

P/N. JF68-60860A





# Operator's Guide

## SAMSUNG FACSIMILE

### SF 150



Please read this guide before you use this equipment.

## Thank You for Choosing Samsung!

Your SF 150 facsimile machine represents the very latest in technology. It is a full-featured, high-performance device, built to Samsung's strict quality standards- the highest in the industry. We're proud to offer you a product that will provide convenience and dependability for years to come.

## Important Precautions and Safety Information

When using your Samsung fax machine, these basic safety precautions should always be followed to reduce risk of fire, electric shock, and injury to persons:

1. Read and understand all instructions.
2. Use common sense whenever operating electrical appliances.
3. Follow all warnings and instructions marked on the product and in the literature accompanying the product.
4. If an operating instruction appears to conflict with safety information, *heed the safety information*. You may have misunderstood the operating instruction. If you cannot resolve the conflict, contact any SAMSUNG sales or service representative for assistance.
5. Unplug your SAMSUNG fax machine from the AC wall socket and telephone jack before cleaning. Do not use liquid or aerosol cleaners. Use only a damp cloth for cleaning.
6. Do not place your SAMSUNG fax machine on an unstable cart, stand, or table. The product may fall, causing serious damage.
7. Your SAMSUNG fax machine should never be placed on, near, or over a radiator, heater, air conditioner, or ventilation duct.
8. Do not allow anything to rest on the power or telephone cords. Do not locate your SAMSUNG fax machine where the cords will be abused by persons walking on them.
9. Do not overload wall outlets and extension cords as this can diminish performance, and may result in the risk of fire or electric shock.
10. Do not allow pets to chew on the AC power or telephone cords.
11. Never push objects of any kind into your SAMSUNG fax machine through case or cabinet openings as they may touch dangerous voltage points creating a risk of fire or shock. Never spill liquid of any kind on or into your SAMSUNG fax machine.
12. To reduce the risk of electric shock, do not disassemble your SAMSUNG fax machine. Take it to a qualified service technician when repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly could cause electric shock when the unit is subsequently used.
13. Unplug this unit from the telephone jack and AC wall outlet, and refer servicing to qualified service personnel under the following conditions:
  - When any part of the AC power cord, plug, or connecting cable is damaged or frayed.
  - If liquid has been spilled into the product.
  - If the product has been exposed to rain or water.
  - If the product does not operate properly after instructions have been followed.
  - If the product has been dropped, or the cabinet appears damaged.
  - If the product exhibits a sudden and distinct change in performance.
14. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage, and will often require extensive work by a qualified technician to restore the product to normal operation.

15. Avoid using your SAMSUNG fax machine during a lightning storm. There may be a remote risk of electric shock from lightning. If prudent, unplug the AC power and telephone cords for the duration of the lightning storm.
16. This product contains a recyclable battery. At the end of its useful life, under various state and local laws, it may be illegal to dispose of this battery into the municipal waste stream. Check with your local solid waste officials for details regarding recycling options or proper disposal.
17. Never dispose of batteries or battery packs in a fire. There is a serious risk of explosion and/or the release of highly toxic chemicals.
18. Do not use the machine's telephone to report a gas leak if you can smell gas near the machine. Normal operation of any telephone can cause an explosion if it occurs in a heavy concentration of gas.
19. SAVE THESE INSTRUCTIONS.

## In Case of Interference

In normal operation, your SAMSUNG fax machine produces and uses radio-frequency energy. In some cases, this can cause interference to other electronic equipment. Part 15 of the FCC rules establishes guidelines limiting the amount of radio-frequency energy which may be produced by electronic equipment. Tests have proven that your Samsung FAX machine meets or exceeds these guidelines, and is classified a "Class B Digital Device" for operation in a residential environment. When installed and operated according to instructions, your SAMSUNG fax machine should not cause interference to the types of equipment expected to be found in a normal residential environment.

Unauthorized changes or modifications could void the user's authority to operate the equipment.

In the event your SAMSUNG fax machine appears to cause interference to other electronic equipment, it can often be easily remedied. First determine if the source of interference really is your FAX machine. To do this, turn its power off and on while observing the equipment experiencing the interference. If the interference disappears when you turn the FAX machine off, the following steps can be very effective in correcting interference problems:

- Connect the FAX machine to an AC outlet which is on a different circuit breaker from the equipment experiencing interference.
- Increase the distance between the FAX machine and the equipment experiencing interference.
- Cable TV amplifiers and splitters are extremely prone to interference. Be certain that they are as far as possible from the FAX machine and its AC power and telephone cords.
- Replace "twin lead" antenna wire with shielded coaxial cable, and use proper connectors and adaptors.
- Turn or relocate the receiving antenna. In most cases this is easily done by simply moving a radio. A TV antenna may need to be re-oriented or installed in another area of the building.
- Consult your dealer, a reputable radio/TV technician, or an Amateur Radio Operator\* for help.

\*To locate an Amateur Radio Operator in your area, contact The American Radio Relay League, 610 Main St., Newington, CT 06111.

## Fax Branding

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

- (1) the date and time of transmission
- (2) identification of either business, business entity or individual sending the message; and
- (3) telephone number of either the sending machine, business, business entity or individual.

See page 2.6 for instructions on how to enter this information into your Samsung FAX machine's memory.

The Telephone Company may make changes in its communications facilities, equipment operations, or procedures where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68. If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or alteration of such terminal equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service.

## Telephone Company Information

### **FCC IDENTIFICATION NUMBER**

The Ringer Equivalence Number and FCC Registration Number for this equipment may be found on the label located on the bottom or rear of the machine. In some instances you may need to provide these numbers to the telephone company.

### **RINGER EQUIVALENCE NUMBER**

The Ringer Equivalence Number (REN) is a measure of the electrical load placed on the telephone line, and is useful for determining whether you have "overloaded" the line. Installing several types of equipment on the same telephone line may result in problems making and receiving telephone calls, especially ringing when your line is called. The sum of all Ringer Equivalence Numbers of the equipment on your telephone line should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on your line. If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.

### **WARNING:**

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

In the event that terminal equipment causes harm to the telephone network, the telephone company should notify the customer that service may be stopped. However, where prior notice is impractical, the company may temporarily cease service, providing that they:

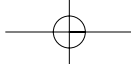
- a) Promptly notify the customer.
- b) Give the customer an opportunity to correct the equipment problem.
- c) Inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in FCC Rules and Regulations Subpart E of Part 68.

**You should also know that:**

- Your Samsung FAX machine is not designed to be connected to a digital PBX system.
- Special features, such as "Call Waiting", may interrupt FAX service, and we suggest that these services not be installed on the FAX line.
- If you intend to use a computer modem or fax modem on the same phone line as your FAX machine, you may experience transmission and reception problems with all the equipment. It is recommended that no other equipment, except for a regular telephone, share the line with your FAX machine.
- If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for both the power and the telephone lines. Surge protectors can be purchased from your dealer or telephone and electronic specialty stores.
- When programming emergency numbers and/or making test calls to emergency numbers, use a non-emergency number to advise the emergency service dispatcher of your intentions. The dispatcher will give you further instructions on how to actually test the emergency number.
- This equipment may not be used on coin service or party lines.
- This telephone provides magnetic coupling to hearing aids.
- You may safely connect this equipment to the telephone network by means of a standard modular jack, USOC RJ-11C.

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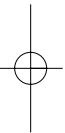
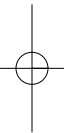


**CONTENTS**

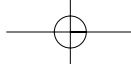


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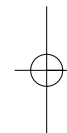
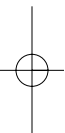






# Chapter One

YOUR NEW MACHINE



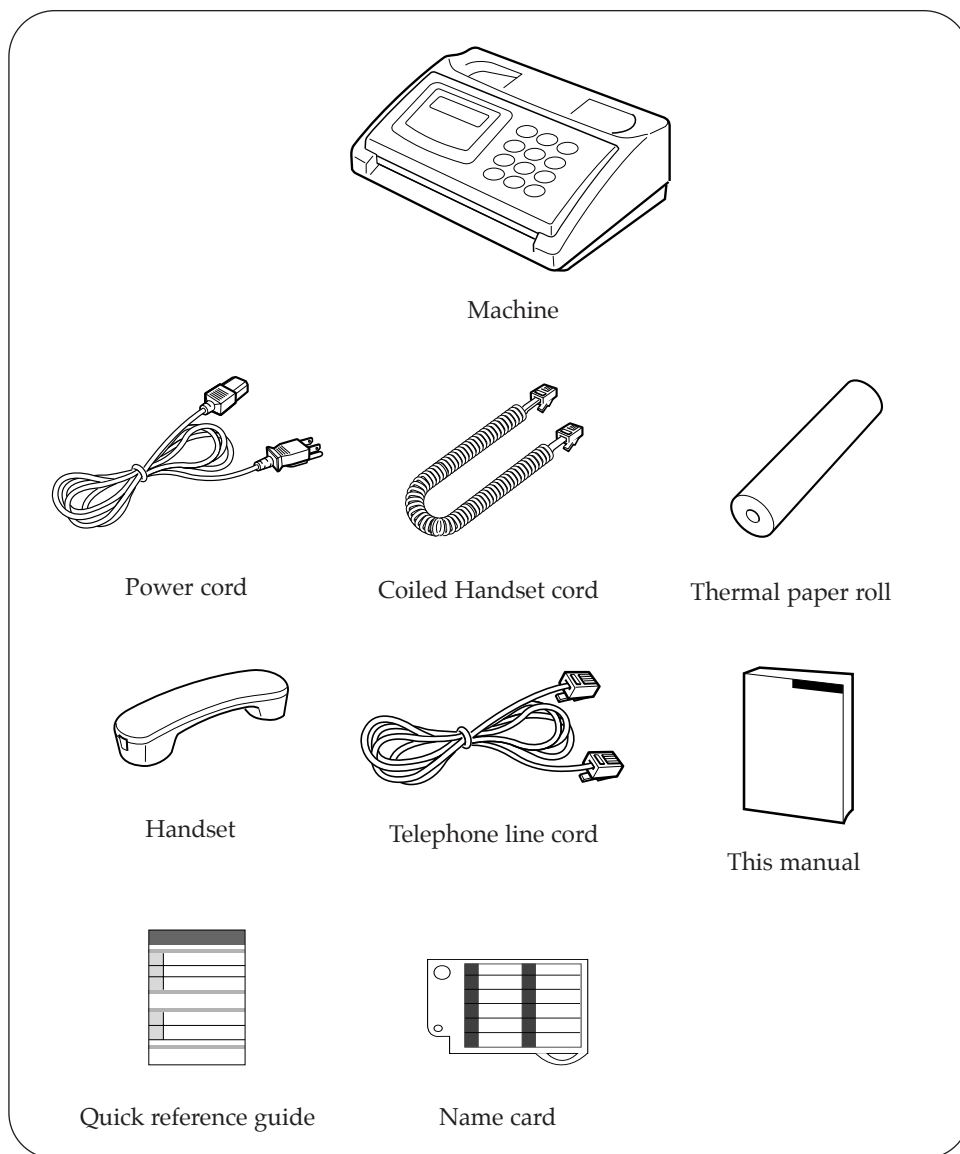
# Chapter One

## YOUR NEW MACHINE

This chapter will familiarize you with your new fax machine.

