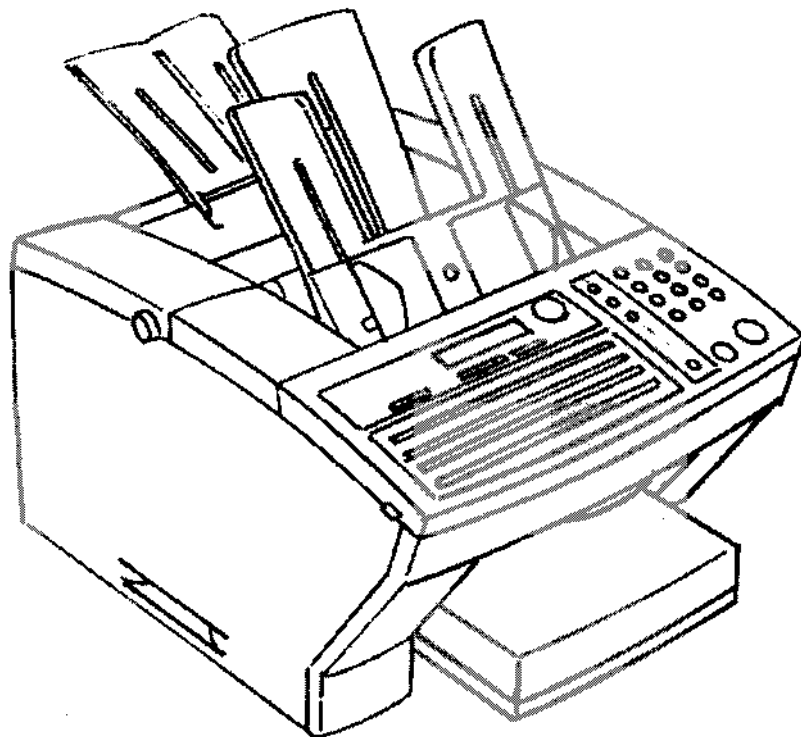


4501-7701-01



# MF2600/3600

## Operator's Manual



# ***Before You Start***

Before you start using your MinoltaFax 2600/3600, it is recommended that you familiarize yourself with the contents of this Operator's Manual as well as the contents of your facsimile carton.

## ***About This Manual***

This manual is arranged as follows:

- **Safety Information.**

- **Chapter 1: Setting up**

Installation procedures for setting up the facsimile are covered in this chapter.

- **Chapter 2: Getting Started**

Control Panel overview, initial programming instructions and function descriptions provided to help you get your MinoltaFax 2600/3600 operating quickly and easily.

- **Chapter 3: Program Your Facsimile Machine**

One-Touch, Speed Dial, Group Dial, Program Dial and Batch Transmission programming instructions are provided. Instruction on editing and deleting numbers from the One-Touch and Speed Dial keys are also included.

- **Chapter 4: Basic Operation**

Instructions on carrying out the basic functions of the facsimile unit are featured in this section. Simple copying, sending and receiving functions are discussed.

- **Chapter 5: Advanced Operation**

Descriptions and detailed instructions regarding the Function (Broadcast, Timer TX, Mailbox TX, Mailbox RX, Polling TX, Polling RX, Relay initiate, Cancel reservation) and Set (Dial Registration, Scanning & Printing, TX Operation, RX Operation, Machine Operation, Reports, Initial User Data, Set Printer) Utilities are addressed in the Advanced Operation Section.

- **Chapter 6: Maintenance**

Information on the routine care required to keep your MinoltaFax 2600/3600 operating at its optimum performance.

- **Chapter 7: Troubleshooting**

Messages, their meaning, possible solutions and recommended actions are provided in an easy-to-read format.

- **Chapter 8: Appendix**

Includes product specifications, multifunctional matrix and printer memory requirements for the MinoltaFax 2600/3600.

# ***Safety Information***

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## **For USA/Canada Users**



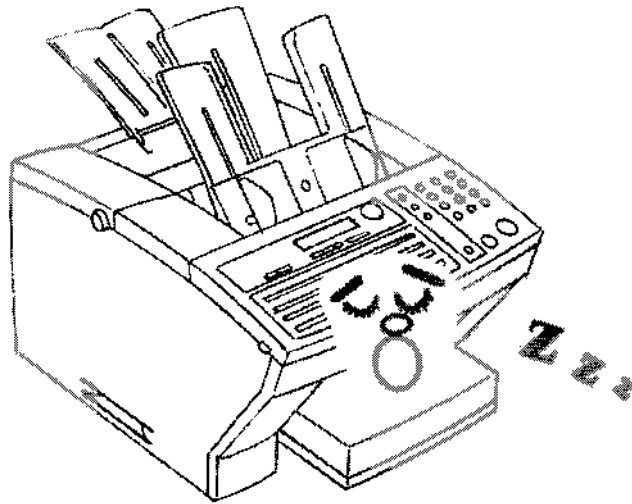
As an Energy Star Partner, MINOLTA has determined that this machine meets the Energy Star Guidelines for Energy Efficiency.

## **For Another Country Users**



This machine meets the \*EPA's Energy Star Guidelines for Energy Efficiency.

\*The U.S. Environmental Protection Agency

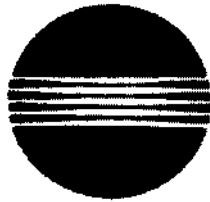


## **What is an Energy Star Machine ?**

Energy Star Machines have a feature that allows them to automatically turn off or "go to sleep" after a period of inactivity, ensuring night and weekend shut off.

# *Safety Information*

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MINOLTA

## **MINOLTAFAX 2600 / 3600**

This manual explains the functions and operation of the MINOLTAFAX2600/3600 machines. It also gives some troubleshooting tips as well as general precautions to be observed when operating these Fax machine. To ensure the best performance and effective use of your Fax machine, please read this manual carefully from cover to cover. After you have read the manual, keep it near your Fax machine for handy reference. It should help in solving any operational questions you may have.

### **Trademark acknowledgments**

Microsoft, MS-DOS, Excel and Windows are registered trademarks of Microsoft Corporation.  
IBM, PC/AT and PS/2 are registered trademarks of International Business Machines Corporation.  
Laser FAX and Hydra Fax are registered trademarks of Wordcraft International Ltd.

Please follow the instructions given in this manual when handling your Fax machine and do not touch any part of the machine which the manual does not cover. NEVER attempt to disassemble or remodel the Fax machine.

# Safety Information

## IMPORTANT SAFETY INSTRUCTIONS

- Make sure that the electrical outlet that you use is located near the Facsimile.
- Only connect the Facsimile to an earthed socket outlet.

### IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
2. Avoid using a telephone ( other than a cordless type ) during an electrical storm. There may be a remote risk of electric shock from lightning.
3. Do not use the telephone to report a gas leak in the vicinity of the leak.
4. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

SAVE THESE INSTRUCTIONS

### IMPORTANTES MESURES DE SÉCURITÉ

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelquesunes:

1. Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
2. Éviter d'utiliser le téléphone ( sauf s'il s'agit d'un appareil sans fil ) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
3. Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
4. Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

CONSERVER CES INSTRUCTIONS

# *Safety Information*

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## **LASER SAFETY**

This FAX contains a **page printer** which operates by means of a laser. There is no possibility of danger from the laser, provided the FAX is operated according to the instructions in this manual provided.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

## **INTERNAL LASER RADIATION (For all Users)**

Maximum Radiation power:  $7.3 \times 10^{-4}$  (W)      Wave Length: 770-810 (nm)

This is a Class IIb Laser Diode Assy. that has an invisible laser beam. The printer head unit is NOT A FIELD SERVICE ITEM.

Therefore, the printer head unit should not be opened under any circumstances.

## **For United States Users**

### **Laser Safety**

This FAX is certified as a Class I Laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. This means that the FAX does not produce hazardous laser radiation.

### **CDRH Regulations**

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. Compliance is mandatory for products marketed in the United States. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

**WARNING:** Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

## **For Users In Other Countries**

**WARNING:** Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is  $5.0 \times 10^{-4}$  W and the wavelength is 770-810 nm.

## **For Denmark Users**

**ADVARSEL:** Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse

Klass 1 laser produkt der opfylder IEC825 sikkerheds kravene.

# Safety Information

## For Finland, Sweden Users

**VAROITUS:** Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainittulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

**VARNING:** Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning som överskrider gränsen för laser klass 1.

**VARO!**Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso

**VARNING!**Osynlig laserstrålning när denna del är Öppnad och spärren är urkopplad. Betrakta ej strålen.

## For Norway Users

**ADVARSEL:** Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for usynlig laserstråling som overskrider grensen for laser klasse 1.

Dette er en halvleder laser. Maksimal effekt til laserdiode er  $7.3 \times 10^{-4}$  W og bølglengde er 770-810nm.

## WARNING LABELS



# Safety Information

## USER INSTRUCTIONS (For U.S.A. Users)

### FCC PART 15 - RADIO FREQUENCY DEVICES WARNING

The following applies to the Facsimile Unit (MINOLTAFAX2600/3600) only without the Minolta Network option installed.

FCC : Declaration of Conformity	
Product Type	Facsimile
Product Name	MINOLTAFAX2600 / MINOLTAFAX3600
Options	Second Paper Cassette Unit
Accessories	Expansion Memory (Max 6MB)
This Device complies with Part 15 of the FCC Rules. Operation is subject to following Conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.	
Minolta Corporation 101 Williams Drive Ramsey, New Jersey 07446 Telephone number : 201-825-4000	

### WARNING

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and radiates radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio-TV technician for help.
- Any changes or modifications not expressly to operate this equipment.

### Note

- A LAN adapter (Minolta Network) is to be used only in industrial areas. Use of a LAN adapter in residential areas
- This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.
- The design and production of this unit conforms to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

# *Safety Information*

## **FCC PART 15 - RADIO FREQUENCY DEVICES WARNING**

The Facsimile Unit (MINOLTAFAX2600/3600) with the Minolta Network option installed meets the FCC Class A requirements when the network cable is attached either of the IEEE 802.3 connectors.

### **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 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 at his own expense.

This device must be used with shielded cables likely to result in interference with radio communications and is prohibited under the FCC rules.

The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

## **FCC PART 68 - TELECOMMUNICATION DEVICES**

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

**This equipment uses THE FOLLOWING USOC JACKS : RJ11C.**

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.

If your telephone equipment causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice isn't practical, you will be notified as soon as possible. You will be advised of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so as to give you an opportunity to maintain uninterrupted service.

**If you experience trouble with this equipment, please contact:**

**Minolta Corporation  
101 Williams Drive Ramsey.  
New Jersey 07446  
U.S.A.**

The telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or you are sure that the equipment is not malfunctioning.

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

# ***Safety Information***

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## **CUSTOMER INFORMATION FOR PRIVATELY OWNED COIN PHONES**

To comply with state tariffs, the telephone company must be given notification prior to connection.

In some states, prior approval of connection must be obtained from the state Public Utility Commission, Public Service Commission or state Corporation Commission.

## **WARNING FOR THE SETTING OF HEADER AND FOOTER**

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 fax 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 date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the following steps.  
(Refer to Chapter 4 Advance Operation page 4-26 and 4-36)

# ***Safety Information***

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## **USER INSTRUCTIONS (For Canada Users)**

### **INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 2) WARNING**

The following applies to the Facsimile Unit (MINOLTAFAX2600/3600) only without the Minolta Network option installed.

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations. Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

### **INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 2) WARNING**

The following applies to the Facsimile Unit (MINOLTAFAX2600/3600) only with the Minolta Network option installed.

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations. Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

## **IC CS-03-TELECOMMUNICATION DEVICE**

### **NOTICE:**

Industry Canada (IC) label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. IC 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 that 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.

### **CAUTION:**

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

# ***Safety Information***

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## **NOTICE:**

The **Ringer Equivalence Number (REN)** assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

**If you experience trouble with this equipment, please contact:**

**Minolta Business Equipment (Canada), Ltd.**

**369 Britannia Road E.**

**Mississauga, Ontario L4Z 2H5**

**Tel: (905) 890-6600**

## **HEARING AID-COMPATIBILITY (For U.S.A / Canada Users)**

**This equipment complies with the FCC/IC guide lines for hearing aid-compatibility.**

# Safety Information

## CE Marking (Declaration of Conformity) 1 to 2

We declare under our sole responsibility that the Facsimile Unit and option to which this declaration relates is in conformity with the specifications below. This declaration is valid for the area of the European Union (EU) only.

### Note

- Without Network Board(option).

Declaration of Conformity for CE Marking	
Product Type	Facsimile
Product Name	MINOLTAFAX2600 / MINOLTAFAX3600
Options Accessories	Second Paper Cassette Unit Expansion Memory (Max 6MB)
Standard	Safety: EN60 950 / 1992 with Amendment 1,2 and 3 (1995) Safety of information technology equipment, including electrical Business equipment  EN 60 825-1 / 1994 with A11/1996 : Radiation safety of laser products, equipment classification, requirements and user's guide EMC: EN55 022 (Class B) / 1994 with A1/1995 : Limits and method for measurement of radio disturbance characteristic of information technology equipment (ITE)  EN61000-3-2(Class A) / 1995 :Electromagnetic compatibility(EMC) – Part 3:Limits Section 2: Limits for harmonic currents emissions (equipment input current $\leq 16A$ per phase) :Electromagnetic compatibility(EMC) –Part3: Limits Section 3 :Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current $\leq 16A$  EN50 082-1 / 1992 : Electromagnetic compatibility – Generic immunity standard Part 1: Residential,commercial and light industry
EC Directive	Safety: 73/23/EEC EMC: 89/336/EEC and 93/68/EEC

# Safety Information

## CE Marking (Declaration of Conformity) 2 to 2

We declare under our sole responsibility that the Facsimile Unit and option to which this declaration relates is in conformity with the specifications below.

This declaration is valid for the area of the European Union (EU) only.

### Note

- Installed Network Board options. When the Network cable is attached to either the IEEE802.3 connectors, the facsimile meets the requirements of EN55022 Class A.

Declaration of Conformity for CE Marking	
Product Type	Facsimile
Product Name	MINOLTAFAX2600 / MINOLTAFAX3600
Options	Second Paper Cassette Unit
Accessories	Expansion Memory (Max 6MB)
Standard	<b>Safety: EN60 950 / 1992 with Amendment 1, 2 and 3 (1995)</b> <b>Safety of information technology equipment, including electrical business equipment</b>  EN 60 825-1 / 1994 with A11/1996 : Radiation safety of laser products, equipment classification, requirements and user's guide <b>EMC:</b> <b>EN55 022 (Class A) / 1994 with A1/1995</b> : Limits and method for measurement of radio disturbance characteristic of information technology equipment (ITE)  EN61000-3-2(Class A) / 1995 :Electromagnetic compatibility(EMC) – Part 3: Limits Section 2: Limits for harmonic currents emissions (equipment input current $\leq 16A$ per phase) :Electromagnetic compatibility(EMC) –Part 3: Limits Section 3 :Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current $\leq 16A$ <b>EN50 082-1 / 1992</b> : Electromagnetic compatibility – Generic immunity standard Part 1: Residential, commercial and light industry
EC Directive	<b>Safety: 73/23/EEC</b> <b>EMC: 89/336/EEC and 93/68/EEC</b>

### WARNING

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures

# Safety Information

## Compliance (Australia and New Zealand Only)

### WARNING

This is a **Class A** product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures

## USER INSTRUCTIONS (For U.K. Users)

These facsimiles are approved for connection to the British Telecom public switched telecommunication systems in accordance with the British telecommunication Act of 1984. The usage should be subject to the condition set out in these instructions. Any other usage will **INVALIDATE** this approval.

1. The approval of this facsimile for connection to the public switched telephone network (PSTN) is invalidated if the facsimile is subject used with or connected to:
  - (i) internal software that has not been formally accepted by BAPT
  - (ii) external control software or external control apparatus which causes the operation of the facsimiles to contravene BAPT requirement.
2. This facsimile is approved for the use of the following facilities:
  - Tone Dialing (DTMF).
  - Automatic Clearing.
  - Automatic answering (Facsimile with auto answer to ITU-T T.30).
  - Last Number Redial
  - Automatic call initiation.
  - Automatic dialling facilities.
  - Automatic multiple repeat dial attempts.
  - Series connection for 'Off Hook' detection.
  - Memory dialing.

Any other usage will **INVALIDATE** the approval of the apparatus if as a result it then ceases to conform to the standard against which approval was granted.
3. This facsimile is suitable for connection to exchange lines on PSTN directly or via a compatible private branch exchange.
4. It cannot be guaranteed that the facsimile will operate under all possible conditions of connection to compatible PBXs. Any cases of difficulty should be referred in the first instance to the supplier of the apparatus.
5. Connection to PSTN must not be hardwired.
  - The connection to PSTN must be disconnected before the mains plug is removed.
6. The facsimile may be used on PSTN employing Loop disconnect or MF. However, please note as follows:

Although the facsimile can use either Loop disconnect or DTMF signaling, on the performance of the DTMF signaling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the facsimile is set to use DTMF signaling for access to public or private emergency services if it is used with hand-set. DTMF signaling also provides faster call set up.
7. Ringer Equivalent Number (REN) for the facsimile is 1.
  - The REN relates to the performance of the facsimile when used in parallel with other items of terminal equipment.
  - The REN is a customer guide indicating approximately the maximum number of equipment that should be connected in parallel simultaneously to the line.
  - To determine the maximum number of items of items of items that can be connected in parallel simultaneously to an exclusive line, please add the REN values of each item connected to the exclusive line. The sum should not exceed the maximum REN value of 4. For the purposes of the calculation, the REN of a terminal equipment rented or brought from BT plc. should be assumed to be REN of 1.0 unless otherwise specified.



# Safety Information

8. When other telephone apparatus is connected in parallel with the facsimile, it must be set on Tone dialing (DTMF) mode only.  
The handset shown in this manual is not available in U.K.. Therefore the details about the hand-set are not applicable.
9. When connecting a telephone onto the same line or PBX extension as this facsimile, the serial socket on the LJU unit (on the unit cord) must be used.
10. Please be advised that should another telephone device be used connected to the PSTN via the serial socket on the LJU unit, then problems may be experienced in the following ways.
  - (i) Difficulty making calls.
  - (ii) Problems in telephone conversation sometimes experienced by both parties. Should difficulties as described above be experienced then the supplier of the facsimile should be contacted for assistance and not the network operator.
11. The facsimile is not suitable as an extension to a pay phone or as a 1+1 carrier system.
12. To this machine on a private exchange (PABX) extension, insert a pause or pauses in the autodial sequence to allow your PABX unit time to connect with the public service telephone network (an outside line) before dialling continues. For example you may require a sequence of 9 "PAUSE." 0908 214315 to transmit a fax message to our Keynes Office.  
To insert pause, press key "PAUSE." One key operation causes a pause of 2.5 seconds in the dialling sequence.
13. Use of the facsimile to make overseas fax transmissions, it may be necessary to insert a pause in the autodial sequence when sending transmissions overseas in order that the international exchanges have time to interconnect. For example you may require a sequence of 010 "PAUSE" 1555677899 to transmit a fax message to your New York office.  
To insert a pause, press key "PAUSE." One key operation causes a pause of 2.5 seconds in the dialling sequence.

## 5. MAIN PLUG WIRING INSTRUCTIONS

This equipment is fitted with a moulded type main plug since it incorporates a detachable fuse cover; under no circumstances should the plug be used without the fuse cover fitted. In the unlikely event of the socket outlet in your home not being compatible with the plug supplied, cut off the main plug and fit an appropriate type observing the wiring code below.

**DANGER:** The fuse from the cut-off plug should be removed and the plug should be disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted into a socket outlet as a serious electrical shock may occur. If you are not sure how to do this, get help from a qualified electrician.

## 6. IMPORTANT

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

**GREEN-AND-YELLOW:** Earth

**BLUE:** Neutral

**7. BROWN:** Live

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows. The wire which is coloured **GREEN-AND-YELLOW** must be connected to the terminal in the plug which is marked by the letter E, or by the safety earth symbol, or coloured green or green and yellow. The wire which coloured **BLUE** must be connected to the terminal which is marked with the letter N or coloured black. The wire which is coloured **BROWN** must be connected to the terminal which is marked with the letter L or coloured red. This apparatus must be protected by a 13A fuse in the mains plug or distribution board.

**"WARNING: THIS EQUIPMENT MUST BE EARTHED"**

# ***Safety Information***

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## **USER INSTRUCTION (For New Zealand)**

### **Warnings**

- Immediately **disconnect** the equipment should it become physically **damaged**, and arrange for its disposal or repair before reconnecting.
- **Disconnect the Telecom Network connection** before **disconnecting the Power connection** prior to relocating the equipment, and **reconnect the Power first**.
- This equipment may not necessarily provide for the effective hand-over of a call to or from a telephone connected to the same line.
- Not all Standard telephones will respond to incoming ringing when connected to the extension socket at the rear of the equipment.
- As there is no audio monitoring of dialing or calling procedures, please double check that you are dialing a valid fax number, **especially in the event of no response to redials**.

**Warning notice:** No '111' or other calls can be made from this device during a mains power failure

**Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle or noise and may also cause a false answer condition. Should such problems occur, the user should not contact the telecom faults service"**

## **OZONE RELEASE (For all Users)**

During printer operation, a small quantity of ozone is released. This amount is not large enough to harm being adversely. However, **be sure** the room where the FAX is being used has **adequate ventilation**, especially if you are printing a high volume of materials, or if the FAX is being used continuously over a long period.



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# *Chapter 1*

## *Setting up*



# Setting up

## 1. Setting up

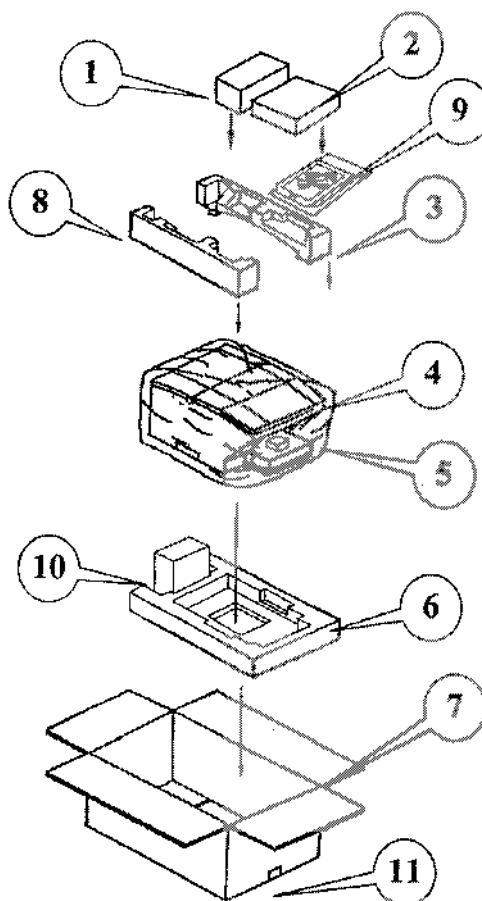
This chapter contains an installation guides and information regarding machine parts and accessories.

### 1.1 Unpacking

#### 1.1.1 Unpacking the carton

Unpack the carton and verify that the following items are included and undamaged:

1. Toner Cartridge
2. Tray Box
3. Cushion-R
4. Facsimile Machine
5. Polyethylene Bag
6. Cushion-B
7. Carton
8. Cushion-L
9. Accessory Bag
10. Drum Cartridge
11. Fixing With Tape





# Setting up

## 1.1.2 Unpacking The Accessory Boxes

Unpack the accessory boxes and verify that the following items are included in the kit:

### Accessory Box Assembly 1

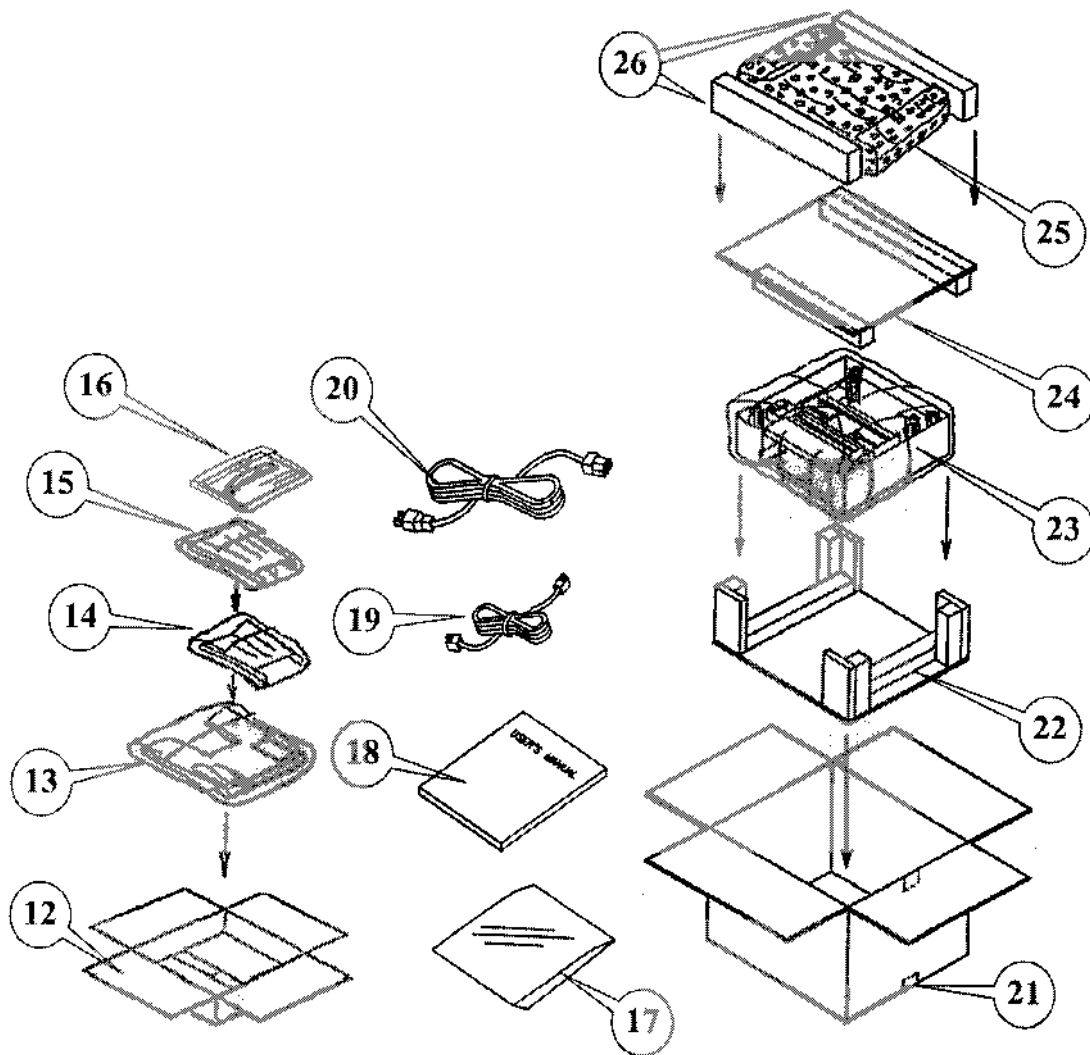
- 12. Accessory Box 1 Carton
- 13. Document feeding tray
- 14. Eject Paper Tray
- 15. Document Exit Tray
- 16. Stopper and Instruction Sheet

### Accessory Bag Assembly 2

- 17. Polyethylene Bag
- 18. User Manual
- 19. Telephone Cord
- 20. Ac Power Cord

### 2nd Cassette Carton (Option)

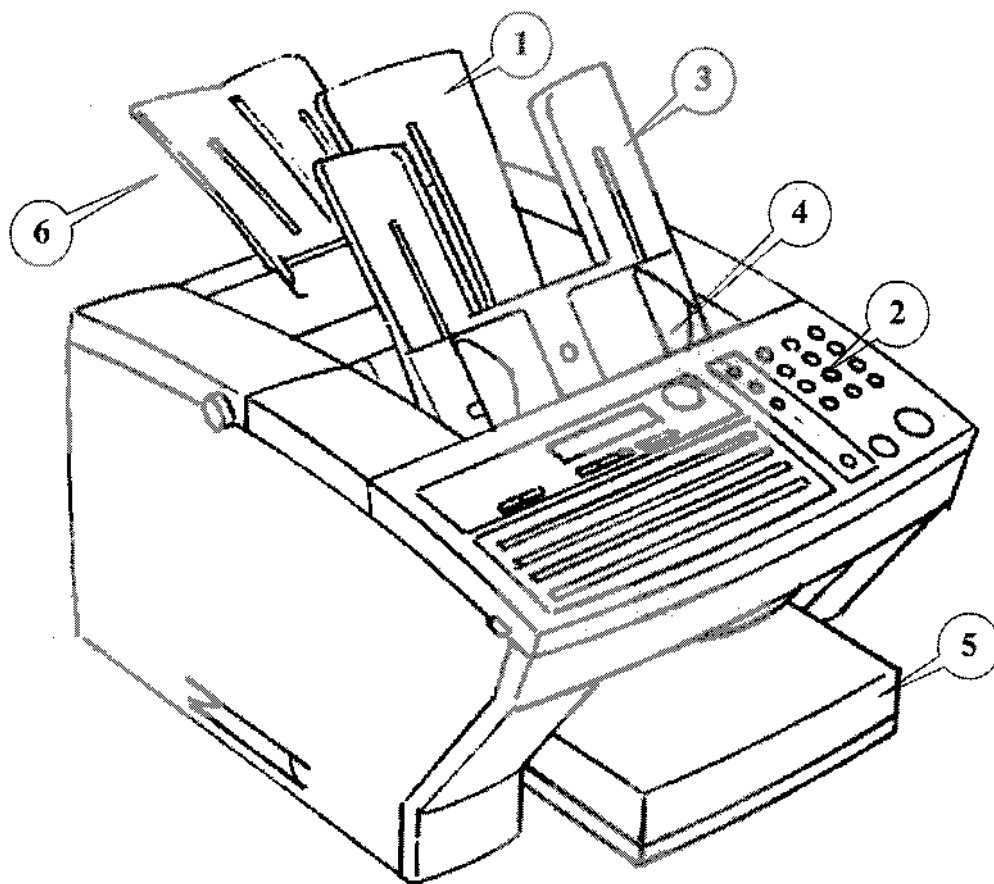
- 21. 2<sup>nd</sup> Cassette Carton
- 22. Packing Material Down
- 23. Second Cassette
- 24. Packing Material Up
- 25. Paper Cassette
- 26. Spacer D, E



