SHARP.

FACSIMILE
傳真機

OPERATION MANUAL
使用手冊

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3. Receiving Documents
4. Making Copies
5. Special Functions
6. Option Settings
7. Printing Lists and Reports
8. Maintenance
9. Troubleshooting

1. 安裝
2. 傳送文件
3. 接收文件
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6. 選項設定
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QUICK REFERENCE GUIDE

Note: Steps which are optional are enclosed in a dotted frame: [RESOLUTION]

Transmitting documents

Normal Dialling	Load document → [RESOLUTION] → press **SPEAKER** → Dial (press numeric keys)		
	→ Wait for reception tone → **START** ◇ → Hang up		
Direct Keypad Dialling	Load document → [RESOLUTION] → Dial (press numeric keys) → **START** ◇		
Rapid Key Dialling	Load document → [RESOLUTION] → Press Rapid Key		
Speed Dialling	Load document → [RESOLUTION] → SPEED DIAL → Enter Speed Dial number (press numeric keys, - if less than 2 digits, press **START** to complete entry) → **START** ◇		
Redialling	Load document → [RESOLUTION] → REDIAL → Wait for reception tone → **START** ◇		

Introduction

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

Automatic dialling	Rapid Key Dialling: 48 numbers Speed Dialling: 75 numbers
Memory size*	1 MB (approx. 56 pages)
Modem speed	14,400 bps (max.) Automatic fallback to lower speeds.
Transmission time*	Approx. 6 seconds
Toner cartridge yield (4% page coverage, A4 paper)	**Initial starter cartridge** (included with fax machine): Approx. 3000 pages **Replacement cartridge (FO-47DC):** Approx. 6000 pages
Drum cartridge yield	**Initial starter cartridge** (included with fax machine): 20,000 pages (ave.) **Replacement cartridge (FO-47DR):** 20,000 pages (ave.)

Resolution	**Horizontal:** 8 pels/mm
	Vertical:
	    Standard: 3.85 lines/mm
	    Fine /Halftone: 7.7 lines/mm
	    Super fine: 15.4 lines mm

Note: This facsimile machine is Year 2000 compliant.

*Based on ITU-T Test Chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

Automatic document feeder	50 pages max. (A4 paper)
Paper capacity	250 sheets (500-sheet cassette available as option)
Compression scheme	MMR, MR, MH, Sharp (H2)
Halftone (greyscale)	64 levels
Applicable telephone line	Public switched telephone network
Compatibility	ITU-T (CCITT) G3 mode
Printing resolution	**Horizontal:** 16 lines/mm **Vertical:** 15.4 lines/mm **PC Printing:** 600 dpi

Input document size	Automatic feeding:
	    Width: 148 to 256 mm
	    Length: 128 to 364 mm
	 Manual feeding:
	    Width: 148 to 279 mm
	    Length: 128 to 1000 mm

Effective Scanning width	256 mm max.
Effective Printing width	203 mm max.
Reception modes	Auto/Manual
Instascan speed	30 ppm (A4 paper)
Full Dual Access	Yes
Copy function	Single/Multi/Sort (99 copies/page)
Power requirements	220-240 V AC, 50/60 Hz
Operating temperature	10 - 30°C
Humidity	20 to 85% RH

Power consumption	Standby: 10 W
	Maximum: 740 W
Dimensions	Width: 460 mm
	Depth: 385 mm
	Height: 270 mm
Weight	Approx. 12.6 kg

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

Important safety information

Be sure to save these instructions!

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

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

• This machine must only be connected to a 220-240 V, 50/60 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine.

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

- Use only the power cord provided with the facsimile machine. Do not use an AC extension cord.

- Unplug the machine from the telephone socket and then the power outlet and consult a qualified service representative if any of the following situations occur:
  - Liquid has been spilled into the machine or the machine has been exposed to rain or water.
  - The machine produces odors, smoke, or unusual noises.
  - The power cord is frayed or damaged.
  - The machine has been dropped or the housing damaged.

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

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

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

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

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

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

Table of Contents

1. Installation

Unpacking Checklist

Before setting up, make sure you have all of the following items. If any are missing, contact your dealer.

Power cord
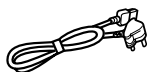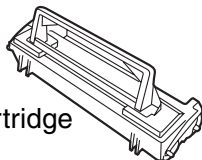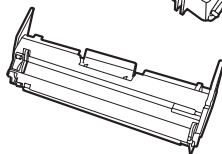
Rapid Key labels

Paper size labels

Telephone line cord

Document OUT tray

Toner cartridge

Operation manual

Drum cartridge
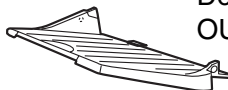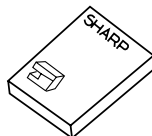
Received document tray

A Look at the Operation Panel
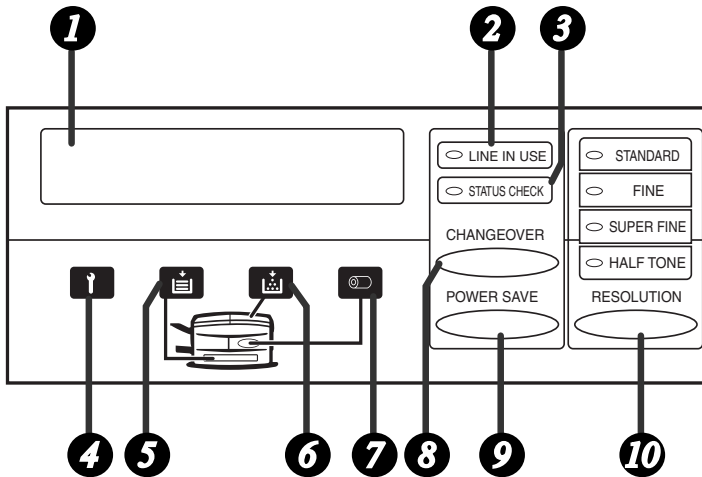
① **Display**
This displays messages and prompts during operation and programming.

② **LINE IN USE light**
This lights when the fax machine is using the telephone line.

③ **STATUS CHECK light**
This lights when a paper size error or paper jam occurs, or when the print compartment cover is open. A message will appear in the display to indicate the problem. (The indicator also lights steadily when the received document tray is not properly installed.)

④ **Service indicator**
This lights when a problem occurs which must be fixed by a service technician.

5 **Paper out indicator**
This lights when the fax machine is out of paper. If the machine has a paper cassette, the indicator blinks when one of the paper sources (tray or cassette) is out of paper, and lights steadily when all sources are out of paper.

6 **Toner cartridge indicator**
This blinks when the toner cartridge nears empty, and lights steadily when the toner cartridge needs replacement.

7 **Drum cartridge indicator**
This blinks when the drum cartridge needs replacement.

8 **CHANGEOVER key**
Two types of information appear in the display: prompts related to operations you are performing, and information about how the fax is using the telephone line (transmitting, receiving, etc.). Press this key to switch between the two types of information.

9 **POWER SAVE key**
Press this key to turn on Power Save Mode, or set the Power Save Mode timer if TIMER has been selected with Option Setting 34 (Power Save Mode).

10 **RESOLUTION key**
Press this key to adjust the resolution before sending or copying a document.

Rapid Key overlay down

Rapid Key overlay up
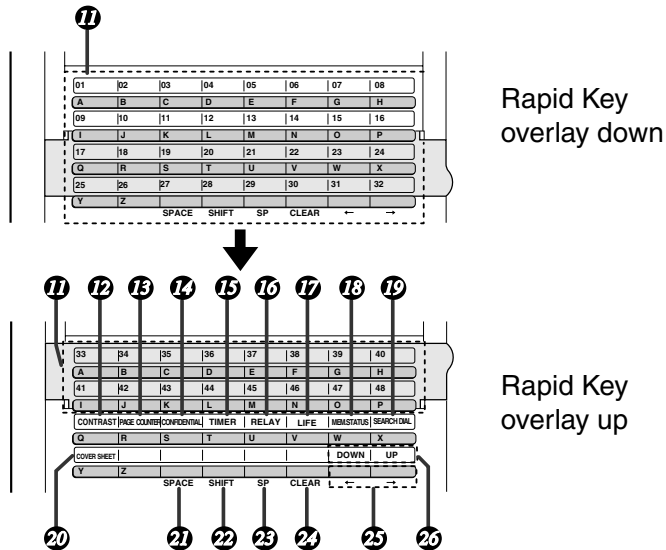
⓫ Rapid Dial Keys
Press one of these keys to dial a fax number automatically. (Note that you must attach the Rapid Key labels.)

⓬ CONTRAST key
Press this key to adjust the contrast before sending or copying a document.

⓭ PAGE COUNTER key
Press this key to include a slash and the total number of pages after each page number on the pages of a transmitted document.

⓮ CONFIDENTIAL key
Press this key to send or print out a confidential document.

⓯ TIMER key
Press this key to set an operation to be performed automatically at a later time.

⓰ RELAY key
Press this key to send a document to another Sharp fax machine and have that machine in turn relay the document to one or more end receiving machines.

17 **LIFE key**
Press this key, followed by **1**, to check the total number of pages printed by the fax machine.

18 **MEM. STATUS key**
Press this key to check the status of documents waiting in memory for transmission.

19 **SEARCH DIAL key**
Press this key to search through your auto dial fax numbers by name.

20 **COVER SHEET key**
Press this key to include a cover sheet when sending a fax.

21 **SPACE key**
Press this key to enter a space when programming a name.

22 **SHIFT key**
Press this key to switch between upper and lower case letters when programming a name.

23 **SP key**
Press this key to enter a symbol when programming a name.

24 **CLEAR key**
Press this key to clear a mistake when programming a name or fax number.

25 **Arrow keys**
Press these keys to move the cursor forward or backward when programming a name or fax number.

26 **UP and DOWN keys**
Press these keys to adjust the volume of the speaker when the **SPEAKER** key has been pressed, or the volume of the ringer at all other times.
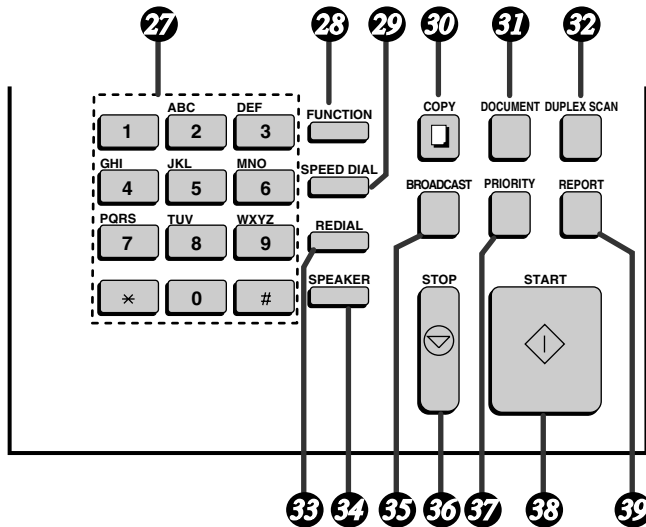
27 **Dial keypad (numeric keys)**
Use these keys to dial and program fax numbers.

28 **FUNCTION key**
Press this key to select various special functions.

29 **SPEED DIAL key**
Press this key to dial a Speed Dial number.

30 **COPY key**
Press this key to make a copy of a document.

31 **DOCUMENT key**
Press this key to transmit a document without reading it first into memory.

32 **DUPLEX SCAN key**
Press this key to transmit or copy a two-sided document.

33 **REDIAL key**
Press this key to automatically redial the last number dialed.

34 **SPEAKER key**
Press this key when transmitting a document by Normal Dialing to listen to the line and verify the response of the receiving fax machine.

35 **BROADCAST key**
Press this key to send a document to a group of receiving fax machines.

36 **STOP key**
Press this key to cancel an operation before it is completed.

37 **PRIORITY key**
Press this key when you need to transmit a document ahead of other documents waiting in memory for transmission.

38 **START key**
Press this key to begin transmission when using Speed Dialing, Direct Keypad Dialing, or Normal Dialing.

39 **REPORT key**
Press this key to print out a report on the most recently completed transmission or reception.

Connections

Points to keep in mind when setting up

♦ Do not place the machine in direct sunlight.

♦ Do not place the machine near heaters or air conditioners.

♦ Keep dust away from the machine.

♦ Install the machine on a level surface.

Connecting the power cord

Connect the female end of the power cord to the fax machine as shown. Insert the male end into a 220-240 V, 50/60 Hz, earthed (3-prong) AC outlet.

Press the power switch to turn on the power.
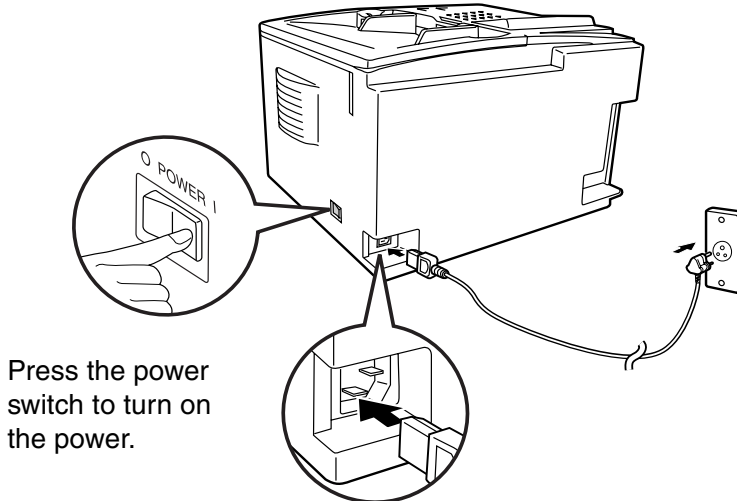
Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

Connecting the telephone line cord

Insert one end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Insert the other end into a standard wall telephone socket.
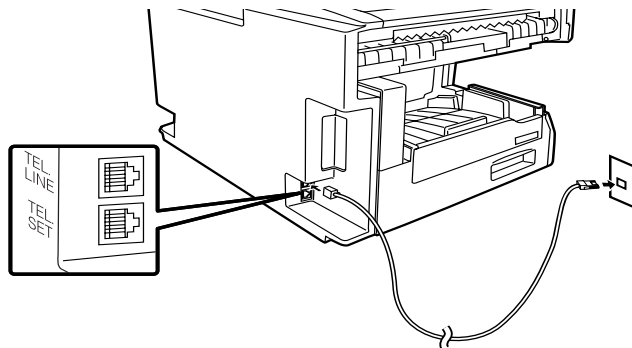
Note: The fax machine is set for tone dialling. If you are on a pulse dial line, you must set the fax machine for pulse dialling by changing Option Setting 22. This procedure is described in Chapter 6, *Optional Settings*.

Connecting a telephone (optional)

If desired, you can connect a telephone to the **TEL. SET** socket on the back of the machine.
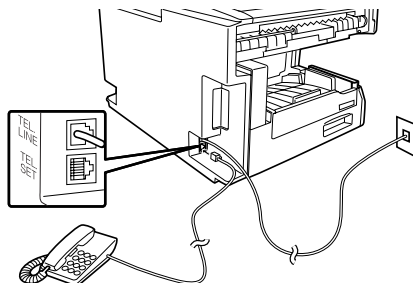
Attaching the document OUT tray

Insert the protrusion on the right side of the machine into the hole in the right side of the document OUT tray as shown, then bend the tray slightly and insert so that the protrusion on the left side of the machine goes into the hole on the left side of the document OUT tray.
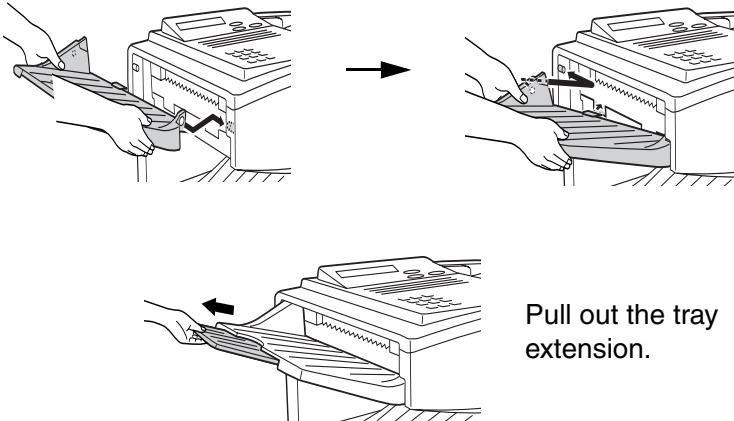
Pull out the tray extension.

Attaching the received document tray

Slide the received document tray into the machine as shown. When it stops, lift the end slightly and push in so that the tray locks into place.
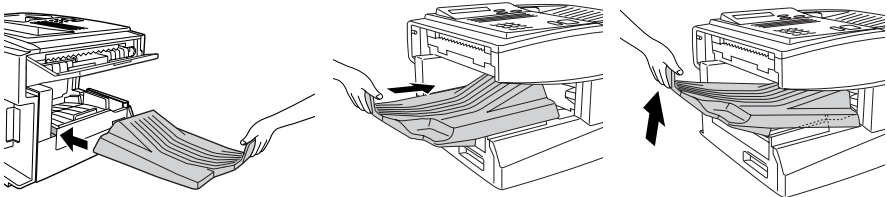
Make sure the left edge of the tray fits into the slot.

Important!
The received document tray must be attached for the fax machine to operate properly.

Connection to a computer (option)

Note: This function is available as an option. If you wish to use it, consult your dealer to have the PC interface board installed.

If desired, you can connect the fax machine to the parallel port of any compatible computer. Once you have installed the provided printer software in your computer, you will be able to use the fax machine as a laser printer for your computer.

Important: Use only an IEEE P1284 parallel cable to connect the fax machine to your computer. We recommend a shielded cable no longer than 2 m.

1 Make sure your computer and the fax machine are both turned off.

Turn off

○ POWER ‖
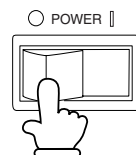
2 Connect one end of the cable to the port on the fax machine. Snap the clips on each side of the port onto the cable connector to secure it.
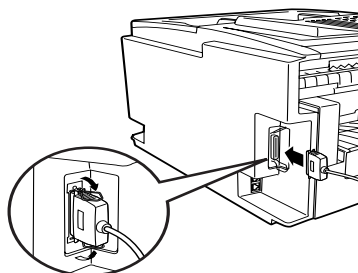
3 Connect the other end of the cable to the parallel port on the back of your computer.
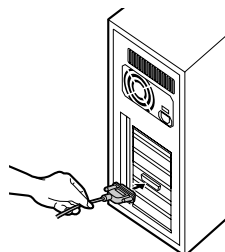
4 Press the panel keys as shown to set Option Setting 31 (PC Interface Mode) to ON. (The option settings are explained in more detail in Chapter 6, *Optional Settings*.)

- Before you can use the fax machine as a printer, you must also install the printer software. To install the software, see the documentation that accompanies it.

FUNCTION   **4**

3   **1**

1

STOP   **STOP**
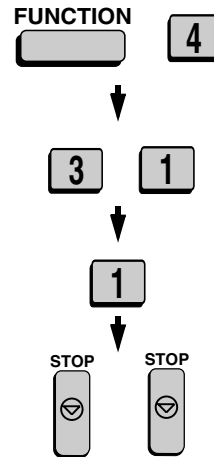
Note: The message PC PRINTING will appear in the display when the fax machine prints a print job from your computer. While this message appears, you will not be able to use the operation panel of the fax machine.

Verification Stamp (option)

Note: This function is available as an option. Consult your dealer if you wish to use it.

When transmitting a document, you can have your fax stamp each document page as it is scanned. After scanning, you can check to see if all documents have been stamped to verify that no double feeds occurred. (A double feed is when two pages are fed through the scanner at once, which means that one of the pages is not scanned.)

To use this function, have your dealer install the Verification Stamp option, and then set Option Setting 29 to ON as explained in Chapter 6, *Optional Settings*.

Installing the Print Cartridges

Follow the steps below to install or replace the toner and drum cartridges.

♦ The initial starter toner cartridge included with the fax machine can print approximately 3000 A4-size pages (4% coverage of each page).

♦ The replacement toner cartridge (FO-47DC) can print approximately 6000 A4-size pages.

♦ The drum cartridge (FO-47DR) can print approximately 20,000 A4-size pages.

1 Press the green release and open the print compartment cover.

• **Caution!**
The fusing unit inside the print compartment becomes very hot during operation. Be careful not to touch the inside of the compartment.
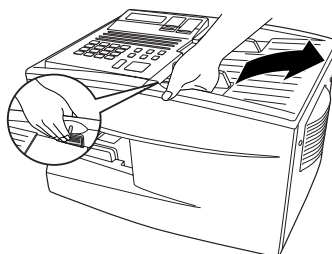
2 If you are replacing the toner cartridge, remove the old cartridge and dispose of it according to local regulations. Go directly to Step 6 if you are only replacing the toner cartridge and not the drum cartridge.

• If you are replacing the drum cartridge but not the toner cartridge, remove the toner cartridge and place it on a sheet of paper.
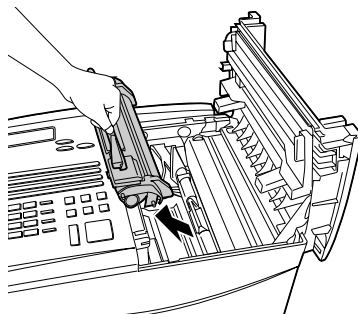
3 If you are replacing the drum cartridge, remove the old cartridge and dispose of it according to local regulations.
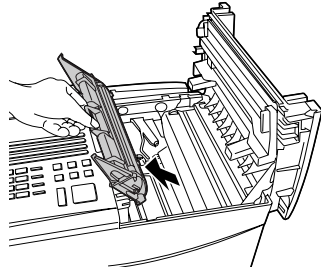
4 Remove the new drum cartridge from its packaging.

- **Caution!** Excessive exposure to light will damage the drum cartridge. Install the cartridge promptly after removing it from its packaging.
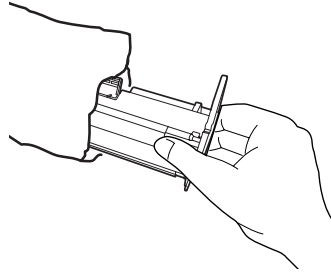
5 Insert the drum cartridge into the print compartment, aligning the guides on the cartridge with the grooves on the sides of the compartment.

- Insert the cartridge by aligning the colored "1" labels on the cartridge and the sides of the compartment.

- Make sure the drum cartridge is inserted in as far as it will go.
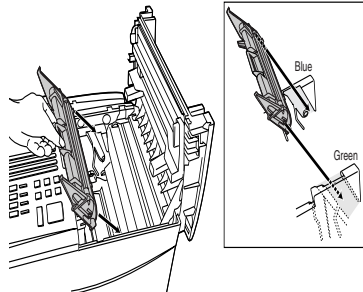
6 If you are installing a new toner cartridge, remove the new toner cartridge from its packaging. Shake as indicated by the arrows to distribute the toner evenly within the cartridge.

- If the toner is still lumpy after shaking, the gears in the cartridge may make a noticeable sound when the print compartment cover is closed after installing the cartridge. This is normal and does not indicate a problem in the machine.
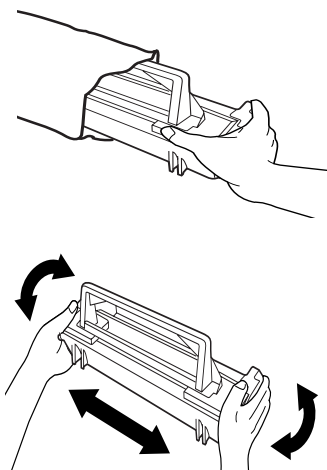
7 Hold the toner cartridge by the handle and lower it into the print compartment. Make sure that the four pins (two on each side) fit into the grooves on the sides of the compartment.

- Insert the cartridge by aligning the colored "2" labels on the cartridge and the side of the compartment

- Make sure the toner cartridge clicks into place.
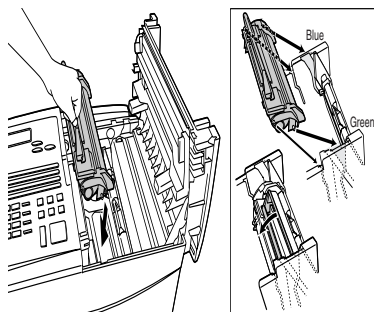
8 Close the print compartment cover.

• Press down on the dot markings at the left edge to make sure the cover is completely closed.
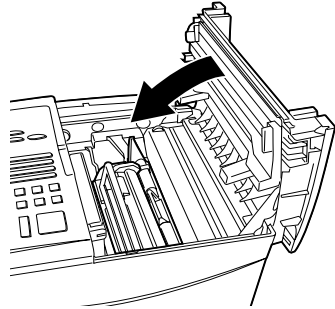
9 Reset the toner counter by pressing the **LIFE** key (flip up the Rapid Key overlay), **2**, and the **START** key.

LIFE
v

2

START

◇
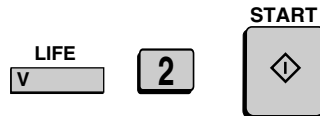
10 Reset the drum counter by pressing the **LIFE** key (flip up the Rapid Key overlay), **3**, and the **START** key.

LIFE
v

3

START

◇
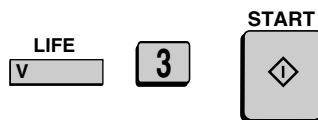
Note: The print compartment cover may become noticeably warm if a large number of pages are successively printed. This is normal and does not indicate a problem in the machine.

When to replace the toner cartridge

When the toner cartridge nears empty (about 100 pages can still be printed), the toner cartridge indicator on the operation panel will blink. When the toner cartridge is empty, the toner cartridge indicator will light steadily and REPLACE TONER will appear in the display. Printing will no longer be possible. Use the following replacement toner cartridge:

Sharp FO-47DC toner cartridge

When to replace the drum cartridge

When the drum cartridge life is over, the drum cartridge indicator on the operation panel will blink and DRUM LIFE OVER will appear in the display. Use the following replacement drum cartridge:

Sharp FO-47DR drum cartridge

Loading Printing Paper

You can load up to 250 sheets of A4-size paper (60-80 g/m^2) in the paper tray. You can load up to 500 sheets of paper in the paper cassette.

The paper cassette is available as an option. To have the cassette installed, consult your dealer.

Loading paper in the paper tray

1 Remove the received document tray.
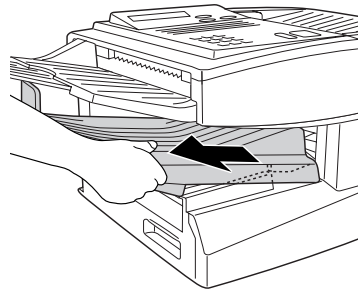
2 Insert a stack of paper into the tray, print side up.

- Make sure the end of the tray is pushed in. Otherwise a size error will result.

- **Caution!**
  This paper tray is designed to accomodate 250 sheets of paper. [See the Red line in the tray.] Loading more than 250 sheets may damage the machine.
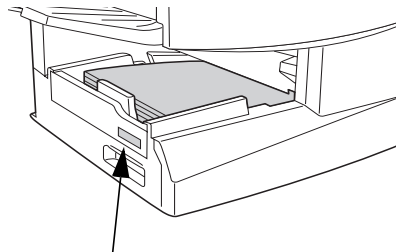
Attach a A4 label here to indicate the paper size.

3 Replace the received document tray.

- The received document tray must be attached for the fax machine to operate properly.
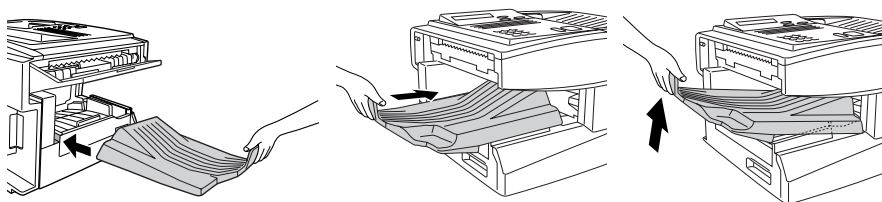
Loading paper in the paper cassette (if installed)

1 Grasp the hand-hold on the cassette and pull out the cassette until it stops.
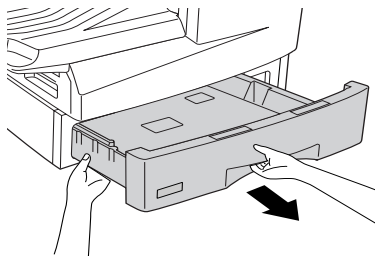
2 Push the pressure plate down until it
locks into position.
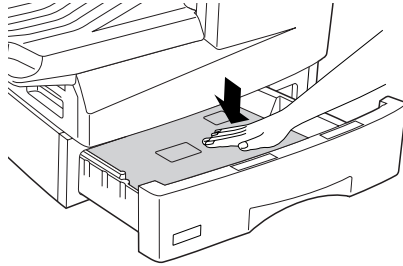
3 Place a stack of paper in the cassette,
print side up.

- Make sure the stack of paper is not
  higher than the two tabs on the
  paper guide and the two metal tabs.
  If it is, remove some of the paper.
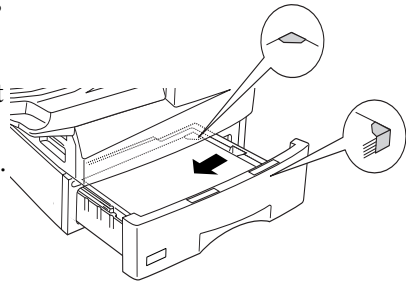
4 Push the cassette back into the
machine, making sure it clicks into
place.
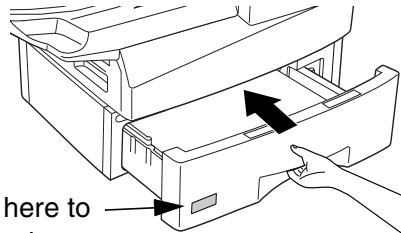
Attach a A4 label here to
indicate the paper size.

Note: We recommend that you do not add paper to the tray or cassette while
paper still remains. This may result in double feeds.

Entering Your Name and Fax Number

Before you can begin using the fax machine, you must program your name and fax number. Once you program this information, it will appear automatically at the top of each fax page you send.

Note: Make sure the display shows the date and time before beginning a programming operation. If the display shows the telephone line status, press the **CHANGEOVER** key to switch to the date and time.

---

1 Press these keys:

The display will show:

FUNCTION   **3**

> 3:ENTRY MODE
> ENTER #(1-9,✱,#)

---

2 Press the **3** key.

The display will show:

3

> 3:OWN PASSCODE SET
> ENTER FAX #

---

3 Enter your fax number (max. of 20 digits) by pressing the numeric keys.

3 **1** **2** **4** **4** **1** **1**

(Example)

- To insert a space between digits, press the **#** key.

- To clear a mistake, press the **STOP** key.

4 Press the **START** key.

The display will show:

START

ENTER SENDER'S NAME

5 Flip the Rapid Key overlay down (if it is up), and enter your name by pressing the appropriate letter keys as shown below. (Max. of 24 characters.)
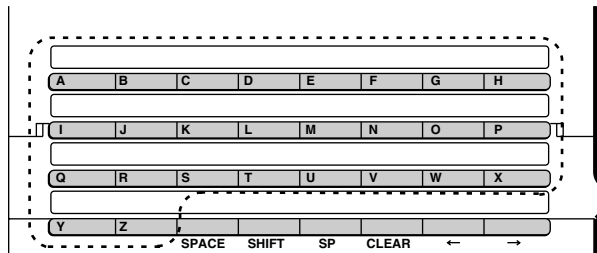
Example: SHARP = S H A R P

♦ Press the **SPACE** key to enter a space. To change case, press the **SHIFT** key.

♦ To clear a mistake, press the **CLEAR** key.

♦ To enter a number as part of a name, press the appropriate numeric key. To select one of the following special symbols, press the **SP** key one or more times: !"#$%&'()✱+,-/:;<=>?[¥]^_'{|}→←@. At the end of the symbol list, characters particular to the language used in the display will appear.

6 Press the **START** key.

The display will show:

START

> 4:DATE &TIME SET MODE
> PRESS START KEY

7 Press the **STOP** key twice to return to
the date and time display.

STOP   **STOP**

Setting the Date and Time

The date and time appear in the display, in reports, and at the top of each page you transmit. Set the date and time by pressing the keys on the operation panel as shown below.

Note: Make sure the display shows the date and time before beginning a programming operation. If the display shows the telephone line status, press the **CHANGEOVER** key to switch to the date and time.

---

1 Press these keys:

The display will show:

| FUNCTION | 3 | 4 |

> 4:DATE&TIME SET MODE
> DATE 06-08-2000

(Note: the currently set date will appear to the right of "DATE")

---

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

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

| 0 | 5 |

Example: the 5th

---

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

| 0 | 1 |

Example: January

---

4 Enter the year (four digits).

| 2 | 0 | 0 | 0 |

Example: 2000

31

5 Enter a two-digit number for the hour ("00" to "23") and a two-digit number for the minute ("00" to "59").

`0` `9` `2` `5`

Example: 9:25

6 Press the **START** key to start the clock.

START

7 Press the **STOP** key twice to return to the date and time display.

STOP **STOP**
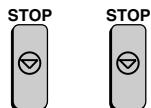
Note: This fax machine is Year 2000 compliant.

Volume Adjustment

You can adjust the volume of the speaker and ringer using the **UP** and **DOWN** keys.

Speaker

---

1 Press the **SPEAKER** key.

SPEAKER

---

2 Press the **UP** or **DOWN** key.

Display:

DOWN or UP

```
SPEAKER VOLUME
HIGH
```

⇕

```
SPEAKER VOLUME
MIDDLE
```

⇕
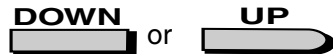
```
SPEAKER VOLUME
LOW
```

---

3 When the display shows the desired volume level, press the **SPEAKER** key to turn off the speaker.

SPEAKER

Ringer

1 Press the **UP** or **DOWN** key. (Make
sure the **SPEAKER** key has not been
pressed.)
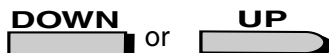
- The ringer will ring once at the
  selected level, then the date and
  time will reappear in the display.

  Display:

  ```
  RINGER VOLUME
  HIGH
  ```

  ↕

  ```
  RINGER VOLUME
  MIDDLE
  ```

  ↕

  ```
  RINGER VOLUME
  LOW
  ```

  ↕

  ```
  RINGER VOLUME
  OFF OK?(PRESS START)
  ```
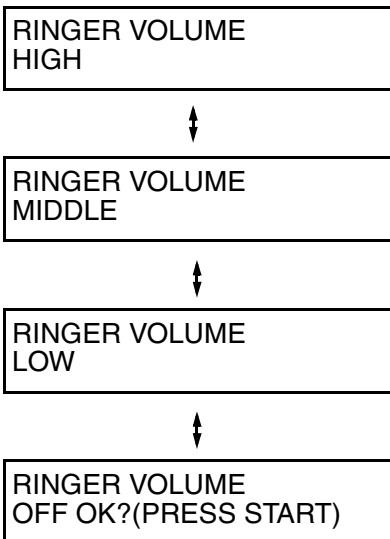
2 If you selected RINGER OFF: OK?,
press the **START** key.

2. Sending Documents

Transmittable Documents

Size and weight

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

Loading one page at a time:

Minimum size

148 mm

128 mm

Maximum size

279 mm

1 m

Minimum weight

52 g/m²

Maximum weight

157 g/m²
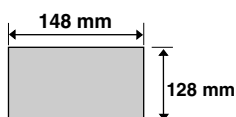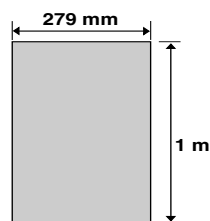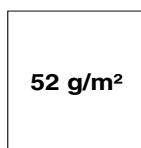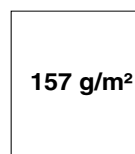
Loading several pages at once:

Minimum size

148 mm

128 mm

Maximum size

256 mm

364 mm

Minimum weight

52 g/m²

Maximum weight

80 g/m²
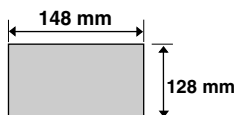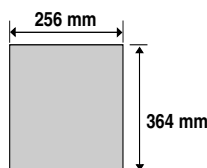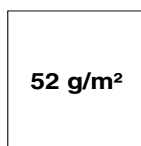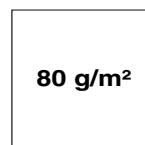
Maximum scanning area

The area of the document that the fax machine can scan is slightly smaller than the actual document size. Any letters or graphics outside this area will not be scanned.

Maximum scanning width:	256 mm
Maximum scanning length:	The length of the document minus 4 mm from the top and bottom of the document.

Other restrictions

♦ The scanner cannot recognise yellow, greenish yellow, or light blue ink.

♦ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.

♦ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.

♦ Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slippery coated surface should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 50 A4-sized pages (20 B4-sized pages) can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

♦ If you need to send or copy more than 50 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.

♦ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

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

2 Place the document face down and push it gently into the document feeder. The top edge of the document should enter the machine first.

• The feeder will draw the leading edge of the document into the machine. SEND READY will appear in the display.

Note: When inserting a large number of pages in the feeder, slant the front end of the stack so that the bottom pages enter first.

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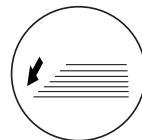
3 Adjust the resolution and/or contrast
settings (if desired) and then dial the
receiving machine as explained in the
following sections.

Adjusting the Resolution and Contrast

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

Resolution

The fax machine has four resolution settings:

STANDARD   Use STANDARD for ordinary documents.
                            This setting gives you the fastest and most
                            economical transmission.

FINE   Use FINE for documents containing small
                            letters or fine drawings.

SUPER FINE   Use SUPER FINE for documents containing
                            very small letters or very fine drawings.

HALF TONE   Use HALF TONE for photographs and
                            illustrations. The original will be reproduced
                            in 64 shades of grey.

The default resolution setting is STANDARD. If you don't adjust the
resolution before sending a document, the fax machine will
automatically use STANDARD resolution.

♦ In order to transmit in FINE or SUPER FINE resolution, the receiv-
ing fax machine must also have that resolution. If it doesn't, the
next best available setting will be used.

♦ The resolution settings are only effective for transmitting and copy-
ing a document. They are not effective for receiving a document.

To adjust the resolution setting, press the **RESOLUTION** key one or more times until the indicator light next to the desired setting comes on.
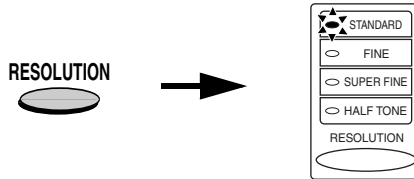
Contrast

The fax machine has three contrast settings:

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.
LIGHT	Use LIGHT for documents with a dark background.

The default setting is AUTO.

To adjust the contrast, flip up the Rapid Key overlay (if necessary) and press the **CONTRAST** key until the desired setting appears in the display.
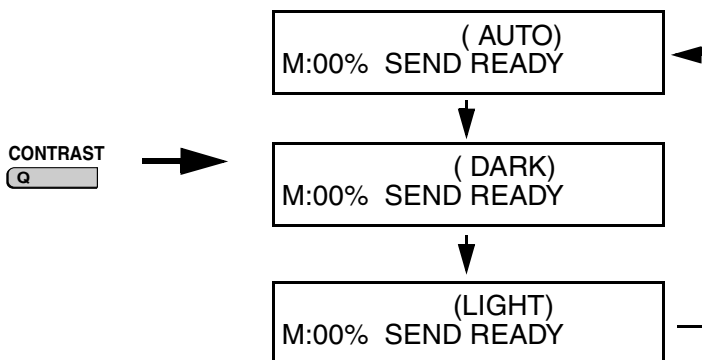
Sending a Fax by Normal Dialling

With Normal Dialling, you press the **SPEAKER** key and then dial by pressing the numeric keys.

♦ Normal Dialling allows you to listen to the line through the speaker to make sure the other fax machine is responding. (Note that the speaker is not a speakerphone; it cannot be used for talking.)

♦ If an extension telephone is connected to the same line as the fax machine, you can also pick up the extension phone and dial using the extension phone (do not press the **SPEAKER** key on the fax machine). If a person answers, you will be able to speak to them through the phone before sending a fax.

Note: If you press the **SPEAKER** key to dial, you will not be able to speak using an extension phone in the event that a person answers.

1 Load the document(s). (Note: If desired, you can load the document after dialling in Step 3, below.)

• SEND READY will appear in the display.

• Set the resolution and/or contrast if desired.
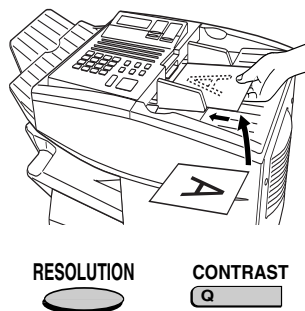
2 Press the **SPEAKER** key or pick up an extension phone connected to the fax machine. Listen for the dial tone.

3 If you pressed the **SPEAKER** key, dial the number of the receiving machine by pressing the numeric keys on the fax machine.

| 3 | 1 | 2 | 4 | 4 | 1 | 1 |

(Example)

If you are using an extension phone, dial using the keypad on the extension phone.

4 Wait for the connection. When you hear a fax tone, press the **START** key on the fax machine.

- If a person answers and you are using an extension phone, ask them to press their Start key. When you hear the fax tone, press the **START** key on your fax machine.

