

# SHARP®

MODEL

型號

香港電器安全規格  
(國際電工委員會規格適合)

## FO-90

**FACSIMILE**

傳真機

**OPERATION MANUAL**

使用手冊



1. Installation
2. Using the Answering Machine
3. Sending Documents
4. Receiving Documents
5. Making Copies
6. Making Telephone Calls
7. Special Functions
8. Printing Lists
9. Maintenance
10. Troubleshooting

1. 安裝
2. 使用電話答錄機
3. 傳送文件
4. 接收文件
5. 複印
6. 撥打電話
7. 特殊功能
8. 列印清單
9. 維護
10. 故障排除

# Quick Reference Guide

## Entering Your Name and Number

1. Press:

Display shows: OWN NUMBER SET

2. Press:

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

- To insert a space between digits, press the # key.
- If you make a mistake, press the **SPEED DIAL** key to backspace and clear the mistake.

4. Press:

5. Enter your name by pressing the appropriate number keys as shown below.

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

SPACE =	J =	T =
A =	K =	U =
B =	L =	V =
C =	M =	W =
D =	N =	X =
E =	O =	Y =
F =	P =	Z =
G =	Q =	
H =	R =	
I =	S =	

- To change case, press the **REDIAL** key. Press # or \* to scroll through symbols and special characters.

6. When finished, press:

## Setting the Date and Time

1. Press:

Display shows: DATE & TIME SET

2. Press:

3. Enter two digits for the day (01 to 31).
4. Enter two digits for the month (01 to 12).
5. Enter four digits for the year (Ex: 2000)
6. Enter two digits for the hour (01 to 23) and two digits for the minute (00 to 59).
7. When finished, press:

## Storing and Clearing Auto Dial Numbers

1. Press:

Display shows: FAX/TEL # MODE

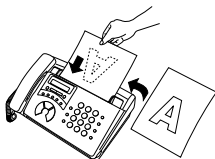
2. Press **1** to store a number or **2** to clear a number.
3. Enter a 2-digit Speed Dial number (from 01 to 05 for Rapid Key Dialing, or 06 to 40 for Speed Dialing). (If you are clearing a number, go to Step 7.)
4. Enter the full fax/telephone number.
5. Press:
6. Enter the name of the location by pressing number keys. (Refer to the letter entry table in *Entering Your Name and Number*.)

7. Press:



## Quick Reference Guide

### Sending Faxes

Place your document (up to 5 pages) face down in the document feeder.





### Normal Dialling

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

### Rapid Key Dialling

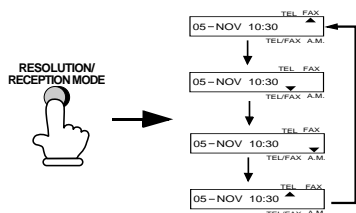
Press the appropriate Rapid Key.  
Transmission will begin automatically.

### Speed Dialling

1. Press: 
2. Enter 2-digit Speed Dial number.
3. Press: 

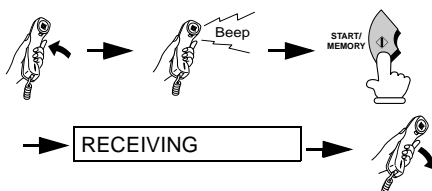
### Receiving Faxes

Press the **RESOLUTION/RECEPTION MODE** key until the arrow in the display points to the desired reception mode (make sure the document feeder is empty).



**FAX mode:** The fax machine automatically answers on the set number of rings and receives the incoming document.

**TEL mode:**





**TEL/FAX mode:** The fax machine automatically answers on the set number of rings and receives faxes. Voice calls (including manually dialled fax transmissions) are signalled by a special ringing sound.

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

### RECORDING AN OUTGOING MESSAGE

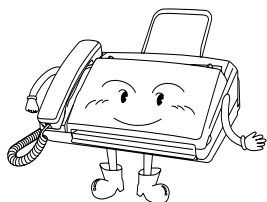
1. Press:   

Display shows: 

2. Press: 
3. Press 1 (GENERAL) to record an outgoing message for the answering machine. Press 2 (TRANSFER) to record an outgoing message for the Transfer function.
4. Pick up the handset, press the **START/MEMORY** key, and speak into the handset to record your message.
5. When finished, press the **STOP** key or replace the handset.
6. Press: 

---

# Introduction



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

<b>Automatic dialling</b>	Rapid Key Dialling: 5 numbers Speed Dialling: 35 numbers
<b>Fax paper</b>	Initial starter roll (included with machine): 10 m Recommended replacement roll: FO-20PRw, 30 m (12.7mm core)
<b>Paper cutting method</b>	Automatic cutter
<b>Modem speed</b>	9600 bps with automatic fallback to lower speeds.
<b>Transmission time*</b>	Approx. 15 seconds
<b>Resolution</b>	<b>Horizontal:</b> 8 pels/mm <b>Vertical:</b> Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
<b>Automatic document feeder</b>	5 pages max. (20 lb paper)
<b>Halftone (grayscale)</b>	64 levels

**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).



<b>Display</b>	16-digit LCD display
<b>Compression scheme</b>	MR, MH, Sharp (H2)
<b>Applicable telephone line</b>	Public switched telephone network
<b>Compatibility</b>	ITU-T (CCITT) G3 mode
<b>Input document size</b>	<b>Automatic feeding:</b> Width: 148 to 216 mm Length: 140 to 297 mm <b>Manual feeding:</b> Width: 148 to 216 mm Length: 140 to 600 mm
<b>Effective scanning width</b>	210 mm max.
<b>Effective printing width</b>	210 mm max.
<b>Contrast control</b>	Automatic/Dark selectable
<b>Reception modes</b>	Fax, Tel, Tel/Fax, A.M.
<b>Copy function</b>	Yes
<b>Telephone function</b>	Yes (cannot be used if power fails)
<b>Power requirements</b>	220-240 V AC, 50/60 Hz
<b>Operating temperature</b>	5 - 35°C
<b>Humidity</b>	Maximum: 85% RH
<b>Power consumption</b>	Standby: 2.6 W Maximum: 115 W
<b>Dimensions</b>	Width: 304 mm Depth: 236 mm Height: 122 mm
<b>Weight</b>	Approx. 2.6 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 fascimile 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, grounded (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.
- Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.
- Unplug the machine from the power outlet and telephone jack and consult a qualified service representative if any of the following situations occur:
  - Liquid has been spilled into the machine or the machine has been exposed to rain or water.
  - The machine produces odors, smoke, or unusual noises.
  - The power cord is frayed or damaged.
  - The machine has been dropped or the housing damaged.
- Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

- Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.
- Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.
- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- The power outlet must be installed near the equipment and must be easily accessible.

**Important:**

- This facsimile machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- This facsimile machine is not compatible with digital telephone systems.

---

# ***Table of Contents***

<b>Quick Reference Guide</b>	<b>1</b>
<b>Introduction</b>	<b>3</b>
Important safety information	5
<b>Table of Contents</b>	<b>7</b>
<b>1. Installation</b>	<b>9</b>
Unpacking Checklist	9
A Look at the Operation Panel	10
Connections	13
Loading the Thermal Paper	19
Entering Your Name and Fax Number	23
Setting the Date and Time	27
Setting the Reception Mode	30
Volume Adjustment	32
<b>2. Using the Answering Machine</b>	<b>34</b>
Recording an Outgoing Message	34
Operating the Answering Machine	37
Optional Answering Machine Settings	41
Transfer Function	44
Override Ringing	47
Remote Operations	49
<b>3. Sending Documents</b>	<b>58</b>
Transmittable Documents	58
Loading the Document	60
Adjusting the Resolution and Contrast	63
Sending a Fax by Normal Dialling	65
Sending a Fax by Automatic Dialling	67

## Table of Contents

<b>4. Receiving Documents</b>	<b>79</b>
Using TEL/FAX Mode	79
Using FAX Mode	80
Using TEL Reception Mode	82
Substitute Reception to Memory	86
<b>5. Making Copies</b>	<b>87</b>
<b>6. Making Telephone Calls</b>	<b>88</b>
<b>7. Special Functions</b>	<b>90</b>
Caller ID (Requires Subscription to Service)	90
Duplex Ringing (Requires Subscription to Service)	96
Broadcasting	98
Blocking Reception of Unwanted Faxes	100
Sending Documents From Memory	102
Polling (Requesting a Fax Transmission)	104
<b>8. Printing Lists</b>	<b>106</b>
<b>9. Maintenance</b>	<b>109</b>
<b>10. Troubleshooting</b>	<b>111</b>
Problems and Solutions	111
Messages and Signals	115
Clearing Paper Jams	118
<b>Index</b>	<b>121</b>

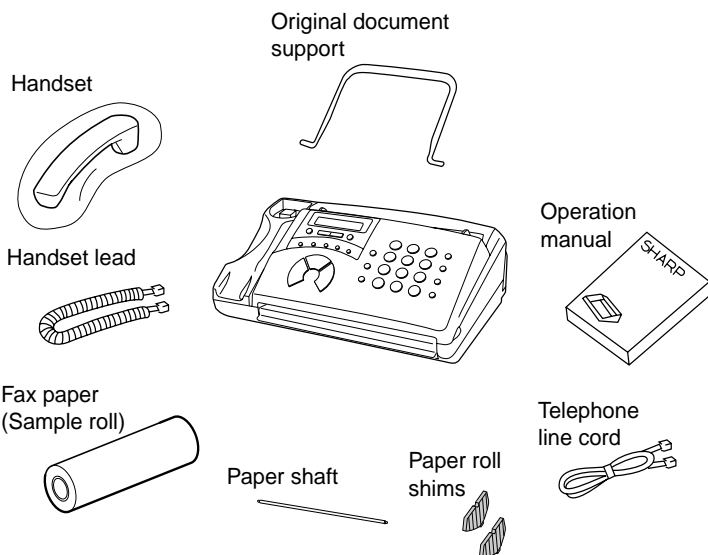
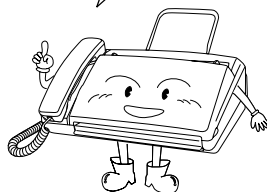
# 1. Installation

## Unpacking Checklist

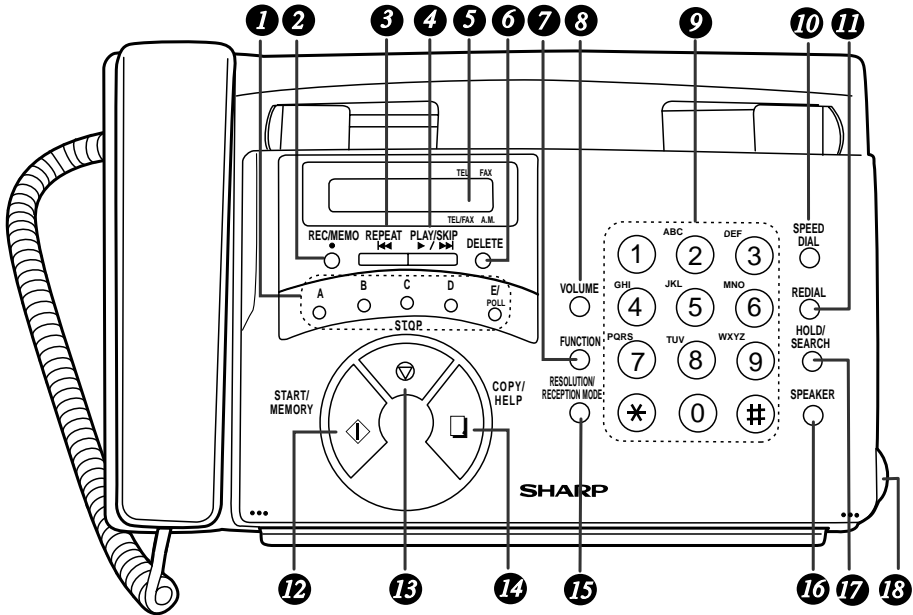
Before setting up,  
make sure you have  
all of the following  
items.



If any are missing,  
contact your dealer or  
retailer.



## ***A Look at the Operation Panel***



- 1 Rapid Dial Keys**  
Press one of these keys to dial a fax number automatically.
- 2 REC/MEMO key**  
Press this key to record a phone conversation or a message.
- 3 REPEAT key**  
Press this key to repeat playback of a message.
- 4 PLAY/SKIP key**  
Press this key to play recorded messages. During playback, press it to skip forward to the next message.
- 5 Display**  
This displays messages and prompts during operation and programming.
- 6 DELETE key**  
Press this key to erase recorded messages.

- 7 FUNCTION key**  
Press this key to select various special functions.
- 8 VOLUME key**  
Press this key to adjust the volume of the speaker when the **SPEAKER** key has been pressed, the volume of the ringer at all other times.
- 9 Number keys**  
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.
- 10 SPEED DIAL key**  
Press this key to dial a fax or voice number using an abbreviated 2-digit Speed Dial number.
- 11 REDIAL key**  
Press this key to automatically redial the last number dialed.
- 12 START/MEMORY key**  
Press this key to send or receive a document or to scan a document into memory before sending it.
- 13 STOP key**  
Press this key to cancel an operation before it is completed.
- 14 COPY/HELP key**  
When a document is in the feeder, press this key to make a copy of a document. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine.
- 15 RESOLUTION/RECEPTION MODE key**  
When a document is in the feeder, press this key to adjust the resolution for faxing or copying. At any other time, press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode).



### **16** **SPEAKER key**

Press this key to listen to the line and fax tones through the speaker when faxing a document.

Note: **This is not a speakerphone.** You must pick up the handset to talk with the other party.

### **17** **HOLD/SEARCH key**

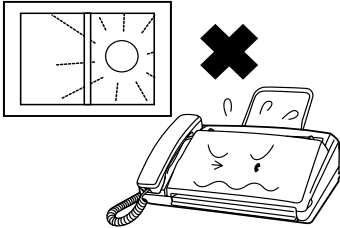
Press this key to search for an auto-dial number, or, during a phone conversation, press this key to put the other party on hold.

### **18** **Panel release**

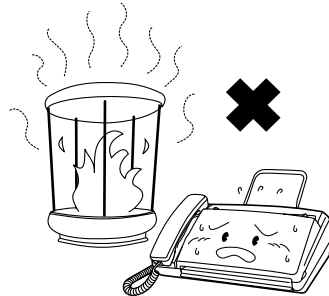
Grasp this finger hold and pull toward you to open the operation panel.

## Connections

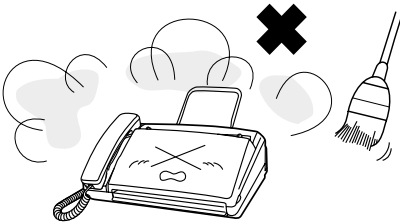
### Points to keep in mind when setting up



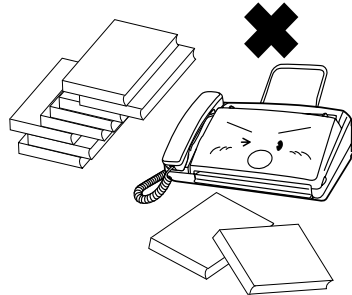
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

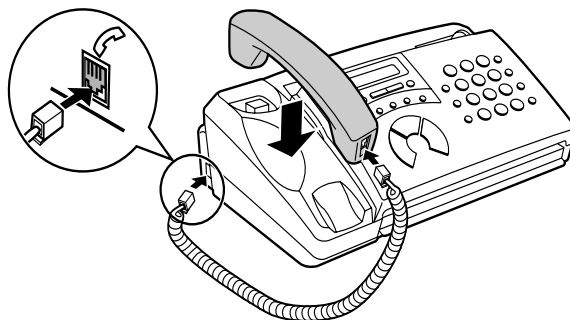
### About condensation

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

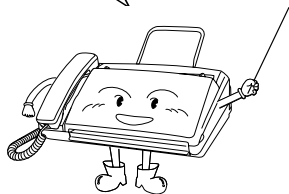
## ***Connecting the Handset***

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

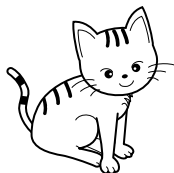
- ◆ The ends of the handset cord are identical, so they will go into either socket.



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



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



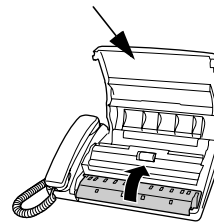
## Removing the packing paper

- 1 Grasp the finger hold and open the operation panel.

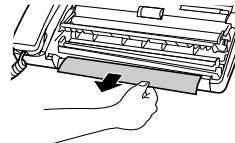


- 2 Flip up the front paper guide.

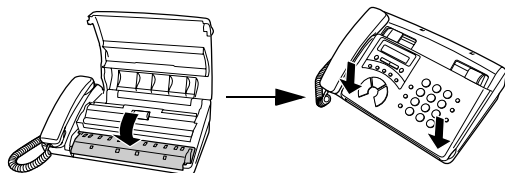
Note: Do not peel off or bend this strip of film.



- 3 Remove the packing paper.



- 4 Flip down the front paper guide and then close the operation panel

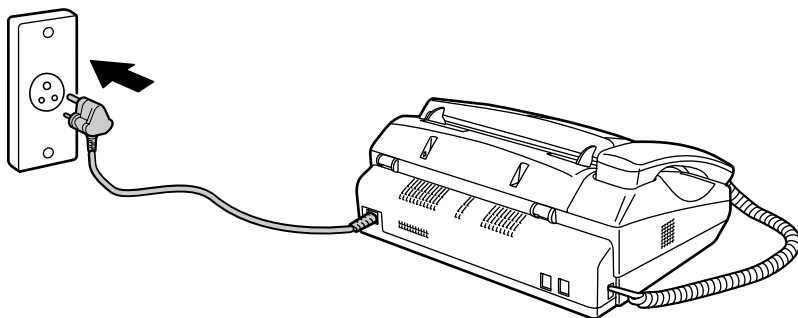


### ***Connecting the power cord***

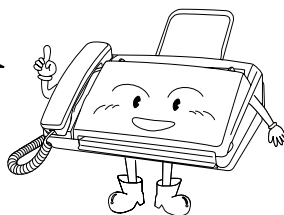
Plug the power cord into a 220-240 V, 50/60 Hz, grounded AC outlet.

**Caution:**

The mains outlet (socket-outlet) should be installed near the equipment and be easily accessible.



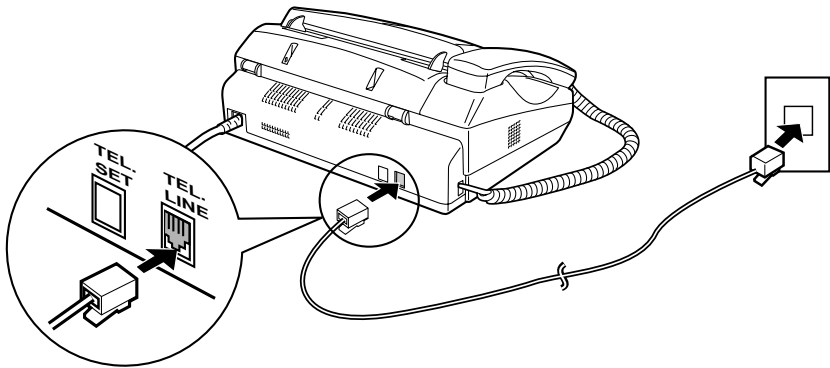
The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.



**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 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. Press the keys on the operation panel as follows:

- 1** Press these keys:

**FUNCTION**



The display will show:

DIAL MODE

- 2** Press **1** to select tone dialling, or **2** to select pulse dialling.

**TONE**

**PULSE**



or

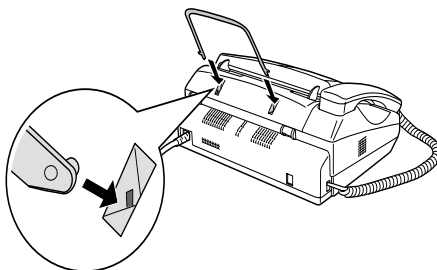


- 3** Press the **STOP** key to return to the date and time display.



### ***Attaching the original document support***

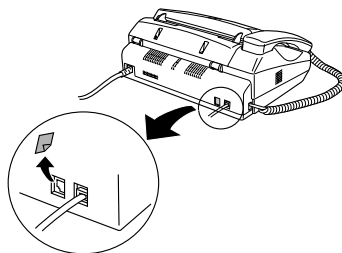
Attach the original document support as shown below.



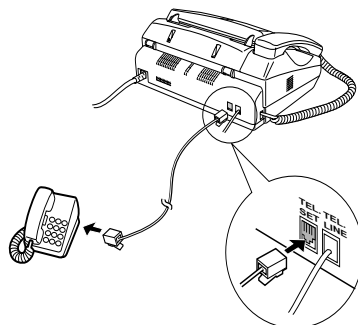
### ***Extension phone (optional)***

If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

- 
- 1** Remove the seal covering the **TEL. SET** socket.

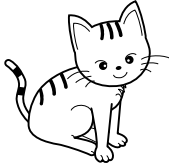


- 
- 2** Connect the extension phone line to the **TEL. SET** socket.

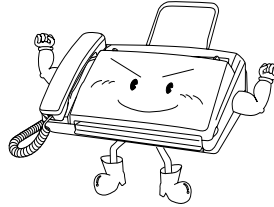


## Loading the Thermal Paper

Your fax machine prints incoming faxes on a special kind of paper called thermal paper.



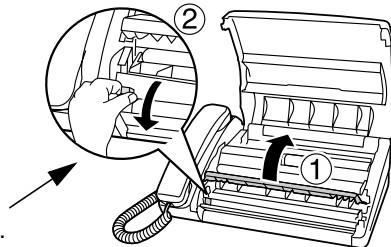
The fax machine's print head creates text and images by applying heat to the thermal paper.



- 1 Grasp the finger hold as shown and pull up to open the operation panel.



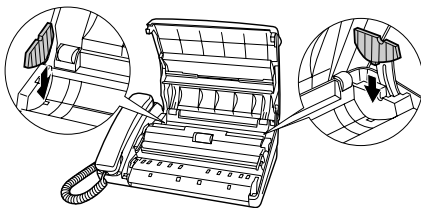
- 2 Flip up the front paper guide.



Press the knob to make sure the front side of the metal guide is down.

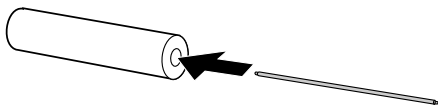


- 3** If you are loading paper that is 210 mm in width, place the paper roll shims on each side of the paper compartment. (Note that Sharp recommended paper, including the initial roll, is 216 mm in width.).

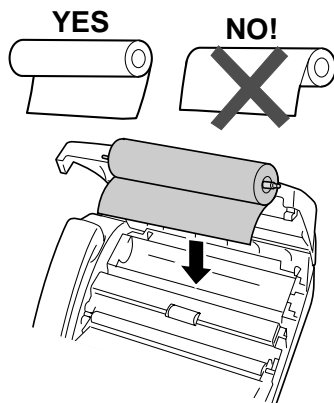


- The ribbed side of the shims should face in (toward each other).

- 4** Unwrap the roll of thermal paper and insert the paper shaft.

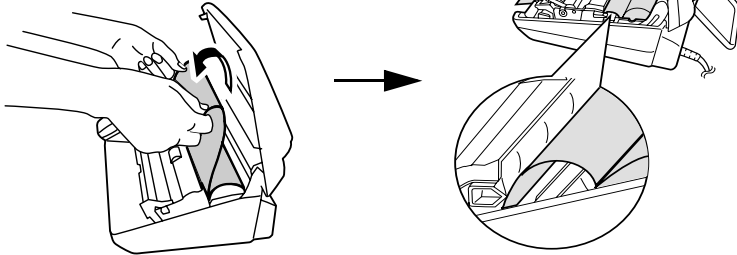


- 5** Place the roll of thermal paper in the compartment, making sure the ends of the paper shaft fit into the notches on each side of the compartment.

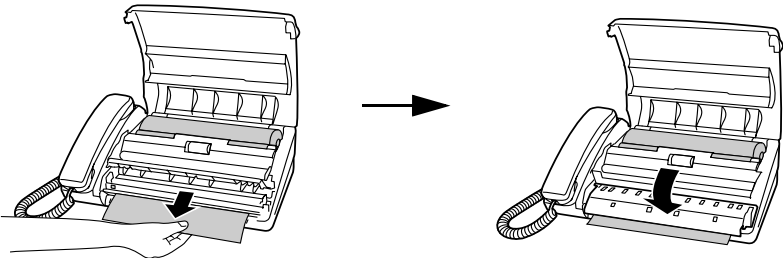


- ♦ **Important:** The roll must be placed so that the leading edge of the paper unrolls as shown. (The paper is only coated on one side for printing. If the roll is placed backwards, the paper will come out blank after printing.)

- 6** Insert the leading edge of the paper into the slot as shown. Continue to push the paper through the slot until it comes out the opening in the front of the machine.



- 7** Make sure the paper comes out straight, and then flip down the paper guide.



- 8** Close the operation panel, making sure it clicks into place.

- A short length of the paper will be cut off.



### ***Replacing the thermal paper***

When the paper runs out, OUT OF PAPER will appear in the display. Reception and copying will no longer be possible. To replace the paper, first take out the old roll, then load the new roll as described above.

To assure a long life for your fax and obtain the best reproduction quality, we recommend that you use the following Sharp thermal paper, which is available from your dealer or retailer:

#### **FO-20PRw THERMAL PAPER (30 m roll)**

The use of any other paper may result in poor copy quality and excessive build-up of residue on the head.

### ***Handling thermal paper***

Do not unpack the paper until you are ready to use it. It may become discoloured if:

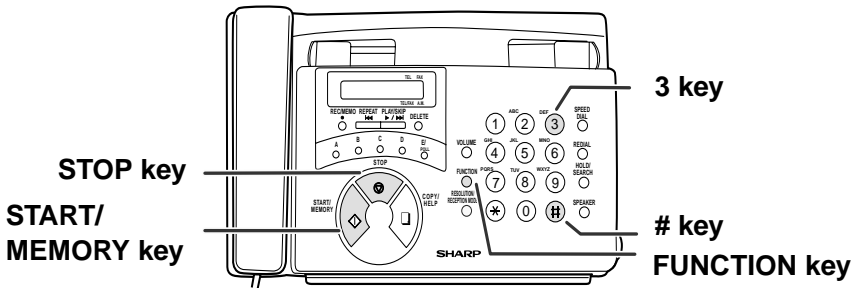
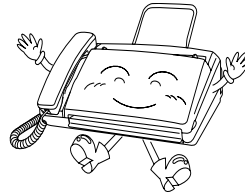
- ◆ It is stored at high humidity or high temperature.
- ◆ It is exposed to direct sunlight.
- ◆ It comes in contact with glue, thinner, or a freshly copied blueprint.
- ◆ A rubber eraser or adhesive tape is used on it, or it is scratched.

## Entering Your Name and Fax Number

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



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



**1** Press these keys:

**FUNCTION**



The display will show:

ENTRY MODE

---

### 2 Press the # key twice.

The display will show:

OWN NUMBER SET



---

### 3 Press the **START/MEMORY** key.

The display will show:

ENTER FAX #



---

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

- To insert a space between digits, press the # key.
- If you make a mistake, press the **SPEED DIAL** key to backspace and clear the mistake.



(Example)

---


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





















































































The display will show:

ENTER YOUR NAME



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

Example: SHARP = 77777 444 22 7777  77

SPACE =  	J =  	T =  
A =  	K =   	U =   
B =   	L =    	V =    
C =    	M =  	W =  
D =  	N =   	X =   
E =   	O =    	Y =    
F =    	P =  	Z =     
G =  	Q =   	
H =   	R =    	
I =    	S =     	

- ◆ To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.  
(The **SPEAKER** key moves the cursor forward, and the **HOLD/SEARCH** key moves the cursor backward.)
- ◆ To clear a mistake, press the **SPEED DIAL** key.
- ◆ To change case, press the **REDIAL** key.
- ◆ To select one of the following symbols, press the # key or the \* key repeatedly:  
. / ! " # \$ % & ' ( ) \* + , - . : ; < = > ? @ [ ¥ ] ^ \_ ' { | } → ←

**Cursor:** A dark square mark in the display that indicates where a number or letter will be entered.

- 
- 7** Press the **START/MEMORY** key.

The display will show:

DATE & TIME SET

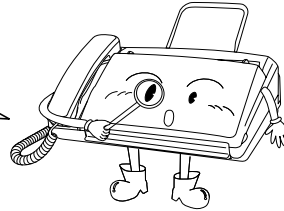


- 
- 8** Press the **STOP** key to return to the date and time display.

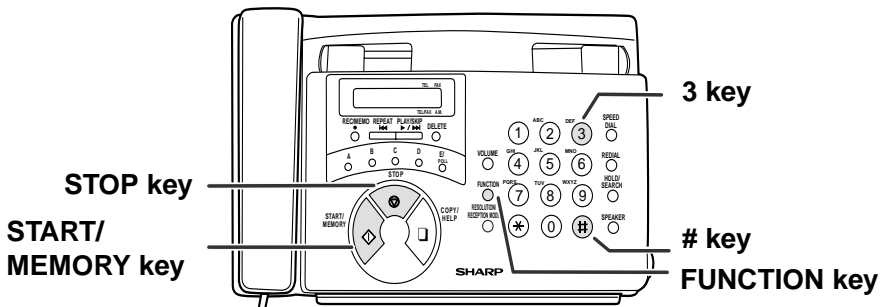


## Setting the Date and Time

The date and time appear in the display and reports, and are printed at the top of every page you transmit.