# Setting up

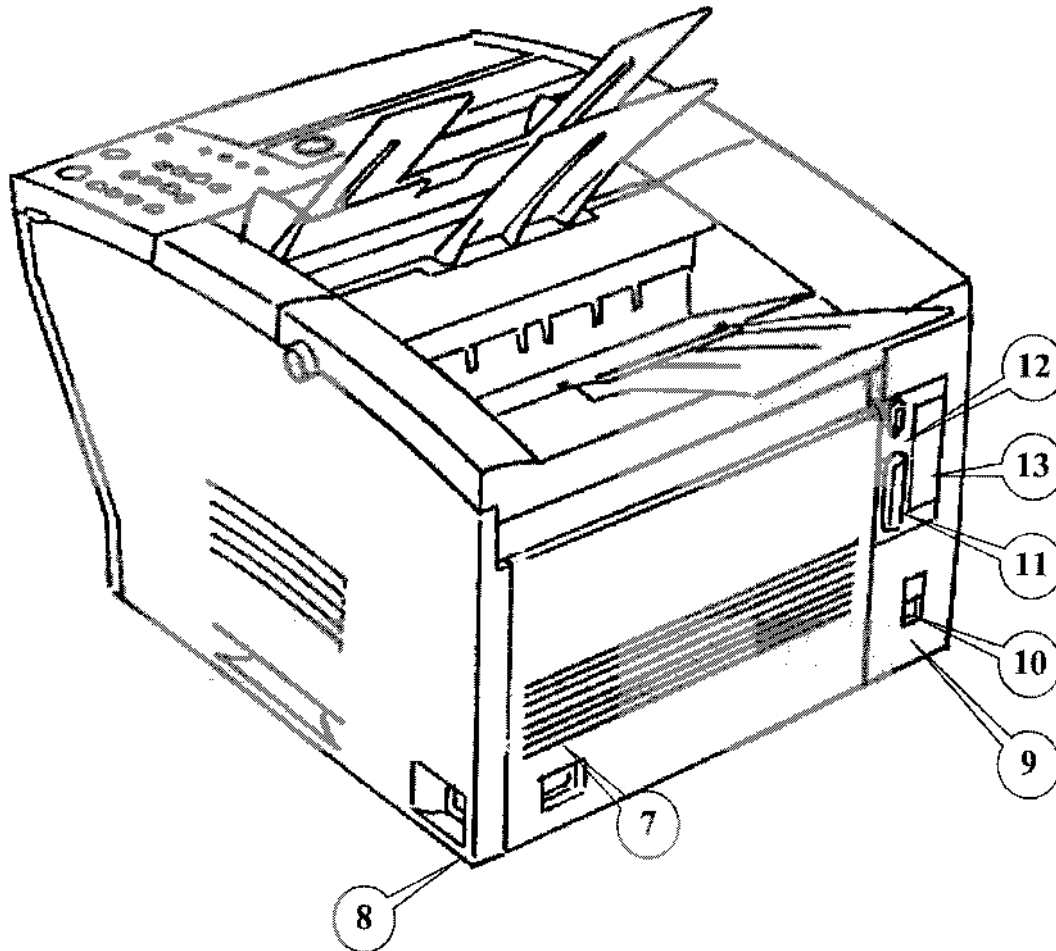
## 1.2 Major Part Names and Functions

- |   |   |
|---|---|
| <p><b>1 Document Exit Tray.</b><br/>This tray catches the original document after it passes through the scanner.</p> <p><b>2 Control Panel</b><br/>These controls provide various options for faxing, copying, and printing functions.</p> <p><b>3 Document feeding tray</b><br/>Load your document face up on this tray for faxing or copying.</p> | <p><b>4 Document Adjust Plate</b><br/>Adjust the paper guide to fit the width of your original document.</p> <p><b>5 Paper Cassette</b><br/>You can load up to 250 sheets of letter-size, A4 or legal-size paper into the standard cassette. (You can add another 500 sheets with the optional second cassette for letter, A4 or legal paper)</p> <p><b>6 Eject Paper Tray.</b><br/>This tray catches the paper after printing.</p> |
|---|---|



# Setting up

- |  |  |
|--|--|
| <p><b>7 AC Power Connector</b><br/>The AC power cord plugs in here.</p> <p><b>8 Power Switch</b><br/>Use to turn the facsimile machine ON and OFF.</p> <p><b>9 Telephone Line Connector</b><br/>Plug the telephone cable from this connector into the wall socket of telephone line.</p> <p><b>10 Telephone Set Connector</b><br/>Use this connector to plug in the telephone cord from the telephone set.</p> | <p><b>11 Printer Parallel Interface</b><br/>Provides connection between the facsimile machine and host computer for GDI printing or PCL4 printing.</p> <p><b>12 Serial Connector</b><br/>Provides connection between the facsimile machine and host computer for Class 1 PC faxing and Twain-compliant scanning. This interface can also be used for printing.</p> <p><b>13 LAN Card (Optional)</b><br/>Provides connection between the printer (facsimile machine) and the Network.</p> |
|--|--|



# Setting up

## 14 Printer Cover Buttons

Press these two buttons to open the top cover to check and clear paper jams, to change the Toner and Drum, or to clean the interior of the unit.

## 15 Toner Cartridge

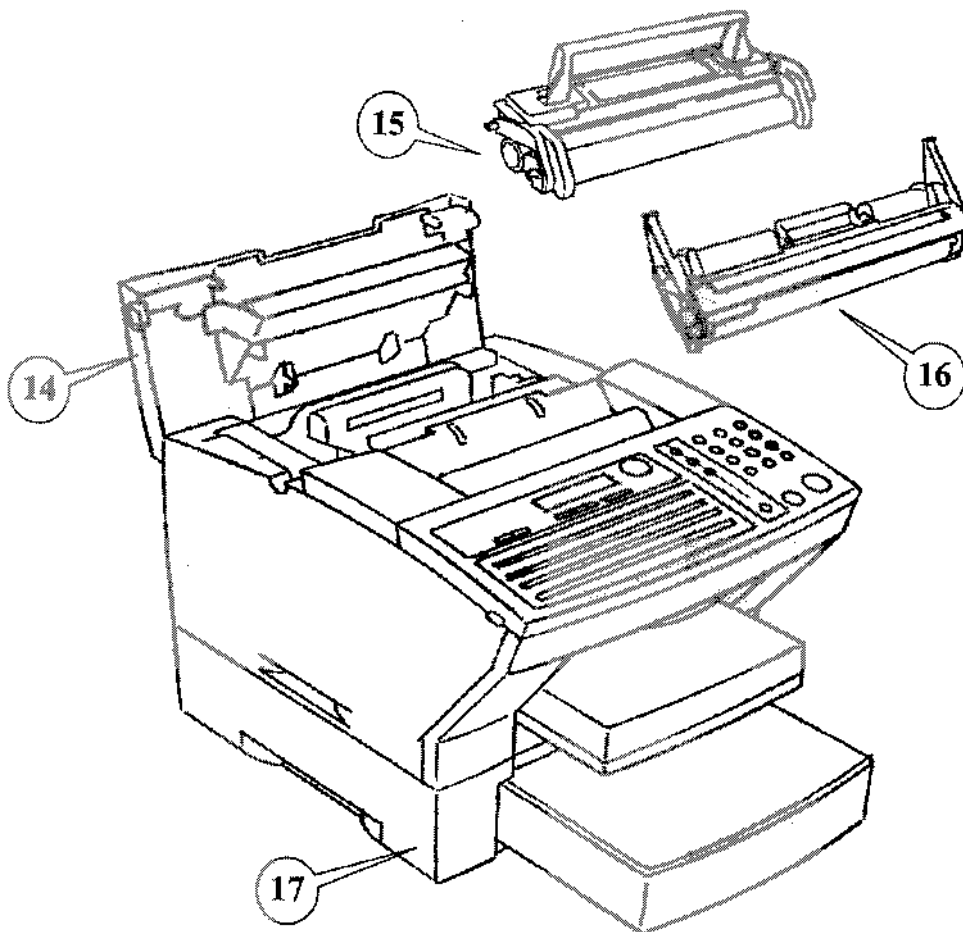
The Toner Cartridge converts the electrical image on the drum into a printable image.

## 16 Drum Cartridge

This Drum Cartridge transfers toner to the paper.

## 17 2nd Paper Cassette Unit (Optional)

When installed, it permits the fax unit to print up to 750 uninterrupted pages without reloading paper. (including the Multipurpose Tray)



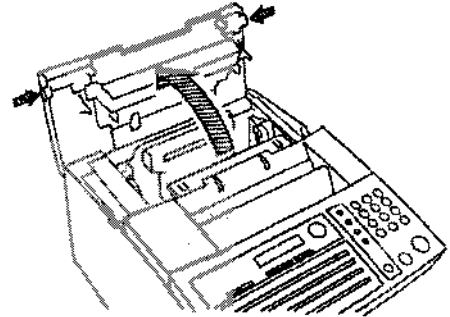
# Setting up

## 1.3 Setting Up

To set up your fax please follow the procedures below.

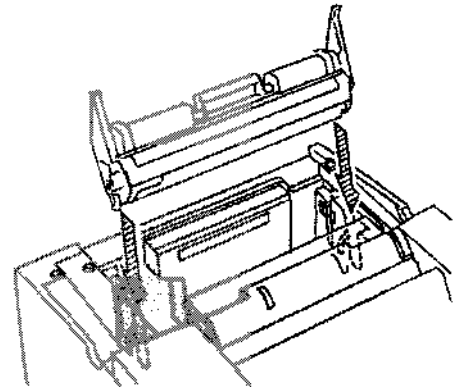
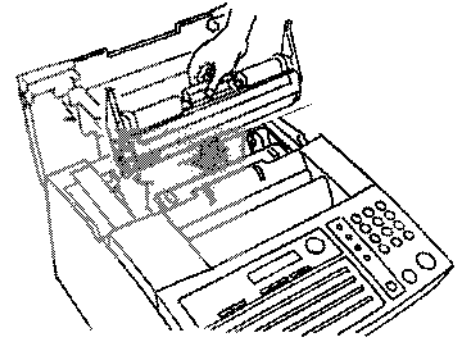
### 1.3.1 Open The Printer Cover

- Press in the Cover Lock Release Buttons on the left and right sides of the Printer Cover, and swing open the Cover.

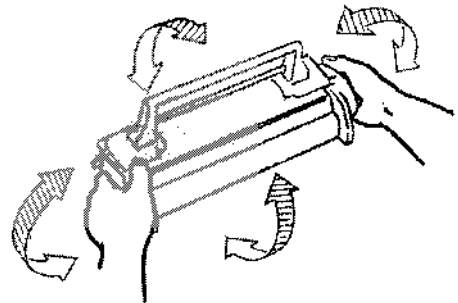


### 1.3.2 Install the Toner Cartridge And Drum Cartridge

- Unpack the Drum Cartridge and Toner Cartridge.
- Install the Drum Cartridge by aligning its right and left pins with the interior guides of the FAX machine.



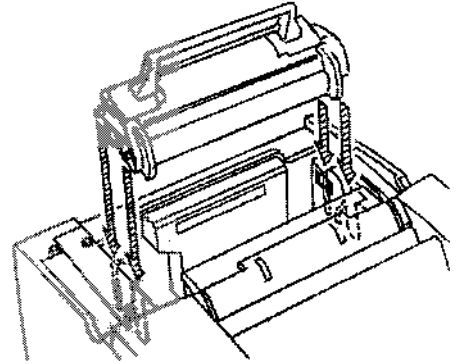
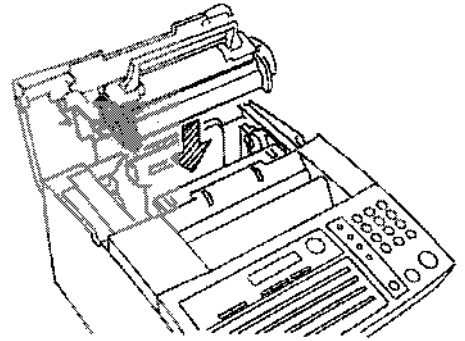
- Before installing the Toner Cartridge, it is necessary to evenly distribute the toner inside of the cartridge. Hold the Toner Cartridge with both hands, and shake it in the direction of arrows.



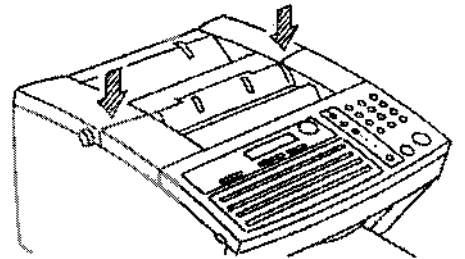
# Setting up

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- Make sure that the four pins of the Toner Cartridge (two each at the front and rear sides) fit in the slits inside the fax machine.

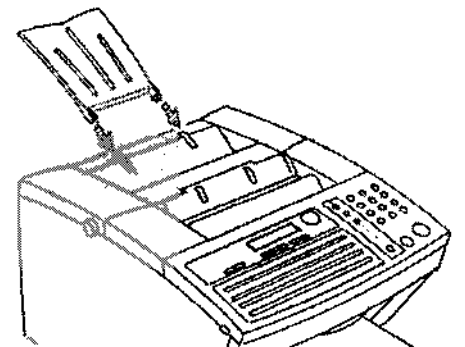


- Close the Printer Cover and press down to lock it into position.



## 1.3.3 Install The Eject Paper Tray

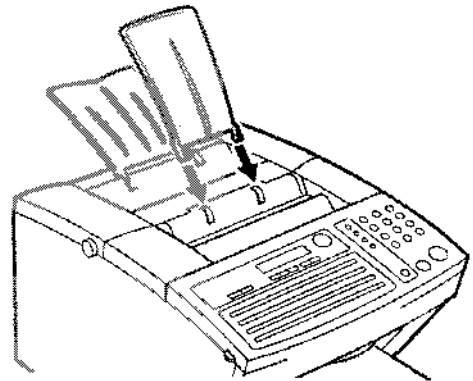
- Install the Paper Tray Extension by inserting the two tabs into corresponding slots inside the unit.



# Setting up

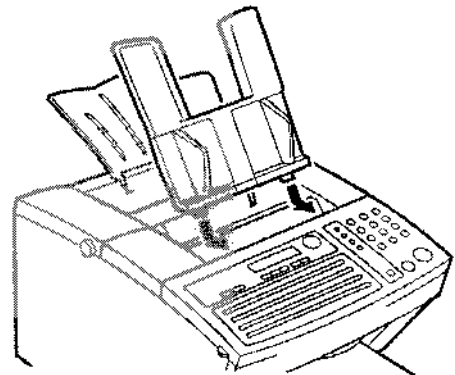
## 1.3.4 Install The Document Exit Tray

- Install the Document Exit Tray by inserting the two tabs into corresponding slots at the center of the machine.



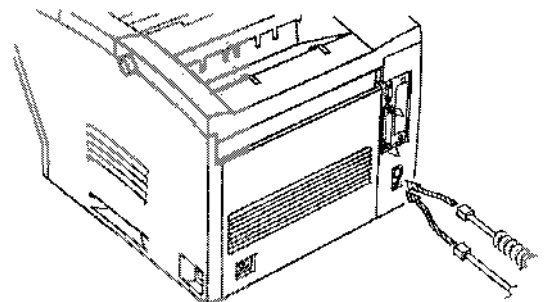
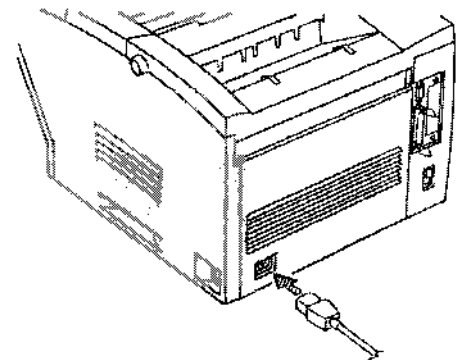
## 1.3.5 Install the Document Feeding Tray

- Install the Document Feeding Tray by inserting the two tabs into corresponding slots beside the control panel.



## 1.3.6 Attach the Power Cord and Telephone Line Cable

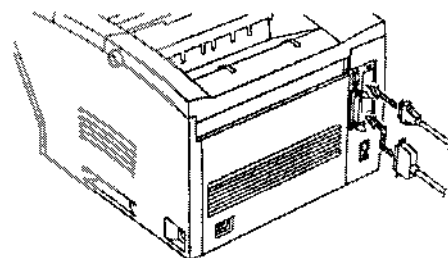
- Make sure the power switch is in the ○ (OFF) position.
- Connect one end of the power cord to the Power Cord Socket of the machine and plug the end of the power cord into a power outlet that complies with the power requirements listed in the specifications section.
- Connect the telephone line cable to the LINE jack on the right side of the facsimile machine.
- Connect an external telephone to the TEL. jack, if desired.



# Setting up

## 1.3.7 Attach The Peripheral Cables (Optional)

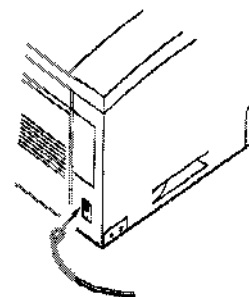
- Insert the end of the printer cable and/or RS-232C cable into the appropriate connectors on the back of the facsimile machine.



## 1.3.8 Install the Handset

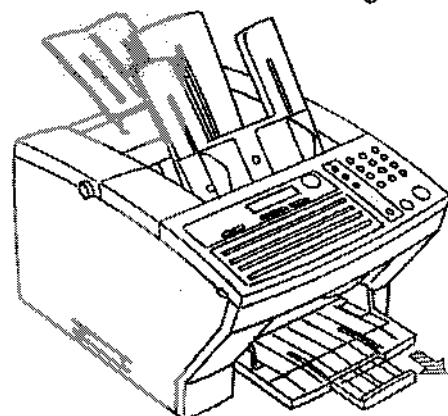
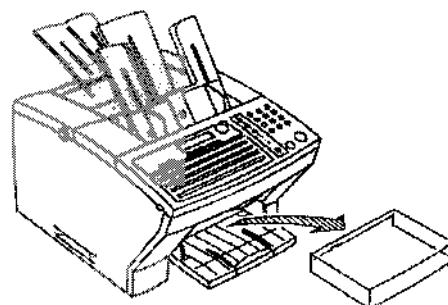
- Install the handset to the facsimile machine by attaching the holder with two screws.
- Connect the handset cable on the back of the facsimile machine.

Note: Handset is not standard, depending on the market.



## 1.3.9 Loading the Paper

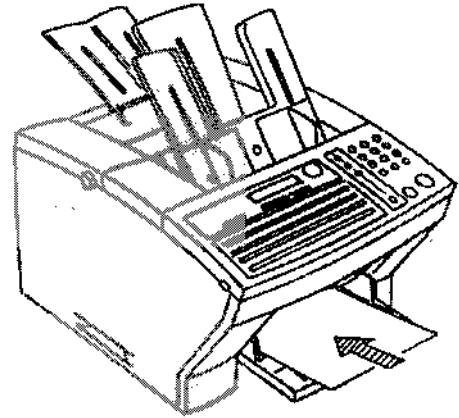
- Open the cassette cover.
- If you want to load legal paper, pull out the cassette extender





# Setting up

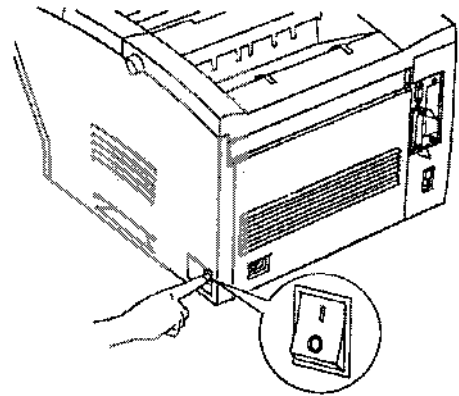
- Load paper into the Paper Cassette.



## 1.3.10 Power On

- Turn on the power switch.

**CAUTION:**  
Allow at least three seconds after turning the power switch on or off before pressing it again.



- Once the power is ON, the facsimile machine will go into the standby mode.
- If any system data or memory are lost, this unit will generate a power fail report and generate short intermittent beeps.

# Setting up

---

## 1.4 Loading Paper

### 1.4.1 Loading Recording Paper

Various types and sizes of paper can be fed into the unit from the Multipurpose Tray.

The 500-Sheet Second Paper Cassette (optional) provides an alternate way to feed paper into the facsimile machine. The use of this optional tray is described in the Options section of this chapter.

The facsimile machine is capable of printing on standard paper between 50-90 g/m<sup>2</sup> (16~24 lb). The Multipurpose Tray can be used to feed up to 250 sheets of the following paper sizes: A4, Letter and Legal.

The conditions in which paper is stored may affect print quality. Store paper in its original packaging; do not store paper in rooms where the humidity or temperature may be too high or too low.

# Setting up

## 1.4.2 Printing From The Tray

Follow the instructions below to load the Tray. Up to 250 sheets of standard paper can be inserted into the cassette.

- Fan the paper thoroughly, and align the edges of sheets.
- Load the stack of paper into the Tray. Adjust the Paper Guide to fit snugly against the edges of the paper. Users don't adjust the Paper Guide.

### CAUTION:

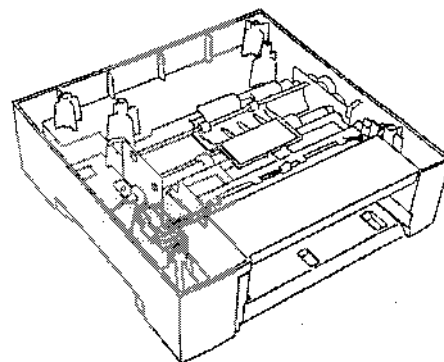
Do not load additional papers until all the sheets in the Tray have been fed through the facsimile machine.

## 1.4.3 Optional Second Paper Cassette Unit

- An optional item for the facsimile machine is the 500-sheet second cassette which makes it possible to load extra paper into the facsimile machine.
- Up to 500 additional sheets of A4, Letter, or Legal paper sizes can be loaded into the 500 Sheet Second Paper Cassette.

### 1.4.4 Setting Up The 500-Sheet Second Paper Cassette Unit

- Take the 500-Sheet Second Paper Cassette from the shipping carton. Then remove the vinyl bag and peel off the shipping tape from the Second Paper Cassette Unit.
- Press down the paper Lifting Plate until it is locked into position.
- Hold both sides of the Second Paper Tray, and slightly tilt the tray as shown at the same time. Insert the Second Paper Cassette all the way into the 500-Sheet Second Paper Cassette as shown in the figure.
- Fit the Paper Guide furnished with the unit into the position corresponding the paper size to be used.
- Load Letter, Legal or A4 size paper into 500 Sheet Paper Cassette Unit. The paper size loaded must match the tray housed in the Second Paper Cassette Unit.

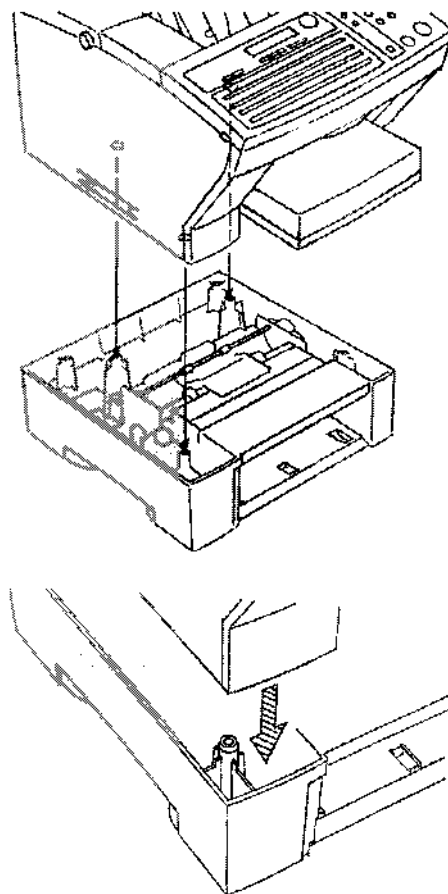


### CAUTION:

Turn the facsimile machine's power switch OFF before installing the 500-Sheet Second Paper Cassette unit.

## Setting up

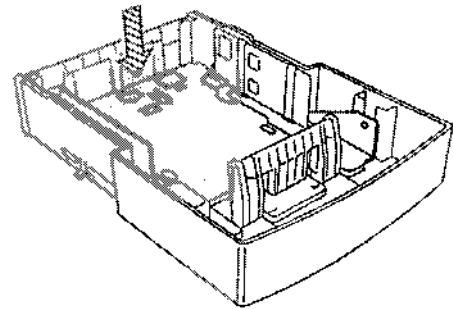
- Place the facsimile machine on the Second Paper Cassette Unit and ensure that the two coupling pins on top of the 500-Sheet Second Paper Cassette fit into the holes at the bottom of the facsimile machine.



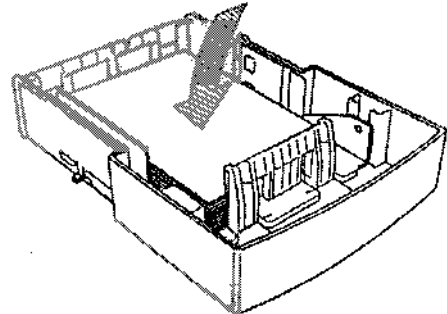
# Setting up

## 1.4.5 Loading Paper Into Second Paper Cassette

- Press down the Paper Lifting Plate until it is locked in position.

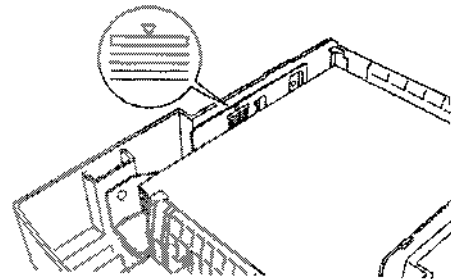


- Fan the paper stack thoroughly and align its edges. Load the paper stack on the cassette so that the side to print on (usually the side facing up when the package is unwrapped) faces down.

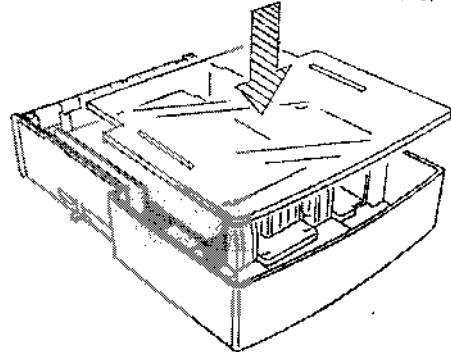


### Note:

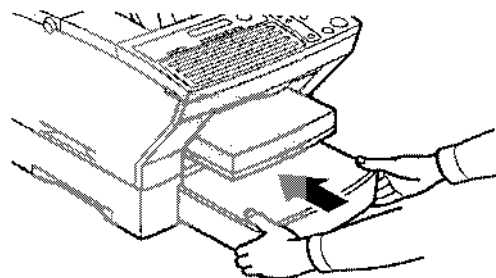
- The paper sizes that can be used are Letter (A4, Letter, Legal) lengthwise
- The paper should be loaded no higher than the Max. Level Indicator.
- Do not add paper until the tray is empty.



- Put the Paper Cover on the Paper Tray.



- Install the Second Paper Cassette.



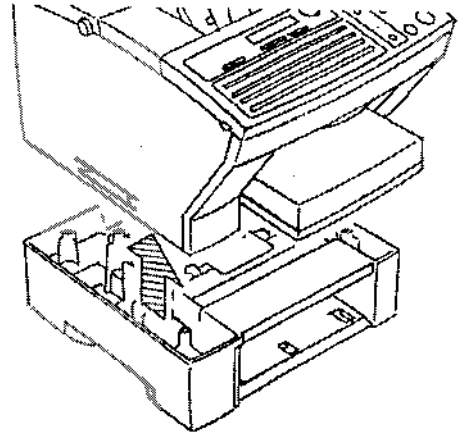
# Setting up

## 1.4.6 Disassembling Second Paper Cassette Unit

- Pull the back of the 500-Sheet Second Paper Cassette on an angle, then lift it up slowly and gently.

**CAUTION:**

Be sure to turn the facsimile machine's power OFF before disassembling the Second Paper Cassette Unit.



# Setting up

## 1.4.7 Loading Document Paper.

### (1) Recommended Document Sizes

	Minimum	Maximum
Length	100 mm (4 inches)	1000 mm (39.4 inches)
Width	148 mm (5.8 inches)	216 mm (8.5 inches)
Thickness	50 g/m <sup>2</sup> (16lb)	90 g/m <sup>2</sup> (24 lb)

### (2) Unacceptable Document Types

Make a photocopy of the document with a copying machine and transmit the copy if the original is:

- Torn, wrinkled, or curled paper
- Coated paper
- Thin paper (e.g. transparent paper)
- Film copies of document
- Thicker than a postcard
- Made of cloth

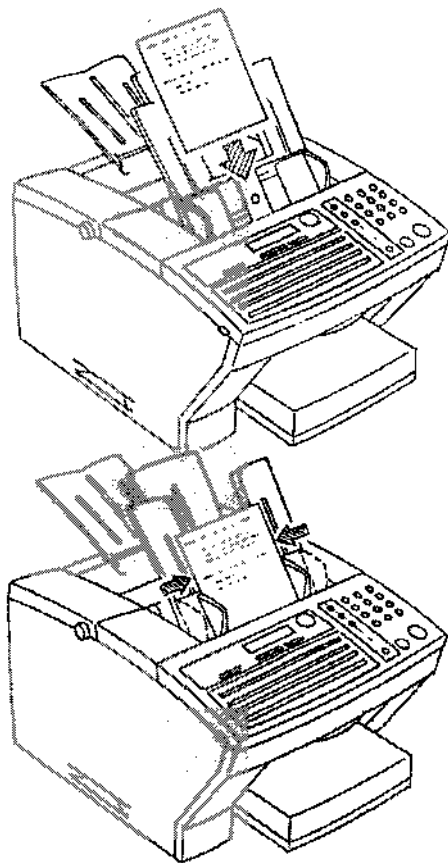
### (3) Placing The Document On The Document Guide

- Place the original document face up on the center of the document guide.

#### NOTE:

Your fax machine will hold up to 50 sheets of documents a time. Be sure to stack them neatly before transmission.