START

◇

Using the REDIAL key

You can press the **REDIAL** key to redial the last number dialled. To send a document, press the **START** key when you hear the fax tone after the connection is made. Note that the speaker is automatically activated when you press the **REDIAL** key.

2. Sending Documents

Programming Auto-Dial Numbers

You can dial a fax number by simply pressing a Rapid Key, or by pressing the **SPEED DIAL** key and entering an abbreviated Speed Dial number.

To use a Rapid Key or Speed Dial number, you must first program the full fax number in the Rapid Key or Speed Dial number. It is usually convenient to program your most frequently dialled numbers in Rapid Keys.

♦ Forty-eight Rapid Keys are available. Rapid Dial Keys also allow you to program a backup fax number, which is automatically dialled if the first fax number is busy.

♦ Seventy-five Speed Dial numbers are available.

---

1 Press these keys:

The display will show:

FUNCTION

3

```
3:ENTRY MODE
ENTER #(1-9,✱,#)
```

---

2 Press the **1** key.

1

The display will show:

```
1:FAX/TEL. # MODE
1=SET, 2=CLEAR
```

---

3 Press the **1** key to select SET.

1

4 To program a Rapid Key number, press a Rapid Key (to select Rapid Keys 33 through 48, flip up the Rapid Key overlay).
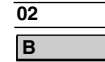
To program a Speed Dial number, press the **SPEED DIAL** key and then enter a number from "1" to "75". (If you enter less than two digits, press the **START** key to complete the entry.)
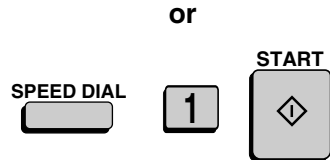
> 02
>
> B
>
> Example: Rapid Key 02
>
> **or**
>
> SPEED DIAL   1   START
>
> Speed Dial 1

5 Enter the fax number by pressing the numeric keys (max. of 34 digits including pauses).

> 3 1 2 4 4 1 1
>
> (Example)

• To clear a mistake, press the **CLEAR** key.

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

6 Press the **START** key.

> START

2. Sending Documents

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7 Enter the name of the party by pressing the letter entry keys (max.of 20 characters). (Make sure the Rapid Key overlay is flipped down.)

| S | H | A | R | P |

Example: SHARP

- If you don't want to enter a name, go directly to Step 8.

8 Press the **START** key.

START

9 Press **1** if the number programmed is an area code or access code to be used for Chain Dialling (see *Chain Dialling* at the end of this procedure). Press **2** (or **START**) if the number is a regular fax number.

SET   CANCEL

1   or   2
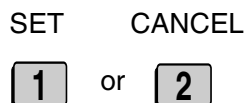
- If you pressed **1** or are programming a Speed Dial number, go to Step 14. (Note: A backup fax number cannot be entered in a Rapid Key used for Chain Dialling.)

10 Enter a backup fax number to be dialled if the first number is busy. (If you don't want to enter a backup number, go directly to Step 13.)

3 1 2 4 4 1 1

(Example)

11 Press the **START** key.

START

2. Sending Documents

12 Enter a name for the backup fax number. (If you don't want to enter a name, go directly to Step 13.)

S   H   A   R   P   2

Example: SHARP2

13 Press the **START** key.

START

14 Return to Step 4 to program another number, or press the **STOP** key repeatedly to return to the date and time display.

Step 4 or   STOP

• If you programmed a Rapid Key number, you can write the name of the party on the label above the Rapid Key.

Chain Dialling for area and access codes

You can also program an area code or access code in a Rapid Key or Speed Dial number using the above programming procedure. In Step 9, press **1** to set the number as a Chain Dialling number.

After you dial an area code or access code using a Rapid Key or Speed Dial number set for Chain Dialling, the fax machine will wait for you to dial the remainder of the number (you can dial the remainder of the number by pressing a Rapid Key, by pressing the Speed Dial key and entering a Speed Dial number, or by pressing numeric keys). Note that the remainder of the number should **not be set** as a Chain Dial number if programmed in a Rapid Key or Speed Dial number.

♦ The maximum number of digits that can be dialled at one time by Chain Dialling is 50.

Clearing auto-dial numbers

Note: You cannot clear a number if it is used in a program or timer operation, if it is used to specify the relay fax machine in a relay group, or if it is included in a Group Key. First clear the number from the operation or group, then perform the following clearing procedure. To check where the number is used, print out the Program/Group List, the Timer List, and/or the Relay Group List as explained in Chapter 7.

1 Press these keys:

The display will show:

FUNCTION   **3**   **1**

```
1:FAX/TEL. # MODE
1=SET, 2=CLEAR
```

2 Press **2** to select CLEAR.

2
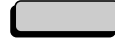
3 To clear a Rapid Key, press the Rapid Key.

To clear a Speed Dial number, press the **SPEED DIAL** key and then enter the number with the numeric keys. (If you enter less than 2 digits, press the **START** key to complete the entry.)

02

B
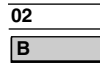
Example: Rapid Key 02

4 Press the **START** key.

START

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5 Return to Step 3 to clear another number, or press the **STOP** key repeatedly to return to the date and time display.

Step 3 or

STOP

Making changes

To make changes in a number previously stored, repeat the programming procedure. Select the Rapid Key or Speed Dial number for which you want to make changes in Step 4, and then change the number(s) and/or name(s) when they appear in the display (Steps 5, 7, 10 and 12).

Sending a Fax by Automatic Dialling

Dual Access

The fax machine features full dual access, which means that you can load a document and dial by automatic dialling even when the fax machine is occupied with another operation. After you dial, your document will be immediately scanned into memory and then transmitted once all previously set operations have been completed.

If more than one document has been scanned into memory for transmission, the documents will be transmitted in the order in which they were scanned. If you have an urgent transmission and do not want to wait until previously scanned documents are transmitted, you can press the **PRIORITY** key after loading your document. Your document will be transmitted immediately after the current document has completed transmission.

If you don't want the document to be transmitted from memory, you can press the **DOCUMENT** key after loading the document. In this case, the document will not be scanned until all previously set operations are completed and the connection to the receiving party is established. (To transmit the document ahead of any documents waiting in memory for transmission, press the **PRIORITY** key.)

♦ The fax machine can hold approximately 56 pages of average content in memory. Less pages can be held if any were scanned using fine or halftone resolution.

♦ The amount of memory currently occupied appears as a percentage ("M:00%") in the display.

If the memory becomes full...

If the memory becomes full while a document is being scanned, MEMORY FULL will appear in the display. If Option Setting 23 (Quick On-line) is set to YES, scanning will automatically resume when memory becomes free again as pages are transmitted. (Note: Quick On-Line is initially set to YES at the factory. To change the setting, see Chapter 6, *Optional Settings*.)

If Quick On-Line is set to NO, MEMORY FULL ERROR will appear in the display. Press the **START** key or the **STOP** key as follows:

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

♦ Press the **STOP** key if you want to cancel the entire transmission.

If you do not press the **START** key or the **STOP** key within one minute, the transmission will be cancelled and the pages already scanned cleared from memory. You will need to retransmit all pages of the document.

Rapid Key Dialling

If the number you want to dial has been programmed in a Rapid Key, you can dial it by pressing the Rapid Key.

1 Load the document(s).

SEND READY will appear in the display.

- Set the resolution and/or contrast if desired.

- To send the document ahead of other documents waiting for transmission, press the **PRIORITY** key.

- To send the document directly from the feeder (not through memory), press the **DOCUMENT** key.
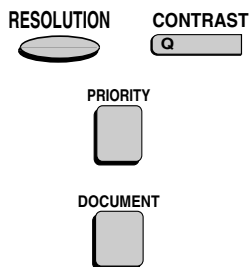
2 Press the appropriate Rapid Key.

- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press the **STOP** key.)

- The document will be automatically transmitted once the connection is established.
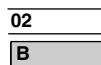
Example: Rapid Key 02

Speed Dialling

If the number you want to dial has been programmed in a Speed Dial number, you can dial it by pressing the **SPEED DIAL** key and then entering the Speed Dial number.

1 Load the document(s).

SEND READY will appear in the display.

- Set the resolution and/or contrast if desired.

- To send the document ahead of other documents waiting for transmission, press the **PRIORITY** key.

- To send the document directly from the feeder (not through memory), press the **DOCUMENT** key.

RESOLUTION   **CONTRAST**

PRIORITY

DOCUMENT
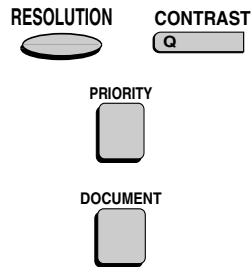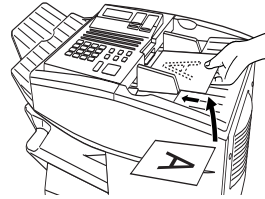
2 Press the **SPEED DIAL** key and then enter the Speed Dial number by pressing the numeric keys.

- If you enter less than 2 digits for the Speed Dial number, press the **START** key to complete the entry.

SPEED DIAL   1   **START**

Example: Speed Dial 1

2. Sending Documents

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3 Check the display. If the name or number shown is correct, press the **START** key. (If not, press the **STOP** key and then repeat Step 2.)

START

Direct Keypad Dialling

You can also enter a full number with the number keys and then press the **START** key to begin dialling.

1 Load the document(s). (Note: If desired, you can load the document after dialling in Step 2, below.)

SEND READY will appear in the display.

• Set the resolution and/or contrast if desired.

• To send the document ahead of other documents waiting for transmission, press the **PRIORITY** key.

• To send the document directly from the feeder (not through memory), press the **DOCUMENT** key.

RESOLUTION   CONTRAST
                 Q

PRIORITY

DOCUMENT

52
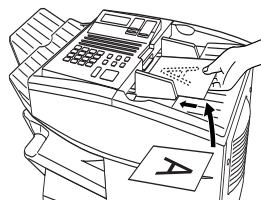
2 Enter the number of the receiving machine by pressing the numeric keys.

3 1 2 4 4 1 1

(Example)

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

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

START

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

Searching for an auto-dial number

If you don't remember the Rapid Key or Speed Dial number in which you have programmed a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial it and transmit the loaded document by simply pressing the **START** key.

Note: Only names programmed for auto-dial numbers will appear when you search; the full numbers themselves will not appear. You cannot search for a number if a name has not been associated with it.

2. Sending Documents

1 Load the document(s).

SEND READY will appear in the display.

- Set the resolution and/or contrast if desired.

RESOLUTION   CONTRAST

2 Press the **SEARCH DIAL** key (flip up the Rapid Key overlay).

SEARCH DIAL

X

3 Enter the first letter of the stored name by pressing the appropriate letter entry key.

- If you don't remember the first letter, go to Step 4 (you will scroll through the list from the beginning).

A

Example: A

4 Press either arrow key to scroll through the names. Stop when the desired name appears in the display.

- If no numbers have been stored under the entered letter or you have reached the end of the list, NOT FOUND will appear.

or

←　　　　→

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5 Press the **START** key. The document
will be automatically transmitted
once the connection is established.

START

2. Sending
Documents

Chain Dialling

An auto-dial number set for Chain Dialling can be combined with
another auto-dial number or digits entered manually with the numeric
keys to dial one phone number up to 50 digits long. The following are
some examples of how this can be done:

♦ Press appropriate Rapid Keys in the proper order. For example,
press Rapid Key 01 (set for Chain Dialling), then Rapid Key 02 (not
set for Chain Dialling).

♦ Press a Rapid Key (set for Chain Dialling) and then manually enter
a number by pressing appropriate numeric keys. Press the **START**
key after the final numeric key to begin transmission.

Checking the telephone line status

The display normally shows the date and time and prompts related to
operations you are performing. To check and see what number the fax
machine is currently calling or transmitting to, or what number the fax
machine is currently receiving a document from (if this information is
available), press the **CHANGEOVER** key. Information on the
current call will appear in the display. To switch back to the date and
time display, press the **CHANGEOVER** key again.

To cancel a fax transmission or reception

To cancel a fax transmission or reception which is currently in
progress, press the **CHANGEOVER** key so that the status of the
transmission or reception appears in the display, and then press the
STOP key.

Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) and the line is busy, the fax machine will automatically redial the number. The fax machine was set at the factory to make 2 redialling attempts at intervals of 5 minutes.

To stop automatic redialling, press the **CHANGEOVER** key to show the telephone line status in the display (make sure that RECALL MODE appears on the top line of the display and the number of the receiving party appears on the bottom line to the right), and then press the **STOP** key.

If desired, you can change the number of redial attempts with Option Setting 6, and the interval at which redialing takes place with Option Setting 7. See Chapter 6, *Optional Settings*.

Memory Retransmission

If a line error occurs during any type of memory transmission, your fax will automatically redial the number and attempt to complete the transmission. Retransmission will begin from the page which was being transmitted when the error occurred.

The fax machine will make 2 attempts at retransmission at an interval of 5 minutes.

♦ To stop retransmission, press the **CHANGEOVER** key to show the telephone line status in the display (make sure that RETRY MODE appears on the top line of the display and the number of the receiving party appears on the bottom line to the right), and then press the **STOP** key.

♦ The numbering of pages retransmitted will begin from "1" again.

♦ If an error or power failure occurs during transmission of a cover sheet, retransmission will not take place.

Checking documents in memory

To display information on documents that are waiting in memory for transmission, follow the steps below. You can also cancel a transmission with this procedure.

1 Press the **MEM. STATUS** key (flip up the Rapid Key overlay) and then **2**.

TX STATUS will appear in the display.
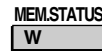
2 Press the # key or the ✳ key to scroll through the list of transmissions. The name (or number) of each receiving party will appear in the display, together with the 3-digit memory number assigned to the transmission. To cancel a transmission, press the **CLEAR** key and then the **START** key while the transmission appears in the display.

3 When you have finished checking the list, press the **STOP** key twice to return to the date and time display.

Note: To print out a list of the documents waiting in memory for transmission, press the **MEM. STATUS** key and then the **5** key.

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To cancel a memory transmission

If you know the memory number assigned to a memory transmission, you can cancel it with the following procedure. (If you don't know the memory number, use the preceding procedure.)

1 Press the **MEM. STATUS** key (flip up the Rapid Key overlay) and then **4**.

The display will show:

> 4:MESSAGE CLEAR
> ENTER MESSAGE #

MEM.STATUS
W

4

2 Enter the 3-digit memory number assigned to the transmission you want to cancel.

0 **0** **1**

(Example)

3 Press the **START** key to cancel the transmission.

START

Cover Sheet

You can have the fax machine generate a cover sheet and send it as the
last page of your fax transmission. The cover sheet includes the date
and time, the receiver's name and number if a Rapid Key or Speed
Dial number is used, the sender's name and number, and the total
number of pages.

♦ Your name and number must be programmed in order for them to
   appear on the cover sheet. (See *Entering Your Name and Fax Num-
   ber* in Chapter 1.)

♦ To have the recipient's name appear, you must dial using a Rapid
   Key or Speed Dial number with the name programmed.

♦ Cover Sheet cannot be selected when you use the Relay Request
   function.

```
        AUTOMATIC COVER SHEET

DATE:    08-AUG-2000 THU 11:48

TO:      N.T.BANK

FAX NO.: 4525559865


FROM:    John Doe Corp.

FAX NO.: 2015551254


        02 PAGES WERE SENT
   (INCLUDING THIS COVER PAGE)
```

(Example)

---

1 Load the document(s).

SEND READY will appear in the
display.

2 Press the **COVER SHEET** key.

- The display will briefly show
  COVER SHEET MODE
  ENTERED and then revert to
  SEND READY.

COVER SHEET

Y

- To cancel the cover sheet selection,
  press the **STOP** key.

3 Dial the receiving party and transmit
the fax.

If desired, you can set your fax to automatically send a cover sheet
with every transmission (you do not have to press the **COVER
SHEET** key each time). This is accomplished by setting Option
Setting 10 (Auto Cover Sheet) to YES as explained in Chapter 6,
Optional Settings.

Batch Page Numbering

You can change the page numbering of the transmitted document from simple numbering ("P.01", "P.02", etc.) to batch numbering, which means that a slash and the total number of pages being sent are added after each page number (for example, "P. 01/05", "P.02/05", etc.). This allows the receiver to check for missing pages.

1 Load the document(s).

SEND READY will appear in the display.

2 Press the **PAGE COUNTER** key.

The display will show:

> ENTER # OF PAGE(S)
> ENTER # (01-99)

PAGE COUNTER
R

3 Enter the total number of pages ("01" to "99") by pressing the numeric keys.

- If you are sending a cover sheet, do not include it in the total number of pages (the number will be adjusted automatically).

0   8

Example: 8 pages

4 Dial the receiving machine and
transmit the document.

Comments:

♦ If you need to cancel a batch number entry, remove the document
from the feeder or press the **STOP** key.

♦ If the number of pages actually transmitted does not coincide with
the batch number entered, the alarm will sound and PAGE COUNT
ERROR will appear in the display. PAGE E. will also appear in the
NOTE column of the Transaction Report if printed.

3. *Receiving Documents*

The fax machine has two modes for receiving calls:

AUTO mode:
Select this mode when you only want to receive faxes on the line connected to the fax machine. The fax machine will answer all calls automatically and receive incoming faxes.

MANUAL mode:
Select this mode when you have an extension phone connected to the same line as the fax machine and you want to receive both faxes and voice calls. **All calls, including faxes, must be answered by picking up the extension phone**.

Setting the reception mode

1 Press these keys:

The display will show:

FUNCTION   1

```
1:RECEIVE MODE
1=AUTO, 2=MANUAL
```

2 Press the **1** key to select AUTO, or the **2** key to select MANUAL.

AUTO   MANUAL

1   or   2

Using AUTO Reception Mode

In AUTO reception mode, the fax machine automatically answers all calls on one ring and receives incoming faxes.

♦ You can change the number of rings on which the machine answers calls by changing Option Setting 2. (See Chapter 6, *Optional Settings*.)

♦ If you pick up an extension phone before the fax machine answers, you can talk to the other party and/or receive a fax as explained below in *Using MANUAL Reception Mode*.

Using MANUAL Reception Mode

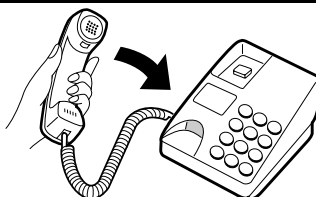**1** When the fax machine rings, answer the call on an extension phone connected to the same line.
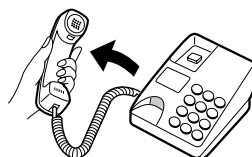
2 If you hear a fax tone, press the **START** key on the fax machine.

• If the other party first speaks with you, press the **START** key after speaking. (Press your **START** key before the sender presses their Start key.)

START

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

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Substitute Reception to Memory

If the fax machine runs out of paper, toner, or the paper jams, incoming documents will be automatically stored in memory.

When you have received a document in memory, FAX RCVD IN MEMORY will appear in the display, alternating with NO PAPER, REPLACE TONER, or PAPER JAM. When you add paper, replace the toner cartridge, or clear the jam, the stored documents will automatically print out.

You can display information on the documents received to memory by following these steps:

1 Press the **MEM. STATUS** key (flip up the Rapid Key overlay) and the **3** key.
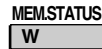
RX STATUS will appear in the display.

MEM.STATUS
| W | [**3**]

2 Press the # key or the ✱ key to scroll through the list of received documents. The name (or number) of the sender of each document will successively appear in the display.

[✱] or [#]

3 When you have finished checking the list, press the **STOP** key twice to return to the date and time display.

STOP   STOP

4. *Making Copies*

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

♦ You can perform all steps of a copy operation even when the fax machine is busy printing other copy jobs, or when it is printing a received document after the line has been disconnected. Your copy job will be automatically stored in memory and then printed when all previous printing jobs are completed.

♦ The default resolution for copying is FINE. If desired, you can change the default resolution to SUPER FINE by changing Option Setting 32 (see Chapter 6, *Optional Settings*).

1 Load the document(s) face down.

• SEND READY will appear in the display.

• If desired, adjust the resolution and/ or contrast.

RESOLUTION   **CONTRAST**

2 Press the **COPY** key.

The display will show:

```
COPY MODE
ENTER #(01-99)        01
```

COPY

• If you are only making a single copy of the original (or of each original), press the **START** key. Copying will begin.

3 Enter the desired number of copies
per original with the numeric keys.

- If the desired number of copies is
from 1 to 9, enter "0" first.

- The display will show:

> MULTI/SORT COPY MODE
> 1=MULTI, 2=SORT

Example: Three
copies per original

4 Press **1** (MULTI) if you do not want
the copies sorted, or **2** (SORT) if you
want the copies sorted.

- Copying will begin.

MULTI   SORT

1   or   2
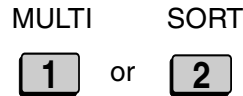
Example of three copies
each of three originals

Originals

Sorted (SORT COPY)   Not sorted (MULTI COPY)

4. Making
Copies

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Checking copy jobs in memory

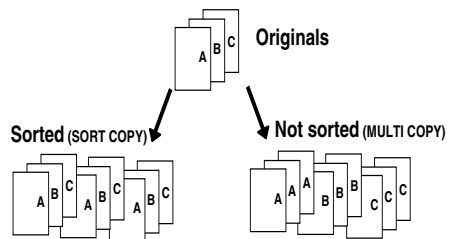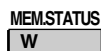You can display the status of copy jobs in memory by following the steps below. You can also cancel copy jobs with this procedure.

1 Press the **MEM. STATUS** key (flip up the Rapid Key overlay) and then the **1** key.

MEM.STATUS
W

1

COPY STATUS will appear in the display.

2 Press the # key or the ✱ key to scroll through the list of copy jobs. The time the original was scanned into memory will appear in the display, together with the 3-digit memory number assigned to the job. To cancel a copy job, press the **CLEAR** key and then the **START** key while the copy job appears in the display.

✱   or   #

3 When you have finished checking the list, press the **STOP** key twice to return to the date and time display.

STOP   STOP

5. Special Functions

Duplex Ringing

If you are a subscriber to Homefax 2 or Faxline 2, services provided by Hongkong Telecom, you will need to turn on Duplex Ringing. When this is done, the fax machine will signal voice calls by a short ringing cadence and fax transmissions by a long ringing cadence. In the case of a fax transmission, the fax machine will automatically answer the call after 2 rings (regardless of the reception mode setting) and receive the fax. To turn on Duplex Ringing, follow the steps below.

♦ For more information on the Homefax service, contact Hongkong Telecom on 1000.

Important:
Duplex Ringing can only be used by Homefax 2 and Faxline 2 subscribers. Do not turn on Duplex Ringing if you are on a normal line, as the fax machine will not operate properly.

1 Press these keys:

FUNCTION

4

The display will show:

```
4:OPTIONAL SETTING
ENTER #(01-34,✱,#)
```
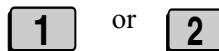
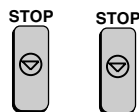*2* Enter **28** by pressing the numeric keys.

2   **8**

The display will show:

```
28:DUPLEX RINGING
1=ON, 2=OFF
```

3 Press "**1**" (YES) to turn Duplex
Ringing on, or "**2**" (NO) to turn it off.
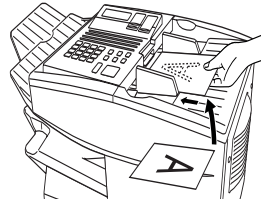
4 Press the **STOP** key.

Broadcasting

The Broadcasting function allows you to send the same document to multiple locations with just one operation. First load the document, then enter the numbers of the receiving machines. The document will be automatically transmitted to each location.

1 Load the document (s).

- SEND READY will appear in the display.

2 Press the **BROADCAST** key.

The display will show:

> BROADCAST MODE
> ENTER STATION #
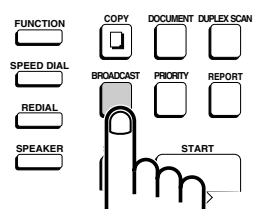
3 Dial the receiving machines using one or more of the following methods:

- Press one or more Rapid Keys.

- Enter one or more Speed Dial numbers, pressing the **SPEED DIAL** key before each number. (If you enter less than 2 digits for a number, press the **START** key to complete the entry.)

(Example)

5. Special
Functions

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- Enter one or more full fax numbers (max. of 20) with the numeric keys, pressing the **START** key after each full number.

- Press one or more Group Keys. (See *Storing numbers in Group Keys* at the end of this section.)

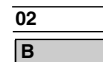**4** Press the **START** key.

The display will show:

> BROADCAST MODE
> SELECT THE MODE

START

- If desired, adjust the resolution and/or contrast.

RESOLUTION   **CONTRAST**

---

5 Press the **START** key twice. Transmission will begin.

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

START

Broadcasting using a Group Key

If the fax machines to which you want to broadcast have all been programmed into one Group Key (see *Storing numbers in Group Keys* which follows), you can perform the broadcasting operation using the following simplified procedure:

1 Load the document(s).

- SEND READY will appear in the display.

- If desired, adjust the resolution and/or contrast.
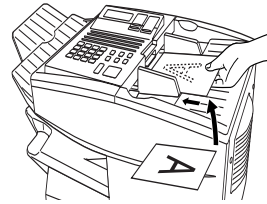
RESOLUTION **CONTRAST**

2 Press the appropriate Group Key. Transmission will begin.

(Example)

5. Special Functions

Storing numbers in Group Keys

Group Keys allow you to dial a group of fax numbers by simply pressing the appropriate Group Key once. To store a group of numbers in a Group Key, follow the steps below.
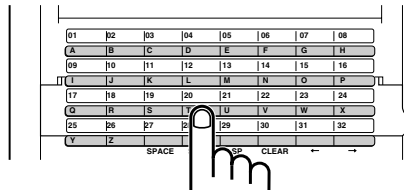
♦ Any Rapid Key that is not already programmed as a Rapid Key or a Program Key can be used as a Group Key.

♦ Up to 122 numbers can be stored in one Group Key.

♦ Only Rapid Key and Speed Dial numbers (excluding numbers set for Chain Dialling) can be stored in a Group Key. Full numbers cannot be stored.

1 Press these keys.

The display will show:

```
2:GROUP ENTRY MODE
1=SET, 2=CLEAR
```

FUNCTION **7** **2**

2 Press **1** (SET) to program a Group Key, or **2** (CLEAR) to clear a Group Key.

SET   CLEAR

1   or   **2**
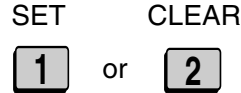
**3** Press any Rapid Key not already programmed to select it as a Group Key.

If you are clearing a Group Key, press it and go to Step 5.
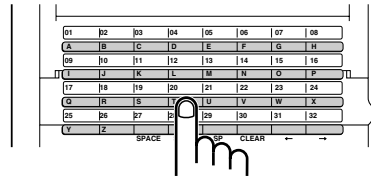
(Example)

4 Enter fax numbers using one or both of the following methods:

- Press one or more Rapid Keys.

- Enter one or more Speed Dial numbers with the numeric keys, pressing **SPEED DIAL** before each number (if you enter less than 2 digits for a number, press **START** to complete the entry).

(Example)
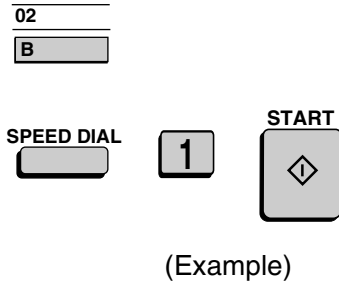
5 Press the **START** key.

6 Return to Step 3 to program another Group Key, or press the **STOP** key repeatedly until you return to the date and time display.

Step 3 or
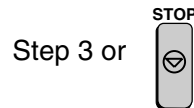
Editing a group

If necessary, you can add numbers to or delete numbers from group by repeating the programming procedure for the Group Key. Press **1** for SET in Step 2 and select the Group Key in Step 3. Add or delete numbers in Step 4. To add a number, press a Rapid Key or enter a Speed Dial number. To delete a number, move the cursor to the number with the **UP** or **DOWN** key and then press the **CLEAR** key.

5. Special
Functions

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Confidential Operations

The Confidential function can be used to transmit and receive confidential documents.

Confidential transmission

When you send a document using the Confidential function, the receiving machine holds it in memory instead of immediately printing it out. When the receiving party enters the correct passcode, the document is printed out.

♦ Confidential transmission is only possible when the receiving machine is a Sharp model with confidential reception capability.

♦ To use this function, your name and fax number (OWN PASS-CODE) must be entered in your fax machine as explained in Chapter 1.

♦ Some fax machines have multiple mailboxes for receiving confidential faxes. If you are sending to a machine with multiple confidential mailboxes, contact the receiving party in advance for the appropriate mailbox number.

1 Load the document (s).

• SEND READY will appear in the display.

• Set the resolution and/or contrast if desired.

RESOLUTION   CONTRAST
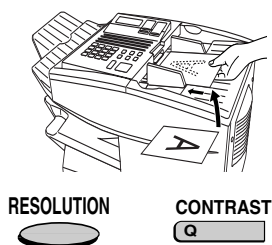
2 Press the **CONFIDENTIAL** key and then **1**.
The display will show:

CONFIDENTIAL

    1:CONF. TX
    ENTER BOX # OR START

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3 If the receiving machine has multiple confidential mailboxes, enter the appropriate mailbox number with the numeric keys (this step is required for machines with multiple mailboxes).

If the receiving machine doesn't have multiple mailboxes, go directly to Step 4.

0 **1**

(Example)

4 Press the **START** key.

START

5 Dial the receiving machine using one of the following methods:

- Press a Rapid Key.

- Press the **SPEED DIAL** key and enter a Speed Dial number (if you enter less than 2 digits, press the **START** key to complete the entry). Check the name or number that appears, and then press the **START** key.

- Enter a full telephone number with the numeric keys, and press the **START** key.
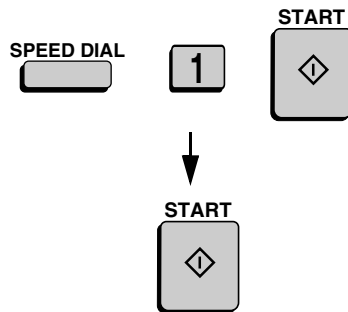
Transmission will take place once the connection is established.

SPEED DIAL **1** **START**

START

(Example)

5. Special
Functions

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Confidential reception

When another fax machine sends you a document by confidential transmission, your fax machine holds it in memory instead of immediately printing it out. The document cannot be printed out until you enter the correct passcode.

Your fax has 10 "mailboxes" in which confidential documents can be received. Each mailbox has its own passcode, allowing up to 10 different people or groups to each receive their own confidential documents. The mailboxes are identified by 2-digit numbers.

Programming the confidential passcode

To receive a confidential document, you must first program a 2-digit mailbox number and a 4-digit passcode.

Note: Be sure to inform the transmitting party of your 2-digit mailbox number in advance. The transmitting party will need this number to send you confidential faxes.

---

1 Press the **CONFIDENTIAL** Key and then **3**.

CONFIDENTIAL
S

3

The display will show:

3:CONF. CODE SET
ENTER BOX # (00-99)

---

2 Enter a 2-digit number (from "00" to "99") by pressing the numeric keys. This number identifies the mailbox.

0   1

(Example)

3 Enter the 4-digit passcode with the numeric keys.

1 0 2 3

(Example)

4 Press the **START** key.

START

5 Enter a name for the mailbox by pressing the letter entry keys (make sure the Rapid Key overlay is down).

S H A R P

Example: SHARP

6 Press the **START** key.

START

Note: After entering the passcode, your fax will print it out for your records. If you forget the passcode and have kept no record, contact your Sharp dealer.

Clearing the passcode

1 Press the **CONFIDENTIAL** Key and then **4**.

CONFIDENTIAL
S

4

The display will show:

4:CONF. CODE CLEAR
ENTER BOX # (00-99)

5. Special
Functions

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2 Enter the 2-digit number that identifies the mailbox you want to clear.

`0` `1`

(Example)

3 Enter the 4-digit passcode of the mailbox with the numeric keys.

`1` `0` `2` `3`

(Example)

4 Press the **START** key.

START

◇

Printing out received documents

When you have received a confidential document, RCVD CONF. FAX will appear in the display. Print out the Confidential Reception List as explained in Chapter 7 to see which mailbox has received the document, and then follow the steps below to print out the document.

1 Press these keys:

The display will show:

CONFIDENTIAL
|S |

`2`

```
2:CONF. DATA PRINT
ENTER BOX # (00-99)
```

2 Enter your mailbox number.

`0` `1`

(Example)

3 Enter your confidential passcode.

`1` `0` `2` `3`

(Example)

4 Press the **START** key.

- Printing will begin. After printing, the document will be erased from memory.

START

Relay Request

Relay Request allows you to send a document to another fax machine and have that fax machine in turn broadcast the document to a group of other fax machines. This function is useful when the relay fax machine is closer to the end fax machines than your fax machine, as it reduces telephone line costs.

Important:
Relay Request can only be used if the intermediate relay machine is a Sharp machine having the Relay Broadcast function.

Storing a relay group

To make a relay request, you must first store a relay group. This consists of the fax number of the intermediate relay machine and the fax numbers of the end receiving machines. Up to 10 different relay groups can be stored.

♦ Fax numbers of the end receiving machines can be entered as Rapid Key numbers, Speed Dial numbers, and/or Group Key numbers if they have been programmed as such **in the relay machine** (not in your fax machine). Check with the operator of the relay machine for these numbers.

♦ The total number of end receiving machines which can be entered varies with the model used as the intermediate relay machine. Check with the operator of the relay machine to find out how many receiving machines can be entered.

♦ A maximum of 400 digit spaces are available in your fax machine's memory for storing the numbers of end receiving machines. The number of spaces occupied by each number depends on what kind of number it is:

Rapid Key number	4 spaces
Speed Dial number	2 spaces
Group Key number	4 spaces (for one group)
Full number	Number of digits in number (max. of 30 per number)

♦ Only 2-digit Speed Dial numbers for end receiving machines can be entered in the relay group. If the receiving machine has 3-digit Speed Dial numbers that you want to enter, ask the operator of the relay machine to store them in a Group Key, and then enter the Group Key in the relay group.

1 Press the **RELAY** key and then **2**.

The display will show:

```
2:RELAY GROUP SET
ENTER #(01-10)
```

RELAY

2

2 Enter a 2-digit number from "01" to "10". This number identifies the relay group.

0 **1**

(Example)

3 Press the **START** key.

START

5. Special Functions
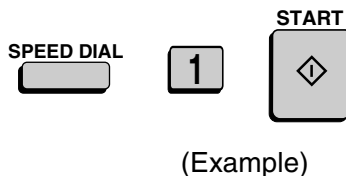
4 Enter the fax number of the relay machine using one of the following methods:

- Press a Rapid Key.

- Press the **SPEED DIAL** key and enter a Speed Dial number (if you enter less than 2 digits, press the **START** key to complete the entry).

(Example)

- Enter the full fax number with the numeric keys.

5 Press the **START** key.

6 Press numeric keys (not Rapid Keys) to enter Rapid Key numbers for the end receiving machines that are programmed in the relay machine.

If you don't want to enter Rapid Key numbers, go directly to Step 7.

Example: Rapid Keys 01 and 33

7 Press the **START** key.

8 Press numeric keys to enter Speed Dial numbers (2-digit numbers only) for the end receiving machines that are programmed in the relay machine.

If you don't want to enter Speed Dial numbers, go directly to Step 9.

$\boxed{1}$ $\boxed{0}$ $\boxed{2}$ $\boxed{3}$

Example: Speed Dial numbers 10 and 23

9 Press the **START** key.

START
$\boxed{\diamondsuit}$

10 Press numeric keys (not Group Keys) to enter Group Key numbers for end receiving machines that are programmed in the relay machine.

If you don't want to enter Group Key numbers, go directly to Step 11.

$\boxed{3}$ $\boxed{0}$

Example: Group Key 30

11 Press the **START** key.

START
$\boxed{\diamondsuit}$

12 Enter full fax numbers of the end receiving machines, pressing the **START** key after each fax number. Include the area code if the number is outside the local dialling area of the relay machine.

$\boxed{3}$ $\boxed{1}$ $\boxed{2}$ $\boxed{4}$ $\boxed{4}$ $\boxed{1}$ $\boxed{1}$

START
$\boxed{\diamondsuit}$ (Example)

13 When finished, press the **START** key.

START
$\boxed{\diamondsuit}$

5. Special
Functions

85

14 Return to Step 2 to enter another relay group, or press **STOP** repeatedly to return to the date and time display.

Step 2 or

STOP

Clearing a relay group

To clear a relay group, you need to know the 2-digit number that identifies it. You can check the number by printing out the Relay Group List as explained in Chapter 7.

1 Press the **RELAY** key and then **3**.

The display will show:

RELAY
U

3

3:RELAY GROUP CLEAR
ENTER # (01-10)

2 Enter the 2-digit number that identifies the group you want to clear.

0   **1**

(Example)

3 Press the **START** key.

START

4 Return to Step 2 to clear another relay group, or press **STOP** repeatedly to return to the date and time display.

Step 2 or

STOP

Requesting a relay transmission

Important:
To request a relay transmission, your fax number must be entered into the
Relay Passcode List of the relay fax machine by the operator of that fax
machine. (Your number must also be entered in your fax machine as
explained in *Entering Your Name and Fax Number* in Chapter 1.)

1 Load the document(s).

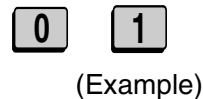SEND READY will appear in the
display.

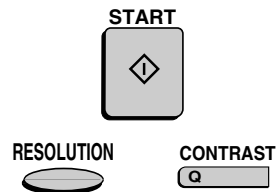**2** Press the **RELAY** key and then the **1**
key.

RELAY
U

1

> 1:RELAY TX
> ENTER # (01-10)

3 Enter the 2-digit number of the relay
group by pressing the numeric keys.

0 **1**

(Example)

4 Press the **START** key.

- Adjust the resolution and contrast if
desired.

START

RESOLUTION **CONTRAST**
Q

5 Press the **START** key.

START

6 Press the **START** key to send the document through memory, or the **DOCUMENT** key to send the document directly from the feeder.

START   or   DOCUMENT
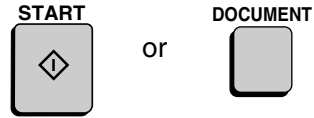
Relay Broadcast

The fax machine can also act as a relay station. It will receive a document from a fax machine requesting a relay transmission, and automatically broadcast it to the stations that the requesting machine specifies.

To enable a fax machine to request a relay transmission, you must first enter its fax number in the Relay Passcode List. Follow the steps below to enter or clear a fax number.

♦ When your fax receives a relay request from another fax machine, RCVD RELAY REQUEST will appear in the display.

♦ If the telephone billing function is turned on, the fax machine cannot act as a relay station.

♦ To clear a fax number from the Relay Passcode List, you need to know the 2-digit number which identifies it. You can check this number by printing out the Passcode List (see Chapter 7).

1 Press these keys:

The display will show:

RELAY   4
U

```
4:RELAY PASSCODE
1=SET, 2=CLEAR
```

2 Press **1** to enter a number, or **2** to clear a number.

SET   CLEAR

1 or **2**

3 **Entering:** Enter a 2-digit number ("01" to "10"). This identifies the fax number you will enter in the next step.

Clearing: Enter the 2-digit number that identifies the fax number you want to clear, and go to Step 5.

0   **1**

(Example)

4 Enter the fax number of the machine to be added to the list (max. 20 digits).

3 **1** **2** **4** **4** **1** **1**

(Example)

5 Press the **START** key.

START

◇

6 Return to Step 3 to enter or clear another number, or press the **STOP** key repeatedly to return to the date and time display.

STOP

Step 3 or ⊖

5. Special
Functions

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Polling

Polling allows you to call another fax machine and have it send a document to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission. You can use your fax machine to both poll and be polled by others.

Polling others

To poll another fax machine, follow the steps below.

♦ If desired, you can dial more than one fax number to receive documents consecutively from a group of fax machines (this is called "Serial Polling").

---

1 Press the **FUNCTION** key and **8**.

The display will show:

FUNCTION

8

```
8:SERIAL POLL. MODE
ENTER STATION #
```

---

2 Dial the number(s) of the fax machine(s) you want to poll using one (or more) of the following methods:

• Press one or more Rapid Keys.

• Enter one or more Speed Dial numbers, pressing the **SPEED DIAL** key before each number. (If you enter less than 2 digits, press the **START** key to complete the entry.)

START

SPEED DIAL

1

◇

(Example)

• Press one or more Group Keys.

- Enter one or more full fax numbers
  with the numeric keys, pressing the
  START key after each full number.

3 Press the **START** key. Reception will
begin.

START

Serial Polling using a Group Key

If the fax machines you want to poll have all been programmed into
one Group Key, you can poll them by simply pressing that Group Key.
(The procedure for programming Group Keys is explained in
Broadcasting in this chapter.)

♦ Make sure no documents are in the feeder before you press the
  Group Key.

Being polled (Memory polling)

To let another fax machine poll your fax machine, you must first store
the document(s) in memory using the following procedure.
Transmission will take place when the other fax machine calls your
fax machine and activates polling. You can choose whether to allow
polling only once, or an unlimited number of times. In the latter case,
your fax machine can be used as an electronic "bulletin board".