Set the date and time by pressing the keys on the operation panel as shown below.



- 1** Press these keys:

**FUNCTION**



The display will show:

ENTRY MODE

- 2** Press these keys:



The display will show:

DATE & TIME SET



---

### 3 Press the **START/MEMORY** key.

- The currently set date will appear in the display.



---

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



Example: the 5th

---

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



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

Example: January

---

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



Example: 2000

---

### 7 Enter a two-digit number for the hour ("01" to "23") and a two-digit number for the minute ("00" to "59").



Example: 9:25

- 
- 8** Press the **START/MEMORY** key to start the clock.



- 
- 9** Press the **STOP** key to return to the date and time display.



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

## ***Setting the Reception Mode***

Your fax machine has four modes for receiving incoming calls and faxes:

### **TEL mode:**

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

### **FAX mode:**

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

### **TEL/FAX mode:**

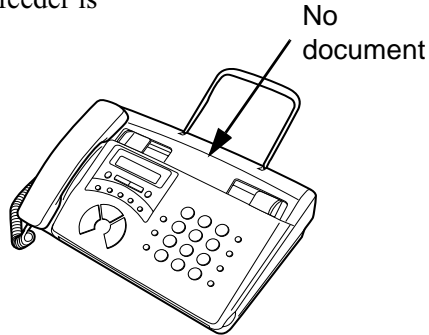
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled fax transmissions), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax transmission, reception will begin automatically.

### **A.M. mode:**

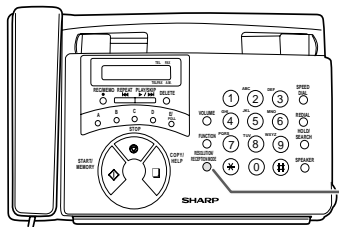
Select this mode when you are out and want the built-in answering machine to answer all calls. Voice messages will be recorded, and fax messages will be received automatically.

## Setting the reception mode

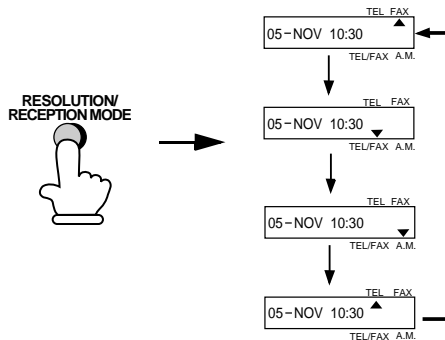
- 1 Make sure the document feeder is empty.



- 2 Press the **RESOLUTION/RECEPTION MODE** key until the arrow in the display points to the desired mode.

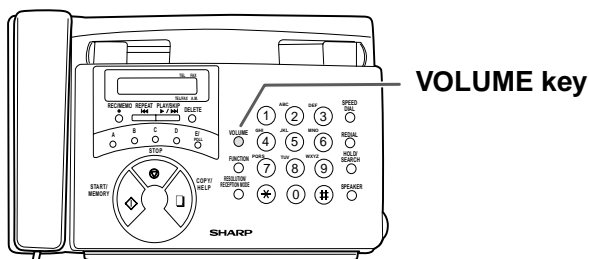


**RESOLUTION/  
RECEPTION MODE key**



### Volume Adjustment

You can adjust the volume of the speaker and the ringer using the **VOLUME** key.



### Speaker

- 
- 1** Press the **SPEAKER** key.

**SPEAKER**



- 
- 2** Press the **VOLUME** key one or more times to select the desired level.

**VOLUME**



The display will show:



- 
- 3** Press the **SPEAKER** key once again to turn off the speaker.

**SPEAKER**

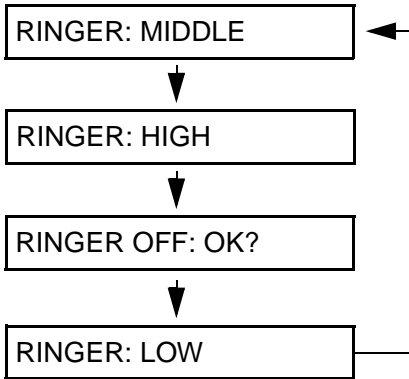


## Ringer

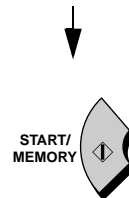
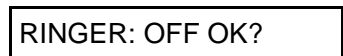
- 1 Press the **VOLUME** key to select the desired volume. (Make sure the **SPEAKER** key has not been pressed and the handset is not lifted.)



The display will show:



- 2 If you want to turn off the ringer, continue to press the **VOLUME** key until RINGER : OFF OK? appears in the display, and then press the **START/MEMORY** key.

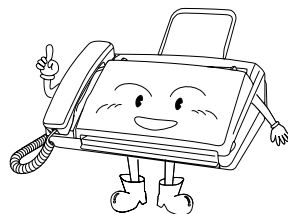


---

## 2. Using the Answering Machine

The FO-90's built-in answering machine allows you to receive both voice messages and fax transmissions while you are out.

To use the answering machine, record an outgoing message and then set the reception mode to A.M. when you go out.



### *Recording an Outgoing Message*

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

#### **Example:**

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

- 
- 1** Press these keys:

**FUNCTION**



The display will show:

A.M. SETTINGS

- 
- 2** Press the # key.



The display will show:

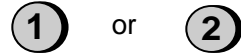
OGM RECORDING

- 3** Press the **START/MEMORY** key.



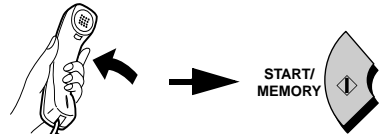
- 4** Press **1** to select GENERAL. (If you are recording a message for the Transfer function explained later in this chapter, press **2** for TRANSFER.)

GENERAL TRANSFER

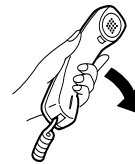


- 5** Pick up the handset, press the **START/MEMORY** key, and speak into the handset.

- The outgoing message can be up to 60 seconds long. The outgoing message for the Transfer function can be up to 15 seconds long.
- While recording, the display will show the time remaining to record.



- 6** When finished, replace the handset.



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





### ***To listen to or erase an outgoing message***

To listen to or erase an outgoing message, follow Steps 1 through 4 of the above procedure to select the message, and then press the **PLAY/SKIP** key to listen to it, or the **DELETE** key to erase it. To return to the date and time display, press the **STOP** key twice. Note that the general outgoing message cannot be erased. If you need to change it, simply repeat the recording procedure.

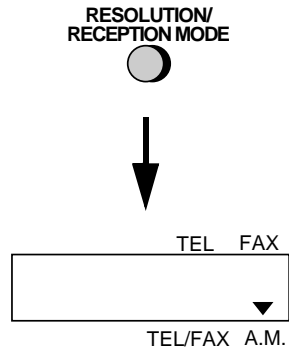
## Operating the Answering Machine

### Activating the answering machine

Activate the answering machine before you go out as follows:

Press the **RESOLUTION/RECEPTION MODE** key until the arrow in the display points to A.M..

- The outgoing message will play (you can stop playback by pressing the **STOP** key).
- It will not be possible to set the reception mode to A.M. if a general outgoing message has not been recorded.



When the reception mode is set to A.M., the FO-90 will answer incoming calls after two rings if it has received at least one incoming message, or after four rings if no messages have been received. (For more information, see Toll Saver in Remote Operations in this chapter.)

**Note:** If the memory is full from messages previously recorded, MEMORY IS FULL will appear in the display. To set the reception mode to A.M., you must first erase some or all of the stored messages.

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

## ***Listening to received messages***

When you return, the display will show the number of messages recorded. Listen to the messages as follows:

---

### **1** Press the **PLAY/SKIP** key.

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



---

### **2** The messages will play.

- As each message plays, the date and time of recording will appear briefly in the display. If no messages were received, NO MESSAGES will appear.

- To listen to a message a second time, press the **REPEAT** key before playback of that message ends.



- To move back to the previous message, press the **REPEAT** key within 3 seconds of the beginning of the current message.



- To skip forward to the next message, press the **PLAY/SKIP** key.



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

## Erasing received messages

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

- **Erasing all messages:** To erase all messages, press and hold down the **DELETE** key for at least 2 seconds.
- **Erasing a single message:** To erase only a single message, press the **DELETE** key while the message is being played.

**DELETE**



## Using the REC/MEMO key

You can use the **REC/MEMO** key to record telephone conversations and messages for other users of the FO-90. These will be played back together with any incoming messages when the **PLAY/SKIP** key is pressed.

- **Recording messages:** To record a message, press the **REC/MEMO** key and then pick up the handset, press the **START/MEMORY** key, and speak into the handset. When you have finished speaking, replace the handset or press the **STOP** key.
- **Recording phone conversations:** To record a phone conversation, hold down the **REC/MEMO** key during the conversation you want to record. When you are finished, release the key.

**REC/MEMO**



## ***Date and time of ICMs***

You can check the date and time of your received messages by pressing the panel keys as shown below.

- ◆ The dates and times are also shown in the Message List, which can be printed out as described in Chapter 8.

---

**1** Press these keys:

**FUNCTION**



The display will show:

A.M. SETTINGS

---

**2** Press these keys:



The display will show:

ICM CONFIRMATION

---

**3** Press the **START/MEMORY** key.

The number of messages recorded will appear in the display.



---

**4** Press # or \* one or more times to show the date and time of each of the messages.



or



- The message number will appear first, and then the date and time several seconds later.

---

**5** Press the **STOP** key.



**Note:** The recorded dates and times are cleared each time you erase the messages.

## Optional Answering Machine Settings

### Setting ICM time

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

**1** Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

**2** Press these keys:



The display will show:

ICM RECORD TIME

**3** Press a numeric key to select the desired ICM recording time:

- 1: 15 seconds



- 2: 30 seconds



- 3: 60 seconds



- 4: 4 minutes



**4** Press the **STOP** key.



### ***Fax reception on A.M. failure***

If the memory for recording incoming messages becomes full while you are out, the answering machine will no longer be able to record messages. The ON A.M. FAILURE setting is used to choose the response of the machine to incoming calls when this happens:

- ◆ Automatic fax reception NO: The FO-90 will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the FO-90 from a remote location, you can wait until it answers, listen to your messages, and then erase them (see Remote Operations in this chapter).
- ◆ Automatic fax reception YES: The reception mode will switch to FAX mode, allowing the FO-90 to continue to receive faxes automatically without broadcasting an OGM on answering. With this setting, you can still use the remote commands to listen to your messages and erase the message memory (see Remote Operations in this chapter).

Automatic fax reception is set to NO at the factory before shipping. If you want to set it to YES, press the panel keys as follows:

- 
- 1** Press these keys:

**FUNCTION**



The display will show:

A.M. SETTINGS

- 
- 2** Press these keys:



The display will show:

ON A.M. FAILURE

- 
- 3** Press **1** to turn automatic fax reception on, or **2** to turn it off.



or



- 
- 4** Press the **STOP** key.

STOP



**OGM only mode**

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

- 
- 1** Press these keys:

**FUNCTION**

The display will show:

OGM ONLY MODE

- 
- 2** Press **1** to turn on OGM only mode, or  
**2** to turn it off.



or



- 
- 3** Press the **STOP** key.





## Transfer Function

The Transfer function is used to make the FO-90 automatically call you at a specified number every time it receives an incoming message. This lets you hear your messages immediately after they come in, even when you are at a remote location.

When you answer the telephone, you will hear your recorded message telling you that the call is a transfer call. Enter "#", your remote code number, and "#". The answering machine will then play back your messages. You can also perform any of the remote operations described in *Remote Operations* later in this chapter.

**Note:** When you hang up after a transfer call, the FO-90 will not immediately resume normal operation. If you want the FO-90 to accept calls immediately after a transfer call, enter "\*" twice before hanging up (if you want to hang up during message playback, first enter "0" and "#" to stop playback, then enter "\*" twice).

### Programming the transfer number

To use the Transfer function, you must first give the FO-90 the number to call (the transfer number). This is done by pressing the panel keys as follows:

**1** Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

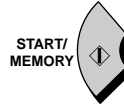
**2** Press these keys:



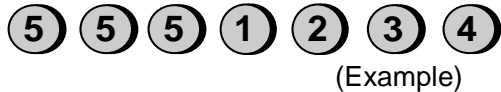
The display will show:

TRANSFER # ENTRY

- 
- 3** Press the **START/MEMORY** key.



- 
- 4** Enter a transfer number (max. of 32 digits including pauses) by pressing the number keys.



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

- 
- 5** Press the **START/MEMORY** key and then the **STOP** key.



### ***Recording the transfer message***

The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. It can be up to 15 seconds long. To record a transfer message, follow the steps described in *Recording an Outgoing Message* in this chapter. The following is an example:

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

## *Turning the Transfer function on and off*

- 
- 1** Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

- 
- 2** Press these keys:



The display will show:

TRANSFER FUNC

- 
- 3** Press **1** to turn the Transfer function on, or **2** to turn it off.



or



- 
- 4** Press the **STOP** key.

STOP



## Override Ringing

This function allows selected callers using a tone dial telephone to override the answering machine's outgoing message and cause the FO-90 to make a special ringing sound, alerting you that they are calling. This is useful when you are near the machine but only want to talk with certain callers, taking all other calls on the answering machine.

### Programming the override code

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

#### Important!

- ◆ Make sure the override code is different from the remote code used for remote operations.

- 
- 1** Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

- 
- 2** Press these keys:



The display will show:

OVERRIDE CODE

- 
- 3** Enter a 3-digit code number by pressing the number keys.



(Example)

- 
- 4** Press the **START/MEMORY** key and then the **STOP** key.



## ***Overriding the answering machine***

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

---

- 1** Your caller calls the FO-90 from a tone dial telephone. When the outgoing message begins, they should press the "#" key on their telephone.



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

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

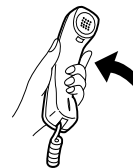


(Example)

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

- 
- 3** The FO-90 will make a special ringing sound. Pick up the handset to answer the call.

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



## Remote Operations

You can call the FO-90 from any tone dial telephone and play back your messages using the remote commands. You can also use these commands to change the reception mode and other settings.

### Remote code number

To perform remote operations, you must first program a remote code number. This number is used to prevent unauthorised people from listening to your messages or changing the settings of your machine.

The remote code number has been set to "001" at the factory. If you want to change it, press the panel keys as shown below.

- 1** Press these keys:

**FUNCTION**



The display will show:

A.M. SETTINGS

- 2** Press these keys:



The display will show:

REMOTE CODE

- 3** Enter a 3-digit number by pressing the number keys.



(Example)

- 4** Press the **START/MEMORY** key and then the **STOP** key.

START/  
MEMORY



STOP



### Toll Saver

When you call the FO-90 to listen to your messages, it will answer after two rings if it has received at least one message, or after four rings if it has not received any messages.

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

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the FO-90 will answer after the number of rings set in *Changing the number of rings* (see Chapter 4), the ring setting for FAX reception mode.

- 
- 1** Press these keys:

FUNCTION



The display will show:

A.M. SETTINGS

- 
- 2** Press these keys:



The display will show:

TOLL SAVER

- 
- 3** Press **1** to turn Toll Saver on, or **2** to turn it off.



or



- 
- 4** Press the **STOP** key.

STOP



## Retrieving your messages

**Note:** You can also access the FO-90 for remote operation when the reception mode is set to FAX or TEL/FAX. In this case, call the FO-90, press the "#" key immediately after it answers, or during pseudo ringing in TEL/FAX mode (before you hear the fax tone in either case), and then continue from Step 2 below.

- 1** Call the FO-90 from a touch-tone telephone. When your outgoing message begins, press the "#" key on the telephone.



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

- 2** Enter your remote code number and then # by pressing the keys on the telephone.



(Example)

- You will hear a series of beeps equal to the number of messages recorded, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.
- If no messages have been received, you will hear a short beep. You can either hang up, or perform any of the operations described in the following section, *Other remote operations*.



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

- **Repeat:** To listen to a message a second time, press "2" and "#" on the telephone before that message ends. To move back to the previous message, press "2" and "#" within the first 3 seconds of the current message.



- **Skip forward:** To skip forward to the next message, press "5" and "#" on the telephone.



- **Stop:** To stop playback, press "0" and "#" on the telephone. After this, you can enter any of the commands described in the following section, *Other remote operations*.



- **Play new messages:** To listen to only your new messages, first stop playback by pressing "0" and "#", and then press "6" and "#".



- **Erase a message:** To erase the message you are currently listening to, press "3" and "#" before it ends.



---

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

- **Erase all messages:** To erase all of your messages, press "3", "3", and "#".



- **Repeat playback:** To listen to your messages again, press "7" and "#".
- **Perform other operations:** You can enter any of the commands described in the following section, *Other remote operations*.
- **Hang up:** If you do not erase your messages first, they will be saved and any new messages will be recorded after them. If you want the FO-90 to resume normal operation immediately, press "\*" twice before hanging up (in some cases, particularly when the Transfer function is used, the FO-90 may not accept new calls for one or two minutes after you hang up unless you first press "\*" twice).



### Comments:

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

### ***Other remote operations***

After listening to your messages, you can do any of the operations described below by pressing the appropriate keys on the telephone.

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

### ***Changing the fax reception mode***

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

- **A.M. mode:** "8", "1", and "#".



(Example)

- **FAX mode:** "8", "2", and "#".

- **TEL mode:** "8", "3", and "#".

**Caution:** In TEL mode, you will not be able to further change the reception mode.

- **TEL/FAX mode:** "8", "4", and "#".

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

- 
- 1** Press "4" and "✱" on the telephone.



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

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

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



(Example)

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

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

- 1 Press "9", "0", and "#" on the telephone.



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



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

(Example)

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

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



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

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

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

You can record a "memo" for yourself or other users of the FO-90. The memo will be played back when incoming messages are listened to.

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



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

- 
- 3** When you are finished, press "0" and "#".



- If the FO-90 detects a certain period of silence, it will stop recording automatically.

**OGM only mode**

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



To turn off OGM only mode, press "1", "2", and "#".



---

## 3. Sending Documents

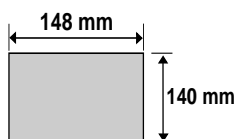
### Transmittable Documents

#### Size and weight

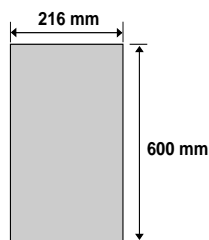
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

#### Loading one page at a time:

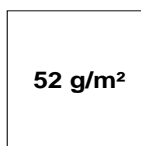
Minimum  
size



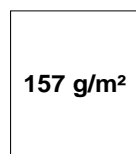
Maximum  
size



Minimum  
weight

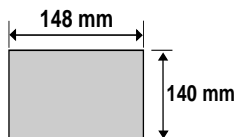


Maximum  
weight

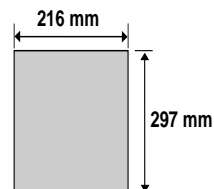


#### Loading several pages at once:

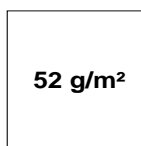
Minimum  
size



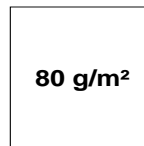
Maximum  
size



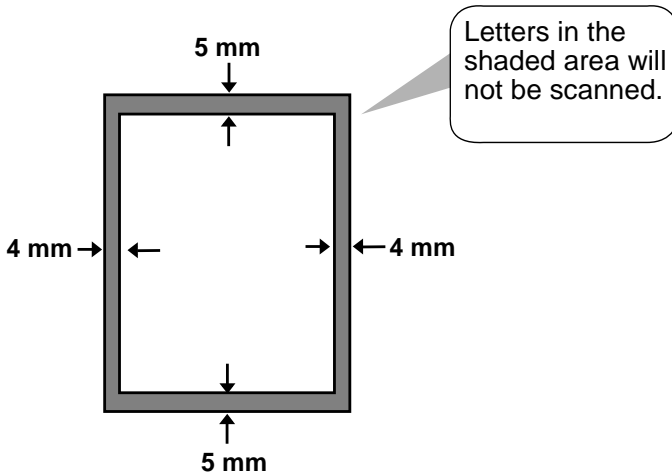
Minimum  
weight



Maximum  
weight



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



### ***Other restrictions***

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



## Loading the Document

Up to 5 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 5 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.

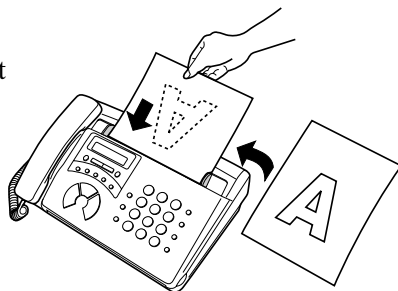
- 
- 1** Adjust the document guides to the width of your document.



- 
- 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. The display will show:

READY TO SEND

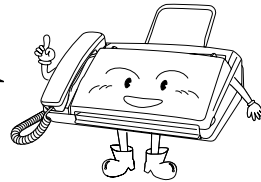


- 3 Adjust the resolution and/or contrast settings (if desired) as explained in the section *Resolution and Contrast*, then dial the receiving machine as explained in *Sending a Fax by Normal Dialing*.



### ***Removing a document from the feeder***

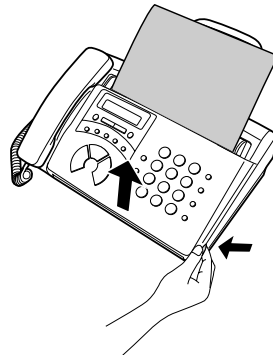
If you need to remove a document from the feeder, open the operation panel .



#### **Important!**

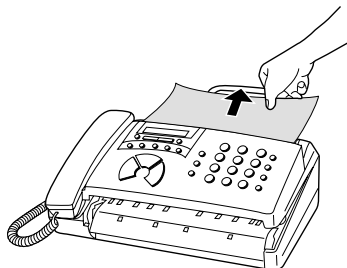
Do not try to remove a document without first releasing it as explained below. This may damage the feeder mechanism.

- 1 Grasp the finger hold and pull up to open the operation panel.



---

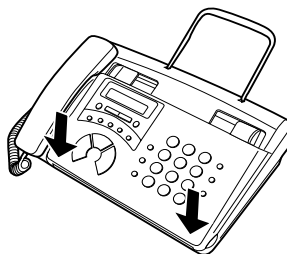
### 2 Remove the document.



---

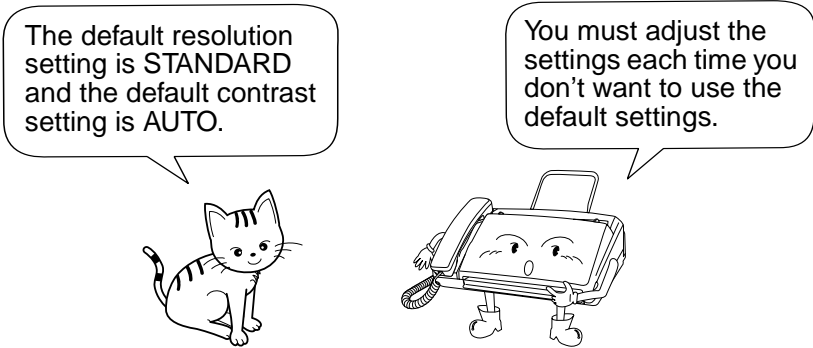
### 3 Close the operation panel.

- Press down on both front corners of the panel to make sure it clicks into place.



## Adjusting the Resolution and Contrast

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



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

### Resolution settings

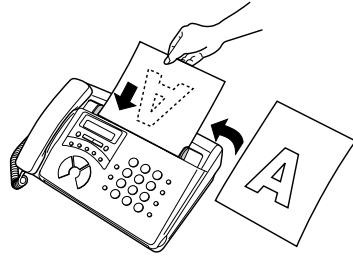
STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE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

### Contrast settings

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

### 1 Load the document(s).

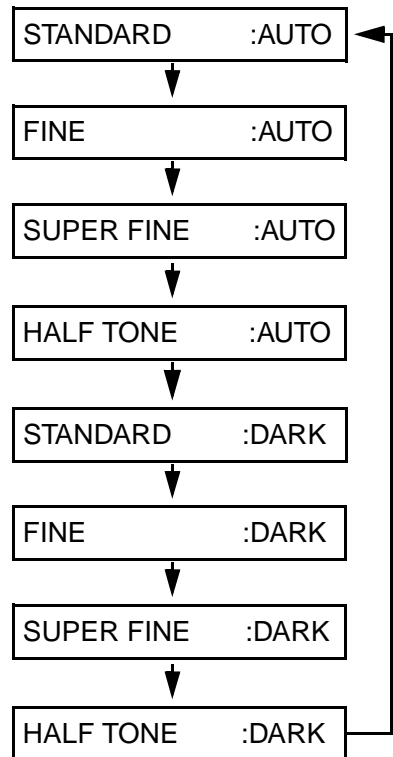
- The document must be loaded before the resolution and contrast can be adjusted.



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

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

RESOLUTION/  
RECEPTION MODE



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

## ***Sending a Fax by Normal Dialling***

With Normal Dialling, you pick up the handset (or press the **SPEAKER** key) and dial by pressing the number keys.

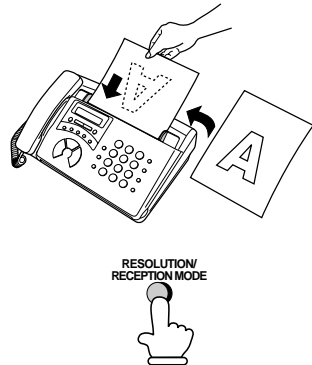
- ◆ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed the **SPEAKER** key, you must pick up the handset to talk.)
- ◆ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

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

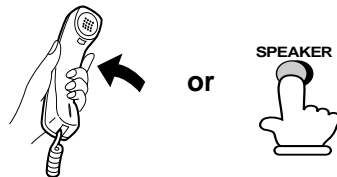
The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.



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



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



(Example)

- 
- 4** Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

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



- 
- 5** When you hear the reception tone, press the **START/MEMORY** key. Replace the handset if you used it.

- When transmission is completed, the fax will beep once.



### ***Using the REDIAL key***

You can press the **REDIAL** key to redial the last number dialed. To send a document, press the **START/MEMORY** 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.

## Sending a Fax by Automatic Dialling

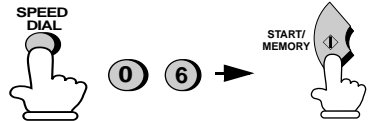
You can dial a fax or telephone number by simply pressing a Rapid Key, or by pressing the **SPEED DIAL** key and entering a two-digit number.

- ◆ To use Automatic Dialling, you must first store the full fax or telephone number in your fax machine.
- ◆ When you store a fax or telephone number, you select a two-digit Speed Dial number for it. 40 Speed Dial numbers are available.

Speed Dial numbers 01 through 05 are for Rapid Key (one-touch) Dialling.

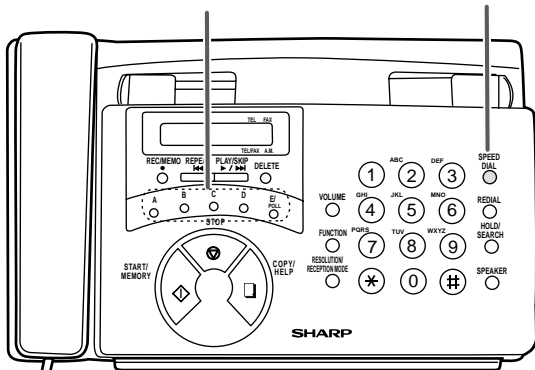


Speed Dial numbers 06 through 40 are for dialing with the **SPEED DIAL** key.



Rapid Keys

SPEED DIAL key





## Storing fax and telephone numbers for Automatic Dialling

---

- 1** Press these keys:

FUNCTION



The display will alternately show:

FAX/TEL # MODE



1=SET,2=CLEAR

- 
- 2** Press the **1** key to select SET.



The display will alternately show:

FAX/TEL # SET



ENTER SPEED #

- 
- 3** Enter a two-digit Speed Dial number by pressing the number keys (01 to 05 for Rapid Key Dialling, 06 to 40 for Speed Dialling).



(Example)

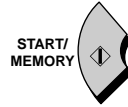
- 
- 4** Enter the fax or voice number by pressing the number keys.  
(Note: A space cannot be entered.)



(Example)

- To clear a mistake, press the **SPEED DIAL** 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.

**5** Press the **START/MEMORY** key.



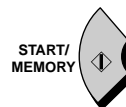
**6** Enter the name of the party by pressing the number keys as shown below. (If you don't want to enter a name, go directly to Step 7.)

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

Example: SHARP = 77777 444 22 7777 <sup>SPEAKER</sup> 77

- ◆ To clear a mistake, press the **SPEED DIAL** key.
- ◆ To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.

**7** Press the **START/MEMORY** key.



- 
- 8** Return to Step 3 to store another number, or press the **STOP** key to return to the date and time display.

Step 3 or



### **Chain Dialling for area and access codes**

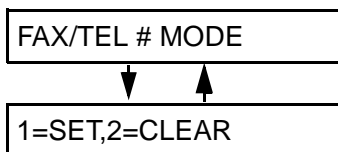
You can also store an area code or access code in a Rapid Key or Speed Dial number. To use this number to dial, see *Chain Dialling* in Chapter 6, *Making Telephone Calls*.