### Parts

Once you have unpacked your fax machine, check to make sure that you have all the parts shown here. If any piece is missing or broken, call your dealer.



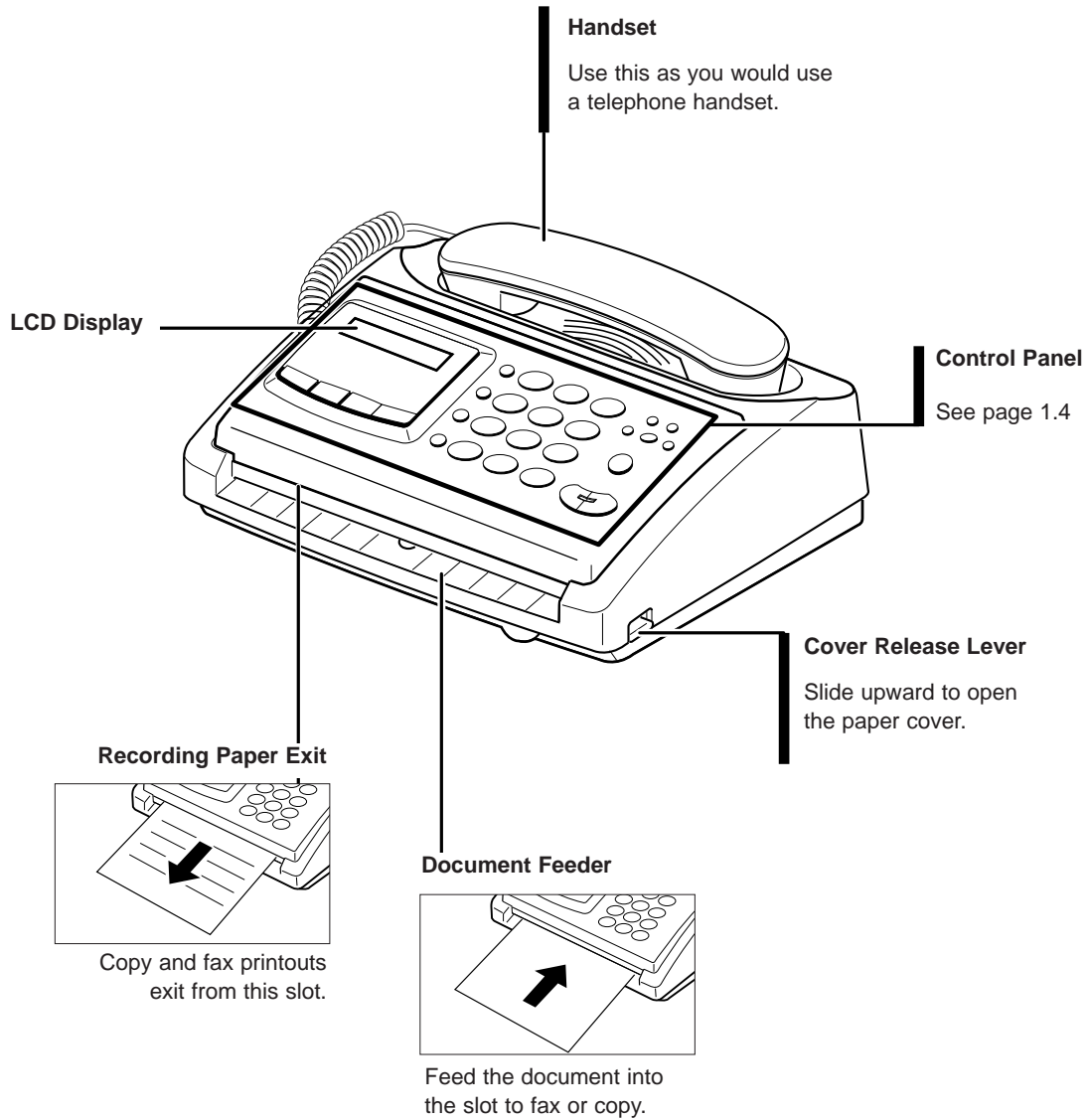
The power and telephone cords shown in this manual may differ depending on the country of sale.

YOUR NEW MACHINE

# Familiarizing Yourself with Your New Machine

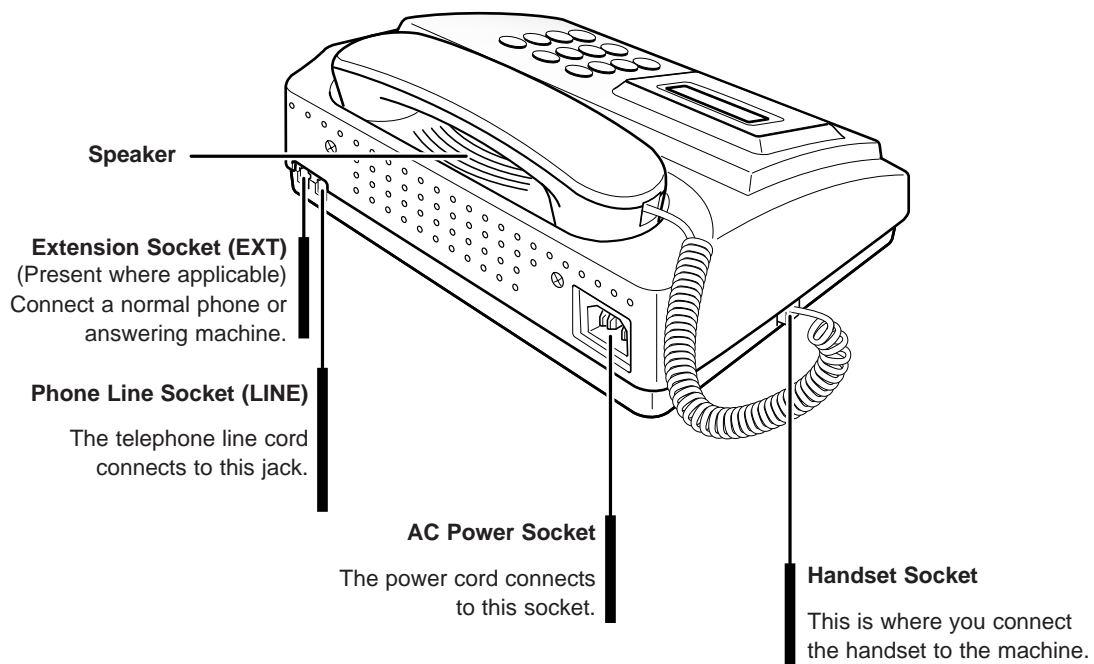
Take a moment to familiarize yourself with your new machine by looking at the pictures on the next few pages.

## Front View



## YOUR NEW MACHINE

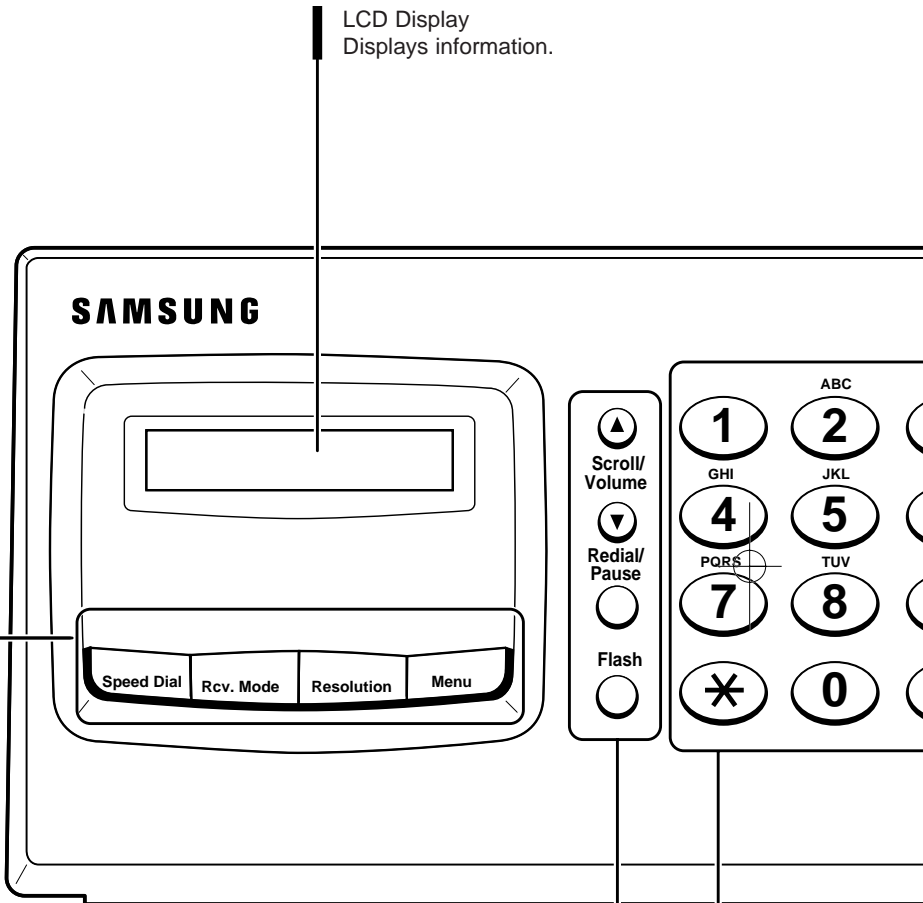
### Rear View



YOUR NEW MACHINE

Control Panel

- Speed Dial Button  
Make calls and send documents by entering a 2-digit number (01-30).
- RCV. Mode Button  
Use to choose the receive mode you want to use. (TEL, FAX, TAD, AUTO)
- Resolution Button  
Use to choose the document resolution. (STANDARD, FINE, SUPER FINE, PHOTO)
- Menu Button  
Use to choose various functions.

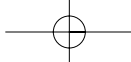


LCD Display  
Displays information.