♦ Multiple documents can be stored for memory polling. To add a
  document to others already stored, simply repeating the storing pro-
  cedure (note that if Department Control is activated, documents
  cannot be added by a department other than that which stored the
  first document). When polling is initiated, the polling machine will
  receive all documents stored.

♦ If you allow polling only once, the document(s) will be automati-
  cally cleared from memory after polling. If you allow polling an
  unlimited number of times, the document will remain in memory
  until you clear it as explained in the following section, *Clearing a
  document*.

5. Special
Functions

1 Load the document.

2 Set the reception mode to AUTO (press the **FUNCTION** key, **1** and **1**).

FUNCTION | 1 | 1

3 Press these keys:

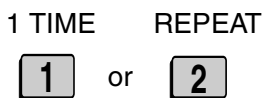The display will show:

FUNCTION | 9

```
9:MEMORY POLL MODE
ENTER #(1-2,✱,#)
```

4 Press **1** to select SET.

1

• If another document has already been stored, press **1** to select APPEND, and go to Step 6.

5 Press **1** to allow polling only once, or **2** to allow polling an unlimited number of times.

1 TIME   REPEAT

1   or   2

6 Adjust the resolution and or contrast if desired, and then press the **START** key.

RESOLUTION   CONTRAST   START

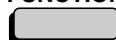**7** Press the **START** key.

START

• The document will be scanned into memory, and your fax will go on polling standby.

Clearing a document

To clear a memory poll document (or documents) from memory, follow the steps below:

1 Press these keys:

FUNCTION   **9**

The display will show:

> 9:MEMORY POLL MODE
> ENTER #(1-2,✱,#)

2 Press **2** to select CLEAR.

2

3 Press **START** to clear the documents.

START

5. Special
Functions

Polling Security

Polling Security allows you to prevent unauthorized polling of your fax. When this function is activated, polling will only take place when the fax number of the polling fax machine has been stored in your fax's list of permitted fax numbers (called "passcode numbers"). The polling fax must also have its fax number programmed in itself, as described in *Entering Your Name and Fax Number* in Chapter 1.

Turning Polling Security on and off

Polling Security is turned on or off with Option Setting 8. This procedure is explained in Chapter 6, *Optional Settings*.

Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your fax's list of permitted numbers.

1 Press these keys:

The display will show:

FUNCTION **3** **2**

```
2:PASSCODE # MODE
1=SET, 2=CLEAR
```

2 Press **1** to set a number, or **2** to clear a number..

SET   CLEAR

1 or **2**

3 **Storing:** Enter a 2-digit number (from 01 to 10).This number identifies the fax number you will enter in the next step.

0 **1**

(Example)

Clearing: Enter the 2-digit number which identifies the fax number you want to clear, and go to Step 5.

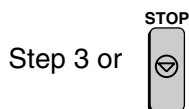**4** Enter the fax number (max. 20 digits) by pressing the numeric keys.

3 1 2 4 4 1 1

(Example)

5 Press the **START** key.

START

◇

6 Return to Step 3 to enter (or clear) another number, or press **STOP** repeatedly to return to the date and time display.

Step 3 or

STOP

◎

Programming and clearing a System number

One 4-digit System number can be programmed in your fax machine for giving and receiving polling permission. Polling will take place if your System number matches the other fax machine's System number or one of its ID numbers.

1 Press these keys:

The display will show:

FUNCTION 3 7

```
7:SYSTEM # MODE
1=SET, 2=CLEAR
```

2 Press **1** to program the System number, or **2** to clear it.
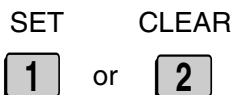
• If you pressed **2**, go to Step 4.

SET   CLEAR

1 or 2

3 Enter the number (4 digits) with the numeric keys.

| 1 | 0 | 4 | 3 |

(Example)

4 Press the **START** key.

START

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

STOP

Storing and clearing ID numbers for polling permission

Up to five 4-digit ID numbers can be programmed in your fax machine for giving and receiving polling permission. Polling will take place if one of your ID numbers matches the other fax machine's System number.

1 Press these keys:

The display will show:

FUNCTION 3 6

```
6:ID # MODE
1=SET, 2=CLEAR
```

2 Press **1** to program an ID number, or **2** to clear an ID number.

SET   CLEAR

1 or 2

96

3 **Storing:** Enter a number from 1 to 5.
This number identifies the ID number
you will enter in the next step.

                                                 `1`

Clearing: Enter the number which
identifies the ID number you want to
clear, and go to Step 5.

                      (Example)

4 Enter the ID number (4 digits) by
pressing the numeric keys.

               `1`   `0`   `4`   `3`

                      (Example)

5 Press the **START** key.

                              START

6 Return to Step 3 to enter (or clear)
another number, or press **STOP**
repeatedly to return to the date and
time display.

                          Step 3 or   **STOP**

5. Special
Functions

Power Save Mode

Power Save Mode allows you to conserve power by turning off the laser printer heater in the fax machine. While Power Save Mode is on, the laser printer heater remains off and incoming faxes are received to memory. When Power Save Mode is turned off, the printer heater turns on and the faxes received to memory are printed out.

♦ Power Save Mode can be turned on and off manually by pressing the **POWER SAVE** key.

♦ If desired, you can also set Power Save Mode to turn on and off automatically at specified times of the day, on specified days of the week, and on specified dates during the year.

Note: If the memory becomes full while Power Save Mode is on, the fax machine will automatically turn on the laser printer, print the faxes received to memory, and then return to Power Save Mode.

Note: Power Save Mode cannot be turned on when the Print Hold function is on.

Selecting the Power Save Type

Before turning on Power Save Mode, you will need to select the method by which it is turned on and off. There are two selections: REAL TIME, which means that you turn Power Save Mode on and off by simply pressing the **POWER SAVE** key, and TIMER, which means that Power Save Mode turns on and off automatically at preset times.

♦ The initial setting is REAL TIME.

1 Press these keys:

The display will show:

FUNCTION　　　4

```
4:OPTIONAL SETTING
ENTER #(01-34,✶,#)
```

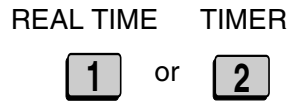*2* Enter **34** by pressing the numeric keys.
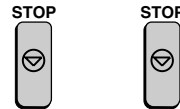
The display will show:

> 34:POWER SAVE TYPE
> 1=REAL TIME, 2=TIMER

Note: Power Save Type cannot be selected if Power Save Mode is on. To turn off Power Save Mode, simply press the Power Save key once.

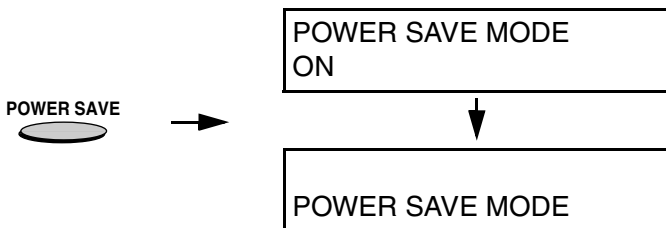*3* Press **1** to select REAL TIME, or **2** to select TIMER.

REAL TIME   TIMER

1   or   **2**

4 Press the **STOP** key twice to return to the date and time display.

STOP   STOP

Turning on Power Save Mode when REAL TIME is selected

To turn on Power Save Mode when REAL TIME is selected, simply press the **POWER SAVE** key. POWER SAVE MODE will appear in the display.

> POWER SAVE MODE
> ON

POWER SAVE

> POWER SAVE MODE

To turn off Power Save Mode, press the **POWER SAVE** key once again. POWER SAVE MODE OFF will appear briefly, followed by the normal date and time display.

Turning on Power Save Mode when TIMER is selected

When TIMER is selected, Power Save Mode turns on and off automatically at the times you specify. Follow the steps below to set the on and off times.

1 Press the **POWER SAVE** key.

POWER SAVE

The display will show:

POWER SAVE MODE
1=TIMER ON, 2=SET

2 Press **2** to select SET.

- **Note:** If you have already entered the timer settings and simply wish to turn on the timer, press **1** (TIMER ON).

2

3 Enter the time you want Power Save Mode to turn on every day (START TIME). Enter two digits for the hour (00 to 23) and two digits for the minute (00 to 59).

1   7   0   0

Example: 17:00

4 Enter the time you want Power Save Mode to turn off every day (END TIME). Enter two digits for the hour (00 to 23) and two digits for the minute (00 to 59).

`0` `8` `0` `0`

Example: 8:00

5 Press the **START** key.

Note: The above daily time settings will be in effect every day and are required. The following WEEKEND and PERIOD settings are optional, and are used to set additional weekly and yearly time periods that Power Save Mode will turn on.

The display will show:

START

◇

WEEKEND SETTING
1=YES, 2=NO

6 Press **1** if you want to set a day or days of the week (such as the weekend) that you want Power Save Mode to turn on. If not, press **2** and go to Step 8.

YES   NO

`1` or `2`

5. Special
Functions

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7 Enter a 1-digit number for the day each week you want Power Save Mode to turn on, and a 1-digit number for the day after which you want it to turn off:

0: Sunday
1: Monday
2: Tuesday
3: Wednesday
4: Thursday
5: Friday
6: Saturday

$\boxed{6} \longrightarrow \boxed{0}$
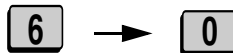
Example: Power Save Mode will turn on from Saturday

8 Press the **START** key.

The display will show:

```
PERIOD SETTING
1=YES, 2=NO
```

START
◇

9 Press **1** if you want to set a period during the year (such as an extended holiday) that Power Save Mode will turn on. If not, press **2** and go to Step 12.

YES   NO
$\boxed{1}$ or $\boxed{2}$

10 Enter the starting day of the period you want Power Save Mode to be on. Enter a 2-digit number for the day (01 to 31), and a 2-digit number for the month (01 to 12).

$\boxed{2}\ \boxed{4}\quad \boxed{1}\ \boxed{2}$

Example:
24th December

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11 Enter the ending day of the period you want Power Save Mode to be on. Enter a 2-digit number for the day (01 to 31), and a 2-digit number for the month (01 to 12).

`0` `1` `0` `1`

Example:
1st January

12 Press the **START** key.

The display will show:

TIMER ON?
1=YES, 2=NO

START

◇

13 Press **1** if you want to activate the timer immediately, or **2** if you want to activate the timer at a later time.

- The timer settings will not take effect until you activate the timer. If you select **2** (NO), you can activate the timer at a later time by pressing the **POWER SAVE** key and then **1** to select TIMER ON.

YES   NO

`1` or `2`

5. Special
Functions

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Timer Operations

The Timer function allows you to set up an operation to be performed automatically at a specified time. Up to 48 operations can be set at any one time, and the time of each can be set up to a week in advance.

You can use this function to take advantage of lower off-peak rates without having to be there when the operation is performed.

Note: The **DOCUMENT** key cannot be used for a timer transmission.

Initial procedure

To set a timer operation, first perform the following procedure. After you have completed this procedure, go to the procedure for the specific operation you want to set (see the following pages).

1 Press the **TIMER** key.

The display will show:

```
TIMER MODE
1=SET, 2=CLEAR
```

TIMER
T

2 Press **1** to select SET.

1
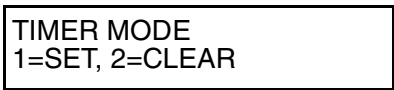
3 Press the ✶ key or the # key until the desired operation appears in the display.

Transmission (SEND MODE)
Confidential transmission
Polling
Serial Polling
Broadcasting
Relay Request

#

✶

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4 Press the **START** key.

START

5 Enter a two-digit number for the hour ("00" to "23") and a two-digit number for the minute ("00" to "59").

0 **9** **2** **5**

Example: 9:25

6 Enter a 1-digit number for the day of the operation (skip this step if the operation will be performed within the next 24 hours):

0: Sunday
1: Monday
2: Tuesday
3: Wednesday
4: Thursday
5: Friday
6: Saturday

1

Example: Monday

5. Special Functions

7 Press the **START** key and go to the specific procedure for your operation (see the following pages).

START

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Transmission

(Continued from *Initial procedure*.)

8 Dial the receiving machine using one of the following methods:

- Press a Rapid Key.

- Press the **SPEED DIAL** key and enter a Speed Dial number (if you enter less than 2 digits, press the **START** key to complete the entry).

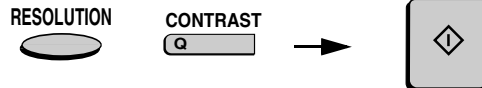- Enter a full fax number with the numeric keys.
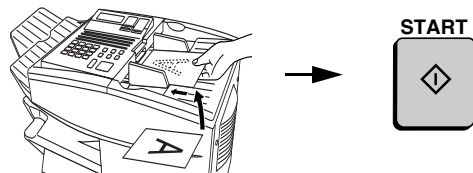
(Example)

9 Press the **START** key.

10 Adjust the resolution and or contrast if desired, and then press the **START** key.

11 Load the document and then press the
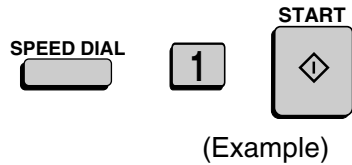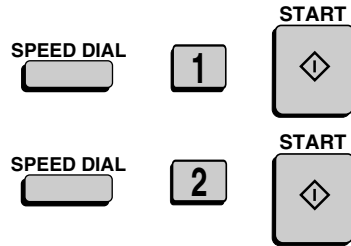**START** key.

- The document will be scanned into
  memory.
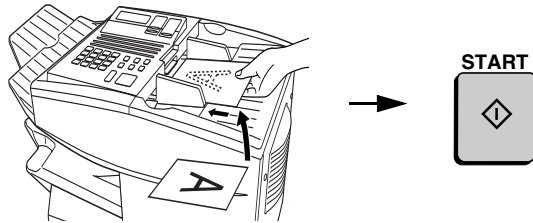
START

Confidential transmission

(Continued from *Initial procedure*.)

8 Enter the mailbox number (2 digits).
(Go directly to Step 10 if the
receiving machine does not have
mailboxes.)

`0`   `1`

(Example)

9 Press the **START** key.

START

10 Dial the receiving machine using one
of the following methods:

- Press a Rapid Key.

- Press the **SPEED DIAL** key and
  enter a Speed Dial number (if you
  enter less than 2 digits, press the
  START key to complete the entry).

- Enter a full fax number with the
  numeric keys.

SPEED DIAL

1

START

(Example)

11 Press the **START** key.

START

12 Adjust the resolution and or contrast
if desired, and then press the **START**
key.

RESOLUTION   CONTRAST

Q

START

13 Load the document and then press the
START key.

- The document will be scanned into
  memory.

START

Polling

(Continued from *Initial procedure*.)

---

8 Dial the machine to be polled using one of the following methods:

- Press a Rapid Key.

- Press the **SPEED DIAL** key and enter a Speed Dial number (if you enter less than 2 digits, press the **START** key to complete the entry).

- Enter a full fax number with the numeric keys.

SPEED DIAL

START

1

(Example)

---

9 Press the **START** key.

START

5. Special Functions

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Serial Polling

(Continued from *Initial procedure*.)

8 Dial the machines to be polled using one or more of the following methods:

- Press one or more Rapid Keys.

- Enter one or more Speed Dial numbers, pressing the **SPEED DIAL** key before each number. (If you enter less than 2 digits, press the **START** key to complete the entry.)

- Enter one or more full fax numbers with the numeric keys, pressing the **START** key after each full number.
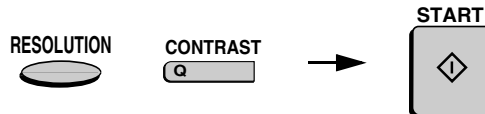
- Press one or more Group Keys.

(Example)

9 Press the **START** key.

Broadcasting

(Continued from *Initial procedure*.)

8 Dial the receiving machines using one or more of the following methods:

- Press one or more Rapid Keys.

- Enter one or more Speed Dial numbers, pressing the **SPEED DIAL** key before each number. (If you enter less than 2 digits, press the **START** key to complete the entry.)

- Enter one or more full fax numbers with the numeric keys, pressing the **START** key after each full number.

- Press one or more Group Keys.

(Example)

9 Press the **START** key.

10 Adjust the resolution and or contrast if desired, and then press the **START** key.

111

11 Load the document and then press the
START key.

- The document will be scanned into
memory.

START

Relay Request

(Continued from *Initial procedure*.)

8 Enter the 2-digit relay group number
by pressing the numeric keys.

0   **1**

(Example)

9 Press the **START** key.

START

10 Adjust the resolution and or contrast
if desired, and then press the **START**
key.

RESOLUTION   **CONTRAST**   **START**

---

11 Load the document and then press the
START key.

• The document will be scanned into
memory.

START

Canceling a timer operation

If you need to cancel a timer operation before it is performed, follow
the steps below.

♦ You will need to know the number assigned to the operation in
order to cancel it. If you don't remember the number (it appears in
the display when you set the operation), print out the Timer List.
(See Chapter 7, *Printing Out Reports and Lists*.)

---

1 Press the **TIMER** key and then **2**.

The display will show:

TIMER
T

2

```
2:TIMER COMM. CLEAR
ENTER #(01-48)
```

---

2 Enter the 2-digit number assigned to
the operation.

0   **1**

(Example)

5. Special
Functions

113

3 Press the **START** key.

START

4 Press the **STOP** key repeatedly until you return to the date and time display.

STOP

Batch Transmission

Batch transmission allows you to store a number of documents in memory for automatic transmission to one location at a set time. If you often send documents to a particular location, this function helps reduce telephone line costs by allowing you to conveniently send multiple documents on one connection.

Programming a Batch Key

To perform a batch transmission, you must first program the number of the receiving machine and the time of transmission into a Batch Key. Any Rapid Key which has not already been programmed can be used as a Batch Key.

If you specify a day-of-the-week in your program, the transmission will be performed every week on that day. If you do not specify a day-of-the-week, the transmission will be performed every day.

To program a Batch Key, follow the procedure for entering programs explained in *Entering and Using Programs* in this chapter. In Step 10 of the initial procedure, select "Batch transmission".

Clearing a Batch Key

To clear a Batch Key, follow the procedure explained in *Clearing a Program Key* in *Entering and Using Programs* in this chapter.

Storing documents for transmission

Up to 56 jobs (a job can consist of multiple pages) can be held in memory for batch transmissions at any one time, regardless of the number of Batch Keys used. When you store a document, it is given a message number to distinguish it from other documents sent in the same batch.

♦ If no documents have been stored under a Batch Key when the time for transmission arrives, transmission will not take place.
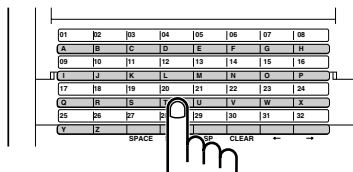
5. Special Functions

1 Load the document (s).

- SEND READY will appear in the
  display.

2 Press the appropriate Batch Key.

- After scanning, the message
  number assigned to your document
  will appear in the display.

(Example)

3 Press the **STOP** key.

- The document will be transmitted
  at the designated time along with
  any other jobs stored under the
  same key. After transmission, all
 jobs in the batch will be cleared
  from memory.

STOP

116

Cancelling a document stored for batch transmission

If necessary, you can cancel a document stored for a batch transmission before transmission takes place. To do so, you will need to know the message number assigned to the document.

♦ If you don't remember the message number, print out the Batch Transmission List (see *Batch Transmission List* in Chapter 7).

1 Press the Batch Key in which the document you want to clear has been stored.

• Make sure no documents are in the feeder.
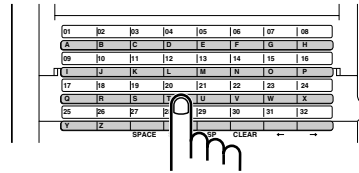
(Example)

2 Enter the 3-digit message number assigned to the document.

$$\boxed{0} \quad \boxed{0} \quad \boxed{1}$$

(Example)

3 Press the **START** key.

START

5. Special Functions

117

Entering and Using Programs

If you frequently perform the same operation involving the same party, you can program all the steps of the operation into one Program Key. This allows you to perform the operation by simply pressing that key.

♦ Any Rapid Key which is not already programmed as a Rapid Key or a Group Key can be used as a Program Key.

♦ You can also include a timer setting in the program to have the operation performed automatically at a selected time.

♦ To clear a mistake, press the **STOP** key.

Initial procedure

To program a Program Key, first perform the following procedure. After you have completed this procedure, go to the procedure for the specific operation you want to program (see the following pages).

---

1 Press these keys:

The display will show:

FUNCTION   7   1

```
1:PROGRAM ENTRY MODE
1=SET, 2=CLEAR
```

---

2 Press **1** to select SET.

1

---

3 Select a Program Key by pressing any Rapid Key that has not yet been programmed.

02
B
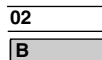
(Example)

4 Enter a name for the program by pressing the letter entry keys. (If you don't want to enter a name, go directly to Step 5.)

`S` `H` `A` `R` `P`

Example: SHARP

5 Press the **START** key.

START

6 If you want to include a timer setting, enter a two-digit number for the hour ("00" to "23") and a two-digit number for the minute ("00" to "59"). (If not, go directly to Step 9.)

`0` `9` `2` `5`

Example: 9:25

7 Enter a 1-digit number for the day of the operation (skip this step if the operation will be performed within the next 24 hours):

0: Sunday
1: Monday
2: Tuesday
3: Wednesday
4: Thursday
5: Friday
6: Saturday

`1`

Example: Monday

5. Special Functions

119

8 Press the **START** key.

START
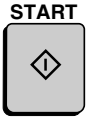
9 Press the ✶ key or the # key until the desired operation appears in the display.

Transmission (SEND MODE)
Confidential transmission
Polling
Serial Polling
Broadcasting
Relay Request
Batch transmission (this will only appear if a timer setting was made)
Memory Polling (this will not appear if a timer setting was made)

#

✶

10 Press the **START** key and go to the specific procedure for your operation (see the following pages).

START

Transmission

(Continued from *Initial procedure*.)

11 Dial the receiving machine using one
of the following methods:

- Press a Rapid Key.

- Press the **SPEED DIAL** key and
enter a Speed Dial number (if you
enter less than 2 digits, press the
START key to complete the entry).

(Example)
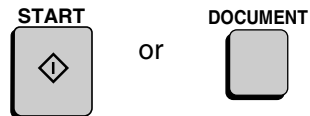
- Enter a full fax number with the
numeric keys.

12 Press the **START** key.

13 Adjust the resolution and or contrast
if desired, and then press the **START**
key.

5. Special
Functions

121

14 If you want the document to be sent through memory, press the **START** key.

If you want the document to be sent directly from the feeder, press the **DOCUMENT** key. (This is not possible if you included a timer setting.)

START

◇

or

DOCUMENT

15 Press the **STOP** key repeatedly until you return to the date and time display.

STOP

◉

Confidential transmission

(Continued from *Initial procedure*.)

11 Enter the mailbox number (2 digits). (Go directly to Step 12 if the receiving machine does not have mailboxes.)

0   1

(Example)

12 Press the **START** key.

START

◇

13 Dial the receiving machine using one of the following methods:

- Press a Rapid Key.

- Press the **SPEED DIAL** key and enter a Speed Dial number (if you enter less than 2 digits, press the **START** key to complete the entry).

- Enter a full fax number with the numeric keys.

SPEED DIAL

1

START

◇

(Example)

14 Press the **START** key.

START

◇

15 Adjust the resolution and or contrast if desired, and then press the **START** key.

RESOLUTION   **CONTRAST**   ➡   **START**

Q   ◇

16 If you want the document to be sent through memory, press the **START** key.

If you want the document to be sent directly from the feeder, press the **DOCUMENT** key. (This is not possible if you included a timer setting.)

START   **DOCUMENT**

◇   or

17 Press the **STOP** key repeatedly until
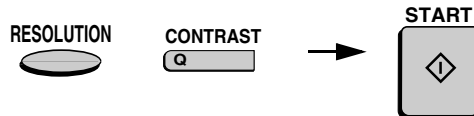you return to the date and time
display.

STOP

Polling

(Continued from *Initial procedure*.)

11 Dial the machine to be polled using
one of the following methods:

• Press a Rapid Key.

• Press the **SPEED DIAL** key and
enter a Speed Dial number (if you
enter less than 2 digits, press the
START key to complete the entry).

SPEED DIAL   1   START

(Example)

• Enter a full fax number with the
numeric keys.

12 Press the **START** key.

START

13 Press the **STOP** key repeatedly until
you return to the date and time
display.

STOP

Serial Polling

(Continued from *Initial procedure*.)

11 Dial the machines to be polled using one or more of the following methods:

- Press one or more Rapid Keys.

- Enter one or more Speed Dial numbers, pressing the **SPEED DIAL** key before each number. (If you enter less than 2 digits, press the **START** key to complete the entry.)

- Enter one or more full fax numbers with the numeric keys, pressing the **START** key after each full number.

- Press one or more Group Keys.

SPEED DIAL [1] [**START** ◇]

SPEED DIAL [2] [**START** ◇]

(Example)

12 Press the **START** key.

START
◇

13 Press the **STOP** key repeatedly until you return to the date and time display.

STOP
⊖

5. Special Functions

125

Broadcasting

(Continued from *Initial procedure*.)

---

11 Dial the receiving machines using one or more of the following methods:

- Press one or more Rapid Keys.

- Enter one or more Speed Dial numbers, pressing the **SPEED DIAL** key before each number. (If you enter less than 2 digits, press the **START** key to complete the entry.)

- Enter one or more full fax numbers with the numeric keys, pressing the **START** key after each full number.

- Press one or more Group Keys.

(Example)

---

12 Press the **START** key.

---

13 Adjust the resolution and or contrast if desired, and then press the **START** key.

126

14 Press the **START** key

START

15 Press the **STOP** key repeatedly until
you return to the date and time
display.

STOP

Relay Request

(Continued from *Initial procedure*.)

11 Enter the 2-digit relay group number
by pressing the numeric keys.

| 0 | 1 |

(Example)

12 Press the **START** key.

START

13 Adjust the resolution and or contrast
if desired, and then press the **START**
key.

RESOLUTION   CONTRAST   →   START

5. Special
Functions

127
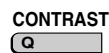
14 If you want the document to be sent through memory, press the **START** key.

If you want the document to be sent directly from the feeder, press the **DOCUMENT** key. (This is not possible if you included a timer setting.)
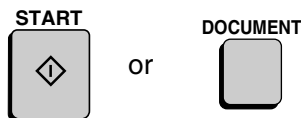
15 Press the **STOP** key repeatedly until you return to the date and time display.

Batch transmission

(Continued from *Initial procedure*.)

11 Dial the receiving machine using one of the following methods:

- Press a Rapid Key.

- Press the **SPEED DIAL** key and enter a Speed Dial number (if you enter less than 2 digits, press the **START** key to complete the entry).

- Enter a full fax number with the numeric keys.

(Example)

12 Press the **START** key.

START

13 Adjust the resolution and or contrast if desired, and then press the **START** key.

RESOLUTION   CONTRAST   ⟶   START

Q
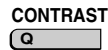
14 Press the **START** key

START

15 Press the **STOP** key repeatedly to return to the date and time display.

STOP

Being Polled (Memory polling)

(Continued from *Initial procedure*.)

11 Press **1** to allow polling only once, or **2** to allow polling an unlimited number of times.
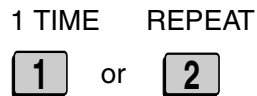
1 TIME   REPEAT

1   or   2

12 Press the **START** key.

START

129

13 Adjust the resolution and or contrast if desired, and then press the **START** key.

RESOLUTION   CONTRAST   →   **START** ◇

14 Press the **START** key

START ◇

15 Press the **STOP** key repeatedly until you return to the date and time display.

STOP ⊖

Clearing a Program Key

To clear a Program Key, follow these steps:

1 Press these keys:

The display will show:

FUNCTION   7   1

```
1:PROGRAM ENTRY MODE
1=SET, 2=CLEAR
```

2 Press **2** to select CLEAR.

2

3 Press the Program Key you want to clear.

02
B

(Example)

4 Press the **START** key.

START

5. Special
Functions

5 Press the **STOP** key repeatedly until you return to the date and time display.

STOP
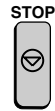
Using a Program Key

Follow the steps below to perform a programmed operation.

1 If this is a transmission or memory polling operation, load the document.

2 Press the appropriate Program Key.

02

B

(Example)

131
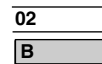
Canceling a programmed timer operation

If a Program Key has been pressed for a timer operation and you need to cancel the operation before it is performed, follow the steps below.

Note: This procedure will not work for a document stored for a batch transmission. To cancel a batch transmission operation, see *Canceling a document stored for batch transmission* in *Batch Transmission* in this chapter.

1 Press the Program Key.

02

B
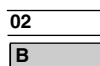
(Example)

2 Press the **START** key.

START

Duplex Scanning for Two-sided Documents

To transmit or copy documents which have printing or graphics on both sides of the page or pages, use Duplex Scanning. With this function, you simply feed the document (all pages) through the machine once, turn the stack of pages over, and feed it through again.

♦ The machine will automatically sort the pages into the correct order (front of 1st page, back of 1st page, front of 2nd page, back of 2nd page, etc.).

♦ Duplex Scanning can be used for copying (single copies and sorted multiple copies only) and any type of transmission from memory.

♦ Note that any blank sides must be included when scanning the pages (if the number of pages is not equal each time the machine scans the stack, an error will result). The blank sides will not, however, be printed out.

1 Load the document (s).

• Make sure the page(s) are front face down, with the first page on the bottom.

• SEND READY will appear in the display.

2 Press the **DUPLEX SCAN** key and then the **START** key.

DUPLEX SCAN → START

5. Special Functions

133
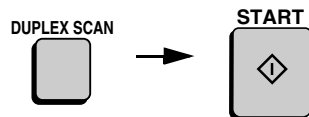
3 Perform all steps of the desired copy or memory transmission.

4 When all pages of the document have been scanned, turn the stack over (do not change the page order) and load it again.

5 Press the **START** key.

START

Print Hold

If desired, you can have the fax hold all received documents in memory instead of immediately printing them out. When you enter the correct Print Hold code, the documents will print out.

Programming the Print Hold code

To use Print Hold, you must first program a 4-digit Print Hold code. Follow the steps below to program or clear the code.

1 Press these keys:

The display will show:

FUNCTION | **6**

```
6:PRINT HOLD
ENTER #(1-3,✶,#)
```

2 Press **2** key to program the Print Hold code, or **3** to clear the Print Hold code. (Note: To clear the code, Option Setting 30 must be set to NO.)

SET **2** or CLEAR **3**

3 Enter the 4-digit Print Hold code by pressing the numeric keys.

3 **2** **4** **5**

(Example)

4 Press the **START** key.

START ◇

5. Special Functions

Note: After entering the passcode, your fax will print it out for your records. If you forget the passcode and have kept no record, contact your Sharp dealer.

Turning on Print Hold

To turn on the Print Hold function, set Option Setting 30 to YES. This procedure is explained in Chapter 6, *Optional Settings*.

Note: The Print Hold function cannot be turned on when Power Save Mode is on.

Printing out received documents

When the Print Hold function is turned on and you have received documents in memory, RCVD PRINT HOLD FAX will appear in the display. Follow the steps below to print out the documents:

1 Press these keys:

The display will show:

> 1:HOLD DATA PRINT
> ENTER PASSCODE #

FUNCTION **6** **1**

2 Enter the 4-digit Print Hold code by pressing the numeric keys.

3 **2** **4** **5**

(Example)

3 Press the **START** key.

START

Department Control

Department Control is used to limit use of the fax machine to authorised users. When it is activated, a department code must be entered before an operation can be performed.

♦ Department Control can only be activated by your Sharp dealer. If you want to use this function, contact your dealer.

♦ Department Control allows you to track the number of pages transmitted as well as the transmission time for each authorised department or person. See *Department Usage List* in Chapter 7.

Entering Department Codes

Up to 30 different Department Codes can be entered to allow access to the fax machine. Transmitted pages and transmission time will be kept track of separately for each code. After you enter a code, inform the appropriate group or individual.

♦ A name must be entered for each code. Only the name, not the code, will appear on the Department Usage List.

♦ Be sure to keep a record of each code and name. If you misplace the record, contact your dealer.

1 Press these keys:

The display will show:

FUNCTION **3** **9**

> 9:DEPT. CODE MODE
> 1=SET, 2=CLEAR

2 Press **1** to program a Department Code, or **2** to clear a Department Code.

SET   CLEAR

1 or **2**

5. Special
Functions

137
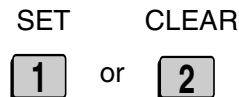
3 **Entering:** Enter a 2-digit number from "01" to "30" with the numeric keys. This number identifies the Department Code that you will enter in the next step.

0   1

(Example)

Clearing: Enter the 2-digit number that identifies the Department Code you want to clear.

Note: It is not possible to clear the Department Code that you currently used to access the fax machine. It is also not possible clear a Department Code if only one code is programmed.

4 **Entering:** Enter a Department Code (4 digits or the number of digits set by Option Setting 27).

5   5   0   1

(Example)

Clearing: Enter the Department Code you want to clear, and go to Step 7.

5 Press the **START** key.

START
◇

6 Enter a name for the Department Code.

S   H   A   R   P

(Example)

7 Press the **START** key.

START
◇

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8 Return to Step 3 to enter (or clear) another Department Code, or press the **STOP** key one or more times until you return to the date and time display.

Step 3 or **STOP** ⊖

Accessing the machine

When Department Control is activated, you must enter your Department Code before performing an operation.

Note: You do not have to enter a Department Code to receive faxes manually (by picking up an extension phone connected to the same line and pressing the **START** key on the fax machine).

Enter your Department Code by pressing the numeric keys, and then perform the desired operation.

5 5 0 1

(Example)

• If you do not begin the operation within one minute after entering the code, the fax will return to controlled access mode.

5. Special
Functions

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Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from parties which you specify. This saves paper by not printing out unwanted "junk" faxes.

To use this function, first turn it on by setting Option Setting 20 (Anti-Junk Fax) to YES as explained in Chapter 6, and then enter the fax numbers from which you do not want to receive faxes as shown below.

♦ Up to 50 numbers can be entered in the Anti Junk Number List.

♦ To clear a number from the Anti Junk Number List, you need to know the 2-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as explained in Chapter 7.

---

1 Press these keys:

The display will show:

FUNCTION   **3**   **8**

```
8:STORE JUNK FAX #
1=SET, 2=CLEAR
```

---

2 Press **1** to enter a number in the Anti Junk Number List, or **2** to clear a number from the list.

SET   CLEAR

1   or   **2**

3 **Entering:** Enter a 2-digit number from "01" to "50" with the numeric keys. This number identifies the fax number that you will enter in the next step.
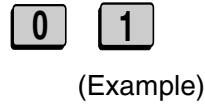
| 0 | | 1 |

(Example)

Clearing: Enter the 2-digit number that identifies the fax number you want to clear, and go to Step 5.

4 Enter the fax number.

| 3 | 2 | 4 | 5 | 5 | 0 | 1 |

(Example)

5 Press the **START** key.

START

6 Return to Step 3 to enter (or clear) another fax number, or press the **STOP** key repeatedly to return to the date and time display.

Step 3 or

STOP

5. Special Functions

141
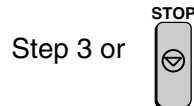
6. *Optional Settings*

The option settings let you customize the fax machine to better suit your needs.

An initial setting has been made for each option at the factory. To change a setting, follow the steps below to access the option, and then change the setting as explained in the option setting list that follows.

1 Press the **FUNCTION** key and **4**.

The display will show:

FUNCTION

4

```
4:OPTIONAL SETTING
ENTER #(01-34,✱,#)
```

2 Press the numeric keys to enter the 2-digit number ("01" to "34") of the option setting you want to set.

0 **1**

Example:
Option Setting 1

Or

Press ✱ or # to scroll through the option settings. When the desired option setting appears, press the **START** key.

3 Enter a selection for the option setting by pressing the numeric keys. See the list that follows for an explanation of each of the option settings.

4 After entering a selection, the subsequent option setting will appear in the display. To return to the date and time display, press the **STOP** key twice.

STOP STOP

Option Settings

Setting 01: FINE RESOLUTION PRIORITY
This option sets the default resolution (the resolution used if a setting is not made with the **RESOLUTION** key) for transmitting documents. Press **1** (YES) to set the default resolution to FINE, or **2** (NO) to set it to STANDARD.

♦ Initial setting: 2

Setting 02: NUMBER OF RINGS AUTO RECEPTION
This sets the number of rings the fax machine waits before answering an incoming call in AUTO receive mode. Enter a number from **0** to **9** (if **0** is entered the fax machine will answer without ringing).

♦ Initial setting: 1

Setting 03: NUMBER OF RINGS MANUAL RECEPTION
You can also have the fax machine automatically answer a call after a certain number of rings in MANUAL reception mode. To turn on this function, enter the desired number of rings (any number from **1** to **9**). To turn off the function, enter **0**.

♦ Initial setting: 0 (off)

6. Option
Settings

Setting 04: AUTO LISTING
Press **1** (YES) to have the fax machine automatically print an Activity Report once every 30 send/receive operations. (The report can still be printed on demand at any time.) Press **2** (NO) to turn the function off.

♦ Initial setting: 2

Setting 05: TRANSACTION REPORT PRINT SELECTION
This sets the condition for printing out a Transaction Report. Enter a number from **1** to **5** as follows:

1 (ERROR/TIMER MEMORY):	A report will be printed after an error, timer operation, or memory operation
2 (SEND ONLY)	A report will be printed only after a transmission
3 (ALWAYS PRINTS)	A report will be printed after each transmission, reception, or error
4 (NEVER PRINTS)	A report will never be printed.
5 (ERROR ONLY)	A report will be printed only after an error occurs

♦ Initial setting: 5

Setting 06: RECALL TIMES
This sets the maximum number of times your fax will automatically redial if the line is busy. Enter any number from **0** to **3**.

♦ Initial setting: 2

Setting 07: RECALL INTERVAL
This sets the amount of time your fax will wait between automatic redials when the line is busy. Enter **01** for 1 minute, **02** for 2 minutes, etc., up to a maximum of 15 minutes.

♦ Initial setting: 05

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Setting 08: SECURITY SELECTION
Press **1** (ON) to turn polling security on, or **2** (OFF) to turn it off.

♦ Initial setting: 1

Setting 09: ERROR CORRECTION MODE (ECM)
Press **1** (YES) to have any distortions in a transmission due to noise on the telephone line corrected before print-out at the receiving end. This is only effective when the other machine has ECM as well. Press **2** (NO) to turn the function off.

♦ Initial setting: 1

Setting 10: AUTO COVER SHEET
Press **1** (YES) to have the fax automatically generate a cover sheet and send it as the last page of each transmission. Press **2** (NO) to turn the function off.

♦ Initial setting: 2

Setting 11: MEMORY SCANNING
Use this setting to have the fax reduce the size of documents wider than 226 mm when it scans them into memory for transmission. Press **1** to turn off the function or **2** to turn it on. Note that if **1** (1:1) is selected, the document will be stored at actual size, and if the receiving machine only uses 210 mm paper, the parts outside of that width will not be printed.

♦ Initial setting: 2

Setting 12: COPY SCANNING
This setting is used to reduce copies slightly before printing to ensure that data on the edges are not cut off. Press **1** (AUTO) for automatic reduction, or **2** (100%) for no reduction.

♦ Initial setting: 2

6. Option
Settings

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Setting 13: COPY CUT-OFF
This setting determines how the fax machine will copy documents that are longer than the printing paper. Press **1** (CONTINUE) to have the remainder of the document printed on a second page, or **2** (CUT-OFF) to cut off (not print) the remainder.

♦ Initial setting: 2

Setting 14: RECEIVE REDUCE
This setting is used to reduce received documents slightly before printing to ensure that data on the edges are not cut off. Press **1** (AUTO) for automatic reduction, or **2** (100%) for no reduction.

♦ Initial setting: 1

Setting 15: IMAGE MEMORY PRINT
Press **1** (YES) to include a copy of part of the first page of the transmitted document on the Transaction Report. Press **2** (NO) to turn the function off. This setting is only effective when transmitting from memory.

♦ Initial setting: 1

Setting 16: CASSETTE SELECTION
Press **1** if you want the fax machine to automatically select the printing paper source (tray or cassette) according to the size of each page received or copied. (If a document consists of multiple pages of different sizes, each page will be printed on the paper that best matches its size.)

Press **2** if you want the fax machine to automatically select the printing paper source (tray or cassette) according to the size of the first page of the document received or copied. (If the document consists of multiple pages of different sizes, all pages will be printed on the same size of paper based on the size of the first page.)

Press **3** if you want to set a fixed order of priority for the paper sources. When the 1ST PRIORITY setting appears, press **1** to have paper always drawn from the tray regardless of the size of the

received or copied document, or **2** to have paper always drawn from the cassette. When the 2ND PRIORITY setting appears, press **1** to have paper drawn from the other source in the event that the "1st priority" source runs out of paper, or **2** (NONE) to have the incoming fax received to memory.

This setting will only appear if your dealer has installed the paper cassette option and Option Setting 33 (Seperate Mode) is turned off.

♦ Initial setting: 1

Setting 17: RETRANSMISSION TIMES
This sets the number of times the fax will reattempt a memory transmission which has been interrupted by a line error or power failure. Enter any 2-digit number from **1** to **3**, or enter **0** to turn off the function.