- Adjust the document guide plates to fit the size of the document.



## *Chapter 2*

### *Getting started*

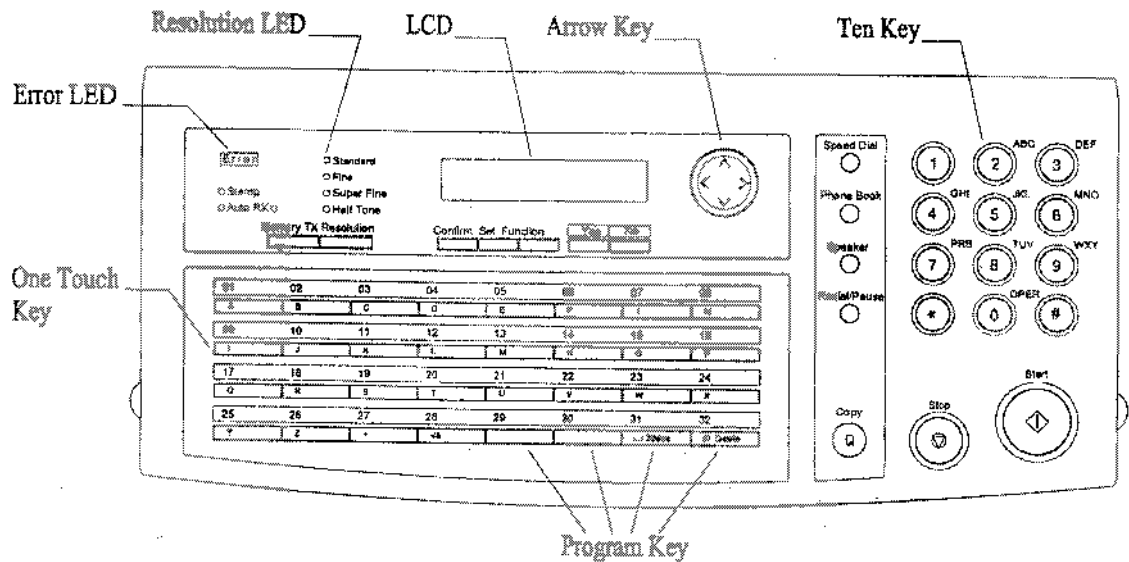




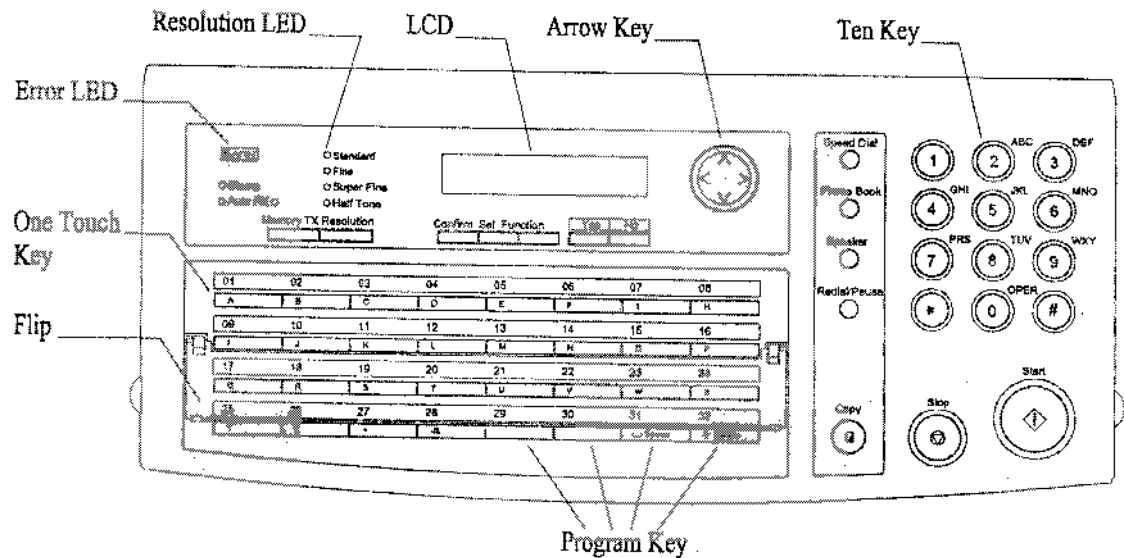
# Getting started

## 2. Front view of control panel:

### MinoltaFax 2600



### MinoltaFax 3600



## 2.1 Control Panel

Panel	Description
1. Display	The LCD Display provides you with instructions and information about fax, copying, printing, programming and operational functions.
2. Error Light	The ERROR Light illuminates if there is a problem with the unit, such as a paper jam. After the problem has been corrected, the light will turn off when the STOP key is pressed.

# Getting started

Panel	Description
3. Stamp Light	<p>This function is used to confirm that scanning is complete.</p> <p><b>ON:</b> Two modes are available.</p> <p>When set in TX mode, the function will <b>work only</b> in ADF TX mode.</p> <p>When set in Scan mode, the function will <b>work in both</b> ADF TX and Memory TX modes.</p> <p><b>OFF:</b> When set to OFF, the function will be disabled.</p>
4. Auto RX Light	<p>The light indicates the receiving mode of the facsimile.</p> <p><b>ON:</b> When the light is on, the facsimile will receive documents automatically.</p> <p><b>OFF:</b> When the light is off, the facsimile will <b>receive documents manually</b>.</p>
5. Memory TX Light	<p>When the Memory TX LED is ON, it signifies <b>that documents</b> will be stored in memory for transmission. ( <b>ON</b> : Memory TX Mode ,<b>OFF</b> : ADF TX Mode).</p>
6. Memory TX Key	<p>Press this key to turn Memory TX transmission <b>ON or OFF</b>.</p>
7. Resolution Key	<p>Press this key to select the desired resolution for scanning.</p> <p><b>Standard:</b> Use for normal documents. This is the default setting.</p> <p><b>Fine:</b> Use for documents with fine lines or characters.</p> <p><b>Super Fine:</b> Use for very fine maps, drawings or extremely detailed originals.</p> <p><b>Half Tone:</b> Use for photographs or shaded <b>drawings</b>.</p>
8. Phone Book Key	<p>Use this key to find fax numbers previously stored</p>
9. Set Key	<p>The Set Key allows access to the <b>Set Up menus</b> (Dial Registration, Scanning and Printing, TX Operation, RX Operation, Machine Operation, Reporting, Initial User Data, Set Printer). Press the SET Key to enter the Set Up menus and program your facsimile machine using either the numeric keys or the arrow keys, as shown on the LCD.</p>
10. Confirm Key	<p>The <b>CONFIRM</b> key allows access to the report <b>Menus</b> available on this unit.</p>
11. Yes Key	<p>The <b>YES</b> key is used to accept the selections made under <b>SET</b> and <b>FUNCTION</b> menus.</p>
12. No Key	<p>The <b>NO</b> key is used to reject the selections made under the <b>SET</b> and <b>FUNCTION</b> menus.</p>
13. Speed Dial Key	<p>Use this to initiate speed dialing. Press the <b>SPEED DIAL</b> key and your two-digit <b>code</b> to start a transmission.</p>
14. Function Key	<p>The <b>FUNCTION</b> key allows access to the <b>programming Menu</b> (Broadcast, Timer TX, Mailbox Rx, Polling TX, Polling Rx, Relay Broadcast, Cancel Reservation). Access Functions by pressing the Function Key first and then selecting the desired function using numeric keys or the Function Key).</p>
15. Redial/Pause Key	<p><b>Redial</b> Press this key to redial the last fax or telephone number dialed.</p> <p><b>Pause</b> When storing a number, press the <b>Pause</b> key insert a pause in the number being stored. When you press this key, a "P" is inserted within a number, causing a 2.5 second delay <b>when dialing</b>. This is useful if you must dial a prefix, such as a 9, and then <b>pause</b> briefly in order to access an outside telephone line. A "P" after a series of numbers adds 10 seconds to the normal time the machine waits for a remote receiver to answer a call.</p>
16. Speaker Key	<p>Press this key to switch the unit to the telephone line for direct (manual) dialing from the machine's keypad.</p>

## Getting started

Panel	Description
17. Copy Key	Press the <b>COPY</b> key to initiate copying documents that are loaded on the document feed tray.
18. Stop Key	Use this key to stop copying, transmitting, dialing waiting or scanning. You can also press the <b>STOP</b> key to return to any operation mode back to the standby status.
19. Start Key	Press the <b>START</b> key to begin transmitting, scanning, copying or manual fax reception.
20. Keypad	These twelve keys work for the internal telephone in the fax unit just like the keypad on regular Touch Tone phones. You can use the keypad to dial a remote unit directly or to assign codes and telephone numbers to One-Touch and Speed Dial locations.
21. One Touch Keys	The One-Touch Keys are used to store frequently dialed numbers. Any of the keys can be assigned as One-Touch keys or Group Dial keys. In addition, the last four keys can be used as Program Keys. Each Group Key can hold up to 50 One-Touch or Speed Dial Numbers. MINOLTA 3600 - Flip Flip-Panel to change destinations 1~32 to 33~64 or vice versa.
22. "*" Key	Press the "asterisk" Key for tone dialing while the machine is set for pulse dialing (This key is only effective when the speaker key is used.)
23. "#" Key	Press the "#" Key to access an internal line or a PSTN line when machine is set for use over a PBX line.
24. Arrow Key (←, →, ↑, ↓)	Used to move cursor to right or left one position or to scroll through menu items.
25. ↓	Use this key to enter a Sub-address number while programming a One-Touch, or Speed Dial key and entering Fax number by ten key.
26. "+" Key	Used to register a combination dial in a One-Touch or Speed Dial key. This symbol must follow the initial number and be followed by a number stored in the One-Touch key, Speed Dial key or entered via the ten keypad.

# Getting started

## 2.2 Preparing the Facsimile Machine

Before using your facsimile machine, please set up the following items.

### Set Correct Date and Time

Your fax machine can print out a report with the transmission date and time for identification.  
Refer to Program User Data: Set Date/Time.

### Set User Fax Number

Your fax machine can print out a transmission report with your fax number for identification.  
Refer to Program User Data: Set User FAX number.

### Set User Name

Your fax machine can print out a transmission report with your company name for identification.  
Refer to Program User Data: Set User Name.

### Set Correct Dialing Type (Tone / Pulse)

Select either **TONE** or **PULSE** according to the type of telephone system connected to the facsimile machine.  
Refer to Machine Option: TONE / PULSE.

### Set Your Fax Line Type (PSTN/PBX)

If your fax machine is connected to the public switch telephone network (PSTN), you can select "PSTN", otherwise, select "PBX".  
Refer to Machine Option: PSTN/PBX.

*Note: With a PBX system, you generally have to dial a prefix number (e.g. "9") to access an outside line. If you set the line type to "PBX", you can set the prefix number in advance. Then the unit will dial the prefix number for you whenever you dial. The following table shows you the how to dial when using the PBX mode.*

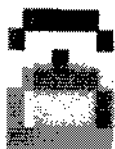



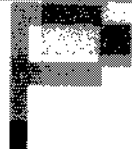

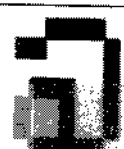
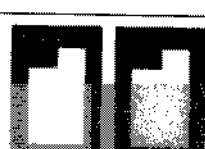



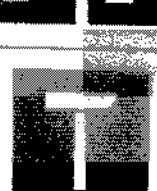
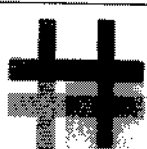
Ex: Pre-fix number for PBX = "9"

Phone Line	Telephone Number	LCD Display/Dialing	Access Line
PBX mode, pre-fix=9	123	@123	PBX
PBX mode, pre-fix=9	#123	9-123	PBX → PSTN

# Getting started

## 2.3 Definition of Symbols In The Display

The message display shows the date, time of day, amount of memory available for use, fax numbers, fax conditions and other information by means of either a message or graphics. The following table is a list of icons that can appear on the message display.

	Signifies a fax or phone number.		Shown while the other party's fax is being rung.
	Prompts you to enter a fax number.		Shown while the user's fax is being rung.
	Indicates when the pause function is set into the destination's fax number. Example: OP41264126		Shows the number of pages. Example: A single page
	Indicates when the Internal function is set into the destination's fax number. (for European PBX systems)		Shown while a document is being transmitted to the other party.
	Indicates when the Sub Address (a PC fax function) is set into the destination's fax number. Example: 4126412: 8108		Shown while a document is being received from the other party.
	Indicates that a document to be transmitted by the polling transmission function has been stored in memory.		Indicates that a document to be transmitted by the timer transmission function has been stored in memory.
	Indicates when the External function is set into the destination's fax number. (For European PBX systems)		

# *Getting started*

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## **2.4 Facsimile Functions**

### **2.4.1 Plain Paper Fax Receiving**

Your fax machine receives and prints images on plain bond paper by using Laser Printing Technology. The paper is easy to load and images are permanent.

### **2.4.2 Dialing**

Six methods of dialing are available:

- (1) Keypad Dial (Manual Dialing)
- (2) Speed Dial
- (3) One Touch Key Dial
- (4) Last Number Re-Dial
- (5) External Telephone Dial
- (6) Press Speaker key and Dial the number from the keypad.

### **2.4.3 One Touch Keys**

You can store selected job features and phone numbers by using the One-Touch keys. The unit also allows you to store up 100 Speed Dial numbers. You can program any one of the One-Touch Keys as Group Dial keys with up to 50 numbers in each.

### **2.4.4 Document Memory**

Your machine has 1 MB of memory to store documents for polling, delayed transmitting, confidential reception and out-of-paper memory reception. The memory is also used for PC-FAX printing, Broadcasting and Relay broadcasting documents. You can purchase additional memory to upgrade the machine's memory size.

### **2.4.5 Batch Transmission**

You can program your One-Touch Keys to function as batch keys for Batch Transmission. Using this function, your unit can call a remote unit at the same time every day and transmit a batch of documents to the remote unit in one phone call. Throughout the day, documents can be fed into memory and assigned to the One-Touch Keys. At the programmed time, your fax unit will call the remote unit and transmit all documents currently stored in memory that are assigned to the corresponding One-Touch Keys.

### **2.4.6 Broadcast**

The Broadcast feature allows you to send the same document to more than one location in the same session. These locations can be dialed with numbers that are stored in the One-Touch Dial, Speed Dial and Group Dial keys or numbers you enter directly on the keypad. After the session is complete, the fax machine will erase the document from memory. Whenever you execute a broadcast, the unit prints a broadcast report

# Getting started

---

indicating the results.

## 2.4.7 Timer TX (Delayed Transmission)

The Delayed Transmission feature allows you to delay sending a document to a single location. If you need to transmit to multiple locations at a delayed time, you can use the time setting feature available with the Broadcast function.

## 2.4.8 Error Correction Mode

Your unit has the ITU-T Error Correcting Mode (ECM). If the remote receiver also has it, your unit will re-transmit any data corrupted by telephone noise. If the remote receiver does not have ECM and you transmit from memory, your unit will resend any complete page in which errors occur. If the connection is broken during a memory transmission, your unit will re-dial and re-transmit.

## 2.4.9 Relay Initiate

Your unit can send a document to a compatible remote fax machine and request it to forward the document to multiple locations.

*NOTE: Machines at both sides must be the same model. (MinoltaFax 2600 or MinoltaFax 3600)*

## 2.4.10 Closed Network TX/RX

This function is used to transmit or receive documents to or from specified parties only. For example, this function can be used by a company to transmit and receive internal documents. When Closed Network TX/RX mode is set ON, Transmission and/or reception is possible only when the last 4 digits of the destination station's telephone number are the same as the last 4 digits of a One-Touch or Speed Dial Telephone Number.

## 2.4.11 Confidential Reception

This feature allows this unit to receive all incoming messages within a specified time into memory. You need to enter the correct 4-digit password to print out incoming confidential messages.

## 2.4.12 Mailbox Confidential Reception/Transmission

This feature allows certain incoming messages to be saved in a mailbox when receiving from a compatible machine. Using Mailbox TX, the sender specifies the mailbox number (of the receiving machine) that the message is directed to. After a Mailbox TX is completed, the receiving unit will print out an Rx Result Report indicating which mailbox received the message.

*NOTE: Machines at both sides must be the same model. (MinoltaFax 2600/MinoltaFax 3600)*

## 2.4.13 CLASS 1 Interface capability

The MinoltaFax 2600/3600 offers a Class I Serial Interface (standard) which supports Class I PC Faxing. The PC/Fax software supported by these MinoltaFax units include HydraFax 3.5, WinFax Pro Version 4.0



# Getting started

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and Bifax pro V3.07. The Serial Interface also supports printing and Twain-Compliant Scanning. The purpose of PC/Fax software, Twain-Compliant scanning software or GDI Driver as well as a serial cable is

required in order to carry out PC Fax functions as well as Twain-Compliant scanning and Windows GDI printing. Since the MinoltaFax 2600/3600 offer PCL4 printing emulation as a standard feature, only the purpose of a serial cable is required for printing. (however, it is strongly recommended that printing functions are accessed through the parallel cable)

## 2.4.14 TWAIN Driver (option)

TWAIN compatible driver is available for this facsimile machine, With this driver you can scan documents to the PC using with any application software that supports TWAIN scanning.

## 2.4.15 GDI Printer Function(option)

This machine can be used as a 300 or 600 dpi laser printer through the parallel port (recommended) or RS232C (serial) port.

You can purchase additional memory that is necessary for printing documents at 600 dpi.

## 2.4.16 PCL4 Printing Function

This unit also functions as a 300 dpi laser printer through the parallel port using its PCL4 emulation. Please refer to "SET PRINTER" section.

## ***Chapter 3***

### ***Programming Your Facsimile Machine***



### *3 Programming Your Facsimile Machine*

### 3.1 One-Touch Keys

**Procedure:** Press "Set" + "1"

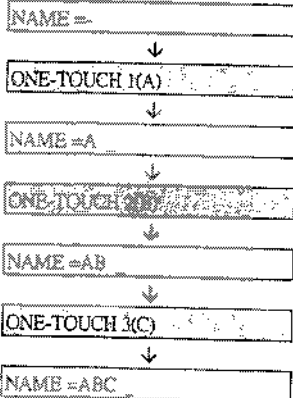


# Programming Your Facsimile Machine

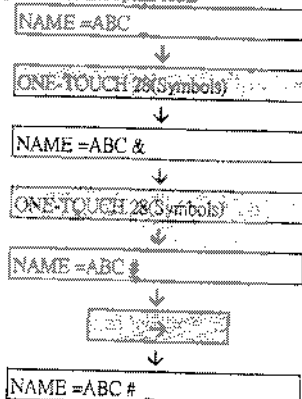
## 3.1.1 How To Input Characters

This section explains how to input letters and special symbols to identify One-Touch and Speed Dial locations.

### Alphabet



### Symbols & European fonts



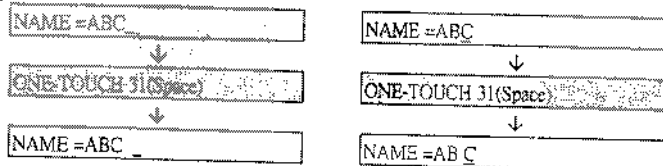
symbol list (one touch 28)

1	&	7	)	13	=	19	:
2	*	8	"	14	<	20	@
3	*	9	.	15	>	21	%
4	-	10	.	16	?	22	
5	/	11	!	17	\$	23	
6	(	12	+	18	:	24	

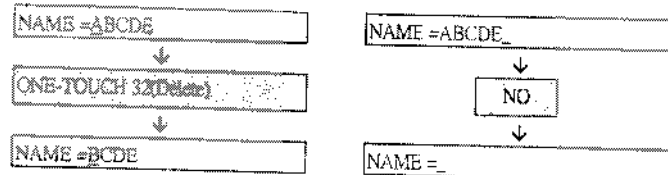
European fonts (one touch 28)

1	A	7	à	13	À	19	N
2	ä	8	É	14	Í	20	ú
3	Ö	9	ê	15	ä	21	ø
4	ö	10	í	16	•	22	ø
5	Ü	11	ó	17	ç	23	ß
6	ü	12	ô	18	Æ	24	

### Space



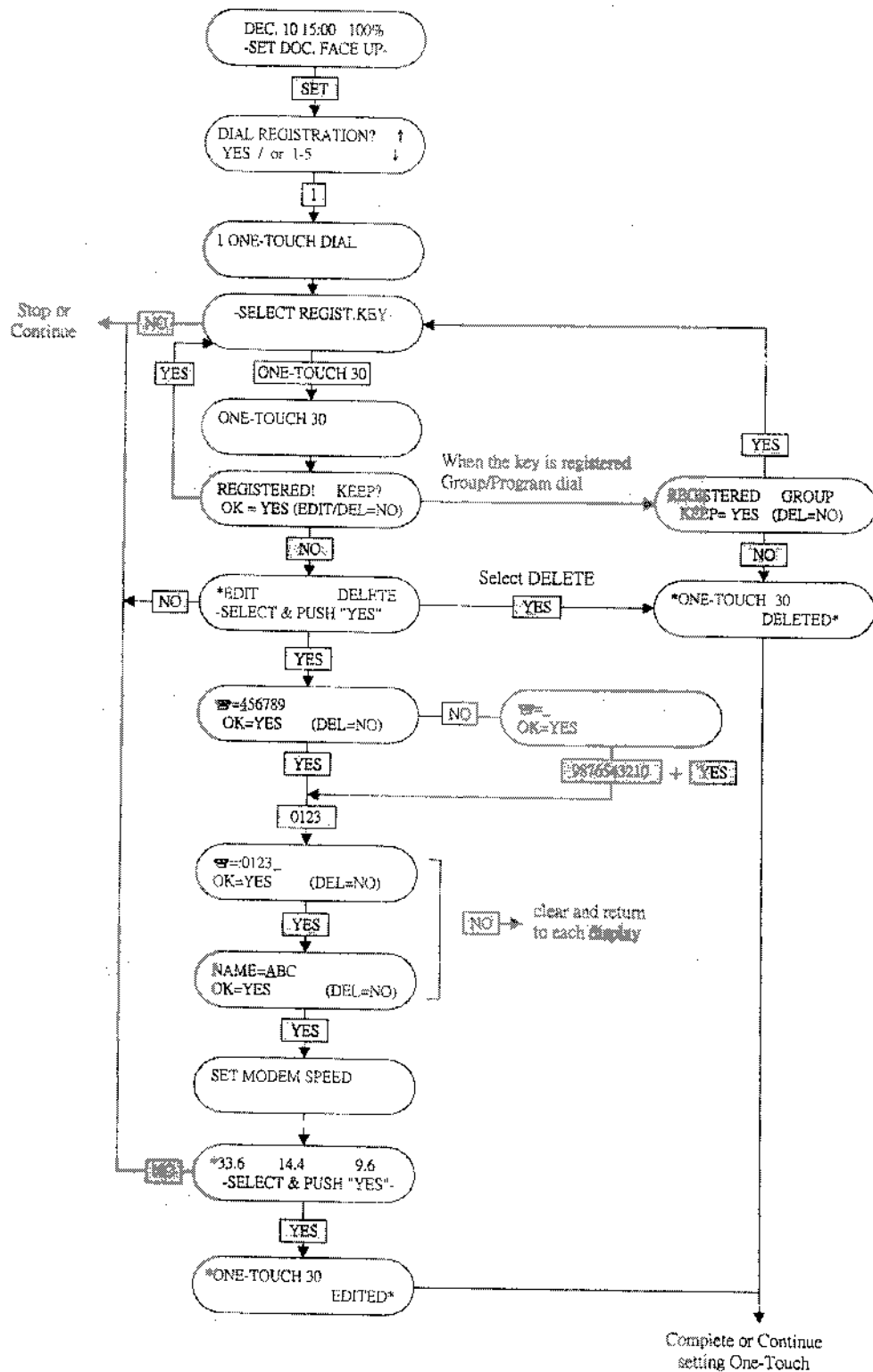
### Delete



# Programming Your Facsimile Machine

## 3.1.2 Edit/Delete One-Touch Dial

This section provides the edit and delete procedures for One-Touch keys.



### 3.2 Speed Dial

**Procedure:** Press "Set" + "2"



## 3-5



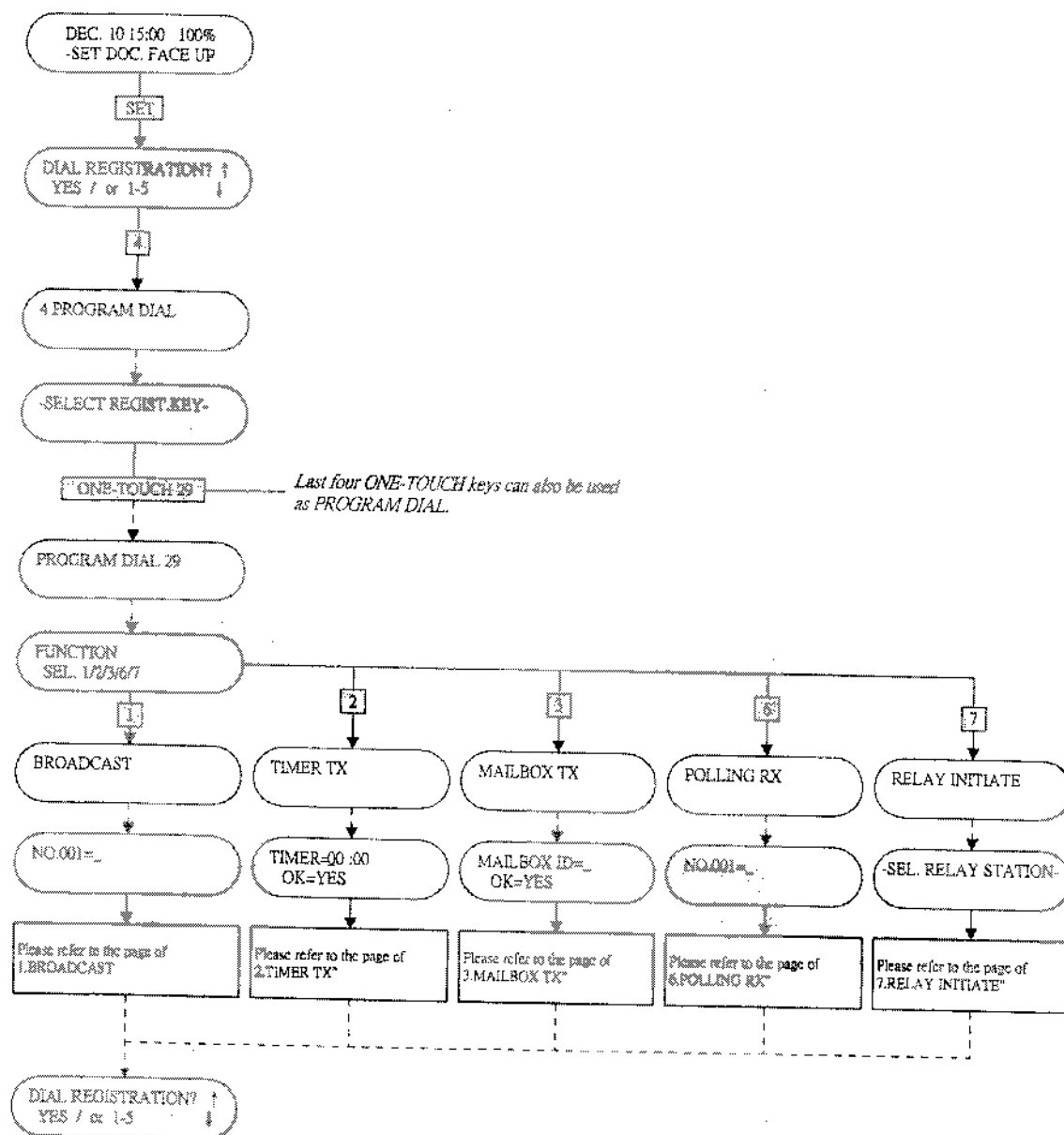


# Programming Your Facsimile Machine

## 3.4 Program Dial

Instead of their regular function, up to four One-Touch keys can be used as Program Keys. Transmission functions including Broadcast, Timer TX (Delayed Transmission), Mailbox, Polling RX, and Relay Initiation can be programmed into the One-Touch keys.

**Procedure:** Press "Set" + "4"



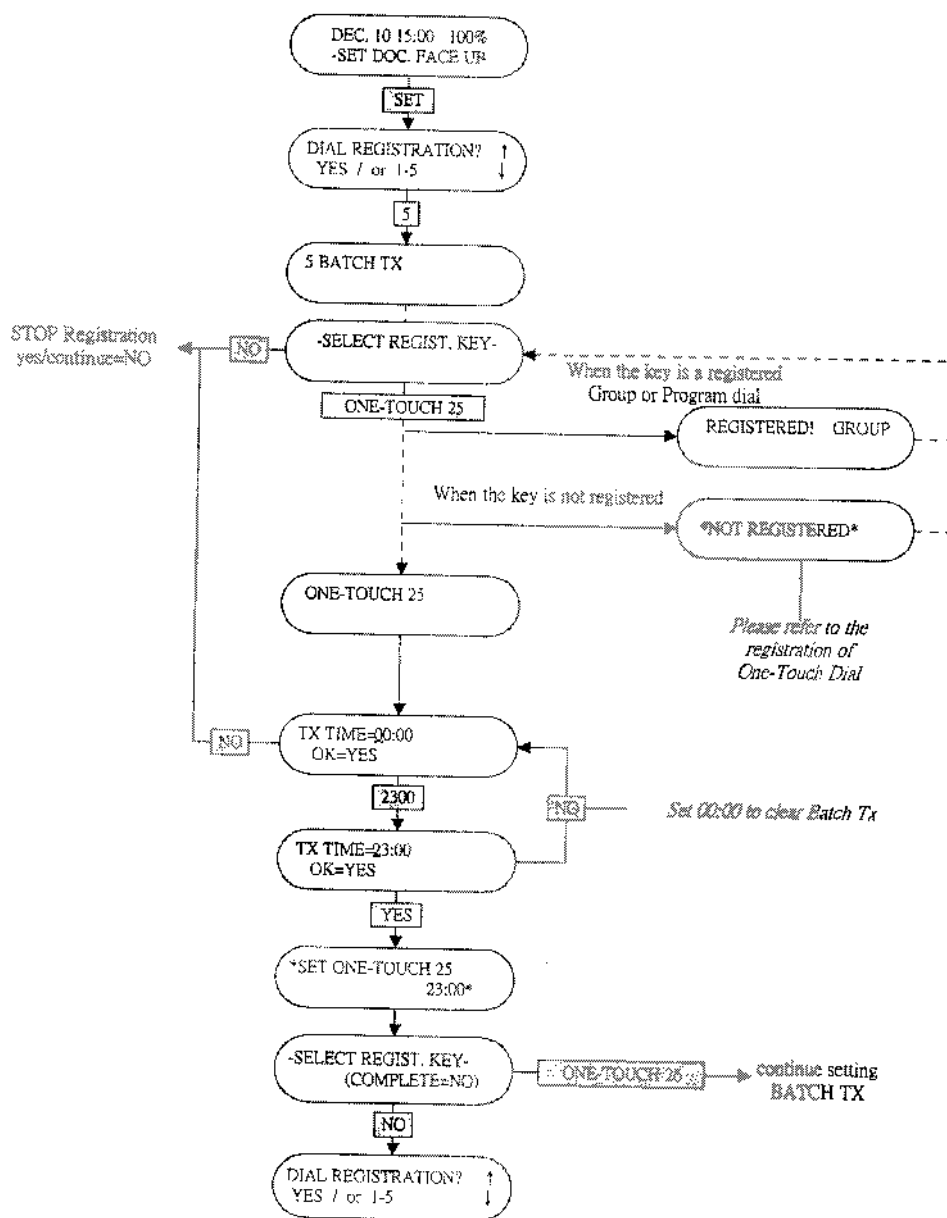
# Programming Your Facsimile Machine

## 3.5 Batch Transmission

You can program your single location One Touch key to automatically batch documents. By assigning a batch time to a programmed One-Touch key, you can eliminate repeated calls to the same number throughout the day. Your unit calls the remote unit at a preset time and transmits all documents stored in memory for this particular destination during one phone call.