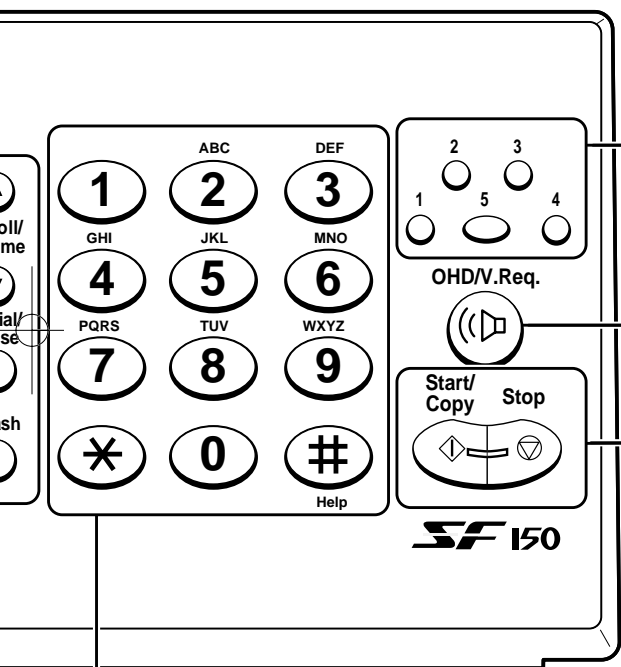
Scroll/Volume Button  
Use to adjust the speaker volume, to scroll menu in the function mode, or to move the blinking line to the digit you want to edit.

Redial/Pause Button  
Use to redial the last phone number you called. You can also use it to add a pause when entering a number in memory.

Flash Button  
Use to transfer a call in a PABX (Private Automatic Branch Exchange).



YOUR NEW MACHINE



**One-Touch Dial Buttons**  
 Make calls and send documents by simply pressing one button.

**OHD/V.Req.**  
 This button allows you to dial a number without picking up the handset. You can also use it to initiate a voice request after sending or receiving documents.

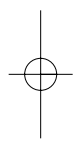
**Start/Copy Button**  
 Use to start a job, make copies, or print reports.

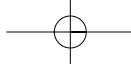
**Stop Button**  
 Use to stop the machine in the middle of a job. It also clears an error display and ejects your original documents.

**Number Keypad**  
 Use to dial numbers manually.

**[ Button**  
 Press to temporarily switch from pulse to tone dialing.

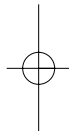
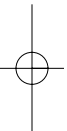
**Help Button**  
 Press to print out the Help list. The Help list shows the machine's basic functions and commands. Use as a quick reference guide.





# Chapter Two

## INSTALLATION AND SETUP



# Chapter Two

## INSTALLATION AND SETUP

Please review the safety information at the front of this manual, then follow the directions in this chapter to connect your machine and set it up for use.

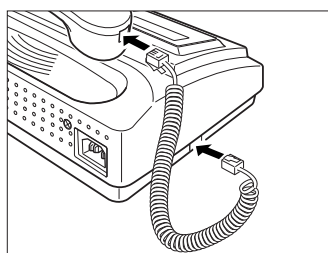
### Choosing a Location

To help guarantee trouble-free operation of your machine, place it in a spot where:

- It is not in direct sunlight or in excessive humidity.
- It is not too close to heating or air conditioning vents.
- Its ventilation openings aren't blocked.
- It is at least 4 inches away from other objects.
- Its cords won't get in the way.
- It can't be easily knocked off a table or dropped.

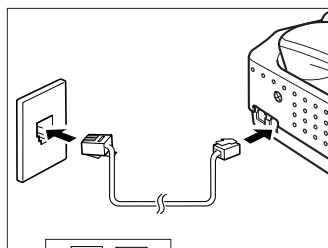
### Making the Connections

- 1**  
Connect the coiled handset cord.



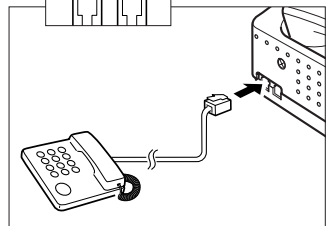
◀ Plug the coiled cord into the HANDSET jack on the left side of the machine.

- 2**  
Connect the telephone line.



◀ Plug one end of the telephone line cord into the TEL LINE jack and the other end into a standard telephone wall jack.

- 3**  
Connect an extension phone or answering machine, if desired. (Skip this step if EXT LINE jack is not present.)



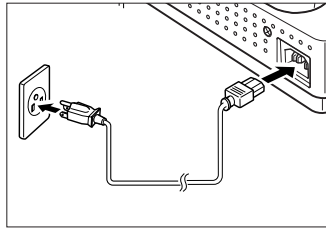
◀ Plug the cord of your extension telephone or answering machine into the EXT LINE jack on the back of the machine.



## INSTALLATION AND SETUP

**4**

Connect the AC power cord.



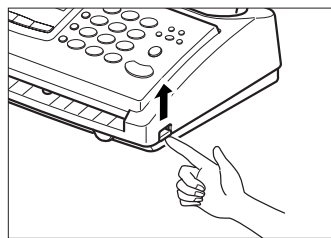
◀ Plug one end of the cord into the back of the machine and the other end into a standard grounded AC power outlet.

### Installing Paper

Your machine must have a roll of paper installed in order to operate. Find the paper roll included with the parts, and follow the directions below:

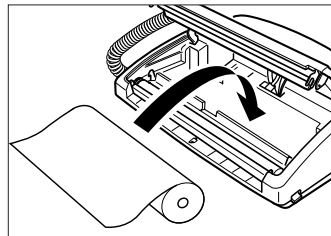
**1**

Open the cover by lifting the release lever on the side of the machine.



**2**

Insert the paper roll.

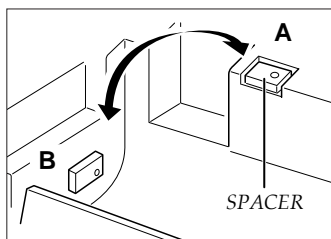


◀ If there is an adhesive sticker sealing the paper roll, remove it completely.

The outer diameter of the paper roll should not exceed 2.05 in/52mm. (total length of the paper roll is approximately 98.4ft/30m.)

**3**

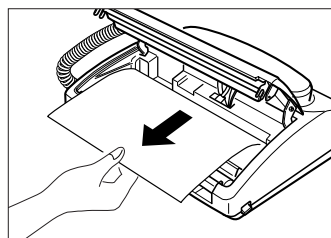
Install the spacer, if necessary.



◀ If your paper roll is 8.5 in/216mm wide (letter size), the spacer should be in position "A". For narrow paper (A4 size, 8.27 in/210mm), place the spacer in position "B", pushing its pins into two small holes on the left-hand wall of the paper compartment.

**4**

Pull the paper end past the edge of the machine case.



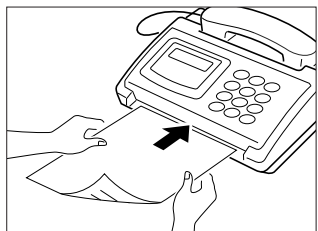
◀ Be sure the paper exits from the top of the roll as shown.

## INSTALLATION AND SETUP

### Making a Copy

Copy a document to make sure that the machine is working properly.

- 1**  
Turn the document face down and slide it into the feeder slot.



◀ For information on preparing a document, see page 3.1.

The LCD window briefly displays the message 'DOCUMENT LOADING', then prompts you to select the proper contrast.

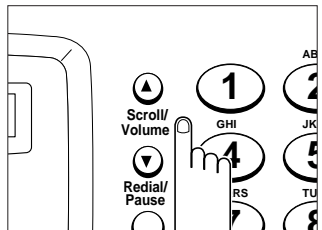
DOCUMENT LOADING

LIGHT AUTO DARK

◀ For more information on contrast, see page 3.2.

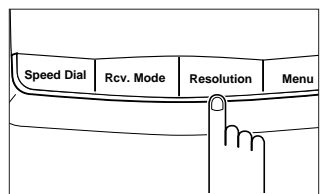
The print resolution is automatically set to FINE when making a copy.

- 2**  
Select the proper contrast by pressing ▲ or ▼.

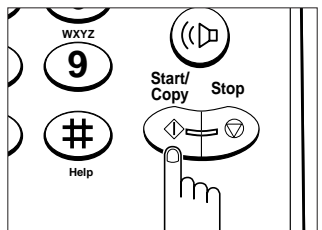


◀ Each time you press Resolution the selected mode appears in the LCD.

- 3**  
If required, press Resolution until you find the desired setting.

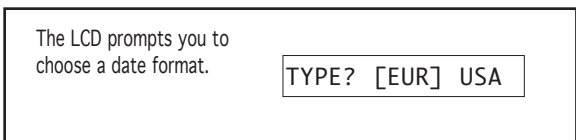
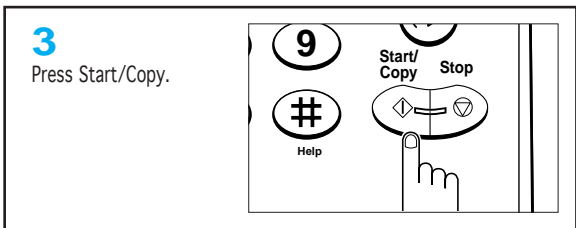
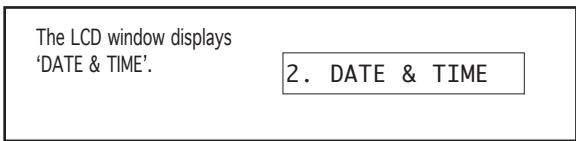
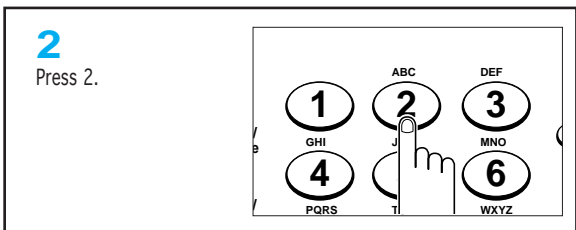
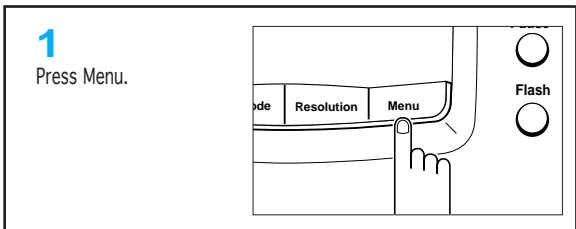


- 4**  
Press Start/Copy.

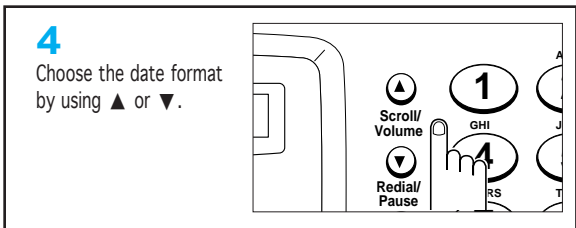


# INSTALLATION AND SETUP

## Setting the Date and Time

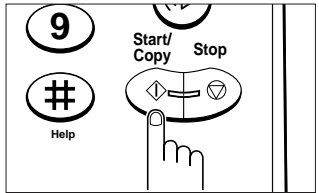


◀ Europe: Day-Month-Year  
USA: Month-Day-Year



## INSTALLATION AND SETUP

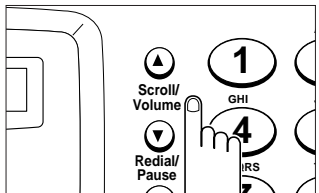
**5**  
Press Start/Copy to save the mode chosen.