♦ Initial setting: 2

Setting 18: RETRANSMISSION INTERVAL
You can select the number of minutes the fax waits between each memory retransmission attempt. Enter **01** for 1 minute, **02** for 2 minutes, etc., up to a maximum of 15 minutes. If you do not want the fax to wait between attempts, enter **00**.

♦ Initial setting: 05

Setting 19: HEATER MODE
To conserve power, you can turn off the laser printer heater in your fax machine. When this is done, the heater will turn on automatically when you receive a document (there will be a slight delay before printing while the heater warms up) and turn off when printing is completed. Press **2** to turn off the heater, or **1** to keep it on.

♦ Initial setting: 2

Setting 20: ANTI-JUNK FAX
Press **1** to block reception from fax numbers entered in the Anti Junk Fax List. Press **2** to allow reception from all numbers.

♦ Initial setting: 2

6. Option
Settings

Setting 21: ALARM VOLUME
This sets the volume of the beep sound that alerts you to error conditions and informs you that operations have been completed. Press **1** for HIGH, **2** for LOW, or **3** for OFF.

♦ Initial setting: 2

Setting 22: DIAL MODE
This sets the dial mode. Press **1** if you are on a tone dial line, or **2** if you are on a pulse dial line.

♦ Initial setting: 1

Setting 23: QUICK ON-LINE
When you transmit a multi-page document, this setting determines whether the fax machine will dial the receiving party and begin transmitting while scanning is still in progress, or wait until all pages have been scanned before dialling. Press **1** to have the fax machine dial and begin transmission while scanning is still in progress, or **2** to have the fax machine wait until all pages have been scanned.

♦ Initial setting: 1

Setting 24: MULTI TTI
If you are using Department Control, you can press **1** to have the department name (the name associated with the department code entered by an operator to access the fax) appear at the top of each transmitted document. This will appear in place of the name entered in *Entering Your Name and Fax Number* in Chapter 1. Press **2** to turn Multi TTI off (the sender's name entered in Chapter 1 will appear).

♦ Initial setting: 2

Setting 25: BEEP LENGTH
This sets the duration of the beep that signals the end of transmission, reception, or copying. Press **1** for 3 seconds, **2** for 1 second, or **3** for no beep.

♦ Initial setting: 1

Setting 26: Not used.

Setting 27: DEPARTMENT CODE DIGITS

This setting allows you to change the number of digits used for Department Codes. Enter any number from **3** to **9**.

♦ Initial setting: 4

Setting 28: DUPLEX RINGING

If you are a subscriber to Homefax 2 or Faxline 2, you can use Duplex Ringing to separately signal fax transmissions and voice calls. Faxes will be signalled by a long ringing cadence and received automatically after 2 rings. Voice calls will be signalled by a short ringing cadence. Press "1" to turn Duplex Ringing on, or "2" to turn it off. (This setting is described in more detail in "Duplex Ringing" in Chapter 7.)

♦ Initial setting: 2

Setting 29: VERIFICATION STAMP

Press **1** if you want the fax machine to stamp each original document page as it is scanned. After scanning, you can check to see if all pages have been stamped to verify that no double feeds occurred. Press **2** to turn the function off.
Note: To use this function, your dealer must install the Verification Stamp option.

♦ Initial setting: 2

Setting 30: PRINT HOLD

Press **1** if you want the fax machine to hold received documents in memory instead of immediately printing them out (note that you must first enter a Print Hold passcode as explained in *Print Hold* in Chapter 5). To turn off the Print Hold function, press **2**, enter the 4-digit Print Hold passcode, and then press **START**.

♦ Initial setting: 2

Setting 31: PC INTERFACE MODE

If you have connected the fax machine to a computer, press **1** to turn on PC Interface mode. Press **2** to turn off PC Interface mode.
Note: This setting will only appear if your dealer has installed the PC interface option.

♦ Initial setting: 1

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Setting 32: COPY RESOLUTION

Use this setting to select the default copying resolution (the resolution used for copying if a setting is not made with the **RESOLUTION** key). Press **1** (S-FINE) to set the default resolution to SUPER FINE, or **2** to set it to FINE.

♦ Initial setting: 2

Setting 33: SEPARATE MODE

If desired, you can have the fax draw a sheet of paper from the paper tray after each fax reception. By loading colored (or large) paper in the paper tray, each colored sheet drawn will act as a separator that makes it easy to distinguish where one multi-page document ends and another begins. A Transaction Report printed after a reception will also be printed from the paper tray to act as a separator sheet. Press **1** to turn on this function (be sure to load appropriate paper in the paper tray), or **2** to turn it off. (Note that this function will not operate for copy jobs and print jobs from a computer. Also, the function will turn off automatically if the paper tray runs out of paper.)

This setting will only appear if your dealer has installed the paper cassette option.

♦ Initial setting: 2

Note: If you turn off the Separate Mode setting, Option Setting 16 will subsequently appear in the display to allow you make an appropriate setting for cassette selection. If you don't make a selection, 1:AUTO SELECTION will be automatically selected.

Setting 34: POWER SAVE TYPE

This option sets the method for turning on Power Save Mode. Press **1** to select REAL TIME (turn Power Save Mode on and off by pressing the **POWER SAVE** key), or **2** to select TIMER (automatic on and off at preset times). For more detailed information, see *Power Save Mode* in Chapter 5.

♦ Initial setting: 1

7. *Printing Lists and Reports*

You can print lists showing settings and information entered in the fax. You can also print out reports on recent activity and individual operations after they are completed. The lists and reports are described on the following pages.

To print a list, follow the steps below.

1 Press the **FUNCTION** key and **2**.

The display will show:

FUNCTION ☐ ☐ **2**

> 2:LISTING MODE
> ENTER #(01-11,✶,#)

2 Press the numeric keys to enter the 2-digit number ("01" to "11") of the list you want to print.

Or

Press ✶ or # to scroll through the lists. When the desired list appears, press the **START** key.

0 **1**

Example:
Activity Report

Activity Report (List 01)

This report shows information on your most recently performed send and receive operations (a combined maximum of 30 operations can appear). The report is divided into two parts: the SEND REPORT, which shows information on transmissions, and the RECEIVE REPORT, which shows information on receptions.

♦ If Option Setting 4 (Auto Listing) is set to YES, a report will be automatically printed out whenever information on 30 operations has accumulated. (A report can still be printed on demand at any time.)

♦ All information is erased after a report is printed out. If automatic print-out is turned off and the report is not printed manually for 30 operations, the information on the oldest operation will be overwritten each time a new operation is performed.

Explanation of headings

SENDER/ RECEIVER	The name or fax number of the other machine involved in the transaction.
START	The time at which transmission/reception started.
TX/RX TIME	Total time taken for transmission/reception.
PAGES	Number of pages transmitted/received.
TYPE	**CONF. TX** - A confidential operation was performed. **RELAY TX** - A relay operation was performed. **(T)** - A timer operation was performed. **(D)** - The document was sent directly from the feeder, not from memory.

NOTE (One of the following notes will appear under **NOTE** in the report to indicate whether the transaction was successful, and if not, the reason for the failure.)

OK - Transmission/reception was successful.

P.FAIL - A power failure prevented the transaction.

JAM - The printing paper or document jammed, preventing the transaction.

BUSY - The fax was not sent because the line was busy.

COM.E-0 to COM.E-31 - A telephone line error prevented the transaction. See *Line Error* in *Problems and Solutions* in Chapter 9.

CANCEL - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have.

CANCEL 3 - (Used for confidential transmission only) A confidential transmission was cancelled because the receiving machine does not have a confidential function, a confidential passcode is not programmed in the receiving machine, its memory is full, or it is not a Sharp model.

CANCEL 4x - (Used for confidential transmission only) A confidential ransmission was cancelled because an incorrect mailbox number was entered for a fax machine with confidential mailboxes, or the other machine's memory is full.

CANCEL 5 - (Used for relay request only) A relay request was not successful because the machine to which the request was made has no relay function, it is not a Sharp model, or its memory was full.

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CANCEL 6 - (Used for relay request only)
A relay request was not successful because your
machine's fax number has not been entered into the relay
machine's list of permitted numbers, an automatic dialing
number not stored in the relay machine was specified, or
your fax number has not been entered in your machine as
explained in Chapter 1.

Timer List (List 02)

This list shows the timer operations that are currently set.

Telephone Number List (List 03)

This list shows the fax numbers that have been programmed for
automatic dialling.

Relay Group List (List 04)

This list shows the relay groups that have been programmed.

Passcode List (List 05)

This list shows settings made for polling security, your name and fax
number as programmed in the fax machine, a sample of the header
printed at the top of every page you transmit (HEADER PRINT), and
the numbers entered in the relay passcode list.

Optional Setting List (List 06)

This list shows the current status of the option settings.

Program and Group List (List 07)

The top part of this list shows the programs that have been entered.
The bottom part shows the fax numbers that have been programmed
into Group Keys.

Batch Transmission List (List 08)

The Batch Transmission List shows the documents that are currently stored for batch transmission.

Department Usage List (List 09)

This list shows total transmission time and pages transmitted (including polling time and pages polled) for each department during the period indicated on the list. The information is only available if Department Control has been activated. The bottom part of the list shows information about relay broadcast operations performed on the request of other fax machines.

♦ Each time you print out the report, the data is cleared and a new period begins.

Confidential Reception List (List 10)

This list shows which mailboxes have received confidential documents and the total number of pages received. Print this list out whenever RCVD CONFIDENTIAL RX appears in the display.

Anti Junk Number List (List 11)

This list shows the fax numbers from which reception is not allowed.

7. Printing Lists

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Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. The fax machine is set at the factory to print out the report only when an error occurs. If desired, you can change the setting to have it printed out under a variety of other conditions. See Option Setting 5 (Print Selection) in Chapter 6.

♦ You can also print out the Transaction Report on demand by pressing the **REPORT** key after the operation is completed.

♦ The same headings appear in the Transaction Report as in the Activity Report. See *Activity Report* in this chapter for an explanation of the headings.

♦ The top part of the first page of the document will also appear below the report if the document was sent from memory. If confidentiality is required, you can prevent printing of the top part of the document by setting Option Setting 15 (Image Memory Print) to NO.

8. Maintenance

Cleaning the Scanning Glass and Rollers

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

1 Open the operation panel.

- Squeeze the release marked **PANEL RELEASE** and pull up.

2 Wipe the scanning glass, white backplate, and rollers with a soft cloth.

- Make sure that all dirt and stains (such as correcting fluid) are removed, as dirt will cause vertical lines on transmitted images and copies. (If necessary, wipe with denatured alcohol.)

White backplate

Scanning glass
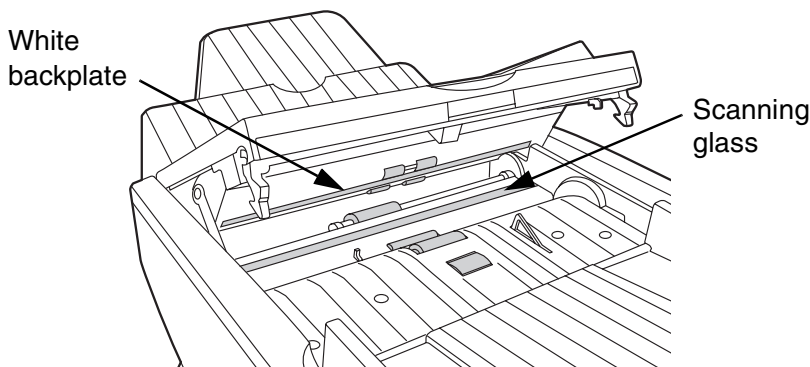
The Housing

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

Caution!
Do not use benzene or thinner. These solvents may damage or discolour the machine.

Replacing the Verification Stamp

If you are using the Verification Stamp function, you will need to replace the ink cartridge in the stamp unit when it runs out of ink (when the stamped mark on original documents becomes faint). A new ink cartridge can be obtained from your dealer.

1 Remove the original document OUT tray.
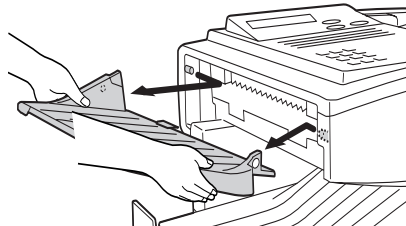
2 Press down on the protruding tab of the green ink cartridge and pull the cartridge out with your fingers.
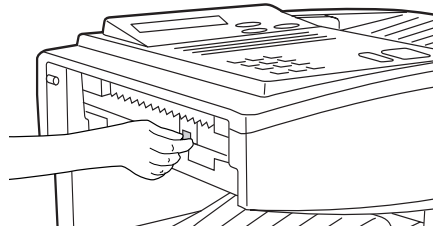
3 Insert the new ink cartridge into the machine (make sure that the tab is facing out).
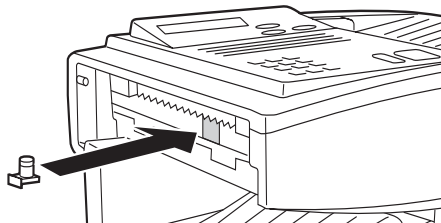
4 Replace the original document OUT tray.
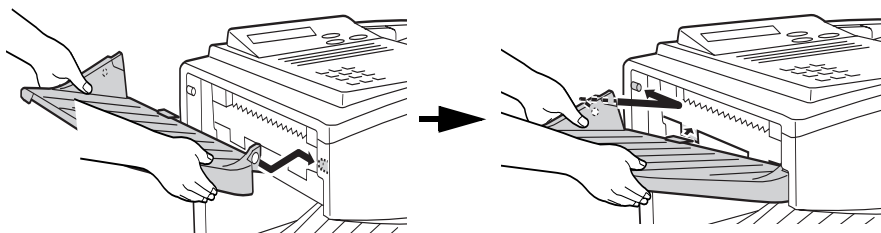
9. Troubleshooting

Problems and Solutions

Line error

Problem	Solution
LINE ERROR appears in the display, and/or a transaction report is printed out with **COM. E-** and a number from **0** to **31** in the **NOTE** column.	Try the transaction again. If the error persists, check the following: • Check the connection. The cord from the **TEL. LINE** socket to the wall socket should be no longer than two meters. • Make sure there are no modem devices sharing the same telephone line. • Check with the other party to make sure their fax machine is functioning properly. • Have your telephone line checked for line noise. • Try connecting the fax machine to a different telephone line. • If the problem still occurs, your fax machine may need service.

Dialling and transmission problems

Problem	Solution
Dialling is not possible.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket. • Make sure that the fax machine is set to the correct dialling mode for your telephone line. See Option Setting 22 in Chapter 6.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has paper. • Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • If the receiving machine is not a Sharp model, make sure it is G3 compatible. • Check the display for error messages. • Press the **SPEAKER** key and check for a dial tone.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	• If ECM mode (Option Setting 9) is turned off, noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.

9. Trouble-
shooting

Reception and copying problems

Problem	Solution
The fax machine doesn't receive documents automatically.	• Make sure that the reception mode is set to AUTO.
The power is on, but no reception takes place.	• Make sure that the wall socket is connected to the **TEL. LINE** socket, and not the **TEL. SET** socket.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability. • The toner cartridge may need replacement.
Received images are distorted.	• If ECM mode (Option Setting 9) is turned off, noise on the telephone line may cause distortion. Have the other party try sending the document again. • If the other machine has ECM mode, make sure this feature is turned on in both fax machines (see Option Setting 9). • Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service. • The drum cartridge may be damaged. Try a new drum cartridge.
The quality of copies is poor and/or black spots appear.	• Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained in Chapter 8.

| Dots appear at regular intervals on received documents and copies. | • The drum cartridge may be damaged. Replace the drum cartridge. |

General problems

Problem	Solution
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet and the power switch is turned on. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, turn off the power switch and then turn it on again several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see *Transmittable Documents* in Chapter 2).
No reception occurs when polling is attempted.	• Make sure you have not run out of paper. • Make sure the transmitting machine is in automatic reception mode. • If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine and in the transmitting machine.

Messages and Signals

Display messages

CHECK TRAY/CASSETTE	This indicates that a paper jam has occurred in the tray or cassette, or that the cassette is not installed properly.
CONF REFUSED	A confidential transmission has been denied because you entered an incorrect mailbox number for a machine with mailboxes.
CONF. RX ERROR	Confidential reception was cancelled because the mailbox number specified by the transmitting machine is not programmed in your fax machine.
CHECK COVER OR DRUM	The operation panel is open or the drum cartridge has not been installed. Close the cover or install the drum cartridge.
DRUM LIFE OVER	The drum cartridge must be replaced.
FAX RCVD IN MEMORY	A fax has been received in memory because the toner cartridge needs replacement, you have run out of printing paper, or the paper is jammed. The fax will automatically print out when the problem is fixed.
FUNCTION MODE	The **FUNCTION** key has been pressed.
E	Transmission or reception was not successful. Press **STOP** to clear the message and then try again. If the error persists, see *Line Error* in *Problems and Solutions* in this chapter.
MEMORY FULL ERROR	An internal memory error occurred. You may need to resend one or more pages of the document being transmitted when the error occurred.
MEMORY FULL ERROR START=OK,STOP=CANCEL	The memory is full (this message appears when Option Setting 23, Quick On-line, is set to NO). Press the **START** key to send only the pages already scanned, or the **STOP** key to cancel the entire transmission.

NO CONF. FUNC	Confidential transmission was cancelled because the receiving machine does not have a confidential function, a confidential passcode is not programmed in it, its memory is full, or it is not a Sharp model.
NO PAPER	This message will be followed by one of the paper sources in parentheses, and informs you that the paper source is out of paper. If no paper source is indicated, both paper sources are out of paper.
NO RELAY FUNC	A relay request has been denied because the other machine does not have a relay broadcast function, its memory is full, or it is not a Sharp machine.
ONHOOK DIAL MODE	The **SPEAKER** key has been pressed and the fax machine is waiting for you to dial.
PAPER JAM	The printing paper is jammed. See the following section, *Clearing Paper Jams*.
POWER SAVE MODE	Power Save Mode is on. See *Power Save Mode* in Chapter 5.
RCVD CONF. FAX	A confidential fax has been received in memory. Print the fax as explained in *Confidential Operations* in Chapter 5.
RCVD PRINT HOLD FAX	The Print Hold function has been turned on and you have received one or more faxes in memory. Print out the faxes as explained in *Print Hold* in Chapter 5.
RCVD RELAY REQUEST	Your fax machine has received a Relay Broadcast request and is transmitting the requested document to the end receiving machines. See *Relay Broadcast* in *Relay Request* in Chapter 5.
RELAY REFUSED	A relay request has been denied because your fax number has not been entered in the relay machine's list of permitted numbers, an auto dial number not programmed in the relay machine was specified, or your fax number has not been programmed in your machine.

REMOVE ORIGINAL(S)	The original document is jammed. See the following section, *Clearing Paper Jams*.
SIZE ERROR	This message will be followed by one of the paper sources in parentheses, and informs you that the paper loaded in that source is not all the same size.
REPLACE TONER	The toner cartridge must be replaced.
RX DOCUMENT TRAY OFF	The received document tray is not attached. Attach it as explained in *Connections* in Chapter 1 (the tray must be attached for the fax machine to operate properly.)
WAITING<MEMORY FULL>	The memory has become full and scanning has stopped during scanning of a multi-page document. Scanning will automatically resume when sufficient memory becomes free (for example, after several pages are transmitted).

Audible signals

Continuous tone	1 second	Indicates the end of transmission, reception, or copying.
Continuous tone	3 seconds	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that an extension phone connected to the same line as the fax machine is off hook.

Clearing Paper Jams

Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or REMOVE ORIGINAL(S) appears in the display, first try pressing the **START** key. If the document doesn't feed out, open the operation panel and remove it.

Important:
Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

---

1 Open the operation panel.

- Squeeze the release marked **PANEL RELEASE** and pull up.

---
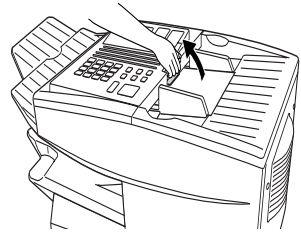
2 Remove the document.

---
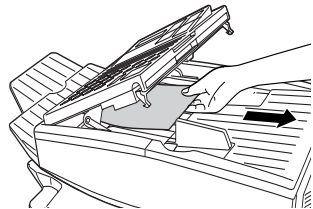
3 Close the operation panel, making sure it clicks into place.
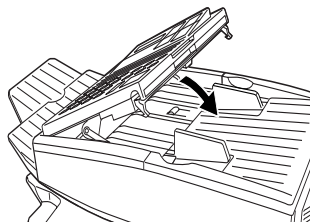
Clearing jammed printing paper

If the printing paper jams, PAPER JAM will appear in the display. Follow the steps below to clear the jam.

1 Press the green release and open the print compartment cover.

- **Caution!**
  The fusing unit inside the print compartment becomes very hot during operation. Be careful not to touch the inside of the compartment.
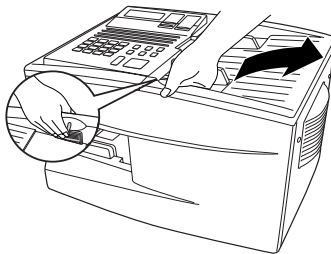
2 If the jammed paper is visible in the print compartment, pull it out.

- Make sure no torn pieces of paper remain in the print compartment and rollers.
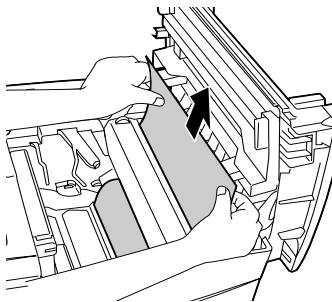
or
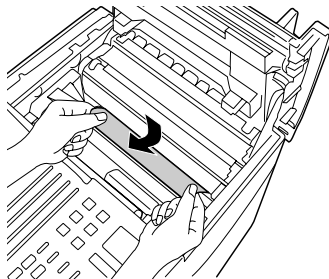
3 If the jammed paper isn't visible, remove the toner cartridge and then the drum cartridge.
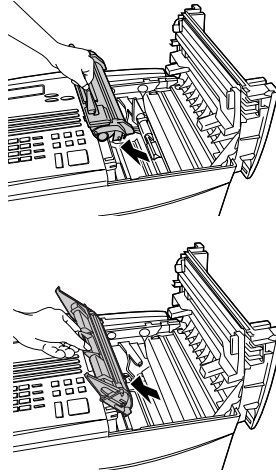
4 Open the black cover (hinged on the left) at the bottom of the compartment. If jammed paper is visible, remove it.
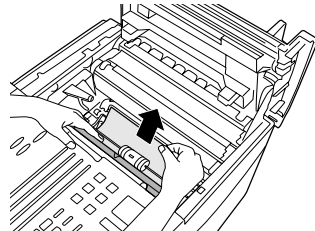
5 Close the black cover. Reinsert the drum cartridge and then the toner cartridge.

- Insert the drum cartridge and toner cartridge by aligning the colored numbers on the cartridges with their corresponding colored numbers on the sides of the print compartment.

- When finished, close the print compartment cover.

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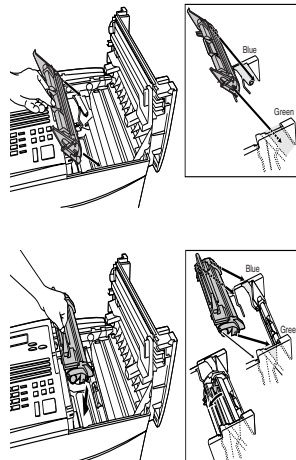
6 If you have a paper cassette and the display still indicates that paper is jammed, open the cassette and remove the jammed paper.
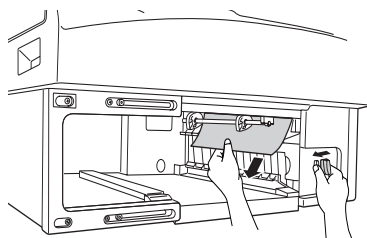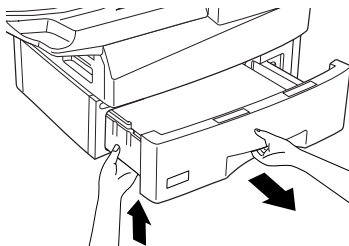
7 Replace the paper cassette.

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快速參考指南

註：虛線框內的步驟為可選步驟： RESOLUTION

傳送文件

正常撥號	裝入文件 → RESOLUTION → 按下 SPEAKER（喇叭）→ 撥號（按下數字鍵） → 等待接收訊號 → START → 掛斷
鍵盤直接撥號	裝入文件 → RESOLUTION → 撥號（按下數字鍵）→ START
快速鍵撥號	裝入文件 → RESOLUTION → 按下快速鍵
快速撥號	裝入文件 → RESOLUTION → SPEED DIAL → 輸入快速撥號號碼（按下數字鍵，如果號碼少於 2 位數，請按下 START（開始）以完成此項輸入）→ START
重撥	裝入文件 → RESOLUTION → REDIAL → 等待接收訊號 → START

簡介

感謝您選擇購買夏普傳眞機！以下所示爲新型夏普傳眞機的功能與規格。

自動撥號	快速鍵撥號：48 個號碼 快速撥號：75 個號碼
記憶體大小 *	1 MB（約爲 56 頁）
數據機速度	14,400 bps（最大值） 自動降回到較低的速度。
傳送時間 *	約爲 6 秒
碳粉匣使用量 **（4% 的頁面覆蓋範圍，** **A4 紙）**	**首次使用的碳粉匣**（隨傳眞機附送）：約爲 3,000 頁 **替換的碳粉匣 (FO-47DC)：**約爲 6,000 頁
磁鼓碳粉匣使用量	**首次使用的碳粉匣**（隨傳眞機附送）：20,000 頁（平均） **更換的碳粉匣 (FO-47DR)：**20,000 頁（平均）
解析度	**水平：**8 像素 / 公釐 **垂直：** 　標準：3.85 行 / 公釐 　細緻 / 半色調：7.7 行 / 公釐 　精緻：15.4 行 / 公釐

註：本傳眞機符合 2000 年規範。

* 根據 ITU-T 測試圖表 #1，在夏普特殊模式下的標準解析度（排除通訊協定訊號時間，即僅限於 ITU-T 相位 C 時間）。

自動文件送紙器	最多 50 頁（A4 紙）
紙容量	250 張（可選用 500 張供紙匣）
壓縮方案	MMR、MR、MH、Sharp（H2）
半色調（灰階）	64 階
適用電話線路	公用電話交換網絡
相容性	ITU-T（CCITT）G3 模式
列印解析度	**水平：**16 行／公釐 **垂直：**15.4 行／公釐 **個人電腦列印：**600 dpi
輸入文件尺寸	自動送紙： 　寬度：148 至 256 公釐 　長度：128 至 364 公釐 手動送紙： 　寬度：148 至 279 公釐 　長度：128 至 1000 公釐
有效掃瞄寬度	最寬 256 公釐
有效列印寬度	最寬 203 公釐
接收模式	自動／手動
即時掃瞄速度	30 ppm（A4 紙）
全雙存取	是
複印功能	單張／多張／分頁（99 份／頁）
電源要求	220-240 V AC，50/60 Hz
作業溫度	10-30°C
濕度	20% 至 85% RH

耗電量	待機：10 W
	最大：740 W
尺寸	寬度：460 公釐
	長度：385 公釐
	高度：270 公釐
重量	約為 12.6 公斤

秉持著不斷改善的原則，夏普保留對產品改良的設計與規格變更的權利，恕不另行通知。以上列出的效能規格數據均為生產單位的標稱值。在某些個別生產單位中，上述值可能存在一些偏差。

重要的安全資訊

請務必保存這些指示說明！

在使用傳眞機設備時，請務必遵循基本的安全防範措施以減少火災、觸電和人身傷害的危險，這些措施包括：

● 請勿拆裝本傳眞機或嘗試執行本說明手冊中未述及的程序。請將所有傳眞機的維修工作交由合格的技術人員處理。

● 本傳眞機只能連接到 220-240 V，50/60 Hz 的接地型（3 叉腳）電源插座上。將傳眞機連接到任何其他類型的電源插座均將對機器造成損毀。

● 請勿在附近有水的地方或在您的雙手濕透時安裝或使用傳眞機。例如，不要在浴缸、洗臉盆、廚房水槽、洗衣盆、潮濕的地下室或游泳池附近使用傳眞機。請勿將任何液體濺到傳眞機上。

● 請僅使用隨傳眞機提供的電源線，切勿使用交流電延長線。

● 如果發生以下任何一種情況，請先從電話插座上拔下傳眞機的插頭，然後再從電源插座上拔下電源插頭，並洽詢合格的維修服務代表：
　— 液體濺入傳眞機內或傳眞機被置於雨中或水中。
　— 傳眞機產生異味、冒煙或發出不正常的噪音。

— 電源線磨損或損毀。

— 傳真機掉落或機殼損毀。

- 切勿將任何物體放置在電源線上，亦不要將傳真機安裝在電源線會被踩到的地方。

- 切勿將任何物件插入傳真機上的插槽或開口處，這可能會導致火災或觸電的危險。如果有物件掉入傳真機內而您無法將它安全取出，請立即拔下傳真機的電源插頭，然後洽詢合格的維修服務代表。

- 請勿將傳真機放置在不平穩的卡車、支架或桌子上。如果傳真機掉下來，可能會造成嚴重的毀損。

- 避免在雷雨天氣使用電話（無線電話除外）。否則，可能會因閃電而導致觸電的危險。

- 切勿在瓦斯洩漏的現場附近使用電話報告洩漏事故。

- 請務必將電源插座安裝在靠近設備且易於插接或拔除的地方。

目錄

1. 安裝

拆箱核對清單

請確保在安裝前備妥以下所有項目。如有任何遺失，請與您的經銷商聯繫。

電源線

快速鍵標籤

紙張尺寸標籤

電話線

文件輸出托架

碳粉匣
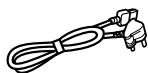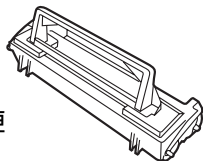
使用手冊

磁鼓碳粉匣
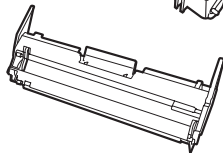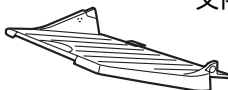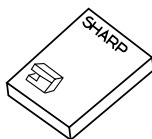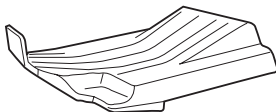
文件接收托架

操作面板概覽
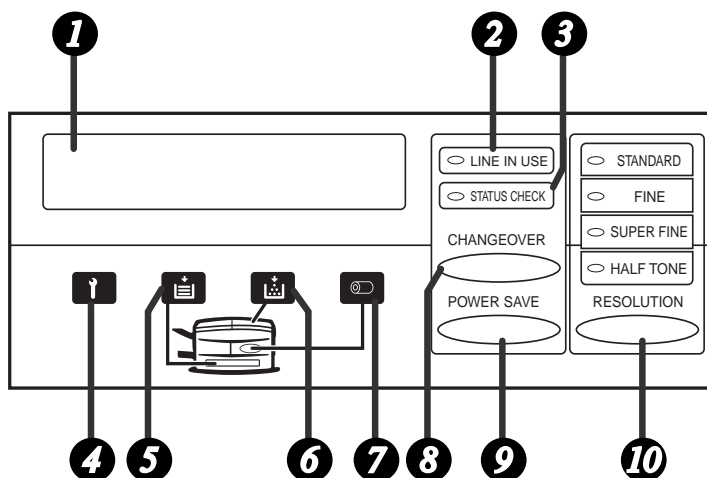
① **顯示幕**
在操作與設定過程中顯示相關的訊息與提示。

② LINE IN USE（**通訊中**）**指示燈**
在傳真機使用電話線路時亮起。

③ STATUS CHECK（**狀態檢查**）**指示燈**
在發生紙張尺寸錯誤、夾紙或列印槽蓋打開時亮起。顯示幕上將會出
現一則說明此問題的訊息。（如果文件接收托架未正確安裝，此指示
燈也會持續亮起。）

④ **維修指示燈**
在發生故障，且必須由維修技術人員修理時亮起。

5 **紙張耗盡指示燈**

在傳眞機的紙張耗盡時亮起。如果傳眞機具有供紙匣，那麼在其中一個紙張供應來源（托架或紙匣）的紙張耗盡時指示燈將閃爍，而在所有來源的紙張均耗盡時指示燈將持續亮起。

6 **碳粉匣指示燈**

在碳粉匣快耗盡時閃爍，而在需更換碳粉匣時將持續亮起。

7 **磁鼓碳粉匣指示燈**

在磁鼓碳粉匣快耗盡時閃爍，而在需更換磁鼓碳粉匣時將持續亮起。

8 CHANGEOVER（**切換**）**鍵**

顯示幕上將出現兩種資訊：您正在執行之操作的相關提示；以及傳眞機如何使用電話線路的有關資訊（正在傳送、正在接收等等）。請按下此鍵以在這兩種資訊之間進行切換。

9 POWER SAVE（**省電**）**鍵**

請按下此鍵以開啓省電模式；如果在選項設定 34（省電模式）選定了 TIMER（計時器），則可設定省電模式計時器。

10 RESOLUTION（**解析度**）**鍵**

在傳送或複印文件之前按下此鍵以調整解析度。

快速鍵
（向下重疊）

快速鍵
（向上重疊）
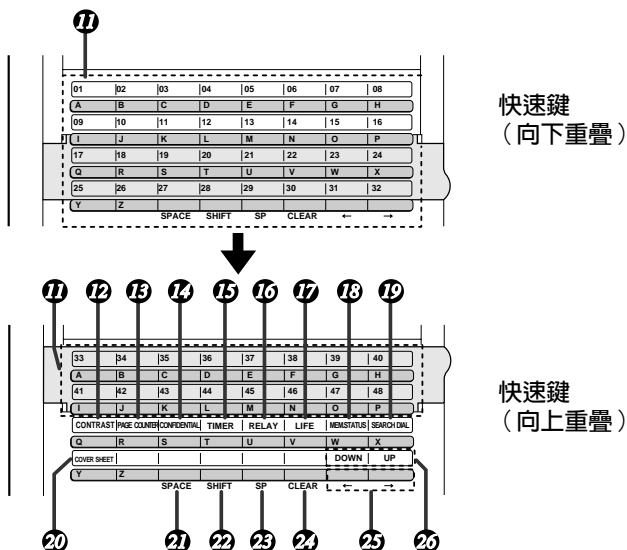
⑪ 快速撥號鍵
按下其中的一個鍵以自動撥打傳眞號碼（請注意：您必須貼上快速鍵標籤）。

⑫ CONTRAST（對比度）鍵
在傳送或複印文件之前按下此鍵以調整對比度。

⑬ PAGE COUNTER（分頁計數器）鍵
按下此鍵以在每個傳送的文件頁碼上新增一條斜線與總頁數。

⑭ CONFIDENTIAL（機密）鍵
按下此鍵以傳送或印出機密文件。

⑮ TIMER（計時器）鍵
按下此鍵以設定某項操作稍後自動執行。

⑯ RELAY（轉接）鍵
按下此鍵以將文件傳送給另一台夏普傳眞機，再由該傳眞機將文件轉接至一台或多台終端接收傳眞機。

⑰ LIFE（列印數量）鍵
按下此鍵後再按 1 以檢查傳眞機已列印的總頁數。

18 MEM.STATUS（記憶狀態）鍵
按下此鍵以檢查記憶體中待傳送文件的狀態。

19 SEARCH DIAL（搜尋撥號）鍵
按下此鍵以按名稱搜尋自動撥號傳真號碼。

20 COVER SHEET（封面頁）鍵
按下此鍵以在傳真時附上封面頁。

21 SPACE（空格）鍵
按下此鍵以在設定名稱時輸入空格。

22 SHIFT（移位）鍵
按下此鍵以在設定名稱時切換大小寫字母。

23 SP（符號）鍵
按下此鍵以在設定名稱時輸入符號。

24 CLEAR（清除）鍵
按下此鍵以清除在設定名稱或傳真號碼時的錯誤。

25 方向鍵
按下這些鍵以在設定名稱或傳真號碼時前後移動游標。

26 UP（向上）與 DOWN（向下）鍵
按下這些鍵以在按下了 SPEAKER（喇叭）鍵之後調整喇叭音量大小，或調整平時的響鈴器音量大小。
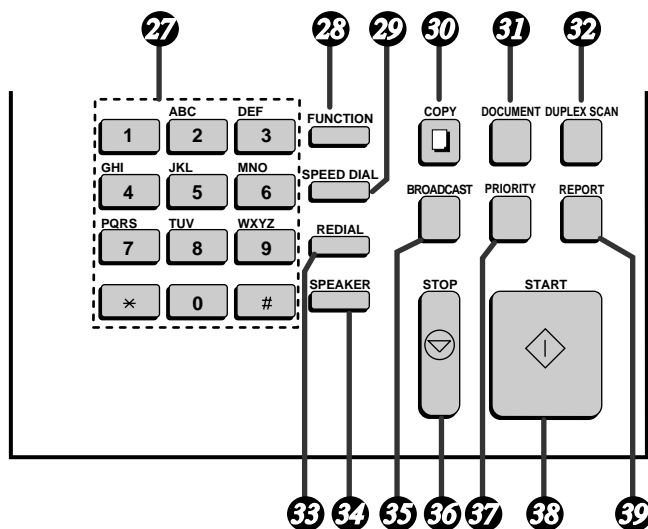
27 **撥號鍵盤（數字鍵）**
使用這些鍵進行撥打與設定傳真號碼。

28 FUNCTION（**功能**）**鍵**
按下此鍵以選擇各種特殊的功能。

29 SPEED DIAL（**快速撥號**）**鍵**
按下此鍵以撥打快速撥號號碼。

30 COPY（**複印**）**鍵**
按下此鍵以複印文件。

31 DOCUMENT（**文件**）**鍵**
按下此鍵以在沒有先將文件存入記憶體的情況下傳送文件。

13

32 DUPLEX SCAN（雙面掃瞄）鍵
按下此鍵以傳送或複印雙面文件。

33 REDIAL（重撥）鍵
按下此鍵以自動重撥最後撥打的號碼。

34 SPEAKER（喇叭）鍵
在透過正常撥號方式傳送文件時按下此鍵，以聽取線路並確認接收方傳真機是否有所回應。

35 BROADCAST（廣播傳送）鍵
按下此鍵以將文件傳送給一組接收方傳真機。

36 STOP（停止）鍵
按下此鍵以取消尚未完成的操作。

37 PRIORITY（優先）鍵
如果您要傳送優先於記憶體中待傳送文件的其他文件，按下此鍵。

38 START（開始）鍵
在使用快速撥號、鍵盤直接撥號或正常撥號時，按下此鍵以開始傳送。

39 REPORT（報告）鍵
按下此鍵以印出最近完成的傳送或接收之報告。

連接

安裝注意事項

◆ 請勿將傳眞機放置在陽光直接照射的地方。

◆ 請勿將傳眞機放置在靠近暖氣裝置或空調設備的地方。

◆ 勿使傳眞機沾滿灰塵。

◆ 將傳眞機安裝在平面上。

連接電源線

將電源線的陰接頭端連接至傳眞機，如圖所示。將陽接頭端插入 220-240 V，50/60 Hz 的接地型（3 叉腳）交流電源插座。

按下電源開關以開啟電源。
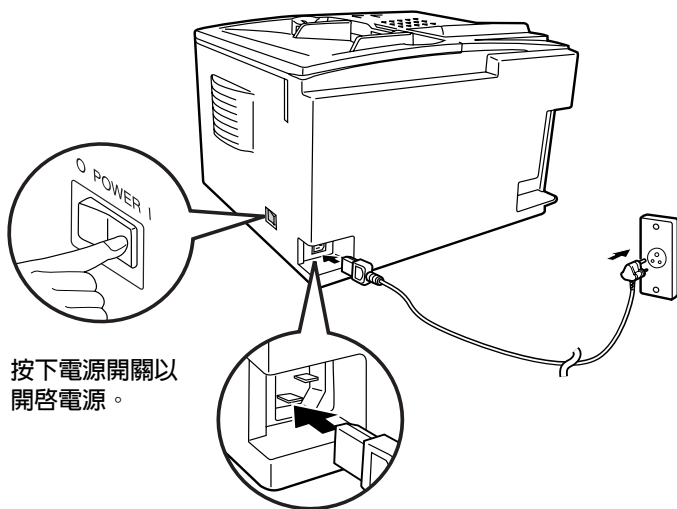
註：如果您所在的地區經常發生閃電或電湧事故，我們建議您爲電源與電話線路安裝電湧保護器。您可以在大多數的電話專賣店裏買到電湧保護器。

連接電話線

將電話線的一端插入傳真機背面標有 TEL.LINE（**電話線**）的插孔中，
然後將另一端插入標準的牆上電話插孔中。
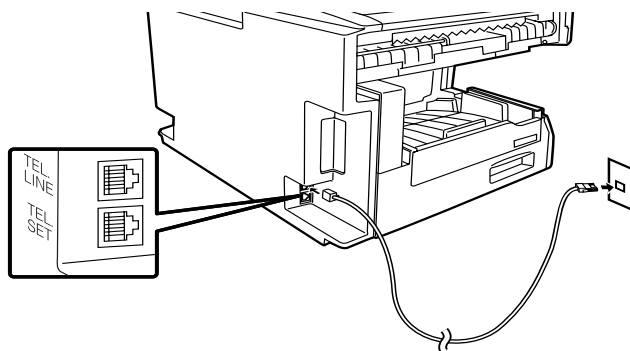
註：傳真機設定為音頻撥號。如果您正在使用脈衝撥號線路，您必須
透過變更選項設定 22 將傳真機設定為脈衝撥號。有關此設定程序的
詳情，請參閱第 6 章選項設定。