*Note : Batch transmit is not effective if set time = 00:00.*

**Procedure: Press "Set" + "5"**



## ***Chapter 4***

### ***Basic Operation***



# ***Basic Operation***

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## ***4. Basic Operation***

This chapter contains general information about making a copy as well as the instructions for sending and receiving documents.

### ***4.1 Copying A Document***

With the facsimile unit, you can make from 1 to 99 high quality copies of an original document loaded onto the document feeder. The document feeder can hold up to 50 pages of originals.

- Note:*
- 1. If the memory becomes full, additional copies will not be accepted.*
  - 2. Sometimes you have to wait for a moment as laser engine is warming up.*
  - 3. Reduction copy is not effective in half tone mode.*

#### ***4.1.1 Copy Mode:***

**Stack Copy** -- Copy the document in page number order.

**Ex:** Make 2 photocopies of the document from page 1 to page 5.  
The unit will print in page-order as: 1, 1, 2, 2, 3, 3, 4, 4, 5, 5

**Sort Copy** -- Copy the document and print sets in order.

**Ex:** Make 2 photocopies of the document from page 1 to page 5.  
The unit will collate printed copies: 1, 2, 3, 4, 5, 1, 2, 3, 4, 5

# Basic Operation

## 4.1.2 Quality Choice:

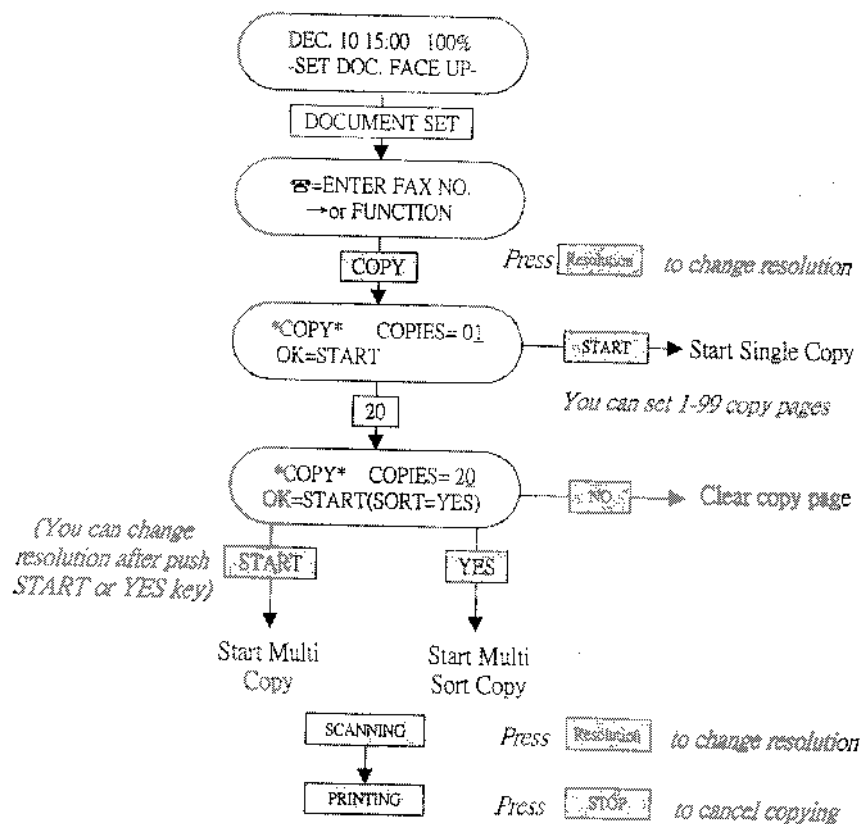
For standard typed or printed document no change is necessary. However, to assure good quality transmission, you can change the scan resolution and contrast.

(Refer to Setting Resolution and Setting Scan Contrast)

The Resolution key provides four options as follows:

- Standard:** Normal resolution for standard size characters (e.g. typed document).
- Fine:** Higher resolution for the small characters (e.g. newspaper).  
(FINE mode is the default setting for copy function.)
- Super Fine:** Highest resolution for image data.
- Half Tone:** Suitable for gray scale images such as photographs.

*Note: "Super Fine" and "Half Tone" options will increase the transmission time and the costs, compared to "Standard" and "Fine" mode.*



# Basic Operation

## 4.2 Sending a Document

### 4.2.1 Select Resolution And Contrast

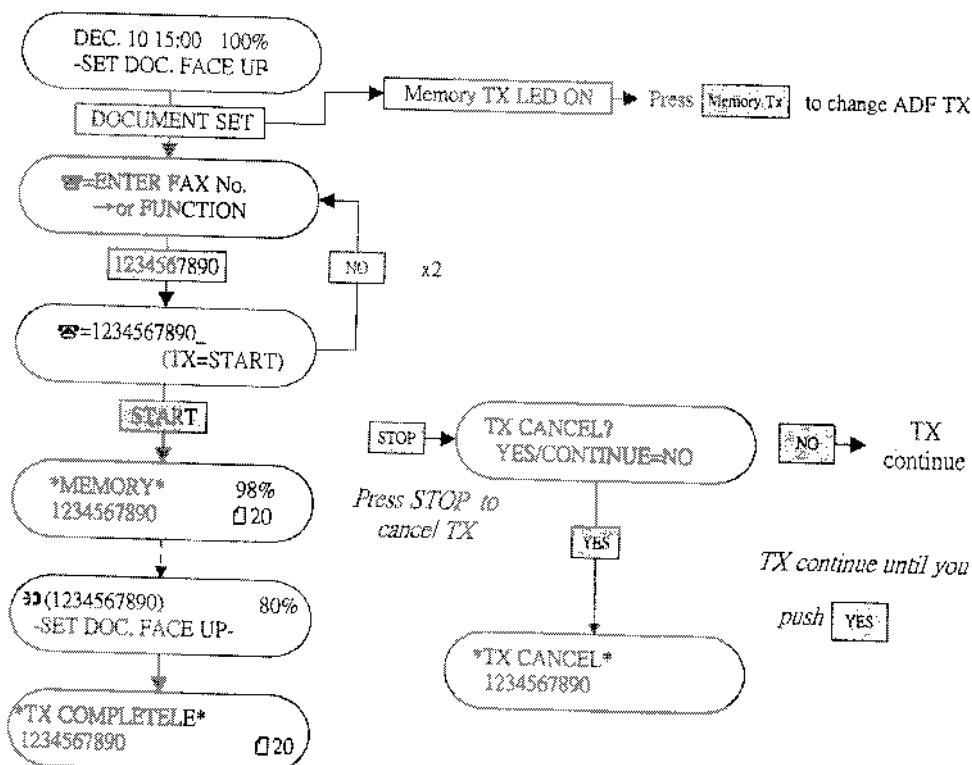
Standard typed or printed document adjustment may not be necessary. However, to assure good-quality transmission, resolution and contrast can be adjusted. (Refer to Quality Choice in section 4.1.2)

### 4.2.2 Transmission Mode:

#### 4.2.2.1 Sending Documents From Memory

Since your fax machine provides multi access capabilities, you can scan documents into memory for transmission, even if your machine is in the process of transmitting data from memory, receiving data from memory or printing a file from the PC.

**NOTE:** If the machine runs of memory during scanning, you can use manual transmission by pressing the Speaker Key.

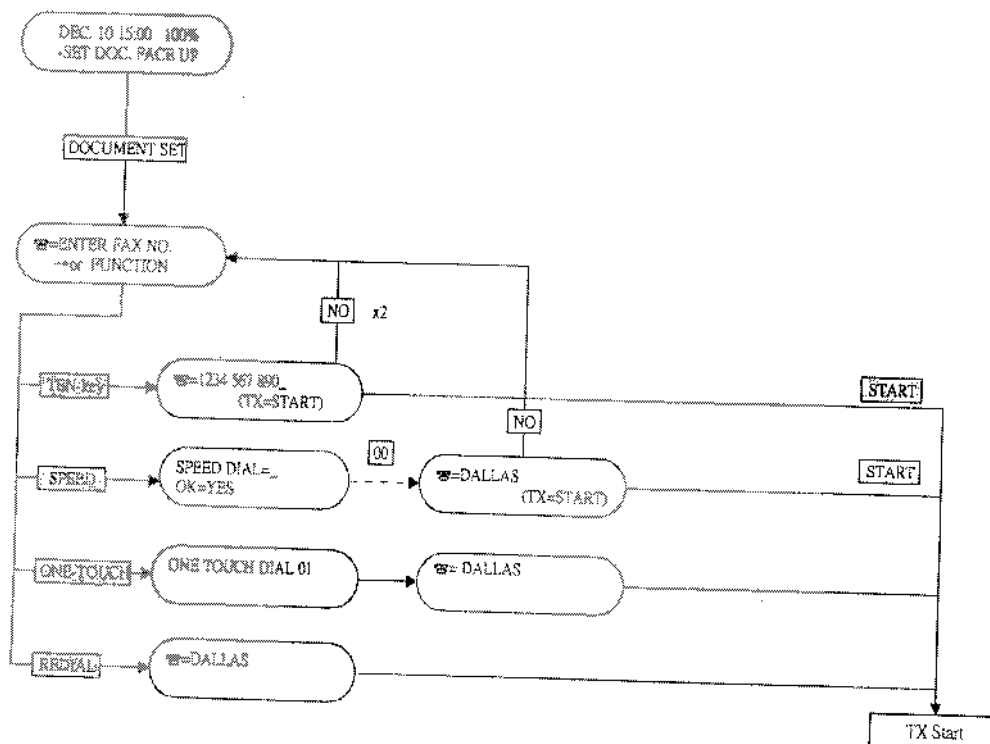




# Basic Operation

## 4.2.2.2 Sending Documents From The ADF

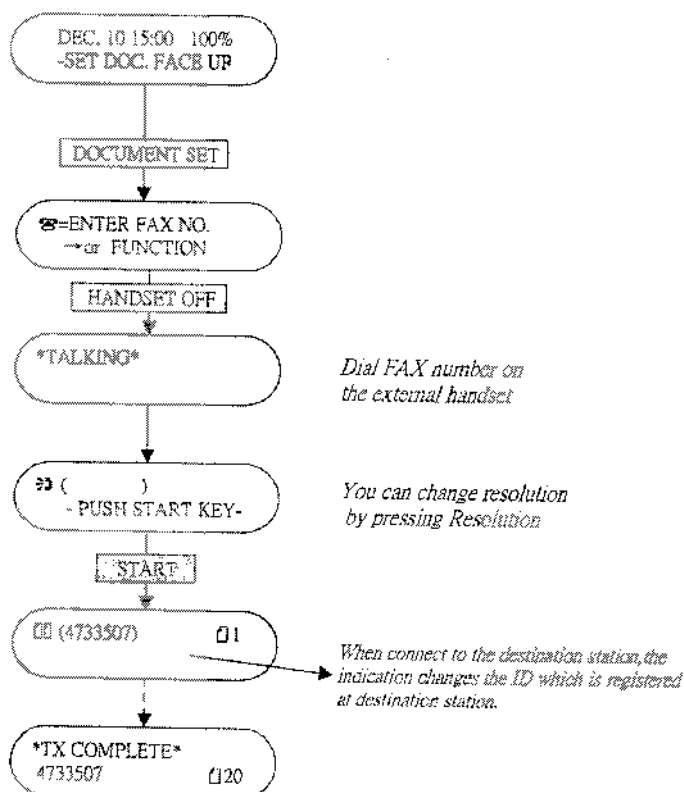
Direct Transmission (from the Automatic Document Feeder) bypasses the unit's memory and can be used to transmit a fax when memory is full. If you anticipate that there might not be enough memory to scan a particular document into memory (for example, lengthy documents), transmit it directly from the ADF. Be sure the LED for Memory TX is off before starting transmission.



# Basic Operation

## 4.2.2.3 Manual Dialing Handset and Transmitting From the ADF

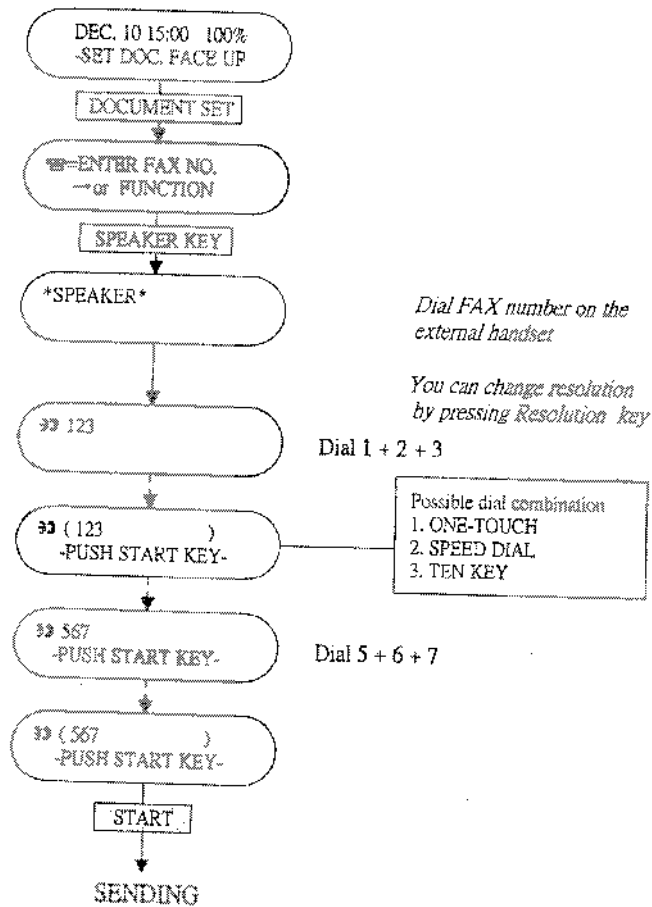
You can fax a document by dialing the number using the telephone handset or the speaker key. This function can be used if there is insufficient memory for scanning an entire document or you need to talk to the receiving party before transmission. When dialing manually, documents will be transmitted without being stored in memory.



# Basic Operation

## 4.2.2.4 Manual Transmission -- Chain Dial Followed By Speaker Key

In On-Hook dial (Speaker key), it is possible to Dial a location using any combination of Ten-Key, One-Touch dial, or Speed dial.



# Basic Operation

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## 4.2.3 Dialing Method

You can use the following different methods to dial a remote facsimile number from your machine:

### 1. Key Pad Dial

Dialing the number of the remote facsimile machine using the numeric keypad. You can also use arrow key to correct any mistakes you make, A maximum 30 digits are allowed, including any "PAUSE"(P).

### 2. One-Touch Dial

Press a One-Touch Key. It will be shown on the display and the machine will dial the number automatically after scanning the document. (Refer to Advanced Operation)

### 3. Speed Dial

Press the Speed Dial Key and enter a two-digit speed dial number from the keypad. The speed dial number will be shown on the display. Press the Start Key and the machine will scan the document and dial the number automatically.

### 4. Group Dial

Press a One-Touch Key (any One-Touch Key can be used for Group Dialing). The Group Name will be display on the LCD and the fax machine will scan the document and dial the numbers automatically.

### 5. Program Dial

Several transmission functions can be programmed together in any of the last four One-Touch Keys. To utilize these functions, press the corresponding One-Touch Key. For example, if you want to set up an after-hours broadcast which is performed regularly, you can register the necessary functions in a Program Dial Key.

### 6. Using Combination Dial

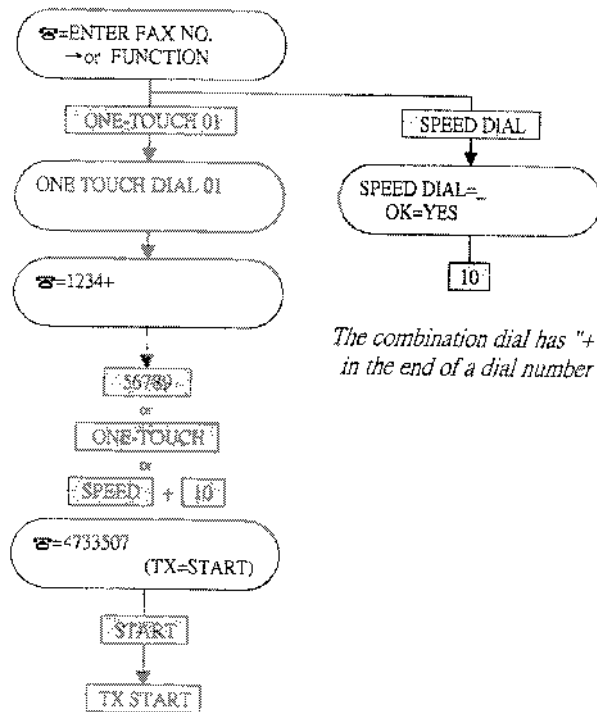
It is possible to input dialing numbers sequentially. You can enter One-Touch, Speed Dial or ten key number followed by the combination dial number (the phone number's last digits is '+' in One-Touch or Speed Dial Key). The telephone number is limited to 30 digits.

### 7. Using The Phone Book Key

The Phone Book function lists the One-Touch and Speed Dial locations stored in the facsimile machine. This function offers a directory to enable you locate a destination using a LIST or SEARCH function. The LIST function enables you to scroll through the list. The SEARCH function enables you to search for a location alphabetically or numerically.

# Basic Operation

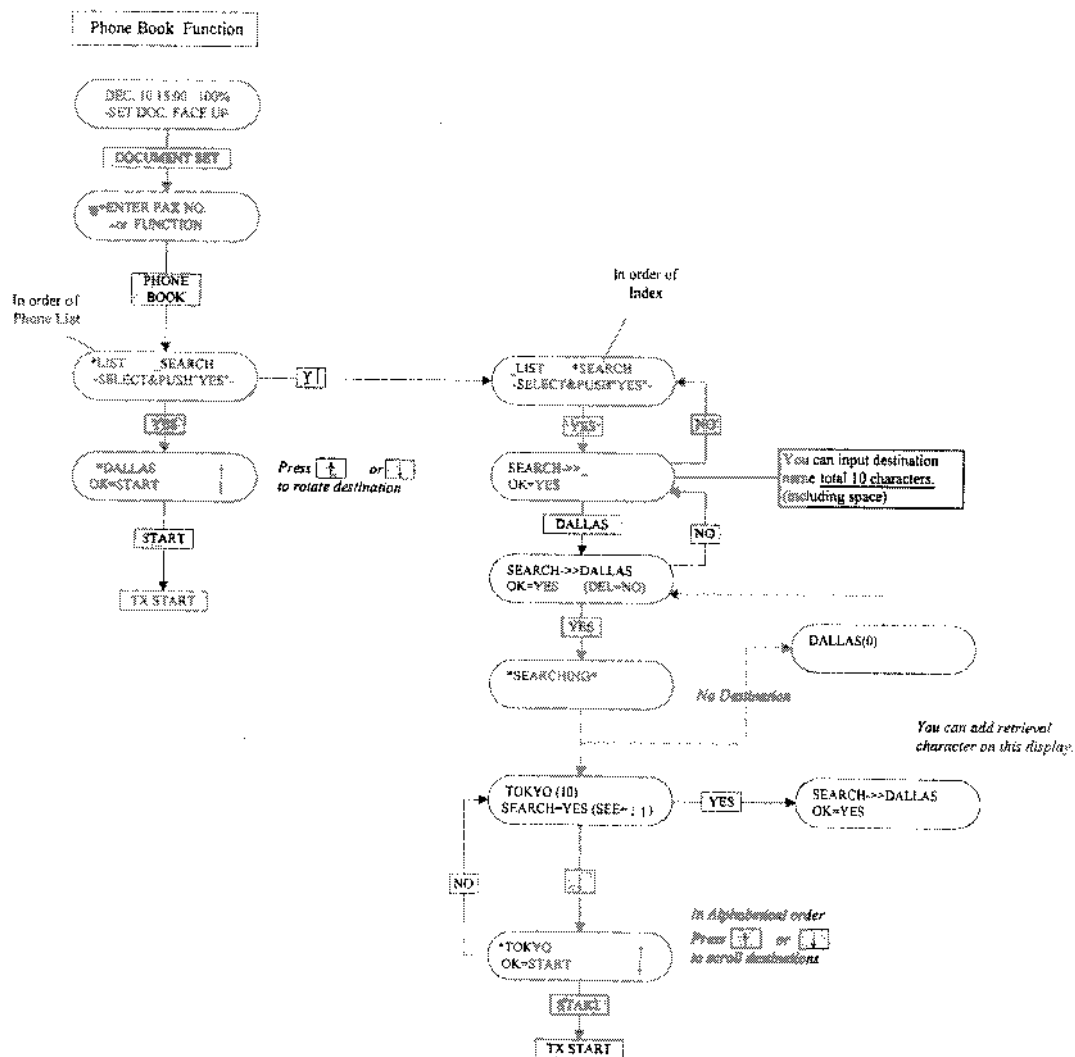
## 4.2.3.1 How to Use Combination Dialing



# Basic Operation

## 4.2.4 How To Use The Phone Book Key

The following flowchart shows how to LIST or SEARCH for the specified location stored in your One-Touch or Speed Dial keys. Once the correct destination is displayed, press the Start Key to transmit the document.



# *Basic Operation*

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## *4.2.5 Transmit Message Confirmation Report*

If TX message confirmation report is turned ON, this unit will automatically print a confirmation report. If it is turned OFF, you can still check transmission results by printing the Activity Report or pressing the Confirm key to view the journal on the LCD.

If the transmission is successful, the unit prints a report with the date and time, the receiver's number, the number of pages that were sent and other useful information.

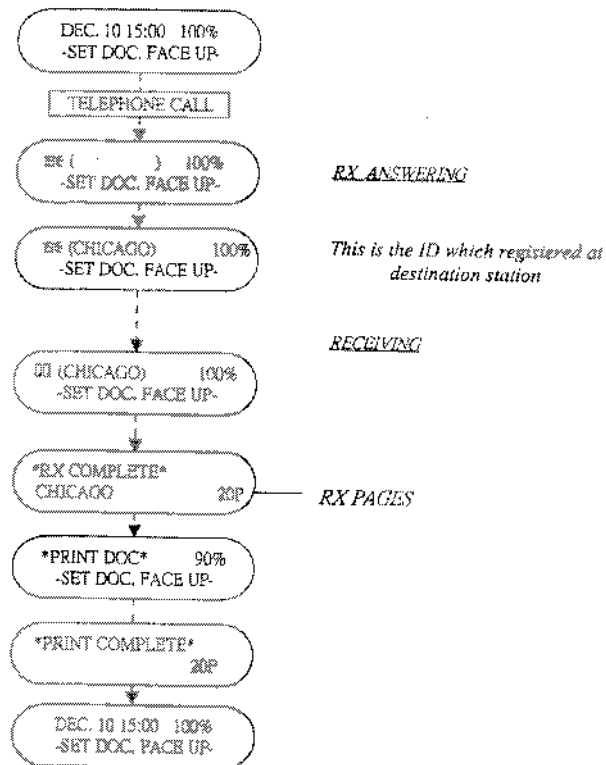
If the document was scanned into memory, the report prints a copy of the first page of the transmission on the report for your reference.

If the transmission was not completed, the unit prints out an error report.

# Basic Operation

## 4.3 Receiving A Document

Use automatic reception when you want your fax machine to automatically receive faxes without any operation intervention.





# Basic Operation

## 4.3.1 Manual Reception Mode

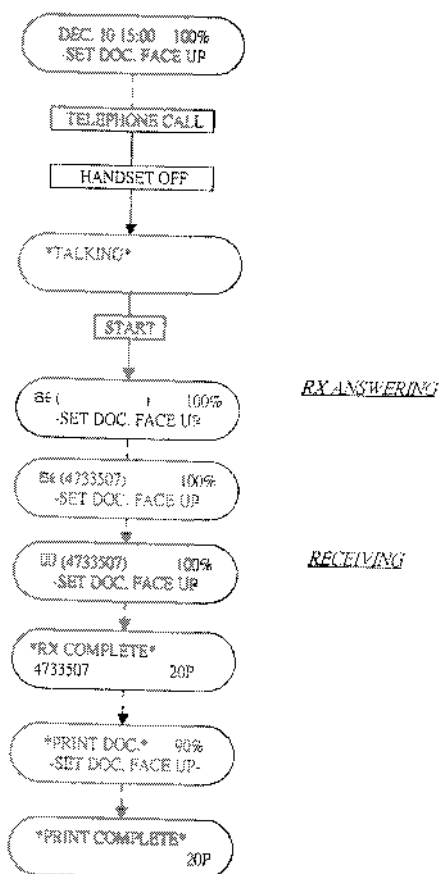
This option is available only if your telephone handset is connected to your machine.

In the manual reception mode, you can talk to the caller and start to receive the document after the conversation is over.

### Procedure:

1. Pick up the handset when your telephone rings and answer the phone.
2. For a facsimile transmission, press the **START** key to receive the document and place the handset on its cradle. The machine will start to receive the documents.

*Note: If you hear an intermittent tone after picking up the handset, press the **START** key to start receiving.*



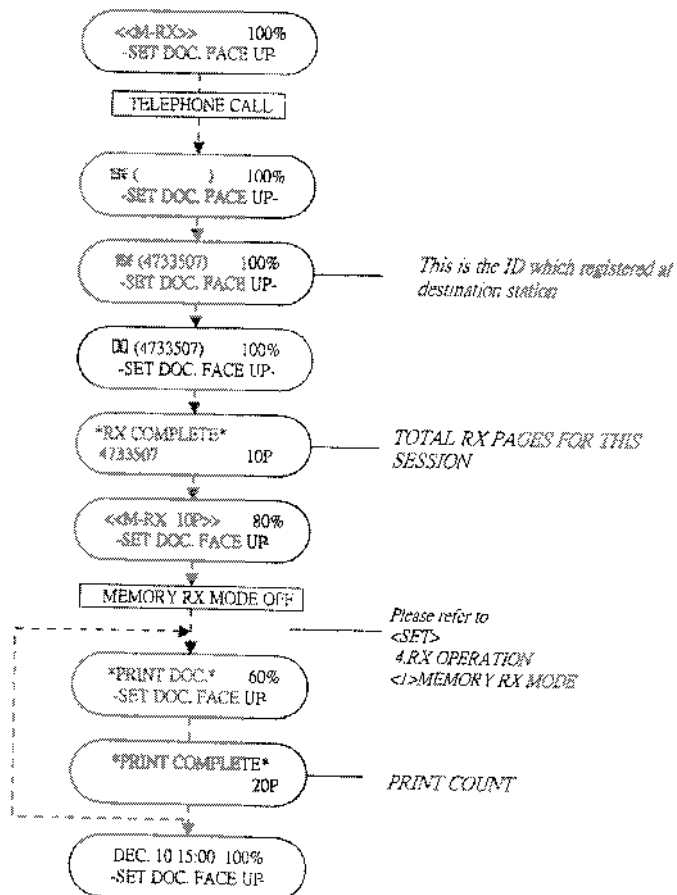
# Basic Operation

## 4.3.2 Memory Reception Mode

Saves the incoming messages into memory and prints out when the registered password is entered.

### Note:

If the machine runs out of memory, the stored document will be printed out automatically and the next incoming message will be stored into memory.