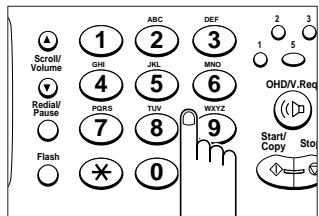
The LCD window displays the date and time previously set in the chosen format.

06-15-97 10:30

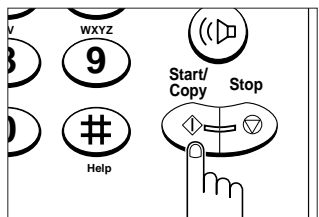
**6**  
Press ▲ or ▼ to move the blinking line under the number you want to change.



**7**  
Enter the correct number by using the number keypad.



**8**  
When the date and time are correct, press Start/Copy..



The LCD window displays the date and time, then returns to standby mode.

06-15 10:30 FAX

- ◀ Month = 01~12
- Day = 01~31
- Year = 00~99 (From 1990 to 2089)
- Hour = 00~23
- Minute = 00~59

The machine uses 24-hour time format.

- ◀ If you enter a wrong number, use ▲ or ▼ to move the blinking line under the number you want to correct, then enter the correct number.

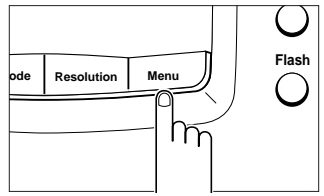
## INSTALLATION AND SETUP

### Setting the Terminal ID (Your Name and Number)

This terminal ID will print at the top of each page sent from your machine.

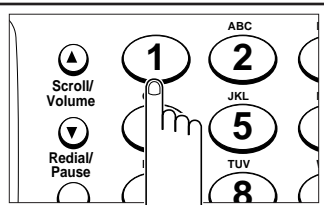
**1**

Press Menu.



**2**

Press 1.

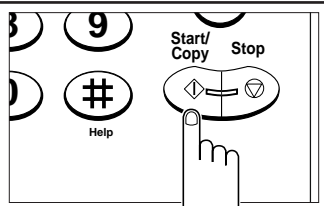


The LCD window displays 'TERM. ID'.

1. TERM. ID

**3**

Press Start/Copy.

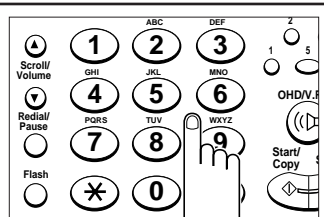


The LCD prompts you to enter the telephone number.

TEL. :

**4**

Using the number keypad, enter the telephone number of the line to which your machine is connected.



You can enter up to 20 digits.

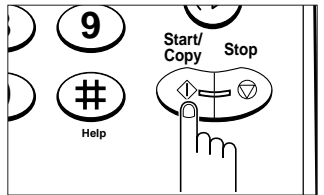
TEL. : 4602775\_

◀ You can include special characters (space, hyphen, or plus sign) in the number. To enter a space, press Redial/Pause. To enter a hyphen (-), press #. To enter plus symbol (+), press \*.

## INSTALLATION AND SETUP

**5**

Press Start/Copy when the number in the LCD is correct.

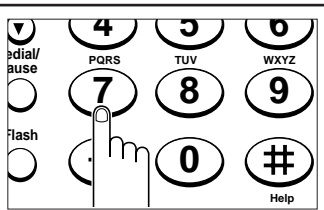


The machine prompts you to enter your name.

NAME :

**6**

Press the number button labeled with the letter you want.

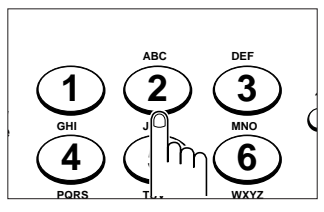


The letter appears in the LCD.

NAME : S

**7**

When the letter you want appears in the LCD, press the button labeled with the next letter you want.

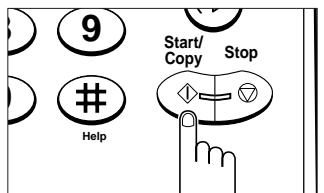


The letter appears in the LCD.

NAME : SA

**8**

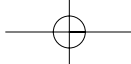
Press Start/Copy when your name appears correctly in the LCD.



◀ For information using the number keypad to enter name, see page 4.2.

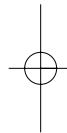
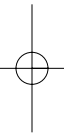
You can enter a total of up to 20 characters for the name.

◀ Select additional letters in the same way.



# Chapter Three

## THE FAX MACHINE



# Chapter Three

## THE FAX MACHINE

In this chapter, you will learn how to send and receive fax documents, use the four fax reception modes, and the voice request feature.

### Sending a Fax

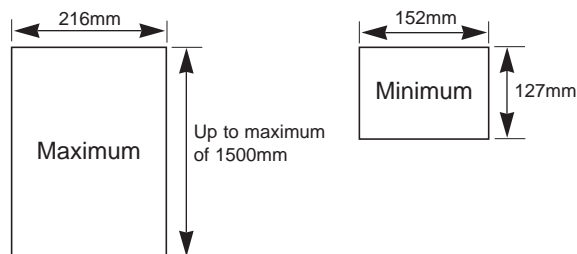
#### Preparing a Document

Here are some things you can do to improve the quality of your faxed documents:

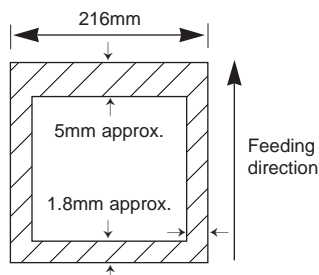
- Send documents printed using a typewriter, felt tip pen, black ink, or laserwriter.
- The paper should be white or very light and of normal weight.
- Do not attempt to feed the following types of document into the unit, or they may jam.

Instead, make a photocopy first, and then send the copy.

- Wrinkled or creased paper
- Curled or rolled paper
- Torn paper
- Carbon paper or carbon-backed paper
- Coated paper
- Too thin (less than 0.074mm) or thick (more than 0.15mm) paper
- Remove clips, staples, or other similar objects from documents before feeding them into the machine.
- Let ink or paste on documents dry completely before sending.
- The machine can transmit documents with the following size.



- The shaded parts of the document shown below are not recorded by the receiving facsimile machine. Write your information within the effective scanning area.





## THE FAX MACHINE

### Setting Resolution and Contrast

- After the document has been loaded, press ▲ or ▼ to adjust the brightness of your faxed document. By pressing ▲ or ▼ repeatedly, you can choose between LIGHT, AUTO, or DARK.

**LIGHT** works with very dark print.

**AUTO** works well for normal handwritten, typed, or printed documents.

**DARK** works with light print or faint pencil markings.

- After the document has been loaded, press Resolution to increase the sharpness and clarity. By pressing Resolution repeatedly, you can choose between STANDARD, FINE, SUPER FINE or PHOTO mode.

**STANDARD** works well for printed or type-written originals with normal-sized characters.

**FINE** is good for documents containing a lot of detail.

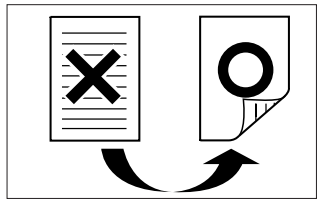
**SUPER FINE** works well for documents containing extremely fine detail. SUPER FINE works only if the remote machine also has the SUPER FINE feature.

**PHOTO** is used when faxing photographs or other documents containing colour or shades of grey. When PHOTO is chosen, the FINE setting is automatically chosen.

### Loading a Document

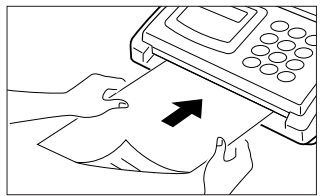
**1**

Turn the document face down.



**2**

Insert the top edge of the document into the feeder slot.



◀ The automatic document feeder seizes and pulls in the page.

For more information about resolution and contrast, see "Setting Resolution and Contrast" above.

The LCD window briefly displays the message 'DOCUMENT LOADING', then prompts you to set the contrast if required.

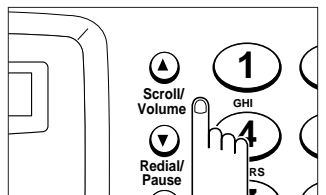
DOCUMENT LOADING

LIGHT AUTO DARK

## THE FAX MACHINE

**3**

If required, set the contrast of the document by pressing ▲ or ▼.

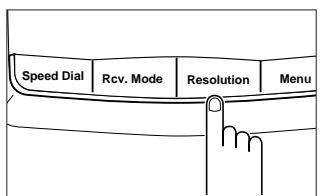


◀ The selected mode flickers. The contrast is preset to AUTO.

For a normal document, skip over this step because it is not necessary to change the contrast. To skip this step, press Stop or wait for a second, then perform step 4.

**4**

If required, set the appropriate resolution by pressing Resolution until you find the desired setting.

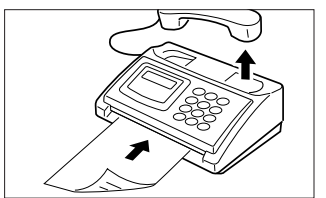


◀ Each time you press Resolution the selected mode appears in the LCD.

## Dialing a Number

**1**

Pick up handset.



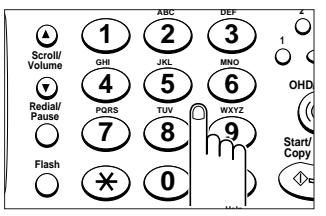
◀ For hands-off operation, press OHD.

The LCD window displays 'PHONE'.

PHONE

**2**

Using the number keypad, enter the number of the remote fax machine.



◀ You can store One-Touch or Speed Dial numbers in your machine to dial your most frequently used numbers with the touch of a button. For more information, see page 4.4.

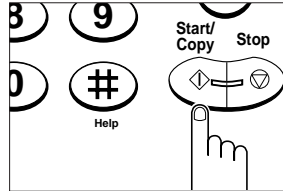
The LCD window displays the number you are dialing.

01952292033

◀ If a person answers the telephone, ask him or her to press 'Start' so that you can send the document.

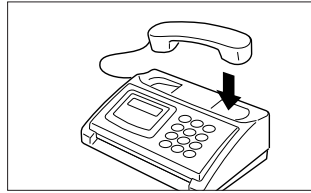
## THE FAX MACHINE

**3**  
Press Start/Copy when you hear the fax tone.



◀ You can cancel the transmission of a document at any time by pressing Stop.

**4**  
Replace the handset.



◀ You can send or receive a Voice Request while sending a fax. For more information about the Voice Request feature, see page 3.10.