連接電話（**選項**）

如有必要，您可以將電話連接至傳真機背面的 TEL.SET（**電話設定**）
插孔。
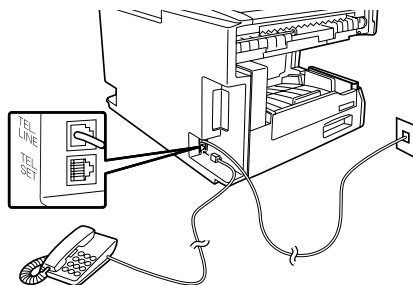
安裝文件輸出托架

將傳真機右側的突起物插入文件輸出托架右側的小孔內（如圖所示），然後將輸出托架稍微彎曲並插入，以便將傳真機左側的突起物插入文件輸出托架左側的小孔內。
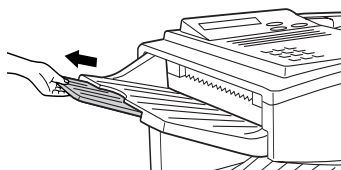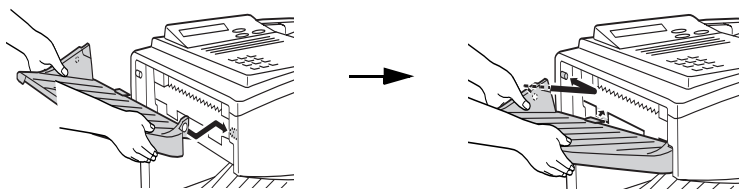
拉出托架的延伸部份。

安裝文件接收托架

將文件接收托架滑入傳真機中，如圖所示。在文件托架無法滑入時，輕輕提起末端並將它推入以使文件托架鎖入定位。
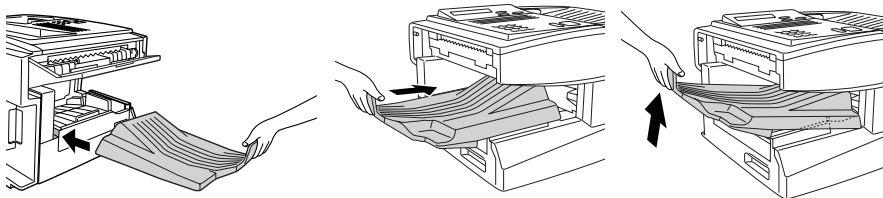
請確保托架的左邊緣正好卡入插槽。

重要事項！
請務必為傳真機安裝文件接收托架以使傳真機正常操作。

連接至電腦（選項）

> 註：這是一個可供選擇的功能選項。如果您要使用此功能，請向您的經銷商諮詢以便安裝個人電腦介面板。

> 如有必要，您可以將傳真機連接到任何相容型電腦的並列埠上。一旦您在電腦中安裝了所提供的印表機軟體，您就可以將傳真機用作電腦的雷射印表機。

> 重要事項：請僅使用 IEEE P1284 並列電纜將傳真機連接至您的電腦。建議您不要使用長度超過 2 公尺的屏蔽電纜。

1 請確保您的電腦與傳真機均已關閉。
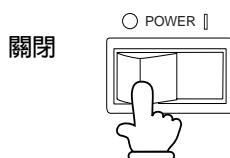
2 將電纜的一端連接至傳真機的連接埠上。將連接埠兩側的卡夾按扣到電纜接頭上以將它固定。
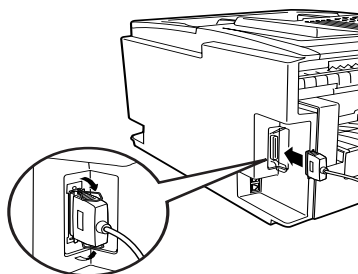
3 將電纜的另一端連接至您電腦背面的並列埠。
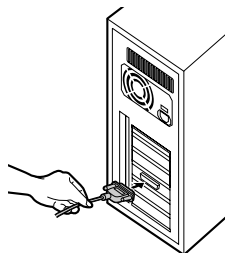
4 按下如圖所示的面板鍵，將選項設定 31
（個人電腦介面模式）設定為 ON（開啟）
（有關此選項設定的詳情，請參閱第 6 章
選項設定）。

- 在您要將傳眞機用作印表機之前，您
  還必須安裝列印軟體。要安裝此軟
  體，請參閱隨附的說明文件。

FUNCTION　　**4**

3　**1**

1

STOP　**STOP**
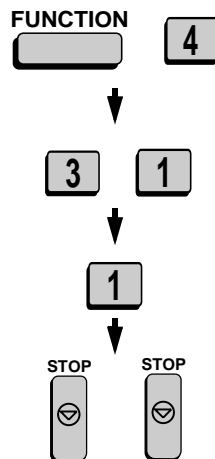
註：在傳眞機列印您電腦中的列印工作時，顯示幕上將會出現一則 PC
PRINTING（個人電腦正在列印）的訊息。顯示此訊息時，您不能使用
傳眞機的操作面板。

確認標記（選項）

註：這是一個可供選擇的功能選項。如果您要使用此功能，請諮詢您
的經銷商。

在傳送文件時，您可以在傳眞機掃瞄過的每頁文件上進行標記。在完
成掃瞄後，您可以查看是否所有的文件都已標記，以確認是否發生雙
重送紙現象（雙重送紙是指在掃瞄器中一次送入兩張紙，即表示其中
一張紙沒有被掃瞄到）。

要使用此功能，請向您的經銷商諮詢以便安裝確認標記選項。之後將
選項設定 29 設定為 ON（開啟）（如第 6 章選項設定所述）。

安裝列印墨匣

請按以下步驟安裝或更換碳粉匣與磁鼓碳粉匣。

◆ 隨傳真機附送之首次使用的碳粉匣可以列印約 3,000 頁 A4 尺寸的紙張（每頁 4% 的覆蓋範圍）。

◆ 更換的碳粉匣（FO-47DC）可以列印約 6,000 頁 A4 尺寸的紙張。

◆ 磁鼓碳粉匣（FO-47DR）可以列印約 20,000 頁 A4 尺寸的紙張。

1 按下綠色的釋放裝置，並打開列印槽蓋。

• **注意！**
在進行操作時，列印槽內的熔斷裝置會變得非常炙熱。請勿觸摸列印槽的內部。
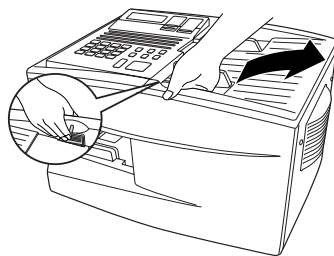
2 如果您要更換碳粉匣，請取下舊的碳粉匣並遵遁本地的管理規定進行處理。如果您僅更換碳粉匣而不更換磁鼓碳粉匣，請直接移至步驟 6。

• 如果您僅更換磁鼓碳粉匣而不更換碳粉匣，請取下碳粉匣並將它放置在一張紙上。
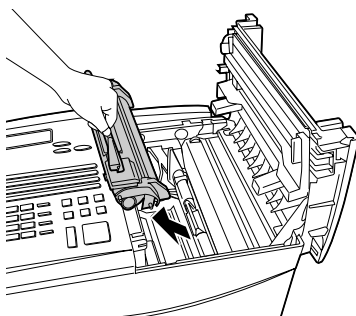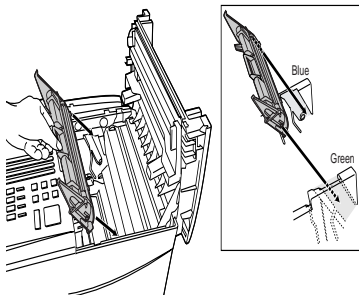
3 如果您要更換磁鼓碳粉匣,請取下舊的
磁鼓碳粉匣並遵循本地的管理規定進行
處理。
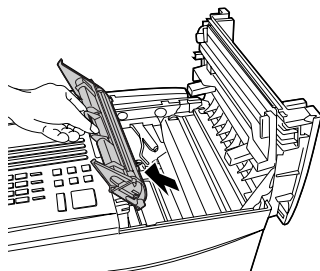
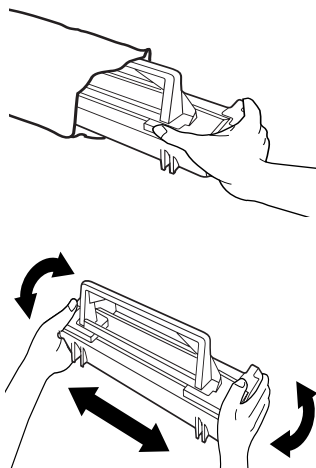4 從包裝中取出新的磁鼓碳粉匣。

• **注意**!過度的陽光照射將損壞磁鼓碳
粉匣。請在從包裝取出磁鼓碳粉匣後
立即安裝。
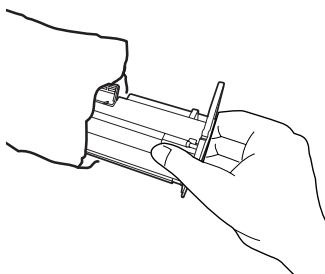
5 將磁鼓碳粉匣插入列印槽,並將磁鼓
碳粉匣上的導板與列印槽兩側的細槽
對齊。

• 將磁鼓碳粉匣上的編號「1」彩色
標籤與列印槽的兩側對齊,然後插
入磁鼓碳粉匣。

• 請確保將磁鼓碳粉匣完全插入。

6 如果您要安裝新的碳粉匣,請從包裝中
取出新的碳粉匣。如箭頭所示搖動碳粉
匣,以使碳粉匣中的碳粉分配均勻。

- 如果搖動後仍有塊狀的碳粉,那麼在
安裝碳粉匣並合上列印槽蓋後,碳粉
匣中的傳動裝置可能會發出明顯的聲
音。這是正常的現象,並不表示傳真
機發生故障。

7 握住碳粉匣的把手,將它向下放入
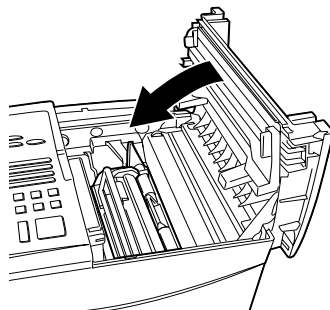列印槽。請確保將碳粉匣上的四個
接腳(每側兩個)裝入列印槽兩側
的細槽中。

- 將碳粉匣上的編號「2」彩色標籤
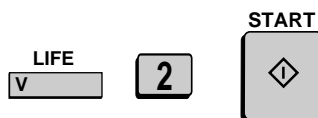與列印槽的兩側對齊,然後插入
碳粉匣。

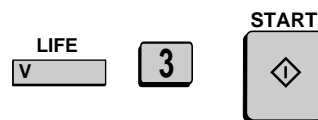- 確保碳粉匣卡入定位。
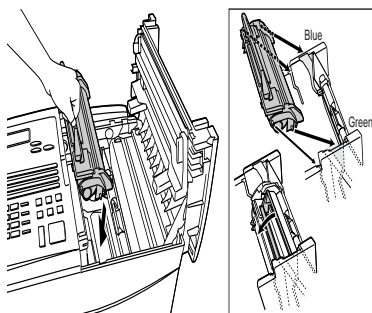
8 合上列印槽蓋。

- 在左邊緣上的圓點標記的地方向下按壓，以確保列印槽蓋完全合上。

9 請依次按下 LIFE（**列印數量**）鍵（向上翻動重疊的快速鍵）、2 與 START（**開始**）鍵，以重新設定碳粉匣計數器。

10 請依次按下 LIFE（**列印數量**）鍵（向上翻動重疊的快速鍵）、3 與 START（**開始**）鍵，以重新設定磁鼓碳粉匣計數器。

註：如果連續列印大量的文件，列印槽蓋可能會明顯變熱。這是正常的現象，並不表示傳真機發生故障。

何時更換碳粉匣

在碳粉快要耗盡時（大約還可以列印 100 頁），操作面板上的碳粉匣指示燈將閃爍。在碳粉完全耗盡時，碳粉匣指示燈將持續亮起，並且顯示幕上將會出現 REPLACE TONER（更換碳粉）的訊息。此時，將無法進行列印。請使用以下更換碳粉匣：

夏普 FO-47DC 碳粉匣

何時更換磁鼓碳粉匣

在磁鼓碳粉匣的使用壽命快要結束時，操作面板上的磁鼓碳粉匣指示燈將閃爍。在磁鼓碳粉匣的使用壽命結束時，磁鼓碳粉匣指示燈將持續亮起，並且顯示幕上將會出現 DRUM LIFE OVER（磁鼓碳粉匣壽命結束）的訊息。請使用以下磁鼓碳粉匣更換：
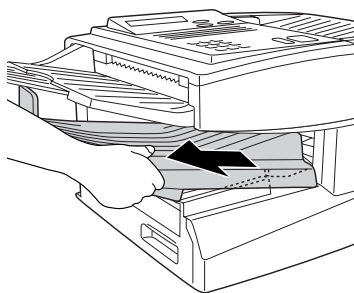
夏普 FO-47DR 磁鼓碳粉匣

裝入列印紙

您最多可以在供紙托架中裝入 250 張 A4 尺寸的紙（60-80 g/m^2）。而在供紙匣中您最多可以裝入 500 張。

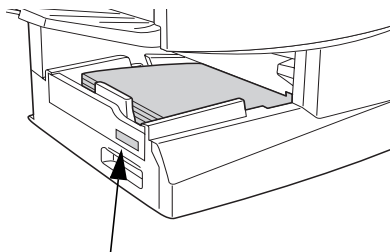這是一個可供選擇的供紙匣選項。要安裝此供紙匣，請諮詢您的經銷商。

將紙張裝入供紙托架

1 取下文件接收托架。

2 將一疊紙放入供紙托架中，列印面朝上。

- 請切記要將供紙托架的末端推入，否則將發生尺寸錯誤的問題。

- 注意！
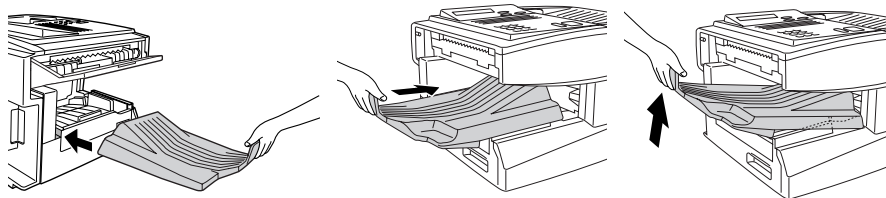 此供紙托架設計為可容納 250 張紙（請參見托架上的紅線）。如果裝入的紙超過 250 張，則可能會損壞傳真機。

在此處貼上 A4 標籤以指明紙張尺寸。

3 裝回文件接收托架。

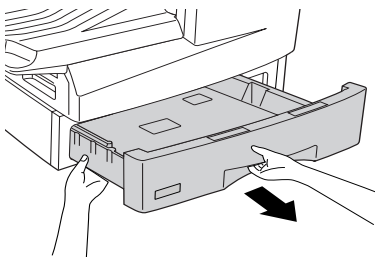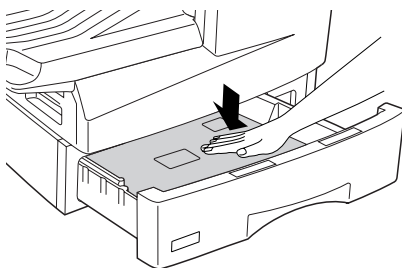- 請務必安裝文件接收托架以使傳真機
  正常操作。

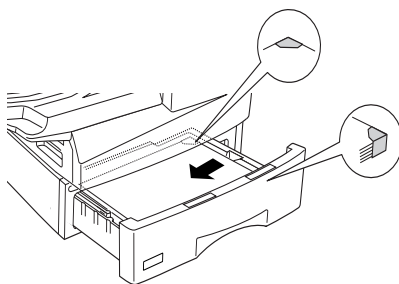## 將紙張裝入供紙匣（如果已安裝供紙匣）

1 握住供紙匣上的手柄，將供紙匣拉出直
  到其無法拉出爲止。

2 將壓力板向下壓至其鎖定位置。
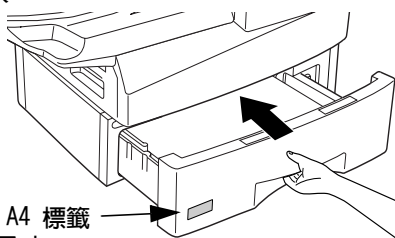
3 將一疊紙放入供紙匣中，列印面朝上。

- 請確保沒有將紙張堆疊到高於紙張
  導板上的兩個彈片與紙匣上的兩個
  金屬彈片。如果紙張過多，請取下
  一些紙張。

4 將供紙匣推回傳真機中，並確保其卡入
  定位。

在此處貼上 A4 標籤
以指明紙張尺寸。

註：我們不建議您在供紙托架或供紙匣內尚有紙張的情況下添加紙
張，這可能會導致雙重送紙。

輸入您的名稱與傳真號碼

在您開始使用傳真機之前,您必須先設定您的名稱與傳真號碼。一旦設定了此資訊,它就會自動地在您所傳送的每張傳真頁面的頂部出現。

註:在開始設定操作之前,請確保顯示幕上顯示日期與時間。如果顯示幕顯示電話線路狀態,請按下 CHANGEOVER(**切換**)鍵以切換為日期與時間。

---

1 按下這些鍵:

顯示幕上將會顯示:

FUNCTION | **3**

```
3:ENTRY MODE
ENTER # (1-9,*,#)
```

---

2 按下 3 號鍵。

顯示幕上將會顯示:

3

```
3:OWN PASSCODE SET
ENTER FAX #
```

---

3 透過按下數字鍵來輸入您的傳真號碼
(最多 20 位數)。

3 **1** **2** **4** **4** **1** **1**

• 要在數字間插入空格,請按下 # 鍵。

(**範例**)

• 要清除錯誤,請按下 STOP(**停止**)鍵。

---

4 按下 START(**開始**)鍵。

顯示幕上將會顯示:

START

```
ENTER SENDER'S NAME
```

28

5 動向下重疊快速鍵（如果它是向上重
疊），然後透過按相應的英文字母鍵來
輸入您的名稱，如下圖所示（最多 24
個字元）。
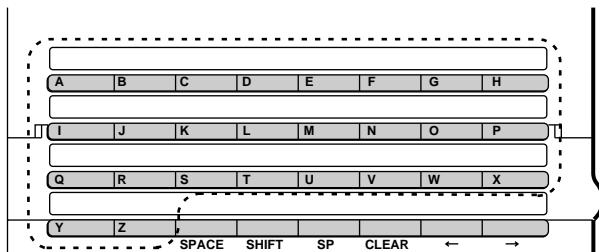
範例：SHARP = S   H   A   R   P

◆ 按下 SPACE（**空格**）鍵以輸入一個空格。要變更字母大小寫，請按
下 SHIFT（**移位**）鍵。

◆ 要清除錯誤，請按下 CLEAR（**清除**）鍵。

◆ 要輸入數字以作爲名稱的一部份，請按相應的數字鍵。要選擇以下的
任何一個特殊符號，請按一次或多次 SP（**符號**）鍵：!"#$%&'()*+,-
/:;<=>?[¥]^_'{|}→←@。在符號清單的最末端，將會出現顯示幕上
所用語言的特定字元。

6 按下 START（**開始**）鍵。

顯示幕上將會顯示：

START

4:DATE &TIME SET MODE
PRESS START KEY

7 按兩下 STOP（**停止**）鍵以返回日期與時
間顯示幕。

STOP   STOP

設定日期與時間

日期與時間會出現在顯示幕、報告以及您所傳送的每一張頁面的頂部。您可以透過按下操作面板上的按鍵來設定日期與時間,如下所示。

註:在開始設定操作之前,請確保顯示幕上顯示日期與時間。如果顯示幕顯示電話線路狀態,請按下 CHANGEOVER(**切換**)鍵以切換為日期與時間。

1 按下這些鍵:

顯示幕上將會顯示:

FUNCTION 　　 **3** 　　 **4**

(註:**目前設定的日期將出現在「DATE」的右側**)

> ```
> 4:DATE&TIME SET MODE
> DATE 06-08-2000
> ```

2 輸入代表日期的兩位數號碼(「01」至「31」)。

0 **5**

範例:5 日

- 要更正錯誤,請按下 STOP(**停止**)鍵以將游標移回至出錯的位置,然後輸入正確的數字。

3 輸入代表月份的兩位數號碼(「01」表示一月,「02」表示二月,「12」表示十二月,以此類推)。

0 **1**

範例:1 月

4 輸入年度(四位數)。

2 **0** **0** **0**

範例:2000 年

5	輸入代表小時的兩位數號碼（「00」至「23」）與代表分鐘的兩位數號碼（「00」至「59」）。	**0** **9** **2** **5** 範例：9:25

6	按下 START（**開始**）鍵以啟動時鐘。	**START**

7	按兩下 STOP（**停止**）鍵以返回日期與時間顯示幕。 **註**：本傳真機符合 2000 年規範。	**STOP**　**STOP**
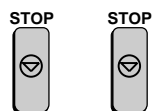
調整音量

您可以使用 UP（**向上**）與 DOWN（**向下**）鍵來調整喇叭與響鈴器的音量。

喇叭

1   按下 SPEAKER（**喇叭**）鍵。
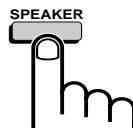
2   按下 UP（**向上**）或 DOWN（**向下**）鍵。

顯示幕：

DOWN 或 **UP**

```
SPEAKER VOLUME
HIGH
```

‡

```
SPEAKER VOLUME
MIDDLE
```

‡

```
SPEAKER VOLUME
LOW
```

3   在顯示幕上顯示所要的音量等級時，按下 SPEAKER（**喇叭**）鍵以關閉喇叭。

響鈴器

1 按下 UP（**向上**）或 DOWN（**向下**）鍵（切
  勿按下 SPEAKER（**喇叭**）鍵）。

  ● 響鈴器將在選定的音量等級上響鈴一
    次，然後日期與時間將重新出現在顯
    示幕上。

    顯示幕：


```
RINGER VOLUME
HIGH
```

```
RINGER VOLUME
MIDDLE
```

```
RINGER VOLUME
LOW
```

```
RINGER VOLUME
OFF OK? (PRESS START)
```
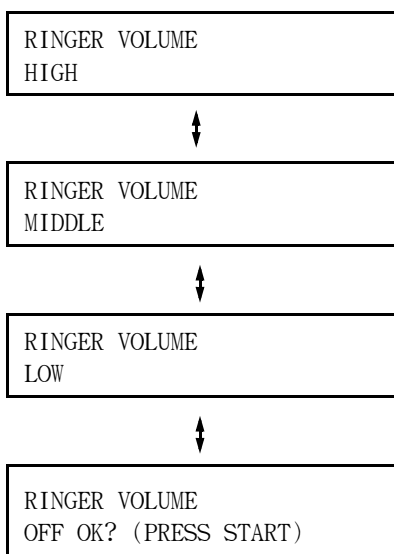
2 如果您選定了 RINGER OFF:OK?（是否關
  閉響鈴器），請按下 START（**開始**）鍵。

2. 傳送文件

可傳送的文件

尺寸與重量
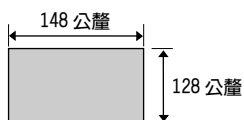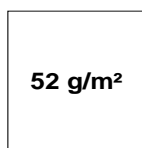
您可以在文件送紙器中裝入的文件尺寸與重量，取決於您是一次裝入一頁還是一次裝入多頁。
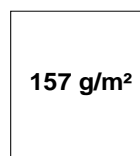
一次裝入一頁：

最小
尺寸

148 公釐

128 公釐

最大
尺寸

279 公釐

1 公尺

最小
重量

52 g/m²

最大
重量

157 g/m²

一次裝入多頁：

最小
尺寸

148 公釐

128 公釐

最大
尺寸

256 公釐

364 公釐

最小
重量

52 g/m²

最大
重量

80 g/m²

最大掃瞄區域
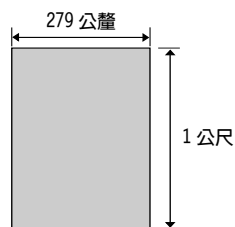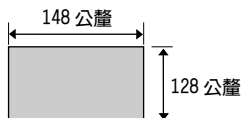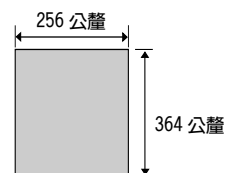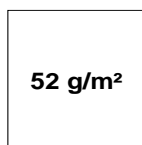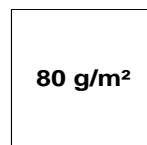
傳眞機能掃瞄到的文件區域略小於實際的文件尺寸。機器將無法掃瞄到此區域外的任何字母或圖形。

最大掃瞄寬度： 256 公釐

最大掃瞄長度： 文件長度自文件的頂部與底部減去 4 公釐。

其他限制

◆ 掃瞄器無法識別黃色、淺黃綠色或淺藍色的墨水。

◆ 在文件送入文件送紙器之前，文件上的墨水、膠水與塗改液必須均已完全乾透。

◆ 在裝入送紙器之前，必須先從文件上取下所有的迴形針、釘書針與圖釘。否則，它們將損毀傳眞機。

◆ 凡是有修補過的、含膠帶的、撕破的、小於最小尺寸的、可複寫的、易弄髒的或滑面的文件均應事先影印，然後再將副本裝入送紙器中。

裝入文件

送紙器可一次裝入最多 50 頁 A4 尺寸的紙（20 頁 B4 尺寸的紙）。這些紙張將從底部頁面開始自動裝入傳眞機中。

◆ 如果您要傳送或複印的文件超過 50 頁，您可以在掃瞄最後一頁的前一刻將其餘的頁面小心地輕放在送紙器中。請勿嘗試將其強行推入，因爲這樣可能會導致雙重送紙或夾紙。

◆ 如果您的文件中包含幾頁大的或厚的紙張，而這些紙張必須一次一頁地裝入，請在掃瞄前一頁的同時將下一頁插入送紙器中。請輕輕地插入以避免雙重送紙。

1 將文件導板調整至您的文件寬度。
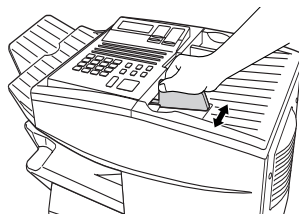
2 將文件放置在傳眞機上（面朝下），並
   將其輕輕地推入文件送紙器。應先將文
   件的頂部邊緣放入傳眞機中。

   ● 送紙器會將文件的前緣拉入傳眞機
     中。顯示幕上將出現 SEND READY（傳
     送就緒）的訊息。

                 **註：在將大量紙張插入送紙器中時，請
                 將該疊紙張的前端以斜放的方式插入，
                 以使底部的頁面先進入傳真機。**

3 調整解析度與 / 或對比度的設定值（如有
   必要），然後撥打接收方傳眞機的號碼
   （如以下章節所述）。

調整解析度與對比度

如有必要，您可以在傳送文件之前先調整解析度與對比度。

解析度

傳真機有四種解析度設定值：

STANDARD（標準）　　　　對於一般文件，請使用 STANDARD（標準）設
　　　　　　　　　　　　定值。這是最快、最經濟的文件傳送方式。

FINE（細緻）　　　　　　對於含有小字體或精緻圖形的文件，請使用
　　　　　　　　　　　　FINE（細緻）設定值。

SUPER FINE（精緻）　　　對於含有極小字體或極精緻圖形的文件，請
　　　　　　　　　　　　使用 SUPER FINE（精緻）設定值。

HALF TONE（半色調）　　對於相片與插圖，請使用 HALF TONE（半色
　　　　　　　　　　　　調）設定值。傳真機會將正本文件以 64 種
　　　　　　　　　　　　灰陰影輸出。

解析度的預設值為 STANDARD（標準）。如果在傳送文件之前沒有調整
解析度，傳真機將自動使用 STANDARD（標準）解析度。

◆ 如果要使用 FINE（細緻）或 SUPER FINE（精緻）解析度傳送文件，
　那麼接收方傳真機也必須具有相同的解析度。否則，將使用另一個最
　好的可選設定值。

◆ 解析度設定僅在傳送與複印文件時有效，對於接收文件則無效。

要調整解析度設定值，按一次或多次 RESOLUTION（**解析度**）鍵直至所
要設定值旁的指示燈亮起。

對比度
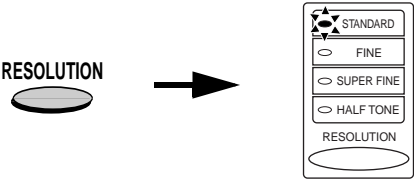
傳眞機有三種對比度設定值：

AUTO（自動）　　　　　對於一般文件，請使用 AUTO（自動）設定
　　　　　　　　　　　值。

DARK（暗）　　　　　　對於文字模糊的文件，請使用 DARK（暗）設
　　　　　　　　　　　定值。

LIGHT（淡）　　　　　對於背景深暗的文件，請使用 LIGHT（淡）
　　　　　　　　　　　設定值。

預設值爲 AUTO（自動）。

要調整對比度，請向上翻動重疊的快速鍵（如有必要），並按下
CONTRAST（**對比度**）鍵直至顯示幕上出現所要的設定值。

```
                              AUTO
                  M:00% SEND READY

    CONTRAST
    ┌─ Q ─────┐                DARK
                  M:00% SEND READY

                              LIGHT
                  M:00% SEND READY
```
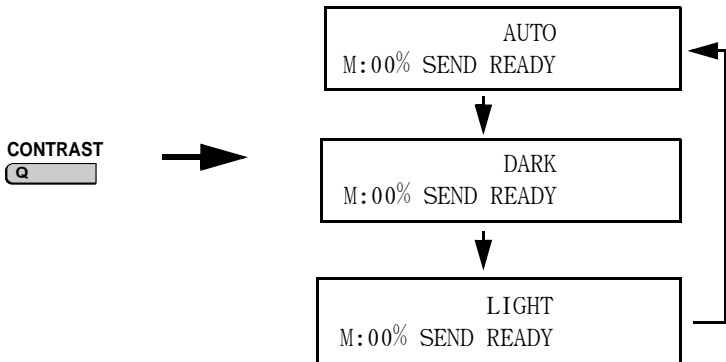
透過正常撥號傳送傳真

在正常撥號時，您可以按下 SPEAKER（**喇叭**）鍵，然後按下數字鍵以進行撥號。

◆ 正常撥號容許您透過喇叭來聽取線路，以確定對方的傳真機是否有回應（請注意：喇叭不是擴音器，它不能用來通話）。

◆ 如果分機與傳真機使用同一條電話線路，您也可以使用分機撥號（請勿按下傳真機上的 SPEAKER（**喇叭**）鍵）。如果有人接聽，您將可以在傳送傳真之前透過電話與對方通話。

註：如果您是透過按下 SPEAKER（**喇叭**）鍵來撥號，那麼在有人接聽時，您將無法使用分機通話。

---

1 裝入文件（註：如有必要，您可以在完成步驟 3 的撥號之後裝入文件）。

  ● 顯示幕上將出現 SEND READY（傳送就緒）的訊息。

  ● 如有必要，請設定解析度與 / 或對比度。

  RESOLUTION   CONTRAST

2 按下 SPEAKER（**喇叭**）鍵或拿起連接至傳真機的分機，您將聽到撥號訊號。
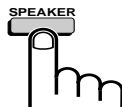
  SPEAKER

3 　如果您按下 SPEAKER（**喇叭**）鍵，
請透過按傳真機上的數字鍵來撥打
接收方傳真機的號碼。

| 3 | 1 | 2 | 4 | 4 | 1 | 1 |

（**範例**）

如果您使用的是分機，則請透過分
機上的小鍵盤來撥號。

4 　等待連接。在您聽到傳真訊號時，請按
下傳真機上的 START（**開始**）鍵。

START

◇

● 如果有人接聽，而您使用的是分機，
請要求對方按下其傳真機上的 START
（開始）鍵。在您聽到傳真訊號時，
請按下您傳真機上的 START（**開始**）
鍵。

使用 REDIAL（**重撥**）鍵

您可以按下 REDIAL（**重撥**）鍵以重撥最後一次撥出的號碼。要傳送文
件，請在成功連接並聽到傳真訊號時按下 START（**開始**）鍵。請注
意：在您按下 REDIAL（**重撥**）鍵後喇叭將自動啟動。

設定自動撥號號碼

您可以透過僅按下一個快速鍵，或按下 SPEED DIAL（**快速撥號**）鍵並輸入縮寫的快速撥號號碼來撥打傳真號碼。

要使用快速鍵或快速撥號號碼，您必須先在快速鍵或快速撥號號碼中設定完整的傳真號碼。一般上，您可以在快速鍵中設定最常用的號碼，這將帶給您許多的便利。

◆ 共有 48 個快速鍵可供您使用。您還可以使用快速撥號鍵設定備用傳真號碼，這樣在第一個傳真號碼佔線的情況下，傳真機將自動撥打備用號碼。

◆ 共有 75 個快速撥號號碼可供您使用。

1　按下這些鍵：

　　顯示幕上將會顯示：

FUNCTION　　**3**

```
3:ENTRY MODE
ENTER #(1-9,*,#)
```

2　按下 1 號鍵。

　　顯示幕上將會顯示：

1

```
1:FAX/TEL.# MODE
1=SET, 2=CLEAR
```

3　按下 1 號鍵以選擇 SET（設定）。

1

4 要設定快速鍵號碼,請按下某個快速鍵
（要選擇快速鍵 33 至 48,請向上翻動
重疊的快速鍵）。
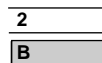
要設定快速撥號號碼,請按下 SPEED
DIAL（**快速撥號**）鍵,然後輸入從「1」
至「75」中的號碼（如果輸入的號碼少
於 2 位數,請按下 START（**開始**）鍵以
完成此項輸入）。

範例：快速鍵 2

或

SPEED DIAL

1
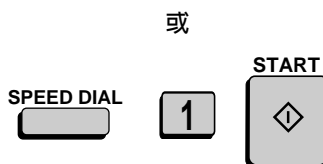
START

快速撥號 1

5 透過按下數字鍵（包括暫停在內最多
34 位數）以輸入傳真號碼。

3 1 2 4 4 1 1

● 要清除錯誤,請按下 CLEAR（**清除**）鍵。

（範例）

◆ 如果為了存取某項特殊服務或接通外線而需在任何數字之間暫停,
請按下 REDIAL（**重撥**）鍵（每次暫停將持續兩秒）,暫停將以連字
號顯示。可在一列內輸入多次暫停。

6 按下 START（**開始**）鍵。

START

7 透過按下英文字母輸入鍵以輸入對方名字（最多 20 個字元）（請確保已向下翻動重疊的快速鍵）。

S   H   A   R   P

範例：SHARP

- 如果您不要輸入名字，請直接移至步驟 8。

8 按下 START（**開始**）鍵。

START

9 如果所設定的號碼是用於連續撥號中的區域碼或存取碼，請按下 1（請參閱此程序末端的連續撥號）。如果該號碼屬於一般的傳真號碼，請按下 2（或 START（**開始**））。

SET（設定） CANCEL（**取消**）

1   或   2
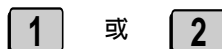
- 如果您已按下 1 或要設定快速撥號號碼，請移至步驟 14（註：不可在用於連續撥號的快速鍵中輸入備用傳真號碼）。

10 輸入在第一個傳真號碼佔線時，自動撥打的備用傳真號碼（如果您不要輸入備用號碼，請直接移至步驟 13）。

3 1 2 4 4 1 1

（範例）

11 按下 START（**開始**）鍵。

START

12 為備用傳真號碼輸入一個名字
（如果您不要輸入名字，請直
接移至步驟 13）。

`S` `H` `A` `R` `P` `2`

範例：SHARP2

13 按下 START（**開始**）鍵。

START
⬦

14 返回至步驟 4 以設定另一個號碼，或重
複按下 STOP（**停止**）鍵以返回至日期與
時間顯示幕。

STOP

步驟 4 或 ⊝

● 如果您已設定一個快速鍵號碼，您可
以在快速鍵上方的標籤上寫下對方的
名字。

區域碼與存取碼的連續撥碼

您也可以按照以上所述的設定程序，在快速鍵或快速撥號號碼中設定
區域碼或存取碼。在步驟 9 中，按下 1 以將號碼設定為連續撥號號
碼。

在您使用快速鍵或快速撥號號碼，撥打為連續撥號設定的區域碼或存
取碼後，傳真機將等候您撥打其餘的號碼（您可以透過按下快速鍵、
按下快速撥號鍵並輸入快速撥號號碼、或按下數字鍵來撥打其餘的號
碼）。請注意：如果已在快速鍵或快速撥號號碼中設定其餘的號碼，
這些其餘的號碼**不應設定**為連續撥號號碼。

◆ 連續撥號一次可撥打的號碼最多為 50 位數。

2. 傳送文件

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清除自動撥號號碼

> 註:您無法清除已用於設定或計時器操作中、用以指定轉接群組中的轉接傳真機、或已納入群組鍵中的號碼。請先從操作或群組中清除該號碼,然後再執行以下的清除程序。要檢查號碼用於何處,請按第 7 章中的說明列印設定 / 群組清單、計時器清單與 / 或轉接群組清單。

1 按下這些鍵:

顯示幕上將會顯示:

FUNCTION 　 3 　 1

```
1:FAX/TEL.# MODE
1=SET, 2=CLEAR
```

2 按下 2 以選擇 CLEAR (清除)。

2

3 要清除某個快速鍵,請按下快速鍵即可。

要清除某個快速撥號號碼,請按下 SPEED DIAL (**快速撥號**) 鍵,然後使用數字鍵輸入該號碼 (如果輸入的號碼少於 2 位數,請按下 START (**開始**) 鍵以完成此項輸入)。

2
B
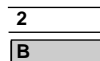
範例:快速鍵 2

4 按下 START (**開始**) 鍵。

START

5　返回至步驟 3 以清除另一個號碼，或重
　複按下 STOP（**停止**）鍵以返回至日期與
　時間顯示幕。

步驟 3 或

STOP
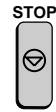
變更號碼

要變更之前儲存的號碼，請重複執行設定程序。在步驟 4 中選擇您要
變更的快速鍵或快速撥號號碼，然後當它們出現在顯示幕上時變更號
碼與／或名字（請參閱步驟 5、7、10 及 12）。

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透過自動撥號傳送傳真

雙存取

傳眞機具有全雙存取功能，這樣即使傳眞機正忙於另一種操作，您也可以裝入文件並透過自動撥號來撥號。撥號完畢之後，傳眞機會立即將您的文件掃瞄到記憶體中，並在完成所有之前設定的操作之後傳送文件。

如果有超過一份以上的文件已掃瞄到記憶體中以進行傳送，則傳眞機將按照這些文件的掃瞄次序傳送。如果您要傳送緊急文件，而又不想等到傳眞機將之前所有已掃瞄的文件送出後再傳送，您可以在裝入文件之後按下 PRIORITY（**優先**）鍵。這樣，在傳送完目前文件之後，傳眞機將立即傳送您的文件。

如果您不要透過記憶體傳送文件，您可以在裝入文件後按下 DOCUMENT（**文件**）鍵。在這種情況下，只有在完成之前的所有設定操作並與接收方建立連接之後，傳眞機才會掃瞄此文件（如果要傳送優先於記憶體中待傳送文件的其他文件，請按下 PRIORITY（**優先**）鍵）。

◆ 傳眞機可平均保存記憶體中大約 56 頁的內容。如果使用了細緻或半色調解析度來掃瞄文件，則傳眞機能保存的內容頁面將減少。

◆ 目前已佔用的記憶體容量將按百分比（「M:00%」）顯示在顯示幕上。

如果記憶體已滿 …

如果在掃瞄文件時記憶體已滿，顯示幕上將會出現 MEMORY FULL（記憶體已滿）的訊息。如果選項設定 23 快速連線設定為 YES（是），則在傳送頁面後記憶體釋出可用空間時，傳真機將自動恢復掃瞄（註：快速連線的原廠起始設定值為是 YES（是）。要變更此設定，請參閱第 6 章選項設定）。

如果快速連線設定為 NO（否），顯示幕上將會出現 MEMORY FULL ERROR（記憶體已滿錯誤）的訊息。請按以下所述按下 START（**開始**）鍵或 STOP（**停止**）鍵：

◆ 如果您要傳送記憶體空間被完全佔用時，已儲存在記憶體中的頁面，請按下 START（**開始**）鍵。傳真機將會從送紙器中彈出其餘的頁面。在傳送完畢後，記憶將被清除，您可以繼續傳送其餘的頁面。此外，您也需傳送恰好在記憶體已滿時掃瞄到的頁面。

◆ 如果您要取消整個傳送操作，請按下 STOP（**停止**）鍵。

如果您未在一分鐘之內按下 START（**開始**）鍵或 STOP（**停止**）鍵，則傳送操作將被取消，而且已掃瞄過的頁面也將從記憶體中清除。此時，您需重新傳送所有的文件頁面。