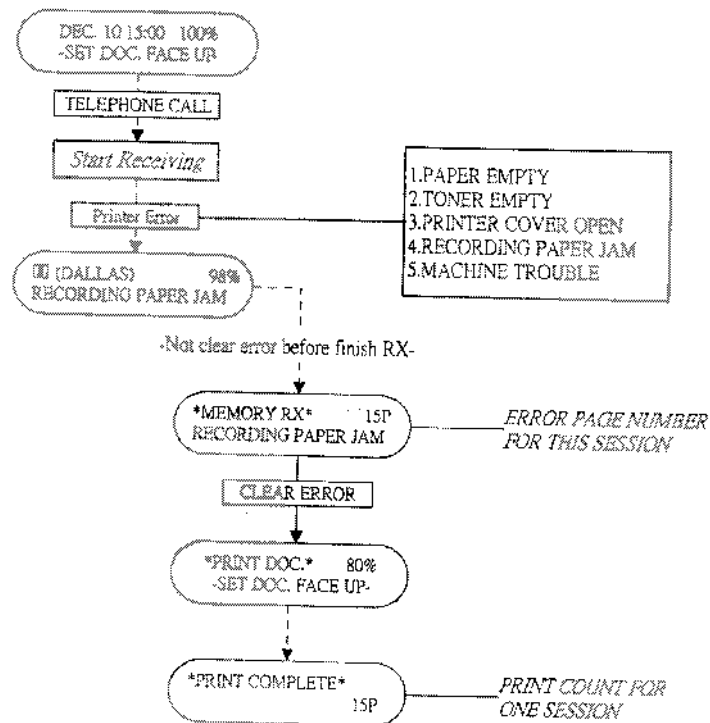


# Basic Operation

## 4.3.3 Substitute Reception In Memory

If the facsimile machine should encounter any of the following situations, it will switch from direct reception mode to memory reception mode, also known as substitute reception:

- Machine runs out of paper
- Machine runs out of toner
- Printer Cover is open
- Recording Paper Jam
- Machine Trouble



## ***Chapter 5***

### ***Advanced Operation***



# Advanced Operation

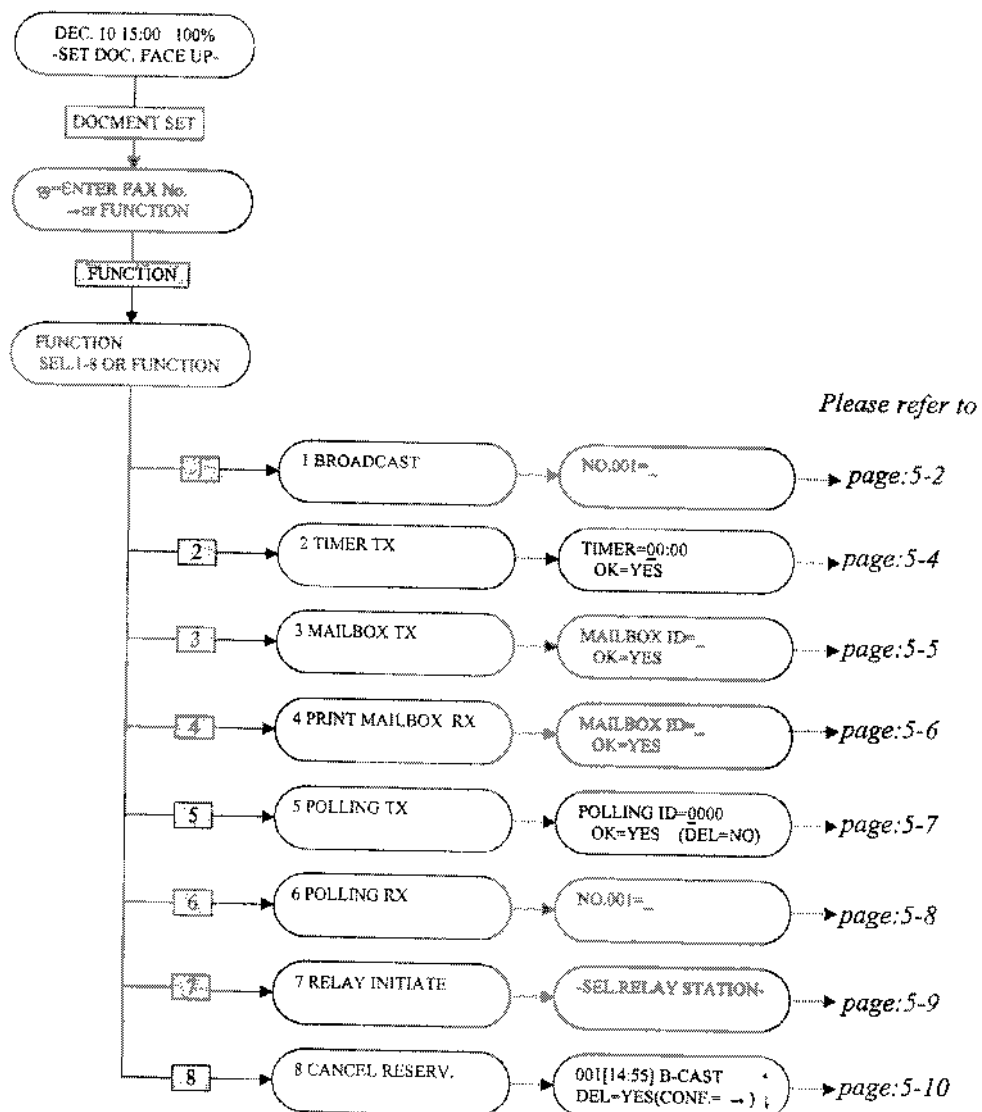
## 5 Advanced Operation

This chapter contains further details about the additional features of your facsimile machine.

### 5.1 Using the Function Utilities

To access a FUNCTION, press the Function Key and then use the numeric keys or the Function key to make your selection.

**Procedure:** Press "Function" + Number Key



# Advanced Operation

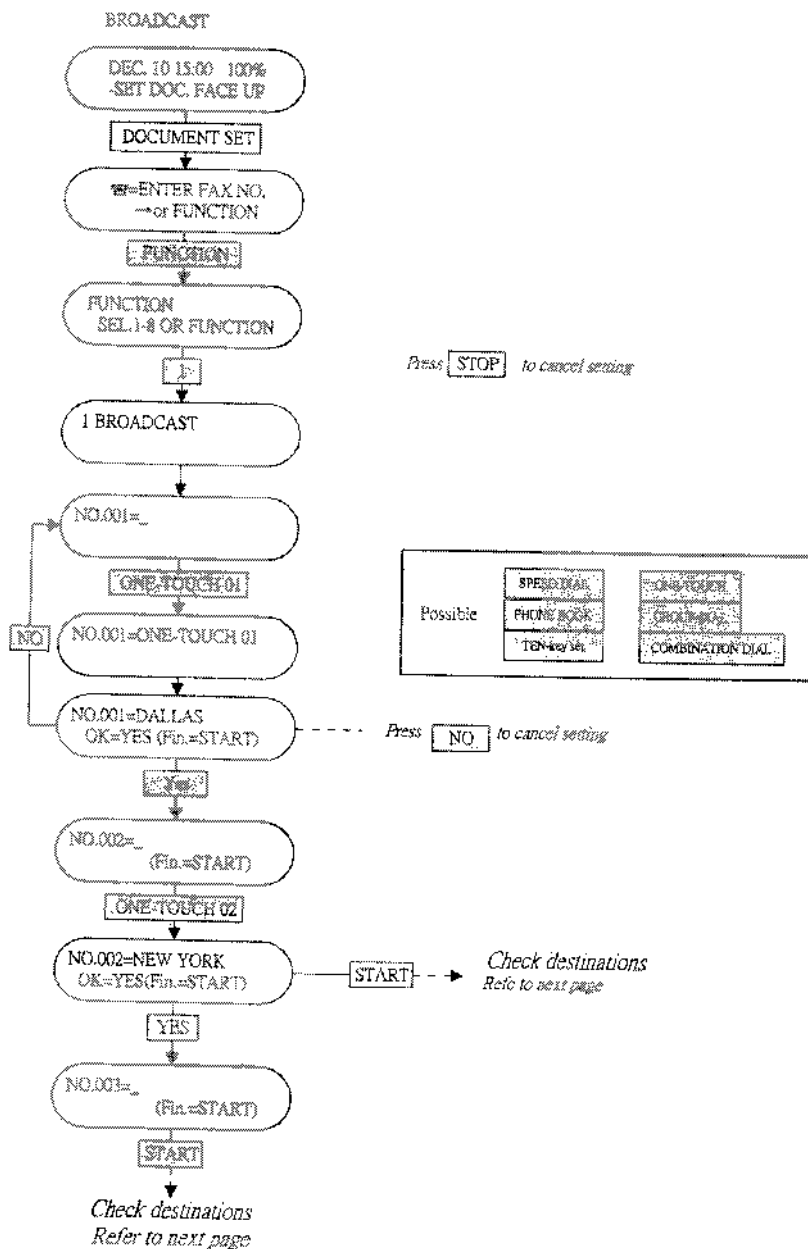
## 5.1.1 Broadcast

The broadcast function allows you to send the same document to multiple- locations in the same session. The facsimile machine will scan the document into the memory and transmit it sequentially to different destinations.

The facsimile machine's possible broadcast destinations consisting of all One-Touch Dials, 100 Speed Dials and 16 manually dialed numbers.

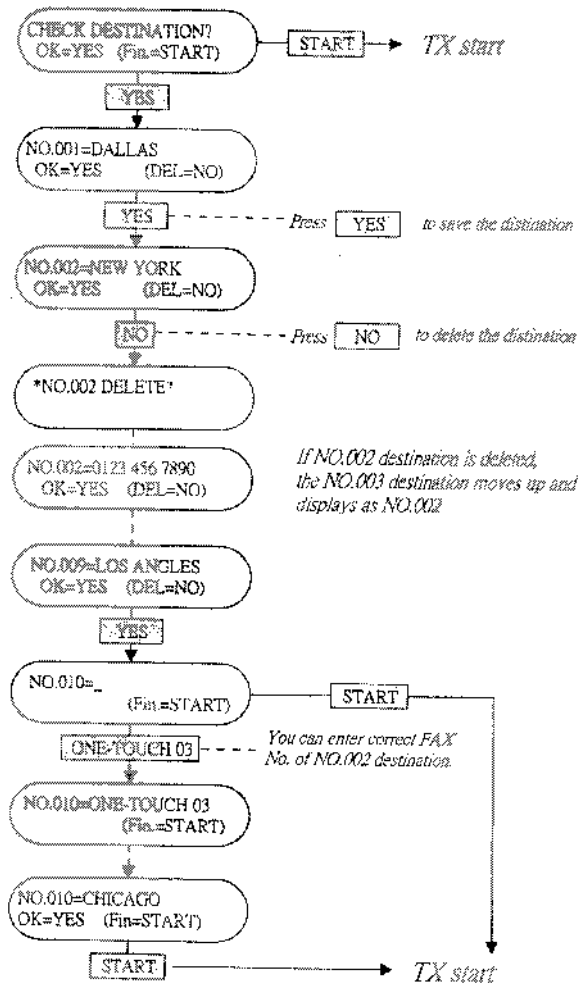
If you frequently send documents to the same multiple locations, you can set up a group dial key to automate the broadcast session.

*Procedure: Press "Function" + "1"*



# Advanced Operation

*The case of changing NO.002 destination.*



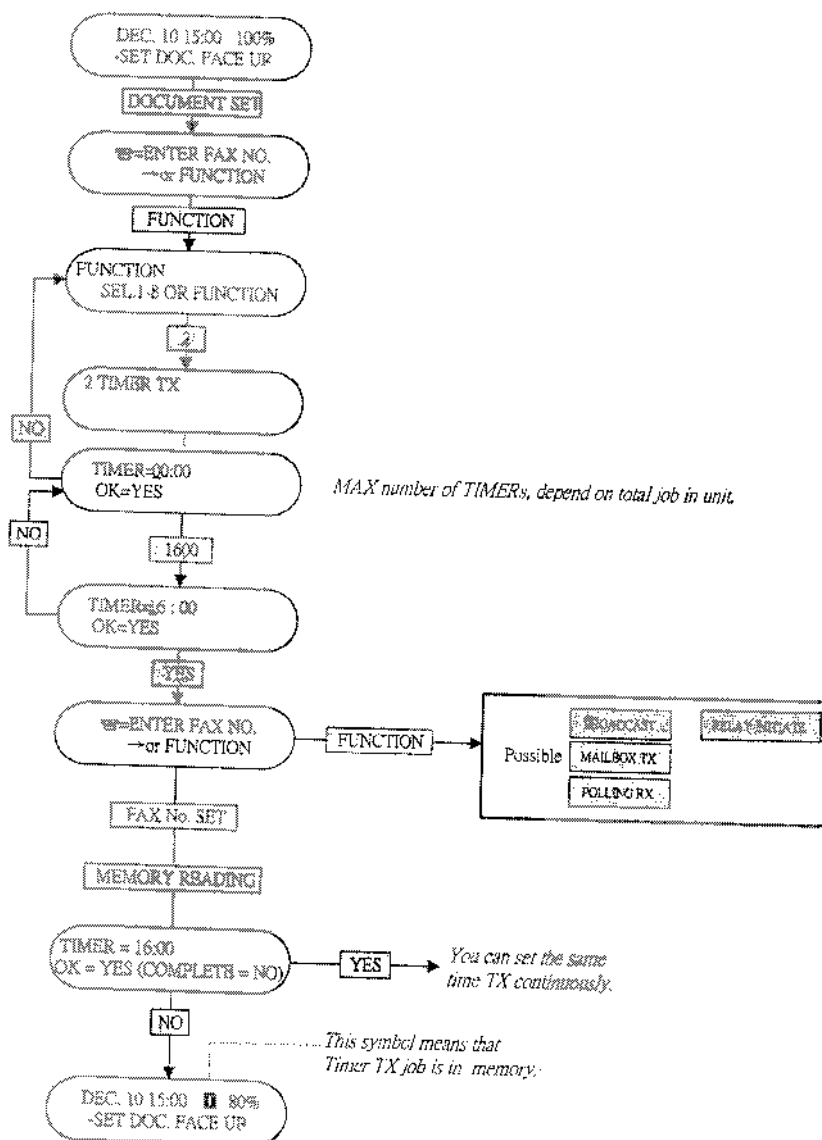


# Advanced Operation

## 5.1.2 Timer TX (Delayed transmission)

This function allows the user to set a specified start time (within 24 hours) to send documents take advantage of lower phone rates. Set the reservation timer using military time. This function can also combined with Broadcast, Mailbox TX, Polling RX, or Relay Initiate.

**Procedure:** Press "Function" + "2"

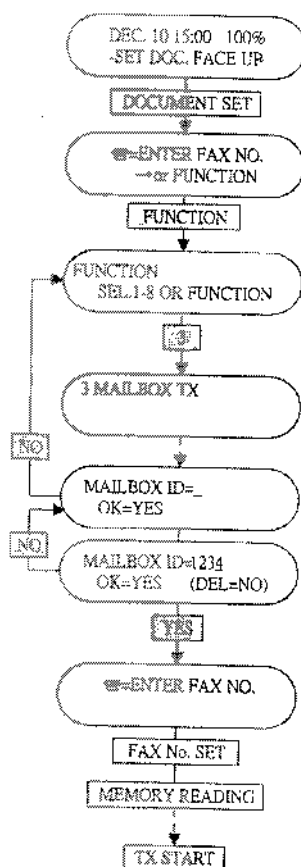


# Advanced Operation

## 5.1.3 MailBox TX

This function allows the user to transmit a confidential document to compatible fax machine that is set up for mailbox reception. You need to enter the correct Mailbox ID for successful transmission.

**Procedure:** Press "Function" + "3"

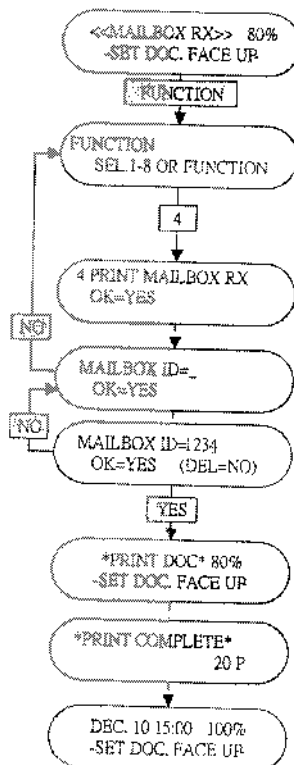


# Advanced Operation

## 5.1.4 Print Mail box RX

Your facsimile machine can be setup with up to 10 virtual mailboxes. Registering each Mailbox with a 4-digit ID is required when setting up the mailboxes. Documents received and stored in the mailboxes can be printed by entering correct ID numbers.

*Procedure: Press "Function" + "4"*



# Advanced Operation

## 5.1.5 Polling TX

Polling TX allows you to store a document to be retrieved by remote fax machine. Your facsimile machine will automatically send the stored document in response to polling requests from remote facsimile devices. You must to set a 4-digit security code to prevent unauthorized polling.

Polling TX offers Single and Multi Modes.

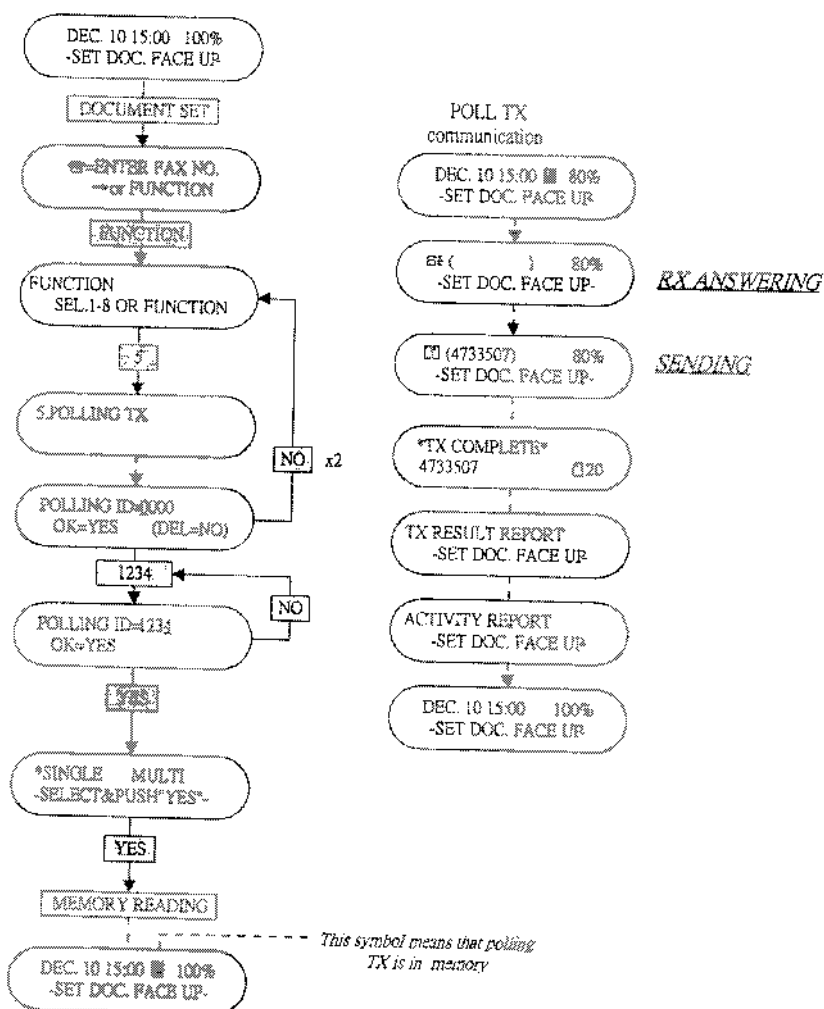
Single:

The specified file will be deleted after it has been successfully transmitted.

Multi:

The specified file has to be manually deleted during a polling TX or Cancel Reservation Session.

*Procedure: Press "Function" + "5"*



*This symbol means that polling TX is in memory*

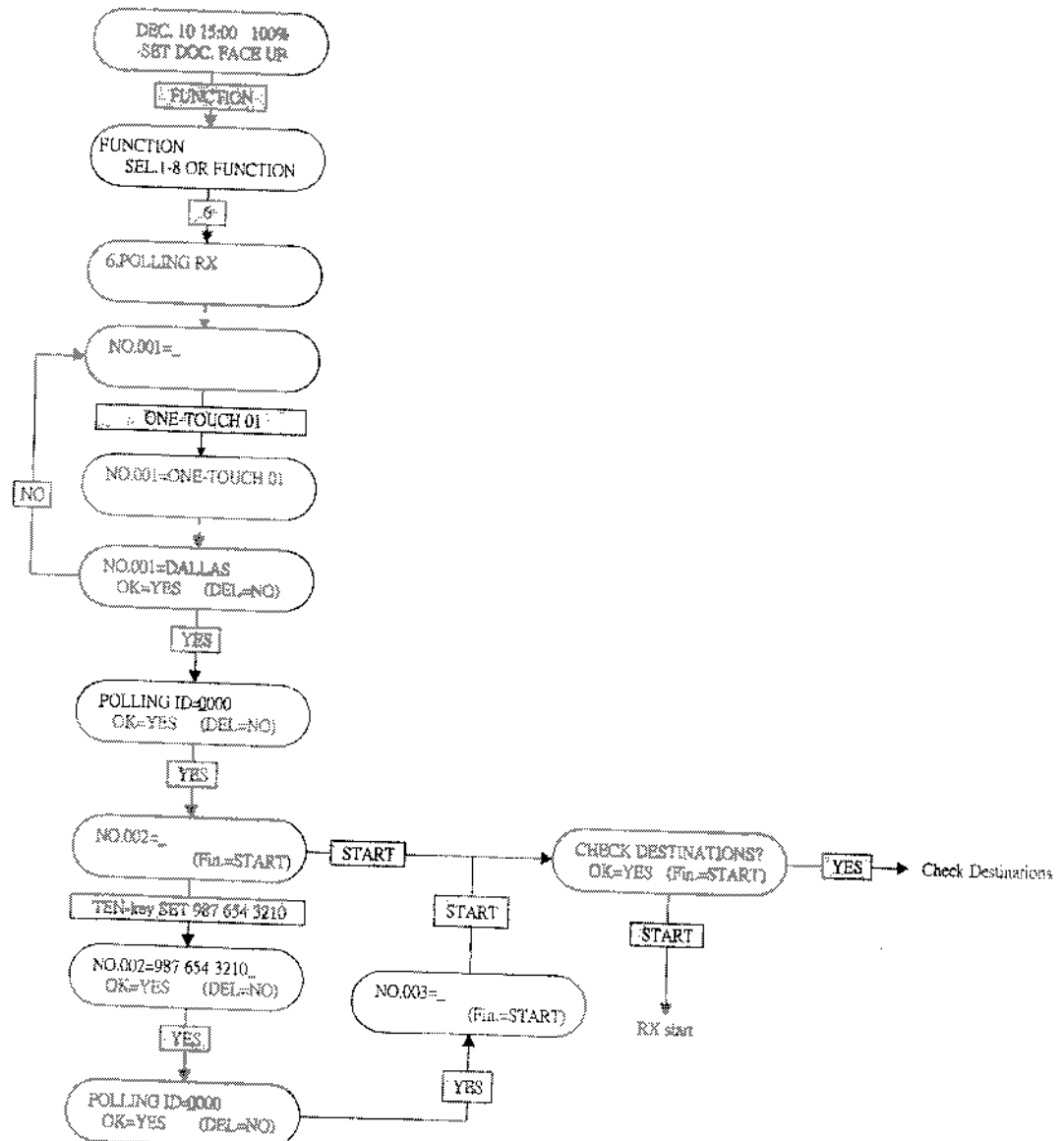
# Advanced Operation

## 5.1.6 Polling RX

Polling RX allows you to obtain stored document from another facsimile machine by calling the remote machine and instructing it to transmit. To receive (poll) the document, you must enter the correct polling ID number.

Your unit sends its polling ID code to the remote unit; the remote unit allows your unit to poll if your ID code matches the remote unit's ID.

**Procedure:** Press "Function" + "6"

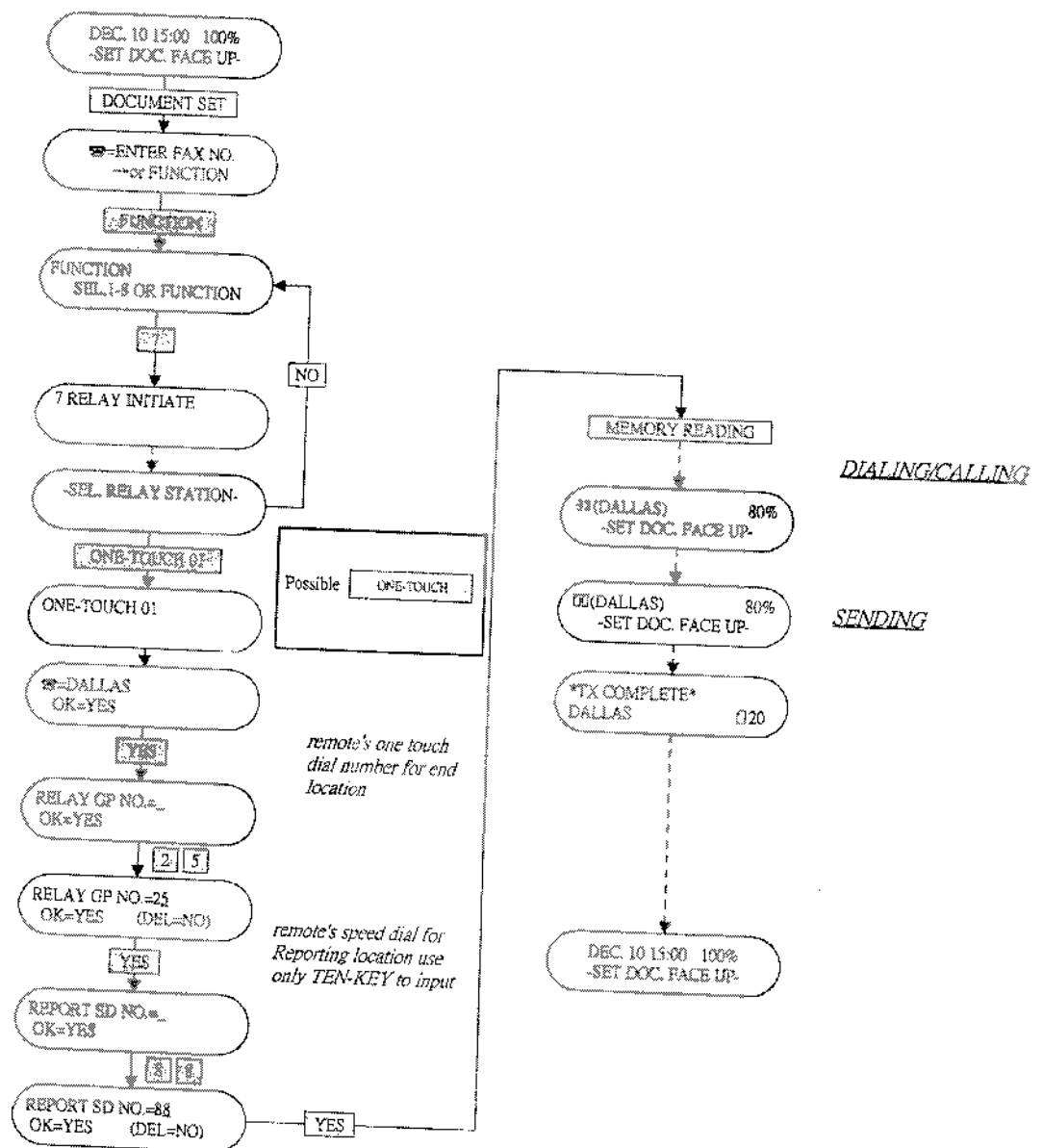


# Advanced Operation

## 5.1.7 Relay Initiate

With the Relay Initiate function, the facsimile machine can save you valuable time and telephone charges. You can transmit documents to a compatible remote machine and instruct the remote machine to send your documents to locations defined in its One-Touch keys. This function can also instruct the remote facsimile machine to send an activity report to one of its One-Touch or Speed Dial locations.

**Procedure:** Press "Function" + "7"

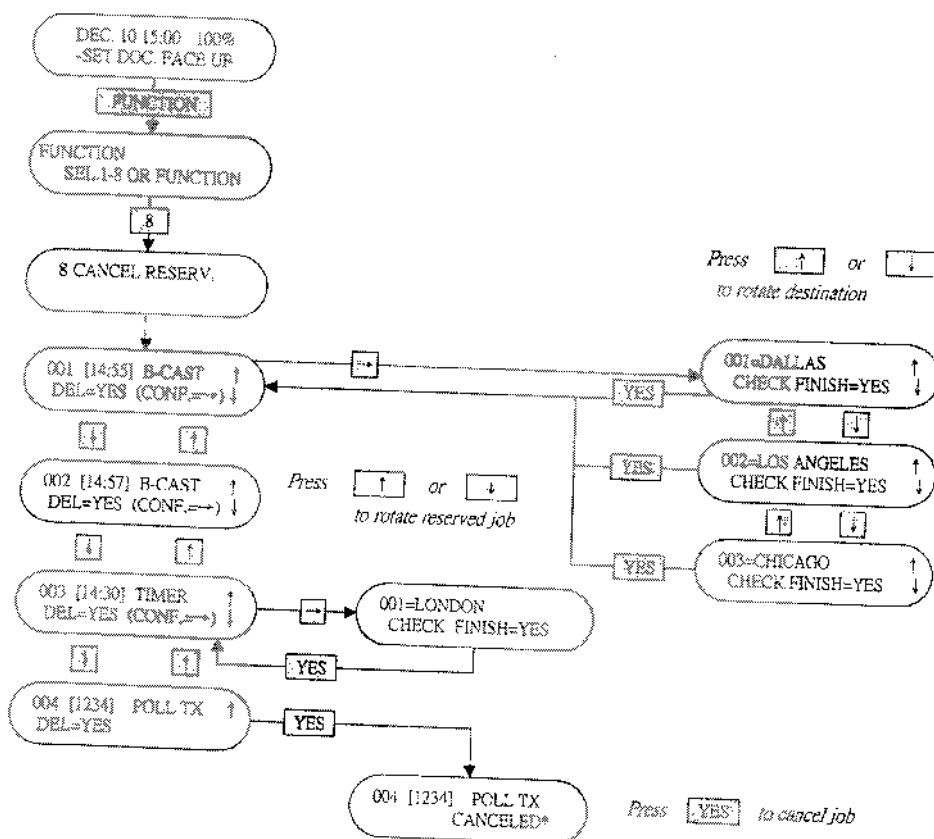


# Advanced Operation

## 5.1.8 Cancel Reservation

Cancel Reservation cancels a transmission reservation for a document previously stored in memory for Timer TX, Broadcast TX, and Polling TX, etc.