**Note:** An area code or access code stored in a Rapid Key or Speed Dial number can only be used if the handset is lifted or the **SPEAKER** key is pressed before dialling.

### **Clearing auto-dial numbers**

- 
- 1** Press these keys:

The display will show:



FUNCTION



- 
- 2** Press **2** to select CLEAR.

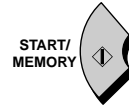


- 
- 3** Enter the Speed Dial number that you want to clear by pressing the number keys.

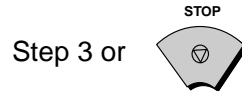


(Example)

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



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



### ***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 3, and then change the number and/or name when they appear in the display in Steps 4 and 6.

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

### **Rapid Key Dialling**

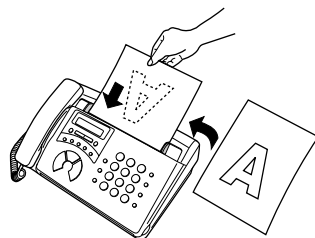
If the number you want to dial has been stored for Automatic Dialling as a Speed Dial number from 01 to 05, you can dial it by pressing the corresponding Rapid Key.

---

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

The display will show:

READY TO SEND



- Set the resolution and/or contrast if desired.



---

#### **2** Press the Rapid Key for the desired Speed Dial number as follows:

Speed Dial 01: Rapid Key A  
Speed Dial 02: Rapid Key B  
Speed Dial 03: Rapid Key C  
Speed Dial 04: Rapid Key D  
Speed Dial 05: Rapid Key E



- 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: To dial Speed Dial number 01, press Rapid Key A.

## Speed Dialling

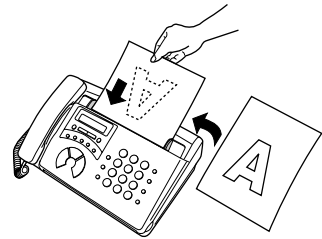
Speed Dialling can be used to dial any number that has been stored for Automatic Dialling.

### 1 Load the document(s).

The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.



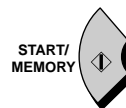
### 2 Press the **SPEED DIAL** key and then enter the Speed Dial number by pressing the numeric keys.

- To enter numbers 1 through 9, first enter 0 and then the number.



(Example)

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



## Direct Keypad Dialling

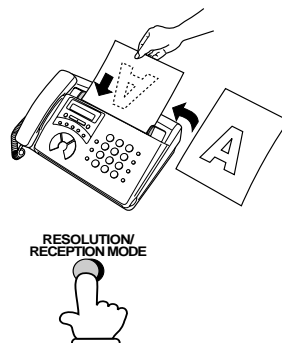
You can also enter a full number with the number keys and then press the **START/MEMORY** key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

### 1 Load the document(s).

The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.



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

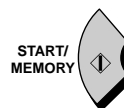


- If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key. The pause will appear as a hyphen. Several pauses can be entered in a row.

(Example)

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

- 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

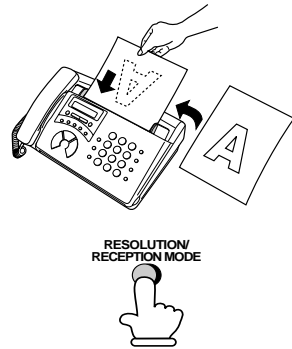
If you don't remember the Rapid Key or Speed Dial number in which you have programmed a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial and transmit the loaded document by simply pressing the **START/MEMORY** key.

### 1 Load the document(s).

The display will show:

READY TO SEND

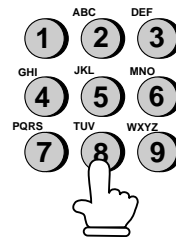
- Set the resolution and/or contrast if desired.



### 2 Press the **HOLD/SEARCH** key and then the **1** key.



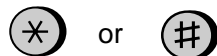
### 3 Enter the first letter of the stored name by pressing the appropriate number key (the key below the marked letter) one or more times until the letter appears in the display. If the name begins with a special character or number, press **1**.



- ◆ If you don't remember the first letter, go to Step 4 (you will scroll through the list from the beginning).
- ◆ If a name wasn't stored for the number, press **0**. This will cause numbers, not names, to appear when you scroll.

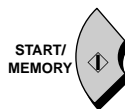


- 
- 4** Press the **#** key or the **\*** key to scroll through the names (numbers if you pressed **0**). Stop when the desired name appears in the display.



- If no names have been stored that begin with the entered letter, you will scroll from the next name, in alphabetical order, in the list. If no names/numbers have been stored at all, NO DATA will appear.

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



### ***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 will make 2 redialling attempts at an interval of 5 minutes.

- ◆ To stop automatic redialling, press the **STOP** key.

## Transaction Report

The Transaction Report is printed automatically after you send or receive a fax to allow you to check whether the transaction was successful.

Your fax machine is set at the factory to print the report only when an error occurs. To change the condition under which the report is printed, follow the steps below.

- ◆ The Transaction Report cannot be printed on demand.

- 
- 1** Press these keys:

FUNCTION



The display will show:

TRANSACTION LIST

- 
- 2** Press a number from **1** to **4** to select the condition for printing.

- |   |  |
|---|--|
| <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 10px 0;">1</div> <b>ALWAYS PRINT</b> | A report will be printed after each transmission, reception, or error. |
| <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 10px 0;">2</div> <b>ERROR PRINT</b>  | A report will be printed only when an error occurs.                    |
| <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 10px 0;">3</div> <b>SEND ONLY</b>    | A report will be printed after each transmission.                      |
| <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 10px 0;">4</div> <b>NEVER PRINT</b>  | A report will never be printed.  |

- 
- 3** Press the **STOP** key to return to the date and time display.



## Sending a Fax by Automatic Dialling

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

```
X
```

```
X
```

```
X              TRANSACTION REPORT                      X
```

```
X                                         25-JAN-2000 10:30    X
```

```
X      FOR: John Doe Corp.                201 555 1234      X
```

```
X
```

```
X-----X
```

```
X   DATE   START   RECEIVER          PAGES     TIME     NOTE       X
```

```
X-----X
```

```
X 25-JAN 10:30   JACK JONES           0        xx'xx"  CANCEL    X
```

```
X-----X
```

```
X
```

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

## Explanation of headings

<b>SENDER/ RECEIVER</b>	The fax number of the other machine involved in the transaction. If this machine does not have an ID function, the communication mode will appear (for example, "G3").
-----------------------------	--

**PAGES**            Number of pages transmitted or received.

**NOTE**            **OK** - Transmission/reception was normal.

**P.FAIL** - A power failure occurred. If you have power and the problem persists, try a different outlet. If necessary, have an electrician check your power lines.

**JAM** - A problem with the paper or original document occurred. Make sure the paper or document is loaded properly. Make sure the operation panel is shut securely.

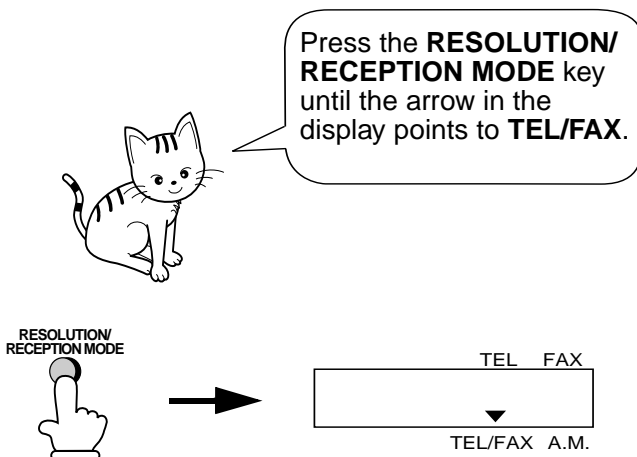
**NO PAPER** - You ran out of paper during reception.

**COM.E-0 to COM.E-7** - A telephone line error prevented the transaction. See *Line Error* in Chapter 10.

**CANCEL** - Transmission 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 does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

## 4. Receiving Documents

### Using TEL/FAX Mode



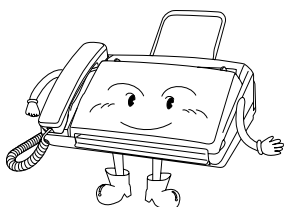
When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on two rings. After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

- ◆ If your fax machine detects a fax tone (this means that the call is an automatically dialed fax), it will automatically begin reception of the incoming document.
- ◆ If your fax machine doesn't detect a fax tone (this means that the call is a voice call or manually dialed fax), it will make a ringing sound (called pseudo ringing) for 30 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

#### Comments:

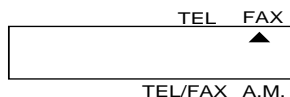
Only the fax will alert you to voice calls or manually dialed faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been made.

## Using FAX Mode



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

RESOLUTION/  
RECEPTION MODE

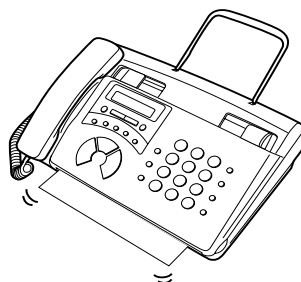


When the reception mode is set to FAX, the fax machine will automatically answer all calls on two rings and receive incoming faxes.

2 rings



Fax reception



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

## Changing the number of rings

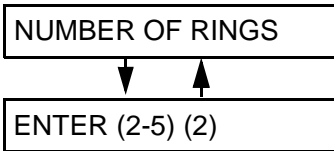
If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX and FAX/TEL modes. Any number from 2 to 5 can be selected.

- 1** Press these keys:

FUNCTION



The display will show:



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



The display will show:

Example: 3 rings

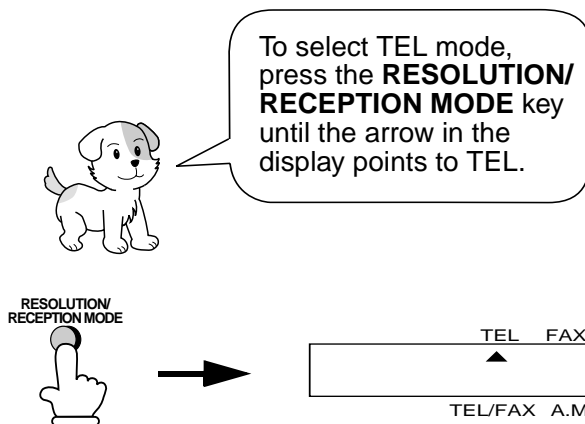


- 3** Press the **STOP** key to return to the date and time display.



**Note:** If you are using duplex ring, the machine will answer incoming calls after two rings regardless of the above setting.

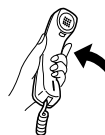
## Using TEL Reception Mode



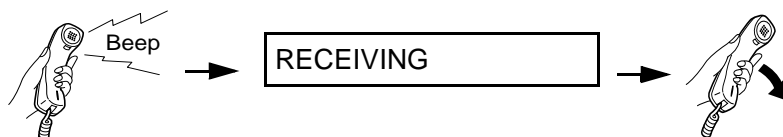
When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.

### Answering with the fax's handset

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



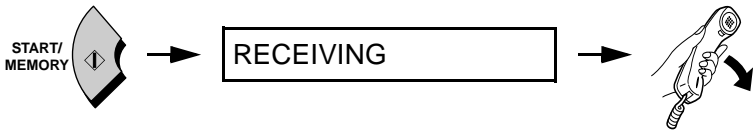
- 2 If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.



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

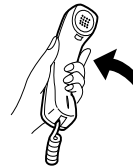
- 3** If the other party first speaks with you and then wants to send a fax, press the **START/MEMORY** key after speaking. (Press your **START/MEMORY** key before the sender presses their Start key.)

- When RECEIVING appears in the display, hang up.

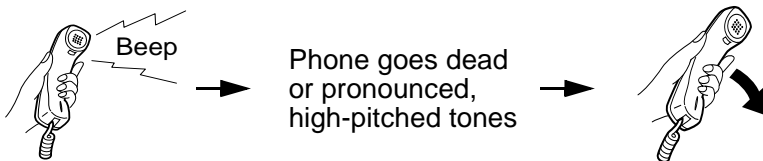


### ***Answering with an extension phone***

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

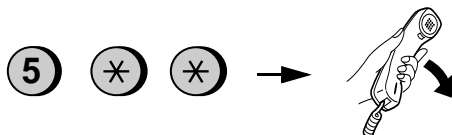


- 2** If you hear a soft fax tone, wait until your fax responds (the extension phone will go dead if it is connected to your fax, or you will hear pronounced, high-pitched tones if the phone is connected to a separate wall jack), then hang up.





- 
- 3** If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press **5**, **\***, and **\*** on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.



**Comments:**

- ◆ Your fax will not accept the signal to begin reception (**5\*\***) if a document is loaded in its feeder.
- ◆ If you have set the Fax Signal Receive setting to NO, press **5**, **\***, and **\*** on the extension phone to begin reception.

### ***Changing the number for remote fax activation***

If desired, you can use a number other than **5** to activate fax reception from an extension telephone. You can select any number from **0** to **9**.

- 
- 1** Press these keys:

**FUNCTION**



The display will show:

TEL/FAX REMOTE #

- 
- 2** Press a number from **0** to **9** .



(Example)

- 
- 3** Press the **STOP** key to return to the date and time display.



### ***Fax Signal Receive***

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

- 
- 1** Press these keys:

**FUNCTION**



The display will show:

FAX SIGNAL RX

- 
- 2** Press **1** to turn on the function, or **2** to turn it off.

**YES**

**NO**



or



- 
- 3** Press the **STOP** key to return to the date and time display.



## ***Substitute Reception to Memory***

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

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with OUT OF PAPER or PAPER JAMMED. When you add paper or clear the jam, the stored documents will automatically print out.

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

---

## 5. Making Copies

Your fax machine can also be used to make copies.

- ◆ You can use this function to make a sample copy of a document before faxing to see if the resolution or contrast needs adjustment.

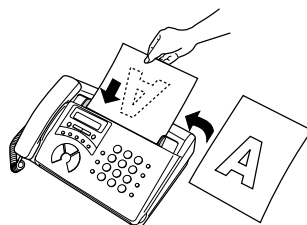
---

### 1 Load the document.

The display will show:

READY TO SEND

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



RESOLUTION/  
RECEPTION MODE



---

### 2 Press the **COPY/HELP** key.



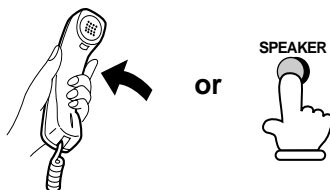
---

## 6. Making Telephone Calls

Your fax machine can be used like a regular telephone to make and receive voice calls.

- ◆ To make or receive a voice call, the power must be on.

- 
- 1** Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.



- 
- 2** Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialling:** Press the appropriate Rapid Key.
- **Speed Dialling:** Press the **SPEED DIAL** key, and enter the 2-digit Speed Dial number with the numeric keys.



Example: Press Rapid Key A

- 
- 3** Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset to talk.



## **Chain Dialling**

After lifting the handset, you can dial any combination of Normal Dialling, Rapid Key Dialling and Speed Dialling numbers. For example, if you have stored an area code or an access code for a special service in a Rapid Key, you can press the Rapid Key for that area code or access code, then dial the remainder of the number by pressing a Rapid Key, pressing number keys, or pressing the **SPEED DIAL** key and entering a two-digit Speed Dial number.

## **Searching for an auto-dial number**

You can use the **HOLD/SEARCH** key to search for a Rapid Key or Speed Dial number. First search for the number as described in *Searching for an auto-dial number* in *Sending a Fax by Automatic Dialing* in Chapter 3, then pick up the handset or press the **SPEAKER** key. The number will be dialed automatically (do not press the **START/MEMORY** key).

## **Redial**

The last number dialed can be redialed by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset to talk.

## **Hold**

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

---

## 7. Special Functions

### Caller ID (Requires Subscription to Service)

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

#### Important:

- ◆ To use this function, you must subscribe to a caller identification service from your telephone company.
- ◆ Your fax may not be compatible with some caller identification services.

---

**1** Press these keys:

FUNCTION



The display will show:

OPTION SETTING



PRESS \* OR #

---

**2** Press the \* key once.



The display will show:

CALLER-ID

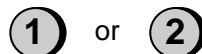


1=YES,2=NO

- 
- 3** Press **1** to turn on Caller ID, or **2** to turn it off.

YES

NO



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



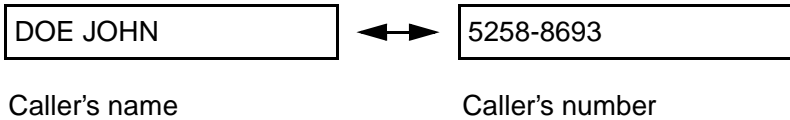


### ***How Caller ID operates***

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

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

Display example



### ***Display messages***

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

NO SERVICE	No caller information was received from your telephone company. Make sure that the telephone company has activated your service.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.
PRIVATE CALL	Caller information was not provided by the telephone company at the caller's request.

## Viewing the Caller ID list

If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 20 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

- ◆ After you have received 20 calls, each new call will delete the oldest call.

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

- 1 Press these keys:

HOLD/  
SEARCH



The display will show:

REVIEWING CALLS

- 2 Press the \* key to scroll through the list from the most recent call, or the # key to scroll through the list from the oldest call.

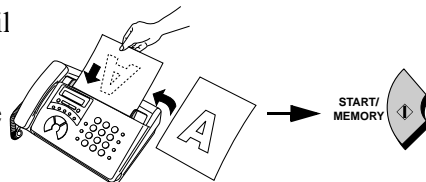


or

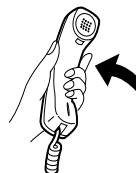


- 3 If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.

- If you want to send a fax, load the document and then press the **START/MEMORY** key.



- If you want to make a voice call, pick up the handset or press the **SPEAKER** key. Dialling will begin automatically. (If you pressed the **SPEAKER** key, pick up the handset when the other party answers.)



- 
- 4** Press the **STOP** key when you have finished viewing the list.



### ***To delete calls from the Caller ID list***

If you want to delete a single call from the caller list, press the **0** key while the call appears in the display. If you want to delete all calls from the list, hold the **0** key down for at least 3 seconds while you are viewing any number in the list.

### ***Priority Call***

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

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

- 
- 1** Press these keys:



**FUNCTION**



The display will show:

PRIORITY CALL #

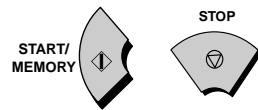
- 
- 2** Press **1** to enter a number, or **2** to clear a number. (If you pressed **2**, go to Step 4.)

SET      CLEAR  
 or 

- 
- 3** Enter the phone number, including the area code, by pressing the number keys (max. of 20 digits).



- 
- 4** Press the **START/MEMORY** key and then the **STOP** key.



## Blocking voice calls

With Caller ID turned on, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to block voice calls as well as fax receptions (the Anti Junk Fax function normally only blocks faxes).

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

To use this function, enter the number in the Anti Junk Number List as explained in *Blocking Reception of Unwanted Faxes* in this chapter.

## ***Duplex Ringing (Requires Subscription to Service)***

### **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.
- ◆ If you turn on Duplex Ringing, do not set the reception mode to TEL/FAX. If you do, the fax machine will not operate properly..

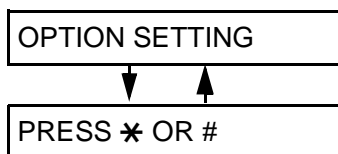
If you are a subscriber to Homefax 2 or Faxline 2, services provided by Hongkong Telecom, you will need to turn on Duplex Ringing. When this is done, the fax machine will signal voice calls by a short ringing cadence and fax transmissions by a long ringing cadence. In the case of a fax transmission, 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.

---

### **1** Press these keys:

The display will show:



**FUNCTION**





---

### **2** Press the \* key four.

The display will show:



- 
- 3** Press “**1**”(YES) to turn Duplex Ringing on, or “**2**”(NO) to turn it off.

YES                      NO  
 or 

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



## Broadcasting

This function allows you to send the same document to as many as 10 different locations with just one operation. First store the document in memory, then enter the numbers of the receiving machines. The document will be transmitted to each location.

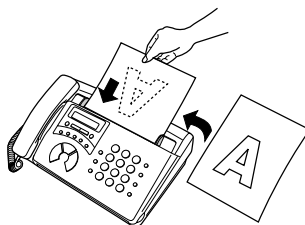
- ◆ You can only use Rapid Keys or Speed Dial numbers to dial the numbers of the receiving machines.

---

### 1 Load the document(s).

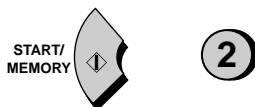
The display will show:

READY TO SEND




---

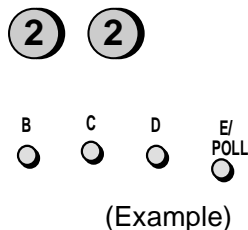
### 2 Press the **START/MEMORY** key and then 2.




---

### 3 Dial the receiving machines (maximum of 10) using one or both of the following methods:

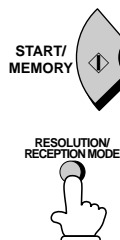
- Enter one or more Speed Dial numbers by pressing the number keys.
- Press one or more Rapid Keys.



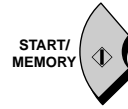

---

### 4 Press the **START/MEMORY** key.

- Set the resolution and/or contrast if desired.



- 
- 5** Press the **START/MEMORY** key.  
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.



## ***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, enter the fax numbers from which you do not want to receive faxes as shown below.

- ◆ Up to five 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 1-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as explained in Chapter 8.

---

**1** Press these keys:

FUNCTION



The display will show:

ENTRY MODE

---

**2** Press the \* key twice.



The display will show:

STORE JUNK #



1=SET,2=CLEAR

---

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

SET

CLEAR



or



- 
- 4 Entering:** Enter a 1-digit number from “1” to “5” with the numeric keys. This number identifies the fax number that you will enter in the next step.



(Example)

**Clearing:** Enter the 1-digit number that identifies the fax number you want to clear, and go to Step 6.

- 
- 5** Enter the fax number.



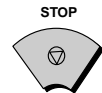
(Example)

- 
- 6** Press the **START/MEMORY** key.



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

Step 3 or



## ***Sending Documents From Memory***

With this function, the original document is scanned immediately, stored in memory, and then transmitted once the connection to the receiving machine is made. This is convenient when transmitting to places where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations. After transmission, the document will be cleared from memory.

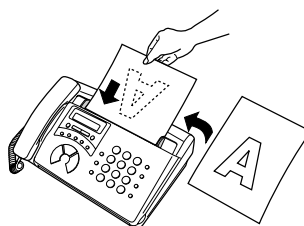
- ◆ Only one memory transmission can be set at a time.
- ◆ The amount of memory currently occupied appears as a percentage in the display while the document is being scanned.

---

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

The display will show:

READY TO SEND



- Set the resolution and/or contrast if desired.



---

### **2** Press the **START/MEMORY** key and then **1**.



The display will show:

ENTER STATION #

- 3** Enter the number of the receiving machine using one of the following methods:



(Example)

- Press a Rapid Key.
- Press the **SPEED DIAL** key and enter a Speed Dial number.
- Enter a full telephone number by pressing the number keys.

- 4** Press the **START/MEMORY** key if you entered a Speed Dial number or a full number.



- The document will be scanned and stored in memory. Your fax will then dial the receiving machine and transmit the document (redialling will be done automatically if necessary).

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

If the memory becomes full while the document is being scanned, **MEMORY IS FULL** will appear in the display.

- ◆ Press the **START/MEMORY** 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.

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

Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission.

To use the polling function, you must first set Rapid Key E/POLL for use as a polling key.

- ◆ When Rapid Key E/POLL is set as a polling key, it cannot be used for Rapid Key dialling.

- 
- 1** Press these keys:

FUNCTION



The display will show:

POLLING

- 
- 2** Press **1** to turn on the function, or **2** to turn it off.

YES

NO



or



- 
- 3** Press the **STOP** key to return to the date and time display.

STOP

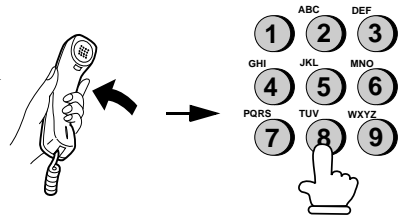


**Requesting transmission**

**Note:** Rapid Dial Keys cannot be used for polling. To dial a Rapid Dial location, press the **SPEED DIAL** key and then enter the 2-digit number corresponding to the Rapid Key.

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

- Pick up the handset (or press the **SPEAKER** key) and dial the full number. Wait for the fax answerback tone.
- Press the **SPEED DIAL** key and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.



(Example)

- 
- 2** Press Rapid Key E/POLL.

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



---

## 8. *Printing Lists*

You can print the Telephone Number List showing the fax/telephone numbers you have stored for automatic dialling, and the Anti Junk Number List showing the numbers you are blocking.

To print a list, follow the steps below.

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

The display will show:

LISTING MODE

**FUNCTION**



- 
- 2** Press the **\*** key or **#** key until the desired list appears in the display.



or



- 
- 3** Press the **START/MEMORY** key to print the list.

**START/  
MEMORY**



## Telephone Number List

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

TELEPHONE NUMBER LIST		
FOR: John Doe Corp.		25-JAN-2000 10:30 201 555 1234
SPEED NO.	NAME	TELEPHONE NO.
01	N.Y.	123-785-8340
02	JANE SMITH	258-942-7417
03	ABC TOOL	965-125-0546
04	JACK JONES	532-740-3341

## Anti Junk Number List

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

ANTI JUNK NUMBER LIST	
FOR: John Doe Corp.	
25-JAN-2000 10:30 201 555 1234	
STORED LOCATION	JUNK TEL NO.
1	1234567890
2	11122233344455566677
3	123887093667



## A.M. Program List

This list shows the settings and codes programmed for the answering machine.

A.M. PROGRAM LIST		11-NOV-2000 04:46
FOR:		
ITEM	CONTENT	
OGM RECORDING	GENERAL :	RECORDED
	TRANSFER:	RECORDED
TOLL SAVER	YES	
RECORDING TIME	4 MIN.	
REMOTE CODE #	001	
OVERRIDE CODE #	009	
TRANSFER TELEPHONE #	123456789-012345678901233	
TRANSFER TELEPHONE CALLING	NO	
ON A.M. FAILURE	NO	
(UNIT SETS TO AUTO FAX RCV.)		
OGM ONLY MODE	NO	

## Message List

This list shows information about the messages currently recorded in the answering machine, including the date and time of recording, the length, and the type (ICM, memo, or 2-way).

MESSAGE LIST				11-NOV-2000 04:44
FOR:				
NO.	RECORDED TIME	MESSAGE LENGTH	TYPE	
01	11 - NOV 01:37	17"	2-WAY	
02	11 - NOV 01:40	03"	2-WAY	
03	11 - NOV 01:40	03"	2-WAY	
04	11 - NOV 01:43	04"	MEMO	
05	11 - NOV 01:43	05"	MEMO	
06	11 - NOV 01:44	05"	MEMO	
07	11 - NOV 02:41	1'10"	MEMO	

## 9. Maintenance

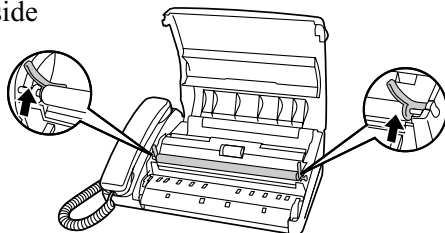
### *Cleaning the scanning glass and rollers*

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

- 1 Grasp the finger hold and pull up to open the operation panel.

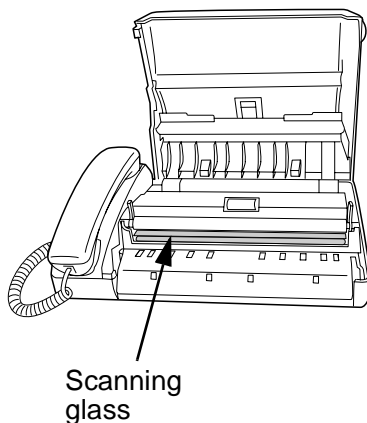


- 2 Flip up the green levers on each side of the white roller.

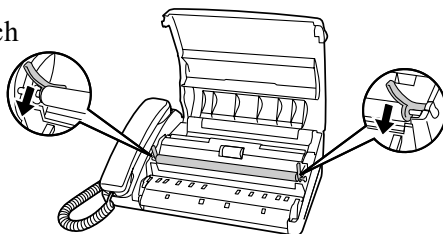


- 3 Wipe the scanning glass and rollers with a cotton pad.

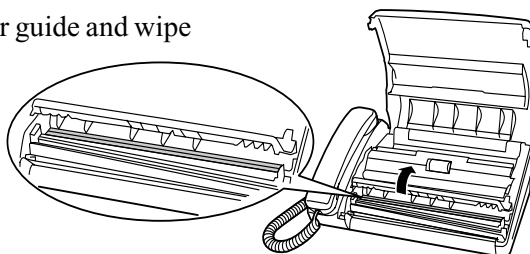
- Make sure that all dirt and stains (such as correcting fluid) are removed, as dirt will cause vertical lines on transmitted images and copies. (If necessary, wipe with denatured alcohol.)
- Adhesive cellophane tape is useful for removal of debris from the rollers.



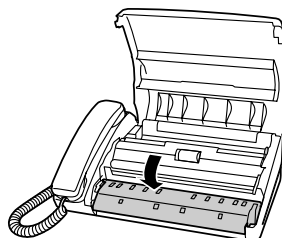
- 
- 4** Flip down the green levers on each side of the white roller.