### Confirming the Transmission

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

OK

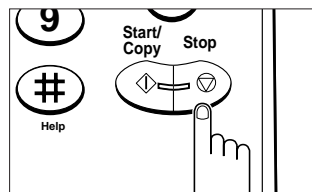
◀ If something went wrong during your transmission, an error message appears in the LCD. For a listing of LCD error messages and their meanings, see page 5.6.

If you receive an error message, press Stop to clear it and try to send the document again. For more information about canceling transmission, see below.

You can set your machine to print a confirmation report automatically. For more information, see page 4.9.

### Canceling Transmission

**1**  
Press Stop at any time to cancel transmission.



The fax transmission is canceled and the machine returns to Standby Mode.

STOP PRESSED

## THE FAX MACHINE

### Receiving a Fax

#### Reception Modes

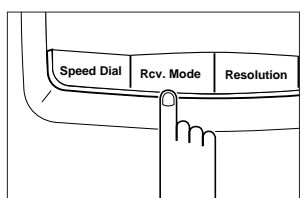
Your fax machine has four reception modes:

- In FAX mode, the machine answers an incoming call and immediately goes into receive mode, expecting a fax to be sent.
- In TEL mode, automatic fax reception is turned off. You can receive a fax only by manually pressing Start/Copy.
- In AUTO mode, your fax machine will answer faxes automatically. If you want to use your phone line for both fax and phone, you may want to choose this AUTO mode. If the machine does not sense a fax signal, it will resume ringing to tell you it is a phone call. If you do not pick up the handset, it will switch to automatic reception mode.
- In TAD mode, you must attach an answering machine to the EXT line socket on your machine. When the phone rings, the answering machine answers and stores the caller's message. If your machine hears a fax tone on the line, the call automatically switches over to fax receive.

If you rarely use the fax line for voice conversation, set the machine to receive faxes automatically by selecting either FAX or AUTO mode.

#### Receiving in FAX Mode

- 1 Press RCV.Mode repeatedly until 'FAX' appears in the display.



◀ In FAX mode, when you get a call, the machine answers the call on the second ring. You can change the number of rings. See page 4.10.

When reception is complete, the machine returns to Standby Mode.

The LCD displays 'FAX'.

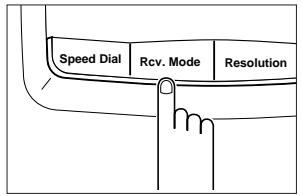
03-15 12:30 FAX

## THE FAX MACHINE

### Receiving Manually (in TEL Mode)

**1**

Press RCV.Mode repeatedly until 'TEL' appears in the display.

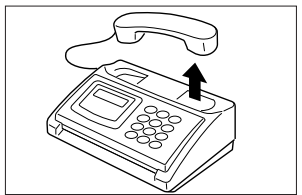


The LCD displays 'TEL'.

03-15 12:30 TEL

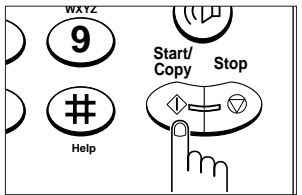
**2**

When the telephone rings, answer it as a normal phone call.



**3**

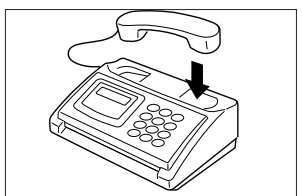
If you hear a fax tone, or if the person on the other end asks you to receive a document, press Start/Copy.



◀ Take out document loaded, if any, before pressing the Start/ Copy button.

**4**

Replace the handset.



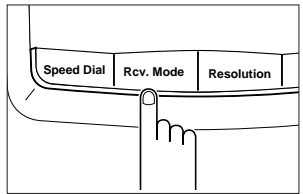
◀ The machine begins receiving and returns to Standby Mode when reception is complete.

## THE FAX MACHINE

### Receiving in AUTO Mode

**1**

Press RCV.Mode repeatedly until 'AUTO' appears in the display.



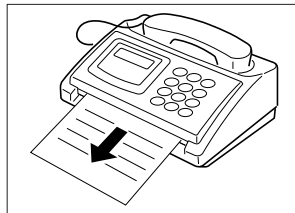
The LCD displays 'AUTO'.

03-15 12:30 AUTO

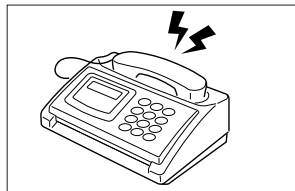
**2**

When a call comes in, the machine waits for a fax signal.

If a fax is being sent, the machine goes into receive mode.



If the machine does not detect a fax signal, it will continue ringing to tell you it is a phone call.

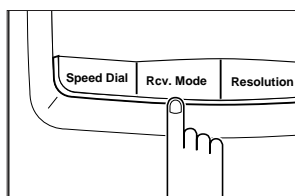


◀ You should answer the call, or it will switch to automatic reception mode.

### Receiving in TAD Mode

**1**

Press RCV.Mode repeatedly until 'TAD' appears in the display.



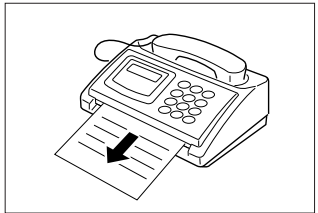
The LCD displays 'TAD'.

03-15 12:30 TAD

## THE FAX MACHINE

### 2

When a call comes in, the answering machine answers and stores the caller's message if they leave one.



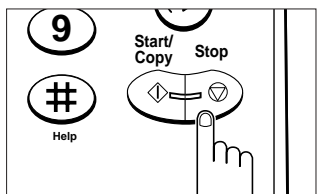
#### Notes:

- If you have set your machine to TAD and your answering machine is switched off, or an answering machine is not connected to your fax machine, it will automatically go into receive mode after several rings.
- If your answering machine has a 'user-selectable ring counter', set it to answer an incoming call in 4 rings or less.
- If the sound level of the call is too low because of a poor phone connection, the fax machine or answering machine may not work properly.
- When using manual reception mode on your machine you must make sure you switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.
- Not all answering machines may work with your fax machine.
- When your answering machine answers an incoming call, it may record a fax tone until it realizes it is a fax coming through. Your answering machine may tell you a voice message has been left when it is actually a fax tone.

## THE FAX MACHINE

### Canceling Reception

- 1**  
Press Stop to cancel reception at any time.



Fax reception is canceled and the machine returns to Standby Mode.

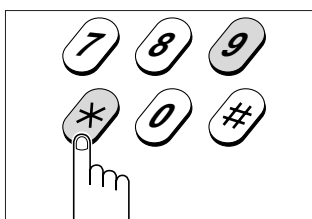
STOP PRESSED

### Using an Extension Telephone

If you have a phone extension connected to the same line as your machine, you can control your fax machine from this phone.

This feature only works when you connected extension telephone to the fax machine.

- 1**  
When you receive a call on the extension phone and hear fax tones, press the buttons “\*9\*” on the extension telephone.



The machine receives the document.

◀ ‘\*9\*’ is the remote receive start code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to any digit you choose. For more information, see page 4.10.

- 2**  
When you are finished speaking, or the machine begins receiving documents, replace the handset of the extension telephone.



The phone extension might not work properly depending on the line condition.



## THE FAX MACHINE

### Voice Request

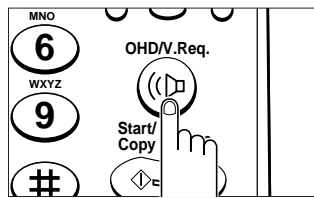
If you're sending or receiving a document and you need to speak to the other person during the same phone call, use Voice Request to alert the person at the remote site. You can also respond to a voice request made by the person on the remote end.

#### Sending a Voice Request

**1**

Press OHD/V.Req. while a document is being sent or received.

The OHD/V.Req. button lights up and a voice request signal is sent to the remote fax machine after the document has been sent or received.



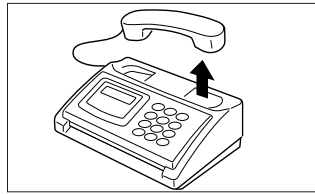
◀ You cannot talk with the other person and send a fax at the same time.

The person on the remote end has 10 to 15 seconds to pick up the handset and begin talking to you. If no one answers, your machine returns to Standby Mode.

If you cannot seem to alert the other person, it may be because the remote fax machine doesn't have the voice request feature.

**2**

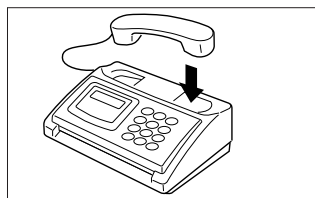
When the phone rings, pick up the handset and answer it.



◀ When you finish talking, if you have another document to send, load the document and tell the other person to press Start. When you hear the fax tones, press Start/Copy.

**3**

When you finish speaking, replace the handset.

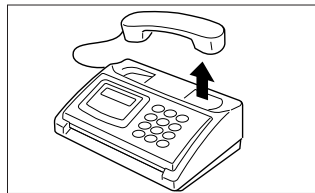


◀ You can cancel a voice request by pressing V.Req. a second time while sending documents.

Check that the fax machine you are sending to has a voice request facility.

#### Answering a Voice Request

When the phone rings, pick up the handset and answer it.

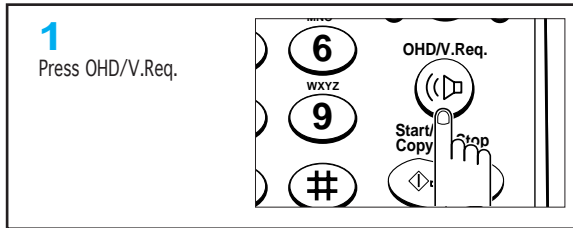


◀ If you don't answer the voice request within 10 to 15 seconds, the machine prints out a CALL BACK MESSAGE list.

# THE FAX MACHINE

## Polling

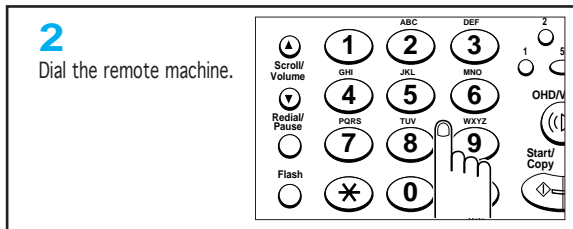
Polling is when one fax machine requests another machine to send a document. This is useful when the person with the original document is not in the office or is not going to pay for the phone call. The person who wants to receive the document calls the machine holding the original, and requests that the document be sent.