*Procedure: Press "Function" + "8"*



# Advanced Operation

## 5.2 Using the SET Utilities

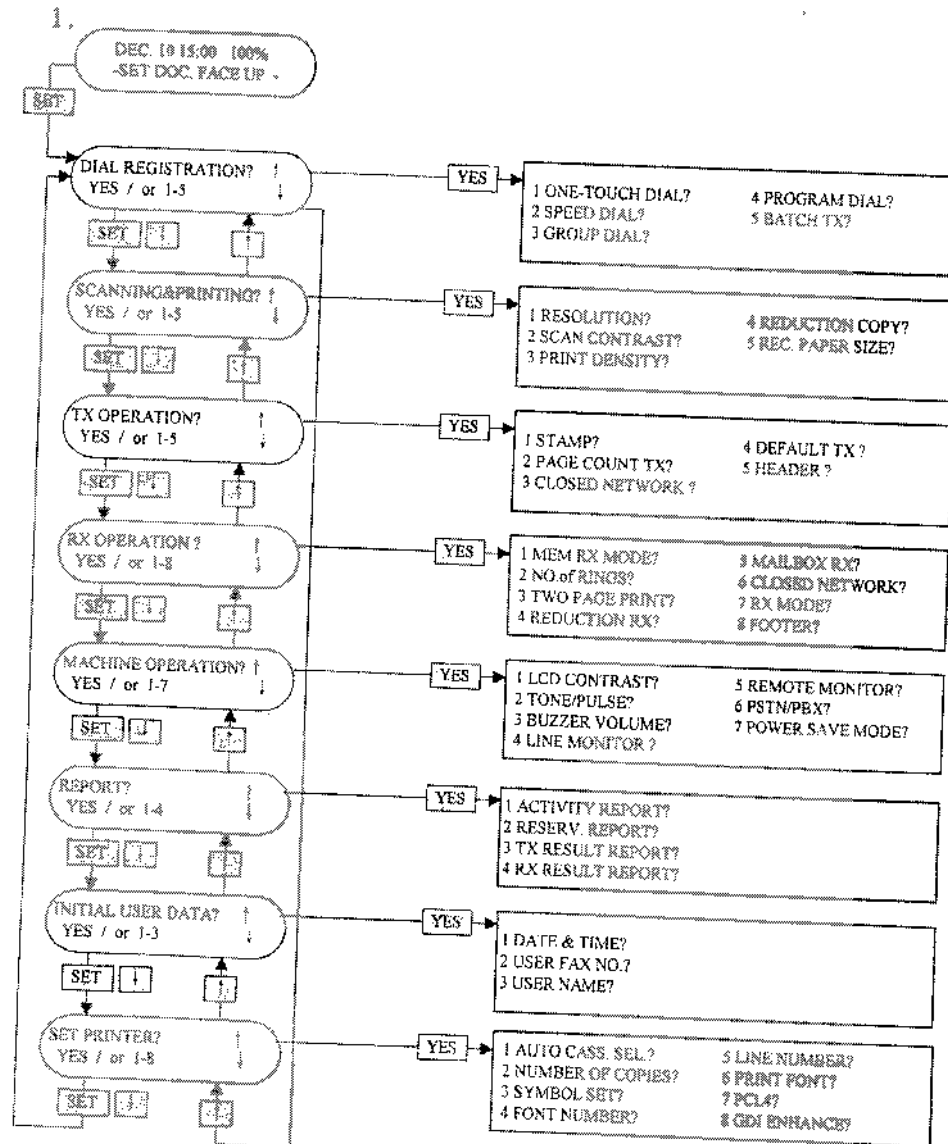
Use these utilities to change settings according to your personal needs. Press "SET" to enter the menu and program your desired setting using either the numeric keys or the arrow keys as shown on the LCD. There are 45 utilities available.

GROUP	SETTING ITEM	CHOICE AVAILABLE	DEFAULT
1. DIAL REGISTRATION	1. ONE-TOUCH DIAL	One-Touch Dial	Not Applicable
	2. SPEED DIAL	Speed Dial	Not Applicable
	3. GROUP DIAL	Group Dial	Not Applicable
	4. PROGRAM DIAL	Program Dial	Not Applicable
	5. BATCH TX		Off
2. SCANNING & PRINTING	1. RESOLUTION	Standard/Fine/Super Fine/H/T	Standard
	2. SCAN CONTRAST	Dark To Light (5 Step)	Step 3
	3. PRINT DENSITY	Dark To Light (6 Step)	Step 4
	4. REDUCTION COPY	On/Off	Off
	5. REC. PAPER SIZE	LETTER/LEGAL/A4	A4
3. TX OPERATION	1. STAMP	On (TX/Scan) / Off	Off
	2. PAGE COUNT TX	On/Off	Off
	3. CLOSED NETWORK TX	On/Off	Off
	4. DEFAULT TX MODE	MEM TX/ ADF TX	MEMORY TX
	5. HEADER	On/Off	On
4. RX OPERATION	1. MEMORY RX MODE	On/Off	Off
	2. NUMBER OF RINGS	1 To 16	2
	3. TWO PAGE PRINT	On/On(Sort)/Off	Off
	4. REDUCTION RX	On/Off/Cut	On
	5. MAILBOX RX	ID No.	Not Applicable
	6. CLOSE NETWORK RX	On/Off	Off
	7. RX MODE	Auto/MANUAL	Auto
	8. FOOTER	On/Off	Off
5. MACHINE OPERATION	1. LCD CONTRAST	Dark To Light (7 Steps)	Step 4
	2. TONE / PULSE	Tone/Pulse (10 PPS / 20 PPS)	Tone
	3. BUZZER VOLUME	Hi / Low / Off	Low
	4. LINE MONITOR VOLUME	Hi / Low / Off	Low
	5. REMOTE MONITOR	On/Off	Off
	6. PSTN/PBX	PSTN/PBX	PSTN
	7. POWER SAVE MODE	Off/Timer (On and Off Time)	TIMER
6. REPORTING	1. ACTIVITY REPORT	On/Off	On
	2. RESERV. REPORT	On/Off	Off
	3. TX RESULT REP.	On/Off	Off
	4. RX RESULT REP	On/Off	Off
7. INITIAL USER DATA	1. DATE & TIME	Date & Time	Jan 1, 1990
	2. USER FAX NO.	User Fax No.	Not Applicable
	3. USER NAME	User Name	Not Applicable
8. SET PRINTER	1. AUTO CASSETTE SEL	ON/Off	Off
	2. NUMBER OF COPIES	1~99	1
	3. SYMBOL SET	IBM-US ( 24 types of Symbol )	IBM-US
	4. FONT NUMBER	1~6	1
	5. LINE NUMBER	5~127	64
	6. PRINTER FONT		Not Applicable
	7. PCL4	On/Off	Off
	8. GDI ENHANCE	On/Off	Off



# Advanced Operation

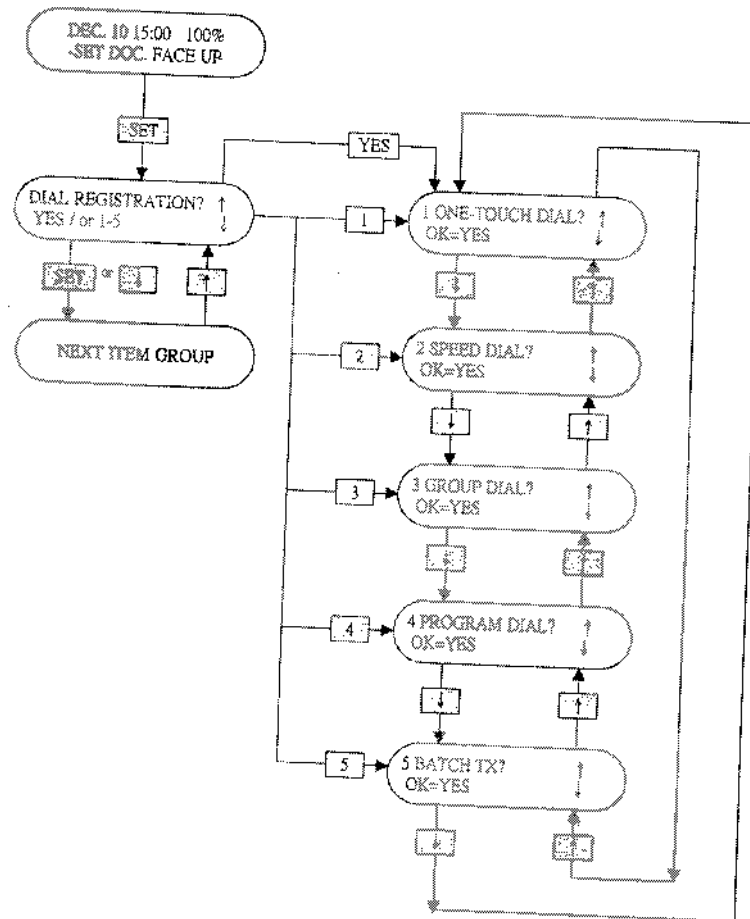
Procedure: Press "Set" + Number Key



# Advanced Operation

Procedure: Press "Set" + "YES"

2.



# Advanced Operation

## 5.2.1 Scanning & Printing

To optimize scanning, resolution and contrast can be set according to individual needs.

### 1. Setting Resolution

To assure the best quality document, please set the scanning resolution and contrast according to your personal needs. The default setting of the resolution is set as Standard and the resolution will return to the default setting after each transmission if using a different resolution. Four scanning resolution options are available:

CHOICE AVAILABLE	DESCRIPTION
STD (Standard)	Normal resolution for standard size characters.
FINE	Higher resolution for small size characters.
SUPER FINE	Highest resolution for image data.
HALF TONE	Suitable for gray scale images as a photograph.

### 2. Setting Scan Contrast

Set the proper contrast when scanning the image into memory. There are 5 contrast levels ranging from Light to Dark. Base your selection on the original document. If the document contains very fine or light characters, select lighter to get the best quality.

### 3. Setting Print Density

Set the print density according to your needs. There are 6 printing density levels ranging from Light to Dark.

### 4. Setting Reduction Copy

This function allows you to print document in either of two mode, described below:

CHOICES AVAILABLE	DESCRIPTION
ON	The facsimile machine will reduce the document as needed to fit on the paper. The maximum reduction proportion is 70%. If greater reduction is needed, then the remainder of the document will be printed on the next page.
OFF	The facsimile machine will not reduce the document and will instead print the remainder of the document on the next page.

#### Note

Reduction copy capabilities are not available when resolution setting is set to Half Tone.

### 5. Setting Recording Paper Size

This function allows you to choose the recording paper size in Tray 1 (top tray) and Tray 2 (second paper cassette unit) for the first page printed after the power is turned on. After the first page, the machine will remember the paper size set for each tray.

# Advanced Operation

## 5.2.2 TX Operations

### 1. Setting Stamp

The Stamp function puts a stamp mark on a document that has been successfully scanned.

CHOICES AVAILABLE	DESCRIPTION
ON	TX: Only at ADF TX mode, when RX completed signal comes from the receiving station. SCAN: Both at ADF and memory TX Mode, when document is scanned and ejected out of ADF.
OFF	When set to OFF, the function will be disabled.

### 2. Page Count TX

This function is used to check the number of pages transmitted against the number of pages scanned for transmission. If the actual number of pages does not match the preset number, it warns the user with an alarm.

### 3. Closed Network TX

When closed network TX/RX mode is set ON, transmission / reception is possible only with destination stations registered in One-Touch and Speed Dial keys.

**Note:**

The facsimile machine will only compare the last four digits of the telephone numbers to determine whether a closed network destination is valid.

### 4. Default TX Mode

The function is used to set the default TX mode of the facsimile machine. Two options are available:

CHOICES AVAILABLE	DESCRIPTION
MEMORY TX	When set in this mode, documents are scanned into memory for transmission.
ADFTX (Direct Transmission)	When set in this mode, documents are scanned for transmission after connection has been made to the receiving machine (When the available memory is insufficient, please select ADF Tx for a successful transmission.) If line is not available, the message "XXXXXX" will be displayed. The facsimile machine will retry based on the number of redial attempts and intervals that were preset.

**Note:**

In Memory Transmission Mode, you can retrieve your original document sooner than you can in ADF TX (Direct Transmission) Mode.

### 5. Header

The header appears at the top of each page showing the sender's name, page number, and the time of transmission.

# Advanced Operation

## 5.2.3 RX Operations

### 1. Memory RX Mode On

In memory RX Mode, the machine stores all received documents in memory. The document is not printed until the machine receives a print command or the memory is full. The print command can be activated by a timer or password. The print timer command instructs the machine to start printing the document stored in memory at the specified time. The password print command, on the other hand, instructs the machine to start printing when a password is entered. A password print command can also be used to override the print timer command. If the print timer command has been set and you want to print your incoming messages before the set time, you can enter your password to print the document immediately. (Please refer to 5.2.3.1 )

#### Note

*The stored document will be printed out automatically if the memory becomes full during reception.*

### 2. Memory RX Mode Off

If the Memory RX Mode is turned Off, then the received document will be printed out directly instead of being stored in memory. (Please refer to 5.2.3.2 )

Case 1: If there is no data stored in the memory and the Memory RX Mode is turned OFF, then received document will print out directly.

Case 2: If there are documents stored in memory and the Memory RX Mode is turned unit OFF, then previously received document will be printed out first.

#### Note

*You need to enter the correct password to print out the document if a password has been previously set.*

### 3. Number Of Rings

The machine will answer an incoming call after it rings the number of times (1-16) set in this menu. The default setting is 2 rings.

### 4. Two Page Printing

With this function, you can set the facsimile to print two copies of the document.

CHOICES AVAILABLE	DESCRIPTION
ON (Stack Mode)	The facsimile machine will print two copies of the document without sorting the document.
ON (Sort Mode)	The facsimile will print two copies of the document and sort the document.
OFF	The facsimile will print only one copy of the document.

# Advanced Operation

## 5. Reduction RX

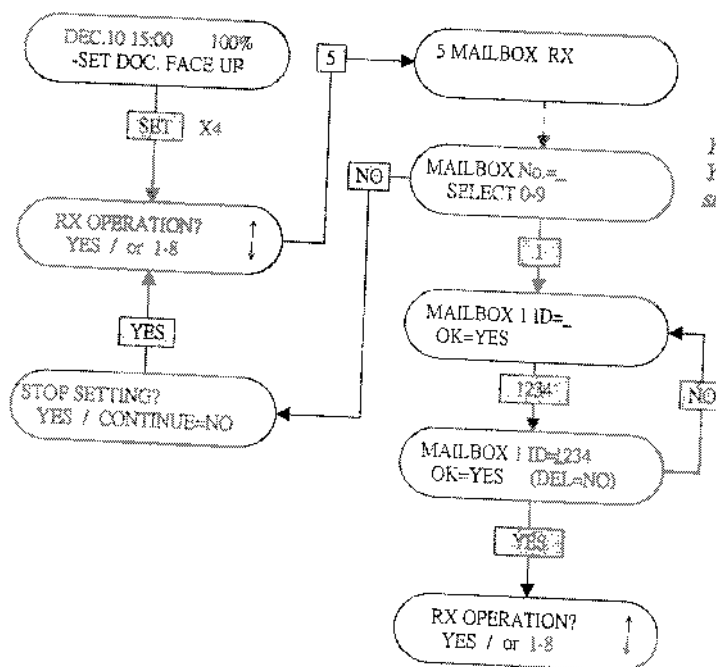
This function allows you to choose among the three modes described below:

CHOICES AVAILABLE	DESCRIPTION
ON	The facsimile machine will reduce the documents as needed (down to 70% of the original size) to fit on the paper.
OFF	The facsimile machine will not reduce the document and instead will print the remainder on a second page if the image size exceeds the length of the paper.
CUT	The facsimile machine will automatically cut off the remainder of the document if it is less than 18 mm. If the remainder exceeds 10 mm, it will be printed on a second page.

## 6. Confidential Mailbox

This function is used to set up personal mailbox to keep received documents confidential. Each mailbox is protected with a specified 4-digit ID number.

*Procedure: Press "SET" 4 times + "5"*



*You can use 10 mailbox ID in this machine.  
You can receive plural mailbox jobs in a  
single MAILBOX.*

# Advanced Operation

## 7. Closed Network RX

This setting is set to ON when you want to receive documents from specified parties. When activated, it will only accept receptions from those numbers registered in the One-Touch or Speed Dial keys.

CHOICES AVAILABLE	DESCRIPTION
ON	Closed Network RX mode is applicable to the numbers registered in the One-Touch and Speed Dial keys.
OFF	Disable the function. You are able to receive from all parties.

## 8. RX Mode

This function is used to set the mode in which the facsimile machine receives document.

CHOICES AVAILABLE	DESCRIPTION
AUTO	In this mode, the facsimile machine will automatically answer the phone call and receive the document.
MANUAL	In this mode, the facsimile will not automatically receive the document. The user must answer each call manually.

## 9. Footer

The footer is printed at the bottom of each page received showing the receiving machine's fax number, date and time of reception, the sender's fax number, the reception control number and page number. By printing an Activity Report and referring to the session number, you can identify where the document came from, when it came in and the number of pages that were transmitted.

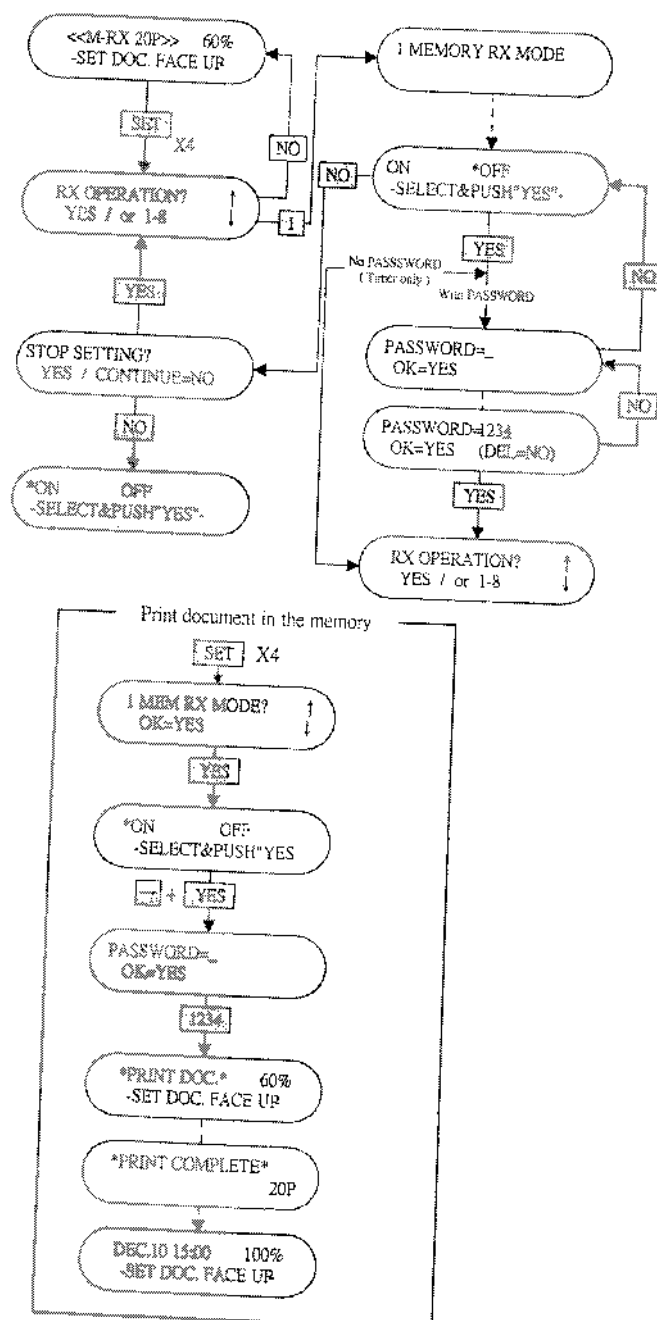




# Advanced Operation

## 5.2.3.2 Memory RX Off

This section instructs you on how to de-activate Memory RX.



# Advanced Operation

## 5.2.4 Machine Operation

This section describes the choices available in the Machine Operation Menu.

### 1. LCD Contrast

This SET Utility allows the user to adjust the contrast of the LCD.

CHOICES AVAILABLE	DESCRIPTION
DARK	The LCD screen is darker.
LIGHT	The LCD screen is brighter.

### 2. Tone/Pulse

This SET Utility allows the user to set the dialing mode of the facsimile machine.

CHOICES AVAILABLE	DESCRIPTION
tone	The number dialed will be transmitted via the combination of two tones. (Dual tone multiple frequency - DTMF)
PULSE	The number dialed will be transmitted in the pulse manner.

### 3. Buzzer Volume

This SET Utility allows the user to adjust the buzzer volume. It can be set to HIGH, LOW or OFF.

CHOICES AVAILABLE	DESCRIPTION
HIGH	Buzzer Volume is set at the loudest setting available.
LOW	Buzzer Volume is set at the lowest setting available.
OFF	No sound will be heard.

### 4. Line Monitor Volume

This SET Utility is used to adjust the line monitor volume. It can be set to HIGH, LOW or OFF.

CHOICES AVAILABLE	DESCRIPTION
HIGH	Speaker Volume is set at the loudest setting available.
LOW	Speaker Volume is set at the lowest setting available.
OFF	No sound will be heard.

# Advanced Operation

## 5. Remote Monitor

When the facsimile is set in ON status, this function allows the remote user operate the unit via the telephone line. It is possible to monitor and change the machine status and program settings from the remote side.

CHOICES AVAILABLE	DESCRIPTION
ON	Enable the function.
OFF	Disable the function.

## 6. PSTN/PBX

This SET Utility is used to set the facsimile to connect to work with PSTN or PBX systems.

- PSTN: PSTN is for use with the regular public telephone systems.
- PBX: PBX is for use with private switchboard operating systems.

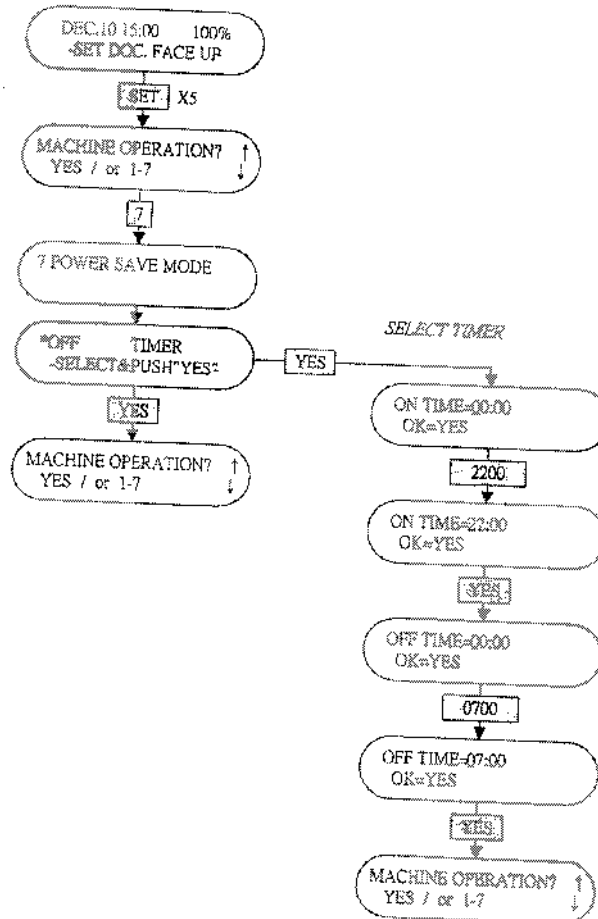
CHOICES AVAILABLE	DESCRIPTION
PSTN	For use with the regular public telephone systems.
PBX	For use with private switchboard operating systems.

# Advanced Operation

## 7. Power Save Mode

This SET Utility allows the user to set the facsimile to automatically enter its power saving mode at a specified time. You can also set the Power Save Mode to OFF. If On time and Off time are set the same, the Power Save Mode will remain ON continuously.

Procedure: Press "SET" 5 times + "7"



# Advanced Operation

## 5.2.5 Reporting

The fax machine prints various types of reports allowing you to check the communications results and the details of settings made.

Report Name	Description	Printing	
		Auto	Manual
TX Result Report	Prints the result of a transmission after it has been completed.	<input type="radio"/>	<input type="radio"/>
RX Result Report	Prints out the results after receiving a confidential or multi-polling document or when errors occur during reception.	<input type="radio"/>	<input type="radio"/>
ONE-TOUCH List	Prints a list of destinations which have been programmed for One-Touch Dial keys.	<input checked="" type="radio"/>	<input type="radio"/>
SPEED DIAL List	Prints a list of the destinations which have been programmed for the Speed Dial keys.	<input type="radio"/>	<input type="radio"/>
Activity Report	Prints a list of results of the past 60 communications.	<input type="radio"/>	<input type="radio"/>
Memory Data List	Prints a list of the documents to be transmitted and those that have been received and stored in memory.	<input checked="" type="radio"/>	<input type="radio"/>
Memory Image Print	Prints the part of the document stored in memory which has yet to be transmitted.	<input checked="" type="radio"/>	<input type="radio"/>
Key Setting List	Prints a list of the settings for Group Dial and Program Dial Keys.	<input checked="" type="radio"/>	<input type="radio"/>
Broadcast Reservation Report	Prints a list of reservations for broadcast transmission.	<input type="radio"/>	<input checked="" type="radio"/>
Polling Reservation List	Prints a list of the contents of reservations for multi-polling reception.	<input type="radio"/>	<input checked="" type="radio"/>
Machine Status List	Prints a list of current settings made with the SET and other utilities.	<input checked="" type="radio"/>	<input type="radio"/>
Memory Full Report	Prints out when not enough memory is available for PCL4 or GDI printing.	<input type="radio"/>	<input checked="" type="radio"/>
Power Fail Report	Prints a list of documents whose data has been lost and which were not transmitted due to a power failure occurring while the documents were stored in memory.	<input type="radio"/>	<input checked="" type="radio"/>
Backup RAM Error Report	Before turning OFF the power prints out a list of the SET utilities, etc., these were not stored in the Backup RAM because of memory error.	<input type="radio"/>	<input checked="" type="radio"/>

○ = YES

✕ = NO

Auto printing is set using the SET utilities.

- When auto printing is set to ON, the report is printed automatically.
- When auto printing is set to OFF, the report can only be printed when started manually from the machine's control panel.

# *Advanced Operation*

---

## *1. Activity Report*

This is used to instruct the facsimile machine to print an activity report. This report is used to check on whether a communication has been successful, the number of communications made and communication time.

## *2. Reservation Report*

This is used to set the facsimile to print the reservation report. When this function is turned ON, a Reservation Report is printed before a broadcast transmission or multi-polling reception is made, allowing you check the details of the reservation request.

## *3. TX Result Report*

This is used to instruct the facsimile machine to print a TX Result Report. This report can be used to check whether a transmission has been completed successfully.

## *4. RX Result Report*

This is used to instruct the facsimile machine to print a RX Result Report. This can be used to check whether a reception by mailbox or multi-polling has been completed successfully.

# Advanced Operation

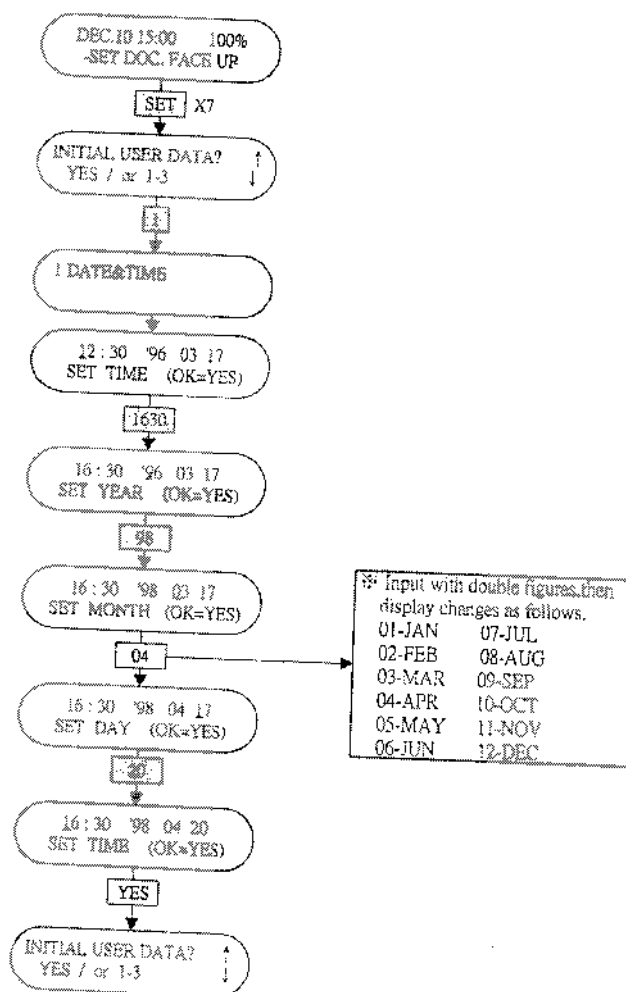
## 5.2.6 Initial User Data

The initial user data information you program into your fax machine will print on all documents transmitted to remote locations. This information includes your name, fax number and the date and time of the transmission.

### 5.2.6.1 Setting Date & Time

This section provides the instructions on how to set the Date & Time for your machine.

Procedure: Press "SET" 7 times + "1"

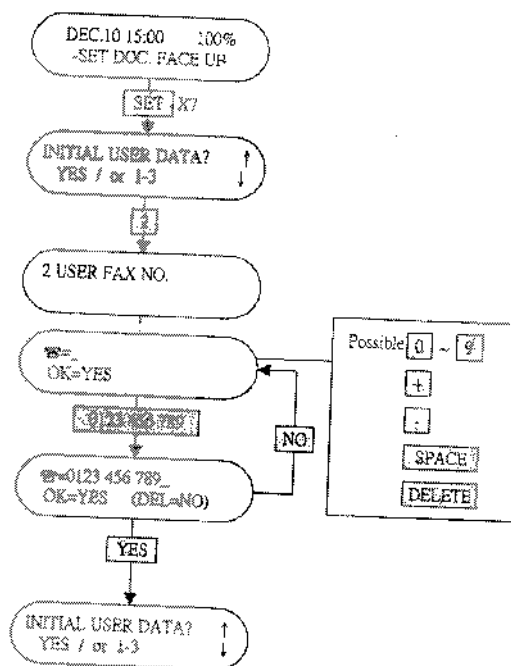


# Advanced Operation

## 5.2.6.2 Setting User Fax Number

This section provides instructions on how to set the User's fax number.

