slots:



7. Press firmly on the green squares on the drum unit until the drum unit clicks into place. The following figure shows how to press the drum unit into place:

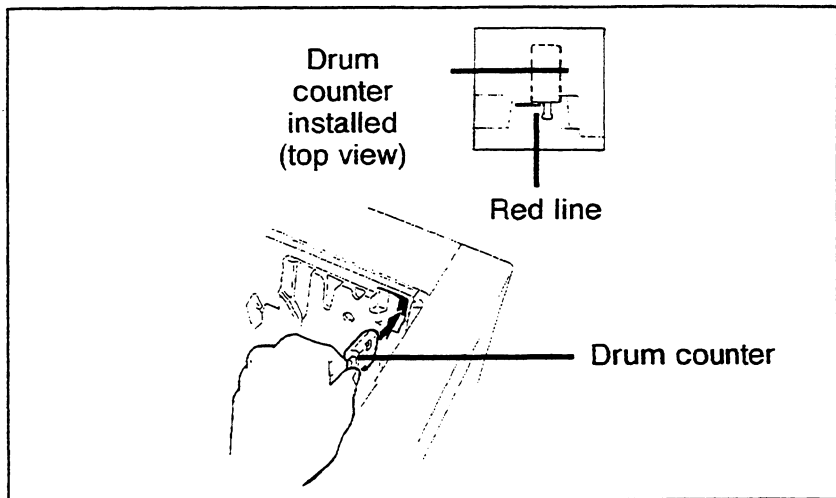


The following figure shows the drum counter in the machine:

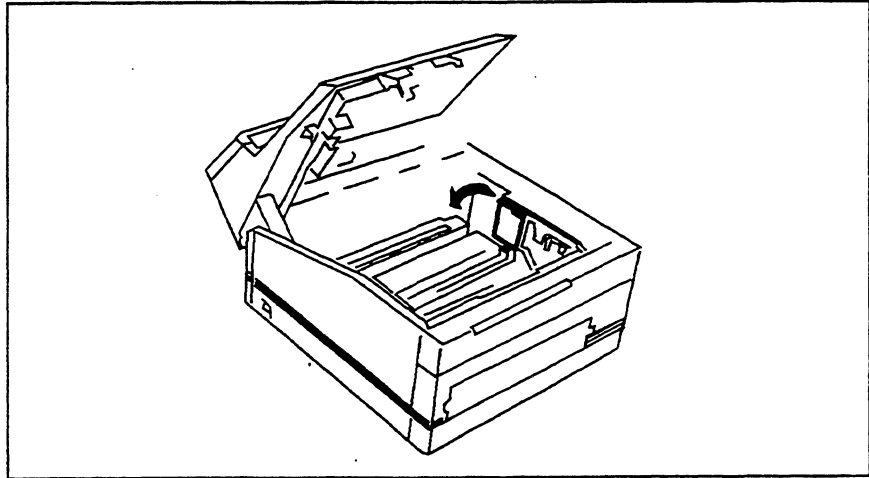


8. Holding the drum counter with the handle offset to the right, insert the drum counter in the right rear corner of the machine. Press in on the drum counter until the body of the counter crosses the red line.

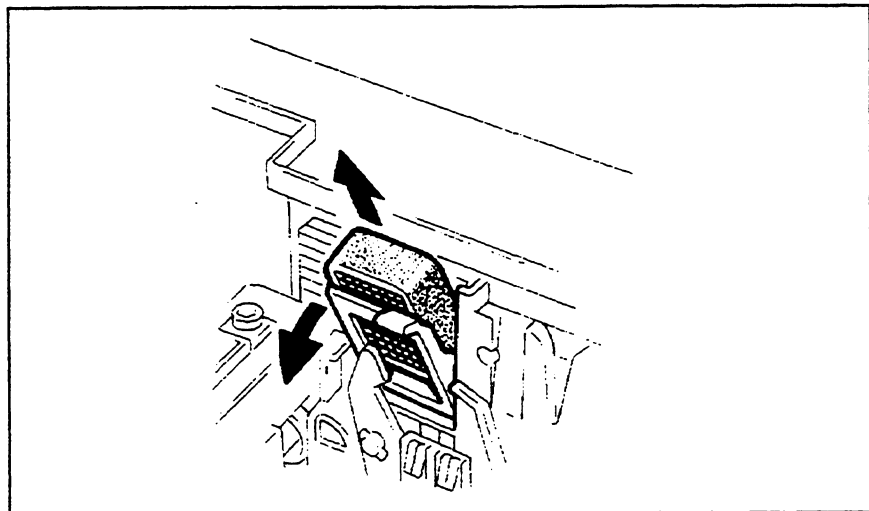
The following figure shows how to install the drum counter:



9. Open the ozone filter case. The filter is in a case behind the drum unit. The following figure shows the ozone filter in the machine:



10. Replace the ozone filter and close the filter case. The following figure shows how to remove the ozone filter:



11. Press down on the center portion of the printer cover to close the cover.

**Notes**

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# Reference

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This chapter provides the machine specifications, data coupler information for US models, and Canadian certification information.