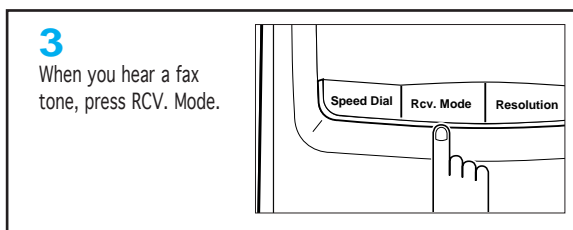
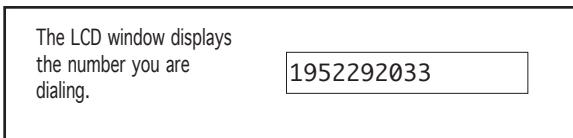
◀ You'll hear the dial tone through the speaker.

You may lift the handset instead of pressing OHD, if you prefer.

There should be no documents loaded in your machine, and the remote machine must be ready for your call.

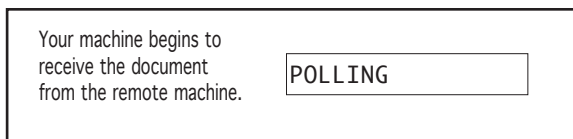


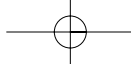
◀ When polling another fax machine to retrieve a document, the remote machine may be secured with a poll code. In this case, you cannot receive the document.



◀ Not all fax machines have polling capability, and polling incompatibility sometimes occurs between fax machines from different manufactures. Therefore, polling may fail in some cases, even when poll codes are not used.

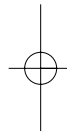
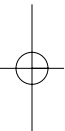
Your fax machine cannot be polled, so other fax machines cannot poll a document from your machine.





# Chapter Four

## SPECIAL FEATURES



# Chapter Four

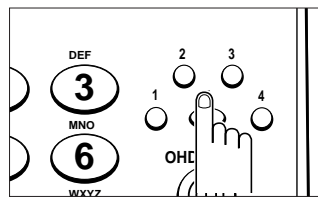
## SPECIAL FEATURES

### Automatic Dialing

There are two ways to store numbers for automatic dialing: One-Touch dialing and Speed Dialing. One-Touch dialing lets you touch any one of 5 One-Touch buttons to dial your number automatically. Speed Dialing allows you to enter only two digits to dial a complete number.

#### Storing a Number for One-Touch Dialing

- 1**  
Press and hold the One-Touch button that you want to use.



◀ If there is a number or name already stored at the One-Touch button, it will display. To change the number or name, enter the new information over the old. If not, press Stop.

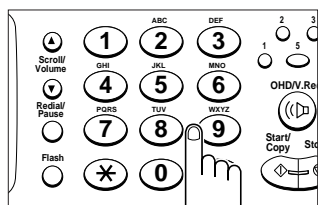
The display will show the One-Touch button number you are going to use.

STORE ONETOUCH 3

The display prompts you for a phone number.

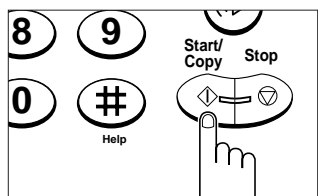
TEL.: \_

- 2**  
Enter the number using the number keypad.



◀ You can enter up to 34 digits into a One-Touch location. To insert a pause between digits, press Redial/Pause. This 'P' in the displayed telephone number will cause a few seconds' pause when you actually dial the number.

- 3**  
When the number appears correctly in the display, press Start/Stop.



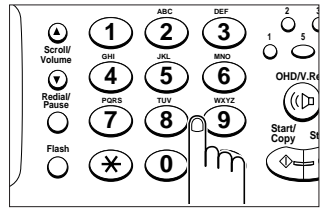
The display will prompt you for a name.

NAME: \_

## SPECIAL FEATURES

**4**

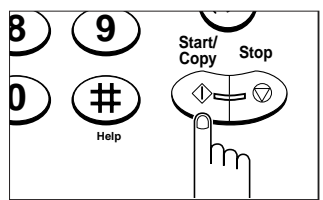
Enter the name. If you don't want a name, skip to step 5.



◀ You can enter up to 20 letters. For more information on how to enter letters using the number keypad, see below.

**5**

Press Start/Copy when the name you want appears in the display.



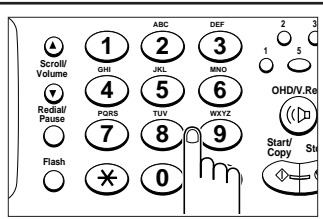
◀ To cancel the operation, press Stop. The machine returns to Standby Mode. If necessary, start over again.

### Using the Keypad to Enter Name

These instructions assume that the LCD is prompting you to enter a name.

**1**

Repeatedly press the button labeled with the letter you want until the letter appears in the LCD.



◀ Press the button repeatedly to get the letter or number.

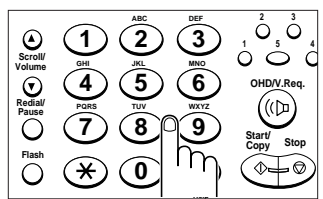
For a list of letters and corresponding button, see the next page.

The letter appears in the LCD display.

NAME : S

**2**

When the letter you want appears in the LCD, press the other number button labeled with the next letter you want.



The letter appears in the LCD.

NAME : SA

## SPECIAL FEATURES

**3** If you want to enter the same letter, move the blinking line to next position using the ▼ button.

The blinking line is moved to the next position.

NAME : SA\_

**4** Press the same number button.

The same letter appears in the LCD.

NAME : SAA

**5** When finished entering name, press Start/Copy.

◀ Select additional letters in the same way.

### Keypad Character Assignments

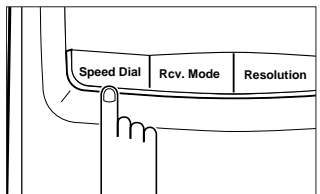
Number	Assigned numbers, letters, or characters									
1	Space	1								
2	A	B	C	2						
3	D	E	F	3						
4	G	H	I	4						
5	J	K	L	5						
6	M	N	O	6						
7	P	Q	R	S	7					
8	T	U	V	8						
9	W	X	Y	Z	9					
0	+	-	,	.	/	*	#	&	0	

## SPECIAL FEATURES

## Storing a Number for Speed Dialing

**1**

Press and hold Speed Dial until 'SPD.NO [01-30] ??' appears in the display.

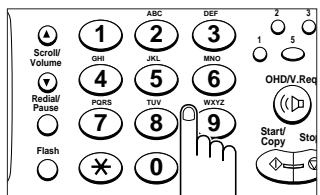


The display will prompt you for the Speed Dial location you want to use.

SPD.NO[01-30] ??

**2**

Enter the 2-digit Speed Dial number (01 to 30) at which you want to store the phone or fax number.

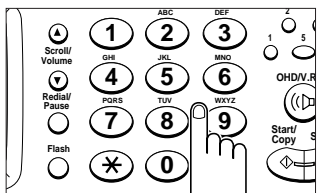


The display will prompt you for the phone number.

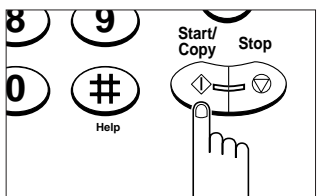
TEL.: \_

**3**

Enter the number.

**4**

When the number appears correctly in the display, press Start/Copy.



The display will prompt you for a name.

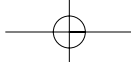
NAME: \_

◀ You can store up to 30 phone or fax numbers at any 2-digit Speed Dial location.

If there is a number or name already at the chosen Speed Dial location, the number or name will show up on the display. To change the number or name, enter the new information over the. If not, press Stop.

◀ You can enter up to 34 digits at a Speed Dial location.

To insert a pause between digits, press Redial/Pause. 'P' appears in that position in the number. This 'P' will cause a few seconds' pause when actually dialing.



## SPECIAL FEATURES

**5** Add a name to the number, or skip to step 6.

◀ You can enter up to 20 letters. For more information on how to enter letters using the number keypad, see page 4.2.

**6** Press Start/Copy when the name has been entered.

◀ To cancel the operation, press Stop. The machine returns to Standby Mode. If necessary, start over again.

### Dialing One-Touch Number

**1** Pick up handset.

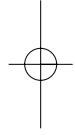
◀ For hands-off operation, press OHD/V.Req.

**2** Press a One-Touch button (1 through 5).

◀ If you pressed OHD/V.Req., pick up the handset when the other person answers.

The LCD window displays the number or name stored at that One-Touch button. You hear the dialing on the speaker.

123456789

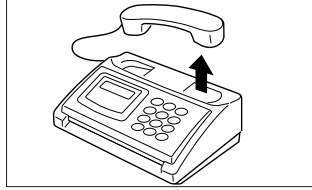




## SPECIAL FEATURES

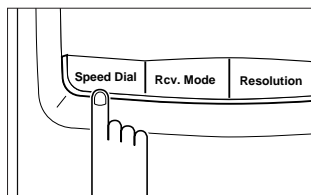
## Dialing Speed Dial Number

- 1**  
Pick up handset.



◀ For hands-off operation, press OHD/V.Req.

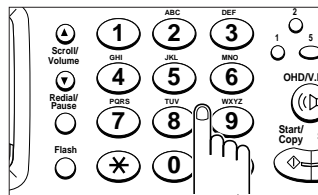
- 2**  
Press Speed Dial.



The LCD prompts you to enter the location number.

SPD.NO[01-30] ??

- 3**  
Enter the 2-digit location number.



◀ If you pressed OHD/V.Req., pick up the handset when the other person answers.

The LCD window displays the Speed-Dial number or name.

460P2114

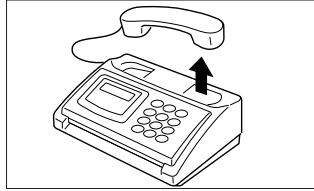
## SPECIAL FEATURES

### Redial/Pause

Redial/Pause has two functions. It can be used to redial the last dialed number, or it can be used to insert a pause in a number when you're setting up a One-Touch or Speed Dial number.

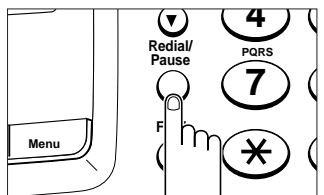
#### To redial the number you last called:

- 1**  
Pick up handset.



◀ For hands-off operation, press OHD/V.Req.

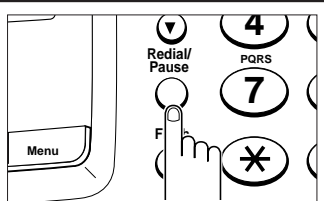
- 2**  
Press Redial/Pause.  
The number is dialed automatically.



With some telephone systems, you must dial an access code ("9", for example) and listen for a second dial tone before you can dial an outside number. In such cases, you should insert a pause in the number.

#### To insert a pause when storing an automatic dial number:

- 1**  
When entering the number, press Redial/Pause at the position in the number where dialing should pause momentarily.



◀ For more information on storing automatic-dial numbers, see page 4.1.

A 'P' appears in the number you are entering.