- 
- 5** Flip up the front paper guide and wipe the roller under it.

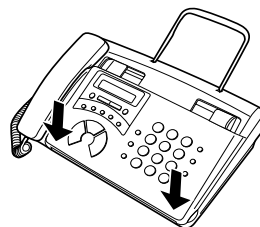


- 
- 6** Flip down the front paper guide.



- 
- 7** Close the operation panel.

- Press down on both front corners of the panel to make sure it clicks into place.



### ***Cleaning 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.

---

# 10. Troubleshooting

## Problems and Solutions

### Line error

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

### ***Dialling and transmission problems***

<b>Problem</b>	<b>Solution</b>
No dial tone when you pick up the handset.	<ul style="list-style-type: none"><li>• Make sure the handset cord is connected to the correct socket. See <i>Connecting the handset</i> in <i>Connections</i> in Chapter 1.</li></ul>
Dialling is not possible.	<ul style="list-style-type: none"><li>• Make sure the power cord is properly plugged into a power outlet.</li><li>• Make sure that the telephone line is properly connected to both the <b>TEL. LINE</b> socket and the wall socket.</li><li>• Make sure that the fax machine is set to the correct dialling mode for your telephone line. See <i>Connecting the telephone line cord</i> in <i>Connections</i> in Chapter 1.</li></ul>
The power is on, but no transmission takes place.	<ul style="list-style-type: none"><li>• Make sure that the receiving machine has paper.</li><li>• Make sure that the telephone line cord is plugged into the <b>TEL. LINE</b> socket, and not the <b>TEL. SET</b> socket.</li><li>• If the receiving machine is in manual mode with no attendant, reception will not be possible.</li><li>• Check the display for error messages.</li><li>• Pick up the handset and check for a dial tone.</li></ul>
Nothing is printed at the receiving end.	<ul style="list-style-type: none"><li>• Make sure that the document for transmission is placed face down in the feeder.</li></ul>
A distorted image is received at the other end.	<ul style="list-style-type: none"><li>• Noise on the telephone line may cause distortion. Try sending the document again.</li><li>• Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.</li></ul>

**Reception and copying problems**

Problem	Solution
The fax machine doesn't receive documents automatically.	<ul style="list-style-type: none"> <li>• Make sure that the reception mode is set to FAX. If you subscribe to a Duplex Ringing service, make sure that the Duplex Ringing function is set to the correct ring pattern. If you do not subscribe to a distinctive ring service, make sure that Duplex Ringing is set to OFF SETTING. (See <i>Duplex Ringing</i> in Chapter 7.)</li> </ul>
The power is on, but no reception takes place.	<ul style="list-style-type: none"> <li>• Make sure that the telephone line cord is plugged into the <b>TEL. LINE</b> socket, and not the <b>TEL. SET</b> socket.</li> </ul>
The printing paper comes out blank when you try to receive a document.	<ul style="list-style-type: none"> <li>• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.</li> <li>• Make sure that the thermal paper is properly loaded in your fax machine. (If the roll has been loaded backwards, nothing will be printed.)</li> </ul>
The received document is faint.	<ul style="list-style-type: none"> <li>• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability.</li> <li>• Make sure you are using the recommended thermal paper. See <i>Loading the Thermal Paper</i> in Chapter 1.</li> </ul>
Received images are distorted.	<ul style="list-style-type: none"> <li>• Noise on the telephone line may cause distortion. Have the other party try sending the document again.</li> <li>• Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.</li> </ul>
A received document or copy prints out in strips.	<ul style="list-style-type: none"> <li>• Make sure the operation panel is completely closed (press down on both sides of the panel).</li> </ul>

The quality of copies is poor and/or black spots appear.	<ul style="list-style-type: none"><li>Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained in Chapter 9.</li></ul>
Reception/copying is interrupted.	<ul style="list-style-type: none"><li>If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down.</li></ul>

### **General problems**

<b>Problem</b>	<b>Solution</b>
Nothing appears in the display.	<ul style="list-style-type: none"><li>Make sure the power cord is properly plugged into a power outlet.</li><li>Connect another electrical appliance to the outlet to see if it has power.</li></ul>
The machine does not respond when you press any of its keys.	<ul style="list-style-type: none"><li>If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.</li></ul>
Automatic document feeding does not work for transmission or copying.	<ul style="list-style-type: none"><li>Check the size and weight of the document (see <i>Transmittable Documents</i> in Chapter 3).</li></ul>
Voice calls taken on an extension phone are interrupted by the fax.	<ul style="list-style-type: none"><li>The fax may interrupt during a voice call if the reception mode is set to A.M. To prevent interruption on a tone dial extension phone, press any three keys on the extension phone after answering. (Note: Do not enter the code to activate fax reception.)</li></ul>
No reception occurs when polling is attempted.	<ul style="list-style-type: none"><li>Make sure you have not run out of paper.</li><li>Make sure the transmitting machine is in automatic reception mode.</li><li>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.</li></ul>

## Messages and Signals

### Display messages

**Note:** If you have turned on the Caller ID function, see Caller ID in Chapter 7 for display messages related to Caller ID.

CHECK PAPER	The thermal paper is jammed or isn't loaded properly. Remove and reload the paper. (See the following section, <i>Clearing Paper Jams</i> .)
COVER OPEN	The operation panel is open. Close it.
DOCUMENT JAMMED	The original document is jammed. See the following section, <i>Clearing Paper Jams</i> .
FUNCTION MODE	The <b>FUNCTION</b> key has been pressed.
HOLD	The <b>HOLD/SEARCH</b> key has been pressed to put the other party on hold during a phone conversation. Press the <b>HOLD/SEARCH</b> key again to take the other party off hold.
LINE BUSY	This appears if you attempt to send a fax by automatic dialing and the line is busy or the receiving fax machine doesn't answer. Press the <b>STOP</b> key to clear the message.
LINE ERROR	Transmission or reception was not successful. Press the <b>STOP</b> key to clear the message and then try again. If the error persists, see <i>Line Error in Problems and Solutions</i> in this chapter.
MEMORY IS FULL	The memory is full. This may occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see Substitutue Reception to Memory in Chapter 4). If you are attempting to transmit from memory, see Sending Documents from Memory in Chapter 7.



MEMORY PRINTING	The fax is preparing or printing out a document from memory.
NO DATA	This appears if you attempt to search for an automatic dialling number when none have been stored.
NO # STORED	You have tried to dial or clear a Rapid Key or Speed Dial number that hasn't been programmed (a full number hasn't been assigned to it).
OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press the <b>STOP</b> key to clear the message.
ON HOOK DIAL	The <b>SPEAKER</b> key has been pressed and the fax machine is waiting for you to dial.
OUT OF PAPER	You have run out of thermal paper. Load a new roll of thermal paper as explained in <i>Loading the Thermal Paper</i> in Chapter 1.
OVER HEAT	The print head has overheated. Operation can be continued after it cools.
PAPER JAMMED	The printing paper is jammed. See the following section, <i>Clearing Paper Jams</i> .
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
RECALLING	This appears if you attempt to send a fax by automatic dialing and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See <i>Automatic Redialing in Sending a Fax by Automatic Dialing</i> in Chapter 3.)

SEARCH DIAL	The <b>HOLD/SEARCH</b> key has been pressed. Press <b>#</b> or <b>*</b> to search for an automatic dialling number, or press the <b>STOP</b> key to return to the date and time display. (See <i>Searching for an auto-dial number in Sending a Fax by Automatic Dialling</i> in Chapter 3.)
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

### ***Audible signals***

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

## Clearing Paper Jams

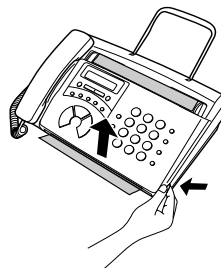
### Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing the **START/MEMORY** key. If the document doesn't feed out, open the operation panel and remove it.

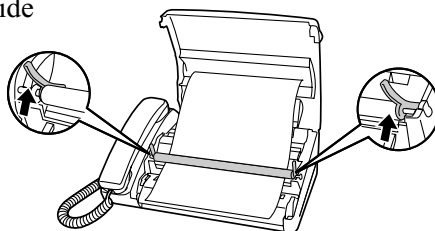
#### Important:

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

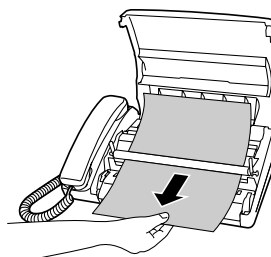
- 
- 1 Grasp the finger hold and pull up to open the operation panel.



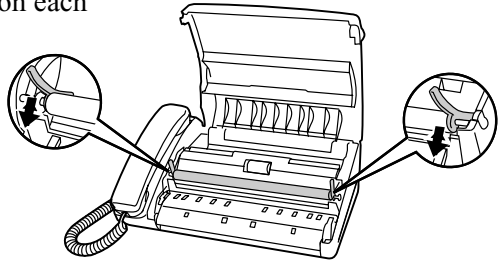
- 
- 2 Flip up the green levers on each side of the white roller.



- 
- 3 Remove the document.

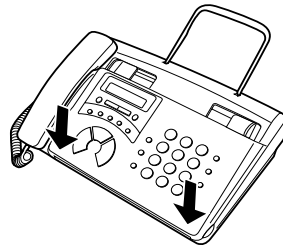


- 4 Flip down the green levers on each side of the white roller.



- 5 Close the operation panel, making sure it clicks into place.

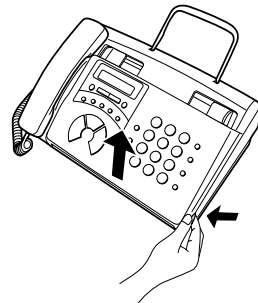
- Press down on both front corners of the panel to make sure it clicks into place.



### ***Clearing jammed paper***

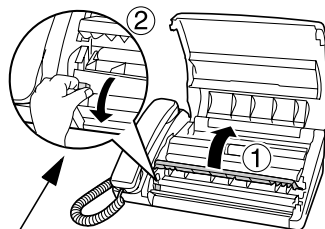
If the thermal paper jams, PAPER JAMMED will appear in the display. Follow the steps below to clear the jam.

- 1 Grasp the finger hold and pull up to open the operation panel.



---

### 2 Flip up the front paper guide

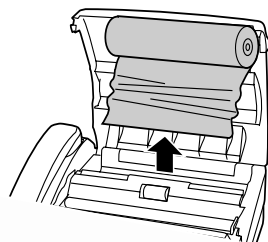


Press the knob to make sure the front side of the metal guide is down.

---

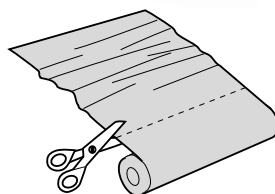
### 3 Remove the paper roll.

- Remove any cut pieces of paper from the paper compartment.



---

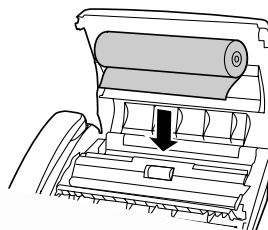
### 4 Cut off the wrinkled part of the paper.



---

### 5 Reload the paper.

- Jammed paper is often caused by improper loading. Be sure to carefully follow the instructions for paper loading given in *Loading the Thermal Paper* in Chapter 1.



---

# Index

## A

Anti Junk Fax, 100  
Anti Junk Number List, 107, 108  
Audible signals, 117  
Auto-dial numbers, storing, 68

## C

Caller ID, 90 - 95  
Chain Dialing, 70, 89  
Contrast, 63  
Copies, making, 87

## D

Date, setting, 27  
Dial mode, 17  
Dialing  
    Chain, 70, 89  
    Direct Keypad, 74  
    Normal, 65, 88  
    Rapid Key, 72, 88  
    Speed, 73, 88  
Direct Keypad Dialing, 74  
Display messages, 115  
Distinctive ring, 96  
Document feeder, 60  
Document guides, 60  
Document restrictions, 59  
Document sizes, 58  
Document, maximum scanning size, 59

## F

FAX reception mode, 30, 80  
Fax Signal Receive, 85

## H

Halftone setting, 63  
Handset, 14  
Hold, 89

Housing, cleaning, 110

## J

Jams, clearing, 118 - 120

## L

Letters, entering, 25  
Line error, 111  
Loading paper, 19 - 22  
Loading the document, 60

## N

Normal Dialing, 65, 88  
Number of rings in FAX reception mode, 81

## O

Original document support, 18

## P

Paper jams, clearing, 118 - 120  
Paper, thermal, 19 - 22  
Pauses in automatic dialing, 68  
Power cord, 16  
Priority Call, 94

## R

Rapid Key Dialing, 72, 88  
Reception mode  
    FAX mode, 30, 80  
    Setting, 30  
    TEL mode, 30, 82  
    TEL/FAX mode, 79  
Redialing, 66, 76, 89  
Removing original document, 61  
Resolution, 63  
Ringer volume, 33  
Rollers, cleaning, 109

## Index

### S

Scanning glass, cleaning, 109  
Search Dial, 75, 89  
Sender's name and number, entering, 23  
- 26  
Speaker volume, 32  
Speed Dialing, 73, 88

### T


TEL reception mode, 30, 82  
TEL. LINE jack, 17  
TEL/FAX reception mode, 79  
Tel/Fax Remote Number, 84  
Telephone line cord, 17  
Telephone Number List, 107  
Thermal paper, 19 - 22  
Time, setting, 27

# 快速參考指南

## 輸入您的名稱與號碼

1. 按下： **FUNCTION**  **3** **#** **#**

顯示幕上將會顯示： OWN NUMBER SET

2. 按下： **START/MEMORY** 


















































































3. 透過按下數字鍵來輸入您的傳真號碼（最多 20 位數）。

- 要在數字間插入空格，請按下 **#** 鍵。
- 如果輸入錯誤，請按下 **SPEED DIAL**（快速撥號）鍵以退回並清除錯誤。



4. 按下： **START/MEMORY** 

5. 透過按下相應的數字鍵來輸入您的名稱，如下所示。

- 要連續輸入需要同一按鍵的兩個字母，請在輸入首字母後按下 **SPEAKER**（喇叭）鍵。

SPACE = 	J =  	T =  
A =  	K =   	U =   
B =   	L =    	V =    
C =    	M =  	W =  
D =  	N =   	X =   
E =   	O =    	Y =    
F =    	P =  	Z =    
G =  	Q =   	
H =   	R =    	
I =    	S =    	


- 要變更字母大小寫，請按下 **REDIAL**（重撥）鍵。請按下 **#** 鍵或 **\*** 鍵以捲動符號和特殊字元。

6. 完成後，請按下： **START/MEMORY**  **STOP** 



## 設定日期與時間

1. 按下： **FUNCTION**  **3** **#** **#** **#**

顯示幕上將會顯示： DATE & TIME SET

2. 按下： **START/MEMORY** 

3. 輸入表示日期的兩位數（01 至 31）。
4. 輸入表示月份的兩位數（01 至 12）。
5. 輸入表示年份的四位數（例如：2000）。
6. 輸入表示小時的兩位數（01 至 23）以及表示分鐘的兩位數（00 至 59）。


7. 完成後，請按下： **START/MEMORY**  **STOP** 

## 儲存與清除自動撥號號碼

1. 按下： **FUNCTION**  **3** **#**

顯示幕上將會顯示： FAX/TEL # MODE

2. 按下 1 以儲存號碼或按下 2 以清除號碼。
3. 輸入 2 位數的快速撥號號碼（01 至 05 適用於快速撥號，06 至 40 適用於快速撥（如果您要清除號碼，請移至步驟 7））。
4. 輸入完整的傳真/電話號碼。

5. 按下： **START/MEMORY** 

6. 透過按下數字鍵來輸入位置的名稱（請參閱輸入您的名稱與號碼中的字母輸入表）。

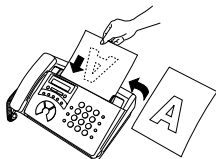
7. 按下： **START/MEMORY**  **STOP** 



## 快速參考指南


### 傳送傳真

請將您的文件面朝下（最多 5 頁）放入文件送紙器。



#### 正常撥號



1. 拿起聽筒或按下  **SPEAKER**
2. 撥打傳真號碼。
3. 等待接收訊號（如果有人接聽，請對方按下對方的開始鍵）。

4. 按下：

#### 快速鍵撥號

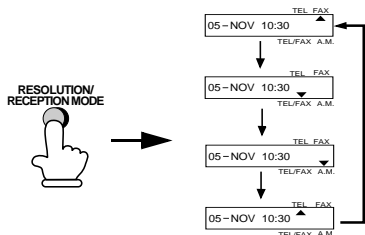
按下相應的快速鍵。傳真機將會自動開始傳送。

#### 快速撥號

1. 按下：
2. 輸入 2 位數的快速撥號號碼。
3. 按下：

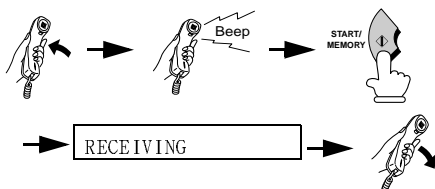
### 接收傳真

請按下 **RESOLUTION/RECEPTION MODE**（解析度/接收模式）鍵，直至顯示幕上的箭頭指向所要的接收模式為止（確保文件送紙器中沒有文件）。



**FAX（傳真）模式：**傳真機將根據設定的響鈴次數自動接聽和接收傳送進來的文件。

**TEL（電話）模式：**






**TEL/FAX（電話 / 傳真）模式：**傳真機將根據設定的響鈴次數自動接聽和接收傳真。語音呼叫（包括手動撥號的傳真傳送）可以透過發出特殊響鈴聲來表示。

**A.M.（電話答錄機）模式：**如果您要不在外時，可以接收留言訊息與傳真，請選擇此模式。

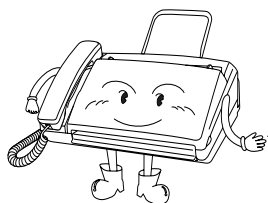
### 錄製外出留言訊息

1. 按下： **FUNCTION**  

顯示幕上將會顯示：

2. 按下：
3. 按下 1（GENERAL（一般））以錄製電話答錄機的外出留言訊息。按下 2（TRANSFER（轉接））以錄製具有轉接功能的外出留言訊息。
4. 拿起聽筒，按下 **START/MEMORY**（開始 / 記憶）鍵，然後對著聽筒講話以錄製訊息。
5. 完成後，請按下 **STOP**（停止）鍵或將聽筒放回。
6. 按下：

# 簡介



感謝您選購夏普傳真機！  
以下為您的新型夏普傳真  
機的功能與規格。

## 自動撥號

快速鍵撥號：5 個號碼

快速撥號：35 個號碼

## 傳真紙

首次使用的滾筒（隨傳真機附送）：

10 公尺

建議更換的滾筒：

FO-20PRw，30 公尺（核心 12.7 公釐）

## 切紙方法

自動切紙器

## 數據機速度

9600 bps，具有自動降回到較低速度的功能。

## 傳送時間 \*

約為 15 秒

## 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

## 自動文件送紙器

最多 5 頁（重 20 磅紙）

## 半色調（灰階標度）

64 階

註：本傳真機符合 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）。

顯示幕	16 數位 LCD 顯示幕
壓縮方案	MR、MH、Sharp (H2)
適用電話線路	公用電話交換網絡
相容性	ITU-T (CCITT) G3 模式
輸入文件尺寸	自動送紙： 寬度：148 至 216 公釐 長度：140 至 297 公釐 手動送紙： 寬度：148 至 216 公釐 長度：140 至 600 公釐
有效掃瞄寬度	最寬 210 公釐
有效列印寬度	最寬 210 公釐
對比度控制	自動 / 可選黑暗度
接收模式	傳真、電話、電話 / 傳真、電話答錄機
複印功能	是
電話功能	是（如果發生電源故障，無法使用）
電源要求	220-240 V AC，50/60 Hz
作業溫度	5 - 35°C
濕度	最大：85% RH
耗電量	待機：2.6 W 最大：115 W
尺寸	寬度：304 公釐 長度：236 公釐 高度：122 公釐
重量	約為 2.6 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！

在使用傳真機設備時，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：

- 請勿拆裝本傳真機或嘗試執行本說明手冊中未述及的程序。請將所有傳真機的維修工作交由合格的技術人員處理。
- 本傳真機只能連接到 220-240 V，50/60 Hz 的接地型（3 叉腳）電源插座上。將傳真機連接到任何其他類型的電源插座均將對機器造成損毀，並致使保固失效。
- 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真機。例如，不要在浴缸、洗碗槽、廚房水槽、洗衣盆、潮濕的地下室或游泳池附近使用傳真機。請勿將任何液體濺到傳真機上。
- 如果發生以下任何一種的情況，請從電源插座與電話插座上拔下傳真機的插頭，並洽詢合格的維修服務代表：
  - 液體濺入傳真機內或傳真機被置於雨中或水中。
  - 傳真機產生異味、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。如果傳真機掉落下來，可能會造成嚴重的毀損。
- 切勿在雷雨天氣安裝電話線。
- 切勿在潮濕的地方安裝電話插座，除非此插座專門設計用於潮濕的地方。

- 切勿觸摸裸露的電話線或接線端，除非已中斷電話線路與網路介面的連接。
- 在安裝或變更電話線路時，請閱讀注意事項。
- 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。

**重要事項：**

- 本傳真機不能用於具有來電等待、來電轉接或您的電話公司提供的某些其他特殊服務的線路上。如果您嘗試將傳真機與以上任何一項服務一起使用，在傳送和接收傳真訊息時您可能會遇到問題。
- 本傳真機與數位電話系統不相容。

---

# 目錄

快速參考指南 .....	1
簡介 .....	3
重要的安全資訊 .....	5
目錄 .....	7
1. 安裝 .....	9
拆箱核對清單 .....	9
操作面板概覽 .....	10
連接 .....	13
裝入熱敏紙 .....	19
輸入您的名稱與傳真號碼 .....	23
設定日期與時間 .....	27
設定接收模式 .....	30
調整音量 .....	32
2. 使用電話答錄機 .....	34
錄製外出留言訊息 .....	34
操作電話答錄機 .....	37
可選電話答錄機設定 .....	41
轉接功能 .....	44
略過響鈴 .....	47
遠端操作 .....	49
3. 傳送文件 .....	57
可傳送的文件 .....	57
裝入文件 .....	59
調整解析度與對比度 .....	62
透過正常撥號傳送傳真 .....	64
透過自動撥號傳送傳真 .....	66

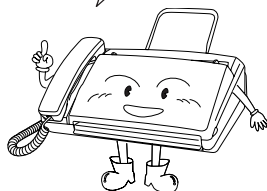
4. 接收文件.....	78
使用 TEL/FAX（電話 / 傳真）模式.....	78
使用 FAX（傳真）模式.....	79
使用 TEL（電話）接收模式.....	81
替代接收至記憶體.....	85
5. 複印.....	86
6. 撥打電話.....	87
7. 特殊功能.....	89
來電識別（需要收費服務）.....	89
雙重響鈴（需要收費服務）.....	94
廣播傳送.....	96
停止接收不要的傳真.....	98
透過記憶體傳送文件.....	100
輪詢（請求傳送傳真）.....	102
8. 列印清單.....	104
9. 維護.....	107
10. 故障排除.....	109
故障與解決方法.....	109
訊息與訊號.....	113
清除夾紙.....	116
索引.....	119

# 1. 安裝

## 拆箱核對清單

請確保在安裝前備妥以下所有項目。

如有任何遺漏，請與您的經銷商或零售商聯絡。



正本文件支撐架

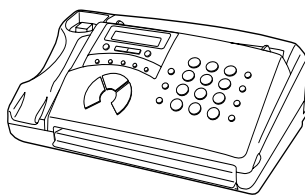
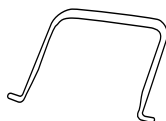
聽筒



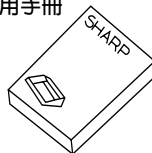
聽筒引線



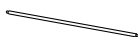
傳真紙  
(樣本滾筒)



使用手冊



紙軸



熱敏紙滾筒  
填隙片

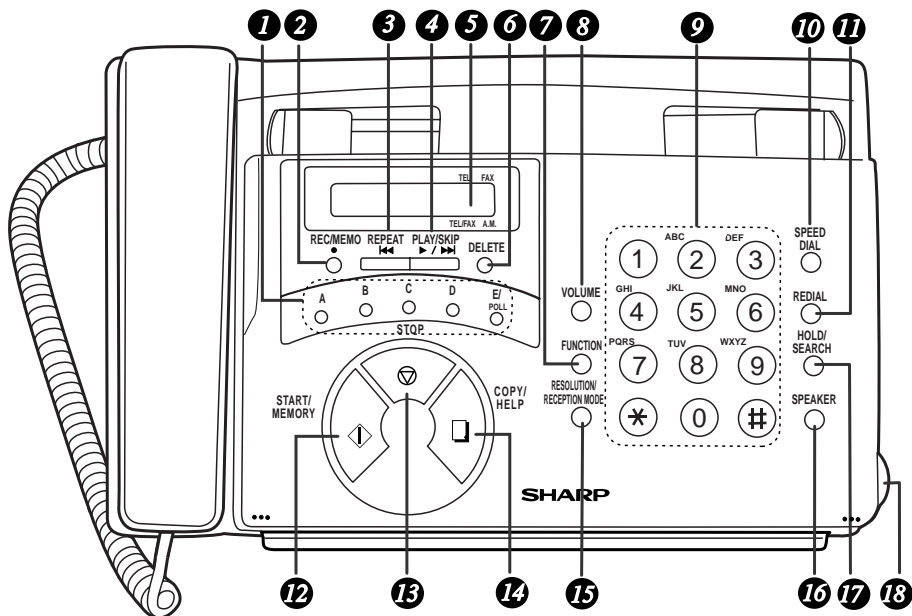


電話線





## 操作面板概覽



- 1 快速撥號鍵**  
按下其中的一個鍵以自動撥打傳真號碼。
- 2 REC/MEMO（錄製 / 備忘錄）鍵**  
按下此鍵以錄製通話內容或訊息。
- 3 REPEAT（重複）鍵**  
按下此鍵以重複播放訊息。
- 4 PLAY/SKIP（播放 / 略過）鍵**  
按下此鍵以播放錄音訊息。在播放過程中，按下此鍵以跳至下一則訊息。
- 5 顯示幕**  
在操作與設定過程中顯示相關的訊息與提示。
- 6 DELETE（刪除）鍵**  
按下此鍵以清除錄音訊息。

- 7 FUNCTION (功能) 鍵**  
按下此鍵以選擇各種特殊的功能。
- 8 VOLUME (音量) 鍵**  
按下此鍵以在按下了 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。
- 9 數字鍵**  
使用這些鍵以進行撥號，並在儲存自動撥號號碼時輸入數字和英文字母。
- 10 快速撥號鍵**  
按下此鍵以使用縮寫的 2 位數快速撥號號碼來撥打傳真或語音號碼。
- 11 REDIAL (重撥) 鍵**  
按下此鍵以自動重撥最後撥出的號碼。
- 12 START/MEMORY (開始 / 記憶) 鍵**  
按下此鍵以傳送或接收文件，或在傳送前將文件掃描至記憶體內。
- 13 STOP (停止) 鍵**  
按下此鍵以取消尚未完成的操作。
- 14 COPY/HELP (複印 / 說明) 鍵**  
如果送紙器中裝有文件，按下此鍵以複印文件。在任何其他情況下，按下此鍵以列印說明清單（操作傳真機的快速參考指南）。
- 15 RESOLUTION/RECEPTION MODE (解析度 / 接收模式) 鍵**  
如果送紙器中裝有文件，按下此鍵以調整傳真或複印的解析度。在任何其他情況下，按下此鍵以選擇接收模式（顯示幕上的箭頭將會指向目前選定的接收模式）。
- 16 SPEAKER (喇叭) 鍵**  
按下此鍵以在傳送文件時透過喇叭來聆聽線路和傳真訊號。  
**註：喇叭不是擴音器。**您必須拿起聽筒才可以與對方通話。

**17** HOLD/SEARCH (暫停 / 搜尋) 鍵

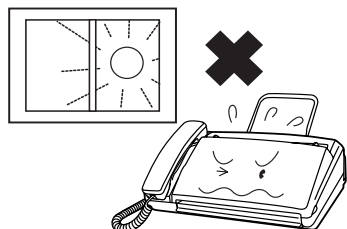
按下此鍵以搜尋自動撥號號碼；在通話時按下此鍵，可將對方置於等候狀態。

**18** 面板釋放裝置

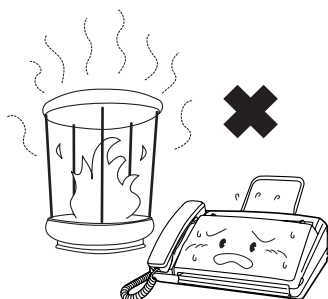
握住此手柄並朝您的方向拉動以打開操作面板。

## 連接

### 安裝注意事項



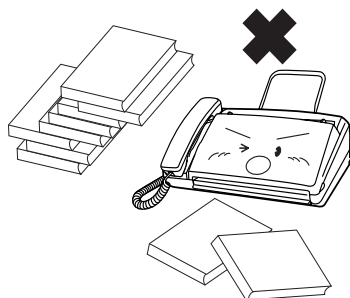
請勿將傳真機放置在陽光直接照射的地方。



請勿將傳真機放置在靠近暖氣裝置或空調設備的地方。



勿使傳真機沾滿灰塵。



保持傳真機周圍區域的清潔。

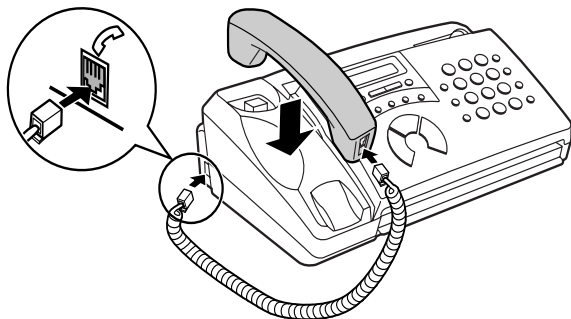
### 有關冷凝物

如果將傳真機從較冷的地方移至較溫暖的地方，這可能會在傳真機的掃描鏡上形成冷凝物，而妨礙了傳送文件的正常掃描。要清除冷凝物，請開啓電源，並等候大約兩個小時後才使用傳真機。

