

# SHARP®

MODEL

型号

香港電器安全規格  
(國際電工委員會規格適合)

FO-10

FO-50

FO-70

**FACSIMILE**

传真机

**OPERATION MANUAL**

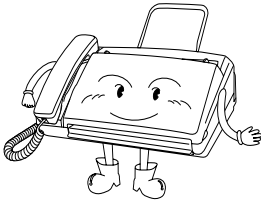
使用手册



1. Installation
  2. Sending Documents
  3. Receiving Documents
  4. Making Copies
  5. Making Telephone Calls
  6. Answering Machine Hookup
  7. Special Functions
  8. Printing Lists
  9. Maintenance
  10. Troubleshooting
- 
1. 安装
  2. 发送文件
  3. 接收文件
  4. 复印
  5. 打电话
  6. 应答机的连接
  7. 特殊功能
  8. 打印一览表
  9. 保养
  10. 故障检修

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# 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 dialing</b>	Rapid Key Dialing: 5 numbers ( <b>Note for FO-10:</b> Rapid Key Dialling is not available) Speed Dialing: 35 numbers ( <b>Note for FO-10:</b> 10 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>	<b>FO-10/FO-50:</b> Tear off by hand <b>FO-70:</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>Note for FO-10:</b> This function is not available)
<b>Haftone (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: 2.3 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 facsimile equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.
- This machine must only be connected to a 220-240 V, 50/60 Hz, 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.

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# ***Table of Contents***

<b>Introduction</b> .....	<b>1</b>
Important safety information .....	3
<b>Table of Contents</b> .....	<b>5</b>
<b>1. Installation</b> .....	<b>7</b>
Unpacking Checklist .....	7
A Look at the Operation Panel .....	8
Connections .....	10
Loading the Thermal Paper .....	16
Entering Your Name and Fax Number .....	20
Setting the Date and Time .....	24
Setting the Reception Mode .....	27
Volume Adjustment .....	29
<b>2. Sending Documents</b> .....	<b>31</b>
Transmittable Documents .....	31
Loading the Document .....	33
Adjusting the Resolution and Contrast .....	36
Sending a Fax by Normal Dialing .....	38
Sending a Fax by Automatic Dialing .....	40
<b>3. Receiving Documents</b> .....	<b>52</b>
Using TEL/FAX Mode .....	52
Using FAX Mode .....	53
Using TEL Reception Mode .....	55
<b>4. Making Copies</b> .....	<b>59</b>
<b>5. Making Telephone Calls</b> .....	<b>60</b>

Table of Contents

- 6. Answering Machine Connection . . . . .62**
  - Connecting an Answering Machine . . . . . 62
  - Optional A.M. Mode Settings . . . . . 65
  
- 7. Special Functions . . . . .69**
  - Caller ID (Requires Subscription to Service) . . . . . 69
  - Duplex Ringing (Requires Subscription to Service) . . . . . 75
  - Blocking Reception of Unwanted Faxes . . . . . 77
  - Polling (Requesting a Fax Transmission) . . . . . 79
  
- 8. Printing Lists . . . . .81**
  
- 9. Maintenance . . . . .83**
  
- 10. Troubleshooting . . . . .85**
  - Problems and Solutions . . . . . 85
  - Messages and Signals . . . . . 90
  - Clearing Paper Jams . . . . . 92
  
- Quick Reference Guide . . . . .95**
  
- Index . . . . .97**

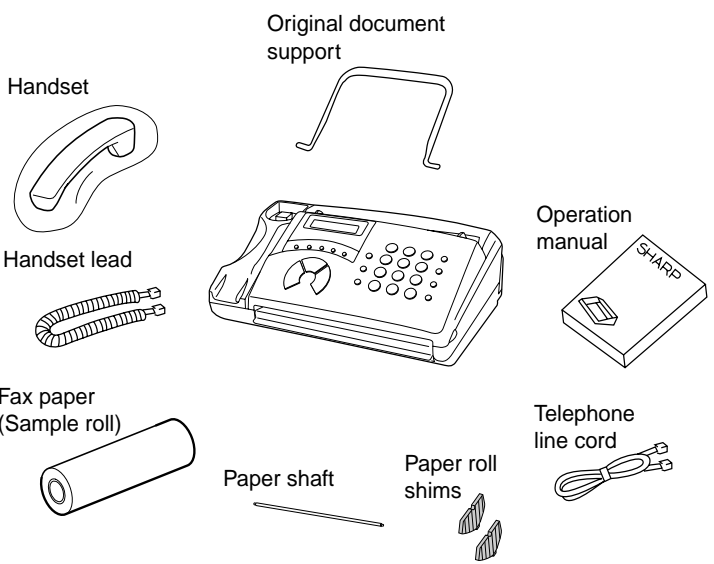
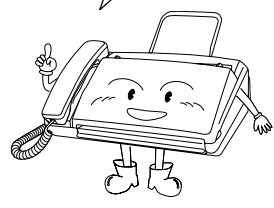
# 1. Installation

## Unpacking Checklist

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

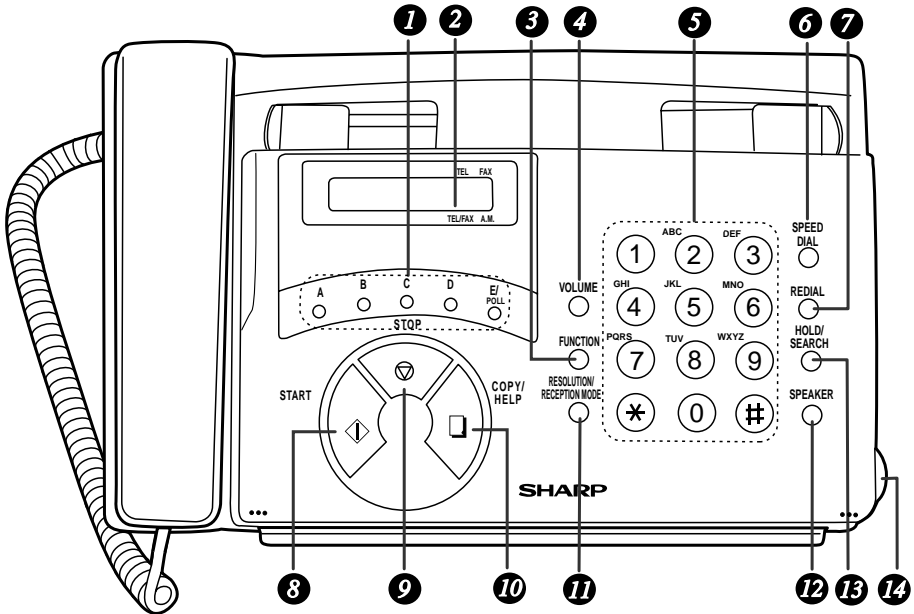


If any are missing, contact your dealer or retailer.





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

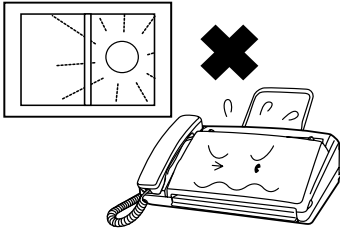


- 1 Rapid Dial Keys**  
Press one of these keys to dial a fax number automatically.  
**Note for FO-10:** Rapid Key Dialling is not available
- 2 Display**  
This displays messages and prompts during operation and programming.
- 3 FUNCTION key**  
Press this key to select various special functions.
- 4 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.
- 5 Number keys**  
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

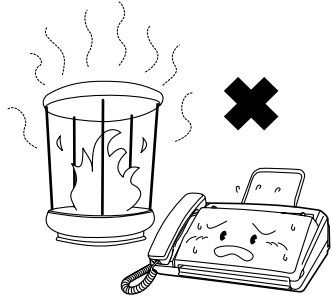
- 6 SPEED DIAL key**  
Press this key to dial a fax or voice number using an abbreviated 2-digit Speed Dial number.
- 7 REDIAL key**  
Press this key to automatically redial the last number dialed.
- 8 START key**  
Press this key to begin transmission when using Speed Dialing, Direct Keypad Dialing, or Normal Dialing.
- 9 STOP key**  
Press this key to cancel an operation before it is completed.
- 10 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.
- 11 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).
- 12 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.
- 13 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.
- 14 Panel release**  
Grasp this finger hold and pull toward you to open the operation panel.

## Connections

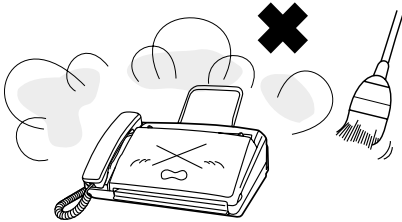
### Points to keep in mind when setting up



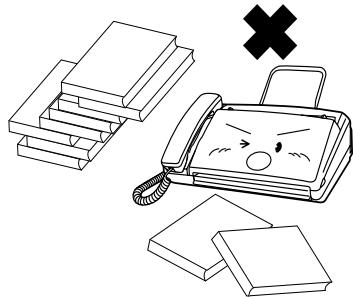
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

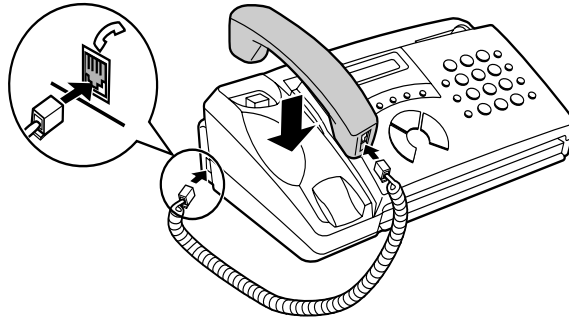
### About condensation

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.

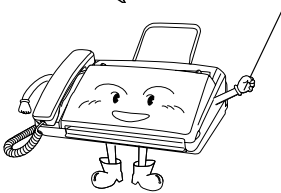
## Connecting the Handset

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

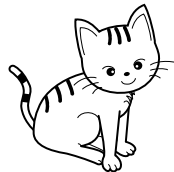
- ◆ The ends of the handset cord are identical, so they will go into either socket.



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

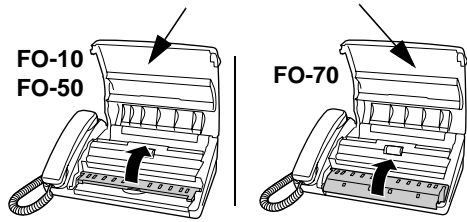
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- 1** Grasp the finger hold and open the operation panel.



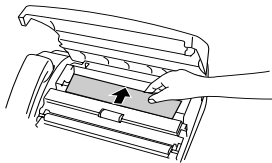
- 2** Flip up the front paper guide.

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

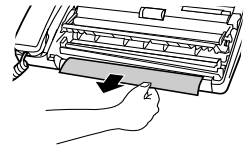


- 3** Remove the packing paper.

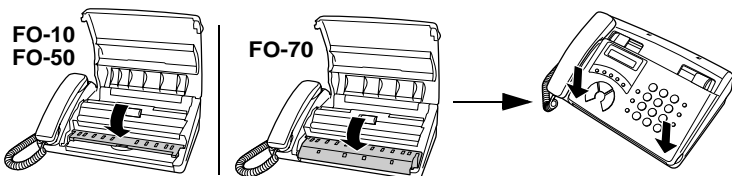
FO-10/FO-50



FO-70



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

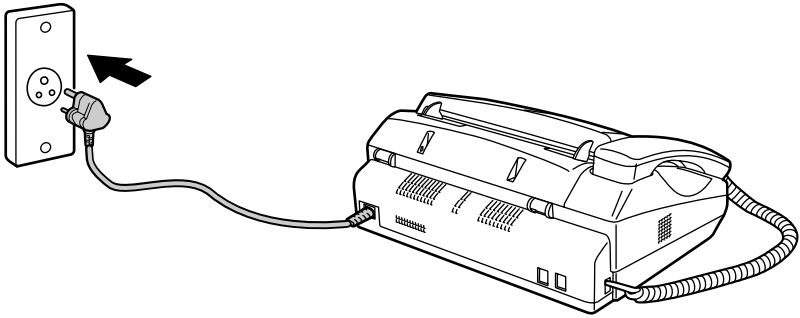


## Connecting the power cord

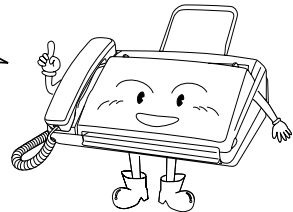
Plug the power cord into a 220-240 V, 50/60 Hz, grounded AC outlet.

### Caution:

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



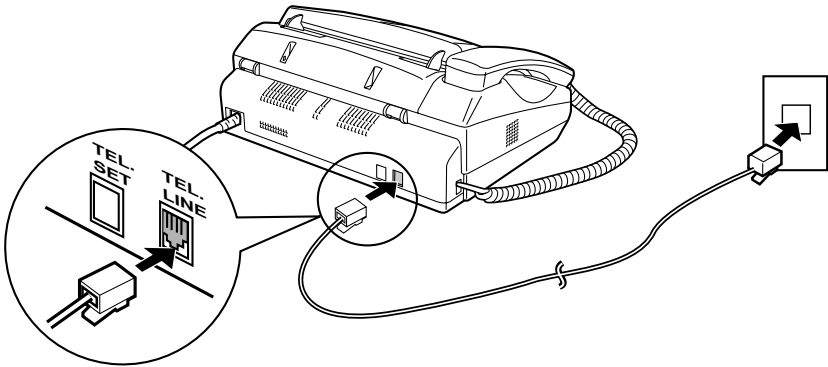
The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.



**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

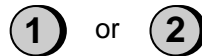


The display will show:

DIAL MODE

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

TONE      PULSE

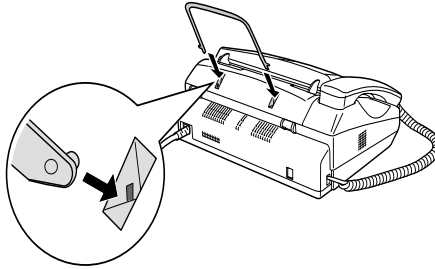


- 
- 3** Press the **STOP** key to return to the date and time display.



## Attaching the original document support

Attach the original document support as shown below.

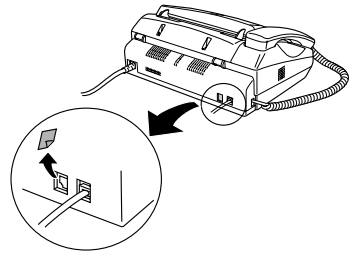


## Extension phone (optional)

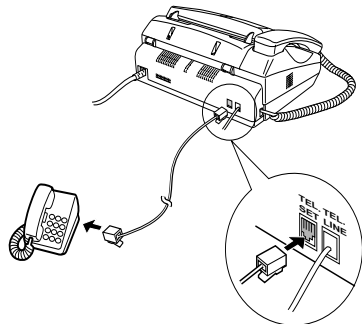
If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

- ◆ To connect an answering machine to your fax, see Chapter 6, *Answering Machine Connection*.

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



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



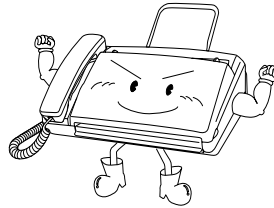


## Loading the Thermal Paper

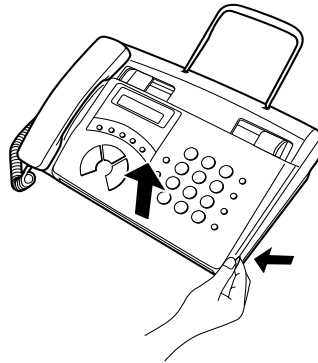
Your fax machine prints incoming faxes on a special kind of paper called thermal paper.



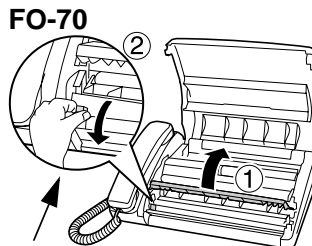
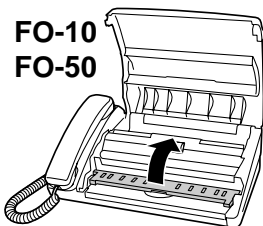
The fax machine's print head creates text and images by applying heat to the thermal paper.



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



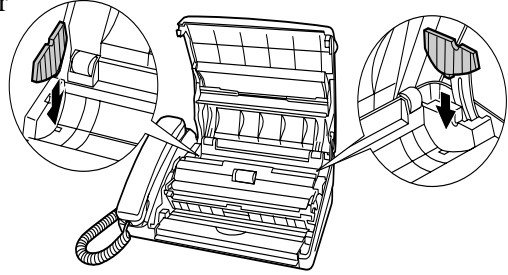
- 2 Flip up the front paper guide.



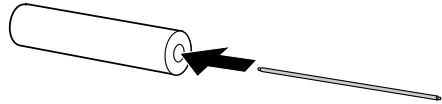
Press the knob to make sure the front side of the metal guide is down.

- 3** Place the paper roll shims on each side of the paper compartment.

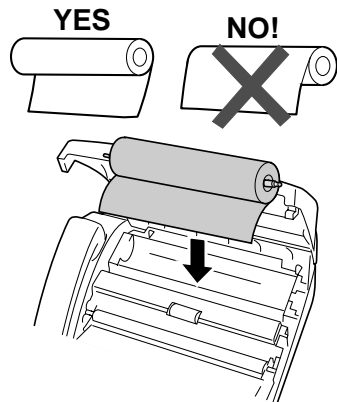
- The ribbed side of the shims should face in (toward each other)



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

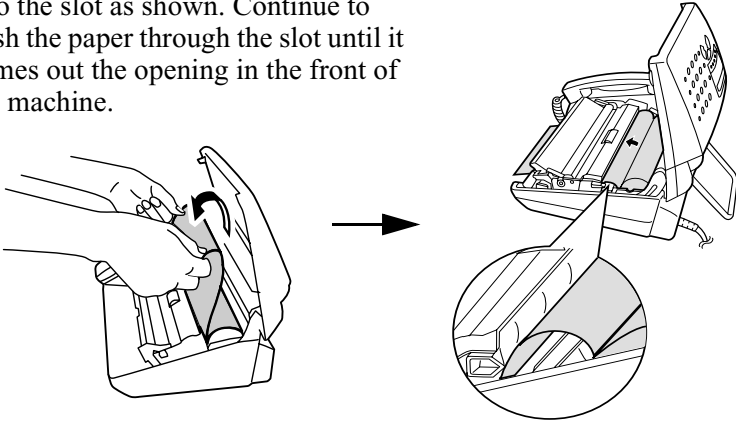


- 5** Place the roll of thermal paper in the compartment, making sure the ends of the rod fit into the notches on each side of the compartment.



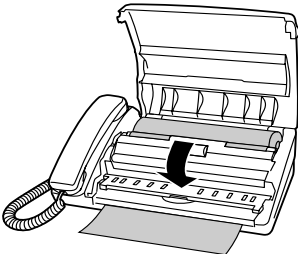
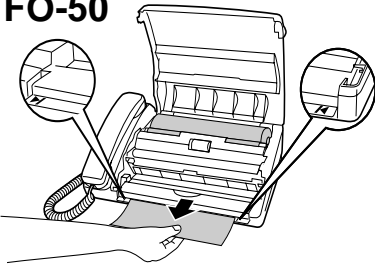
- ◆ **Important:** The roll must be placed so that the leading edge of the paper unrolls as shown. (The paper is only coated on one side for printing. If the roll is placed backwards, the paper will come out blank after printing.)

- 
- 5** 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.

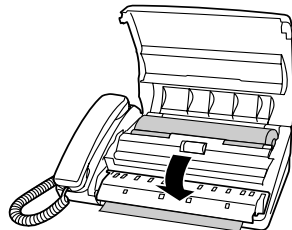
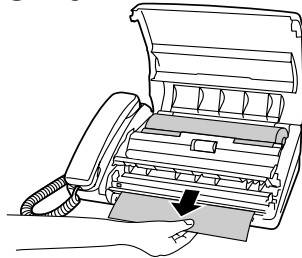


- 
- 6** Make sure the paper comes out straight, and then flip down the paper guide.

**FO-10**  
**FO-50**

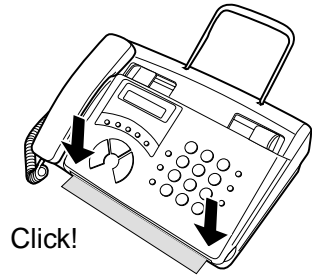


**FO-70**



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

- **FO-10/FO-50:** A short length of the paper will feed out. Grasp the paper by the edge and pull upward to tear it off.
- **FO-70:** 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:

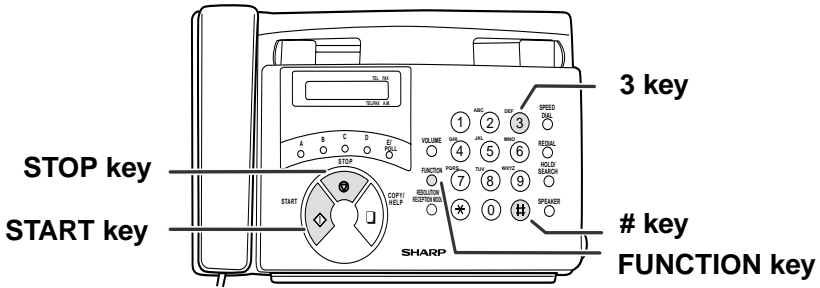
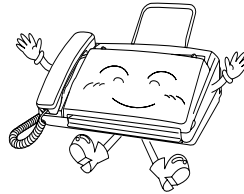
- ◆ It is stored at high humidity or high temperature.
- ◆ It is exposed to direct sunlight.
- ◆ It comes in contact with glue, thinner, or a freshly copied blueprint.
- ◆ A rubber eraser or adhesive tape is used on it, or it is scratched.

## 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:

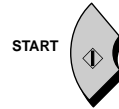
OWN NUMBER SET



**3** Press the **START** 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.

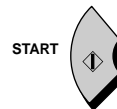


(Example)

**5** Press the **START** 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 <sup>SPEAKER</sup>  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:  
. / ! " # \$ % & ' ( ) \* + , - : ; < = > ? @ [ ¥ ] ^ \_ ' { | } → ←

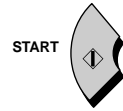
**Cursor:** A dark square mark in the display that indicates where a number or letter will be entered.