02P259P2114

## SPECIAL FEATURES

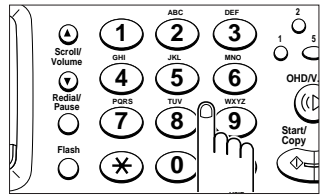
## TONE

Some special services, such as alternate long-distance services and bank-by-phone, need tone signals.

If you have pulse service, you can still use the special tone services by following these steps:

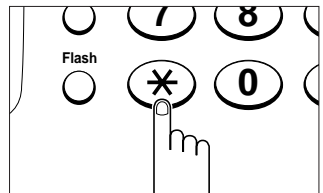
**1**

Make a call to the special service access number.

**2**

When the special service answers, press \*.

All following numbers you dial will be Touch-Tone.

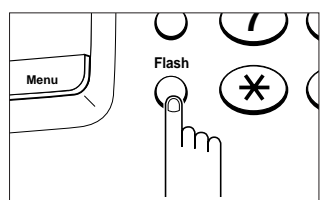


## Flash

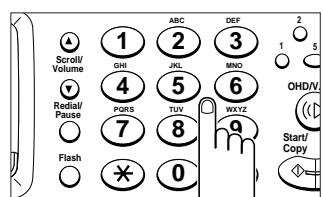
If you get a call and you want to transfer it to someone else, press Flash and dial the number of that person. This may not work with some phone systems. Contact the telephone maintenance party for information.

**1**

When you are on the telephone and want to connect the caller to someone else, press Flash.

**2**

Enter the number of the other person, then hang up.



## SPECIAL FEATURES

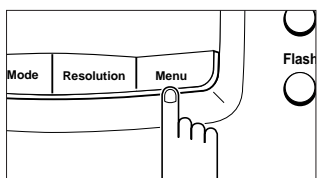
### User Options

Your fax machine has various user-selectable features. These options are preset at the factory, however you may need to change them. To find out how the options are currently set, print out an option report. For more information on printing a report, see page 4.11.

#### Setting an Option

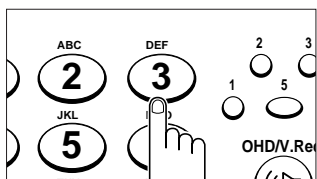
**1**

Press Menu.



**2**

Press 3.

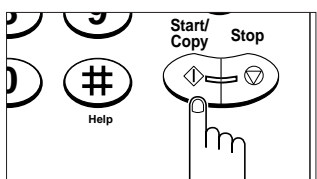


The LCD window displays  
'SYSTEM DATA'.

3. SYSTEM DATA

**3**

Press Start/Copy.

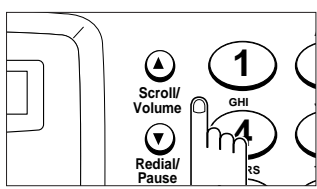


The LCD displays  
'CONFIRM.REPORT' first.

CONFIRM. REPORT

**4**

Scroll to the option you want to set by pressing ▲ or ▼ repeatedly.



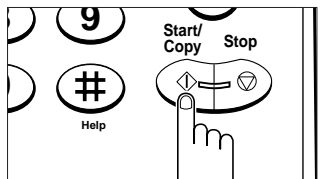
◀ You can exit from setup mode at any time by pressing Stop. When you press Stop, the machine stores the features already changed and the LCD window switches back to the previous menu or Standby Mode.

## SPECIAL FEATURES

## 5

When the desired option appears in the LCD, press Start/Copy.

Now, you can set each option by following the instructions below.



## Options You Can Choose

These instructions assume you've followed the steps above under "Setting an option" and the machine is asking if you want to change one of the options listed here.

- **Confirmation report** - You can set the fax machine to automatically print out a confirmation report every time you send a fax. The report shows whether your fax went through or not. It also tells you how many pages were sent, and so on.

Choose YES to print out a confirmation report automatically each time you send a fax.  
Choose ERROR to print out a confirmation report automatically only when there is an error.

Choose NO to disable this feature.

Press Start/Copy when you selected a variable which you want.

- **Dial type** - Select TONE (MF) or PULSE (DP) dial mode to match the type of service you have.

Press Start/Copy when you selected a variable which you want.

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

Enter a number on the number keypad, then press Start/Copy.

- **Remote receive code** - The remote receive code allows you to initiate fax receive from a phone extension connected to the same line as your fax machine. If you pick up the phone extension and hear fax tones, you can enter the remote receive code and the fax will start receiving. The password is preset to "\*9\*" (star nine star) at the factory. The \*'s are fixed, but you can change the middle character to any digit from 0 to 9.

Enter the number you want to use, then press Start/Copy.

- **Auto print** - The fax machine keeps records of communications. You can get a transmission or reception journal printout manually or automatically. Choose YES to print out a communication (send and receive) journal automatically. Choose NO to disable this feature.

Press Start/Copy when you selected a variable which you want.

- **Modem speed** - You can select the modem speed. Choose 48 for 4800 bps or 96 for 9600 bps.

Press Start/Copy when you selected a variable which you want.

## SPECIAL FEATURES

### User Reports

Your machine can print out reports containing useful information - transmission and reception verification, option settings, etc. For instructions on printing reports, see page 4.12. The following reports are available:

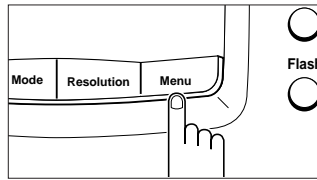
- **Confirmation report** - This report can be printed on command or automatically by selecting the appropriate user option. You may have a confirmation report printed automatically after each document you send.
- **Transmission/Reception journal** - This report gives specific information concerning transmission and reception activity: times and dates of the most recent transmissions and receptions, phone numbers, etc.
- **System data list** - This list shows the status of the user - selectable options. After you change the settings, print out this list to confirm your changes.
- **Telephone number list** - This list shows all numbers currently stored in One-Touch and Speed-Dial locations. Before changing or adding an automatic dial number, print this report to check the numbers currently stored. Print this report after making changes to confirm the new settings. This report also includes the One-Touch button addresses.

SPECIAL FEATURES

Printing Reports

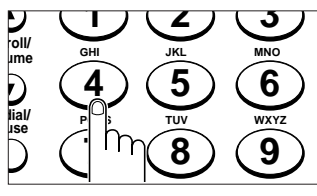
1

Press Menu.



2

Press 4.

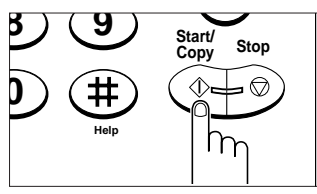


The LCD window displays 'REPORT'.

4 . REPORT

3

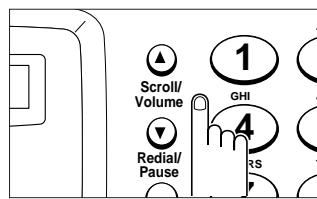
Press Start/Copy.



4

The LCD window displays the list from which to choose.

Select the report you want by using ▲ or ▼.



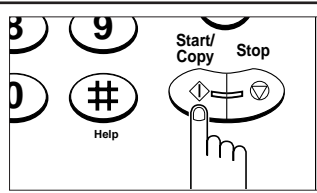
◀ The available lists are:  
 CONFIRM. REPORT  
 TX/RX JOURNAL  
 SYSTEM DATA LIST  
 TEL. NUMBER LIST

The LCD window displays the report you selected.

CONFIRM. REPORT

5

Press Start/Copy.



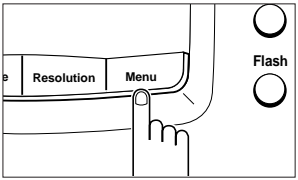
◀ The machine will print the selected report.

SPECIAL FEATURES

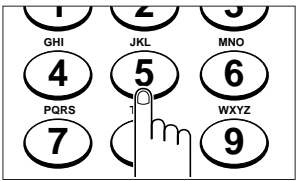
▶ Clearing Memory

You can clear the information in your fax machine's memory.

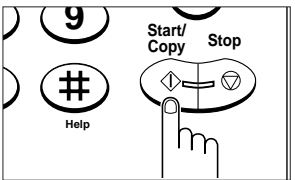
**1**  
Press Menu.



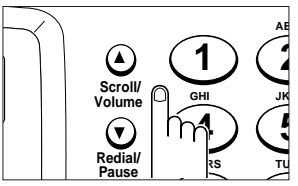
**2**  
Press 5.  
The LCD window displays 'MEMORY CLEAR'.



**3**  
Press Start/Copy.



**4**  
Select the desired menu by using ▲ or ▼.

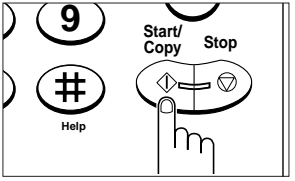


◀ Menu available:  
 TERMINAL ID  
 TX/RX JOURNAL  
 SYSTEM DATA  
 ONE-TOUCH DIAL  
 SPEED DIAL

The LCD window (briefly) displays the menu you have selected.

TERMINAL ID

**5**  
Press Start/Copy.



The LCD asks if you are sure you want to clear memory.

ARE YOU SURE ?



**SPECIAL FEATURES**

**6**  
If you want to clear that memory, press Start/Copy.

The LCD window displays the message 'MEMORY CLEARED!'.

◀ If you don't want to clear the memory, press Stop.

**Alarm**

You can set the fax machine to sound an alarm at an appointed time. If you set an alarm time, the fax machine will sound the alarm automatically at that time everyday.

**1**  
Press MENU.

**2**  
Press 6.

The LCD displays 'ALARM TIME'

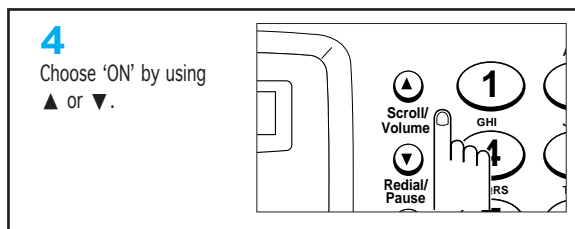
6. ALARM TIME

**3**  
Press START/COPY.

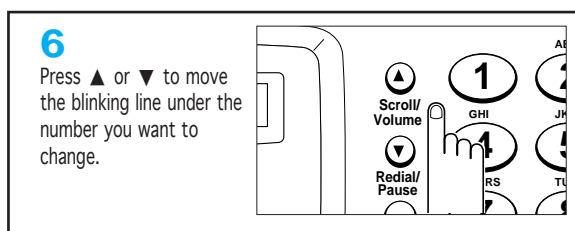
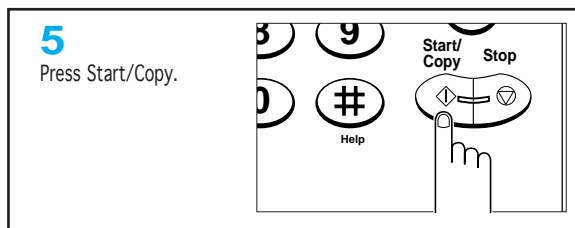
The LCD prompts if you to set alarm ON or OFF.