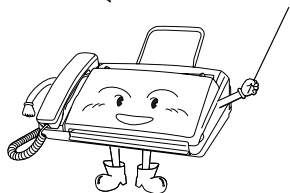
## 連接聽筒

連接聽筒（如圖所示）並將其置於聽筒架上。

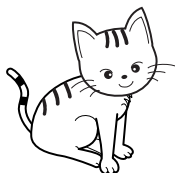
- ◆ 聽筒連接線的兩端均相同，因此它們可以插入任何一個插孔。



確保將聽筒連接線插入  
傳真機側面標有聽筒符  
號的插孔！



您可以使用聽筒來撥打  
一般電話，或手動傳送  
與接收傳真。



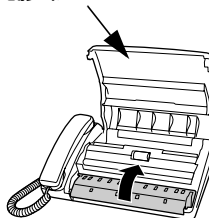
## 取下包裝紙

- 1 握住手柄，打開操作面板。

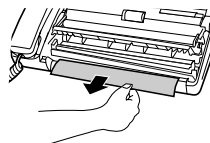


- 2 向上翻開前紙張導板。

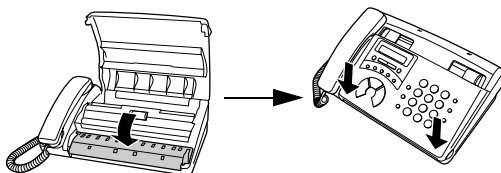
註：請勿撕下或彎曲此膠帶。



- 3 拆除包裝紙。



- 4 將前紙張導板向下翻，然後合上操作面板。

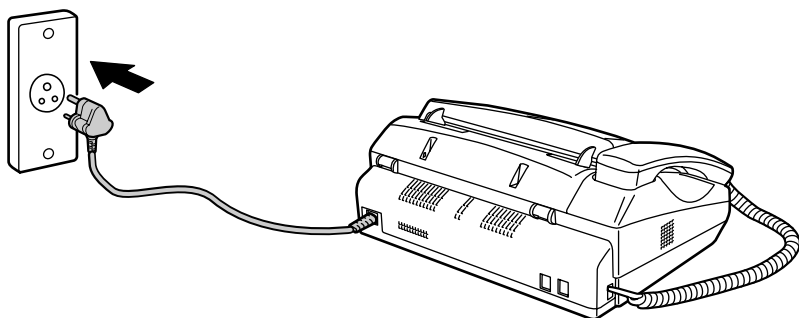


## 連接電源線

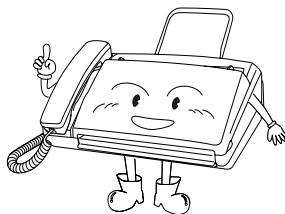
請將電源線插入 220-240 V，50/60 Hz 的接地型交流電源插座。

### 注意：

請務必將主要插座（插孔 — 插座）安裝在靠近設備且易於插接及拔除的地方。



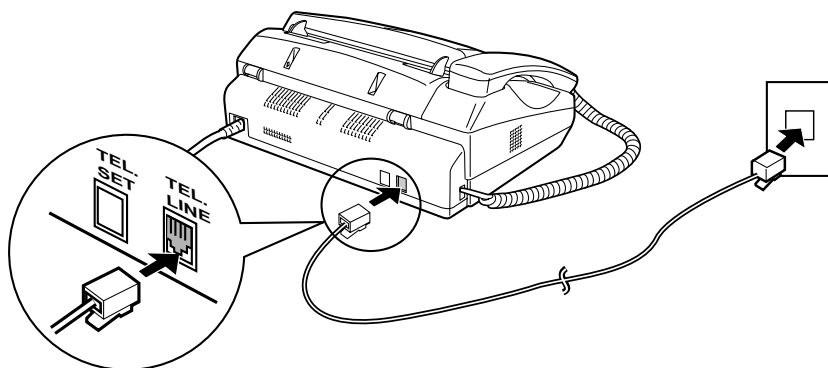
傳真機沒有電源開啓/關閉開關，因此只需插入或拔下電源線即可開啓或關閉電源。



**註：**如果您所在的地區經常發生閃電或電湧事故，我們建議您為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購買到電湧保護器。

## 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，然後將另一端插入牆上電話插座中。



**註：**傳真機設定為音頻撥號。如果您正在使用脈衝撥號線路，您必須將傳真機設定為脈衝撥號。請按以下所述按下操作面板上的鍵：

- 1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

DIAL MODE

- 2 按下 1 以選擇音頻撥號，或按下 2 以選擇脈衝撥號。

TONE (訊號) PULSE (脈衝)



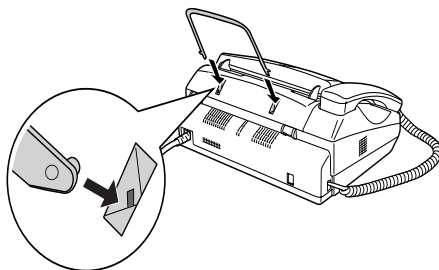
- 3 按下 STOP (停止) 鍵以返回日期與時間顯示幕。





## 安裝正本文件支撐架

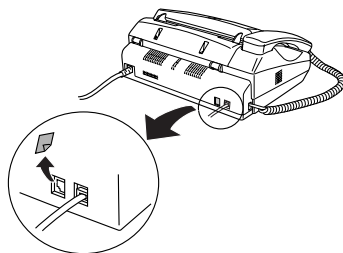
安裝正本文件支撐架，如下所示。



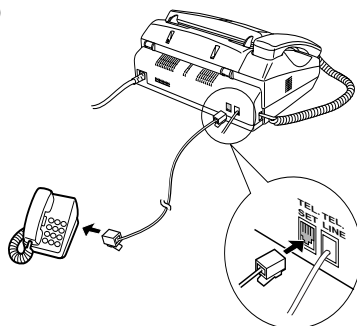
## 分機（可選）

如有必要，您可以將分機連接至傳真機上的 TEL.SET（電話設定）插孔。

- 
- 1 取下覆蓋 TEL.SET（電話設定）插孔的封條。



- 
- 2 將分機電話線連接至 TEL.SET（電話設定）插孔。

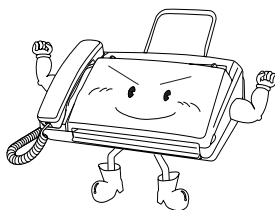


## 裝入熱敏紙

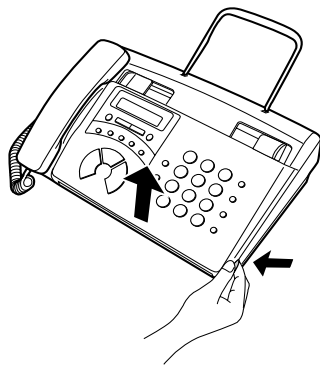
您的傳真機可在一種稱為熱敏紙的特殊紙張上列印送進來的傳真。



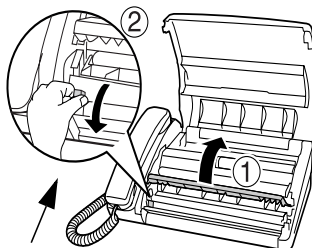
傳真機的列印頭透過在熱敏紙上加熱，以建立文字與影像。



- 1 如圖所示，握住手柄並向上拉起，以打開操作面板。



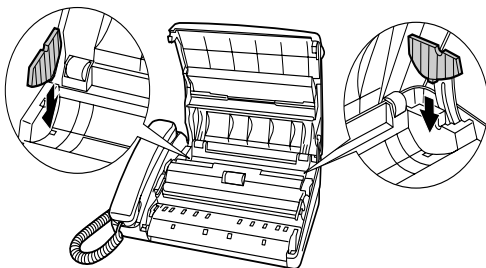
- 2 向上翻開前紙張導板。



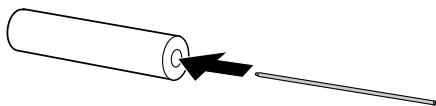
按下結點以確保金屬導板的前端朝下。

- 3 如果您要裝入 210 公釐寬的紙張，請將熱敏紙滾筒填隙片放在紙槽兩側（請注意，SHARP 建議您使用 216 公釐寬（包括原始滾筒）的紙張）。

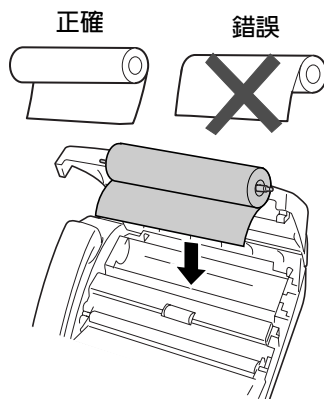
- 填隙片梭形的一側應朝內（相互對應）。



- 4 打開熱敏紙滾筒並插入紙軸。

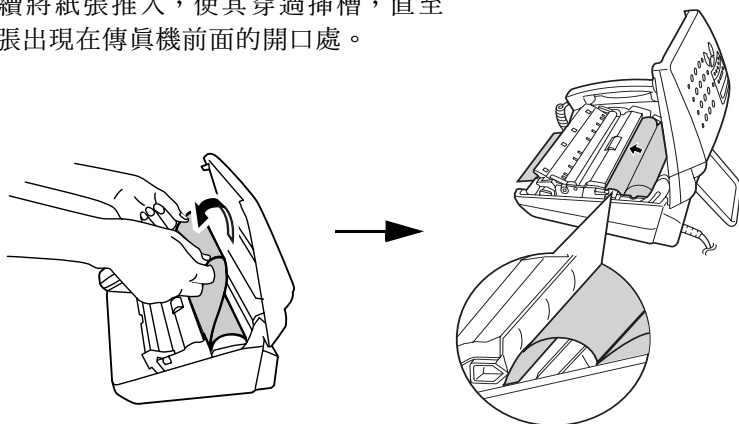


- 5 將熱敏紙滾筒放進紙槽內，並確保紙軸的兩端插入紙槽兩側的槽口中。

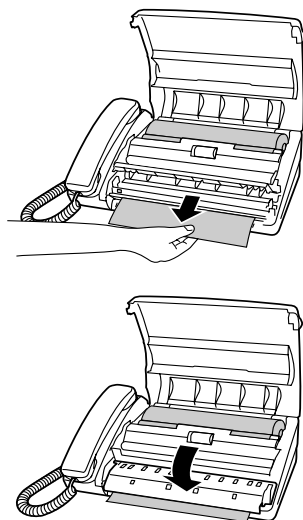


- ◆ **重要事項：**請務必將滾筒放置好，以使紙張的前緣展開，如圖所示（唯有滑面的部份才可用於列印。如果滾筒放反了，則在列印後紙張將仍是空白的）。

- 6 將紙張的前緣插入插槽中，如圖所示。  
繼續將紙張推入，使其穿過插槽，直至  
紙張出現在傳真機前面的開口處。



- 7 確保紙張伸出來時是平直的，然後將紙  
張導板向下翻。



### 8 合上操作面板，並確保其卡入定位。

- 將切斷一小節的紙張。



## 更換熱敏紙

在紙張耗盡時，顯示幕上將會出現 OUT OF PAPER（無紙）的訊息。傳真機將無法再接收與複印文件。要更換紙張，請先取出舊的滾筒，然後按以上說明裝入新的滾筒。

為延長您的傳真機使用壽命並獲得最佳的複印品質，我們建議您使用以下的夏普熱敏紙（可從您的經銷商或零售商處購買）：

**F0-20PRw 熱敏紙（30 公尺 / 滾筒）**

使用任何其他紙張可能會降低複印品質，且會在印字頭上累積過量的殘餘物。

## 處理熱敏紙

在您要使用時才打開紙張的包裝。在以下情況下，紙張可能會變色：

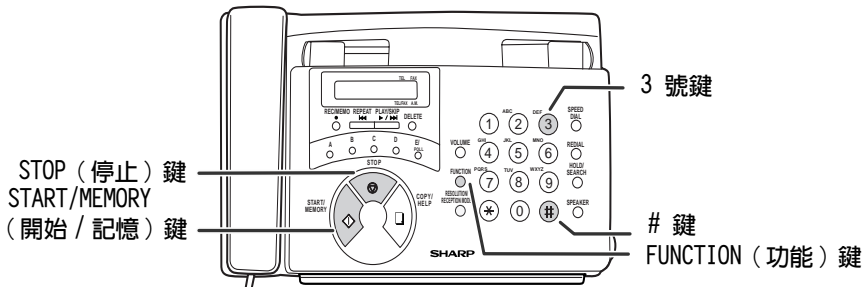
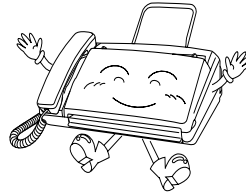
- ◆ 將紙張存放在高濕度或高溫度的地方。
- ◆ 將紙張放置在陽光直接照射的地方。
- ◆ 與膠水、稀釋劑、或剛印製的藍圖接觸。
- ◆ 在紙張上使用過橡皮擦或膠帶，或者紙張已刮擦過。

## 輸入您的名稱與傳真號碼

在開始使用傳真機之前，您必須先輸入您的名稱與傳真（電話）號碼。此外，您還需要設定日期與時間。



在您輸入此資訊之後，它將自動出現在您傳送的每一頁文件之頂端。



### 1 按下這些鍵：

顯示幕上將會顯示：

ENTRY MODE

FUNCTION



---

2 按兩下 # 鍵。

顯示幕上將會顯示：

OWN NUMBER SET



---

3 按下 START/MEMORY (開始 / 記憶) 鍵。

顯示幕上將會顯示：

ENTER FAX #



---

4 透過按下數字鍵來輸入您的傳真號碼  
(最多 20 位數)。

- 要在數字間插入空格，請按下 # 鍵。
- 如果輸入錯誤，請按下 SPEED DIAL (快速撥號) 鍵以退回並清除錯誤。



(範例)

---


5 按下 START/MEMORY (開始/記憶) 鍵以將  
傳真號碼輸入記憶體中。





















































































顯示幕上將會顯示：

ENTER YOUR NAME



- 6 按下代表每個英文字母的數字鍵（如下圖所示）來輸入您的名稱。您最多可以輸入 24 個字元。

範例：SHARP = 77777 444 22 7777  77

SPACE =  	J =  	T =  
A =  	K =   	U =   
B =   	L =    	V =    
C =    	M =  	W =  
D =  	N =   	X =   
E =   	O =    	Y =    
F =    	P =  	Z =     
G =  	Q =   	
H =   	R =    	
I =    	S =     	

- ◆ 要連續輸入需要同一按鍵的兩個英文字母，請在輸入首英文字母後按下 SPEAKER（喇叭）鍵。  
（SPEAKER（喇叭）鍵可將游標向前移動，HOLD/SEARCH（暫停 / 搜尋）鍵可將游標向後移動。）
- ◆ 要清除錯誤，請按下 SPEED DIAL（快速撥號）鍵。
- ◆ 要變更字母大小寫，請按下 REDIAL（重撥）鍵。
- ◆ 要選擇以下其中一個符號，請重複按下 # 鍵或 \* 鍵：  
./!"#\$%&'()\*+,-:;<=>?[¥]^\_{'|}→←

**游標：**顯示幕上的黑色方塊，表示即將在此處輸入數字或英文字母。



- 
- 7 按下 START/MEMORY（開始 / 記憶）鍵。

顯示幕上將會顯示：

DATE & TIME SET

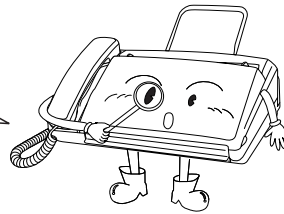


- 
- 8 按下 STOP（停止）鍵以返回日期與時間顯示幕。

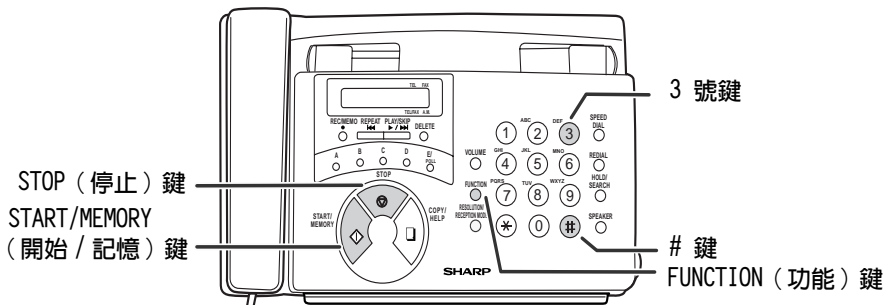


## 設定日期與時間

日期與時間將會出現在顯示幕與報告上，並列印在您傳送的每一頁文件的頂端。



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。



### 1 按下這些鍵：

顯示幕上將會顯示：

ENTRY MODE

FUNCTION



### 2 按下這些鍵：

顯示幕上將會顯示：

DATE & TIME SET



---

3 按下 START/MEMORY (開始 / 記憶) 鍵。

- 顯示幕上將會出現目前設定的日期。



---

4 輸入表示日期的兩位數號碼 (「01」至「31」)。



範例：5 日

---

5 輸入表示月份的兩位數號碼 (「01」表示一月，「02」表示二月，「12」表示十二月，以此類推)。



範例：1 月

- 要更正錯誤，請按下 SPEED DIAL (快速撥號) 鍵以將游標移回至出現錯誤的位置，然後輸入正確的數字。

---

6 輸入年度 (四位數)。



範例：2000 年

---

7 輸入表示小時的兩位數號碼 (「01」至「23」) 與表示分鐘的兩位數號碼 (「00」至「59」)。



範例：9:25

---

8 按下 START/MEMORY (開始 / 記憶) 鍵以啓動時鐘。



- 9 按下 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。



## 設定接收模式

您的傳真機具有以下四種模式，可用以接聽來電與接收傳送進來的傳真：

**TEL（電話）模式：**

如果要透過傳真機接聽來電與接收傳真，請選擇此模式。**您必須拿起傳真機的聽筒才可以接聽所有來電（包括傳真）。**

**FAX（傳真）模式：**

如果您僅要接收傳真，請選擇此模式。傳真機將自動接聽所有呼叫並接收傳送進來的傳真。

**TEL/FAX（電話 / 傳真）模式：**

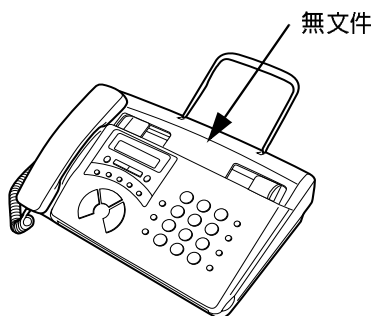
此模式極適用於接收傳真與接聽語音呼叫。在有呼叫進來時，傳真機將自動偵測該呼叫是否為語音呼叫（包括手動撥號的傳真），或自動撥號傳真。如果是語音呼叫，傳真機將發出特殊的鈴聲以提示您接聽。如果是自動撥號傳真，傳真機將自動開始接收。

**A.M.（電話答錄機）模式：**

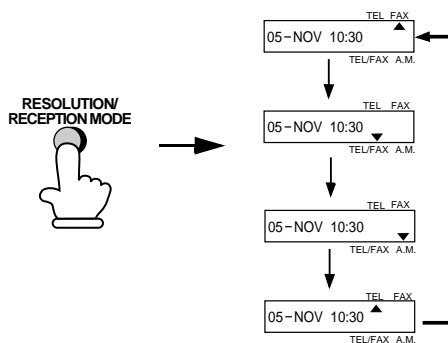
如果您外出並要內建電話答錄機接聽所有呼叫，請選擇此模式。傳真機將記錄留言並自動接收傳真訊息。

## 設定接收模式

- 1 請確保文件送紙器是空的。

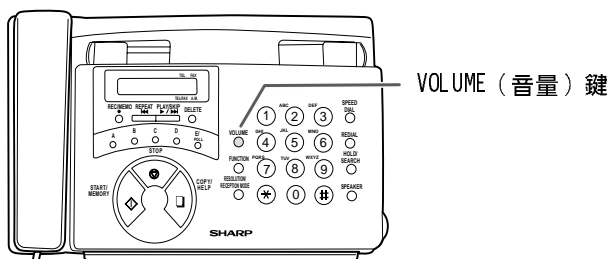


- 2 按下 RESOLUTION/RECEPTION MODE (解析度 / 接收模式) 鍵，直至顯示幕上的箭頭指向所要的模式。



## 調整音量

您可以使用 VOLUME（音量）鍵來調整喇叭與響鈴器的音量。



## 喇叭

- 
- 1 按下 SPEAKER（喇叭）鍵。

SPEAKER

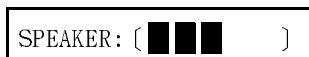


- 
- 2 按一下或多下 VOLUME（音量）鍵以選擇所要的音量。

VOLUME



顯示幕上將會顯示：



- 
- 3 再按一下 SPEAKER（喇叭）鍵以關閉喇叭。

SPEAKER



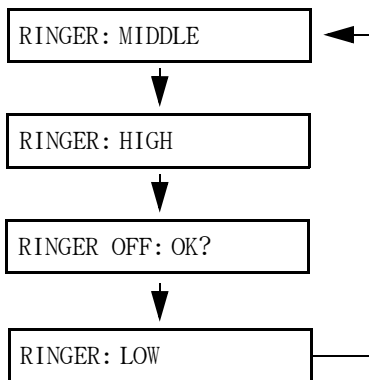
## 響鈴器

- 1 按下 VOLUME (音量) 鍵以選擇所要的音量 (請確保沒有按下 SPEAKER (喇叭) 鍵，並且沒有拿起聽筒)。

VOLUME

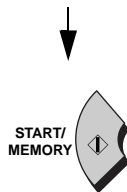


顯示幕上將會顯示：



- 2 如果您要關閉響鈴器，請持續按住 VOLUME (音量) 鍵，直至顯示幕上出現 RINGER OFF: OK? (是否關閉響鈴器?) 的訊息，然後按下 START/MEMORY (開始/記憶) 鍵。

RINGER OFF:OK?



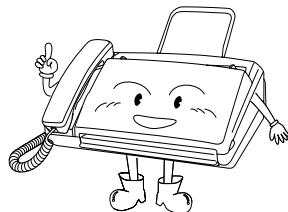


---

## 2. 使用電話答錄機

FO-90 的內建電話答錄機允許您在外出時接收留言與傳真。

要使用電話答錄機，請在外出時先錄製外出留言訊息，然後將接收模式設定為 A.M.（電話答錄機）模式。



### 錄製外出留言訊息

外出留言訊息（OGM）是電話答錄機在接聽來電後播放的問候語，以告知來電者可以留言或傳送傳真。

範例：

「您好，這裏是 ABC 公司。現在無人接聽您的來電，請在聽到嗶聲後留言或按下您傳真機的開始鍵以傳送傳真，謝謝。」

---

#### 1 按下這些鍵：

顯示幕上將會顯示：

A.M. SETTINGS

FUNCTION



---

#### 2 按下 # 鍵。

顯示幕上將會顯示：

OGM RECORDING



- 3 按下 START/MEMORY（開始 / 記憶）鍵。



- 4 按下 1 以選擇 GENERAL（一般）（如果您要錄製用於本章後面介紹的轉接功能之訊息，請按下 2 以選擇 TRANSFER（轉接））。

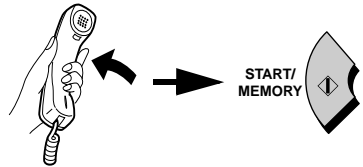
1

或

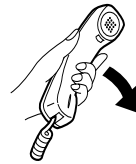
2

- 5 拿起聽筒，按下 START/MEMORY（開始 / 記憶）鍵，然後對著聽筒開始錄音。

- 外出留言訊息的錄音時間可長達 60 秒。用於轉接功能的外出留言訊息錄音時間可長達 15 秒。
- 在錄音時，顯示幕上將會顯示剩餘的錄音時間。



- 6 完成後，然後放下聽筒。



- 7 按下 STOP（停止）鍵以返回日期與時間顯示幕。



## 收聽或清除外出留言訊息

要收聽或清除外出留言訊息，請按照上述程序中的步驟 1 至步驟 4 之指示來選擇訊息，然後按下 **PLAY/SKIP (播放/略過)** 鍵以收聽訊息，或按下 **DELETE (刪除)** 鍵以將其清除。要返回日期與時間顯示幕，請按兩下 **STOP (停止)** 鍵。請注意，您無法清除一般外出留言訊息。如果要變更該訊息，您僅需重複錄音步驟即可。

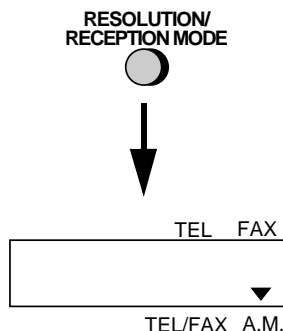
## 操作電話答錄機

### 啓動電話答錄機

在您外出前，請按以下方法啓動電話答錄機：

按下 RESOLUTION/RECEPTION MODE（解析度 / 接收模式）鍵，直至顯示幕上的箭頭指向 A.M.（電話答錄機）模式。

- 傳真機將會播放外出留言訊息（您可以按下 STOP（停止）鍵以停止播放）。
- 如果尚未錄製一般外出留言訊息，您無法將接收模式設定為 A.M.（電話答錄機）模式。



在接收模式設定為 A.M.（電話答錄機）模式時，如果 FO-90 已接收了至少一則來電訊息的話，它將在兩次響鈴後接聽來電；如果沒有接收到任何訊息，它將在四次響鈴後接聽來電（有關的更多資訊，請參閱本章「遠端操作」中的「節省費用」）。

註：如果記憶體中已存滿了先前錄製的訊息，顯示幕上將會出現 MEMORY IS FULL（記憶體已滿）的訊息。要將接收模式設定為 A.M.（電話答錄機）模式，您必須先清除某些或全部已儲存的訊息。

註：在 A.M.（電話答錄機）模式下，如果機器偵測到接聽來電後的寂靜時間超過 6 秒，它將自動切換至接收傳真模式。因此，如果來電者在留言時暫停 6 秒鐘以上，電話答錄機則會中斷與他們的連線。

## 聽取收到的訊息

在您回來時，顯示幕上將會顯示已錄製的訊息數目。請執行以下步驟來聽取訊息：

---

### 1 按下 PLAY/SKIP (播放 / 略過) 鍵。

- 如果您僅要聽取新的訊息（先前未聽取的訊息），請持續按住 PLAY/SKIP（播放 / 略過）鍵至少兩秒。



---

### 2 傳真機將會播放訊息。

- 在播放每則訊息時，顯示幕上將會短暫出現訊息的錄製日期與時間。如果沒有接收到任何訊息，顯示幕上將會出現 NO MESSAGES（無訊息）。

- 要再次聽取某則訊息，請在該訊息播放完畢前按下 REPEAT（重複）鍵。



- 要返回上一則訊息，請在目前訊息開始播放的 3 秒內按下 REPEAT（重複）鍵。



- 要跳至下一則訊息，請按下 PLAY/SKIP（播放 / 略過）鍵。



註：如果您接收呼叫、拿起聽筒、按下 STOP（停止）鍵，傳真機將會停止播放。

## 清除收到的訊息

在您聽完收到的訊息後，請務必將它們清除，以免出現記憶體已滿的情況。

- **清除所有訊息：**要清除所有訊息，請按住 **DELETE（刪除）** 鍵至少 2 秒。
- **清除一則訊息：**要僅清除一則訊息，請在播放訊息時按下 **DELETE（刪除）** 鍵。

**DELETE**



## 使用 REC/MEMO（錄製 / 備忘錄）鍵

您可以使用 **REC/MEMO（錄製 / 備忘錄）** 鍵來記錄其他 FO-90 使用者的通話內容與訊息。它們將在您按下 **PLAY/SKIP（播放 / 略過）** 鍵時，與所有傳送進來的訊息一起播放。

- **錄製訊息：**要錄製訊息，請按住 **REC/MEMO（錄製 / 備忘錄）** 鍵至少 1 秒鐘，然後拿起聽筒，按下 **START/MEMORY（開始 / 記憶）** 鍵，並對著聽筒講話以錄音。在您錄音完畢之後，請放下聽筒或按下 **STOP（停止）** 鍵。
- **錄製通話內容：**要錄製通話內容，請在您要錄製的談話過程中按住 **REC/MEMO（錄製 / 備忘錄）** 鍵。在您錄製完畢後，鬆開此鍵。