快速鍵撥號

如果您已在快速鍵中設定要撥打的號碼,則可以透過按下快速鍵來撥號。

1 裝入文件。

   顯示幕上將會出現 SEND READY(傳送就緒)的訊息。

   ● 如有必要,請設定解析度與 / 或對比度。

   ● 如果要傳送優先於記憶體中待傳送文件的其他文件,請按下 PRIORITY(**優先**)鍵。

   ● 要直接從送紙器中傳送文件(不透過記憶體),請按下 DOCUMENT(**文件**)鍵。

   RESOLUTION   **CONTRAST**

   PRIORITY

   DOCUMENT
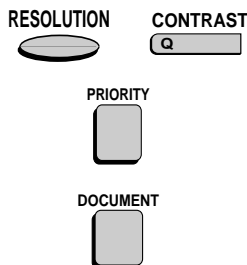
2 按下適當的快速鍵。

   ● 顯示幕上將會出現接收方的名稱。如果沒有儲存任何名稱,則顯示幕上將會出現傳真號碼(如果名稱或號碼錯誤,請按下 STOP(**停止**)鍵)。

   ● 一旦建立連接之後,傳真機將自動傳送文件。

   2

   B

   範例:快速鍵 2

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快速撥號

如果您已在快速撥號號碼中設定了要撥打的號碼,則可以透過按下
SPEED DIAL(**快速撥號**)鍵,然後輸入快速撥號號碼來撥號。

1 裝入文件。

  顯示幕上將會出現 SEND READY(傳送就
  緒)的訊息。

  ● 如有必要,請設定解析度與 / 或對比
    度。

  ● 如果要傳送優先於記憶體中待傳送文件
    的其他文件,請按下 PRIORITY(**優先**)
    鍵。

  ● 要直接從送紙器中傳送文件(不透過記
    憶體),請按下 DOCUMENT(**文件**)鍵。

RESOLUTION **CONTRAST**

PRIORITY

DOCUMENT
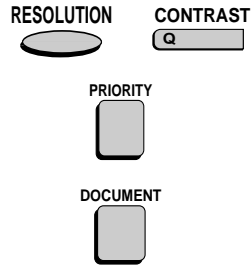
2 按下 SPEED DIAL(**快速撥號**)鍵,然後
  透過按數字鍵輸入快速撥號號碼。

  ● 如果輸入的快速撥號號碼不足 2 位
    數,請按下 START(**開始**)以完成此
    項輸入。

SPEED DIAL **1** **START**

範例:**快速撥號** 1

3 檢查顯示幕。如果顯示幕上顯示的名稱
  或號碼正確,請按下 START(**開始**)鍵
  (否則,請按下 STOP(**停止**)鍵,然後
  重複步驟 2)。

START

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鍵盤直接撥號

您也可以使用數字鍵來輸入完整的號碼，然後按下 START（**開始**）鍵以開始撥號。

1 裝入文件（註：如有必要，您可以在完成步驟 2 的撥號後裝入文件）。

   顯示幕上將會出現 SEND READY（傳送就緒）的訊息。

   - 如有必要，請設定解析度與 / 或對比度。

   - 如果要傳送優先於記憶體中待傳送文件的其他文件，請按下 PRIORITY（**優先**）鍵。

   - 要直接從送紙器中傳送文件（不透過記憶體），請按下 DOCUMENT（**文件**）鍵。

   RESOLUTION   CONTRAST

   PRIORITY

   DOCUMENT
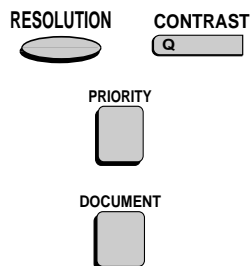
2 透過按數字鍵來輸入接收方傳真機的號碼。

   3 1 2 4 4 1 1

   （範例）

   - 如果爲了存取某項特殊服務或接通外線而需在所有數字之間暫停，請按下 REDIAL（**重撥**）鍵，暫停將以連字號顯示。可在一列內輸入多次暫停。

3 檢查顯示幕。如果顯示幕上顯示的接收
 方傳真機號碼正確,請按下 START(**開
 始**)鍵。

START

$\diamondsuit$

• 如果顯示錯誤,請按下 STOP(**停止**)
  鍵以退回並清除(每按一次清除一個
  數字),然後重新輸入正確的數字。

搜尋自動撥號號碼

如果您不記得為特定傳真號碼設定的快速鍵或快速撥號號碼,您可以
透過執行以下步驟來搜尋該號碼。一旦找到了想要的號碼,您只需按
下 START(**開始**) 鍵就可以撥號並傳送已裝入的文件。

註:在搜尋過程中,只有設定為自動撥號的號碼名稱才會出現,其完
整的號碼並不會出現。如果某個號碼與名稱沒有任何關聯,您將無法
找到該號碼。

1 裝入文件。

 顯示幕上將會出現 SEND READY(傳送就
 緒)的訊息。

• 如有必要,請設定解析度與 / 或對比度。

RESOLUTION   CONTRAST
                         Q

2　按下 SEARCH DIAL（**搜尋撥號**）鍵（向
　　上翻動重疊的快速鍵）。

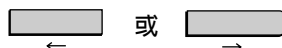SEARCH DIAL
X

3　按下相應的字母輸入鍵以輸入已儲存名
　　稱的首字母。

A

範例：A

* 如果您不記得首字母，請移至步驟 4
　（您將從清單的開始處向下捲動）。

4　按下任一方向鍵以捲動名稱，並在顯示
　　幕上出現所要的名稱時停止。

　　或

←　　　→

* 如果您未在所輸入的字母下儲存任何號
　碼，或者您已查找到清單的末尾，則顯
　示幕上將會出現 NOT FOUND（未找到）
　的訊息。

5　按下 START（**開始**）鍵。一旦建立連接之
　　後，傳真機將自動傳送文件。

START

◇

連續撥號

連續撥號的自動撥號號碼設定，可以與其他使用數字鍵，以手動方式輸入的自動撥號號碼或數字合併，以撥打長達 50 位數的電話號碼。以下是一些完成此操作的範例：

◆ 按照正確的次序按下適當的快速鍵。例如，按下快速鍵 01（設定為連續撥號），然後再按下快速鍵 02（未設定為連續撥號）。

◆ 按下某個快速鍵（設定為連續撥號），然後以手動方式按下相應的數字鍵以輸入號碼。在按下最後一個數字鍵之後，按下 START（**開始**）鍵即可開始傳送。

檢查電話線路狀態

顯示幕上通常會顯示日期、時間以及與您正在執行之操作相關的提示。要查看目前傳真機正在呼叫或傳送的號碼，或目前正傳來文件之傳真機的號碼（如果此資訊可用），請按下 CHANGEOVER（**切換**）鍵。顯示幕上將會出現有關目前呼叫的資訊。要切換回日期與時間顯示幕，請再次按下 CHANGEOVER（**切換**）鍵。

取消傳真傳送或接收

要取消目前正在進行的傳真傳送或接收，請按下 CHANGEOVER（**切換**）鍵，以在顯示幕上顯示傳送或接收狀態，然後按下 STOP（**停止**）鍵。

自動重撥

如果您使用自動重撥（包括鍵盤直接撥號），則在電話線路佔線時，傳眞機將自動重撥該號碼。傳眞機的原廠設定爲每隔 5 分鐘嘗試重撥 2 次。

要停止自動重撥，請按下 CHANGEOVER（**切換**）鍵以在顯示幕上顯示電話線路狀態（請確保顯示幕的最上一行顯示 RECALL MODE（重撥模式），並在右側的最下一行顯示接收方傳眞機的號碼），然後再按下 STOP（**停止**）鍵。

如有必要，您可以使用選項設定 6 來變更嘗試重撥的號碼，並使用選項設定 7 來變更重新撥號的時間間隔。請參閱第 6 章選項設定。

記憶體重新傳送

如果在任何類型的記憶體傳送過程中出現線路錯誤或電源故障，您的傳眞機將自動重撥號碼並嘗試完成傳送。傳眞機將從出現錯誤時正在傳送的那一頁開始重新傳送。
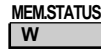
在重新傳送的過程中，傳眞機將每隔 5 分鐘嘗試重新傳送 2 次。

◆ 要停止重新傳送，請按下 CHANGEOVER（**切換**）鍵以在顯示幕上顯示電話線路狀態（請確定顯示幕的最上一行顯示 RETRY MODE（重試模式），並在右側的最下一行顯示接收方傳眞機的號碼），然後再按下 STOP（**停止**）鍵。

◆ 重新傳送的頁面將再從「1」開始編碼。

◆ 如果在傳送封面頁時出現錯誤或電源故障，傳眞機將停止重新傳送。

檢查記憶體中的文件

要顯示有關記憶體中待傳送文件的資訊，請執行以下步驟。您也可以透過此步驟來取消傳送。

1 按下 MEM.STATUS（**記憶狀態**）鍵（向上翻動重疊的快速鍵），然後按下 2。

   此時，顯示幕上將會出現 TX STATUS（TX 狀態）。

2 按下 # 鍵或 ＊ 鍵以在傳送清單中捲動查找。顯示幕上將會出現各接收方的名稱（或傳眞號碼），以及爲此項傳送指定的 3 位數記憶號碼。要取消傳送，請按下 CLEAR（**清除**）鍵，並在此傳送出現在顯示幕上時按下 START（**開始**）鍵。

3 在您檢查完清單之後，請按兩下 STOP（**停止**）鍵以返回至日期與時間顯示幕。
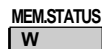
註：要列印記憶體中待傳的文件清單，請按下 MEM.STATUS（**記憶狀態**） 鍵，然後再按下 5 號鍵。

取消記憶體傳送

如果您知道指定給記憶體傳送的記憶號碼，則可以透過以下程序來取消傳送（否則，請使用上述程序）。

1 按下 MEM.STATUS（記憶狀態）鍵（向上翻動重疊的快速鍵），然後按下 4。

MEM.STATUS
W   **4**

顯示幕上將會顯示：

```
4:MESSAGE CLEAR
ENTER MESSAGE #
```
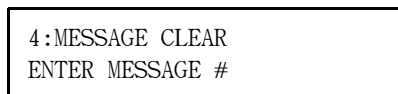
2 為待取消之傳送文件輸入指定的 3 位數記憶號碼。

0   **0**   **1**

（範例）

3 按下 START（**開始**）鍵以取消傳送。

START

封面頁

您可以讓傳眞機產生封面頁,並將它作爲傳眞的最後一頁傳送。封面頁上將包括日期和時間、收件者姓名和號碼(若使用快速鍵或快速撥號號碼)、寄件者姓名和號碼以及總頁數。

♦ 您必須先設定您的姓名和號碼,以便在封面頁上顯示(請參閱第 1 章中的輸入您的姓名與傳眞號碼)。

♦ 要顯示收件者姓名,您必須使用已設定好姓名的快速鍵或快速撥號號碼撥打。

♦ 在使用轉接請求功能時,您將無法選擇封面頁。

```
┌─────────────────────────────┐
│                             │
│  ┌───────────────────────┐  │
│  │ AUTOMATIC COVER SHEET  │  │
│  └───────────────────────┘  │
│                             │
│ DATE:    08-AUG-2000 THU 11:48
│                             │
│ TO:      N.T.BANK           │
│                             │
│ FAX NO.: 4525559865         │
│                             │
│                             │
│ FROM:    John Doe Corp.     │
│                             │
│ FAX NO.: 2015551254         │
│                             │
│          02 PAGES WERE SENT │
│          (INCLUDING THIS COVER PAGE)
│                             │
└─────────────────────────────┘
```

(**範例**)

---

1 裝入文件。

   顯示幕上將會出現 SEND READY(傳送就緒)訊息。

59

2 請按下 COVER SHEET（**封面頁**）鍵。

COVER SHEET
Y

- 顯示幕上將會暫時顯示 COVER SHEET MODE ENTERED（進入封面頁模式），然後恢復為 SEND READY（傳送就緒）。

- 要取消選擇封面頁，請按下 STOP（**停止**）鍵。

3 撥打接收方的傳真號碼，然後傳送傳真。

如有必要，您可以將傳真機設定為每次傳輸時自動傳送封面頁（您無需每次按下 COVER SHEET（**封面頁**）鍵）。您可以透過將 Option Setting 10（選項設定 10）（Auto Cover Sheet（自動傳送封面頁））設定為 YES（是）來完成此設定（如第 6 章可選設定值所述）。

批頁編碼

您可以將傳送文件的頁碼從單一編碼（「P.01」、「P.02」等）變為成批編碼，這表示在每個頁碼的後面，將會新增一條斜線以及要傳送文件的總頁數（如「P.01/05」、「P.02/05」等）。這可容許收件者檢查是否有遺失頁面。

1 裝入文件。

顯示幕上將會出現 SEND READY（傳送就緒）訊息。

2 按下 PAGE COUNTER（**頁面計數器**）鍵。

顯示幕上將會顯示：

```
ENTER # OF PAGE(S)
ENTER # (01-99)
```

PAGE COUNTER
R

3 透過按下數字鍵以輸入總頁數（「01」至「99」）。

• 如果您要傳送封面頁，請勿將它包括在總頁數之內（系統將會自動調整頁碼）。

0 8

例如：8 頁

4 撥打接收方的傳真機號碼，然後傳送文件。

建議：

♦ 如果您要取消批頁編碼項目，請從送紙器上取出文件或按下 STOP
（**停止**）鍵。

♦ 如果實際傳送的頁碼與所輸入的批頁編碼不一致，系統將會發出警
報，同時顯示幕上將會出現 PAGE COUNT ERROR（頁面計算錯誤）訊
息。如果您要列印的話，執行報告的附註欄中亦會顯示 PAGE E.
（頁面錯誤）訊息。

3. 接收文件

傳真機有兩種接收呼叫的模式：

AUTO（**自動**）模式：
如果您僅需透過與傳真機連接的線路接收傳真，請選擇此模式。傳真機將會自動接聽所有的呼叫，並且接收傳送進來的傳真。

MANUAL（**手動**）模式：
如果您的分機與傳真機共用同一條電話線，並且您想要同時接收傳真與語音呼叫，請選擇此模式。**不過，包括傳真在內的所有呼叫均必須拿起分機來接聽。**

設定接收模式

1 按下這些鍵：

   顯示幕上將會顯示：

   FUNCTION

   1

   ```
   1:RECEIVE MODE
   1=AUTO，2=MANUAL
   ```

2 按下 1 號鍵以選擇 AUTO（自動），或按下 2 號鍵以選擇 MANUAL（手動）。

   AUTO（**自動**） MANUAL（**手動**）
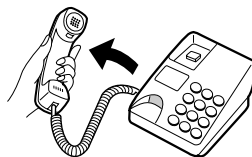
   1   或   **2**

使用 AUTO （**自動**）**接收模式**

在 AUTO（自動）接收模式下，傳眞機會在一次響鈴之後自動接聽所有來電，並接收傳送進來的傳眞。

◆ 您可以透過更改選項設定 2 來變更傳眞機接聽來電的響鈴次數（請參閱第 6 章選項設定）。

◆ 如果您在傳眞機回應之前拿起分機，您就可以與另一方通話並／或接收傳眞，如以下使用手動接收模式中所述。

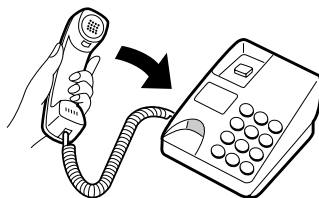# 使用 MANUAL （**手動**）**接收模式**

1 在傳眞機響鈴時，您可以接聽共用一條電話線之分機的來電。

2 如果聽到傳眞訊號，請按下傳眞機上的 START（**開始**）鍵。

  ● 如果另一方先與您通話，請在通話後按下 START（**開始**）鍵（請在寄件方按下他們的開始鍵之前先按下您的 START（**開始**）。

START

3 如果顯示幕上出現 RECEIVING（正在接收）的訊息，請掛斷。

使用記憶體替代接收

如果傳真機上的紙張或碳粉已耗盡,或發生夾紙狀況,則傳送進來的文件將自動儲存在記憶體中。

如果您接收到儲存在記憶體中的文件,顯示幕上將出現 FAX RCVD IN MEMORY(傳真接收到記憶體中)的訊息,並且將顯示 NO PAPER(沒有紙張)、REPLACE TONER(更換碳粉)或 PAPER JAM(夾紙)的訊息。在您添加了紙張、已更換碳粉匣或已清除夾紙之後,傳真機將自動列印所儲存的文件。

您可以透過執行以下步驟,顯示有關接收到記憶體中的文件資訊:

1 按下 MEM.STATUS(**記憶狀態**)鍵(向上翻動重疊的快速鍵),並按下 3 號鍵。

MEM.STATUS
W

3

顯示幕上將出現 RX STATUS(RX 狀態)。

2 按下 # 鍵或 ＊ 鍵以在文件接收清單中捲動尋找。顯示幕上將依次出現每份文件的寄件者名稱(或傳真號碼)。

＊ 或 #

3 在您檢查完清單之後,請按兩下 STOP(**停止**)鍵以返回至日期與時間顯示幕。

STOP

STOP

4. 複印

您的傳真機還可以用來複印文件。您可以使用傳真機複印一份或多份文件（各正本文件最多 99 份），這樣您的傳真機就兼具了辦公用複印機的功能了。

◆ 即使在傳真機忙於列印其他複印工作，或在線路中斷後列印收到的文件時，您也可以執行全部的複印操作步驟。您的複印工作將自動儲存在記憶體中，並在列印完之前的工作後進行列印。

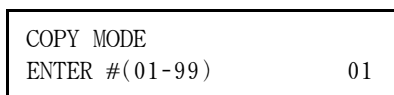◆ 複印的解析度預設值是 FINE（細緻）。如有必要，您可以透過變更選項設定 32 的設定值，將解析度的預設值更改為 SUPER FINE（精緻）（請參閱第 6 章選項設定）。

---

1 將文件正面朝下裝入。

- 顯示幕上將出現 SEND READY（傳送就緒）的訊息。

- 如有必要，請調整解析度與 / 或對比度。

RESOLUTION　　CONTRAST

---
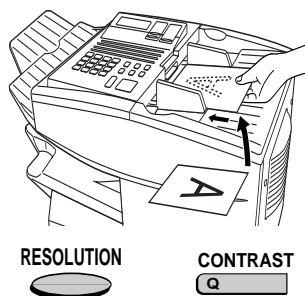
2 按下 COPY（**複印**）鍵。

顯示幕上將會顯示：

COPY

```
COPY MODE
ENTER #(01-99)        01
```

- 如果您只需複印一份正本文件（或每份正本文件只複印一份），請按下 START（**開始**）鍵，然後開始複印。

3 使用數字鍵輸入每份正本文件所需複印
的份數。

- 如果所需複印的份數介於 1 至 9 份，
  請先輸入「0」。
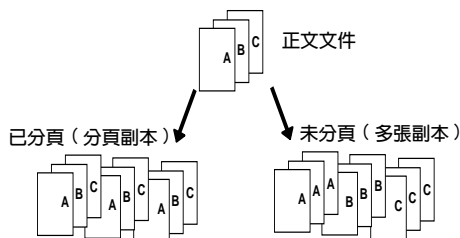
- 顯示幕上將會顯示：

```
MULTI/SORT COPY MODE
1=MULTI, 2=SORT
```

範例：每份正本文
件複印三份

4 如果您不要對複印件進行分頁，請按下 1
（MULTI（多張））；如果您要對複印件進
行分頁，則請按下 2（SORT（分頁））。

- 開始複印。

MULTI（多張） SORT（分頁）

1 或 2

範例：三份正本文件中每份複印三份

正文文件

已分頁（分頁副本）

未分頁（多張副本）

4. 複印

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檢查記憶體中的複印工作

您可以透過執行以下步驟來顯示記憶體中複印工作的狀態,也可以透過此程序來取消複印工作。

1 按下 MEM.STATUS(**記憶狀態**)鍵(向上翻動重疊的快速鍵),然後再按下 1 號鍵。

   MEM.STATUS 　W 　　　　　 **1**

   顯示幕上將會出現 COPY STATUS(複印狀態)。

2 按下 # 鍵或 ＊ 鍵以在複印工作清單中捲動尋找。顯示幕上將出現正本文件掃瞄到記憶體中的時間,以及指定至此工作的 3 位數記憶編號。要取消複印工作,請按下 **(CLEAR)**(**清除**)鍵,然後在複印工作出現在顯示幕上時按下 START(**開始**)鍵。

   ＊ 或 **#**

3 在您檢查完清單之後,請按兩下 STOP(**停止**)鍵以返回至日期與時間顯示幕。

   STOP 　　　 **STOP**

5. 特殊功能

雙重響鈴

如果您是使用由香港電信局（Hongkong Telecom）提供的 Homefax 2 或 Faxline 2 服務，您必須啟動雙重響鈴功能。啟動該功能後，傳真機會在有語音呼叫的情況下發出較短的鈴聲，而在有傳真時發出較長的鈴聲。若有傳真送入時，傳真機會在 2 次響鈴後自動接聽（不管接收模式設定值如何）並接收傳真。要啟動雙重響鈴功能，請執行以下的步驟。

◆ 有關更多 Homefax 服務的資訊，請撥 1000 號與香港電信局聯絡。

重要事項：
只有 Homefax 2 與 Faxline 2 的用戶才可以使用雙重響鈴功能。請勿在使用正常線路時啟動雙重響鈴功能，否則傳真機將無法正常操作。

---

1 按下這些鍵：

顯示幕上將會顯示：

```
4:OPTIONAL SETTING
ENTER #(01-34,*,#)
```

FUNCTION **4**

---

2 透過按下數字鍵輸入 28。

顯示幕上將會顯示：

```
28:DUPLEX RINGING
1=ON, 2=OFF
```

2 **8**

3 按下「1」（YES（是））以開啓雙重響鈴
功能，或按下「2」（NO（否））以關閉此
功能。

| 1 | 或 | 2 |

4 按下 STOP（**停止**）鍵。

STOP STOP
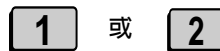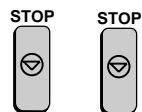
廣播傳送

廣播傳送功能容許您僅透過一種操作便可將同一文件傳送至多個地
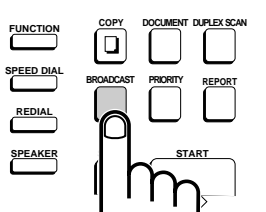點。請先裝入文件,然後再輸入接收方傳眞機的號碼,即可將文件自
動傳送至每個地點。

1 裝入文件。

- 顯示幕上將會出現 SEND READY(傳送
  就緒)的訊息。

2 按下 BROADCAST(**廣播傳送**)鍵。

顯示幕上將會顯示:

```
BROADCAST MODE
ENTER STATION #
```

3 使用以下其中一種或多種方法,撥打接
  收方傳眞機的號碼:

- 按下一個或多個快速鍵。

- 輸入一個或多個快速撥號號碼,並在
  輸入每個號碼之前先按下 SPEED DIAL
  (**快速撥號**)鍵(如果您輸入的號碼
  少於 2 位數,請按下 START(**開始**)
  鍵以完成此項輸入)。

- 使用數字鍵輸入一個或多個(最多 20
  個)完整的傳眞號碼,並在輸入每個完
  整號碼之後按下 START(**開始**)鍵。
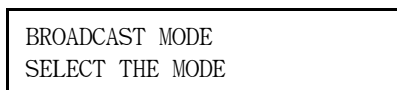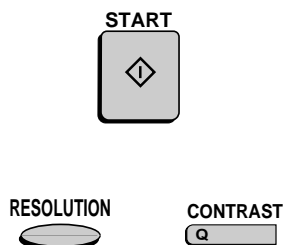
- 按下一個或多個群組鍵(請參閱本章
  節後面的將號碼存入群組鍵)。

(**範例**)

5. 特殊功能

4 按下 START（**開始**）鍵。

START

顯示幕上將會顯示：

> BROADCAST MODE
> SELECT THE MODE

RESOLUTION　　　　**CONTRAST**
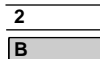
- 如有必要，請調整解析度與 / 或對比度。

5 按兩下 START（**開始**）鍵。開始傳送。

START

- 廣播傳送完成後，傳真機將自動印出執行報告。請檢查報告中的「Note」（附註）欄，查看是否有任何地方標記爲「Busy」（佔線），或是否存在通訊錯誤碼。若上述情況出現，請再次將文件傳送至那些地點。

使用群組鍵進行廣播傳送

如果您已將全部要進行廣播傳送的傳眞機號碼設定至一個群組鍵中
（請參閱接下來的將號碼存入群組鍵章節），您可以使用以下簡化程
序來執行廣播傳送的操作：

1 裝入文件。

- 顯示幕上將出現 SEND READY（傳送就
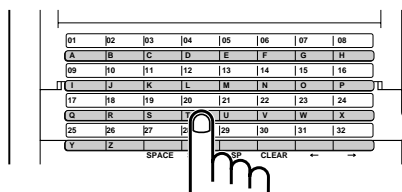 緒）的訊息。

- 如有必要，請調整解析度與 ／ 或對比
  度。

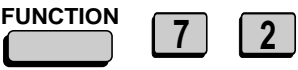RESOLUTION   CONTRAST

2 按下相應的群組鍵。開始傳送。

（範例）

5. 特殊功能
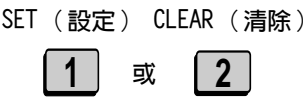
將號碼存入群組鍵

群組鍵容許您僅按一下適當的群組鍵，即可撥打一組傳真號碼。要將一組號碼存入群組鍵，請執行以下步驟。

◆ 任何尚未設定為快速鍵或設定鍵的快速鍵均可用作群組鍵。

◆ 一個群組鍵中最多可儲存 122 個號碼。

◆ 只有快速鍵與快速撥號號碼（設定為連續撥號的號碼除外）才可以存入群組鍵中。完整號碼將無法儲存。
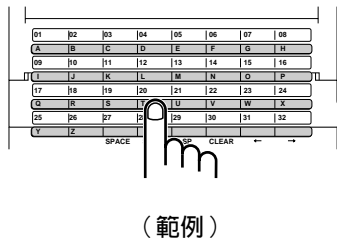
1　按下這些鍵。

　　顯示幕上將會顯示：

```
2:GROUP ENTRY MODE
1=SET, 2=CLEAR
```

FUNCTION　　7　　2

2　按下 1（SET（設定））以設定群組鍵，或按下 2（CLEAR（清除））以清除群組鍵。

SET（設定）　CLEAR（清除）

1　或　2

3　按下任何尚未設定的快速鍵以將其選定為群組鍵。

　　如果您要清除群組鍵，請按下此鍵，然後移至步驟 5。

（範例）

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4 使用以下其中一種或兩種方法，輸入傳真號碼：

- 按下一個或多個快速鍵。

- 使用數字鍵輸入一個或多個快速撥號號碼，並在輸入每個號碼之前先按下 SPEED DIAL（**快速撥號**）鍵（如果您輸入的號碼少於 2 位數，請按下 START（**開始**）以完成此項輸入）。

（範例）

5 按下 START（**開始**）鍵。

6 返回至步驟 3，設定另一個群組鍵，或重複按下 STOP（**停止**）鍵直至返回日期與時間顯示幕。

步驟 3 或
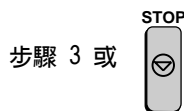
編輯群組

如有必要，您可以重複執行群組鍵的設定程序，在群組中新增或刪除號碼。請在步驟 2 中按下代表 SET（設定）的 1 號鍵，並在步驟 3 中選擇群組鍵，然後在步驟 4 中新增或刪除號碼。要新增號碼，請按下快速鍵或輸入快速撥號號碼。要刪除某個號碼，請使用 UP（**向上**）或 DOWN（**向下**）鍵將游標移至該號碼，然後按下 CLEAR（**清除**）鍵。

5. 特殊功能

機密操作

機密功能可用於傳送與接收機密文件。

機密傳送

如果您使用機密功能傳送文件,接收方傳真機會將文件儲存在記憶體中,而沒有立即將文件列印出來。在接收方輸入正確的密碼之後,文件才會被列印出來。

◆ 僅在接收方傳真機屬於夏普機型,並且具有機密接收功能時才可以進行機密傳送。

◆ 要使用此功能,您必須將您的名字與傳真號碼(OWN PASSCODE(個人密碼))輸入傳真機(如第 1 章所述)。

◆ 某些傳真機具有多個可接收機密傳真的信箱。如果您的文件是傳送至具有多個機密信箱的傳真機,請先與接收方聯絡以獲取相應的信箱號碼。

---

1 裝入文件。

● 顯示幕上將會出現 SEND READY(傳送就緒)的訊息。

● 如有必要,請設定解析度與 / 或對比度。

RESOLUTION　　**CONTRAST**

---
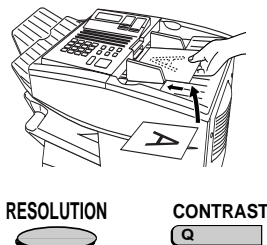
2 按下 CONFIDENTIAL(**機密**)鍵,然後按下 1。

CONFIDENTIAL　　**1**

顯示幕上將會顯示:

```
1:CONF.TX
ENTER BOX # OR START
```

1 機密操作

3 如果接收方傳真機具有多個機密信箱，
請使用數字鍵輸入相應的信箱號碼（對
於具有多個信箱的傳真機，您需要執行
此步驟）。

0　　**1**

（範例）

如果接收方傳真機不具有多個信箱，請
直接移至步驟 4。

4 按下 START（**開始**）鍵。

START

◇

5 使用以下其中一種方法撥打接收方傳真
機的號碼：

START

SPEED DIAL　　**1**　　◇

- 按下快速鍵。

- 按下 SPEED DIAL（**快速撥號**）鍵，並
  輸入快速撥號號碼（如果您輸入的號
  碼少於 2 位數，請按下 START（**開
  始**）鍵以完成此項輸入）。檢查顯示
  幕上出現的名字或號碼，然後按下
  START（**開始**）鍵。

START

◇

（範例）

- 使用數字鍵輸入完整的電話號碼，然
  後按下 START（**開始**）鍵。
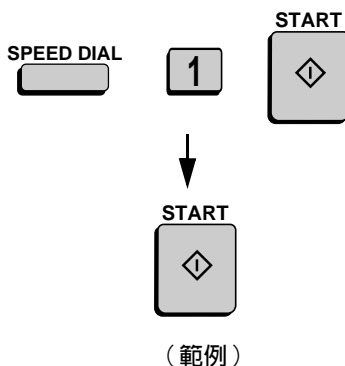
一旦建立連接之後，傳真機將開始傳送
文件。

5. 特殊功能

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機密接收

如果另一台傳真機以機密傳送的方式向您傳送文件，您的傳真機會將文件儲存在記憶體中，而不是立即將文件列印出來。僅在輸入正確的密碼之後，文件才可以被列印出來。

您的傳真機具有 10 個可接收機密文件的「信箱」。每個信箱均有自己的個人密碼，並且最多可容許 10 個不同的人或群組接收各自的機密文件。這些信箱均以 2 位數的號碼來識別。

設定機密密碼

要接收機密文件，您必須先設定一個 2 位數的信箱號碼與一個 4 位數的密碼。

註：請務必將您的 2 位數的信箱號碼預先告知傳送方。傳送方有了此號碼才可以向您傳送機密傳真。

---

1 按下 CONFIDENTIAL（**機密**）鍵，然後按下 3。

顯示幕上將會顯示：

```
3:CONF.CODE SET
ENTER BOX # (00-99)
```

---

2 透過按下數字鍵以輸入 2 位數號碼（從「00」至「99」）。此號碼用以識別信箱。

（範例）

---

3 使用數字鍵輸入 4 位數密碼。

（範例）

---

4 按下 START（**開始**）鍵。

START

◇

5 透過按下英文字母輸入鍵以輸入信箱名稱（請確保快速鍵向下重疊）。

S   H   A   R   P

範例：SHARP

6 按下 START（**開始**）鍵。

START

◇

註：在您輸入密碼之後，傳眞機會將它列印出來，以作爲記錄之用。如果您不記得密碼而又沒有記錄，請與您的夏普經銷商聯絡。

清除密碼

1 按下 CONFIDENTIAL（**機密**）鍵，然後按下 4。

CONFIDENTIAL
S

4

顯示幕上將會顯示：

```
4:CONF.CODE CLEAR
ENTER BOX # (00-99)
```

5. 特殊功能

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---

2 輸入用以識別您要清除信箱的 2 位數號
   碼。

   | 0 | | 1 |

   （範例）

---

3 使用數字鍵輸入 4 位數的信箱密碼。

   | 1 | | 0 | | 2 | | 3 |

   （範例）

---

4 按下 START（**開始**）鍵。

   START

列印收到的文件

如果您收到了機密文件，顯示幕上將會出現 RCVD CONF.FAX（收到機
密傳真）。請印出機密接收清單（如第 7 章所述），以查看哪個信箱
收到了文件，然後再按以下步驟列印文件。

---

1 按下這些鍵：

   CONFIDENTIAL
   | S | | 2 |

   顯示幕上將會顯示：

   ```
   2:CONF. DATA PRINT
   ENTER BOX # (00-99)
   ```

---

2 輸入您的信箱號碼。

   | 0 | | 1 |

   （範例）

3 輸入您的機密密碼。

| 1 | 0 | 2 | 3 |

（**範例**）

4 按下 START（**開始**）鍵。

START

• 開始列印。列印結束後，此文件將從
記憶體中清除。

轉接請求

轉接請求功能容許您將文件傳送至另一台傳眞機，再由該傳眞機將此文件廣播傳送至其他傳眞機群組。在轉接傳眞機比您的傳眞機更靠近終端傳眞機時，此功能會很有用，因爲它減少了電話線路所需的費用。

重要事項：
僅在充當媒介的轉接傳眞機是夏普傳眞機，並具有轉接廣播傳送功能時，才可以使用轉接請求。

儲存轉接群組

要建立轉接請求，您必須首先儲存轉接群組。此群組由充當媒介的轉接傳眞機與終端接收方傳眞機的傳眞號碼組成。您最多可儲存 10 個不同的轉接群組。

◆ 如果終端接收方傳眞機的號碼已設定在這些**轉接傳眞機**（而非您的傳眞機）中，您可以將它們作爲快速鍵號碼、快速撥號號碼與／或群組鍵號碼輸入。請與轉接傳眞機的接線員確認這些號碼。

◆ 對於可輸入的終端接收方傳眞機號碼的總數，會因充當媒介的轉接傳眞機的型號不同而異。請與轉接傳眞機的接線員確認，以便查出可輸入的接收方傳眞機號碼的數量。

◆ 在您的傳眞機記憶體中，用於儲存終端接收方傳眞機號碼的最大可用空間位數是 400。每個號碼所佔的空間位數將取決於號碼類型：

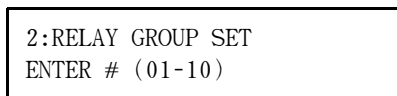|	
快速鍵號碼	4 個空間
快速撥號號碼	2 個空間
群組鍵號碼	4 個空間 （用於一個群組）
完整號碼	號碼位數 （每個號碼最多 30 位數）

◆ 在轉接群組中，僅可爲終端接收方傳眞機輸入 2 位數的快速撥號號碼。如果您要輸入的接收方傳眞機的快速撥號號碼爲 3 位數，則請轉接傳眞機的接線員先將這些號碼儲存到群組鍵，然後再將此群組鍵輸入轉接群組中。

1 按下 RELAY（**轉接**）鍵，然後按下 2。

   顯示幕上將會顯示：

> 2:RELAY GROUP SET
> ENTER #（01-10）

2 輸入從「01」到「10」中的 2 位數號碼。
   此號碼可識別轉接群組。

（範例）

3 按下 START（**開始**）鍵。

4 使用以下其中一種方法，輸入轉接傳真
   機的傳真號碼：

- 按下快速鍵。

- 按下 SPEED DIAL（**快速撥號**）鍵，並
  輸入快速撥號號碼（如果您輸入的號碼
  少於 2 位數，請按下 START（**開始**）
  鍵以完成此項輸入）。

（範例）

- 使用數字鍵輸入完整的傳真號碼。

5 按下 START（**開始**）鍵。

5. 特殊功能
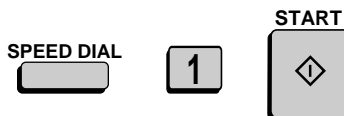
6　按下數字鍵（非快速鍵）來輸入已設定
　　在轉接傳真機中的終端接收方傳真機的
　　快速鍵號碼。

　　如果不要輸入快速鍵號碼，請直接移至
　　步驟 7。

| 0 | 1 | | 3 | 3 |

範例：**快速鍵** 01 與 33

7　按下 START（**開始**）鍵。

START

8　按下數字鍵來輸入已設定在轉接傳真機
　　中的終端接收方傳真機的快速撥號號碼
　　（僅限於 2 位數）。

　　如果您不要輸入快速撥號號碼，請直接
　　移至步驟 9。

| 1 | 0 | | 2 | 3 |

範例：**快速撥號
號碼** 10 與 23

9　按下 START（**開始**）鍵。

START

10　按下數字鍵（非群組鍵）來輸入已設定
　　在轉接傳真機中的終端接收方傳真機的
　　群組鍵號碼。

　　如果您不要輸入群組鍵號碼，請直接移
　　至步驟 11。

| 3 | 0 |

範例：**群組鍵** 30

11 按下 START（**開始**）鍵。

START

◇

12 輸入完整的終端接收方傳真機號碼，並在輸入每個傳真號碼之後按下 START（**開始**）鍵。如果號碼不在轉接傳真機的當地撥號區域內，請將區域碼包括在內。

3 1 2 4 4 1 1

START

◇

（**範例**）

13 完成後，按下 START（**開始**）鍵。

START

◇

14 返回至步驟 2 以輸入另一個轉接群組，或重複按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

步驟 2 或

STOP

⊖

5. 特殊功能

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清除轉接群組

要清除轉接群組，您必須知道識別它的 2 位數號碼。您可透過印出轉接群組清單來查看該號碼（如第 7 章所述）。

1 按下 RELAY（**轉接**）鍵，然後按下 3 號鍵。

   顯示幕上將會顯示：

RELAY | **3**
U

```
3:RELAY GROUP CLEAR
ENTER # (01-10)
```
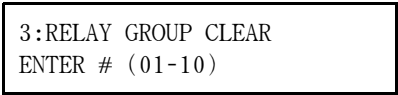
2 輸入用以識別您要清除群組的 2 位數號碼。

0　**1**

（**範例**）

3 按下 START（**開始**）鍵。

START

4 返回至步驟 2 以清除另一個轉接群組，或重複按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

STOP

步驟 2 或
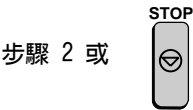
請求轉接傳送

重要事項：
要請求轉接傳送，您必須透過轉接傳真機的接線員將您的傳真號碼輸入該傳真機的轉接密碼清單中。此外，您的傳真號碼也必須輸入在您的傳真機中（如第 1 章輸入您的名稱與傳真號碼所述）。

1　裝入文件。

　　顯示幕上將會出現 SEND READY（傳送就緒）的訊息。

2　按下 RELAY（**轉接**）鍵，然後按下 1 號鍵。

RELAY
U　　**1**

```
1:1:RELAY TX
ENTER # (01-10)
```

3　透過按下數字鍵輸入轉接群組的 2 位數號碼。

0　　**1**

（**範例**）

4　按下 START（**開始**）鍵。

● 如有必要，請調整解析度與對比度。

START

RESOLUTION　　**CONTRAST**

5. 特殊功能

5　按下 START（**開始**）鍵。

6　按下 START（**開始**）鍵以透過記憶體傳送
　　文件，或按下 DOCUMENT（**文件**）鍵以直
　　接從送紙器中傳送文件。

轉接廣播傳送

傳真機也可用作轉接站。它可接收來自請求轉接傳送的傳真機的文
件，並自動將文件廣播傳送到提出請求傳真機所指定的轉接站。

要使傳真機可以請求轉接傳送，您必須先在轉接密碼清單中輸入其傳
真號碼。請執行以下步驟以輸入或清除傳真號碼。

◆ 在您的傳真機收到了另一台傳真機的轉接請求時，顯示幕上將會出
　現 RCVD RELAY REQUEST（已接收轉接請求）的訊息。

◆ 如果啟動了電話單處理功能，傳真機將無法用作轉接站。

◆ 要清除轉接密碼清單中的傳真號碼，您必須知道識別它的 2 位數號
　碼。您可透過印出密碼清單來查看該號碼（請參閱第 7 章）。

1　按下這些鍵：

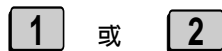　　顯示幕上將會顯示：


```
4:RELAY PASSCODE
1=SET, 2=CLEAR
```

2 按下 1 號鍵以輸入號碼，或按下 2 號鍵
   以清除號碼。

SET（設定） CLEAR（清除）

1 或 **2**

3 **輸 入：**輸 入 2 位 數 號 碼（「01」至
   「10」）。它將識別您要在下一步驟輸入的
   傳眞號碼。

0   **1**

（範例）

   清除：輸入 2 位數號碼，此號碼是用以識
   別您要清除的傳眞號碼，然後移至步驟 5。

4 輸入您要新增至清單的傳眞號碼（最多
   20 位數）。

3 **1** **2** **4** **4** **1** **1**

（範例）

5 按下 START（**開始**）鍵。

START

◇

6 返回至步驟 3 以輸入或清除另一個號
   碼，或重複按下 STOP（**停止**）鍵以返回
   日期與時間顯示幕。

STOP

步驟 3 或 ⊘

5. 特殊功能
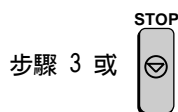
輪詢

輪詢功能容許您在無需接線員協助的情況下,呼叫另一台傳眞機將文件傳送至您的傳眞機。也就是說,接收方傳眞機(非傳送方傳眞機)啓動傳送操作。您可以將您的傳眞機用於輪詢及由其他的傳眞機輪詢。