---

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

The display will show:

DATE & TIME SET



---

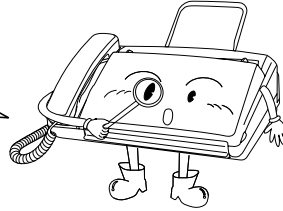
**8** Press the **STOP** key to return to the date and time display.



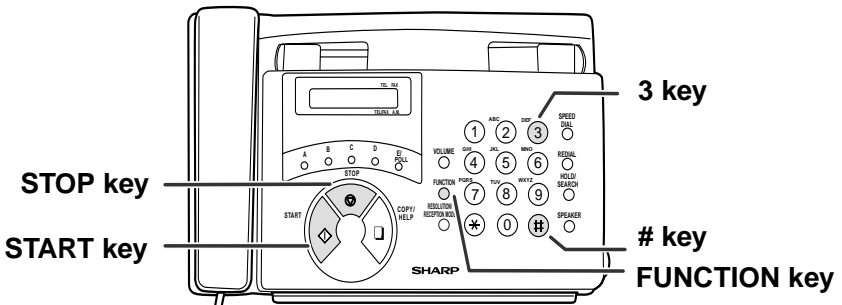


## Setting the Date and Time

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:



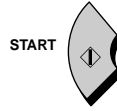
The display will show:

DATE & TIME SET

---

**3** Press the **START** 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: 1999

---

**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

## Setting the Date and Time

- 
- 8** Press the **START** 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:

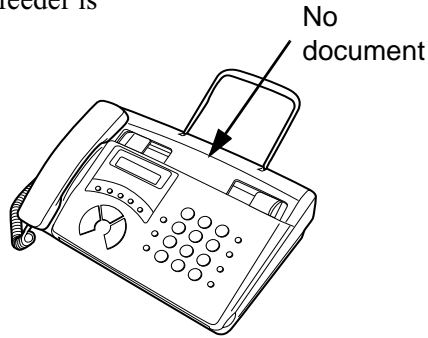
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialed fax transmissions), or an automatically dialed fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer.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

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

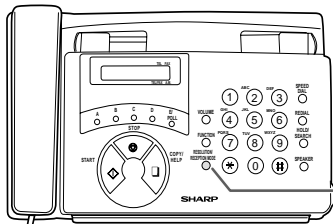
Use this mode only if you have connected an answering machine to the fax (see Chapter 6). Select this mode when you go out to receive voice messages in your answering machine and faxes on your fax machine.

## Setting the reception mode

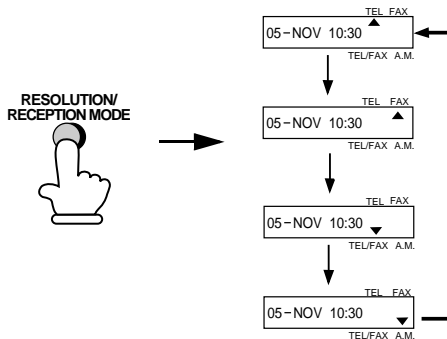
- 1 Make sure the document feeder is empty.



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

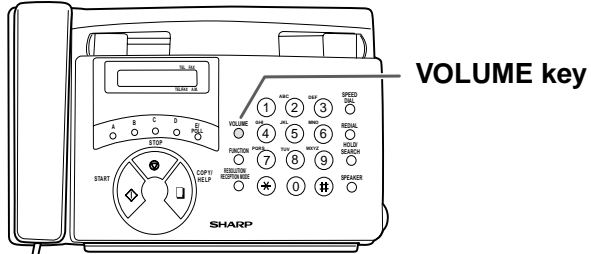


**RESOLUTION/  
RECEPTION MODE** key



## Volume Adjustment

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



### Speaker

- 1 Press the **SPEAKER** key.

**SPEAKER**

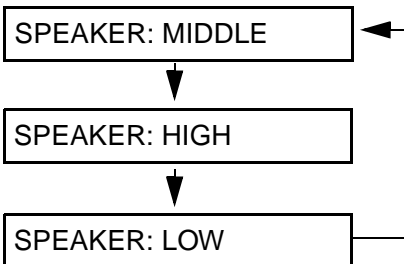


- 2 Press the **VOLUME** key one or more times to select the desired level.

**VOLUME**



The display will show:



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

**SPEAKER**



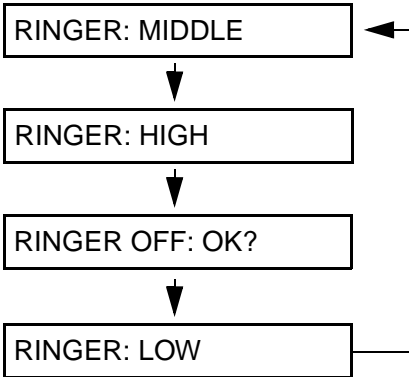
## Ringer

---

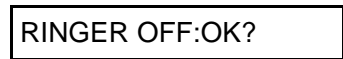
- 1 Press the **VOLUME** key to select the desired volume. (Make sure the **SPEAKER** key has not been pressed and the handset is not lifted.)



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** key.



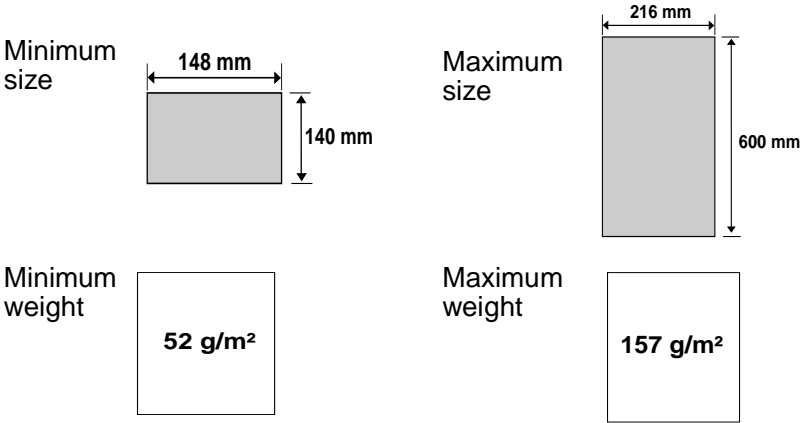
# 2. Sending Documents

## Transmittable Documents

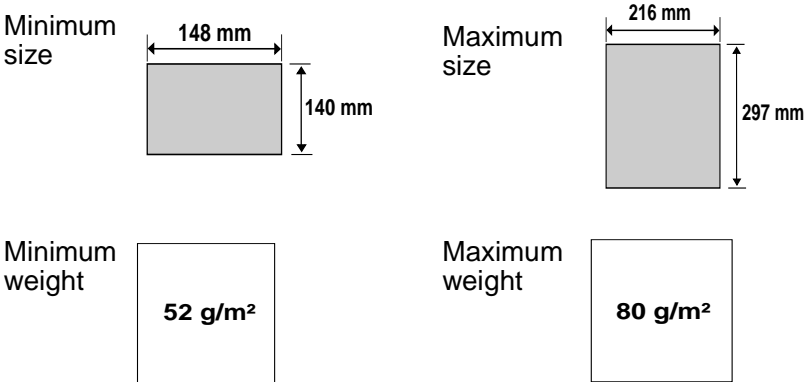
### Size and weight

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

#### Loading one page at a time:

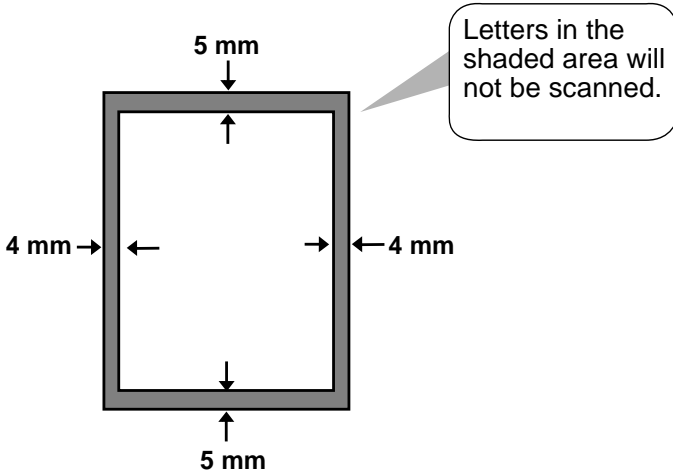


#### Loading several pages at once:





**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.

**FO-10:** Only one page can be loaded at a time.

- ◆ 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.

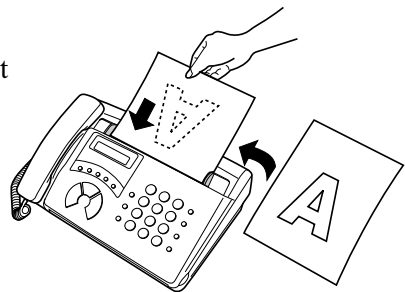
- 
- 1** Adjust the document guides to the width of your document.



- 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

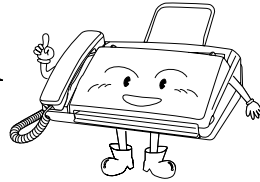


- 
- 3** Adjust the resolution and/or contrast settings (if desired) as explained in the section *Resolution and Contrast*, then dial the receiving machine as explained in *Sending a Fax by Normal Dialing*.



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

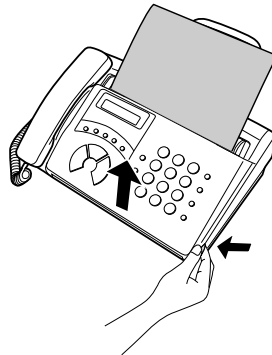
If you need to remove a document from the feeder, open the operation panel .



#### **Important!**

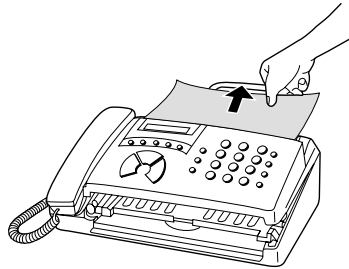
Do not try to remove a document without first releasing it as explained below. This may damage the feeder mechanism.

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



---

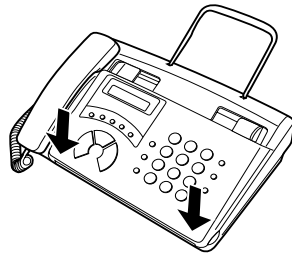
**2** Remove the document.



---

**3** Close the operation panel.

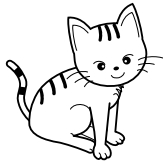
- Press down on both front corners of the panel to make sure it clicks into place.



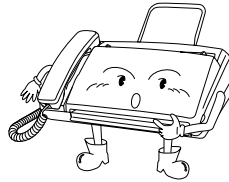
## ***Adjusting the Resolution and Contrast***

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

The default resolution setting is STANDARD and the default contrast setting is AUTO.



You must adjust the settings each time you don't want to use the default settings.



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

### ***Resolution settings***

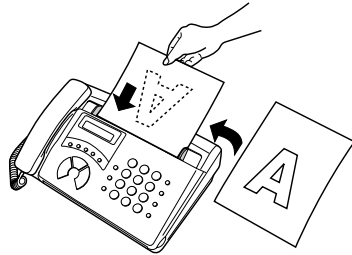
- |            |   |
|------------|---|
| STANDARD   | Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission. |
| FINE       | Use FINE for documents containing small letters or fine drawings.   |
| SUPER FINE | Use SUPER FINE for documents containing 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.  |

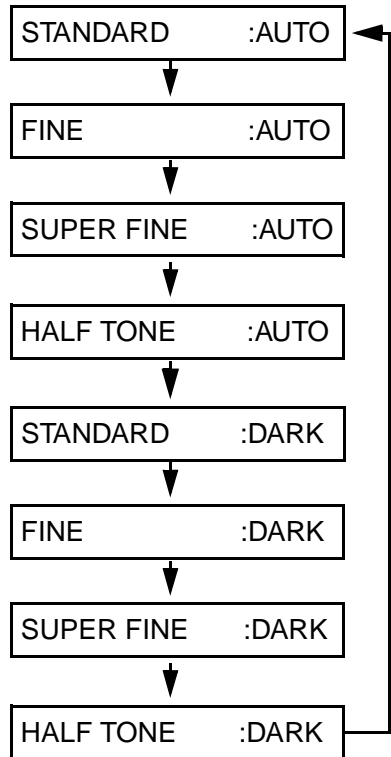
**1** Load the document(s).

- 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.



**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 Dialing***

With Normal Dialing, 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 Dialing allows you to listen to the line and make sure the other fax machine is responding.

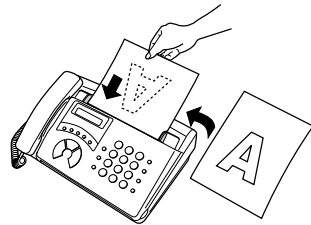
---

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

The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.



RESOLUTION/  
RECEPTION MODE



---

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



or



---

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

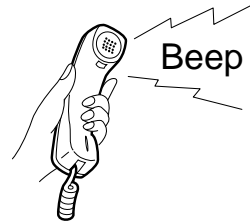


(Example)

---

**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.

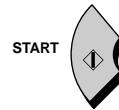
- If the other party answers, ask them to press their **Start** key (if you pressed the **SPEAKER** key, pick up the handset to speak with them). This causes the receiving machine to issue a reception tone.



---

**5** When you hear the reception tone, press the **START** 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** 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.

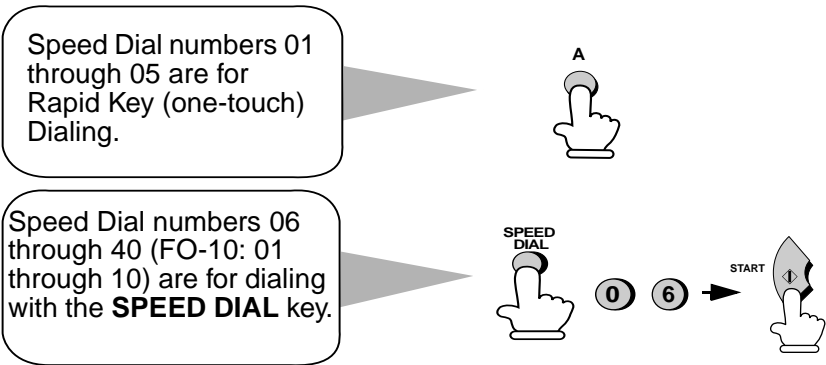


## Sending a Fax by Automatic Dialing

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.

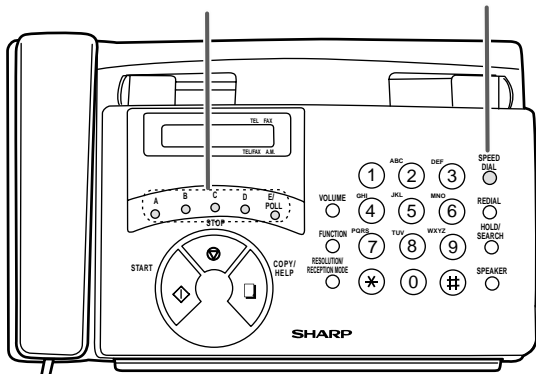
**Note for FO-10:** Rapid Key Dialling is not available

- ◆ To use Automatic Dialing, 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 (FO-10: 10) Speed Dial numbers are available.



Rapid Keys

SPEED DIAL key



## Storing fax and telephone numbers for Automatic Dialing

**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 Dialing, 06 to 40 (FO-10: 01 to 10) for Speed Dialing).



(Example)

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

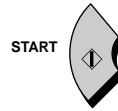


(Example)

- 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** 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.)

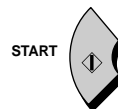
SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	
H = 4 4 4	R = 7 7 7 7	
I = 4 4 4 4	S = 7 7 7 7 7	

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

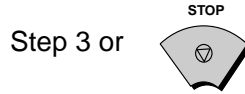
- ◆ To clear a mistake, press the **SPEED DIAL** key.
- ◆ To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.

---

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



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



### Chain Dialing 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 Dialing* in Chapter 5, *Making Telephone Calls*.

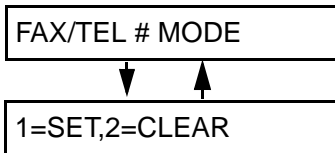
**Note:** An area code or access code stored in a Rapid Key or Speed Dial number can only be used if the handset is lifted or the **SPEAKER** key is pressed before dialing.

### Clearing auto-dial numbers

- 1** Press these keys:



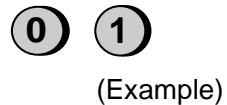
The display will show:



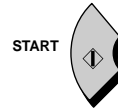
- 2** Press **2** to select CLEAR.



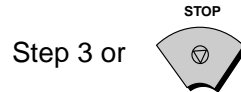
- 3** Enter the Speed Dial number that you want to clear by pressing the number keys.



- 
- 4** Press the **START** 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 dialing 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.

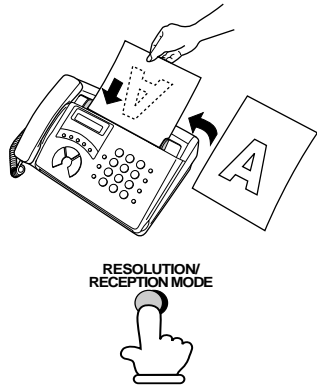
**Note for FO-10:** Rapid Key Dialling is not available

### 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.

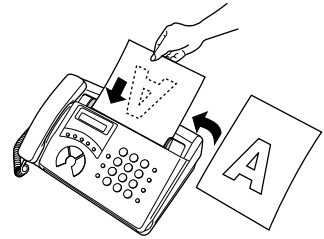
---

### 1 Load the document(s).

The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.



RESOLUTION/  
RECEPTION MODE



### 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.

SPEED  
DIAL



(Example)

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



## Direct Keypad Dialling

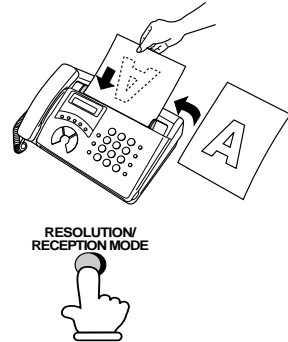
You can also enter a full number with the number keys and then press the **START** key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

### 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

2 3 2 4 5 6 7

- 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** 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** key.

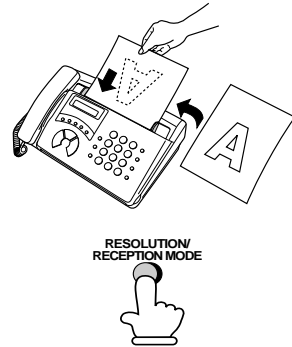
---

### 1 Load the document(s).

The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.



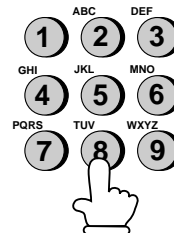
---

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



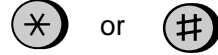
---

### 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**.



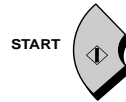
- ◆ If you don't remember the first letter, go to Step 4 (you will scroll through the list from the beginning).
- ◆ If a name wasn't stored for the number, press **0**. This will cause numbers, not names, to appear when you scroll.

**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** 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.

- 1** ALWAYS PRINT A report will be printed after each transmission, reception, or error.
- 2** ERROR PRINT A report will be printed only when an error occurs.
- 3** SEND ONLY A report will be printed after each transmission.
- 4** NEVER PRINT A report will never be printed.

---

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



```

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X
X                                TRANSACTION REPORT                                X
X                                                                                   X
X                                25-JAN-1999 10:30                                X
X                                FOR: John Doe Corp.    201 555 1234                X
X-----
X  DATE   START   RECEIVER          PAGES    TIME    NOTE
X-----
X 25-JAN 10:30   JACK JONES           0      xx'xx"  CANCEL
X-----
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
    
```

### Explanation of headings

**SENDER/RECEIVER** 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.

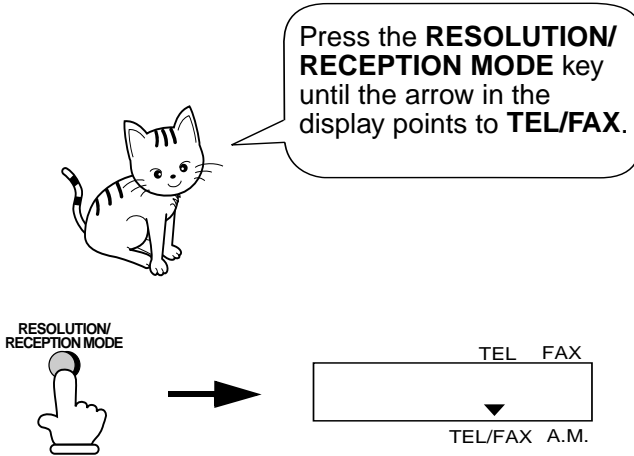
**COME-0 to COME-7** - A telephone line error prevented the transaction. See *Line Error* in Chapter 10.

**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.

---

## 3. Receiving Documents

### Using TEL/FAX Mode



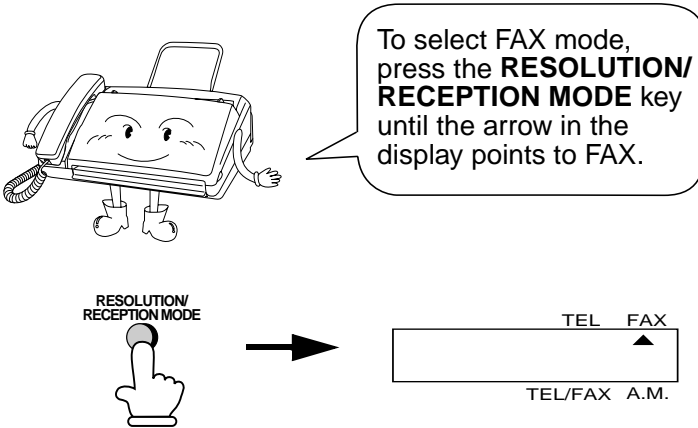
When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on two rings. After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

- ◆ 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.