**REC/MEMO**



## ICM（來電留言訊息）的日期與時間

您可以按下面板鍵（以下所示），以查看收到訊息的日期與時間。

- ◆ 訊息清單中也會顯示日期與時間，您可以將其列印出來（如第 8 章所述）。

---

### 1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

A.M. SETTINGS

---

### 2 按下這些鍵：

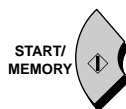


顯示幕上將會顯示：

ICM CONFIRMATION

---

### 3 按下 START/MEMORY（開始/記憶）鍵。顯示幕上將會出現所錄製的訊息數目。



---

### 4 按一下或多下 # 或 \* 鍵，以顯示每則訊息的日期與時間。



或



- 顯示幕上首先會出現訊息號碼，幾秒後將會出現日期與時間。

---

### 5 按下 STOP（停止）鍵。



註：每次在您清除訊息時，同時會將錄製日期和時間清除。

## 可選電話答錄機設定

### 設定來電留言訊息的時間

ICM（來電留言訊息）是來電者在您內建電話答錄機上的留言。電話答錄機在出廠時已設定為允許每位來電者最多留言 4 分鐘。如有必要，您可以將此設定值變更為 15 秒、30 秒或 60 秒。

1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

A.M. SETTINGS

2 按下這些鍵：



顯示幕上將會顯示：

ICM RECORD TIME

3 按下數字鍵以選擇所要的 ICM（來電留言訊息）錄製時間：

• 1 : 15 秒



• 2 : 30 秒



• 3 : 60 秒



• 4 : 4 分鐘



4 按下 STOP（停止）鍵。





## A.M.（電話答錄機）出現故障時接收傳真

如果在您外出時而錄製來電留言訊息的記憶體已滿，電話答錄機將無法再錄製訊息。發生這種情況時，可以使用 ON A.M. FAILURE（電話答錄機出現故障）設定值來選擇電話答錄機對來電的回應：

- ◆ 自動接收傳真設定為 NO（否）：FO-90 將在響鈴 20 次後回應，在此之後它將等待接收遠端指令。大多數來電者會在傳真機回應之前先掛斷；但是，在您從遠端位置呼叫 FO-90 時，您可以等到傳真機接聽之後，再聽取訊息，然後清除訊息（請參閱本章中的「遠端操作」）。
- ◆ 自動接收傳真設定為 YES（是）：接收模式將切換至 FAX（傳真）模式，允許 FO-90 在沒有廣播傳送 OGM（外出留言訊息）的情況下，於接聽時繼續自動接收傳真。使用此設定值，您仍然可以使用遠端指令聽取訊息並清除訊息記憶體（請參閱本章中的「遠端操作」）。

在出廠前自動接收傳真已設定為 NO（否）。如果您要將其設定為 YES（是），請按下面板鍵（如以下所述）：

---

### 1 按下這些鍵：



顯示幕上將會顯示：

A.M. SETTINGS

---

### 2 按下這些鍵：



顯示幕上將會顯示：

ON A.M. FAILURE

---

### 3 按下 1 以開啓自動接收傳真，或按下 2 以將其關閉。



---

### 4 按下 STOP（停止）鍵。



## 僅限於 OGM（外出留言訊息）模式

如有必要，您可以關閉錄製來電留言訊息的功能。在這種情況下，傳真機將播放您的外出留言訊息，但來電者則無法留言（電話答錄機仍然可以接收透過自動撥號傳送的傳真）。

### 1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

OGM ONLY MODE

### 2 按下 1 以開啓僅限於 OGM 模式，或按下 2 以將其關閉。



或



### 3 按下 STOP（停止）鍵。



## 轉接功能

轉接功能可使 FO-90 在每次收到來電留言訊息時，以指定的號碼自動呼叫您。這樣，即使您處於遠端位置，您也可以立即聽取您的來電留言訊息。

在您接聽電話時，您將聽到錄音訊息，它會告知您該來電為轉接來電。請依次輸入「#」號、您的遠端代碼及「#」號。之後，電話答錄機將會播放訊息。您還可以執行本章遠端操作中後面介紹的任何遠端操作。

註：在您掛斷轉接來電的通話時，FO-90 無法立即恢復一般的操作。如果您要 FO-90 在轉接來電後立即接聽來電，請在掛斷電話之前輸入「\*」號兩次（如果您要在播放訊息時掛斷電話，請先輸入「0」與「#」號以停止播放，然後輸入「\*」號兩次）。

## 設定轉接號碼

要使用轉接功能，您必須先為 FO-90 設定呼叫號碼（轉接號碼）。您可以透過按下面板鍵來執行此操作（如以下方法所述）：

---

1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

A.M. SETTINGS

---

2 按下這些鍵：



顯示幕上將會顯示：

TRANSFER # ENTRY

- 3 按下 START/MEMORY（開始 / 記憶）鍵。



- 4 按下數字鍵以輸入轉接號碼（包括暫停，最多可以輸入 32 位數）。



（範例）

- 要在號碼的任何兩個數字間插入暫停，請按下 REDIAL（重撥）鍵。

- 5 按下 START/MEMORY（開始 / 記憶）鍵，然後按下 STOP（停止）鍵。



## 錄製轉接訊息

在您接聽電話時，傳真機會播放轉接訊息，並告知您該來電為轉接來電。該訊息的錄製時間可以長達 15 秒鐘。要錄製轉接訊息，請按照本章的錄製外出留言訊息中所述的步驟進行。範例如下：

「您好，這是（您的名字）的轉接來電，請輸入您的遠端代碼。」

## 開啓與關閉轉接功能

1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

A.M. SETTINGS

2 按下這些鍵：



顯示幕上將會顯示：

TRANSFER FUNC

3 按下 1 以開啓轉接功能，或按下 2 以將其關閉。



或



4 按下 STOP（停止）鍵。



## 略過響鈴

此功能允許選定的來電者使用音頻撥號電話，以略過電話答錄機的外出留言訊息，並使 FO-90 發出特殊的鈴聲，提醒您他們正在撥電進來。在您靠近電話答錄機，卻只想與特定的來電者通話時（所有其他來電將接到電話答錄機中），此功能將很有用。

### 設定略過代碼

要略過電話答錄機，您的來電者必須在其電話上輸入 3 位數的略過代碼。此代碼在出廠時已預設為「009」。如果您要變更此代碼，請按下面板鍵（如下所示）。

#### 重要事項！

- ◆ 請確保略過代碼與遠端操作所使用的遠端代碼不相同。

#### 1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

A.M. SETTINGS

#### 2 按下這些鍵：



顯示幕上將會顯示：

OVERRIDE CODE

#### 3 透過按下數字鍵來輸入 3 位數的代碼。



（範例）

#### 4 按下 START/MEMORY（開始 / 記憶）鍵，然後按下 STOP（停止）鍵。

START/  
MEMORY



STOP



## 略過電話答錄機

您的來電者應執行以下步驟以略過電話答錄機。

- 1 您的來電者透過音頻撥號電話呼叫 FO-90。在傳真機開始播放外出留言訊息時，來電者應在其電話上按下「#」鍵。



- 來電者將聽到短促的嗶聲，然後傳真機會停止播放外出留言訊息。

- 2 來電者應在電話上按下相應的鍵來輸入略過代碼與「#」號。

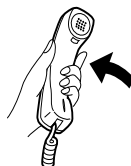


(範例)

- 如果輸入了錯誤的代碼，來電者將聽到四次嗶聲。此時，他（她）必須在 10 秒內重新輸入正確的代碼，否則，線路將中斷。

- 3 FO-90 將發出特殊的鈴聲。您即可拿起聽筒接聽來電。

- 如果您在 30 秒內沒有接聽，傳真機將重新播放外出留言訊息，而來電者即可以留言。



## 遠端操作

您可以在任何音頻撥號電話上呼叫 FO-90，並使用遠端指令播放您的訊息。同時，您也可以使用這些指令來變更接收模式及其他設定值。

### 遠端代碼

要執行遠端操作，您必須先設定遠端代碼。此代碼用以防止未經授權者聽取您的訊息或變更電話答錄機的設定值。

在出廠時遠端代碼已設定為「001」。如果您要變更此代碼，請按下面板鍵（如下所示）。

- 1 按下這些鍵：



顯示幕上將會顯示：

A.M. SETTINGS

- 2 按下這些鍵：



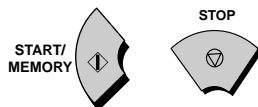
顯示幕上將會顯示：

REMOTE CODE

- 3 透過按下數字鍵輸入 3 位數號碼。



- 4 按下 START/MEMORY（開始 / 記憶）鍵，然後按下 STOP（停止）鍵。





## 節省費用

在您呼叫 FO-90 以聽取您的訊息時，FO-90 將在兩次響鈴（如果它已接收到至少一則訊息）或四次響鈴（如果它沒有接收到任何訊息）後接聽。

這樣，您可以節省電話費，特別是在您撥打長途電話的時候。如果電話答錄機在第二次響鈴後沒有接聽，您可以在它接聽之前先掛斷，如此即可節省該通電話的費用。

如果您不想使用節省費用功能，您可以執行以下步驟以關閉此功能。在這種情況下，FO-90 將在「變更響鈴次數」（請參閱第 4 章）中設定的響鈴次數（即 FAX（傳真）接收模式的響鈴設定值）之後接聽。

- 
- 1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

A.M. SETTINGS

- 
- 2 按下這些鍵：



顯示幕上將會顯示：

TOLL SAVER

- 
- 3 按下 1 以開啓節省費用功能，或按下 2 以將其關閉。



或



- 
- 4 按下 STOP（停止）鍵。

STOP



## 擷取您的訊息

**註：**在接收模式設定為 FAX（傳真）或 TEL/FAX（電話 / 傳真）時，您也可以存取 FO-90 以進行遠端操作。在這種情況下，請呼叫 FO-90，在它接聽後或在 TEL/FAX（電話 / 傳真）模式下的虛擬響鈴期間（在以上任何一種情況下，您聽到傳真訊號之前）立即按下「#」鍵，然後從以下的步驟 2 開始繼續進行。

- 1 透過按鍵音頻電話呼叫 FO-90。在開始播放外出留言訊息時，按下電話上的「#」鍵。



- 您將聽到短促的嗶聲，然後電話答錄機會停止播放外出留言訊息。

- 2 透過按下電話上的按鍵，輸入您的遠端代碼與「#」。



（範例）

- 您將聽到與已錄製的訊息數相等的一系列嗶聲，或一次較長的嗶聲（如果已收到四則或更多的訊息）。之後，電話答錄機將播放訊息，並在每則訊息結束時發出一次嗶聲。在播放完所有的訊息後，您將聽到一次較長的嗶聲。
- 如果沒有收到訊息，您將聽到一次短促的嗶聲。此時您可以選擇掛斷，或執行以下章節其他遠端操作中所述的任何一項操作。

---

**3** 在播放訊息時，您可以執行以下的任何一項操作：

- **重複：**要再次聽取訊息，請在訊息結束之前按下電話上的「2」與「#」。要移回至前一個訊息，則在播放目前訊息的首 3 秒內按下「2」與「#」。



- **略過：**要略過至下一則訊息，請按下電話上的「5」與「#」。



- **停止：**要停止播放，請按下電話上的「0」與「#」。之後，您可以輸入以下章節其他遠端操作中所述的任何一個指令。



- **播放新的訊息：**只要聽取新的訊息，請先透過按下「0」與「#」以停止播放，然後按下「6」與「#」。



- **清除一則訊息：**要清除您目前正在聽取的訊息，請在訊息結束前按下「3」與「#」。



---

**4** 在您聽完訊息後，您可以執行以下的任何一項操作：

- **清除所有訊息：**要清除所有訊息，請按下「3」、「3」與「#」。



- **重複播放：**要再次聽取訊息，請按下「7」與「#」。



- **執行其他操作：**您可以輸入以下章節其他遠端操作中所述的任何一個指令。

- **掛斷：**如果您沒有先清除訊息，則系統將儲存訊息，並在其後錄製所有新的訊息。如果您要 FO-90 立即恢復正常的操作，請按兩下「\*」後再掛斷（在某些情況下，特別是在使用轉接功能時，在您掛斷後的一或兩分鐘內，FO-90 可能無法接聽新的來電，除非您先按兩下「\*」）。

註：

- ◆ 在電話答錄機接受了遠端指令後，您將聽到一次嗶聲。如果輸入了錯誤的指令，您將聽到四次嗶聲。在發生了輸入錯誤的情況下，請重新輸入正確的指令。
- ◆ 在輸入指令時，每個數字之間的暫停時間不要超過 10 秒鐘。否則，系統將發出 4 次嗶聲的錯誤訊號，而之前輸入的數字也將無效。在這種情況下，請重新輸入指令。
- ◆ 如果您在輸入遠端代碼時出現兩次錯誤（導致系統兩次發出四次嗶聲的訊號），線路將中斷。這樣可防止未經授權者嘗試盜取您的遠端代碼。
- ◆ 如果您在輸入指令之前的暫停時間超過 10 秒鐘，線路將中斷。

## 其他遠端操作

在聽取訊息後，您可以透過按下電話上的相應鍵來執行以下所述的任何一項操作。

**註：**正在播放訊息時，您無法輸入以下的指令。如果您不要等到播放結束後才輸入指令，您可以先透過按下「0」與「#」以停止播放，然後再輸入指令。

## 變更傳真接收模式

透過按下以下所示的鍵，選擇新的接收模式：

- A.M.（電話答錄機）模式：「8」、「1」與「#」。



（範例）

- FAX（傳真）模式：「8」、「2」與「#」。

- TEL（電話）模式：「8」、「3」與「#」。  
注意：在 TEL（電話）模式下，您將無法進一步變更接收模式。

- TEL/FAX（電話/傳真）模式：「8」、「4」與「#」。

## 錄製新的外出留言訊息

- 
- 1 按下電話上的「4」與「\*」。



- 
- 2 在您聽到短促的嗶聲後，您即可對著聽筒講話以錄製新的訊息。

- 訊息可以長達 15 秒。在 15 秒後或更早（若電話答錄機在您講完後沒有偵測到任何聲音），您將聽到一次嗶聲，然後系統將播放新的訊息。

## 開啓或關閉轉接功能

要開啓轉接功能：按下電話上的「9」、「1」與「#」。



（範例）

要關閉轉接功能：按下電話上的「9」、「2」與「#」。

## 變更轉接電話號碼

- 1 按下電話上的「9」、「0」與「#」。



- 2 在您聽到短促的嗶聲後，請輸入新的電話號碼。完成後，請按下「#」。



- 要在號碼的任何兩個數字之間插入暫停，請按下「\*」。
- (範例)

## 錄製新的轉接訊息

- 1 按下電話上的「9」、「3」與「#」。



- 2 在您聽到短促的嗶聲後，您即可對著聽筒講話以錄製新的訊息。

- 轉接訊息的時間已固定為 15 秒。在 15 秒後或更早（若電話答錄機在您講完後沒有偵測到任何聲音），您將聽到一次嗶聲，然後系統將自動播放新的訊息。

## 錄製「備忘錄」

您可以為您自己或其他 FO-90 使用者錄製「備忘錄」。在聽取來電留言訊息時，系統將播放此備忘錄。

- 1 按下電話上的「\*」與「#」。



- 2 在您聽到短促的嗶聲後，您即可對著聽筒講話以錄製備忘錄。

3 完成後，請按下「0」與「#」。



- 如果 FO-90 在一段時間內沒有偵測到任何聲音，它將自動停止錄音。

### 僅限於 OGM（外出留言訊息）模式

要開啓僅限於 OGM 模式，請按下「1」、「1」與「#」（系統將播放您的外出留言訊息，來電者無法錄製訊息，但系統可接收來自自動撥號傳送的傳真）。



要關閉僅限於 OGM 模式，請按下「1」、「2」與「#」。



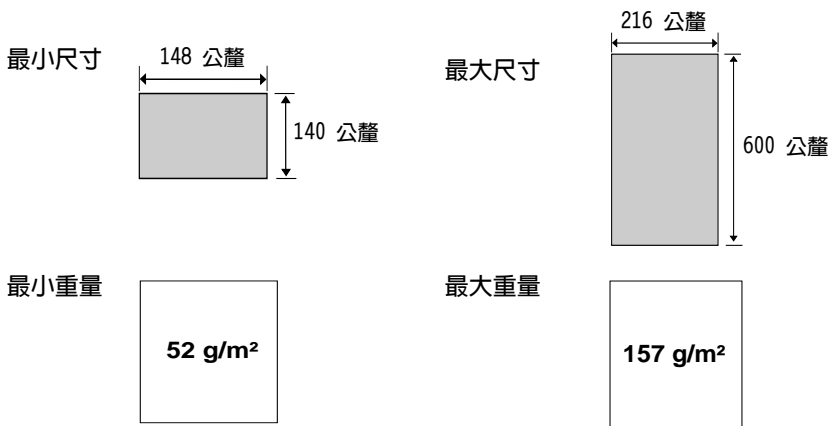
### 3. 傳送文件

#### 可傳送的文件

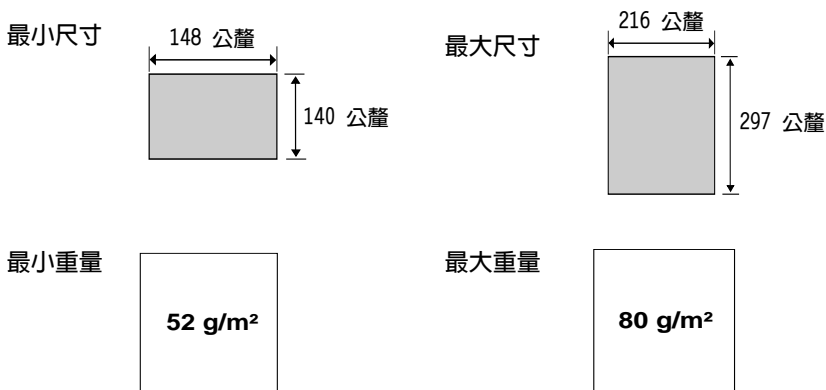
##### 尺寸與重量

您可以在文件送紙器中裝入的文件尺寸與重量，取決於您是否一次裝入一頁或一次裝入多頁。

一次裝入一頁：

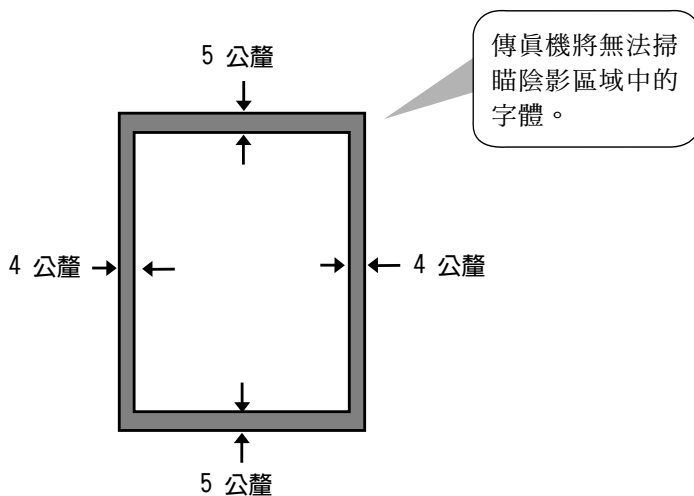


一次裝入多頁：





註：系統將不會掃描文件邊緣的字體或圖形。



## 其他限制

- ◆ 掃描器無法識別黃色、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，它們將可能損毀傳真機。
- ◆ 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

送紙器一次最多可裝入 5 頁的紙張。這些紙張將從底部頁面開始自動送入傳真機中。

- ◆ 如果您要傳送或複印的文件超過 5 頁，您可以在掃描最後一頁的前一刻，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，因為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，請在掃描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。

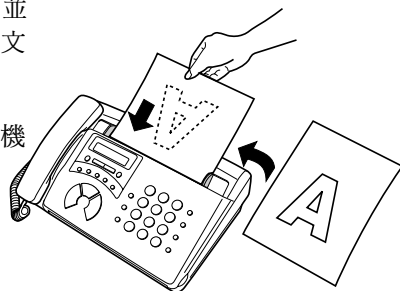
- 
- 1 將文件導板調整至您的文件寬度。



- 
- 2 將文件放置在傳真機上（面朝下），並將其輕輕地推入文件送紙器。請先將文件的頂部邊緣放入傳真機中。

- 送紙器會將文件的前緣拉入傳真機中。顯示幕上將會顯示：

READY TO SEND

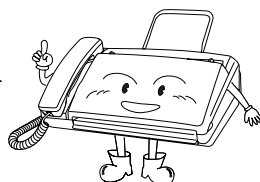


- 
- 3 如有必要，您可以調整解析度與 / 或對比度的設定值（如解析度與對比度章節所述），然後撥打接收方傳真機的號碼（如透過正常撥號傳送傳真章節所述）。



## 取出送紙器中的文件

如果要取出送紙器中的文件，請打開操作面板。



### 重要事項！

如果沒有按以下的說明先鬆開文件，請勿嘗試將文件取出，這可能會損壞送紙器的機件。

- 
- 1 握住手柄並向上拉，以打開操作面板。

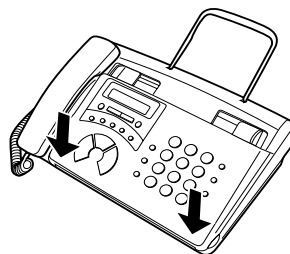


## 2 取出文件。



## 3 合上操作面板。

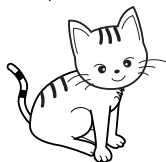
- 向下按面板前面的兩個邊角，以確保它卡入定位。



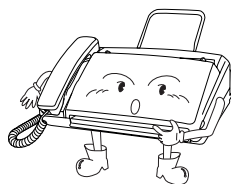
## 調整解析度與對比度

如有必要，您可以在傳送文件之前先調整解析度與對比度。

解析度預設值為 STANDARD  
（標準）；對比度預設值  
為 AUTO（自動）。



每當您不想使用預設  
值時，您必須調整設  
定值。



註：解析度與對比度的設定值僅在用以傳送文件時才有效，對於接收文件則無效。

### 解析度設定值

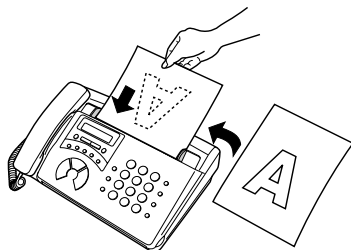
STANDARD（標準）	對於一般文件，請使用 STANDARD（標準）設定值。這是最快、最經濟的文件傳送方式。
FINE（細緻）	對於含有小字體或精緻圖形的文件，請使用 FINE（細緻）設定值。
SUPER FINE（精緻）	對於含有極小字體或極精緻圖形的文件，請使用 SUPER FINE（精緻）設定值。
HALF TONE（半色調）	對於相片與插圖，請使用 HALF TONE（半色調）設定值。傳真機會將正本文件以 64 種灰陰影輸出。

### 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。

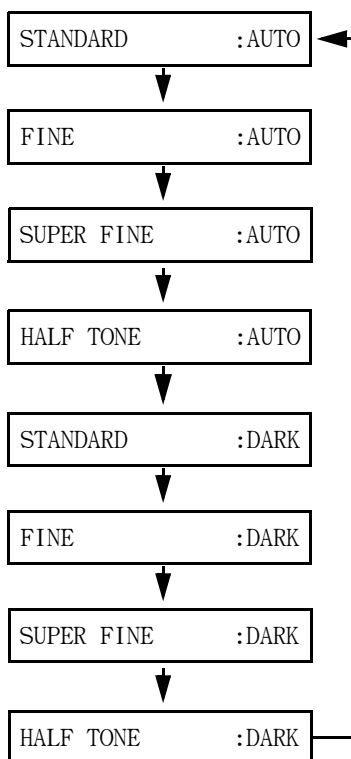
# 1 裝入文件。

- 您必須先裝入文件才可以調解解析度與對比度。



# 2 按一下或多下 RESOLUTION/RECEPTION MODE (解析度 / 接收模式) 鍵，直至顯示幕上出現所要的解析度與對比度設定值。

- 在您首次捲動解析度設定值清單時，每個解析度設定值的旁邊，將出現對比度設定值為 AUTO (自動) 的訊息。在您第二次捲動清單時，將會出現對比度設定值為 DARK (暗) 的訊息。



**註：**如果您要使用 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，您的傳真機將自動使用另一個最好的可選設定值。

## 透過正常撥號傳送傳真

若您要使用正常撥號，您可以拿起聽筒（或按下 **SPEAKER（喇叭）** 鍵），然後透過按下數字鍵進行撥號。

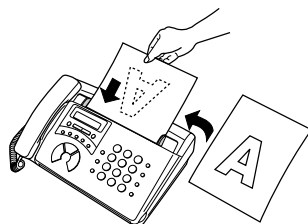
- ◆ 如果有人接聽，您可以先透過聽筒與他們通話，然後才傳送傳真（如果您已按下 **SPEAKER（喇叭）** 鍵，則必須拿起聽筒來通話）。
- ◆ 正常撥號容許您聽取線路並確定對方的傳真機是否有回應。

---

### 1 裝入文件。

顯示幕上將會顯示：

READY TO SEND

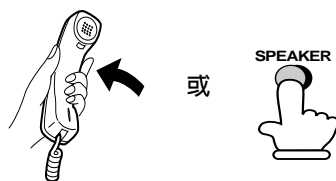


- 如有必要，請設定解析度與 / 或對比度。



---

### 2 拿起聽筒或按下 **SPEAKER（喇叭）** 鍵。聆聽撥號訊號。



---

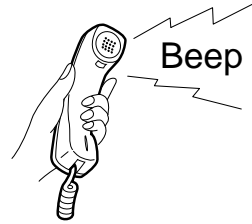
### 3 透過按下數字鍵，撥打接收方傳真機的號碼。



（範例）

4 等待連接。您將聽到傳真機接收訊號或對方將有人接聽（取決於接收方傳真機的設定值）。

- 如果對方接聽，請他們按下其傳真機的開始鍵（如果您已按下 **SPEAKER**（喇叭）鍵，請拿起聽筒與他們通話）。這樣可以使接收方傳真機發出接收訊號。



5 在您聽到接收訊號時，請按下 **START/MEMORY**（開始 / 記憶）鍵。如果您使用的是聽筒，請將其放回原處。

- 傳送完成後，傳真機會發出一次嗶聲。



## 使用 REDIAL（重撥）鍵

您可以按下 **REDIAL**（重撥）鍵，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/MEMORY**（開始 / 記憶）鍵。請注意：在您按下 **REDIAL**（重撥）鍵後喇叭將自動啟動。



## 透過自動撥號傳送傳真

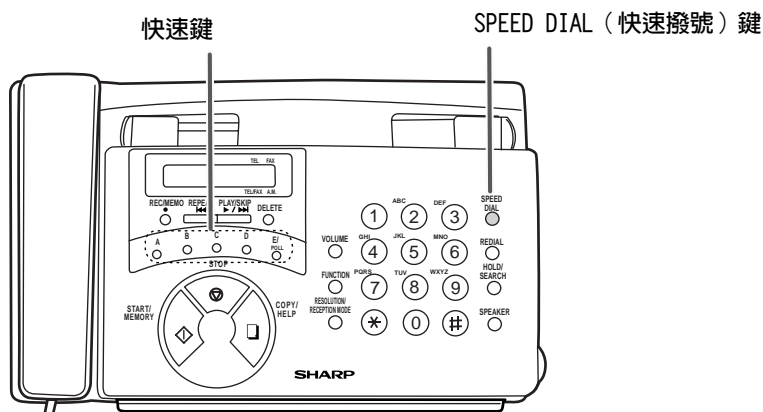
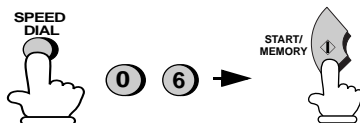
您只需按下快速鍵或按下 SPEED DIAL（快速撥號）鍵並輸入兩位數號碼，即可撥打傳真或電話號碼。

- ◆ 要使用自動撥號，您必須先在您的傳真機中儲存完整的傳真或電話號碼。
- ◆ 在您儲存傳真或電話號碼時，您可以為它選擇兩位數的快速撥號號碼。共有 40 個快速撥號號碼可供您使用。

01 至 05 的快速撥號號碼是用於快速鍵（單鍵）撥號。



06 至 40 的快速撥號號碼是用於 SPEED DIAL（快速撥號）鍵撥號。



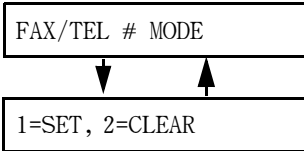
## 將傳真與電話號碼儲存為自動撥號

### 1 按下這些鍵：

FUNCTION



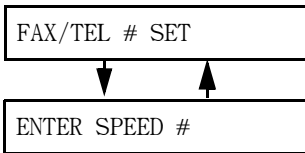
顯示幕上將會交替顯示：



### 2 按下 1 號鍵以選擇 SET（設定）。



顯示幕上將會交替顯示：



### 3 透過按下數字鍵，輸入兩位數的快速撥號號碼（01 至 05 用於快速鍵撥號，06 至 40 用於快速撥號）。



（範例）

### 4 透過按下數字鍵輸入傳真或語音號碼（註：無法輸入空格）。



- 要清除錯誤，請按下 SPEED DIAL（快速撥號）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。您可以在一列內輸入多次暫停。