輪詢其他傳眞機

要輪詢另一台傳眞機,請執行以下步驟。

◆ 如有必要,您可以撥打多個傳眞號碼以連續地接收來自某群組傳眞機的文件(這稱爲「序列輪詢」)。

---

1 按下 FUNCTION(**功能**)鍵與 8 號鍵。

   顯示幕上將會顯示:

   FUNCTION　**8**

   ```
   8:SERIAL POLL.MODE
   ENTER STATION #
   ```

2 使用以下其中一種(或多種)方法,撥打您要輪詢的傳眞機號碼:

   SPEED DIAL　**1**　**START**

   (**範例**)

   • 按下一個或多個快速鍵。

   • 輸入一個或多個快速撥號號碼,並在輸入每個號碼之前先按下 SPEED DIAL(**快速撥號**)鍵(如果您輸入的號碼少於 2 位數,請按下 START(**開始**)鍵以完成此項輸入)。

   • 按下一個或多個群組鍵。

   • 使用數字鍵輸入一個或多個完整的傳眞號碼,並在輸入每個完整號碼之後按下 START(**開始**)鍵。

3 　按下 START（**開始**）鍵。開始接收。

使用群組鍵的序列輪詢

如果您要輪詢的傳眞機已全部設定在一個群組鍵中，則您僅需按下該
群組鍵即可對它們進行輪詢（有關設定群組鍵的步驟，請參閱本章中
的廣播傳送。）

◆ 請確保在您按下群組鍵之前，送紙器中沒有任何文件。

輪詢（**記憶體輪詢**）

要讓另一台傳眞機輪詢您的傳眞機，您必須先執行以下步驟以將文件
儲存在記憶體中。在對方傳眞機呼叫您的傳眞機並啓動輪詢時，傳送
工作即將開始。您可以選擇僅容許輪詢一次，也可以選擇無限次輪
詢。對於後者，您的傳眞機可用作「電子佈告板」。

◆ 記憶體輪詢功能可以儲存多個文件。要將文件新增到已儲存其他文
件的記憶體，您僅需重複執行儲存步驟（請注意：如果啓動了部門
控制功能，系統僅容許儲存第一個文件的部門新增文件而其他部門
則無法新增文件）。在啓動輪詢後，輪詢的傳眞機將會收到所有已
儲存的文件。

◆ 如果您僅容許輪詢一次，文件將在輪詢結束後自動從記憶體中清
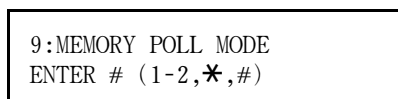除。如果您容許無限次輪詢，文件將保留在記憶體中直至您將它清
除（如下一章節清除文件所述）。

5. 特殊功能

1 裝入文件。
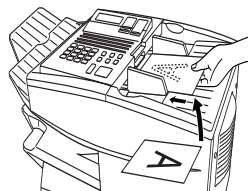
2 將接收模式設定為 AUTO（自動）（依次
按下 FUNCTION（**功能**）鍵、1 與 1）。

FUNCTION 1 1

3 按下這些鍵：

顯示幕上將會顯示：

FUNCTION 9

```
9:MEMORY POLL MODE
ENTER # (1-2,*,#)
```

4 按下 1 以選擇 SET（設定）。

1

• 如果已儲存了另一個文件，請按下 1
以選擇 APPEND（附加），然後移至步
驟 6。

5 按下 1 表示僅容許輪詢一次，或者按下 2   1 TIME（1 次）REPEAT（**重複**）
表示容許無限次輪詢。

1 或 2

6 根據需要調整解析度與／或對比度，然後
按下 START（**開始**）鍵。

START

RESOLUTION **CONTRAST** ◇

7 按下 START（**開始**）鍵。

START

• 系統將文件掃瞄到記憶體中，然後您
的傳真機繼續等候輪詢。

清除文件

要從記憶體中清除記憶體輪詢文件，請執行以下步驟：

1 按下這些鍵：

顯示幕上將會顯示：

FUNCTION　**9**

```
9:MEMORY POLL MODE
ENTER # (1-2,*,#)
```

2 按下 2 以選擇 CLEAR（清除）。

2

3 按下 START（**開始**）鍵以清除文件。

START

輪詢安全性

輪詢安全性功能使您可以防止有人未經授權輪詢您的傳真機。如果啓動了此功能，系統僅在輪詢傳真機的傳真號碼，已儲存在您傳真機的許可傳真號碼（又稱「密碼」）清單的情況下，才會執行輪詢。此外，輪詢傳真機也必須將其傳真號碼設定在其中（如第 1 章中的輸入您的名稱與傳真號碼所述）。

5. 特殊功能

啟用與關閉輪詢安全性

使用 Option Setting 8（選項設定 8）來啟用或關閉輪詢安全性功能。有關詳情，請參閱第 6 章選項設定。

儲存與清除許可輪詢的傳真號碼

您最多可以在您傳真機的許可傳真號碼清單中儲存 10 個傳真號碼。

1 按下這些鍵：

　　顯示幕上將會顯示：

```
2:PASSCODE # MODE
1=SET, 2=CLEAR
```

FUNCTION 　 3 　 2

2 按下 1 以設定號碼，或按下 2 以清除號碼。

　　SET（設定）　CLEAR（清除）
　　1 　或　 2

3 **儲存：**輸入 2 位數號碼（從 01 至 10），此號碼是用以識別您將在下一步驟中輸入的傳真號碼。

　　清除：輸入 2 位數號碼，此號碼是用以識別您要清除的傳真號碼，然後移至步驟 5。
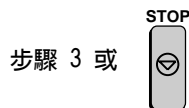
　　0 　 1
　　（範例）

4 透過按下數字鍵，輸入傳真號碼（最多 20 位數）。

　　3 　1 　2 　4 　4 　1 　1
　　（範例）

5　按下 START（**開始**）鍵。

START

6　返回至步驟 3 以輸入（或清除）另一個
　　號碼，或者重複按下 STOP（**停止**）鍵返
　　回日期與時間顯示幕。

STOP

步驟 3 或

設定與清除系統號碼

您的傳真機可以設定一個 4 位數的系統號碼以傳送與接收許可轉詢。
如果您的系統號碼符合其他傳真機的系統號碼或其中一個識別碼，則
可以進行轉詢。

1　按下這些鍵：

　　顯示幕上將會顯示：
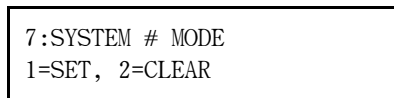
FUNCTION　　**3**　　**7**

```
7:SYSTEM # MODE
1=SET, 2=CLEAR
```

2　按下 1 以設定系統號碼，或按下 2 以將
　　其清除。

　　● 如果您已按下 2，請移至步驟 4。

SET（**設定**）CLEAR（**清除**）

1　或　**2**

3　使用數字鍵輸入識別碼（4 位數）。

1　**0**　**4**　**3**

（**範例**）

5. 特殊功能

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---

4 按下 START（**開始**）鍵。

START

◇

---

5 重複按下 STOP（**停止**）鍵以返回日期與
時間顯示幕。

STOP

◉

儲存與清除許可輪詢的識別碼

您的傳真機最多可以設定五個 4 位數的識別碼，以傳送與接收許可轉
詢。如果您的其中一個識別碼符合其他傳真機的系統號碼，則可以進
行轉詢。

---

1 按下這些鍵：

顯示幕上將會顯示：

FUNCTION

3   6

```
6:ID # MODE
1=SET, 2=CLEAR
```

---

2 按下 1 以設定識別碼，或按下 2 以清除
識別碼。

SET（設定）CLEAR（清除）

1   或   2

---

3 **儲存：**輸入一個從 1 到 5 的號碼。此號
碼是用以識別您將在下一步驟中輸入的
識別碼。

1

（範例）

清除：輸入一個號碼，此號碼是用以識別
您要清除的識別碼，然後移至步驟 5。

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4 透過按下數字鍵輸入識別碼（4 位數）。 `1` `0` `4` `3`

（**範例**）

5 按下 START（**開始**）鍵。

START

6 返回至步驟 3 以輸入（或清除）另一個
號碼，或者重複按下 STOP（**停止**）鍵返
回日期與時間顯示幕。

步驟 3 或

STOP

5. 特殊功能

省電模式

省電模式容許您透過關閉傳真機的雷射印表機加熱器來節省電源。在省電模式開啟時,雷射印表機加熱器是處於關閉狀態,而要接收的傳真將儲存在記憶體中。在省電模式關閉時,雷射印表機加熱器是處於開啟狀態,而已接收至記憶體的傳真將會被列印出來。

◆ 您可以透過按下 POWER SAVE（**省電**）鍵來手動開啟與關閉省電模式。

◆ 如有必要,您也可以將省電模式設定為在某天的指定時間、某週的指定日以及某年的指定日期時自動開啟與關閉。

註:如果在省電模式處於開啟狀態時記憶體已滿,傳真機將自動開啟雷射印表機並列印已接收至記憶體的傳真,然後返回省電模式。

註:在暫停列印功能開啟時,您將無法開啟省電模式。

選擇省電類型

開啟省電模式之前,您必須選擇開啟與關閉省電模式的方法。有兩種選擇:REAL TIME（即時）,表示僅需按下 POWER SAVE（**省電**）鍵即可開啟與關閉省電模式;TIMER（計時器）,表示到了預設時間時系統會自動開啟與關閉省電模式。

◆ 原始設定值為即時 REAL TIME（即時）。

---

1 按下這些鍵:

顯示幕上將會顯示:

```
4:OPTIONAL SETTING
ENTER #（01-34,✳,#）
```

FUNCTION

4

2 透過按下數字鍵輸入 34。

顯示幕上將會顯示：


```
34:POWER SAVE TYPE
1=REAL TIME, 2=TIMER
```

註：如果省電模式處於開啓狀態您無法選擇省電類型。要關閉省電模式，您僅需按一下 POWER SAVE（省電）鍵即可。

3 按下 1 以選擇 REAL TIME（即時），或按下 2 以選擇 TIMER（計時器）。

REAL TIME（即時）TIMER（計時器）

1 或 **2**

4 按兩下 STOP（**停止**）鍵以返回日期與時間顯示幕。

STOP   **STOP**

5. 特殊功能

選定 REAL TIME（即時）後開啓省電模式

要在選定 REAL TIME（即時）後開啓省電模式，您僅需按下 POWER SAVE（**省電**）鍵。顯示幕上將會出現 POWER SAVE MODE（省電模式）的訊息。

POWER SAVE

```
POWER SAVE MODE ON
```

```
POWER SAVE MODE
```
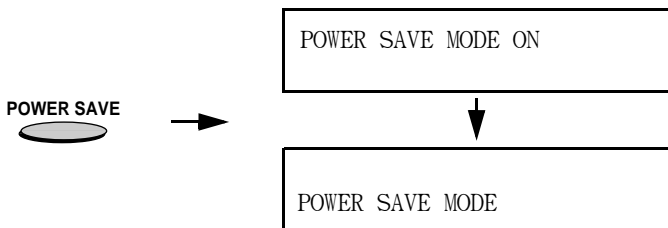
要關閉省電模式，請再次按一下 POWER SAVE（**省電**）鍵。顯示幕上將會短暫出現 POWER SAVE MODE OFF（省電模式已關閉）的訊息，接著會恢復正常的日期與時間顯示幕。

選定 TIMER（計時器）後開啟省電模式

如果選定了 TIMER（計時器），系統將會在您指定的時間自動開啟與關閉省電模式。請執行以下步驟以設定開啟與關閉的時間。

1 按下 POWER SAVE（**省電**）鍵。

   顯示幕上將會顯示：

   ```
   POWER SAVE MODE
   1=TIMER ON, 2=SET
   ```

   POWER SAVE

2 按下 2 以選擇 SET（設定）。

   ● **註**：如果您已輸入計時器設定值，並且想要開啟計時器，請按下 1（TIMER ON（開啟計時器））。

   2

3 輸入您每日要開啟省電模式的時間（START TIME（開始時間））。輸入代表小時的 2 位數（00 至 23）以及代表分鐘的 2 位數（00 至 59）。

   1 **7** **0** **0**

   範例：17:00

4 輸入您每日要關閉省電模式的時間（END TIME（結束時間））。輸入代表小時的 2 位數（00 至 23）以及代表分鐘的 2 位數（00 至 59）。

   0 **8** **0** **0**

   範例：8:00

5　按下 START（**開始**） 鍵。

註：您必須設定上述每日時間設定值，
此設定值將每日生效。以下的 WEEKEND
（週末）與 PERIOD（週期）設定值爲選
項，可用於設定開啓省電模式的每週與
每年的額外時間。

顯示幕上將會顯示：

```
WEEKEND SETTING
1=YES, 2=NO
```

START

6　如果您要設定系統在一週的某一天或幾
天（如週末）開啓省電模式，請按下
1。否則，按下 2 並移至步驟 8。

YES（是）　　NO（否）

1　或　**2**
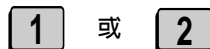
7　輸入代表您要在每週的某一日開啓省電
模式的 1 位數號碼，以及代表您要在每
週的某一日之後關閉省電模式的 1 位數
號碼。

6 ➝ **0**

範例：系統將在星期六至
星期日期間開啓省電模式

0：星期日
1：星期一
2：星期二
3：星期三
4：星期四
5：星期五
6：星期六

5. 特殊功能

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8 按下 START（**開始**）鍵。

  顯示幕上將會顯示：

  START

  ```
  PERIOD SETTING
  1=YES, 2=NO
  ```

9 如果您要設定系統在整年的某個期間開啓省電模式（如悠長假期），請按下 1。否則，請按下 2，然後移至步驟 12。

  YES（**是**） NO（**否**）

  1 或 **2**

10 輸入您要開啓省電模式的週期之起始日。輸入代表該日的 2 位數號碼（01 至 31）與代表該月的 2 位數號碼（01 至 12）。

  2 **4** **1** **2**

  範例：
  12 月 24 日

11 輸入您要開啓省電模式的週期之結束日。輸入代表該日的 2 位數號碼（01 至 31）與代表該月的 2 位數號碼（01 至 12）。

  0 **1** **0** **1**

  範例：
  1 月 1 日

12 按下 START（**開始**）鍵。

  顯示幕上將會顯示：

  START

  ```
  TIMER ON?
  1=YES, 2=NO
  ```

13 如果您要立即啓動計時器,請按下 1;
如果要在稍後啓動計時器,請按下 2。

• 在您啓動計時器之後,計時器設定值才
會生效。如果您選擇 2(NO(否)),
您可以透過依次按下 POWER SAVE(**省
電**)鍵與 1 來選擇 TIMER ON(開啓
計時器),以使系統在稍後啓動計時器。

YES(**是**)　　NO(**否**)

　1　或　2

5. 特殊功能

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計時器操作

計時器功能容許您設定某項操作在指定時間可自動執行。您一次最多可設定 48 項操作,並且可提前一週設定每項操作的執行時間。

您可以使用此功能以便充份利用業務不繁忙時提供的優惠費率,而不必在執行操作時守候在傳真機旁。

註: DOCUMENT(**文件**)鍵不能用於計時器傳送。

起始步驟

要設定計時器操作,請先執行以下步驟。在您完成此步驟之後,請移至您想要設定的特定操作的步驟(請參閱下頁)。

1 按下 TIMER(**計時器**)鍵。

顯示幕上將會顯示:

```
TIMER MODE
1=SET, 2=CLEAR
```

TIMER
| T |

2 按下 1 以選擇 SET(設定)。

| 1 |
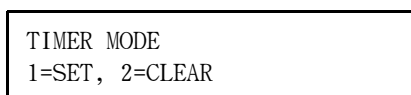
3 按下 ✳ 鍵或 # 鍵,直至顯示幕上出現所要的操作。

Transmission(傳送)(SEND MODE(傳送模式))
Confidential transmission(機密傳送)
Polling(輪詢)
Serial Polling(序列輪詢)
Broadcasting(廣播傳送)
Relay Request(轉接請求)

| # |

| ✳ |

4 按下 START（**開始**）鍵。

START

5 輸入代表小時的兩位數號碼（「00」至
「23」）與代表分鐘的兩位數號碼
（「00」至「59」）。

`0` `9` `2` `5`
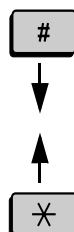
範例：9:25

6 輸入代表該日要執行該項操作的 1 位數
號碼（如果系統將在其後的 24 小時內
執行該操作，請略過此步驟）：

0：星期日
1：星期一
2：星期二
3：星期三
4：星期四
5：星期五
6：星期六

`1`

範例：星期一

7 按下 START（**開始**）鍵，然後移至您要執
行操作的特定步驟（請參閱下頁）。

START

5. 特殊功能

傳送

（起始步驟〔續〕）

---

8 使用以下其中一種方法撥打接收方傳眞
機的號碼：

START

SPEED DIAL 1 ◇

- 按下快速鍵。

- 按下 SPEED DIAL（**快速撥號**）鍵，並
  輸入快速撥號號碼（如果您輸入的號
  碼少於 2 位數，請按下 START（**開
  始**）鍵以完成此項輸入）。

（範例）

- 使用數字鍵輸入完整的傳眞號碼。

---

9 按下 START（**開始**）鍵。

START

◇

---

10 如有必要，請調整解析度與／或對比度，
然後按下 START（**開始**）鍵。

RESOLUTION **CONTRAST** → **START**

Q ◇

---

11 裝入文件，然後按下 START（**開始**）鍵。

- 系統將文件掃瞄到記憶體中。

→ **START**

◇

機密傳送

（起始步驟〔續〕）

8　輸入信箱號碼（2 位數）（如果接收方
　　傳真機沒有信箱，請直接移至步驟
　　10）。

0　　**1**

（**範例**）

9　按下 START（**開始**）鍵。

START

10　使用以下其中一種方法撥打接收方傳真
　　機的號碼：

　　● 按下快速鍵。

　　● 按下 SPEED DIAL（**快速撥號**）鍵，並
　　　輸入快速撥號號碼（如果您輸入的號
　　　碼少於 2 位數，請按下 START（**開
　　　始**）鍵以完成此項輸入）。

　　● 使用數字鍵輸入完整的傳真號碼。

SPEED DIAL　　**1**　　**START**

（**範例**）

11　按下 START（**開始**）鍵。

START

12　如有必要，請調整解析度與／或對比度，
　　然後按下 START（**開始**）鍵。

RESOLUTION　　**CONTRAST**　　→　　**START**

5. 特殊功能

13 裝入文件,然後按下 START(**開始**)鍵。

- 系統將文件掃瞄到記憶體中。

START

輪詢

(起始步驟〔續〕)

8 使用以下其中一種方法撥打要輪詢的傳
眞機號碼:

SPEED DIAL　**1**　**START**

- 按下快速鍵。

(**範例**)

- 按下 SPEED DIAL(**快速撥號**)鍵,並
輸入快速撥號號碼(如果您輸入的號
碼少於 2 位數,請按下 START(**開
始**)鍵以完成此項輸入)。

- 使用數字鍵輸入完整的傳眞號碼。

9 按下 START(**開始**)鍵。

START

序列輪詢

（起始步驟〔續〕）

---

8 使用以下其中一種或多種方法撥打要輪
詢的傳真機號碼：

- 按下一個或多個快速鍵。

- 輸入一個或多個快速撥號號碼，並在
輸入每個號碼之前先按下 SPEED DIAL
（**快速撥號**）鍵（如果您輸入的號碼
少於 2 位數，請按下 START（**開始**）
鍵以完成此項輸入）。

- 使用數字鍵輸入一個或多個完整的傳
真號碼，並在輸入每個完整號碼之後
按下 START（**開始**）鍵。

- 按下一個或多個群組鍵。

SPEED DIAL 1 **START**

SPEED DIAL 2 **START**

（範例）

---

9 按下 START（**開始**）鍵。

START

廣播傳送

（起始步驟〔續〕）

8 使用以下其中一種或多種方法撥打接收
方傳真機的號碼：

- 按下一個或多個快速鍵。

- 輸入一個或多個快速撥號號碼，並在
  輸入每個號碼之前先按下 SPEED DIAL
  （**快速撥號**）鍵（如果您輸入的號碼
  少於 2 位數，請按下 START（**開始**）
  鍵以完成此項輸入）。

- 使用數字鍵輸入一個或多個完整的傳
  真號碼，並在輸入每個完整號碼之後
  按下 START（**開始**）鍵。

- 按下一個或多個群組鍵。

9 按下 START（**開始**）鍵。

10 如有必要，請調整解析度與 / 或對比度，
然後按下 START（**開始**）鍵。

11 裝入文件，然後按下 START（**開始**）鍵。

　　• 系統將文件掃瞄到記憶體中。
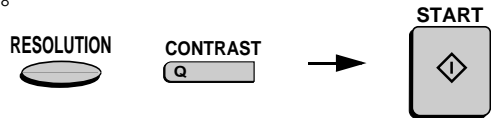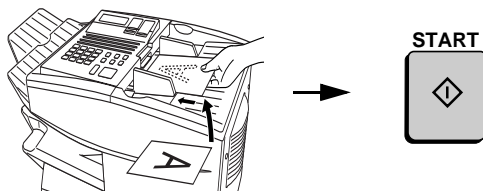
START

轉接請求

（起始步驟〔續〕）

8 透過按下數字鍵以輸入 2 位數的轉接群
組號碼。

　　0　　**1**

（**範例**）

9 按下 START（**開始**）鍵。

START

10 如有必要，請調整解析度與 / 或對比度，
然後按下 START（**開始**）鍵。

START

RESOLUTION　　CONTRAST

Q

11 裝入文件，然後按下 START（**開始**）鍵。

- 系統將文件掃瞄到記憶體中。
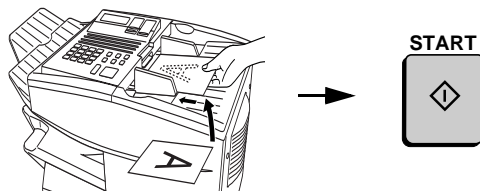
START

取消計時器操作

如果您需要在執行計時器操作之前取消該操作，請執行以下步驟。

◆ 要取消該操作，您必須知道指定給該操作的號碼。如果您不記得該號碼（在您設定該項操作時出現在顯示幕上的號碼），請印出計時器清單（請參閱第 7 章列印報告與清單）。

1 按下 TIMER（**計時器**）鍵，然後按下 2。

顯示幕上將會顯示：

TIMER
T

2

```
2:TIMER COMM.CLEAR
ENTER #(01-48)
```

2 輸入指定給該項操作的 2 位數號碼。

0   1

（**範例**）

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3 按下 START（**開始**）鍵。

START

4 重複按下 STOP（**停止**）鍵直至返回日期
與時間顯示幕。

STOP

5. 特殊功能

成批傳送

成批傳送功能容許您將多份文件儲存在記憶體中，以便在某設定時間自動傳送至某個位置。如果您經常將文件傳送至某個特定位置，使用此功能可在一次連接中順便傳送多個文件，進而有助於減少電話線路所需的費用。

設定 Batch（成批）鍵

要執行成批傳送，您必須先將接收方傳眞機的號碼與傳送時間設定在成批鍵中。所有尚未設定的快速鍵均可用作成批鍵。

如果您在設定操作中指定一週中的某天，則每週的那一天都會進行傳送，否則，系統每天都會執行傳送工作。

請執行本章的輸入與使用設定所述的步驟來輸入設定以設定成批鍵。請在起始步驟的步驟 10 中，選擇「成批傳送」。

清除成批鍵

請執行本章的輸入與使用設定中的清除設定鍵所述的步驟，來清除成批鍵。

儲存要傳送的文件

不管成批鍵使用的是甚麼號碼，對於任何一次成批傳送的作業，記憶體最多可儲存 56 個工作（一個工作可以包含多個頁面）。在您儲存一份文件後，傳眞機將爲其指定一個訊息編號以區別同批傳送的其他文件。

◆ 如果在準備傳送時仍未有任何文件儲存至成批鍵下，系統將不執行傳送工作。

1 裝入文件。

- 顯示幕上將會出現 SEND READY（傳送就緒）的訊息。

2 按下相應的成批鍵。

- 掃瞄結束後，顯示幕上將會出現指定給文件的訊息編號。
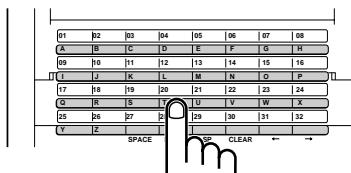
（**範例**）

3 按下 STOP（**停止**）鍵。

- 系統將會在指定時間，將該文件與其他儲存在同一成批鍵下的所有工作一起傳送。傳送結束後，此批中的所有工作都將從記憶體中清除。

5. 特殊功能

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取消為要成批傳送而儲存的文件

如有必要，您可以在開始傳送前取消為要成批傳送而儲存的文件。要執行步驟，您必須知道指定給此文件的訊息編號。

◆ 如果您不記得訊息編號，請印出成批傳送清單（請參閱第 7 章中的成批傳送清單）。

---

1 如果您要清除已儲存的文件，請按下其所在的成批鍵。

   ● 請確保送紙器中沒有文件。
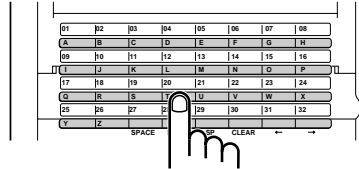
（範例）

---

2 輸入指定給文件的 3 位數訊息編號。

（範例）

---

3 按下 START（**開始**）鍵。

START

輸入與使用設定

如果您經常對同一接收方執行相同的操作，您可以將該操作的所有步驟設定在某個設定鍵中。這樣，您僅需透過按下該鍵即可執行此操作。

◆ 任何尚未設定為快速鍵或群組鍵的快速鍵均可用作設定鍵。

◆ 您也可以將計時器設定包括在設定中，以使系統在選定時間自動執行該操作。

◆ 要清除錯誤，請按下 STOP（**停止**）鍵。

起始步驟

要設定某個設定鍵，請先執行以下步驟。完成此步驟之後，請移至您要設定特定操作的步驟（請參閱下頁）。

1 按下這些鍵：

　顯示幕上將會顯示：

```
1:PROGRAM ENTRY MODE
1=SET, 2=CLEAR
```

FUNCTION　　7　　1

2 按下 1 以選擇 SET（設定）。

1

3 透過按下任何尚未設定的快速鍵以選擇一個設定鍵。

2
B

（範例）

5. 特殊功能

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4 透過按下英文字母輸入鍵以輸入設
定的名稱（如果您不要輸入名稱，
請直接移至步驟 5）。

範例：SHARP

5 按下 START（**開始**）鍵。

START

6 如果您要加入計時器設定，請輸入代表小
時的 2 位數號碼（「00」至「23」）以
及代表分鐘的 2 位數號碼（「00」至
「59」）（否則，請直接移至步驟 9）。

範例：9:25

7 輸入代表該日要執行該項操作的 1 位數
號碼（如果系統將在其後的 24 小時內
執行該操作，請略過此步驟）：

0：星期日
1：星期一
2：星期二
3：星期三
4：星期四
5：星期五
6：星期六

範例：星期一

8 按下 START（**開始**）鍵。

START

9　按下 ＊ 鍵或 ＃ 鍵，直到顯示幕上出現
所要的操作。

Transmission（傳送）（SEND MODE（傳
送模式））
Confidential transmission（機密傳
送）
Polling（輪詢）
Serial Polling（序列輪詢）
Broadcasting（廣播傳送）
Relay Request（轉接請求）
Batch transmission（成批傳送）（僅
在設定了計時器設定時才會出現）
Memory Polling（記憶體輪詢）（如果
設定了計時器設定，此選項將不會出現）

＃

＊

10　按下 START（**開始**）鍵，然後移至您要執
行操作的特定步驟（請參閱下頁）。

START

◇

5. 特殊功能

傳送

（起始步驟〔續〕）

---

11 使用以下其中一種方法，撥打接收方傳真機的號碼：

- 按下快速鍵。

- 按下 SPEED DIAL（**快速撥號**）鍵，並輸入快速撥號號碼（如果您輸入的號碼少於 2 位數，請按下 START（**開始**）鍵以完成此項輸入）。

- 使用數字鍵輸入完整的傳真號碼。

SPEED DIAL

1

START

（**範例**）

---

12 按下 START（**開始**）鍵。

START

---

13 如有必要，請調整解析度與／或對比度，然後按下 START（**開始**）鍵。

RESOLUTION　**CONTRAST**　→　**START**

---

14 如果您要透過記憶體傳送文件，請按下 START（**開始**）鍵。

如果您要將文件直接從送紙器傳送出去，請按下 DOCUMENT（**文件**）鍵（如果您的設定中包括了計時器設定，則此操作將無法執行）。

START　或　**DOCUMENT**

---

15 重複按下 STOP（**停止**）鍵直至返回日期與時間顯示幕。

STOP

機密傳送

（起始步驟〔續〕）

11　輸入信箱號碼（2 位數）（如果接收方傳
　　真機沒有信箱，請直接移至步驟 12）。

0　　**1**

（範例）

12　按下 START（**開始**）鍵。

START

13　使用以下其中一種方法，撥打接收方傳
　　真機的號碼：

- 按下快速鍵。

- 按下 SPEED DIAL（**快速撥號**）鍵，並
　輸入快速撥號號碼（如果您輸入的號
　碼少於 2 位數，請按下 START（**開
　始**）鍵以完成此項輸入）。

- 使用數字鍵輸入完整的傳真號碼。

SPEED DIAL

1

START

（範例）

14　按下 START（**開始**）鍵。

START

15　如有必要，請調整解析度與／或對比度，
　　然後按下 START（**開始**）鍵。

RESOLUTION　**CONTRAST**　　**START**

Q

5. 特殊功能

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16 如果您要透過記憶體傳送文件,請按下
    START(**開始**)鍵。

    如果您要將文件直接從送紙器傳送出
    去,請按下 DOCUMENT(**文件**)鍵(如果
    您的設定中包括了計時器設定,則此操
    作將無法執行)。

START   或   **DOCUMENT**
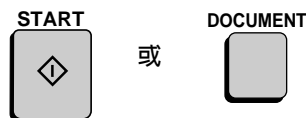
17 重複按下 STOP(**停止**)鍵直至返回日期
    與時間顯示幕。

STOP

輪詢

(起始步驟〔續〕)

11 使用以下其中一種方法,撥打要輪詢的
    傳真機號碼:

    • 按下快速鍵。

    • 按下 SPEED DIAL(**快速撥號**) 鍵,並
      輸入快速撥號號碼(如果您輸入的號
      碼少於 2 位數,請按下 START(**開
      始**)鍵以完成此項輸入)。

    • 使用數字鍵輸入完整的傳真號碼。

SPEED DIAL   **1**   **START**

(**範例**)
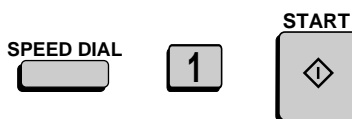
12 按下 START(**開始**)鍵。

START

13 重複按下 STOP(**停止**)鍵直至返回日期
    與時間顯示幕。

STOP

序列輪詢

（起始步驟〔續〕）

11 使用以下其中一種或多種方法，撥打要
輪詢的傳真機號碼：

- 按下一個或多個快速鍵。

- 輸入一個或多個快速撥號號碼，並在
輸入每個號碼之前先按下 SPEED DIAL
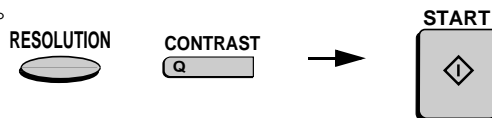（**快速撥號**）鍵（如果您輸入的號碼
少於 2 位數，請按下 START（**開始**）
鍵以完成此項輸入）。

START

SPEED DIAL | **1** | ◇

START

SPEED DIAL | **2** | ◇

（**範例**）

- 使用數字鍵輸入一個或多個完整的傳
真號碼，並在輸入每個完整號碼之後
按下 START（**開始**）鍵。

- 按下一個或多個群組鍵。

12 按下 START（**開始**）鍵。

START

◇

13 重複按下 STOP（**停止**）鍵直至返回日期
與時間顯示幕。

STOP

◎

廣播傳送

（起始步驟〔續〕）

11 使用以下其中一種或多種方法，撥打接
收方傳真機的號碼：

- 按下一個或多個快速鍵。

- 輸入一個或多個快速撥號號碼，並在
  輸入每個號碼之前先按下 SPEED DIAL
  （**快速撥號**）鍵（如果您輸入的號碼
  少於 2 位數，請按下 START（**開始**）
  鍵以完成此項輸入）。

- 使用數字鍵輸入一個或多個完整的傳
  真號碼，並在輸入每個完整號碼之後
  按下 START（**開始**）鍵。

- 按下一個或多個群組鍵。

（範例）

12 按下 START（**開始**）鍵。

13 如有必要，請調整解析度與 / 或對比度，
然後按下 START（**開始**）鍵。
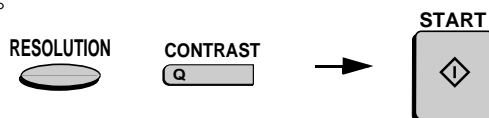
14 按下 START（**開始**）鍵。

15 重複按下 STOP（**停止**）鍵直至返回日期
與時間顯示幕。

STOP

轉接請求

（起始步驟〔續〕）

11 透過按下數字鍵以輸入 2 位數的轉接群
組號碼。

0　　**1**

（**範例**）

12 按下 START（**開始**）鍵。

START

13 如有必要，請調整解析度與 / 或對比度，
然後按下 START（**開始**）鍵。

RESOLUTION　　CONTRAST
Q　　　→

START

14 如果您要透過記憶體傳送文件，請按下
START（**開始**）鍵。

如果您要將文件直接從送紙器傳送出
去，請按下 DOCUMENT（**文件**）鍵（如果
您的設定中包括了計時器設定，則此操
作將無法執行）。

START　　或　　**DOCUMENT**

15 重複按下 STOP（**停止**）鍵直至返回日期
與時間顯示幕。

STOP

成批傳送

（起始步驟〔續〕）

---

11 使用以下其中一種方法，撥打接收方傳
真機的號碼：

START

* 按下快速鍵。

* 按下 SPEED DIAL（**快速撥號**）鍵，並
輸入快速撥號號碼（如果您輸入的號
碼少於 2 位數，請按下 START（**開
始**）鍵以完成此項輸入）。

（範例）

* 使用數字鍵輸入完整的傳真號碼。

---

12 按下 START（**開始**）鍵。

START

---

13 如有必要，請調整解析度與 / 或對比度，
然後按下 START（**開始**）鍵。

START

RESOLUTION   CONTRAST

---

14 按下 START（**開始**）鍵。

START

---

15 重複按下 STOP（**停止**）鍵以返回日期與
時間顯示幕。

STOP

正在輪詢（記憶體輪詢）

（起始步驟〔續〕）

11　按下 1 表示僅容許輪詢一次，或者按下　1 TIME（1 次）REPEAT（重複）
　　2 表示容許無限次輪詢。

| 1 | 或 | 2 |

12　按下 START（開始）鍵。

START

13　如有必要，請調整解析度與 / 或對比度，
　　然後按下 START（開始）鍵。

RESOLUTION　　CONTRAST　　　→　　**START**

14　按下 START（開始）鍵。

START

15　重複按下 STOP（停止）鍵直至返回日期
　　與時間顯示幕。

STOP

5. 特殊功能

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清除設定鍵

要清除設定鍵,請執行以下步驟:

---

1 按下這些鍵:

顯示幕上將會顯示:

FUNCTION 　 7 　 1

```
1:PROGRAM ENTRY MODE
1=SET, 2=CLEAR
```

---

2 按下 2 以選擇 CLEAR(清除)。

2

---

3 按下您要清除的設定鍵。

2
B

(範例)

---

4 按下 START(**開始**)鍵。

START

---

5 重複按下 STOP(**停止**)鍵直至返回日期
與時間顯示幕。

STOP

使用設定鍵

請按以下步驟執行已設定的操作。

1 如果這是一項傳送操作或記憶體輪詢操
作,請裝入文件。

2 按下相應的設定鍵。
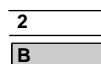
(範例)

取消已設定的計時器操作

如果在您按下計時器操作的某個設定鍵之後,您要取消執行此操作,
請執行以下步驟。

註: 此步驟不適用於已儲存爲成批傳送的文件。要取消成批傳送操
作,請參閱本章成批傳送中的取消爲要成批傳送而儲存的文件。

1 按下設定鍵。

(範例)

2 按下 START(**開始**)鍵。

START

5. 特殊功能

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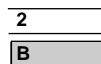
適用於雙面文件的雙面掃瞄功能

要傳送或複印兩面均具有印製文字或圖形的文件或頁面，請使用雙面掃瞄功能。透過此功能，您僅需先將此疊文件（所有頁面）送入傳真機一次，然後將它反過來，再次送入傳真機。

◆ 傳真機會自動將這些頁面排成正確順序（第 1 頁的正面、第 1 頁的背面、第 2 頁的正面、第 2 頁的背面，以此類推）。

◆ 雙面掃瞄功能可用於複印（僅限於單張文件及已排序的多張文件）與任何透過記憶體傳送的文件類型。

◆ 請注意：在掃瞄頁面時必須將所有的空白頁也包括在內（如果頁數與傳真機每次掃瞄的該疊紙不一致時，這將會導致錯誤發生）。但是，系統不會將空白頁列印出來。

1 裝入文件。

● 請確保頁面的正面朝下，並且第一頁在最下面。

● 顯示幕上將會出現 SEND READY（傳送就緒）的訊息。

2 按下 DUPLEX SCAN（**雙面掃瞄**）鍵，然後按下 START（**開始**）鍵。

DUPLEX SCAN　　　　**START**
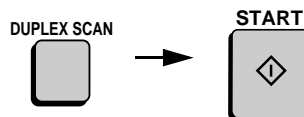
3 執行所要進行複印或記憶體傳送工作的所有步驟。

4 在掃瞄完該疊文件的所有頁面後，將它
反過來（請勿變更頁面順序）然後再次
裝入。

5 按下 START（**開始**）鍵。

START

⬦

暫停列印

如有必要，您可以讓傳真機將所有接收的文件保存在記憶體中，而不是立即列印出來。在您輸入了正確的 Print Hold（暫停列印）代碼後，系統即可印出文件。

設定暫停列印代碼

要使用暫停列印功能，您必須先設定 4 位數暫停列印代碼。請執行以下步驟以設定或清除代碼。

---

1 按下這些鍵：

FUNCTION **6**

顯示幕上將會顯示：

```
6:PRINT HOLD
ENTER # (1-3,*,#)
```

---

2 按下 2 鍵來設定暫停列印代碼，或按下 3 來清除暫停列印代碼（註：要清除代碼，必須將選項設定 30 設定為 NO（否））。

SET（設定） CLEAR（清除）

2 或 **3**

---

3 透過按下數字鍵來輸入 4 位數暫停列印代碼。

3 **2** **4** **5**

（範例）

---

4 按下 START（**開始**）鍵。

START

註：在您輸入密碼之後，傳真機會將它列印出來，以作為記錄之用。如果您不記得密碼而又沒有記錄，請與您的夏普經銷商聯絡。

開啓暫停列印

要開啓暫停列印功能，請將選項設定 30 設定為 YES（是）。有關詳情，請參閱第 6 章選項設定。

註：如果省電模式處於開啓狀態，暫停列印功能將無法開啓。

列印收到的文件

在暫停列印功能已開啓，並且已將文件接收到記憶體中時，顯示幕上將會出現 RCVD PRINT HOLD FAX（收到暫停列印傳眞）。請執行以下步驟以印出這些文件：

---

1 按下這些鍵：

顯示幕上將會顯示：

FUNCTION ▭ **6** **1**

```
1:HOLD DATA PRINT
ENTER PASSCODE #
```

---

2 透過按下數字鍵來輸入 4 位數暫停列印代碼。

3 **2** **4** **5**

（範例）

---

3 按下 START（**開始**）鍵。

START
◇

5. 特殊功能

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部門控制

部門控制功能用於限制已授權的使用者使用傳眞機。在啓動了此功能時，您就必須在執行操作之前先輸入部門代碼。

◆ 只有您的夏普經銷商才可啓動部門控制功能。如果您要使用此功能，請與您的經銷商聯絡。

◆ 部門控制功能容許您追蹤每個已授權的部門或人員所傳送的頁數與傳送時間的記錄。請參閱第 7 章部門使用清單。

輸入部門代碼

您最多可以輸入 30 個不同的部門代碼，此號碼爲有權存取傳眞機的代碼。您還可以個別追蹤每個代碼的已傳送頁數與傳送時間的記錄。在您輸入代碼之後，請通知相應的群組或個人。

◆ 您必須爲每個代碼輸入名稱。部門使用清單只顯示名稱而不顯示代碼。

◆ 請務必將每個代碼及其名稱記錄下來。如果您找不到該記錄，請與您的經銷商聯絡。

1　按下這些鍵：

　　顯示幕上將會顯示：

```
9:DEPT. CODE MODE
1=SET, 2=CLEAR
```

FUNCTION　　3　　9
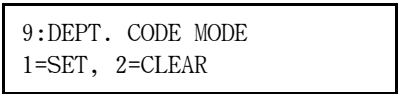
2　按下 1 以設定部門代碼，或按下 2 以清除部門代碼。