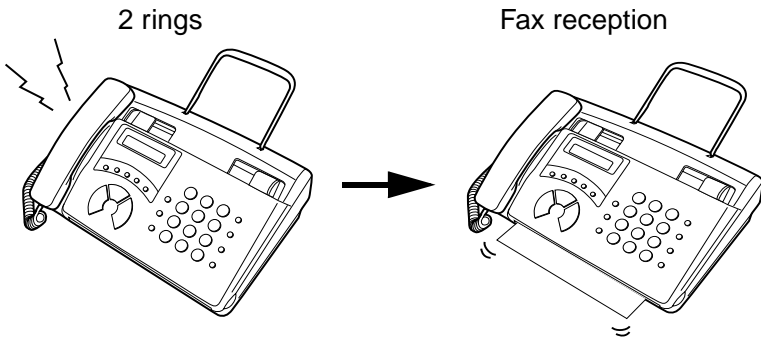
#### Comments:

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



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



- ◆ 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

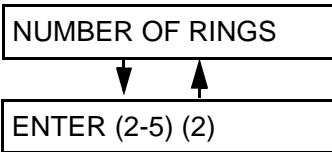
If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX and FAX/TEL modes. Any number from 2 to 5 can be selected.

- 
- 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

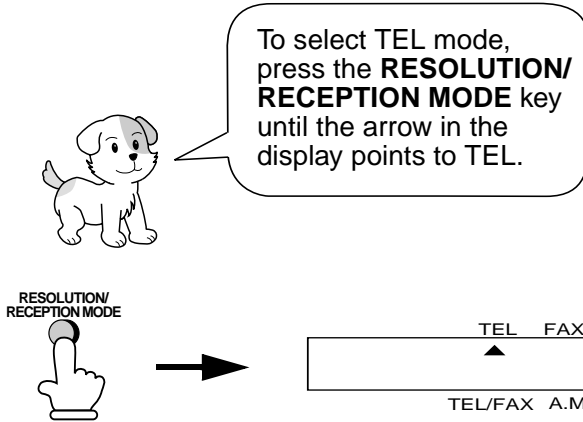


- 
- 3** Press the **STOP** key to return to the date and time display.



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

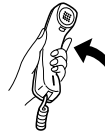
## Using TEL Reception Mode



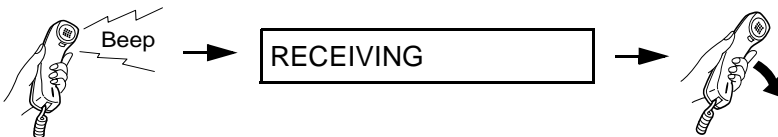
When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.

### 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.

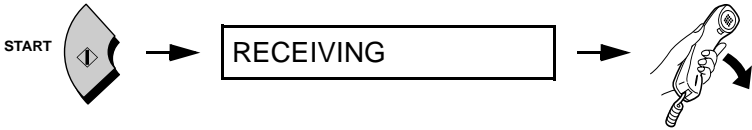


**Note:** If you have set the Fax Signal Receive setting to NO, press the **START** key to begin reception.



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

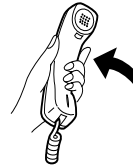
- When RECEIVING appears in the display, hang up.



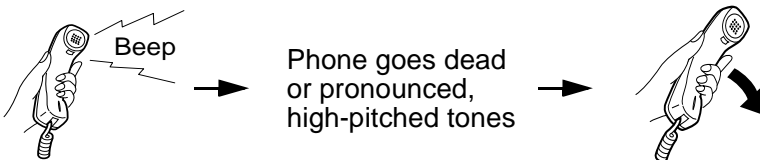
### **Answering with an extension phone**

---

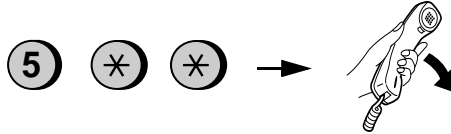
**1** Answer the extension phone when it rings.



**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:



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.

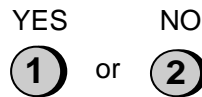
- 
- 1** Press these keys:



The display will show:

FAX SIGNAL RX

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



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



---

## 4. 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.

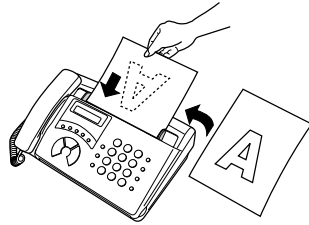
---

### 1 Load the document.

The display will show:

READY TO SEND

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



RESOLUTION/  
RECEPTION MODE



---

### 2 Press the COPY/HELP key.



COPY/  
HELP

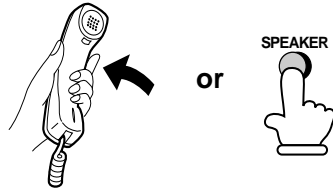
---

## 5. 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 Dialing:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialing:** Press the appropriate Rapid Key.
- **Speed Dialing:** 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 Dialing**

After lifting the handset, you can dial any combination of Normal Dialing, Rapid Key Dialing and Speed Dialing 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 2, then pick up the handset or press the **SPEAKER** key. The number will be dialed automatically (do not press the **START** 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.

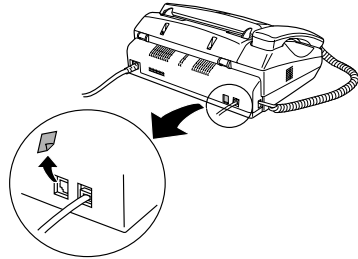
---

## 6. Answering Machine Connection

### Connecting an Answering Machine

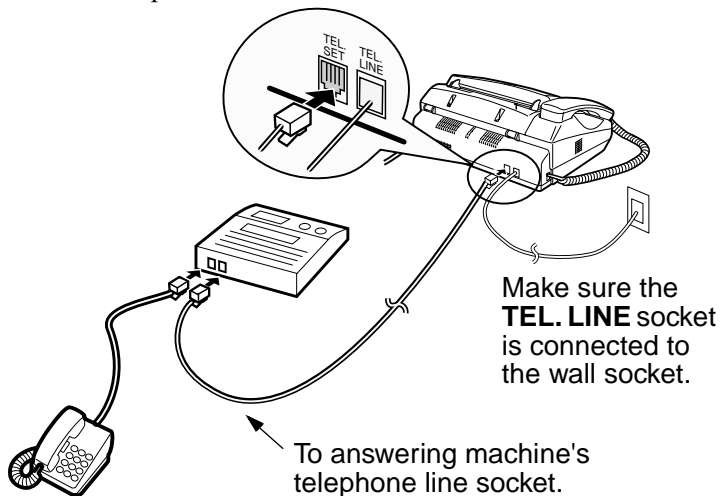
If desired, you can connect an answering machine to your fax machine's **TEL. SET** socket. This will allow you to receive both voice messages and faxes when you are out.

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



- 2 Connect the answering machine's telephone line socket to the **TEL. SET** socket.

- If desired, you can connect an extension phone to your answering machine's extension phone socket.



## Changing the outgoing message

The outgoing message (OGM) of your answering machine should be changed to inform callers who want to send a fax to press their Start key. For example, your message might go as follows:

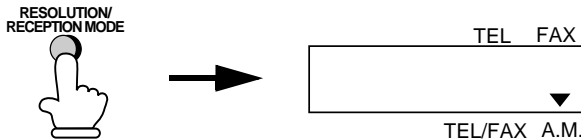
"Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

- ◆ Try to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialing.
- ◆ If your outgoing message must be longer than 10 seconds, leave a pause of about four seconds at the beginning of the message. This will give your fax a chance to detect fax tones sent when automatic dialing is used.

## Activating the answering machine connection

Before you go out, activate the answering machine connection as follows:

- 1 Set the reception mode to A.M.



- 2 Set your answering machine to auto answer.

- ◆ Your answering machine must be set to answer on a maximum of two rings. If not, you may not be able to receive faxes sent by automatic dialling.



## Connecting an Answering Machine

- ◆ If your answering machine has a toll saver function, make sure that it will answer by the fourth ring.

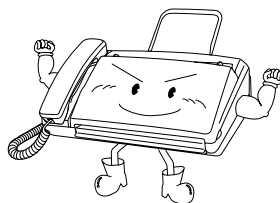
**Note:** If your answering machine has a remote retrieval function, make sure the code used to activate remote retrieval is different from the code used to activate fax reception with an extension telephone (see Chapter 3, Receiving Documents). If they are the same, entering the code from an outside telephone to retrieve messages will cause the fax machine to be activated.

### ***How the connection operates***

While you are out, all of your incoming calls will be answered by your answering machine and its outgoing message will play. Voice callers can leave a message. During this time, your fax will quietly monitor the line. If your fax detects a fax tone or a duration of silence greater than four seconds, it will take over the line and begin reception.

- ◆ If the connection is not good or there is noise on the line, the answering machine and/or fax machine may not respond properly.
- ◆ The call counter on your answering machine may indicate that voice messages were received, when only fax messages were received.
- ◆ To prevent the fax from taking over the line and beginning reception if you call in from an external phone or answer on an extension phone, press any three keys (other than the code to activate fax reception, "5", "✳", and "✳") on the dial pad of the phone. This can only be performed from a phone capable of tone dialling.

When you return and turn off your answering machine, be sure to change the reception mode back to FAX/TEL, FAX, or TEL!



## ***Optional A.M. Mode Settings***

If necessary, you can use the following settings to improve the response of the answering machine connection to incoming calls.

### ***Quiet Detect Time***

This function causes the fax machine to take over the line and begin reception if a certain duration of silence is detected after the answering machine answers.

Time selections for the period of silence are 1 to 10 seconds. Quiet Detect Time has been set to 6 seconds at the factory. This gives the best performance with most answering machines; however, you may need to adjust this setting depending on the disconnect time of your answering machine.

Some answering machines may have unusually fast disconnect times (equal to or very slightly less than 4 seconds), which means that the answering machine may disconnect the line before fax reception can begin. In this case, try a Quiet Detect Time setting of about 3 seconds.

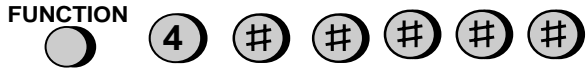
If the fax machine is interrupting callers before they can leave a message, try a longer Quiet Detect Time setting. If your outgoing message includes a period of silence, make sure that the setting is longer than that period of silence, or re-record your outgoing message to shorten the silence.

**Note:** Quiet Detect Time can be turned off by entering "00" for the time. Note, however, that the fax machine will not be able to receive faxes sent manually by Normal Dialling.

To change the setting, follow the steps below.

---

**1** Press these keys:



The display will show:



---

**2** Enter a number from **01** to **10**, or enter **00** to turn off the function.



(Example)

---

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



## ***Fax when Answering machine Fails***

When this function is turned on, your fax will answer the call after 5 rings if the answering machine for some reason fails to answer before that time. This ensures that you will receive fax messages even if the answering machine's tape fills up or the answering machine is not turned on.

This function has been turned off at the factory. If you want to turn it on, follow the steps below:

**Note:** When this function is turned on, make sure that the answering machine is set to answer on 4 rings or less. If it isn't, the fax will always answer first, preventing callers from leaving voice messages.

**1** Press these keys:

FUNCTION



The display will show:

FAX RX A.M. FAILS

**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.



### Quiet Detect Start Time

This setting can be used to delay the start of the Quiet Detect Time function. For example, if you want to insert a pause at the beginning of your answering machine's outgoing message to ensure clear detection of fax signals, you can use this setting to delay the start of silence detection so that the pause will not cause the fax to take over the line.

Quiet Detect Start Timing has been set to 5 seconds at the factory. To change the setting, follow the steps below.

As general guide, the delay time should be slightly longer than the pause before the outgoing message.

---

**1** Press these keys:



The display will show:



---

**2** Press a number from **00** to **15**.



(Example)

---

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



---

## 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.

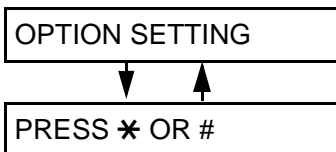
---

**1** Press these keys:

FUNCTION



The display will show:

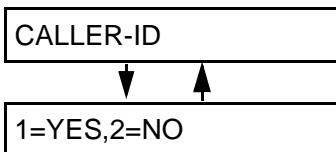


---

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



The display will show:



---

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

YES

NO

**1** or **2**

---

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

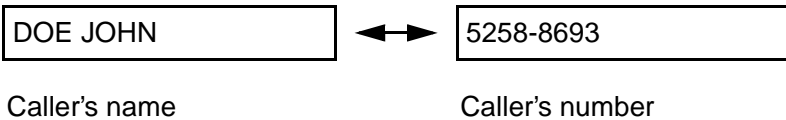


### **How Caller ID operates**

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:



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.

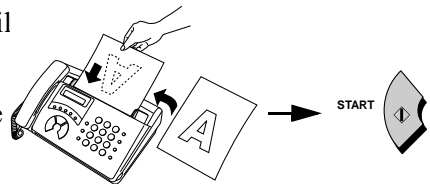


or

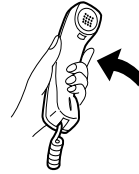


- 
- 3** If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.

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



- If you want to make a voice call, pick up the handset or press the **SPEAKER** key. Dialing 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:

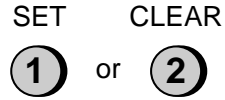
**FUNCTION**



The display will show:

PRIORITY CALL #

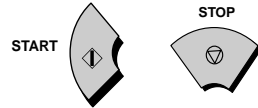
- 
- 2** Press **1** to enter a number, or **2** to clear a number. (If you pressed **2**, go to Step 4.)



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



- 
- 4** Press the **START** 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:

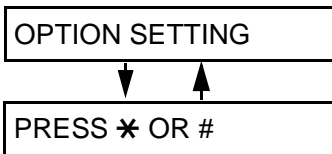
- ◆ Duplex Ringing can only be used by Homefax 2 and Faxline 2 subscribers. Do not turn on Duplex Ringing if you are on a normal line, as the fax machine will not operate properly.
- ◆ If you turn on Duplex Ringing, do not set the reception mode to TEL/FAX. If you do, the fax machine will not operate 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:

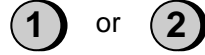


---

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

YES

NO



---

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



## 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:



The display will show:

ENTRY MODE

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



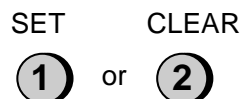
The display will show:

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.



---

**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.

---

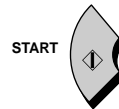
**5** Enter the fax number.



(Example)

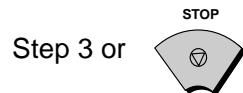
---

**6** Press the **START** 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

## 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.

**Note for FO-10:** Polling is not available

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.





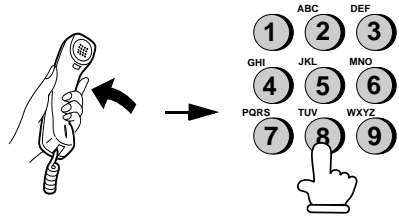
### Requesting transmission

**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 dialing, 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 to select the Anti Junk Number List, or the **#** key to select the Telephone Number List.

JUNK # TELEPHONE #



or



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

START



### Telephone Number List

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

TELEPHONE NUMBER LIST		
FOR: John Doe Corp.		25-JAN-1999 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-1999 10:30 201 555 1234	
STORED LOCATION	JUNK TEL NO.
1	1234567890
2	11122233344455566677
3	123987093687

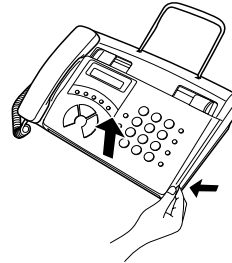
---

# 9. Maintenance

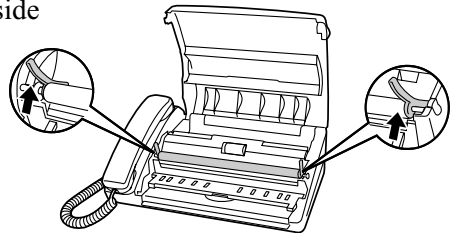
## Cleaning the scanning glass and rollers

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.

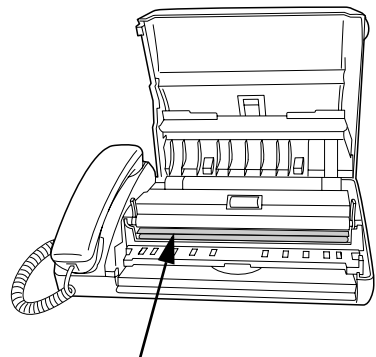


- 
- 2 Flip up the green levers on each side of the white roller.



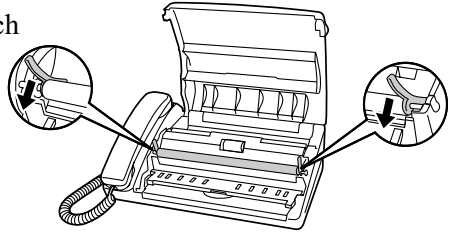
- 
- 3 Wipe the scanning glass and rollers with a cotton pad.

- 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.

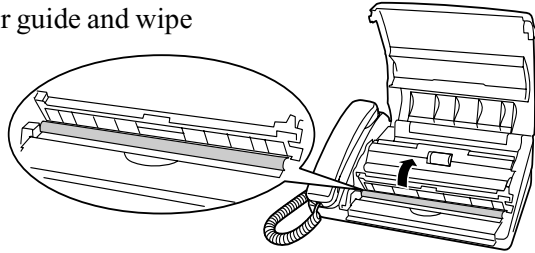


Scanning glass

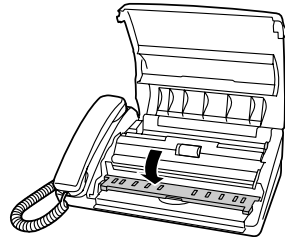
- 
- 4** Flip down the green levers on each side of the white roller.



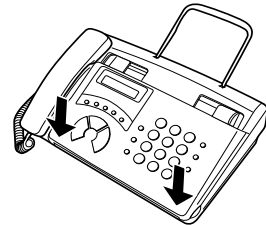
- 
- 5** Flip up the front paper guide and wipe the roller under it.



- 
- 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 discolor 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***

<p><b>Problem</b></p>	<p><b>Solution</b></p>
<p>No dial tone when you pick up the handset.</p>	<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>
<p>Dialling is not possible.</p>	<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>
<p>The power is on, but no transmission takes place.</p>	<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>
<p>Nothing is printed at the receiving end.</p>	<ul style="list-style-type: none"> <li>• Make sure that the document for transmission is placed face down in the feeder.</li> </ul>
<p>A distorted image is received at the other end.</p>	<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**

<b>Problem</b>	<b>Solution</b>
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>



<p>The quality of copies is poor and/or black spots appear.</p>	<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>
<p>Reception/copying is interrupted.</p>	<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>

***Answering machine connection***

<p><b>Problem</b></p>	<p><b>Solution</b></p>
<p>The answering machine connection does not operate properly.</p>	<ul style="list-style-type: none"> <li>• Make sure your fax machine's reception mode is set to A.M.</li> <li>• Make sure your fax machine's <b>TEL. LINE</b> socket is connected to the wall socket. Make sure your fax machine's <b>TEL. SET</b> socket is connected to your answering machine's telephone line socket (not the answering machine's extension phone socket).</li> <li>• Make sure your answering machine's outgoing message is under 10 seconds.</li> <li>• Make sure that the Quiet Detect Time setting is set to three or four seconds (see Chapter 6).</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 2).</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.
NO DATA	This appears if you attempt to search for an automatic dialing 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 2.)
SEARCH DIAL	The <b>HOLD/SEARCH</b> key has been pressed. Press <b>#</b> or <b>* </b> to search for an automatic dialing 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 Dialing</i> in Chapter 2.)
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

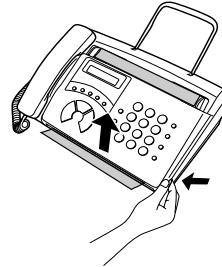
### Clearing a jammed document

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

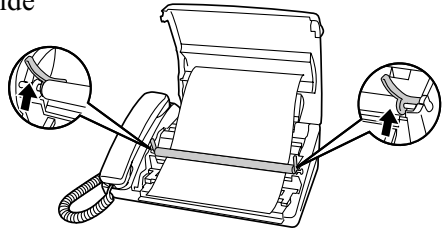
**Important:**

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

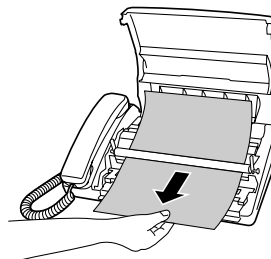
- 
- 1 Grasp the finger hold and pull up to open the operation panel.



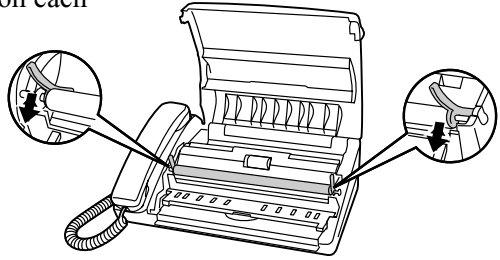
- 
- 2 Flip up the green levers on each side of the white roller.



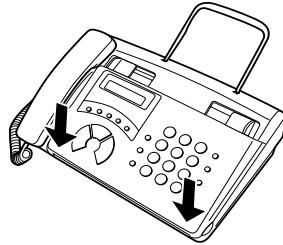
- 
- 3 Remove the document.



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



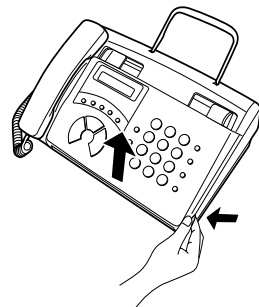
- 
- 5** Close the operation panel, making sure it clicks into place.
- Press down on both front corners of the panel to make sure it clicks into place.



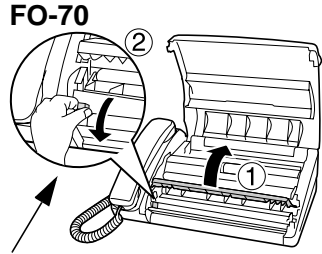
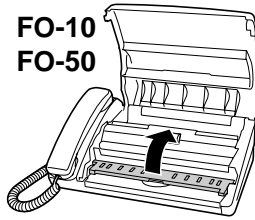
### ***Clearing jammed paper***

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

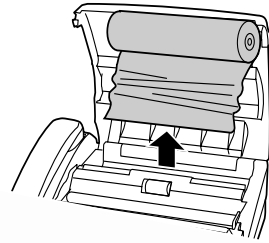


Press the knob to make sure the front side of the metal guide is down.