- 5 按下 START/MEMORY (開始 / 記憶) 鍵。



- 6 透過按下數字鍵輸入對方的名稱，如下所示（如果您不要輸入名稱，請直接移至步驟 7）。

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

範例：SHARP = 77777 444 22 7777  77

- ◆ 要清除錯誤，請按下 SPEED DIAL (快速撥號) 鍵。
- ◆ 要連續輸入需要同一按鍵的兩個英文字母，請在輸入首英文字母後按下 SPEAKER (喇叭) 鍵。

- 7 按下 START/MEMORY (開始 / 記憶) 鍵。



- 8 返回至步驟 3 以儲存另一個號碼，或按下 STOP (停止) 鍵以返回日期與時間顯示幕。



## 區域碼與存取碼的連續撥號

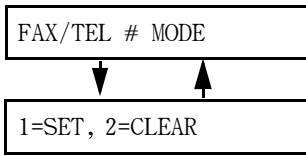
此外，您還可以將區域碼或存取碼儲存在快速鍵或快速撥號號碼中。要使用此號碼進行撥號，請參閱第 6 章撥打電話中的連續撥號。

**註：**僅在您拿起了聽筒或在撥號之前按下了 SPEAKER（喇叭）鍵，您才可以使用儲存於快速鍵或快速撥號號碼中的區域碼或存取碼。

## 清除自動撥號號碼

- 1 按下這些鍵：

顯示幕上將會顯示：



FUNCTION



- 2 按下 2 以選擇 CLEAR（清除）。



- 3 透過按下數字鍵，輸入您要清除的快速撥號號碼。



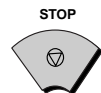
（範例）

- 4 按下 START/MEMORY（開始 / 記憶）鍵。



- 5 返回至步驟 3 以清除另一個號碼，或按下 STOP（停止）鍵以返回日期與時間顯示幕。

步驟 3 或



## 變更號碼

要變更之前儲存的號碼，請重複執行設定程序。請選擇您要在步驟 3 中變更的快速鍵或快速撥號號碼，然後當它們在步驟 4 和步驟 6 的顯示幕上出現時，變更號碼與 / 或名稱。

**註：**傳真機使用的是鋰電池，可在電源關閉時，仍可以將自動撥號號碼與其他設定的資料儲存於記憶體中。電源關閉時，所消耗的主要是電池電能。如果電源一直關閉，則電池的使用壽命大約為 5 年。如果電池電能已耗盡，請洽詢您的經銷商或零售商以將其更換。請勿嘗試自己更換。

## 快速鍵撥號

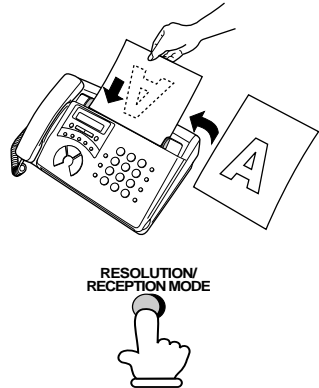
如果您要撥打的號碼已儲存為自動撥號的快速撥號號碼（從 01 至 05），您可以透過按下相應的快速鍵撥打此號碼。

### 1 裝入文件。

顯示幕上將會顯示：

READY TO SEND

- 如有必要，請設定解析度與/或對比度。



### 2 請按下所要的快速撥號號碼的快速鍵（如下所示）：

- 快速撥號 01：快速鍵 A
- 快速撥號 02：快速鍵 B
- 快速撥號 03：快速鍵 C
- 快速撥號 04：快速鍵 D
- 快速撥號 05：快速鍵 E



- 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（如果名稱或號碼不正確，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。

**範例：要撥打快速撥號號碼 01，請按下快速鍵 A。**

## 快速撥號

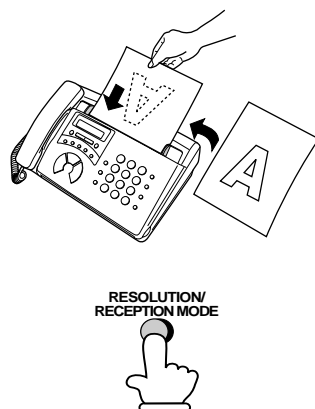
您可以使用快速撥號撥打任何已儲存為自動撥號的號碼。

### 1 裝入文件。

顯示幕上將會顯示：

READY TO SEND

- 如有必要，請設定解析度與 / 或對比度。



### 2 按下 SPEED DIAL (快速撥號) 鍵，然後透過按下數字鍵輸入快速撥號號碼。

- 要輸入 1 至 9 的數字，請先輸入 0，然後再輸入該數字。



### 3 查看顯示幕。如果名稱或號碼顯示正確，請按下 START/MEMORY (開始 / 記憶) 鍵 (否則，請按下 STOP (停止) 鍵，然後重複步驟 2)。



## 鍵台直接撥號

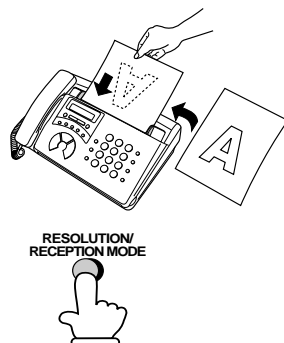
您也可以使用數字鍵輸入完整的號碼，然後按下 **START/MEMORY**（開始/記憶）鍵，開始撥號。如果您無需在傳真前和對方通話，您可以使用此方法撥打完整的號碼。

### 1 裝入文件。

顯示幕上將會顯示：

READY TO SEND

- 如有必要，請設定解析度與/或對比度。



### 2 透過按下數字鍵輸入接收方傳真機的號碼。



- 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。暫停將以連字號顯示。您可以在一系列內輸入多次暫停。

（範例）

### 3 查看顯示幕。如果顯示的接收方傳真機的號碼正確，請按下 **START/MEMORY**（開始/記憶）鍵。



- 如果不正確，請按下 **STOP**（停止）鍵以退回（每按一下清除一個數字），然後重新輸入正確的數字。



## 搜尋自動撥號號碼

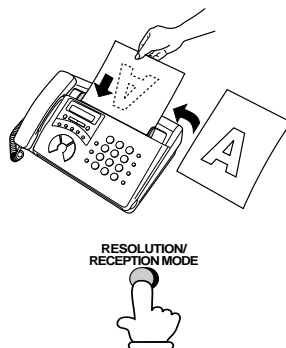
如果您忘記了為特定傳真號碼設定的快速鍵或快速撥號號碼，您可以透過執行以下步驟來搜尋號碼。一旦找到該號碼，您即可撥號並僅需按下 **START/MEMORY**（**開始 / 記憶**）鍵即可傳送已裝入的文件。

### 1 裝入文件。

顯示幕上將會顯示：

READY TO SEND

- 如有必要，請設定解析度與 / 或對比度。

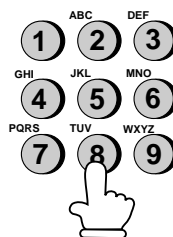


### 2 按下 **HOLD/SEARCH**（**暫停 / 搜尋**）鍵，然後按下 1 號鍵。

**HOLD/  
SEARCH**

1

### 3 透過按一下或多下相應的數字鍵（在英文字母下方的按鍵），輸入已儲存名稱的首字母，直至該字母出現在顯示幕上。如果名稱以特殊字元或號碼開始，請按下 1。



- ◆ 如果您忘記了首字母，請移至步驟 4（您將從清單開始處捲動）。
- ◆ 如果沒有為號碼儲存名稱，請按下 0。這將使您在捲動清單時出現號碼（而非名稱）。

- 4 按下 # 鍵或 \* 鍵以捲動名稱（如果您按下 0 則捲動號碼），並在顯示幕上出現所要名稱時停止。



- 如果儲存的名稱中沒有以所輸入的字母為開始的名稱，您將會從清單中的下一個名稱（依字母順序）開始捲動。如果完全沒有儲存名稱 / 號碼，則顯示幕上將會出現 NO DATA（無資料）的訊息。

- 5 按下 START/MEMORY（開始 / 記憶）鍵。一旦建立連接之後，傳真機將自動傳送文件。



## 自動重撥

如果您使用自動重撥功能（包括鍵台直接撥號），則在電話線路佔線時，傳真機將自動重撥該號碼。傳真機將每隔 5 分鐘嘗試重撥 2 次。

- ◆ 要停止自動重撥，請按下 STOP（停止）鍵。

## 執行報告

在您傳送或接收傳真之後，傳真機會自動列印執行報告，以讓您檢查是否成功完成傳真操作。

您的傳真機在出廠時已設定為，僅在發生錯誤時才列印此報告。要變更列印報告的條件，請執行以下步驟。

- ◆ 執行報告不能根據需要列印。

- 1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

TRANSACTION LIST

2 按下 1 至 4 的數字以選擇列印條件。

- 1

ALWAYS PRINT  
( 始終列印 )

在每次傳送、接收或出現錯誤之後列印報告。
- 2

ERROR PRINT  
( 錯誤時列印 )

僅在發生錯誤時才列印報告。
- 3

SEND ONLY  
( 僅傳送 )

每次傳送後列印報告。
- 4

NEVER PRINT  
( 始終不列印 )