## Scanner Specifications

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Effective scan width	256 mm (10.08 inches)
Resolution	
G3 (Standard)	8 pels/mm x 3.85 lines/mm 203.2 pels/in x 97.79 lines/in
G3 (Fine)	8 pels/mm x 7.7 lines/mm 203.2 pels/in x 195.58 lines/in
G3 (Super Fine)	8 pels/mm x 15.4 lines/mm 203.2 pels/in x 391.16 lines/in
Document size	
Maximum size	279 x 1000 mm (11 x 39.37 in)
Minimum size	148 x 105 mm (5.83 x 4.13 in)
Thickness	0.06 to 0.15 mm (single sheets) 52 g/m <sup>2</sup> x 100 g/m <sup>2</sup> 0.06 to 0.10 mm (multiple sheets) 52 g/m <sup>2</sup> x 80 g/m <sup>2</sup>
ADF	Up to 30 pages
Halftone	64 levels

## Printer Specifications

---

Effective print width	208 mm (8.19 in)
Recording paper size	
A4	210 x 297 mm (8.27 x 11.69 in)
Legal	216 x 356 mm (8.5 x 14 in)
Letter	216 x 279 mm (8.5 x 11 in)
Weight	16 to 28 pound bond 60 x 105 g/m <sup>2</sup>
Paper cassette	Up to 250 sheets (20 lbs bond) 80 g/m <sup>2</sup>
Auxiliary paper cassette	Up to 300 sheets (20 lbs bond) 80 g/m <sup>2</sup>

## Network Requirements

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Telephone line required	Public switched telephone network or the equivalent. Leased or dedicated telephone lines are not required.
Compatibility	CCITT Group 3
Modem/ communication speed	14,400 bps with automatic change to 12,000 9600, 7200, 4800, and 2400 bps per CCITT V.29 and V.27 ter.
Activity report	Last 32 transactions

## Memory

---

Factory installed	1Mbyte
Upgrade	1.5 Mbyte upgrade optional

## Telephone Line

---

Dial function	10 pps, 16 pps*, 20 pps*, tone
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\* 16 pps and 20 pps are selectable and are not available in all countries

## Power Consumption

---

Standby mode (default)	70 watts/hour
Standby mode (power save on)	30 watts/hour
Transmit mode	640 watts maximum
Receive mode	640 watts maximum
Copy mode	670 watts maximum

## Power Supply

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Input voltage – only one applies to each machine	90-132 VAC $\pm$ 10% 198-264 VAC $\pm$ 10%
Frequency	50/60Hz

## Acoustic Noise

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Unweighted sound pressure level	50 dBspl for 63 to 8000 HZ center frequency of octave bandwidth
A-weighted sound pressure level	55.33 dBA maximum during copy mode with 2nd bin attached

## Space Requirements

---

Space requirements of installed machine, with operating clearance:

Depth	592.5 mm (23.4 in)
Width	1090 mm (42.9 in)
Height, with single tray	545 mm (21.4 in)
Height, with auxiliary tray	608.5 mm (26.0 in)
Weight	20 kg (44 lbs)

## Send Header Requirements

---

Federal Communications Commission (FCC) regulations require all persons within the United States who send any message via a facsimile machine to include an identifying message in the transmission. The message must clearly contain an identifier and telephone number for the entity (business or individual) sending the message.

This facsimile machine provides the logo (local name identifier) and the terminal ID (telephone number) features required for the FCC regulation. To satisfy the FCC regulation, the telephone number and identifier must be included with the printed document. To comply with the FCC rules, carefully read and follow the instructions listed in this document to program the logo and the terminal ID. Be sure that the page header is ON.

## Data Coupler Information

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This Xerox Telecopier 7042 facsimile machine contains an internal data coupler. Its use is restricted by the FCC (Federal Communications Commission). To comply with the FCC rules, you must carefully read and follow the instructions listed below.

This equipment complies with Part 68 of the FCC rules. On the rear of this equipment is a label that contains, among other information, the FCC registration number and Ringer Equivalence Number (REN). If requested, provide this information to your telephone company.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

**Warning:** Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can severely damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C. Use the standard line cord (with modular plugs) provided with the installation kit to connect it.

Do not connect this machine to a party or coin operated phone line.

Repairs to the machine should only be made by Xerox or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

If you find the telephone line is damaged or the telephone company notifies you that your machine is causing damage, disconnect the machine from the telephone line and call for service. Do not reconnect the machine until necessary repairs are made.



The telephone company will, where practical, notify you when they need to temporarily disconnect service. However, if action is reasonable and necessary, but prior notice is not practical, they may still temporarily disconnect your service. In such cases they must:

- Immediately notify you of their temporary action.
- Reconnect service when the source of damage is removed.
- Inform you of your rights to bring a complaint to the FCC under FCC rules.

The telephone company may make changes to its communications facilities, equipment, operations, or procedures. Such action must be reasonable, required in the operation of their business, and consistent with FCC rules. They must give you prior written notification if the changes can:

- Make your machine incompatible with their equipment,
- Require modification or alteration of the machine,
- Otherwise physically affect performance of the machine.

**WARNING:** This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

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

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform such activities in the off-peak hour, such as early morning hours or late evenings.

## Canadian Certification

---

The Canadian Department of Communications Label on the machine identifies certified equipment. This certification means that the equipment meets certain telecommunications networks protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord.)

The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

**WARNING:** Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician, as appropriate.

The load number (LN) assigned to each machine device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The load number is 8. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all the devices does not exceed 100.

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Cet appareil numérique est conforme aux limites d'émission de bruits radioélectriques pour les appareils de classe A stipulées dans le Règlement sur le brouillage radioélectrique du ministère des Communications du Canada.

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