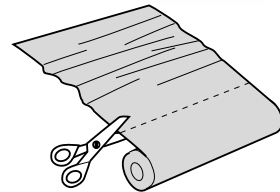
---

**3** Remove the paper roll.

- **For FO-70 only:** Remove any cut pieces of paper from the paper compartment.

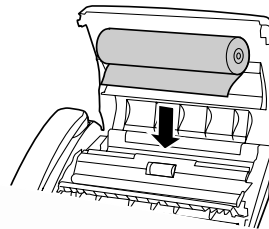


**4** Cut off the wrinkled part of the paper.



**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.



# Quick Reference Guide

## Entering Your Name and Number

1. Press: **FUNCTION** **3** **#** **#**

Display shows: OWN NUMBER SET

2. Press: **START**

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: **START**

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: **START** **STOP**

## Setting the Date and Time

1. Press: **FUNCTION** **3** **#** **#** **#**

Display shows: DATE & TIME SET

2. Press: **START**

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: 1999)

6. Enter two digits for the hour (01 to 23) and two digits for the minute (00 to 59).

7. When finished, press: **START** **STOP**

## Storing and Clearing Auto Dial Numbers

1. Press: **FUNCTION** **3** **#**

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: **START**

6. Enter the name of the location by pressing number keys. (Refer to the letter entry table in *Entering Your Name and Number*.)

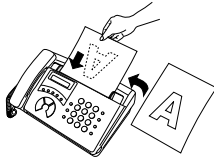
7. Press: **START** **STOP**



## Quick Reference Guide


### Sending Faxes


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



(**FO-10**: Only one page can be loaded at a time.)

### Normal Dialing

1. Lift the handset or press  **SPEAKER**
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 Dialing

Press the appropriate Rapid Key. Transmission will begin automatically. (Note for **FO-10**: Rapid Key Dialing is not available.)

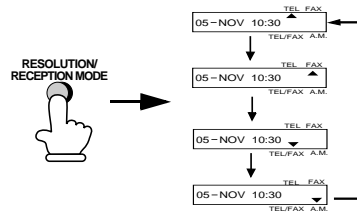
### Speed Dialing

1. Press:  **SPEED DIAL**
2. Enter 2-digit Speed Dial number.

3. Press: 

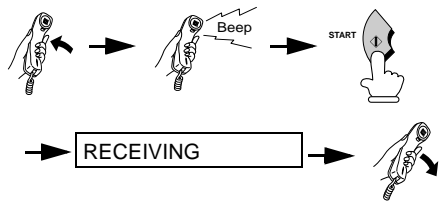
### Receiving Faxes

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 dialed fax transmissions) are signalled by a special ringing sound.

**A.M. mode**: Select this mode when an answering machine is connected to the fax and the answering machine is turned on.

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# Index

## A

Anti Junk Fax, 77  
Anti Junk Number List, 82  
Audible signals, 91  
Auto-dial numbers, storing, 41

## C

Caller ID, 69 - 74  
Chain Dialing, 43, 61  
Contrast, 36  
Copies, making, 59, 69

## D

Date, setting, 24  
Dial mode, 14  
Dialing  
    Chain, 43, 61  
    Direct Keypad, 47  
    Normal, 38, 60  
    Rapid Key, 45, 60  
    Speed, 46, 60  
Direct Keypad Dialing, 47  
Display messages, 90  
Distinctive ring, 75  
Document feeder, 33  
Document guides, 33  
Document restrictions, 32  
Document sizes, 31, 85  
Document, maximum scanning size, 32

## F

FAX reception mode, 27, 53  
Fax Signal Receive, 58

## H

Halftone setting, 36  
Handset, 11  
Hold, 61

Housing, cleaning, 84

## J

Jams, clearing, 92 - 94

## L

Letters, entering, 22  
Line error, 85  
Loading paper, 16 - 19  
Loading the document, 33

## N

Normal Dialing, 38, 60  
Number of rings in FAX reception mode, 54

## O

Original document support, 15

## P

Paper jams, clearing, 92 - 94  
Paper, thermal, 16 - 19  
Pauses in automatic dialing, 41  
Power cord, 13  
Priority Call, 73

## R

Rapid Key Dialing, 45, 60  
Reception mode  
    FAX mode, 27, 53  
    Setting, 27  
    TEL mode, 27, 55  
    TEL/FAX mode, 52  
Redialing, 39, 49, 61  
Removing original document, 34  
Resolution, 36  
Ringer volume, 30  
Rollers, cleaning, 83

## Index

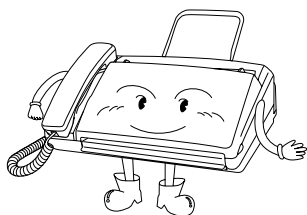
### S

Scanning glass, cleaning, 83  
Search Dial, 48, 61  
Sender's name and number, entering, 20  
- 23  
Speaker volume, 29  
Speed Dialing, 46, 60

### T

TEL reception mode, 27, 55  
TEL. LINE jack, 14  
TEL/FAX reception mode, 52  
Tel/Fax Remote Number, 57  
Telephone line cord, 14  
Telephone Number List, 82  
Thermal paper, 16 - 19  
Time, setting, 24

# 前言



欢迎惠顾，感谢您选购夏普传真机！您购买的夏普传真机具有以下特性和规格。

## 自动拨号

快速拨号：5个号码

（注：F0-10无此功能）

缩位拨号：35个号码

（注：F0-10为10个号码）

## 传真纸

预备的纸卷（装在传真机上）：

10m纸卷

推荐的更换纸卷：

F0-20PRw30m纸卷（12.7mm，带辊轴）

## 切纸方式

F0-10/F0-50：手动撕下

F0-70：自动切断

## 调制解调器速度

9600比特/秒自动回落至较低速度

## 传送时间\*

约15秒

## 解晰度

水平：8pe1s/mm

垂直：

标准：3.85线/mm

精细/中间色调：7.7线/mm

超精细：15.4线/mm

## 自动送稿器

最多5页（20 1b纸张）

（F0-10：无此功能）

## 中间色调（灰度等级）

64级

注：此传真机适用于2000年。

\* 在夏普特殊模式下以标准解晰度，基于ITU-T测试图#1，不包括通讯规程信号（如，仅ITU-T相位C时间）所需的时间。

显示屏	16位液晶显示屏
压缩方法	MH、MR、夏普模式 (H2)
可利用的电话线路	公共交换电话网
兼容性	ITU-T (CCITT) G3模式
输入文件尺寸	<b>自动送稿:</b> 宽度: 148至216mm 长度: 140至297mm <b>手动送稿:</b> 宽度: 148至216mm 长度: 140至600mm
有效扫描宽度	最大210mm
有效记录宽度	最大210mm
对比度控制	自动/深色可调式
接收模式	FAX, TEL, TEL/FAX, A.M.
复印功能	标准
电话功能	标准 (停电时不能使用)
电源	220-240V交流, 50/60Hz
工作温度	5至35°C
湿度	最大: 85%相对湿度
功耗	待机: 2.3W 最大: 115W
尺寸	宽: 304mm 深: 236mm 高: 122mm
重量	约2.6kg

为求不断改进, 夏普 (SHARP) 公司有权改变产品的设计和规格, 恕不另行通知。上面所列出的性能规格数据为产品的标称值, 个别机器的参数可能有所不同。

# 重要的安全注意事项

务请保存此使用说明书！

使用传真机时，必须遵守以下基本安全注意事项以避免发生火灾、触电和受伤的危险：

- 请勿拆解本传真机或试图进行本说明书中未加以说明的操作。所有的维修工作均请专业维修人员进行。
- 本传真机仅可连接至220–240V，50/60Hz带地线（3眼）的插座上。连接至其他任何类型的插座会损坏传真机并令本机的保修无效。
- 请勿在水源附近或当您的手湿时安装或使用传真机。例如，请勿在浴缸、洗碗池、厨房水槽或洗衣槽的附近或在潮湿的地下室或靠近游泳池使用本传真机。请小心不要使任何液体洒落在本机上。
- 如果出现下列情况，请将传真机从电源插座和电话线插座上拔下，并与专业维修站联系：
  - 液体泼溅到传真机内，或传真机淋雨或浸水。
  - 传真机发出异味、冒烟或发出不正常的噪音。
  - 电源线擦破或损坏。
  - 传真机摔落或外壳破损。
- 请勿在电源线上放置任何物品，请勿将传真机安装在电源线会被人踩到的场所。
- 切勿将任何类型的物品插入传真机的槽或开口，否则可能有着火或受电击的危险。如果有物品掉进传真机，而您又无法将其顺利取出，请拔下传真机的所有接线，与专业维修站联系。
- 请勿将传真机放在不稳定的推车、架子或桌子上，如果翻倒，传真机可能会被严重损坏。
- 切勿在闪电雷雨时安装电话线。
- 除非电话插口是特别为用于潮湿场所而设计的，否则切勿将电话插口安装在潮湿场所。

- 除非已将电话线从公共电话网上断开，否则切勿触摸裸露的电话线或端子。
- 在安装或迁移电话线时请多加小心。
- 请避免在雷雨闪电时使用电话（无绳电话除外），否则有遭受远方闪电电击的危险。
- 请勿在瓦斯漏泄处附近使用电话通报瓦斯漏泄事故。
- 电源插座应安装在传真机附近，并应便于连接。

**重要：**

- 本传真机不是为用于具有当地电话公司提供的呼叫等待、电话转接或其他某些特殊服务的线路而设计的产品。如果试图在具有这类服务的电话线上使用本传真机，则可能在传送和接收传真信息时出现错误。
- 本传真机与数字电话系统不相兼容。

---

# 目录

前言 .....	1
重要的安全注意事项 .....	3
目录 .....	5
<b>1 安装 .....</b>	<b>7</b>
拆箱检查表 .....	7
操作面板一览 .....	8
连接 .....	10
安装热敏纸 .....	16
输入您的姓名和传真号码 .....	20
设定日期和时间 .....	24
选择接收模式 .....	26
音量调节 .....	29
<b>2 发送文件 .....</b>	<b>31</b>
可传送的文件 .....	31
放入文件 .....	33
调节解晰度和对比度 .....	36
以普通拨号发送传真 .....	38
以自动拨号发送传真 .....	40
处理报告 .....	50
<b>3 接收文件 .....</b>	<b>52</b>
使用TEL/FAX模式 .....	52
使用FAX模式 .....	53
使用TEL模式 .....	55



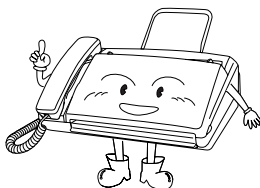
4	复印	59
5	打电话	60
6	应答机的连接	62
	连接应答机	62
	可选应答机连接装置的设定	65
7	特殊功能	69
	来电显示（需要签约）	69
	两种铃声功能（需要签约）	75
	拒收不想要的传真	77
	拉稿（要求传送传真）	79
8	打印一览表	81
9	保养	83
10	故障检修	85
	问题和解决方法	85
	信息和信号	90
	清除夹纸	92
	快速参考指南	95
	索引	97

# 1. 安装

## 拆箱检查表

安装之前，请确认下列所有零部件是否齐备。

若有欠缺，请与经销商或零售商联系。

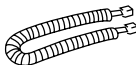


原稿架

听筒



听筒接线



传真纸

(样品纸卷)



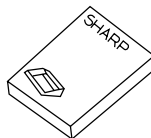
辊轴



纸辊垫片



操作手册

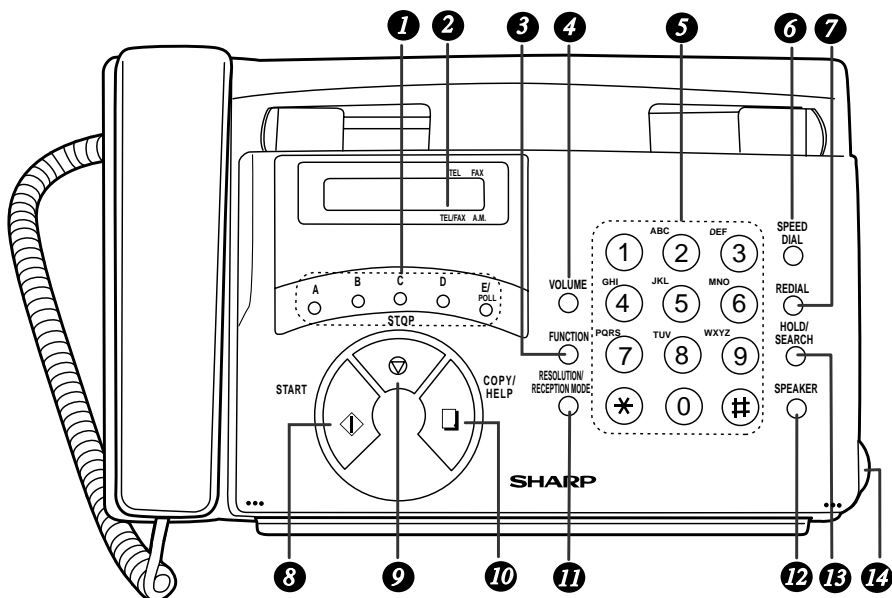


电话线



## 操作面板一览

### 操作面板一览



#### 1 快速拨号键

按其中一个键自动拨传真号码。

(注：FO-10无此功能)

#### 2 显示屏

显示操作和编程中的各种信息和提示。

#### 3 FUNCTION键

按此键选择各种特殊功能。

#### 4 VOLUME键

在按下SPEAKER键后再按此键可用来调节扬声器的音量，而在其他任何时候可用来调节振铃音量。

#### 5 数字键

利用这些键进行拨号，并在存储自动拨号号码时输入数字和字母。

## 6 SPEED DIAL键

按此键，用2位数的缩位快速拨号号码拨传真或电话号码。

## 7 REDIAL键

按此键自动重拨上次拨打的号码。

## 8 START键

在使用缩位拨号、直接按键拨号或普通拨号时，按此键便开始传送。

## 9 STOP键

在某操作结束之前，按此键便可将其取消。

## 10 COPY/HELP键

当送稿器上有文件时，按此键可复印文件。在其他任何时候按此键则打印疑问求助清单，即传真机操作的快速参考指南。

## 11 RESOLUTION/RECEPTION MODE键

当送稿器上有文件时，按此键便可调整传送或复印文件的清晰度。在其他任何时候按此键便可选择接收模式（显示屏上出现一个箭头指出当前所选的接收模式）。

## 12 SPEAKER键

当发送文件时，按此键便可从扬声器听到线路和传真音。

注：这并不是扬声器电话，您必须拿起听筒与对方通话。

## 13 HOLD/SEARCH键

按此键搜索一个自动拨号号码，或在通话中按此键以保留对方的电话稍后再通话。

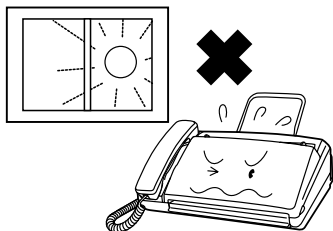
## 14 释放板

抓住指孔并向身前拉此释放板打开操作面板。

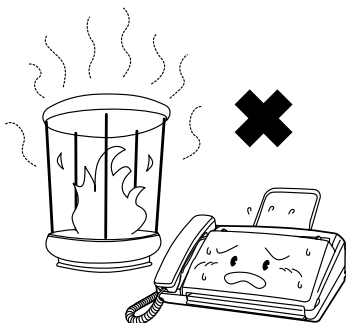
## 连接

### 连接

#### 安装时要牢记的要点



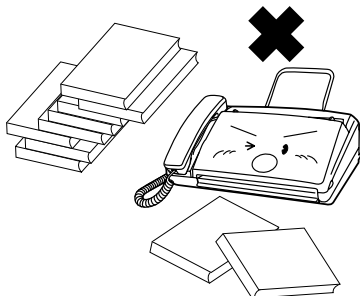
请勿将传真机放置于直射阳光下。



请勿将传真机放置于加热器或空调器附近。



请勿将传真机放置于多尘之处。



尽可能地保持传真机出纸口平坦并无障碍物。

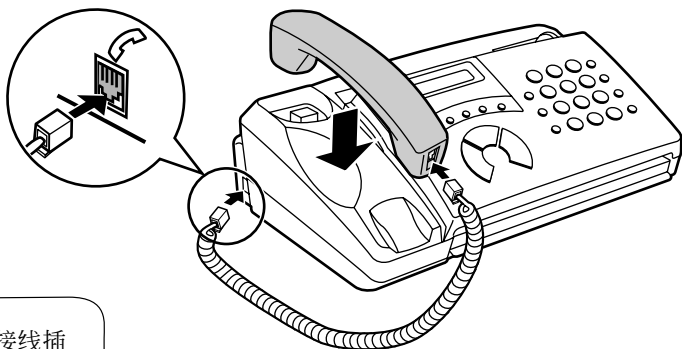
### 关于湿气凝结

如果将传真机从寒冷之处搬移到温暖的场所，扫描玻璃上可能会有湿气凝结，影响要传送的文件的正常扫描。为消除湿气凝结，请在使用传真机之前接通电源并等待约两小时。

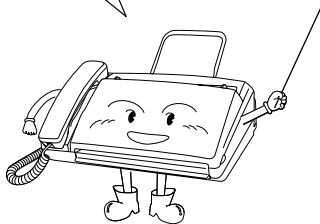
## 连接听筒

请按图示连接听筒，并将其放在听筒座上。

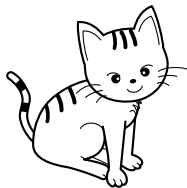
◆ 听筒接线的两端插头相同，任意插入哪一个插座都可以。



务必将听筒接线插入传真机侧面上有听筒标记的插孔！



可利用听筒打普通电话，或手动传送和接收文件。



# 连接

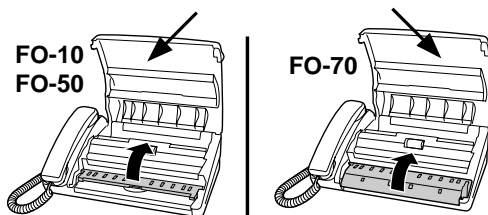
## 拆除包装纸

**1** 抓住指孔并打开操作面板。



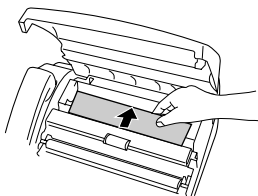
**2** 抬起前侧导纸板。

注意：请勿取下或弯曲胶片带。

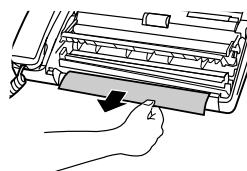


**3** 拆除包装纸。

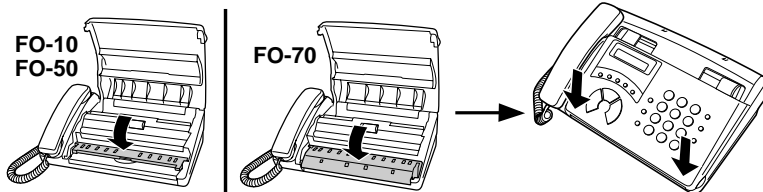
FO-10/FO-50



FO-70



**4** 按下前侧导纸板并关闭操作面板。

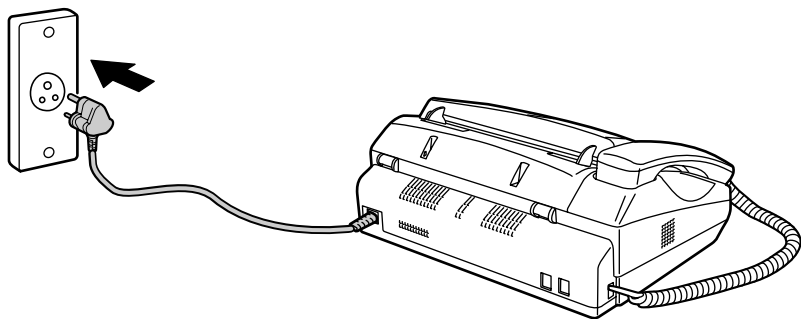


## 连接电源线

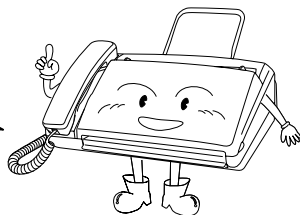
将电源插头插入220-240V，50/60Hz带地线的交流电源插座。

小心!