*Procedure: Press "SET" 7 times + "2"*



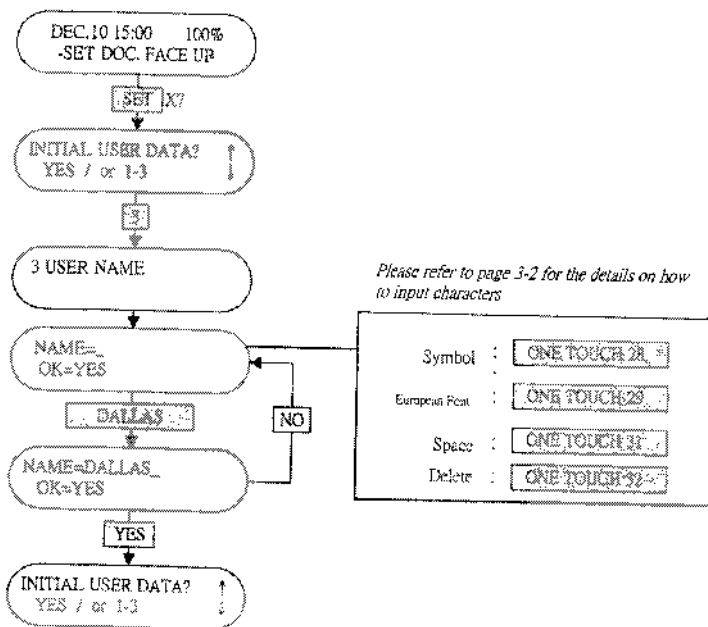


# Advanced Operation

## 5.2.6.3 Setting User Name

This section provides instruction on how to set a User Name.

**Procedure:** Press "SET" 7 times + "3"



# Advanced Operation

## 5.2.7 Set Printer

The set Printer Menu enable you to select settings for Auto Cassette Selection, Number of Copies, Symbol Set, Font number, Line number, PCL4 and 600 dpi.

MENU ITEM	AVAILABLE	DEFAULT	DESCRIPTION
Auto Cassette Select	"On " or "Off"	Off	Set the document to be printed out either via the Low-Tray or the High-Tray according to personal needs.
Number of Copies	Range 1-99	1	Choose the number of copies you want to print. You can override this through the computer software.
Symbol Set	23 kinds of symbol	IBM-US	Choose the appropriate symbol set for your screen and for printing.
Font Number	01 - 06	1	Select the default font by number. You can find the number on the front printout. The default 01 is Courier Portrait Medium. The font number also indicates whether it prints landscape or portrait.
Line Number	5-127	64	Select the number of printed lines per page.
PCL4	"On " or "Off"	Off	Select "ON" to activate PCL4 printer emulation; select "OFF" to disable PCL4 emulation.
GDI ENHANCE	"On " or "Off"	Off	Select print 600 DPI Interface.

# Advanced Operation

## 1. Auto Cassette Select

Allows users to select the 2<sup>nd</sup> paper cassette to print out the document when the facsimile machine is equipped with the 2<sup>nd</sup> paper cassette. Users can set the reception or print job from the PC document to be printed out from either the Upper or Lower Tray.

## 2. Number Of Copies

Allows users to set the number of copies desired. The maximum number of copies is 99. You can override this function through the computer software.

## 3. Symbol Set

Allows users to choose the appropriate symbol set for printing with the PCL4 emulation. If the PC application does not control this, you may need to select a different symbol set to match the document you want to print. The main difference between symbol sets are in the special symbols such as specific language characters, math symbols, and graphical characters.

## 4. Font Number

Allows users to set various font numbers, as listed below:  
There are six internal fonts that are resident in the facsimile machine. The facsimile machine will use the selected font whenever the computer does not designate a specific font number and size. This unit also accepts downloadable fonts from your computer that are compatible with Hewlett Packard's PCL4 printer language. Memory limitations can restrict the variety and size of the downloadable fonts.

Font	Pitch	Point	Orientation	Font number
Courier	10	12	Portrait	1
Courier Bold	10	12	Portrait	2
Line Printer	16.6	8.5	Portrait	3
Courier	10	12	Landscape	4
Courier Bold	10	12	Landscape	5
Line Printer	16.6	8.5	Landscape	6

(Please refer to next page.)

## 5. Line Number

Allows users to set the total lines for each printed page. You can set 5~127 lines per page.

*Note: In most cases, PC software setting will override this setting.*

## 6. PCL4

Allows users to select PCL4 printer emulation, which supports 300 dpi. If the LCD displays "PCL4/600DPI CHANGE, RESTART YOUR FAX", it is necessary to power off the facsimile machine and then turn the power back on (wait approximately 10 seconds before turning it back on).

# Advanced Operation

## 7. 600 DPI

Allows users to select the GDI Printer Driver, which supports 600 dpi. Additional memory is necessary for printing documents at 600 dpi.

### NOTE:

1. If the facsimile machine generates a "MEMORY FULL" report while attempting to print a document using PCL4 emulation or the Windows GDI Driver and does not print your document, your machine requires additional memory.
2. Since the facsimile machine must be turned off when switching to PCL4 emulation or Windows GDI Driver (600 dpi), make sure that any documents stored in memory are printed out first.

## 8. Print Font Sample

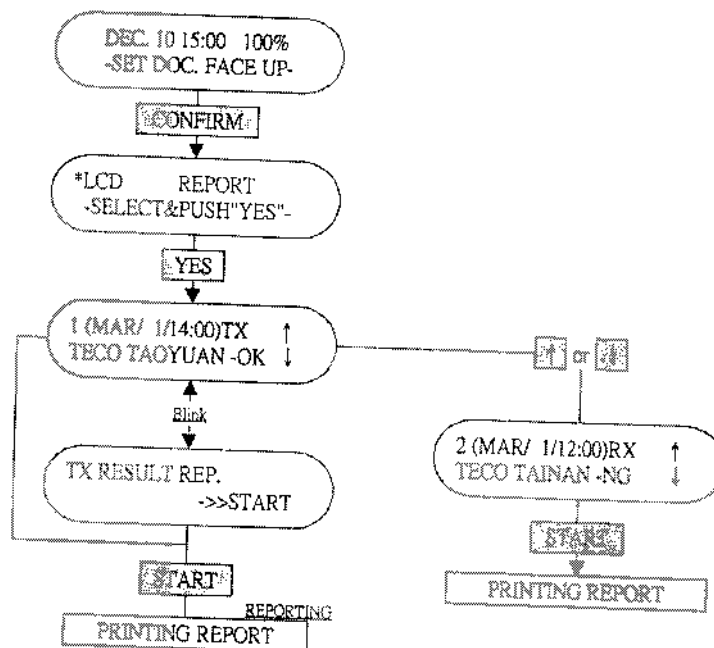
Allows user to print samples of the fonts resident in the machine for your reference.

## 5.3 The Confirm Key

The Confirm key allows you to check the results of the last 60 communications either on the LCD Display or by printing any of the available reports.

### Select LCD Function

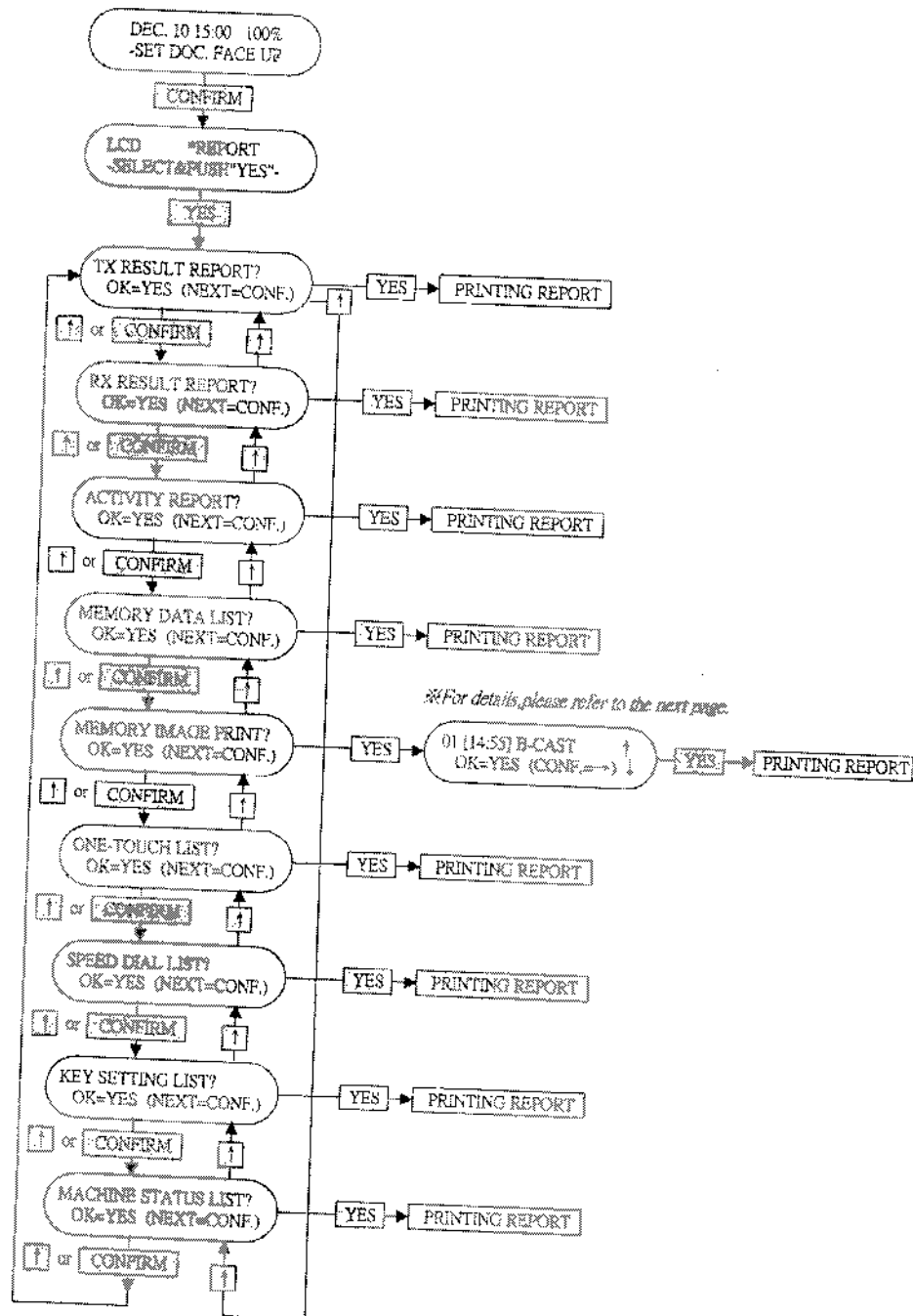
When selecting LCD function, users may press  $\uparrow\downarrow$  keys to check the transmission results on the LCD screen, and press the Start Key to print out the report.



# Advanced Operation

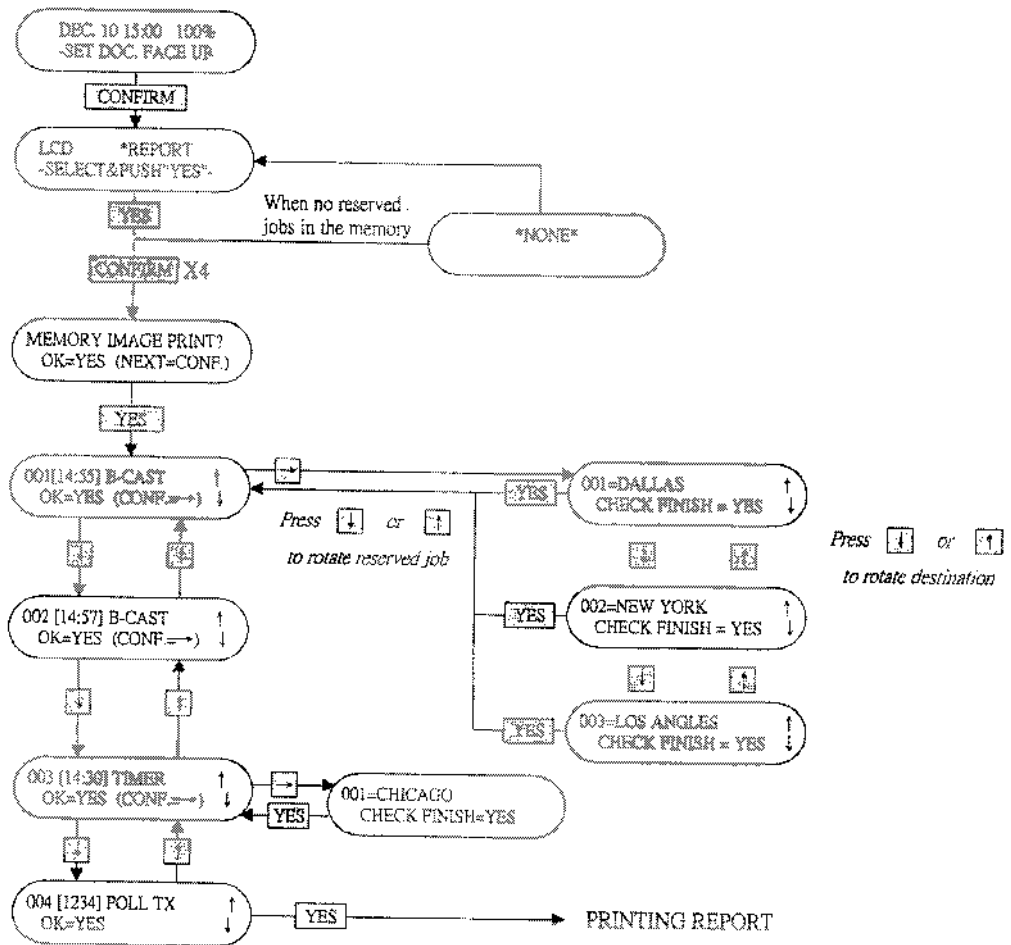
## Select Report Function

When the Report function is selected, users may press  $\uparrow/\downarrow$  or confirm key to choose your desired report. Press the YES key to print out the report if needed.



# Advanced Operation

## Selecting Report Function (Memory Image Print)



# Advanced Operation

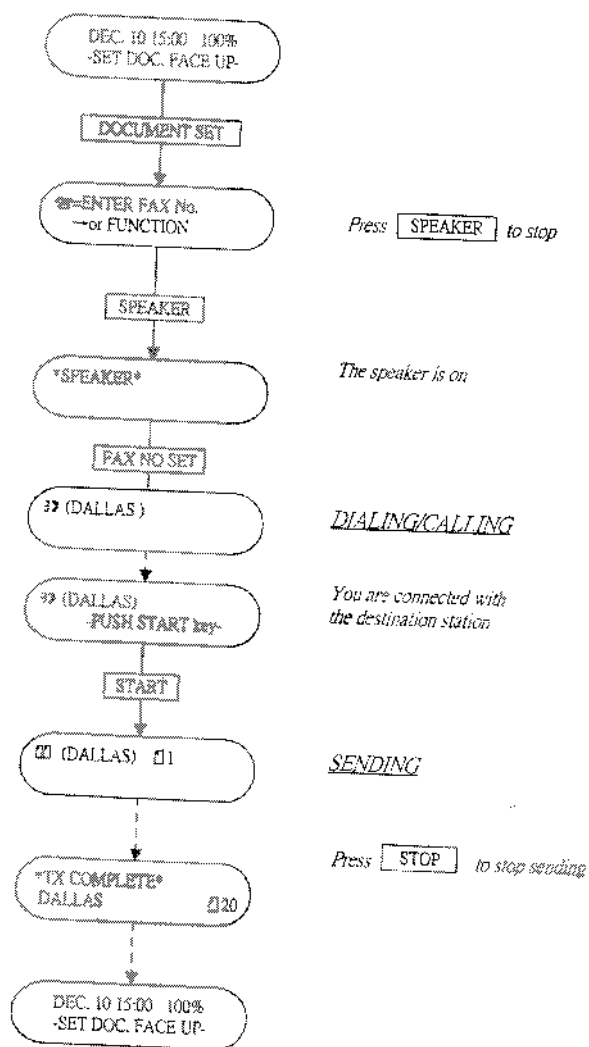
## 5.4 Speaker Key

Allows users to transmit or receive manually. The Speaker Key also allows you to verify that the line is properly connected by enabling you to hear signals from the external speaker built into the facsimile machine.

### 5.4.1 Manual TX (Document is loaded in ADF).

#### Procedure:

1. Load Document.
2. Press Speaker Key.
3. Dial the Number using the One-Touch Keys, Speed Dial Keys or Keypad.
4. Press START if keypad is used (One-Touch key will begin dialing automatically).

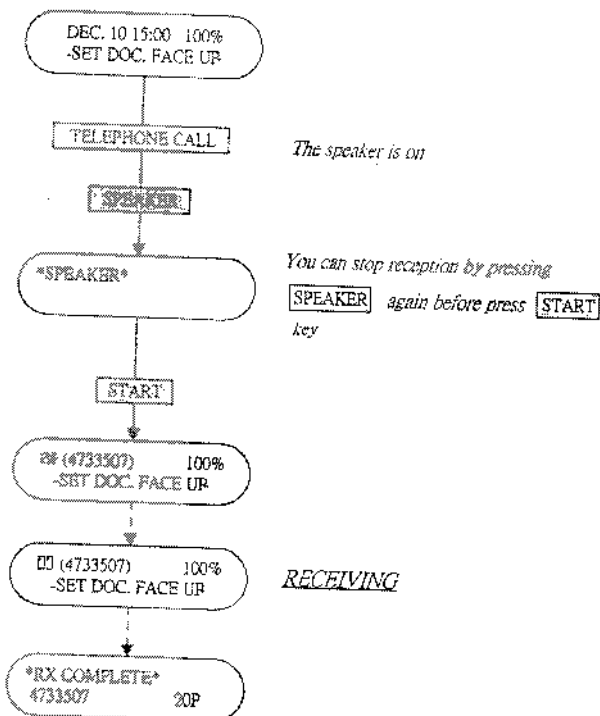


# Advanced Operation

## 5.4.2 Manual RX (No Document in the ADF)

Manual RX is possible only if no document is placed on the ADF.

*Procedure :*





# Advanced Operation

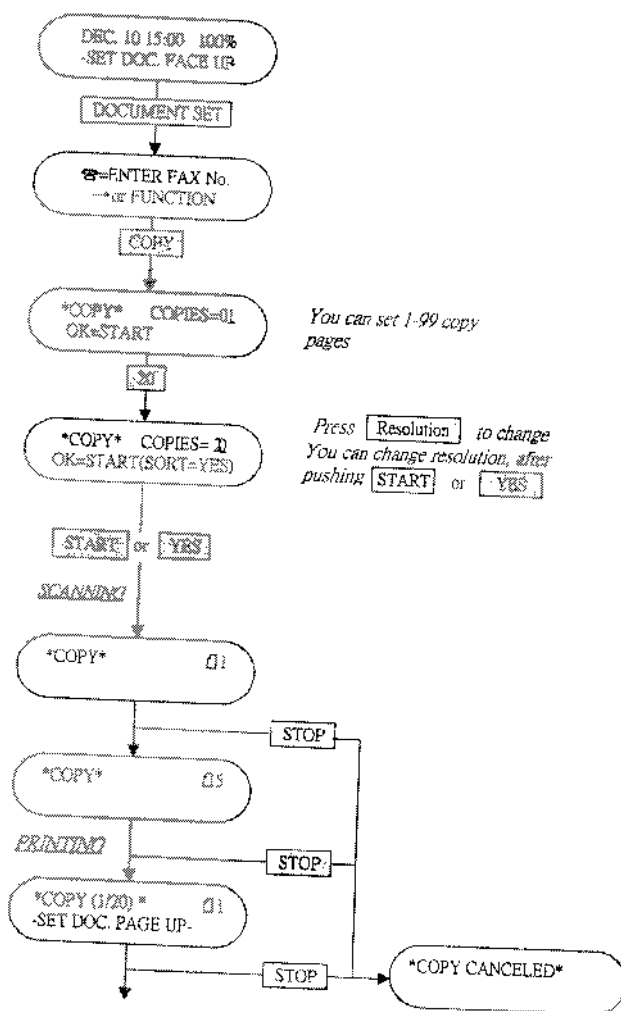
## 5.5 Stop Key

This section describes how the facsimile will work when the STOP key is pressed.

### 5.5.1 During Copying

Press the STOP key while copying.

**Procedure:**

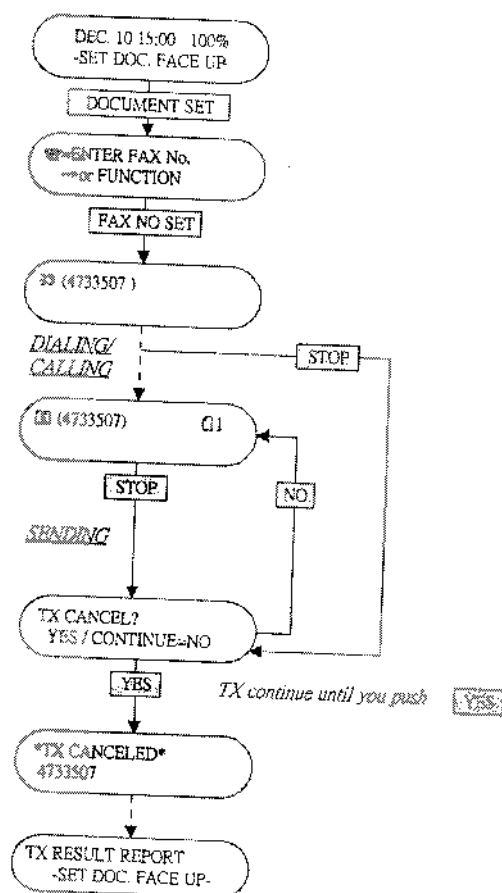


# Advanced Operation

## 5.5.2 During TX From ADF

Press the STOP key during TX from ADF.

*Procedure :*

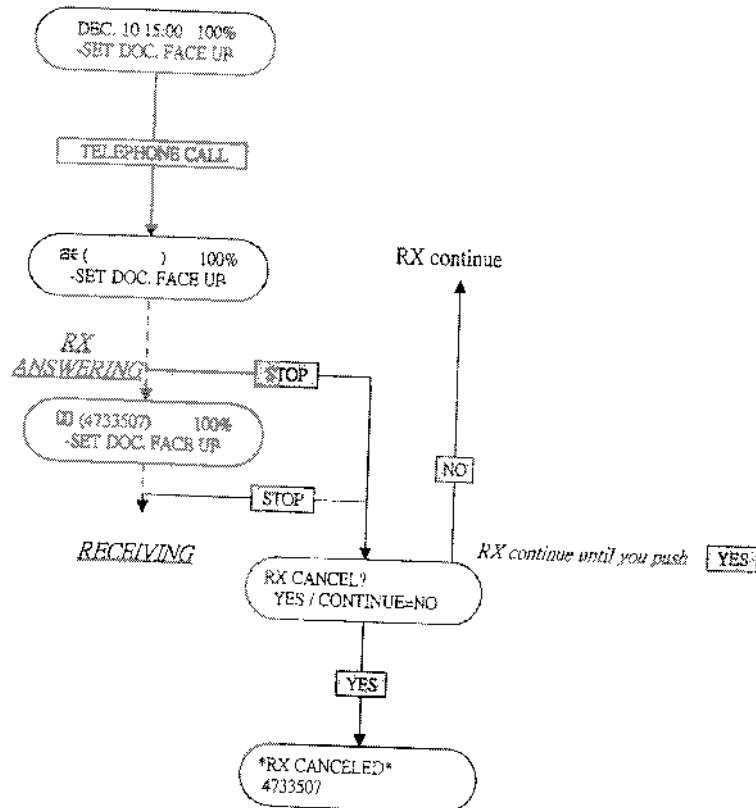


# Advanced Operation

## 5.5.3 During Reception

Press STOP key during reception.

*Procedure:*



## *Chapter 6*

### *Maintenance*



# Maintenance

## 6 Maintenance

This chapter provides instructions and information needed for maintaining your facsimile machine.

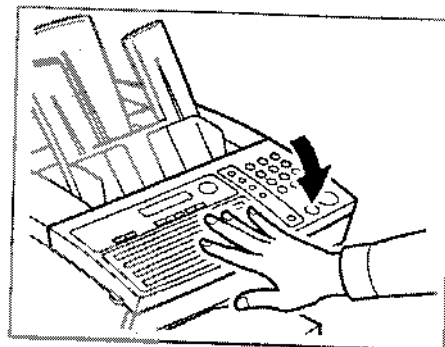
The information concerning basic problems you might encounter is included as well.

- Cleaning the Facsimile Machine.
- Cleaning the Scanner Interior And Automatic Document Feeder.
- Cleaning the Facsimile Interior And Consumables.
- Clearing Paper Jams.

### 6.1 Cleaning The Facsimile Machine

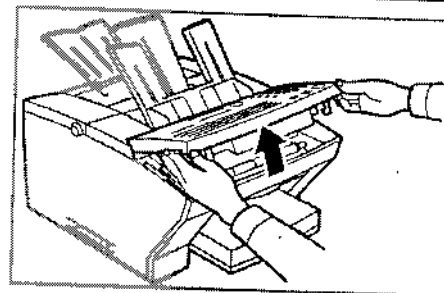
It is important to take routine care of your fax machine to keep it in optimum operating condition. Using a soft cloth dampened with mild detergent, wipe the outside of the facsimile machine.

**CAUTION:**  
Always turn off the power before routine maintenance.



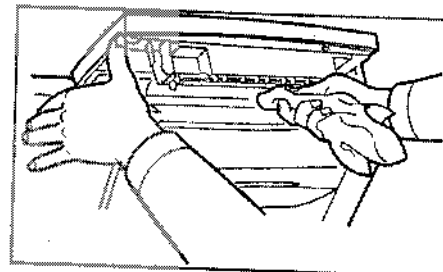
### 6.2 Cleaning The Scanner

(1) Open the Scanner Cover.



(2) Gently wipe the glass of the image sensor.

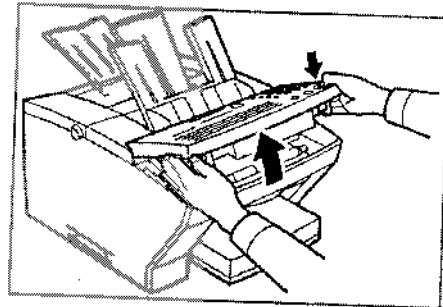
**CAUTION:**  
To transmit your documents more clearly, you can wipe with a dry cloth and don't use detergent and water.



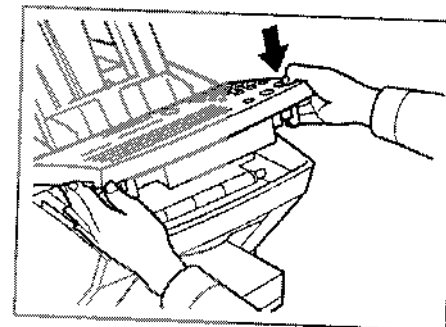
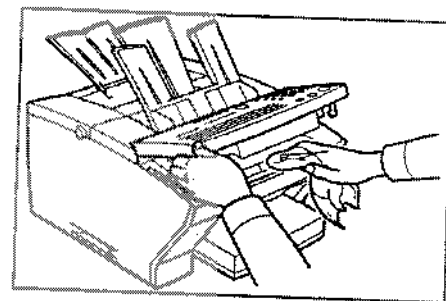
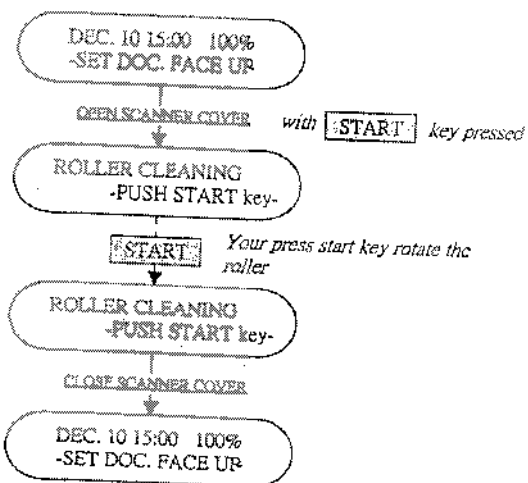
# Maintenance

## 6.3 Cleaning The White Roller

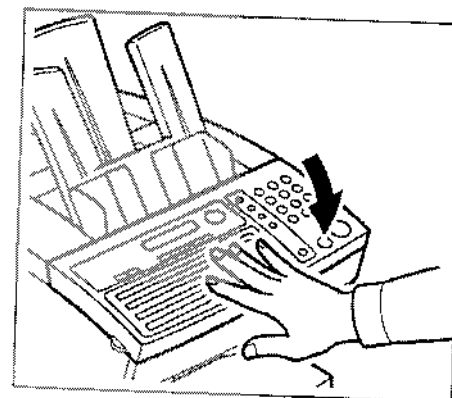
(1) Press the Start key and open the Scanner Cover.



(2) Press the Start key to rotate the roller. As it rotates, you can wipe the roller clean of dirt and paper dust with a soft cloth.



(3) Gently press down the Top Cover and securely close the Scanner Cover after cleaning the roller and then press the Start key.

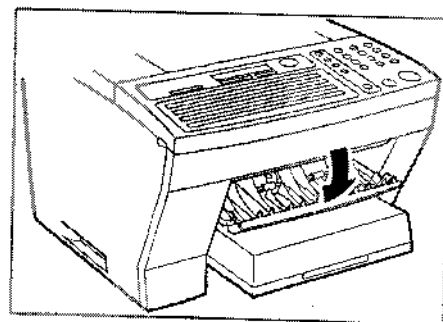


# Maintenance

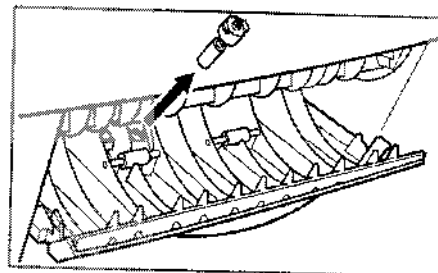
## 6.4 Changing the Stamp

Follow the procedure below if the Stamp runs out of ink.

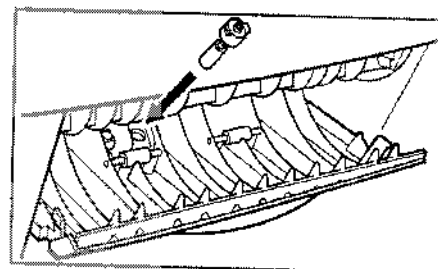
(1) Open the ADF cover



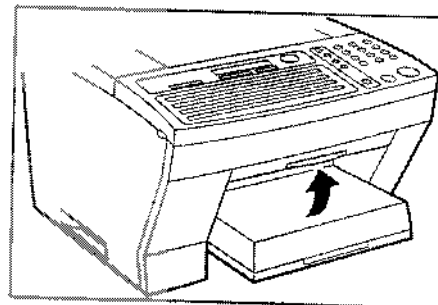
(2) Take out the Stamp.  
(The use of tweezers will assist in removing the stamp)



(3) Install a new Stamp.