始終不要列印報告。

3 按下 STOP (停止) 鍵以返回日期與時間顯示幕。



```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X
X                               TRANSACTION REPORT                      X
X                               25-JAN-2000 10:30                       X
X      FOR: John Doe Corp.      201 555 1234                          X
X _____X
X  DATE  START  RECEIVER      PAGES  TIME  NOTE                      X
X _____X
X 25-JAN 10:30  JACK JONES      0    xx'xx"  CANCEL                  X
X _____X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

## 標題說明

**SENDER/  
RECEIVER  
(寄件者/收件者)** 涉及傳真操作的其他傳真機的傳真號碼。如果此傳真機不具有 ID (來電識別) 功能，顯示幕上將會出現通訊模式 (例如：「G3」)。

**PAGES (頁數)** 已傳送或接收的頁數。

**NOTE (附註)** OK (確定) — 傳送 / 接收正常。

**P.FAIL (電源故障)** — 電源出現故障。如果問題仍然存在，請嘗試使用另一個電源插座。如有必要，請電工檢查您的電源線路。

**JAM (夾紙)** — 紙張或正本文件出現問題。請確保已正確裝入紙張或文件，並且已牢固地合上操作面板。

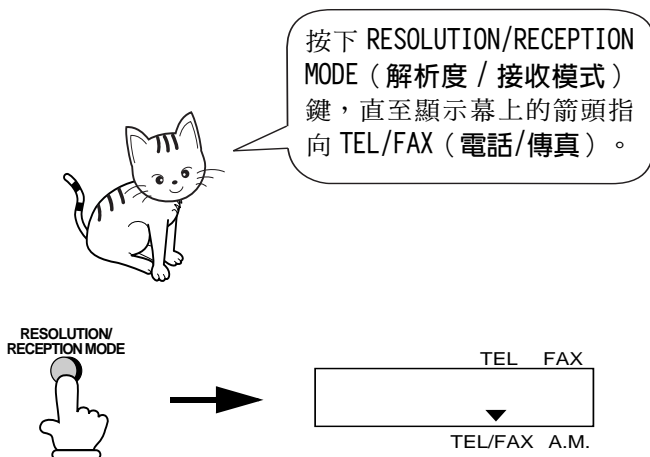
**NO PAPER (無紙張)** — 在接收時傳真機的紙已用完。

**COM.E-0 至 COM.E-7 (通訊錯誤)** — 因電話線路錯誤而無法執行。請參閱第 10 章中的線路錯誤。

**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。如果您要嘗試傳真，請確保送紙器中已裝入文件。如果您要接收傳真，請與傳送方聯絡，以瞭解對方嘗試傳送傳真的方式。

## 4. 接收文件

### 使用 TEL/FAX（電話 / 傳真）模式



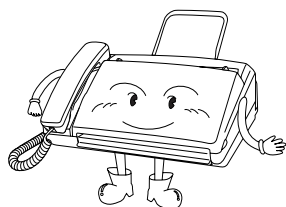
在接收模式設定為 TEL/FAX（電話 / 傳真）時，傳真機會在兩次響鈴後自動接聽所有呼叫。接聽呼叫之後，傳真機會監視線路約 5 秒鐘，以查看是否正傳送傳真訊號。

- ◆ 如果傳真機偵測到傳真訊號（這表示呼叫為自動撥號傳真），則會自動開始接收送進來的文件。
- ◆ 如果傳真機沒有偵測到傳真訊號（這表示呼叫為語音呼叫或手動撥號傳真），則會響鈴 30 秒鐘（稱為虛擬響鈴）以提示您接聽。如果您在 30 秒內沒有接聽，傳真機將會傳送一個傳真訊號到對方的傳真機，以讓呼叫方在必要時手動傳送傳真。

#### 註：

只有傳真機才可以透過虛擬響鈴來提示您接聽語音呼叫或接收手動撥號傳真。連接至同一線路的分機在連接後將不會響鈴。

## 使用 FAX（傳真）模式



要選擇 FAX（傳真）模式，請按下 RESOLUTION/RECEPTION MODE（解析度/接收模式）鍵，直至顯示幕上的箭頭指向 FAX（傳真）。

RESOLUTION/  
RECEPTION MODE



在接收模式設定為 FAX（傳真）時，傳真機將會在兩次響鈴後自動接聽所有呼叫，並接收送進來的傳真。

2 次響鈴



接收傳真



- ◆ 如果您在傳真機接聽之前拿起聽筒，則可以如使用 TEL（電話）模式中所述，與對方通話並 / 或接收文件。

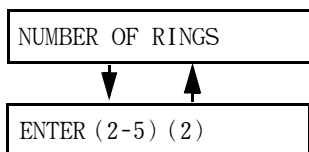
## 變更響鈴次數

如有必要，您可以變更傳真機在 FAX（傳真）和 TEL/FAX（傳真/電話）模式下接聽送進來的呼叫之響鈴次數。您可以選擇從 2 至 5 之間的任何數字。

---

### 1 按下這些鍵：

顯示幕上將會顯示：



FUNCTION



---

### 2 輸入所要的響鈴次數（從 2 至 5 之間的任何數字）。

顯示幕上將會顯示：



範例：3 次響鈴

---

### 3 按下 STOP（停止）鍵以返回日期與時間顯示幕。



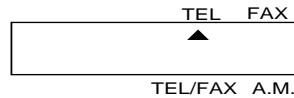
**註：**如果您使用的是雙重響鈴功能，則無論上述設定值如何，傳真機均會在兩次響鈴後接聽送進來的呼叫。

## 使用 TEL（電話）接收模式



要選擇 TEL（電話）模式，請按下 RESOLUTION/RECEPTION MODE（解析度/接收模式）鍵，直至顯示幕上的箭頭指向 TEL（電話）。

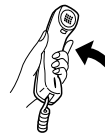
RESOLUTION/  
RECEPTION MODE



在接收模式設定為 TEL（電話）時，您必須拿起傳真機或連接至同一線路的分機的聽筒才可以接聽所有呼叫。

## 使用傳真機聽筒接聽

- 1 在傳真機響鈴時拿起聽筒。



- 2 如果您聽到傳真訊號，請等待顯示幕上顯示 RECEIVING（正在接收），然後才將聽筒放回原處。



RECEIVING

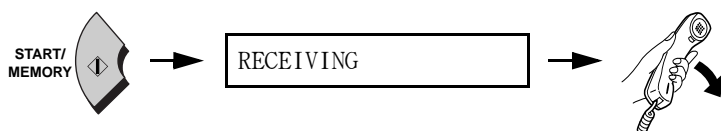


註：如果您已將接收傳真訊號設定值設定為 NO（否），請按下 START/MEMORY（開始/記憶）鍵以開始接收。



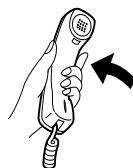
- 
- 3 如果對方要在通話後傳送傳真，請在通話後按下 START/MEMORY（開始 / 記憶）鍵（請在傳送方按下其開始鍵之前先按下您的 START/MEMORY（開始 / 記憶）鍵）。

- 如果顯示幕上出現 RECEIVING（正在接收），請掛斷。

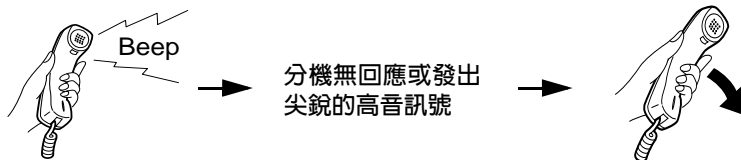


## 使用分機接聽

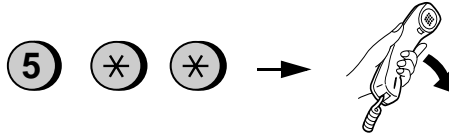
- 
- 1 在分機響鈴時接聽。



- 
- 2 如果您聽到柔和的傳真訊號，請等待傳真機作出回應（如果將分機連接至傳真機，它將無回應；如果將分機連接至單獨的牆上插座，您會聽到尖銳的高音訊號），然後掛斷。



- 3 如果傳真機無回應，或者對方要先與您通話後才傳送傳真，請依次按下分機上的 5、\* 及 \* 鍵（僅適用於音頻撥號電話）。這將通知傳真機開始接收傳真。掛斷。



註：

- ◆ 如果傳真機的送紙器中裝入了文件，傳真機將不接受開始接收的訊號（5\*\*）。
- ◆ 如果您已將接收傳真訊號設定值設定為 NO（否），請依次按下分機上的 5、\* 與 \* 以開始接收。

### 變更遠端啟動傳真的號碼

如有必要，您可以使用 5 以外的號碼，從分機上啟動傳真接收功能。您可以選擇從 0 至 9 之間的任何數字。

- 1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

TEL/FAX REMOTE #

- 2 按下從 0 至 9 之間的任何一個數字。



（範例）

- 3 按下 STOP（停止）鍵以返回日期與時間顯示幕。



## 接收傳真訊號

如果您在透過傳真機或分機接聽呼叫之後聽到尖銳的高音傳真訊號，傳真機將自動開始接收。如果您使用電腦傳真數據機在同一條線路上傳送文件，您必須關閉此功能，以防止傳真機錯誤地嘗試從電腦傳真數據機接收文件。請執行以下步驟以變更設定值。

- 
- 1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

FAX SIGNAL RX

- 
- 2 按下 1 以開啓此功能，或按下 2 以將其關閉。

YES（是） NO（否）



或



- 
- 3 按下 STOP（停止）鍵以返回日期與時間顯示幕。

STOP



## 替代接收至記憶體

在無法列印的情況下（如傳真機無紙、需要更換膠片或夾紙），傳送進來的傳真將會接收至記憶體中。

在您將收到的文件儲存在記憶體中時，顯示幕上將會出現 FAX RX IN MEMORY（傳真已接收至記憶體），並交替出現 OUT OF PAPER（無紙）或 PAPER JAMMED（夾紙）。在您新增紙張或清除夾紙之後，儲存的文件將會自動列印出來。

- ◆ 如果您因傳真機的紙用完了而將收到的文件儲存在記憶體中，請務必新增與先前使用的紙張尺寸相同的紙張。否則，文件的輸出尺寸可能不符合列印紙張尺寸。

---

## 5. 複印

您的傳真機還可以用來複印文件。

- ◆ 在傳送傳真之前，您可以使用此功能複印一份樣本文件，以查看是否需要調整解析度或對比度。

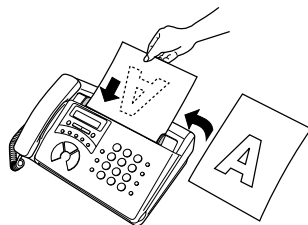
---

### 1 裝入文件。

顯示幕上將會顯示：

READY TO SEND

- 如有必要，請調整解析度與 / 或對比度（複印的預設值為 FINE（細緻））。



RESOLUTION/  
RECEPTION MODE



---

### 2 按下 COPY/HELP（複印 / 說明）鍵。



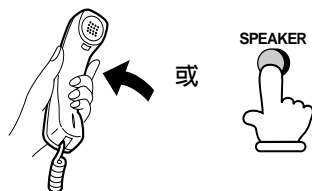
COPY/  
HELP

## 6. 撥打電話

您可以像使用普通電話一樣，使用傳真機來撥打電話和接收語音呼叫。

◆ 要撥打電話或接收語音呼叫，您必須開啓電源。

- 1 拿起聽筒或按下 **SPEAKER（喇叭）** 鍵。聆聽撥號訊號。



- 2 使用以下其中一種方法撥號：

- **正常撥號**：使用數字鍵輸入完整的電話號碼。
- **快速鍵撥號**：按下相應的快速鍵。
- **快速撥號**：按下 **SPEED DIAL（快速撥號）** 鍵，然後使用數字鍵輸入 2 位數的快速撥號號碼。



範例：按下快速鍵 A

- 3 在對方接聽後即可開始通話。

- 如果您按下了 **SPEAKER（喇叭）** 鍵，請拿起聽筒以開始通話。



### 連續撥號

拿起聽筒後，您可以撥打任何正常撥號、快速鍵撥號及快速撥號號碼的組合號碼。例如，如果您已在快速鍵中儲存了特定服務的區域碼或存取碼，您則可以按下代表該區域碼或存取碼的快速鍵，然後透過按下快速鍵、按下數字鍵或按下 **SPEED DIAL（快速撥號）** 鍵並輸入 2 位數的快速撥號號碼，以撥打其餘號碼。

### 搜尋自動撥號號碼

您可以使用 **HOLD/SEARCH（暫停 / 搜尋）** 鍵來搜尋快速鍵或快速撥號號碼。請先搜尋號碼（如第 3 章透過自動撥號傳送傳真中的搜尋自動撥號號碼所述），然後拿起聽筒或按下 **SPEAKER（喇叭）** 鍵。傳真機將自動撥打搜尋到的號碼（您無需按下 **START/MEMORY（開始 / 記憶）** 鍵）。

### 重撥

您可以透過按下 **REDIAL（重撥）** 鍵以撥打最後一次撥出的號碼（您無需拿起聽筒或按下 **SPEAKER（喇叭）** 鍵）。在對方接聽後，請拿起聽筒以進行通話。

### 暫停

您可以透過按下 **HOLD/SEARCH（暫停 / 搜尋）** 鍵，以在通話期間將對方置於等候狀態。執行此步驟後，對方就無法聽到您的聲音了。您可以將聽筒放回支架中，而不會中斷連線。在您準備再次與對方通話時，請拿起聽筒。如果您沒有將聽筒放回支架中，請再次按下 **HOLD/SEARCH（暫停 / 搜尋）** 鍵以恢復通話。

## 7. 特殊功能

### 來電識別（需要收費服務）

如果您向電話公司申請了來電識別服務，您可以設定傳真機，使其在傳真機響鈴時顯示來電者的名字和號碼。

**重要事項：**

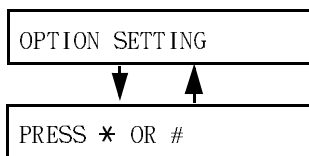
- ◆ 要使用此功能，您必須向電話公司申請來電識別服務。
- ◆ 您的傳真機可能會與某些來電識別服務不相容。

1 按下這些鍵：

FUNCTION



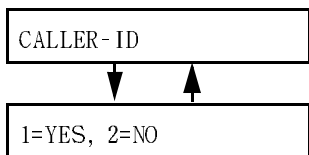
顯示幕上將會顯示：



2 按一下 \* 鍵。



顯示幕上將會顯示：



3 按下 1 以開啓來電識別功能，或按下 2 以將其關閉。

YES（是） NO（否）



或



4 按下 STOP（停止）鍵以返回日期與時間顯示幕。

STOP



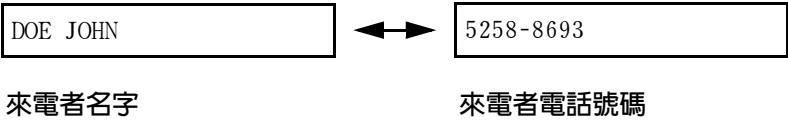


## 如何操作來電識別功能

在您收到呼叫時，來電者的名字和電話號碼將在開始第二次響鈴前的那一刻，交替出現在顯示幕上。此資訊會一直顯示，直至線路中斷為止。

**註：**某些來電識別服務可能不會提供來電者的名字。在這種情況下，顯示幕上僅會出現電話號碼。

### 顯示幕範例



## 顯示幕訊息

如果在傳真機響鈴時沒有顯示來電者資訊，顯示幕上將會出現以下某則訊息：

NO SERVICE (無服務)	沒有收到電話公司的來電者資訊。請確保電話公司已啟動了您的服務。
CALLER-ID ERROR (來電識別發生錯誤)	電話線路上的噪音妨礙了來電者資訊的接收。
PRIVATE CALL (私人呼叫)	電話公司應來電者的要求不提供來電者資訊。

## 檢視來電識別清單

如果您申請了來電識別服務，並已開啓來電識別功能，傳真機將會保存您最近收到的 20 個呼叫和傳真的資訊。您可以在來電識別清單中檢視此資訊，此資訊包含每位來電者的名字和號碼。

- ◆ 在您已收到 20 通呼叫之後，每通新收到的呼叫均將刪除最早收到的呼叫。

請按以下步驟檢視顯示幕上的來電識別清單。如有必要，您可以立即撥打顯示幕上出現的號碼。

### 1 按下這些鍵：

顯示幕上將會顯示：

REVIEWING CALLS

HOLD/  
SEARCH



### 2 按下 \* 鍵以捲動最近收到的呼叫清單，或按下 # 鍵以捲動最早收到的呼叫清單。

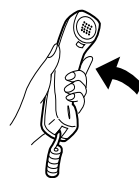
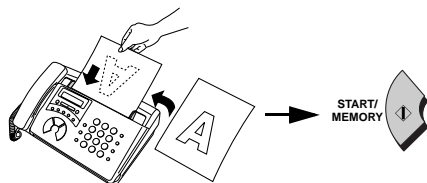


或



### 3 如果您要撥打清單中的某個號碼，請捲動清單，直至顯示幕上出現該號碼。

- 如果您要傳送傳真，請裝入文件，然後按下 START/MEMORY（開始/記憶）鍵。
- 如果您要撥打語音呼叫，請拿起聽筒或按下 SPEAKER（喇叭）鍵。傳真機將會自動開始撥號（如果您按下了 SPEAKER（喇叭）鍵，請在對方接聽時拿起聽筒）。



- 
- 4 檢視完清單之後，請按下 STOP（停止）鍵。



## 刪除來電識別清單中的呼叫

如果您要刪除來電者清單中的某個呼叫，請在顯示幕上出現該呼叫時按下 0 號鍵。如果您要刪除清單中的所有呼叫，請在您檢視清單中的任何號碼時，按住 0 號鍵至少 3 秒鐘。

## 優先呼叫

如有必要，您可以設定傳真機，使其在收到來自指定電話號碼的呼叫時發出特殊的響鈴聲。這樣，使您無需查看顯示幕即可知道來電者是誰。

要使用此功能，請按照以下步驟輸入所要的電話號碼（僅可輸入一個電話號碼）。

- 
- 1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

PRIORITY CALL #

- 
- 2 按下 1 以輸入號碼，或按下 2 以清除號碼（如果您按下 2，請移至步驟 4）。

SET（設定）

CLEAR（清除）



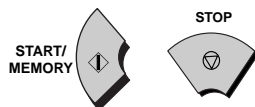
或



- 
- 3 透過按下數字鍵，輸入包括區域碼在內的電話號碼（最多可輸入 20 位數）。



- 4 按下 START/MEMORY（開始 / 記憶）鍵，  
然後按下 STOP（停止）鍵。



## 停止接收語音呼叫

開啓來電識別功能之後，您可以使用本章停止接收不要的傳真中所述的過濾垃圾傳真功能，來停止接收語音呼叫和傳真（過濾垃圾傳真功能通常只可以停止接收傳真而已）。

在這種情況下，如果進來的語音呼叫或傳真來自您已指定為「垃圾號碼」的號碼，您的傳真機在透過來電識別服務收到該呼叫號碼時，就立即中斷連接（在第二次響鈴之前）。

要使用此功能，請按本章停止接收不要的傳真所述，將號碼輸入「過濾垃圾號碼清單」中。

## 雙重響鈴（需要收費服務）

### 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。請勿在您使用正常線路時開啓雙重響鈴功能，否則傳真機將無法正常操作。
- ◆ 如果您開啓了雙重響鈴功能，請勿將接收模式設定爲 TEL/FAX（電話／傳真）。否則，傳真機將無法正常操作。

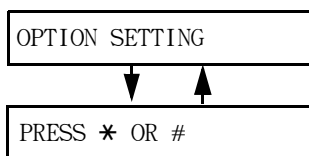
如果您使用由香港電信局（Hongkong Telecom）提供的 Homefax 2 或 Faxline 2 服務，您必須開啓雙重響鈴功能。開啓該功能後，傳真機會在有語音呼叫的情況下發出較短的鈴聲，而在有傳真時發出較長的鈴聲。若有傳真送入時，傳真機會在 2 次響鈴後自動接聽（不管接收模式設定值如何）並接收傳真。要開啓雙重響鈴功能，請執行以下的步驟。

- ◆ 有關更多 Homefax 服務的資訊，請撥 1000 號與香港電信局聯絡。

---

### 1 按下這些鍵：

顯示幕上將會顯示：



FUNCTION



---

### 2 按四下 \* 鍵。

顯示幕上將會顯示：



- 3 按下「1」（YES（是））以開啓雙重響鈴功能，或按下「2」（NO（否））以將其關閉。

YES（是） NO（否）



- 4 按下 STOP（停止）鍵以返回日期與時間顯示幕。



## 廣播傳送

此功能容許您僅執行一項操作即可將相同文件傳送至 10 個不同的地點。請先將文件儲存在記憶體中，然後輸入接收方傳真機的號碼，即可將文件傳送至每個地點。

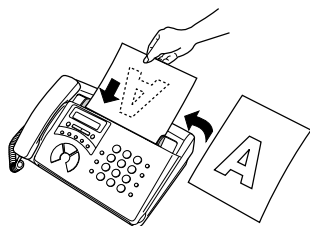
- ◆ 您僅能使用快速鍵或快速撥號號碼來撥打接收方傳真機的號碼。

---

### 1 裝入文件。

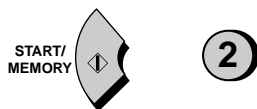
顯示幕上將會顯示：

READY TO SEND



---

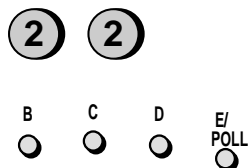
### 2 按下 START/MEMORY (開始 / 記憶) 鍵，然後按下 2。



---

### 3 使用以下其中一種或兩種方法，撥打接收方傳真機的號碼 (最多 10 位數)：

- 透過按下數字鍵以輸入一個或多個快速撥號號碼。
- 按下一個或多個快速鍵。

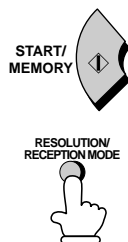


(範例)

---

### 4 按下 START/MEMORY (開始 / 記憶) 鍵。

- 如有必要，請設定解析度與 / 或對比度。



- 5 按下 START/MEMORY (開始 / 記憶) 鍵。  
開始傳送。

- 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為「Busy」（佔線），或是否存在通訊錯誤代碼。若上述情況出現，請再次將文件傳送至那些地點。





## 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 5 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 1 位數號碼。如果您不記得此號碼，請列印過濾垃圾號碼清單（如第 8 章所述）。

---

### 1 按下這些鍵：

顯示幕上將會顯示：

ENTRY MODE

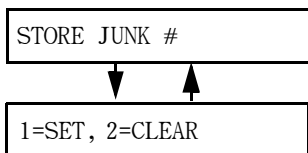
FUNCTION



---

### 2 按兩下 \* 鍵。

顯示幕上將會顯示：



---

### 3 按下 1 以在過濾垃圾號碼清單中輸入號碼，或按下 2 以清除清單中的號碼。

SET（設定）CLEAR（清除）



或



- 
- 4 **輸入：**使用數字鍵輸入「1」至「5」的 1 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。



(範例)

**清除：**輸入 1 位數號碼，此數字是用以識別您要清除的傳真號碼，然後移至步驟 6。

- 
- 5 輸入傳真號碼。



(範例)

- 
- 6 按下 START/MEMORY (開始 / 記憶) 鍵。



- 
- 7 返回至步驟 3 以輸入 (或清除) 另一個傳真號碼，或按下 STOP (停止) 鍵以返回日期與時間顯示幕。

步驟 3 或



## 透過記憶體傳送文件

使用此功能，傳真機會立即掃描正本文件，並將其儲存在記憶體中，然後一旦與接收方傳真機連接後即將其傳送。在傳送至經常佔線的位置時，此功能為您提供極大的便利，它使您無需等著拿起正本文件並使送紙器騰出空間，以進行其他操作。傳送之後，文件將會從記憶體中清除。

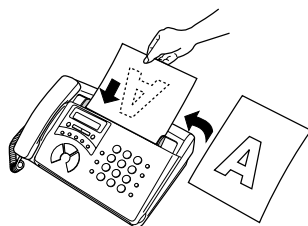
- ◆ 每次僅可設定一個記憶體傳送。
- ◆ 在掃描文件時，顯示幕上會顯示目前所佔用的記憶體容量的百分比。

---

### 1 裝入文件。

顯示幕上將會顯示：

READY TO SEND



- 如有必要，請設定解析度與 / 或對比度。



---

### 2 按下 START/MEMORY（開始 / 記憶）鍵，然後按下 1。

顯示幕上將會顯示：

ENTER STATION #



- 3 使用以下其中一種方法，輸入接收方傳真機的號碼：



(範例)

- 按下快速鍵。
- 按下 SPEED DIAL (快速撥號) 鍵並輸入快速撥號號碼。
- 透過按下數字鍵來輸入完整的電話號碼。

- 4 如果您輸入了快速撥號號碼或完整的號碼，請按下 START/MEMORY (開始/記憶) 鍵。



- 傳真機將掃描文件並將其儲存在記憶體中。之後，您的傳真機將撥打接收方傳真機的號碼並傳送文件（如有必要，它可以自動重撥）。

## 如果記憶體已滿 ...

在掃描文件時，如果記憶體已滿，顯示幕上將會顯示 MEMORY IS FULL (記憶體已滿) 的訊息。

- ◆ 在這種情況下，如果您要傳送儲存在記憶體中並達至記憶體已滿的頁面，請按下 START/MEMORY (開始 / 記憶) 鍵。送紙器將會拒絕送入剩餘的頁面。傳送結束後，記憶體將清除已傳送的頁面，您即可繼續傳送剩餘的頁面。此外，您還需要傳送那些恰好在記憶體已滿時掃描到的頁面。
- ◆ 如果您要取消整個傳送操作，請按下 STOP (停止) 鍵。

## 輪詢（請求傳送傳真）

輪詢功能容許您在無需接線員協助的情況下，呼叫另一台傳真機將文件（先前已裝入其送紙器中）傳送至您的傳真機。也就是說，接收方傳真機（非傳送方傳真機）啓動傳送操作。

要使用輪詢功能，您必須先設定用作輪詢鍵的 Rapid Key E/POLL（快速鍵 E/ 輪詢）。

- ◆ 在將 Rapid Key E/POLL（快速鍵 E/ 輪詢）設定爲輪詢鍵之後，您無法將它用於快速鍵撥號。

---

### 1 按下這些鍵：

FUNCTION



顯示幕上將會顯示：

POLLING

---

### 2 按下 1 以開啓此功能，或按下 2 以關閉此功能。

YES（是）      NO（否）



或



---

### 3 按下 STOP（停止）鍵以返回日期與時間顯示幕。

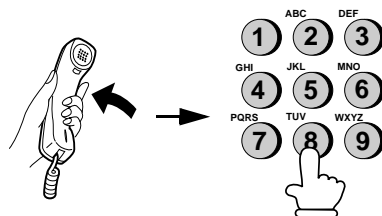


## 請求傳送

註：快速撥號鍵不能用於輪詢。要撥打快速撥號號碼，請按下 SPEED DIAL（快速撥號）鍵，然後輸入與快速鍵對應的 2 位數號碼。

- 1 使用以下其中一種方法，撥打您要輪詢的傳真機號碼：

- 拿起聽筒（或按下 SPEAKER（喇叭）鍵），然後撥打完整的號碼。等待傳真機的回應訊號。
- 按下 SPEED DIAL（快速撥號）鍵並輸入 2 位數的快速撥號號碼。
- 使用數字鍵輸入完整的號碼。



（範例）

- 2 按下 Rapid Key E/POLL（快速鍵 E/ 輪詢）。

- 如果您使用的是聽筒，請在顯示幕上出現 POLLING（輪詢）時將其放回原處。開始接收。



---

## 8. 列印清單

您可以列印電話號碼清單和過濾垃圾號碼清單，它們分別顯示已儲存為自動撥號的傳真 / 電話號碼及您要停止接收的號碼。

要列印清單，請執行以下步驟。

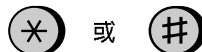
- 
- 1 按下 FUNCTION（功能）鍵與 2。



顯示幕上將會顯示：

LISTING MODE

- 
- 2 按下 \* 鍵或 # 鍵，直至顯示幕上出現所要的清單。



- 
- 3 按下 START/MEMORY（開始 / 記憶）鍵以列印清單。



## 電話號碼清單

此清單會顯示已設定為自動撥號的傳真號碼。

TELEPHONE NUMBER LIST		
FOR: John Doe Corp.		25-JAN-2000 10:30
		201 555 1234
SPEED NO.	NAME	TELEPHONE NO.
01	N.Y.	123-785-8340
02	JANE SMITH	258-942-7417
03	ABC TOOL	965-125-0546
04	JACK JONES	532-740-3341

## 過濾垃圾號碼清單

此清單會顯示不容許接收其呼叫的號碼。

ANTI JUNK NUMBER LIST	
FOR: John Doe Corp.	
25-JAN-2000 10:30	
201 555 1234	
STORED LOCATION	JUNK TEL NO.
1	1234567890
2	11122233344455566677
3	123987093687



## A.M. (電話答錄機) 設定清單

此清單會顯示為電話答錄機設定的設定值和代碼。

A.M. PROGRAM LIST		11-NOV-2000 04:46
FOR:		
ITEM	CONTENT	
OGM RECORDING	GENERAL :	RECORDED
TOLL SAVER	TRANSFER:	RECORDED
RECORDING TIME	YES	
REMOTE CODE #	4 MIN.	
OVERRIDE CODE #	001	
TRANSFER TELEPHONE #	009	
TRANSFER TELEPHONE CALLING	123456789-012345678901233	
ON A.M. FAILURE	NO	
(UNIT SETS TO AUTO FAX RCV.)	NO	
OGM ONLY MODE	NO	

## 訊息清單

此清單會顯示有關電話答錄機上目前錄製的訊息之資訊，包括錄製日期與時間、時間長度及類型（ICM、備忘錄或雙向）。

MESSAGE LIST				11-NOV-2000 04:44
FOR:				
NO.	RECORDED TIME	MESSAGE LENGTH	TYPE	
01	11 - NOV 01:37	17"	2-WAY	
02	11 - NOV 01:40	03"	2-WAY	
03	11 - NOV 01:40	03"	2-WAY	
04	11 - NOV 01:43	04"	MEMO	
05	11 - NOV 01:43	05"	MEMO	
06	11 - NOV 01:44	05"	MEMO	
07	11 - NOV 02:41	1' 10"	MEMO	

## 9. 維護

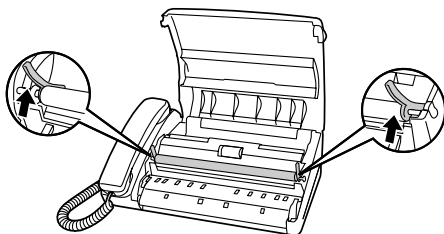
### 清潔掃瞄鏡與滾筒

請經常清潔掃瞄鏡與滾筒，以確保所傳送的影像和複印件的品質。

- 1 握住手柄並向上拉，以打開操作面板。

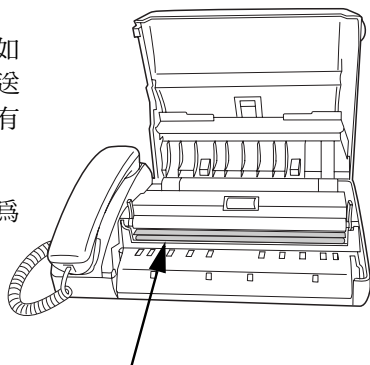


- 2 扳開白色滾筒兩側的綠色桿。



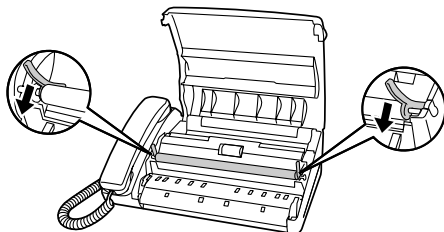
- 3 用一塊棉布擦拭掃瞄鏡與滾筒。

- 請確保已除去所有的灰塵和污漬（如塗改液），因為這些污漬將會在傳送的影像和複印件上形成垂直線（如有必要，請以工業用酒精擦拭）。
- 用透明膠帶來清除滾筒上的碎屑極為有效。

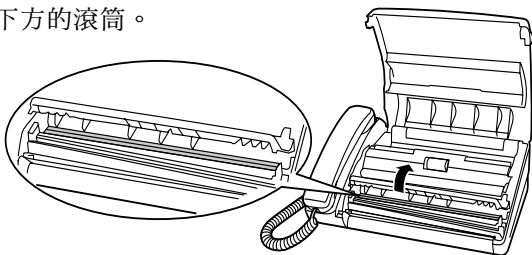


掃瞄鏡

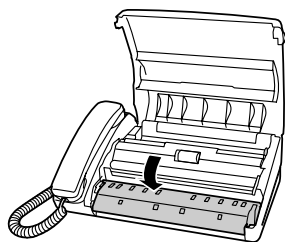
- 4 扳下白色滾筒兩側的綠色桿。



- 5 扳開前紙張導板並擦拭其下方的滾筒。

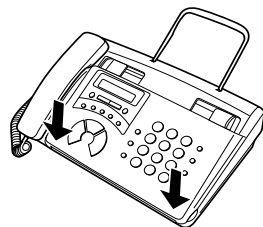


- 6 合上前紙張導板。



- 7 合上操作面板。

- 向下按面板前面的兩個邊角，以確保它卡入定位。



## 清潔機殼

請用一塊乾布擦拭傳真機的外部零件和表面。

### 注意！

切勿使用苯或稀釋劑清潔傳真機。這些溶劑可能會使傳真機受損或褪色。

# 10. 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）的訊息。	<p>重新嘗試執行。如果錯誤仍然存在，請檢查以下事項：</p> <ul style="list-style-type: none"><li>• 檢查連接。從 TEL.LINE（電話線）插孔至牆上插座的連接線不應超過 6 英尺。</li><li>• 確保沒有共用同一條電話線路的數據機裝置。</li><li>• 與對方檢查並確認，確保他們的傳真機正常操作。</li><li>• 檢查您電話線的線路噪音。</li><li>• 嘗試將傳真機連接到另一條電話線上。</li><li>• 如果故障仍然發生，您的傳真機可能需要維修。</li></ul>

## 撥號與傳送故障

故障	解決方法
在您拿起聽筒時沒有聽到撥號訊號。	<ul style="list-style-type: none"><li>• 確保聽筒連接線已插入正確的插孔。請參閱第 1 章連接中的連接聽筒。</li></ul>
無法撥號。	<ul style="list-style-type: none"><li>• 確保電源線已正確地插入電源插座。</li><li>• 確保電話線路已正確連接至 TEL.LINE（電話線）插孔與牆上插座。</li><li>• 確保已將傳真機設定為適用於電話線路的正確撥號模式。請參閱第 1 章連接中的連接電話線。</li></ul>
電源已開啓，但無法傳送文件。	<ul style="list-style-type: none"><li>• 確保接收方的傳真機有紙。</li><li>• 確保電話線已插入 TEL.LINE（電話線）插孔，而不是 TEL.SET（電話設定）插孔。</li><li>• 如果接收方傳真機正處於手動模式且無人看管，則將無法接收。</li><li>• 查看顯示幕上是否有錯誤資訊。</li><li>• 請拿起聽筒並檢查是否聽到撥號訊號。</li></ul>
接收方沒有列印任何頁面。	<ul style="list-style-type: none"><li>• 確保要傳送的文件是面朝下放置在送紙器中。</li></ul>
對方收到的影像失真。	<ul style="list-style-type: none"><li>• 電話線路上的噪音可能會導致影像失真。重新嘗試傳送文件。</li><li>• 在您的傳真機上複印文件。如果複印件也失真，則您的傳真機可能需要維修。</li></ul>

## 接收與複印故障

故障	解決方法
傳真機無法自動接收文件。	<ul style="list-style-type: none"> <li>• 確保已將接收模式設定為 FAX（傳真）。如果您申請了雙重響鈴服務，請確保已將雙重響鈴功能設定為正確的鈴聲模式。如果您沒有申請特殊響鈴服務，請確保已將雙重響鈴功能設定為 OFF SETTING（關閉設定值）（請參閱第 7 章中的雙重響鈴）。</li> </ul>
電源已開啓，但無法接收。	<ul style="list-style-type: none"> <li>• 確保電話線已插入 TEL.LINE（電話線）插孔，而不是 TEL.SET（電話設定）插孔。</li> </ul>
在嘗試接收文件時，輸出的列印紙為空白。	<ul style="list-style-type: none"> <li>• 請確保已將傳送方傳真機的文件正確地裝入送紙器中。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。</li> <li>• 請確保已將熱敏紙正確裝入您的傳真機（如果滾筒裝反了，列印輸出將會是空白的）。</li> </ul>
收到的文件頁面模糊。	<ul style="list-style-type: none"> <li>• 要求對方以較高的對比度傳送文件。如果收到的文件之對比度仍然過低，則您的傳真機可能需要維修。複印一頁文件或列印一份報告，以檢查您傳真機的列印功能是否正常。</li> <li>• 請確保您使用的是建議使用的熱敏紙。請參閱第 1 章中的裝入熱敏紙。</li> </ul>
收到的影像失真。	<ul style="list-style-type: none"> <li>• 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。</li> <li>• 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，則您的傳真機可能需要維修。</li> </ul>
收到的文件或印出的複印件上有條紋。	<ul style="list-style-type: none"> <li>• 確保操作面板已完全合上（按下面板的兩側）。</li> </ul>

複印品質欠佳並 / 或出現黑點。	<ul style="list-style-type: none"> <li>• 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 9 章所述清潔掃瞄鏡。</li> </ul>
接收 / 複印中斷。	<ul style="list-style-type: none"> <li>• 如果接收或複印工作持續進行了好長一段時間，印字頭可能會過熱。因此，請關閉電源以讓其冷卻。</li> </ul>

## 一般故障

故障	解決方法
顯示幕上沒有顯示任何訊息。	<ul style="list-style-type: none"> <li>• 確保電源線已正確地插入電源插座。</li> <li>• 將其他電器裝置連接至電源插座，以查看插座是否可以通電。</li> </ul>
在您按下任何鍵後，傳真機均無反應。	<ul style="list-style-type: none"> <li>• 如果在您按下按鍵時，傳真機沒有發出嗶聲，請拔下電源線並在數秒鐘之後再將其插入。</li> </ul>
傳送或複印時無法自動送紙。	<ul style="list-style-type: none"> <li>• 檢查文件的尺寸與重量（請參閱第 3 章中的可傳送的文件）。</li> </ul>
透過分機進行的語音呼叫因傳真而中斷。	<ul style="list-style-type: none"> <li>• 如果已將接收模式設定為 A.M（電話答錄機），在語音呼叫過程中一有傳真進入，則可能中斷語音呼叫。要防止音頻撥號分機發生中斷情況，請在接聽後按下分機上的任何三個鍵（註：請勿輸入啟動傳真接收的代碼）。</li> </ul>
嘗試輪詢時無法接收。	<ul style="list-style-type: none"> <li>• 確保還有紙張。</li> <li>• 確保傳送方傳真機正處於自動接收模式。</li> <li>• 如果傳送方傳真機具有輪詢安全性功能，請確保已將您的傳真號碼輸入您的傳真機及傳送方傳真機中。</li> </ul>

# 訊息與訊號

## 顯示幕訊息

註：如果您已開啓來電識別功能，請參閱第 7 章中的「來電識別」，以獲得與來電識別相關的顯示幕訊息。

CHECK PAPER (檢查紙張)	熱敏紙發生夾紙狀況或未正確裝入。取出紙張，然後重新裝入（請參閱下節的清除夾紙）。
COVER OPEN (蓋板已打開)	操作面板已打開，請合上蓋板。
DOCUMENT JAMMED (文件夾住)	正本文件發生夾紙狀況。請參閱下節的清除夾紙。
FUNCTION MODE (功能模式)	按下了 FUNCTION (功能) 鍵。
HOLD (暫停)	在通話期間按下了 HOLD/SEARCH (暫停 / 搜尋) 鍵，使對方處於等候狀態。再次按下 HOLD/SEARCH (暫停 / 搜尋) 鍵，解除對方的等候狀態。
LINE BUSY (佔線)	如果您在佔線或接收方傳真機無人接聽的情況下，嘗試透過自動撥號來傳送傳真，顯示幕上則會出現此訊息。請按下 STOP (停止) 鍵以清除此訊息。
LINE ERROR (線路錯誤)	傳送或接收失敗。請按下 STOP (停止) 鍵以清除此訊息，然後重試。如果錯誤仍然存在，請參閱本章故障與解決方法中的線路錯誤。
MEMORY IS FULL (記憶體已滿)	記憶體已滿。如果已接收的資料過多而傳真機又沒有及時將其印出，那麼在接收傳真時可能會出現此訊息。如果傳真機無法列印傳真（一則附加訊息會指出該故障）而將傳真接收至記憶體中時，請解決此故障以繼續列印（請參閱第 4 章中的「替代接收至記憶體」）。如果您嘗試透過記憶體進行傳送，請參閱第 7 章的「透過記憶體傳送文件」。



MEMORY PRINTING ( 記憶體列印 )	傳真機正在準備或透過記憶體列印文件。
NO DATA ( 無資料 )	如果您在尚未儲存任何自動撥號號碼的情況下，嘗試搜尋這些號碼，則會出現此訊息。
NO # STORED ( 未儲存號碼 )	您嘗試撥打或清除尚未設定的快速鍵或快速撥號號碼 ( 尚未為它指定完整的號碼 )。
OFF HOOK ( 掛機 )	如果您在使用聽筒撥號與傳送傳真後忘記將其放回原處，則會出現此訊息。請將聽筒放回原處或按下 <b>STOP ( 停止 )</b> 鍵以清除此訊息。
ON HOOK DIAL ( 等待撥號 )	您按下了 <b>SPEAKER ( 喇叭 )</b> 鍵，傳真機正等待您的撥號。
OUT OF PAPER ( 無紙 )	熱敏紙已用完。請裝入新的熱敏紙 ( 如第 1 章的裝入熱敏紙所述 )。
OVER HEAT ( 過熱 )	印字頭過熱。待其冷卻後即可繼續執行操作。
PAPER JAMMED ( 夾紙 )	列印紙夾住。請參閱下節的清除夾紙。
READY TO SEND ( 傳送就緒 )	已裝入文件，傳真機正等待您開始傳真或複印。
RECALLING ( 正在重撥 )	如果您在佔線或接收方傳真機無人接聽的情況下，嘗試透過自動撥號傳送傳真，則會出現此訊息。傳真機將自動重新嘗試呼叫 ( 請參閱第 3 章透過自動撥號傳送傳真中的自動重撥 )。
SEARCH DIAL ( 搜尋撥號 )	您按下了 <b>HOLD/SEARCH ( 暫停 / 搜尋 )</b> 鍵。請按下 <b>#</b> 或 <b>*</b> 以搜尋自動撥號號碼，或按下 <b>STOP ( 停止 )</b> 鍵以返回日期與時間顯示幕 ( 請參閱第 3 章透過自動撥號傳送傳真中的搜尋自動撥號號碼 )。
TOTAL PAGE(S) 01 ( 總頁數 01 )	已傳送、接收或複印的頁數。

## 聲頻訊號

連續訊號	3 秒	表示傳送、接收或複印結束。
間歇訊號 ( 3 次嗶聲 )	5 秒 ( 響 1 秒，停 1 秒 )	表示傳送、接收或複印不完整。
快速間歇訊號	連續 ( 響 0.7 秒，停 0.3 秒 )	表示聽筒已掛機。

## 清除夾紙

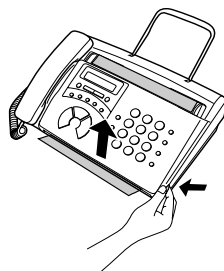
### 清除夾住的文件

如果正本文件在傳送或複印過程中未正常送入，或者顯示幕上出現了 DOCUMENT JAMMED（文件夾住）的訊息，請先嘗試按下 **START/MEMORY**（開始 / 記憶）鍵。如果文件無法退出，請打開操作面板並取出文件。

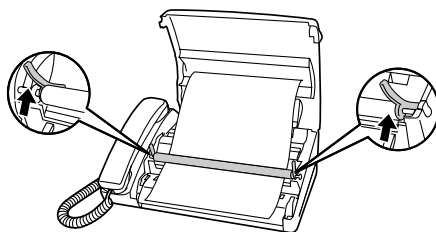
#### 重要事項：

如果沒有按以下的說明先鬆開文件，請勿嘗試將文件取出，這可能會損壞送紙器的機件。

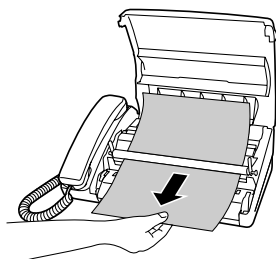
- 
- 1 握住手柄並向上拉，以打開操作面板。



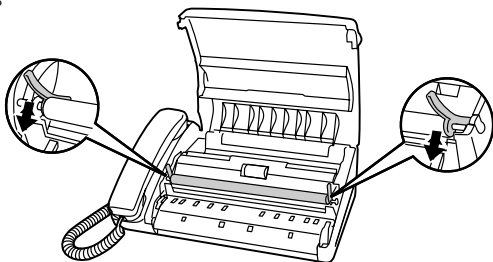
- 
- 2 扳開白色滾筒兩側的綠色桿。



- 
- 3 取出文件。

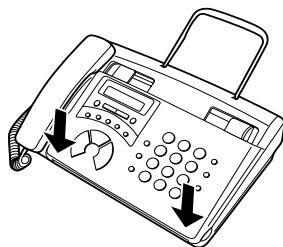


- 
- 4 扳下白色滾筒兩側的綠色桿。



- 
- 5 合上操作面板，並確保其卡入定位。

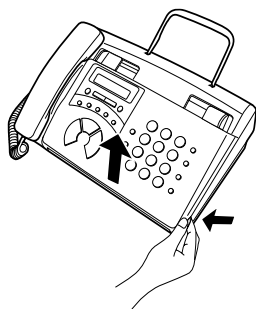
- 向下按面板前面的兩個邊角，以確保它卡入定位。



## 清除夾紙

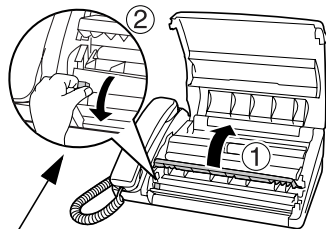
如果熱敏紙夾住了，顯示幕上將會出現 PAPER JAMMED (夾紙) 的訊息。請執行以下步驟以清除夾紙。

- 
- 1 握住手柄並向上拉，以打開操作面板。



---

2 扳開紙張導板前端。

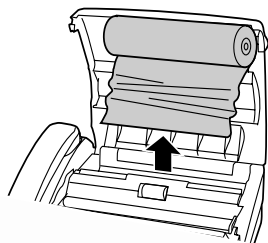


按下圓形把手以確保金屬導板的前端朝下。

---

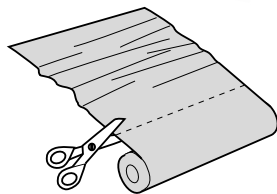
3 取出紙張滾筒。

- 從紙槽中取出所有已切斷的紙張。



---

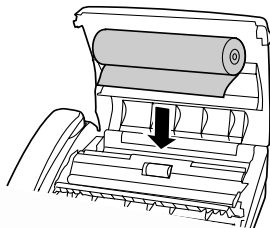
4 切斷紙張的皺折部份。



---

5 重新裝入紙張。

- 一般上，夾紙是由於不正確地裝入紙張而造成的。請務必嚴格遵照第 1 章裝入熱敏紙中所述的說明裝入紙張。



---

# 索引

## 英文字母

TEL.LINE ( 電話線 ) 插孔 17

## 四劃

文件，最大掃描尺寸 58

文件尺寸 57

文件限制 58

文件送紙器 59

文件導板 59

日期，設定 27

## 五劃

半色調設定值 62

正本文件支撐架 18

正常撥號 64, 87

## 六劃

字母，輸入 25

自動撥號中暫停 67

自動撥號號碼，儲存 67

## 七劃

夾紙，清除 116-118

快速撥號 72, 87

快速鍵撥號 71, 87

## 八劃

來電識別 89-93

取出正本文件 60

## 九劃

重撥 65, 75, 88

## 十劃

時間，設定 27

特殊響鈴 92

紙，熱敏 19-22

## 十一劃

寄件者的名字與號碼，輸入 23-26

接收傳真訊號 84

接收模式

設定 30

傳真模式 30, 79

電話 / 傳真模式 78

電話模式 30, 81

掃描鏡，清潔 107

連續撥號 69, 88

## 十二劃

喇叭音量 32

## 十三劃

傳真接收模式 30, 79

傳真接收模式下的響鈴次數 80

搜尋撥號 74, 88

裝入文件 59

裝入紙張 19-22

解析度 62

過濾垃圾傳真 98

過濾垃圾號碼清單 105

電源線 16

電話 / 傳真接收模式 78

電話 / 傳真遠端號碼 83

電話接收模式 30, 81

電話號碼清單 105

電話線 17

## 十四劃

對比度 62

滾筒，清潔 107

## 索引

### 十五劃

#### 撥號

- 正常 64, 87
- 快速 72, 87
- 快速鍵 71, 87
- 連續 69, 88
- 鍵台直接 73

#### 撥號模式 17

#### 暫停 88

#### 熱敏紙 19-22

#### 線路錯誤 109

#### 複印，進行 86

### 十六劃

#### 機殼，清潔 108

### 十七劃

#### 優先呼叫 92

#### 聲頻訊號 115

#### 鍵台直接撥號 73

### 二十一劃

#### 響鈴器音量 33

### 二十二劃

#### 聽筒 14

### 二十三劃

#### 顯示幕訊息 113

**SHARP CORPORATION**

泰國印製  
(TINSQ4038XHZA)