电源插座应安装在传真机附近，并应便于连接。



本传真机没有电源开关，只要插入或拔出电源线即可接通或关闭电源。



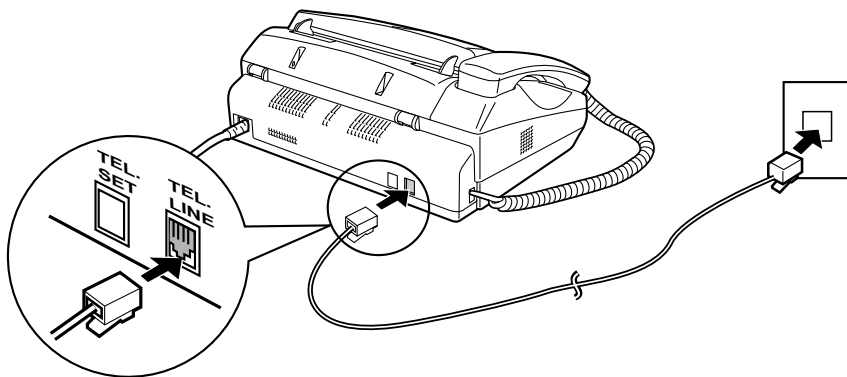
注：如果在贵地区经常发生闪电或电涌，最好在电源线和电话线上安装电涌保护器。电涌保护器在大部分的电话专卖店有售。



# 连接

## 连接电话线

将电话线的一端插入传真机背面标有TEL.LINE标记的插座中，将另一端插入墙壁上的电话插孔。



注：本传真机被设定为音频式拨号。如果您使用的线路是脉冲式拨号，则必须将传真机设定为脉冲式拨号。请按以下步骤按操作面板上的键：

**1** 按右图所示按键：

FUNCTION



显示屏上将显示：

DIAL MODE

(拨号模式)

**2** 按“1”键选择音频式拨号，或按“2”键选择脉冲式拨号。

1 TONE

2 PULSE



或



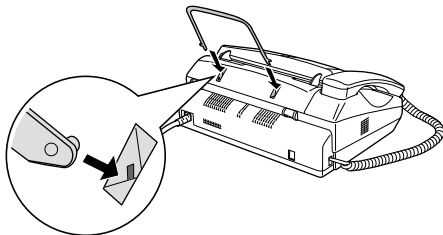
**3** 按STOP键回到日期和时间显示。

STOP



## 安装原稿支架

如下图所示安装原稿支架。



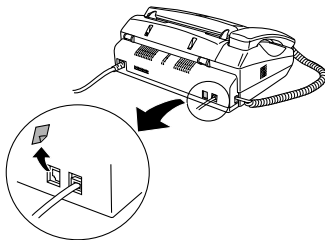
## 分机电话（任选）

若有必要，可以在传真机的TEL. SET插座上连接一部分机电话。

◆ 若要在传真机上连接应答机，请参见第6章“应答机的连接”。

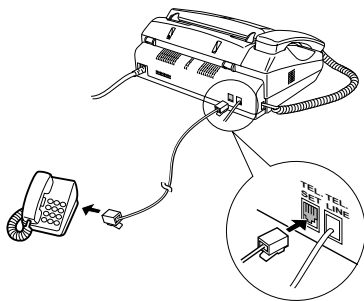
---

**1** 取下贴在TEL. SET插座上的封条。



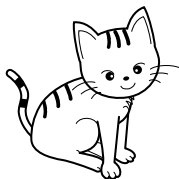
---

**2** 将分机电话线连接至TEL. SET插座。

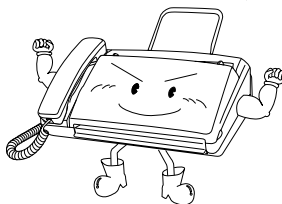


## 安装热敏纸

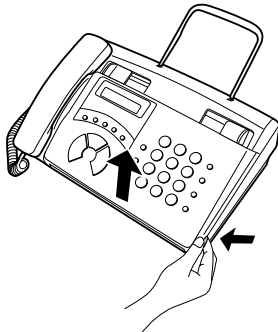
您的传真机将接收到的传真文件打印在一种称为热敏纸的特殊类型纸上。



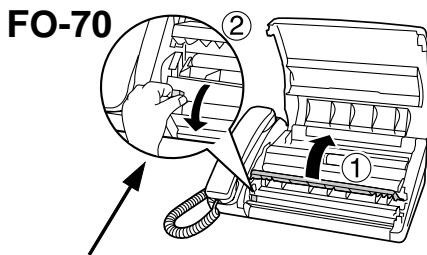
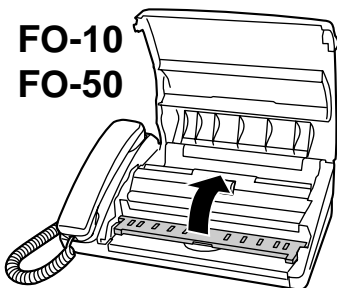
传真机的打印头利用发热在热敏纸上形成文字和图像。



**1** 如图所示抓住指孔拉起并打开操作面板。

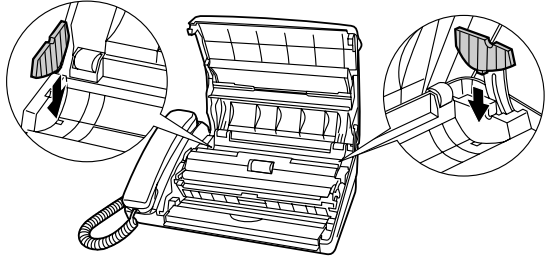


**2** 抬起前侧导纸板。

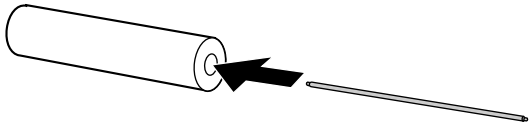


按此按钮以确认金属导板的前缘已落下。

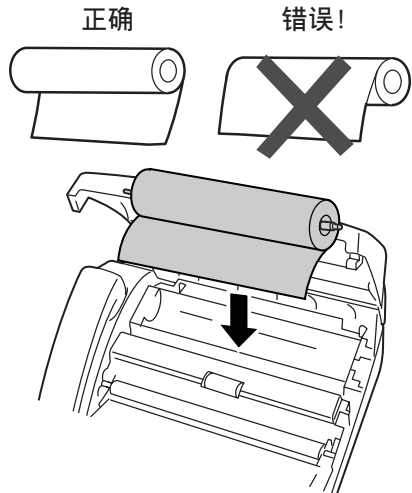
- 3** 如果装戴 A4 尺寸纸张将纸辊垫片放进纸舱的两端。
- 纸辊垫片的棱纹面朝内（彼此相对）。



- 4** 打开热敏纸并插入辊轴。



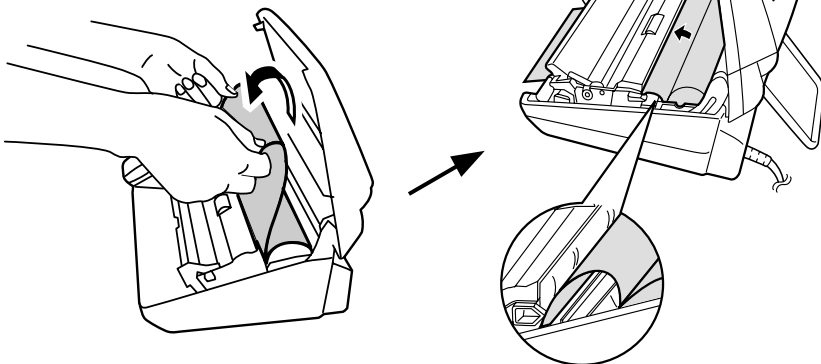
- 5** 将热敏纸卷放入纸舱，并确保使辊轴两端正确卡入纸舱两侧的凹槽。



◆ **重要：** 纸卷必须正确放置，使其前缘能如图所示被拉出。（这种纸仅一面有用于打印的涂层，若将纸卷放反，则打印出来的是白纸。）

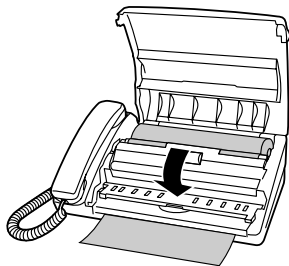
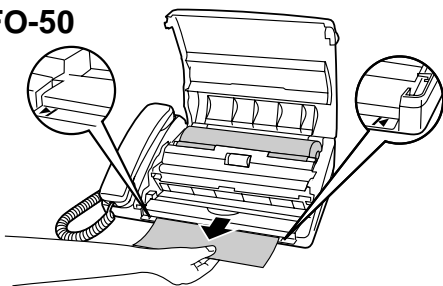
## 安装热敏纸

- 5** 如图所示，将纸的前缘插入槽中，然后将其继续推过槽，直至传真纸从传真机前部的开口中伸出。

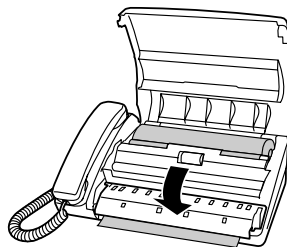
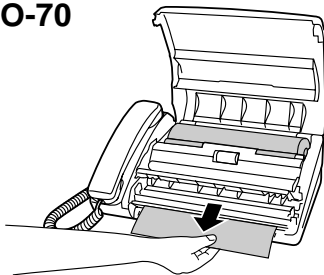


- 6** 请确保传真纸能够笔直送出，然后放下导纸板。

**FO-10**  
**FO-50**



**FO-70**



**7** 关闭操作面板，确认发出喀嗒声到位。

- F0-10/F0-50：传真纸将被送出一小段。抓住纸的一端并向上拉，将其扯下。
- F0-70：一小段传真纸将被切除。



喀嗒！

## 更换传真纸

纸用完时，显示屏上将出现OUT OF PAPER（纸用完）。这时无法进行接收和复印。若要更换纸卷，先取出旧纸卷，然后如上所述安装新纸卷。

为了延长传真机的使用寿命并获得最佳重现质量，最好使用以下的夏普传真（热敏）纸，这种纸可在经销店或零售店购买：

### F0-20PRw热敏纸（30m纸卷）

使用其他规格的纸可能导致复印质量差以及热感头上残留物的过度沉积。

## 热敏纸的维护

请等到准备使用之前再拆开纸的包装。在下列情况下传真纸可能变色：

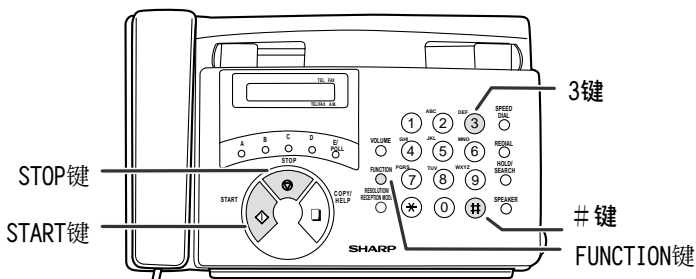
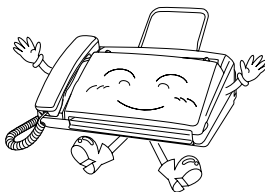
- ◆ 存放于高湿或高温环境。
- ◆ 暴露于直射阳光之下。
- ◆ 接触到胶水、稀释剂或新复印的晒图纸。
- ◆ 在纸上使用橡皮和胶带纸，或被刮划。

## 输入您的姓名和传真号码

### 输入您的姓名和传真号码

使用传真机之前，需要输入您的姓名和传真机的电话号码。还需设定日期和时间。

一旦输入了这些信息，它们将自动出现在您发送的每一页文件的顶端。



**1** 按FUNCTION键和3键：

FUNCTION



显示屏上将显示：

ENTRY MODE

(输入模式)

**2** 按两次#键:



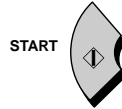
显示屏上将显示:

**OWN NUMBER SET** (自己的传真号码设定)

**3** 按START键。

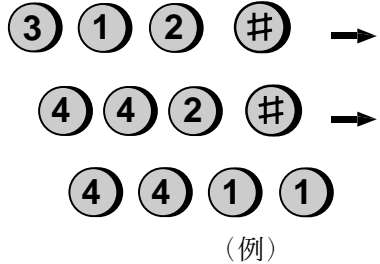
显示屏上将显示:

**ENTER FAX #** (输入传真号码)



**4** 按数字键（最多可输入20位数字）输入您的传真号码。

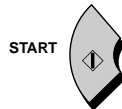
- 若要在数字之间插入空格，请按#键。
- 如果出错，请按SPEED DIAL键将光标移回到出错位置并修正错误。



**5** 按START键将传真号码存入存储器。

显示屏上将显示:


**ENTER YOUR NAME** (输入您的姓名)







# 输入您的姓名和传真号码

**6** 按下图所示按与各字母相应的数字键输入您的姓名。最多可输入24个字符。

例如：SHARP = 7 7 7 7 7 4 4 2 2 7 7 7 7  7 7

SPACE =  

A =  

B =   

C =    

D =  

E =   

F =    

G =  

H =   

I =    

J =  

K =   

L =    

M =  

N =   

O =    

P =  

Q =   

R =    

S =     

T =  

U =   

V =    

W =  

X =   

Y =    

Z =     

◆ 若要连续输入两个需用同一键的字母，在输入第一个字母后按SPEAKER键。

(SPEAKER键使光标向前移，HOLD/SEARCH键使光标向后移)

◆ 要删除错误时，按SPEED DIAL键。

◆ 要改变大小写字母时，按REDIAL键。

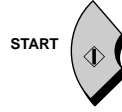
◆ 要选择以下某一符号时，反复按#键或\*键：

. / ! " # \$ % & ' ( ) \* + , - . : ; < = > ? @ [ ¥ ] ^ \_ ` { | } → ←

光标：显示屏上的黑色方块标记，表示数字或字母的输入位置。

---

**7** 按START键将您的姓名存入存储器。



显示屏上将显示：

**DATE&TIME SET** (日期和时间设定)

---

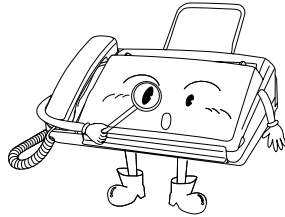
**8** 按STOP键返回到日期和时间显示。



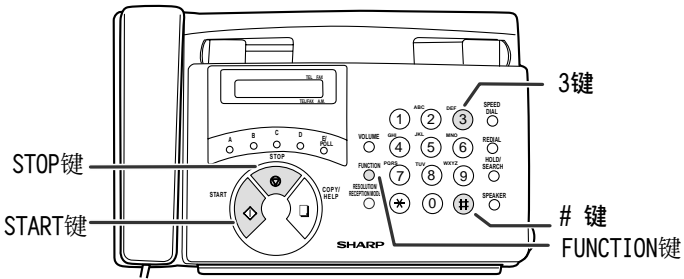
# 设定日期和时间

## 设定日期和时间

日期和时间出现在显示屏和报告中，并打印在每一页传送文件的顶端。



按下图所示按操作面板上的键设定日期和时间。



**1** 按FUNCTION键和3键：



显示屏上将显示：

ENTRY MODE (输入模式)

**2** 按FUNCTION键和3键：

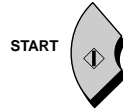


显示屏上将显示：

DATE & TIME SET (日期和时间设定)

**3** 按START键。

- 当前设定的日期将出现在显示屏上。



**4** 输入两位数的日期（“01”至“31”）。



例如：5日

**5** 输入两位数的月份（一月为“01”，二月为“02”，十二月为“12”等）。

- 若要纠正错误，按SPEED DIAL键将光标移回到出错的位置，然后输入正确的数字。



例如：一月

**6** 输入年份（四位数）



例如：1999

**7** 输入两位数的小时（“00”至“23”）和两位数的分钟（“00”至“59”）。

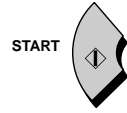


例如：9:25

## 设定日期和时间

---

**8** 按START键使时钟开始运行。



---

**9** 按STOP键返回到日期和时间显示。



注：本传真机适用于2000年。

## 选择接收模式

本传真机有四种接收电话和传真的模式：

### TEL模式：

当您想要既能接收电话又能接收传真时，请选择此模式。您必须首先拿起传真机的听筒来应答所有的电话（包括传真）。

### FAX模式：

当您只想在此线路上接收传真时选择本模式。传真机将自动应答所有的电话并接收传真。

### TEL/FAX模式：

本模式对于接收传真和电话均方便。当呼叫打进来时，传真机将检测是电话（包括手动拨号传真发送）还是自动拨号传真。若是电话，传真机将发出一种特殊的振铃声提醒您接电话；若是自动拨号传真发送，则将开始自动接收。

### A.M. 模式：

若您已将应答机接至传真机（参阅第6章），则请使用此模式。若您想在外出中用应答机接收语音信息和用传真机接收传真时，请选择此模式。

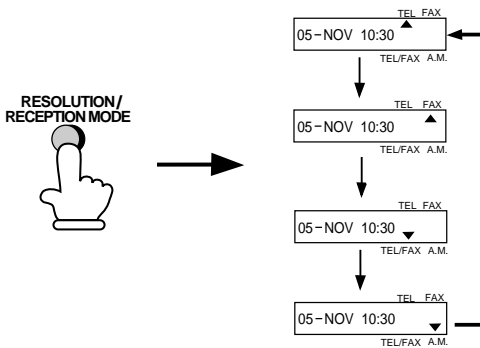
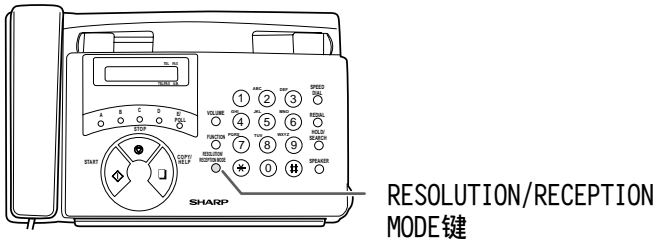
# 选择接收模式

## 选择接收模式

1 确认送稿器空着。

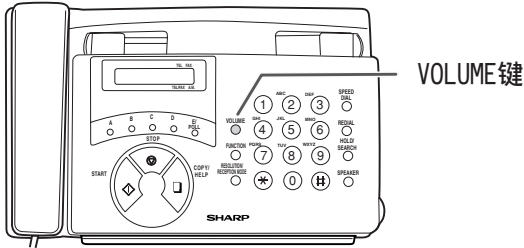


2 按RESOLUTION/RECEPTION MODE键直至显示屏上的箭头对准所需的模式。



## 音量调节

您可以用VOLUME键调节扬声器和振铃器的音量。



## 扬声器

**1** 按SPEAKER键。

SPEAKER

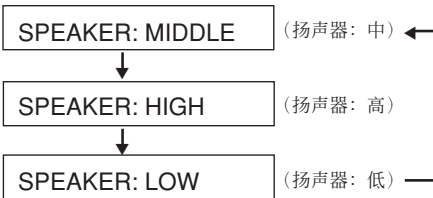


**2** 按VOLUME键一次以上选择所需的音量等级。

VOLUME



显示屏将显示：



**3** 再次按SPEAKER键关闭扬声器。

SPEAKER





# 音量调节

## 振铃器

- 1** 按VOLUME键选择所需的音量等级。  
( 确认未按SPEAKER键,也未拿起听筒。)



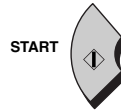
显示屏上将显示:



- 2** 若想要关闭振铃器,请继续按VOLUME键直至“RINGER OFF: OK?”出现在显示屏上,然后按START键。



(关闭振铃器: 确认?)



## 2. 发送文件

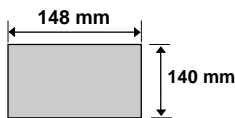
### 可传送的文件

#### 尺寸和重量

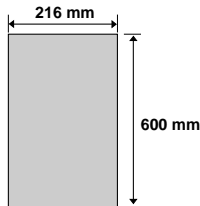
送稿器上可以放入的文件尺寸和重量取决于一次放一页还是放数页。

一次放一页：

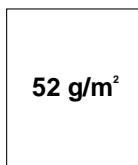
最小尺寸



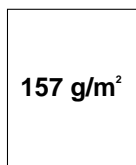
最大尺寸



最小重量

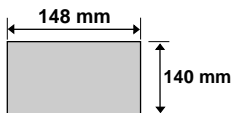


最大重量

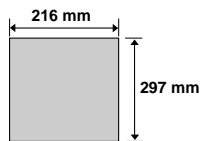


一次放数页：

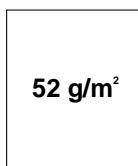
最小尺寸



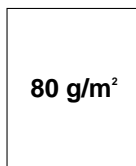
最大尺寸



最小重量

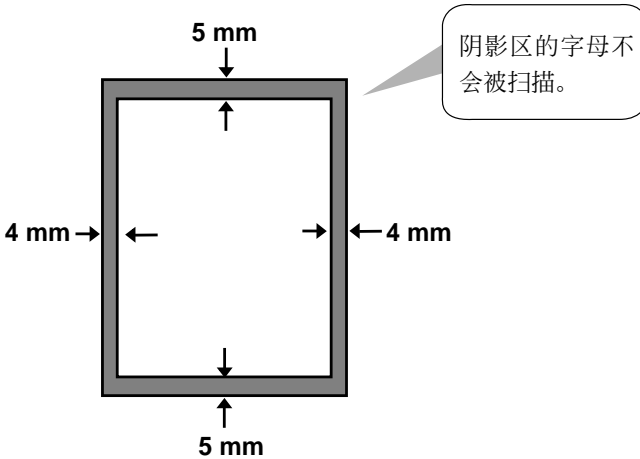


最大重量



## 可传送的文件

注：文件边缘处的文字或图像不会被扫描。



## 其他限制

- ◆ 扫描器无法辨认黄色、黄绿色或淡蓝色墨水书写的文件。
- ◆ 将文件放入送稿器之前，必须晾干文件上的墨水、胶水和涂改液。
- ◆ 将文件放入送稿器之前，必须拆除文件上的所有回形针、订书针和大头针，否则可能损坏传真机。
- ◆ 粘补、剪贴、破损、小于最小尺寸、用复写纸复写或易脏的文件应先进行复印，然后将复印件放入送稿器。

## 放入文件

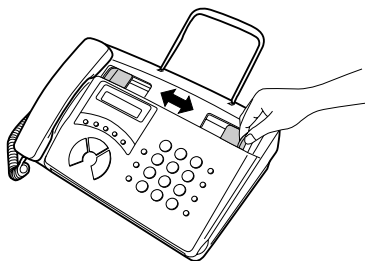
送稿器中一次最多可放入5页文件。文件将从最底下的一页开始被自动送入传真机。

F0-10: ◆ 若需要发送或复印1页以上文件，请在第一页被扫描之后传真机发出哔音时，小心仔细地将下一页文件放入送稿器。

◆ 若需要发送或复印5页以上文件，请在最后一页被扫描之前将剩余的文件小心仔细地放入送稿器。请勿试图强行放入，否则可能导致重送送纸或夹纸。

◆ 若文件中有几页特别大或厚，则必须一次放一页，在扫描前一页时插入一页至送稿器。请轻轻插入以防止重送送纸。

**1** 调节文件导板以适合文件宽度。

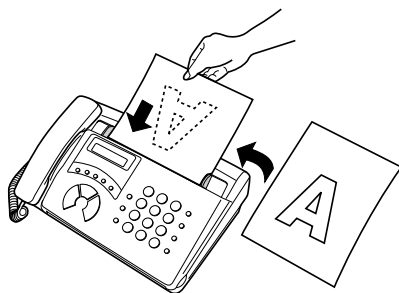


**2** 将文件正面朝下轻轻推入送稿器。  
文件的顶端应先送进传真机。

- 送稿器将文件的前缘吸进传真机。显示屏上将显示：

READY TO SEND

(准备发送)