(4) Close the ADF cover.





# Maintenance

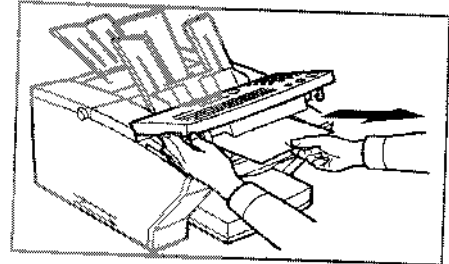
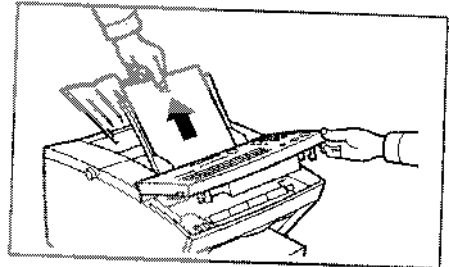
## 6.5 Clearing Jams

The facsimile machine has two different messages for jams. The message "ORIGINAL DOC. JAM" indicates a problem with the scanner. The message "RECORDING PAPER JAM" indicates a problem with the printer paper path.

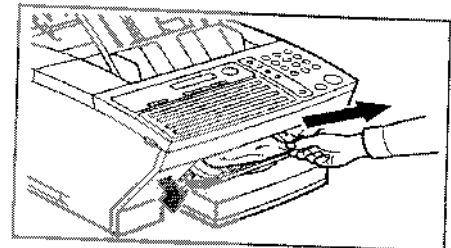
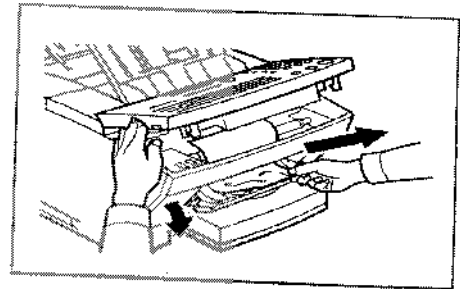
### 6.5.1 Clearing Document Jams

When a document jam occurs, the message "ORIGINAL DOC. JAM" is shown in the display. Remove the jam according to the procedure described below:

- (1) Open the Scanner Cover and remove the jammed documents.

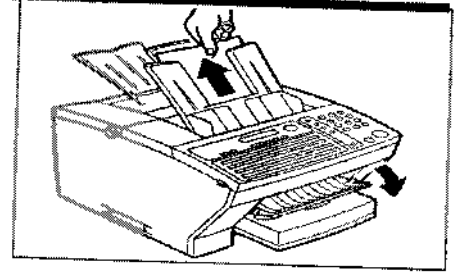


- (2) Open the ADF cover and remove the jammed documents.



# Maintenance

(3) Close the Scanner Cover.



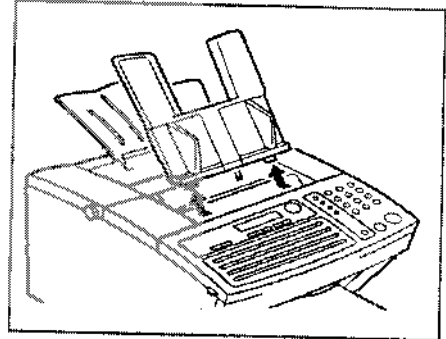
# Maintenance

## 6.5.2 Clearing Paper Jams

When a paper jam occurs, the message "RECORDING PAPER JAM" is shown in the display. Remove the jam according to the procedures described below:

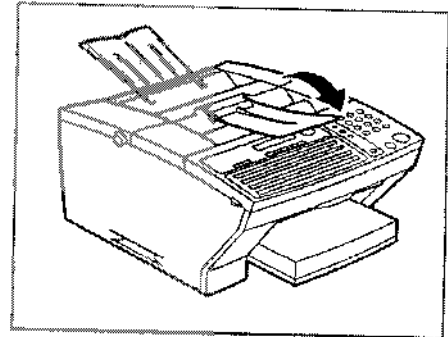
- (1) Press the Printer Cover Release Buttons, then swing open the Printer Cover.

**CAUTION:**  
The Fusing section under the Printer Cover is very hot during operation. Do not touch this area as it may cause burns.

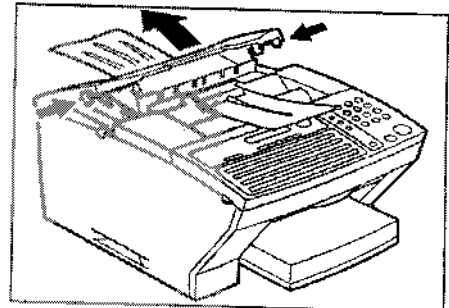


- (2) Swing the Document Exit Tray down, towards front of unit.

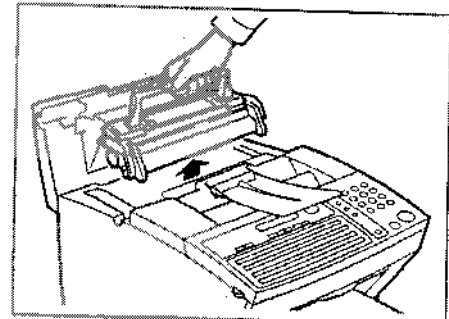
**CAUTION:**  
Whenever the Drum Cartridge is removed from the fax machine be sure to cover it with a cloth to shield it from light.



- (3) Press the Printer Cover Button, then open the Printer Cover.



- (4) Remove the Toner Cartridge from the fax machine.

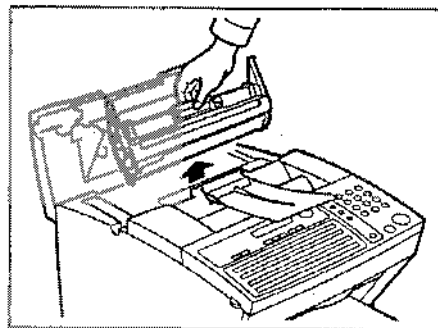


# Maintenance

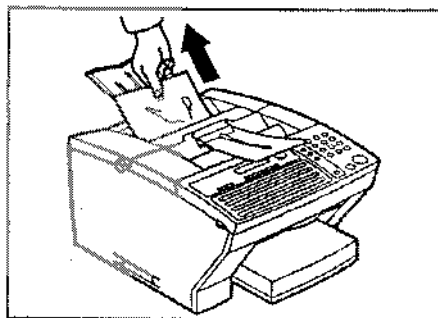
- (5) Removed the Drum Cartridge from the fax machine.

**CAUTION:**

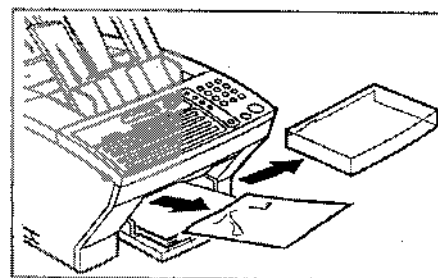
The Fusing Unit inside the fax machine can be very hot. Wait at least 10 min. after the machine has been turned off and make sure that the Fusing Unit has cooled down before cleaning the interior.



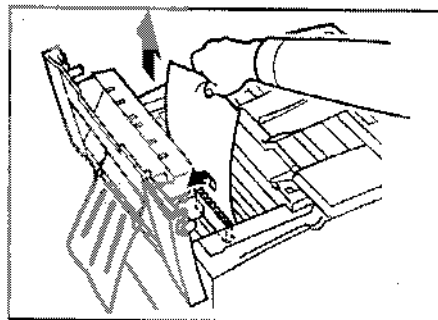
- (6) If paper is jammed in the Paper Tray, remove the paper by pulling it as shown by the arrow.



- (7) If paper is jammed in the middle of the paper path, the leading edge of the paper will be visible. Clear jams by holding the exposed end of the paper and pulling it gently toward the back of the unit.

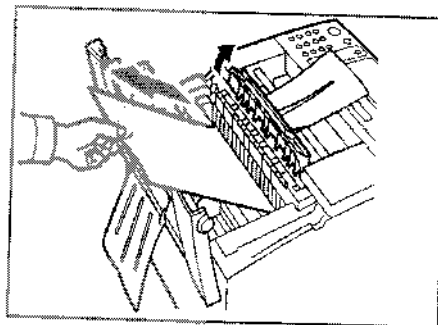


- (8) If paper is jammed in the middle of the paper path, the leading edge of the paper will be visible. Clear jams by holding the exposed end of the paper and pulling it gently toward the back of the unit.

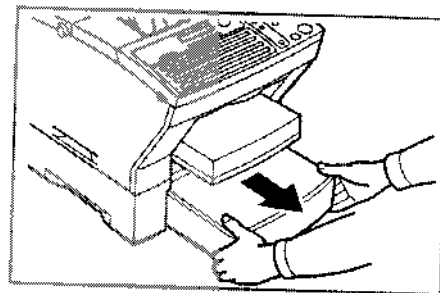


# Maintenance

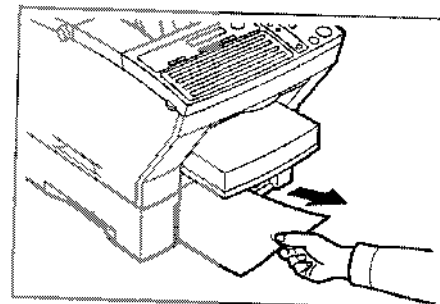
- (9) If paper is jammed in the Fusing unit, remove the paper by pulling it toward you as shown by the arrow.



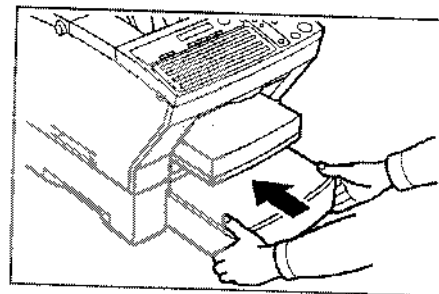
- (10) If the optional 500 Sheet Second Paper Cassette has been installed, swing up the Second Paper Cassette.



- (11) Remove the stack of paper from the tray and pull out the sheet of paper mistakenly fed.

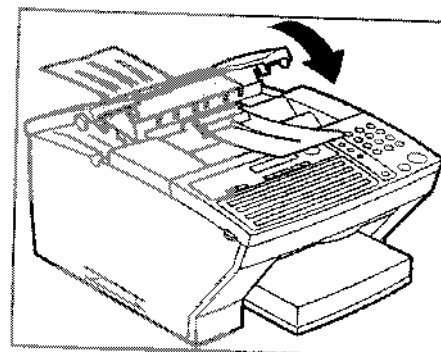


- (12) Reinstall the paper cassette into the 500 Sheet Second Paper Cassette.



- (13) Reinstall the Drum Cartridge and Toner Cartridge.

- (14) Gently press down the Printer Cover, and securely close it.



## ***Chapter 7***

### ***Troubleshooting***



# Troubleshooting

## 7 Troubleshooting

If your fax machine does not work properly, please refer to the following information to fix some problems you might encounter before contacting your dealer. However, if the problem still cannot be corrected, do not attempt further repairs. Turn off your machine and consult your dealer.

Never disassemble or try to fix your fax machine on your own, as you could damage it and suffer risk of electric shock.

### 7.1 When a message appears

The fax machine warns you of an error or malfunction with the LED, alarm, or messages detailed below. These pages cover the meaning of the LED, alarm, and messages, together with action you can take to correct the problems.

LED indication	Description	Action
LED on	[Machine trouble] A minor malfunction has occurred.	Act as instructed on the display.
LED blinking	[Machine trouble] A malfunction has occurred in the machine.	Call your technical representative.

Alarm Beeps	Description	Action
Three short intermittent beeps	An incorrect key has been pressed.	Press the correct key.
Short intermittent beeps lasting for 3 sec.	A communication error has occurred.	Act as instructed on the display.
Continue short beeps	Handset not placed on the cradle after communication.	Correctly place the handset on the cradle.
Twenty intermittent beeps.	[Machine trouble] A malfunction has occurred in the machine	Call your technical representative.



# Troubleshooting

The most commonly encountered messages are listed below. Review the cause or symptom of each message and then take the necessary action. For any other messages, follow the instructions that appear on the LCD.

Message	Cause/Symptom	Action
<b>*NO M-BOX FUNCTION*</b>	<ul style="list-style-type: none"> <li>The fax machine on the receiving side is not equipped with the Mailbox function.</li> </ul>	<ul style="list-style-type: none"> <li>Cancel Mailbox TX and retry transmission.</li> </ul>
<b>*CAUTION* NO PAPER</b>	<ul style="list-style-type: none"> <li>The paper feeding tray or second paper feeding tray has run out of paper.</li> </ul>	<ul style="list-style-type: none"> <li>Add paper</li> </ul>
<b>*CAUTION* NO TONER</b>	<ul style="list-style-type: none"> <li>Toner Cartridge is not installed properly or cartridge is missing.</li> </ul>	<ul style="list-style-type: none"> <li>Re-install Toner Cartridge properly or install a new toner cartridge.</li> </ul>
<b>*CAUTION* MACHINE TROUBLE</b>	<ul style="list-style-type: none"> <li>[Machine trouble] A fault has occurred in the machine.</li> </ul>	<ul style="list-style-type: none"> <li>Call your technical representative.</li> </ul>
<b>*CAUTION* MEMORY FULL</b>	<ul style="list-style-type: none"> <li>While the fax was receiving a document during Mailbox RX, Memory RX or Substitute RX the memory became full and facsimile machine is unable to stored additional documents into memory.</li> </ul>	<ul style="list-style-type: none"> <li>Press the Stop Key and print <b>any documents stored in memory</b>. When memory becomes available, request the other party to retry the transmission.</li> </ul>
	<ul style="list-style-type: none"> <li>While your fax machine was scanning a document for Memory TX, the Memory became full and the machine was unable to send the entire document using Memory TX.</li> </ul>	<ul style="list-style-type: none"> <li>To transmit the portion of the document that has been scanned into memory, press the <b>Start Key</b>. To increase the memory capacity of the facsimile machine, print out any documents that were received into memory or wait until other memory transmissions jobs are completed. Then retry your <b>Memory TX</b>.</li> <li>Cancel what has been scanned into memory. To increase the memory capacity of the facsimile machine, print out any documents that were received into memory or wait until any other memory transmission jobs are completed. Then retry your <b>Memory TX</b>.</li> </ul>
<b>*CAUTION* ORIGINAL DOC. JAM</b>	<ul style="list-style-type: none"> <li>A document jam has occurred.</li> </ul>	<ul style="list-style-type: none"> <li>Clear the misfeed or jam by following the procedure given in "clearing document jams."</li> </ul>
<b>*CAUTION* PRINT COVER OPEN</b>	<ul style="list-style-type: none"> <li>The fax machine cover is open or loose.</li> </ul>	<ul style="list-style-type: none"> <li>Lock the fax machine cover in position.</li> </ul>

# Troubleshooting

Message	Cause/Symptom	Action
<b>*CAUTION*</b> <b>RECORD PAPER JAM</b>	<ul style="list-style-type: none"> <li>A recording paper jam has occurred.</li> </ul>	<ul style="list-style-type: none"> <li>Clear the jam by following the procedure given in "clearing paper jams."</li> </ul>
<b>*CAUTION*</b> <b>SCAN COVER OPEN</b>	<ul style="list-style-type: none"> <li>The scanner cover is open or loose.</li> </ul>	<ul style="list-style-type: none"> <li>Close the scanner cover.</li> </ul>
<b>*CAUTION*</b> <b>TONER NEAR EMPTY</b>	<ul style="list-style-type: none"> <li>The fax is almost out of toner.</li> </ul>	<ul style="list-style-type: none"> <li>Replace the toner cartridge with a new one. If you leave it without replacing, printing image might be light.</li> </ul>
<b>*CAUTION*</b> <b>TONER EMPTY</b>	<ul style="list-style-type: none"> <li>The fax machine has run out of toner.</li> </ul>	<ul style="list-style-type: none"> <li>Change the toner cartridge.</li> </ul>
<b>*COMM. ERROR*</b>	<ul style="list-style-type: none"> <li>An error has occurred and communication was unsuccessful.</li> </ul>	<ul style="list-style-type: none"> <li>During transmission: Press the Stop Key, then try another transmission sequence.</li> <li>During reception: Press the Stop Key then ask the other party to try another transmission.</li> </ul>
<b>*NOT REGISTERED*</b>	<ul style="list-style-type: none"> <li>There is no destination information programmed in the one-touch key or speed dial number you have just pressed.</li> </ul>	<ul style="list-style-type: none"> <li>Select the one touch key or speed dial number which contains the fax number of the destination to which you are trying to send.</li> </ul>
<b>*REDIAL ALL FAILED*</b>	<ul style="list-style-type: none"> <li>The document was not transmitted to the other party even through repeated auto redial attempts.</li> </ul>	<ul style="list-style-type: none"> <li>Press the Stop Key, check the fax number, then try transmitting again.</li> </ul>
<b>*MAILBOX ID IS USED*</b>	<ul style="list-style-type: none"> <li>The Mailbox ID entered has been previously assigned.</li> </ul>	<ul style="list-style-type: none"> <li>Enter a new Mailbox ID.</li> </ul>
<b>*WRONG MAILBOX ID*</b>	<ul style="list-style-type: none"> <li>The mailbox ID specified by the other party does not match the mailbox ID programmed in your fax.</li> </ul>	<ul style="list-style-type: none"> <li>Advise the other party of the correct mailbox ID and ask them to retry the transmission or ask the party to cancel mailbox TX and retry transmission.</li> </ul>
<b>*WRONG PAGE COUNT*</b>	<ul style="list-style-type: none"> <li>The number of pages of the document transmitted does not equal the number of pages set with page count TX.</li> </ul>	<ul style="list-style-type: none"> <li>Check the number of pages again and retry the transmission.</li> </ul>
<b>*CHECK LINE*</b>	<ul style="list-style-type: none"> <li>After several attempts, transmission is unsuccessful.</li> </ul>	<ul style="list-style-type: none"> <li>Check to make sure telephone line is properly connected to the facsimile machine and the wall jack.</li> </ul>
<b>*NO INITIATE FUN*</b>	<ul style="list-style-type: none"> <li>Remote machine not compatible with your machine.</li> </ul>	<ul style="list-style-type: none"> <li>Check the other party's fax machine.</li> </ul>

# Troubleshooting

Message	Cause/Symptom	Action
*RX SIDE/MEM.FULL*	<ul style="list-style-type: none"> <li>Remote facsimile machine's memory has insufficient memory to hold your transmission.</li> <li>The remote facsimile machine is not compatible with your facsimile machine</li> </ul>	<ul style="list-style-type: none"> <li>Re-try transmission when the remote fax machine has memory available.</li> <li>Check the other party's fax machine.</li> </ul>
FILE IS FULL FILE FULL / TX CANCEL FILE FULL / RX CANCEL	<ul style="list-style-type: none"> <li>Memory not available.</li> </ul>	<ul style="list-style-type: none"> <li>Wait until memory is available.</li> </ul>
*REMAINING DATA* PUSH COPY KEY	<ul style="list-style-type: none"> <li>There is data from PC (using PCL4 emulation) in fax memory.</li> </ul>	<ul style="list-style-type: none"> <li>Press the copy key to print out the remaining data in the facsimile machine's memory.</li> </ul>
*CAUTION* GDI ENHANCE NOT SET	<ul style="list-style-type: none"> <li>GDI ENHANCE printing mode not set or memory not available.</li> </ul>	<ul style="list-style-type: none"> <li>Select GDI ENHANCE printing ( refer to set printer session )</li> <li>Call service representative for possible memory upgrade required.</li> </ul>

# Troubleshooting

Here are some tips for troubleshooting your fax machine. First, take the actions shown below. However, if the problem persists, call your technical representative.

Symptom	Action
1. Nothing is shown on the display.	Make sure the power cord is plugged in properly. Check the power switch is in ON position. Connect another electric appliance to the AC outlet to check whether the outlet is live.
2. Nothing printed on the receiving side.	Make a local copy to check if your machine has any problem. Make sure the recording paper is properly loaded in the remote receiving unit.
3. The machine fails to enter the reception mode when it is called.	Check whether the machine is in the automatic reception mode. Check whether paper is empty or the memory is full.
4. Automatic document feeder fails to work.	Check the document size. Make sure the documents are properly set in the feeder.
5. When the reception print out has black stripes.	Use your fax machine to make a copy of the document. If the copied document does not have black stripes, ask the transmitting side to check their machine. If the copied document has black stripes, contact service personnel.
6. No sound can be heard from the telephone set.	Check if the cord of telephone set is correctly connected to the terminal of fax machine. Check if the cord of line is connected properly.
7. Communication error.	Most errors are caused by the bad line connections, so please retry. Test with another facsimile machine. If this problem persists, please contact your dealer.
8. The image received is not clear.	Make a copy of an another original with a clear image to check the image quality. ● If the copy is clear: The telephone line or the fax machine of the other party is probably at fault. Ask the other party to retransmit the document.
9. The image is slanted on the page when you make a copy or receive a document.	Readjust the Guide in the paper cassette.
10. The copy quality is poor.	If any black lines appear on the page, please clean the surface of the scanning head under the operation panel. If the image become faint or blurry, please remove the toner cartridge, shake it gently, and replace it in the facsimile machine.
11. The pages come out wrinkled or there are frequent paper jams or double feeding occurs.	Check that the correct paper size and type is loaded in the paper tray. Check the paper to ensure it is not wrinkled or creased and that it has not been exposed to temperature or humidity outside of the recommended range.

# Troubleshooting

Symptom	Action
12. Your machine print out quality becomes worse over time.	The drum may be out of life. Order a new drum to replace the old one.
13. The image received is skewed.	The document was probably fed incorrectly on the fax machine of the other party. Ask the other party to retry transmission.
14. A transmitted from your facsimile machine to a remote unit was not received clearly.	Make a copy of your document to check the image quality. If the copy is not clear, clean the contact image sensor of the Scanner of your fax. If still not clear, your fax machine may need service.  If the copy is clear, the telephone line or the fax machine of the other party is probably faulty. Retransmit the document to check the image quality.
15. The image received on the receiving side is skewed.	The document was probably fed in slanted due to the Document Guide Plate being improperly positioned on your fax machine. Retry transmission.

## *Chapter 8*

## *Appendix*



# Appendix

## 8 Appendix

### 8.1 Facsimile Specifications

#### General

Type:	Desktop
	Laser plain paper facsimile
Compatibility:	ITU-T (formerly CCITT) G3
Phone system:	Public Switched Telephone Network
Dual access:	Multitasking
One-Touch Dial:	32 locations
	64 locations (MinoltaFax 2600)
Program Dial:	One-Touch Keys 29-32
	One-Touch Keys 61-64 (MinoltaFax 3600)
Speed Dial:	100 locations

#### Operating Environment

Environment Temperature:	10°C to 33°C (50°F to 90°F)
Relative Humidity:	15 to 85% RH

Power requirement:	110V, 50/60 Hz
	220-240 V, 50/60 Hz

Power consumption:	Standby – 30 W or less
	Operating – 600 W

#### Communication

Coding method:	MH, MR, MMR
Modem speed:	MinoltaFax 2600: 14400, 12000, 9600, 7200, 4800, 2400 BPS
	MinoltaFax 3600: 33600, 31200, 28800, 26400, 24000, 21600, 19200, 16800, 14400, 12000, 9600, 7200, 4800, 2400 BPS

Error Correction Mode:	Yes
Memory Capacity:	1 MB, Option: 2/4/6 MB
Polling/Broadcast:	MinoltaFax 2600: 148 locations for one session.
	MinoltaFax 3600: 180 locations for one session.

Memory Backup Time	1 hour (must be charged for at least 48 hours when the machine is new)
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# Appendix

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## Document input

Document Set:	Face Up
Scanning resolution:	(Horizontal) x (Vertical) Standard --- 200 x 100 dpi Fine & Photo--- 200 x 200 dpi Super Fine --- 200 x 400 dpi
Reading method:	Contact image sensor
Effective scanning width:	Maximum 8.19 inches (208mm)
Document size:	Width 5.8 to 8.5 inches (148mm to 216mm)
ADF pages:	50 sheets (A4, 60 ~ 90 g/m <sup>2</sup> or 16 ~ 24 lb.)
Document thickness:	60 ~ 90 g/m <sup>2</sup> (16 ~ 24 lb.)
Scanning speed:	2.3 sec/A4
At standard mode	1.5 sec/A4: (MinoltaFax 3600)
Half Tone Gray scale:	64 levels
Image/Text Separation	Yes

## Document output

Print density:	600 dpi (horizontal) x 600 dpi (vertical)
Warm-up time:	Within 45 sec. (when power supplied at 23 °C /73.4 °F)
Paper exit system:	Face Down Exit System (200 sheets maximum)
Printing method:	Laser beam scanning, Electropho to graphic Dry Powered Image Transfer to plain paper. 2-Component (Drum and Toner) Cartridge System
Effective printing width:	Letter/Legal 8.2 inches (208mm) , A4 7.95 inches (202mm)
Effective printing length:	Letter 10.6 inches (271mm), A4 11.4 inches (289mm), Legal 13.7 inches (348mm)
Print speed:	8 PPM / A4 (Letter size paper)
Reduction Printing: (vertical)	Yes (variable from 100% ~ 70%)
Smoother Print:	Yes
Paper type:	Ordinary plain paper (60g/m <sup>2</sup> (16 lb) to 90g/m <sup>2</sup> (24 lb) ) Recycled paper (60g/m <sup>2</sup> to 90g/m <sup>2</sup> )
Printing Paper Size:	Letter lengthwise, A4 lengthwise, Legal lengthwise,
Paper capacity:	Multipurpose Tray 250 sheets Second Paper Cassette 500 sheets (Optional)

## System requirements

Personal computer:	IBM PC-AT compatible
CPU:	Intel 80386DX, 33 MHz or higher (486SX, 486DX or higher recommended)
RAM:	8 MB or more recommended

# Appendix

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Hard disk: 5 MB minimum  
Operation system: Windows 3.1 or Window 95  
Interface cable: Centronics (optional)

Software: LaserFax for CLASS 1 Interface  
(Contact your dealer for more information.)

## Class 1 Interface

RS-232C: Auto Baud rate (2400, 9600, 19200, 38400 BPS)

## GDI Printer Interface

RS-232C: Auto Band rate (2400, 9600, 19200, 38400 BPS)  
Parallel: Centronics

## 500 sheet Second Cassette

Paper types: Ordinary plain paper, Recycled paper (60g/m<sup>2</sup> to 90g/m<sup>2</sup> or 16 lb ~ 24 lb)  
Paper size: Letter, A4, Legal  
Paper capacity: 500 sheets  
Power supply: Supplied from the fax machine

## Others

Weight: Approx. 35.2 lbs (with Drum Cartridge, Toner Cartridge and Paper Tray.)  
Dimensions: Width 15.5 inches (395mm), Depth 19.5 inches (495mm), Height 11.8 inches (300mm)  
Machine life: 150,000 prints  
Drum cartridge life: 20,000 prints or more (5% coverage)  
Toner cartridge life: 6,000 prints or more (5% coverage)

# Appendix

## 8.2 Multi-Access table

Current Operation	Simultaneous Operation	Results
Copy	Fax Reception	The received FAX will be stored in memory and will be printed out when the copy operation is finished.
	GDI/PCL4 Printing	Prints after the copy operation finished.
	Memory fax transmission	Printing cannot begin until copy job is complete
	PC-Fax Transmission or Reception.	Fax begins while copy job is in progress. Fax begins while copy job is in process.
Fax Reception	Copy	Copy job will be stored in memory, then printed out when reception (RX) is completed.
	GDI/PCL4 Printing	Print document during reception.
	Fax transmission	Scans document into memory for transmission.
Fax Transmission	Copy	The memory will be used for transmission first and for copy afterwards.
	GDI/PCL4 Printing	The document will be printed from the PC during Fax operation.
PC-Fax Reception	Copy	Copy job starts by scanning document into memory.
	Parallel Port Printing	Parallel Port can be used for printing during PC-FAX operation.
	Fax transmission	Transmission (TX) begins when PC-Fax is complete. Scans document into memory for transmission.
PC-Fax Transmission	Copy	Copy starts by scanning document into memory.
	Parallel Port Printing	Parallel Port can be used for printing during PC-FAX operation.
	Fax Transmission.	Scans document into memory for transmission.

# Appendix

## 8.3 Memory Required for Printer

### 8.3.1 Printer Function with Different Memory Option

The basic fax/printer memory for your machine is 1 MB (57 pages). When PCL4 or GDI ENHANCE is selected available Fax memory is reduced. Additional memory can be added to expand fax/printer capabilities on your machine.

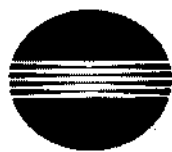
Memory Allocation for standard PCL4

	User select	Fax memory	Printer Function
Memory	PCL4	A4/LTR. STD (pages)	PCL4 print
STD	Off	57	No
	On	16	Yes*
Add 2MB	Off	185	No
	On	70	Yes
Add 4MB	Off	312	No
	On	153	Yes
Add 6MB	Off	312	No
	On	312	Yes

Memory Allocation for Optional GDI ENHANCE and PCL4

Memory	User selection		Fax memory A4/LTR. STD (pages)	For printing		
	PCL4	GDI ENHANCE		PCL4 printing	GDI 300 dpi printing	GDI 600 dpi printing
STD	Off	off	57	No	Yes*	No
	Off	On	28	No	Yes	No
	On	Off	16	Yes*	Yes	No
	On	On	Not applicable			
Add 2MB	Off	Off	153	No	Yes	No
	Off	On	89	No	Yes	Yes*
	On	Off	70	Yes	Yes	Yes*
	On	On	Not applicable			
Add 4MB	Off	Off	281	No	Yes	No
	Off	On	198	No	Yes	Yes*
	On	Off	153	Yes	Yes	No
	On	On	89	Yes	Yes	Yes*
Add 6MB	Off	Off	312	No	Yes	No
	Off	On	153	No	Yes	Yes
	On	Off	312	Yes	Yes	No
	On	On	89	Yes	Yes	Yes

:\*Memory upgrade is recommended



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