SET（設定）CLEAR（清除）

1　或　2

3 **輸入：**使用數字鍵輸入從「01」至「30」的 2 位數號碼。此數字是用以識別您將在下一步驟中輸入的部門代碼。

　0　　**1**

（範例）

　　清除：輸入識別您要清除的部門代碼的 2 位數號碼。

　　註：您不能清除目前您正在使用它來存取傳真機的部門代碼。此外，如果您僅設定了一個部門代碼，您也不能清除此代碼。

4 **輸入：**輸入部門代碼（4 位數或透過選項設定 27 設定的號碼）。

　5　**5**　**0**　**1**

（範例）

　　清除：輸入您要清除的部門代碼，然後移至步驟 7。

5 按下 START（**開始**）鍵。

START

◇

6 輸入部門代碼的名稱。

S　　H　　A　　R　　P

（範例）

7 按下 START（**開始**）鍵。

START

◇

5. 特殊功能

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8 返回至步驟 3 以輸入（或清除）另一個
部門代碼，或者按一次或多次 STOP
（**停止**）鍵直至返回日期與時間顯示
幕。

步驟 3 或

STOP

存取傳真機

在啓動了部門控制功能時，您必須在執行操作之前先輸入部門代碼。

註：如果您要手動式接收傳眞，您不必輸入部門代碼（即：您可透過
拿起使用同一條線路的分機，然後按下傳眞機上的 START（**開始**）鍵
來接收傳眞）。

透過按下數字鍵輸入您的部門代碼，然
後執行所要的操作。

5 5 0 1

（**範例**）

• 如果您在輸入代碼後的一分鐘內還沒
開始操作，傳眞機將返回至受控制的
存取模式。

停止接收不要的傳真

過濾垃圾傳真功能容許您停止接收來自您所指定的傳送方的傳真。由於沒有列印不要的「垃圾」傳真,使您可以節省紙張。

要使用此功能,請將 Option Setting 20 (選項設定 20) (ANTI-JUNK FAX (過濾垃圾傳真)) 設定為 YES (是) 來開啓它 (如第 6 章所述) ,然後輸入您不要接收其傳真的傳真號碼 (如下所示) 。

◆ 您最多可在過濾垃圾號碼清單中輸入 50 個號碼。

◆ 要清除過濾垃圾號碼清單中的號碼,您必須知道識別該號碼的 2 位數號碼。如果您不記得此數字,請列印過濾垃圾號碼清單 (如第 7 章所述) 。

---

1 按下這些鍵:

顯示幕上將會顯示:

FUNCTION **3** **8**

```
8:STORE JUNK FAX #
1=SET, 2=CLEAR
```

---

2 按下 1,在過濾垃圾號碼清單中輸入號碼;或按下 2,清除清單中的號碼。

SET (設定) CLEAR (清除)

1 或 **2**

---
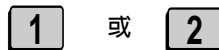
3 **輸入:**使用數字鍵輸入從 「01」 至 「50」 的 2 位數號碼。此數字是用以識別您將在下一步驟中輸入的傳真號碼。

0 **1**

(範例)

清除:輸入 2 位數號碼,此號碼是用以識別您要清除的傳真號碼,然後移至步驟 5。

4 輸入傳真號碼。

| 3 | 2 | 4 | 5 | 5 | 0 | 1 |

（範例）

5 按下 START（**開始**）鍵。

START

6 返回至步驟 3 以輸入（或清除）另一個
傳真號碼，或者重複按下 STOP（**停止**）
鍵以返回日期與時間顯示幕。

步驟 3 或

STOP
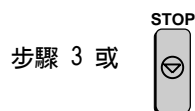
6. 選項設定

選項設定可讓您自訂傳真機以更好地滿足您的需求。

在傳真機出廠時均已設好了每個選項的起始設定。要變更設定，請按以下步驟以存取選項，然後按選項設定清單的說明更改設定。

1 按下 FUNCTION（**功能**）鍵，然後按下 4。

顯示幕上將會顯示：

FUNCTION **4**

```
4:OPTIONAL SETTING
ENTER #(01-34,✱,#)
```

2 按下數字鍵以輸入您要設定之選項設定的 2 位數號碼（「01」至「34」）。

或

按下 ✱ 或 # 以捲動選項設定。在出現所要的選項設定時，按下 START（**開始**）鍵。

0 **1**

範例：選項設定 1

3 透過按數字鍵來輸入選定的選項設定。請參閱以下的清單以獲取每個選項設定的說明。

4 在輸入某個選項後，顯示幕上將出現下一個選項設定。要返回至日期與時間顯示幕，請按兩下 STOP（**停止**）鍵。

STOP **STOP**

選項設定

設定 01：FINE RESOLUTION PRIORITY （預設細緻解析度）
此選項將爲要傳送的文件設定解析度預設值（如果未用 RESOLUTION
（**解析度**）鍵進行設定，則使用此解析度）。按下 1（YES（是）），以
將解析度預設值設定爲 FINE（細緻）；或按下 2（NO（否）），以將
解析度設定爲 STANDARD（標準）。

◆ 起始設定：2

**設定 02：NUMBER OF RINGS AUTO RECEPTION（自動接收時的響鈴次
數）**
此選項設定了在 AUTO（自動）接收模式下，傳眞機在接聽來電之前所
等待的響鈴次數。輸入從 0 至 9 之間的數字（如果輸入了 0，則傳眞
機將在沒有響鈴的情況下接聽）。

◆ 起始設定：1

**設定 03：NUMBER OF RINGS MANUAL RECEPTION（手動接收時的響鈴次
數）**
在 MANUAL（手動）接收模式下，您也可以使傳眞機在響鈴若干次後自
動接聽來電。要啓動此功能，請輸入所要的響鈴次數（從 1 至 9 之
間的任何數字）。要關閉此功能，請輸入 0。

◆ 起始設定：0（關閉）

設定 04：AUTO LISTING（自動列印）
按下 1（YES（是）），傳眞機將會在執行了 30 次傳送 / 接收操作後
自動列印一份活動報告（如有需要，您可以隨時列印此報告）。按下
2（NO（否）），以關閉此功能。

◆ 起始設定：2

設定 05：TRANSACTION REPORT PRINT SELECTION（執行報告列印選擇）
此選項將設定列印執行報告所需的條件。輸入從 1 至 5 之間的數字，如下所示：

1 ERROR/TIMER MEMORY
（錯誤／計時器記憶體）：

在出現錯誤、計時器操作或記憶體操作之後列印報告

2 SEND ONLY（僅傳送） 僅在傳送完成之後列印報告

3 ALWAYS PRINTS
（始終列印）

在每次傳送、接收或出現錯誤之後列印報告

4 NEVER PRINTS
（始終不列印）

始終不要列印報告

5 ERROR ONLY（僅錯誤） 僅在出現錯誤之後列印報告

◆ 起始設定：5

設定 06：RECALL TIMES（重撥次數）
此選項設定了在佔線的情況下，傳真機自動重撥的最多次數。輸入從 0 至 3 之間的任何數字。

◆ 起始設定：2

設定 07：RECALL INTERVAL（重撥時間間隔）
此選項設定了在佔線的情況下，傳真機在自動重撥之間所等待的時間。輸入 01 表示 1 分鐘，02 表示 2 分鐘，以此類推；最長時間為 15 分鐘。

◆ 起始設定：05

設定 08：SECURITY SELECTION（安全性選擇）
按下 1（ON（開啟））以啟動輪詢安全性功能，或按下 2（OFF（關閉））以將其關閉。

◆ 起始設定：1

6. 選項設定

設定 09：ERROR CORRECTION MODE (ECM) (錯誤更正模式 (ECM))
按下 1（YES（是）），以在接收方列印傳真之前，先更正由於電話線路噪音而導致的任何傳送失真。此選項只有在對方傳真機也具有 ECM 的情況下方為有效。按下 2（NO（否）），以關閉此功能。

◆ 起始設定：1

設定 10：AUTO COVER SHEET (自動封面頁)
按下 1（YES（是）），傳真機將自動產生封面頁並將它作為每次傳送的最後一頁傳送。按下 2（NO（否）），以關閉此功能。

◆ 起始設定：2

設定 11：MEMORY SCANNING (記憶體掃瞄)
在傳真機將寬度超過 226 公釐的文件掃瞄到記憶體時，可以使用此選項設定縮小文件的尺寸以進行傳送。按下 1 以關閉此功能，或按下 2 以啟動此功能。請注意：如果選擇了 1（1:1），則文件將按實際尺寸儲存；如果接收方傳真機使用的紙張尺寸只有 210 公釐，則超出該寬度的部份將無法列印。

◆ 起始設定：2

設定 12：COPY SCANNING (複印掃瞄)
此設定可用於在列印之前將複印件稍微縮小，以確保不會切斷邊緣上的資料。按下 1（AUTO（自動））以自動縮小；或按下 2（100%）以不做任何變更。

◆ 起始設定：2

設定 13：COPY CUT-OFF (複印中斷)
此設定決定了傳真機如何複印長度超過列印紙的文件。按下 1（CONTINUE（繼續）），將文件的剩餘部份列印在第二頁上；或按下 2（CUT-OFF（中斷）），以中斷（不列印）剩餘部份。

◆ 起始設定：2

設定 14：RECEIVE REDUCE（縮小收到文件的尺寸）

此設定可用於在列印之前將收到的文件稍微縮小，以確保不會切斷邊緣上的資料。按下 1（AUTO（自動））以自動縮小；或按下 2（100%）以不做任何變更。

◆ 起始設定：1

設定 15：IMAGE MEMORY PRINT（影像記憶體列印）

按下 1（YES（是）），以在執行報告上納入部份已傳送的第一頁文件。按下 2（NO（否）），以關閉此功能。此設定只在透過記憶體傳送的情況下方為有效。

◆ 起始設定：1

設定 16：CASSETTE SELECTION（供紙匣選擇）

如果您希望傳真機根據收到或已複印的每張頁面尺寸，來自動選擇列印紙張來源（供紙托架或供紙匣），請按下 1（如果文件由多張不同尺寸的頁面組成，則每頁均將列印在最符合其尺寸的紙張上）。

如果您希望傳真機根據收到或已複印的第一張頁面尺寸，來自動選擇列印紙張來源（供紙托架或供紙匣），請按下 2（如果文件由多張不同尺寸的頁面組成，則所有頁面將按第一頁的頁面尺寸列印）。

如果您要為紙張來源設定固定優先順序，請按下 3。在出現 1ST PRIORITY（第一優先）設定時，按下 1，以始終從供紙托架中抽取紙張，而不考慮收到或已複印的文件尺寸；或按下 2 以始終從供紙匣中抽取紙張。在出現 2ND PRIORITY（第二優先）設定時，按下 1，傳真機將在「1ST PRIORITY（第一優先）」來源中的紙張用完時從其他供紙張來源中抽取紙張；或按下 2（NONE（無）），以將傳送進來的傳真接收到記憶體中。

僅在您的經銷商為您安裝了供紙匣選項，並且選項設定 33（SEPERATE MODE（分隔模式））關閉時，此設定才會出現。

◆ 起始設定：1

設定 17：RETRANSMISSION TIMES（重新傳送次數）
此選項設定因線路錯誤或電源故障而中斷傳送時，傳真機重新嘗試記憶體傳送的次數。輸入 1 至 3 之間的任何 2 位數號碼，或輸入 0 以關閉此功能。

◆ 起始設定：2

設定 18：RETRANSMISSION INTERVAL（重新傳送時間間隔）
您可以選擇傳真機在每次重新嘗試記憶體傳送之間所等待的分鐘數。輸入 01 表示 1 分鐘，02 表示 2 分鐘，以此類推；最長時間為 15 分鐘。如果您不希望傳真機在嘗試時等待，請輸入 00。

◆ 起始設定：05

設定 19：HEATER MODE（加熱器模式）
要省電，您可以關閉傳真機中的雷射印表機加熱器。這樣，在您接收文件時，加熱器將自動啟動（由於加熱器需要預熱，列印工作會稍加延遲），並在列印完成後自動關閉。按下 2 以關閉加熱器，或按下 1 以啟動加熱器。

◆ 起始設定：2

設定 20：ANTI-JUNK FAX（過濾垃圾傳真）
按下 1，以停止接收傳真號碼已輸入到過濾垃圾傳真清單中的傳真。按下 2，以容許接收所有號碼的傳真。

◆ 起始設定：2

設定 21：ALARM VOLUME（警報音量）
此選項用以設定嗶聲的音量，此嗶聲在出現錯誤及操作已完成時發出以通知您目前的情況。按下 1 表示 HIGH（高），2 表示 LOW（低），3 表示 OFF（關閉）。

◆ 起始設定：2

設定 22：DIAL MODE（撥號模式）
此選項用以設定撥號模式。如果您使用音頻撥號線路，請按下 1；如果使用脈衝撥號線路，請按下 2。

◆ 起始設定：1

設定 23：QUICK ON-LINE（**快速連線**）

在您傳送多頁文件時，此設定將決定傳眞機是否要在掃瞄過程中撥打接收方號碼並開始傳送，或是等到所有頁面皆已掃瞄之後再撥號。按下 1，傳眞機將在掃瞄過程中撥號並開始傳送；按下 2，傳眞機將等到所有頁面皆已掃瞄之後再撥號。

◆ 起始設定：1

設定 24：MULTI TTI（**多重 TTI**）

如果您正在使用部門控制，您可以按下 1 使部門名稱（此名稱與接線員輸入用於存取傳眞機的部門代碼相關）出現在每個已傳送文件的頂端。此名稱將取代在第 1 章的輸入您的名稱與傳眞號碼中輸入的名稱。按下 2 以關閉多重 TTI 功能（將出現在第 1 章中輸入的寄件者名稱）。

◆ 起始設定：2

設定 25：BEEP LENGTH（**嗶聲持續時間**）

此選項用於設定在完成傳送、接收或複印時嗶聲訊號的持續時間。按下 1 表示持續 3 秒，2 表示持續 1 秒，3 表示不發出嗶聲。

◆ 起始設定：1

設定 26：**未使用**。

設定 27：DEPARTMENT CODE DIGITS（**部門代碼**）

此設定允許您更改用於部門代碼的號碼。輸入從 3 至 9 之間的任何數字。

◆ 起始設定：4

設定 28：DUPLEX RINGING（**雙重響鈴**）

如果您是 Homefax 2 或 Faxline 2 的用戶，您可以使用雙重響鈴功能爲傳眞傳送與語音來電設定不同的響鈴訊號。傳眞的響鈴訊號持續時間較長，且傳眞機會在 2 次響鈴之後自動接收傳眞。語音來電的響鈴訊號持續時間較短。按下「1」以啓動雙重響鈴功能，或按下「2」以將其關閉（有關此設定的詳情，請參閱第 7 章的「雙重響鈴」）。

◆ 起始設定：2

6. 選項設定

設定 29：VERIFICATION STAMP（確認標記）

如果您希望傳真機在掃瞄時在正本文件的每一頁上進行標記，請按下 1。在完成掃瞄後，您可以查看是否所有的文件都已標記，以確認是否發生雙重送紙現象。按下 2 關閉此功能。

註：要使用此功能，您的經銷商必須為您安裝此「確認標記」選項。

◆ 起始設定：2

設定 30：PRINT HOLD（暫停列印）

如果您希望傳真機暫停列印已接收到記憶體中的文件，請按下 1（請注意：您必須按照第 5 章中暫停列印的說明先輸入暫停列印密碼）。要關閉暫停列印功能，請按下 2，輸入 4 位數的暫停列印密碼，然後再按下 START（開始）。

◆ 起始設定：2

設定 31：PC INTERFACE MODE（個人電腦介面模式）

如果您已將傳真機連接至電腦，請按下 1 以啟動個人電腦介面模式。按下 2 以關閉個人電腦介面模式。

註：此項設定僅在您的經銷商已為您安裝了個人電腦介面選項後才會顯示。

◆ 起始設定：1

設定 32：COPY RESOLUTION（複印解析度）

使用此設定來選擇複印解析度的預設值（如果未使用 RESOLUTION（**解析度**）鍵進行設定，則請使用此解析度）。按下 1（S-FINE（精緻）），以將解析度預設值設定為 SUPER FINE（精緻），或按下 2 以將其設定為 FINE（細緻）。

◆ 起始設定：2

設定 33:SEPARATE MODE（分隔模式）

如有必要，您可以使傳真機在每次接收到傳真之後，即從供紙托架中抽取一張紙。透過在供紙托架中裝入彩色（或大頁）的紙張，每張彩色紙將具備了分隔作用，使傳真機可輕易地區分一份多頁文件的結束頁，以及另一份文件的開始頁。傳真機在完成接收後從供紙托架中印出的執行報告，也兼具分隔頁的作用。按下 1 以啟動此功能（請確保在供紙托架中裝入適當的紙張），或按下 2 以關閉此功能（請注意：此功能在透過電腦執行複印與列印工作時不可用。此外，如果供紙托架上沒有紙張，此功能將自動關閉）。

此設定僅在您的經銷商已為您安裝了供紙匣選項時才會出現。

◆ 起始設定：2

註：如果您關閉了分隔模式設定，顯示幕上將隨之出現選項設定 16 以讓您選擇適當的供紙匣設定。如果您不作選擇，傳真機將自動選擇 1:AUTO SELECTION（1：自動選擇）。

設定 34:POWER SAVE TYPE（省電類型）

此選項用以設定啟動省電模式的方法。按下 1 以選擇 REAL TIME（即時）（透過按下 POWER SAVE（**省電**） 鍵，啟動及關閉省電模式），或按下 2 以選擇 TIMER（計時器）（按照預設的時間自動啟動及關閉）。有關詳情，請參閱第 5 章中的省電模式。

◆ 起始設定：1

6. 選項設定

7. 列印清單與報告

您可以列印具有設定顯示以及傳真機中所輸入資訊的清單，您也可以在完成了近期活動與個人操作之後將其有關的報告列印出來。以下各頁中詳細介紹了清單與報告。

要列印清單，請執行以下步驟。

1 按下 FUNCTION（**功能**）鍵與 2 號鍵。

顯示幕上將會顯示：

```
2:LISTING MODE
ENTER #(01-11,✱,#)
```

FUNCTION 〔 2 〕

2 按下數字鍵以輸入您要列印之清單的 2 位數號碼（「01」至「11」）。

或

按下 ✱ 或 # 以捲動清單。在出現所要的清單時，按下 START（**開始**）鍵。

〔 0 〕 〔 1 〕

範例：活動報告

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活動報告（清單 01）

此報告顯示了您最近執行的傳送與接收操作的資訊（最多可顯示 30 個操作）。報告分爲兩部份：SEND REPORT（傳送報告）與 RECEIVE REPORT（接收報告），前者顯示傳送資訊，後者顯示接收資訊。

◆ 如果將 Option Setting 4（選項設定 4）（AUTO LISTING（自動列印））設定爲 YES（是），一旦累積了 30 個操作的資訊，傳眞機將自動列印報告（如有需要，您可以隨時列印此報告）。

◆ 在列印報告之後系統將清除所有資訊。如果關閉了自動列印，並且沒有手動列印 30 個操作的報告，則每次執行了一個新操作之後，新操作將覆寫最早的操作資訊。

標題說明

SENDER/RECEIVER （寄件者 / 收件者）　涉及傳眞操作的其他傳眞機的名稱或傳眞號碼。

START（開始）　開始傳送 / 接收的時間。

TX/RX TIME （TX/RX 時間）　傳送 / 接收所需的總時間。

PAGES（頁數）　已傳送 / 接收的頁數。

TYPE（類型）　　CONF.TX（機密傳送）— 執行機密操作。
　　　　　　　　RELAY TX（轉接傳送）　— 執行轉接操作。
　　　　　　　　(T) — 執行計時器操作。
　　　　　　　　(D) — 直接透過送紙器傳送文件，而不透過記憶體。

7. 列印清單

NOTE（**附註**）　　（報告的 NOTE（**附註**）欄中將出現任一個以下的附註，以指明是否成功執行，如果未能成功執行，則將提供失敗的原因）。

OK（**確定**）— 傳送／接收成功。

P.FAIL（**電源故障**）— 因電源故障而無法執行。

JAM（**夾紙**）— 因列印紙或文件卡紙而無法執行。

BUSY（**佔線**）— 因線路忙而無法傳送傳真。

COM.E-0 to COM.E-31（**通訊錯誤**）— 因電話線路錯誤而無法執行。請參閱第 9 章的故障與解決方法中的線路錯誤。

CANCEL（**取消**）— 由於按下了 STOP（**停止**）鍵、送紙器中無文件，或您的傳真機不具有對方傳真機所要求的傳送功能，而取消執行。

CANCEL 3（**取消 3**）—（僅用於機密傳送）由於接收方傳真機不具有機密功能、接收方傳真機未設定機密密碼、其記憶體已滿，或它並非夏普型號，而取消機密傳送。

CANCEL 4x（**取消 4x**）—（僅用於機密傳送）由於為具有機密郵箱的傳真機輸入了錯誤的郵箱號碼，或對方傳真機的記憶體已滿，而取消機密傳送。

CANCEL 5（**取消 5**）—（僅用於轉接請求）由於所要求的對方傳真機不具有轉接功能、並非夏普型號，或其記憶體已滿，而導致轉接請求失敗。

CANCEL 6（**取消 6**）—（僅用於轉接請求）由於您的傳真機號碼未輸入至轉接傳真機的許可號碼清單中、自動撥號號碼未儲存在指定的轉接傳真機中，或未按照第 1 章的說明將您的傳真號碼輸入至您的傳真機中，而導致轉接請求失敗。

計時器清單（清單 02）

此清單顯示目前設定的計時器操作。

電話號碼清單（清單 03）

此清單顯示已設定為自動撥號的傳真號碼。

轉接群組清單（清單 04）

此清單顯示已設定的轉接群組。

密碼清單（清單 05）

此清單顯示輪詢安全性的設定、您設定在傳真機中的名稱與傳真號碼、列印在每張傳送頁面頂部的標題樣式（HEADER PRINT（標題列印）），以及輸入在轉接密碼清單中的號碼。

選項設定清單（清單 06）

此清單顯示選項設定的目前狀態。

設定與群組清單（清單 07）

此清單的頂部顯示了已輸入的設定值。而底部則顯示了已設定在群組鍵中的傳真號碼。

成批傳送清單（清單 08）

成批傳送清單顯示了目前已儲存以便進行成批傳送的文件。

部門使用清單（清單 09）

此清單顯示在清單指明的期間內，每個部門的總傳送時間與總傳送頁數（包括輪詢時間與輪詢頁數）。此資訊只有在啟動了部門控制功能時才可使用。在清單底部，顯示了有關回應其他傳真機的請求而執行的轉接廣播傳送操作資訊。

◆ 在每次列印報告時，系統將清除有關資料並開始一個新的期間。

機密接收清單（清單 10）

此清單顯示收到機密文件的信箱與所收到的總頁數。在任何時候顯示幕上出現 RCVD CONFIDENTIAL RX（接收機密文件） 訊息時，即可列印此清單。

過濾垃圾號碼清單（清單 11）

此清單顯示不允許接收的傳真號碼。

執行報告

傳真機在操作完成之後自動列印執行報告，以供您核對結果。傳真機的原廠設定只有在發生錯誤的情況下才列印此報告。如有必要，您可以變更設定以便在其他情況下列印此報告。請參閱第 6 章中的選項設定 5（PRINT SELECTION（列印選擇））。

◆ 您也可以按需求在操作完成之後，透過按下 REPORT（**報告**）鍵以列印執行報告。

◆ 執行報告中所出現的標題與活動報告中的相同。有關標題的說明，請參閱本章中的活動報告。

◆ 如果透過記憶體傳送文件，則第一頁文件的上端部份也將出現在報告的下端。如果要求保密，您可透過將選項設定 15（IMAGE MEMORY PRINT（影像記憶體列印））設定為 NO（否），來避免列印文件的上端部份。

8. 維護

清潔掃瞄鏡和滾筒

請經常清潔掃瞄鏡和滾筒，以確保傳送影像和複印件的品質。

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1 打開操作面板。

- 緊壓標記爲 PANEL RELEASE（**面板釋放**）的釋放裝置，並將之拉起。

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2 用一塊柔軟的布擦拭掃瞄鏡、白色後檔板和滾筒。

- 請確保除去所有的灰塵和污漬（如塗改液），因爲這些污漬將會在傳送的影像和複印件上形成垂直線條（如有必要，請以工業用酒精擦拭）。

白色後檔板

掃瞄鏡

機殼
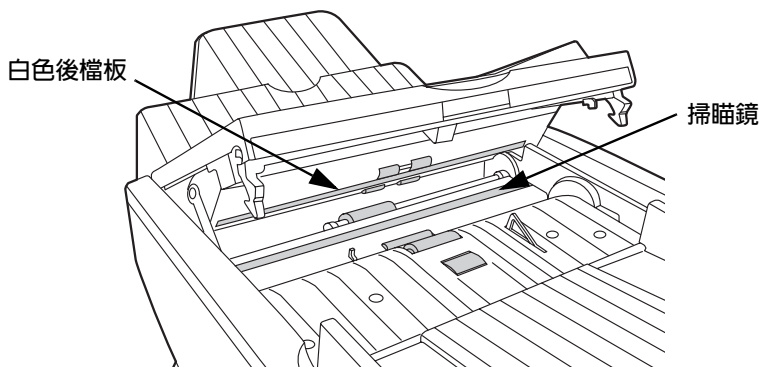
請用一塊乾布擦拭傳眞機的外部零件和表面。

注意！
請勿使用苯或稀釋劑清潔傳眞機，這些溶劑可能會使傳眞機受損或褪色。

更換確認標記

如果您正在使用確認標記功能，在標記墨水用完時（或當原件上的標記變淺時），您需要更換標記裝置中的墨水匣。您可以從您的經銷商處獲得新墨水匣。

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1 卸下原裝的文件輸出托架。

---
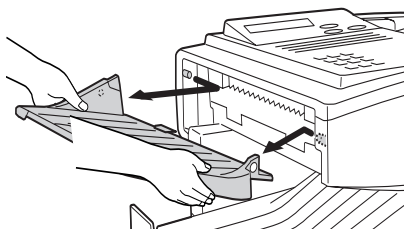
2 向下按壓綠色墨水匣的突出彈片，
並用手指將墨水匣拉出。
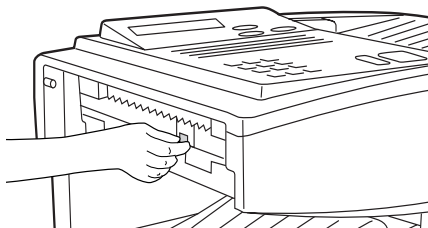
3 將新的墨水匣插入傳眞機（請確保彈片
朝外）。
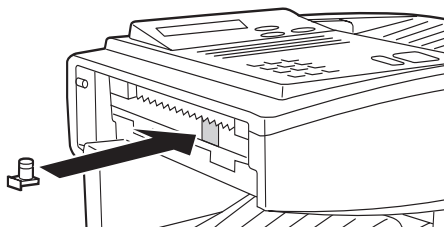
4 重新裝上原裝的文件輸出托架。
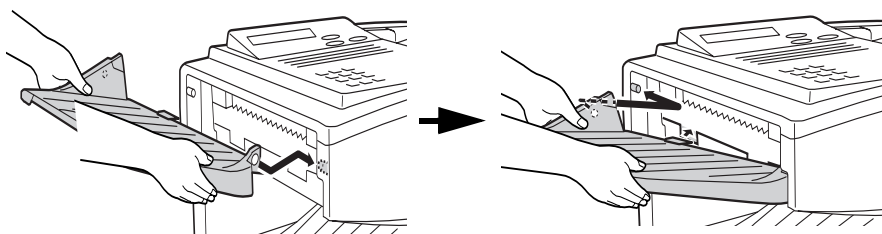
9. 故障排除

故障與解決方法

線路錯誤

故障	解決方法
顯示幕上出現 LINE ERROR（線路錯誤），並／或印出一份具有 COM.E（**通訊錯誤**）－，且 NOTE（**附註**）欄中號碼為 0 至 31 的執行報告。	重新嘗試執行。如果錯誤仍然存在，請檢查以下事項： • 檢查連接。從 TEL.LINE（**電話線路**）插孔到牆上插座的電線不應超過兩公尺。 • 確保沒有共用同一條電話線的數據機裝置。 • 與另一方核實以確保他們的傳真機正常操作。 • 檢查您電話線的線路噪音。 • 嘗試將傳真機連接到另一條電話線上。 • 如果故障仍然發生，那麼您的傳真機可能需要維修。

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撥號與傳送故障

故障	解決方法
無法撥號。	• 確保電源線已正確地插入電源插座。 • 確保電話線已正確地連接至 TEL.LINE（**電話線路**）插孔與牆上插座。 • 確保傳眞機已設定爲適用於電話線路的正確撥號模式。請參閱第 6 章中的選項設定 22。
電源已開啓，但無法傳送文件。	• 確保接收方傳眞機有紙。 • 確保電話線已插入 TEL.LINE（**電話線路**）插孔，而不是 TEL.SET（**電話設定**）插孔。 • 如果接收方傳眞機正處於手動模式且無人監視，則將無法接收。 • 如果接收方傳眞機並非夏普機型，請確保它與 G3 相容。 • 檢查顯示幕上是否有錯誤資訊。 • 按下 SPEAKER（**喇叭**）鍵並檢查是否有撥號訊號。
接收方沒有列印任何頁面。	• 確保要傳送的文件是面朝下放置在送紙器中。
對方收到的影像失眞。	• 如果關閉了 ECM 模式（選項設定 9），電話線路上的噪音可能會導致影像失眞。重新嘗試傳送文件。 • 在您的傳眞機上複印文件。如果複印件也失眞，那麼您的傳眞機可能需要維修。

接收與複印故障

故障	解決方法
傳真機無法自動接收文件。	• 確保接收模式已設定為 AUTO（自動）。
電源已開啟，但無法接收。	• 確保牆上插座已連接至 TEL.LINE（**電話線路**）插孔，而不是 TEL.SET（**電話設定**）插孔。
在嘗試接收文件時，輸出的列印紙空白。	• 請確保傳送方傳真機的文件已正確裝入送紙器中。複印一頁文件或列印一份報告以確認您傳真機的列印功能是否正常。
收到的文件頁面模糊。	• 請求對方以較高的對比度傳送文件。如果收到的文件其對比度仍然過低，那麼您的傳真機可能需要維修。複印一頁文件或列印一份報告以確認您傳真機的列印功能是否正常。 • 可能需要更換碳粉匣。
收到的影像失真。	• 如果關閉了 ECM 模式（選項設定 9），電話線路上的噪音可能會導致影像失真。請對方重新嘗試傳送文件。 • 如果對方傳真機具有 ECM 模式，請確保兩台傳真機均已開啟此功能（請參閱選項設定 9）。 • 在您的傳真機上複印一頁文件或列印一份報告。如果複印件或報告仍然失真，那麼您的傳真機可能需要維修。 • 磁鼓碳粉匣可能已損毀。試用新的磁鼓碳粉匣。
複印品質欠佳並／或出現黑點。	• 掃瞄鏡上的任何灰塵或雜質，均會導致複印件與傳真文件上出現黑點。請按第 8 章的說明清潔掃瞄鏡。
在收到的文件與複印件上出現有規則間距的圓點。	• 磁鼓碳粉匣可能已損毀。請更換磁鼓碳粉匣。

一般故障

故障	解決方法
顯示幕上沒有顯示任何畫面。	• 確保電源線正確地插入電源插座，並且已開啟電源開關。 • 將其他電器裝置連接至電源插座以查看插座是否有電源。
在您按下任何鍵後，傳真機均無反應。	• 如果在您按下按鍵時傳真機沒有發出嗶聲，請關閉電源開關，數秒鐘後再重新開啟。
在傳送或複印時無法自動送紙。	• 檢查文件的尺寸與重量（請參閱第 2 章中的傳送文件）。
在嘗試輪詢時無法接收。	• 確保還有紙張。 • 確保傳送方傳真機正處於自動接收模式。 • 如果傳送方傳真機具有輪詢安全性功能，請確保您的傳真號碼已輸入您的傳真機及傳送方傳真機中。

9. 故障排除

訊息與訊號

顯示幕訊息

CHECK TRAY/CASSETTE（檢查紙匣／供紙匣）	表示在紙匣或供紙匣中出現夾紙，或未正確安裝供紙匣。
CONF REFUSED（拒絕機密傳送）	您為具有信箱的傳真機輸入了錯誤的信箱號碼，因此機密傳送被拒。
CONF.RX ERROR（機密接收錯誤）	由於傳送方傳真機所指定的信箱號碼未編入您的傳真機中，因此機密接收被取消。
CHECK COVER OR DRUM（檢查蓋板或磁鼓碳粉匣）	操作面板打開或尚未安裝磁鼓碳粉匣。請合上蓋板或安裝磁鼓碳粉匣。
DRUM LIFE OVER（磁鼓碳粉匣壽命結束）	必須更換磁鼓碳粉匣。
FAX RCVD IN MEMORY（傳真儲存在記憶體中）	由於需要更換碳粉匣、列印紙用完或夾紙，因此傳真被接收到記憶體中。解決了上述問題之後，傳真將自動列印出來。
FUNCTION MODE（功能模式）	按下了 FUNCTION（**功能**）鍵。
E	傳送或接收失敗。按下 STOP（**停止**）以清除訊息，然後重試。如果錯誤仍然存在，請參閱本章的故障與解決方法中的線路錯誤。
MEMORY FULL ERROR（記憶體已滿錯誤）	記憶體內部發生錯誤。您可能需要重新傳送發生錯誤時正傳送文件的一頁或多份頁面。
MEMORY FULL ERROR（記憶體已滿錯誤）START=OK, STOP=CANCEL（開始＝確定，停止＝取消）	記憶體已滿（如果選項設定 23 QUICK ON-LINE（快速連線）設為 NO（否），將出現此資訊）。按下 START（**開始**）鍵以僅傳送已掃瞄的頁面，或者按下 STOP（**停止**）鍵以取消整個傳送。
NO CONF.FUNC（無機密功能）	由於接收方傳真機不具有機密功能、未編入機密碼、記憶體已滿或不屬於夏普型號，因此機密傳送被取消。
NO PAPER（無紙張）	在此訊息後的括號內將附有其中一個紙張來源，以通知您該紙張來源的紙張已用完。如果未指明紙張來源，即表示兩個紙張來源的紙張均已用完。

NO RELAY FUNC （無轉接功能）	由於另一方傳眞機不具有轉接廣播傳送的功能、記憶體已滿或不是夏普傳眞機，因此轉接請求被拒絕。
ONHOOK DIAL MODE （等待撥號模式）	已按下了 SPEAKER（喇叭）鍵，傳眞機正在等待您的撥號。
PAPER JAM （夾紙）	列印紙夾住。請參閱下節清除夾紙。
POWER SAVE MODE （省電模式）	已開啓省電模式。請參閱第 5 章中省電模式。
RCVD CONF.FAX （已接收機密傳眞）	機密傳眞已接收到記憶體中。請按第 5 章中機密操作所述列印傳眞。
RCVD PRINT HOLD FAX （已接收暫停列印傳眞）	已開啓暫停列印功能，並且您已將一份或多份傳眞接收在記憶體中。請按第 5 章中暫停列印所述列印傳眞。
RCVD RELAY REQUEST （已接收轉接請求）	您的傳眞機已收到轉接廣播傳送的請求，並正將所要求的文件傳送給終端接收方傳眞機。請參閱第 5 章轉接請求中的轉接廣播傳送。
RELAY REFUSED （拒絕轉接）	由於您的傳眞號碼尙未輸入轉接傳眞機的許可號碼清單中、自動撥號號碼未編入指定的轉接傳眞機，或您的傳眞號碼尙未編入您的傳眞機，因此轉接請求被拒。
REMOVE ORIGINAL(S) （取出正本文件）	正本文件被夾住。請參閱下節清除夾紙。
SIZE ERROR （尺寸錯誤）	在此訊息後的括號內將附有其中一個紙張來源，以通知您裝入該紙張來源的紙張尺寸不統一。
REPLACE TONER （更換碳粉）	必須更換碳粉匣。
RX DOCUMENT TRAY OFF （無文件接收托架）	未連接文件接收托架。請按第 1 章的連接所述，連接托架（您必須連接此托架以使傳眞機正常操作）。
WAITING <MEMORY FULL> （等待＜記憶體已滿＞）	記憶體已滿，並且在掃瞄多頁文件時停止掃瞄。在有足夠記憶體空間可用時，掃瞄將自動恢復（例如，在傳送完幾頁後）。

聲頻訊號

連續訊號	1 秒鐘	表示傳送、接收或複印結束。
連續訊號	3 秒鐘	表示傳送、接收或複印不完整。
快速間歇訊號	35 秒鐘 （響 0.7 秒鐘，停 0.3 秒鐘）	表示與傳真機使用同一條線路的分機被切斷連線。

清除夾紙

清除夾住的文件

如果原文件在傳送或複印時無法正確送入,或者顯示幕上出現 REMOVE ORIGINAL(S)(取下原文件)訊息,請先嘗試按下 START(**開始**)鍵。如果文件無法退出,請打開操作面板,將文件取出。

重要事項:
請勿在未打開操作面板的情況下取出文件,這可能會損壞送紙器機件。

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1 打開操作面板。

- 緊壓標記為 PANEL RELEASE(**面板釋放**)的釋放裝置,並將之拉起。

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2 取出文件。

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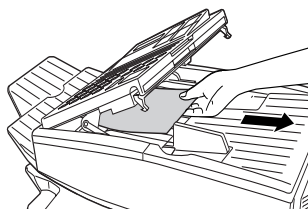
3 合上操作面板,並確保卡入定位。
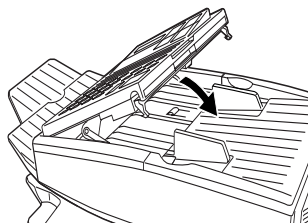
清除夾住的列印紙

如果列印紙夾住，顯示幕上將出現 PAPER JAM（夾紙）訊息。請執行以下步驟以清除夾紙。

1 按下綠色的釋放裝置，並打開列印槽蓋。

- 注意！
  在進行操作時，列印槽內的熔斷裝置會變得非常炙熱。請勿觸摸列印槽的內部。
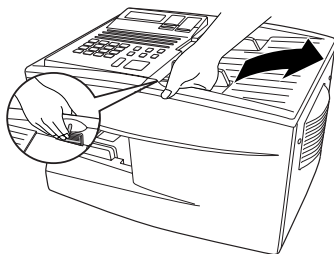
2 如果在列印槽內可以看到被夾住的紙張，請將它拉出。

- 請確保列印槽內和滾筒上沒有殘留任何撕碎的紙張。
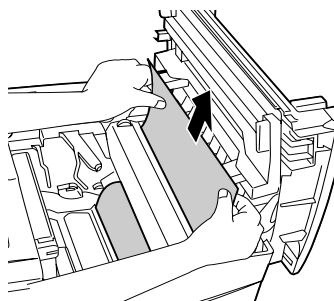
或
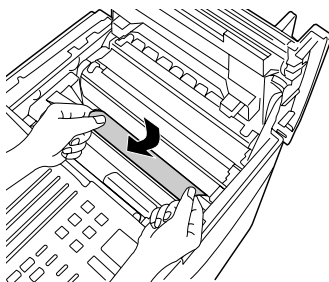
3 如果看不到被夾住的紙張，請先卸下碳粉匣，然後卸下磁鼓碳粉匣。
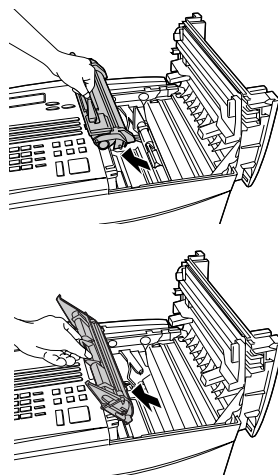
4 打開列印槽底部的黑色蓋子（在左側裝有鉸鏈）。如果可以看到被夾住的紙張，請將它拉出。
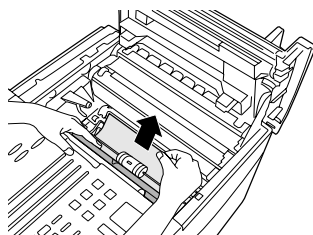
5 合上黑色蓋子。重新插入磁鼓碳粉匣，然後再插入碳粉匣。

- 透過將磁鼓碳粉匣和碳粉匣上的彩色號碼與列印槽兩側相應的彩色號碼對齊，插入磁鼓碳粉匣和碳粉匣。

- 完成後，請合上列印槽蓋。
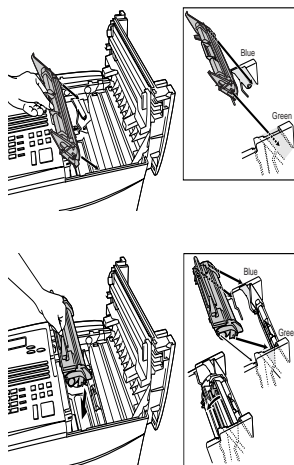
6 如果您的傳真機裝有供紙匣且顯示幕仍
　　顯示夾紙，請打開供紙匣，並取出被夾
　　住的紙張。

7 重新裝上供紙匣。

索引

SHARP CORPORATION