## 放入文件

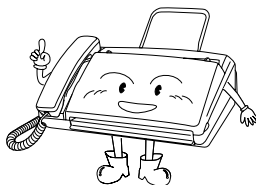
- 按照“解晰度和对比度”中的说明调整解晰度和/或对比度的设定，然后按照“以普通拨号发送传真”中的说明拨号。

RESOLUTION  
RECEPTION MODE



## 从送稿器上取出文件

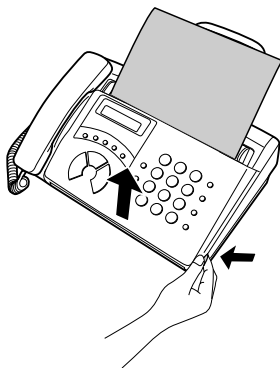
若需从送稿器上取出文件，请打开操作面板。



### 重要：

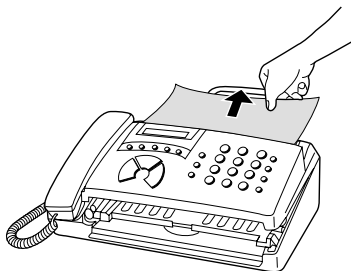
请勿试图在未打开操作面板的情况下取出文件，否则可能损坏送稿机构。

- 抓住指孔拉起并打开操作面板。



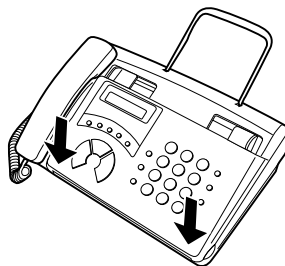
## 2 取出文件。

- 如果不能取出文件，请参见第 10 章“故障检修”中的“清除夹纸”。



## 3 关闭操作面板

- 按下面板的前面两侧角，确认发出喀嗒声到位。



## 调节解晰度和对比度

### 调节解晰度和对比度

若有必要，可以在发送文件之前调节解晰度和对比度。



注：解晰度和对比度设定仅在传送文件时有效，接收文件时无效。

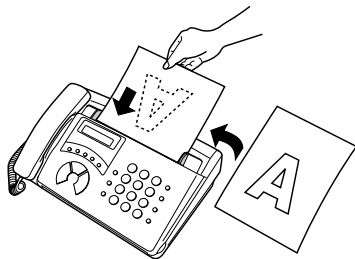
### 解晰度设定

- STANDARD（标准）：用于传送普通文件。本设定向您提供最快速和最经济的传送。
- FINE（精细）：用于传送包含小文字或精细图像的文件。
- SUPER FINE（超精细）：用于传送包含极小文字或极精细图像的文件。
- HALF TONE（中间色调）：用于传送照片和图像。原稿将以64个灰度等级再现。

### 对比度设定

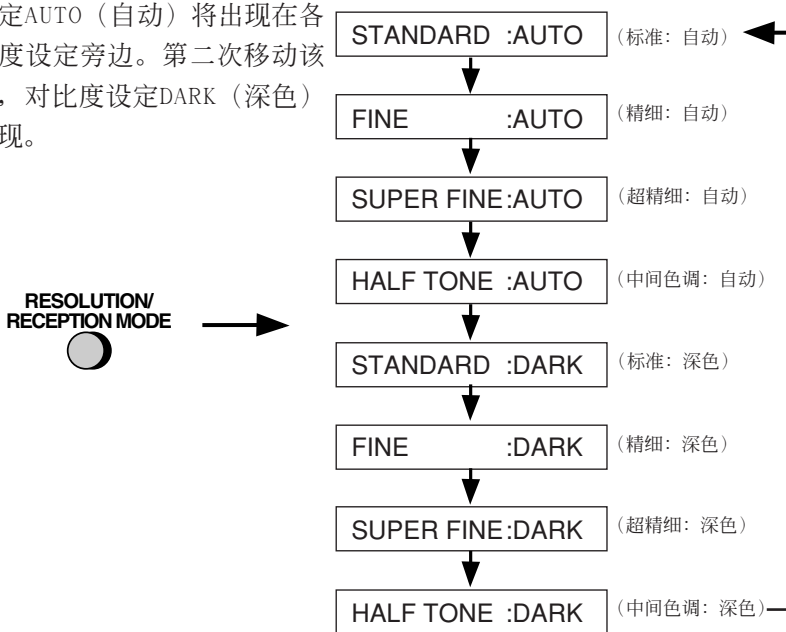
- AUTO（自动）：用于传送普通文件。
- DARK（深色）：用于传送模糊文件。

- 1** 放入文件。
- 文件必须在调节解晰度和对比度之前放入。



- 2** 按一次或数次RESOLUTION/RECEPTION MODE键直到所需的解晰度和对比度设定出现在显示屏上。

- 首次移动解晰度设定表时，对比度设定AUTO（自动）将出现在各解晰度设定旁边。第二次移动该表时，对比度设定DARK（深色）将出现。



**注：**若要以SUPER FINE解晰度传送文件，接收方的传真机也必须具有该解晰度。否则，本传真机将自动下降到下一级可能的最佳设定上。



## 以普通拨号发送传真

使用普通拨号时，请拿起听筒（或按SPEAKER键）并按数字键拨号。

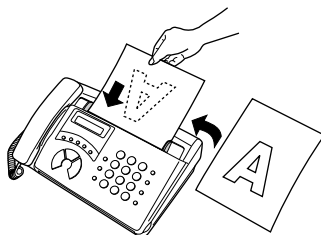
- ◆ 若有人应答，在发送传真之前可通过听筒与对方交谈。（若按SPEAKER键，则必须拿起听筒交谈。）
- ◆ 普通拨号使您能听到线路音，确认对方传真机是否应答。

### 1 放入文件。

显示屏上将显示：

READY TO SEND (准备发送)

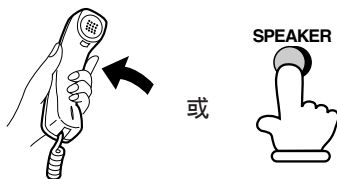
- 若有必要，设定解晰度和／或对比度。



RESOLUTION /  
RECEPTION MODE



### 2 拿起听筒或按SPEAKER键。听到拨号音。



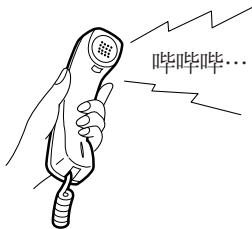
### 3 按数字键输入接收方传真机的号码。



(例)

**4** 等待接通。根据接收方传真机的设定，您将听到传真机接收音或对方有人应答。

- 若对方应答，请对方按START键（若您按了SPEAKER键，则拿起听筒与其通话）。这样接收方的传真机将发出接收音。



**5** 您听到接收音时，按START键。若使用了听筒，将其放回。

- 传送结束后，传真机将发出一声哔音。



### 使用REDIAL键

您可以按REDIAL键来重拨最后拨过的号码。若要发送文件，线路接通后听到传真机接收音时按START键。注意，当您按REDIAL键时，扬声器将自动开启。

# 以自动拨号发送传真

## 以自动拨号发送传真

只需按快速键，或按SPEED DIAL键后输入一个两位数，即可拨传真或电话号码。

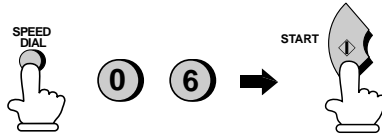
注：F0-10无此功能。

- ◆ 若要使用自动拨号，必须首先将完整的传真或电话号码存入传真机。
- ◆ 存储传真或电话号码时，需要为其选择一个两位数的快速拨号号码。可以存储40（F0-10：10）个快速拨号号码。

快速拨号号码01至05用于快速键（单触）的拨号。

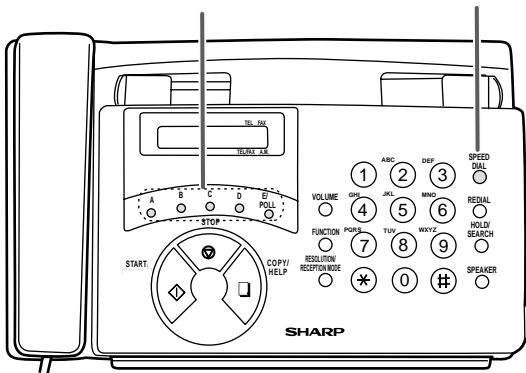


快速拨号号码06至40（F0-10：01至10）用于SPEED DIAL键的拨号。



快速拨号键

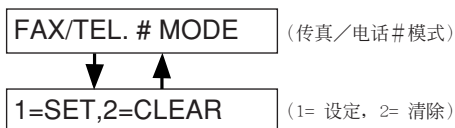
SPEED DIAL键



## 存储用于自动拨号的传真和电话号码

**1** 如右图所示按键：

显示屏上将显示：



**2** 按“1”选择SET。

①

显示屏上将显示：



**3** 按数字键（01～05用于快速键拨号，06～40（F0-10：01至10）用于缩位拨号）输入一个两位数的缩位拨号号码。

① ①  
(例)

**4** 按数字键输入传真或电话号码。  
(注：不能输入空格。)

② ③ ② ④ ⑤ ⑥ ⑦

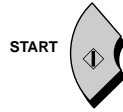
• 按SPEED DIAL键清除错误。

(例)

◆ 若在两位数字之间需要暂停以便进入特殊服务或外线，按REDIAL键（一个暂停为2秒）。暂停以连字符出现。一行中可以加入数个暂停。

# 以自动拨号发送传真

## 5 按START键。



## 6 如下图所示，按数字键输入对方的姓名。（若不想输入姓名，则可直接进入步骤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	

例如： SHARP = 7 7 7 7 7 4 4 4 2 2 7 7 7 7  7 7

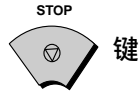
- ◆ 要清除错误，按SPEED DIAL键。
- ◆ 若要连续输入两个需用同一个键的字母，则在输入第一个字母后按SPEAKER键。

## 7 按START键。



- 8** 返回步骤3存储另一个号码，或按STOP键恢复日期和时间显示。

步骤3或按



键

## 用于区号和访问码的顺序拨号

您还可以在快速拨号键或缩位拨号号码中存储区号或访问码。若要用该号码进行拨号，参见第5章“打电话”中的“顺序拨号”。

注：存储在快速拨号键或缩位拨号号码中的区号或访问码仅在拨号之前拿起听筒或按SPEAKER键的情况下才可使用。

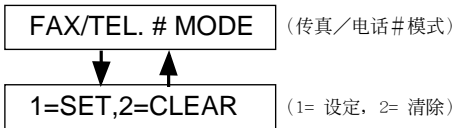
## 删除自动拨号号码

- 1** 如右图所示按键：

FUNCTION



显示屏上将显示：



- 2** 按2键选择CLEAR。



- 3** 按数字键输入所要删除的快速拨号号码。



(例)

## 以自动拨号发送传真

**4** 按START键。



**5** 返回步骤3可删除另一个号码，或按STOP键退出。



### 修改

若要修改前面存储的号码，请重复存储步骤。在步骤3中选择所要修改的快速拨号键或缩位拨号号码，然后在步骤4和步骤6中当号码和/或出现在显示屏上时进行修改。

**注：**本传真机在电源关闭时使用锂电池将自动拨号号码和其他编程的资料保存在存储器中。电池的电力主要在电源关闭时消耗。若电源持续关闭，该电池的寿命约为5年。若电池耗尽，请到经销店或零售店更换，请勿自行更换。

## 快速拨号键拨号

若所要拨打的号码已存入快速拨号号码01至05用于自动拨号，则按相应的快速拨号键即可拨号。

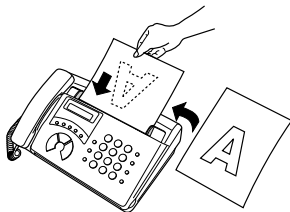
注：FO-10无此功能。

### 1 放入文件。

显示屏上将显示：

READY TO SEND

(准备发送)



- 若有必要，设定解晰度和/或对比度。

RESOLUTION/  
RECEPTION MODE



### 2 按照以下方法按所需的缩位拨号号码对应的快速拨号键：

缩位拨号01：快速拨号键A

缩位拨号02：快速拨号键B

缩位拨号03：快速拨号键C

缩位拨号04：快速拨号键D

缩位拨号05：快速拨号键E



例如：若要拨打快速拨号号码01，则按快速拨号键A。

- 接收方的姓名将出现在显示屏上。若未存储姓名，则会出现传真号码。（若姓名或号码不正确，请按STOP键。）
- 一旦接通，文件将自动被传送。



# 以自动拨号发送传真

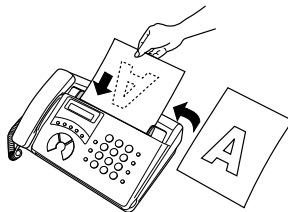
## 缩位拨号

缩位拨号可用于拨打存储为自动拨号的任何号码。

### 1 放入文件。

显示屏上将显示：

READY TO SEND (准备发送)



- 若有必要，设定分辨率和/或对比度。



### 2 按SPEED DIAL键，然后按数字键输入两位数的缩位拨号号码。

- 若要输入数字1至9，先输入0，然后输入数字。



### 3 查看显示屏。如果显示的姓名或号码正确，按START键。（如果不对，按STOP键后重复步骤2。）



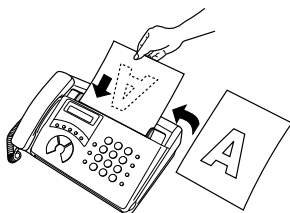
## 直接按键拨号

您也可以用数字键输入完整的号码，然后按START键开始拨打。如果您在发送传真之前不需要与对方通话，则可以用此方法拨完整的号码。

### 1 放入文件。

显示屏上将显示：

**READY TO SEND** (准备发送)



- 若有必要，设定分辨率和/或对比度。

RESOLUTION/  
RECEPTION MODE



### 2 按数字键输入接收方传真机的号码。



(例)

- 若两位数字之间需要暂停以便进入特殊服务或外线，请按REDIAL键。暂停以连字符出现。一行中可以加入数个暂停。

### 3 查看显示屏。如果显示的接收方传真机号码正确，按START键。

- 如果不对，按STOP键逐次删除一位数字，然后重新输入正确的号码。



# 以自动拨号发送传真

## 搜寻自动拨号号码

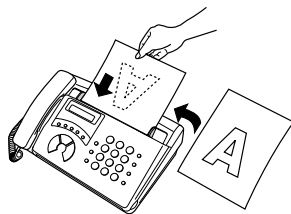
如果您忘记了某个传真号码存储于哪个快速拨号键或缩位拨号号码，则可以按以下步骤搜寻该号码。一旦找到了该号码，只需简单地按START键便可以拨号并传送放入的文件。

### 1 放入文件。

显示屏上将显示：

READY TO SEND

(准备发送)



- 若有必要，设定解晰度和/或对比度。

RESOLUTION/  
RECEPTION MODE



### 2 按HOLD/SEARCH键，然后按1键。

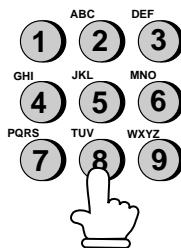
HOLD/  
SEARCH



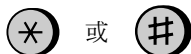
1

### 3 按一次或数次相应的数字键（对应所需字母的键）输入存储姓名的第一个字母，直到该字母出现在显示屏上。若姓名以特殊字符或数字开头，按1键。

- 若您忘记了第一个字母，请进到步骤4（您将从头开始浏览姓名一览表）。
- 若没有为该号码存储姓名，按“0”键。这样，将浏览号码一览表，而非姓名。



**4** 按#键或\*键浏览姓名（若按0键，则浏览号码）。当所需的姓名出现在显示屏上时停止。



- 若没有存储以输入字母开头的姓名，您将从下一个姓名开始以字母排列顺序浏览一览表。若完全未存储姓名/号码，将显示NO DATA（没有资料）。

**5** 按START键。一旦接通文件将被自动传送。



## 自动重拨

如果使用自动拨号（包括直接按键拨号）且对方电话占线，传真机将自动重拨该号码。以5分钟的间隔最多重拨2次。

- ◆ 若要停止自动重拨，按STOP键。

# 以自动拨号发送传真

## 处理报告

完成发送或接收传真后，传真机会自动打印处理报告以便您检查结果。

出厂时传真机设定为仅在出错时打印处理报告。

若要改变打印报告的条件，请按照以下步骤进行。

◆ 处理报告无法以手动方式打印。

**1** 按右图所示按键：

FUNCTION



显示屏上将显示：

TRANSACTION LIST

(处理报告)

**2** 按“1~4”键中的任一键选择打印条件。

- ① ALWAYS PRINT (常规打印) 每次传送、接收或出错时均打印报告。
- ② ERROR PRINT (出错打印) 仅出错时打印报告。
- ③ SEND ONLY (传送打印) 每次传送后打印报告。
- ④ NEVER PRINT (不打印) 不打印报告。

**3** 按STOP键恢复日期和时间显示。



```

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X
X
X                      TRANSACTION REPORT
X                      25-JAN-1999 10:30
X      FOR: John Doe Corp.      201 555 1234
X
X-----X
X  DATE  START  RECEIVER  PAGES  TIME  NOTE
X-----X
X 25-JAN 10:30  JACK JONES      0  **'***"  CANCEL
X-----X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

```

## 标题说明

**SENDER/  
RECEIVER** (发送者/接收者) 处理中涉及的其他传真机的传真号码。如果本传真机无ID功能，将出现通讯模式（例如，“G3”）。

**PAGES (页数)** 传送或接收的页数。

**NOTE (注)** OK (正常) — 传送/接收正常。

P.FAIL (电源故障) — 发生电源故障。如果不是因停电而出现问题，请试试插入其他电源插座。若有必要，请电工检查电源线路。

JAM (夹纸) — 出现与传真纸或原稿文件有关的故障。确认传真纸或文件是否正确放入，确认操作面板是否关好。

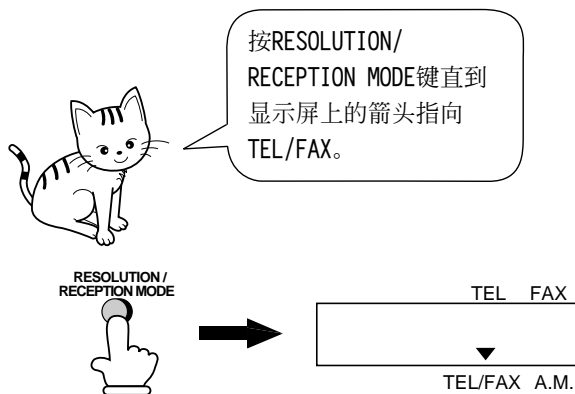
NO PAPER (纸用完) — 接收中传真纸用完。

COM.E-0至COM.E-7 (通讯故障) — 由于电话线路故障影响操作。参见第10章中“问题和解决方法”中的“线路故障”。

CANCEL (取消) — 因为按STOP键、送稿器上没有文件或对方传真机要求用本传真机不具备的功能进行传送等原因，传送被取消。如果您试图发送传真，确认文件已放入送稿器；如果您正在接收，请与传真发送方联系，询问对方发送的方法。

## 3. 接收文件

### 使用TEL/FAX模式



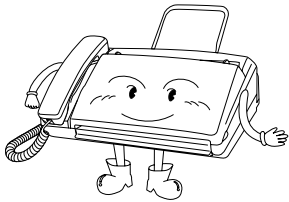
接收模式设定于TEL/FAX时，传真机在响起2次铃声时会自动应答所有的电话。应答后，传真机会监测线路约5秒钟以判断是否有传真发送过来。

- ◆ 若传真机检测到传真音（表示来电是以自动拨号传送的传真），将自动开始接收传真。
- ◆ 若传真机未检测到传真音（表示来电是电话或以手动拨号传送的传真），将发出30秒钟的振铃声（称为伪振铃），以提醒您接电话。如果在此期间内您未应答，传真机将发送传真音给对方的传真机，允许对方根据需要手动发送传真。

#### 注：

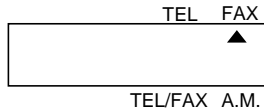
只有传真机才会通过伪振铃提醒您是电话或是以手动拨号传送的传真，连接在同一电话线上的分机电话接通后不会发出铃声。

## 使用FAX模式



选择FAX模式时，  
按RESOLUTION/  
RECEPTION MODE键直  
到显示屏上的箭头指  
向FAX模式。

RESOLUTION/  
RECEPTION MODE



接收模式设定于FAX模式时，传真机在响两次铃声后自动应答来电并接收传真。

2次铃声



传真接收



◆ 如果您在传真机应答之前拿起听筒，则可以按照“使用TEL模式”中的说明与对方通话，并/或接收文件。



# 使用FAX模式

## 改变铃声次数

若有必要，您可在FAX和FAX/TEL模式下改变传真机应答来电的铃声次数。可选择2~5中的任一数字。

**1** 按右图所示按键：



**2** 输入所需铃声次数（2~5中的任一数字）。



**3** 按STOP键恢复日期和时间显示。



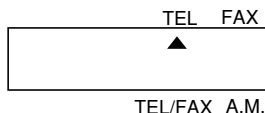
注：若您使用的是特殊铃声，则不管上述设定如何，本传真机均会在两次铃声后应答来电。

## 使用TEL模式



选择TEL模式时，  
按RESOLUTION/  
RECEPTION MODE键直到  
显示屏上的箭头指向TEL  
模式。

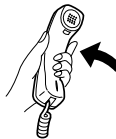
RESOLUTION/  
RECEPTION MODE



接收模式设定于TEL模式时，您必须用传真机的听筒或连接在同一电话线上的分机电话应答所有来电。

## 用传真机的听筒应答

**1** 传真机响铃时拿起听筒。



**2** 若听到传真音，请等待显示屏上显示RECEIVING（接收），然后放回听筒。



注：若已将传真信号接收设定于NO（否），则请按START键开始接收。

## 使用TEL模式

**3** 若对方先说话，然后要求发送传真，请在通话后按START键（您要在对方按START键之前按START键）。

- 确认显示屏上显示RECEIVING（接收），然后放回听筒。

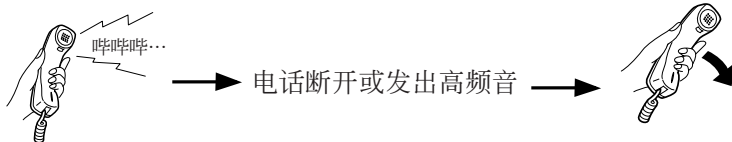


## 用分机电话应答

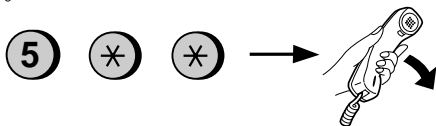
**1** 电话铃响时，拿起分机电话应答。



**2** 若听到柔和的传真音，请等待本传真机应答（若分机电话连接在传真机上，则它将断开；若分机电话连接在单独的墙壁插座上，则会听到高频音），然后放回听筒。



- 3** 如果传真机不应答，或者对方想先通话再发送传真，则按分机电话（仅限于音频拨号电话）上的5、\*和\*。这会通知本传真机开始接收。然后放回听筒。



注：

- ◆ 如果送稿器上放有文件，传真机将不接受该信号也不会开始接收（5\*\*）。
- ◆ 若已将传真信号接收设定于NO（否），则请按分机电话上的5、\*和\*键开始接收。