[OFF] ON

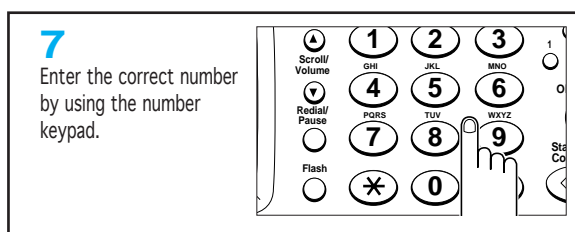
## SPECIAL FEATURES



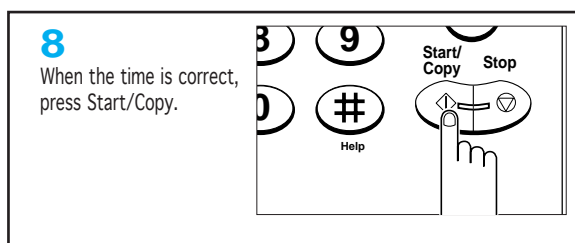
◀ If you don't want to set an alarm time, select 'OFF', and press Start/Copy.



◀ Hours=00~23  
Minutes=00~59



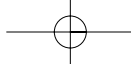
◀ The machine uses 24-hour time format.



◀ If you enter a wrong number, use ▲ or ▼ to move the blinking line under the number you want to correct, then enter the correct number.

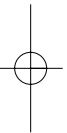
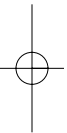
To stop the alarm when it sounds, pick up the handset or press either Stop or OHD.

If you don't stop the alarm when it sounds, in 3 minutes it will sound again for 30 seconds.



# Chapter Five

## CARE AND MAINTENANCE



# Chapter Five

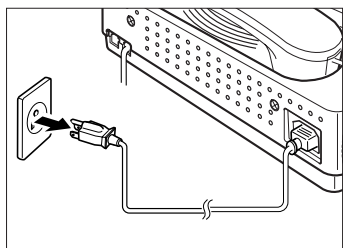
## CARE AND MAINTENANCE

In this chapter you will learn how to clear documents jams, what the various error messages mean, and how to fix problems.

### Clearing Jams

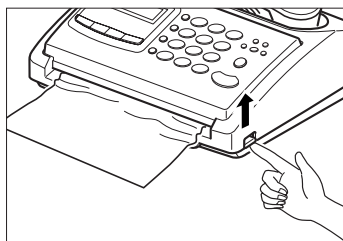
#### Paper Jams During Transmission

**1**  
Unplug the power cord.

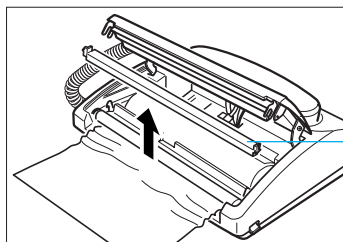


◀ If a document jams during transmission, do NOT pull it out of the slot. Doing so could harm the machine.

**2**  
Open the cover by lifting the release lever on the side of the machine.

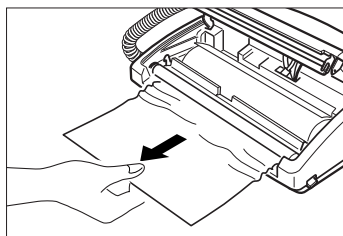


**3**  
Remove the guide by lifting it.



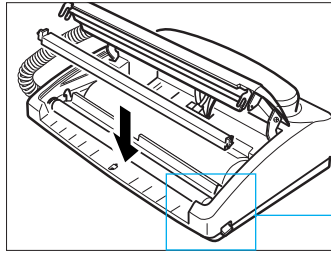
Guide

**4**  
Remove the jammed document.

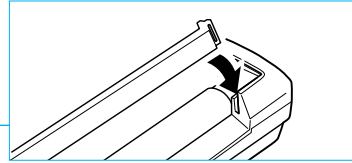


# CARE AND MAINTENANCE

**5**  
Replace the guide.



Make sure the handles on the end of the roller lock in place.

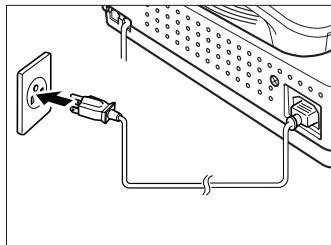


**6**  
Close the cover firmly.



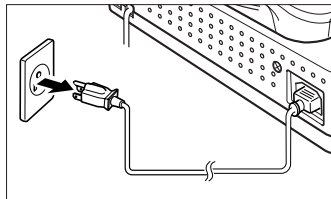
Press down on the cover using both hands until it snaps into place.

**7**  
Plug in the power cord.



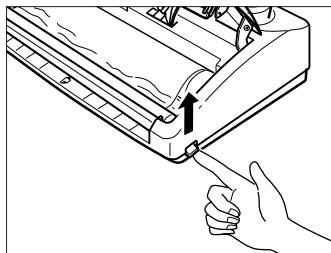
## Paper Jams During Reception

**1**  
Unplug the power cord.



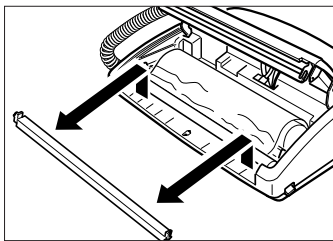
If a document jams during reception, do NOT pull the document out of the slot. Doing so could harm the machine.

**2**  
Open the cover by lifting the release button.

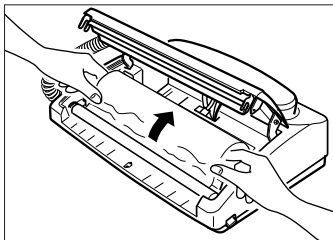


## CARE AND MAINTENANCE

- 3**  
Remove the guide by lifting it with both hands.

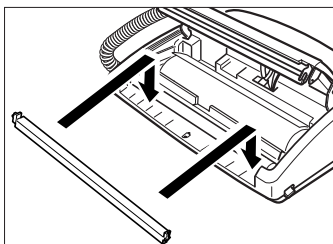


- 4**  
Carefully pull out the jammed paper in the direction of arrow.



◀ Cut off any wrinkled paper from the end of the paper, making the end straight and neat.

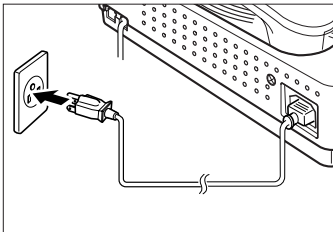
- 5**  
Replace the guide.



- 6**  
Close the cover firmly.



- 7**  
Turn the power back on.



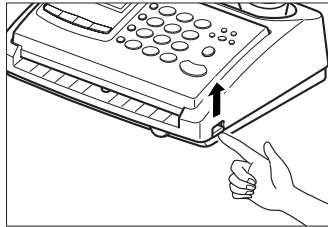
## CARE AND MAINTENANCE

## Cleaning the Roller and Thermal Head

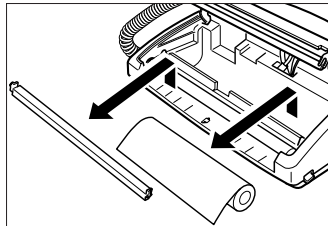
To keep your machine working properly, occasionally clean the roller and thermal print head, as shown below. If they are dirty, documents will not be clear.

**1**

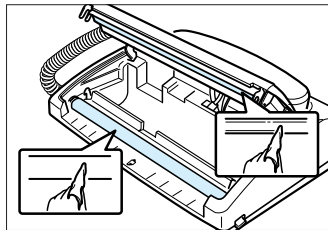
Turn the power off. Open the paper cover by lifting the release button.

**2**

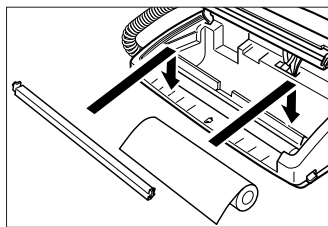
Remove the guide and the recording paper roll.

**3**

Wipe the roller and the thermal head with a soft cloth dampened with water.

**4**

Replace the guide and the recording paper.

**5**

Close the cover firmly. Turn the power back on.



## CARE AND MAINTENANCE

### Purchasing and Storing Paper

Purchase replacement rolls of coated thermal fax paper with a maximum outer diameter of 2.05 in/52 mm. (Total length of the paper roll is approximately 98.4 ft/30 m) Coated paper has a shiny surface and will print better than uncoated.

We recommend that you use only authorized recording paper. Other types of paper can produce poor results, and even damage your fax machine.

Contact your dealer for more information on paper.

Store rolls in a cool, dark place, at or below 76°F (24.5°C) and avoid humidity higher than 65%.

To keep fax pages from darkening and fading, keep them out of direct sunlight. Avoid temperatures above 105°F (40.5°C). Don't let them come in contact with blueprints (diaz copies), plastic films, or transparent tape. Keep stored pages from touching each other face to face. If they touch, print can transfer from one to another.



## Understanding LCD Error Messages

LCD message	Meaning
CHECK DOCUMENT	The document you are sending has jammed in the feeder. Clear the document jam. See page 5.1
CAM JAM	Call the service center for help.
NO PAPER	Your machine is out of paper or the paper cover is open. See page 2.2
NOT ASSIGNED	The One-Touch or Speed Dial number you tried to use has no number programmed into it. See page 4.1
OVERHEAT	This may happen if someone faxes several all-black copies to your machine. When the machine cools down, it will automatically go back to showing the date and time.
POLLING ERROR	The fax machine you want to poll is not ready to answer your poll. The person you are polling should know what you want to do and should have loaded their fax machine with the original document.
COMM. ERROR	There is a problem with facsimile communication during transmission or reception. Press Stop and try again.

## CARE AND MAINTENANCE

### Specifications

Type of unit	Personal Desktop Facsimile Transceiver
Communication System	Public Switched Telephone Network and PABX
Compatibility	CCITT Group 3
Compression scheme	MH/MR
Modem speed	9600/7200/4800/2400 bps
Resolution	3.85 lines per millimeter, 7.7 lines per millimeter and 15.4 lines per millimeter
Scanning method	Flat-bed scanning using CIS image sensor
Printer	Thermal
Input document size	216 millimeters
Effective scanning width	210 millimeters $\pm 1\%$
Effective recording width	216 millimeters
Thermal paper roll size	30 meters x 216 millimeters wide, core 12.7 millimeters diameter
Power requirement	Check Power Label attached near the power cord connection.
Power consumption	Stand-by : 7 Watt; Maximum when in use : 115 Watt
Temperature range	41 °F to 113 °F (5 °C to 45 °C)
Humidity range	20 to 80 % RH (non-condensing)
Dimensions (HxWxD)	107mm x 278mm x 211mm
Weight	5.5 lbs (2.5 kg)

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