## 改变遥控启动传真的号码

若有必要，您可以使用除5以外的任何数字从分机电话启动传真接收。您可以选择0~9中的任何数字。

- 1** 按右图所示按键：

FUNCTION



显示屏上将显示：

TEL/FAX REMOTE #

（电话/传真遥控#）

- 2** 按0~9的任一数字。



（例）

- 
- 3** 按STOP键恢复日期和时间显示。



### 传真信号接收

在应答本传真机或分机的来电后若听到高频传真音，本传真机将自动开始接收传真。若您使用电脑传真调制解调器在同一线路上传送文件，则必须关闭此功能以防止传真机错误地接收来自电脑传真调制解调器的文件。请按照以下步骤改变设定。

- 
- 1** 按右图所示按键：

FUNCTION



显示屏上将显示：

FAX SIGNAL RX

(传真信号接收)

- 
- 2** 按“1”键启动该功能，或按“2”键将其关闭。

YES

NO



或



- 
- 3** 按STOP键恢复日期和时间显示。



## 4. 复印

本传真机也可以用于复印文件。

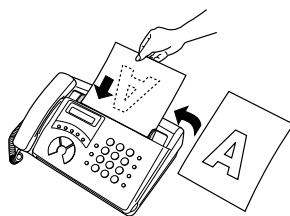
- ◆ 您可以利用此功能在传送文件之前制作文件的复印样本，以查看是否需要调节解晰度或对比度。

### 1 正面朝下放好文件。

显示屏上将显示：

**READY TO SEND** (准备发送)

- 若有必要，设定解晰度和/或对比度。



RESOLUTION/  
RECEPTION MODE



### 2 按COPY/HELP键。



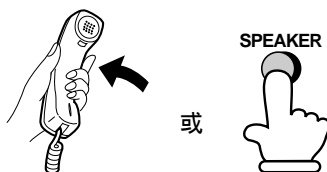
---

## 5. 打电话

本传真机可以像普通电话机一样用来打电话和接电话。

◆ 若要打或接电话，必须接通电源。

- 
- 1** 拿起听筒或按SPEAKER键。听到拨号音。



- 
- 2** 用下列方法之一拨号：

- **普通拨号：**用数字键输入完整的电话号码。
- **快速拨号键拨号：**按相应的快速拨号键。
- **缩位拨号：**按SPEED DIAL键，并用数字键输入两位数的SPEED DIAL号码。



例如：按快速拨号键A

- 
- 3** 当对方应答时进行通话。

- 若按SPEAKER键，请拿起听筒进行通话。



## 顺序拨号

拿起听筒后，可以进行由普通拨号、快速拨号键拨号和缩位拨号号码任意组合的拨号。例如，您已将用于某项特殊服务的区号或访问码存入一个快速拨号键，则您可以先按存有该区号或访问码的快速拨号键，然后按快速拨号键、按数字键或按SPEED DIAL键后输入两位数缩位拨号号码，来拨剩余的号码。

## 搜寻自动拨号号码

您可以使用HOLD/SEARCH键搜寻快速拨号键或缩位拨号号码。如第2章中“以自动拨号发送传真”一节中“搜寻自动拨号号码”中所介绍的那样，首先搜寻自动拨号号码，然后再拿起听筒或按SPEAKER键。该号码将被自动拨打（请勿按START键）。

## 重拨

可以按REDIAL键重拨上一次拨打的号码（不必拿起听筒或按SPEAKER键）。当对方应答时，拿起听筒进行通话。

## 保留

在通话中按HOLD/SEARCH键可以暂时保留对方的电话。按下此键后，对方将听不到您的声音。可以将听筒放回听筒座上而电话不会被挂断。当您准备再度与对方通话时，请拿起听筒。如果未将听筒放回听筒座，则再按一次HOLD/SEARCH键即可恢复通话。



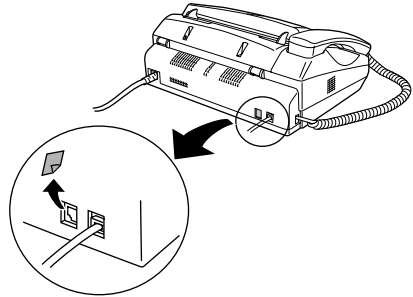
---

## 6. 应答机的连接

### 连接应答机

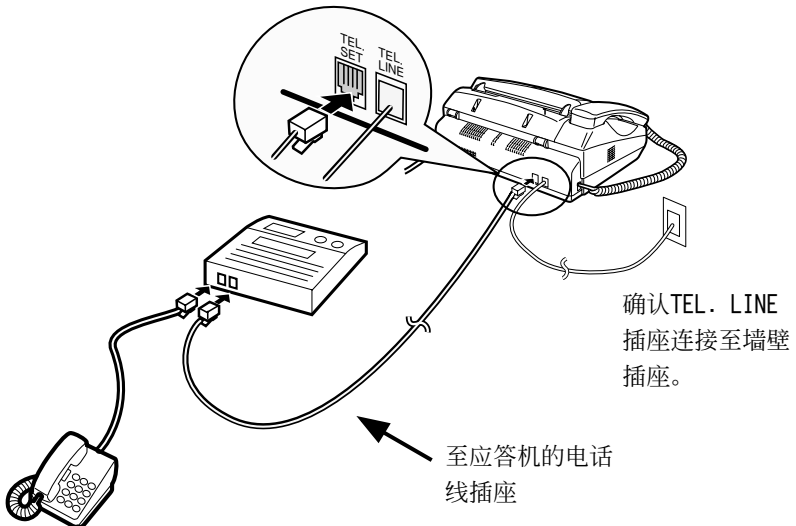
若有必要，可以在传真机的TEL．SET插座上连接一台应答机。这样在您外出时也可以接收电话和传真。

- 
- 1 取下贴在TEL．SET插座上的封条。



- 2 将应答机的电话线插座与TEL．SET插座相连接。

- 若有必要，可以在应答机的分机电话插座上连接一台分机电话。



## 更改外出留言

应更改应答机的外出留言（OGM），以便通知想要发送传真的来电者按START键。例如，您可以作如下留言：

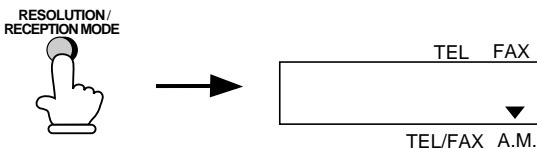
“您好，这里是ABC公司。现在办公室里没有人可以接电话，请在哔音响过之后留言，或在您的传真机上按START键发送传真。谢谢您的来电。”

- ◆ 建议您将留言的时间限制在10秒以内。如果留言太长，将难以接收以自动拨号方式传送来的传真。
- ◆ 如果您的外出留言必须超过10秒，请在留言的开头留约4秒钟的沉默时间。这样，便于传真机检测使用自动拨号传来的传真音。

## 启动应答机连接装置

外出之前，按以下说明启动应答机连接装置：

- 1 将接收模式设定于A.M.。



- 2 将应答机设定于自动应答。

- ◆ 应答机必须设定为在最多两次振铃以内应答，否则，可能无法接收以自动拨号发送来的传真。

## 应答机的连接

- ◆ 若应答机有费用节省功能，请确认它将在四次振铃以内应答。

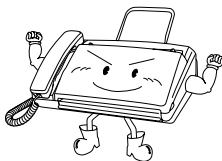
注：如果您的应答机具有遥控调出功能，则请确认用于启动遥控调出功能的代码是否有别于使用分机电话（参见第3章“接收文件”）启动传真接收的代码。如果两种代码相同，则从外线电话输入该代码调出留言时就会启动传真机。

## 应答机模式的工作原理

当您外出时，应答机将应答所有来电，且播放外出留言。打电话的人可以留言。这时，传真机将悄悄地监视线路。如果传真机检测到传真音，或超过四秒钟的静默时间，它将接管线路并开始接收。

- ◆ 如果线路状况不佳或有杂音，应答机和／或传真机可能无法正确应答。
- ◆ 当仅接收到传真时，应答机上的来电计数器也可能会显示接收到留言。
- ◆ 当您从外线电话打进或用分机应答时，为了防止线路被传真机所占用，请按电话拨号盘上的任意三个键（启动接收传真的代码“5”、“\*”和“\*”除外）。仅音频式拨号的线路可进行此操作。

当您返回并关闭应答机时，务必将接收模式改回FAX/TEL、FAX模式或TEL模式！



# 可选应答机连接装置的设定

若有必要，可以用以下设定改进应答机连接装置对来电的反应能力。

### 静默检测时间

应答机应答后，如果检测到一定时间的沉默，此功能将启动传真机接管电话线路并开始接收。

静默时间可在1至10秒之间选择。出厂时静默检测时间被设定为6秒。大多数应答机在此设定下可获得最佳性能，但是，您可能需要根据应答机的断线时间调整该设定。

有些应答机的断线时间可能非常短（4秒或4秒以下），这表示在传真机开始接收之前，应答机可能已经挂断电话线路。这时，请试试将静默检测时间设定为3秒。

如果在来电者留言之前传真机接管电话线路，请试试延长静默检测时间设定值。若外出留言中包含一段沉默时间，务必使设定值比该沉默时间长，或重新录制外出留言以缩短其中的沉默时间。

#### 注：

可以输入“00”时间关闭静默检测时间。但是，请注意，此时传真机将无法接收以普通拨号手动发送的传真。

## 可选应答机连接装置の設定

要改变设定时，请按照以下步骤进行。

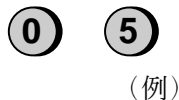
- 1** 按右图所示按键：



显示屏上将显示：

**QUIET DETECT TM.** (静默检测时间)

- 2** 输入01~10的数字或输入00关闭此功能。



- 3** 按STOP键恢复日期和时间显示。



## 应答机异常时的传真接收

此功能启动时，若应答机在响起5次铃声之前因某种原因未应答，则本传真机会自动应答。这样即使应答机未打开或其磁带已满，也可确保接收传真。

本传真机出厂时此功能被关闭，如果您想要启动它，请按以下步骤操作：

**注：**

此功能启动时，请确认应答机已设定为4次铃声以下应答，否则传真机总会先应答，从而使来电者不能留言。

**1** 按右图所示按键：



显示屏上将显示：

**FAX RX A.M. FAILS** (应答机异常)

**2** 按“1”键启动功能，或按“2”键将其关闭。



**3** 按STOP键恢复日期和时间显示。



## 可选应答机连接装置の設定

### 静默检测启动时间

此设定可用于延迟静默检测时间功能的启动。例如，如果您想要在应答机外出留言的开头处插入一段沉默时间以保证传真信号的正确检测，您就可以使用此设定以延迟静默检测的开始，这样该沉默就不会使传真机占用此线路。

静默检测启动时间，已在出厂时被设定为5秒。若要改变这一设定，请遵循以下步骤。

通常，延迟时间应比外出留言前的沉默时间略长。

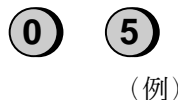
- 
- 1** 按右图所示按键：



显示屏上将显示：

**QUIET START TIME** (静默检测启动时间)

- 
- 2** 按00~15的一个数字。



- 
- 3** 按STOP键恢复日期和时间设定。



# 7. 特殊功能

## 来电显示 (需要签约)

如果您向当地电话公司申请来电显示服务，则可以设定传真机在振铃时显示拨打电话者的姓名和号码。

### 重要:

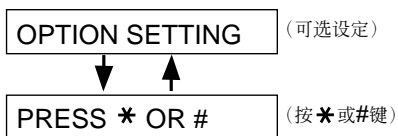
- ◆ 若要使用此功能，您必须向当地电话公司申请来电者识别服务。
- ◆ 本传真机可能不适用于某些来电者识别服务。

1 如右图所示按键:

FUNCTION



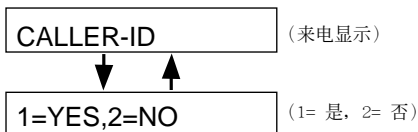
显示屏上将显示:



2 按 \* 键。



显示屏上将显示:





# 来电显示

---

**3** 按“1”键启动来电显示，或按“2”键将其关闭。

YES

NO



或



---

**4** 按STOP键返回到日期和时间显示。

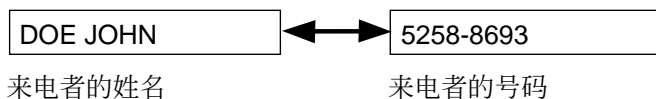


## 如何操作来电显示

当您接到电话时，在第二声铃响之前，拨打电话者的姓名和电话号码将交替出现在显示屏上。该信息将持续显示，直到您拿起听筒，或在FAX模式时直到传真机自动应答。

**注：**有些来电显示服务可能不提供拨打电话者的姓名。这时，仅出现电话号码。

显示举例：



## 显示信息

如果无法提供拨打电话者的信息，传真机振铃时将出现以下信息之一。

- |                            |   |
|----------------------------|---|
| NO SERVICE（没有服务）           | 没有接收到任何来自电话公司的有关拨打电话者的信息。确认电话公司是否向您提供了该项服务。 |
| CALLER-IDERROR<br>（来电显示错误） | 电话线路上的噪音影响拨打电话者信息的接收。                       |
| PRIVATE CALL（私人电话）         | 因拨打电话者的要求，电话公司不提供拨打电话者信息。                   |

# 来电显示

## 查阅来电显示一览表

如果您申请了来电显示服务并启动来电显示功能，传真机将保留您最近接到的20个电话和传真的信息。您可以在来电显示一览表中查阅这些信息，包含每一个来电者的姓名和号码。

◆ 在您接收到20个来电后，每个新的电话将取代最早的电话。

按照以下步骤在显示屏上查阅来电显示一览表。若有必要，您可以在它出现时立即拨号码。

**1** 按右图所示按键：

显示屏上将显示：

**REVIEWING CALLS** (查阅来电)

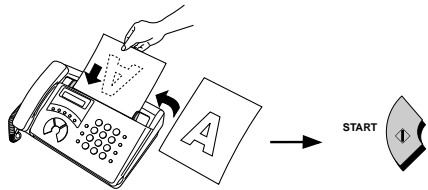


**2** 按\*键从最新的电话开始查阅一览表，或按#键从最早的电话开始查阅一览表。

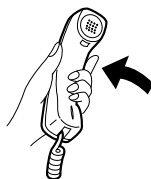


**3** 若要拨打一览表中的某个号码，请卷动一览表直至号码出现在显示屏上。

- 若要发送传真，请放好文件后按 START 键。



- 若要打电话，拿起听筒或按 SPEAKER 键。拨号将自动开始。  
（如果按了 SPEAKER 键，请在对方应答时拿起听筒。）



- 4** 查阅完一览表后按 STOP 键。



## 若要从来电显示一览表中删除电话

若要从来电显示一览表中删除一个电话，当该电话出现在显示屏上时按“0”键。若要从一览表中删除所有电话，在您查阅一览表中的任一电话号码时按“0”键3秒钟以上。

## 优先电话

若有必要，您可以设定传真机在接到某个登记的电话号码打来的电话时发出特殊的振铃声。这就可以让您不需看显示屏就立即知道是谁打来的电话。

若要使用此功能，按以下步骤输入所要的电话号码（仅可输入一个电话号码）。

- 1** 按右图所示按键：

FUNCTION



显示屏上将显示：

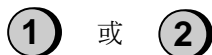
PRIORITY CALL #

（优先电话#）

## 来电显示

- 
- 2** 按“1”键输入号码，或按“2”键删除号码。（若按“2”键，进到步骤4）。

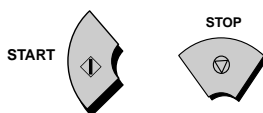
SET          CLEAR



- 
- 3** 按数字键输入包括区号的电话号码（最长为20位）。



- 
- 4** 按START键后按STOP键。



## 拒接电话

启动来电显示功能时，您可以利用本章中“拒收不想要的传真”中所述的防垃圾传真功能，与拒受传真一样拒接电话（防垃圾传真功能通常只能用于拒收传真）。

这时，当从您指定为“垃圾号码”的号码打来电话或发来传真时，本传真机一旦通过来电显示服务接收到该电话号码（在第二声振铃之前），就立即切断电话。

若要使用此功能，请按照本章“拒收不想要的传真”中的说明在防垃圾号码一览表中输入号码。

## 两种铃声功能（需要签约）

**重要：**

- ◆ 两种铃声功能只适用于Homefax 2和Faxline 2用户。如果连接于普通电话线路，请勿启动两种铃声功能，否则传真机可能工作不正常。
- ◆ 如果启动两种铃声功能，请勿将接收模式设定于 TEL/FAX 模式，否则传真机可能工作不正常。

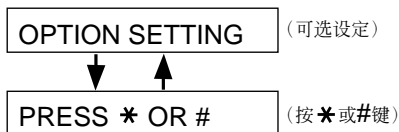
如果您是香港电话公司（Hongkong Telecom）的Homefax 2或Faxline 2服务的用户，则您需要启动两种铃声功能。启动后，本传真机在接到电话时发出短振铃声，在收到传真时发出长振铃声。在接收传真时，传真机将在2次振铃后自动应答（不管接收模式的设定）并接收传真。若要启动两种铃声功能，请按以下步骤进行。

- ◆ 关于Homefax服务的详细说明，请与香港电话公司（1000）联系。

**1** 按右图所示按键：



显示屏上将显示：



**2** 按\*键四次。



显示屏上将显示：



## 两种铃声功能

---

- 3** 按“1”键 (YES) 启动两种铃声功能，或按“2”键 (NO) 将其关闭。

YES

NO



或



- 
- 4** 按STOP键恢复日期和时间显示。



## 拒收不想要的传真

防垃圾传真功能可以拒收您指定的对象发来的传真。对于不想要的“垃圾”传真，您不必打印，以节约纸张。

若使用此功能，如下所述输入您不想接收传真的传真号码。

- ◆ 防垃圾传真号码表中最多可输入5个号码。
- ◆ 若要从防垃圾传真号码表中删除号码，需要知道代表该号码的一位数字。如果您忘记了此数字，请按照第8章中的说明打印出防垃圾传真号码表。

1 按右图所示按键：



显示屏上将显示：

ENTRY MODE (输入模式)

2 按\*键两次。

显示屏上将显示：

STORE JUNK # (存储垃圾传真号码#)

↓ ↑

1=SET,2=CLEAR (1= 设定, 2= 清除)

3 按“1”键在防垃圾传真号码表中输入号码，或按“2”键从该表中删除号码。

SET CLEAR

① 或 ②



## 拒收不想要的传真

---

**4 输入：**用数字键输入1~5之间的一位数字。此数字代表下一步中您将要输入的传真号码。

①

**删除：**输入代表您想要删除的传真号码的一位数字，并加入步骤6。

(例)

---

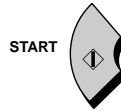
**5 输入传真号码。**

② ③ ② ④ ⑤ ⑥ ⑦

(例)

---

**6 按START键。**



**7 返回步骤3输入（或删除）另一个号码，或按STOP键退出。**



## 拉稿（要求传送传真）

拉稿功能使您能呼叫另一台传真，让它发送文件（事先已放入送稿器）至您的传真机，而无需操作员的帮助。换言之，驱动传送的是接收方传真机，而不是传送方传真机。

注：F0-10无此功能。

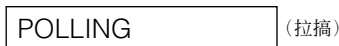
若要使用拉稿功能，必须先将快速拨号键E/POLL设定为用于拉稿键。

◆ 当快速拨号键E/POLL被设定为拉稿键后，就不能再用于快速拨号。

**1** 按右图所示按键：



显示屏上将显示：



**2** 按“1”键驱动此功能，或按“2”键将其关闭。



**3** 按STOP键恢复日期和时间显示。



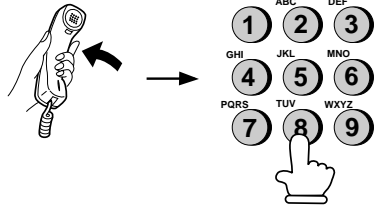
# 拉稿（要求传送传真）

## 要求传送

注：不能用快速拨号键进行拉稿。若要拨快速拨号键，请按SPEED DIAL键，然后输入与快速拨号键对应的两位数字。

**1** 请用下列方法之一，拨打所要拉稿的传真机号码：

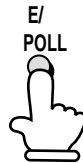
- 拿起听筒（或按SPEAKER键）并拨完整的号码。等待传真应答音。
- 按SPEED DIAL键并输入两位数的SPEED DIAL号码。
- 用数字键输入完整的号码。



（例）

**2** 按快速拨号键E/POLL。

- 如果使用听筒，当显示屏上出现POLLING（拉稿）时将其放回。开始接收。



## 8. 打印一览表

您可以打印电话号码一览表以显示已存储的用于自动拨号的传真/电话号码，以及打印防垃圾传真号码一览表以显示拒收号码。

若要打印一览表，请按照以下步骤进行。

- 1** 按FUNCTION键和“2”键。

FUNCTION



显示屏上将显示：

LISTING MODE

(一览表模式)

- 2** 按\*键选择防垃圾传真号码一览表，  
或按#键选择电话号码一览表。

JUNK # TELEPHONE #



或



- 3** 按START键打印一览表。

START



## 打印一览表

### 电话号码一览表

此表列出已存储的用于自动拨号的传真和电话号码。

TELEPHONE NUMBER LIST		
FOR: John Doe Corp.		25-JAN-1999 10:30 201 555 1234
SPEED NO.	NAME	TELEPHONE NO.
01	N.Y.	123-785-6340
02	JANE SMITH	258-942-7417
03	ABC TOOL	985-125-0546
04	JACK JONES	532-740-3341

### 防垃圾号码一览表

此表列出被拒收的传真号码。

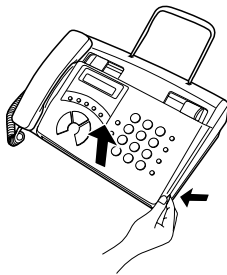
ANTI JUNK NUMBER LIST	
FOR: John Doe Corp.	
25-JAN-1999 10:30 201 555 1234	
STORED LOCATION	JUNK TEL NO.
1	1234567890
2	11122233344455566677
3	123987093687

## 9. 保养

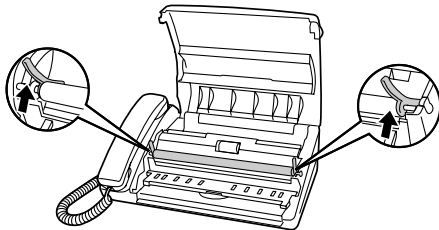
### 扫描玻璃和滚轴的清洁

请经常清洁扫描玻璃和滚轴，以确保传送图像和复印文件的质量。

- 1 抓住指孔拉起并打开操作面板。

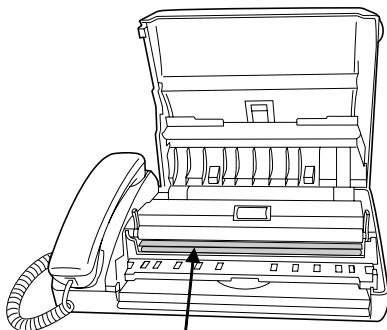


- 2 拉起白色滚轴两侧的绿色杆。



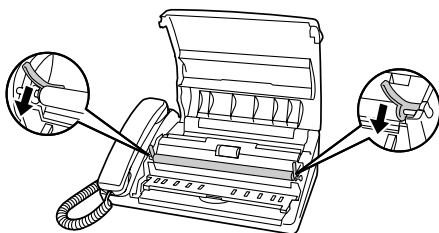
- 3 用软布擦拭扫描玻璃和滚轴。

- 务必擦除所有灰尘和污迹（如涂改液），因为这些污迹将会在所传送的图像和复印文件上产生垂直线条。（若有必要，用变性酒精擦拭。）
- 可用透明胶带清除滚轴上落下的碎屑。

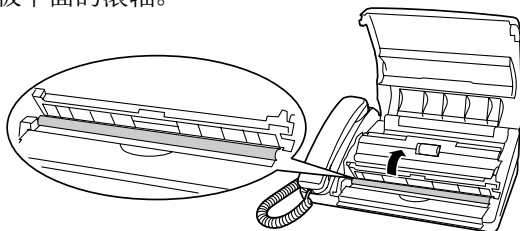


扫描玻璃

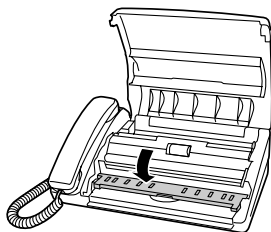
- 4** 放下白色滚轴两侧的绿色杆。



- 5** 抬起前侧导纸板并擦拭导板下面的滚轴。

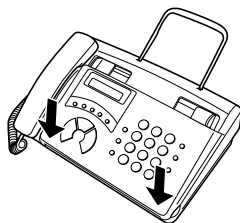


- 6** 放下前侧导纸板。



- 7** 关闭操作面板。

- 按下面板的前面两侧角，确认发出喀嗒声到位。



## 外壳的清洁

用干布擦拭传真机的外部零件和表面。

**小心!**

请勿使用苯或稀释剂。这类溶液可能会损坏传真机或使其褪色。

# 10. 故障检修

## 问题和解决方法

### 线路故障

问题	解决方法
LINE ERROR出现在显示屏上。	<p>再处理一次。如果仍然出错，请检查下列各项：</p> <ul style="list-style-type: none"><li>• 检查线路连接。TEL.LINE插座至墙壁插座之间的电话线应小于6英尺。</li><li>• 确认是否有其他调制解调器装置使用同一电话线路。</li><li>• 询问对方，确认其传真机是否正常工作。</li><li>• 检查电话线路是否有噪音。</li><li>• 试试将本传真机连接在其他电话线路上。</li><li>• 如果问题仍然存在，传真机可能需要修理。</li></ul>



# 问题和解决方法

## 拨号和传送问题

问题	解决方法
拿起听筒时无拨号音。	<ul style="list-style-type: none"><li>• 确认听筒接线连接在正确的插座上。请参见第1章中“连接”中的“连接听筒”。</li></ul>
不能拨号。	<ul style="list-style-type: none"><li>• 确认电源线正确插入墙壁电源插座上。</li><li>• 确认电话线正确插入TEL. LINE插座和墙壁插座。</li><li>• 确认传真机设定于对应电话线路的正确拨号模式。请参见第1章中“连接”中的“连接电话线”。</li></ul>
电源接通着，但无法传送文件。	<ul style="list-style-type: none"><li>• 确认接收方传真机中有传真纸。</li><li>• 确认电话线插入TEL. LINE插座，而不是TEL. SET插座。</li><li>• 如果接收方传真机处于手动模式，而操作员不在场，则无法进行接收。</li><li>• 查看显示屏上的出错信息。</li><li>• 拿起听筒并检查拨号音。</li></ul>
对方接收后未打印出任何内容。	<ul style="list-style-type: none"><li>• 确认将用于传送的文件正面朝下放入送稿器。</li></ul>
对方接收的图文失真。	<ul style="list-style-type: none"><li>• 电话线路干扰可能会引起失真。请重新发送一次。</li><li>• 在传真机上复印一份文件，如果该复印件也失真，则可能是传真机有问题。</li></ul>

## 接收和复印问题

问题	解决方法
传真机不能自动接收文件。	<ul style="list-style-type: none"> <li>• 确认接收模式设定于FAX。若您已加入两种铃声服务，请确认两种铃声功能是否被设定为正确的振铃方式。如果您未加入特殊的铃声服务，则请确认两种铃声功能是否已设定于OFF SETTING。（参见第7章中“两种铃声功能”。）</li> </ul>
电源接通着，但无法接收文件。	<ul style="list-style-type: none"> <li>• 确认电话线插入TEL. LINE插座，而不是TEL. SET插座。</li> </ul>
接收文件时，出来的传真纸是空白的。	<ul style="list-style-type: none"> <li>• 确认文件正确装入传送方传真机的送稿器。可试复印一份文件或打印一份报告以确认本传真机的打印能力。</li> <li>• 确认传真纸已正确装入本传真机。（若纸卷装反，则无法打印出内容。）</li> </ul>
接收的文件模糊。	<ul style="list-style-type: none"> <li>• 要求对方发送高对比度的文件。如果对比度仍然太低，则可能是本传真机有问题。可试复印一份文件或打印一份报告以确认本传真机的打印能力。</li> <li>• 确认您现使用的是所推荐的传真纸。请参见第1章中的“安装热敏纸”。</li> </ul>
接收的图文失真。	<ul style="list-style-type: none"> <li>• 电话线路干扰可能会引起失真。请要求对方重新发送一次。</li> <li>• 用本传真机复印一份文件或打印一份报告。如果复印件或报告也失真，则可能是本传真机有问题。</li> </ul>
接收的文件或复印件有条纹。	<ul style="list-style-type: none"> <li>• 确认操作面板完全关好（按下面板的两侧）。</li> </ul>

## 问题和解决方法

复印质量不佳和／或有黑点出现。	<ul style="list-style-type: none"><li>• 扫描玻璃上的任何污迹或碎屑均会使复印件或所传送的传真纸上出现黑点。请按照第9章的说明清洁扫描玻璃。</li></ul>
接收／复印被中断。	<ul style="list-style-type: none"><li>• 如果接收或复印持续很长时间时，打印头可能会过热。请关闭电源让其冷却。</li></ul>

## 应答机的连接

问题	解决方法
应答机的连接不能正常工作。	<ul style="list-style-type: none"><li>• 确认传真机的接收模式是否设定于A.M.模式。</li><li>• 确认传真机的TEL. LINE插座是否连接至墙壁插座。确认传真机的TEL. SET插座连接至应答机的电话线插座（而不是应答机的分机插座）。</li><li>• 确认应答机的外出留言小于10秒钟。</li><li>• 确认静默检测时间被设定为3或4秒钟（参见第6章）。</li></ul>

## 一般问题

问题	解决方法
显示屏上不出现任何内容。	<ul style="list-style-type: none"> <li>• 确认电源线正确插入电源插座。</li> <li>• 将另一台电器装置插入该电源插座，以确认它是否有电。</li> </ul>
按任何键时传真机均无反应。	<ul style="list-style-type: none"> <li>• 如果按键时不发出哔音，请拔下电源线，然后数秒钟后再插入。</li> </ul>
传送或复印时自动送稿器不工作。	<ul style="list-style-type: none"> <li>• 请检查文件的尺寸和重量（参见第2章中的“发送文件”）。</li> </ul>
分机电话上的通话被传真机打断。	<ul style="list-style-type: none"> <li>• 如果接收模式设定于A.M.，传真机可能会中断通话。若要防止音频式拨号分机电话上的通话被中断，请在应答后按分机电话上的任意三个键。（注：请勿输入启动传真接收的代码。）</li> </ul>
试图进行拉稿时没有接收到任何内容。	<ul style="list-style-type: none"> <li>• 确认传真纸没有用完。</li> <li>• 确认传送方传真机处于自动接收模式。</li> <li>• 如果传送方传真机具有拉稿安全能力，请确认本传真机的号码已输入本传真机和传送方传真机中。</li> </ul>

## 信息和信号

### 显示信息

注：如果您已打开来电显示功能，请参阅第7章中“来电显示”中的有关来电显示的显示信息。

CHECK PAPER (检查传真纸)	传真纸被夹住或未安装好。拆下然后重新安装传真纸。（参见下一节“清除夹纸”。）
COVER OPEN (机盖开启)	操作面板打开。将其关闭。
DOCUMENT JAMMED (文件夹住)	原稿文件被夹住。请参见下一节“清除夹纸”。
FUNCTION MODE (功能模式)	按了FUNCTION键。
HOLD (保留)	在通话中按了HOLD/SEARCH键，保留对方的电话。再按一下HOLD/SEARCH键解除保留。
LINE BUSY (线路忙)	如果您试图用自动拨号发送传真，而线路忙或者接收方传真机没有回答时将出现此信息。按STOP键清除此信息。
LINE ERROR (线路故障)	传送或接收不成功。按STOP键清除信息，然后再试一次。如果故障仍然存在，请参见本章“问题和解决方法”中的“线路故障”。
NO DATA (无资料)	连接在传真机上的分机电话正在使用中。请勿在此时拿起传真机的听筒或试图传送文件，否则将中断分机电话上的通话。
NO # STORED (无存储)	如果您试图拨打或清除快速键拨号或缩位拨号号码，而没有存储内容时，将出现此信息（未设定完整的号码）。
OFF HOOK (摘机待接)	在使用听筒拨号并发送传真后忘记放回时出现此信息。放回听筒或者按STOP键清除信息。

ON HOOK DIAL (挂机拨号)	已按SPEAKER键，传真机等待您拨号。
OUT OF PAPER (纸用完)	传真纸已用完。按照第1章中“安装传真纸”的说明装上新的传真纸卷。
OVER HEAT (过热)	打印头过热。等它冷却后操作将继续。
PAPER JAMMED (夹纸)	打印的纸被夹住。请参见下一节“清除夹纸”。
READY TO SEND (准备发送)	已放入文件，传真机等待传送或复印指示。
RECALLING (重拨)	如果您试图以自动拨号发送传真而电话占线或接收方传真机不应答时出现此信息。本传真机将自动重新拨号。(参见第2章中“以自动拨号发送传真”中的“自动重拨”。)
SEARCH DIAL (搜寻拨号)	按HOLD/SEARCH键后，按#或*键搜寻一个自动拨号号码，或按STOP键返回日期和时间显示。(参见第2章中“以自动拨号发送传真”中的“搜寻自动拨号号码”。)
TOTAL PAGE (S) 01 (总页数)	传送、接收或复印的页数。

## 声音信号

连续音	3秒	表示传送、接收或复印结束。
断续音 (3声哔音)	5秒 (响1秒，停1秒)	表示传送、接收或复印未完成。
快速断续音	连续 (响0.7秒，停0.3秒)	表示听筒未挂好。

## 清除夹纸

### 清除夹纸

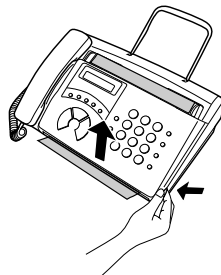
#### 清除夹住的文件

在传送或复印中，如果原稿文件没有被正确送入，或显示屏上出现 DOCUMENT JAMMED（文件夹住）字样，请首先试按START键。如果文件仍不出来，请打开操作面板将其取出。

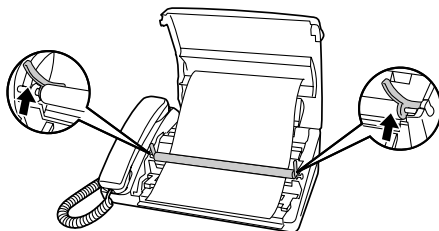
#### 重要：

请勿试图在未打开操作面板时取出文件，否则可能会损坏送稿器机构。

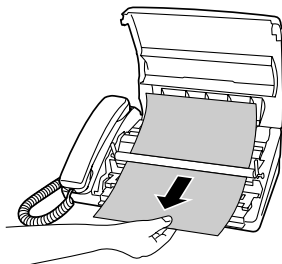
- 1 抓住指孔拉起并打开操作面板。



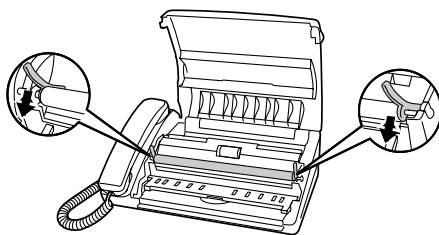
- 2 拉起白色滚轴两侧的绿色杆。



- 3 取出文件。

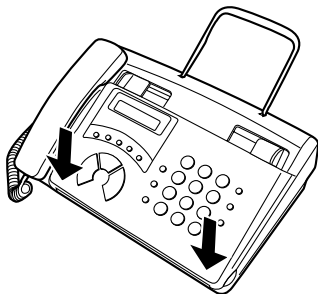


4 放下白色滚轴两侧的绿色杆。



5 关闭操作面板，并确认发出喀嗒声到位。

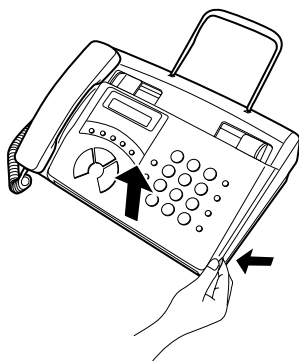
- 按下面板的前面两侧角，确认发出喀嗒声到位。



## 清除夹住的纸张

如果传真纸被夹住，PAPER JAMMED会出现在显示屏上。请按以下步骤清除夹纸。

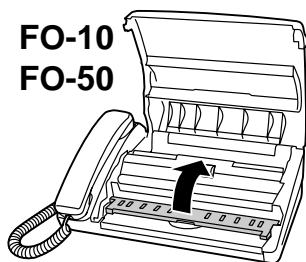
1 抓住指孔拉起并打开操作面板。



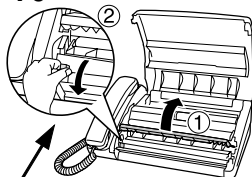


# 清除夹纸

## 2 抬起前侧纸导板。



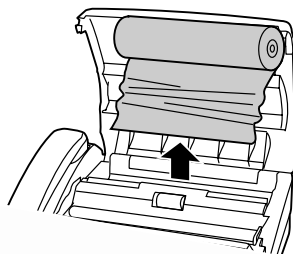
## FO-70



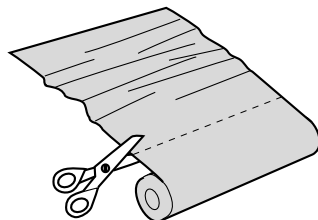
按此按钮以确认金属导板的前缘已落下。

## 3 取出纸卷。

- FO-70: 将传真纸碎片从纸舱中清除。

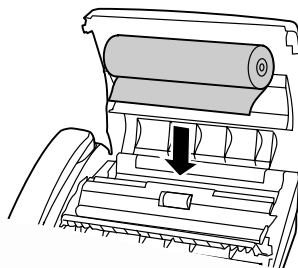


## 4 剪掉纸卷中有皱褶的部分。



## 5 重新安装传真纸。

- 夹纸通常由安装不当引起，请务必按照第1章中“安装热敏纸”的说明仔细进行安装。



# 快速参考指南

## 输入您的姓名和传真号码

1. 按:    

显示屏上将显示:

OWN NUMBER SET

2. 按: 



















































































3. 按数字键输入您的传真号码(最大20位数)。

- 要在数字之间插入空格时, 请按#键。
- 如果出错, 请按SPEED DIAL键将光标移回到出错位置并修正错误。

4. 按: 

5. 如下所示按适当的数字键输入您的姓名。

- 若要连续输入两个需用同一键的字母, 在输入第一个字母后按SPEAKER键。

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 =    	

- 要改变大小写字母时, 按REDIAL键。按#或\*滚动查阅符号和特殊字符。

6. 结束时按:  

## 设定日期和时间

1. 按:     

显示屏上将显示:

DATE & TIME SET

2. 按: 

3. 输入两位数的日期(01~31)。
4. 输入两位数的月份(01~12)。
5. 输入四位数的年份(例如: 1999)。
6. 输入两位数的小时(01~23)和两位数的分钟(00~59)。

7. 结束时按:  

## 存储和删除自动拨号号码

1. 按:   

显示屏上将显示:

FAX/TEL # MODE

2. 按“1”键存储一个号码, 或按“2”键删除一个号码。
3. 输入一个2位数的缩位拨号号码(快速拨号01~05, 或缩位拨号06~40)。(如果要删除号码, 则请进入步骤7。)
4. 输入完整的传真/电话号码。

5. 按: 

6. 按数字键输入位置名称。(请参见“输入您的姓名和传真号码”中的字母输入一览表。)

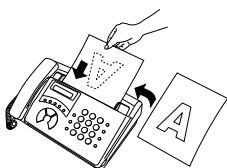
7. 按:  

# 快速参考指南


## 发送传真

将文件（最多5页）正面朝下放入送稿器。

（F0-10：一次只能放一页。）



## 普通拨号

1. 拿起听筒或按  SPEAKER
2. 拨打传真号码。
3. 等待接收音（若有人应答，则请对方按 START 键）。

4. 按： 

## 快速拨号键拨号

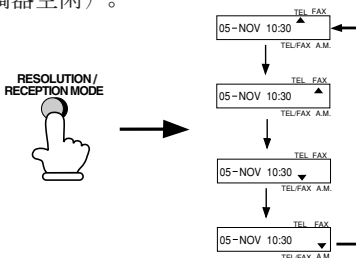
按适当的快速拨号键。传送将自动开始。  
（注：F0-10无此功能）

## 缩位拨号

1. 按： 
2. 输入2位数的缩位拨号号码。
3. 按： 

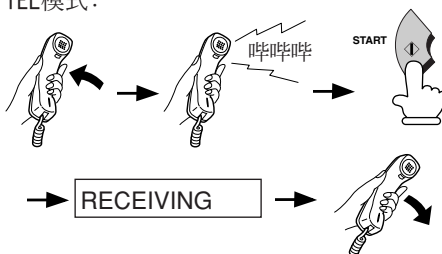
## 接收传真

按RESOLUTION/RECEPTION MODE键，直至显示屏上的箭头指向所需的接收模式（请确认送稿器空闲）。



**FAX模式：**传真机在所设定的铃声次数后自动应答来电并接收传真。

**TEL模式：**



**TEL/FAX模式：**传真机在所设定的铃声次数后自动应答来电并接收传真。传真机将发出一种特殊的振铃声提醒您接电话（包括手动拨号的传真传送）。

**A.M.模式：**当传真机连接有已接通电源的应答机时，请选择此模式。

---

# 索引

## A

安装传真纸, 16—19

## B

保留, 61

拨号

    快速拨号键, 45, 60

    普通拨号, 38, 60

    顺序, 43, 61

    缩位, 46, 60

    直接按键拨号, 47

拨号模式, 14

## C

传直接收模式, 27, 53

传真信号接收, 58

重拨, 39, 49, 61

## D

电话号码表, 82

电话线, 14

对比度, 36

电源线, 13

## F

发送者的姓名和号码, 输入, 20—23

防垃圾传真, 77

防垃圾传真号码一览表, 82

放入文件, 33

FAX模式的振铃次数, 54

复印, 打电话, 59, 69

## G

滚轴, 清洁, 83

## J

夹纸, 清除, 92—94

接收模式

    FAX模式, 27, 53

    设定, 27

    TEL模式, 27, 55

    TEL/FAX模式, 52

解晰度, 36

## K

快速拨号键拨号, 45, 60

## L

来电显示, 69—74

两种铃声功能, 75

# 索引

## P

普通拨号, 38, 60

## Q

取出原稿文件, 34

## R

热敏纸, 16—19

日期, 设定, 24

## S

扫描玻璃, 清洁, 83

声音信号, 91

时间, 设定, 24

顺序拨号, 43, 61

送稿器, 33

搜寻拨号, 48, 61

缩位拨号, 46, 60

## T

TEL接收模式, 27, 55

TEL. LINE插座, 14

TEL/FAX接收模式, 52

TEL/FAX遥控号码, 57

听筒, 11

## W

外壳, 清洁, 84

文件, 最大扫描尺寸, 32

文件尺寸, 31

文件导板, 33

文件限制, 32

## X

显示信息, 90

线路故障, 85

## Y

扬声器音量, 29

优先电话, 73

原稿支架, 15

## Z

振铃音量, 30

直接按键拨号, 47

纸, 热敏纸, 16—19

中间色调设定, 36

自动拨号暂停, 41

自动拨号, 存储号码, 41

字母, 输入, 22

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